

Creating a Pull Request (PR) in GitHub

Purpose: Submit new or updated work for review before merging into the main branch. Ensures code quality, documentation, team visibility, and version control best practices.

1. Navigate to the Correct Repository

- Go to you're the Decision Support GitHub page → Repositories.
- Select the relevant repository.
- Navigate to the correct folder and confirm location.



2. Upload Your File

- Click Add File → Upload Files.
- Drag/drop or choose your file.
- Confirm file appears in correct folder.

3. Create a New Branch

- Select Create a new branch for this commit and start a pull request.
- Use clear naming: feature/short-description or fix/short-description.
 - Example: feature/advisor-outreach-query.

New File
feature/. . .

Update File
fix/. . .

4. Propose the Change

- Click Propose Changes to complete your PR details.

5. Complete the Pull Request

A screenshot of the GitHub Pull Request creation interface. The interface is divided into several sections. At the top, there's a section for "Add a title" with a callout box labeled "1" that says "Title Your File Appropriately". Below this is a section for "Add a description" with a callout box labeled "2" that says "Add a Summary". The description area has a "Write" tab and a "Preview" tab. The "Write" tab shows a template for a pull request description, including a "Summary" section, a "Validator checklist" with items like "Does it run without errors?", "Is there a brief description at the beginning of the code?", "Is there sufficient annotation throughout the code?", and "Are the outputs valid (spot checks, totals, sanity checks)?", and an "Any additional notes/context" section. A callout box labeled "3" that says "Provide Any Important Context" points to the "Any additional notes/context" section. To the right of the description area, there's a sidebar with sections for "Reviewers", "Assignees", "Labels", "Projects", "Milestone", "Development", and "Helpful resources". Callout boxes labeled "4" and "5" point to the "Assign a Reviewer" and "Choose a Descriptive Label" sections respectively. At the bottom right, there's a green button labeled "Create pull request".

6. Create the Pull Request Click Create Pull Request.

- The reviewer will receive an email and can request changes, approve, or merge.