

# Subscriptions


## Features

Subscriptions generate

- automated performance records for employees
- automated emails with reports

To **create a new subscription** a name and a referenced report is necessary. Only the available reports for the user will show up in the select list. Multi select is also possible.

After this the details of the subscription have to be defined:

 xPort / Subscription

Overview

Quick Export

TEMPLATES

Templates

REPORT

Report

SUBSCRIPTION

Subscription

SETTINGS

General

Subscriptions Overview

+ New subscription

Filter names

Name	Report	Recipients	Plan	Functions
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 xPort / Subscription

New subscription

Quick Export

TEMPLATES

Templates

REPORT

Report

SUBSCRIPTION

Subscription

SETTINGS

General

Name\*

Recipients\*

Reports are sent per email. JIRA Mail Server is required

Reports\*

Choose an Export Template

Schedule\*

☒ Daily

☐ Days per Week

☐ Days per Month

☐ Advanced

Interval\*

once per day

at

1

00

am

The current server time is 28/Jun/19 11:56 AM - Central European Summer Time

[Cron Expression help](#)

Current Period

☐ Send the reports from the current period instead of the last.

Editable

☐ If only one recipient, allow editing the subscription

Save

Cancel

## Configuration parameters

- Admins can enter any recipients
- Multiple reports can be chosen
- Set up intervals through [CRON expressions](#) for periodically sent reports
- Option to send the current instead of last period
- Option to allow billing manager to edit the subscription if one recipient is defined

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