

# Jira Power User

Course code: ATL\_JIRA1

Are you a new user of Jira or have you been working with Jira for some time and would like to make the most of its potential? Then this course is for you. In the course, you will learn to use most of the user-available functions of this system, try creating reports and also try project administration.

## Who is the course for

This course is intended for users with no to intermediate knowledge of the Jira system who want to learn more about how the system works and who want to prepare for the role of "power user" or project administrator.

## Required skills

- Previous knowledge of Jira is not required, but general knowledge of Atlassian tools is a plus
- Only basic knowledge of working with a PC
- Basic orientation in IT issues

## Course outline

### 1. General introduction to Jira

### 2. User work with issues

- types of issues and their hierarchy
- system and user fields
- states and transitions in the workflow
- comments, attachments, worklogs
- links between issues
- Move, Clone, Delete functions
- Watch and Vote functions
- mass editing

### 3. Overviews of issues

- search
- filtering (basic and JQL, saving, sharing, subscription)
- dashboards - an overview of what interests me

### 4. Boards

- basic orientation and user customization options
- board creation and administration (Kanban, Scrum)

### 5. Project administration

- users and roles in the project
- components - breakdown of the project and automated assignment of the solver
- versions/sprints
- issue layout
- project automation

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