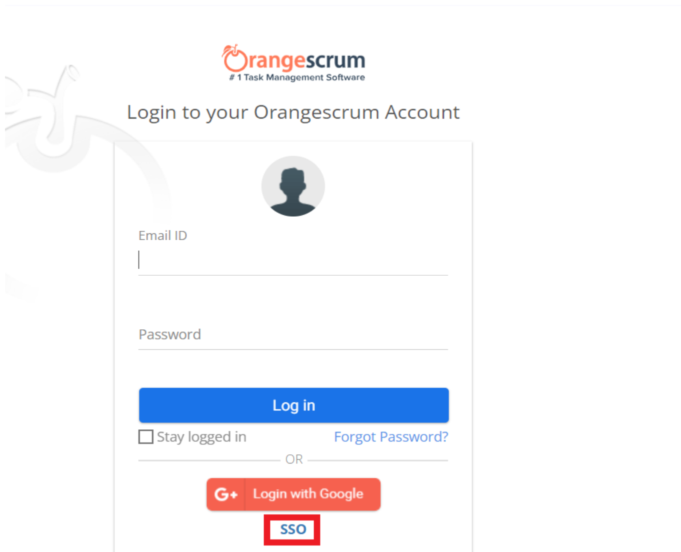
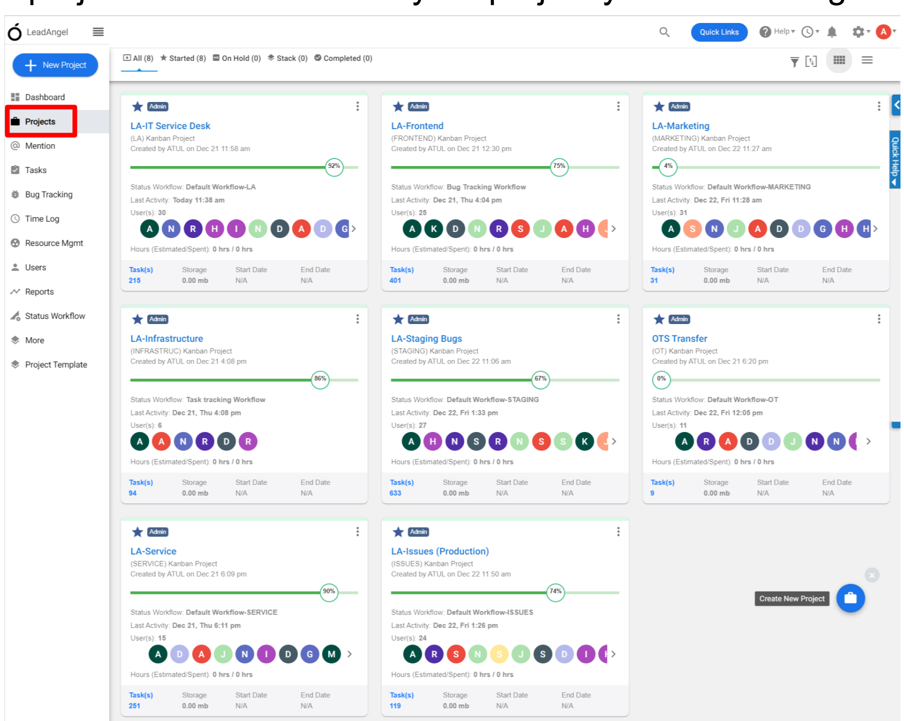
Steps to Add Comments and TimeLog in your projects in OrangeScrum :-

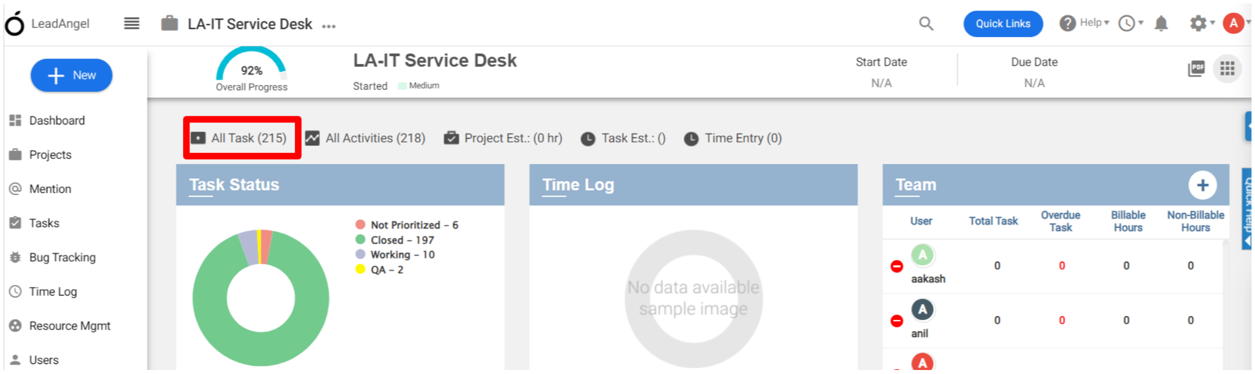
Step 1 :- login to orangescrum with this url - and click on **SSO** button …
https://projects.leadangel.com/users/login



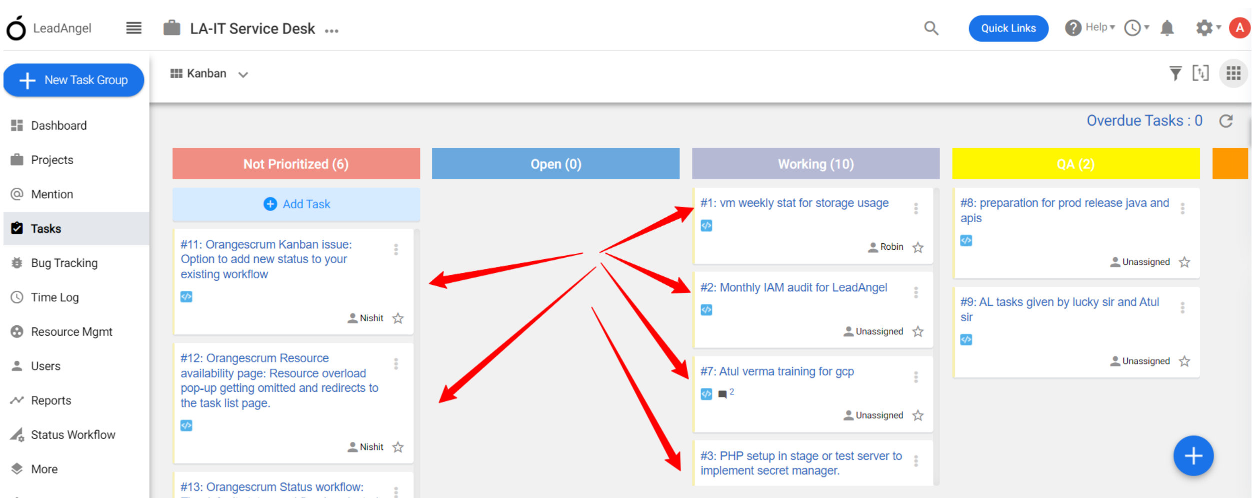
Step 2:- Goto projects section and find your project you are working…



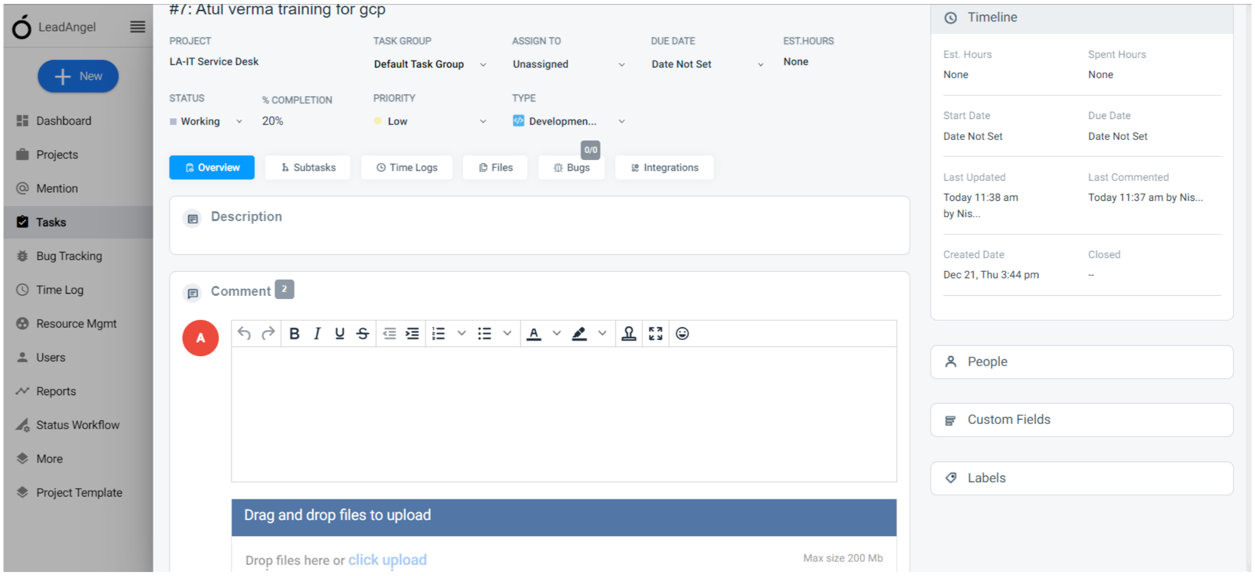
Step3 :- Open your project and click on All task..



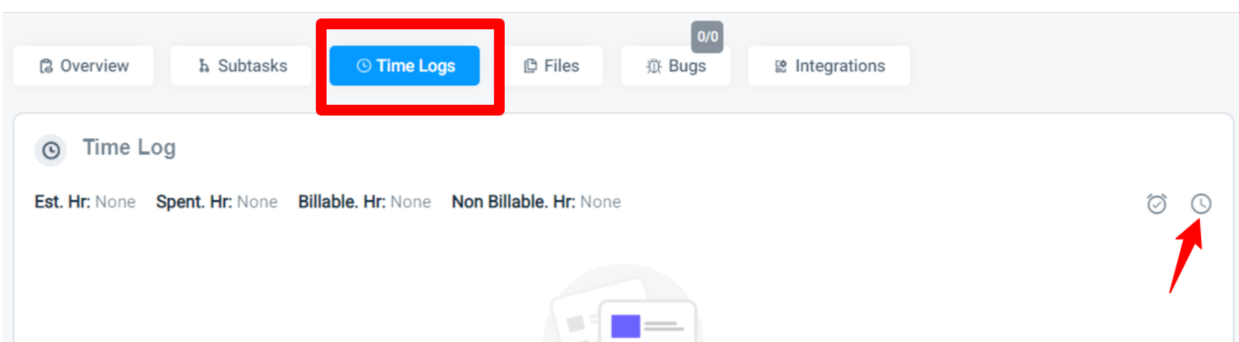
Step 4:- Click on your task you worked and want to add comments and time-log…



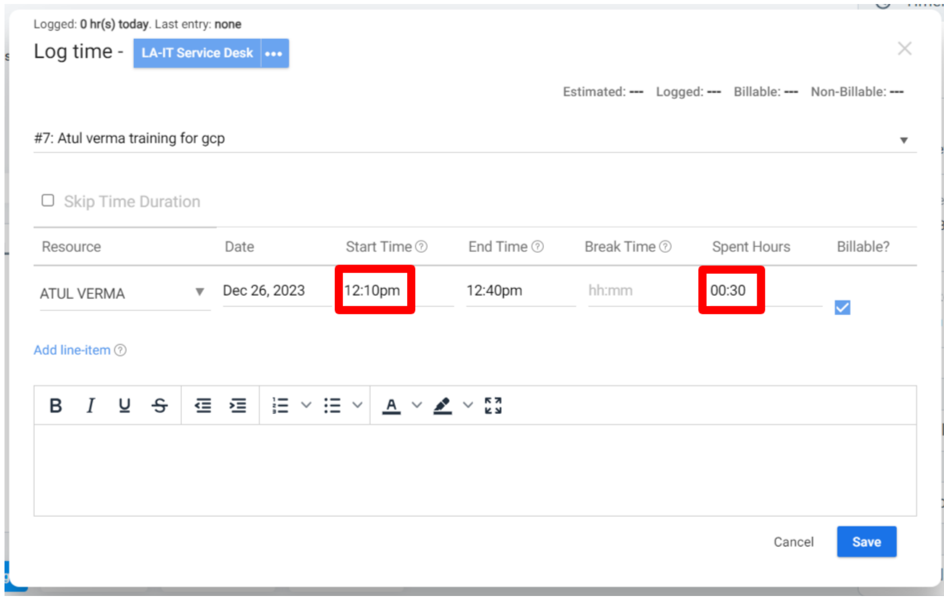
Step 5 :- Add comment here… Scroll down and post your comment…(You can't delete your comment, you can only edit it so be careful while putting comment on your tasks…)



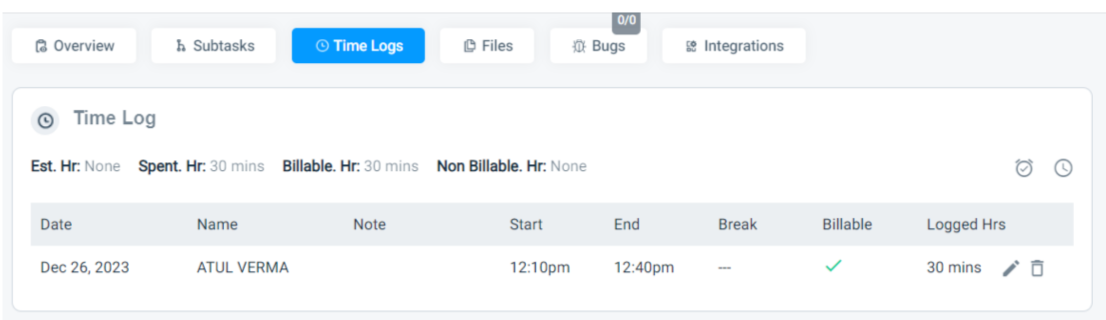
Step 6 :- To add time-log click on the time-log button… and click on the log button as show below image with red arrow….



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….



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



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