

## TUTORIAL

# Auto-create sub-tasks and update fields in Jira

This guide reveals how to create a Jira automation rule that automatically creates sub-tasks when an issue is created.



BY KEV ZETTLER

## BROWSE TOPICS

- [Agile manifesto](#)
- [Scrum](#)
- [Kanban](#)
- [Agile project management](#)
- [Product Management](#)
- [Agile at scale](#)

[View all topics](#)

[Learn kanban with Jira Software](#)

[Learn how to use Epics in Jira Software](#)

[Learn how to create an agile board in Jira Software](#)

[Learn how to use sprints in Jira Software](#)

[Learn Versions with Jira Software](#)

[Learn Issues with Jira Software](#)

[Learn burndown charts with Jira Software](#)

- [Auto-create sub-tasks and update fields in Jira](#)

[How to automatically assign issues with Jira Software Automation](#)

[How to sync epics stories with Jira Software Automation](#)

[Automatically escalate overdue issues in Jira](#)

- [About the Agile Coach](#)

[All articles](#)

Automation rules in Jira help teams move fast and stay organized. Explore the [automation template library](#), and read on to start automating in Jira!

## New Trigger

The first step is to select a trigger from the **New trigger** selection screen.

**New trigger**  
Triggers start the execution of a rule. Triggers can listen for events or be scheduled to run.

**Recommended**

- Field value changed** Rule is run when an issue's field value changes. POPULAR
- Issue commented** Rule is run when a new comment is added to an issue. POPULAR
- Issue created** Rule is run when an issue is created. POPULAR
- Issue transitioned** Rule is run when an issue is transitioned through its workflow. POPULAR

**Issue triggers**

- Field value changed** Rule is run when an issue's field value changes.
- Issue assigned** Rule is run when an issue is assigned to a user.
- Issue commented** Rule is run when a new comment is added to an issue.
- Issue created** Rule is run when an issue is created.
- Issue deleted** Rule is run when an issue is deleted.
- Issue link deleted** Rule is run when a link between two issues is deleted.

Next, find the **Issue created** trigger from the list of triggers

## New trigger

Triggers start the execution of a rule. Triggers can listen for events or be scheduled to run.

**All triggers** Start typing to filter components

**Recommended**

- Field value changed** Rule is run when an issue's field value changes. POPULAR
- Issue commented** Rule is run when a new comment is added to an issue. POPULAR
- Issue created** Rule is run when an issue is created. POPULAR
- Issue transitioned** Rule is run when an issue is transitioned through its workflow. POPULAR

You can also find the **Issue created** trigger by searching for it in the search bar. Once you have selected the **Issue created** trigger, click the **Save**

## PRODUCT DISCUSSED

### Jira Software

Save time and deliver value faster with automation

[Get it free →](#)

## SUBSCRIBE

Sign up for more articles

## Email

[Subscribe](#)

Selected the **ISSUE CREATED** trigger, click the **Save** button.

The screenshot shows the 'Issue created' trigger configuration page. At the top, there's a 'Return to list' link. Below it, a green '+' button labeled 'Issue created' is highlighted. A note says 'Rule is run when an issue is created. This trigger needs no configuration.' At the bottom are 'Cancel' and 'Save' buttons.

## New Condition

Next we will add a **New condition** component that will perform an action if the issue type is a Task. Click on the **New Condition** option on the **Add component** page.

The screenshot shows the 'Add component' page under the 'Automation' section. It lists several components: 'When: Issue created' (selected), 'Add component', 'New condition' (highlighted with a yellow box), 'New action', and 'Branch rule / related issues'. At the top right is a 'Return to list' link.

Next, click the **Issue fields condition**:

The screenshot shows the 'New condition' configuration page. It has a 'Recommended' section with 'Issue fields condition' (highlighted with a yellow box) and other options like 'Advanced compare condition', 'If: New condition', and 'Issue attachments'. Below is a 'All components' section with various conditions like 'JQL condition', 'User condition', and 'Related issues condition'. At the top right is a 'Return to list' link.

This will direct you to the **Issue fields condition** configuration page. From the **Field** drop down, select **Issue Type**, change the Value to **Task**, and click the **Save** button.

The screenshot shows the 'Issue fields condition' configuration page. It has a 'Field' dropdown set to 'Issue Type', a 'Condition' dropdown set to 'equals', and a 'Value' dropdown set to 'Task'. At the bottom are 'Cancel' and 'Save' buttons.

## New Action

To add an action to the rule, click on the **New action** item on the **Add component** page and filter for the **Create sub-tasks** action. Click the **Create sub-tasks** item to proceed.

The screenshot shows a search interface for actions. The search bar contains 'sub-tasks'. Below it, under 'Issue actions', there is a card for 'Create sub-tasks' with the description 'Add a number of sub-tasks to a given issue.' A 'Cancel' button is visible at the bottom right.

On the **Create sub-tasks** page add one or more sub-tasks by clicking the **Add another sub-task** and fill in the **Summary** fields as you like. You can also configure the fields that you'd like in each sub-task.

The screenshot shows the 'Create sub-tasks' configuration screen. It lists three sub-tasks with their summaries: 'One', 'Two', and 'Three'. Each sub-task has 'Add fields' and 'Remove' buttons. A 'Save' button is at the bottom right. A note at the bottom left says 'How can I add more fields when creating a sub-task?' and 'Can I include issue data in my sub-tasks?'

When you click **Add fields** on the third sub-task the other two sub-tasks will be created as a separate action. You will be taken to a new **Create Issue** screen where you can configure additional fields. Click the **Save** button when finished.

The screenshot shows the 'Create issue' configuration screen for a new sub-task. It includes fields for 'Project' (set to 'kevzettler (KEV)'), 'Issue type' (set to 'Sub-task'), and 'Parent issue' (set to 'Current issue'). The 'Summary' field is set to 'Three'. A note at the bottom left says 'The current issue will be the same as the trigger issue unless this create action is on a related issues branch.' A 'Save' button is at the bottom right.

**Turn it on**

This brings you to the **Add component** view where you can name the new Automation. Once you do, click the **Turn it on** button.

The screenshot shows the 'Add component' screen for an Automation rule. The rule is titled 'auto-create sub-tasks'. It includes a condition 'When: Issue created' and an action 'Then: Create 2 sub-tasks'. On the right, there's a 'New condition' section with options like 'New action' and 'Branch rule / related issues'. At the bottom right is a prominent blue 'Turn it on' button.

## Try it out

Now that you created and activated a new automation rule, it's time to try it out! Go back to your project, create a new issue, and set the type to Task.

The screenshot shows the 'Create issue' dialog in Jira. The 'Project' dropdown is set to 'kevzettler (KEV)'. The 'Issue Type' dropdown is set to 'Task'. The 'Summary' field contains 'automation test task'. The 'Description' rich text area is empty. At the bottom are 'Create another', 'Create', and 'Cancel' buttons.

Once you've created the new task, the automation rule will activate in the background. You can confirm if the automation rule succeeded by visiting the **Audit Log**. Navigate to **Project Settings -> Automation**, find your new Automation rule, and click the **Audit Log tab**. You should see a view similar to the following:

The screenshot shows the 'Audit log' table for the 'auto-create sub-tasks' rule. The table has columns for Date, Rule, Status, Duration, and Operations. It lists five entries:

| Date                             | Rule                  | Status        | Duration | Operations |
|----------------------------------|-----------------------|---------------|----------|------------|
| 17/11/20 09:52:04 pm (199364498) | auto-create sub-tasks | SUCCESS       | 1.80s    | Show more  |
| 17/11/20 09:46:00 pm (199361783) | auto-create sub-tasks | SOME ERRORS   | 1.79s    | Show more  |
| 17/11/20 09:43:10 pm (199360548) | auto-create sub-tasks | CONFIG CHANGE |          | Show more  |
| 17/11/20 09:42:10 pm (199360349) | auto-create sub-tasks | SOME ERRORS   | 1.58s    | Show more  |
| 17/11/20 09:32:16 pm (199360426) | auto-create sub-tasks | SOME ERRORS   | 1.41s    | Show more  |
| 17/11/20 09:18:29 pm (199360366) | auto-create sub-tasks | CONFIG CHANGE |          | Show more  |

\* What do the different statuses mean?



In the **Audit log**, if you see a row under the column **Status** labeled SUCCESS you've successfully built the automation rule. If you see the label SOME ERRORS, click on the **Show More** operations links to debug those errors. As you can see in the screenshot above we had to test and reconfigure our automation rule a few times before we were successful.

Once you have confirmed the automation rule operates successfully, return back to your project and you will see the new sub-tasks!

Projects / kevzettler / KEV board

## Kanban board

| Column                     | Task          | Status |
|----------------------------|---------------|--------|
| BACKLOG 5                  | Watch Vids    | KEV-1  |
| BACKLOG 5                  | new test task | KEV-16 |
| BACKLOG 5                  | One           | KEV-17 |
| BACKLOG 5                  | Two           | KEV-18 |
| BACKLOG 5                  | Three         | KEV-19 |
| SELECTED FOR DEVELOPMENT 0 |               |        |

SHARE THIS ARTICLE



KEV ZETTLER

Kev is a lead full stack web developer and serial entrepreneur with over a decade of experience building products and teams with agile methodologies. He is a passionate contributor, author, and educator on emerging open source technologies like DevOps, cryptocurrency, and VR/AR. In his free time, he participates in indie game development jams.

ARTICLE

TUTORIAL

## What is scrum? - A brief introduction

Scrum is a structured framework for product development that is frequently used by agile software development teams. Read this beginner's guide to scrum.

[Read this article →](#)

## Learn burndown charts with Jira Software

The go-to-guide for burndown charts in Jira Software. Learn how to monitor epics and sprints with burndown charts.

[Try this tutorial →](#)

### Agile Topics

Agile project management

Scrum

Kanban

Design

Software development  
Product management

Teams

Agile at scale

DevOps

Sign up for more agile articles and tutorials.

Email

[Subscribe](#)



How to automatically assign issues with Jira Software Automation

Up Next

