

# 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	
	<a href="#">JIRA-581</a>
	<a href="#">JIRA-626</a>

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:    
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.

Peerawat Prasatcharoen   History ▼   Filters ▼   Log Out      

**QUICK SEARCH:**

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

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