


Reports

Features

Reports are created to export:

- certain project work-log data
- team work-logs for billing and accounting.

 xPort / Reports

Overview

Quick Export

TEMPLATES

Templates

REPORT

Report

SUBSCRIPTION

Subscription

SETTINGS

General

Reports Overview

+ New report

Filter names

#	Name	xPort Manager users	xPort Manager groups	Functions
2	Billing Report			View Share Edit Copy Delete



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General

Name

Name*

Users

User*

- ☒ Current User
☐ Custom Users
☐ Everybody

Issues

JQL

Period

Period*

Month



Template

Template*

Extended worklog export



Choose an Export Template

Custom Parameters

Here you can set parameter values if the template contains any. Parameters can be set via a cell containing a "{param.name}" value.

name

Options

Style

Calendar



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

Save

Cancel

Configuration parameters

- Possibility to choose predefined templates
- Define users and groups whose work-logs should appear in the reports
- Define a JQL to include only those work-logs (e.g. a certain project)
- Choose a period (week, month, or quarter)
- Choose an export style (list or calendar)
- Choose a weekend highlight color
- Option to export duplicated entries in work logs (in calendar style)
- Option to export every user's data in a separate sheet
- Option to export issue values as parent issue values if the related issue from the work-log is not a sub-task
- Option to include only billable work-logs
- Option to export all issues (ignore security and project permissions)
- Option to download reports for the logged-in user


When configuring a report a "Period" field is available which sets the default intervals to:

- week
- month
- quarter

Downloading a report

When downloading a report the above-mentioned interval will be the reference. Furthermore, you can choose which report you want to create:

- Current period (e.g. for a week interval; it will download the report starting with Monday)
- Last period
- Penultimate period
- More periods: Choose any period according to the period that was selected in the details

 xPort / Reports

Report: Billing Report

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Current period

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Penultimate period

More periods

Quick Export

Details

Name: Billing Report

Period: MONTH

Template: [Extended worklog export](#)

Style: CALENDAR

Highlight weekend: WEEKEND DAYS

JQL

Options

Custom Parameters

name: Parameter field

People

User: [admin](#)

Group: [jira-software-users](#)

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