

# Jira Quick Reference

Issues, JQL, workflows, boards, sprints, filters

## Issues

### Issue Types

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

### Issue Fields

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

### Issue Links

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

## JQL Search

### Basic Syntax

```
project = MYPROJ AND status = "In Progress"
assignee = currentUser() AND resolution = Unresolved
priority in (High, Highest) ORDER BY created DESC
```

### Operators

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

### Date Functions

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

### Useful JQL Patterns

```
# 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
```

## Workflows

### Default Workflow

<b>To Do</b>	Not started
<b>In Progress</b>	Work underway
<b>Done</b>	Completed

## Extended Workflow

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

### Workflow Concepts

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

## Boards

### Board Types

<b>Scrum Board</b>	Sprint-based; backlog, sprint planning, velocity
<b>Kanban Board</b>	Continuous flow; WIP limits, no sprints

### Board Columns

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

### Board Configuration

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

## Sprints

### Sprint Lifecycle

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

### Sprint Reports

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

### Sprint JQL

```
sprint in openSprints() # current sprint
sprint in futureSprints() # upcoming sprints
sprint = "Sprint 12" # specific sprint
sprint in closedSprints() AND resolution = Unresolved
```

## Filters

### Creating Filters

<b>Search</b>	Write JQL in issue search
<b>Save As</b>	Save JQL as named filter
<b>Star</b>	Star a filter for quick access
<b>Subscription</b>	Email filter results on schedule

## Sharing & Permissions

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

## Dashboards

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

## Shortcuts

### Global Navigation

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

### Issue View

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

### Board Shortcuts

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

## Common Patterns

### Bug Report Template

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

### Story Format

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

### Bulk Operations

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