This **Quick Start Guide** introduces you to Jira navigation.

Jira is a great project management tool for Agile teams. It's basically a giant To-Do list that integrates fully with Confluence documents.

If your team uses Jira, it can help you:

- prioritize your work
- track and manage your daily work efficiently
- track your team's work and understand where it affects you
- pose questions and leave comments for team members
- share your own progress with your team

For now, understanding how our software development process works and gets tracked in Jira can help you, regardless of your role.
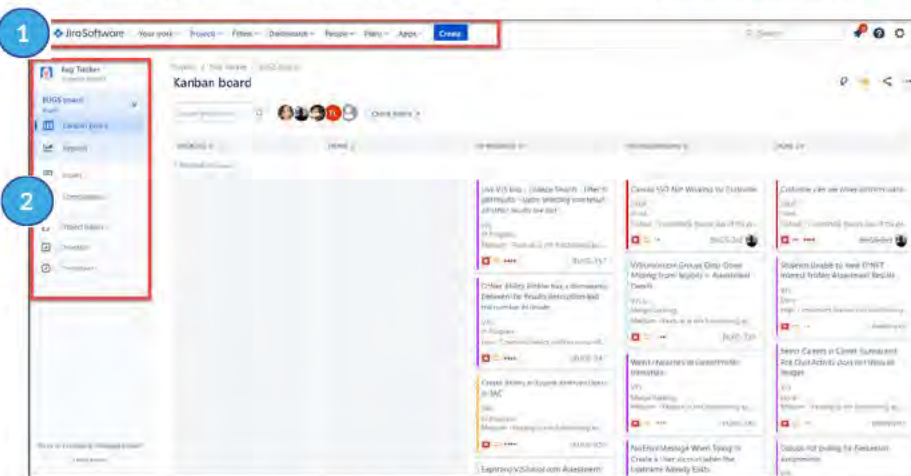
Before You Begin

Acquaint yourself with the terms (right) and available resources:

- Jira Fundamentals : Atlassian
- Jira Bug Tracker Quick Video
- Confluence101 Navigation Essentials Quick Video

JIRA | The Navigation Bar

You can get into Jira from several possible links. If you are just starting out, log in to your Atlassian account and click here: Jira Bug Tracker.

The Bug Board appears, with the Jira Software logo in the upper left.

Regardless of how you get into Jira, basic navigation is essentially the same. The two main navigational aids you need to know are:

1. the Navigation bar at the top of the page, and
2. the Project sidebar, in the left pane of the page

Terms

- **Agile** is a project management approach that we use to deliver continuous improvements at regular intervals.

- **Epic** is a large development project that comprises smaller issues or tasks to be completed.

- **Issue** is an individual work item such as a bug or story. It designates a type of task.

- **Projects** are organized around a team or deliverable, and provide a space for organizing Issues.

- **Kanban boards** provide a visual representation of progress across various task milestones represented by swim lanes. The **Bug Tracker** is one such board. Kanban reflects a philosophy of continuous workflow.

- **Workflows** provide a flowchart of work milestones—start to finish.

- **Sprints** are short periods of development effort—here, they occur every two weeks.

Navigation Bar | Options
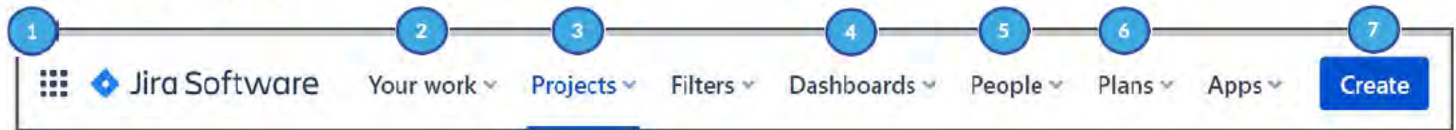
1. **Product Switcher** Let's you switch to other Atlassian products like Confluence
2. **Your Work** Displays your assigned issues, projects, and recently visited boards
3. **Projects** Displays a list of your Projects and the ability to view all Projects
4. **Dashboards** Permits you to create, star, or view relevant Dashboards, such as Bug Tracker
5. **People** Permits you to view frequent collaborators, other teams, and to start one of your own
6. **More** Allows you to view and select enabled Plans and Apps, such as Tempo for timekeeping
7. **Create** Allows you to create new issues, such as Bugs and Stories

Additionally, the main **Search** bar on the top right provides Jira site-wide search with predictive text and keyword capabilities; it also displays recent views and allows you to switch to Confluence with a single click.

Your Work Menu

One of the menus you will use most frequently is **Your work**, which permits you to view issues assigned to you, issues you have visited recently in Jira, and Boards that you have starred and/or visited recently.

Tip: When you open a Project Board, look to the upper right. You will see a star ⭐ favicon that you can select to find the Board easily.
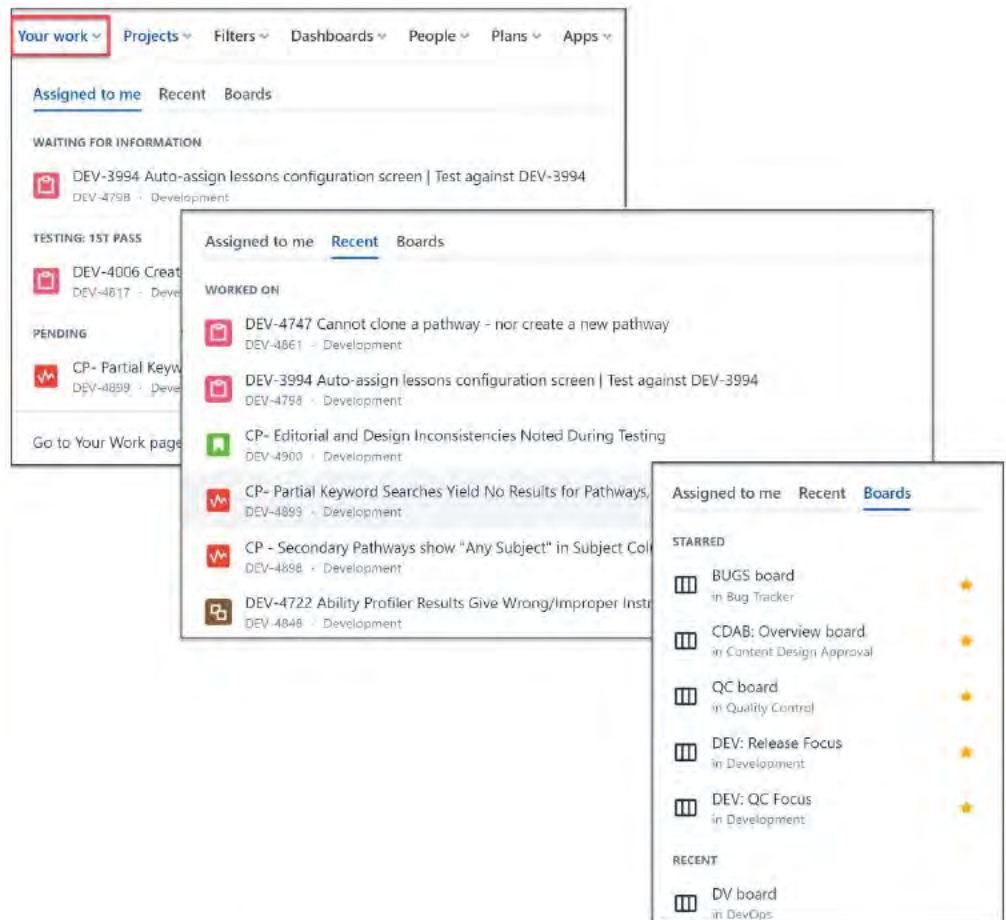
Project Sidebar | Options

1	**Project Name**	Displays the project you are in—here, it's Bug Tracker, but we have Projects for CSM, SSOR, etc.
2	**Board Switcher**	Allows you to click a drop-down to switch among various boards in a project, or search boards
3	**Backlog**	Displays issues that have not yet been started
4	**Board View**	Displays the selected board
5	**Reports**	Offers a selection of reports that you can create
6	**Lower Menu**	Offers options in the lower menu such as **Issues**, which lists all issues within the project and permits you to filter views; other items are for advanced use

Issues | An Overview

Remember that **Issues** are individual work items within Jira. You may also hear them referred to as "tickets." Issues might be Bugs, Stories, Collateral Requests, Content Ideas, Tasks, and so on.

Issues may be standalone items, or they may be part of a larger effort, such as an Epic, where they may be associated with related issues.

Different issue types even have their own icons to help you gain insights at a glance. Here are some that our teams use.

✔	The Task icon is used for SSO/Rostering
⚡	Epics indicate large projects that comprise several issues
📋	The Test icon is used by Quality Control
🔖 ⬤	The Story (green) and Bug (red) icons are used by Development
❓	The Content Idea icon is used by Customer Success Management
🔲	The Release Case icon represents the final stages of testing and merge before an issue is resolved and released to the live environment

Try It Yourself

- *Navigate to the **Bug Tracker** project board from the link provided on page one.*

- *Try searches from the main **Search** bar (top right) and basic **Search** from the board itself.*

- *Open and study a Bug ticket (issue); try clicks of dropdowns to see what you find.*

- *Select **Projects** and pick another Project board to view. Open and study an issue.*

- *Select Your work and try the different tab views; Click the **Go to Your Work** page and familiarize yourself with its layout.*