# WIKI

All editing EXCEPT checking off tasks is done in “Edit” mode (link on upper left of the page IF you are logged in).

The title can be entered directly

All other content should be entered within sections and within some form of box rather than free form unless you are creating a page that holds a document

To add structural content place cursor on the appropriate point of the page and enter “{“. This will bring up a dropdown box of options. Select last one “Open macro browser”. Within the macro browser type the word for the macro type (common ones below) to jump to type. Try to keep to common set.

Home page – general parts

* Purpose
* Link to Minutes
* Link to JIRA Issue Tracker
* Meeting Time and Connection Information
* Members
* Documents of Interest

Minutes page

* Use Expand
* Label of Expand should include the date in ISO structure with or without hyphens (ex. YYYYMMDD 20161031 or 2016-10-31)
* Current minutes go at the top

Sections (click on image)

* Add a new section
* Identify the layout of the section
* Content should be places within defined boxes. Default boxes include:
	+ Information (blue)
	+ Warning (red)
	+ Tip (green)
	+ Note (yellow)
* Panel (box with a defined title section which may have a different color from the box)
	+ Outline type = solid
	+ Color = use basic colors [red, blue, yellow, green, etc.] if using “light” color enter as one word “lightgreen”
	+ Weight of border
		- 1 = very fine
		- 2 = normal
		- 3 = heavy [use this if you want to catch reader’s attention]
* Tables can be created from the top tool bar. Select the number of column as rows and hit enter. Table structure has a dropdown tool bar that allows you to add or remove columns or rows similar to Excel.
* Attachments can be made to the attachment page invisibly using the “…” icon on the upper right. Browse or drag-and-drop options.
	+ To make this visible create a box and add the content “Attachment”
* Hyperlinks
	+ Highlight content and click on chain-link image on toolbar
	+ Option box allows you to search, add a web link, a document, or see a list of recently viewed sites
	+ You can edit the text associated with the link at the bottom of the option box
	+ Highlight and right click an existing hyperlink for options to “go to”, “edit”, or “remove”

**Basic Editing Tools**



The Editing Toolbar contains basic text format items including:

* Paragraph – font sizes
* Bold, Italics, Underline
* Font color
* Font style – strikethrough, subscript, superscript, monospace
* Bullets
* Numbers
* Indent (right and left)
* Alignment options

Special items include the ability to create a check list. This feature can be added to any box and lets you list a task (in edit mode) with a preceding tick box and then check it off without going into edit mode.

Other standard options include

* Section (described separately)
* Insert picture
* Hyperlink
* Table
* Undo / Redo

The “+” dropdown contains a few commonly used format features, which may be time savers.

# JIRA

The JIRA issue tracker needs to be used consistently to be the most effective for both your group and for others in the DDI Alliance. General guidelines include:

* Log in prior to entering issues (this will link your name to the issue)
* All issues requiring action should be listed in JIRA
* Enter a single issue for each item
* Issues should be stated in a way that it is clear when the item is completed
* A single person should manage JIRA items on a routine basis to either
	+ Review new issues to see if clarification is needed
	+ Prioritize and/or label
	+ Schedule and/or bring to the attention of the group
	+ Organize similar issues by linking
* Inform filer of actions that have been taken (if possible)

**Features of JIRA**

* Anyone can create a JIRA Issue
* Persons with JIRA/Wiki login can comment on the issue and attach document
* The Project Lead and individual’s noted as JIRA developers can close an issue
* The Project Lead can assign an issue to an individual; an individual can assign themselves

Issue type:

* Bug – an error in the model, web page, CV, or whatever is the product of the group
* Task – an activity which the group needs to complete
* New Feature – a suggestion for new coverage or capability
* Improvement – a suggestion that will improve current coverage or capability

Work Flow:

Each project has a workflow the basic one is as follows (Main bullets are status and second level bullets are allowed transitions from that status)

* Open – an issue has been filed and no action has taken place
	+ Acknowledge option is a recognition by the team that the issue has been accepted and will change the status to To Do
	+ Reject option is used for issues that are either not real (bogus filings) or otherwise rejected for consideration and will change the status to Done (a comment should accompany this action)
* To Do – an issue has been filed and requires attention
	+ Begin Work changes the status to In Progress
* In Progress – the group is working on the issue
	+ Is Resolved changes the status to resolved
* Resolved – a decision has been made on how the issue will be resolved
	+ Entry Review indicates that change has been made and requires review for accuracy. Changes the status to In Review
* In Review – the group has resolved the issue and needs to ensure that it has been acted on as required
	+ Completed indicates that action was taken as directed and changes the status to Done
* Done – the issue has been resolved and completed required

Labels:

Labels can be added as a means of filtering issues for viewing or reporting. Prior to using labels, the groups should identify a set of labels that will help them sort or report on their activities in a consistent manner. Guidelines:

* Labels are case specific (i.e. List and list are two separate labels)
* Use only agreed labels for agreed purposes

Entering an issue:

1. Go to the JIRA tracker via the link on the wiki page or
	1. Go to JIRA
	2. Select Projects: view all projects
	3. Select the desired project
	4. Click on CREATE
	5. Change Issue type as appropriate
	6. Change priority if required
	7. Provide a clear summary line
	8. Describe the issue as clearly as possible (if you do not have a log in provide your name)
	9. Attach any documents required to support your issue