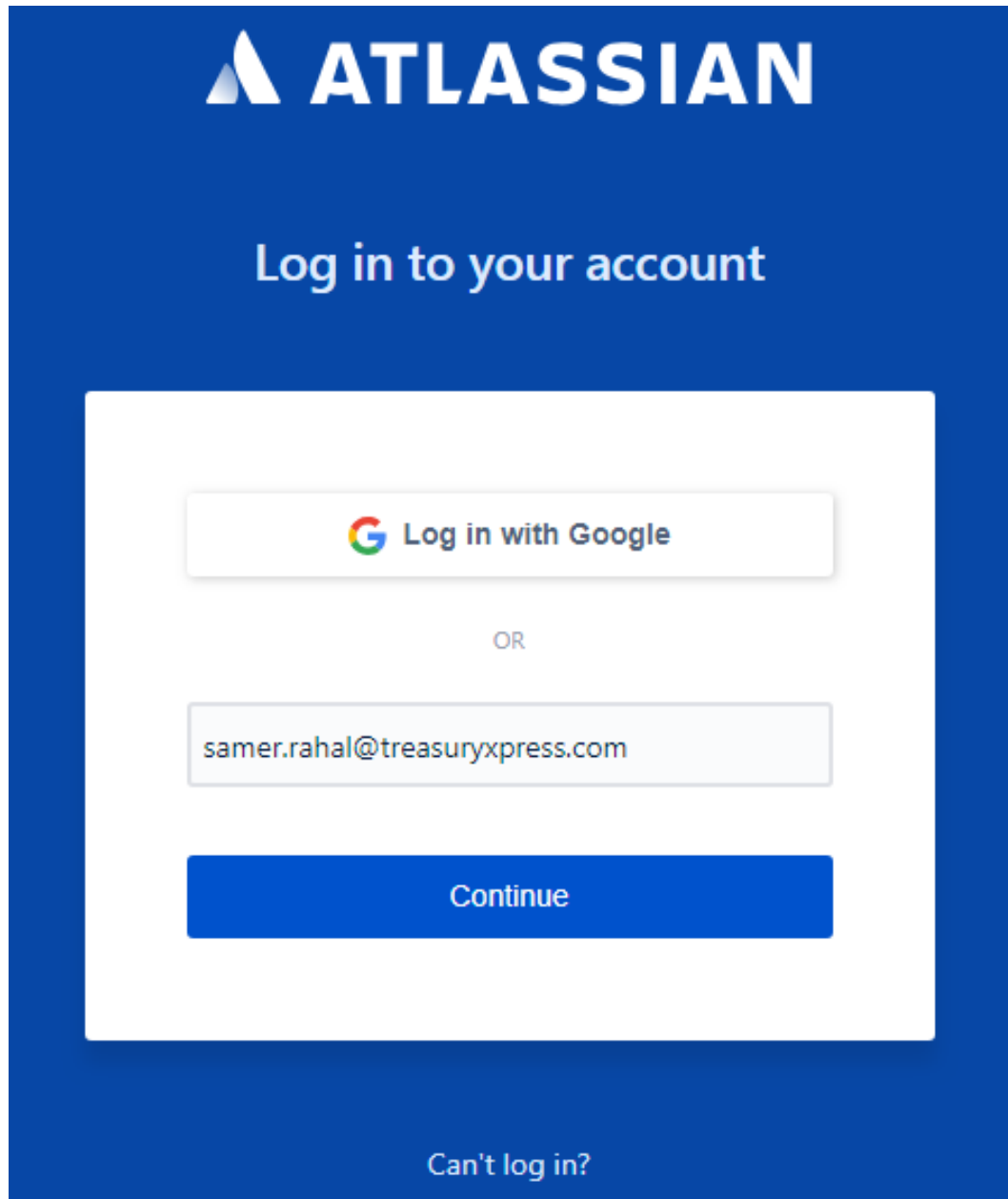


## JIRA Guide


1. Go to URL <https://treasuryxpress.atlassian.net/login>
2. Type your TX email address and click continue
3. Specify the password and login

**Note: if you did not sign up yet, you have to fill your full name and a password then login**

The image shows the Atlassian login interface. At the top, the Atlassian logo is displayed in white on a blue background. Below the logo, the text "Log in to your account" is centered. The main login area is a white box with a blue border. It contains a "Log in with Google" button with the Google logo. Below this is the word "OR". Underneath is a text input field containing the email address "samer.rahah@treasuryxpress.com". Below the input field is a blue "Continue" button. At the bottom of the white box, there is a link that says "Can't log in?".

**ATLASSIAN**

Log in to your account

 Log in with Google

OR

samer.rahah@treasuryxpress.com

Continue

Can't log in?

4. Once you are logged in you will be redirected to Projects sections. Projects in JIRA refer to the category (Bugs, Support, Implementation, etc....) similar to what was used in Trello.

Jira Software

Projects

Dashboards


Issues and filters


Jira settings


## Projects

Create project ▾


Suggested projects



















 Support Tickets  
Software Project  
TX Support

 SCRUM Development  
Software Project  
TX Development

 New Development  
Software Project  
CD board

TRY FOR FREE

 Set up a customer  
service desk  
Requests queue

| Name *  | Key | Type   | Lead   | URL   | Starred |
|---|-----|--|--|---|---------|
|  Bugs                        | BG  |  Software   |  Samer Rahhal   | <a href="https://trello.com/b/8qaK6TV/C/bugs">https://trello.com/b/8qaK6TV/C/bugs</a>                               | ...     |
|  Client Requests             | CR  |  Software   |  Samer Rahhal   | <a href="https://trello.com/b/JnSXlmbS/client-requests">https://trello.com/b/JnSXlmbS/client-requests</a>           | ...     |
|  Installations and Updates | IU  |  Software |  Samer Rahhal | <a href="https://trello.com/b/YNfYS4z/installations-updates">https://trello.com/b/YNfYS4z/installations-updates</a> | ...     |
|  New Development           | ND  |  Software |  Samer Rahhal | <a href="https://trello.com/b/55qWhJji/current-dev">https://trello.com/b/55qWhJji/current-dev</a>                   | ...     |
|  SCRUM Development         | SCD |  Software |  Samer Rahhal |   | ...     |
|  Support Tickets           | SPT |  Software |  Samer Rahhal |   | ...     |

5. To report a new issue, simply type the letter “C” on your keyboard. The new issue creation form will be displayed as per below
- Specify the project / category: Bugs, Support or New Development (Note: SCRUM Development is for internal use to view the tasks that are being assigned during weekly iteration / SPRINTs, so kindly do not add any it).
  - Specify the issue type (Bug or Task only): Do not use Story or Epic at this stage
  - Specify other information (Task description, summary, attachments, assigned to etc...) and save
- Note: It is preferable to keep Assigned To / Assignee field blank unless you know which team member is responsible for the reported case.**
- If you need to report another issue you can check the option “Create another” next to create button which will keep you in the same form

Create issue

Import issuesConfigure fields

Project\*

Support Tickets (SPT)

Issue Type\*

☒ Task

?

Some issue types are unavailable due to incompatible field configuration and/or workflow associations.

Summary\*

Component/s

None

Description

Style

B I U A A

Link

Image

List

Table

Link

+

☐ Create another

Create

Cancel

6. To view tasks or bugs within a certain category / project, go to Projects from the left panel
  - a. Select your project, list of issues will be displayed (as per below). To filter issues by User select the rounded colored icon of the designated team member.

## BUGS board

SR
K
Z
BE
AC
+19
Label
Type
GRI

BUG DETECTED 72

NWAdmin - Forecast Reports not displaying the correct Actual bank balance

PRIORITY

BG-5

Z

Can't edit accounts at account Signers

BG-6

BE

Syndication Facility Report - Sorting

BUG FIX IN PROGRESS 13

Performance

BG-19

BE

Sitemap restrictions on top menu

BG-258

SC

Error in book generator - SBG

BG-299

Full SYNC  
1/18/2019 8:04:26 AM  
System.FormatException: Input string was not in a correct format.  
at System.Number.StringToNumber(String str, NumberStyles options, NumberBuffer& number, NumberFormatInfo info, Boolean parseDecimal)  
at System.Number.ParseInt64(String value, NumberStyles options, NumberFormatInfo numberFormatInfo)  
at System.Convert.ToInt64(String value)  
at InfoAgree.V2.BAL.GetTransactionDistribution(DateTime time dt, String tag, String clientInfo, Boolean ignoreDistribution)

BUGS FIXED (AWAITING VALIDATI... 78

EUROVIA - BUG

BG-1

M

Time-Deposit

BG-45

Z

Specific Day : 15.00

Loan - Specific days should be integer and not decimal

BG-48

K