

Capture of Ideas/Suggestions - JIRA

Steps to create a JIRA ticket

- Click on “**Create**” option in JIRA
- Enter the **Issue Type** as “**Initiative**”
- Enter a summary and description
- If possible please add some input on the Business Benefit of the suggested feature/function
- Documents can also be attached if it’s easier to provide examples/diagrams/xls
- Select the Create at the bottom of the form
- Brady will conduct a triage for the ideas/suggestions raised in JIRA
- Product Management will arrange quarterly feedback on ideas/suggestions received

The screenshot shows the 'Create Issue' form in JIRA. At the top right, there is a 'Configure Fields' button. Below the header, a note states 'All fields marked with an asterisk (*) are required'. The 'Project' dropdown is set to 'CRISK Support (CRISK)'. The 'Issue Type' dropdown is set to 'Initiative'. A large purple number '1' is overlaid on the right side of the form. Below the dropdowns, there is a 'Field Tab' section with 'NetSuite Codes' selected. The 'Summary' field is empty. The 'Description' field is active, showing a rich text editor with various formatting options (bold, italic, underline, text color, background color, link, unlink, bulleted list, numbered list, link icon, unlink icon, undo, redo) and a 'Canned response' dropdown. At the bottom of the form, there are 'Visual' and 'Text' tabs.

The screenshot shows a close-up of the 'Business Benefit' field in the JIRA form. The field is empty and has a rich text editor interface with a 'Canned response' dropdown and a plus sign for more options. A large purple number '2' is overlaid on the left side of the field. Above the field, there is an 'Attachment' section with a dashed box and the text 'Drop files to attach, or browse.'.