

# GitHub How to Guide



# What is GitHub?

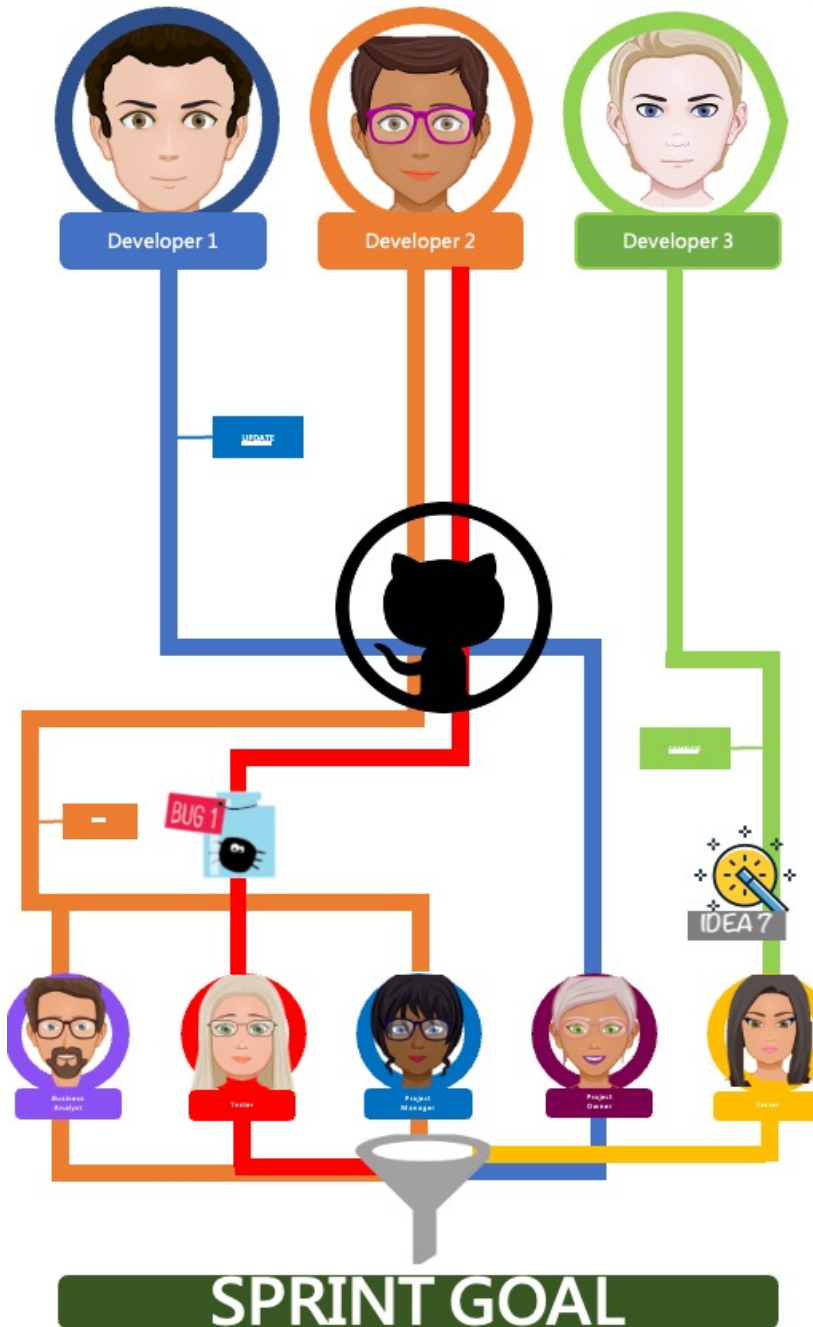
GitHub is a code hosting platform that enables you to collaborate on your project using several collaboration features such as wiki's and basic task management tools. The Developers are able to keep track of any code changes. GitHub also allow you to store and view every draft of a code file that has been made, easily enabling you to now only view progress but also revert to earlier versions of the code when a mistake occurs.

A repository is usually used to organize a single project. Repository can contain folders and files, images, videos, spreadsheets and data sets. – anything the project needs.

Each repository is “owned” by a person or organization. For example; the Mail Automation Pilot is under the ownership of Future Northants.

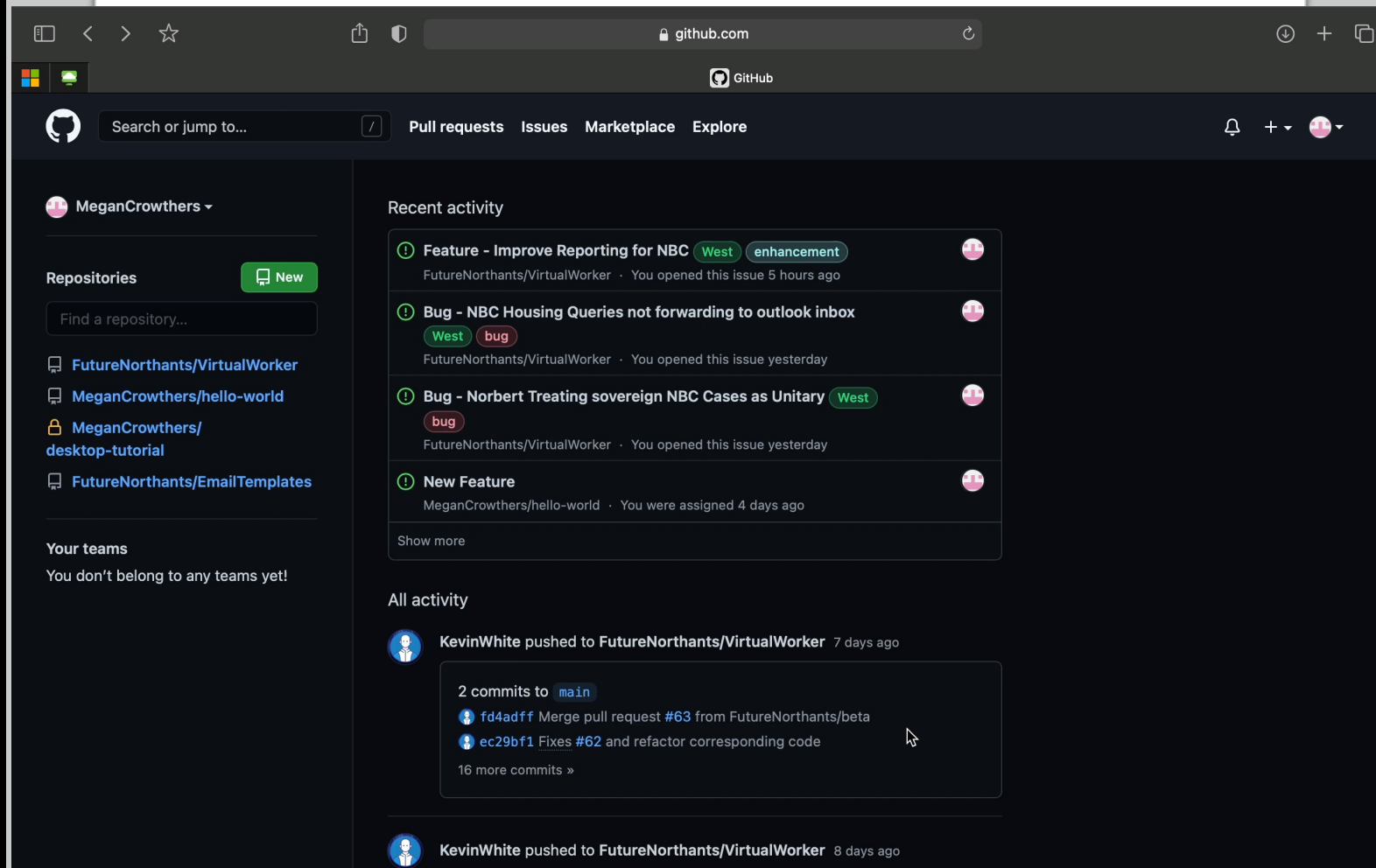
With GitHub, Testers and Users can report bugs (errors within the system), feature enhancements, general system requirements and much more

When Issues are reported or new requirements logged and assigned, the Developers are notified. They can communicate with the testers/users on the issue/ requirement. The developer can commit to the issue and confirm it is ready for testing.



# How do I view our Repository?

- Firstly, login at <https://github.com>
- On the left hand side you will see all of the repositories available for you to view.
- The Mail Automation Project falls under FutureNorthants/Virtual Worker.
- In the center you will see the most recent activity. New Issues, what comments have been added, what bugs have been pushed and/or committed and much more.
- You also have a search engine in the top left-hand corner which tracks your frequently visited pages - enabling you to jump straight to the page.



# How do I let you know about a New Bug?

- Select your Virtual Work Repository.
- Next select "Issues"
- Select "New Issue"
- Are you reporting a bug or a feature request? Select "Get Started" on the appropriate
- Name your issue, in the title line, outlining the bug i.e. Template Broken, Emails not sending etc.
- Answer each of the template questions as you go through.

github.com

New Issue · FutureNorthants/VirtualWorker

Search or jump to... Pull requests Issues Marketplace Explore

FutureNorthants / VirtualWorker

Unwatch 4 Unstar 1 Fork 0

<> Code Issues 48 Pull requests Actions Projects 3 Wiki Security Insights Settings

### Issue: Bug report

Create a report to help us improve. If this doesn't look right, [choose a different type](#).

**Title**

**Write** **Preview** H B I

**\*\*Bug description\*\***  
A clear and concise description of what the bug is, what is happening and what the impact is.

When a query has been passed to the NBC Transition (Awaiting Review) and then staff member then forwards the query on, it does not include the entirety of the email. If the customer has responded the forward holds the customers update as the original response. This also doesn't include any additional or address details of the customer.

**\*\*Reference number(s)\*\***  
Attach files by dragging & dropping, selecting or pasting them.

Styling with Markdown is supported

Submit new issue

Remember, contributions to this repository should follow our [GitHub Community Guidelines](#).

**Assignees**  
No one—assign yourself

**Labels**  
**bug**

**Projects**  
None yet

**Milestone**  
No milestone

**Linked pull requests**  
Successfully merging a pull request may close this issue.  
None yet

**Helpful resources**  
[GitHub Community Guidelines](#)

# How do I let you know about a New Feature?

- Select your Virtual Work Repository.
- Next select "Issues"
- Select "New Issue"
- Are you reporting a bug or a feature request?  
Select "Get Started" on the appropriate
- Name your issue, in the title line, outlining the bug  
i.e Template Broken, Emails not sending etc.
- Answer each of the template questions as you go through.

The screenshot shows the GitHub 'New Issue' page for the repository 'FutureNorthants/VirtualWorker'. The page is titled 'Issue: Feature request' and includes a search bar, navigation links (Pull requests, Issues, Marketplace, Explore), and repository statistics (Unwatch, 4 stars, 1 unstar, 0 forks). The main form area has a title field with the text 'Feature - Link GitHub with Teams so MAP Team are notified of new issues'. Below the title field is a 'Write' tab and a 'Preview' tab. The 'Write' tab contains a template for a feature request, which includes a section for 'User Story/Requirement' and a section for 'Is the feature request related to an existing problem? Please describe.' The 'Preview' tab shows the rendered HTML of the issue. The 'Submit new issue' button is located at the bottom right of the form. The right sidebar contains sections for 'Assignees', 'Labels' (with an 'enhancement' label selected), 'Projects', 'Milestone', 'Linked pull requests', and 'Helpful resources'.

# How do I know when something is ready for Testing?

It is always advisable to follow the repository to keep up to date on any new bug/issues raised or comments on bugs.

FutureNorthants / VirtualWorker

Unwatch 4

Unstar 1

Fork 0

<> Code

! Issues 52

🔗 Pull requests

🔄 Actions

📁 Projects 3

📖 Wiki

🛡 Security

📈 Insights

⚙ Settings

Notification settings

☐ Not subscribed

Only receive notifications from this issue when you have participated or have been @mentioned.

☒ Subscribed

Receive all notifications from this issue.

☐ Custom

You will only be notified for the events selected from the list below. If you participate or are @mentioned you will be subscribed.

Cancel

Save

Projects

📁 Outstanding Issues/Requirements

Back Log ▾

Milestone

No milestone

Linked pull requests

Successfully merging a pull request may close this issue.

None yet

Notifications

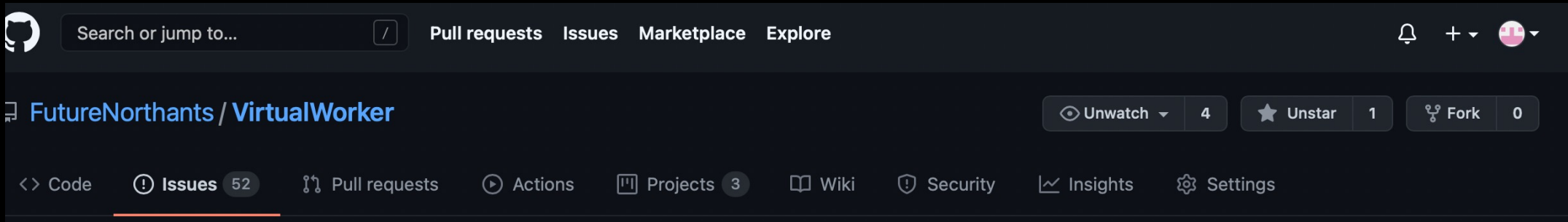
Customize

🔔 Unsubscribe

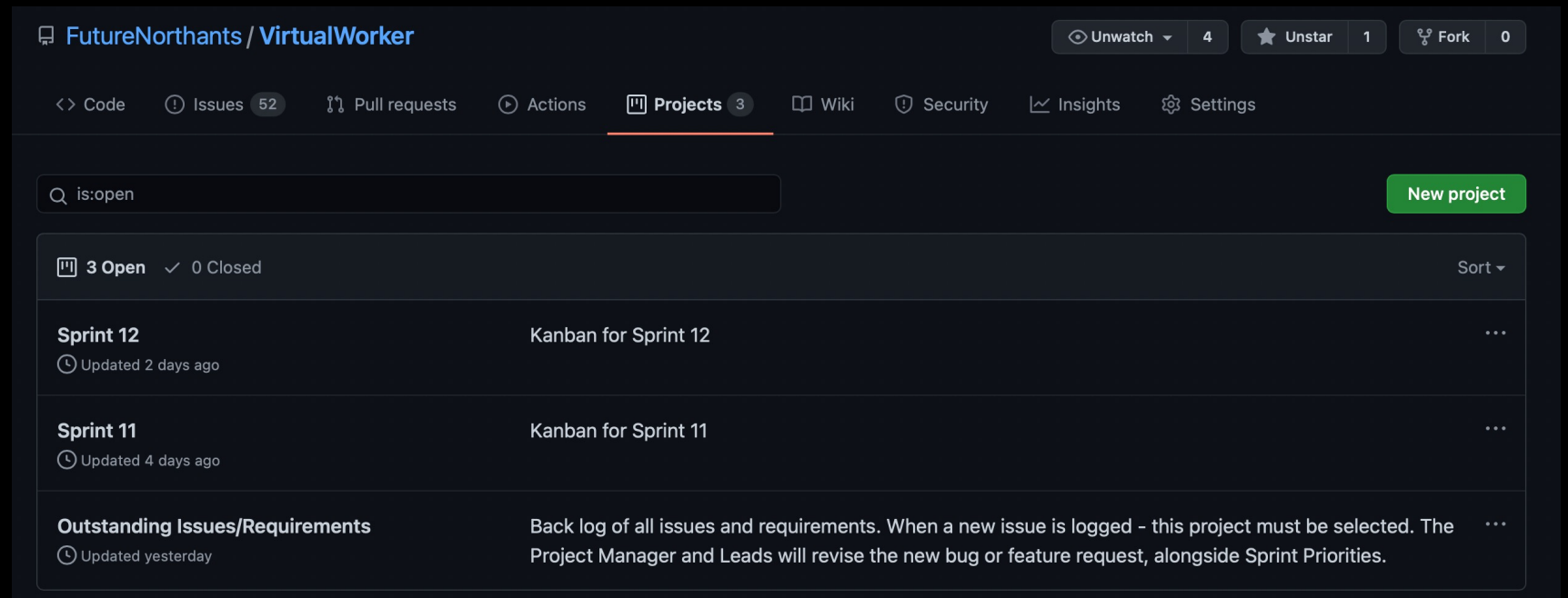
You can customize your notifications.

# How do I view the sprint board?

Under the Virtual Worker repository – select the “Projects” Tab.



Here you will see sprint boards.

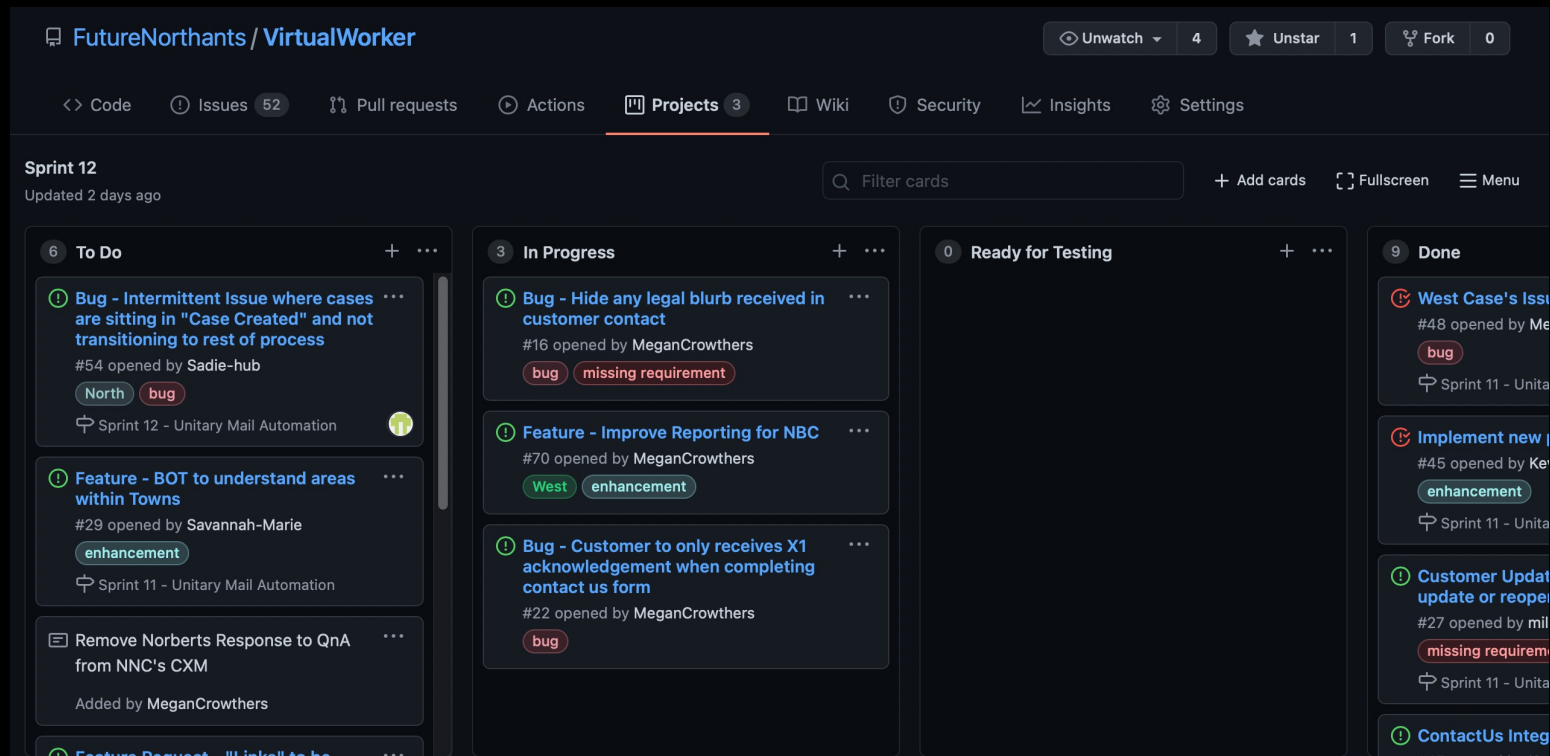




# How do I view the sprint board?

Open the most recent sprint.

You can see each issues card is displayed in either in progress – ready for testing or done.



You will know an issue is within a particular sprint but the “labels” associated.