

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 form includes fields for 'Add a title', 'Add a description', and a rich text editor for 'Propose changes'. To the right, there are sections for 'Assignees', 'Labels', 'Projects', 'Milestone', 'Development', and 'Helpful resources'. Numbered callouts point to specific fields:

1. Title Your File Appropriately (Title field)
2. Add a Summary (Summary field)
3. Provide Any Important Context (Description field)
4. Assign a Reviewer (Assignees section)
5. Choose a Descriptive Label (Labels section)

6. Create the Pull Request Click Create Pull Request.

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