



# **Template User Guide and Technical Reference**

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**Department of Research, Innovation, and Development**

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**Note:** This documentation is actively evolving. For the latest updates and revisions, please visit the project's GitHub repository.

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## HOW TO GENERATE AN ERROR REPORT

This guide explains how to generate an error report using GitHub repositories.

### 2.1 Steps to Create an Error Report

#### 1. Access the GitHub Repository

Navigate to the [GitHub repository](#) where the project is hosted.

#### 2. Open the Issues Tab

Click on the “Issues” tab located in the repository menu.

#### 3. Create a New Issue

- Click the “New Issue” button.
- Provide a clear and concise title for the issue.
- Add a detailed description, including relevant information such as:
  - Steps to reproduce the error.
  - Expected and actual results.
  - Any related logs, screenshots, or files.

#### 4. Submit the Issue

Once the form is complete, click the “Submit” button.

### 2.2 Review and Follow-Up

The development team or maintainers will review the issue and take appropriate action to address it.