# **Project: ITSM**

## EXPERIMENTAL

#### (i) Project Details



Name: ITSM

Кеу: Ітѕм

ld: 10000

Project Lead: admin (admin)

Project type: 📵 Service

Project category:

Description:

## (i) Customer Portal details

Portal Id: 1 Name: ITSM Introduction text:

\*Welcome!\* You can raise a ITSM request from the options provided.

Show the search bar on this customer portal: No

Allow comment reactions on the customer portal for this project: Yes

Customer permissions

Can agents add announcements to this portal?: Yes, agents can add announcements to this portal

Original key: ITSM

Archived: NO

Who can raise requests?: Customers who have an account on this Jira site

Who can customers share requests with?: Any customer, by typing an email address

Can customers vote for requests in the Customer Portal?: No, customers can't vote in the portal

Customer satisfaction

Collect customer satisfaction feedback: Yes Question: How was our service for this request?

## Summary of project configuration

| Issue Type   | Workflow   |   | Field configuration   | Screen  |  |  |
|--|------------|---|---|---|--|--|
| ✓ Task   | ITSM: Jira | a Service Management default workflow                                 | Jira Service Management Field<br>Configuration for Project ITSM | ITSM: Jira Service Management:<br>Request Fulfilment View/Edit Screen |  |  |
| Service Request  |            | vice Request Fulfilment workflow for<br>ce Management                 | Jira Service Management Field<br>Configuration for Project ITSM | ITSM: Jira Service Management:<br>Request Fulfilment View/Edit Screen |  |  |
| Sub-task   | ITSM: Jira | a Service Management default workflow                                 | Jira Service Management Field<br>Configuration for Project ITSM | ITSM: Jira Service Management:<br>Request Fulfilment View/Edit Screen |  |  |
| Incident   |            | ident Management workflow for Jira<br>lanagement                      | Jira Service Management Field<br>Configuration for Project ITSM | ITSM: Jira Service Management:<br>Incident View/Edit Screen           |  |  |
| Problem  |            | blem Management workflow for Jira<br>lanagement                       | Jira Service Management Field<br>Configuration for Project ITSM | ITSM: Jira Service Management:<br>Problem View/Edit Screen            |  |  |
| Change   |            | ange Management workflow for Jira<br>lanagement                       | Jira Service Management Field<br>Configuration for Project ITSM | ITSM: Jira Service Management: Change<br>View/Edit Screen             |  |  |
| Service Request with Approvals                           |            | vice Request Fulfilment with Approvals<br>for Jira Service Management | Jira Service Management Field<br>Configuration for Project ITSM | ITSM: Jira Service Management:<br>Request Fulfilment View/Edit Screen |  |  |
| Configuration  |            | Details   |   |   |  |  |
| Issue types Scheme                                       |            | ITSM: Jira Service Management Issue Ty                                | ype Scheme  |   |  |  |
| Workflow Scheme  |            | Jira Service Management IT Support Wo                                 | orkflow Scheme generated for Project ITS                        | SM  |  |  |
| Issue Type Screen Sche                                   | eme        | ITSM: Jira Service Management Issue Type Screen Scheme                |   |   |  |  |
| Field Configuration Sch                                  | neme       | Jira Service Management Field Configuration Scheme for Project ITSM   |   |   |  |  |
| Priority scheme ITSM - Jira Service Management Priority  |            | y Scheme  |   |   |  |  |
| Permission Scheme Jira Service Management Permission Sch |            | heme for Project ITSM   |   |   |  |  |
| Issue Security Scheme None                               |            |   |   |   |  |  |
| Notification Scheme Default Notification Scheme          |            |   |   |   |  |  |
| Components Total: 16                                     |            |   |   |   |  |  |
| Components   |            | Total: 16   |   |   |  |  |

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## **Issue Types**

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## **Issue Types**

#### ① ITSM: Jira Service Management Issue Type Scheme (Id: 10301)

**Description**: This Jira Service Management Issue Type Scheme was generated automatically

| Id    | Туре     | Default | Icon     | Name                              | Description   |
|-------|----------|---------|----------|-----------------------------------|---|
| 10105 | STANDARD | NO      | <b>~</b> | Task                              | A task that needs to be done.   |
| 10101 | STANDARD | NO      |          | Service Request                   | Created by Jira Service Management.                                       |
| 10106 | SUB-TASK | NO      | 4        | Sub-task                          | The sub-task of the issue   |
| 10100 | STANDARD | NO      |          | Incident                          | For system outages or incidents. Created by Jira Service Management.      |
| 10104 | STANDARD | NO      |          | Problem                           | Track underlying causes of incidents. Created by Jira Service Management. |
| 10103 | STANDARD | NO      | <b>~</b> | Change                            | Created by Jira Service Management.                                       |
| 10102 | STANDARD | NO      | =        | Service Request with<br>Approvals | For requests that require approval. Created by Jira Service Management    |

#### **Priorities**

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#### **Priorities**

## ① ITSM - Jira Service Management Priority Scheme (Id: 10303)

#### Description:

| Id    | Icon | Default | Name    | Description   | Color |
|-------|------|---------|---------|---|-------|
| 10000 |      | NO      | Blocker | The problem will block progress.                      |       |
| 2     | ^    | NO      | High    | Serious problem that could block progress.            |       |
| 3     | =    | NO      | Medium  | Has the potential to affect progress.                 |       |
| 4     | ~    | NO      | Low     | Minor problem or easily worked around.                |       |
| 10001 | 0    | NO      | Minor   | Trivial problem with little or no impact on progress. |       |

## Translations

| Prioritie | Language             | Name    | Description   |
|-----------|----------------------|---------|---|
| Blocker   | Chinese (China)      | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Czech (Czechia)      | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Danish (Denmark)     | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Dutch (Netherlands)  | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | English (UK)         | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Estonian (Estonia)   | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Finnish (Finland)    | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | French (France)      | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | German (Germany)     | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Hungarian (Hungary)  | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Icelandic (Iceland)  | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Italian (Italy)      | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Japanese (Japan)     | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Korean (South Korea) | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Norwegian (Norway)   | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Polish (Poland)      | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Portuguese (Brazil)  | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Romanian (Romania)   | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Russian (Russia)     | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Slovak (Slovakia)    | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Spanish (Spain)      | Blocker | Blocks development and/or testing work, production could not run. |
| Blocker   | Swedish (Sweden)     | Blocker | Blocks development and/or testing work, production could not run. |

| O Minor | Chinese (China)      | Minor | Minor loss of function, or other problem where easy workaround is present. |
|---------|----------------------|-------|--|
| O Minor | Czech (Czechia)      | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Danish (Denmark)     | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Dutch (Netherlands)  | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | English (UK)         | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Estonian (Estonia)   | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Finnish (Finland)    | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | French (France)      | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | German (Germany)     | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Hungarian (Hungary)  | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Icelandic (Iceland)  | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Italian (Italy)      | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Japanese (Japan)     | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Korean (South Korea) | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Norwegian (Norway)   | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Polish (Poland)      | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Portuguese (Brazil)  | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Romanian (Romania)   | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Russian (Russia)     | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Slovak (Slovakia)    | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Spanish (Spain)      | Minor | Minor loss of function, or other problem where easy workaround is present. |
| O Minor | Swedish (Sweden)     | Minor | Minor loss of function, or other problem where easy workaround is present. |

#### Workflows

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## Workflows

**Description**: This Jira Service Management IT Support Workflow Scheme was generated for Project ITSM

| Workflow   | Issue Types                    |
|--|--------------------------------|
| TISM: Service Request Fulfilment with Approvals workflow for Jira Service Management | Service Request with Approvals |
| TSM: Problem Management workflow for Jira Service Management                         | Problem                        |
| TSM: Service Request Fulfilment workflow for Jira Service Management                 | Service Request                |
| TSM: Incident Management workflow for Jira Service Management                        | □ Incident                     |
| TSM: Jira Service Management default workflow  | ☑ Task<br>⑤ Sub-task           |
| TSM: Change Management workflow for Jira Service Management                          | Change                         |

## Issue Type Screens

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## **Issue Type Screens**

i ITSM: Jira Service Management Issue Type Screen Scheme (Id: 10000)

**Description**: This Jira Service Management Issue Type Screen Scheme was generated automatically

| issue Types                       | Screen Scheme Id | Screen Scheme Name   |
|-----------------------------------|------------------|--|
| Default                           | 10000            | ITSM: Jira Service Management Screen Scheme                      |
| Sub-task                          | 10004            | ITSM: Jira Service Management: Request Fulfilment Screen Scheme  |
| Service Request                   | 10004            | ITSM: Jira Service Management: Request Fulfilment Screen Scheme  |
| ■ Incident                        | 10002            | ITSM: Jira Service Management: Incident Management Screen Scheme |
| Change                            | 10001            | ITSM: Jira Service Management: Change Management Screen Scheme   |
| Service Request with<br>Approvals | 10004            | ITSM: Jira Service Management: Request Fulfilment Screen Scheme  |
| ✓ Task                            | 10004            | ITSM: Jira Service Management: Request Fulfilment Screen Scheme  |
| Problem                           | 10003            | ITSM: Jira Service Management: Problem Management Screen Scheme  |

## Screen Schemes

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## **Screen Schemes**

i ITSM: Jira Service Management Screen Scheme (ld: 10000)

**Description**: This Jira Service Management Issue Type Screen Scheme was generated automatically

| Operation Id | Issue Operation | Screen Id | Screen Name                          |
|--------------|-----------------|-----------|--------------------------------------|
| N/A          | Default         | 10000     | ITSM: Jira Service Management Screen |
|              |                 |           |                                      |

#### ① ITSM: Jira Service Management: Request Fulfilment Screen Scheme (Id: 10004)

**Description**: This Jira Service Management Issue Type Screen Scheme was generated automatically

| Operation Id | Issue Operation | Screen Id | Screen Name   |
|--------------|-----------------|-----------|---|
| N/A          | Default         | 10007     | ITSM: Jira Service Management: Request Fulfilment Create Issue Screen |
| 0            | Create Issue    | 10007     | ITSM: Jira Service Management: Request Fulfilment Create Issue Screen |
| 1            | Edit Issue      | 10008     | ITSM: Jira Service Management: Request Fulfilment View/Edit Screen    |
| 2            | View issue      | 10008     | ITSM: Jira Service Management: Request Fulfilment View/Edit Screen    |

#### (i) ITSM: Jira Service Management: Request Fulfilment Screen Scheme (ld: 10004)

**Description**: This Jira Service Management Issue Type Screen Scheme was generated automatically

| Operation Id | Issue Operation | Screen Id | Screen Name   |
|--------------|-----------------|-----------|---|
| N/A          | Default         | 10007     | ITSM: Jira Service Management: Request Fulfilment Create Issue Screen |
| 0            | Create Issue    | 10007     | ITSM: Jira Service Management: Request Fulfilment Create Issue Screen |
| 1            | Edit Issue      | 10008     | ITSM: Jira Service Management: Request Fulfilment View/Edit Screen    |
| 2            | View issue      | 10008     | ITSM: Jira Service Management: Request Fulfilment View/Edit Screen    |

#### i ITSM: Jira Service Management: Incident Management Screen Scheme (Id: 10002)

**Description**: This Jira Service Management Issue Type Screen Scheme was generated automatically

| Issue Operation | Screen Id                       | Screen Name   |
|-----------------|---------------------------------|---|
| Default         | 10003                           | ITSM: Jira Service Management: Incident Create Issue Screen |
| Create Issue    | 10003                           | ITSM: Jira Service Management: Incident Create Issue Screen |
| Edit Issue      | 10004                           | ITSM: Jira Service Management: Incident View/Edit Screen    |
| View issue      | 10004                           | ITSM: Jira Service Management: Incident View/Edit Screen    |
|                 | Default Create Issue Edit Issue | Default 10003 Create Issue 10003 Edit Issue 10004           |

#### i ITSM: Jira Service Management: Change Management Screen Scheme (Id: 10001)

**Description**: This Jira Service Management Issue Type Screen Scheme was generated automatically

| Operation Id | Issue Operation | Screen Id | Screen Name   |
|--------------|-----------------|-----------|---|
| N/A          | Default         | 10001     | ITSM: Jira Service Management: Change Create Issue Screen |
| 0            | Create Issue    | 10001     | ITSM: Jira Service Management: Change Create Issue Screen |
| 1            | Edit Issue      | 10002     | ITSM: Jira Service Management: Change View/Edit Screen    |
| 2            | View issue      | 10002     | ITSM: Jira Service Management: Change View/Edit Screen    |

## ① ITSM: Jira Service Management: Request Fulfilment Screen Scheme (Id: 10004)

**Description**: This Jira Service Management Issue Type Screen Scheme was generated automatically

| Operation Id | Issue Operation | Screen Id | Screen Name   |
|--------------|-----------------|-----------|---|
| N/A          | Default         | 10007     | ITSM: Jira Service Management: Request Fulfilment Create Issue Screen |
| 0            | Create Issue    | 10007     | ITSM: Jira Service Management: Request Fulfilment Create Issue Screen |
| 1            | Edit Issue      | 10008     | ITSM: Jira Service Management: Request Fulfilment View/Edit Screen    |
| 2            | View issue      | 10008     | ITSM: Jira Service Management: Request Fulfilment View/Edit Screen    |
|              |                 |           |   |

#### i ITSM: Jira Service Management: Request Fulfilment Screen Scheme (ld: 10004)

**Description**: This Jira Service Management Issue Type Screen Scheme was generated automatically

| Operation Id | Issue Operation | Screen Id | Screen Name   |  |  |
|--------------|-----------------|-----------|---|--|--|
| N/A          | Default         | 10007     | ITSM: Jira Service Management: Request Fulfilment Create Issue Screen |  |  |
| 0            | Create Issue    | 10007     | ITSM: Jira Service Management: Request Fulfilment Create Issue Screen |  |  |
| 1            | Edit Issue      | 10008     | ITSM: Jira Service Management: Request Fulfilment View/Edit Screen    |  |  |
| 2            | View issue      | 10008     | ITSM: Jira Service Management: Request Fulfilment View/Edit Screen    |  |  |

## ① ITSM: Jira Service Management: Problem Management Screen Scheme (Id: 10003)

**Description**: This Jira Service Management Issue Type Screen Scheme was generated automatically

| Operation iu | issue Operation | эстеенти | ocreen Name  |
|--------------|-----------------|----------|--|
| N/A          | Default         | 10005    | ITSM: Jira Service Management: Problem Create Issue Screen |
| 0            | Create Issue    | 10005    | ITSM: Jira Service Management: Problem Create Issue Screen |
| 1            | Edit Issue      | 10006    | ITSM: Jira Service Management: Problem View/Edit Screen    |
| 2            | View issue      | 10006    | ITSM: Jira Service Management: Problem View/Edit Screen    |

#### Screens

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#### **Screens**

## FITSM: Jira Service Management Screen (Id: 10000)

Tabs: Default

Fields: Summary (summary)
Issue Type (issuetype)
Reporter (reporter)
Components (components)
Attachment (attachment)
Due Date (duedate)
Description (description)
Linked Issues (issuelinks)
Assignee (assignee)
Priority (priority)
Labels (labels)
Request participants (10002)
Approvers (10101)
Organizations (10003)

#### 🗐 ITSM: Jira Service Management: Request Fulfilment Create Issue Screen (Id: 10007)

## 🗐 ITSM: Jira Service Management: Request Fulfilment View/Edit Screen (ld: 10008)

Tabs: Default

Fields: Summary (summary) | Issue Type (issuetype) | Reporter (reporter) | Component/s (components) | Attachment (attachment) | Description (description) | Linked Issues (issuelinks) | Assignee (assignee) | Priority (priority) | Labels (labels) | Request participants (10002) | Approvers (10101) | Organizations (10003) | Impact (10102) | Urgency (10108) | Pending reason (10109) | Product categorization (10111) | Operational categorization (101111)

## FITSM: Jira Service Management: Incident Create Issue Screen (Id: 10003)

Fields: Summary (summary) Issue Type (issuetype) Reporter (reporter) Component/s (components) Attachment (attachment) Description (description) Linked Issues (issuelinks) Assignee (assignee) Priority (priority) Labels (labels) Request participants (10002) Approvers (10101) Organizations (10003) Impact (10102) Urgency (10108) Product categorization (10110) Operational categorization (10111) Source (10112)

#### FITSM: Jira Service Management: Incident View/Edit Screen (ld: 10004)

Tabs: Default

... . .

Issue Type (issuetype)
Reporter (reporter)
Componentys (components)
Attachment (attachment)
Description (description)
Linked Issues (issuelinks)
Assignee (assignee)
Priority (priority)
Labels (labels)
Request participants (10002)
Approvers (10101)
Organizations (10003)
Impact (10102)

Urgency (10108)
Product categorization (10110)
Operational categorization (10111)

Pending reason (10109) Source (10112)

## TSM: Jira Service Management: Change Create Issue Screen (ld: 10001)

Tabs: Defaul

Fields: Summary (summary)

Issue Type (issuetype)
Reporter (reporter)
Componently (components)
Attachment (attachment)
Description (description)
Linked Issues (issuelinks)
Assignee (assignee)
Priority (priority)
Labels (labels)

Labels (labels)
Request participants (10002)
Approvers (10101)
Organizations (10003)
Change type (10103)
Change start date (10106)
Change completion date (10107)
Impact (10102)
Urgency (10108)

Change risk (10104) Change reason (10105) Change managers (10113) CAB (10114)

#### TSM: Jira Service Management: Change View/Edit Screen (Id: 10002)

Tabs: Default

Fields: Summary (summary)
Issue Type (issuetype)

Reporter (reporter)
Component/s (components)
Attachment (attachment)
Description (description)
Linked Issues (issuelinks)
Assignee (assignee)
Priority (priority)
Labels (labels)

Labels (labels)
Request participants (10002)
Approvers (10101)
Organizations (10003)
Impact (10102)
Urgency (10108)
Change type (10103)
Change reason (10105)
Change risk (10104)
Change start date (10106)
Change completion date (10107)
CAB (10114)
Pending reason (10109)

#### FITSM: Jira Service Management: Problem Create Issue Screen (Id: 10005)

Tabs: Default

Fields: Summary (summary)

Issue Type (issuetype)
Reporter (reporter)
Componenty (components)
Attachment (attachment)
Description (description)
Linked Issues (issuelinks)
Assignee (assignee)
Priority (priority)
Labels (labels)
Request participants (10002)
Approvers (10101)

Approvers (10101)
Organizations (10003)
Impact (10102)
Urgency (10108)
Source (10112)
Investigation reason (10115)
Product categorization (10110)
Operational categorization (10111)

Pending reason (10109)
Root cause (10116)

Root cause (10116) Workaround (10117)

#### FITSM: Jira Service Management: Problem View/Edit Screen (Id: 10006)

Tabs: Default

Fields: Summary (summary)
Issue Type (issuetype)
Reporter (reporter)
Component/s (components)
Attachment (attachment)
Description (description)
Linked Issues (issuelinks)
Assignee (assignee)
Priority (priority)
Labels (labels)
Request participants (10002)
Approvers (10101)
Organizations (10003)
Impact (10102)
Urgency (10108)
Source (10112)
Investigation reason (10115)
Product categorization (10110)
Operational categorization (10111)
Pending reason (10109)
Root cause (10116)

## Field Configuration Schemes

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# Field Configuration Schemes

Workaround (10117)

## i) Jira Service Management Field Configuration Scheme for Project ITSM (ld: 10000)

**Description**: This Jira Service Management Field Configuration Scheme was generated for Project ITSM

| Issue Types | Field Configuration Id | Field Configuration Name                                     |
|-------------|------------------------|--|
| Default     | 10100                  | Jira Service Management Field Configuration for Project ITSM |

## Field Configurations

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## **Field Configurations**

## i Jira Service Management Field Configuration for Project ITSM (ld: 10100)

**Description**: This Jira Service Management Field Configuration was generated for Project ITSM

Renderer Required Hidden Description

| 14           | ranio                    | Rondoroi     | rtoquirou | maaom | 200011211011  |
|--------------|--------------------------|--------------|-----------|-------|---|
| VERSIONS     | Affects Version/s        | Autocomplete | NO        | NO    |   |
| 10006        | Approvals                | Default Text | NO        | NO    | Provides search options for Jira Service Management approvals information. This custom field is created programmatically and required by Jira Service Management. |
| 10101        | Approvers                | Default Text | NO        | NO    | Contains users needed for approval. This custom field was created by Jira Service Management.   |
| ARCHIVEDDATE | Archived                 | Default Text | NO        | NO    |   |
| ARCHIVEDBY   | Archiver                 | Default Text | NO        | NO    |   |
| ASSIGNEE     | Assignee                 | Default Text | NO        | NO    |   |
| ATTACHMENT   | Attachment               | Default Text | NO        | NO    |   |
| 10114        | CAB                      | Default Text | NO        | NO    | Change Advisory Board members   |
| 10107        | Change completion date   | Default Text | NO        | NO    | Specify the completion time for the change request  |
| 10113        | Change managers          | Default Text | NO        | NO    | Contains the change managers for the change management process.   |
| 10105        | Change reason            | Default Text | NO        | NO    | Choose the reason for the change request  |
| 10104        | Change risk              | Default Text | NO        | NO    |   |
| 10106        | Change start date        | Default Text | NO        | NO    | Specify the time and date for the start of the change   |
| 10103        | Change type              | Default Text | NO        | NO    |   |
| COMMENT      | Comment                  | Wiki Style   | NO        | NO    |   |
| COMPONENTS   | Component/s              | Autocomplete | NO        | NO    |   |
| 10001        | Customer Request<br>Type | Default Text | NO        | NO    | Holds information about which service project was used to create a ticket. This custom field is created programmatically and must not be modified.                |
| DESCRIPTION  | Description              | Wiki Style   | NO        | NO    |   |
| 10100        | Development              | Default Text | NO        | NO    | Development Summary Field for Jira Software use only.   |
| DUEDATE      | Due Date                 | Default Text | NO        | NO    |   |
| ENVIRONMENT  | Environment              | Wiki Style   | NO        | NO    | For example operating system, software platform and/or hardware specifications (include as appropriate for the issue).  |
| 10011        | Epic Colour              | Default Text | NO        | NO    | Epic Colour field for Jira Software use only.   |
| 10008        | Epic Link                | Default Text | NO        | NO    | Choose an epic to assign this issue to.   |
| 10010        | Epic Name                | Default Text | NO        | NO    | Provide a short name to identify this epic.   |
| 10009        | Epic Status              | Default Text | NO        | NO    | Epic Status field for Jira Software use only.   |
| FIXVERSIONS  | Fix Version/s            | Autocomplete | NO        | NO    |   |
| 10102        | Impact                   | Default Text | NO        | NO    |   |
| 10115        | Investigation            | Default Text | NO        | NO    | Reason for problem investigation  |

|              | reason                         |              | _   | _  | ÷ =   |
|--------------|--------------------------------|--------------|-----|----|---|
| ISSUETYPE    | Issue Type                     | Default Text | NO  | NO |   |
| LABELS       | Labels                         | Default Text | NO  | NO |   |
| ISSUELINKS   | Linked Issues                  | Default Text | NO  | NO |   |
| 10014        | Linked major incidents         | Default Text | NO  | NO | A custom field to store major incidents linked to an issue. This custom field i created programmatically and required by Jira Service Management.   |
| WORKLOG      | Log Work                       | Wiki Style   | NO  | NO | Allows work to be logged whilst creating, editing or transitioning issues.  |
| 10111        | Operational categorization     | Default Text | NO  | NO |   |
| 10003        | Organizations                  | Default Text | NO  | NO | Stores the organizations that are associated with a service project custome portal requests. This custom field is created programmatically and required by service project.   |
| 10018        | Original story points          | Default Text | NO  | NO |   |
| 10015        | Parent Link                    | Default Text | NO  | NO |   |
| 10109        | Pending reason                 | Default Text | NO  | NO | Specify the reason for moving the issue to the Pending status   |
| PRIORITY     | Priority                       | Default Text | NO  | NO |   |
| 10110        | Product categorization         | Default Text | NO  | NO |   |
| 10012        | Rank                           | Default Text | NO  | NO | Global rank field for Jira Software use only.   |
| REPORTER     | Reporter                       | Default Text | NO  | NO |   |
| 10002        | Request participants           | Default Text | NO  | NO | Stores the users that are participants in service project customer portal requests. This custom field is created programmatically and required by Jira Service Management.  |
| RESOLUTION   | Resolution                     | Default Text | NO  | NO |   |
| 10116        | Root cause                     | Default Text | NO  | NO | Describe the root cause for the problem   |
| 10004        | Satisfaction                   | Default Text | NO  | NO | Stores request feedback in service project requests. This custom field is created programmatically and required by service project.   |
| 10005        | Satisfaction date              | Default Text | NO  | NO | Stores request feedback date in service project requests. This custom field created programmatically and required by service project.   |
| SECURITY     | Security Level                 | Default Text | NO  | NO |   |
| 10112        | Source                         | Default Text | NO  | NO | Captures the reporting source for this issue  |
| 10007        | Sprint                         | Default Text | NO  | NO | Jira Software sprint field  |
| 10013        | Story Points                   | Default Text | NO  | NO | Measurement of complexity and/or size of a requirement.   |
| SUMMARY      | Summary                        | Default Text | YES | NO |   |
| 10017        | Target end                     | Default Text | NO  | NO | The targeted end date. This custom field is created and required by Advance Roadmaps for Jira.  |
| 10016        | Target start                   | Default Text | NO  | NO | The targeted start date. This custom field is created and required by Advanced Roadmaps for Jira.   |
| 10000        | Team                           | Default Text | NO  | NO |   |
| TIMETRACKING | Time Tracking                  | Default Text | NO  | NO | An estimate of how much work remains until this issue will be resolved. The format of this is ' *w *d *h *m ' (representing weeks, days, hours and minute - where * can be any number). Examples: 4d, 5h 30m, 60m and 3w. |
| 10121        | Time to approve normal change  | Default Text | NO  | NO | This custom field was created by Jira Service Management.   |
| 10120        | Time to close after resolution | Default Text | NO  | NO | This custom field was created by Jira Service Management.   |
| 10119        | Time to first response         | Default Text | NO  | NO | This custom field was created by Jira Service Management.   |
| 10118        | Time to resolution             | Default Text | NO  | NO | This custom field was created by Jira Service Management.   |
| 10108        | Urgency                        | Default Text | NO  | NO |   |
|              |                                |              |     |    |   |

# Fields

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## **Fields**

## ① Custom fields

All custom fields with context for this project

| Id    | Name                   | Locked | Туре                         | Context Id | Context Name  |
|-------|------------------------|--------|------------------------------|------------|---|
| 10006 | Approvals              | YES    | Approvals                    | 10206      | Default Configuration Scheme for Approvals              |
| 10101 | Approvers              | NO     | User Picker (multiple users) | 10302      | Default Configuration Scheme for Approvers              |
| 10114 | CAB                    | NO     | User Picker (multiple users) | 10316      | Default Configuration Scheme for CAB                    |
| 10107 | Change completion date | NO     | Date Time Picker             | 10309      | Default Configuration Scheme for Change completion date |
| 10113 | Change managers        | NO     | User Picker (multiple users) | 10315      | Default Configuration Scheme for Change managers        |
| 10105 | Change reason          | NO     | Select List (single choice)  | 10307      | Default Configuration Scheme for Change reason          |
| 10104 | Change risk            | NO     | Select List (single choice)  | 10306      | Default Configuration Scheme for Change risk            |

| 10106 | Change start date              | NO  | Date Time Picker                      | 10308 | Default Configuration Scheme for Change start date              |
|-------|--------------------------------|-----|---------------------------------------|-------|---|
| 10103 | Change type                    | NO  | Select List (single choice)           | 10305 | Default Configuration Scheme for Change type                    |
| 10001 | Customer Request Type          | YES | Customer Request Type Custom<br>Field | 10201 | Default Configuration Scheme for Customer Request Type          |
| 10100 | Development                    | YES | Development Summary                   | 10300 | Default Configuration Scheme for Development                    |
| 10011 | Epic Colour                    | YES | Colour of Epic                        | 10212 | Default Configuration Scheme for Epic Colour                    |
| 10008 | Epic Link                      | YES | Epic Link Relationship                | 10208 | Default Configuration Scheme for Epic Link                      |
| 10010 | Epic Name                      | YES | Name of Epic                          | 10210 | Default Configuration Scheme for Epic Name                      |
| 10009 | Epic Status                    | YES | Status of Epic                        | 10211 | Default Configuration Scheme for Epic Status                    |
| 10102 | Impact                         | NO  | Select List (single choice)           | 10304 | Default Configuration Scheme for Impact                         |
| 10115 | Investigation reason           | NO  | Select List (single choice)           | 10317 | Default Configuration Scheme for Investigation reason           |
| 10014 | Linked major incidents         | YES | Linked major incidents                | 10214 | Default Configuration Scheme for Linked major incidents         |
| 10111 | Operational categorization     | NO  | Select List (cascading)               | 10313 | Default Configuration Scheme for Operational categorization     |
| 10003 | Organizations                  | YES | Organizations                         | 10203 | Default Configuration Scheme for Organizations                  |
| 10018 | Original story points          | YES | Original story points                 | 10218 | Default Configuration Scheme for Original story points          |
| 10015 | Parent Link                    | YES | Parent Link                           | 10215 | Default Configuration Scheme for Parent Link                    |
| 10109 | Pending reason                 | NO  | Select List (single choice)           | 10311 | Default Configuration Scheme for Pending reason                 |
| 10110 | Product categorization         | NO  | Select List (cascading)               | 10312 | Default Configuration Scheme for Product categorization         |
| 10012 | Rank                           | YES | Global Rank                           | 10209 | Default Configuration Scheme for Rank                           |
| 10002 | Request participants           | YES | Request Participants                  | 10202 | Default Configuration Scheme for Request participants           |
| 10116 | Root cause                     | NO  | Text Field (multi-line)               | 10318 | Default Configuration Scheme for Root cause                     |
| 10004 | Satisfaction                   | YES | Satisfaction                          | 10204 | Default Configuration Scheme for Satisfaction                   |
| 10005 | Satisfaction date              | YES | Satisfaction date                     | 10205 | Default Configuration Scheme for Satisfaction date              |
| 10112 | Source                         | NO  | Select List (single choice)           | 10314 | Default Configuration Scheme for Source                         |
| 10007 | Sprint                         | YES | Jira Sprint Field                     | 10207 | Default Configuration Scheme for Sprint                         |
| 10013 | Story Points                   | NO  | Number Field                          | 10213 | Default Configuration Scheme for Story Points                   |
| 10017 | Target end                     | YES | Target end                            | 10217 | Default Configuration Scheme for Target end                     |
| 10016 | Target start                   | YES | Target start                          | 10216 | Default Configuration Scheme for Target start                   |
| 10000 | Team                           | YES | Team                                  | 10200 | Default Configuration Scheme for Team                           |
| 10121 | Time to approve normal change  | YES | SLA CustomField Type                  | 10323 | Default Configuration Scheme for Time to approve normal change  |
| 10120 | Time to close after resolution | YES | SLA CustomField Type                  | 10322 | Default Configuration Scheme for Time to close after resolution |
| 10119 | Time to first response         | YES | SLA CustomField Type                  | 10321 | Default Configuration Scheme for Time to first response         |
| 10118 | Time to resolution             | YES | SLA CustomField Type                  | 10320 | Default Configuration Scheme for Time to resolution             |
| 10108 | Urgency                        | NO  | Select List (single choice)           | 10310 | Default Configuration Scheme for Urgency                        |
| 10117 | Workaround                     | NO  | Text Field (multi-line)               | 10319 | Default Configuration Scheme for Workaround                     |
|       |                                |     |                                       |       |   |

## Field Context Configurations

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## **Field Context Configurations**

## 

Custom Field: Approvals (Id: 10006, Type: Approvals)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## ⋮ Default Configuration Scheme for Approvers (ld: 10302) $\checkmark$

Custom Field: Approvers (Id: 10101, Type: User Picker (multiple users))

**Description**: Default configuration scheme generated by Jira

User Filtering

All active users are allowed

# ∷≣ Default Configuration Scheme for CAB (ld: 10316) 🖸

Custom Field: CAB (Id: 10114, Type: User Picker (multiple users))

**Description**: Default configuration scheme generated by Jira

User Filtering

All active users are allowed

## ∷≣ Default Configuration Scheme for Change completion date (ld: 10309) 🖸

Custom Field: Change completion date (Id: 10107, Type: Date Time Picker)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

#### 

Custom Field: Change managers (Id: 10113, Type: User Picker (multiple users))

**Description**: Default configuration scheme generated by Jira

**User Filtering** 

All active users are allowed

#### i≡ Default Configuration Scheme for Change reason (ld: 10307) 🖸

Custom Field: Change reason (ld: 10105, Type: Select List (single choice))

**Description**: Default configuration scheme generated by Jira

| ld    | Disable | Order | Name              |
|-------|---------|-------|-------------------|
| 10011 | NO      | 1     | Repair            |
| 10012 | NO      | 2     | Upgrade           |
| 10013 | NO      | 3     | Maintenance       |
| 10014 | NO      | 4     | New functionality |
| 10015 | NO      | 5     | Other             |

#### 

Custom Field: Change risk (ld: 10104, Type: Select List (single choice))

**Description**: Default configuration scheme generated by Jira

| le | d     | Disable | Order | Name     |
|----|-------|---------|-------|----------|
|    | 10007 | NO      | 1     | Critical |
|    | 10008 | NO      | 2     | High     |
|    | 10009 | NO      | 3     | Medium   |
|    | 10010 | NO      | 4     | Low      |

#### ⋮ Default Configuration Scheme for Change start date (ld: 10308) $\ \square$

Custom Field: Change start date (Id: 10106, Type: Date Time Picker)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## $\Xi$ Default Configuration Scheme for Change type (Id: 10305)

Custom Field: Change type (ld: 10103, Type: Select List (single choice))

**Description**: Default configuration scheme generated by Jira

| ld    | Disable | Order | Name      |
|-------|---------|-------|-----------|
| 10004 | NO      | 1     | Standard  |
| 10005 | NO      | 2     | Normal    |
| 10006 | NO      | 3     | Emergency |

#### $\Xi$ Default Configuration Scheme for Customer Request Type (ld: 10201) $\ \Box$

Custom Field: Customer Request Type (Id: 10001, Type: Customer Request Type Custom Field)

Description: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## $\Xi$ Default Configuration Scheme for Development (Id: 10300)

Custom Field: Development (Id: 10100, Type: Development Summary)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## ∷≣ Default Configuration Scheme for Epic Colour (Id: 10212) [ ்

Custom Field: Epic Colour (Id: 10011, Type: Colour of Epic)

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Description: Detault configuration scheme generated by Jira

1 There are no specific configuration on this project.

#### ∷≣ Default Configuration Scheme for Epic Link (ld: 10208) 🖸

Custom Field: Epic Link (Id: 10008, Type: Epic Link Relationship)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## ∷≣ Default Configuration Scheme for Epic Name (ld: 10210) ☐

Custom Field: Epic Name (Id: 10010, Type: Name of Epic)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

#### ⋮ Default Configuration Scheme for Epic Status (ld: 10211) $\ \square$

Custom Field: Epic Status (Id: 10009, Type: Status of Epic)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

#### ⋮ Default Configuration Scheme for Impact (Id: 10304) $\ \Box$

Custom Field: Impact (Id: 10102, Type: Select List (single choice))

**Description**: Default configuration scheme generated by Jira

| Id    | Disable | Order | Name                   |
|-------|---------|-------|------------------------|
| 10000 | NO      | 1     | Extensive / Widespread |
| 10001 | NO      | 2     | Significant / Large    |
| 10002 | NO      | 3     | Moderate / Limited     |
| 10003 | NO      | 4     | Minor / Localized      |

## $\vdots$ Default Configuration Scheme for Investigation reason (Id: 10317)

Custom Field: Investigation reason (Id: 10115, Type: Select List (single choice))

**Description**: Default configuration scheme generated by Jira

| Id    | Disable | Order | Name                 |
|-------|---------|-------|----------------------|
| 10098 | NO      | 1     | High impact incident |
| 10099 | NO      | 2     | Recurring incident   |
| 10100 | NO      | 3     | Non-routine incident |
| 10101 | NO      | 4     | Other                |

## E Default Configuration Scheme for Linked major incidents (ld: 10214) ☐

**Custom Field**: Linked major incidents (Id: 10014, Type: Linked major incidents)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

#### 

Custom Field: Operational categorization (Id: 10111, Type: Select List (cascading))

**Description**: Default configuration scheme generated by Jira

| Id    | Disable | Order | Name             |
|-------|---------|-------|------------------|
| 10038 | NO      | 1     | Account Request  |
| 10039 | NO      | 1.1   | Firewall         |
| 10040 | NO      | 1.2   | Active Directory |
| 10041 | NO      | 1.3   | Printer          |
| 10042 | NO      | 1.4   | Operating System |
| 10043 | NO      | 1.5   | Virus scan       |
| 10044 | NO      | 1.6   | VPN              |
| 10045 | NO      | 2     | Break / Fix      |
| 10046 | NO      | 2.1   | Monitor          |
| 10047 | NO      | 2.2   | Keyboard         |
| 10048 | NO      | 2.3   | PC               |

| 10049 | NO | 2.4  | Laptop               |
|-------|----|------|----------------------|
| 10050 | NO | 2.5  | Hard Drive           |
| 10051 | NO | 2.6  | Docking Station      |
| 10052 | NO | 3    | Configuration        |
| 10053 | NO | 3.1  | Firewall             |
| 10054 | NO | 3.2  | Active Directory     |
| 10055 | NO | 3.3  | Printer              |
| 10056 | NO | 3.4  | Operating System     |
| 10057 | NO | 3.5  | Virus scan           |
| 10058 | NO | 3.6  | VPN                  |
| 10059 | NO | 3.7  | User Account         |
| 10060 | NO | 4    | Connectivity         |
| 10061 | NO | 5    | Hardware Request     |
| 10062 | NO | 5.1  | Add                  |
| 10063 | NO | 5.2  | Configure            |
| 10064 | NO | 5.3  | Move                 |
| 10065 | NO | 5.4  | New                  |
| 10066 | NO | 5.5  | Repair               |
| 10067 | NO | 6    | Instance Request     |
| 10068 | NO | 6.1  | Сору                 |
| 10069 | NO | 6.2  | Create               |
| 10070 | NO | 6.3  | Move                 |
| 10071 | NO | 6.4  | Remove               |
| 10072 | NO | 6.5  | Repair               |
| 10073 | NO | 7    | Network Request      |
| 10074 | NO | 7.1  | Create               |
| 10075 | NO | 7.2  | Modify               |
| 10076 | NO | 7.3  | Terminate            |
| 10077 | NO | 8    | Process Request      |
| 10078 | NO | 8.1  | Audit                |
| 10079 | NO | 8.2  | Update               |
| 10080 | NO | 9    | Server Change        |
| 10081 | NO | 9.1  | Decommission         |
| 10082 | NO | 9.2  | Extend               |
| 10083 | NO | 9.3  | Network              |
| 10084 | NO | 9.4  | Post Implementation  |
| 10085 | NO | 9.5  | Provision            |
| 10086 | NO | 9.6  | Storage              |
| 10087 | NO | 9.7  | Update Configuration |
| 10088 | NO | 10   | VM Request           |
| 10089 | NO | 10.1 | Extend               |
| 10090 | NO | 10.2 | Provision            |
| 10091 | NO | 10.3 | Remove               |

## 

Custom Field: Organizations (Id: 10003, Type: Organizations)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

# E Default Configuration Scheme for Original story points (Id: 10218) ☐

**Custom Field**: Original story points (Id: 10018, Type: Original story points)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## 

Custom Field: Parent Link (Id: 10015, Type: Parent Link)

1 There are no specific configuration on this project.

## ∷≣ Default Configuration Scheme for Pending reason (ld: 10311) 🖸

Custom Field: Pending reason (Id: 10109, Type: Select List (single choice))

**Description**: Default configuration scheme generated by Jira

| Id    | Disable | Order | Name                      |
|-------|---------|-------|---------------------------|
| 10020 | NO      | 1     | More info required        |
| 10021 | NO      | 2     | Awaiting approval         |
| 10022 | NO      | 3     | Waiting on vendor         |
| 10023 | NO      | 4     | Pending on change request |

#### ∷≣ Default Configuration Scheme for Product categorization (ld: 10312) 🖸

Custom Field: Product categorization (Id: 10110, Type: Select List (cascading))

**Description**: Default configuration scheme generated by Jira

| Id    | Disable | Order | Name              |
|-------|---------|-------|-------------------|
| 10024 | NO      | 1     | Hardware          |
| 10025 | NO      | 1.1   | CPD               |
| 10026 | NO      | 1.2   | Peripheral        |
| 10027 | NO      | 1.3   | Power             |
| 10028 | NO      | 1.4   | Component         |
| 10029 | NO      | 1.5   | Process Equipment |
| 10030 | NO      | 1.6   | Virtual           |
| 10031 | NO      | 1.7   | Disc              |
| 10032 | NO      | 1.8   | Таре              |
| 10033 | NO      | 2     | Software          |
| 10034 | NO      | 3     | Communication     |
| 10035 | NO      | 4     | Service           |
| 10036 | NO      | 5     | People            |
| 10037 | NO      | 6     | Document          |
|       |         |       |                   |

## :≣ Default Configuration Scheme for Rank (ld: 10209) 🖸

Custom Field: Rank (Id: 10012, Type: Global Rank)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## □ Default Configuration Scheme for Request participants (Id: 10202)

Custom Field: Request participants (Id: 10002, Type: Request Participants)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

#### :≣ Default Configuration Scheme for Root cause (ld: 10318) [ ☐

Custom Field: Root cause (Id: 10116, Type: Text Field (multi-line))

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

#### E Default Configuration Scheme for Satisfaction (Id: 10204) ☐

Custom Field: Satisfaction (Id: 10004, Type: Satisfaction)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## ∷≣ Default Configuration Scheme for Satisfaction date (ld: 10205) 🖸

Custom Field: Satisfaction date (Id: 10005, Type: Satisfaction date)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

#### E Default Configuration Scheme for Source (Id: 10314) ☐

Custom Field: Source (ld: 10112, Type: Select List (single choice))

Description: Default configuration scheme generated by Jira

| ld    | Disable | Order | Name                      |
|-------|---------|-------|---------------------------|
| 10092 | NO      | 1     | Email                     |
| 10093 | NO      | 2     | Phone                     |
| 10094 | NO      | 3     | Monitoring systems        |
| 10095 | NO      | 4     | Vendor/technical advisory |
| 10096 | NO      | 5     | Customer                  |
| 10097 | NO      | 6     | Other                     |

#### ∷≣ Default Configuration Scheme for Sprint (ld: 10207) 🖸

Custom Field: Sprint (Id: 10007, Type: Jira Sprint Field)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## ⋮ Default Configuration Scheme for Story Points (ld: 10213) $\ \ \Box$

Custom Field: Story Points (Id: 10013, Type: Number Field)

Description: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## ∷≣ Default Configuration Scheme for Target end (ld: 10217) [ 🖸

Custom Field: Target end (Id: 10017, Type: Target end)

Description: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## $\Xi$ Default Configuration Scheme for Target start (ld: 10216)

Custom Field: Target start (Id: 10016, Type: Target start)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## ∷≣ Default Configuration Scheme for Team (Id: 10200) [ 🖸

Custom Field: Team (Id: 10000, Type: Team)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

#### ∷≣ Default Configuration Scheme for Time to approve normal change (ld: 10323) 🖸

Custom Field: Time to approve normal change (Id: 10121, Type: SLA CustomField Type)

Description : Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## $\Xi$ Default Configuration Scheme for Time to close after resolution (ld: 10322)

Custom Field: Time to close after resolution (Id: 10120, Type: SLA CustomField Type)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## ∷≣ Default Configuration Scheme for Time to first response (ld: 10321) 🖸

Custom Field: Time to first response (Id: 10119, Type: SLA CustomField Type)

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

#### :≣ Default Configuration Scheme for Time to resolution (Id: 10320) 🖸

Custom Field: Time to resolution (ld: 10118, Type: SLA CustomField Type)

**Description**: Default configuration scheme generated by Jira

#### ∷≣ Default Configuration Scheme for Urgency (ld: 10310) 🖸

Custom Field: Urgency (Id: 10108, Type: Select List (single choice))

**Description**: Default configuration scheme generated by Jira

| Id    | Disable | Order | Name     |
|-------|---------|-------|----------|
| 10016 | NO      | 1     | Critical |
| 10017 | NO      | 2     | High     |
| 10018 | NO      | 3     | Medium   |
| 10019 | NO      | 4     | Low      |

#### E Default Configuration Scheme for Workaround (Id: 10319) ☐

Custom Field: Workaround (ld: 10117, Type: Text Field (multi-line))

**Description**: Default configuration scheme generated by Jira

1 There are no specific configuration on this project.

## Permissions

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## **Permissions**

#### ① Jira Service Management Permission Scheme for Project ITSM (ld: 10000)

Description : This Jira Service Management Permission Scheme was generated for Project ITSM

#### **Project Permissions**

| Permission   | Granted to   | Description   |
|--|--|---|
| Administer Projects  Extended project administration | Project Role<br>Administrators (Id: 10002)   | Ability to administer a project in Jira.  |
| Browse Project Archive                               |  | Ability to browse archived issues from a specific project.  |
| Browse Projects                                      | Project Role Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access | Ability to browse projects and the issues within them.  |
| Edit Sprints   |  | Ability to edit sprint name and goal.   |
| Manage Sprints                                       |  | Ability to manage sprints.  |
| Service Desk Agent                                   | Project Role<br>Administrators (ld: 10002)<br>Service Desk Team (ld: 10101)                                    | Allows users to interact with customers and access Jira<br>Service Management features of a project.  |
| Start/Complete Sprints                               |  | Ability to start and complete sprints.  |
| View Development Tools                               | Project Role<br>Administrators (ld: 10002)   | Allows users in a software project to view development-<br>related information on the issue, such as commits, reviews<br>and build information. |
| View Read-Only Workflow                              | Project Role<br>Administrators (ld: 10002)<br>Service Desk Team (ld: 10101)                                    | Users with this permission may view a read-only version of a workflow.  |

## Issue Permissions

Link Issues

| Permission      | Granted to  | Description  |
|-----------------|---|--|
| Archive Issues  |   | Ability to archive issues for a specific project.  |
| Assignable User | Project Role<br>Administrators (ld: 10002)<br>Service Desk Team (ld: 10101)                                       | Users with this permission may be assigned to issues.  |
| Assign Issues   | Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access    | Ability to assign issues to other people.  |
| Close Issues    | Project Role Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access    | Ability to close issues. Often useful where your developers resolve issues, and a QA department closes them. |
| Create Issues   | Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access    | Ability to create issues.  |
| Delete Issues   | Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access    | Ability to delete issues.  |
| Edit Issues     | Project Role  Administrators (Id: 10002)  Service Desk Team (Id: 10101)  Service Project Customer - Portal Access | Ability to edit issues.  |

**Project Role** 

Administrators (ld: 10002)

Ability to link issues together and create linked issues. Only useful if issue linking is turned on.

|   | Service Desk Team (Id: 10101) Service Project Customer - Portal Access  |  |
|---|---|--|
| Modify Reporter   | Project Role Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access  | Ability to modify the reporter when creating or editing an issue.  |
| Move Issues   | Project Role Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access  | Ability to move issues between projects or between workflows of the same project (if applicable). Note the user can only move issues to a project he or she has the create permission for. |
| Resolve Issues  | Project Role  Administrators (Id: 10002)  Service Desk Team (Id: 10101)  Service Project Customer - Portal Access   | Ability to resolve and reopen issues. This includes the ability to set a fix version.  |
| Restore Issues  |   | Ability to restore issues for a specific project.  |
| Schedule Issues   | Project Role Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access  | Ability to view or edit an issue's due date.   |
| Set Issue Security  | Project Role Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access  | Ability to set the level of security on an issue so that only people in that security level can see the issue.   |
| Transition Issues   | Project Role Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access  | Ability to transition issues.  |
| oters & Watchers Permissions  |   |  |
| Permission  | Granted to  | Description  |
| Manage Watchers   | Project Role Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access  | Ability to manage the watchers of an issue.  |
| View Voters and Watchers  | Project Role Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access  | Ability to view the voters and watchers of an issue.   |
| comments Permissions  |   |  |
| Permission  | Granted to  | Description  |
| Add Comments  | Project Role  Administrators (Id: 10002)  Service Desk Team (Id: 10101)  Service Project Customer - Portal Access   | Ability to comment on issues.  |
| Delete All Comments   | Project Role Administrators (Id: 10002) Service Desk Team (Id: 10101)   | Ability to delete all comments made on issues.   |
| Delete Own Comments   | Project Role Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access  | Ability to delete own comments made on issues.   |
| Edit All Comments   | Project Role<br>Administrators (ld: 10002)<br>Service Desk Team (ld: 10101)   | Ability to edit all comments made on issues.   |
| Edit Own Comments   | Project Role  |  |
|   | Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access   | Ability to edit own comments made on issues.   |
| Attachments Permissions   | Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access   |  |
| uttachments Permissions Permission  | Administrators (Id: 10002)<br>Service Desk Team (Id: 10101)   | Ability to edit own comments made on issues.  Description  |
|   | Administrators (Id: 10002) Service Desk Team (Id: 10101) Service Project Customer - Portal Access   |  |
| Permission  | Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access  Granted to  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101)  | Description  |
| Permission  Create Attachments  | Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access  Granted to  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access  Project Role Administrators (ld: 10002)  | Description  Users with this permission may create attachments.  |
| Permission  Create Attachments  Delete All Attachments  Delete Own Attachments  | Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access  Granted to  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101)  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101)   | Description  Users with this permission may create attachments.  Users with this permission may delete all attachments.  |
| Permission  Create Attachments  Delete All Attachments  | Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access  Granted to  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101)  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101)   | Description  Users with this permission may create attachments.  Users with this permission may delete all attachments.  |
| Permission  Create Attachments  Delete All Attachments  Delete Own Attachments  Time Tracking Permissions             | Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access  Granted to  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101)  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101)  Service Desk Team (ld: 10101) Service Project Customer - Portal Access | Description  Users with this permission may create attachments.  Users with this permission may delete all attachments.  Users with this permission may delete own attachments.            |
| Permission  Create Attachments  Delete All Attachments  Delete Own Attachments  Time Tracking Permissions  Permission | Administrators (ld: 10002) Service Desk Team (ld: 10101) Service Project Customer - Portal Access  Granted to  Project Role Administrators (ld: 10002) Service Posek Team (ld: 10101) Service Project Customer - Portal Access  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101)  Project Role Administrators (ld: 10002) Service Desk Team (ld: 10101)  Service Project Customer - Portal Access  Granted to  Project Role    | Description  Users with this permission may create attachments.  Users with this permission may delete all attachments.  Users with this permission may delete own attachments.            |

| Edit Own Worklogs | Project Role<br>Administrators (ld: 10002)<br>Service Desk Team (ld: 10101) | Ability to edit own worklogs made on issues.  |
|-------------------|---|---|
| Work On Issues    | Project Role<br>Administrators (ld: 10002)<br>Service Desk Team (ld: 10101) | Ability to log work done against an issue. Only useful if Time Tracking is turned on. |

## Issue Security

Back to menu

## Notifications

Back to menu

# **Issue Security**

1 Issue security is currently not enabled for this project.

## **Notifications**

| <ul> <li>Default Notification Scheme</li> </ul> | (ld: 10000) |
|---|-------------|
|---|-------------|

| Desc | cription:             |        |  |        |                             |  |
|------|-----------------------|--------|--|--------|-----------------------------|--|
| d    | Event                 | System | Notifications  | Active | Template                    | Description                                |
| 1    | Issue Created         | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Created            | This is the 'issue created' event.         |
| 2    | Issue Updated         | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Updated            | This is the 'issue updated' event.         |
| 3    | Issue Assigned        | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Assigned           | This is the 'issue assigned' event.        |
| 4    | Issue Resolved        | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Resolved           | This is the 'issue resolved' event.        |
| 5    | Issue Closed          | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Closed             | This is the 'issue closed' event.          |
| 6    | Issue Commented       | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Commented          | This is the 'issue commented' event.       |
| 14   | Issue Comment Edited  | YES    | Current Assignee     Reporter     All Watchers                           | YES    | Issue<br>Comment<br>Edited  | This is the 'issue comment edited' event.  |
| 17   | Issue Comment Deleted | YES    |  | NO     | Issue<br>Comment<br>Deleted | This is the 'issue comment deleted' event. |
| 7    | Issue Reopened        | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Reopened           | This is the 'issue reopened' event.        |
| 8    | Issue Deleted         | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Deleted            | This is the 'issue deleted' event.         |
| 9    | Issue Moved           | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Moved              | This is the 'issue moved' event.           |
| 10   | Work Logged On Issue  | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Work<br>Logged On<br>Issue  | This is the 'work logged on issue' event.  |
| 11   | Work Started On Issue | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Work<br>Started On<br>Issue | This is the 'work started on issue' event. |
| 12   | Work Stopped On Issue | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Work<br>Stopped On<br>Issue | This is the 'work stopped on issue' event. |
| 15   | Issue Worklog Updated | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Worklog<br>Updated | This is the 'issue worklog updated' event. |
| 16   | Issue Worklog Deleted | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Worklog<br>Deleted | This is the 'issue worklog deleted' event. |
| 13   | Generic Event         | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Generic<br>Event            | This is the 'generic event' event.         |
| 18   | Issue Archived        | YES    | <ul><li>Current Assignee</li><li>Reporter</li><li>All Watchers</li></ul> | YES    | Issue<br>Archived           | This is the 'issue archived' event         |
| 19   | Issue Restored        | YES    | Current Assignee     Reporter     All Watchers                           | YES    | Issue<br>Restored           | This is the 'issue restored' event         |

## Versions

Back to menu

**Versions** 

| Id | Name | Status | Start date | Release date | Description |
|----|------|--------|------------|--------------|-------------|

|              | 10000      | Version #1           | UNRELEASED    |            | 30/Sep/22               | 31/Oct/22                | Description #1                     |
|--------------|------------|----------------------|---------------|------------|-------------------------|--------------------------|------------------------------------|
|              | Compo      | unanta.              |               |            |                         |                          |                                    |
| Components   | Compo      | nents                |               |            |                         |                          |                                    |
| Back to menu | Id         | Name                 |               | Status     | Lead                    | Default assignee         | Description                        |
|              | 10000      | Active Directory     |               | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10001      | Analytics and Repor  | ting Service  | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10002      | Billing Services     |               | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10003      | Cloud Storage Servi  | ces           | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10004      | Data Center Service  | s             | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10005      | Email and Collaborat | tion Services | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10006      | Financial Services   |               | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10007      | HR Services          |               | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10008      | Intranet             |               | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10009      | Jira                 |               | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10010      | Office Network       |               | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10011      | Payroll Services     |               | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10012      | Printers             |               | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10013      | Public Website       |               | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10014      | VPN Server           |               | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
|              | 10015      | Webstore Purchasin   | g Services    | ACTIVE     | admin (admin)           | Project lead             | Created by Jira Service Management |
| ssue Links   | Issue L    | inks                 |               |            |                         |                          |                                    |
| Back to menu | Id         | Name                 |               |            | Outward                 |                          | Inward                             |
|              | 10000      | Blocks               |               |            | blocks                  |                          | is blocked by                      |
|              | 10001      | Cloners              |               |            | clones                  |                          | is cloned by                       |
|              | 10002      | Duplicate            |               |            | duplicates              |                          | is duplicated by                   |
|              | 10201      | Problem/Incident     |               |            | causes                  |                          | is caused by                       |
|              | 10003      | Relates              |               |            | relates to              |                          | relates to                         |
|              |            |                      |               |            |                         |                          |                                    |
| esolutions   | Resolut    | tions                |               |            |                         |                          |                                    |
| Back to menu | Id         | Name                 |               |            | Descript                | ion                      |                                    |
|              | 10000      | Done                 |               |            | Work has                | s been completed on th   | is issue.                          |
|              | 10001      | Won't Do             |               |            | This issu               | e won't be actioned.     |                                    |
|              | 10002      | Duplicate            |               |            | The prob                | lem is a duplicate of an | existing issue.                    |
|              | 10003      | Declined             |               |            | This issu               | e was not approved.      |                                    |
| -            |            |                      |               |            |                         |                          |                                    |
| oles         | Roles      |                      |               |            |                         |                          |                                    |
| Back to menu | Id         | Role                 |               | Groups     |                         |                          | Users                              |
|              | 10002      | Administrators       |               | jira-admin | istrators               |                          | admin (admin)                      |
|              | 10200      | Developers           |               | jira-admin | istrators               |                          |                                    |
|              | 10100      | Service Desk Custome | rs            | jira-admin | istrators, jira-service | desk-users               |                                    |
|              | 10101      | Service Desk Team    |               | jira-admin | istrators               |                          |                                    |
|              |            |                      |               |            |                         |                          |                                    |
|              | ① Groups   | s                    |               |            |                         |                          |                                    |
|              | Group na   | me                   | Users         |            |                         |                          |                                    |
|              | jira-admir |                      | admin (admin) |            |                         |                          |                                    |
|              |            |                      | admin (admin) |            |                         |                          |                                    |
| -            |            |                      | ,             |            |                         |                          |                                    |
| equest Types | Reques     | st Types             |               |            |                         |                          |                                    |
| Back to menu | ≣□ Group   | s                    |               |            |                         |                          |                                    |
|              | Id         | Order Nam            | ie.           |            |                         |                          |                                    |
|              | Id         | Order Nam            |               |            |                         |                          |                                    |

Common Requests

Logins and Accounts

| 5  | 4              | Applications   |   |   |
|--|----------------|--|---|---|
| 4  | 5              | Servers and Infrastructure   |   |   |
| HIDDEN                                     | 6              | Hidden from portal   |   |   |
| Group: Com                                 | amon Bor       | quests (Id: 1)   |   |   |
| -  |                | <u> </u>   | Janua Timo                                    | Decariation   |
| Request Id                                 | Icon           | Name Get IT help   | Issue Type  Service Request                   | Description  Get assistance for general IT problems and   |
| 1  |                | Oct 11 Help  | District request                              | questions.  |
| 4  |                | Set up VPN to the office   | Service Request                               | Want to access work stuff from outside? Let us know.  |
| 6  | $\oplus$       | Request a new account  | Service Request                               | Request a new account for a system.   |
| 8  | Ť              | Desktop/Laptop support   | Service Request                               | If you are having computer problems, let us know here.  |
| 12   |                | Request a desk phone   | Service Request                               | If you'd like to request a desk phone, get one here.  |
| 14   | <u> </u>       | Report a system problem  | Incident                                      | Having trouble with a system?   |
| Group: <b>Log</b> i                        | ins and A      | ccounts (Id: 3)  |   |   |
| Request Id                                 | Icon           | Name   | Issue Type                                    | Description   |
| 2  |                | Fix an account problem   | Service Request                               | Having trouble accessing certain websites or systems? We'll help you out.   |
| 3  | (( <u>*</u> )) | Get a guest wifi account   | Service Request                               | Raise a request to ask for temp wifi access for guests.   |
| 4  |                | Set up VPN to the office   | Service Request                               | Want to access work stuff from outside? Let us know.  |
| 5  | **             | Request admin access   | Service Request                               | For example, if you need to administer Jira.  |
| 6  | $\oplus$       | Request a new account  | Service Request                               | Request a new account for a system.   |
| 7  | 2              | Onboard new employees  | Service Request                               | Request access for new employees.   |
| Group: Com                                 | nputers (I     | id: 2)   |   |   |
| Request Id                                 | Icon           | Name   | Issue Type                                    | Description   |
| 1  | ?              | Get IT help  | Service Request                               | Get assistance for general IT problems and questions.   |
| 8  | Ť              | Desktop/Laptop support   | Service Request                               | If you are having computer problems, let us know here.  |
| 10   | <u></u>        | Request new software   | Service Request                               | If you need a software license, raise a request here  |
|  |                | Request new hardware   | Service Request                               | For example, a new mouse or monitor.  |
| 11   |                |  |   |   |
| 11   |                | New mobile device  | Service Request with Approvals                | Need a mobile phone or time for replacement? Let us know.   |
|  | lications      |  | Service Request with Approvals                |   |
| 13   | lications      |  | Service Request with Approvals                |   |
| 13<br>Group: App                           |                | (ld: 5)  |   | us know.  |
| Group: App                                 |                | (ld: 5)<br>Name  | Issue Type                                    | us know.  Description   |
| Group: App Request Id                      |                | (ld: 5)  Name  Request new software  | Issue Type  Service Request                   | us know.  Description  If you need a software license, raise a request here   |
| Group: App Request Id 10 14                | Icon           | (Id: 5)  Name  Request new software  Report a system problem  Upgrade or change a managed                                      | Issue Type  Service Request  Incident         | us know.  Description  If you need a software license, raise a request here.  Having trouble with a system?   |
| Group: App Request Id 10 14                | Icon           | (Id: 5)  Name  Request new software  Report a system problem  Upgrade or change a managed system                               | Issue Type  Service Request  Incident         | us know.  Description  If you need a software license, raise a request here.  Having trouble with a system?   |
| Group: App Request Id 10 14 16 Group: Serv | lcon           | Name Request new software Report a system problem Upgrade or change a managed system   | Issue Type Service Request Incident Change    | us know.  Description  If you need a software license, raise a request here  Having trouble with a system?  For example, upgrade Jira.  |
| Group: App Request Id 10 14 16 Group: Serv | lcon           | (Id: 5)  Name  Request new software  Report a system problem  Upgrade or change a managed system  Infrastructure (Id: 4)  Name | Issue Type  Service Request  Incident  Change | us know.  Description  If you need a software license, raise a request here Having trouble with a system?  For example, upgrade Jira.  Description  Request a redirect of our phone systems for a |

達 Group: Hidden from portal (ld: hidden)

No request types have been configured.

(C) Request Type: Get IT help (Id: 1)

Help and instructions:

Fields:

| Id          | Name        | Displayed | Required | Value   | Description   |
|-------------|-------------|-----------|----------|---------|---------------|
| SUMMARY     | Summary     | YES       | NO       |         | Short summary |
| DESCRIPTION | Description | YES       | NO       |         |               |
| ATTACHMENT  | Attachment  | YES       | NO       |         |               |
| LABELS      | Labels      | NO        | NO       | project |               |

Workflow Statuses:

1 There are no specific configuration for this request type.

## (c) Request Type: Request new software (Id: 10)

Help and instructions:

Fields:

| Id          | Name                  | Displayed | Required | Value | Description |
|-------------|-----------------------|-----------|----------|-------|-------------|
| SUMMARY     | Summarize the request | YES       | YES      |       |             |
| DESCRIPTION | Why do you need this? | YES       | YES      |       |             |
| ATTACHMENT  | Attachment            | YES       | NO       |       |             |

Workflow Statuses:

1 There are no specific configuration for this request type.

#### (C) Request Type: Request new hardware (Id: 11)

Help and instructions:

Fields:

| Id          | Name                  | Displayed | Required | Value | Description |
|-------------|-----------------------|-----------|----------|-------|-------------|
| SUMMARY     | Summary               | YES       | YES      |       |             |
| DESCRIPTION | Why do you need this? | YES       | YES      |       |             |
| ATTACHMENT  | Attachment            | YES       | NO       |       |             |

Workflow Statuses:

1 There are no specific configuration for this request type.

## (C) Request Type: Request a desk phone (Id: 12)

Help and instructions:

Fields:

| Id          | Name                   | Displayed | Required | Value | Description                       |
|-------------|------------------------|-----------|----------|-------|-----------------------------------|
| SUMMARY     | Summarize your request | YES       | YES      |       | e.g. Desk phone for Charlie Smith |
| DESCRIPTION | Additional details     | YES       | NO       |       | e.g. where you sit                |

Workflow Statuses:

1 There are no specific configuration for this request type.

# ( Request Type: New mobile device (Id: 13)

Help and instructions:

Fields:

| Id          | Name                            | Displayed | Required | Value | Description  |
|-------------|---------------------------------|-----------|----------|-------|--|
| SUMMARY     | Summary                         | YES       | YES      |       | e.g. New mobile phone for Alice Smith  |
| 10101       | Who is your manager?            | YES       | YES      |       |  |
| DESCRIPTION | Phone details and justification | YES       | NO       |       | e.g. 32G or 64G, the size of the screen, etc. Please also fill in why you need this new device |
| ATTACHMENT  | Attachment                      | YES       | NO       |       |  |

Workflow Statuses:

1 There are no specific configuration for this request type.

## (Ic) Request Type: Report a system problem (Id: 14)

#### Help and instructions:

#### Fields:

| Id          | Name                  | Displayed | Required | Value | Description   |
|-------------|-----------------------|-----------|----------|-------|---|
| SUMMARY     | Summarize the problem | YES       | YES      |       |   |
| DESCRIPTION | Description           | YES       | NO       |       |   |
| ATTACHMENT  | Attachment            | YES       | NO       |       |   |
| COMPONENTS  | Select a system       | YES       | NO       |       |   |
| PRIORITY    | How urgent is this?   | YES       | NO       |       |   |
| 10102       | What's the impact?    | YES       | NO       |       | e.g. If it impacts x people, select Significant. See [link name htt p://example.com] for the explanation. |

## Workflow Statuses:

1 There are no specific configuration for this request type.

## (ld: 15) Request Type: Upgrade or change a server (ld: 15)

## Help and instructions:

## Fields:

| Id          | Name                   | Displayed | Required | Value | Description |
|-------------|------------------------|-----------|----------|-------|-------------|
| SUMMARY     | Summary                | YES       | YES      |       |             |
| DESCRIPTION | Which server and why?  | YES       | YES      |       |             |
| COMPONENTS  | Component/s            | YES       | NO       |       |             |
| 10103       | Change type            | YES       | NO       |       |             |
| 10104       | Change risk            | YES       | NO       |       |             |
| 10105       | Change reason          | YES       | NO       |       |             |
| 10106       | Change start date      | YES       | NO       |       |             |
| 10107       | Change completion date | YES       | NO       |       |             |
| ATTACHMENT  | Attachment             | YES       | NO       |       |             |

## Workflow Statuses:

1 There are no specific configuration for this request type.

## (c) Request Type: Upgrade or change a managed system (ld: 16)

## Help and instructions:

## Fields:

| Id          | Name                   | Displayed | Required | Value | Description  |
|-------------|------------------------|-----------|----------|-------|--|
| SUMMARY     | Summary                | YES       | YES      |       | e.g. Upgrade Jira  |
| DESCRIPTION | Description            | YES       | YES      |       | Please tell us why and when you need this, e.g. security patches. You can link to existing information such as change plans too (e.g. a story or epic or Confluence page). |
| COMPONENTS  | Impacted services      | YES       | YES      |       |  |
| 10103       | Change type            | YES       | NO       |       |  |
| 10104       | Change risk            | YES       | NO       |       |  |
| 10105       | Change reason          | YES       | NO       |       |  |
| 10106       | Change start date      | YES       | NO       |       |  |
| 10107       | Change completion date | YES       | NO       |       |  |
| ATTACHMENT  | Attachment             | YES       | NO       |       |  |

## Workflow Statuses:

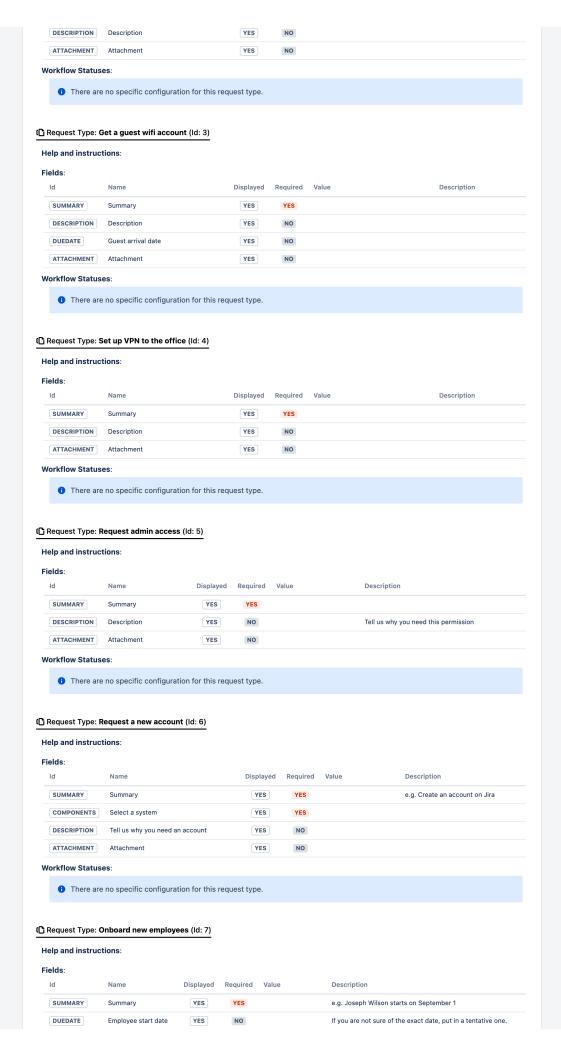
1 There are no specific configuration for this request type.

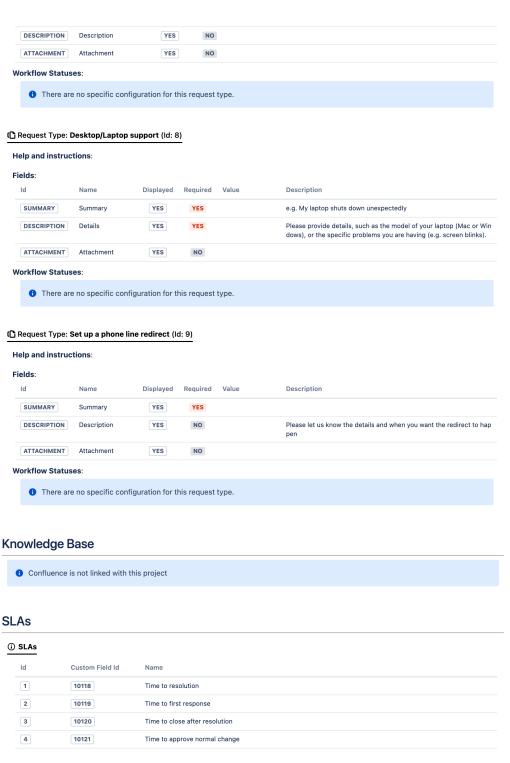
## (c) Request Type: Fix an account problem (ld: 2)

## Help and instructions:

## Fields:

| Id      | Name    | Displayed Required Value | Description |
|---------|---------|--------------------------|-------------|
| SUMMARY | Summary | YES                      |             |





## SLAs

Back to menu

**Knowledge Base** Back to menu

#### ③ SLA: Time to resolution (ld: 1)

| Time metric  | ::             |  |           |                |                     |
|--------------|----------------|--|-----------|----------------|---------------------|
| Start        | Start Pause on |  |           | Stop           |                     |
| Issue Create | ed             |  |           | Resolution: Se | et                  |
| Resolution:  | Cleared        |  |           |                |                     |
| Goals:       |                |  |           |                |                     |
| Id           | Default        | Issues (JQL)   | Goal      | Calendar Id    | Calendar Name       |
| 1            | NO             | issuetype = Incident   | 4h        | 1              | Sample 9-5 Calendar |
| 2            | NO             | issuetype in ("Service Request", "Service Request with Approvals") | 8h        | 1              | Sample 9-5 Calendar |
|              | Name           | All remaining issues   | No target | 1              | Sample 9-5 Calendar |
| 3            | YES            | All remaining issues   | No target | ·              | oumpie o o outendur |

## (i) SLA: Time to first response (ld: 2)

Time metric:

Start Pause on Stop

| Issue Created |         |  |      | Comment: For Customers |                     |
|---------------|---------|--|------|------------------------|---------------------|
|               |         |  |      | Entered Statu          |                     |
|               |         |  |      | Resolution: Se         | et                  |
| oals:         |         |  |      |                        |                     |
| ld            | Default | Issues (JQL)   | Goal | Calendar Id            | Calendar Name       |
| 4             | NO      | issuetype = Incident   | 2h   | 1                      | Sample 9-5 Calendar |
| 5             | NO      | issuetype in ("Service Request", "Service Request with Approvals") | 4h   | 1                      | Sample 9-5 Calendar |
|               |         |  |      |                        |                     |

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| im |  |  |  |
|----|--|--|--|
|    |  |  |  |

| Start       | Pause on |   |           | Stop                    | Stop                |  |
|-------------|----------|---|-----------|-------------------------|---------------------|--|
| Resolution: | Set      |   |           | Entered Statu<br>CLOSED | s:                  |  |
|             |          |   |           | Resolution: Cl          | eared               |  |
| Goals:      |          |   |           |                         |                     |  |
| Id          | Default  | Issues (JQL)  | Goal      | Calendar Id             | Calendar Name       |  |
| 7           | NO       | issuetype in (Incident, "Service Request", "Service<br>Request with Approvals") | 24h       | 1                       | Sample 9-5 Calendar |  |
| 8           | YES      | All remaining issues  | No target | 1                       | Sample 9-5 Calendar |  |
|             |          |   |           |                         |                     |  |

## ① SLA: Time to approve normal change (ld: 4)

## Time metric:

| Time metric:                        |   |           |                            |                     |
|-------------------------------------|---|-----------|----------------------------|---------------------|
| Start                               | Pause on                                      |           | Stop                       |                     |
| Entered Status:  AWAITING CAB APPRO | OVAL  |           | Entered Statu  AWAITING IM | IS: IPLEMENTATION   |
| Entered Status: PEER REVIEW / CHAN  | GE MANAGER APPROVAL                           |           | Entered Statu  CANCELED    | is:                 |
|                                     |   |           | Entered Statu<br>CLOSED    | is:                 |
|                                     |   |           | Entered Statu  DECLINED    | is:                 |
|                                     |   |           | Entered Statu              |                     |
|                                     |   |           | Entered Statu PENDING      | is:                 |
|                                     |   |           | Entered Statu PLANNING     | is:                 |
|                                     |   |           | Entered Statu RESOLVED     | is:                 |
| Goals:                              |   |           |                            |                     |
| ld Defa                             | ult Issues (JQL)                              | Goal      | Calendar Id                | Calendar Name       |
| 9 NO                                | issuetype = Change AND "Change type" = Normal | 40h       | 1                          | Sample 9-5 Calendar |
| 10 YES                              | All remaining issues                          | No target | 1                          | Sample 9-5 Calendar |

## (i) Calendars

| Id | Name                | Time zone     | Description |
|----|---------------------|---------------|-------------|
| 1  | Sample 9-5 Calendar | Europe/Warsaw |             |

# (i) Calendar: Sample 9-5 Calendar (Id: 1)

## Working hours

| ld Da | ay       | Disabled | Start time | End time |
|-------|----------|----------|------------|----------|
| 1 Mo  | onday    | NO       | 9:00       | 17:00    |
| 2 Tu  | esday    | NO       | 9:00       | 17:00    |
| 3 We  | ednesday | NO       | 9:00       | 17:00    |
| 4 Th  | nursday  | NO       | 9:00       | 17:00    |
| 5 Fri | iday     | NO       | 9:00       | 17:00    |
| 6 Sa  | iturday  | YES      | 9:00       | 17:00    |
| 7 Su  | ınday    | YES      | 9:00       | 17:00    |

Halidave

| пошаду |            |            |               |  |
|--------|------------|------------|---------------|--|
| Id     | Date       | Holiday    | Repeat yearly |  |
| 1      | 2022-09-30 | Holiday #1 | NO            |  |
| 2      | 2022-09-10 | Holiday #2 | NO            |  |

## Queues

Back to menu

# Queues

| ① Queues |       |                                 |  |
|----------|-------|---------------------------------|--|
| Id       | Order | Name                            | Jďr  |
| 1        | 1     | All open                        | resolution = Unresolved ORDER BY "Time to resolution" ASC  |
| 2        | 2     | Unassigned issues               | assignee is EMPTY AND resolution = Unresolved ORDER BY "Time to resolution" ASC  |
| 11       | 3     | L→ Ready for implementation     | $resolution = Unresolved \ AND \ is sue type = Change \ AND \ status = "Awaiting implementation" \ ORDER \ BY \\ created \ DESC$                       |
| 12       | 4     | ∟ Emergency change              | resolution = Unresolved AND issuetype = Change AND "Change type" = Emergency ORDER BY created DESC   |
| 13       | 5     | Problem                         | resolution = Unresolved AND issuetype = Problem ORDER BY priority DESC   |
| 14       | 6     | L, Completed last 30 days       | issuetype = Problem AND status = Completed AND resolved >= -30d  |
| 15       | 7     | Recently resolved               | resolved >= -1w ORDER BY resolved DESC   |
| 3        | 8     | Assigned to me                  | assignee = currentUser() AND resolution = Unresolved ORDER BY "Time to resolution" ASC   |
| 4        | 9     | ∟ Waiting on me                 | assignee = currentUser() AND resolution = Unresolved AND status in ("Waiting for support", "In progress", Escalated) ORDER BY "Time to resolution" ASC |
| 5        | 10    | Incidents                       | resolution = Unresolved AND issuetype = Incident ORDER BY "Time to resolution" ASC   |
| 6        | 11    | Reported in the last 60 minutes | issuetype = Incident AND created >= -60m ORDER BY created DESC   |
| 7        | 12    | L Critical                      | resolution = Unresolved AND issuetype = Incident AND priority in (Blocker, High) ORDER BY created DESC   |
| 8        | 13    | Service requests                | resolution = Unresolved AND issuetype = "Service Request" ORDER BY "Time to resolution" ASC  |
| 9        | 14    | L→ Due in 24h                   | resolution = Unresolved AND issuetype = "Service Request" AND due <= 24h ORDER BY due ASC  |
| 10       | 15    | Change                          | resolution = Unresolved AND issuetype = Change   |
|          |       |                                 |  |

## (i) Queue fields: All open (Id: 1)

| Id | Order | Custom Field Id | Name               |
|----|-------|-----------------|--------------------|
| 1  | 1     | 10118           | Time to resolution |
| 2  | 2     | ISSUETYPE       | Issue Type         |
| 3  | 3     | ISSUEKEY        | Key                |
| 4  | 4     | STATUS          | Status             |
| 5  | 5     | SUMMARY         | Summary            |
| 6  | 6     | CREATED         | Created            |
| 7  | 7     | PRIORITY        | Priority           |
| 8  | 8     | REPORTER        | Reporter           |

## ① Queue fields: Unassigned issues (ld: 2)

| Id | Order | Custom Field Id | Name               |
|----|-------|-----------------|--------------------|
| 9  | 1     | 10118           | Time to resolution |
| 10 | 2     | ISSUETYPE       | Issue Type         |
| 11 | 3     | ISSUEKEY        | Key                |
| 12 | 4     | PRIORITY        | Priority           |
| 13 | 5     | STATUS          | Status             |
| 14 | 6     | SUMMARY         | Summary            |
| 15 | 7     | COMPONENTS      | Component/s        |
| 16 | 8     | CREATED         | Created            |
| 17 | 9     | REPORTER        | Reporter           |

## $\odot$ Queue fields: $\sqcup$ Ready for implementation (Id: 11)

| Id  | Order | Custom Field Id | Name                          |
|-----|-------|-----------------|-------------------------------|
| 100 | 1     | 10121           | Time to approve normal change |
| 101 | 2     | ISSUETYPE       | Issue Type                    |
| 110 | 3     | PRIORITY        | Priority                      |
| 111 | 4     | REPORTER        | Reporter                      |
| 102 | 5     | ISSUEKEY        | Key                           |

| 103                          | 6                  | STATUS              | Status                 |
|------------------------------|--------------------|---------------------|------------------------|
| 104                          | 7                  | SUMMARY             | Summary                |
| 105                          | 8                  | COMPONENTS          | Component/s            |
| 106                          | 9                  | 10103               | Change type            |
| 107                          | 10                 | 10106               | Change start date      |
| 108                          | 11                 | 10107               | Change completion date |
| 109                          | 12                 | CREATED             | Created                |
| O Our field                  | da Fusan           |                     | 10)                    |
| U Queue nei                  | as: ∟ Emer         | gency change (ld:   | <del></del>            |
| Id                           | Order              | Custom Field Id     | Name                   |
| 112                          | 1                  | ISSUEKEY            | Key                    |
| 113                          | 2                  | STATUS              | Status                 |
| 114                          | 3                  | SUMMARY             | Summary                |
| 115                          | 4                  | COMPONENTS          | Component/s            |
| 116                          | 5                  | 10106               | Change start date      |
| 117                          | 6                  | 10107               | Change completion date |
| 118                          | 7                  | CREATED             | Created                |
| 119                          | 8                  | PRIORITY            | Priority               |
| <ul><li>Queue fiel</li></ul> | de Proble          | a (ld: 12)          |                        |
|                              |                    |                     |                        |
| Id                           | Order              | Custom Field Id     | Name                   |
| 120                          | 1                  | 10118               | Time to resolution     |
| 121                          | 2                  | ISSUETYPE           | Issue Type             |
| 122                          | 3                  | ISSUEKEY            | Key                    |
| 123                          | 4                  | STATUS              | Status                 |
| 124                          | 5                  | SUMMARY             | Summary                |
| 125                          | 6                  | CREATED             | Created                |
| 126                          | 7                  | REPORTER            | Reporter               |
| 127                          | 8                  | DUEDATE             | Due Date               |
| (i) Queue fiel               | ds: L. Comr        | oleted last 30 days | s (ld: 14)             |
| Id                           | Order              | Custom Field Id     | Name                   |
| 128                          | 1                  | 10118               | Time to resolution     |
|                              | 2                  | ISSUETYPE           |                        |
| 129                          |                    |                     | Issue Type             |
| 130                          | 3                  | ISSUEKEY            | Key                    |
| 131                          | 4                  | STATUS              | Status                 |
| 132                          | 5                  | SUMMARY             | Summary                |
| 133                          | 6                  | CREATED             | Created                |
| 134                          | 7                  | REPORTER            | Reporter               |
| 135                          | 8                  | DUEDATE             | Due Date               |
| <ul><li>Queue fiel</li></ul> | ds: <b>Recenti</b> | y resolved (ld: 15) |                        |
| Id                           | Order              | Custom Field Id     | Name                   |
| 136                          | 1                  | 10118               | Time to resolution     |
| 137                          | 2                  | ISSUETYPE           | Issue Type             |
|                              | 3                  |                     |                        |
| 138                          |                    | ISSUEKEY            | Key                    |
| 139                          | 4                  | STATUS              | Status                 |
| 140                          | 5                  | SUMMARY             | Summary                |
| 141                          | 6                  | CREATED             | Created                |
| 142                          | 7                  | REPORTER            | Reporter               |
| 143                          | 8                  | 10004               | Satisfaction           |
| (i) Queue fiel               | ds: Assigne        | ed to me (ld: 3)    |                        |
| Id                           | Order              | Custom Field Id     | Name                   |
| 18                           | 1                  | 10118               | Time to resolution     |
| 19                           | 2                  | ISSUETYPE           | Issue Type             |
| 20                           | 3                  | ISSUEKEY            | Key                    |
| 20                           | ,                  | IOOOERET            | ,                      |

21

STATUS

Status

| 22   | _   | CHAMAADV   | Cummary  |
|--|---|--|--|
| 22   | 5   | SUMMARY  | Summary  |
| 23   | 6   | CREATED  | Created  |
| 24   | 7   | PRIORITY   | Priority   |
| 25   | 8   | REPORTER   | Reporter   |
| Queue fiel   | lds: ∟, <b>Waiti</b>  | ng on me (ld: 4)   |  |
| Id   | Order   | Custom Field Id  | Name   |
| 26   | 1   | 10118  | Time to resolution   |
| 27   | 2   | ISSUETYPE  | Issue Type   |
| 28   | 3   | ISSUEKEY   | Key  |
| 29   | 4   | STATUS   | Status   |
| 30   | 5   | SUMMARY  | Summary  |
| 31   | 6   | CREATED  | Created  |
|  | 7   | REPORTER   | Reporter   |
| 32   | 8   |  |  |
| 33   | •   | DUEDATE  | Due Date   |
| Queue fiel   | lds: Inciden  | ts (ld: 5)   |  |
| Id   | Order   | Custom Field Id  | Name   |
| 34   | 1   | 10118  | Time to resolution   |
| 35   | 2   | 10119  | Time to first response   |
| 44   | 3   | 10108  | Urgency  |
| 45   | 4   | REPORTER   | Reporter   |
| 36   | 5   | ISSUETYPE  | Issue Type   |
| 37   | 6   | ISSUEKEY   | Key  |
| 38   | 7   | STATUS   | Status   |
|  |   | SUMMARY  | Summary  |
| 39   | 8   |  |  |
| 39   | 9   |  |  |
| 40   | 9   | COMPONENTS   | Component/s  |
| 40   | 9   | CREATED  | Component/s Created  |
| 40   | 9   | COMPONENTS   | Component/s  |
| 40 41 42 43  | 9<br>10<br>11<br>12   | COMPONENTS  CREATED  PRIORITY  | Component/s Created Priority Impact  |
| 40 41 42 43  | 9<br>10<br>11<br>12   | COMPONENTS CREATED PRIORITY 10102  | Component/s Created Priority Impact  |
| 40<br>41<br>42<br>43<br>Queue fiel   | 9<br>10<br>11<br>12<br>Ids: ∟ Repo  | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  | Component/s Created Priority Impact minutes (Id: 6)  |
| 40 41 42 43 Queue fiel   | 9<br>10<br>11<br>12<br>Ids: ∟ Repo  | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id   | Component/s Created Priority Impact Minutes (Id: 6) Name   |
| 40 41 42 43 Queue fiel Id  | 9<br>10<br>11<br>12<br>Ids: L. Repo<br>Order  | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id   | Component/s Created Priority Impact minutes (Id: 6) Name Time to resolution  |
| 40 41 42 43 Queue fiel Id 46 47  | 9<br>10<br>11<br>12<br>1ds: L. Repo<br>Order<br>1   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119   | Component/s Created Priority Impact  Minutes (Id: 6) Name Time to resolution Time to first response  |
| 40 41 42 43 Queue fiel Id 46 47 56   | 9<br>10<br>11<br>12<br>1ds: L- Repo<br>Order<br>1<br>2<br>3   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  | Component/s Created Priority Impact  minutes (Id: 6) Name Time to first response Urgency   |
| 40 41 42 43 43 Queue fiel Id 46 47 56 57   | 9<br>10<br>11<br>12<br>Ids: L. Repo<br>Order<br>1<br>2<br>3<br>4  | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  | Component/s  Created  Priority  Impact  minutes (Id: 6)  Name  Time to resolution  Time to first response  Urgency  Reporter   |
| 40 41 42 43 Queue fiel Id 46 47 56 57 48   | 9<br>10<br>11<br>12<br>Ids: L- Repo<br>Order<br>1<br>2<br>3<br>4<br>5   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE   | Component/s Created Priority Impact  minutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type  |
| 40 41 42 43 Queue fiel Id 46 47 56 57 48 49  | 9 10 11 12 1dds: L. Repo Order 1 2 3 4 5 6  | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  ISSUETYPE  | Component/s  Created  Priority Impact  Minutes (Id: 6)  Name  Time to resolution  Time to first response  Urgency  Reporter  Issue Type  Key   |
| 40 41 42 43 43 Queue fiel Id 46 47 56 57 48 49 50  | 9<br>10<br>11<br>12<br>Ids: L. Repo<br>Order<br>1<br>2<br>3<br>4<br>5<br>6<br>7   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  ISSUEKEY  STATUS   | Created  Priority Impact  minutes (Id: 6)  Name  Time to resolution  Time to first response  Urgency  Reporter  Issue Type  Key  Status  |
| 40 41 42 43 Queue fiel Id 46 47 56 57 48 49 50 51  | 9<br>10<br>11<br>12<br>Ids: L- Repo<br>Order<br>1<br>2<br>3<br>4<br>5<br>6<br>7   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  ISSUEKEY  STATUS  SUMMARY  | Component/s Created Priority Impact  minutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary   |
| 40 41 42 43 Queue fiel Id 46 47 56 57 48 49 50 51 52                                       | 9<br>10<br>11<br>12<br>Ids: L. Repo<br>Order<br>1<br>2<br>3<br>4<br>5<br>6<br>7<br>8  | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  ISSUETYPE  STATUS  SUMMARY  COMPONENTS   | Component/s  Created  Priority Impact  minutes (Id: 6)  Name  Time to resolution  Time to first response  Urgency  Reporter  Issue Type  Key  Status  Summary  Component/s   |
| 40 41 42 43 Queue field 46 47 56 57 48 49 50 51 52 53                                      | 9 10 11 12 Corder 1 2 3 4 5 6 7 8 9 10  | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  ISSUEKEY  STATUS  SUMMARY  COMPONENTS  CREATED   | Component/s Created Priority Impact  minutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created   |
| 40 41 42 43 Queue field Id 46 47 56 57 48 49 50 51 52 53 54 55                             | 9<br>10<br>11<br>12<br>Ids: L- Repo<br>Order<br>1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9<br>10   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  ISSUEKEY  STATUS  SUMMARY  COMPONENTS  CREATED  PRIORITY  10102  | Created Priority Impact  minutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority  |
| 40 41 42 43 Queue field Id 46 47 56 57 48 49 50 51 52 53 54 55                             | 9<br>10<br>11<br>12<br>Ids: L. Repo<br>Order<br>1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9<br>10<br>11   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  ISSUEKEY  STATUS  SUMMARY  COMPONENTS  CREATED  PRIORITY  10102  | Created Priority Impact  minutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority  |
| 40 41 42 43 Queue fiel Id 46 47 56 57 48 49 50 51 52 53 54 55 Queue fiel                   | 9 10 11 12 Ids: L. Repo Order 1 2 3 4 5 6 7 8 9 10 11 12  | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  ISSUETYPE  STATUS  SUMMARY  COMPONENTS  CREATED  PRIORITY  10102  cal (Id: 7)  | Component/s Created Priority Impact  minutes (Id: 6) Name  Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority Impact  |
| 40 41 42 43 Queue field 46 47 56 57 48 49 50 51 52 53 54 55 Queue field Id                 | 9 10 11 12 Ids: L. Repo Order 1 2 3 4 5 6 7 8 9 10 11 12 Ids: L. Critic   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  ISSUEKEY  STATUS  SUMMARY  COMPONENTS  CREATED  PRIORITY  10102  cal (Id: 7)  Custom Field Id  | Component/s Created Priority Impact  minutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority Impact   |
| 40 41 42 43 Queue fiel Id 46 47 56 57 48 49 50 51 52 53 54 55 59 Cueue fiel Id 58 59       | 9 10 11 12  Ids: L- Repo Order 1 2 3 4 5 6 7 8 9 10 11 12  Ids: L- Critic Order 1   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  ISSUETYPE  STATUS  COMPONENTS  CREATED  PRIORITY  10102  custom Field Id  10118  10119   | Component/s Created Priority Impact  minutes (Id: 6)  Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority Impact  Name Time to resolution   |
| 40 41 42 43 Queue fiel 1d 46 47 56 57 48 49 50 51 52 53 54 55 Queue fiel 1d 58             | 9 10 11 12 Ids: L. Repo Order 1 2 3 4 5 6 7 8 9 10 11 12 Ids: L. Critic Order 1 2 3   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  ISSUEKEY  STATUS  SUMMARY  COMPONENTS  CREATED  PRIORITY  10102  cal (Id: 7)  Custom Field Id  10118  10119  10119   | Component/s Created Priority Impact Iminutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority Impact  Name Time to resolution Time to first response   |
| 40 41 42 43 43 449 49 50 51 52 53 54 55 65 68 68 69  | 9 10 11 12 1ds: L- Repo  Order 1 2 3 4 5 6 7 8 9 10 11 12  Ids: L- Critic  Order 1 2 3 4 4 4 5 6 7 8 9 10 11 12 12 14 15 15 16 16 17 18 18 18 18 18 18 18 18 18 18 18 18 18   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUEKEY  STATUS  SUMMARY  COMPONENTS  CREATED  PRIORITY  10102  custom Field Id  10118  10119  10108  REPORTER   | Created Priority Impact  Minutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority Impact  Name  Time to resolution Time to first response Urgency Reporter |
| 40 41 42 43 43 Queue fiel Id 46 47 56 57 55 53 554 55 65 68 68 69 60 60                    | 9 10 11 12 Ids: L- Repo Order 1 2 3 4 5 6 7 8 9 10 11 12 Ids: L- Critic Order 1 2 3 4 5 5 6 7 8 9 10 11 12 Ids: L- Critic Order 1 2 3 4 5 6 7 8 9 10 11 12  | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  STATUS  SUMMARY  COMPONENTS  CREATED  PRIORITY  10102  custom Field Id  10118  10119  10108  REPORTER  | Created Priority Impact  Minutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority Impact  Name Time to resolution Time to first response Urgency Reporter  |
| 40 41 42 43 Queue fiel 1d 46 47 56 57 48 49 50 51 52 53 54 55 Queue fiel 1d 58 69 60 60 61 | 9 10 11 12 Ids: L. Repo Order 1 2 3 4 5 6 7 8 9 10 11 12 Order 1 2 3 4 5 6 6 7 8 9 10 11 12 Order 1 2 3 4 5 6 6 6 6 6 7 8 6 6 7 8 9 6 6 6 7 8 9 6 6 7 8 9 6 6 7 8 9 6 6 7 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 8 8 9 6 8 8 9 6 8 8 8 9 8 8 8 9 8 8 8 8   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  STATUS  SUMMARY  COMPONENTS  CREATED  PRIORITY  10102  custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE   | Created Priority Impact  minutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority Impact  Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority Impact  |
| 40 41 42 43 Queue fiel 1d 46 47 56 57 48 49 50 51 52 53 54 55 68 68 69 60 61 62            | 9 10 11 12 Ids: L. Repo Order 1 2 3 4 5 6 7 8 9 10 11 12 Ids: L. Critic Order 1 2 3 4 5 6 7 7 8 7 8 7 8 9 7 8 9 7 7 8 9 7 8 9 7 7 8 9 7 7 8 7 8   | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUEKEY  STATUS  SUMMARY  COMPONENTS  CREATED  PRIORITY  10102  custom Field Id  10118  10119  10108  REPORTER  ISSUEMENTY  ISSUEMENTY | Created Priority Impact  minutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority Impact  Name Time to resolution Time to first response Urgency Reporter Essue Type Key Status Summary Component/s Created Priority Impact  |
| 40 41 42 43 Queue fiel 1d 46 47 56 57 48 49 50 51 52 53 54 55 Queue fiel 1d 58 69 60 60 61 | 9 10 11 12 Ids: L. Repo Order 1 2 3 4 5 6 7 8 9 10 11 12 Order 1 2 3 4 5 6 6 7 8 9 10 11 12 Order 1 2 3 4 5 6 6 6 6 6 7 8 6 6 7 8 9 6 6 6 7 8 9 6 6 7 8 9 6 6 7 8 9 6 6 7 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 6 7 8 8 9 6 6 7 8 8 9 6 6 7 8 8 9 6 6 6 7 8 8 9 6 6 7 8 8 9 6 8 8 9 6 8 8 8 9 8 8 8 8 8 8 8 8 | COMPONENTS  CREATED  PRIORITY  10102  rted in the last 60 m  Custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE  STATUS  SUMMARY  COMPONENTS  CREATED  PRIORITY  10102  custom Field Id  10118  10119  10108  REPORTER  ISSUETYPE   | Created Priority Impact  minutes (Id: 6) Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority Impact  Name Time to resolution Time to first response Urgency Reporter Issue Type Key Status Summary Component/s Created Priority Impact  |

|             | 66            | 11        | PRIORITY         | Priority                       |
|-------------|---------------|-----------|------------------|--------------------------------|
|             | 67            | 12        | 10102            | Impact                         |
| 0.0         | Oueue fielder | Comico    | remueste (Id. 9) |                                |
|             |               |           | requests (ld: 8) |                                |
|             | ld            | Order     | Custom Field Id  | Name                           |
|             | 70            | 1         | 10118            | Time to resolution             |
|             | 71            | 2         | ISSUETYPE        | Issue Type                     |
|             | 72            | 3         | ISSUEKEY         | Key                            |
|             | 73            | 4         | STATUS           | Status                         |
|             | 74            | 5         | SUMMARY          | Summary                        |
|             | 75            | 6         | 10001            | Customer Request Type          |
|             | 76            | 7         | CREATED          | Created                        |
|             | 77            | 8         | PRIORITY         | Priority                       |
|             | 78            | 9         | REPORTER         | Reporter                       |
| (i) (i)     | Queue fields: | L. Due in | 24h (ld: 9)      |                                |
|             |               |           |                  | None                           |
|             | Id            | Order     | Custom Field Id  | Name                           |
|             | 79            | 2         | 10118            | Time to resolution             |
|             | 80            |           | ISSUETYPE        | Issue Type                     |
|             | 81            | 3         | ISSUEKEY         | Key                            |
|             | 82            | 5         | STATUS           | Status                         |
|             | 83            | 6         | SUMMARY 10001    | Summary  Customer Request Type |
|             |               |           |                  |                                |
|             | 85            | 7         | CREATED          | Created                        |
|             | 86            | 8         | PRIORITY         | Priority                       |
|             | 87            | 9         | REPORTER         | Reporter                       |
| <u>()</u> ( | Queue fields: | Change    | (ld: 10)         |                                |
|             | ld            | Order     | Custom Field Id  | Name                           |
|             | 88            | 1         | 10121            | Time to approve normal change  |
|             | 89            | 2         | ISSUETYPE        | Issue Type                     |
|             | 98            | 3         | PRIORITY         | Priority                       |
|             | 99            | 4         | REPORTER         | Reporter                       |
|             | 90            | 5         | ISSUEKEY         | Key                            |
|             | 91            | 6         | STATUS           | Status                         |
|             | 92            | 7         | SUMMARY          | Summary                        |
|             | 93            | 8         | COMPONENTS       | Component/s                    |
|             | 94            | 9         | 10103            | Change type                    |
|             | 95            | 10        | 10106            | Change start date              |

## Language Support

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# Language Support

12

96

97

| ID | Default | Available to customers | Language                |
|----|---------|------------------------|-------------------------|
| 4  | NO      | NO                     | Polish (Poland)         |
| 5  | YES     | YES                    | English (United States) |
| 6  | NO      | NO                     | German (Germany)        |

Change completion date

Created

## O Custom translations - Polish (Poland) [pl-PL]

10107

CREATED

| Туре                                | Default translation                                   | Translation   |
|-------------------------------------|---|---|
| Content - Name                      | ITSM  | Portal ITSM   |
| Request Type (Id: 10) - Description | If you need a software license, raise a request here. | Jeśli potrzebujesz licencję na oprogramowanie, zgłoś<br>zapotrzebowanie tutaj |
| Request Type (Id: 10) - Name        | Request new software                                  | Nowe oprogramowanie   |
| Request Type (Id: 10) - Field       | Attachment  | Załącznik   |
| Request Type (Id: 10) - Field       | Why do you need this?                                 | Do czego potrzebujesz to oprogramowanie?                                      |

Request Type (Id: 10) - Field Summarize the request Opis
L, Summary

## **Email Requests**

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## **Customer Notifications**

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# **Email Requests**

1 You have no email channels yet

## **Customer Notifications**

| ID | Enabled | Name                            | Description  |
|----|---------|---------------------------------|--|
| 11 | YES     | Organization added              | When a request is shared to an organization, your service project notifies the organization's members so they can opt-in to further updates.   |
| 12 | YES     | Approval required               | When a request transitions to an approval stage of its workflow, your service project notifies approvers that they must act on the request.  |
| 13 | YES     | Customer-visible status changed | When a request transitions to a status that is visible to the customer, your service project notifies the customers involved.  |
| 5  | NO      | Request created                 | When customers create requests in the portal or send an email to your email channel, your service project sends a confirmation that their request was received.  |
| 6  | YES     | Public comment added            | When a comment that is visible to your customers is added to the request/issue, your service project sends all the customers involved on the request a notification.   |
| 7  | YES     | Public comment edited           | When a comment that is visible to your customers is edited, your service project sends all the people involved on the request a notification.  |
| 8  | NO      | Request resolved                | When a request resolution field is set, your service project notifies the reporter and all customers involved. This notification is sent to the reporter even if they have turned off notifications for a request. |
| 9  | YES     | Request reopened                | When a request's resolution field is cleared, your service project notifies all people involved.   |
| 10 | YES     | Participant added               | When participants are added to a request, your service project notifies the new participants.  |

## **♦** Custom translations - English (United States) [en-US]

| <b>Customer Notification</b> | Default translation                        | Translation   |
|------------------------------|--|---|
| Public comment added         | \${event.user.name} commented: \${comment} | Public comment \${event.user.name} commented: \${comment} |

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