User Guide



Ask Gpt for Jira

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Getting Started

Ask GPT for Jira fixes you a great place for your queries. You can follow the steps below and get to use the app.

It comes with a monthly budget per company that has above 10 users. All costs related to it are covered as part of the subscription. It doesn't require any additional configuration to start to query with the app.

Account Configuration

A ChatGPT account is required to use the application.

Create a new ChatGPT api key on <u>https://platform.openai.com/api-keys</u> or use an existing one and input it in the text box in settings page.

Setting the App in Jira

To configure ChatGPT credentials, navigate to app configuration in Jira/Jira Service Management instance. You need to do it as a user with Jira Admin permission.

Click on Apps in the top bar followed by Manage your apps.

On the next screen, on the left bar under "Apps" you will see the apps you use in Jira. When you click Ask GPT for Jira, the page will open where you will be able to do your configurations.

You can configure "OpenAI Configurations" on this page.

# ARFITECT	Your work v Projects v Filters v Dashboards v Teams v Plans v Apps v Create	•	
Apps	Ask Jira GPT		
ATLASSIAN MARKETPLACE Find new apps Manage apps App requests	OpenAl Configurations Open Al Key		
Promotions	Open Al Model	-	
APPS	Save		
Ask Jira GPT DEV CUSTOMERS REPORT FOR JIRA SERVICE DESK Configuration Getting started			
WORKLOGS - TIME TRACKING Worklogs Permissions Worklogs Configuration			
FIGMA FOR JIRA CLOUD			

Under "OpenAI Key" title, you can copy your key in this text area.

Click on the "OpenAI Model" dropdown area and select one of the options available.

₩ ARFITECT	Your work ~ Projects ~ Filters ~ Dashboards ~ Teams ~ Plans ~ Apps ~ Create	
Apps	Ask Jira GPT	
ATLASSIAN MARKETPLACE Find new apps Manage apps App requests	OpenAl Configurations Open Al Key	
Promotions	Open Al Model	
APPS Ask Jira GPT Ask Jira GPT Ask Jira GPT CUSTOMERS REPORT FOR JIRA SERVICE DESK Configuration Getting started	gpt-3.5-turbo-0125 gpt-4-32k-0613 gpt-4-0125-preview gpt-4o	
WORKLOGS - TIME TRACKING Worklogs Permissions Worklogs Configuration		
FIGMA FOR JIRA CLOUD		

Where to Find the Ask GPT for Jira App

Ask GPT for Jira appears on the nav menu of Jira app.

Your work ~	Projects ~	Filters ~	Dashboards ~	Teams ~	Plans 🗸	Apps ~	Create	
_						YOUR APP	s	
						🕕 Asl	k Jira GPT	

You need to click on it, then you can see your apps under "Your Apps" section. You should click Ask GPT for Jira, then the page will open and you will be able to ask your queries.

How to Interact with the Ask GPT for Jira App

When you click on the app and you land on the main page, you will see the welcome message and a search box where you will be able to ask your queries, give your prompts and see the one-line based text result.

You will see example prompts automatically displayed on the search box area.

III ARFITECT Your work - Projects - Filters - Dashbo	aards v Teams v Plans v Apps v Create	Q Search 🗸 🧭 🗘
🗐 Ask Jira GPT	Welcome! Happy to have you here again, Just type out what you need assistance with	
,	Q. Who is working on story <story id="">?</story>	
	Provided by Ask Jira GPT by Arfitect	
Type your prompt here, enter	er and in only a few seconds you will get the rest	ult.

III ARFITECT Your work - Projects - Filters - Dashboar	rdsv Teamsv Plansv Appsv Create		Q Search	9	٥
Ask Jira GPT	Welcome! Happy to have you here again, Just type out what you need assistance with Q. How many keys are there in project Arfitect.AskJiraGPT1 12 records found. You can see the details by clicking the "See Details" button.	See details?			

If you want to examine the issues related to your prompt, you can click on the "See Details?" link and a detailed table will be provided to you on the same page.

Provided by Ask Jira GPT by Arfitect

Ð	Welcome! I	Happy to have	e you here again,			
	Just type o	ut what you n	need assistance with			
	Q. How m	any keys are t	here in project Arfitect.AskJiraGPT?			
	12 records	found. You ca	an see the details by clicking the "See Details"	button.		
					See details?	
	ع Exp	ort to Excel				
	Туре	Key	Summary	Assignee	Re	
		JIR-14	-Düzenlemeler /İyileştirmeler / Ekler-	😥 Hasan Ozdisci		
	۰	JIR-13	"Octaba yönelik sorar bildinne forma	(10) Hasan Ozdisci		
	•	JIR-12	udmin octango	🔫 tiasan Ozdisci		
	•	JIR-11	-Report-a-problem/suggestion form	O Unassigned		
	•	JIR-8	- Uygalama Anasayla - Dotails	Husan Ozdisci		

On the table you can click on the clickable links and it will lead you to related page. You can export the table in Excel format if you prefer.

🚯 Ask Jira GPT						
	Welcome Just type	Happy to hav out what you r	e you here again, leed assistance with			
	Q. How r	nany keys are t	here in project Arfitect.AskJiraGPT?			
	12 record	s found. You ca	n see the details by clicking the "See Details"	outton.		
					See details?	
		port to Excel				
	Туре	Key	Summary	Assignee	Rej	
		JIR-14	-Düzenlemeler /İyileştirmeler /Ekler-	Hasan Ozdisci		
	•	JIR-13	-Ocvaba yönelik soran bildinne forma	Hasan Ozdisai-		
	•	JIR-12	-uumin sottings	🔟 Hasan Ozdisci		
	•	JIR-11	-Report a problem/suggestion form-	O Unassigned	•	
	•	JIR-8	-Uygalama Anasayla - Dotails	Hasan Ozdisci		
			<< < 1 2 3	> »		

When you want to give another prompt, you need to start the same procedure from the start. Enter your prompt in the search box and explore the app.

Privacy

The application doesn't store any of the searches you have done so far. OpenAI does not user your data to train their models. It will not use data submitted by users unless they allow tos hare data with OpenAI. You can find more info: <u>OpenAI Data Usage Policies</u>.