

# Creating a Cool Release Note Bug

This document gives you the information you need to create an effective release note bug for an upcoming release.

If you have any questions, feel free to contact the CCG CPUB team or the writer responsible for the release notes for your product.

Select one of the following topics to get started:

What constitutes a release note issue?

The release note bug lifecycle

What needs to be in a release note?

Release note resources



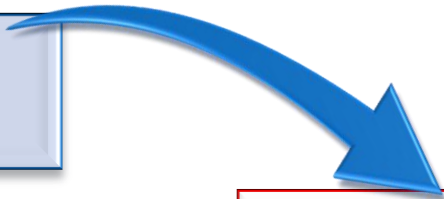
# What constitutes a release note issue?

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## What type of issue do you have?

- *Doc issues that relate to the CHM reference topics or whitepapers*
  - File a MEDPG bug and assign to CcgCpubTriage
- *Product limitations*
  - File a MEDPG bug and assign to CcgCpubTriage
  - OR
  - Post to the [TechNet wiki page](#)
- *Tips/Tricks*
  - Post to the [TechNet wiki page](#)

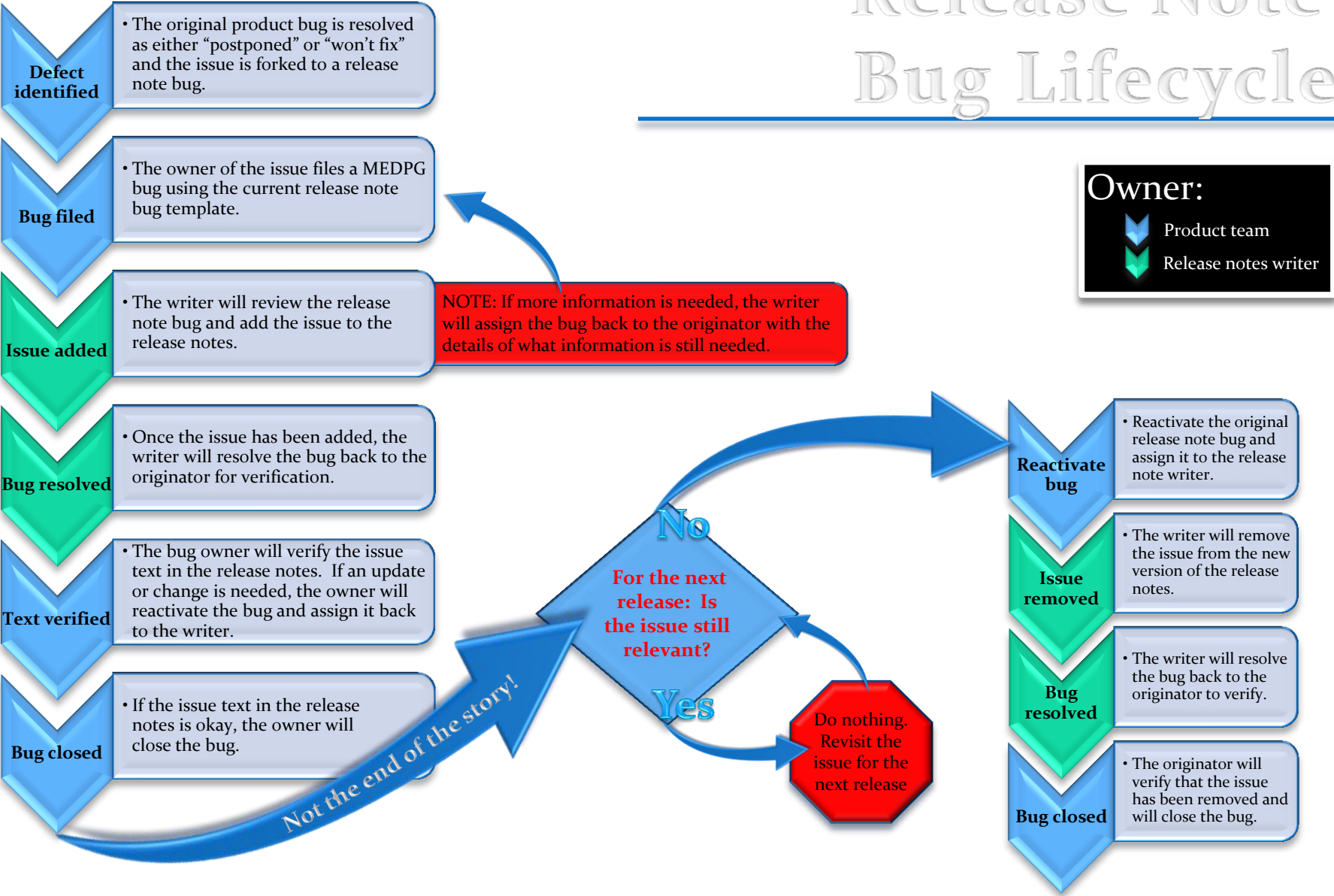
- *Product defects/bugs*
  - File a release note bug



Known issues that affect functionality or usability for the customer and that are not “undocumented features” (meaning the issue will be fixed in a subsequent release).

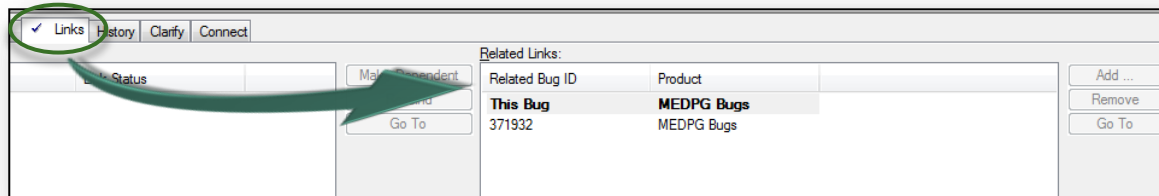


# Release Note Bug Lifecycle



# What needs to be In a release note?

- Release note bugs should be filed in the MEDPG database.
- Be sure to indicate what release this issue is relevant for (JDP, RTM, etc.).
- Be sure to include the following information in your release note bug:
  - **Title**
    - The title should start with “RelNote:” and include a short, one line description of the issue.
  - **Issue Type**
    - Set to “Documentation”.
  - **Issue Subtype**
    - Set to “RelNotes”.
  - **Priority**
    - Set to 1 or 2. The release note template defaults to priority 2. If you have an issue that is identified after the release note deadline and is a critical issue, set the priority to 1 and e-mail the release notes writer.
  - **Assigned To**
    - This should be set to the CPUB writer responsible for the release notes (currently stansina). Check with the CPUB team if you’re unsure.
  - **Description of issue**
    - Provide a brief summary of the issue and any relevant information (such as specific conditions that affect the issue, platforms the issue affects, etc.)
    - If there is code that is associated with the issue, be sure to enter it and note any important details.
  - **Suggested text**
    - Provide a paragraph or so of suggested text. Don’t worry if it’s not perfect, the writer will re-write and edit the text.
  - **Workaround (if available)**
    - Clearly describe any workaround available and be sure to include any variables or settings that the user needs to set.
    - If there is code associated with the workaround, be sure to make it clear and indicate where the code should be entered.
  - **Link to original product bug**
    - On the **Links** tab of the bug, link the original product bug and any other bugs that are relevant to the issue.



**NOTE:** If you use the release note bug template located [here](#), the first five fields will be filled in with default values.



# Release Note Resources

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- [MEDPG release note bug template](#)
- [Release note wiki](#)
- [CPUB contact](#) (Stan Sinasohn)
- [Current release notes](#)

