

# First steps

**sumUp for Jira Cloud** adds **four new powerful gadgets** to your Jira Cloud instance that can be added to any Jira dashboard.

After [installing](#) the app, simply head over to any **dashboard you own** or **create** a new one.

## Dashboards

### Create

1

To create a new dashboard, head over to **Dashboards Create dashboard**

2

In the pop-up window give a **name** to the dashboard, a description (optional), and the viewing and editing user lists, then click on **save**.

3

### Edit dashboard

On the upper right side of your dashboard click on the **ellipsis menu ...** to display the options you can use to edit and configure your dashboard.

The screenshot shows the Jira dashboard interface. At the top, there's a navigation bar with 'decadis' logo and various menu items like 'Your work', 'Projects', 'Filters', 'Dashboards', 'Teams', 'Plans', 'Assets', 'Apps', and 'Create'. Below this, the 'sumUp Dashboard' is displayed. It features several gadgets: 'Grouped Filter Results (by sumUp)' with a 'Current year' dropdown set to '01/Jan/24-31/Dec/24' and a message 'No data found for the selected time period!'; another 'Grouped Filter Results (by sumUp)' gadget with a 'Custom EQ' field; and 'Filter Results: Jira Default' showing a table of filter results. On the right side, there's a 'Two Dimensional Filter Statistics: sumUp for Jira' gadget with a 'Priority' dropdown set to 'Highest'. Below that is a table of filter results for 'sumUp for Jira'.

T	Key	Summary	Priority	Story Points
Story	BROW-25	Implement bookings table	Major	5
Story	BROW-24	Search for available dates	Minor	3
Story	BROW-33	Mybookings page	Major	2
Story	BROW-32	Trip sharing and commenting	Major	5
Story	BROW-31	Trip favorites	Major	5
Story	BROW-30	Name trips	Major	2
Story	BROW-29	Trip destination selection - multi-dest	Major	2
Story	BROW-28	Create new trips wizard	Major	3
Story	BROW-27	List existing trips	Major	5
Story	BROW-26	Trip management frontend framework	Major	5
Story	BROW-25	Trip destination selection - single dest.	Minor	2
Story	BROW-24	Trip date editing	Minor	4

1

### Edit and share

In the pop-up window give a **name** to the dashboard, a description (optional), and the viewing and editing user lists, then click on **save**.

2

### Copy

Make a copy of the desired dashboard and give it a name and a description like when creating a new one except that this one would have a copy of content from the original dashboard.

3

### View as wallboard

This gives you a better view of your dashboard in one full screen view

**Two Dimensional Filter Statistics (by sumUp)**

Fix versions	Bug	Epic	Improvement	Incident	Story	Task	Σ
None	6						6
1.5	3	3		1	1		8
1.6	3	2		1	2	1	9
1.8	5	10	1	1	2	1	20
1.9	1				5	2	8
2.0	3	1					4
2.1					6		6
2.2	1				9		10
3.0					8	1	9

**Filter Results (by sumUp)**

T	Summary
Initiative	New Face to the world (Marketing revisited)
Epic	Planet Taxi Device exploration & research
Story	Create Email Campaign for Saturn Summer Sale
Initiative	World class on-board service
Story	Large Group Participant should be able to cancel reser
Story	Create Banner Ads to use for partner marketing
Story	Create Blog Post for Saturn Summer Sale
Story	Select key travel partners for the Saturn Summer Sizt

**Grouped Filter Results (by sumUp)**

Fix versions	Original estimate	Time Spent	Remaining Estimate	Issues
1.5	1 week	15 minutes	4 days, 7 hours, 45 minutes	1
2.1	6 weeks	5 weeks, 2 days	2 days	6
2.2	4 weeks, 1 day, 6 hours	4 weeks, 2 days, 1 hour, 15 minutes	4 hours	9
3.0	4 days	3 days, 4 hours	1 hour	8
Σ	12 weeks, 6 hours	10 weeks, 2 days, 5 hours, 30 minutes	1 week, 2 days, 4 hours, 45 minutes	24

**Pie Chart**

4

### Delete

This option permanently deletes your dashboard. A confirmation pop-up message will appear when you click on delete to double check if you want to proceed.

**decadis** Your work ▾ Projects ▾ Filters ▾ Dashboards ▾ Teams ▾ Plans ▾ Assets ▾ Apps ▾ Create

sumUp Dashboard

You are currently editing your dashboard. Changes will be saved automatically.

**Move sumUp Dashboard to trash?**

Trashed dashboards can only be restored by your Jira administrator, and are permanently deleted from your Jira site after 60 days

Move to trash Cancel

**Two Dimensional Filter Statistics (by sumUp)**

Assignee*	DRAFT	WAITING REVIEW	OPEN	IN PROGRESS	BACKLOG	SELECTED FOR DE...	PENDING	Σ
Admin Istrator								
Alana Grant				25				43
Alana Grant			64					64
Cassie Owens			6	4				27
Decadis								

Priority\*

- Blocker
- Major
- Minor
- Highest

5

### Wallboard slide show

You need to configure a wallboard slide show before viewing it.

In the **configure wallboard**

1

Add **at least** two dashboards to display

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2

Choose the desired **transition effect** (could be also set to **none**)

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3

Set how many **seconds** it takes to change the dashboard display, then click on **save**.

---

4

Click on **view wallboard slide show** to see your results.

Press **Esc** to exit the slide show.

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To get familiar with the different options the various [gadgets](#) have to offer we suggest adding all of them to your dashboard.

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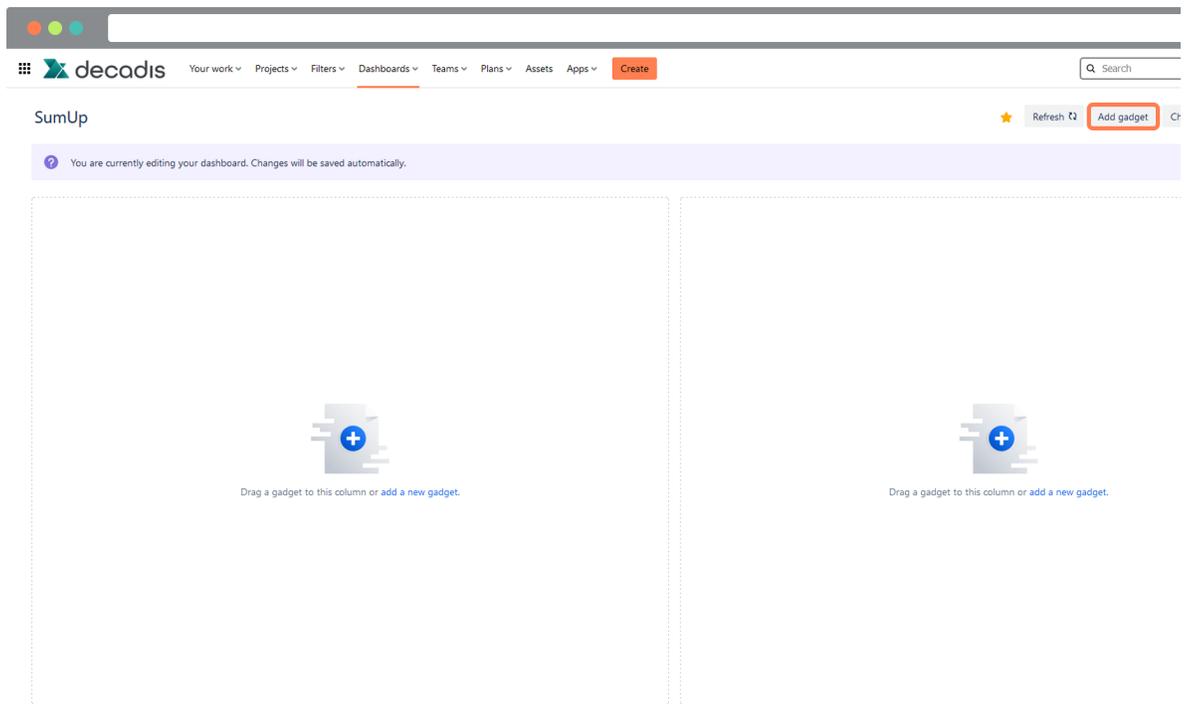
## Add gadgets

### Add gadgets

Simply add the gadget you need to your dashboard(s) and configure them according to your requirements.

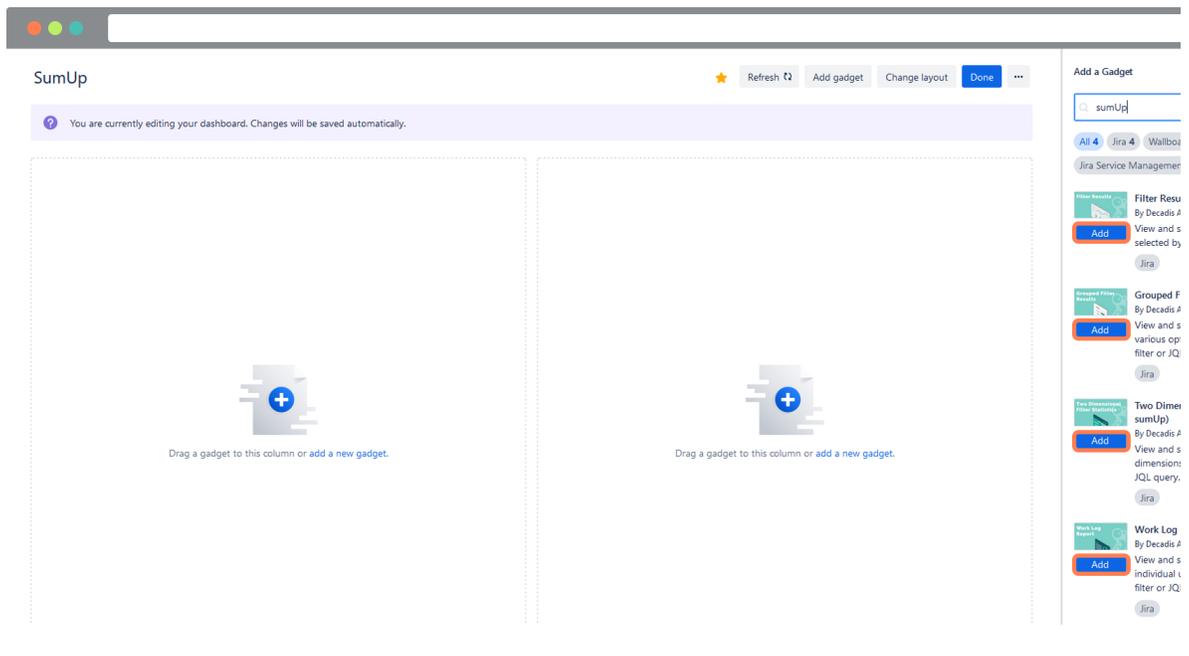
1

To use **sumUp** on your dashboard view, click on **Add gadget** on the right side of your screen



2

An add gadget menu will slide from the right hand side of the screen, on search gadgets type in **sumUp** then click on **add** under the image of the desired gadget:



3

Configure the gadgets according to your needs. More details on the various **parameters** can be found on the relevant pages:

- [Filter Results \(by sumUp\)](#)
- [Two Dimensional Filter Statistics \(by sumUp\)](#)
- [Grouped Filter Results \(by sumUp\)](#)
- [Work Log Report \(by sumUp\)](#)

decadis Your work Projects Filters Dashboards Teams Plans Assets Apps Create

sumUp Dashboard Refresh Add gadget

You are currently editing your dashboard. Changes will be saved automatically.

Two Dimensional Filter Statistics (by sumUp)

Assignee*	DRAFT	WAITING REVIEW	OPEN	IN PROGRESS	BACKLOG	SELECTED FOR DE...	PENDING	Σ
Admin Istrator								
Alana Grant				25				43
Alana Grant								
Alana Grant			64					64
Cassie Owens			6	4				27
Decadis								
Decadis Apps								12
Decadis Atlassian Sales								
flipt								
Harvey Jennings				25				40
Σ	3		212	0	93	0	0	2.592

Two Dimensional Filter Statistics: sumUp for Jira

Priority\*

- Highest
- Blocker
- Major
- Minor

Filter Results: sumUp for Jira

T	Key	Summary	Priority	Story Points
Story	BROW-35	Implement bookings table	Major	5
Story	BROW-34	Search for available dates	Minor	3
Story	BROW-33	MyBookings page	Major	2
Story	BROW-32	Trip sharing and commenting	Major	8
Story	BROW-31	Trip favorites	Major	8
Story	BROW-30	Name trips	Major	2
Story	BROW-29	Trip destination selection - multi-dest	Major	2
Story	BROW-28	Create new trips wizard	Major	3
Story	BROW-27	List existing trips	Major	5
Story	BROW-26	Trip management frontend framework	Major	5
Story	BROW-25	Trip destination selection - single dest.	Minor	2
Story	BROW-24	Trip date editing	Minor	4
Σ				95

1-12 of 26

Grouped Filter Results (by sumUp)

Project*	Time Spent	Story Points	Issues	Issues
Android App	1 day	306	29	29
Blue Leaf Mobile App	3 hours, 45 minutes	0	14	14
Create awesome software	1 week, 3 days, 6 hours	0	10	10
Decadis Customer Service	4 weeks, 3 days, 6 hours, 45 minutes	0	43	43
Demo Project	2 hours	0	4	4
Employee Onboarding	0	0	12	12
Financial Month End	0	0	2	2
HR Candidate Tracking	1 day, 1 hour, 45 minutes	0	15	15
iOS App	0	229	22	22
IT Support	0	0	5	5
Σ	1 year, 17 weeks, 2 days, 6 hours, 32 minutes	2.592	692	692

Pie Chart: Overdue

Assignee	Total Issues: 25
Unassigned	10
Alana Grant	3
Cassie Owens	3
Harvey Jennings	3
Mitch Davis	2
Decadis Apps	1

4 minutes ago

## Edit gadgets

## Edit gadgets

After adding the desired gadget(s), you can edit them according to your preferences even when it comes to color and naming.

Click on the **ellipsis menu ...** on the top right corner of the gadget then you will see a variety of options you can do to configure and customize your gadget

1

## Highlight color

Choose the desired color to highlight your dashboard.

The screenshot shows the Jira Cloud dashboard interface. At the top, there is a navigation bar with the Decadis logo and menu items: 'Your work', 'Projects', 'Filters', 'Dashboards', 'Teams', 'More', and a 'Create' button. A search bar is also present. Below the navigation bar, the dashboard title is 'sumUp for Jira Cloud'. There are three buttons: 'Refresh', 'Add gadget', and 'Change layout'. A notification bar states: 'You are currently editing your dashboard. Changes will be saved automatically.'

The dashboard contains two filter statistics tables:

### Two Dimensional Filter Statistics (by sumUp)

Fix versions *	Epic	Story	Σ
None	595	273	868
Android 1.0	130	27	157
Android beta	60	20	80
Browser 1.0	80	21	101
Browser Alpha		25	25
Browser Beta	15	49	64
iOS 1.0	70		70
iOS beta	40	119	159
Partnerweb	270		270
PI 1	200		200
Σ	1.889	703	2.592

### Grouped Filter Results (by sumUp)

Project *	Time Spent	Story Points	It
Android App	1 day	306	
Blue Leaf Mobile App	3 hours, 45 minutes	0	
Create awesome software	1 week, 3 days, 6 hours	0	
Decadis Customer Service	4 weeks, 3 days, 6 ho...	0	
Demo Project	2 hours	0	
Employee Onboarding	0	0	
Financial Month End	0	0	
HR Candidate Tracking	1 day, 1 hour, 45 minut...	0	
iOS App	0	229	
IT Support	0	0	
Σ	1 year, 17 weeks, 2 d...	2.592	

This is helpful to sort your dashboards by color.

2

## Refresh

Refresh the data your dashboard is displaying.

decadis Your work ▾ Projects ▾ Filters ▾ Dashboards ▾ Teams ▾ More ▾ Create

sumUp for Jira Cloud ★ Refresh ↻ Add gadget Change layout

ⓘ You are currently editing your dashboard. Changes will be saved automatically.

Two Dimensional Filter Statistics (by sumUp)

Fix versions *	Epic	Story	Σ
None	595	273	868
Android 1.0	130	27	157
Android beta	60	20	80
Browser 1.0	80	21	101
Browser Alpha		25	25
Browser Beta	15	49	64
iOS 1.0	70		70
iOS beta	40	119	159
Partnerweb	270		270
PI 1	200		200
Σ	1.889	703	2.592

Grouped Filter Results (by sumUp)

Project *	Time Spent	Story Points
Android App	1 day	306
Blue Leaf Mobile App	3 hours, 45 minutes	0
Create awesome software	1 week, 3 days, 6 hours	0
Decadis Customer Service	4 weeks, 3 days, 6 ho...	0
Demo Project	2 hours	0
Employee Onboarding	0	0
Financial Month End	0	0
HR Candidate Tracking	1 day, 1 hour, 45 minut...	0
iOS App	0	229
IT Support	0	0
Σ	1 year, 17 weeks, 2 d...	2.592

The time it takes to refresh depends on the amount of data the dashboard is displaying.

### 3

## Configure

You can configure your gadgets directly from the dashboard by clicking on the **configure option**.

## Two Dimensional Filter Statistics (by sumUp)



Which issues do you want to analyse? \*

Custom JQL

Which field do you want to sum up? \*

Add field

Which field do you want to see on the x-Axis? \*

Status

Which field do you want to see on the y-Axis? \*

Project

How many rows do you want to display per page? \*

10

Choose additional options

- Do you want to refresh your data every 15 minutes?
- Do you want to group by name instead of ID?
- Do you want to include links to the issue navigator?

Save

4

### Rename

**Pro tip:** Rename the gadget (by clicking on the **Title ...** and then rename, as shown below) to include information about what users can expect as a result.

Two Dimensional Filter Statistics (by sumUp)

Assignee ↕ **DRAFT** ↕ **WAITING REVIEW** ↕ **OPEN** ↕ **IN PROGRESS** ↕ **BACKLOG**

AI Admin Istrator				
Alana Grant				25
Alana Grant				
AG Alana Grant		64		
Cassie Owens		6		4
Decadis				
Decadis Apps				
Decadis Atlassian Sales				
F filipt				
Harvey Jennings		25		
<b>Σ</b> ⓘ	<b>3</b>	<b>212</b>	<b>0</b>	<b>93</b>

< 1 2 3 >

5

**View aid**

You can minimize or maximize the gadgets to have the view that fits you better.

The screenshot shows the Decadis dashboard interface. At the top, there is a navigation bar with the Decadis logo, a search bar, and menu items: 'Your work', 'Projects', 'Filters', 'Dashboards', 'Teams', 'More', and a 'Create' button. Below the navigation bar, the dashboard title is 'sumUp for Jira Cloud'. There are three buttons: 'Refresh', 'Add gadget', and 'Change layout'. A status message indicates: 'You are currently editing your dashboard. Changes will be saved automatically.'

Two gadgets are visible:

- Two Dimensional Filter Statistics (by sumUp)**: A table with columns for 'Fix versions', 'Epic', 'Story', and a total column. The data is as follows:
 

Fix versions	Epic	Story	Total
None	595	273	868
Android 1.0	130	27	157
Android beta	60	20	80
Browser 1.0	80	21	101
Browser Alpha		25	25
Browser Beta	15	49	64
iOS 1.0	70		70
iOS beta	40	119	159
Partnerweb	270		270
PI 1	200		200
<b>Σ</b>	<b>1.889</b>	<b>703</b>	<b>2.592</b>
- Grouped Filter Results (by sumUp)**: A table with columns for 'Project', 'Time Spent', and 'Story Points'. The data is as follows:
 

Project	Time Spent	Story Points
Android App	1 day	306
Blue Leaf Mobile App	3 hours, 45 minutes	0
Create awesome software	1 week, 3 days, 6 hours	0
Decadis Customer Service	4 weeks, 3 days, 6 ho...	0
Demo Project	2 hours	0
Employee Onboarding	0	0
Financial Month End	0	0
HR Candidate Tracking	1 day, 1 hour, 45 minut...	0
iOS App	0	229
IT Support	0	0
<b>Σ</b>	<b>1 year, 17 weeks, 2 d...</b>	<b>2.592</b>

6

## Delete

This option permanently deletes your gadget. A confirmation pop-up message will appear when you click on delete to double check if you want to proceed.

The screenshot shows the Decadis dashboard with a confirmation dialog box overlaid. The dialog box has a warning icon and the text: 'Delete Two Dimensional Filter Statistics (by sumUp) gadget? This gadget and its configuration will be permanently deleted.' There are 'Cancel' and 'Delete' buttons.

The background dashboard shows the 'sumUp Dashboard' with the same 'Two Dimensional Filter Statistics' gadget visible. The navigation bar includes 'Your work', 'Projects', 'Filters', 'Dashboards', 'Teams', 'Plans', 'Assets', 'Apps', and 'Create'.

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