

JIRA Tutorial

Welcome to JIRA Tutorial. In this tutorial, we will learn what JIRA is, what is it used for, and how to use it.

What is JIRA software?

JIRA is a software tool designed for project management. The tool is mainly used for issue tracking.

Core Features of JIRA

Boards

JIRA provides Kanban and Scrum Boards. These boards are visual systems for managing work as it moves through a process. They provide an immediate overview of the whole project at task level. JIRA allows team members to customize these board workflows to fit their project.

Business Project Templates

Most of the times, there is always a template that fit your business project requirements. You can choose one from the huge collection of JIRA Business Project Templates. Or you can also modify an existing template to perfectly fit your business structure.

Issues

Every low level task in JIRA is considered an issue. A requirement is an issue. A bug is an issue. A task is an issue. Each issue can be well detailed. You can provide a description; set a priority; attach required screenshots or documents; label the issue for quick access. You can assign the issue to one of your team members, make another as the reporter for the issue. One more important feature is that your team members can have a discussion on the issue in the form of comments.

Notifications

Emails can be sent to your team members for particular tasks. For example, an email notification will be sent to the ASSIGNEE of the issue. Also, if you can use @mention to notify that member specifically.

Power Search

JIRA provides a powerful search interface. You can search using filters, or advanced features. You can also search based on the details of issues.

Reports

With JIRA, you can generate reports like: **Agile Reports:** Burndown Report, Burnup Report, Sprint Report, Velocity Report, Cumulative Flow Diagram, Version Report, Epic Report, Control Chart, Epic Burndown, Release Burndown **Issue Analysis:** Average Age Report, Created vs. Resolved Issues Report, Pie Chart Report, Recently Created Issues Report, Resolution Time Report, Single Level Group By Report, Time Since Issues Report **Forecast & management:** Time Tracking Report, User Workload Report, Version Workload Report **Other:** Workload Pie Chart Report

JIRA Next-gen Templates

JIRA provides next-gen templates that are familiar and easy to use. Each template consists of many features useful for project management.

Some of the templates are:

- Kanban
- Scrum

Agile Projects with JIRA

Most of the project teams are adopting Agile methodology for their projects. JIRA provides a lot of support in terms of templates, reports, etc. to handle Agile projects.

Get started with JIRA Project

You can get a trial period of 7 days and get used to the workflow of JIRA software before purchasing a license or registering for JIRA software.

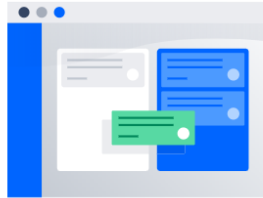
Step 1

Open a browser and hit the url [<https://www.atlassian.com/software/jira/try>].

In this tutorial, we will choose **Jira Software** and click on **Try it free**.


Step 2 – Signup

Fill in the Signup form and click on Agree and Signup.



Plan, track, and release world-class software



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Password

Show password

.....

Password Strength: Very Strong

 I'm not a robot



By clicking below, you agree to the Atlassian [Cloud Terms of Service](#) and [Privacy Policy](#).

Agree and Sign up

Step 3 – Email Confirmation

You will receive a confirmation email to the email address you have provided in the above step – signup. Click on the verify button on the email. You will be redirected to the following page in a new tab.



Great projects need great teams

Add your teammates to plan, track, and release great software together.

Invite your team

jone@tutorialkart.com

tim@tutorialkart.com

Enter their email address

Let anyone with a verified tutorialkart.com email join your Jira site

Skip

Provide the emails of your team members. Or you can also check the box to let anyone with a verified yourwebsite.com (tutorialkart.com here) email join your Jira site.

Click on **Next** button

Click on **Next** button.

Step 4 – Basic setup

You can select some drop-down options relating to the questions about your team and project structure. This helps JIRA understand your requirements and setup your project accordingly. A sample screenshot is shown below. You can also skip this step.



Recommend a project

Answer a few questions and we will suggest a project type that works best for you and your team.

Help us set up your Jira

I am **new to** Jira.

My team is **new to** agile methodologies.

We spend our time working on **features**.

We have a **flexible** schedule to finish our work.

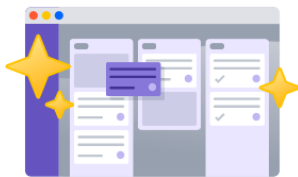
Skip **Next**

Step 5 – Template Selection

JIRA provides templates to choose from based on your project requirements. We will go with the recommended template and click on select.

Choose a next-gen template

Next-gen templates are easy to set up and come with reimagined features. They're created and managed by project team members.

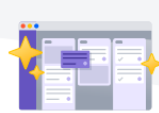


Kanban **RECOMMENDED**

Visualize and progress your project using simple cards on a powerful board.

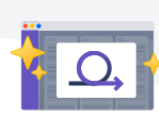
Select

[Import your wo](#)



Kanban
Visualize and progress your project using simple cards on a powerful board.

What's in this? **Select**



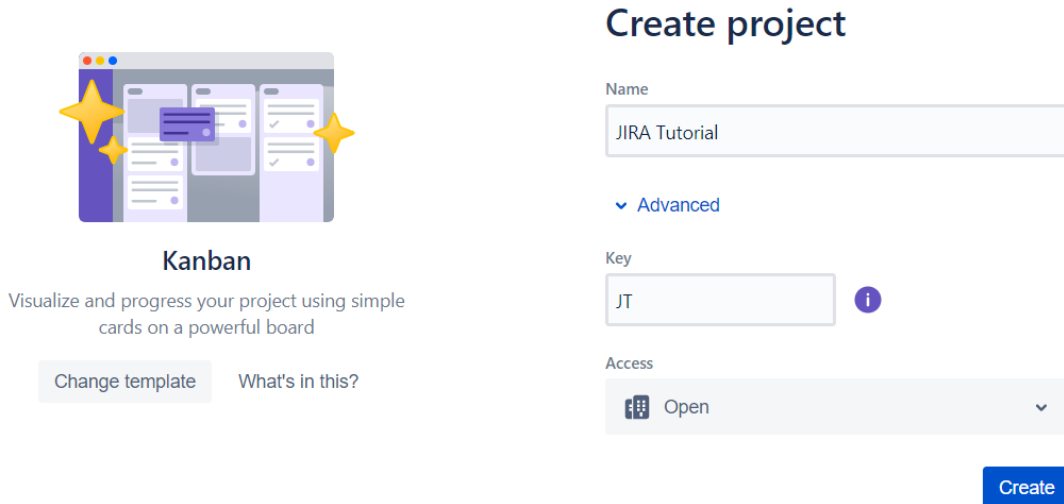
Scrum
Sprint toward your project goals with a modern board and backlog.

What's in this? **Select**

Looking for advanced project setup, schemes, and classic features? [Explore classic templates](#)

Step 6 – Create Project

Once you select a template, you can create your project. Provide a name for your JIRA project and click on Create button.



Kanban

Visualize and progress your project using simple cards on a powerful board

[Change template](#) [What's in this?](#)

Name
JIRA Tutorial

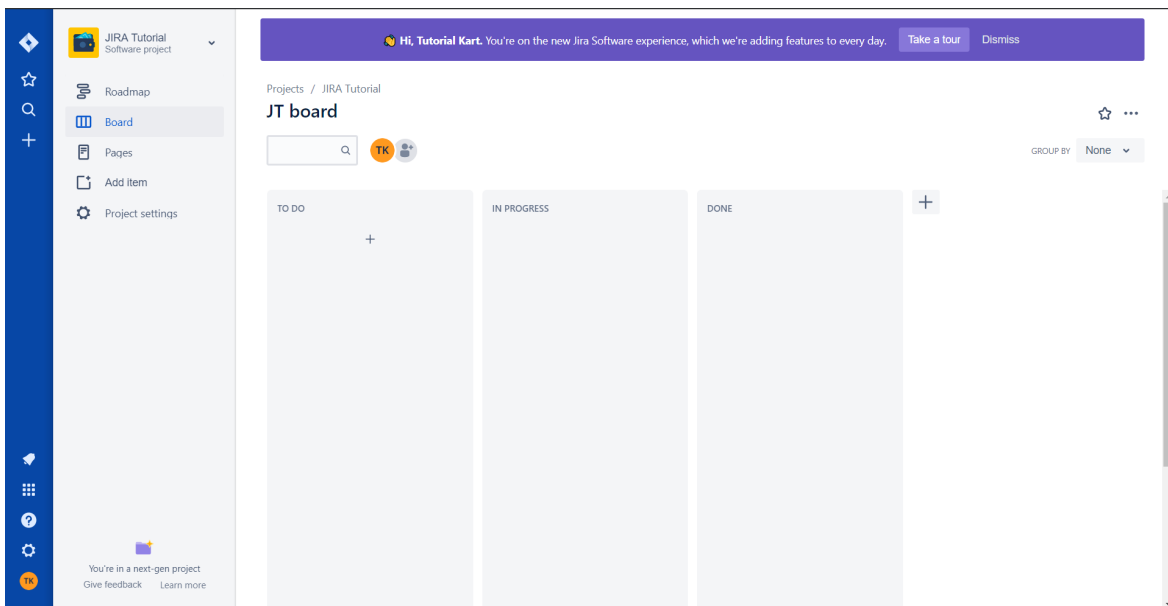
Advanced

Key
JT

Access
Open

Create

Once you hit the create button, you will be directed to the project dashboard and you have successfully created project in JIRA tool.



Hi, Tutorial Kart. You're on the new Jira Software experience, which we're adding features to every day. [Take a tour](#) [Dismiss](#)

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JT board

TO DO IN PROGRESS DONE

You're in a next-gen project
[Give feedback](#) [Learn more](#)

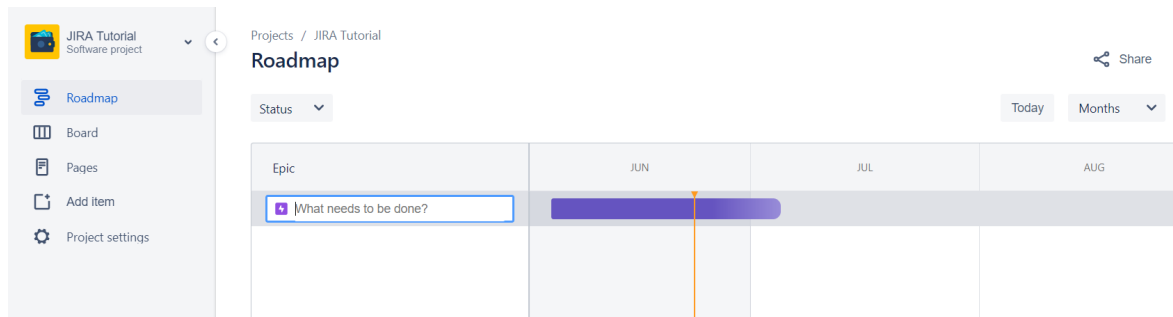
JIRA Roadmap

JIRA Roadmap is designed to communicate your plan. Roadmap can easily communicate what's in flight for your team and future priorities of the project.

In Roadmap, you can manage your work through epics. You can create new epics, manage and visualize them. This helps the users to be on the same page.

JIRA Roadmap provides UI to easily drag and drop work right on your roadmap to quickly plan and prioritize.

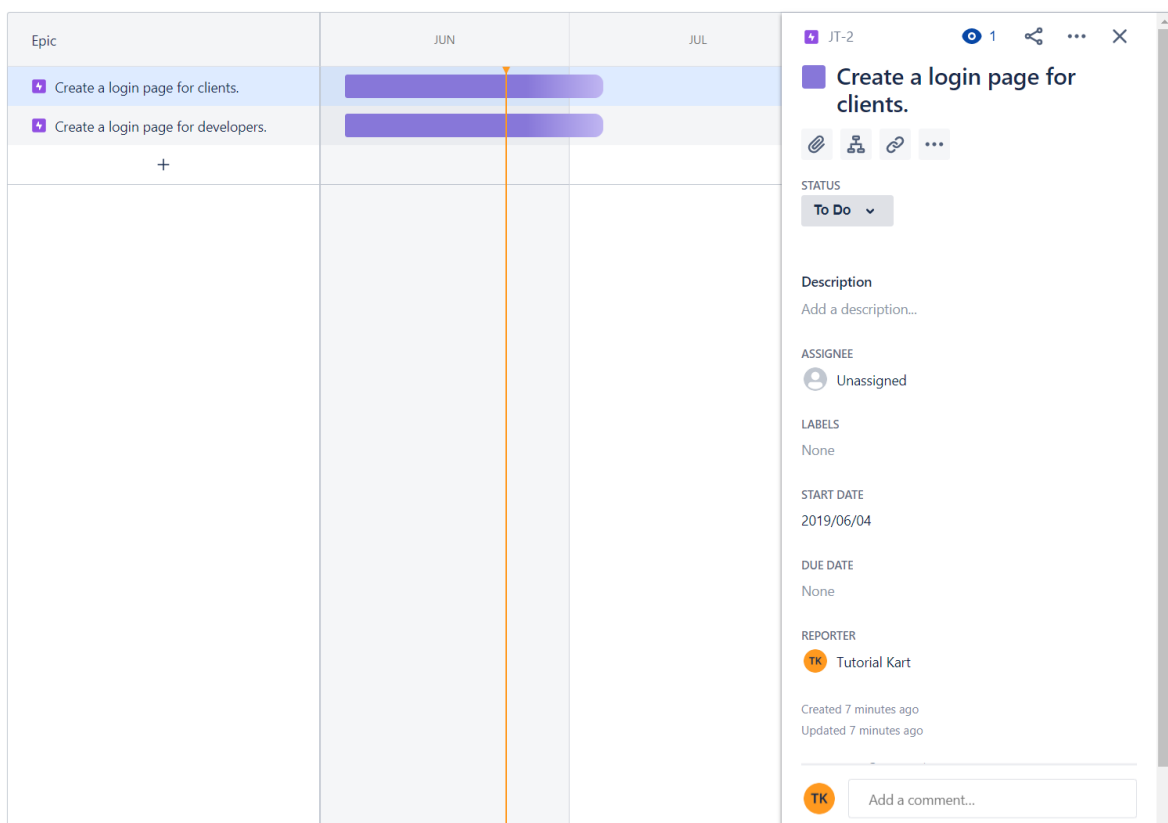
Following is a screenshot of JIRA Roadmap when you have just started with your project in JIRA.



To create an epic, type in the box with placeholder **What needs to be done?** and click enter.



Once the epic is created, click on it to see the details.



Now you can do the following tasks.

- Provide a **Description** to the epic.
- Assign the epic to **ASSIGNEE**.
- Label this epic to quickly access epics using **LABELS**.
- Provide a **START DATE** and **DUE DATE** for the epic.
- Change the **REPORTER** to which this epic has to be reported.
- Comment on this epic during its lifecycle.

JIRA Backlog

Backlog window consists of all the outstanding work. When you create a new Agile JIRA project with Kanban template, you can see a Backlog window in your project.

Backlog involves following tasks.

- Create Issues
- Rank Issues
- Estimate Issues

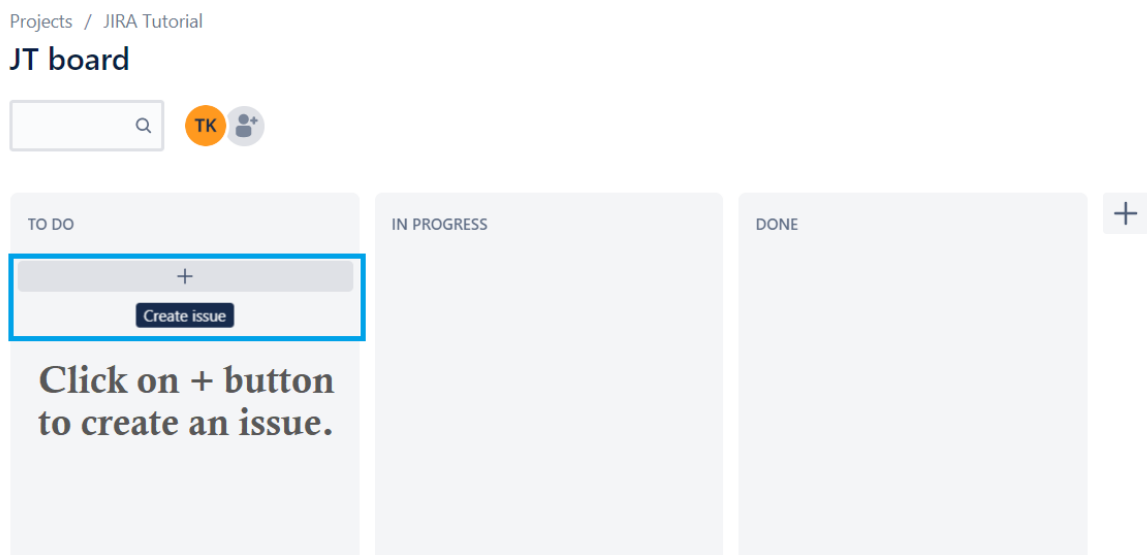
Ranking of issues helps you prioritize from the list of tasks in Backlog.

JIRA Issue

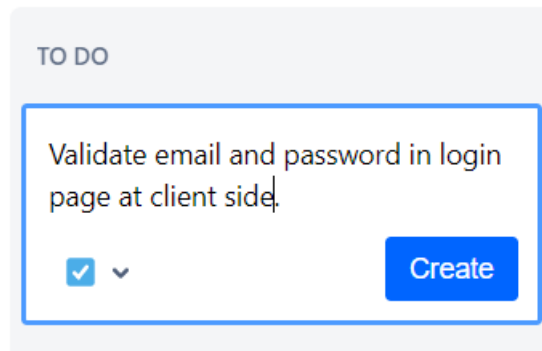
JIRA sees all the tasks, work, bugs/defects, user stories, features, etc., as issues.

How to create an issue in Project?

To create an issue in JIRA, click on the **+** button under **TO DO** column.



Enter text that describes the issue and click on **Create** button.



A screenshot of a JIRA 'TO DO' card creation form. The card is titled 'TO DO' and contains the text 'Validate email and password in login page at client side'. Below the text is a blue checkmark icon and a dropdown arrow. To the right of the text is a blue 'Create' button.

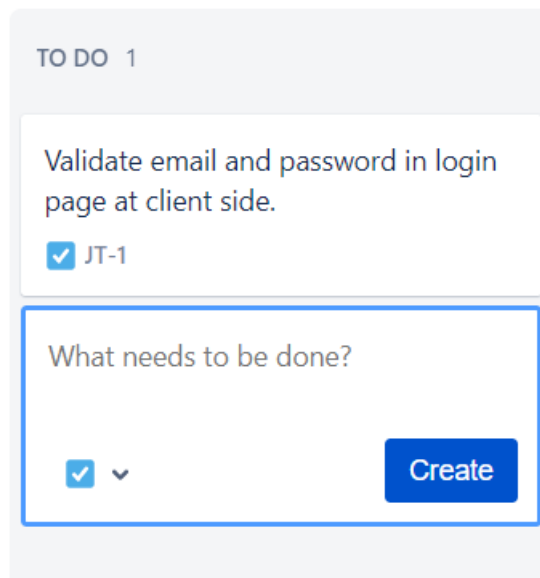
A new issue would be created.

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JT board



A screenshot of a JIRA board header. It features a search bar with a magnifying glass icon, a filter icon with the label 'TK', a user icon with a plus sign, and the text 'Type'.



A screenshot of a JIRA board showing a created issue. The board is titled 'TO DO 1'. The issue card contains the text 'Validate email and password in login page at client side.' and is labeled 'JT-1'. Below the text is a blue checkmark icon and a dropdown arrow. To the right of the text is a blue 'Create' button.

Once an issue is created, you can do following tasks with the issue.

- Provide a **Description** that elaborates on the issue.
- Attach a screenshot or an **attachment**.
- **Add a child issue** making this issue as a parent.
- **Link** to another issue.
- **Comment** on the issue.
- Assign the issue to an **ASSIGNEE**.
- Label the issue for a quick access using **LABELS**.
- Change the **REPORTER** to which the assignees have to report.

Validate email and password in login page at client side.



Description
Add a description...

Activity Comments ▾

Add a comment...

STATUS

To Do ▾

ASSIGNEE

Unassigned

LABELS

None

REPORTER

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Created 13 hours ago

Updated 13 hours ago

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JIRA Scrum

- ◆ [JIRA - Create Scrum Board](#)
- ◆ [JIRA Scrum - Add People](#)
- ◆ [JIRA Scrum - Create Issue](#)
- ◆ [JIRA Scrum - Create Sprint](#)