

Creating Your Tempo Account

1. To log hours against an issue, locate the 'Log Time' button under the Tempo section on the right side of the screen. Click this button to enter your logged hours.

The screenshot displays the Jira interface. On the left, a list of issues is shown under the 'Releases' section. The issue 'PHRT-55 PHRTM001 Scripting and Storyboarding' is selected. On the right, the 'Tempo' section is visible, showing the issue description 'ILT L1' and a date range '01 Feb - 30 Apr, 2025'. Below this, there is a message: 'THERE ARE NO ACTIVITIES FOR YOU TO SEE WITH THE SELECTED FILTER CRITERIA. Click below to track your time or adjust your filters.' and two buttons: 'Log Time' and 'Plan Time'.

2. As this is a trial version of the plugin, you will be prompted to enter your details as illustrated in the screens below.

The screenshot shows the 'Let's get started' setup screen for 'Timesheets by Tempo'. On the left, a black box contains the text 'Welcome to Timesheets by Tempo'. On the right, the text 'Let's get started' is followed by 'Complete your profile to access resources, tools, and free trainings'. Below this, there is a form field for 'Email Address*' with the email 'romenasarah.tan@sutherlandglobal.com' entered. A 'Next →' button is located below the email field. At the bottom, there is a 'Marketing Disclaimer' link and the 'Timesheets' logo.

- From the Jira role dropdown list, select 'I am a developer, team member, or individual contributor.'

The screenshot shows a modal window titled "Create your guided tour" with a close button (X) in the top right corner. On the left, a dark sidebar contains the text "Welcome to Timesheets by Tempo". The main content area asks "What best describes your role?" and features a dropdown menu labeled "Jira Role". The dropdown is open, showing four options: "Jira administrator" (with subtext "I manage a team that will use Timesheets"), "I am a developer, team member, or individual contributor" (highlighted in blue), and "Other". A mouse cursor is pointing at the "Other" option. The Timesheets logo is in the bottom right corner.

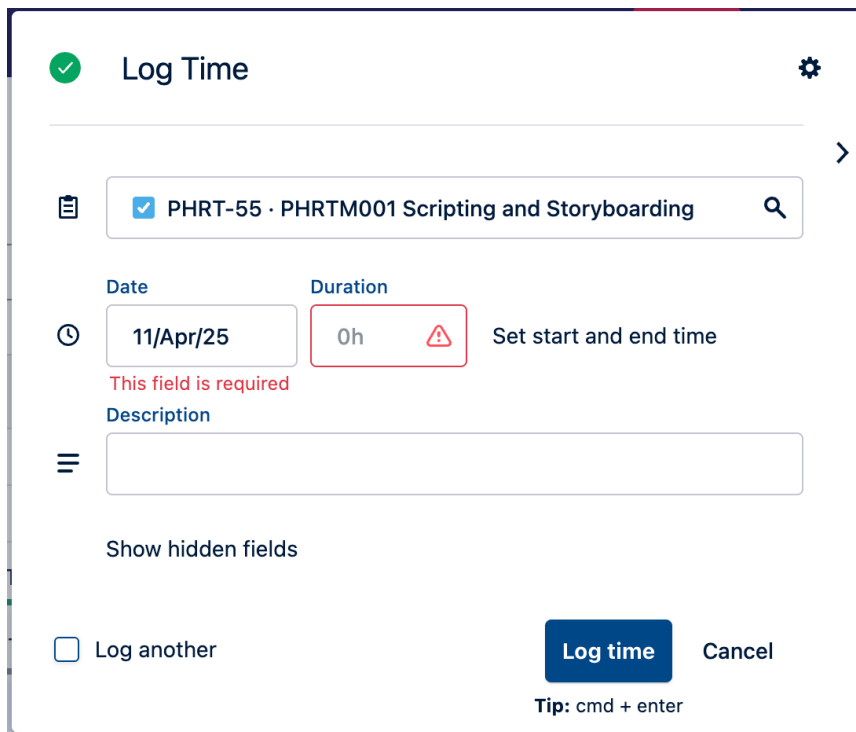
- Enter your first name, last name, and job title as indicated below, then click 'Submit.' This will activate your trial account, allowing you to return to the issue where you need to log your hours.

The screenshot shows a modal window titled "Finalize your account profile" with a close button (X) in the top right corner. On the left, a dark sidebar contains the text "Welcome to Timesheets by Tempo". The main content area states "These details will help us to better support you during this trial" and contains three input fields: "First Name" (with "Romana" entered), "Last Name" (with "Tan" entered), and "Job Title" (with "Instructional Designer" entered). Below the fields are two buttons: "Previous" with a left arrow and a dark "Submit" button. A "Marketing Disclaimer" link is at the bottom center. The Timesheets logo is in the bottom right corner.

Logging Your Hours in Tempo

1. After clicking the 'Log Time' button for your task, a pop-up window will appear where you can enter the duration of time spent. Just like in our previous plugin, you can still use 'h' for hours and 'm' for minutes. You may also add a task description, if applicable.

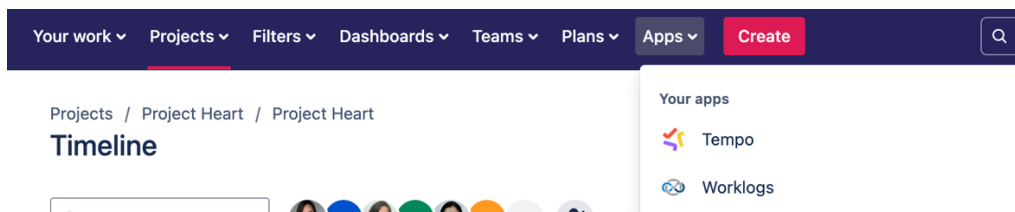
"Once completed, click the 'Log Time' button to save your time entry.



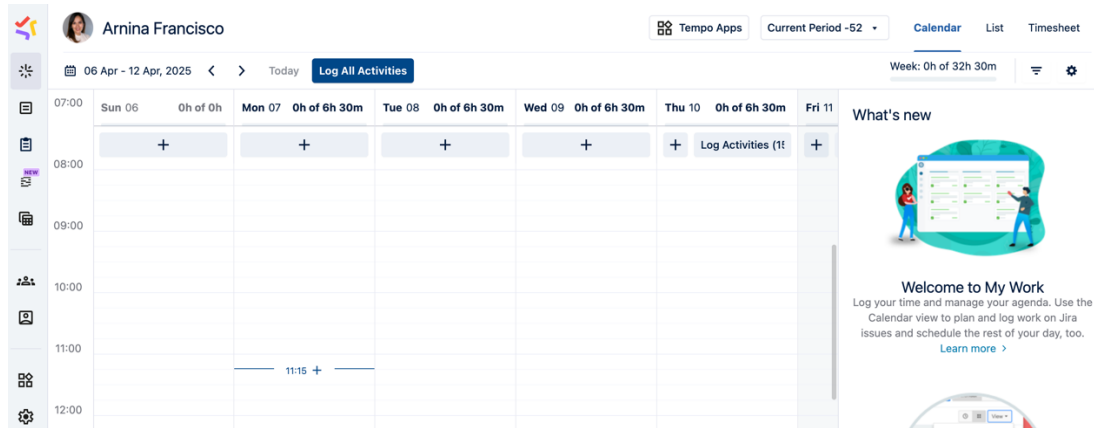
The screenshot shows a 'Log Time' modal window. At the top, there's a green checkmark icon and the title 'Log Time'. Below the title is a search bar containing 'PHRT-55 · PHRTM001 Scripting and Storyboarding'. Underneath, there are two input fields: 'Date' with the value '11/Apr/25' and 'Duration' with the value '0h'. A red warning triangle icon is next to the '0h' value, and a red text label 'This field is required' is below the 'Date' field. To the right of the 'Duration' field is a link 'Set start and end time'. Below these fields is a 'Description' label and a text input area. At the bottom left, there's a checkbox labeled 'Log another'. At the bottom right, there are two buttons: 'Log time' (in blue) and 'Cancel'. A tip at the very bottom says 'Tip: cmd + enter'.

To log hours for another task, simply click the magnifying glass icon and select the desired task from the list assigned to you.

2. If you'd like to validate the logged time if it was reflected, you may click on aps then select Tempo.



3. This would then route you to Tempo's Calendar screen as shown below.



If you have any tasks assigned to you this week, they will also be visible in this view.

4. To view your logged hours for a specific date range, click the 'Timesheet' tab located in the upper right corner of the screen. This will navigate you to a page displaying a list of tasks assigned to you, along with the hours logged for each day.

The screenshot shows the Tempo Timesheet interface for user Romena Tan. The top navigation bar includes 'Tempo Apps' and the 'Timesheet' tab. The interface shows a date range from 01/Apr/25 to 30/Apr/25. The 'Group By' is set to '1. Issue'. The 'Total Hours' are 60 of 143. The table lists various tasks with their logged hours and a grid for daily logging from Tuesday, April 1st, to Wednesday, April 16th. The tasks include Consultation, Content Review, Content Revisions, eLearning, Emails, Handoff, Holiday, and Meetings. The 'Total' row shows 60 hours logged across the period.

Issue	Key	Logged	01 TUE	02 WED	03 THU	04 FRI	05 SAT	06 SUN	07 MON	08 TUE	09 WED	10 THU	11 FRI	12 SAT	13 SUN	14 MON	15 TUE	16 WED
✓ Consultation	FY25CAT-321	1.25		1.25														
✓ Content Review	FY25CAT-320	0.5		0.5														
✓ Content Revisions	FY25CAT-259	1.75		0.5	0.25				1									
✓ Content Revisions	FY25CAT-268	3		0.5					2.5									
✓ Content Revisions	FY25CAT-274	0.25							0.25									
✓ Content Revisions	FY25CAT-280	0.25							0.25									
✓ Content Revisions	FY25CAT-291	0.25							0.25									
✓ Content Revisions	FY25CAT-297	0.25							0.25									
✓ Content Revisions	FY25CAT-303	0.25							0.25									
✓ Content Revisions	FY25CAT-313	0.25							0.25									
✓ Content Revisions	FY25CAT-318	0.25							0.25									
✓ eLearning	FY25CAT-325	3.75			1	2.5				0.25								
✓ Emails	ATF25-87	3		0.5	0.5	0.5			0.5	0.5		0.5						
✓ Handoff	FY25CAT-305	0.5							0.5									
✓ Holiday	F25L-74	15	7.5								7.5							
✓ Meetings	ATF25-84	1.25				0.5						0.75						
Total		60	7.5	7.5	7.5	7.5	0	0	7.5	7.5	7.5	7.5	0	0	0	0	0	0

Once your effort hours have been recorded, you may continue to update your hours on a daily basis using the same process.