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   a. Does the screenshot contain information that could become outdated?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 Search for any other information that could potentially become outdated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 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   a. Delete the now outdated PDF file in the main folder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

9. 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

10. 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    a. Delete the now outdated PDF file in the main folder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