

Access JIRA and your(s) Project(s)

Overview

After having downloaded the **Excel Workbook**, you have to complete the settings in order to access your JIRA and your(s) Project(s).

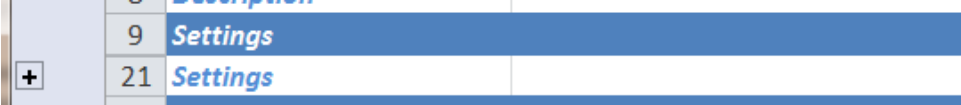
Two steps have to be completed :

- Identify the JIRA Instance
- Select the Project to manage

Access to JIRA

To complete these settings, you process as follow :

1. Go to **Main** sheet
2. Expand the **Settings** section



3. In this expanded section, you access different properties

	Value/Observations
JIRA URLs	Specify here, the list of URLs that you have to access. You may have more than one instance (Production, Pre-Production, Development), then you can extend the list.
JIRA URL	Select here the URL currently selected It will be the JIRA URL that will be used in next steps.
Login	Optionally, specify here the JIRA Login to use.
Password	Optionally, specify here the related password.

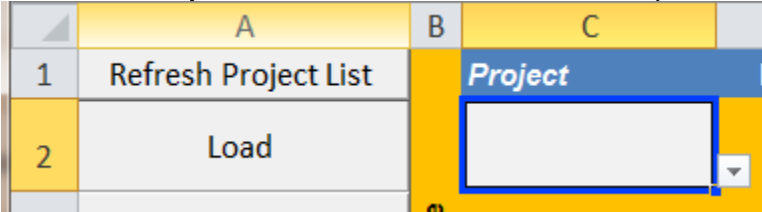
If the credentials are not fully provided, they will be requested when it will be required.

4. Now, your Excel Workbook is able to access your JIRA.

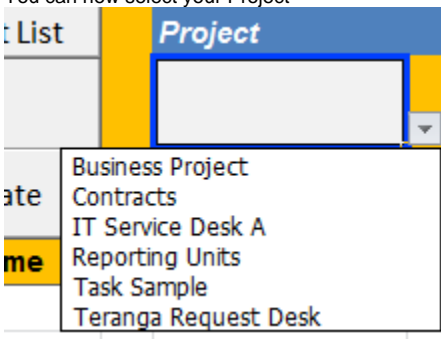
Access to your(s) Project(s)

You can go forward and access the Project Role membership of your(s) Project(s) by following the below steps :

1. Go to **ProjectUsers** sheet
2. Click on **Refresh Project List** button... It refreshes the list of available Projects



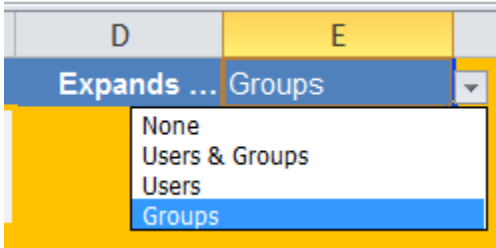
3. You can now select your Project



4. ... and then click on **Load** ... The sheet is refreshed with all **Users & Groups** granted to the **Project Role** of the selected Project.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Refresh Project List	Project	Expands ... Groups				Project Roles & Groups							
Load	Business Project					10002	10102	10100	Group	Group	Group	10101	
Update / Create						Administrators	Developers	Service Desk Customers	jira-administrators	Company A1	Company A	Service Desk Team	
Load	Type												
User / Group Name	Display Name	Last Name	First Name	Email address									
jira-administrators	G					x							
admin	U	administrator		v.thoule+jsd@alkaes.fr			x						
Company A1	G						x				x		
Company A	G							x					

5. If needed, you can also specify how you want to see the Group's membership expanded.



- a. **None**: No expand of Groups members of Project Role.
- b. **Groups**: Expand only Nested Groups of Groups members of Project Role
- c. **Users**: Expand only Nested Groups of Groups members of Project Role
- d. **Users & Groups**: Expand only Nested Groups of Groups members of Project Role