

Project - Scheduled Reports

Since Xporter 6.0.0, Project administrators can create Scheduled Reports on Project level.

All features related to administration of [Scheduled Reports](#) are included in this Scheduled Reports page.

Project settings

- Summary
- Details
- Re-index project
- Delete project
- Issue types
 - Bug
 - Epic
 - Story
 - Sub-task
 - Task
- Workflows
- Screens
- Fields
- Priorities
- Versions
- Components
- Users and roles
- Permissions
- Issue Security
- Notifications
- Project links
- Xporter
 - Templates
 - Scheduled Reports**
 - Permission Schemes
- Development tools
- Issue collectors

Add New Scheduled Report

File Information

Name*

Schedule Report identification when creating a schedule report 250 characters remaining.

Description

Brief description of the schedule report 500 characters remaining.

Scheduled

Cron Type* Basic Advanced

on at :

Export Data

Export Data* JQL Filter Xporter Reports

Template

Filename* Output Format

Filename of exported file

Actions

Scheduled Actions* [Configure new scheduled action.](#)

Configuration

Condition
The condition will evaluate if you have at least one issue to export in order to generate the report

Enable

[Create](#) [Cancel](#)



To access this page just choose a project from your Jira instance and go to Project Settings > Scheduled Reports.



Project settings



- Summary
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- Audit log
- Re-index project
- Delete project
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 - Story
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- Notifications
- Project links
- Hipchat integration
- Xporter
- Templates
- Scheduled Reports**

Scheduled Reports

Search... All

+ Add
Show 10 entries

Status	Name	Scheduled	Export Data	Actions	Last Modified	Operations
<input checked="" type="checkbox"/>	Scheduled Demo 3 weekly report - \${Project.Name}.odt Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus neque mauris, luctus ac ex nec, laculis varius nunc. Mauris in ... Show more	BASIC Every week on Friday at 18:00	 JQL: project = DEMO and updatedDate... Template: SampleBulkExportWIRTOC.d...	Save on Jira host: ...ha/Documents/reports/Demo Send Email Upload File: FTPS - server Show All	User (user) 2021-03-25 11:54	
<input type="checkbox"/>	Scheduled Demo 6 weekly report - \${Project.Name}.xlsx mmalesuada fames ac ante ipsum primis in faucibus.	ADVANCED 0 0 18 ? * 6	 JQL: project = DEMO and updatedDate... Template: IssueListExcel.xlsx	Save on Jira host: ...ha/Documents/reports/Demo Send Email Upload File: FTPS - server Show All	Administrator (a...) 2021-03-25 12:32	
<input checked="" type="checkbox"/>	Scheduled Demo 7 weekly report - \${Project.Name}.xlsx Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus neque mauris, luctus ac ex nec, laculis varius nunc. Mauris in ... Show more	BASIC Every week on Friday at 18:00	 JQL: project = DEMO and updatedDate... Template: IssueListExcel.xlsx	Save on Jira host: ...ha/Documents/reports/Demo Send Email Upload File: FTPS - server Show All	Administrator (a...) 2021-03-25 11:28	

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