


How to Create New Issue with GTJ Jira Connector (Google Workspace Add-on)

Overview

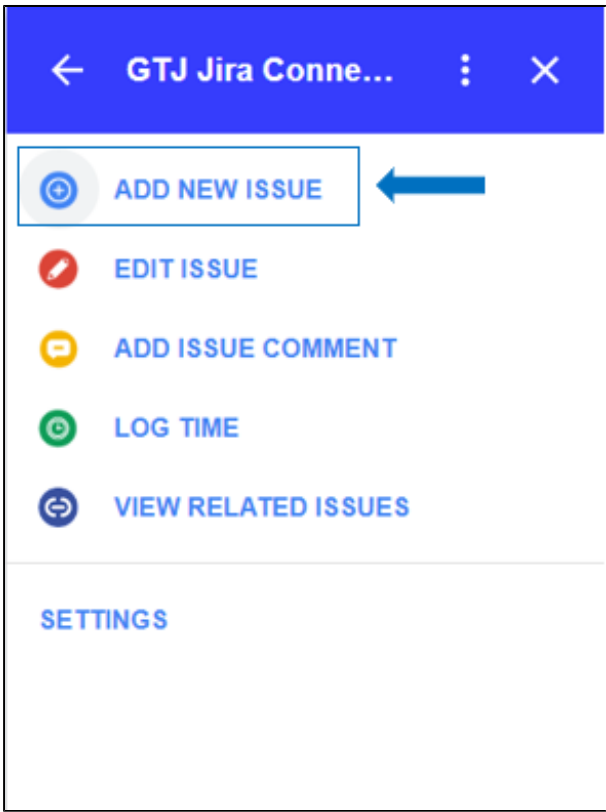
The **Add new issue** feature allows you to easily create a new issue on Jira, with content from your emails, directly from **Gmail**.

 You can also create a new ticket from a **Calendar event** including **the event details**.

Quick Steps

Step #	Action
1	Go to your Gmail and select the email you wish to create a ticket from
2	Go to the GTJ add-on
3	Select Add new issue
6	Fill in the requested fields such as Jira project , Issue task , Description , Assignee...
7	Click on Create

- Select **Add new issue**



- Select a **project** from the list below

← GTJ Jira Conne... ⋮ ×


Add new Issue


Step 1 of 3


Search for project by name


SEARCH PROJECT


Select project


 analytics (AN)
Jira Service Desk


 business2 (BST)
Jira Service Desk


 TrackBugs (BT)
Jira Software

 BTrack (BTRAC)
Jira Software

 businessTem (BUS)
Jira Service Desk

 CaseStudy (CAS)
Jira Business

 Customer-Info (CI)
Jira Business

 Customer service management3

- Or **Search for a specific project**, then select one

← GTJ Jira Conne... ⋮ ×


Add new Issue
Step 1 of 3


Search for project by name


Task ← 1


SEARCH PROJECT ← 2


Select project


 analytics (AN)
Jira Service Desk


 business2 (BST)
Jira Service Desk

 TrackBugs (BT)
Jira Software

 BTrack (BTRAC)
Jira Software

 businessTem (BUS)
Jira Service Desk

 CaseStudy (CAS)
Jira Business

 Customer-Info (CI)
Jira Business


← GTJ Jira Conne... ⋮ ×


Add new Issue
Step 1 of 3


GO BACK


Your search for 'Task' returned 5 results.


Select project

 PersonalTaskPlanner (PER)
Jira Business

 TaskTracking (TAS)
Jira Business

 Task (TASK)
Jira Software

 taskk (TS)
Jira Business

 TaskTracking22 (TSKTRCKNG2)
Jira Business

- Select issue type

←

GTJ Jira Conne...

:

×

Add new Issue

Step 2 of 3

Select Issue Type

↑

Improvement

Jira Software

✓

Task

Jira Software

+

New Feature

Jira Software

⬮

Bug

Jira Software

⚡

Epic

Jira Software

- Fill the fields (like summary, assignee, reporter, description, flagged, text fields...)
- Once done, Click on **Create**

←

GTJ Jira Conne...

×

Add new Issue

Step 3 of 3

Project

Task

CHANGE

Issue Type

Task

CHANGE

☒ Include email content

☒ Include email Attachments

Description

Try this amazing feature to create new Issue!

Jira Time Custom Field

May 3, 2023

12:30 AM

Date

Time

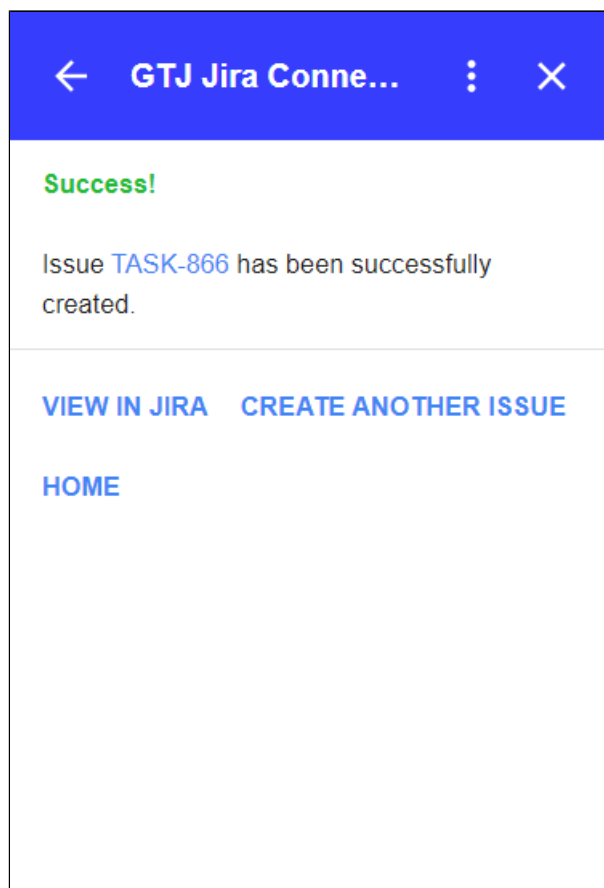
mytextFieldEpicLabel

version

v1

CREATE

- You have successfully created a Jira issue!



- You can now click on **View in Jira** or on the issue key to check your issue on your Jira instance
- Or click on **Create another issue** to create other issues
- You can also click on **Home** to go back to home screen and explore other features.

- [How to Link Jira Issues When Composing an Email](#)
- [How to Search and update Jira Issues](#)
- [How to Edit Jira Issues with GTJ Jira Connector \(Google Workspace Add-on\)](#)
- [How to Attach Files to Jira Tickets with GTJ Jira Connector \(Google Workspace Add-on\)](#)
- [How to Log Time with GTJ Jira Connector \(Google Workspace Add-on\)](#)
- [How to View Related Issues with GTJ Jira Connector \(Google Workspace Add-on\)](#)
- [How to Create New Issue with GTJ Jira Connector \(Google Workspace Add-on\)](#)
- [How to Add New Comment on Jira Issues with GTJ Jira Connector \(Google Workspace Add-on\)](#)