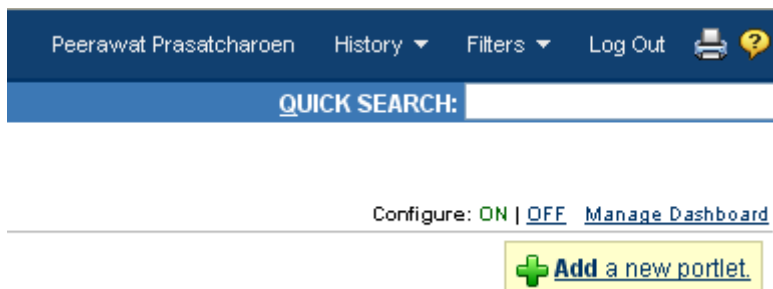


# How to Create a Portlet in JIRA

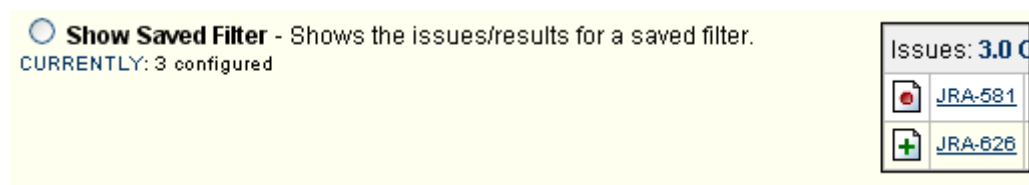
1. Sign on to JIRA. (<https://jira.ats.ucla.edu/>)
2. Turn configure on.



3. Click on Add a Portlet.




4. Find Show Saved Filter click on it.



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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