

# Xporter Reports

## Using the Navigation Bar option

When you have a template that only contains a [JQL query](#) or a [JQL iteration](#), you can bypass going to an unrelated Issue in order to export it and go straight to the Xporter Reports menu.



### Enable or Disable Xporter Reports

You can enable or disable this feature by going to the **Xporter Global Options** menu and selecting either the Enable or Disable option.

**Step 1** - Click the **Xporter Reports** button in the Jira navigation bar.

The screenshot shows the Jira navigation bar at the top. The 'Xporter Reports' tab is highlighted with a red box. Below the navigation bar, the 'System Dashboard' is visible, featuring an 'Introduction' card on the left and an 'Assigned to Me' list on the right. The 'Assigned to Me' list contains five items, each with a status icon, a key, and a summary.

T	Key	Summary	
DEMO-10	As a developer, I can update story and task status with drag and drop (click the triangle at far left of this story to show sub-tasks)		
DEMO-13	As a developer, I can update details on an item using the Detail View >> Click the "DEMO-13" link at the top of this card to open the detail view		
DEMO-11	DEMO-10 / Update task status by dragging and dropping from column to column >> Try dragging this task to "Done"		
DEMO-14	As a user, I can find important items on the board by using the customisable "Quick Filters" above >> Try clicking the "Only My Issues" Quick Filter above		
DEMO-7	DEMO-6 / This is a sample task. Tasks are used to break down the steps to implement a user story		

**Step 2** - Choose your template and the export type format, then click **Export**. Please keep in mind that only a template that has the Xporter Report Scope turned on will be visible on this menu.

The screenshot shows the 'Export Xporter Reports' dialog. It has a 'Template' dropdown menu set to 'Sample 2', an 'Output format' dropdown menu set to 'DOCX', and a 'Custom filename' checkbox that is unchecked. An 'Export' button is at the bottom.



You can change the report file name by turning on **Use custom file name**.

**Step 3** - Wait for the operation to finish and then click on the link to download your document.

## Xporter



### Success!

Export completed successfully.

100% complete. Last updated at 06-05-2019 14:30:49.

Started 06-05-2019 14:30:47



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