

Templates Management

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The template management screen allows administrators to add, edit and delete the templates that will be available to the users.

Each template is composed of 3 principal elements:

- The template name: the name that is displayed to the users in order to select the template to export the issue(s) information.
- The template file: the file with the template content. The following formats are supported:
 - DOCX (Word Document)
 - DOCM (Word Document with Macros)
 - DOTX (Word Template)
 - DOTM (Word Template with Macros)
 - XLSX (Excel Document)
 - XLSM (Excel Template with Macros)
 - ODT (Open Office Document)
 - RTF (Rich Text Format)
 - CSV (Comma-separated values)
 - TXT (Text File)

For auditing purposes, this screen also displays the user and date of the last modification of a template.

Xporter for JIRA Templates				+ Add New Template	Import
Name		Last Modified	Operations		
BulkExport (SampleBulkExport.docx) A template that demonstrates how bulk issues can be exported with static content, i.e., with a custom cover and static content on the middle of the issues.	INSTALLED FROM FILE UPLOAD	2015-06-29 14:45 admin	Edit - Delete - Set as Default		
Issue Details with Cover Page (IssueDetailsWithCover.docx) A template with a cover page, exports issue fields, sub-tasks, linked issues, comments and images. This template has been designed to be used in single issue export. It can be used in multiple issues export, but the cover page will be shown as many times as the issues being exported.	INSTALLED FROM STORE	2015-06-29 14:45 admin	Edit - Delete - Set as Default		
ReleaseNotes (SampleReleaseNotes.docx) A sample release notes template to be used in bulk export.	INSTALLED FROM FILE UPLOAD	2015-06-29 14:45 admin	Edit - Delete - Set as Default		
Scrum Board Cards (ScrumCards.docx) This is a template that you can use to print Cards to be used in your Scrum Boards, based on your JIRA issues. It can be used both for single issue export and for multiple issues export. This template comes prepared with different background color for each issue type (Story and Bug). If you want to print additional issue types, you need to edit the template and clone the issue type section and set the background color for the new issue type.	INSTALLED FROM STORE	2015-06-29 14:45 admin	Edit - Delete - Set as Default		
ServiceRequest (ServiceRequest.docx) A template that demonstrates an example of a mail letter generated from a JIRA issue.	INSTALLED FROM FILE UPLOAD	2015-06-29 14:45 admin	Edit - Delete - Set as Default		

The operations available on this screen are:

- Add New Template: Allows to add a new template.
- Edit Template: Allows to change an existing template, changing the template name, template description and template file.
- Delete Template: Deletes an existing template.
- Set Template Scopes: Allows you to set the scopes of the template, even after its creation.
- Download Template: Downloads the template file. This operation is available in the hyperlink with the template file name.
- Set Template as Default: Sets this template as the default one. It will be selected when users open the issue view screen.