

How e-Manifest uses GitHub issues to communicate development work

The e-Manifest team exports issues to GitHub, so that the user community can see upcoming and current development.

The list of active and closed issues are located at <https://github.com/USEPA/e-manifest/issues>

This document is designed to provide additional information on the issues as well as how we use issues to communicate issue information to our users.

The main issues screen: <https://github.com/USEPA/e-manifest/issues>

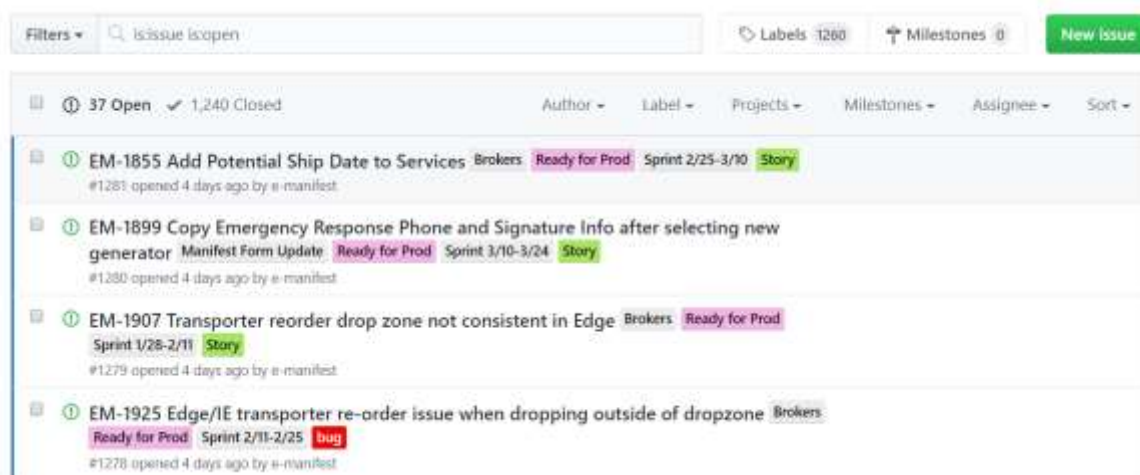


Figure 1

The image above (Figure 1) displays 4 of the 37 open issues that were open at the time of this screenshot. Each issue is identified by a series of text and labels that are designed to tell the reader about the issue. On the issues screen you can search, filter, view closed issues, and open issues for more information.

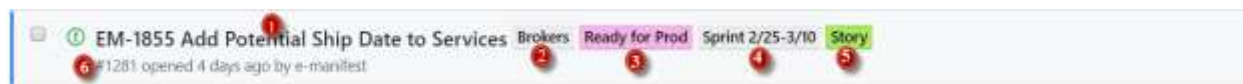


Figure 2

Figure 2 displays the issue on top of the list from Figure 1. Each issue can be broken into 6 areas.

- 1) **Description:** The description of the issue, EM-1855 is the EPA Internal code for the issue. This particular issue is regarding an optional Potential Ship Date field on the manifest.
- 2) **Epic label:** Epics are groupings of issues around a certain theme. In this example, the issue is part of the “Brokers” epic. A [list of Epics](#) and descriptions are provided below.
- 3) **Development Status Label:** Where an issue is located in terms of development. If an issue is in Ready for Prod/ Done it is available for testing in the Preproduction/Test environment. Issues in Awaiting Approval and Ready for Preprod, may be available for testing in the

Preproduction/Test environment or will be soon. The other stati indicate information about the status of the issue, but those issues are not available for testing at this time. Please feel free to read them and comment on them. In this example, the issue is in the “Ready for Prod” status and therefore available for testing in the Preproduction/Test environment. If you wish to test see: in the Preproduction/Test environment see: <https://github.com/USEPA/e-manifest/blob/master/README.md#how-to-test-and-what-is-available>

- 4) **Sprint label:** The Sprint label indicates when an issue was last worked on or when it is planned to be worked on. Some issues are worked on in multiple sprints. In this example, the issue was last worked on from 2/25/2020-3/10/2020.
- 5) **Issue type label:** Indicates what type of issue this issue is. In this case it is a story or new functionality. An issue could also be a task or a bug. The following issue types are available.
 - a. **Bug:** An issue found in the production or in development that needs to be fixed. Bugs include bugs found in development as well as production. A development bug issue may not be a bug in production, but either way needs to be fixed before certain functionality can be promoted to production.
 - b. **Story:** New functionality
 - c. **Task:** A discrete issue EPA needs to do that affects the system but is not necessarily development. For example, a task may be research on data or a change to system setting.
- 6) **GitHub Information:** This area displays internal GitHub information, including when this issue was exported or updated to GitHub. In this example, the issue has the internal GitHub issue of 1281 and was created in GitHub 4 days prior to when this screenshot was taken.

Clicking on the issue will take the user to the issue’s page. Figure 3, shows the page. On figure 3 there are three areas to pay attention to.

EM-1855 Add Potential Ship Date to Services #1281

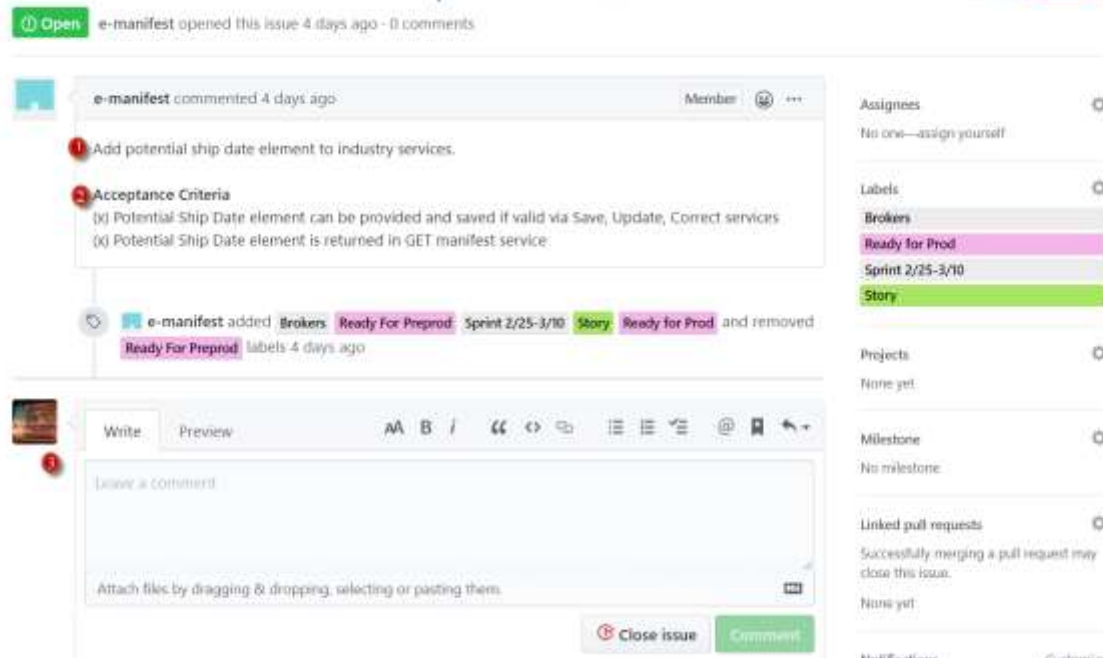


Figure 3

- 1) **The description of the issue:** A description of the issue to provide some background on what is being changed.
- 2) **Acceptance Criteria:** A set of criteria on how this issue should be tested and what functionality this issue provides. If a user feels there should be additional functionality, please comment in the comment section.
- 3) **Comment Section:** Registered GitHub users may comment on the issue

List of Epics and Descriptions

Epics are collections of issues based on similar functionality

508: Issues regarding section 508 of the Rehabilitation Act compliance

Billing Services: Issues related to offering receiving facilities information over the same Application Programming Interfaces they use to submit manifests

Brokers: The Brokers epics contains issues related to broker functionality.

Compass Reconciliation: Issues related to using information imported from EPA's financial system.

Dashboard updates: Updates to the user interface related to the e-Manifest Dashboard.

Data Clean Up: Tasks related to cleaning up errant data

Discrepancies/Rejections: Task related to manifest and waste line discrepancies and rejections

EPA Admin Billing: The billing administration module for EPA billing staff

Exports: Future functionality

FAQ/Help/Documentation: enhancements to instructional text

Industry Billing: Ability for industry users to pay and handle invoices

Industry Services: Web Services for the use of industry users

Lookups: Tables that have agreed upon lists of data.

Manifest Form: Issues regarding the manifest form in the user interface

Manifest Workflow: Issues regarding the manifest workflow

Miscellaneous: Issues that do not fit into the other epics

MTN Discrepancy: Utilizing Optical Character Recognition to identify

Notifications: Notifications from the system to users and systems regarding activities (manifest, user related) that have happened in the system. Recipients can be state or industry users

On Behalf Of Signatures: Future functionality

PDF: Issues around changes to the PDF files created by the system

Performance: Issue regarding changes to improve system or functionality performance

PPC: The interface for the Paper Processing Center

Reporting: Reports from the data

Responsiveness: How the user interface looks on various devices and screen sizes

Security: Security measures or compliance with directives

Signing: Issues regarding electronic signatures

State Corrections: Issues around State access and ability to correct manifests

State Services: Web Services for the use of State regulator users

Testing: Issues related to system tests and testing the system

User/Site Preferences: Future functionality to provide users with the ability to set up email and site preferences. For example, receive certain notification emails daily or set the default Emergency Response Phone number for manifests