Tracking Time

Time tracker lets you keep an eye on your work progress and know how much work has been done.

> ⚠ Time tracker tool integrates with JIRA work logs (available for JIRA 3.10 or later).

Selecting an Issue as Your Current Work

To set an issue as your current work:

1. Select an issue in the Issues Table, navigate to **Time | Open Time Tracker** menu item or press **Ctrl + G** (**+ I**).

> ✅ You can also click JIRA Client icon if it is minimized to the *system tray* (*status bar* for Macintosh) and select **Open Time Tracker**.

The issue becomes your current work. **Time** icon 🕐 appears in the **Flags** column in the Issues Table for the selected issue), time tracking is started, and the **Time Tracker** window opens displaying the following information:

- last work time (time spent by me, total time spent),
- date/time the work started,
- time spent,
- remaining time (if available).
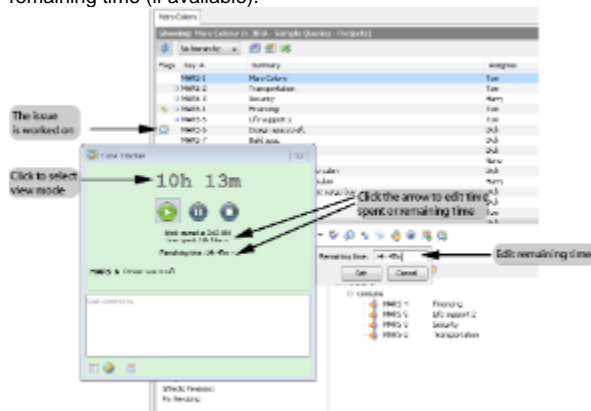
1. To edit the **Time spent** or **Remaining time** fields, click the arrow buttons ▶ and type new values in popup windows.
2. Type comments for the task you are working on.

> ⚠ You can work on only one issue at a time. If you try to edit the work entry that overlaps other entries, they could be adjusted. Here is an example:
> You may have recorded time worked on issue X from 10:00 to 12:00. If you switch to issue Y and set the start time to 11:00, the time record for issue X is *adjusted* from 10:00 to 11:00. If you set the start time to 9:00, the record for issue X is *removed*.

To pause work:

- In the **Time Tracker** window, click **Pause** button or press **Ctrl + 9** (**+ 9**).

To stop work:

- In the **Time Tracker** window, click **Stop** button, or use **Stop work** button 🕐 on the issue toolbar, or press **Ctrl + 0** (**+ 0**).

> ✅ JIRA Client detects periods when you don't not use your computer or when it's asleep, and it can automatically turn on pause in time tracking. You can adjust auto-pause settings selecting **Time | Time Tracking Options** menu item.

Editing Start and Remaining Time of Current Work Period

To adjust the start time of your work period:

- Click the arrow near the **Time spent** field ▶ in the **Time Tracker** window, adjust a new time in a pop-up window and click **Set**.
  The start time changes.

⚠

⚠️ Please note that you can work on only one issue at a time. If you try to edit the work period that overlaps another one, the time entry which is overlapped will be removed as shown on picture below.

To edit the remaining time:

- Click the arrow near the **Remaining time** field ▶ in the **Time Tracker** window, type the remaining time value and click **Set**.
  The remaining time changes.

Editing Time Sheets and Publishing Work Logs

JIRA Client aggregates information on the time you spend on your issues and lets you analyze and edit your workload in *time sheet* and publish it as JIRA *work logs*.

To edit and publish your work logs:

- Use one of these options:
    - select **Time | Edit and Publish Time** menu item,
    - press **Ctrl + Shift + M** (**+** **+ I**),
    - press **Edit and Publish Time...** 🔲 button on the application toolbar.

    - open the **Time Tracker** window and press **Edit and Publish Time...** button 🔲 in its lower-left part.
      The **Edit and Publish Time** dialog opens. **Summary** tab provides an overview of the issues you worked on and allows you to edit time spent and remaining time (if available), the **Timesheet** tab lets you view and edit all time records for your issues.

Working with the summary of time records

The **Summary** tab of the **Edit and Publish** time dialog lists time records which you can publish and lets you view and edit the time you spent on your issues and remaining time.

To edit the time record:

1. Select the time record and double-click the number in the **Time Spent** or **Remaining Time** cell.
2. Type a new value and press **Enter**.
3. Click **Save Changes** button to save your changes and **Publish** to upload them.
   If the **Upload changes to JIRA immediately** option is selected, the time record is published immediately, otherwise it gets to Outbox folder and you need to upload your changes manually later.

To publish the time record:

- Navigate to a desired time record, select a check-box in the **Publish** cell and click the **Publish** button.
  If the **Upload changes to JIRA immediately** option is selected, the time record is published immediately, otherwise it gets to Outbox folder and you need to upload your changes manually later.

Working with Time Sheets

The **Timesheet** tab of the **Edit and Publish Time** dialog lets you:

- analyze the details of all time records for issues you turned on the time tracking on,
- view and add a time record for a *particular date*,
- add, edit, and remove the time period for a particular *time record*.

To add a work period:

1. Select a time record or a particular date in the **Publish Hours Worked** table and click **Add** button on the toolbar.
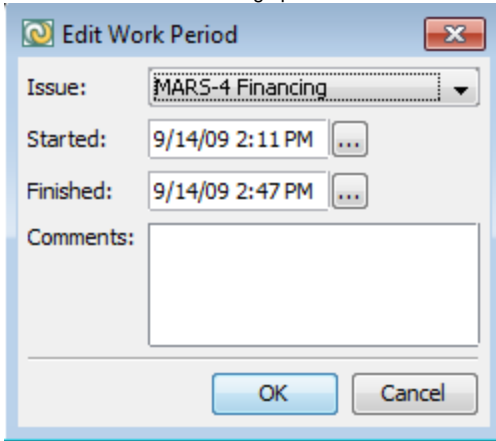   The **Add Work Period** dialog opens.

2. Add desired information on a work period, provide a comment and click **OK**.
   The time record is added to the table; the total time is adjusted accordingly.

To edit a time record:

1. Select a time record in the lower part of the window and click **Edit** [icon] button on the toolbar.
   The **Edit Work Period** dialog opens.

2. Make desired modifications and click **OK**.
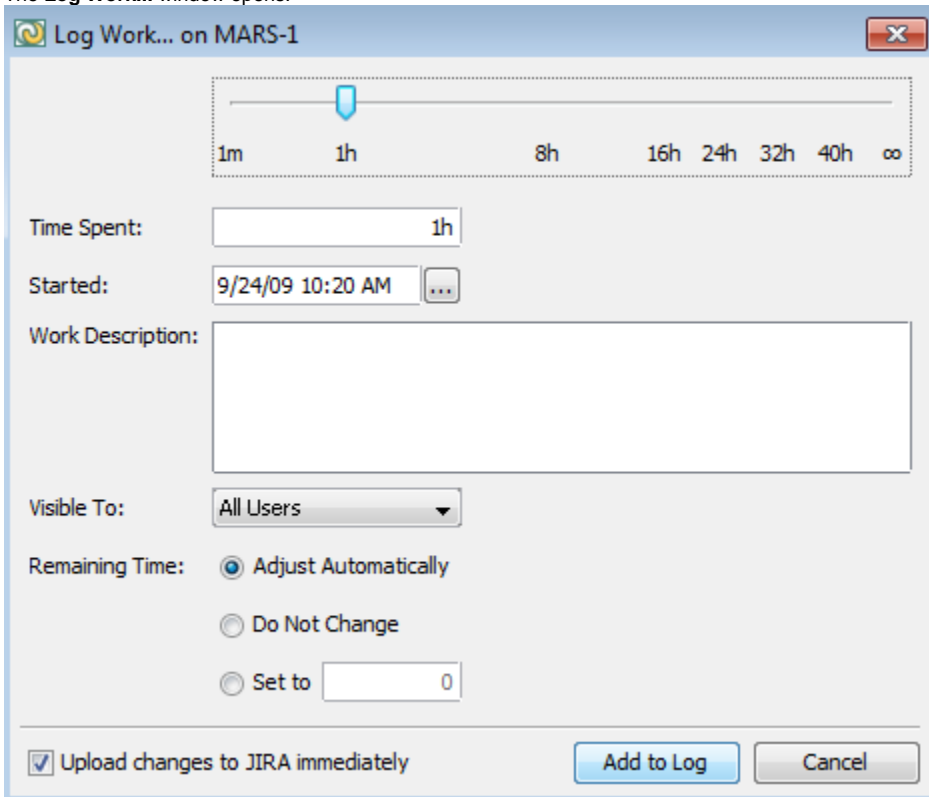   The time record is changed; the total time is adjusted accordingly.

To delete a time record:

- Select a time record in the lower part of the window and click **Delete** buttons [icon] on the toolbar.
  The record is deleted; the total time is adjusted accordingly.

Logging Work on Issue

To log work on an issue:

1. Select an issue for which you want to add an entry and click the **Log Work...** button [icon] on an issue toolbar.
   The **Log Work...** window opens.

2. Move the slider to the right to change the time spent on an issue. As you do it, the value in the **Time spent** field changes accordingly.

3. Add the description for your work log entry, specify the visibility of your changes, change the remaining amount of time you think it will take to and select whether you want to upload your changes to JIRA immediately or postpone their upload.
4. When you are done with your modifications, click **Add to Log** button.
The entry appears in the **Issue details** area.

If you navigate to JIRA web interface, you can see, the entry appears in the issue **Work Log** tab.
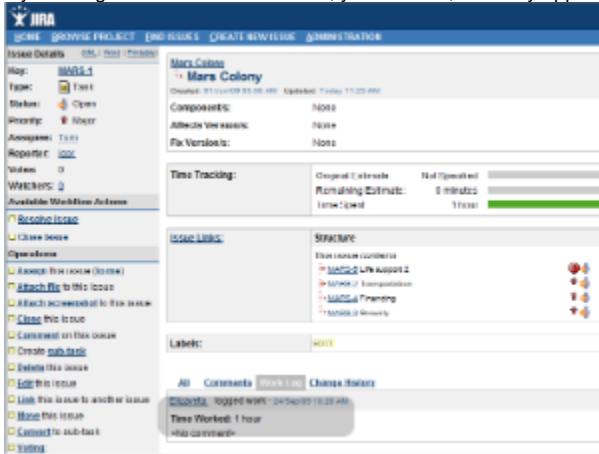
See Also

- Issue
- Time Tracking