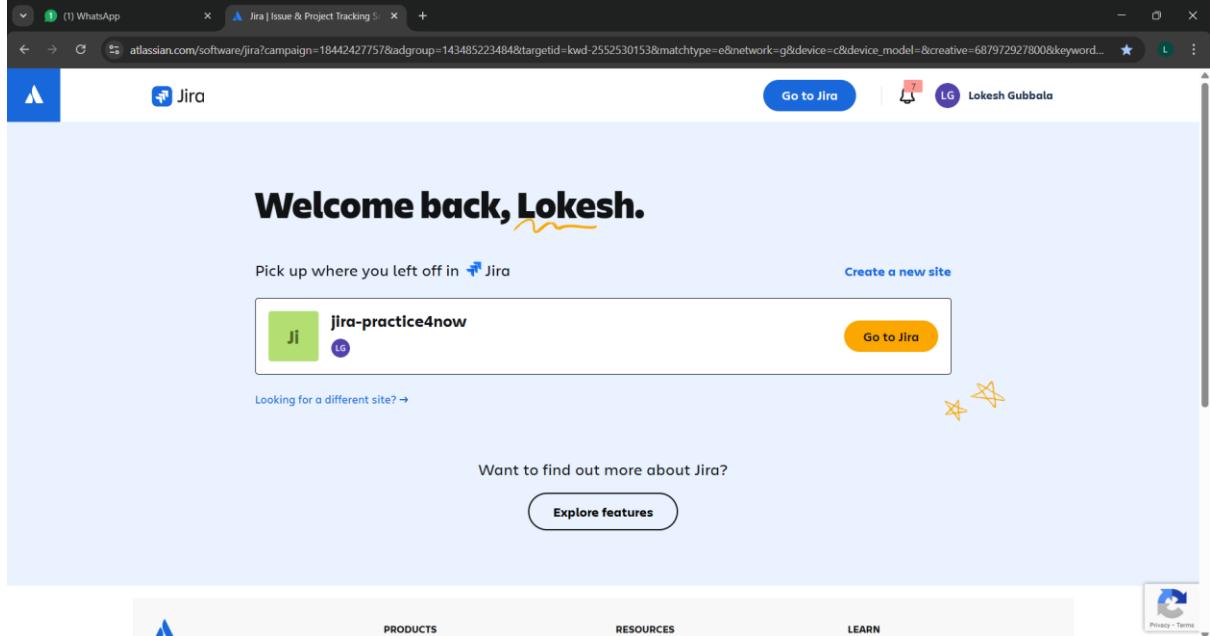


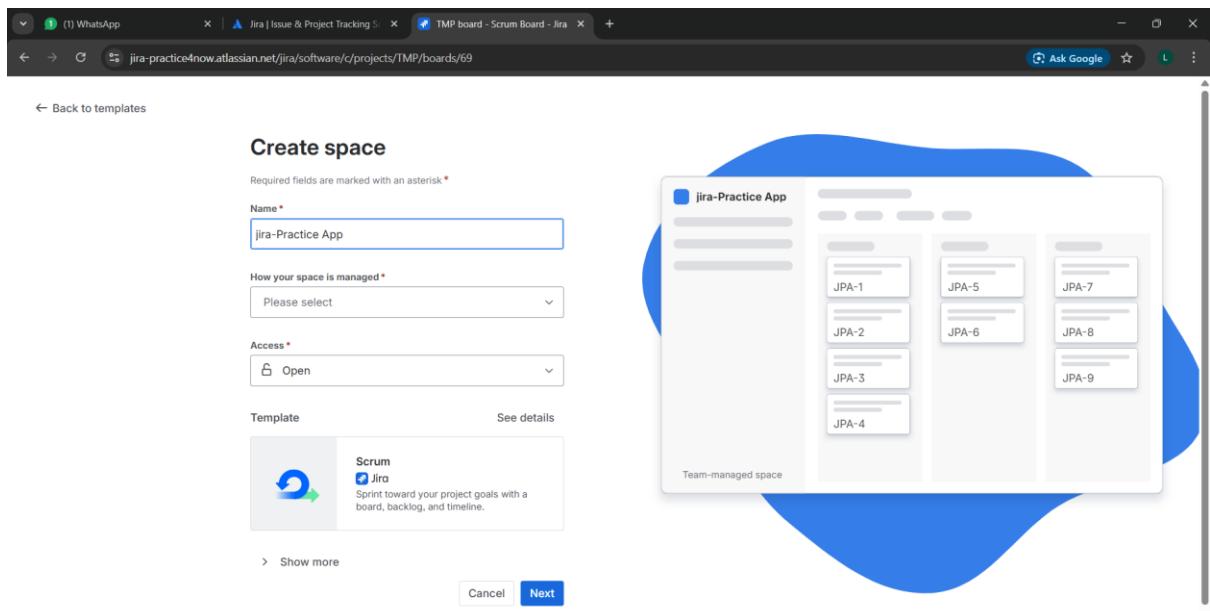
Jira

1.creating jira instance



Go to google and search for Atlassian jira>create jira instance

2.creating a project/space



After creating a jira instance ,we can create a space which may be a team based space or company based space

*“project” is the term used for “Space” in early version

Here team based have high customization scope where company based have control by the admin only.

3. Work items /issues in jira by default

The screenshot shows the 'Work types' section of the 'JA: Scrum Issue Type Scheme' in Jira. The table lists the following work types:

Work Type	Description	Workflow	Field configuration	Screen
Story	Created by Jira Agile - do not edit or delete. Issue type for a user story.	Software Simplified Workflow for Project JA	Default Field Configuration	JA: Scrum Default Screen Scheme
Bug	A problem or error.	Software Simplified Workflow for Project JA	Default Field Configuration	JA: Scrum Bug Screen Scheme
Epic	A collection of related bugs, stories, and tasks.	Software Simplified Workflow for Project JA	Default Field Configuration	JA: Scrum Default Screen Scheme
Task	A small, distinct piece of work.	Software Simplified Workflow for Project JA	Default Field Configuration	JA: Scrum Default Screen Scheme
Sub-task	A small piece of work that's part of a larger task.	Software Simplified Workflow for Project JA	Default Field Configuration	JA: Scrum Default Screen Scheme

4. Creating a story

The screenshot shows the 'Create Story' dialog box in Jira. The form fields are as follows:

- Space: jiraPractice App (JA)
- Work type: Story
- Status: Open
- Sprint: Select sprint
- Summary: (checkbox) Create another

5.Creating a subtask under a story

The screenshot shows the Jira interface for a backlog board named 'scrum-board-1'. On the left, the sidebar includes links for 'For you', 'Filters', 'Recent', 'Starred', 'Spaces', 'Test management', 'TMP board', 'jiraPractice App', 'Teams', and 'More'. The main area displays a backlog with several items. One item, 'JA-14 adding trustable custom...', is expanded to show its subtasks: 'JA-15 generating a username a...', 'JA-5 create account', 'JA-6 gather requirements', 'JA-8 do coding', 'JA-9 do testing', 'JA-10 deploy it', and 'JA-7 design'. The 'do coding' subtask is currently selected and has a status of 'IN PROGRESS'. A detailed view on the right shows the 'do coding' subtask with fields for 'Description' (set to 'In Progress'), 'Linked work items' (empty), and 'Details' (Assignee: Unassigned, Reporter: Lokesh Gubbala, Development: Create branch).

6.creating an epic

The screenshot shows the Jira interface with the 'Create Epic' dialog box open. The dialog box has fields for 'Space' (set to 'jiraPractice App (JA)'), 'Work type' (set to 'Epic'), 'Status' (set to 'Open'), and 'Sprint' (set to 'Select sprint'). There is also a 'Summary' field and a checkbox for 'Create another'. The background shows the same Jira backlog board as the previous screenshot, with the 'do coding' subtask still visible in the 'In Progress' state.

7.creating a task

The screenshot shows the Jira interface with a 'Create Task' dialog box open. The dialog box has the following fields:

- Space:** jiraPractice App (JA)
- Work type:** Task (selected)
- Status:** Open
- Sprint:** Select sprint (Jira Software sprint field)
- Summary:** (empty)
- Create another:** (checkbox)

At the bottom right of the dialog box are 'Cancel' and 'Create' buttons. The background shows a backlog of work items with one item labeled 'do coding'.

8.creating a component

The screenshot shows the Jira interface with a 'Create Jira component' dialog box open. The dialog box has the following fields:

- Name:** client-components
- Description:** work items related to client
- Component lead:** Select person (dropdown)
- Default assignee:** Space default (dropdown)

At the bottom right of the dialog box are 'Save' and 'Cancel' buttons. The background shows a sidebar with 'Components' selected and a list of existing components: 'second-comp' and 'first-comp'. A compass icon is visible at the bottom right.

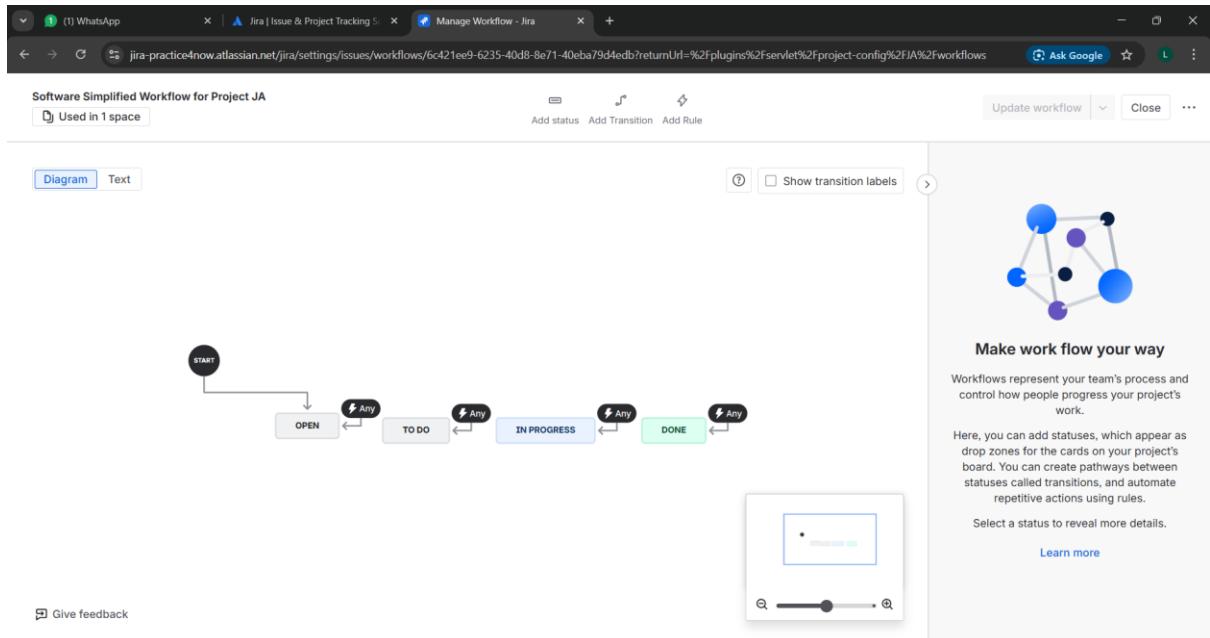
9.creating a version

The screenshot shows the 'Create release' dialog box in Jira. The 'Release name' field contains 'version 1,0'. The 'Start Date' and 'Release date' both show '18/02/1993'. The 'Driver' field is populated with 'Lokesh Gubbala'. A note at the bottom states: 'There aren't any versions in this project with that status. Check your filters and try again.' A 'Save' button is visible at the bottom right.

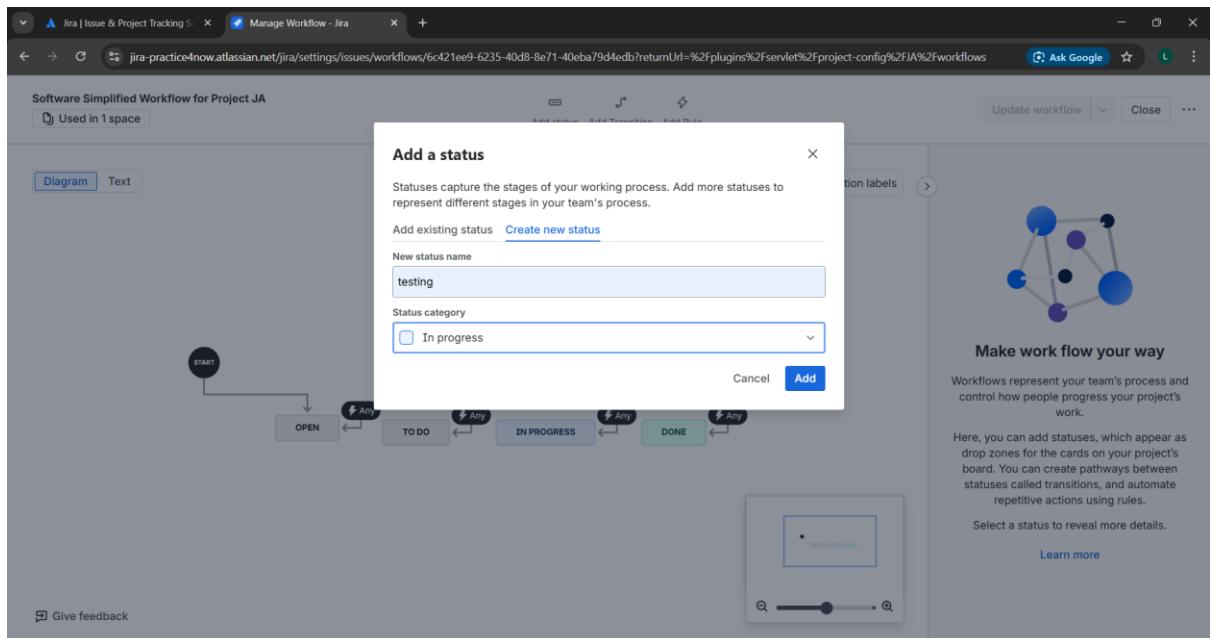
10.linkin an work items or adding dependence between work items

The screenshot shows the Jira backlog view for 'scrum-board-1'. The backlog is filtered to show 'Epic' items. One epic, 'scrum-bo', has four sub-items: 'user account', 'tracking and analytics', 'user management', and 'cards management'. Under 'user management', there are five work items: JA-14, JA-15, JA-5, JA-6, and JA-8. JA-5 is highlighted with a red border and labeled 'do coding'. JA-8 is labeled 'IN PROGRESS'. JA-9 and JA-10 are also listed under the same epic. On the right side, there is a 'Jira work item' panel for JA-5, showing its status as 'In Progress' and a 'do coding' task. A 'Linked work items' section shows JA-5 is blocked by another item. A sidebar on the left lists various Jira spaces and recent activity.

11.editing a workflow



12.creating a status



13.Mapping the newly created status to one of the three categories such as to do,in progess,done

The screenshot shows the 'Columns' section of the Jira board settings. On the left, there's a sidebar with 'Board settings' and 'scrum-board-1' sections. Under 'scrum-board-1', 'Layout' is expanded, and 'Columns' is selected. The main area shows a 'Map statuses to columns' interface. It lists 'Unmapped statuses' and three columns: 'TO DO', 'IN PROGRESS', and 'DONE'. Each column has a dropdown menu. The 'TESTING' status is being moved from the 'IN PROGRESS' column to the 'DONE' column. A tooltip indicates 'Drag and drop a status here to hide it from the board and backlog.'

14.JQL query based on status

The screenshot shows the 'Work item search - Jira' page. The URL in the address bar is `jira-practice4now.atlassian.net/issues?jql=status%3D%20to%20do%20order%20by%20created%20ASC`. The search bar contains 'status="to do" order by created ASC'. The results table is titled 'All work' and has columns: Work, Assignee, Reporter, Priority, Status, and Resolved. There are 43 items listed, all of which are 'TO DO' status. The first few items are:

Work	Assignee	Reporter	Priority	Status	Resolved
JA-5 create account	Lokesh Gubbala	Lokesh Gubbala	Medium	TO DO	Unresolved
JA-6 gather requirements	Lokesh Gubbala	Lokesh Gubbala	Medium	TO DO	Unresolved
JA-10 deploy it	Unassigned	Lokesh Gubbala	Medium	TO DO	Unresolved
JA-11 filter users	Unassigned	Lokesh Gubbala	Medium	TO DO	Unresolved
JA-12 reviews and ratings	Unassigned	Lokesh Gubbala	Medium	TO DO	Unresolved
JA-13 tagging the most rated products	Unassigned	Lokesh Gubbala	Medium	TO DO	Unresolved
JA-16 Admin work	Unassigned	Lokesh Gubbala	Medium	TO DO	Unresolved
JA-17 create workflows	Unassigned	Lokesh Gubbala	Medium	TO DO	Unresolved
JA-18 create labels	Unassigned	Lokesh Gubbala	Medium	TO DO	Unresolved
JA-19 create components	Unassigned	Lokesh Gubbala	Medium	TO DO	Unresolved
JA-20 create versions	Unassigned	Lokesh Gubbala	Medium	TO DO	Unresolved

15.JQL query based on day

The screenshot shows the Jira 'All work' search results page. A sidebar on the left contains filters for 'For you', 'Filters', 'Search work items', 'Starred', 'Recent', 'Filter for JA board', 'Default filters', 'My open work items', 'Reported by me', 'All work items', 'Open work items', 'Done work items', 'Viewed recently', 'Created recently', 'Resolved recently', 'Updated recently', and 'View all filters'. The main search bar has the query 'Basic JQL created > -7d order by created ASC'. The results table has columns: Work, Assignee, Reporter, Priority, Status, and Resolution. The results list 52 items, mostly labeled 'TMP-X' with various descriptions like 'customer login' or 'owner adding customer test'. The status for most items is 'TO DO' and the priority is 'Medium'.

16.Bulk operations using JQL

The screenshot shows the 'Bulk Operation' interface in Jira. The left sidebar includes 'For you', 'Filters', 'Recent', 'Starred', 'Spaces', 'Teams', and 'More'. The main area is titled 'Step 1 of 4: Choose issues' under the heading 'Choose Issues'. It displays a table of issues:

	T	Key	Summary	Assignee	Reporter	P	Status	Resolution	Created	Updated	Due	Component
<input type="checkbox"/>	JA-5	create account	Lokesh Gubbala	Lokesh Gubbala	=	TO DO	Unresolved	31/Dec/25	05/Jan/26			
<input type="checkbox"/>	JA-6	JA-5 / gather requirements	Lokesh Gubbala	Lokesh Gubbala	=	TO DO	Unresolved	31/Dec/25	19/Jan/26	19/Jan/26		
<input type="checkbox"/>	JA-10	JA-5 / deploy it	Unassigned	Lokesh Gubbala	=	TO DO	Unresolved	31/Dec/25	21/Jan/26			
<input type="checkbox"/>	JA-11	filter users	Unassigned	Lokesh Gubbala	=	TO DO	Unresolved	31/Dec/25	21/Jan/26			
<input type="checkbox"/>	JA-12	reviews and ratings	Unassigned	Lokesh Gubbala	=	TO DO	Unresolved	01/Jan/26	21/Jan/26			
<input type="checkbox"/>	JA-13	tagging the most rated products	Unassigned	Lokesh Gubbala	=	TO DO	Unresolved	01/Jan/26	21/Jan/26			
<input type="checkbox"/>	JA-16	Admin work	Unassigned	Lokesh Gubbala	=	TO DO	Unresolved	02/Jan/26	21/Jan/26			
<input type="checkbox"/>	JA-17	JA-16 / create workflows	Unassigned	Lokesh	=	TO DO	Unresolved	02/Jan/26	21/Jan/26			

17. Saving a filter

The screenshot shows the Jira interface with the 'All work' board selected. A modal dialog box titled 'Save filter' is open in the center. The dialog has tabs for 'Basic', 'JQL', and 'status'. The 'Basic' tab is active, showing fields for 'Name' (set to 'to do items'), 'Description' (set to 'to do items in the jiraPractice project'), and 'Viewers' (set to 'Space: jiraPrac...', 'Role: All roles', and 'Visibility: Private'). Below these are sections for 'Editors' (similar settings) and 'Unassigned' and 'Lokesh Gubala' sections. At the bottom right of the dialog are 'Cancel' and 'Save' buttons. The background shows a list of issues with columns for 'Priority', 'Status', and 'Resolution'.

18. Planning a sprint

The screenshot shows the Jira interface with the 'scrum-board-1 - Backlog' board selected. The backlog is organized into sprints: 'scrum-bo Sprint 1' (1 Jan – 15 Jan) and 'scrum-bo Sprint 2' (15 Jan – 29 Jan). The 'Epic' section shows a hierarchy of user stories under epics like 'user account', 'tracking and analytics', 'user management', and 'cards management'. The 'Backlog' section shows individual issues with columns for 'Version' (e.g., VERSION 2.0), 'Status' (e.g., IN PROGRESS, TESTING, TO DO), and 'Assignee' (e.g., USER ACCOUNT). A 'Bulk action complete' message at the bottom left indicates 30 work items were edited. The bottom navigation bar includes buttons for 'Create', 'Edit fields', 'Change status', 'Watch options', 'Delete', and 'Create sprint'.

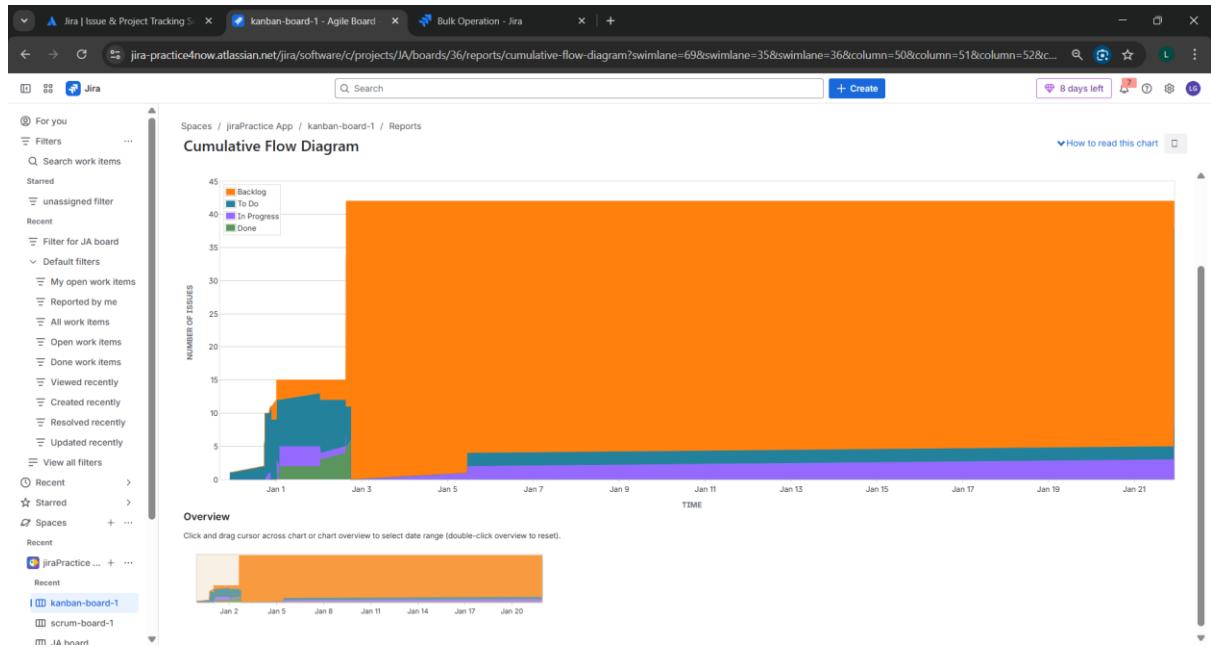
19.creating Kanban board

The screenshot shows the Jira interface for creating a new Kanban board. A modal window titled "Create a board" is open, prompting the user to name the board "kanban-board-1". Below the name input is a dropdown menu labeled "Choose what to include in this board" with the option "Select". To the right of the modal is a preview of the Kanban board with three columns: "IN PROGRESS", "TESTING", and "DONE". The "IN PROGRESS" column has 13 items. The "TESTING" column has 20 items, with one item due on "19 Jan". The "DONE" column has 0 items. At the bottom of the modal, there are "Cancel" and "Create" buttons. The background shows the Jira sidebar with "scrum-board-1" selected. A notification at the bottom left says "Bulk action complete" with the message "You've edited 30 work items."

20.enabling backlog in kanban board

The screenshot shows the Jira interface for configuring columns in a Kanban board. The left sidebar shows "kanban-board-1" selected under "Layout". The "Columns" tab is active. On the left, there are sections for "Swimlanes", "Card colours", "Card layout", and "Quick filters". A note about "View space settings" is present. In the center, there's a section for "Kanban backlog" with a note: "A dedicated space away from the board to plan your team's work." Below this are three columns: "TO DO" (Min: None, Max: None), "IN PROGRESS" (Min: None, Max: 2), and "DONE" (Min: None, Max: None). Each column has a "Set resolution" checkbox. At the bottom, there's a note: "Drag and drop a status here to hide it from the board and backlog." The top of the screen shows the Jira header with tabs like "Board settings", "Columns", "Swimlanes", "Card colours", "Card layout", and "Quick filters".

21.Cummulative flow diagram for kanban



22.creating a label and assign to multiple projects within the instance

The screenshot shows a Jira issue creation form with the "Details" section expanded. The "Labels" field is highlighted, showing a dropdown menu with two items: "block" and "scrum-bo Sprint 1". Other fields visible include "Reporter" (Lokesh Gubbala), "Development" (with options for "Create branch" and "Create commit"), "Due date", "Start date", "Sprint" (scrum-bo Sprint 1), "Fix versions" (version 2.0), "Priority" (Medium), and "Parent" (JA-5 create account).

Field	Value
Reporter	Lokesh Gubbala
Development	Create branch Create commit
Labels	wishlist block scrum-bo Sprint 1
Due date	
Start date	
Sprint	scrum-bo Sprint 1
Fix versions	version 2.0
Priority	Medium
Parent	JA-5 create account

23.setting WIP (work in progress) limit.

