

# 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**

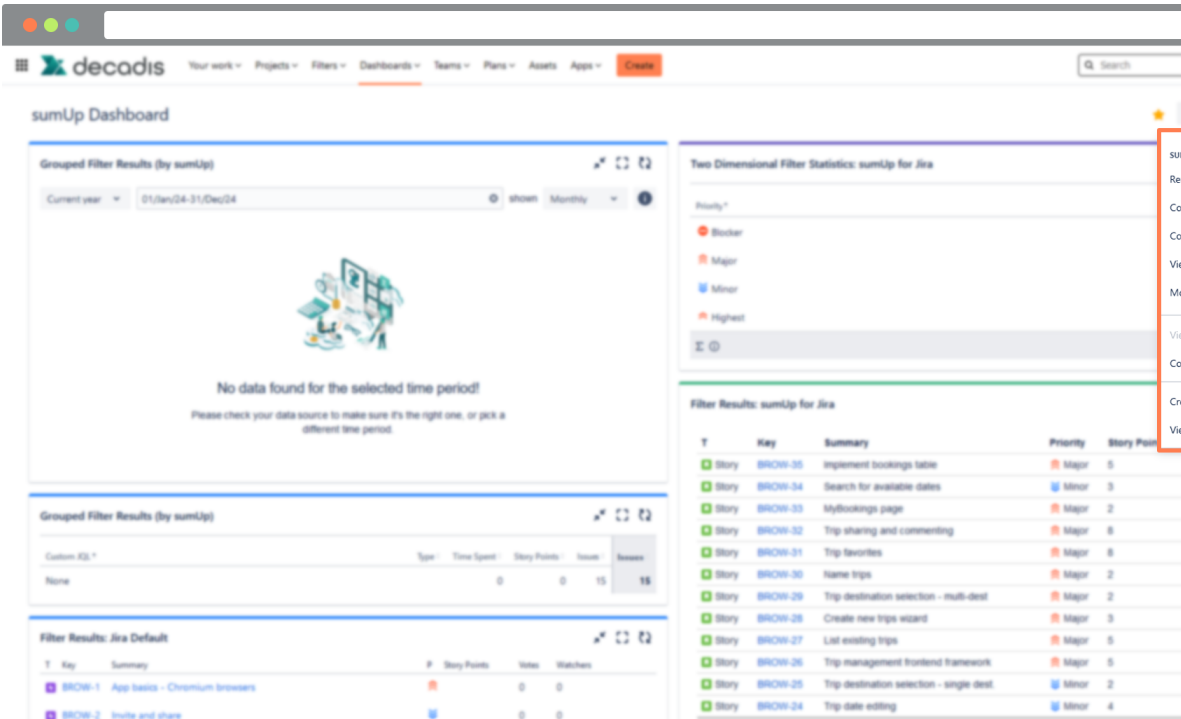
2

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.



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

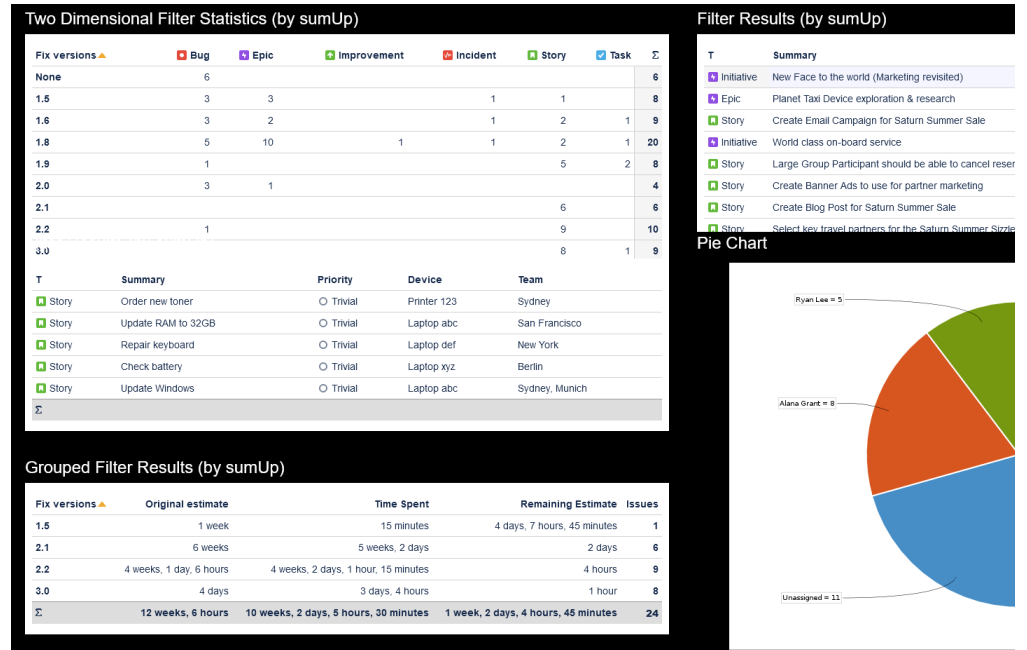
## Copy

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

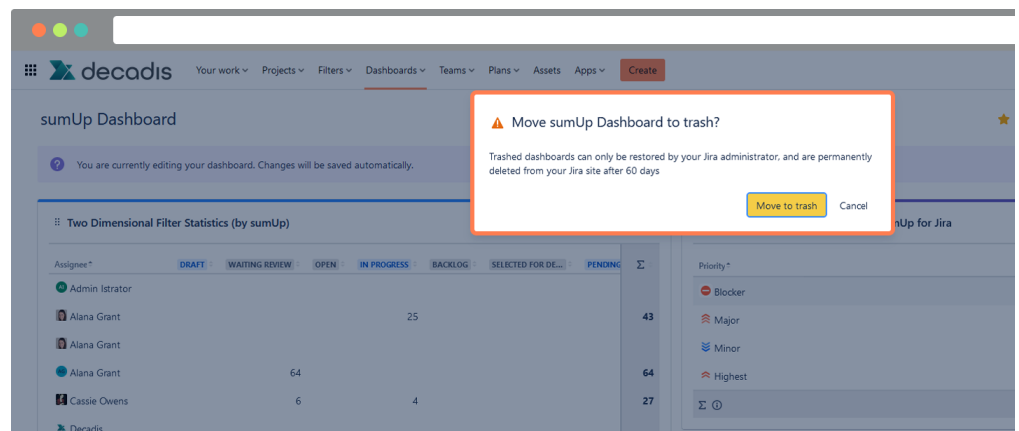
This gives you a better view of your dashboard in one full screen view



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.



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

2

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

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.

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

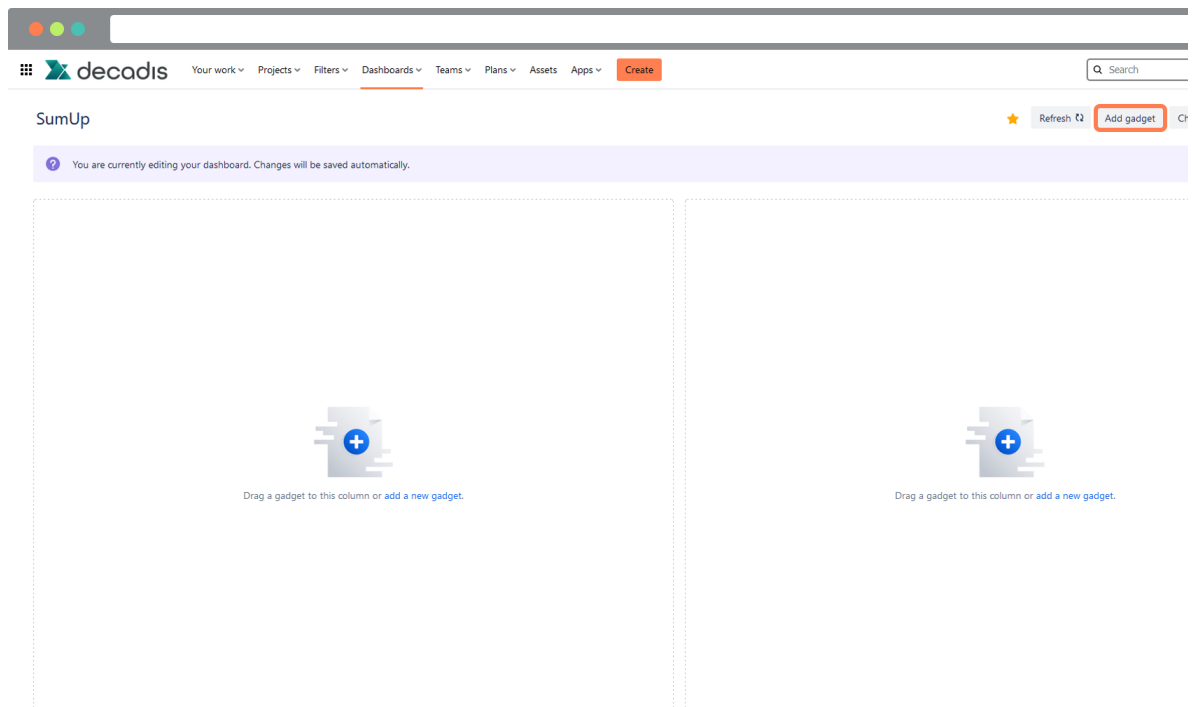
## Add gadgets

### Add gadgets

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

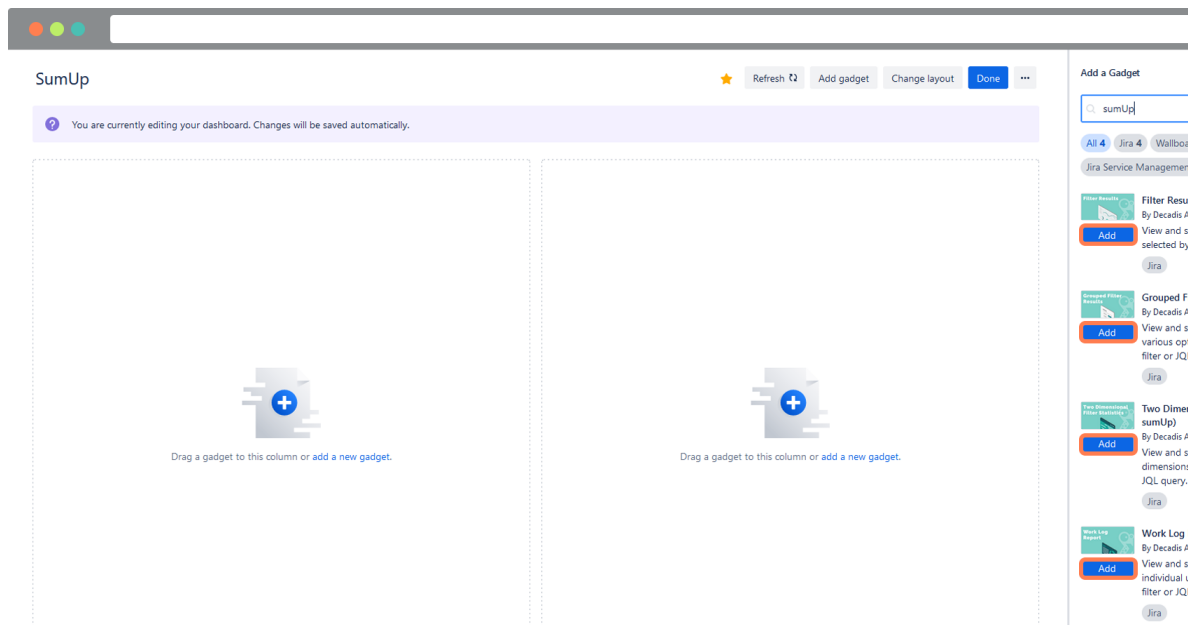
1

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:

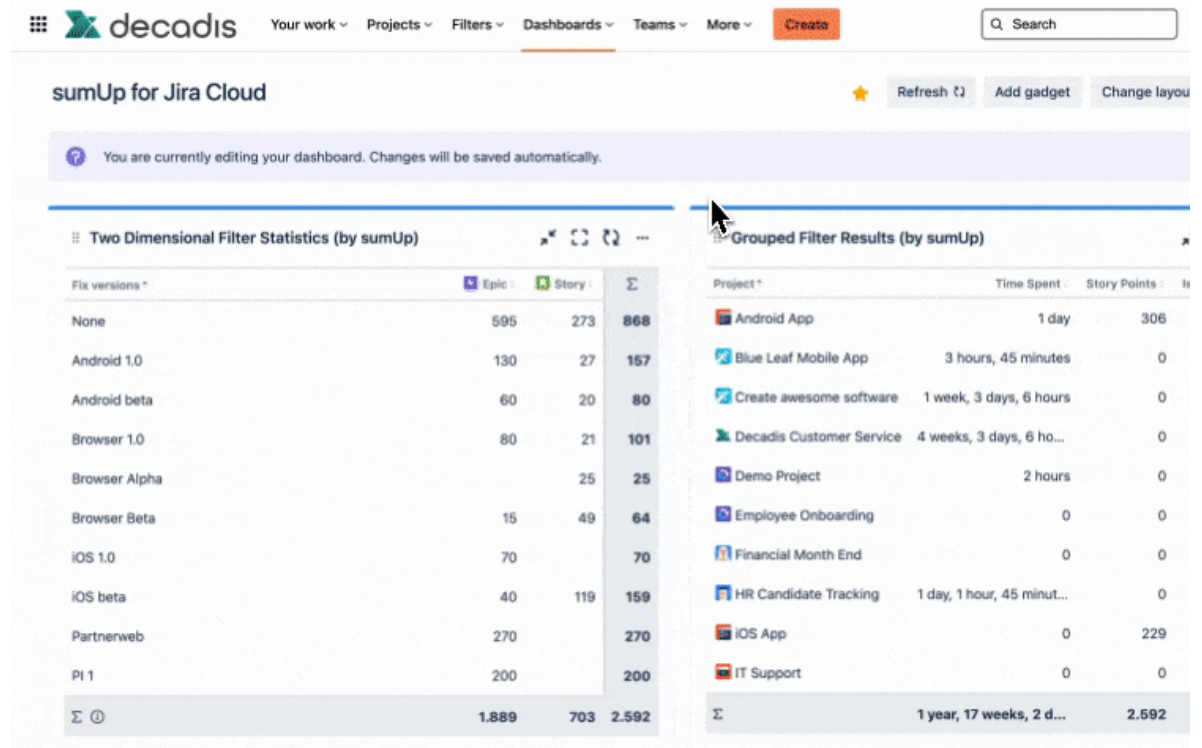
- [Filter Results \(by sumUp\)](#)
- [Two Dimensional Filter Statistics \(by sumUp\)](#)
- [Grouped Filter Results \(by sumUp\)](#)
- [Work Log Report \(by sumUp\)](#)



1

## Highlight color

Choose the desired color to highlight your dashboard.



**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	Σ
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.

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

sumUp for Jira Cloud
★ Refresh ↻ Add gadget Change layout

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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?

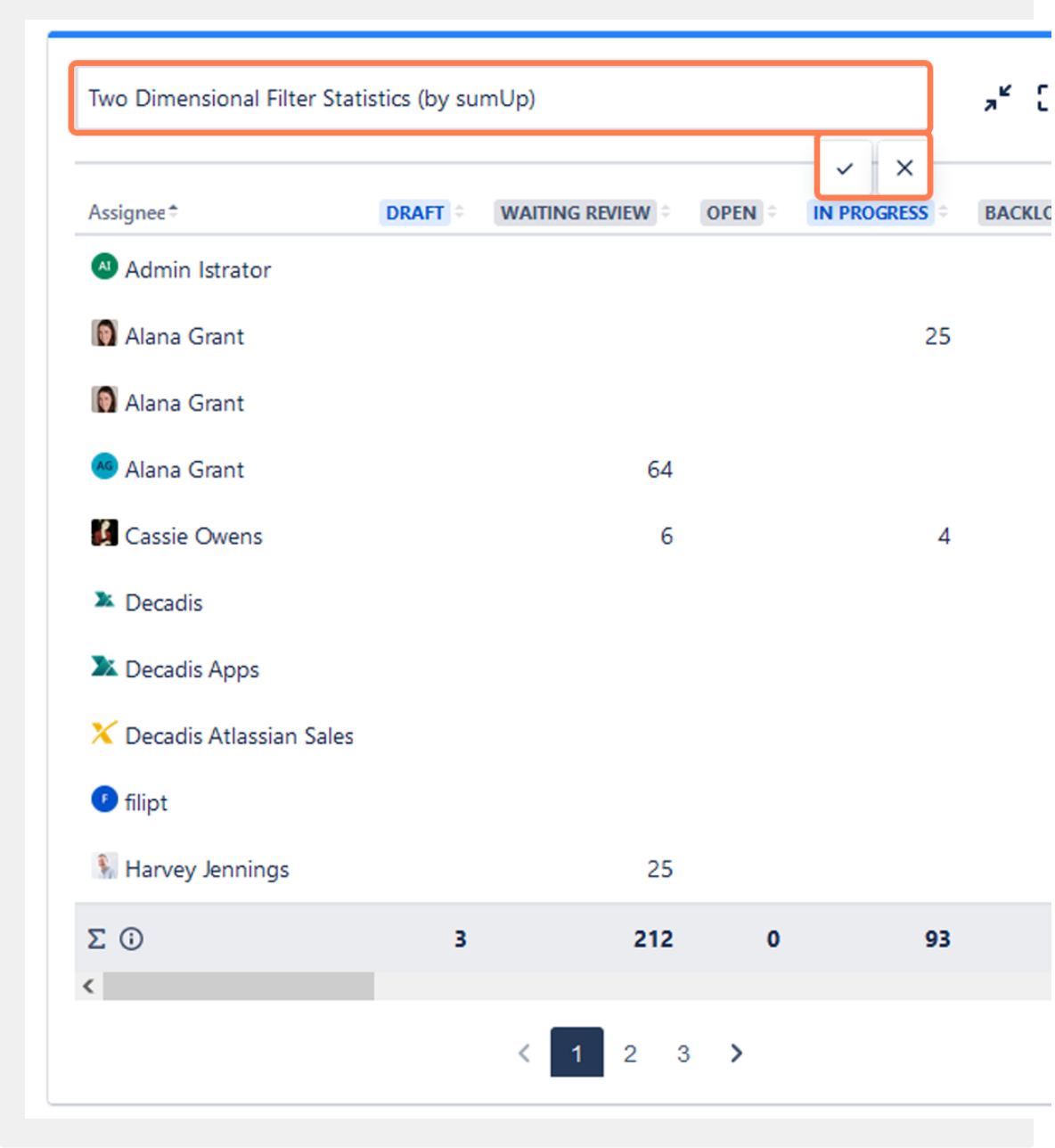
Save

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.





5

#### View aid

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

Your work

Projects

Filters

Dashboards

Teams

More

Create

Q

Search

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)

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6

## Delete

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Your work

Projects

Filters

Dashboards

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Plans

Assets

Apps

Create

Q

Search

sumUp Dashboard

?

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	Σ
Admin Istrator						
Alana Grant				25		43
Alana Grant						
Alana Grant				64		64
Cassie Owens			6	4		27
Σ						

Two Dimensional Filter Statistics: sumup for jira

Priority *	Epic	Story	Σ
Blocker	15		15
Major	60	73	133
Minor	20	19	39
Highest		3	3
Σ	95	95	190

⚠ Delete Two Dimensional Filter Statistics (by sumUp) gadget?

This gadget and its configuration will be permanently deleted.

Cancel

Delete

Change layout

Done

Add a Gadget

Q

Search gadgets

All 37

Jira 34

Wallboa

Jira Service Management 2

Activity Strea

By Atlassian

Lists recent ac

in all projects.

Add

Assigned to k

By Atlassian

Displays all ur

me

Add

Jira

Wallb

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