

# Project shuttle

**SINCE VERSION 2.6.0** The **Project Shuttle** simplifies the **navigation** between your projects within Jira!

A new **dropdown menu** will be added to the main toolbar which can be used to **quickly navigate** to your favorite **projects or links**!

By adding **categories**, projects or links can be further grouped.

**NEW**

Want complete control? Just use custom icons to design the project shuttle to your needs!



The projects can be divided into **categories** and **sub-categories** (in the image above: "**Development**", "**Office**", "**Marketing**" and "**Useful links**" as categories and "**Marketing Resources**" as sub-category).

Once set up, the Project Shuttle is visible for every user in Jira.

## Usage

The Project Shuttle can be used by **every Jira user**. Only projects the user has access to (Browse Projects permission) will be shown.

When the Project Shuttle is activated but either no categories are defined or projects have not yet been added, the menu won't be displayed.



## Configuration

For the navigation configuration, Jira Administrator permissions are **required**.

## Where to configure the project shuttle?

The Project Shuttle can be set up via **Jira administration** **Manage apps** **Project Shuttle**

The screenshot shows the Jira Administration interface. At the top, there's a teal header with the 'DECADIS APPS' logo and navigation tabs: Dashboards, Categories, Projects, Issues, Boards, xPort, Charts, and a 'Create' button. A search bar is on the right. Below the header, the 'Administration' section is active, with a search bar for 'Search Jira admin'. The left sidebar lists various administration areas: Applications, Projects, Issues, Manage apps (highlighted), User management, Latest upgrade report, and System. Under 'Manage apps', there's a 'Project Shuttle Configuration' section. It features a toggle switch for 'Enable Project Shuttle' which is turned on. To the right of the toggle is an 'Edit menu title' button. Below the toggle are buttons for 'Add category', 'Add projects', 'Add link', and 'Expand / Collapse categories'. The main content area shows a list of categories: Development (with sub-items: Android App, iOS App, IT Operations, Platform, Web Browser App), Office (with sub-items: Finance & Reporting, Finance Service Desk, Financial Month End, Sales Ops).

## Rename the menu title

SINCE VERSION 2.9.2

By default, the project shuttle can be found in the main toolbar as "**Categories**".

1

This can also be easily customized by hitting the **Edit menu title** button in the upper right corner!

## Project Shuttle Configuration

Enable Project Shuttle ☒

 Edit me

Add category

Add projects

Add link

Expand / Collapse categories

### Development

 Android App

 iOS App

 IT Operations

 Platform

 Web Browser App

### Office

 Finance & Reporting

 Finance Service Desk

 Financial Month End

2

In the opening popup you can enter any text. **Even emojis!**

## Edit menu title

Name

Reset to default

Save

3

Once saved, the new title will be directly visible for all users

DECADIS  APPS

Dashboards ▾

It's me! Project Shuttle 🚀 ▾

Projects ▾

Issues ▾

Boards ▾

xPort ▾

Charts ▾

Administration

🔍 Search Jira admin

Applications

Projects

Issues

Manage apps

User management

Latest upgrade report

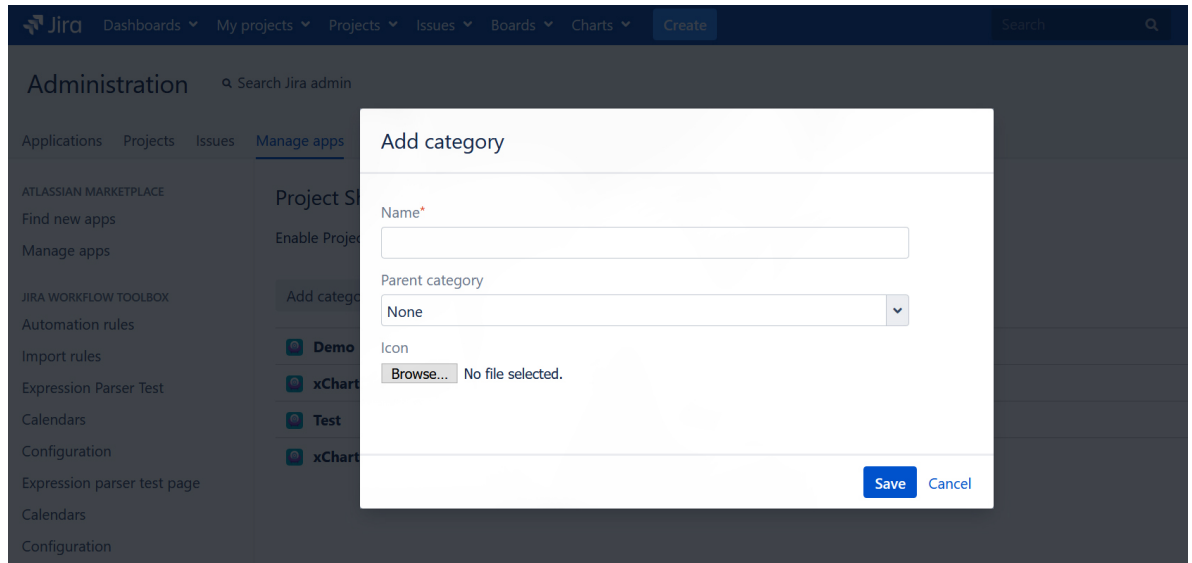
System

## Categories

Categories can be used to group your projects and links like shown on the previous screenshots.

1

To add a new category, head over to **Administration Manage apps Project Shuttle** and click on **Add category**.  
a name has to be set. Optionally, a parent category and an icon can be selected.



2

The category will now be shown in the list.

### Project Shuttle Configuration

Enable Project Shuttle



Edit

Add category

Add projects

Add link

Expand / Collapse categories



Development

Edit Add category Add projects

Add link



Android App



iOS App



IT Operations



Platform



Web Browser App


Hovering over a category will display options to **Rename** it, **Add projects, categories, and links** to it or **Delete** it.

## Projects

After hovering over a category and clicking **Add projects**, projects can be selected and added to the category.

### Add projects

 **Portfolio Management**

 **SumUp Project**


 **Team Travel Web**


 **Teams in Space**

 **Travel Service Desk**

Selected projects

↓↑ ↑↓

 **Performance Engineering**

☐  Show already added projects

**Save** Cancel

Projects on the **left side** can be added. Projects on the **right side** already have been added and can be deleted by hovering over the specific one and clicking "Remove".

Enabling the option to **Show already added projects** will optionally list all available projects, even those that are already used in the Project Shuttle.

## Sorting via Drag & Drop

Categories and projects can be easily sorted via drag & drop.


Your browser does not support the HTML5 video element

## Expand/Collapse categories

Selecting the **Expand/ Collapse categories** button will hide/show all projects being used in categories. This feature simplifies the navigation and sorting.

# Project Shuttle Configuration

Enable Project Shuttle ☒

 Edit menu title

- Add category
- Add projects
- Add link
- Expand / Collapse categories


-  Development
-  Office
-  Marketing
-  Useful links

## URLs in the project Shuttle


**SINCE VERSION 2.6.2** URLs can be added to the navigation in the Project Shuttle. Adding links is done similarly to adding projects. They can be added to the top level of the navigation or to categories as shown in the screenshot:






# Project Shuttle Configuration

Enable Project Shuttle ☒

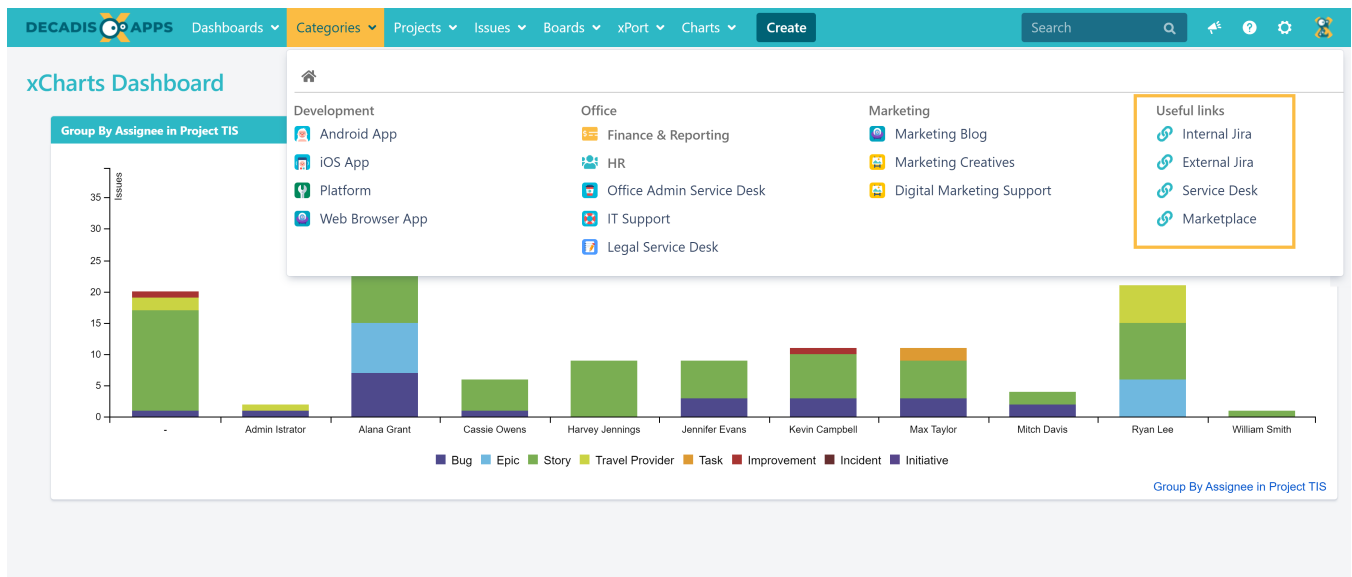
 Edit menu title

- Add category
- Add projects
- Add link
- Expand / Collapse categories

-  Development

Edit Add category Add projects Add link Delete
-  Android App
-  iOS App
-  IT Operations
-  Platform
-  Web Browser App

See an example of how configured URLs look like in the Project Shuttle navigation:



## Enable/Disable the Project Shuttle

The Project Shuttle can be globally **enabled/disabled**. If disabled, the configuration is still available to administrators but the menu in the toolbar will be hidden.

### Project Shuttle Configuration

Enable Project Shuttle ☒

Edit menu title

Add category Add projects Add link Expand / Collapse categories

#### Development

- Android App
- iOS App
- IT Operations
- Platform
- Web Browser App

#### Office

- Finance & Reporting
  - Finance Service Desk
  - Financial Month End

If you still have questions, feel free to refer to our [support team](#).