Tracker Cheat Sheet:
Your Guide to Projects on Pivotal Tracker

Click on a title to learn more about that topic.

Add

To add a new story, either click the ADD STORY + button or hit the "A" key on your keyboard. Add a title and description (role, goal, and reason) to your story, and click Save

Notify

To notify us of a new story, send us an email or leave a comment tagging a specific team member by typing the @ symbol and selecting their name. We will then estimate the story.

Approve

After we've estimated a story's point value, drag it from the Icebox to the Backlog to indicate that you're ready for us to work on that story.

Prioritize

If some stories are more urgent than others, you can prioritize them in the Backlog by dragging the highest priority stories to the top of the column.

Comment

You can comment on a story at any point in this process by expanding the story and entering your comment in the comment box. You can also reply to any email you receive from Tracker about a story to comment on that story.

Respond to Questions

If we post a comment with a question for you on it, please reply to the email; Tracker will attach your answer as a comment and we will be notified of your response.

Review

When we deliver a story, Tracker will email you telling you that the story's been delivered and that you should review it. You can go to your staging site to test out the feature that was worked on.

Accept

After reviewing a story on your staging site, if it meets your requirements, click on the Accept button. The story is then complete, and will be included in the next release.

Reject

If a story doesn't meet your requirements, click on the Reject button and tell us why. We'll restart it, make adjustments, and re-deliver the story.

File Bug Reports

If you find a bug in a story that has already been accepted, create a new bug story and put it in the Backlog. If you find a bug in a story you're testing, reject the story and add the bug as a comment. Good bug reports include numbered steps to reproduce the problem.

Remember

Please don't click these buttons: Start Finish Deliver as they are for developer use only.