# Working on an Issue

This section contains description of several JIRA Client features you may want to use on a daily basis. For detailed description, please refer to Working with Issues section.

Commenting Issues

To comment on an issue:

1. Select a desired issue in the **Issues table**.
2. Click **Add Comment** button ![icon] on issue toolbar or press **Ctrl =**.
   The **Add New Comment** dialog opens.
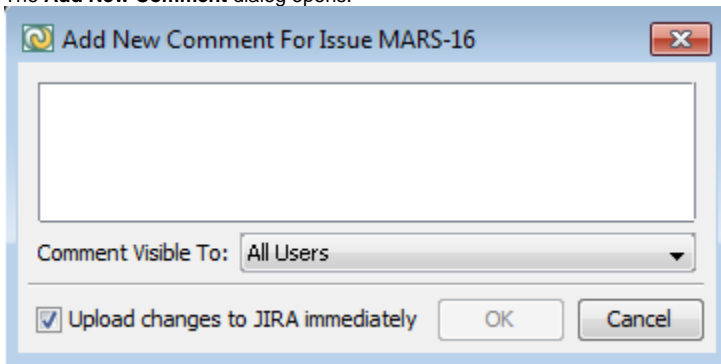
3. Type the comment, select its visibility and click **OK**.

Your comment appears in the issue details area.

Attaching Screenshots and Files

To attach a screenshot:

1. Select a desired issue.
2. Select **Tools | Attach Screenshot** menu item or click **Attach Screenshot** button ![icon] on issue toolbar.
   Capture Screen dialog window opens.
3. Click the **Capture Screen** button.
   The issue is captured and opens in a screenshot editing window.
4. Make the desired modifications to your screenshot (for example, crop it or select some area to emphasize), provide a name for it and click **Attach and Close** button ![icon] on a toolbar.

An image is attached and appears in the issue details area.

To attach a file to an issue:

1. Select an issue.
2. Click **Attach and Close** button ![icon] on issue toolbar.
   Select Files to Attach window opens.
3. Navigate to the desired file, select it and click **Open**.
4. In **Attach Files** dialog:
   - type a comment,
   - select the comment visibility,
   - click **Attach**.

The file appears in the **Attachments** field in the issue details area.

Watching Issues and Voting for Them

To monitor the issues state and follow on its state while it is passing different stages of the lifecycle or some of its properties are being modified, you can start *watching it*. To do so:

1. Select an issue to monitor.
2. Click **Watch** button ![icon] on issue toolbar.
3. In the **Change Issue** dialog which opens informing your changes are saved into a local database, click **OK**.

   The issue, you are watching, now has ![icon] icon in the **Flags** field.

To express your opinion on a particular issue to be resolved, you can *cast a vote* for it:

1. Select an issue for which you want to vote.
2. Click **Vote** button 🖐 on issue toolbar.
3. Click **OK** in the **Change Issue** dialog which opens informing your changes are saved into a [local database] and get synchronized with JIRA server later when you upload changes in [Outbox] folder.

   The issue you are watching now has 🖐 icon in the **Flags** field.

> ⚠ You can vote only for other person's issues but not for the issues you have created yourself.

# Tracking Time and Publishing Your Work Logs

After you have selected or [found] an issue to work with, you can track the time spent and publish time records as JIRA work logs.

> ✅ JIRA Client can automatically detect your computer's inactivity periods and exclude them from your worklogs.

To start tracking time:

1. Select an issue in the **Issues Table** and click **Work on an issue** button 🕐 on the issue toolbar toolbar or press **Ctrl + G** (**+ G**).
   The **Time Tracker** dialog opens, and time tracking is started.
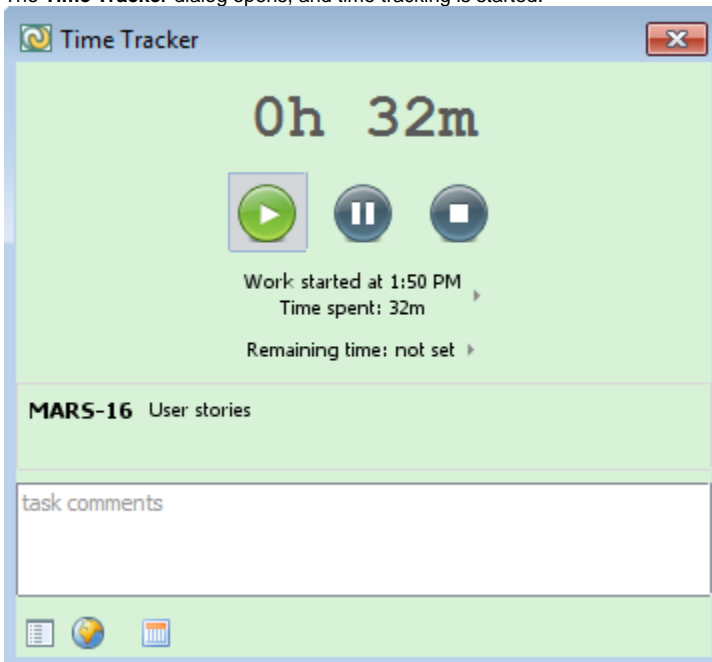
2. Keep on working on an issue and pause or stop your work when necessary pressing the respective buttons in the dialog.

Once you have finished working on an issue, you can publish a timesheet as work logs. To do so:

1. Select **Time | Edit and Publish Time** menu item or press **Ctrl + Shift + M** (**I).**
   Edit and Publish Time dialog opens.
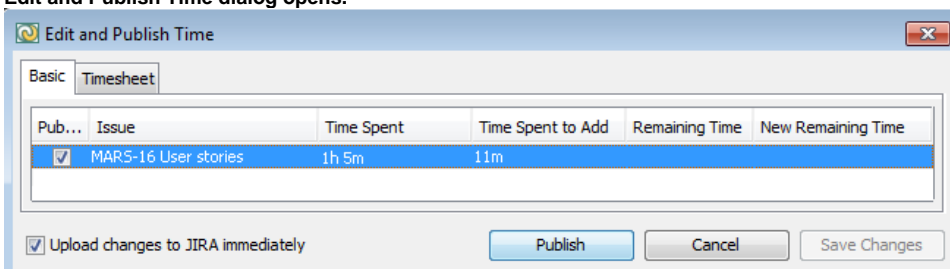
2. Review the records of time spent when working on an issue and add work periods if necessary and click **Publish** button to publish work logs.

See Also

- Your First User Experience
- Synchronization
- Time Tracking
- Outbox
- Working with Issues