☒ **CalSAWS DD&I**	☒ **C-IV M&O**	☐ **CalWIN M&O**	☐ **LRS M&E**

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To:	Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R2; Consortium.RegionalManagers.R3; Consortium.RegionalManagers.R4; Consortium.RegionalManagers.R5; PPOCs C-IV Counties; IPOC.All
CIT Name:	**CalSAWS Jira Access**
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

☒ General　　　　　　　　　　　　　　　　☐ Fiscal
☐ Policy　　　　　　　　　　　　　　　　　☐ Caseload Movement
　　　☐ CW　　　　　　　　　　　　　　　☐ Management
　　　☐ CF　　　　　　　　　　　　　　　☐ Fiscal
　　　☐ MC　　　　　　　　　　　　　　　☐ Security
　　　☐ CMSP　　　　　　　　　　　　　　☐ Batch and Interfaces
　　　☐ FC/KG/AAP　　　　　　　　　　　☐ Imaging
　　　☐ Child Care　　　　　　　　　　　☒ Migration
　　　☐ WTW　　　　　　　　　　　　　　☐ Conversion
　　　☐ Other Program(s)_____　☐ Technical
☐ C4Yourself　　☐ Your Benefits Now!　　☐ Training
☐ Customer Correspondence　　　　　　　☒ Help Desk
☒ Other
☐ Reports

Description: (Including any step-by-step instructions)	**Purpose** The purpose of this CIT is to provide the C-IV Counties with the link to the CalSAWS Change Management tool (Jira) used by the CalSAWS Project for System Change Requests (SCRs) and Defect tracking. This CIT contains the URL for the CalSAWS Jira instance. **Background** Currently there are two Jira instances leveraged by the CalSAWS Project to maintain and track SCRs and Defects. There is the C-IV instance as well as the CalSAWS instance. With the C-IV County migration to the CalSAWS System, only the CalSAWS Jira instance will be used going forward. This CIT provides the link to that CalSAWS Jira instance for users who may not already have been provided the link. If you are a User who has access to the C-IV Jira today, you already have access to the CalSAWS Jira instance, you will just need to access it using the link provided below. **CalSAWS Jira Instance URL**

The URL to access the CalSAWS Jira instance is: ██████████████████████.
Please use your same credentials that you have used to access C-IV Jira to access the above link. Please use the same browser that you have used to access Jira before (however, it does tend to perform better using Chrome). VPN or AppStream will be required to access the CalSAWS Jira instance.

Update bookmarks/shortcuts

If you currently have Jira saved via a "bookmark" please reference the new link above and update your bookmark as appropriate.

Jira Tool Reference

Although the C-IV and CalSAWS Jira instances are virtually the same, the following location on the CalSAWS Web Portal provides additional reference material for the Jira tool: ██████████████████████

It can also be found at the following location:
██████████████████████████████████
██████████████████

Example Jira Dashboard that may be of interest to Users (how to find/save Dashboards is available in the above location within the JIRA Quick Start Guide – Jira Dashboards)

- Release Specific Dashboard: <ReleaseNumber> Release Dashboard (Example: 21.11 Release Dashboard, 22.01 Release Dashboard, etc.)

Accessing C-IV Jira

Once C-IV Counties migrate to CalSAWS the C-IV Jira instance will remain available, but all future SCRs and Defects will be managed from the CalSAWS Jira instance. There are future plans to decommission the C-IV Jira instance and archive some of the data, however, those details are still pending. A future CIT will be disseminated once those details are finalized.

Data Migration

None of the data from C-IV Jira will be migrated to the CalSAWS Jira. If there is a specific C-IV SCR in Jira that does not already have an equivalent SCR in CalSAWS Jira, please work with CalSAWS Project Consortium Staff to have that SCR created in the CalSAWS Jira.

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Attachments:	None
Web Portal Link:	████████ OR You may also retrieve the CIT document and attachments by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2021" folder. 4. Click on the appropriate CIT # folder.