Instructions to Add a Ticket to JIRA

1. Go to JIRA-INF scrum : <https://arc-bio.atlassian.net/secure/RapidBoard.jspa?rapidView=21>
2. Click on Backlog

A screenshot of a computer

Description automatically generated

1. Click on Epics.

A screenshot of a cell phone

Description automatically generated

1. Click on the Epic of your choice and then click on Create Issue which is at the bottom (I have enclosed it in a red box to make it clear). After creating it, press enter. Add further details to it (on the right side of the page) such as the assignee, priority, description etc. Then save it. At the end, drag and move the task from the backlog to the panel above it (I have enclosed it in an orange box to make it clear).

A screenshot of a computer

Description automatically generated

Done!!