



UCA
International
Users Group

Instructions for Issue Tracking System

Table of Contents

Introduction	2
Viewing of Information	2
Summary Information	3
Priority List	3
Issue List	4
Searching	5
Filtering	7
Registered Users with Roles Assigned	9
Process of Creating a Login and being Granted Access to a Project	9
Adding a New Project	10
Adding a Watch	11



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Instructions for Issue Tracking System

Introduction

The UCAIug Issue tracking system is an easy to use system for logging and tracking issues in different projects.

There are two types of projects: public and private.

Public projects are viewable via users that do not have a login or roles to edit contents. The information in these projects is viewable by anyone that accesses the website.

Private projects are only viewable by users with activated logins that have been granted roles to access the project. To view instructions regarding obtaining a login and rights, see page 9.

There are managers assigned to each project and they have the right to approve or deny roles for those projects for which they have responsibility.

Viewing of Information

Depending upon the structure of a project, and its sub-projects, the user may select any level within the project/sub-project structure. The example will be the nested structure of the IEC 61850 TPWG Project:

Test Procedure Working Groups

This is the root project for the various test procedure working groups within UCA

CIM

IEC 61850 TPWG

This is for the IEC 61850 Test Procedure Working Group.

Test Procedure Issues

Client

GOOSE Performance

SCL Tooling

Server

OpenFMB



Instructions for Issue Tracking System

In this set of projects, the IEC 61850 TPWG is a header and does not aggregate issues from sub-projects. This was intentional as there may be other sub-projects besides the Test Procedure Issue Project. In clicking on the Test Procedure Issue Project, the following will appear (contents may change):

Issue tracking

	open	closed	Total
Issues	7	0	7

[View all issues](#) | [Summary](#) | [Calendar](#) | [Gantt](#)

This level aggregates the total number of issues from the subprojects which are:

Subprojects

[Client](#), [GOOSE Performance](#), [SCL Tooling](#), [Server](#)

Summary Information

If the user desires to see a breakdown of which issues are coming from which subproject, they should click the “Summary” option. This will present a display similar to the following (for legibility, the information has been re-arranged):

Subproject

	open	closed	Total
Client	1	-	1
GOOSE Performance	-	-	-
SCL Tooling	-	-	-
Server	6	-	6

This table shows the issues breakdown by sub-project. If the user clicks on a number, the entire list of issues of that sub-project will be listed.

Priority List

The display also provides assigned priority information.



Priority

	open	closed	Total
Immediate	-	-	-
Urgent	-	-	-
High	1	-	1
Normal	6	-	6
Low	-	-	-

If the user is interested is going to the specific type of issues, they can click on the number. If the number is greater than one(1) the entire list of issues of that priority will be shown.

Issue List

Once an issue list is displayed:

Issues

Filters

☒ Status

open

Options

Apply Clear

	#	Tracker	Status	Priority	Subject	Updated
<input type="checkbox"/>	639	Issues	Accepted	Normal	Boolean ASN.1 encoding 0x02 for MMS client/server	02/17/2021 06:43 AM
<input type="checkbox"/>	638	Issues	Accepted	Normal	sCti28 typo tOpOK and opOK (should be tOpOk and opOk)	02/17/2021 06:36 AM
<input type="checkbox"/>	637	Issues	Accepted	Normal	sFt4 missing expected result for step 3 and 4	02/17/2021 06:34 AM
<input type="checkbox"/>	636	Issues	New	High	Mandate RCB reservation for Ed2.0 client and Amd1 server	02/18/2021 03:59 AM
<input type="checkbox"/>	635	Issues	Accepted	Normal	sTm7 mandatory?	02/17/2021 06:21 AM
<input type="checkbox"/>	634	Issues	Accepted	Normal	sCnf11 allow "none" as well	02/17/2021 06:18 AM
<input type="checkbox"/>	616	Issues	Accepted	Normal	sCnf10 in Ed2 remove voltagelevel and bay name TEMPLATE	02/17/2021 06:47 AM

(1-7/7)

The user can click on a specific issue, it will take the user to the specific information of that issue. Please note that different projects may be configured with different information as is needed to support the project. The following image is from one of the projects. Please note that the informational content varies from project to project.



The screenshot shows a web browser window displaying the UCA Issue Tracking System. The page title is "Issues #636". The main content area shows the details for "Mandate RCB reservation for Ed2.0 client and Amd1 server". It includes a description, a list of metadata (Status, Priority, Assignee, etc.), and a "Description" section. The interface has a navigation bar with tabs like "Overview", "Activity", "Issues", "Gantt", "Calendar", "News", "Documents", and "Files". A search bar is visible in the top right corner.

Information related to projects can be found via filtering or searching. Both are similar in their capabilities.

Searching

The Search box is located in the upper right-hand corner of the web page.

The screenshot shows the search interface of the UCA Issue Tracking System. It features a "Search:" label followed by a text input field. To the right of the input field is a dropdown menu labeled "Jump to a project...". Above the search bar are links for "Sign in" and "Register".

There are several use cases that Search can be used for:

- If the user knows the number of the issue, they can enter the number directly in the Search box. Since numbers are unique across all projects, such a search will also take you directly to the issue and display its contents.
- If the user wants to Search for information in a particular project, it is probably better to Jump (e.g. must enter the name of the project) or select the project via the display and use filtering.
- If the user wants to Search for information across ALL projects, they should select All Projects and hit return.



This will result in a display where you can use filtering.

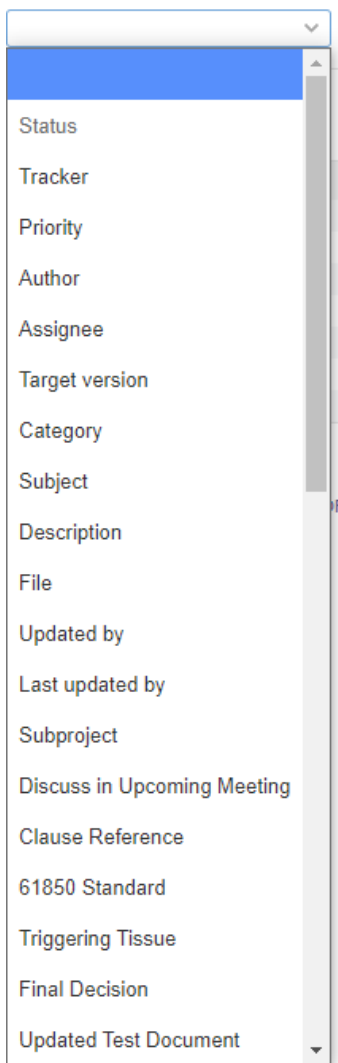
If you enter Search text (as an example “Accepted”) a display of all entries containing “Accepted” will be displayed:

The user can further restrict the search by unchecking some of the check boxes or click on one of the listed items which will take the user to the detailed information in the entry.



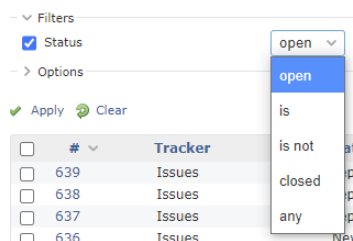
Filtering

The site has a very useful capability to filter issues based upon the metadata and information in the project. What can be filtered varies based upon project and are provided in the drop-down list similar to the following:



The following sections discuss how to use filters in what may be useful.

Current Status



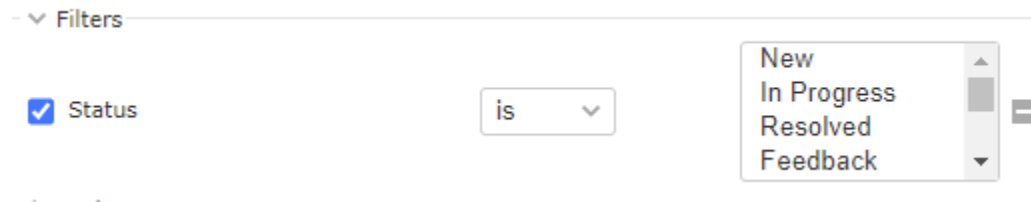
The default filter provides filtering on status based upon Open and Close status.

However, most projects have many more status values than just Open and Close. If other states are able to be used in the filter, and the user desires to filter for a specific status, they need to select “is”



in the status dropdown and they will then be able to select the specific status that they wish to filter on.

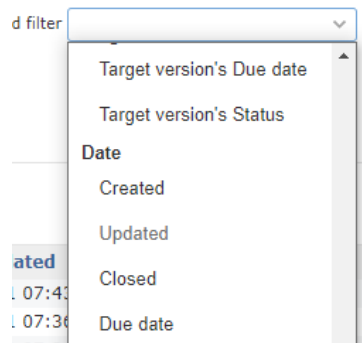
they should use the filter list to select the Status filter.



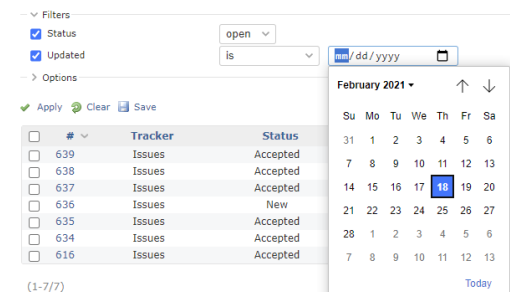
That list has multi-select capability and if multiple status values are selected

Activity

In many situations, users may want to determine what has changed since a specific date or between a range of dates. To create such a filter, use the Updated filter in the Date grouping.



This will result in a filter being created where a specific date can be selected.



If the user desires to check for updates during a range of times, the “is” dropdown can be changed to “between” and a start and end date are then configurable.



▼ Filters

☒ Status

☒ Updated

> Options

Note: There are several other pre-canned options such as \leq , \geq , this week, last week, etc. in the drop down.

Registered Users with Roles Assigned

In order to enter new issues and to potentially edit contents of issues, a user must register an account (see the following section for the process). Upon acceptance of the managers of the requested project will provide roles that the account will be associated with. The basic roles involve the ability to:

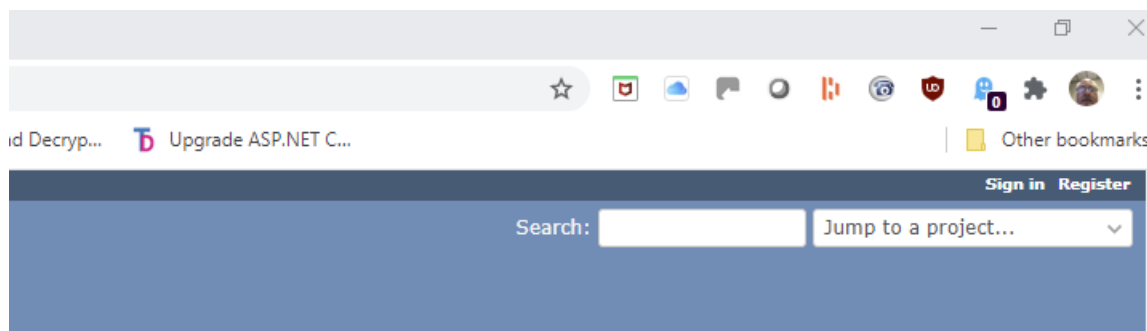
- Add a new issue (see page 10).
- Add a new issue and edit contents of an existing issue
- Managing the project (assigned by the administrator of the site).

Additionally, registered users can post Watches on items to receive emails when changes to specific issues occur.

Process of Creating a Login and being Granted Access to a Project

Users must register and self-administer their login name, password, and language to have information displayed in.

The register option is found in the upper right-hand corner of the website.



When that options is selected, the following display should appear:



Register

The registration form contains the following fields and options:

- Login ***: Text input field.
- Password ***: Text input field with a note: "Must be at least 8 characters long."
- Confirmation ***: Text input field for password confirmation.
- First name ***: Text input field.
- Last name ***: Text input field.
- Email ***: Text input field.
- Hide my email address**: A checked checkbox.
- Language**: A dropdown menu currently set to "English".
- Submit**: A button at the bottom of the form.

The user should enter their information and click "Submit".

This provides a login which is registered but not active. In order to activate the account, please email herb@ucaug.org with the name you have registered and the groups to which you want to have access to and what type of role you would like for that project.

Typical roles are: Reporter (having the ability to add new bugs, issues, etc.) and Editor (the ability to edit information in a entry after it has been entered).

Once the email is received, a determination of access rights will be determined by the manager of the project(s). Roles are assigned on a individual project basis.

Adding a New Project

A user with the rights to Report new issues, needs to following the following steps:

- Login to the site.
- Select the project into which they want to add and issue.
- Bring up the list of issues.
- Once the list is displayed, in the upper right-hand corner will be a "New Issue" item.

The screenshot shows a header bar with a green plus icon and the text "New issue ...". Below this is a section with the text "Add filter" followed by a dropdown menu.



- The user should select new Item. This will bring up a form whose information needs to be entered. Required fields have an “*”.
- After entering the new issue information, make sure to press the “Create” button (lower left-hand corner of the display).

Adding a Watch

The capability to register users to register to receive emails receive emails (e.g. Watch Items). Roles do not need to be assigned to take advantage of this capability for public projects. This ability will be available on, or before, March 12th.

Watches can be added for:

- A specific issue. This can be performed when the details of an issue are displayed . This option is provided in the upper right-hand corner of the display.

Or: when the list of issues by checking the check-box, right clicking, and selecting watch(see the set of issues image).

- A set of project issue (by selecting more than one issue):

<input type="checkbox"/>	#	Tracker	Status	Priority	
<input checked="" type="checkbox"/>	640	Issues	New	Normal	sMdl6 indicates tha
<input checked="" type="checkbox"/>	639	Issues	Accepted	Normal	Boolean ASN.1 enc
<input checked="" type="checkbox"/>	638	Issues	Accepted		OpOK
<input type="checkbox"/>	637	Issues	Accepted		exper
<input type="checkbox"/>	635	Issues	Accepted		tory?
<input type="checkbox"/>	634	Issues	Accepted		"none
<input type="checkbox"/>	616	Issues	Accepted		2 rem

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Edit

Tracker >

Priority >

Assignee >

Discuss in Upcoming Meeting >

Watchers >

★ Watch

Filter

Copy

Delete