


# Scheduled Reports

You are able to schedule reports on this screen based on user-defined Cron Expressions. The user can schedule a report by inserting a direct JQL statement, using a previously defined filter, or using an Xporter Template.

## Scheduled Reports main page

On this page, you can see the list of all created scheduled reports. On the top right, there's a button to Add a new Scheduled Report.

- On the  button, you can Edit, Delete the selected Scheduled Report.
- The toggle allows you to Enable and Disable the Schedule Report.
- In the search field, it is possible to search by Name Column (Scheduled name) and by Last Modified Column (full name and username of user).
- In select, you can filter data in the table for all schedulers Enabled or Disabled.
- It is possible to sort the table by the Name column.

Administration

Search Jira admin

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

























XPORTERGlobal SettingsProject SettingsIntegrationsTemplatesScheduled ReportsPermission SchemesFile ServersPost Function AuthenticationXporter Audit LogProcess ManagerExport and ImportLicense ManagementDocumentation

Scheduled Reports

Search...All

+ Add

Show 10 entries

Status	Name	Scheduled	Export Data	Actions	Last Modified	Operations
	<b>Scheduled Demo 1</b> weekly report - \${Project.Name}.pdf Lorem ipsum dolor sit amet, malesuada commodum odio lacus vel justo. Interdum et malesuada fames ac ante ipsum primis in faucibus.	ADVANCED 0 0 12 * * MON *	 →  Filter: Due this week (TEST) Template: IssueListExcel.xlsx	Send Email Upload File: FTPS - server	 User (user) 2021-03-25 11:54	
	<b>Scheduled Demo 10</b> weekly report - \${Project.Name}.xlsx Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus neque mauris, luctus ac ex nec, laculis varius nunc. Mauris in ... <a href="#">Show more</a>	BASIC Every week on Friday at 18:00	 →  JQL: project = DEMO and updatedDate... Template: IssueListExcel.xlsx	Save on Jira host: ...ha/Documents/reports/Demo Send Email Upload File: FTPS - server <a href="#">Show All</a>	 Administrator (a...) 2021-03-25 11:28	
	<b>Scheduled Demo 11</b> weekly report - \${Project.Name}.csv Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus neque mauris, luctus ac ex nec, laculis varius nunc. Mauris in ... <a href="#">Show more</a>	BASIC Every week on Friday at 18:00	 →  JQL: project = DEMO and updatedDate... Template: IssueListExcel.xlsx	Save on Jira host: ...ha/Documents/reports/Demo Send Email Upload File: FTPS - server <a href="#">Show All</a>	 Administrator (a...) 2021-03-25 12:09	
	<b>Scheduled Demo 12</b> Scheduled Demo 12.pdf Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus neque mauris, luctus ac ex nec, laculis varius nunc. Mauris in ... <a href="#">Show more</a>	BASIC Every week on Friday at 18:00	 →  Xporter Reports Template: SampleBulkExportWithTOC.d...	Upload File: FTPS - server	 Administrator (a...) 2021-03-25 11:41	
	<b>Scheduled Demo 2</b> weekly report - \${Project.Name}.docx Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus neque mauris, luctus ac ex nec, laculis varius nunc. Mauris in ... <a href="#">Show more</a>	BASIC Every week on Friday at 18:00	 →  JQL: project = DEMO and updatedDate... Template: SampleBulkExportWithTOC.d...	Save on Jira host: ...ha/Documents/reports/Demo Send Email Upload File: FTPS - server <a href="#">Show All</a>	 Administrator (a...) 2021-03-25 11:41	
	<b>Scheduled Demo 4</b> weekly report - \${Project.Name}.xml Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus neque mauris, luctus ac ex nec, laculis varius nunc. Mauris in ... <a href="#">Show more</a>	ADVANCED 0 0 18 * * 6	 →  Xporter Reports Template: key.txt	Save on Jira host: ...ha/Documents/reports/Demo Send Email Upload File: FTPS - server <a href="#">Show All</a>	 User (user) 2021-03-25 11:49	

## Create / Edit a Scheduled Report

You can enable or disable scheduled reports on demand, keeping all configurations intact without having to delete them.

## Add New Scheduled Report

### File Information

Name\*

Scheduled Report Name

Schedule Report identification when creating a schedule report

250 characters remaining.

Description

Brief description of the schedule report

500 characters remaining.

### Scheduled

Cron Type\* ☒ Basic ☐ Advanced

week ▼ on Monday ▼ at 08 ▼ : 00 ▼

### Export Data

Export Data\* ☒ JQL ☐ Filter ☐ Xporter Reports

JQL Expression

Template

Issue List Excel ▼



Filename\*

Filename of exported file

Output Format

XLSX ▼

### Actions

Scheduled Actions\* [Configure new scheduled action.](#)

### Configuration

Condition



The condition will evaluate if you have at least one issue to export in order to generate the report

Enable



Create

Cancel

Scheduled Reports Fields:

- Name - The Scheduled Report name
- Description (Optional) - A description for the Scheduled Report
- Cron Type/Cron Expression - Basic or Advanced

In Basic mode, you can choose to export every **hour/week/month/year** at a specific time.

Cron Type\* ☒ Basic ☐ Advanced

Every  on  at :

In Advanced mode, you can insert your own Cron in order to define a more complex frequency of reporting.

You can use [Cron maker website](#) to help you create a more complex Cron.

Cron Type\* ☐ Basic ☒ Advanced

Cron Expression\*

This is the Cron expression that will decide the regularity of your Schedule Report

- Export Data - JQL, Filter or Xporter Reports
  - JQL: The exported issues belong to the given JQL, that you can use to build using the Jira official Syntax Helper
  - Filter: The exported issues belong to the previously created Filter. The user has access to the filters themselves, marked them as favourite
  - Xporter Reports: The exported issues belong to a JQL Issues iteration on the template
- Template - The selected template to export. Only the templates with the scope - Scheduled Reports - will be available to use on a Scheduled Repo. If the Export Data selected is Xporter Reports, only the templates with the scopes - Scheduled Reports and Xporter Reports - will be available.
- Output format - The selected output format for the generated file.
- Filename - The default filename used on each action.
- Condition - If selected, the Scheduled reports will only execute if the given JQL/Filter has at least one issue. Conditions won't be validated on Xport
- Enable - Enables the Scheduled Report. Only enabled Scheduled Reports will execute.
- Scheduled Actions - You can select what actions will be applied to the exported file. These actions are very similar to the [Workflow Post Functions](#)
  - Save on Jira host - Saves the file on the Machine where the Jira instance is running. [More information](#)
  - Send Email - Will send an email to the given addresses. (Outgoing email configuration required). [More information](#)
  - Upload File - Will upload the file to a previously configured [File Server](#). [More information](#)

JQL*	<input type="text" value="project = Demo AND issuetype ="/>
Template	<input type="text" value="Bug"/>
Output Format	<input type="text" value="Change"/>
Filename*	<input type="text" value="Epic"/>
Condition	<input type="text" value="Incident"/>
Enable	<input type="text" value="Pre-Condition"/>
Scheduled Actions	<input type="text" value="Problem"/>
	<input type="text" value="Service Request"/>
	<input type="text" value="Service Request with Approvals"/>
	<input type="text" value="Story"/>
	<input type="text" value="Sub-task"/>
	<input type="text" value="Sub Test Execution"/>
	<input type="text" value="Task"/>
	<input type="text" value="Test"/>
	<input type="text" value="Test Execution"/>
	<input type="text" value="Test Plan"/>
	<a href="#">Syntax Help</a>
	Hit Esc to close

Operations