

Jira Quick Reference

Issues, JQL, workflows, boards, sprints, filters

Issues

Issue Types	
Epic	Large body of work; contains stories
Story	User-facing feature or requirement
Task	Unit of work (technical or non-technical)
Bug	Defect or unexpected behavior
Sub-task	Child of story/task; cannot exist alone

Issue Fields

Summary	Short title (required)
Description	Details, acceptance criteria
Assignee	Person responsible
Priority	Highest / High / Medium / Low / Lowest
Labels	Freeform tags for grouping
Components	Project subsections (e.g., Backend, UI)
Fix Version	Release this issue targets
Story Points	Effort estimate (Scrum)

Issue Links

blocks / is blocked by	Dependency relationship
clones / is cloned by	Duplicate tracking
relates to	General association
is caused by / causes	Root cause linkage

JQL Search

Basic Syntax	
<pre>project = MYPROJ AND status = "In Progress" assignee = currentUser() AND resolution = Unresolved priority in (High, Highest) ORDER BY created DESC</pre>	

Operators

=	Exact match
!=	Not equal
in (a, b)	Match any in list
not in (a, b)	Exclude list
~ "text"	Contains (text search)
!~ "text"	Does not contain
is EMPTY	Field has no value
is not EMPTY	Field has a value
> < >= <=	Comparison (dates, numbers)

Date Functions

<pre>created >= -7d</pre>	<pre># last 7 days</pre>
<pre>due <= endOfWeek()</pre>	<pre># due this week</pre>
<pre>updated >= startOfMonth()</pre>	<pre># updated this month</pre>
<pre>created >= "2025-01-01"</pre>	<pre># since specific date</pre>

Useful JQL Patterns

<pre># Stale issues status != Done AND updated <= -30d # My open bugs assignee = currentUser() AND type = Bug AND resolution = Unresolved # Sprint scope sprint in openSprints() AND project = MYPROJ</pre>	
--	--

Workflows

Default Workflow	
To Do	Not started
In Progress	Work underway
Done	Completed

Extended Workflow

Open	Created, awaiting triage
In Progress	Actively being worked on
In Review	Code review or QA
Done	Accepted and closed
Reopened	Returned from Done

Workflow Concepts

Status	Current state of an issue
Transition	Allowed move between statuses
Condition	Who can perform a transition
Validator	Checks before transition executes
Post Function	Action after transition (e.g., assign)
Resolution	Why issue was closed (Fixed, Won't Do)

Boards

Board Types	
Scrum Board	Sprint-based; backlog, sprint planning, velocity
Kanban Board	Continuous flow; WIP limits, no sprints

Board Columns

Column	Maps to one or more statuses
WIP Limit	Max issues in column (Kanban)
Swimlane	Horizontal grouping (by epic, assignee, etc.)
Quick Filter	JQL-based toggle filter on board

Board Configuration

Filter	JQL query defining board scope
Estimation	Story Points or Original Estimate
Card Layout	Fields shown on issue cards
Card Colors	Color by priority, assignee, query

Sprints

Sprint Lifecycle	
Create	Name + optional goal and dates
Plan	Drag issues from backlog into sprint
Start	Set duration (1-4 weeks typical)
Active	Team works on sprint issues
Complete	Move undone items to backlog or next sprint

Sprint Reports

Burndown Chart	Remaining work vs time
Sprint Report	Completed vs not completed
Velocity Chart	Story points per sprint over time
Cumulative Flow	Status distribution over time

Sprint JQL

<pre>sprint in openSprints()</pre>	<pre># current sprint</pre>
<pre>sprint in futureSprints()</pre>	<pre># upcoming sprints</pre>
<pre>sprint = "Sprint 12"</pre>	<pre># specific sprint</pre>
<pre>sprint in closedSprints() AND resolution = Unresolved</pre>	

Filters

Creating Filters	
Search	Write JQL in issue search
Save As	Save JQL as named filter
Star	Star a filter for quick access
Subscription	Email filter results on schedule

Sharing & Permissions

Private	Only you can see the filter
Group	Share with a specific group
Project	Share with project members
Public	Any logged-in user
Edit Permissions	Control who can modify the filter

Dashboards

Filter Results	Gadget showing issues from a filter
Pie Chart	Breakdown by field (priority, assignee)
Two Dimensional	X/Y matrix (e.g., priority vs status)
Activity Stream	Recent project activity

Shortcuts

Global Navigation	
g then d	Go to dashboard
g then b	Go to board
g then i	Go to issue search
/	Quick search
c	Create issue
?	Show keyboard shortcuts

Issue View

a	Assign to me
m	Comment
l	Edit labels
e	Edit issue
j / k	Next / previous issue in list
o	Open selected issue

Board Shortcuts

1-9	Move issue to column 1-9
t	Toggle detail view
n	Next card
p	Previous card

Common Patterns

Bug Report Template	
Summary	[Component] Short description of the bug
Steps to Reproduce	Numbered steps to trigger the issue
Expected	What should happen
Actual	What actually happens
Environment	OS, browser, version, etc.
Severity	Blocker / Critical / Major / Minor / Trivial

Story Format

<pre>As a [role], I want [action], so that [benefit]. --- Acceptance Criteria: - [] Criterion 1 - [] Criterion 2</pre>	
--	--

Bulk Operations

Search → Select All	Select issues from search results
Bulk Change	Edit, transition, or delete in batch
CSV Export	Export search results for reporting
Board drag	Drag issues between columns/sprints