

## Guidance on submitting and tracking issues during the 2015 field season, using JIRA

For the 2015 CHaMP field season, we strongly encourage field crews to submit and track issues relating to data processing, the CHaMP Topo Toolbar, coordinate transformations, etc. to CHaMP support staff using the JIRA website. Please log all repairs here, but may contact [kelly@southforkresearch.org](mailto:kelly@southforkresearch.org) (206) 302-1779 for any repairs that need immediate attention.

### STEP 1: LOG INTO THE JIRA WEBSITE

- Using a browser, navigate to <https://trackisemp.atlassian.net/login?>
- Log in using these credentials (all CHaMP Crews and Supervisors will use the same account):
  - Username: champ.crew
  - Password: cH@mp2\*15
- Click the “Sign In” button.

### STEP 2: FIELD CREW DASHBOARD AND VIEWING ISSUES

- After logging in, the first screen you will see is the “Field Crew Dashboard”. On this page, you will see a filter called “Field Season 2015 Issues”. This filter lists all issues currently associated with the 2015 Field Season.
- If this is your first time visiting the site, clicking on “Example” (under the “Summary” field heading) which will take you to the Issue detail screen.
- On the Issue detail screen, you can add comments, upload attachments, and link to other Issues records.

### STEP 3: CREATE A NEW ISSUE

- To submit a new Issue, click the “Create” button on the top menu bar 
- The “Create Issue” form will open.
- Project:** By default, the Create Issue screen will be defaulted to select “Field Season 2015 (FC)”. Please do not change to a different project.
- Issue Types:**
  - Survey Data Processing (Default)
  - CHaMP Toolbar Bug
  - Survey Transformation
  - Other
- Priority Levels:**

There are three options for setting the Priority Level of the submitted Issue. The “Blocker/Critical” category are for issues that need to be immediately reviewed. The lowest priority “Minor” should generally be assigned to Issue Types such as “CHaMP Toolbar Bugs” and “New Features”.
- Attachments:**

The “Create Issue” form allows crew members to include attachments with the submitted issue. Although not required, files such as screenshot or field images, survey files, or geodatabases can be attached to provide context about the issue. For many survey repair issues, zipping up the entire contents of the Topo folder and attaching it here is helpful.

The screenshot shows the 'Create Issue' form with the following fields and options:

- Project:** Field Season 2015 (FC)
- Issue Type:** Survey Data Processing
- Crew Member Name:** [Text input field]
- Crew Member Email Address:** [Text input field]
- Priority Level:**
  - None
  - Blocker/Critical
  - Major
  - Minor

Blocker/Critical: Error holding up data collection or processing (resolution needed in 24 hours)  
 Major: Survey cannot be processed, but does not need to be resolved immediately (resolution needed within a week).  
 Minor: Survey can be processed, minor inconveniences (lowest priority).
- Summary:** [Text input field]
- Site ID:** [Text input field]
- Visit ID:** [Text input field]
- Visit Date:** [Text input field]

Buttons:  Create another, **Create**, Cancel

## STEP 4: TRACKING THE REPAIR PROCESS for you or your crew's issue

- a. Log into JIRA as in Step 1
- b. Look through the list of issues and click on one to open the Issue Summary.
- c. On the Issue Summary page, you can follow the progress of the repair, make additional comments, etc.  
**If you leave a comment, please include your name as all champ crew members have the same user profile and we cannot track who made the comment otherwise.**
- d. You may also send the URL for the issue to another CHaMP user (i.e. Crew Supervisor) to quickly access the issue. They will need to sign in (using the same credentials).
- e. Through the repair process, the CHaMP analyst working on your issue will be in contact, but will log all conversations, notes and repair actions here. The goal is to keep all information on a survey repair in one location for all parties to view.
- f. Once a repair has been made, the status will change to Resolved. An issue may also be reopened, if necessary.