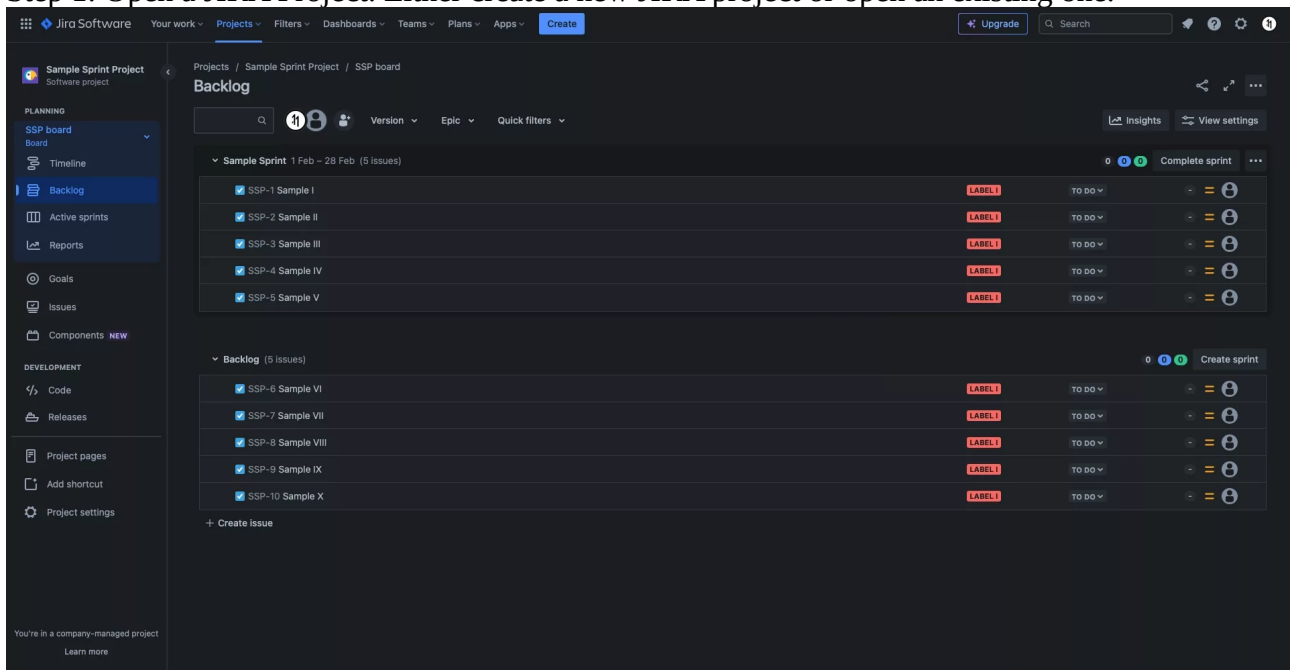


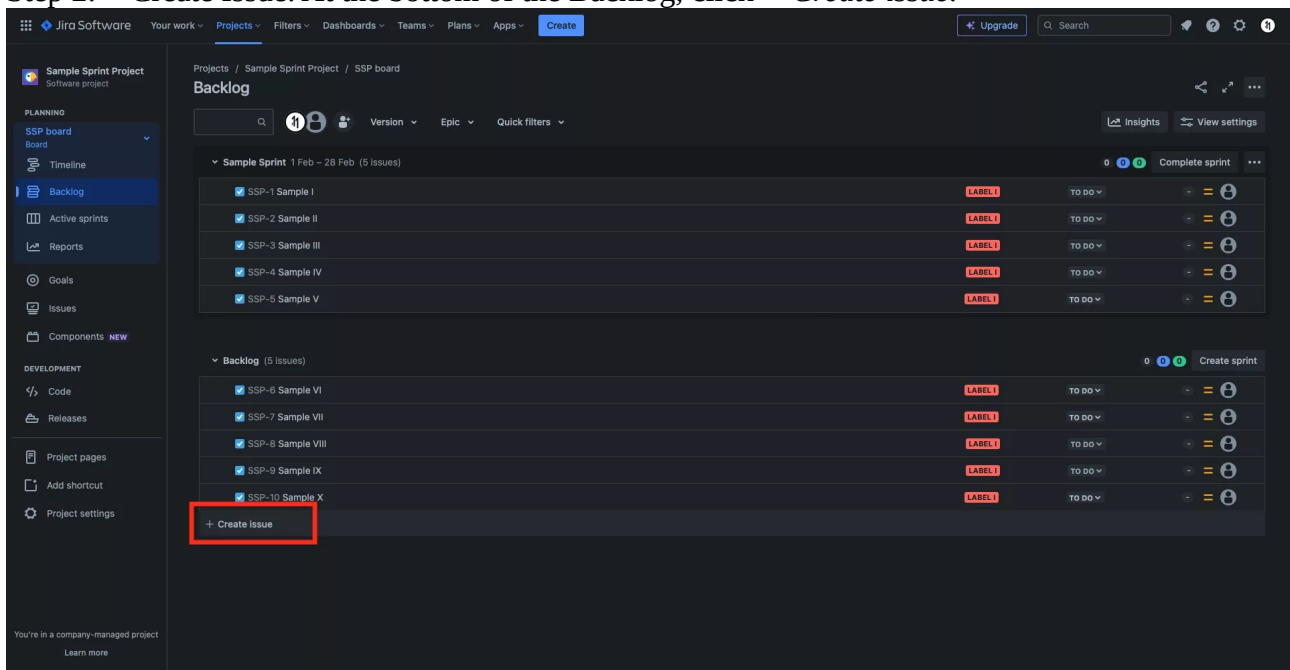
Q. How do you assign a task to someone in Jira? Demonstrate.

A.

Step 1: Open a JIRA Project. Either create a new JIRA project or open an existing one.

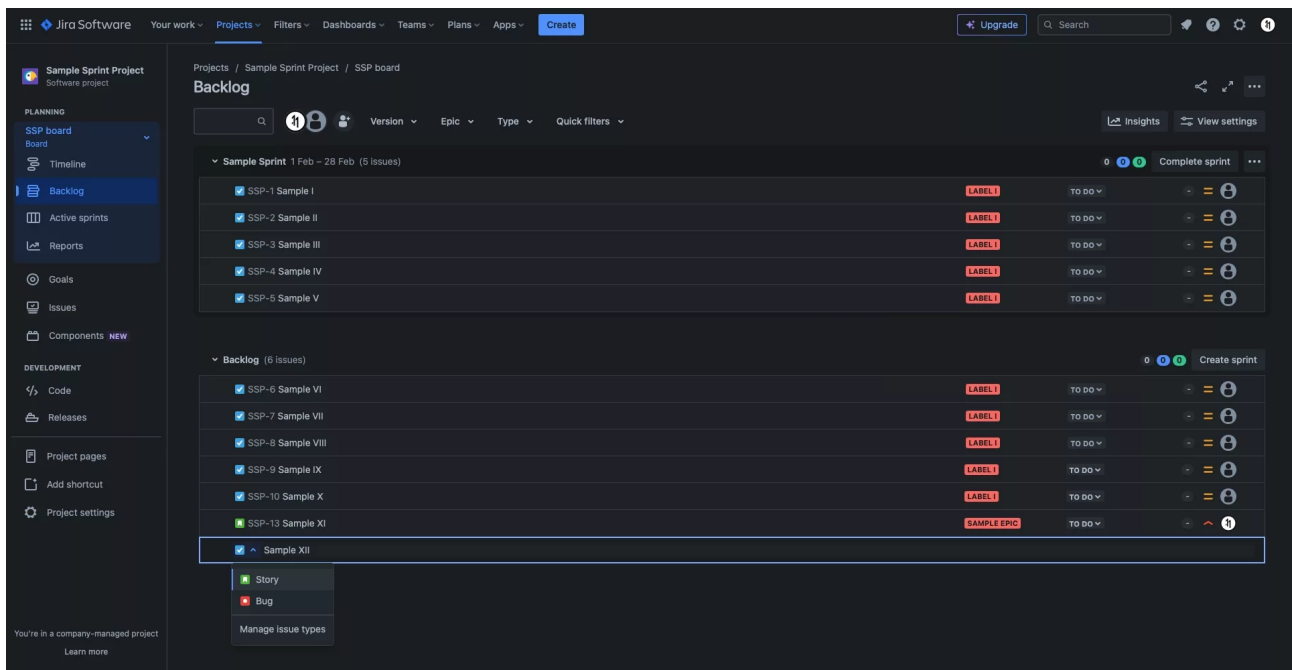


Step 2: + Create Issue. At the bottom of the Backlog, click + Create issue.

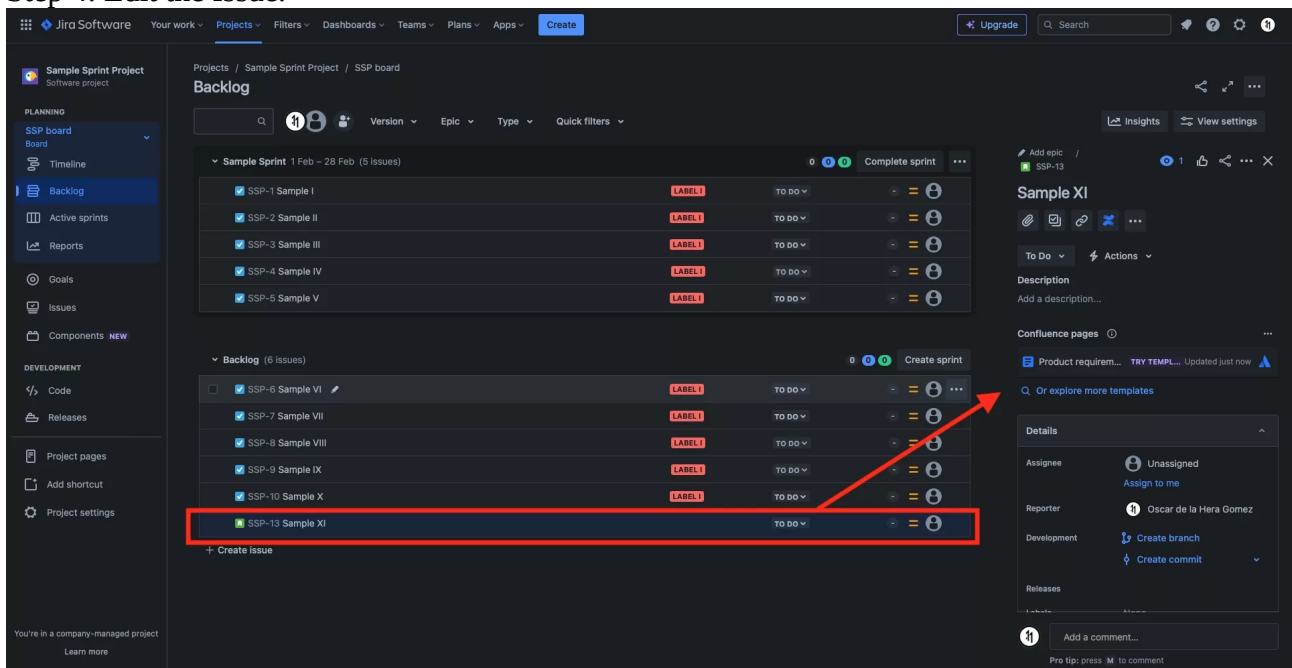


Step 3: Create the Task. Enter the name of the Task and press Enter.

*Make sure that the blue task icon is active on the ticket that is being generated, if it is not, select the dropdown to open up a menu that allows you convert the issue into a task.*



#### Step 4: Edit the Issue.










Step 5: Edit the Assignee. Scroll to the *Details* section and select the *Assignee* field. Select the person that will execute the issue.

**You're in a company-managed project**

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## Backlog




Version 
Epic 
Type 
Quick filters 

▼ **Sample Sprint** 1 Feb – 28 Feb (5 Issues)

<input checked="" type="checkbox"/>	SSP-1 Sample I	LABEL 1	TO DO ▾	+	=	👤
<input checked="" type="checkbox"/>	SSP-2 Sample II	LABEL 1	TO DO ▾	-	=	👤
<input checked="" type="checkbox"/>	SSP-3 Sample III	LABEL 1	TO DO ▾	+	=	👤
<input checked="" type="checkbox"/>	SSP-4 Sample IV	LABEL 1	TO DO ▾	-	=	👤
<input checked="" type="checkbox"/>	SSP-5 Sample V	LABEL 1	TO DO ▾	+	=	👤

▼ Backlog (6 issues)

Item	Label	Status	Assignee	Actions
<input checked="" type="checkbox"/> SSP-6 Sample VI	LABEL 1	TO DO	Assignee 1	⋮
<input type="checkbox"/> <input checked="" type="checkbox"/> SSP-7 Sample VII	LABEL 1	TO DO	Assignee 2	⋮
<input checked="" type="checkbox"/> SSP-8 Sample VIII	LABEL 1	TO DO	Assignee 3	⋮
<input checked="" type="checkbox"/> SSP-9 Sample IX	LABEL 1	TO DO	Assignee 4	⋮
<input checked="" type="checkbox"/> SSP-10 Sample X	LABEL 1	TO DO	Assignee 5	⋮
<input checked="" type="checkbox"/> SSP-13 Sample XI	SAMPLE EPIC	TO DO	Assignee 6	⋮

+ Create issue

[Insights](#)
[View settings](#)

Confluence pages 

Product requirement... TRY TEMPL... Updated just now

**Details**

**Assignee** Unassigned

**Reporter** Automatic

**Development** [Create commit](#)

**Releases**

**Labels** None

**Epic Link** Replaced by Parent field

**Comment**

Pro tip: press **M** to comment