Getting Started with Jira

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# Getting Started Guide

This guide introduces basic Jira concepts to new users. For detailed explanations of all features, see the user guide.

This guide covers:

* Jira overview
* Jira core concepts
* Jira user interface
* Project creation
* Issue creation

## Jira Overview

Jira is a project management tool teams use to plan, track, and manage their work. Jira is flexible, allowing teams to configure various methodologies such as Agile, Scrum, and Kanban.

Key benefits of Jira include:

* Centralized work tracking provides a single point of reference for all tasks, bugs, and user stories.
* Improved collaboration facilitates communication and transparency among team members.
* Visual workflows allow teams to visualize their work process and identify bottlenecks.
* Powerful reporting offers insights into team performance and project progress.

## Core Concepts

This section defines fundamental Jira terms.

* **Project:** A container for the work of your team in Jira. It groups related tasks or issues.
* **Issue:** A basic unit of work in Jira. It can represent a task, a bug, a user story, or any other work item.
* **Board:** A visual representation of the workflow of your team. To track progress, issues move across columns on the board from To Do to Done.
* **Workflow:** A set of statuses and transitions an issue moves through during its lifecycle, from creation to completion.

## Jira User Interface

The Jira user interface includes a customizable left pane for navigation, a top pane for product switching and search, and a main work area. The main work area displays project boards, issues, timelines, and dashboards.

The top pane includes:

* **Switch sites or apps**: Moves between Atlassian applications such as Confluence and Bitbucket.
* **Create**: Creates new issues.
* **Search**: Finds issues, projects, boards, and people across your site.
* **Help and Settings**: Provides access to documentation, support, account, and Jira settings.
* **Notifications**: Displays updates on your work.

The left pane includes:

* **For you**: Provides personalized task views.
* **Recent**: Shows recently viewed items.
* **Starred**: Displays pinned or favorite items.
* **Projects**: Navigates projects and their various views.
* **Goals**: Aligns work to strategic objectives.
* **Plans**: Views and manages project plans.
* **Boards**: Accesses Kanban and Scrum agile boards.
* **Backlog**: Views and prioritizes your product backlog.
* **Timeline**: Plans and tracks work over time.
* **Reports**: Accesses various reports and dashboards.
* **Apps**: Manages installed Atlassian apps and integrations.
* **Customization**: Rearranges, hides, or displays sidebar items to personalize your view.

## Create a Project

This topic explains how to create a project in Jira.

**Prerequisites**

* Administrative access to create projects
* Basic understanding of Agile development concepts

To create,

1. On your browser, open the [Jira](https://www.atlassian.com/jira) website and sign in.
2. On the home screen, in the left pane, select the plusicon next to **Projects**.
3. On the **Project templates** screen, select a template.
4. Select **Use template**.
5. Select either the **Select a team-managed project** button or **Select a company-managed project** button**,** based on the project type.
6. On the **Add project details** screen,enter a name and key.
7. From the **Access** dropdown list, select an access level.
8. Select **Create project**.
9. On the **Bring the team with you** screen, enter team member names or email addresses and select their roles.

**Note**: To invite teammates later, select **Skip**.

1. Select **Invite and continue**.

The Projects screen displays the new project details. Teammates receive a notification.

## Create an Issue

This topic explains how to create an issue in Jira.

**Prerequisites**

* Basic understanding of Agile development concepts

To create,

1. On your browser, open the [Jira](https://www.atlassian.com/jira) website and sign in.
2. On the home screen, in the top pane, select **Create**.
3. On the **Create** screen, from the **Project** dropdown list, select your project.
4. From the **Work type** dropdown list, select **Task, Bug, Story,** or **Epic**.
5. From the **Status** dropdown list, select **To Do, In Progress,** or **Done**.
6. In the **Summary** field, enter a title.
7. (Optional) Enter the following details:
   1. **Description:** Add details about the issue.
   2. **Assignee**: Select a team member.
   3. **Priority**: Specify the priority.
   4. **Labels**: Enter labels to categorize and group similar issues.
   5. **Attachments**: Upload files, screenshots, or designs.
   6. **Linked Issues**: Link this issue to other Jira issues.
8. In the **Reporter** field, select a reporter.
9. Select **Create**.

The issue appears in the project backlog or board. Jira sends a notification to the assignee.

## Next Steps

Now that you have set up your first project and created an issue, you can:

* Invite your team members to the project.
* Move the issue across the columns on your board to track its progress.
* Explore your project settings to customize the workflow and board columns.