

# Quick export

After installing xPort on your Jira instance, an **xPort** tab will appear on your Jira navigation bar, click on the tab and head over to **Quick Export**.

xPort / Quick Export  
**Quick Export**

Quick Export

TEMPLATES  
Templates

REPORT  
Report

SUBSCRIPTION  
Subscription

SETTINGS  
General

Fill form with Report Data

Report

Users

User\*  Current User  
 Custom Users  
 Everybody

Issues

JQL

Period

Start\*

End\*

Template

Template

Choose an Export Template

Options

Style

Export style in list form or calendar view

Highlight weekend\*

Weekend days will be highlighted, use hex format "#ffffff"

Duplicated Entries  Export duplicated entries in worklogs, only in calendar style export

Sheets  Create one sheet per user

Export issue as parent  Export issue values as parent issue values if the related issue from the worklog is not a subtask

Ignore Security  ⚠️ Export all Issues, ignore Issue Security and Project Permissions



## Configuration

### Users

This parameter allows the selection of **users** (current user or a selection of users) or a selection of **groups**' work logs that will be exported.

## Issues

Insert a valid JQL syntax to specify your issues.

This option is optional.

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## Period

Specify the start and end date in the form "**yy-mm-dd**" or make use of the given calendar.

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## Template

Choose from one of the given export templates.

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## Options

The only mandatory option is **Highlight weekend** using the hex format #ffffff in order to highlight the weekend days with a color of your choice. The rest of the options is depending on your needs.

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If you still have questions, feel free to refer to our [support team](#).