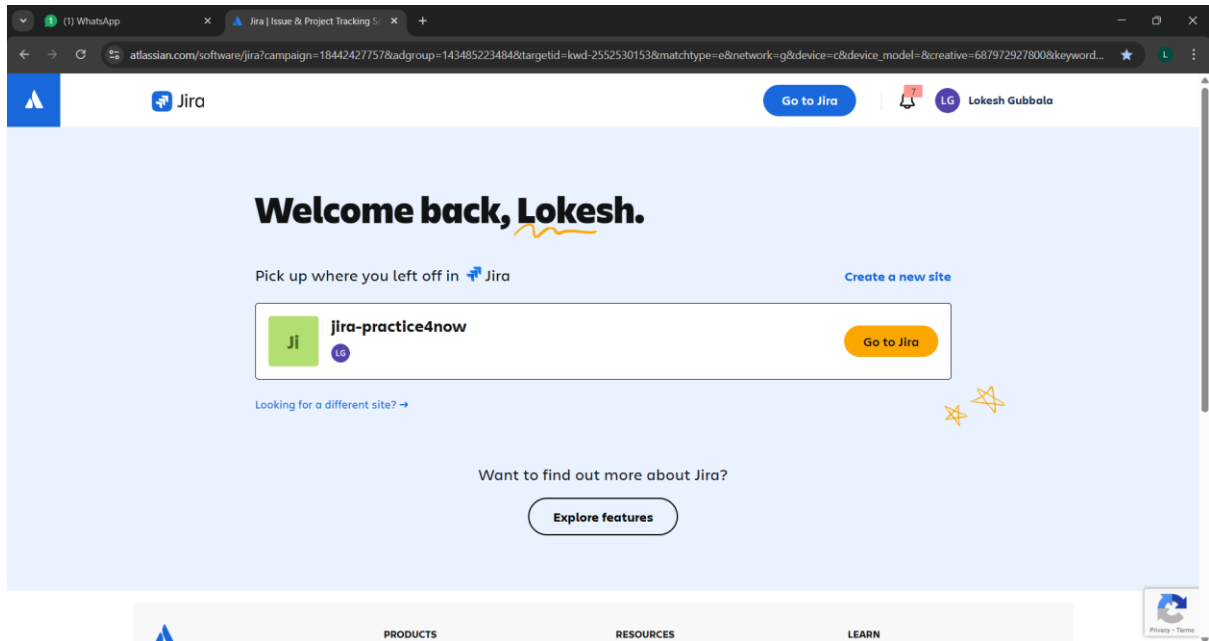


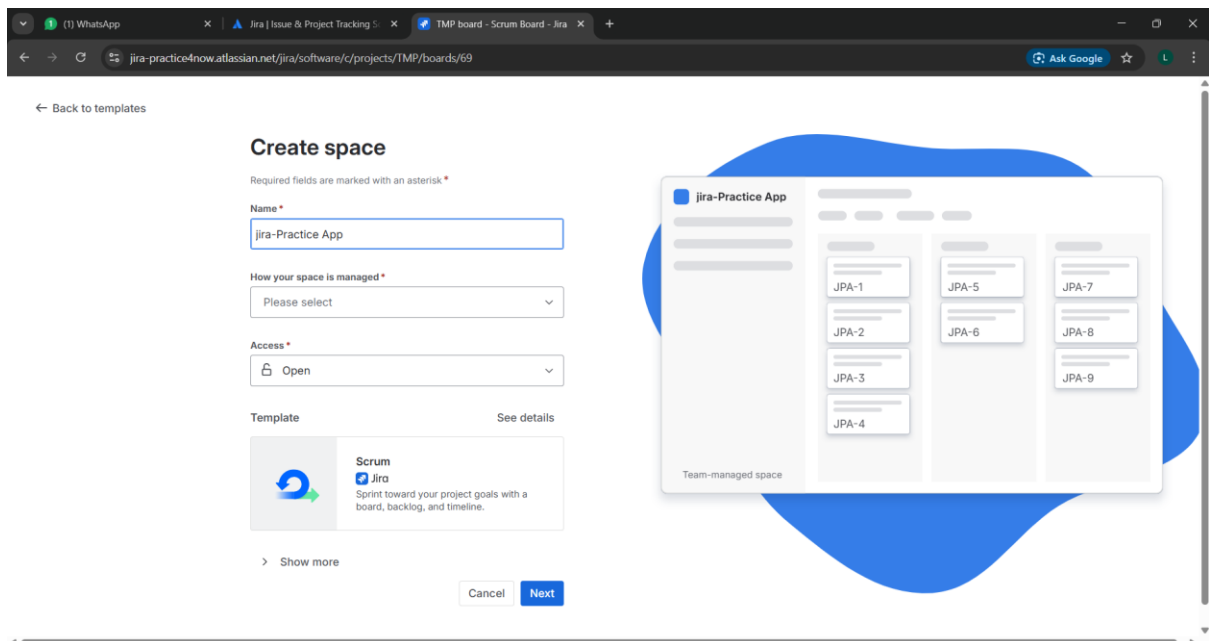
# Jira

## 1.creating jira instance



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

## 2.creating a project/space

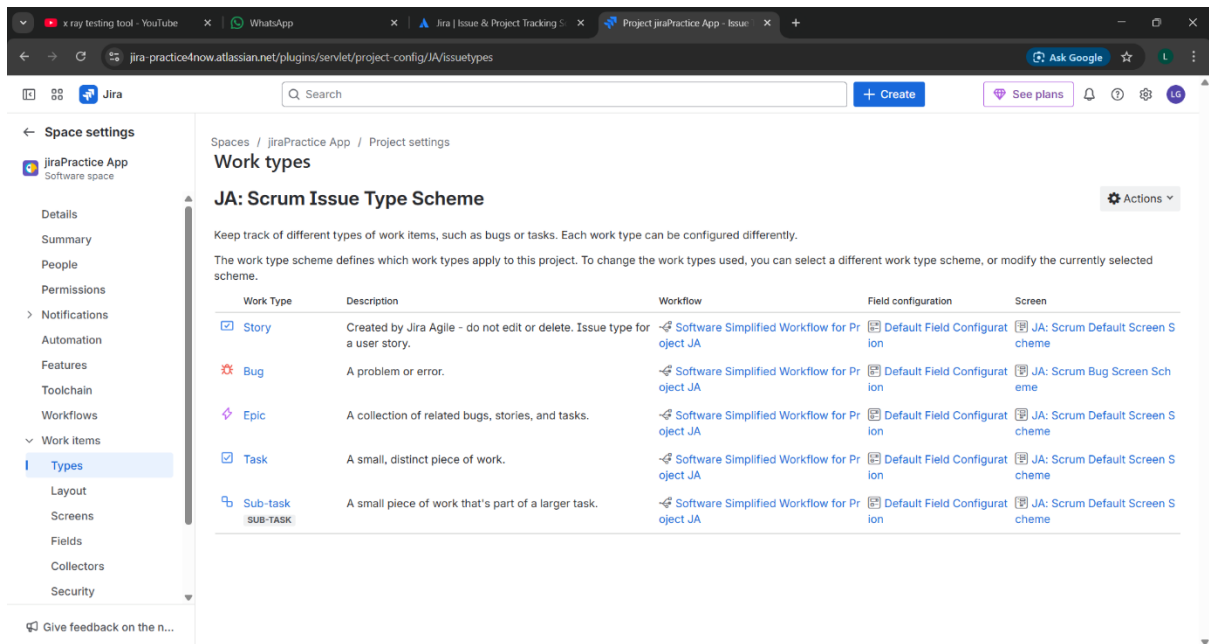


After creating a jira instance ,we can create a space which may be a team based space or company based space

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

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

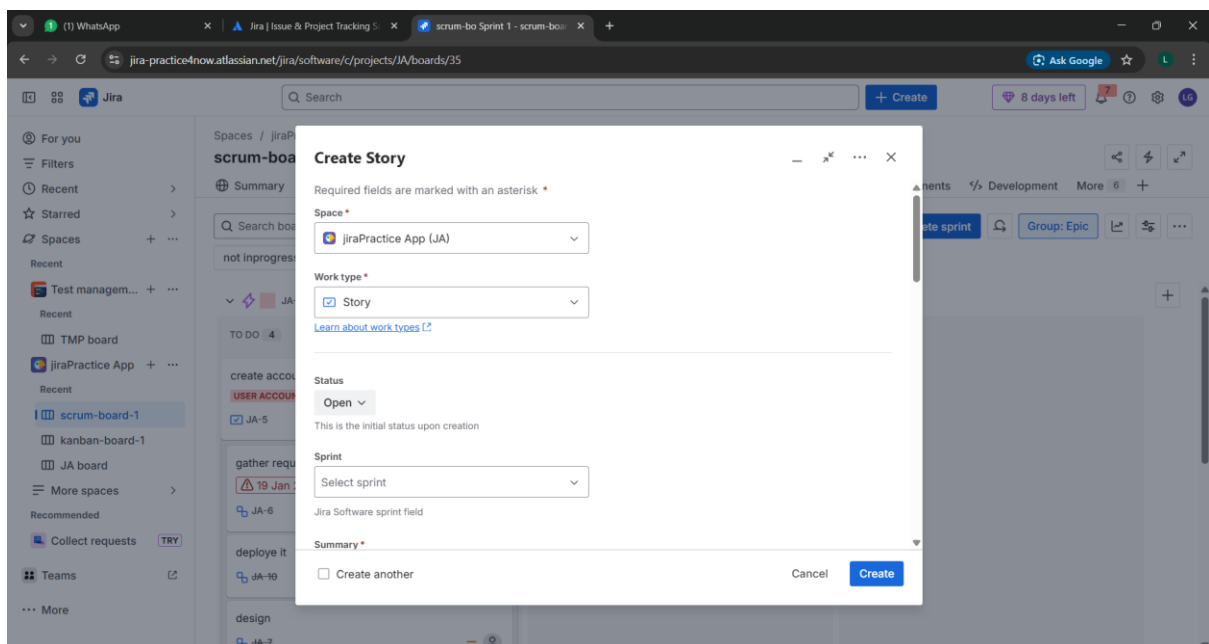
### 3.Work items /issues in jira by default



The screenshot shows the Jira Project settings page for the 'JA: Scrum Issue Type Scheme'. The left sidebar contains a navigation menu with options like 'Space settings', 'Details', 'Summary', 'People', 'Permissions', 'Notifications', 'Automation', 'Features', 'Toolchain', 'Workflows', 'Work items', 'Types' (selected), 'Layout', 'Screens', 'Fields', 'Collectors', and 'Security'. The main content area is titled 'Work types' and 'JA: Scrum Issue Type Scheme'. It includes a description: 'Keep track of different types of work items, such as bugs or tasks. Each work type can be configured differently. The work type scheme defines which work types apply to this project. To change the work types used, you can select a different work type scheme, or modify the currently selected scheme.' Below this is a table with columns: Work Type, Description, Workflow, Field configuration, and Screen.

Work Type	Description	Workflow	Field configuration	Screen
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> Bug	A problem or error.	Software Simplified Workflow for Project JA	Default Field Configuration	JA: Scrum Bug Screen Scheme
<input checked="" type="checkbox"/> Epic	A collection of related bugs, stories, and tasks.	Software Simplified Workflow for Project JA	Default Field Configuration	JA: Scrum Default Screen Scheme
<input checked="" type="checkbox"/> Task	A small, distinct piece of work.	Software Simplified Workflow for Project JA	Default Field Configuration	JA: Scrum Default Screen Scheme
<input checked="" type="checkbox"/> 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 in Jira. The dialog is titled 'Create Story' and has a close button. It contains the following fields and options:

- Space:** A dropdown menu showing 'jiraPractice App (JA)'.
- Work type:** A dropdown menu showing 'Story'.
- Status:** A dropdown menu showing 'Open'.
- Sprint:** A dropdown menu showing 'Select sprint'.
- Summary:** A text input field.
- Buttons:** 'Cancel' and 'Create' buttons.

The background shows the Jira interface with a sidebar containing 'For you', 'Filters', 'Recent', 'Starred', 'Spaces', 'Test management...', 'TMP board', 'jiraPractice App', 'scrum-board-1', 'kanban-board-1', 'JA board', 'More spaces', 'Collect requests', 'Teams', and 'More'.

## 5. Creating a subtask under a story

The screenshot shows the Jira interface for a project named 'jiraPractice App'. The main view is the 'Backlog' tab, displaying a list of issues. The issue 'JA-8 do coding' is highlighted, showing it is in the 'IN PROGRESS' state. The right sidebar shows the details of this issue, including the description, linked work items, and details like assignee (Unassigned) and reporter (Lokesh Gubbala). The left sidebar shows the project structure, including spaces, boards, and recent items.

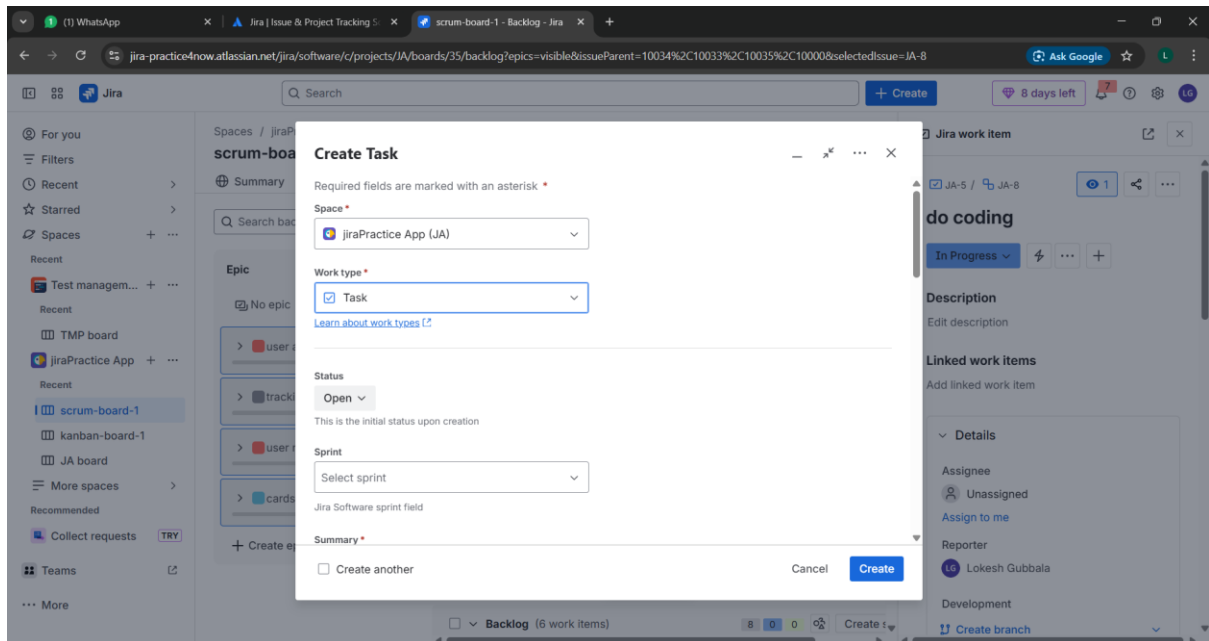
## 6. creating an epic

The screenshot shows the 'Create Epic' dialog box in Jira. The dialog has the following fields and options:

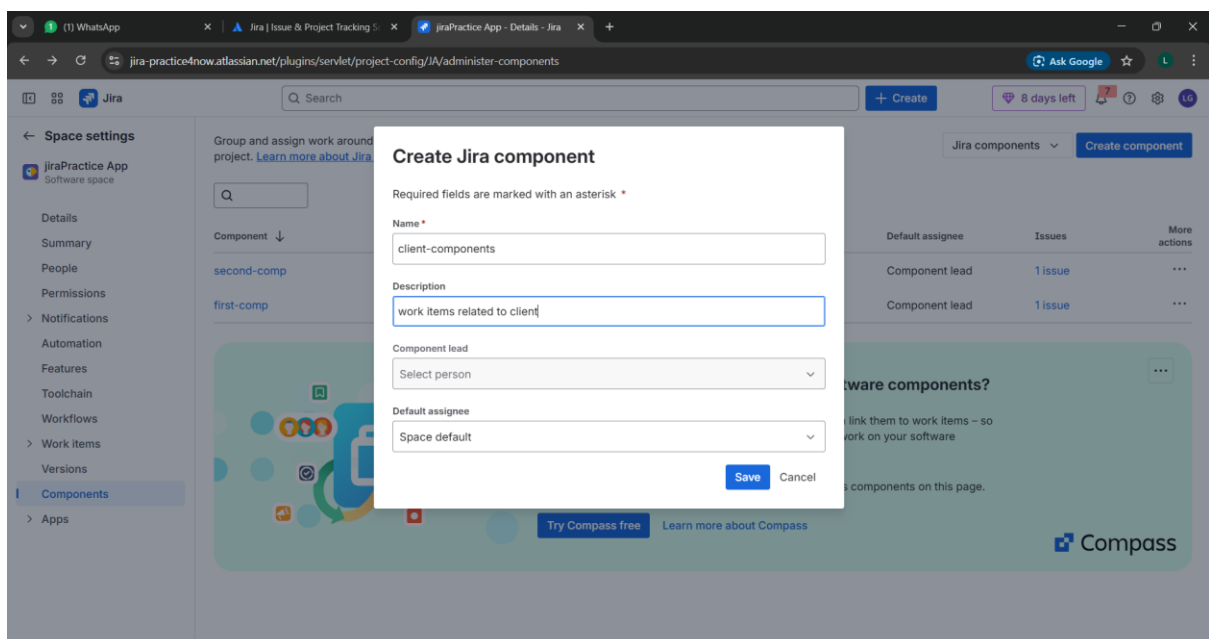
- Space:** jiraPractice App (JA)
- Work type:** Epic
- Status:** Open
- Sprint:** Select sprint
- Summary:** Create another

The dialog also includes a 'Cancel' button and a 'Create' button. The background shows the Jira interface with the 'Backlog' tab selected.

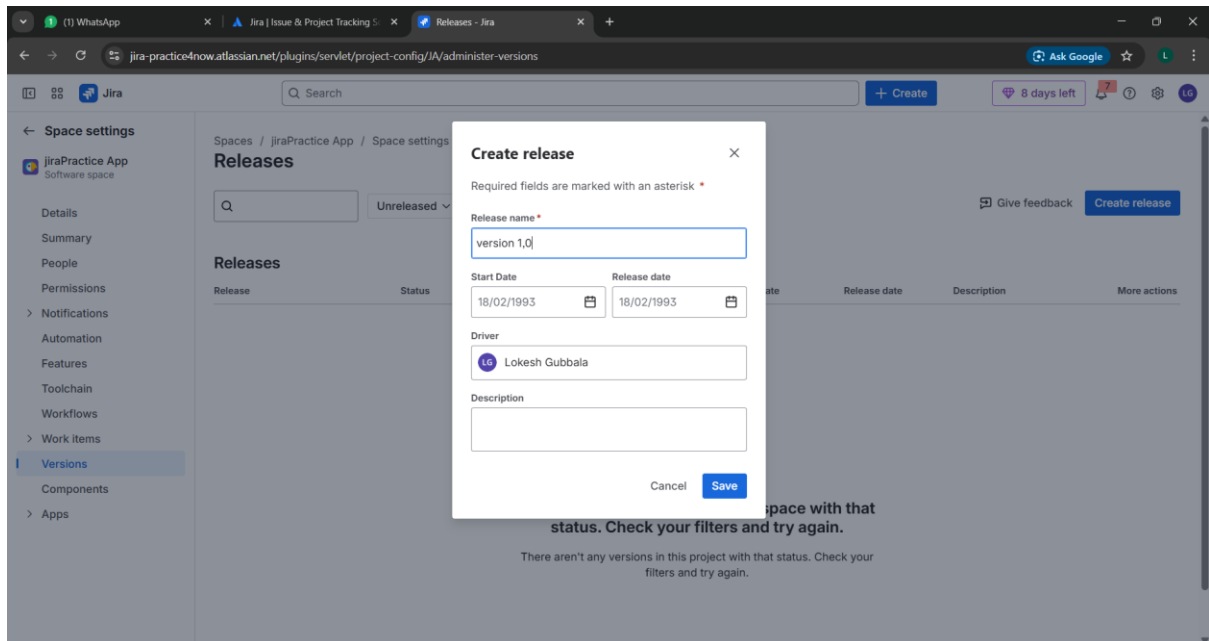
## 7.creating a task



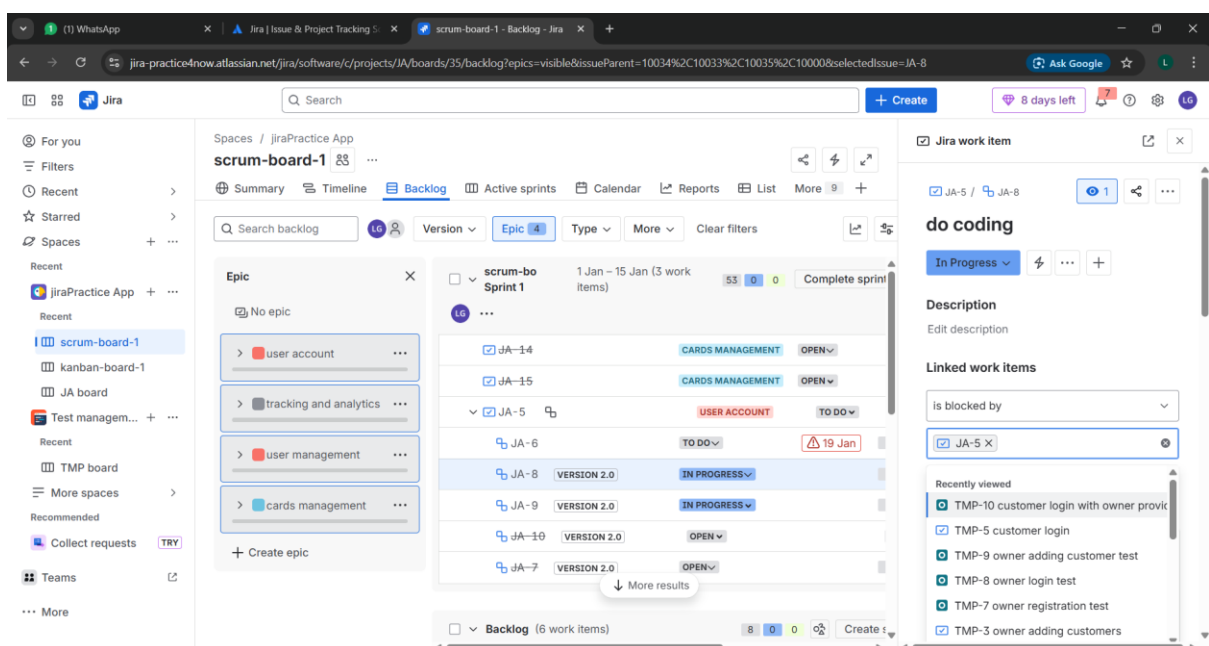
## 8.creating a component



## 9.creating a version



## 10. linking an work items or adding dependence between work items



## 11. editing a workflow

Software Simplified Workflow for Project JA

Used in 1 space

Update workflow Close

Diagram Text

Show transition labels

START

OPEN

TO DO

IN PROGRESS

DONE

Any

Give feedback

**Make work flow your way**

Workflows represent your team's process and control how people progress your project's work.

Here, you can add statuses, which appear as drop zones for the cards on your project's board. You can create pathways between statuses called transitions, and automate repetitive actions using rules.

Select a status to reveal more details.

[Learn more](#)

## 12. creating a status

Software Simplified Workflow for Project JA

Used in 1 space

Update workflow Close

Diagram Text

Show transition labels

START

OPEN

TO DO

IN PROGRESS

DONE

Any

Give feedback

**Add a status**

Statuses capture the stages of your working process. Add more statuses to represent different stages in your team's process.

Add existing status [Create new status](#)

New status name

testing

Status category

☐ In progress

Cancel Add

**Make work flow your way**

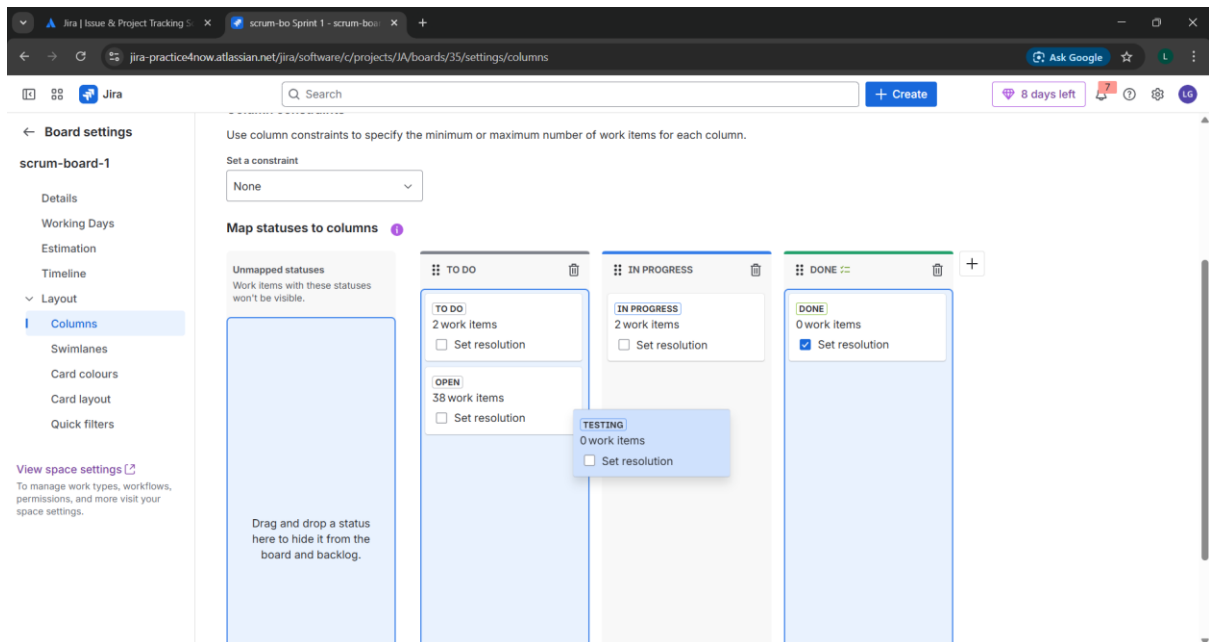
Workflows represent your team's process and control how people progress your project's work.

Here, you can add statuses, which appear as drop zones for the cards on your project's board. You can create pathways between statuses called transitions, and automate repetitive actions using rules.

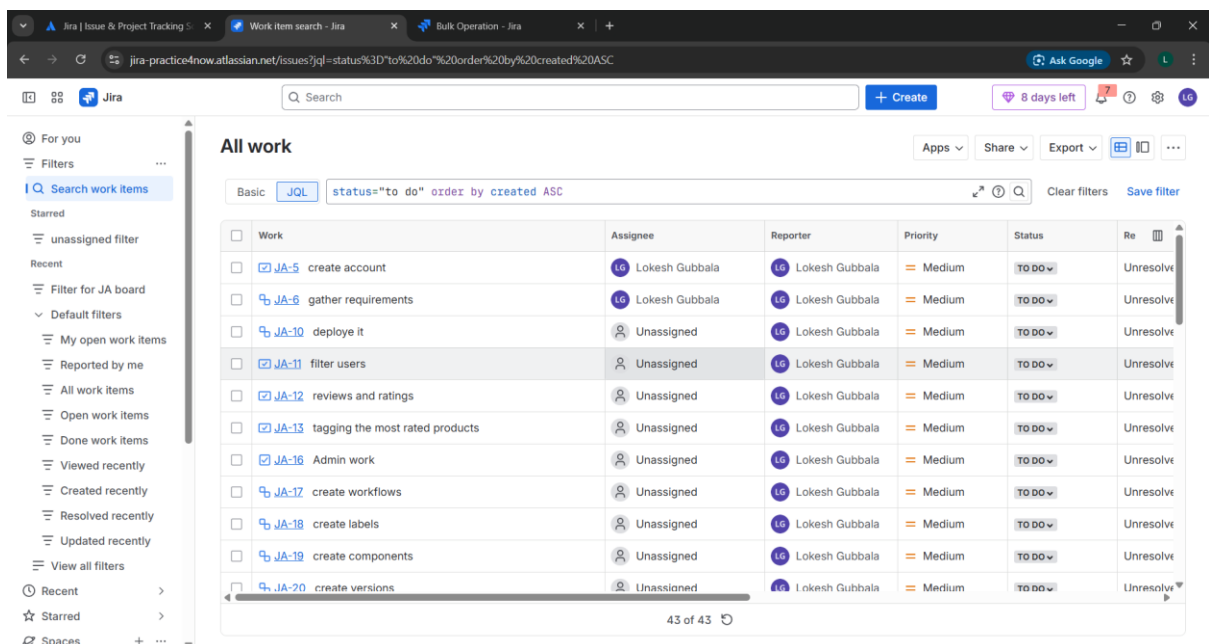
Select a status to reveal more details.

[Learn more](#)

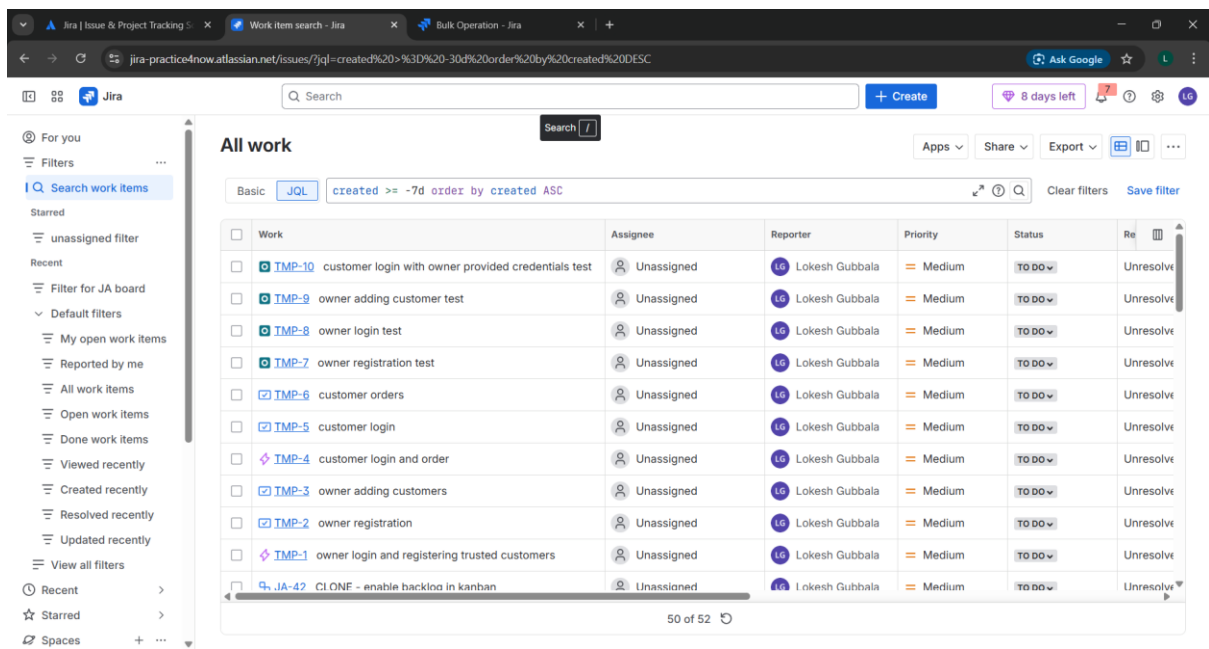
## 13. Mapping the newly created status to one of the three categories such as to do, in progress, done



## 14. JQL query based on status



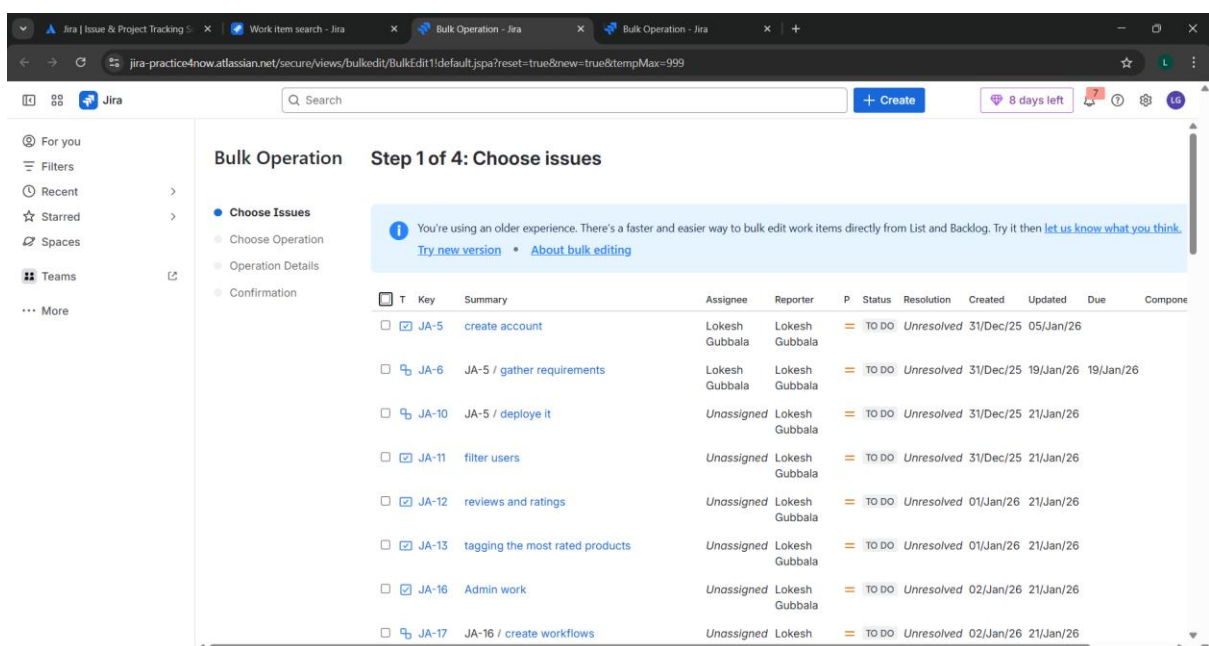
## 15.JQL query based on day



The screenshot shows the Jira interface with a JQL query: `created >= -7d order by created ASC`. The query results are displayed in a table with the following columns: Work, Assignee, Reporter, Priority, Status, and Resolution. The table contains 17 rows of work items, all with a status of 'To Do' and a resolution of 'Unresolved'. The work items are ordered by their creation date, with the most recent at the top.

Work	Assignee	Reporter	Priority	Status	Resolution
<a href="#">TMP-10</a> customer login with owner provided credentials test	Unassigned	Lokesh Gubbala	Medium	To Do	Unresolved
<a href="#">TMP-9</a> owner adding customer test	Unassigned	Lokesh Gubbala	Medium	To Do	Unresolved
<a href="#">TMP-8</a> owner login test	Unassigned	Lokesh Gubbala	Medium	To Do	Unresolved
<a href="#">TMP-7</a> owner registration test	Unassigned	Lokesh Gubbala	Medium	To Do	Unresolved
<a href="#">TMP-6</a> customer orders	Unassigned	Lokesh Gubbala	Medium	To Do	Unresolved
<a href="#">TMP-5</a> customer login	Unassigned	Lokesh Gubbala	Medium	To Do	Unresolved
<a href="#">TMP-4</a> customer login and order	Unassigned	Lokesh Gubbala	Medium	To Do	Unresolved
<a href="#">TMP-3</a> owner adding customers	Unassigned	Lokesh Gubbala	Medium	To Do	Unresolved
<a href="#">TMP-2</a> owner registration	Unassigned	Lokesh Gubbala	Medium	To Do	Unresolved
<a href="#">TMP-1</a> owner login and registering trusted customers	Unassigned	Lokesh Gubbala	Medium	To Do	Unresolved
<a href="#">JA-42</a> CLONE - enable backlog in kanban	Unassigned	Lokesh Gubbala	Medium	To Do	Unresolved

## 16.Bulk operations using JQL

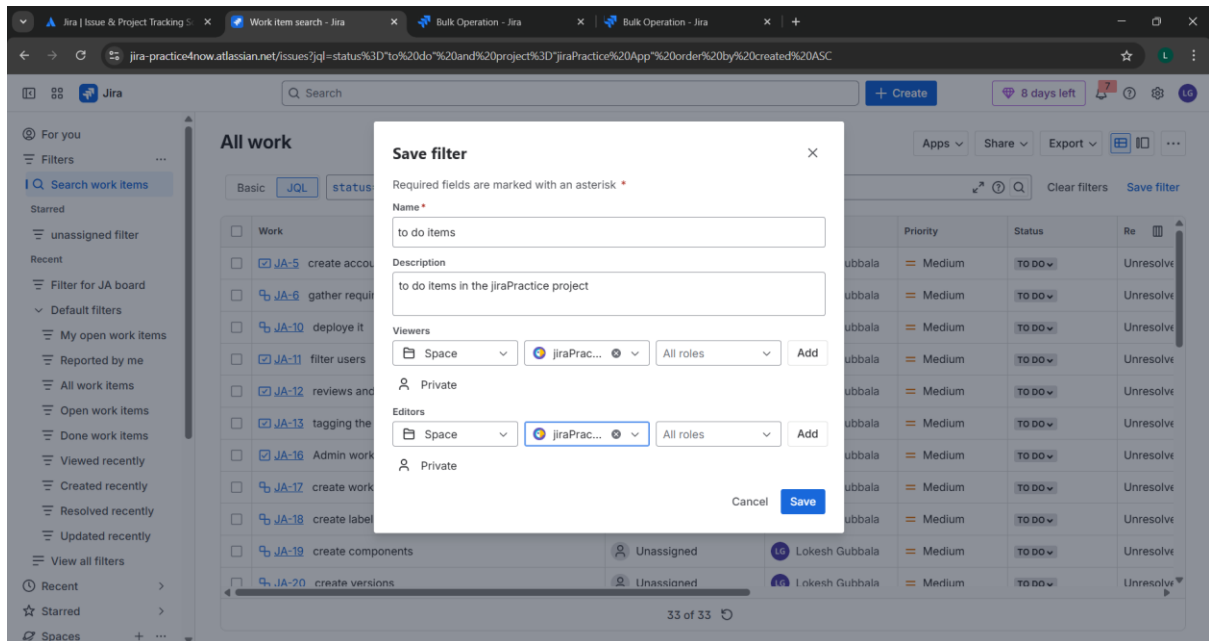


The screenshot shows the Jira Bulk Operation screen. The screen displays a list of work items with the following columns: Key, Summary, Assignee, Reporter, P, Status, Resolution, Created, Updated, Due, and Components. The work items are ordered by their creation date, with the most recent at the top.

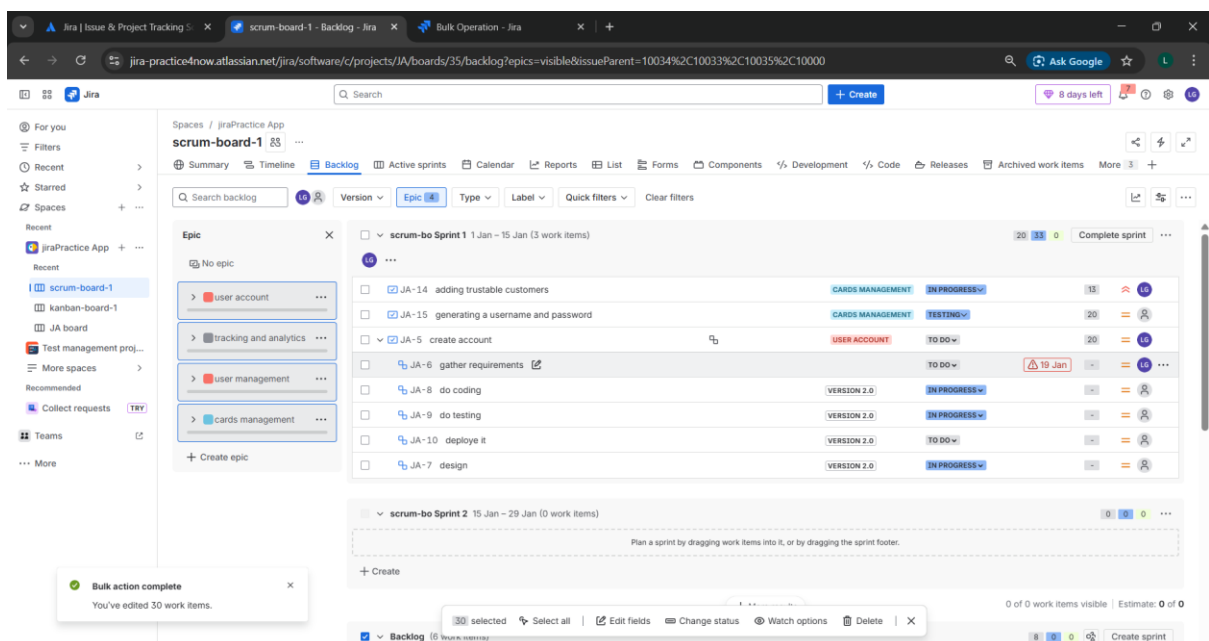
Key	Summary	Assignee	Reporter	P	Status	Resolution	Created	Updated	Due	Components
<a href="#">JA-5</a>	create account	Lokesh Gubbala	Lokesh Gubbala	Medium	To Do	Unresolved	31/Dec/25	05/Jan/26		
<a href="#">JA-6</a>	JA-5 / gather requirements	Lokesh Gubbala	Lokesh Gubbala	Medium	To Do	Unresolved	31/Dec/25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



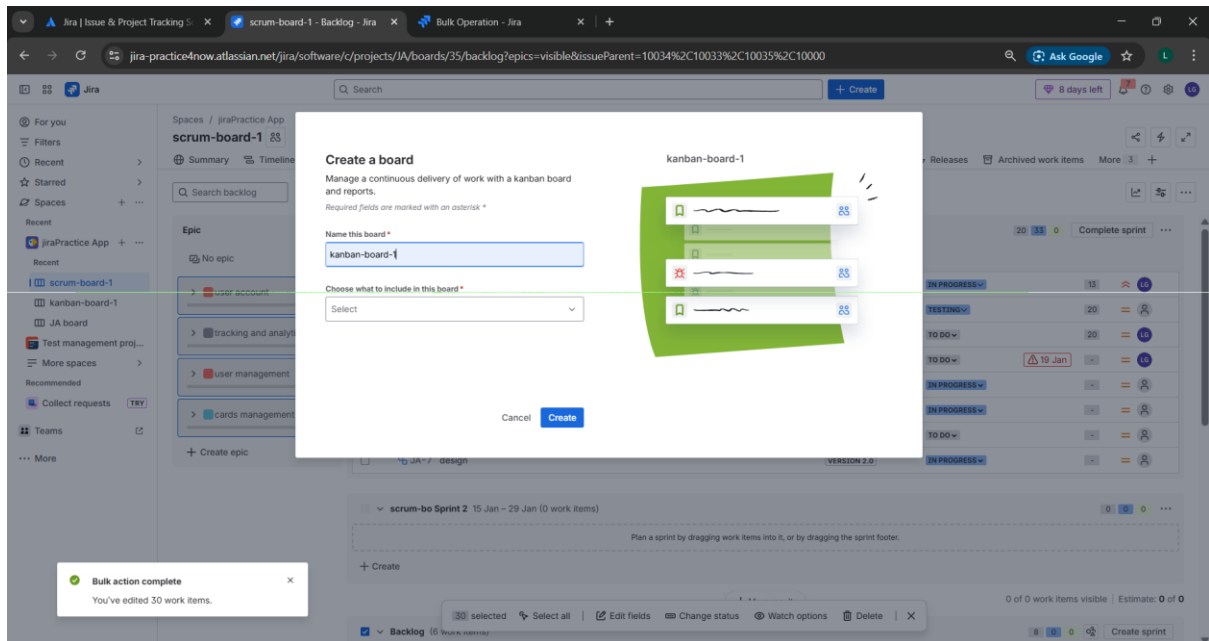
## 17. Saving a filter



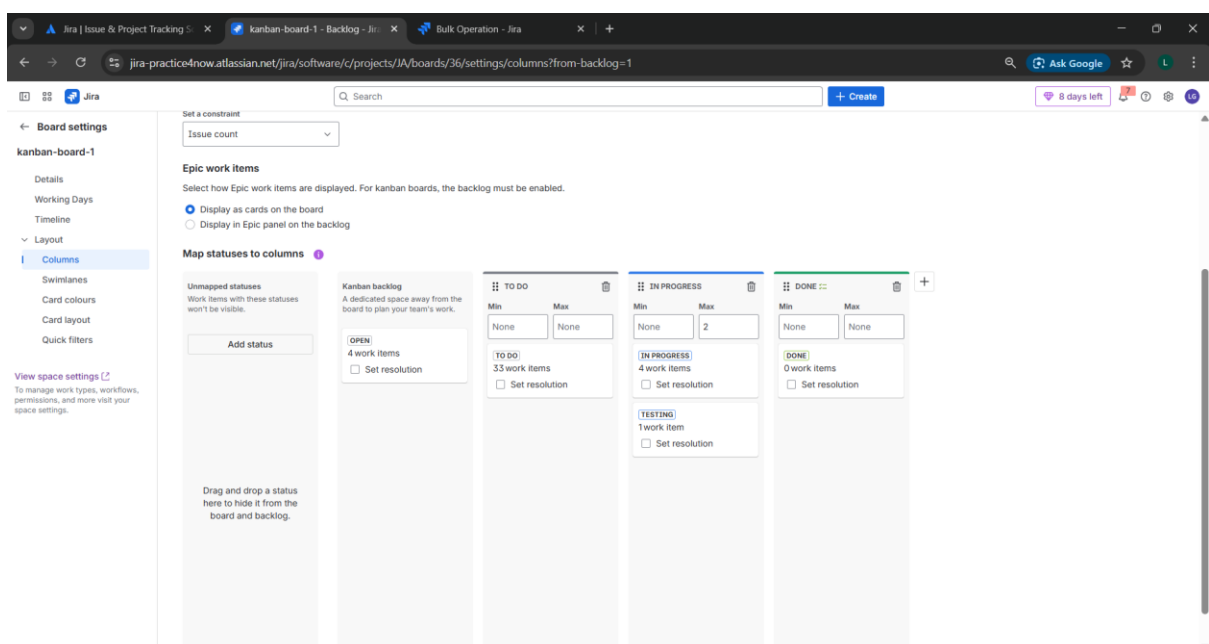
## 18. Planning a sprint



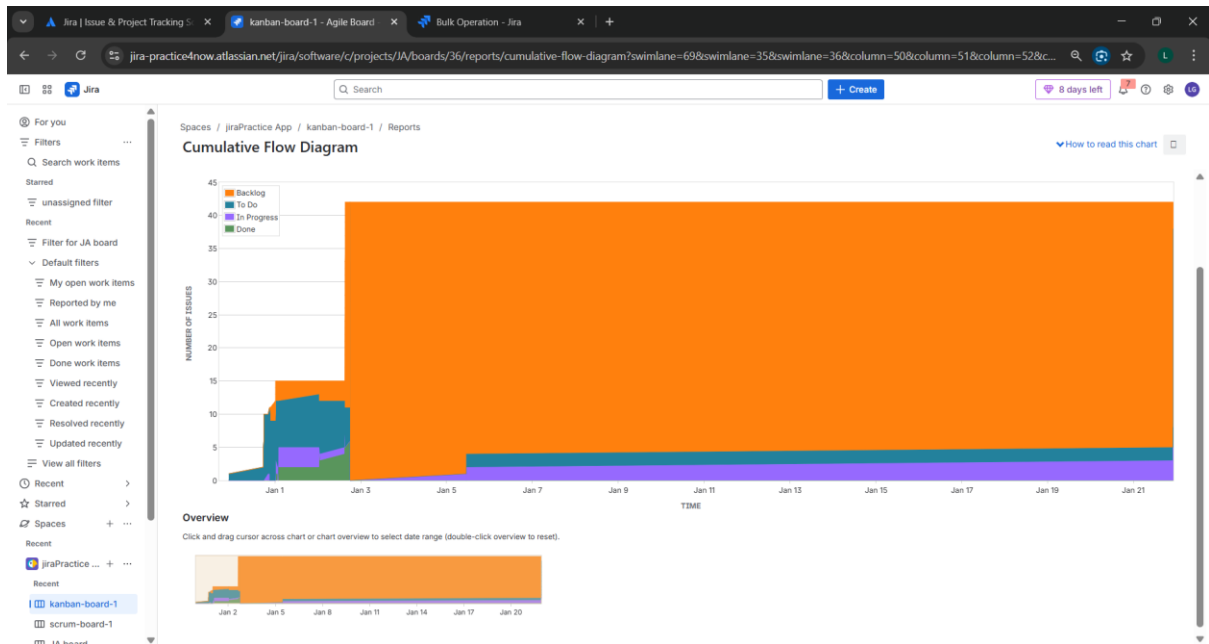
## 19.creating Kanban board



## 20.enabling backlog in kanban board



## 21.Cummulative flow diagram for kanban



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

**Details**

**Assignee** [Assign to me](#)

**Reporter** **LG** Lokesh Gubbala

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

**Labels** [wishlist](#) [block](#)

**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.

n the  
rk.

⋮ TO DO

🗑

Min

Max

1

3

TO DO

33 work items

☐ Set resolution

⋮ IN PROGRESS

🗑

Min

Max

None

2

IN PROGRESS

4 work items

☐ Set resolution

TESTING

1 work item

☐ Set resolution

⋮ DONE ✓

🗑

Min

Max

None

None

DONE

0 work items

☐ Set resolution

+