



Dashboard Assistant for Jira Cloud

Subscribe to Jira Dashboards with email reminders

The Value of an Effective Dashboard



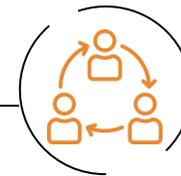
Provides Transparency

- Aligns project teams and management.
- Real-time visibility into projects progress



Simplify Complex Data

- Present information in an easily digestible format.
- Comprehensive display of related information.



Improves Efficiency

- Promotes timely action through visual cues.
- Reduces time spent on analysing data.



**But they are useless
when nobody looks at them**

No matter how nice they look



Benefits with Dashboard Assistant

For Management

- Helps to align teams with business goals
 - Scheduled reminders provide links to the dashboard, allowing management to view the dashboard.
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For Project Admins

- Reduces the chance of dashboards being overlooked.
 - Ensure dashboards are created with useful metrics that are useful for tracking project's success.
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For Project Teams

- Regular check-ins help users identify issues that happen over time
- Encourages users to address long-standing backlog items



Use Case #1



I want my teammates to have up-to-date visibility and alignment to our common goals



You can start a [Dashboard Review Gadget](#) with your team members as watchers

Dashboard Review Gadget

Title
E.g. Weekly Review

Instructions
E.g. Please review the dashboard and click the Confirm Review button so that you can get notifications on the next interval

Schedule Frequency
Weekly

Frequency of notifications triggered

Watchers
Stella x Cynthia x

The selected users will receive an email reminder based on the schedule frequency to review the dashboard

Restriction

Toggle to restrict project users

Auto Refresh

Gadget will refresh every 3 minutes

Save Cancel



Use Case #2



I want to ask question/explain/give feedback about the info on the dashboard



Post your comment directly from the dashboard

Weekly Standups

Confirm Review 

[Click to hide instructions](#) 

Click on "Confirm Review" to indicate your attendance. As a result, you will be notified when the next meeting is scheduled.

 Cynthia (21/04/2025, 10:36)
There is a workshop scheduled, thus, the tasks were moved to this week.

 Stella (21/04/2025, 10:29)
Hi team, why is there no progress last week?

Enter comment here

Tip: Users will have the context of your comments simply by viewing the dashboard



Use Case #3



I want an email reminder for me to check my dashboards on a regular basis



Just click on [Confirm Review](#) button to subscribe to subsequent reminders

Confirm Review
Upon completing your review, click this button

Watcher
Get notifications when comment is added

Information Panel
Instructions for reviewer

How are we doing? Export dashboard to PDF ★ 🔗 Refresh ↻ Edit ✎ ...

Discussion Board

Weekly Standups

Click to hide instructions

Click on "Confirm Review" to indicate your attendance. As a result, you will be notified when the next meeting is scheduled.

C Cynthia (10/12/2024, 10:07)
There is a workshop scheduled, thus the tasks were moved to this week

Tip:

If you only need notifications for this reporting period, you only add yourself as a watcher



Use Case #4



I want to know who has reviewed the dashboards



Dashboard Review Confirmation displays the list of users that has indicated their attendance

Discussion Board

Weekly Standups

Confirmed

Dashboard Review Confirmation

Users	Last Date Checked
Stella	21/04/2025, 10:30:27
Cynthia	21/04/2025, 10:37:27

Cynthia (21/04/2025, 10:36)
There is a workshop scheduled, thus...

Stella (21/04/2025, 10:29)
Hi team, why is there no progress las...

Dashboard Assistant for Jira Cloud (21/04/2025, 10:37)
You have a scheduled reminder to review the [dashboard](#) today. ⌚

Please remember to click the **Confirm Review** button to continue with the reminder for the next period. Otherwise, you will be automatically excluded for the following reminders. If you do not wish to get notified on other users' comments for this period, you can click on the **Unwatch** button.

For additional details, please refer to the instruction provided on the **Dashboard Review Gadget**

Tip:

You can have a competition to see who is the first person for each new interval

Feedback from Users



The scheduled reminders from Dashboard Assistant helped me get back on track with my dashboards after a busy period.

“Confirm Review” feature helps build the habit of regular reviews, addressing the tendency to overlook dashboards once they’re out of sight.



Support team became more mindful of response times after regular dashboard check-ins.

Additional Resources



- [Marketplace Listing](#)
- [User Guide](#)
- [Dashboard Reviews versus Filter Subscriptions](#)
- [Review Dashboard Design Template](#)
- [Register for a free License](#)
- [Our Service Desk](#)



Tip: We welcome any feedback and suggestions for improvement

Other Related Apps



[Menu Gadget](#) is a free Jira app that allows users to group related filters and webpage links in their dashboards. Together with Dashboard Assistant, users can discover and access related resources to work more efficiently.



[Multiple Filters Chart Gadget](#) make your dashboards more attractive and informative with a collection of different chart types and advanced charting features. It is possible to export a snapshot of the chart in PDF or PNG format.



[Three Dimensional Date Gadget](#) is a collection of gadgets for statistical reporting by different date periods for simple trend analysis. Users can view reports by month or week or even by sprints.