

Jira Contribution Tips

 This page was initially created from the discussion at the bottom of the [Using Jira to Manage Contributions](#) page. Some major topics have (or will have) their own pages, e.g. [Jira Contribution Notifications](#) and [Jira Contribution Searching](#).

If you have comments, feel free to continue the discussion at the bottom of the [Using Jira to Manage Contributions](#) page. Or comment on (or even contribute to) this page directly. Alternatively, feel free to create issues in the <https://issues.broadband-forum.org/projects/TOOLS> project.

- [Attachment comments](#)
- [Attachment names](#)
- [Attachment upload failure](#)
- [Attachment ZIP files](#)
- [Contribution names](#)
- [Deleting attachments](#)
- [Downloading contributions](#)
- [Finding field names](#)
- [Joint contributions](#)
- [Linking to wiki pages](#)
- [Missing information, e.g. company name](#)
- [Moving contributions](#)
- [Notification emails](#)
- [Searching and filtering](#)
- [Subscriptions \(summary emails\)](#)

Attachment comments

ARO contributions were made exclusively via the attached files, but CONTRIB allows "contributions" to be made directly via JIRA comments. This means that some contributions might not have any attachments at all. Is this to be encouraged?

There are not currently any guidelines on the use of JIRA comments versus contribution attachments, so please follow WA / PS / Project conventions.

Attachment names

 As announced at the [Q3 2018 Opening Plenary](#), there will soon be major enhancements to attachment naming. Watch this space..

[Using Jira to Manage Contributions](#) clearly states the attachment naming rules:

- The filename must be of the following form (these naming rules are not currently enforced, but they soon will be)

```
<number>-<one word company name>-[<author last name>-]<file subject/title>-<version>.<file extension>
```

- In the above:
 - <number> is the contribution number, e.g. for CONTRIBUT-42 it's 42
 - <version> is a two-digit version, i.e. 00, 01, 02...
 - Square brackets indicate an optional field, i.e. including the author last name in the filename is optional (but some WAs might require it)
- For example, *CONTRIB-13* might have an attachment called *13-BBF-Using JIRA to Manage Contributions-00.pptx* or *13-BBF-Lupton-Using JIRA to Manage Contributions-00.pptx*

However, these rules are not enforced, and are not in general being followed 😞.

There is general agreement that the best way to ensure that these naming rules are followed is to automate the inclusion of the mandatory fields. For example, given this file:

```
[<author last name>-]<file subject/title>.<file extension>
```

...<number>, <one word company name> and <version> can in theory be added automatically. Until this happens, please try to follow the rules!

An exception to the above is that, for contributions of type *Draft* (WTs, SDs etc.) it surely makes sense to continue to follow ARO naming conventions, e.g. WT-123a4_Rev.05.docx.

Attachment upload failure

Here are a couple of reasons why attachments might fail to upload.

1. There's already an attachment with the same name: in this case you'll get a message like the one shown below (for some reason, the message isn't always displayed, so it might just seem like the upload is hanging, in which case you can cancel it); see *Attachment Names* (above).

```
File "WT-106a8_Rev.07.docx" was not uploaded
There is already an attachment with this name. Please include a version number
in the file name and try again.
```

2. Your JIRA session has timed out: in this case you'll see a message like the one shown below. Reload the page to ensure that you are logged in, then try again.

```
File "CONTRIB 20371.01 Introduction text for SD-420 v2.docx" was not uploaded
JIRA could not attach the file as there was a missing token. Please try
attaching the file again.
```

Attachment ZIP files

ARO contributions did not permit named attachments, so when multiple files were associated with a contribution there was an incentive to use a ZIP file. This is certainly permitted for CONTRIB contributions, but will less often be necessary, because a CONTRIB contribution can have multiple attachments with different names.

There are not currently any guidelines on the use of ZIP files for contribution attachments, so please follow WA / PS / Project conventions.

Contribution names

The [ARO contribution site](#) was made read-only after the Q3 Helsinki meeting, and now all past ARO contributions have been added to the [JIRA CONTRIB project](#), joining CONTRIB-20001, CONTRIB-20002 etc. that were created directly in JIRA.

We've assigned CONTRIB-nnnnn keys by order of creation date:

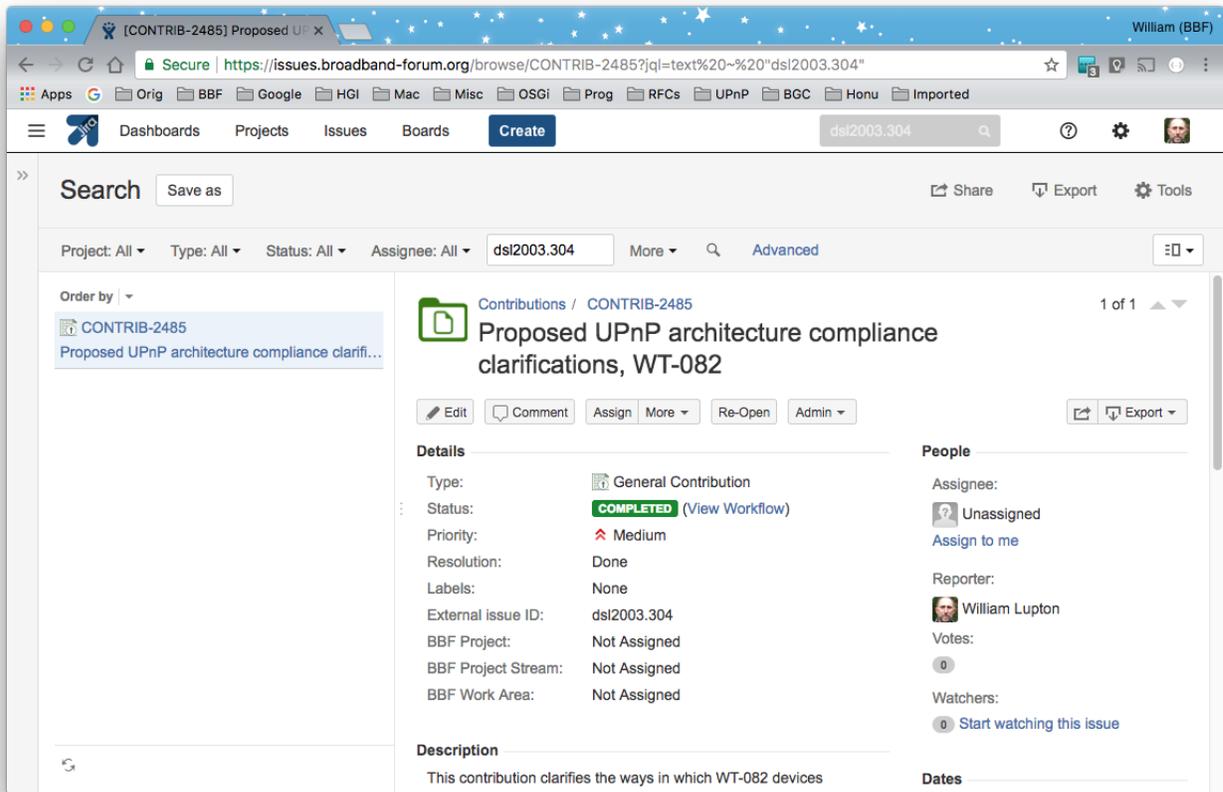
Year	ARO	CONTRIB
1997	dsl1997.001 through dsl1997.247	CONTRIB-1 through CONTRIB-247
1998	dsl1998.001 through dsl1998.258	CONTRIB-248 through CONTRIB-505
...		
2016	bbf2016.001 through bbf2016.1288	CONTRIB-16889 through CONTRIB-18176
2017 Q1-Q3	bbf2017.001 through bbf2016.719	CONTRIB-18177 through CONTRIB-18895
2017 Q3-Q4		CONTRIB-20001 and counting

All ARO contributions have an *External issue ID* field whose value is the ARO contribution name (omitting the revision number), e.g. "dsl1997.001". You can easily find an ARO contribution by typing the ARO contribution name in the *Search* field near the top right-hand corner of the JIRA window. This will find any JIRA issue that contains this string, so the results should always include the contribution that you're looking for, but might also include a few other issues. Of course, you can also search specifically for *External issue ID* values or patterns.

Suppose you want to search for ARO contribution dsl2003.304.

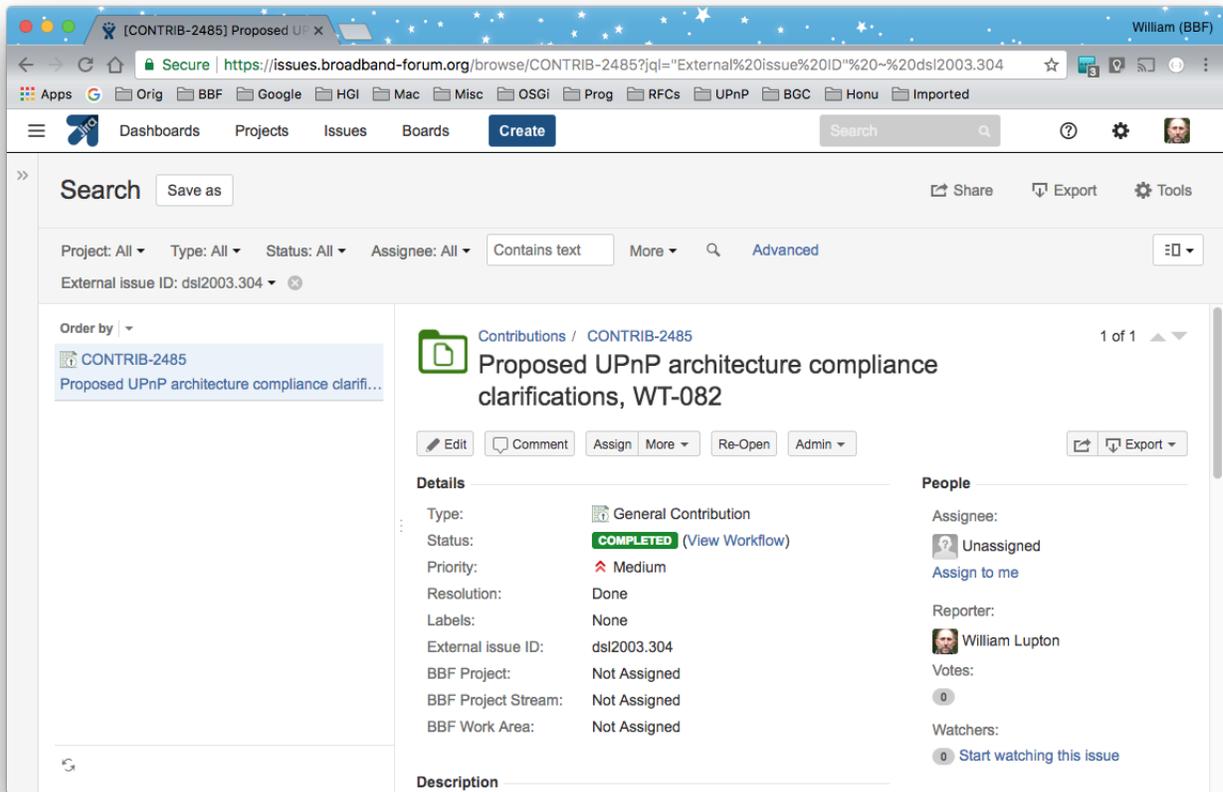
Quick Search

Type *dsl2003.304* into the *Search* box and hit *Enter*. That was easy!



Basic Search

Use the *More* menu to add the *External issue ID* field, then type dsl2003.304 and hit *Enter*. That was almost as easy!



Deleting attachments

 Attachments can't be renamed, so to (effectively) rename an attachment it's necessary to download the file (if you haven't already done so), delete the attachment in Jira, and upload the renamed file.

An attachment is a contribution and contributions can't be un-contributed. Therefore, as was the case for ARO contributions, users can't delete their attachments. We recognise that this will often be just to rectify an error, but how, in the general case, can we distinguish "user uploaded file with wrong name and wants to fix it" from "user uploaded file and now wants to withdraw its content"?

If you have made a mistake and need to delete an attachment, please contact a CONTRIBUTION administrator, which currently means one of [April Nowicki](#), [John Blackford](#), [Lincoln Lavoie](#) and [William Lupton](#).

Downloading contributions

See the [Using Jira to Manage Contributions](#) page's [Download Contributions](#) section for details of how to download single and multiple contributions.

Attachment names should by convention include a version number. But this is a convention and is not understood by JIRA, including the tools that are used for downloading attachments. Therefore, when you download a contribution you will currently get all versions of all attachments.

 The current mechanisms for downloading contributions are off-the-shelf features and "they are what they are". We can collect requirements for how we'd *like* it to work, and then we can look into how to achieve this, which might well involve getting a third party to write some code.

To get an idea of what is *possible* try doing a search and downloading the results as XML or JSON. You will see that *all* the information is available, it's just a question of deciding how to present it and then (if necessary) writing some code to achieve this.

Finding field names

Fields are labeled using their field names, so it's usually easy to tell what they are called. There are just a few that aren't labeled, of which these are probably the most important:

- key: the issue key, i.e. the full CONTRIB-nnnnn string
- summary: the issue summary (title)

Joint contributions

There is no formal support for joint contributions, and a given contribution has only a single owner (reporter). Therefore, the contribution description needs to make it clear when a contribution is a joint one.

Linking to wiki pages

Contributions will sometimes need to reference wiki pages. For example, [WT-408](#) is being developed in the wiki and will need to be referenced from CONTRIB contribution(s) that relate to it.

You should use the CONTRIB contribution *More* menu's *Link* option to create a link to a wiki page (select *Confluence Page* on the left and then paste the page URL or search for it). The wiki page will now be listed in the *Issue Links* area, and if you go to the page you'll see (at the top) a link back to the CONTRIB contribution.

You can also create a link from a wiki page to a CONTRIB item. Use the JIRA macro (type `{JIRA}`) to create a link to the CONTRIB contribution. If you now go to the CONTRIB contribution, the wiki page will be listed in its *Issue Links* area.

There's nothing wrong with pasting a wiki page URL directly into a JIRA comment, but note that this doesn't create a "formal" link between the CONTRIB contribution and the wiki page (the wiki page won't know that it's been linked to). Of course sometimes this is exactly what you want.

 You can make a link in a JIRA comment more readable by using Ctrl-K (Cmd-K on a Mac) to insert it. This displays "[link title|http://example.com/]", which you can then edit to put the displayed text (e.g. the wiki page name) before the vertical bar and the URL after the vertical bar.

Missing information, e.g. company name

 Now that we have the "BBF Company" field, there's no reason to use the "Reporter Domain" field.

 This field is available in all Jira projects, not just in CONTRIB. If you *don't* see it, this might be because you're using one of the OB (Open Broadband) projects... if this happens, please [create a JIRA TOOLS issue](#) or email tools@broadband-forum.org.

A new "BBF Company" field has been added. It's set on issue creation and can only subsequently be changed by an administrator. The field value will not change if the creator of the contribution moves to a new company.

This field has been set on existing issues created since January 2016. Its value is based on the *current* affiliation of the creator (reporter) and so may be wrong in a few cases. If you find any wrong values, please email tools@broadband-forum.org.

The field values are options selected from a list (like "BBF Project" etc.). This means that they're easy to change (let us know!). There are three special "company names": "Individual" (for individual members), "Distinguished Fellow" (for fellows) and "Unknown" (if the creator's username doesn't match a known BBF member company email domain).

Of course, you can use this field to search for contributions. It's better than the "Reporter Domain" field because it handles cases where a company has multiple email domains (and because, as already noted, it's only set on issue creation).

Here's how to find all CONTRIB issues created by BBF staff.

The screenshot shows the Jira search results for contributions. The search criteria include "Contributions", "Type: All", "Status: All", "Assignee: All", and "Contains text". The search results list several contributions, with the top one being CONTRIB-20981, "Straw Ballot Editorial Comments to MD-433". The detailed view of this issue shows the following information:

Type:	Straw Ballot Comment	Status:	FOR REVIEW (View Workflow)	Assignee:	
Priority:	Medium	Resolution:	Unresolved	Reporter:	
Labels:	MD-433			Votes:	
BBF Company:	Broadband Forum			Watchers:	
BBF Project:	MD-433: Application-Layer Testing White Paper				
BBF Project Stream:	Application-Layer Testing				
BBF Work Area:	Architecture and Migration (A&M)				
BBF Updated:	19/Sep/18 11:30 PM				

This is a case where the JQL (Jira Query Language) might actually be easier to understand than a picture!

```
project = CONTRIB AND "BBF Company" = "Broadband Forum" ORDER BY created DESC
```

Moving contributions

It may occasionally be necessary to move a contribution to a different JIRA project (most likely, to move a CONTRIB contribution to the LIAISE project).

This is a privileged operation and requires contacting a CONTRIB administrator, which currently means one of [April Nowicki](#), [John Blackford](#), [Lincoln Lavoie](#) and [William Lupton](#).

Notification emails



Notification emails are sent as each event occurs. If you prefer to receive a summary every day (say), you can create a Subscription (see below).

If you want to receive emails when contributions are created, you need to be a member of the *contrib-watchers* group. You will also be added as a watcher for all new contributions and can remove yourself from contributions in which you aren't interested. The [Jira Contribution Notifications](#) page explains how to join and leave the *contrib-watchers* group.

For existing contributions, you will receive an email when the contribution is modified by someone else if one or more of the following apply to you:

- You are watching the contribution, which might be because you are in the *contrib-watchers* group, because you added yourself as a watcher, or because someone else added you as a watcher
- The contribution is currently assigned to you, which means that you have an action to progress the contribution
- You created (reported) the contribution in the first place

CONTRIB email subjects indicate the project and work area(s), which should make it easier to filter out emails of interest. For example:

```
BBF-JIRA {WT-114} [PHYtx] (CONTRIB-18088) Issues List for WT-114i3a3
```

Field	Explanation
BBF-JIRA	The subject always begins with this. Including BBF- allows you to easily distinguish BBF JIRA emails and your own company JIRA emails
{WT-114}	The project's short name is enclosed in curly braces. If the project is Not Assigned, this is shown as {NA}
[PHYtx]	The work area short name is enclosed in square brackets. If the work area is Not Assigned, this is shown as [NA], and if there are multiple work areas they are all shown, each with its own set of square brackets
(CONTRIB-18088)	The CONTRIB number is enclosed in round brackets
Issues List for WT-114i3a3	The contribution summary (title)

Also:

- When a contribution is created, the email body includes additional BBF-specific information.

 Aleksandra Kozarev created an issue

Contributions /  CONTRIBUT-20337

Issues List for WT-338i2

Issue Type:  Other

BBF Project: WT-338: Reverse Power Feed (RPF) Test Plan

BBF Project Stream: G.fast and RPF Certification

BBF Work Area: Physical Layer Transmission (PHYtx)

Assignee: Unassigned

Created: 29/Nov/17 11:41 AM

Labels: WT-338i2

Priority:  Medium

Reporter: Aleksandra Kozarev

Issues List for WT-338i2, including the DPU standalone functional tests and the system level (Gfast + RPF) tests.

 Add Comment

- Additional info is also shown in LIAISE email subjects and bodies

In the subject, the first field (in the curly braces) is the partner organization.

```
BBF-JIRA {IEEE 1914} [R&T] (LIAISE-105) iLS from IEEE 1914 -- P1914.3 Radio over Ethernet (RoE)
```

 Michael Fargano created an issue

Liaisons /  LIAISE-105

iLS from IEEE 1914 -- P1914.3 Radio over Ethernet (RoE)

Issue Type:  Incoming

Date Received: 29/Nov/17

Partner Organization: IEEE 1914

Primary BBF Work Area: Routing and Transport (R&T)

Supporting BBF Work Areas: Wireline-Wireless Convergence (WWC)

Assignee: Unassigned

Created: 29/Nov/17 4:27 PM

Priority:  Medium

Reporter: Michael Fargano

 Add Comment

Searching and filtering

 A piece of advice. The "Updated" field changes whenever any issue attribute changes, even if a wiki page links to an issue. So you will always always want to use the "BBF Updated" field in filters and subscriptions! The "Updated" field will give you far too many false positives.

 This is a huge topic. There is already some basic information in the [Using Jira to Manage Contributions](#) page's [Search for contributions](#) section. A [JIRA Contribution Searching](#) page will be created in due course, but in the meantime here is some random information.

⚠ Be aware that if you include a date (with no time-of-day) in a search, this means the *beginning* of the day. Therefore (for example) if you want to search for something that happened on 26-Feb-18 or 27-Feb-18, you need to use a starting date of 2018-02-26 (which means 2018-02-26T00:00:00) and an ending date of 2018-02-28 (which means 2018-02-28T00:00:00, i.e. just after 2018-02-27T23:59:59.999). **The rule of thumb is "add a day to the ending date".**

Any search can be saved as a filter. Filters have fixed URLs, have names, can be edited, and can be shared with others. Filter URLs can also be pasted into wiki pages and automatically become tables that contain the results of the search.

Filters also define how the results will be sorted, which columns that will be displayed in *List* view (or in *Subscription* emails), and in which order the columns will be displayed.

[John Blackford](#) has created some filters for BUS that could easily be adapted for use by other Work Areas:

- [BUS Current Quarter - New Contributions](#)
- [BUS Current Quarter - Late Contributions](#)
- [BUS Current Quarter - Updated Contributions](#)

I'll use the JQL to explain these, but note that you can view or edit them in both Basic and Advanced modes. All of the JQL expressions are of the form `Condition1 AND Condition2 AND ...`, and therefore search for issues that meet all of the conditions.

BUS Current Quarter - New Contributions

```
project = CONTRIB AND status in ("In Progress", "Needs Work", "For Review") AND
"BBF Work Area" = "Broadband User Services (BUS)" AND created >= 2017-09-08 AND
created <= 2017-12-04 ORDER BY key ASC
```

Condition	Explanation
<code>project = CONTRIB</code>	Contributions...
<code>status in ("In Progress", "Needs Work", "For Review")</code>	...that are in a state implying that they need to be reviewed in the meeting, and...
<code>"BBF Work Area" = "Broadband User Services (BUS)"</code>	...that are BUS contributions (this also matches contributions that are in multiple Work Areas), and...
<code>created >= 2017-09-08</code>	...were created after the end of the Q3 meeting, and...
<code>created <= 2017-12-04</code>	...were created before the start of the Q4 meeting.
<code>ORDER BY key ASC</code>	Sort the results by key (CONTRIB-nnnnn), in ascending order

BUS Current Quarter - Late Contributions

```
project = CONTRIB AND "BBF Work Area" = "Broadband User Services (BUS)" AND
created >= 2017-11-28 AND created <= 2017-12-04 ORDER BY key ASC
```

Condition	Explanation
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<code>project = CONTRIB</code>	Contributions...
<code>"BBF Work Area" = "Broadband User Services (BUS)"</code>	...that are BUS contributions (this also matches contributions that are in multiple Work Areas), and...
<code>created >= 2017-11-28</code>	...were created after the Q4 contribution deadline...
<code>created <= 2017-12-04</code>	...were created before the start of the Q4 meeting.
<code>ORDER BY key ASC</code>	Sort the results by key (CONTRIB-nnnnn), in ascending order

BUS Current Quarter - Updated Contributions

```
project = CONTRIB AND status in ("In Progress", "Needs Work", "For Review") AND
"BBF Work Area" = "Broadband User Services (BUS)" AND created <= 2017-09-08 AND
updated >= 2017-09-08 ORDER BY key ASC
```

Condition	Explanation
<code>project = CONTRIB</code>	Contributions...
<code>status in ("In Progress", "Needs Work", "For Review")</code>	...that are in a state implying that they need to be reviewed in the meeting, and...
<code>"BBF Work Area" = "Broadband User Services (BUS)"</code>	...that are BUS contributions (this also matches contributions that are in multiple Work Areas), and...
<code>created <= 2017-09-08</code>	...were created before the end of the Q3 meeting, and...
<code>updated >= 2017-09-08</code>	...were updated after the end of the Q3 meeting.
<code>ORDER BY key ASC</code>	Sort the results by key (CONTRIB-nnnnn), in ascending order

To modify existing filters for your own use:

- Go to an existing filter URL, e.g. to one of the above BUS filters
- In *Basic* or *Advanced* mode, modify the *BBF Work Area* criterion
- Click *Save As* to save the modified filter under an appropriate and descriptive new name
- If needed, adjust the sorting criteria and the displayed columns
- Click *Details Edit permissions* to share the filter
- Tell people!

 You can't edit someone else's filter. You'll have to click *Save as* to save it as your own filter. Then you'll be able to change the JQL, change the column settings etc..

 I'll pass on a tip that confused me for a while! Once you've loaded a filter, if you change the column settings, they take immediate effect. There's no need to save them (I couldn't work out why there was only a *Save as* button that insisted on my choosing a new name – that button changes to *Save* only if you change the filter or sort criteria, i.e. if you change the JQL).

Subscriptions (summary emails)

 A piece of advice. The "Updated" field changes whenever any issue attribute changes, even if a wiki page links to an issue. So you will almost always want to use the "BBF Updated" field in filters and subscriptions! The "Updated" field will give you far too many false positives.

 The time at which a subscription is executed is defined in the server time zone, i.e. in GMT!

If you prefer to get an email a day then, rather than signing up for notifications when CONTRIB issues are created or modified, you might like to look at [subscriptions](#). These are a standard JIRA feature that work as follows:

- You (or someone else) defines a search and saves it as a filter, e.g. it could be something like "PHYTx Updates" that lists all PHYtx contributions that have been created or updated in the last day
- You create a subscription for this filter, asking for this search to be run at a certain interval and time (typically once a day) and for the results to be emailed to you

For example a subscription for the following filter will return all PHYtx contributions that have been created or updated in the last day.

```
project = Contributions AND updated >= -1d AND "BBF Work Area" = "Physical Layer  
Transmission (PHYtx)"
```

As with any filter, you can decide how the results should be sorted, and which columns should be displayed.