

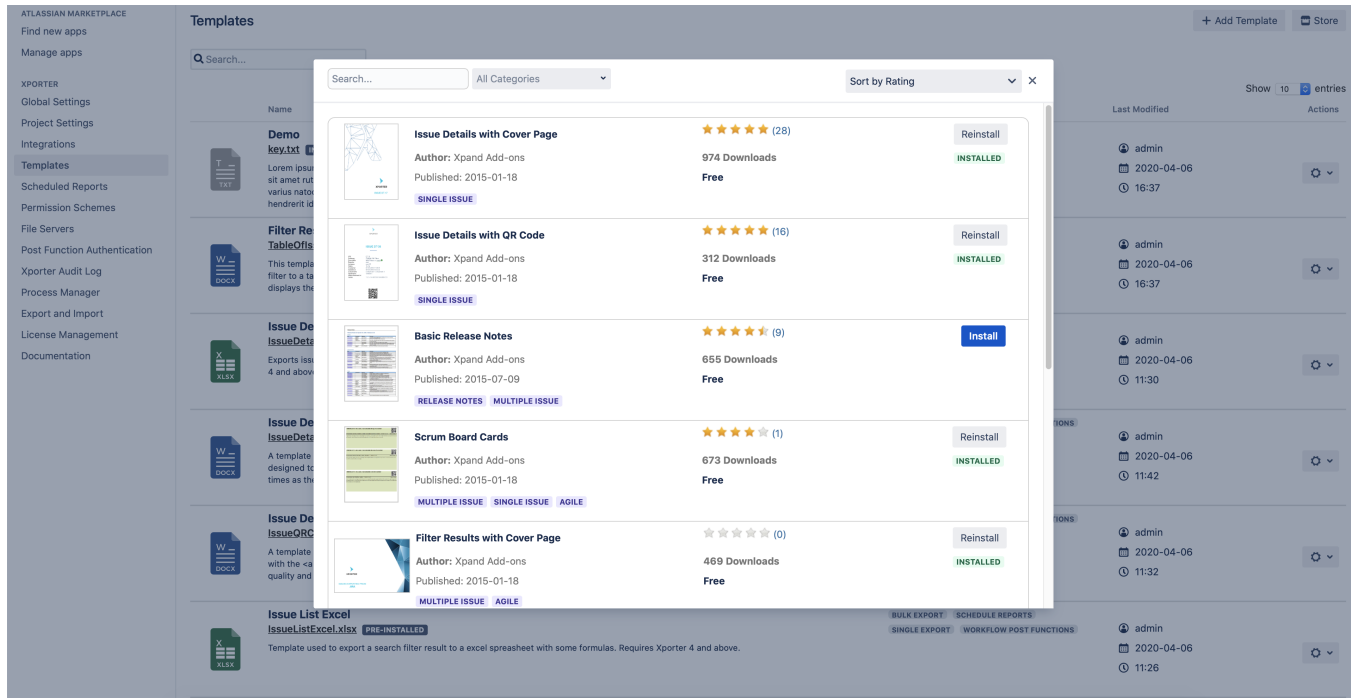
Exercise 3 - How to use the Template Store

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Introduction

This is the third exercise of the Basic Level. The main goal of this exercise is to explore all the features of the Template Store.

As you've learned from Exercise 1, Xporter for Jira provides a **Template Store** where you can find and install templates provided by our team.



Navigate to **Template Store** on the Templates section Add-ons page of the Jira Administration and you'll see both a *Search...* field, a drop-down selector as well as a *Sort...* selector, along with a grid of 10 listed results with an option to *See more templates...* at the bottom of it.

The options available to you are:

- Using the **Search...** field, where you can input the keywords of your targeted template that will be matched with the available Template Store Name, Author, and Description field;
- Using the **Dropdown** selector, where you can select one or more categories of your targeted template that will be matched with the available Template Store tags;
- Using the **Sort...** selector, where you can select how to order the results of your search on the Template Store;
- Using the **See more templates...** button at the bottom of the displayed results grid, when your search results have more than 10 entries.



You can combine keywords with categories when searching for a template.
If your search obtains less than 10 matching results, the *See more templates...* button won't be displayed.

The Exercise(s)

1) Installing a Template from the Store

On the **Template Store** on the Xporter for Jira administration section Add-ons page of the Jira Administration, on the *Search...* field, input the keyword **Bugatti** and press **Enter**. A *Warning!* message will be displayed informing you no matching templates were found.

Key	Summary	Type	Assignee	Story Points	Estimate Time	Time Spent
DEMO-19	As a user, I'd like Story		lui.rodrigues@xpanse-it.com	5.0		
DEMO-18	As a user, I'd like Story		lui.rodrigues@xpanse-it.com	3.0		2.0
DEMO-13	As a developer, Bug		lui.rodrigues@xpanse-it.com		3h	1h
DEMO-12	When the last task Sub-task		lui.rodrigues@xpanse-it.com			
DEMO-11	Update task status Sub-task		lui.rodrigues@xpanse-it.com			
DEMO-10	As a developer, Story		lui.rodrigues@xpanse-it.com	5.0	1d 3h 30m	2d 4h 30m
DEMO-8	As a product owner, Bug		lui.rodrigues@xpanse-it.com			3.0
DEMO-2	As a product owner, Story		lui.rodrigues@xpanse-it.com	2.0		2 3.0
DEMO-1	As an Agile team, Story		lui.rodrigues@xpanse-it.com	2.0		2

Row Labels	Count of Type
Story	5
Bug	2
Sub-task	2
Grand Total	9

Total Story Points	17.0
Total Logged Work	2w 5h 30m
Total Issues	9

Now, input the keyword **Report** on the *Search...* field and on the Dropdown selector choose **Excel**. A result entry will be displayed named *Sprint Report (Excel)*. If you click its thumbnail, a pop-over will be displayed with the image expanded.

Some templates have more than one image. In those cases, you can navigate between them using your keyboard arrow keys.

Click the **X** on the top right of the pop-over to return to the results list.

Sprint Report (Excel)

Author: Xpanse IT

Published: 2016-09-26

EXCEL

★ ★ ★ ★ ★ (0)

15 Downloads

Free

Install

A Template that demonstrates usage of counts (using set function) and pivot tables built from the list of Issues.


Now, click **Install** and a *Success!* message will be displayed informing you the template was successfully installed. Navigate to the **Templates** section on the Xporter for Jira administration section, and you'll see your newly installed template there, along with the tag **Installed from the store**.

2) Reinstalling a Template from the Template Store

On the **Templates** section on the Xporter for Jira administration section, edit your newly installed template and change its Name, Description and template File.

When you edit a Template Store installed template, its tag will change from **Installed from store** to **Installed from file upload**.

If you want to revert to how it was, just navigate to the **Template Store** again, input the keyword **Report** on the *Search...* field and on the Dropdown selector choose **Excel**, and the result entry will now display the **Reinstall** button.



Sprint Report (Excel)

☆☆☆☆☆ (0)

16 Downloads

Free

Reinstall

INSTALLED

Author: Xpand IT

Published: 2016-09-26

EXCEL

A Templates that demonstrates usage of counts (using set function) and pivot tables built from the list of Issues.

Click on it, a pop-over prompt will be displayed asking you to confirm that you want to reinstall the Template. Click **Confirm**.

Now, return to the **Templates** section, and the template will be restored to its original Template Store settings.



If you try to install a **Template Store** template whose Name or file name are already in use on your Manage Templates area, an *Error!* message will be displayed informing you it was *Unable to install this template because already exists one installed template with the same name*.

This Exercise is now complete. Proceed to Exercise 4 to learn how to use the Permission Schemes.



If you like this exercise, please leave a comment or a 👍. Your feedback is very important to us.

Thank you in advance.

Enjoy our product. 😊