

# HOW TO JIRA

PROCESS JIRA



**ARVAL**  
BNP PARIBAS GROUP

We care about cars. We care about you.

# First step – Create your account

- First create your Jira account
  - Here below the process :

## PROCESS TO ASK FOR A JIRA ACCOUNT



Contact the **hotline** to start the process.

1.



You will receive a mail from them saying that the ticket is closed (it means that the account is created).

2.



Tell to the **digital team** that you have an account, we will give you the access to the project **Drupal Run**

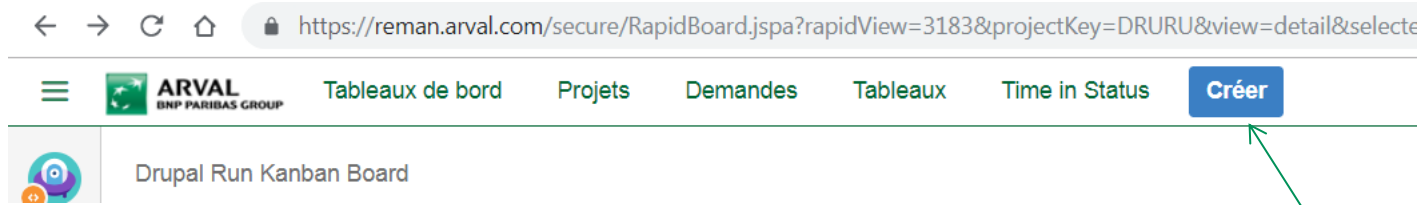
3.



You are now able to use the tool !  
[click here to connect](#)

4.

# Create your ticket – Step 1



To create your first ticket click on « create »

A screenshot of a web form titled 'Créer une demande'. The form contains several fields: 'Projet\*' (dropdown menu with 'Drupal 8 - Run (DRURU)'), 'Type de demande\*' (dropdown menu with 'Amélioration'), 'Résumé\*' (text input field), 'Countries and site\*' (dropdown menu with 'Aucune'), 'Descriptif' (rich text editor with a toolbar), 'URL\*' (text input field), and 'Rapporteur\*' (dropdown menu with 'PASTOL, Sophie'). At the bottom of the form, there are two buttons: 'Créer' and 'Annuler'. A green arrow points from the text 'This formular will appear' to the form.

This formular will appear

# Create your ticket – Step 2 – The formular

**Create Issue** Configure Fields

Project\* Drupal 8 - Run (DRURU)

Issue Type\* Bug

Summary\* It's not working as usual

Countries and site\* None None

Description

Full detailed description of the bug with all detailed test cases :  
it's not working...

Visual Text

URL\* something with www

Select the theme of your inquiry : Bug, Webmastering, Question etc ...

Select the country and the type of site ( RH, CVO, Motortrade etc ... )

Describe as precisely as possible the issue or the question you have

Here enter the concerned url on which you noticed the issue

# Create your ticket – Step 3 – The formular

The screenshot shows a ticket creation form with the following fields and annotations:

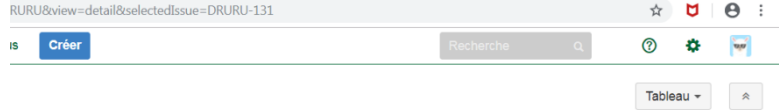
- URL \***: Text input field containing "something with www".
- Label**: Dropdown menu with "None" selected.
- Attachment**: Dashed box containing a cloud icon and the text "Drop files to attach, or browse." An arrow points to this area with the instruction "Insert here screenshot of the issue, it will help de developer to understand better your issue".
- Linked Issues**: Dropdown menu with "Blocked by" selected.
- Issue**: Text input field with a dropdown arrow and a "+" sign. Below it is the text "Begin typing to search for issues to link. If you leave it blank, no link will be made." An arrow points to this field with the instruction "Assign the issue to Sophie Pastol".
- Assignee**: Dropdown menu with "Automatic" selected.
- Footer**: A bar containing a checkbox "Create another", a blue "Create" button, and a "Cancel" link. An arrow points to the "Create" button with the instruction "Click on create and voilà !".

Insert here screenshot of the issue, it will help de developer to understand better your issue

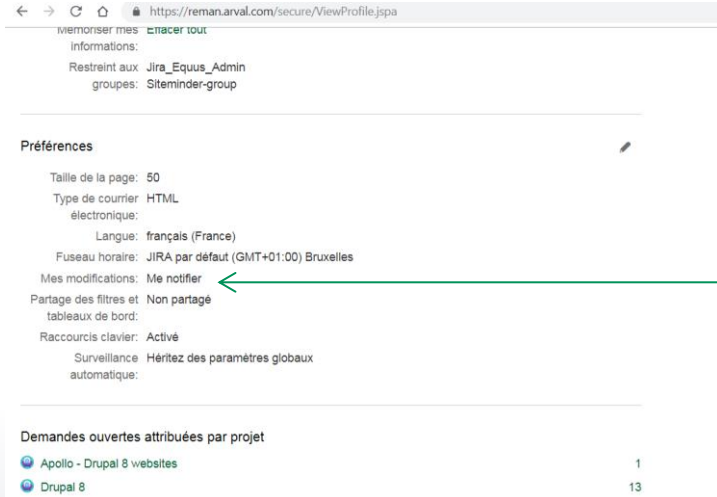
Assign the issue to Sophie Pastol

Click on create and voilà !

# Be notified automatically



Go on your profil



Here is the selection