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.

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

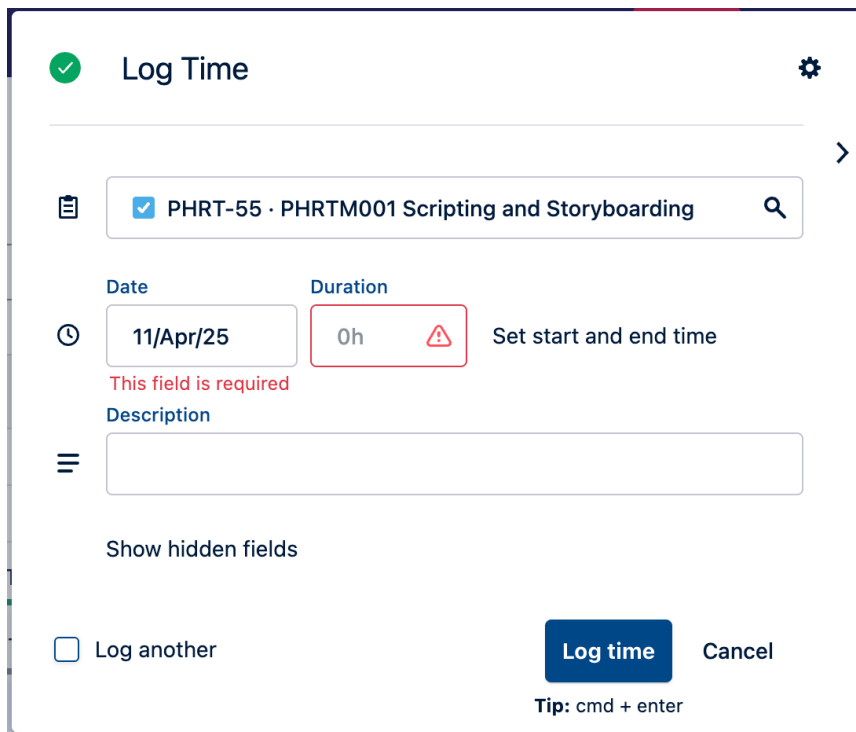3. From the Jira role dropdown list, select 'I am a developer, team member, or individual contributor.'

4. 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.

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.
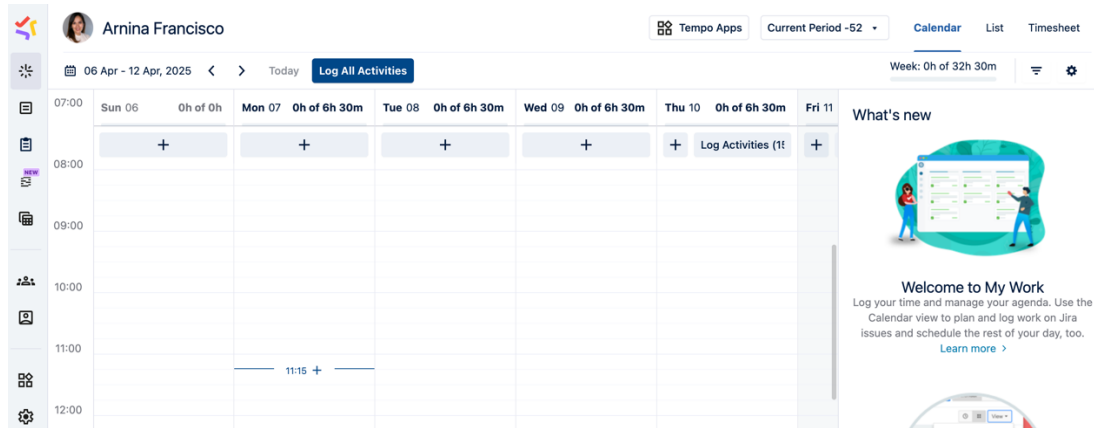

To log hours for another task, simply click the magnifying glass icon and select the desired task from the list assigned to you.

2. If you'd like to validate the logged time if it was reflected, you may click on aps then select Tempo.
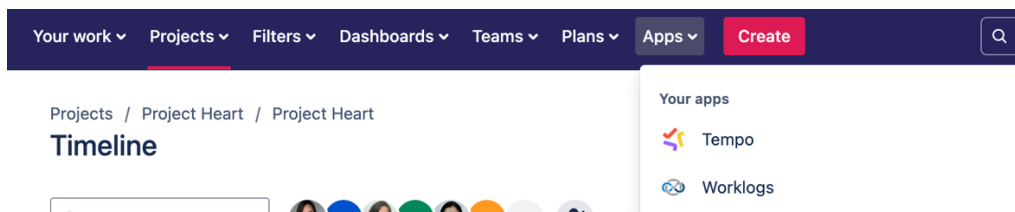
3. This would then route you to Tempo's Calendar screen as shown below.

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.

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.