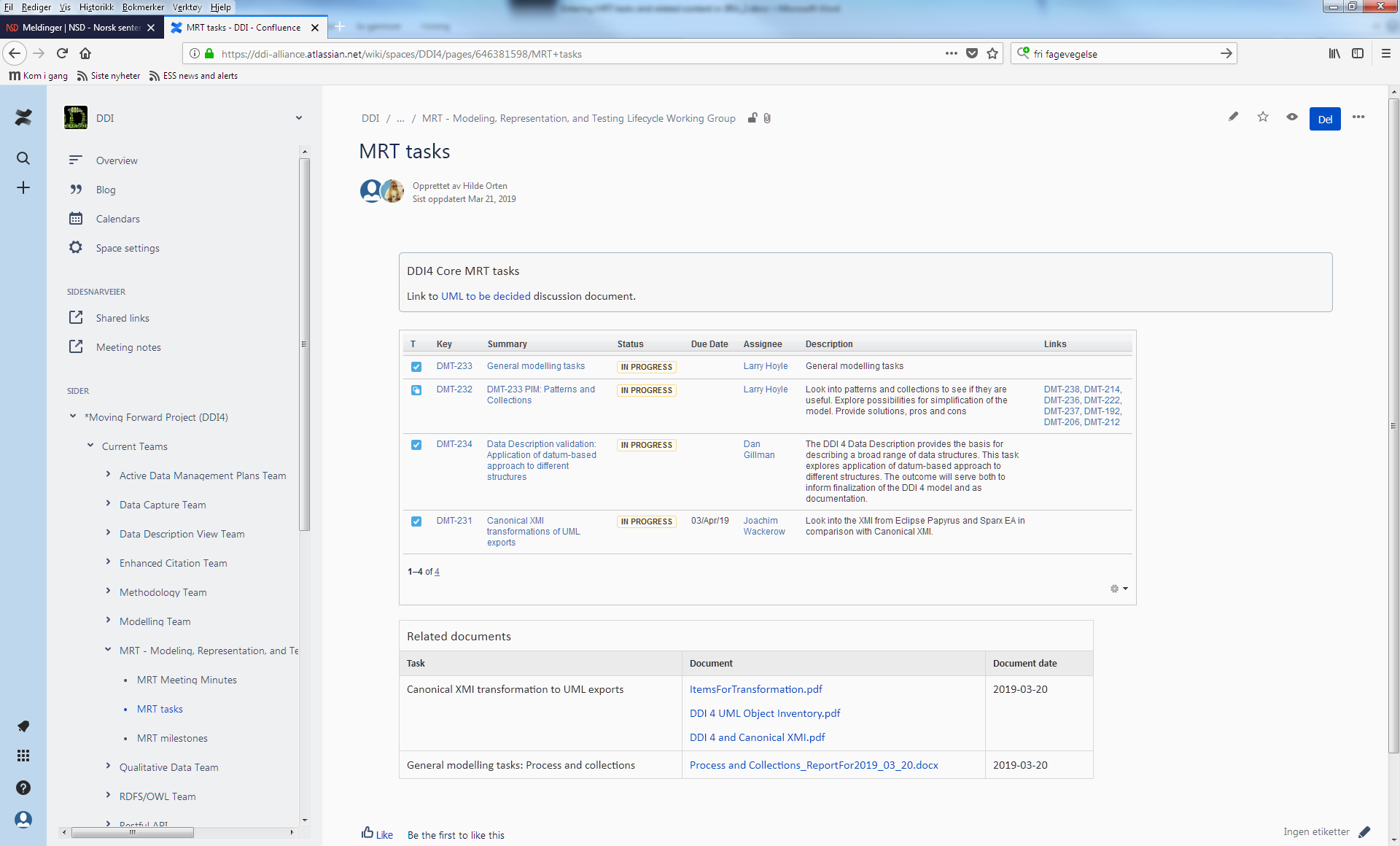
Guide to entering MRT tasks and related content in JIRA

# MRT tasks in Jira and Confluence

MRT tasks are created and maintained in Jira.

The [MRT task page](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/646381598/MRT+tasks) in Confluence contains a filter that retrieves MRT tasks that are created but not yet resolved.

A task need to be labelled ‘MRT-TASK’ to be shown in the filter.



*Figure 1 – MRT tasks as displayed on the MRT page in Confluence*

# Create a new MRT task in Jira

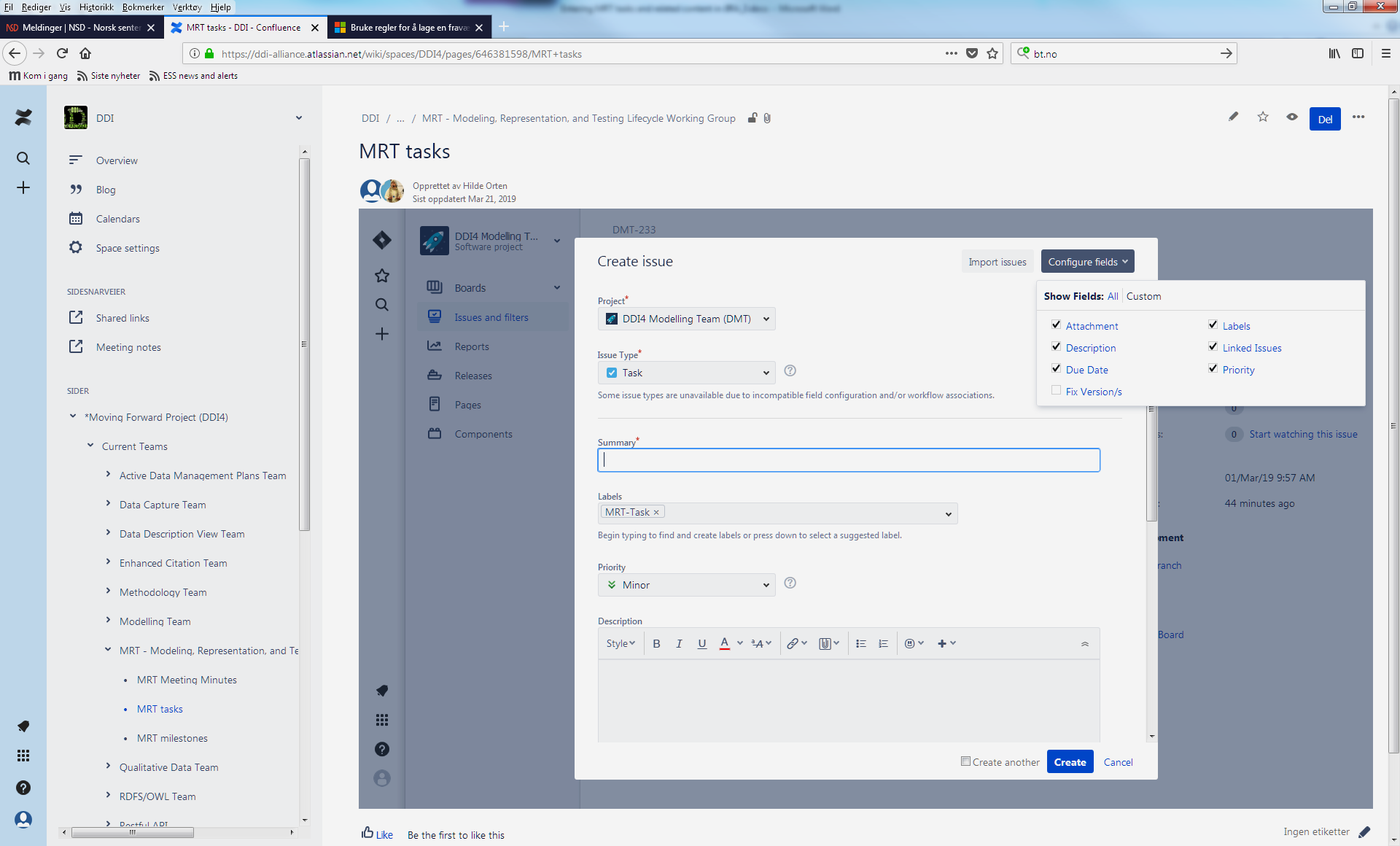
A coordinator is responsible for creating top-level MRT tasks in Jira.

Content is coordinated with the task contact for each top-level MRT task.

Top-level tasks can be stand-alone tasks or general tasks with sub-tasks.

The Jira pages can be easily accessed by clicking on an MRT task in the filter on the MRT task page in Confluence.

Figure 2 below shows how to create a new (top-level) task in Jira.



Important: Enter label MRT-Task

Summary: Enter human readable name

Project DMT

Description: Enter a description of the task

Issue type: Task

**2)** Click on ‘Configure fields’ to display fields for entering content.

**1)** Click on the + sign of the left bar menu to create a new task.

The ‘Create issue’ window will then be shown

### 

Due Date: Enter a due date if relevant

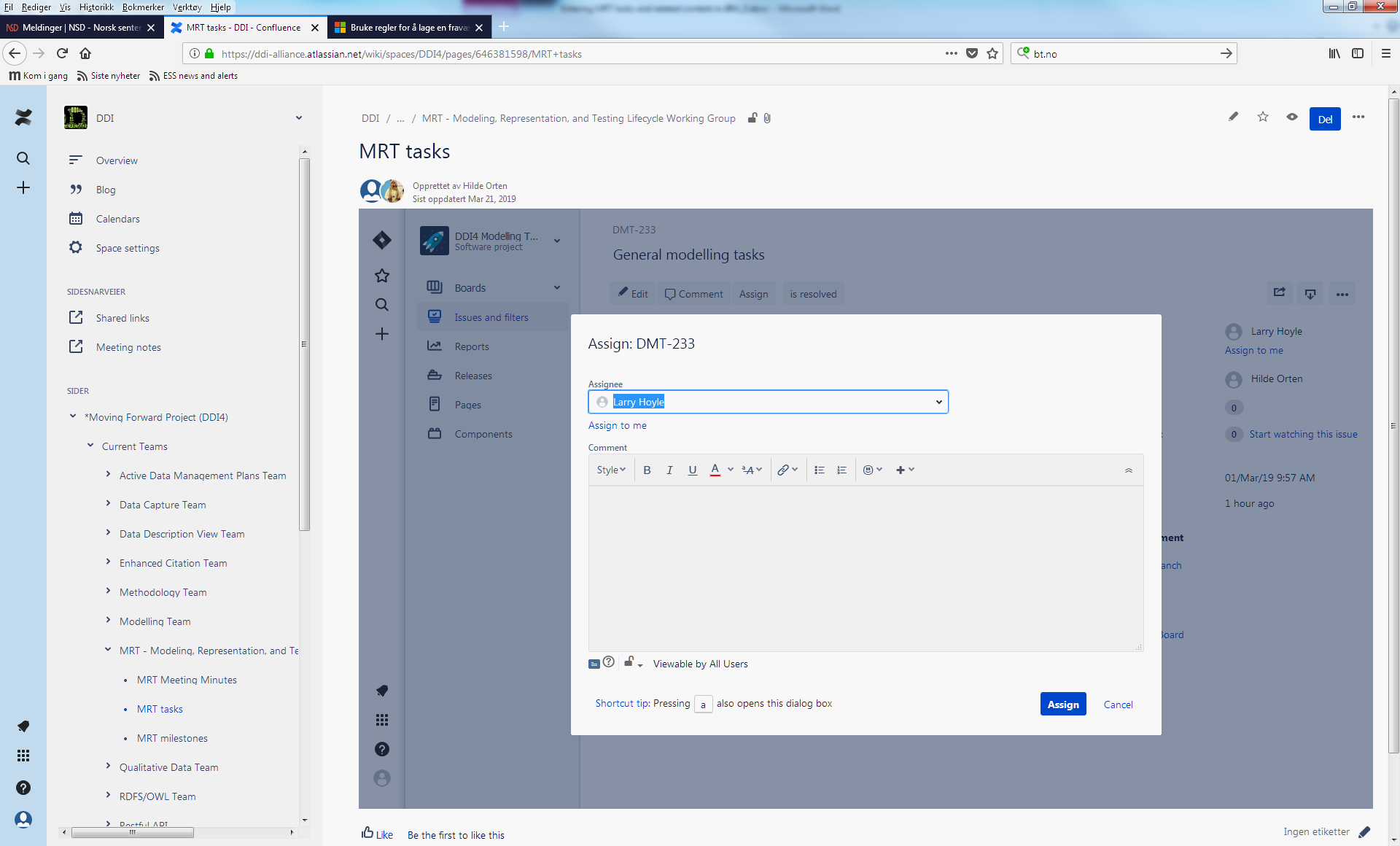
**3)** Enter details and create

### *Figure 2 – Create new top-level task in Jira*

# Assign a task

A task is assigned to a responsible contact that follows up on the task.

For top-level tasks the responsible person is called ‘task contact’. This person reports back to the bigger MRT group.



**3)** Fill in details and assign

**2)** Search up assignee

Assignee

**1)** Cick on ‘Assign’.

The Assign window will then be shown

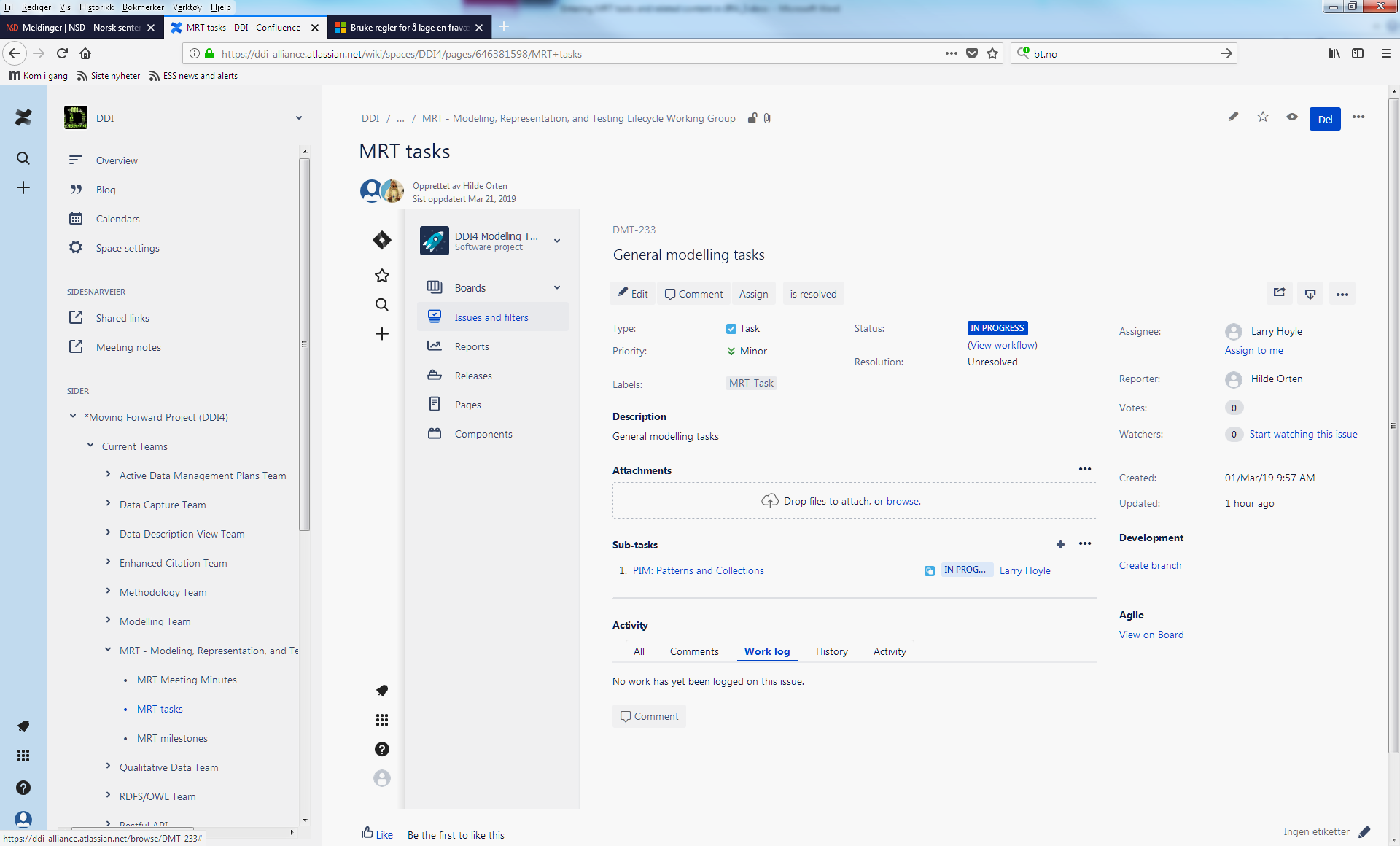
*Figure 3 – Assign a task*

# Edit a task

A task can be edited.

Top-level tasks are edited by the coordinator.

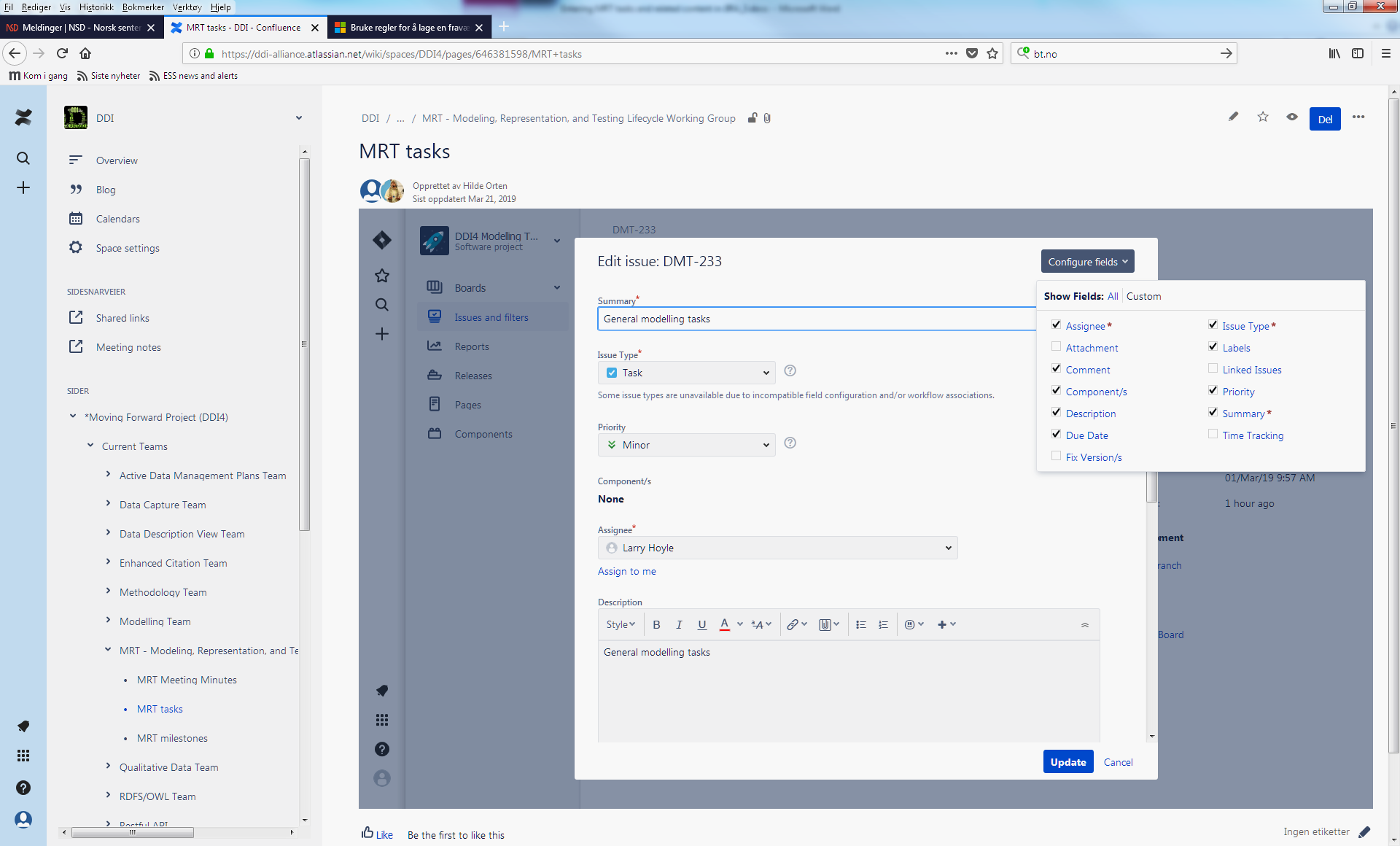
Sub-tasks are edited by the task contact.



Edit task

*Figure 4 – Edit a task - 1*

**1)** Click on ‘Configure fields’ to display fields for editing content.



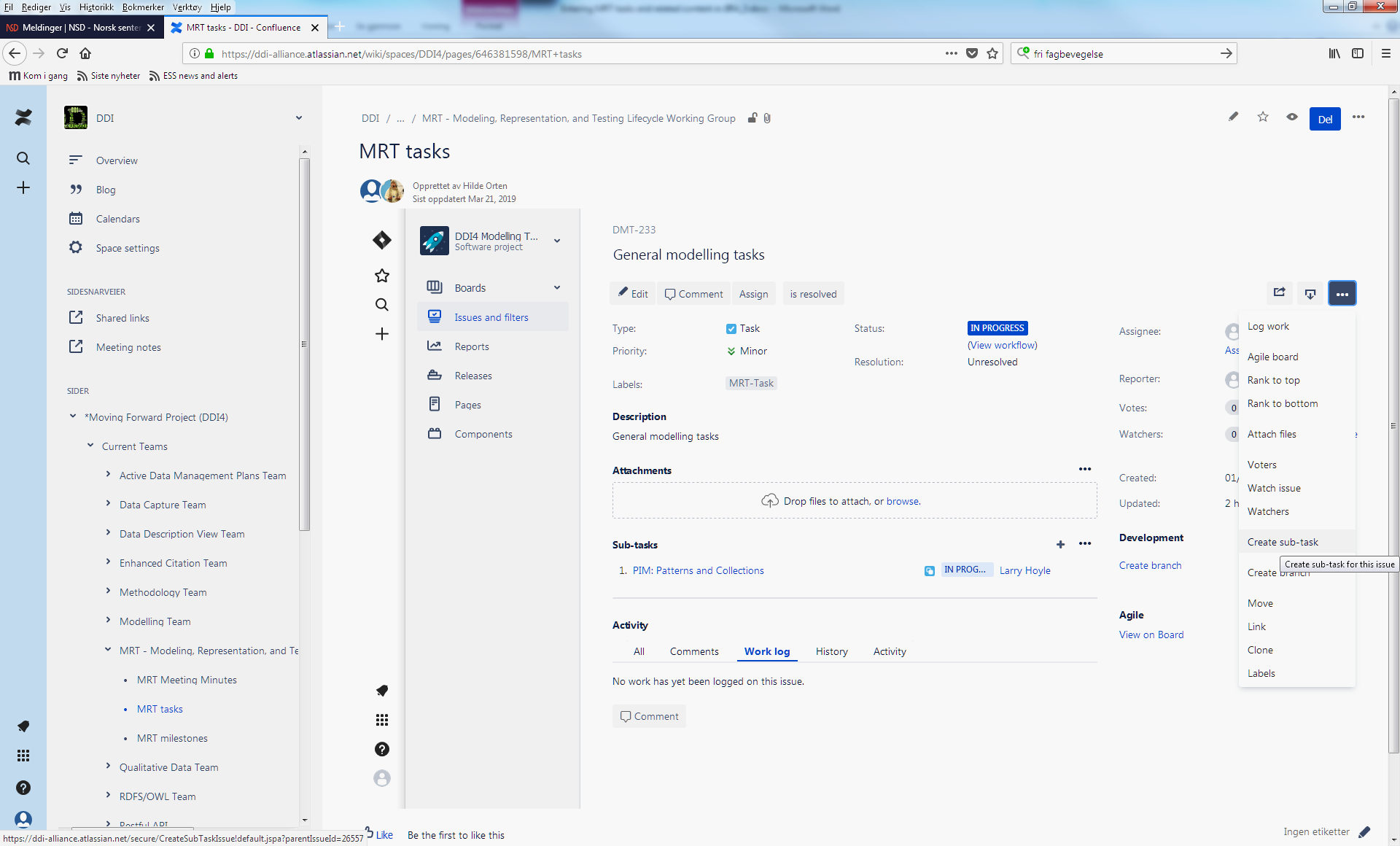
**2)** Edit content and update

*Figure 5 – Edit a task - 2*

# Create sub-tasks

0..\* sub-tasks can be created for a top-level task.

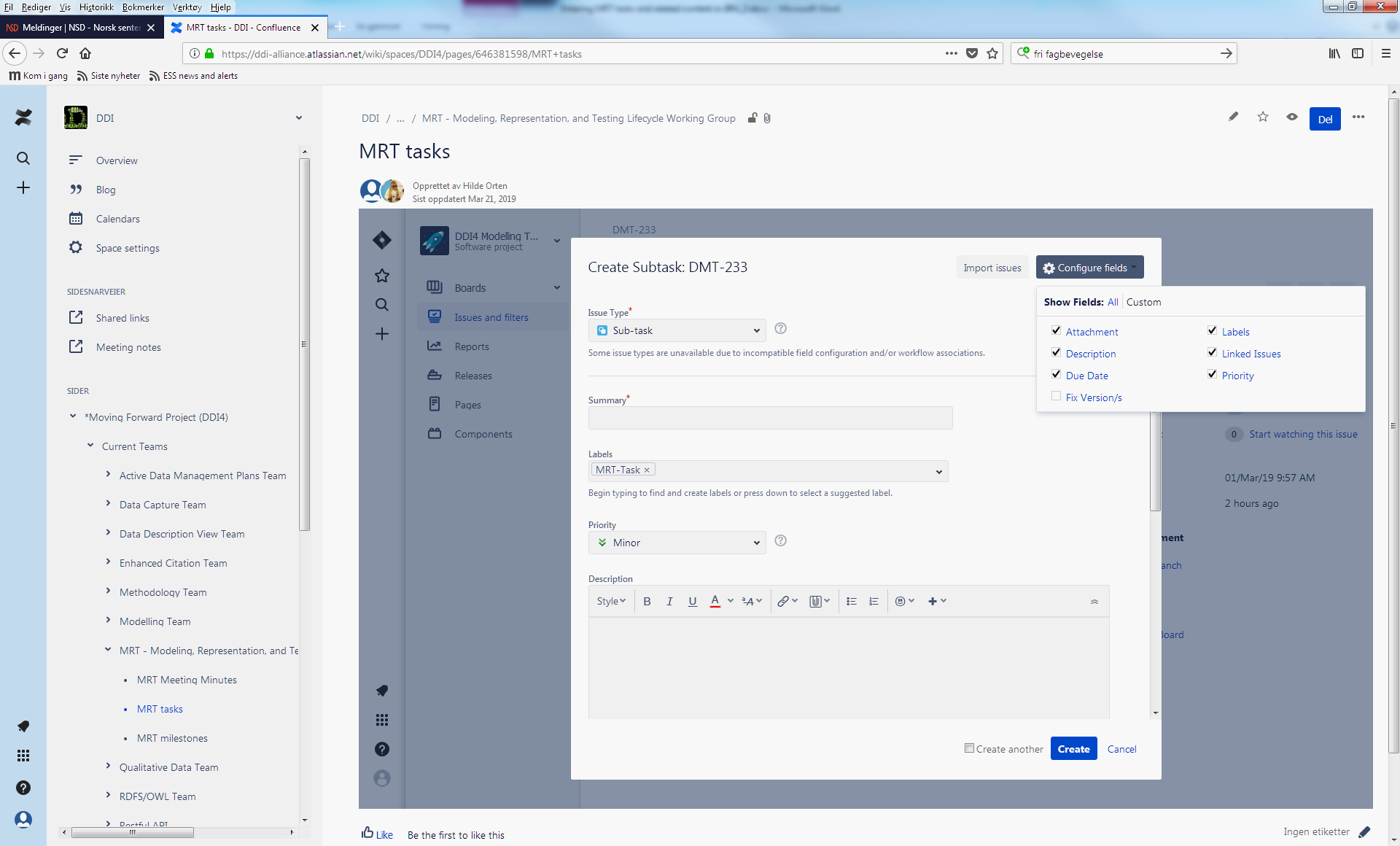
The task contact takes care of this in collaboration with the coordinator.



Created sub-task

Click on ‘Create sub-task’

### *Figure 6 – Create a sub-task – 1*

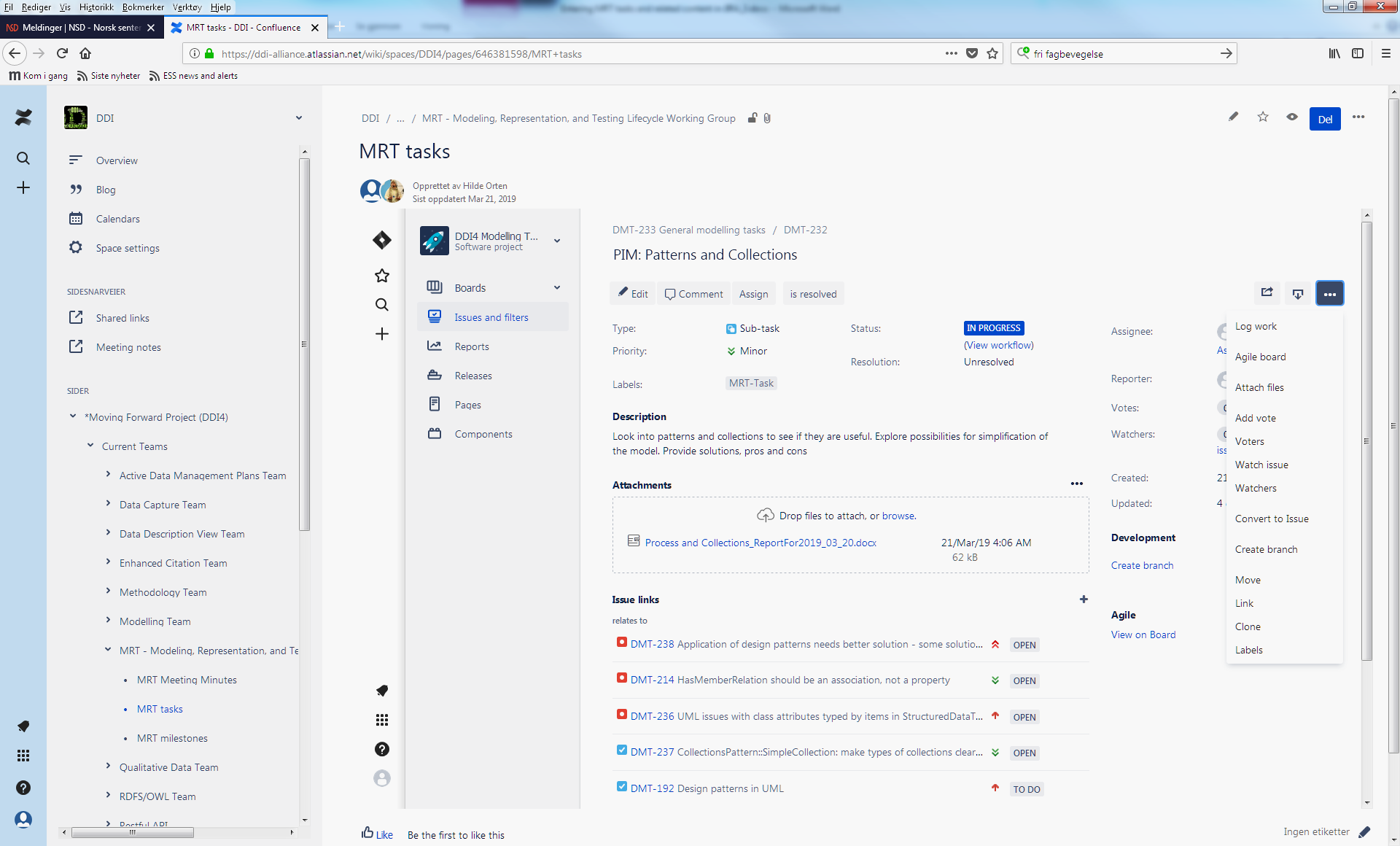


Enter details and create

Important: Enter label ‘MRT-Task’

*Figure 7 – Create a sub-task -2*

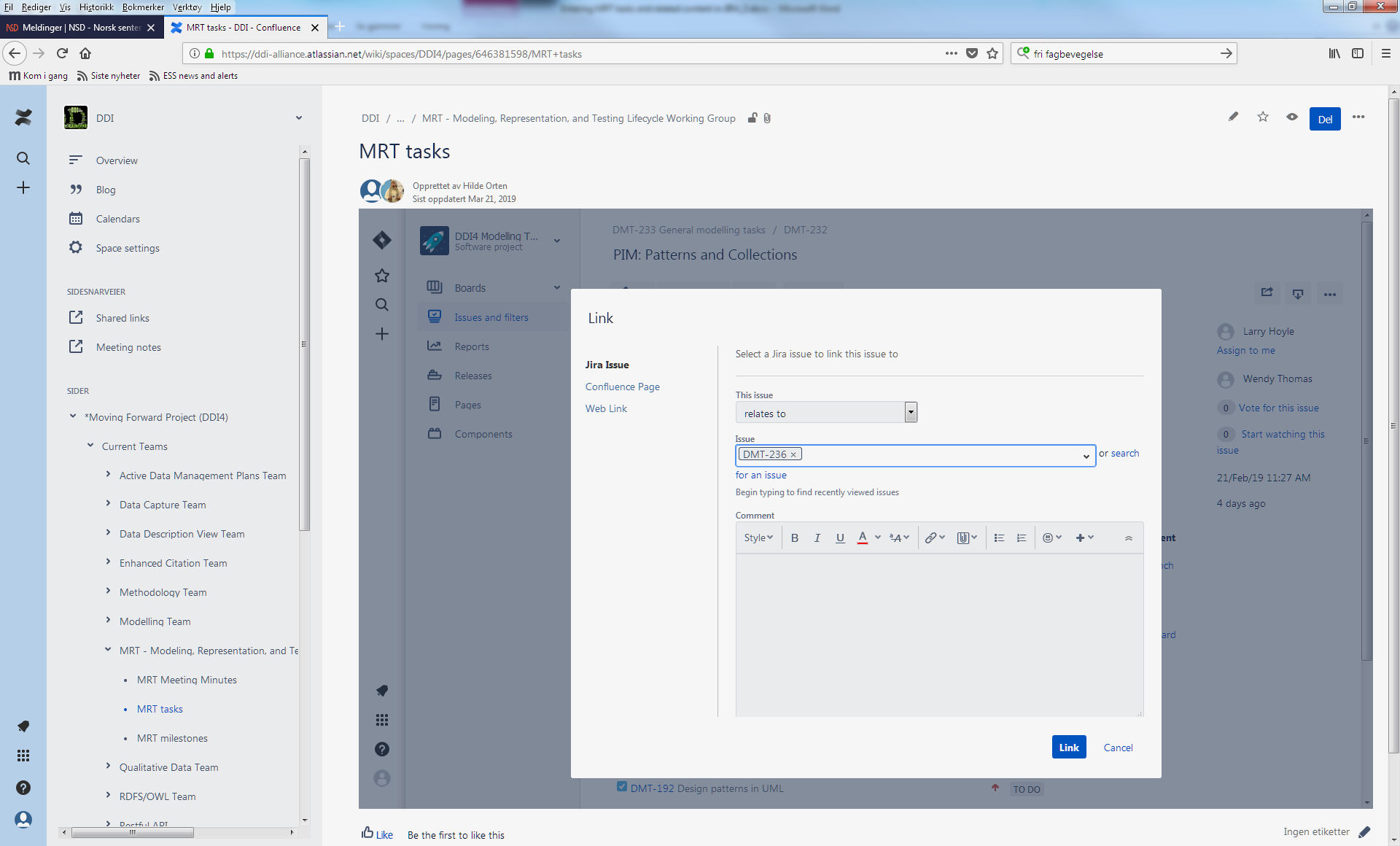
# Link issues to sub-task



Link issues to sub-task

Issues linked to sub-tasks

*Figure 8 – Link Jira issues to sub-tasks - 1*



**3)** Link issue to task

**2)** Search up issue to be linked to the task

**1)** Choose alternative:

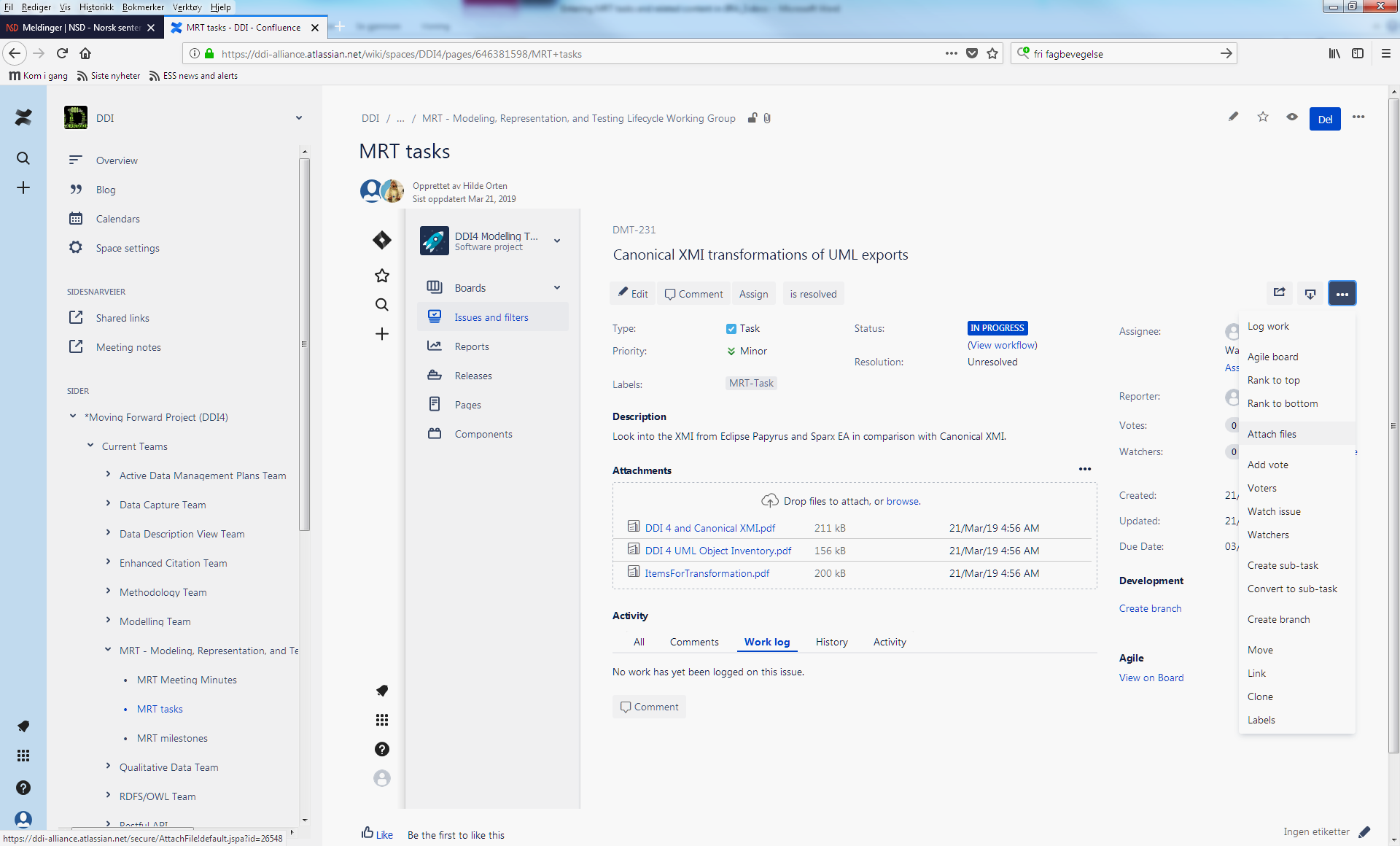
Jira Issue

*Figure 9 – Link Jira issues to sub-tasks – 2*

# Attach files to a task

MRT groups develop documents while their work that reflect their findings.

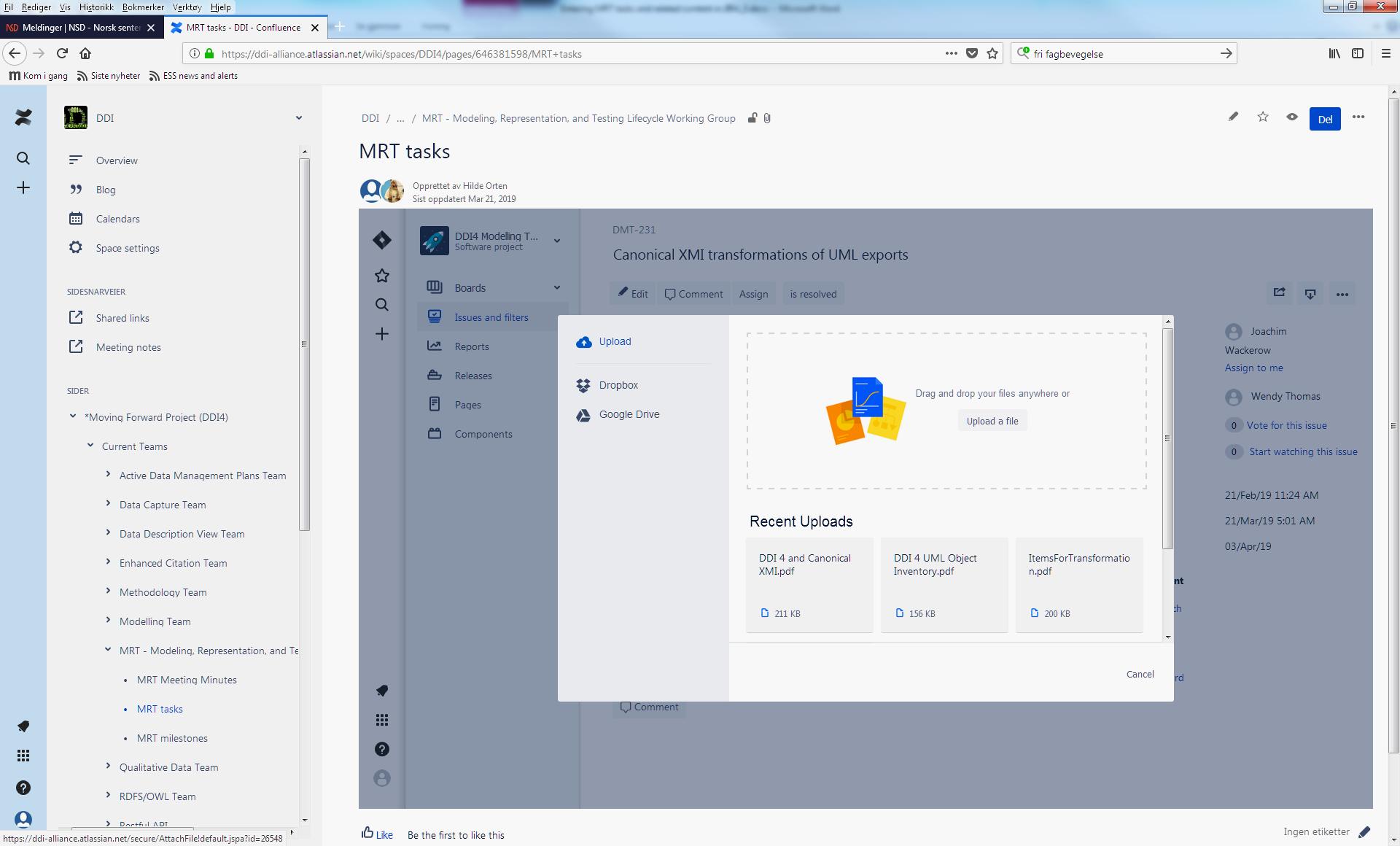
These are attached to the task to which they apply as shown in figure 10 and 11 below.



Click ‘Attach files’

Documents attached to task

*Figure 10 – Attach documents to task - 1*



Attach documents developed by MRT to task

*Figure 11 – Attach documents to task - 2*