

TOC

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Introduction

Issues in Jira are small tasks of work. These issues are put together to reach a major work milestone. The magnitude of issues varies in a project. Different types of issues are task, subtask, bug, story, and epic. Jira allows to assign issues to an individual and track progress easily. It is also convenient to manage project deadlines and manage dependencies efficiently thus making usage of Jira most conducive for work management.

This guide helps you to understand how to assign an issue to a user and how to close an issue.

Prerequisites

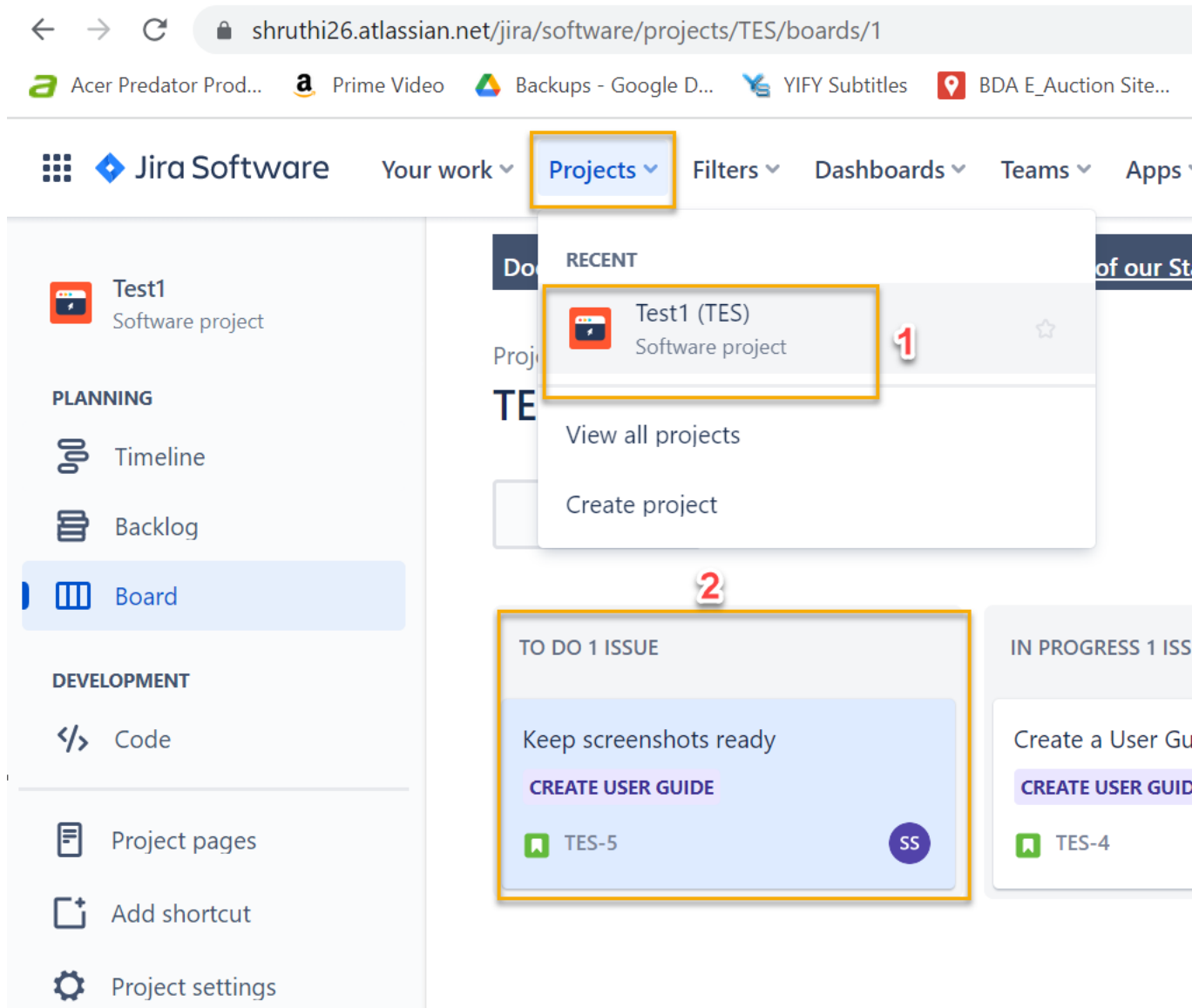
- Jira log in credentials
- An active project
- Email ID of the Tser

Assigning an issue

An issue is assigned to a user after they are added to the project.

To assign,

1. Login to Jira, select the required projects from the Projects dropdown.
2. Select the issue you want to assign and click on it to open.



3. On the right pane of the issue window, select the required user from the Assignee

dropdown.

The screenshot displays the Jira Software interface. The top navigation bar includes the Jira logo, 'Jira Software', and several dropdown menus: 'Your work', 'Projects', 'Filters', 'Dashboards', 'Teams', and 'Apps'. The left sidebar shows the project 'Test1' (Software project) and a navigation menu with sections 'PLANNING' (Timeline, Backlog, Board) and 'DEVELOPMENT' (Code). Below this are 'Project pages', 'Add shortcut', and 'Project settings'. The main content area shows an issue titled 'Keep screenshots ready' with a purple lightning bolt icon and a green square icon. The issue is assigned to 'TES-3' and 'TES-5'. Action buttons include 'Attach', 'Add a child issue', 'Link issue', and a three-dot menu. The 'Description' section has a placeholder 'Add a description...'. The 'Activity' section shows 'Show: All', 'Comments' (selected), and 'History'. A comment box with the placeholder 'Add a comment...' and a user icon 'SS' is visible. A 'Pro tip' message states 'press M to comment'.

Issue is assigned so the User.

Video tutorial: [Assigning an issue](#)

Closing an issue

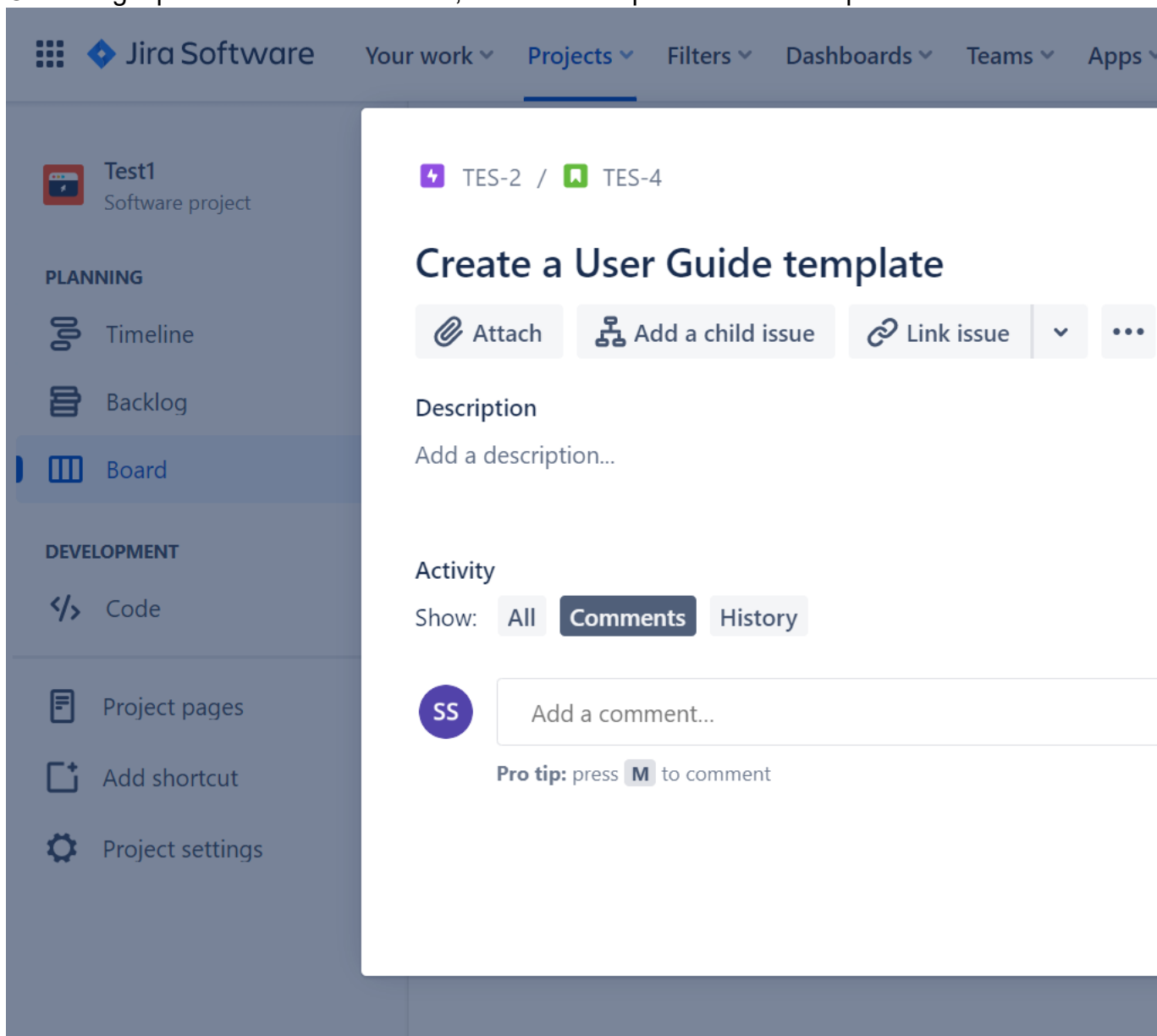
An issue is closed when the work is completed. It is also called as resolving the issue.

To close,

1. Log in to Jira, open the required project from the Projects dropdown, locate the issue you want to close.
2. Open the issue.

The screenshot shows the Jira Software interface. The browser address bar displays the URL: shruthi26.atlassian.net/jira/software/projects/TES/boards/1. The top navigation bar includes the Jira Software logo, 'Your work', and a 'Projects' dropdown menu which is highlighted with an orange box. The dropdown menu shows a 'RECENT' section with 'Test1 (TES) Software project' listed, also highlighted with an orange box and a red '1' badge. Below this are options to 'View all projects' and 'Create project'. The left sidebar contains navigation links for 'Test1 Software project', 'PLANNING' (Timeline, Backlog), 'Board' (highlighted with a blue bar), 'DEVELOPMENT' (Code), 'Project pages', 'Add shortcut', and 'Project settings'. The main content area shows a 'TO DO 1 ISSUE' section with a card for 'Keep screenshots ready' containing a 'CREATE USER GUIDE' button and a 'TES-5' label. To the right, an 'IN PROGRESS 1 ISSUE' section shows a card for 'Create a User Guide' with a 'CREATE USER GUIDE' button and a 'TES-4' label. A red '2' badge is visible next to the 'IN PROGRESS' section.

3. On the right pane of the issue window, select Done option from the dropdown.



Issue has closed.

Video tutorial: [Closing an issue](#)

Glossary

M

My Term	
	My definition