

# Description & Comment Templates for Jira Cloud

## General Information

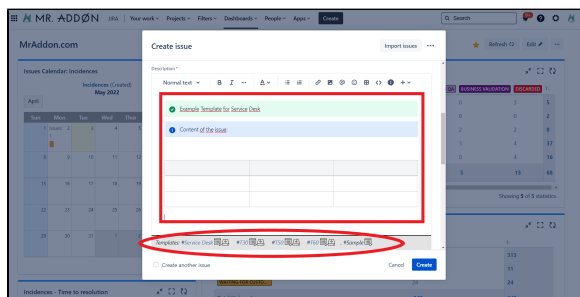
## On this page



## Description & Comment Templates for Jira Cloud

by [MrAddOn®](#) by TecnoFor

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Cloud



Paid



Set the Template in the Description ( use the buttons "Set Desc" and "Save") for

repetitive tasks. You have until  
4 templates to save.

Now also Description Templates  
by Project and IssueType with  
no Jira Admin intervention  
required

## ➤ Description

With the installation of this app, you will be able to manage until 4 description templates in your Jira Cloud instance. Very useful for repetitive tasks creation.

The description templates are stored and processed in cookies in the Browser. Just install and ready to use it. Plug & Play.

Since October 2022 you can configure **Description Templates by Project and IssueType with no Jira Admin intervention!**

Since November 2022 you can configure **Comment Templates!**

**See this video for more info:**

**Compatible with Google Chrome, Microsoft Edge and Firefox**

## ➤ Install addon

Follow the classic way to install using the **Find new apps**, as shown below

The screenshot shows the Jira Service Management interface for discovering apps. The search bar is set to 'description', resulting in 74 items. The first three items are:

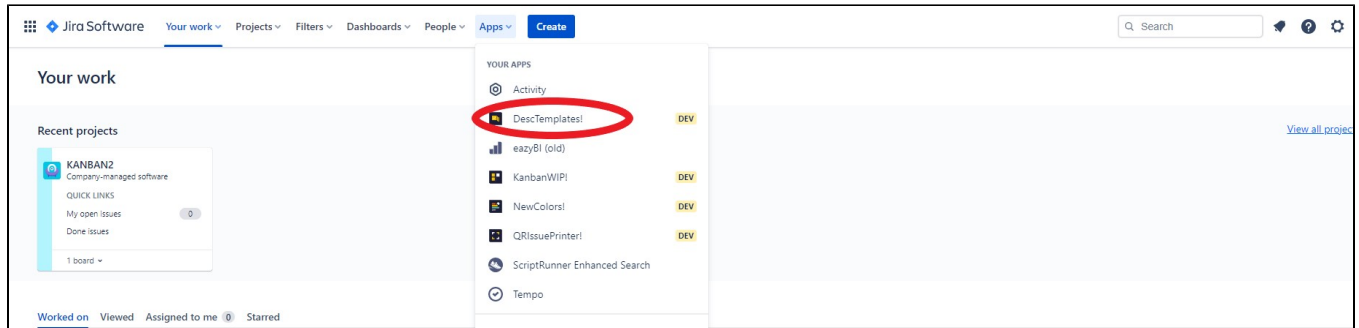
- Description & Comment Templates for Jira Cloud**: 615 installs, 4.5 stars (19 reviews). Description: Description & Comment Templates for Jira Cloud. Custom fields.
- Issue Template for Jira - Summary & Description Templates**: 1.2k installs, 4.5 stars (20 reviews). Description: Add issue templates to issue create window. Define templates to automatically prefill issue summary & description fields. Integrations, Project management, Utilities, Workflow.
- Description History Tab for Jira**: 406 installs, 4.5 stars (17 reviews). Description: Identify meaningful changes made in a ticket Description in diff format. Document management, Documentation, Project m...

The bottom two items are:

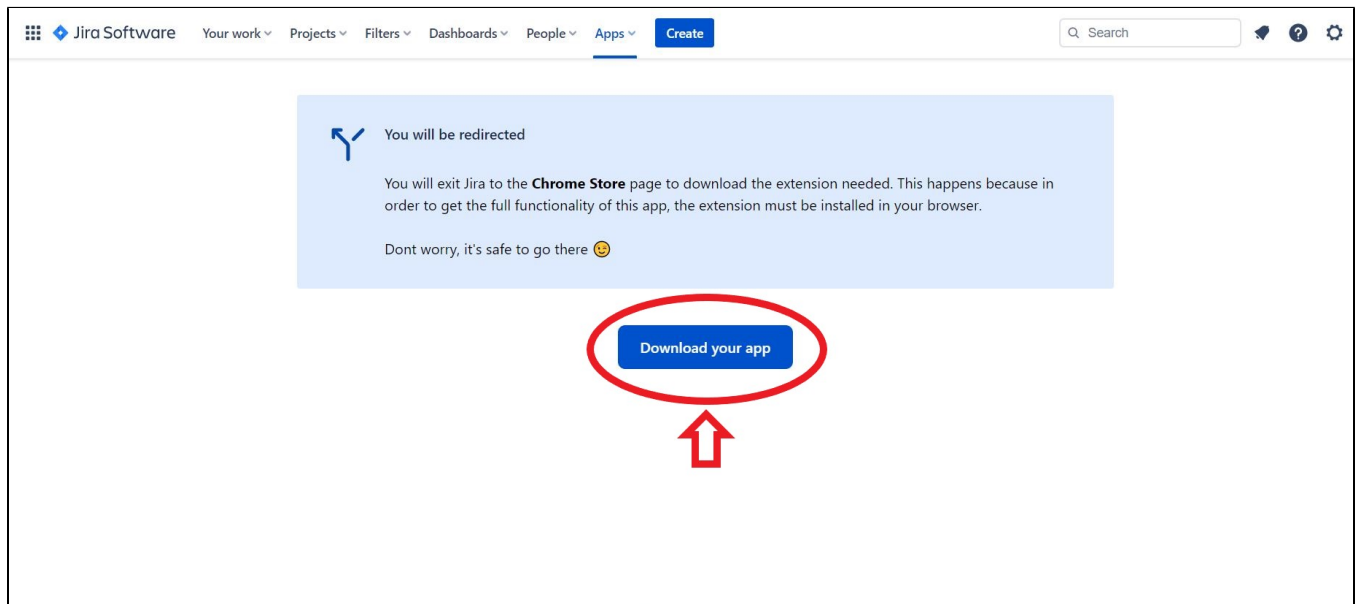
- Issue Summary & Description Templates for Jira Cloud**: 117 installs, 4.5 stars (7 reviews). Description: Issue Templates for Summary and Description streamline your work in Jira, by prefilling the Create Issue Screen. Blueprints, IT & helpdesk, Project management, Wor...
- Version Sync for Jira**: 362 installs, 4.5 stars (7 reviews). Description: Easily synchronize versions across projects and manage name, description and release details across many projects. Admin tools, Project management, Utilities, Workflow.

At the bottom, there are two 'CLOUD SECURITY PARTICIPANT' badges.

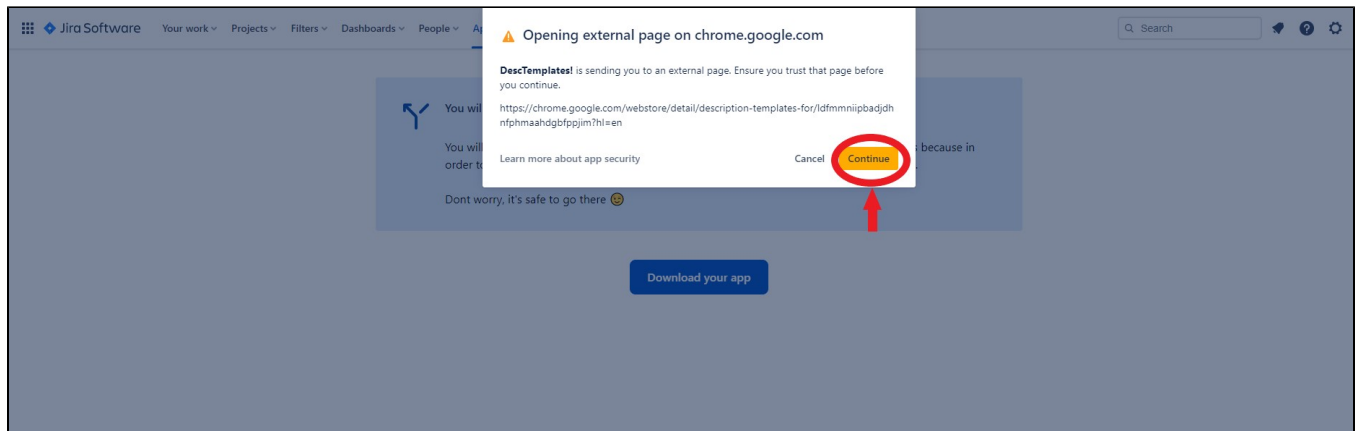
**Very Important:** A Chrome or Microsoft Edge or Firefox extension must be installed. In your Jira go to **"Apps DescTemplates!"** to install the browser App extension.



A page will open where you must click the **"Download your app"** button



A new window will appear to warn that it is an external link. **Click on continue**



Directs you to the browser's web store. **Add the plugin to the browser**



## Description & Comment Templates for Jira

mraddon.com

★★★★★ 6 | Productivity | 618 users

Add to Chrome

## ➤ General Configuration

No General Configuration is needed. Just use it 😊

## ➤ Usage

Just create a new issue with the usual standard button of Jira “Create”, From “App”->”NewIssue!” or from board backlogs with description mandatory.

MrAddOn.com

Issues Calendar: Incidences

Incidences (Created) May 2022

Sun	Mon	Tue	Wed	Thur
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31	1	2

Create issue

Description \*

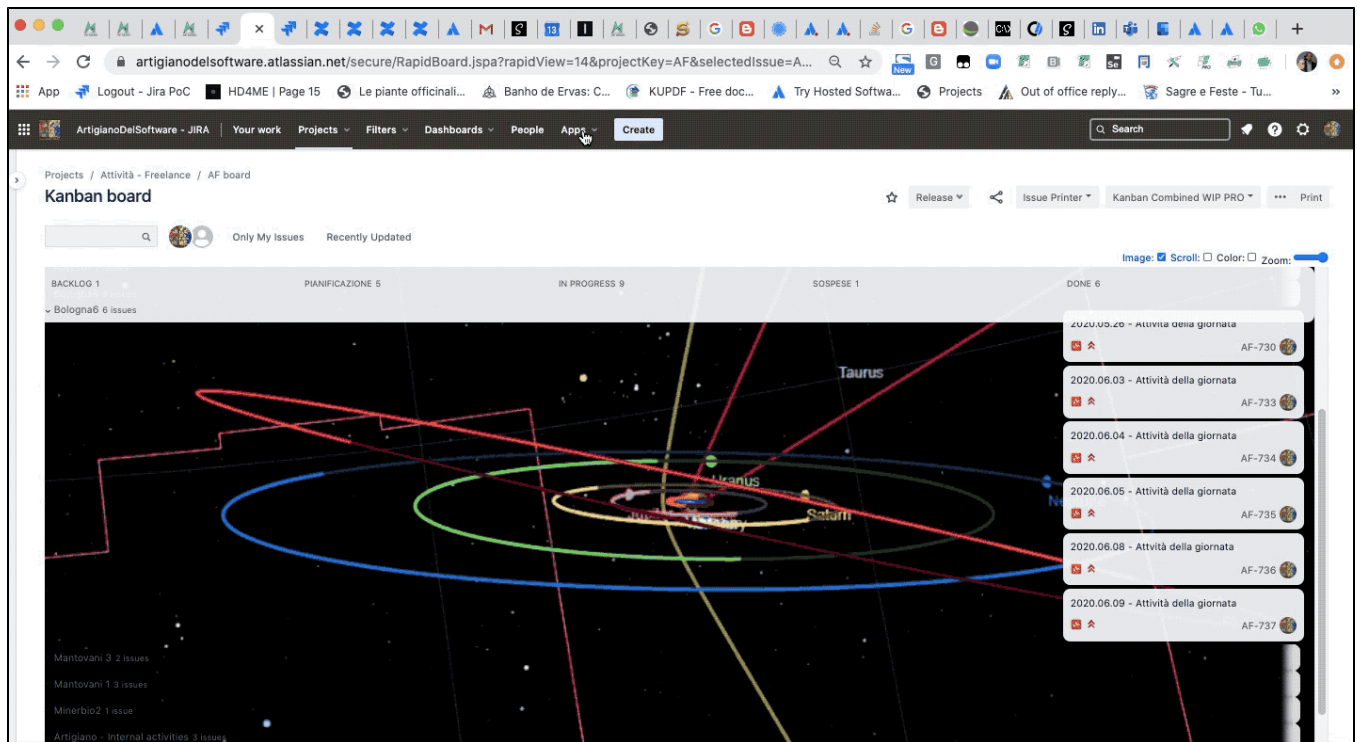
Normal text

Example Template for Service Desk

Content of the issue:


Templates: #Service Desk, #T30, #T50, #T60, #Sample

Create



a specific text is added and we can use it. In this sample, We have stored two different templates.

See this video for more info:

<https://youtu.be/jTAjV9OyPL8>

## ➤ Usage: Description Templates by Project and IssueType

Since October 2022, we have released a new powerful feature! ***Templates by Project with no Jira Admin intervention!!***

Just create a ticket in your project with summary “**TEMPLATE:IssueTypeName**”, ex: “**TEMPLATE:Bug**” and the system will use the description of the ticket for the next created Bugs. You can also define a “**TEMPLATE:Default**” summary to apply to the rest of IssueTypes.

Is plug'n'play!

MR. ADDØN JIRA | Your work | Projects | Filters | Dashboards | People | Apps | Create

Development Software project

PLANNING

DEV board Board

Roadmap

Backlog

Kanban board

Reports

Issues

Components

DEVELOPMENT

Releases

OPERATIONS

Deployments

Project pages

Team Reports

Add shortcut

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Print QR

TEMPLATE:Bug

Description

STORY

BACKGROUND

DETAILS

SCOPE

DEPENDENCIES/IMPACTS

RISKS

Create issue

Import issues

SCOPE -

DEPENDENCIES/IMPACTS -

RISKS -

ACCEPTANCE CRITERIA -

SOLUTION TASKS -

OPEN QUESTIONS -

1	4	7
holal	5	8
3	6	9

Templates: #SC #CIT #SYS #MONITORING , #Sample

Fix versions

Create another issue

Cancel Create

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Attach Create subtask

TEMPLATE:DEFAULT

Description

STORY

BACKGROUND

DETAILS

SCOPE

DEPENDENCIES/IMPACTS

RISKS

Create issue

Import issues

STORY -

BACKGROUND -

DETAILS -

SCOPE -

DEPENDENCIES/IMPACTS -

RISKS -

ACCEPTANCE CRITERIA -

SOLUTION TASKS -

OPEN QUESTIONS -

Templates: #SC #CIT #SYS #MONITORING , #Sample

Fix versions

Create another issue

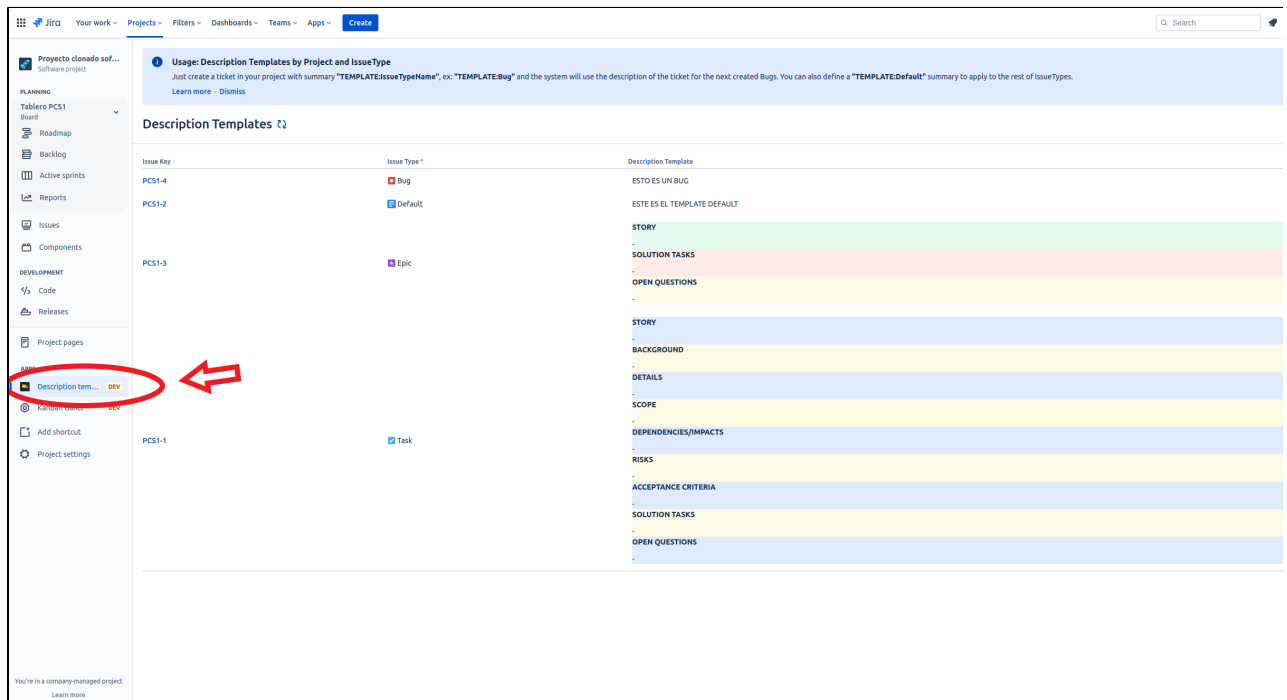
Cancel Create

See this video for more info:

<https://youtu.be/0gUnY5yAHbY>

## ➤ Listing Description Templates within Projects

Now with a new Template viewer section within Project overview (named Description templates)



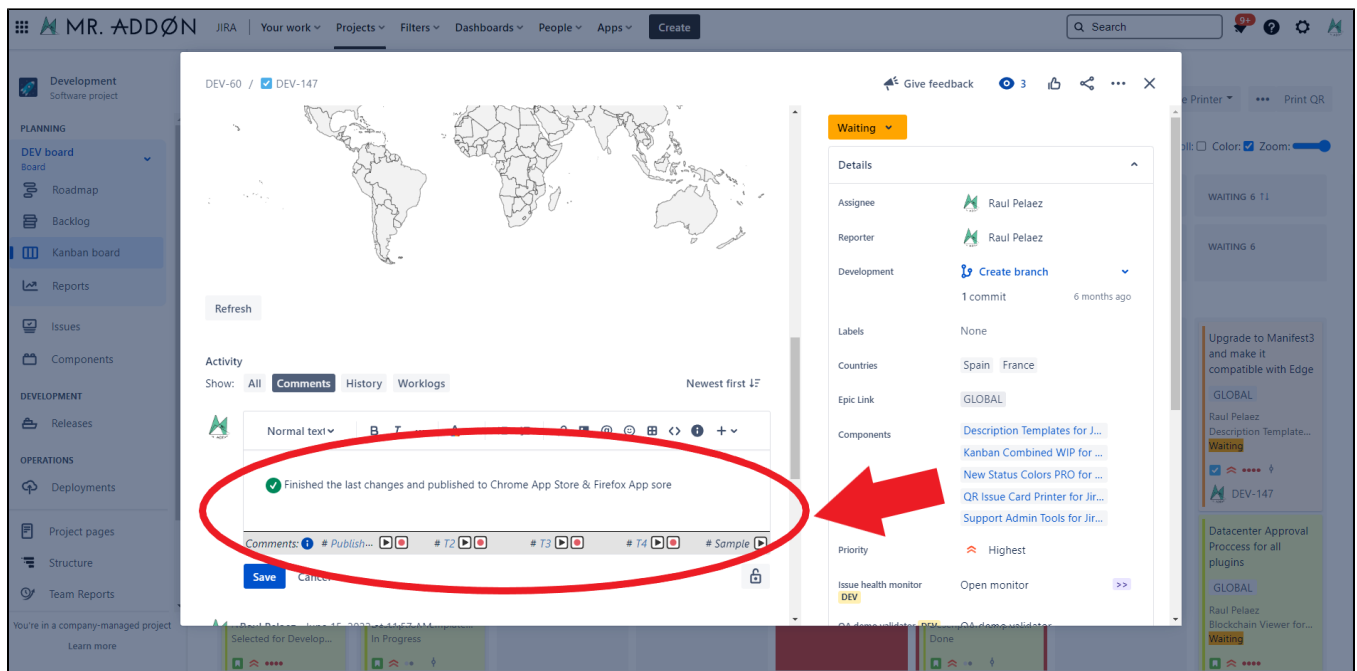
**Usage: Description Templates by Project and IssueType**  
Just create a ticket in your project with summary "TEMPLATE:IssueTypeName", ex: "TEMPLATE:Bug" and the system will use the description of the ticket for the next created Bugs. You can also define a "TEMPLATE:Default" summary to apply to the rest of IssueTypes.  
[Learn more](#) · [Dismiss](#)

### Description Templates

Issue Key	Issue Type	Description Template
PCS1-4	Bug	ESTO ES UN BUG
PCS1-2	Default	ESTE ES EL TEMPLATE DEFAULT
PCS1-3	Epic	<b>STORY</b> - <b>SOLUTION TASKS</b> - <b>OPEN QUESTIONS</b> -
		<b>STORY</b> - <b>BACKGROUND</b> - <b>DETAILS</b> - <b>SCOPE</b> - <b>DEPENDENCIES/IMPACTS</b> - <b>RISKS</b> - <b>ACCEPTANCE CRITERIA</b> - <b>SOLUTION TASKS</b> - <b>OPEN QUESTIONS</b> -
PCS1-1	Task	

## ➤ Comment Templates in Jira Issues

Since November 2022 you can configure Comment Templates!



603px

## Release Notes

**03-May-2022** Now is a paid add-on with official support

**05-Sep-2022** In the next days we will release a super new feature! New feature! Configurable default description templates per project and issuetype! No Jira Cloud administrator intervention required! Coming soon!

**13-Oct-2022 Released Templates by Project with no Jira Admin intervention!!** Just create a ticket in your project with summary **"TEMPLATE: IssueTypeName"**, ex: **"TEMPLATE:Bug"** and the system will use the description of the ticket for the next created Bugs. You can also define a **"TEMPLATE:Default"** summary to apply to the other IssueTypes.

**07-Nov-2022 Released a new feature: Save until 4 Comment Templates**