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.

> (i) **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.

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.

> (i) 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.

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⬇ **Download**   Back to Issue Navigator