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

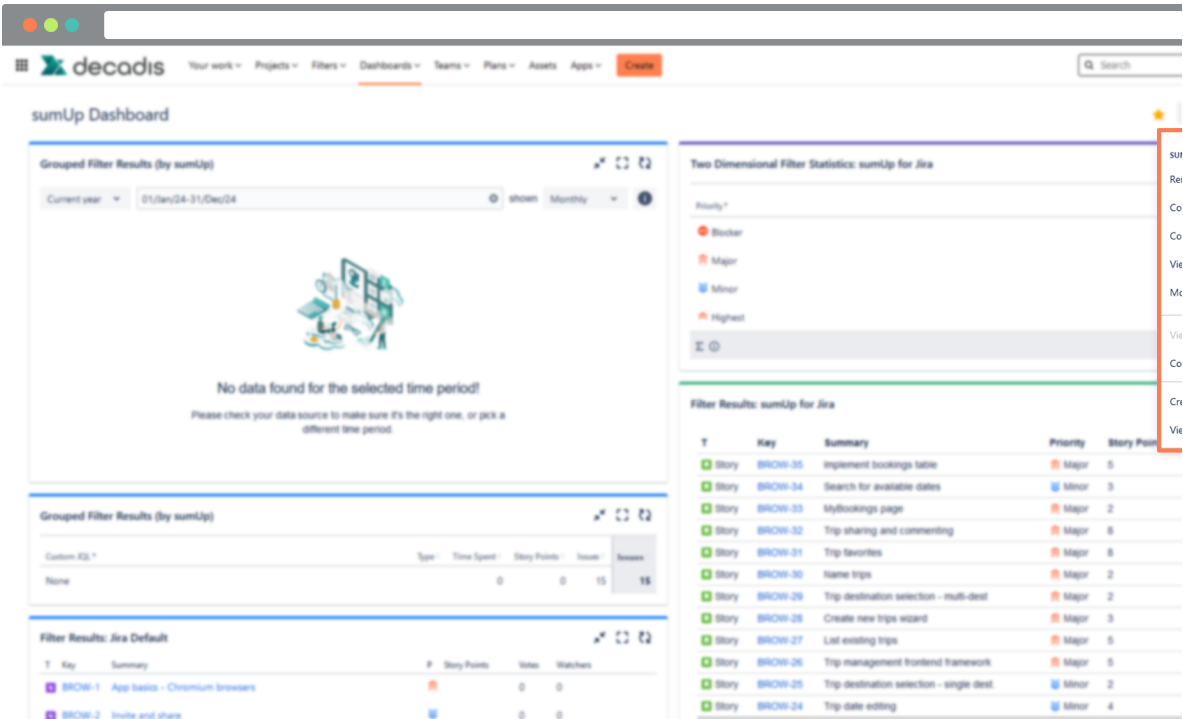**1** To create a new dashboard, head over to **Dashboards Create dashboard**

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**.
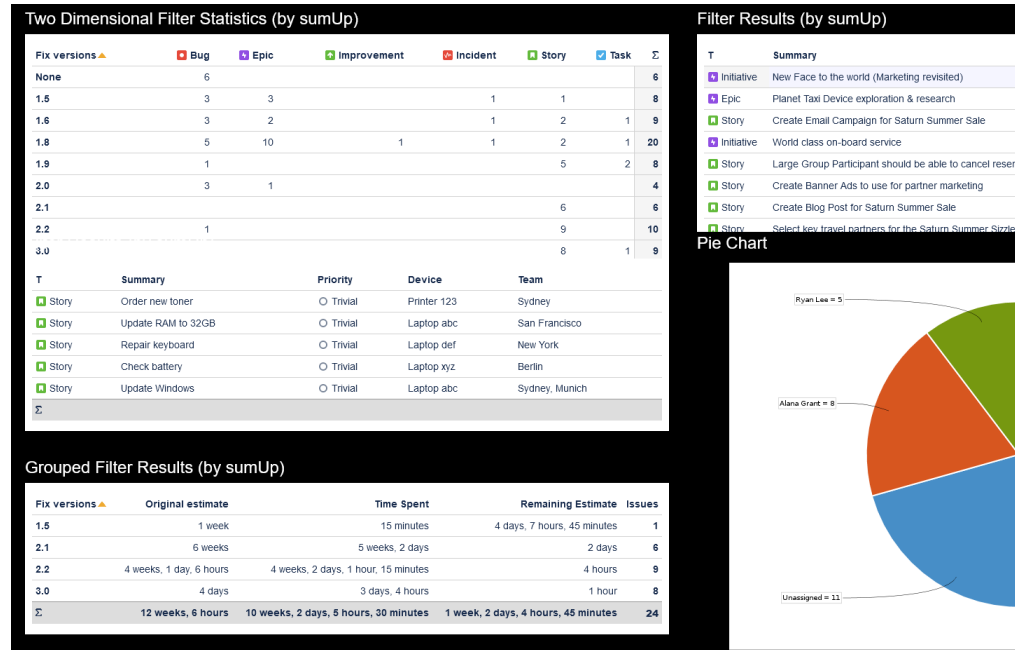
2 Copy

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.
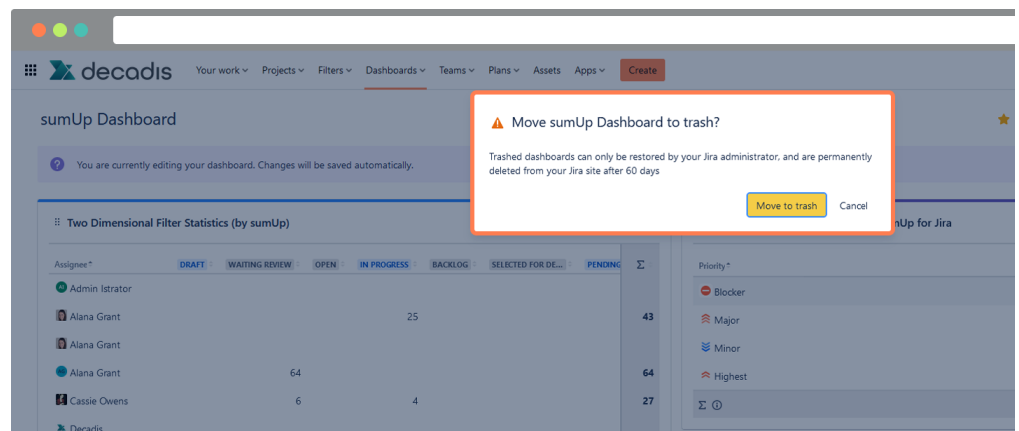
3 View as wallboard

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.
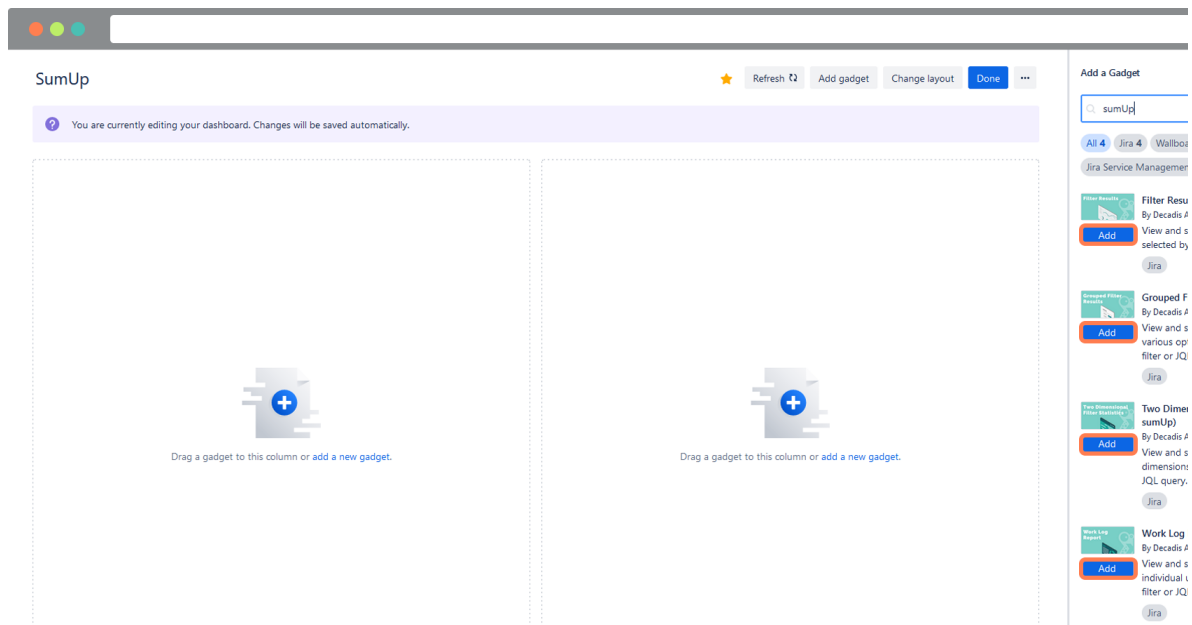
1 To use **sumUp** on your dashboard view, click on **Add gadget** on the right side of your screen
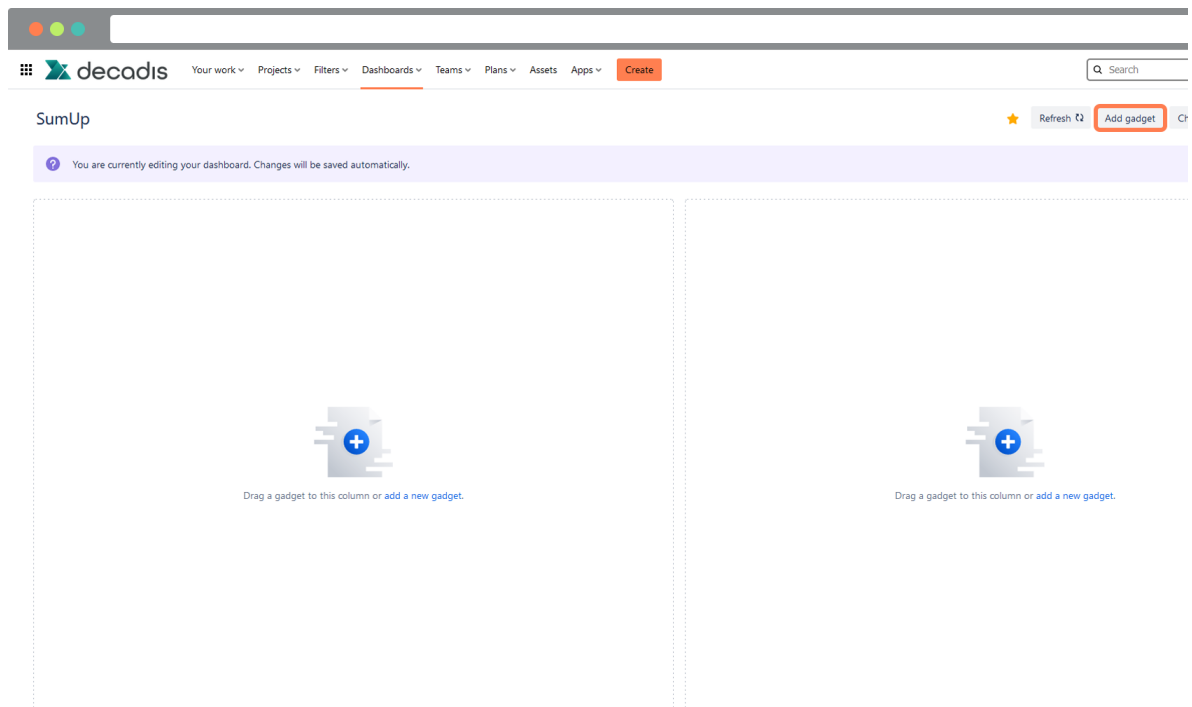
2

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:
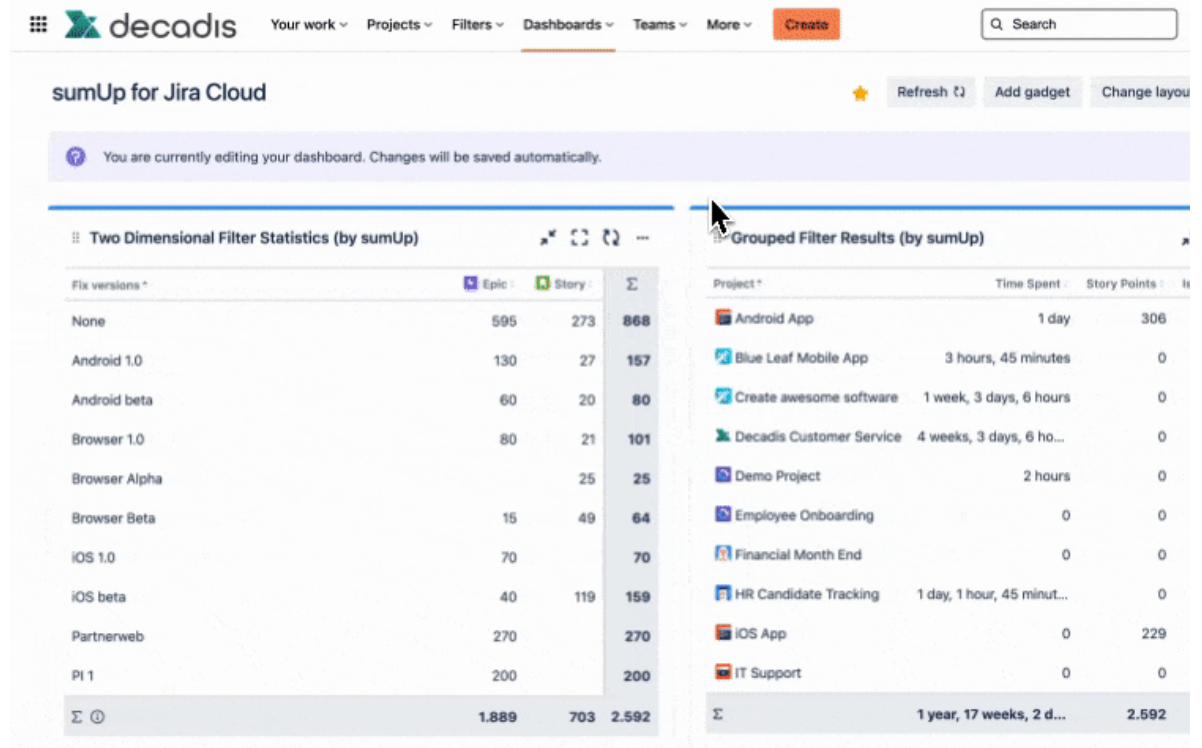

3

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)

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.

This is helpful to sort your dashboards by color.

2

Refresh

Refresh the data your dashboard is displaying.

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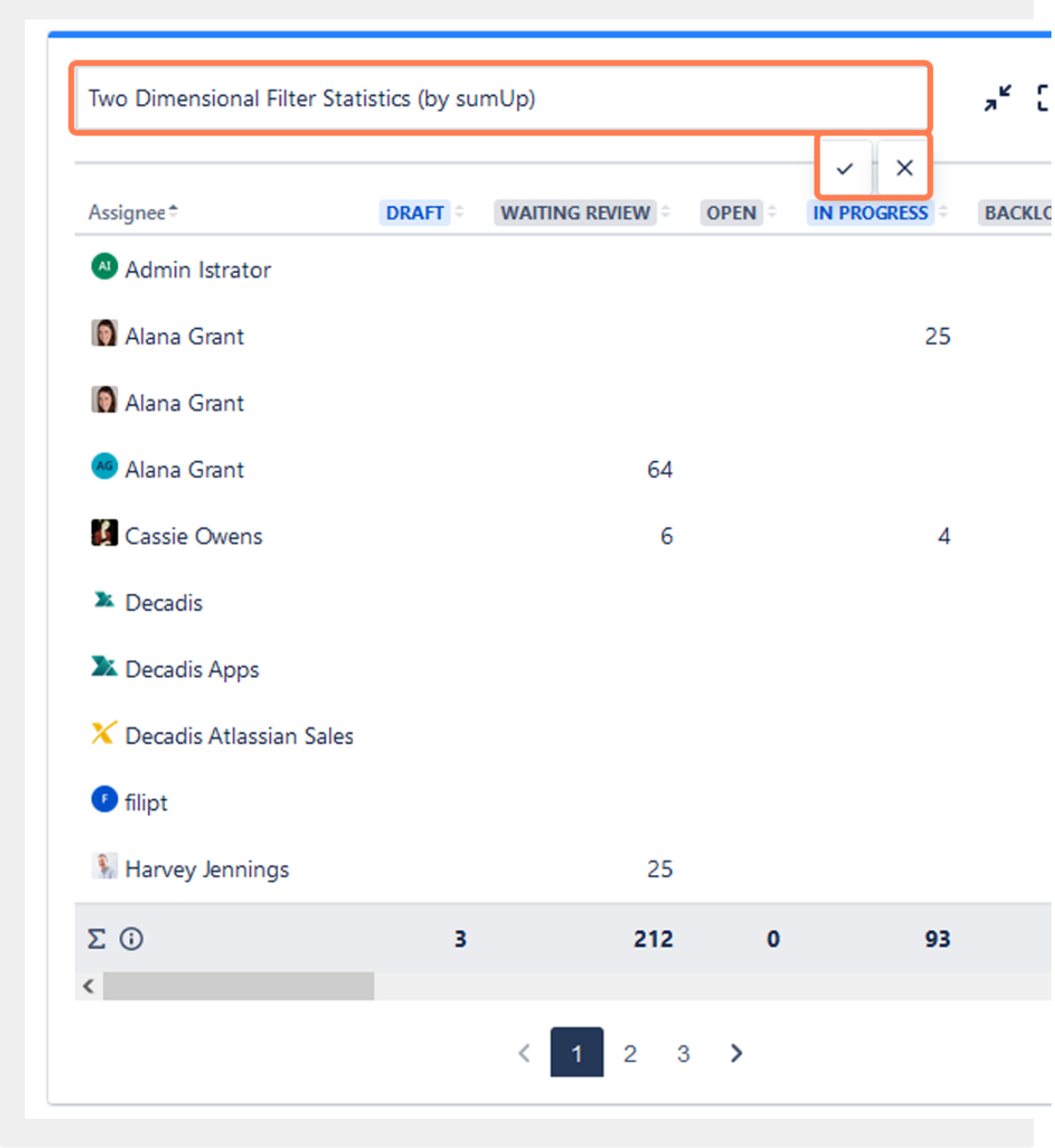
☐ Do you want to refresh your data every 15 minutes?
☐ Do you want to group by name instead of ID?
☐ Do you want to include links to the issue navigator?

Save

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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.

Assignee	DRAFT	WAITING REVIEW	OPEN	IN PROGRESS	BACKLO
Admin Istrator					
Alana Grant				25	
Alana Grant					
Alana Grant		64			
Cassie Owens		6		4	
Decadis					
Decadis Apps					
Decadis Atlassian Sales					
filipt					
Harvey Jennings		25			
Σ ⓘ	3	212	0	93	

< 1 2 3 >

5   **View aid**

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

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.

If you still have questions, feel free to refer to our support team.