

Working on a TeamForge project

Join a TeamForge site

To collaborate with others on a CollabNet TeamForge site, start by getting a user account.

Note: You need a license to use a TeamForge site. Your site administrator may have already assigned you a license. If not, you'll be asked to choose the type of license you need when you create your account.

- An ALM license enables you to use the full set of tools on the site, including Source Code, Trackers, Documents, Tasks and Reports.
 - An SCM license enables you to use the site for basic source code management. You can browse repositories and participate in Wiki conversations.
1. If your site authenticates through LDAP, follow these steps. If your site does not authenticate through LDAP, skip to the next set of steps.

- a. In the **Log Into CollabNet TeamForge** section of the site home page, enter your corporate LDAP user name and password.

Tip: In most cases, your user name and password are the user name and password with which you log in to your corporate network.

- b. Click **Log In**.
- c. On the Create Account page, re-enter your LDAP password.
- d. Enter your full name and email address and click **Create**.

2. If your site does not authenticate through LDAP, follow these steps.

- a. Click **Create an Account** in the **New Users** section of the CollabNet TeamForge home page.
- b. On the Create New Account page, enter a user name for your account.

Note: Your user name must meet these criteria:

- 1 to 31 characters.
- Only alphanumeric characters.
- No spaces.

- At least one letter.
 - The first character is a letter.
- c. Enter and confirm a password.
 - d. Fill in the rest of the fields and click **Create**.
3. Check your email at the address that you provided.
 4. Follow the link in the email to the Log In page.
 5. Enter your user name and password, and click **Log In**.

Your CollabNet TeamForge account is now activated.

Join a project

To create, store, and share work on a CollabNet TeamForge site, first join a project.

1. Log into CollabNet TeamForge .
2. On your My Page, click **Projects** in your personal navigation bar. Now you're looking at the projects of which you are already a member, if any.
3. Click the **All Projects** tab to see all CollabNet TeamForge projects you can see, based on each project's access settings.
4. Select the project you want to join and click **Request Membership**.
5. On the Request Project Membership page, explain why you want to join the project, and click **Submit**. Your request is now submitted to the project administrator for approval. You will receive an email notification when your request is either approved or denied.

Tip: You can also request project membership by clicking **Join this Project** on the home page of the project you want to join, .

Identify yourself

To help get started on collaborating with other project members, you can provide some information about yourself.

This information appears whenever someone clicks your name anywhere on the site. For example, when an artifact is assigned to you, your name appears as a link that other users can click.

1. Click **My Workspace** in the CollabNet TeamForge navigation bar.
2. Click **My Settings** in your personal navigation bar.
3. On your **User Details** page, in the User Details section, click **Edit** and provide some information to help potential coworkers get to know you.
 - a. Click **Browse** to find and upload a 100-by-100-pixel picture of yourself, or of something that suggests who you are.
 - b. Under **Detail**, provide a summary of your interests, skills, or other characteristics.
4. If necessary, review and change your password, official name, and email address.

Note: This is the email address where you receive alerts about changes to items you are involved with, such as a discussion forum you are monitoring or a code commit associated with an artifact you created.

5. Click **Save**.

Get the code

Browse CollabNet TeamForge to find the code you want to work on, then check out the code.

You can view the contents of each file in a repository, plus additional information about each file such as revision history, comments, date and time of submission, and branch and tag information. You can also view differences (diffs) between any two files.

Note: You can see only those paths in the repository that the repository administrator has given you access to.

1. Click **Source Code** in the project navigation bar.
2. On the list of project repositories, click the name of the repository in which you want to view code. For each file, the revision number, time since check-in, author, and last log entry appear in the Code Repository Browser.

- To view a file, or to view the diffs between two files, click the file name.
 - To view a specific version of the file, click **Download**.
 - To view the differences between two files, do either of these:
 - Click [**select for diffs**] next to each of the two files that you want to compare.
 - Enter the file revision numbers in the Diffs between boxes at the bottom of the page.
3. If you need to diff files, choose a display from the **Type of Diff** menu, then click **Get Diffs**. The differences between the two files are displayed.
 4. Use your source control client to check out the code to your local machine.

Find a forum

Read through a project's discussion forums to find out about the project's plans, accomplishments, and challenges.

1. Click **Discussions** in the project navigation bar. The Forum Summary page displays a list of all project forums, and summary information about each forum's activity.
2. Click a forum name. The Topic Summary page displays a list of all forum topics and summary information about each forum topic's activity.
3. Click a topic name. The Forum Topic page displays all messages that have been posted in response to the original forum topic.

You can configure your view in the following ways:

- To set the number of messages that display on each page, choose a value from the View menu, then click **Update**.
- To display threaded messages, choose one of the following options, then click **Update**.
 - **Nested - by Reply** - Displays threaded messages in a hierarchical, nested format of up to 20 layers. This is the default display.
 - **Flat - Chronological** - Displays all messages in chronological order with no nesting.

Catch up on project news

Watch project news updates to stay up to date on events that might affect your participation in the project.

News items appear on the project home page, on the News tab of each user's My page, and on the CollabNet TeamForge home page.

1. Go to the project home page.
 - From within the project, click **Project Home** in the project navigation bar.
 - From anywhere else in CollabNet TeamForge , choose the project from the **Projects** menu in the CollabNet TeamForge navigation bar.
2. Look for news items at the bottom of the project home page. Each news item lists its author and the date it was posted.

Find project resources

To find something quickly, use the Search option.

Tip: If you know an item's unique identifier and want to go directly to it, use the **Jump to ID** box.

1. Log into CollabNet TeamForge .

Note: If you are not logged in, you can search only projects and items that have been designated public.

2. In the CollabNet TeamForge navigation bar, click **Search**.
3. On the Search Criteria page, enter the keywords to search for.
4. Specify whether you want to search tracker artifact attachments or comments. Comments include tracker artifact comments and task comments.
5. For documents, specify whether you want to search all document versions or only active document versions. Searching only active document versions allows you to eliminate search results for outdated documents.
6. Click **Search**.

Your search results are organized by CollabNet TeamForge application. The search score indicates the relevance of each result to your search criteria.

Note: Only items that your project membership and permissions allow you to see are displayed.