

Table of contents:

[Intro](#)

- [1. How I can report you my feedback?](#)
- [2. How to find my created Task in the board?](#)
- [3. How to find all my created Tasks?](#)
- [4. How I can find User Story for supplement?](#)
- [5. How can I understand that Task has been done and I can check it?](#)
- [6. What I need to do if Task has been done successfully?](#)
- [7. What I need to do if Task hasn't been done completely OR I have remarks?](#)
- [8. Interested to know](#)
 - [8.1 Where I can find all stories, bugs and tasks allocated by Sprints?](#)
 - [8.2 How can I sort items by Epics?](#)
 - [8.3 How to make filters?](#)
 - [8.4 Jira id and Exel ticket id](#)
 - [8.5 How to watch the Story I'm interested in?](#)

Intro

In this document you can find a little tutorial how to use Jira system with Spider project.

Document describes what you need to do if you:

- have some feedback to us
- how to report feedback
- how to understand that this task has been done and you can check it
- what you need to do to let us know if Task hasn't completely done
- what you need to do to let us know if Task completely done
- what you need to do to supplement the User Story

By following links you can find:

All feedbacks [Created by me](#)

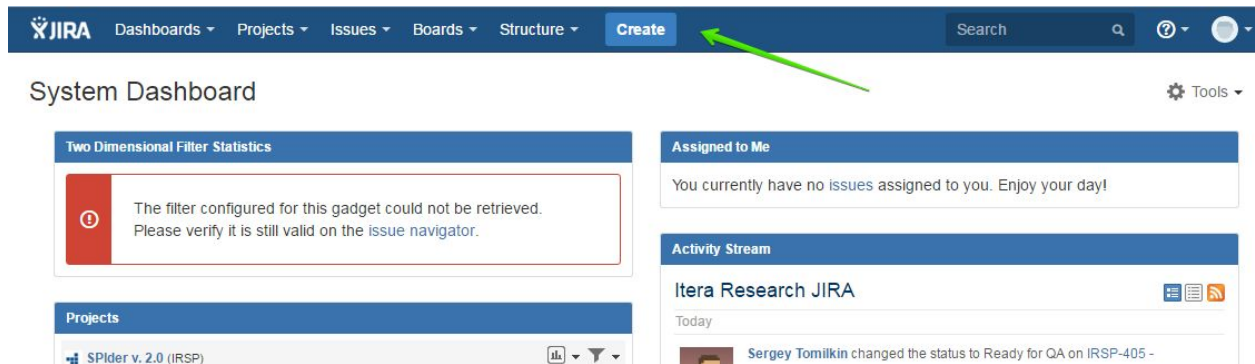
Feedbacks that have been [done](#) and I need to check

My [closed feedbacks](#)

1. How I can report you my feedback?

If you have some feedback for us, you need to create Task. How to do this?

1) Click **Create** button in the top of menu panel:



2) Change **Issue Type** on **Task**, in **Assignee** field select **Irina Antonenko**, and fill **Summary** and **Description** fields:

A screenshot of the 'Create Issue' form in JIRA. The form is light gray with a 'Configure Fields' button in the top right. The 'Project' field is set to 'SPIDER v. 2.0 (IRSP)'. The 'Issue Type' field is set to 'Task'. The 'Summary' field contains the text 'This is a test task summary'. The 'Reporter' field is set to 'Irina Antonenko'. The 'Assignee' field is also set to 'Irina Antonenko', with a link 'Assign to me' below it. The 'Component/s' field is empty. The 'Description' field has a rich text editor with a toolbar containing options like Style, Bold, Italic, Underline, Link, and others. The description text is 'This is a test description'.

3) In the **Sprint** field select **Sprint 1 (Active Sprint)**:

Epic Link

Choose an epic to assign this issue to.

Sprint

Suggestions

- Sprint 1 (Active sprint)**
- Sprint 2 (Future sprint)
- Sprint 3 (Future sprint)
- Sprint 4 (Future sprint)

Create **Cancel**

всегда был назначен сво

4). And click **Create** button:

Sprint

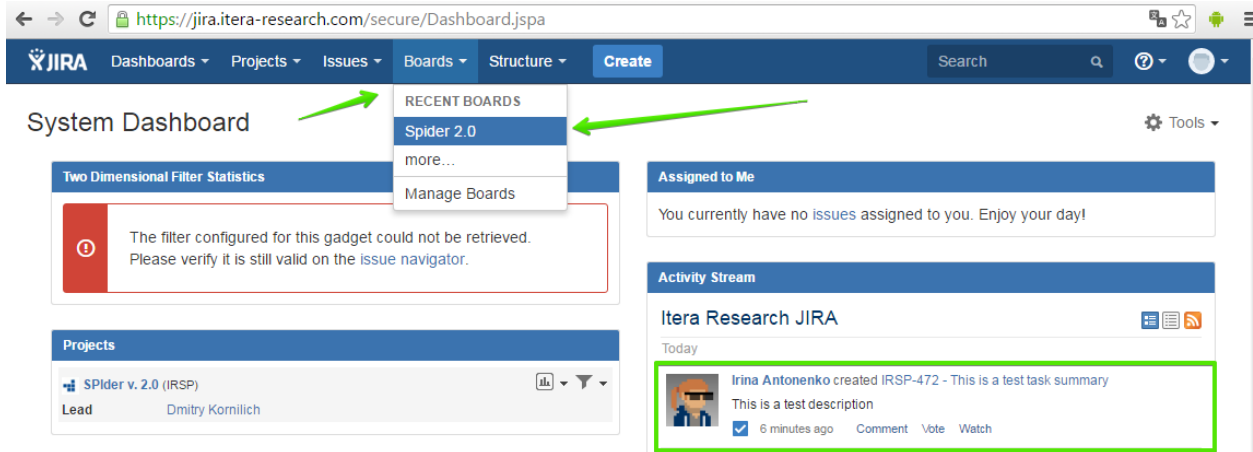
JIRA Software sprint field

⚠ Sprint scope will be affected by this action.

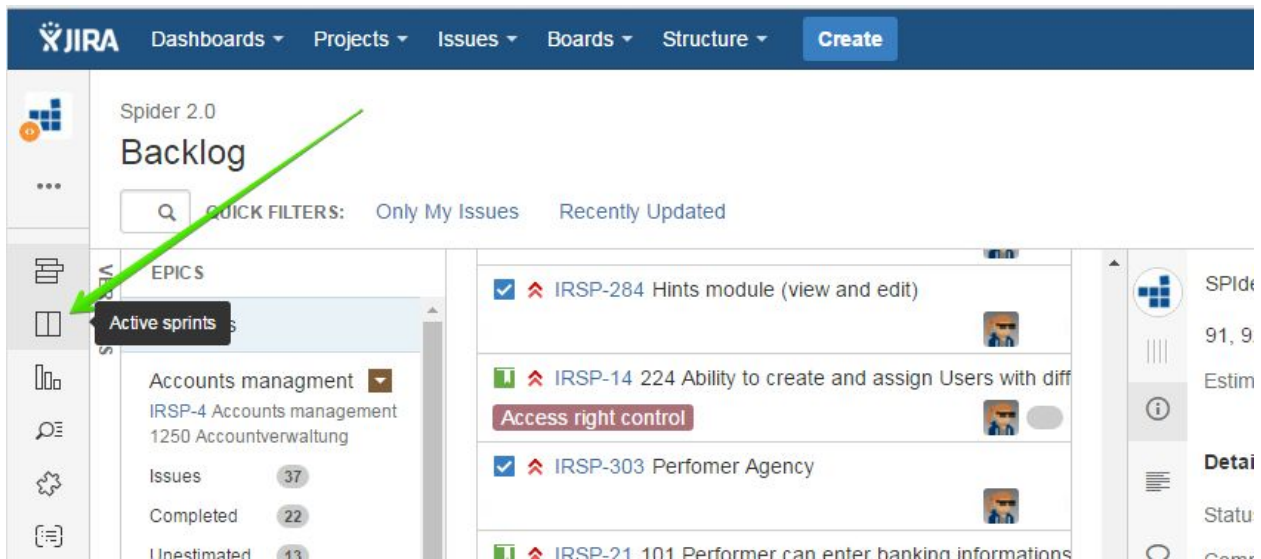
☐ Create another **Create** **Cancel**

2. How to find my created Task in the board?

1). In the top menu select **Boards** -> **Spider 2.0**



2). Select **Active Sprints** [button](#):



3). In **To Do** column you can find created Task:

The screenshot shows a JIRA Sprint board for 'Spider 2.0'. The board is organized into four columns: 'To Do' (32 items), 'In Progress' (1 item), 'Ready for QA' (1 item), and 'Done' (105 items). The 'To Do' column contains a list of tasks, with the last task, 'IRSP-472: This is a test task summary', highlighted by a green box. A green arrow points from the right towards this task. The board also includes a sidebar with navigation icons and a top navigation bar with various JIRA menu items.

Spider 2.0

Sprint 1

0 days remaining Complete Sprint

Board

QUICK FILTERS: Only My Issues Recently Updated

32 To Do 1 In Progress 1 Ready for QA 105 Done

Other Issues 127 issues

Agentur for not H/A and Admin

Performer data

IRSP-445

School and district view permissions

Accounts management

IRSP-471

Login/forgot password page. Validation

HTML/CSS coding

IRSP-472

This is a test task summary

Admin can't change Login (Vorname) to himself

Accounts management

IRSP-387

Need to refresh data when user open edit mode of his profile

Accounts management

IRSP-388

Träger Agentur -> on the grid should display checked and unchecked

Performer data

IRSP-389

Träger Agentur - IBAN - design overlaps

Performer data

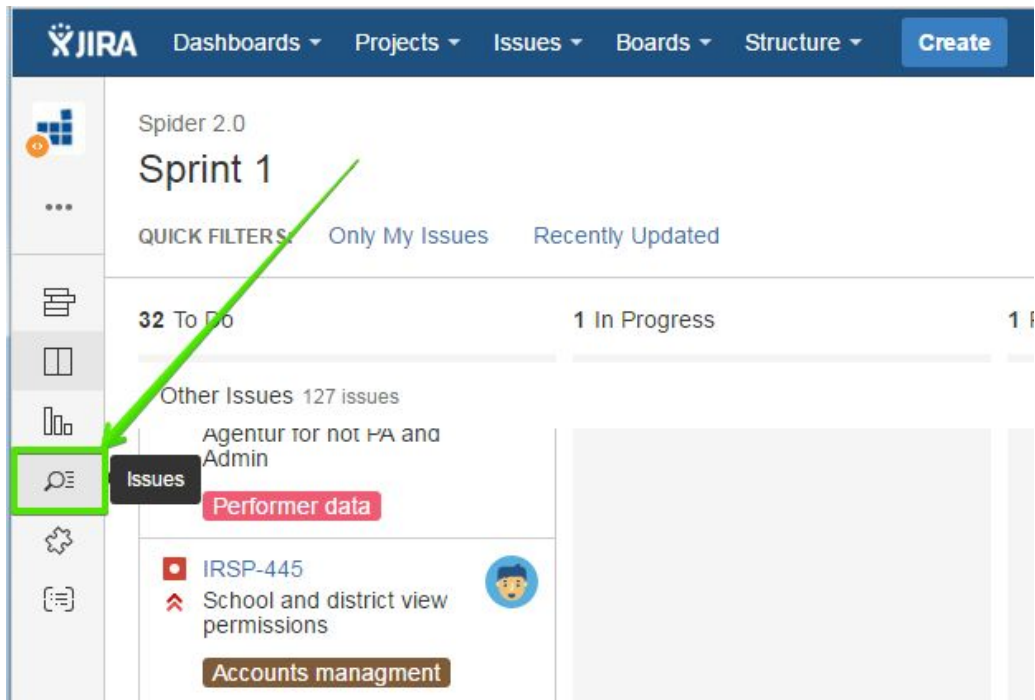
IRSP-390

Only users with finance permissions should

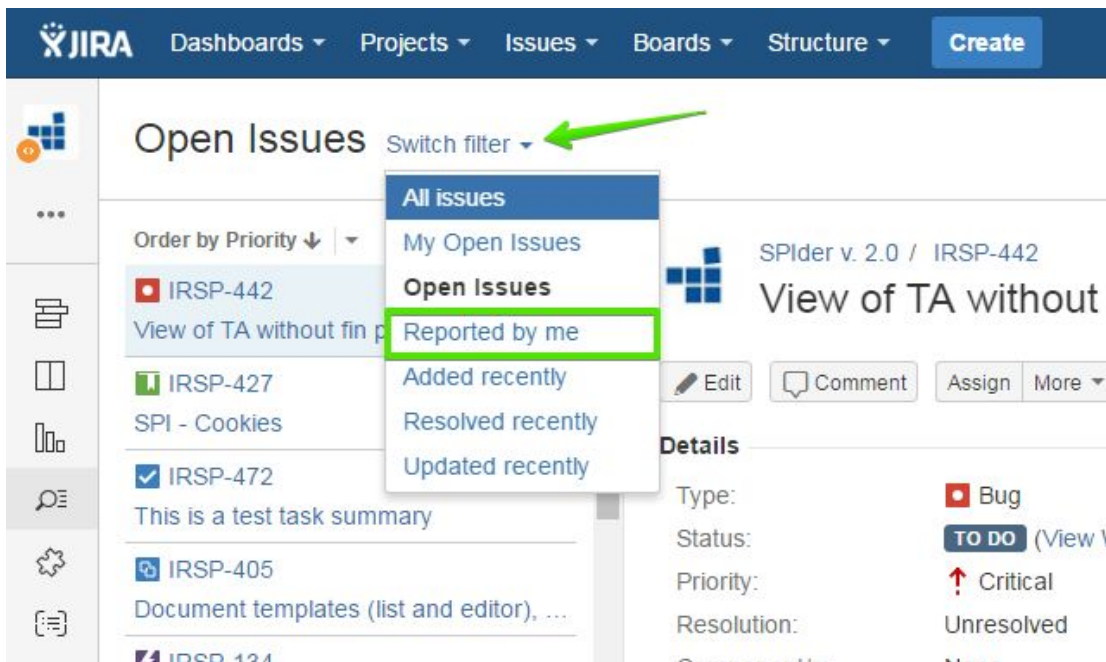
3. How to find all my created Tasks?

You can follow by [this](#) link OR:

1). Click on **Issues** button:



2) Click on **Switch filter** -> **Reported by me**:



3) All items created by you will display on **Reported by me** page:

The screenshot displays a task management application interface. On the left, a sidebar contains navigation icons. The main content area is titled "Reported by me" with a "Switch filter" dropdown. Below this, a list of tasks is shown, ordered by creation date. The first task, IRSP-472, is highlighted with a green box and includes a summary: "This is a test task summary". Other tasks listed include IRSP-471, IRSP-470, IRSP-469, IRSP-468, and IRSP-467, each with a brief description. The right side of the interface shows the details for the selected task, IRSP-472. It includes a header with the task title "This is a test task summary" and a status bar with buttons for "Edit", "Comment", "Assign", "More", and a status dropdown currently set to "To Do". Below the status bar, the "Details" section lists various attributes: Type (Task), Status (To Do), Priority (Major), Resolution (Unresolved), Component/s (None), Labels (None), and Sprint (Sprint 1). On the far right, the "People" section shows the task is assigned to "Irin" and has 0 votes.

Reported by me Switch filter ▾

Order by Created ▾

- ☒ IRSP-472
This is a test task summary
- ☒ IRSP-471
Login/forgot password page. Validation
- ☒ IRSP-470
System management -> Email templates (Systemver...
- ☒ IRSP-469
System management -> Hints module (Systemverwa...
- ☒ IRSP-468
System management -> Document templates (Syste...
- ☒ IRSP-467

SPLider v. 2.0 / IRSP-472
This is a test task summary

Edit Comment Assign More ▾ To Do In Progress Workflow ▾ Admin ▾

Details

Type: ☒ Task
Status: **TO DO** (View Workflow)
Priority: Major
Resolution: Unresolved
Component/s: None
Labels: None
Sprint: Sprint 1

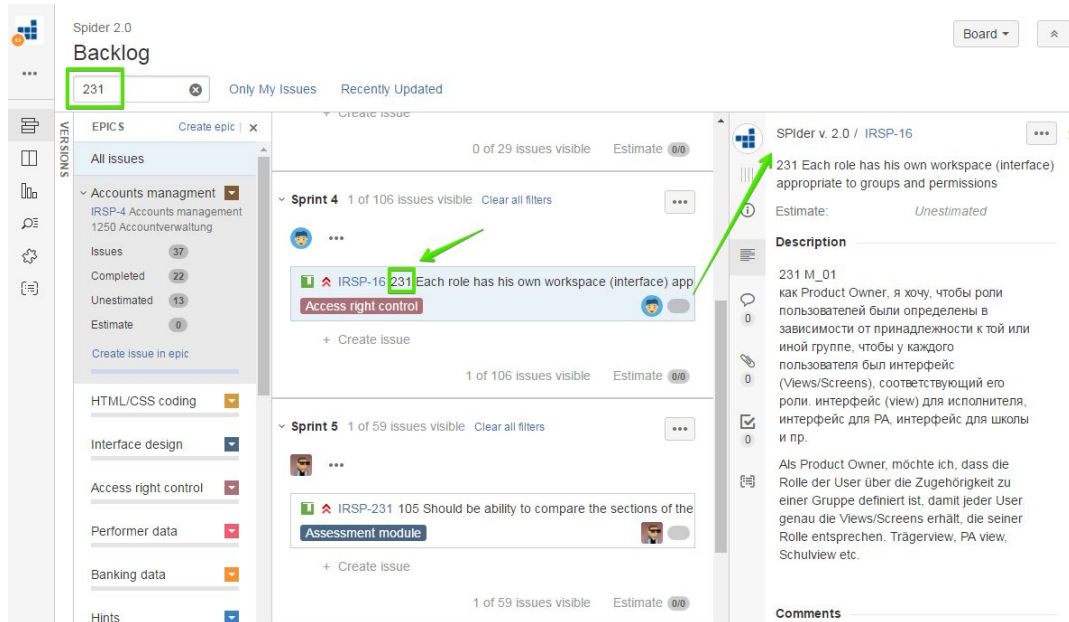
People

Assignee: Irin
Reporter: Irin
Votes: 0

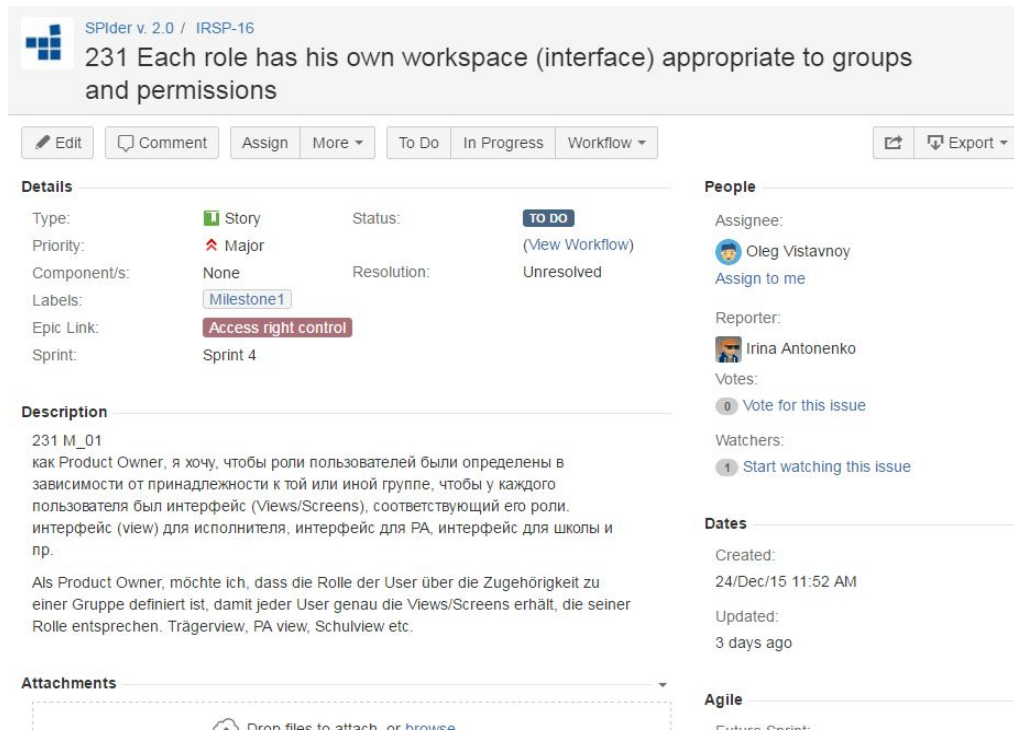
4. How I can find User Story for supplement?

1) Each **User story** has Ticket_Nr from exel (in title).

Open **Backlog** page and in **search** field type the number of User story you interested in:



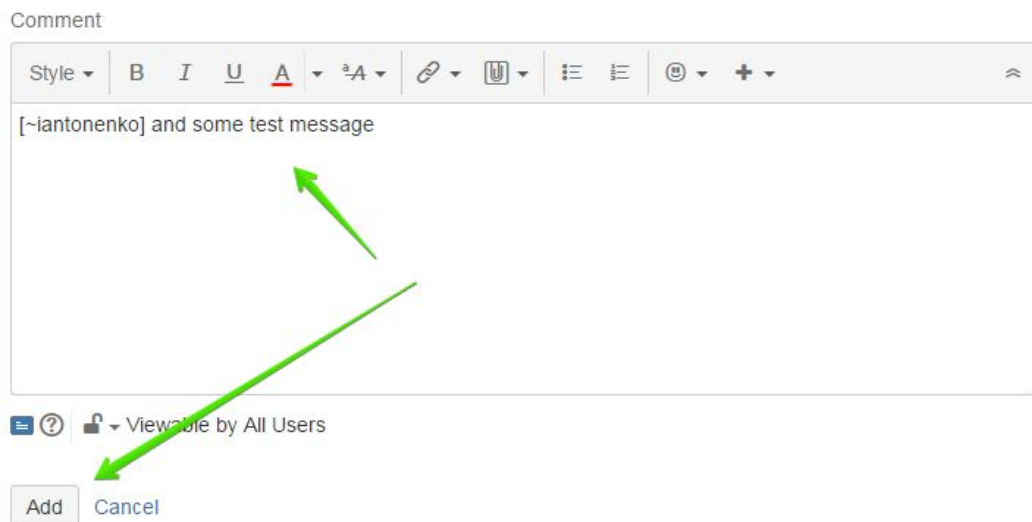
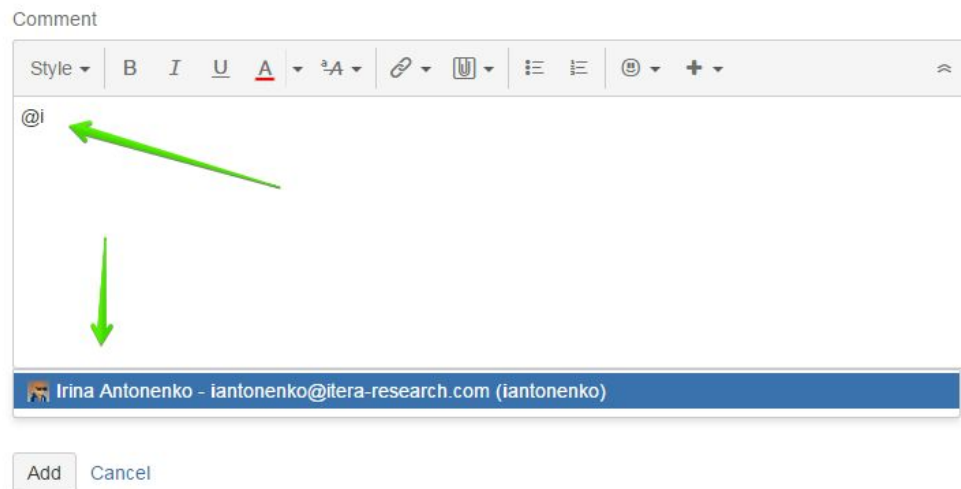
2) Open **Story** in the new window (by clicking on Jira number):



3) If you consider as necessary to supplement the story (or add comments), in the bottom of the page you can write the **comment**.



4) Before you write it, you should to address it to **Irina Antonenko**. Do do this you need to type “@” and her name: @i and select her name from drop down list:

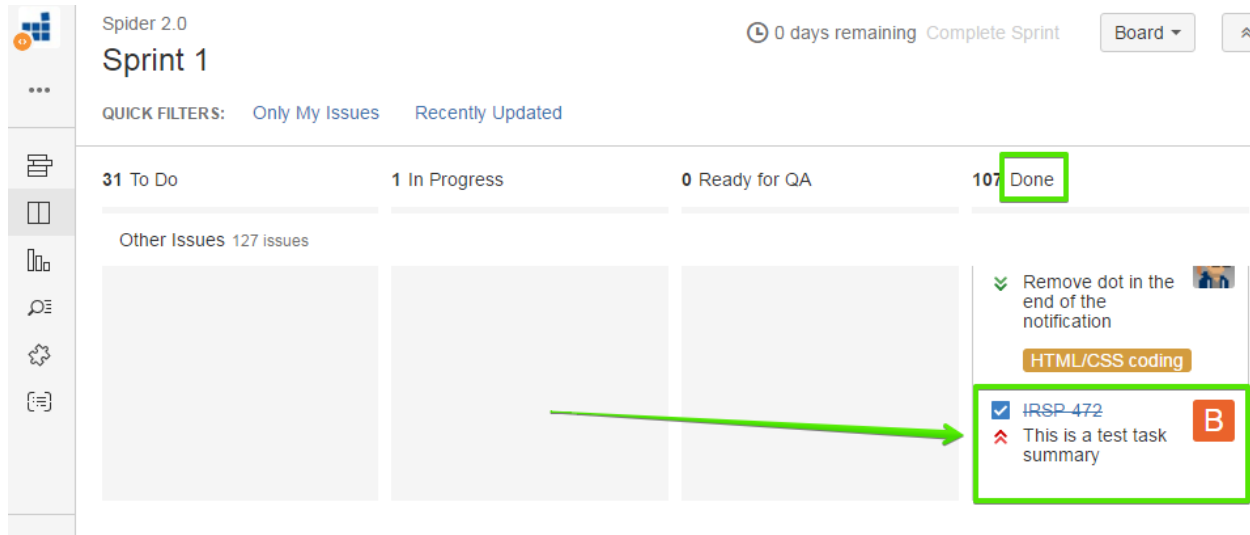


If you want to address message to: Sergey, Dmitry, Artur you can add them in the same way. They will receive an email notification.

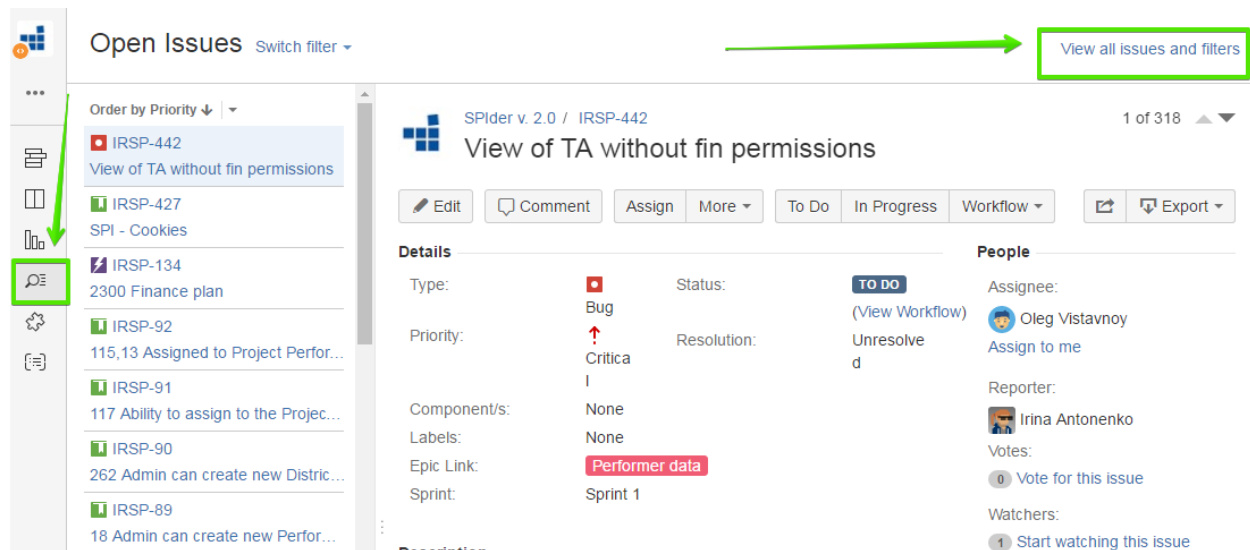
5. How can I understand that Task has been done and I can check it?

1) I'll assign **Task** on you and change **status** of the **Task** on **Done**.
You will receive an email message.

2) You can find **Ticket** assigned on you in **Done** column



3) Also you can find **Tickets** assigned on you by clicking **Issues** -> **View all issues and filters**



Click on **Need to check** button. You will see the list of the items with status **Done** assigned on you and ready for check.

The screenshot shows a Jira issue view for 'IRSP-472'. The left sidebar contains a 'FILTERS' section with a 'Need to check' filter selected. The main content area displays the issue details for 'IRSP-472', which is a 'Task' with a status of 'DONE'. The issue summary is 'This is a test task summary'. The 'Details' section shows the following information:

Field	Value
Type	Task
Status	DONE
Priority	Major
Resolution	Done
Component/s	None

The 'People' section shows the assignee as 'Beatrice Heinrich' and the reporter as 'Irina Antonenko'. A green arrow points from the 'Need to check' filter in the sidebar to the 'IRSP-472' issue in the list. Another green arrow points from the 'Need to check' filter to the 'Status: DONE' field in the details section.

6. What I need to do if Task has been done successfully?

You need change **status** of the Task on **Closed**. Thus we can understand that you checked and approved the Task.

The screenshot displays a task management interface for a task titled "This is a test task summary". The task is currently in the "In Progress" state. A dropdown menu is open, showing the following options: "Done", "Ready for QA", "Reopened", "Closed" (highlighted), and "Can't reproduce". The task details on the left include: Type: Task, Status: DONE (View Workflow), Priority: Major, Resolution: Done, Component/s: None, Labels: None, and Sprint: Sprint 1. The right sidebar shows the task is assigned to Beatrice Heinrich, reported by Irina Antonenko, with 0 votes and 1 watcher.

SPIDER v. 2.0 / IRSP-472 1 of 1

This is a test task summary

Edit Comment Assign More To Do In Progress Workflow Export

Details

Type: ☒ Task
Status: **DONE** (View Workflow)
Priority: Major
Resolution: Done
Component/s: None
Labels: None
Sprint: Sprint 1

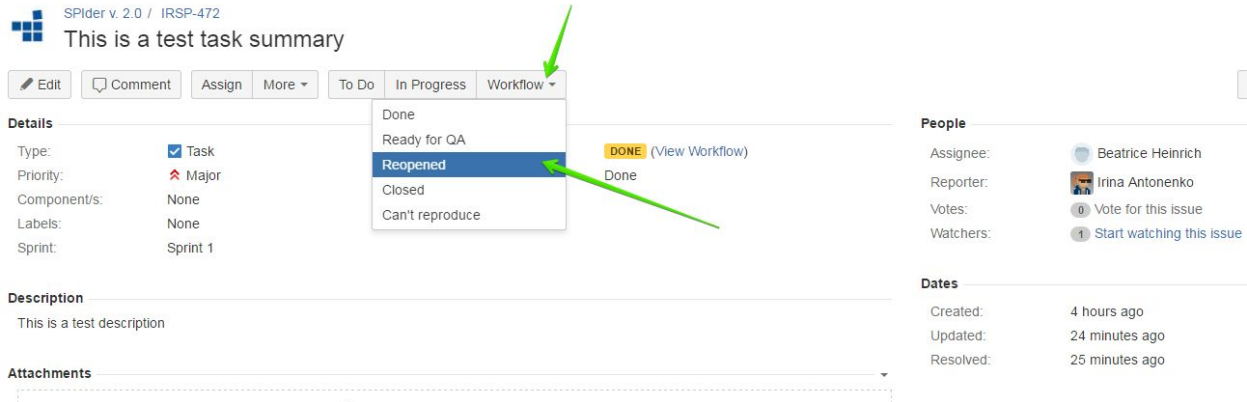
People

Assignee: Beatrice Heinrich
Reporter: Irina Antonenko
Votes: 0 [Vote for this issue](#)
Watchers: 1 [Start watching this issue](#)

Description

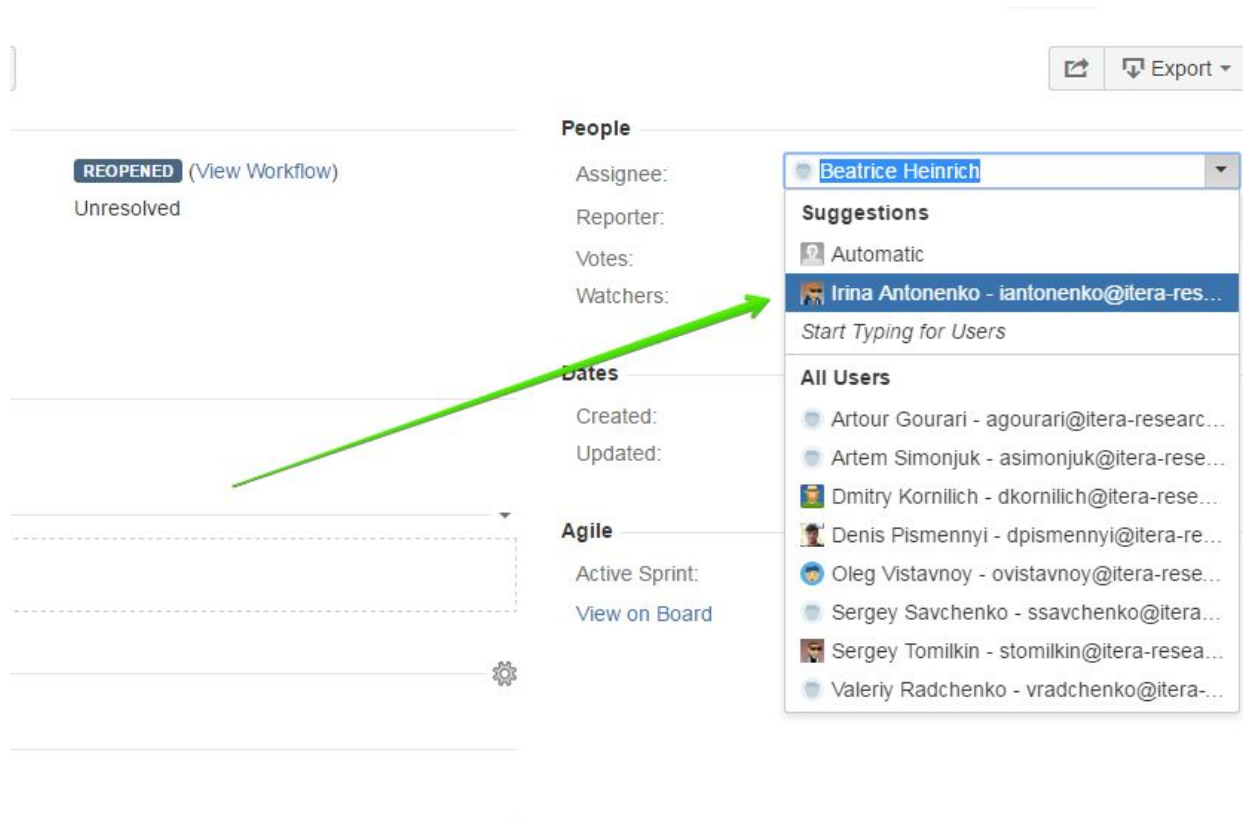
7. What I need to do if Task hasn't been done completely OR I have remarks?

1) Open the **Task**. Click on **Workflow** button and select **Reopened** from the drop down list.



The screenshot shows a task summary page for 'SPIDER v. 2.0 / IRSP-472'. The task is currently in the 'Workflow' state. A dropdown menu is open, showing options: 'Done', 'Ready for QA', 'Reopened' (highlighted with a green arrow), 'Closed', and 'Can't reproduce'. The 'Reopened' option is selected. The task details show it is a 'Task' with 'Major' priority, 'None' component/s, 'None' labels, and 'Sprint 1'. The description is 'This is a test description'. The attachments section is empty. The 'People' section shows the assignee as 'Beatrice Heinrich', reporter as 'Irina Antonenko', and voters as 'Vote for this issue'. The 'Dates' section shows 'Created: 4 hours ago', 'Updated: 24 minutes ago', and 'Resolved: 25 minutes ago'.

2) In the **Assignee** field click on **your name** and in drop down list select **Irina Antonenko** and click **Ok** button.



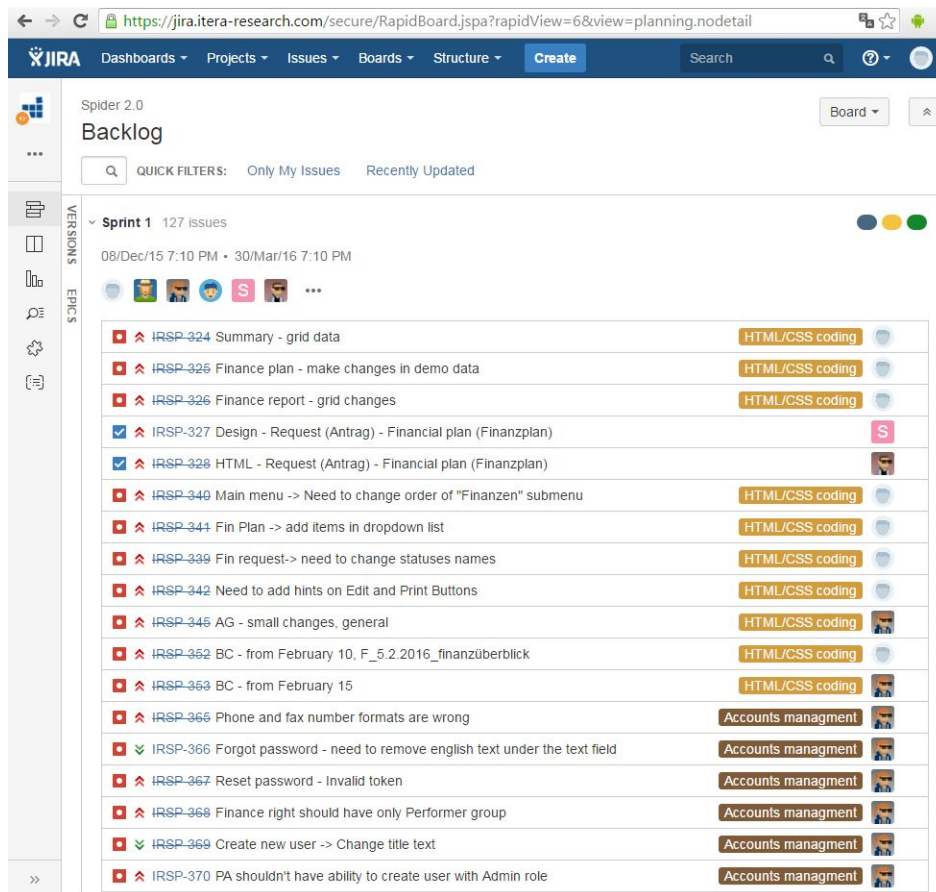
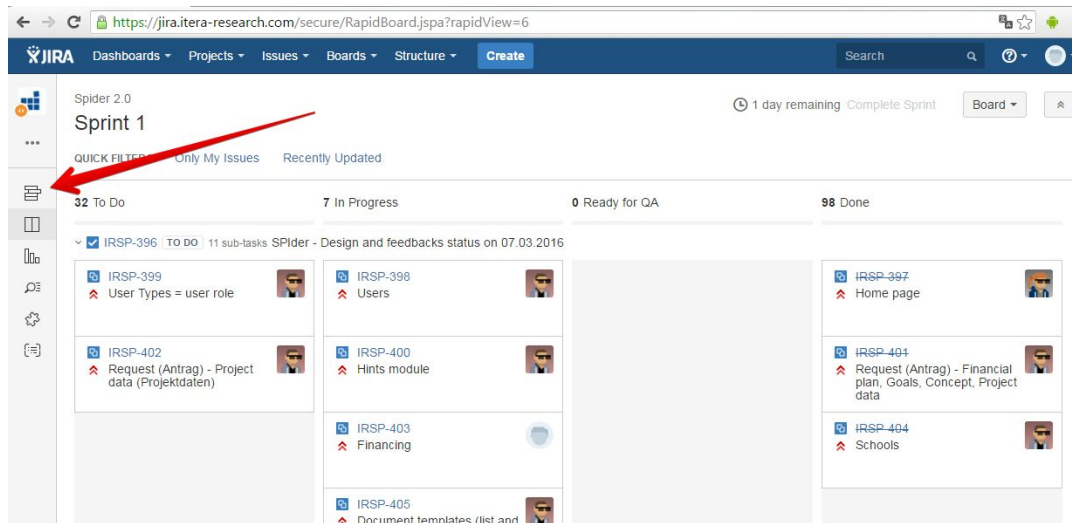
The screenshot shows the same task summary page, but the 'Assignee' field is now set to 'Beatrice Heinrich'. A dropdown menu is open, showing suggestions for the assignee. The suggestions include 'Automatic' and 'Irina Antonenko - iantonenko@itera-res...' (highlighted with a green arrow). The 'All Users' section lists other users: 'Artour Gourari - agourari@itera-researc...', 'Artem Simonjuk - asimonjuk@itera-rese...', 'Dmitry Kornilich - dkornilich@itera-rese...', 'Denis Pismennyi - dpismennyi@itera-re...', 'Oleg Vistavnoy - ovistavnoy@itera-rese...', 'Sergey Savchenko - ssavchenko@itera...', 'Sergey Tomilkin - stomilkin@itera-resea...', and 'Valeriy Radchenko - vradchenko@itera-...'. The 'Dates' section shows 'Created: 4 hours ago', 'Updated: 24 minutes ago', and 'Resolved: 25 minutes ago'. The 'Agile' section shows 'Active Sprint: View on Board'.

3) Leave the **comment** of reopen reason.

8. Interested to know

8.1 Where I can find all stories, bugs and tasks allocated by Sprints?

Click on **Backlog** button to see all **stories**, **bugs** and **tasks** allocated by **Sprints**.



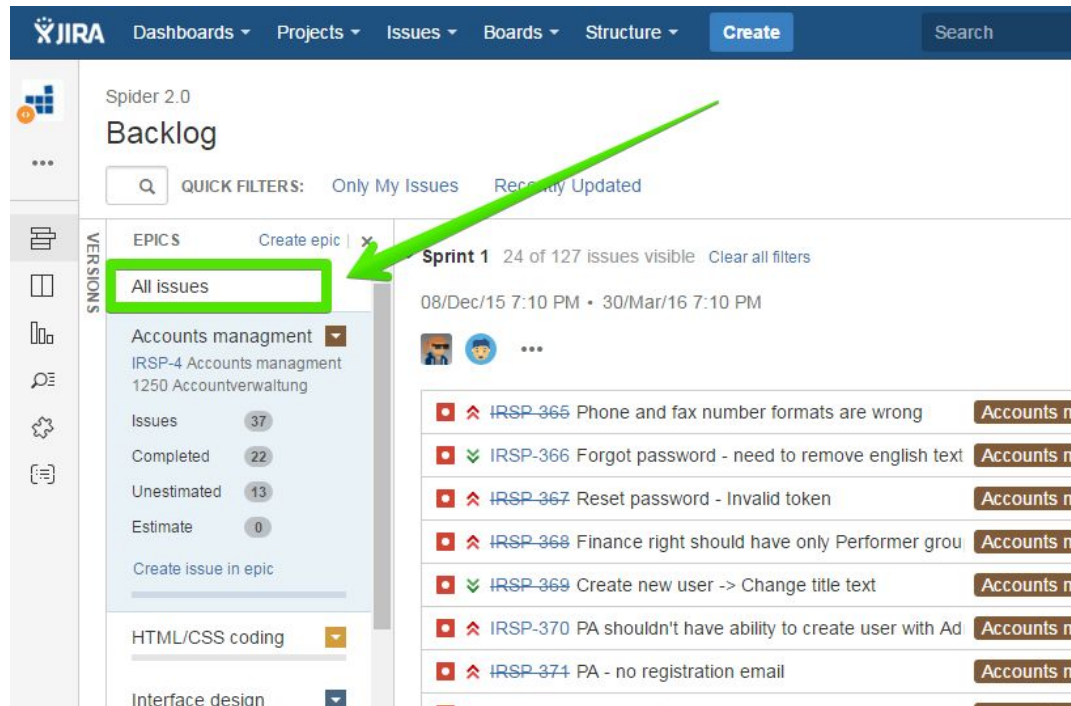
8.2 How can I sort items by Epics?

Click on **Epics** button - here you can sort items by Epics. You should click on Epic you interested in. On screenshot presented Epic filter by "Accounts management":

The screenshot shows the JIRA Spider 2.0 Agile Board interface. The top navigation bar includes 'Dashboards', 'Projects', 'Issues', 'Boards', 'Structure', and a 'Create' button. The main header displays 'Spider 2.0 Backlog' and a search bar. Below the header, there are 'QUICK FILTERS' for 'Only My Issues' and 'Recently Updated'. The left sidebar shows a list of 'EPICS' with 'Accounts management' selected. The main content area displays a list of issues under 'Sprint 1', with 24 of 127 issues visible. The issues are filtered by the 'Accounts management' epic. The issues list includes details such as issue ID, title, status, and assignee.

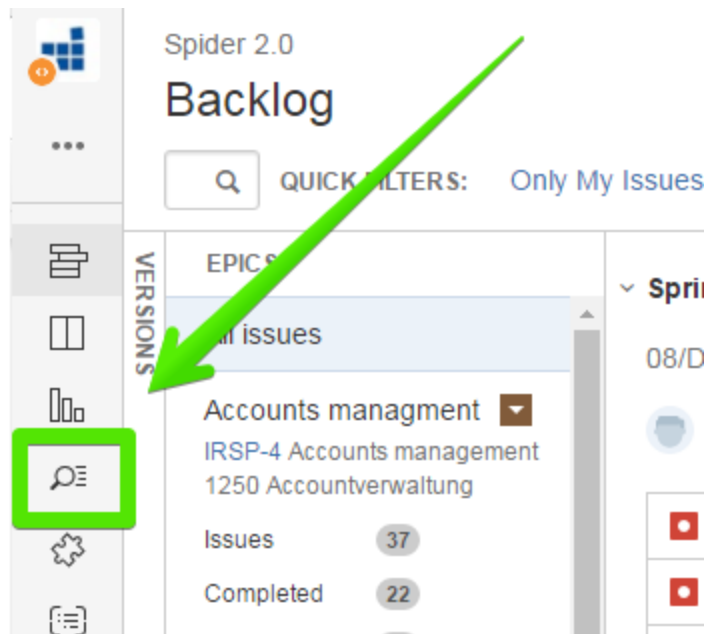
Issue ID	Title	Status	Assignee
IRSP-365	Phone and fax number formats are wrong	Open	Accounts management
IRSP-366	Forgot password - need to remove english text	Open	Accounts management
IRSP-367	Reset password - Invalid token	Open	Accounts management
IRSP-368	Finance right should have only Performer grou	Open	Accounts management
IRSP-369	Create new user -> Change title text	Open	Accounts management
IRSP-370	PA shouldn't have ability to create user with Ad	Open	Accounts management
IRSP-371	PA - no registration email	Open	Accounts management
IRSP-372	PA - forgot password - no email message	Open	Accounts management
IRSP-373	TA should have one type	Open	Accounts management
IRSP-374	Deaktivieren user should automatically logs ou	Open	Accounts management
IRSP-375	District, school users: shouldn't have ability to s	Open	Accounts management
IRSP-376	Need to add confirmation message when Admi	Open	Accounts management
IRSP-378	There is no field for responsible of district (Bezi	Open	Accounts management
IRSP-379	District. Should be ability to select responsible i	Open	Accounts management
IRSP-386	Admin can't change Login (Vorname) to himsel	Open	Accounts management
IRSP-387	Need to refresh data when user open edit mod	Open	Accounts management
IRSP-395	List of users - permissions	Open	Accounts management
IRSP-435	Benutzerinformation - text of mandatory field A	Open	Accounts management

To bring all items back, need to click "All issues" button:



8.3 How to make filters?

Click on **Issues** button.



Here you can filter items by different criteria, just click on **“View all issues and filters”** button.

The screenshot shows the JIRA 'Open Issues' view for the project 'SPIDER v. 2.0 / IRSP-442'. The left sidebar lists several issues, with 'IRSP-442 View of TA without fin permissions' selected. The main area displays the details of this issue, including its status ('TO DO'), priority ('Critical'), and assignee ('Oleg Vistav'). A green arrow points to the 'View all issues and filters' link in the top right corner of the issue view.

You can create and save filters you interested in.

The screenshot shows the JIRA search bar with a dropdown menu open. A green arrow points to the 'Save as' button, and another green arrow points to the 'Advanced' search options. The dropdown menu shows 'Recent Criteria' and 'All Criteria' sections. The 'Recent Criteria' section includes 'Resolution' (checked), 'Reporter', and 'Creator'. The 'All Criteria' section includes '% Limits', 'Comment', 'Component', and 'Created Date'. The 'Creator' criterion is highlighted in the 'Recent Criteria' section.

For example, I created Filter by User stories of Milestone1:

The screenshot shows the Jira interface. On the left, under 'FILTERS', there is a 'Milestone 1' filter selected, indicated by a green arrow. The main area displays a list of issues for 'Milestone 1'. The first issue is '221, 210 The main goal of Milestone 1 & Result of Milestone 1' with a story type. The interface includes filters for 'SPIDER v. 2.0 / IRSP-86', 'Status:...', 'Assign...', and 'Contains text'. It also shows 'Order by Priority' and 'Resolution: Unresolved'. The 'Details' section shows the issue type as 'Story' and the assignee as 'Assignee:'.

8.4 Jira id and Exel ticket id

Relation of stories id in excel and in Jira:

IRSP 108	4 Admin enter banking information for PAs' .	Finance source	
IRSP 161	143, 271 Performer(s) receive email messages when i	Communication	
IRSP 162	97, 103 Performer receive email messages when he r	Communication	
IRSP 163	56 PA receive email messages when he required make	Communication	
IRSP 164	88 Performers receive email message when the Order	Communication	
IRSP 166	177, 186 PA and Performer with finance permissions be able t	Projects	
IRSP 167	178 PA should have ability to view Projects of the current year	Projects	
IRSP 168	183 Projects of Performer agency should have visual design	Projects	
IRSP 169	184 Ability to see quickly status of projects	Projects	
IRSP 170	10 Ability to create new types of projects	Projects	
IRSP 172	124, 142, 279, 280 Ability to edit documents for print within t	Templates	
IRSP 175	46 PA can change status "Accept" and "Acceptable"	Review of Request	

First number it is index number of Jira system. Numbers in title - are ids from Exel with user stories.

8.5 How to watch the Story I'm interested in?

If I want to get notifications of Story workflow, what I should do?

Open detailed mode of some story.

The screenshot shows a Jira story detail page. At the top, it says 'SPider v. 2.0 / IRSP-31' and the story title '91, 92 Ability to block users.' Below the title are buttons for 'Edit', 'Comment', 'Assign', 'More', and a workflow dropdown menu. The 'Details' section on the left lists: Type: Story, Priority: Major, Component/s: None, Labels: Milestone1, Epic Link: Accounts management, and Sprint: Sprint 3. The 'Status' is 'READY FOR QA' and 'Resolution' is 'Unresolved'. The 'Description' section contains two paragraphs in Russian and two in German. The 'Attachments' section has a placeholder for dropping files. On the right, the 'People' section shows the assignee and reporter as Irina Antonenko, with options to 'Assign to me' and 'Vote for this issue'. The 'Dates' section shows the item was created on 24/Dec/15 at 2:20 PM and updated 2 days ago. The 'Agile' section shows the future sprint as 'Sprint 3' and a 'View on Board' link.

To start watching interested in item, you need click properated button. If item has been created by you, you start watching item by default.

This is a close-up of the 'People' section from the Jira story detail page. It lists the assignee and reporter as Irina Antonenko. Below the reporter's name, there is a 'Vote for this issue' button with a '0' vote count. The 'Watchers' section shows a 'Start watching this issue' button with a '1' count, which is highlighted with a green rectangular box. A green arrow points from the bottom right towards this button. Below the 'People' section, the 'Dates' section shows 'Created: 5 hours ago' and 'Updated: 14 minutes ago'. The 'Agile' section shows 'Active Sprint: Sprint 1 ends 30/Mar/16' and a 'View on Board' link.