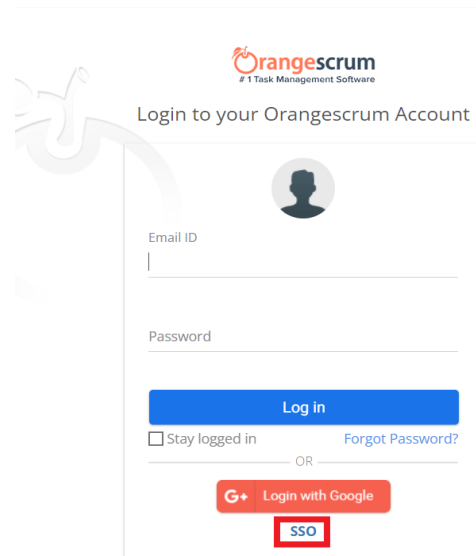


Steps to Add Comments and TimeLog in your projects in OrangeScrum :-

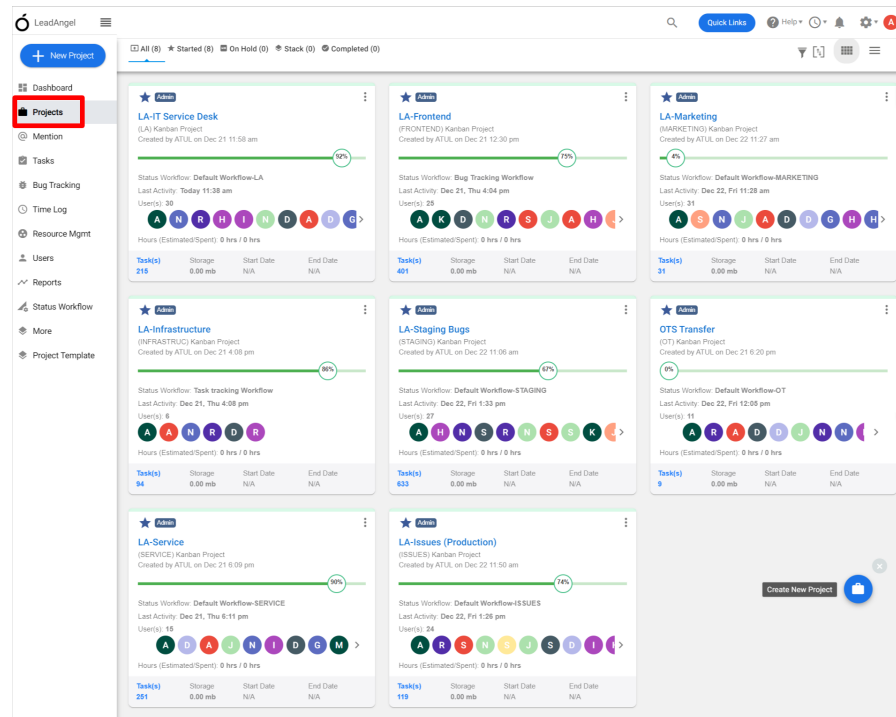
Step 1 :- login to orangescrum with this url - and click on **SSO** button ...

<https://projects.leadangel.com/users/login>



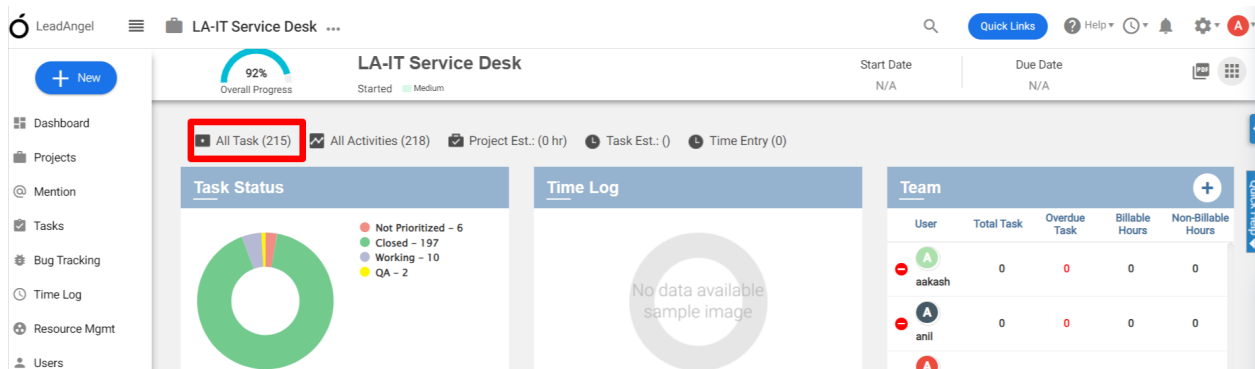
The image shows the OrangeScrum login page. At the top, the OrangeScrum logo is displayed with the tagline "#1 Task Management Software". Below the logo, the text "Login to your Orangescrum Account" is centered. The login form includes a profile icon placeholder, an "Email ID" input field, a "Password" input field, a blue "Log in" button, a checkbox for "Stay logged in", and a link for "Forgot Password?". Below these fields, there is an "OR" separator and a red "G+ Login with Google" button. At the bottom of the form, there is a red button labeled "SSO" which is highlighted with a red box.

Step 2:- Goto projects section and find your project you are working...

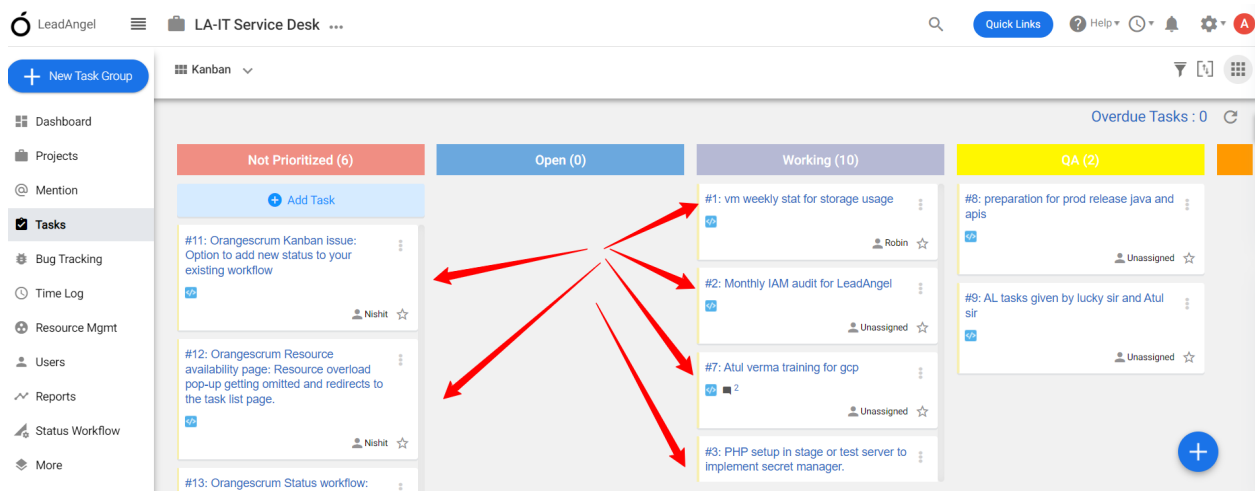


The image shows the LeadAngel Projects dashboard. The left sidebar contains a navigation menu with options: Dashboard, Projects (highlighted with a red box), Mention, Tasks, Bug Tracking, Time Log, Resource Mgmt, Users, Reports, Status Workflow, and More. The main content area displays a grid of project cards. Each card shows the project name, status, last activity, users, and a progress bar. The projects listed are: LA-IT Service Desk (90% progress), LA-Frontend (70% progress), LA-Marketing (40% progress), LA-Infrastructure (80% progress), LA-Staging Bugs (60% progress), OTS Transfer (0% progress), LA-Service (90% progress), and LA-Issues (Production) (70% progress). Each card also includes a table with columns for Task(s), Storage, Start Date, and End Date.

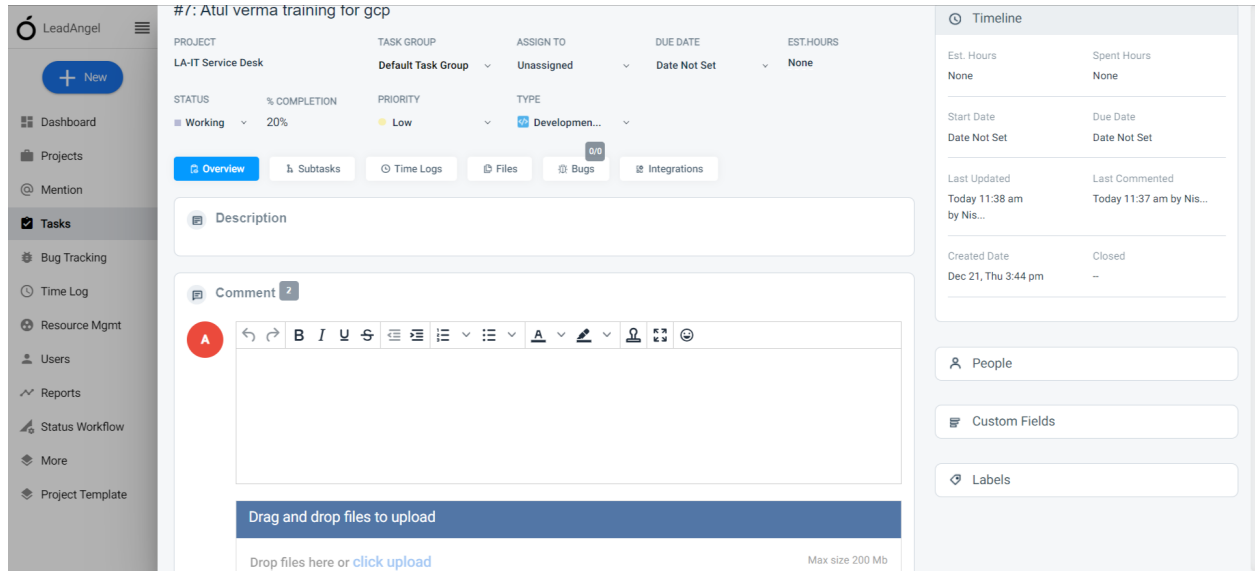
Step3 :- Open your project and click on All task..



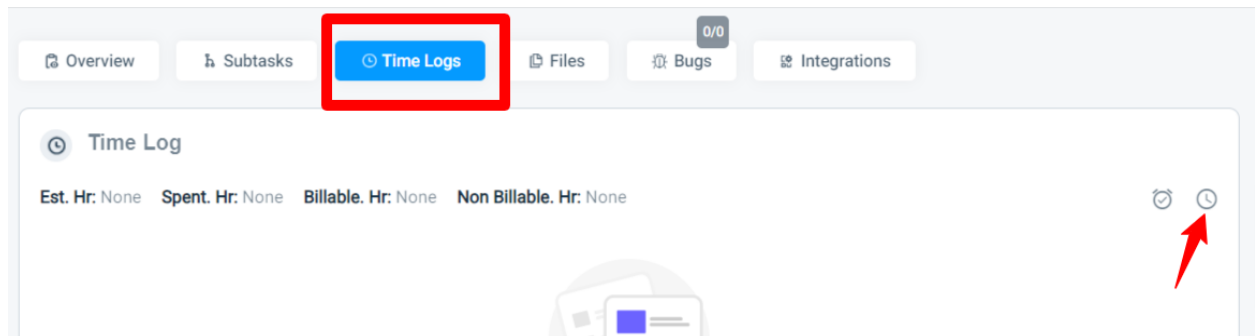
Step 4:- Click on your task you worked and want to add comments and time-log...



Step 5 :- Add comment here... Scroll down and post your comment...(You can't delete your comment, you can only edit it so be careful while putting comment on your tasks...)



Step 6 :- To add time-log click on the time-log button... and click on the log button as show below image with red arrow....



Step 7:- Add time you have started working on the task, and add how much time you have spent on that task.... End time will automatically take your time...check your spent hours and click on Billable and save it....

Logged: 0 hr(s) today. Last entry: none

Log time - LA-IT Service Desk

Estimated: --- Logged: --- Billable: --- Non-Billable: ---

#7: Atul verma training for gcp

☐ Skip Time Duration

Resource	Date	Start Time	End Time	Break Time	Spent Hours	Billable?
ATUL VERMA	Dec 26, 2023	12:10pm	12:40pm	hh:mm	00:30	<input checked="" type="checkbox"/>

Add line-item

Rich text editor: B I U ...

Cancel Save

Step 8 :- you can see your time log here....

Overview Subtasks **Time Logs** Files Bugs Integrations

Time Log

Est. Hr: None Spent Hr: 30 mins Billable Hr: 30 mins Non Billable Hr: None

Date	Name	Note	Start	End	Break	Billable	Logged Hrs
Dec 26, 2023	ATUL VERMA		12:10pm	12:40pm	---	✓	30 mins

Note :- If you want to mention any specific person on comments use **@person-name**