

CSV Exports

Get started with CSV Exports

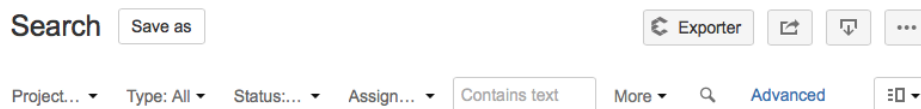
This article will guide you through the process to get CSV reports on Exporter. With it you will be able to export your issues and import them into another JIRA instance. With just few click and including issue's attachments (only Server) and comments.

Page content

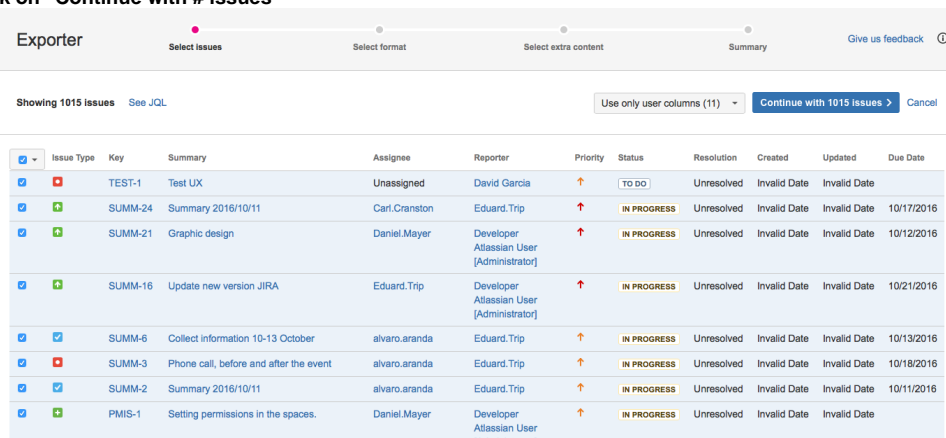
- Step 1: Go to Exporter from the JIRA Issue Navigator and select issues that you want to export
- Step 2: The format selection screen
- Step 3: The extra content screen
- Step 4: Just a final check and download

Step 1: Go to Exporter from the JIRA Issue Navigator and select issues that you want to export

1. Once you have the results of the filters in the Issue Navigator, click on **Exporter Button**



2. Once you are in the first Exporter Screen you can uncheck the issues that you don't want to export, by default all the issues are selected. **Click on "Continue with # issues"**

A screenshot of the JIRA Exporter screen. At the top, there is a progress bar with four steps: "Select issues", "Select format", "Select extra content", and "Summary". The "Select issues" step is currently active. Below the progress bar, there is a header "Exporter" and a "Give us feedback" link. The main content area shows "Showing 1015 issues" and a "See JQL" link. There is a dropdown menu for "Use only user columns (11)" and a "Continue with 1015 issues" button. Below this is a table of issues with columns for Issue Type, Key, Summary, Assignee, Reporter, Priority, Status, Resolution, Created, Updated, and Due Date. The table contains several rows of issue data, including keys like TEST-1, SUMM-24, SUMM-21, SUMM-16, SUMM-6, SUMM-3, SUMM-2, and PMIS-1.

Step 2: The format selection screen


1. The second step is to select the format of the export. Between all of them, **select CSV**.
2. You can choose the delimiter, select between Comma, Semicolon or the one that you prefer
3. **Click on "Continue with # issues"**

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Continue with 50003 issues > Cancel


How do you want to export your data?

Select the format you'd like to use



EXCEL

Downloading your file in Excel will permit you to visualize and manipulate the information



CSV


CSV format allows you to re-import your data into another JIRA instance.

Choose the delimiter that you want:

Comma

Semicolon

Custom




Link to issue

If you prefer you can link all your selected issues to another JIRA issue.

Step 3: The extra content screen

Do you feel that JIRA default information is not enough? No problem, with Exporter you can select the extra content that you want:

- **Comments:** Export the issues comments. You will have the comment's date, author and message.

 You can select more than one extra content, fee free to choose all of them

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Continue with 1 issues > Cancel

What extra content do you want to export?

Select one or more of the following extra content



Comments

Do you use comments heavily? (Us too!) Well, that's great, as you can include these too in the download format you have selected.

Select comments

1. Select the extra content that you wish to export
2. Click on "**Continue with # issues**"

Step 4: Just a final check and download

You will see a Summary screen showing the information that you want to export:

- Number of issues

- Format
- Extra content

1. Click on **Generate File** to start generating the exported file.

< Back Generate file Cancel

Summary
One final check

The progress bar shows three steps: 1. **50003 issues** (Use only user columns (11)) with a checkmark icon; 2. **Format** (CSV) with a document icon; 3. **Extra Content** (Attachments, Comments) with a document and speech bubble icon.

Generate file

i The process is pretty fast but if you are going to export a lot of issues (more than 10,000), it may take a bit longer. But no worry, while you prepare a coffee your export file will be ready, be patient.

2. Once the process finished you will see a confirmation screen. Click on "**Download file now**" to download the exported file

File ready for download

Go ahead and click Download. The file will be available the next 10 minutes.

A large, light gray folder icon is centered on the screen. Below it is a large, light gray downward-pointing arrow. At the bottom is a blue button with the text "Download file now" in white.

3. You can download the file as many times you wish during the next 10 minutes. After that time the file will be deleted. If you need to download it again please generate the file again. Just click on "**Back**" button and click on "**Generate file**"

Tips for using CSV Export.**Backup your issue data:**

You could use the CSV Export as backup maker. You may use .csv exported files to recover or review the issue data.

Export your issues to other management applications:

CSV data is a standard and a long-used model to transfer data between applications. That way, you can export your JIRA issues and import them onto others management system. Just as easy as you need.

Analyze your issue data with external applications:

You are able to use other external applications to analyze some metrics of your JIRA issues. CSV exported file will give you all the data you need to analyze making this process more agile.