# **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 **proje ct status**, and last but not least, **export** the results as nicely looking **Excel** documents which can be **th emed** 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 **spreadsh eet 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

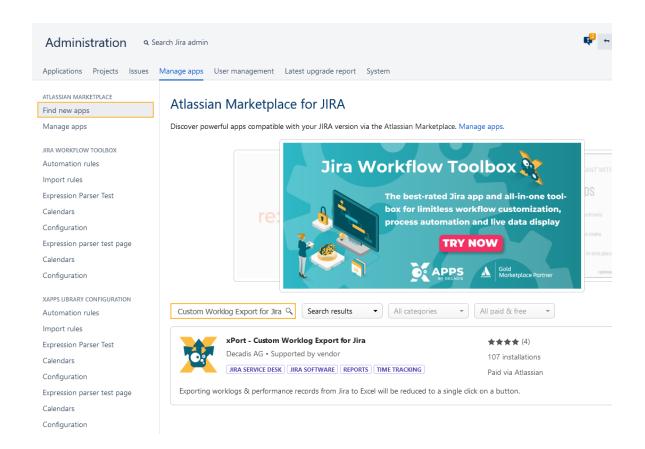
Install **xPort** directly from your Jira instance.

You need to be a Jira administrator to install apps!

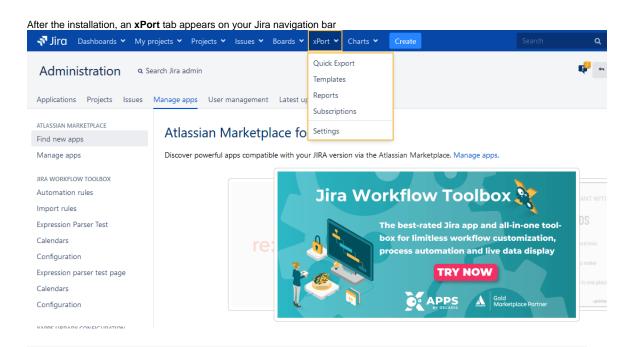
Click on the cog icon on the top right bar and select Manage apps

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

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







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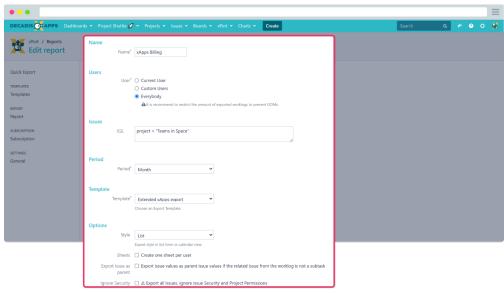
The app is ready to use and you're ready to get started!

## 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.



### 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**.

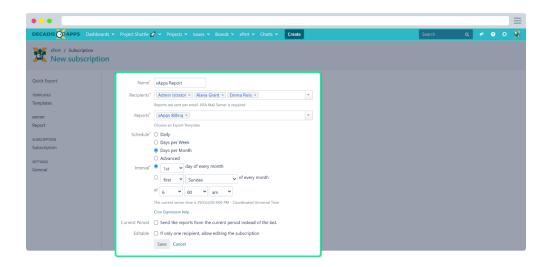
- Extremely powerful the spreadsheet editor lets you create detailed, and highly customizable report or spreadsheet templates that can be re-used in the individual reports.
- Calculate, aggregate, check the spreadsheet editor accepts dyn amic parameters and a wide range of standard formulas, known from 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.



#### 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.



#### 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 ac cess or edit individual reports and subscriptions.

