

# Exporting Search Results to Microsoft Excel

JIRA enables you to easily export your search results from the [Issue Navigator](#) to Microsoft Excel. This can be a useful way to format data and create your own customised reports, graphs and charts.

## On this page:

- [Exporting to Microsoft Excel](#)
- [Related Topics](#)

## Exporting to Microsoft Excel

1. On the top navigation bar, click the **'Issues'** tab.
2. Refine your search, as described in ['Searching for Issues'](#), until the required results are displayed in the [Issue Navigator](#).

Please note:

- Large exports (e.g. many hundreds of issues) are not recommended.
- To change the number of issues that are exported, change the value of the **tempMax** parameter in the URL.

3. Click the **'Views'** menu, and select one of the following:
  - **'Excel (All fields)'** — this will create a spreadsheet column for every issue field (excluding comments).
  - **'Excel (Current fields)'** — this will create a spreadsheet column for the issue fields that are currently displayed in your [Issue Navigator](#).
4. A file called **'<My company's JIRA> - <My project>.xls'** will be created. Edit this file using Microsoft Excel and/or save it as required.

Here is a sample exported file, viewed in Microsoft Excel:

Microsoft Excel - Atlassian+JIRA+Extranet+--+Special+Projects-1.xls [Read-Only]

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U

A1

	A	B	C	D	E	F	G
1	<b>JIRA</b>						
2	Atlassian JIRA Extranet - Special Projects						
3	Displaying 128 issues as at 16/Feb/09 10:54 PM.						
4	<b>Issue Type</b>	<b>Key</b>	<b>Summary</b>	<b>Assignee</b>	<b>Reporter</b>	<b>Status</b>	<b>Resolution</b>
5	Book Request	<a href="#">BOOK-129</a>	The One Minute Manager - Blanchard & Johnson	Alyce Tinyow	Nicholas Muldoon	Open	UNRESOLVED
6	Book Request	<a href="#">BOOK-128</a>	Java Persistence with Hibernate by Christian Bauer and Gavin King	Alyce Tinyow	Shihab Hamid	Closed	Fixed
7	Book Request	<a href="#">BOOK-127</a>	Beginning iPhone Development: Exploring the iPhone SDK (Paperback)	Alyce Tinyow	Andreas Knecht	In Progress	UNRESOLVED
8	Book Request	<a href="#">BOOK-126</a>	Please order 10 copies of Mike Cohn's "User Stories Applied"	Alyce Tinyow	Melanie Carasso	Closed	Fixed
9	Book Request	<a href="#">BOOK-125</a>	The Web Application Hacker's Handbook: Discovering and Exploiting Security Flaws (Paperback)	Alyce Tinyow	Anton Mazkovi	Open	UNRESOLVED
10	Book Request	<a href="#">BOOK-124</a>	Groundswell	Alyce Tinyow	Robyn Munro	Open	UNRESOLVED
11	Book Request	<a href="#">BOOK-123</a>	Web Security Testing Cookbook	Alyce Tinyow	Andrew Prentice	Closed	Fixed
12	Book Request	<a href="#">BOOK-122</a>	Book request, Pulling Strings with Puppet	Alyce Tinyow	David Cheney	Closed	Fixed
13	Book Request	<a href="#">BOOK-121</a>	Book request, Automating Linux System Administration	Alyce Tinyow	David Cheney	Closed	Fixed
14	Book Request	<a href="#">BOOK-120</a>	Please order 4 (four) copies of "Do you Matter: How Great Design will make People Love your Company" for Design Team	Alyce Tinyow	Jay Rogers	Closed	Fixed
15	Book Request	<a href="#">BOOK-119</a>	User Stories Applied: For Agile Software Development (Addison-Wesley Signature Series) (Paperback)	Alyce Tinyow	Audra Eng	Closed	Fixed
16	Book Request	<a href="#">BOOK-118</a>	Practical API Design	Alyce Tinyow	Wesley-Smith	Closed	Fixed
17	Book Request	<a href="#">BOOK-117</a>	The First 90 Days: Critical Success Strategies for New Leaders at All Levels	Alyce Tinyow	Jay Rogers	Closed	Fixed
18	Book Request	<a href="#">BOOK-116</a>	Adrenaline Junkies and Template Zombies: Understanding Patterns of Project Behavior	Alyce Tinyow	Jay Rogers	Closed	Fixed
19	Book Request	<a href="#">BOOK-115</a>	Please order another copy of "Java Power Tools [ILLUSTRATED] (Paperback)"	Alyce Tinyow	Alex Wei	Closed	Won't Fix
20	Book Request	<a href="#">BOOK-114</a>	Programming-Collective-Intelligence	Alyce Tinyow	Nick Pellow	Closed	Task completed
21	Book Request	<a href="#">BOOK-113</a>	Please buy this book!	Alyce Tinyow	Stephen Russell	Open	UNRESOLVED
22	Book Request	<a href="#">BOOK-112</a>	SOA Using Java Web Services for JUG sponsorship	Alyce Tinyow	Robyn Munro	Closed	Fixed
23	Book Request	<a href="#">BOOK-111</a>	Quarterly marketing books	Rochell Lopez	Ben Naftzger	Closed	Task completed
24	Book Request	<a href="#">BOOK-110</a>	2 Copies of Maven: The Definitive Guide	Rochell Lopez	James Dumay	Closed	Task completed
25	Book Request	<a href="#">BOOK-109</a>	Book request: Greasemonkey Hacks	Alyce Tinyow	Jim Severino	Closed	Won't Fix
26	Book Request	<a href="#">BOOK-108</a>	The Pragmatic Programmer: From Journeyman to Master (ISBN 0-201-61622-X)	Alyce Tinyow	Eric Dalgliesh	Closed	Won't Fix
27	Book Request	<a href="#">BOOK-107</a>	Request for 'Influence: The Psychology of Persuasion' book by Robert B. Cialdini	Alyce Tinyow	David Soul	Resolved	Fixed
28	Book Request	<a href="#">BOOK-106</a>	Request for 'Hug Your Customers' book by Jack Mitchell	Alyce Tinyow	David Soul	Resolved	Fixed
29	Book Request	<a href="#">BOOK-105</a>	Ajax Security by Addison-Wesley Professional	Alyce Tinyow	Scott Harwood	Closed	Fixed
30	Book Request	<a href="#">BOOK-104</a>	Network Warrior [ILLUSTRATED] (Paperback)	Alyce Tinyow	Steve Smith	Closed	Fixed
31	Book Request	<a href="#">BOOK-103</a>	Practice of System and Network Administration, The (2nd Edition) (Paperback)	Alyce Tinyow	Steve Smith	Closed	Fixed

general\_report/

Ready

## Related Topics

- Exporting Search Results to Microsoft Word