

# GitLab as a Collaborative Working Environment - part 2

# **Introductory Course**

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# **Outline**

Time	Activity	Contents
09:00 09:30	Lecture 1 Practical 1	Introduction, version control.  GitLab: groups, projects, and file handling.
09:50	Break	
10:00 10:20	Lecture 2 Practical 2	GitLab: issues, labels, milestones, and the issue board.
10:40	Break	
10:50 11:20	Lecture 3 Practical 3	GitLab: wiki, markdown, extras.
11:50	Final questions	
12:00	Closing	

#### Issues

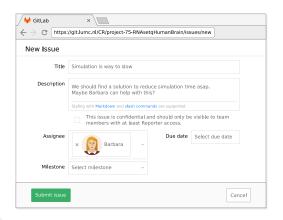
Allow you to signalize problems and to delegate their solving to project members.

You can make issues and:

- Assign them to people.
- Leave them general.
- Have discussions in them.
- File them under milestones.



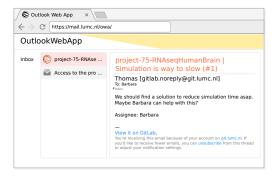
## **Example: issue creation**





Creates a general issue and assigns it to Barbara.

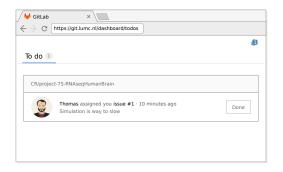
## Example: issue assignation email notification





Receives email with the new issue created and assigned to her.

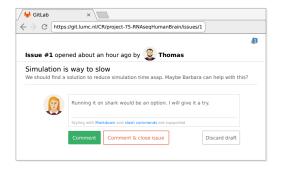
# Example: the issue appears as a To do





Logs in to GitLab. The issue appears also as a To do notification.

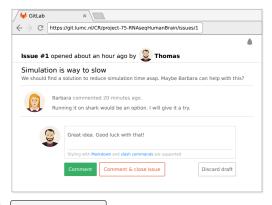
## **Example:** issue reply





Uses the issues discussion option to reply.

# Example: issue reply again

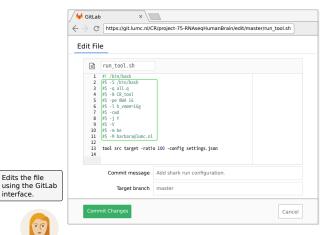




Replies back to Barbara.

Email notification not shown.

# Example: edit file directly on GitLab

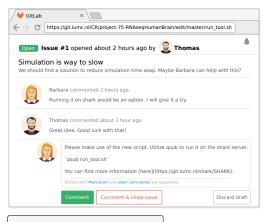




Edits the file

interface.

### Example: close issue





Replies with solution and closes the issue.

Email notification not shown.

#### **Issues** extras

- You can reassign an issue.
- You can reopen an issue.
- You can still make comments in closed issues.
- You can upvote/downvote issues or add emojis.
- You can categorize issues with labels (detailed later).

### **Todos**

A chronological list of things that are waiting for your input.

Todos allow you to see where:

- You should spend your time.
- Your team members need help.
- You need to take some action.
- You need to keep an eye on.

Note that Todos are personal.



# Todos triggering

A Todo is triggered when:

- An issue is assigned to you.
- You are @mentioned in an issue.
  - Be it the description or in a comment.

You can also manually add an issue to your Todos list.

Note that there is just one Todo per issue.

### Todos dismissal

Any of the following action to the corresponding issue will mark your Todo as Done:

- Changing the assignee.
- Changing the milestone.
- Adding/removing a label.
- Commenting on the issue.

You can also manually mark the Todo as done.

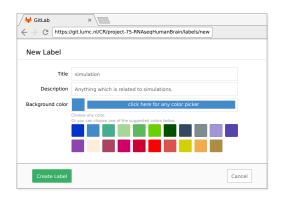
**Todos** are only marked as **Done** if the action is coming from you.

### Labels

- Categorize and filter issues based on descriptions.
- They can have different colors.
- Predefined labels are available.
- You can prioritize labels.
- You can subscribe to be notified when a label gets added to an issue.



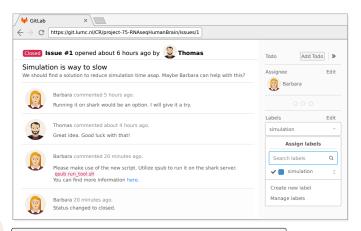
## Example: create a label





Creates a new label to be assigned to simulation related issues.

### Example: assign label to issue





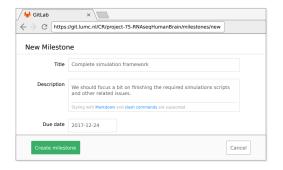
Assigns the "simulation" label to the closed "Simulation is way to slow" issue.

#### Milestones

- Allow you to organize issues into a cohesive group and, optionally, to set a due date.
- Milestones are usually created per-project.
- You can create a milestone for several projects in the same group simultaneously.



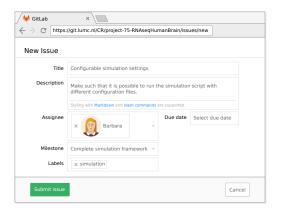
# **Example: create milestone**





Creates a new milestone to push things a bit :).

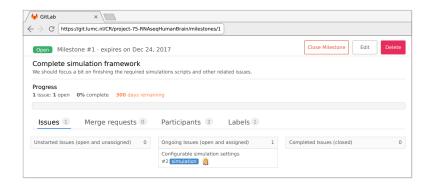
### Example: create issue under milestone





Creates an issue for the new milestone utilizing the "simulation" label.

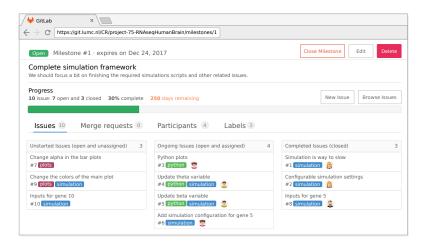
# **Example: milestone summary**



Example: skip some steps



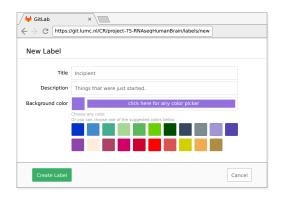
# Example: milestone summary after fast forward



## Issue board

- Organize issues using lists.
- Labels are utilized for lists creation.
- Lists types:
  - Custom: the ones you create based on your labels.
  - Default: Open and Closed.
- Available also for projects, but also for groups.

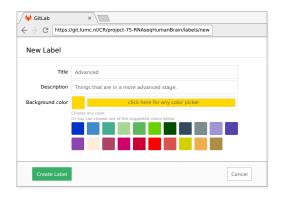
## **Example:** issue board lists creation





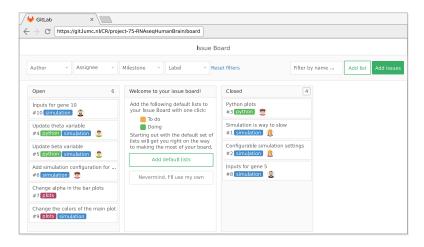
Creates a first label to be used as list on the issue board.

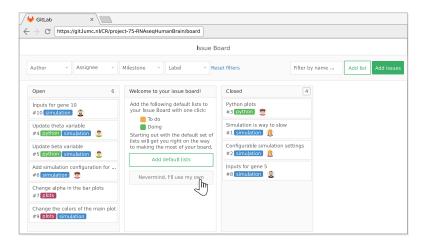
## **Example:** issue board lists creation

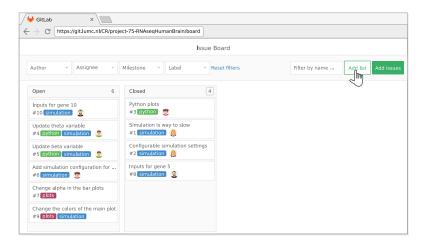


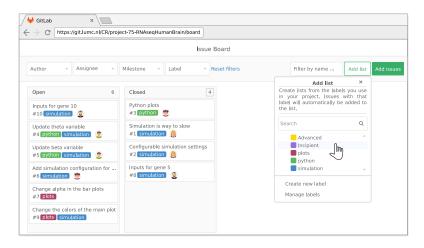


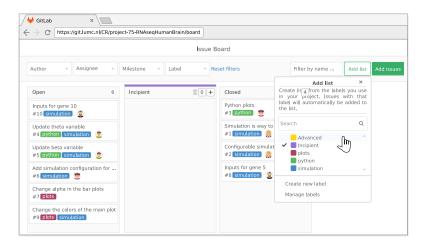
Creates a second label to be used as list on the issue board.

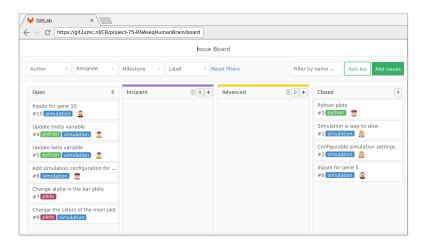


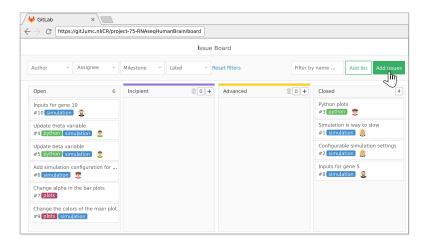


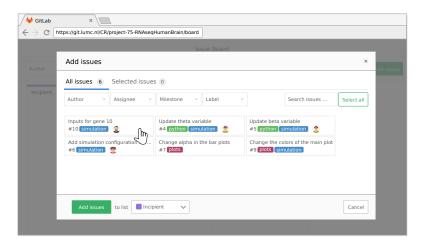


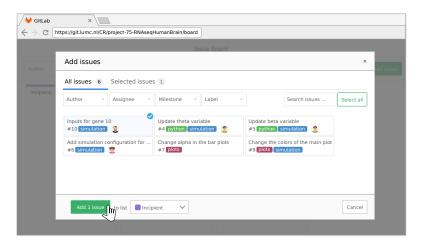


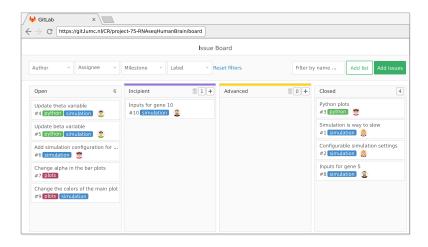


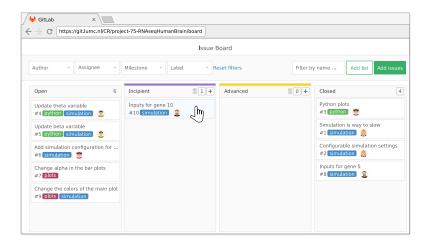


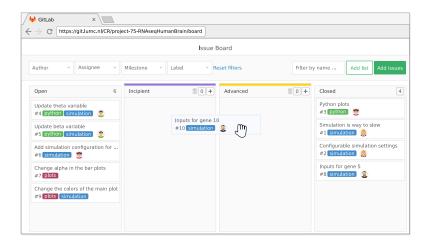


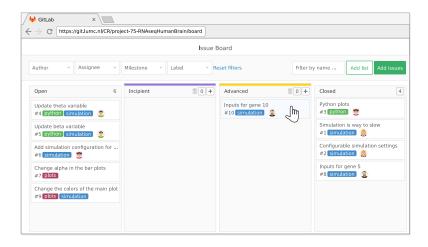


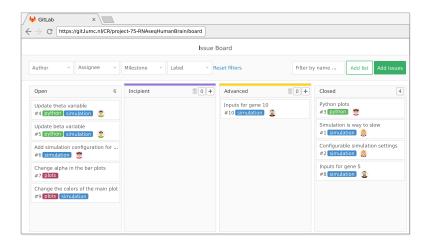








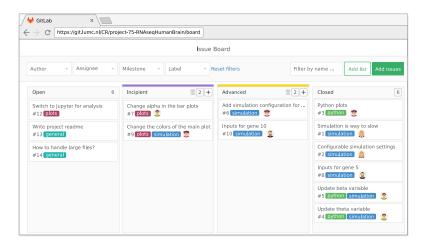




Example: skip some steps



# Example: issue board after fast forward



### **Practical 2**

Issues, labels, milestones, and the issue board.