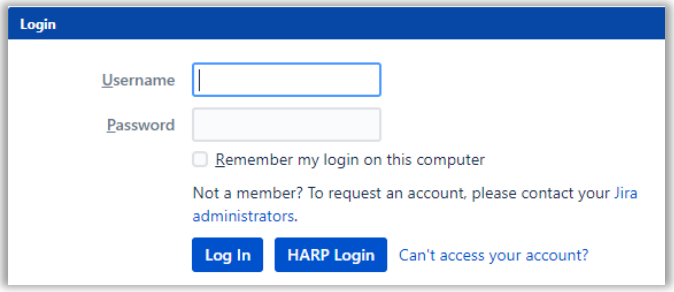
QUALITYNET JIRA TIP SHEET

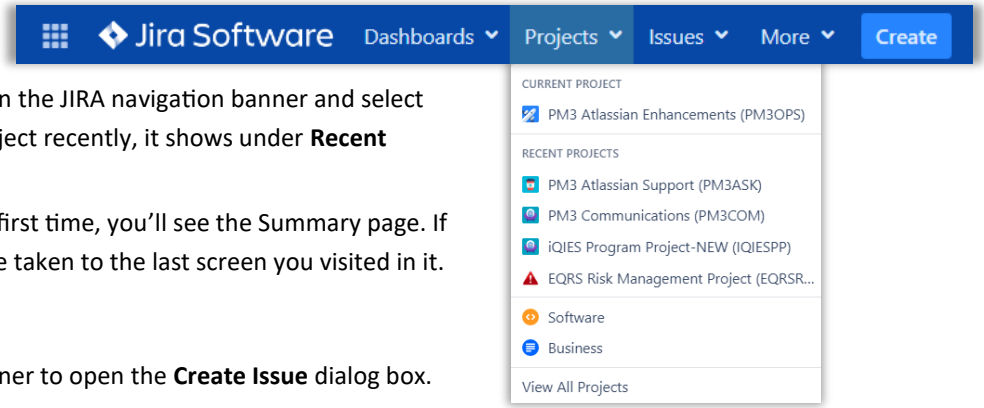
Improving the way HCQIS tracks projects and issues — **https://hcqis-jira.cms.gov**



Getting Started in QualityNet Jira

1. Go to https://hcqis-jira.cms.gov.
2. Enter Username: Your HARP ID.
3. Enter Password: Your HARP Password.
4. Click "HARP Login."

View a Project



To find a project, click the **Projects** menu in the JIRA navigation banner and select **View All Projects**. If you've visited the project recently, it shows under **Recent Projects** in the drop-down menu.

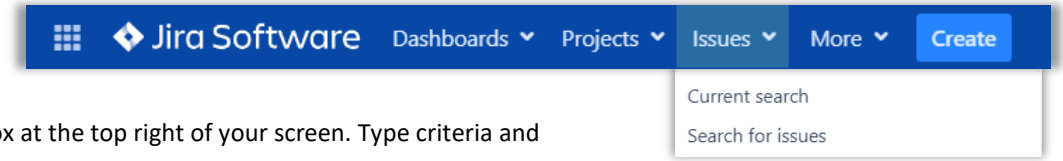
When you select a project to view for the first time, you'll see the Summary page. If you've viewed the project before, you'll be taken to the last screen you visited in it.

Creating an Issue

1. Click **Create** in the Jira navigation banner to open the **Create Issue** dialog box.
2. Select and add details in the **Create Issue** dialog box (e.g. Issue Type, Summary, etc.).
3. Click **Create** from the **Create Issue** dialog box to finish and add the issue to the backlog.

Tip: Select the **Create another** checkbox in the **Create Issue** dialog box to easily create multiple issues.

Quick and Basic Searches



- **Quick Search** — The simplest search feature is the **Search** box at the top right of your screen. Type criteria and press Enter.
- **Basic Search** —Search for issues by navigating to **Issues** in the Jira navigation banner and clicking **Search for issues** from drop-down. Enter your search criteria in the attributes and/or "contains text" section.

Terminology and Structural Components

- **Issue Types:** Record types. In QualityNet Jira, issue options are: Epic, Feature, Enabler, User Story, Task, Subtask, and Bug
- **Backlog:** Made up of multiple issues
  - The **product backlog** is a repository containing the scope of planned work items (issues).
  - The **sprint backlog** is the list of committed work items (issues) the team will deliver in the coming sprint.
- **Sprint:** A time-boxed period during which the team delivers an increment of working software
- **Board:** Visual display of backlog items; provides a flexible way to view, manage, and report progress

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