

Mann's JIRA Administrator Guide

Complete administrator documentation is available [here](#).

Adding a project

It is easiest to create a project after the groups and schemes have been created.

For each project create one or more groups first (see info below), then create a permission scheme (giving access to the group(s) you created) and a notification scheme (specifying which should get email notifications and under what circumstances). Lastly create the project, specifying which permission scheme and notification scheme to use.

Create Groups

Follow the [vendor directions](#) for creating a group and adding people to a group. If you need to create new accounts, follow [these instructions](#).

Best practices:

- User names should be the netid for CU folks and the full e-mail address for non-CU folks.
- Make unique groups for your project. Don't use existing groups.
- Your group names should be XXXXXX-YYYYYYYYYY where XXXXXX is the Project Key that you will use when creating the project and YYYYYYYYYY is "administrators", "developers", and "viewers".

Create Permission Scheme

Follow the [vendor directions](#) for adding a permission scheme.

Best practices:

- Make a unique Permission Scheme for your project. Don't use the default one.
- Your permission scheme should be named XXXXXX-permissions where XXXXXX is the Project Key that you will use when creating the project.
- Edit the permission scheme to give the XXXXXX-administrators group full rights, the XXXXXX-developers group full rights except for administering the project and closing issues, and the XXXXXX-viewers group browse and commenting rights only.

Create Notification Scheme

Follow the [vendor directions](#) for adding an email notification scheme.

Best practices:

- Make a unique Notification Scheme for your project by copying the Default Notification Scheme. Don't just use the default one.
- Your notification scheme should be named XXXXXX-notifications where XXXXXX is the Project Key that you will use when creating the project.

Create Project

Follow the [vendor directions](#) for creating a new project, selecting the Permission Scheme and Notification Scheme created above.