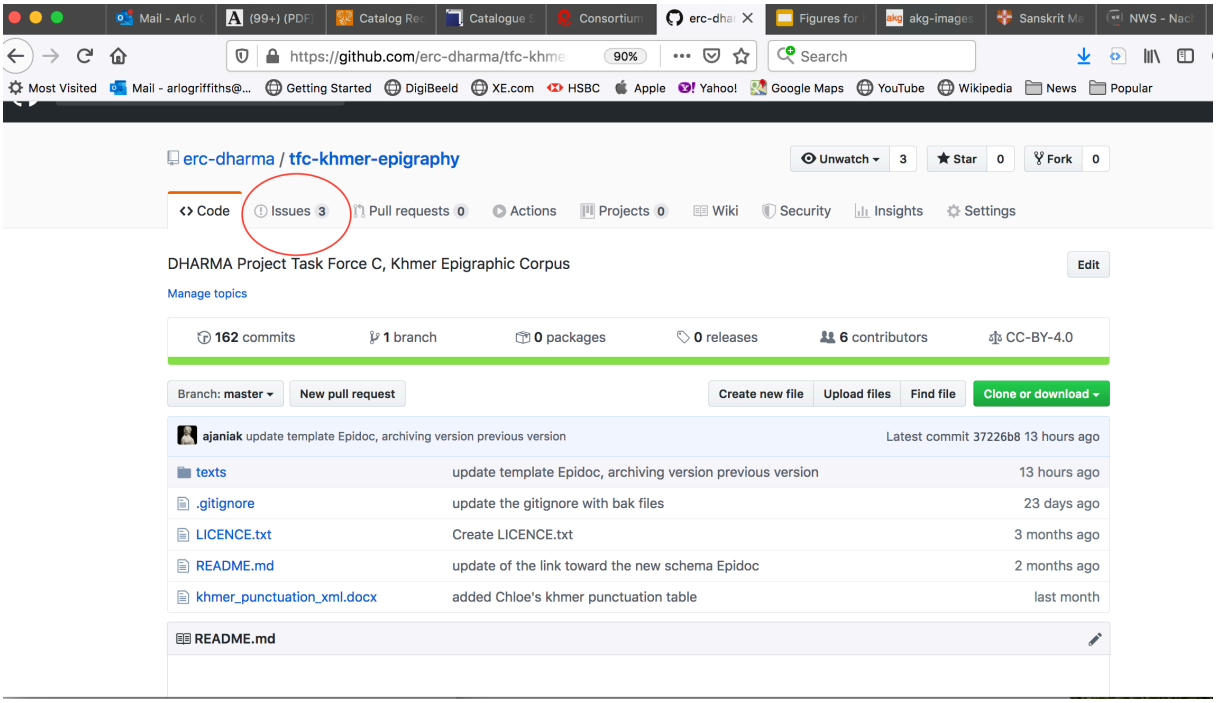
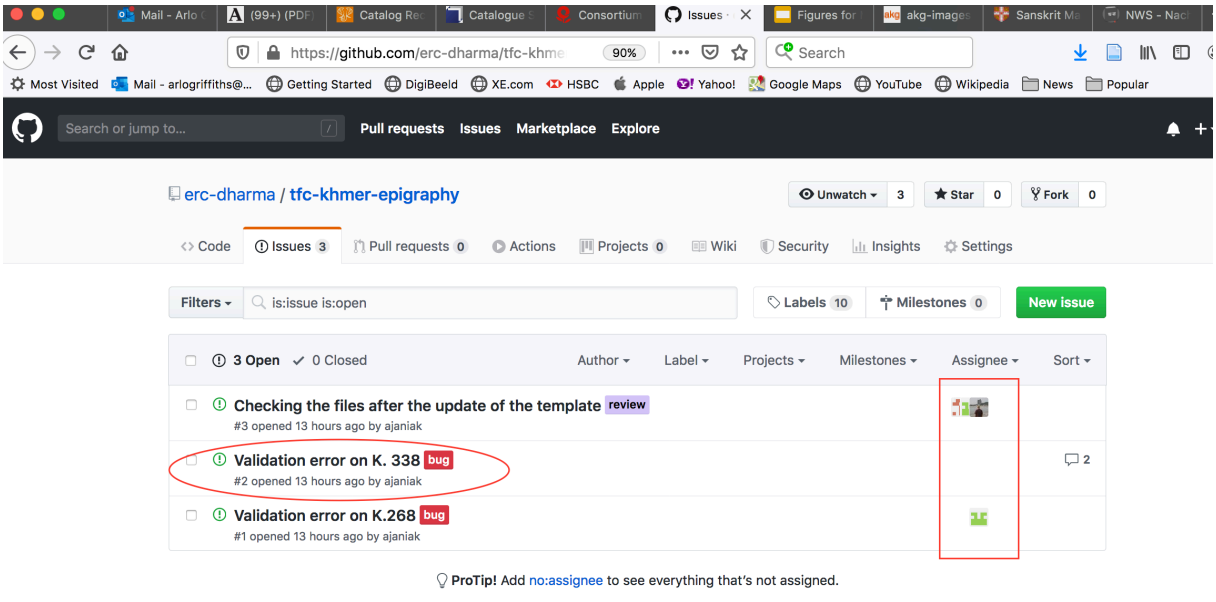
# How to respond to issues with GitHub's Issue Tracker

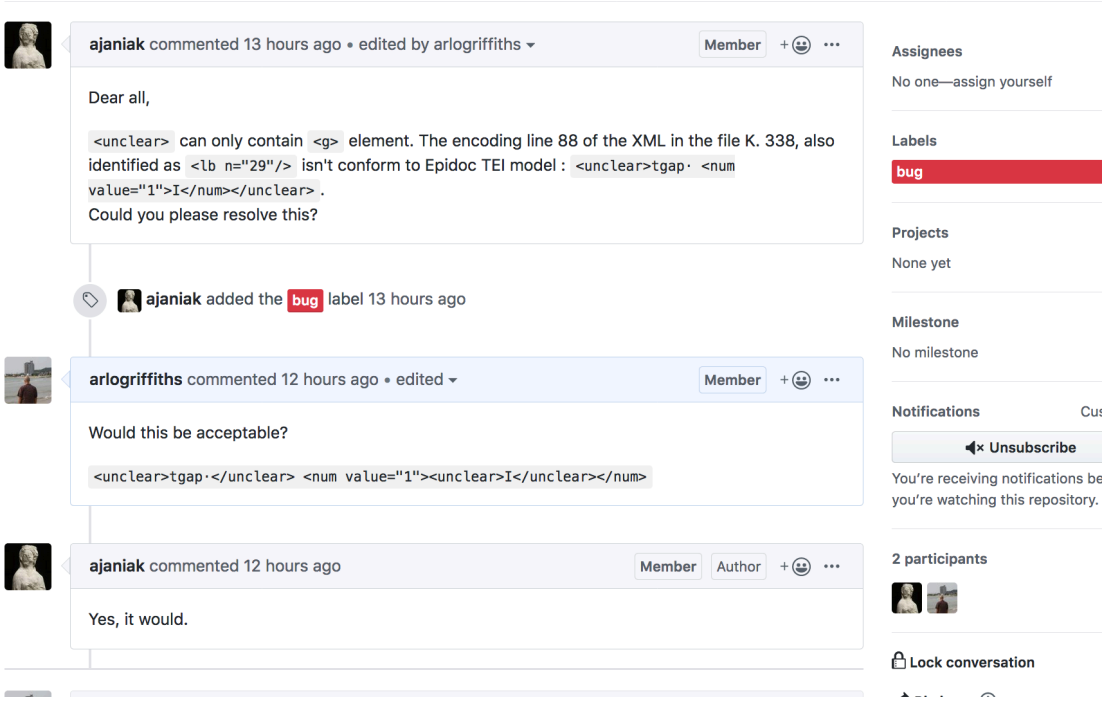
## Step 1: go to the repository in question and click on 'Issues'




## Step 2: Identify the issue by its number, and see whether it has been assigned to anyone specific



## Step 3: See what comments have been made on the issue



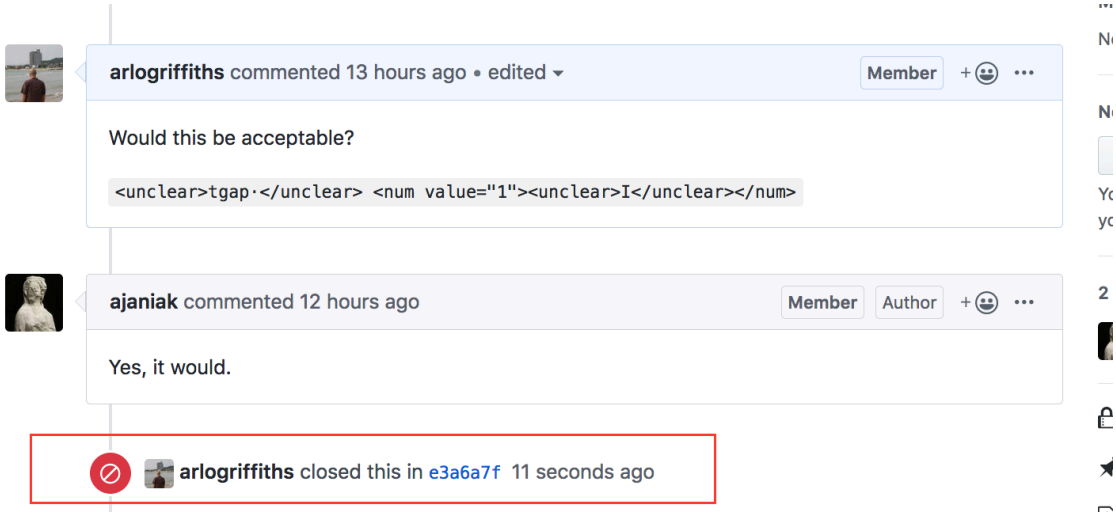

## Step 4: Make the necessary changes in the relevant XML file, and record all changes made by adding a new <change> entry to <revisionDesc>

```
42      <revisionDesc>
43            <change who="part:argr" when="2020-01-10" status="draft">Resolved issue #2, filled in respStmt, assigned copyright to Kunthea
44 Chhom, and added two lines in revisionDesc</change>
45          <change who="part:axja" when="2020-01-09" status="draft">Update template</change>
46          <change who="part:kuch" when="2019" status="draft">Initial encoding of the text</change>
47 <!-- add a <change> for each change to the file, the first change should replace this one and record your creation of a file using this template. -->
      </revisionDesc>
```

Step 5: Save the file, add and commit it to the repository, applying a commit message that makes explicit which issue number (#) has been treated, and push the commit.

```
MacBook-Pro-20:tfc-nusantara-epigraphy arlogriffiths$ git pull
Already up-to-date.
MacBook-Pro-20:tfc-nusantara-epigraphy arlogriffiths$ cd ../tfc-khmer-epigraphy/
MacBook-Pro-20:tfc-khmer-epigraphy arlogriffiths$ git pull
Already up-to-date.
MacBook-Pro-20:tfc-khmer-epigraphy arlogriffiths$ git add -A
MacBook-Pro-20:tfc-khmer-epigraphy arlogriffiths$ git commit -m "resolved #2"
[master e3a6a7f] resolved #2
 1 file changed, 12 insertions(+), 9 deletions(-)
MacBook-Pro-20:tfc-khmer-epigraphy arlogriffiths$ git push
Counting objects: 5, done.
Delta compression using up to 4 threads.
Compressing objects: 100% (5/5), done.
Writing objects: 100% (5/5), 744 bytes | 0 bytes/s, done.
Total 5 (delta 4), reused 0 (delta 0)
remote: Resolving deltas: 100% (4/4), completed with 4 local objects.
To github.com:erc-dharma/tfc-khmer-epigraphy.git
   37226b8..e3a6a7f  master -> master
MacBook-Pro-20:tfc-khmer-epigraphy arlogriffiths$
```

Step 6: This automatically communicated to GitHub that the issue has been resolved, as you will almost instantly see on GitHub's interface.




It is, however, also possible to use a different commit message and close on issue manually on GitHub's interface.