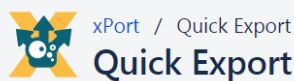# Settings

Permission settings:

Define Jira users and groups, who have access to shared reports and can create new subscriptions.

Jira Administrator global permission is needed to perform the following tasks:

- Create new templates
- Edit reports
- Share reports

xPort / Quick Export

Quick Export

Quick Export

TEMPLATES

Templates

REPORT

Report

SUBSCRIPTION

Subscription

SETTINGS

General

General Settings

xPort Manager Permissions

Define users and groups with access to shared reports and subscriptions.

User* [▼]

User with xPort Manager permission

Groups* [▼]

Groups with xPort Manager permission

Save   Cancel

Images

Images can be used in templates, e.g. a logo

- xPort-512.jpg 🗑

Upload image* [Choose File] No file chosen

Upload

Images

- Upload images in **xPort**
- Integrate images into templates

Supported formats

- png
- jpg
- gif

Adding images to templates can be done via the drop-down menu: **Other Images** or manually:

> *{cell.picture.**name**}*
>
> *name - the full name of the picture file including the file extension.*

If you still have questions, feel free to refer to our support team.