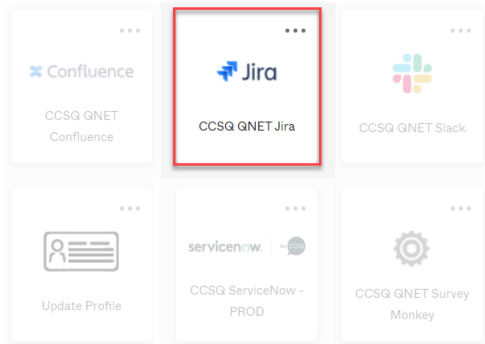




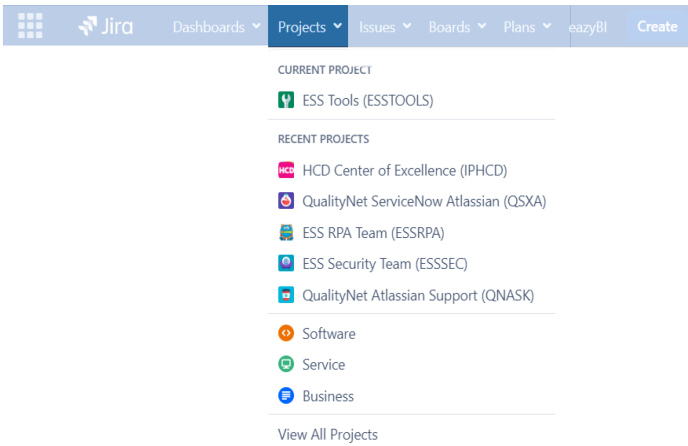
ATLASSIAN
Jira
Tip Sheet

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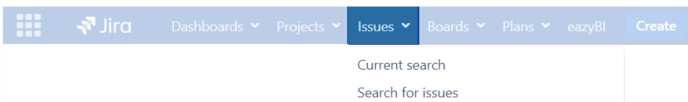
Accessing QualityNet Jira

1. Go to <https://idm.cms.gov>.
2. Enter Username: Your HARP ID.
3. Enter Password: Your HARP Password.
4. Click the checkbox for "Agree to our Terms & Conditions" and then click "Sign In".
5. Authenticate your account with two-factor authentication.
6. Select the tile for Jira.
7. Bookmark Jira so you can easily access it in the future.



Projects

- ✓ Use the **Projects** dropdown menu or the search bar to find a project.
- ✓ If you need a new project created, contact [#help-atlassian](#) on CCSQ QualityNet Slack.



Quick & 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 dropdown. Enter search criteria in the attributes and/or "contains text" section.



BONUS TIP! *Select the **Create another button** checkbox in the **Check issue dialog box** to easily create multiple issues*



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 or Kanban board.
4. Navigate to your project at any time to edit, add comments, and update the status of your issues to keep your team informed on your progress.



Terminology & Structural Components

- ✓ **ISSUE TYPES:** Record types. Issue options are: Epic, Feature, Enabler, User Story, Task, Subtask, and Bug among others.
- ✓ **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 work.
- ✓ **BOARD:** Visual display of work items; provides a flexible way to view, manage, and report progress.