

The background features a light blue gradient with several hexagonal shapes in various shades of orange and grey. These hexagons are interconnected by thin grey lines, creating a network-like pattern. Some hexagons contain small grey dots, and others are empty. The overall design is modern and technical.

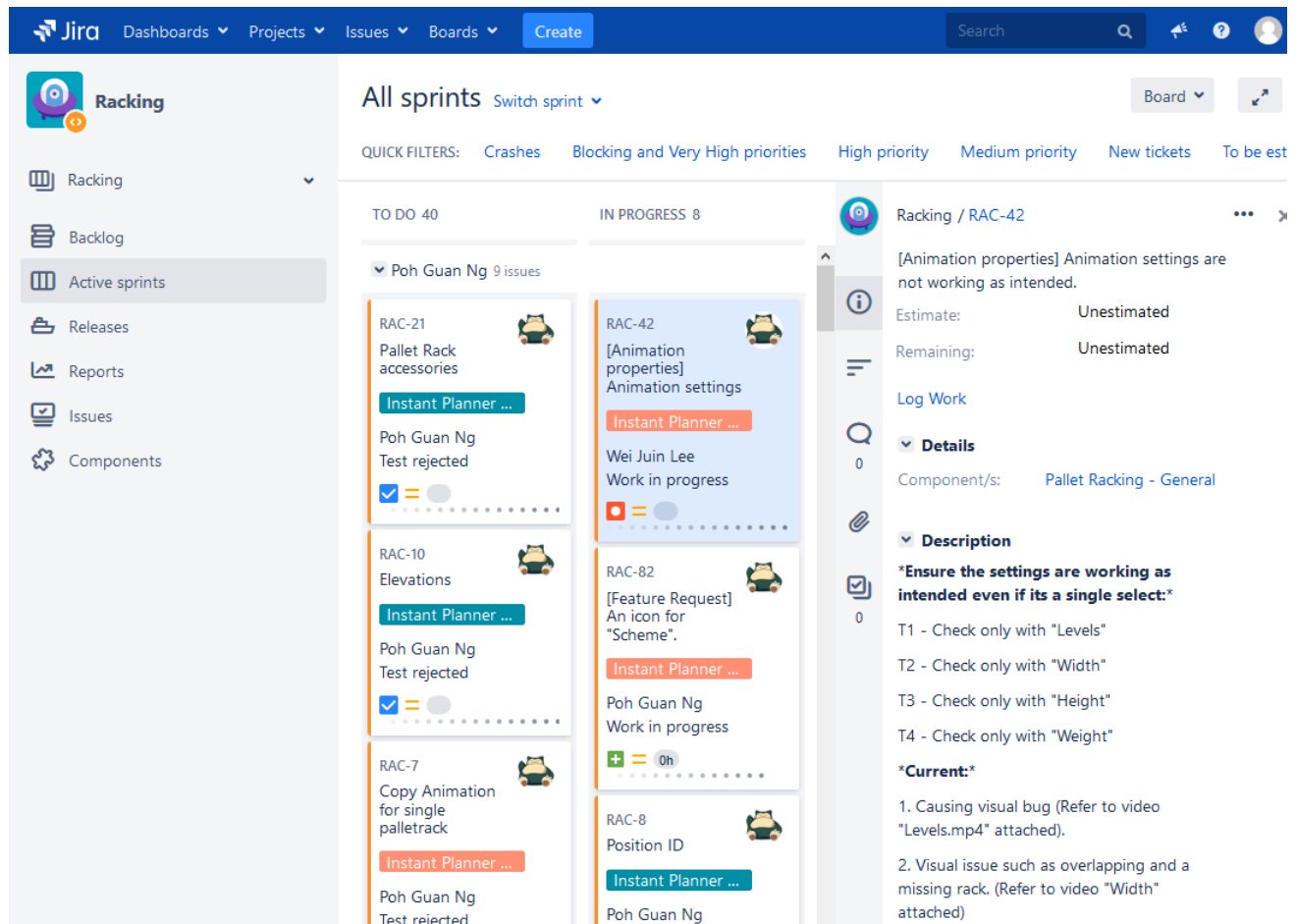
# JIRA BOARDS

## Setting up and Configuring Boards in Jira

All Jira projects are initially set up by Configura. Multiple scrum teams can work on the same project.

A project can consist of one or several **Boards**, that are of either Kanban or Scrum type as described below. A board can access one or multiple projects.

Here is an example of how a Scrum board could look:



## Scrum vs Kanban

### Scrum

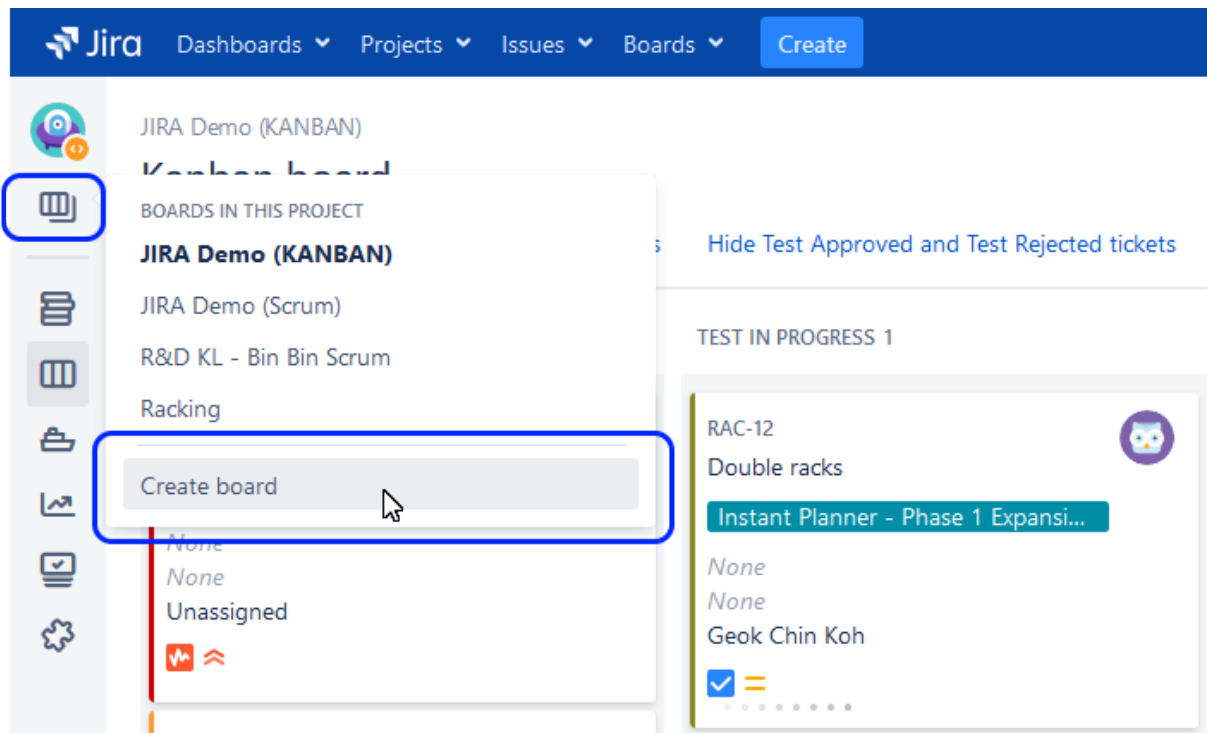
- Create sprint backlogs
- Add tasks to sprints
- More iterative

### Kanban

- Work directly from master backlog
- Pull next highest priority from the master backlog
- Less iterative

## Creating a New Board

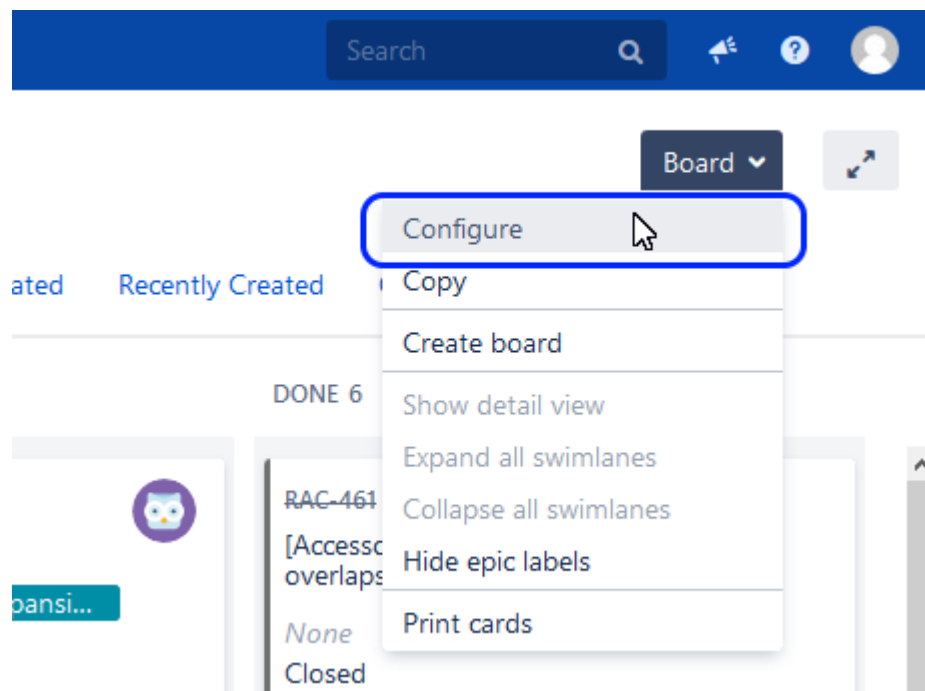
1. Place the mouse over this symbol in the sidebar and select **Create board**:



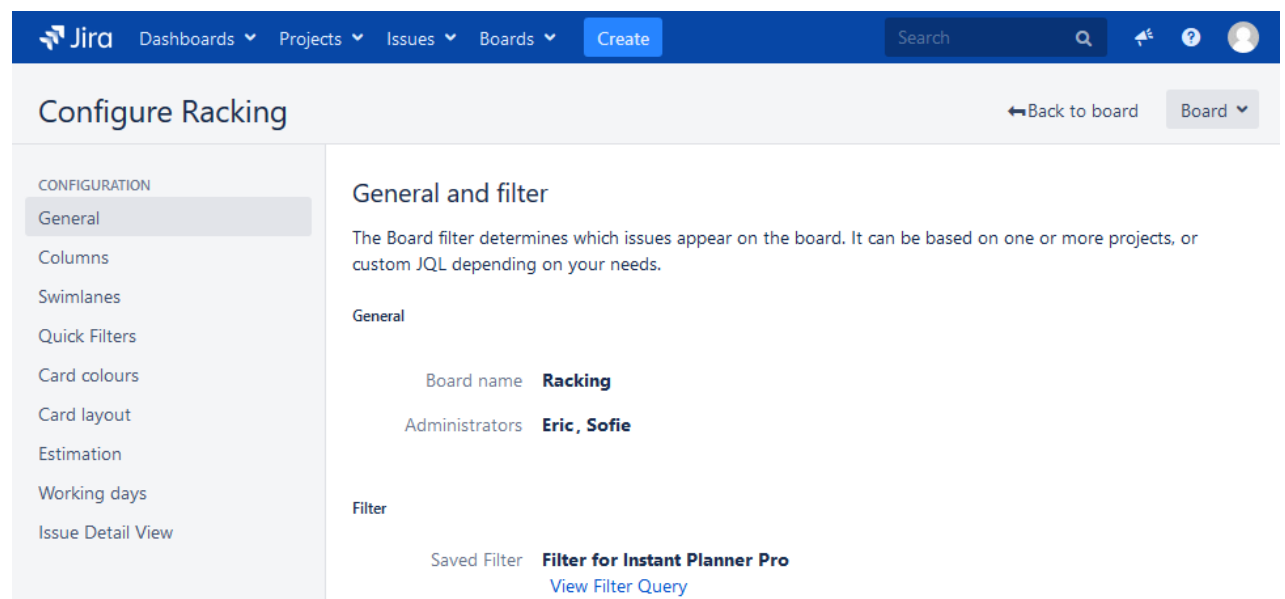
2. Choose between creating either a **Scrum** board or a **Kanban** board and then decide how to create the board by selecting one of these options:
  - Board from existing projectOR
  - Board from existing Saved Filter
3. Enter a **Board name** and select one or more **Projects** to be included in the board.
4. Click the **Create board** button.

## Configuring a Board

1. To configure a board, go to the **Board** drop-down and select **Configure**:



2. General board and filter information is displayed:



The options on the sidebar are for configuring the board, and what they are and how they work is described on the following pages.

## General and Filter

The **General** section displays **Board name** and **Administrators**. If you have editing rights, you can edit both the board name and the administrators.

The filter section shows the **Board filter**, which determines which issues appear on the board and can be based on one or more projects, or custom JQL, depending on your needs.

The screenshot shows the 'Configure Racking' page in Jira. The left sidebar contains a 'CONFIGURATION' menu with options: General, Columns, Swimlanes, Quick Filters, Card colours, Card layout, Estimation, Working days, and Issue Detail View. The 'General and filter' section is active. It displays the board name 'Racking' with an edit icon. Administrators listed are Geok Chin Koh (geoko), Sara Schill Saran (sarsc), and Sofie Rönnerberg (soffo). The filter section shows a saved filter 'Filter for Instant Planner Pro' with a 'View Filter Query' link. Shares are listed for Group: Configura Developers (VIEW), Group: Configura QAs (VIEW), User: Geok Chin Koh (EDIT), and User: Poh Guan Ng (EDIT). The owner is Geok Chin Koh. The filter query is 'project = RAC ORDER BY Rank ASC'. The ranking is 'Using Rank'. Projects in board are 'Racking' with a 'View permission' link.

Clicking the **View Filter Query / Edit Filter Query** link opens a Filter view with detailed filter information. Clicking the star symbol saves the filter as a favorite in the sidebar for easy access.

There are also tools for Emailing, Sharing and Exporting the filter:

The screenshot shows the 'Filter for Instant Planner Pro' view in Jira. The top navigation bar includes 'Jira', 'Dashboards', 'Projects', 'Issues', 'Boards', and a 'Create' button. The main content area shows the filter 'Racking' with a 'Type: All', 'Status: All', 'Assignee: All', and a search bar. The filter is 'Order by Rank'. A list of issues is shown, including RAC-519 '[Elevation] Refresh not working', RAC-20 'SnapAllAligned improvement', RAC-437 'Deleting double rack leaves artifacts', RAC-439 '"Insert forklift aisle" animation is mis...', RAC-440 'Selected boxes are still visible in Struc...', and RAC-441 'Mesh deck sometimes snaps to the c...'. The right sidebar shows the issue details for RAC-519, including the title '[Elevation] Refresh not working', status 'NEW (View Workflow)', priority 'High', and assignee 'Unassigned'. The 'People' section shows the reporter 'Zhen Yeap Lee' and a link to 'Start watching this issue'.

## Columns

Decide which columns to show in the board. Columns can be:

- **Added:** use the **Add column** button to add a column.
- **Removed:** click the trash bin icon to remove a column
- **Reordered:** click anywhere above the horizontal line and drag to move the column left or right.
- **Renamed:** click the column name to change it.

Columns are based upon global statuses which can be moved between columns. Minimum and maximum constraints can be set for each mapped column.

Please note that unmapped statuses will not show in the **Backlog** or the **Board/Active Sprint** views.

*Example*

The top screenshot shows the 'Configure Racking' page in Jira. The 'Column management' section is active, showing settings for 'Column Constraint' (set to 'None'), 'Days in column' (unchecked), and 'Simplified Workflow' (labeled 'Software Simplified Workflow unavailable'). Below these settings is a visual representation of the board columns: 'To Do', 'In Progress', 'Testing', and 'Done'. Each column has a list of issues with their current status (e.g., 'TO DO', 'WORK IN PROGRESS', 'READY FOR TEST', 'CLOSED').

The bottom screenshot shows a Kanban board for 'IPP Sprint #3'. The board has four columns: 'TO DO', 'IN PROGRESS', 'TESTING', and 'DONE'. Each column contains issue cards with details like 'RAC-37', 'RAC-92', 'RAC-13', 'RAC-5', 'RAC-484', and their current status (e.g., 'QA Testing', 'Check performance', 'Schemes', 'Create data catalogue'). A blue arrow points from the 'To Do' column in the top screenshot to the 'TO DO' column in the bottom screenshot.

## Swimlanes

Control which swimlanes to show in the **Board/Active Sprint** view. A swimlane is a horizontal row on the board that can be used to group issues. Swimlanes can be based on **Queries**, **Stories**, **Assignees**, **Epics**, **Projects** or **No Swimlanes**. There could, for example, be a swimlane for crashes that need to be fixed before continuing with other issues. For boards with multiple projects, swimlanes could be used to filter on project or persons.

### Example

The image shows two screenshots from the Jira interface. The top screenshot is the 'Configure Racking' page, and the bottom screenshot is the 'All sprints' board view. A blue arrow points from the 'Swimlanes' configuration in the top screenshot to the swimlane labels in the bottom screenshot.

**Configure Racking - Swimlanes Configuration**

**Swimlanes**

A swimlane is a row on the board that can be used to group issues. Swimlane type can be changed below and will be saved automatically. Note: queries will not be lost when changing to another swimlane type.

Base Swimlanes on: **Epics**

Group issues under their epic. Issues not assigned to an epic will be shown in their own group at the bottom. Epics with no issues on the board will not be shown.

**Configure Racking - Left Sidebar**

- CONFIGURATION
- General
- Columns
- Swimlanes**
- Quick Filters
- Card colours
- Card layout
- Estimation
- Working days
- Issue Detail View

**All sprints Board View**

Racking: All sprints (Switch sprint)

QUICK FILTERS: Performance Crashes Blocking and Very High priorities High priority Medium priority Low and Lowest priority

TO DO 22 WORK IN PROGRESS 7 TEST IN PROGRESS 1

Instant Planner - Basic Features 12 issues

Instant Planner - Phase 1 Expansion Pack 6 issues

**Swimlane 1: RAC-21 Pallet Rack accessories**

- Instant Planner - Phase 1 Expansion...
- Poh Guan Ng
- Test rejected

**Swimlane 2: RAC-8 Position ID**

- Instant Planner - Phase 1 Expansion...
- Poh Guan Ng
- Work in progress

**Swimlane 3: RAC-9 Material selection**

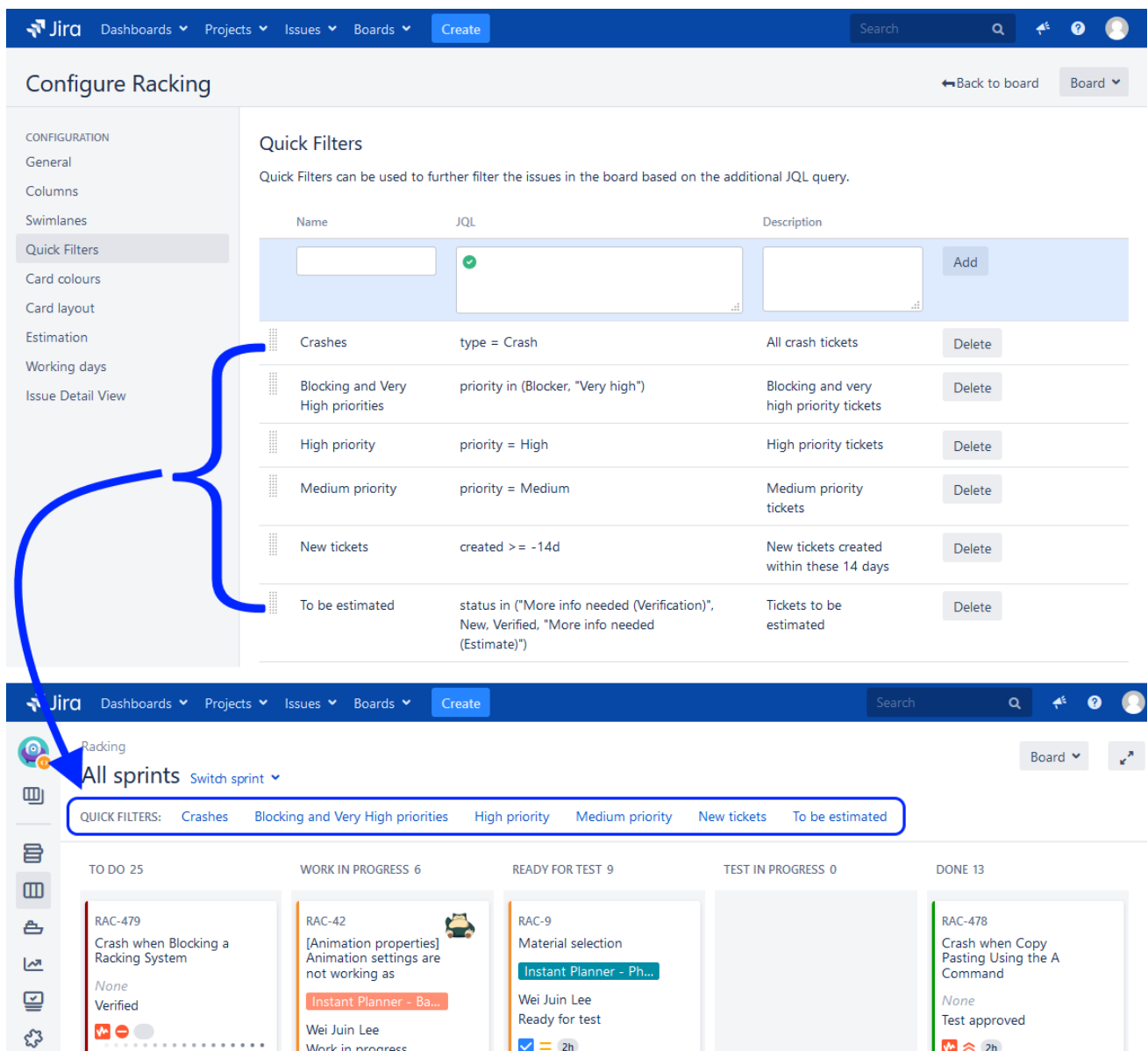
- Instant Planner - Phase 1 Expansion ...
- Wei Juin Lee
- Test in progress

## Quick Filters

To further filter the issues in the board, set up quick filters that can be applied in the **Board/Active Sprint** and **Backlog** views. Quick filters are based on JQL queries and can be:

- **Added:** enter a Name, JQL query, Description and then click Add. When you start typing in the JQL field, you will automatically get suggestions to choose from, and a Syntax Help is enabled by default.
- **Removed:** click the Delete button to remove a quick filter.
- **Reordered:** click the handle to the left of the quick filter name and drag it up or down in the list.
- **Edited:** click the Name, JQL or Description field to edit it.

## Example



The image shows two screenshots from the Jira interface. The top screenshot is the 'Configure Racking' page, specifically the 'Quick Filters' section. It shows a table of quick filters with columns for Name, JQL, and Description. A blue bracket on the left side of the table indicates that these filters can be applied to the board. The bottom screenshot shows the 'All sprints' board view. At the top, there is a 'QUICK FILTERS:' section with buttons for 'Crashes', 'Blocking and Very High priorities', 'High priority', 'Medium priority', 'New tickets', and 'To be estimated'. These buttons correspond to the quick filters defined in the top screenshot. The board itself is divided into columns: 'TO DO 25', 'WORK IN PROGRESS 6', 'READY FOR TEST 9', 'TEST IN PROGRESS 0', and 'DONE 13'. Each column contains issue cards with details like issue ID, title, status, and assignee.

**Quick Filters Configuration:**

Name	JQL	Description	Action
			Add
Crashes	type = Crash	All crash tickets	Delete
Blocking and Very High priorities	priority in (Blocker, "Very high")	Blocking and very high priority tickets	Delete
High priority	priority = High	High priority tickets	Delete
Medium priority	priority = Medium	Medium priority tickets	Delete
New tickets	created >= -14d	New tickets created within these 14 days	Delete
To be estimated	status in ("More info needed (Verification)", New, Verified, "More info needed (Estimate)")	Tickets to be estimated	Delete

**Board View (All sprints):**

QUICK FILTERS: Crashes Blocking and Very High priorities High priority Medium priority New tickets To be estimated

**Columns:**

- TO DO 25:** RAC-479 Crash when Blocking a Racking System (None Verified)
- WORK IN PROGRESS 6:** RAC-42 [Animation properties] Animation settings are not working as (Instant Planner - Ba... Wei Juin Lee Work in progress)
- READY FOR TEST 9:** RAC-9 Material selection (Instant Planner - Ph... Wei Juin Lee Ready for test)
- TEST IN PROGRESS 0:**
- DONE 13:** RAC-478 Crash when Copy Pasting Using the A Command (None Test approved)



Below are a few examples on JQL syntax that can be used to set up quick filters:

- Priority = "High" Find all issues with "High" priority.
- Priority != "Very low" Find all issues except those that have the "Very low" priority.
- Status in ("New", "Verified", "To Do") Find all issues which have the status "New", "Verified", or "To Do".
- Status not in (New, Verified) Find all issues except those that have the status "New" or "Verified".
- fixVersion is EMPTY Find all issues without any Fix Version
- Developer is not EMPTY Find all issues with developer assigned.
- created >= -14d Find all issues created for the past 14 days including today.
- created < 1w Find all issues created before 1 week ago.
- Type = Task AND Developer is EMPTY Find all issues with issue type task and developer is unassigned.
- status = New OR Developer is EMPTY Find all issues with issue status new or issues with developer unassigned.

## Card colours

Choose a method for assigning colours to the cards in the **Board/Active Sprint** and **Backlog** views. If no method is selected, the cards will not have a coloured edge. Any changes to the colour configuration for a method are saved immediately, so you can switch back to it later if you wish.

*Example:*

The image consists of three screenshots from the Jira interface, illustrating the 'Card colours' configuration and its application in different views.

**Top Screenshot: Configure Racking**

The 'Card colours' section is shown. It includes a dropdown menu for 'Colours based on' with options: Priorities, Issue Types, Priorities (selected), Assignees, Queries, and None. Below this is a table of priority levels and their corresponding colors:

Color	Priority	Delete
Red	Blocker	Delete
Dark Red	Highest	Delete
Red	High	Delete
Orange	Medium	Delete
Grey	Low	Delete
Grey	Minor	Delete
Green	Very high	Delete

**Middle Screenshot: Backlog**

The 'Backlog' view is shown. A blue box highlights the 'RAC-9 Material selection' card, which has a red border, indicating it is a 'High' priority issue. Other cards like 'RAC-478' and 'RAC-479' also show colored borders based on their priority.

**Bottom Screenshot: All sprints**

The 'All sprints' view is shown. Blue boxes highlight the 'Active sprints' column and the 'RAC-9 Material selection' card. The card's red border is consistent with its 'High' priority setting from the backlog view, demonstrating how the configuration applies across different Jira views.

## Card layout

In addition to the fields that are always shown on the cards – **Key**, **Summary** and **Epic** – it is possible to add up to three extra information fields. The setup could look different for the **Board/Active sprint** view and for the **Backlog** view.

*Example:*

The image consists of three screenshots from the Jira interface, illustrating the configuration of the 'Card layout' for the 'Racking' board.

**Top Screenshot: Configure Racking**

The 'Configure Racking' page shows the 'Card layout' configuration. The 'Backlog' section lists the fields to be displayed on the backlog cards: 'Linked Issues', 'Priority', and 'Status'. The 'Active sprints' section lists the fields to be displayed on the active sprint cards: 'Affects Version/s', 'Developer', and 'Status'. Blue arrows point from these sections to the corresponding views in the bottom screenshots.

**Middle Screenshot: Backlog View**

The 'Backlog' view shows the 'IPP Sprint #3' with 47 issues. The cards display the configured fields: 'None', 'Medium', 'Ready for test' for RAC-9; 'None', 'Very high', 'Test approved' for RAC-478; and 'None', 'Blocker', 'Verified' for RAC-479. Blue boxes highlight these field values.

**Bottom Screenshot: All sprints View**

The 'All sprints' view shows the 'Active sprints' section. The cards display the configured fields: 'None', 'Verified' for RAC-479; 'Instant Planner - Ba...', 'Wei Jun Lee', 'Ready for test' for RAC-42; 'Instant Planner - Ba...', 'Poh Guan Ng', 'Ready for test' for RAC-17; and 'None', 'Test approved' for RAC-478. Blue boxes highlight these field values.

## Estimation

Issues can be estimated when in the **Backlog** view to get an idea of how much work is being committed to in a sprint. Choose to estimate on;

- **Story Points:** estimate issues in the Backlog by entering values for Story Points. Your velocity from sprint to sprint will be measured against these estimates.
- **Original Time Estimate:** estimate issues in the Backlog using durations (e.g. hours, ideal days). Your velocity from sprint to sprint will be measured against these estimates.
- **Issue Count:** your velocity from sprint to sprint will be measured by the number of issues completed in each sprint. However, you will not be required to enter any estimates against issues in the Backlog.

*Example:*

The image shows two screenshots from the Jira interface. The top screenshot is the 'Configure Racking' page, specifically the 'Estimation' tab. It shows the 'Estimation Statistic' set to 'Original Time Estimate' and 'Time Tracking' set to 'Remaining Estimate and Time Spent'. A blue arrow points from the 'Original Time Estimate' dropdown to the 'Original Time Estimate' field in the backlog view below. The bottom screenshot is the 'Backlog' view for 'IPP Sprint #3'. It shows a list of issues with their estimated time in hours. A blue arrow points from the 'Original Time Estimate' field in the backlog view to the 'Original Time Estimate' dropdown in the configuration view. The backlog view also shows a progress bar for the sprint, indicating 'In Progress: 10h of 42h (Original Time Estimate)', 'Not Started: 20h of 42h (Original Time Estimate)', and 'Done: 12h of 42h (Original Time Estimate)'. The issues listed are:

Issue ID	Summary	Priority	Status	Estimate (h)
RAC-9	Material selection	Medium	Ready for test	4h
RAC-478	Crash when Copy Pasting Using the A Command	Very high	Test approved	2h
RAC-12	Double racks	Medium	Test rejected	20h
RAC-92	Stretch uprights	Medium	Test rejected	20h

## Working days

These settings allow you specify **Time Zone**, **Standard Working Days** and **Non-Working Days**.

Jira

Dashboards

▼

Projects

▼

Issues

▼

Boards

▼

Create

Search

Q

?

Configure Racking

← Back to board

Board ▼

CONFIGURATION

General

Columns

Swimlanes

Quick Filters

Card colours

Card layout

Estimation

Working days

Issue Detail View

Working days

These settings allow you to highlight or exclude non-working days from reports and gadgets.

They apply to the following reports: Burndown Chart, Sprint Report, Epic Report, Version Report, Control Chart; and the following gadgets: Sprint Health Gadget, Burndown Gadget.

Time Zone

Region: System default ▼

Time Zone: (GMT+00:00) UTC ▼

Standard Working Days

Every 

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☐ Sunday

Non-Working Days

Dates: No dates

Add Date

2nd Revision

12

## Issue Detail View

Clicking an issue in the **Backlog** view or the **Board/Active sprint** view brings up a detailed view to the right on the board. The contents of this Issue Detail view are configured here, and the available fields are categorized as **General Fields**, **Date fields**, **People** and **Links**. Fields can be:

- **Added:** select the desired field and click the **Add** button.
- **Deleted:** click the **Delete** button on the field you want to delete from the Issue Detail view.
- **Reordered:** click the handle to the left of the field name and drag up or down in the list.

The screenshot shows the Jira interface for configuring a board. The top navigation bar includes 'Jira', 'Dashboards', 'Projects', 'Issues', 'Boards', and a 'Create' button. A search bar and user profile icon are on the right. The main header is 'Configure Sara's Demo Board' with a 'Back to board' link and a 'Board' dropdown. A left sidebar lists configuration options: 'CONFIGURATION', 'General', 'Columns', 'Swimlanes', 'Quick Filters', 'Card colours', 'Card layout', 'Estimation', 'Working days', and 'Issue Detail View' (which is selected). The main content area is titled 'Issue Detail View' and contains the instruction 'Add, delete or reorder fields on the Issue Detail View.' It is divided into four sections: 'General fields', 'Date fields', 'People', and 'Links'. Each section has a 'Field name' label and a list of fields with 'Add' and 'Delete' buttons. In 'General fields', 'Affects Version/s' is added, while 'Component/s' and 'External issue ID' are listed with delete buttons. 'Date fields' has 'Created' added. 'People' has 'Approvers' added. 'Links' has 'Linked Issues' added.

**Configure Sara's Demo Board** [Back to board](#) **Board** ▼

**Issue Detail View**  
Add, delete or reorder fields on the Issue Detail View.

**General fields**

Field name

Affects Version/s **Add**

Component/s **Delete**

External issue ID **Delete**

**Date fields**

Field name

Created **Add**

**People**

Field name

Approvers **Add**

**Links**

Field name

Linked Issues **Add**