

# User Guide Testing Process

1. Pull the current version of the Open Dataset Git repository
2. In the “User Guide Editing” folder, open the “Editable” document of the guide you want to update
3. Search the guide for any hyperlinks
  - a. Are any links broken?
  - b. Do they bring you to the correct site?
4. Search the guide for any screenshots
  - a. Does the screenshot contain information that could become outdated?
  - b. If the issue is insignificant or the screenshot can't be replaced, leave a comment with a description of the issue.
5. Read through any instruction or walkthrough given in the guide
  - a. Are the instructions still accurate?
6. Search for any other information that could potentially become outdated
7. After completing any changes in the guide, confirm that the table of contents is still accurate.
  - a. Are the page numbers correct?
8. Update the Version History at the bottom of the guide.
  - a. If the update was minor, add .1 to the version number (ex. 3.1 to 3.2)
  - b. If the guide was put through the entire editing process, increase the version number to the next whole number (ex. 3.2 to 4.0)
9. Update the PDF file in the main folder
  - a. Delete the now outdated PDF file in the main folder
  - b. Save the updated “Editable” document as a PDF
  - c. Place the PDF in the main folder

10. Confirm that the file names follow the naming convention
  - a. The preview file in the main folder: UserGuideTitle\_vVersionNumber.pdf ex.) ClimateData\_v2.0.pdf
  - b. The editable Word document in the “User Guide Editing” folder: UserGuideTitle\_Editable\_vVersionNumber.docx ex.) ClimateData\_Editable\_v2.0.docx
11. Once you have completed the previous steps, the edit is ready to be submitted.
  - a. Commit your changes to the Git repository and a moderator will review your changes

## Change Management Process

Modifying files in GitHub:

<https://docs.github.com/en/repositories/working-with-files/managing-files/editing-files>

For repository editors:

1. For user guide testing, see above documentation.
2. Pull the current version of the Open Dataset Git repository.
3. In the “User Guide Editing” folder, open the “Editable” document and make the necessary changes.
4. Update the PDF file in the main folder
  - a. Delete the now outdated PDF file in the main folder
  - b. Save the updated “Editable” document as a PDF
  - c. Place the PDF in the main folder
5. Confirm that the file names follow the naming convention
  - c. The preview file in the main folder: UserGuideTitle\_vVersionNumber.pdf ex.) ClimateData\_v2.0.pdf
  - d. The editable Word document in the “User Guide Editing” folder:

UserGuideTitle\_Editable\_vVersionNumber.docx ex.)  
ClimateData\_Editable\_v2.0.docx

6. Once you have completed the previous steps, the edit is ready to be submitted.
  - a. Commit your changes to the Git repository and a moderator will review your changes