

Cooking up some healthy ITSM Reporting Dashboards with Custom Charts



Featuring *Chef Becky* Head of Customer Education



Recipe One

1D Table Chart - Customer Satisfaction (CSAT) Ratings

1. Click **Add Gadget**.
2. Type **Custom Charts** in the gadget search box.



Click **Add** once you've found it.
The gadget will automatically be in
Edit mode.

CSAT Ratings for JSM Project

Satisfaction	Issues	%
★ 1 Star	2	18%
★★ 2 Stars	2	18%
★★★ 3 Stars	3	27%
★★★★ 4 Stars	3	27%
★★★★★ 5 Stars	1	9%
Total	11	100%



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3. Briefly review the Splash Screen for a quick overview of Custom Charts by using the arrows to move through each slide. Once you reach the last slide, click the **rocket ship** in the top right corner to close out the Splash Screen.
 4. Set the **Source** dropdown to be **Projects** and select your Jira Service Management (JSM) project.
 5. In the **Chart By** dropdown, type **Satisfaction** into the search box and select the field.
 6. For the **Chart Type** in the top left of the gadget, choose the **1D Table Chart** option.
 7. Give your chart a Title in the **CHART TITLE** box. Name it "CSAT Ratings for JSM Project".





8. OPTIONAL: On the right side in the chart configuration settings, in the **Chart By** section, rename the Satisfaction segments.

a. Click the **pencil icon** next to the segment titled "1"

i. In the text box, type "★ 1 Star", then hit **Enter**

b. Click the **pencil icon** next to the additional segments and rename them in a similar manner as "1".

9. Reorder the segments by clicking the 2 columns of dots next to the color picker for the segment and dragging/dropping the segments. They should be arranged in this order: ★ 1 Star, ★ ★ 2 Stars, ★ ★ ★ 3 Stars, ★ ★ ★ ★ 4 Stars, ★ ★ ★ ★ ★ 5 Stars.

10. Click Save in the bottom right of the gadget to lock in the configuration.



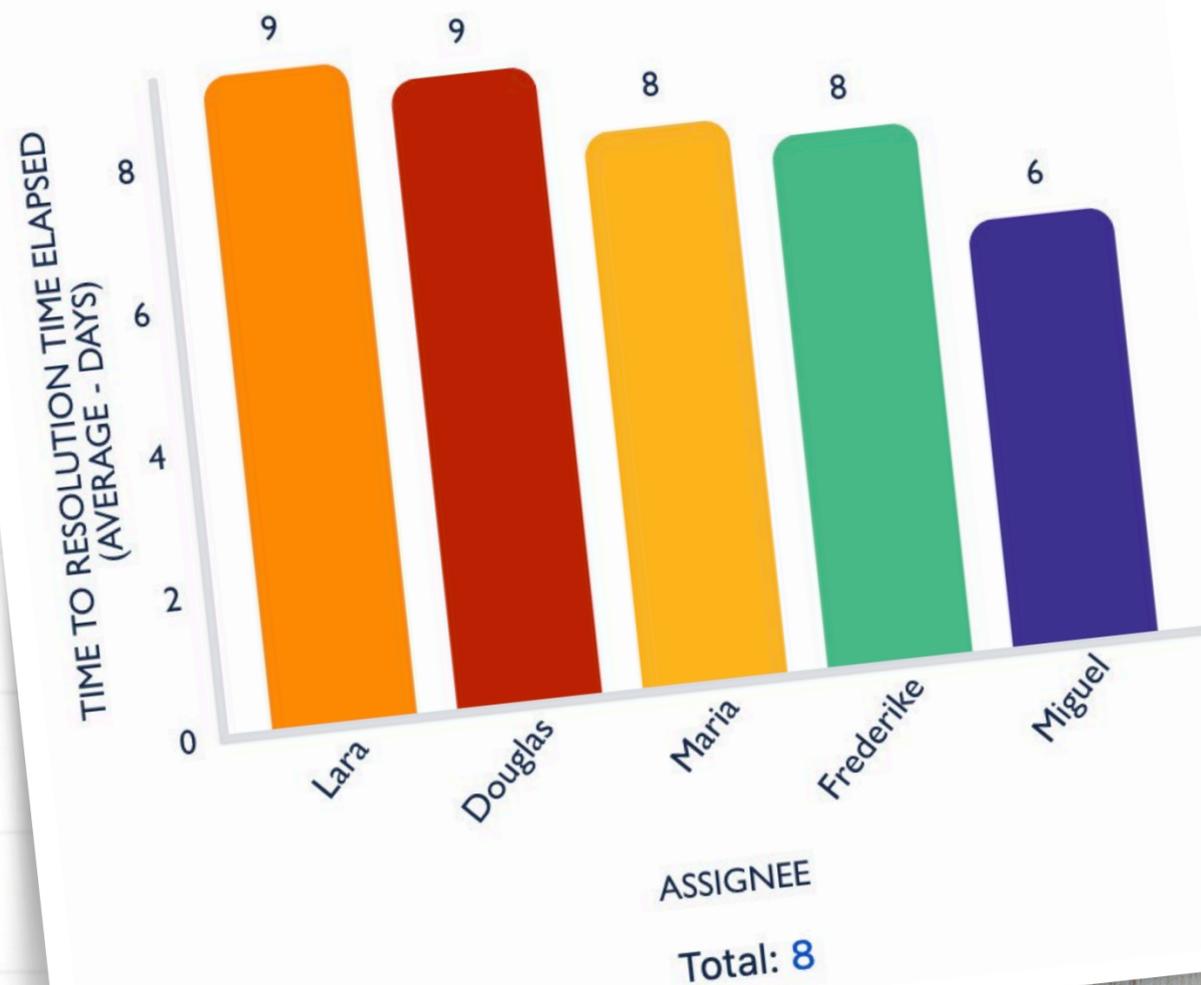
Recipe Two

2D Stacked Bar Chart Showing Issues By Assignee in Each Status

1.  Add the Custom Charts gadget to your Dashboard.
2. Set the Source of your chart to be **Projects** and choose your **Jira Service Management (JSM) project**.
3. For the **Chart Type** in the top left of the gadget, choose the **2D Stacked Bar Chart** option.

Custom Charts

Average Time to Resolution by Assignee



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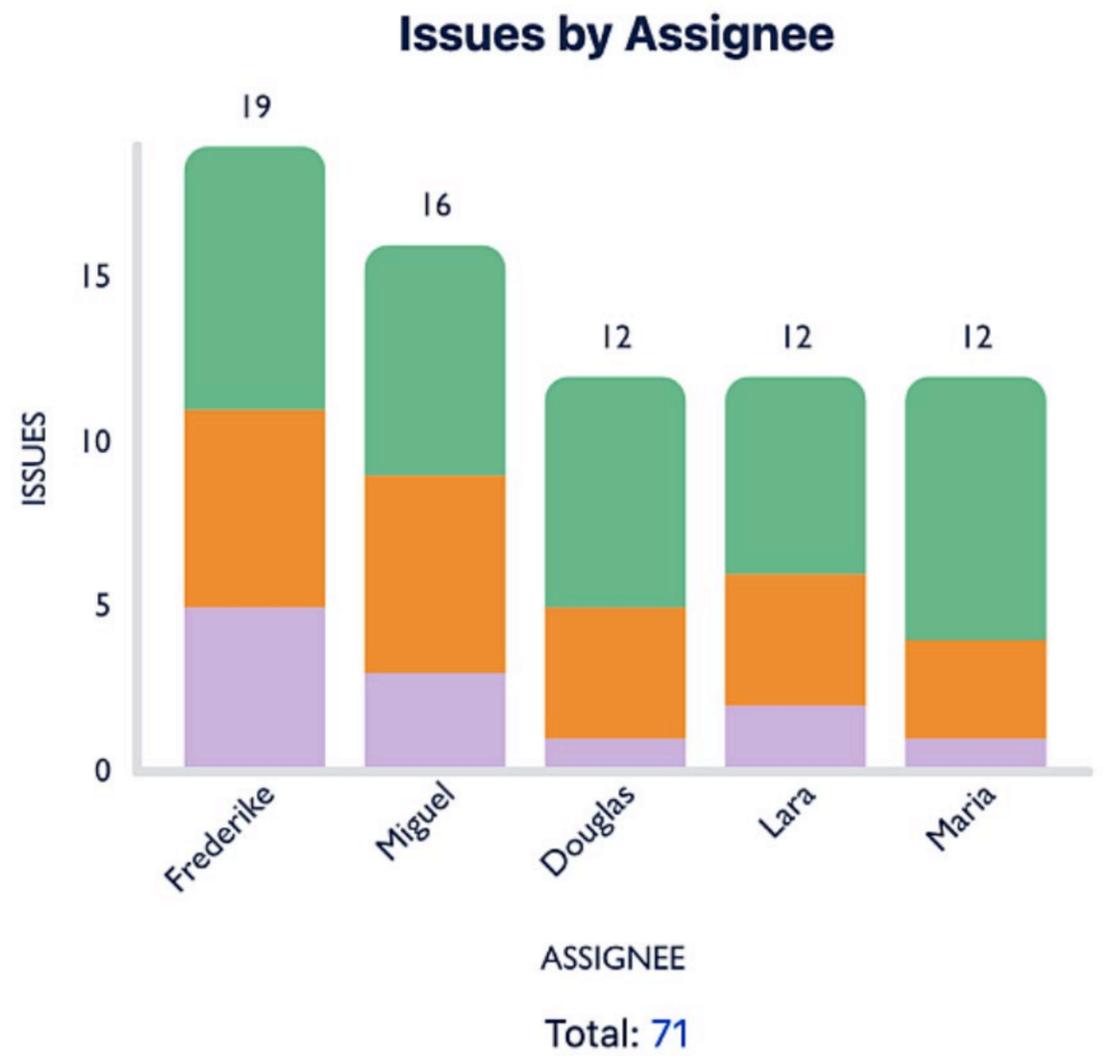
4. For the **Chart By** dropdown, choose **Assignee**.
5. For the **Group By** dropdown, choose **Status**.
6. Give your chart a Title in the **CHART TITLE** box. Give the chart a descriptive title!
7.  Optional Challenge  - in the **Chart By** settings on the right of the gadget, if you have any **Unassigned** issues, use the **trash can** icon next to the segment to hide it!
8. Click **Save** in the bottom right of the gadget to lock in the chart configuration.



Recipe Three

Average Time to First Response by Assignee

1.  Add the Custom Charts gadget to your Dashboard.
2. Set the **Source** of your chart to be **Projects** and choose your **Jira Service Management (JSM) project**.
3. For the **Chart By** dropdown, choose **Assignee**.



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4. For the **Chart Type** in the top left of the gadget, choose the Bar Chart option.
 5. Adjust the **Calculate** dropdowns to be: (Average; SLA Time Elapsed; Time to Resolution).
 6. Give your chart a Title in the **CHART TITLE** box. Name it "Average Time to Resolution in Days".
 7. On the right side of the gadget, click the **text bubble** icon to open up the Chart Description tab. Give your chart a description!
 8. On the right side of the gadget, click the **cog** icon to open up the Chart Display Options tab.
 - a. Scroll down to the **General Options** section and adjust the **Time Unit** dropdown to be **Days**.
 9. Click **Save** in the bottom right to lock in the configuration.

