

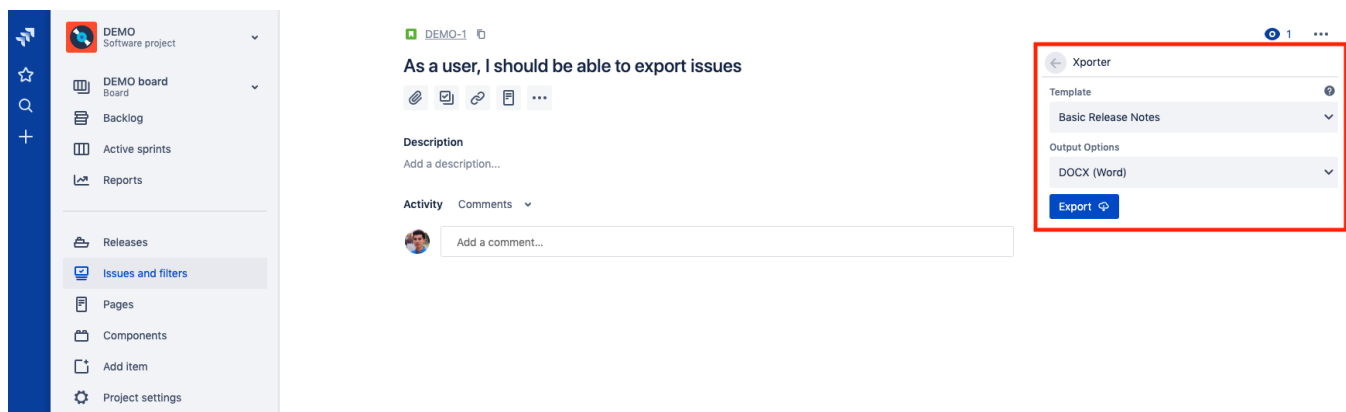
# Exporting

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## Exporting a Single Issue

### Using the Xporter Panel

When Xporter is enabled for a project, issue type, and user, the Xporter section will appear on the right side of the screen, as highlighted below. To export the issue based on a template, just select the template from the drop-down box and click the **Export** button.

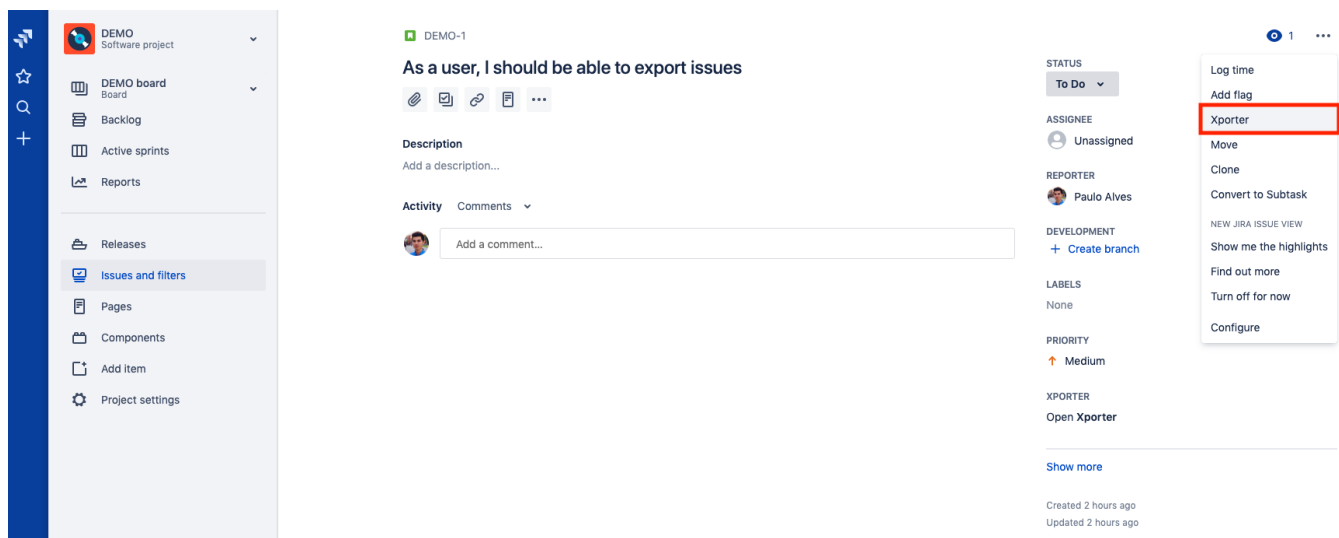


The screenshot shows the Jira interface for a project named 'DEMO Software project'. The left sidebar contains navigation options like 'DEMO board', 'Backlog', 'Active sprints', 'Reports', 'Releases', 'Issues and filters', 'Pages', 'Components', 'Add item', and 'Project settings'. The main content area displays an issue titled 'As a user, I should be able to export issues'. The right sidebar, highlighted with a red box, shows the 'Xporter' panel. This panel includes a 'Template' dropdown menu set to 'Basic Release Notes', an 'Output Options' dropdown menu set to 'DOCX (Word)', and an 'Export' button.

### Using the Issue Options button

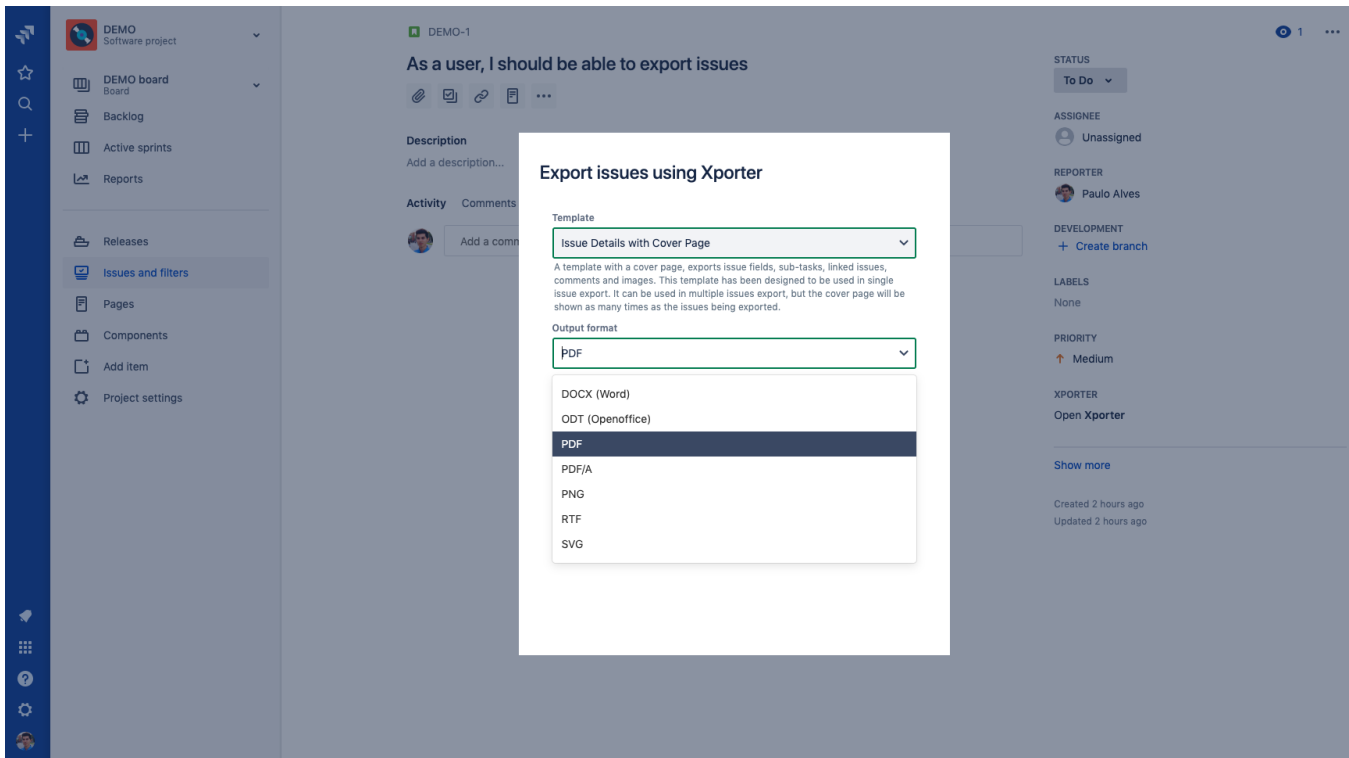
You can export a Single Issue using the **Xporter for Jira** button.

**Step 1** - From the menu, select Export, then Xporter for Jira.

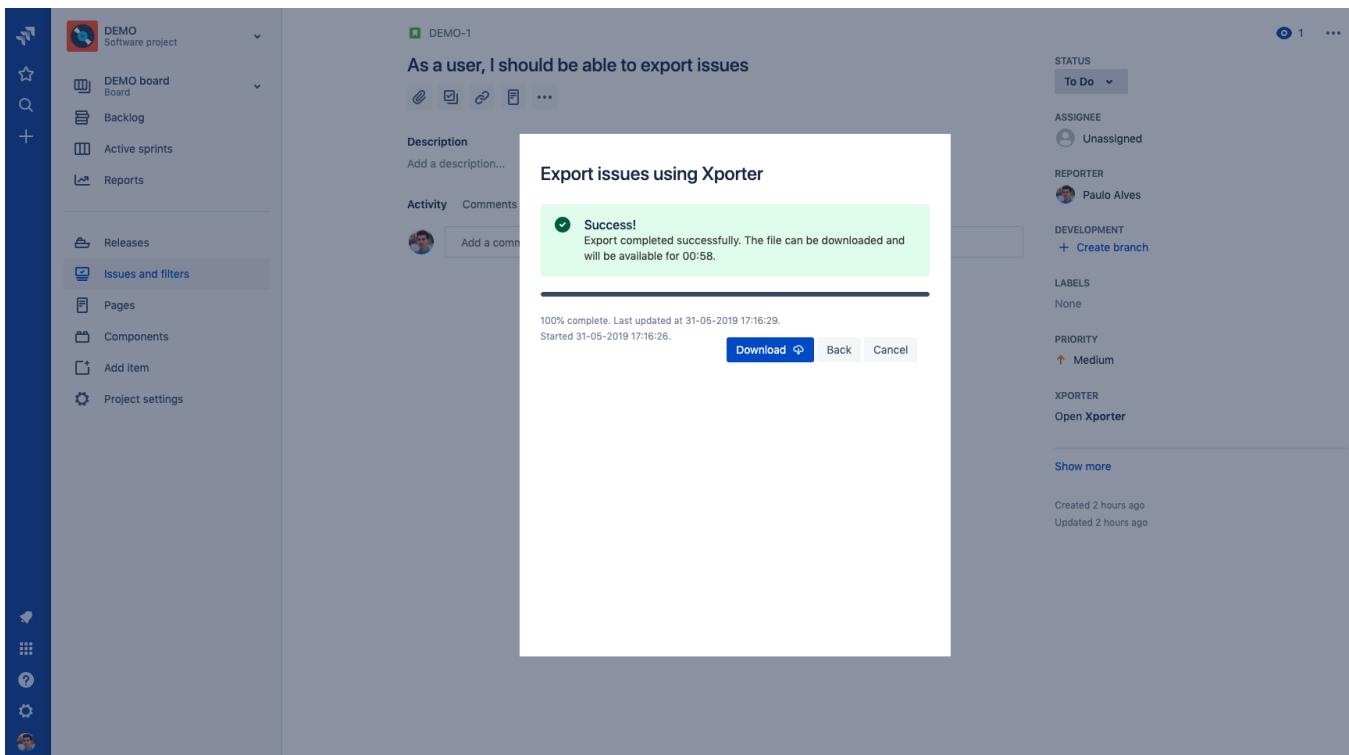


The screenshot shows the Jira interface for the same project. The left sidebar is identical. The main content area shows the same issue. The right sidebar is expanded, showing a menu with options like 'Log time', 'Add flag', 'Xporter', 'Move', 'Clone', 'Convert to Subtask', 'NEW JIRA ISSUE VIEW', 'Show me the highlights', 'Find out more', 'Turn off for now', and 'Configure'. The 'Xporter' option is highlighted with a red box. Below the menu, there are sections for 'STATUS' (To Do), 'ASSIGNEE' (Unassigned), 'REPORTER' (Paulo Alves), 'DEVELOPMENT' (+ Create branch), 'LABELS' (None), 'PRIORITY' (Medium), and 'XPORTER' (Open Xporter). At the bottom, there is a 'Show more' link and a timestamp 'Created 2 hours ago Updated 2 hours ago'.

**Step 2** - Choose your template and the export type format. Then click **Export**.



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

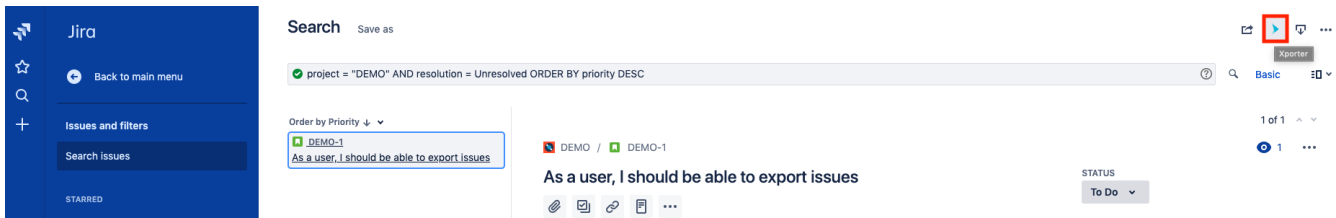


## Exporting Multiple Issues

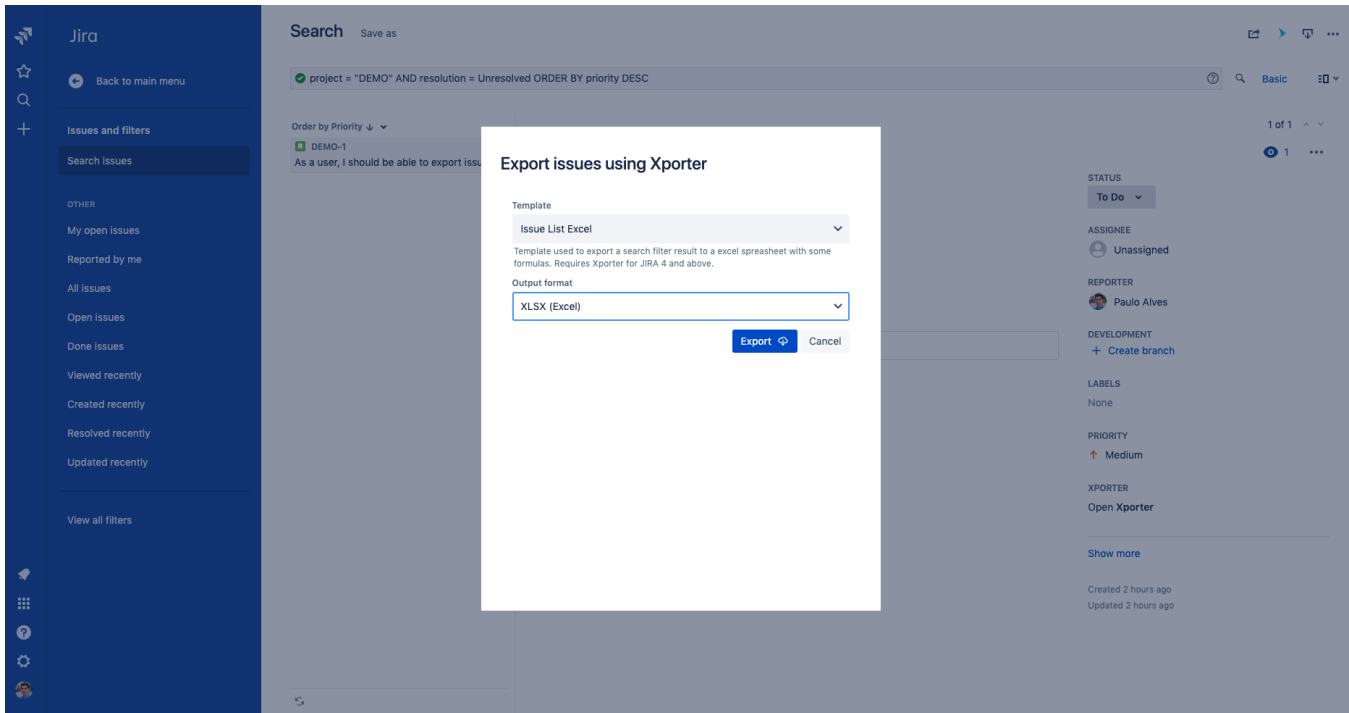
### Using the menu option

You can export the results of a search filter using the Xporter option on the Export menu.

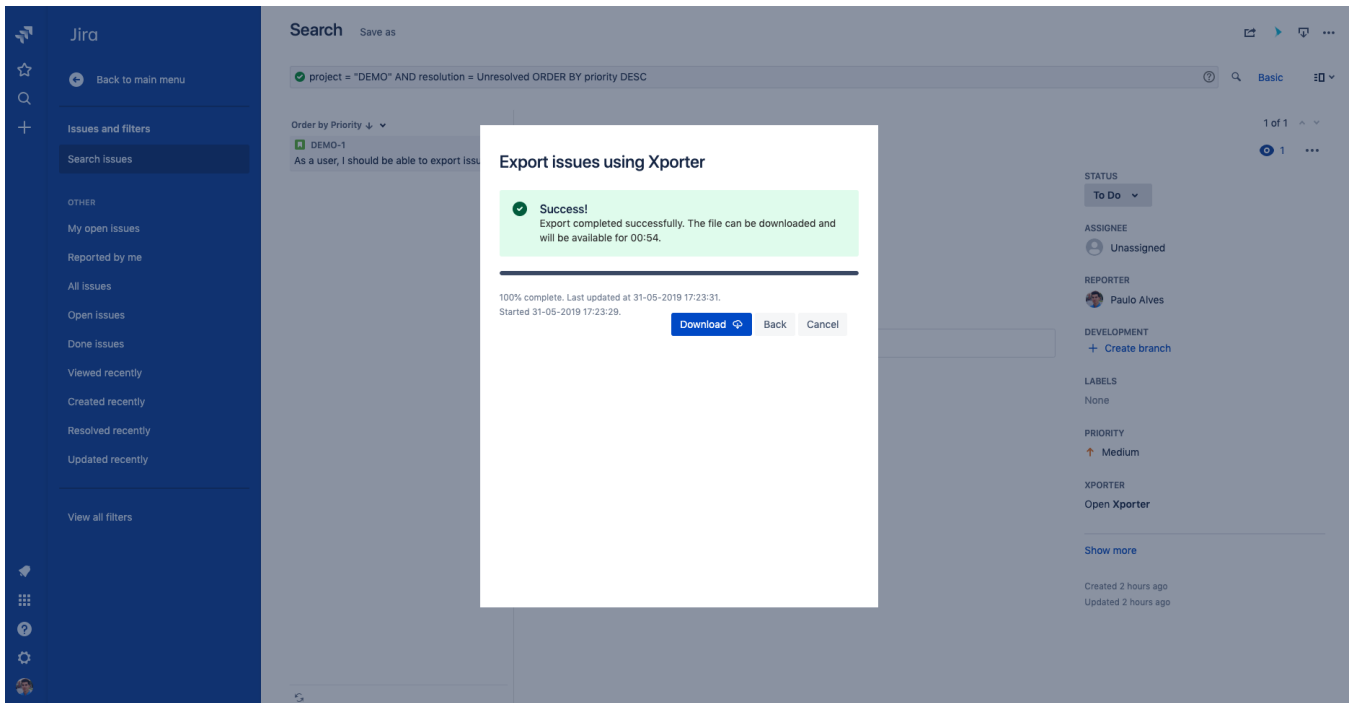
**Step 1** - From the menu, select Export, then Xporter for Jira.



**Step 2** - Choose your template, the export type format, and the option that allows you to break a page when changing Issues, Projects, Issue Types or Components. Then, click **Export**.



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



## Exporting from Agile Board

Xporter is available on the Agile Boards/Releases and you will be able to export all the issues that belong to the Active Sprint, Backlog or Releases.

First, you need to enable the feature on the Xporter Miscellaneous screen.

**Enable Xporter Agile Boards** 

This option will turn Xporter available on Agile Boards.

After enabling Xporter for Agile, you will be able to perform all the exports that are listed on the topics below.

### Export from Active Sprint

Xporter allows our users to export all the issues that belong to the Active Sprint, directly from the Agile Board.

**Step 1** - From the Agile Board, select Board, then click on the Xporter option

Projects / DEV / DEV board

## Sample Sprint 2

0 days remaining Complete sprint Xporter ...

Only My Issues Recently Updated

TO DO IN PROGRESS DONE

DEV-17 [DONE] 5 sub-tasks Instructions for deleting this sample board and project are in the description for this issue >> Click the "DEV-17" link and read the description tab of the detail view for more

Four DEV-27

Five DEV-28

DEV-10 [IN PROGRESS] 3 sub-tasks 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)

New subtask DEV-29

When the last task is done, the story can be automatically closed >> Drag this task to "Done" too DEV-12

Update task status by dragging and dropping from column to column >> Try dragging this task to "Done" DEV-11

Other Issues 4 issues

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 DEV-14

As a developer, I can update details on an item using the Detail View >> Click the "DEV-13" link at the top of this card to open the detail view DEV-13

As a team, we can finish the sprint by clicking the cog icon next to the sprint name above the "To Do" column then selecting "Complete Sprint" >> Try closing this sprint now DEV-16

As a scrum master, I can see the progress of a sprint via the Burndown Chart >> Click "Reports" to view the Burndown Chart DEV-15

**Step 2** - After clicking on the Xporter option, you will have a pop-up that will have a list with all context available to export, all templates available to use on this context, the export type format and the option that allows you to break a page when changing Issues, Projects, Issue Types or Components. Then, click **Export**.

Projects / DEV / DEV board

## Sample Sprint 2

0 days remaining Complete sprint Xporter ...

Only My Issues Recently Updated

TO DO IN PROGRESS DONE

DEV-17 [DONE] 5 sub-tasks Instructions for deleting this sample board and project are in the description for this issue >> Click the "DEV-17" link and read the description tab of the detail view for more

Four DEV-27

Five DEV-28

DEV-10 [IN PROGRESS] 3 sub-tasks 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)

New subtask DEV-29

When the last task is done, the story can be automatically closed >> Drag this task to "Done" too DEV-12

Update task status by dragging and dropping from column to column >> Try dragging this task to "Done" DEV-11

Other Issues 4 issues

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As a developer, I can update details on an item using the Detail View >> Click the "DEV-13" link at the top of this card to open the detail view DEV-13

As a team, we can finish the sprint by clicking the cog icon next to the sprint name above the "To Do" column then selecting "Complete Sprint" >> Try closing this sprint now DEV-16

As a scrum master, I can see the progress of a sprint via the Burndown Chart >> Click "Reports" to view the Burndown Chart DEV-15

### Export issues using Xporter

Context

To Do In Progress Done

Template

Issue Detail Excel

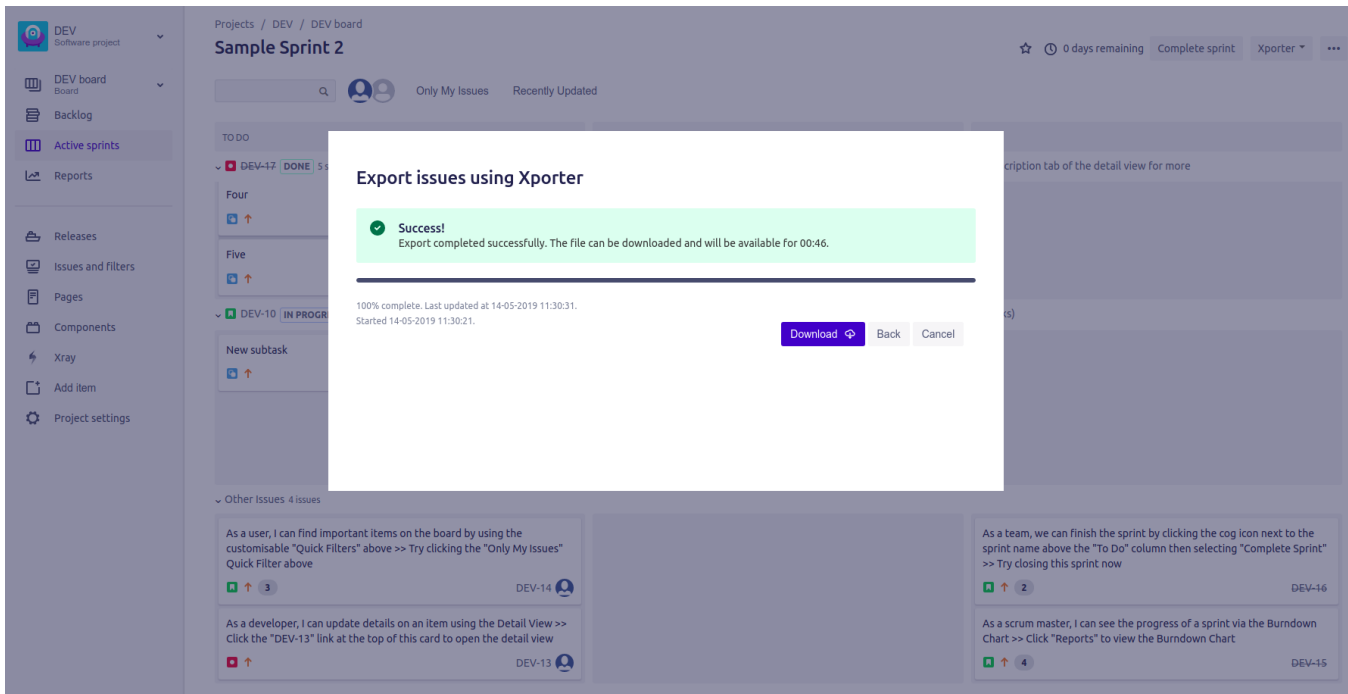
Exports issue information to a excel sheet, including subtasks, linked issues and worklogs. This template only works with Xporter for JIRA 4 and above.

Output format

XLSX (Excel)

Export Cancel

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

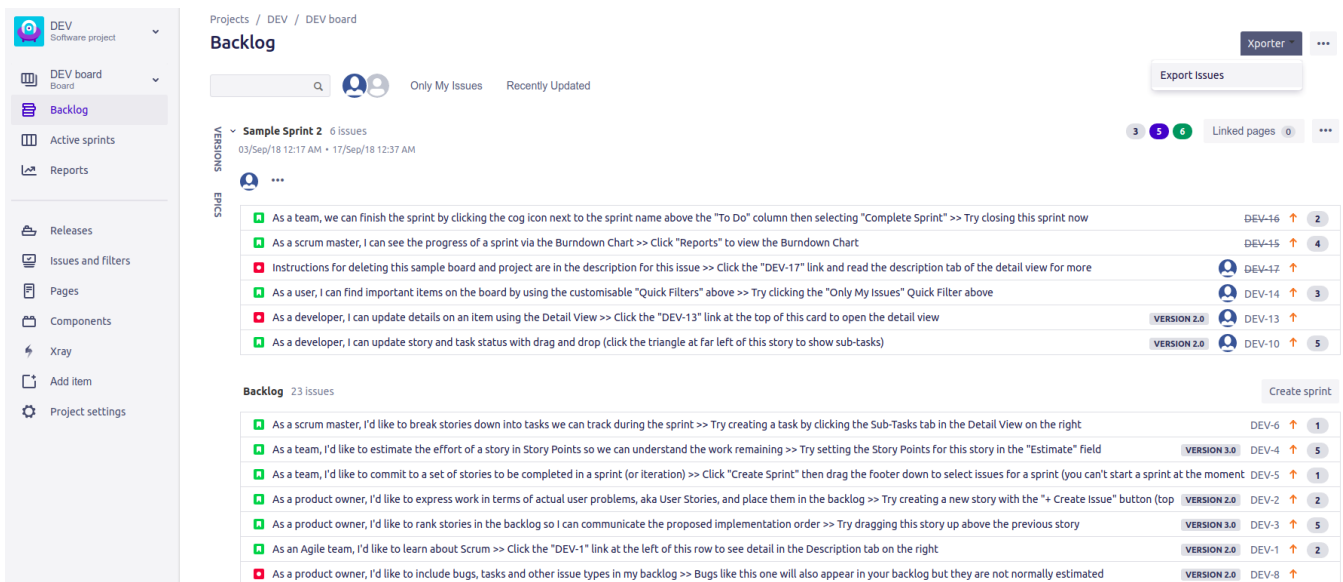


As illustrated above, this is a simple process and it will help you get all the issues from the active sprint in an easy and simple way.

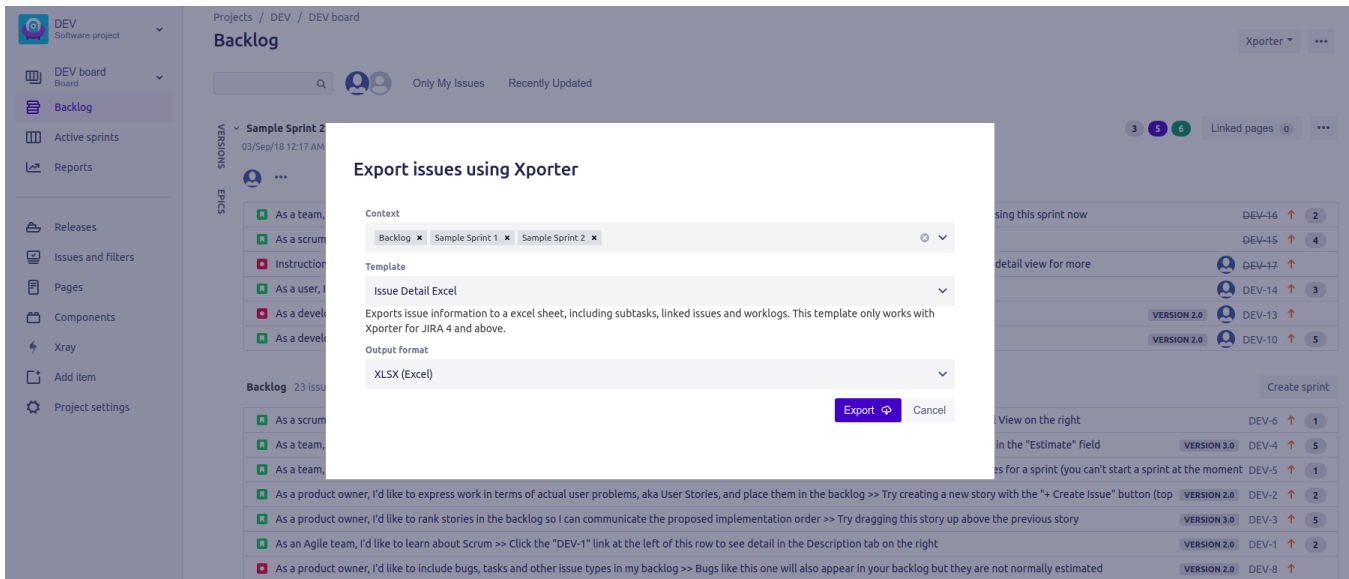
## Export from Backlog

Xporter allows our users to export all the issues that belong to the Backlog and also those that belong to a certain sprint.

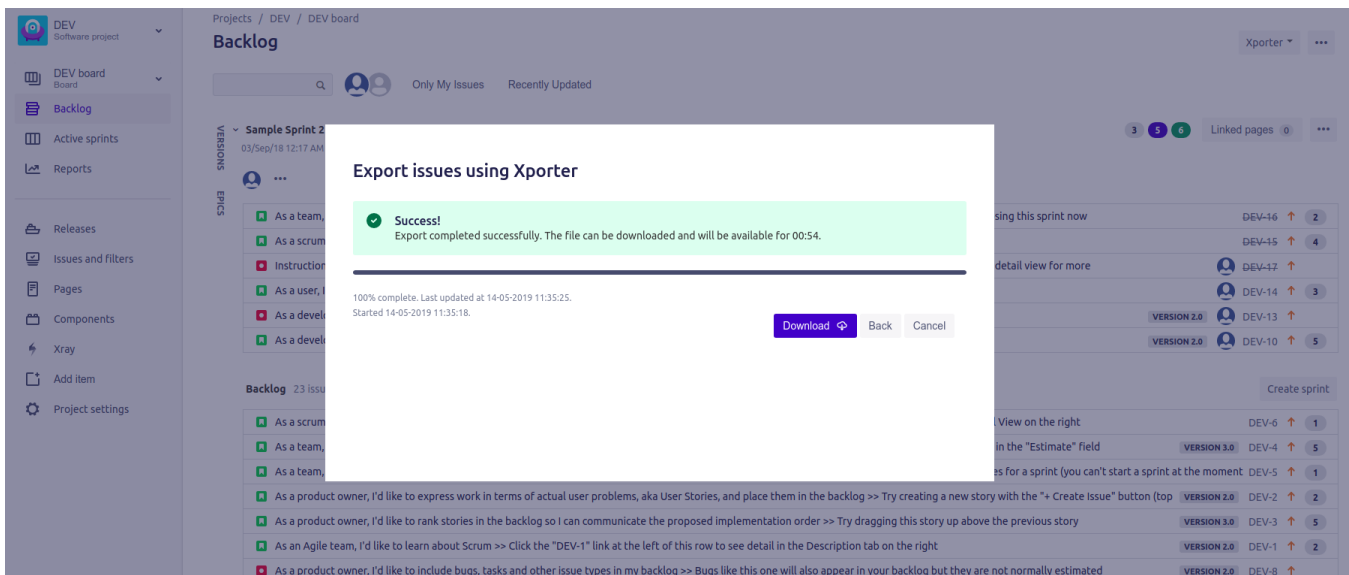
**Step 1** - From the Backlog Board, click on the Xporter button.



**Step 2** - After clicking on the Xporter button, you will have a pop-up that will have a list of all templates available to use in this context, the export type format and the option that allows you to break a page when changing Issues, Projects, Issue Types or Components. You also can export various sprints and backlog. Then, click **Export**.



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



As illustrated above, this is a simple process and it will help you get all the issues from the backlog board in an easy and simple way.

## Export from Releases

Xporter allows to export all the issues that belong to a Release.

**Step 1** - From the detail of a Release, click on the Xporter button.

