


# 專案成員

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# 建立工作項目

 除了專案管理員外，成員也可以自行建立工作項目

# 紀錄工作內容

若要撰寫工作內容，需要點選工作項目，然後輸入工作內容

The screenshot shows the OpenProject interface. The top navigation bar includes the OpenProject logo and the text '在專案管理系統'. The left sidebar contains navigation options: '工作項目', '預設', '所有「開啟中」工作', '最新活動', '最近創建的', '逾期', and '總覽'. The main content area is titled '所有「開啟中」工作' and features a '+ 建立' button, a filter for '包含的專案 1', and a '差異線' button. A table lists work items with columns for '狀態', 'ID', '專案', and '任務'. The second row, with ID '5162', is highlighted with a red box and a red arrow pointing to it from the text '點選進入工作項目'.

狀態	ID ↑	專案	任務
● [重要][緊急]	5156	A	...
● [重要][緊急]	5162	A	...
● [重要][緊急]	5180	A	...
● [重要][緊急]	227	A	...
● [重要][緊急]	5212	B	...
● [重要][緊急]	5213	B	...



工作項目

搜尋



預設

全部打開

最新活動

最近創建的

Overdue

甘特圖

大綱

由我創建

分配給我

Shared with users

預估成本和時間

Work -

Remaining work -

耗時

詳細資料

日期 無開始日期 - 無完成日期

Derived remaining work -

完成度(%)  0%

類別 -

版本 -

優先等級 \*  一般

點選回覆訊息

活動 檔案 關聯 監看者 (1) 會議

2024年2月21日



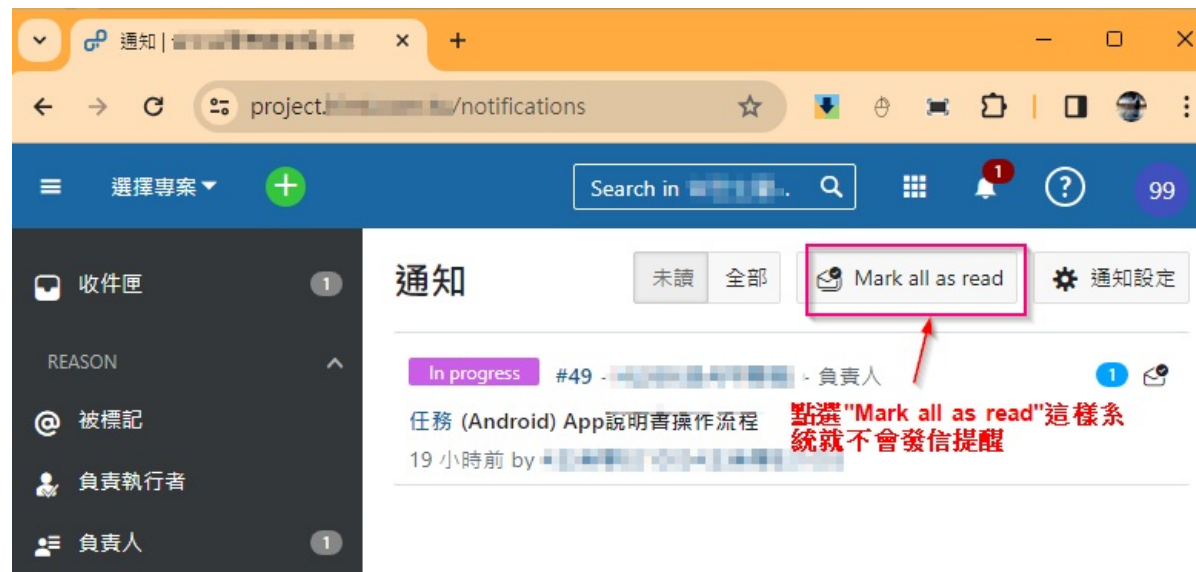
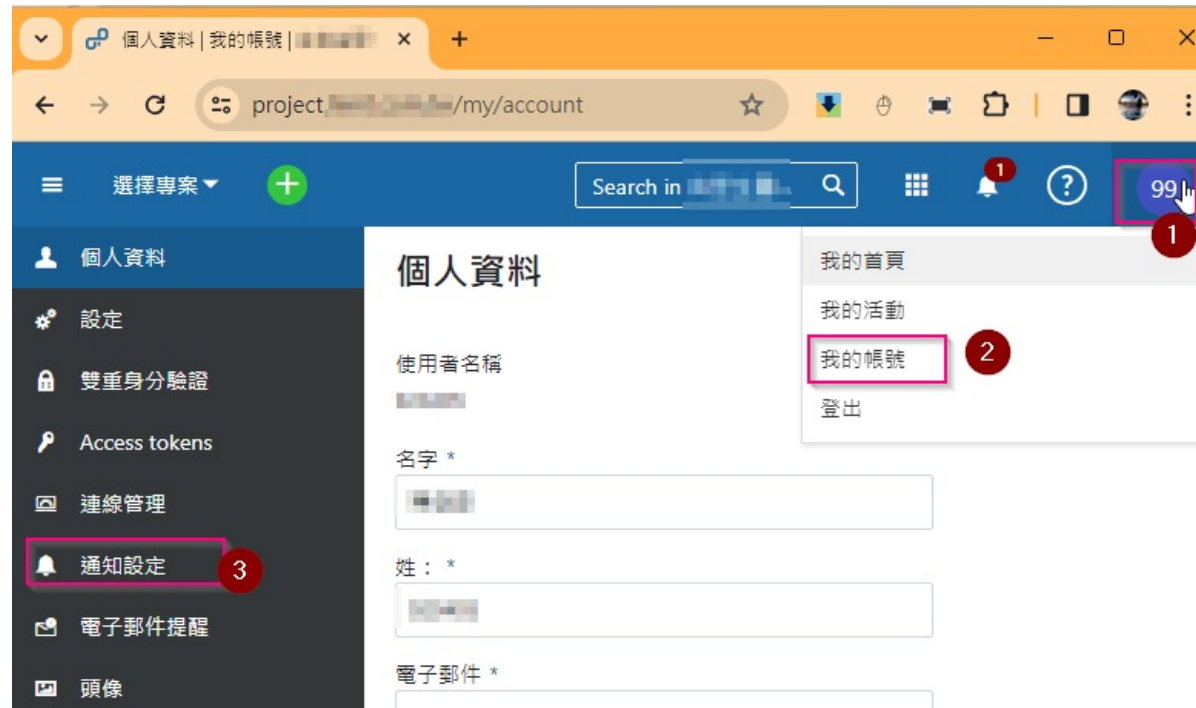
建立於 2024/02/21 13:50

註解並輸入 @ 來標記其他人

註解並輸入 @ 來標記其他人

# 郵件提醒

系統有預設值，每個帳號可自行額外設定



# 已讀通知

觀看「通知」後需要設定已讀

The screenshot shows a web browser window displaying a project notification page. The browser's address bar shows the URL 'project. [redacted] notifications'. The page header includes a search bar, a notification bell icon with a '6' badge, and the user's name '陳陳'. Below the header, there are buttons for '未讀' (unread), '全部' (all), 'Mark all as read', and '通知設定' (notification settings). The main content area lists several notifications, each with a status label (e.g., 'In progress', 'New', 'BUG'), a title, a timestamp, and a 'Mark as read' icon. Red annotations are present: a box around the 'Mark all as read' button with the text '點選代表全部已讀' (clicking represents all read), and another box around the 'Mark as read' icon of the first notification with the text '點選之後代表已讀 (這樣就不會每日發 email 提醒)' (clicking after represents read (this way you won't get daily email reminders)).

通知

未讀 全部 **Mark all as read** 通知設定

**In progress** #51 - [redacted] - 關注者 **點選代表全部已讀** 1

TASKS [redacted]

2 分鐘前 by 理員 **點選之後代表已讀 (這樣就不會每日發 email 提醒)**

**New** #44 - [redacted] - 負責執行者 3

**BUG** 無法連線到設備

16 分鐘前 by [redacted]

**In progress** #49 - [redacted] - 負責人 2

TASKS ([redacted])

1 小時前 by [redacted]

# 自訂工作項目版面

1 使用者可以自訂想要看的版面

The screenshot shows the OpenProject interface for a project named 'APP開發'. The main content area is titled '工作項目' (Work Items). At the top, there are filters for '全部' (All) and '+ 建立' (Create). Below this, there are search and filter options. A red box highlights the '全部' filter in the top left, with a circled '2' next to it. Another red box highlights the '全部' dropdown menu in the '狀態' (Status) filter section, with a circled '1' next to it. A third red box highlights the '全部' option in the left sidebar, with a circled '3' next to it. A red arrow points from the '全部' option in the sidebar to the '全部' filter in the top left. A red text box with a white background contains the following text: '設定觀看全部工作項目（含關閉狀態），然後儲存成步驟2「全部」。這樣以後就能在左側下角「私人」查看' (Set to view all work items (including closed status), then save as step 2 'All'. This way, you can view 'Private' in the bottom left corner later). Below the filters, there is a table of work items with columns for ID, Title, Type, Status, and Assignee.

ID	Title	Type	Status	Assignee
44	新增功能	BUG	New	[Avatar]
45	新增功能	TASKS	Closed	[Avatar]
46	新增功能	MILESTONE	New	[Avatar]
47	新增功能	TASKS	Closed	[Avatar]
49	新增功能	TASKS	In progress	[Avatar]
50	新增功能	TASKS	Closed	[Avatar]

# 分享工作項目給非專案成員

The screenshot displays the OpenProject web interface. At the top, the navigation bar includes the OpenProject logo, a search bar with the text "在專案管理系統 搜尋", and notification icons. The main content area shows a task list with a "TASKS" label. A red box highlights the "TASKS" label, and another red box highlights the "+ 建立" button. A red arrow points from the "+ 建立" button to the "分享 1" button. A modal window titled "分享工作項目" is open, showing a search bar with the text "以帳號或電子郵件搜尋", a "檢視" dropdown, and a "共享" button. Below the search bar, there is a section for "1 個使用者" with a "類型" dropdown and a "角色" dropdown. A list of users is shown, including one user with a profile icon and the name "非專案的成員". A red box highlights the "編輯" button next to this user, and a red arrow points from the "編輯" button back to the "+ 建立" button in the task list.

選擇專案 +

OpenProject

在專案管理系統 搜尋

收件匣 12

原由

被標記 7

設定上層專案 +

TASKS

+ 建立

共享 1

分享工作項目

以帳號或電子郵件搜尋

檢視

共享

1 個使用者

類型

角色

非專案的成員

編輯

刪除

協同執行者(可多選)

APP委外