

Smart Attachments for Jira Cloud - Getting Started

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This is quick start guide for Smart Attachments for Jira Cloud. If you use Smart Attachments for Jira Server or Data Center, please see [this documentation](#).

About

The Smart Attachments app for Jira Cloud lets you tag documents with labels and use them for better file searchability in Jira issues. Now you can instantly find the required document in a blink of an eye.

Take advantage of the following capabilities:

- [Tagging attachments with labels](#)
- [Removing labels from attachments](#)
- [Filtering attachments by label](#)
- [Grouping attachments by label](#)
- [Grouping attachments by date](#)
- [Grouping attachments by uploader](#)
- [Managing bulk operations on attachments](#)
- [Administering labels](#)
 - [Editing the label name](#)
 - [Picking a new color for labels](#)
 - [Deleting a label](#)

Managing Labels of Attachments

The Smart Attachments for Jira Cloud app allows you to manage labels for attachments within issues, as follows:

- [tag attachments with labels](#)
- [remove labels from attachments](#)
- [filter attachments by label](#)
- [group attachments by label](#)

Tagging attachments with labels

1. Open the issue with attachments you want to tag with labels.

2. On the issue sidebar, click **Open Smart Attachments**.

Projects / Smart Attachments for Confluence / SAFC-32

Sharing folders with users

Attach Create issue in epic Link issue Link Confluence page

Description

Add a description...

Attachments



Issues in this epic

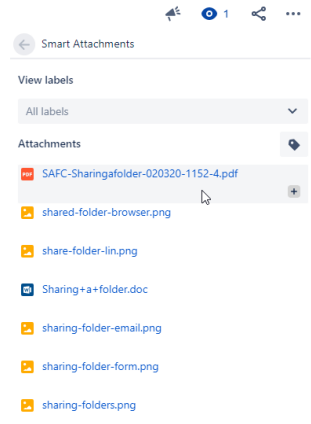
There are no issues in this epic

Activity

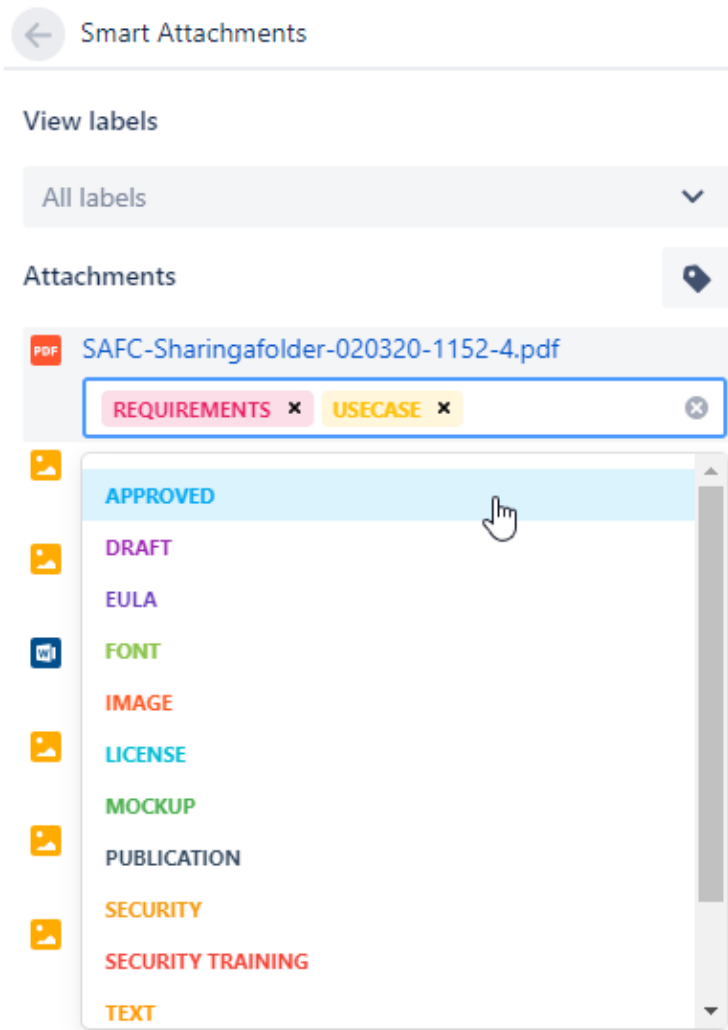
Show: Comments History Work log

Add a comment...

Pro tip: press **M** to comment




- 3. Hover over the attachment and click the **+** icon.
- 4. Start entering the label and select from the prompted matches.

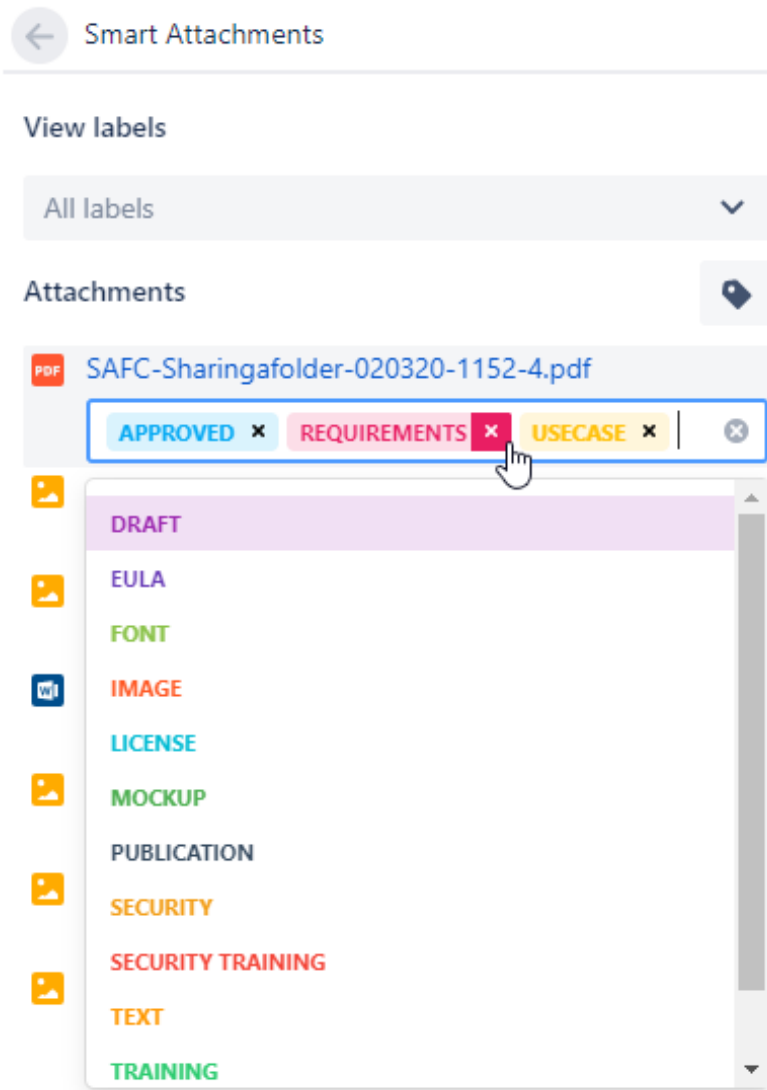


- 5. If the label you enter does not exist, the app will prompt you to create a new label.

i You add up to 5 labels to one attachment or document.

Removing labels from attachments

1. Open the issue with attachments which you want to remove labels from.
2. Hover over the attachment and click the  icon.

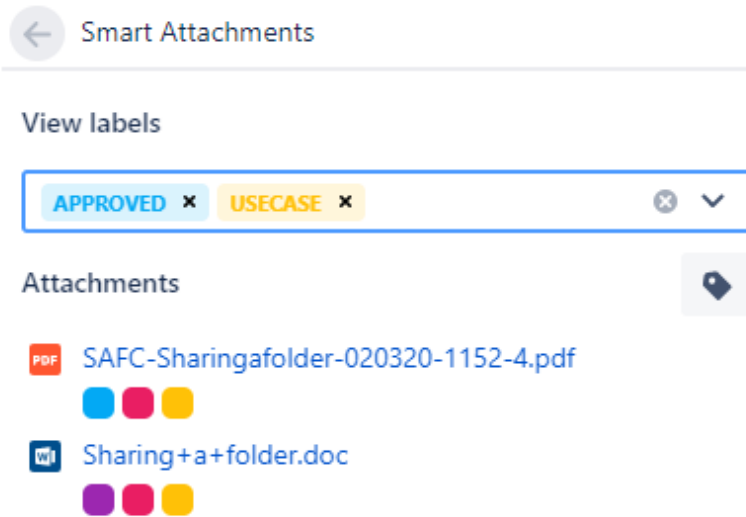


3. Delete one or multiple labels.

Filtering attachments by label

1. Above the list with attachments, locate the View labels box.
2. Select one or multiple labels to view attachments that has any of the selected labels.

3. The app will automatically filter attachments by label.




You can also click a specific label on the list with attachment to start filtration of attachments by label.

Grouping attachments by label


You can group attachments by labels (like by categories). The app saves the grouping option per project.

1. Open the issue.

2. Click the  icon.



3. Select **Group by label**. The app will group attachments by labels, as follows:



View labels



All labels 



Attachments 

APPROVED **MOCKUP**




 shared-folder-browser.png  No grouping



 

 share-folder-lin.png  Group by label




 




APPROVED **REQUIREMENTS** **USECASE**




 SAFC-Sharingafolder-020320-1152-4.pdf  




DRAFT **MOCKUP**



 sharing-folder-email.png  

 sharing-folder-form.png  

 sharing-folders.png  


DRAFT **REQUIREMENTS** **USECASE**


 Sharing+a+folder.doc  


 

Grouping attachments by date













You can group attachments by dates. The app saves the grouping option per project.

1. Open the issue.
2. Click the  icon.
3. Select **Group by date**. The app will group attachments by upload dates, as follows:






All labels 





Attachments 

05/22/2020

-  app marketpl 
-  app marketpl 
-  app marketpl 
-  app marketplace total installs 2020.xlsx
-  app marketplace total users.csv 
-  app marketplace total users 2020.xlsx
-  Marketplace Top Selling Apps.xlsx 

07/07/2020


-  6c309296b69bda56c6480f805f3db152.jpg 
-  940320e8ec471b0d39dacc4e529388dd.jpg 
-  d3750ea01e6d955edfdbfbbb295dec86.png

-  No grouping
-  Group by label
-  Group by uploader
-  Group by upload date

Grouping attachments by uploader


You can group attachments by dates. The app saves the grouping option per project.

1. Open the issue.

2. Click the  icon.

3. Select **Group by uploader**. The app will group attachments by uploaders, as follows:

View labels

All labels 

Attachments

LARRY STENFER

 asset (1).png







 asset (2).png



 asset (3).png



-  No grouping
-  Group by label
-  Group by uploader
-  Group by upload date

VADIM RUTKEVICH

 Employee Performance Ratings for Your Business.pptx



 Spreadsheet Issue Editor for Your Teams.pptx



 User Profile Manager for Your Teams.pptx



Managing bulk operations on attachments

1. Open the issue with attachments.
2. Open the **Smart Attachments** section.
3. Select the attachments which you want to perform a bulk operation on.
4. Select the operation you want to perform.
5. Select labels you want to add or replace the existing labels with.
6. Confirm the operation.

Label Management

Attach Create subtask Link issue

Description

Add a description...

Attachments

Information Security Managemen...2014.pdf

4.1 MB

PCI_DSS-QRG-v3_2_1.pdf

2.6 MB

IT-Security-Policy-Handbook.pdf

2.2 MB

PCI-DSS-v3_2_1-ROC-...late.pdf

2.5 MB

Activity

Show: Comments History Work log

Add a comment...

Pro tip: press **M** to comment

Smart Attachments

- IT-Security-Policy.pdf
- IT-Security-Policy-Handbook.pdf
- manage issues like a pro.txt
- PCI_DSS_Glossary_v3-2.pdf
- PCI_DSS_Summary_of_Changes_3-2-...
- PCI_DSS_v3-2-1 (1).pdf
- PCI_DSS-QRG-v3_2_1.pdf
- PCI-DSS-v3_2_1-ROC-Reporting-Tem...
- ZNjXqvXTRg.jpg
- Управление документами в Jira и С...

Operation

Add labels

Labels

ISO 27001 ISO 27018

Add labels Cancel

Administering labels

1. Navigate to Jira administration > Apps.
2. Locate the Smart Attachments section and click **Label management**.
3. On the opened page, you can see the list of labels registered in your Jira Cloud instance.

You can edit the label names and delete the no longer needed labels.

Jira
Your work
Projects
Filters
Dashboards
People
Apps
Create

Apps

ATLASSIAN MARKETPLACE

Find new apps

Manage apps

OAuth credentials BETA

SMART ATTACHMENTS

Attachment Indexation

Label Management

EMPLOYEE PERFORMANCE RATINGS

Configuration

Labels management

Name	Code	Color	Sample	Action
APPROVED	#16A085		APPROVED	Delete
CALCULATED	#CDDC39		CALCULATED	Delete
COUPON	#9B59B6		COUPON	Delete
DATA SCIENCE	#27AE60		DATA SCIENCE	Delete
DOCUMENT	#3498DB		DOCUMENT	Delete
GROWTHHACKING	#8BC34A		GROWTHHACKING	Delete
HANDBOOK	#C0392B		HANDBOOK	Delete
HOWTO	#3498DB		HOWTO	Delete
ILLUSTRATION	#9B59B6		ILLUSTRATION	Delete
IMAGE	#FF5722		IMAGE	Delete
ISO 22301	#795548		ISO 22301	Delete
ISO 27001	#34495E		ISO 27001	Delete
ISO 27018	#8E44AD		ISO 27018	Delete

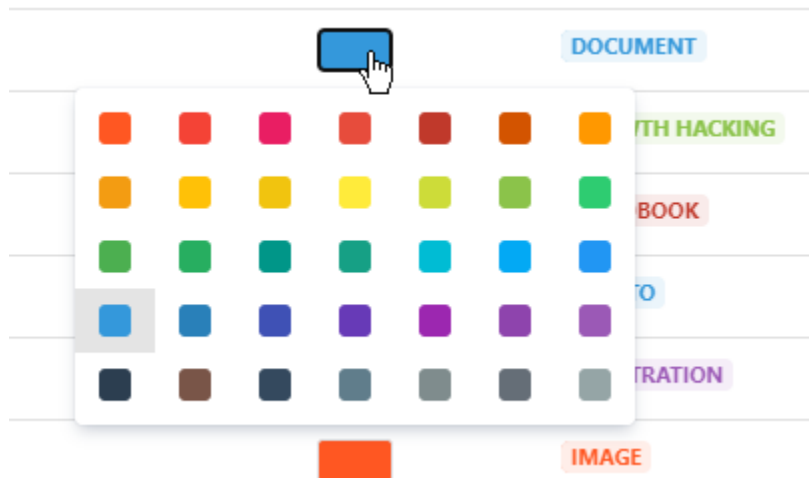
Editing the label name

1. Hover over the label name and click it.
2. Update the name.
3. Click the Confirm icon to save the updated name.

DATA SCIENCE	#27AE60
DOCUMENT	#3498DB
GROWTH HACKING	#8BC34A
HANDBOOK	<input type="checkbox"/> <input type="checkbox"/> #C0392B
HOWTO	#3498DB

Picking a new color for labels

1. Click the color picker.
2. Select a new color.



Deleting a label

You can delete the no longer needed labels. The label is deleted for the entire Jira Cloud instance.

1. Locate the label you want to delete.
2. Click **Delete**.
3. Confirm the removal of the label.