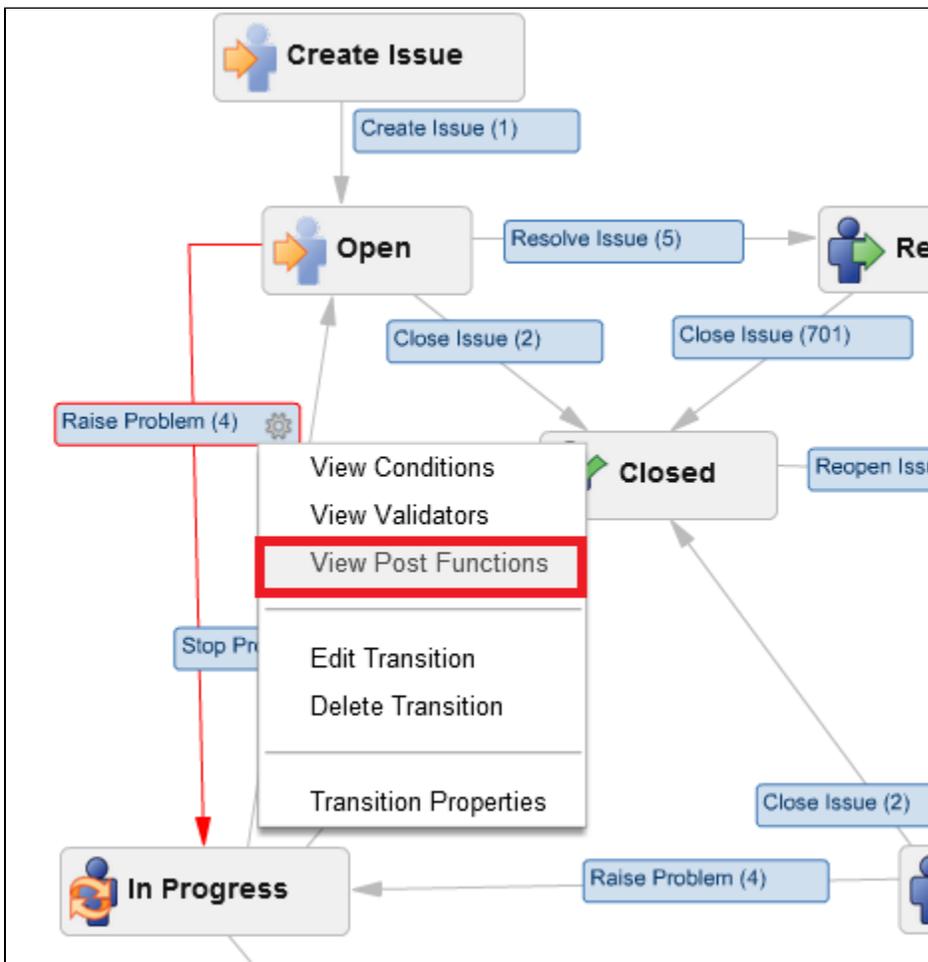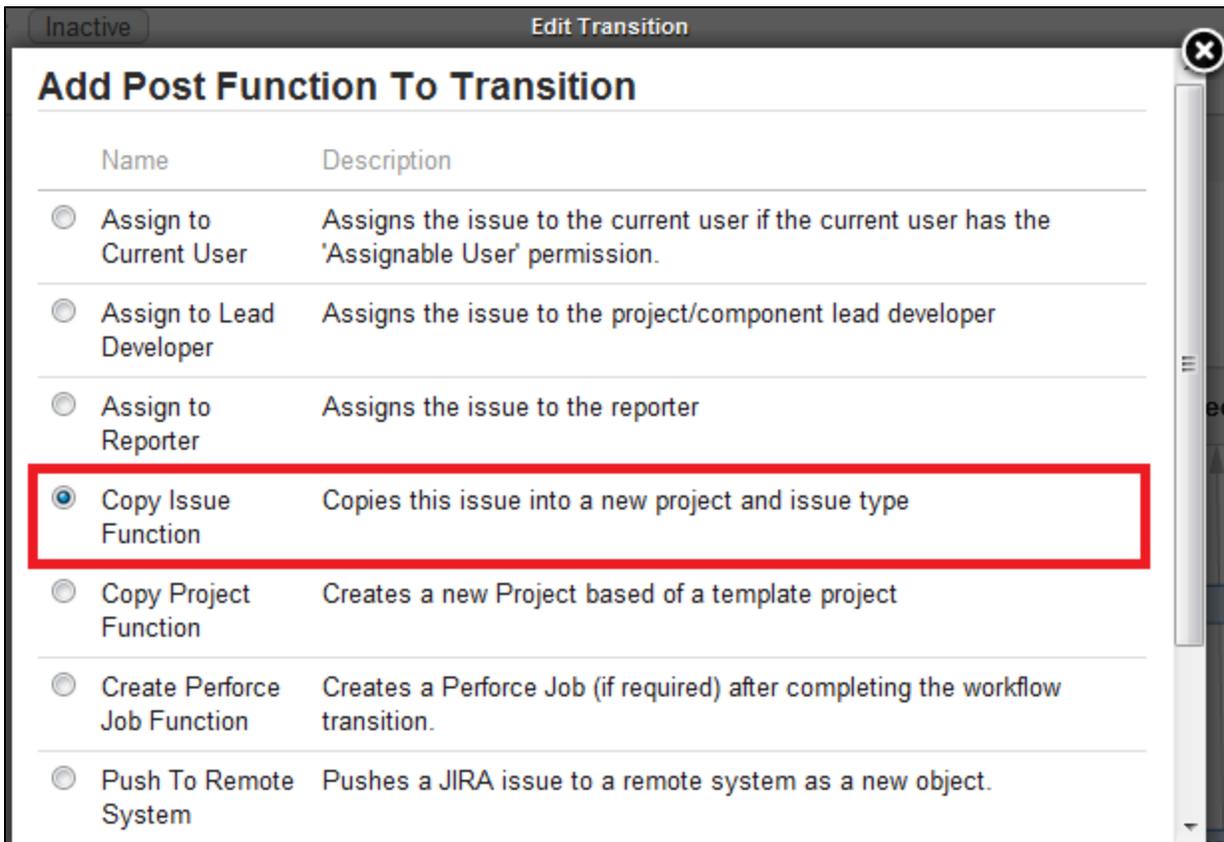# Administrator guide

This guide walks the Jira administrator through the process of setting up the various functions of this app.

Workflow post-function - copy issue

1. Go into the **Workflows** section and find the workflow you want to edit.

2. Go into the Transition you are interested in - or create the transition (e.g. "Raise Problem")

3. Click on the **Post Function** tab

4. Go to the **Cog Icon** > **Add** to add a post-function

5. Select **Copy Issue Function**

Add Post Function To Transition

	Name	Description
○	Assign to Current User	Assigns the issue to the current user if the current user has the 'Assignable User' permission.
○	Assign to Lead Developer	Assigns the issue to the project/component lead developer
○	Assign to Reporter	Assigns the issue to the reporter
●	**Copy Issue Function**	**Copies this issue into a new project and issue type**
○	Copy Project Function	Creates a new Project based of a template project
○	Create Perforce Job Function	Creates a Perforce Job (if required) after completing the workflow transition.
○	Push To Remote System	Pushes a JIRA issue to a remote system as a new object.

6. Select the relevant parameters:

Project	The project to copy into, including **Current Project**
Issue Type	The issue type to copy into, including **Current Issue Type**
Link	What type of link should this create, including **Do not link** and **Subtask**

7. Save your transition and publish your workflow.

Workflow post-function - copy project

This is a highly specialised add-on for administrators in order to manage a large set of projects in Jira. The setup and usability of this add-on is a little advanced so please follow this page for best practices on how to use this add-on.

1. To start go to **Issue Types** and create a custom Issue Type called "Project Creator".

2. Go to **Screens** and create a custom **Screen** called "Project Create Screen"

3. Go to **Custom Fields** and create the following **Custom Fields**.

> When creating these bind these to the issue type "Project Creator", and only show them on the screen "Project Create Screen"

Name	Type
Project Key	Text Field
Project Name	Text Field
Project Lead	User Picker
Project URL	URL Field
Project Description	Free Text Field

On completion your screen should look like this:

Project Description	Free Text Field (unlimited text)	Issue type(s): Global (all issues)	• Project Create Screen	⚙▾
Project Key	Text Field (< 255 characters)	Issue type(s): Global (all issues)	• Project Create Screen	⚙▾
Project Lead	User Picker	Issue type(s): Global (all issues)	• Project Create Screen	⚙▾
Project Name	Text Field (< 255 characters)	Issue type(s): Global (all issues)	• Project Create Screen	⚙▾
Project URL	URL Field	Issue type(s): Global (all issues)	• Project Create Screen	⚙▾

1. Go to Workflows and definte a workflow for creating projects.

2. Add a new "Transition" back to the same Destination Step called "Create New Project"

3. Set the Transition Screen to "Project Create Screen"

4. On this transition add a new Post-Function called "Copy Project Function"

5. Set the following values:

Configuration	Value	Comment
Template Project Key		The value of the project configuration that you wish to copy
Target Project Key Custom Field	Project Key	
Target Project Name Custom Field	Project Name	
Target Project Lead Custom Field	Project Lead	
Target Project URL Custom Field	Project URL	
Target Project Description Custom Field	Project Description	
Target Project Category		The fixed value of Project Category

> I decided to fix the Project Category to a specific value per button, but in future I may make this a custom field value also. Please let me know your thoughts on https://greenhouse.customware.net/Jira/browse/CWJiraUTIL-26
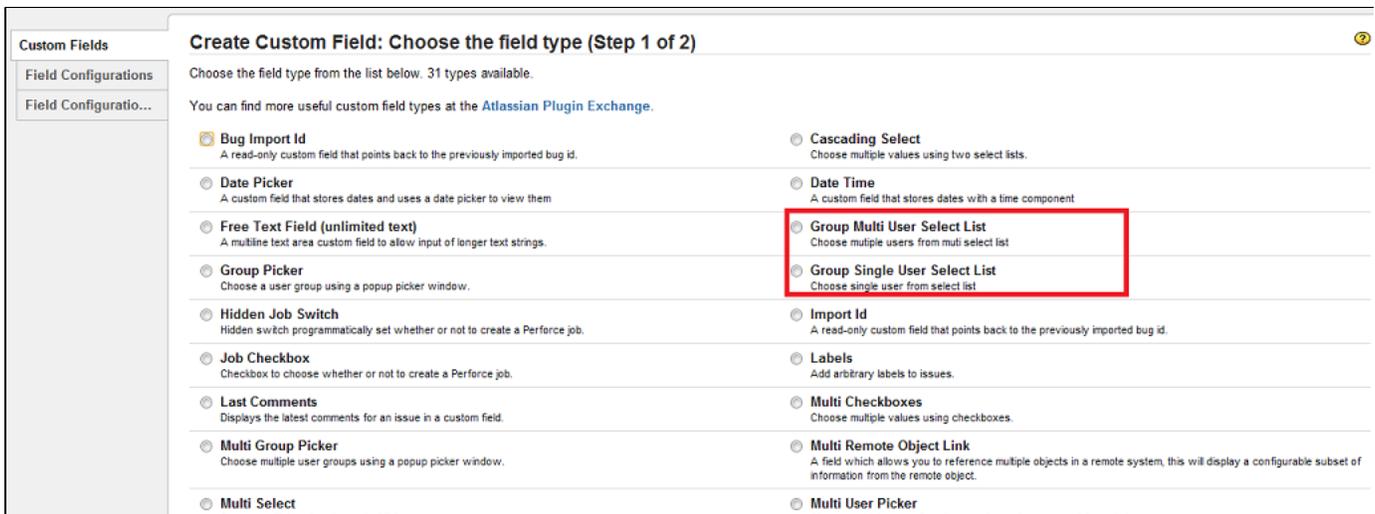
6. Move this post-function under "Update change history for an issue and store the issue in the database."
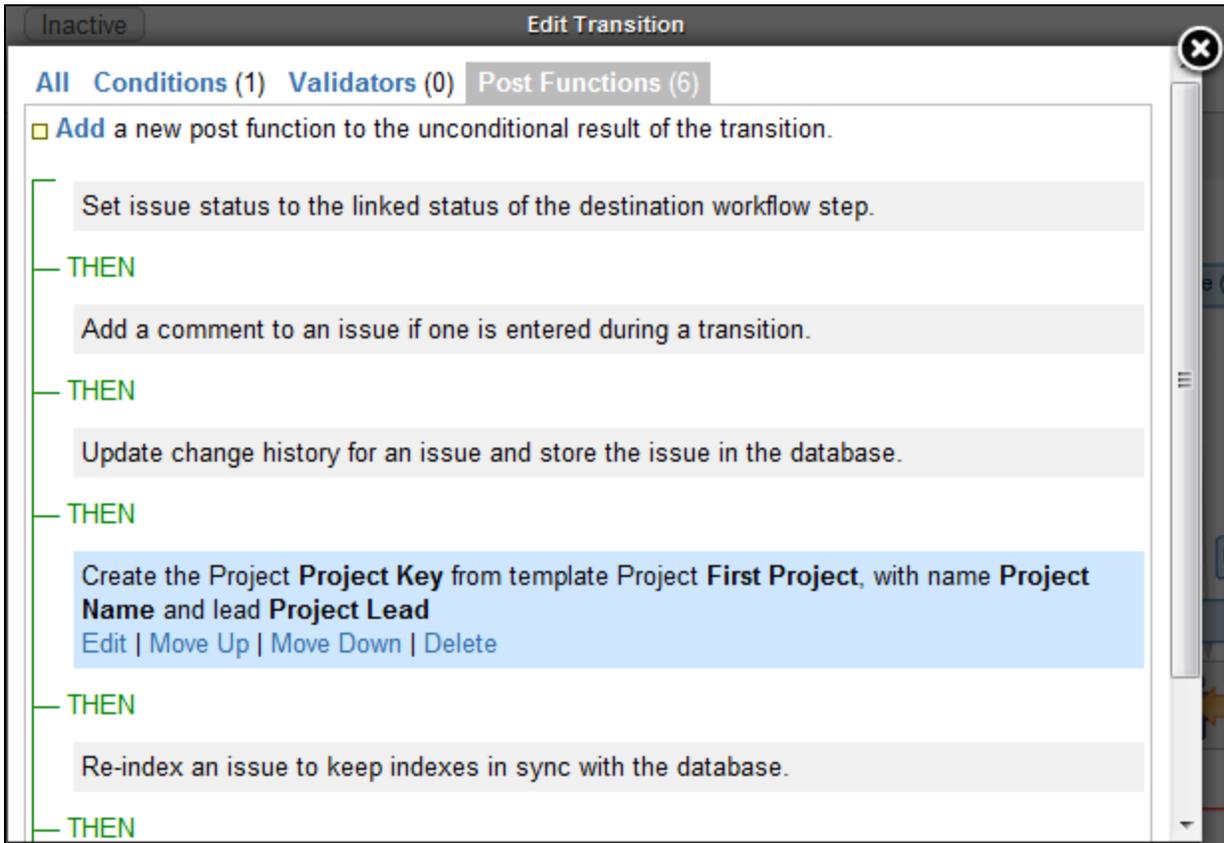
7. Publish your workflow

# Custom fields - group user select list

Two new Custom Fields that allow users to be selected from a particular group.

- Go to **Administration** -> **Custom Fields** and create the new Custom Fields of type:

Group Multi User Select List	Select multiple users from within a group
Group Single User Select List	Select a single user from within a group

Once the fields are created, click the **Cog Icon** then **Configure** > **Edit Options**, and select the groups that apply.
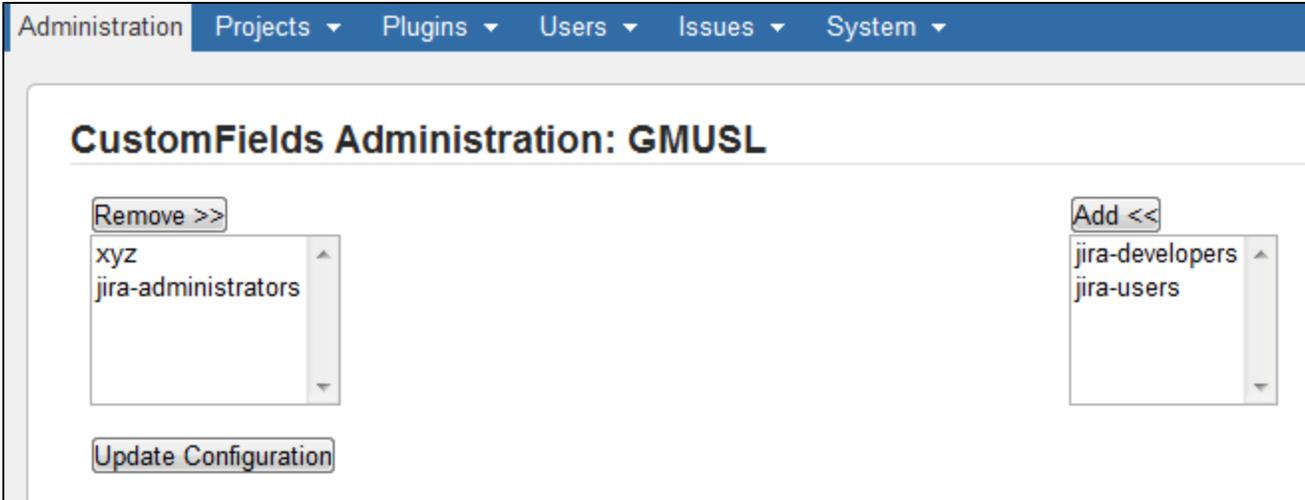
Custom fields - time to comment

This custom field allows you to show the time between the creation of the issue and the first comment.

> Currently the Configure options of this custom field does not do anything

Custom fields - last comments

This custom field allows you to show the last few comments on an issue. By default, only the first 200 characters of the last comment will be displayed.
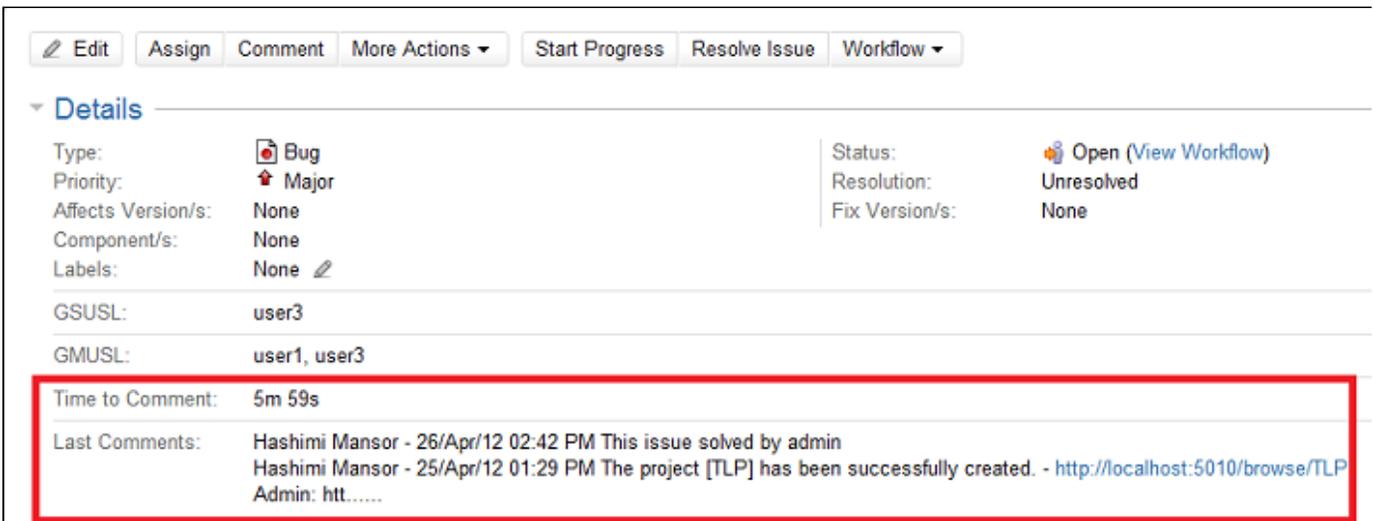
Editing the Settings

By going to the **Latest Comments Configuration** screen, you are able to change the number of comments displayed, the maximum number of characters shown for each comment and change the order that comments are displayed in.

To edit Last Comment settings:

1. Go to **Cog Icon** [⚙▾] > **Issues**
2. In the sidebar, under the **Fields** heading, click **Custom Fields**
3. On your chosen custom field, go to the small **Cog Icon** (on the right) > **Configure**

4. Click **Edit Options**

5. The **Latest Comments Configuration** screen will appear.

Latest Comments Configuration

Maximum Comments: | 3 |

Maximum Number of Comments e.g. 20

Maximum Characters: | 200 |

Maximum Number of Characters e.g. 800

Comment Sort Order: ⦿ Newest First

⚪ Oldest First

Order comments are displayed in.

[Save]   [Cancel]