

2. Jira Tool

JIRA is a web-based “Issue tracking system” or “Bug tracking system”. It is mainly used for agile project management. JIRA is a proprietary based tool, developed by Atlassian. The product name ‘JIRA’ is shortened from the word ‘Gojira’, which means **Godzilla** in Japanese .

JIRA helps us to manage the project effectively and smoothly. It is a powerful tool to track the issues, bugs, backlogs of the project. JIRA is more customizable than Bugzilla. It helps the team to strive hard towards the common goal. JIRA is widely used by many organizations across the world.

Key features of JIRA includes

- Issue tracking
- Scrum boards
- Project planning
- Project tracking
- Reporting
- Notifications

Advantages of JIRA

- Improves collaboration
- Improves tracking
- Better planning
- Increase productivity
- Improves customer satisfaction
- Flexible to use

How to sign-up for JIRA account?

JIRA is a proprietary software. So, it cannot be used for free. But still, we can use it by trying hosted in cloud trial version free for **7 days**. That's a good news:)

Step 1 : Navigate to <https://www.atlassian.com/try>

Step 2: Click Try Cloud under JIRA Software, because they are quick and easy.

Your options to try, for free

— OR —

Sign-up for cloud

Quick and easy online sign-up with latest product updates and fixes

Download & install server

Run on your own server for more customization and control

PLAN, TRACK, & SUPPORT

JIRA Software

Plan, track, and release world-class software with the #1 software development tool used by agile teams.

Click Here (circled in red)

Try cloud Try server

JIRA Service Desk

Give your customers an easy way to ask for help and your agents a fast way to resolve incidents

Try cloud Try server

JIRA Core

Manage any business project including marketing campaigns, HR onboarding, approvals and legal document reviews.

Try cloud Try server

Step 3 : In the next window, click Try it free option

Atlassian

72% of customers combine our products

Your free trial will help you find the right mix for your team

Confluence
FOR UP TO 10 USERS
Centralize and share ideas to supercharge development.

JIRA Service Desk
FOR UP TO 3 AGENTS
Solve, prioritize, and automate tickets faster than ever.

Click Here (circled in red)

From \$30 /month
Hosted by us, in the cloud
= Try it free

JIRA Software ✓
Confluence ✓
JIRA Service Desk ✓

Step 4 : In the next screen,

1. Enter Site Address (Cannot be changed later)
2. Enter First Name
3. Enter Last Name
4. Enter E-mail Address
5. Enter Strong Password

Once all the values are entered, click **Start Now**.

The image shows the Atlassian Cloud sign-up interface. On the left, there's a decorative graphic with icons representing file structures, charts, and databases. Below it, the text "Get started with Atlassian Cloud" is displayed, followed by a note about signing up for the Cloud option and a link to host it yourself.

The right side contains five input fields, each with a red speech bubble containing a number from 1 to 5:

- 1. Claim your site: .atlassian.net
- 2. Full name: Ramasubbarayalu
- 3. Email:
- 4. Password: Show password
Password strength: Very strong
- 5. Click here: [Click here](#) By clicking here you accept the [Atlassian Customer Agreement](#).

A green "Start now" button is at the bottom right.

Step 6 : As soon as you saw great, check your inbox window, check the inbox of the E-mail address that you entered in the previous step.



Great, check your inbox



Didn't receive an email from us? [Request a new one](#)

Email confirmation helps us to ensure your data will always be safe.

Step 7 : Check Email from Atlassian, click Verify Email Address button to complete the verification process to set up your cloud account.

Hello Shobika Ramasubbarayalu,

We're excited that you've chosen Atlassian!

While we set up **letzdoteesting.atlassian.net**, please verify your email address so that we know it is really you.

Click here

Verify email address

As you noticed, JIRA site “letzdtesting.atlassian.net” will also be set up in the meanwhile.

Step 8 : As soon as email address is verified, page will be navigated to the login account screen,

1. Enter Email Address (Entered in Step 4)
2. Enter Password (Entered in Step 4)

Click Login



Use your **Atlassian Cloud** account

Email address / Username 1

Password 2

Click Here

Keep me logged in

[Unable to access your account?](#)

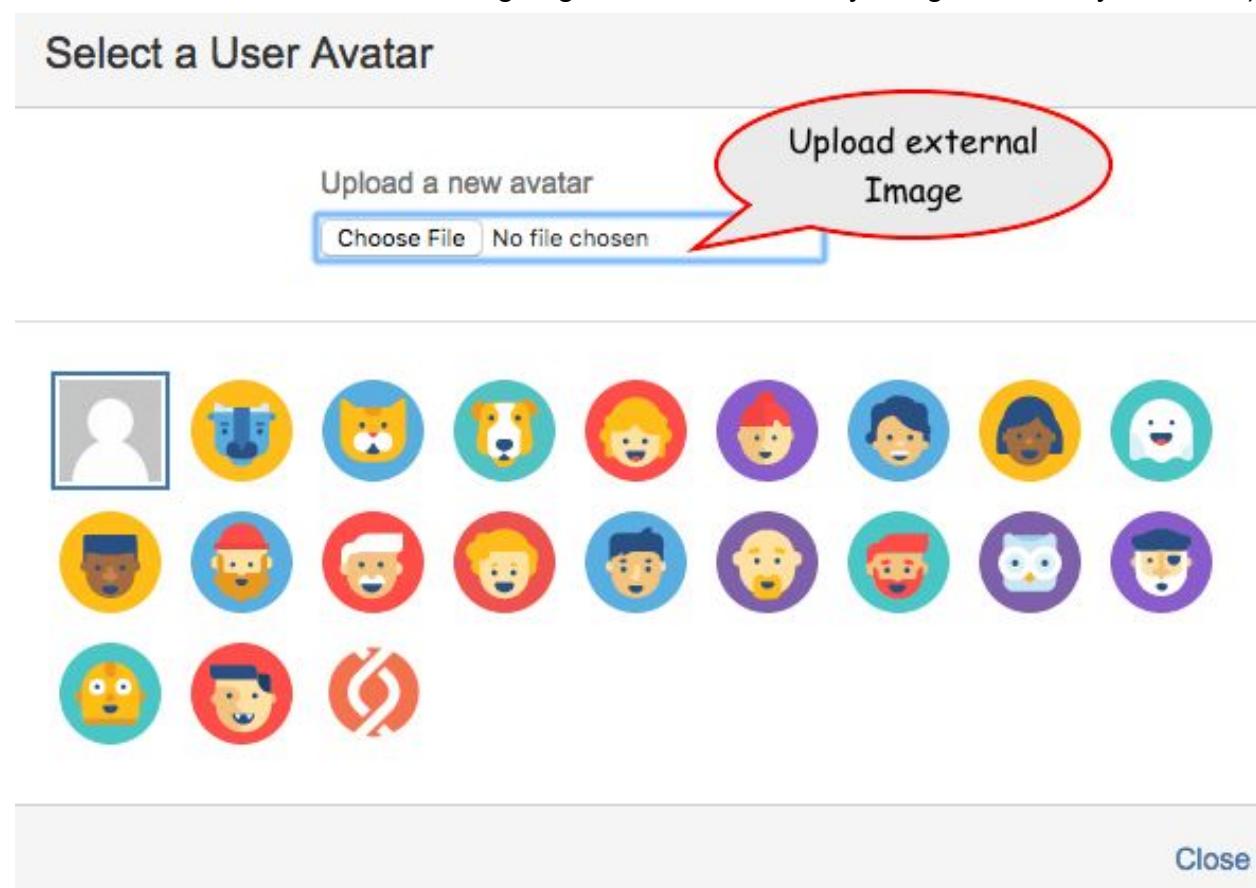
To request an account, please contact your site administrators.

By logging in, you agree to the [Privacy Policy](#).

Step 9 : In the next window, Select the Language ‘English’ and click Continue

Step 10 : Select Avatar by clicking choose an Avatar option

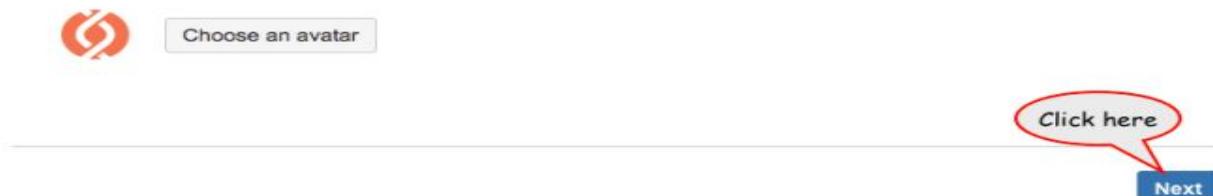
Step 11 : In the Next window, you can choose an external image or any avatar that's been listed below. I am going to choose my logo as my avatar:)



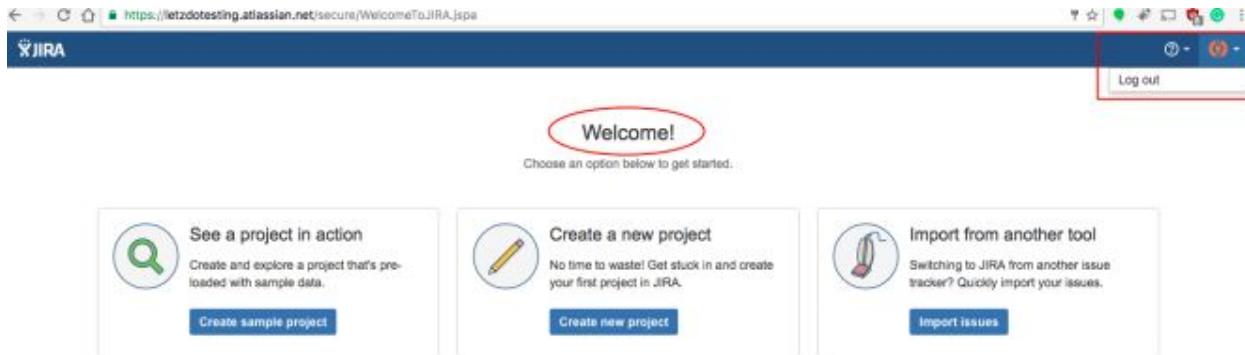
Step 12 : Once the avatar is selected, Click Next

Welcome to JIRA, Shobika Ramasubbarayalu [Administrator]!

Let's get started! You'll need an avatar to help other users identify you in JIRA.



Step 13 : Logged in to JIRA account successfully.

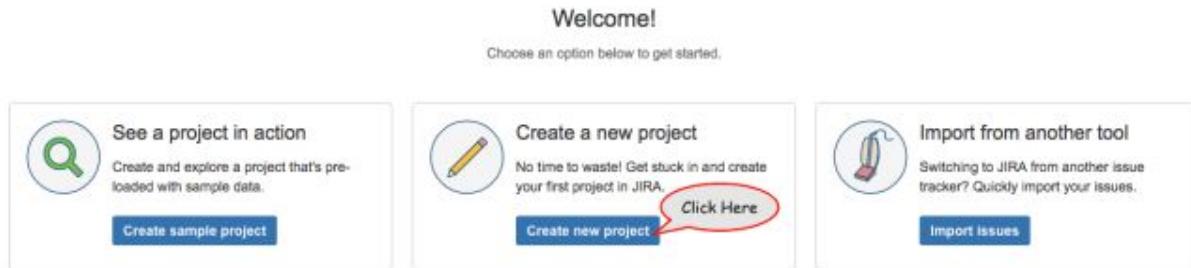


Signed up into JIRA account successfully

How to create a Project in JIRA?

Pre-requisite : If you don't have a JIRA account create one here [Create JIRA account](#).

Step 1: If you are on the welcome screen, Click create new project



Step 2 : In the next window, Select Scrum Software Development project, where you can manage agile projects with boards, Issues, sprint, backlogs and stories. Then Click **Next** at the bottom of the window.

Create project

SOFTWARE

-  **Scrum software development**
Agile development with a board, sprints and stories. Connects with source and build tools.
-  **Basic software development**
Track development tasks and bugs. Connects with source and build tools.
-  **Kanban software development**
Optimise development flow with a board. Connects with source and build tools.

SERVICE DESK

-  **Basic Service Desk**
Help your service team solve tickets faster. Prioritize, track, and make customers happy.
-  **IT Service Desk**
Service management out of the box. Incidents, service requests, and more.

BUSINESS

-  **Project management**
Plan, track and report on all of your work within a project.
-  **Task management**
Quickly organize and assign simple tasks for you and your team.
-  **Process management**
Track all the work activity as it transitions through a streamlined process.

Select here

Click here

Import a project |  Create with shared configuration | Create sample data

Next **Cancel**

Step 3 : In the next window, it shows Issue types and Workflow that are available for the Scrum Software Development project that we have selected in Step 2. Click Select at the bottom of the window.

Issue Types : JIRA tracks different types of Issues. Issue can be a task or bug or story or feature. Each Issue has its own purpose to be served.

Workflow : Set of states and transitions that an issue moves throughout its life cycle in the project.

Scrum software development

Use this project to manage your Agile development work. Create a backlog, organise work into sprints, check progress using reports, and more. This project includes a Scrum board, a basic Agile workflow and issue type configuration, which you can change later on.



Step 4 : In the next window,

1. Enter Project Name
2. Enter Project Key (Used as Prefix for all the issues created under this project)
3. Check the Checkbox for Confluence Space (Used to manage files within the team)

For Example, If you create a bug under this project, it will prefixed with 'LZT-Bug'.

Click **Submit**

Scrum software development

1 Name Letzdotesting

2 Max. 80 characters.

2 Key LZT

Max. 10 characters.

3 Create a linked:

Confluence space

Click Here

Scrum software development
You are creating a project for a Scrum team.
You may want to name this project after the product or development team that will use it.

Back Submit Cancel

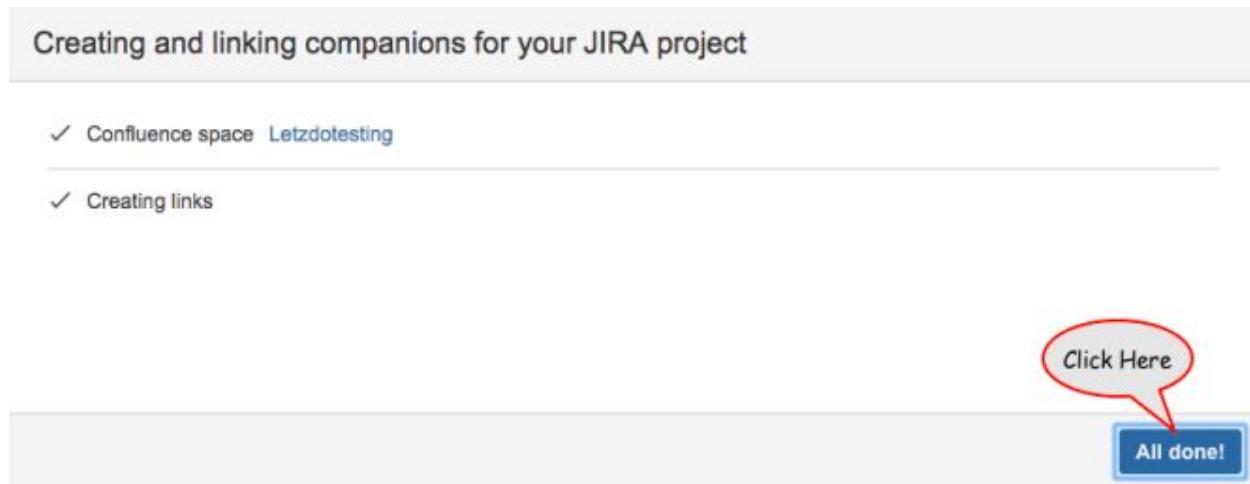
Step 5 : Once the Confluence space and links are created, Click All done!

Creating and linking companions for your JIRA project

- ✓ Confluence space Letzdoteesting
- ✓ Creating links

Click Here

All done!



Step 6 : To confirm whether your project is created, Click Projects in the top bar and select the project that you have created (will be listed like mine).



JIRA Dashboards Projects Issues Boards Create

LZT board Backlog

CURRENT PROJECT

- Letzdoteesting (LZT)
- Software
- Service Desk
- Business
- View all projects
- Create project

QUICK FILTERS:

FILL YOUR BACKLOG WITH ISSUES

This is your team backlog. Create and estimate new issues, and prioritize the backlog using drag and drop.

Step 7 : To create another new project, Click Projects in the top bar and select Create Project and follow steps from Step 2.

JIRA Dashboard - Projects - Issues - Boards - Create

LZT board
Backlog

QUICK FILTERS:

CURRENT PROJECT
Letzdotesting (LZT)

Software
Service Desk
Business

View all projects **Click Here**

Create project

FILL YOUR BACKLOG WITH ISSUES
This is your team backlog. Create and estimate new issues, and prioritize the backlog using drag and drop.

VERSIONS EPICS JQL

Step 8 : To view all projects that are created, Click View all projects in the top bar.

JIRA Dashboard - Projects - Issues - Boards - Create

LZT board
Backlog

QUICK FILTERS:

CURRENT PROJECT
Letzdotesting (LZT)

Software
Service Desk
Business

View all projects **Click Here**

Create project

FILL YOUR BACKLOG WITH ISSUES
This is your team backlog. Create and estimate new issues, and prioritize the backlog using drag and drop.

VERSIONS EPICS JQL

Step 9 : Lists all the projects that are created

JIRA Dashboard - Projects - Issues - Boards - Create

Projects

Search Create new project

PROJECT TYPES
All Project Types
Software
Service Desk
Business

CATEGORIES
All Categories
Recent Projects

All Project Types - All Categories

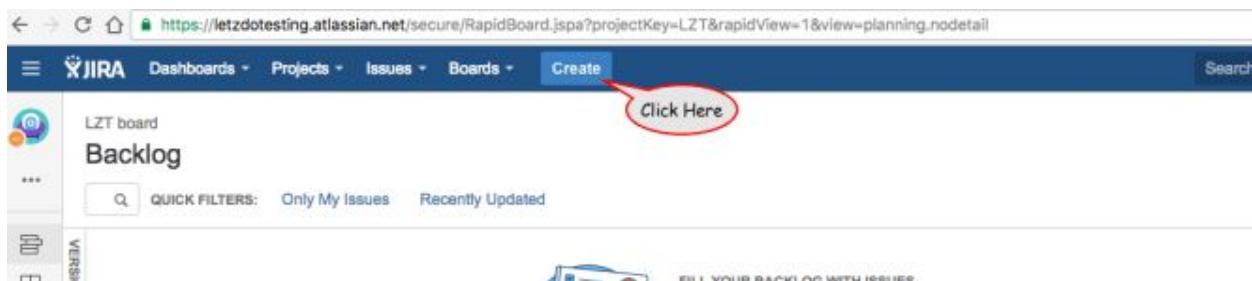
Contains text... **Lists all projects**

Project	Key	Project Type	Project Lead	Project Category	URL
Letzdotesting	LZT	Software	Shobika Ramesubbarayulu [Administrator]	No Category	No URL

Once the project is created, you can add issues to the project and track them.

How to create an Issue in JIRA?

Step 1 : Click Create button in the top bar menu



Step 2 : In the next window,

Note : Fields marked with * are required fields to create an issue.

The screenshot shows the 'Create issue' dialog box. Various fields and features are highlighted with red circles and numbers:

- 1: Project dropdown menu (Letzdtesting (LZT))
- 2: Issue Type dropdown menu (Bug)
- 3: Summary field (GUI Controls are not aligned properly)
- 4: Reporter dropdown menu (Shobika Ramasubbarayalu [Administrator])
- 5: Component/s dropdown menu (None)
- 6: Description rich text editor (Home Page user interface controls are misaligned to the ri...)
- 7: Context menu for the rich text editor (User mention, Table, Code, Preformatted, Panel, Horizontal ruler, Speech recognition)
- 8: Insert icon in the rich text editor toolbar
- 9: Fix Version/s dropdown menu (None)
- 10: Priority dropdown menu (Medium)

At the bottom right of the dialog are 'Create another', 'Create', and 'Cancel' buttons.

1. Select Project
2. Select an Issue Type (like bug/story/task/Epic)
3. Write Summary for the Issue type
4. Reporter (person who create issue)
5. Select Component ([Create Component](#))
6. Write Description
7. Add an attachment (Additional info about the issue type)
8. Supporting information for the issue type (Optional)
9. Select Version
10. Set the priority of the issue type

Step 3: Scroll down a bit to enter additional information to the issue

Note : Fields marked with * are required fields to create an issue.

Create issue

Configure Fields ▾

Labels 1

Begin typing to find and create labels or press down to select a suggested label.

Environment

Style

Windows Server 2012 OS, Browser Chrome, SQL Server 2012 2

Attachment 3

 Create Issue.png 57 kB X

Affects Version/s 4

Linked Issues 5

Issue +

Begin typing to search for issues to link. If you leave it blank, no link will be made.

Assignee 6

Assign to me

Epic Link

7 an epic to assign this issue to.

Sprint Click Here

Create another

1. Add label (New/Existing)
2. Enter Environment details
3. Attachment
4. Version
5. Issue (link other associated issues)
6. Assignee (assign to another person)
7. Sprint

Sprint : Set of period of time where specified work has to be completed

Once all the information is entered to create an issue, Click Create Button at the bottom of the page.

Step 4: Issue created successfully under the specified project in the backlog.

Backlog : List of uncompleted work items

The screenshot shows the JIRA interface with the 'Backlog' board selected. A message bubble says 'Issue Created successfully' over a backlog item. The backlog list includes one item: 'LZT-1 GUI Controls are not aligned properly'. There is also a '+ Create issue' button.

Step 5 : Issue can also be created in an alternative way by clicking **+Create Issue** option under project's backlog section.

The screenshot shows the JIRA interface with the 'Backlog' board selected. The '+ Create issue' button is circled in red. The backlog list includes one item: 'LZT-1 GUI Controls are not aligned properly'.

Once issues are created, you can add issues to the specific sprint of the project and track them.

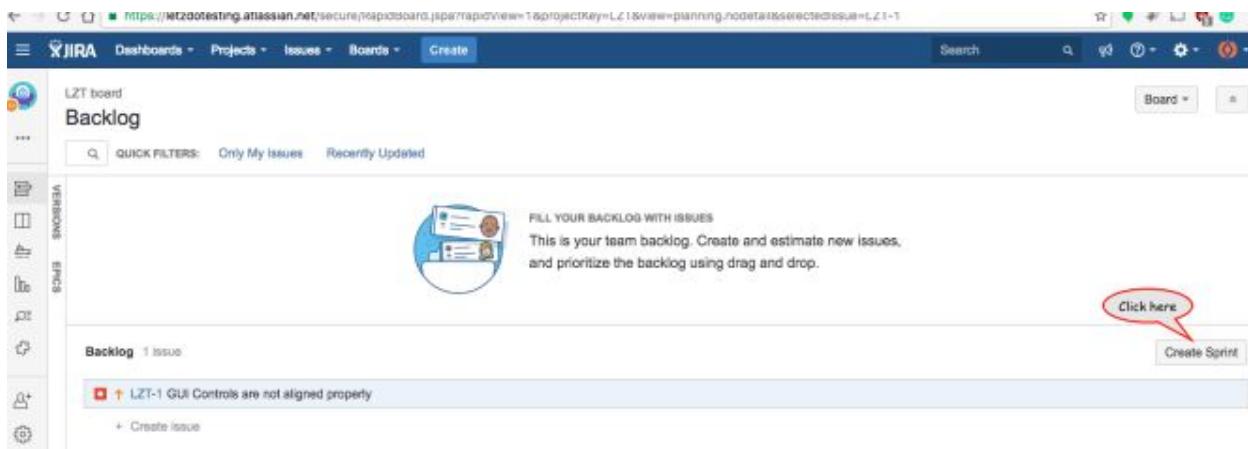
How to create a Sprint in JIRA?

Step 1 : Click the Projects option in the top bar and select the project that you have created before.



The screenshot shows the JIRA dashboard for the 'LZT board' under the 'Backlog' section. The 'CURRENT PROJECT' dropdown is open, showing 'Letzdotesting (LZT)' highlighted with a red box. Other options in the dropdown include 'Software', 'Service Desk', and 'Business'. Below the dropdown, there are links for 'View all projects' and 'Create project'. To the right, there's a callout box with the heading 'FILL YOUR BACKLOG WITH ISSUES' and the subtext 'This is your team backlog. Create and estimate new issues, and prioritize the backlog using drag and drop.' A small icon of two people is shown next to the text.

Step 2 : As soon as the project screen is loaded, Click **Create Sprint** at the bottom right of the page.



The screenshot shows the JIRA dashboard for the 'LZT board' under the 'Backlog' section. The 'CURRENT PROJECT' dropdown is closed. At the bottom right of the screen, there is a button labeled 'Create Sprint' with a red circle drawn around it. Above the button, there is a callout box with the heading 'FILL YOUR BACKLOG WITH ISSUES' and the subtext 'This is your team backlog. Create and estimate new issues, and prioritize the backlog using drag and drop.' A small icon of two people is shown next to the text. On the left side, there is a sidebar with various icons for 'Dashboards', 'Projects', 'Issues', 'Boards', and 'Create'.

Step 3 : Sprint created Successfully

The screenshot shows a Jira board titled "LZT board". Under the "Backlog" section, there is a single issue titled "LZT-1 GUI Controls are not aligned properly". Above the backlog, a new sprint is listed: "LZT Sprint 1" with "0 issues". A red oval highlights the text "Sprint Created successfully" next to the sprint name. On the right side of the board, there is a "PLAN YOUR SPRINT" area with a placeholder message: "This is a sprint. Plan a sprint by dragging issues here." Below the backlog, there is a "Create Sprint" button.

Step 4 : Plan the sprint by dragging the issues from the backlog.

Sprint : Set of period of time where specified work has to be completed

The screenshot shows a Jira board titled "LZT board". The "Backlog" section still contains the issue "LZT-1 GUI Controls are not aligned properly". The "Sprint 1" section now has a placeholder message: "Plan Sprint by dragging Issues here." A red speech bubble highlights the text "Drag this issue to the sprint" above the backlog. The "Create Sprint" button is visible on the right.

Step 5 : Drag the Issue to the sprint. Sprint Planned Successfully

As soon the Issue is dragged into the sprint plan, the backlog will be empty because I had only one issue in the backlog.

The screenshot shows the JIRA Backlog screen for the 'LZT board'. At the top, there are filters for 'Only My Issues' and 'Recently Updated'. Below the filters, a section titled 'Sprint planned' contains one issue: 'LZT-1 GUI Controls are not aligned properly'. A red speech bubble highlights this section. To the right of the issue is a 'Start Sprint' button. Below this section is a 'Backlog' section with '0 issues' and a message 'Backlog empty'. A red speech bubble highlights this message. At the bottom of the backlog section, there is a note: 'There are currently no issues in the backlog' and a '+ Create issue' link. On the left side of the screen, there is a sidebar with various icons for boards, dashboards, and other project management tools.

Note : You can only start a sprint, only if there are no other active sprints. If there is an active sprint, you won't be able to start one unless that active sprint is completed. But, you can plan subsequent sprints by dragging issues in plan mode.

Step 6 : Click Start Sprint to set a time period for the Sprint.

This screenshot is identical to the previous one, showing the JIRA Backlog screen for the 'LZT board'. The 'Sprint planned' section still contains the single issue 'LZT-1 GUI Controls are not aligned properly'. The 'Backlog' section remains empty with the message 'Backlog empty'. The 'Start Sprint' button is visible on the right. A red speech bubble highlights the 'Start Sprint' button. The sidebar on the left is also present.

Step 7 : Enter Sprint details in the next window.

Ignore the warning 😊

Start Sprint

Issue Lzt-1 does not have a value for the 'Estimate' field. Values entered after the start of the sprint will be treated as scope change.

1 issue will be included in this sprint.

1. Sprint name: *

2. Duration: *

3. Start date: *

4. End date: *

Sprint goal:

There are **10 working days** in this sprint [More about working days](#) [Click Here](#)

1. Sprint Name
2. Duration (Weeks/Custom)
3. Start Date
4. End Date

5. Sprint Goal (Optional)

Note : Fields marked with * are required fields to create an issue.

Once all the details are entered, Click Start to start the sprint.

Step 8 : Sprint Started Successfully

The screenshot shows a JIRA board titled 'LZT Sprint 1'. At the top, there's a success message: 'Sprint 'LZT Sprint 1' has successfully been started.' Below the title, there are three columns: 'To Do', 'In Progress', and 'Done'. In the 'To Do' column, there is one issue: 'LZT-1 GUI Controls are not aligned properly'. The 'In Progress' and 'Done' columns are currently empty.

Once the sprint is started, you can track the issues and complete the sprint within the specified date.

How to create a Project Category in JIRA?

Step 1 : Click Projects option in the top bar and select view all projects option

The screenshot shows the JIRA navigation bar with 'Projects' selected. A dropdown menu is open under 'Projects', showing options like 'CURRENT PROJECT', 'Letzdotesting (LZT)', 'Software', 'Service Desk', and 'Business'. Below this, there are links for 'View all projects' and 'Create project'. A red oval highlights the 'View all projects' link. To the right, there's a callout bubble with the text 'Click Here' pointing to the same link. A circular icon with two user profiles is also visible. A sidebar on the left shows 'LZT board Backlog' and navigation icons for 'VERSIONS' and 'EPICS'.

Step 2 : In the next screen, all the projects are listed. Project 'Letzdotesting' has No Category, let's try to add project category

The screenshot shows the JIRA 'Projects' page. On the left, there are filters for 'PROJECT TYPES' (All Project Types, Software, Service Desk, Business) and 'CATEGORIES' (All Categories, Recent Projects). The main area displays a table titled 'All Project Types - All Categories'. The table has columns: Project, Key, Project Type, Project Lead, Project Category, and URL. One row is selected, showing 'Letzdotesting' with Key 'LZT', Project Type 'Software', Project Lead 'Shobika Ramasubbarayalu [Administrator]', Project Category 'No Category', and URL 'No URL'. A red speech bubble points to the 'Project Category' column with the text 'Project has No Category'.

Project	Key	Project Type	Project Lead	Project Category	URL
Letzdotesting	LZT	Software	Shobika Ramasubbarayalu [Administrator]	No Category	No URL

Step 3 : Click Administration Settings icon on the top right and Select Projects option in the list.

The screenshot shows the JIRA 'Projects' page with the administration menu open. The menu is divided into three sections: 'JIRA ADMINISTRATION' (Applications, Projects, Issues, Add-ons, System), 'SITE ADMINISTRATION' (User management, Billing, Discover new applications), and 'OTHER APPLICATIONS' (Confluence administration). The 'Projects' option under 'JIRA ADMINISTRATION' is highlighted with a red box and a red speech bubble pointing to it with the text 'Click Here'.

Step 4 : Click Project Categories

The screenshot shows the JIRA 'Administration' page with the 'Projects' tab selected. The main area is titled 'Project list' and shows a table with columns: Name, Key, Project Type, URL, and Project Lead. One row is selected, showing 'Letzdotesting' with Key 'LZT', Project Type 'Software', Project Lead 'Shobika Ramasubbarayalu [Administrator]', and URL 'No URL'. On the left, there are links for 'Applications', 'Projects' (which is active and highlighted with a red box and a red speech bubble pointing to it with the text 'Click Here'), 'Issues', 'Add-ons', 'System', 'User management', 'Billing', and 'Discover new applications'. A 'Project categories' link is also visible.

Name	Key	Project Type	URL	Project Lead
Letzdotesting	LZT	Software	No URL	Shobika Ramasubbarayalu [Administrator]

Step 5 : In the next window,

The screenshot shows the JIRA Administration interface under the 'Projects' tab. On the left sidebar, 'Project categories' is selected. The main content area is titled 'View Project Categories' and contains a table for managing project categories. A form for adding a new category is displayed, with fields for 'Name' (Software Testing) and 'Description' (Quality Assurance of the product). The 'Add' button is highlighted with a red oval and a speech bubble pointing to it.

Name	Description	Projects
Software Testing	Quality Assurance of the product	

1. Enter Category Name
2. Enter Category Description

Once all the details are entered, Click **Add** to add Project Category.

Step 6 : Project Category added Successfully.

The screenshot shows the JIRA Administration interface under the 'Projects' tab. On the left sidebar, 'Project categories' is selected. The main content area is titled 'View Project Categories' and contains a table for managing project categories. A success message 'Project category added' is displayed above the table. The table shows one category: 'Software Testing' with the description 'Quality Assurance of the product'. An 'Edit' link is visible next to the category row.

Name	Description	Projects	Actions
Software Testing	Quality Assurance of the product		Edit Delete

Step 7 : Edit or Delete Project Category by using actions **Edit** or **Delete**

The screenshot shows the JIRA Administration interface under the 'Project categories' section. A table lists a single project category named 'Software Testing' with the description 'Quality Assurance of the product'. The 'Actions' column for this entry includes 'Edit' and 'Delete' links, with 'Delete' highlighted by a red oval.

Name	Description	Projects	Actions
Software Testing	Quality Assurance of the product		Edit Delete

Step 8 : Click Projects in the sidebar, to add Project category to the project.

The screenshot shows the JIRA Administration interface under the 'Project categories' section. The 'Projects' sidebar item is highlighted with a red oval. The main content area displays the same table from Step 7, showing the 'Software Testing' category.

Name	Description	Projects	Actions
Software Testing	Quality Assurance of the product		Edit Delete

Step 9 : In the next screen, Click Edit option in the project list to add project category.

The screenshot shows the JIRA Administration interface under the 'Project list' section. It displays a table with one row for the project 'Letzdolesting'. The 'Actions' column for this project includes 'Edit' and 'Delete' links, with 'Edit' highlighted by a red oval.

Name	Key	Project Type	URL	Project Lead	Default Assignee	Project Category	Actions
Letzdolesting	LZT	Software	No URL	Shobika Ramesubbarayulu [Administrator]	Unassigned		Edit Delete

Step 10 : Select the Project Category drop-down control, added project category 'Software Testing' is listed in the menu.

Details

Name *	<input type="text" value="Letzdotesting"/>
Key *	<input type="text" value="LZT"/> i
URL	<input type="text"/>
Project type *	<input checked="" type="radio"/> Software
Project category	<input type="text" value="None"/> C
Avatar *	 <input type="text" value="Software Testing"/> select image
Description	<input type="text"/>

Category is listed

Step 11 : Select the Project category for the project and Save the details.

Details

Name * Letzdotesting

Key * LZT (i)

URL

Project type *  Software

Category Selected

Project category Software Testing

Avatar *  select image

Description



Click Here

Save details

Cancel

Step 12 : Click Save details again in the project settings screen to confirm the changes.

The screenshot shows the Jira Project Settings page. On the left, there's a sidebar with various project management options like Details, Summary, Re-index project, Delete project, Issue types, Workflows, Screens, Fields, Project Mappings, Versions, Components, Users and roles, Permissions, Issue Security, Notifications, HipChat integration, Development tools, and Issue collectors. The main area is titled 'Details' and contains the following fields:

- Name*: Letzdotesting
- Key*: LZT
- URL: (empty)
- Project type*: Software
- Project category: Software Testing
- Avatar: (with a purple icon and 'select image' link)
- Description: (empty text area)

At the bottom right, there are 'Save details' and 'Cancel' buttons. A red oval highlights the 'Click here' link next to the 'Save details' button.

Step 13 : Page will be refreshed to update the changes. To validate the change, Click view all projects under the project in the top bar.

The screenshot shows the JIRA interface with the 'Backlog' board selected. A context menu is open over the 'View all projects' option in the 'CURRENT PROJECT' section. The menu items are: 'View all projects' (highlighted with a red oval) and 'Create project'. The background shows the backlog board with cards and a placeholder for creating new issues.

Step 14 : Project Category added successfully to the project.

The screenshot shows the JIRA 'Projects' page. On the left, there's a sidebar with 'PROJECT TYPES' (All Project Types, Software, Service Desk, Business) and 'CATEGORIES'. The main area displays a table titled 'All Project Types - All Categories' with columns: Project, Key, Project Type, Project Lead, Project Category, and URL. A single row is shown for 'Letzdotesting' with 'Software' as the Project Type and 'Software Testing' as the Project Category. A red oval highlights the 'Project category added' message next to the 'Project Category' column.

Once the project category is added to the project, you can track or search the project using project category.

How to create a Project Component in JIRA?

Project Components are sub-item of a project. Components are used to categorize issues under the project. You can also assign a component lead to manage the component.

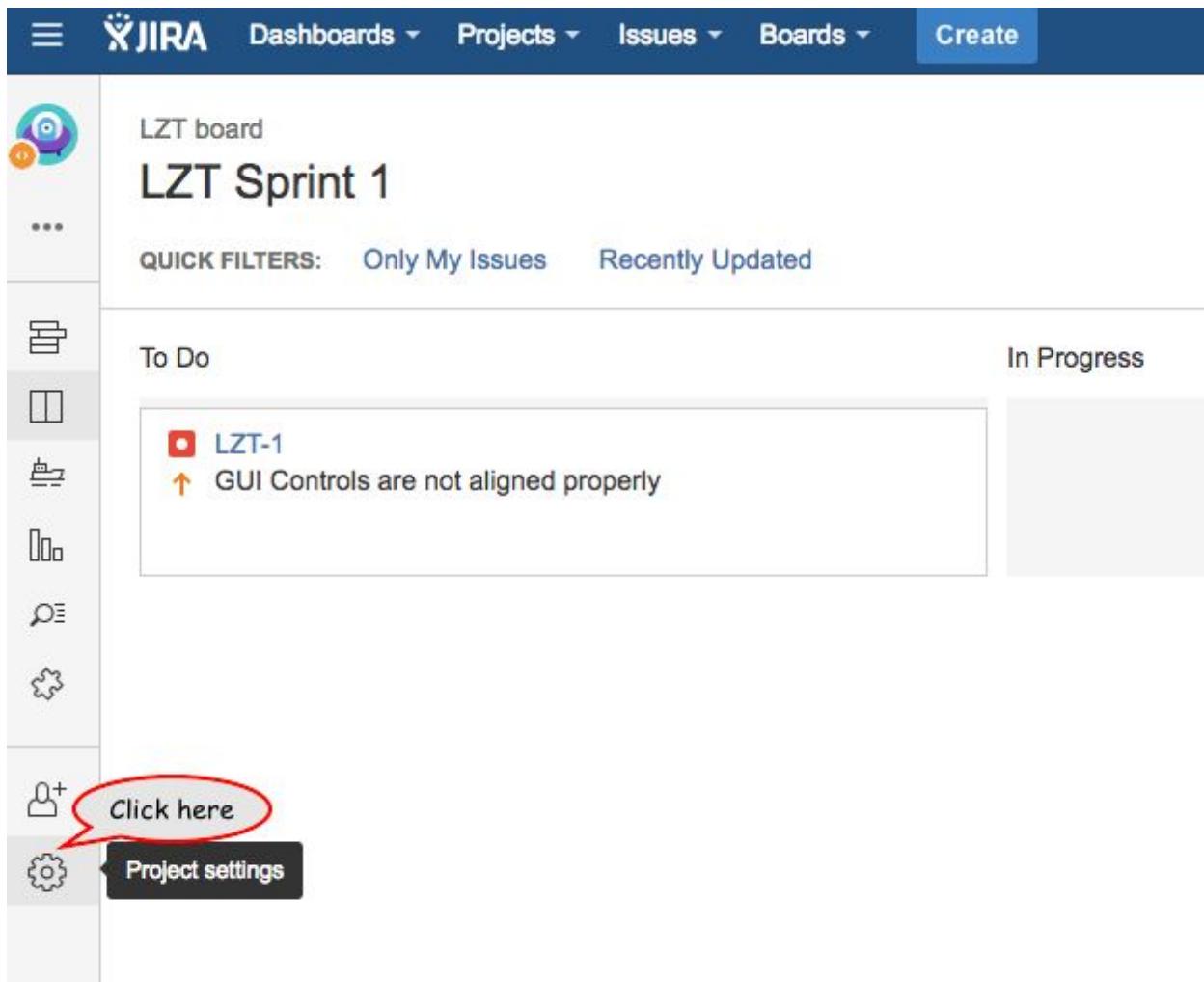
Note : A Project in JIRA can have multiple components.

Step 1 : Click the projects option in the top bar and select the Project



The screenshot shows the Jira interface with the 'Projects' option selected in the top navigation bar. A dropdown menu is open, displaying the 'CURRENT PROJECT' section which includes the project 'Letzdoteesting (LZT)'. Other options in the dropdown are 'Software', 'Service Desk', and 'Business'. Below the dropdown, there are links to 'View all projects' and 'Create project'. To the right of the dropdown, there is a section titled 'FILL YOUR BACKLOG WITH ISSUES' with a sub-instruction: 'This is your team backlog. Create and estimate new issues, and prioritize the backlog using drag and drop.' There is also a small icon of a person holding a clipboard.

Step 2 : Click Project Settings in the bottom left



The screenshot shows the Jira interface with the 'LZT Sprint 1' board selected. In the bottom left corner of the sidebar, there is a 'Project settings' button, which is highlighted with a red oval and labeled 'Click here'. The main board area shows a 'To Do' column with two items: 'LZT-1' and 'GUI Controls are not aligned properly'. There is also an 'In Progress' column which is currently empty.

Step 3 : In the Project Settings screen, Click **Components** in the sidebar

The screenshot shows the JIRA Project Settings interface. On the left, there's a sidebar with various project management options like Details, Summary, Re-index project, Delete project, Issue types, Workflows, Screens, Fields, Project Mappings, Versions, and Components. The 'Components' option is highlighted with a red oval and a speech bubble pointing to it, labeled 'Click Here'. The main right panel is titled 'Details' and contains fields for Name (Letzdotesting), Key (LZT), URL, Project type (Software), Project category (Software Testing), Avatar (a purple target icon), and Description.

Step 4 : In the next window,

This screenshot shows the 'Components' creation window within the JIRA Project Settings. It has a sidebar with the same set of options as before. The main area is titled 'Components' and contains a form with three numbered fields: 1. A text input field for 'Name' containing 'GUI'. 2. A dropdown for 'Lead (optional)' with 'Graphical User Interface' selected. 3. A dropdown for 'Project lead' showing 'Shobika...' and an 'Add' button. A red oval and a speech bubble point to the 'Add' button, labeled 'Click here'.

1. Enter Component Name
2. Enter Component Description (Optional)
3. Default Assignee

Component Lead is optional. Once all the details are entered, Click Add to save Project Component.

Step 5 : Project Component is added successfully.

The screenshot shows the JIRA Project settings interface. On the left, there's a sidebar with various project management options like Details, Summary, Re-index project, Delete project, Issue types, Workflows, Screens, Fields, Project Mappings, and Versions. The 'Components' option is selected. The main area is titled 'Components' and contains a search bar 'Contains text...'. Below it is a table with columns: Component, Issues, Lead, and Description. A single row is visible for 'GUI' with '0 issues', 'Graphical User Interface' in the description, and 'Project lead' as the assignee. A red speech bubble highlights the message 'Component added successfully' next to the 'Add' button at the top right of the table.

Step 6 : Project Component can be edited or deleted using **Edit** or **Delete** option under actions column.

This screenshot is similar to the previous one but focuses on the 'Actions' column for the 'GUI' component. A red circle highlights the 'Edit' and 'Delete' buttons in the dropdown menu that appears when clicking on the three-dot icon. The rest of the interface is identical to the previous screenshot.

Once the project component is added to the issues, you can group them based on the assigned component.

How to create a User in JIRA?

An administrator can create users and invite them to participate in the project issues. A normal user cannot create another user due to access rights limitations.

Step 1 : Click Administration Settings icon on the top right and Select User Administration option in the list.

The screenshot shows the JIRA Administration interface. On the left, there's a sidebar with links like Applications, Projects, Issues, Add-ons, System, User management, Billing, and Discover new applications. The 'User management' link is highlighted with a red box. On the right, there are several sections: JIRA ADMINISTRATION (Applications, Projects, Issues, Add-ons, System), SITE ADMINISTRATION (User management, Billing, Discover new applications), and OTHER APPLICATIONS. The 'User management' link in the SITE ADMINISTRATION section is also highlighted with a red box.

Step 2 : In the Create new Users screen,

The screenshot shows the 'Create new users' screen under Site administration. On the left, there's a sidebar with links for User management (Users, Groups, Application access, Sign up options), Authentication (Password policy, Google Apps), Billing (Overview, Payment details, Billing history, Manage applications), and Discover new applications. The main area has a heading 'Create new users'. It contains two input fields: 'Name' (circled with a red circle labeled '1') containing 'Shoby' and 'Email address' (circled with a red circle labeled '2') containing 'letzdotesting@gmail.com'. Below these are 'Full name' and 'Email address' fields. A 'Click Here' button is highlighted with a red oval. At the bottom, there's a search bar and a table showing existing users: Shobika Ramasubbarayulu (admin, shobika@letzdotesting.com, last session 6 Sep 2016 8:17PM) and System Administrator (sysadmin, noreply@atlassian.com, last session 6 Sep 2016 7:46PM).

1. Enter Full Name
2. Enter Email Address

Once entered all information, Click **Create Users** button

Step 3 : User created successfully

The screenshot shows the 'Create new users' section of the Atlassian Site administration interface. On the left, there's a sidebar with 'USER MANAGEMENT' and 'AUTHENTICATION' sections. The main area has three input fields for 'Full name' and 'Email address', followed by a 'Create users' button. Below this is a search bar and a table of users. The table includes columns for 'Full name', 'Username', 'Email address', and 'Last session'. A new user named 'Shobika Ramesubbaraya...' is listed with the status 'User Created' (circled in red). Other users shown are 'Shoby' and 'System Administrator'.

Email has been sent to user's email address like below,

The screenshot shows a Gmail inbox with a single email from 'Atlassian <noreply@atlassian.com>' to 'Shoby'. The subject is '[Atlassian] Shoby , welcome to Atlassian Cloud'. The email body contains a welcome message, login instructions, and a 'Set my password' button (circled in red).

Hi Shoby ,

Your administrator has set up an Atlassian Cloud account for you! Atlassian Cloud is the self service collaboration solution for teams doing great work.

Log in now to track your issues and tasks, collaborate with your team, and stay on top of your project activity.

Your username is: `letzdotesting`

This invitation is valid for only 7 days. If the invitation has expired, contact your administrator.

Cheers,
The Atlassian Cloud team

Set my password

The user has to set up a new password to have JIRA account.

Step 4 : Once the user has accepted the invitation, set up their account with a password and logged in for the first time, the administrator can view the last session date and time.

The screenshot shows the Atlassian Site administration interface under the 'USER MANAGEMENT' section. On the left, there's a sidebar with links like 'Users', 'Groups', 'Application access', etc. The main area is titled 'Create new users' and contains three input fields for 'Full name' and 'Email address'. Below this is a table listing users:

Full name	Username	Email address	Last session	Action
Shobika Ramasubbaraya...	admin	shobika@jetzdtesting.com	6 Sep 2016 8:53PM	Deactivate
Shoby	jetzdtesting	jetzdtesting@gmail.com	6 Sep 2016 8:49PM	Deactivate
System Administrator	SYSADMIN	noreply@atlassian.com	6 Sep 2016 8:46PM	Deactivate

A red speech bubble highlights the 'Last session' column for the first user, containing the text 'Invitation accepted and last session'.

Step 5 : Administrator can deactivate the user by clicking **Deactivate** option

This screenshot is from the same Atlassian Site administration interface as the previous one. The 'Deactivate' link next to the 'admin' user in the table is circled in red, with a speech bubble containing the text 'Click here to deactivate'.

Full name	Username	Email address	Last session	Action
Shobika Ramasubbaraya...	admin	shobika@jetzdtesting.com	6 Sep 2016 8:53PM	Deactivate
Shoby	jetzdtesting	jetzdtesting@gmail.com	6 Sep 2016 8:49PM	Deactivate
System Administrator	SYSADMIN	noreply@atlassian.com	6 Sep 2016 8:46PM	Deactivate

Step 6 : Click on the User's Full name to view detailed information about the User.

The screenshot shows the Atlassian Site administration interface. On the left, there's a sidebar with navigation links for User Management (Users, Groups, Application access, Sign up options), Authentication (Password policy, Google Apps), Billing (Overview, Payment details, Billing history, Manage applications), and Discover new applications. The main content area is titled "Shoby". It displays basic user info: Email address (letzdtesting@gmail.com), Username (letzdtesting), and Application access (JIRA Service Desk, JIRA Software, Confluence). Below this is a note about restricted portal access. To the right is a "User statistics" section showing Last session (6 Sep 2016 8:49PM), Last login (6 Sep 2016 8:48PM), Current failed logins (0), and Created date (6 Sep 2016 8:39PM). At the top right of the main area are buttons for Log in as user, Edit, Change password, and Deactivate. A "Groups" section lists three groups: confluence-users, jira-servicedesk-users, and jira-software-users, each with a "Remove group" button. A "Add group" button is also present.

Step 7 : Edit or delete User by clicking **Edit** or **Deactivate** User

This screenshot is identical to the one above, showing the user details for "Shoby". However, it includes two red speech bubbles with arrows pointing to the "Edit" and "Deactivate" buttons at the top right of the main content area. These bubbles are used to highlight the actions available for editing or deleting the user account.

Step 8 : Click **Add Group** to add the User to a group.

The screenshot shows the Atlassian Site administration interface for a user named 'Shoby'. On the left, there's a sidebar with sections like 'USER MANAGEMENT' (Groups, Application access, Sign up options), 'AUTHENTICATION' (Password policy, Google Apps), 'BILLING' (Overview, Payment details, Billing history, Manage applications), and 'Discover new applications'. The main panel displays user details: Email address (letzdoteesting@gmail.com), Username (letzdoteesting), and Application access (JIRA Service Desk, JIRA Software, Confluence). It also shows 'User statistics' with session and login information. Below this, under 'Groups', there's a table with three entries: 'confluence-users' (Description: DEFAULT), 'jira-servicedesk-users' (Description: DEFAULT), and 'jira-software-users' (Description: DEFAULT). A red circle highlights the 'Add group' button next to the 'Groups' table. A note at the bottom says: 'Click here to add a group to this user'.

Step 9 : Start typing the group name and select the group from the list and Click **Add group** button

The screenshot shows the 'Add user to groups' dialog box. It has a text input field labeled 'Group name(s)' containing 'Dev' and a dropdown menu below it showing 'Development' selected. At the bottom right are 'Add group' and 'Cancel' buttons.

Step 10 : User added to the group successfully.

The screenshot shows the Jira Site administration page for a user named 'Shoby'. On the left, there's a sidebar with 'USER MANAGEMENT' sections for 'Users', 'Groups', 'Application access', and 'Sign up options'. Below that are 'AUTHENTICATION' sections for 'Password policy' and 'Google Apps'. Under 'BILLING', there are 'Overview', 'Payment details', and 'Billing history'. At the bottom, there's a 'Discover new applications' section. The main content area shows user details: Email address (letzdotesting@gmail.com), Username (letzdotesting), Application access (JIRA Service Desk, JIRA Software, Confluence), and User statistics (Last session: 6 Sep 2016 8:48PM, Last login: 6 Sep 2016 8:48PM, Current failed logins: 0, Created date: 6 Sep 2016 8:39PM). A note says 'Restricted portal access' with a link to 'Remove'. Below this is a 'Groups' section with a table. The table has columns: Name, Description, and Remove group. It lists four groups: 'Development' (Description: 'Develop Software products'), 'confluence-users' (Description: 'DEFAULT'), 'jira-servicedesk-users' (Description: 'DEFAULT'), and 'jira-software-users' (Description: 'DEFAULT'). A red callout bubble points to the 'User added to group' status next to the 'Development' row. There's also an 'Add group' button at the top right of the groups table.

Once the user is added to the project, User can work on the issues.

How to create an Issue type in JIRA?

JIRA software has set of pre-defined Issue types to get started with. We can also create our own custom Issue types based on our project needs and add them to the Issue type scheme of the project.

Step 1 : Click Administration Settings icon on the top right and Select Issues option in the list.

The screenshot shows the Jira navigation bar. The top bar includes links for 'Dashboards', 'Projects', 'Issues' (which is highlighted with a red box), 'Boards', 'Create', 'Search', and various system icons. To the right of the main content area, there's a vertical sidebar with sections: 'JIRA ADMINISTRATION' (Applications, Projects, Issues, Add-ons, System), 'SITE ADMINISTRATION' (User management, Billing, Discover new applications), and 'OTHER APPLICATIONS' (Confluence administration). The 'Issues' link in the top navigation bar is also highlighted with a red box.

Step 2 : In the next screen, Click **Add Issue type** in the top right.

The screenshot shows the JIRA Administration Issues page. On the left, there's a sidebar with sections for ISSUE TYPES (Issue types, Issue type schemes, Sub-tasks), WORKFLOWS (Workflows, Workflow schemes), SCREENS (Screens, Screen schemes), and FIELDS. The main area is titled 'Issue types' and lists several issue types with their descriptions, types, related schemes, and actions (Edit, Delete, Translate). A red speech bubble labeled 'Click here' points to the 'Add issue type' button at the top right of the table.

Name	Type	Related Schemes	Actions
Bug	Standard	LZT: Scrum Issue Type Scheme	Edit Delete Translate
Epic	Standard	Default Issue Type Scheme LZT: Scrum Issue Type Scheme	Edit Delete Translate
Story	Standard	LZT: Scrum Issue Type Scheme	Edit Delete Translate
Task	Standard	LZT: Scrum Issue Type Scheme	Edit Delete Translate
Sub-task	Sub-Task	LZT: Scrum Issue Type Scheme	Edit Delete Translate

Step 3 : In the next window,

The screenshot shows the 'Add Issue Type' dialog box. It has three fields: 'Name*' (containing 'Test Case'), 'Description' (containing 'A test condition used to validate the application functionality.'), and 'Type' (with 'Standard Issue Type' selected). A red circle labeled '1' highlights the 'Name' field, another red circle labeled '2' highlights the 'Description' text area, and a third red circle labeled '3' highlights the 'Type' section. A red speech bubble labeled 'Click here' points to the 'Add' button at the bottom right.

1 Name * Test Case

2 Description A test condition used to validate the application functionality.

3 Type Standard Issue Type Sub-Task Issue Type

Add Cancel

1. Enter Issue type Name
2. Enter Description for the Issue type

3. Select the Type

Once all the information is entered, Click **Add** to create an Issue type.

Step 4 : New Issue type created successfully.

Note : Newly created Issue types will be automatically added to Default Issue scheme. You can add them to your project specific scheme if you wanted to.

Issue types			
Name	Type	Related Schemes	Actions
Bug	Standard	LZT: Scrum Issue Type Scheme	Edit Delete Translate
Epic	Standard	Default Issue Type Scheme LZT: Scrum Issue Type Scheme	Edit Delete Translate
Story	Standard	LZT: Scrum Issue Type Scheme	Edit Delete Translate
Task	Standard	LZT: Scrum Issue Type Scheme	Edit Delete Translate
Test Case	Standard	Default Issue Type Scheme	Edit Delete Translate
Sub-task	Sub-Task	LZT: Scrum Issue Type Scheme	Edit Delete Translate

Step 5 : Edit or delete Issue type by clicking **Edit** or **Delete** option

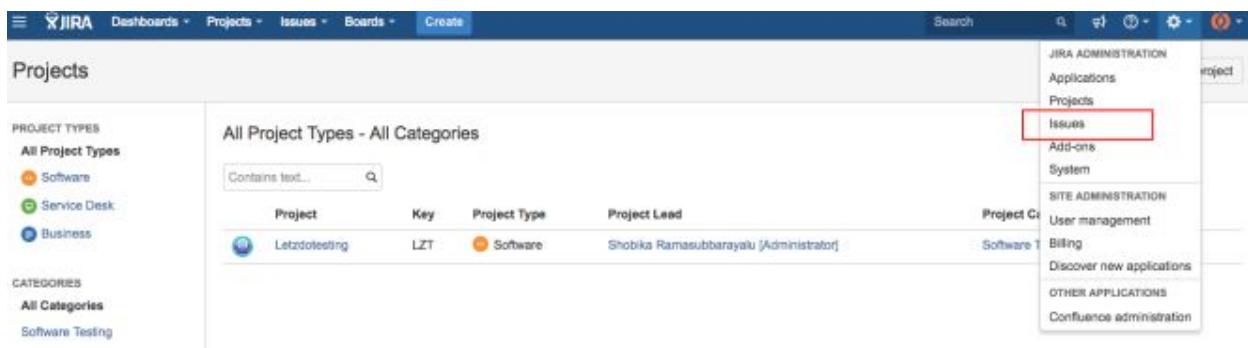
Issue types			
Name	Type	Related Schemes	Actions
Bug	Standard	LZT: Scrum Issue Type Scheme	Edit Delete Translate
Epic	Standard	Default Issue Type Scheme LZT: Scrum Issue Type Scheme	Edit Delete Translate
Story	Standard	LZT: Scrum Issue Type Scheme	Edit Delete Translate
Task	Standard	LZT: Scrum Issue Type Scheme	Edit Delete Translate
Test Case	Standard	Default Issue Type Scheme	Edit Delete Translate
Sub-task	Sub-Task	LZT: Scrum Issue Type Scheme	Edit Delete Translate

Once you have added Issue types, you can associate them with the project using Issue type scheme.

How to create an Issue type scheme in JIRA?

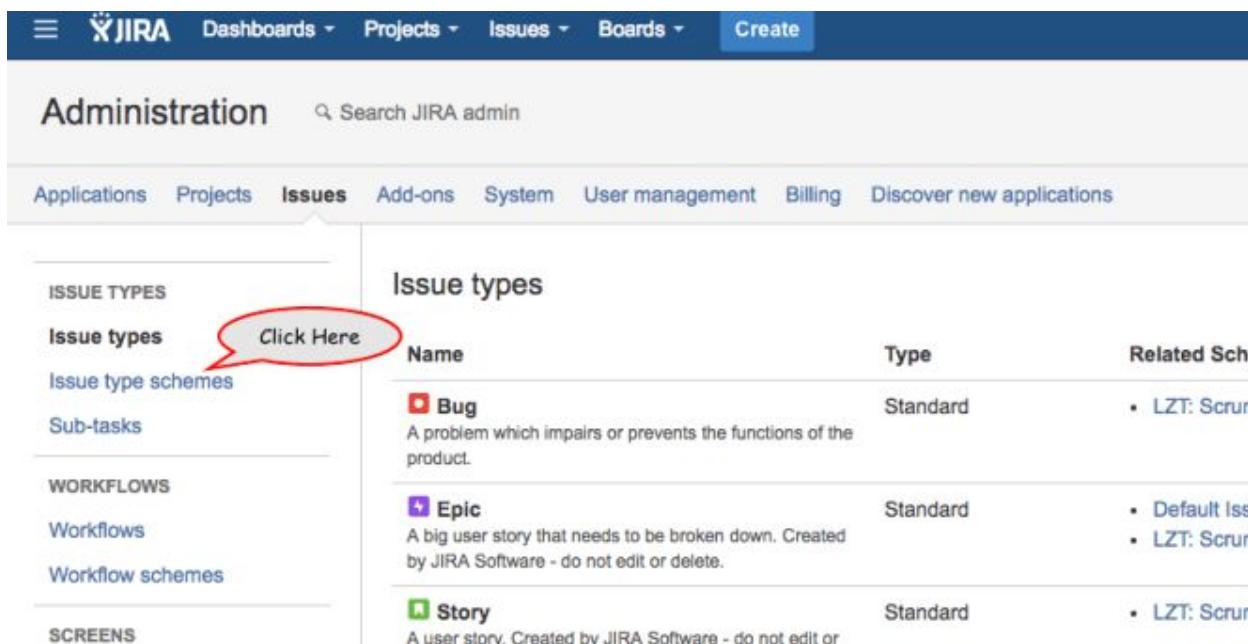
Issue type scheme controls which issue types will be available to a set of JIRA projects.

Step 1 : Click Administration Settings icon and Select Issues option from the list.



The screenshot shows the JIRA Administration interface. The left sidebar has sections for PROJECT TYPES (All Project Types, Software, Service Desk, Business) and CATEGORIES (All Categories, Software Testing). The main content area displays 'All Project Types - All Categories' with a table showing one entry: LetzdoTesting, Lzt, Software, Shobika Ramasubbarayalu [Administrator]. A red box highlights the 'Issues' option in the right-hand navigation menu under the 'JIRA ADMINISTRATION' section.

Step 2 : In the next screen, Click Issue type scheme in the side panel.



The screenshot shows the JIRA Administration Issues types page. The left sidebar has sections for ISSUE TYPES (Issue types, Issue type schemes, Sub-tasks), WORKFLOWS (Workflows, Workflow schemes), and SCREENS. The main content area is titled 'Issue types' and lists three items: Bug, Epic, and Story. A red circle with an arrow points to the 'Issue types' link in the sidebar, indicating where to click. The 'Issues' tab is highlighted in the top navigation bar.

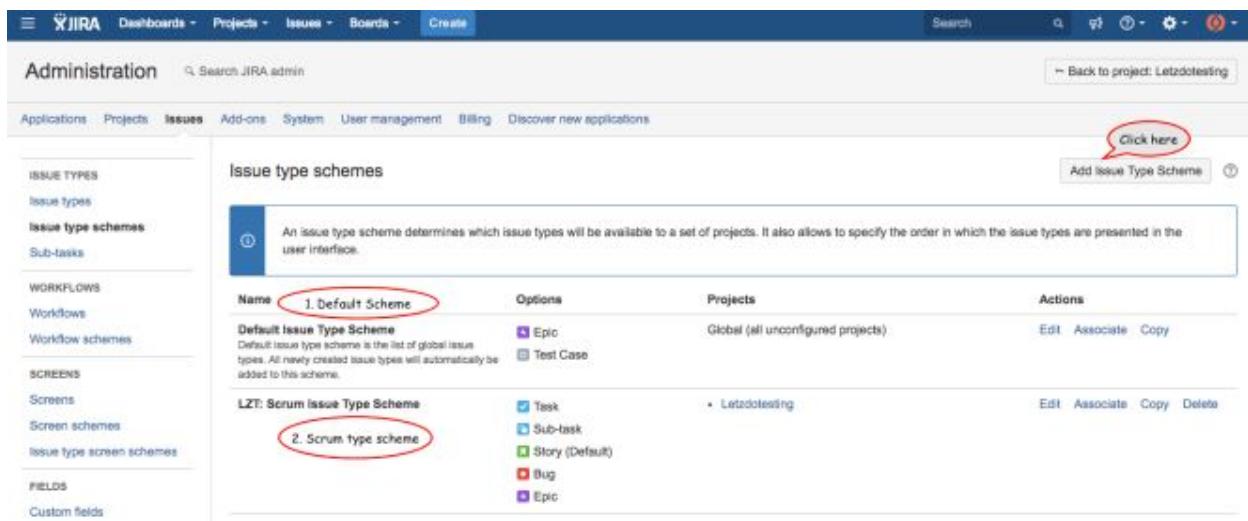
Name	Type	Related Scheme
Bug	Standard	Lzt: Scrum
Epic	Standard	Default Iss Lzt: Scrum
Story	Standard	Lzt: Scrum

Step 3 : In the next window,

There are two types of Issue type scheme in JIRA. They are,

1. *Default Issue type scheme* – All newly create Issue types will be listed under this scheme.
2. *Scrum Issue type scheme* – Agile scrum projects will use this scheme.

Click **Add Issue type scheme** to create a new Issue type scheme



The screenshot shows the JIRA Administration interface. On the left, there's a sidebar with categories like ISSUE TYPES, ISSUE TYPE SCHEMES, WORKFLOWS, SCREENS, and FIELDS. The main area is titled 'Issue type schemes'. It contains a table with two rows. The first row is for '1. Default Scheme', which is highlighted with a red circle. The second row is for 'LZT: Scrum Issue Type Scheme', also highlighted with a red circle. The table has columns for 'Name', 'Options', 'Projects', and 'Actions'. Under 'Options' for the default scheme, 'Epic' and 'Test Case' are checked. Under 'Options' for the scrum scheme, 'Task', 'Sub-task', 'Story (Default)', 'Bug', and 'Epic' are checked. The 'Actions' column for the scrum scheme includes 'Edit', 'Associate', 'Copy', and 'Delete'.

Name	Options	Projects	Actions
1. Default Scheme	<input checked="" type="checkbox"/> Epic <input checked="" type="checkbox"/> Test Case	Global (all unconfigured projects)	Edit Associate Copy
LZT: Scrum Issue Type Scheme	<input checked="" type="checkbox"/> Task <input checked="" type="checkbox"/> Sub-task <input checked="" type="checkbox"/> Story (Default) <input checked="" type="checkbox"/> Bug <input checked="" type="checkbox"/> Epic	Lztdtesting	Edit Associate Copy Delete

Step 4 : In the next window,

The screenshot shows the 'Add Issue Type Scheme' page in JIRA Administration. The left sidebar lists categories like ISSUE TYPES, WORKFLOWS, SCREENS, and FIELDS. The main form has three numbered steps: 1. Scheme Name (Project A), 2. Description (Deals with tutorials planning and writing), and 3. Default Issue Type (None). Below the form is a note about dragging and dropping items. The 'Issue Types for Current Scheme' section contains 'Bug' and 'Task'. The 'Available Issue Types' section lists 'Sub-task (sub-task)', 'Epic', 'Test Case', and 'Story'. A red circle highlights the 'Scheme Name' field, another highlights the 'Description' field, and a third highlights the 'Default Issue Type' dropdown. A red arrow points from the 'Available Issue Types' list to the 'Issue Types for Current Scheme' list. A speech bubble in the top right corner says 'Click here to add Issue type'. At the bottom are 'Save' and 'Cancel' buttons.

1. Enter Scheme Name
2. Enter Description
3. Select Default Issue type for the scheme
4. Drag & drop Issue types for scheme from available Issue types and Vice versa

Issue types order can also be re-arranged (moving up or down) according to our project needs.

Note : To add new Issue type to this scheme, Click Add Issue type on the top right.

Once all the information are entered, Click **Save**

Step 5 : Issue type scheme created successfully

JIRA Dashboards Projects Issues Boards Create Search Back to project: LetzdoTesting

Administration Search JIRA admin

Applications Projects Issues Add-ons System User management Billing Discover new applications

ISSUE TYPES

- Issue types
- Issue type schemes
- Sub-tasks

WORKFLOWS

- Workflows
- Workflow schemes

SCREENS

- Screens
- Screen schemes
- Issue type screen schemes

FIELDS

- Custom fields
- Field configurations
- Field configuration schemes

Issue type schemes

Add Issue Type Scheme

An issue type scheme determines which issue types will be available to a set of projects. It also allows to specify the order in which the issue types are presented in the user interface.

Name	Options	Projects	Actions
Default Issue Type Scheme	<input checked="" type="checkbox"/> Epic <input checked="" type="checkbox"/> Test Case	Global (all unconfigured projects)	Edit Associate Copy
LZT: Scrum Issue Type Scheme	<input checked="" type="checkbox"/> Task <input checked="" type="checkbox"/> Sub-task <input checked="" type="checkbox"/> Story (Default) <input checked="" type="checkbox"/> Bug <input checked="" type="checkbox"/> Epic	+ LetzdoTesting	Edit Associate Copy Delete
Project A	<input checked="" type="checkbox"/> Bug <input checked="" type="checkbox"/> Task	No projects	Edit Associate Copy Delete

Issue type scheme created successfully

Step 6 : To associate projects with this newly created scheme, Click **Associate**

JIRA Dashboards Projects Issues Boards Create Search Back to project: LetzdoTesting

Administration Search JIRA admin

Applications Projects Issues Add-ons System User management Billing Discover new applications

ISSUE TYPES

- Issue types
- Issue type schemes
- Sub-tasks

WORKFLOWS

- Workflows
- Workflow schemes

SCREENS

- Screens
- Screen schemes
- Issue type screen schemes

FIELDS

- Custom fields
- Field configurations
- Field configuration schemes

Issue type schemes

Add Issue Type Scheme

An issue type scheme determines which issue types will be available to a set of projects. It also allows to specify the order in which the issue types are presented in the user interface.

Name	Options	Projects	Actions
Default Issue Type Scheme	<input checked="" type="checkbox"/> Epic <input checked="" type="checkbox"/> Test Case	Global (all unconfigured projects)	Edit Associate Copy
LZT: Scrum Issue Type Scheme	<input checked="" type="checkbox"/> Task <input checked="" type="checkbox"/> Sub-task <input checked="" type="checkbox"/> Story (Default) <input checked="" type="checkbox"/> Bug <input checked="" type="checkbox"/> Epic	+ LetzdoTesting	Edit Associate Copy Delete
Project A	<input checked="" type="checkbox"/> Bug <input checked="" type="checkbox"/> Task	No projects	Edit Associate Copy Delete

Click here

Step 7 : In the next screen, Select the project (multi-select allowed), Click Associate and follow migration steps until finish to complete the association.

JIRA Dashboards Projects Issues Boards Create

Administration

Search JIRA admin

Applications Projects **Issues** Add-ons System User management Billing Discover new applications

ISSUE TYPES

- Issue types

Issue type schemes

- Sub-tasks

WORKFLOWS

- Workflows
- Workflow schemes

SCREENS

- Screens

Associate Issue Type Scheme

Choose the projects that you wish the scheme **Project A** to apply to. All selected projects will change from to be migrated.

Scheme Name	Project A
Description	Deals with tutorials planning and writing
Projects	Letzdotesting

Apply for all issues

Click here and follow prompts

Associate **Cancel**

Step 8 : Edit or delete Issue type scheme by clicking **Edit** or **Delete** option

JIRA Dashboards Projects Issues Boards Create Search Back to project: Letzdotesting

Administration

Search JIRA admin

Applications Projects **Issues** Add-ons System User management Billing Discover new applications

Issue type schemes

Add Issue Type Scheme

An issue type scheme determines which issue types will be available to a set of projects. It also allows to specify the order in which the issue types are presented in the user interface.

Name	Options	Projects	Actions
Default Issue Type Scheme	<input checked="" type="checkbox"/> Epic <input checked="" type="checkbox"/> Test Case	Globally (all unconfigured projects)	Edit Associate Copy
LZT: Scrum Issue Type Scheme	<input checked="" type="checkbox"/> Task <input checked="" type="checkbox"/> Sub-task <input checked="" type="checkbox"/> Story (Default) <input checked="" type="checkbox"/> Bug <input checked="" type="checkbox"/> Epic	+ Letzdotesting	Edit Associate Copy Delete
Project A	<input checked="" type="checkbox"/> Bug <input checked="" type="checkbox"/> Task	No projects	Edit Associate Copy Delete

Edit here **Delete here**

Once Issue type scheme is created, Issue type scheme can be re-used across multiple projects which are similar.

How to Share and Export an Issue in JIRA?

Step 1 : Click the Issue that you want to share with others in the team.

JIRA Backlog board showing the 'LZT Sprint 1' backlog with 4 issues:

- LZT-1 GUI Controls are not aligned properly
- LZT-2 Fix the GUI control bug
- LZT-3 Investigation about the Web Design
- LZT-4 GUI Design for Letzdotesting Web project

Step 2 : Once the Issue is loaded in the side panel, Click the Issue link.

JIRA Backlog board showing the 'LZT Sprint 1' backlog with 4 issues. The issue LZT-1 is selected, and its details panel is open on the right:

LZT-1
GUI Controls are not aligned properly

Details

- Status: TO DO (View workflow)
- Priority: Medium
- Component(s): None
- Labels: None
- Affects Version(s): None
- Fix Version(s): None
- Epic Link: None

Step 3 : Click the Share option in the top right.

JIRA Issue Details Page

Issue Key: Lzt-1
Summary: GUI Controls are not aligned properly

Details:

- Type: Bug
- Priority: Medium
- Component/s: None
- Labels: None
- Sprint: Lzt Sprint 1, Lzt Sprint 1, Lzt Sprint 1, Lzt Sprint 1

Description: Home Page user interface controls are misaligned to the right side of the page.

People:

- Assignee: Unassigned
- Reporter: Shobika Ramasubbarayulu [Administrator]
- Votes: 0
- Watchers: 1 Stop watching this issue

Dates:

Buttons: Edit, Comment, Assign, To Do, In Progress, Done, Admin

A red speech bubble points to the 'Share' button in the top right corner of the toolbar, with the text 'Click Share option'.

Step 4 : In the Link to Issue prompt,

JIRA Issue Details Page

Issue Key: Lzt-1
Summary: GUI Controls are not aligned properly

Details:

- Type: Bug
- Priority: Medium
- Component/s: None
- Labels: None
- Sprint: Lzt Sprint 1, Lzt Sprint 1, Lzt Sprint 1, Lzt Sprint 1

Description: Home Page user interface controls are misaligned to the right side of the page.

Attachments:

Link to Issue: https://lzttesting.atlassian.net/browse/Lzt-1

User name or email: 1 (highlighted with a red circle)

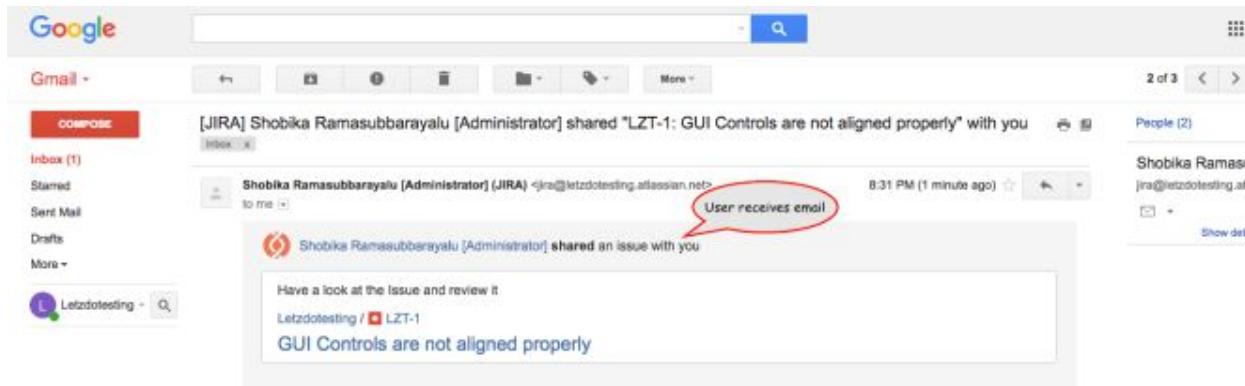
Note: 2 (highlighted with a red circle)
Have a look at the issue and review it

Buttons: Click here, Share, Cancel

1. Enter the User Name or Email address of the User
2. Enter Additional Note for the User

Once all the information is entered, Click **Share**

Step 5 : User receives an email like below,



Step 6 : To export an Issue in different format, Click the Export option

The screenshot shows a JIRA issue page for 'LZT-1' titled 'GUI Controls are not aligned properly'. The issue details include Type: Bug, Priority: Medium, Component/s: None, Labels: None, and Sprint: LZT Sprint 1. The description states: 'Home Page user interface controls are misaligned to the right side of the page.' On the right side, there is a 'People' section and a 'Buttons' bar. A red circle highlights the 'Click here' button next to the 'Export this issue in another format' link.

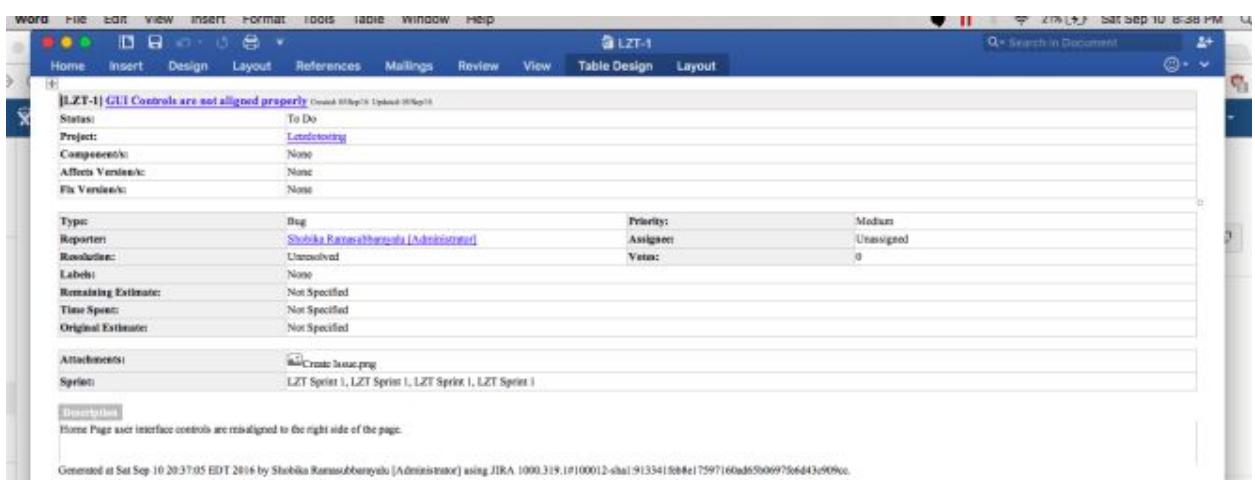
Step 7 : Choose the format for the Export

The screenshot shows the same JIRA issue page for 'LZT-1'. The 'Buttons' bar now displays a dropdown menu with three options: 'XML', 'Word', and 'Printable'. A red circle highlights the 'Word' option. The rest of the page content remains the same as in the previous step.

Step 8 : Choose file name, location, and Save the file

A screenshot of the JIRA interface showing an issue titled "GUI Controls are not aligned properly". A modal dialog box is open, prompting the user to save the issue as a Microsoft Word document. The dialog shows the file name as "LZT-1.doc", the format as "Microsoft Word 97 - 2004 docu...", and a "Save" button highlighted with a red oval. The JIRA UI includes tabs like Edit, Comment, Assign, To Do, In Progress, Details, Resolution (Unresolved), and People (Assignee: Unassigned, Reporter: Shobika [Administrator]).

Step 9 : Exported Issue looks like below,



Manage Issues effectively using these different features of JIRA

How to create a Dashboard in JIRA?

Dashboards are used to track the issues and projects that you are working on. It will also be used to prioritize the work.

Step 1 : Click Dashboard in the top bar menu and select View all Dashboard option

The screenshot shows the JIRA home page. At the top, there is a navigation bar with links for Dashboards, Projects, Issues, Boards, and Create. Below the navigation bar, there is a search bar and a section for 'QUICK FILTERS' with options for 'Only My Issues' and 'Recently Updated'. On the left side, there is a sidebar with icons for Dashboards, Projects, Issues, Boards, and Create. The main content area shows a board named 'LZT bo...' with a message 'View system dashboard' and a 'Click here' button. Below the board, there is a section for 'LZT Sprint 1' which contains 4 issues, with a date range from 05/Sep/16 4:16 PM to 19/Sep/16 4:16 PM. There are also sections for 'VERSIONS' and 'EPICS'.

Step 2 : Click **Create Dashboard**

The screenshot shows the 'Dashboards' page in JIRA. At the top, there is a navigation bar with links for Dashboards, Projects, Issues, Boards, and Create. Below the navigation bar, there is a search bar and a 'Create' button. In the center, there is a section titled 'Favorites' with links for 'My', 'Popular', and 'Search'. To the right, there is a section titled 'Favorite Dashboards' with a message stating 'This page allows you to manage all your favorite dashboards.' Below this, there is a 'Name' input field and a message stating 'You have no favorite dashboards.' At the bottom right, there are buttons for 'Create dashboard' and 'Restore defaults'.

Step 3 : In the next window,

Create dashboard

The screenshot shows the 'Create dashboard' interface. Step 1 highlights the 'Name' field with the value 'My Dashboard'. Step 2 highlights the 'Description' field with the value 'Love my Dashboard'. Step 3 highlights the 'Favorite' star icon. Step 4 highlights the 'Shared with' dropdown menu, which includes 'Project: Letzdoteesting' and other options like 'All'. A red circle with 'Click here' points to the 'Create' button at the bottom of the dropdown.

1 Name * My Dashboard

Description Love my Dashboard

2

Start from Blank dashboard

Choose a dashboard whose gadgets will be copied to the new dashboard.
Alternatively, choose 'Blank dashboard' to create a dashboard with no gadgets.

3 Favorite ★

Shared with Group: administrators Project: Letzdoteesting

4

Project Letzdoteesting All + Add

Shared with **Click here** permission to browse the 'Letzdoteesting' project

Create

1. Enter Name of the Dashboard
2. Enter Description
3. Set Favorite option
4. Share Dashboard with groups and project members

Once all the information is entered, Click **Create**

Step 4 : Dashboard created successfully

The screenshot shows the JIRA Dashboards page. It lists a single dashboard named 'My Dashboard' under 'Favorite Dashboards'. The 'Name' column shows 'My Dashboard' with a red circle containing 'Dashboard created'. The 'Owner' column shows 'Shobika Ramasubbeyalu [Administrator] (admin)'. The 'Shared with' column shows 'Group: administrators' and 'Project: Letzdoteesting'. A red circle with 'Click here' points to the 'Dashboard created' message.

Favorite Dashboards			
This page allows you to manage all your favorite dashboards.			
Name	Owner	Shared with	⋮
★ My Dashboard Dashboard created	Shobika Ramasubbeyalu [Administrator] (admin)	+ Group: administrators + Project: Letzdoteesting	⋮

Step 5 : Edit or delete Dashboard by clicking **Edit** or **Delete** option

JIRA Dashboards page showing the 'My Dashboard' entry in the 'Favorite Dashboards' list. The entry includes the name 'My Dashboard', owner 'Shobika Ramasubbenayulu [Administrator] (admin)', and sharing information ('Group: administrators', 'Project: Letzdotesting'). A context menu is open on the entry, with the 'Edit' option highlighted and circled.

Step 6 : Click Dashboard Name to Add gadgets

JIRA Dashboards page showing the 'My Dashboard' entry in the 'Favorite Dashboards' list. A red circle highlights the 'Click here' link next to the dashboard name.

Step 7 : Click any *Add gadget* option to add gadgets to the Dashboard

JIRA My Dashboard page. Two 'Click here' links are highlighted with red circles: one on the left side of the dashboard area and one on the right side.

Step 8 : Click Load all gadgets link

Add a gadget

Search

CATEGORIES

- All 2
- JIRA 2

More gadgets available

Additional gadgets have been found and can be loaded.

Load all gadgets [Click here](#)

 Bubble Chart
By Atlassian + Local
Bubble Charts help you identify popular and significant issues by displaying data in four dimensions.

 Introduction
By Atlassian + Local
An introduction to this installation of JIRA.

Add gadget

Step 9 : Click **Add gadget** to any gadget that you want to show up on your Dashboard

Add a gadget

Search

CATEGORIES

- All 48
- Charts 13
- JIRA 45
- Other 3
- Wallboard 16

 Activity Stream
By Atlassian + Local
Lists recent activity in a single project, or in all projects.
Show XML link

 Agile Wallboard Gadget
By Atlassian + Local
Displays a board as a Wallboard gadget
Show XML link

 Assigned to Me
By Atlassian + Local
Displays all unresolved issues assigned to me
Show XML link

 Average Age Chart
By Atlassian + Local
Displays the average number of days issues have been unresolved.
Show XML link

Add gadget

Click here

Step 10 : My Dashboard created with gadgets successfully

The screenshot shows the JIRA 'My Dashboard' page. At the top, there's a navigation bar with links for Dashboards, Projects, Issues, Boards, Create, and a search bar. Below the navigation is the title 'My Dashboard'. On the left, there's a 'Assigned to Me' gadget showing three issues: LZT-4, LZT-3, and LZT-2. On the right, there's a 'Days Remaining in Sprint Gadget' showing 'LZT Sprint 1' with '5 Days Remaining'.

Step 11 : Edit a gadget by clicking the Ellipsis button (three dots) and choose Edit. Customize the top bar colors by selecting colors.

This screenshot shows the same JIRA dashboard as above, but with a red header color applied to the 'Assigned to Me' gadget. A context menu is open over this gadget, showing options: Maximize, Minimize, Delete, and Edit. The rest of the dashboard, including the 'Issue Statistics' gadget below, has its original blue header color.

Note : Re-arrange the gadgets position by dragging and dropping

Track issues with your *My Dashboard* to work and prioritize effectively

How to generate Reports in JIRA?

Reports are used to track the progress of the issues effectively.

Step 1 : Select the project



The screenshot shows the JIRA interface with the following details:

- Header:** JIRA logo, Dashboards, Projects, Issues, Boards, Create.
- Project Selection:** CURRENT PROJECT dropdown showing "Letztesting (LZT)" (highlighted with a red box).
- Project Information:** Software, Service Desk, Business.
- Actions:** View all projects, Create project.
- Side Bar:** VERSIONS, EPICS.
- Board View:** Backlog board for "LZT board".
- Callout:** FILL YOUR BACKLOG WITH ISSUES. This is your team backlog. Create and estimate new issues, and prioritize the backlog using drag and drop.

Step 2 : Click Reports option in the side bar.

The screenshot shows the JIRA interface for the 'LZT board' under the 'Backlog' section. A red circle highlights the 'Click here' button next to the 'Reports' icon in the sidebar. The backlog list includes three items:

- LZT-1 GUI Controls are not aligned properly
- LZT-2 Fix the GUI control bug
- LZT-3 Investigation about the Web Design

Step 3 : Select the report that you want to generate the report for.

The screenshot shows the JIRA 'Reports' screen with the 'All reports' tab selected. The 'Agile' section is highlighted, showing four report types with their descriptions:

- Burndown Chart**: Track the total work remaining and project the likelihood of achieving the sprint goal. This helps your team manage its progress and respond accordingly.
- Sprint Report**: Understand the work completed or pushed back to the backlog in each sprint. This helps you determine if your team is overcommitting or if there is excessive scope creep.
- Velocity Chart**: Track the amount of work completed from sprint to sprint. This helps you determine your team's velocity and estimate the work your team can realistically achieve in future sprints.
- Cumulative Flow Diagram**: Shows the statuses of issues over time. This helps you identify potential bottlenecks that need to be investigated.

Step 4 : Click Switch Report option to View different formats of Reports that can be generated using JIRA.

JIRA Dashboards Projects Issues Boards Create Search

All reports [Switch report](#)

Agile

- Burndown Chart
- Sprint Report
- Velocity Chart
- Cumulative Flow Diagram
- Version Report
- Epic Report
- Control Chart
- Epic Burndown
- Release Burndown

Burndown Chart
Track the total work remaining and project the likelihood of achieving the sprint goal. This helps your team manage its progress and respond accordingly.

Sprint Report
Understand the work completed or pushed back to the backlog in each sprint. This helps you determine if your team is overcommitting or if there is excessive scope creep.

Velocity Chart
Track the amount of work completed from sprint to sprint. This helps you determine your team's velocity and estimate the work your team can realistically achieve in future sprints.

Cumulative Flow Diagram
Shows the status of issues over time. This helps you identify potential bottlenecks that need to be investigated.

Step 5 : Scroll down to view different forms of reporting option available. Select Pie chart (I love Pie charts 😊)

Issue analysis

Average Age Report
Shows the average age of unresolved issues for a project or filter. This helps you see whether your backlog is being kept up to date.

Created vs. Resolved Issues Report
Maps created issues versus resolved issues over a period of time. This can help you understand whether your overall backlog is growing or shrinking.

Pie Chart Report
Shows a pie chart of issues for a project/filter grouped by a specified field. This helps you see the breakdown of a set of issues, at a glance.

Recently Created Issues Report
Shows the number of issues created over a period of time for a project/filter, and how many were resolved. This helps you understand if your team is keeping up with incoming work.

Step 6 : In the next window, Select the statistic type and click Next

Configure - Pie Chart Report

Report: Pie Chart Report

Description:

Shows a pie chart of issues for a project/filter grouped by a specified field. This helps you see the big picture at a glance.

Project or Saved Filter Letzdotesting Change Filter or Project...

Filter Project or saved filter to use as a graph.

Statistic Type Select Type

Status Select which type of statistic to display for this filter

Click here

Next Cancel

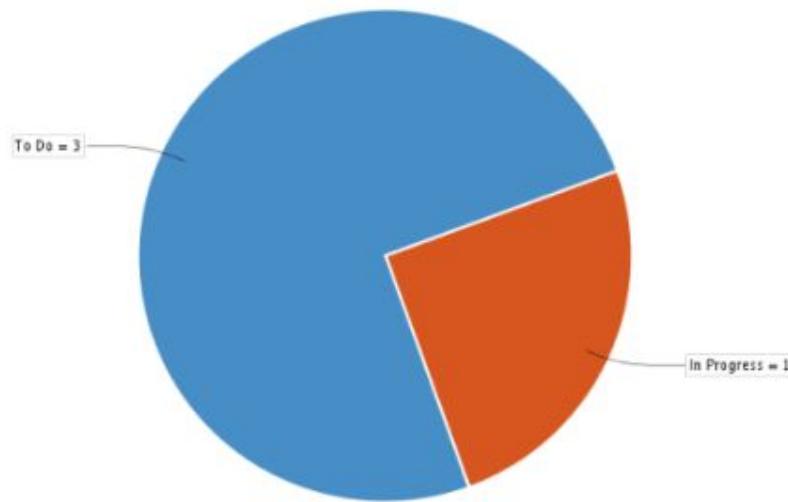
Step 7 : Pie chart report generated successfully based on the Project Issue types statuses.

JIRA Dashboards Projects Issues Boards Create

Pie Chart Report

Project: Letzdoteesting (Status)

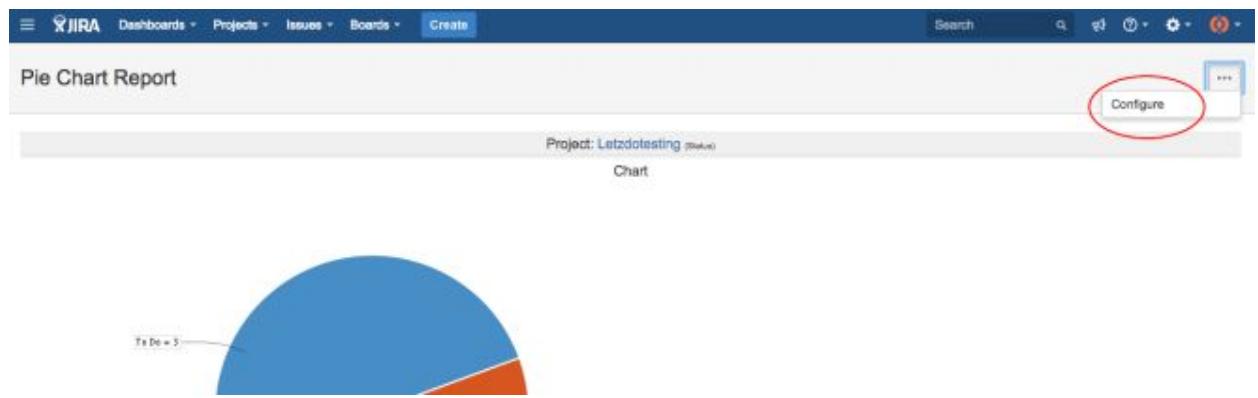
Chart



Data Table

	Issues	%
To Do	3	75%
In Progress	1	25%

Step 8 : To **Configure** Report with new statistic type, Click Ellipsis button (three dots) and Select configure option to update the value of the Pie chart report.



Reports can be used for presentation to show stakeholders about the project's status and progress.