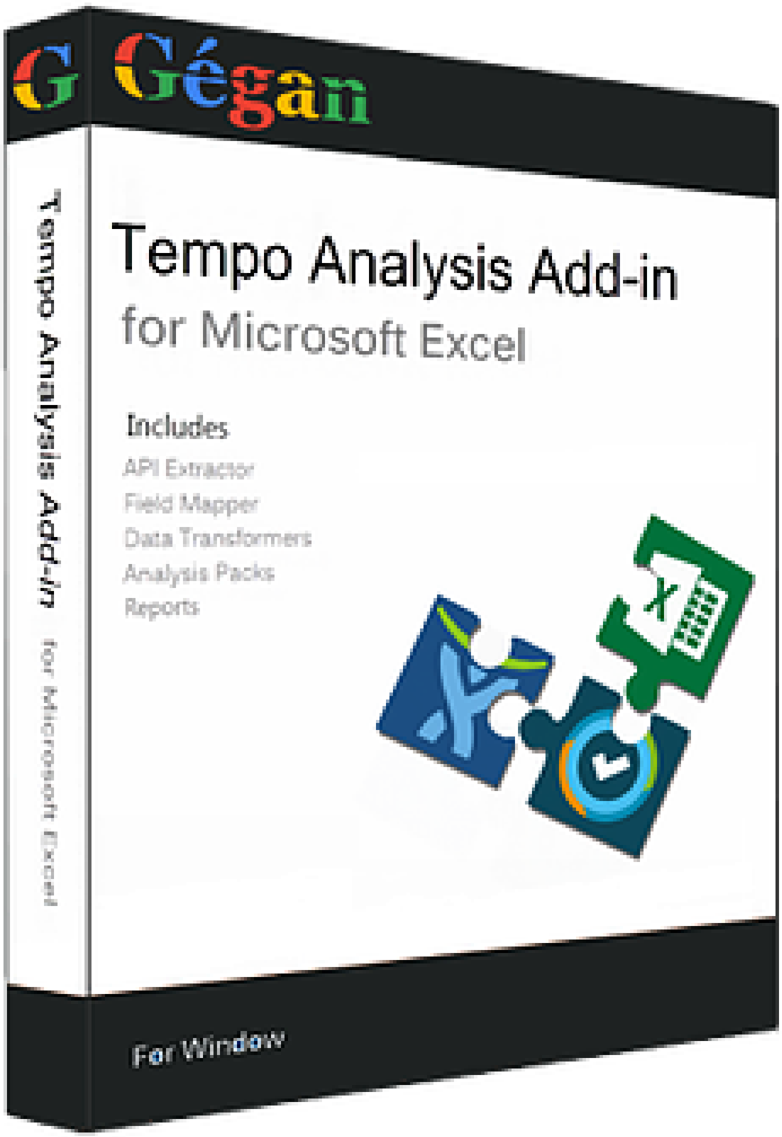
Getting Started With...



Contents

Other Useful Documentation

A Guide for using the Tempo Analysis Add-in for Microsoft Excel

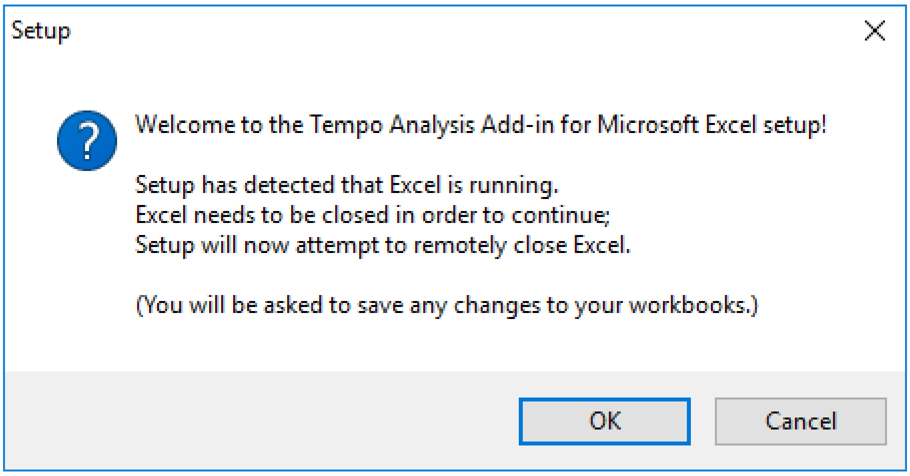
1. Installing the Add-in

Locate the download zip file “ Tempo-Analysis-Addin-for-Excel-master.zip” and extract its contents.

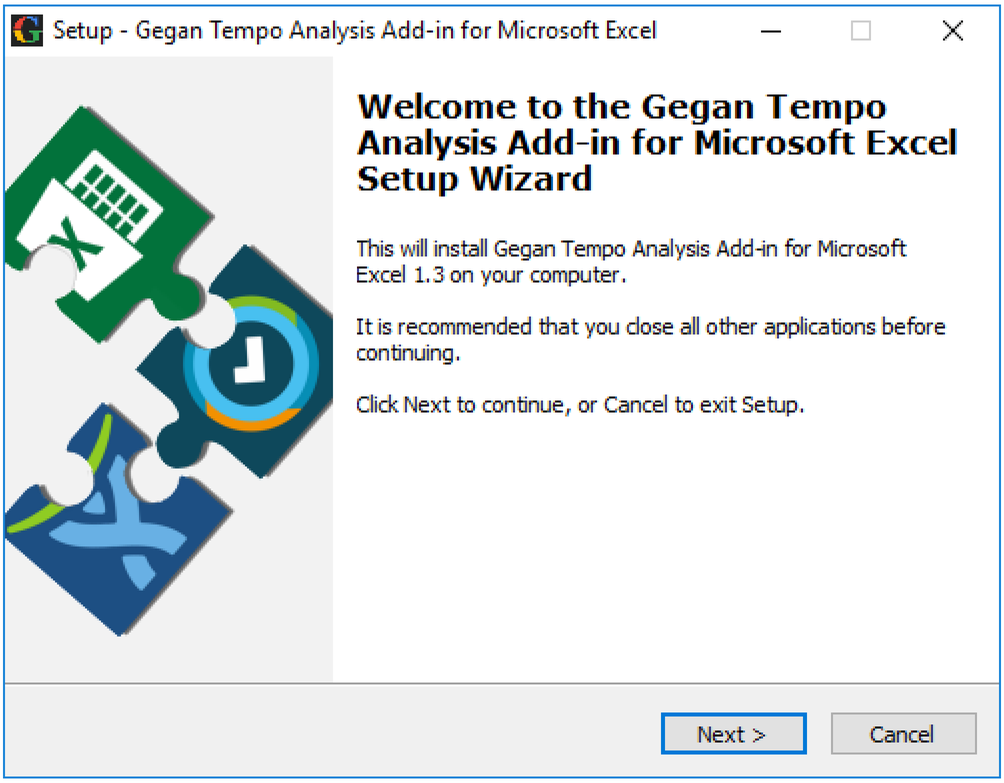
Double click on the Tempo Analysis Add-ion Installer.

setup_1.3.exe

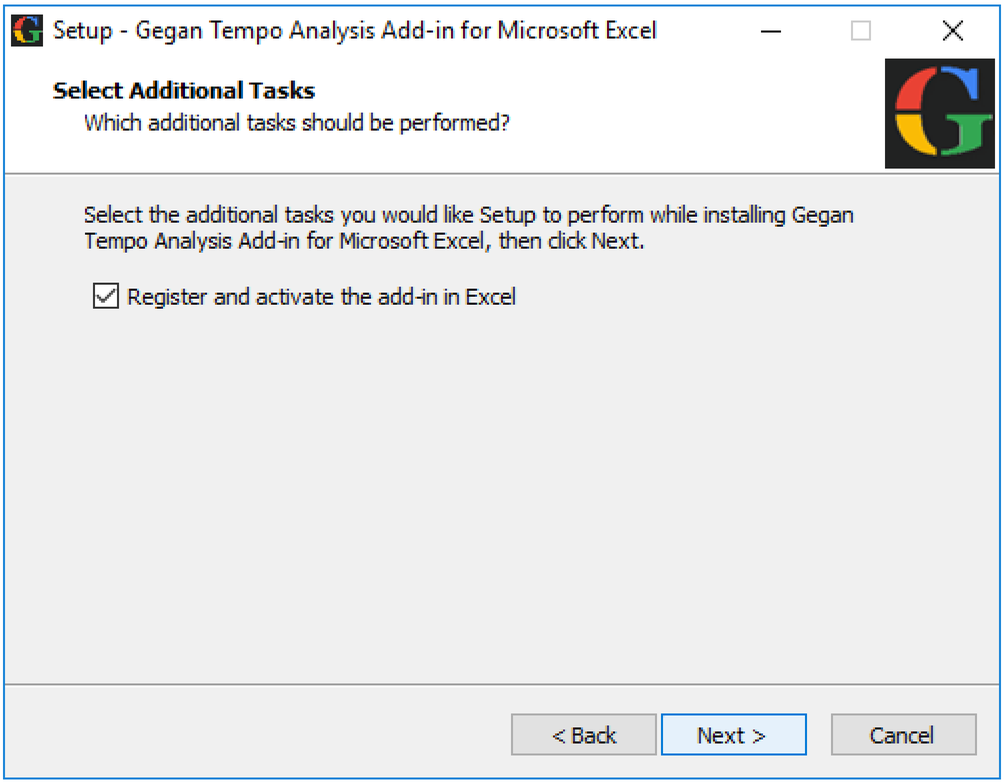
If Microsoft Excel is running when the installer is launched the following message will be displayed. Excel will need to be closed before the installer can be run.



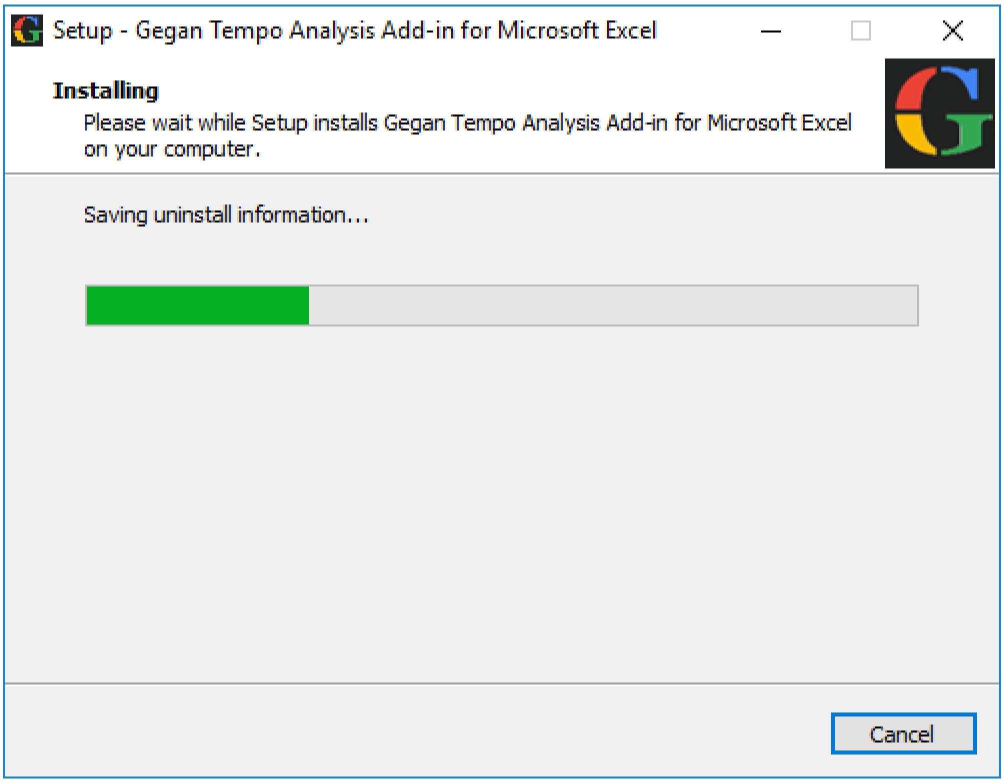
To start the installation process simply click on the next button.



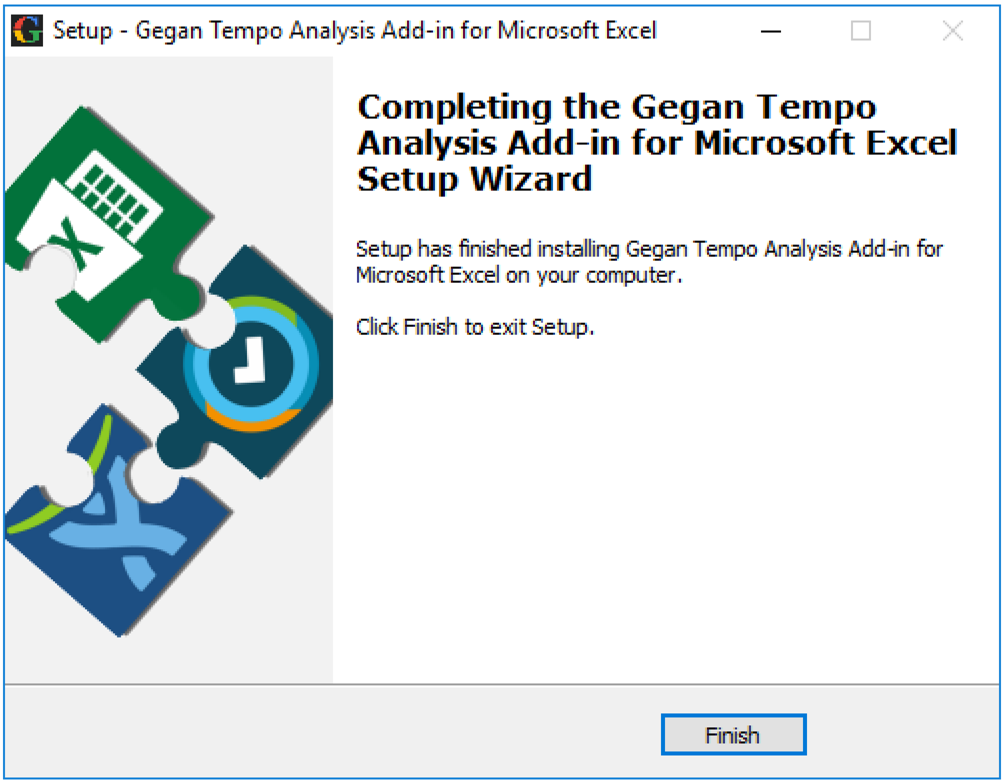
The installer will install the Tempo Analysis Add-in into the Excel Add-in location on your computer. It will also give you the potion to automatically register the Add-in within Excel (recommended). Until the Add-in is registered it will not be visible within Excel.



Installation status will be displayed.

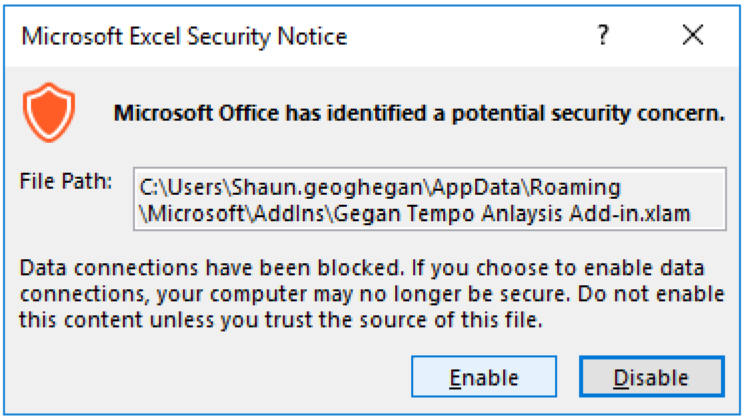


On successful installation the following screen will be displayed.



2. Launching Excel

Assuming that you chose to activate the Add-in as part of the installation, the next time you open Excel the following message will appear depending on your Excel security settings.



2.1. Why does this message Appear?

Microsoft Office products such as Excel have safeguards added that are designed to protect your data from malicious harm. One of these default protections is to not allow you to open spreadsheets or Add-ins that pull information from other programs without your knowledge.

The Tempo Analysis Add-in uses data connections to extract data from Tempo and therefore you must click the enable button to reliably use the Add-in.

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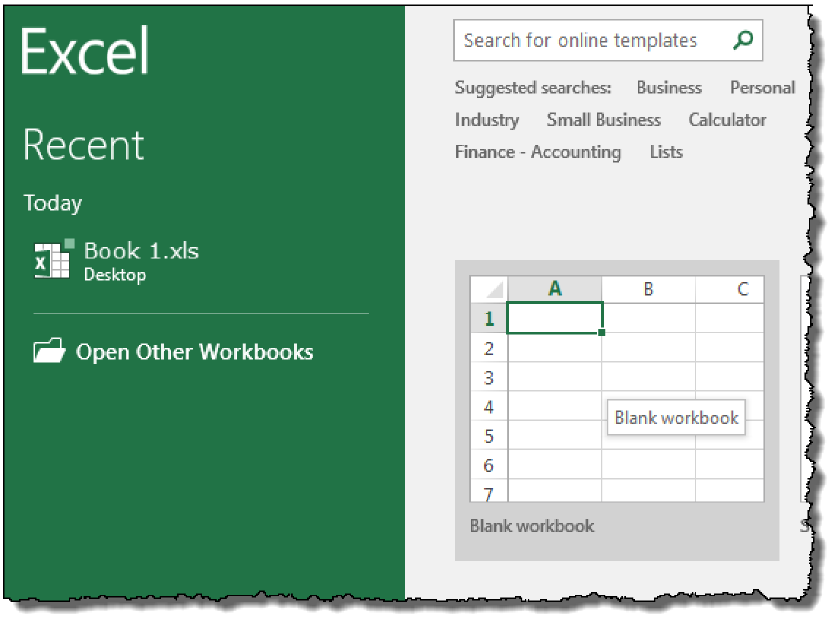
If you feel that you only open safe data files and want to enable the content automatically, follow these steps Microsoft Excel:

- Click on File menu (top left)
- Choose Options > Trust Center > and click on the Trust Center Settings button
- On the left choose External Content, then “Enable all Data Connections (not recommended)”
- Select OK, then exit and reopen Excel

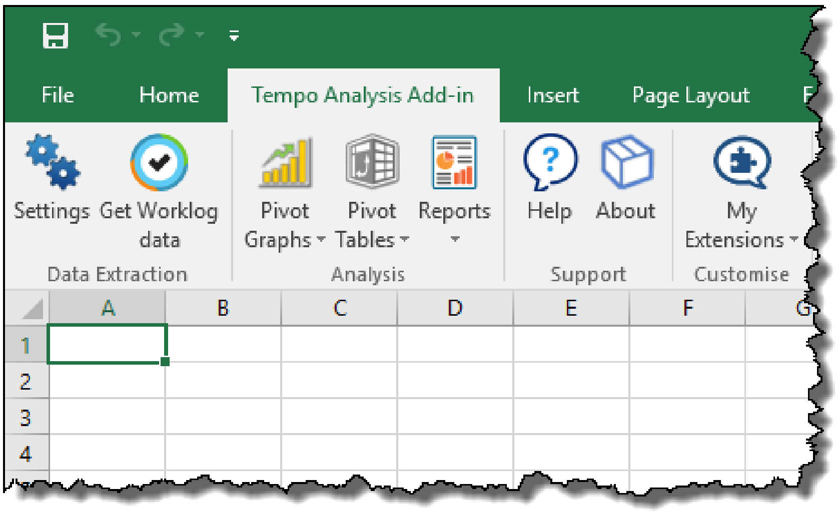
The message should no longer display.

3. Using the Add-in

To use the Add-in simply open a Blank workbook.



The new Tempo Analysis Add-in ribbon tab (shown below) should now be available.



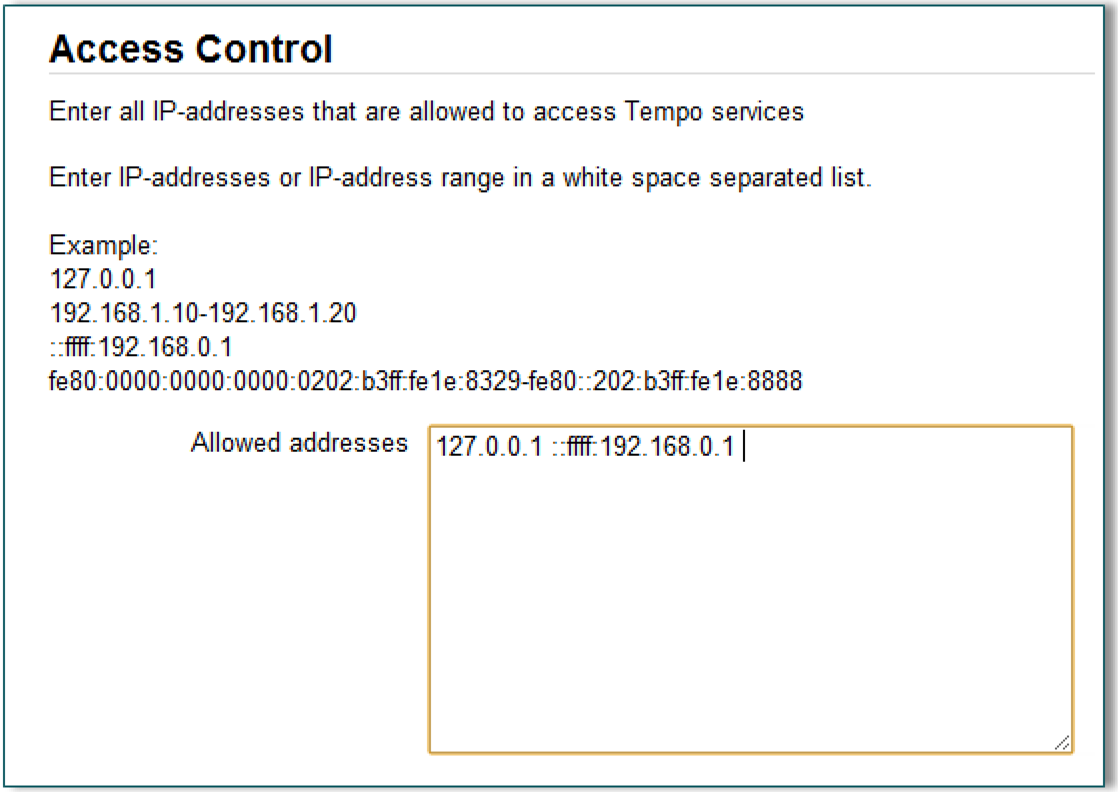
4. Jira and Tempo Administration

Prior to using this Tempo Analysis Add-in you will need your JIRA administrator to complete steps below.

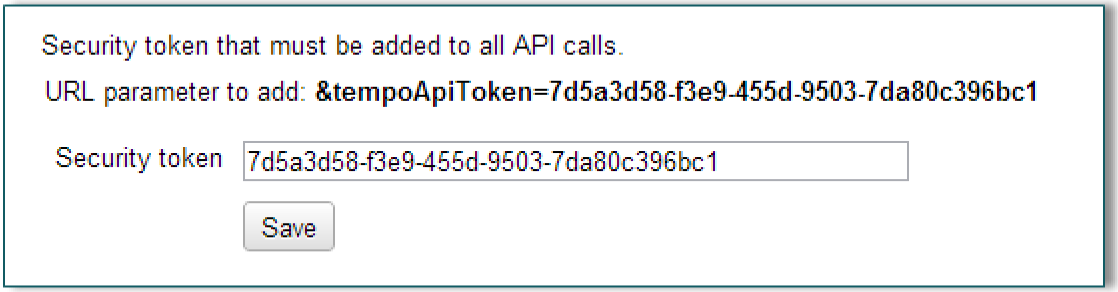
4.1. Enable Your IP Using Tempo Access Control

JIRA administrators will need to start by enabling the IP addresses of the machines that will be able to access Tempo services. Administrators can add IP addresses to the list of Allowed addresses using Tempo Access Control.

Users' IP addresses must be included in the list in order to use the 'GetWorklogs' function in the Tempo Analysis Add-in. The Account Manager needs to be enabled with at least one Account configured.

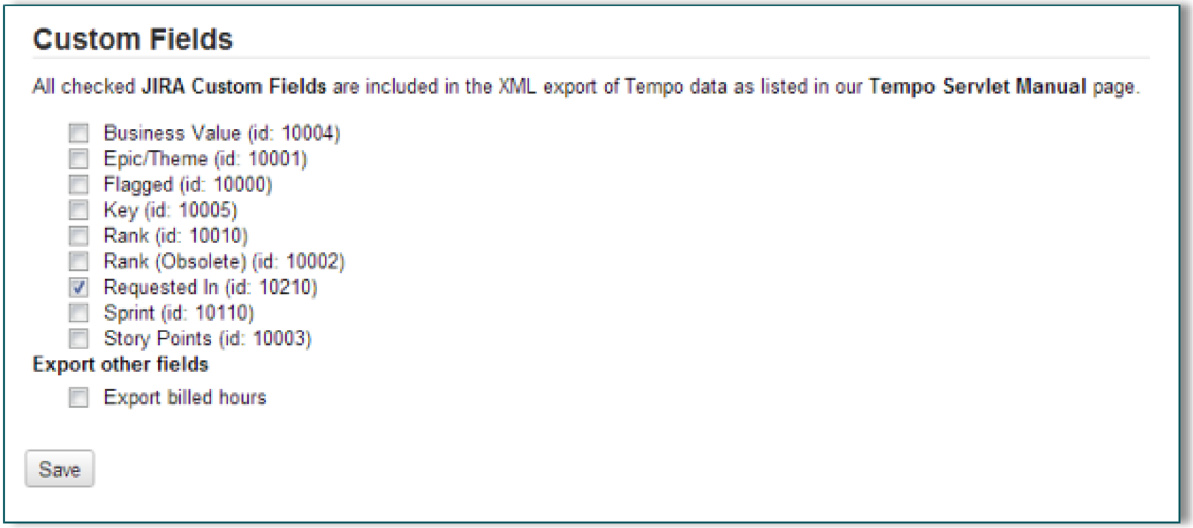


The security token required by the Add-in is also on the access control screen.



4.2. Configure JIRA Custom Field(s) for Export

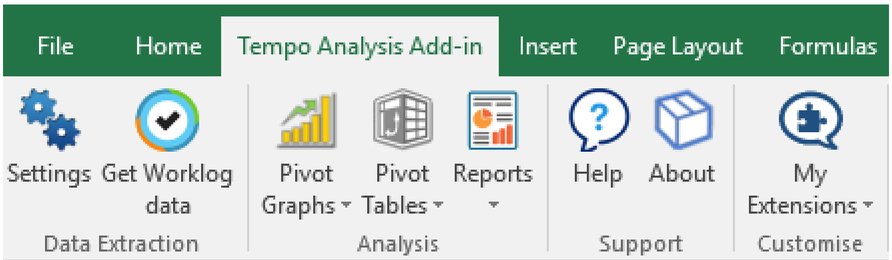
If you would like to include JIRA custom fields to your Analysis, you will need to select them from the Tempo Administration's Fields section, as shown below.



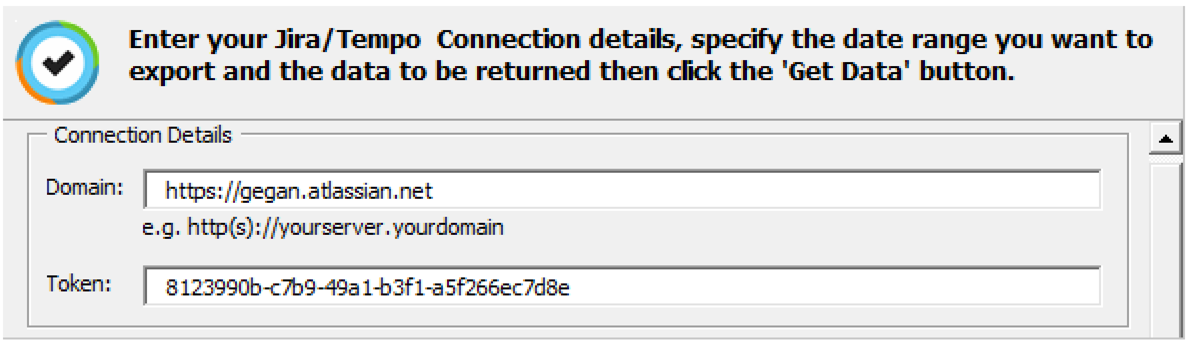
Make a note of the ID next to each custom field the you include as you will need to include in the mapped fields list (see page 4 of the User Guide for more details)

5. Setting up your Jiara/Tempo connection

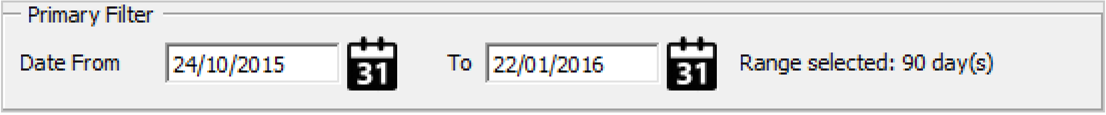
From the **Tempo Analysis Add-in** tab click on the **Get Worklog data** option to display the API data extractor screen.



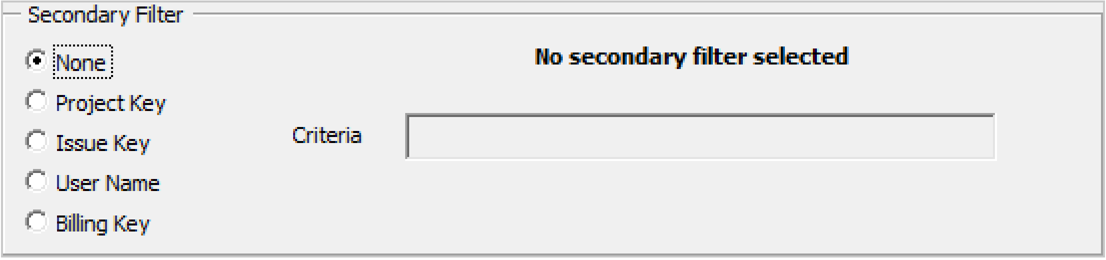
Enter your Atlassian domain name and the security token provided by your administrator. Without these details you can't extract the Tempo worklog data.



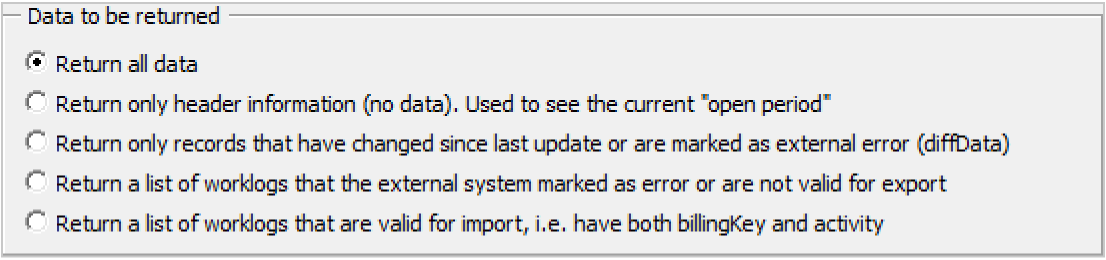
Enter the date range you would like to return data for.



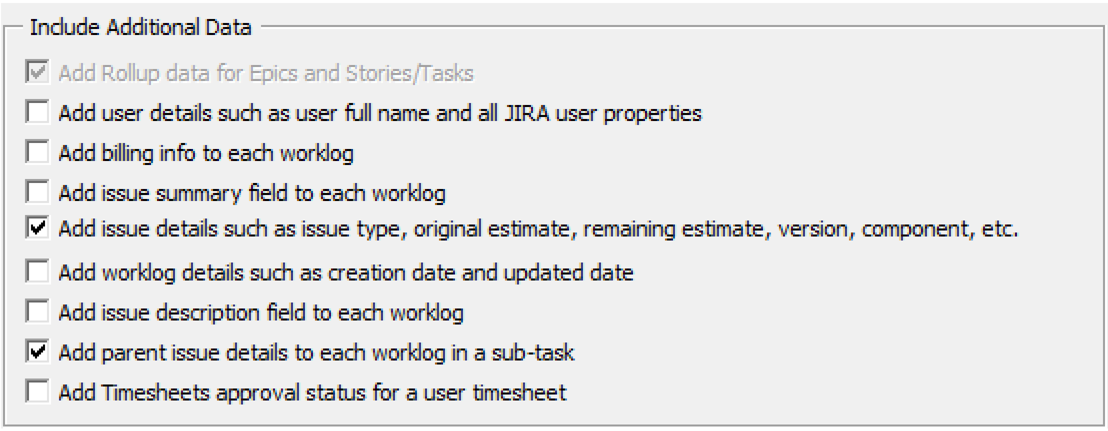
Select a secondary filter if required and enter the criteria value for the selected filter.



It is recommended that you return all data, however if you only require a special subset of the data to be returned then choose the appropriate option.

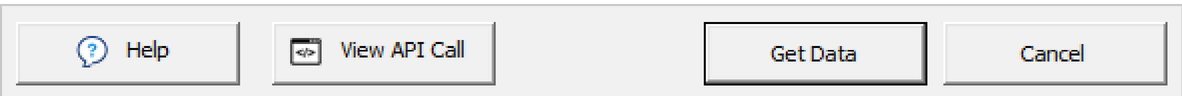


The Tempo Analysis Add-in returns a default dataset that should suit most analytical purposes, however you can choose to return additional data if required. The additional data options are cumulative, each option selected will return between 1 -19 additional data items.



Adding additional data may add duplicate data items, however unique column names will be returned.

Finally click the 'Get Data' button.



If no data can be returned as a result of your configuration settings a single header record will be returned.