Requesting terms & viewing their status

Workflow process

1. Requests are logged on JIRA via the Report a Vocabulary Issue form (see brief video)
2. Anna Last will deal with the requests, consulting with the requestor as required, updating the vocabulary and JIRA ticket
3. When resolved the Resolved Vocabulary Issues table (available in each Group space) will log the change to DONE

Request Status

View the status

Click on the following hyperlinks for video demos.

- On the home page of the Annotation Knowledge Base
- In your CRG Space on Confluence

Notification of the status

As soon as any change is made to the status of a request you should receive an email alert (see brief video).

Status description

Status of JIRA Tickets	Description
Backlog	As soon as a ticket is logged it is given this status
Consultation	Discussion is required with the requester (or other potentially interested groups) before further action can be taken
No Action	Further discussion or consultation with requester determines that there are other terms that could be used and therefore not necessary to proceed with request.
Solution identified	After discussion it is apparent the action required is part of a larger issue or change and requires some further work by our Software Developers before the change can be made. The issue has been added to the development "wish list" but is not currently being actively worked on.
Ready for Development	The action required is part of a larger issue that the Software Developers are actively working on or testing.
Ready for Editor	The term is ready to be added (or any other modifications to be made) to the vocabulary
Done	The action has been completed i.e. term has been added, merged etc., in the vocabulary

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