

How to Create a Portlet in JIRA

1. Sign on to JIRA. (<https://jira.ats.ucla.edu/>)

2. Turn configure on.



Configure: **ON** | OFF [Manage Dashboard](#)

3. Click on Add a Portlet.



Configure: ON | **OFF** [Manage Dashboard](#)

[+ Add a new portlet.](#)

4. Find Show Saved Filter click on it.

Show Saved Filter - Shows the issues/results for a saved filter.
CURRENTLY: 3 configured

Issues: 3.00
JRA-581
JRA-626

5. Click on Add.

6. Click select filter.

Filter: **Select Filter...**
Filter to be shown

Number of issues:
Number of issues to be displayed

Show Description: **False**
Should the description be shown under the name in the portlet

7. Pick the filter you want to add to your home page (ie: On PROD, On STAGE, On TEST, etc)

8. Click on Save.

9. After saving, turn configure off.



Configure: **ON** | OFF [Manage Dashboard](#)

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