



Jira Extension for Zoho Projects

Zoho Projects Extension



User Manual

Version 1.0

Prepared By:





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Jira - Zoho Projects Extension: User Manual

1. Overview

Jira Software is part of a family of products designed to help teams of all types manage work. Originally, Jira was designed as a bug and issue tracker. But today, Jira has evolved into a powerful work management tool for all kinds of use cases, from requirements and test case management to agile software development. In this guide, you'll learn which features and functionalities of Jira can help your team with your unique needs.

Jira for Zoho Projects is an extension developed by Tiara, Alliance Partner of Zoho, which is available in Zoho Marketplace for all the Zoho users. It lets you access your Jira account and associate your Tickets with Zoho Projects. You can use this extension to link relevant supporting documents and resources with the projects.


This User Manual document provides step-by-step instructions to install the Jira extension from Zoho Marketplace, how to configure and associate files with the projects within your Zoho Projects account.

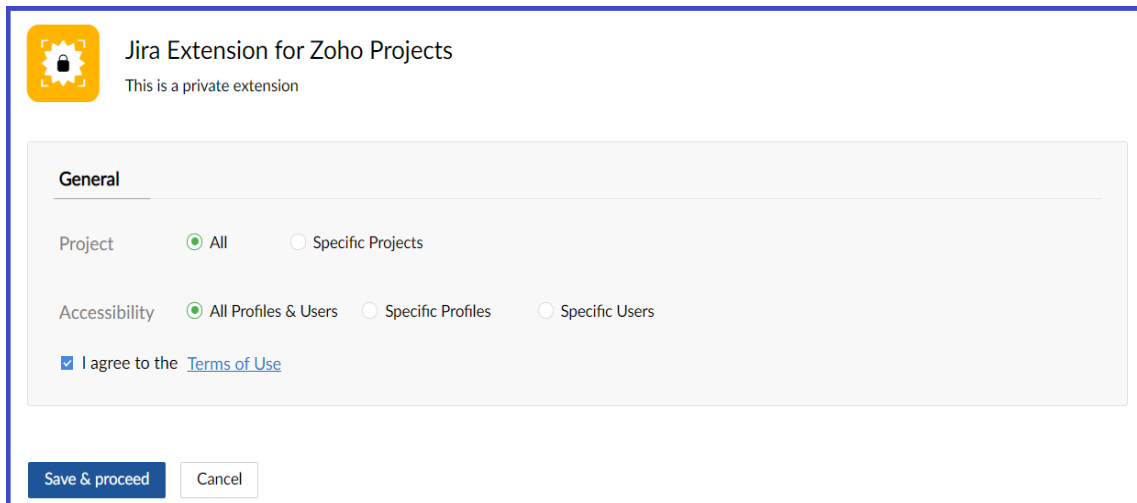
1.1 Install Jira Extension

The Jira Extension can be installed into your Zoho Projects account by following either of the below mentioned two ways.

Go to **Zoho Marketplace** and search for **Jira Extension for Zoho Projects** extension to locate the extension and install it directly from the Marketplace. Alternatively, you can install the Jira Extension by logging in to your Zoho Projects account and follow the installation instructions.

To install Jira Extension from Zoho Projects,

- ❖ Go to  > **Marketplace** > **All**
- ❖ Browse/search for **Jira Extension for Zoho Projects**, locate and then click the Extension
- ❖ Click the **Install** button. Make sure you check the “I agree to the Terms of Use”checkbox.



Jira Extension for Zoho Projects
This is a private extension

General

Project All Specific Projects

Accessibility All Profiles & Users Specific Profiles Specific Users

I agree to the [Terms of Use](#)

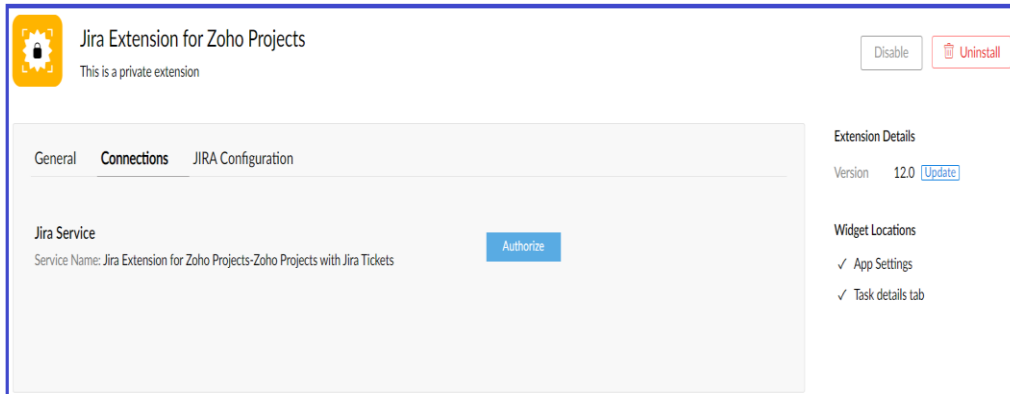
Save & proceed Cancel

- ❖ Select the **Project(s) & Profile(s)** for which the extension needs to be shared with or given access to.
- ❖ Read the Privacy Declaration and click **Save & Proceed**.

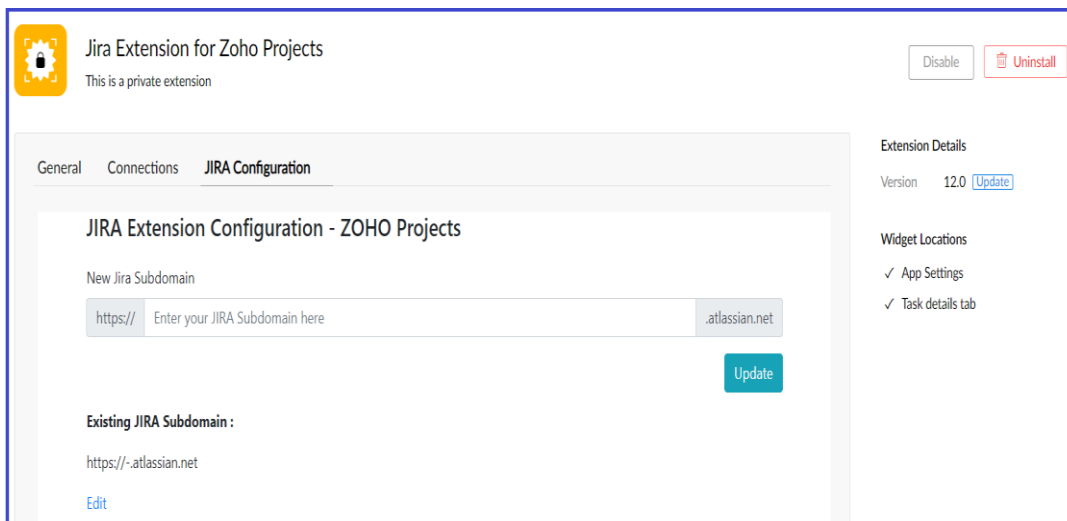


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- ❖ Authorize the connections made for the Jira Service account.
 - ❖ Click the Authorize Button
 - ❖ Provide a Username (Email) and Password (API Token) for the Jira Service account.



- ❖ Jira Extension Configuration for Zoho Projects.
 - ❖ Provide a Subdomain for the Jira account to update the configuration in Zoho Projects.





1.2 Finding Your Jira Credentials (for installing Jira Extension)

To activate Jira Extension, The below credentials are mandatory.

- **Email and Password:** This Email and password of your Jira account to log in.
- **Create Subdomain:** After login to the Jira account. Go to **Atlassian ->Jira Software->Create Subdomain**
 - Use this generated Subdomain (claim your site) during Jira Extension Configuration Process.

Welcome back,

Work email *

test@gmail.com

Sign in with a different Atlassian account

Claim your site * ?

***** .atlassian.net

By clicking below, you agree to the [Atlassian Cloud Terms of Service](#) and [Privacy Policy](#).

Agree

NO CREDIT CARD REQUIRED

ATLASSIAN

- **Create API Token:** Use this API Token During the Jira Extension Installation process.
 - Go to settings page->Click Atlassian account settings->security->API Token->Create API token.

API Tokens

Create API token Revoke all API tokens


Your API tokens need to be treated as securely as any other password. You can only create a maximum of 25 tokens at a time.

Label	Last accessed	Action
*****	Never Accessed	Revoke



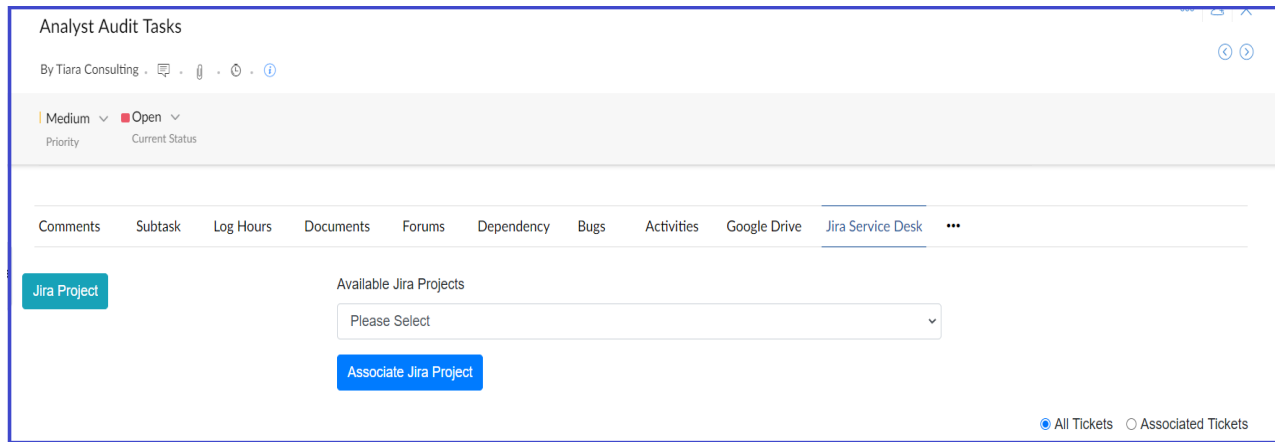
1.4 Uninstall Jira Extension

Uninstalling the Jira Extension from Zoho Projects will delete all its associated data. To uninstall OneDrive Extension, please follow the below steps:

- ❖ Go to  > **Marketplace** > **All** > **Installed** tab.
- ❖ Select the **Jira Extension for Zoho Projects** extension and click on **Uninstall**
- ❖ Click **Uninstall Extension** in the confirmation pop-up that follows. The Extension will be uninstalled.

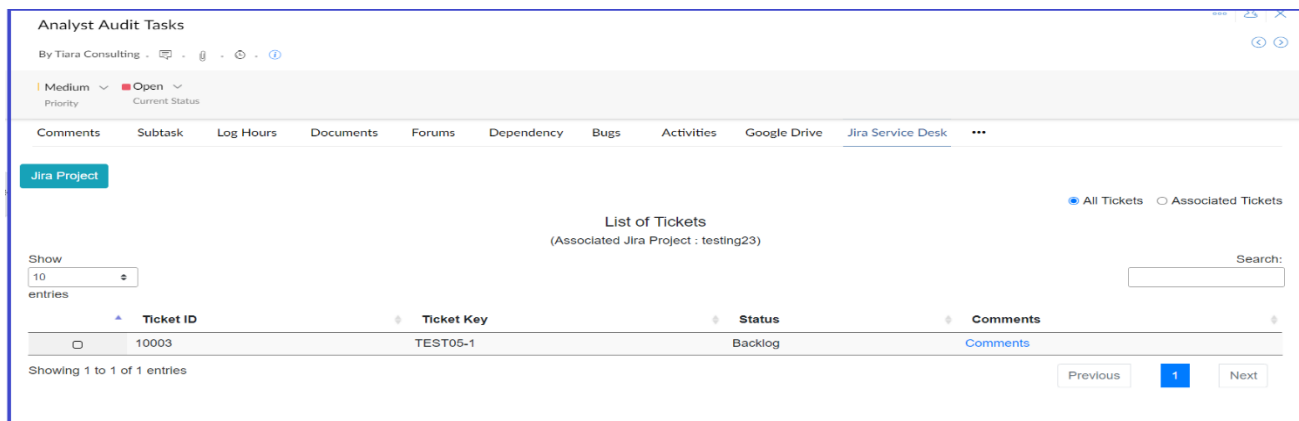
2. Associated Jira Projects

- ❖ After Extension Installation Go to Task tab-> choose a task
- ❖ After selecting the task panel to choose the Jira Service Desk
- ❖ Click Jira project Button to select the Available Jira projects.
- ❖ Selected project is displayed.



3. View List of Tickets

- ❖ The user can be viewing the List of tickets in selected projects.
- ❖ The associated projects display the list of tickets available in the Jira software.





4. Issues to be associated

- ❖ The user can be select any one of the tickets to associate it and track the comments.
- ❖ User can also change the comments to update the ticket issues.

Analyst Audit Tasks

By Tiara Consulting

Medium Priority | Open Current Status

Comments Subtask Log Hours Documents Forums Dependency Bugs Activities Google Drive Jira Service Desk

List of Tickets
(Associated Jira Project : testing23)

Show: 10 entries

Clear Selected	Ticket ID	Ticket Key	Status	Comments
<input checked="" type="checkbox"/>	10003	TEST05-1	Backlog	Comments

Showing 1 to 1 of 1 entries 1 row selected

Previous 1 Next

1 ticket selected Associate Tickets

- ❖ The Associated tickets will be displayed in the Associated tickets section.

Analyst Audit Tasks

By Tiara Consulting

Medium Priority | Open Current Status

Comments Subtask Log Hours Documents Forums Dependency Bugs Activities Google Drive Jira Service Desk

Jira Project

All Tickets Associated Tickets

Close New Comment

S.No	Comments	Author	Created	Actions
1	Fix it	Zoho Practice	11 - Dec - 2020 10:5:46	Edit Delete

Previous Next!



5. Jira Comments

- ❖ The user can be tracking the issues based on the in a ticket.
- ❖ Jira comments will be Displayed in the Associated tickets Section.
- ❖ The user can add new comment or edit previous comments (Text only).

The screenshot shows a Jira ticket titled "Analyst Audit Tasks" with a priority of "Medium" and status of "Open". The interface includes a navigation menu with options like "Comments", "Subtask", "Log Hours", "Documents", "Forums", "Dependency", "Bugs", "Activities", "Google Drive", and "Jira Service Desk". A "Jira Project" button is visible. Below the navigation, there are radio buttons for "All Tickets" and "Associated Tickets", along with "Close" and "New Comment" buttons. A table displays the comment history:

S.No	Comments	Author	Created	Actions
1	<input type="text" value="Fix it"/>	Zoho Practice	11 - Dec - 2020 10:5:46	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Navigation links "Previous" and "Next" are located at the bottom right of the table.

6. Support - Tiara Help Desk

Thank you for installing Jira Extension. If you have any questions or facing installation issues, please contact **Tiara Support Desk** for Zoho extensions via email at zohosupport@tiaraconsulting.com or call us at **(925) 218 4080**.