**Issue Tracking**

**Making a New Issue**

1. Create New Issue
2. Fill out title/description
3. Labels: add multiple labels
   1. Type
      1. **Bug**: Errors
      2. **Task**: New work to be done
      3. **Enhancement**: Additional work on existing features
   2. Doc: if it’s part of the documentation
   3. Priority
      1. **Low**:
      2. **Normal**:
      3. **High**:
      4. **Critical**:
   4. Status
      1. **New**: add this to new issues. Remove when you begin to work on it
      2. **In-progress**: working on the issue
      3. **Fixed**: fixed an error
      4. **Done**: finished a task/enhancement
      5. **Invalid**: not an error/issue
      6. **Duplicate**: issue already made for this. Comment duplicate ID
4. Milestone: add issue to a milestone (ex: deliverable 1)
5. Assignee: Assign yourself or someone else to the issue. If you’re a tester, assign it to a programmer.

**Working on an Issue**

1. Working on: remove **new** label and replace with **in-progress**
2. Completed: remove **in-progress** and add **fixed**, **done**, **invalid**, or **duplicate**
3. If needed, assign back to person who assigned it to you (ex: programmer assigns bug issue back to tester, then tester will verify and close issue).
4. Close issue

See below for image of labels :)

