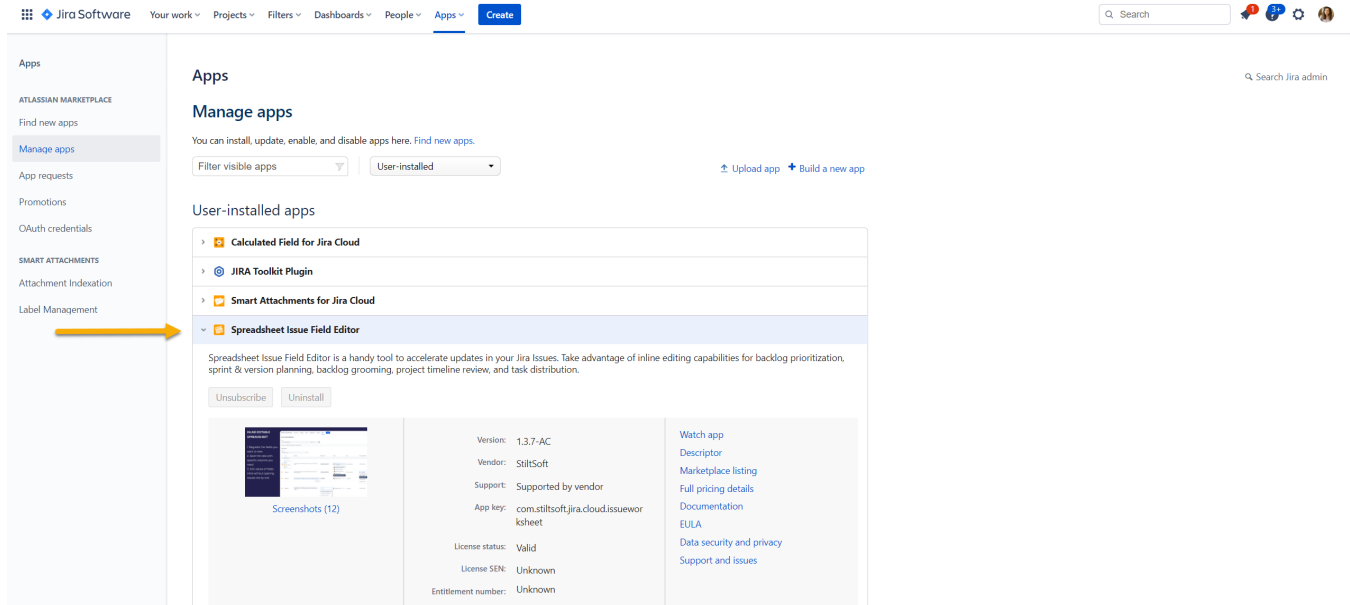


# How to start using the app

## Start using the app

1. Navigate to **Settings > Apps > Manage apps**
2. Click **Find new apps**
3. Search for **Spreadsheet Issue Field Editor** and install it.
4. You're all set.

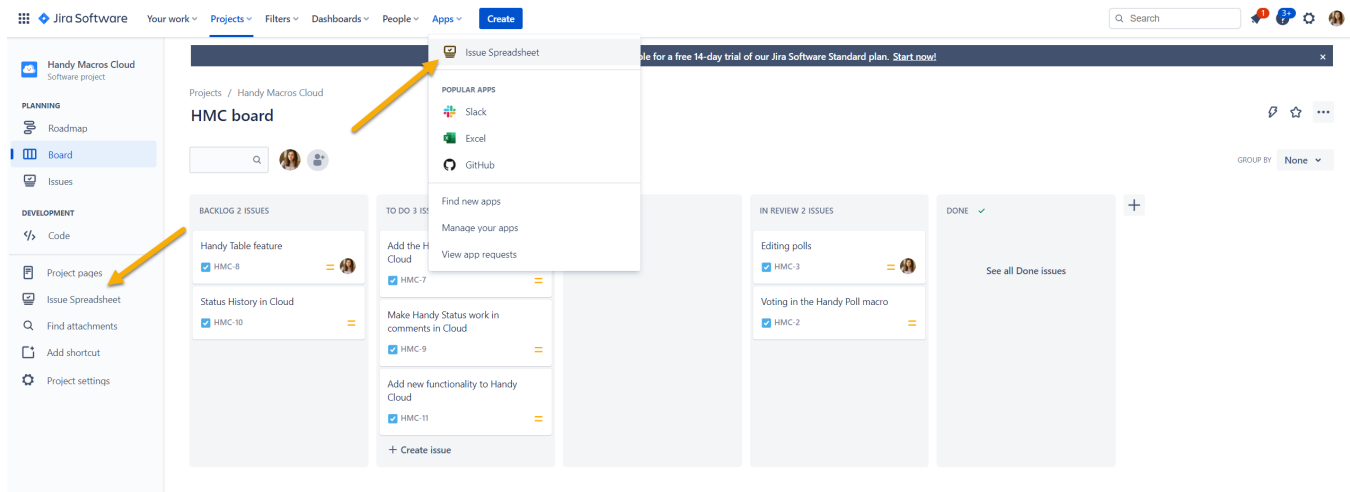


## Open Issue Spreadsheet

You can view, customize, and manage the list of your Jira Cloud issues in the Issue Spreadsheet section.

## Open the default view of Issue Spreadsheet

1. Navigate to **Apps > Issue Spreadsheet** at the Jira top navigation bar or select **Issue Spreadsheet** on the sidebar after choosing the Jira project.



2. The app loads the list of all issues stored in your Jira Cloud.

Jira Software Your work Projects Filters Dashboards People Apps Create

Handy Macros Cloud F... Software project

PLANNING

- HMCF board Board
- Roadmap
- Kanban board
- Reports

DEVELOPMENT

- Code
- Releases
- Project pages
- Issue Spreadsheet**
- Find attachments
- Add shortcut
- Project settings

You're in a company-managed project Learn more

## Issue Spreadsheet

View

Hide controls


Handy Macros Cloud Priority: All Issue Type: All Status: All Assignee: All Assignee in group: All Fix version: All Contains text Search Switch to JQL

1-11 of 11

Issue ranking Issue hierarchy Group by Select Group by

P	T	Key	Summary	Reporter	Project	Status	Resolution	Created	Assignee
+			Create issue						
=	✓	HMC-11	Add new functionality to Handy Cloud	Elena Ovdienko [Stilsoft]	Handy Macros Cloud	TO DO	Unresolved	5/Nov/21	Unassigned
=	✓	HMC-10	Status History in Cloud	Elena Ovdienko [Stilsoft]	Handy Macros Cloud	BACKLOG	Unresolved	5/Nov/21	Unassigned
=	✓	HMC-9	Make Handy Status work in comments in Cloud	Elena Ovdienko [Stilsoft]	Handy Macros Cloud	TO DO	Unresolved	5/Nov/21	Unassigned
=	✓	HMC-8	Handy Table feature	Elena Ovdienko [Stilsoft]	Handy Macros Cloud	BACKLOG	Unresolved	5/Nov/21	Elena Ovdienko [Stilsoft]
=	✓	HMC-7	Add the Handy button feature in Cloud	Elena Ovdienko [Stilsoft]	Handy Macros Cloud	TO DO	Unresolved	5/Nov/21	Unassigned
=	✓	HMC-3	Editing polls	Elena Ovdienko [Stilsoft]	Handy Macros Cloud	IN REVIEW	Unresolved	5/Nov/21	Elena Ovdienko [Stilsoft]
=	✓	HMC-2	Voting in the Handy Poll macro	Elena Ovdienko [Stilsoft]	Handy Macros Cloud	IN REVIEW	Unresolved	5/Nov/21	Unassigned
=	✓	HMC-6	Rendering the Handy Poll (multiple choice) macro on the page	Elena Ovdienko [Stilsoft]	Handy Macros Cloud	DONE	Done	5/Nov/21	Unassigned
=	✓	HMC-5	Rendering the Handy Poll (single choice) macro on the page	Elena Ovdienko [Stilsoft]	Handy Macros Cloud	DONE	Done	5/Nov/21	Unassigned
=	✓	HMC-4	Inserting the Handy Poll macro on the page	Elena Ovdienko [Stilsoft]	Handy Macros Cloud	DONE	Done	5/Nov/21	Unassigned
✓	✓	HMC-1	Managing and ranking vote options in polls	Elena Ovdienko [Stilsoft]	Handy Macros Cloud	DONE	Done	5/Nov/21	Elena Ovdienko [Stilsoft]

## Open Issue Spreadsheet from the Jira search

1. Navigate to the Jira search panel.
2. Click Advanced issue search.
3. Click the  icon.
4. Issue Spreadsheet opens with the view corresponding to the entered JQL query.

Jira Software Your work Projects Filters Dashboards People Apps Create

Filters

Search issues

OTHER

- My open issues
- Reported by me
- All issues
- Open issues
- Done issues
- Viewed recently
- Created recently
- Resolved recently
- Updated recently
- View all filters

## Search

Save as

project = HMC ORDER BY created ASC

1-11 of 11

T	Key	Summary	Assignee	Reporter	P	Status	Resolution	Created	Updated	Due	
✓	HMC-1	Managing and ranking vote options in polls	Elena Ovdienko	Elena Ovdienko	✓	DONE	Done	05/Nov/21	23/Feb/22	12/Mar/22	...
✓	HMC-2	Voting in the Handy Poll macro	Unassigned	Elena Ovdienko	✓	IN REVIEW	Unresolved	05/Nov/21	23/Feb/22		
✓	HMC-3	Editing polls	Elena Ovdienko	Elena Ovdienko	✓	IN REVIEW	Unresolved	05/Nov/21	23/Feb/22		
✓	HMC-4	Inserting the Handy Poll macro on the page	Unassigned	Elena Ovdienko	✓	DONE	Done	05/Nov/21	23/Feb/22		
✓	HMC-5	Rendering the Handy Poll (single choice) macro on the page	Unassigned	Elena Ovdienko	✓	DONE	Done	05/Nov/21	23/Feb/22		
✓	HMC-6	Rendering the Handy Poll (multiple choice) macro on the page	Unassigned	Elena Ovdienko	✓	DONE	Done	05/Nov/21	23/Feb/22		
✓	HMC-7	Add the Handy button feature in Cloud	Unassigned	Elena Ovdienko	✓	TO DO	Unresolved	05/Nov/21	05/Nov/21		
✓	HMC-8	Handy Table feature	Elena Ovdienko	Elena Ovdienko	✓	BACKLOG	Unresolved	05/Nov/21	23/Feb/22		
✓	HMC-9	Make Handy Status work in comments in Cloud	Unassigned	Elena Ovdienko	✓	TO DO	Unresolved	05/Nov/21	23/Feb/22		
✓	HMC-10	Status History in Cloud	Unassigned	Elena Ovdienko	✓	BACKLOG	Unresolved	05/Nov/21	23/Feb/22		
✓	HMC-11	Add new functionality to Handy Cloud	Unassigned	Elena Ovdienko	✓	TO DO	Unresolved	05/Nov/21	23/Feb/22		