Lab: Configuring Issues (Team-managed Projects)

Estimated time: 15 minutes

In this lab, you will:

1. Add labels to issues.
2. Search for issues by label.
3. Turn on estimation and enter story points.
4. Create a custom field.

> *Note: These instructions assume that you have created a team-managed kanban project named **projectAteam** in an earlier lab.*

> *These instructions DO NOT APPLY to company-managed projects.*

1: Add labels to issues.

1. Add labels named `refactor` and/or `database` to some of the issues in **projectAteam**. If you hover over an issue's card on the board, you can click on the more icon (...) and select **Add label**. You could also do this by adding entries to the **Labels** field of an issue. Make sure to click the checkmark to add the label.

2. View your board to verify that the labels appear. Team-managed project cards are automatically configured to show labels.

> *Congratulations, you have added labels to issues.*

2: Search for issues by label.

1. Open an issue with a label of **database**.

2. Under **Labels**, click on the **database** label. You should be brought to the **Filters** area with a search for all issues with the **database** label. This is the easiest way to search for issues with a certain label.

3. Use basic search to search for issues with a label of **refactor**. You will have to use the **More** dropdown to add **Label** as a search criteria.

> *Congratulations, you have searched for issues by label.*

3: Turn on estimation and enter story points.

1. While in your **projectAteam** project, click **Project settings > Issue types**.

2. If **Story** does not show as an issue type, click **+ Add issue type** and add **Story**.

3. Create an issue of type story, with a summary of `add item X`, where X is the next item number for your board.

4. Open the new story and verify that **Story Point Estimate** is not shown. This is because story points are not commonly used in kanban projects and the estimation feature is turned off.

5. Click on the more icon (...) in the upper right and select **Configure**. You are brought to the **Project settings > Issue types > Story** screen. Notice that Story Points are not present. This is because the

estimation feature is not enabled.

6. While in your **projectAteam** project, navigate to **Project settings > Features** and turn on **Estimation**.

7. From the board, open the story and verify that there is now a **Story point estimate** field. Enter a story point value for the issue.

8. Navigate to **Project settings > Issue types > Story** and notice that **Story point estimate** is now a primary field. This is because you turned on the **Estimation** feature.

> *Congratulations, you turned on estimation and entered story points.*

4: Create a custom field.

1. From your **projectAteam** project board, open an issue of type **Story**.

2. Click on the more icon (...) in the upper right and select **Configure**. This takes you to **Project settings > Issue types > Story**.

3. In the toolbar on the right, click the **Short text** icon under **CREATE A FIELD**.

4. The field will be added under **Context fields**.

5. Enter a new field named `Acceptance Criteria`. For **Describe how people should use this field**, enter `A list of user-centered tests that must pass for the story to be considered done.`.

6. Drag and drop to reorder the fields as desired.

7. Click **Save changes**.

8. Verify that your new **Acceptance Criteria** field is shown when you view a story's details. In the text area, enter something like `User must be able to enter an email address.`.

9. Open the create issue dialog and verify that your **Acceptance Criteria** field is available when creating issues.

   > *This new Acceptance Criteria field only applies to the projectAteam project. Unlike with company-managed projects, adding a custom field to a team-managed project is not a global configuration. This keeps each project configuration separate and in control of the project team.*

10. Perform an advanced/JQL search for issues with an **Acceptance Criteria** field that is not empty. Type `A` and notice that there are now two **Acceptance Criteria** field choices (assuming you did the company-managed version of this lab). One of those choices is the globally configured field from the company-managed lab and the other is the field created in this lab. You can query for one of those choices by selecting from autocomplete, or query for all issues that have a non-empty Acceptance Criteria field using `"Acceptance Criteria" is not EMPTY`.

> *Congratulations, you have created a custom field and completed this lab.*