

# Quick Start Guide

Jira

Version 1.0

Overview

Jira serves as an effective agile project management tool that facilitates efficient planning, tracking, and overall project management. It offers a centralized platform for collaboration, issue tracking, and workflow management. In addition, Jira functions as a bug-tracking tool specifically designed to monitor and resolve software-related issues and bugs. With Jira, you have the ability to modify the status of issues upon completion, and you can provide detailed descriptions to ensure clear understanding among team members regarding the nature of each issue.

This guide is designed to assist you in assigning and closing issues within Jira.

Advantages:

Promote a collaborative approach within your team.

Allocate tasks to your teams.

Monitor and track issues.

Prerequisites:

* Installed Jira application.
* A Valid user account.
* A Valid license.

Assigning an Issue to a User

Assigning an issue to a user requires multiple steps. The subsequent sections outline the process for achieving the following essential tasks. These sections provide a comprehensive understanding of how to create an issue and assign it to a specific user.

* Create an Issue
* Assign an issue to a user

Create an Issue

Create multiple issues based on the complexity of the work. After creating the issue, assign that to a user.

To Create,

1. Open the Jira application.
2. Click on the "**Create**" button on the top pane.
3. Select the project from the dropdown menu next to the **Project** field.
4. Choose the issue type from the dropdown menu next to the **Issue type** field.

Select any of the following options:

Story: A story is a description of a feature or functionality that needs to be implemented.

Task: Tasks are actionable items that can be assigned to individuals or teams.

Bug: Bugs are issues that include defects, errors, or unexpected behavior in the system or application.

Epic: Epics help us track and manage larger initiatives or projects that require co-ordinated effort from multiple teams.

1. Enter the title of the issue in the **Summary** field.
2. Give a brief description of the issue in the **Description** field.
3. Click on the **Create** button on the bottom-right pane.

The issue is now created and can be assigned to a user.

## Assign an issue to a user

The project dashboard displays a collection of issue. It allows you to allocate one or multiple issues to a user.

To assign an issue,

1. Open the issue you want to assign.
2. Click on Details on the right pane.

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1. Click **Unassigned** field on the Assignee column. This will show you list of names.
2. Choose the person you want to assign the issue to from the list. If you cannot find their name, just type it in. Once you have done this, the issue will be successfully assigned to the user.

Closing an issue

When you have completed working on an issue in Jira, you can close it to let the assignee know that it is done.

To Close,

1. Open the issue that you have completed working on.
2. On the right pane, click on the status drop-down menu.
3. From the dropdown menu, Select the option **Done.**

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**Note**: Closing an issue does not mean that it is deleted. The issue will still be available for reference in the future. If you need to reopen the issue, you can simply change the status back to “Open” or “In progress”.

Frequently Asked Questions

1. Can I assign an issue to a group instead of an individual user?

Ans. Yes, you can assign an issue to a group by typing the group name in the Assignee field. However, the issue will be assigned to the first user in the group by default.

1. How do I know if an issue has been assigned to me?

Ans. You will receive a notification in your Jira dashboard and via email (if you have notifications enabled) if an issue has been assigned to you.