JIRA Guide

1. Go to URL https://treasuryxpress.atlassian.net/login
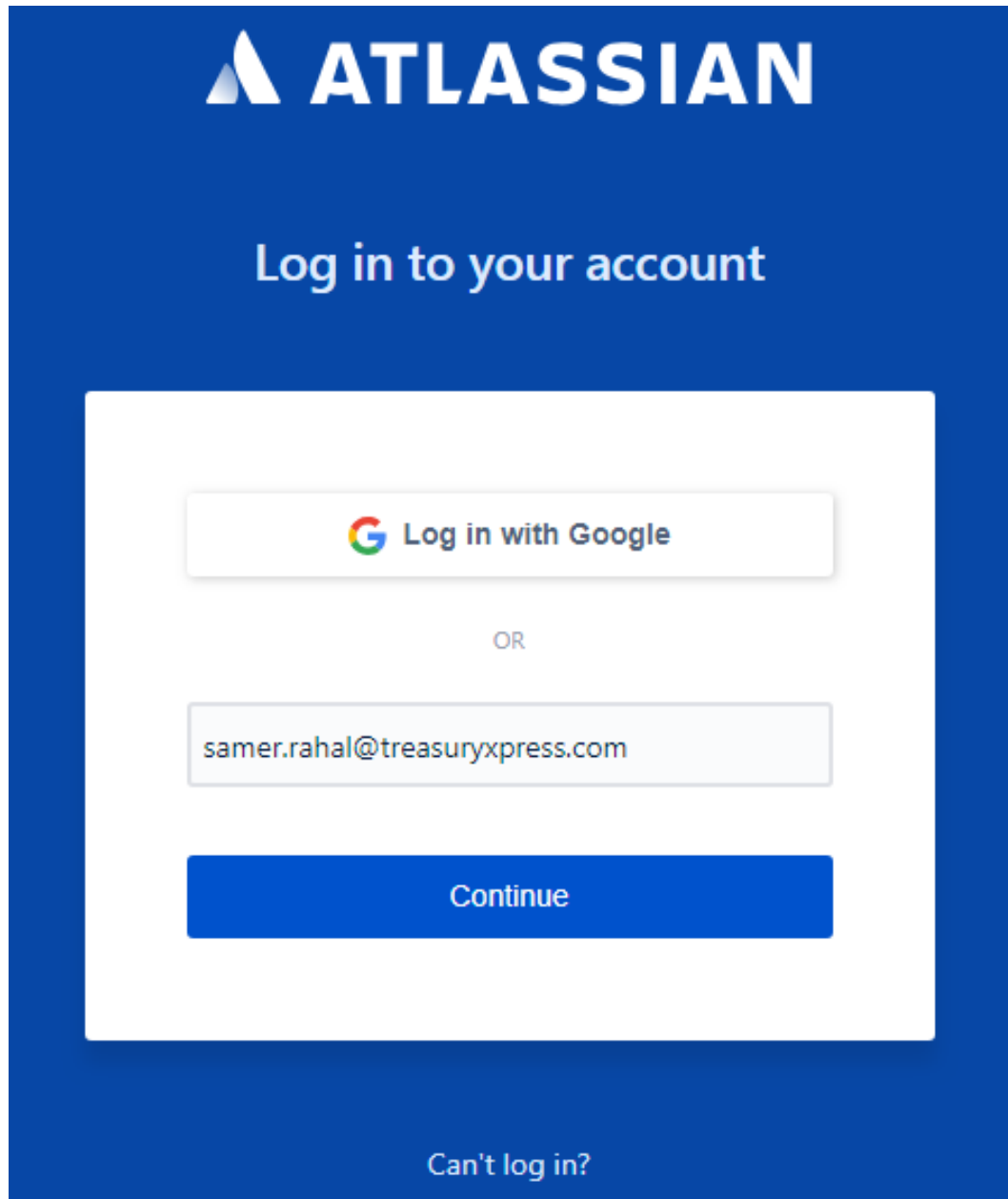2. Type your TX email address and click continue
3. Specify the password and login
   Note: if you did not sign up yet, you have to fill your full name and a password then login

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.

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
    a. 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).
    b. Specify the issue type (Bug or Task only): Do not use Story or Epic at this stage
    c. 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.
    d. 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 issues   Configure fields ▾

Project*
Support Tickets (SPT)   ▾

Issue Type*
☑ Task   ▾   ⑦
Some issue types are unavailable due to incompatible field configuration and/or workflow associations.

Summary*

Component/s
None

Description

Style ▾   B   I   U   A ▾   ᵃA ▾   𝒫 ▾   ⓤ ▾   ☷ ☰   ⑧ ▾   ✚ ▾   ≫

☐ 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

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

BUGS FIXED (AWAITING VALIDATI... 78

EUROVIA - BUG

BG-1   M

Time-Deposit

BG-45   Z

Loan - Specific days should be integer and not decimal

BG-48   K