

# Code Review Tool

## Getting Started

Once you successfully register at the site you can create and manage reviews.

In a team setting, generally review is created by an author and the changes are reviewed by one or more reviewer(s).

You don't need a separate reviewer to review your changes. You can self review your changes by using your own login "user name" as reviewer instead.

In Code Review Tool, per user [depots](#), identifies the location of source code, type of source control manager and the credentials to access the source to create reviews.

To easily test drive the reviewing process from creation to completion, you don't even have to create a new "depot".

The tool comes pre-populated with global public depot information which you can use to create a self-review and do test run of reviewing process from creation to completion. Currently following global public depots are configured by default:

1. [Guest-perforce](#): This depot represents the guest depot containing many projects hosted by Perforce using **Perforce**. More information at [http://public.perforce.com/wiki/Welcome\\_to\\_the\\_Public\\_Depot](http://public.perforce.com/wiki/Welcome_to_the_Public_Depot).
2. [Rails](#): This depot represents the master branch of public Ruby On Rails depot hosted on **GitHub**. More information at <http://github.com/rails/rails>.
3. [MvcContrib](#): This depot represents the master branch of public user contributions to [ASP.NET](#) MVC framework hosted on **GitHub**. More information at <http://github.com/mvcccontrib/MvcContrib>.
4. [Browser-redirector-svn](#): This depot represents a sample project at Google code using **Subversion**. More information at <http://code.google.com/p/browserdirector>.
5. [public-perforce](#): This depot represents the public depot containing public projects hosted by Perforce using **Perforce**. More information at [http://public.perforce.com/wiki/Welcome\\_to\\_the\\_Public\\_Depot](http://public.perforce.com/wiki/Welcome_to_the_Public_Depot).

**To create review use the following steps:**

1. Login using your **user name** and **password**. You would be taken to your "[Dashboard](#)".
2. Select "New Review" menu option.
3. Select "**guest-perforce**" depot from "**Available Depots**" drop down list box. Wait till the "**Depot's Recent Changelists**" drop down list box below gets populated.
4. Now select a changelist of your choice from "**Depot's Recent Changelists**". Click "**Add**" button to add the changelist to the review.
5. If you want, you can add more changelists to the same review using the above steps 3-4.
6. Add yourself as reviewer by using your "login user name" in "**Reviewers**" field.
7. Ignore "**Title**" and "**Description**" fields, as they are optional.
8. Click "**Save**" button, to create the review. Once the review is created, you will be automatically redirected to review details.

**To start a review:**

1. Click '**Start**' link next to "**Overall Status**" row in "Review Details" summary at top. This action sets up the review to be reviewed by reviewer and sends an email notification.
2. Now click '**Review**' link next to "**Reviewer Status**" row in "Review Details" summary at top. This action indicates that the reviewer has started reviewing the changes, sends an email notification about status change and allows reviewers to add comment threads to source code differences

**To add a comment thread:**

1. Select the particular file you are interested in "**Latest Changes**" table in "Review Details" page and click "Show Details" link at the top of the table. This will open the source code differences for the file in a separate window. You can also open source code differences for the file by just clicking its details link in the "**Latest Changes**" table's "**Name**" column.
2. Switch to newly opened source code differences tab or browser window.
3. Select one or more sources lines, using left mouse button, which you want to comment on, right click and select "**New Comment Thread**" menu option. Fill the the comment thread details and click "**Create**" button. Once the comment thread is created the source code range and comment thread details icon will be highlighted in the left most column.

4. Add more comment threads using steps 1-3 on one or more source file differences.

**To list all comment threads of a review:**

1. Navigate the review details page of review you are interested in.
2. Click one of the links in "**Threads**" row of the "Review Details" summary at the top. This should list the comment threads in the review in a table.
3. To navigate to a comment thread details, just click the link for the comment thread details in the particular row of the comment threads table.

**To open/close comment threads:**

1. Navigate to comment thread details, and click "**Open**" or "**Close**" link
2. To open/close comment threads in bulk, go to review comment threads detail. Select the comment thread rows which are of interest and click "**Open**" or "**Close**" link at the top of the comment thread table.

**To complete a review:**

1. Click "**Complete**" link next to "**Reviewer Status**" row in "Review Details" summary at top of review details page.

**To close a review:**

1. Click "**Close**" link next to "**Overall Status**" row in "Review Details" summary at top of review details page.

**To delete a review:**

1. First close the review by clicking "**Close**" link next to "**Overall Status**" row in "Review Details" summary at top of review details page.
2. Delete the review using "**Delete**" link just below "Review Details" summary table in review details page.

We hope this simple introduction will be useful for you to get started with using Code Review Tool.

Please let us know if you need any help with product at [support@protiumsoftware.com](mailto:support@protiumsoftware.com). We will try to promptly respond to your requests or comments.