



Create and edit dashboards



You can create and customize your own dashboard to display the information you need. Only Jira admins can customize the system dashboard.

1. Choose the Jira icon ( or ) > **Dashboards**.
2. Click **...** and:
 - **Create dashboard** to create a blank dashboard.
 - **Copy Dashboard** to create a copy of the dashboard you're currently viewing.
3. Name your dashboard and add a description so your team knows when to use it.
4. Fill out the remaining fields and click **Create**.

To change your dashboard's sharing permissions, click **...** > **Edit dashboard**.

Choose a dashboard layout

To choose a different layout for your dashboard page (three columns instead of two, for example):



1. Choose the Jira icon ( or ) > **Dashboards**.
2. Choose your dashboard in the sidebar and click **Edit Layout**.
3. Select your preferred layout.

Managing gadgets

To get the most out of your dashboard, including adding, rearranging, removing, and configuring gadgets, see [Add and customize gadgets](#).

Share and edit your dashboard

You can edit the details for your dashboard, and restrict or share with other users according to the permissions that are set.

1. Choose the Jira icon ( or ) > **Dashboards**.
2. Choose your dashboard in the sidebar and click **more (...)** > **Edit dashboard**.
3. Edit the settings and choose **Update**.

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