Lab: Configure a Next-gen Kanban Board

Estimated time: 15 minutes

> Note: This lab is optional. If you are not interested in working with next-generation projects, you can skip this lab.

In this lab, you will:

1. Move issues through a workflow.
2. Add a Review column to the board.
3. Verify that your Review column is working.
4. Add a rule to your board.

> Note: These instructions assume you have created a `projectAng` next-gen kanban project with issues.

1: Move issues through a workflow.

1. Log into Jira (if necessary). https://[your site name].atlassian.net

2. Navigate to your `projectAng` project. This is your next-gem kanban project. These instructions DO NOT APPLY to classic projects.

3. Click on the **Board** tab in the contextual sidebar to view your board. This board was automatically created when you created the project and selected **Kanban** for the project template.

4. You should see three issues on the board from the previous next-gen kanban lab.

5. Drag and drop issues to new columns.

6. Click on an issue to open its details. Notice that the **Status** field value matches the name of the column on the board. **Change** the status value. **Close** the issue details and notice that your issue has changed columns on the board.

7. Again view an issue's details. Notice that the **Assignee** field is `Unassigned`. Click on the `Unassigned` value and select **Assign to me**. This lets the team know that you are responsible for working on the issue in this status. Close the issue details and notice that your user avatar appears with the issue on the board.

> Congratulations, you have moved issues through a workflow, both by dragging and dropping and by changing the issue's status field value.

2: Add a `Review` column to the board.

1. To create a column, click on the plus sign (+) the right of the `DONE` column. This feature is available to administrators of the board and to Jira administrators. The user that created the board is automatically an administrator of the board.

2. Name the column `Review` and click the check mark.

3. In the **Add column** window, name the column `Review` and specify a category of `In Progress` . Click **Add** to add the column to the board.

4. **Drag** the header of the `REVIEW` column so that `DONE` is the last column on the board.

Congratulations, you have added a column to your board.

3: Verify that your `Review` column is working.

1. On your board, drag issues to the `Review` column.

2. View an issue's details and change the **Status** to and from a value of `Review` . The issue should move to the new column on the board.

Congratulations, you have verified that your `Review` column is working.

4: Add a rule to your board.

Rules help you streamline your process by automatically updated fields when move issues across columns on a board. Projects administrators can manage the rules on a board.

1. Click the more icon (…) in the upper right of your board and select **Manage rules**.

2. Click **Add rule**.

3. Add a rule that removes the assignee when you move an issue to the `Review` column. This helps ensure that the person who did the work in the previous column does not review their own work. Follow these steps to accomplish this:

   ○ Click **Assign an issue to someone**. Click **Select**.
   ○ For **Choose a status**, select `REVIEW` .
   ○ For **Assign to**, select `No one` . Click **Add**.

4. Test your rule by assigning an issue to yourself, then moving the issue to the `REVIEW` column. You should see that the issue is no longer assigned to you.

Congratulations, you have added a rule to your board.