

How do I set up fields in my Jira site?

Fields capture data about work items in your site. As admin, you hold the keys to creating fields that align with how your organization works.

Jira comes with fields essential to planning, but admins can create additional fields that match how their organization manages work. Unlike [those made in team-managed spaces](#), fields created by Jira admins can be re-used across multiple spaces, which has benefits for organizations at scale:

- **Better reporting and visibility** - the same fields across multiple spaces collect key business metrics and insights into one dataset which can then be used to generate reports for stakeholders.
-  When creating a field for reporting purposes, fields with predefined options such as **Single select**, **multi-select**, or **Checkboxes** work best. Open-ended fields like **Text** fields can result in variants and unclean data which makes reporting difficult. [More about types of fields](#)
- **Simpler management** - As the admin, fields that you create are managed in one place. Updates the fields once, and the changes automatically apply across your site.

Manage all fields in your site

Jira admins can centrally manage all fields in their site (regardless of whether they’re company-managed or team-managed) in the global Fields page.

To access the global Fields page:

1. Navigate to the Jira admin panel using the **Settings** () icon in the top navigation and select **Work items**.
2. In the Fields section in the side navigation, select **Fields**.

Ways you can manage fields

Jira offers a number of configuration options to show fields when and where they’re needed. There’s no right way to configure your site, but the differences between the different configuration options can be overwhelming.

 **Why isn’t my field showing where it’s supposed to?**

Jira’s field management tools give you granular control over what shows where. They can also conflict with each other. The **Find your field** function checks all of your configurations to find blockers. [How to find missing fields](#)

Group fields together with field schemes

Whether you’re using a field that came with Jira or one you’ve made yourself, start by grouping fields together into a field scheme. Field schemes allow you to manage collections of fields across different spaces. [More about field schemes](#)

When you create a new custom field, you must manually add it to the desired field schemes. This prevents fields from being automatically added to every space on your site.

Configure which fields a space uses

With your fields grouped as you want them, the first step to making them show in your spaces is to [associate the field scheme with the space](#). Admins can set field behavior (available vs. required) and custom descriptions specifically for different work types within a single scheme.

Make different versions of fields using Contexts

Contexts give you the flexibility to apply a single field to different use cases by creating a different set of available options, or setting a default value. This saves you having to make multiple fields to achieve the same end.

For example, you want to track which vendor is used to complete work. However, you have teams in multiple countries who have different vendors available to them based on their location. Instead of creating separate fields to list the vendors available in each location, you can create one called Vendor, then make different contexts that show location-specific options.

If you reference the Vendor field in a report or a dashboard, all data captured from the different variants appear as part of the same field. [More about contexts](#)

Show fields at specific points of the work item’s lifecycle

Lastly, you can use Screens to change the fields that show in your work items at points of its lifecycle. This is most commonly used to show or hide a field when work transitions from one status to another. [More about screens](#)

For example, you can:

- make a field appear when creating a work item, or
- as part of a transition workflow

What else can fields do?

Fields can do more than just gather information on work items. They can [trigger automations that transition work through workflows](#) and [generate reports](#) for key stakeholders.

Configure fields that can be used in any space

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Create a new field

 This page refers to fields that can be used in any space, and requires Jira administrator permission.

[How to create fields in team-managed spaces](#)

To create a new field that can be used in any space:

1. Navigate to the Jira admin panel using the **Settings** () icon in the top navigation and select **Work items**.
2. In the Fields section in the side navigation, select **Fields**, then **Create new field**.
3. In the panel that opens:
 - a. Select what type of field you want to create — you can't change this once the field is created. [See what field types you can make](#)
 - b. Give your field a name — this will appear on the work items across your site, so be sure to choose a clear name.
 - c. Add a description — this description appears on the Fields table you're currently viewing for sorting purposes.
 - d. Add the options users can choose from if you're creating a field that has predefined options.
4. When you're done, select **Create**.

With the new field created, you can now [add it to a field scheme](#).

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Field types you can create as a Jira admin

On this page, we'll cover the most common and useful Jira field types, but apps that you add to your site may bring their own field types.

 Once you [create a field](#), you can't change its type.

Field types with predefined answers

When you create a new field, you can define the options users can select an answer from. This is helpful when generating reports as the answers will always be consistent across your organization (and free of typos).

- **Assets**
 - commonly used in Jira Service Management spaces. [More about setting up Asset fields](#)
- **Checkboxes**
- **Group picker** (single or multi-select)
 - allows users to select groups defined in the [Atlassian administration Directory](#)
- **Label**
 - allows users to either select from an existing label or create new ones
- **Parent**
 - replaced both [Parent link](#) and [Epic link fields](#)
- **Space picker**
 - unlike the **Parent** field which associates work to a space, this field creates a label using a space name
- **Radio Buttons**
- **Select list (single choice, multi- choice, or cascading)**
 - Cascading lists offer a way to handle fields with a lot of options. When setting it up, you can create parent options which group the child options into more manageable folders. For example, a bakery might have Pies as a parent option with Apple, Peach, and Cow as child options.
- **User Picker** (single or multi-select)
 - restrict fields of this type to only show specific groups or space roles using contexts. [More about contexts](#)
- **Version Picker** (single or multi-select)

Date and time fields

- **Date picker**
- **Date time picker**

Number fields

Number fields allow people to provide numerical information as free-form text. This field has three formatting options:

- number
- currency
- percentage

You can select the format when [editing a field](#). You can also select the number of decimal places you want to show.

Keep in mind:

- Number fields support numbers between -1 trillion and 1 trillion (1,000,000,000,000).
- Jira rounds decimals to the nearest 1000th place. For example, 5.555555 will be rounded to 5.556.
- You can enter large numbers using scientific notation. For example, the number 5,000 can be entered as 5e3.
- Number formatting is stored in the global context, so if the default context is deleted, this will remove the formatting applied (and default to number).

Formula fields

Formula fields display calculated data directly on work items. For example, you might create a formula that calculates the difference between the allocated budget for a work item and the actual spend.

A formula's output can be formatted as a number, currency, percentage, date, duration, or text. [How to create a formula field](#)

Open text box fields

- **Paragraph**
 - supports rich text formatting like bold, italics, underline
- **Short text (plain text only)**
 - up to 255 characters with no formatting

Show information about a work item

Some fields exist only to show information to your teams, and can't be edited.

- **Date of first response**
 - shows the date of the first comment on a work item by anyone other than the reporter
- **Days since last comment**
 - not searchable or sortable
 - varies based on user permissions when tracking restricted comments
- **Participants of a work item**
- **Time in status**
 - used to generate the **Average Number of Times Spent In Status** and **Average Time Spent In Status** charts.

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Edit a field

The Fields page in the Jira admin panel provides a central location to edit all fields across your site, including both company-managed and team-managed fields.

Access the Fields page by selecting **Settings** () in the top navigation, then **Work items**. In the Fields section in the side navigation, select **Fields**.

On the Fields page, you can do the following:

Update field name and information

To update a field’s name and description, and to view the options that users can select on a work item, select **More actions** (•••) then **Edit field** on any field on the page.

[You can't edit fields made by Jira or an app.](#)

Add a field to a screen

 Team-managed fields can’t be added to a screen.

Instead of navigating to the Screens page, you can quickly add a field to an existing screen while viewing the field.

[More about screens](#)

1. From the **Fields** page, select **More actions** (•••) then **Add field to screen** on any field on the page that you can edit. This opens a new window in your browser.
2. Select the screen that you want to add the field to.
3. Select **Update** to save your changes.

Translate a field

You can translate the name and description of a field you create using Jira's pre-installed language packs.

To translate a field:

1. From the **Fields** page, select **More actions** (•••) then **Translate field** on any field on the page that you can edit.
2. Choose a language, and enter the translated strings for the field name and description.
3. Select **Update**.

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Why can't I edit a field?

As admin, you have the power to create new fields and configure them as you like. However, fields created by Jira or third-party apps can't be edited because they require a specific configuration.

Fields that can't be edited show:

- the word **LOCKED** next to the field name
- a message telling you the field can't be edited in the **More actions** (•••) menu.
- the option to **View field information** where you'd normally see an option to edit it

You can use these fields on your work items and screens like any other field; you just can't change their configuration. If you need to change one of these fields, [make a new field that you can edit](#).

The following fields created by Jira can't be edited. There may be more if you've added other apps to your site.

- Space
- Issue Type
- Summary
- Due Date
- Priority
- Resolution
- Security
- Labels
- Issue Links
- Components
- Fix Versions
- Affect Versions
- Issue Restriction
- Assignee
- Reporter
- Attachment
- Worklog
- Time Tracking
- Description
- Environment

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Find missing fields in your spaces and work items

Jira's layered field management gives you granular control over what shows where. They can also conflict with each other if not configured correctly. The **Find your field** function checks all of your configurations to find blockers.

To find a field from your work item:

1. Select a work item that's missing a field.
2. Open the **More actions** (⋮) menu and select **Find your field**.
 - a. If you don't have Jira admin permissions, this option won't show.
3. Select the missing field from the dropdown menu. You can also type in the box to search.
4. Refer to the table that appears to see why this field isn't showing on your work item.

Reasons for missing fields

The results that come up should shed some insight into what's blocking your field from appearing on this work item.

Field scheme refers to the field schemes that manage collections of fields across spaces. If a field is missing from a scheme, it won't show up in this space. [More about field schemes](#)

Screens are another common source of missing fields. We only recommend that you use screens to:

- make a field appear when creating a work item, or
- as part of a transition workflow

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Delete or restore a field

Jira Enterprise includes a tool called the **Site optimizer** which identifies and removes unused fields in your site. This helps large organizations rid their sites of unused fields that can hinder performance.

[More about the Site optimizer](#)

The Fields page in the Jira admin panel provides a central location to delete or restore all fields across your site, including both company-managed and team-managed fields.

To delete a field:

1. Navigate to the Jira admin panel using the **Settings** (⚙️) icon in the top navigation and select **Work items**.
2. In the Fields section in the side navigation, select **Fields**.
3. On the field you want to delete, select **More actions** (⋮) then **Delete**.

Fields aren't permanently deleted right away. Instead, they're tagged for deletion in 60 days. Once tagged, the field is removed from any automations, advanced workflow functions, or third-party apps that use it. If it's a company-managed field, it won't be visible in any field screens or configurations.

To restore a field, find it in the **Deleted fields** tab, and select **More actions** (⋮) then **Restore**. When you do this, it'll be re-added to all of the places it was used, along with all of its data.

If you want to keep field data for historical records, we recommend backing up your Jira site. [How to back up your Jira site](#)

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What are field contexts?

Fields in Jira can be used across multiple spaces and work types, but it's rare for a single setup to meet all your needs. To prevent duplicates, administrators can create different versions of fields. This is what Jira refers to as a *Context*.

Adding a context to a field doesn't affect how it's set up. Instead, it allows admins to adapt a field to various situations such as setting a default value for a field, providing an alternative set of options for users to select, or restricting choices that appear in a list. [More about setting up contexts](#)

Benefits of contexts for large sites:

- Simpler administration - Contexts limit the number of duplicate fields with small differences. Reducing the number of fields improves site performance.
- Easier to use - When working with fields that have lots of options, contexts can be used to limit the number of choices available.
 - For example, you want to track which vendor is used to complete work. However, you have teams in multiple countries who have different vendors available to them based on their location. Instead of creating separate fields to list the vendors available in each location, you can create one called Vendor, then make different contexts that show location-specific options.
- Flexible yet consistent reporting - Contexts sit on top of existing fields, meaning they store data in the same place. All of this data is then available for any reports that reference this field.
 - From the example above, if you referenced the Vendor field in a report or a dashboard, all data captured from the different variants would appear as part of the same field.

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Create a field context and define where it’s used

Once you’ve [created a field](#), you can create a context to use in specific places in your site.

The process for editing an existing context is the same as creating a new one. To start, you’ll need to navigate to the **Contexts** page:

1. Navigate to the Jira admin panel using the  icon in the top navigation and select **Work items**.
2. In the Fields section in the side navigation, select **Fields**.
3. On the field you want to make a context for, select **More actions** (⋮) then **Contexts and default value**. This will open in a new tab in your browser.
4. Add a new context or select one to edit.
 - a. If you want to create a new context, select **Add new context** above the default context option.
 - b. To modify an existing context, select **Edit context** next to the one you want to change.
5. In the box labeled **Configuration scheme label**, give your context a name, and a description. These only show on the previous context page, and won’t be visible to users in your site.
6. Choose where you want this context to appear based on:
 - a. Work type - Select the work types you want this context to appear on from the list under **Choose applicable work types**. Hold **command** (Mac) or **Ctrl** (Windows) to select multiple work types at once. Select **Any work type** to show it on all work types, including those in team-managed spaces.
 - b. Spaces - Select the spaces you want this context to appear on from the list under **Choose applicable context**. Hold **command** (Mac) or **alt** (Windows) to select multiple work types at once. Select **Global context** to make it available in all spaces.
 - c. In this section, you can [define how the context differs](#) such as adding default values, creating an alternate list of options, or limiting users included in user picker fields.
7. When you’re satisfied, select **Add** or **Modify** to save your changes.

 Only fields that have **Any work type** selected in their context can be used in team-managed spaces.

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View a field context and how it's set up

After you've [created a field](#), you can view its context which determines where this variant of it is showing. All fields have a context which applies to all work types and spaces in your site by default.

To see all of a field's contexts:

1. Navigate to the Jira admin panel by selecting **Settings** (⚙️) in the top navigation and selecting **Work items**.
2. In the Fields section in the side navigation, select **Fields**.
3. On the field you want to make a context for, select **More actions** (⋮), then **Contexts and default value**. This will open in a new tab in your browser.

To customize where a context of your fields appears, you can [create a new context or edit an existing one](#).



Modifying a context affects all spaces and work item types that use it. You may need to adjust settings to avoid unintended changes.

On the next screen, you'll see all contexts belonging to that field, along with a brief overview of how it's set up, including:

- The name and description of the context
- **Applicable contexts for scheme**, which show you the work types and spaces where this appears
- **Default value**, which should be set for each context for spaces and work item types where the field is required
- **Options**, if applicable - [What field types have options?](#)
- **Edit User Filtering** - only available for **User select (single or multi-select)** fields

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Configure advanced field options using contexts

While [creating or editing a field context](#), you'll have the chance to:

- set a default value for open text fields
- create a different set of options for users to pick from
- restrict the users that can be selected in a field

If you're not already on the Contexts page:

1. Navigate to the Jira admin panel using the  icon in the top navigation and select **Work items**.
2. In the Fields section in the side navigation, select **Fields**.
3. On the field you want to make a context for, select **More actions** (**⋮**) then **Contexts and default value**. This will open in a new tab in your browser.

From here, select **Edit context** on the context you want to update to access the advanced configuration options.

Define a default value for a text field

 This setting is only used on fields that have a text box where users type in information. [More about field types](#)

You can automatically populate a field's text box when a work item is created using contexts. This default only shows where this context is used.

To add a default value using a context:

1. Select **Edit Default Value** on the context that you want to update.
2. In the box that appears, enter what you want to automatically populate the field on your work items.
3. Select **Set default** to save your change.

Create a different set of options for users to pick from

 This setting only appears on fields that have predefined options that users can choose from. On open text fields, this won't show and on fields that select users, it's replaced with **Edit user filtering**. [More about field types](#)

For fields with predefined options, you can create an alternate list for your users to choose from. This alternate list of options only appears where this context is used.

To create a new set of options:

1. Select **Edit Options** on the context that you want to update. This list is not case-sensitive.
2. Enter your new options one at a time in the box that appears.
3. Select **Add** to save.

Restrict what users can be selected in a field

 This setting is only available on **User picker (single user)** and **User picker (multiple user)** field types.

Instead of showing every user in your site on every work item, you can restrict the list of names based on group or space role. This has the added benefit of hiding inactive users from this field.

In some contexts, users with the browse users and groups global permission will still have visibility into all user accounts.

To filter users:

1. Select **Edit User Filtering** on the context that you want to update.
2. Choose whether you'd like to restrict this field based on **Groups** or **Space roles**, then select who should appear in this field. If you don't select a group or space role, no users will show in your field.
3. Select **Add** to save.

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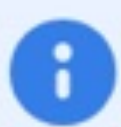
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What are field configurations and field configuration schemes?

 This page refers to fields that can be used in any space, and requires Jira administrator permission.

[Fields in team-managed spaces](#)

As administrator, you can group fields in your site into *field configurations* for easy management. You can then use these in *Field configuration schemes* to make fields appear in specific projects and work types.

 We're replacing field configurations and field configuration schemes with a single, unified setting called *field schemes*. We're rolling out these changes progressively. If you can't see **Field schemes** on your site, that means you're still on the old experience. [Read more about this change](#)

 Field configuration and scheme size limits are coming in February 2026

Jira will limit the number of fields and work types that can be used in a space to improve performance and reliability of large sites from February 2026.

Field configurations will be capped at **700 fields**. Schemes will be capped at **150 work types per scheme**.

To do this, the steps are as follows:

- first [create the fields that you need](#)
- then [create a field configuration](#) which serves as a group of fields you want to show together on a specific work type or types
- finally [create a field configuration scheme](#) that you can use in your spaces. These schemes are also where you can map groups of fields to specific work types.

Let's give this some real world context: the development teams in your organization require unique fields as part of their work processes that no other teams do. They also require a slightly different set of fields based on the work type – i.e. *Bugs* require a field that *Tasks* do not.

Once all of the fields have been created, you'd first make a separate field configuration for *Bug* and *Task* work items that contains the fields you want to appear on each.

You'd then add those configurations to a field configuration scheme, and associate it to their development spaces. Then, in the individual spaces, you would apply the field configurations from the scheme to the individual work types – *Bug* and *Task*.

After this, you'll have a standardized group of fields that can be applied at the individual work type levels based on the space's needs.

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Create or edit a field configuration

 This page refers to fields that can be used in any space, and requires Jira administrator permission.

[Fields in team-managed spaces](#)

As administrator, you can group fields in your site together for easy management – these are called *Field configurations*. You can then combine these groups into an entire scheme – called *Field configuration schemes* – to easily manage which fields show where.

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Field configurations will be capped at **700 fields**. Schemes will be capped at **150 work types per scheme**.

- To create a new field configuration:
1. Navigate to the Jira admin via **Settings** () icon in the top navigation, then select **Work items**.
 2. In the Fields section in the side navigation, select **Field configurations**.
 3. Select **Add field configuration**. In the modal that opens, enter a name and a description.
 4. Select **Add** to save your changes and go back to the list of field configurations.

Once your field configuration is set up as you want it, you can now [add it to a field configuration scheme](#).

Edit fields within a configuration

To change an existing field configuration, select the field configuration’s name while viewing the **Field configurations** page to view its details. Select **Add field**, then choose the field you want to include from the dropdown.

From this screen, you can also indicate whether a field can be left empty on work items using the toggle in the **Required** column.

 All required fields need to be visible on your **Create work item** screen. [How to add a field to a screen](#)

- Select the **Edit** icon on a field’s row to:
- choose how text fields display when used as part of this configuration only. By default, text fields use the **Wiki renderer** which allows for rich text editing and linking. You can turn this off to only allow plain text.
 - update the field’s description in this configuration only.

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Manage field configurations in work items

[What are field configurations and field configuration schemes?](#)

• [Create or edit a field configuration](#)

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Create, edit, or delete a field configuration scheme

 This page refers to fields that can be used in any space, and requires Jira administrator permission.

[Fields in team-managed spaces](#)

With your field configuration scheme created and your [fields mapped to work types](#), it's time to tell your spaces which groups of fields to use.

 We're replacing field configurations and field configuration schemes with a single, unified setting called *field schemes*. We're rolling out these changes progressively. If you can't see **Field schemes** on your site, that means you're still on the old experience. [Read more about this change](#)

 **Field configuration and scheme size limits are coming in February 2026**

Jira will limit the number of fields and work types that can be used in a space to improve performance and reliability of large sites from February 2026.

Field configurations will be capped at **700 fields**. Schemes will be capped at **150 work types per scheme**.

To change which field configuration scheme a company-managed space uses:

1. Next to your space's name in the sidebar, select **More actions** (**⋮**), then **Space settings**.
2. Open the Work items section in the side navigation, then **Fields**.
3. Open the **Actions** menu and select **Use a different scheme**.
4. Select a field configuration scheme for this space using the dropdown menu.
5. Select **Associate** to update the space's field configuration scheme.

Before we go on, make sure that the work type you're setting up has been [added to your space work type scheme](#).

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Change which field configuration scheme a space uses

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- Next to your space's name in the sidebar, select **More actions (•••)**, then **Space settings**.
- Open the Work items section in the side navigation, then **Fields**.
- Open the **Settings (⚙️)** menu and select **Use a different scheme**.
- Select a field configuration scheme for this space using the dropdown menu.
- Select **Associate** to update the space's field configuration scheme.

Before we go on, make sure that the work type you're setting up has been [added to your space work type scheme](#).

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Map field configurations to work types

 This page refers to fields that can be used in any space, and requires Jira administrator permission.

[Fields in team-managed spaces](#)

After you [create a field configuration scheme](#) (or identified the one you want to edit), you can now set it up to show different sets of fields based on work types.

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When you view a field configuration scheme, you'll always see at least one entry called **Default**, which serves as a catch-all for work types that aren't mapped to specific screens.

To change the default field configuration in your scheme:

1. From the detailed view of your field configuration scheme, select **Edit** on the same row as the **Default** entry.
2. Using the **Field configuration** dropdown menu, select what you'd like your default set of fields to be.
3. Select **Update** when you're done.

To map a field configuration to specific work types:

1. From the detailed view of your field configuration scheme, select **Associate a Work Type with a Field Configuration**.
2. In the modal that opens, select:
 - a. a work type using the **Work type** menu
 - b. which group of fields you want to appear on that work type using the **Field configuration** menu
3. When you're done, use **Add** to save your changes.

Work types can only have one configuration associated to them. Once you select one, it'll be removed from the **Work type** menu.

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What are field schemes?

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Field schemes allow you to control which fields appear on your work items and how those fields behave across different spaces. They act as a map that connects your fields to specific work types (like Tasks, Bugs, or Stories) and the spaces where your team works.

With field schemes, you can:

- **Define field availability:** Control exactly which fields are available to users.
- **Set field requirements:** Decide if a field is mandatory or optional for a specific type of work.
- **Provide guidance:** Add custom descriptions to fields to help users understand what information they need to provide.
- **Manage at scale:** Apply the same set of field rules to multiple spaces at once, ensuring consistency across your site.

View your field schemes

To view and manage your field schemes:

1. Select **Settings** (⚙️) in the top navigation bar, then select **Work items**.
2. Select **Field schemes** from the sidebar.

You'll see a list of all the field schemes on your Jira site, along with the number of spaces and fields associated with each scheme. Select a scheme to view all the fields it includes and make any changes.

Field schemes and field contexts

It’s important to understand the difference between these two settings:

- **Field schemes** control visibility (whether a field shows up at all for a specific work type or space).
- **Field contexts** control the content of those fields, such as default values and the specific options available in dropdown menus.

[Read more about field contexts](#)

Getting started with field schemes

To use field schemes, you’ll need to do the following:

1. First, [create the fields that you need](#).
2. Then, [create a field scheme](#) that groups the fields you want to show together for a specific work type or types.
3. Finally, [associate the field scheme with a space](#) to apply its rules to work types within that space.

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Create or edit a field scheme

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A field scheme is a collection of fields and their specific settings. You can create separate schemes for teams or projects with unique data-tracking needs.

 You must have the following to do the things described on this page.

Role: Jira admin

Create a field scheme

To create a field scheme:

1. Select **Settings** () in the top navigation bar, then select **Work items**.
2. Select **Field schemes** from the sidebar.
3. Select **Create field scheme**.
4. Enter a name and description for the scheme, then select **Create**.

Edit a field scheme

To add or remove fields in a scheme:

1. From the **Field schemes** page, select the name of the scheme you want to manage.
 - a. To add a field: Select **Add fields**, search for the field you want to include, and select **Add** .
 - b. To remove a field: Find the field in the list, select **More actions** (), then select **Remove field from scheme**.

You can also do this via your **Fields** settings:

1. Select **Settings** () in the top navigation bar, then select **Work items**.
2. Select **Fields** from the sidebar.
3. Find a field in the list and select **More actions** (), then select **View field schemes**.
 - a. To add a field: Select **Add field schemes**, then select an available scheme and select **Add** to save.
 - b. To remove a field: Select **Remove field scheme** (), then select **Save**.

 When you create a new custom field, it is not automatically added to your field schemes. You must manually add the field to the relevant schemes before it will appear in your spaces.

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Associate a space with a field scheme

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For the rules in a field scheme to be applied, you must associate the scheme with a space.

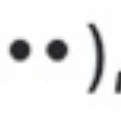
Each space uses a single field scheme to define the available fields for its work items. A scheme can link to multiple spaces, but each space maps to only one scheme.

 You must have the following to do the things described on this page.

Role: Jira admin

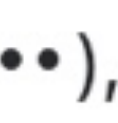
Link a space with a scheme

To associate a space with a scheme in your global settings:

1. Select **Settings** () in the top navigation bar, then select **Work items**.
2. Select **Field schemes** from the sidebar.
3. Find the scheme you want to apply to a space and select **More actions** (), then select **Spaces using this scheme**.
 - a. Alternatively, select the scheme name you want to apply to a space, and then select the **Associated spaces** tab.
4. Select **Add space**.
5. Select the space(s) you want to add from the list and select **Associate**.

Once associated, any work item created in that space will follow the field availability and behavior rules defined in that scheme.

To associate a space with a different scheme in your space settings:

1. Next to your space's name in the sidebar, select **More actions** (), then **Space settings**.
2. Under **Work items** in the sidebar, select **Fields**.
3. Select the **Actions** dropdown menu, then select **Use a different scheme**.
4. Choose the scheme you want to use for the space, then select **Save**.

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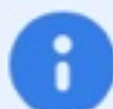
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Change the way fields behave for different work types

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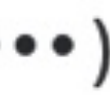
Within a single field scheme, you can customize how a field works for each specific work type. This allows you to tailor the experience for different types of work without needing multiple schemes.

 You must have the following to do the things described on this page.

Role: Jira admin

Change the way fields behave

To customize field behavior:

1. Select **Settings** () in the top navigation bar, then select **Work items**.
2. Select **Field schemes** from the sidebar.
3. Select the name of the scheme you want to edit.
4. Find the field you want to adjust and select **More actions** ()
5. Select **Change field behavior by work type**.
6. In the settings sidebar, you can manage the following for each work type:
 - **Available on:** Use the toggles to choose which work types should display this field (for example, Bug, Task, Story, etc).
 - **Required on:** Check the **Required** box if you want to make the field mandatory for a specific work type.
 - **Replace field descriptions on work types:** Select a work type to write a specific instruction or description for that field. This custom description will replace the existing field description. It appears when a user is working on that specific work type within the relevant field scheme.
7. Select **Done** to save your changes.

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