JIRA Cheat Sheet

by Perturbatio via cheatography.com/30021/cs/8887/

Global Keyboard Shortcuts

Go to dashboard	*g* then *d*
Browse Project	*g* then *p*
Go to recent agile board	*g* then *a* / *g* then *h*
Go to Issue Navigator	*g* then *i*
Administration Search Dialog	*g* then *g*
Quick Search	/
Create an Issue	c
Shortcut Keys Help	?
Dashboards drop down menu	[M]+d
Projects drop down menu	[M]+p
Issues drop down menu	[M]+i
Agile drop down menu	[M]+g
Form Submit	[M]+s
Cancel Form	[M]+`

Keys 'x then y' must be pressed within approx. 1 sec of first.

[M] Modifier keys: Vary by browser and OS, **OSX**: **FFx**: *Ctrl* **Saf**: *Ctrl+Alt* **Win**: **FFx**: *Alt+Shift* **Linux**: **FFx**: *Alt+Shift*

Agile (Board) Shortcuts

Next Issue	j
Previous Issue	k
Next Column	n
Previous Column	p
Expand/Collapse All Swimlanes	-
Hide/Show Detail View	t
View Issue	o
Add a New Line	Enter
Submit changes	Enter
Cancel changes	Esc
Assign to Me	i
Send to Top	s then t
Send to Bottom	s then b
Edit Issue	e
Projector Mode	z

Issue Statuses

Incoming/On Hold	The task is not ready to be worked on
Ready For Work	The task is ready for work and can be picked up
In Progress	The task is being worked on
Internal Review	The task must be reviewed internally by someone other than the task worker
Approved Internally	The task has been checked internally and can be deployed to staging
Client Review	The client must review the changes on staging
Approved	Task is ready to deploy to live
Deployed / On Live	Task is deployed and must be checked before closing
Completed	The task is now closed and will not appear on the board

Tips

Quick Search

> The search box at the top will search all issues across all projects

Searching a project

> Navigate to the project issues and use the "View all issues and filters" option to customize the search

Saving Filters

> Once you've created a useful filter, you can save it for later

Filters on boards and widgets

> Saved filters can be used to provide the issues list for dashboard widgets and for boards

Glossary

Blocker

> A task that will prevent other tasks being completed.

Glossary (cont)

Build

> To separate the JIRA term for "Project" from an actual project, we use the term Build.

Component

> A component is a sub-division of a JIRA Project, we use Components to refer to Build work

Deployed

> The task has passed client acceptance and has been put onto the live site/system.

Issue

> represents a task or bug with a block of work for a particular project

JQL

> JQL stands for JIRA Query Language, used for advanced issue filtering.

Priority

> Used to determine how important a task is, not the order in which it should be worked on.

Project

> In JIRA a Project is at the top of the hierarchy, we use Projects to represent the Client

Rank

> The order in which the tasks should be completed

Task Scope

> Used to define whether the task it part of a new build or maintenance of a previous one.

JIRA terms and how we use them

JIRA: Project	We use projects to represent a single client
JIRA: Component	We use components to represent a project
JIRA: Board	A board is a view on a set of filtered tasks

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