Lab: Configuring Issues in Classic Projects

Estimated time: 25 minutes

In this lab, you will:

1. Add labels to issues.
2. Search for issues by label.
3. Hide a field shown in issue details.
4. Create and display a custom field.

> *Note: These instructions assume that you have Jira Administrator permission. They also assume that you created a classic kanban project named `projectA` in an earlier lab.*

> *These instructions DO NOT APPLY to next-gen projects.*

1: Add labels to issues.

1. Add labels named `refactor` and/or `database` to some of the issues in `projectA`. You do this by adding entries to the **Labels** field of an issue.

2. In board settings, click the **Card layout** tab and configure your board to show labels on the cards. View your board to verify that the labels appear.

> *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.

4. In JQL search, search for issues with a label of `refactor` but not `database`.

5. Create other searches related to labels.

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

3: Hide a field shown in issue details.

> *Note: This lab assumes that you are using the **new Jira issue view**. If you see an Edit button on an issue details screen, you are using the old issue view. To change to the new issue view, click your avatar and select **Settings**. Under **Jira labs**, make sure that the new Jira issue view is turned **on**.*

1. Open an issue of type **Story** in your `projectA` project.

2. Notice that the `Components` field is a secondary field, meaning that you must click `Show more` to see it.

3. Select the more icon (...) in the upper right. Select **Configure**. You are brought to the `Issue layout` screen under **Project settings** for the `projectA` project (you could have navigated there directly). This

screen shows the primary and secondary fields that are shown on the issue details screen for users of this project.

4. Explore this issue layout screen. Notice that any changes we make here will apply to all of the issue types of this project, except for bugs.

5. Let's assume that your project doesn't use components. Drag the **Components** field to the right so that it becomes a hidden field.

6. Click **Save changes**.

7. View the issue details for any issue types other than bugs and notice that the `Components` field is no longer displayed.

8. Open an issue of type "bug" and notice that the `Components` field is still there. To remove this field for bug issues, open a bug issue and configure the `Components` field to be hidden, as you did for the other issue types.

   > *It's important to always understand the scope of changes that you are making with classic Jira projects. In this case, because the configuration is done using project settings for the `projectA` project, only users of this project will see this behavior. Also, we saw on the issue layout screens that this change will apply to all issue types, including bugs.*

9. Configure the `Components` field to again be shown as a secondary field for all issue types. Verify your changes.

4: Create and display a custom field.

> *We will assume that our project team would like to include a field named "Acceptance Criteria" for issues of the project. This is not a field that is provided out-of-the-box by Jira. You will create this field, then later configure your issue screens for the project to show this field.*

> *Creating a custom field in classic applications is a Jira application-level change.*

1. Click the gear icon near your user avatar.

2. Under Jira Settings, select **Issues**.

3. Click **Custom fields**.

4. Explore the existing fields in your Jira application.

5. Click the **Create custom field** button at the top of the page.

6. In **Select a Field Type**, select the **Text Field (multi-line)** option. Click **Next**.

7. Enter `Acceptance Criteria` for the field name. For **Description**, enter `A list of user-centered tests that must pass for the story to be considered done.`. Click **Create**.

8. In **Associate field Acceptance Criteria to screens**, select the **Kanban Default Issue Screen** associated with your project. The Acceptance Criteria field will only be added to screens of this project (excluding bugs). Click **Update**.

9. You should now see your `Acceptance Criteria` custom field in the list of custom fields. It should be associated with your Kanban Default Issue Screen.

10. Navigate to your `projectA` project and view the issue details for an issue of any type except bug. You should see an Acceptance Criteria text area. In the text area, you can enter `User must be able to enter an email address.`.
11. Open the create issue dialog and verify that your `Acceptance Criteria` field is available when creating issues.

    > *You can now use your custom Acceptance Criteria field like other fields in Jira.*

> *Congratulations, you have created a custom field and added it to issue details screens of a project. You have completed this lab.*