Filing an issue in JIRA

BitCurator Consortium members can create issues in the BitCurator Environment JIRA.

1. Log in to your BCC JIRA account. If you are a member of the BitCurator Consortium and do not have an account, contact Sam Meister to set up an account.
2. Press the Create button along the top of the site page.
3. On the dialog box, ensure the Project is set to BitCurator Environment (BCE).
4. The default Issue Type is **Bug**, which covers any issues for functions of the BitCurator Environment which are not operating as intended. Other issue categories are:
   a. **Improvement** - An improvement or enhancement to an existing feature or task
   b. **New Feature** - Request for a new function of the BitCurator Environment
5. **Summary** should be a short name or title for the issue, which will appear in the JIRA list
6. Please use the **Description** space to explain the issue. Please link to any discussions or notices that have occurred in the BitCurator Google Group, or any other links which help explain or provide background to the issue. If you can, provide the steps necessary to replicate the bug or issue, along with any other details that may help troubleshoot, such as the kind of data you were working with.
7. Use the **Environment** space to describe your system, such as whether BCE is run in VirtualBox, on a dual-boot system, the version of BCE being used, or hardware items that are relevant to the issue.
8. Please use the **Attachment** space to provide screenshots of the issue, such as error messages or other visual captures of malfunctions.
9. If you are sure the issue has a relation to an existing issue in the JIRA list, you can use the **Linked Issues** and **Issue** entries to describe this.

Once an issue is created here, it will be reviewed by the Software Development Committee in its monthly meeting. The Software Development Committee sends new issues to the Executive Council on a quarterly basis for prioritization, and issues are also then listed in the Roadmap. The full cycle for this process is described on the Release Process and Schedule page.