

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 whose 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 displays the Jira Xray Sample Project - Online Store interface. At the top, there is a search bar and a '+ Create' button. Below this, the 'XSP board' is selected, showing a navigation menu with options like Summary, Timeline, Backlog, Active sprints, Calendar, Reports, List, Forms, Components, Development, Code, Releases, and More. The main view is the 'Backlog' section, which shows a list of work items. The 'Epic' section on the left lists 'No epic', 'Improved Analytics Feature', 'Checkout Feature', and 'User Profile Feature'. The 'Sprint 1' section shows a sprint from Jan 5 to Feb 4 with 0 of 10 work items visible. The 'XSP Sprint 1' section shows a sprint with 0 work items. The 'Backlog' section shows 2 of 36 work items visible, including 'XSP-38 JQL Selection - Highest Priority Test Plan' and 'XSP-39 Manual Selection - Security/Performance Test Plan'. The interface includes various filters and a 'Create sprint' button.

— ↗ ↘ ... ×

Create Task

Required fields are marked with an asterisk *

Space *

xray-sample (XS) ▼

Work type *

☒ Task ▼

[Learn about work types](#)

Status

Backlog ▼

This is the initial status upon creation

Summary *

edit details of user

Parent

XSP-8 User Profile Feature ▼

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	-	=	SI	
XSP-15	As a guest or registered user, I search for products then filter and/or sort results	R1	TO DO	-	=	SI	
XSP-16	As a guest or registered user, I can remove products from the cart at checkout	R1	CHECKOUT FEATURE	IN PROGRESS	-	=	SI
XSP-20	As a guest or registered user, I can add products to the cart	R1	ITEM BROWSING FEATU...	IN PROGRESS	-	=	SI
XSP-21	As a registered user, I can compare a product to my past purchases	R1	ITEM BROWSING FEATU...	IN PROGRESS	-	=	SI
XSP-22	As a guest or registered user, I can pay and complete the purchase	R1	CHECKOUT FEATURE	IN PROGRESS	-	=	SI
XSP-23	As a guest, I can create an account and log in	R1	USER PROFILE FEATU...	IN PROGRESS	-	=	SI
XSP-24	As a guest, I can navigate to the store home page	R1	USER PROFILE FEATU...	IN PROGRESS	-	=	SI
XSP-25	As a registered user, I can manage my account	R1	USER PROFILE FEATU...	TO DO	-	=	SI
XSP-19	As a guest or registered user, I can view product information and pricing	R1	ITEM BROWSING FEATU...	DONE	-	=	SI

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-sa... 

 atlassian-a... 

Add


 xray-sample, atlassian-addons-project-access 

Editors

 Private

Only you

Add

 Private

Cancel

Save

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

+

Search board

SI

Epic

Type

Label

Quick filters

Group: Queries

TO DO 34

Improved Analytics Feature

IMPROVED ANALYTICS FEATURE

XSP-2

SI

Checkout Feature

CHECKOUT FEATURE

XSP-4

SI

User Profile Feature

USER PROFILE FEATURE

XSP-8

SI

As a guest, I can change the language of the store

XSP-10

SI

IN PROGRESS 13

As a guest or registered user, I can add products to the cart

ITEM BROWSING FEATURE

XSP-20

SI

As a registered user, I can compare a product to my past purchases

ITEM BROWSING FEATURE

XSP-21

SI

As a guest or registered user, I can pay and complete the purchase

CHECKOUT FEATURE

XSP-22

SI

As a guest, I can create an account and log in

XSP-23

SI

DONE 1

As a guest or registered user, I can remove products from the cart at checkout

CHECKOUT FEATURE

XSP-16


SI

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.

XSP board  ...

Summary Timeline **Backlog** Active sprints Calendar Reports List Forms Components Development Code Releases More 5 +

Q Search backlog  Version Epic Type Label Quick filters   ...

☐ Sprint 1 5 Jan – 4 Feb (10 work items) 0 0 0 Complete sprint ...

 ...

Issue Key	Summary	Reporter	Assignee	Category	Status	Progress	Labels	Priority	Resolution	Created
XSP-12	As a registered user, I can log out of my account				TO DO					
XSP-15	As a guest or registered user, I search for products then filter and/or sort results	R1			TO DO					
XSP-16	As a guest or registered user, I can remove products from the cart at checkout	R1		CHECKOUT FEATURE	DONE					
XSP-20	As a guest or registered user, I can add products to the cart	R1		ITEM BROWSING FEAT...	IN PROGRESS					
XSP-21	As a registered user, I can compare a product to my past purchases	R1		ITEM BROWSING FEAT...	IN PROGRESS					
XSP-22	As a guest or registered user, I can pay and complete the purchase	R1		CHECKOUT FEATURE	IN PROGRESS					
XSP-23	As a guest, I can create an account and log in	R1		USER PROFILE FEATU...	IN PROGRESS					
XSP-24	As a guest, I can navigate to the store home page	R1		USER PROFILE FEATU...	IN PROGRESS					
XSP-25	As a registered user, I can manage my account	R1		USER PROFILE FEATU...	TO DO					
XSP-19	As a guest or registered user, I can view product information and pricing	R1		ITEM BROWSING FEAT...	DONE					




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.

Basic JQL Q Search work Space = xray-sample Assignee = Unassigned Type = Story Status Created: Within the last 30 days X

More filters Clear filters Save filter




Work	Assignee	Reporter	Priority	Status	Resolution	Created
 XS-4 As the Marketing Manager	 Unassigned	 Sai Ganesh Imm...	Medium	BACKLOG	Unresolved	Jan 06, 2026, 12:46 P

1 of 1

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.

Basic JQL 1 issuetype = Story AND assignee IS EMPTY 2

Clear filters Save filter

Work	Assignee	Reporter	Priority	Status	Resolution	Created
 XS-4 As the Marketing Manager	 Unassigned	 Sai Ganesh Imm...	Medium	BACKLOG	Unresolved	Jan 06, 2026, 12:46 P

1 of 1

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 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 Immidiseti

Back Next

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 Immidiseti

+ Add component

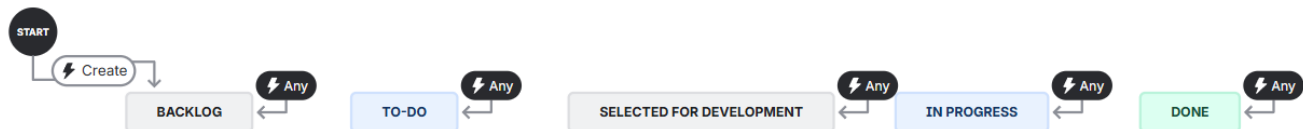
Auto assign the work item transissioned

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><div></div></div>				...
r1.1	UNRELEASED	<div><div></div></div>				...

Create release

×

Required fields are marked with an asterisk *

Release name *

release-3

Start Date

1/1/2026

Release date

1/31/2026

Driver

SI

Sai Ganesh Immidiseti

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