

Instruction Manual for Issue Tracking

Malavika Srinivasan, Spencer Smith, and Dan Szymczak

September 7, 2017

Contents

1	Introduction to GitLab	2
1.1	Issue Tracking	2
1.1.1	Issues	2
1.1.2	Functionality of ITS	2
1.1.3	Instructions for Issue Tracking System	3
1.1.4	Markdown	5
1.1.5	Milestone	5

1 Introduction to GitLab

The primary goal of this document is to provide a set of instructions to use the issue tracking system in Gitlab. GitLab is a software or a free repository manager with an open source license. GitLab comes with many features like - repository management, code reviews, issue tracking, activity feeds and wikis. GitLab is often used for continuous integration and delivery. In this manual, we will deal with ‘issue tracking’, which is the set of activities associated with scheduling and reviewing a task. It is described in detail in the Section 1.1.

1.1 Issue Tracking

An Issue Tracking System (ITS) is a computer software package that manages and maintains lists of issues. The ITS provides the necessary infrastructure to create, update, and resolve (close) issues.

1.1.1 Issues

Issues are set of tasks assigned to be completed. Each issue in the system may have an urgency value assigned to it, based on the overall importance of that issue. Low or zero urgency issues are minor and should be resolved as time permits. Besides this for each issue, the date of submission, detailed descriptions of the issue, attempted solutions or work-arounds, and other relevant information are also recorded by the ITS.

1.1.2 Functionality of ITS

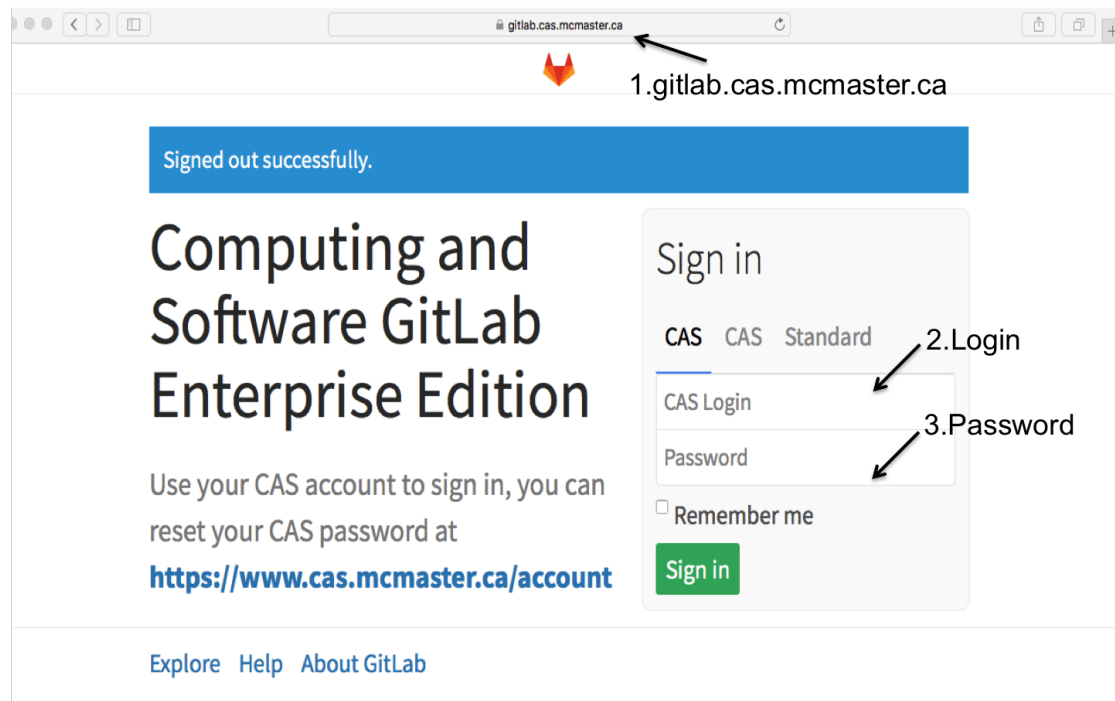
Issue Tracking System has its own set of functionality:

- F1: Creation and allocation of tasks easily.
- F2: Monitoring of handling, time spent and quality of work.
- F3: Assignment of a priority to each issue based on the overall importance of that issue.
- F4: Containing a detailed descriptions of the problem being experienced, attempted solutions or workarounds, and other relevant information.
- F5: Maintaining of a history of each change.

1.1.3 Instructions for Issue Tracking System

I1: Go to the url - <https://gitlab.cas.mcmaster.ca> and enter your login and password as shown in the Figure 1 .

Figure 1: Steps in Issue Tracking

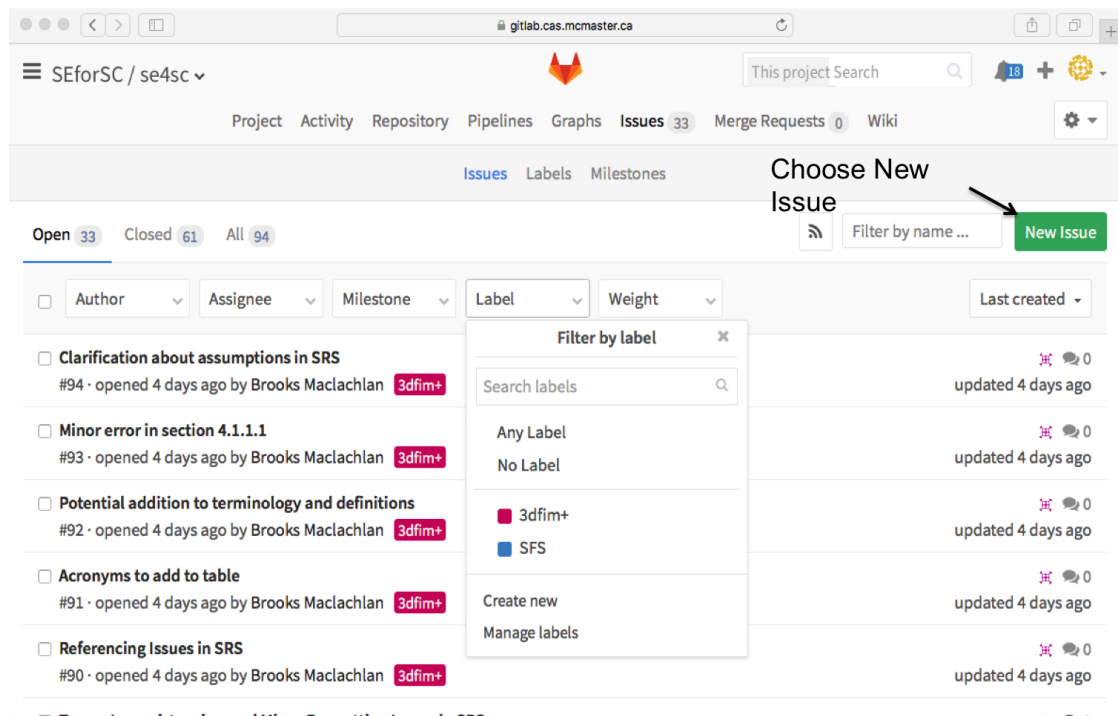


I2: Choose your group's repository.

I3: Choose the option **Issues**.

I4: To create a new issue, choose **New Issue** as shown in Figure 2.

Figure 2: Steps in Issue Tracking



I5: Fill in the necessary fields like Title, Description, Assignee, Labels etc. and click **Submit issue**.

Note: # symbol can be used to reference other issues and @ symbol can be used to reference other users. Also, you can reference specific commits by using their SHA-hash.

I6: To comment on an issue, write a brief description of your comments, then click "Comment".

I7: To close an issue, go to the issue's page and write a brief description of what you did to close the issue, then click "Comment & close issue".

1.1.4 Markdown

From <https://guides.github.com/pdfs/markdown-cheatsheet-online.pdf>: “Markdown is a way to style text on the web. You control the display of the document; formatting words as bold or italic, adding images, and creating lists are just a few of the things we can do with Markdown. Mostly, Markdown is just regular text with a few non-alphabetic characters thrown in, like # or *.”

You can use Markdown syntax to add headers, lists, emphasis, emojis etc. When you get started Markdown is optional, but as you gain experience, you will likely find that you are using it to improve the expressiveness of your text.

1.1.5 Milestone

GitLab and GitHub also support entering dates for milestones. You might want to add your course deliverables as milestones.