

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

Billing Report

Fill in form

Users

User*

Current User

Custom Users

Everybody

Issues

JQL

Period

Start*

2019-06-01

End*

2019-06-28

Template

Template

Extended worklog export

Choose an Export Template

Options

Style

Calendar

Export style in list form or calendar view

Hightlight weekend*

#ffffff



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

Preview Export



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.

Period

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

Template

Choose from one of the given export templates.

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.

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