How to export .html file from Jira
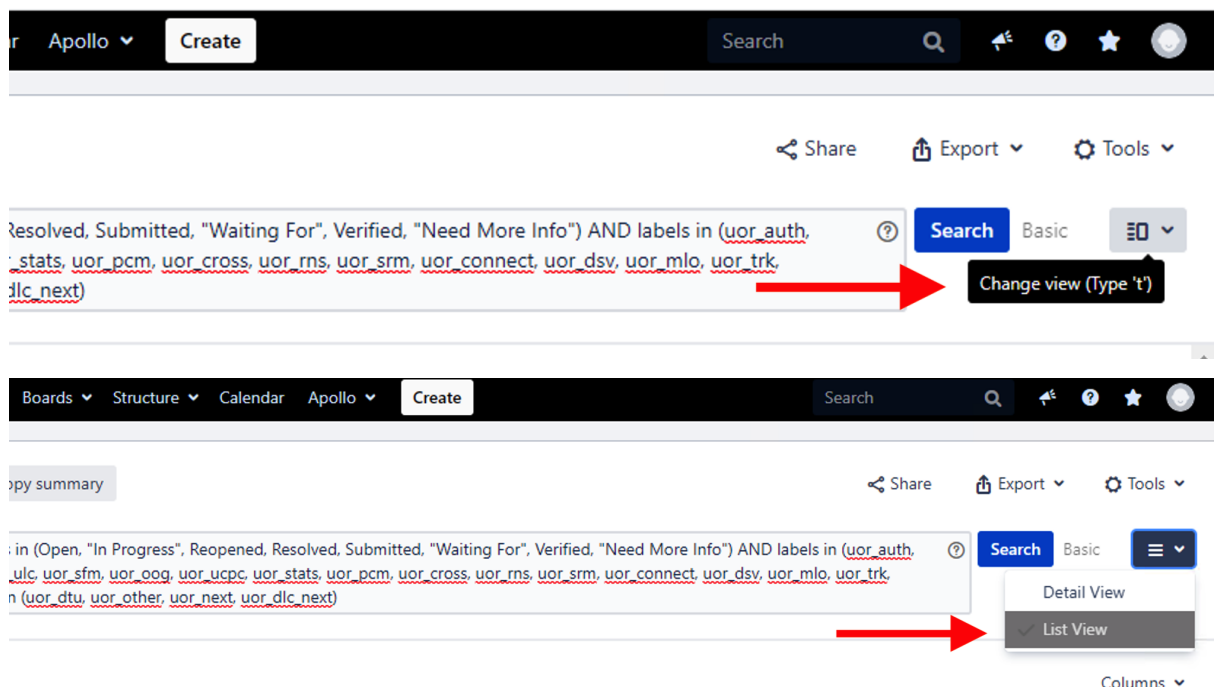
1) Open jira and make a search for all open and applicable issues for your project.
   To do so you may want to follow "Issues -> Search for issues" in Jira upper menu and make a search request with something like this:
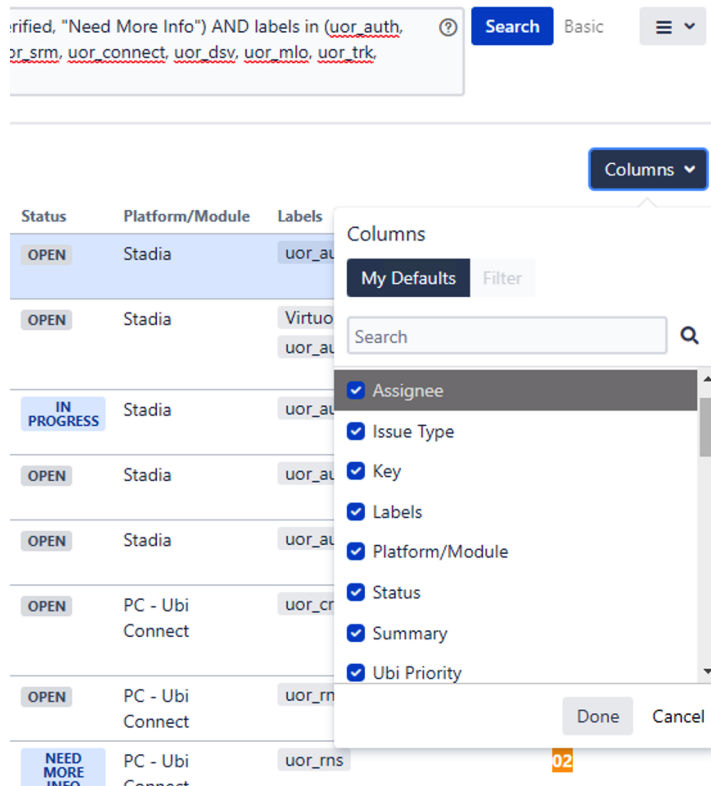
   project = PROJECTNAME AND status in (Open, "In Progress", Reopened, Resolved, Submitted, "Waiting For", Verified, "Need More Info") AND labels in (uor_auth, uor_ubsvr, uor_news, uor_ulc, uor_sfm, uor_oog, uor_ucpc, uor_stats, uor_pcm, uor_cross, uor_rns, uor_srm, uor_connect, uor_dsv, uor_mlo, uor_trk, uor_nw) AND labels not in (uor_dtu, uor_other, uor_next, uor_dlc_next)

   Where "PROJECTNAME" should be changed in accordance with your current project. Please also note that the "status" list may also need to be changed.
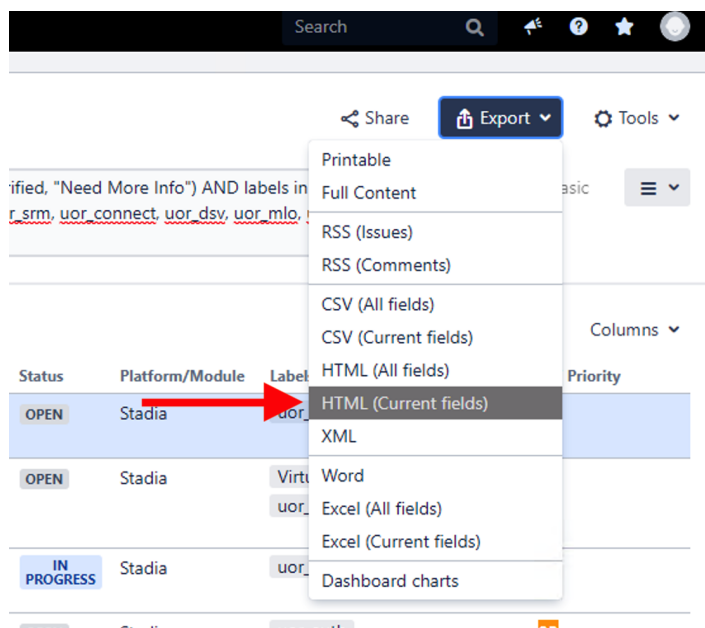
2) As you will have the list of your current issues found, please switch view to the "List View" mode if you are in "Detail View":

3) Now please adjust the Columns list in the dropdown menu, to make sure you have "Key", "Summary", "Assignee", "Status", "Platforms", "Labels" and "Ubi Priority":

4) You may want to sort issues by Ubi Priority here.

5) Time to download the .html. Just click "Export" button and select "HTML (Current fields)":

6) Well done! Now you can upload this .html file to the tool.