Export Tests using JIRA built-in features

Exporting tests can be done in different ways: either by using some of Jira's built-in features (which vary from Jira version to Jira version) or by using Xporte r app. What you can do with Jira out-of-the-box may be rather limited but it may be enough to address your needs. If you want to have full control over the layout and the format of the generated document, then Xporter is the way to go.

- Export to a printable layout / PDF
- Export to CSV
- Export Test to XML
- Export Test Runs to CSV

Jira lets you export your data in CSV or Excel (file is saved as XLS, but you can open it with your spreadsheet tool and export it to CSV). Xray custom fields are compatible with this function. Even Manual Test Steps field can be exported in a JSON format so that it can be imported back to Jira directly.

Please note

Since Jira 7.2, Jira only provided the ability to export issues to CSV in a limited way; recent versions do not support natively the ability of exporting to Excel.

If you need to export issues, including your Tests, to Excel or fully customizable templates, then we recommend you use the Xporter app.

Export to a printable layout / PDF

Recent versions of Jira give the ability to export issues, including Xray Tests, to a printable, non-customizable, layout.

You just need to go to Issues > Search, select the Test issues, and the column "Manual Test Steps", if you're aiming to export manual test cases.

🚸 Jira Software 🗉	Dashboards 🗸	Projects 🗸	Issues 🗸	 Boards 	Tests 🗸	Create	Search	q	λ τ	۰ ۴	o 🍘
New search «	Search	Save as]				 < s	hare	🖞 Export	v c	≯Tools ∽
Find filters	project =	STORE AN	D issuetype	e = Test AND	"Test Type" =	Manual	ORDER BY key ASC	C	Search	Basic	= ~
FILTERS My open issues Reported by me	1–8 of 8₹2	Status	Treated	Indated	Development	Man	ing Toet Stans			Co	olumns 🗸
All issues Open issues Done issues Viewed recently Created recently Updated recently Updated recently Updated recently All Requirements All Test Execs All Tests	store-27	TO DO 2	24/Apr/20	24/Apr/20	Urrengiment	3	Action Open the Change Password screen by selecting the option "My Profile > Password" Data - Expected Result Current Password fields with data Data Current Password: passw0rd Confirm New passw0rd: passw0rd Confirm New passw0				
	STORE-28	<u>TO DO</u> 2	24/Apr/20	24/Apr/20		2	Action Open the App, choose option My Profile > Logout. Data - Expected Result - Action On the login screen, select option I lost my password. Data - Expected Result - Cation On the email field, provide the address data and press Reset my Password. Data Email: user@test.com				
							Email: user@test.com				

Then you can "export" them to a printable, non-customizable, layout, by clicking on **Export > Printable**.

Search Save as		< Share 🚹 Export 🗸	🗘 Tools 🗸			
		Printable				
project = STORE AND issuetype = Test AND "Test Type" = M	nual ORDER BY key ASC	Full Content	asic = ~			
1–8 of 8∛)		RSS (Issues) RSS (Comments)	Columns v			
Key Status Created Updated Development	Manual Test Steps	CSV (All fields) CSV (Current fields)				
STORE-27 TO DO 24/Apr/20 24/Apr/20	1 Action Open the Change Password screen by selecting the option "My Profile > Password"	HTML (All fields) HTML (Current fields)				
	Data	XML				
	-	Word				
	Expected Result	Dashboard charts				
	2 Action Fill the password fields with data	XLSX (Current fields) Xporter				
	Data Current Password; passw0rd New Password: p4ssw0rd Confirm New Password: p4ssw0rd					
	Expected Result Error: "Current password is incorrect"					
	3 Action Close error message and fill again the password fields with data					
	Data					

Which will generate something like...

Jira Project: Book	Store										
Type: Test Test Type: Ma	anual										
Sorted by: Ke 1–8 of 8 as a	y ascend t: 18/Jun	ing /20 1:44 PM									
Кеу	Status	Created	Updated	Development	Manu	Jal Test Steps					
STORE-27	TO DO	24/Apr/20	24/Apr/20		1	Action Open the Change Password screen by selecting the option "My Profile > Password"					
						Data -					
						Expected Result					
					2	Action Fill the password fields with data					
						Data Current Password: passw0rd New Password: p4ssw0rd Confirm New Password: p4ssw0rd					
						Expected Result Error: "Current password is incorrect"					
					3	Action Close error message and fill again the password fields with data					
						Data Current Password: PAssword New Password: password Confirm New Password: password					
						Expected Result Error: "New password is too simple"					
					4	Action Close error message and fill again the password fields with data					
						Data Current Password: P4ssw0rd New Password: P4ssw0rd Confirm New Password: P4ssw0rd					
						Expected Result Information message: "Password successfully changed"					
STORE-28	TO DO	24/Apr/20	24/Apr/20		1	Action Open the App, choose option My Profile > Logout.					
						Data					
						Expected Result					
					2	Action On the login screen, select option I lost my password.					
						Data -					
						Expected Result					
					3	Action On the email field, provide the address data and press Reset my Password.					
						Data Email: user@test.com					
						Expected Result Information message:					

Then the browser can be used to print this to paper or, eventually, to PDF (if the browser supports this natively or if there is a custom printer driver for this purpose).

Export to CSV

If you want to export to CSV to have an Excel-like sheet, with the steps in a readable way, exporting to CSV using Jira will not provide you that ability (Xporter would be the proper solution).

If you want to export the Test definition (Test's description and manual test steps) in order to import them once again, you may use the following approach.

Go to Issues > Search, select the Test issues, and the column "Manual Test Steps"; that column has the steps in HTML but when you export them to CSV, they will be converted into a JSON format within the CSV column.

Search	Save a	S					< Share 🚹 Export 🗸		🕽 Tools 🗸
o project	project = STORE AND issuetype = Test AND "Test Type" = Manual ORDER BY key ASC								≡ ~
1–8 of 8()							RSS (Issues) RSS (Comments)	C	olumns 🗸
Кеу 🕇	Status	Created	Updated	Development	Man	ual Test Steps	CSV (All fields) CSV (Current fields)		
STORE-27	TO DO	24/Apr/20	24/Apr/20		1	Action Open the Change Password screen by selecting the option "My Profile > Password" Data	HTML (All fields) HTML (Current fields) XML		
						- Expected Result	Word Dashboard charts		
					2	Action Fill the password fields with data	XLSX (Current fields) Xporter		
				Data Current Password: passw0rd New Password: p4ssw0rd Confirm New Password: p4ssw0rd					
				Expected Result Error: "Current password is incorrect"					
					3	Action Close error message and fill again the password fields with data			
					Data Current Password: P4ssw0rd New Password: password Confirm New Password: password				

Home	Inse	rt Page Layout	Formulas	Data	Review	View						🖓 Tell m
•	X	Calibri (Body) 💌 12	2 • A• A	·-	= _	≫ •	📑 Vrap Text	General	•	↓ • √	•	•
Paste	✓	BIU	• <u>•</u> • <u>A</u>		= =	◆ ∃ ◆ ∃	↔ Merge & Center ▼	🤳 • % 💙	◆.0 .00 .00 ◆.0	Conditional Forma Formatting as Tabl	t Cell e Styles	Insert I
S Possible Data Loss Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.												
12	A ×	$\sqrt{-f_x} = [{"id":18}]$	90."index":1."s	ten":"*pre	ss* 1"."dat	a":""."result'	":"1 should appear on scre	en"."attachments"	':[{"id":1119	"fileName":"calcula	ator_step1.r	ng","fileIcor

A	В	С	D	E	F	G	н	1	J
								Custom field (Manual	
Issue Type	Issue key	Issue id	Summary	Priority	Status	Created	Assignee	Test Steps (Export))	Custom field (Manual Test Steps)
								<table <="" border="1" td=""><td>[{"id":1890,"index":1,"step":"*press* 1","data":"","result":"1 should appear on</td></table>	[{"id":1890,"index":1,"step":"*press* 1","data":"","result":"1 should appear on
								bordercolor='#79a1c9'	screen","attachments":[{"id":1119,"fileName":"calculator_step1.png","fileIcor
								style='background-	":"image.gif","fileIconAlt":"PNG File","fileSize":"14
								color:#79a1c9'	kB","numericalFileSize":0,"created":"Friday 10:19
								width='100%'	AM","author":"admin"}]},{"id":1891,"index":2,"step":"press symbol
								cellpadding='3'	key","data":"+","result":"+","attachments":[]},{"id":1892,"index":3,"step":"pre
								cellspacing='3'> <td< td=""><td>SS</td></td<>	SS
								>Step>>>>>>	2","data":"","result":"2","attachments":[]},{"id":1893,"index":4,"step":"press
								d>Inputs/Data <td< td=""><td>symbol key","data":"\u003d","result":"3 should appear on screen as being the</td></td<>	symbol key","data":"\u003d","result":"3 should appear on screen as being the
								>Expected	calculated sum value","attachments":[]}]
								Results<	
								d>1 pr	
								ess	
								1<	
								d>1 should appear	
								on	
								screen<	
								r>2pr	
								ess symbol	
								key++	
								/p>+	
								3 <td></td>	
								d>press	
								2<	
-								d>2	
lest	CALC-2131	19526	Manual Tes	t Irivial	Open	###########	admin	<table border="1</td"><td></td></table>	
								bordercolor='#79a1c9'	

Export Test to XML

Xray Test issues can be exported to XML. This export differs from the Jira default action for exporting to XML. Rather than exporting all fields, the Xray export action will only export to XML the most relevant fields for Tests, such as the Test definition fields, Pre-Conditions and some issue-tracking information.

To export a Test issue to XML,

Step 1: Open the Test issue view page.

Step 2: Select More > Export Test to XML. The resulting XML file will be downloaded to the browser.

Calculator / CALC-1 Add two numbers											
P Edit O C	omment Assign More -	Start Progress Resolve Issue Wor	rkflow 👻		lul Export ◄						
Priority: Affects Version/s: Labels:	Log Work Attach Files Attach Screenshot	Resolution: U Fix Version/s: N	Jnresolved None	Template: Output format:	Sample Template						
Description This tests the add	Voters Stop Watching				🛃 Export						
Test Details	Create Sub-Task	-		People Assignee:	Administrator						
Type: Cucumber Type:	Move Link			Reporter: Votes:	Administrator Vote for this issue						
Steps:	Clone Labels	<pre><input_1> into the calculator input_2> into the calculator</input_1></pre>		Dates	Stop watching this issue						
	Delete Export to Cucumber	ld be <output> on the screen</output>		Created: Updated:	26/Nov/13 9:40 AM 30/Apr/14 11:59 AM						
(Export Test to XML Permission Helper Notification Helper	2 button output add 50 add 7 add 40									

Export Test Runs to CSV

Xray Test Runs can be exported to CSV. Xray export action will export to CSV the most relevant fields for Test Runs such as:

- Test KeyTest Execution Key
- Executed By
- AssigneeStart
- Finish
- Defects issue keys (list separated by ",")
 Attachment JIRA links (list separated by ",")
 Comment
- Status

To export a Test Run to CSV,

Step 1: Open the Test issue view page.

Step 2: Select More > Export Test Runs to CSV. The resulting CSV file will be downloaded to the browser.

Calculator Test S	CALC-61							
🖋 Edit 🛛 🖓 Co	omment Assign More -	Start Progress	Resolve Issue	Close Issue	Admin -			
Details	Log Work							
Type: Priority:	Attach Files Attach Screenshot		Status: Resolutio	on:	OPEN (View Workflo Unresolved	w)		
Affects Version/s: Labels:	Voters Stop Watching		Fix Versi	on/s:	None			
Description Click to add desci	Create Sub-Task Convert to Sub-Task							
Test Details	Move Link Clone							
Definition:	Labels Delete	on.com/projects/math/qualitytests/TestScientificMode.java						
Pre-Condition —	Export Test to XML							
This test is not as	Export Test Runs to CSV Export Test as Text	Export the Test Runs t	o a CSV file			Associate Pre-Condition		