

## What is Jira?

Jira is an industry-leading project management tool that brings every team together to plan, track, and deliver any type of project with confidence. It is the single source of truth for your entire organization, empowering teams with the context to move quickly while staying connected to the greater business goal.

## What are key elements of a Jira space?

As with any project, there are tasks that need to get done, folks that are making things happen, and processes to help move that work forward.

1. **Work items** – Jira spaces are big goals that have been broken down into small, bite-size pieces of work called **work items**.
2. people – Jira makes it easy for teams to plan and track work so you can accomplish more together. Invite **users** to your Jira space to start collaborating.
3. workflows – Jira spaces are structured to follow a process, or workflow, to help move a work item from creation through to completion. These workflows can be created to match your team's unique way of working.

Spaces in Jira will either be a “team-managed” or “company-managed” space type. The fundamental difference between the two space types is how they are administered – that is, whether the space is managed at the team level or at a company/Jira administrator level.

## What types of boards are available in Jira?

Jira offers two boards with unique features that make it easy for teams to start practicing agile methodologies and track their work. These boards come pre-configured and ready for use with our Jira templates.

Scrum board – This board is great for teams that like to work in sprints, or time-boxed periods when a team works to complete a set amount of work.

Kanban board – This board is great for teams who's primary objective is to manage the flow of work. Use a kanban board to get started visualizing your work and prioritizing tasks.

Epic--Represents a larger body of work. Epics are often represented as a collection of multiple work items.

The screenshot shows a Jira XSP board for the "Xray Sample Project - Online Store". The top navigation bar includes a search bar, a "+ Create" button, and a timer indicating "11 days left". Below the navigation is a secondary menu with links for Summary, Timeline, Backlog (which is selected), Active sprints, Calendar, Reports, List, Forms, Components, Development, Code, Releases, and More. The main content area is titled "Backlog" and displays the following information:

- Epic:** A sidebar on the left lists three epics: "Improved Analytics Feature" (selected), "Checkout Feature" (under development), and "User Profile Feature".
- Sprint 1:** Dates 5 Jan – 4 Feb, 0 of 10 work items visible. Status: Complete sprint.
- XSP Sprint 1:** Add dates, 0 work items.
- Backlog:** 2 of 36 work items visible. Items listed:
  - XSP-38 JQL Selection - Highest Priority Test Plan (Status: To Do)
  - XSP-39 Manual Selection - Security/Performance Test Plan (Status: In Progress)

## Create Epic

Required fields are marked with an asterisk \*

Space \*

Work type \*

[Learn about work types](#)

Status

This is the initial status upon creation

Summary \*

Parent

Show everything marked as done

Create another

Cancel

Create

## Task

Represents a task that needs to be done. Tasks are used as 'catch-alls' and when the work cannot be accurately represented by the other work types.

< Back    Add parent / XS-1    ⌂ ⌃ ⌄

**user management**

+ ...

>Description

manage all the user information in profile

Subtasks

Add subtask

Linked work items

Add linked work item

Activity

All Comments History Work log Approvals

Add a comment...

Looks good! Need help? This is blocked... Can you clarify...? This is on track

Pro tip: press M to comment

Backlog ⌂

Details

Assignee	Unassigned
Reporter	Sai Ganesh Immidisetti
Development	<a href="#">Open with VS Code</a> <a href="#">Create branch</a> <a href="#">Create commit</a>
Labels	None
Due date	None
Start date	None
Priority	Medium

More fields

## Create Task

Required fields are marked with an asterisk \*

Space \*

Work type \*

 Task

[Learn about work types](#)

Status

Backlog

This is the initial status upon creation

Summary \*

Parent

Your work type hierarchy determines the work items you can select here.

Components

Create another

Cancel

Create

## Story

Represents a requirement expressed from the perspective of the user.

 XSP-12 As a registered user, I can log out of my account		TO DO	<input type="button" value="="/> <span style="color: green;">SI</span>
 XSP-15 As a guest or registered user, I search for products then filter and/or sort results	R1	TO DO	<input type="button" value="="/> <span style="color: green;">SI</span>
 XSP-16 As a guest or registered user, I can remove products from the cart at checkout	R1	CHECKOUT FEATURE	<input type="button" value="="/> <span style="color: green;">SI</span>
 XSP-20 As a guest or registered user, I can add products to the cart	R1	ITEM BROWSING FEA...	<input type="button" value="="/> <span style="color: green;">SI</span>
 XSP-21 As a registered user, I can compare a product to my past purchases	R1	ITEM BROWSING FEA...	<input type="button" value="="/> <span style="color: green;">SI</span>
 XSP-22 As a guest or registered user, I can pay and complete the purchase	R1	CHECKOUT FEATURE	<input type="button" value="="/> <span style="color: green;">SI</span>
 XSP-23 As a guest, I can create an account and log in	R1	USER PROFILE FEATU...	<input type="button" value="="/> <span style="color: green;">SI</span>
 XSP-24 As a guest, I can navigate to the store home page	R1	USER PROFILE FEATU...	<input type="button" value="="/> <span style="color: green;">SI</span>
 XSP-25 As a registered user, I can manage my account	R1	USER PROFILE FEATU...	<input type="button" value="="/> <span style="color: green;">SI</span>
 XSP-19 As a guest or registered user, I can view product information and pricing	R1	ITEM BROWSING FEA...	<input type="button" value="="/> <span style="color: green;">SI</span>

[More results](#)

## Sub-task

Represents a more granular decomposition of the work required to complete a standard work item. A sub-task can be created for all work types.

Custom dashboard –**Custom Dashboard in JIRA** is a **personalized page** where you can **see project status, bugs, progress, and reports in one place**, using gadgets

**Create dashboard**

Required fields are marked with an asterisk \*

Name \*

Description

Viewers

Space xray-sample, atlassian-addons-project-access

Editors

Private Only you

Add

Cancel Save I can change

XSP-11 Manual test for default pa

## Kanban

Kanban in Jira is a way to manage work **visually** and **continuously**, without fixed time limits like sprints.

In simple words, Kanban helps teams see what work is happening, what is pending, and what is completed, all on one board.

In Jira, a Kanban board shows work as cards (issues) moving through columns such as To Do, In Progress, and Done.

Spaces / Xray Sample Project - Online Store

kanban-xray-2 ...

Summary Timeline Kanban board Calendar Reports List Forms Components Development Code Releases More 5 +

Q Search board Epic Type Label Quick filters Group: Queries L +

TO DO 34

- Improved Analytics Feature **IMPROVED ANALYTICS FEATURE** XSP-2
- Checkout Feature **CHECKOUT FEATURE** XSP-4
- User Profile Feature **USER PROFILE FEATURE** XSP-8
- As a guest, I can change the language of the store XSP-10

IN PROGRESS 13

- As a guest or registered user, I can add products to the cart **ITEM BROWSING FEATURE** XSP-20
- As a registered user, I can compare a product to my past purchases **ITEM BROWSING FEATURE** XSP-21
- As a guest or registered user, I can pay and complete the purchase **CHECKOUT FEATURE** XSP-22

DONE 1

- As a guest or registered user, I can remove products from the cart at checkout **CHECKOUT FEATURE** XSP-16

Q See older work items

## Scrum –

Scrum in Jira is an agile way of managing work using **fixed time periods called sprints** to deliver work step by step.

In simple words, Scrum helps teams plan work, complete it in small parts, and review progress regularly.

The screenshot shows the Jira XSP board interface. At the top, there's a navigation bar with links like Summary, Timeline, Backlog (which is selected), Active sprints, Calendar, Reports, List, Forms, Components, Development, Code, Releases, and More. Below the navigation is a search bar and filter options for Search backlog, Version, Epic, Type, Label, and Quick filters. A summary bar indicates 0 issues for the current sprint. The main area displays a backlog for 'Sprint 1' (5 Jan – 4 Feb) containing 10 work items. Each item has a key, a description, and columns for Status (e.g., TO DO, IN PROGRESS, DONE), Priority (e.g., Medium, High), and Assignee (e.g., SI). Some items have additional details like 'CHECKOUT FEATURE' or 'ITEM BROWSING FEA...'.

## Search Types :

Basic search is the simplest way. You select options like project, issue type, status, or assignee using dropdowns. It is easy for beginners and does not require any query writing.

Quick search is used when you already know the issue key or a word from the summary. You type it in the search bar at the top, and Jira quickly finds matching issues.

The screenshot shows the Jira search interface with various filter options: Basic, JQL, Q Search work, Space = xray-sample, Assignee = Unassigned, Type = Story, Status, and Created: Within the last 30 days. Below these are buttons for More filters, Clear filters, and Save filter. The results table shows one work item: 'XS-4 As the Marketing Manager' with an assignee of 'Unassigned', reporter 'Sai Ganesh Imm...', priority 'Medium', status 'BACKLOG', resolution 'Unresolved', and created date 'Jan 06, 2026, 12:46 P'.

Advanced search uses JQL (Jira Query Language). Here you write queries to search issues in detail, like filtering by priority, sprint, reporter, or dates. It is powerful and mostly used by experienced users.

The screenshot shows the Jira search interface with the JQL tab selected. The query entered is 'issuetype = Story AND assignee IS EMPTY'. The results table shows the same work item as the basic search: 'XS-4 As the Marketing Manager' with an assignee of 'Unassigned', reporter 'Sai Ganesh Imm...', priority 'Medium', status 'BACKLOG', resolution 'Unresolved', and created date 'Jan 06, 2026, 12:46 P'.

Jql for issue type with story and that is not assigned

issuetype = Story AND assignee IS EMPTY

## Automation in jira :

Automation in Jira is a feature that helps you **automatically do repetitive work** without manual effort.

In simple words, Jira automation means "**if this happens, then do that.**"

For example:

If a bug is created → automatically assign it to a developer.

Benefits of Jira automation:

It saves time

Reduces manual mistakes

Keeps processes consistent

Improves team productivity

Automation in Jira helps teams focus more on actual work instead of repetitive updates.

Spaces / xray-sample / Space settings / Automation

When a work item is transitioned → then automatically assign NEW

Rule details Turn on rule | Return to templates

When: Work item transitioned  
To  
In Progress

Then: Assign the work item to  
 User who triggered the event

And: Assign the work item to  
  Sai Ganesh Immidisetti

+ Add component

When a work item is transitioned '→' then automatically assign TEMPLATE

Assign work item

There are numerous ways to assign work items to users - from specifying the user, to copying from other work items and fields. You can also assign to users in a list based off smart criteria.

Assign the work item to

Specify user

Select a user

 Sai Ganesh Immidisetti

Back Next

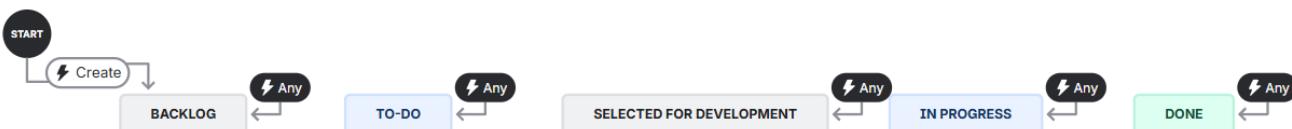
Auto assign the work item transitioned

WorkFlow in jira

Workflow in Jira is the **path an issue follows from start to finish**.

In simple words, a workflow shows **how work moves step by step** until it is completed.

To Do → In Progress → Code Review → Testing → Done



## Releases in Jira :

Releases in Jira are used to **plan, track, and deliver a version of the product.**

In simple words, a release in Jira means **a specific version of the software that will be delivered to users.**

Releases						
Release	Status	Progress	Start date	Release date	Description	More actions
r1	UNRELEASED	<div style="width: 20%; background-color: #58D68D;"></div> <div style="width: 80%; background-color: #4DB6AC;"></div>				...
r1.1	UNRELEASED	<div style="width: 100%; background-color: #C0C0C0;"></div>				...

**Create release** ×

Required fields are marked with an asterisk \*

Release name \*

Start Date Release date

1/1/2026 1/31/2026

Driver

Sai Ganesh Immidisetti

Description

Release 1 MVP of app

Cancel Save

They help plan delivery dates

Track what features go into each release

Ensure nothing is missed before deployment

Give visibility to managers and stakeholders