Asset Importer for Google Sheets & Drive

Scheduled, mapped imports from Google Sheets and Drive files into Jira Assets — so the lists your teams already keep in Google become live CMDB records.

Keep the sheet. Sync the CMDB.

SOURCE	ACCESS	SYNC
Google Sheets, CSV and JSON files in Drive	A service account that sees only shared files	Schedule, webhook or manual run

The register already exists. It is a spreadsheet.

Laptops, licences, vendors, locations — a lot of asset data starts life in a shared Google Sheet because it is easy to edit. The hard part is getting it into Jira Assets, where requests, incidents and changes can reference it.

WHERE THE GAP SHOWS UP

01 Two versions of the truth — the sheet is current, the CMDB is not.

02 Manual exports — download as CSV, clean up, upload, every time the sheet changes.

03 Brittle scripts — custom jobs that only one person understands.

04 Over-sharing — broad Drive access granted just to move one file.

WHAT THE IMPORTER CHANGES

SOURCE	The sheet stays in Drive; the import reads it by URL.
ACCESS	Only files shared with the service account are readable.
MAPPING	Key, label and columns chosen once; the object type is created for you.
CADENCE	An interval schedule keeps Assets in step with edits.
TRIGGERS	A webhook, or a manual run from the Jira UI.
TRACE	Detailed logs show what each run imported.

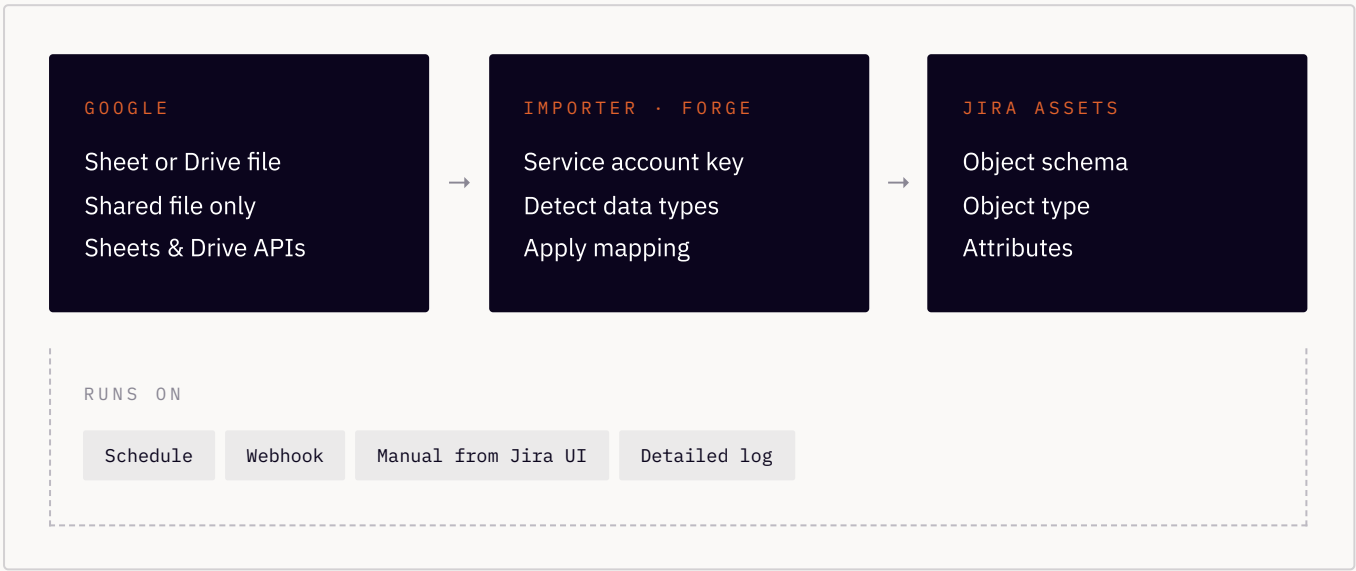
THE OUTCOME

Let people keep editing the sheet they know. Jira Assets picks up the change on schedule — and requests, incidents and changes reference real objects.

ONE SOURCE OF TRUTH | NO MANUAL EXPORTS | LEAST-PRIVILEGE ACCESS

Shared with one account. Nothing more.

The importer runs on Atlassian Forge and authenticates with a Google service account. It reads exactly the files you share with that account — not the rest of your Drive.



NO VENDOR ACCESS

Runs entirely on Atlassian Forge. Data stays within your Jira instance and is never stored by or transferred to Rixter.

CREDENTIALS

The service account key is kept encrypted in the Forge secret store. Schema admins who create imports can see it — assign that role accordingly.

SETTING UP THE SERVICE ACCOUNT

PROJECT	Create a Google Cloud project for the importer.
APIS	Enable the Google Sheets and Drive APIs.
EXTERNAL	Google flags the share as external — the account lives on its own domain.
ACCOUNT	Create a service account and download a JSON key.
SHARING	Share each source file with the service account’s email.
IN JIRA	Paste the key, choose the scope, load the file URL and map.

Start with the sheet people trust.

Pick the sheet that is already treated as the register, get its mapping right, then turn on automation.

01 Create the account

A Google Cloud service account with the Sheets and Drive APIs enabled.

02 Share the file

Share only the source sheet with the service account's email.

03 Add the import

Give the app the Object schema managers role and create a Google File Importer import.

04 Load and map

Paste the file URL, load it, and choose key, label and columns.

05 Check the second row

Data types are inferred from it — make sure it is representative.

06 Run, then schedule

Import manually, review the log, then enable the schedule or a webhook.

WHERE TEAMS USE IT

IT	FACILITIES	PROCUREMENT	SOFTWARE	PEOPLE
Device lists kept by the service desk	Locations, rooms and equipment	Vendors and contracts	Licence registers	Teams and owners for assignment

THE TAKEAWAY

The best import is the one nobody has to remember to run.

Turn your Google Sheets into live Assets.

Tell us which sheet your team treats as the real register, and we will show you how to sync it.

rixter

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Asset Importer reads only files shared with the configured service account and writes to Jira Assets within your Atlassian site; Google Workspace sharing policy remains yours to govern. Capabilities referenced were verified against Rixter and Atlassian public product material, October 2026.