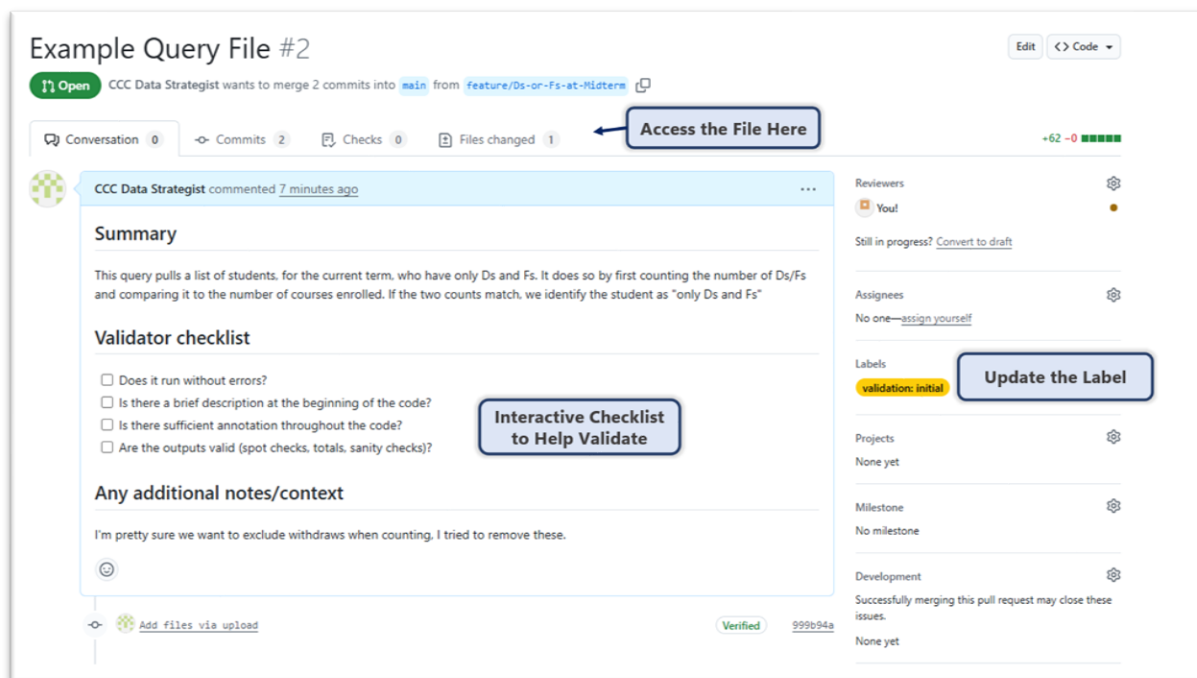# Responding to a Pull Request (PR) in GitHub

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. **Find the Pull Request**
   a. Click the link provided in your email notification about the Pull Request *or*
   b. Use the link provided on the GitHub overview site (here)
      i. Click on the name of the branch

2. **Viewing the Pull Request**
   a. Access the file across the top.
   b. View the file by clicking "Files Changed"
   c. Update the label with the appropriate tag
   d. Use the interactive checklist to guide you through your validation

3. **Comment on the file**
   a. Leave comments on the code
      i. Each comment sends a notification
      ii. "Start a Review" to send a single notification for multiple comments.

4. **If Satisfied, Merge Pull Request**
   a. Go the "Conversation" tab
   b. Scroll to the bottom and merge