

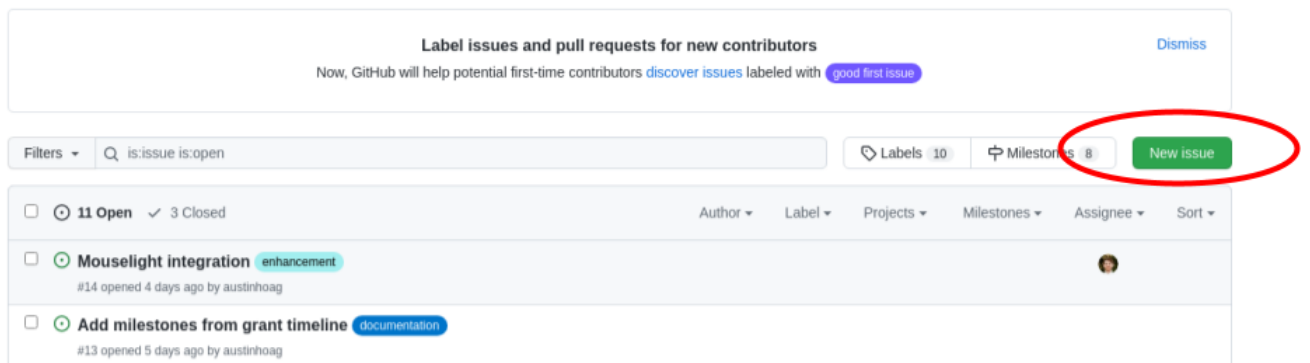
# Where to go to report an issue

Please report an issue on the github page here:

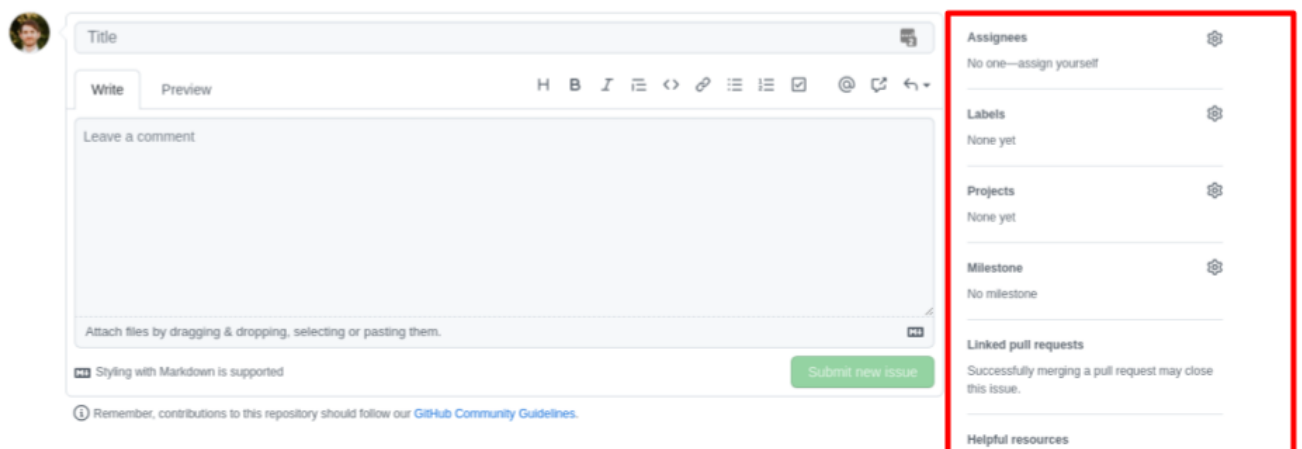
<https://github.com/ActiveBrainAtlas2/activebrainatlasadmin/issues>

## How to report a new issue

First, check that a similar issue has not already been made (see the next section: searching existing/previous issues). Then click on the green “New issue” button on the right side of the screen, circled in red in the image below.



That will open up the new issue form, shown below:



Enter in a descriptive title for the issue, such as: “cannot create new neuroglancer state from within Neuroglancer” Then write your description of the issue, being as specific as possible. Explain what you have tried and any error messages you are seeing. You can use markdown to make lists, bold font, etc... and preview what it will look like using the “Preview” tab.

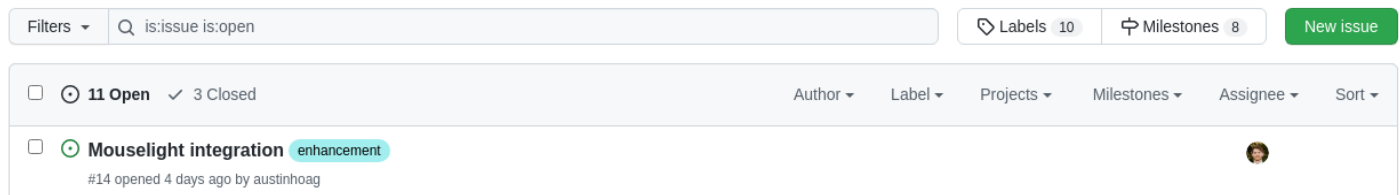
The right side panel is outlined in red. In this panel, you can assign people (including yourself) to work on the issue using “Assignees”. Note that you can assign multiple people.

You can label the issue using one of the preexisting labels that Github provides (see right side panel), such as a “bug” (something is broken), “enhancement” (your requesting a new feature or extension to something already built), and many other labels.

We are not currently using the “Projects” feature of github so you can ignore that.

## Searching existing/previous issues

Github keeps track of issues as either open or closed. Closed issues have been resolved and are not shown by default in the table of issues when you first load the page. To search all issues, remove the “is:open” text from the search bar shown in the image below:



And then type your search terms into the search bar and hit enter. If you want to only search open issues then keep the “is:open” text in the filter. Likewise if you want to search only closed issues, use “is:closed” instead. You can also click the text area where it says “11 Open” in the image above to view all open issues and “3 closed” to view all closed issues. You can also sort the shown issues by Author, label, milestones and assignees using the text with the down arrows on the right side of the image above.

## Updating and/or closing an issue with Git

When you commit with Git either with your IDE or just on the command line, you can easily reference an issue by just putting #X in the commit message. The ‘X’ refers to the issue number. To close an issue simple put the phrase ‘fix #X’. Again, the ‘X’ refers to the issue.

See also: <https://github.com/gitbucket/gitbucket/wiki/How-to-Close-Reference-issues-and-pull-request>