

An issue can be completed by performing many tasks with different persons like Dev, QA, UAT, Business, Support, etc. To track the progress in each department, sub-tasks are created in an issue and assigned to the concern person. Once all the sub-tasks are resolved, the issue can be marked as completed.

## Points to Note for Creating a Subtask

The following points are to be considered when creating a subtask.

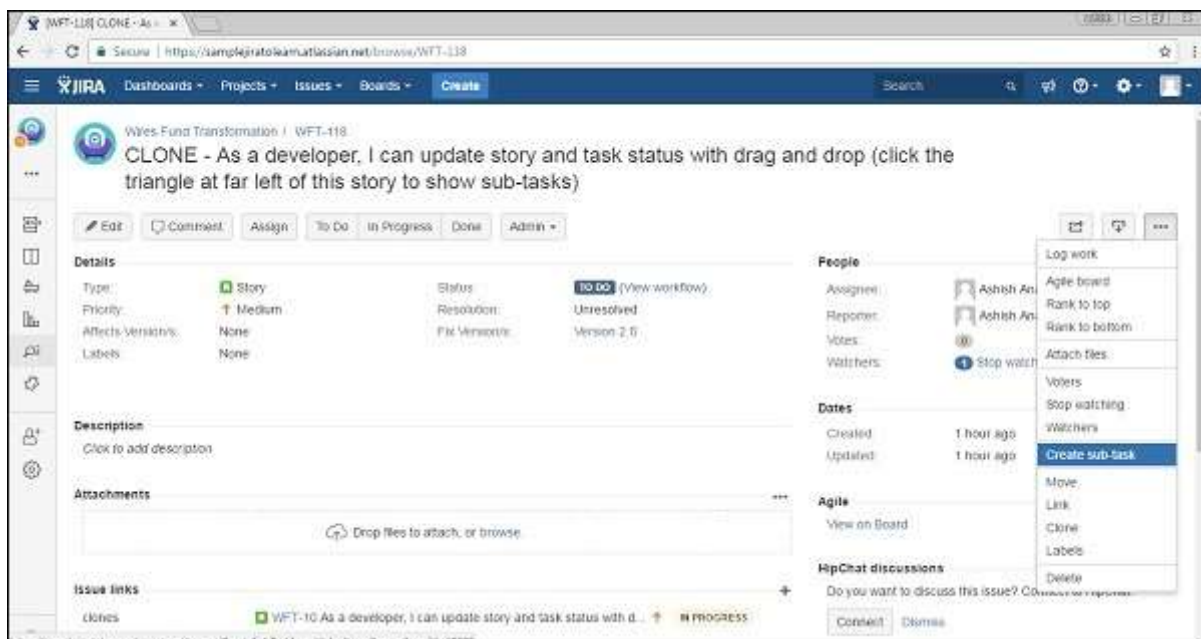
- All subtasks are an essential part of their parent issue.
- All subtasks are visible on the main screen of the parent issue.
- Subtasks always belong to the same project as their parent issue.
- Subtask has all fields that are present in the standard issue.
- Subtasks cannot have a subtask of their own.

## Steps to Follow for Creating a Subtask

We should consider the following steps when creating a subtask.

- Open an issue where subtasks should be created.
- Select More → Create Subtask. Create subtask page will display.

The following screenshot shows how to access the Create Subtask functionality.



Enter the details in all the required fields and then click on Create. The following screenshot shows the **Create Subtask Form** with the required and optional fields.

The screenshot shows the 'Create Subtask' form for issue WFT-118. The form is titled 'Create Subtask: WFT-118' and includes a 'Configure fields' button. The 'Issue Type' is set to 'Sub-task'. The 'Summary' field contains 'QA Test Script'. The 'Reporter' is 'Ashish Anand [Administrator]'. The 'Components' are set to 'None'. The 'Description' field contains 'Test script creation'. At the bottom, there are buttons for 'Create another', 'Create', and 'Cancel'.

Once a subtask is created, it will be available on the Main Issue page → Subtask section. The following screenshot shows how to view a subtask in an issue.

The screenshot shows the JIRA issue page for WFT-118. The 'Sub-tasks' section is expanded, showing three subtasks:

- 1. CLONE - Update task status by dragging and dropping from column to column => Try dragging this task to "Done" (10.00, Ashish Anand [Administrator])
- 2. CLONE - When the last task is done, the story can be automatically closed => Drag this task to "Done" too (10.00, Unassigned)
- 3. QA Test Script (10.00, Unassigned) with a progress bar at 44%.

The 'Activity' section at the bottom shows 'All', 'Comments', 'Work log', 'History', and 'Activity' tabs. A comment box is visible at the bottom.