

# Jira Project Admin guide for beginners

The requirement to be done: The Jira project is created in TDS Portal as SaaS Service.

Congratulation - you are now Jira project admin. And because you are not experienced with Jira, you are here on this page. **Don't be afraid** of playing with your projects - you cannot damage other's work (Jira ask you if you really want to delete something) specially if the project is still empty, and we fix it anyway.

Read the manual to the end. In case of any question, please contact TDS Support - we are [here](#) for you!

As project administrator, you have access to the **Project administration** page. As admin:

- You can set **Components, Versions and Roles**
- You have to know how **Permissions** and **Issue security** works
- You have to know how **Issue types** affect workflow and screen setting
- If your project doesn't share schemes with other projects, you can partially set **workflows and screens**
- The rest in list is not important now and/or can be set by Jira admins (TDS team).

**Project board** is the place where you will work at most.

- Any user can create a board, not only projects admins
- You can create a board in top menu Boards View all boards Create board

But now, [create a first issue](#).

If you go through this page you will be able to manage your project. For further studies visit [Official Documentation](#) or ask directly [TDS Team](#).

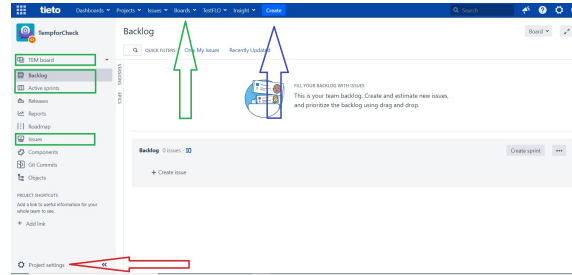
## Project settings

It is place where you configurate your project. Go to your project and click **Project settings** in main Menu ( in the left bottom corner)

## Details

Here are the basic information of projects, names generally.

- **Name** - Human readable name of the project. Can be changed.
- **Key** - unique identificator of the project. When we are asking for project, give us the key or link directly. Can be **changed** and even existing links are not lost



If you need to change the project key , please contact TDS Support - we are [here](#) for you!

## Details

Name\* TempforCheck

Key\* TEM ⓘ

URL

Project type\* Software ⓘ

Project category None ⓘ

Avatar\*  select image

Description

 ⓘ

## Issue types

You can have different types of things by using different *issue types*. Also, you can configure each issue type to act differently, e.g. to follow a different process flow or track different pieces of information.

- As the default you get the issue schema according to project type selection (you select it in TDS Portal during Jira project creation).
- The project type selection you can check [here](#).
- There are many Issutypes like Bug, Task, New Feature, Change, Request, ... Important is not the name, but the way you work with that (defined by workflows and screens)

To add or edit the issue types , please contact TDS Support - we are [here](#) for you!

The issue type scheme defines which issue types apply to this project. To change the issue types used, you can select a different issue type scheme, or modify the current scheme.

[Learn more about Issue Types](#)

**i** Scheme used by this project: TEM: Scrum Issue Type Scheme

| Issue Type                                                                                             | Description                                                                                                     | Workflow                                                                                                                       | Field configuration                                                                                             | Screen                                                                                                              |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
|  Story                | Created by Jira Software - do not edit or delete. Issue type for a user story.                                  |  Software Simplified Workflow for Project TEM |  Default Field Configuration |  TEM: Scrum Default Issue Screen |
|  Bug                  | A problem which impairs or prevents the functions of the product.                                               |  Software Simplified Workflow for Project TEM |  Default Field Configuration |  TEM: Scrum Bug Screen           |
|  Epic                 | Created by Jira Software - do not edit or delete. Issue type for a big user story that needs to be broken down. |  Software Simplified Workflow for Project TEM |  Default Field Configuration |  TEM: Scrum Default Issue Screen |
|  Task                 | A task that needs to be done.                                                                                   |  Software Simplified Workflow for Project TEM |  Default Field Configuration |  TEM: Scrum Default Issue Screen |
|  Sub-Task<br>SUB-TASK | The sub-task of the issue                                                                                       |  Software Simplified Workflow for Project TEM |  Default Field Configuration |  TEM: Scrum Default Issue Screen |

A [workflow](#) describe the process of your work that an issue will follow, e.g. Open, In Progress, Resolved. **You can configure how issues will transition between statuses, e.g. who can transition them, under what conditions, and which screen will be displayed for each transition.**

- The workflow needs to be understood by project users. It is good to keep it **as simple as possible**.
- Each issuetype can have own workflow and also each project can have own set of workflows. But workflows schemes can be **shared** across the projects.

**To use other workflow than the default , please contact TDS Support - we are [here](#) for you! They can add any statuses you want and they can add post functions - automation rules executing during the transition (auto-assignment, clearing of field) or validators - checking values of issues during transitions (mandatory fields, user rights).**

## Workflows

Add Workflow ▾ Switch Scheme

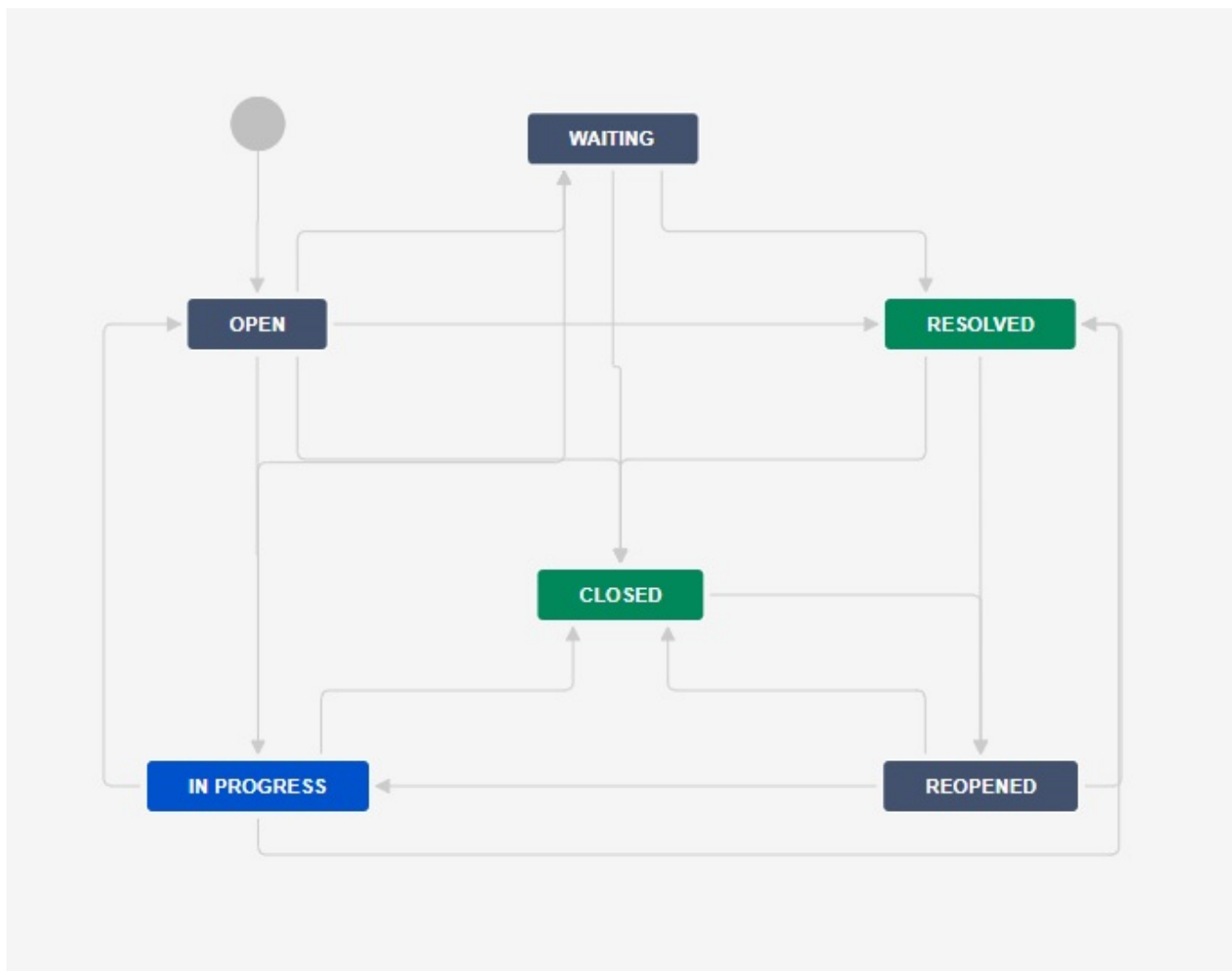
A workflow defines which statuses and transitions an issue type can use within a project.

The workflow scheme defines which workflow applies to to each issue type in this project. To change the workflow scheme used, you can select a different workflow scheme, or modify the current scheme.

[Learn more about Workflows](#)

**i** Scheme used by this project: TEM: Software Simplified Workflow Scheme

| Workflow                                                    | Issue Types                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Actions                                                                               |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Software Simplified Workflow for Project TEM (View as text) |  Story<br> Bug<br> Epic<br> Task<br> Sub-Task |  |



#### comment

to much info- rather to split info about Screens and Fields

[Screens](#) are the list of fields which are used on you issues.

- Each **issuetype** can have **own screens** and also each project can have own set of screens. But screen schemes can be **shared** across the projects.
- By default your project has the same Create, Edit and View screens.
- **Fields** can be **separated into tabs** within the screen. Very useful for huge amount of fields.
- Be careful with adding some field to the screen: wait for a while and think - **how will be the field used?** For example we will introduce a new field "Reopen" where we note if the issue was reopened. Users will mark issues as reopen, project owner will make analysis of reopen fields and also some action need to be done to reduce of reopened fields. If any of this this steps is missing, the field is useless.

To create a new field or update screen, please contact TDS Support - we are [here](#) for you!

## TEM: Scrum Default Issue Screen

| Field            | Type                   |
|------------------|------------------------|
| ≡ Epic Name      | Name of Epic           |
| ≡ Summary        | System field           |
| ≡ Issue Type     | System field           |
| ≡ Reporter       | System field           |
| ≡ Component/s    | System field           |
| ≡ Description    | System field           |
| ≡ Fix Version/s  | System field           |
| ≡ Priority       | System field           |
| ≡ Labels         | System field           |
| ≡ Security Level | System field           |
| ≡ Attachment     | System field           |
| ≡ Linked Issues  | System field           |
| ≡ Assignee       | System field           |
| ≡ Epic Link      | Epic Link Relationship |
| ≡ Sprint         | Jira Sprint Field      |
| Field name       | ▼ Add                  |

Issues can be group in system field [Versions](#)

- In Jira issue, you can find versions as **Affected version** (where you find the bug) and **Fix Version** (where you fix the bug)
- You can mark versions as released

[Components](#) allows you to **categorize** issue within the project.

- Project admin can define the new components.
- Components can be set with **default assignee** - which can speed up ticket resolution

### Components

Q

QUICK FILTERS:

Active

Archived

Component name

Lead (optional)

Description (optional)

Default assignee

Add

| Component | Status | Issues   | Lead                                                                                      | Description | Default assignee | Actions |
|-----------|--------|----------|-------------------------------------------------------------------------------------------|-------------|------------------|---------|
| component | ACTIVE | 0 Issues |  admin |             | Component lead   | ...     |

## Users and Roles

**Don't manage users it here!** User management is solved via TDS Portal. In most cases, **you shouldn't edit** this page at all. [Look here for help.](#)

Your project has available roles: reader, user and admin.

**To create an extra group, please contact TDS Support - we are [here](#) for you!**

## Permissions

In permission section you can see how your project rights actually work.

**To any changes in permission scheme, please contact TDS Support - we are [here](#) for you!**

### Issue permissions

| Permission                                                                                                                          | Granted to                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Assignable User</b><br>Users with this permission may be assigned to issues.                                                     | <b>Project role</b> <ul style="list-style-type: none"><li>Administrators</li><li>Developers</li></ul> |
| <b>Assign Issues</b><br>Ability to assign issues to other people.                                                                   | <b>Project role</b> <ul style="list-style-type: none"><li>Administrators</li><li>Developers</li></ul> |
| <b>Close Issues</b><br>Ability to close issues. Often useful where your developers resolve issues, and a QA department closes them. | <b>Project role</b> <ul style="list-style-type: none"><li>Administrators</li><li>Developers</li></ul> |
| <b>Create Issues</b><br>Ability to create issues.                                                                                   | <b>Project role</b> <ul style="list-style-type: none"><li>Administrators</li><li>Developers</li></ul> |
| <b>Delete Issues</b><br>Ability to delete issues.                                                                                   | <b>Project role</b> <ul style="list-style-type: none"><li>Administrators</li></ul>                    |
| <b>Edit Issues</b><br>Ability to edit issues.                                                                                       | <b>Project role</b> <ul style="list-style-type: none"><li>Administrators</li><li>Developers</li></ul> |
| <b>Link Issues</b><br>Ability to link issues together and create linked issues. Only useful if issue linking is turned on.          | <b>Project role</b> <ul style="list-style-type: none"><li>Administrators</li><li>Developers</li></ul> |
| <b>Modify Reporter</b><br>Ability to modify the reporter when creating or editing an issue.                                         | <b>Project role</b> <ul style="list-style-type: none"><li>Administrators</li></ul>                    |

## This is advanced, additional setting. Don't look here until you understand the basics

### Fields

In [fields](#) section can be set if the fields are mandatory or hidden (this can be done in workflows and screens)

**TO any changes in fields, please contact TDS Support - we are [here](#) for you!**

### Security levels

In the section you can extend permission (another level of security) like hiding particular issues.

- Example: Your customers can see all issues but not your internal bugs.
- There is no default, all project security schemes are handled separately.

**To add security scheme, please contact TDS Support - we are [here](#) for you!**

### Notifications

- User can be notified when a particular action occurs - an event (issues commented, created, edited) can be defined who (reporter, assignee, particular user, group) will receive the email.
- Jira can spam a lot, so we keep notification schemes simple as possible.

**To do changes in notification area, please contact TDS Support - we are [here](#) for you!**

Jira project can be integrated with other application like for example GitLab repositories.

- You can see branches and commits from you issue.
- You can even create branches from the issue.

To integrate your project with other application, please contact TDS Support - we are [here](#) for you!

And that is all for project setting. And remember, there is a lot more in [Official Documentation](#).

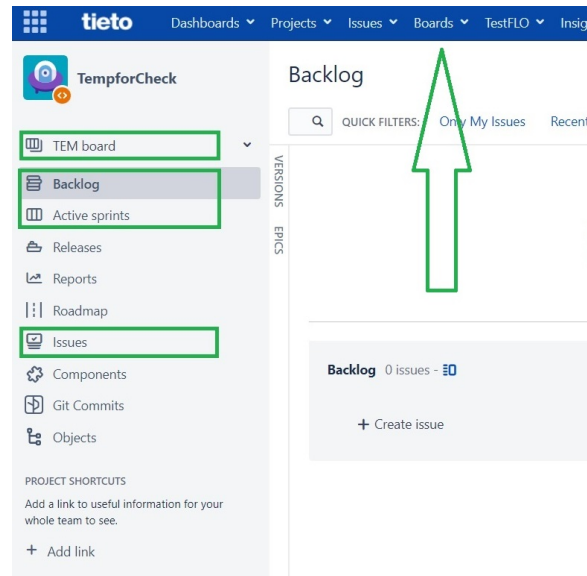
## Boards management

Board is a visual representation in project, where you can check your issue with statuses. More information what is a board [here](#).

Let's start with the easiest way "Create a new board":

Go to **Boards** (top menu) **View all boards** **Create board** (at the top-right of the page)

- choose between [Scrum board](#) and [Kanban board](#)
- Go to "To right corner Board" Configure
- [Official Board documentation](#)



- Name - self-explanatory.
- Administrators - users who can set-up configuration section. Administrators can't change the mail filter.
- **Filter** - the main filter is set during the board creation. It is an either project board ("project = 'XYZ'") or board based on my, existing filter ("project = XYZ and component = this one and label = some"). Only **board owner** can **change the filter**. Jira's admins can change ownership of the filter
- **Sharing** - accessing project and the boards is often the same. But board admin can change it.
- Kanban sub-filter - you can hide here the issues which are already done. Don't change the default unless you know what are you doing.
- If you **miss some issues** on board, check the filters.

## General and filter

The Board filter determines which issues appear on the board. It can be based on one or more projects, or custom JQL depending on your needs.

### General

Board name **TEM board**

Administrators **Joanna Duma (piechjoa)**

### Filter

Saved Filter **Filter for TEM board**  
[Edit Filter Query](#)

Shares **Project: TempforCheck (VIEW)**  
[Edit Filter Shares](#)

Filter Query **project = TEM ORDER BY Rank ASC**

Ranking **Using Rank**

Projects in board  **TempforCheck**  
[View permission](#)

- Boards are a different view of the projects. In project workflow you define statuses, but here you can redefine in way which personally suits you the best (As developer you might not be interested in planning, analyzing phase).
- Here you can set columns on which are the workflow statuses mapped.
- You can **map** several **statuses** into one **column**.
- Issues with status, which are not in any column, are not on the board at all.
- If you **miss some issues** on board, check the columns.

[← Back to board](#) Board ▾

### Column management

Columns can be added, removed, reordered and renamed. Columns are based upon global statuses and can be moved between columns. Minimum and maximum constraints can be set for each mapped column.

Column Constraint **None** ▾

Constraints can be added to columns on the board for one statistic.

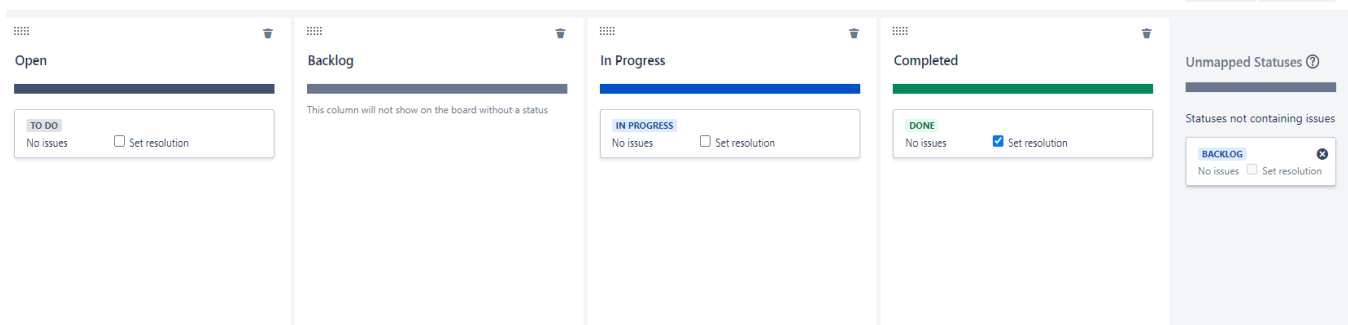
Days in column ☐

Shows dots representing the time an issue spent in a particular column on Jira board.

Simplified Workflow **Using Simplified Workflow**

The workflow for project TempforCheck is currently managed by Jira Software. Project Administrators can add and remove statuses below. ?

[Add status](#) [Add column](#)



The screenshot displays a Jira Board interface with four main columns: 'Open', 'Backlog', 'In Progress', and 'Completed'. Each column has a header bar with a color-coded bar (grey for Open, blue for Backlog, blue for In Progress, and green for Completed). Below each header is a box containing a status name and a 'Set resolution' checkbox. The 'Open' column shows 'TO DO' with 'No issues'. The 'Backlog' column shows a message: 'This column will not show on the board without a status'. The 'In Progress' column shows 'IN PROGRESS' with 'No issues'. The 'Completed' column shows 'DONE' with 'No issues'. On the right side, there is an 'Unmapped Statuses' section with a 'BACKLOG' status and 'No issues' and 'Set resolution' checkbox. At the top right, there are buttons for 'Add status' and 'Add column'.

- Here, you **horizontally** sort issues on board
- You can make swim lines base on predefined types (assignee, story) or n your own, more complex filters (assignee = 'XYZ' or assignee = 'ABC')



- Reduce number of visible issues on board to see what is really important to you
- Issue visualization by color based on queries, issutypes, stories, ....
- Set up working days of the week and holidays
- If you click on any issue on board, the detail issue view is shown.
- Here you can configure what is important for you to be visible on board.