# Creating a Project Item

Follow the procedure here for tracking code. The goal of this setup is to allow other researchers to see what scripts or sections of the code are complete and which are in progress. A summary of each section is below.

1) Ready: List of scrips or sections of code that need to be written.
2) In-Progress: Code that is being written.
3) Ready for Testing and Documenting: Code that is ready for someone else to test and document.
4) In Testing and Documenting: Code that is currently being tested and documented.
5) Tested and Documented: Tested and documented.
6) Abandoned: Code in various states of completion that was deemed unnecessary for the project.

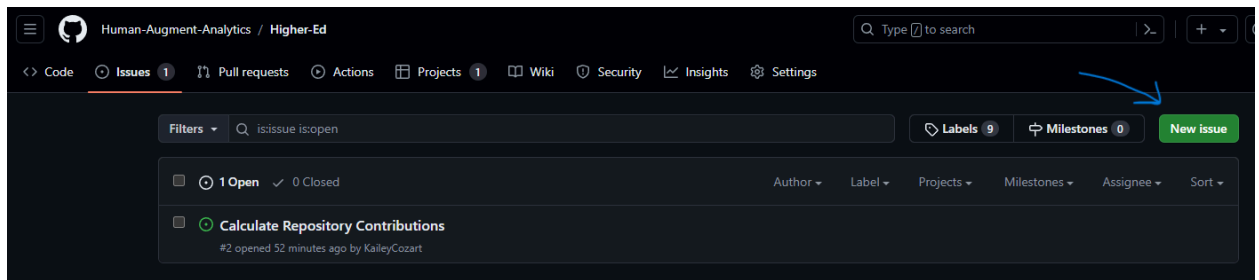**Video:** https://youtu.be/Bl0AcWL1m1k

Note: *At some point before the end of the semester, your project should be changed to public. See the screenshot below. By clicking the project name, the settings can be changed to public. This way, any researcher can see the status of different code sections or scripts.*
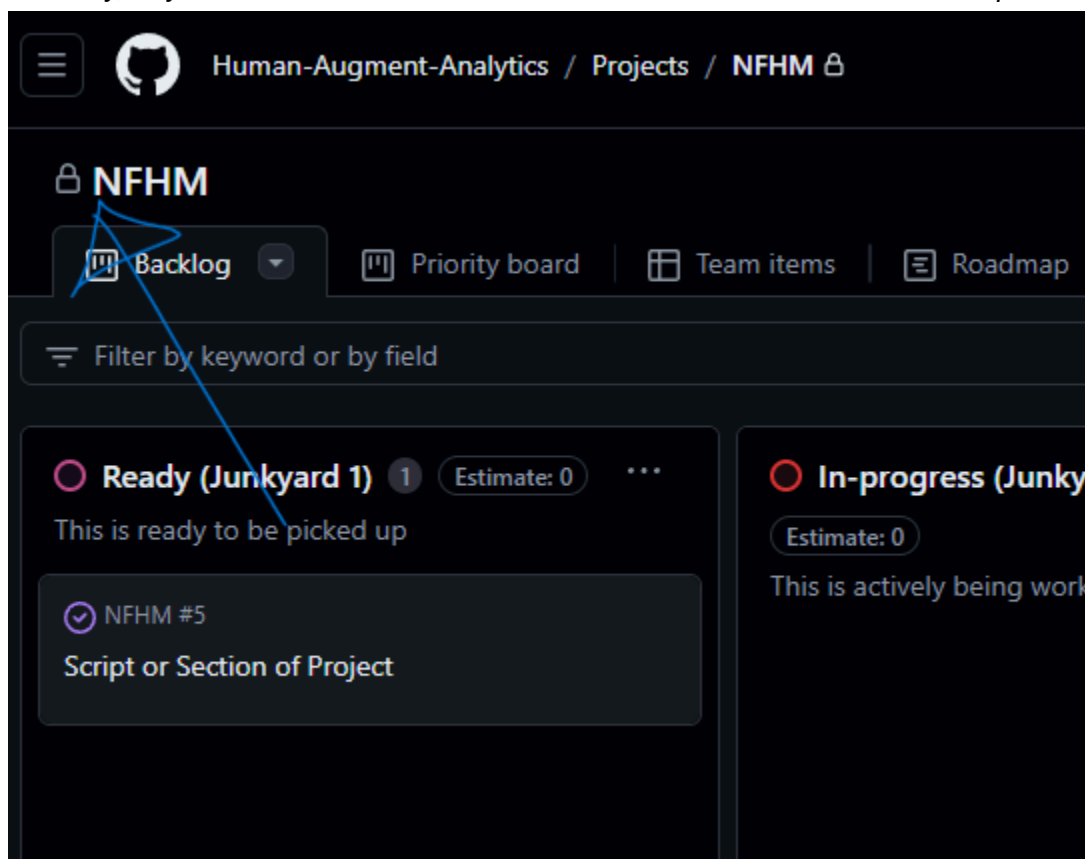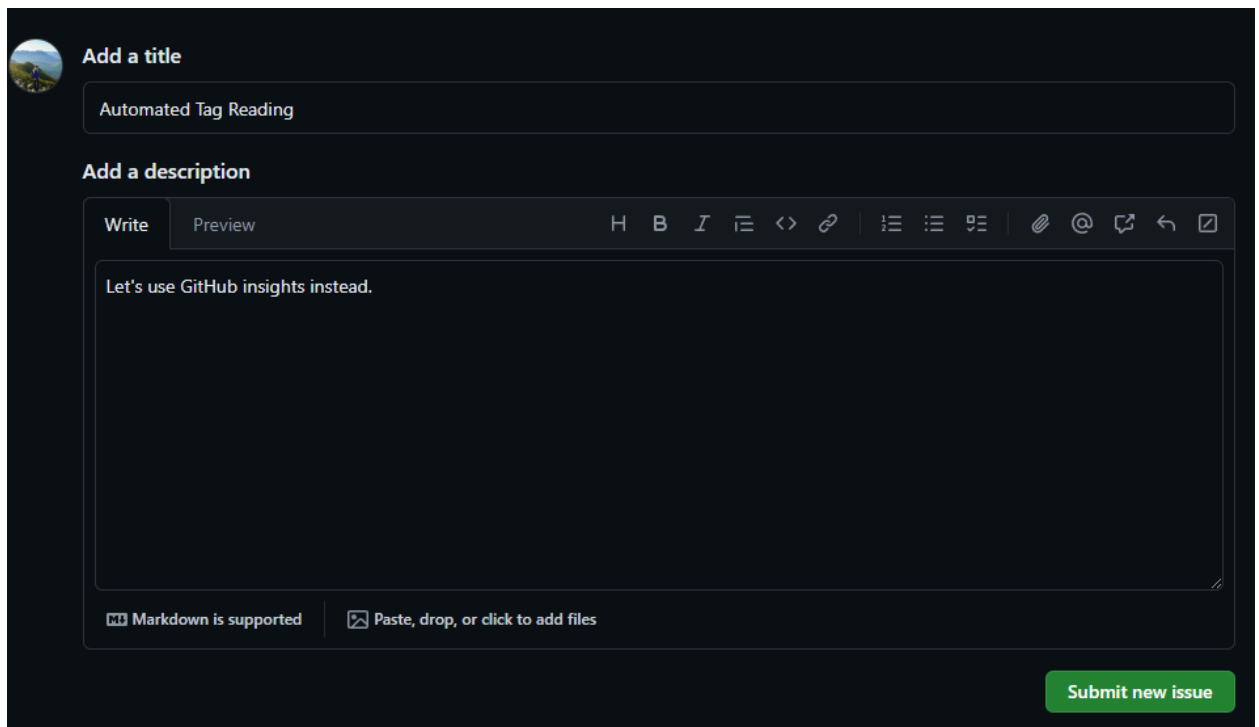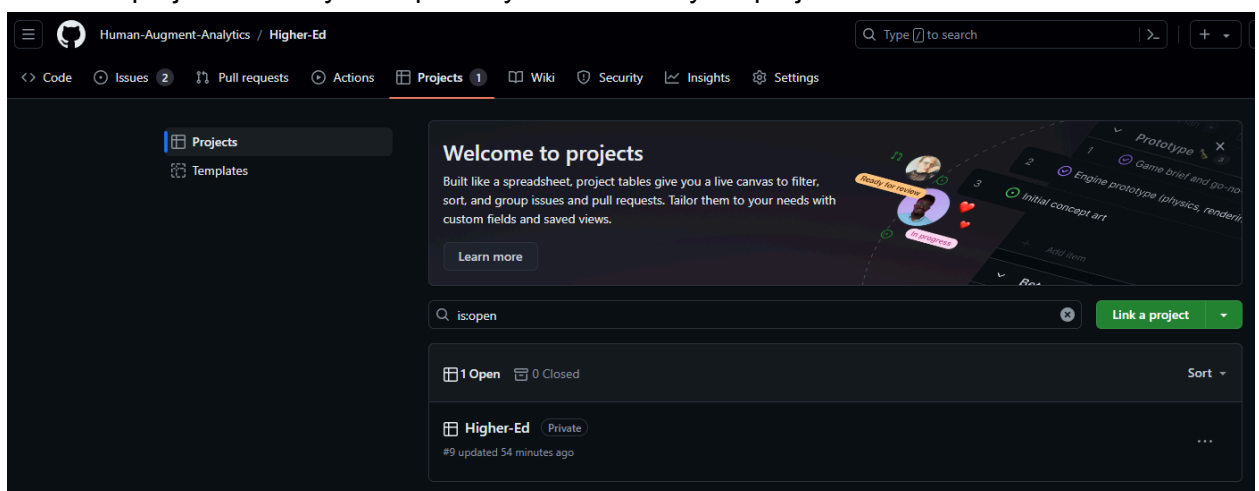

First Method:

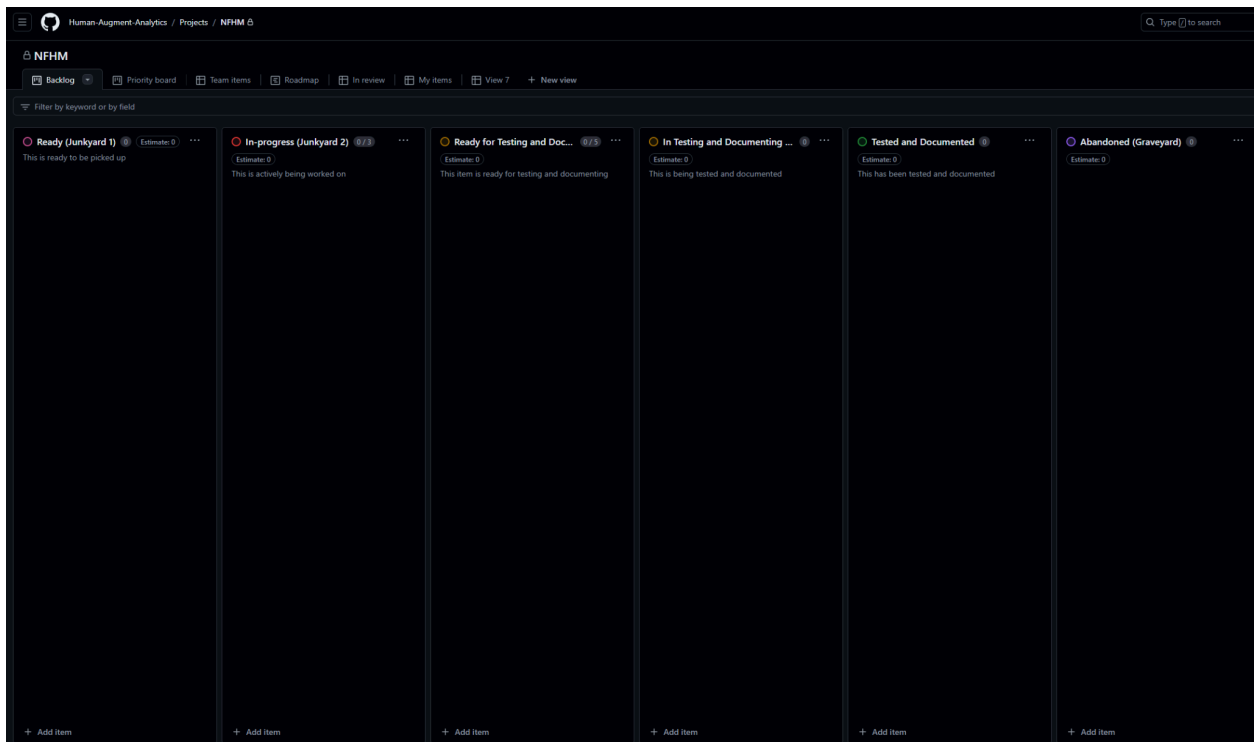1) Go to your repository's issues tab. Click "New issue."

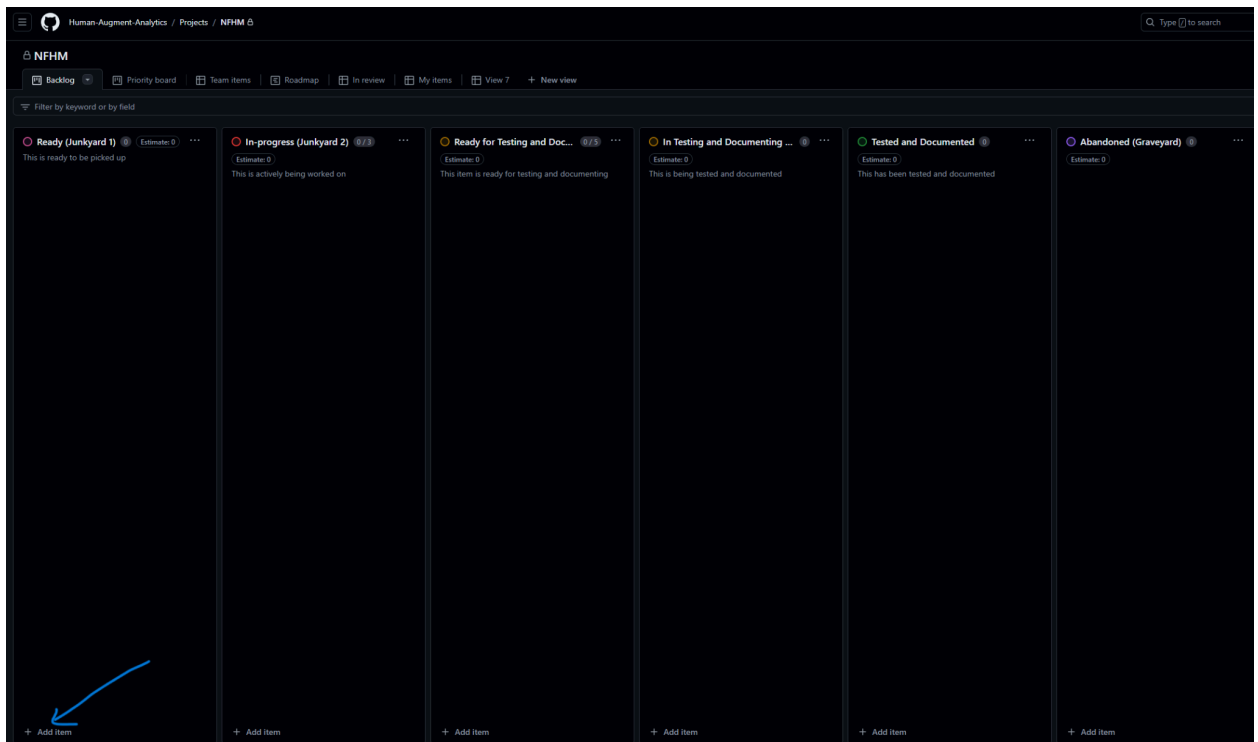2) Make the title of the issue your code section name or your script name. Add a description and submit the issue.

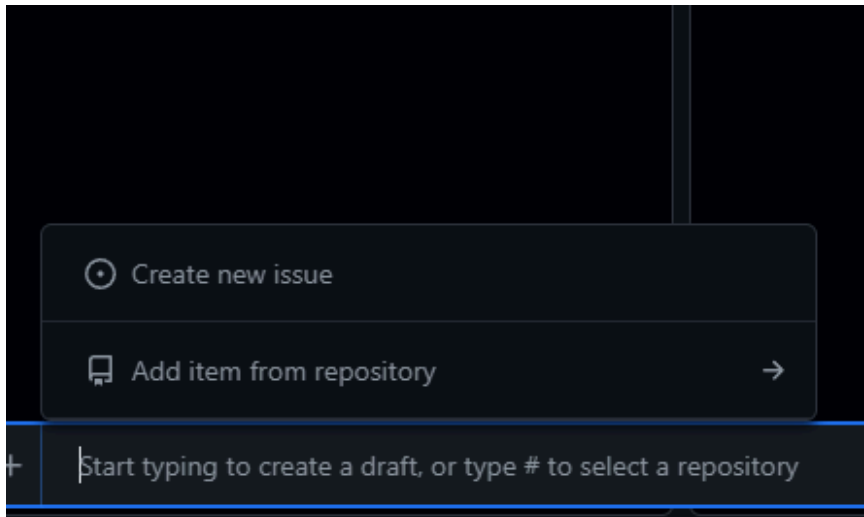3) Go to the projects tab of your repository and click on your project.
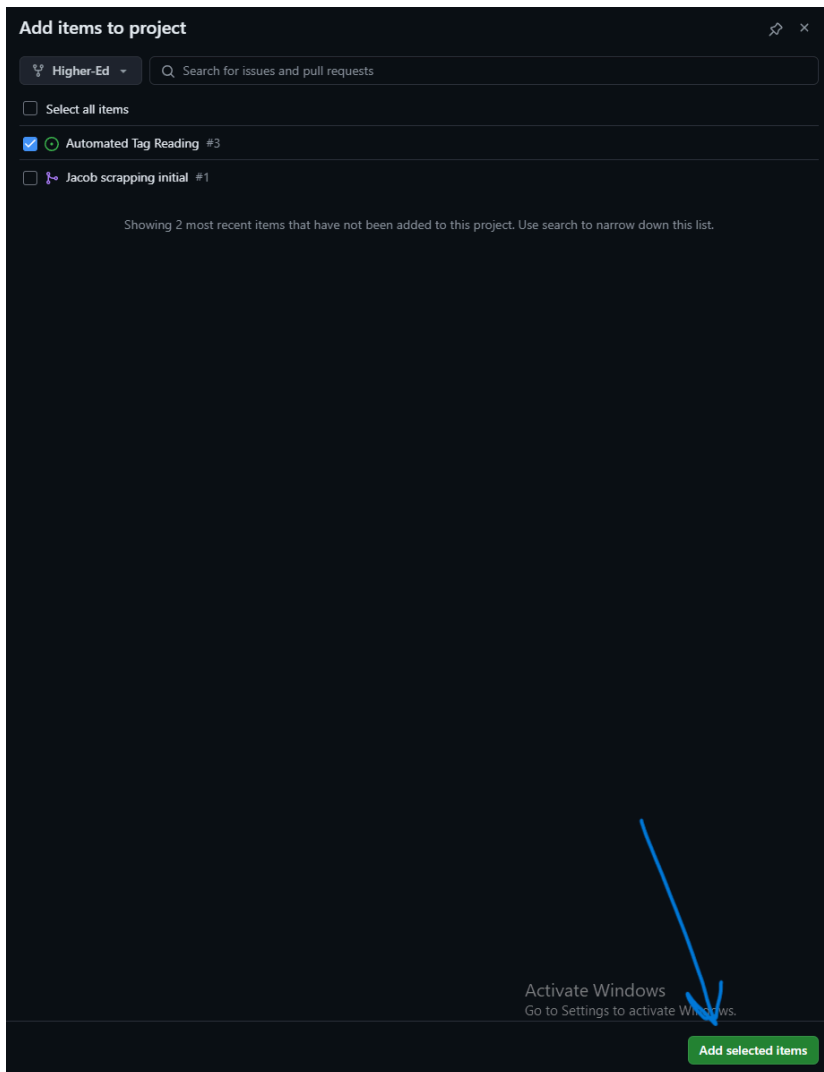
4) Your project should look something like the following:

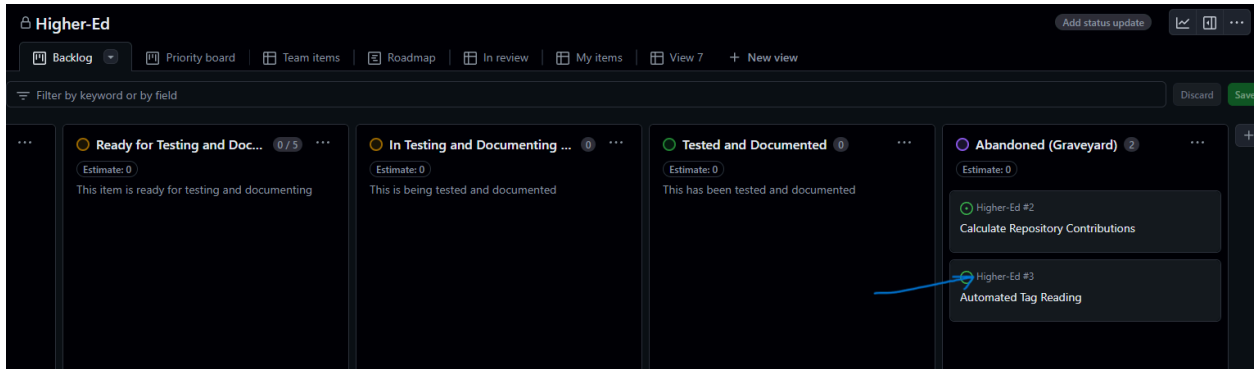5) Click "Add item" in the section you want to add a code tracking item to. Click the plus sign.
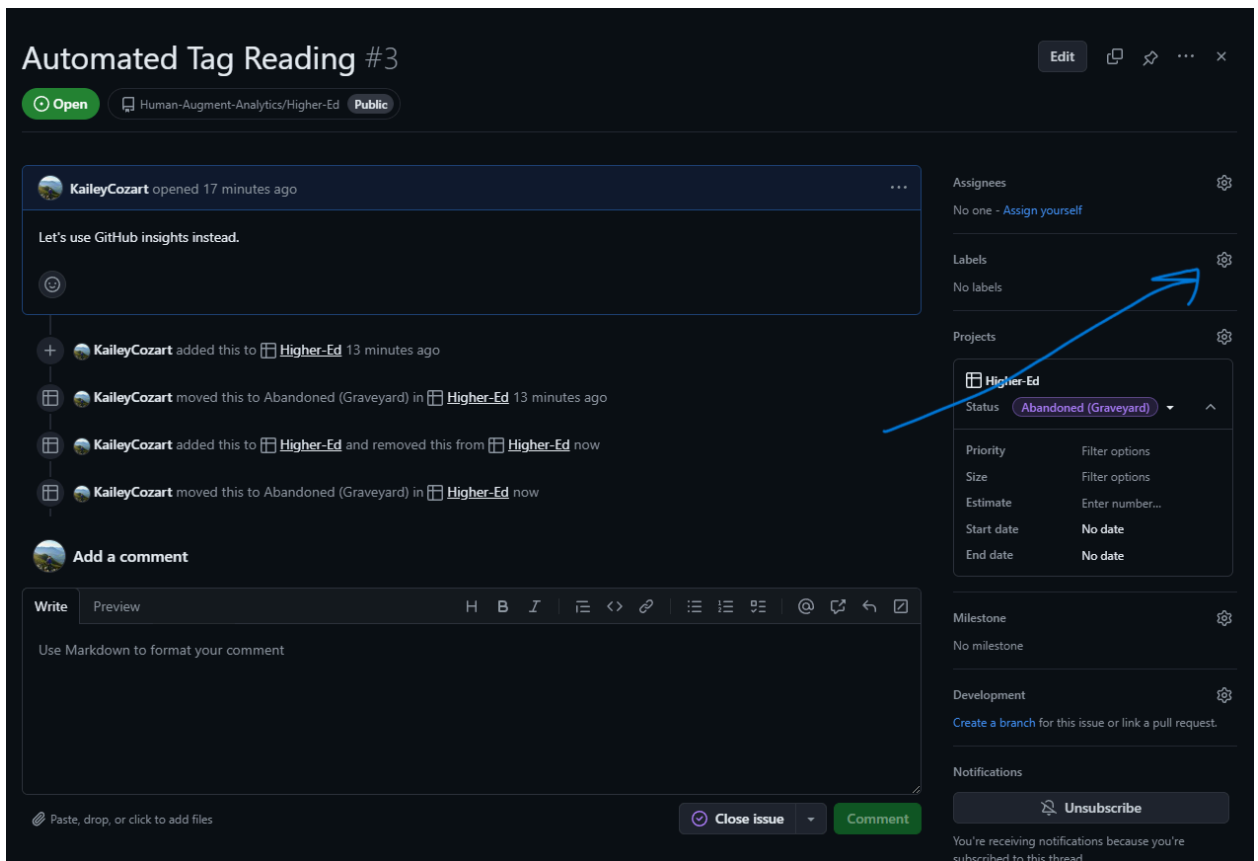
6) Click "Add item from repository."

7) Select your issue(s) and click "Add selected item(s)." Leave the add item form.

8) Your issue should show up. It should list the name of your repository at the top. You can drag it forward or backward into the correct category as the project progresses.

9) Click on your issue and click the settings icon near "labels."

10) Check the box next to "code tracking." If the label isn't there, check the documentation for creating a project from the HAAG template. In short, you go to your repository's

issues tab, click "labels," and add a "code tracking" label.

11) After checking the box, an update should automatically appear and the label should also appear under the labels section.


12) If you go all the way back to your repository's issues tab, you will see your issues listed as "code tracking." ***Now you are done! If you want to see an alternate way for doing this, see below.***

**Second Method (Optional):** *The following works if your repositories are NOT forked:*
1) Go to the projects tab of the organization and click on your repository's code tracking project. For most projects, it is named the same as your repository. Alternatively, your project should also be visible from the projects tab of your repository.
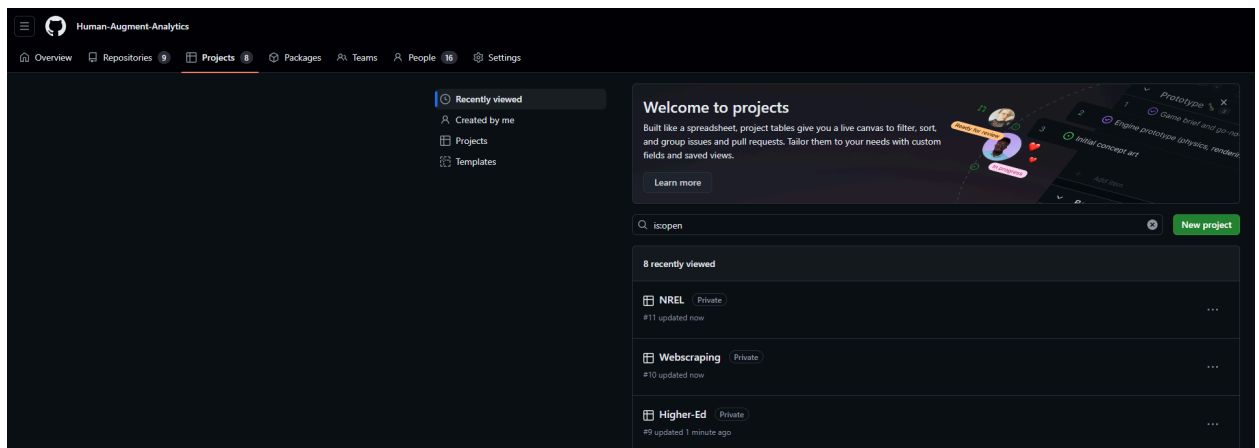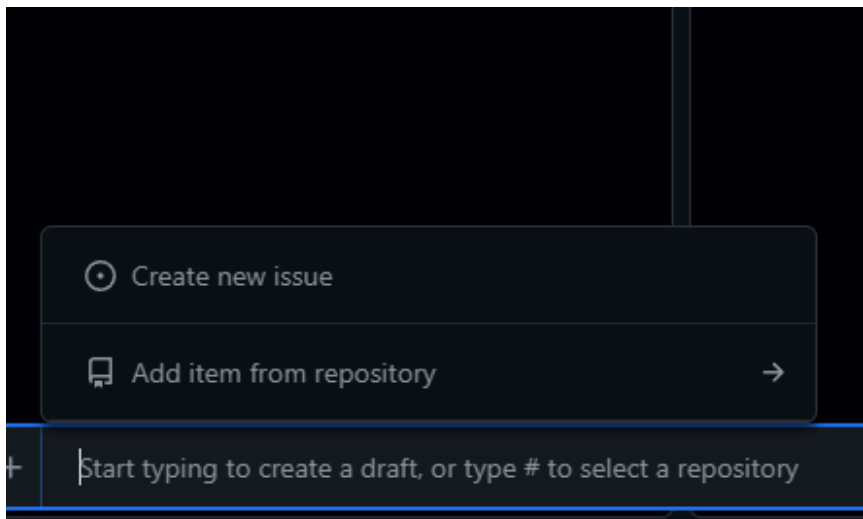
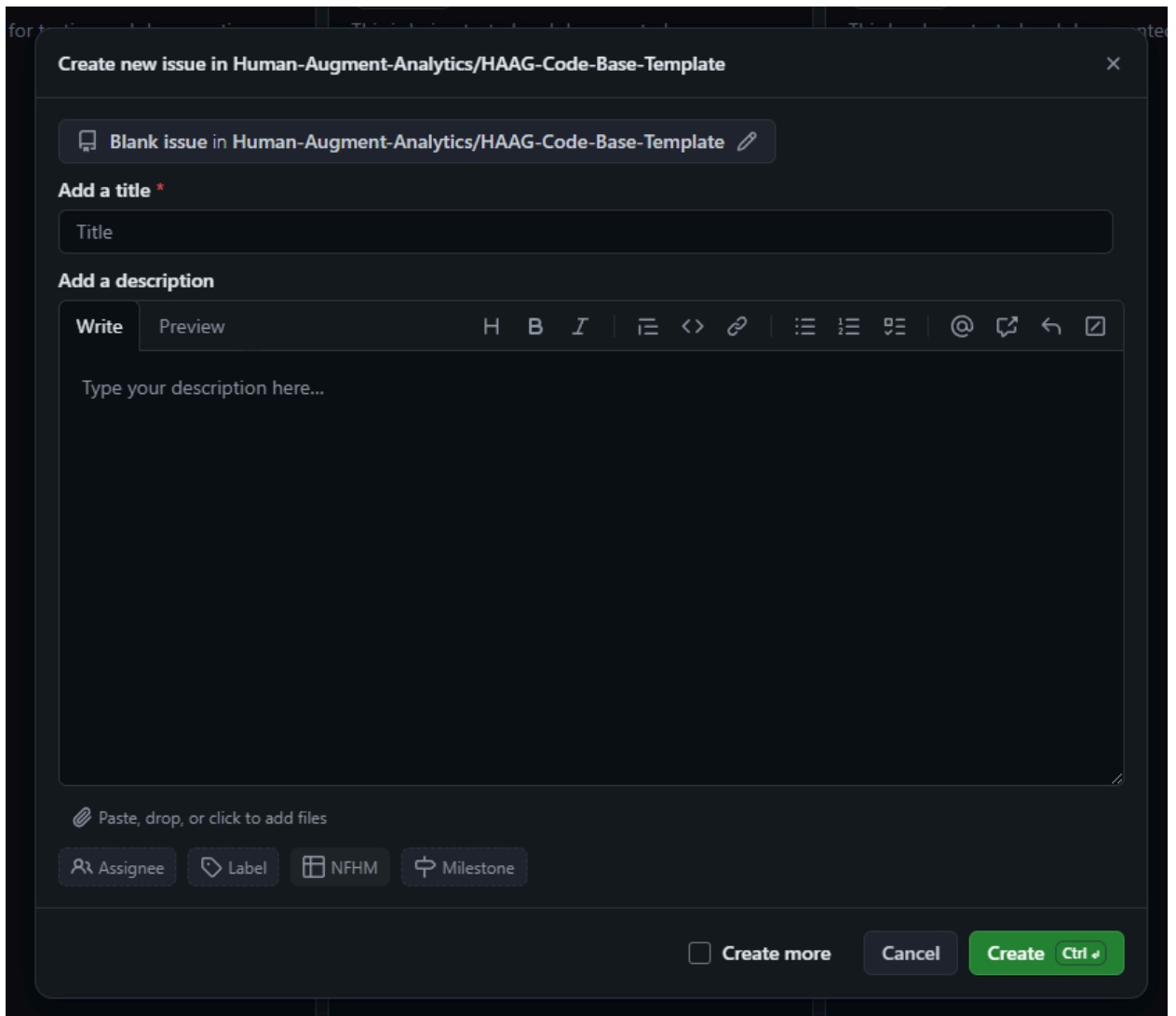2) Your project should look something like the following:
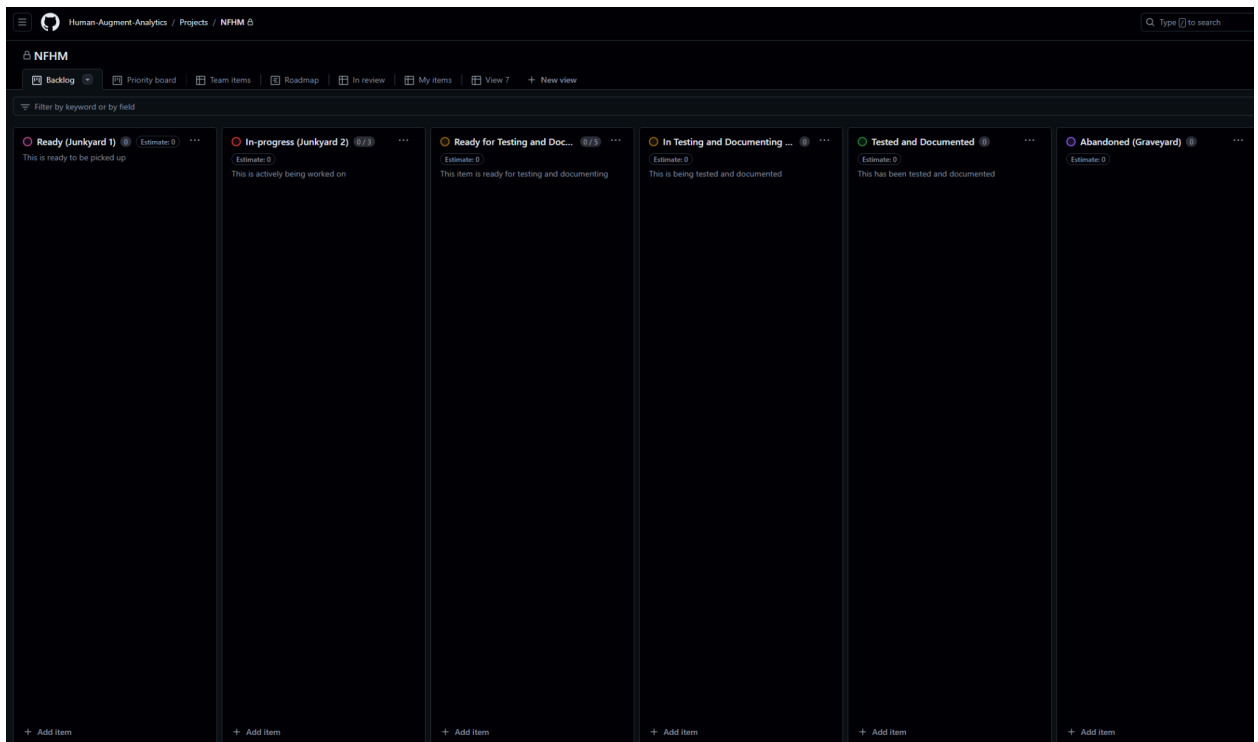
3) Click "Add item" in the section you want to add a code tracking item to. Click the plus sign.
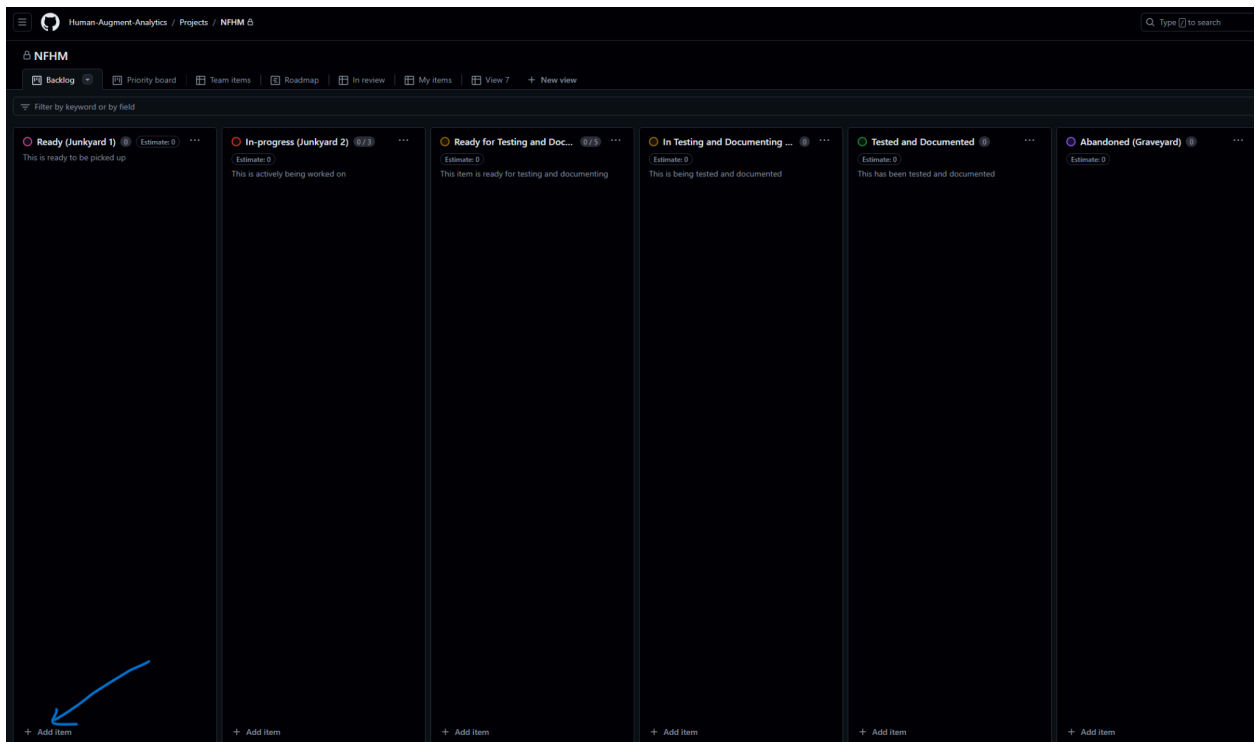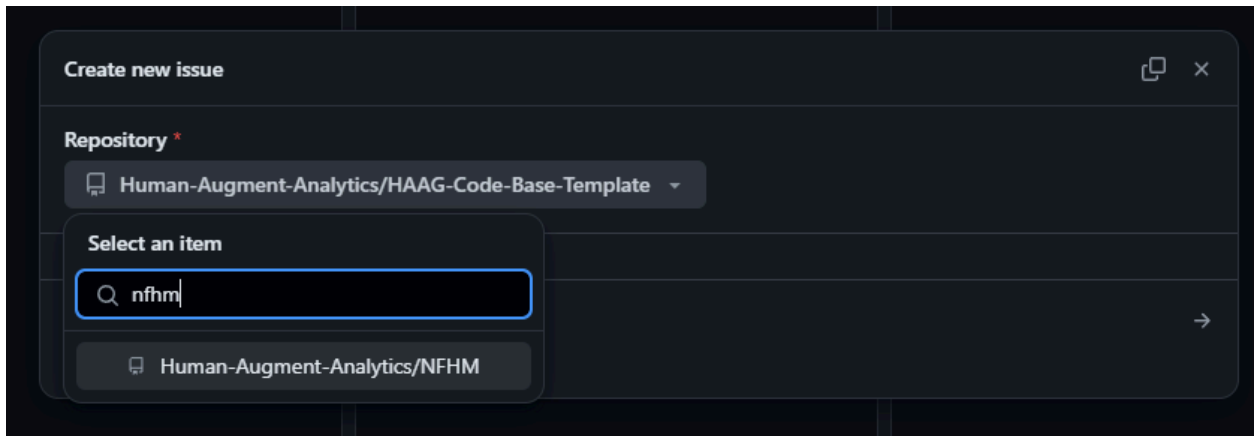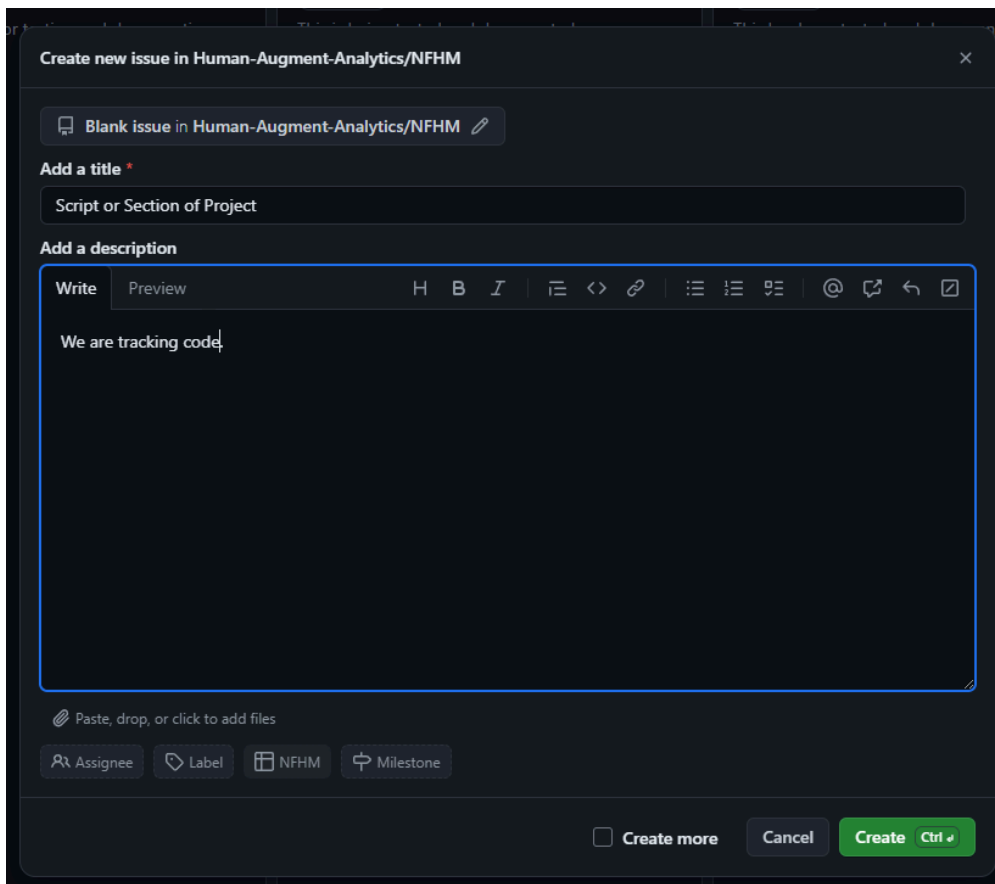
4) Click "Create new issue."

5) At the top, click "Blank issue in …".

6) Under repository, start typing in the name of your repository. Your repository will show up (unless it is forked, see common issue thread below).

7) Click "Blank issue."
8) Now, the top of the form should show your repository. Fill in the title of your script or code section. Add a description as needed. Click "Create."

9) Your issue should show up. It should list the name of your repository at the top. You can drag it forward or backward into the correct category as the project progresses.

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○ **Ready (Junkyard 1)** ① Estimate: 0 ⋯

This is ready to be picked up

⊙ NFHM #5 ⋯
Script or Section of Project

○ **In-progress (Junkyard 2)** 0 / 3 ⋯

Estimate: 0

This is actively being worked on

○ **Ready for Testing and Doc** ⋯

Estimate: 0

This item is ready for testing and d

○ **In Testing and Documenting ...** 0 ⋯

Estimate: 0

This is being tested and documented

○ **Tested and Documented** ① ⋯

Estimate: 0

This has been tested and documented

⊙ NFHM #5
Script or Section of Project

○ **Abandoned (Graveyard)** 0 ⋯

Estimate: 0

+

10) Click on your issue and click the settings icon near "labels."

11) Check the box next to "code tracking." If the label isn't there, check the documentation for creating a project from the HAAG template. In short, you go to your repository's

issues tab, click "labels," and add a "code tracking" label.

12) After checking the box, an update should automatically appear and the label should also appear under the labels section.

13) If you go all the way back to your repository's issues tab, you will see your issues listed as "code tracking."
14) See the common issue thread below if you have problems.

Common Issue: Forked repository won't allow issues to be added from GitHub projects.

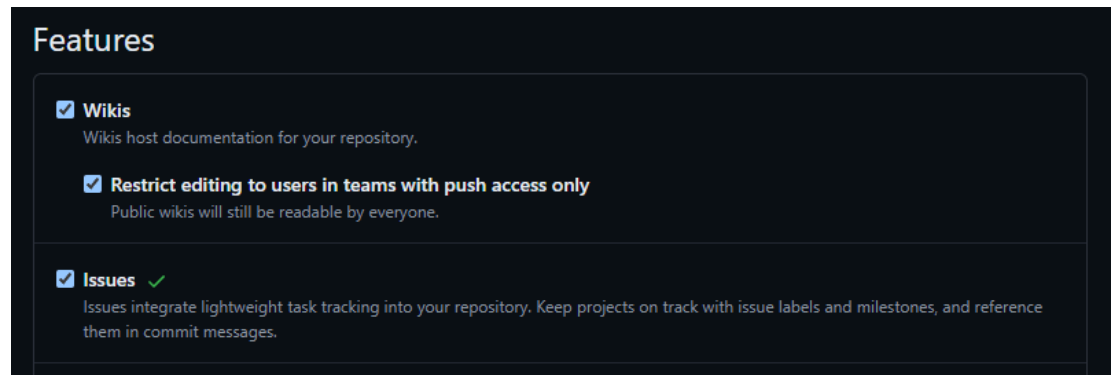Solution 1: Go to your repository's issues tab and add an issue from there, as described in the first method.

Solution 2: Fix with the following steps:
1) Fork a repo.
2) Go to the Settings page of your fork.
3) Go to 'General'.
4) Scroll down to the Features subsection.

5) Tick the Issues checkbox.

6) Next, you need to check this in the original repository as well. This may be more difficult if you are not the original repository owner.