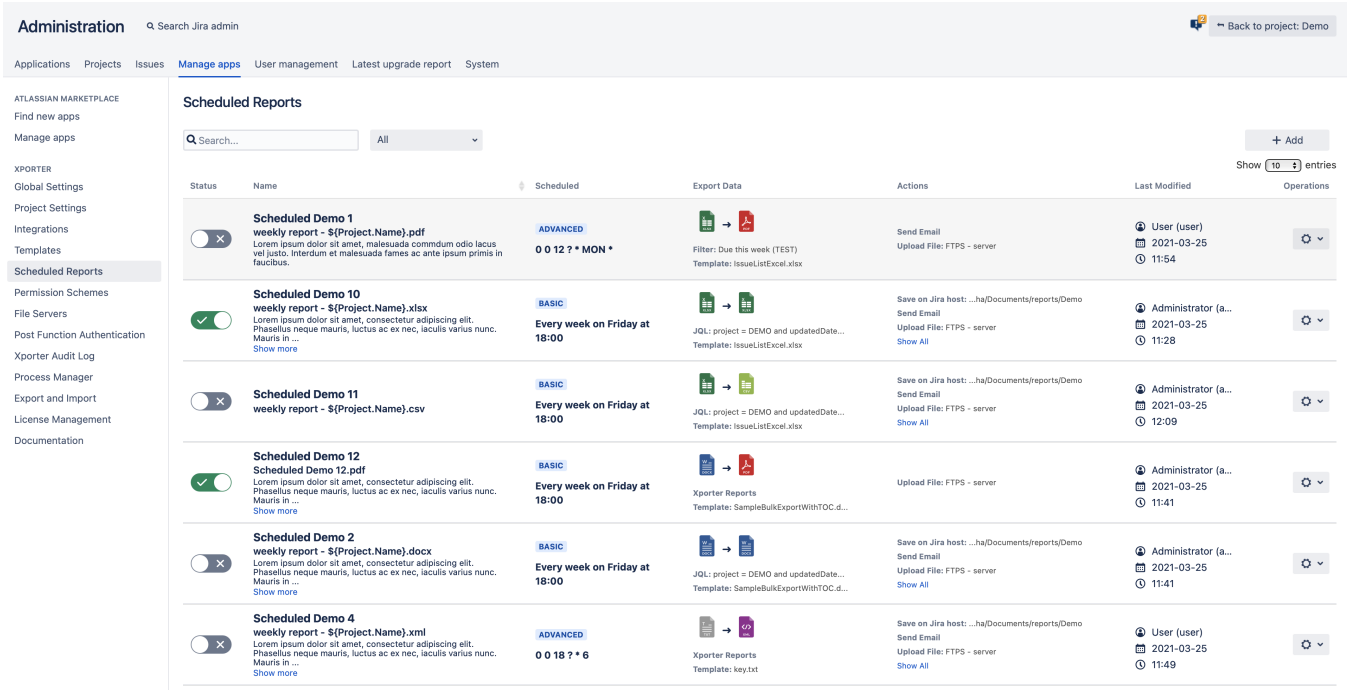
Scheduled Reports

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

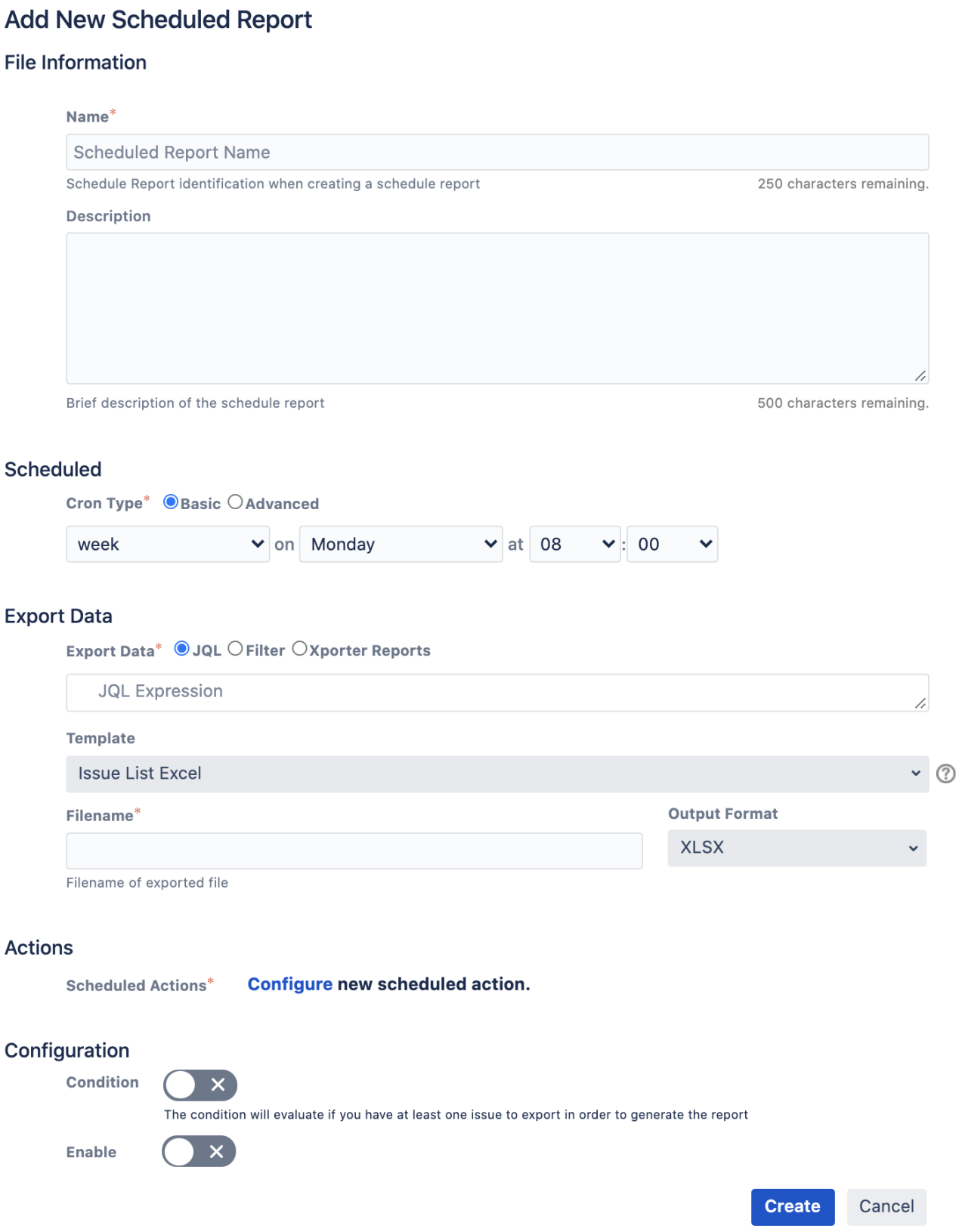
On this page, you can see the list of all created scheduled reports. On the top right, there's a button to Add a new Scheduled Report.

- 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.



Create / Edit a Scheduled Report

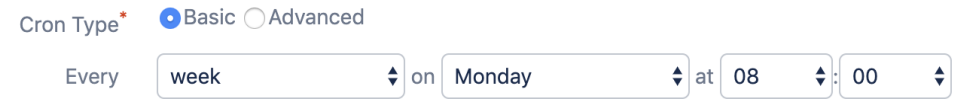
You can enable or disable scheduled reports on demand, keeping all configurations intact without having to delete them.



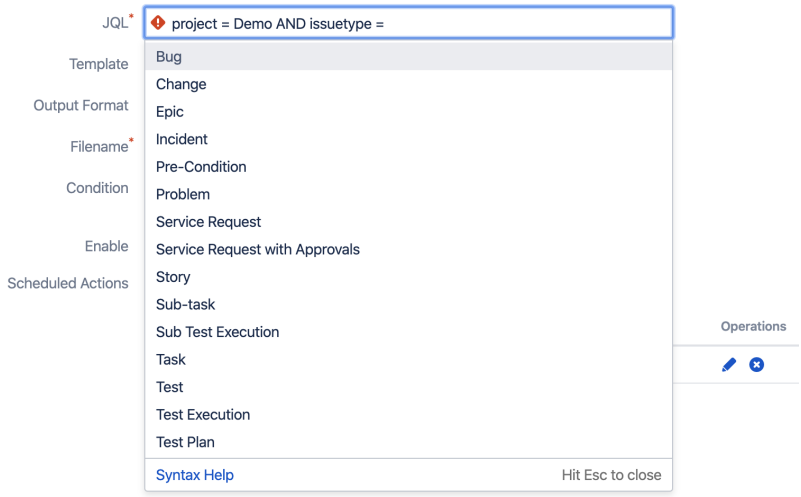
Scheduled Reports Fields:

- 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.



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.

- 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 favourit
  - 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