

Reporting Issues

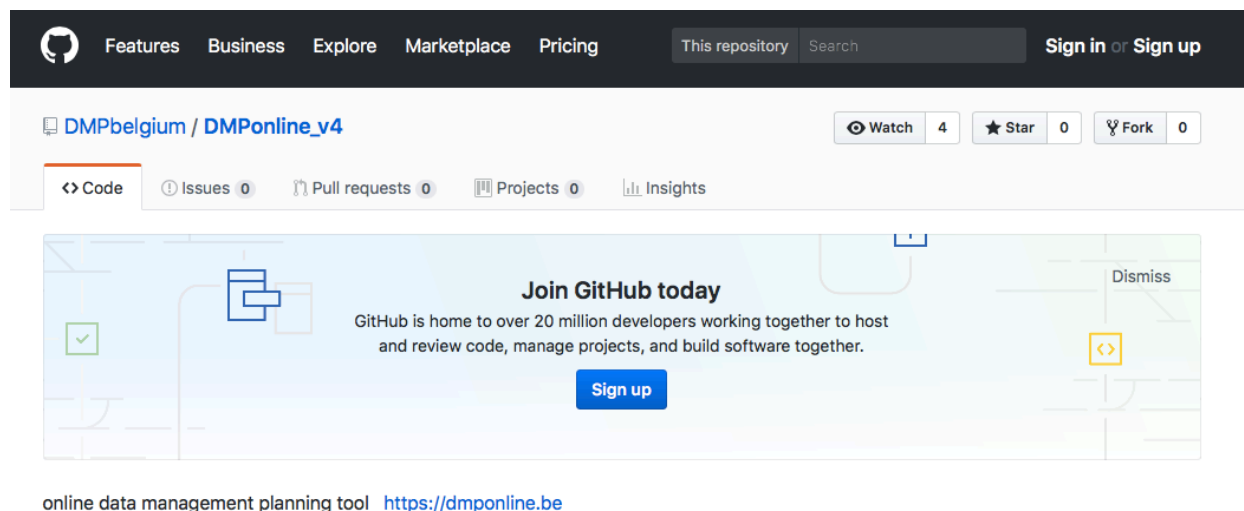
This is a manual for the DMPbelgium organization admins on how to report issues with the DMPonline.be application.

Sometimes the admins will encounter or become aware of bugs in the software (e.g. because they get an error message). These will need to be flagged as issues in the [DMPbelgium GitHub repository](https://github.com/DMPbelgium/DMPonline_v4). The text below explains which steps to follow to report an issue.

STEP 1: Go to the DMPbelgium/DMPonline_v4 repo on GitHub and sign in

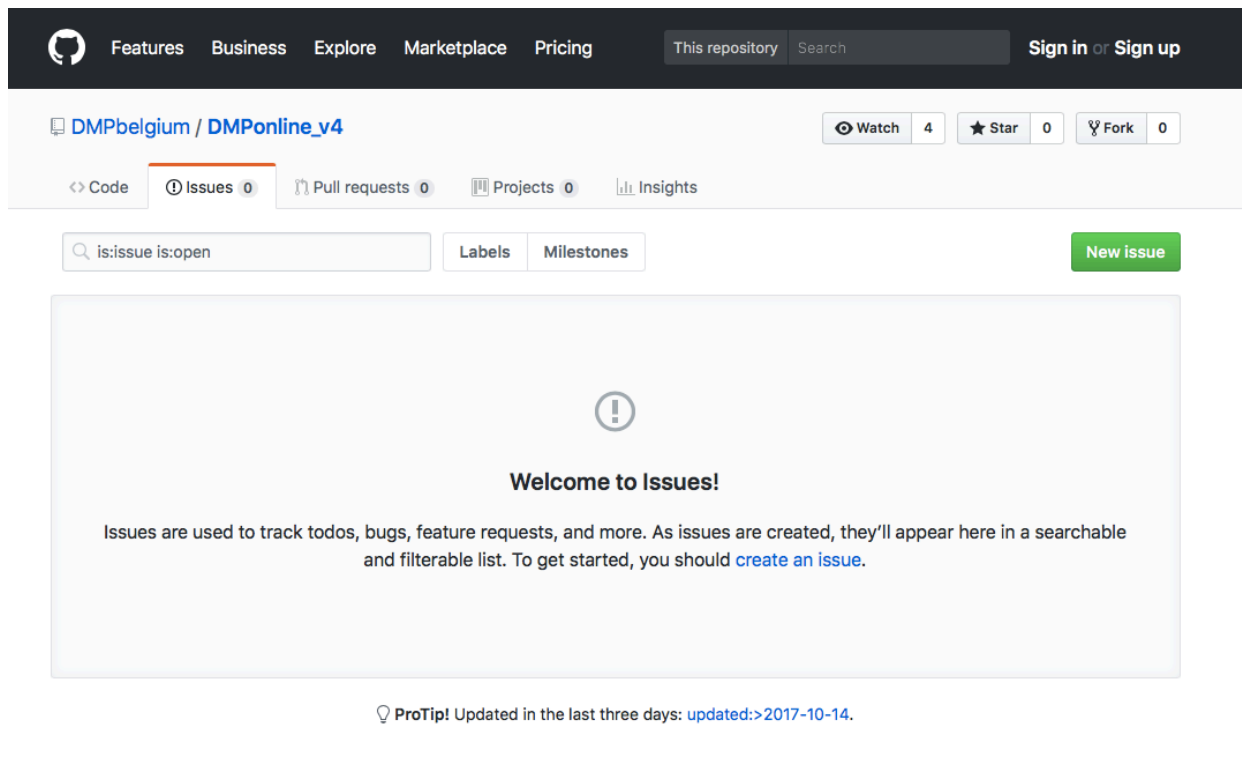
URL: https://github.com/DMPbelgium/DMPonline_v4

If you don't have a GitHub account yet, create one first by selecting "Sign up".



STEP 2: Go to the "Issues" section in the DMPbelgium GitHub repo

Simply click the tab called "Issues" (https://github.com/DMPbelgium/DMPonline_v4/issues).



STEP 3: Check whether the issue you want to report is already present in the list of issues

STEP 4: If not, create a new issue by clicking the green 'New issue' button on the right

STEP 5: Add a title and description for your issue

Enter a title in the dedicated field and describe your issue in the text box below the "Write" tab.

This repository Search Pull requests Issues Marketplace Explore

DMPbelgium / DMPonline_v4 Unwatch 4 Star 0 Fork 0

<> Code Issues 0 Pull requests 0 Projects 0 Wiki Insights

Title

Write Preview AA B i “ <> ↺ ⋮ ⋮ ⋮ ↶ @

Leave a comment

Attach files by dragging & dropping or [selecting them](#).

Styling with Markdown is supported

Submit new issue

Assignees No one—assign yourself

Labels None yet

Projects None yet

Milestone No milestone

You can use [Markdown](#) syntax to style your text. To add a file (e.g. a screenshot), drag & drop it or choose "selecting them" in the sentence below the text box.

<> Code Issues 0 Pull requests 0 Projects 0 Wiki Insights Settings

This is a test issue

Write Preview AA B i “ <> ↺ ⋮ ⋮ ⋮ ↶ @

This text describes what the **issue** is all about:

- * this
- * and this
- * as well as this

![[customizingdmponline_26_publishversion]](https://user-images.githubusercontent.com/13927732/31670610-466db56a-b358-11e7-8da3-5f879222890d.png)

Attach files by dragging & dropping or [selecting them](#).

Styling with Markdown is supported

Submit new issue

Assignees No one—assign yourself

Labels None yet

Projects None yet

Milestone No milestone

IMPORTANT NOTE: When describing an issue, make sure that you include:

- the exact url of the webpage where you encounter the problem, either in dmponline.be or in preview.dmponline.be
- a description of the actions you were doing that led up to the problem
- if possible, a screenshot that illustrates the problem

STEP 6: Click the "Preview" tab to see what your text will look like with the Markdown formatting applied

Keep in mind that your writings will be made public once you submit your issue.

STEP 7: When you are ready, click the green "Submit new issue" button in the lower right corner

Your issue will now appear in the list of open issues (marked with a green exclamation mark) under the tab "Issues".

You can open your issue to see more details by clicking on the title in the list.

<> Code

🔔 Issues 1

📄 Pull requests 0

📁 Projects 0

📖 Wiki

📊 Insights

⚙️ Settings

This is a test issue #1

Open

mm449 opened this issue 3 minutes ago · 0 comments

Owner

+ 👤 ✎

This text describes what the issue is all about:

- this
- and this
- as well as this

Versions

A first version is created automatically. If you want to make major changes to published versions later (e.g. add section or questions) please create a new version. If you only want to fix typos or make small changes that do not alter meanings, edit the current version.

Title	Published	Created at	Last updated	Actions
UGent DMP v.1	false	27-05-2017	27-06-2017	View Edit Preview

Version details

Title

UGent DMP v.1

Description

B I [icon] [icon] [icon]

[text area]

Published

[button]

Save

Cancel

Assignees

No one—assign yourself

Labels

None yet

Projects

None yet

Milestone

No milestone

Notifications

Unsubscribe

You're receiving notifications because you authored the thread.

1 participant

Lock conversation

STEP 8: Wait for your issue to be assigned by a superadmin

One of the superadmins will first check whether s/he can reproduce your issue based on the description you provided. If so, s/he will assign it to one of the consortium's software developers, so that they can follow it up.

[Code](#)
[Issues 1](#)
[Pull requests 0](#)
[Projects 0](#)
[Wiki](#)
[Insights](#)
[Settings](#)

This is a test issue #1

[Open](#)
mm449 opened this issue 25 minutes ago · 0 comments

mm449 commented 25 minutes ago

Owner
+

Assignees

This text describes what the issue is all about:

- this
- and this
- as well as this

[Versions](#)

A first version is created automatically. If you want to make major changes to published versions later (e.g. add section or questions) please create a new version. If you only want to fix typos or make small changes that do not alter meanings, edit the current version.

Title	Published	Created at	Last updated	Actions
UGent DMP v.1	false	27-06-2017	27-06-2017	View Edit Preview

[Version details](#)

Title

UGent DMP v.1

Description

B / [List](#) [Table](#) [Link](#) [Image](#) [Code](#)

Published

☒

Assign up to 10 people to this issue

Filter people

mm449 Myriam Mertens

Projects

None yet

Milestone

No milestone

Notifications

Unsubscribe

You're receiving notifications because you authored the thread.

1 participant

If your issue has been assigned to someone, that person will appear as an "assignee" for your issue.

[Code](#)
[Issues 1](#)
[Pull requests 0](#)
[Projects 0](#)
[Wiki](#)
[Insights](#)
[Settings](#)

This is a test issue #1

[Open](#)
mm449 opened this issue 22 hours ago · 0 comments

mm449 commented 22 hours ago

Owner
+

Assignees

This text describes what the issue is all about:

- this
- and this
- as well as this

Assignees

mm449

Labels

None yet

STEP 9: Look out for comments about your issue

Comments can be added below an issue. A superadmin may leave a comment when checking whether s/he can reproduce your issue, e.g. to ask for more details. Or the software developer(s) assigned to your issue may leave a comment to ask follow-up questions or keep you up to date on what they're doing.

[Edit](#) [New issue](#)



Owner +  

Assignees

- 
- mm449

Labels 

Projects 

None yet

Milestone Milestone 

No milestone

🔊 x Unsubscribe

1 participant

 Lock conversation

mm4

Owner +



Preview

AA ▾ B i “ < > ↻ ≡ ≡ ≡ ✓ ≡ ↶ ▾ @ ★

Attach files by dragging & dropping or selecting them.



Close issue Comment

[Code](#) [Issues 1](#) [Pull requests 0](#) [Projects 0](#) [Wiki](#) [Insights](#) [Settings](#)

Labels	Milestones
--------	------------

New issue

Author ▾ Labels ▾ Projects ▾ Milestones ▾ Assignee ▾ Sort ▾

  1

 ProTip! Mix and match filters to narrow down what you're looking for.


STEP 10: Once your issue has been resolved, the software developers will 'close' it


The closed status will be clearly indicated in your issue (in red).

[Code](#) [Issues 0](#) [Pull requests 0](#) [Projects 0](#) [Wiki](#) [Insights](#) [Settings](#)

This is a test issue #1

[Edit](#) [New issue](#)

 **Closed** mm449 opened this issue 22 hours ago · 1 comment



mm449 commented 22 hours ago

Owner + 👤 ✎

This text describes what the **issue** is all about:

- this
- and this
- as well as this

Versions

A first version is created automatically. If you want to make major changes to published versions later (e.g. add section or questions) please create a new version. If you only want to fix typos or make small changes that do not alter meanings, edit the current version.





Title	Published	Created at	Last updated	Actions
UGent DMP v.1	false	27-06-2017	27-06-2017	View Edit Preview

Version details


Title

UGent DMP v.1

Description

B *I*    


Published



Save

Cancel

Assignees

 mm449

Labels

None yet

Projects

None yet

Milestone


No milestone

Notifications

Unsubscribe

You're receiving notifications because you modified the open/close state.

1 participant



Lock conversation

 mm449 self-assigned this 27 minutes ago



mm449 commented 9 minutes ago

Owner + 👤 ✎ ✕

This is a comment regarding the issue you described.

 mm449 closed this 37 seconds ago

The issue will also disappear from the list of open issues, and instead be added to the list of closed issues.

[Code](#) [Issues 0](#) [Pull requests 0](#) [Projects 0](#) [Wiki](#) [Insights](#) [Settings](#)

Filters


LabelsMilestones

New issue

☒ Clear current search query, filters, and sorts

☐ 0 Open ☒ 1 Closed

Author ▾Labels ▾Projects ▾Milestones ▾Assignee ▾Sort ▾



There aren't any open issues.

Use the links above to find what you're looking for, or try [a new search query](#). The Filters menu is also super helpful for quickly finding issues most relevant to you.

[Code](#) [Issues 0](#) [Pull requests 0](#) [Projects 0](#) [Wiki](#) [Insights](#) [Settings](#)

Filters


LabelsMilestones

New issue



☒ Clear current search query, filters, and sorts


☐ 0 Open ☒ 1 Closed

Author ▾Labels ▾Projects ▾Milestones ▾Assignee ▾Sort ▾

☐  **This is a test issue**

#1 by mm449 was closed 9 minutes ago

  1

 ProTip! What's not been updated in a month: [updated:<2017-09-18](#).

Further Reading

- GitHub Guide on [Mastering Issues](#)