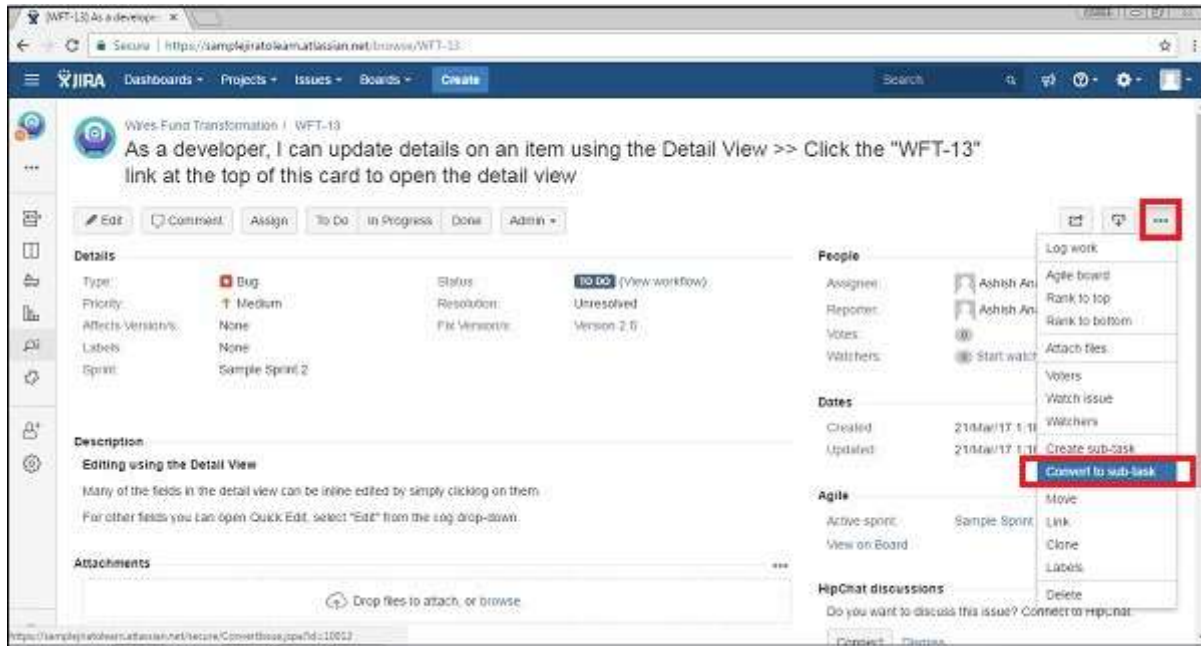
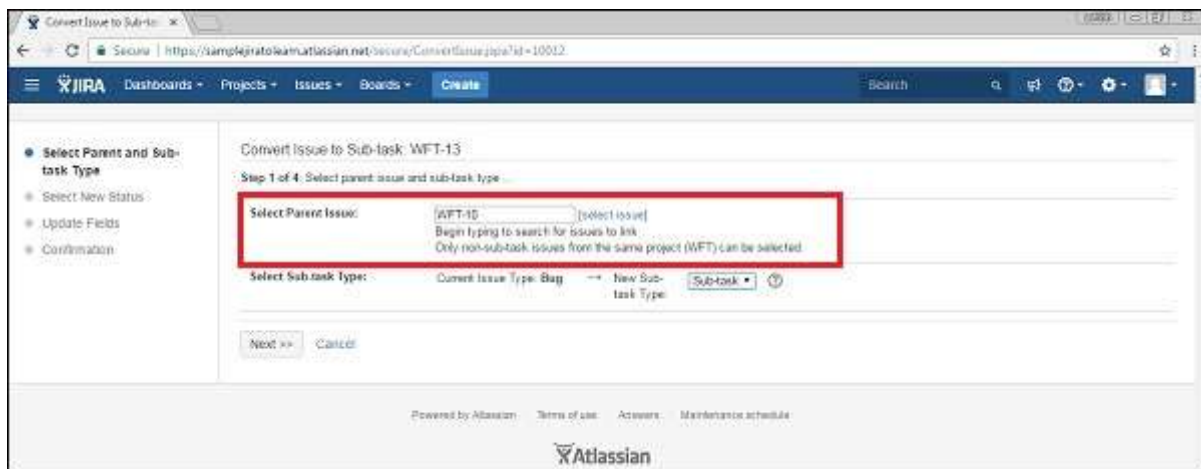


To begin with, navigate and click to the issue, which needs to be converted into a subtask. Select More → Convert to subtask. The following screenshot shows how to navigate to convert to sub-task.



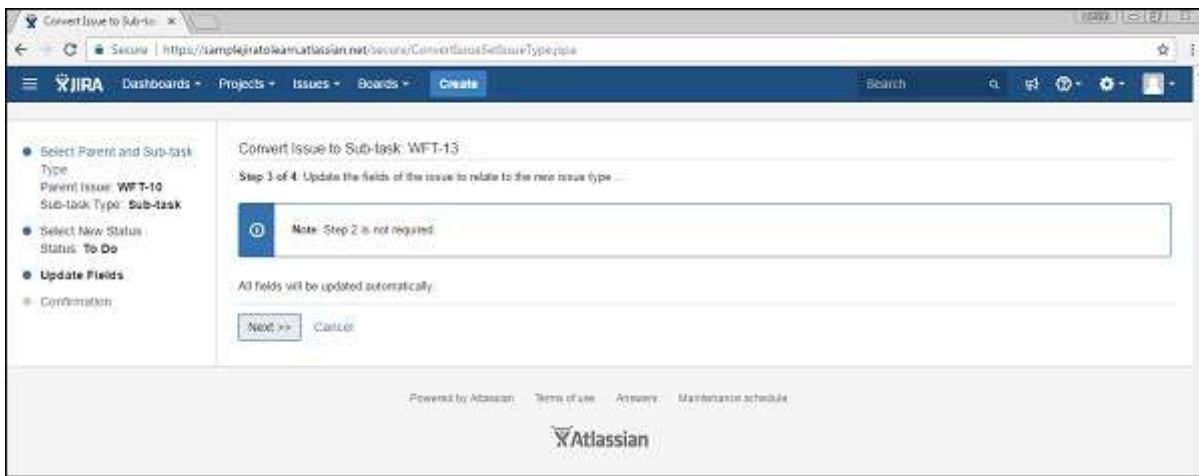
Choose the parent issue in which this subtask will be tagged. The following screenshot shows how to convert the issue into a sub-task.



Click on Next. If the status of the issue is not an allowed status for the new issue type. Select – New Status will be displayed. Select a new status and click on the Next button.

Update Fields screen will be prompted to enter any additional fields, if they are required. Otherwise, a message will be prompted as – 'All fields will be updated automatically'. Click on Next.

The following screenshot shows how to convert the issue in sub-tasks.

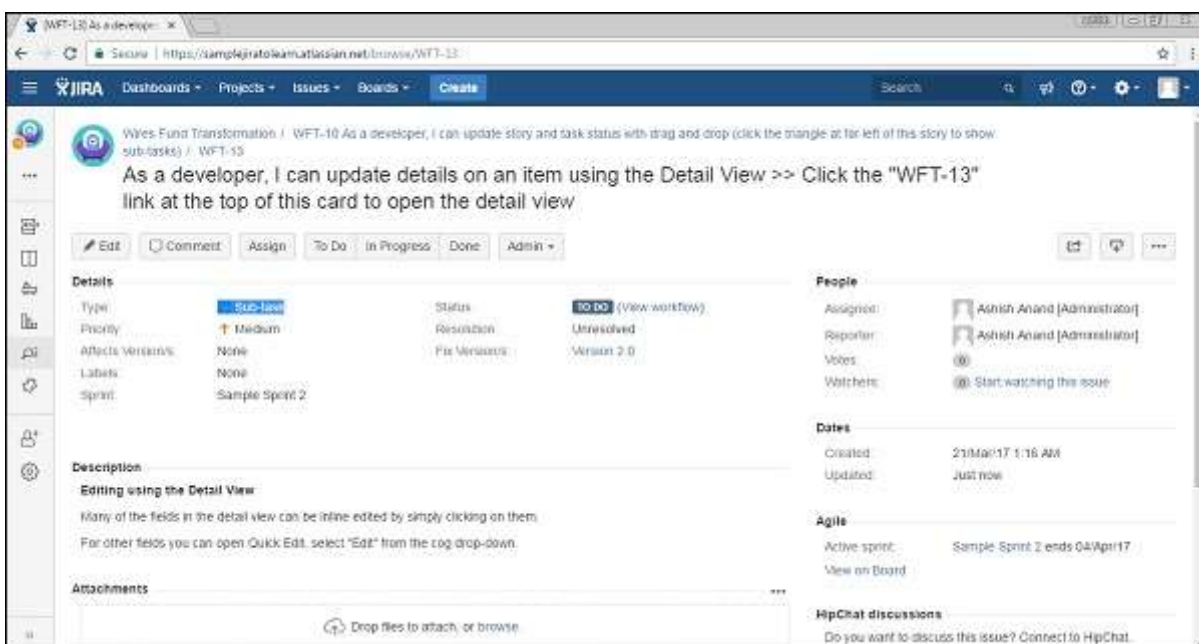


The Confirmation screen is displayed. It will display the original values and the new values. Click on Finish.

The following screenshot shows how to convert the issue in sub-tasks.



The original issue will be displayed. Now it is a sub-task. The parent's issue number is now displayed at the top of the screen. The following screenshot shows how the sub-task displays after successful conversion from an issue.



Convert an Issue to a Subtask

We should consider the following points while converting an issue to a subtask.

An issue cannot be converted into a subtask if it has its own subtask.

To convert such an issue into a subtask, we should first convert all the subtasks of issues into a standard issue and after that convert the issue into a subtask.

Subtasks cannot be moved from one issue to another directly.

To move a subtask from one issue to another, first convert all sub-tasks into issues and then again, convert issues to subtasks by giving the parent issue name while converting.