Reporting Bugs Via REDMINE

1.) Through internet browser go to this address:
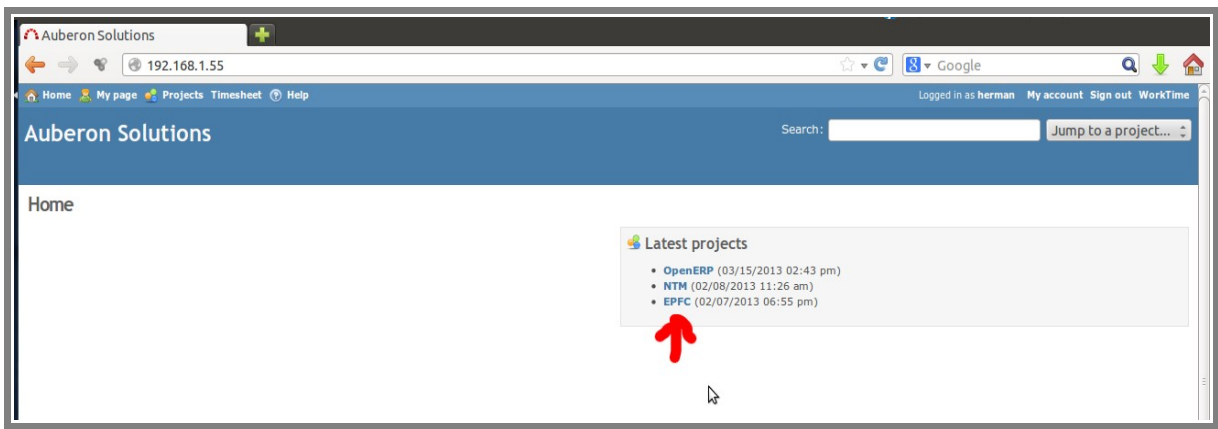www.redmine.auberonsolutions.com
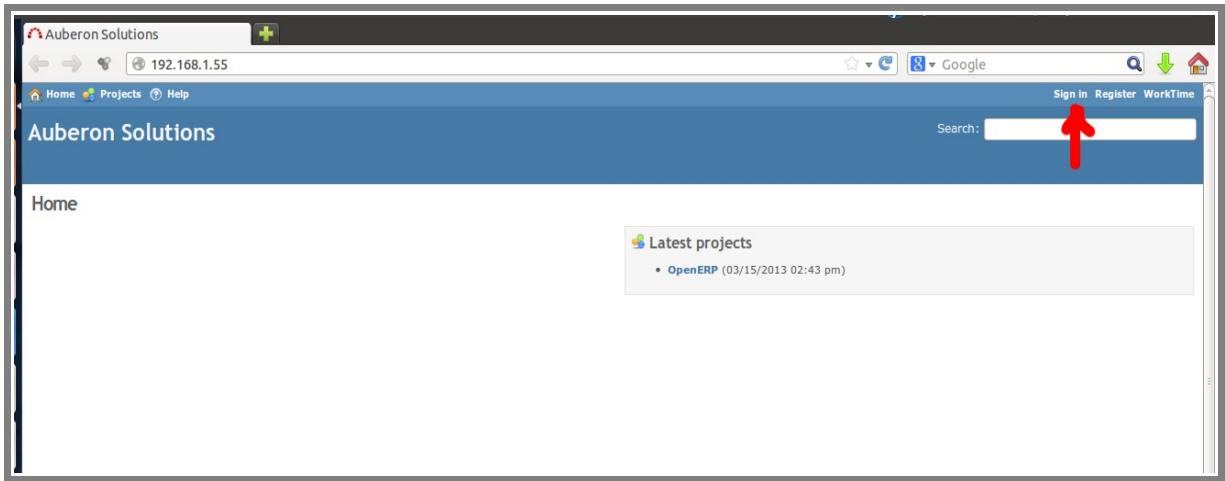
2.) Sign-in

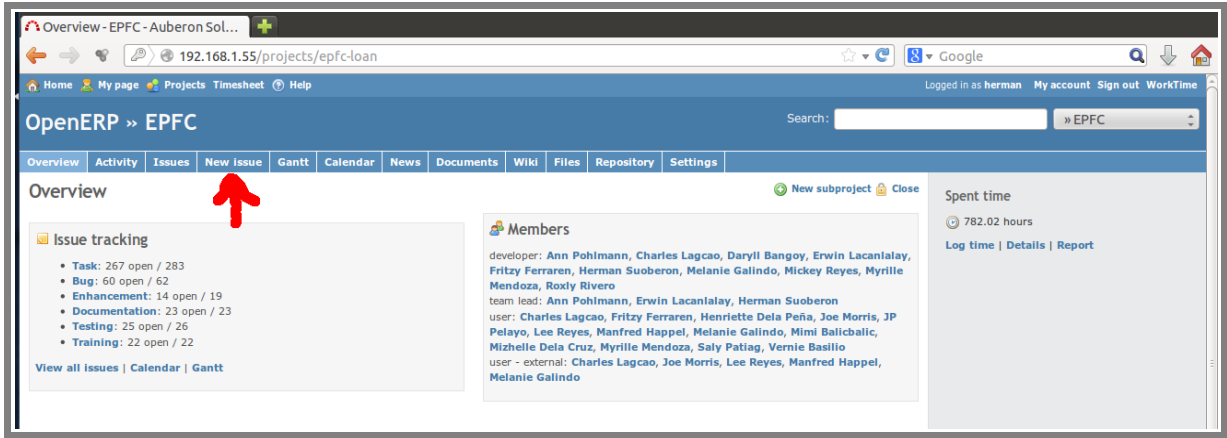– click "Sign In" as highlighted in the picture above.
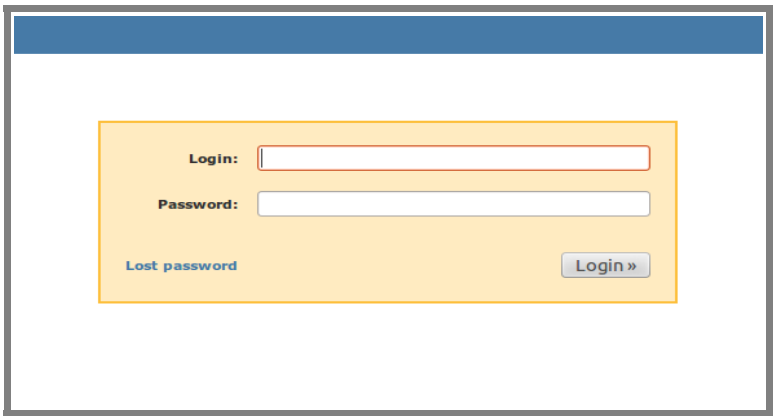
– input username and password and click the "**Login >>**" button.
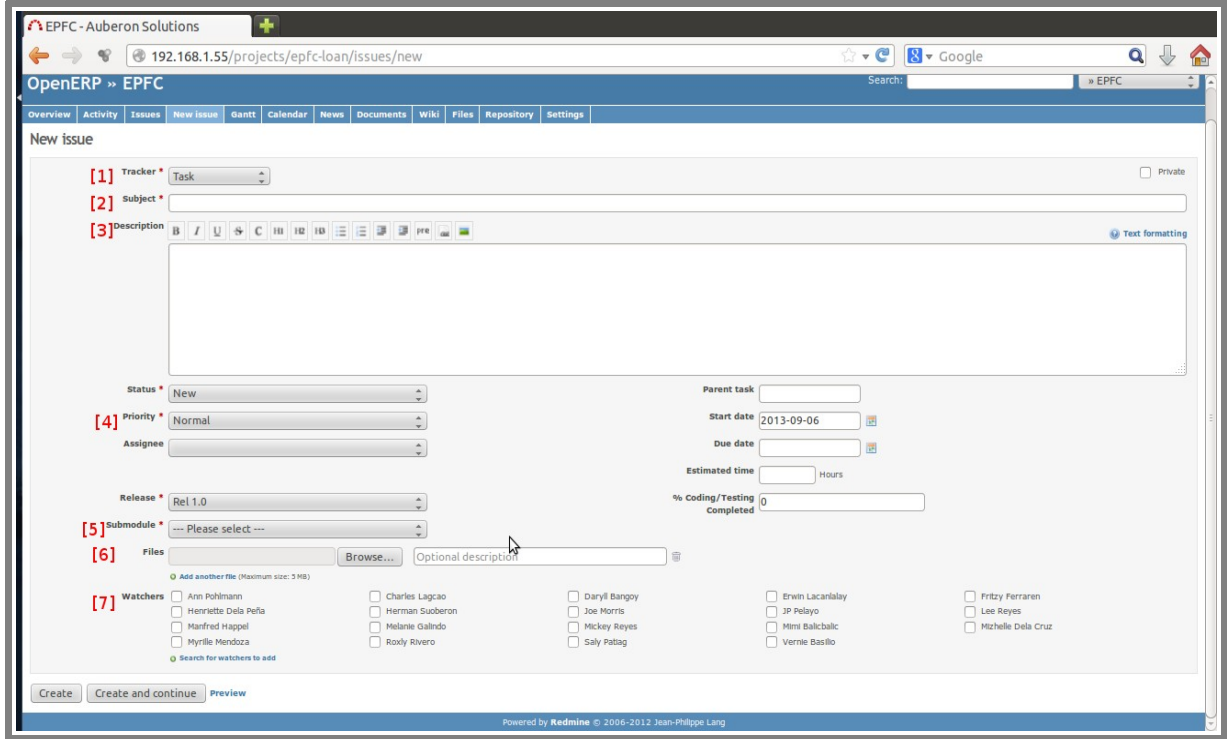
3.) Select "EPFC" Project

– click EPFC highlighted in the picture above.

4.) Click "NEW ISSUE" to create new bug report.

5.) Fill-up required information.

Fields:
- **[1] Tracker** – Required. Use "BUG" from selection.
- **[2] Subject** – Required. Provide a summary that will embody the certain problem.
- **[3] Description** – Additional description for the problem encountered.
- **Status** – use the default value "NEW".
- **[4] Priority** – Use the following:
    > **CRITICAL** – System bug down. Needs to be fixed within 2 hours.
    > **HIGH** – Cannot close transaction but can continue with other transactions. Needs to be fixed within 24 to 48 hours.
    > **NORMAL** - Cannot close transaction but can continue with other transactions. Needs to be fixed within 3 to 5 days.
    > **LOW** - Cannot close transaction but can continue with other transactions. Needs to be fixed within 1 week or more.
- **Assignee** – leave blank.
- **Release** – use the default value "Rel 1.0"
- **[5] Submodule** – Required. Select from list.
- **[6] Files** – click the "Browse" button to attached the screen shot of the problem.
- **[7] Watchers** – Leave unchecked unless you know who should be notified of the bug.

Click the "CREATE" button to save the transaction. Take note of the "ISSUE #" for future reference.

6.) After Save.

If the bug is of priority and needed to be fixed right away, please notify us through chat or SMS. We will call/inform you if we need clarification of the matters and ask more information from you if needed. You can track if the bug is already fixed by searching your ISSUE #.
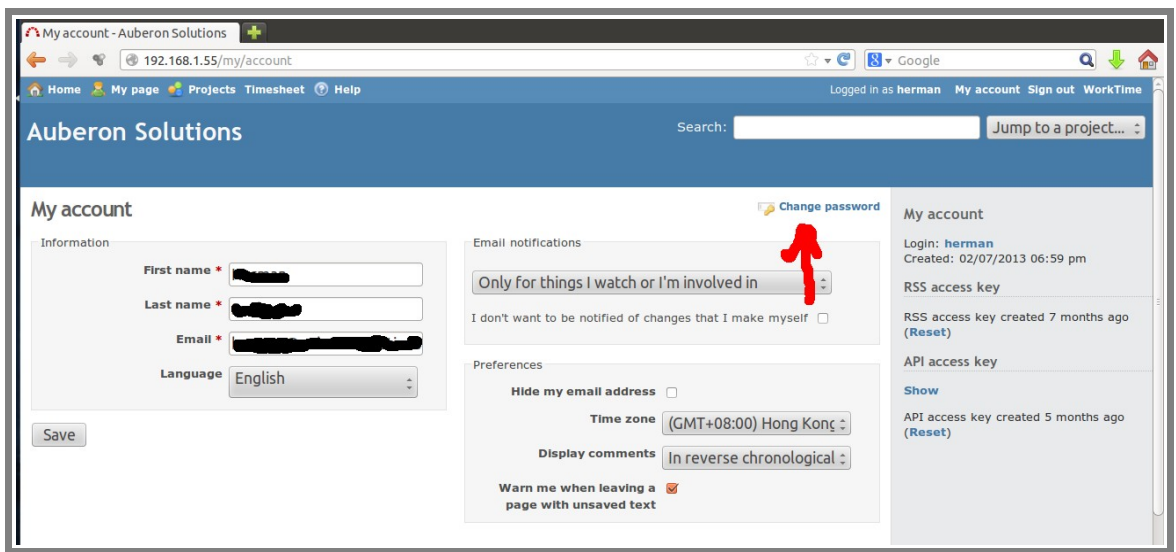
Change PASSWORD

Since you will be given temporary password, this is the procedure to personalize your password.
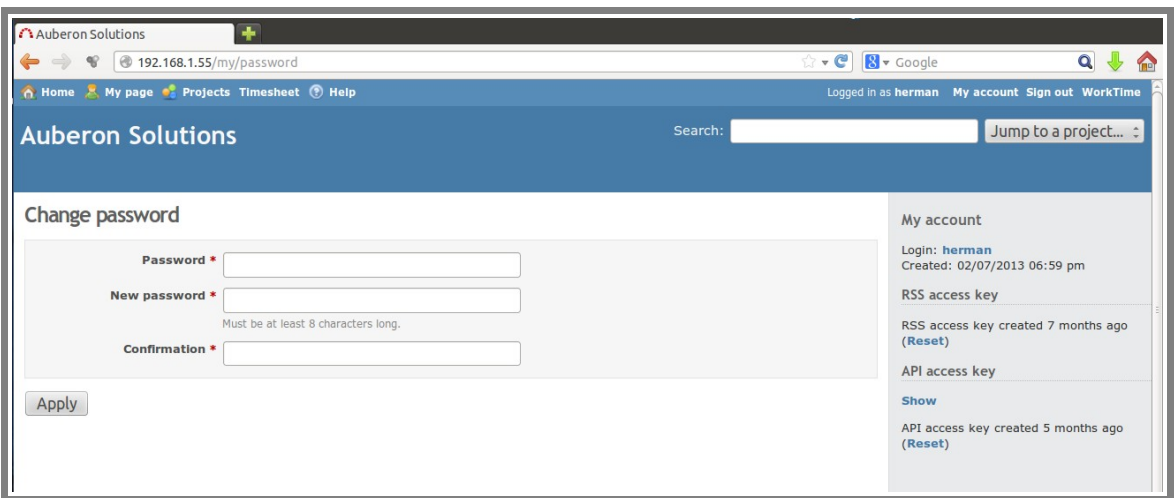
1.) Through internet browser go to this address: www.redmine.auberonsolutions.com
2.) Sign In.
3.) Go to "My Account"
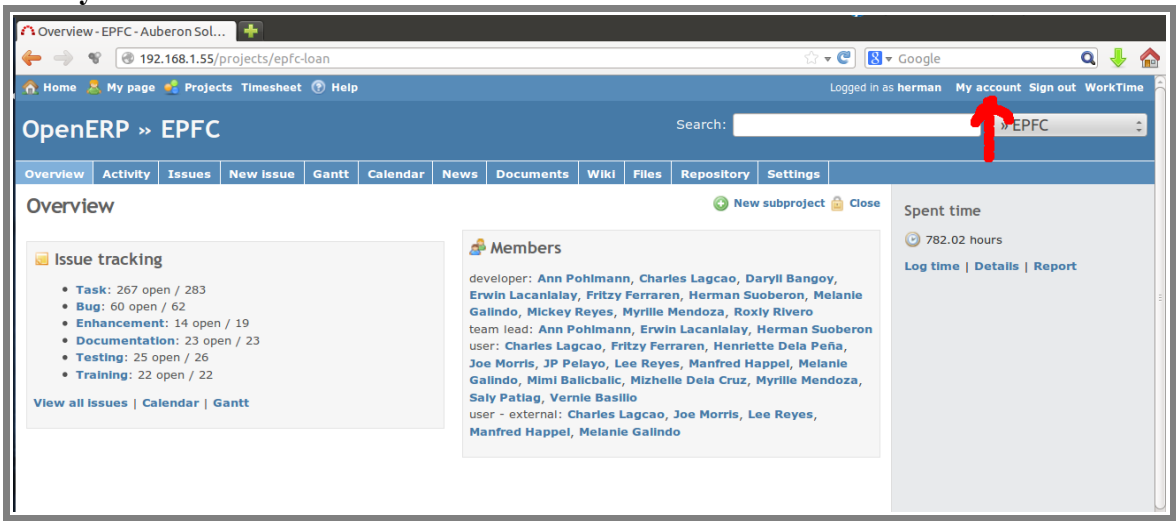
4.) Click "Change Pasword"

5.) Supply New Password

  – **Password** – Your old password
  – **New Password** – Your new password
  – **Confirmation** – should be same with New Password
  – Click "**APPLY**" button to save changes.

Requirements:
- Internet connection
- List of users with the following information.
  - Firstname
  - Lastname
  - mutigroup email address