

Jira convention

Step 1 - Join the team's project

In Jira Software, teams often work in individual projects and visualize work-in-progress on boards.

1. To find our team's project.
2. Click **Projects**.
3. Select our team name.

Step 2 - Find work in our project

There are multiple views of work items in Jira (also called Issues), the most popular ones are the Board, the Backlog and Search.


Scrum

1. In scrum projects, issues are located on the backlog and on the sprint board.
2. Find our teams, current sprint board, by clicking the Active Sprint or Boards menu item on the left. Issues are represented by cards on the board. We can filter the board to find the issues assigned to us in the current sprint.
3. The backlog screen shows issues assigned in the current and in future sprints. Issues not assigned to a sprint are located in the backlog.

Step 3 - Create new issues

There are multiple ways to create new issues in Jira.

We are working on a [Scrum project](#) so we can create new issues on the backlog screen by clicking the create issue link.

Any new issue you create will default to a Story issue type, you can change the type by clicking the Story icon ().

Step 4 - Organize your work

A subtask can be created for an issue to either split the issue into smaller chunks or to allow various aspects of an issue to be assigned to different people. Simply click on the subtask or child issue button when viewing a Jira issue.

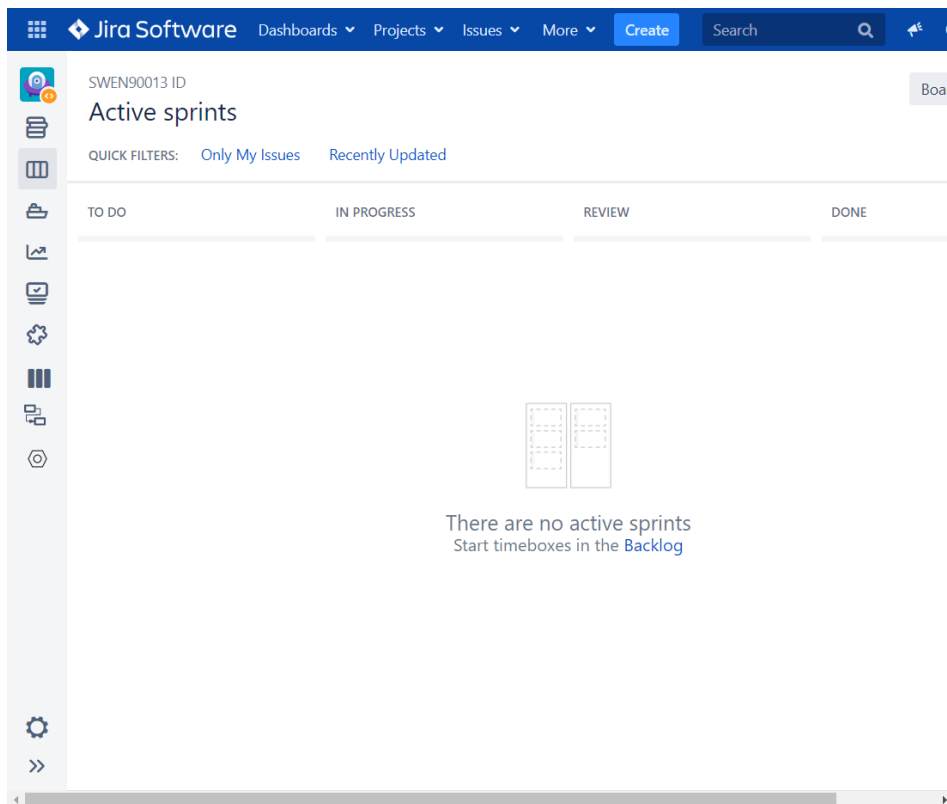
Issue linking allows you to create an association between two existing issues. We can also link to create an association between an issue and a Confluence page.

Add any additional descriptions to the issue. The Atlassian editor supports markdown formatting which makes it quick and easy to add headings, code blocks, and more.

Step 5 - Start work

1. Assign work to yourself.
2. Start coding, if some have connected your code repository you can create a new branch in our project's repo from the Jira issue screen.

When you reference your issue key(s) in our development work (branches, commits, PRs) information from connected development tools will be displayed on the issue.



Step 6 - Complete work

1. Merge our code back into the master by opening a pull request.
2. Change the status to review, quality assurance will check the work and move it to todo or done.