

Scheduled Reports

It's possible to schedule reports on this screen based on user-defined Cron Expressions. The user can schedule a report inserting a direct JQL statement, using a previously defined filter, or using an Xporter Template. The user can select if the exported file is to be uploaded to a configured File Server, to send by e-mail, or both. When not uploading to a File Server, the exported file is saved locally on the machine running the JIRA server.

The user can enable or disable scheduled reports on demand, keeping all configurations without needing to delete them.

The screenshot shows the 'Add New Scheduled Report' dialog in the JIRA Administration interface. The dialog is titled 'Add New Scheduled Report' and contains the following fields and options:

- Name:** Minute Ready (This will be the name of the Schedule Report)
- Description:** (Empty text area)
- Cron Expression:** 0 * * * * ? (This is the Cron expression that will decide the regularity of your Schedule Report)
- Export Data:** JQL, Filter, Xporter (JQL is selected)
- Filter:** Completed Academy Tasks
- Template:** Issue List Excel
- Output Format:** PDF
- Filename:** testFilename.pdf (This will be the name of the generated document)
- Save Locally:** On, Off (On is selected)
- Upload File:** On, Off (On is selected)
- File Server:** Academy FTP
- Send Email:** On, Off (On is selected)
- Enable:** (Checked checkbox)

Buttons at the bottom: Create, Cancel.

- To generate an email report in the moment of generating a schedule report, you should turn "on" the option **Send Email** and perform the following steps:
 - Provide the **recipients** in the **To** field (it's possible to use emails, JIRA User groups,mappings, Usernames or User Ids).
 - Provide the **email subject** in the field **subject** (it's possible to use mappings).
 - Provide the **recipients** in the **Cc** field (it's possible to use emails, JIRA User groups, mappings, Usernames or User Ids).
 - Provide the **recipients** in the **Bcc** field (it's possible to use emails, JIRA User groups,mappings, Usernames or User Ids).
 - Provide the **email Body** in the **Body** field (it's possible to use mappings, the content will be sent as HTML).

The screenshot shows the 'Add New Scheduled Report' dialog in the JIRA Administration interface, with the 'Send Email' section expanded. The fields are as follows:

- To:** jira-administrators
- Cc:** jira-software-users
- Bcc:** \$(Reporter/UserEmailAddress)
- Body:** Email Report - \$(Updated)
Start Progress Event in Issue \$(Key)
Kind Regards, \$(fullname.AssignedUser/username)

Buttons at the bottom: Create, Cancel.