

After logging into JIRA, the Dashboard is the first page that shows up. The Dashboard is customized by the Admin. Based on the roles, the admin can set the access of JIRA. Even the admin has the right to change colors and the logo of JIRA.

Important Points of the Dashboard

Following are some of the most significant points the users should understand before using the JIRA Dashboard –

The navigation bar, present at the top of the JIRA page, will be the same across all the pages/screens of JIRA. Dashboard, Projects, Issues, Boards and Create are the main links. These links have many sub-links to navigate other functionalities.

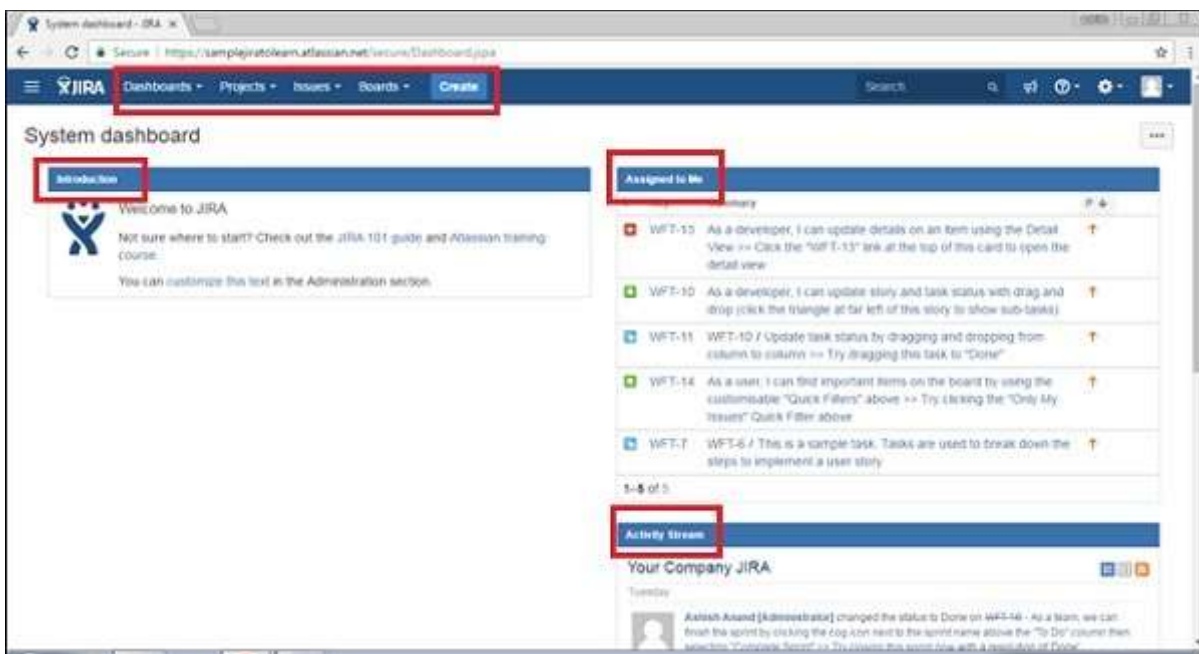
Navigation bar contains links that provides a quick access to the most useful functions of JIRA.

Just under navigation bar, there is a System Dashboard.

The information provided in the system dashboard area can be customized by the Admin.

By default, it has three main sections – **Introduction**, **Assigned to Me** (displays Issues list assigned to users) and **Activity Stream** (Activities done by the users).

The following screenshot shows the overview of the Dashboard page of JIRA –



Types of Projects

The Projects link has several sub-links, which are explained in detail for better understanding –

Current Project – It displays the name of the Project where the user is currently in or is viewing the dashboard of the project. By clicking at Project name, it will display the list of issues associated with the project.

Recent Project – It displays the name of the recent project that the user has accessed, if exists, where the user can navigate by clicking on the project listed under this header.

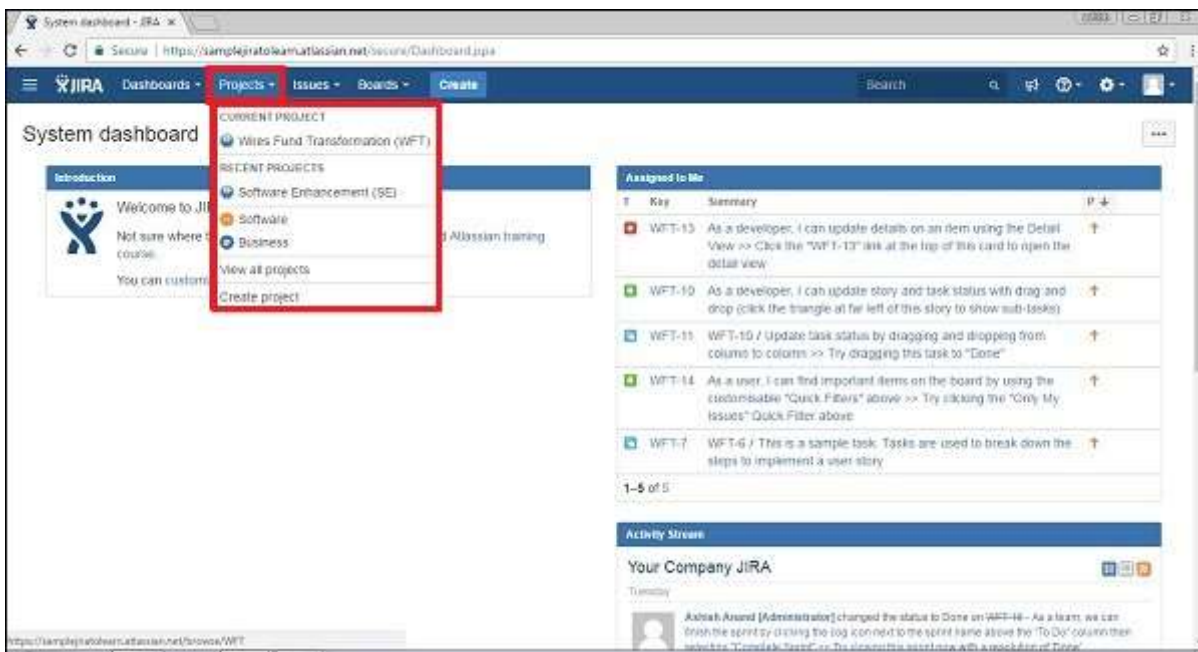
Software – It is the sub-link to navigate the list of projects, which are listed in the Project Type as Software.

Business – It is also a project-type. By clicking here, it will display the list of business project types.

View all Projects – It displays all the projects, which are associated with the logged in user.

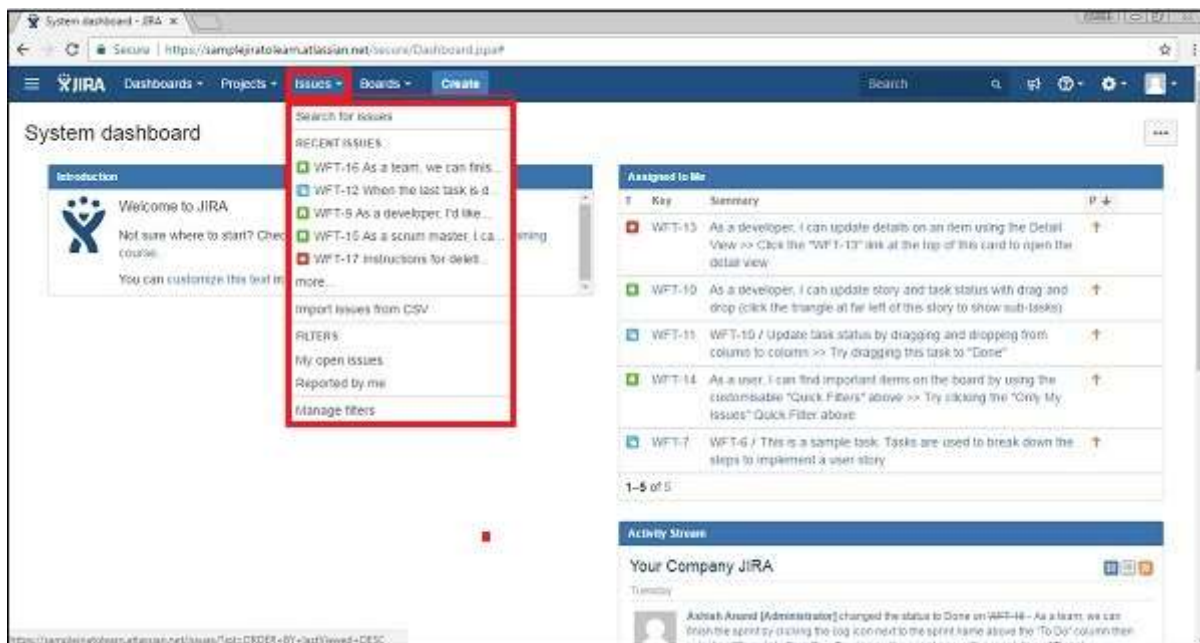
Create Project – This link is usually accessed by the Admin or it depends on various roles. If this link is visible, a user can create a new project by following the instructions given there.

The following screenshot shows the different sub-links under the Project category.



Types of Issues

It has many sub links to access other functionalities. The following screenshot shows different available sub-links under Issue navigation.



Search for Issues – It navigates to the search page, where the user can provide search criteria to narrow down the results.

Recent Issues – It displays the list of issues that are recently viewed by the user.

Import issue from CSV – This feature allows the user to import the details of issues by uploading a CSV file and mapping the fields.

My open issues – It is the filter section, which displays issues those are open and assigned to the logged-in user.

Reported by me – This filter section displays the issues, which are already created by the logged-in user.

Manage filters – It helps to customize the filter and narrow down the results. It displays any saved filters/ favorites filters.

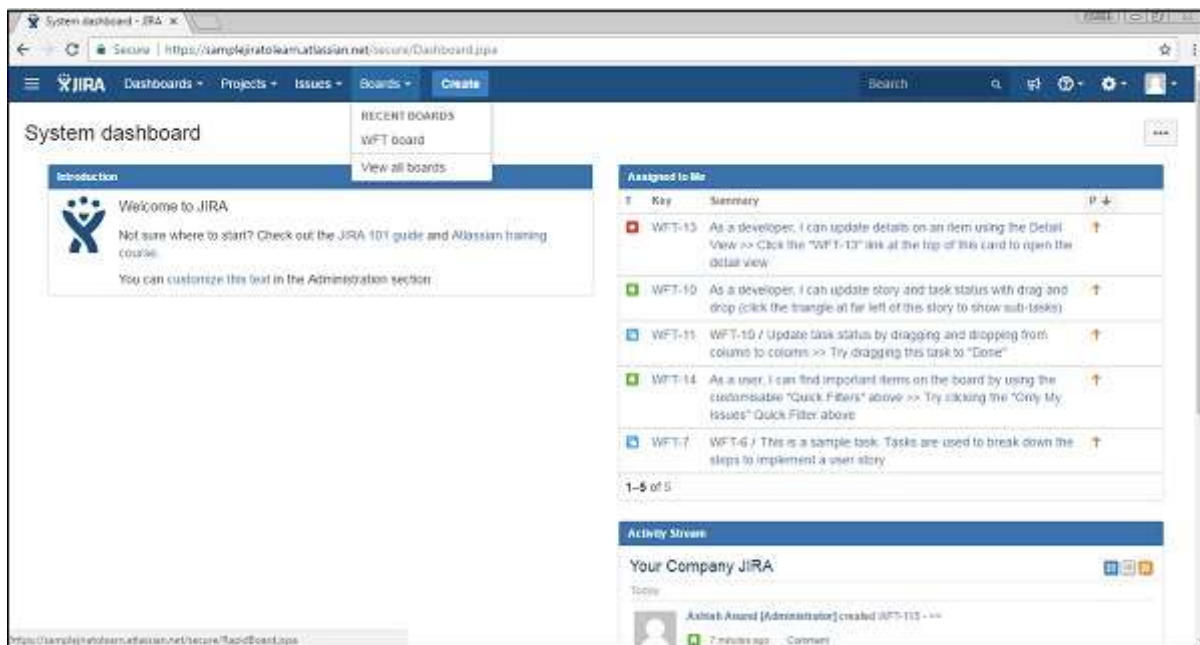
Types of Boards

Boards are showcase of process that is followed by Project. It could be the most famous Agile Board if the project is following the agile methodology or it might be the Kanban board as well.

Recent Board – It displays the recent project board accessed by the user.

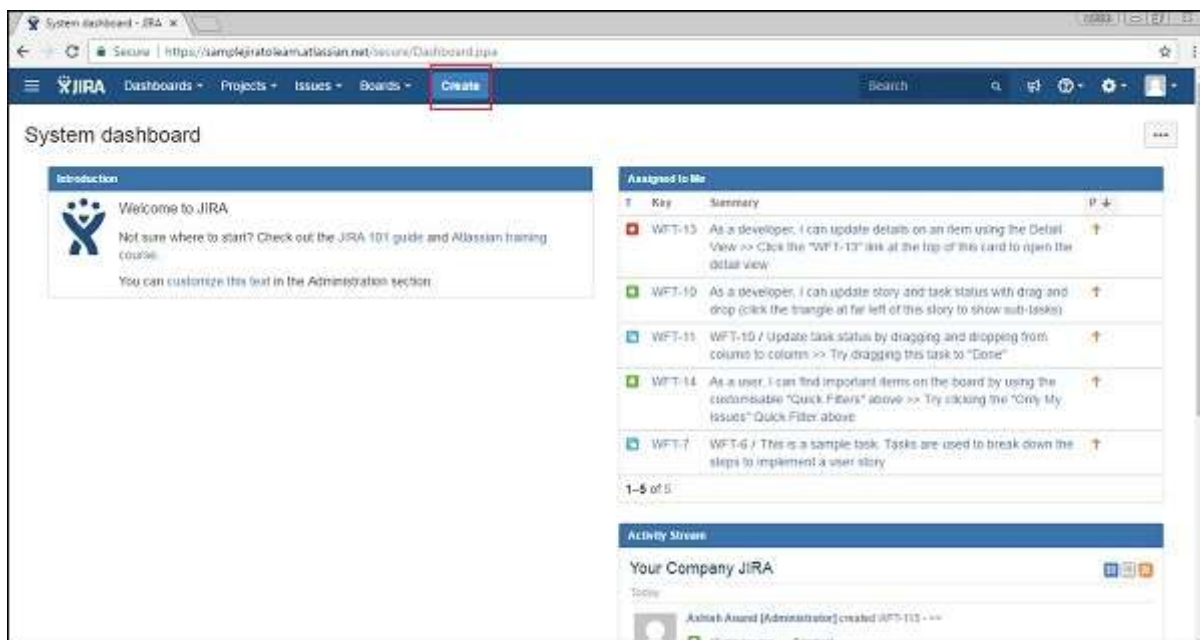
View all boards – It displays all available project boards.

The following screenshot shows the different sub-links available under the board section.

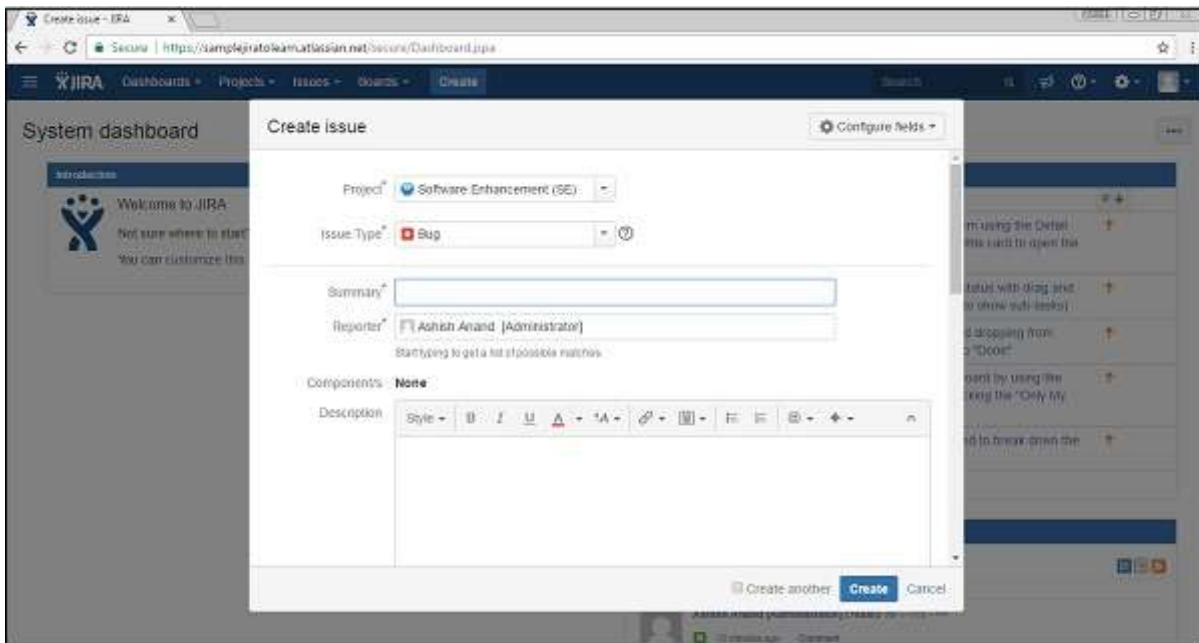


The Create Button

By clicking on the Create button, it displays the **create form** to log an issue.



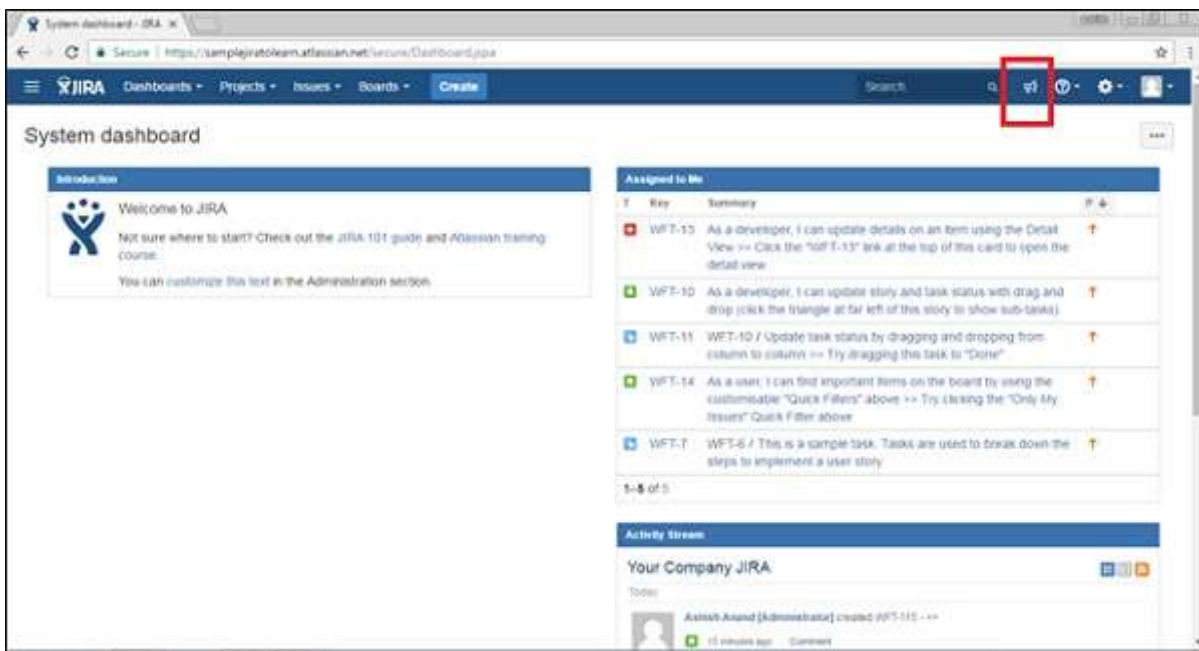
The following screenshot shows required fields and other fields to create an issue –



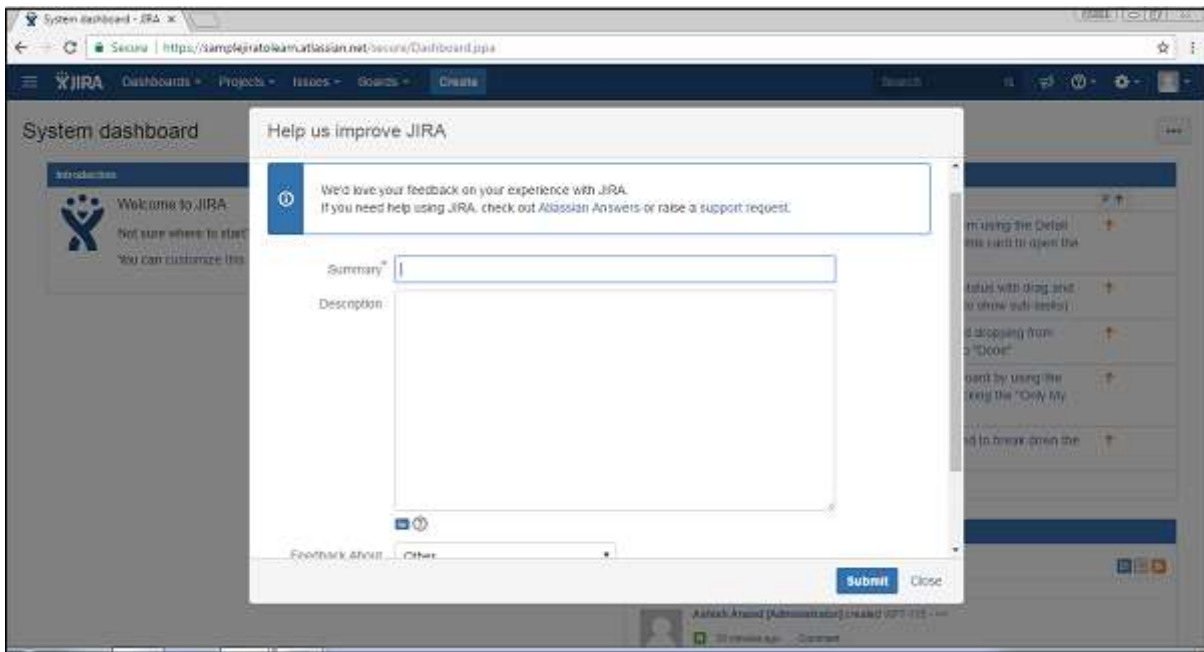
The Feedback Link

There is a feedback link at the right side of the navigation bar (as highlighted in the following screenshot). By clicking on link, user gets a form where he can provide feedback by entering Summary, Description, Name and email.

The following screenshot shows the location of the Feedback link present in the Dashboard.



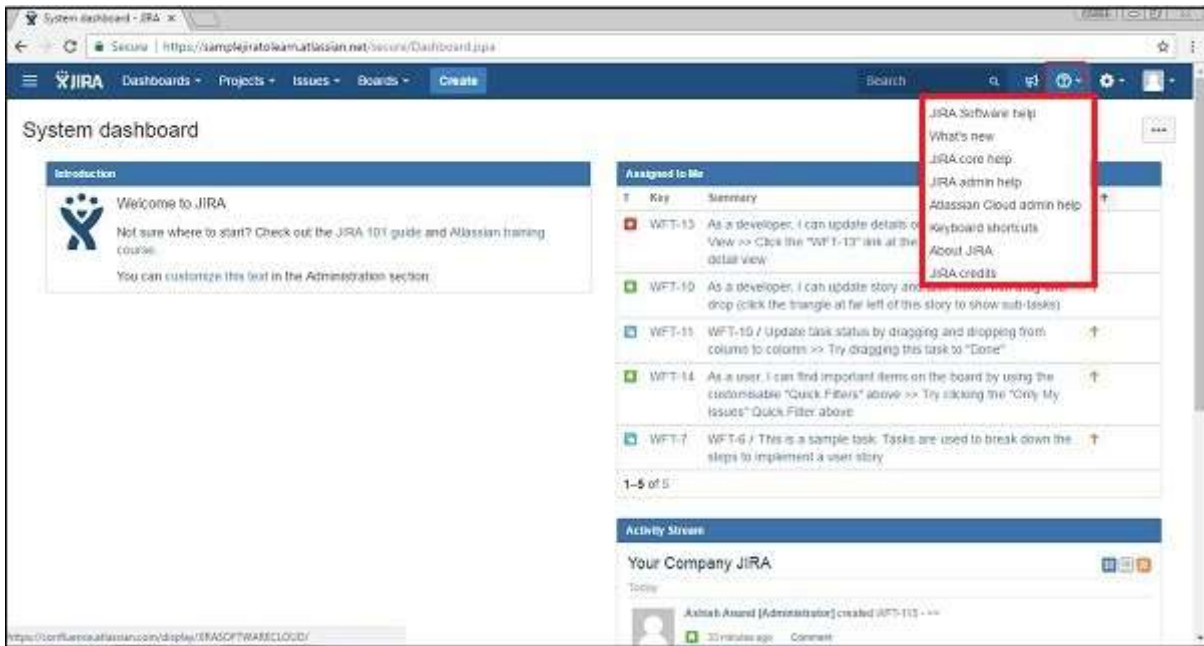
The following screenshot shows the required and optional fields to provide feedback.



Once all the fields are filled, click on Submit, it successfully posts the feedback.

The Help Link

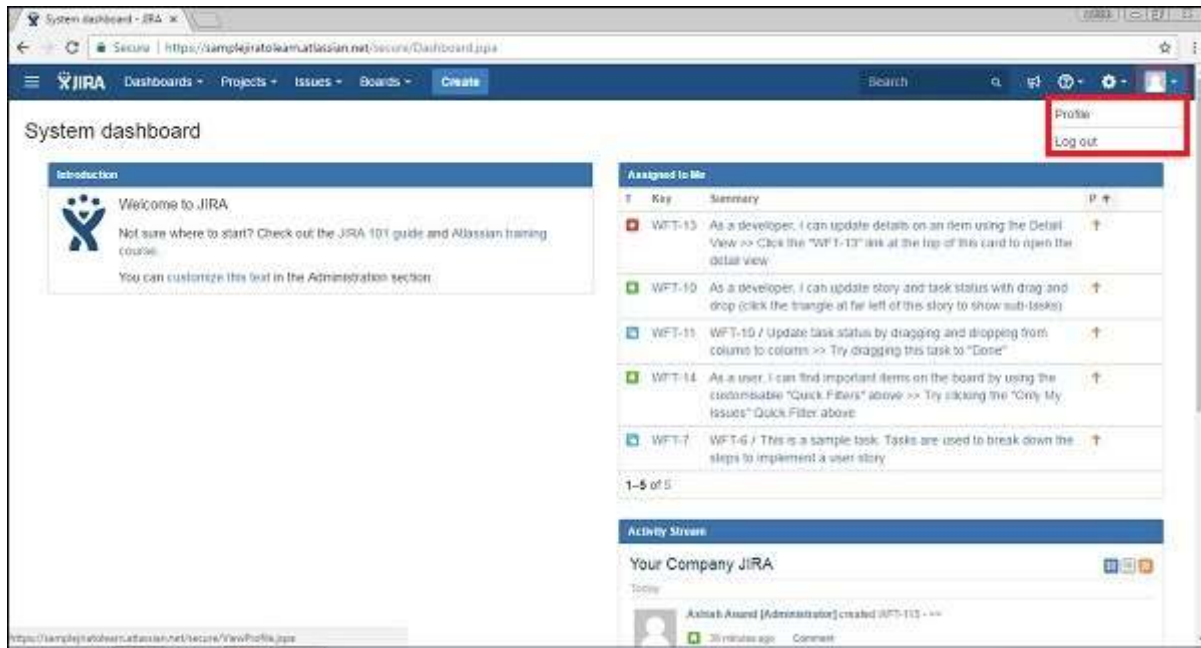
The Help link provides different useful documentation about JIRA. It provides the details of JIRA as well by clicking on "About JIRA". Similarly, this link also provides new release features by clicking on "What's new". Keyboard shortcuts have much useful keyboard navigation for users that saves time. The following screenshot shows the Help link and different sub-links available in it.



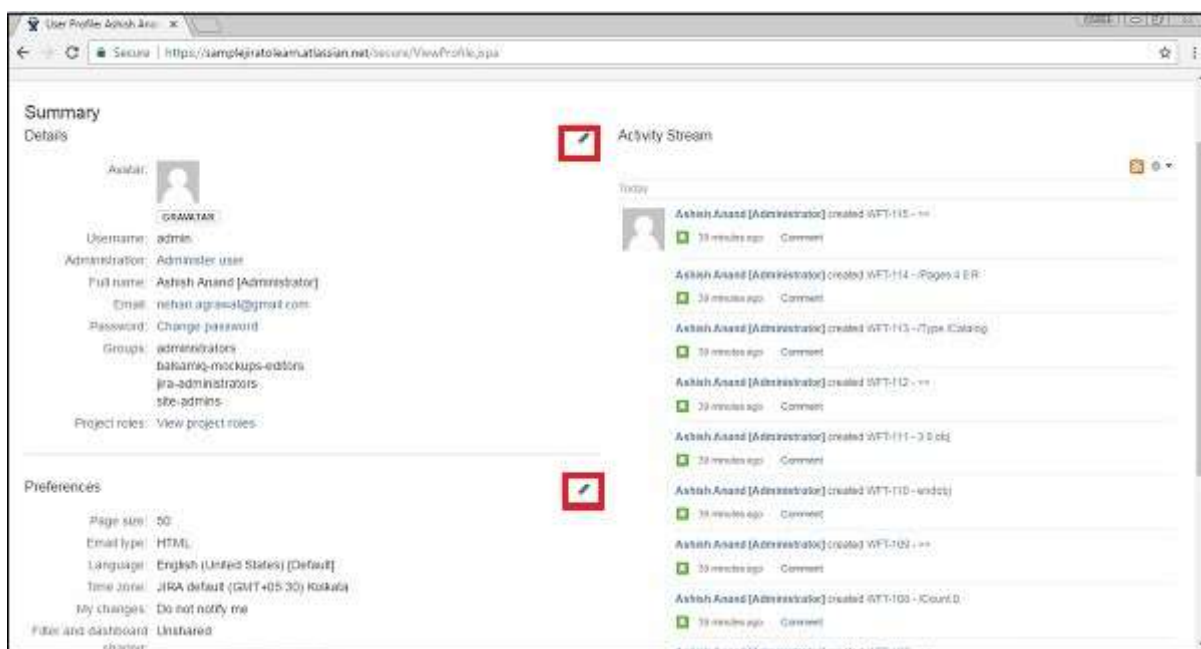
User Profile Button

By clicking on the profile link, the user can view his profile details and manage this section. By clicking on Logout, the user will get back to the login page and will not be able to access the project details without logging in again.

The following screenshot shows available functionality under User-Profile section –



By clicking on the edit symbol, the user will be able to edit profile details like – Summary Details, Preferences, etc. The following screenshot shows how to edit the profile by clicking on the Edit (highlighted in red outline) icon at each section.



On the right side, the user can see the activity stream performed by the logged in user.