

# Get started

From users that need to keep **track** of their **working times**, to accounting departments, which rely on work logs to create invoices - **xPort for Jira** takes the necessity to report on work logs and turns it into an automated process that delivers **professional looking results** in **real-time** with a simple click of a button or automatically by email.

It will help you to meet **legal requirements** such as labor laws, quickly access the current or past **project status**, and last but not least, **export** the results as nicely looking **Excel** documents which can be **themed** to be directly used as **invoices** or **management reports**.

Work logs are one of the most important, if not **the most important measure** to track progress in Jira projects. But what if you need more insight than a simple roll-up of work logs from sub-tasks to their parent? xPort for Jira turns a built-in, but fairly confusing and scattered feature, into a **command center** to be used by everyone in your organization.

xPort for Jira is a **reporting tool** that is based on highly customizable, permission-protected **spreadsheet templates**. The templates are created in an intuitive spreadsheet editor, which gives you full control over **what** should be included in the reports and **how** they should be presented. The data to be shown can be retrieved and consolidated from various **sources, projects, users**, or even **apps**. The vast set of **Excel formulas** provided by the template editor allow the report creators to **manipulate, aggregate, or analyze** the data in any way they can think of.

## Install xPort

Install **xPort** directly from your Jira instance.

You need to be a Jira administrator to install apps!

1

Click on the **cog** icon on the top right bar and select **Manage apps**

2

The Atlassian Marketplace will be displayed, in the search bar type in **xPort**

3

The app will appear on the list, click on **Install** and then **Accept & install**.

**Administration** Search Jira admin

Applications Projects Issues **Manage apps** User management Latest upgrade report System

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Manage apps

JIRA WORKFLOW TOOLBOX

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XAPPS LIBRARY CONFIGURATION

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## Atlassian Marketplace for JIRA

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**Jira Workflow Toolbox**

The best-rated Jira app and all-in-one toolbox for limitless workflow customization, process automation and live data display

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Custom Worklog Export for Jira Search results All categories All paid & free

**xPort - Custom Worklog Export for Jira**

Decadis AG • Supported by vendor

JIRA SERVICE DESK JIRA SOFTWARE REPORTS TIME TRACKING

★★★★ (4)

107 installations

Paid via Atlassian

Exporting worklogs & performance records from Jira to Excel will be reduced to a single click on a button.

4

After the installation, an **xPort** tab appears on your Jira navigation bar

**Jira** Dashboards My projects Projects Issues Boards **xPort** Charts Create Search

**Administration** Search Jira admin

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Quick Export

Templates

Reports

Subscriptions

Settings

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The app is ready to use and you're ready to [get started](#)!

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

## Highlights

### A powerful reporting engine

Work log data in Jira is stored per user and with the sole purpose of facilitating project or sprint tracking. xPort for Jira enables you to use work log information where you actually need it most - for **reporting**, **invoicing** or meeting **legal requirements**.

- Define the **scope** - limit the scope of a report using **JQL queries** and provide the timeframes to be analyzed.
- Define the **users** - from individual user reports to team and company-wide reports, all available out-of-the-box.
- Quick but not dirty - you can choose to **preview** or **export** any report with **temporary parameters** as you go.
- **Data security** - centrally control who can create or access individual reports to prevent data breach.

The screenshot shows the 'Edit report' configuration form in the xPort for Jira application. The form is divided into several sections: Name, Users, Issues, Period, Template, and Options. The 'Name' field is set to 'xApps Billing'. The 'Users' section has 'Everybody' selected. The 'Issues' section has a JQL query 'project = "Teams in Space"'. The 'Period' is set to 'Month'. The 'Template' is set to 'Extended xApps export'. The 'Options' section has 'List' selected for the style, and several checkboxes for 'Sheets', 'Export issue as parent', and 'Ignore Security' are visible.

**Name**

Name\* xApps Billing

**Users**

User\* ☐ Current User ☐ Custom Users ☒ Everybody

⚠ It is recommended to restrict the amount of exported worklogs to prevent OOMs.

**Issues**

JQL project = "Teams in Space"

**Period**

Period\* Month

**Template**

Template\* Extended xApps export

Choose an Export Template

**Options**

Style List

Export style in list form or calendar view

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

### A powerful templating engine

The scope of a report, the data to be analyzed, can be configured individually per report. How the data should be **aggregated**, **consolidated**, **enhanced** or **visualized** can be configured in re-usable **templates**.

- Extremely powerful - the spreadsheet editor lets you create detailed, and highly **customizable** report or spreadsheet templates that can be **re-used** in the individual reports.
- Calculate, aggregate, check - the spreadsheet editor accepts **dynamic parameters** and a wide range of **standard formulas**, known from Excel, giving you the ultimate freedom on how you want to process the data.
- Let your data shine - **format** the output or **embed images** as you would in Excel to create visually appealing documents matching your CI - no need to further process the output in Excel.

The screenshot shows the xPort / Template interface. On the left, there's a template editor with a table structure. On the right, a preview of a report is shown, highlighting the 'xAPPS BY DECADIS' logo and a table of work log data.

Date	Issue Key	Summary	Time Spent	Working Author
01.07.2020 02:27	TIS-106	Afterburner revision VI design	5,00	Alana Grant
01.07.2020 12:15	TIS-110	Afterburner revision VI automation	0,50	Admin Istrator
01.07.2020 12:15	TIS-98	Afterburner revision IV design	0,33	Admin Istrator
02.07.2020 12:15	TIS-110	Afterburner revision VI automation	5,00	Admin Istrator
03.07.2020 11:31	TIS-127	Color of pale yellow on our pages looks incorrect	1,00	Alana Grant
06.07.2020 12:13	TIS-106	Afterburner revision VI design	2,00	Admin Istrator
10.07.2020 12:12	TIS-132	Web-store purchasing performance issue fx...	7,00	Admin Istrator
13.07.2020 08:17	TIS-115	New launch platforms	6,00	Jennifer Evans
14.07.2020 08:17	TIS-132	Web-store purchasing performance issue fx...	2,50	Jennifer Evans
14.07.2020 12:14	TIS-107	Afterburner revision VI prototype	3,00	Admin Istrator
15.07.2020 12:28	TIS-132	Web-store purchasing performance issue fx...	1,08	Alana Grant
15.07.2020 12:30	TIS-115	New launch platforms	1,00	Mitch Davis
22.07.2020 01:15	TIS-115	New launch platforms	2,00	Admin Istrator
23.07.2020 12:14	TIS-108	Afterburner revision VI demo	1,33	Admin Istrator
24.07.2020 08:17	TIS-128	TIS product search bag	4,00	Jennifer Evans
24.07.2020 12:29	TIS-128	TIS product search bag	7,00	Cassie Owens
27.07.2020 12:14	TIS-109	Afterburner revision VI script	3,50	Admin Istrator
28.07.2020 11:31	TIS-126	Ongoing customer satisfaction	2,00	Alana Grant
29.07.2020 00:53	TIS-90	Afterburner revision II automation	2,00	Admin Istrator
31.07.2020 00:53	TIS-192	Afterburner revision V prototype	2,50	Admin Istrator
Total:			58,75	

## On-demand reports vs. subscriptions

Whether you want to view a report on the fly or receive consolidated monthly reports in your mailbox - you decide!

- Realtime reports - simply choose the timeframe you want to analyze and **preview** the output of any **report** as you go, **without the need to export** the report at all.
- No need to remember - define report recipients, configure a delivery interval and **subscribe** to xPort reports as you would for Jira filters.
- **Security** is key - configure whether all work log data should be exported or only data which is accessible through project permissions or issue-level security.

The screenshot shows the xPort / Subscription interface with the 'New subscription' form. The form is highlighted with a green border and contains the following fields:

- Name: xApps Report
- Recipients: Admin Istrator, Alana Grant, Emma Paris
- Reports: xApps Billing
- Schedule:
  - ☐ Daily
  - ☐ Days per Week
  - ☒ Days per Month
  - ☐ Advanced
- Interval: 1st day of every month
- at: 6:00 am
- The current server time is 20/Oct/20 4:05 PM - Coordinated Universal Time
- Current Period: ☐ Send the reports from the current period instead of the last.
- Editable: ☐ If only one recipient, allow editing the subscription
- Buttons: Save, Cancel

## Accessibility and integrations

Logging time and analyzing or exporting work logs often goes hand in hand. xPort for Jira ensures that users only see what they need to see and where they expect it to see.

- Tight integration with Tempo Timesheets - if you use Tempo Timesheets for time tracking, the xPort menu integrates seamlessly into the **Tempo dropdown** menu.
- Fine-grained **permissions** - control which users or groups can **access** or **edit** individual reports and subscriptions.

