

Slack, Confluence & JIRA

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We have three platforms where we discuss or document our annotation work

We have three platforms where we discuss or document our annotation work:

- **Slack** for discussing vocabulary and reporting issues with the annotation tools
- **Confluence** for documenting guidance and reporting vocabulary issues
- **JIRA** where vocabulary issue tickets are logged and software development work is tracked

Anyone working on LinkedData should have access to these tools.

If you do not yet have access contact [Deirdre Beecher](#).

Slack

What do we use Slack for?

- to communicate directly with each other or in groups
- to share files and posts
- to post updates on annotation guidance, tool development and troubleshooting

What can I post to the annotation channel?

- comments & suggestions
- general questions about annotation issues
- request for help with annotations (or if you want someone to check your annotation)
- reporting issues with the tools

How do I post to the #annotation channel

- just type and hit your enter key
- to alert a particular member of the team insert @ before their name
- remember that posts in this channel can be viewed by all members

How do I send a direct (private) message

If you wish to send a private message to one or more people use the direct message option:

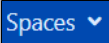
1. Click on + beside Direct Message at the bottom of the lefthand column
2. Begin to type name of contact in the search box and the name will arrive at the top of the list beneath the search box
3. Enter multiple names if you wish to create a group
4. When ready click on GO

Confluence

What do we use Confluence for?

- storing our guidance documents
- creating spaces and pages for keeping notes
- requesting terms

CRG Space

- Each CRG has their own Space in Confluence where they can store any documentation related to their annotation work - how you want to use this space is entirely up to you!
- On the main page of this Space a form has been provide for reporting vocabulary issues
- To find your Space click on  found on the blue menu bar at the top of the page, and then on Space directory to search
- Information on how to add new pages or edit existing ones in your Space can be found [HERE](#).

Annotation Guidance

- [Annotation Knowledge Base](#) is where you can find all our guidance

Block email notifications

When changes are being made to various pages you may receive a number of unwanted email alerts. If you wish to block them please see [Blocking notifications from Confluence](#).

JIRA

What do we use JIRA for?

- tracking software development
- logging vocabulary requests

our two boards are LDD and LDO

Boards	Full title	Description
LDD	Linked Data Development	This board logs tooling related issues such as, ongoing and new development work, bugs, global changes needed for annotation interface etc.
LDO	Linked Data Ontology	This board logs vocabulary related issues such as, terms to be added or merged, etc.

Requesting vocabulary terms

- Each request generates a JIRA ticket which in turn creates further discussion about individual terms on JIRA
- If you are asked for feedback about a vocab request, you will receive an email notification from JIRA

Search JIRA for vocabulary issues

- within JIRA it is possible to search for any requests that you have made
- you can limit your search to your name, Group, PICO etc.

The following are some examples of how to search for your requests

Search by requester/reporter name

Step	Action	Image
1	Login to JIRA	blocked URL
2	Click on Issues and then on Search for Issues	blocked URL
3	Click on Type All and scroll down to Vocabulary Issue and select	blocked URL
4	Click on More and find Reporter (label for person who submitted the request) on list. Once you have selected this option the system will automatically open up a drop-down list of names for you to search.	blocked URL
5	The drop down list will give you a number of suggestions, probably based on previous searches or you can begin to type the name in the search field	blocked URL
6	You also have the option to select a particular status	blocked URL

Search by Cochrane Group

Step	Action	Image
1	Login to JIRA	blocked URL
2	Click on Issues and then on Search for Issues	blocked URL
3	Click on Type All and scroll down to Vocabulary Issue and select	blocked URL
4	To limit to Group first you need to select the Project Linked Data Ontology	blocked URL
5	Click on More and find Cochrane Review Group on list. Once you have selected this option the system will automatically open up a drop-down list of Group names for you to search.	blocked URL
6	The drop down list will give you a number of suggestions, probably based on previous searches or you can begin to type the name in the search field	blocked URL

7	You also have the option to select a particular status	blocked URL
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