

# **JIRA & CONFLUENCE**

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# OUTLINE

- How to get access?
- What should you do after you log in?
- How do we work?
- Tips for proper planning
- Where can you get help?

# HOW TO GET ACCESS?

Get JINR email

Ask Head of the  
Sector to send  
you an invitation

Log in via link

# HOW TO GET JINR EMAIL?

Prepare your  
data: name,  
position, sector  
etc.

Send all these  
data to  
`sbg@jinr.ru`

Log at  
`webmail.jinr.ru`

# HOW TO LOG IN TO JIRA & CONFLUENCE ?

- For JIRA go to <https://nicampd.atlassian.net/>
- For Confluence

# HOW TO LOG IN TO JIRA&CONFLUENCE?

Jira Core

- Your work
- Projects
- Dashboards
- Filters
- People
- Jira settings

9+

https://nicampd.atlassian.net/browse/EQDB

## Projects

Create project

Recents

Search:  All types  All categories

★	Name ↕	Key ↕	Type	Lead ↕	Category ↕	
☆	Engineering Support for NICA-...	NICAES2020	Classic business	Marek Peryt	Science and Engineering	...
☆	EqDb	EQDB	Classic business	Michalina Milewicz-Zalewska	Science and Engineering	...
☆	International University	IU	Classic business	Marek Peryt		...
☆	LAB42	LAB	Classic business	Marek Peryt	Science and Engineering	...
☆	TeFeNICA 2020	TEFENICA20	Classic business	Marek Peryt	Science and Engineering	...
☆	Thermal Simulation	TS	Classic business	Krystian Roslon	Science and Engineering	...

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**CLICK HERE AND SWITCH to CONFLUENCE**

## Projects

Create project

Recents

Name	Key	Type	Lead	Category	
Engineering Support for NICA-...	NICAES2020	Classic business	Marek Peryt	Science and Engineering	...
EqDb	EQDB	Classic business	Michalina Milewicz-Zalewska	Science and Engineering	...
International University	IU	Classic business	Marek Peryt		...
LAB42	LAB	Classic business	Marek Peryt	Science and Engineering	...
TeFeNICA 2020	TEFENICA20	Classic business	Marek Peryt	Science and Engineering	...
Thermal Simulation	TS	Classic business	Krystian Roslon	Science and Engineering	...

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# WHAT SHOULD YOU DO AFTER YOU LOG IN?



# **DO NOT MAKE A MESS**

**WORK ONLY IN THE PROJECTS YOU KNOW, DO NOT  
CREATE ANY PROJECTS WITHOUT HEAD OF SECTOR  
CONSENT**

# SET UP YOUR PROFILE

- Accept invitation to the team
- Fill all your data
- Look around
- Assign yourself to the tasks if there is anything available for you

# HOW DO WE WORK?

- **EVERYTHING** you put in both Jira and Confluence should be in **ENGLISH**
- If you can not write in English, use Google Translate
- If you need to put something in Russian (for example name of the document), make sure it is **ABSOLUTELY** necessary
- You assign yourself to the tasks
- We work in 2 weeks-long „sprints”

# TIPS FOR PROPER PLANNING

Be  
realistic

Ask for  
help

Set small  
goals

Divide

Keep  
track

# WHERE CAN YOU GET HELP?

- Directly at Jira/Confluence
- On YouTube
- Your colleagues' heads – ask them!



# TIME TO START IS NOW

