Jira Basics Tutorial

For Canoo Employees

Jira Basics Tutorial

Created for Jira users at Canoo, Inc.

Take the tutorial to learn Jira

To learn how to use Jira, just work through the tutorial in sequence from page 5 to 88.

Use it as an on-the-job help resource

To get a reminder of how to do a specific task, just click on the task below to jump to its instructions:

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BEGIN USING JIRA

In this section, you'll learn how to:

- Open a Project
- View Project Issues

Callout: What is Jira used for at Canoo?

Jira is a project management application that's used to manage all sorts of projects at Canoo, from software development to vehicle hardware engineering.

It's also used at Canoo to manage service desk operations across various departments. For example, it's used by the IT help desk to manage trouble tickets.

Open a Project

1. Log into Jira.

It should look like this:

tem Dashboard					
					1
Issue Statistics: Assigned to Me - Unresolved (Status)		e	Activity Stream	2	••••
Status Count Percentage			Your Company Jira	=	2
OPEN 1		20%	Today		
TO DO 4		80%	John Braatz commented on COSTEST-10 - We need to confirm that the tool cost of this compr average	onents are in	
Total 5			Pending review with Intellicosting.		
			Just now Comment Watch		
Issue Statistics: Assigned to Me - Unresolved (Priority)		2	Christian Machuca resolved VINT-631 - Investigate impact of additional part as 'Completed to	Spec'	
Priority Count Percentage			G minutes ago Comment Watch		
∼P3-Medium 1		20%	Mark Granger commented on VI-3198 - Prd-01540838, FR FASCIAASM UPR & LWR, RELEA FOR FASCIAS	SE REQUEST	
O P5-Undefined 4		80%	Approved		
Total 5			14 minutes ago Comment Watch		
			Emilio Moyers started progress on VS-10001 - Replace terminator in Replay algo in loop		
Assigned to Me		e	20 minutes ago Comment Vote Watch		
T Key Summary	P↓		Emilio Moyers updated the Story Points of VS-10004 - Canoo-pack in replay algo in loop place	eholder	
TESTING-7 This is a test ticket	^		20 minutes ago Comment Vote Watch		
IT-31 Polarion Documentation	0		Show more		
IT-40 Jira Documentation	0				

2. In the top bar, click **Projects**.

III C A N O O J I R A Dashboards Projects ~	sues 🗸 Boards 🗸 Structure 🖌 Plans 🖌 Create	
System Dashboard		
Issue Statistics: Assigned to Me - Unresolved (Status)	د مربع محمد محمد محمد محمد محمد محمد محمد محم	
Status Count Percentage	Your Company Jira	
OPEN 1	20% Today	
то до 4	80% John Braatz commented on COSTES average	T-10 - We nee
Total 5	Pending review with Intellicosting.	
	6 minutes ago Comment Watch	
Issue Statistics: Assigned to Me - Unresolved (Priority)	Christian Machuca resolved VINT-63	
Priority Count Percentage		
∼P3-Medium 1	20% Mark Granger commented on VI-3198 FOR FASCIAS	- Prd-01540
OP5-Undefined 4	80% Approved	
	G 20 minutes ann Comment Wate	b

3. When the menu appears, click **View All Projects**.

CANOO JIRA Dashboards 🗸	Projects • Issues • Boards • Structure • Plans • Create	
System Dashboard	CURRENT PROJECT Sample Testing (TESTING)	
Issue Statistics: Assigned to Me - Unresolved (Status) Status Count Percentage OPEN 1	RECENT PROJECTS divity Stream IT Ops (ITOPS) our Company Jira Helpdesk (HELPDESK) day	
TO DO 4 Total 5	 Manufacturing Engineering (MFGENG) Design for Manufacturing (DFM) IT App Development (IT) 7 minutes ago 	-
Issue Statistics: Assigned to Me - Unresolved (Priority) Priority Count Percentage	O Software	solved VINT-631 - Investi
P3-Medium 1 OP5-Undefined 4	View All Projects 80% Mark Granger comme FOR FASCIAS Approved	ented on VI-3198 - Prd-01
Total 5		Comment Watch

The Browse Projects screen should appear.

CANO	0 J I R A Dashboards ¥ P	rojects 🖌 Issues	♥ Boards ♥ Structure ♥ Plans ♥	✓ Create	Search	۹	*) (<u>)</u>
Browse projects								
PROJECT TYPES	All project types - All categories							
All project types								
0 Software	Q Search							
 Service Desk 								
😑 Business	Project 🕇	Key	Project type	Project lead	Project category	URL		
CATEGORIES	Accessories	ACCESS	0	Alastair Calder	Vehicle Interiors/Exteriors	No URL		
All categories	ADAS	ADAS	0	David Arft	Propulsion Engineering	No URL		
Business Operations	Aerodynamics	AERO	0	Graham Doig	Vehicle Architecture & Deve	No URL		
Design Development Operations	App Support	APPS	۲	Derek Austin	π	No URL		
Digital Product	Art Direction	ART	0	Paul Kim	Design	No URL		
Employee Services	Battery HV	BATTHV	0	David Tarlau	Propulsion Engineering	No URL		
IT Manufacturing	Battery Test	BATTEST	0	Deb Bourke	No category	No URL		
Marketing and	🙆 Brakes	BRAKES	0	Khaja Najmuddin	Vehicle Structures and Chas	No URL		
Communications Operations	Closures	CLOSURES	0	Cian Brogan	Vehicle Structures and Chas	No URL		
Program Management	Olor Material Finish	CMF	0	Gici Wang	Design	No URL		
Propulsion Engineering	Concept Design Surface	CDS	0	Mark Smith	Design	No URL		

4. Click in the **Search** box, then type:

sample

🗰 C A N O O	JIRA Dashboards 🛩 Pr	rojects 🗙 Issues 🗙 Boards 🗙 Struc	ture 🛩 Plans 🖌 Create
Browse projects			
PROJECT TYPES	All project types - All categories		
All project types	An project types - An categories		
📀 Software	Q sample		
Service Desk			
Business	Project 1	Key Project type	Project lead
	Sample Testing	TESTING 🥃	Elan Bennett
CATEGORIES			
All categories			
Business Operations			
Design			
Development Operations			
Digital Product			
Employee Services			
IT			
Manufacturing			

The **Sample Testing** project should appear.

5. Click the link for the Sample Testing project.

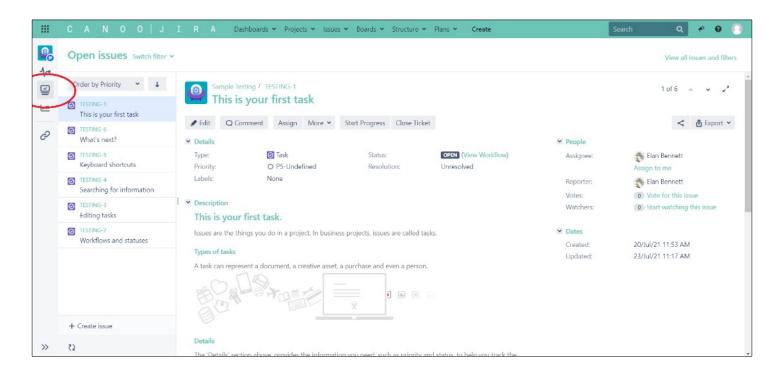
	С	А	Ν	0	0	J	I	R	А	Dashboards 🗸	Projects 🗸	Issues 👻	Boards 🐱	Structure 🗙	Plans 👻	Create
Bro	wse	pro	jec	ts												
	T TYPES					All	oroje	ect ty	ypes -	- All categor	ies					
All pro	oject ty	pes				_										
📀 So	ftware					Q	sampl	е								
🕞 Se	rvice D	esk														
🗐 Bu	isiness					Proj	ect ↑	_	_		Key		Project t	уре	Ρ	Project lead
CATEGO	ORIES						Samp	ole Tes	ting		TESTING	5	9		E	lan Bennett
All cat	tegorie	s														

It should open and look like this:

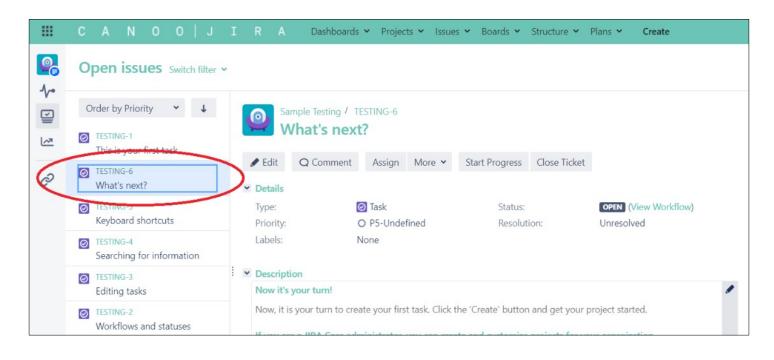
	C A N O O J	I R A Das	nboards 👻 Projects 👻 Issues	🛩 Boards 🛩 Structure	• Plans • Create		Search 🔍 🧚 🥝 🌔
? *	Open issues Switch filter ~						View all issues and filters
e l	Order by Priority \checkmark \downarrow		ing / TESTING-1				1 of 6 🗠 👻 🖉
<u></u>	TESTING-1 This is your first task		your first task				
0	What's next?	 ✓ Edit Q Con ✓ Details 	nment Assign More 🖌	Start Progress Close Tic	ket	✓ People	< 🏦 Export 👻
	Keyboard shortcuts	Type: Priority:	 Task O P5-Undefined 	Status: Resolution:	OPEN (View Workflow) Unresolved	Assignee:	Elan Bennett Assign to me
	Searching for information	Labels:	None			Reporter:	🚓 Elan Bennett
	TESTING-3 Editing tasks	Description This is your f	ïrst task.			Votes: Watchers:	D Vote for this issueD Start watching this issue
	TESTING-2 Workflows and statuses	Issues are the thin Types of tasks	gs you do in a project. In business ent a document, a creative asset, a		✓ Dates Created: Updated:	20/Jul/21 11:53 AM 23/Jul/21 11:17 AM	
		BON					
	+ Create issue						
>>	25	Details The 'Details' sector	on above, provides the information	you need such as priority	and status, to belo you track the		

View Project Issues

1. In the sidebar, make sure **Issues** is selected.



2. Click the second issue in the list of issues.



It should open and look like this:

	C A N O O J	I R A Dasl	nboards 🗙 Projects 👻 Issues	♥ Boards ♥ Structure	✓ Plans ✓ Create		Search 🔍 🐔 Ø 💽
₽ ≁•	Open issues Switch filter						View all issues and filters
	Order by Priority	Sample Test What's		Start Progress Close T	icket		2 of 6 ∧ ∨ √*
Õ	What's next?	✓ Details				✓ People	
	TESTING 5 Keyboard shortcuts	Type: Priority:	 Task P5-Undefined 	Status: Resolution:	OPEN (View Workflow) Unresolved	Assignee:	Elan Bennett Assign to me
	Searching for information	Labels:	None			Reporter: Votes:	Elan Bennett
	 TESTING-3 Editing tasks 	 Description Now it's your turn 	el.			Watchers:	Start watching this issue
	TISTING-2 Workflows and statuses + Create issue	If you are a JIRA C Click on 'Cn started. Invite team Delete this Previous: K	n to create your first task. Click tl Core administrator, you can crea eate Project' under the Project m members to JIRA Core - keyboar Demo Project - keyboard shortcu syboard shortcuts Core documentation	te and customize projects enu above and select one of shortcut:	for your organization. of the business projects to get 'users'	✓ Dates Created: Updated:	20/Jul/21 11:53 AM 23/Jul/21 9:19 AM
		Usit the JIRA C	ore documentation				
>>	£3	✓ Attachments					

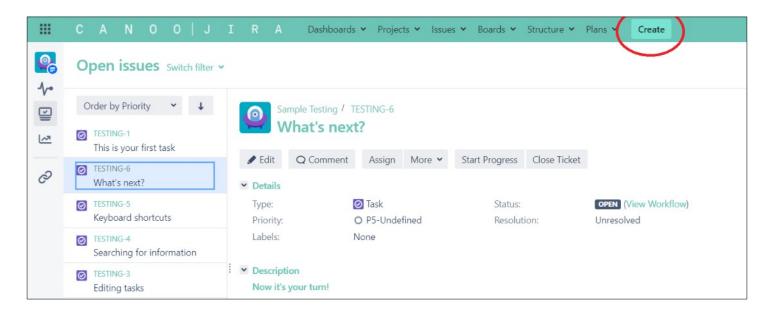
WORK WITH ISSUES

In this section, you'll learn how to:

- Create a New Issue
- Edit Issue Information
- Change Workflow Status
- Link Issues Together
- Migrate an Issue
- Create a Subtask

Create a New Issue

1. In the top bar, click **Create**.



The Create Issue window should appear:

		A Dashboards 🛩	Projects • Issues • Boards • Structure • Plans • Create		Search Q 🕂 Ø 🔘
	Open issues Switch filter +	Create Issue	🗘 Configure Fields =		View all issues and filters
* 🗐 🖸	Order by Priority	Project/Team*	Sample Testing (TESTING)		2 of 6 🔺 🖌 🧳
0	What's next?	Summary*	[e	< 🏦 Export 👻
-	TESTING-5 Tyy Keyboard shortcuts Pri TESTING-4 La	Epic Name*	Provide a short name to identify this epic.	ter:	Elan Bennett Assign to me Elan Bennett
	Searching for information TESTING-3 Editing tasks No	Design Responsible Engineer Component/s	Start typing to get a list of possible matches. None	iers:	o Vote for this issueo Start watching this issue
	Workflows and statuses		None 🗸 None 🗸	ed:	20/Jul/21 11:53 AM
		Description	Style× B I U A × A v P W ≡ ≔ © v + v A	.ed:	23/Jul/21 9:19 AM
	+ Create issue		Create another Create Cance	ł	
>>	دې 🗠 At	tachments			

2. In the **Create Issue** window, make sure that the **Sample Testing** project is shown as the Project/Team:

Create Issue											0	Configure F	ields `	
Project/Team*	Sampl	e Testing) (TEST	ING)	~	>)							
Ticket Type*	🛃 Epic				~	0								1
Summary*														1
Epic Name*														
	Provide a sho	rt name to	identify	this epi	ic.									
Design Responsible Engineer	Start typing to	o get a list	of possil	ole mat	ches.							*		
Component/s	None													
System/Sub-System	None				~	None					~			
Description	Style 🗸	вІ	<u>U</u>	A	✓ <u>∧^D</u> ✓	ି ×	•0	∷≣		∵~	+~		*	
														•
									Cre	eate a	nother	Create	Can	cel

3. Click in the **Ticket Type** box.

Create Issue			Configure Fields 🔻
	 Sample Testing (TESTING) Epic 	✓✓	
Summary*			
Epic Name*	Provide a short name to identify this epic.		

When the menu appears, click **Story**.

Create Issue		🗘 Configure Fields 🔻	
Project/Team* Ticket Type*			
Summary* Epic Name*	Story Concern Task		
Design Responsible Engineer	Provide a short name to identify this epic. Start typing to get a list of possible matches.	4	

Note: Story is the standard issue type at Canoo. It's not as big in scope as an Epic, or as specialized as a Task.

4. In the Summary box, type:

[Your Name]'s Wrap Design

Create Issue		0 C	Configure Field	5 🕶
Project/Team [*]	Sample Testing (TESTING)			•
Ticket Type*	Story V 🕐			
General* Categoriza	otien CAPA Impact Timing People			
Summary	Joe Gumbo's Wrap Design]	
Description	Style× BIOA×☆× &× WV ∷≣ ∷≣ ©×	+~	*	
			.d	
	Visual Text		5 7	
Epic Link		~		-
	□ Create an	other	Create Ca	ancel

"Joe Gumbo" is the name used in the example, but you'll want to put your own name in there, to distinguish your work in this tutorial from other Canoo employees'.

5. In the **Description** text box, type:

[Your Name] has a great idea for the lifestyle vehicle: a wrap that makes it look like the Mystery Machine in the Scooby Doo cartoon.

Create Issue		Configure Fields 🔻
	 Sample Testing (TESTING) Story ? 	
General [*] Categorizati	on CAPA Impact Timing People	
Summary* Description	Joe Gumbe's Wrap Design	
Description	StyleBIUA \checkmark \checkmark \varnothing \textcircled{U} \vdots <	+ • *
	Visual Text	4 5 0
Epic Link		•
	Create and	other Create Cancel

6. In the window, scroll down to view the additional information that can be added about the issue.

7. Scroll up to the top of the window to view the different categories of information that can be added about the issue.

8. Click **Categorization** to view the information that can be added in that category:

Create Issue		Configure Fields 🔻	
Project/Team [*]	Sample Testing (TESTING)	Í	•
Ticket Type*	Story v		
General* Categoriza	ation CARA Impact Timing People		
Component/s	None		
Story Type	None 🗸		
Reason for Change	 Cost Reduction Mass Reduction Improved Design Other 		
Implementation Phase	None 🗸		
Affects Version/s	None		
Fix Version/s	None		
Test Type	None 🗸		+
	□ Create an	nother Create Cancel	

9. Click CAPA.

Create Issue	Configure Fields 🔻
Project/Team [*] Sample Testing (TESTING) Ticket Type [*] Story ⑦	
General* Categorization CAPA Impact Timing People	
	Create another Create Cancel

10. Click Impact.

Create Issue			🗘 Configure Fields 🔻
Project/Team [*]	Sample Testing (TESTING)		A
Ticket Type*	Story 🗸 🤇	0	
General* Categoriza	tion CAPA Impact Timing Peop	ple	
Mass ±kg	0.001		
Cost ±\$	0.001		
Investment ±\$	0.001		
Timing ±wks	0.001		
	How is timing affected based on this story?		
Cross-Functional	ADAS		
Systems Impact	Attributes		
	CAE		
	Chassis		
	Class A		
	Closures		
	Device Transmittal (DT)		•
		Create anot	her Create Cancel

11. Click Timing.

Create Issue			Configure Fields 🔻
Project/Team [*] Ticket Type [*]	Sample Testing (TESTING)	· · ⑦	
General* Categoriza	ation CAPA Impact Timing Pe	eople	
Urgency	None 🗸		
Due Date			
Planned Start Date/Time	The scheduled beginning of progress (work star	ts)	
Planned End Date/Time	The scheduled end of work (progress stopping)		
		□ Create a	nother Create Cancel

12. Click People.

Create Issue	0	Configure Fields 🔻
Project/Team [*]	Sample Testing (TESTING)	
Ticket Type*	Story V 🕐	
General [*] Categoriza	ation CAPA Impact Timing People	
Design Responsible Engineer		e
System Responsible	Start typing to get a list of possible matches.	e
Engineer	Start typing to get a list of possible matches. The person who is responsible and owns the entire system	
Program Manager		ë
Buyer	Start typing to get a list of possible matches.	e
View Access (only if	Start typing to get a list of possible matches.	
using Issue Security)		
	□ Create another	Create Cancel

13. In the **People** category, click in the **Design Responsible Engineer** box.

Type your name in the box.

Create Issue		0	Configure Fields 🔻
Project/Team [*]	Sample Testing (TESTING)		-
Ticket Type*	Story v 🕐		
General* Categoriza	tion CAPA Impact Timing People		
Design Responsible Engineer	Joe Gumbo Start typing to get a list of possible matches.) #
System Responsible Engineer	Start typing to get a list of possible matches.		*
Program Manager	The person who is responsible and owns the entire syst	em	*
Buyer	Start typing to get a list of possible matches.		*
-	Start typing to get a list of possible matches.		•
View Access (only if using Issue Security)			
		□ Create another	Create Cancel

14. When the menu appears with your name in it, click your name.

Create Issue		🗘 Configure Fields 🔻
Project/Team*	Sample Testing (TESTING)	Í
Ticket Type*	Story v 🕐	
General* Categorizati	on CAPA Impact Timing People	
Design Responsible	chris	*
Engineer System Responsible	Chris Charuhas - Chris.Charuhas@canoo.com (Chris.Charuhas) Chris Hewett - Chris.Hewett@canoo.com (Chris.Hewett)	*
Engineer	Chris Jones - chris.jones@canoo.com (chris.jones) Chris Maestas - chris.maestas@canoo.com (chris.maestas)	
Program Manager	Chris Bao - chrisbao@canoo.com (chrisbao) Christian Machuca - christian@canoo.com (christian)	4
Buyer	Christian Stansel - Christian.Stansel@canoo.com (Christian.Stansel) Christian Treiber - Christian.Treiber@canoo.com (Christian.Treiber)	*
View Access (only if	Christian De Leon - christiand@canoo.com (christiand) Christie Brusha - christie.brusha@canoo.com (christie.brusha)	
using Issue Security)	Christina Krause - christina@canoo.com (christina) Christoph Kuttner - christoph@canoo.com (christoph)	
	Create and	ther Create Cancel

Note: the real name of a Canoo employee must be entered for it to appear.

Your name should appear in the **Design Responsible Engineer** box.

Create Issue		Configure	Fields 🔻
Project/Team [*] Ticket Type [*]	 Sample Testing (TESTING) Story ⑦ 		
General* Categoriza			
Design Responsible Engineer	Chris.Charuhas	ë	
System Responsible Engineer	Start typing to get a list of possible matches.	4	
-	Start typing to get a list of possible matches. The person who is responsible and owns the entire system		
Program Manager	Start typing to get a list of possible matches.	*	
Buyer	Start typing to get a list of possible matches.	*	
View Access (only if using Issue Security)			•
	□ Create ano	ther Create	Cancel

15. Click the **Create** button at the bottom of the window.

Create Issue		🗘 Configure Fields 🝷
Project/Team*	Sample Testing (TESTING)	
Ticket Type*	Story v 🕐	
General* Categoriza	tion CAPA Impact Timing People	
Design Responsible	Chris.Charuhas	ë
Engineer	Start typing to get a list of possible matches.	
System Responsible		*
Engineer	Start typing to get a list of possible matches.	
5 M	The person who is responsible and owns the entire system	
Program Manager	Start typing to get a list of possible matches.	*
Buyer		*
buyer	Start typing to get a list of possible matches.	•
View Access (only if using Issue Security)		
	□ Create and	oher Create Carcel

16. Refresh the page in the browser, then click on the issue.

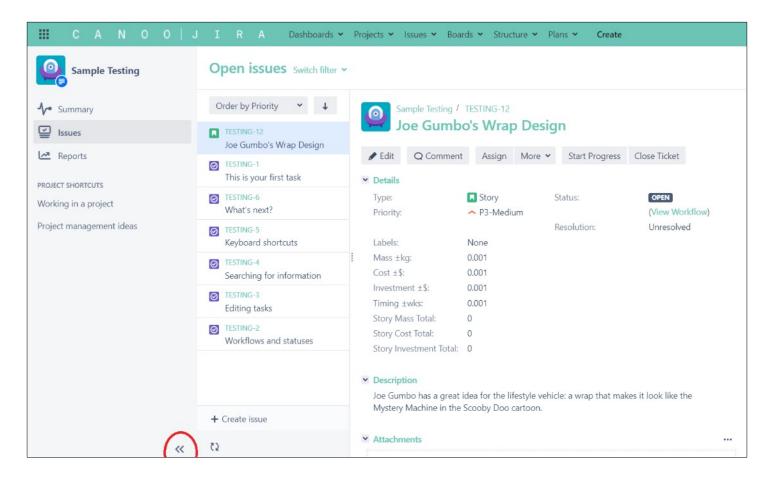
##	C A N O O J Open issues Switch filter ~	R A Dashboards • Projects • Issues • Boards • Structure • F	Plans Y Create					
↓• □ □ □ □	Order by Priority ✓ ↓ TESTING-12 Joe Gumbo's Wrap Design TESTING-1 This is your first task	Sample Testing / TESTING-6 What's next? <pre> Edit Q Comment Assign More Start Progress Close Ticket Details </pre>						
	 TESTING-6 What's next? TESTING-5 Keyboard shortcuts 	Type:Image: TaskStatus:Priority:O P5-UndefinedResolution:Labels:None	OPEN (View Workflow) Unresolved					
	 TESTING-4 Searching for information TESTING-3 Editing tasks TESTING-2 Workflows and statuses 	 Description Now it's your turn! Now, it is your turn to create your first task. Click the 'Create' button and get your project started. If you are a JIRA Core administrator, you can create and customize projects for your organization. Click on 'Create Project' under the Project menu above and select one of the business projects to get started. 						
	+ Create issue	 Invite team members to JIRA Core - keyboard shortcut:, then type 'users' Delete this Demo Project - keyboard shortcut:, then type 'projects' Previous: Keyboard shortcuts Visit the JIRA Core documentation 						

ш	C A N O O J	I R A Dashboard	ds 👻 Projects 👻 Issue	s 👻 Boards 👻 Structure 👻	Plans 👻 Create	Sear	ch Q 🐔 Ø []
	Open issues Switch filter						View all issues and filters
≁• ≅	Order by Priority 💙 🗸	Sample Testing /					1 of 7 🔷 🖌
2	Joe Gumbo's Wrap Design	- For Guild	o's Wrap Desig				
C	TESTING-1 This is your first task	Edit Q Comment Details	Assign More 🛩	Start Progress Close Ticket		✓ People	< 🐧 Export 🛩
	What's next?	Type: Priority:	Story P3-Medium	Status: Resolution:	OPEN (View Workflow) Unresolved	Assignee:	 Unassigned Assign to me
	Keyboard shortcuts		None 0.001			Reporter:	Chris Charuhas
	Searching for information		0.001 0.001			Design Responsible Engineer: Votes:	Chris Charuhas
	TESTING-3 Editing tasks	Timing ±wks: Story Mass Total:	0.001 0			Watchers:	0 Start watching this issue
	TESTING-2 Workflows and statuses	Story Cost Total: Story Investment Total:	0			✓ Dates Created:	2 minutes ago
		 Description 				Updated:	2 minutes ago
		Joe Gumbo has a great i Scooby Doo cartoon.	idea for the lifestyle vehic	le: a wrap that makes it look like t	he Mystery Machine in the		
	+ Create issue	 Attachments 					
»	25		ې Drop	o files to attach, or browse.			

Edit Issue Information

Edit Details

1. If your sidebar is fully open, click the double-arrow at the bottom.



This should collapse the sidebar.

2. Make sure the issue you created is open.

3. Click the Edit button.

	С	А	Ν	0	0	J	I	R	A Dashboard	ds 🗙 Proje	cts 🗙 Issu	es 🗙 Boards 🗸	Structure 🗸	Plans 🗸	Create
!	O	ben	issu	les	Swite	h filter	~								
-√- ⊆	O	rder by	y Prior	rity	*	t		0	Sample Testing /						
L~?		TESTIN Joe G		's Wra	ip Des	ign	1		Joe Gumb						
Õ		TESTIN This is		first ta	ask		(Edit Detai 		t Assign	More 🗸	Start Progress	Close Ticke	t	
		TESTIN What'		?				Type: Priori	ty:	Story P3-Med	ium	Statu Resol	s: ution:	OPEN (Unresol	View Workflow) ved
	0	TESTIN Keybo		hortcu	its			Label Mass		None 0.001					

4. When the Edit Issue window appears, change the description of the issue to read:

[Your Name] has a great idea for the lifestyle vehicle: a wrap that makes it look like a 1977 KISS tour bus.

Edit Issue : TESTIN	Edit Issue : TESTING-12						
General Categorizat	ion CAPA Impact Timing People						
Summary*	Joe Gumbo's Wrap Design						
Description	Style * B I U <u>A</u> * ☆ * @ * ₩ * ⋮≡ ⋮≡ ∵	+* *					
	Joe Gumbo has a great idea for the lifestyle vehicle: a wrap that makes it a 1977 KISS tour bus	look like					
	Visual Text						
Priority	✓ P3-Medium						
. Honey		_					

5. Click the Update button.

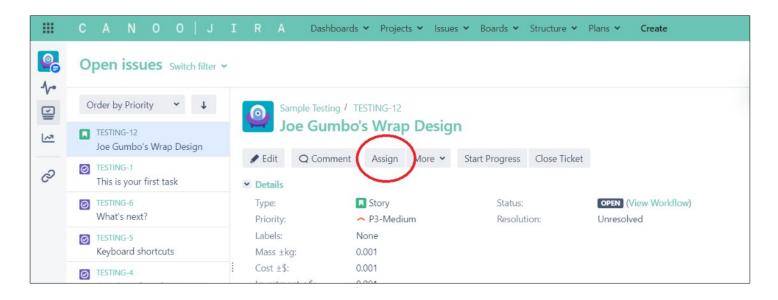
Edit Issue : TESTIN	IG-12	Configure Fields -
General Categorizat	ion CAPA Impact Timing People	
Summary*	Joe Gumbo's Wrap Design	
Description	Style → B I U A → A → O → W → H = H = O →	+~ *
	Joe Gumbo has a great idea for the lifestyle vehicle: a wrap that makes it I a 1977 KISS tour bus	ook like
Priority	► P3-Medium	
Epic Link		*
	Choose an epic to assign this issue to.	
Attachment	\bigcirc Drop files to attach, or browse.	
Nove Change		\frown
	(Update Cance

The issue should now look like this:

	C A N O O J	I R A Dashboa	rds 🗙 Projects 🗙 Issue	es 👻 Boards 👻 Structure 👻	Plans 🛩 Create
? ~	Open issues Switch filter •				
	Order by Priority 👻 🖡	Sample Testing /	TESTING-12		
	TESTING-12 Joe Gumbo's Wrap Design	🮽 Joe Gumb	oo's Wrap Desig	n	
0	TESTING-1 This is your first task	 Edit Q Comment Details 	it Assign More 🛩	Start Progress Close Ticke	t
	TESTING-6 What's next?	Type: Priority:	Story P3-Medium	Status: Resolution:	OPEN (View Workflow) Unresolved
	TESTING-5 Keyboard shortcuts	Labels: Mass ±kg:	None 0.001		
	Searching for information	Cost ±\$: Investment ±\$:	0.001 0.001		
	TESTING-3 Editing tasks	Story Mass Total:			
	O TESTING-2 Workflows and statuses	Story Cost Total: Story Investment Total:	0		
		 Description Joe Gumbo has a great 	idea for the lifestyle vehic	le: a wrap that makes it look like	e a 1977 KISS tour bus.
	+ Create issue	✓ Attachments			

Edit Assignee

1. Click the **Assign** button.



- 2. When the Assign window appears, type your name in the Assignee box.
- **3.** When the menu appears, click your name.

Assign: TESTING	-12	
Assignee	chris	~
Comment	Chris Charuhas - Chris.Charuhas@canoo.com (Chris.Charuhas)	*
	 Chris Hewett - Chris.Hewett@canoo.com (Chris.Hewett) Chris Jones - chris.jones@canoo.com (chris.jones) Chris Maestas - chris.maestas@canoo.com (chris.maestas) 	

It should now appear in the Assignee box.

4. Click the Assign button.

Assign: TESTING	-12											
Assignee		Charuhas								~		
Comment	Assign to m		U	<u>A</u> ~ .	<u>^</u> • 6	∕ :≡	ÌΞ	: •	+~			\$
	Visual	Text					5		6 -	Viewab	le by All U	
Shortcut tip: Pressing	a also op	ens this d	ialog b	юх						(Assign	Cancel

In the main issue screen, your name should appear as the Assignee in the People section:

ш	C A N O O J	I R A Dashboan	ds 👻 Projects 👻 Issue	es 👻 Boards 👻 Structure 👻	Plans 👻 Create	Sear	ch Q 🐔 Q 💽
	Open issues Switch filter •						View all issues and filters
≁ ⊆	Order by Priority 👻 🗸	Sample Testing /					1 of 7 🔷 🖌 e ^a
2	Joe Gumbo's Wrap Design		o's Wrap Desig				
C	TESTING-1 This is your first task	Edit Q Comment Details	t Assign More 🛩	Start Progress Close Ticke	t.	✓ People	< 🏦 Export 🗸
	What's next?	Type: Priority:		Status: Resolution:	OPEN (View Workflow) Unresolved	Assignee: Reporter:	Chris Charuhas
	Keyboard shortcuts	Labels: Mass ±kg:	None 0.001			Design Responsible Engineer:	Chris Charuhas
	Searching for information	E Cost ±\$: Investment ±\$:	0.001 0.001 0.001 0			Votes: Watchers:	0 Start watching this issue
	Editing tasks	Timing ±wks: Story Mass Total:				V Dates	
	Workflows and statuses	Story Cost Total: Story Investment Total:	0			Created: Updated:	23 minutes ago Just now
		 Description Joe Gumbo has a great 	idea for the lifestyle vehic	le: a wrap that makes it look like	a 1977 KISS tour bus.		
	+ Create issue	✓ Attachments				•••	
»	53		G Drop	o files to attach, or browse.			

Edit Comments

Note: Comments are what we use to communicate with other people at Canoo who are working on an issue.

- **1.** Scroll down to the bottom of the main issue screen.
- 2. In the Activity list, click Comments, then click the Comment button.

	C A N O O J	I R A Dashboards • Projects • Issues • Boards • Structure • Plans • Create	Sear	th Q 📌 Ø
!	Open issues Switch filter +			View all issues and filters
-v-	Order by Priority 👻 🕇	Labels: None Mass ±kg: 0.001	Design Responsible Engineer:	Chris Charuhas
<u>لمع</u>	TESTING-12 Joe Gumbo's Wrap Design	Cast ±\$: 0.001 Investment ±\$: 0.001 Timing ±vks: 0.001	Votes: Watchers:	0 Start watching this issue
Ø	TESTING-1 This is your first task	Story Mass Total: 0 Story Cost Total: 0	✓ Dates Created:	32 minutes ago
	What's next?	Story Investment Total: 0	Updated:	8 minutes ago
	Keyboard shortcuts	 Description Joe Gumbo has a great idea for the lifestyle vehicle: a wrap that makes it look like a 1977 KISS tour bus. 		
	Searching for information	✓ Attachments ····		
	Editing tasks	Drop files to attach, or browse.		
	TESTING-2 Workflows and statuses			
		Activity Activity Comments Vork Log History Activity Transitions There are no comments yet on this issue.		
	+ Create issue			
>>	22	Q Comment		

3. In the **Comment** text box, type:

The KISS tour bus wrap should feature pics of all four members of the band.

	C A N O O J	I R A Dashboards • Projects • Issues • Boards • Structure • Plans • Create
?	Open issues Switch filter -	
V ²	Order by Priority \checkmark \checkmark	Drop files to attach, or browse.
~	TESTING-12 Joe Gumbo's Wrap Design	
C	TESTING-1 This is your first task	All Comments Work Log History Activity Transitions
	TESTING-6 What's next?	There are no comments yet on this issue.
	TESTING-5 Keyboard shortcuts	Comment
	Searching for information	Image: Style × B I U A × A° × ذ × Image: Imag
	 TESTING-3 Editing tasks 	
	TESTING-2 Workflows and statuses	
		ية Visual Text ۲۰۰۲ کې

4. Click the Add button.

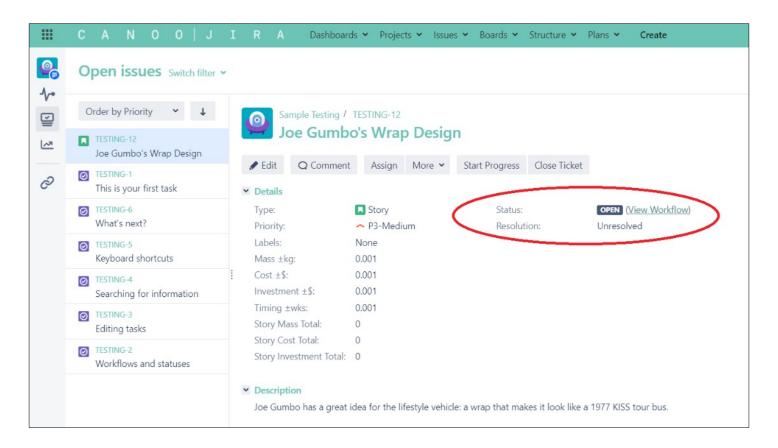
	C A N O O J	I R A Dashboards • Projects • Issues • Boards • Structure • Plans • Create
! ~	Open issues Switch filter	
-v- ⊆	Order by Priority 💙 🗸	Drop files to attach, or browse.
12	TESTING-12 Joe Gumbo's Wrap Design	
C	TESTING-1 This is your first task	Activity All Comments Work Log History Activity Transitions
	TESTING-6 What's next?	There are no comments yet on this issue.
	TESTING-5 Keyboard shortcuts	Comment
	Searching for information	Style B I U A < A V Image: Comparison of the start pick of all four members of the band.
	Editing tasks	
	TESTING-2 Workflows and statuses	
		Visual Text rext Text Add Carcel

The comment should now appear on the screen:

	CANOO J	I R A Dashboards • Projects • Issues • Boards • Structure • Plans • Create		Search Q 🕂) 🕗
	Open issues Switch filter +			View all issues and	filters
	Order by Priority 👻 🖡	Cast +\$: 0.001 Investment +\$: 0.001	Votes: Watchers: Dates Created:	 Start watching this issue s minutes ago 	•
	TESTING-12 Joe Gumbo's Wrap Design TESTING-1 TESTING-1	Tirning ±wks: 0.001 Story Mass Total: 0 Story Cost Total: 0 Story Investment Total: 0 ✓ Description Joe Gumbo has a great idea for the lifestyle vehicle: a wrap that makes it look like a 1977 KISS tour bus. ✓ Attachments ✓ Drop files to attach, or browse.			
	This is your first task TESTING-6 What's next?		Updated:	Just now	- 1
	TESTING-5 Keyboard shortcuts				- 1
	Searching for information				- 1
	Editing tasks				- 1
	TESTING-2 Workflows and statuses	Activity All Comments Work Log History Activity Transitions Oris Charubas added a comment - Just now			
	+ Create issue	The KISS tour bus wrap should feature pics of all four members of the band.			- 1
»	5	Creamment			

Change Workflow Status

- **1.** Scroll to the top of the issue screen.
- 2. In the Details area, next to Status, click View Workflow.



The **Basic Workflow** window should appear, showing the workflow steps for this issue: Open, In Progress, and Closed.

Basic Workflow	
+ _	
	IN PROGRESS
	CLOSED
Mouse over objects to see transition names.	Close

3. Click the **Close** link.

Basic Workflow	
+ _	
	OPEN
	IN PROGRESS CLOSED
Mouse over objects to see transition names.	Close

4. Click the Start Progress button.

	C A N O O J	I R A Dashboar	ds 🗙 Projects 👻 Issue	es 👻 Boards 👻 Structure 👻	Plans 🛩 Create		
?	Open issues Switch filter	·					
-√- ⊆	Order by Priority 💙 🗸	Sample Testing /					
L~?	TESTING-12 Joe Gumbo's Wrap Design		o's Wrap Desig				
0	TESTING-1 This is your first task	Edit Q Comment Details	t Assign More	Start Progress Close Ticke	et		
	What's next?	Type: Priority:	Story P3-Medium	Status: Resolution:	OPEN (View Workflow) Unresolved		
	TESTING-5 Keyboard shortcuts	Labels: Mass ±kg: Cost ±\$: Investment ±\$: Timing ±wks: Story Mass Total:	None 0.001				
	Searching for information		0.001 0.001				
	Editing tasks		0.001 0				
	Workflows and statuses	Story Cost Total: Story Investment Total:	0 al: 0				
		 Description Joe Gumbo has a great 	idea for the lifestyle vehic	le: a wrap that makes it look lik	e a 1977 KISS tour bus.		

5. When the Start Progress window appears, type in the Comment text box:

Let's get started ASAP on designing the KISS tour bus wrap.

Start Progress	
Assignee	Chris Charuhas
Priority	→ P3-Medium
Fix Version/s	None
Due Date	
Comment	Style \checkmark B $I \ \ \underline{U} \ \underline{A} \ \checkmark \ \underline{\wedge}^{\circ} \ \checkmark \ \ \underline{\diamond}^{2} \ \checkmark \ \ \underline{\vdots} \ \ \underline{\dot{\circ}} \ \checkmark \ \ \bigstar \ \ \ \ \bigstar \$
	Let's get started ASAP on designing the KISS tour bus wrap.

6. Click the Start Progress button at the bottom of the window.

Start Progress												
Agricupo	Christ	Charuh								~		
Assignee	Chris (Charun	as							·		
Priority	▲ P3-Me	edium			~	?						
Fix Version/s	None											
Due Date				İ								
Comment	Style 🗸	в	ΙU	<u>A</u> ~	<u>^</u> V	C ~	:≣ }≡	© ~	+~			*
	Let's get	started	ASAP c	on desig	ning th	e KISS to	our bus wr	ap.				
	Visual	Text					I	n a	6 -	Viewable by	All Users	5
									(Start Pro	gress	Cancel

In the main issue screen, the Status of this issue should now read: In Progress.

The **Dates** area should show when progress was started on this issue.

	C A N O O J	I R A Dashboard	is 🗙 Projects 👻 Issue	es 👻 Boards 👻 Structure 👻	Plans ~ Create	Sear	dh Q 🐔 Ø 🕕
	Open issues Switch filter	e e e e e e e e e e e e e e e e e e e					View all issues and filters
小 ⊑	Order by Priority	Sample Testing / Joe Gumbo	TESTING-12	n			1 of 7 🔹 🛃
ନ	Joe Gumbo's Wrap Design TESTING-1 This is your first task		Assign More 🛩	Stop Progress Close Ticket		✓ People	< 🏦 Export 👻
	What's next?	Type: Priority:	 Story P3-Medium 	Status: Resolution:	IN PROGRESS (View Workflow) Unresolved	Assignee: Reporter:	Chris Charuhas
	Keyboard shortcuts		None 0.001			Design Responsible Engineer:	Chris Charuhas
	Searching for information	Investment ±\$:	0.001 0.001			Votes: Watchers:	0 Start watching this issue
	Editing tasks	Story Mass Total:	0.001			♥ Dates	
	TESTING-2 Workflows and statuses	Story Cost Total: Story Investment Total:	0		(Created: Updated:	1 hour ago Just now
		 Description Joe Gumbo has a great i 	dea for the lifestyle vehic	le: a wrap that makes it look like	a 1977 KISS tour bus.		
-	+ Create issue	 Attachments 					
»	25		CP Dro	p files to attach, or browse.			

7. Click the Close Ticket button.

Close Ticket		
 Closing an issue ind 	cates that there is no more work to be done on it, and that it has been verif	ied as complete.
-		·
General* Impact		
	Please select 🗸 🔊	
F ¹ V V V	Please select Completed to Spec	
	Completed with Deviation	
	Approved	*
	Declined	
	Duplicate	
	No Action Needed Cannot Reproduce	
	Done	
	Non't Do	

8. When the Close Ticket window appears, click in the Resolution box.

When the menu appears, click **Completed to Spec**.

Close Ticket		
		-
 Closing an issue in 	dicates that there is no more work to be done on it, and that it has been verified as complete.	
General [*] Impact		
Resolution*	Please select 🗸 🕐	
Fix Version/s	Please select	
	Completed to Spec Completed with Deviation	
Resolution Action	Approved	
	Declined	
	Duplicate	
	No Action Needed	
	Cannot Reproduce	

9. In the **Resolution action** text box, type:

The design of the KISS tour bus wrap for the lifestyle vehicle is done.

Close Ticket	
Olosing an issue indicates that there is no more work to be done on it, and that it has been verified as complete.	
General* Impact	
Resolution* Completed to Spec 🗸 🗸	
Fix Version/s None	
Resolution ActionStyle \checkmark BIUA \checkmark \checkmark \varnothing \vDash \blacksquare \boxdot \checkmark \bigstar \land \land \land \land \land \checkmark \land <	
The design of the KISS tour bus wrap for the lifestyle vehicle is done.	

10. Click the **Close Ticket** button.

Close Ticket	
Closing an issue in	dicates that there is no more work to be done on it, and that it has been verified as complete.
General [*] Impact	
Resolution*	Completed to Spec 🗸 🕐
Fix Version/s	None
Resolution Action	Style → B I U A → A° → C2 → HΞ HΞ © → + → A
	The design of the KISS tour bus wrap for the lifestyle vehicle is done.
	Visual Text
	What action was performed to resolve this ticket?
Attachment	Drop files to attach, or browse.
	Close Ticket Cincel

The Status of the issue should now be Closed:

	CANOO J	I R A Dashboar	rds 🗙 Projects 👻 Issues	✓ Boards ✓ Structure ✓	Plans V Create
!	Open issues Switch filter ~				
V.	Order by Priority 🗸 🗸	Sample Testing /			
1	TESTING-12 Joe Gumbo's Wrap Design		o's Wrap Design		
Ø	TESTING-1 This is your first task	Q Comment Voters	More 🖌 Re-Open		
	TESTING-6 What's next?	Type: Priority:	Story P3-Medium	Status: Resolution:	CLOSED (View Workflow) Completed to Spec
	 TESTING-5 Keyboard shortcuts 	Labels: Resolution Action:	None • The design of the KISS	tour bus wrap for the lifestyle	vehicle is done.
	Searching for information	Mass ±kg: Cost ±\$:	0.001 0.001		
	Editing tasks	Investment ±\$: Timing ±wks:	0.001		

11. Click the **Re-Open** button.

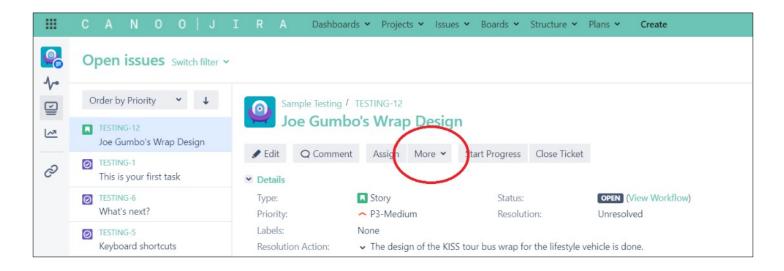
ш	C A N O O J	I R A Dashboard	ds 🗙 Projects 🗙 Is	ssues 👻 Boards 🗙	Structure 🛩	Plans 🗙	Create			
? ~	Open issues Switch filter ~									
¥	Order by Priority V Sample Testing / TESTING-12									
12	TESTING-12 Joe Gumbo's Wrap Design	Joe Gumbo's Wrap Design								
C	TESTING-1 This is your first task	Q Comment Voters	More 🖌 Re-Op	ben						
	TESTING-6 What's next?	Type: Priority:	Story P3-Medium	Status: Resolu			(View Workflow) ed to Spec			
	 TESTING-5 Keyboard shortcuts 	Labels: Resolution Action:	None • The design of the KISS tour bus wrap for the lifestyle vehicle is done.							
	Searching for information	Mass ±kg: Cost ±\$:	0.001 0.001							
	Editing tasks	Investment ±\$: Timing ±wks:	0.001							
	Vorkflows and statuses	Story Mass Total: Story Cost Total: Story Investment Total:	0 0 0							
		 Description Joe Gumbo has a great 	idea for the lifestyle ve	ehicle: a wrap that ma	kes it look like	a 1977 KISS t	tour bus.			
	+ Create issue									

12. When the **Re-Open** window appears, click the **Re-Open** button.

Re-Open		
Assignee	Chris Charuhas ~	
Comment	Style \checkmark B $I \ \underline{\cup} \ \underline{A} \ \checkmark \ \underline{\wedge}^{\circ} \ \checkmark \ \mathcal{O} \ \checkmark \ :\equiv \ \underline{:=} \ \textcircled{\odot} \ \checkmark \ + \ \checkmark \ \bigstar$	
	Visual Text Sector Sect	1
	Visual lext 🗠 🦳 🖓 Viewable by All Users	
	Re-Open Can	cel

Link Issues Together

1. In the main issue screen, click the More button.



2. When the menu appears, click Link.

	С	А	Ν	0) (0	J	I	R	А	Dashboar	ds 🗙 Project	ts 🛩 Issue	s 🕶 E	Boards 🛩	Structure 🛩	Plans 🛩	Create
-	O	pen	issu	ue	S Sw	vitch	filter	~										
2	0	rder b	y Prio	rity	~		Ŧ	8	0	Sam	ple Testing /	TESTING-12						
2	۵	TESTIN Joe G		s W	/rap D	Desig	jn		4	Jo	e Gumb	o's Wrap) Desig	n				
>	0	TESTIN This is		first	t task				EcDet		Q Commen	t Assign	More 🗸 Log work	Start	Progress	Close Ticket	t	
	0	TESTIN What		t?					Typ Pric	e: ority:		Story ^ P3-Mediu	Attach file	S	tus: olu	tion:	OPEN (Unresol	View Workflow) ved
	Ø	TESTIN Keybo		hort	cuts				Lab Res		Action:	None The desig 	Add vote Voters		ıp f	or the lifestyle	vehicle is do	one.
	Ø	TESTIN Searc		or in	form	atio	n	:		ss ±kg: t ±\$:		0.001 0.001	Watch issu Watchers	Ie				
	Ø	TESTIN Editin		cs					Tim	estmen ing ±w	/ks:	0.001 0.001	Create Lin	ked Cor	ncern			
	0	TESTIN Work		and	statu	ses			Sto	ry Mass ry Cost		0	Create sub Convert to		sk			
									✓ Des	criptio	n	idea for the lif	Create link Move Link	ed issu		kes it look like	a 1977 KISS	5 tour bus.
	+	Create	issue						✓ Atta	achmer	nts		Clone			/		
	71						ult.jspa						Labels		· u			

3. When the **Link** window appears, click the **This issue** box.

When the menu appears, click is blocked by.



4. Click the **Issue** box, then type:

licensing

When the **Contact KISS Licensing** issue appears in the menu, click it.

Link	
Jira Issue Web Link	Select a Jira issue to link this issue to
	This issue is blocked by
	Issue licensing ~
	History Search (Showing 1 of 1 matching issues)
	TESTING-10 - Contact KISS Licensing
	LICENSING (Enter issue key)
	© • + • *

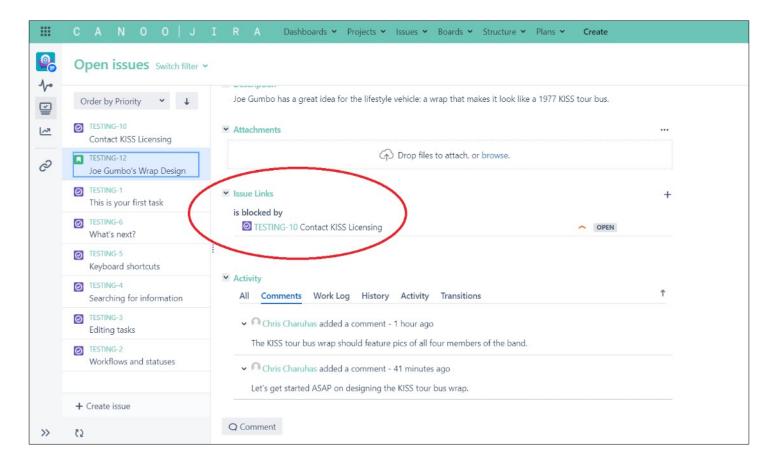
5. Click the Link button.

Link		
Jira Issue Web Link	Select a Jira issue to link this issue to	
	This issue is blocked by	
	Issue TESTING-10 × or search for an issue	
	Begin typing to find recently viewed issuesCommentStyle \checkmark BIUA \checkmark <t< th=""><th>≡ <u>1</u></th></t<>	≡ <u>1</u>
	☺~ +~	*
	Visual Text 👝 🚗 ն 🗸 Viewable b	y All Users
		Link Cincel

6. Scroll down to the bottom of the main issue screen.

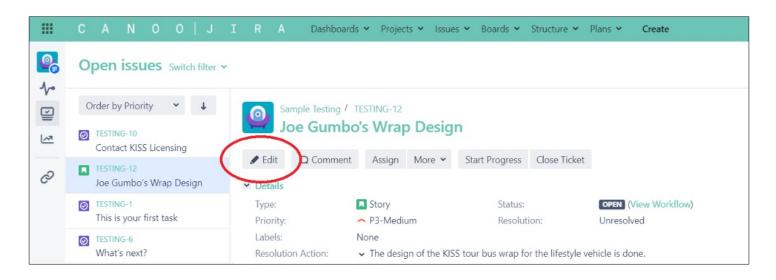
In the Issue Links section, it should read:

is blocked by TESTING-10 Contact KISS Licensing



Link to an Epic

1. In the main issue screen, click the **Edit** button.



2. When the Edit Issue window appears, click the Epic Link box.

Edit Issue : TESTIN	IG-12	🗘 Configure Fields 🔻
General Categorizat	ion CAPA Impact Timing People	A
Summary*	Joe Gumbo's Wrap Design	
Description	Style * B I U A * ∧ * ⊘ * W * ∷≣ i≡ ⊙ *	+~ *
	Joe Gumbo has a great idea for the lifestyle vehicle: a wrap that makes it a 1977 KISS tour bus.	ook like
	Visual Text	<u>ال</u> . ال
Priority	🔷 P3-Medium 🔹 😳	
Epic Link	Choose an epic to assign this issue to.	× V

3. In the box, type:

Create Wrap Designs

When Create Wrap Designs appears in the menu, click it.

neral Categorizat	ion CAPA Impact Timing People		
Summary*	Joe Gumbo's Wrap Design		
Description	Style * B I U A * ☆* ⊘* W * :≡	}≡ © ~ -	+~ *
	Joe Gumbo has a great idea for the lifestyle vehicle: a wrap th a 1977 KISS tour bus.	nat makes it loo	ok like
	Visual Text		5 a
Priority	Visual Text P3-Medium 🗸 🕐		
Priority Epic Link			
	P3-Medium v ⑦ Create Wrap Designs	Show done epi	
	P3-Medium v 💿 Create Wrap Designs	Show done epi	

4. Click the Update button.

dit Issue : TESTIN	IG-12	🗘 Configure Field
General Categorizat	ion CAPA Impact Timing People	
Summary*	Joe Gumbo's Wrap Design	
Description	Style * B I U <u>A</u> * ☆ * @ * W * ∷≡ ∷≡ © * -	⊦×
	a 1977 KISS tour bus. Visual Text	1 1 1
Priority	► P3-Medium	
Epic Link	Create Wrap Designs	~
Attachment	Choose an epic to assign this issue to.	
Nout Stone		
		Update Ca

In the **Details** section, **Create Wrap Designs** should now be listed as the Epic Link:

	C A N O O J	I R A Dashboard	ds 🗙 Projects 👻 Issue	es 🗙 Boards 🗙	Structure 🛩	Plans Y Create
?	Open issues Switch filter ~					
	Order by Priority ✓ ↓ TESTING-10 Contact KISS Licensing		o's Wrap Desig			
Õ	TESTING-12 Joe Gumbo's Wrap Design	 Ædit Q Comment Details 	Assign More 🗸	Start Progress	Close Ticket	
	TESTING-1 This is your first task	Type: Priority:	Story	Status: Resoluti	ion:	OPEN (View Workflow) Unresolved
	TESTING-6 What's next?	Labels: Epic Link:	None Create Wrap Designs	>		
	 TESTING-5 Keyboard shortcuts 	Resolution Action: Mass ±kg:	 The design of the Kit 0.001 	S tour bus wrap fo	r the lifestyle v	ehicle is done.
	Searching for information	Cost ±\$: Investment ±\$:	0.001 0.001 0.001			
	TESTING-3 Editing tasks	Timing ±wks: Story Mass Total: Story Cost Total:	0			
	TESTING-2 Workflows and statuses	Story Investment Total:				
	+ Create issue	 Description Joe Gumbo has a great 	idea for the lifestyle vehic	le: a wrap that mak	æs it look like a	a 1977 KISS tour bus.

5. Click the link to the Create Wrap Designs epic.

	CANOO J	I R A Dashboards	• Projects • Issues •	Boards 👻 Structure 💙	Plans 🛩 Create
?	Open issues Switch filter ~				
V	Order by Priority 💙 🗸	Sample Testing / Th	ESTING-12		
	Contact KISS Licensing	Joe Gumbo	s Wrap Design		
P	TESTING-12 Joe Gumbo's Wrap Design	 ✓ Edit Q Comment ✓ Details 	Assign More 🖌 St	art Progress Close Ticket	
	TESTING-1 This is your first task		Story P3-Medium	Status: Resolution:	OPEN (View Workflow) Unresolved
	TESTING-6 What's next?		lone Create Wrap Designs		
	TESTING-5 Keyboard shortcuts	and the	The design of the KISS tou .001	ur bus wrap for the lifestyle ve	ehicle is done.
	TESTING-4		.001		

It will take you to the epic:

	C A N O O	JIRAC	ashboards 👻 Projects 👻 Issues	➤ Boards ➤ Structure ➤ Plans ➤	Create	Search	۹	4	0
5	Sample Testing /	TESTING-13 ap Designs							
	Edit Q Comment		t Progress				2ª	A F	cport *
	✓ Details	i dagai mare da	errog.cos		✓ People				port
		2215							
	Type:	Fpic	Status:	OPEN (View Workflow)	Assignee:	 Unassigned 			
	Priority:	∧ P3-Medium	Resolution:	Unresolved		Assign to me			
	Labels:	None			Reporter:	闪 Chris Charuhas			
	Epic Name:	Create Wrap Designs			Votes:	0			
	Total Investment Delta:				Watchers:	 Start watching this issue 			
	Total Cost Delta:	0							
	Total Timing Delta:	0			Y Dates				
	Total Mass Delta:	0.0			Created:	17 minutes ago			
	Mass ±kg:	0.001			Updated:	2 minutes ago			
	Cost ±\$:	0.001							
	Investment ±\$:	0.001							
	Timing ±wks:	0.001							
	➤ Description								
	Click to add description								
	✓ Attachments								
		G	Drop files to attach, or browse.						

6. Scroll down to the Issues in Epic section, then click the [Your Name]'s Wrap Design link.

	CANOO JIRA	Dashboards 🗙 Projects 👻 Issues 👻 Boards 👻 Structure 👻 Plans 👻 Cre	eate
 ↓ /ul>	Total Timing Delta: 0 Total Mass Delta: 0.0 Mass ±kg: 0.001 Cost ±\$: 0.001 Investment ±\$: 0.001 Timing ±wks: 0.001		✓ Dates Created: Updated:
0	Description Click to add description		
	✓ Attachments		
		Drop files to attach, or browse.	
(Issues in Epic <u>TESTING-12</u> Joe Gumbo's Wrap Design 	OPEN Chris Charuhas	+ \$\$~
	Activity All Comments Work Log History Ad There are no comments yet on this issue.	tivity Transitions	

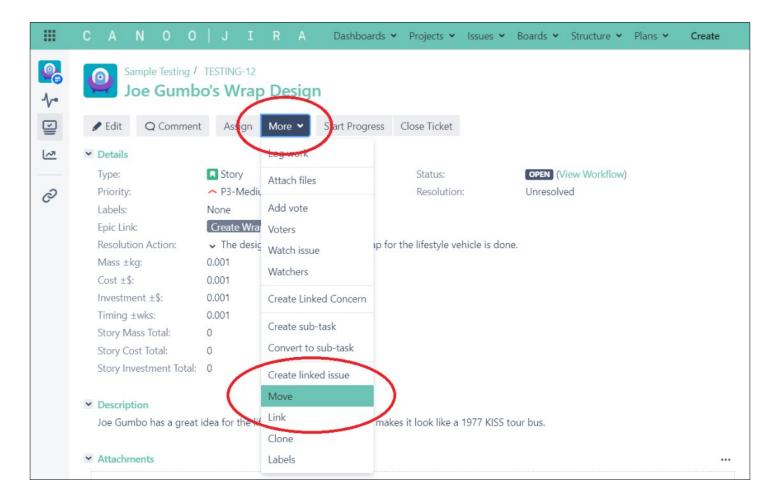
It should take you back to the **[Your Name]'s Wrap Design** issue.

Joe Gumb	oo's Wrap Design					
🖋 Edit 🛛 🔾 Commen	t Assign More 🛩 Star	t Progress Close Ticket			<	🔁 Exp
➤ Details				Y People		
Туре:	Story	Status:	OPEN (View Workflow)	Assignee:	风 Chris Charuhas	
Priority:	→ P3-Medium	Resolution:	Unresolved	Reporter:	Chris Charuhas	
Labels: Epic Link:	None Create Wrap Designs			Design Responsible Engineer:	Chris Charuhas	
Resolution Action:		bus wrap for the lifestyle vehicle is	done.	Votes:	0	
Mass ±kg: Cost ±\$:	0.001			Watchers:	0 Start watching this issue	
Investment ±\$:	0.001			✓ Dates		
Timing ±wks:	0.001			Created:	2 hours ago	
Story Mass Total:	0			Updated:	5 minutes ago	
Story Cost Total: Story Investment Total:	0					
➤ Description						
Joe Gumbo has a great	idea for the lifestyle vehicle: a wi	ap that makes it look like a 1977 KI	SS tour bus.			
✓ Attachments						

Migrate an Issue

1. In the main issue screen for the [Your Name]'s Wrap Design issue, click the More button.

When the menu appears, click Move.



The Move Issue screen should appear:

CANO	0 J I R A Das	hboards 👻 Projects 👻 Issues 🗙	Boards 👻 Structure 👻 Plans 👻	Create	Search C	2 🐔 0	
Move Issue							
 Select Project and Issue Type Select New Status Update Fields 	Move Issue: TESTING-12 - J Step 1 of 4: Choose the project a Select Project						
Confirmation	Current Project: Select Issue Type	Sample Testing	ightarrow New Project:	Sample Testing (TESTING)	v		
	Current Issue Type:	Story	ightarrow New Issue Type:	Story	• 💿		

Here, in the **Select Project** area, you can move an issue to a different project.

Nove Issue		
Select Project and Issue	Move Issue: TESTING-12 - Joe Gumbo's Wrap Design	
Туре	Step 1 of 4: Choose the project and issue type to move to	
Select New Status Update Fields	Select Project	
Confirmation	Current Project: Sample Testing → New Project: Sample Testing (TESTING) →	
	Select Issue Type	
	Current Issue Type: Story New Issue Type:	
	Next >> Cancel	
	Atlassian Jira Project Management Software (v8.5.1#805001-sha1x5b54a7) · About Jira · Beport a problem	

2. In the **Select Issue Type** area, click the **New Issue Type** box.

When the menu appears, click **Task**.

III CANO	0 J I R A Dashboards - Projects - Issues	♥ Boards ♥ Structure ♥ Plans ♥	Create	Search	Q 📌	0	
Move Issue							
 Select Project and Issue Type Select New Status Update Fields 	Move Issue: TESTING-12 - Joe Gumbo's Wrap Design Step 1 of 4: Choose the project and issue type to move to Select Project						
Confirmation	Current Project: Sample Testing Select Issue Type	→ New Project	Sample Testing (TESTING)	~			
	Current Issue Type: Story	→ New Issue Type:	Story	• 0	>		
	Next >> Cancel		Concern				
	Atlassian Jira Project Management Sof	Iware (v8.5.1#805001-sha1x5b54a7) <u>About 1</u>	ita — <u>bryon a proisu</u>				
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3. Click the **Next** button.

🗰 C A N O O	JIRA Dashl	ooards 🛩 Projects 🛩 Issues	🗙 Boards 👻 Structure 👻 Plans 👻	Create Search Q
Move Issue				
Select Project and Issue	Move Issue: TESTING-12 - Jo	e Gumbo's Wrap Design		
Туре	Step 1 of 4: Choose the project an	l issue type to move to		
 Select New Status Update Fields 	Select Project			
Confirmation	Current Project:	Sample Testing	ightarrow New Project	Sample Testing (TESTING)
	Select Issue Type			
	Current Issue Type:	Story	ightarrow New Issue Type:	🙆 Task 👻 💿
(Next >> Carcel			
		Atlassian Jira <u>Project Management Sof</u>	tware (v8.5.1#805001-sha1:c5b54a7) · About Jir	a · Report a problem
			ATLASSIAN	

4. Under Move Issue: Update Fields, leave everything as-is, then click the Next button.

	С		Ν	0	0					Dashboards 🛩	Projects 🗸	Issues 🛩	Boards 🗸	Structure 🛩	Plans 🗸	Create
Mo	ove l	ssue														
P Is Si Si U	elect Pro roject: S sue Typ elect Ne tatus: O Ipdate F confirma	ample e: Task w Stat pen ields	Testin		•	Step Note	3 of 4	l: Upda 2 is no II be up	t require	elds of the issue to	relate to the ne	w project.				
										Atlassian Jir	a <u>Project Mana</u> g	jement Softwi		i001-sha1:c5b54a	7) · <u>About J</u>	ira · <u>Report a problem</u>

5. Under Move Issue: Confirm, click the Cancel link.

	JIRA D	ishboards 👻 Projects 👻 Issues 👻 Boards 👻 Structure 👻 Pl	lans 👻 Create
Move Issue			
 Select Project and Issue Type 	Move Issue: Confirm		
Project: Sample Testing Issue Type: Task Select New Status	Step 4 of 4: Confirm the move	with all of the details you have just configured. Original Value	New Value
Status: Open	Project	Sample Testing	Sample Testing
Update FieldsConfirmation	Туре	Story	Task
	Move Cancel		
		Atlassian Jira Project Management Software (v8.5.1#805001-sha1:c5b54a7)	About Jira · Report a problem
		A ATLASSIAN	

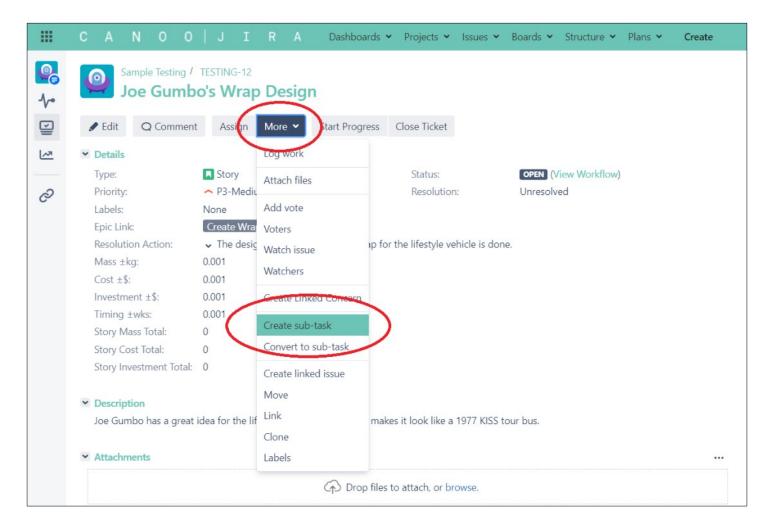
To migrate the issue, you would have clicked the **Move** button.

Create a Subtask

Note: When a small portion of a story, concern, or task needs to be assigned to someone to complete, a subtask is created.

1. In the main screen for the [Your Name]'s Wrap Design issue, click the More button.

When the menu appears, click Create sub-task.



2. When the Create Subtask window appears, click in the Summary box, then type:

Test For Rocking

Crea	te Subtask :	TESTING-12		0	Configure Fields 🔻
	Ticket Type [*]	Sub-Task	✓ ⑦		
\langle	Summary* Description	Test For Rocking Style ✓ B I 및 A	× <u>∧</u> ° × ⊘ × ∷≡ ∷≡ ∷ ∨	+~	*

3. In the **Description** text box, type:

Show the 1977 KISS tour bus wrap to a group of high school kids and ask them, "Does this rock?"

Create Subtask :	TESTING-12	Configure Fields 🔻	
Ticket Type [*]	Sub-Task V 🕐		•
Summary* Description	Test For Rocking Style ▼ B I U A × A [*] P I := i≡ © × + ×	ŝ	
	Show the 1977 KISS tour bus wrap to a group of high school kids and ask through rock?"	hem, "Does this	1

4. Click the Assignee box.

When the menu appears, click your name.

	C A N O O J I R	A Dashboards 🛩 Projects 🛩 Issues 👻	👻 Boards 👻 Structure 👻 Plans 👻	Create		Search	Q # 0 🕓
!	Sample Testing / TESTING-12 Joe Gumbo's Wrap De	Create Subtask : TESTING-12		O Co	onfigure Fields 🔻		ĺ
	✔ Edit Q Comment Assign More	Ticket Type * 🕒 Sub-Task	~ ⑦				< 🏦 Export 👻
2	Details Type: Story Priority: P3-Medium	Summary' Test For Rocking Description Style + B I S	U A v x° v 20 = 1= 1= (â	Chris Charuhas	
	Labels: None Epic Link: Create Wrap Des Resolution Action: V The design of t	,	tour bus wrap to a group of high school	kids and ask them, "E		Chris Charuhas	
	Mass +kg: 0.001 Cost ±\$: 0.001 Investment +\$: 0.001					ris.Charuhas@canoo.com (Chris.Charuhas)
	Timing ±wks: 0.001 Story Mass Total: 0			S	Elan Bennett - elane Start Typing for Users All Users	Deanco.com (cluri)	
	Story Cost Total: 0 Story Investment Total: 0	Assignee O Automatic			aron Finch - aaron	@canoo.com (aaron) aron.D'Angelo@canoo.con	n (Aaron.D'Angelo)
	 Description Joe Gumbo has a great idea for the lifestyle 	Assign to me View Access (only if using Issue Security)		j	Aaron Marin - Aaron	n.Giron@canoo.com (Aaror n.Marin@canoo.com (Aaro n - aaron.srithongkham@c	n.Marin)
	✓ Attachments	using issue security)			Aaron Youngblood Aaron Allar - aarona	- aaron.youngblood@cano @canoo.com (aarona) Abhay.Vadhavkar@canoo.c	o.com (aaron.youngbl
https://jira	.canoo.com/browse/TESTING-12#					Abhay.Vadhavkar@canoo.c bhijeet.sawant@canoo.con	

5. Click the Create button.

	Show the 1977 KISS tour bus wrap to a group of high school kids and ask them, "Does this rock?"
Assignee	Chris Charuhas
View Access (only if using Issue Security)	Assign to me
	Create another Create Cancel

6. Scroll down in the main issue screen to the Sub-Tasks section.

The new subtask should be listed:

	│ J I R A Dashboards ▼ Projects ▼ Is	ssues 👻 Boards 👻 Structure 👻 Plans 👻	Create	Search	۹	45	0	0
Attachments			•••					
	Drop files to attach, or brows	se.						
✓ Issue Links			+					
is blocked by Implementation is blocked by Implementation	t KISS Licensing	OPEN						
Sub-Tasks)		+					
1. Test For Rocking	/	OPEN Chris Charuhas 05/Aug/21						
✓ Activity								
All Comments Wor	rk Log History Activity Transitions		Ť					
 Chris Charuhas add 	dded a comment - 4 hours ago							
The KISS tour bus wra	ap should feature pics of all four members of the band.							
🗸 🧖 Chris Charuhas ad	dded a comment - 3 hours ago							
Let's get started ASAF	AP on designing the KISS tour bus wrap.							
Q Comment								
»								

Complete a Subtask

1. Hover the mouse cursor over the subtask.

Three dots should appear at the end.

	С	A		0						Dashboards 🗸				✓ Structu	re 🗸	Plans 🛩	Create
2			hments														
~• 2		Attaci		•						Drop files	to attach, or b	rowse.					
~*	*	Issue	Links														+
ଚ			cked by		Contact	t KISS	Licensi	ing							5	OPEN	
	~	Sub-T	asks														+
		1.	Test Fo	r Rock	ing							•	OPEN	Chris Charu	ihas	05/Aug/2	2
	~	Activi	tv														\bigcirc
		All		ments	Wo	rk Log	His	story	Activ	ity Transitions							Ť
		~ (Chris	Char	uhas ac	lded a	comm	nent - 4	1 hours	s ago							
		Т	he KIS	5 tour	bus wr	ap sho	ould fe	ature p	oics of	all four members	of the band.						

2. Click the three dots.

When the menu appears, click **Close Ticket**.

~	✓ Issue Links	+
C	is blocked by © TESTING-10 Contact KISS Licensing	ODEN
	✓ Sub-Tasks	View Issue Close Ticket Start Progress
	1. Test For Rocking OPEN	Ch Assign
	 Activity All Comments Work Log History Activity Transitions 	Comment Log work Attach files
	 Chris Charuhas added a comment - 4 hours ago The KISS tour bus wrap should feature pics of all four members of the band. 	Add vote Voters Watch issue

3. When the **Close Ticket** window appears, click the **Resolution** box.

When the menu appears, click **Completed to Spec**.

Close Ticket	
Closing an issue	indicates that there is no more work to be done on it, and that it has been verified as complete.
Resolution* Fix Version/s	Please select Please select Completed to Spec
Resolution Action	Completed with Deviation Approved Image: Completed with Deviation Approved Image: Completed with Deviation Image: Completed with Deviation Declined Duplicate Image: Completed with Deviation Duplicate No Action Needed Image: Completed with Deviation No Action Needed Image: Completed with Deviation Image: Completed with Deviation Done Won't Do Image: Completed with Deviation Rejected Image: Completed with Deviation Image: Completed with Deviation

4. Click the Close Ticket button.

	Visual Text	6 0	.4
	What action was performed to resolve this ticket?		
Attachment	\bigcirc Drop files to attach, or browse.		
Assignee	Chris Charuhas	·	Ŧ
		Close Ticket	Cancel

In the **[Your Name]'s Wrap Design** issue, its **Test For Rocking** subtask should be marked as closed:

	C A N O O J I R A Dashboards - Projects - Issues - Boards - Structure - Plans - Create
	✓ Attachments
小 ⊆	C Drop files to attach, or browse.
L~?	✓ Issue Links
C	is blocked by Image: State Stat
	 ✓ Sub-Tasks 1. ● Test For Rocking CLOSED Chris Charuhas 05/Aug/21 05/Aug/21
	 Activity All Comments Work Log History Activity Transitions Chris Charuhas added a comment - 4 hours ago The KISS tour bus wrap should feature pics of all four members of the band.

Tip: Some issues require all of the subtasks within them to be completed before the issue can be closed.

CONDUCT & MANAGE SEARCHES

In this section, you'll learn how to:

- Search for Issue
- Save Search
- Email Search
- Share Search

Search for Issue

- 1. Make sure that the [Your Name]'s Wrap Design issue is open.
- **2.** In the top bar, click **Issues**.

When the menu appears, click **Search for issues**.

	C A N O O	JIRA Dashboards - Projects - Issues - Boards - Structure - Plans - Create
! ~	Sample Testing / Joe Gumb	TESTING-12 Current coarch Search for issues RECENT ISSUES
≦_	🖋 Edit 🛛 📿 Comment	
	 Details Type: 	Story Status: TESTING-14 Test For Rocking
ତ	Priority: Labels: Epic Link:	 P3-Medium Resolution TESTING-13 Create Wrap Designs TESTING-10 Contact KISS Licens
	Resolution Action: Mass ±kg: Cost ±\$: Investment ±\$: Timing ±wks: Story Mass Total: Story Cost Total:	The design of the KISS tour bus wrap for the lifestyle verificities. Import Issues from CSV Import Issues from CSV FILTERS My open issues Reported by me Epics in Sample Test Project
	 Story Investment Total: Description Joe Gumbo has a great 	0 Manage filters idea for the lifestyle vehicle: a wrap that makes it look like a 1977 KISS tour bus.

The **Search** screen will appear.

III C A N C	00 JIRA	Dashboards 👻 Projects 👻 Is	sues 🗙 Boards 🗙 🗄	Structure 👻 Plans 👻	Create	Search	۹ ۴ 🛛 🤇
New search «	Search Save as					< Share	🗄 Export 👻 🗘 Tools 👻
Find filters	Project: All 👻 Type: All 👻	Status: All 👻 Assignee: All 🛩	Contains text	More 🛩 Searc	h Advanced		EO ~
FILTERS My open issues Reported by me	Order by						
All issues Open issues Done issues	Create new subdomain t WEB-3 Dropbox link recovery	Q Comment Agile	Board More ¥			✓ People	< 🁌 Export 👻
Viewed recently Created recently	WEB-2 Brand Book Complete - US	Type: Priority:	🚰 Epic 🏓 P1-Highest	Status: Resolution:	CLOSED (View Workflow) Done	Assignee: Reporter:	Tsz Ho Ip
Resolved recently Updated recently	VTEST-518 R12 front AC system sud	· · · · · · · · · · · · · · · · · · ·	Security Level: Set by Project None	Votes: Watchers:	0 Vote for this issue0 Start watching this		
FAVORITE FILTERS						issue	
Epics in Sample T	R12 Left rear toe not cha	Total Timing Delta: Total Mass Delta:	0 0.0 0.001			✓ Dates Created:	03/Aug/20 1:42 PM
	VTEST-516 Mass ±kg: Replace/Fix temperature	Mass ±kg:				Updated: Resolved:	06/Aug/20 4:35 PM 06/Aug/20 4:35 PM
	VISI-515 R12 LF Door not opening 1. We need to create a new sub-domain named invest					 Agile View on Board 	
ps://iira.canoo.com/browse/WEB	4 C2 1 2 3 4 5 >	2. Please point the Any question please co		pineapple-marigold-pwff.s p.com ¹²²	quarespace.com/investors	VIEW ON DUDIO	

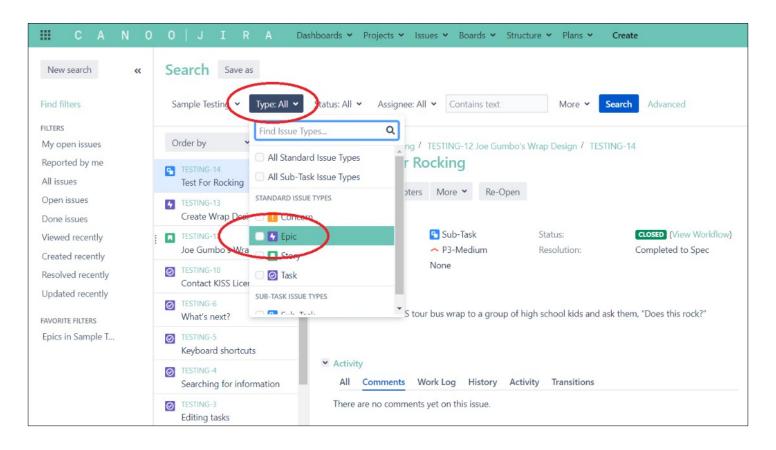
3. Click the Project criterion.

When the menu appears, click the **Sample Testing** project.

III CAN	00 JIRAD	ashboards 🗙 Projects 🗙 Iss	ues 🗙 Boards 🗙 S	Structure 👻 Plans 🛩	Create
New search «	Search Save as				
Find filters	Project: All 🗸 🗍 Trpe: All 🖌 Si	tatus: All 👻 Assignee: All 👻	Contains text	More 🛩 Searc	h Advanced
FILTERS	Find Projects	٩			
My open issues		Web Design / W	EB-4		
Reported by me	PECENT PROJECTS	Create nev	v subdomain	to point to a s	pecific squarespace
All issues	C Sample Testing (TESTING)				
Open issues	TApp Development (IT)	Q Comment Agile B	oard More 💙		
Done issues	🗌 🝓 IT Ops (ITOPS)	✓ Details			
Viewed recently	: Helpdesk (HELPDESK)	Туре:	Fpic	Status:	CLOSED (View Workflow)
Created recently	. 🗌 📑 Manufacturing Engineerin	Priority:	角 P1-Highest	Resolution:	Done
Resolved recently	ALL PROJECTS			Security Level:	Set by Project
		Labels:	None		
Updated recently	 Accessories (ACCESS) 	Epic Name:	Create new subdoma	ain for canoo.com	
FAVORITE FILTERS	ADAS (ADAS)	Total Investment Delta:			
Epics in Sample T	C VTEST-517	Total Cost Delta:	0		
	R12 Left rear toe not cha	Total Timing Delta:	0		
	VTEST-516	Total Mass Delta:	0.0		
		Mass ±kg:	0.001		

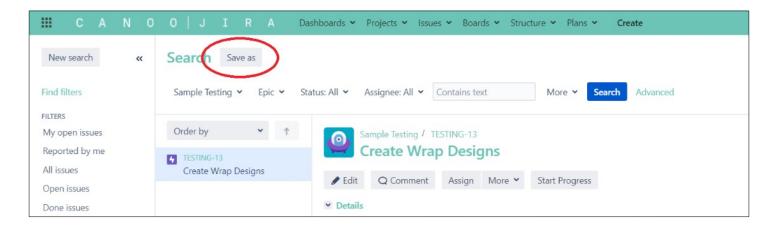
4. Click the Type criterion.

When the menu appears, click Epic.



Save Search

1. At the top of the Search screen, click the Save as button.



The Save Filter window will appear.

Save filter	
Filter Name*	
	Enter a name for this Filter Save Cancel

2. In the Filter Name box, type:

Epics in the Sample Testing project

Save filter	
Filter Name	Epics in the Sample Testing project Enter a name for this Filter
	Save Cancel

3. Click the Save button.

Save filter		
Filter Name*	Epics in the Sample Testing project	
	Enter a name for this Filter	
		Save Cancel

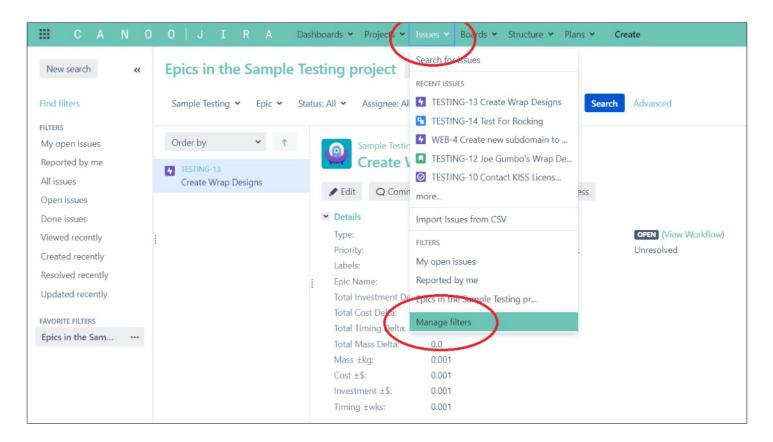
The **Epics in the Sample Testing project** search should now appear in the sidebar, under **Favorite Filters**:

		hboards 👻 Projects 👻 Issi			Create
New search <	Epics in the Sample Te	sting project Save	e as Details 🛣		
Find filters	Sample Testing 👻 Epic 👻 Sta	tus: All 👻 Assignee: All 👻	Contains text	More Y Sear	ch Advanced
FILTERS					
My open issues	Order by 👻 🕇	Sample Testing /	TESTING-13		
Reported by me	TESTING-13	🞽 Create Wra	ap Designs		
All issues	Create Wrap Designs				
Open issues		Sedit Q Comment	Assign More 💙	Start Progress	
Done issues		✓ Details			
Viewed recently		Type:	4 Epic	Status:	OPEN (View Workflow
-	:	Priority:	 P3-Medium 	Resolution:	Unresolved
Created recently		Labels:	None		
Resolved recently		Epic Name:	Create Wrap Designs		
Updated recently		Total Investment Delta:	0		
FAVORITE FILTERS		Total Cost Delta:	0		
Epics in the Sam		Total Timing Delta:	0		
cpics in the sam		Total Mass Delta:	0.0		
		Mass ±kg:	0.001		
		Cost ±\$:	0.001		
		Investment ±\$:	0.001		
		Timing ±wks:	0.001		

Email Search

1. In the top bar, click Issues.

When the menu appears, click Manage filters.



2. In the Favorite Filters screen, in the sidebar, click Favorite.

	С		Ν	0	0		R		Dashboards 🛩	Projects 🗸	Issues 🛩	Boards 🗙	Structure 🗸	Plans 🐱	Create
Ma	nage	e Fil	ters												
Favo My Pop Sea		>					Sea	arch	s that have been sa searches in the filter's na Start typing to get a list o	me and description	on.	allows you t	o search all filte	ers that you o	an see.
						Shi	ared V	Vith	Anyone on the we	• •					

3. In the row for the Epics in the **Sample Testing project** search, click the **Subscribe** link.

	C A	Ν	0	0	J	I R	A \$	Dashboa	ards 🛩	Projects N	 Issues 	 Boards 	 Structure 		•	Create			Search	۹
Mar	nage F	ilters																		
Favo My Popu								s that have b	een sav	ed for re-u	se. This pag	je shows yo Owner	ı all your fave	rite filters.			Shared With		Subsectations	
Searc	th				🖈 Ep	ics in th	ie Sample	e Testing proj	ject			Chris Cha	uhas (Chris.C	naruhas)			Private filter	(None - <u>Subscribe</u>	>
								Atla	ssian Jira	Project Man	ag <u>ement Sof</u>	<u>tware</u> (v8.5.1#	805001-sha1:c5	b54a7) · <u>4</u>	About Jira	Repo	rt a problem			
												🛦 АТ	LASSIAN							

The Filter Subscription window should appear.

Filter Subscription											
Recipients	Personal Subscription										
Schedule	 Daily Days per Week Days per Month Advanced 										
Interval	once per day at 1 00 am am am am The current server time is 06/Aug/21 1:02 PM - Coordinated Universal Time Email this filter, even if there are no issues found										
	Subscribe Cancel										

Note: This enables you to send out an email to a person or group that contains a list of all the issues in this search.

4. Click in the Recipients box.

When the menu appears, click **Personal Subscription**.

Filter Subscription											
Recipients	Personal Subscription 🗸										
Schedule	Personal Subscription										
Interval	jira-software-users team-internal-canoo team-it-ops Advanced once per day vat 1 v00 v am v The current server time is 06/Aug/21 1:02 PM - Coordinated Universal Time										
	\square Email this filter, even if there are no issues found										
	Subscribe Cancel										

5. In the **Schedule** list, click the Daily, Days per Week, Days per Month, and Advanced radio buttons to see the email time intervals available.

6. At the bottom of the window, click the **Cancel** link.

To have the search emailed to you or a group at the specified time interval, you would have clicked the **Subscribe** button.

Share Search

1. In the Manage Filters screen, click the gear icon in the Epics in the Sample Testing project row.

When the menu appears, click **Edit**.

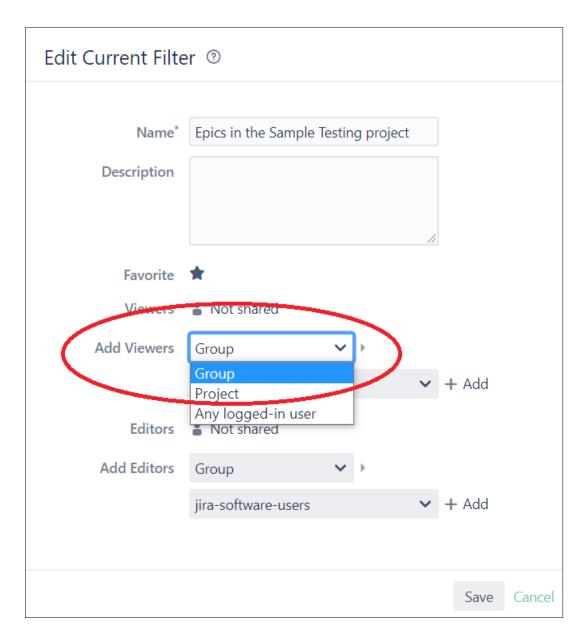
III C A N O	0 J I R A Dashboards - Projects	✓ Issues ✓ Boards ✓ Structure ✓ Plans ✓ C	ireate	Search	۹	4 E	0	0
Manage Filters								
Favorite My Popular	Favorite Filters Filters are issue searches that have been saved for re-	use. This page shows you all your favorite filters.						0
Search	Name	Owner Chris Charuhas (Chris Charuhas)	Shared With Private filter	Subscriptions None - Subscripte Edit		0		
	Atlassian Jira <u>Project M</u>	anagement Software (v8.5.1#805001-sha1:c5b54a7) · About Jira	- <u>Report a problem</u>	Dele)			
		A ATLASSIAN						

The Edit Current Filter window will appear.

Edit Current Filte	er 💿			
Name*	Epics in the Sample 1	esting proje	ct	
Description				
			11	
Favorite	×			
Viewers	Not shared			
Add Viewers	Group	\checkmark)		
	jira-software-users		~	+ Add
Editors	Not shared			
Add Editors	Group	\checkmark)		
	jira-software-users		~	+ Add
				Save Cancel

2. Click the Add Viewers box.

When the menu appears, note the choices: Group, Project, and Any logged-in user.



3. Click Any logged-in user.

4. Beside the box, click **Add**.

Edit Current Filte	er 💿	
Name* Description	Epics in the Sample Testing project	
Favorite	*	
Viewers	Not shared	
Add Viewers	Any logged-in user 🖌 🕂 Add	
Editors	Not shared	
Add Editors	Group 🗸 🕨	
	jira-software-users	+ Add
		Save Cancel

5. Click the Save button at the bottom of the window.

Edit Current Filte	er 🕐					
Name*	Epics in the Sample T	esting	project			
Description						
				11		
Favorite	*					
Viewers	Shared with logged	d-in use	ers (VIEV	V) 👕		
Add Viewers	Any logged-in user	× +	⊢ Add			
Editors	Not shared					
Add Editors	Group	\checkmark				
	jira-software-users			✓ + A	Add	
				<		
				9	Save Cauce	el l

Your choice of people to share the search with should show up in the **Shared With** column:

E CANO	0 J I R A Dashboards 🛩 Pro	jects 👻 Issues 👻 Boards 👻 Structure 👻	Plans 🛩 Create	Search Q
Manage Filters				
Favorite My Popular	Favorite Filters Filters are issue searches that have been saved for Name	or re-use. This page shows you all your favorite fi Owner	lters. Shared With	Subscriptions
Search	★ Epics in the Sample Testing project	Chris Charuhas (Chris.Charuhas)	Shared with logged-in users (VIEW)	None - Subscribe
	Atlassian Jira <u>Proj</u> e	ect. Management Software (v8.5.1#805001-sha1:c5b54a7)) - About Jira - Report a problem	

WORK WITH DASHBOARDS

In this section, you'll learn how to:

- Search for Dashboard
- Add as a Favorite

Callout: What is a Dashboard?

In Jira, a dashboard is a landing page that allows you to see a variety of info in one convenient location.

It's customizable, so you can configure it to display info that's relevant to you.

Search for Dashboard

- 1. Make sure that the [Your Name]'s Wrap Design issue is open.
- **2.** In the top bar, click **Dashboards**.

When the menu appears, click Manage Dashboards.

	С	А	Ν	0	0	J	I		-4	Dashboards 🛩 Pi	jects 🗸 Issues 🗸	Boards 🗸	Structure	✓ Plans ✓	Create
Man	age	Fil	ters						(View System Dashb Manage Dashboard					
Favor My	ite						vorite rs are i			s that have been saved	for re-use. This page	shows you a	all your favori	te filters.	
Popula						Na	me				Owner			S	Shared With
Search	h					*	Epics	in the	Sample	e Testing project	Chris Char	uhas (Chris.(Charuhas)	•	Shared with logged-in users (VIEW)

The Manage Dashboards screen should appear:

	С	А	Ν	0	0	J	I	R	A	Dashboards 🗸	Projects 🗸	Issues 🗸	Boards 🗸	Structure 🗸	Plans 🐱	Create
Ma	nage	e Da	ashl	boa	rds											
Му Рорг							bage al	Dash lows you		irds manage all your fa	worite dashbo	ards.				
Sear	ch					You	have r	no <mark>f</mark> avori	ite da	ashboards.						
										Atlassian Ji	ra <u>Project Mana</u>	gement Softw	vare (v8.5.1#80	5001-sha1:c5b54a	17) · <u>About</u>	lira · Report a problem
													A ATL	ASSIAN		

3. In the sidebar, click **Search**.

	С	А	Ν	0	0					Dashboards 🛩	Projects 🗸	Issues 🗸	Boards 🛩	Structure 🛩	Plans 🗸	Create
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A Search Dashboards area should appear:

	С	А	Ν	0	0	J	I	R	А	Dashboards 🐱	Projects 🐱	Issues 🛩	Boards 🗸	Structure 🗙	Plans 🗸	Create
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4. Click the Search button.

	С		Ν	0	0				Dashboards 🗸	Projects 🗸	Issues 🛩	Boards 🗸	Structure 🗸	Plans 🗸	Create
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A list of all available dashboards should appear:

III C A N O O	JIRA Dashboards 🛩 Proje	cts 🗙 Issues 👻 Boards 👻 Structure	e 🕶 Plans 👻 Create
Manage Dashboards			
Favorites My	Search Dashboards This page allows you to search for all visible dashb	oards.	
Popular Search	Search Search Searches in the dashboard's name Owner Start typing to get a list of possible Shared With Anyone on the web Search	and description.	
	Name +	Owner	Shared With
	☆ 3DX Releases	Jira Service (jiraservice)	Shared with logged-in users (VIEW)
(56 Burndown Dashboard 56 Burndown Dashboard	Swee-Fun Liong (swee-fun.liong)	5 shares Show
	58 Burndown Dashboard 58 Burndown Dashboard	Swee-Fun Liong (swee-fun.liong)	Project: Vehicle Software (EDIT)
	🛱 Aaron's Dashboard	Aaron Srithongkham (aaron.srithongkham)	 Project: Helpdesk (VIEW) Project: IT Ops (VIEW)

5. In the Search box, type:

system

	С	А	Ν	0	0	J	I	R	А	Dashboards	🖌 Projects 🗸	Issues 🗸	Boards 🛩	Structure 🗙	Plans 🗸	Create
Mar	nage	e Da	shk	ooai	rds											
Favor My Popu Searc	lar						bage a	llows Sea	arch s s mer s Vith	ds search for all visib system earches in the dashboc tart typing to get a lis Anyone on the w Search	ard's name and de t of possible match	scription.				

6. Click the Search button.

	С	А	Ν	0	0	J	I	R	А	Dashboards 🗸	Projects 🗸	Issues 🗸	Boards 🗸	Structure 🗸	Plans 🛩	Create
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My	ular						bage al	llows y Sea	nrch s	ds search for all visibl system earches in the dashboa tart typing to get a list Anyone on the we Search	rd's name and des					

The **System Dashboard** dashboard should appear in the list of search results:

🗰 C A N O O J	I R A Dashboards 🛩 Proje	cts 👻 Issues 👻 Boards 👻 Structur	e 🕶 Plans 👻 Create
Manage Dashboards			
My This p	rch Dashboards page allows you to search for all visible dashb	oards.	
Popular Search	Search system Searches in the dashboard's name Owner	and description.	
	Start typing to get a list of possible Shared With Anyone on the web V	e matches.	
Nam	Search	Owner	Shared With
	Safety Lifecycle Management Dashboard to monitor the progress of Functional Safety (FuSa) work for each Item (System) being analyzed.	Michael O'Brien (Michael.Obrien)	Group: jira-software-users (VIEW)
\$	System Dashboard	System	Shared with anyone on the web (VIEW)
	Atlassian Jira <u>Project</u>	Management Software (v8.5.1#805001-sha1:c5	5b54a7) · <u>About Jira</u> · <u>Report a problem</u>
		A ATLASSIAN	4

Add as a Favorite

1. In the list of search results, click the star to the left of the **System Dashboard** dashboard.

🔛 C A N O O		Dashboards 🛩 Project	ts 👻 Issues 👻 Boards 👻 Structur	re 🛩 Plans 🛩 Create
Manage Dashboards				
Favorites My Popular Search	Sea Owner Star Shared With Ar	arch for all visible dashbo stem rches in the dashboard's name a t typing to get a list of possible r nyone on the web wearch gement e progress of Functional	nd description.	Shared With • Group: jira-software-users (VIEW)
	- System Basilio dara			

2. In the top bar, click **Dashboards**.

When the menu appears, the **System Dashboard** dashboard should be listed in the menu.

III C A N O O	JIR	Dashboards V Projects V Issues V Boards V Structure V Plans V Create
Manage Dashboards	5	System Dashboard Manage Dashboards
Favorites My Popular Search	Search Owner	search for all visible dashboards.
	Shared With	Anyone on the web 🗸