vesper

ADMINISTRATOR DOCUMENTATION

Set up Vesper for Jira Cloud

A practical five-step guide to choosing boards, mapping Jira fields, matching company roles, assigning exceptions, and verifying the installation.

APPLIES TO	AUDIENCE	UPDATED
Vesper 2.1.0	**Jira administrators**	**23 September 2026**

BEFORE YOU BEGIN

What you need

Vesper is configured once for each Jira site. The administrator chooses the source boards and tells Vesper how that site names fields, roles, and shared releases.

Vesper reads Jira and never writes to it. Configuration is stored in the installation's Atlassian Forge storage. Jira delivery data remains subject to each viewer's own Jira permissions.

Prerequisites

- Jira administrator access.
- At least one Jira Software Scrum board linked to a Jira project.
- Knowledge of the site's Story Points, Flagged, and Sprint fields.
- Jira group or project-role names used by your teams, if available.
- Jira production version names if several projects share a release train.

Open the configuration

1. Open **Jira settings → Apps**.
2. Open **Manage apps**.
3. Select **Vesper**.
4. Choose **Configure**.

After initial setup, you can also return through Vesper's settings control.

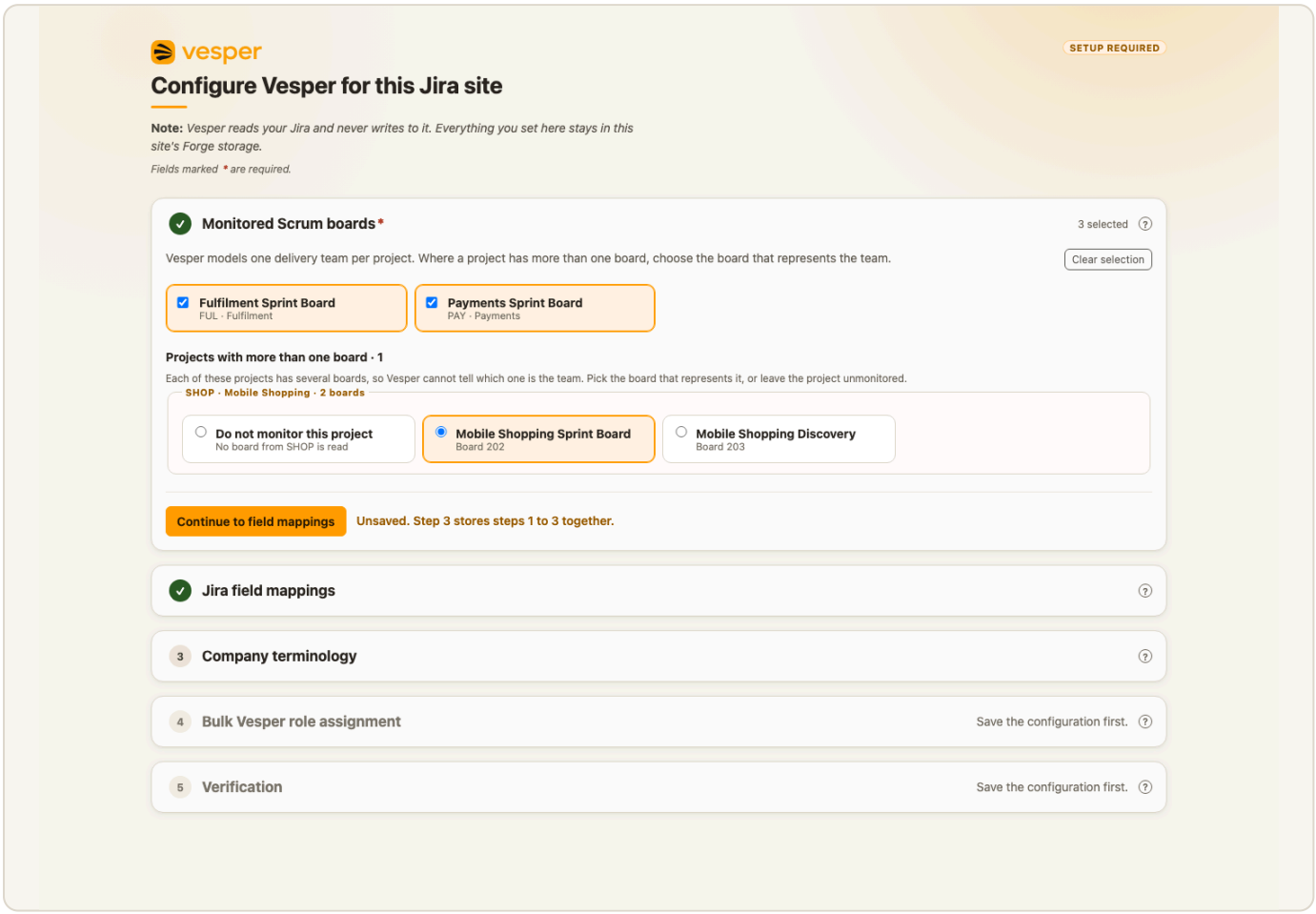
How saving works

Steps 1–3	Saved together when you choose **Save configuration** in step 3. Until then, nothing is stored.
Step 4	Optional manual role assignments. Each Apply action saves immediately with its own revision history.
Step 5	Read-only verification of the saved configuration. Unsaved form changes are never verified.

1 REQUIRED

Choose monitored Scrum boards

Each selected board becomes one delivery team in Vesper. The Jira project key is the team identity used throughout the application.



Sanitized example: three monitored projects, with one delivery board chosen for each.

What to enter

- Select the Scrum board that represents each delivery team.
- When a project has several boards, select exactly one.
- Choose **Do not monitor this project** for discovery, archive, or unrelated boards.

Selection rule

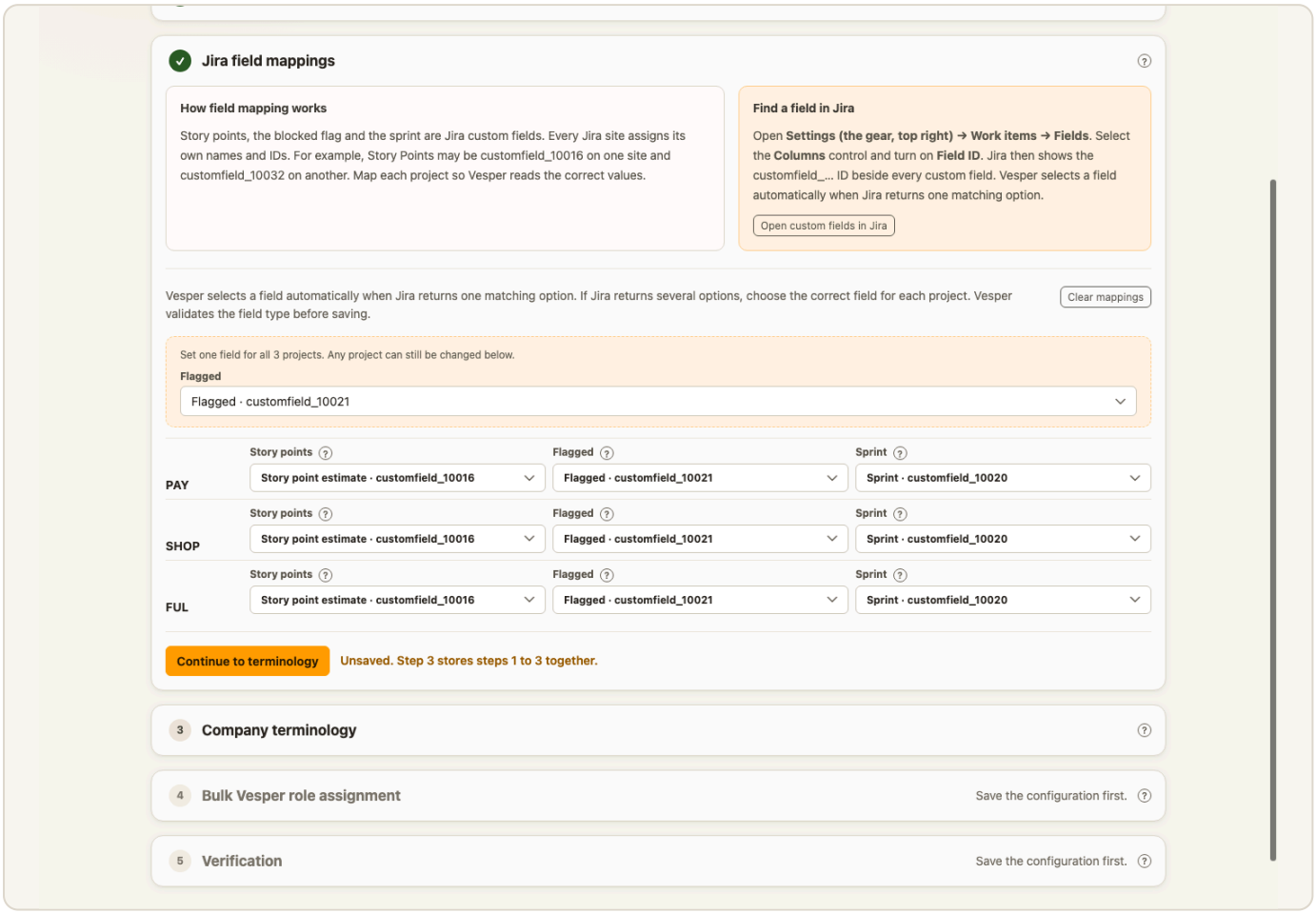
One board per Jira project. Two boards with the same project key would describe the same team and double-count shared issues, so Vesper will not save that configuration.

A board that is not visible usually means it is not a Scrum board, is not linked to a valid Jira project, or is not visible to the administrator performing setup.

2 REQUIRED

Map Jira custom fields

Jira assigns custom-field IDs independently on every site. Vesper must map each selected project to the fields that hold estimates, impediment flags, and sprint membership.



When Jira exposes only one matching field, Vesper selects it automatically. Multiple matches require an explicit choice.

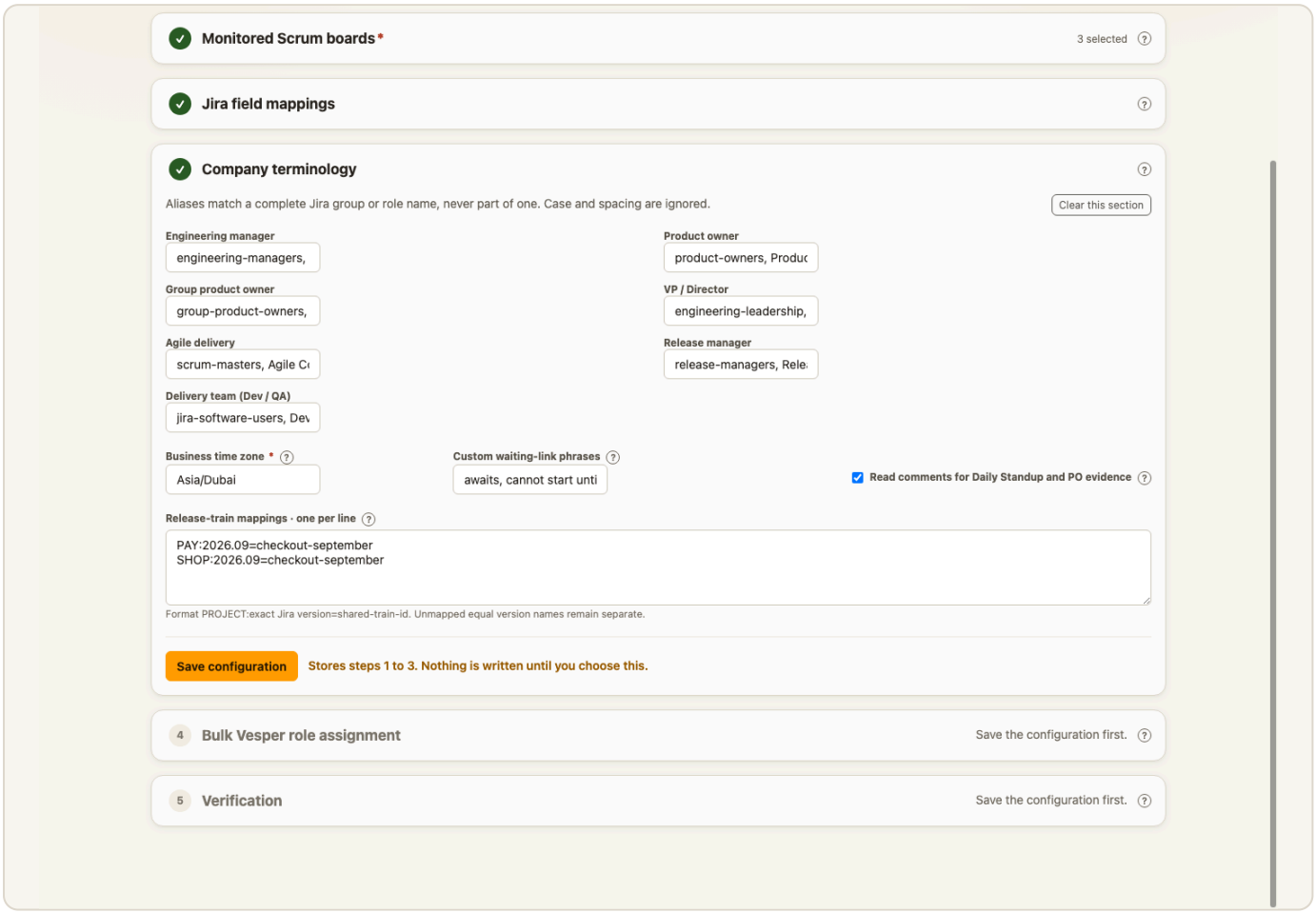
Story points	Select the numeric estimate field used by the project, commonly **Story point estimate**. Without it, estimates remain unknown.
Flagged	Select the Jira Software field set when an issue is marked as an impediment, commonly **Flagged**.
Sprint	Select the Jira Software Sprint field that links issues to Scrum sprints.

Find the exact field ID in Jira: open **Settings → Work items → Fields**, choose **Columns**, and enable **Field ID**. Match the displayed `customfield_…` value to Vesper.

3 REQUIRED

Match company terminology

This step maps your Jira group and project-role names to Vesper roles, sets calendar behavior, and optionally explains custom dependency and release conventions.



The entries shown are examples. Use the exact names and versions from your Jira site.

Role aliases	Enter complete Jira group or project-role names, separated by commas. Matching ignores case and spacing but never matches only part of a name.
Business time zone *	Select a valid IANA zone such as `Asia/Dubai`. This defines “today” for due dates and Daily Stand-up evidence.
Waiting-link phrases	Add any custom Jira issue-link names that mean work is waiting, such as `awaits` or `cannot start until`.
Read comments	Keep enabled if Daily Stand-up should use comment evidence and Product Owner views should detect unanswered questions.

STEP 3 CONTINUED

Map shared release trains

Jira versions belong to individual projects. If several projects ship together under one shared release, map each project's exact production version to the same train identifier.

Required format

Enter one mapping per line:

`PROJECT:exact Jira version=shared-train-id`

Example:

```
PAY:2026.09=checkout-september
SHOP:2026.09=checkout-september
```

Project	Use the exact uppercase Jira project key selected in step 1.
Version	Use the exact Jira production version name, including spaces and punctuation.
Train ID	Use the same stable ID for every project that ships as part of the same release.
Leave blank when	Each project ships independently. Equal version names remain separate unless explicitly mapped.

Map the production version, not its UAT, SIT, staging, or pre-production gate. Vesper associates supported gate siblings automatically and rejects a gate version used as the production identity.

Save steps 1–3

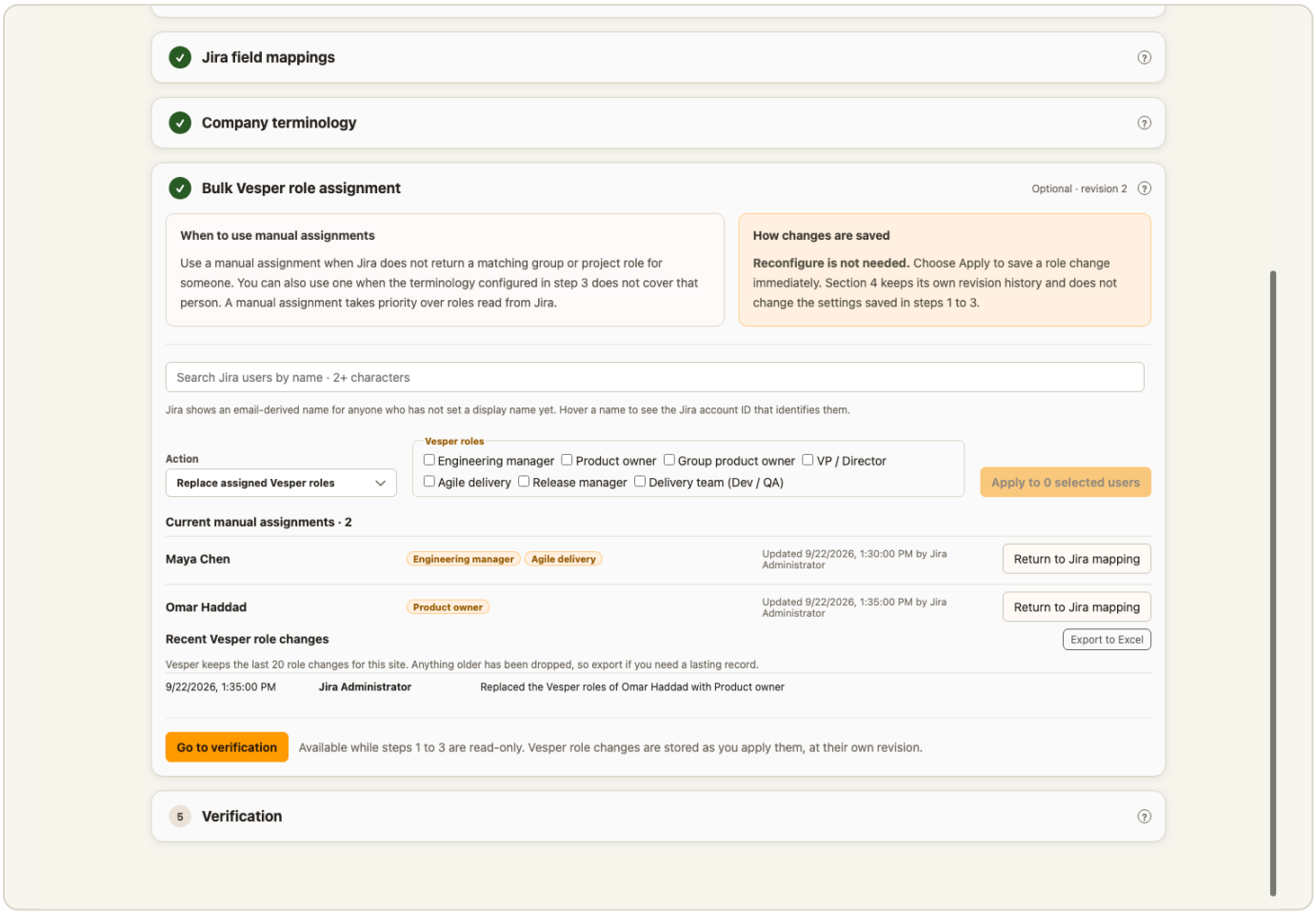
1. Review the selected boards, field IDs, role aliases, time zone, and release mappings.
2. Choose **Save configuration**.
3. Confirm that the page reports a new configuration revision.

Saving returns steps 1–3 to read-only. Use **Reconfigure** later when these settings must change.

4 OPTIONAL

Assign Vesper roles manually

Most users should receive Vesper roles through the Jira group and project-role aliases from step 3. Manual assignments are for exceptions.



Manual role assignments use Jira account IDs internally, so a display-name change does not change access.

1. Search for a Jira user by name using at least two characters.
2. Select one or more users.
3. Choose **Replace**, **Add**, or **Remove**.
4. Select the Vesper roles and choose **Apply**.

Manual assignment wins

A manual assignment takes priority over roles inferred from Jira groups or project roles for that person.

Removal is scoped

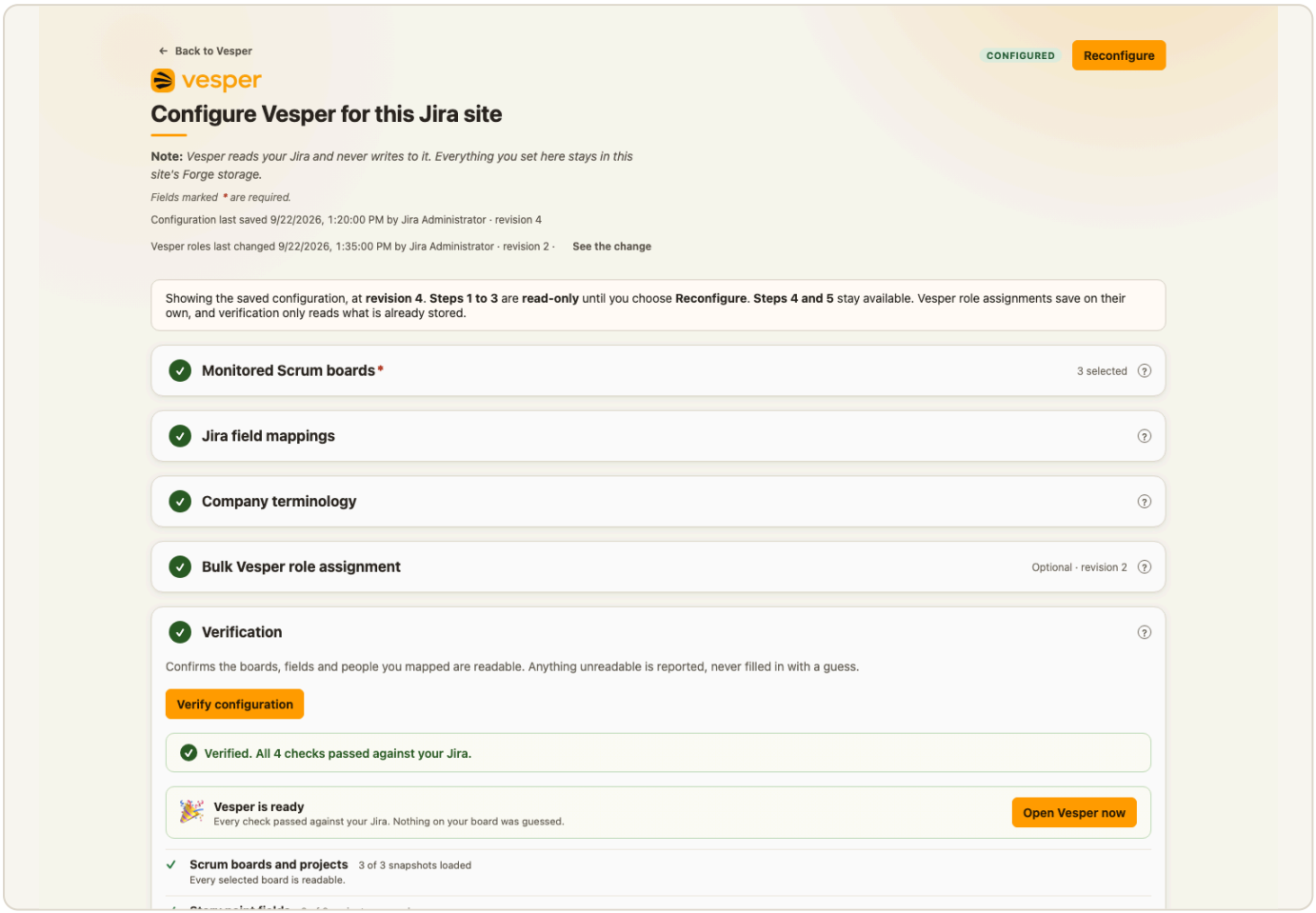
Remove clears only roles stored in this step. It never edits Jira groups or project roles.

Step 4 saves immediately, carries its own revision number, and keeps the most recent 20 role changes. Export the audit if your organization needs a longer record.

5 REQUIRED ON FIRST SETUP

Verify the saved configuration

Verification reads the saved boards, fields, and people from Jira. It never fills an unreadable value with a guess.



A successful run reports that nothing is blocked. Signals that do not yet exist in Jira may be reported as absent rather than failed.

Passed	The configured source is readable and can support the affected Vesper views.
Needs attention	A required source could not be read. Follow the displayed remedy or open the referenced setup step.
No data yet	The source is readable but that signal is not present in current Jira data. Vesper reports it as unknown rather than inventing a value.

When verification passes, choose Open Vesper now. You can rerun verification safely at any time, including while steps 1–3 are read-only.

REFERENCE

Troubleshooting and maintenance

A Scrum board is missing	Confirm it is a Scrum board, belongs to a Jira project, and is visible to the administrator configuring Vesper.
Several fields match	Use Jira's Field ID column to choose the exact `customfield_…` value used by that project.
A role-specific view is missing	Confirm the alias is the full Jira group or project-role name. Use a manual assignment for a person who is an exception.
A release mapping is rejected	Confirm the project key and version name are exact, the version exists on a monitored project, and the mapping identifies the production version.
Verification reports no data yet	This is informational when Jira contains no such signal. It becomes actionable only when the row says Needs attention.
Configuration changed elsewhere	Reload before saving. Revisions prevent one administrator session from silently overwriting another.

Ongoing maintenance checklist

- ✓ Reconfigure when teams move to different Scrum boards.
- ✓ Review mappings after Jira administrators replace or rename custom fields.
- ✓ Update aliases when Jira groups or project roles change.
- ✓ Maintain release-train mappings as production versions change.
- ✓ Rerun verification after every change to steps 1–3.
- ✓ Review or export the manual role-assignment audit when required.

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