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.

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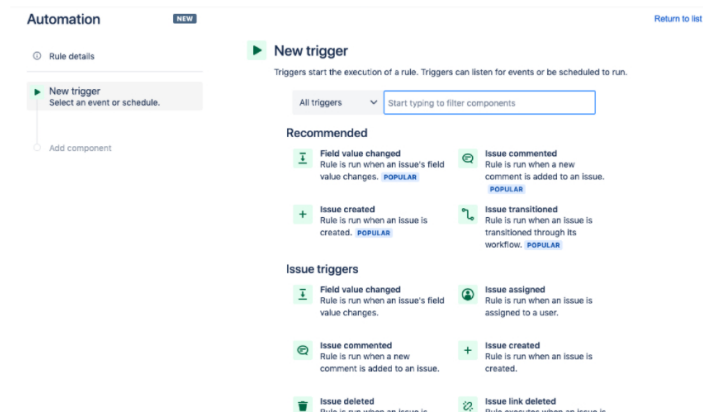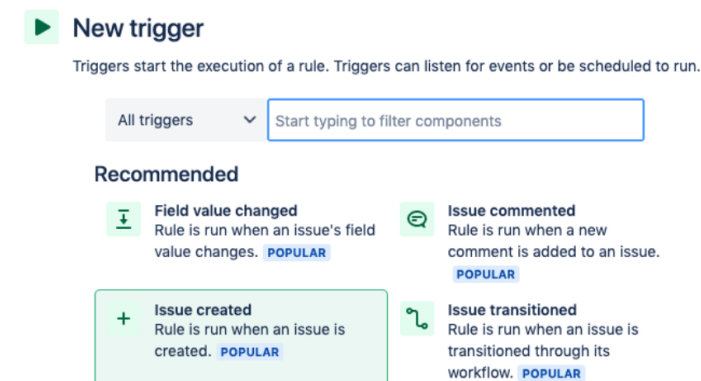
Automation rules in Jira help teams move fast and stay organized. Explore the automation template library, and read on to start automating in Jira!

New Trigger

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

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

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** button.

Return to list

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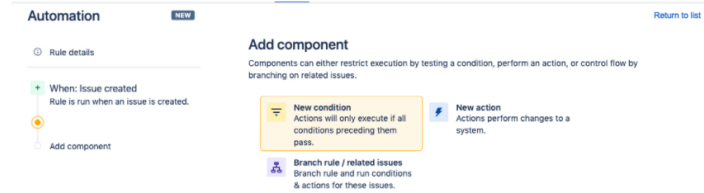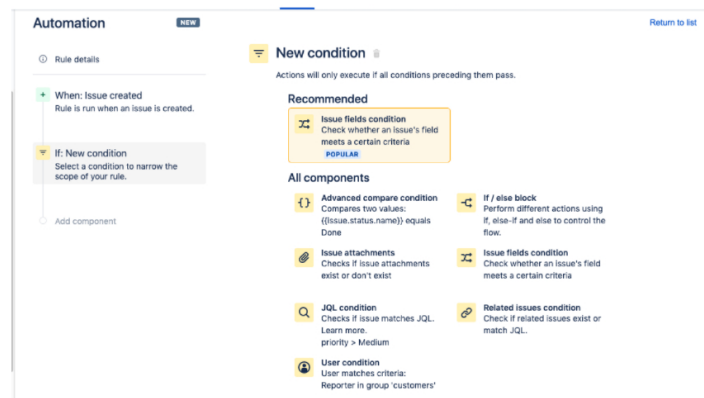
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New Condition

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.

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

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.

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.

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.

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.

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.

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.

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: