

Spreadsheet Issue Editor for Jira Cloud - Getting Started

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About

The Spreadsheet Issue Editor app is a solution that allows you to quickly update issues during planning, backlog grooming, or prioritization session. It provides you with the following capabilities:

With Spreadsheet Issue Editor for Jira Cloud you can update the list of Jira issues without opening each task one by one. Add updates and change values of fields inline and on the fly.

With the app you can do the following:

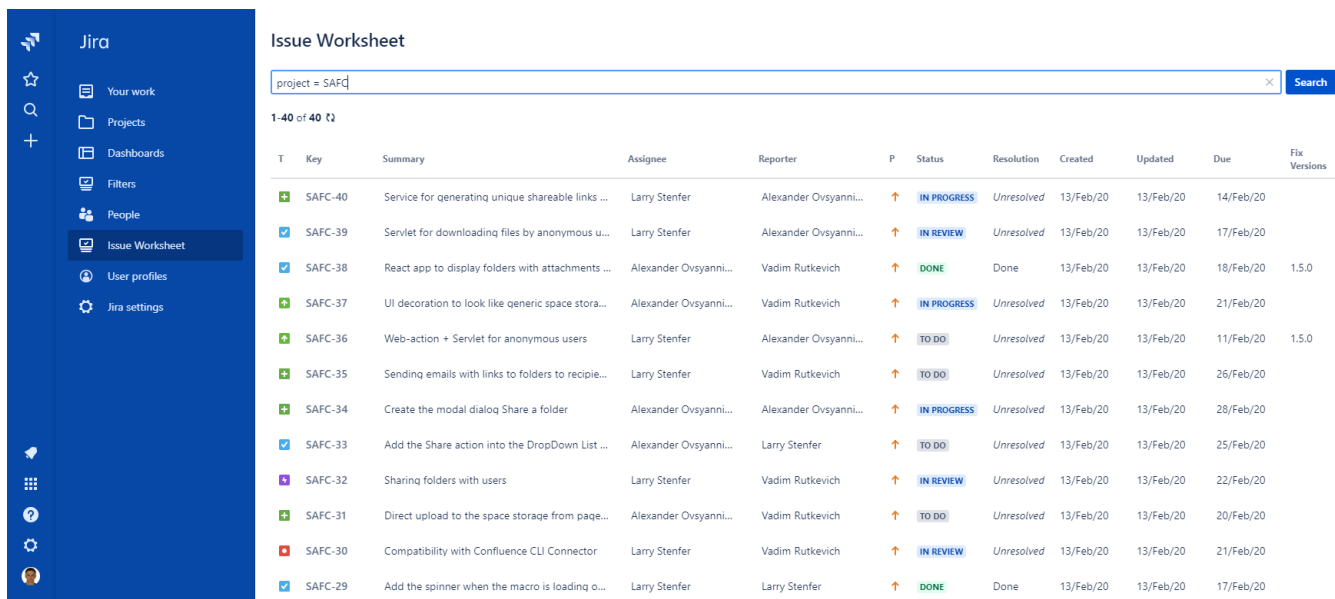
- backlog prioritization
- task distribution and assignment
- sprint or version planning
- backlog grooming
- project scope review
- requirement management

The app supports the editing of the following field types:

- text fields
- multi-line text fields
- user single pickers
- date pickers
- single and multiple select fields
- labels
- components
- sprint
- fix version
- linked issues

Viewing the list of issues

1. Open your Jira Cloud.
2. On the navigational sidebar, select **Spreadsheet Issue Editor**.
3. The app loads the list of all issues stored in your Jira Cloud.




The screenshot displays the Jira Issue Worksheet interface. On the left is a blue navigation sidebar with the Jira logo and various menu items: Your work, Projects, Dashboards, Filters, People, Issue Worksheet (highlighted), User profiles, and Jira settings. The main content area is titled "Issue Worksheet" and features a search bar with the text "project = SAFC". Below the search bar, it indicates "1-40 of 40" issues. A table lists the issues with the following columns: T (checkbox), Key, Summary, Assignee, Reporter, P (priority), Status, Resolution, Created, Updated, Due, and Fix Versions. The table contains 15 rows of issue data.

T	Key	Summary	Assignee	Reporter	P	Status	Resolution	Created	Updated	Due	Fix Versions
<input type="checkbox"/>	SAFC-40	Service for generating unique shareable links ...	Larry Stenfer	Alexander Ovsyanni...	↑	IN PROGRESS	Unresolved	13/Feb/20	13/Feb/20	14/Feb/20	
<input checked="" type="checkbox"/>	SAFC-39	Servlet for downloading files by anonymous u...	Larry Stenfer	Alexander Ovsyanni...	↑	IN REVIEW	Unresolved	13/Feb/20	13/Feb/20	17/Feb/20	
<input checked="" type="checkbox"/>	SAFC-38	React app to display folders with attachments ...	Alexander Ovsyanni...	Vadim Rutkevich	↑	DONE	Done	13/Feb/20	13/Feb/20	18/Feb/20	1.5.0
<input checked="" type="checkbox"/>	SAFC-37	UI decoration to look like generic space stora...	Alexander Ovsyanni...	Vadim Rutkevich	↑	IN PROGRESS	Unresolved	13/Feb/20	13/Feb/20	21/Feb/20	
<input checked="" type="checkbox"/>	SAFC-36	Web-action + Servlet for anonymous users	Larry Stenfer	Alexander Ovsyanni...	↑	TO DO	Unresolved	13/Feb/20	13/Feb/20	11/Feb/20	1.5.0
<input checked="" type="checkbox"/>	SAFC-35	Sending emails with links to folders to recipie...	Larry Stenfer	Vadim Rutkevich	↑	TO DO	Unresolved	13/Feb/20	13/Feb/20	26/Feb/20	
<input checked="" type="checkbox"/>	SAFC-34	Create the modal dialog Share a folder	Alexander Ovsyanni...	Alexander Ovsyanni...	↑	IN PROGRESS	Unresolved	13/Feb/20	13/Feb/20	28/Feb/20	
<input checked="" type="checkbox"/>	SAFC-33	Add the Share action into the DropDown List ...	Alexander Ovsyanni...	Larry Stenfer	↑	TO DO	Unresolved	13/Feb/20	13/Feb/20	25/Feb/20	
<input checked="" type="checkbox"/>	SAFC-32	Sharing folders with users	Larry Stenfer	Vadim Rutkevich	↑	IN REVIEW	Unresolved	13/Feb/20	13/Feb/20	22/Feb/20	
<input checked="" type="checkbox"/>	SAFC-31	Direct upload to the space storage from page...	Alexander Ovsyanni...	Vadim Rutkevich	↑	TO DO	Unresolved	13/Feb/20	13/Feb/20	20/Feb/20	
<input checked="" type="checkbox"/>	SAFC-30	Compatibility with Confluence CLI Connector	Larry Stenfer	Vadim Rutkevich	↑	IN REVIEW	Unresolved	13/Feb/20	13/Feb/20	21/Feb/20	
<input checked="" type="checkbox"/>	SAFC-29	Add the spinner when the macro is loading o...	Larry Stenfer	Larry Stenfer	↑	DONE	Done	13/Feb/20	13/Feb/20	17/Feb/20	

Searching for specific issues with JQL

1. Open **Spreadsheet Issue Editor**.
2. In the **JQL query** box, enter the JQL query.
3. Press **Enter** or click **Search**.

The app shows the list of Jira issues matching your JQL query.

 For the details on writing JQL queries, please check [this resource](#).

Managing views


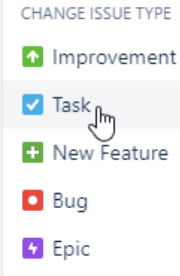






Changing the task type

1. On the list with Jira issues, locate the one which type you want to change.
2. Hover over the task type icon and click it.
3. Select the task type you want.

Issue Worksheet


project = SAFC

1-40 of 40 ↻

T	Key	Summary	Assignee	Reporter
	SAFC-40	Service for generating unique shareable links ...	Larry Stenfer	Alexander Ovsyanni...
		Servlet for downloading files by anonymous u...	Larry Stenfer	Alexander Ovsyanni...
	Improvement			
	Task	React app to display folders with attachments ...	Alexander Ovsyanni...	Vadim Rutkevich
	New Feature			
	Bug	UI decoration to look like generic space stora...	Alexander Ovsyanni...	Vadim Rutkevich
	Epic			
	SAFC-35	Sending emails with links to folders to recipie...	Larry Stenfer	Vadim Rutkevich

Changing the summary

1. On the list with Jira issues, locate the one which summary you want to change.
2. Hover over the task summary and click it.
3. Update the task summary.

4. Click the  button to save the new summary.

Issue Worksheet

T	Key	Summary	Assignee
+	SAFC-40	Service for generating unique shareable links giving access to folders with files	Larry Stenfer
✓	SAFC-39	Servlet for downloading files by anonymous users	Larry Stenfer
✓	SAFC-38	React app to display folders with attachments and navigation to anyo...	Alexander Ovsyanni...

Changing the assignee / reporter

1. On the list with Jira issues, locate the one which assignee or reporter you want to change.
2. Hover over the assignee or reporter and click it.
3. Start entering the user name.
4. Select the appropriate user from the prompted results.

Issue Worksheet

T	Key	Summary	Assignee
+	SAFC-40	Service for generating unique shareable links giving access to folders ...	alex
✓	SAFC-39	Servlet for downloading files by anonymous users	Alexander Kuznets...
✓	SAFC-38	React app to display folders with attachments and navigation to anyo...	Alexander Ovsyan...
+	SAFC-37	UI decoration to look like generic space storage UI for anonymous users	Alexander Ovsyanni...

Changing the priority

1. On the list with Jira issues, locate the one which priority you want to change.
2. Hover over the priority icon and click it.
3. Select the priority you want.

Assignee	Reporter	P	Status	Resolution	Created	Updated
Alexander Ovsyanni...	Alexander Ovsyanni...	↑	IN PROGRESS	Unresolved	13/Feb/20	14/Feb/20
Larry Stenfer	Alexander Ovsyanni...			Unresolved	13/Feb/20	13/Feb/20
.. Alexander Ovsyanni...	Vadim Rutkevich			Done	13/Feb/20	13/Feb/20
s Alexander Ovsyanni...	Vadim Rutkevich			Unresolved	13/Feb/20	13/Feb/20
Larry Stenfer	Alexander Ovsyanni...			Unresolved	13/Feb/20	13/Feb/20
Larry Stenfer	Vadim Rutkevich	↑	TO DO	Unresolved	13/Feb/20	13/Feb/20
Alexander Ovsyanni...	Alexander Ovsyanni...	↑	IN PROGRESS	Unresolved	13/Feb/20	13/Feb/20

CHANGE PRIORITY

↑ Highest

↑ High

↑ **Medium**

↓ Low

↓ Lowest

Changing the status

1. On the list with Jira issues, locate the one which status you want to change.
2. Hover over the status and click it.
3. Select the status you want.

Assignee	Reporter	P	Status	Resolution	Created	Updated
Alexander Ovsyanni...	Alexander Ovsyanni...	↑	IN PROGRESS	Unresolved	13/Feb/20	14/Feb/20
Larry Stenfer	Alexander Ovsyanni...	↑			13/Feb/20	13/Feb/20
Alexander Ovsyanni...	Vadim Rutkevich	↑			13/Feb/20	13/Feb/20
Alexander Ovsyanni...	Vadim Rutkevich	↑			13/Feb/20	13/Feb/20
Larry Stenfer	Alexander Ovsyanni...	↑	TO DO	Unresolved	13/Feb/20	13/Feb/20
Larry Stenfer	Vadim Rutkevich	↑	TO DO	Unresolved	13/Feb/20	13/Feb/20

CHANGE STATUS

To Do → **TO DO**

In Review → **IN REVIEW**

Done → **DONE**

Changing the status

1. On the list with Jira issues, locate the one which due date you want to change.
2. Hover over the field placeholder and click it.
3. Select the due date you want.

Reporter	P	Status	Resolution	Created	Updated	Due	Fix Versions
Alexander Ovsyanni...	↑	IN PROGRESS	Unresolved	13/Feb/20	14/Feb/20	14/Feb/20	
Alexander Ovsyanni...	↑	IN REVIEW	Unresolved	13/Feb/20	13/Feb/20	17/Feb/20	
Vadim Rutkevich	↑	DONE	Done	13/Feb/20			
Vadim Rutkevich	↑	IN PROGRESS	Unresolved	13/Feb/20			
Alexander Ovsyanni...	↑	TO DO	Unresolved	13/Feb/20			
Vadim Rutkevich	↑	TO DO	Unresolved	13/Feb/20			
Alexander Ovsyanni...	↑	IN PROGRESS	Unresolved	13/Feb/20			
Larry Stenfer	↑	TO DO	Unresolved	13/Feb/20			
Vadim Rutkevich	↑	IN REVIEW	Unresolved	13/Feb/20			

< **February 2020** >

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7