

JIRA NOTES

1. Introduction

JIRA is a tool developed by Australian Company Atlassian. It is used for bug tracking, issue tracking, and project management. JIRA helps us to manage the project effectively and smoothly. It is a powerful tool to track the issues, bugs, backlogs of the project

2. SIGN IN Configuration for JIRA

Step1: Go to the JIRA website following the link

<https://www.atlassian.com/software/jira>

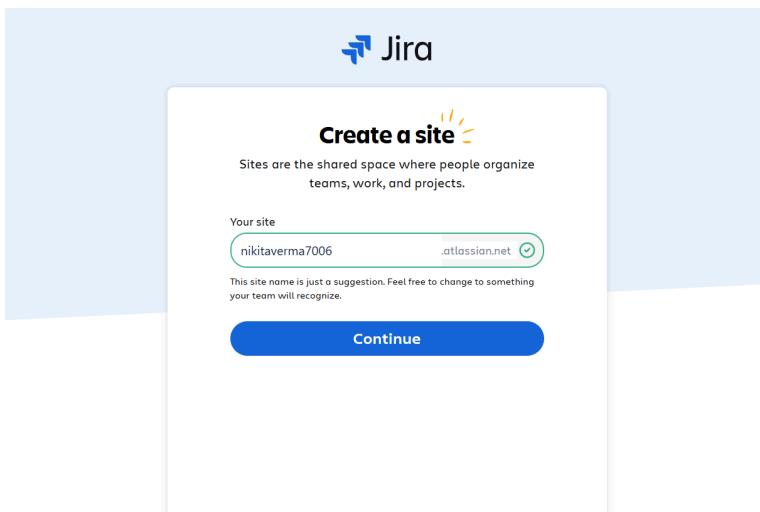
Step 2: Click on any method for signing in as per convenience
(Signing in using google account)

Step 3: After Signing In- below interface will appear

The screenshot shows the 'Create your account' page for Jira. At the top, there's a logo with a blue square containing a white arrow pointing right, followed by the word 'Jira'. Below the logo, there's a 'Create your account' button. The form fields include 'Email address' (filled with 'nilkita.verma7006@gmail.com'), 'Full name' (filled with 'Nilkita Verma'), and a checkbox for accepting the 'Atlassian Cloud Terms of Service' and acknowledging the 'Privacy Policy'. A large blue 'Create your account' button is centered at the bottom of the form. At the very bottom, there's a link for users who already have an account: 'Already have an Atlassian account? Log in'.

Step 4: Click Create Account

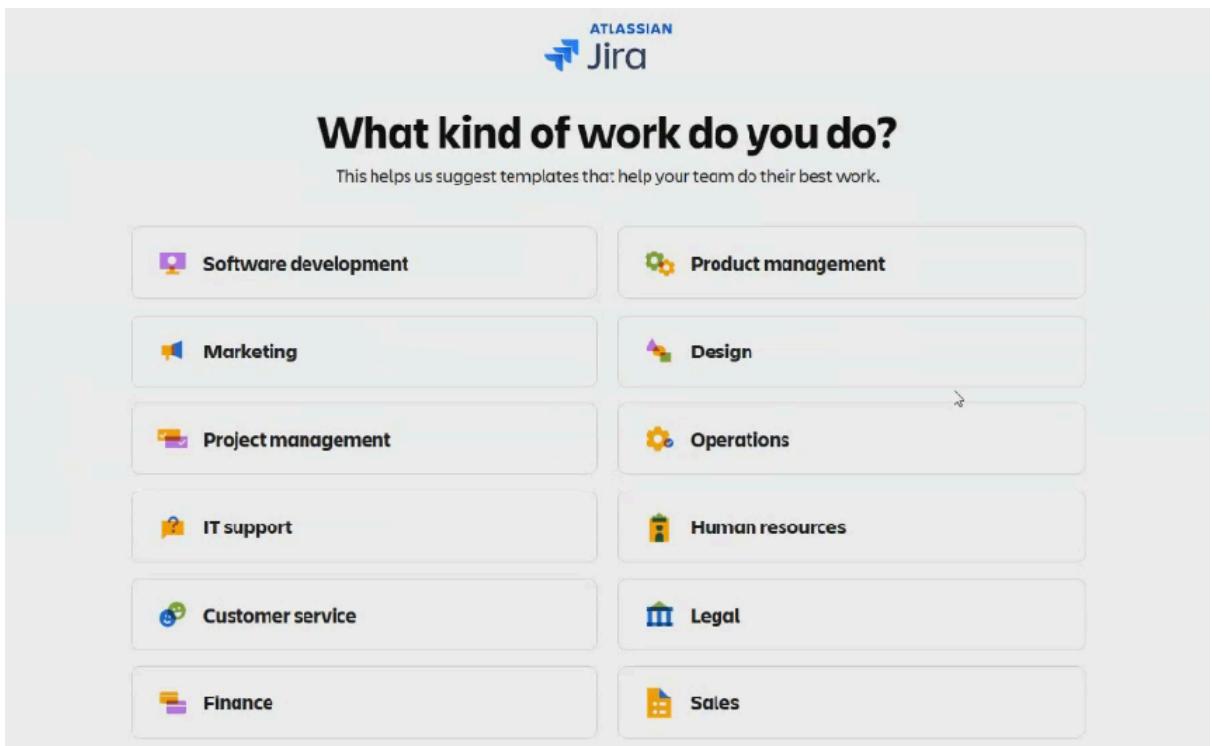
Step 5: New Interface named as Create a site will come



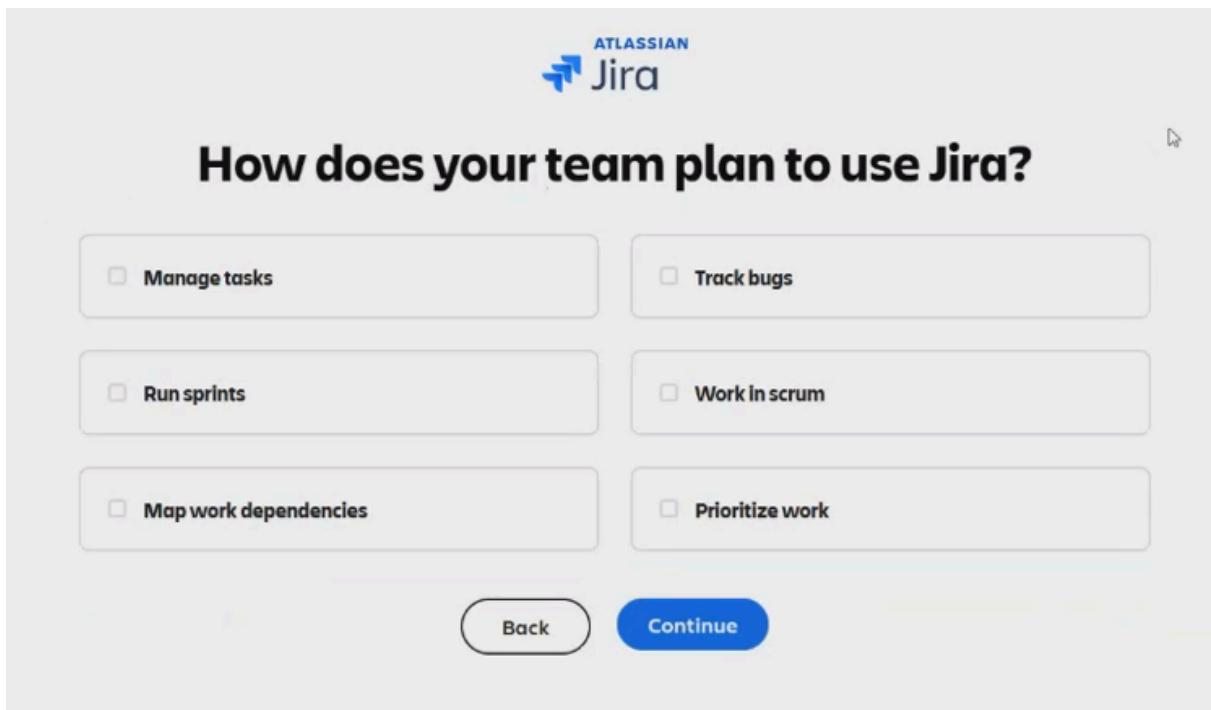
Click Continue if “Your Site” is in green. Or is Showing in red, try different combination until it turns green

Then Click Continue

Step 6: Now another interface “What kind of work you do” will appear. Click on Software Development



Step 7: Now click CONTINUE in the next page



Step 8: Your JIRA account is created and you will be directed to the below given page.

A screenshot of the Jira project board interface for the "First Jira Project". The sidebar shows "Your work" with "Recent", "Starred", "Apps", "Plans", "Projects" (selected), "Recent", "Testing", "View all projects", "Filters", "Dashboards", "Teams", and "Customize sidebar". The main area shows the "Board" tab selected for the "First Jira Project". It has sections for "TO DO", "IN PROGRESS", and "DONE". Each section has a "+ Create issue" button. There are also buttons for "Search board", "Group", and "...".

Step 9: If Backlogs and active sprint option is not present on the screen, then click on Projects —> Manager projects

Jira

Projects

First Jira Project ...

Summary Timeline Board List Forms Code Pages Shortcuts +

Search board nv

IN PROGRESS DONE ✓ +

Manage projects Hide from sidebar

Group L D ...

25 days left

Quickstart

Step 10: Now click on the SCRUM option present on right hand side of the screen

Jira

Projects

Manage projects

Project categories

Trash

Archive

Create project Templates

Search Jira admin

Search projects Filter by product

Name	Key	Type	Lead	Last issue update	Project URL	More actions
First Jira Project	FJP	Team-managed so...	NV Nikita Verma	No issues	...	
Testing	TES	Company-manage...	NV Nikita Verma	No issues	...	

1

Advanced IT service TRY Manage requests and deal with incidents

Kanban Visualize your work on a board

Work requests TRY Manage unplanned work

Scrum Deliver work in short time blocks

Top-level planning PREMIUM Monitor work across your teams

Personal tasks Create your to-do list

More templates

Step 11: Now click on Company Managed project

[← Back to project templates](#)

1 Project template



Scrum
Jira

Sprint toward your project goals with a board, backlog, and timeline.

[Change template](#)

2 Choose a project type

⚠ You'll need to create a new project if you decide to switch project types later.

Team-managed

Set up and maintained by your team.
For teams who want to control their own working processes and practices in a self-contained space. Mix and match agile features to support your team as you grow in size and complexity.

[Select a team-managed project](#)

Company-managed

Set up and maintained by your Jira admins.
For teams who want to work with other teams across many projects in a standard way. Encourage and promote organizational best practices and processes through a shared configuration.

[Select a company-managed project](#)

The last project you created was a company-managed project.

Step 12: Now Write the name of the Project (Any Name) and the key will automatically be generated. Then click create project

[← Back to project types](#)

Add project details

Explore what's possible when you collaborate with your team. Edit project details anytime in project settings.

Required fields are marked with an asterisk *

Name*

FirstProject

Key !*

FIR

Share settings with an existing project

Template



Scrum

Sprint toward your project goals with a board, backlog, and timeline.

Change template

Type



Company-managed

Work with other teams across many projects in a standard way.

Change type

[Cancel](#)

[Create project](#)

Step 13: Now on the screen you will see your project name on left hand side and backlogs and active sprints on the centre bar of the page. Somewhat like the below shown image

Jira

Search

+ Create

25 days left

Your work

Recent

Starred

Apps

Plans

Projects

FirstProject

FIR board

First Jira Project

Testing

View all projects

Filters

Dashboards

Teams

Customize sidebar

Search board

Quick filters

Summary

Timeline

Backlog

Active sprints

Calendar

Reports

List

Forms

Goals

Issues

Components

More

Group: Stories

TO DO

IN PROGRESS

DONE

Get started in the backlog

Plan and start a sprint to see issues here.

Go to Backlog

Quickstart

Now your project is ready to begin, you can bookmark this page.

3. CREATING AN ISSUE IN JEERA

ISSUE: In Jira, an issue is a piece of work that needs to be done, such as a task, bug, or feature request.

Step 1: Click on create button at the top of the screen

Jira

Search

+ Create

25 days left

Your work

Recent

Starred

Apps

Plans

Projects

FirstProject

FIR board

First Jira Project

Testing

View all projects

Filters

Dashboards

Teams

Customize sidebar

Give feedback on the ne...

Create

Required fields are marked with an asterisk *

Project *

Issue type *

Status

This is the initial status upon creation

Sprint

Jira Software sprint field

Create another

Create

0 issues | Estimate: 0

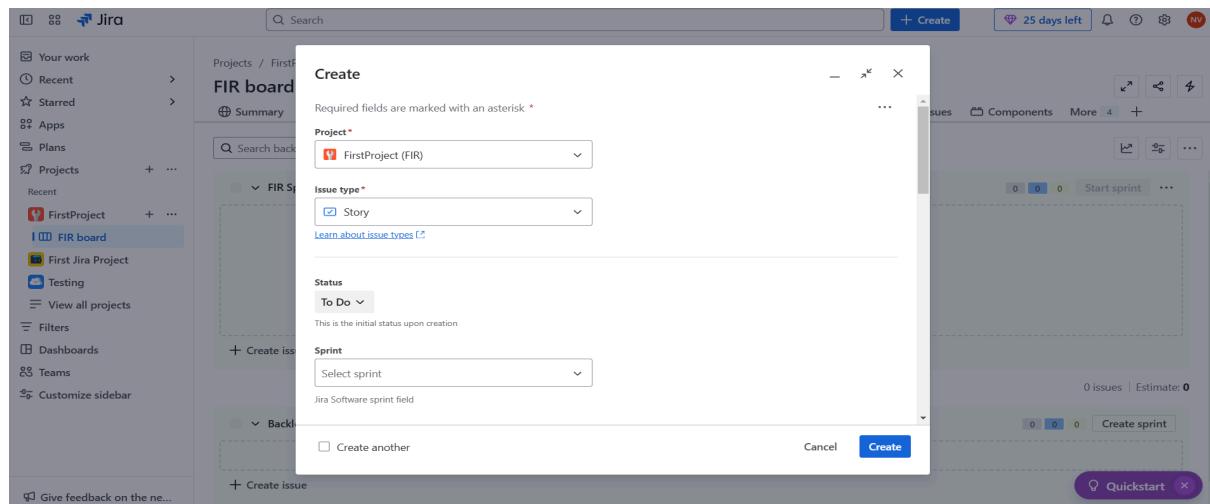
Start sprint

Quickstart

Step 2 :

1st field will be the project (It will show your project name)

2nd field : ISSUE (Various types of issues will be present ex- epic, story, bug, task etc) SELECT whatever issue you want to create.



3rd field : Next is the status field that shows the status of the issue i.e,to do, in progress , done

4th field : is SPRINT that gives the information about the sprint

5th field : SUMMARY - It's the brief description about the Issue.

Status

To Do ▾

This is the initial status upon creation

Sprint

Select sprint ▾

Jira Software sprint field

Summary *

MARCH_2025_FEB_QA

Parent

Select parent ▾

Your issue type hierarchy determines the issues you can select here.

Components

None ▾

Create another

Cancel **Create**

6th Field : Parent - It is used to establish relationships

7th Field: Description - It holds the description about the issue that is being created.

8th Field : Priority - Shows the priority of the created issue i.e, High, Highest, low lowest

9th field: Labels

Create

Components

None

Description

T B I ... A +

Completing the MARCH 2025 QA activity by performing the following:

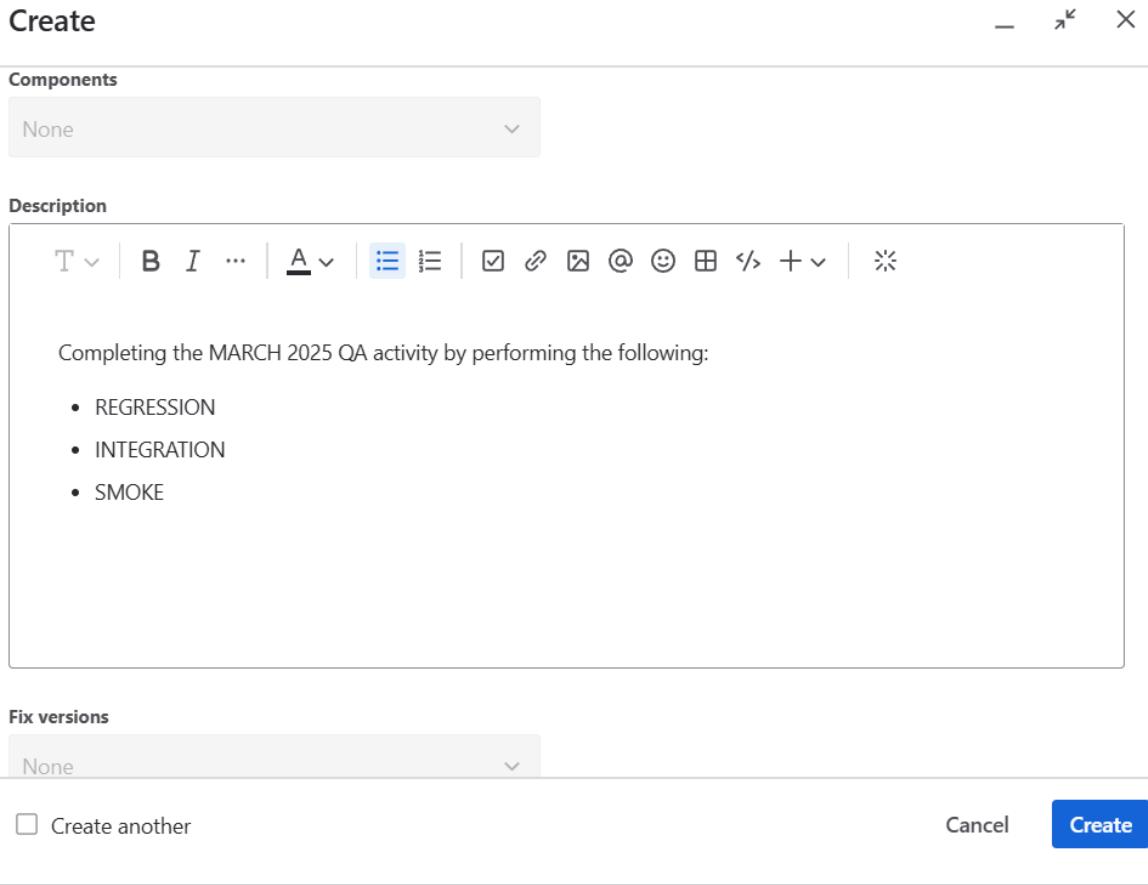
- REGRESSION
- INTEGRATION
- SMOKE

Fix versions

None

Create another

Cancel **Create**



10th Filed: Attachments - Files, reports, docs, screenshot etc can be added for clarity.

11th Field: Assignee - The person whom the issue is being assigned

After Filling the field that is required as per requirements,
CLICK on **CREATE** and your ISSUE is Created

Create

CHOOSE A TEAM

Associates a team to an issue. You can use this field to search and filter issues by team.

Labels

Select label

Attachment

Drop files to attach or [Browse](#)

Linked Issues

blocks

Select Issue

Assignee

Automatic

[Assign to me](#)

Create another

[Cancel](#) [Create](#)

4. Viewing the created Issue

Step 1: After creating an issue, your backlog section will look like the below image.

Jira

Search

+ Create

25 days left

Your work

Recent

Starred

Apps

Plans

Projects

FirstProject

FIR board

First Jira Project

Testing

View all projects

Filters

Dashboards

Teams

Customize sidebar

Give feedback on the ne...

Projects / FirstProject

FIR board

Summary Timeline Backlog Active sprints Calendar Reports List Forms Goals Issues Components More

Search backlog Version Epi Quick filters

FIR Sprint 1 Add date (0 issues)

Assigned to me Recently Updated Show quick filters Manage quick filters Select start sprint when you're ready.

0 0 0 Start sprint

+ Create issue

0 issues | Estimate: 0

Backlog (0 issues)

Your backlog is empty.

+ Create issue

0 0 0 Create sprint

Quickstart

Here go to quick filters and Turn ON the show Quick Filters

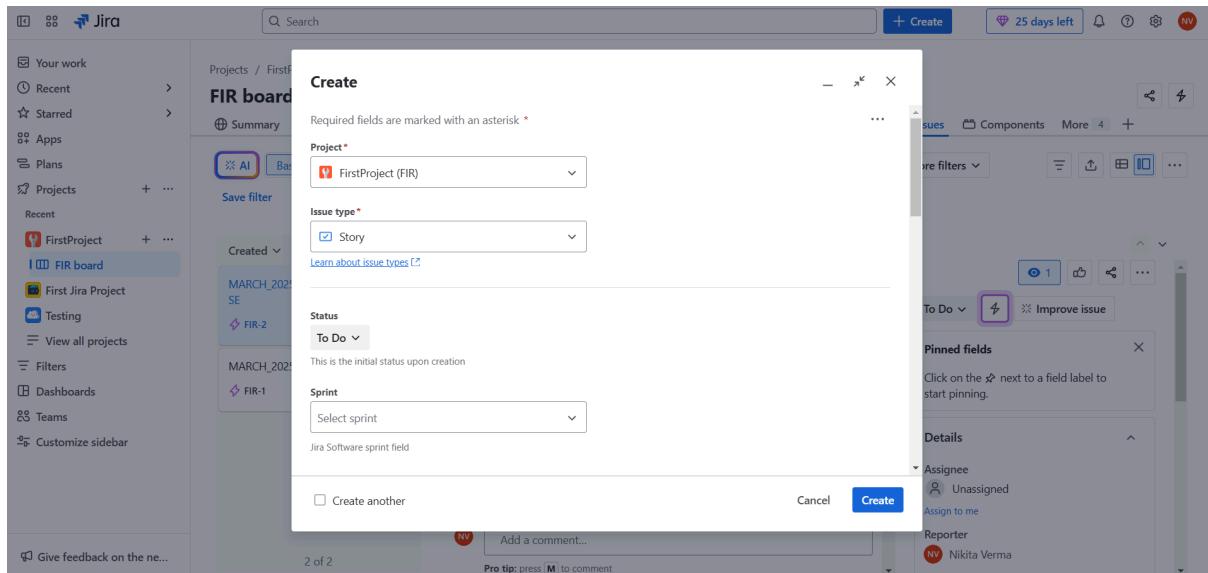
The screenshot shows the Jira interface for a project named 'FirstProject'. On the left sidebar, under 'Projects', 'FIR board' is selected. The main area displays the 'Backlog' tab. A 'Quick filters' dropdown menu is open, with the 'Show quick filters' option checked. Other filter options like 'Assigned to me' and 'Recently Updated' are also visible. Below the filters, there's a section titled 'Plan your sprint' with instructions to drag issues from the backlog or create new ones. At the bottom, it says 'Your backlog is empty.' and has a 'Create issue' button.

Now Click on Issue that is present on the centre bar
After Clicking Issue, you will be seeing the ISSUE that you have created

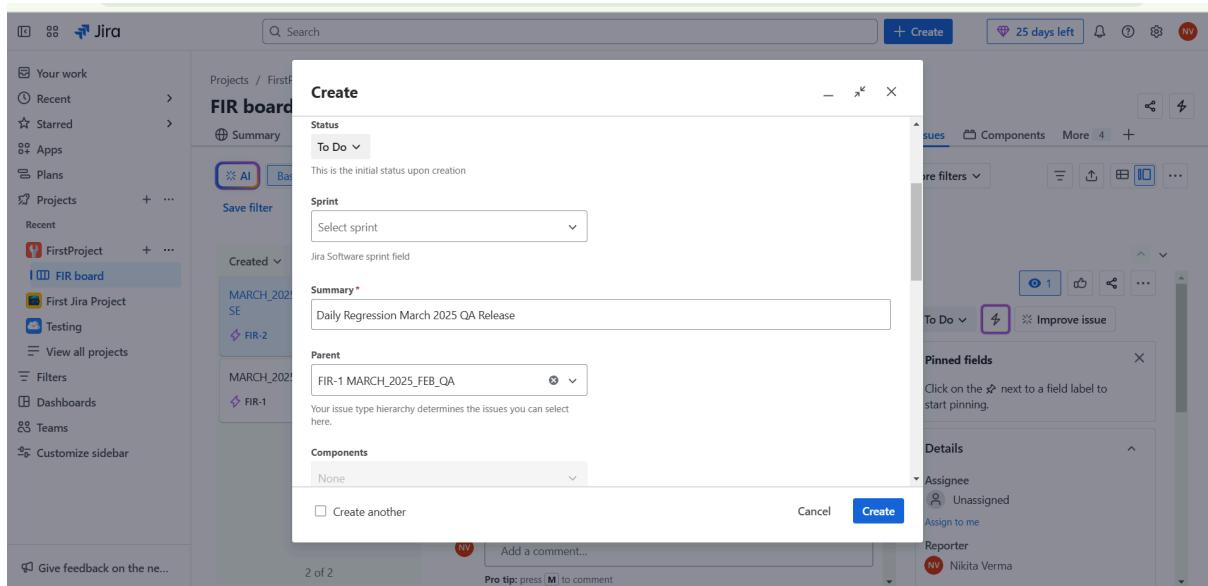
The screenshot shows the Jira interface for the same 'FirstProject'. The 'Issues' tab is selected in the top navigation. A single issue card is displayed, titled 'MARCH_2025_FEB_QA'. The card includes fields for 'Created' (set to 'FIR-1'), 'Assignee' (empty), 'Type' (set to 'Basic'), and 'Status' (empty). The 'Description' field contains the text: 'Completing the MARCH 2025 QA activity by performing the following:' followed by a bulleted list: '• REGRESSION', '• INTEGRATION', and '• SMOKE'. The 'Details' panel on the right shows the 'Assignee' field is currently 'Unassigned' and 'Reporter' is listed as 'Nikita Verma'.

5. STORY CREATION and Linking it with the parent

All the steps will be same as we did in creating an EPIC in Above Just select STORY in ISSUE TYPE section



Now in the Parent Filed Choose the Parent to which you want to link.
After Choose the Parent Click on create



By this you have successfully created the story that is linked with its parent.

6. CREATING A SPRINT

Two ways are there for creating a sprint One is either Create a Sprint and then create backlog or Vise Versa is also possible.

Now As we have already created the backlogs. Lets start with creating the sprint

Step 1: Click On the Backlog

Firstly By default you will see a Sprint that is created By Jira. The screen somewhat looks like

The screenshot shows the Jira interface for a project named 'FirstProject'. The left sidebar shows 'Your work' with 'Recent' and 'Starred' sections, and 'Projects' expanded to show 'FirstProject' and 'FIR board'. The main area is titled 'FIR board' and shows the 'Backlog' tab selected. A sub-section titled 'FIR Sprint 1' is visible, containing a placeholder message: 'Plan your sprint. Drag issues from the Backlog section, or create new issues, to plan the work for this sprint. Select Start sprint when you're ready.' Below this is a button '+ Create issue'. At the bottom of the backlog section, there are two items: 'FIR-3 Daily Regression March 2025 QA Release' and 'FIR-4 Integration Testing March 2025 QA'. Each item has a status bar indicating 'MARCH_2025_FEB_QA' and 'TO DO'. A 'Create sprint' button is also present.

Now we can create our OWN sprint as well

Step 1 : Click on the 3 ellipses (...) present in the default sprint option and select the DELETE SPRINT in order to delete that sprint

The screenshot shows the Jira Backlog screen for the 'FIR board' under the 'FirstProject'. The sidebar on the left shows 'Recent' projects, with 'FIR board' selected. The main area displays the backlog with a section for 'FIR Sprint 1'. A context menu is open over this section, with 'Delete sprint' highlighted. Other options in the menu include 'Edit sprint' and 'Start sprint'. Below the backlog, there is a 'Backlog' section containing two issues: 'FIR-3 Daily Regression March 2025 QA Release' and 'FIR-4 Integration Testing March 2025 QA'. A 'Create sprint' button is visible at the bottom right of the backlog area.

Step 2; after Deleting It, NOW click on the creat SPRINT to create it

The screenshot shows the Jira Backlog screen for the 'FIR board' under the 'FirstProject'. The sidebar on the left shows 'Recent' projects, with 'FIR board' selected. The main area displays the backlog with a section for 'FIR Sprint 1'. A context menu is open over this section, with 'Start sprint' highlighted. Other options in the menu include 'Edit sprint' and 'Delete sprint'. Below the backlog, there is a 'Backlog' section containing two issues: 'FIR-3 Daily Regression March 2025 QA Release' and 'FIR-4 Integration Testing March 2025 QA'. A 'Create sprint' button is visible at the bottom right of the backlog area.

As soon as you click on **CREATE SPRINT** your sprint will be created.
And it will look like the below image

The screenshot shows the Jira Backlog interface for the 'FIR board'. The sidebar on the left lists 'Your work' (Recent, Starred, Apps, Plans, Projects), 'Recent' (FirstProject, FIR board, First Jira Project, Testing, View all projects, Filters, Dashboards, Teams, Customize sidebar), and a link to 'Give feedback on the new Jira'. The main content area is titled 'FIR board' and shows the 'Backlog' tab selected. It displays 'FIR Sprint 1' with a placeholder for planning and a backlog of two issues: 'FIR-3 Daily Regression March 2025 QA Release' and 'FIR-4 Integration Testing March 2025 QA'. Both issues are currently in the 'TO DO' status. A 'Start sprint' button is located at the top right of the sprint section.

7. EDITING THE SPRINT

Step 1: Click on the ellipses(...) and select EDIT SPRINT

The screenshot shows the Jira Backlog interface for the 'FIR board'. The sidebar on the left is identical to the previous screenshot. The main content area shows 'FIR Sprint 1' with a 'Plan your sprint' section and a backlog of two issues: 'FIR-3 Daily Regression March 2025 QA Release' and 'FIR-4 Integration Testing March 2025 QA'. A context menu is open on the right side of the sprint section, displaying 'Edit sprint' and 'Delete sprint' options.

Step 2: Edit Sprint screen will appear

Give the name of the sprint that you want

Next is the duration Select any 1 week, 2week, 3 week , 4 week or Custom (Custom is selected when we want any random duration for our sprint)

Next we have to select the start date and the end date will automatically be selected except in the custom cases we need to add both the start and the end date.

Finally Click on UPDATE

Now you can see the updates in the backlog section with the updated time in the sprint

8. ADD ISSUE INTO THE SPRINT

2 ways the issue can be added

1st way: Drag and drop

The screenshot shows the Jira Backlog interface for the 'FIR board' under the 'FirstProject' project. The sidebar on the left lists various project management options like 'Recent', 'Starred', and 'Plans'. The main area displays two sprints: 'FIR Sprint 1' (2 Feb – 16 Feb) and 'FIR-4 Integration Testing March 2025 QA'. A new issue, 'FIR-3 Daily Regression March 2025 QA Release', is currently being moved from the 'Backlog' into the 'TO DO' column of the 'FIR-4' sprint. The interface includes standard Jira navigation buttons like 'Summary', 'Timeline', 'Backlog', 'Active sprints', 'Calendar', 'Reports', 'List', 'Forms', 'Goals', 'Issues', 'Components', and 'More'.

2nd Way : Click on the issue you want to add, as soon as you click on it a new screen on right hand side of the screen will appear that have all its details displaying there

This screenshot is similar to the previous one, showing the Jira Backlog interface for the 'FIR board'. However, a context menu has been opened over the 'FIR-3' issue in the backlog. The menu includes options such as '+ Add', 'To Do', 'Improve issue', and 'Description'. The 'Description' option is currently selected, showing a text input field with the placeholder 'Add a description...'. The rest of the interface remains the same, with the two sprints and their respective issues visible.

Now scroll that right side screen and at the bottom MORE FIELDS will be present click on it , there SPRINT none will be present, click on none and select the sprint that you want

The screenshot shows the Jira interface for the 'FIR board' of the 'FirstProject'. On the left sidebar, under 'Recent', 'FirstProject' is selected. The main area displays the 'Backlog' tab of the board. Two items are listed: 'FIR Sprint 1' (3 Feb – 17 Feb) and 'FIR-4 Integration Testing March 2025 QA'. Below the backlog, a 'More fields' section is expanded, showing 'Time tracking' (No time logged), 'Component' (None), 'Sprint' (None), 'Team' (None), and 'Fix versions' (None). A 'Comments' tab is active in the activity bar.

This screenshot is identical to the one above, but the 'More fields' section has been collapsed. At the bottom of the 'More fields' section, there is a link labeled 'Select sprint...'. This indicates that the user can click on the current sprint name ('None') to choose a different sprint from a dropdown menu.

The screenshot shows the Jira Backlog board for the project 'FirstProject'. The sidebar on the left includes links for 'Your work', 'Recent', 'Starred', 'Apps', 'Plans', 'Projects' (with 'FirstProject' selected), 'Testing', 'View all projects', 'Filters', 'Dashboards', 'Teams', and 'Customize sidebar'. The main area displays the 'FIR board' backlog. A dropdown menu for 'FIR Sprint 1' is open, showing two issues: 'FIR-3 Daily Regression March 2025 QA Release' and 'FIR-4 Integration Testing March 2025 QA', both assigned to 'FIR-3'. The right side of the screen shows the 'More fields' panel with 'Sprint' set to 'FIR Sprint 1', 'Team' set to 'None', and 'Fix versions' set to 'None'. The 'Automation' section shows 'Rule executions' with a recent update. The 'Activity' section shows 'Comments' tab selected.

As soon as the sprint is select it will automatically start displaying in the SPrint Section

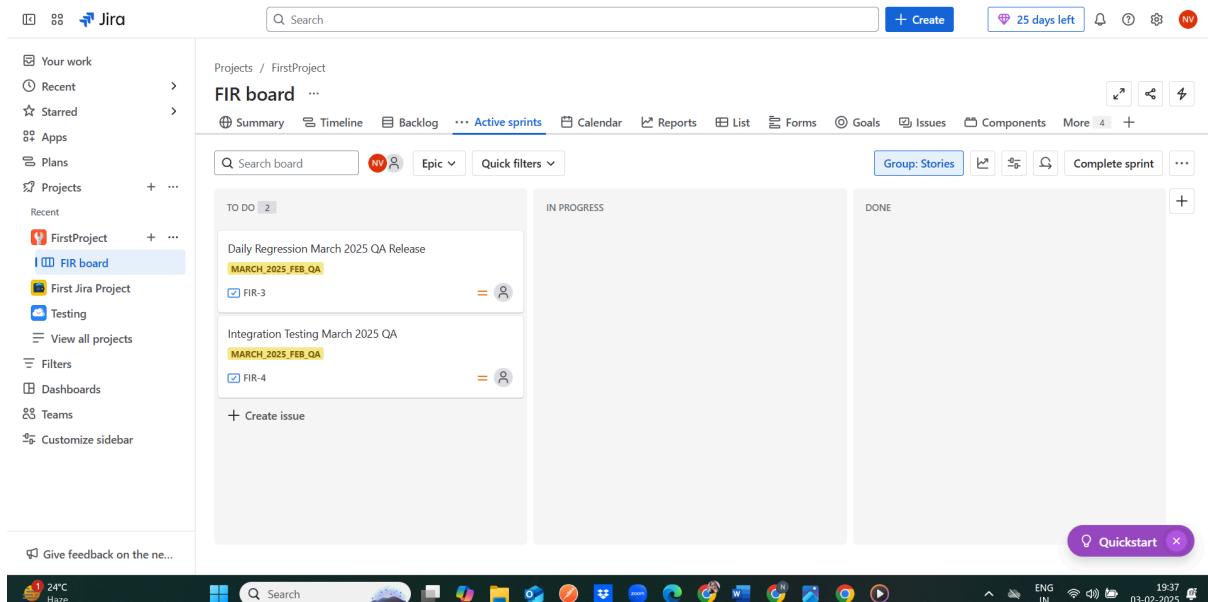
9.TO START THE SPRINT

Simply click on start sprint Option, you will get a start sprint page, just click START

The screenshot shows the 'Start Sprint' dialog box over the Jira Backlog board. The dialog box contains fields for 'Sprint name*' (set to 'FIR Sprint 1'), 'Duration*' (set to '2 weeks'), 'Start date*' (set to '2/3/2025 7:34 PM'), and 'End date*' (set to '2/17/2025 7:34 PM'). A note at the bottom states: 'Planned start date: 2/3/2025, 12:00 AM. A sprint's start date impacts velocity and scope in reports. Learn more.' The 'Start' button is highlighted in blue. The background shows the same Jira interface as the previous screenshot, with the 'FIR Sprint 1' dropdown open.

As soon as START is click it will automatically take us to the ACTIVE SPRINT SECTION and the interface will look like the below image,

showing all the issue that has been added to the sprint inside the TO DO Box

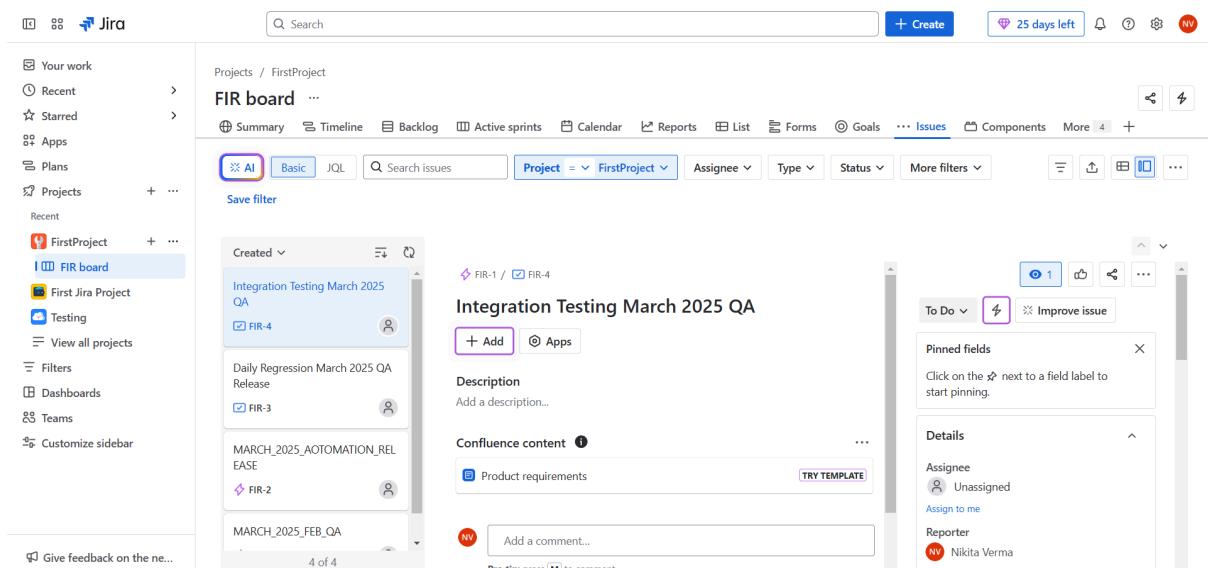


The screenshot shows a Jira Kanban board for a project named 'FirstProject'. The board has three columns: 'TO DO', 'IN PROGRESS', and 'DONE'. In the 'TO DO' column, there are two items: 'Daily Regression March 2025 QA Release' and 'Integration Testing March 2025 QA'. Both items have a due date of 'MARCH_2025_FEB_QA'. In the 'IN PROGRESS' column, there is one item: 'Integration Testing March 2025 QA'. The 'DONE' column is currently empty. The sidebar on the left shows the project navigation and some recent activity.

Here the IN PROGRESS BOX will have the issue that are in progress and the Done Box will show the issue that has been completed

10. WAYS TO SEARCH ISSUE

To search for an issue in Jira, navigate to the "Issues" section in the header, then use the search bar to enter keywords related to the issue you're looking for.



The screenshot shows a Jira issue view for an issue titled 'Integration Testing March 2025 QA'. The issue is assigned to 'FIR-4'. The right panel displays various fields: Description (with placeholder 'Add a description...'), Confluence content (with placeholder 'Product requirements'), Details (with sections for Assignee, Reporter, and a note about pinned fields), and a comment section. The sidebar on the left shows the project navigation and some recent activity.

For advanced searching, click Jira Query Language (JQL) and refine your search criteria by specifying project, status, assignee, and other relevant fields.

The screenshot shows the Jira web interface. In the top navigation bar, there are icons for Home, Recent, Starred, Apps, Plans, Projects, and a search bar with placeholder text 'Search'. To the right of the search bar are buttons for '+ Create' and '25 days left'. Below the navigation is a breadcrumb trail 'Projects / FirstProject' and a header for 'FIR board'. The header includes links for Summary, Timeline, Backlog, Active sprints, Calendar, Reports, List, Forms, Goals, Issues (which is underlined), Components, and More. A dropdown menu for 'Issues' is open, showing options like 'Basic', 'JQL' (which is selected), and 'project = "FIR" ORDER BY created DESC'. Below the header is a search bar with the same JQL query. The main content area displays an issue titled 'Integration Testing March 2025 QA' with ID FIR-4. The issue has a 'Created' section showing 'FIR-1 / FIR-4', a 'Description' field with placeholder 'Add a description...', a 'Confluence content' section with 'Product requirements' and a 'TRY TEMPLATE' button, and an 'Activity' section with a comment input field. On the right side, there are pinned fields for 'Assignee' (Unassigned), 'Reporter' (Nikita Verma), and 'Development'. A sidebar on the left lists 'Recent' projects like 'FirstProject' and 'FIR board', and various Jira features such as 'Filters', 'Dashboards', 'Teams', and 'Customize sidebar'. At the bottom left, there is a link to 'Give feedback on the new Jira'.

Now if you want to remove filter just click on remove filter, all the applied filters will be removed.

11. ADD/Invite Person to the issue, OR Assign it to someone else

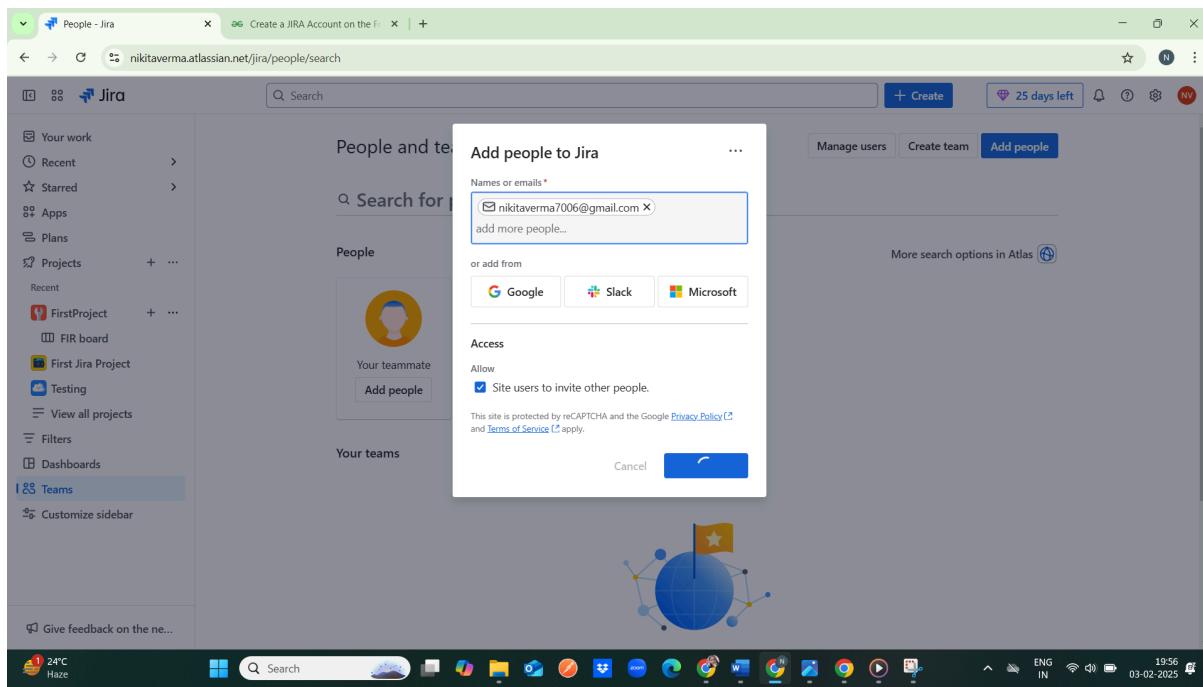
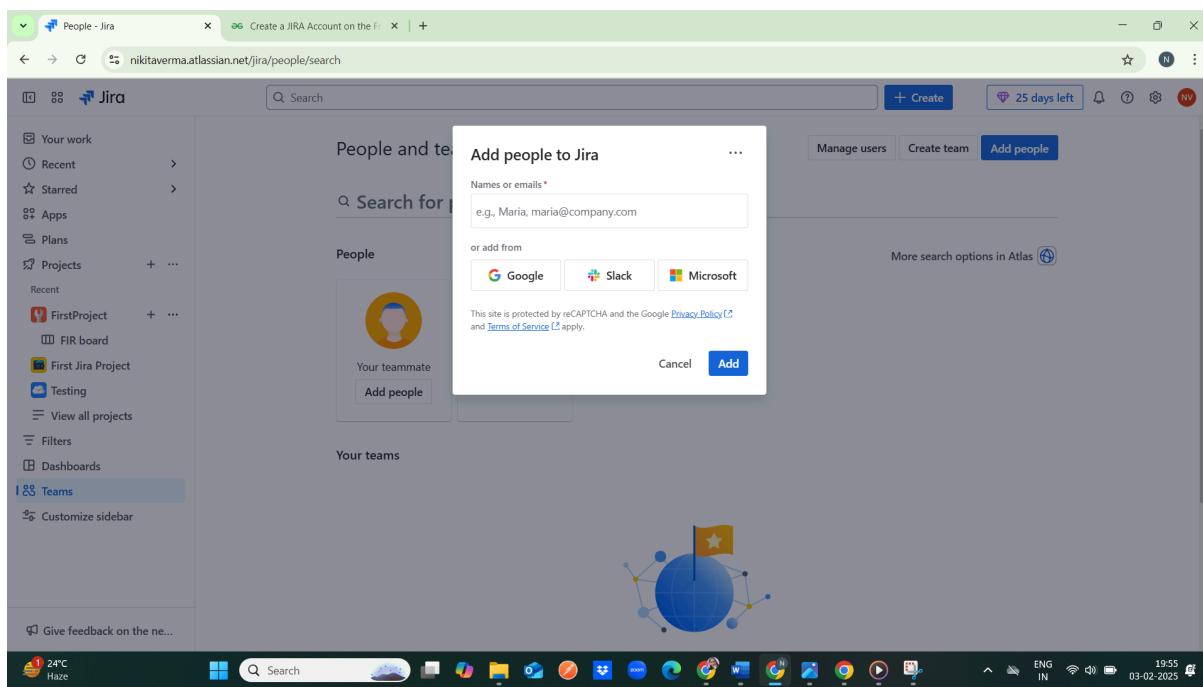
On the bottom Left side of the screen (2nd last option) is TEAMS. Click on Teams

The screenshot shows a Jira interface with a sidebar on the left containing navigation links like 'Your work', 'Recent', 'Starred', 'Apps', 'Plans', 'Projects', 'Testing', 'View all projects', 'Filters', 'Dashboards', 'Teams', and a feedback link. The main area displays a 'FIR board' for the 'Integration Testing March 2025 QA' project. The board has a filter set to 'project = "FIR" ORDER BY created DESC'. It lists four items: 'FIR-4' (status: To Do), 'FIR-3' (status: In Progress), 'FIR-2' (status: In Progress), and 'FIR-1' (status: In Progress). A sidebar on the right shows pinned fields and development details. The system tray at the bottom indicates it's 19:52 on 03-02-2025.

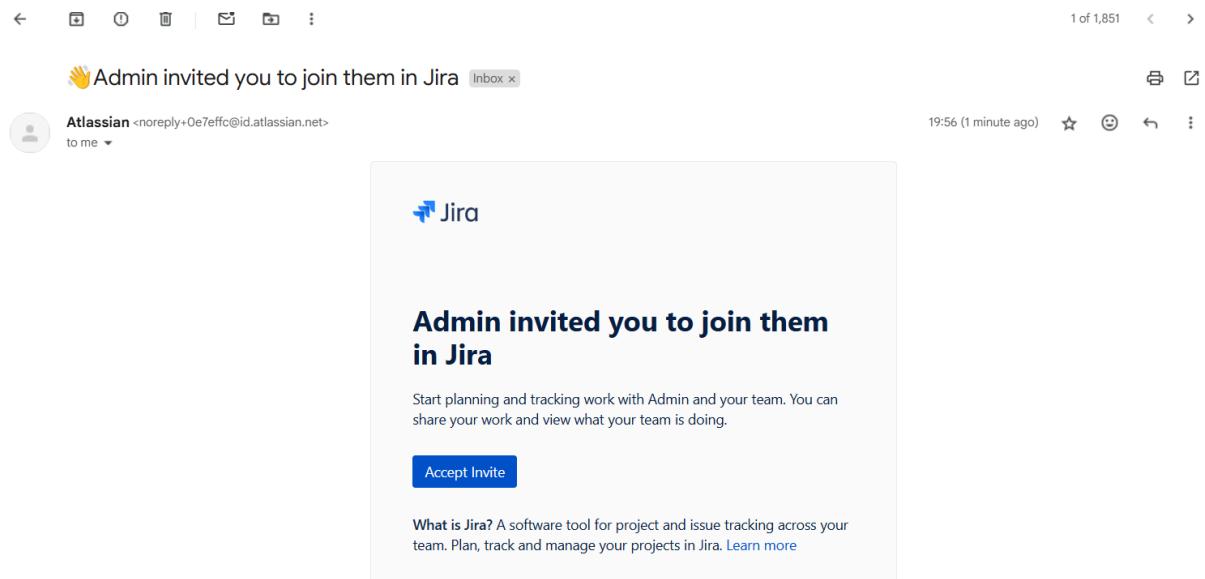
A new interface will appear, click on ADD people

The screenshot shows the 'People - Jira' interface. The sidebar includes 'Your work', 'Recent', 'Starred', 'Apps', 'Plans', 'Projects', 'Testing', 'View all projects', 'Filters', 'Dashboards', 'Teams', and a feedback link. The main area is titled 'People and teams' with a search bar for 'Search for people and teams'. It shows two profiles: 'Your teammate' (represented by a yellow icon) and 'Nikita Verma' (represented by a red icon with 'NV'). Below this is a section for 'Your teams' featuring a globe icon with a flag. The system tray at the bottom indicates it's 19:54 on 03-02-2025.

On clicking add it will show you the option to add people, you can add write gmail account of that person and click add.



After clicking on add that person will get an mail that will ask them to accept the invite. The mail will look like the one shown in the below image



Now the person should accept the invite then only he/she can be added to a particular project or issue

If they accept the invitation then you can see their name in the TEAMS page

A screenshot of the Jira "People and teams" page. The sidebar shows navigation options like "Your work", "Recent", "Starred", "Apps", "Plans", "Projects", "Filters", "Dashboards", and "Teams" (which is currently selected). The main area displays a search bar for "Search for people and teams" and a "People" section with three user cards: "Your teammate" (with an "Add people" button), "Nikita Verma" (with a red "NV" icon), and another "Nikita Verma" entry. There's also a "Your teams" section featuring a globe with a flag icon. The top of the page includes a search bar, a "+ Create" button, and a "25 days left" badge.

Now to add them in a sprint or an issue

1st Go to active sprint section

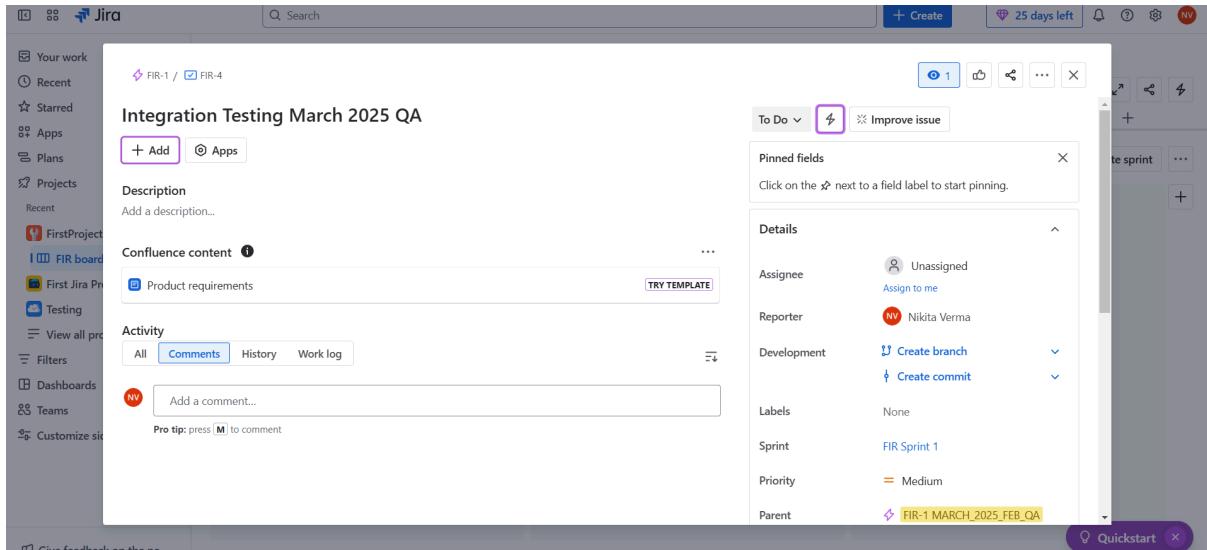
The screenshot shows the Jira interface with the 'FIR board' selected. The top navigation bar includes a search bar, a '+ Create' button, and a '25 days left' badge. The sidebar on the left lists various project management options like 'Recent', 'Starred', 'Apps', 'Plans', 'Projects', and 'FirstProject'. The main area displays a Kanban board with three columns: 'TO DO', 'IN PROGRESS', and 'DONE'. Under 'TO DO', there are two issues: 'Daily Regression March 2025 QA Release' and 'Integration Testing March 2025 QA'. Each issue has a small icon and a person icon next to it. A 'Quick filters' dropdown is also present above the board.

Then click on the issue in which you want to add a person, a new pop up screen will appear in which on right hand side **ASSIGNEE** field is present.

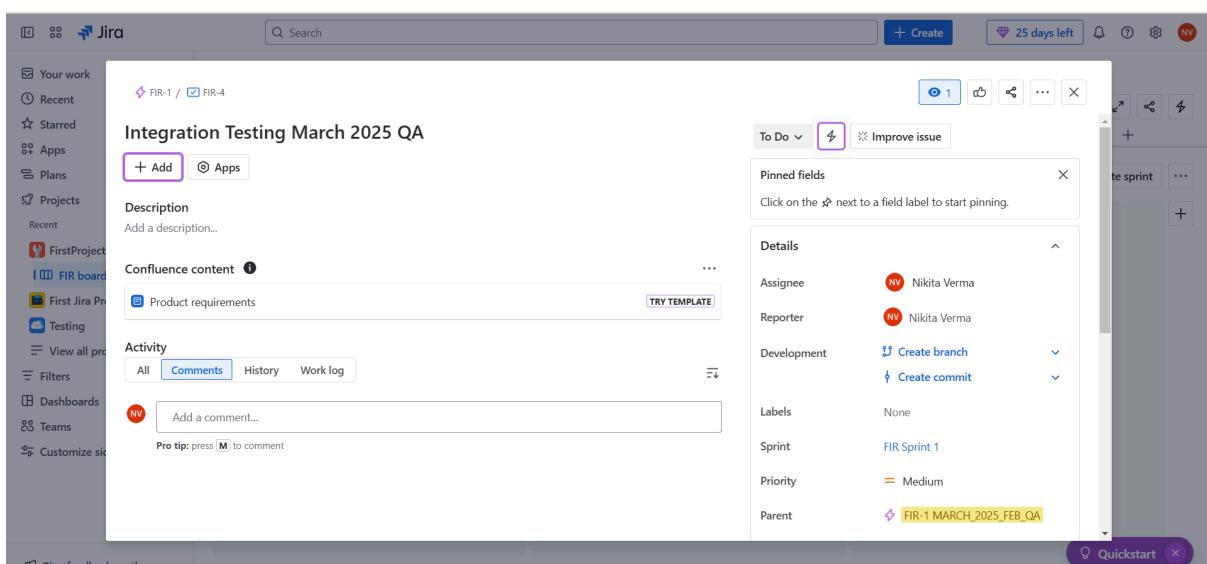
The screenshot shows the Jira interface with an issue titled 'Integration Testing March 2025 QA' open. The right-hand panel displays the 'Details' section of the issue. The 'Assignee' field is highlighted, showing 'Unassigned' and a link to 'Assign to me'. Other fields shown include 'Reporter' (set to Nikita Verma), 'Development' (with options for 'Create branch' and 'Create commit'), 'Labels' (None), 'Sprint' (set to 'FIR Sprint 1'), 'Priority' (set to 'Medium'), and 'Parent' (linked to 'FIR-1 MARCH_2025_FEB_QA'). The sidebar on the left shows project navigation.

Click on that **ASSIGNEE** —> and you will see all the names of the people who have accepted your invite. Just click on any person name and it will get assigned to that person

Or if no name is appearing in the assignee section even though they have accepted the invite, in that case just type their name manually and you will eventually get that person's name and select it



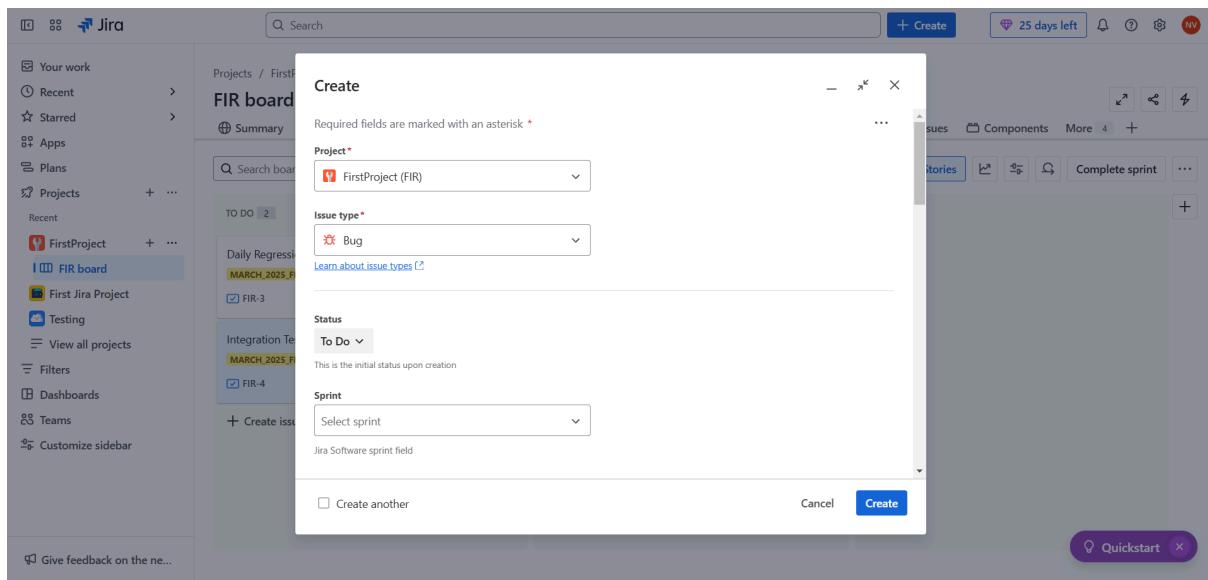
This screenshot shows the Jira issue creation interface for a project named 'Integration Testing March 2025 QA'. The 'Assignee' field is currently set to 'Unassigned'. A tooltip indicates that clicking the small person icon next to the field label will allow pinning. The 'Reporter' field is populated with 'Nikita Verma'. Other fields include 'Development' (with dropdown options for 'Create branch' and 'Create commit'), 'Labels' (None), 'Sprint' ('FIR Sprint 1'), 'Priority' ('Medium'), and 'Parent' ('FIR-1 MARCH_2025_FEB_QA').



This screenshot shows the same Jira issue creation interface as the previous one, but with a manual intervention. The 'Assignee' field now contains the name 'Nikita Verma', which has been selected from a dropdown menu. The rest of the fields remain the same as in the first screenshot.

13. CREATING A BUG

1st- Click on CREATE Option at the top, you will get a create interface

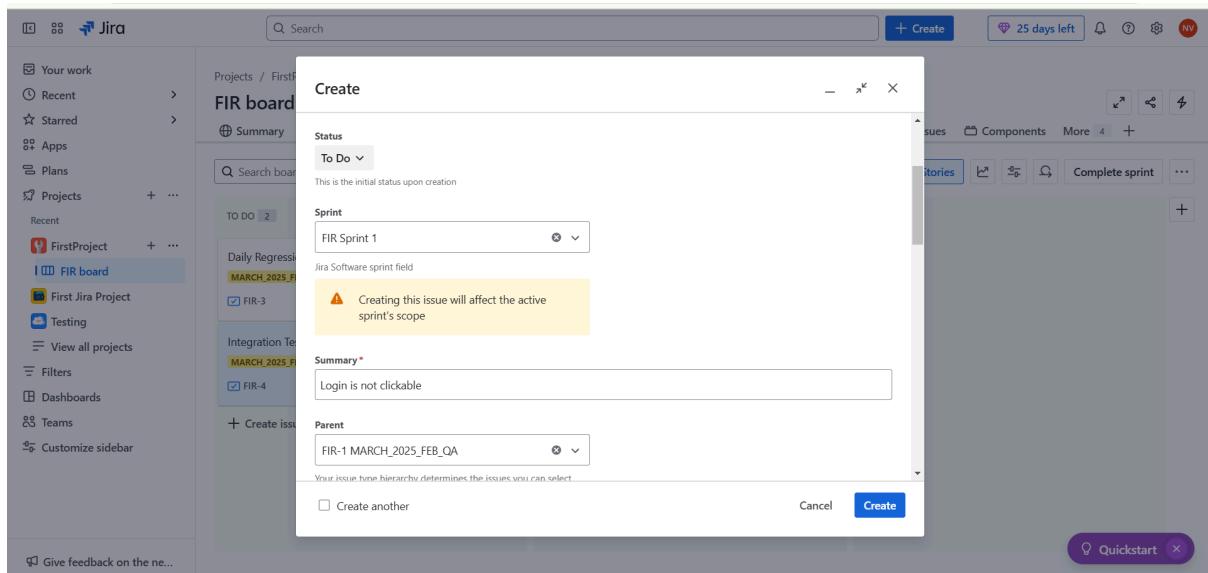


2nd step: Select ISSUE TYPE as BUG

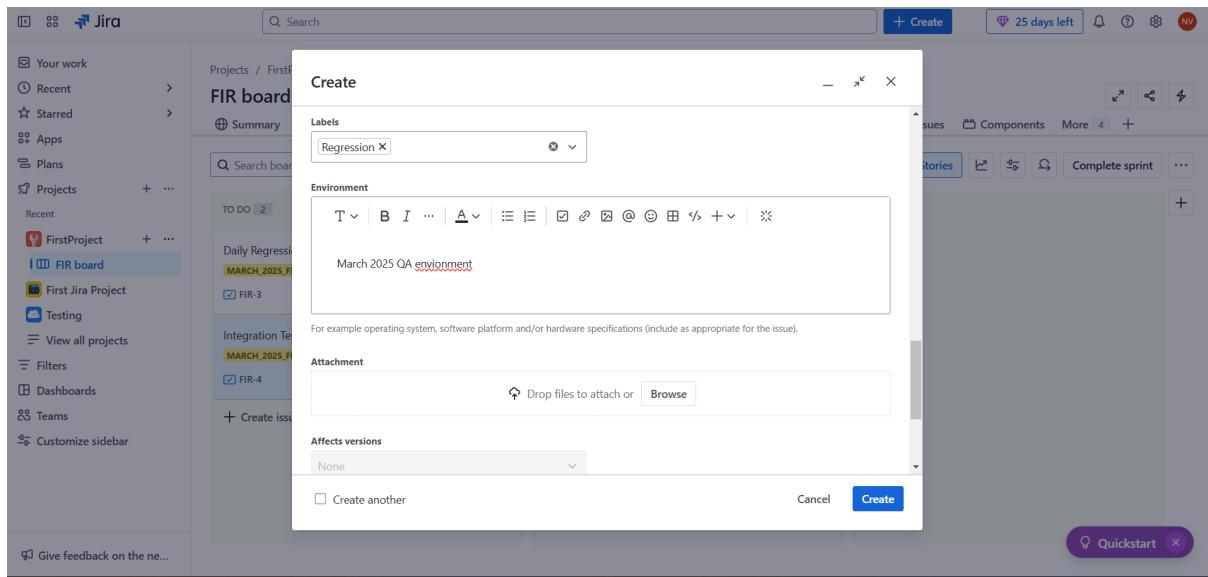
3rd step: Then select Sprint to current sprint, or the sprint that you need

4th step: Write any summary

5th step: Link it with the parent issue

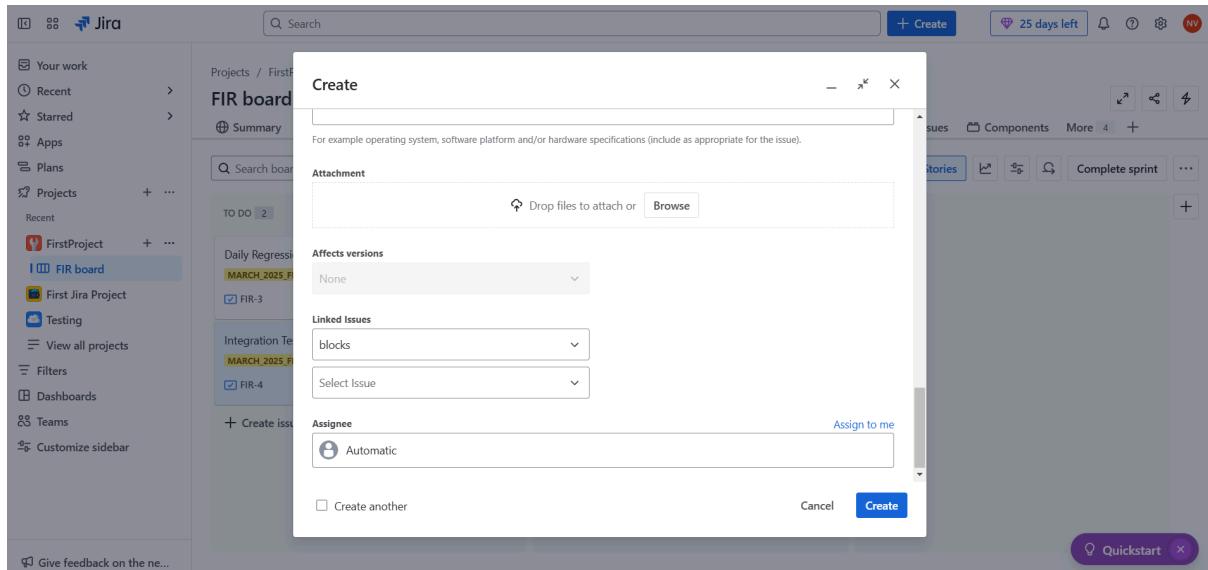


Step 6: Add labels to it, then environment after that in the ATTACHMENT field if you have screenshot or anything else to add you can add it



Then in the linked ISSUE select BLOCKS and at last ASSIGNEE

You can leave it to default i.e assignee it to me or you can change it and assign it to someone else as required and at last click CREATE



Now you can see that bug that you created in the ACTIVE sprint

Jira interface showing the FIR board. The board has three columns: TO DO, IN PROGRESS, and DONE. The TO DO column contains three issues:

- Daily Regression March 2025 QA Release (MARCH_2025_FEB_QA)
- Integration Testing March 2025 QA (MARCH_2025_FEB_QA)
- Login is not clickable (MARCH_2025_FEB_QA)

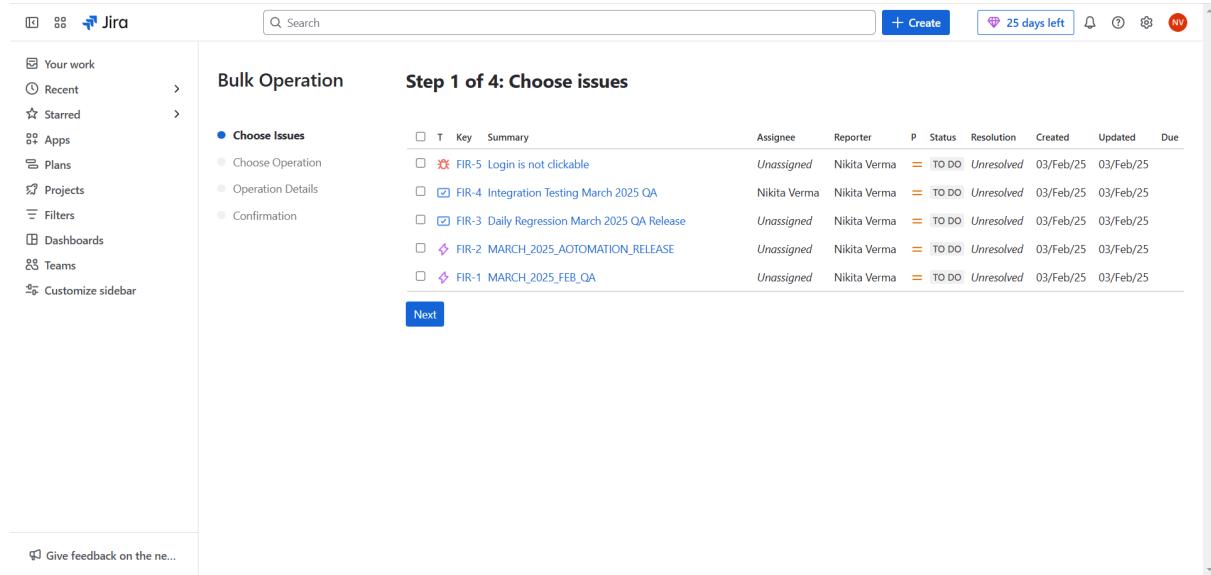
13. BULK CHANGES

Step 1: GO to the ISSUE section, click on the right side ellipses(...)

Jira interface showing the Issues section for the FIR board project. The list of issues includes:

- Integration Testing March 2025 QA (FIR-4)
- Daily Regression March 2025 QA Release (FIR-3)
- MARCH_2025_AOTOMATION_REL_EASE (FIR-2)
- MARCH_2025_FEB_QA (FIR-1)

STEP 2: Click on BULK changes you will be redirected to a new tab

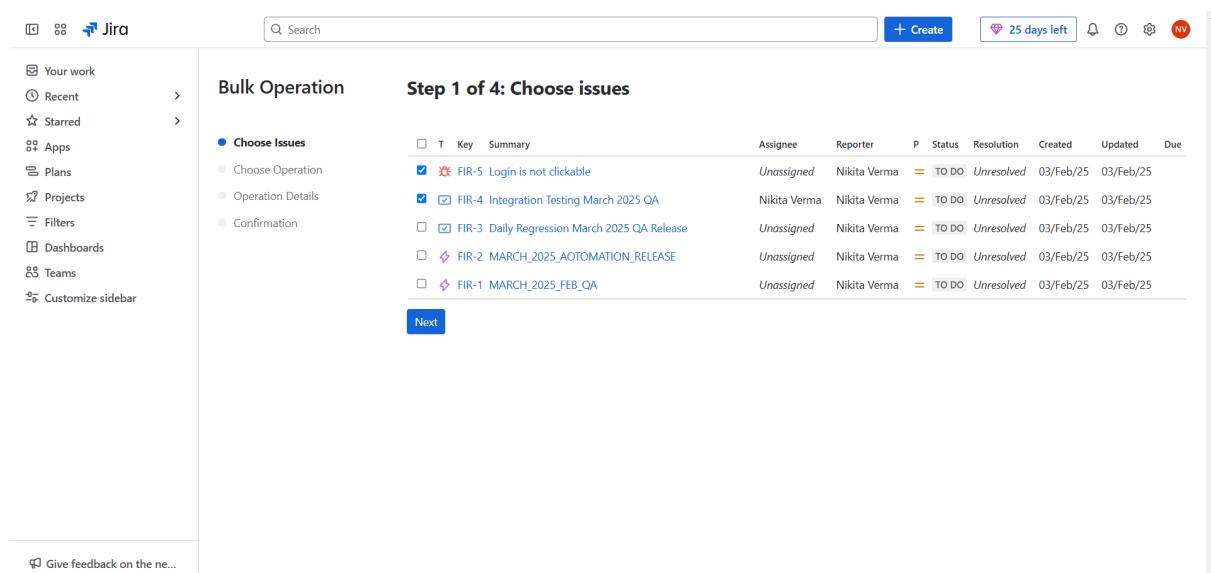


The screenshot shows the Jira interface for performing a bulk operation. On the left, there's a sidebar with navigation links like 'Your work', 'Recent', 'Starred', etc. The main area is titled 'Bulk Operation' and 'Step 1 of 4: Choose issues'. It has a sub-section 'Choose Issues' with three options: 'Choose Operation', 'Operation Details', and 'Confirmation'. Below this is a table showing five issues:

	T	Key	Summary	Assignee	Reporter	P	Status	Resolution	Created	Updated	Due
<input type="checkbox"/>	✖	FIR-5	Login is not clickable	Unassigned	Nikita Verma	=	TO DO	Unresolved	03/Feb/25	03/Feb/25	
<input type="checkbox"/>	☑	FIR-4	Integration Testing March 2025 QA	Nikita Verma	Nikita Verma	=	TO DO	Unresolved	03/Feb/25	03/Feb/25	
<input type="checkbox"/>	☑	FIR-3	Daily Regression March 2025 QA Release	Unassigned	Nikita Verma	=	TO DO	Unresolved	03/Feb/25	03/Feb/25	
<input type="checkbox"/>	✖	FIR-2	MARCH_2025_AOTOMATION_RELEASE	Unassigned	Nikita Verma	=	TO DO	Unresolved	03/Feb/25	03/Feb/25	
<input type="checkbox"/>	✖	FIR-1	MARCH_2025_FEB_QA	Unassigned	Nikita Verma	=	TO DO	Unresolved	03/Feb/25	03/Feb/25	

A blue 'Next' button is at the bottom.

Step 3: select the all issues that you want to update at once



This screenshot is identical to the one above, but with two specific checkboxes checked: 'FIR-5 Login is not clickable' and 'FIR-4 Integration Testing March 2025 QA'.

Step 4: Here select Edit issue and click next

The screenshot shows the Jira Bulk Operation interface. On the left is a sidebar with links like 'Your work', 'Recent', 'Starred', 'Apps', 'Plans', 'Projects', 'Filters', 'Dashboards', 'Teams', and 'Customize sidebar'. The main area is titled 'Bulk Operation' and 'Step 2 of 4: Choose bulk action'. It says 'Choose which action you'd like to take on the selected issues.' Below this are several options:

- Choose Issues**: Selected 2 issues from 1 project(s)
- Choose Operation**
- Operation Details**
- Confirmation**

Under 'Choose Operation':

- Edit Issues: Edit field values of issues
- Move Issues: Move issues to new projects and issue types
- Transition Issues: Transition issues through workflow
- N/A Delete Issues**: NOTE: You do not have permission to delete the selected 2 issues.
- Watch Issues: Watch all the selected issues. You will receive notifications when any of these issues are updated.
- Stop Watching Issues: Stop watching all the selected issues. You will no longer receive notifications when any of these issues are updated.

A blue 'Next' button is at the bottom.

Step 5: now in this page select those fields that you need to update or change in bulk and then click next

The screenshot shows the Jira Bulk Operation interface, Step 3 of 4: Operation Details. The sidebar and previous steps are identical to the previous screenshot. This step allows selecting bulk actions for multiple issues:

- Choose Issues**: Selected 2 issues from 1 project(s)
- Choose Operation**
- Operation Details**
- Confirmation**

Under 'Operation Details':

Unsupported.

- Change Issue Type: Task (selected), Medium (selected)
- Change Priority: Medium (selected)
- Change Assignee: Automatic (selected), Assign to me
- Change Environment

For example operating system, software platform and/or hardware specifications (include as appropriate for the issue).

Change Due date and Change Comment fields are also present.

Search + Create 25 days left

Your work >

- Recent >
- Starred >
- Apps
- Plans
- Projects
- Filters
- Dashboards
- Teams
- Customize sidebar

Change Design

Change Flagged

Impediment

Allows to flag issues with impediments.

None

Purple

Change Impact

Change Issue color

Change Rank

Change Sentiment

Change Sprint

Change Start date

Jira Software sprint field

Change Story point estimate

Allows the planned start date for a piece of work to be set.

Change Target end

Measurement of complexity and/or size of a requirement.

Change Target start

The targeted end date. This custom field is created and required by Advanced Roadmaps for Jira.

Change Target start date

The targeted start date. This custom field is created and required by Advanced Roadmaps for Jira.

Change Team

Associates a team to an issue. You can use this field to search and filter issues by team.

Change Vulnerability

> Unavailable Actions

Send mail for this update

By selecting this option, an update notification will be sent for each issue affected by this bulk operation

Next

Give feedback on the ne...

Step 6; at last it will ask for confirmation, click confirmation

Search + Create 25 days left

Your work >

Recent >

Starred >

Apps

Plans

Projects

Filters

Dashboards

Teams

Customize sidebar

Bulk Operation

Step 4 of 4: Confirmation

Updated Fields

Field Name	Field Action	Field Value
Priority	Change to	Medium
Assignee	Change to	Unassigned

Confirmation

Email notifications will **NOT** be sent for this update.

The above table summarizes the changes you are about to make to the following 2 issues. Do you wish to continue?

T	Key	Summary	Assignee	Reporter	P	Status	Resolution	Created	Updated	Due
X	FIR-5	Login is not clickable	Unassigned	Nikita Verma	TO DO	Unresolved	03/Feb/25	03/Feb/25		
C	FIR-4	Integration Testing March 2025 QA	Nikita Verma	Nikita Verma	TO DO	Unresolved	03/Feb/25	03/Feb/25		

Confirm

Give feedback on the ne...

Final page will show you the progress of the bulk, once 100% click DONE

The screenshot shows the Jira interface with a sidebar on the left containing links like 'Your work', 'Recent', 'Starred', 'Apps', 'Plans', 'Projects', 'Filters', 'Dashboards', 'Teams', and 'Customize sidebar'. The main area is titled 'Bulk Operation' and 'Bulk Operation Progress'. It displays a message: 'Editing 2 issues' and 'Bulk operation is 100% complete. Task completed in 0 seconds. Started Today 9:46 PM. Finished Today 9:46 PM.' A 'Done' button is at the bottom.

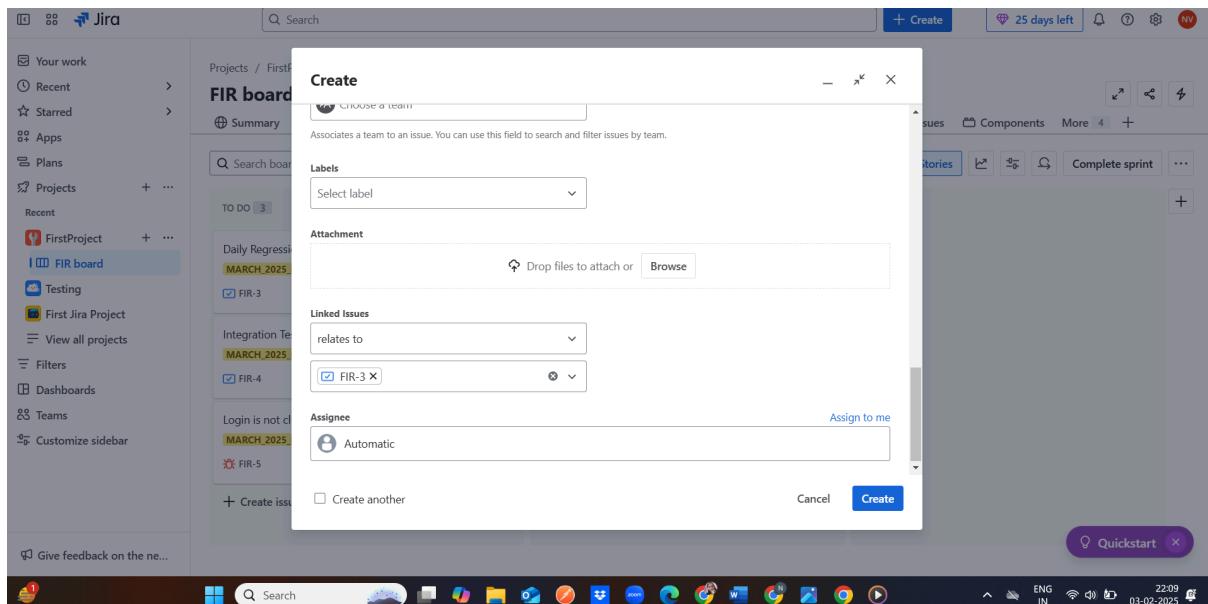
CREATE A TASK

Steps are same as that of creating other issue

Create on create option
Then in issue type select ISSUE as task

And fill the rest required columns

The screenshot shows the Jira interface with a sidebar on the left. The 'FIR board' project is selected. A 'Create' dialog box is open in the center. The 'Project' field is set to 'FirstProject (FIR)'. The 'Issue type' field is set to 'Task'. The 'Status' field is set to 'To Do'. The 'Sprint' field is set to 'FIR Sprint 1'. At the bottom of the dialog, there is a checkbox for 'Create another' and a 'Create' button. The background shows a board view with various cards and filters.



FOR SHIFTING the issues, we can do it by drag and drop

ADDING BULK TEST CASES

STEP 1; GO to ISSUES SECTION

Click on the ellipses(...) present on right hand side

You will see the option IMPORT ISSUES FROM CSV

The screenshot shows the Jira interface for the 'FIR board' project. On the left sidebar, 'FirstProject' is selected. The main area displays a single issue titled 'TC001_LOGIN_WITH_VALID_CREDENTIALS'. The issue has a status of 'IN PROGRESS' assigned to 'Nikita Verma'. It is linked to other issues: 'FIR-1 / FIR-6', 'FIR-5', 'FIR-4', and 'FIR-3'. A comment section is present with a placeholder 'Add a comment...'. To the right, there are sections for 'Pinned fields' (with a note to click the star icon to pin), 'Details' (showing assignee as unassigned, reporter as Nikita Verma, and development status as 'Counts towards'), and a 'To Do' button.

NOTE : THE CSV file should be in a proper format

Step 2: Click on IMPORT ISSUES FROM CSV. after clicking you will get a page name bulk create setup

The screenshot shows the 'Bulk create: Setup' page in Jira. The left sidebar is identical to the previous screenshot. The main area is titled 'Bulk create: Setup' and has tabs for 'Setup', 'Settings', 'Map fields', and 'Map values'. The 'Setup' tab is active. It contains a section for 'CSV Source File' with a 'Choose File' button and a note that no file has been chosen. Below this, it says 'The maximum file upload size is 1,024.00 MB.' There is also a checkbox for 'Use an existing configuration file' with a note about saved configurations. At the bottom are 'Next' and 'Back' buttons.

Click on choose your file

Select the file and click next

The screenshot shows the 'Bulk create: Setup' page in Jira. On the left, there's a sidebar with links like 'Your work', 'Recent', 'Starred', 'Apps', 'Plans', 'Projects', 'Filters', 'Dashboards', 'Teams', and 'Customize sidebar'. The main area has tabs at the top: 'Setup' (which is active), 'Settings', 'Map fields', and 'Map values'. Below the tabs, the 'Setup' section is titled 'CSV Source File' with 'Sample.csv' listed. There's a checkbox for 'Use an existing configuration file' which is unchecked. A note says: 'If you have used this importer before, you may have saved the configuration you used. You can use that configuration again to save time.' At the bottom are 'Next' and 'Back' buttons.

Step 4; in the next page(SETTINGS) just add the name of the project and click next

The screenshot shows the 'Settings' page for bulk import. On the left, there's a sidebar with 'Jira admin settings' and a 'System' dropdown menu showing 'General configuration', 'Troubleshooting and support', 'Audit log', 'Security', 'Project roles', 'Global permissions', 'Issue collectors', 'Automation', 'Global automation', 'User interface', 'Default user preferences', 'Default dashboard', 'Look and feel', 'Announcement banner', 'Import and export', and 'Backup manager'. The main area is titled 'Settings' and contains fields for 'Import to Project' (set to 'FirstProject'), 'File encoding' (set to 'UTF-8'), 'Delimiter' (set to ','), and 'Date format' (set to 'dd/MMM/yy hh:mm a'). A note below the date format field says: '(e.g. dd/MMM/yy hh:mm a) Please specify the format that dates are stored in the CSV file. Please use syntax valid for SimpleDateFormat.' At the bottom are 'Next' and 'Back' buttons.

STEP 5: In the map Fields

MAP the items of the CSV file to that which maps to the JIRA fields.

The screenshot shows the 'Import from CSV' step in the Jira Admin Settings. On the left, a sidebar lists various system configurations. The main area displays a table for mapping CSV fields to JIRA fields. The columns are 'CSV Field', 'JIRA field', and 'Map field value'. The rows include 'Expected Result' (mapped to 'Don't map this field'), 'Preconditions' (mapped to 'Don't map this field'), 'Priority' (mapped to 'Priority' with checked 'Map field value'), 'Sprint' (mapped to 'Don't map this field'), 'Steps' (mapped to 'Description' with checked 'Map field value'), 'Summary' (mapped to 'Summary' with checked 'Map field value'), and 'Test Case Name' (mapped to 'Don't map this field'). At the bottom are 'Next' and 'Back' buttons.

Click Next

You will get the final page what will show that you bulk was successful with a green tick

The screenshot shows the final success page after the import. It displays a green checkmark icon and the message '0 projects and 4 issues imported successfully!'. Below this, there's a 'What now?' section with links to download a log, save configuration, and check created issues. The sidebar on the left remains the same as the previous screenshot.

Now if we go to the ACTIVE SPRINTS SECTION we can clearly see all those bulk updated issue present their.

The screenshot shows the Jira Backlog screen for the project 'FirstProject'. The backlog is currently empty, indicated by the message 'No issues found'. The sidebar on the left shows the project navigation, and the top bar includes a search field, a 'Create' button, and a '25 days left' status indicator.

NOW to add all the bulk items to sprint just go to the backlog and just drag and drop the item to the sprint

The screenshot shows the Jira Backlog screen for the project 'FirstProject'. The backlog now contains several items assigned to 'FIR Sprint 1'. The items listed are:

- FIR-3 Daily Regression March 2025 QA Release
- FIR-4 Integration Testing March 2025 QA
- FIR-5 Login is not clickable
- FIR-6 TC001_LOGIN_WITH_VALID_CREDENTIALS

The sidebar and top bar are identical to the previous screenshot.

The screenshot shows the Jira interface for the 'FIR board' under the project 'FirstProject'. The sidebar on the left includes options like 'Your work', 'Recent', 'Starred', 'Apps', 'Plans', 'Projects', 'Testing', 'First Jira Project', 'View all projects', 'Filters', 'Dashboards', 'Teams', and 'Customize sidebar'. The main area displays the 'Backlog' board for 'FIR Sprint 1' (3 Feb - 17 Feb). The backlog items are listed in columns: 'TO DO', 'IN PROGRESS', and 'TO DO'. The items include:

- FIR-7 Summary1 (Status: TO DO)
- FIR-8 Summary2 (Status: TO DO)
- FIR-9 Summary3 (Status: TO DO)
- FIR-10 Summary4 (Status: TO DO)
- FIR-3 Daily Regression March 2025 QA Release (Status: IN PROGRESS)
- FIR-4 Integration Testing March 2025 QA (Status: IN PROGRESS)
- FIR-5 Login is not clickable (Status: TO DO)
- FIR-6 TC001_LOGIN_WITH_VALID_CREDENTIALS (Status: TO DO)

At the bottom of the backlog, there are buttons for '1 selected', 'Select all', 'Edit fields', 'Change status', and 'Plan on whiteboard'.

DASHBOARD - A centralized view of JIRA activities, showing project progress, issues, and team performance.

The screenshot shows the 'Default dashboard' in Jira. The sidebar on the left is identical to the previous screenshot. The main dashboard features several sections:

- Introduction:** Displays a welcome message: 'Welcome to Jira' with a brief description and a link to the 'Jira 101 guide'.
- Assigned to Me:** Shows a list of tasks assigned to the user, including 'FIR-4 Integration Testing March 2025 QA' and 'FIR-5 Login is not clickable'.
- Activity Streams:** Shows activity from 'Your Company JIRA' with the message 'No activity was found'.

