

# Manage Work Logs

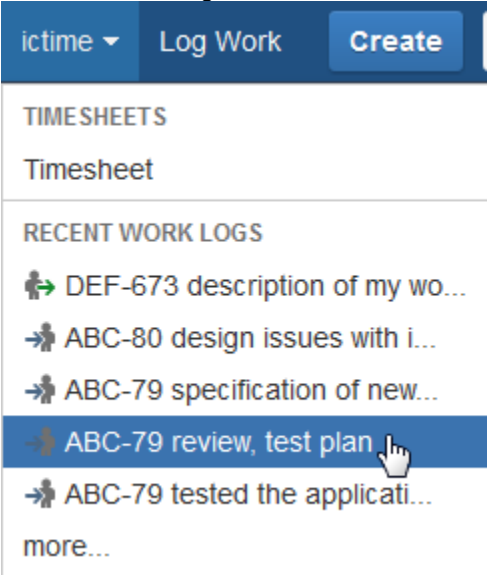
This chapter explains in detail how to work with existing work logs on the **issue screen**. Please also refer to [Timesheet](#) and to [Reports: Work Log Details](#) for further options to manage your work logs.

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## Access (Your) Work Logs

There are a couple of places on the **issue screen** and one option in the **JIRA navigation** where you can access some or all of your work logs for an issue (and, depending on your permissions, also work logs of other users):

- Your **5 recent work logs** are available via the *ictime* navigation (similar to JIRA's "Recent Issues" functionality).



You can click on any of the work logs to **edit** the work log (for more details, see below).

- In the "Activity" section of the issue screen, the **"Work Log (ictime)" tab** shows all your work logs for the issue (if you have respective permissions, all work logs of all users)

Activity										
All		Comments		Work Log (ictime)		History		Activity		
14.08.2014	Brainstorming	test für timepanel	Tim Tester	09:28	09:29	0h 1m	(0.0)	--		
13.08.2014	Activity I	rest	John Doe	15:19	15:20	0h 1m	(0.0)	--		
09.11.2012	Systemadministration	Deploy current Snaps...	John Doe	16:30	20:00	3h 30m	(3.5)	--		
30.10.2012	Systemadministration	Enabled Mail-Transfe...	John Doe	20:45	20:58	0h 13m	(0.25)	--		
24.10.2012	Implementation	Setup virtual hosts ...	John Doe	16:50	18:12	1h 22m	(1.5)	--		

Depending on the status of the work log, you can **edit**, **delete** and **resume** the work log (for more details, see below).

- The **"My Last Work Log" Panel** displays your last work log for the issue (if you have already logged work for this issue).

## My Last Work Log

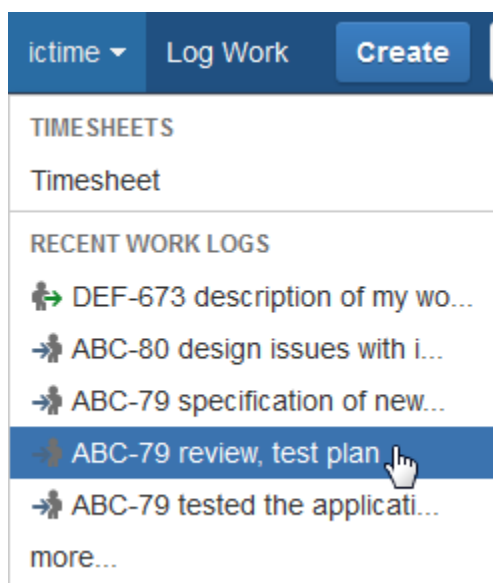
Date: 10.09.2014 11:31  
Description: check back some open...  
Time: 0h 16m



Depending on the status of the work log, you can **edit**, **delete** and **resume** the work log (for more details, see below).

## Recent Work Logs Dropdown

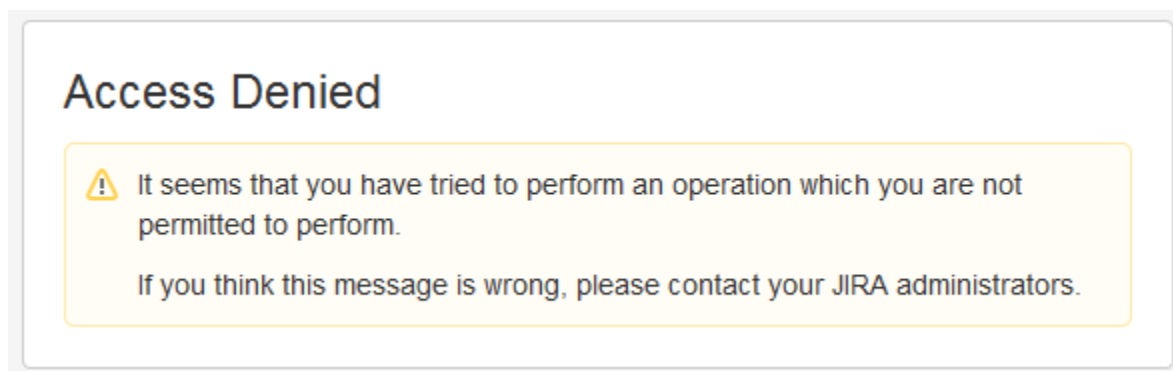
**vertime** adds your last 5 work logs to the **vertime** navigation dropdown so that you can easily access and edit them without having to navigate to the issue or to your timesheet.



The screenshot shows the vertime navigation dropdown menu. At the top, there is a dark blue bar with the text "vertime" followed by a dropdown arrow, "Log Work", and a "Create" button. Below this bar, the menu is divided into sections. The first section is titled "TIMESHEETS" and contains a link to "Timesheet". The second section is titled "RECENT WORK LOGS" and contains five entries, each with a green icon and a truncated description: "DEF-673 description of my wo...", "ABC-80 design issues with i...", "ABC-79 specification of new...", "ABC-79 review, test plan" (which is highlighted with a blue background and a mouse cursor), and "ABC-79 tested the applicati...". At the bottom of the list is a "more..." link.

Your five last work logs are displayed with the issue key of the related issue and an extract of the work log description. Click on an entry to go to the **edit** work log screen. If you click on "more", your timesheet will be displayed (see [Timesheet](#)).

Should it no longer be possible to edit a work log (e.g. because the issue itself has been closed in JIRA, you might get an "Access Denied" error message from JIRA:




The screenshot shows a "Access Denied" error message in a light gray box. The title "Access Denied" is in a large, bold, black font. Below the title is a yellow warning box with a yellow triangle icon containing an exclamation mark. The text inside the warning box reads: "It seems that you have tried to perform an operation which you are not permitted to perform." Below this text is a line of text: "If you think this message is wrong, please contact your JIRA administrators."

## "Work Log (vertime)" Tab





**vertime** adds a tab to the issue that contains **your** work logs and always displays the newest entries on top. If you have the **vertime** permission "Log work for others", the tab will also show work logs of other users.

Depending on a couple of factors, you can edit, resume and delete your work logs from this tab.

#### Activity

	All	Comments	Work Log (Ictime)	History	Activity						
14.08.2014		Brainstorming	test für timepanel	Tim Tester	09:28	09:29	0h 1m	(0.0)	--		
13.08.2014		Activity I	rest	John Doe	15:19	15:20	0h 1m	(0.0)	--		
09.11.2012		Systemadministration	Deploy current Snaps...	John Doe	16:30	20:00	3h 30m	(3.5)	--		
30.10.2012		Systemadministration	Enabled Mail-Transfe...	John Doe	20:45	20:58	0h 13m	(0.25)	--		
24.10.2012		Implementation	Setup virtual hosts ...	John Doe	16:50	18:12	1h 22m	(1.5)	--		

The tab shows the following information:




Column	Description	Remarks
Date	Date of the work log.	Date for the work log entry, not the date it was created (you can create a work log for the past or future, it does not need to match with the current date).
Activity Type	Activity type of the work log.	If applicable.
Description	Description for this work log.	Depending on JIRA configuration and depending on where this work log had been created, this could be a comment, too
Start time	Start time of the work log.	If applicable (if you have used from/to fields to create this work log); if you have logged the time as result, the server time when you have saved the entry will appear here (this is useful for identifying your last work log)
End time	End time of the work log.	If applicable (if you have used from/to fields to create this work log)
Result	Exact result	Either the exact result of the time span entered as from/to (if you have used from/to fields to create this work log) or simply the value you have directly entered ("time spent")
Rounded	Rounded result according to current rounding rule for current project; displayed as decimal value (not in time format).	empty (--) if no rounding rule is in place for this project
Corrected Result	Result that should be used for accounting purposes instead of "time spent" or the calculated result of start/end time of the work log.	If applicable (if feature is enabled - see <a href="#">General Configuration</a> - and user has entered a corrected result.
Charge	Shows if work log should be charged.  charge  do not charge	
Approval	Shows if work logs are approved or not.  approved  not (yet) approved	

Depending on

- your permissions in JIRA regarding editing/deleting own work logs (see <http://confluence.atlassian.com/display/JIRA/Managing+Project+Permissions>),
- the JIRA status of the issue (JIRA: no logging of work on closed issues),
- **ictime** restrictions regarding status of the project (can't edit or delete work logs for projects that are inactive or closed; see [Project Status](#))
- and the **ictime** status of the work log (can't edit or delete work logs that have been charged or approved already; see [Accounting](#) and [Approval](#))

the following operations will be available:

Icon	Operation	Description	Remarks
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	Edit	Edit the work log	If you have the <b>ictime</b> permission "Log work for others" and if you have the JIRA permission "Edit All Worklogs" (see <a href="http://confluence.atlassian.com/display/JIRA/Managing+Project+Permissions">http://confluence.atlassian.com/display/JIRA/Managing+Project+Permissions</a> ), you will be able to edit work logs of other users.
	Delete	Delete the work log	If you have the <b>ictime</b> permission "Log work for others" and if you have the JIRA permission "Delete All Worklogs" (see <a href="http://confluence.atlassian.com/display/JIRA/Managing+Project+Permissions">http://confluence.atlassian.com/display/JIRA/Managing+Project+Permissions</a> ), you will be able to delete work logs of other users.
	Resume	Will create a new work log with all data of this entry, with today's date and (if you have logged time in "from/to" format) the current time as start time	If you have the <b>ictime</b> permission "Log work for others", you will be able to resume work logs of other users.

## My Last Work Log Panel




**i** Changes in **ictime** version 4.0.2: Time tracking information is no longer part of this panel. A separate panel "Time Tracking - ictime" has been added (see below).

JIRA by default shows the Time Tracking panel on the right of the view issue screen **if there is a work estimate and/or at least one work log** for an issue. If no work estimate and/or work log exist (yet), no panel will be displayed and you won't have the option to quickly add a work log here.

**ictime** adds another panel, "My Last Work Log", below this JIRA panel. This panel is always present and adds the following information and options:




- option to create a new work log ("+" icon),
- showing your last work log for this issue (if there is one),
- option to edit, delete or resume your last work log for this issue (for details, see below),
- showing how much time **you** have logged and how much time was logged by **others** (only **ictime** version < 4.0.2)

### My Last Work Log

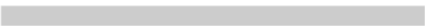
Date: 10.09.2014 11:31  
Description: check back some open...  
Time: 0h 16m  
  

**ictime** versions < 4.0.2:

### My Last Work Log

Date: Wednesday Nov 7, 2012 11:54 AM  
Description: Further checks, feed...  
Time: 0h 37m  
  

Σ My Time  4h 9m

Σ Others  0h 0m





**i** Please note that - in case of an issue with sub-tasks - this panel always considers work logged on the issue itself **and** on its sub-tasks (in the JIRA time tracking panel, you have a checkbox to either include or exclude the work logs of sub-tasks).

Depending on

- your permissions in JIRA regarding editing/deleting own work logs (see <http://confluence.atlassian.com/display/JIRA/Managing+Project+Permissions>),
- the JIRA status of the issue (JIRA: no logging of work on closed issues),

- **ictime** restrictions regarding status of the project (can't edit or delete work logs for projects that are inactive or closed; see [Project Status](#))
- and the **ictime** status of the work log (can't edit or delete work logs that have been approved or charged already; see [Accounting](#) and [Approval](#))

the following operations will be available:


Icon	Operation	Description	Remarks
	Edit	Edit your work log.	See below.
	Delete	Delete your work log.	See below.
	Resume	Creates a new work log with all data of this entry, with today's date and (if you have logged time in "from/to" format) the current time as start time.	See <a href="#">Log Work</a> .
	Create	Creates a new work log.	See <a href="#">Log Work</a> .

If you did not log work yet, the panel will only display the following information:

Note: **ictime** versions prior 4.0.2. show the following information (if current user did not log work yet, but other users did):

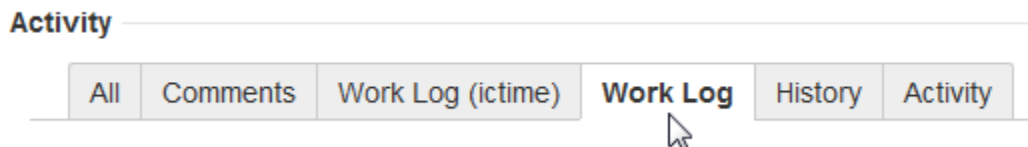



If no time has been logged yet, the panel will be there, but only the headline and the "+" icon to log work will display.

 If this panel is displayed to a user is controlled by **ictime** permissions, see [ictime Permissions](#).

## JIRA "Work Log" Tab

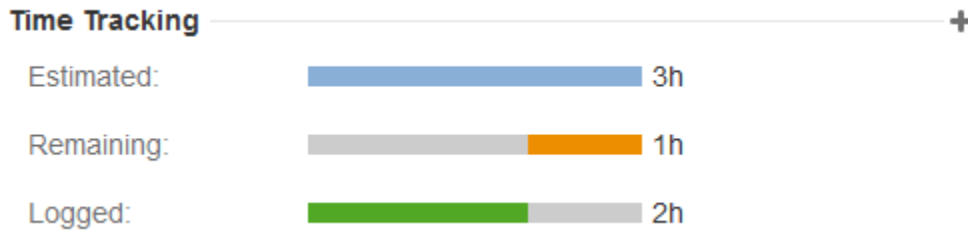
On you issue screen, - apart from the tab "Work Log (ictime)" you might have another tab called "Work Log" which is the default JIRA tab to display work logs.



 This tab should be deactivated to avoid confusion and to avoid that you use the "wrong" functionality to edit/delete work logs. See [https://intern.interconcept.de/confluence/display/ICTIME/FIRST+STEPS#FIRSTSTEPS-2.DisableJIRA's\"LogWork\"ScreenDisableJIRALogWork](https://intern.interconcept.de/confluence/display/ICTIME/FIRST+STEPS#FIRSTSTEPS-2.DisableJIRA's\).

## JIRA Time Tracking Panel

The JIRA Time Tracking panel shows the estimate, the time logged and the remaining estimate. In general, the Time Tracking panel is a valuable resource to get an idea on plan and reality on the level of a single issue. Basically, this covers planning and target/actual comparison for a single issue.



Available operations are:

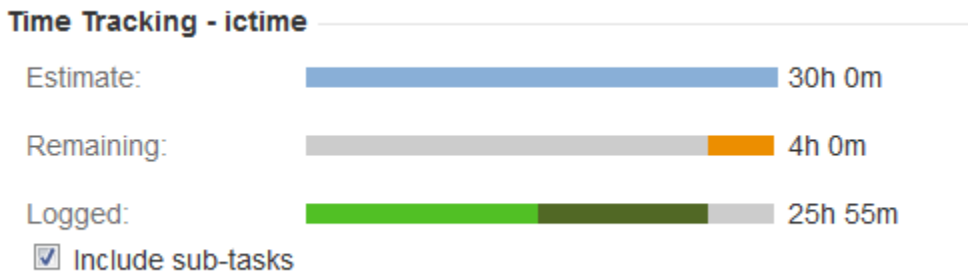
Icon	Operation	Description	Remarks
+	Create	Creates a new work log	This operation is overwritten by <i>ictime</i> and leads to the <i>ictime</i> "Log Work" screen.

**i** Please keep in mind that in JIRA, the **remaining estimate** is not necessarily the difference between original estimate and the time already logged (see [Work Estimates](#), [Remaining Estimate](#)).

## "Time Tracking - ictime" Panel

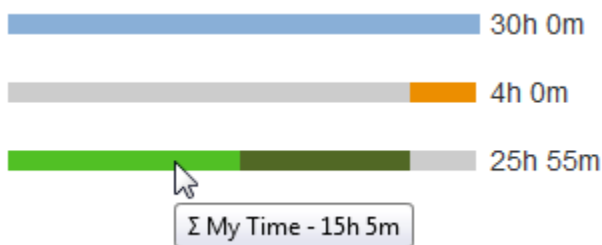
**i** This feature has been added with *ictime* version 4.0.2. Background was a bug of a third-party add-on that hides the JIRA "Time Tracking" panel in case you disabled the JIRA "log work" operation (which is recommended when using *ictime* in order to avoid confusion). You need to assign respective permissions (see [ictime Permissions](#)). If you do not experience this problem, there is no need to use the *ictime* version of the panel. If you want to use the *ictime* panel without being affected by the bug, you should disable the JIRA panel (Manage Add-ons, search for "Atlassian JIRA - Plugins - View Issue Panels" and disable the module "timetrackingmodule").

The "Time Tracking - ictime" panel shows the estimate, the time logged and the remaining estimate.



If there are sub-tasks, a checkbox appears to control if display includes estimates and time logged for these sub-tasks.

"Logged" distinguishes between the time logged by the current user and time logged by others (if applicable). You can see this information in detail on mouseover:



## Operations

## Resume Work Log

Resuming a work log means to **create a new work log** with exactly the data of the existing one, but pre-populating date field and time fields (if applicable) according to the current date and time. For details, please refer to [Log Work](#).

## Edit Work Log

On issue level, the feature is available either in the

- the "Work Log (ictime)" tab
- or in the "My Last Work Log" panel.

The interface is basically the same like for creating a new work log, but does never contain the option to change the user and the issue.

### Update Work Log

Date \*

14.08.2014 09:36

Time \*

☒ From

09:28

To

09:29

0h 1m

☐ Time spent

(e.g. 3w 4d 12h)

Corrected Result

Remaining Estimate

☒ Automatically

☐ Leave blank

☐ Set to

(e.g. 3w 4d 12h)

☐ Reduce by

(e.g. 3w 4d 12h)

No charge

☐ Info

Activity \*

Test

Description \*

test for timepanel

Log

Cancel

You can modify all fields.



If you can edit a work log depends on

- the **ictime** project status (you can't edit work logs any longer if the project status is inactive or closed),
- the **ictime** work log status (you can't edit work logs that have already been charged)
- the **ictime** approval status (you can't edit work logs that have already been approved)
- and the JIRA issue status (you can't edit work logs for closed issues).

In all these cases, you usually should not see the "Edit" icon/option.

For the following scenario, you will be able to start editing a work log, but might get an error message:

- In case team & price list checks are activated in JIRA (see [General Configuration](#) and [Project Teams](#)), your change requires a valid price list (for the user who has created this work log). This only applies when you try to change the date for the work log and the date is not within the range of any valid price list.

For the following scenario, you will be able to edit a work log, but will get a warning message:

- If the **team assignment status for the work log you want to edit is not consistent** (for the user who has created this work log). Should this user have been a member of a team and has left and/or changed the team afterwards (see [Project Teams](#)), you will be able to edit work logs this user has created before he/she has left/changed the team, but your **changes will be saved using the current user settings**, this way **overwriting the original settings** used when creating the work log.

This is the message you get when editing a work log affected by a team change (see [Project Teams](#)):

Description\*

Further checks, feedback (implications of config changes - do not save id in user - and search); discussed behaviour

Confirm team\*

☐

change

Current user team/price list does not match user team/price list on creation/last save of this work log. Please confirm that you want to overwrite original team/price list data with current team & price list when updating this work log.

Log

[Cancel](#)

## Delete Work Log

On issue level, the feature is available either in the

- the "Work Log (ictime)" tab
- or in the "My Last Work Log" panel.



Date	<input type="text" value="Nov 7, 2012"/>
Start	<input type="text" value="10:54 AM"/> End <input type="text" value="11:31 AM"/>
Time spent	<input type="text" value="37m"/>
Corrected Result	<input type="text"/>
No charge	<input type="checkbox"/> Info <input type="text"/>
Activity	<input type="text" value="Support"/>
Description	<div>Further checks, feedback (implications of config changes - do not save id in user - and search); discussed behaviour</div>

## Delete

Are you sure you want to delete this work log?

- Adjust Estimate: ☒ Automatically  
(the estimate will be reduced by the amount of work done, but never below 0.)
- ☐ Use existing estimate of 0h
- ☐ Set to
- ☐ Increase estimated time remaining by

Delete

Cancel

When deleting a work log, you need to decide how to adjust the remaining estimate. Please consider the different options provided by JIRA, see [Work Estimates](#), [Remaining Estimate](#).



If you can delete a work log depends on

- the **ictime** project status (you can't delete work logs any longer if the project status is inactive or closed),
- the work log status (you can't delete work logs that have already been charged)
- the approval status (you can't delete work logs that have already been approved)
- the JIRA issue status (you can't delete work logs for closed issues).

