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# Archived pages

## Proactive Actions before Upgrade

**Archived page.** [Please click here for current page.](#)

### **Important before you upgrade Tempo Timesheets from version 7.x.x to 8.x.x**

- The installation of Tempo Timesheets takes longer than usual because of data migration so you might want to upgrade outside of office hours.
- Data might be lost if you [downgrade to an earlier version](#) after you upgrade Tempo Timesheets from version 7.x.x to version 8.x.x or later.

**Before upgrading**

**to ...**

### **Upgrading to any version**

Get information about how your instance is affected by an upgrade, by reading the relevant pages in this chapter.

Depending on the upgrade, user permissions might change, features might be removed, or extra upgrade administration tasks might be required.

If you skip one or more versions during the upgrade, make sure to also read the pages for all versions in between your old version and the upgrade version.

If no extra upgrade actions are required for a version, no page exists in this chapter for that version.

## Tempo Installation and Upgrade Guide

### **Installation and Upgrade Guide**

#### **Required permission**

[JIRA Administrators](#)

#### **Procedures and reference information**

## Enable Tempo in Atlassian OnDemand

**Archived page.** [Please click here for current page.](#)

**Tempo Timesheets is bundled with JIRA Cloud environment and upgraded by Atlassian according to our delivery and their upgrade schedule**

See our [Tempo Timesheets Cloud Releases](#) page for all information on the delivered Tempo Timesheets versions and [Application Versions](#) to view latest versions on JIRA Cloud.

### **Subscribing to Tempo Timesheets**



The text below is copied from the [Subscribing to JIRA Add-ons](#) page on Atlassian documentation space so please follow that page for all updates.

This page describes how administrators can supplement JIRA with purchased add-ons.

**On this page:**

- [About Add-on Subscriptions](#)
- [Viewing Available and Subscribed Add-ons](#)
- [Trying and Subscribing to an Add-on](#)
- [Canceling an Add-on Subscription](#)

## About Add-on Subscriptions

While you can't install add-ons to a JIRA Cloud instance, you can extend JIRA by subscribing to add-ons. The Atlassian Marketplace makes a set of selected add-ons available to users in the cloud.

You can manage your add-on subscriptions from the add-on administration page in the instance.

The management tasks you can perform in the add-on administration page include:

- Find add-ons you can license in your add-on instance
- Start a trial and subscribe to an add-on
- Deactivate an add-on

## Viewing Available and Subscribed Add-ons

To see what add-ons are available for your JIRA Cloud instance, go to the [Manage Add-ons page](#). Add-ons that are available for your instance appear in the Action Required list with a **Free Trial** button.

The Action Required filter also shows add-ons that have subscriptions due to expire within 30 days or that have recently expired. Otherwise, you can find a subscribed add-on by selecting the user-installed filter option.

## Trying and Subscribing to an Add-on

In Atlassian Cloud terms, you *buy* an add-on by subscribing to it. An active add-on subscription activates the features of the add-on in your JIRA Cloud instance.

To try or subscribe to an add-on, click the **Free Trial** button next to the add-on in the Manage Add-ons page.

## Atlassian Marketplace

The screenshot shows the 'Manage Add-ons' page in the Atlassian Marketplace. The left sidebar contains navigation links under three categories: 'ATLASSIAN MARKETPLACE' (Manage Add-ons), 'CLOUD CONNECTORS' (Connections, Mappings, Mapping Schemes, Remote Issue Links, Diagnostics, Support, Licensing), and 'APPLICATION LINKS' (Application Links). Below that are 'SOURCE CONTROL' and 'DVCS Accounts'. The main content area is titled 'Manage Add-ons' and includes a sub-header 'Add-ons Requiring Action'. A 'Free Trial' button is visible for the 'Tempo Plugin'.

You click this button whether you're ready to subscribe or just want to try the add-on for now. If you do not terminate the trial within the trial period, a subscription for the add-on kicks in. Trials last for a month from the start of your next billing date. After starting a trial, you can stop it from the add-on administration page.

Although you can re-enable the trial within the original trial period, you cannot try it again beyond the original trial period. At that point, you will only be able to subscribe to the add-on from the Manage Add-ons page.

### Canceling an Add-on Subscription

You can terminate a subscription for an add-on by clicking the **Unsubscribe** button for the add-on in the **Manage Add-ons** page.

Canceling an add-on takes effect immediately and you will be not refunded.

Some add-ons may retain functionality even after the license period ends. If you'd like to completely stop an add-on from appearing in the interface, disable it as described in [Disabling or Enabling a JIRA Add-on](#).

 Please see the [Atlassian OnDemand Administration](#) page for more information

## Getting Started with Timesheets

Users
Please see the <a href="#">Getting Started Videos</a> .

Administrators
<ul style="list-style-type: none"><li>• <a href="#">Setting Up Tempo Timesheets server version 8.1.0 and later</a></li><li>• <a href="#">Setting Up Tempo Timesheets server version 8.0.x and earlier</a></li></ul>

## Tempo Timesheets User's Guide

<a href="#">Getting-started videos</a>
--

### Logging work on a calendar

Worklog Calendar

### Logging and viewing work on timesheets and on JIRA issues

Timesheets

Worklogs

Viewing the time that is worked in a sprint

### Approving, planning, and billing

Submitting and approving timesheets

Planning time to work on projects

Managing revenue and billing

### Getting an overview and browsing

Getting a quick overview of time worked on issues

Adding Tempo gadgets to your dashboard

Browsing teams and accounts

- Tempo team navigator
- Browsing a team
- Tempo accounts navigator

### Other useful links

- Product overview
- All user and administrator videos
- Use cases
- Webinars
- Frequently asked questions

## Getting Started

### Users

Please see the Getting Started Videos.

### Administrators

- Setting Up Tempo Timesheets server version 8.1.0 and later
- Setting Up Tempo Timesheets server version 8.0.x and earlier

## Viewing a team member's timesheet

**Archived page.** Please click [here](#) for current page.

As well as being able to view your own timesheet, you might have permission to view the timesheets of other users.

### Required permission

- Browse Users permission
- View All Worklogs permission for the projects in which the other users have Work On Issues permission

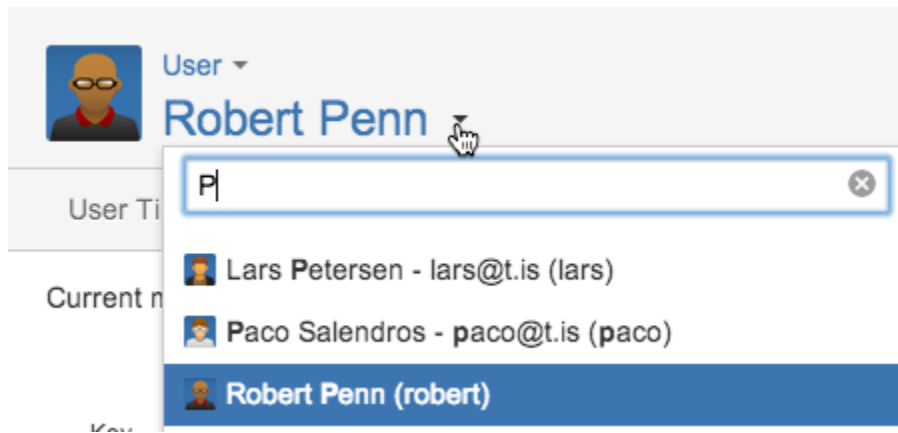
#### Tip

If you also want to log work on behalf of other users, you must have 'Log Work for Others' permission for their projects.

### Procedure

1. Open your own user timesheet.

2. In the upper-left corner, click your name.
3. In the search field that is displayed, start typing the name of the team member.
4. When the team member's name is displayed, click the name.



## Log Time dialog

**Archived page.** Please click [here](#) for current page.

From any timesheet, you can log the work that you did for a JIRA issue by clicking **Log Work**.

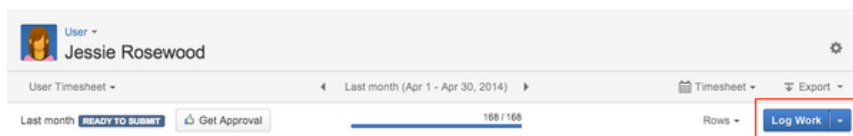
In this chapter

## Tutorial

(Video without voiceover. Time: 1:47)

## Procedure

1. From any timesheet, in the upper-right corner, click **Log Work**.



2. In the Log Work window, fill in the requested information.

### Log Work

**Issue**

[Internal](#)

[Assigned](#)

[Watched](#)

[Filter](#)

User **Jessie Rosewood**

Issue

Period

Date

Worked  Logged

Remaining estimate  Original estimate

Description

Log another

### Tips

Field	Tip
User	In the <b>User</b> field, you can select a different user if you have <a href="#">Log Work for Others</a> permission.
Issue	<p>In the left column, you can filter the issues that are available in the <b>Issue</b> field. You can select <a href="#">Internal</a>, <a href="#">Assigned</a>, <a href="#">Watched</a> or <a href="#">Filter</a>.</p> <p>The left column is <i>not</i> displayed if you clicked <b>Log Work</b> from the <i>issue</i> timesheet because the issue is already selected.</p>
Remaining estimate	<p>The remaining estimate depends on the setting '<i>Remaining estimate is optional</i>' in the Tempo <a href="#">global configuration</a>:</p> <ul style="list-style-type: none"> <li>• If that setting is selected, and the issue does <i>not</i> have an original estimate, the remaining estimate is not calculated.</li> <li>• If that setting is selected, and the issue has an original estimate, the remaining estimate is reduced by the time that is logged until the remaining estimate is 0, in which case you can increase the remaining estimate. The remaining estimate cannot be a negative number.</li> </ul>
Description	A description is optional if the setting ' <i>Worklog description is optional</i> ' is selected in the Tempo <a href="#">global configuration</a> .
Extra fields	The window might contain extra fields if <a href="#">Tempo work attributes</a> are configured.

- If you plan to log more work immediately after you log this work, at the bottom of the window, select **Log another**.
- Click **Log Work**.



## Tempo Panel

**Archived page.** Please click [here](#) for current page.

Details of the work that you logged to an issue are displayed on the JIRA Issue screen. You can view other users' worklogs for the issue by displaying the issue report. Worklog totals are also displayed on the JIRA Issue screen.

### The Tempo section of the JIRA Issue screen



If you have access to Tempo Timesheets, the **Tempo** section is displayed on the JIRA Issue screen. Your worklogs for the selected period are listed, and you can navigate between periods. If you have View All Worklogs permission for projects, you can view other users' worklogs by clicking

one of the **Report** icons: The left icon  opens the report with worklogs sorted by user; the right icon  opens the report as a sortable table.

> Description

> Attachments

**Tempo**

01/May/16 - 31/May/16 ◀ Current ▶ Report   Log Work

Date	Time	Description	Worked
11/May/16	10:47 AM	Working with team on early approach	4

### The Time Tracking section


On the JIRA Issue screen, in the **Time Tracking** section, the **Logged** bar indicates the total time that was logged on the issue. You can log work on the issue by clicking the plus sign and filling in the information in the Log Work window.


**Dates**


Created: 14/Jun/16 4:45 PM

Updated: 13 minutes ago

**Time Tracking** +

Estimated:  40h

Remaining:  12h

Logged:  28h

### The Collaborators section

The **Collaborators** section is displayed if the following checkbox is selected in Tempo [Global Configuration](#):

**'Users with Plan Time permission for a team can plan time for team members in Tempo Timesheets.'**

You can plan time for work on the issue by clicking the plus sign and filling in the requested information in the Plan Time window.

#### On this page

- The Tempo section of the JIRA Issue screen
- The Time Tracking section
- The Collaborators section
- Related topics

#### In this chapter

## Collaborators



Gregory Nolan		18h / 16h
Jessie Rosewood		4h / 8h
John Steel		4h / 0h
Paco Salendros		2h / 0h

## Agile

Active Sprint: [Rocket 5 ends 13/May/16](#)

[View on Board](#)

If you don't have permission to view all worklogs and plans in the project, only your data is displayed.

## Related topics

- [Granting permission to users](#)
- [Planning in JIRA issue view](#)

## Issue Log Work dialog

**Archived page.** Please [click here](#) for current page.

The issue log work window is different from the Tempo Log work window as the JIRA issue is pre-selected and the left sidebar is not displayed. This log work window is accessible from a timesheet cell and from the JIRA issue view.

## Timesheet Cell

Time can be logged on issues from a timesheet cell, given the issue is displayed in the timesheet, either because time has been logged on it before or because of a selected filter.

## Tutorial

(Video without voiceover. Time: 0:41)

This can be done in the [User](#), [Issue](#), and [Advanced](#) Timesheets.

To log work from a timesheet cell, click on a day for the issue you want to log work on and a Log Work window with the issue pre-selected in the issue picker is opened.

*Click on a cell for an issue in the timesheet to log work (click to enlarge)*

### On this page

- [Timesheet Cell](#)
- [JIRA Issue View](#)

### In this chapter





## JIRA Issue View

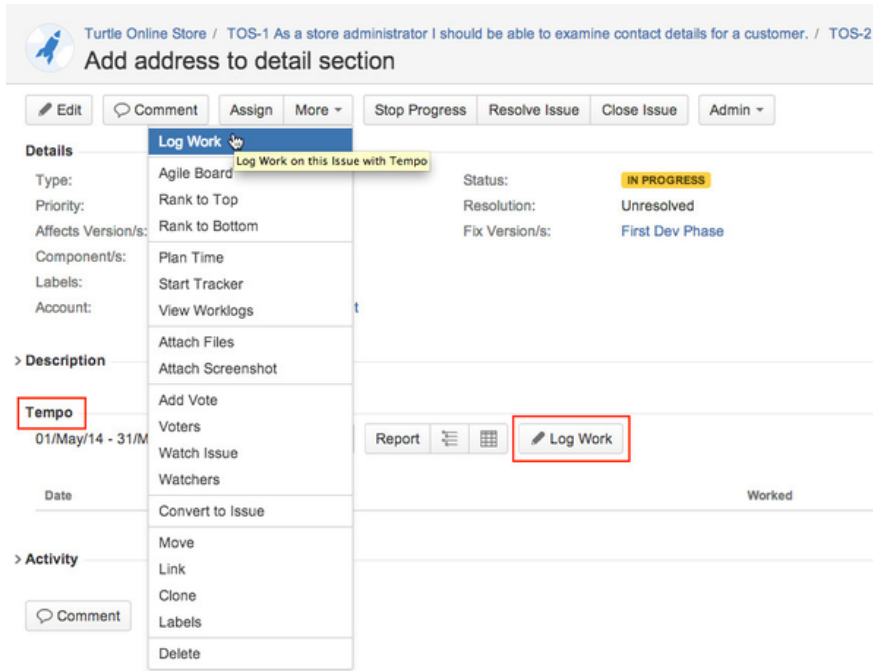
It is also possible to log work on a specific issue in it's JIRA Issue view, along with editing worklogs, given it is within an [open period](#).

### Tutorial

(Video with voiceover. Time: 0:38)

The JIRA Issue view has a Tempo panel as in the screenshot below.

*The JIRA Issue view with Tempo panel (click to enlarge)*



If the JIRA log work module is enabled, users can log work through it, from the **More** actions list. To avoid confusion and if you are using Tempo Timesheets with it's [Log Work](#) window and worklog validations, we recommend disabling the JIRA log work module.



## Viewing worklogs in JIRA issue view

Archived page. [Please click here for current page.](#)

Details of the work that you logged to an issue are displayed on the JIRA Issue screen. You can view other users' worklogs for the issue by displaying the issue report. Worklog totals are also displayed on the JIRA Issue screen.

### The Tempo section of the JIRA Issue screen

If you have access to Tempo Timesheets, the **Tempo** section is displayed on the JIRA Issue screen. Your worklogs for the selected period are listed, and you can navigate between periods. If you have View All Worklogs permission for projects, you can view other users' worklogs by clicking

one of the **Report** icons: The left icon  opens the report with worklogs sorted by user; the right icon  opens the report as a sortable table.

### On this page

- The Tempo section of the JIRA Issue screen
- The Time Tracking section
- The Collaborators section
- Related topics

> Description

> Attachments

Tempo

01/May/16 - 31/May/16    < Current >    Report    [List Icon]    [Grid Icon]    Log Work

Date	Time	Description	Worked
11/May/16	10:47 AM	Working with team on early approach	4

## The Time Tracking section

On the JIRA Issue screen, in the **Time Tracking** section, the **Logged** bar indicates the total time that was logged on the issue. You can log work on the issue by clicking the plus sign and filling in the information in the Log Work window.

### Dates

Created: 14/Jun/16 4:45 PM

Updated: 13 minutes ago

### Time Tracking

Estimated:  40h

Remaining:  12h

Logged:  28h

## The Collaborators section

The **Collaborators** section is displayed if the following checkbox is selected in Tempo [Global Configuration](#):

**'Users with Plan Time permission for a team can plan time for team members in Tempo Timesheets.'**

You can plan time for work on the issue by clicking the plus sign and filling in the requested information in the Plan Time window.

### Collaborators

Gregory Nolan  18h / 16h

Jessie Rosewood  4h / 8h

John Steel 4h / 0h

Paco Salendros 2h / 0h

### Agile

Active Sprint: [Rocket 5 ends 13/May/16](#)

[View on Board](#)

If you don't have permission to view all worklogs and plans in the project, only your data is displayed.

## Related topics

- [Granting permission to users](#)
- [Planning in JIRA issue view](#)

## Period worklogs

**Archived page.** Please click [here](#) for current page.

## Procedure

**In this chapter**

To log work over a period of time, complete the following steps:

1. From any timesheet, in the upper-right corner, click **Log Work**.
2. In the Log Work window, select the **Period** check box so that the **End date** field is displayed

The screenshot shows the 'Log Work' dialog box. The 'Period' checkbox is checked, and the 'Date' and 'End date' fields are visible and highlighted with a red border. The 'User' field is set to 'Paul Bergen' and the 'Issue' field is a dropdown menu.

3. Fill in the requested information, and click **Log Work**.

Work is logged for the days that are included in the period, except for weekends and public holidays.

### Tip

Alternatively, you can log work over a period by completing the following steps:

1. On a user timesheet or an issue timesheet, drag the mouse over the timesheet cells that you want to log work in. In the following example, cells for four days are selected.

The screenshot shows a user timesheet for Robert Penn. The timesheet is for the week of April 27 to May 3, 2014. The 'Log Work' button is visible in the top right corner. The timesheet grid shows 2 hours logged for each of the four days (28, 29, 30, 01) in the row for 'TOS-4 TOS-1 / Design web front-end for viewing customer details'.

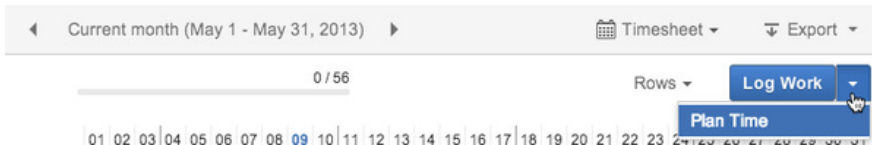
2. In the Log Work window, select the Period check box, and fill in the requested information.
3. Click **Log Work**.

## Plan Time dialog

Archived page. Please click here for current page.

This page explains the **Plan Time** window for [Time Planning](#). The window is opened by clicking the *Plan Time* button in the timesheet sub-header navigation or on any other screen where it is present.

*The Plan Time button in the timesheet sub-header navigation (click to enlarge)*



The Plan Time window has an orange header to differentiate it from the [Log Work window](#). The left sidebar has default the options *Issue* and activities *Project*, *Version* and *Component*. If an *Internal Activity* has been configured the *Internal* tab becomes available.

### Plan on Issue

The first option for planning is Issue where you can plan time on a JIRA issue. The *User* field lists users who you can plan time for. You can plan time for users who are in teams in which you are the team lead or for which you have Plan Time permission.

*The Plan Time window showing the Issue option in the side menu (click to enlarge)*

A screenshot of the 'Plan Time' dialog window. The window has an orange header with the text 'Plan Time'. On the left is a sidebar with a list of options: 'Issue', 'Project', 'Version', 'Component', and 'Internal'. The 'Issue' option is selected and highlighted in blue. The main area of the dialog contains the following fields: 'User' (Paul Bergen), 'Issue' (a dropdown menu showing 'SUPPORT-1 - We have lost all connection t...'), 'Period' (a checkbox), 'Date' (21/May/13 with a calendar icon), 'Availability' (8h), 'Working days' (1d), 'Remaining estimate' (0h), and 'Original estimate' (7h). There is also a 'Planned' input field and a 'Description' text area. At the bottom of the dialog, there are three buttons: 'Plan another' (with a checkbox), 'Plan Time', and 'Cancel'.

To plan time on an issue, follow the steps below:

1. Once you have opened the window, select the **Issue** option on the left sidebar.
  - i** The last option that was used, is selected by default.
2. Choose an issue from the drop-down in the **Issue** field (you can also start writing).
3. If you tick the **Period** box, an **End date** field for the time period is displayed.
4. Select a new **Date** (and **End date**) if you are planning on another date than the current one.

### On this page

- [Plan on Issue](#)
- [Issue Planning from Action list](#)
- [Other Options](#)

### In this chapter

- i** **Availability (Working days)** is displayed below the date in the window. These numbers reflect the users [workload schemes](#) and [holiday schemes](#), and if some plans have been done previously on her/him for the date.
- 5. Fill a number into the field **Planned** for the hours to be planned on the issue (if period is chosen, the field is called **Plan per day**).
- i** **Remaining estimate** and **Original estimate** are displayed above for information purposes only, e.g. it doesn't make sense to plan more than the original estimate indicates.
- 6. Write a brief description in the **Description** field.
- i** The description is optional and can therefore be omitted.
- 7. Click the **Plan Time** button if you are done planning or **Cancel** to close without saving. You can also continue to plan, by ticking the **Plan another** box before you click the **Plan Time** button, but this means that the window stays open to do a new plan time entry.

## Issue Planning from Action list

The plan time window can be opened from the [User timesheet](#), by selecting the **Plan Time** option in the **Actions** list for an issue in the timesheet.

*The Plan Time options in the Actions menu for the AKA-20 issue in the user timesheet*

Key	Summary	T	S	Σ	P	01	02	03	04	05	06	07	08
		W	T	F	S	S	M	T	W				
AKA	AKA Control System			3	8								
AKA-20	Create simple worklog table (no pagination)			3	8								
INT	Employee Issues			0									
INT-1	Vacation Time	<input type="checkbox"/>	→	0									
INT-2	Sick Time	<input type="checkbox"/>	→	0									
INT-3	Staff Meetings	<input type="checkbox"/>	→	0									
					Daily hours								
					Weekly hours								

- View Issue
- Resolve Issue
- Edit
- Comment
- Log Work
- Plan Time

## Other Options

As mentioned above it is also possible to plan on activities or *Project*, *Version* and *Component*, and if an *Internal Activity* has been configured the *Internal* tab becomes available. The plan time window for these other options, does not display *Remaining estimate* and *Original estimate*, since they are associated with issues. The screenshots below show the difference for each option.

*Planning time on Project (choose a project from the drop-down; click to enlarge)*

### Plan Time

- Issue
- Project
- Version
- Component
- Internal

User Paul Bergen

Project

Period

Date

Availability 8h Working days 1d

Planned

*Planning time on Version (choose a project and a version of it from the drop-downs)*

**Plan Time**

Issue  
Project  
**Version**  
Component  
Internal

User Paul Bergen  
Project AKA Control System  
Version Service Center  
Period   
Date 22/May/13  
Availability 8h Working days 1d  
Planned

Planning time on Component (choose a project and a component of it from the drop-downs)

**Plan Time**

Issue  
Project  
Version  
**Component**  
Internal

User Paul Bergen  
Project AKA Control System  
Component User Interface  
Period   
Date 22/May/13  
Availability 8h Working days 1d  
Planned

Planning time on Internal (choose a pre-defined activity from the drop-down)

**Plan Time**

Issue  
Project  
Version  
Component  
**Internal**

User Paul Bergen  
Activity INT - Vacation Planning  
Period   
Date 21/May/13  
Planned

## Team utilization

Archived page. Please click here for current page.

For each team, you can view a *team utilization report*, which consists of a bar chart and table that show the number of logged hours by account type (billable, capitalized, internal, operational).

### Required permission

- Browse Team permission for the team
- One of the following roles or permission types:

Role or permission type	Included in the report
View All Worklogs permission for the team's projects	Logged hours of each team member
Team member	Your logged hours

No report is displayed for periods in which there are no logged hours to be displayed.

## Tutorial

Team utilization reporting

### Viewing the team utilization report

#### Procedure

To view the utilization report for a team, complete the following steps:

1. On the main menu bar, click **Tempo > TEAMS more**.
2. On the Teams page, click the name of the team.
3. On the individual team page, in the upper-right corner, click **Utilization**.

### Example of a team utilization table

The team utilization table is displayed below the bar chart on the Team Utilization page.

*Click to enlarge*

Weeks	Team Members	Hours	% Ratio	
Category Type / Account	Account Category	Customer	% Ratio	Hours
Total - Mar 1, 2015 - Mar 31, 2015 -				
			100.00	676.00
<b>Billable</b>			5.33	36.00
GreenCloud: Management	Management Cost	GreenCloud	5.33	36.00
<b>Capitalized</b>			66.72	451.00
AKA Control: Development	Development	AKA Control System	5.62	38.00
Cloudbay: Development	Development	CloudBay	33.43	226.00
GreenCloud: Staff	Staff Cost	GreenCloud	4.73	32.00
Tango CAPEX	Development	GreenCloud	14.20	96.00
Wikkieea Cloud CAPEX	Development	GreenCloud	8.73	59.00
<b>Internal</b>			27.96	189.00
AKA Control: Service and Maint	Service and Maint	AKA Control System	5.62	38.00
Cloudbay: Service and Maint	Service and Maint	CloudBay	5.18	35.00
GreenCloud: Internal	Internal Cost	GreenCloud	4.14	28.00
Tango OPEX	Service and Maint	GreenCloud	6.80	46.00
Wikkieea Cloud OPEX	Service and Maint	GreenCloud	6.21	42.00

### Example of a team utilization bar chart

*Click to enlarge*



The totals at the top of the chart are rounded for readability.

#### Tips

- You can switch between weeks and team members on the horizontal axis by clicking the buttons under the chart.
- You can switch between hours and percentage of time on the vertical axis by clicking the buttons under the chart.
- You can view more detailed information about each bar by hovering over the chart, as shown on the example above.

### Displaying information for one bar

In the team utilization table, you can display information for a single bar of the chart by clicking the bar. You can reset the table to show all data from the chart by clicking the bar again.

*Showing one week in table by clicking on bar in chart*

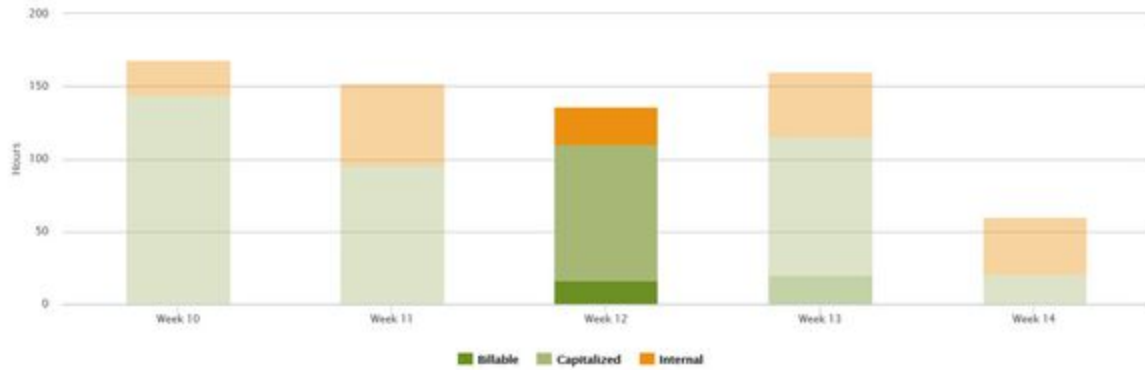


## Team Utilization

36h Billable

451h Capitalized

189h Internal



Weeks Team Members Hours % Ratio

Category Type / Account	Account Category	Customer	% Ratio	Hours
Week 12 (Mar 15, 2015 - Mar 21, 2015) +			100.00	136.00
<b>Billable</b>			11.76	16.00
GreenCloud: Management	Management Cost	GreenCloud	11.76	16.00
<b>Capitalized</b>			69.12	94.00
AKA Control: Development	Development	AKA Control System	4.41	6.00
Cloudbay: Development	Development	CloudBay	45.59	62.00
Tango CAPEX	Development	GreenCloud	11.76	16.00
Wikkieea Cloud CAPEX	Development	GreenCloud	7.35	10.00
<b>Internal</b>			19.12	26.00
GreenCloud: Internal	Internal Cost	GreenCloud	5.88	8.00
Tango OPEX	Service and Maint	GreenCloud	13.24	18.00

## Missing data

If the account, account category, customer, or account category type is not defined for issues, logged time is displayed in gray in the chart and table. You can add the missing information by [resolving unaccounted hours](#).

*Missing data is indicated in gray*

## Team Utilization

454h Capitalized 3h Internal 194h Operational 197h No Category Type



Weeks Team Members Hours % Ratio

Category Type / Account	Account Category	Customer	% Ratio	Hours	
Total - Mar 1, 2015 - Mar 31, 2015 -				100.00	848.00
<b>Capitalized</b>			<b>53.54</b>	<b>454.00</b>	
Cloudbay: Development	Development	CloudBay	10.38	88.00	
GreenCloud: Staff	Staff Cost	GreenCloud	6.72	57.00	
Tango CAPEX	Development	GreenCloud	33.49	284.00	
Wikkieea Cloud CAPEX	Development	GreenCloud	2.95	25.00	
<b>Internal</b>			<b>0.35</b>	<b>3.00</b>	
Cloudbay: Service and Maint	Service and Maint	CloudBay	0.35	3.00	
<b>Operational</b>			<b>22.88</b>	<b>194.00</b>	
GreenCloud: Sales and Marketing	Sales and Marketing	GreenCloud	22.88	194.00	
<b>No Category Type</b>			<b>23.23</b>	<b>197.00</b>	
GreenCloud: Management	Management Cost	GreenCloud	22.29	189.00	
No Account	No Category	No Customer	0.94	8.00	

## Related pages

- [Categorizing accounts](#)
- [Configuring basic team information](#)
- [Resolving unaccounted hours](#)

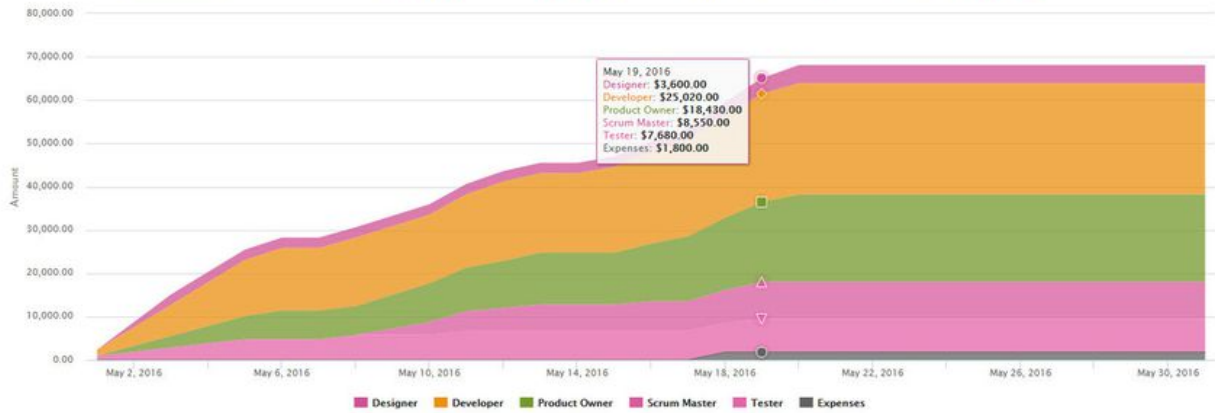
## Budgeting and billing

Archived page. Please click here for current page.

You can manage work for customers and accounts with Tempo Timesheets. For example, you can do the following tasks:

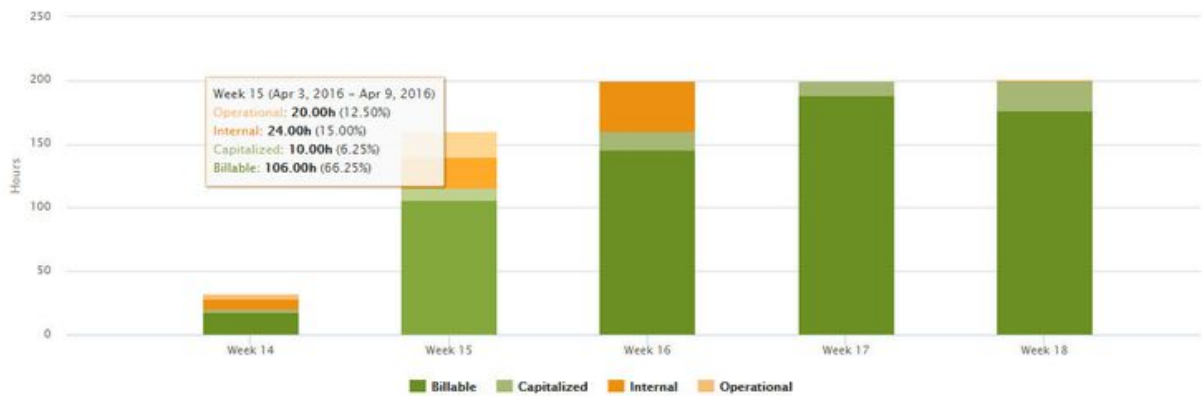
- Get an overview of the calculated revenue that your company makes, based on the hours that team members in different roles work on each account.

Account Revenue **EXPERIMENTAL** ⓘ May 2016 **\$68,110** May '16 **\$650,618** Total **\$1,000,000** Revenue Target (edit) **\$349,382** Under Target



- Set a revenue target for each account and monitor how close the calculated revenue is to the target.
- View a graph of logged hours by account type (billable, capitalized, internal, operational).

Team Utilization ⓘ **635h** Billable **62h** Capitalized **73h** Internal **24h** Operational



Weeks Team Members Hours % Ratio

- Add expenses to JIRA issues, and view a Time and Expenses report.



- Account Lead
- Tempo Account Administrators
- Tempo Rate Administrators
- Browse Customer Revenue

**Procedure**

To view the revenue report for an account, complete the following steps:

1. On the top menu bar, click **Tempo > ACCOUNTS more.**
2. On the Accounts page, select the account.
3. On the individual account page, in the upper-right corner, click **Revenue.**

**Automatic calculation of revenue**

Account revenue is automatically calculated based on the following parameters:

- The number of hours that are logged by team members on issues.
- The role of the team members.
- The price rates that correspond to the roles.
- The expenses that are logged by team members on issues.

The issues must be in projects that are linked to the account.

**Overview of the account revenue table**

The account revenue table is below the graph on the Account Revenue page and lists revenue by team role, issue type, and expense category.

(Click to enlarge image.)

Team Role / Issue Types	Rate (\$)	Hours	Amount (\$)
Team Role	-	286.00	68,110.00
Team Role / Issue Types			
Designer	150.00	28.00	4,200.00
Story	150.00	28.00	4,200.00
Developer	180.00	143.00	25,740.00
Bug	150.00	2.00	300.00
Story	180.00	141.00	25,380.00
Product Owner	190.00	106.00	20,140.00
Internal Task	190.00	53.00	10,070.00
Story	190.00	53.00	10,070.00
Scrum Master	190.00	45.00	8,550.00
Internal Task	190.00	25.00	4,750.00
Story	190.00	20.00	3,800.00
Tester	120.00	64.00	7,680.00
Story	120.00	64.00	7,680.00
Expenses	-	-	1,800.00
Travel	-	-	1,800.00

The four columns have the following meanings:

Column	Team Role	Rate (\$/hour)	Hours	Amount (\$)
<b>Explanation</b>	The team role of users who logged work.  Logged expenses are included at the bottom of the table.	The hourly price rate that corresponds to the team role. The price rates are defined for each role in a price table that is associated with the account.	The number of logged hours	<b>For logged hours</b>  The calculated revenue, which is the rate multiplied by the number of logged hours  <b>For expenses</b>  The amount of the expense

**On this page**

- Tutorial
- Viewing the account revenue report
- Automatic calculation of revenue
- Overview of the account revenue table
- Displaying revenue by issue type and expense category
- Overview of the account revenue graph
- Changing the revenue target
- Related topics

<b>Tip</b>		A user who is in two teams might have different roles in each team and therefore two hourly rates. By default, work on an issue is charged at the user's highest rate. You can set work to be charged at the user's rate for a particular team by selecting that team in the <b>Team</b> field of the issue.		
------------	--	--	--	--

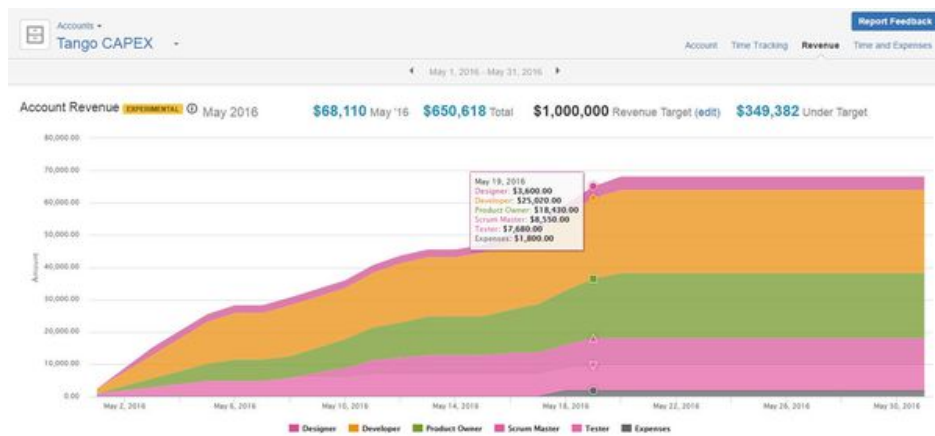
### Displaying revenue by issue type and expense category

In the account revenue table, to display a breakdown of revenue by issue type and by expense category, complete the following steps:

1. In the first column, click the header, **Team Role**.
2. Select **Team Role / Issue Types** from the displayed list.

### Overview of the account revenue graph

The account revenue graph displays revenue for different roles in different colors for one month.



The example above shows calculated revenue for an account that is called 'Tango CAPEX' for the month of May 2016. Above the graph, the four figures have the following meanings:

<b>F i g u r e</b>	<b>\$68,110</b> May '16	<b>\$650,618</b> Total	<b>\$1,000,000</b> Revenue Target	<b>\$349,382</b> Under Target
<b>E x p l a n a t i o n</b>	The revenue for the displayed month.	The accumulated revenue from the date that the account was created until the end of the displayed month.	The revenue target for the account, independent of time period.	The difference between the previous two figures.  This figure turns green if the revenue is over target.

## Changing the revenue target

### Required permission

One on the following permission types:

- Tempo Account Administrators
- Tempo Rate Administrators

### Procedure

To change the revenue target for the account, complete the following steps:

1. Above the graph, beside **Revenue Target**, click **edit**.
2. Type the value of the new target.
3. Click the check mark .

### Related topics

- [Setting price rates](#)
- [Adding expenses to JIRA issues](#)

## Revenue

**Archived page.** [Please click here for current page.](#)

You can view an account revenue report, which consists of a table and graph that show the calculated account revenue for a month. You can set the total revenue target for the account, independent of time period, and monitor how much more revenue must be earned to reach the target.

### Tutorial

Revenue reporting

### Viewing the account revenue report

#### Required permission

One of the following permission types:

- Account Lead
- Tempo Account Administrators
- Tempo Rate Administrators
- Browse Customer Revenue

#### Procedure

To view the revenue report for an account, complete the following steps:

1. On the top menu bar, click **Tempo > ACCOUNTS more**.
2. On the Accounts page, select the account.
3. On the individual account page, in the upper-right corner, click **Revenue**.

### Automatic calculation of revenue

Account revenue is automatically calculated based on the following parameters:

- The number of hours that are logged by team members on issues.

### On this page

- [Tutorial](#)
- [Viewing the account revenue report](#)
- [Automatic calculation of revenue](#)
- [Overview of the account revenue table](#)
- [Displaying revenue by issue type and expense category](#)
- [Overview of the account revenue graph](#)
- [Changing the revenue target](#)
- [Related topics](#)

- The role of the team members.
- The price rates that correspond to the roles.
- The expenses that are logged by team members on issues.

The issues must be in projects that are linked to the account.

### Overview of the account revenue table

The account revenue table is below the graph on the Account Revenue page and lists revenue by team role, issue type, and expense category.

(Click to enlarge image.)

Team Role / Issue Types	Rate (\$)	Hours	Amount (\$)
Team Role	-	286.00	68,110.00
Team Role / Issue Types	-	-	-
Designer	150.00	28.00	4,200.00
Story	150.00	28.00	4,200.00
Developer	180.00	143.00	25,740.00
Bug	180.00	2.00	360.00
Story	180.00	141.00	25,380.00
Product Owner	190.00	106.00	20,140.00
Internal Task	190.00	53.00	10,070.00
Story	190.00	53.00	10,070.00
Scrum Master	190.00	46.00	8,590.00
Internal Task	190.00	25.00	4,750.00
Story	190.00	20.00	3,800.00
Tester	120.00	64.00	7,680.00
Story	120.00	64.00	7,680.00
Expenses	-	-	1,900.00
Travel	-	-	1,900.00

The four columns have the following meanings:

Column	Team Role	Rate (\$/hour)	Hours	Amount (\$)
<b>Explanation</b>	The team role of users who logged work.  Logged expenses are included at the bottom of the table.	The hourly price rate that corresponds to the team role. The price rates are defined for each role in a price table that is associated with the account.	The number of logged hours	<b>For logged hours</b>  The calculated revenue, which is the rate multiplied by the number of logged hours  <b>For expenses</b>  The amount of the expense
<b>Tip</b>		A user who is in two teams might have different roles in each team and therefore two hourly rates. By default, work on an issue is charged at the user's highest rate. You can set work to be charged at the user's rate for a particular team by selecting that team in the <b>Team</b> field of the issue.		

### Displaying revenue by issue type and expense category

In the account revenue table, to display a breakdown of revenue by issue type and by expense category, complete the following steps:

1. In the first column, click the header, **Team Role**.



2. Select **Team Role / Issue Types** from the displayed list.

## Overview of the account revenue graph

The account revenue graph displays revenue for different roles in different colors for one month.



The example above shows calculated revenue for an account that is called 'Tango CAPEX' for the month of May 2016. Above the graph, the four figures have the following meanings:

<b>F</b> <b>i</b> <b>g</b> <b>u</b> <b>r</b> <b>e</b>	<b>\$68,110</b> May '16	<b>\$650,618</b> Total	<b>\$1,000,000</b> Revenue Target	<b>\$349,382</b> Under Target
<b>E</b> <b>x</b> <b>p</b> <b>l</b> <b>a</b> <b>n</b> <b>a</b> <b>t</b> <b>i</b> <b>o</b> <b>n</b>	The revenue for the displayed month.	The accumulated revenue from the date that the account was created until the end of the displayed month.	The revenue target for the account, independent of time period.	The difference between the previous two figures.  This figure turns green if the revenue is over target.

## Changing the revenue target

### Required permission

One on the following permission types:

- Tempo Account Administrators
- Tempo Rate Administrators

### Procedure

To change the revenue target for the account, complete the following steps:

1. Above the graph, beside **Revenue Target**, click **edit**.
2. Type the value of the new target.
3. Click the check mark .

## Related topics

- [Setting price rates](#)
- [Adding expenses to JIRA issues](#)

## Time and expenses

Archived page. Please click here for current page.

The time-and-expenses report shows hours and expenses that are logged to the account for any month, sorted by issue. The report includes calculated revenue, based on logged hours and on the rates that are defined in the price table that is used by the account.

### Tutorial

Reporting on work performed and expenses

### Viewing the time and expenses report

#### Required permission

One of the following permission types:

- Account Lead
- Tempo Account Administrators

#### Procedure

1. On the top menu bar, click **Tempo** > **ACCOUNTS more**.
2. On the Accounts page, select the account.
3. On the individual account page, in the upper-right corner, click **Time and Expenses**.

#### Users with multiple roles

A user who is a member of multiple teams might have different roles in each team and therefore different price rates. By default, work on an issue is charged at the user's highest rate. You can set work to be charged at the user's rate for a particular team by selecting that team in the **Team** field of the issue.

### On this page

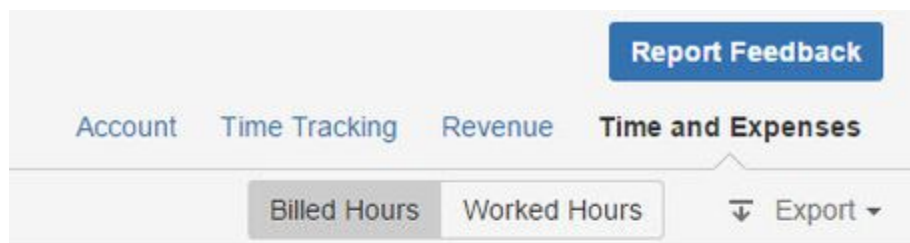
- Tutorial
- Viewing the time and expenses report
- Displaying billed or worked hours
- Exporting a report as a .pdf file or .xls file

*Time-and-expenses report - click to enlarge*

Key / Item	Description	Name	Price (\$)	Hours	Amount (\$)
<b>Total</b>				<b>141.00</b>	<b>21,865.00</b>
<b>AKA-20</b>	<b>As a site visitor, I can read current news on the home page.</b>			<b>9.00</b>	<b>1,805.00</b>
May 2, 2016	Creating a welcoming page that visitors can customize to their needs.	Erica Jefferson SCRUMMASTER	190.00	1.00	285.00
May 3, 2016	Creating a welcoming page that visitors can customize to their needs.	Erica Jefferson SCRUMMASTER	190.00	4.00	760.00
May 4, 2016	Creating a welcoming page that visitors can customize to their needs.	Erica Jefferson SCRUMMASTER	190.00	4.00	760.00
<b>AKA-25</b>	<b>As a site editor, I can assign priority numbers to news items. Items are displayed on the front page based on priority.</b>			<b>12.00</b>	<b>2,160.00</b>
May 2, 2016	Menu for site editor: Rethinking the permissions for that role.	Bob Johnson DEVELOPER	180.00	4.00	720.00
May 3, 2016	Menu for site editor: Rethinking the permissions for that role.	Bob Johnson DEVELOPER	180.00	4.00	720.00
May 4, 2016	Menu for site editor: Rethinking the permissions for that role.	Bob Johnson DEVELOPER	180.00	4.00	720.00
<b>AKA-26</b>	<b>News site for AKA</b>			<b>40.00</b>	<b>6,000.00</b>
May 2, 2016	Changing the design after meeting with the client.	Summer Robinson DESIGNER	150.00	8.00	1,200.00
May 3, 2016	Changing the design after meeting with the client.	Summer Robinson DESIGNER	150.00	8.00	1,200.00
May 4, 2016	Changing the design after meeting with the client.	Summer Robinson DESIGNER	150.00	8.00	1,200.00

Displaying billed or worked hours

You can configure Tempo Timesheets so that users can specify billed hours when they log work. Billed hours are hours that are billed to customers. The time-and-expenses report then displays the billed hours by default.



	Price (\$)	Hours	Amount (\$)
		143.00	22,250.00
		11.00	2,090.00
	190.00	3.00	570.00

The list of billed hours can be exported and printed. You can display all logged hours by clicking **Worked Hours**.

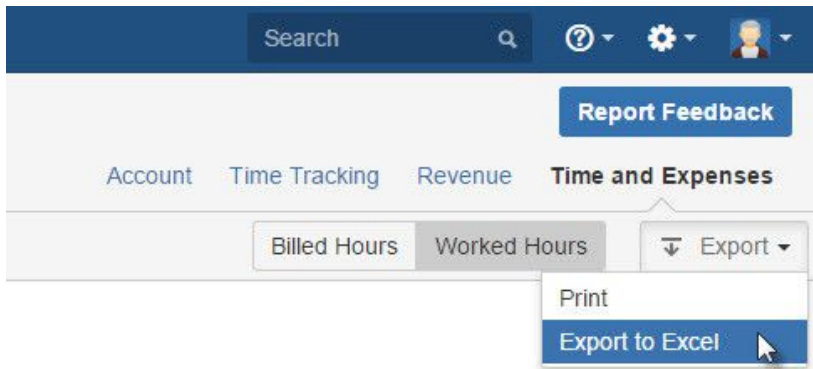
#### Related topic

- [Setting price rates](#)
- [Configuring global accounting options](#)

#### Exporting a report as a .pdf file or .xls file

You can export the time-and-expenses report as a .pdf file or a .xls file by completing the following steps:

1. In the upper-right corner of the report, click **Export**.
2. From the list, select **Print** (for a .pdf file) or **Export to Excel** (for a .xls file).



	Price (\$)	Hours	Amount (\$)
		141.50	21,965.00

The .pdf file is a printout of the report. The .xls file contains the following sheets:

1. A Time and Expenses spreadsheet, which includes hours and expenses
2. A Time spreadsheet, which includes only logged hours
3. An Expenses spreadsheet, which includes only expenses

The Time spreadsheet contains all logged hours and the following details:

- Customer (key, name)
- Project (key, name)
- Account (key, name)
- Issue key (key)
- Issue summary (summary)
- Date (Atlassian date format, and breakdown into day, month, and year)
- Description
- Username
- Full name
- Role
- Hours
- Rate
- Amount
- Currency

The Expenses spreadsheet contains all logged expenses and the following details:

- Customer (key, name)
- Project (key, name)
- Account (key, name)
- Issue key (key)
- Issue summary (summary)
- Date (Atlassian date format, and breakdown into day, month, and year)
- Description
- Username
- Full name
- Role
- Expense category
- Amount
- Currency

## Time and expenses report

**Archived page.** Please [click here](#) for current page.

The time-and-expenses report shows hours and expenses that are logged to the account for any month, sorted by issue. The report includes calculated revenue, based on logged hours and on the rates that are defined in the price table that is used by the account.

## On this page

- Tutorial
- Viewing the time and expenses report
- Displaying billed or worked hours
- Exporting a report as a .pdf file or .xls file

## Tutorial

Reporting on work performed and expenses

## Viewing the time and expenses report

### Required permission

One of the following permission types:

- Account Lead
- Tempo Account Administrators

### Procedure

1. On the top menu bar, click **Tempo** > **ACCOUNTS more**.
2. On the Accounts page, select the account.
3. On the individual account page, in the upper-right corner, click **Time and Expenses**.

### Users with multiple roles

A user who is a member of multiple teams might have different roles in each team and therefore different price rates. By default, work on an issue is charged at the user's highest rate. You can set work to be charged at the user's rate for a particular team by selecting that team in the **Team** field of the issue.

*Time-and-expenses report - click to enlarge*

Key / Item	Description	Name	Price (\$)	Hours	Amount (\$)
<b>Total</b>				<b>141.00</b>	<b>21,945.00</b>
<b>AKA-20</b>	<b>As a site visitor, I can read current news on the home page.</b>			<b>9.00</b>	<b>1,805.00</b>
May 2, 2016	Creating a welcoming page that visitors can customize to their needs.	Erica Jefferson SCRUMMASTER	190.00	1.50	285.00
May 3, 2016	Creating a welcoming page that visitors can customize to their needs.	Erica Jefferson SCRUMMASTER	190.00	4.00	760.00
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<b>AKA-25</b>	<b>As a site editor, I can assign priority numbers to news items. Items are displayed on the front page based on priority.</b>			<b>12.00</b>	<b>2,160.00</b>
May 2, 2016	Menu for site editor: Rethinking the permissions for that role.	Bob Johnson DEVELOPER	150.00	4.00	720.00
May 3, 2016	Menu for site editor: Rethinking the permissions for that role.	Bob Johnson DEVELOPER	180.00	4.00	720.00
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<b>AKA-26</b>	<b>News site for AKA</b>			<b>40.00</b>	<b>6,000.00</b>
May 2, 2016	Changing the design after meeting with the client.	Summer Roberson DESIGNER	150.00	8.00	1,200.00
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## Displaying billed or worked hours

You can configure Tempo Timesheets so that users can specify billed hours when they log work. Billed hours are hours that are billed to customers. The time-and-expenses report then displays the billed hours by default.

[Report Feedback](#)

Account   Time Tracking   Revenue   **Time and Expenses**

Billed Hours   **Worked Hours**   ⌵ Export ▾

Price (\$)	Hours	Amount (\$)
	143.00	22,250.00
	11.00	2,090.00
190.00	3.00	570.00

The list of billed hours can be exported and printed. You can display all logged hours by clicking **Worked Hours**.

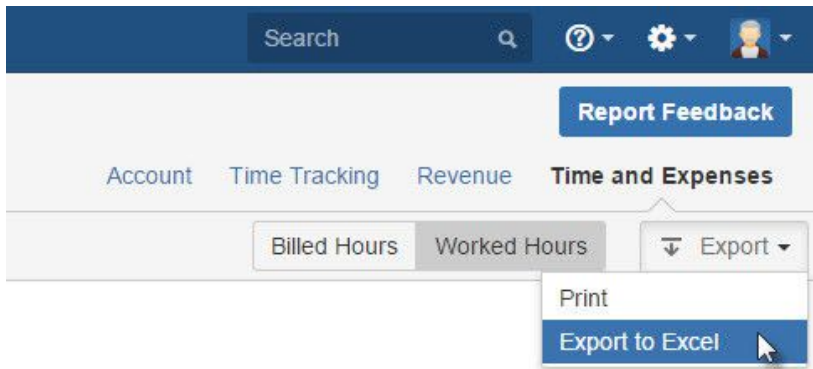
**Related topic**

- [Setting price rates](#)
- [Configuring global accounting options](#)

**Exporting a report as a .pdf file or .xls file**

You can export the time-and-expenses report as a .pdf file or a .xls file by completing the following steps:

1. In the upper-right corner of the report, click **Export**.
2. From the list, select **Print** (for a .pdf file) or **Export to Excel** (for a .xls file).



	Price (\$)	Hours	Amount (\$)
		141.50	21,965.00

The .pdf file is a printout of the report. The .xls file contains the following sheets:

1. A Time and Expenses spreadsheet, which includes hours and expenses
2. A Time spreadsheet, which includes only logged hours
3. An Expenses spreadsheet, which includes only expenses

The Time spreadsheet contains all logged hours and the following details:

- Customer (key, name)
- Project (key, name)
- Account (key, name)
- Issue key (key)
- Issue summary (summary)
- Date (Atlassian date format, and breakdown into day, month, and year)
- Description
- Username
- Full name
- Role
- Hours
- Rate
- Amount
- Currency

The Expenses spreadsheet contains all logged expenses and the following details:

- Customer (key, name)
- Project (key, name)
- Account (key, name)
- Issue key (key)
- Issue summary (summary)
- Date (Atlassian date format, and breakdown into day, month, and year)
- Description
- Username
- Full name
- Role
- Expense category
- Amount
- Currency

## Viewing time and expenses report

**Archived page.** Please click [here](#) for current page.

The time-and-expenses report shows hours and expenses that are logged to the account for any month, sorted by issue. The report includes calculated revenue, based on logged hours and on the rates that are defined in the price table that is used by the account.

## On this page

- Tutorial
- Viewing the time and expenses report
- Displaying billed or worked hours
- Exporting a report as a .pdf file or .xls file

## Tutorial

Reporting on work performed and expenses

## Viewing the time and expenses report

### Required permission

One of the following permission types:

- Account Lead
- Tempo Account Administrators

### Procedure

1. On the top menu bar, click **Tempo** > **ACCOUNTS more**.
2. On the Accounts page, select the account.
3. On the individual account page, in the upper-right corner, click **Time and Expenses**.

### Users with multiple roles

A user who is a member of multiple teams might have different roles in each team and therefore different price rates. By default, work on an issue is charged at the user's highest rate. You can set work to be charged at the user's rate for a particular team by selecting that team in the **Team** field of the issue.

*Time-and-expenses report - click to enlarge*

Key / Item	Description	Name	Price (\$)	Hours	Amount (\$)
<b>Total</b>				<b>141.00</b>	<b>21,945.00</b>
<b>AKA-20</b>	<b>As a site visitor, I can read current news on the home page.</b>			<b>9.00</b>	<b>1,805.00</b>
May 2, 2016	Creating a welcoming page that visitors can customize to their needs.	Erica Jefferson SCRUMMASTER	190.00	1.50	285.00
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<b>AKA-25</b>	<b>As a site editor, I can assign priority numbers to news items. Items are displayed on the front page based on priority.</b>			<b>12.00</b>	<b>2,160.00</b>
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## Displaying billed or worked hours

You can configure Tempo Timesheets so that users can specify billed hours when they log work. Billed hours are hours that are billed to customers. The time-and-expenses report then displays the billed hours by default.



[Report Feedback](#)

Account   Time Tracking   Revenue   **Time and Expenses**

Billed Hours   **Worked Hours**   ⌵ Export ▾

Price (\$)	Hours	Amount (\$)
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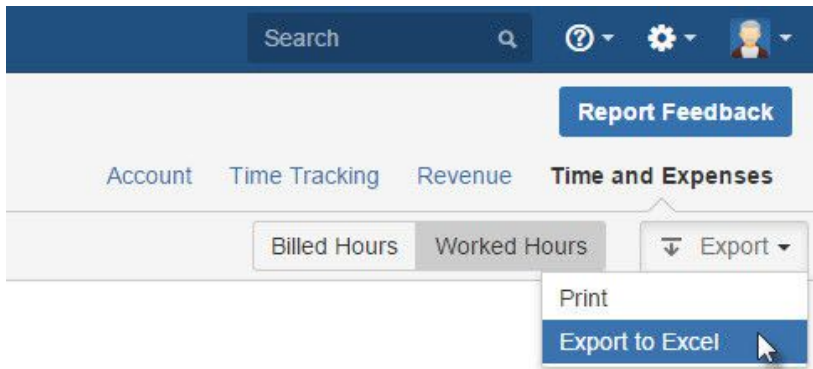
**Related topic**

- [Setting price rates](#)
- [Configuring global accounting options](#)

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2. From the list, select **Print** (for a .pdf file) or **Export to Excel** (for a .xls file).



Price (\$)	Hours	Amount (\$)
	141.50	21,965.00

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- Description
- Username
- Full name
- Role
- Hours
- Rate
- Amount
- Currency

The Expenses spreadsheet contains all logged expenses and the following details:

- Customer (key, name)
- Project (key, name)
- Account (key, name)
- Issue key (key)
- Issue summary (summary)
- Date (Atlassian date format, and breakdown into day, month, and year)
- Description
- Username
- Full name
- Role
- Expense category
- Amount
- Currency

## Viewing unaccounted hours

**Archived page.** Please click [here](#) for current page.

Logged hours that cannot be associated with an account category type (for example, the Billable type or the Capitalized type) are said to be unaccounted for. Unaccounted hours are not correctly reported in the [Utilization report](#) or in the [Revenue report](#).

## Tutorial

Unaccounted hours

## Viewing unaccounted hours

### Required permission

One of the following permission types:

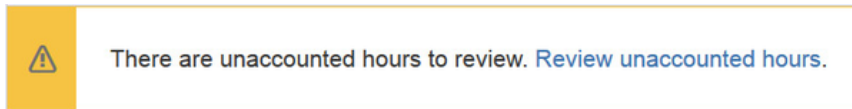
- JIRA Administrators permission
- Tempo Account Manager

### Procedure

To view a list of unaccounted hours, complete the following steps:

1. On the top menu bar, click **Tempo > ACCOUNTS more**.

The following message about unaccounted hours might be displayed near the top of the page:



If the above message is *not* displayed, all hours are accounted for.

2. If the above message *is* displayed, click **Review unaccounted hours**.

### Tip

Alternatively, you can access the Unaccounted Hours page as follows: on the Accounts page, in the upper-right corner, click **Manage > Unaccounted Hours**.

A list of projects and issues is displayed. Work was logged on these issues, but one of the following situations is true for each issue:

- The issue is not associated with an account.
- The issue is associated with an account, but the account is not linked to an account category.
- The issue is associated with an account, and the account is linked to an account category, but the account category is not linked to an account category type.

## Accounting for hours

On the Unaccounted Hours page, you can account for hours for each issue by selecting the appropriate account, account category, or account category type.

*Unaccounted Hours - click to enlarge*

### On this page

- [Tutorial](#)
- [Viewing unaccounted hours](#)
- [Accounting for hours](#)
- [Related topics](#)

Accounts Give Tempo Feedback

Overview **Manage**

Unaccounted Hours

130.00 hours are unaccounted for in 5 issues that were modified in the last 18 months.  
Make sure all work is accounted for by reviewing your unaccounted hours and selecting the appropriate account for the issues involved.

Showing 5 of 5 issues

Hours	Project / Issue	Account
80.00	AL - Azome	
40.00	AL-4 - Allow mobile apps to authenticate via Google OAUTH	Select Account Azome Game App Development Configure Account Links
40.00	AL-5 - Implement Unified Security Model to all connectors	
45.00	TO - Tango OnDemand	
25.00	TO-88 - Create a forgot password link	Select Account
20.00	TO-89 - Create an export data wizard	Select Account
5.00	WIKK - Wikixxxx Cloud	
5.00	WIKK-26 - Build a connector for Salesforce Force 2.0	Select Account

### Related topics

- Viewing logged time by account type
- Viewing account revenue and target

## Overview of budgeting and billing

Archived page. Please click here for current page.

You can manage work for customers and accounts with Tempo Timesheets. For example, you can do the following tasks:

- Get an overview of the calculated revenue that your company makes, based on the hours that team members in different roles work on each account.



- Set a revenue target for each account and monitor how close the calculated revenue is to the target.

- View a graph of logged hours by account type (billable, capitalized, internal, operational).



- Add expenses to JIRA issues, and view a Time and Expenses report.

**Time and Expenses** ①

Customer: AKA Control System  
 Account: AKA Control Development (Billed by the hour)  
 Period: May 1, 2016 - May 31, 2016

Key / Item	Description	Name	Price (\$)	Hours	Amount (\$)
<b>Total</b>				<b>141.50</b>	<b>21,965.00</b>
<b>AKA-20</b>	<b>As a site visitor, I can read current news on the home page.</b>			<b>9.50</b>	<b>1,805.00</b>
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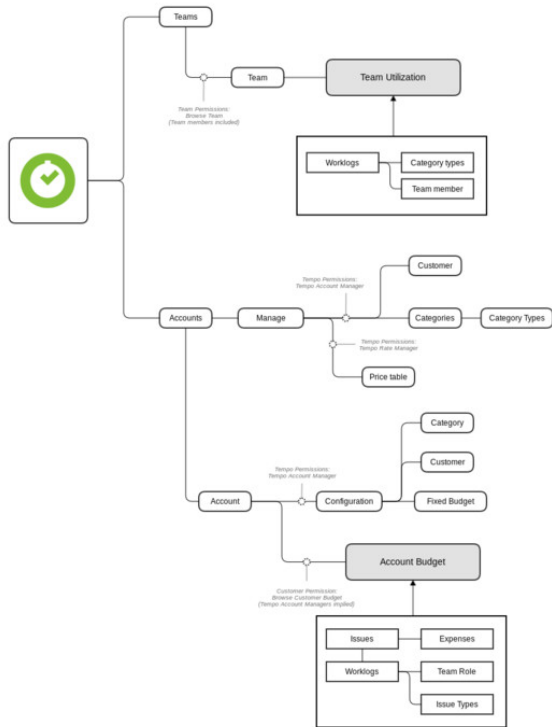
**In this chapter**

**Related pages**

- Configuring and managing accounts

- Tempo accounts navigator
- Tempo team navigator
- Browsing a team
- Tempo accounts gadgets

## Diagram of budgeting and billing features



## Tempo Timesheets Administrator's Guide

**Administrator's guide**

- [Installing and upgrading Tempo Timesheets](#)
- [Setting up Tempo Timesheets](#)

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**Managing Tempo Timesheets**

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**Other useful links**

- [Release notes](#)
- [Administrator and user videos](#)
- [Webinars](#)
- [Frequently asked questions](#)

## Enabling the timesheet approval process

Archived page. Please click here for current page.

To open the Global Configuration:

1. Log in as a user with the **JIRA Administrators Global Permission**.
2. Select **Add-ons** from the **Administration** menu (cog icon: ) at the top right of your screen. Then scroll down to **Tempo** administrative left tabs and choose the **Global Configuration** option.

<b>Configure timesheet approval process</b>	Default: <i>Disabled</i>
---	--------------------------

This setting can be enabled as *Monthly (Period)* or *Weekly*, or it can be *Disabled*. When enabled, a workflow status with a button next to it, called **Get Approval**, appears to the left, below the User Timesheet header. If enabled as **Weekly**, the view has to be set on **Week** and the same goes for if enabled as **Monthly (Period)**, the view has to be set on **Period**. Team members can send their timesheets to be **approved** by their Team Lead (the user(s) with the **Approve Timesheet** permission), if the workflow status is *Ready to submit*.

## Tempo permissions

Archived page. Please click here for current page.

The tables below list the following types of permissions and roles:

- Some important JIRA permissions that Tempo Timesheets relies upon
- Tempo administrative and user permissions
- Tempo roles, such as Team Lead and Account Lead, which already include certain permissions


### Important

- For JIRA users to be able to access and use Tempo Timesheets, they must have Work On Issues permission for at least one JIRA project. This permission is listed below, in the 'Project permissions and roles' table.
- For JIRA users to be able to log work in Tempo Timesheets, **Time tracking** must be ON in JIRA.

### On this page

- Global permissions
- Project permissions and roles
- Team permissions and roles
- Customer and account permissions and roles
- Related topics

## Global permissions

Permission	What you get by default	Notes	Who can give permission by default	Configuration location
JIRA Administrators permission	<ul style="list-style-type: none"> <li>• Permission to:               <ul style="list-style-type: none"> <li>• Perform most JIRA administrative tasks</li> <li>• Perform most Tempo administrative tasks</li> </ul> </li> <li>• Tempo Administrators permission (see below)</li> <li>• Tempo Team Administrators permission (see below)</li> <li>• Tempo Account Administrators permission (see below)</li> </ul>	By default, JIRA Administrators are not granted Tempo Rate Administrators permission (see below). However, JIRA Administrators can grant themselves any type of Tempo administrative or user permission that they do not already have.	JIRA Administrators	<b>Administration</b> cogwheel  > <b>System</b> > <b>SECURITY Global Permissions</b>

Browse Users permission	Permission to view lists of JIRA user names and group names and to select users or groups from the lists.	<p>Many users might require this permission.</p> <p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• Tempo Team Administrators (see below) require Browse Users permission so that they can add members to teams.</li> <li>• Many users might require Browse Users permission so that they can reassign issues to other users.</li> </ul>
Tempo Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Manage internal Issues</li> <li>• Open and close worklog periods</li> <li>• Test who can edit worklogs</li> <li>• Define the working week</li> <li>• Specify public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• By default, JIRA Administrators receive Tempo Administrators permission.</li> <li>• Only JIRA Administrators can do some other Tempo Timesheets administrative tasks.</li> </ul>
Tempo Team Administrators permission	<ul style="list-style-type: none"> <li>• Permission to create, configure, browse, and delete teams and to manage team permissions</li> <li>• Browse Team permission (see below) for all teams</li> </ul>	<ul style="list-style-type: none"> <li>• Tempo Team Administrators can grant themselves Approve Timesheet permission and Plan Time permission (see below).</li> <li>• Tempo Team Administrators permission is <i>not</i> sufficient for moving employees between different types of working week or sets of public holidays.</li> <li>• By default, JIRA Administrators receive Tempo Team Administrators permission</li> </ul>
Tempo Account Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Create, configure, import, export, and delete accounts</li> <li>• Change the target revenue in account revenue reports</li> </ul>	<ul style="list-style-type: none"> <li>• Only users with Approve Timesheet permission (see below) can approve accounts.</li> <li>• Only JIRA Administrators can configure the following account settings: <ul style="list-style-type: none"> <li>• Whether the account value is cleared when issues are moved between projects</li> <li>• An alternative name for the account field</li> <li>• Whether an account value is required or optional in a field configuration</li> </ul> </li> <li>• By default, JIRA Administrators receive Tempo Account Administrators permission</li> </ul>
Tempo Rate Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Set price rates for team roles in different teams</li> <li>• Change the target revenue on account revenue reports</li> </ul>	Price rates are used for revenue reports and billing.

## Project permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Administer Projects permission	<p>Within the context of a project, permission to edit:</p> <ul style="list-style-type: none"> <li>• Project role membership</li> <li>• Project components</li> <li>• Project versions</li> <li>• Some project details</li> </ul>		JIRA Administrators	<b>Projects &gt; View All Projects</b> > <i>project name</i> > <b>Project Administration</b> > <b>Permissions</b>




Browse Projects permission	Within the context of a project, permission to: <ul style="list-style-type: none"> <li>Browse the project</li> <li>Use the issue navigator</li> <li>View individual issues</li> </ul>			
Work On Issues permission	<ul style="list-style-type: none"> <li>Permission to access and use Tempo Timesheets</li> <li>Within the context of a project, permission to log work on issues</li> </ul>	<b>Troubleshooting tips</b> <ul style="list-style-type: none"> <li>JIRA users cannot access or use Tempo Timesheets if they do not have Work On Issues permission for at least one JIRA project.</li> <li>JIRA users cannot log work if <a href="#">Time tracking</a> is turned OFF in JIRA.</li> </ul>		
View All Worklogs permission	Within the context of a project, permission to view all worklogs	<b>Troubleshooting tip</b> A possible reason why worklogs are not viewable is that users do not also have Browse Projects permission (see above).		
Log Work for Others permission	Within the context of a project, permission to log work on behalf of other JIRA users who have permission to log work for the project			
Tempo Project Managers role	See notes >	<ul style="list-style-type: none"> <li>This is a legacy role and might not be available in your Tempo Timesheets.</li> <li>If this role is available, users in this role no longer automatically have permission to view all worklogs of a project. However, you might have granted users in this role other permissions, which are still valid.</li> </ul>	<ul style="list-style-type: none"> <li>Project Administrators</li> <li>JIRA Administrators</li> </ul>	<b>Projects &gt; View All Projects &gt; <i>project name</i> &gt; Project Administration &gt; Roles</b>

## Team permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Tempo Team Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Team Lead role	<ul style="list-style-type: none"> <li>Browse Team permission (see below) for the team that you lead</li> <li>Approve Timesheet permission (see below) for the team that you lead</li> <li>Plan Time permission (see below) for the team that you lead</li> <li>Permission to configure your team</li> <li>Team Member role</li> </ul>	The Team Lead role is <i>not</i> sufficient for moving employees between workload or holiday schemes or for changing the Team Lead.	Tempo Team Administrators	You can specify a Team Lead when you create a team: <b>Tempo &gt; TEAMS more &gt; Create New Team</b> or by configuring basic team information: <b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Configure &gt; Team Lead</b>
Team Member role	<ul style="list-style-type: none"> <li>Browse Team permission for your team (see below)</li> <li>Permission to plan time for yourself to work on projects, versions, components, and issues</li> </ul>	<ul style="list-style-type: none"> <li>For you to be able to plan time for yourself to work on an issue, you must also have Browse Projects and 'Work on Issues' permission (see above) for the issue's project.</li> <li>Team Leads (see above) are also Team Members.</li> </ul>	<ul style="list-style-type: none"> <li>Team Leads</li> <li>Tempo Team Administrators</li> </ul>	<b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Members</b>

<p>Customized roles, such as Developer, Tester, or Scrum Master</p>	<p>See notes &gt;</p>	<p>By default, Team Members are given the role name <i>Member</i>. However, you can give customized role names, such as <i>Developer</i>, <i>Tester</i>, or <i>Scrum Master</i>, to Team Members.</p> <p>When you customize role names, the permission that the Team Members have does not change.</p>
<p>Browse Team permission</p>	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• See the team's information, including the team utilization report</li> <li>• Select this team on forms that contain a <b>Team</b> field (for example, the <b>Team</b> field in an issue)</li> </ul>	<p>All Team Members automatically receive Browse Team permission for their own teams.</p>

<ul style="list-style-type: none"> <li>• JIRA Administrators can create customized role names:</li> </ul> <p><b>Administration</b></p> <p>cogwheel </p> <p>&gt; <b>Add-ons</b> &gt;  TEMPO  TEAMS <b>Tempo Roles</b></p> <ul style="list-style-type: none"> <li>• Team Leads and Tempo Team Administrators can assign role names to Team Members when they add or configure Team Members:</li> </ul> <p><b>Tempo</b> &gt;  TEAMS <b>more</b> &gt;  <i>team name</i> &gt; <b>C</b>  <b>onfiguration</b> &gt;  <b>Members</b></p>	<p><b>Tempo</b> &gt; TEAMS <b>m</b>  <b>ore</b> &gt; <i>team name</i> &gt;  <b>Configuration</b> &gt; <b>Pe</b>  <b>rmissions</b></p>
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<p>Approve Timesheet permission</p>	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Review timesheets of Team Members.</li> <li>• Grant grace periods to Team Members to complete their timesheets after a scheduled closing date.</li> <li>• View the team timesheet and reports.</li> <li>• View Tempo team and account gadgets.</li> <li>• Approve accounts.</li> </ul> </li> <li>• If the setting '<a href="#">Configure timesheet approval process</a>' is set to <i>Monthly (Period)</i> or <i>Weekly</i>, permission to: <ul style="list-style-type: none"> <li>• Approve and reject timesheets of Team Members</li> <li>• View the approval logs of Team Members</li> </ul> </li> <li>• Permission to set billed hours if the following check box is selected in Tempo Global Configuration: <a href="#">Users with Approve Timesheet Permission can set billed hours</a></li> </ul>	<ul style="list-style-type: none"> <li>• Team Leads (see above) automatically receive Approve Timesheet permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Approve Timesheet permission</li> <li>• To view other team members' worklogs on a timesheet, you must have View All Worklogs permission (see above) for the team's projects</li> </ul>		
<p>Plan Time permission</p>	<p>Permission to plan time for team members to work on projects, versions, components, and issues.</p>	<ul style="list-style-type: none"> <li>• Team Members can plan time for themselves <i>without</i> the Plan Time permission.</li> <li>• Team Leads (see above) automatically receive Plan Time permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Plan Time permission</li> <li>• Plan Time permission works in Tempo Timesheets only if the following check box is selected in Tempo Global Configuration: <a href="#">'Users with Plan Time permission for a team can plan time for team members in Tempo Timesheets.'</a></li> <li>• For you to be able to plan time on an issue, the following permissions must also be granted: <ul style="list-style-type: none"> <li>• You and the user that you are planning time for must have Browse Projects permission (see above) for the issue's project</li> <li>• The user that you are planning time for must have 'Work on Issues' permission (see above) for the issue's project</li> </ul> </li> </ul>		

## Customer and account permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
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Tempo Account Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Tempo Rate Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Account Lead role	<ul style="list-style-type: none"> <li>Responsibility for the account</li> <li>Browse Customer Revenue permission (see below) if you are a user of JIRA and Tempo Timesheets</li> </ul>	Account Leads are not required to be users of JIRA and Tempo Timesheets.	<ul style="list-style-type: none"> <li>Tempo Account Administrators</li> <li>JIRA Administrators</li> </ul>	<p>You can specify an Account Lead when you create an account:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; Create Account</b></p> <p>or by configuring basic account information:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; account name &gt; Configuration &gt; General &gt; Lead</b></p>
Browse Customer Revenue permission	Permission to view the account revenue report and the time and expenses report for accounts that are associated with a customer.	Account Leads automatically receive Browse Customer Revenue permission for all customers.		<p><b>Tempo &gt; ACCOUNTS more &gt; Manage &gt; Customers &gt; View Customer &gt; Configuration</b></p>

## Related topics

- [Global configuration](#) (Settings that affect the permissions of general users and of users with Approve Timesheet permission)
- [Troubleshooting a No Access message](#)
- [Troubleshooting worklog editing](#)

## Permissions used in Tempo Timesheets

**Archived page.** [Please click here for current page.](#)

The tables below list the following types of permissions and roles:

- Some important JIRA permissions that Tempo Timesheets relies upon
- Tempo administrative and user permissions
- Tempo roles, such as Team Lead and Account Lead, which already include certain permissions


### Important

- For JIRA users to be able to access and use Tempo Timesheets, they must have Work On Issues permission for at least one JIRA project. This permission is listed below, in the '*Project permissions and roles*' table.
- For JIRA users to be able to log work in Tempo Timesheets, [Time tracking](#) must be ON in JIRA.

## On this page

- Global permissions
- Project permissions and roles
- Team permissions and roles
- Customer and account permissions and roles
- Related topics

## Global permissions

Permission	What you get by default	Notes	Who can give permission by default	Configuration location
JIRA Administrators permission	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Perform most JIRA administrative tasks</li> <li>• Perform most Tempo administrative tasks</li> </ul> </li> <li>• Tempo Administrators permission (see below)</li> <li>• Tempo Team Administrators permission (see below)</li> <li>• Tempo Account Administrators permission (see below)</li> </ul>	By default, JIRA Administrators are not granted Tempo Rate Administrators permission (see below). However, JIRA Administrators can grant themselves any type of Tempo administrative or user permission that they do not already have.	JIRA Administrators	<b>Administration</b>  > <b>System</b> > <b>SECURITY Global Permissions</b>
Browse Users permission	Permission to view lists of JIRA user names and group names and to select users or groups from the lists.	Many users might require this permission.  <b>Examples</b> <ul style="list-style-type: none"> <li>• Tempo Team Administrators (see below) require Browse Users permission so that they can add members to teams.</li> <li>• Many users might require Browse Users permission so that they can reassign issues to other users.</li> </ul>		
Tempo Administrators permission	Permission to: <ul style="list-style-type: none"> <li>• Manage internal Issues</li> <li>• Open and close worklog periods</li> <li>• Test who can edit worklogs</li> <li>• Define the working week</li> <li>• Specify public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• By default, JIRA Administrators receive Tempo Administrators permission.</li> <li>• Only JIRA Administrators can do some other Tempo Timesheets administrative tasks.</li> </ul>		
Tempo Team Administrators permission	<ul style="list-style-type: none"> <li>• Permission to create, configure, browse, and delete teams and to manage team permissions</li> <li>• Browse Team permission (see below) for all teams</li> </ul>	<ul style="list-style-type: none"> <li>• Tempo Team Administrators can grant themselves Approve Timesheet permission and Plan Time permission (see below).</li> <li>• Tempo Team Administrators permission is <i>not</i> sufficient for moving employees between different types of working week or sets of public holidays.</li> <li>• By default, JIRA Administrators receive Tempo Team Administrators permission</li> </ul>		

Tempo Account Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Create, configure, import, export, and delete accounts</li> <li>• Change the target revenue in account revenue reports</li> </ul>	<ul style="list-style-type: none"> <li>• Only users with Approve Timesheet permission (see below) can approve accounts.</li> <li>• Only JIRA Administrators can configure the following account settings: <ul style="list-style-type: none"> <li>• Whether the account value is cleared when issues are moved between projects</li> <li>• An alternative name for the account field</li> <li>• Whether an account value is required or optional in a field configuration</li> </ul> </li> <li>• By default, JIRA Administrators receive Tempo Account Administrators permission</li> </ul>	
Tempo Rate Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Set price rates for team roles in different teams</li> <li>• Change the target revenue on account revenue reports</li> </ul>	Price rates are used for revenue reports and billing.	

### Project permissions and roles


Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Administer Projects permission	<p>Within the context of a project, permission to edit:</p> <ul style="list-style-type: none"> <li>• Project role membership</li> <li>• Project components</li> <li>• Project versions</li> <li>• Some project details</li> </ul>		JIRA Administrators	<b>Projects &gt; View All Projects &gt; <i>project name</i> &gt; Project Administration &gt; Permissions</b>
Browse Projects permission	<p>Within the context of a project, permission to:</p> <ul style="list-style-type: none"> <li>• Browse the project</li> <li>• Use the issue navigator</li> <li>• View individual issues</li> </ul>			
Work On Issues permission	<ul style="list-style-type: none"> <li>• Permission to access and use Tempo Timesheets</li> <li>• Within the context of a project, permission to log work on issues</li> </ul>	<p><b>Troubleshooting tips</b></p> <ul style="list-style-type: none"> <li>• JIRA users cannot access or use Tempo Timesheets if they do not have Work On Issues permission for at least one JIRA project.</li> <li>• JIRA users cannot log work if <b>Time tracking</b> is turned OFF in JIRA.</li> </ul>		
View All Worklogs permission	<p>Within the context of a project, permission to view all worklogs</p>	<p><b>Troubleshooting tip</b></p> <p>A possible reason why worklogs are not viewable is that users do not also have Browse Projects permission (see above).</p>		
Log Work for Others permission	<p>Within the context of a project, permission to log work on behalf of other JIRA users who have permission to log work for the project</p>			

Tempo Project Managers role	See notes >	<ul style="list-style-type: none"> <li>This is a legacy role and might not be available in your Tempo Timesheets.</li> <li>If this role is available, users in this role no longer automatically have permission to view all worklogs of a project. However, you might have granted users in this role other permissions, which are still valid.</li> </ul>	<ul style="list-style-type: none"> <li>Project Administrators</li> <li>JIRA Administrators</li> </ul>	<b>Projects &gt; View All Projects</b> > <i>project name</i> > <b>Project Administration</b> > <b>Roles</b>
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### Team permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Tempo Team Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Team Lead role	<ul style="list-style-type: none"> <li>Browse Team permission (see below) for the team that you lead</li> <li>Approve Timesheet permission (see below) for the team that you lead</li> <li>Plan Time permission (see below) for the team that you lead</li> <li>Permission to configure your team</li> <li>Team Member role</li> </ul>	The Team Lead role is <i>not</i> sufficient for moving employees between workload or holiday schemes or for changing the Team Lead.	Tempo Team Administrators	<p>You can specify a Team Lead when you create a team:</p> <p><b>Tempo &gt; TEAMS more &gt; Create New Team</b></p> <p>or by configuring basic team information:</p> <p><b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Configure &gt; Team Lead</b></p>
Team Member role	<ul style="list-style-type: none"> <li>Browse Team permission for your team (see below)</li> <li>Permission to plan time for yourself to work on projects, versions, components, and issues</li> </ul>	<ul style="list-style-type: none"> <li>For you to be able to plan time for yourself to work on an issue, you must also have Browse Projects and 'Work on Issues' permission (see above) for the issue's project.</li> <li>Team Leads (see above) are also Team Members.</li> </ul>	<ul style="list-style-type: none"> <li>Team Leads</li> <li>Tempo Team Administrators</li> </ul>	<b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Members</b>

<p>Customized roles, such as Developer, Tester, or Scrum Master</p>	<p>See notes &gt;</p>	<p>By default, Team Members are given the role name <i>Member</i>. However, you can give customized role names, such as <i>Developer</i>, <i>Tester</i>, or <i>Scrum Master</i>, to Team Members.</p> <p>When you customize role names, the permission that the Team Members have does not change.</p>
<p>Browse Team permission</p>	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• See the team's information, including the team utilization report</li> <li>• Select this team on forms that contain a <b>Team</b> field (for example, the <b>Team</b> field in an issue)</li> </ul>	<p>All Team Members automatically receive Browse Team permission for their own teams.</p>

<ul style="list-style-type: none"> <li>• JIRA Administrators can create customized role names:</li> </ul> <p><b>Administration</b></p> <p>cogwheel </p> <p>&gt; <b>Add-ons</b> &gt;  TEMPO  TEAMS <b>Tempo Roles</b></p> <ul style="list-style-type: none"> <li>• Team Leads and Tempo Team Administrators can assign role names to Team Members when they add or configure Team Members:</li> </ul> <p><b>Tempo</b> &gt;  TEAMS <b>more</b> &gt;  <i>team name</i> &gt; <b>C</b>  <b>onfiguration</b> &gt;  <b>Members</b></p>	<p><b>Tempo</b> &gt; TEAMS <b>m</b>  <b>ore</b> &gt; <i>team name</i> &gt;  <b>Configuration</b> &gt; <b>Pe</b>  <b>rmissions</b></p>
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<p>Approve Timesheet permission</p>	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Review timesheets of Team Members.</li> <li>• Grant grace periods to Team Members to complete their timesheets after a scheduled closing date.</li> <li>• View the team timesheet and reports.</li> <li>• View Tempo team and account gadgets.</li> <li>• Approve accounts.</li> </ul> </li> <li>• If the setting '<a href="#">Configure timesheet approval process</a>' is set to <i>Monthly (Period)</i> or <i>Weekly</i>, permission to: <ul style="list-style-type: none"> <li>• Approve and reject timesheets of Team Members</li> <li>• View the approval logs of Team Members</li> </ul> </li> <li>• Permission to set billed hours if the following check box is selected in Tempo Global Configuration: <a href="#">Users with Approve Timesheet Permission can set billed hours</a></li> </ul>	<ul style="list-style-type: none"> <li>• Team Leads (see above) automatically receive Approve Timesheet permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Approve Timesheet permission</li> <li>• To view other team members' worklogs on a timesheet, you must have View All Worklogs permission (see above) for the team's projects</li> </ul>		
<p>Plan Time permission</p>	<p>Permission to plan time for team members to work on projects, versions, components, and issues.</p>	<ul style="list-style-type: none"> <li>• Team Members can plan time for themselves <i>without</i> the Plan Time permission.</li> <li>• Team Leads (see above) automatically receive Plan Time permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Plan Time permission</li> <li>• Plan Time permission works in Tempo Timesheets only if the following check box is selected in Tempo Global Configuration: <a href="#">'Users with Plan Time permission for a team can plan time for team members in Tempo Timesheets.'</a></li> <li>• For you to be able to plan time on an issue, the following permissions must also be granted: <ul style="list-style-type: none"> <li>• You and the user that you are planning time for must have Browse Projects permission (see above) for the issue's project</li> <li>• The user that you are planning time for must have 'Work on Issues' permission (see above) for the issue's project</li> </ul> </li> </ul>		

### Customer and account permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
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Tempo Account Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Tempo Rate Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Account Lead role	<ul style="list-style-type: none"> <li>Responsibility for the account</li> <li>Browse Customer Revenue permission (see below) if you are a user of JIRA and Tempo Timesheets</li> </ul>	Account Leads are not required to be users of JIRA and Tempo Timesheets.	<ul style="list-style-type: none"> <li>Tempo Account Administrators</li> <li>JIRA Administrators</li> </ul>	<p>You can specify an Account Lead when you create an account:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; Create Account</b></p> <p>or by configuring basic account information:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; account name &gt; Configuration &gt; General &gt; Lead</b></p>
Browse Customer Revenue permission	Permission to view the account revenue report and the time and expenses report for accounts that are associated with a customer.	Account Leads automatically receive Browse Customer Revenue permission for all customers.		<p><b>Tempo &gt; ACCOUNTS more &gt; Manage &gt; Customers &gt; View Customer &gt; Configuration</b></p>

## Related topics

- [Global configuration](#) (Settings that affect the permissions of general users and of users with Approve Timesheet permission)
- [Troubleshooting a No Access message](#)
- [Troubleshooting worklog editing](#)

## Tempo time-tracking permission

**Archived page.** Please [click here](#) for current page.

The tables below list the following types of permissions and roles:

- Some important JIRA permissions that Tempo Timesheets relies upon
- Tempo administrative and user permissions
- Tempo roles, such as Team Lead and Account Lead, which already include certain permissions


### Important

- For JIRA users to be able to access and use Tempo Timesheets, they must have Work On Issues permission for at least one JIRA project. This permission is listed below, in the '*Project permissions and roles*' table.
- For JIRA users to be able to log work in Tempo Timesheets, [Time tracking](#) must be ON in JIRA.

## On this page

- Global permissions
- Project permissions and roles
- Team permissions and roles
- Customer and account permissions and roles
- Related topics

## Global permissions

Permission	What you get by default	Notes	Who can give permission by default	Configuration location
JIRA Administrators permission	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Perform most JIRA administrative tasks</li> <li>• Perform most Tempo administrative tasks</li> </ul> </li> <li>• Tempo Administrators permission (see below)</li> <li>• Tempo Team Administrators permission (see below)</li> <li>• Tempo Account Administrators permission (see below)</li> </ul>	By default, JIRA Administrators are not granted Tempo Rate Administrators permission (see below). However, JIRA Administrators can grant themselves any type of Tempo administrative or user permission that they do not already have.	JIRA Administrators	<b>Administration</b>  > <b>System</b> > <b>SECURITY Global Permissions</b>
Browse Users permission	Permission to view lists of JIRA user names and group names and to select users or groups from the lists.	Many users might require this permission.  <b>Examples</b> <ul style="list-style-type: none"> <li>• Tempo Team Administrators (see below) require Browse Users permission so that they can add members to teams.</li> <li>• Many users might require Browse Users permission so that they can reassign issues to other users.</li> </ul>		
Tempo Administrators permission	Permission to: <ul style="list-style-type: none"> <li>• Manage internal Issues</li> <li>• Open and close worklog periods</li> <li>• Test who can edit worklogs</li> <li>• Define the working week</li> <li>• Specify public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• By default, JIRA Administrators receive Tempo Administrators permission.</li> <li>• Only JIRA Administrators can do some other Tempo Timesheets administrative tasks.</li> </ul>		
Tempo Team Administrators permission	<ul style="list-style-type: none"> <li>• Permission to create, configure, browse, and delete teams and to manage team permissions</li> <li>• Browse Team permission (see below) for all teams</li> </ul>	<ul style="list-style-type: none"> <li>• Tempo Team Administrators can grant themselves Approve Timesheet permission and Plan Time permission (see below).</li> <li>• Tempo Team Administrators permission is <i>not</i> sufficient for moving employees between different types of working week or sets of public holidays.</li> <li>• By default, JIRA Administrators receive Tempo Team Administrators permission</li> </ul>		

Tempo Account Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Create, configure, import, export, and delete accounts</li> <li>• Change the target revenue in account revenue reports</li> </ul>	<ul style="list-style-type: none"> <li>• Only users with Approve Timesheet permission (see below) can approve accounts.</li> <li>• Only JIRA Administrators can configure the following account settings: <ul style="list-style-type: none"> <li>• Whether the account value is cleared when issues are moved between projects</li> <li>• An alternative name for the account field</li> <li>• Whether an account value is required or optional in a field configuration</li> </ul> </li> <li>• By default, JIRA Administrators receive Tempo Account Administrators permission</li> </ul>	
Tempo Rate Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Set price rates for team roles in different teams</li> <li>• Change the target revenue on account revenue reports</li> </ul>	Price rates are used for revenue reports and billing.	

### Project permissions and roles


Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Administer Projects permission	<p>Within the context of a project, permission to edit:</p> <ul style="list-style-type: none"> <li>• Project role membership</li> <li>• Project components</li> <li>• Project versions</li> <li>• Some project details</li> </ul>		JIRA Administrators	<b>Projects &gt; View All Projects &gt; <i>project name</i> &gt; Project Administration &gt; Permissions</b>
Browse Projects permission	<p>Within the context of a project, permission to:</p> <ul style="list-style-type: none"> <li>• Browse the project</li> <li>• Use the issue navigator</li> <li>• View individual issues</li> </ul>			
Work On Issues permission	<ul style="list-style-type: none"> <li>• Permission to access and use Tempo Timesheets</li> <li>• Within the context of a project, permission to log work on issues</li> </ul>	<p><b>Troubleshooting tips</b></p> <ul style="list-style-type: none"> <li>• JIRA users cannot access or use Tempo Timesheets if they do not have Work On Issues permission for at least one JIRA project.</li> <li>• JIRA users cannot log work if <b>Time tracking</b> is turned OFF in JIRA.</li> </ul>		
View All Worklogs permission	<p>Within the context of a project, permission to view all worklogs</p>	<p><b>Troubleshooting tip</b></p> <p>A possible reason why worklogs are not viewable is that users do not also have Browse Projects permission (see above).</p>		
Log Work for Others permission	<p>Within the context of a project, permission to log work on behalf of other JIRA users who have permission to log work for the project</p>			

Tempo Project Managers role	See notes >	<ul style="list-style-type: none"> <li>This is a legacy role and might not be available in your Tempo Timesheets.</li> <li>If this role is available, users in this role no longer automatically have permission to view all worklogs of a project. However, you might have granted users in this role other permissions, which are still valid.</li> </ul>	<ul style="list-style-type: none"> <li>Project Administrators</li> <li>JIRA Administrators</li> </ul>	<b>Projects &gt; View All Projects</b> > <i>project name</i> > <b>Project Administration</b> > <b>Roles</b>
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### Team permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Tempo Team Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Team Lead role	<ul style="list-style-type: none"> <li>Browse Team permission (see below) for the team that you lead</li> <li>Approve Timesheet permission (see below) for the team that you lead</li> <li>Plan Time permission (see below) for the team that you lead</li> <li>Permission to configure your team</li> <li>Team Member role</li> </ul>	The Team Lead role is <i>not</i> sufficient for moving employees between workload or holiday schemes or for changing the Team Lead.	Tempo Team Administrators	<p>You can specify a Team Lead when you create a team:</p> <p><b>Tempo &gt; TEAMS more &gt; Create New Team</b></p> <p>or by configuring basic team information:</p> <p><b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Configure &gt; Team Lead</b></p>
Team Member role	<ul style="list-style-type: none"> <li>Browse Team permission for your team (see below)</li> <li>Permission to plan time for yourself to work on projects, versions, components, and issues</li> </ul>	<ul style="list-style-type: none"> <li>For you to be able to plan time for yourself to work on an issue, you must also have Browse Projects and 'Work on Issues' permission (see above) for the issue's project.</li> <li>Team Leads (see above) are also Team Members.</li> </ul>	<ul style="list-style-type: none"> <li>Team Leads</li> <li>Tempo Team Administrators</li> </ul>	<b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Members</b>

<p>Customized roles, such as Developer, Tester, or Scrum Master</p>	<p>See notes &gt;</p>	<p>By default, Team Members are given the role name <i>Member</i>. However, you can give customized role names, such as <i>Developer</i>, <i>Tester</i>, or <i>Scrum Master</i>, to Team Members.</p> <p>When you customize role names, the permission that the Team Members have does not change.</p>
<p>Browse Team permission</p>	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• See the team's information, including the team utilization report</li> <li>• Select this team on forms that contain a <b>Team</b> field (for example, the <b>Team</b> field in an issue)</li> </ul>	<p>All Team Members automatically receive Browse Team permission for their own teams.</p>

<ul style="list-style-type: none"> <li>• JIRA Administrators can create customized role names:</li> </ul> <p><b>Administration</b></p> <p>cogwheel </p> <p>&gt; <b>Add-ons</b> &gt;  TEMPO  TEAMS <b>Tempo Roles</b></p> <ul style="list-style-type: none"> <li>• Team Leads and Tempo Team Administrators can assign role names to Team Members when they add or configure Team Members:</li> </ul> <p><b>Tempo</b> &gt;  TEAMS <b>more</b> &gt;  <i>team name</i> &gt; <b>C</b>  <b>onfiguration</b> &gt;  <b>Members</b></p>	<p><b>Tempo</b> &gt; TEAMS <b>m</b>  <b>ore</b> &gt; <i>team name</i> &gt;  <b>Configuration</b> &gt; <b>Pe</b>  <b>rmissions</b></p>
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<p>Approve Timesheet permission</p>	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Review timesheets of Team Members.</li> <li>• Grant grace periods to Team Members to complete their timesheets after a scheduled closing date.</li> <li>• View the team timesheet and reports.</li> <li>• View Tempo team and account gadgets.</li> <li>• Approve accounts.</li> </ul> </li> <li>• If the setting '<a href="#">Configure timesheet approval process</a>' is set to <i>Monthly (Period)</i> or <i>Weekly</i>, permission to: <ul style="list-style-type: none"> <li>• Approve and reject timesheets of Team Members</li> <li>• View the approval logs of Team Members</li> </ul> </li> <li>• Permission to set billed hours if the following check box is selected in Tempo Global Configuration: <a href="#">Users with Approve Timesheet Permission can set billed hours</a></li> </ul>	<ul style="list-style-type: none"> <li>• Team Leads (see above) automatically receive Approve Timesheet permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Approve Timesheet permission</li> <li>• To view other team members' worklogs on a timesheet, you must have View All Worklogs permission (see above) for the team's projects</li> </ul>		
<p>Plan Time permission</p>	<p>Permission to plan time for team members to work on projects, versions, components, and issues.</p>	<ul style="list-style-type: none"> <li>• Team Members can plan time for themselves <i>without</i> the Plan Time permission.</li> <li>• Team Leads (see above) automatically receive Plan Time permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Plan Time permission</li> <li>• Plan Time permission works in Tempo Timesheets only if the following check box is selected in Tempo Global Configuration: <a href="#">'Users with Plan Time permission for a team can plan time for team members in Tempo Timesheets.'</a></li> <li>• For you to be able to plan time on an issue, the following permissions must also be granted: <ul style="list-style-type: none"> <li>• You and the user that you are planning time for must have Browse Projects permission (see above) for the issue's project</li> <li>• The user that you are planning time for must have 'Work on Issues' permission (see above) for the issue's project</li> </ul> </li> </ul>		

**Customer and account permissions and roles**

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
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Tempo Account Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Tempo Rate Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Account Lead role	<ul style="list-style-type: none"> <li>Responsibility for the account</li> <li>Browse Customer Revenue permission (see below) if you are a user of JIRA and Tempo Timesheets</li> </ul>	Account Leads are not required to be users of JIRA and Tempo Timesheets.	<ul style="list-style-type: none"> <li>Tempo Account Administrators</li> <li>JIRA Administrators</li> </ul>	<p>You can specify an Account Lead when you create an account:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; Create Account</b></p> <p>or by configuring basic account information:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; account name &gt; Configuration &gt; General &gt; Lead</b></p>
Browse Customer Revenue permission	Permission to view the account revenue report and the time and expenses report for accounts that are associated with a customer.	Account Leads automatically receive Browse Customer Revenue permission for all customers.		<p><b>Tempo &gt; ACCOUNTS more &gt; Manage &gt; Customers &gt; View Customer &gt; Configuration</b></p>

## Related topics

- [Global configuration](#) (Settings that affect the permissions of general users and of users with Approve Timesheet permission)
- [Troubleshooting a No Access message](#)
- [Troubleshooting worklog editing](#)

## Permissions to view worklogs

**Archived page.** Please [click here](#) for current page.

The tables below list the following types of permissions and roles:

- Some important JIRA permissions that Tempo Timesheets relies upon
- Tempo administrative and user permissions
- Tempo roles, such as Team Lead and Account Lead, which already include certain permissions

### Important

- For JIRA users to be able to access and use Tempo Timesheets, they must have Work On Issues

On this page




permission for at least one JIRA project. This permission is listed below, in the '*Project permissions and roles*' table.

- For JIRA users to be able to log work in Tempo Timesheets, [Time tracking](#) must be ON in JIRA.

- Global permissions
- Project permissions and roles
- Team permissions and roles

- Customer and account user permissions and roles
- Related topics

## Global permissions

Permission	What you get by default	Notes	Who can give permission by default	Configuration location
JIRA Administrators permission	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Perform most JIRA administrative tasks</li> <li>• Perform most Tempo administrative tasks</li> </ul> </li> <li>• Tempo Administrators permission (see below)</li> <li>• Tempo Team Administrators permission (see below)</li> <li>• Tempo Account Administrators permission (see below)</li> </ul>	By default, JIRA Administrators are not granted Tempo Rate Administrators permission (see below). However, JIRA Administrators can grant themselves any type of Tempo administrative or user permission that they do not already have.	JIRA Administrators	<b>Administration</b>  cogwheel > <b>System</b> > <b>SECURITY Global Permissions</b>

Browse Users permission	Permission to view lists of JIRA user names and group names and to select users or groups from the lists.	<p>Many users might require this permission.</p> <p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• Tempo Team Administrators (see below) require Browse Users permission so that they can add members to teams.</li> <li>• Many users might require Browse Users permission so that they can reassign issues to other users.</li> </ul>
Tempo Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Manage internal Issues</li> <li>• Open and close worklog periods</li> <li>• Test who can edit worklogs</li> <li>• Define the working week</li> <li>• Specify public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• By default, JIRA Administrators receive Tempo Administrators permission.</li> <li>• Only JIRA Administrators can do some other Tempo Timesheets administrative tasks.</li> </ul>
Tempo Team Administrators permission	<ul style="list-style-type: none"> <li>• Permission to create, configure, browse, and delete teams and to manage team permissions</li> <li>• Browse Team permission (see below) for all teams</li> </ul>	<ul style="list-style-type: none"> <li>• Tempo Team Administrators can grant themselves Approve Timesheet permission and Plan Time permission (see below).</li> <li>• Tempo Team Administrators permission is <i>not</i> sufficient for moving employees between different types of working week or sets of public holidays.</li> <li>• By default, JIRA Administrators receive Tempo Team Administrators permission</li> </ul>

Tempo Account Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Create, configure, import, export, and delete accounts</li> <li>• Change the target revenue in account revenue reports</li> </ul>	<ul style="list-style-type: none"> <li>• Only users with Approve Timesheet permission (see below) can approve accounts.</li> <li>• Only JIRA Administrators can configure the following account settings: <ul style="list-style-type: none"> <li>• Whether the account value is cleared when issues are moved between projects</li> <li>• An alternative name for the account field</li> <li>• Whether an account value is required or optional in a field configuration</li> </ul> </li> <li>• By default, JIRA Administrators receive Tempo Account Administrators permission</li> </ul>		
Tempo Rate Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Set price rates for team roles in different teams</li> <li>• Change the target revenue on account revenue reports</li> </ul>	Price rates are used for revenue reports and billing.		

### Project permissions and roles


Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Administer Projects permission	<p>Within the context of a project, permission to edit:</p> <ul style="list-style-type: none"> <li>• Project role membership</li> <li>• Project components</li> <li>• Project versions</li> <li>• Some project details</li> </ul>		JIRA Administrators	<b>Projects &gt; View All Projects</b> > <i>project name</i> > <b>Project Administration</b> > <b>Permissions</b>

Browse Projects permission	<p>Within the context of a project, permission to:</p> <ul style="list-style-type: none"> <li>• Browse the project</li> <li>• Use the issue navigator</li> <li>• View individual issues</li> </ul>			
Work On Issues permission	<ul style="list-style-type: none"> <li>• Permission to access and use Tempo Timesheets</li> <li>• Within the context of a project, permission to log work on issues</li> </ul>	<p><b>Troubleshooting tips</b></p> <ul style="list-style-type: none"> <li>• JIRA users cannot access or use Tempo Timesheets if they do not have Work On Issues permission for at least one JIRA project.</li> <li>• JIRA users cannot log work if <a href="#">Time tracking</a> is turned OFF in JIRA.</li> </ul>		
View All Worklogs permission	<p>Within the context of a project, permission to view all worklogs</p>	<p><b>Troubleshooting tip</b></p> <p>A possible reason why worklogs are not viewable is that users do not also have Browse Projects permission (see above).</p>		
Log Work for Others permission	<p>Within the context of a project, permission to log work on behalf of other JIRA users who have permission to log work for the project</p>			

Tempo Project Managers role	See notes >	<ul style="list-style-type: none"> <li>This is a legacy role and might not be available in your Tempo Timesheets.</li> <li>If this role is available, users in this role no longer automatically have permission to view all worklogs of a project. However, you might have granted users in this role other permissions, which are still valid.</li> </ul>	<ul style="list-style-type: none"> <li>Project Administrators</li> <li>JIRA Administrators</li> </ul>	<b>Projects &gt; View All Projects</b> > <i>project name</i> > <b>Project Administration</b> > <b>Roles</b>
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### Team permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Tempo Team Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Team Lead role	<ul style="list-style-type: none"> <li>Browse Team permission (see below) for the team that you lead</li> <li>Approve Timesheet permission (see below) for the team that you lead</li> <li>Plan Time permission (see below) for the team that you lead</li> <li>Permission to configure your team</li> <li>Team Member role</li> </ul>	The Team Lead role is <i>not</i> sufficient for moving employees between workload or holiday schemes or for changing the Team Lead.	Tempo Team Administrators	You can specify a Team Lead when you create a team:  <b>Tempo &gt; TEAMS more &gt; Create New Team</b>  or by configuring basic team information:  <b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Configure &gt; Team Lead</b>

Team Member role	<ul style="list-style-type: none"> <li>• Browse Team permission for your team (see below)</li> <li>• Permission to plan time for yourself to work on projects, versions, components, and issues</li> </ul>	<ul style="list-style-type: none"> <li>• For you to be able to plan time for yourself to work on an issue, you must also have Browse Projects and 'Work on Issues' permission (see above) for the issue's project.</li> <li>• Team Leads (see above) are also Team Members.</li> </ul>	<ul style="list-style-type: none"> <li>• Team Leads</li> <li>• Tempo Team Administrators</li> </ul>	<b>Tempo &gt; TEAMS more &gt; team name &gt; Configuration &gt; Members</b>
Customized roles, such as Developer, Tester, or Scrum Master	See notes >	<p>By default, Team Members are given the role name <i>Member</i>. However, you can give customized role names, such as <i>Developer</i>, <i>Tester</i>, or <i>Scrum Master</i>, to Team Members.</p> <p>When you customize role names, the permission that the Team Members have does not change.</p>		<ul style="list-style-type: none"> <li>• JIRA Administrators can create customized role names:</li> </ul> <p><b>Administration</b></p>  <p>cogwheel &gt; <b>Add-ons</b> &gt; TEMPO TEAMS <b>Tempo Roles</b></p> <ul style="list-style-type: none"> <li>• Team Leads and Tempo Team Administrators can assign role names to Team Members when they add or configure Team Members:</li> </ul> <p><b>Tempo &gt; TEAMS more &gt; team name &gt; Configuration &gt; Members</b></p>
Browse Team permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• See the team's information, including the team utilization report</li> <li>• Select this team on forms that contain a <b>Team</b> field (for example, the <b>Team</b> field in an issue)</li> </ul>	All Team Members automatically receive Browse Team permission for their own teams.		<b>Tempo &gt; TEAMS more &gt; team name &gt; Configuration &gt; Permissions</b>

<p>Approve Timesheet permission</p>	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Review timesheets of Team Members.</li> <li>• Grant grace periods to Team Members to complete their timesheets after a scheduled closing date.</li> <li>• View the team timesheet and reports.</li> <li>• View Tempo team and account gadgets.</li> <li>• Approve accounts.</li> </ul> </li> <li>• If the setting '<a href="#">Configure timesheet approval process</a>' is set to <i>Monthly (Period)</i> or <i>Weekly</i>, permission to: <ul style="list-style-type: none"> <li>• Approve and reject timesheets of Team Members</li> <li>• View the approval logs of Team Members</li> </ul> </li> <li>• Permission to set billed hours if the following check box is selected in Tempo Global Configuration: <a href="#">Users with Approve Timesheet Permission can set billed hours</a></li> </ul>	<ul style="list-style-type: none"> <li>• Team Leads (see above) automatically receive Approve Timesheet permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Approve Timesheet permission</li> <li>• To view other team members' worklogs on a timesheet, you must have View All Worklogs permission (see above) for the team's projects</li> </ul>
<p>Plan Time permission</p>		



Permission to plan time for team members to work on projects, versions, components, and issues.

- Team Members can plan time for themselves *without* the Plan Time permission.
- Team Leads (see above) automatically receive Plan Time permission for their own teams.
- Tempo Team Administrators (see above) can grant themselves Plan Time permission
- Plan Time permission works in Tempo Timesheets only if the following check box is selected in Tempo Global Configuration: 'Users with Plan Time permission for a team can plan time for team members in Tempo Timesheets.'

		<ul style="list-style-type: none"> <li>• For you to be able to plan time on an issue, the following permissions must also be granted: <ul style="list-style-type: none"> <li>• You and the user that you are planning time for must have Browse Projects permission (see above) for the issue's project</li> <li>• The user that you are planning time for must have 'Work on Issues' permission (see above) for the issue's project</li> </ul> </li> </ul>		
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#### Customer and account permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Tempo Account Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Tempo Rate Administrators permission	See the ' <i>Global permissions</i> ' table above.			

Account Lead role	<ul style="list-style-type: none"> <li>Responsibility for the account</li> <li>Browse Customer Revenue permission (see below) if you are a user of JIRA and Tempo Timesheets</li> </ul>	Account Leads are not required to be users of JIRA and Tempo Timesheets.	<ul style="list-style-type: none"> <li>Tempo Account Administrators</li> <li>JIRA Administrators</li> </ul>	<p>You can specify an Account Lead when you create an account:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; Create Account</b></p> <p>or by configuring basic account information:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; account name &gt; Configuration &gt; General &gt; Lead</b></p>
Browse Customer Revenue permission	Permission to view the account revenue report and the time and expenses report for accounts that are associated with a customer.	Account Leads automatically receive Browse Customer Revenue permission for all customers.		<p><b>Tempo &gt; ACCOUNTS more &gt; Manage &gt; Customers &gt; View Customer &gt; Configuration</b></p>

## Related topics

- [Global configuration](#) (Settings that affect the permissions of general users and of users with Approve Timesheet permission)
- [Troubleshooting a No Access message](#)
- [Troubleshooting worklog editing](#)

## Permissions to edit worklogs

Archived page. [Please click here for current page.](#)

Below you find the reasons for the fact if you can't edit own or all worklogs in Tempo Timesheets

### Issue not Editable

JIRA allows administrators to define workflow states where issues can not be edited. All Issues and associated worklogs in this state can not be edited. In order to edit worklogs not editable for this reason:

- As a JIRA user
  - Try transitioning the issue to an editable status in the workflow (e.g. from Closed to Reopened).
- As a JIRA Administrator
  - [Edit the JIRA workflow](#) status and set the 'Issue.editable' property as true.
  - See information about the **Users can log work on non-editable issues** setting.

### You lack permission to "Work On Issues"

If you have this permission for at least one project, you can access Tempo Timesheets. However,

**In this chapter**

you cannot create worklogs for issues in other projects for which you do not have this permission.

- To grant this permission to users, as a JIRA Administrator, open the Project Permission Scheme for the project.
  - Grant the users permission to "Work On Issues" by following the steps under the title 'Adding Users, Groups or Roles to a Permission Scheme' on the following page: [Managing JIRA Project Permissions](#).

#### **You lack permission to "Edit Own Worklogs"**

JIRA defines this project permission in order to allow JIRA administrators to manage if users can edit their own worklogs or not. In order to allow users to edit their own worklogs:

- As a JIRA Administrator open the Project Permission Scheme for the project in question
  - Grant the user in question permission to "Edit Own Worklogs" by following the steps under the title 'Adding Users, Groups or Roles to a Permission Scheme' on the following page
  - [Managing JIRA Project Permissions](#)

#### **You lack permission to "Edit All Worklogs"**

JIRA defines this project permission in order to allow JIRA administrators to manage which users can edit all worklogs within a particular project. In order to allow users to edit all worklogs within a project:

- As a JIRA Administrator open the Project Permission Scheme for the project in question
  - Grant the user in question permission to "Edit All Worklogs" by following the steps under the title 'Adding Users, Groups or Roles to a Permission Scheme' on the following page
  - [Managing JIRA Project Permissions](#)

#### **You lack permission to "Log Work for Others"**

JIRA defines this project permission in order to allow JIRA administrators to manage which users can log work for other users within a particular project. You might be able to edit your own worklogs, but you need this permission to edit worklogs from other users. In order to allow users to edit all worklogs within a project:

- As a JIRA Administrator open the Project Permission Scheme for the project in question
  - Grant the user in question permission to "Log Work for Others" by following the steps under the title 'Adding Users, Groups or Roles to a Permission Scheme' on the following page
  - [Managing JIRA Project Permissions](#)

#### **Week is closed**

Tempo enables Tempo administrators to automatically schedule week closure within an [Open Period](#) using the [Tempo Scheduler](#). In order to edit worklogs currently not editable for this reason:

- As an user with Approve Timesheet permission
  - Give the user in question a [Grace Period](#)

#### **User Timesheet is not Open**

In the [Timesheet Approval process](#) if the Timesheet has already been approved or is pending approval underlying worklogs can not be edited. In order to edit worklogs currently not editable for this reason:

- As an user with the Approve Timesheet permission
  - In case of Approved Timesheets - Reopen the timesheet
  - In case of Timesheets Pending Approval - Reject the Timesheet

#### **Period is closed**

Tempo enables Tempo Administrators to control when users can Log Work on issues, e.g. is the period still open. This is configured using [Period management](#). In order to edit worklogs currently not editable for this reason:

- As a Tempo Administrator
  - Open the period in question from the [Period management](#) page

#### **Account has been closed**

Tempo account administrators might close accounts that users may no longer log work to. To edit worklogs that are associated with closed accounts, do one of the following tasks:

- As a Tempo account administrator, [re-open the account](#)
- As a JIRA administrator, select the check box for the following setting on the [Tempo Global configuration](#) page: **Users can log work for closed and archived accounts**

## Permissions for managing revenue and billing

Archived page. [Please click here for current page.](#)

The tables below list the following types of permissions and roles:

- Some important JIRA permissions that Tempo Timesheets relies upon
- Tempo administrative and user permissions
- Tempo roles, such as Team Lead and Account Lead, which already include certain permissions


### Important

- For JIRA users to be able to access and use Tempo Timesheets, they must have Work On Issues permission for at least one JIRA project. This permission is listed below, in the '[Project permissions and roles](#)' table.
- For JIRA users to be able to log work in Tempo Timesheets, [Time tracking](#) must be ON in JIRA.

### On this page

- [Global permissions](#)
- [Project permissions and roles](#)
- [Team permissions and roles](#)
- [Customer and account permissions and roles](#)
- [Related topics](#)

## Global permissions

Permission	What you get by default	Notes	Who can give permission by default	Configuration location
<a href="#">JIRA Administrators permission</a>	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Perform most JIRA administrative tasks</li> <li>• Perform most Tempo administrative tasks</li> </ul> </li> <li>• Tempo Administrators permission (see below)</li> <li>• Tempo Team Administrators permission (see below)</li> <li>• Tempo Account Administrators permission (see below)</li> </ul>	By default, JIRA Administrators are not granted Tempo Rate Administrators permission (see below). However, JIRA Administrators can grant themselves any type of Tempo administrative or user permission that they do not already have.	JIRA Administrators	<b>Administration</b>  cogwheel > <b>System</b> > <b>SECURITY Global Permissions</b>
<a href="#">Browse Users permission</a>	Permission to view lists of JIRA user names and group names and to select users or groups from the lists.	Many users might require this permission.  <b>Examples</b> <ul style="list-style-type: none"> <li>• Tempo Team Administrators (see below) require Browse Users permission so that they can add members to teams.</li> <li>• Many users might require Browse Users permission so that they can reassign issues to other users.</li> </ul>		
<a href="#">Tempo Administrators permission</a>	Permission to: <ul style="list-style-type: none"> <li>• Manage internal Issues</li> <li>• Open and close worklog periods</li> <li>• Test who can edit worklogs</li> <li>• Define the working week</li> <li>• Specify public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• By default, JIRA Administrators receive Tempo Administrators permission.</li> <li>• Only JIRA Administrators can do some other Tempo Timesheets administrative tasks.</li> </ul>		

Tempo Team Administrators permission	<ul style="list-style-type: none"> <li>• Permission to create, configure, browse, and delete teams and to manage team permissions</li> <li>• Browse Team permission (see below) for all teams</li> </ul>	<ul style="list-style-type: none"> <li>• Tempo Team Administrators can grant themselves Approve Timesheet permission and Plan Time permission (see below).</li> <li>• Tempo Team Administrators permission is <i>not</i> sufficient for moving employees between different types of working week or sets of public holidays.</li> <li>• By default, JIRA Administrators receive Tempo Team Administrators permission</li> </ul>
Tempo Account Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Create, configure, import, export, and delete accounts</li> <li>• Change the target revenue in account revenue reports</li> </ul>	<ul style="list-style-type: none"> <li>• Only users with Approve Timesheet permission (see below) can approve accounts.</li> <li>• Only JIRA Administrators can configure the following account settings: <ul style="list-style-type: none"> <li>• Whether the account value is cleared when issues are moved between projects</li> <li>• An alternative name for the account field</li> <li>• Whether an account value is required or optional in a field configuration</li> </ul> </li> <li>• By default, JIRA Administrators receive Tempo Account Administrators permission</li> </ul>
Tempo Rate Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Set price rates for team roles in different teams</li> <li>• Change the target revenue on account revenue reports</li> </ul>	Price rates are used for revenue reports and billing.

### Project permissions and roles


Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Administer Projects permission	<p>Within the context of a project, permission to edit:</p> <ul style="list-style-type: none"> <li>• Project role membership</li> <li>• Project components</li> <li>• Project versions</li> <li>• Some project details</li> </ul>		JIRA Administrators	<b>Projects &gt; View All Projects &gt; <i>project name</i> &gt; Project Administration &gt; Permissions</b>
Browse Projects permission	<p>Within the context of a project, permission to:</p> <ul style="list-style-type: none"> <li>• Browse the project</li> <li>• Use the issue navigator</li> <li>• View individual issues</li> </ul>			
Work On Issues permission	<ul style="list-style-type: none"> <li>• Permission to access and use Tempo Timesheets</li> <li>• Within the context of a project, permission to log work on issues</li> </ul>	<p><b>Troubleshooting tips</b></p> <ul style="list-style-type: none"> <li>• JIRA users cannot access or use Tempo Timesheets if they do not have Work On Issues permission for at least one JIRA project.</li> <li>• JIRA users cannot log work if <a href="#">Time tracking</a> is turned OFF in JIRA.</li> </ul>		
View All Worklogs permission	<p>Within the context of a project, permission to view all worklogs</p>	<p><b>Troubleshooting tip</b></p> <p>A possible reason why worklogs are not viewable is that users do not also have Browse Projects permission (see above).</p>		

Log Work for Others permission	Within the context of a project, permission to log work on behalf of other JIRA users who have permission to log work for the project			
Tempo Project Managers role	See notes >	<ul style="list-style-type: none"> <li>This is a legacy role and might not be available in your Tempo Timesheets.</li> <li>If this role is available, users in this role no longer automatically have permission to view all worklogs of a project. However, you might have granted users in this role other permissions, which are still valid.</li> </ul>	<ul style="list-style-type: none"> <li>Project Administrators</li> <li>JIRA Administrators</li> </ul>	<b>Projects &gt; View All Projects &gt; <i>project name</i> &gt; Project Administration &gt; Roles</b>

### Team permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Tempo Team Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Team Lead role	<ul style="list-style-type: none"> <li>Browse Team permission (see below) for the team that you lead</li> <li>Approve Timesheet permission (see below) for the team that you lead</li> <li>Plan Time permission (see below) for the team that you lead</li> <li>Permission to configure your team</li> <li>Team Member role</li> </ul>	The Team Lead role is <i>not</i> sufficient for moving employees between workload or holiday schemes or for changing the Team Lead.	Tempo Team Administrators	<p>You can specify a Team Lead when you create a team:</p> <p><b>Tempo &gt; TEAMS more &gt; Create New Team</b></p> <p>or by configuring basic team information:</p> <p><b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Configure &gt; Team Lead</b></p>
Team Member role	<ul style="list-style-type: none"> <li>Browse Team permission for your team (see below)</li> <li>Permission to plan time for yourself to work on projects, versions, components, and issues</li> </ul>	<ul style="list-style-type: none"> <li>For you to be able to plan time for yourself to work on an issue, you must also have Browse Projects and 'Work on Issues' permission (see above) for the issue's project.</li> <li>Team Leads (see above) are also Team Members.</li> </ul>	<ul style="list-style-type: none"> <li>Team Leads</li> <li>Tempo Team Administrators</li> </ul>	<b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Members</b>

<p>Customized roles, such as Developer, Tester, or Scrum Master</p>	<p>See notes &gt;</p>	<p>By default, Team Members are given the role name <i>Member</i>. However, you can give customized role names, such as <i>Developer</i>, <i>Tester</i>, or <i>Scrum Master</i>, to Team Members.</p> <p>When you customize role names, the permission that the Team Members have does not change.</p>
<p>Browse Team permission</p>	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• See the team's information, including the team utilization report</li> <li>• Select this team on forms that contain a <b>Team</b> field (for example, the <b>Team</b> field in an issue)</li> </ul>	<p>All Team Members automatically receive Browse Team permission for their own teams.</p>

<ul style="list-style-type: none"> <li>• JIRA Administrators can create customized role names:</li> </ul> <p><b>Administration</b></p> <p>cogwheel </p> <p>&gt; <b>Add-ons</b> &gt;  TEMPO  TEAMS <b>Tempo Roles</b></p> <ul style="list-style-type: none"> <li>• Team Leads and Tempo Team Administrators can assign role names to Team Members when they add or configure Team Members:</li> </ul> <p><b>Tempo</b> &gt;  TEAMS <b>more</b> &gt;  <i>team name</i> &gt; <b>C</b>  <b>onfiguration</b> &gt;  <b>Members</b></p>	<p><b>Tempo</b> &gt; TEAMS <b>m</b>  <b>ore</b> &gt; <i>team name</i> &gt;  <b>Configuration</b> &gt; <b>Pe</b>  <b>rmissions</b></p>
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<p>Approve Timesheet permission</p>	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Review timesheets of Team Members.</li> <li>• Grant grace periods to Team Members to complete their timesheets after a scheduled closing date.</li> <li>• View the team timesheet and reports.</li> <li>• View Tempo team and account gadgets.</li> <li>• Approve accounts.</li> </ul> </li> <li>• If the setting '<a href="#">Configure timesheet approval process</a>' is set to <i>Monthly (Period)</i> or <i>Weekly</i>, permission to: <ul style="list-style-type: none"> <li>• Approve and reject timesheets of Team Members</li> <li>• View the approval logs of Team Members</li> </ul> </li> <li>• Permission to set billed hours if the following check box is selected in Tempo Global Configuration: <a href="#">Users with Approve Timesheet Permission can set billed hours</a></li> </ul>	<ul style="list-style-type: none"> <li>• Team Leads (see above) automatically receive Approve Timesheet permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Approve Timesheet permission</li> <li>• To view other team members' worklogs on a timesheet, you must have View All Worklogs permission (see above) for the team's projects</li> </ul>		
<p>Plan Time permission</p>	<p>Permission to plan time for team members to work on projects, versions, components, and issues.</p>	<ul style="list-style-type: none"> <li>• Team Members can plan time for themselves <i>without</i> the Plan Time permission.</li> <li>• Team Leads (see above) automatically receive Plan Time permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Plan Time permission</li> <li>• Plan Time permission works in Tempo Timesheets only if the following check box is selected in Tempo Global Configuration: <a href="#">'Users with Plan Time permission for a team can plan time for team members in Tempo Timesheets.'</a></li> <li>• For you to be able to plan time on an issue, the following permissions must also be granted: <ul style="list-style-type: none"> <li>• You and the user that you are planning time for must have Browse Projects permission (see above) for the issue's project</li> <li>• The user that you are planning time for must have 'Work on Issues' permission (see above) for the issue's project</li> </ul> </li> </ul>		

**Customer and account permissions and roles**

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
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Tempo Account Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Tempo Rate Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Account Lead role	<ul style="list-style-type: none"> <li>Responsibility for the account</li> <li>Browse Customer Revenue permission (see below) if you are a user of JIRA and Tempo Timesheets</li> </ul>	Account Leads are not required to be users of JIRA and Tempo Timesheets.	<ul style="list-style-type: none"> <li>Tempo Account Administrators</li> <li>JIRA Administrators</li> </ul>	<p>You can specify an Account Lead when you create an account:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; Create Account</b></p> <p>or by configuring basic account information:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; <i>account name</i> &gt; Configuration &gt; General &gt; Lead</b></p>
Browse Customer Revenue permission	Permission to view the account revenue report and the time and expenses report for accounts that are associated with a customer.	Account Leads automatically receive Browse Customer Revenue permission for all customers.		<p><b>Tempo &gt; ACCOUNTS more &gt; Manage &gt; Customers &gt; View Customer &gt; Configuration</b></p>

## Related topics

- [Global configuration](#) (Settings that affect the permissions of general users and of users with Approve Timesheet permission)
- [Troubleshooting a No Access message](#)
- [Troubleshooting worklog editing](#)

## Browse customer revenue

**Archived page.** [Please click here for current page.](#)

The tables below list the following types of permissions and roles:

- Some important JIRA permissions that Tempo Timesheets relies upon
- Tempo administrative and user permissions
- Tempo roles, such as Team Lead and Account Lead, which already include certain permissions


### Important

- For JIRA users to be able to access and use Tempo Timesheets, they must have Work On Issues permission for at least one JIRA project. This permission is listed below, in the '*Project permissions and roles*' table.
- For JIRA users to be able to log work in Tempo Timesheets, [Time tracking](#) must be ON in JIRA.

## On this page

- Global permissions
- Project permissions and roles
- Team permissions and roles
- Customer and account permissions and roles
- Related topics

## Global permissions

Permission	What you get by default	Notes	Who can give permission by default	Configuration location
JIRA Administrators permission	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Perform most JIRA administrative tasks</li> <li>• Perform most Tempo administrative tasks</li> </ul> </li> <li>• Tempo Administrators permission (see below)</li> <li>• Tempo Team Administrators permission (see below)</li> <li>• Tempo Account Administrators permission (see below)</li> </ul>	By default, JIRA Administrators are not granted Tempo Rate Administrators permission (see below). However, JIRA Administrators can grant themselves any type of Tempo administrative or user permission that they do not already have.	JIRA Administrators	<b>Administration</b>  cogwheel > <b>System</b> > <b>SECURITY</b> > <b>Global Permissions</b>
Browse Users permission	Permission to view lists of JIRA user names and group names and to select users or groups from the lists.	Many users might require this permission.  <b>Examples</b> <ul style="list-style-type: none"> <li>• Tempo Team Administrators (see below) require Browse Users permission so that they can add members to teams.</li> <li>• Many users might require Browse Users permission so that they can reassign issues to other users.</li> </ul>		
Tempo Administrators permission	Permission to: <ul style="list-style-type: none"> <li>• Manage internal Issues</li> <li>• Open and close worklog periods</li> <li>• Test who can edit worklogs</li> <li>• Define the working week</li> <li>• Specify public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• By default, JIRA Administrators receive Tempo Administrators permission.</li> <li>• Only JIRA Administrators can do some other Tempo Timesheets administrative tasks.</li> </ul>		
Tempo Team Administrators permission	<ul style="list-style-type: none"> <li>• Permission to create, configure, browse, and delete teams and to manage team permissions</li> <li>• Browse Team permission (see below) for all teams</li> </ul>	<ul style="list-style-type: none"> <li>• Tempo Team Administrators can grant themselves Approve Timesheet permission and Plan Time permission (see below).</li> <li>• Tempo Team Administrators permission is <i>not</i> sufficient for moving employees between different types of working week or sets of public holidays.</li> <li>• By default, JIRA Administrators receive Tempo Team Administrators permission</li> </ul>		

Tempo Account Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Create, configure, import, export, and delete accounts</li> <li>• Change the target revenue in account revenue reports</li> </ul>	<ul style="list-style-type: none"> <li>• Only users with Approve Timesheet permission (see below) can approve accounts.</li> <li>• Only JIRA Administrators can configure the following account settings: <ul style="list-style-type: none"> <li>• Whether the account value is cleared when issues are moved between projects</li> <li>• An alternative name for the account field</li> <li>• Whether an account value is required or optional in a field configuration</li> </ul> </li> <li>• By default, JIRA Administrators receive Tempo Account Administrators permission</li> </ul>	
Tempo Rate Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Set price rates for team roles in different teams</li> <li>• Change the target revenue on account revenue reports</li> </ul>	Price rates are used for revenue reports and billing.	

### Project permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Administer Projects permission	<p>Within the context of a project, permission to edit:</p> <ul style="list-style-type: none"> <li>• Project role membership</li> <li>• Project components</li> <li>• Project versions</li> <li>• Some project details</li> </ul>		JIRA Administrators	<b>Projects &gt; View All Projects &gt; <i>project name</i> &gt; Project Administration &gt; Permissions</b>
Browse Projects permission	<p>Within the context of a project, permission to:</p> <ul style="list-style-type: none"> <li>• Browse the project</li> <li>• Use the issue navigator</li> <li>• View individual issues</li> </ul>			
Work On Issues permission	<ul style="list-style-type: none"> <li>• Permission to access and use Tempo Timesheets</li> <li>• Within the context of a project, permission to log work on issues</li> </ul>	<p><b>Troubleshooting tips</b></p> <ul style="list-style-type: none"> <li>• JIRA users cannot access or use Tempo Timesheets if they do not have Work On Issues permission for at least one JIRA project.</li> <li>• JIRA users cannot log work if <a href="#">Time tracking</a> is turned OFF in JIRA.</li> </ul>		
View All Worklogs permission	<p>Within the context of a project, permission to view all worklogs</p>	<p><b>Troubleshooting tip</b></p> <p>A possible reason why worklogs are not viewable is that users do not also have Browse Projects permission (see above).</p>		
Log Work for Others permission	<p>Within the context of a project, permission to log work on behalf of other JIRA users who have permission to log work for the project</p>			

Tempo Project Managers role	See notes >	<ul style="list-style-type: none"> <li>This is a legacy role and might not be available in your Tempo Timesheets.</li> <li>If this role is available, users in this role no longer automatically have permission to view all worklogs of a project. However, you might have granted users in this role other permissions, which are still valid.</li> </ul>	<ul style="list-style-type: none"> <li>Project Administrators</li> <li>JIRA Administrators</li> </ul>	<b>Projects &gt; View All Projects</b> > <i>project name</i> > <b>Project Administration</b> > <b>Roles</b>
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**Team permissions and roles**

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Tempo Team Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Team Lead role	<ul style="list-style-type: none"> <li>Browse Team permission (see below) for the team that you lead</li> <li>Approve Timesheet permission (see below) for the team that you lead</li> <li>Plan Time permission (see below) for the team that you lead</li> <li>Permission to configure your team</li> <li>Team Member role</li> </ul>	The Team Lead role is <i>not</i> sufficient for moving employees between workload or holiday schemes or for changing the Team Lead.	Tempo Team Administrators	<p>You can specify a Team Lead when you create a team:</p> <p><b>Tempo &gt; TEAMS more &gt; Create New Team</b></p> <p>or by configuring basic team information:</p> <p><b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Configure &gt; Team Lead</b></p>
Team Member role	<ul style="list-style-type: none"> <li>Browse Team permission for your team (see below)</li> <li>Permission to plan time for yourself to work on projects, versions, components, and issues</li> </ul>	<ul style="list-style-type: none"> <li>For you to be able to plan time for yourself to work on an issue, you must also have Browse Projects and 'Work on Issues' permission (see above) for the issue's project.</li> <li>Team Leads (see above) are also Team Members.</li> </ul>	<ul style="list-style-type: none"> <li>Team Leads</li> <li>Tempo Team Administrators</li> </ul>	<b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Members</b>

<p>Customized roles, such as Developer, Tester, or Scrum Master</p>	<p>See notes &gt;</p>	<p>By default, Team Members are given the role name <i>Member</i>. However, you can give customized role names, such as <i>Developer</i>, <i>Tester</i>, or <i>Scrum Master</i>, to Team Members.</p> <p>When you customize role names, the permission that the Team Members have does not change.</p>
<p>Browse Team permission</p>	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• See the team's information, including the team utilization report</li> <li>• Select this team on forms that contain a <b>Team</b> field (for example, the <b>Team</b> field in an issue)</li> </ul>	<p>All Team Members automatically receive Browse Team permission for their own teams.</p>

<ul style="list-style-type: none"> <li>• JIRA Administrators can create customized role names:</li> </ul> <p><b>Administration</b></p> <p>cogwheel </p> <p>&gt; <b>Add-ons</b> &gt;  TEMPO  TEAMS <b>Tempo Roles</b></p> <ul style="list-style-type: none"> <li>• Team Leads and Tempo Team Administrators can assign role names to Team Members when they add or configure Team Members:</li> </ul> <p><b>Tempo</b> &gt;  TEAMS <b>more</b> &gt;  <i>team name</i> &gt; <b>C</b>  <b>onfiguration</b> &gt;  <b>Members</b></p>	<p><b>Tempo</b> &gt; TEAMS <b>m</b>  <b>ore</b> &gt; <i>team name</i> &gt;  <b>Configuration</b> &gt; <b>Pe</b>  <b>rmissions</b></p>
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<p>Approve Timesheet permission</p>	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Review timesheets of Team Members.</li> <li>• Grant grace periods to Team Members to complete their timesheets after a scheduled closing date.</li> <li>• View the team timesheet and reports.</li> <li>• View Tempo team and account gadgets.</li> <li>• Approve accounts.</li> </ul> </li> <li>• If the setting '<a href="#">Configure timesheet approval process</a>' is set to <i>Monthly (Period)</i> or <i>Weekly</i>, permission to: <ul style="list-style-type: none"> <li>• Approve and reject timesheets of Team Members</li> <li>• View the approval logs of Team Members</li> </ul> </li> <li>• Permission to set billed hours if the following check box is selected in Tempo Global Configuration: <a href="#">Users with Approve Timesheet Permission can set billed hours</a></li> </ul>	<ul style="list-style-type: none"> <li>• Team Leads (see above) automatically receive Approve Timesheet permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Approve Timesheet permission</li> <li>• To view other team members' worklogs on a timesheet, you must have View All Worklogs permission (see above) for the team's projects</li> </ul>		
<p>Plan Time permission</p>	<p>Permission to plan time for team members to work on projects, versions, components, and issues.</p>	<ul style="list-style-type: none"> <li>• Team Members can plan time for themselves <i>without</i> the Plan Time permission.</li> <li>• Team Leads (see above) automatically receive Plan Time permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Plan Time permission</li> <li>• Plan Time permission works in Tempo Timesheets only if the following check box is selected in Tempo Global Configuration: <a href="#">'Users with Plan Time permission for a team can plan time for team members in Tempo Timesheets.'</a></li> <li>• For you to be able to plan time on an issue, the following permissions must also be granted: <ul style="list-style-type: none"> <li>• You and the user that you are planning time for must have Browse Projects permission (see above) for the issue's project</li> <li>• The user that you are planning time for must have 'Work on Issues' permission (see above) for the issue's project</li> </ul> </li> </ul>		

**Customer and account permissions and roles**

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
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Tempo Account Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Tempo Rate Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Account Lead role	<ul style="list-style-type: none"> <li>Responsibility for the account</li> <li>Browse Customer Revenue permission (see below) if you are a user of JIRA and Tempo Timesheets</li> </ul>	Account Leads are not required to be users of JIRA and Tempo Timesheets.	<ul style="list-style-type: none"> <li>Tempo Account Administrators</li> <li>JIRA Administrators</li> </ul>	<p>You can specify an Account Lead when you create an account:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; Create Account</b></p> <p>or by configuring basic account information:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; account name &gt; Configuration &gt; General &gt; Lead</b></p>
Browse Customer Revenue permission	Permission to view the account revenue report and the time and expenses report for accounts that are associated with a customer.	Account Leads automatically receive Browse Customer Revenue permission for all customers.		<p><b>Tempo &gt; ACCOUNTS more &gt; Manage &gt; Customers &gt; View Customer &gt; Configuration</b></p>

### Related topics

- [Global configuration](#) (Settings that affect the permissions of general users and of users with Approve Timesheet permission)
- [Troubleshooting a No Access message](#)
- [Troubleshooting worklog editing](#)

## Managing rates

**Archived page.** Please [click here](#) for current page.

The tables below list the following types of permissions and roles:

- Some important JIRA permissions that Tempo Timesheets relies upon
- Tempo administrative and user permissions
- Tempo roles, such as Team Lead and Account Lead, which already include certain permissions

### Important


- For JIRA users to be able to access and use Tempo Timesheets, they must have Work On Issues permission for at least one JIRA project. This permission is listed below, in the '*Project permissions and roles*' table.
- For JIRA users to be able to log work in Tempo Timesheets, [Time tracking](#) must be ON in JIRA.



## On this page

- Global permissions
- Project permissions and roles
- Team permissions and roles
- Customer and account permissions and roles
- Related topics

## Global permissions

Permission	What you get by default	Notes	Who can give permission by default	Configuration location
JIRA Administrators permission	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Perform most JIRA administrative tasks</li> <li>• Perform most Tempo administrative tasks</li> </ul> </li> <li>• Tempo Administrators permission (see below)</li> <li>• Tempo Team Administrators permission (see below)</li> <li>• Tempo Account Administrators permission (see below)</li> </ul>	By default, JIRA Administrators are not granted Tempo Rate Administrators permission (see below). However, JIRA Administrators can grant themselves any type of Tempo administrative or user permission that they do not already have.	JIRA Administrators	<b>Administration</b>  cogwheel > <b>System</b> > <b>SECURITY</b> <b>Global Permissions</b>
Browse Users permission	Permission to view lists of JIRA user names and group names and to select users or groups from the lists.	Many users might require this permission.  <b>Examples</b> <ul style="list-style-type: none"> <li>• Tempo Team Administrators (see below) require Browse Users permission so that they can add members to teams.</li> <li>• Many users might require Browse Users permission so that they can reassign issues to other users.</li> </ul>		
Tempo Administrators permission	Permission to: <ul style="list-style-type: none"> <li>• Manage internal Issues</li> <li>• Open and close worklog periods</li> <li>• Test who can edit worklogs</li> <li>• Define the working week</li> <li>• Specify public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• By default, JIRA Administrators receive Tempo Administrators permission.</li> <li>• Only JIRA Administrators can do some other Tempo Timesheets administrative tasks.</li> </ul>		
Tempo Team Administrators permission	<ul style="list-style-type: none"> <li>• Permission to create, configure, browse, and delete teams and to manage team permissions</li> <li>• Browse Team permission (see below) for all teams</li> </ul>	<ul style="list-style-type: none"> <li>• Tempo Team Administrators can grant themselves Approve Timesheet permission and Plan Time permission (see below).</li> <li>• Tempo Team Administrators permission is <i>not</i> sufficient for moving employees between different types of working week or sets of public holidays.</li> <li>• By default, JIRA Administrators receive Tempo Team Administrators permission</li> </ul>		

Tempo Account Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Create, configure, import, export, and delete accounts</li> <li>• Change the target revenue in account revenue reports</li> </ul>	<ul style="list-style-type: none"> <li>• Only users with Approve Timesheet permission (see below) can approve accounts.</li> <li>• Only JIRA Administrators can configure the following account settings: <ul style="list-style-type: none"> <li>• Whether the account value is cleared when issues are moved between projects</li> <li>• An alternative name for the account field</li> <li>• Whether an account value is required or optional in a field configuration</li> </ul> </li> <li>• By default, JIRA Administrators receive Tempo Account Administrators permission</li> </ul>	
Tempo Rate Administrators permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• Set price rates for team roles in different teams</li> <li>• Change the target revenue on account revenue reports</li> </ul>	Price rates are used for revenue reports and billing.	

### Project permissions and roles


Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Administer Projects permission	<p>Within the context of a project, permission to edit:</p> <ul style="list-style-type: none"> <li>• Project role membership</li> <li>• Project components</li> <li>• Project versions</li> <li>• Some project details</li> </ul>		JIRA Administrators	<b>Projects &gt; View All Projects &gt; <i>project name</i> &gt; Project Administration &gt; Permissions</b>
Browse Projects permission	<p>Within the context of a project, permission to:</p> <ul style="list-style-type: none"> <li>• Browse the project</li> <li>• Use the issue navigator</li> <li>• View individual issues</li> </ul>			
Work On Issues permission	<ul style="list-style-type: none"> <li>• Permission to access and use Tempo Timesheets</li> <li>• Within the context of a project, permission to log work on issues</li> </ul>	<p><b>Troubleshooting tips</b></p> <ul style="list-style-type: none"> <li>• JIRA users cannot access or use Tempo Timesheets if they do not have Work On Issues permission for at least one JIRA project.</li> <li>• JIRA users cannot log work if <a href="#">Time tracking</a> is turned OFF in JIRA.</li> </ul>		
View All Worklogs permission	<p>Within the context of a project, permission to view all worklogs</p>	<p><b>Troubleshooting tip</b></p> <p>A possible reason why worklogs are not viewable is that users do not also have Browse Projects permission (see above).</p>		
Log Work for Others permission	<p>Within the context of a project, permission to log work on behalf of other JIRA users who have permission to log work for the project</p>			

Tempo Project Managers role	See notes >	<ul style="list-style-type: none"> <li>This is a legacy role and might not be available in your Tempo Timesheets.</li> <li>If this role is available, users in this role no longer automatically have permission to view all worklogs of a project. However, you might have granted users in this role other permissions, which are still valid.</li> </ul>	<ul style="list-style-type: none"> <li>Project Administrators</li> <li>JIRA Administrators</li> </ul>	<b>Projects &gt; View All Projects &gt; <i>project name</i> &gt; Project Administration &gt; Roles</b>
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**Team permissions and roles**

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Tempo Team Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Team Lead role	<ul style="list-style-type: none"> <li>Browse Team permission (see below) for the team that you lead</li> <li>Approve Timesheet permission (see below) for the team that you lead</li> <li>Plan Time permission (see below) for the team that you lead</li> <li>Permission to configure your team</li> <li>Team Member role</li> </ul>	The Team Lead role is <i>not</i> sufficient for moving employees between workload or holiday schemes or for changing the Team Lead.	Tempo Team Administrators	<p>You can specify a Team Lead when you create a team:</p> <p><b>Tempo &gt; TEAMS more &gt; Create New Team</b></p> <p>or by configuring basic team information:</p> <p><b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Configure &gt; Team Lead</b></p>
Team Member role	<ul style="list-style-type: none"> <li>Browse Team permission for your team (see below)</li> <li>Permission to plan time for yourself to work on projects, versions, components, and issues</li> </ul>	<ul style="list-style-type: none"> <li>For you to be able to plan time for yourself to work on an issue, you must also have Browse Projects and 'Work on Issues' permission (see above) for the issue's project.</li> <li>Team Leads (see above) are also Team Members.</li> </ul>	<ul style="list-style-type: none"> <li>Team Leads</li> <li>Tempo Team Administrators</li> </ul>	<b>Tempo &gt; TEAMS more &gt; <i>team name</i> &gt; Configuration &gt; Members</b>

<p>Customized roles, such as Developer, Tester, or Scrum Master</p>	<p>See notes &gt;</p>	<p>By default, Team Members are given the role name <i>Member</i>. However, you can give customized role names, such as <i>Developer</i>, <i>Tester</i>, or <i>Scrum Master</i>, to Team Members.</p> <p>When you customize role names, the permission that the Team Members have does not change.</p>
<p>Browse Team permission</p>	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• See the team's information, including the team utilization report</li> <li>• Select this team on forms that contain a <b>Team</b> field (for example, the <b>Team</b> field in an issue)</li> </ul>	<p>All Team Members automatically receive Browse Team permission for their own teams.</p>

<ul style="list-style-type: none"> <li>• JIRA Administrators can create customized role names:</li> </ul> <p><b>Administration</b></p> <p>cogwheel </p> <p>&gt; <b>Add-ons</b> &gt;  TEMPO  TEAMS <b>Tempo Roles</b></p> <ul style="list-style-type: none"> <li>• Team Leads and Tempo Team Administrators can assign role names to Team Members when they add or configure Team Members:</li> </ul> <p><b>Tempo</b> &gt;  TEAMS <b>more</b> &gt;  <i>team name</i> &gt; <b>C</b>  <b>onfiguration</b> &gt;  <b>Members</b></p>	<p><b>Tempo</b> &gt; TEAMS <b>m</b>  <b>ore</b> &gt; <i>team name</i> &gt;  <b>Configuration</b> &gt; <b>Pe</b>  <b>rmissions</b></p>
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<p>Approve Timesheet permission</p>	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Review timesheets of Team Members.</li> <li>• Grant grace periods to Team Members to complete their timesheets after a scheduled closing date.</li> <li>• View the team timesheet and reports.</li> <li>• View Tempo team and account gadgets.</li> <li>• Approve accounts.</li> </ul> </li> <li>• If the setting '<a href="#">Configure timesheet approval process</a>' is set to <i>Monthly (Period)</i> or <i>Weekly</i>, permission to: <ul style="list-style-type: none"> <li>• Approve and reject timesheets of Team Members</li> <li>• View the approval logs of Team Members</li> </ul> </li> <li>• Permission to set billed hours if the following check box is selected in Tempo Global Configuration: <a href="#">Users with Approve Timesheet Permission can set billed hours</a></li> </ul>	<ul style="list-style-type: none"> <li>• Team Leads (see above) automatically receive Approve Timesheet permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Approve Timesheet permission</li> <li>• To view other team members' worklogs on a timesheet, you must have View All Worklogs permission (see above) for the team's projects</li> </ul>		
<p>Plan Time permission</p>	<p>Permission to plan time for team members to work on projects, versions, components, and issues.</p>	<ul style="list-style-type: none"> <li>• Team Members can plan time for themselves <i>without</i> the Plan Time permission.</li> <li>• Team Leads (see above) automatically receive Plan Time permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Plan Time permission</li> <li>• Plan Time permission works in Tempo Timesheets only if the following check box is selected in Tempo Global Configuration: <a href="#">'Users with Plan Time permission for a team can plan time for team members in Tempo Timesheets.'</a></li> <li>• For you to be able to plan time on an issue, the following permissions must also be granted: <ul style="list-style-type: none"> <li>• You and the user that you are planning time for must have Browse Projects permission (see above) for the issue's project</li> <li>• The user that you are planning time for must have 'Work on Issues' permission (see above) for the issue's project</li> </ul> </li> </ul>		

**Customer and account permissions and roles**

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
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Tempo Account Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Tempo Rate Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Account Lead role	<ul style="list-style-type: none"> <li>Responsibility for the account</li> <li>Browse Customer Revenue permission (see below) if you are a user of JIRA and Tempo Timesheets</li> </ul>	Account Leads are not required to be users of JIRA and Tempo Timesheets.	<ul style="list-style-type: none"> <li>Tempo Account Administrators</li> <li>JIRA Administrators</li> </ul>	<p>You can specify an Account Lead when you create an account:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; Create Account</b></p> <p>or by configuring basic account information:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; <i>account name</i> &gt; Configuration &gt; General &gt; Lead</b></p>
Browse Customer Revenue permission	Permission to view the account revenue report and the time and expenses report for accounts that are associated with a customer.	Account Leads automatically receive Browse Customer Revenue permission for all customers.		<p><b>Tempo &gt; ACCOUNTS more &gt; Manage &gt; Customers &gt; View Customer &gt; Configuration</b></p>

### Related topics

- Global configuration (Settings that affect the permissions of general users and of users with Approve Timesheet permission)
- Troubleshooting a No Access message
- Troubleshooting worklog editing

## Tempo Project Role Management

Archived page. [Please click here for current page.](#)

The tables below list the following types of permissions and roles:

- Some important JIRA permissions that Tempo Timesheets relies upon
- Tempo administrative and user permissions
- Tempo roles, such as Team Lead and Account Lead, which already include certain permissions


#### Important

- For JIRA users to be able to access and use Tempo Timesheets, they must have Work On Issues permission for at least one JIRA project. This permission is listed below, in the '*Project permissions and roles*' table.
- For JIRA users to be able to log work in Tempo Timesheets, [Time tracking](#) must be ON in JIRA.

#### On this page

- Global permissions
- Project permissions and roles
- Team permissions and roles
- Customer and account permissions and roles
- Related topics

## Global permissions

Permission	What you get by default	Notes	Who can give permission by default	Configuration location
JIRA Administrators permission	<ul style="list-style-type: none"> <li>Permission to: <ul style="list-style-type: none"> <li>Perform most JIRA administrative tasks</li> <li>Perform most Tempo administrative tasks</li> </ul> </li> <li>Tempo Administrators permission (see below)</li> <li>Tempo Team Administrators permission (see below)</li> <li>Tempo Account Administrators permission (see below)</li> </ul>	By default, JIRA Administrators are not granted Tempo Rate Administrators permission (see below). However, JIRA Administrators can grant themselves any type of Tempo administrative or user permission that they do not already have.	JIRA Administrators	<b>Administration</b>  cogwheel > <b>System</b> > <b>SECURITY Global Permissions</b>
Browse Users permission	Permission to view lists of JIRA user names and group names and to select users or groups from the lists.	Many users might require this permission.  <b>Examples</b> <ul style="list-style-type: none"> <li>Tempo Team Administrators (see below) require Browse Users permission so that they can add members to teams.</li> <li>Many users might require Browse Users permission so that they can reassign issues to other users.</li> </ul>		
Tempo Administrators permission	Permission to: <ul style="list-style-type: none"> <li>Manage internal Issues</li> <li>Open and close worklog periods</li> <li>Test who can edit worklogs</li> <li>Define the working week</li> <li>Specify public holidays</li> </ul>	<ul style="list-style-type: none"> <li>By default, JIRA Administrators receive Tempo Administrators permission.</li> <li>Only JIRA Administrators can do some other Tempo Timesheets administrative tasks.</li> </ul>		
Tempo Team Administrators permission	<ul style="list-style-type: none"> <li>Permission to create, configure, browse, and delete teams and to manage team permissions</li> <li>Browse Team permission (see below) for all teams</li> </ul>	<ul style="list-style-type: none"> <li>Tempo Team Administrators can grant themselves Approve Timesheet permission and Plan Time permission (see below).</li> <li>Tempo Team Administrators permission is <i>not</i> sufficient for moving employees between different types of working week or sets of public holidays.</li> <li>By default, JIRA Administrators receive Tempo Team Administrators permission</li> </ul>		
Tempo Account Administrators permission	Permission to: <ul style="list-style-type: none"> <li>Create, configure, import, export, and delete accounts</li> <li>Change the target revenue in account revenue reports</li> </ul>	<ul style="list-style-type: none"> <li>Only users with Approve Timesheet permission (see below) can approve accounts.</li> <li>Only JIRA Administrators can configure the following account settings: <ul style="list-style-type: none"> <li>Whether the account value is cleared when issues are moved between projects</li> <li>An alternative name for the account field</li> <li>Whether an account value is required or optional in a field configuration</li> </ul> </li> <li>By default, JIRA Administrators receive Tempo Account Administrators permission</li> </ul>		

Tempo Rate Administrators permission	Permission to: <ul style="list-style-type: none"> <li>Set price rates for team roles in different teams</li> <li>Change the target revenue on account revenue reports</li> </ul>	Price rates are used for revenue reports and billing.		
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### Project permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Administer Projects permission	Within the context of a project, permission to edit: <ul style="list-style-type: none"> <li>Project role membership</li> <li>Project components</li> <li>Project versions</li> <li>Some project details</li> </ul>		JIRA Administrators	<b>Projects &gt; View All Projects</b> > <i>project name</i> > <b>Project Administration</b> > <b>Permissions</b>
Browse Projects permission	Within the context of a project, permission to: <ul style="list-style-type: none"> <li>Browse the project</li> <li>Use the issue navigator</li> <li>View individual issues</li> </ul>			
Work On Issues permission	<ul style="list-style-type: none"> <li>Permission to access and use Tempo Timesheets</li> <li>Within the context of a project, permission to log work on issues</li> </ul>	<b>Troubleshooting tips</b> <ul style="list-style-type: none"> <li>JIRA users cannot access or use Tempo Timesheets if they do not have Work On Issues permission for at least one JIRA project.</li> <li>JIRA users cannot log work if <b>Time tracking</b> is turned OFF in JIRA.</li> </ul>		
View All Worklogs permission	Within the context of a project, permission to view all worklogs	<b>Troubleshooting tip</b> A possible reason why worklogs are not viewable is that users do not also have Browse Projects permission (see above).		
Log Work for Others permission	Within the context of a project, permission to log work on behalf of other JIRA users who have permission to log work for the project			
Tempo Project Managers role	See notes >	<ul style="list-style-type: none"> <li>This is a legacy role and might not be available in your Tempo Timesheets.</li> <li>If this role is available, users in this role no longer automatically have permission to view all worklogs of a project. However, you might have granted users in this role other permissions, which are still valid.</li> </ul>		

### Team permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
Tempo Team Administrators permission	See the 'Global permissions' table above.			



Team Lead role	<ul style="list-style-type: none"> <li>• Browse Team permission (see below) for the team that you lead</li> <li>• Approve Timesheet permission (see below) for the team that you lead</li> <li>• Plan Time permission (see below) for the team that you lead</li> <li>• Permission to configure your team</li> <li>• Team Member role</li> </ul>	The Team Lead role is <i>not</i> sufficient for moving employees between workload or holiday schemes or for changing the Team Lead.	Tempo Team Administrators	<p>You can specify a Team Lead when you create a team:</p> <p><b>Tempo &gt; TEAMS more &gt; Create New Team</b></p> <p>or by configuring basic team information:</p> <p><b>Tempo &gt; TEAMS more &gt; team name &gt; Configuration &gt; Configure &gt; Team Lead</b></p>
Team Member role	<ul style="list-style-type: none"> <li>• Browse Team permission for your team (see below)</li> <li>• Permission to plan time for yourself to work on projects, versions, components, and issues</li> </ul>	<ul style="list-style-type: none"> <li>• For you to be able to plan time for yourself to work on an issue, you must also have Browse Projects and 'Work on Issues' permission (see above) for the issue's project.</li> <li>• Team Leads (see above) are also Team Members.</li> </ul>	<ul style="list-style-type: none"> <li>• Team Leads</li> <li>• Tempo Team Administrators</li> </ul>	<p><b>Tempo &gt; TEAMS more &gt; team name &gt; Configuration &gt; Members</b></p>
Customized roles, such as Developer, Tester, or Scrum Master	See notes >	<p>By default, Team Members are given the role name <i>Member</i>. However, you can give customized role names, such as <i>Developer</i>, <i>Tester</i>, or <i>Scrum Master</i>, to Team Members.</p> <p>When you customize role names, the permission that the Team Members have does not change.</p>		<ul style="list-style-type: none"> <li>• JIRA Administrators can create customized role names:</li> </ul> <p><b>Administration</b></p> <p>cogwheel </p> <p>&gt; <b>Add-ons</b> &gt; TEMPO TEAMS <b>Tempo Roles</b></p> <ul style="list-style-type: none"> <li>• Team Leads and Tempo Team Administrators can assign role names to Team Members when they add or configure Team Members:</li> </ul> <p><b>Tempo &gt; TEAMS more &gt; team name &gt; Configuration &gt; Members</b></p>
Browse Team permission	<p>Permission to:</p> <ul style="list-style-type: none"> <li>• See the team's information, including the team utilization report</li> <li>• Select this team on forms that contain a <b>Team</b> field (for example, the <b>Team</b> field in an issue)</li> </ul>	All Team Members automatically receive Browse Team permission for their own teams.		<p><b>Tempo &gt; TEAMS more &gt; team name &gt; Configuration &gt; Permissions</b></p>

<p>Approve Timesheet permission</p>	<ul style="list-style-type: none"> <li>• Permission to: <ul style="list-style-type: none"> <li>• Review timesheets of Team Members.</li> <li>• Grant grace periods to Team Members to complete their timesheets after a scheduled closing date.</li> <li>• View the team timesheet and reports.</li> <li>• View Tempo team and account gadgets.</li> <li>• Approve accounts.</li> </ul> </li> <li>• If the setting '<a href="#">Configure timesheet approval process</a>' is set to <i>Monthly (Period)</i> or <i>Weekly</i>, permission to: <ul style="list-style-type: none"> <li>• Approve and reject timesheets of Team Members</li> <li>• View the approval logs of Team Members</li> </ul> </li> <li>• Permission to set billed hours if the following check box is selected in Tempo Global Configuration: <a href="#">Users with Approve Timesheet Permission can set billed hours</a></li> </ul>	<ul style="list-style-type: none"> <li>• Team Leads (see above) automatically receive Approve Timesheet permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Approve Timesheet permission</li> <li>• To view other team members' worklogs on a timesheet, you must have View All Worklogs permission (see above) for the team's projects</li> </ul>		
<p>Plan Time permission</p>	<p>Permission to plan time for team members to work on projects, versions, components, and issues.</p>	<ul style="list-style-type: none"> <li>• Team Members can plan time for themselves <i>without</i> the Plan Time permission.</li> <li>• Team Leads (see above) automatically receive Plan Time permission for their own teams.</li> <li>• Tempo Team Administrators (see above) can grant themselves Plan Time permission</li> <li>• Plan Time permission works in Tempo Timesheets only if the following check box is selected in Tempo Global Configuration: '<a href="#">Users with Plan Time permission for a team can plan time for team members in Tempo Timesheets.</a>'</li> <li>• For you to be able to plan time on an issue, the following permissions must also be granted: <ul style="list-style-type: none"> <li>• You and the user that you are planning time for must have Browse Projects permission (see above) for the issue's project</li> <li>• The user that you are planning time for must have 'Work on Issues' permission (see above) for the issue's project</li> </ul> </li> </ul>		

### Customer and account permissions and roles

Permission or role	What you get by default	Notes	Who can give permission or role by default	Configuration location
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Tempo Account Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Tempo Rate Administrators permission	See the ' <i>Global permissions</i> ' table above.			
Account Lead role	<ul style="list-style-type: none"> <li>Responsibility for the account</li> <li>Browse Customer Revenue permission (see below) if you are a user of JIRA and Tempo Timesheets</li> </ul>	Account Leads are not required to be users of JIRA and Tempo Timesheets.	<ul style="list-style-type: none"> <li>Tempo Account Administrators</li> <li>JIRA Administrators</li> </ul>	<p>You can specify an Account Lead when you create an account:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; Create Account</b></p> <p>or by configuring basic account information:</p> <p><b>Tempo &gt; ACCOUNTS more &gt; account name &gt; Configuration &gt; General &gt; Lead</b></p>
Browse Customer Revenue permission	Permission to view the account revenue report and the time and expenses report for accounts that are associated with a customer.	Account Leads automatically receive Browse Customer Revenue permission for all customers.		<p><b>Tempo &gt; ACCOUNTS more &gt; Manage &gt; Customers &gt; View Customer &gt; Configuration</b></p>

## Related topics

- [Global configuration](#) (Settings that affect the permissions of general users and of users with Approve Timesheet permission)
- [Troubleshooting a No Access message](#)
- [Troubleshooting worklog editing](#)

## No Access notification

**Archived page.** [Please click here for current page.](#)

When users get the *No Access* notification in Tempo Timesheets it means the current user doesn't have JIRA *Browse Projects* permission for the particular project in question. Users without this permission can't view any project issues or worklogs.

### *Why is No Access displayed*

*No Access* is displayed in [Team Timesheet](#) if the user who is viewing has [Approve Timesheet permission](#). The reason for this is to inform this user that members in the team have logged work on issues that you can not browse in JIRA. The users who are Approving User Timesheets for the members need to know that there are more hours logged by the selected user so you need to keep that in mind before approving the timesheet.

This is also displayed in the User Timesheet for the selected user if viewed by the *Timesheet Reviewer*.

**In this chapter**


More information on how to Manage Project Permission in JIRA can be found here:

- [Managing Project Permissions](#)

## Time Tracking Permissions and Validation

Archived page. [Please click here for current page.](#)

To open the Global Configuration:

1. Log in as a user with the **JIRA Administrators** [Global Permission](#).
2. Select **Add-ons** from the **Administration** menu (cog icon: ) at the top right of your screen. Then scroll down to **Tempo** administration left tabs and choose the **Global Configuration** option.

In this chapter

Table: Worklog options explained

Option	Default	Description
Users cannot log work on parent issues	Check box is not selected (users <i>can</i> log work)	If the check box is selected, users cannot log work on JIRA issues that have sub-tasks.
Users can specify a start time when they log work	Check box is not selected	<p>If the check box is selected, a <b>Time</b> field is added to the form that users fill out every time that they log work. Users can specify a <a href="#">start time</a> for their logged work in this field.</p> <p>If the check box is cleared and users want to specify a start time for logged work, they must log work on the time view of the worklog calendar.</p> <p>See also '<a href="#">Time difference between JIRA worklogs and Tempo worklogs.</a>'</p>
Remaining estimate is optional	Check box is not selected	If the check box is selected and an issue has no <i>Original estimate</i> , the <i>Remaining estimate</i> is not calculated in the time-tracking entry. Again if the check box is selected and an issue has Original estimate, the Remaining estimate is reduced by the time spent until the value 0 is reached. The Remaining estimate cannot be a negative number, but if it has reached 0, the user can add a new one.
Worklog description is optional	Check box is not selected	If the check box is selected and no text is written in the <b>Log Work Description</b> field, a default text <i>Working on Issue \$key</i> is added. As with any text in the Log Work Description, the default text can still be edited.

Users can log work for closed and archived accounts	Check box is selected	If the check box is cleared, it is not possible to log work on an issue that has an account in closed status.
Users can log work on non-editable issues	Check box is selected	<p>If the check box is cleared and the <code>jira.issue.editable</code> property is set to <b>false</b> in the JIRA workflow status, a Tempo Timesheets user cannot log work.</p> <p><b>i</b> <b>A few notes:</b></p> <ul style="list-style-type: none"> <li>This property is false by default in the JIRA workflow for issues in <b>Closed</b> status.</li> <li>If the check box is selected, the workflow status must have a transition to <b>Reopened</b> status as in the JIRA default workflow. The user must also have a permission to execute the reopen transition.</li> <li>The workflow transitions can be hidden, by using the <b>Hide Transition</b> option in the <a href="#">JIRA Misc Workflow Extensions</a> plugin, if you don't want users to reopen issues.</li> <li>There is also an option to use the <code>jira.permission.workflow.denied</code> property as documented on <a href="#">this page</a>.</li> </ul>
Maximum hours per day per user	Unlimited	Unlimited is max 99 hours. If a <i>limited</i> value is selected from the drop-down list, the lowest value is set as the <i>Hours per day</i> in <a href="#">JIRA Time Tracking</a> settings and the highest value ends in 24 Hours. The values increment by one hour from the lowest to the highest.
Users can log work up to X days into the future	90 Days	Other options, range from 0 Days to 360 Days. <i>0 Days</i> means the user cannot log work for Tomorrow. <i>360 Days</i> means that the user cannot log work on a date that is over a year from current date.


## Related topic

[Configuring work attributes](#)

## Approval Processes and Accounting

**Archived page.** [Please click here for current page.](#)

To open the Global Configuration:

1. Log in as a user with the **JIRA Administrators Global Permission**.
2. Select **Add-ons** from the **Administration** menu (cog icon: ) at the top right of your screen. Then scroll down to **Tempo** administration left tabs and choose the **Global Configuration** option.

In this chapter

<b>Users with Approve Timesheet permission can set billed hours.</b>	Default: Check box is not selected
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If the check box is selected, a field called **Billed hours** is added to the **Log Work** window, which is visible for users with the **Approve Timesheet** permission (or a Team Lead). A column called **Billing** is also added to the **report view**. The default value in the Billed hours field is the same as in Hours, but it can be edited to a different value including 0. Team Leads can select if the Hours and/or Billed hours are displayed in the report.


<b>Other users can set billed hours.</b>	Default: Check box is not selected
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If the check box is selected, a field called **Billed hours** is added in the **Log Work** window, which is visible to team members. A column called **Billing** is also added to the **report view**. The default value in the Billed hours field is the same as in Hours, but it can be edited to a different value including 0. Team members can select if the Hours and/or Billed hours are displayed in the report.

## Planning options

**Archived page.** [Please click here for current page.](#)

To open the Global Configuration:

1. Log in as a user with the **JIRA Administrators Global Permission**.
2. Select **Add-ons** from the **Administration** menu (cog icon: ) at the top right of your screen. Then scroll down to **Tempo** administration left tabs and choose the **Global Configuration** option.

In this chapter

### Time-planning options

Option	Default	Description
Users with Plan Time permission for a team can plan time for team members in Tempo Timesheets	Check box is selected	If the check box is selected, team leads and other users with Plan Time permission can plan time for team members to work on specific JIRA projects, project versions, or project components.
All users can also plan time for themselves in Tempo Timesheets.	Check box is selected	If this check box and the previous check box are both selected, all users can plan time for themselves on specific JIRA projects, project versions, or project components. A <b>Plan</b> button is added to the <b>Log Work</b> window.
Enable planned-time approval process.	Check box is not selected	If the check box is selected, users can send an approval request for planned time.

## Tempo Labs

**Archived page.**  
Please see the following pages instead.

In this chapter

## Global Configuration

See [Global configuration](#)

## Account PDF Export

See [Configuring PDF worklog reports](#)

## Plan Workflow

See [Configuring time-planning options](#).

## Agile Timesheet

See [Enabling agile timesheets](#).

## Configuring worklog attributes

**Archived page.** Please [click here](#) for current page.

Extract from **Tempo Core** (plug-in) version  
n: 4.x.x

**Product:** Tempo Timesheets 8.2

Just as you can add custom issue fields to JIRA issues, you can add custom work-log fields (for example, an **Account** field or an **Overtime** field) to Tempo Timesheets work logs. Custom work-log fields are called *work attributes* and can be of various types (text fields, numeric fields, drop-down lists, or checkboxes). Users can also display the content of the fields in timesheet reports and lists.

## Log Work

**Issue**

Internal

Assigned

Watched

Filter

User

Only users you have permission to log work for

Issue

Available issues are from projects for which you have permission to log work for others

Period

Date

Time

Worked  Logged

Remaining estimate  Original estimate

Description

Overtime

Account

Transport Costs

Log another

Examples of work attributes  
(custom worklog fields)

### Types of work attributes

Type	Name	Notes
Input fields	Numeric input field	
	Input field	A text field.
Drop-down lists	Static list	A simple drop-down list. You define the list items in Tempo Timesheets when you add or edit the list.
	Account	A drop-down list of accounts that users can choose from. You can create only one <b>Account</b> drop-down list for work logs. <div style="border: 1px solid #d9ead3; padding: 10px; margin-top: 10px;"> <p><b>Tip</b> JIRA issues can also include an <b>Account</b> drop-down list, which is a JIRA custom field, not a work attribute. If users select an account on a work log, the hours are logged to that account and not to any account that is selected on the JIRA issue.</p> </div>
	Dynamic dropdown	An externally sourced drop-down list. You define the list items in an external service that connects to Tempo Timesheets.
Checkbox	Checkbox	



## Procedures

- Adding custom fields to worklogs
- Configuring external drop-down lists for worklogs
- Changing the order of custom fields on worklogs
- Editing custom fields on worklogs
- Deleting custom fields from worklogs

## Related topics

- Configuring and managing accounts
- Including an **Account** drop-down list on JIRA issues: See 'Accounts custom field.'
- Displaying work attributes in timesheet reports and lists: See 'Additional rows and columns.'

## Account as a worklog attribute

**Archived page.** Please click here for current page.

Extract from **Tempo Core** (plug-in) version  
n: 4.x.x

**Product:** Tempo Timesheets 8.2

Just as you can add custom issue fields to JIRA issues, you can add custom work-log fields (for example, an **Account** field or an **Overtime** field) to Tempo Timesheets work logs. Custom work-log fields are called *work attributes* and can be of various types (text fields, numeric fields, drop-down lists, or checkboxes). Users can also display the content of the fields in timesheet reports and lists.

## Log Work

**Issue**

Internal

Assigned

Watched

Filter

User

Only users you have permission to log work for

Issue

Available issues are from projects for which you have permission to log work for others

Period

Date

Time

Worked  Logged

Remaining estimate  Original estimate

Description

Overtime

Account

Transport Costs

Log another

Examples of work attributes  
(custom worklog fields)

### Types of work attributes

Type	Name	Notes
Input fields	Numeric input field	
	Input field	A text field.
Drop-down lists	Static list	A simple drop-down list. You define the list items in Tempo Timesheets when you add or edit the list.
	Account	A drop-down list of accounts that users can choose from. You can create only one <b>Account</b> drop-down list for work logs.  <div style="border: 1px solid green; padding: 5px; background-color: #e6f2e6;"> <p><b>Tip</b>  <i>JIRA issues</i> can also include an <b>Account</b> drop-down list, which is a JIRA custom field, not a work attribute. If users select an account on a work log, the hours are logged to that account and not to any account that is selected on the JIRA issue.</p> </div>
	Dynamic dropdown	An externally sourced drop-down list. You define the list items in an external service that connects to Tempo Timesheets.
Checkbox	Checkbox	

### Procedures

- [Adding custom fields to worklogs](#)
- [Configuring external drop-down lists for worklogs](#)
- [Changing the order of custom fields on worklogs](#)
- [Editing custom fields on worklogs](#)
- [Deleting custom fields from worklogs](#)

### Related topics

- [Configuring and managing accounts](#)
- Including an **Account** drop-down list on JIRA issues: See '[Accounts custom field.](#)'
- Displaying work attributes in timesheet reports and lists: See '[Additional rows and columns.](#)'

### Worklog attributes types

**Archived page.** [Please click here for current page.](#)

Extract from **Tempo Core** (plug-in) version  
n: 4.x.x

**Product:** Tempo Timesheets 8.2

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## Log Work

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Examples of work attributes (custom worklog fields) →

Log another

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Checkbox	Checkbox	

### Procedures

- [Adding custom fields to worklogs](#)
- [Configuring external drop-down lists for worklogs](#)
- [Changing the order of custom fields on worklogs](#)
- [Editing custom fields on worklogs](#)
- [Deleting custom fields from worklogs](#)

### Related topics

- [Configuring and managing accounts](#)
- Including an **Account** drop-down list on JIRA issues: See '[Accounts custom field.](#)'
- Displaying work attributes in timesheet reports and lists: See '[Additional rows and columns.](#)'

## Manage schemes

Schemes are managed in [Tempo Core](#) system plugin that is bundled with Tempo Timesheets

In this chapter

### *Workload schemes*

Tempo creates one default Workload Scheme, which is based on the [JIRA Time Tracking](#) settings. If you have employees working in different schedules, you can create as many Workload Schemes that you need and move users from the default scheme to the appropriate scheme. You can change what Workload Scheme is default, but all new Tempo users will be added to the default scheme. Moving users between schemes can be done in the Workload Scheme administration page, or within each Team (Working Days in Team Configuration).

### *Holiday schemes*

In the Holiday Scheme you configure days off due to public holidays. Employees may have different public holidays due to geographic location or religion, and therefore you can create multiple Holiday Scheme and add users to the appropriate one. You will have to make one of your Holiday Scheme as default. All new Tempo users are added to the default Scheme.

## Workload Schemes

**Archived page.** [Please click here for current page.](#)

Extract from **Tempo Core** (plug-in) version:  
4.x.x

Employee work requirements depend on the definition of a working week. Employees that are geographically dispersed might have different working weeks. Also, some employees in your organization might work part-time. You can change the days and number of hours that comprise a working week.

Each type of working week is defined in a *workload scheme*.

### Related topic

[Specifying public holidays](#)

## Holiday Schemes

**Archived page.** [Please click here for current page.](#)

Extract from **Tempo Core** (plug-in) version:  
4.x.x

Employee work requirements depend on which days are public holidays. You can create different sets of public holidays for your company's employees who are based, for example, in different countries, states, or regions.

A *holiday scheme* is a set of public holidays. Holiday schemes do *not* contain information about personal vacation days.

### Related topic

[Defining a working week](#)

## Manage teams

**Archived page.** Please click here for current page.

Extract from **Tempo Teams** (plug-in) versio  
n: 3.x.x

This page and its child pages explain what a user with Tempo Team Administrators permission can do, consisting of managing [programs](#) and [teams](#), along with [configuring](#) each team.

### Manage teams overview

- A user needs to be [configured](#) through JIRA Global Permissions section, to get the Tempo Team Administrators permission.
- This permission gives access to manage/browse all teams, e.g. to [create](#) and [configure teams](#), along with managing team programs.
- Having this permission, does not automatically include [Approve Timesheets](#) and [Plan Time](#) permissions - this user can though give her/himself these permissions.
- When creating or configuring a team, a **Team Lead** can be added, which is not really a permission, but rather a role that automatically gains permissions for each team.

### Creating a team

**Archived page.** Please click here for current page.

Extract from **Tempo Teams** (plug-in) versio  
n: 3.x.x

### Tutorial

How to create teams and team roles

A team might consist of, for example, the people in one department of your company, or it might be a scrum team if you work in an agile software development environment.

### Required permission

**JIRA Administrators** or **Tempo Team Administrators**

### In this chapter

### Related pages

- [Granting permission to users](#)
- [Team Roles](#)

## Procedure

To create a team, complete the following steps:

1. On the main menu bar, click **Tempo > TEAMS more**.
2. On the Teams page, in the upper-right corner, click **Create New Team**.
3. In the Create Team window, fill in the information, and click **Create Team**.

The new team is automatically added to the list on the Teams page.

## What to do next

[Configure basic team information.](#)

## Configuring a team

**Archived page.** Please click [here](#) for current page.

Extract from **Tempo Teams** (plug-in) version: 3.x.x

You can edit the following basic information about a team: team name, summary description, team lead, the program (or group of teams) to which the team belongs in Tempo Planner, and the team's mission.

## Required permission

One of the following permissions or roles:

- JIRA Administrators permission
- Tempo Team Administrators permission
- Team Lead role

## Tutorial

The following Tempo Planner video tutorial is valid also for other Tempo products.

## Procedure

To configure basic team information, complete the following steps:

1. Go to the team configuration page (**Tempo > TEAMS more > name of team > Configuration**).
2. In the **Configure Team** area, you can edit the team name, summary description, team lead, associated program, and mission.

### Tips

- Only users with **Tempo Team Administrators** or **JIRA Administrators** permission can change the team lead.
- For Tempo Planner only: For information about programs, see the related topic below.

3. Click **Update**.

## What to do next

[Configure team membership](#)

## Related topic

For Tempo Planner: [Grouping teams together, as a program](#)

## Tempo Teams

**Archived page.** Please [click here](#) for current page.

Extract from **Tempo Teams** (plug-in) version: 3.x.x

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### In this chapter

### Related pages

- [Granting permission to users](#)
- [Team Roles](#)

## Manage accounts

**Archived page.** Please [click here](#) for current page.

## Tutorial

Account management with Tempo Accounts

Extract from **Tempo Accounts** (plug-in) version: 3.x.x

This page and its child pages, explain creation and management of accounts. The following is an overview, explaining how manually created accounts and imported accounts are handled simultaneously and how update affects existing accounts.

All account attributes can be updated, except the account Key. If the project link in an import file is **not** found on your JIRA instance, the account is not imported. This is reported in the message given at the final step of the import.

 This entry in an import file can be corrected if appropriate and then imported again.

The possible account statuses are: **Open**, **Closed** or **Archived**. The table below describes how these statuses are acquired and when the status is not affected by import.

*Table: Explaining account statuses and when it is not affected by import*

Status	Description
--------	-------------

### In this chapter



<p><b>OPEN</b></p>	<p>This is the default status for newly created or imported accounts. The status can also be set by manual configuration, given the account has previously had another status.</p>
<p><b>CLOSED</b></p>	<p>Accounts can only get this status by manual configuration.</p>
<p><b>ARCHIVED</b></p>	<p>This status is used for the following import cases:</p> <ul style="list-style-type: none"> <li>• An existing account (created manually or by import) is <b>not</b> in an import file and has <b>no project link</b> (and is not global).</li> <li>• Existing imported accounts, that are <b>not</b> in the next version of the import file.</li> </ul> <p>Accounts can also be <i>Archived manually</i>.</p>
<p>Unaffected</p>	<p>For existing accounts, the status is unaffected in the following import cases:</p> <ul style="list-style-type: none"> <li>• An existing account (created manually or by import) that <b>is</b> in an import file, but has <b>no project link</b> (and is not global).</li> <li>• For the case of imported and then manually edited accounts, where linked projects are affected, the status stays the same as before. If the first import has project links A and B, then project link C is added manually and in a new import the only project links are D and E. This means that after the import, the project links are going to be C, D and E, or only the imported links are updated, not the manually added ones.</li> </ul>

**i A few notes:**

- Only **Open** accounts will show up in JIRA issues and/or the Log Work dialog, depending on configuration.
- Tempo Timesheets reports can be created including **Closed** accounts, but not **Archived** accounts.
- The only way to look up **Archived** accounts, is by searching for them in the [Accounts Navigator](#) or select the Archived option in it's sidebar.

## Configuring an account

**Archived page.** Please click here for current page.

Extract from **Tempo Accounts** (plug-in) version: 3.x.x

This page explains how previously created accounts, either [manually](#) or [imported](#), can be configured afterwards. The configurations that are available for each account, are **Configure** and **Links**. Given that the user has already chosen an [account](#), click on the **Configuration** tab for the account, to access these functions - see the first screenshot below.

### Configuring an account

Click on the *Configure* link in the left sidebar, to open the screen to configure the account.

*The Configure Account screen (click to enlarge)*

### On this page

- [Configuring an account](#)
- [Linking account to JIRA projects](#)
- [Adding a monthly budget to an account](#)
- [Configuring price table](#)

Accounts ▾  
AKA Control: Development ▾

Overview **Configuration**

**General**  
Links  
Budget  
Price Table

**Configure Account** ⚙️ ▾

Key **201405**

Name

Status

Lead   
Person managing the account

Customer

Contact   
Person representing the customer

Category

## In this chapter

## Related pages

- Accounts Custom Field
- Accounts JQL Functions

The attributes available to configure an account, are the same as when [Creating an account](#), except the **Account Status** can be updated additionally.

The available values for the Account Status are, *Open*, *Closed* or *Archived*. The default value for a newly created account is *Open*.

Click the **Save** button when finished editing the account or the **Cancel** link to opt out.

## Linking account to JIRA projects

[JIRA Projects](#) can be linked to the account. This needs to be done for accounts, so they become useful entities in other Tempo products. In other words, by linking projects to the account and with the [Accounts Custom Field](#) set for your needs, the account becomes a select option, either in JIRA issues or the Log Work dialog. Click on the *Links* link in the left sidebar, to open the screen to link projects to the account.

*Configuring Account Links (click to enlarge)*

JIRA Dashboards ▾ Projects ▾ Issues ▾ Tempo ▾ Agile ▾ **Create** Search 🔍 ⚙️ 👤 ▾

Accounts ▾ **AKA Control: Development** ▾ **Account** Time Tracking Budget

Overview **Configuration**

General  
**Links**  
Budget  
Price Table

**Account Links** ⓘ  
Link to the appropriate JIRA Projects to be able to keep track of work on this account.

Project   ⚙️ ▾

**Recent Projects**

- Wikikinea Cloud (WIKK)
- Service and Support (SUPPORT)
- Azome (AL)
- Tango OnDemand (TO)
- Internal (INT)
- Web Development Projects (WDP)
- Paradigm Cloud (CLOUD)

Click on the *Add projects to account* field to open a drop-down to link a project to the account. By selecting a project, it is added to a list of project(s) below the field.

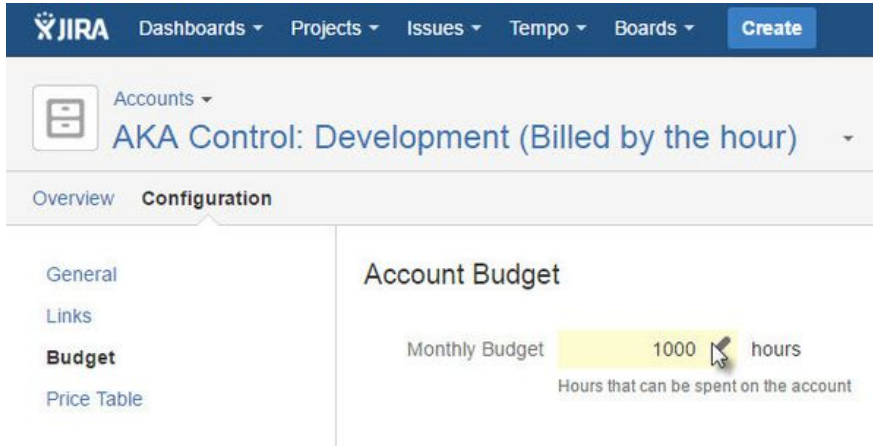
## Related topic

[Linking accounts to projects](#)

### *Adding a monthly budget to an account*

Monthly Budget is used in Tempo Timesheets and displayed in the in Tempo Monthly Budget Burn-up Chart gadget.

*Tempo Accounts Budget configuration page*

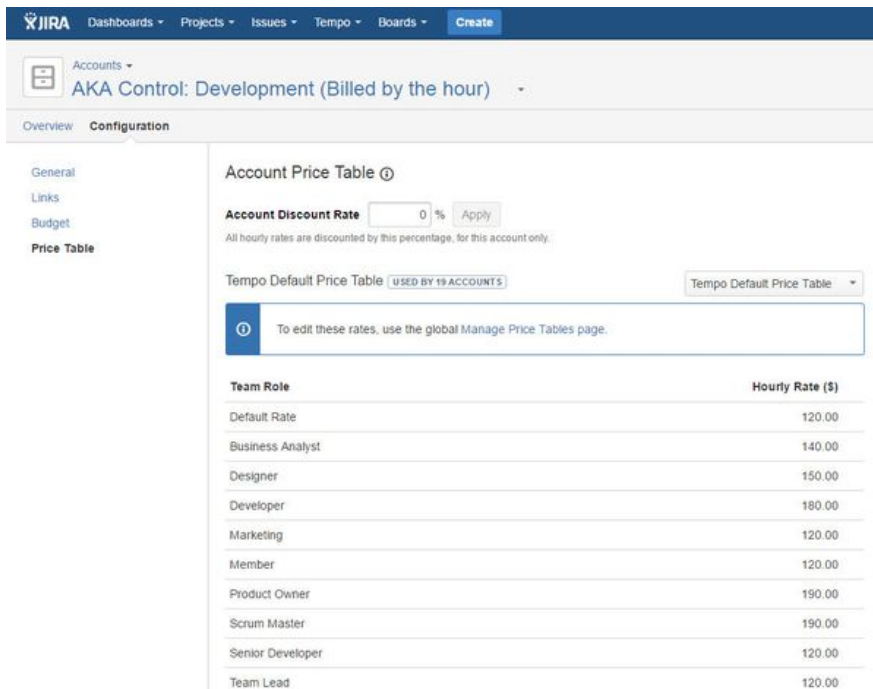


The screenshot shows the JIRA interface for configuring an account budget. The breadcrumb trail is: JIRA > Dashboards > Projects > Issues > Tempo > Boards > Create > Accounts > AKA Control: Development (Billed by the hour). The 'Configuration' tab is active, and the 'Budget' section is highlighted in the left sidebar. The 'Account Budget' section shows a 'Monthly Budget' of 1000 hours, with a note that these are 'Hours that can be spent on the account'.

## Configuring price table

In Tempo Timesheets 8, a discount on the Price Table can be defined for an account in the **Account Price Table** for each account.

*Tempo Account Price Table*



The screenshot shows the 'Account Price Table' configuration page. The breadcrumb trail is: JIRA > Dashboards > Projects > Issues > Tempo > Boards > Create > Accounts > AKA Control: Development (Billed by the hour). The 'Configuration' tab is active, and the 'Price Table' section is highlighted in the left sidebar. The 'Account Discount Rate' is set to 0%. Below this, there is a dropdown for 'Tempo Default Price Table' which is currently set to 'Tempo Default Price Table'. A note indicates that to edit these rates, users should use the global 'Manage Price Tables' page. A table lists various team roles and their corresponding hourly rates.

Team Role	Hourly Rate (\$)
Default Rate	120.00
Business Analyst	140.00
Designer	150.00
Developer	180.00
Marketing	120.00
Member	120.00
Product Owner	190.00
Scrum Master	190.00
Senior Developer	120.00
Team Lead	120.00

## Customers

Archived page. Please click here for current page.

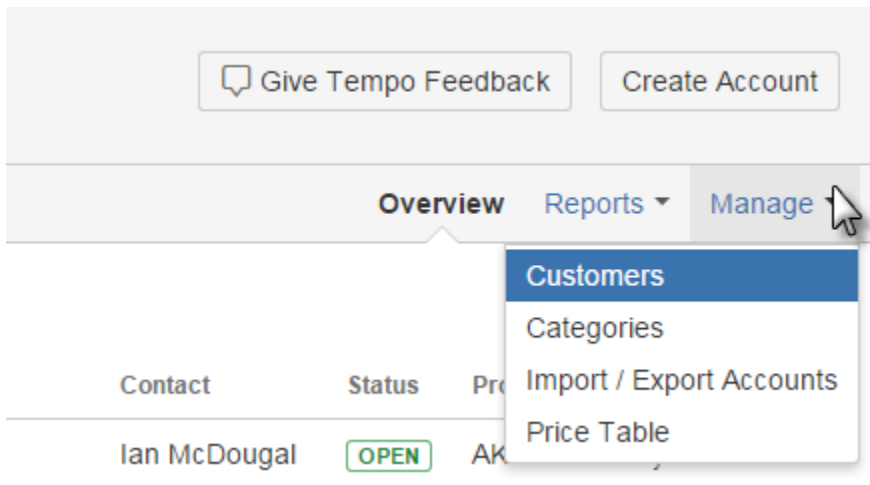
### Tutorial

#### Customer overview

Extract from **Tempo Accounts** (plug-in) version: 3.x.x

Customers can be selected or created when the account is [created](#) or managed from the [Tempo Accounts Navigator](#).

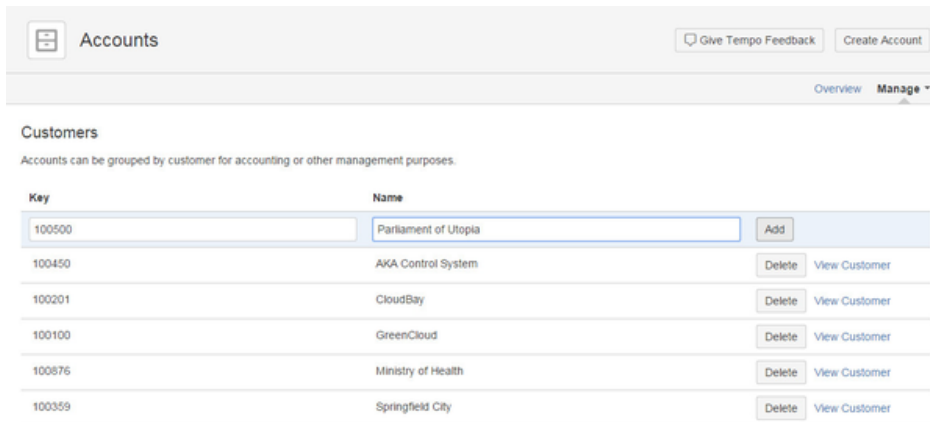
*Accessing Customers in Tempo Accounts Navigator*



In this chapter

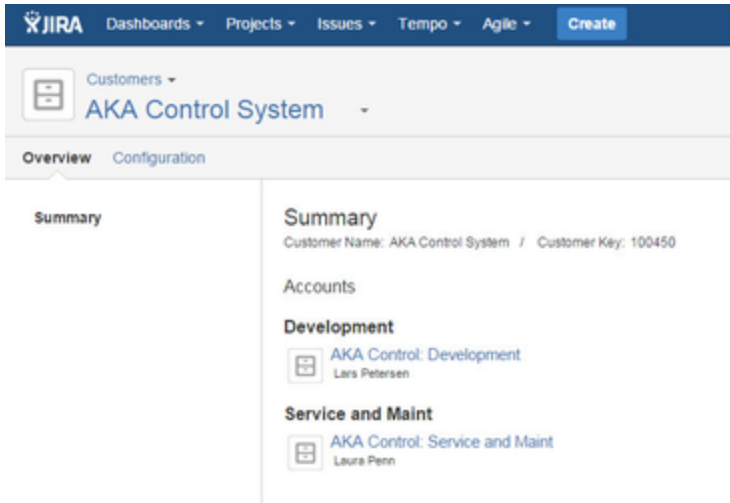
This opens the Customer screen as in the screenshots below. To add a Customer, type in a unique *Key* and *Name* for it and click the *Add* button at the end of the line.

*Adding a new customer for accounts (click to enlarge)*



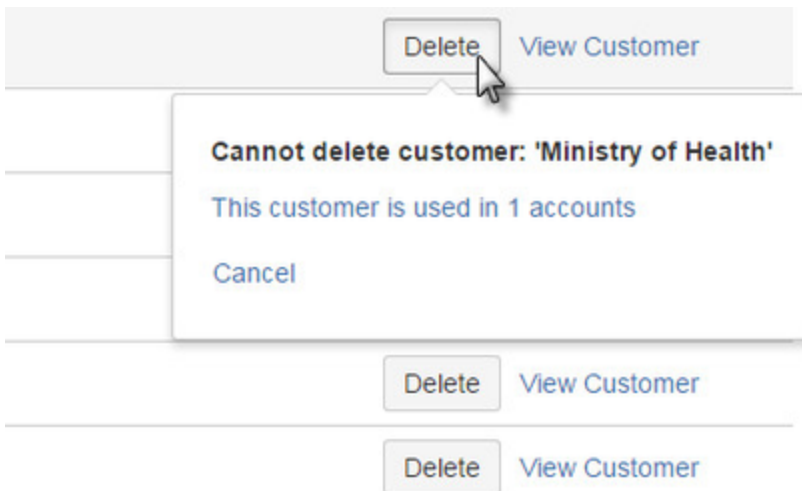
All Customers in the system are listed alphabetically by *Name*. You can view the Customer Overview page by clicking the *View Customer* link.

*Overview page for the AKA Control System customer*

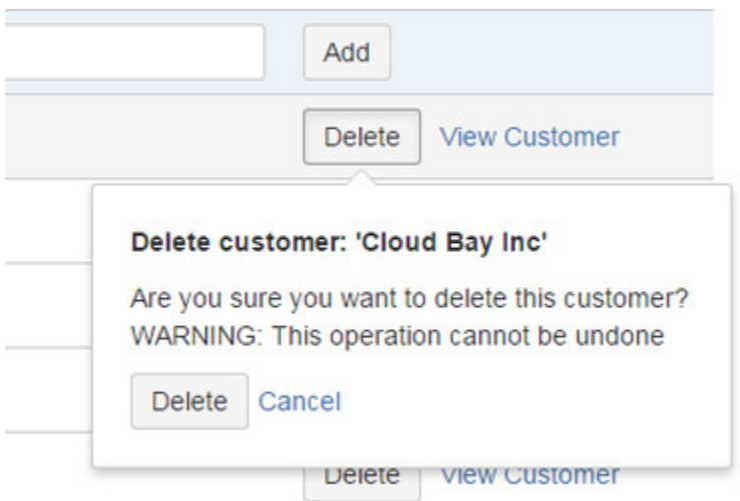


To delete a Customer, click on the **Delete** button for the selected customer to open the Delete Customer dialog. If the customer is linked to an account a message is displayed and you can't delete until the customer has been removed from the account.

*Confirmation dialog for an active customer*



To confirm the deletion, click on the **Delete** button in the message window or the **Cancel** link to opt out.



## Categories

Archived page. Please click here for current page.

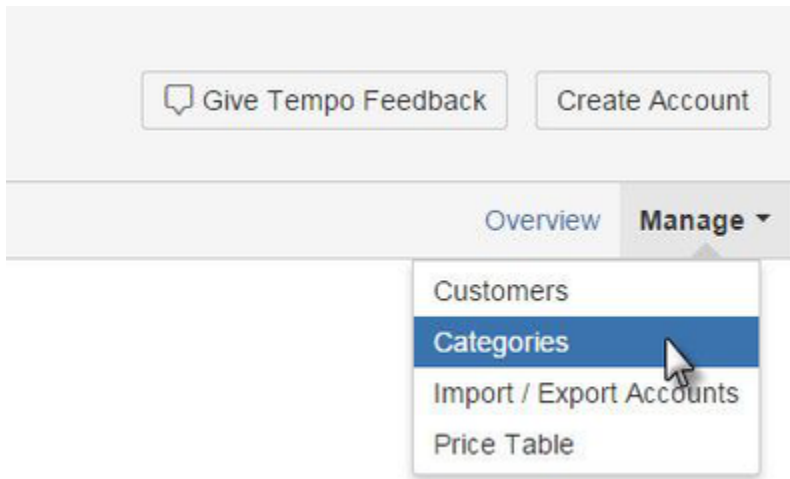
Extract from **Tempo Accounts** (plug-in) version: 3.x.x

You can create categories to group accounts by type of logged hour, together with, for example, service provided: "Billable hours - Website improvements"; or department: "Internal hours - Marketing."

In this chapter

You can select or create a category when you create an account, or you can manage categories from the [Tempo Accounts Navigator](#).

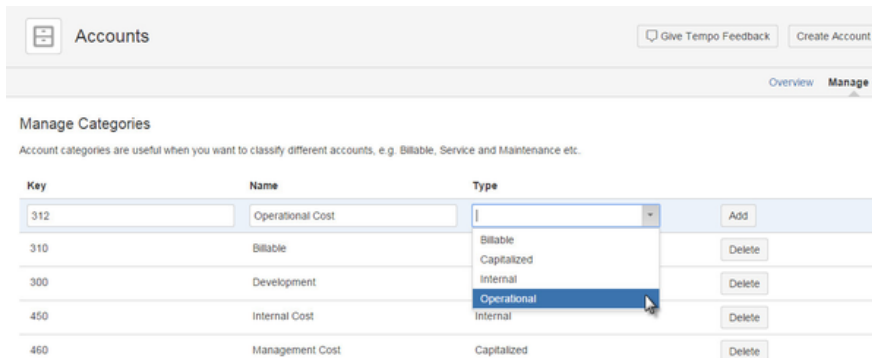
*Accessing categories in the Tempo Accounts Navigator*



## Adding categories

To add a category, on the Manage Categories page, type in a unique key, name, and type, and click **Add**. (See the field descriptions below.)

*Adding a new customer for accounts (click to enlarge)*



## Fields

### Key

You can assign keys to categories, to match, for example, the codes of external billing systems.

### Name

All categories in the system are listed alphabetically by name.

## Type

The information in the **Type** field is used in the [Team Utilization](#) report. Select one type of logged hour (billable, capitalized, internal, or operational) for each category. The type is applied to all logged hours in all accounts of the category. The following table shows some typical uses of the different types:

Type	Description
Billable	<ul style="list-style-type: none"><li>• Logged hours that are billed to a customer; for example, for consultancy work for a customer</li><li>• Logged hours that are billed internally; for example, an internal service department might bill other departments</li></ul>
Capitalized	Logged hours that add capital to the business and are not billed; for example, hours that are invested in product development.
Internal	Hours that are logged to ongoing tasks within the company that are not billed and do not directly add value to the business; for example, time spent attending staff meetings, going on vacation, or being on sick leave.
Operations	Logged hours related to day-to-day operation of the business; for example, time spent on marketing activities, internal systems, or customer support (other than billable support).

## Deleting categories

You cannot delete categories that are linked to accounts; first, you must remove the category from the accounts.

## Expense categories

**Archived page.** [Please click here for current page.](#)

## Required permission

One of the following permission types:

- JIRA Administrators
- Tempo Account Administrators

## On this page

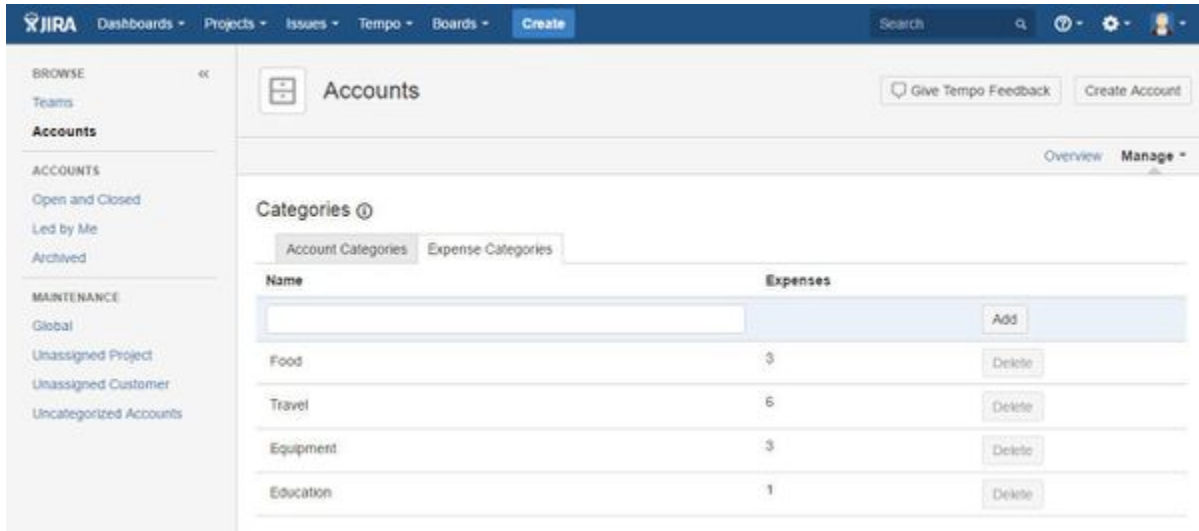
- [Required permission](#)
- [Adding an expense category](#)
- [Changing the name of an expense category](#)
- [Deleting an expense category](#)
- [Related topics](#)

## Adding an expense category

Expense categories are managed for sorting expenses displayed in the account's revenue report. For a better control of which categories are

available for adding expense, Expense categories are configured in the Manage Categories.

*Manage Categories - click to enlarge*



### Procedure

To add an expense category, complete the following steps:

1. On the top menu bar, click **Tempo > ACCOUNTS more**.
2. On the Accounts page in the upper-right corner, click **Manage > Categories**.
3. On the Categories page, click the **Expense Categories** tab.
4. Enter the name of the new category, and click **Add**.

### Changing the name of an expense category

#### Procedure

To change the name of an expense category, complete the following steps:

1. On the top menu bar, click **Tempo > ACCOUNTS more**.
2. On the Accounts page in the upper-right corner, click **Manage > Categories**.
3. On the Categories page, click the name that you want to change.
4. Enter the new name, and click **Update**.

### Deleting an expense category

If no expense is logged to a category, you can delete the category.

#### Procedure

To delete an expense category, complete the following steps:

1. On the top menu bar, click **Tempo > ACCOUNTS more**.
2. On the Accounts page in the upper-right corner, click **Manage > Categories**.
3. On the Categories page, on the line of the category that you want to delete, click **Delete**, and then click **OK**.

### Related topics

- [Viewing account revenue and target](#)
- [Adding expenses to JIRA issues](#)

### Price Tables





Archived page. Please click here for current page.

## Required permission

Tempo Rate Administrators permission

## Tutorial

Custom price tables

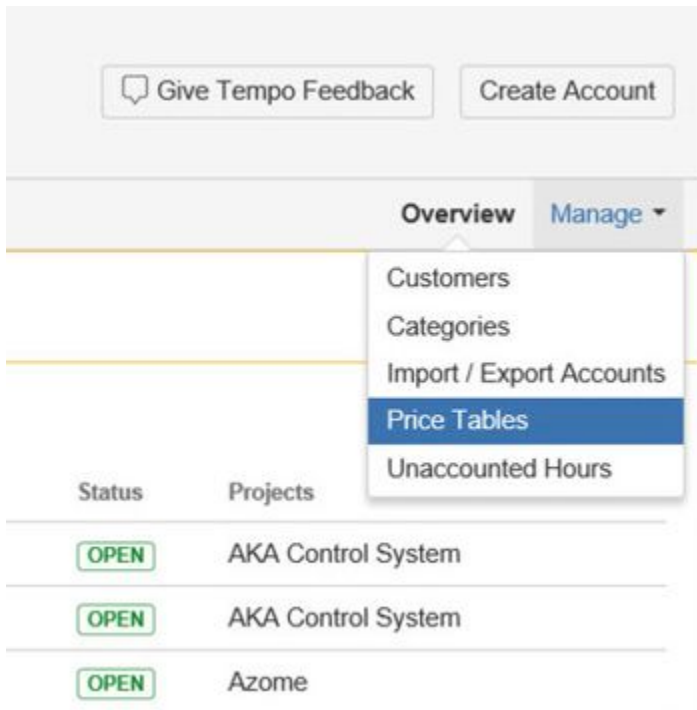
## Price Tables

**Price Tables** are used when an account is associated with JIRA issues. The rates defined in price tables are used to calculate revenue in the [account revenue report](#) and the [time-and-expenses report](#), for each account. The time-and-expenses report shows revenue for all hours logged. The calculations for revenue are as follows:

- Calculated Revenue for account = Sum (Logged work on JIRA issue \* price rate defined for role).

To edit price rates, open the Manage menu in the top right corner of the Accounts Navigator and select Price Tables.

*Selecting Price Tables option from the Manage menu*



Selecting the Price Tables option opens the **Price Tables** screen as in the screenshot below.

*The manage Price Tables main screen*

### On this page:

- Required permission
- Tutorial
- Price Tables
- Multiple Price Tables
- Delete Price Table

### In this chapter:

- Account price table

**Accounts** Give Tempo Feedback Create Account

[Overview](#) **Manage**

### Price Tables ⓘ

You can set hourly rates based on team roles.

**Currency** USD - United States Dollar (\$)

Tempo Default Price Table Springfield City Price Table Ministry of Health Price Table + New Price Table

Tempo Default Price Table USED BY 20 ACCOUNTS

ⓘ Changes that you make apply to all accounts that use this table.

Team Role	Hourly Rate (\$)
<b>Default Rate</b>	<b>120.00</b>
Business Analyst	140.00
Designer	150.00
Developer	180.00
Marketing	120.00
Member	120.00
Product Owner	190.00
Scrum Master	190.00
Technical Writer	120.00
Tester	120.00

The rate can be changed for each **role** in the list. The default rate will be used for team members without roles.

The price currency is chosen from a drop down above the price tables. Changes in currency will apply to all price tables.

#### Users with multiple roles

A user who is a member of multiple teams might have different roles in each team and therefore different price rates. By default, work on an issue is charged at the user's highest rate. You can set work to be charged at the user's rate for a particular team by selecting that team in the **Team** field of the issue.

#### Multiple Price Tables

Multiple price tables enable account managers to use different prices for different accounts. A new price table can be created by clicking on the **+New Price Table** tab. This will open a window prompting for a new name.

*Create a New Price Table - click to enlarge*

## Create a New Price Table

New price tables are useful if your company charges different rates to different customers.

Name <sup>\*</sup>

OK Cancel

**i** A lozange next to the price table header will show how many accounts are using the table.

The new table will inherit rates and roles of the *Tempo Default Price Table*. Changes in the new table's rates will apply to the new table only.

The price tables can be connected to an account by selecting them in the [Account price table](#).

### Delete Price Table

An option to delete a price table can be found at the bottom of the table.

*Delete Price Table - click to enlarge*

Accounts Give Tempo Feedback Create Account

Overview **Manage**

#### Price Tables ⓘ

You can set hourly rates based on team roles.

Currency **USD** United States Dollar (\$)


Tempo Default Price Table Springfield City Price Table Ministry of Health Price Table + New Price Table


Ministry of Health Price Table **USED BY 1 ACCOUNTS**

ⓘ Changes that you make apply to all accounts that use this table.

Team Role	Hourly Rate (\$)
<b>Default Rate</b>	<b>120.00</b>
Business Analyst	140.00
Designer	150.00
Developer	180.00
Marketing	120.00
Member	120.00
Product Owner	190.00
Scrum Master	190.00
Technical Writer	140.00
Tester	140.00

[Delete this price table](#)

 It is not possible to delete the Tempo Default Price Table

 If other accounts are using the price table to be deleted, they will be connected to the default account

## Unaccounted Hours

**Archived page.** Please [click here](#) for current page.

Logged hours that cannot be associated with an account category type (for example, the Billable type or the Capitalized type) are said to be unaccounted for. Unaccounted hours are not correctly reported in the [Utilization report](#) or in the [Revenue report](#).

### Tutorial

Unaccounted hours

### Viewing unaccounted hours

#### Required permission

One of the following permission types:

- JIRA Administrators permission
- Tempo Account Manager

#### Procedure

To view a list of unaccounted hours, complete the following steps:

1. On the top menu bar, click **Tempo** > **ACCOUNTS more**.

The following message about unaccounted hours might be displayed near the top of the page:



There are unaccounted hours to review. [Review unaccounted hours.](#)

If the above message is *not* displayed, all hours are accounted for.

2. If the above message *is* displayed, click **Review unaccounted hours**.

#### Tip

Alternatively, you can access the Unaccounted Hours page as follows: on the Accounts page, in the upper-right corner, click **Manage** > **Unaccounted Hours**.

A list of projects and issues is displayed. Work was logged on these issues, but one of the following situations is true for each issue:

- The issue is not associated with an account.
- The issue is associated with an account, but the account is not linked to an account category.
- The issue is associated with an account, and the account is linked to an account category, but the account category is not linked to an account category type.

### On this page

- [Tutorial](#)
- [Viewing unaccounted hours](#)
- [Accounting for hours](#)
- [Related topics](#)

## Accounting for hours

On the Unaccounted Hours page, you can account for hours for each issue by selecting the appropriate account, account category, or account category type.

*Unaccounted Hours - click to enlarge*

The screenshot shows the 'Accounts' section of a software interface. At the top, there's a header with 'Accounts' and a 'Give Tempo Feedback' button. Below that, there's a navigation bar with 'Overview' and 'Manage'. The main content area is titled 'Unaccounted Hours' and features a yellow warning box stating: '130.00 hours are unaccounted for in 6 issues that were modified in the last 18 months. Make sure all work is accounted for by reviewing your unaccounted hours and selecting the appropriate account for the issues involved.' Below the warning, it says 'Showing 6 of 6 issues'. A table follows with columns 'Hours', 'Project / Issue', and 'Account'. The table lists several issues, with a dropdown menu open for the first issue, showing options like 'Azome Game App Development'.

Hours	Project / Issue	Account
80.00	AL - Azome	
40.00	AL-4 - Allow mobile apps to authenticate via Google OAuth	Select Account
40.00	AL-5 - Implement Unified Security Model to all connectors	Azome Game App Development
		Configure Account Links
45.00	TO - Tango OnDemand	
25.00	TO-88 - Create a forgot password link	Select Account
20.00	TO-89 - Create an export data wizard	Select Account
5.00	WKK - Wikixia Cloud	
5.00	WKK-26 - Build a connector for Salesforce Force 2.0	Select Account

## Related topics

- [Viewing logged time by account type](#)
- [Viewing account revenue and target](#)

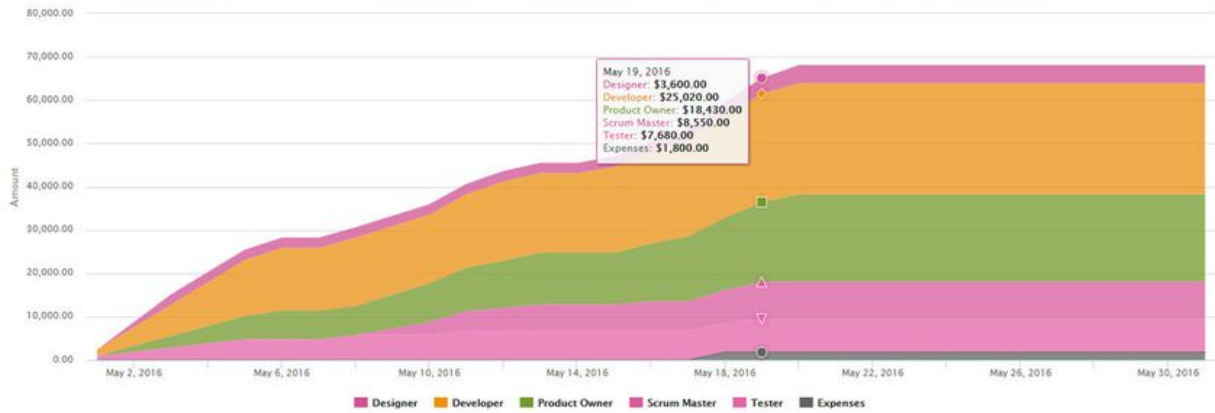
## Configuring revenue and billing options

**Archived page.** [Please click here for current page.](#)

You can manage work for customers and accounts with Tempo Timesheets. For example, you can do the following tasks:

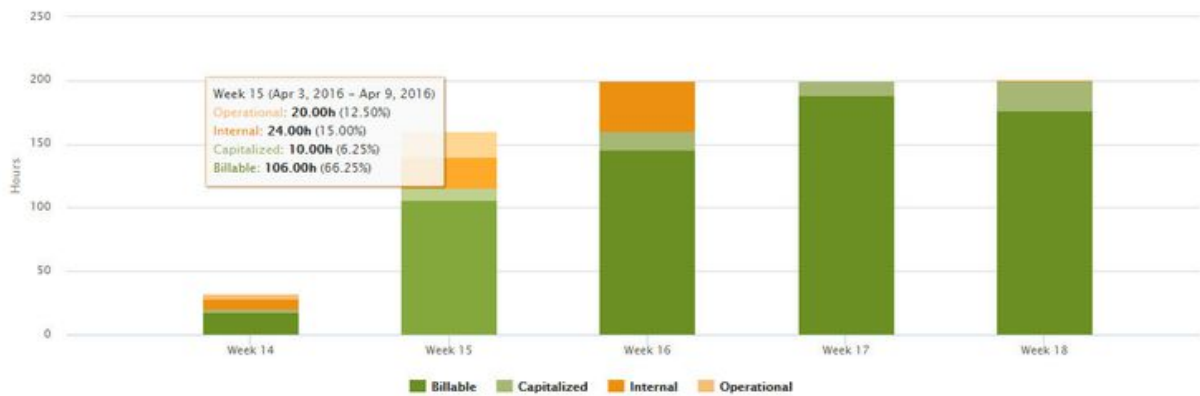
- Get an overview of the calculated revenue that your company makes, based on the hours that team members in different roles work on each account.

Account Revenue EXPERIMENTAL ⓘ May 2016 **\$68,110** May '16 **\$650,618** Total **\$1,000,000** Revenue Target (edit) **\$349,382** Under Target



- Set a revenue target for each account and monitor how close the calculated revenue is to the target.
- View a graph of logged hours by account type (billable, capitalized, internal, operational).

Team Utilization ⓘ **635h** Billable **62h** Capitalized **73h** Internal **24h** Operational



Weeks Team Members Hours % Ratio

- Add expenses to JIRA issues, and view a Time and Expenses report.

JIRA Dashboards - Projects - Issues - Tempo - Boards - Create Search

Accounts - AKA Control: Development (Billed by the hour) - Account Time Tracking Revenue Time and Expenses

May 1, 2016 - May 31, 2016 Billed Hours Worked Hours Export

### Time and Expenses

Customer: AKA Control System  
 Account: AKA Control: Development (Billed by the hour)  
 Period: May 1, 2016 - May 31, 2016

Key / Item	Description	Name	Price (\$)	Hours	Amount (\$)
<b>Total</b>				<b>141.50</b>	<b>21,965.00</b>
<b>AKA-20</b>	<b>As a site visitor, I can read current news on the home page.</b>			<b>9.50</b>	<b>1,805.00</b>
May 2, 2016	Creating a welcoming page that visitors can customize to their needs.	Erica Jefferson SCRUM MASTER	190.00	1.50	285.00
May 3, 2016	Creating a welcoming page that visitors can customize to their needs.	Erica Jefferson SCRUM MASTER	190.00	4.00	760.00
May 4, 2016	Creating a welcoming page that visitors can customize to their needs.	Erica Jefferson SCRUM MASTER	190.00	4.00	760.00
<b>AKA-25</b>	<b>As a site editor, I can assign priority numbers to news items. Items are displayed on the front page based on priority.</b>			<b>12.00</b>	<b>2,160.00</b>
May 2, 2016	Menu for site editor: Rethinking the permissions for that role.	Bob Johnson DEVELOPER	180.00	4.00	720.00
May 3, 2016	Menu for site editor: Rethinking the permissions for that role.	Bob Johnson DEVELOPER	180.00	4.00	720.00
May 4, 2016	Menu for site editor: Rethinking the permissions for that role.	Bob Johnson DEVELOPER	180.00	4.00	720.00
<b>AKA-26</b>	<b>News site for AKA</b>			<b>40.00</b>	<b>6,000.00</b>
May 2, 2016	Changing the design after meeting with the client.	Summer Robinson DESIGNER	150.00	8.00	1,200.00
May 3, 2016	Changing the design after meeting with the client.	Summer Robinson DESIGNER	150.00	8.00	1,200.00
May 4, 2016	Changing the design after meeting with the client.	Summer Robinson DESIGNER	150.00	8.00	1,200.00

## In this chapter

### Related pages

- [Configuring and managing accounts](#)
- [Tempo accounts navigator](#)
- [Tempo team navigator](#)
- [Browsing a team](#)
- [Tempo accounts gadgets](#)

### License Details

**Archived page.** Please click here for current page.

All Tempo licenses are managed by Atlassian. Please contact Atlassian if you are experiencing problems with your license.

You can get an overview of the status of your Tempo Timesheets license and version details of all installed Tempo products.


### Required permission

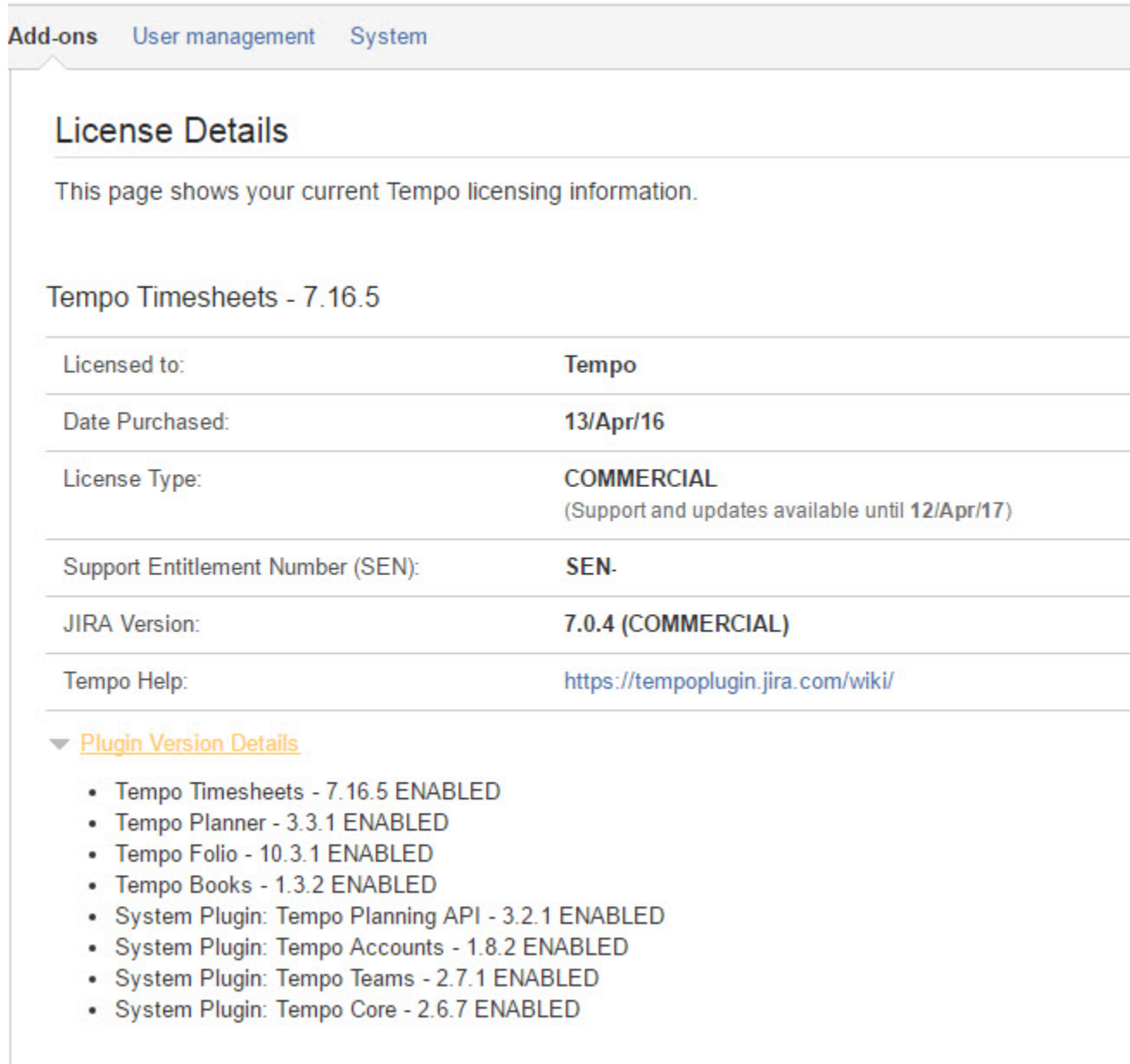
One of the following permission types:

- JIRA Administrators
- Tempo Administrators

## Procedure

To view Tempo license and version details, complete the following steps:

1. Do one of the following tasks:
  - If you are a JIRA Administrator, on the top menu bar, click the **Administration** cogwheel  > **Add-ons**.
  - If you are a Tempo Administrator, on the top menu bar, click **Tempo** > **Administration**.
2. In the left column, in the **Tempo** section, click **License Details**.



The screenshot shows the JIRA Administration interface. At the top, there are tabs for 'Add-ons', 'User management', and 'System'. The 'Add-ons' tab is active. Below the tabs, the page title is 'License Details'. A message states: 'This page shows your current Tempo licensing information.' Below this, the section 'Tempo Timesheets - 7.16.5' is displayed. A table provides the following details:

Licensed to:	Tempo
Date Purchased:	13/Apr/16
License Type:	COMMERCIAL (Support and updates available until 12/Apr/17)
Support Entitlement Number (SEN):	SEN-
JIRA Version:	7.0.4 (COMMERCIAL)
Tempo Help:	<a href="https://tempoplugin.jira.com/wiki/">https://tempoplugin.jira.com/wiki/</a>

Below the table, there is a section titled 'Plugin Version Details' with a dropdown arrow. It contains a list of enabled plugins:

- Tempo Timesheets - 7.16.5 ENABLED
- Tempo Planner - 3.3.1 ENABLED
- Tempo Folio - 10.3.1 ENABLED
- Tempo Books - 1.3.2 ENABLED
- System Plugin: Tempo Planning API - 3.2.1 ENABLED
- System Plugin: Tempo Accounts - 1.8.2 ENABLED
- System Plugin: Tempo Teams - 2.7.1 ENABLED
- System Plugin: Tempo Core - 2.6.7 ENABLED

JIRA Administrators can also enter or view a license key. For instructions, see the following Atlassian topic: [Viewing installed add-ons](#).

## Tempo Timesheets Releases

**Archived page.** Please [click here](#) for current page.




## Latest Tempo Timesheets versions for JIRA 6.4.12 to JIRA 7.3.x

- [Tempo Timesheets 8.2 Release Notes](#)
  - [Tempo Timesheets 8.2.1 Release Notes](#)
  - [Tempo Timesheets 8.2.2 Release Notes](#)
  - [Tempo Timesheets 8.2.3 Release Notes](#)
  - [Tempo Timesheets 8.2.4 Release Notes](#)
  - [Tempo Timesheets 8.2.5 Release Notes](#)

## Tempo on JIRA Cloud and Release Change Logs

We deliver new versions of Tempo Timesheets for JIRA Cloud upgrade according to a schedule we have from Atlassian. For every delivery we create a page in our wiki listing all changes since last delivered version. We also create an upgrade request in the Atlassian JIRA project.

The delivered versions are tested by Atlassian against next JIRA Cloud version and upgraded according to Atlassian upgrade schedule.

 You can watch the Atlassian [What's New](#) page for all upgrade notes and this page for the table upgrade..

Below you can see the latest Tempo Timesheets delivery on JIRA Cloud.

Timesheets	Cloud Delivery / Release date	Issue	Status	Notes
Tempo Timesheets 7.20.24	<b>Released on Cloud</b> on February 14 2017	N/A	<b>RELEASED</b>	Contain migration task only that will run when instance is migrated to the new Cloud
Tempo Timesheets 7.20.18	<b>Delivered 8</b> December 2016 <b>Released on Cloud</b> on January 3 2017	ACJIRA-1147 Restricted	<b>RELEASED</b>	Some <a href="#">permission changes</a> are included in this version.
Tempo Timesheets 7.20.15	<b>Delivered 2</b> September 2016 <b>Released on Cloud</b> on November 28 2016	ACJIRA-1028 Restricted	<b>RELEASED</b>	New <a href="#">Tempo Timesheets for JIRA Cloud documentation space</a> is now public and will be updated for all new future deliveries.

See [Tempo Timesheets Cloud Releases](#) page for all Tempo deliveries to Atlassian for Tempo upgrade requests.

## Previous Releases

▼ [Expand/Collapse](#)

This is a list of all 'Tempo Release Notes'

You can download the documentation from the Tempo x.x releases as the first online documentation was in Tempo 6.4.

- [Tempo Timesheets 8.2 Release Notes](#)
  - [Tempo Timesheets 8.2.1 Release Notes](#)
  - [Tempo Timesheets 8.2.2 Release Notes](#)
  - [Tempo Timesheets 8.2.3 Release Notes](#)
  - [Tempo Timesheets 8.2.4 Release Notes](#)
  - [Tempo Timesheets 8.2.5 Release Notes](#)
- [Tempo Timesheets 8.1 Release Notes](#)
  - [Tempo Timesheets 8.1.1 Release Notes](#)
  - [Tempo Timesheets 8.1.2 Release Notes](#)
  - [Tempo Timesheets 8.1.3 Release Notes](#)
- [Tempo Timesheets 8.0 Release Notes](#)
  - [Tempo Timesheets 8.0.0.1 Release Notes](#)
  - [Tempo Timesheets 8.0.0.2 Release Notes](#)
  - [Tempo Timesheets 8.0.1 Release Notes](#)
    - [Tempo Timesheets 8.0.1.1 Release Notes](#)
    - [Tempo Timesheets 8.0.1.2 Release Notes](#)
    - [Tempo Timesheets 8.0.1.3 Release Notes](#)
  - [Tempo Timesheets 8.0.2 Release Notes](#)
  - [Tempo Timesheets 8.0.3 Release Notes](#)
  - [Tempo Timesheets 8.0.4 Release Notes](#)

- Tempo Timesheets 7.16 Release Notes
  - Tempo Timesheets 7.16.1 Release Notes
    - Tempo Timesheets 7.16.1.1 Release Notes
    - Tempo Timesheets 7.16.1.2 Release Notes
  - Tempo Timesheets 7.16.2 Release Notes
  - Tempo Timesheets 7.16.3 Release Notes
  - Tempo Timesheets 7.16.4 Release Notes
  - Tempo Timesheets 7.16.5 Release Notes
- Tempo Timesheets 7.15 Release Notes
- Tempo Timesheets 7.14 Release Notes
  - Tempo Timesheets 7.14.1 Release Notes
    - Tempo Timesheets 7.14.1.1 Release Notes
- Tempo Timesheets 7.13 Release Notes
  - Tempo Timesheets 7.13.1 Release Notes
  - Tempo Timesheets 7.13.2 Release Notes
- Tempo Timesheets 7.12 Release Notes
  - Tempo Timesheets 7.12.1 Release Notes
  - Tempo Timesheets 7.12.2 Release Notes
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    - Tempo Timesheets 7.9.1.2 Release Notes
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  - Tempo 7.0.3 Release Notes
- Tempo 6.5 Release Notes
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  - Tempo 5.4.2 Release Notes
- Tempo 5.3 Release Notes
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  - Tempo 5.3.2 Release Notes
  - Tempo 5.3.3 Release Notes
- Tempo 5.2 Release Notes
- Tempo 5.1 Release Notes
  - Tempo 5.1.1 Release Notes
- Tempo 5.0 Release Notes
- Tempo 4.5 Release Notes
  - Tempo 4.5.2 Release Notes
- Tempo 4.4 Release Notes
- Tempo 4.3 Release Notes
- Tempo 4.2 Release Notes
- Tempo 4.1 Release Notes
- Tempo 4.0 Release Notes
  - Tempo 4.0.1 Release Notes
- Tempo 2.8 Release Notes
- Tempo 2.7 Release Notes
- Tempo 2.6 Release Notes
- Tempo 2.5 Release Notes
- Tempo 2.4 Release Notes
- Tempo 2.3 Release Notes
- Tempo 2.2 Release Notes
- Tempo 2.1 Release Notes
- Tempo Timesheets x.x Release Notes - Template


## Tempo Timesheets 7.7 Release Notes

30. August 2013

 **Tempo Timesheets 7.7.0.2** was released today with a fix for the following:

- Calculation for minutes wrong in worklogs created by users with language set to locales that use comma (,) as a decimal separator.
- Error in weekly User Timesheet Approval introduced in the new Date Navigation

28. August 2013

 **Tempo Timesheets 7.7.0.1** was released today with a fix for a java script error in User Timesheet affecting JIRA 5.2.x users only

27. August 2013

Tempo is proud to release Tempo Timesheets 7.7, which includes major usability improvements, including an improved user interface, multiple filter selection in user timesheet, new date navigation and a brand new way to view your team's worklogs with Agile Timesheets.

 New customers can purchase a license for JIRA download or JIRA OnDemand through the [Atlassian Marketplace](#).

**Upgrading to Tempo 7.7 is free for all customers with an active Tempo license.**

If you are using JIRA on-premises you can upgrade Tempo via the [JIRA Universal Plugin Manager \(UPM\)](#). Please read the [Tempo Timesheets Upgrade Notes](#) before upgrading.

 Due to the UI improvements Tempo Timesheets 7.7 is only compatible with JIRA 5.2.x and higher.

If you are using Tempo Timesheet on your JIRA OnDemand instance, please watch the [Tempo Timesheets OnDemand Releases](#) page for updates and note that the [Script worklog attribute](#) is not supported in JIRA OnDemand from this version.

Please go to [Tempo Timesheets Releases](#) to view the **latest version of Tempo Timesheets**.

## Highlights of this release:

- New Tempo Timesheets Look and Feel
- New Date Navigation
- Timesheets Navigation and Pickers
- Timesheet View Options
- Multiple Filter Selection in User Timesheet Filter view
- New User Picker for Team Leaders
- New Navigation Picker
- Agile Timesheet
- Log Work and Plan Time Actions
- Scheduler Reminders
- Help Menu and Tempo dialog improvements
- New Features, Improvements, and Fixes

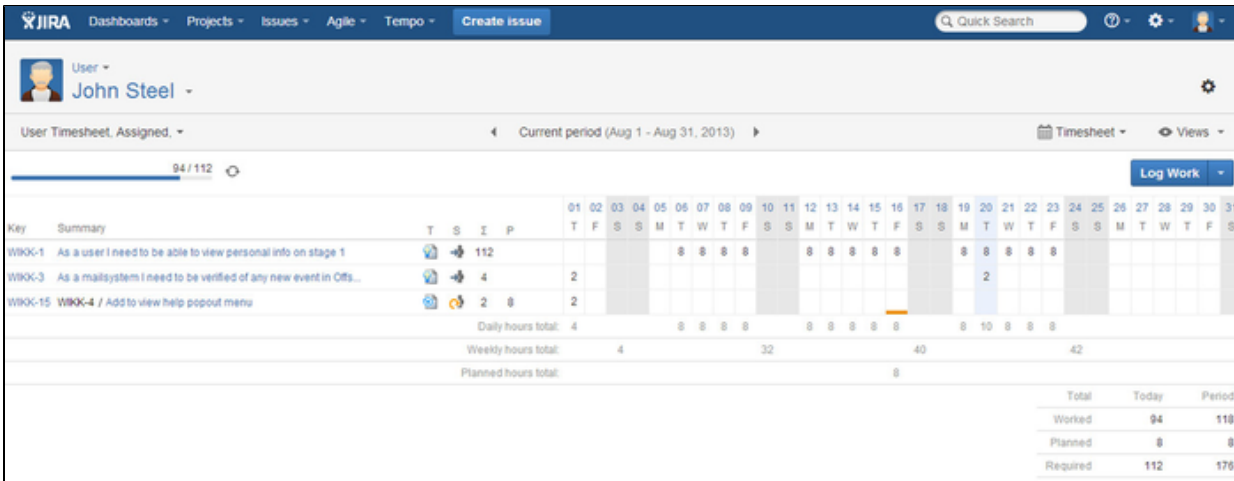


### ***New Tempo Timesheets Look and Feel***

Tempo Timesheets 7.7 introduces a new look and feel that follows the [Atlassian Design Guidelines](#).

With the changes to the Timesheet user interface, we wanted to create a more functional and efficient interface for our users. We removed information duplication, and reorganized the controls based on their function and scope.

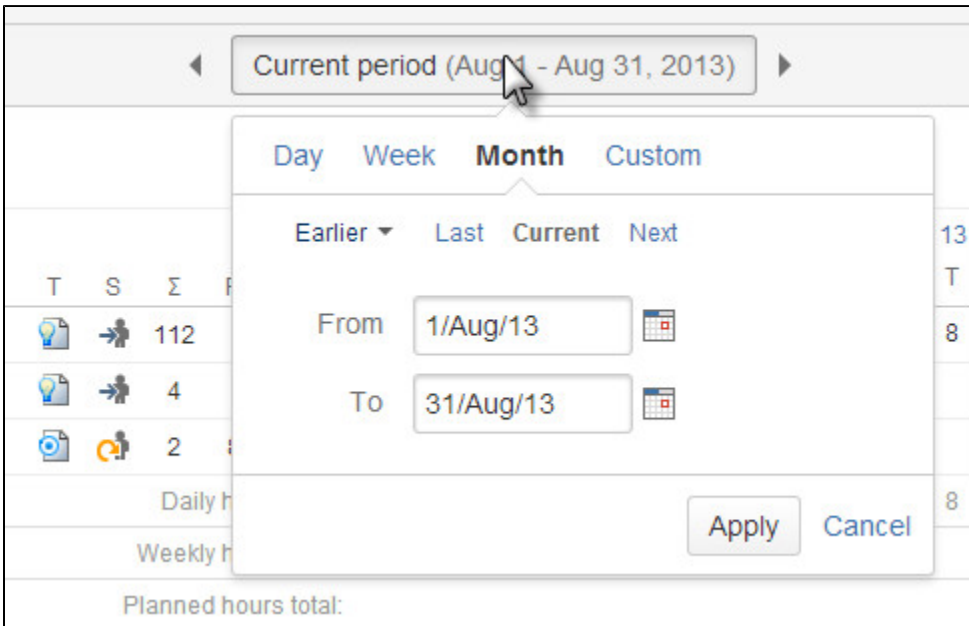
*Screenshot: The new Tempo Timesheets look and feel (click to enlarge)*



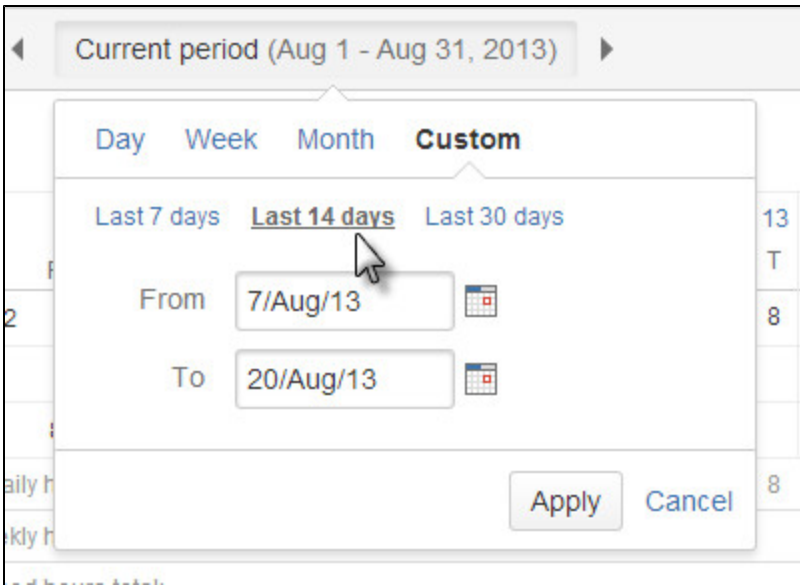
## 2

### New Date Navigation

The new Date Navigation is focused on serving both our casual users and our power users. Users can easily page between the current period, next month or last month, or fine-tune their search with the ability to move from different time frames with varying time lengths. See the Date Navigation documentation for more details.



With this new navigation users can select the view to display in Timesheets and Reports in fixed periods, such as 7 days or 2 weeks.

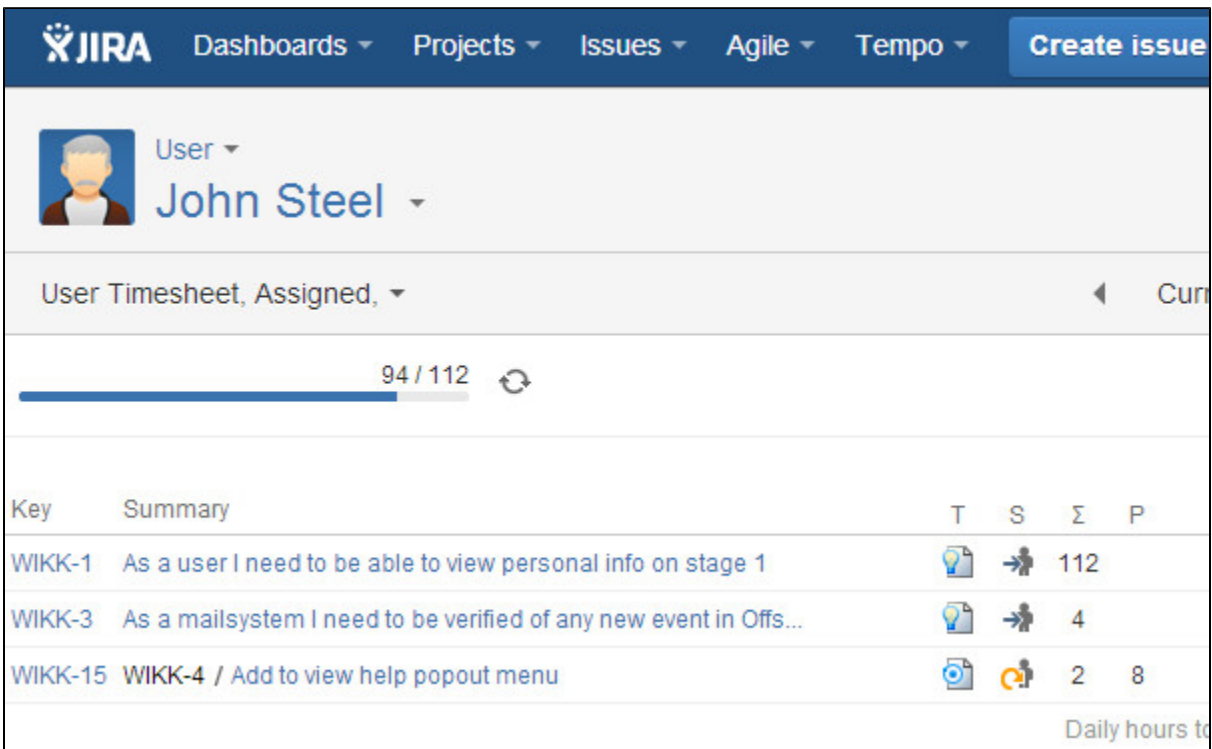


### 3

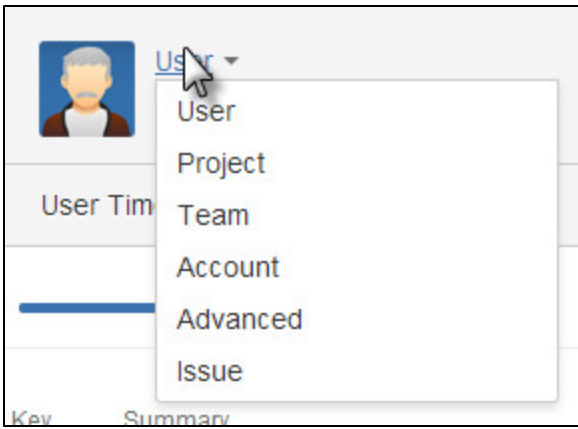
#### **Timesheets Navigation and Pickers**

The new design of the Tempo Timesheets Navigation is displayed on the screenshot below. The navigation is displayed on the top level and the pickers for the selected navigation items are displayed below.

Screenshot: User is selected in the Timesheet navigation and the User Picker is displayed below.



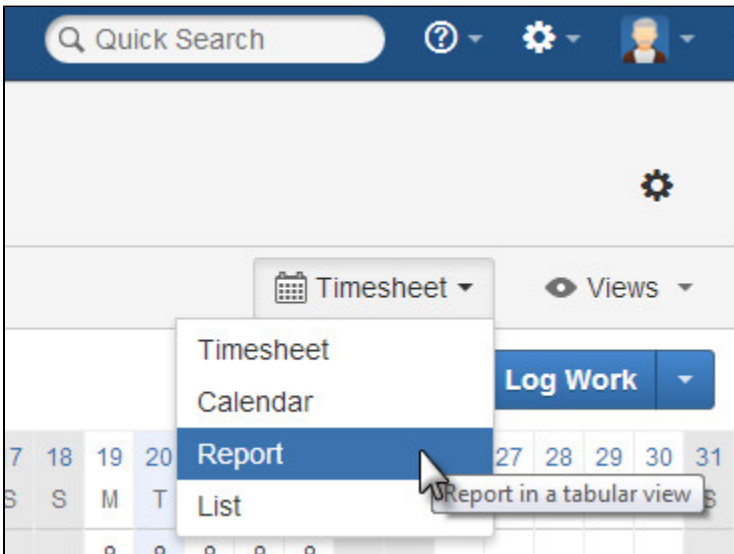
You can click on the name as well as the triangle icon to open the list.



4

### ***Timesheet View Options***

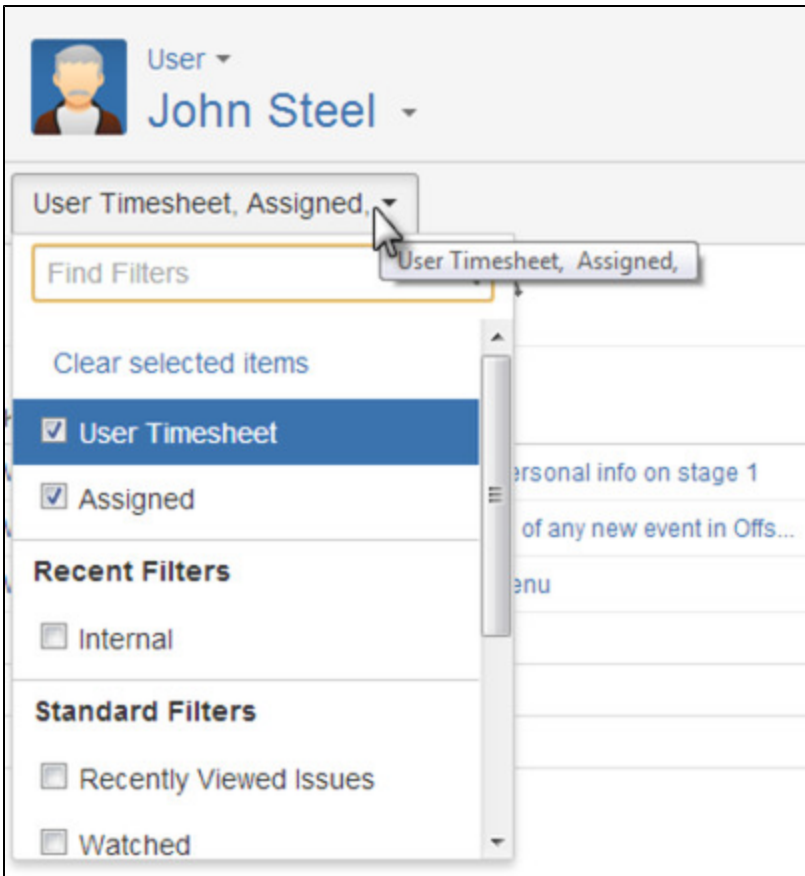
The Timesheet View Options has been moved to the right, where users can select between four different view options for their Timesheets.



5

### ***Multiple Filter Selection in User Timesheet Filter view***

Timesheet can now be displayed with one or many filters for further exploration. You can select if you want your User Timesheet to be displayed in addition to the selected JIRA filters.



# 6

## ***New User Picker for Team Leaders***

We have added a new User Picker for team leaders so they can quickly search for a user and look up their timesheet.



The screenshot shows the JIRA interface with the User Picker dropdown menu open. The menu contains a search bar labeled "Find users..." and a list of users. The first user listed is "John Steel", which is highlighted. Below the list, it says "Showing 8 matching users". The background shows a table with columns T, S, Σ, P and rows for "on stage 1" and "event in Offs...".

Key	Su	T	S	Σ	P
WIKK-1	As	112			
WIKK-3	As	4			
WIKK-15	WII	2	8		
					Daily hours total:

# 7

## ***New Navigation Picker***

In addition to the new User Picker, the location of the other pickers from the Tempo navigation have changed, including Project, Team, Account, Advanced and Issue. They are now all located in the header, but the activity select box has been added to the Project picker as shown on the screenshot below.

The screenshot shows the JIRA interface with a search bar for projects. The search results are as follows:

Project Name	01	02	03	04	05
T	F	S	S	M	
4					
4					
			4		

# 8

## **Agile Timesheet**

Users with GreenHopper installed can select the Agile (LABS) option to see all of their worklogs associated with their Agile boards and sprints. This is currently a Tempo Labs feature, so please send us improvement suggestions by using the Feedback button included at the top of the timesheet. More detailed information can be viewed on the [Agile Timesheet](#) documentation page.

The screenshot shows the JIRA Tempo interface. At the top, there is a navigation bar with 'JIRA' logo and menu items: Dashboards, Projects, Issues, Agile, Tempo, and a 'Create issue' button. Below the navigation bar, there is a user profile section for 'John Steel' with a 'User' dropdown. A progress bar shows '94 / 112' with a refresh icon. Below that is a table with columns 'Key' and 'Summary'. The table contains three rows: 'WIKK-1 As a user I need to be able to view personal info on stage 1', 'WIKK-3 As a mailsystem I need to be verified of any new event in Offs...', and 'WIKK-15 WIKK-4 / Add to view help popout menu'. To the right of the table is a dropdown menu for 'Tempo' which is open, showing options: 'Timesheets' (with sub-options: User, Project, Team, Account, Advanced, Issue), 'Agile (LABS)' (highlighted with a tooltip 'View Tempo Agile Timesheet'), and 'Accounts' (with sub-options: 201401 - Cloudbay: Development, View All Accounts).

9

### Log Work and Plan Time Actions

The Tempo log work button has been moved and highlighted as this is a prime user function in Tempo Timesheets.

The screenshot shows the Tempo Timesheet interface. At the top, there is a 'Quick Search' bar, a help icon, a settings icon, and a user profile icon. Below that is a 'Timesheet' dropdown menu and a 'Views' dropdown menu. At the bottom right, there is a blue 'Log Work' button with a dropdown arrow.

If you have Tempo's planning capabilities enabled, an option has been added to open the Plan Time dialog by selecting the Plan Time option from the Log Work list.

The screenshot is a close-up of the 'Log Work' button in the Tempo Timesheet interface. The button is highlighted in blue, and a dropdown menu is open, showing the 'Plan Time' option. The background shows the 'Timesheet' and 'Views' dropdown menus.

# 10

## Scheduler Reminders

The Tempo Scheduler now has the option to send out reminder emails without closing the current period. Please see the [Configuring Tempo Scheduler](#) documentation page for more detailed information.

### Edit Scheduler

Name

Type

Repeat on (Weekly)  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Make Scheduler Close**

Email Settings  Status reminder for all users - Tempo users will receive reminder on end date  
 Status reminder for late users - Tempo users with uncompleted timesheets will receive reminder

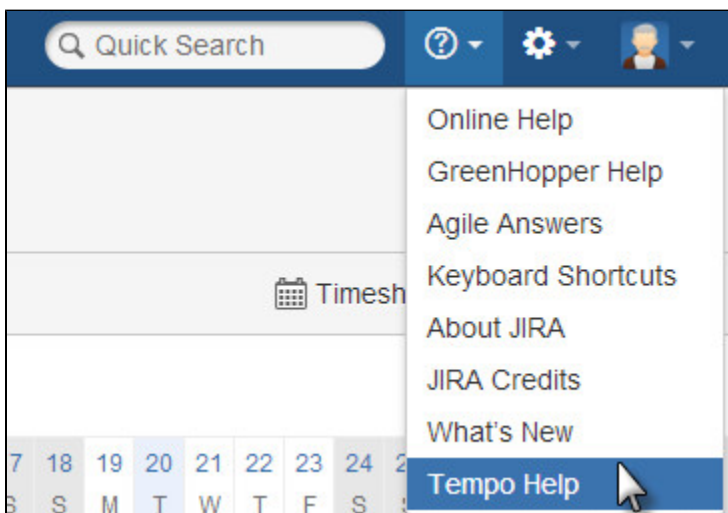
Send email to late users  hours after end date

Activate This Scheduler

# 11

## Help Menu and Tempo dialog improvements

Tempo Help link is now included in the JIRA Top Navigation help section. Tempo Help opens our [FAQ page](#) where you can search our FAQ section and navigate to our Documentation and Support pages.



See the [About Tempo dialog](#) for detailed information about these improvements.

# 12

## New Features, Improvements, and Fixes

### New Features

- Multiple Filter Selection in User Timesheet Filter view.
- New Date Validation to display Timesheets and Reports
- Agile Timesheet in Timesheets Labs for GreenHopper users.
- Scheduler now has the option to send out reminder emails without closing the period
- Issue key query supported in Tempo servlet API

### Improvements

- Layout improvements according to the Atlassian Design Guidelines.
- Issue event ISSUE\_WORKLOG\_UPDATED is fired and attribute update added to Issue History when Tempo Worklog Attribute is updated.
- Improve and simplify License messages across the product. Simplify Help links.
- Add worklog date and duration to Confirm Delete Worklog Dialog.
- Add plan duration (per day) to Confirm Delete Plan Dialog.
- Improve rounding of worklog hours, when entered in the "x.xx"-format.
- Help Menu and Tempo dialog improvements.
- Improved "Timesheet is closed for registration" validation messages.
- Length of the Team dropdown box increased for a better display of long team names.

### Fixes

- Original Estimate Indicator in tabular reports missing when not viewing Planned hours.
- Fix worklog layout in Agile Issue-view.
- Fix ManageTeams view for users that have had their usernames changed.
- Fixed mixed case username bug in inline window worklog actions - Affects JIRA 5 only.
- Workflow sprite image shows more than one icon in Team Timesheet - fixed.
- Layout problems in JIRA 6 using Spanish or French translations.
- Unable to change fixed holiday duration after another holiday duration update - Bug fixed
- Tracker fails to stop if running on an issue that has been moved since tracker was started.
- Added error messages to form on error, better logging, fixed REST url for approval actions.
- Fixed issue search parameters for JIRA 6.0.5.

## Updates and fixes in this release

Key	Summary
JTMPO-863	Huge memory consumption in Timesheets->Issue
JTMPO-572	Timesheet closed for registration (wrong)
JTMPO-627	Have 'from' and 'to' dates visible in all Timesheets/Reports
JTMPO-663	Provide ability to send out emails via notification, but not close time period
JTMPO-689	Flex dates gives incorrect link "View timesheet" for persons in Project timesheet
JTMPO-822	Unable to change fixed holiday duration after another holiday duration update
JTMPO-866	french translation for the timesheet approval process
JTMPO-877	Users unable to edit worklogs
JTMPO-884	The SCRIPT worklog attribute type intentionally allows execution of remote js scripts in the timesheet view
JTMPO-905	Quit logging from com.tempoplugin.license.JiraLicenseService
JTMPO-917	Undefined users
TT-5	'T' Log Time Shortcut No longer works in JIRA 6
TT-17	Tempo changes numeric values in background ! (e.g. "worked" and "billed hours")

TT-23	Open filter timesheet directly from filter page
TT-27	Updating Tempo worklog attributes does not result in worklog updated event
TT-43	Layout problem in Time Log in Agile view
TT-44	Invalid issue after move
TT-57	Manager unable to approve time
TT-59	Add support for issue key query in servlet API
TT-201	Lack of visual cues (vertical border lines, different appearance for weekend days ) makes it hard to use Tempo grid

20 issues

View all 30 issues .

## Tempo Timesheets 7.7 Upgrade Notes

### Tempo Timesheets 7.7 Upgrade Notes

Please note if you are [upgrading JIRA](#) you need to verify that your version of Tempo Timesheet is [compatible](#) with your JIRA version.

If you have upgraded your JIRA with an unsupported Tempo Timesheets version please do the following:

1. Uninstall Tempo Timesheets and Tempo System plugins if installed
2. Restart your JIRA server
3. Install a compatible Tempo Timesheets version to your JIRA server

#### Upgrading from Tempo Timesheets versions 7.0.x, 7.1.x, 7.2.x, 7.3.x, 7.4.x, 7.5.x or 7.6.x

Please follow the upgrade instructions in the [Tempo Installation and Upgrade Guide](#), plus note the following.

##### If upgrading from versions between 6.0 to 6.5.1.3

First upgrade to Tempo 7.4 and then to Tempo 7.7

##### If upgrading from versions between 4.0 to 5.3.3.1

First upgrade to Tempo 6.5, then to Tempo 7.4 and then to Tempo 7.7

##### If upgrading versions older than Tempo 4.0

First upgrade to Tempo 5.3, then to Tempo 6.5, then to 7.4 and then to Tempo 7.7

## Tempo 7.6 Release Notes

### 8. May 2013

Tempo 7.6.0.1 was released today fixing a critical bug affecting Oracle users only

### 7. May 2013

#### Summary:

Tempo is proud to announce the release of Tempo 7.6, which is now available for JIRA download on the [Atlassian Marketplace](#).\* This release includes some great new features, including our international Holiday Schemes, which enables companies with distributed teams working around the globe to distinguish different holiday schedules for their employees, due to cultural or geographical differences. Along with Tempo's new Workload Schemes, which were included in our Tempo 7.5 release, these Holiday Schemes enable organizations to truly customize their


employee timesheets and reports based on their required workloads. Our Real-time Time Tracker has also been improved, so users can now pause their time, along with other usability improvements. Tempo 7.6 offers improvements in its reporting capabilities, adding even greater flexibility and data options to report against.

Upgrading to Tempo 7.6 is free for all customers with an active Tempo license. New customers can purchase a license for JIRA download or JIRA OnDemand through the [Atlassian Marketplace](#). Monthly and annual subscription pricing is available for Tempo OnDemand.

\*Please note that Tempo 7.6 will be available for OnDemand in the upcoming weeks.

 **Tempo 7.6 is compatible with JIRA 5.0.x to 6.0 rc1**

**Highlights of this release:**

Type	Key	Summary	Status
 JIRA project doesn't exist or you don't have permission to view it. <a href="#">View these issues in JIRA</a>			

Type	Key	Summary	Status	FixVersion
------	-----	---------	--------	------------



JIRA project doesn't exist or you don't have permission to view it.

[View these issues in JIRA](#)

Download **Tempo 7.6** from the [Plugin Exchange](#) or upgrade with the **Universal Plugin Manager**.

## Tempo 7.6.1 Release Notes

May 26. 2013

The Tempo team announces the release of **Tempo 7.6.1**.  
This release contains the following :

### Improvements

- JIRA 6.0 compatibility improvements
- Updated httpClient to 4.2.4 to fix ssl error on JIRA onDemand
- Polish translations updated

### Fixes

- Tempo Tracker not working in Agile and Issue action list bug fixed
- Fixed Grace period upgrade task for users upgrading from Tempo 6.5
- Refresh in Filter Timesheet and Report displays User Timesheet - bug fixed
- JIRA server error fixed when opening the user action list in Tempo Project Timesheet for a non Tempo user
- Team leader can not approve own timesheet bug fixed.

T	Key	Summary	Status
	JTMPO-785	Users unable to see their filters without "Browse Users" global permission	RESOLVED
	TT-1	Tracker not functioning through timesheet	CLOSED
	JTMPO-553	Planing Icons move somewhere around	CLOSED
	JTMPO-772	Tempo tracker gone from Greenhopper board view (Plan/Work) pages	RESOLVED
	JTMPO-773	Exception in timesheet when user was deleted	RESOLVED
	JTMPO-776	Tracker not working in the Issue Action list in Agile	RESOLVED
	TT-3	The Available Area in Planned Time by Team gadget does not cover the entire period	RESOLVED
	TT-4	JIRA activity tabs will overlay Tempo tracker bar	RESOLVED
	TT-7	Estimated & Remaining on Tempo Project view do not match data in ticket as long as no time has been booked	RESOLVED
	TT-18	Unable to select reviewer when trying to get timesheet approval; And unable to approve timesheets	RESOLVED

10 issues

Upgrading to Tempo 7.6.1 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.6](#) for more information on the new features.

## Tempo 7.6.2 Release Notes

May 28. 2013

The Tempo team announces the release of **Tempo 7.6.2**.  
This release contains the following :

### Fixes

- Fix conflict with Greenhopper 6.2.1 which was preventing the Tempo Tracker bar from displaying at the bottom of the Plan/Work rapid-boards.
- Fix bug: User timesheet is in some cases displayed empty if team leader selects another user in timesheet user-picker



- User Time Zone not used in Date to far into future check

T	Key	Summary	Status
	JTMPO-810	User timesheet view is empty since update to 7.6.1	RESOLVED
	TT-9	Can't approve my own timesheet	RESOLVED
	TT-11	Tempo Tracker Bar not displayed in Agile Plan and Work mode	RESOLVED
	TT-14	User Time Zone not used in Date to far into future check	RESOLVED

4 issues

Upgrading to Tempo 7.6.2 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.6](#) for more information on the new features.

## Tempo 7.6.3 Release Notes

July 3, 2013

The Tempo team announces the release of **Tempo 7.6.3**.

This release contains the following :

### Improvements

- German translations updated
- New upgrade task in Teams plugin to fix failed Teams migrate from XML to AO
- Introduced "w" shortcut to log work on selected Issue where the "t" shortcut key conflicts with JIRA (Issue Navigator and Agile)

### Fixes

- Fixed mixed case and special characters username bug in inline window worklog actions.
- Log work by filter only searches in the first 20 issues
- User timesheet gadget total rounding error fixed
- Account as Worklog attribute not editable if only 1 account is assigned to a project
- User timesheet view is empty if user is selected directly from the top navigation
- Dynamic dropdown with a customfield in the URL breaks the cache
- Plan over a period for an Issue is not displayed correctly in the Collaborators field

T	Key	Summary	Status
	JTMPO-708	Tempo Teams are gone after update	RESOLVED
	JTMPO-808	Plan time 'p' shortcut collides with Atlassian previous activity shortcut	RESOLVED
	JTMPO-839	User cannot delete his own work log in Tempo	RESOLVED
	JTMPO-846	Wrong time in "collaborators" after upgrade	RESOLVED
	TT-35	Shared filter shows different issue results for different users with same permissions when logging work with filter view	RESOLVED
	JTMPO-568	Translation DE / AT	CLOSED
	JTMPO-812	Tempo User Timesheet is empty until refresh	RESOLVED
	JTMPO-836	Cannot correct Account in report mode "invalid worklog screen"	RESOLVED
	JTMPO-838	Edit worklog menu not visible in Chrome and IE	RESOLVED
	JTMPO-847	Faulty Rounding in Tempo Timesheet (Dashboard Gadget)	RESOLVED
	JTMPO-858	Pre-select issue in work log dialog missing from issue navigator detail view	RESOLVED
	JTMPO-860	Unable to open actions menu	RESOLVED
	JTMPO-870	Some users are unable to delete their work log	CLOSED
	JTMPO-909	Options don't appear	CLOSED

TT-24	Worklog Attributes in reports are creating too many requests to external systems	RESOLVED
TT-28	Users with username on the format company\user gets an error on Log Work	RESOLVED
TT-30	users don't have advanced work log functions after JIRA 6.0.1 upgrade	RESOLVED
TT-32	Floating point problem in User Timesheet Widget	RESOLVED
TT-34	Error when just clicking Team from Tempo	RESOLVED
TT-38	500 Internal Server Error when switching between periods	RESOLVED

20 issues

Upgrading to Tempo 7.6.3 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.6](#) for more information on the new features.

## Tempo 7.5 Release Notes

### 13. February 2013

#### Summary:

Tempo is proud to announce the release of Tempo 7.5, which is now available for JIRA download on the [Atlassian Marketplace](#). This release includes some great new features and performance improvements, including scalability and flexibility options for enterprise organizations, as well as those working with distributed teams worldwide.

Upgrading to Tempo 7.5 is free for all customers with an active Tempo license. New customers can purchase a license for JIRA download through the [Atlassian Marketplace](#). Tempo OnDemand can be [purchased here](#) (please note that Tempo 7.5 will be available for OnDemand in the upcoming weeks).

 **Tempo 7.5 is compatible with JIRA 5.0.x and 5.2.x**

Please go to [Tempo Timesheets Releases](#) to view the **latest version of Tempo Timesheets**.

#### Highlights of this release:

- Workload Schemes
- Tempo Permissions
- Team Management
- Tempo Report Table View
- User Picker in Tempo Log Work and Plan Time Dialogs
- Assigned Issues in Tempo Log Work Dialog
- Tempo Issue Picker
- Last selected tab in Tempo Log Work dialog is opened by default
- Current User option in Tempo User Timesheet Gadget
- In-line editing improvements
- Worklog Tab added to GreenHopper Issue Quick View for Boards
- New Features, Improvements, and Fixes



#### **Workload Schemes**

Different Workload Schemes can be configured to handle different types of work requirements for Tempo users. For each scheme, required hours are configured for every day of the week.

## Workload Schemes



Create Workload Schemes to manage different types of workload. Required hours calculation is based on users workload scheme. New users are added to the default Workload Scheme.

[+](#) Add Scheme

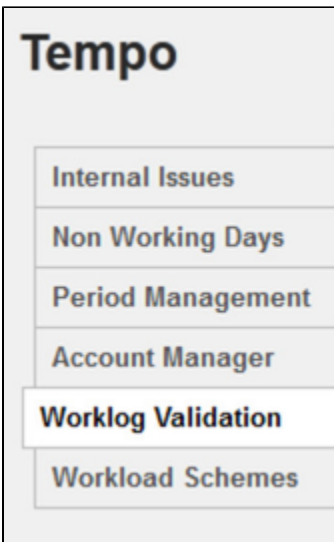
Name	Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Operations
Different Weekend Scheme	Weekend from Friday to Saturday	8h	8h	8h	5h	0	0	8h	<a href="#">Members (7)</a>   <a href="#">Edit</a>
Part Time Worker	2 Days a Week	2h	0	4h	0	0	0	0	<a href="#">Members (2)</a>   <a href="#">Edit</a>   <a href="#">Set Default</a>

The Workload Scheme is using [Tempo Core](#) system plugin. See the [Defining a working week](#) documentation page for more detailed information.

## 2

### Tempo Permissions

Permission to handle Tempo's administrative options, which may change frequently, can now be maintained by non-JIRA administrators. This gives access only to a **subset** of the administrative tabs in Tempo, as shown in the screenshot below.

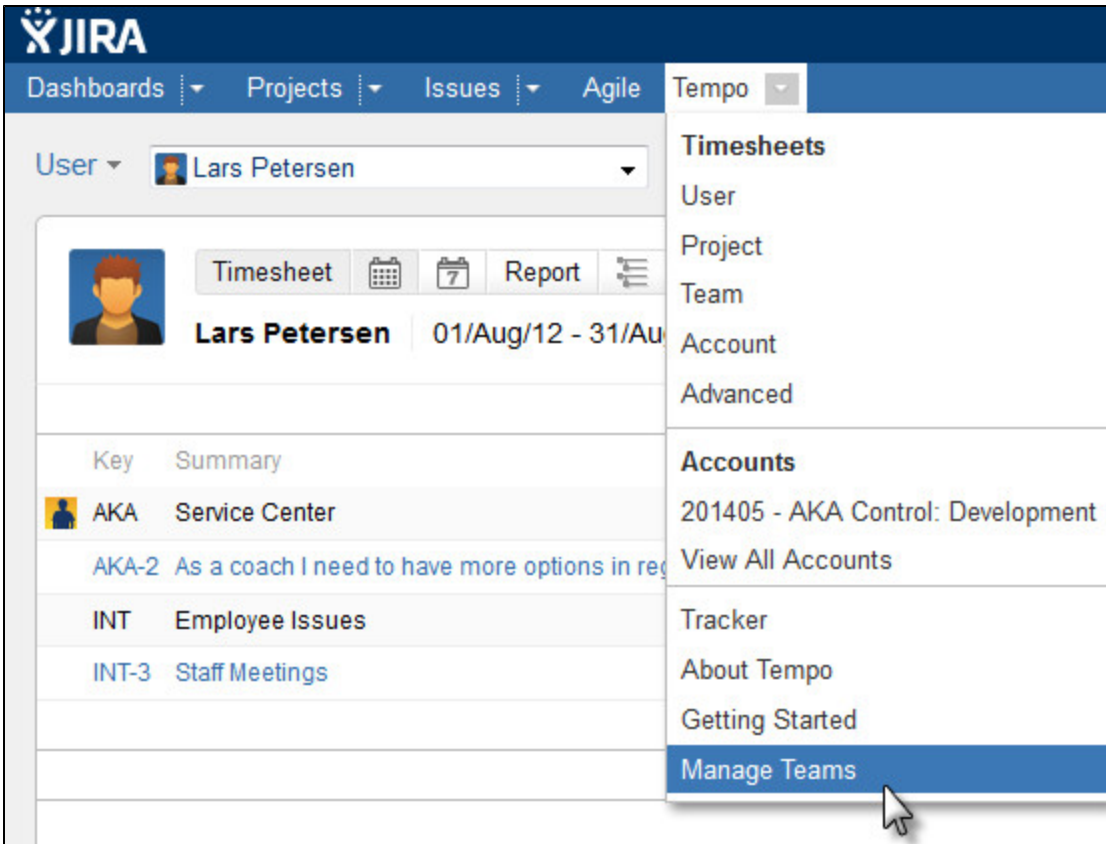


The Tempo Permissions is using [Tempo Core](#) system plugin. See the [Granting permission to users](#) documentation page for more detailed information.

## 3

### Team Management

In order to manage teams, a Tempo user needs to be given the Tempo Team Manager permission by a JIRA Administrator. The user gets a new option to the Tempo drop-down menu in the top navigation bar.



Team administrators can add members to a Tempo Team by selecting JIRA users and groups. The Team Management is using [Tempo Teams](#) system plugin. See the [Manage Teams](#) documentation page for more detailed information.

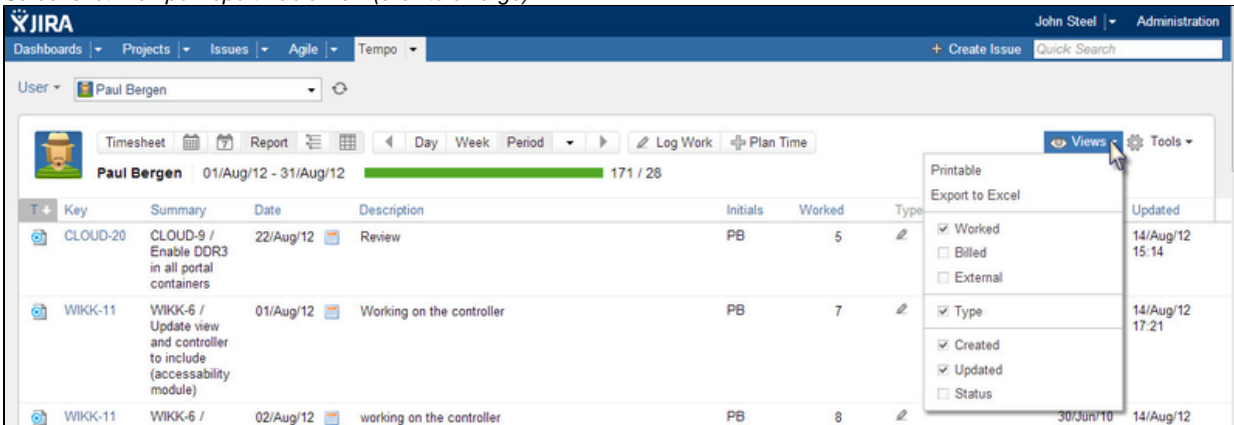
⚠ Team Gadgets need to be configured again due to database changes.

# 4

## Tempo Report Table View

The Table View for Tempo reports has been re-designed and improved. Now, you can add to the view the same columns as are available in the Tabular View. You can also choose not to display the 'Created', 'Updated' and 'Status' columns. All of the fields are editable, and the Total Sums are also displayed.

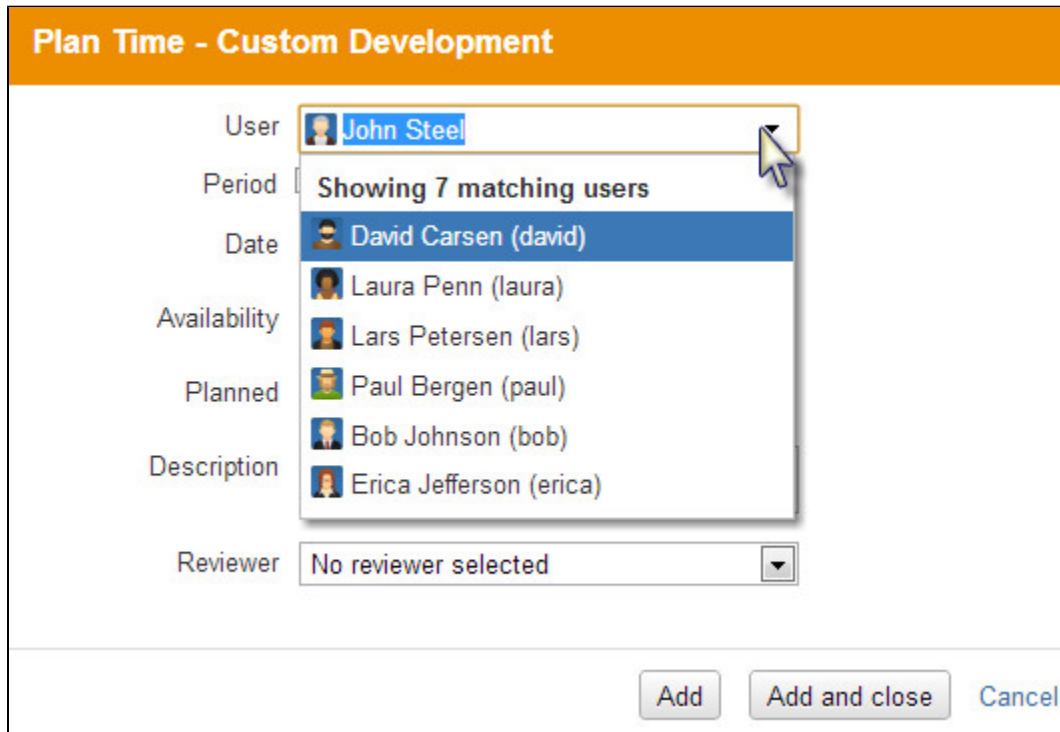
Screenshot: [Tempo Report Table view \(click to enlarge\)](#)



# 5

## **User Picker in Tempo Log Work and Plan Time Dialogs**

If "admin can log work for others" is enabled in the Tempo global configuration, a user picker is displayed at the top of the Log Work dialog. The picker is also displayed in the Tempo Plan Time dialog if the planning feature is enabled. The default value is current user.



The screenshot shows a dialog box titled "Plan Time - Custom Development". It contains several input fields and a dropdown menu. The "User" field is currently set to "John Steel". A dropdown menu is open, displaying "Showing 7 matching users" and a list of users: "David Carsen (david)", "Laura Penn (laura)", "Lars Petersen (lars)", "Paul Bergen (paul)", "Bob Johnson (bob)", and "Erica Jefferson (erica)". The "Reviewer" field is set to "No reviewer selected". At the bottom right, there are three buttons: "Add", "Add and close", and "Cancel".

Field	Value
User	John Steel
Period	Showing 7 matching users
Date	David Carsen (david)
Availability	Laura Penn (laura)
Planned	Lars Petersen (lars)
Description	Paul Bergen (paul)
	Bob Johnson (bob)
	Erica Jefferson (erica)
Reviewer	No reviewer selected

# 6

## **Assigned Issues in Tempo Log Work Dialog**

The Assigned option is now available in the Tempo Log Work dialog, where a user can select from unresolved assigned issues.

### Log Work - Bob Johnson

Issue	User	Bob Johnson
Internal	Issue	<input type="text"/>
<b>Assigned</b>	Period	Showing 2 assigned issues
Watched	Date	<ul style="list-style-type: none"> <li>WIKK-15 Add to view help popout ...</li> <li>CLOUD-20 Enable DDR3 in all port...</li> </ul>
	Worked	<input type="text"/> Logged
	Remaining estimate	<input type="text"/>
	Original estimate	<input type="text"/>
	Description	<input type="text"/>
	Type	<input type="text"/>

# 7

## Tempo Issue Picker

The Tempo issue picker has been replaced by a new and improved issue picker. You can search for issues by writing a search string in the field, or select an issue in your Recent Issues history by clicking the triangle icon on the right of the field.

### Log Work - Paul Bergen

<b>Issue</b>	User	Paul Bergen
Internal	Issue	wik
Assigned	Period	Showing 12 matching issues
Watched	Date	<ul style="list-style-type: none"> <li>WIKK-7 Users are gettin locked o...</li> <li>WIKK-2 As a Offspring manager I ...</li> <li>WIKK-8 Create user button is not ...</li> <li>WIKK-5 As a German/Spanish us...</li> <li>WIKK-1 As a user I need to be abl...</li> <li>WIKK-13 Export langugae files for ...</li> <li>WIKK-4 As a new user I need to h...</li> <li>WIKK-3 As a mailsystem I need t...</li> <li>WIKK-10 Latency around noon on...</li> <li>WIKK-9 Server error 232 on reque...</li> <li>WIKK-6 As a color blind person I ...</li> <li>WIKK-15 Add to view help popout ...</li> </ul>
	Worked	<input type="text"/>
	Billed	<input type="text"/>
	Remaining estimate	<input type="text"/>
	Description	<input type="text"/>
	Type	<input type="text"/>

# 8

## Last selected tab in Tempo Log Work dialog is opened by default

The previous dialog tab that John used is Internal, and it is selected now when he opens the Log Work dialog.

**Log Work - John Steel**

Issue	User  John Steel
<b>Internal</b>	Issue
Assigned	Period <input type="checkbox"/>
Watched	Date 16/Jan/13
	Worked

# 9

## Current User option in Tempo User Timesheet Gadget

Tempo Team leaders can now select **Current User** in the User Timesheet gadget to add to a shared dashboard.

**User Timesheet**

User	Current User
Select a period	Current User
Refresh Interval:	Bob Johnson
	David Carsen
	Erica Jefferson
	John Steel
	Lars Petersen
	Laura Penn

# 10

## In-line editing improvements

All inline editing in Tempo now maintains the same 'Look and Feel' as in JIRA. The edit icon has also been added to the view for worklog attributes.

Screenshot: Tempo Report Tabular view (click to enlarge)

**JIRA** John Steel

Dashboards Projects Issues Agile Tempo + Create Issue Quick Search

User: Paul Bergen

Timesheet Report Log Work Plan Time

Paul Bergen 01/Aug/12 - 31/Aug/12 171 / 28

Project	Activity	Issue	Description	Initials	Planned	Worked	Type
<b>CLOUD - Paradigm Cloud</b>							<b>13</b>
CLOUD - CloudBay Service							8
CLOUD-1 Adjust colors of banner to new logo colors see attachment							8
	20/Aug/12		Working on the banner	PB		8	
CLOUD - CloudBay Sprint 4							5
CLOUD-9 / CLOUD-20 Enable DDR3 in all portal containers							5
	22/Aug/12		Review	PB		5	
<b>WIKK - Wikkieea Cloud</b>							<b>53.5</b>
WIKK - Service and Maint							13
WIKK-8 Create user button is not displaying in Safari latest build 4.23.2.2							3

11

### Worklog Tab added to GreenHopper Issue Quick View for Boards

GreenHopper users can select a worklog tab in the Issue Quick view. This is documented in the Worklog Tab page.

Paradigm Cloud / CLOUD-15

Re-build Node controller unit to be able to handle this

Worklogs

My Worklogs All Worklogs

Date	User	Description	Worked
05/Feb/13	John Steel	Building the template	2

View Report

12



## New Features, Improvements, and Fixes

### New Features

- Different working hours for each day of the week - [JTMPO-13](#) , [JTMPO-411](#), [Idea](#) and [User Voice tickets](#).
- Tempo permissions granted by JIRA administrator - [JTMPO-428](#) and [in our User Voice](#)
- New Team Management permission for non JIRA admin to manage teams in Tempo - [Requested in our User Voice](#).
- Restrict Required Hours to Managers Only - [JTMPO-453](#)
- Assigned to me tab added to the Tempo Log Work dialog - [JTMPO-521](#).
- Last tab used in Tempo Log Work dialog is remembered next time - [Requested in our User Voice](#).
- Tempo Table View report editable and columns can be configured - [JTMPO-304](#) and [User Voice](#).
- User Picker added to the Log Work and Plan Time dialogs - [Requested in our User Voice](#).
- Parent issue data added to the Tempo API - [Requested in our User Voice](#)
- Workflow Tab added to GreenHopper Issue Quick View for Boards - Introduced in Tempo 7.4.3
- Simplified Chinese translation added, thanks to our Beijing partner, [Unlimax](#).

### Improvements

- Performance in report view and other views that include a horde of issues has improved a lot - [Requested in our User Voice](#).
- Look and Feel of inline editing is now same as in JIRA - [JTMPO-278](#).
- Improved Tempo Issue Picker for Log Work and Plan Time dialogs - [JTMPO-42](#) and [in our User Voice](#).
- New Internal Issues and Activity dialogs in Tempo configuration.
- Current User can be selected in Tempo User Timesheet gadget - [JTMPO-537](#) and [in our User Voice](#).
- Total hours sum displayed in Table View report.
- Issue Key added to the Issue Report - [Requested in our User Voice](#).
- Add Timesheet Approval status and Planning Colours to the Printable view - [Requested in our User Voice](#).
- Upgraded old MoveIssueEventListener and moved config to Admin Configuration settings
- French translation updated, provided by ....

### Fixes

- Focus lost in Log Work dialog after Add - [Reported in our User Voice](#)
- Header in the Tempo Timesheet renders incorrect - [JTMPO-422](#) and [in our User Voice](#).
- User with Tempo Project Role can now see worklogs of other users in issue report - [Reported in our User Voice](#).
- Return HTTP status 401 when user without permission tries to access Servlet API (instead of status 200) - [Reported in our User Voice](#).
- Tempo tracker was preventing session timeouts for users not using the feature - [Reported in our User Voice](#).
- Remaining estimate does not change if a single date is changed in Log Work dialog.
- The stalker moves to center of page when the user scrolls using a MAC - [Reported in our User Voice](#).
- Improved compatibility with Structure Plugin - [JTMPO-529](#)

Download Tempo 7.5 from the [Plugin Exchange](#) or upgrade with the [Universal Plugin Manager](#).

## Tempo 7.5.1 Release Notes

February 19, 2013

The Tempo team announces the release of **Tempo 7.5.1**.  
This release contains the following :

### Improvements

- JIRA 6.0 [EAP](#) compatibility

### Updates and fixes in this release

Type	Key	Summary	Status
------	-----	---------	--------



JIRA project doesn't exist or you don't have permission to view it.

[View these issues in JIRA](#)

Upgrading to Tempo 7.5.1 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.5](#) for more information on the new features.

## Tempo 7.5.1.1 Release Notes


February 22, 2013

The Tempo team announces the release of **Tempo 7.5.1.1**

This release contains the following :

### Updates and fixes in this release

Type	Key	Summary	Status
------	-----	---------	--------

 JIRA project doesn't exist or you don't have permission to view it.

[View these issues in JIRA](#)

Upgrading to Tempo 7.5.1.1 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.5](#) for more information on the new features.

## Tempo 7.5.2 Release Notes

March 5, 2013

The Tempo team announces the release of **Tempo 7.5.2**

This release contains the following :


### Improvements

- Improvements on checking permissions on whether worklogs are editable.

### Fixes

- Account import via external service now uses server proxy settings - **Reported in our User Voice.**
- Focus lost in Issue Log Work dialog after Add - **Reported in our User Voice.**
- Billed, Planned columns in Tempo printable view both for worklog and normal view now working properly - **Reported in our User Voice.**
- Project search field not displayed correctly in IE8 - **Reported in our User Voice.**
- Fix year out of range bug when selecting user timesheet with flexible dates - **Reported in our User Voice and Answers.**

Type	Key	Summary	Status
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 JIRA project doesn't exist or you don't have permission to view it.

[View these issues in JIRA](#)

Upgrading to Tempo 7.5.2 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.5](#) for more information on the new features.

## Tempo 7.5.2.1 Release Notes

March 6, 2013

The Tempo team announces the release of **Tempo 7.5.2.1**

**In addition to Tempo 7.5.2 that we released yesterday we need to release the following fixes.**

- NPE in Tempo Scheduler - bug introduced in Tempo 7.5.2
- Remaining estimate calculation skipped in Tempo Log Work dialog used in the JIRA Issue View
- JIRA 6.0-m7 compatibility bug in Tempo Permissions in Administration

March 5. 2013

The Tempo team announces the release of **Tempo 7.5.2**

This release contains the following :


**Improvements**

- Improvements on checking permissions on whether worklogs are editable.

**Fixes**

- Account import via external service now uses server proxy settings - **Reported in our User Voice.**
- Focus lost in Issue Log Work dialog after Add - **Reported in our User Voice.**
- Billed, Planned columns in Tempo printable view both for worklog and normal view now working properly - **Reported in our User Voice.**
- Project search field not displayed correctly in IE8 - **Reported in our User Voice.**
- Fix year out of range bug when selecting user timesheet with flexible dates - **Reported in our User Voice and Answers.**

Type	Key	Summary	Status
------	-----	---------	--------

 JIRA project doesn't exist or you don't have permission to view it.

[View these issues in JIRA](#)

Upgrading to Tempo 7.5.2 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.5](#) for more information on the new features.

### Tempo 7.5.2.2 Release Notes


March 25. 2013

The Tempo team announces the release of **Tempo 7.5.2.2**

**This version has been delivered to Atlassian for OnDemand upgrade only.**

**Fixes**

Type	Key	Summary	Status
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 JIRA project doesn't exist or you don't have permission to view it.

[View these issues in JIRA](#)

### Tempo 7.5.2.3 Release Notes


April 4. 2013

The Tempo team announces the release of **Tempo 7.5.2.3**

**This version has been delivered to Atlassian for OnDemand upgrade only.**

**Fixes**

Type	Key	Summary	Status
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 JIRA project doesn't exist or you don't have permission to view it.

[View these issues in JIRA](#)

## Tempo 7.5.3 Release Notes

March 13, 2013

The Tempo team announces the release of **Tempo 7.5.3**

This release contains the following :

### Improvements

- Improvements in Timesheet/Reports navigation. Changes in pickers immediately triggers page load.

### Fixes

- Fix problem with Underscore.js in Greenhopper for JIRA versions 5.0-5.1.
- Fix NPE in Total Hours gadget.

Type	Key	Summary	Status
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JIRA project doesn't exist or you don't have permission to view it.

[View these issues in JIRA](#)

Upgrading to Tempo 7.5.3 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.5](#) for more information on the new features.

## Tempo 7.5.4 Release Notes

April 11, 2013

The Tempo team announces the release of **Tempo 7.5.4**

This release contains the following :

### Improvements

- Improved performance for large reports.
- Hide Log Work button on not-editable issues, unless the option to log work on them is enabled.

### Fixes

- Plan Workflow email text template missing - Reported in [Answers](#).
- Fix rounding for Required in User Timesheet Progress og Team Hours gadgets.
- Fix bug where team leaders could no longer edit worklog attributes for team members without "Admin can log work" setting enabled.
- Fix bug, where team leader appeared to be able to log work even though the scheduler had closed.
- Tempo gadgets removed from the "Charts" category.
- Tempo Gadgets removed from system dashboards for used not log-in screens.
- Fix rounding bug when creating default workload scheme in instances with hours per day i.e. 7h 30m

Type	Key	Summary	Status
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JIRA project doesn't exist or you don't have permission to view it.

[View these issues in JIRA](#)

Upgrading to Tempo 7.5.4 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.5](#) for more information on the new features.

## Tempo 7.5.4.1 Release Notes

April 18, 2013


The Tempo team announces the release of **Tempo 7.5.4.1**

This release contains the following :

### Fixes

- Bug fixed in Plan Time dialog affecting on instances with *Team leader can log work for team members* disabled.
- Tempo admin navigation in JIRA 6.
- User name removed from Log Work and Plan Time dialog headers as it was not consistent with selected user in the user picker.
- Team Timesheet not showing the correct team availability planning bar - fixed

Type	Key	Summary	Status
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 JIRA project doesn't exist or you don't have permission to view it.

[View these issues in JIRA](#)

Upgrading to Tempo 7.5.4.1 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.5](#) for more information on the new features.

## Tempo 7.4 Release Notes

31. October 2012 - An error in the Tempo log work dialog fixed and released in Tempo 7.4.0.1

30. October 2012

### Summary:

Tempo is proud to announce the release of Tempo 7.4, which is now available on the [Atlassian Marketplace](#). This release includes a number of new features, improvements, and fixes, including new enterprise features, such as an enhanced timesheet approvals process and planning approval process.

Upgrading to Tempo 7.4 is free for all customers with an active Tempo license. New customers can purchase a license through the [Atlassian Marketplace](#).

 **Tempo 7.4 is compatible with JIRA 5.0.x - 5.2.x**

Please go to [Tempo Timesheets Releases](#) to view the **latest version of Tempo Timesheets**.

### Highlights of this release:

- [Workflow Notification for the User Timesheet Approval Process](#)
- [Planning Approval Process](#)
- [Printable View in Tempo Timesheets and Reports](#)
- [Calendar added to the Tempo Day View](#)
- [Expand and Collapse all users in Team Timesheet](#)
- [Watched Issues added to the Tempo Log Work Dialog](#)
- [Select Sub-task option in Tempo Log Work Dialog](#)
- [Select All Accounts Option added to Tempo Account Timesheet and Report](#)
- [Tempo can be selected as My JIRA Homepage](#)
- [Tempo Accounts moved to Tempo List](#)
- [New Display in Tempo Calendar View](#)
- [Improved Tempo Log Work Dialog](#)
- [New Issue Picker for Watched Issues](#)
- [New Features, Improvements, and Fixes](#)

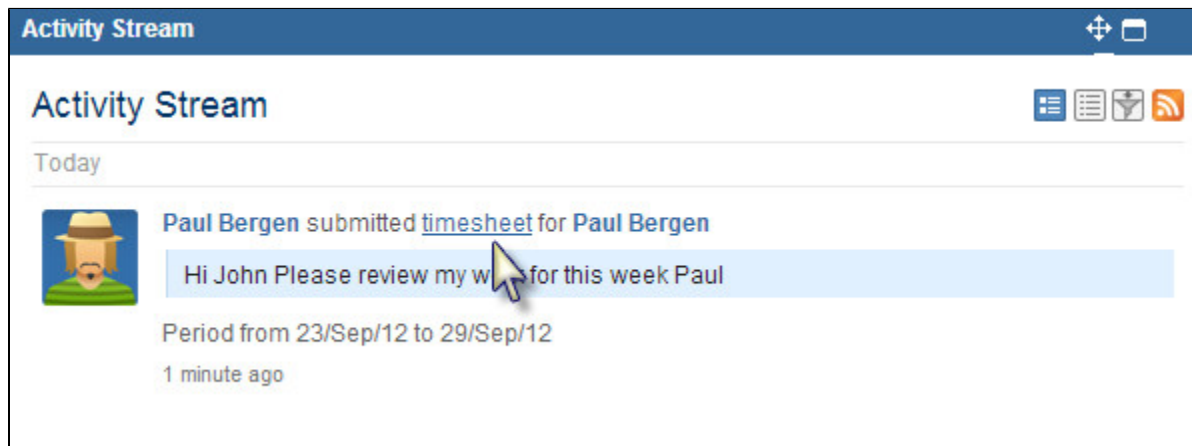
# 1

## **Workflow Notification for the User Timesheet Approval Process**

Users can enable mail notification from the Timesheet workflow action in Tempo's User settings. The default setting is 'Email me.' When a Timesheet is submitted, rejected, or approved, a user can add a comment for the action that will be included in the Tempo Activity Stream.

Users will receive email notifications when their timesheet is rejected or approved if the feature is not disabled in their User Preferences.

Supervisors will receive an email when a timesheet is submitted for their approval.




# 2

## **Planning Approval Process**

Planning Approval Process has been added as a new Labs feature.

If enabled, users can request a plan for approval, and their supervisor can approve or reject their proposed plan. Users can add comments on workflow actions.

Notification emails will be sent to users and supervisors if enabled, and the workflow actions will be pushed to users' activity streams.

 This is a **Tempo Labs** feature. As of now, there is no change to calculations (sums) for planned hours in the timesheet according to their planned statuses (i.e., Pending Review, Rejected, etc.).

Team Management 3 of 4

Management 13/Jan/13 - 19/Jan/13

Name	S	Σ	P	%	13	14	15	16	17	18	19
Bob Johnson	=	0		0%							
David Carsen	=	0	8	0%							
Erica Jefferson	=	0	8	0%							
John Steel	=	0	4	0%							
Lars Petersen	=	0	7	0%							
Laura Penn											
Paul Bergen											

14/Jan/13

Key	Date	Description	Planned	Plan Status
AKA	14/Jan/13	Styling for the AKA team	4	Pending manager
AKA	14/Jan/13	Help Dave with the CSS	3	Rejected

Plan Time Close

### 3

#### Printable View in Tempo Timesheets and Reports

Tempo's views now support a printable view that can be used to generate a printer-friendly page of the timesheets, reports, and calendars.

User John Steel

John Steel 04/Nov/12 - 10/Nov/12 0 / 0 Workflow

Views Printable

- Activities
- Assigned
- Watched
- Internal
- Closed

Manage Filters

- Dev Issues
- Recent Issues

Key	Summary	T	S	Σ	P
AKA-6	As a admin I need to be able visually configure workflow steps			0	
TES-3	Calculating original estimate			0	

Daily hours Weekly hours Planned hours

### 4

#### Calendar added to the Tempo Day View

A calendar picker has now been added to the Tempo Day View. Users can choose a specific date and see all issues designated for that selected day. A clickable date was also added to the inline dialog when logged work on a specific issue is clicked on. When a user clicks on the date, it will take them to that date and show every issue associated with that date.

JIRA

Dashboards ▾ Projects ▾ Issues ▾ Agile ▾ Tempo ▾ Accounts ▾

User ▾ Date:

Timesheet Report Day Week

**Paul Bergen** Friday 28/Sep/12

## 5

### **Expand and Collapse all users in Team Timesheet**

There is now a toggle button viewable in the Project, Team, and Advanced timesheets, which, when clicked, expands all of the projects that team members are currently working on.

Team ▾

Day Week Period ▾ L

**Management** 14/Oct/12 - 20/Oct/12

Name	S	Σ	P	%
Johnson	—	2	8	5%
David Carsen	—	0		0%
Erica Jefferson	—	0	2	0%
John Steel		63	14	157.5%
Lars Petersen	—	0		0%
Laura Penn	—	0	6	0%
Paul Bergen		40	18	100%

## 6

### **Watched Issues added to the Tempo Log Work Dialog**



Users can now search for watched issues in their Tempo Log Work dialog. If the selected issue has a sub-task, another field is displayed which also shows these sub-tasks.

The screenshot shows the 'Log Work - John Steel' dialog. On the left is a sidebar with 'Watched' selected. The main area has a form with fields for Issue, Period, Date, Worked, Billed, Remaining estimate, and Description. The 'Issue' field is open, showing a dropdown menu with the following items:

- Watched Issues (10 of 10)
- WIKK-4 As a new user I need to have acc
- TES-3 Calculating original estimate
- CLOUD-29 testing remaining calculation
- CLOUD-27 Next Prev testing on TimeZon
- CLOUD-25 issue with no OE
- CLOUD-24 issue with 3 hours oe
- CLOUD-10 As proxy system I need to be
- AKA-22 Created sub-task in issue action
- AKA-21 sub-task from issue navigator
- AKA-20 Sub-task

# 7

## Select Sub-task option in Tempo Log Work Dialog

The sub-task field is displayed if the selected issue has any sub-tasks, as shown in the screenshot below. If a sub-task is selected, the indicator is displayed in the sub-task line to give the user a better overview of the issue used to log work on.

The screenshot shows the 'Log Work - John Steel' dialog. The 'Issue' field is now set to 'CLOUD-10 - As proxy system I need to'. The 'Sub-Task' field is open, showing a dropdown menu with the following items:

- Select Sub-task
- Select Sub-task
- CLOUD-17 Reset all proxy content from development systems
- CLOUD-18 Investigate DRD caching module
- CLOUD-19 Write in changes to model and view

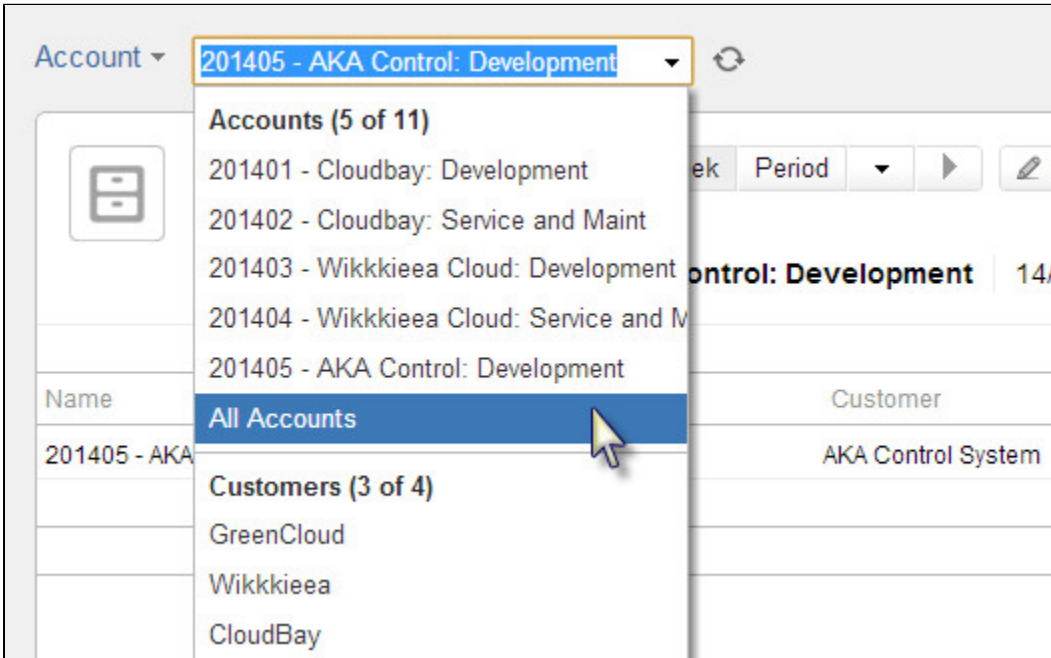
The 'Worked' field is empty, and the 'Logged' field shows '1h'.

**i** A new issue picker has been introduced to the 'Watched' feature for user acceptance testing, so any feedback is highly appreciated.

# 8

**Select All Accounts Option added to Tempo Account Timesheet and Report**

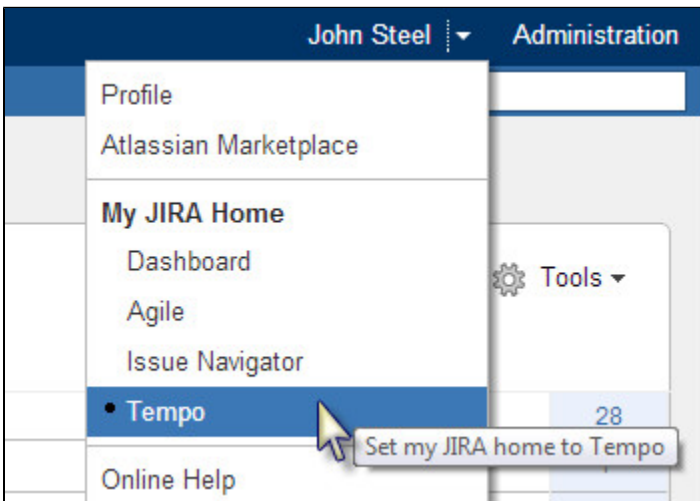
An option called "All Accounts" has been added to the Account drop down menu. This option enables the user to choose all accounts that have data in the chosen time period.



9

**Tempo can be selected as My JIRA Homepage**

Tempo can now be the default page when logging into JIRA. My JIRA Home feature was released in JIRA 5.1.



10

### Tempo Accounts moved to Tempo List

Tempo's Accounts section has moved within the Tempo dropdown menu. Labels for **Timesheets** and **Accounts** have been added.

The screenshot shows the Tempo application interface. At the top, there are navigation tabs: Dashboards, Projects, Issues, Agile, and Tempo. The Tempo dropdown menu is open, showing the following options: Timesheets, User, Project, Team, Account, Advanced, Accounts, View All Accounts, Tracker, About Tempo, and Getting Started. The background shows a user profile for John Steel and a list of issues.



### New Display in Tempo Calendar View

Users names are now displayed in the Tempo Calendar view for **Teams** and **Projects**. The Issue summary is displayed as a tooltip when hovering over the issue key.

The screenshot shows the Tempo Calendar View for the team 'Management' from 14/Oct/12 to 20/Oct/12. The calendar is displayed in a grid format. The issues for 15/Oct/12 and 16/Oct/12 are shown. A tooltip is visible over the issue key 'AKA-7' on 16/Oct/12, displaying the text: 'As a web user I need to be able to store persist my personal account display'.


# 12

## Improved Tempo Log Work Dialog

The Remaining estimate, Original estimate, and Logged time are now displayed in pretty time format. If the Billed feature is enabled in the Global Configuration, the Billed field is now located below the Worked field.

### Log Work - WIKK-8 - John Steel

Period

Date  

Worked       Logged 3h 30m

Billed

Remaining estimate       Original estimate 6h

Description

Shortcut tip: Pressing t also opens this dialog box

# 13

## New Issue Picker for Watched Issues

The new issue picker is used to search Watched Issues in the Tempo Log Work dialog. Our plan is to replace the current issue searcher in a future version.

**i** The new issue picker is introduced in the 'Watched' feature in this version for user acceptance testing, so any feedback is highly appreciated.

## Log Work - John Steel

Issue

Internal

Activity

Watched

Issue

Sub-Task

Period

Date

Worked  Logged 8h

Remaining estimate  Original estimate 24h

Description

Account

Type

# 14

## New Features, Improvements, and Fixes

### New Features

- Workflow Notification for Timesheet Approval Process - [JTMPO-79](#), [JTMPO-143](#), [JTMPO-429](#) and **User Voice**.
- Printable view added to Tempo Reports and Timesheet - [JTMPO-218](#), - [JTMPO-461](#) and **User Voice**.
- As a user, I would like to submit a plan for approval to a reviewer - [JTMPO-32](#), **Atlassian Answers** and **User Voice**.
- Calendar added to the Tempo day view so the user can select another day quickly
- Additional "Global" Selection Criteria for Accounts - [JTMPO-437](#) and **User Voice**.
- As a Team manager I would like to expand all team members in timesheet with one button - **Requested in our User Voice**.
- As a team manager, I would like to see names of users in the calendar view - **Requested in our User Voice**.
- As a user, I want be able to search for an issue then select subtask to log work on. New user picker introduced in Watched issues feature.
- As a JIRA User I want to make Tempo my JIRA Home Screen.
- Add Tempo to Issue XML view - [JTMPO-462](#) and **User Voice**.

### Improvements

- Tempo API Security Token configured in [Access Control](#) is now mandatory.
- All Accounts option added to the Account Timesheet and Report.
- Period selection directly in the timesheet improved.
- Improved time display in Tempo Log Work Dialog.
- Improved Getting Started page in Tempo.
- Tempo Tracker is no longer a labs feature.

### Fixes

- A subset of issue actions appear when selecting the action gear icon within tempo - [JTMPO-280](#)
- Inline editing dialog close on calendar click - **Reported in our User Voice**.
- Create subtask from timesheet view does not work - [JTMPO-369](#).
- Header in the Tempo Timesheet renders incorrect - [JTMPO-422](#) and **User Voice**.
- Errors when user are trying to edit,move,split,delete worklogs for closed issues - **Reported in our User Voice**.
- Incorrect behaviour of 'Remaining estimate' field in log work dialog - [JTMPO-452](#).

- Inline Editing dialog includes unrelated plans.
- Wrong time display in Total hours gadget if data includes many categories with the same name - **Reported in our User Voice**.
- Fixed url in Account Table view in Total Hours Gadget - [JTMPO-467](#).
- Holiday color missing in some cells in Timesheet view.
- Tempo work-log popup when you click the plus on "time tracking" in issue view - [JTMPO-469](#) and **User Voice**.
- Fixed an error in the issue history created when time was logged on an issue with no original estimate - [JTMPO-482](#).
- In issue view, press . and select Start Tracker doesn't close the Operations dialog - **Reported in our User Voice**.
- Too many decimal letters in Team timesheet Gadget bug fixed.

Upgrade to this version with the **Universal Plugin Manager**.

## Tempo 7.4.1 Release Notes

November 8th 2012

The Tempo team announces the release of **Tempo 7.4.1**.

This release contains the following fixes:

### Fixes

- The Real-time Time Tracker was not responding in all cases, and has now been fixed - **Reported in our User Voice**.
- Worklog Attributes Scripts were not working outside of Tempo (not for instance from Dashboard, or Greenhopper) - **Reported in our User Voice**.
- Using the Date-Picker did not reset the filter or change the refresh icon red - **Reported in our User Voice**.
- Going to the Printable view in the Day view did not use the last filter applied - **Reported in our User Voice**.
- Green tick displayed if an email address was included in the log work description - **Reported in our User Voice**.

### Improvements

- Russian translation updates, provided by our Russian partner, [Teamlead](#).

### New Features

- Norwegian translations added, thanks to our awesome customer, [ReSight](#).
- Japanese translation added, thanks to our Japanese partner, [Ricksoft](#).

Upgrading to Tempo 7.4.1 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.4](#) for more information on the new features.

## Tempo 7.4.2 Release Notes

November 26th 2012

The Tempo team announces the release of **Tempo 7.4.2**.

This release contains the following fixes and improvements:

### Fixes

- User Preferences - Timesheet Actions: "Do not email me" does not work - [JTMPO-503](#).
- Fix NPE in Day View in Timesheets when selecting very old date (10 years in the past) - **Reported in our User Voice**.
- Fix NPE in PDF Account export if account list includes an account with unassigned Category or Customer.
- Fixed date range validation for extreme days (-260 years, +8000 years). MS SQL.
- Fixed error in Tempo Planned time by Team gadget when availability exceeded - **Reported in our User Voice**.
- Colour picker in Tempo Project Configuration didn't handle hex values with leading zeros - **Reported in our User Voice**.

### Improvements

- Polish translation updates, provided by our Polish partner, [CompuTec](#).
- Tracker now survives page refreshes even though it is not tracking - **Requested in our User Voice**.
- Watch Panel in Log Work dialog is not visible if JIRA users are not allowed to watch issues.
- Internal tab is not visible in Tempo Log Work dialog if the user hasn't got permission to log work against any internal issues.

Upgrading to Tempo 7.4.2 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.4](#) for more information on the new features.

## Tempo 7.4.3 Release Notes

## January 21st 2013

Tempo 7.4.3.1 released for onDemand including a performance fix in the issue view on latest onDemand version.

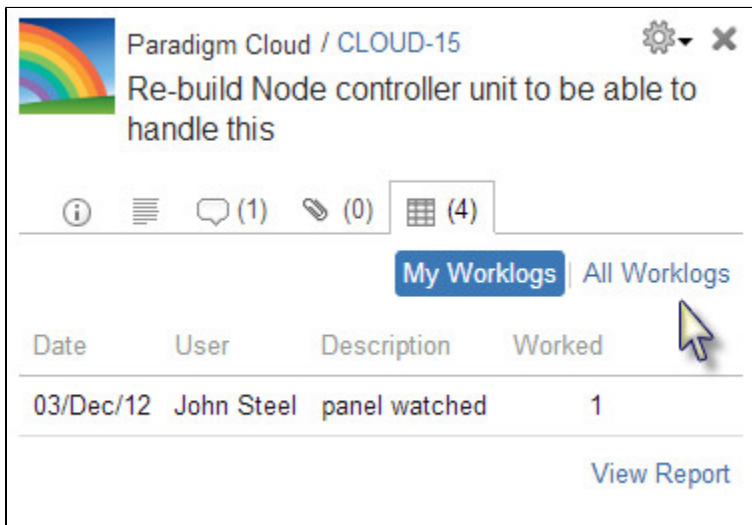
## December 16th 2012

The Tempo team announces the release of **Tempo 7.4.3**. This release includes even deeper integration with GreenHopper, enabling Agile teams to do their day-to-day time-tracking without ever leaving their rapid boards. This release contains the following features and fixes:

# 1

### Workflow Tab added to GreenHopper Issue Quick View for Boards

GreenHopper users can select a worklog tab in the Issue Quick view. This is documented in the [Worklog Tab](#) page.



The screenshot shows a web interface for an issue titled "Re-build Node controller unit to be able to handle this" in the "Paradigm Cloud / CLOUD-15" project. The interface includes a toolbar with icons for information, list, comments (1), attachments (0), and a grid icon (4). Below the toolbar, there are two tabs: "My Worklogs" (selected) and "All Worklogs". A table displays worklog entries with columns for Date, User, Description, and Worked. A mouse cursor is pointing at the "All Worklogs" tab. A "View Report" link is visible at the bottom right of the table.

Date	User	Description	Worked
03/Dec/12	John Steel	panel watched	1

# 2

### User Picker in Issue Log Work Dialog

Tempo admins that can log work for other users in their 'Team' can do this in the issue log work dialog by searching for a user in the new user picker.



### Log Work - TEM-1 - John Steel

User

Period

Date Paul Bergen - paul@t.is (paul)

Worked  Logged 3h

Remaining estimate  Original estimate 2h

Description

Shortcut tip: Pressing t also opens this dialog box

**Fixes**

- When Tempo is "disabled" it breaks the add worklog "+" button on the view issue page - [JTMPO-515](#).
- Fixed an error when logging work on closed issues - [JTMPO-516](#)
- CSS conflict with HiQo plugin - **Reported in our User Voice**.
- Reject, Approve activity in Plan Approval Process not displayed on users dashboard.
- External hours rounded incorrectly in Tempo reports - **Reported in our User Voice**.

Upgrading to Tempo 7.4.3 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.4](#) for more information on the new features.

## Tempo 7.3 Release Notes

### 10. September 2012

**Summary:**

Tempo is proud to announce the release of Tempo 7.3, which is now available on the [Atlassian Marketplace](#). This release includes some great new features and 8 new gadgets.

Upgrading to Tempo 7.3 is free for all customers with an active Tempo license. New customers can purchase a license through the [Atlassian Marketplace](#).

**Tempo 7.3 is only compatible with JIRA 5.0.x and 5.1.x**

Please go to [Tempo Timesheets Releases](#) to view the **latest version of Tempo Timesheets**.

**Highlights of this release:**

- Account Hours by Customer Gadget
- Account Custom Budget Burn-up Chart Gadget
- Account Monthly Budget Burn-up Chart Gadget
- Total Hours Gadget
- Planned Time by Team Gadget
- Team Timesheet Gadget

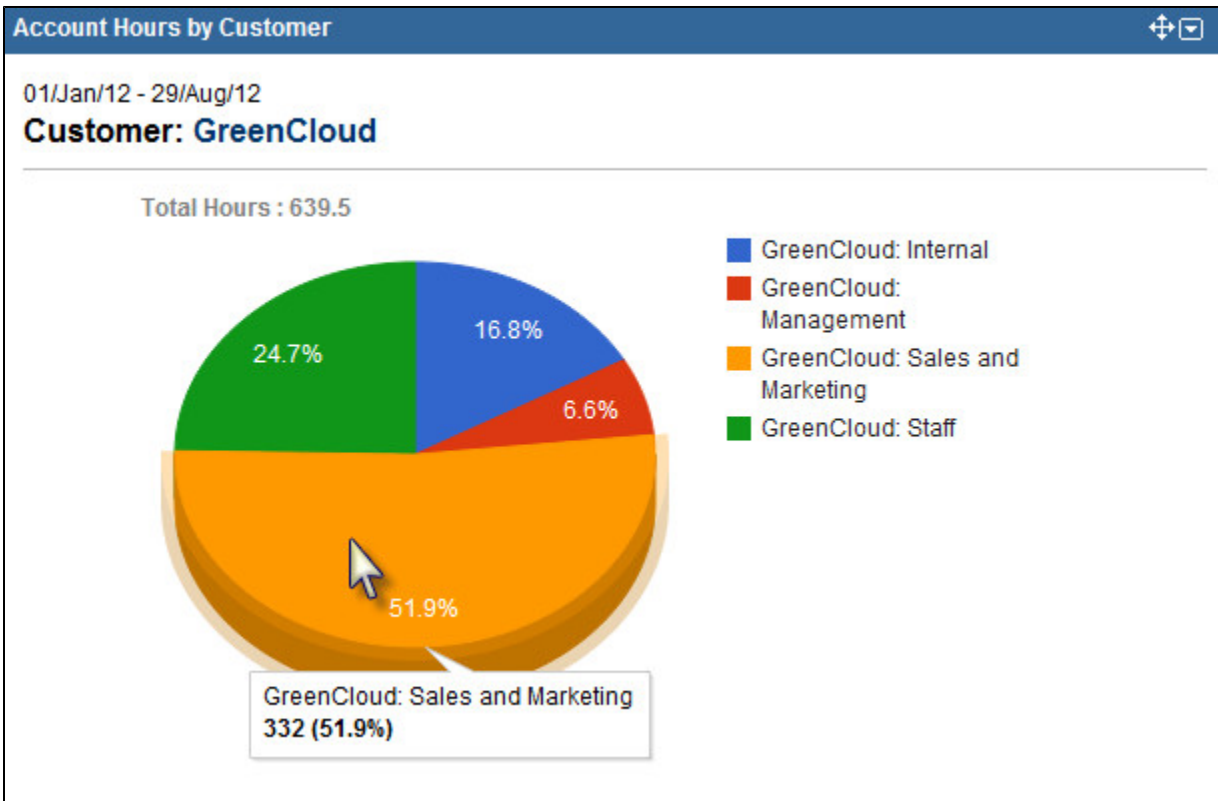


- User Timesheet Charts Gadget
- User Timesheet Gadget
- Project Custom Colours for Planning
- Red Bar Displayed for Over allocated Resources
- Tempo Getting Started
- JQL Function for Internal Issues
- Worklog Attribute of type Number
- New Features, Improvements, and Fixes

# 1

## Account Hours by Customer Gadget

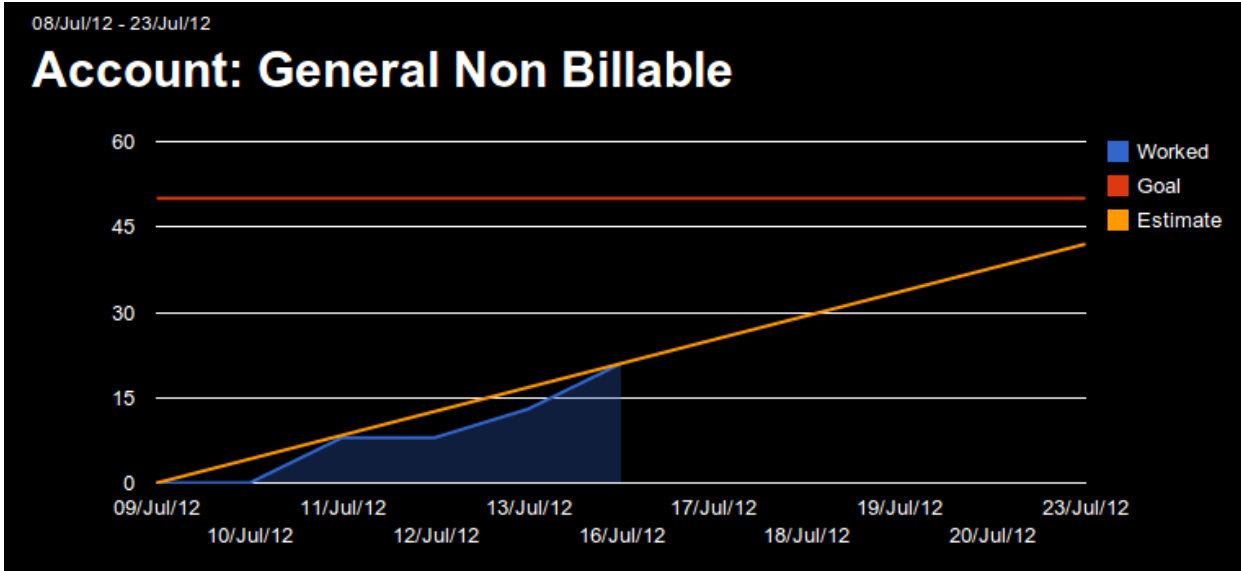
The 'Account Hours by Customer' gadget displays worked hours in a chosen period for each Account for a selected Customer, and is viewable as a pie chart, column chart, or table. This new gadget is a great addition for managers and executives to track, plan, and allocate their resources.



# 2

## Account Custom Budget Burn-up Chart Gadget

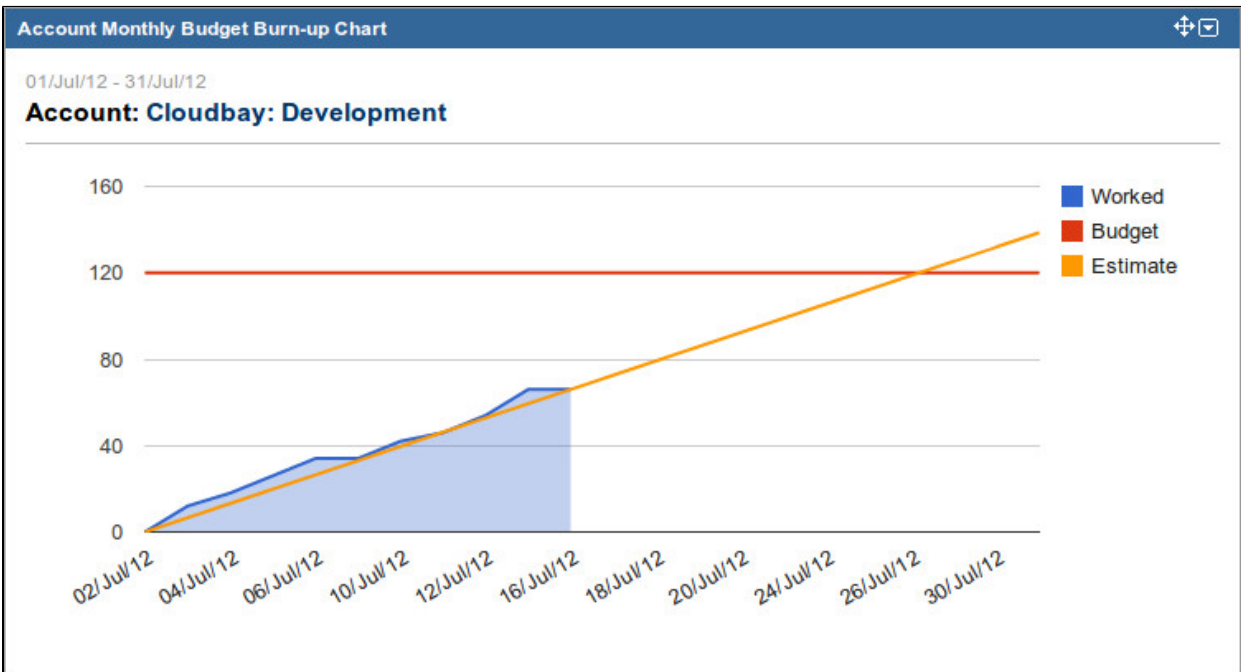
The 'Account Custom Budget Burn-up Chart' gadget displays the progress of hours worked by an Account and allows the user to insert a custom budget and also choose a custom period. The gadget provides great flexibility in how the user can visualize data for a given account.



3

### Account Monthly Budget Burn-up Chart Gadget

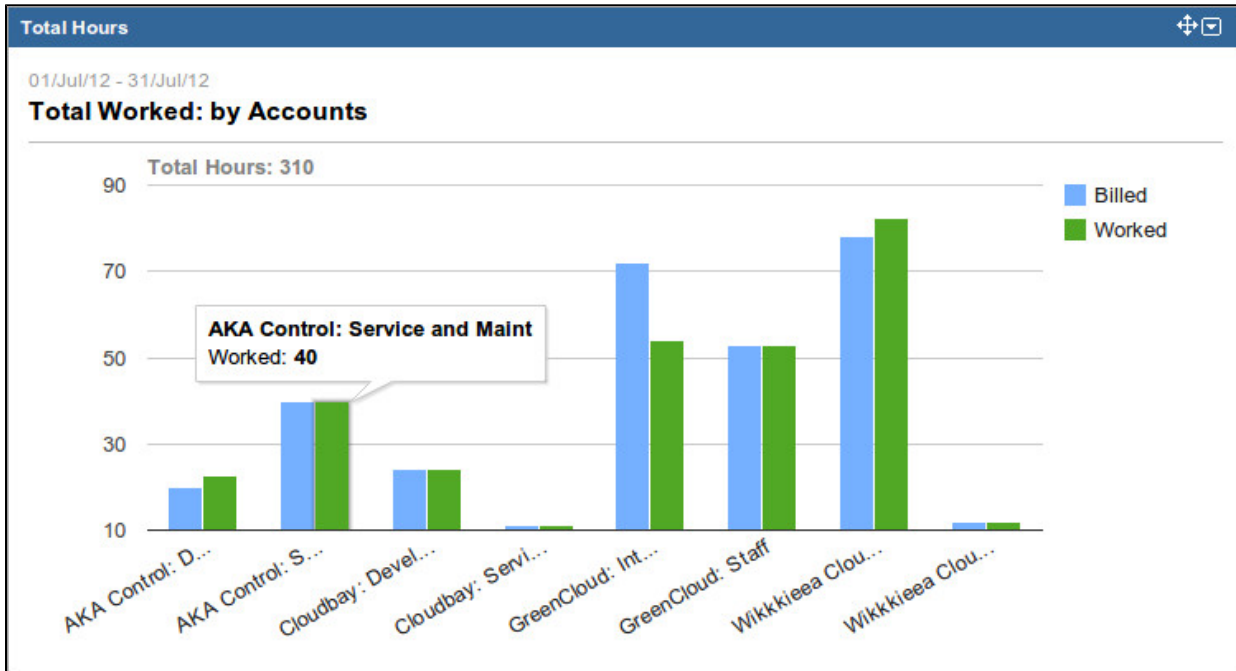
The 'Account Monthly Budget Burn-up Chart' gadget displays progress of worked hours by an Account and its monthly budget. The chart also includes an estimation line that shows a forecast of how the progress will be later in the period and when the budget is reached.



4

### Total Hours Gadget

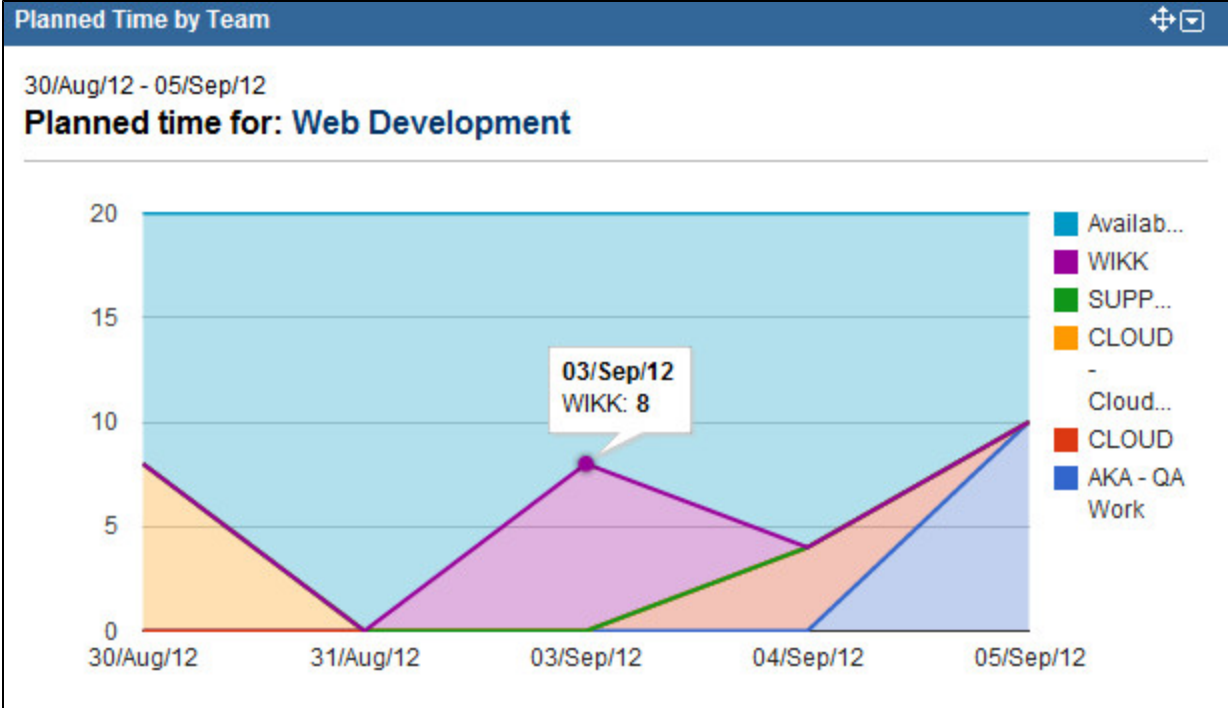
The 'Total Hours' gadget displays worked and/or billed hours for all accounts, customers and categories, and is viewable as a column chart, pie chart, or table. The 'Total Hours' gadget is great for executives to track overall worked and/or billed time.



# 5

### Planned Time by Team Gadget

The 'Planned Time by Team' gadget displays planned and unplanned time in the future for each team, and is viewable as an area chart, pie chart, column chart, or table. This gadget is great for team leaders and executives to track overall planned time from current date.



6

**Team Timesheet Gadget**

The 'Team Timesheet' gadget is great for team leaders and executives to track overall worked time for a given Team.

**Team Timesheet**

26/Aug/12 - 01/Sep/12

**Web Development**

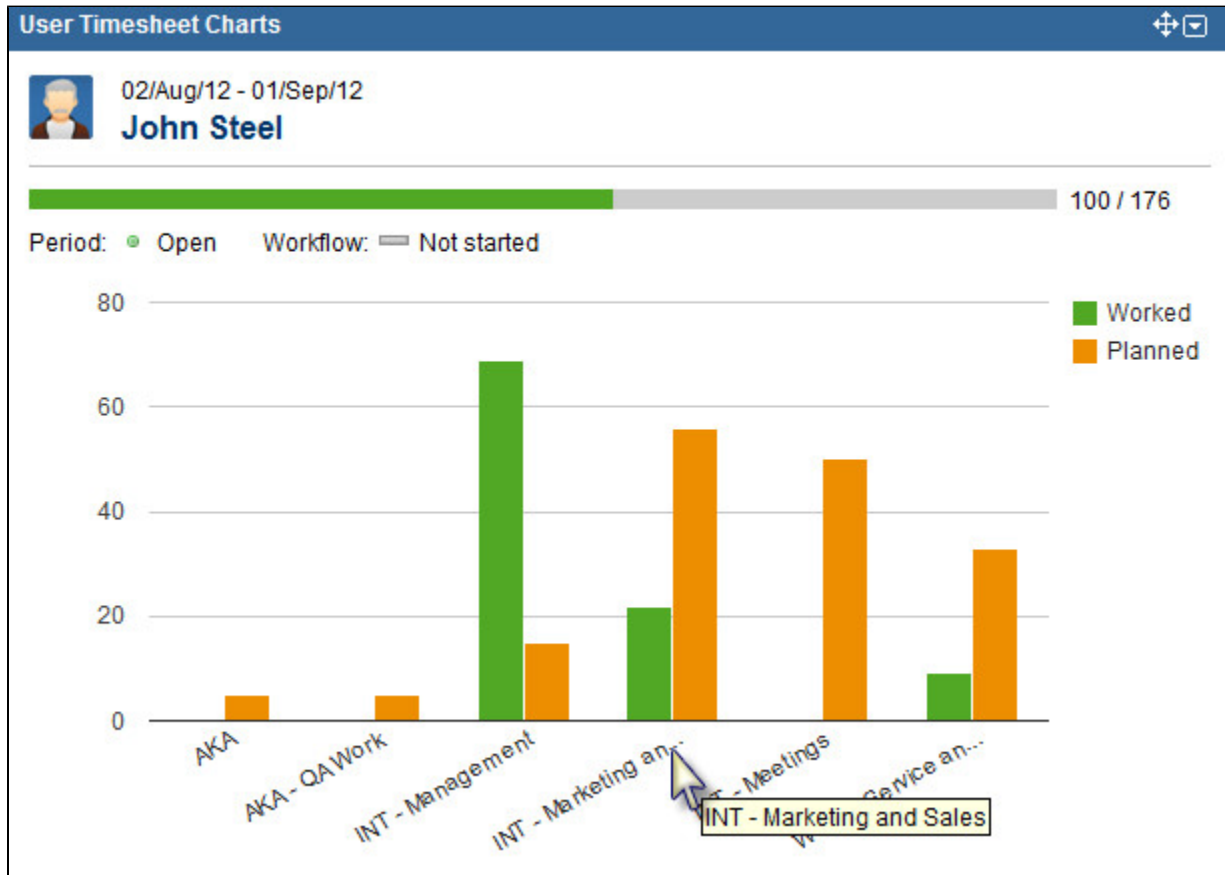
	Name		Σ	26 Aug	27 Aug	28 Aug	29 Aug	30 Aug	31 Aug	01 Sep
	Bob Johnson	✓	25		8	9	8			
	Lars Petersen	—	21		7	7	7			
	Paul Bergen	—	25.5		12	4	2.5	7		
	<b>Total:</b>		71.5		27	20	17.5	7		

7

**User Timesheet Charts Gadget**

The 'User Timesheet Charts' gadget displays current users logged hours within the current 'Period', and is viewable as a column

chart, pie chart, areas chart, or table.



8

**User Timesheet Gadget**

The 'User Timesheet' gadget displays a user timesheet for a selected period.

**User Timesheet**

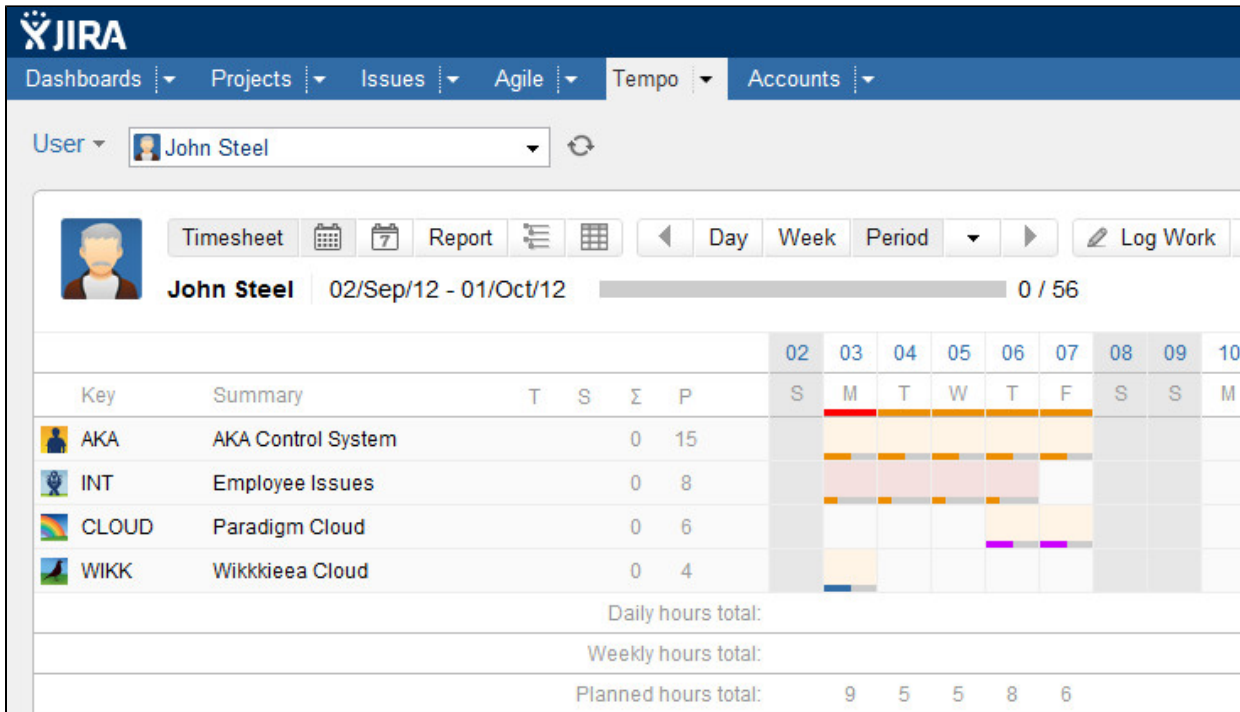
26/Aug/12 - 01/Sep/12  
**John Steel**

Issue	Summary	T	S	Σ	26 Aug	27 Aug	28 Aug	29 Aug	30 Aug	31 Aug	01 Sep
INT-5	Management Meetings	📄	👤	4		1	1	1	1		
INT-8	Meeting with clients and p...	💰	👤	20		4	4	4	4	4	
WIKK-9	Server error 232 on reques...	🚫	👤	1			1				
Total:				25		5	6	5	5	4	

9

## Project Custom Colours for Planning

Project administrators can select a custom color for a JIRA project to be displayed in Tempo timesheets. With this feature, you can easily tell, without opening the planned time dialog, that users are partially allocated to several projects.

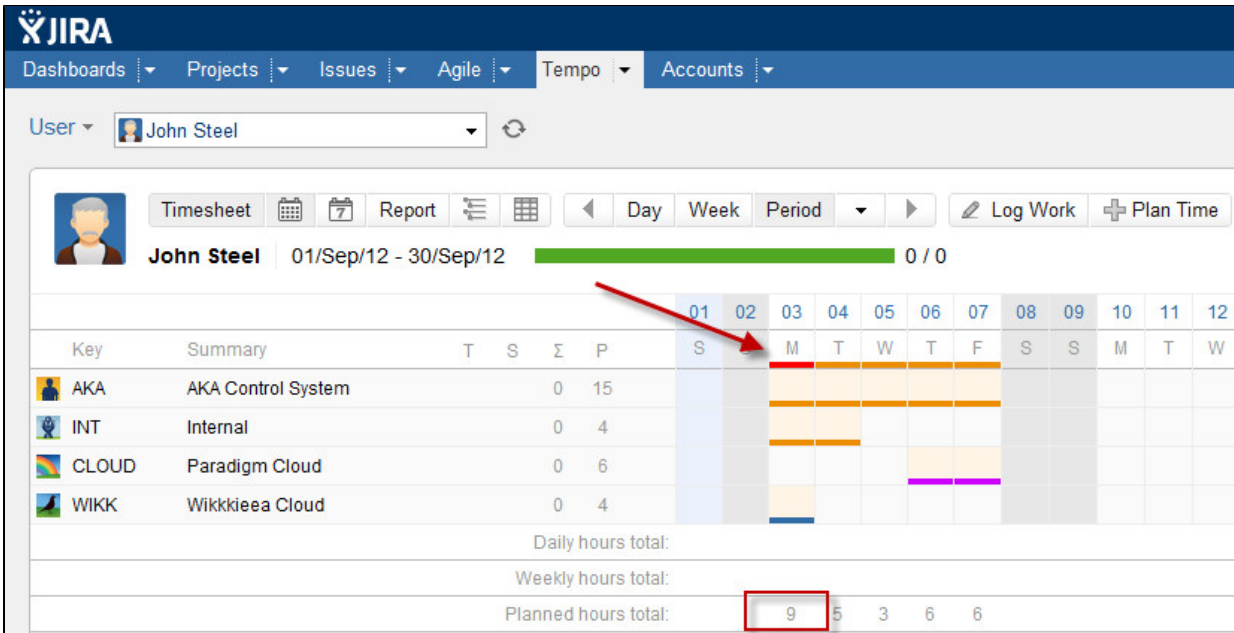


**i** This feature is not supported in JIRA OnDemand until the release of Tempo 7.3.1

# 10

## Red Bar Displayed for Over allocated Resources

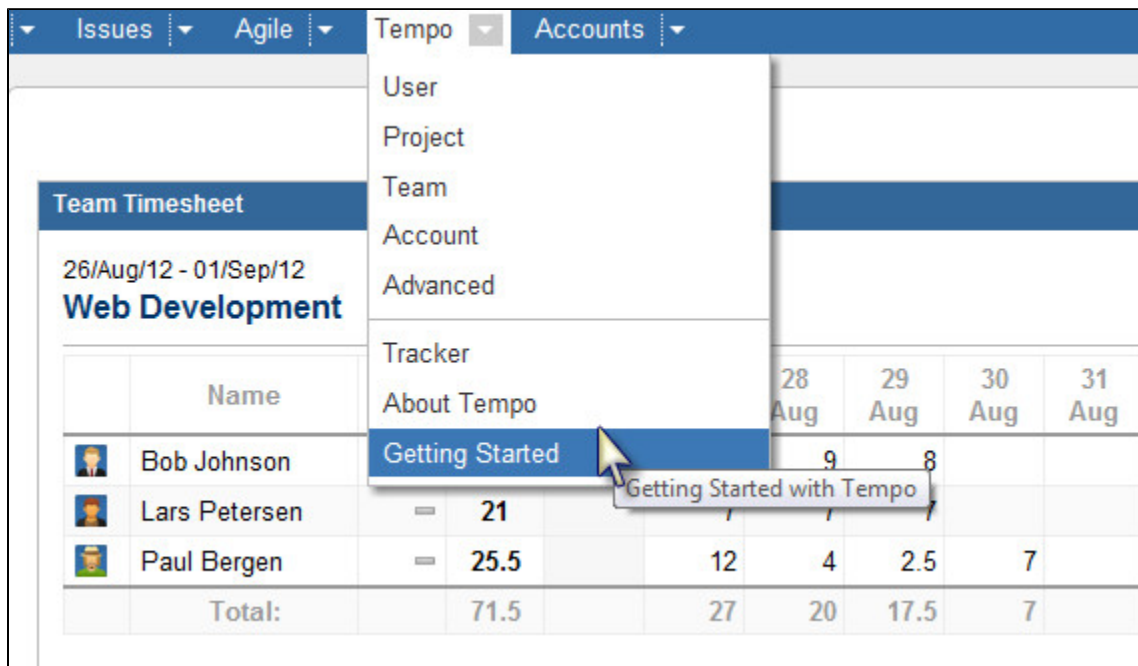
An orange bar fills the full day if the resource is fully allocated according to the user's availability. With this new feature this bar turns red if the user is over allocated.



# 11

## Tempo Getting Started

Tempo admins and users can now view tips on configuring and customizing Tempo, as well as a summary of some of the key features of Tempo.



# 12

## JQL Function for Internal Issues

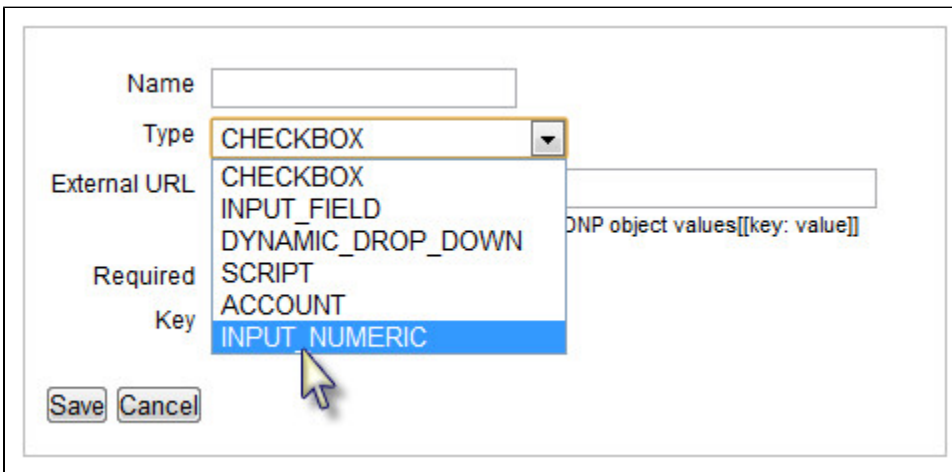
```
issuekey in internalIssues()
```

Returns all internal issues user has permission to browse.

# 13

## Worklog Attribute of type Number

This new worklog attribute is good for users that are using attributes for expenses or miles/kilometers. The values can be summed up in the exported excel file.



# 14

## New Features, Improvements, and Fixes

### New Features

- 8 new gadgets added
- A red bar is displayed in timesheets if a resource is over allocated - JTMPO-311.
- Custom project colours for planning - JTMPO-312.
- Worklog attribute of type number - **Requested in our User Voice.**
- JQL function for Internal Issues - **Requested in our User Voice.**

### Improvements

- Polish translation updates.
- Auto (Latest Version) option added to the version list in 'People in Version' gadget - **Requested in our User Voice.**
- Activity list in Tempo 'Log Work dialog' sorted by 'Updated' instead of 'Issue Key'
- Remaining estimated in Tempo Log Work dialog displayed displayed in 'Pretty Format' (7h 30m)
- Account PDF layout improved.
- Weekends and holidays marked with darker colour - JTMPO-250.
- Show user local timezone in Scheduler Administration as well as the server timezone - **Reported in our User Voice.**



## Fixes

- Next-Prev does not work in the period of DST changes - [JTMPO-423](#)
- Fix a rounding bug when logging work, certain time intervals were incorrectly stored, e.g. "2h 10m" was stored as "2h 9m" - **Reported in our User Voice.**
- Ordering of Teams in Users and Groups is not stored - **Reported in our User Voice.**
- Google Apps icons blocking the Time Tracker for OnDemand users- **Reported in our User Voice.**
- NPE in Timesheet cell log if user is logged out or session expired.
- Get Approval button disabled in Pending Manager and Approved statuses
- Removed notifications when issue is reopened (and closed) during worklog operation - [JTMPO-433](#)
- Worklogs for internal issues not showing in Team Timesheet, if user hasn't Browse permission - **Reported in our User Voice.**
- Loop in Tempo for worklog attribute with () in the name - **Reported in our User Voice.**
- Availability in plan time dialog recalculated when new user is selected in user picker.

## Tempo 7.3.1 Release Notes

### September 14th 2012

Tempo 7.3.1.1 was released today with a fix to the 'Hours worked must be larger than 0' error displayed if Billed hours is set as 0.

### September 11th 2012

The Tempo team announces the release of **Tempo 7.3.1**. This point release contains the following fixes.

## Fixes

- Fixed display of allocation bar that always showed fully booked in Tempo timesheets - [JTMPO-451](#).
- Tracker not respecting user time zone settings - **Reported in our User Voice.**
- Fixed synchronization error in attribute cache resulting in excessive error logging.

## New Features

- Project Custom Colours for Planning was released for JIRA download in [Tempo 7.3](#) and is now supported in Atlassian OnDemand

Upgrading to Tempo 7.3.1 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.3](#) for more information on the new features.

## Tempo 7.3.2 Release Notes

### October 2nd 2012

**Tempo 7.3.2.1** was released today with the following **Improvements**:

- Spanish translation updates
- Turkish translation updates

### September 21st 2012

The Tempo team announces the release of **Tempo 7.3.2**. This point release contains the following fixes.

## Fixes

- Fixed an error that set issue remaining estimate to 0 when a worklog was updated - [JTMPO-460](#) and our **User Voice.**
- Fixed allocation status for issues in Tempo timesheets - [JTMPO-451](#).
- Fixed date error in Account custom Burn-up Chart gadget.
- Added rounding to summaries in User and Team Timesheet gadgets - **Reported in our User Voice.**
- Fixed an error for users that created worklog attributes of the form "a==a==a==" - [JTMPO-410](#).

## Improvements

- Polish translation updates

Upgrading to Tempo 7.3.2 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.3](#) for more information on the new features.

## Tempo 7.3.3 Release Notes

### October 25th 2012

The Tempo team announces the release of **Tempo 7.3.3**.

This point release contains the following fixes.

#### Fixes

- Added URLDecoder to "getDynamicDropdown" parameters - **Reported in our User Voice.**
- Fixed an error when an issue was illegally marked as parent of itself - [JTMPO-483](#)

#### Improvements

- Accounts sections have now been moved within the Tempo dropdown menu.
- Tempo API Security Token configured in [Access control](#) is now mandatory.

This message is for anyone using Tempo's API for external use. If you are not currently using the Tempo API, please ignore this message.

**Due to the implementation of stricter security guidelines, the API Security token is now mandatory.**

To prepare for this change, we kindly ask those who are currently using Tempo's API to start using the API token before upgrading Tempo.

Upgrading to Tempo 7.3.3 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.3](#) for more information on the new features.

## Tempo 7.2 Release Notes

May 29 2012

#### Summary:

Tempo is proud to announce the release of Tempo 7.2, which is now available on the Atlassian Marketplace. This release includes some great new features that our users have long been waiting for, including a Real-Time Time Tracker and a Monthly Budget for Accounts.

Upgrading to Tempo 7.2 is free for all customers with an active Tempo license. New customers can purchase a license through the [Atlassian Marketplace](#).

 **Tempo 7.2 is only compatible with JIRA 5.0.x and 5.1.x**

Please go to [Tempo Timesheets Releases](#) to view the **latest version of Tempo Timesheets**.

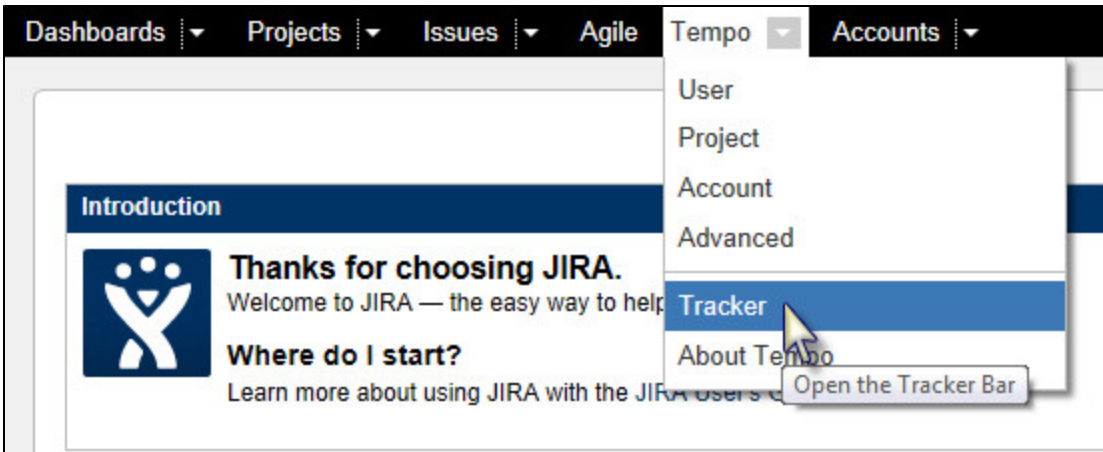
#### Highlights of this release:

- Users can start a timer to track time spent on issues.
- Set a Monthly Budget for Accounts.
- Navigate to Issue Report from the Issue Action lists.
- Tempo Team members' daily hours have been added to excel export.
- A confirmation dialog has been added to the account approval process.
- Timesheet Approval Process improvements
- Reviewer Added to User Timesheet Approval Process
- New Features, Improvements, and Fixes

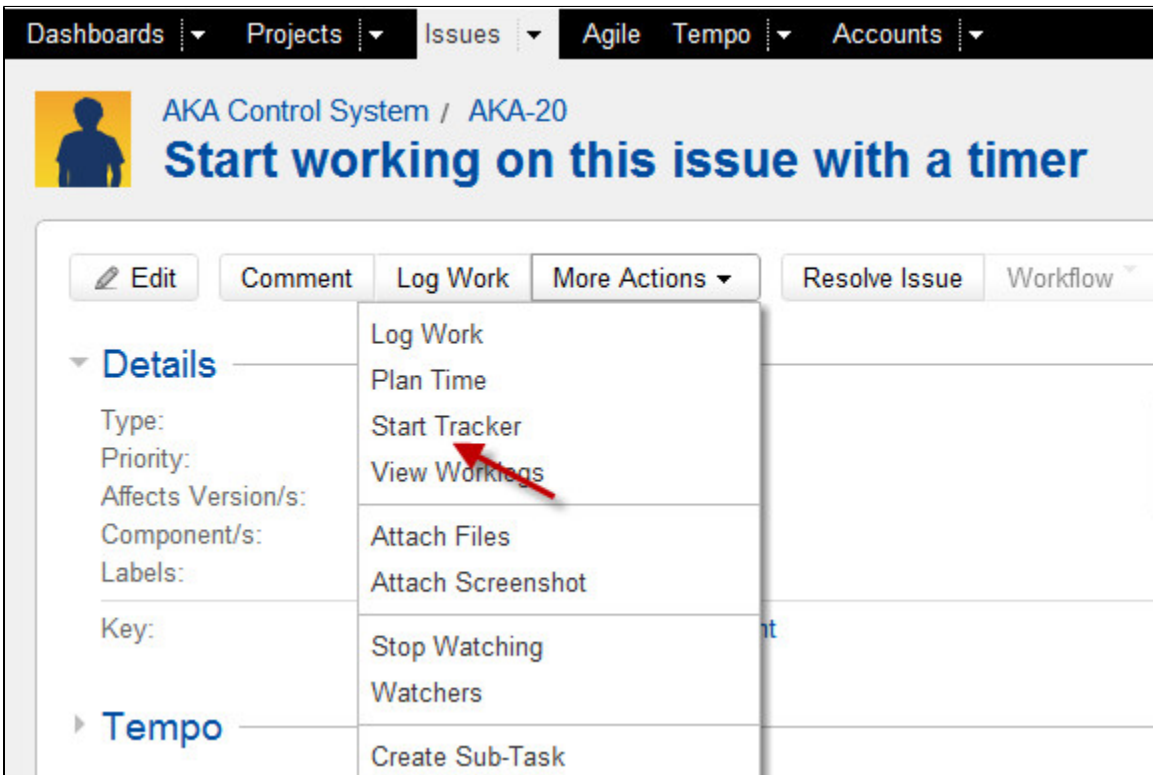


#### ***Users can start a timer to track time spent on issues.***

The Tempo Tracker works as a stopwatch on issues in JIRA, and keeps track of when you start and stop working on an issue.



Once you start working on an issue, you simply start the tracker and stop it when you are done or attend to something else.



The tracker then pre-populates the Log Work form with the start time and calculated time spent, making it super easy to enter your time accurately.

See the [Real-Time Time Tracking](#) page for more detailed information

## 2

### **Set a Monthly Budget for Accounts.**

The Account Manager can now be used to define a monthly budget for each account. It is visible on the Account Detail Page, as well as in timesheets and reports. The Monthly Budget is intended to be used for available time that can be spent on an account during a particular period.

Dashboards ▾ Projects ▾ Issues ▾ Agile Tempo ▾ Accounts ▾ + Create Issue

## Wikkkieea Cloud: Development

Summary

### Summary

**Description**

Key: 201403  
Lead: Erica Jefferson  
Contact: Thomas Head

**Project**  
Wikkkieea Cloud

**Status**

Status: open

**Budget**

Monthly Budget: 100

The Monthly Budget is displayed in the timesheet under the "MB" column. It is only displayed if an account has a defined budget. The Monthly Budget is displayed at the bottom of reports.

Dashboards ▾ Projects ▾ Issues ▾ Agile Tempo ▾ Accounts ▾ + Create Issue

Account ▾ Erica Jefferson

☰

Timesheet

Report

Log Work

**Erica Jefferson** 13/May/12 - 19/May/12

Name	Customer	S	Σ	B	MB	13	14
						S	M
201401 - Cloudbay: Development	CloudBay	●	14	14			
201402 - Cloudbay: Service and Maint	CloudBay	●	8	8			
201403 - Wikkkieea Cloud: Development	Wikkkieea	●	10	10	100		
Daily hours total:							
Weekly hours total:							

# 3

**Navigate to Issue Report from the Issue Action lists.**

A 'View Worklogs' option has been added to the 'Issue Action' list to open the issue worklog report.

Dashboards ▾ Projects ▾ Issues ▾ Agile Tempo ▾ Accounts ▾

User ▾ Lars Petersen

**Lars Petersen** 01/May/12 - 31/May/12 100 / 112

Timesheet Report Day Week Period ▾ Log Work

Key	Summary	T	S	Σ	P	T	W
AKA	Service Center			140		8	8
AKA-2	As a coach I need to have more options in regards scheduling f...			140		8	8
INT	Employee Issues						
	INT-3 Staff Meetings					8	8

View Issue  
Resolve Issue  
Edit  
Log Work  
Plan Time  
**View Worklogs**  
Attach Screenshot

# 4

**Tempo Team members' daily hours have been added to excel export.**

The 'People' worksheet in the excel export includes members' daily hours if exported from the Tempo Team Report.

	A	B	C	D	E	F	G
1	<b>Name</b>	<b>Username</b>	<b>Worked</b>	<b>Required</b>	<b>Progress</b>	2012-5-1	2012-5-2
2	Bob Johnson	bob	168	184	91,3	8	8
3	Paul Bergen	paul	171	184	92,93	7	8
4	Lars Petersen	lars	141,5	184	76,9	8	8
5							

# 5

**A confirmation dialog has been added to the account approval process.**

A confirmation dialog is now displayed when an account is set for an approval. The dialog shows the number of hours worked and billed hours, if applicable.

Day Week Period Log Work Approve

01/May/12 - 31/May/12 Status: ● Not approved

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17
E B MB	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
7.5 67.5			4				8	10									6
Daily hours total:	4		8		10												6

**Approve**

Account: **201401 - Cloudbay: Development**

Date from: **01/May/12**    Date to: **31/May/12**

Worked: **67.5**

Billed: **67.5**

## 6

### ***Timesheet Approval Process improvements***

It is now possible to submit and approve user timesheets before the period is completed. This enables users to submit their timesheet in the event that they are out of the office during the end of the period.

Log Work   
 Plan Time   
 Get Approval

Workflow: Not started

## 7

### ***Reviewer Added to User Timesheet Approval Process***

Users can now select which manager is to approve each timesheet. This is very useful if the supervisor is out of the office.

**Get Approval - John Steel**

User: **John Steel (john)**

Reviewer:  

Date from:  Date to:

Worked:

Required:

--- Pick one ---

John Steel

Laura Penn

Erica Jefferson

Lars Petersen

The reviewer defaults to the user's supervisor. A warning is displayed in the event that the user has not completed his or her required hours, or is submitting prior to the end of the period.

**Get Approval - John Steel**

User: **John Steel (john)**

Reviewer:

Date from: **27/May/12** Date to: **02/Jun/12**

Worked: **27**

Required: **40**

 **This timesheet is not complete. Are you sure you want to submit it?**

8

***New Features, Improvements, and Fixes***

**New Features**

- Create a stopwatch function - **121 votes in User Voice**
- As a manager I need to be able to view budget vs actual set value on a billing key in a billing report - **JTMPO-7**
- Team Timesheet page export to excel functionality - **JTMPO-265** and User Voice
- User Timesheet Approval Process is available at all times - **JTMPO-222** and **JTMPO-364**
- As a user I would like to issue report from the issue action list in Tempo timesheets and reports

**Improvements**

- Improved Tempo performance for large planning data sets
- Project category added to the GetWorklogs function result



- Confirmation dialog added to the User Timesheet Approval Process
- Confirmation dialog added to the Account Approval Process - **Requested in our User Voice**

#### Fixes

- IE8 arrow overlap in Plan time form - [JTMPO-375](#)
- User action fails if space is in username - **Reported in our User Voice**
- Drop-down of Administration Search (gg) extends out of browser window if invoked from Tempo Page - [JTMPO-373](#)
- Inline editing worklog description field shrink in IE8 - **Reported in our User Voice**

### Use the Universal Plugin Manager to upgrade Tempo .

#### Tempo 7.2.1 Release Notes

June 12th 2012

The Tempo team announces the release of **Tempo 7.2.1**. This point release contains the following fixes.

#### Fixes

- Excel generation in Tempo report export not working for some Tempo users - **Reported in our User Voice**.
- Issue level plans during weekends are not group correctly and do not show - **Reported in our User Voice**.
- Finding a user and pressing Enter submits planning form - **Reported in our User Voice**.
- About Tempo dialog not showing correct remaining days according to the Atlassian Marketplace trial license.

#### Improvements

- Russian translation updates

Upgrading to Tempo 7.2.1 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.2](#) for more information on the new features.

#### Tempo 7.2.2 Release Notes

June 29th 2012

The Tempo team announces the release of **Tempo 7.2.2**. This point release contains the following fixes.

#### Fixes

- Excel export corrupt if worklog description is too large - **Reported in our User Voice**.
- Column added to the API getWorklog excel export including Workdate with start-time if the feature is enabled - **Reported in our User Voice**.
- Fixed error in timesheet view. Cell coloring for planned time disappeared when work logged on same day - **Reported in our User Voice**.
- Fixed issue planning bug when inline popup empty.
- Availability in plan time dialog recalculated when new user is selected in user picker.
- Fix performance issue when worklogs registered very long time ago such as at the year 12 instead of 2012 - **Reported in our User Voice**.
- Tempo creates max 255 columns in Excel Export people sheet since Excel cant handle more columns - **Reported in our User Voice**.
- View Timesheet action from Team Timesheet fails when space is in username - **Reported in our User Voice**.
- Fixed bug in scheduler, reminder type not translated in reminder emails and in setting view and drop-downs - **Reported in our User Voice**.

#### Improvements

- Turkish translation added.
- Russian translation updates.
- French translation updates.
- German translation updates.

Upgrading to Tempo 7.2.2 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.2](#) for more information on the new features.

#### Tempo 7.2.3 Release Notes

August 9th 2012



The Tempo team announces the release of **Tempo 7.2.3**.  
This point release contains the following fixes.

#### Fixes

- Availability is calculated wrongly when planning time by selecting period from Team/project Timesheet - [JTMPO-424](#)
- Plans that extend DST change are not displayed after DST change - [JTMPO-423](#)
- Initial estimate not set when logging work in JIRA 5.1 - **Reported in our User Voice**.
- Unable to create Excel export of Team report over a weekend only.
- Fix bug in our api. Change in worklog time (not date) is not detected by "diffOnly" option - **Reported in our User Voice**
- Trim long worklog/planning description in delete dialog. This was hindering the option to click the Delete or Cancel buttons.
- Fixed a bug introduced in JIRA 5.1 that prevented users to log work on closed issues, even though that option was set in Global Configuration - **Reported in our User Voice**.
- Fix mismatch in header shading of timesheets - **Reported in our User Voice**.

Upgrading to Tempo 7.2.3 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.2](#) for more information on the new features.

### Tempo 7.2.4 Release Notes

August 21st 2012

The Tempo team announces the release of **Tempo 7.2.4**.  
This point release contains the following fixes.

#### Fixes

- Tracked time in issue don't updates the remaining estimate - **Reported in our User Voice**
- People sheet in Excel report returns NullPointerException if user has been deleted - **Reported in our User Voice**.
- Google Apps icons blocking the Time Tracker on JIRA OnDemand - **Reported in our User Voice**.

Upgrading to Tempo 7.2.4 is free for all customers with an active Tempo license.

Upgrade Tempo in JIRA **Universal Plugin Manager** and check the [Release Notes for Tempo 7.2](#) for more information on the new features.

### Tempo 7.1 Release Notes

May 3rd 2012

#### Summary:

It is with great pleasure that the Tempo team presents Tempo 7.1. This release implements many popular requests, such as improved timesheet permissions by JIRA roles. In addition, logging work with a start-time is now possible, an added feature for those who need time-stamps in their reports. We have improved the timesheet approval process, and have introduced the new Tempo Labs, where we will be implementing some of the future developments coming to Tempo. Our first entry to the labs is Tempo Account PDF Export, a huge add-on to Tempo.

Upgrading to Tempo 7.1 is free for all customers with an active Tempo license.

 **Tempo 7.1 is only compatible with JIRA 5**

Please go to [Tempo Timesheets Releases](#) to view the **latest version of Tempo Timesheets**.

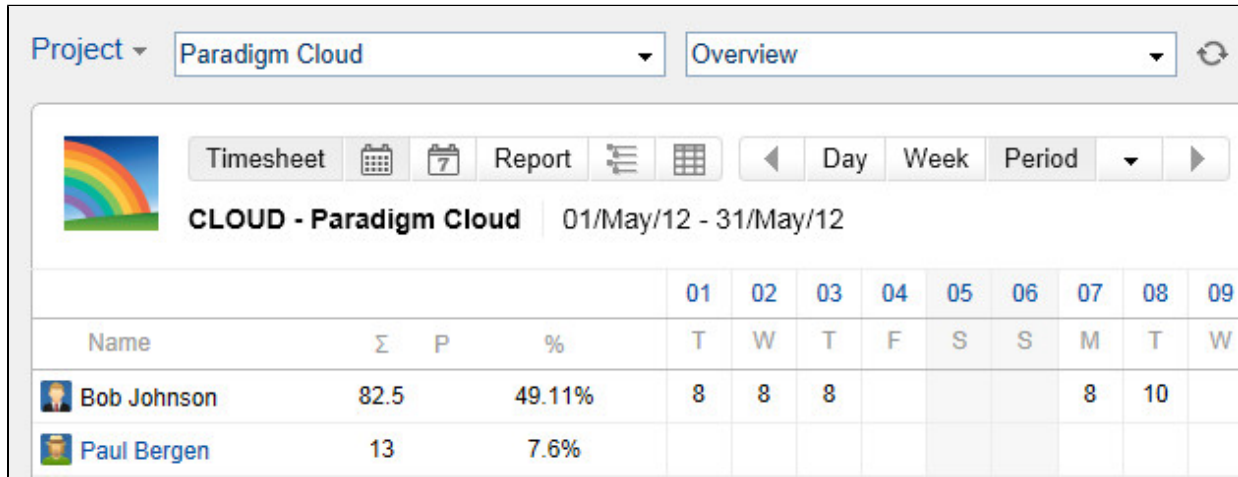
#### Highlights of this release:

- Project Role used to restrict Project Timesheet and Report View
- Start Time option added
- Timesheet Approval Process workflow actions added to the User Timesheet
- Tempo admin can configure the User Preferences for other users
- People Worksheet added to the excel export
- Tempo Labs
- New display for small screen resolutions
- New Features, Improvements, and Fixes

### Project Role used to restrict Project Timesheet and Report View

Setting more granular permissions using JIRA roles can now be configured via the [Tempo Global Configuration](#).

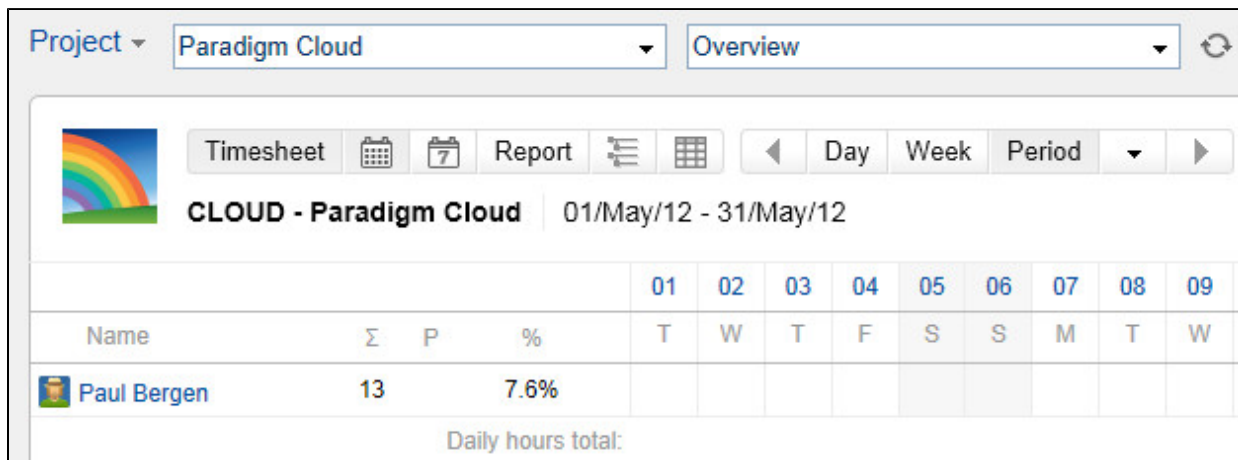
If no role is set, Tempo users can view other users' contributions for a project, but not the worklog details.



				01	02	03	04	05	06	07	08	09
Name	Σ	P	%	T	W	T	F	S	S	M	T	W
Bob Johnson	82.5		49.11%	8	8	8				8	10	
Paul Bergen	13		7.6%									

For a selected project role, a user has to be assigned to the role in order to see other users' worklogs and total sums.

Here is an example of a user who has not been assigned to the role for the CLOUD project:



				01	02	03	04	05	06	07	08	09
Name	Σ	P	%	T	W	T	F	S	S	M	T	W
Paul Bergen	13		7.6%									
Daily hours total:												

See the [Project Role to View Other Users](#) page for more detailed information.

## 2

### Start Time option added

If the 'Log work with start time' feature is enabled in 'Tempo Global Configuration' the Tempo 'Date' field is displayed as a date/time field using the current time as default.

### Log Work - John Steel

<b>Issue</b>	Issue	TST-1
Internal	Period	<input type="checkbox"/>
Activity	Date	10/Apr/12 09:10
	Hours	<input type="text"/>
	Total hours spent	39
	Remaining estimate	0
	Original estimate	2
	Description	<input type="text"/>
	First attribute	<input type="checkbox"/>
	Second attribute	<input type="text"/>

See the [Log work with start time](#) page for more detailed information.

## 3

### ***Timesheet Approval Process workflow actions added to the User Timesheet***

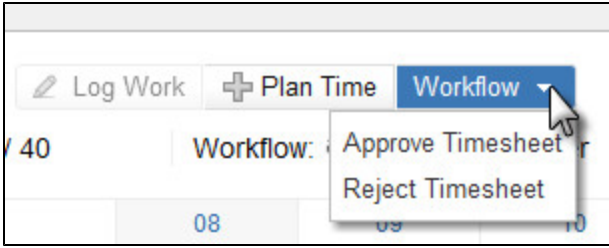
If the Timesheet Approval Process feature is enabled in the 'Tempo Global Configuration,' Tempo admins can now Approve and Reject a timesheet directly on the User Timesheet.

The screenshot shows a toolbar with three buttons: 'Log Work' (pencil icon), 'Plan Time' (plus icon), and 'Get Approval' (thumbs up icon). Below the toolbar, there is a progress indicator '24 / 24' and a workflow status 'Workflow: ! Pending User'. At the bottom, there is a time grid with columns for 08, 09, 10, and 11.

Admin clicks 'Get Approval' button for other users.

This close-up shows the 'Workflow' dropdown menu. The menu is open, showing a 'Get Approval' option with a thumbs up icon. The background shows the 'Log Work', 'Plan Time', and 'Workflow' buttons, with the 'Workflow' button highlighted by a mouse cursor.

All **'Timesheet Approval Process'** actions are also now available in the **'Workflow'** list on a **'User Timesheet.'**



## 4

### **Tempo admin can configure the User Preferences for other users**

Tempo admins can now manage user preference for their team.

A screenshot of the Tempo interface. The top navigation bar includes 'Dashboards', 'Projects', 'Issues', 'Agile', 'Tempo', and 'Accounts'. The main content area shows a project 'Paradigm Cloud' with an 'Overview' tab. Below this, there are navigation options for 'Timesheet', 'Report', and a calendar view. A rainbow icon is visible. The main report is titled 'CLOUD - Paradigm Cloud' for the period '01/May/12 - 31/May/12'. It features a table with columns for days of the week (01-05) and rows for users. The table data is as follows:

Name	Σ	P	%	01 (T)	02 (W)	03 (T)	04 (F)	05 (S)
Bob Johnson	82.5		49.11%	8	8	8		
Paul Bergen	13		7.6%					

Below the table, there are labels for 'Daily hours' and 'Weekly hours total: 24'. A gear icon is next to Bob Johnson's row, and a dropdown menu is open showing 'View Timesheet' and 'User Preferences'.

## 5

### **People Worksheet added to the excel export**

The excel file that is generated from Tempo report now includes an extra worksheet.

H12		fx			
	A	B	C	D	E
1	<b>Name</b>	<b>Username</b>	<b>Worked</b>	<b>Required</b>	<b>Progress</b>
2	Bob Johnson	bob	168	184	91,3
3	Paul Bergen	paul	171	184	92,93
4	Lars Petersen	lars	141,5	184	76,9
5					

Ready | Worklogs | **People**

As seen on the screenshot above, the 'People' sheet includes the total sum of all users' contribution and required hours within the selected period. The 'Progress' column shows the 'Ratio' of the 'Worked' and 'Required' columns.

The 'Workflow' column is added if the selected period includes the 'Timesheet Approval Process.'

	A	B	C	D	E	F
1	<b>Name</b>	<b>Username</b>	<b>Worked</b>	<b>Required</b>	<b>Progress</b>	<b>Workflow</b>
2	Bob Johnson	bob	50	40	125	Pending User
3	Paul Bergen	paul	40,5	40	101,25	Pending User
4	Lars Petersen	lars	32	40	80	Not started
5						


Worklogs | **People**

# 6

## Tempo Labs

Introducing Tempo Labs, a place for truly innovative new features that we are working on. This gives our customers a chance to enable and then collaborate with us on some of these new features, improving on them until they are released. Our first entry to the labs is Tempo Account PDF Export.

Here is an example of a PDF file generated in 'Tempo Account PDF Export':

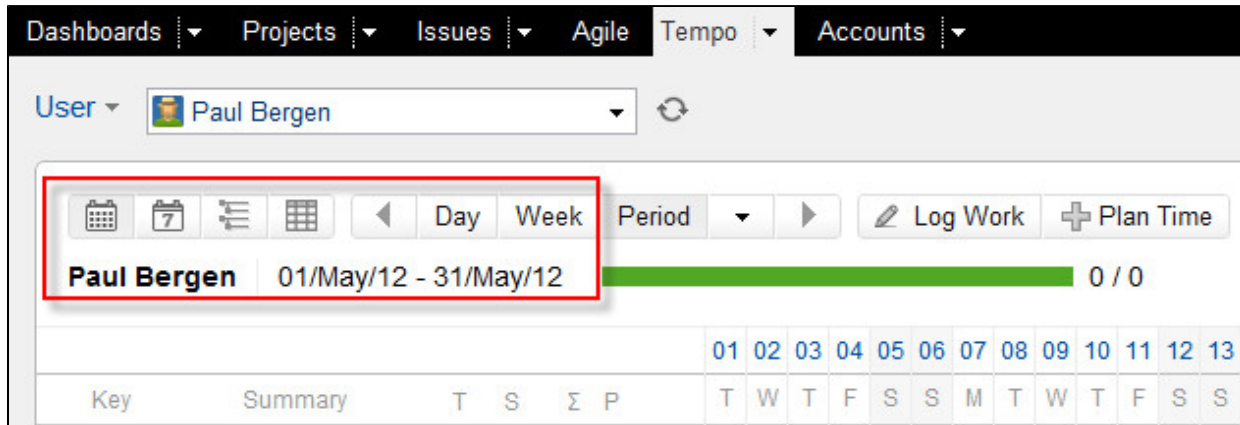
 <b>GreenCloud</b>	201402 - Cloudbay: Service and Maint
	Period: 2012-05-01 - 2012-05-31
	Contact: John Brown
	Total Hours: 12.0
<hr/>	
CloudBay Service. . . . .	12.0
CLOUD-1 - Adjust colors of banner to new logo colors see attachment. . . . .	8.0
(Reporter: Erica Jefferson)	
2012-05-18 - Working on the banner (PB) . . . . .	8.0
CLOUD-3 - All screen not working with Apple ipad - login error. . . . .	4.0
(Reporter: Erica Jefferson)	
2012-05-01 - Adjusted according to Apple new API (BJ) . . . . .	4.0
(BJ) Bob Johnson (4.0 hours)	
(PB) Paul Bergen (8.0 hours)	

See the [Tempo Account PDF Export](#) page for more detailed information.

# 7

## New display for small screen resolutions

We improved the header navigation for small screen resolutions by hiding the avatar, and simplified the views navigation bar.



# 8

## New Features, Improvements, and Fixes

### New Features

- Make it possible to set time (hours and minutes) when logging work [JTMPO-220](#) and in our **User Voice**
- As a user with small screen I want User Timesheet to render nicely
- As a Tempo admin I would like to configure Employee settings

### Improvements

- Fix performance issues when a lot of planning data and a large date range
- Only the account KEY is displayed for not editable worklogs in Tempo reports
- IPv6 is now supported in Tempo [Access control](#) - **Requested in our User Voice**

### Fixes

- 'Log Work' in inline dialog always logs for logged in user, not view user
- Error in Timezone getUsersToday - **Reported in our User Voice**
- Timesheet status check incorrect in issue view

Download Tempo 7.1 from [Plugin Exchange](#) .


## Tempo 7.1.1 Release Notes

May 14th 2012

The Tempo team announces the release of **Tempo 7.1.1**. This point release contains the following fixes.

### Fixes

- Inline editing worklog description field shrink in IE 8 - **Reported in our User Voice**.

- Time not displayed in excel export and API export - **Reported in our User Voice.**
- Tempo disabled after upgrading the UPM in JIRA - **Reported in our User Voice.**
-  Tempo 7.1.1 has been released and delivered to Atlassian for **OnDemand**. Atlassian will bundle the version according to their upgrade plan. Tempo 7.1.1.1 is released for JIRA download.

Upgrading to Tempo 7.1.1 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 7.1](#) for more information on the new features.

## Tempo 7.0 Release Notes

### Summary:

With great pleasure, the Tempo team presents Tempo 7.0. This is one of the most significant updates to Tempo since its initial release in 2009.

With massive improvements and new features and view with a complete navigation makeover, we're confident that Tempo 7.0 is the most productive and user-friendly version to date.

Upgrading to Tempo 7 is free for all customers with an active Tempo license.

### **Tempo 7.0 is released for JIRA 5 only**

Please go to [Tempo Timesheets Releases](#) to view the **latest version of Tempo Timesheets**.

### Highlights of this release:


- [Weekly Approval Process](#)
- [Advanced Timesheet and Reports](#)
- [Tempo Activity Streams](#)
- [Issue Planning](#)
- [Tempo Calendar](#)
- [Accounts](#)
- [Account Manager Improvements](#)
- [New Tempo JQL Functions](#)
- [New Tempo Navigation](#)
- [Tempo Report Based on Custom Search](#)
- [Tempo Collaborators](#)
- [Tempo Report View](#)
- [Tempo Issue Activity](#)
- [Tempo Account Link](#)
- [Team Calendar and Version Gadget](#)
- [Tempo Timesheet and Report Navigation](#)
- [Tempo Administration Improvements](#)
- [New Features, Improvements and Fixes](#)
- [What's New Video](#)



### **Weekly Approval Process**

One of the most requested feature in Tempo is to give users and option to submit their timesheet weekly. If configured in '[Tempo Global Configuration](#)' users can submit their timesheet in 'Week' view.

User ▼ ↻


Timesheet Report Day Week Period Log Work Plan Time Get Approval

**Paul Bergen** | 08/Jan/12 - 14/Jan/12 |  39 / 40 | Workflow: ● Pending User

Key	Summary	T	S	Σ
INT-1	Vacation Time			16
INT-3	Staff Meetings			5
SUPPORT-4	Monitoring the Help Desk			9
WIKK-11	WIKK-6 / Update view and controller to include (accessability module)			4
WIKK-10	Latency around noon on GMT5 reported and measured at privateNetworks			5

We also introduce a new 'Approval Confirmation Screen' in this version

### Get Approval - Paul Bergen

User: **Paul Bergen (paul)**

Date from: **08/Jan/12**    Date to: **14/Jan/12**

Worked: **39**

Required: **40**

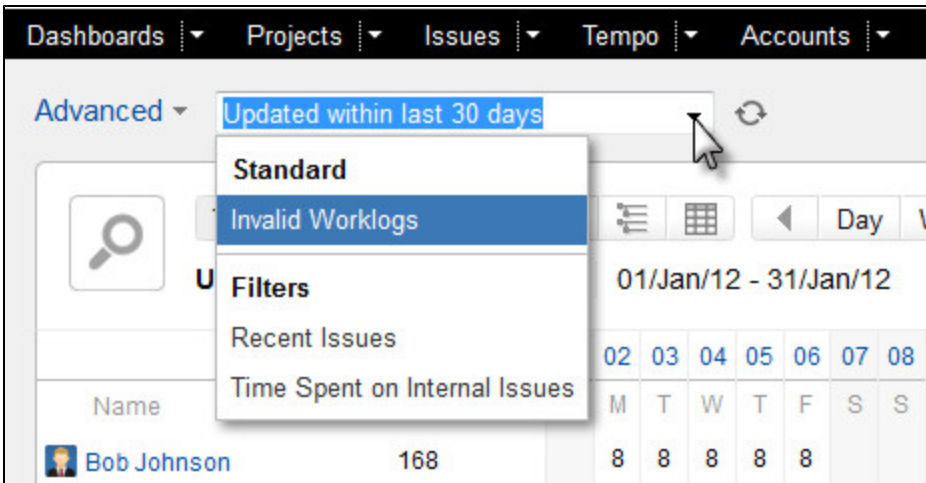
Get Approval
Cancel

## 2

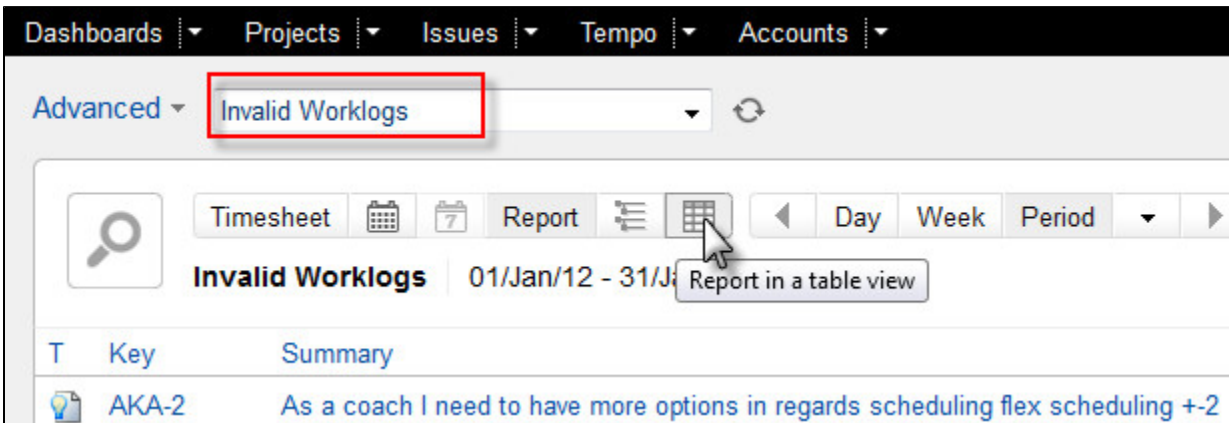
### ***Advanced Timesheet and Reports***

The Advanced Timesheet in Tempo 7 supports any of your own or shared filters, making it easy to track time if you are using kanban or other complex use cases that don't fit in the traditional team or project scope. Tempo Managers will see the timesheet grouped by users while users will only see their hours. Note that the search is based on JQL and will only return issues according to issue permissions.

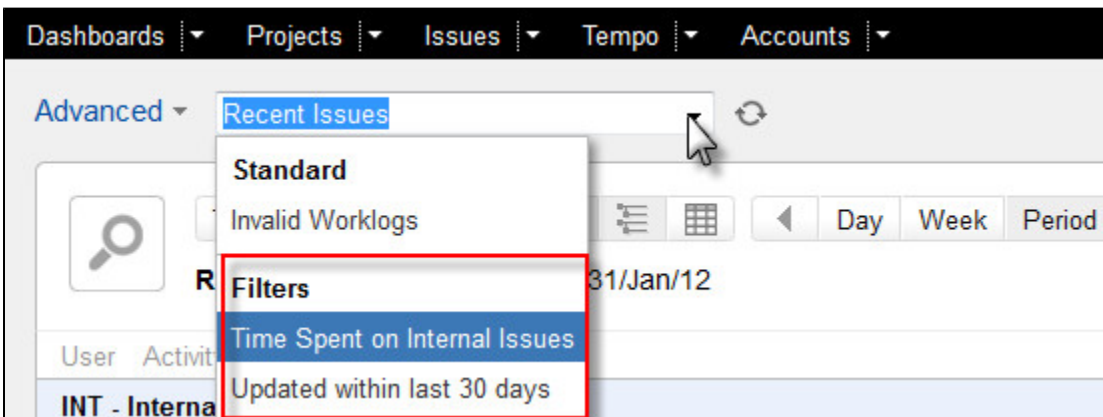




Invalid Worklogs have been moved to the Advanced menu. As before, Invalid Worklogs show all worklogs that are invalid for some reason. Most common reason is that the issue does not have some required fields set, like Account or fixVersion. Required fields are configurable in the Tempo Admin interface. Tempo 7 adds Timesheet and Report views of Invalid Worklogs.



The Advanced Menu allows you to search for a saved search (filter) in JIRA. Just type in the name of the filter and the menu will display relevant filters.

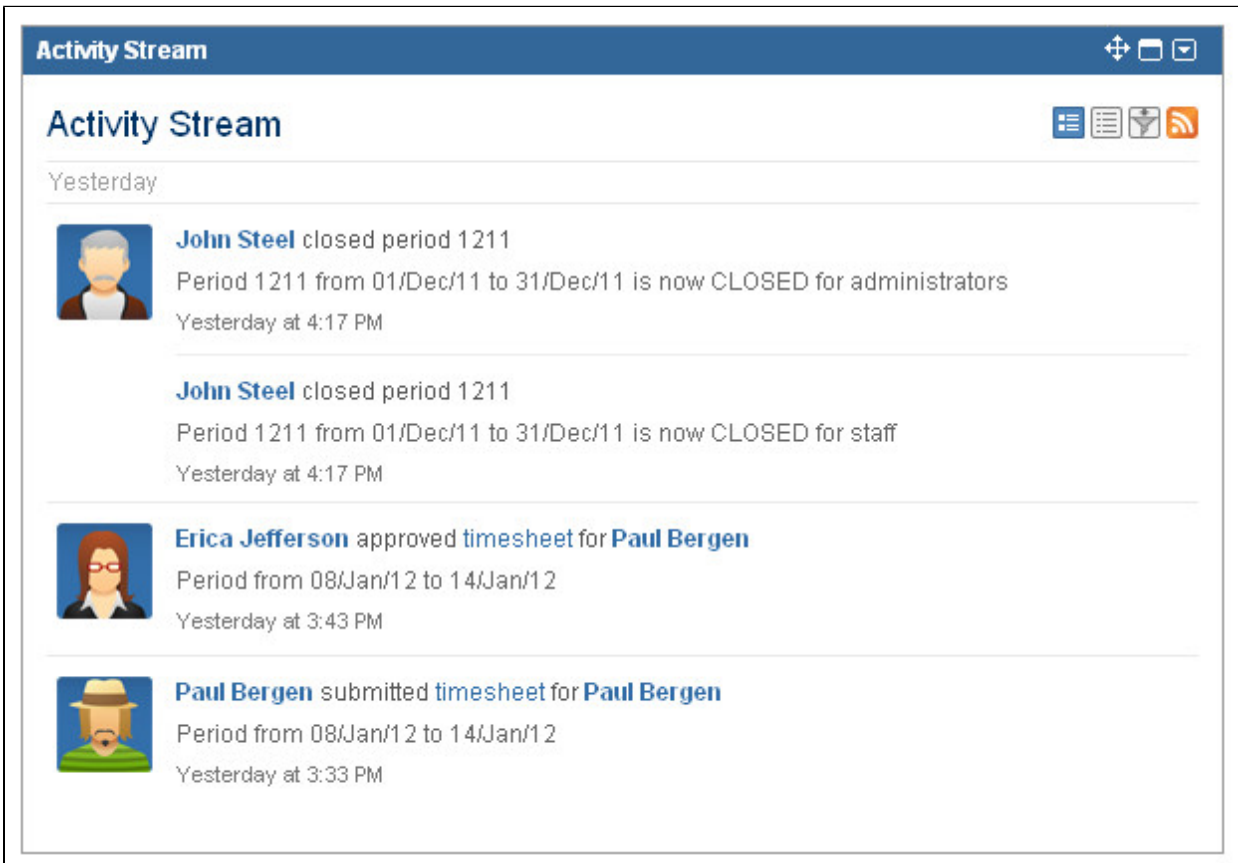


### 3

#### Tempo Activity Streams

Until now, it has often been difficult to monitor Tempo events in JIRA. With the new integration features of JIRA Activity Streams, we can finally deliver important events to users directly to their dashboards through activity streams. Tempo 7 will ship with support

for all major administrative events, such as closure of periods, timesheet approval workflows, and opening of grace periods for users. Setting up activity streams is super simple with the Activity Stream gadget. You simply select the Tempo provider from the configuration view and you are all set.



The screenshot shows the 'Activity Stream' gadget interface. At the top, there is a blue header with the title 'Activity Stream' and several icons for configuration and sharing. Below the header, the title 'Activity Stream' is repeated, followed by a row of icons for list, table, calendar, and RSS. The main content area is titled 'Yesterday' and contains four activity items, each with a user profile picture, a bold name, and a description of the event.

**John Steel** closed period 1211  
Period 1211 from 01/Dec/11 to 31/Dec/11 is now CLOSED for administrators  
Yesterday at 4:17 PM

**John Steel** closed period 1211  
Period 1211 from 01/Dec/11 to 31/Dec/11 is now CLOSED for staff  
Yesterday at 4:17 PM

**Erica Jefferson** approved timesheet for **Paul Bergen**  
Period from 08/Jan/12 to 14/Jan/12  
Yesterday at 3:43 PM

**Paul Bergen** submitted timesheet for **Paul Bergen**  
Period from 08/Jan/12 to 14/Jan/12  
Yesterday at 3:33 PM

# 4

## ***Issue Planning***

You can now plan directly on JIRA issues. In the 'More Actions' list users can select the 'Plan Time' link.

Internal / INT-8

## Meeting with clients and preparation

Edit
Assign
Assign To Me
Comment
Log Work
More Actions
Resolve Issue

**Details**

Type: Marketing and Sales  
 Priority: Minor  
 Affects Version/s: None  
 Component/s: None  
 Labels: None   
 Account: 201409 - GreenCloud: Sales and Mark

Plan Time  
Attach Files  
Attach Screenshot  
Voters  
Watch Issue  
Watchers

The 'Issue Plan Time Dialog' is displayed with the issue key and current user preselected.

### Plan Time - INT-8

User John Steel

Period

Date

Availability 8      Working days 1

Hours

Description

Add   Add and close   Cancel

Planned time on issues is also available in the timesheets and reports. The hours are aggregated to higher level entities, such as versions and projects, making it easy to have an overview of user or team schedules.

# 5

## Tempo Calendar

The 'Calendar View' is part of the new Tempo Navigation. All planned time can be viewed in this view by clicking the icon on the navigation bar.

This option is enabled in 'User', 'Project' and 'Team' timesheets if the 'Planning' feature is enabled.

Dashboards ▾ Projects ▾ Issues ▾ Tempo ▾ Accounts ▾  
 Team ▾ Management ▾

Timesheet 
 Day Week Period ▾
 
 Log Work Plan Time

**Management** 15/Jan/12 - 21/Jan/12

sun.	mán.	þri.	mið.	fim.
15/Jan/12	16/Jan/12	17/Jan/12	18/Jan/12	19/Jan/12
	Meeting with clients and preparation 2 	Employee Issues 8 	Meeting with clients and preparation 6 	

You can view a detailed 'Inline Editing Dialog' by clicking a cell in the calendar.

mið.	fim.	fös.	lau.
18/Jan/12	19/Jan/12	20/Jan/12	21/Jan/12
Meeting with clients and preparation 6 			

**INT-8 Meeting with clients and preparation**  
[View Issue](#) [Log Work](#) [Report](#)

	Date	Description	Planned
	18/Jan/12	Two customer meetings	4
	18/Jan/12	Meeting with customer	2

[Close](#)

In this dialog you can edit/delete the planned time and navigate for further information by clicking the 'Links' in the dialog. 'View Issue' takes you to the issue page, 'Log Work' allows you to quickly log work on the issue, and 'Report' takes you to the issue report.

## 6

### Accounts

Tempo 7 adds a new section to JIRA called Accounts that makes it possible for Tempo managers to access account information without going into JIRA admin. The Account page displays accounts by customer with high level account information.

[Dashboards](#) | [Projects](#) | [Issues](#) | [Tempo](#) | [Accounts](#) | [+ Create Issue](#) [Quick Search](#)

## Browse Accounts

All Accounts

### CloudBay

Account	Key	Lead	Contact	Views
<a href="#">Cloudbay: Development</a>	201401	Erica Jefferson	John Brown	<a href="#">Timesheet</a>   <a href="#">Report</a>
<a href="#">Cloudbay: Service and Maint</a>	201402	Erica Jefferson	John Brown	<a href="#">Timesheet</a>   <a href="#">Report</a>

### Wikkieea

Account	Key	Lead	Contact	Views
<a href="#">Wikkieea Cloud: Development</a>	201403	Erica Jefferson	Thomas Head	<a href="#">Timesheet</a>   <a href="#">Report</a>
<a href="#">Wikkieea Cloud: Service and Maint</a>	201404	Erica Jefferson	Thomas Head	<a href="#">Timesheet</a>   <a href="#">Report</a>

### AKA Control System

Account	Key	Lead	Contact	Views
<a href="#">AKA Control: Development</a>	201405	Lars Petersen	Ian McDougal	<a href="#">Timesheet</a>   <a href="#">Report</a>
<a href="#">AKA Control: Service and Maint</a>	201406	Lars Petersen	Ian McDougal	<a href="#">Timesheet</a>   <a href="#">Report</a>

The Account Link takes the manager to the Account Detail Page. Timesheet and Report views are also available in addition to the Account Lead and Customer Contact.

# 7

## Account Manager Improvements

The Account Manager has been improved to allow you to search for accounts that have no customer and uncategorised accounts.

## Account Manager

Set and modify customer account relationship and status.

[Accounts](#) | [Customers](#) | [Categories](#)

*All changes will be saved automatically.*

### Search

	Status	Customer	Category
development	Open	CloudBay	Development
ervice and Maint	Open	CloudBay	Service and Maint

It is now possible to search for 'Accounts', 'Customers', 'Categories' and 'Leads' in the Account search field.

The screenshot shows a software interface with a navigation bar at the top containing 'Dashboards', 'Projects', 'Issues', 'Tempo', and 'Accounts'. Below this, there is a sidebar with an 'Account' dropdown menu. The dropdown is open, showing a list of accounts, customers, categories, and leads. The selected account is '201401 - Cloudbay: Development'. The background shows a table with columns for 'Day', 'Week', 'Period', and 'Status', and a summary section with 'Daily hours total' and 'Weekly hours total'.

## 8

### New Tempo JQL Functions

We are supporting three operators to search for accounts in Tempo 7. All operators work on the account key that is set on the issues using the Account custom field.

The `accountsByCustomer()` returns every account for a specific customer. With this function you can find all open issues for a specific customer, set up a Rapid View board in GreenHopper, or even create a custom filter based on several customers that can be used to generate custom reports in Tempo.

```
Account IN accountsByCustomer("ACME")
```

Similarly for account categories, `accountsByCategory()` enables you to segment issues on account category, such as "billed", "invoiced", "internal", or whatever grouping of accounts you need.

```
Account IN accountsByCategory("BILLED")
```

For multi-project accounts, it is useful to get all accounts for specific projects. This is possible with the accountsByProject() function.

```
Account IN accountsByProject("JTMPO", "JRA", "GHS")
```

Finally, we also provide a convenient function for global accounts. Global accounts are accounts that are not related to specific projects and can be associated with any issue in JIRA.

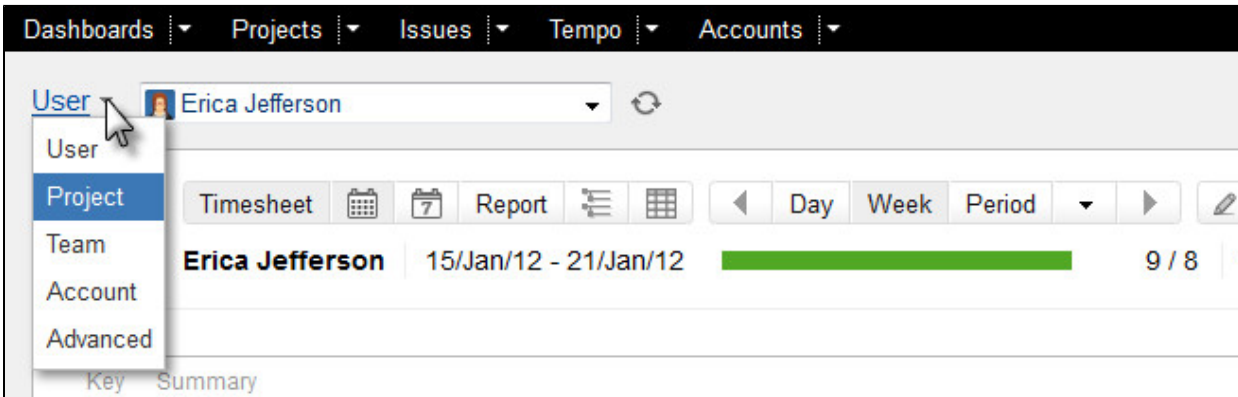
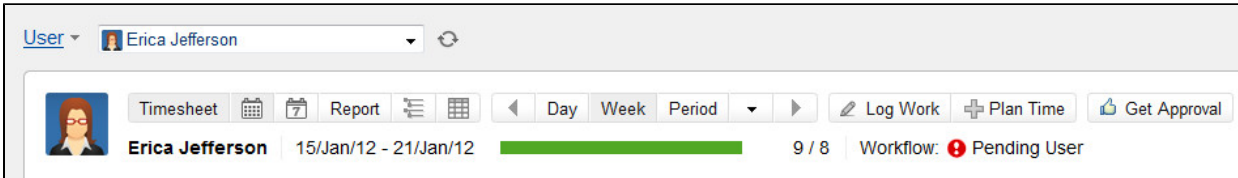
```
Account IN globalAccounts()
```

More more details check out [this blog](#) on our page

# 9

## New Tempo Navigation

The Tempo navigation has undergone a complete UI makeover with improved usability and productivity features such as one click access to reports, timesheet and the new calendar view.



# 10

## Tempo Report Based on Custom Search

This feature is one of the most requested feature from our customers. The new 'Advanced' option make it possible to view a timesheet of report based on a 'JIRA Filter'



Dashboards ▾ Projects ▾ Issues ▾ Tempo ▾ Accounts ▾ + Create Issue Quick Search

Advanced ▾ Updated within last 30 days ↻

Timesheet 📅 📅 Report 📊 📅 ⏪ Day Week Period ⏩ 📝 Log Work Views ▾ Tools ▾

Updated within last 30 days 01/Jan/12 - 31/Jan/12 Issues ▾

User	Activity	Issue	Description	Initials	Worked	Billed
<b>CLOUD - Paradigm Cloud</b>					<b>95.5</b>	<b>95.5</b>
		CLOUD - CloudBay Service			12	12
		CLOUD-1	Adjust colors of banner to new logo colors see attachment		8	8
		CLOUD-3	All screen not working with Apple ipad - login error		4	4
		CLOUD - CloudBay Sprint 4			83.5	83.5
		CLOUD-7 / CLOUD-12	Uppdate view to include controls caching		16	16
		CLOUD-8 / CLOUD-22	Create a scheduler for Google Ad-words that stores dc data on DF3		8	8
		CLOUD-8 / CLOUD-23	Create rest-service layer that can read AD-words data into campaigns		14	14
		CLOUD-9 / CLOUD-20	Enable DDR3 in all portal containers		45.5	45.5
<b>WIKK - Wikkieea Cloud</b>					<b>69.5</b>	<b>69.5</b>
		WIKK - Service and Maint			26	26

You can drill down to a project level by selecting 'Project' in the filter option list. In this view you can see the total hours for each project in the filter and Total hours for each user that has worked in the projects within the selected period.

Dashboards ▾ Projects ▾ Issues ▾ Tempo ▾ Accounts ▾ + Create Issue Quick Search

Advanced ▾ Updated within last 30 days ↻

Timesheet 📅 📅 Report 📊 📅 ⏪ Day Week Period ⏩ 📝 Log Work Views ▾ Tools ▾

Updated within last 30 days 01/Jan/12 - 31/Jan/12 Projects ▾

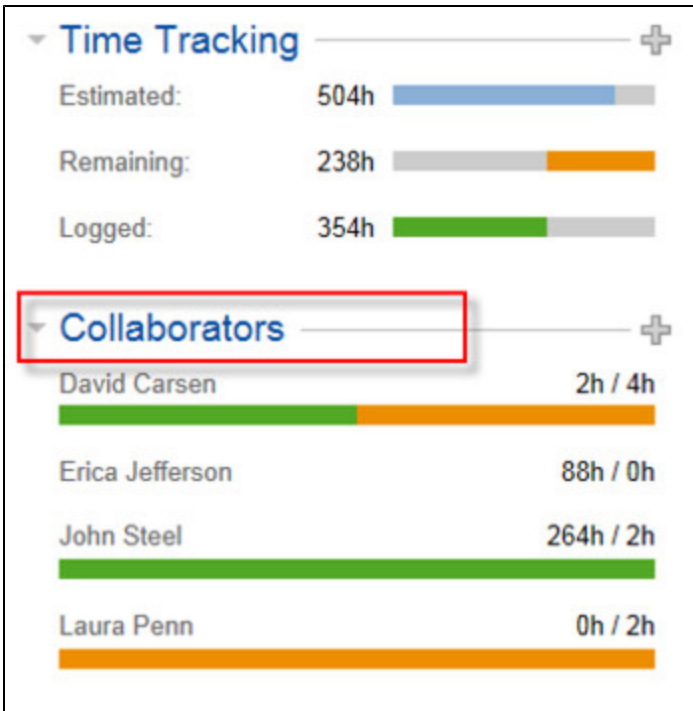
User	Activity	Issue	Description	Initials	Worked	Billed
<b>CLOUD - Paradigm Cloud</b>					<b>95.5</b>	<b>95.5</b>
<b>WIKK - Wikkieea Cloud</b>					<b>69.5</b>	<b>69.5</b>
<b>SUPPORT - Service and Support</b>					<b>123.5</b>	<b>123.5</b>
<b>INT - Internal</b>					<b>582.5</b>	<b>582.5</b>
<b>AKA - AKA Control System</b>					<b>140</b>	<b>140</b>
<b>Total</b>					<b>1011</b>	<b>1011</b>
				Bob Johnson	BJ	168
				David Carsen	DC	43.5
				Erica Jefferson	EJ	199.5
				John Steel	JS	198
				Lars Petersen	LP	141.5
				Laura Penn	LP	89.5
				Paul Bergen	PB	171

# 11

## Tempo Collaborators

The issue page now includes a new panel named Collaborators, which shows all users that are scheduled to or have collaborated on the issue and their progress. We believe this to be a great solution to have multiple "soft"-assignees on an issue and per-user estimates. Planning time is as easy as clicking the plus button in the right corner of the Collaborators panel, or from the issue action menu.





# 12

## ***Tempo Report View***

The new report format introduced as a preview in Tempo 6.3 is now the standard format for all reports. The new format is more flexible and visually enhanced from the legacy report format. See our [blog post](#) for more details.

Dashboards ▾ Projects ▾ Issues ▾ Tempo ▾ Accounts ▾ + Create Issue Quick Search

User ▾ Paul Bergen ⌂

**Paul Bergen** 01/Jan/12 - 31/Jan/12 88 / 88 Worklogs ▾

Timesheet ◀ Day Week Period ▶ Log Work Plan Time Views ▾ Tools ▾

Project	Activity	Issue	Description	Initials	Planned	Worked	Billed
<b>CLOUD - Paradigm Cloud</b>						<b>13</b>	<b>13</b>
CLOUD - CloudBay Service						8	8
🔥 CLOUD-1 Adjust colors of banner to new logo colors see attachment						8	8
	19/Jan/12		Working on the banner	PB		8	8
CLOUD - CloudBay Sprint 4						5	5
🔥 CLOUD-9 / CLOUD-20 Enable DDR3 in all portal containers						5	5
	20/Jan/12		Review	PB		5	5
<b>WIKK - Wikkieea Cloud</b>						<b>53.5</b>	<b>53.5</b>
WIKK - Service and Maint						13	13
WIKK-8 Create user button is not displaying in Safari latest build 4.23.2.2						3	3
	20/Jan/12		Safari fix	PB		3	3
WIKK-9 Server error 232 on request behind MaxCDN networks						5	5
	05/Jan/12		Bug identified and fixed	PB		5	5
WIKK-10 Latency around noon on GMT5 reported and measured at privateNetworks						5	5
	11/Jan/12		Investigate and solving the problem	PB		5	5
WIKK - Offspring Sprint 2						40.5	40.5
🔥 WIKK-6 / WIKK-11 Update view and controller to include (accessability module)						25	25
	02/Jan/12		Working on the controller	PB		7	7

13

**Tempo Issue Activity**

The 'Activity' in the Tempo 'Log Work Dialog' now show issues in issueHistory(). This is an improvement over previous versions which showed issues you have updated in the last 7 days.

**Log Work - Erica Jefferson**

Issue	Issue	Please select
Internal	Period	Please select
<b>Activity</b>	Date	WIKK-10 Latency around noon on GMT5 reported and measured at privateNetworks
	Hours	WIKK-9 Server error 232 on request behind MaxCDN networks
	Remaining estimate	WIKK-8 Create user button is not displaying in Safari latest build 4.23.2.2
	Description	WIKK-7 Users are gettin locked out after only 2 min
		WIKK-6 As a color blind person I need to have the ability to select a color blind mode
		WIKK-5 As a German/Spanish user I need to be able swithc to my language
		WIKK-4 As a new user I need to have access to a quick guide how to get started
		WIKK-3 As a mailsystem I need to be verified of any new event in Offspring user table
		WIKK-2 As a Offspring manager I need to be able to control the number of user allowed to view CP
		WIKK-1 As a user I need to be able to view personal info on stage 1
		SUPPORT-3 Chrome browser does not display sum values correctly?
		INT-8 Meeting with clients and preperation
		INT-5 Management Meetings
		INT-4 Account Management and Billing
		INT-3 Staff Meetings
		INT-2 Sick Time
		CLOUD-20 Enable DDR3 in all portal containers
		CLOUD-10 As proxy system I need to be able know if the content should be cached on not
		CLOUD-9 As a content editor I want to be able to exclude content from caching

Planned

**Tempo Account Link**

Tempo managers can now jump from the issue view to the Account Detail Page by clicking on the Account Link.

The Account Detail Pages shows key information regarding the Account and has shortcuts to Account Timesheet and Report.

Description	Status
Key: 201402	Status: open
Lead: Erica Jefferson	
Contact: John Brown	

**Project**  
Paradigm Cloud

The 'Project' link is active and can be clicked to open the 'Project Summary' page.

### Team Calendar and Version Gadget

The new navigation is very useful for 'Team Leaders' as they can now navigate with one click to the 'Calendar View' and view all planned time for the team.

The screenshot shows a gadget for 'AKA Control System' with a total of 17.5 hours. Below the gadget title, there are tabs for 'Browse', 'Timesheet', 'Report', and 'People'. A table displays the planned time for team members:

Date	Description	Planned
10/Jan/12 - 19/Jan/12	Bob in AKA	3.5
04/Jan/12 - 10/Jan/12	Lars fully planned	8
06/Jan/12 - 26/Jan/12	Paul is planned in AKA	6

A 'Close' button is located at the bottom right of the gadget.

The 'People in Version' gadget is now showing a status bar as in the 'People Pages'. This status bar is displaying the Worked vs. Planned hours for the user.

The screenshot shows the 'People in Version' gadget for 'Wikkieea Cloud / Service and Maint'. It displays a table with columns for Name, Planned, and Worked hours, along with a progress bar for each user.

Name	Planned	Worked
Bob Johnson	40	25
Paul Bergen	40	13
Total:	80	38

16

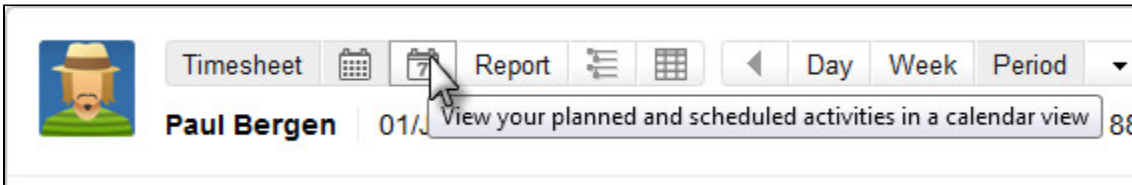
### Tempo Timesheet and Report Navigation

The top navigation has been moved to the Timesheet header, giving you quick access to different display mode of your time. Timesheet View and Calendar View are grouped together and so are the Report and Worklogs views.

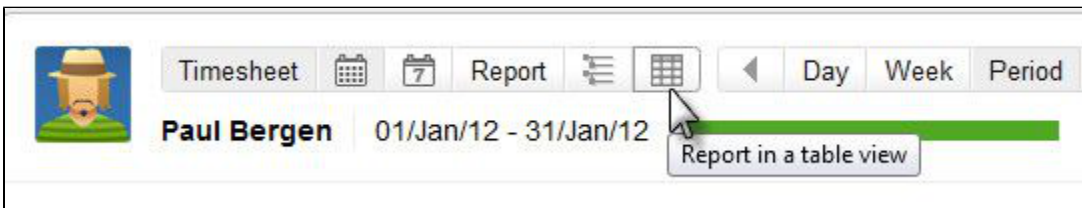
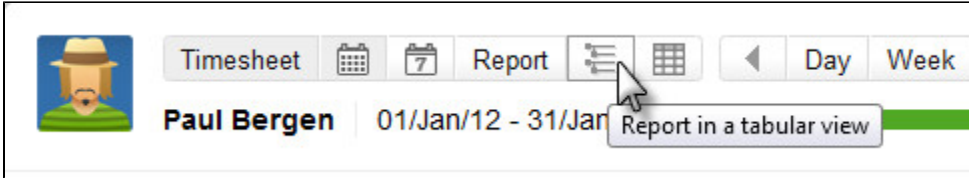
The screenshot shows the top navigation for Paul Bergen. The 'User' dropdown is set to 'Paul Bergen'. The navigation bar includes buttons for 'Timesheet', 'Report', and 'Log Work', along with a 'Plan Time' button. The 'Timesheet' button is highlighted with a red box. Below the navigation bar, the user's name 'Paul Bergen' and the date range '01/Jan/12 - 31/Jan/12' are displayed, along with a progress bar and the total hours '88 / 88'.

The first button takes you to the traditional Timesheet, next button takes you to the Tempo Calendar.

This close-up screenshot shows the navigation buttons for Paul Bergen. The 'Timesheet' button is highlighted with a red box, and a tooltip is visible over it that reads 'Timesheet in grid view /12'.



Reports and Worklogs have been joined under Report in tabular and table views.



# 17

## Tempo Administration Improvements

All administration pages are now with the new JIRA 5 look and feel. A link is also to our online documentation for further information on the subject.

### Users and Groups

There are two user roles in Tempo. Tempo Admin and Tempo User.

In the Users and Groups settings a group is selected for each role.

The default groups used for each role are jira-administrators and jira-developers.

In Tempo you can select admin and user groups for each team in your company.

Order	Team	Tempo Admin	Tempo Users	Operations
↑ ↓	Management	tempo-management-admin	tempo-management-user	<a href="#">Edit</a>   <a href="#">Delete</a>
↑ ↓	Service & Maint	tempo-service-admin	tempo-service-user	<a href="#">Edit</a>   <a href="#">Delete</a>
↑ ↓	Cloud Development	cloud-dev-admin	cloud-dev-user	<a href="#">Edit</a>   <a href="#">Delete</a>
↑ ↓	Web Development	web-dev-admin	web-dev-user	<a href="#">Edit</a>   <a href="#">Delete</a>

?

# 18

## New Features, Improvements and Fixes

## New Features

- As a user I would like to be able to generate a report based on a custom filter search [JTMPO-150](#)
- Make Account Key clickable in issue [JTMPO-324](#)
- As a user I would like to see planned % for a team or multiple projects - **Requested in our User Voice**
- As a user I would like to see a report for all customers [JTMPO-320](#)
- As a manager I would like to see a report for an account category
- As a manager I would like to see a report for a global account
- As a user I would like to perform worklog actions instead of issue actions in worklog view - **Requested in our User Voice**
- An option to add a Security Token to the 'API Access Control' - **Requested in our User Voice**

## Improvements

- Progress Bar and worked/planned ration added to 'People In Version' gadget
- Summary worksheet removed from the 'Excel' export in reports
- Issue Key in the 'Inline Editing' dialog is now an active link - [JTMPO-335](#)
- German and Polish translations updated
- Long drop downs are hard to navigate - [JTMPO-262](#)
- Auto-resize improvements in 'Log Work' dialog description - **Requested in our User Voice**
- CSV template for importing account information added to the 'Account Manager'
- Account list item not displayed in navigation if 'Account Manager' is not configured - [JTMPO-152](#)

## Fixes

- In the issue navigator, the billing key column shows a possible value for the billing key - [JTMPO-211](#)
- Timesheet Header to stay on top - [JTMPO-286](#)
- Day view of timesheet only presents issues that work has been logged to [JTMPO-287](#)
- Entered time actions not displaying completely [JTMPO-301](#)
- NPE thrown when viewing People for Version [JTMPO-313](#)
- Can't delete planned time after removing internal activity [JTMPO-315](#)
- Start/End-Calendar popups start with different weekday [JTMPO-339](#)
- Tempo's plan time dialog shows a Javascript error when Period checkbox is checked/unchecked .... [JTMPO-342](#)
- 'Move/Split worklog' operation of Tempo fails on IE9 [JTMPO-345](#)
- Wrong date in 'Log Work' dialog (missing user timezone support) [JTMPO-334](#)
- Inline worklog attribute doesn't clear if logged with 'Add' button in the 'Log Work Dialog' - **Reported in our User Voice**
- Global Billing Keys don't show in Customer Report - **Reported in our User Voice**
- Tempo plugin does not respect the User avatar image of a user [JRA-26737](#)
- On IE9, Tempo's Log Work dialog fails when 'Add/Add and Close' button is pressed using the Enter key [JRA-26730](#)
- Green tick displayed in Tempo reports if an url is included in the worklog description - **Reported in our User Voice**
- Plan time dialog shows an alert popup when user names with special chars are pickedy - [JRA-26735](#)
- Remove java.lang.NoSuchMethodException from the JIRA logs - **Reported in our User Voice**
- Tempo's shortcut - 't' requires two key board presses to launch Tempo from Dashboard/Project page - [JRA-26755](#)

## What's New Video

Download Tempo 7.0 from [Plugin Exchange](#) and read our [blog announcement for the version](#).

## Tempo 7.0.2 Release Notes

March 5th 2012

The Tempo team announces the release of **Tempo 7.0.2** as Tempo 7.0.1 was an 'Internal' release. This point release contains the following fixes.

## Fixes


- Tempo ignoring JIRA's and user's time zone settings - **Reported in our User Voice.**
- Global Account Keys separator displayed in 'Log Work' dialog - **Reported in our User Voice.**
- Billing key not set in IE9 after Tempo upgrade - **Reported in our User Voice.**
- User avatars not displayed after upgrade - **Reported in our User Voice.**
- Log Work Issue search results extending past the viewable browser frame - [JTMPO-350](#).
- Active Objects data moved to larger database fields.
- Users can change logged times in the 'Day view inline editing dialog' though the timesheet is in 'Approval' state - **Reported in our User Voice.**
- Worklog edit/Report inline dialog does not allow edit empty description if logged in JIRA Log Work dialog - **Reported in our User Voice.**
- Worklog attributes not editable in report if nothing has been selected when worklog was created
- Optimized Active Objects query for large date ranges



Upgrading to Tempo 7.0.2 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 7.0](#) for more information on the new features.

## Tempo 7.0.3 Release Notes

 April 24th 2012

**Tempo 7.0.3.2 released for JIRA 5.0 - 5.0.3 and some minor bug fixes**

**March 22th 2012**

The Tempo team announces the release of **Tempo 7.0.3**

This point release contains the following.

### New Features

- Add possibility to get a list of all Tempo users that are receiving email via the scheduler

### Fixes

- Data display from a 'Filter Search' in 'Advanced' result limited to 100 as in User Timesheet - **Reported in our User Voice.**
- Extra table header when Timesheet is printed from a browser - **Reported in our User Voice.**
- Issue Status in Tempo Vs from a JQL search not the same after log work to CLOSED issues - **Reported in our User Voice.**
- Fixed error in account manager. Unable to change Global key property in the Edit Billing Key/Edit Account form - **Reported in our User Voice.**
- Tempo activity should not be displayed in 'Project Activity' - **Reported in our User Voice.**
- Period column in 'Report Excel Export' displays period on the form ddmmyyyy but should not display anything when 'Date Range' is selected - **Reported in our User Voice.**
- Tempo admin can not Move/Split/Delete a worklog for Tempo users if own timesheet is in closed Approval process state - **Reported in our User Voice.**
- People pages available in OnDemand if Tempo is disabled - **Reported in our User Voice.**
- Fix NPE when user's displayName is null
- Fixed an error in Account dropdown when lead happened to be a user name
- Strange behaviour after log work to CLOSED issue - **User Voice** and [JTMPO-370](#)


### Improvements

- New Improved 'Worklog Validation' with admin user field added to validate if admin can log work for other users on the selected date.
- Russian translation added
- Czech translation added

Upgrading to Tempo 7.0.3 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 7.0](#) for more information on the new features.

## Tempo 6.5 Release Notes

 April 24th 2012

**Tempo 6.5.0.2 released with some minor bug fixes**

**March 5th 2012**

The Tempo team announces the release of **Tempo 6.5 for JIRA 4.4.x**

 **Tempo 6.4.3 is the latest stable version for JIRA 4.2.x - 4.3.4**

### Fixes

- Tempo ignoring JIRA's and user's time zone settings - **Reported in our User Voice.**
- Time Zone info added to formatted date in scheduler emails to show exact time of scheduler close date.
- Global Account Keys separator displayed in 'Log Work' dialog - **Reported in our User Voice.**
- Billing key not set in IE9 after Tempo upgrade - **Reported in our User Voice.**
- NPE thrown when viewing People for Version [JTMPO-313](#)
- Wrong date in 'Log Work' dialog (missing user timezone support) [JTMPO-334](#)
- Plan time dialog shows an alert popup when user names with special chars are pickedy - [JRA-26735](#)
- Inline worklog attribute doesn't clear if logged with 'Add' button in the 'Log Work Dialog' - **Reported in our User Voice.**
- Green tick displayed in Tempo reports if an url is included in the worklog description - **Reported in our User Voice.**
- Start/End-Calendar popups start with different weekday [JTMPO-339](#)

- Users can change logged times in the 'Day view inline editing dialog' though the timesheet is in 'Approval' state - **Reported in our User Voice.**
- Log Work Issue search results extending past the viewable browser frame - [JTMPO-350](#)

Upgrading to Tempo 6.5 is free for all customers with an active Tempo license.

Download Tempo for JIRA 4.4.x or check [The latest Release Notes](#) if you are upgrading to **JIRA 5**.

## Tempo 6.5.1 Release Notes

29. June 2012

The Tempo team announces the release of **Tempo 6.5.1** for **JIRA 4.4.x**.

### Improvements

- Atlassian Marketplace license support

Upgrading to Tempo 6.5.1 is free for all customers with an active Tempo license.

-  Tempo 6.5.1.1 released July 12. 2012 - Fix link to default Timesheet
-  Tempo 6.5.1.2 released July 20. 2012 - Fix error during Tempo startup
-  Tempo 6.5.1.3 released September 25. 2012 - *Tempo tab visible to all users* bug fixed

Check the [Release Notes for Tempo 6.5](#) for more information on the new features.

## Tempo 6.4 Release Notes

12 October 2011

The Tempo team is proud to announce the release of **Tempo 6.4 for JIRA 4.2.x - 4.4.3**

This release provides few major enhancements to Tempo such as the ability to customize Tempo scheduler emails, log billable vs worked time in the log work dialog. We have added internal activity for planning, that can be used for out-of-office planning such as vacation. There are also major API performance improvements. We are pleased to introduce the first Tempo JQL function, which can be used to search for issues assigned to Tempo teams.


Upgrading to Tempo 6.4 is free for all customers with an active Tempo license.

### Highlights of this release:

- [Admin can Customize the Tempo Scheduler Emails](#)
- [Billed Hours Field Added to Log Work Dialog](#)
- [Internal Activity for Planning](#)
- [Time Tracking Permissions Options Added](#)
- [JQL Function for Teams](#)
- [Improvements and Fixes](#)



### ***Admin can Customize the Tempo Scheduler Emails***



Tempo Scheduler '**Reminders**' e-mail templates can be edited according to your needs. The  icon is displayed for an active '**Status Reminder**'



## Tempo Scheduler (beta)

The table below shows the name and type of the scheduler along with scheduling statuses of email reminders and the next

### Current Scheduler Settings

Name	Type	Status Reminder	Late Reminder	Active	Last
Weekly Scheduler	weekly	✔ Sun Oct 16 23:59:59 GMT 2011 	✔ Mon Oct 17 11:59:59 GMT 2011 	✔	

[Disable Tempo Scheduler](#)

[Test Scheduler Email](#)

A grace period can be granted to certain users in the Team Timesheet. All open grace periods can be viewed here below




On the 'Edit Template For Status Reminder' page you can edit the 'HTML', select 'Parameters' from a list of available parameters and send a 'Test Scheduler Email' from the scheduler.

## 2

### Billed Hours Field Added to Log Work Dialog

If the 'Tempo admin can set billed hours' feature is enabled the 'Billed hours' field is added to the Tempo 'Log Work Dialog'

### Log Work - Erica Jefferson

<b>Issue</b>	Issue: <input type="text"/>
Internal	Period <input type="checkbox"/>
Activity	Date: 11/Oct/11 
	Hours: <input type="text"/> <b>Billed hours</b> <input type="text"/>
	Total hours spent:
	Remaining estimate: <input type="text"/> Original estimate:
	Description: <input type="text"/>

 This option can now be selected separately for Tempo admins and Tempo users

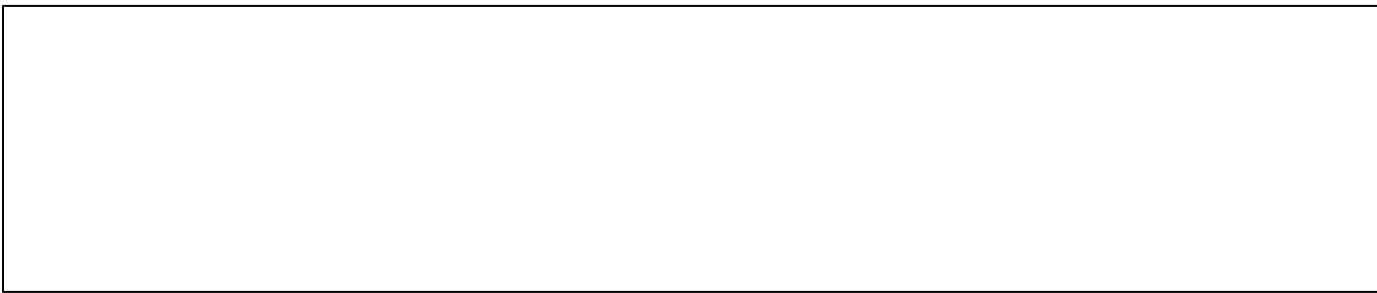
## 3

### Internal Activity for Planning

'Activity' is a 'Project', 'Version' or a 'Component'.

Internal activity is intended for vacation planning and other 'Out of Office Time'.

In the user timesheet the internal activities are displayed with a **different color** than other time allocations for the user.



## 4

### **Time Tracking Permissions Options Added**

These two options has been added in 'Tempo Global Configuration'

- Limit entries per day to no more than 24 hours - [JTMPO-17](#)
- As an admin I would like to limit log work to the future to X months - **Requested in our User Voice**

#### **Time Tracking Permissions and Validation**

- Tempo admin can log work for Tempo users
- User can not log work on parent issues
- Remaining estimate is optional
- Worklog description is optional
- Allow logging on closed billing keys

Max hours per day per user:

Users allowed to register time into future:

## 5

### **JQL Function for Teams**

You can now search for 'Tempo Team' members using our JQL function in JIRA

Query line: 1 character: 15

assignee in te

team("")

The team function is useful to search for issues based on user fields, such as assignee and reporter

Query line: 1 character: 36

assignee in team("Web Development")

Search  Auto-complete

Displaying issues 1 to 12 of 12 matching issues.

T	Key	Summary	Assignee
	WIKK-15	WIKK-4 / Add to view help popout menu	Bob Johnson
	WIKK-12	WIKK-6 / Test with disability user group	Paul Bergen

## 6

### Improvements and Fixes

#### Improvements

- Performance improvements in [GetWorklog API](#) service.
- An option added in to prevent time-tracking on 'Not Editable Issues' - Requested in [JTMPO-295](#)
- **'All Components'** column added to the excel export from reports.

#### Fixes

- Tempo is crashing JIRA when I run a number fo reports using the Servlets API - [JTMPO-293](#)
- Tempo crash on project timesheet - **Reported in our User Voice**
- Timesheet issue grouping not working - [JTMPO-288](#)
- IE 8 crashes in Tempo 6.3.2 - [JTMPO-294](#)
- Remaining estimate can not be cleared though it's set optional in Global Config - **Reported in our User Voice**
- Limit timetracking in future days affects Tempo planning - **Reported in our User Voice**

[Upgrade Tempo now or get started with a free 30-day trial](#)

### Tempo 6.4.1 Release Notes

21 October 2011

The Tempo team announces the release of **Tempo 6.4.1**. This point release contains the following fixes.

#### Fixes

- DST (Daylight Savings Time) error when logging hours with a South American localization - **Reported in our User Voice**.
- Tempo changes the state of issue to "reopened" for non-jira workflows - [JTMPO-298](#).
- Minor bug fix in Billed hours field in the Tempo 'Log Work Dialog'

Upgrading to Tempo 6.4.1 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.4](#) for more information on the new features.

## Tempo 6.4.2 Release Notes

7. November 2011

The Tempo team announces the release of **Tempo 6.4.2**. This point release contains the following fixes and improvements.

### Fixes

- Licence handling for Atlassian OnDemand environment.
- Current date in JIRA calendar is not the same as in Tempo calendar - **Reported in our User Voice**.
- Billed hours should not display in Log Work dialog for internal issues
- NPE in PropertyManager - **Reported in our User Voice**.
- Worked hours displayed in Tempo reports though the option is not selected - **Reported in our User Voice**.
- java.lang.NoSuchMethodException: Unknown property 'UPDATED' displayed in the logs - **Reported in our User Voice**.
- XML with international characters not correct on Windows servers - **Reported in our User Voice**.


### Improvements

- Parent issue summary is now displayed as a tool-tip - **Requested in our User Voice**.
- Users can plan time within closed periods.

Upgrading to Tempo 6.4.2 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.4](#) for more information on the new features.

## Tempo 6.4.3 Release Notes

 April 24th 2012

**Tempo 6.4.3.1 released with some minor bug fixes**

30. December 2011

The Tempo team announces the release of **Tempo 6.4.3**. This point release contains the following fixes.

### Fixes

- Fixed sorting error when issue keys are of the form ABC-DEF-123 - [JTMPO-317](#)
- When using Greenhopper Rapid Board, using Log Work button within issue returns error - [JTMPO-329](#)
- NPE in BillingKeyManager - **Reported in User Voice**
- Fixed default value for account CF when only one account on the project - [JTMPO-211](#)
- Team Gadget shows required hours for everyone based on the first user - **Reported in User Voice**
- Billed hours get reset if work log is moved to another issue - **Reported in User Voice**
- Added safeguard for very large queries. Fixes this bug 'No 'Add user' available in People on a JIRA project' - **Reported in User Voice**
- Can't delete planned time after removing internal activity - [JTMPO-315](#)
- Translation missing for 'tempo.workflow.status.approved' - [JTMPO-319](#)

Upgrading to Tempo 6.4.3 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.4](#) for more information on the new features.

## Tempo 6.4.4 Release Notes


29. June 2012

The Tempo team announces the release of **Tempo 6.4.4** for **JIRA 4.2.x - JIRA 4.3.x**.

### Improvements

- Atlassian Marketplace license support

Upgrading to Tempo 6.4.4 is free for all customers with an active Tempo license.

 Tempo 6.4.4.1 released July 12, 2012 - Fix link to default Timesheet

**i** Tempo 6.4.4.2 released July 20, 2012 - Fix error during Tempo startup

Check the [Release Notes for Tempo 6.4](#) for more information on the new features.

## Tempo 6.3 Release Notes

### 2 September 2011

The Tempo team is proud to announce the release of Tempo 6.3. This release provides an interface to manage customer accounts, custom filters for time sheets, preview of new Tempo reports, enhancements to planning and more.

**i** All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 6.3 is free for all customers with an active Tempo license.

#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,1582]

# 1

### **Billing Key Management in the UI**

This highly requested feature allows users to manage billing keys easily in a user interface. This will provide an easy way to add and edit keys, customers and categories.

JIRA admin has to enable this feature or import keys via CSV or webservice as in previous versions.

### Customer Account Management

**Billing Keys** Customers Categories

Set and modify customer account relationship and status.

**i** All changes will be saved automatically.

All 10 items All (10) Search Download Account Information

Add Billing Key

ID	Name	Status	Customer	Category	JIRA project(s)	Global Item
201401	Cloudbay: Development	Open	CloudBay	Development	AKA	No
201402	Cloudbay: Service and Maint	Open	CloudBay	Service and Maint	CLOUD	No
201403	Wikkieea Cloud: Development	Open	Wikkieea	Development	WIKK	No
201404	Wikkieea Cloud: Service and Maint	Open	Wikkieea	Service and Maint	WIKK	No

# 2

### **New Tempo Reports**

We are excited to give you a sneak-peak of the next generation reports in Tempo that we are shipping with Tempo 6.3 as a

preview. The new reports will be released with Tempo for JIRA 5. We release this as a preview so you can try it out and give us feedback so we can improve this feature.

Report User  
Paul Bergen

Log Work Plan Time Previous Next Current Day Week Period

01/Aug/11 - 31/Aug/11 Period

Project	Activity	Issue	Description
<b>SUPPORT - Service and Support</b>			
		SUPPORT - Service Box 2010	
		SUPPORT-3 Chrome browser does not display sum values correctly?	
		26/Aug/11	Working on the fix
<b>AKA - AKA Control System</b>			
	AKA - Custom Development		

The biggest change is that the reports are more tabular than before and worklog attributes have been moved to a column and don't need to be expanded from the report filter view. The print view has also been improved from the old report format.

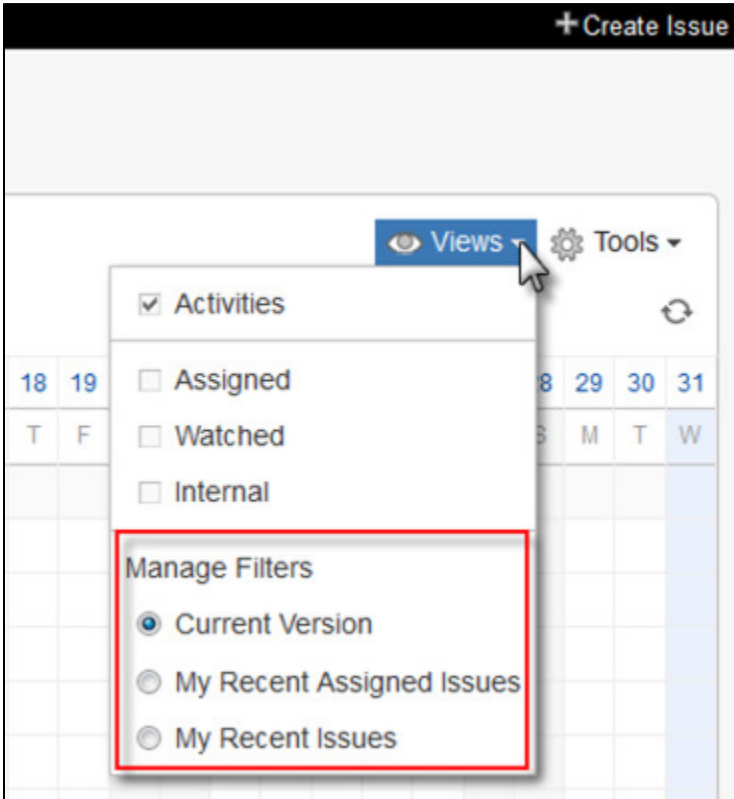
Views Tools

Initials	Planned	Worked	Box	Input
		6.5		
		6.5		
		6.5		
PB		6.5	<input checked="" type="checkbox"/>	Input field
	24	0		Save
	24	0		
<b>Total</b>	<b>24</b>	<b>6.5</b>		
Paul Bergen	PB	24		

3

Display JIRA Filter Result in the User Timesheet

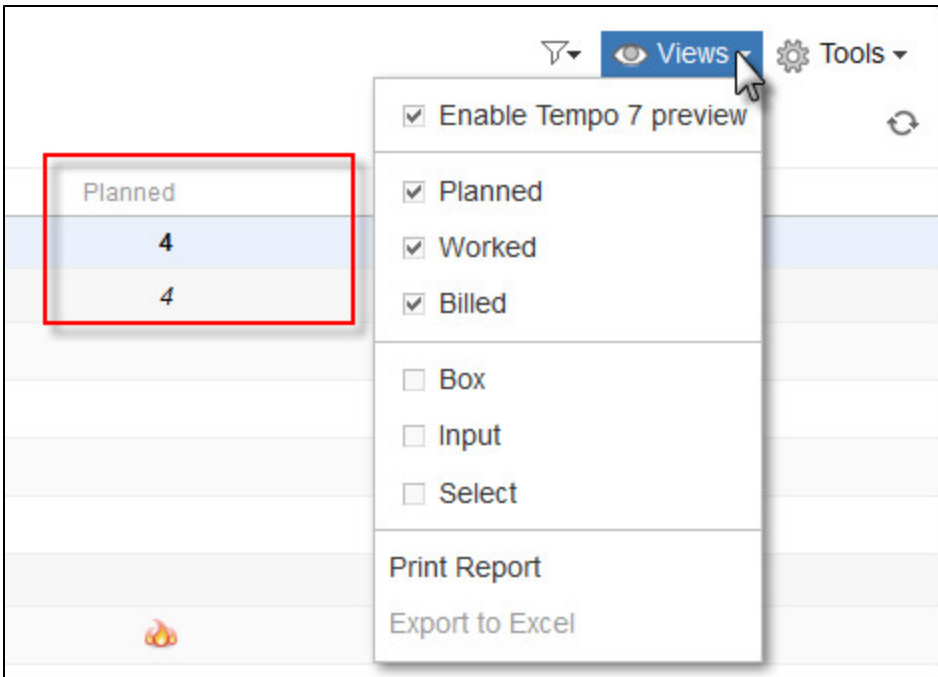
Users can now filter their timesheet based on a selected filter from the user's favorite filters list. This provides new ways to handle your daily tasks, touchpoints or things that your team is working on such as bug lists or latest version.



# 4

## ***Planned Hours in Reports***

In the new Report view, planned hours can be selected to be included in the report view, this is great when you want to review planned vs actual worked hours.



# 5

## ***New Administration Look and Feel***

We have adjusted and made some refinements to the administration panel to match the new admin changes for JIRA 4.4.



The screenshot shows the GreenCloud JIRA Administration interface. The top navigation bar includes 'Administration', 'Projects', 'Plugins', 'Users', 'Issues', and 'System'. The left sidebar lists various configuration categories under the 'Tempo' heading, including 'Global Configuration', 'Users and Groups', 'Internal Issues', 'Non Working Days', 'Period', 'Fields', 'Worklog Attributes', 'Period Management', 'Account Manager', 'Worklog Date Validation', 'Tempo Scheduler (beta)', 'Services Access', and 'License Details'. A dropdown menu is open under 'Plugins', showing sub-categories: 'Source Control' (CVS Modules, FishEye Configuration, Perforce Job Integration), 'Builds' (Bamboo Configuration), 'Agile' (GreenHopper), 'Time Tracking' (Tempo), 'Approval Processes and Billing' (Enable timesheet approval process, Enable Customer Report Approval Process, Tempo admin can set billed hours, Manage billing keys manually), and 'Planning' (User can plan time, Enable Time Planning). A mouse cursor is pointing at the 'Tempo' option in the 'Time Tracking' sub-category.

Tempo administration is displayed under Time Tracking in the JIRA Administration page.

The screenshot shows a breadcrumb trail in the JIRA Administration page. The trail starts with 'Agile' and 'GreenHopper', followed by 'General Configuration', 'Project Templates', 'Enabled Projects', and 'License Details'. Below this, 'Time Tracking' and 'Tempo' are listed, with 'Tempo' highlighted by a red rectangular box. The trail continues with 'Global Configuration', 'Users and Groups', 'Internal Issues', 'Non Working Days', 'Period', 'Fields', 'Worklog Attributes', 'Services Access', and 'License Details'.

# 6

## Global Billing Keys

Billing keys can now be marked as **global**. Global billing keys are visible in all projects and the typical use case is for "non-billable" work, i.e. work that is not charged to a customer but to the organization itself.

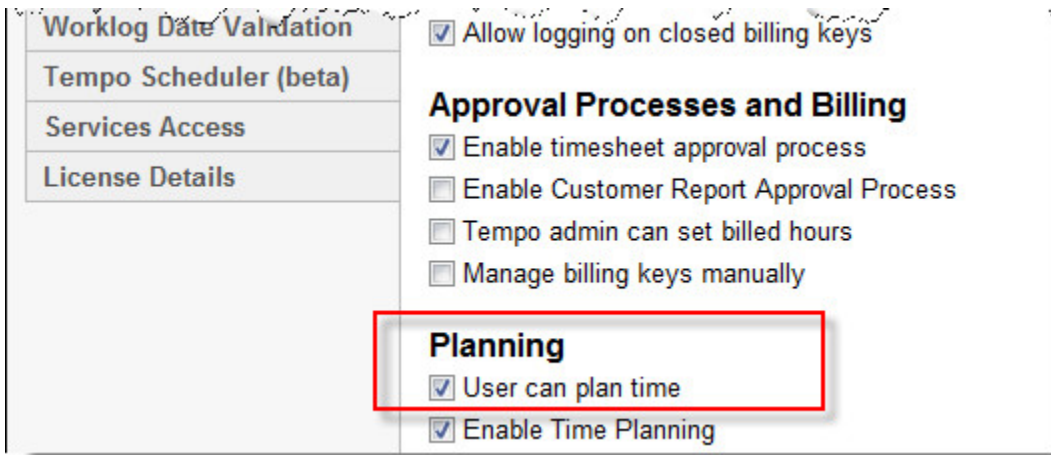
ID	Name	Status	Customer	Category	JIRA Project(s)	Global Item	Project Mapping
201401	Cloudbay: Development	Open	CloudBay	Development	CLOUD	Yes	
201402	Cloudbay: Service and Maint	Open	CloudBay	Service and Maint	CLOUD	Choose new value	
201403	Wikkkieea Cloud: Development	Open	Wikkkieea	Development	WIKK	Choose new value	
201404	Wikkkieea Cloud: Service and Maint	Open	Wikkkieea	Service and Maint	WIKK	Yes No	

# 7

## New Planning Features

### Disable planning for users

Planning can now be disabled for users that are not in the Tempo admin group.



**Worklog Date Validation**

**Tempo Scheduler (beta)**

**Services Access**

**License Details**

Allow logging on closed billing keys

**Approval Processes and Billing**

Enable timesheet approval process

Enable Customer Report Approval Process

Tempo admin can set billed hours

Manage billing keys manually

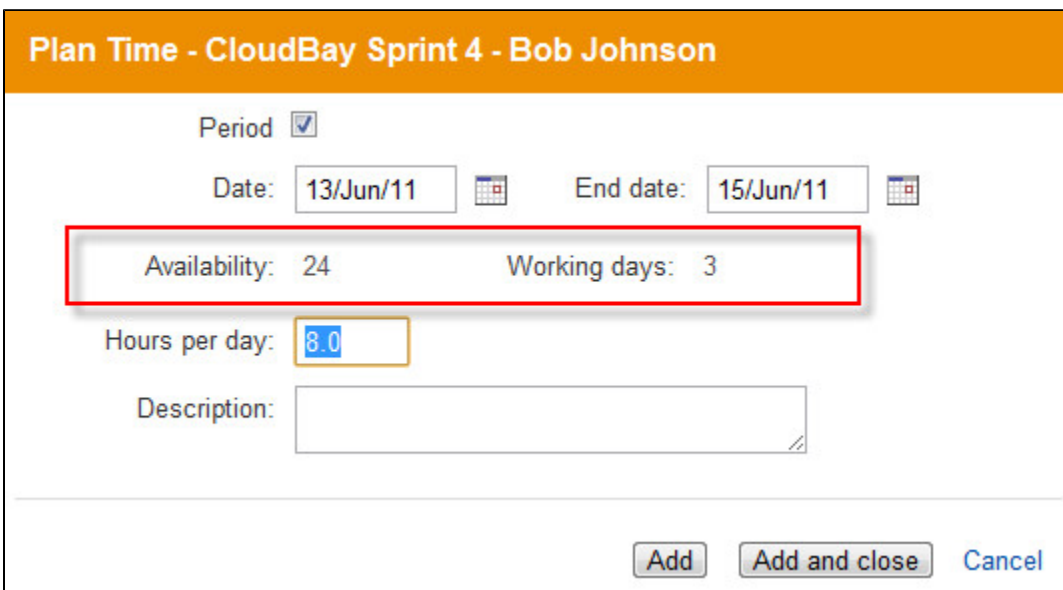
**Planning**

User can plan time

Enable Time Planning



### Display availability in Planning

When you plan time you can now view the availability for the person for the given time period.



**Plan Time - CloudBay Sprint 4 - Bob Johnson**

Period

Date:   End date:  

**Availability: 24** **Working days: 3**

Hours per day:

Description:

### User can plan time on weekends

It is now possible to plan time on weekends (Saturday and Sunday) but it has to be done separately as period planning extracts non working days.

# 8


## User Gadget

Users can now add a Tempo status gadget to their personal dashboard in JIRA and Confluence.

**GreenCloud**

Dashboards | Projects | Issues | Agile | Tempo | Administration

### User Timesheet Progress

 **Erica Jefferson**

49.5 / 184

Period:  Open    Workflow:  Not started

	Planned	Worked
INT - Employee Issues	0	24
CLOUD - CloudBay Sprint 4	10	10
WIKK - Offspring Sprint 2	32	15.5
Total:	42	49.5

# 9

## Inline Editing Dialog Changes

Users have to Save the editing by clicking the save icon, or cancel the changes by clicking the cancel icon.

Worked	Description	Hours
09/Aug/11	Investigating the DRD	3
09/Aug/11	Editing this worklog description and then click the save icon	3

Log Work Close

# 10

## Improvements and Fixes

### Improvements

- Allow Department Name display order to be configured - [JTMPO-134](#)
- As an admin I don't want users to be able to log work on an issue with closed billing key - **User request**
- As a planner I need to be able to plan work on weekends also - **User request**
- Add User properties to the API XML - [JTMPO-268](#)
- Possible to enlarge the date field on the log work form to support non english date formatting - [JTMPO-272](#)
- Polish translation updated

### Fixes

- Change DB retrieval to ensure consistency even if data is corrupt [JTMPO-203](#)
- Unable to adjust worklog description for a past period - [JTMPO-228](#)
- Admin cannot edit user worklog if User does not have 'Edit Own Worklogs' project permission - [JTMPO-232](#)
- Tempo user picker is not working with special characters in user name - **Reported in our User Voice**
- IE8 javascript error when trying to log work to an issue that already has time entered in it for the day - [JTMPO-263](#)
- Removing association between customer account and JIRA project doesn't work - [JTMPO-247](#)
- Customer account management: remove button in project mapping window is not showed... - [JTMPO-249](#)
- FR date validation error for date format dd/MMM/yy - **Reported in our User Voice**

[Upgrade Tempo now or get started with a free 30-day trial](#)

## Tempo 6.3.1 Release Notes

20 September 2011

The Tempo team announces the release of **Tempo 6.3.1**. This point release contains the following.

### New Features

- Warning in Invalid Worklogs if billing attribute is not available in the project
- Limit entries per day to no more than 24 hours - [JTMPO-17](#)
- As an admin I would like to limit log work to the future to X months - **Requested in our User Voice**

### Time Tracking Permissions and Validation

- Tempo admin can log work for Tempo users
- User can not log work on parent issues
- Remaining estimate is optional
- Worklog description is optional
- Allow logging on closed billing keys

Max hours per day per user:

Users allowed to register time into future:

#### Fixes

- Timesheet issue grouping not working - [JTMPO-288](#)
- The value of 1d logged in Tempo not correct if hours per day is a fraction in JIRA Time Tracking - **Reported in our User Voice**
- Issue ID text overlays the drop down for the work log report - [JTMPO-284](#)
- Day view of timesheet presents 2 hour numbers on each worklog entry - [JTMPO-281](#)
- Display of team names overlay tempo admin information within Users and Groups administration - [JTMPO-283](#)
- Editing inline not possible in planning for long version names - **Reported in our User Voice**
- Tempo DeleteWorklog action conflicts with DeleteWorklog in the standard JIRA worklog panel - [JTMPO-290](#)

#### Improvements

Improvements in the Tempo Scheduler and data added to the email sent with the Scheduler.

Upgrading to Tempo 6.3.1 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.3](#) for more information on the new features.

### Tempo 6.3.2 Release Notes

22 September 2011

The Tempo team announces the release of **Tempo 6.3.2**. This point release contains the following bug fix.

#### Fixes

- Calculation of time in the format 1h 30m is not correct if default time unit in JIRA is minute - **Reported in our User Voice**

Upgrading to Tempo 6.3.2 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.3](#) for more information on the new features.

### Tempo 6.2 Release Notes

2 June 2011

The Tempo team is proud to announce the release of **Tempo 6.2 for JIRA 4.2.x - 4.3.4**.

This new release packs high level planning features into JIRA as well as many improvements for reporting purposes through Excel and Tempo services.

 All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 6.2 is free for all customers with an active Tempo license.

#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,1694]

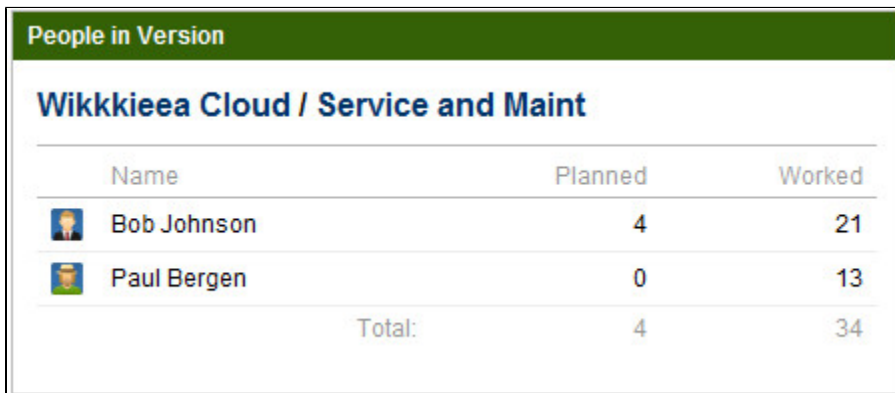
# 1



## **Time Planning**

User's time can be allocated to projects, versions, and components. The allocated time can then be displayed in timesheets, dashboard gadgets, and project and version pages.

The timesheet planning feature helps users and managers to get an overview of their and team's schedule and can aid in log work entry. User timesheet displays planned work for each user while team timesheet shows schedule for the entire team across multiple projects. The project timesheet gives an overview of who is planned to work on the project in a given period and is broken down to activity.

Tempo gadgets can be placed on the dashboard and on a Confluence page. They show planned versus worked time for each user. The Team Hours gadget displays planned, worked, and required hours for each team member. The People in Version gadget displays planned and worked hours for each user working on a particular version. The gadgets are great for teams and executives to track overall planned and worked time and looks great on a wallboard.



People in Version		
Wikkieea Cloud / Service and Maint		
Name	Planned	Worked
 Bob Johnson	4	21
 Paul Bergen	0	13
Total:	4	34

Project and version pages now also support overview of worked and planned time through the new People tabs. The People tabs display aggregation of hours for each project member broken down to activities (version and components or unscheduled).

# 2

## **Allocate Tempo Users to Projects, Components and Versions**

Tempo admins can allocate team members to projects, components, and versions from the Plan Time dialog. Allocating a user is similar to logging work. Each allocation planned requires date or dates as well as hours per day planned and the allocation can contain an optional description. When allocating to a version or a component, a project must be selected first.


## Plan Time - Erica Jefferson

<b>Project</b>	User: <input type="text" value="erica"/>
Version	Project: <input style="border: 1px solid orange; border-bottom: none; width: 150px;" type="text" value="Please select"/> <div style="border: 1px solid #4f81bd; background-color: #4f81bd; color: white; padding: 2px; margin-top: -1px;">Please select</div> <div style="border: 1px solid #4f81bd; background-color: white; padding: 2px; margin-top: -1px;">AKA Control System</div> <div style="border: 1px solid #4f81bd; background-color: white; padding: 2px; margin-top: -1px;">Paradigm Cloud</div> <div style="border: 1px solid #4f81bd; background-color: white; padding: 2px; margin-top: -1px;">Service and Support</div> <div style="border: 1px solid #4f81bd; background-color: white; padding: 2px; margin-top: -1px;">Wikkkieea Cloud</div>
Component	Period: <input type="text"/>
	Date: <input type="text"/>
	Hours: <input type="text"/>
	Description: <input style="width: 100%; height: 20px;" type="text"/>

# 3


### ***Tempo Users can Plan Their Own Time***

It is useful for users to plan their own time, especially to plan non-working activities such as vacation. The recommended approach is to have a special vacation component in an internal project or a seasonal vacation version (e.g. Vacation Summer 2011) that users can plan time to using the Plan Time button.



## GreenCloud

Dashboards ▾
Projects ▾
Issues ▾
Agile ▾
Tempo ▾


Timesheet ▾ User ▾  

### Paul Bergen

✎ Log Work
+ Plan Time
◀ Previous
Next ▶
Current
Day
Week

Period 
129.5/168
Status: ● Open
Workflow:

01/May/11 - 31/May/11


Planning functionality is also accessible through activities in the timesheet and is simple to add by dragging the appropriate dates to pop up the Plan Time dialog for that activity. Allocations can also be edited through the inline dialog functionality in timesheets.



Timesheet User

**Erica Jefferson**

Log Work Plan Time Previous Next Current Day Week Period Get Approval

Period  130.5/168 Status: ● Open Workflow: ▬ Not started

01/May/11 - 31/May/11					01	02	03	04	05	06	07
ID	Summary	T	S	Σ	P	S	M	T	M	F	L
ADMIN	Administrators			0	35						
CLOUD	CloudBay Sprint 4			2							
CLOUD-17	Reset all proxy content from development systems			2							



# 4

## Planning Status Displayed in Timesheet

It is important for users to get a quick overview of their schedule and the new planning features in Tempo Timesheets aid the user by displaying activities he has been allocated to in his timesheet. The activities in User Timesheet are displayed by default if planning is enabled but can be turned off on per user. The activities show the sum of worked hours per day as well as an allocation status bar. The orange colour denotes the allocation load of the user based on his required hours for the day and the green colour displays how much he has worked relative to the allocation. Allocation can also be adjusted just like worklogs by clicking on the day cell.

Next Current Day Week Period Get Approval

Status: ● Open Workflow: ▬ Not started

					01	02	03	04	05	06	07	08	09	10
T	S	Σ	P		M	F	F	L	S	M	T	M	F	F
		22	21								4	8	8	
		22									4	8	8	
		0	8											
		25	10		5	5	5			5	3	2		

# 5

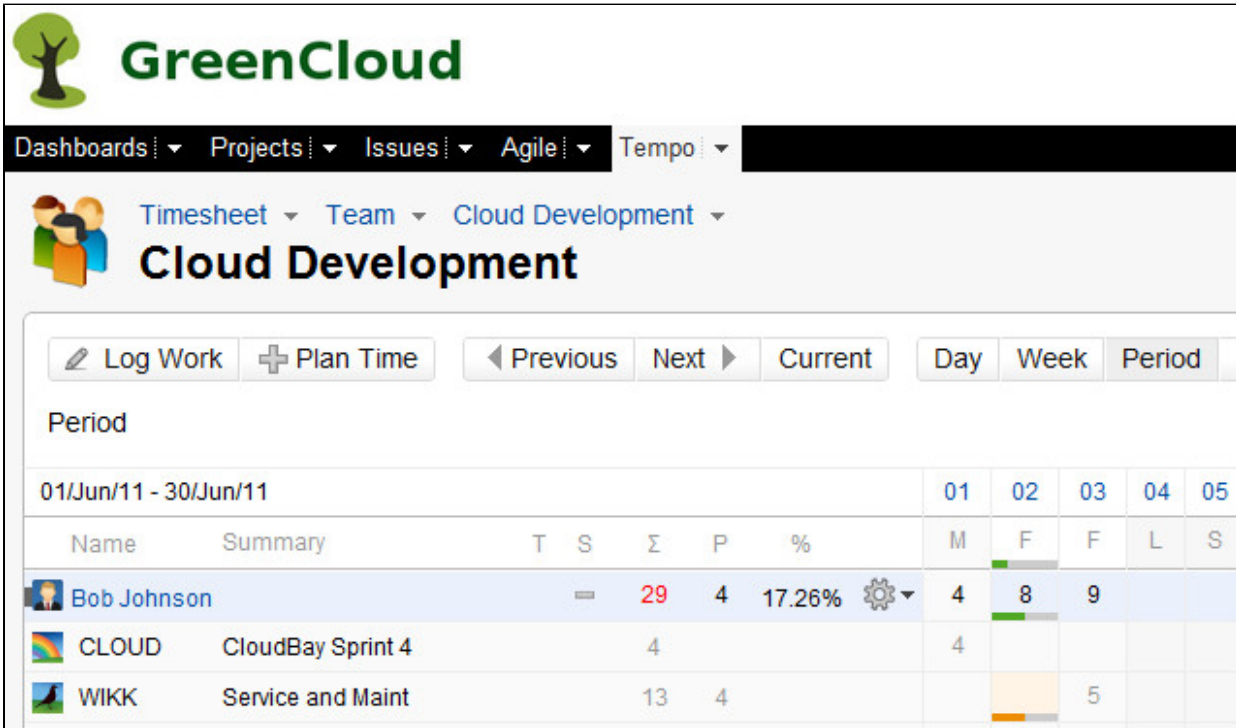
## Team and Project Planning Overview in Timesheet

The Team and Project timesheets have received a slight facelift to give a better overview of what users have been working on and are planned to work on. The Team Timesheet is now grouped to each user's activity, showing worked hours and the allocation status bar in each day cell. The Project Timesheet uses the same format in Project Overview but drills down to issues in Version and Component timesheets.

Managers can easily plan time in the timesheets by selecting cells in a row and the Plan Time dialog pops up with the current



context.



Period								01	02	03	04	05
Name	Summary	T	S	Σ	P	%	M	F	F	L	S	
Bob Johnson		=		29	4	17.26%	4	8	9			
CLOUD	CloudBay Sprint 4			4			4					
WIKK	Service and Maint			13	4				5			

## 6

### **Worklog Date Validation**

New admin function to find out why a user can't log work or edit worklogs on a specific date.

The reason why a user can or cannot add or edit a worklog depends on a combination of the following:

- Tempo period status
- Timesheet Workflow status
- Tempo Scheduler settings
- User status
- Issue Type and Issue Permission


In the new Date Validation view you get a list of all these factors and how it affects the end result.

## Worklog Date Validation

Test if user can add or edit worklogs in Tempo on a specific date.


If no user is selected current user is default.

Optionally add Issue Key to test for Issue permission.

Date  


Username

Issue Key

**Result for 19/May/11**  **Not Editable**

**Username** Paul Bergen (paul)

**User is Admin** false

**Period status for 0511**  Open

**Tempo Scheduler** Disabled


**Timesheet Workflow** Enabled

**Workflow status**  Closed

**User timesheet status** Open

**Issue** wikk-11: Valid

**Internal Issue** false

**User can edit Issue**  true

## 7

### ***New In-line Editing Dialogs***

In line day view dialog has been added to the User Timesheet if Tempo planning is enabled.

This will give users a quick overview of the worked and planned hours for the selected date.

07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
Worked		ID	Description																		Hours			
23/May/11		INT-4	Account management																		4			
23/May/11		INT-5	Daily management meetings																		1			
23/May/11		INT-8	Sales and marketing																		4			
Planned		ID	Description																		Hours			
20/May/11 - 27/May/11		Administrators	plan week																		5			
<input type="button" value="Plan Time"/> <input type="button" value="Close"/>																								
9		9	9	9	9	9			9	9	11	9	9			9	9	9	9	9			9	
1	45					47					45					18								

The in-line edit dialog that is displayed in the User Timesheet call view has been improved giving users an option to Move, Split or Delete a worklog. Users can also edit or delete planned time here if the feature is enabled.

15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01	02	03	04	05	06
M	F	F	L	S	M	P	M	F	F	L	S	M	P	M	F	F	L	S	M	P	M
2.5																					
2.5																					
Worked		Description																		Hours	
16/Jun/11		Marketing meeting																		2.5	
<input type="button" value="⚙️"/>																					
<ul style="list-style-type: none"> <li>Move worklog</li> <li style="background-color: #0056b3; color: white;">Split worklog</li> <li>Delete worklog</li> </ul>																					
Total							Today							Period							

**Note** Worklog actions in in-line dialogs are not supported in JIRA 4.2

# 8

## **Time Spent Exceeded Icon Displayed in Tempo Reports**

Issues with time spent more than original estimate is flagged in Tempo reports. If you hover over the icon the values of Original estimate and Time Spent is displayed.

Hours	Action
12	
12	
4	

Original estimate: 8, Time spent: 70

# 9

## People Pages

The planning module adds new tabs to project and version pages named "People" that displays high level information about planning.

The People tab on a project page displays people who have been planned on that project, either on project level or directly on a version or a component.

**GreenCloud**

Dashboards ▾ Projects ▾ Issues ▾ Agile ▾ Tempo ▾

**Paradigm Cloud**

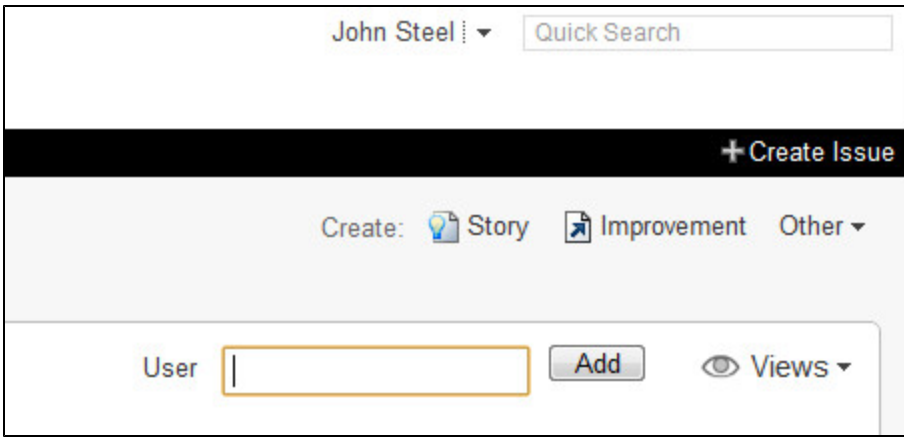
- Summary
- Issues
- Road Map
- Agile
- People**
- Change Log
- Popular Issues
- Versions
- Labels

### People

**Bob Johnson**

Version	Planned	Worked
CloudBay Sprint 4	6	78.5
CloudBay Service	0	4
Total:	6	82.5

The People tab on a version page displays people who have been planned on that version as well as people who have logged work on that version. Tempo admin can allocate users directly to the version or a project by selecting the user in the user picker.



The project timesheet and GreenHopper's planning board are accessible from the Views menu.

# 10

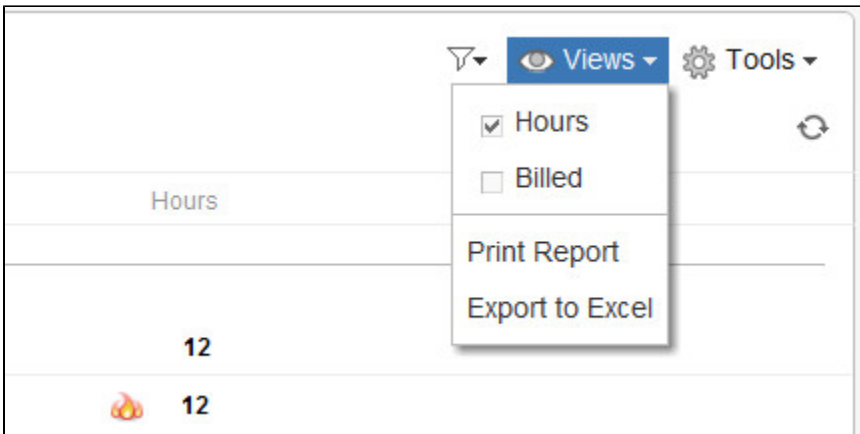
## ***Improvements in Tempo Report Excel Export***

We are constantly improving the tools in Tempo so our users can generate report that has great value.

In this version the following has been added to the excel export

- User's full name added to the export
- Original estimate and remaining estimate
- Issue type
- Issue status
- Project name

If *Tempo admin can set billed hours* is enabled in Tempo Global Configuration users can select what is displayed in Tempo Reports.



# 11

## ***Tempo Services Improvements***

New parameters

- addIssueDetails=true\false - returns the issue's original estimate, remaining estimate, issue type, issue status, project name component and version
- addWorklogDetails=true\false - returns the worklog creation date and last updated date
- addUserDetails=true\false - returns user details such as user full name
- userName=userName - Filter by dates and userName only
- billingKey=ExpenditureItemId - Filter by dates and expenditure item (billing key) only
- projectKey=projectKey - Filter by dates and project key only

For more information and examples check out the [Tempo Servlets Manual](#) page on our wiki.

## 12

### **Input Field Worklog Attribute**

In Tempo 6.1.1 we introduced new worklog attribute of type **Input Field**. This field allow users to add free text as attribute when creating worklogs.

The screenshot shows a configuration window for a worklog attribute. It contains the following elements:

- Name:** An empty text input field.
- Type:** A dropdown menu with a blue arrow pointing down. The menu is open, showing three options: "CHECKBOX", "INPUT FIELD" (which is highlighted in blue), and "DYNAMIC\_DROP\_DOWN".
- External URL:** A text input field with the placeholder text "\$ONP object values[[key: value]]".
- Required:** A text input field.
- Key:** A text input field.
- Buttons:** "Save" and "Cancel" buttons at the bottom left.

## 13

### **Improvements and Fixes**

- Sub-issues are displayed with Parent Key as a prefix like in JIRA issue navigator
- Tempo admin can view estimation status on issue level in order to make adjustments - **Requested by e-mail**
- Configuration "Tempo admin can set billed hours" does not work .... [JTMPO-231](#)
- Users are not able to edit Worklogs from the Cell View in User Timesheet for internal issues.... [JTMPO-229](#)
- Unable to adjust worklog description for past periods [JTMPO-228](#)
- Including Component Name for XML Services in tempo\_getWorklog servlet [JTMPO-157](#)
- Editing/ Reporting off of Worklog Attribute in Tempo [JTMPO-86](#)
- Data duplicated on the calendar, error when trying to delete hours in the day [JTMPO-121](#)
- Datepicker does not work correctly from view issue page [JTMPO-212](#)
- content cut off in IE due to scroll bars [JTMPO-230](#)
- Worked time is 0 on Tempo Team Hours Gadget [JTMPO-234](#)
- Allocated time is not properly rounded in Tempo Team Hours Gadget [JTMPO-235](#)
- Only two first letters should be shown as people initials [JTMPO-236](#)
- Visually Highlight Entire Row - Timesheet User Worklog [JTMPO-171](#)
- Tempo admin can print a report that only shows the billable hours - **Requested in our User Voice**
- Let me choose to see "my work / total req. work" ..... / User - **Requested in our User Voice**
- Allow moving and splitting of worklogs from the timesheet - **Requested in our User Voice**

[Upgrade Tempo now](#) or [get started with a free 30-day trial](#)

## Tempo 6.2.1 Release Notes

10 June 2011

The Tempo team announces the release of **Tempo 6.2.1**. This point release contains the following fixes and improvements.

### Fixes

- Header on Team Timesheet was incorrect in week view and also in period view if timesheet workflow was disabled.

### Improvements

- Updated German translations

Upgrading to Tempo 6.2.1 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.2](#) for more information on the new features.

## Tempo 6.2.2 Release Notes

15 June 2011

The Tempo team announces the release of **Tempo 6.2.2**. This point release contains the following fixes.

### Fixes

- Minor fix for Tempo trial users running in JIRA Studio.
- Minor fix for internal issues when users do not have browse permission to the issues.

Upgrading to Tempo 6.2.2 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.2](#) for more information on the new features.

## Tempo 6.2.3 Release Notes

24 June 2011

The Tempo team announces the release of **Tempo 6.2.3**. This point release contains the following fixes and improvements.

### Fixes

- Few bug fixes in Tempo Planning Module
- Text changes in Log Work dialog for period selection
- Tempo keyboard shortcut key "t" is now working in screens that are not part of Tempo
- Fixed error in JIRA license handling.

### Improvements

- Action dropdown list improved

Upgrading to Tempo 6.2.3 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.2](#) for more information on the new features.

## Tempo 6.2.4 Release Notes

30. June 2011

The Tempo team announces the release of **Tempo 6.2.4**. This point release contains the following fixes and improvements.

### Fixes

- Not possible to edit a planned hours for a day - [JTMPO-244](#)

### Improvements

- Spanish (beta) translation added
- Portuguese (beta) translation added
- Italian (beta) translation added
- French translation updated

Upgrading to Tempo 6.2.4 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.2](#) for more information on the new features.

## Tempo 6.2.5 Release Notes

7. July 2011

The Tempo team announces the release of **Tempo 6.2.5**. This point release contains the following fixes and two new features.

### New Features

- Users can view issues in the user timesheet by their favorite JIRA filter
- Allow timesheet issues to be sticky using a filter

### Fixes

- Project People tab does not display all planned time on project level
- Characters in Latin1 encoding doesn't display well in the browser
- Error in scheduler when user does not have an email address

Upgrading to Tempo 6.2.5 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.2](#) for more information on the new features.

## Tempo 6.2.6 Release Notes

27. July 2011

The Tempo team announces the release of **Tempo 6.2.6**. This point release contains the following new feature, fixes and improvements.

### New Features

- As a JIRA admin I want to disable plan time for Tempo users so planning is only enabled for Tempo admin

### Fixes

- Tempo Validate Worklog Date admin link has wrong ID - [JTMPO-258](#)
- Tempo Scheduler now reports correct hours even if the job is delayed.
- Period checkbox disabled if user has planned time - **Reported in User Voice #824**
- Planned time can not be changed/deleted if user has "-" in user name - **Reported in User Voice #770**

### Improvements

- Italian translation updated

Upgrading to Tempo 6.2.6 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.2](#) for more information on the new features.

## Tempo 6.2.7 Release Notes

4. August 2011

The Tempo team announces the release of **Tempo 6.2.7**. This point release is JIRA 4.4 compatible and contains the following fixes and improvements.

### Tempo is now JIRA 4.4 compatible

**NOTE:** Please read [this article](#) for further information

Tempo configuration is located in Administration - Plugins for JIRA 4.4





Administration Projects ▾ Plugins **Users ▾ Issues ▾ System ▾**

**Administration**

▼ **Projects (5)**

Recent Projects:

**Paradigm CLOUD 23**

[All 5 projects](#) • [Project](#)

▼ **Plugins**

Plugins

[Plugins](#)

Application Links

[Application Links](#)

Source Control

[CVS Modules](#) • [FishE](#)

BUILDS

[Bamboo Configuration](#)

Agile

[GreenHopper](#)

[General Configuration](#) • [Project Templates](#) • [Enabled Projects](#) • [License Details](#)

Tempo

[Global Configuration](#) • [License Details](#) • [Configuration](#) • [Period Management](#) • [Services Access](#) • [Account Manager](#) • [Te](#)

**AKA Control System**

AKA 19 Issues

### Fixes

- Fixed bug with period selection when planning time on user
- Two bugs fixed in editing planned hours in Tempo

### Improvements

- Polish translation updated

Upgrading to Tempo 6.2.7 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.2](#) for more information on the new features.

## Tempo 6.1 Release Notes

**12 October 2011**

The Tempo team is proud to announce the release of **Tempo 6.1 for JIRA 4.2.x - 4.3.3**.

This release provides a number of enhancements, including email notification and automatic period closure.

All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 6.1 is free for all customers with an active Tempo license.

**Highlights of this release:**

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,1656]



**Tempo Scheduler**

The Tempo Scheduler is the first step in implementing [JTMPO-26](#), a request to set the billing period to weekly or bi-weekly.

JIRA admins can configure the Tempo Scheduler to close, enabling logging and editing worklogs within the period. In the example below, the period starts on the first day of each month, but the executives have requested that staff complete all work logs every week. See the [admin documentation](#) for more details on configuring the Tempo Scheduler.

**Tempo Scheduler (beta)**

Name

Type

Repeat on (Weekly)  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Close  days after end date

Email Settings  **Status reminder for all users** - Tempo users will receive reminder on end date  
 **Status reminder for late users** - Tempo users with uncompleted timesheets will receive reminder hours (set below) before close time

Send email to late users  hours before closure

Activate This Scheduler

According to the configuration above, an email is sent every Sunday at midnight to remind users that there is one day left to complete the timesheet for last week.

The email includes information about hours required and hours logged, and also displays the difference. Here is an example of an email sent to a user using the Tempo scheduler

Please note that you have not finished registering hours for the period 19/Apr/11 to 26/Apr/11.

**Your timesheet status at 26/Apr/11 14:33**

Period:	19/Apr/11 to 26/Apr/11
Period closes at:	28/Apr/11 14:33
Your required hours for this period:	150
Your logged hours for this period:	140
<b>Status:</b>	<b>-10</b>

Please be sure to complete your timesheet in a timely manner :)

## 2

### **Period Closure and User Grace Period**



Periods are configured to close for Tempo users in the configuration for the Tempo Scheduler. The closure of periods for Tempo admins is done manually, as before.

In Team Timesheet, a grace period can be granted to a certain user from the user action list.

### Grace Period

User Erica Jefferson

Hours open

Date from   Date to  

In the example above user Erica Jefferson can log work on dates 19/Apr/11 to 21/Apr/11 and she has two hours to complete it.







## 3

### **New Tempo Gadgets**

In Tempo 6.0.3, we introduced a beta release of the **People In Version** gadget. In Tempo 6.1, we're including the final release of People in Version along with a new gadget, called **Tempo Team Hours**.













People in Version maps the people working in a particular version in a gadget-based view, and shows the hours they've worked for that version. To enhance the upcoming planning features in Tempo, the gadget will also shows planned time.

#### **People in Version**

People in Version	
Wikkieea Cloud / Offspring Sprint 2	
Name	Worked
 Bob Johnson	3
 David Carsen	59.5
 Erica Jefferson	19
 Lars Petersen	108
 Laura Penn	72
 Paul Bergen	40.5
Total:	302





### Team Hours

This gadget is for Tempo administrators and allows them to view the details of the timesheet status of all members in a team. The gadget displays hours required and hours worked for the current period for each team member. Timesheet approval status is also displayed.

Team Hours			
Cloud Development			
Name		Required	Worked
 Bob Johnson		168	168
 David Carsen		168	80
 Erica Jefferson		168	22
 Lars Petersen		168	120
 Laura Penn		168	186
 Paul Bergen		168	178.5
Total:		1008	754.5

Both Tempo gadgets can be viewed as a Wallboard if the JIRA Wallboards plugin is installed.

# Wikkieea Cloud / Offspring Sprint 2

	Name	Worked
	Bob Johnson	3
	David Carsen	59.5
	Erica Jefferson	19
	Lars Petersen	108
	Laura Penn	72
	Paul Bergen	40.5
Total:		302

If you have Confluence, you can also use them there; check out the [how-to page](#) from Confluence documentation:

## 4

### ***Persistent Internal Issues for User Timesheets***

This option has been added to the view list for the user timesheet. This allows you to permanently display internal issues in your timesheet. The option can be handy if you use many common tasks on a frequent basis.

The screenshot shows the GreenCloud user interface. At the top left is the GreenCloud logo. Below it is a navigation bar with 'Dashboards', 'Projects', 'Issues', 'Agile', and 'Tempo'. A 'Quick Search' box is at the top right. Below the navigation bar is a user profile for Erica Jefferson, with a 'Timesheet' dropdown and a 'User' dropdown. A 'Log Work' button and navigation buttons ('Previous', 'Next', 'Current') are visible. A progress bar shows 'Period 14/168' for the date range '01/Apr/11 - 30/Apr/11'. A table lists issues with columns 'T', 'ID', and 'Summary'. The 'Views' dropdown menu is open, showing options: Activities, Assigned, Watched, Internal, and Closed. A mouse cursor is pointing at the 'Views' button.

# 5

## ***Viewable Activity in User Timesheets***

Users can select if the user timesheet will be sorted by activity for a better overview of the task at hand, and allows for activity associations with project versions or components.



Timesheet | User | [Search]

## Erica Jefferson

Log Work

Previous

Next

Current

Day

Week

Period

Get Approval

Period  22/96

Status: ● Open Workflow: ▬ Not started

01/Apr/11 - 30/Apr/11

01 02 03 04 05 06 07 08

T	ID	Summary	S	Σ	F	L	S	M	Tu	W	F	S
	CLOUD	CloudBay Sprint 4										
	CLOUD-10	As proxy system I need to be able know if the content should b...		0								
	INT	Employee Issues										
	INT-2	Sick Time		8								
		No access		14								

Daily hours total:

Weekly hours total:

Total hours: 22 - Today: 22 / 96 - Period: 22 / 168

# 6

## New License Details Screen

We've added some additional information to the Tempo License Information page. This will make it easier for administrators to spot which version they're using and presents some of the key data they'll need when contacting the Tempo Team for support.

### Tempo License Information

License Type:	TL
Licensed to:	Tempo Dev
Date Issued:	Wed Jan 26 00:00:00 GMT 2011
Support & Updates Expiration Date:	Thu Jan 26 00:00:00 GMT 2012
Tempo Plugin User Limit:	Unlimited
JIRA User Limit:	Unlimited (Standard: Unlimited, Studio: 0 (Devs: 0, Cols: 0))
Tempo Plugin version:	6.1-b2-jira42 #1344.27859 built on: Mon Apr 18 14:46:19 GMT 2011
JIRA version	4.3 - 4.3#614-r144677

### Update Tempo License

Install

# 7

## Improvements and Fixes

- New Interface has broken Billing Reports [JTMPO-224](#)
- Total hour in Timesheet->Customer is different than in Report->Customer [JTMPO-216](#)
- User can modify existing work log on time sheet in state 'Pending manager' and 'Approved' [JTMPO-101](#)
- tempo widget to place on dashboard [JTMPO-215](#)
- Watched issues are not shown on the timesheet, if user does not have "Browse Projects" permission [JTMPO-207](#)
- Log Work Link in Issue Options shown twice [JTMPO-227](#)
- Tempo silently ignores hours logged on weekends days when using period feature
- Project list scroll bar missing in Project timesheet
- Automatically closing period on the last day, fixed in Period Management
- Improvements in Account Manager

[Upgrade Tempo now or get started with a free 30-day trial](#)

## Tempo 6.1.1 Release Notes

6. may 2011

The Tempo team announces the release of **Tempo 6.1.1**. This point release contains the following features, fixes and improvements.

### New Features

- **Input Field Worklog Attribute**

New worklog attribute of type **Input Field** added to allow users to add free text as attribute when creating worklogs.

The screenshot shows a form for creating a worklog attribute. The 'Type' dropdown menu is open, displaying the following options: CHECKBOX, INPUT FIELD (which is highlighted in blue), DYNAMIC\_DROP\_DOWN, and SCRIPT. Other form fields include 'Name', 'External URL', 'Required', and 'Key'. There are 'Save' and 'Cancel' buttons at the bottom left of the form.

### Fixes

- Tempo admin with User Timesheet in **Pending Manager** or **Approved** statuses can not edit worklogs for other users within an open period.
- Worklogs are duplicated under certain conditions when double clicked on **Add** or **Add and Close** buttons in Log Work dialog

### Improvements

- Activities displayed in the Summary column on Team Timesheet

Upgrading to Tempo 6.1.1 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Tempo 6.1 Release Notes](#) for more information on the new features.


## Tempo 6.0 Release Notes



## 4. March 2011

The Tempo team is proud to announce the release of **Tempo 6.0 for JIRA 4.2 - 4.2.4**

The Tempo Plugin Team is proud to announce that Tempo 6.0 has been released and is now available to customers. The main highlights of this major release include a total overhaul of each screen within the plugin, along with an enhancement of the user interface and overall experience. We have also added many new reporting modules, such as more detailed team timesheets, new team reports and team worklogs, version and component reports, high level account reports. We've also added Excel exporting capabilities for all detail reports, allowing for further data mining and exploration. To achieve this monumental goal, we've re-engineered Tempo almost completely in order to start the new year with a clean code base. The team took a deep dive to make Tempo faster, smarter, and better able to suit users' needs.

 All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 6.0 is free for all customers with an active Tempo license.

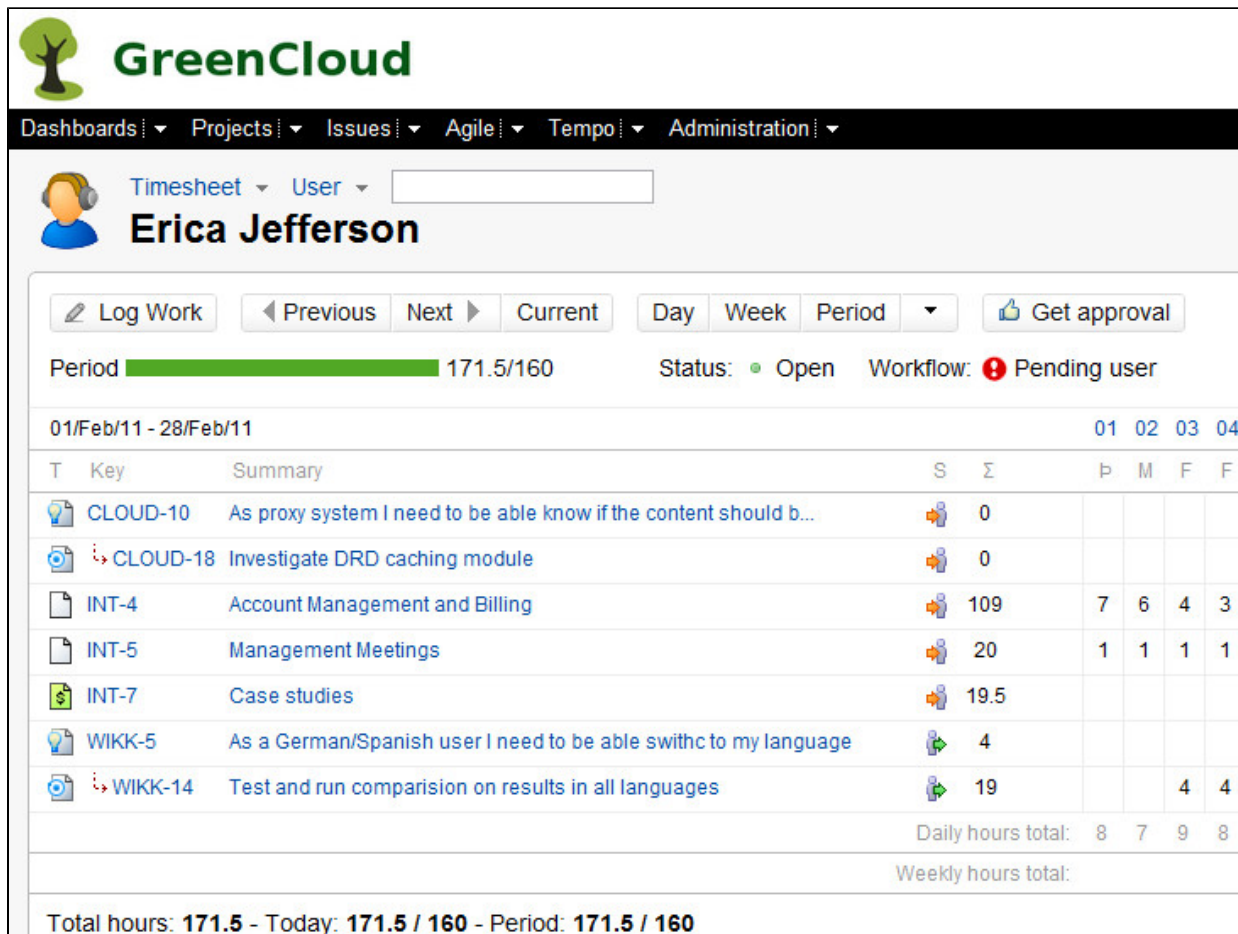
### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,2373]



### Unified User Interface and User Experience

We've totally revamped every public screen in Tempo to ensure intuitive and attractive alignment with JIRA 4.2. The thick box that is displayed when user clicks an issue on the timesheet has been replaced by an improved issue view.



The screenshot shows the GreenCloud JIRA Tempo Timesheet interface for user Erica Jefferson. The interface includes a navigation bar with 'Dashboards', 'Projects', 'Issues', 'Agile', 'Tempo', and 'Administration'. The user's profile is shown as Erica Jefferson. The main area displays a timesheet for the period 01/Feb/11 - 28/Feb/11, with a total of 171.5/160 hours. The status is 'Open' and the workflow is 'Pending user'. The timesheet table lists issues with their keys, summaries, and hours logged. The total hours for the period are 171.5, with 171.5 hours logged today.

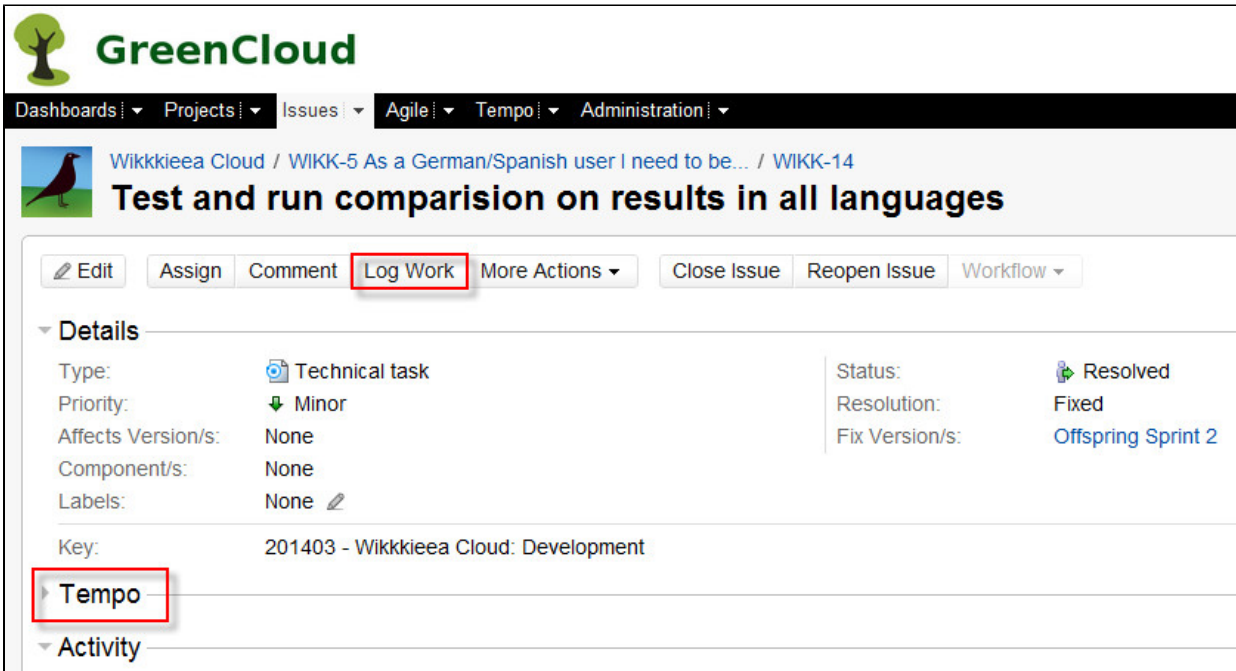
T	Key	Summary	S	Σ	P	M	F	F
	CLOUD-10	As proxy system I need to be able know if the content should b...		0				
	CLOUD-18	Investigate DRD caching module		0				
	INT-4	Account Management and Billing		109	7	6	4	3
	INT-5	Management Meetings		20	1	1	1	1
	INT-7	Case studies		19.5				
	WIKK-5	As a German/Spanish user I need to be able swithc to my language		4				
	WIKK-14	Test and run comparision on results in all languages		19			4	4
Daily hours total:					8	7	9	8
Weekly hours total:								

Total hours: 171.5 - Today: 171.5 / 160 - Period: 171.5 / 160

## 2

### Log Work Button and Tempo Panel in the Issue View

Tempo's integration with the handy issue view has been thoroughly reworked. We've removed the Tempo tab and have replaced it with a "log work" button and a specialized Tempo panel. Users can expand and collapse the panel or access Tempo with keyboard shortcut "t" for a cleaner, more convenient workspace.



The screenshot displays the GreenCloud interface for an issue titled "Test and run comparison on results in all languages". The issue is categorized as a "Technical task" with a "Minor" priority and is currently "Resolved". The "Log Work" button is highlighted with a red box. Below the issue details, the "Tempo" panel is also highlighted with a red box, indicating its expanded state. The interface includes a navigation menu at the top with options like Dashboards, Projects, Issues, Agile, Tempo, and Administration. The issue key is "201403 - Wikkkieea Cloud: Development".

## 3

### New Reports: User, Team, and Project

All users can now generate a user report with their own timesheet. Tempo admins can generate both team and project reports, and all reports can now be exported to Excel and viewed by either period or date.

GreenCloud Erica Jefferson | Quick Search

Dashboards | Projects | Issues | Agile | Tempo | Administration | Create Issue

Report | Team | Cloud Development | 3 of 4

### Cloud Development

Log Work | Previous | Next | Current | Day | Week | Period | Views | Tools

01/Feb/11 - 28/Feb/11

Item	Hours	Billed	Action
Bob Johnson (bob) (160)			
Offspring Sprint 2	3	3	
WIKK-4 / WIKK-15 Add to view help popout menu	3	3	
17/Feb/11 Collaborate with Erica	3	3	
Marketing and Sales	12	12	
INT-7 Case studies	12	12	
25/Feb/11 Case study with John	8	8	
28/Feb/11 Case study cont'd	4	4	
Employee Issues	56	56	

# 4

## New Reporting Functionality

The display of reports in Tempo has been improved. Users can click the filter icon and select the attributes to be displayed in the report. We've addressed scrolling and report header stability, as well.

GreenCloud Erica Jefferson | Quick Search

Dashboards | Projects | Issues | Agile | Tempo | Administration | Create Issue

Report | Project | Paradigm Cloud | Project Overview | 3 of 5

### CLOUD - Paradigm Cloud

Log Work | Previous | Next | Current | Day | Week | Period | Views | Tools

01/Feb/11 - 28/Feb/11

Item	Initials	Hours	Billed
CLOUD - Paradigm Cloud (97)			
CloudBay Service		12	12
CLOUD-3 All screen not working with Apple ipad - login error		4	4
01/Feb/11 Adjusted according to Apple new API	(BJ)	4	4
CLOUD-1 Adjust colors of banner to new logo colors see attachment		8	8
18/Feb/11 Working on the banner	(PB)	8	8
CloudBay Sprint 4		85	85

Filter menu: Worklogs (selected), Projects, Activities, Issues, Attributes

# 5

## Improved Tempo Navigation

The main navigation in Tempo is now located on the left side of the screen and is displayed in the issue view. Users can always reset user level by selecting an option from the top navigation bar.

The screenshot shows the GreenCloud interface. At the top left is the GreenCloud logo. Below it is a navigation bar with the following items: Dashboards, Projects, Issues, Agile, Tempo, and Administration. Below the navigation bar is a breadcrumb trail: Report, Customer, GreenCloud, John Steel, and 201409 - GreenCloud: Sales and Marketing. The main heading is "GreenCloud - 201409 GreenCloud: Sales and Marketing". Below the heading are several buttons: Log Work, Previous, Next, Current, Day, Week, Period, and Approve. Below the buttons is the date range "01/Feb/11 - 28/Feb/11" and the status "Status: Approved". Below the status is a table with one row: "INT - Internal (43.5)".

# 6

## Keyboard Shortcuts

Tempo users can now do more without a mouse. The log work dialog can be opened in all Tempo screens by using the shortcut key "t" See the Keyboard Shortcuts dialog for more information.

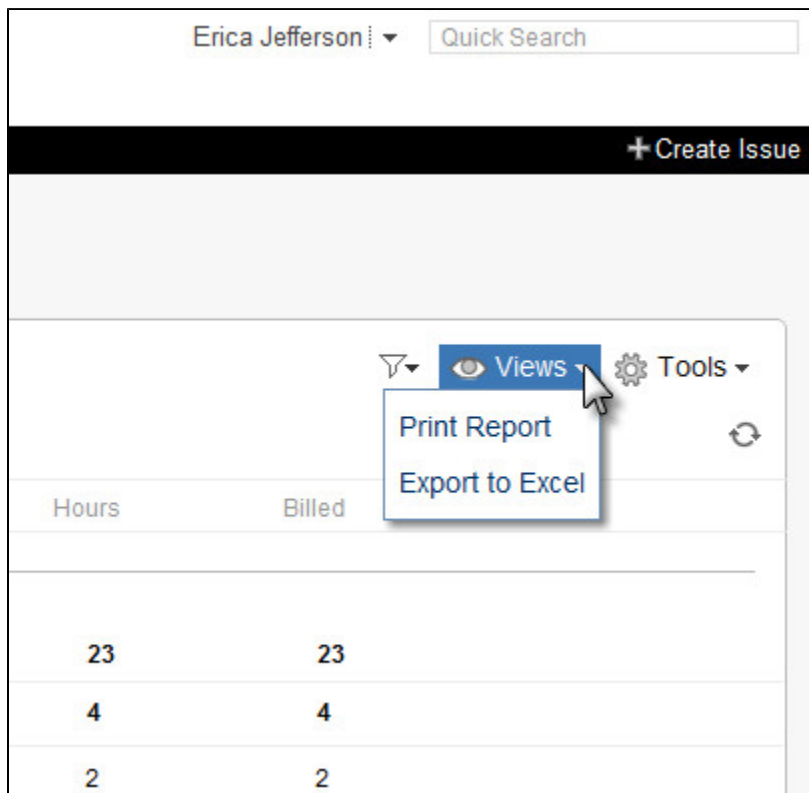
The screenshot shows the "Keyboard Shortcuts" dialog. It is divided into two columns: "Global Shortcuts" and "Navigating Issues".

Global Shortcuts	Navigating Issues
Go to Dashboard: g then d	View selected Issue: o or Enter
Browse to a Project: g then p	Next Issue: j
Go to Planning Board: g then a	Previous Issue: k
Go to Task Board: g then t	Back to the Navigator: u
Go to Chart Board: g then c	Hide/Show Left Section: [
Go to Released Board: g then r	Next Activity: n
Find Issues: g then i	Previous Activity: p
Quick Search: /	Focus search field: f
Create an Issue: c	
Log work with Tempo: t	
Open shortcut help: ?	
Form Submit: Alt + s	

# 7

## Improved Excel Export for all Reports

All reports in Tempo can now be exported to Excel along with their worklog attributes. The Excel file has two worksheets: overview and worklogs. The worklog sheet provides a great opportunity to analyze worklog data using additional tools such as pivot reports.



The screenshot shows a user interface for a report. At the top, there is a user profile 'Erica Jefferson' and a 'Quick Search' input field. Below this is a '+ Create Issue' button. The main content area features a table with two columns: 'Hours' and 'Billed'. The table contains three rows of data: (23, 23), (4, 4), and (2, 2). Above the table, there are two dropdown menus: 'Views' and 'Tools'. The 'Views' dropdown is open, showing 'Print Report' and 'Export to Excel' options. A mouse cursor is pointing at the 'Export to Excel' option.

Hours	Billed
23	23
4	4
2	2

# 8

## User and Project Avatars

The user avatar feature introduced in JIRA 4.2 is now used in Tempo's user and team timesheets. The project avatar is used when a project is selected from the navigation menu. We think this adds a nice touch and a sense of personalization to Tempo's user environment.



Log Work

◀ Previous

Next ▶

Current

Day

Week

Period ▼

Get approval

Period 171.5/160

Status: ● Open

Workflow: 🚫 Pending user

01/Feb/11 - 28/Feb/11

01 02 03 04

T Key Summary

S Σ

P M F F



### ***New Naming Conventions***

We've already started to modify all documentation and marketing material to reflect the aforementioned changes. We're also adapting our materials to suit Tempo's growing user base, which includes professionals charged with managing projects and expenditures for both billable and non-billable work.

## Tempo Settings --> Tempo

1. Configuration --> Global Configuration
  1. Users and Groups --> NC (No change)
  2. Global Configuration --> NC
    1. Enable billing key approval process --> Enable Customer Report Approval Process
  3. Holidays --> Non Working Days
  4. Internal Issues --> NC
2. License Control --> License Details
3. Billing Configuration --> Configuration
  1. Billing --> Period
    1. Pay Period --> 2nd Period
  2. Required Fields for Billing --> Required Fields for a Valid Worklog
    1. Billing Key --> Expenditure Item
4. Open/Close billing period --> Period Management
5. Access Control --> Services Access
6. Account Manager --> NC
  1. Customer Account Management --> NC

## Navigation:

1. Customer --> NC
2. Project Responsible --> Person Responsible
3. Period Workflow: NC
4. Report-Customer: Billing Key --> Expenditure Item

## Table Headers:

1. Timesheet-Customer-Person Responsible:
  1. Billing Key --> ID
  2. Client --> Customer
  3. Reviewed --> Approved
2. Report-Customer
  1. Billing Customer --> Name

10

## Invalid Worklogs Improvements

Some useful column has been added to the invalid worklog report to explain why the issue is invalid, making troubleshooting much easier. We've also improved Tempo's sorting functionality in the report.

**GreenCloud**

Dashboards | Projects | Issues | Agile | Tempo | Administration

Worklogs | Invalid worklogs

**Invalid worklogs**

Log Work | Previous | Next | Current | Day | Week | Period

01/Feb/11 - 28/Feb/11

T	Key	Summary	Activity	Expenditure Item	User	Worked	Hours
	CLOUD-12	CLOUD-7 / Update view to include controls caching	CloudBay Sprint 4		bob	01/Feb/11	4



# 11

## New Log Work Dialog

We've made key improvements to the Log Work dialog, allowing for faster and more convenient editing.

### Log Work - Erica Jefferson

<div style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px;">Issue</div> <p style="margin: 0;">Internal Activity</p>	<p>Issue: <input style="width: 100%;" type="text" value="CLOUD-12"/></p> <p>Period <input type="checkbox"/></p> <p>Date: <input style="width: 80%;" type="text" value="21/Feb/11"/> </p> <p>Hours worked: <input style="width: 60%;" type="text"/></p> <p>Remaining estimate: <input style="width: 60%;" type="text" value="8"/></p> <p>Description: <input style="width: 100%; height: 20px;" type="text"/></p>
	<p>Total hours spent: 16</p> <p>Original estimate: 24</p>

# 12

## Edit Worklogs from the Cell View in User Timesheet

Tempo users can now quickly and easily edit a worklog in the timesheet grid thanks to our implementation of a usability-enhancing edit feature.

Day Week Period ▾
 Get approval

Status: ● Open Workflow: ⊕ Pending user

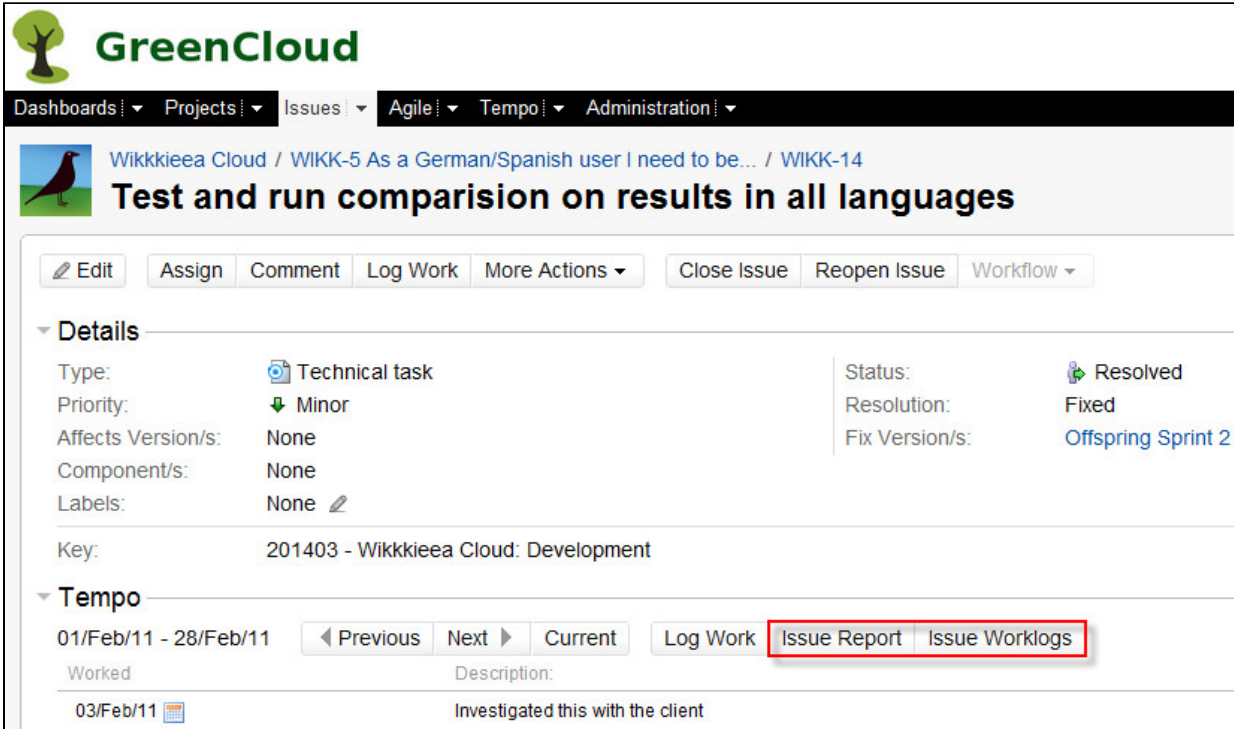
		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	
	S Σ	P	M	F	F	L	S	M	P	M	F	F	L	S	M	P	M	F	F	L	S	M	P	
e content should b...	0																							
	0																							
	109	7	6	4	3			6	6	6	3	6			4	4	6	6	6			6	6	
	20	1	Worked										Description:										Hours	
	19.5		02/Feb/11										Project and account management										6	
e swithc to my language	4																							
languages	19																							
Daily hours total:		8	7	9	8			11	9	8	9.5	8.5			6.5	6.5	8.5	8.5	8.5			8.5	8.5	
Weekly hours total:		32					46					38.5												



# 13

## Issue Report from the Issue View

You can do reporting on projects, versions, and components...why not on an issue? With Tempo 6.0, you can now generate a complete issue report in seconds directly in the issue view.



The screenshot shows the GreenCloud interface for issue WIKK-14. The issue title is "Test and run comparison on results in all languages". The issue is in a "Resolved" status. The "Tempo" section shows a date range from 01/Feb/11 to 28/Feb/11. The "Issue Report" button is highlighted with a red box.

**GreenCloud**

Dashboards | Projects | Issues | Agile | Tempo | Administration

Wikkieea Cloud / WIKK-5 As a German/Spanish user I need to be... / WIKK-14

### Test and run comparison on results in all languages

Edit Assign Comment Log Work More Actions Close Issue Reopen Issue Workflow

**Details**

Type:	Technical task	Status:	Resolved
Priority:	Minor	Resolution:	Fixed
Affects Version/s:	None	Fix Version/s:	Offspring Sprint 2
Component/s:	None		
Labels:	None		

Key: 201403 - Wikkieea Cloud: Development

**Tempo**

01/Feb/11 - 28/Feb/11 Previous Next Current Log Work **Issue Report** Issue Worklogs

Worked	Description:
03/Feb/11	Investigated this with the client

# 14

## Period Navigation and Date Ranges Selectors

Even though we've made all the Tempo views render much faster on average, we know that sometimes you need to look back a few periods. Now you can easily navigate to previous periods with a click. You can also view any timesheet by date range.



Timesheet User  
**Erica Jefferson**

Log Work

Previous

Next

Current

Day

Week

Period



Get approval

Period 171.5/160

Status: ● Oper

2011 - 03 Pending user

01/Feb/11 - 28/Feb/11

2011 - 02 01 02 03

T Key Summary

2011 - 01 Σ P M F

CLOUD-10 As proxy system I need to be able know if the content should b...

2010 - 12 0

CLOUD-18 Investigate DRD caching module

2010 - 11 0

INT-4 Account Management and Billing

2010 - 10 109 7 6 4

INT-5 Management Meetings

2010 - 09 20 1 1 1

INT-7 Case studies

2010 - 08 19.5

WIKK-5 As a German/Spanish user I need to be able swithc to my langua

2010 - 07 4

WIKK-14 Test and run comparision on results in all languages

2010 - 06 19 4

2010 - 05 hours total: 8 7 9

2010 - 04 hours total:

Total hours: **171.5** - Today: **171.5 / 160** - Period: **171.5 / 160**

Dates

## 15

### Log Work for a Period in Cell View

With just a drag of the cursor, users can now log work for a period within a given timesheet, making the logging process as simple as possible. This exciting new feature can't be captured with a mere picture --try it yourself or check out our video.



Log Work

Previous

Next

Current

Day

Week

Period

Get approval

Period  171.5/160

Status: ● Open

Workflow: ● Pending user

01/Feb/11 - 28/Feb/11

01 02 03 04 05

T	Key	Summary	S	Σ	p	M	F	F	L
	CLOUD-10	As proxy system I need to be able know if the content should b...		0					
	CLOUD-18	Investigate DRD caching module		0					

# 16

## Stricter Browsing Security Permissions

If a user doesn't have browse permission for an issue or project, Tempo will not show the data in the timesheet. In reports the text No access is displayed along with the sum.



## Cloud Development

Log Work

◀ Previous

Next ▶

Current

Day

Week

Period



01/Feb/11 - 28/Feb/11

01 02

T	Name	Summary	S	Σ	%	P	M
	Bob Johnson	3 projects		160	100%	8	8
	Erica Jefferson	2 projects		171.5	107.19%	8	7
	Paul Bergen	4 projects		160	100%		7 8
	CLOUD	Paradigm Cloud		13			
	WIKK	Wikkieea Cloud		53.5		7	8
	INT	Internal		65			
		No access		28.5			

Daily hours total: 23 23

Weekly hours total:

Total hours: **491.5**



### Improvements in Tempo Admin and Configuration

We've incorporated a number of period management improvements and fixes in preparation for some advanced changes we'll be releasing in upcoming Tempo versions.

Period Management			
Period Number	Period	Status for staff	Status for admin
0511	01/May/11 - 31/May/11	Open	Open
0411	01/Apr/11 - 30/Apr/11	Open	Open
0311	01/Mar/11 - 31/Mar/11	Open	Open
0211	01/Feb/11 - 28/Feb/11	Open	Open
0111	01/Jan/11 - 31/Jan/11	Closed	Closed
1210	01/Dec/10 - 31/Dec/10	Closed	Closed

## Improvements and Bug fixes

- Allow billing report for more than one billing key [JTMPO-48](#)
- Additional search options on worklog search [JTMPO-50](#)
- Problem with small screen [JTMPO-81](#)
- Unable to submit comment in IFrame when comment gets too long [JTMPO-97](#)
- Expose custom worklog fields in reports [JTMPO-99](#)
- New timesheet - Project [JTMPO-112](#)
- Holidays--Calendar popup doesn't work [JTMPO-115](#)
- Crash of Jira when displaying the Timesheet of my team with too many users. [JTMPO-119](#)
- I can see either the tasks or the time but not both on the same screen [JTMPO-123](#)
- Remember selected user [JTMPO-129](#)
- Allow Report view in Days/Weeks [JTMPO-131](#)
- Hour Total are incorrect for one issue generated Excel timesheet [JTMPO-140](#)
- If request approval for a timesheet with 0 hours, get stuck because cannot be rejected [JTMPO-142](#)
- The reports feature for projects only allows for project - version reports [JTMPO-149](#)
- Refresh image does not work within Timesheet project view [JTMPO-153](#)
- User report content extending past the scrollable content pane [JTMPO-161](#)
- Export of information [JTMPO-167](#)
- IE display issues within the Issue on the Tempo Tab [JTMPO-168](#)
- Problem in Timesheet - Project visualization [JTMPO-172](#)
- Allow the issue link within the time sheet to take the user to the issue vs the pop up [JTMPO-174](#)
- Some links in 'action' menu on timesheet page do not work [JTMPO-175](#)
- Original estimate being set on internal issues [JTMPO-178](#)
- Remaining estimate field wrongly updated [JTMPO-179](#)
- In Tempo "Log Work" form, "Remaining Estimate" field does not update....." field [JTMPO-181](#)
- Error dialog "Hours worked is invalid" [JTMPO-185](#)
- Timesheet login not applying to proper day for burn-down [JTMPO-186](#)
- Unable to add work log or edit description or time through the issue pop up [JTMPO-189](#)
- Project Overview - User issue dropdown [JTMPO-191](#)
- Trial expiration message should include a link to Tempo's web site [JTMPO-194](#)
- Remove scrollbar in reports view [JTMPO-195](#)
- Allow a user to specify a period of time when clicking on a cell within the time sheet [JTMPO-199](#)
- Stacktrace in JIRA log [JTMPO-200](#)
- Allow user to set default period view in Tempo [JTMPO-202](#)
- Billing keys can't be retrieved [JTMPO-204](#)
- Hours auto calculation not working in IE [JTMPO-205](#)
- Rendering of reports in IE8 [JTMPO-206](#)
- In the Tempo tab, when searching for users where their username is their email address.... [JTMPO-208](#)

[Upgrade Tempo now or get started with a free 30-day trial](#)

### Tempo 6.0.1 Release Notes

9. March 2011

The Tempo team announces the release of **Tempo 6.0.1**. This point release contains the following fixes.

#### Fixes

- Member in a Tempo admin group can select from all teams in Tempo Team Timesheet but should only be the team(s) where the group is selected. See [Admin Documentation](#) for more details
- The selected **'Week starts on'** day is not displaying in Tempo Timesheet. See ['Admin Documentation'](#) for more details
- Wrong dates are displayed when selecting 'Week' in 'Tempo Timesheet'.
- Do not automatically focus the Time Remaining field during entry [JTMPO-113](#)

Upgrading to Tempo 6.0.1 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.0](#) for more information on the new features.

### Tempo 6.0.2 Release Notes

14. March 2011

The Tempo team announces the release of **Tempo 6.0.2**. This point release contains the following fixes.

## Fixes

- Can not set billed hours to 0.0 Tempo 6.0.1
- Tempo - Team Timesheet - Unable to open 'Actions' menu for team members - [JTMPO-209](#)
- Customer list that includes long names is not displayed right

Upgrading to Tempo 6.0.2 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 6.0](#) for more information on the new features.

## Tempo 6.0.3 Release Notes

30. March 2011

The Tempo team announces the release of **Tempo 6.0.3**. The main highlights of this release include a full JIRA 4.3 support along with a new service to create a dynamic drops downs for worklog attributes. We are also introducing our first Tempo Gadget that can be used also for wallboards.

**Tempo 6.0.4 was an internal release.**  
**This version was released for JIRA Studio as Tempo Plugin 6.0.5 .**

### Highlights of this release:

- [JIRA 4.3 Support](#)
- [New Dynamic Drop Down Option](#)
- [Tempo Gadget](#)
- [User Timesheet Selection is Highlighted](#)
- [Improvements and Bug fixes](#)

? Unknown Attachment

## JIRA 4.3 Support

Tempo now fully supports JIRA 4.3 that includes a bunch of additions and improvements that makes it faster and easier to use.

? Unknown Attachment

## New Dynamic Drop Down Option

We have created a new service in Tempo for admins to create simple dynamic drop downs. The administrator will simply add a new dynamic dropdown with a URL like this:

### For JIRA standalone install

```
/rest/tempo-rest/1.0/accounts/json/getDynamicDropdown/1|2|3|4/Please Select|Red|Yellow|Green|Blue
```

### For JIRA war/ear install

```
/jira/rest/tempo-rest/1.0/accounts/json/getDynamicDropdown/1|2|3|4/Please Select|Red|Yellow|Green|Blue
```

The **getDynamicDropdown** service takes two path parameters: **values** and **labels**, separated with a pipe ("|"). This is configured in the Tempo configuration for [Worklog Attributes](#)

The given list will be displayed in all **Log Work** dialogs where the user, in this example, can select a worklog level from Red, Yellow, Green or Blue as seen here

## Log Work - John Steel

Issue <b>Internal</b> Activity	Issue: <input type="text" value="Staff Sickness Hours"/> Period: <input type="checkbox"/> Date: <input type="text" value="29/Mar/11"/> Hours worked: <input type="text" value="8"/> Description: <input type="text" value="My face was red today"/> Type: <ul style="list-style-type: none"> <li>Please Select</li> <li>Please Select</li> <li style="background-color: #007bff; color: white;">Red</li> <li>Yellow</li> <li>Green</li> <li>Blue</li> </ul>
<input type="button" value="Add"/> <input type="button" value="Add and close"/> <input type="button" value="Cancel"/>	

**Please note** that the lists have to be of the same length. If you remove Green and Blue from the example above then you also need to remove 3 and 4 from the ID list

? Unknown Attachment







### Tempo Gadget

We are happy to introduce the first Tempo gadget, **People In Version**.

The gadget is intended for teams, team-leads or management in order for them to get overview of who is working in a version. Now you have a face to match a version, this gives your dashboard a nice touch. You can also place the gadget into Confluence to build a custom dashboard for management.

The example below is a screenshot from a dashboard in Wallboard view, showing the logged work for **Offspring Sprint 2** version in the **Vikkieea Cloud** project. The project and version names are both active links.


# Wikkieea Cloud / Offspring Sprint 2

	Name	Worked
	Bob Johnson	3
	David Carsen	59.5
	Erica Jefferson	19
	Lars Petersen	108
	Laura Penn	72
	Paul Bergen	40.5
	Total:	302


? Unknown Attachment

## User Timesheet Selection is Highlighted



The selected view in user timesheet is now highlighted for a better UX.

 Timesheet ▾ User ▾   
**John Steel**

▾

Week  1/16

27/Mar/11 - 02/Apr/11

T	ID	Summary	S	Σ
	INT-3	Staff Meetings		1





### Improvements and Bug fixes

- Datepicker does not work correctly from view issue page [JTMPO-212](#)
- Column 'Approved' is displayed in 'Timesheet->Customer' when Enable Customer Report Approval Process = off [JTMPO-213](#)
- Add support for a non-dynamic drop-down for worklog attributes [JTMPO-160](#)

Upgrading to Tempo 6.0.3 is free for all customers with an active Tempo license.

Download [Tempo](#) and check the [Release Notes for Tempo 6.0](#) for more information on the new features.

## Tempo 5.4 Release Notes

### 18. November 2010

The Tempo team is proud to announce the release of **Tempo 5.4 for JIRA 4.2.x**

The oldest unresolved issue in our 'JTMPO JIRA' is finally implemented in this version. Administrators need to be able to modify worked hours vs billed hours on billing reports. 'Project Timesheet' is updated to match the new Issue Navigator in JIRA. All users can navigate between 'Reports' and 'Timesheets' and select 'Projects', 'Versions' and 'Components'.

**i** All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 5.4 is free for all customers with an active Tempo license.

#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,1923]



#### Worked Hours vs Billed Hours

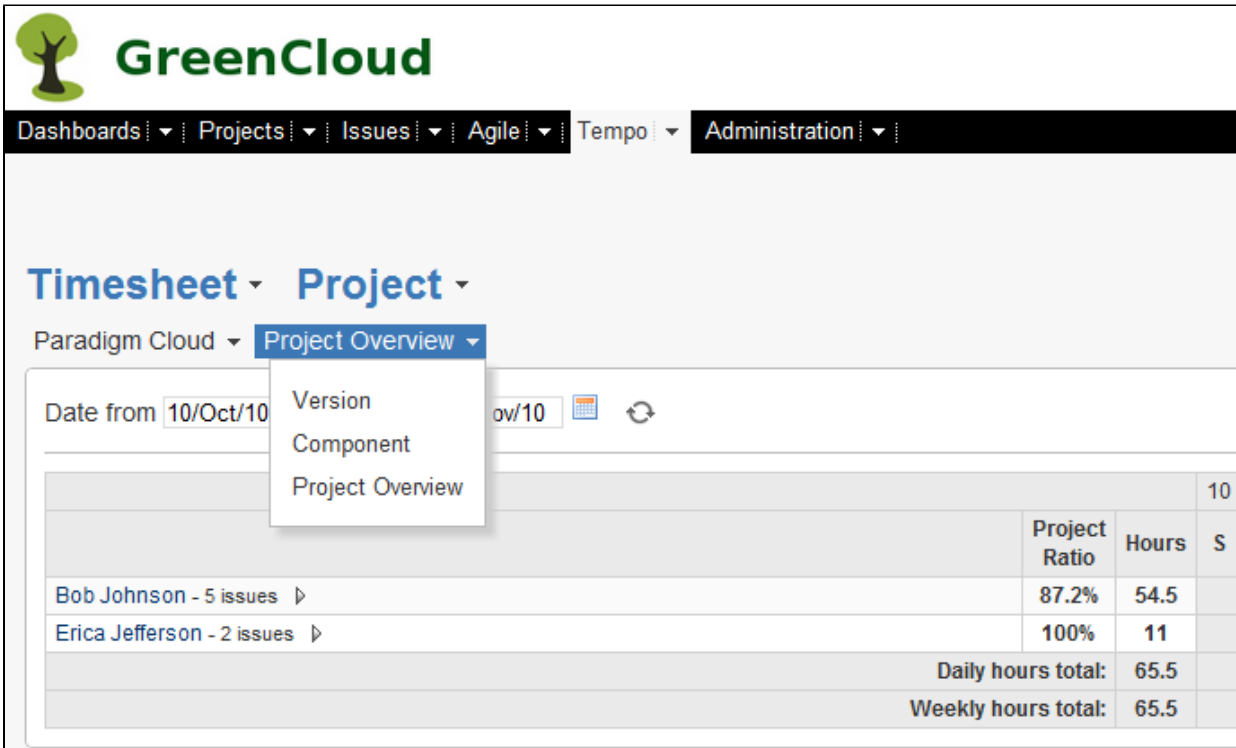
Tempo administrators have an option to modify Billed Hours in User and Billing Reports. A column of billed hours is also added to the billing report excel export.

Item	Initials	Hours	Billed
<b>CloudBay Sprint 4</b>		<b>46.0</b>	<b>46.0</b>
CLOUD-8 - As a online marketing manager I need to be able to control the SEO trackin		32.0	32.0
CLOUD-23 - Create rest-service layer that can read AD-words data into campaign		20.5	20.5
2010-10-25 Programming of rest services	(BJ)	8.0	10.0
2010-10-25 Rest services completed	(BJ)	6.0	3
2010-10-30 Project Management	(EJ)	2.0	2.0
2010-10-30 Review	(EJ)	4.5	4.5

## 2

### Project added to the Navigation Bar

Version has been replaced by project in the new Navigation Bar. If project is selected users can view Version, Component or Project Overview in the Timesheet view. In the Report view the user can select a Version for the selected project.





**GreenCloud**

Dashboards ▾ Projects ▾ Issues ▾ Agile ▾ Tempo ▾ Administration ▾

**Timesheet ▾ Project ▾**

Paradigm Cloud ▾ **Project Overview ▾**

Date from 10/Oct/10 to 10/Oct/10  

	Project Ratio	Hours	S
Bob Johnson - 5 issues ▾	87.2%	54.5	
Erica Jefferson - 2 issues ▾	100%	11	
Daily hours total:		65.5	
Weekly hours total:		65.5	

## 3

### Reports Improvements

The Billing Report and User Report has been updated to match the look and feel of the Issue Navigator in JIRA. Users can expand and collapse the Version or the Component to view all worklogs. Tempo administrators can edit the report and the refresh icon is changed to red if a refresh is needed.

The comments in JTMPO-84 has been reviewed in this implementation

**Report** ▾ **Billing** ▾ **Period** ▾

Billing Client ▾ Erica Jefferson ▾ 201401 - Cloudbay: Development ▾

10/Oct/10 - 09/Nov/10   ◀ Previous   Next ▶   Current   Use external hours  ↻

---

201401 Cloudbay: Development

Total hours: 46.0   Total billed hours: 47.0

Item

- ▾ **CloudBay Sprint 4**
  - ▶ CLOUD-8 - As a online marketing manager I need to be able to control the SEO tracking for my instance
  - ▶ CLOUD-23 - Create rest-service layer that can read AD-words data into campaigns
    - ▶ 2010-10-25   Programming of rest services
    - ▶ 2010-10-25   Rest services completed
    - ▶ 2010-10-30   Project management
    - ▶ 2010-10-30   Review
  - ▶ CLOUD-22 - Create a scheduler for Google Ad-words that stores dc data on DF3
    - ▶ 2010-10-27   Read-up on Google API

4

**Tempo GreenHopper Navigation**

Tempo and Greenhopper are now integrated, allowing users to navigate between Tempo and GreenHopper.

Dashboards ▾ | Projects ▾ | Issues ▾ | Agile ▾ | Tempo ▾   + Create Issue

**Timesheet** ▾ **Project** ▾

Paradigm Cloud ▾   Version ▾   CloudBay Sprint 4 ▾

Date from 25/Oct/10   Date to 19/Nov/10   More Actions ▾

- GreenHopper
- Detail Report

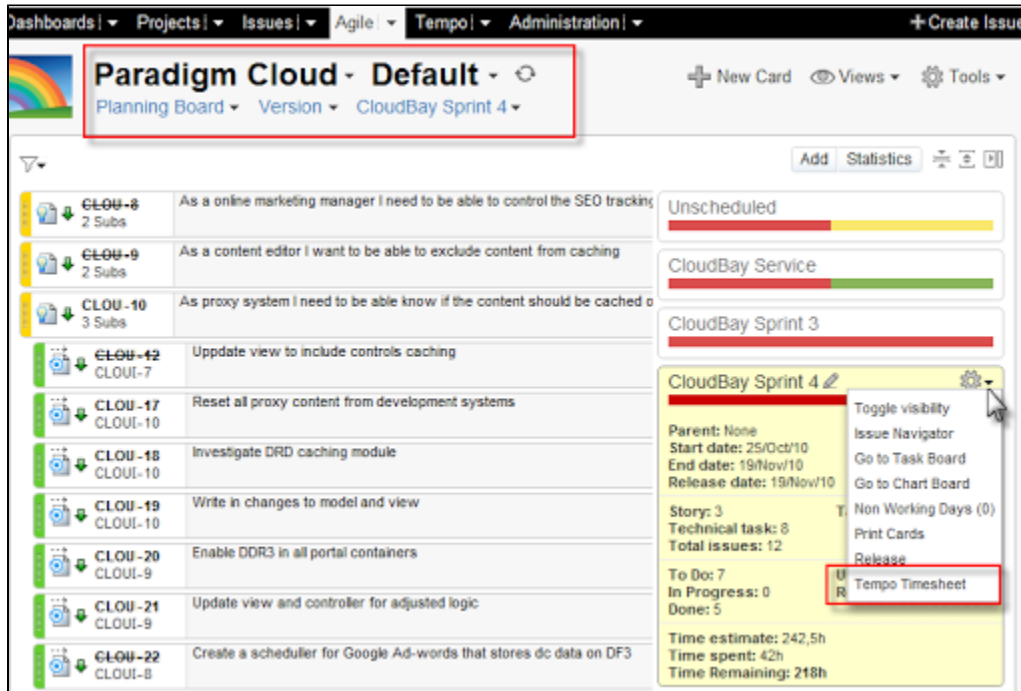
Bob Johnson - 4 issues ▶

Erica Jefferson - 2 issues ▶

Users can navigate to GreenHopper by clicking the link in the More Action list. The link is disabled if GreenHopper is not installed.

This navigation is context sensitive and operates as follows:

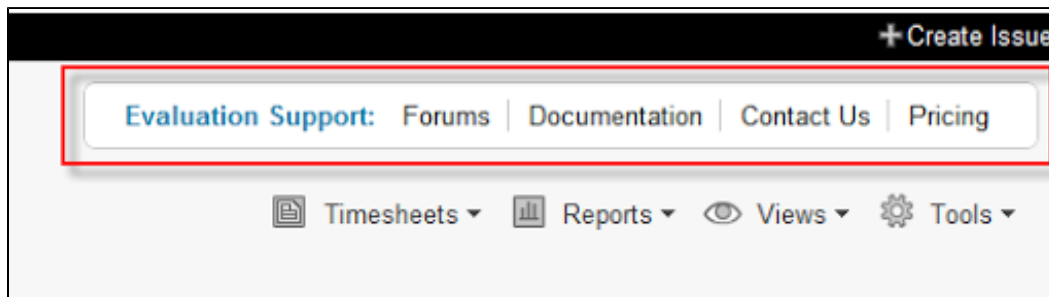
Version: The link opens the selected version on the GreenHopper Planning Board. Users can go back to Tempo from version action list. Component: The link opens the selected component on GreenHopper Planning Board Project Overview: The link opens the selected project on GreenHopper Planning Board – Project Overview.



## 5

### Tempo Evaluation Support

In the trial version of Tempo an Evaluation Support bar is displayed containing links to our web page



## 6

### Improvements and Bug fixes

- Delete worklog not possible JTMPO-114
- Seeing some code show up when viewing timesheets by version JTMPO-116

- Unable to view user's timesheet when their full name contains '(' ')' [JTMPO-104](#)
- Do not automatically focus the Time Remaining field during entry  [JTMPO-113](#)
- Configure the Staff id as a user login  [JTMPO-74](#)
- Tempo Breaks filters in JIRA bug fixed
- Improvements in printing the user and billing reports
- Open Timesheet option added to the Action list for Approved Timesheet

[Upgrade Tempo now or get started with a free 30-day trial](#)

## Tempo 5.4.1 Release Notes

7. December 2010

The Tempo team announces the release of **Tempo 5.4.1**. This point release contains the following fixes and improvements.

### Fixes

- IE 7 javascript error -  [JTMPO-138](#)
- Refresh image does not work within Timesheet project view -  [JTMPO-153](#)
- Error when logging work on issue -  [JTMPO-146](#)
- Calculate remaining estimate -  [JTMPO-159](#)

### Improvements

- Evaluation panel moved to footer

Upgrading to Tempo 5.4.1 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 5.4](#) for more information on the new features.

## Tempo 5.4.2 Release Notes

28. December 2010

The Tempo team announces the release of **Tempo 5.4.2**. This point release contains the following fixes.

### Fixes

- CSV data import not deleting codes when omitted, adds to existing project list rather than updating and sets state of key to "Open" -  [JTMPO-124](#)
- Approved timesheets getting reverted to pending approval status -  [JTMPO-151](#)

Upgrading to Tempo 5.4.2 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 5.4](#) for more information on the new features.

## Tempo 5.3 Release Notes

8. November 2010

The Tempo team is proud to announce the release of **Tempo 5.3 for JIRA 4.0.x - 4.1.2**.

The oldest unresolved issue in our 'JTMPO JIRA' is finally implemented in this version. Administrators need to be able to modify worked hours vs billed hours on billing reports. 'Project Timesheet' is updated to match the new 'Issue Navigator' in JIRA. All users can navigate between 'Reports' and 'Timesheets' and select 'Projects', 'Versions' and 'Components'.

 All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 5.3 is free for all customers with an active Tempo license.

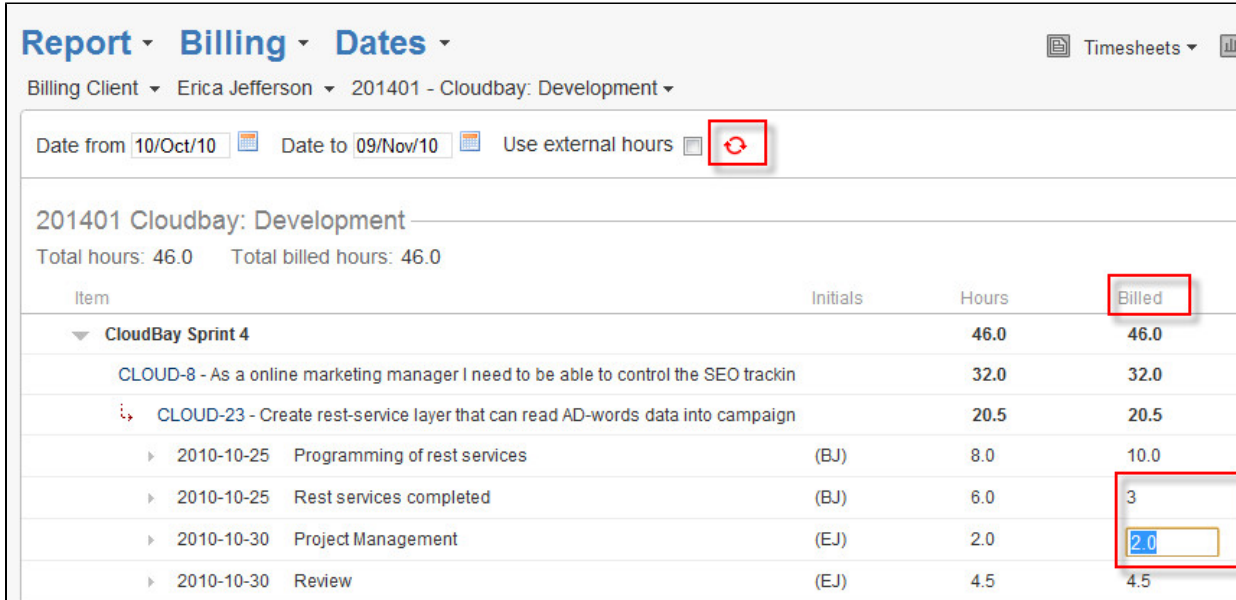
### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,2005]



### Worked Hours vs Billed Hours

Tempo administrators have an option to modify Billed Hours in User and Billing Reports. A column of billed hours is also added to the billing report excel export.



Report Billing Dates Timesheets

Billing Client Erica Jefferson 201401 - Cloudbay: Development

Date from 10/Oct/10 Date to 09/Nov/10 Use external hours

201401 Cloudbay: Development  
Total hours: 46.0 Total billed hours: 46.0

Item	Initials	Hours	Billed
CloudBay Sprint 4		46.0	46.0
CLOUD-8 - As a online marketing manager I need to be able to control the SEO trackin		32.0	32.0
CLOUD-23 - Create rest-service layer that can read AD-words data into campaign		20.5	20.5
2010-10-25 Programming of rest services	(BJ)	8.0	10.0
2010-10-25 Rest services completed	(BJ)	6.0	3
2010-10-30 Project Management	(EJ)	2.0	2.0
2010-10-30 Review	(EJ)	4.5	4.5

## 2

### Project added to the Navigation Bar

Version has been replaced by project in the new Navigation Bar. If project is selected users can view Version, Component or Project Overview in the Timesheet view In the Report view the user can select a Version for the selected project.



## Timesheet ▾ Project ▾

Paradigm Cloud ▾ **Project Overview** ▾

Date from

	Project Ratio	Hours	S
Bob Johnson - 5 issues ▾	87.2%	54.5	
Erica Jefferson - 2 issues ▾	100%	11	
Daily hours total:		65.5	
Weekly hours total:		65.5	

This was originally requested by one of our customers in [JTMPO-44](#) and also partly in [JTMPO-94](#), [JTMPO-92](#) and [JTMPO-82](#)

### 3

#### **Reports Improvements**

The Billing Report and User Report has been updated to match the look and feel of the Issue Navigator in JIRA Users can expand and collapse the Version or the Component to view all worklogs. Tempo administrators can edit the report and the refresh icon is changed to red if a refresh is needed.

The comments in [JTMPO-84](#) has been reviewed in this implementation

## Report ▾ Billing ▾ Period ▾

Billing Client ▾ Erica Jefferson ▾ 201401 - Cloudbay: Development ▾

10/Oct/10 - 09/Nov/10

◀ Previous

Next ▶

Current

Use external hours



### 201401 Cloudbay: Development

Total hours: 46.0 Total billed hours: 47.0

Item

#### ▼ CloudBay Sprint 4

CLOUD-8 - As a online marketing manager I need to be able to control the SEO tracking for my instance

↻ CLOUD-23 - Create rest-service layer that can read AD-words data into campaigns

▶ 2010-10-25 Programming of rest services

▶ 2010-10-25 Rest services completed

▶ 2010-10-30 Project management

▶ 2010-10-30 Review

↻ CLOUD-22 - Create a scheduler for Google Ad-words that stores dc data on DF3

▶ 2010-10-27 Read-up on Google API

4

### **Tempo Evaluation Support**

In the trial version of Tempo an Evaluation Support bar is displayed containing links to our web page

+ Create Issue

Evaluation Support: Forums | Documentation | Contact Us | Pricing

Timesheets ▾ Reports ▾ Views ▾ Tools ▾

5

### **Improvements and Bug fixes**

- Delete worklog not possible JTMPO-114



- Seeing some code show up when viewing timesheets by version [JTMPO-116](#)
- Unable to view user's timesheet when their full name contains '(' ') [JTMPO-104](#)
- Do not automatically focus the Time Remaining field during entry [JTMPO-113](#)
- Configure the Staff id as a user login [JTMPO-74](#)
- Tempo Breaks filters in JIRA bug fixed
- Improvements in printing the user and billing reports
- Open Timesheet option added to the Action list for Approved Timesheet

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## Tempo 5.3.1 Release Notes

26. November 2010

The Tempo team announces the release of **Tempo 5.3.1**. This point release contains the following fixes.

### Fixes

- Problem with Project based reporting - [JTMPO-148](#)

Upgrading to Tempo 5.3.1 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 5.3](#) for more information on the new features.

## Tempo 5.3.2 Release Notes

7. December 2010

The Tempo team announces the release of **Tempo 5.3.2**. This point release contains the following fixes and improvements.

### Fixes

- IE 7 javascript error - [JTMPO-138](#)
- Refresh image does not work within Timesheet project view - [JTMPO-153](#)
- Error when logging work on issue - [JTMPO-146](#)
- Calculate remaining estimate - [JTMPO-159](#)

### Improvements

- Evaluation panel moved to footer

Upgrading to Tempo 5.3.2 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 5.3](#) for more information on the new features.

## Tempo 5.3.3 Release Notes

 April 24th 2012

**Tempo 5.3.3.1 released with some minor bug fixes**

28. December 2010

The Tempo team announces the release of **Tempo 5.3.3**. This point release contains the following fixes.

### Fixes

- CSV data import not deleting codes when omitted, adds to existing project list rather than updating and sets state of key to "Open" - [JTMPO-124](#)
- Approved timesheets getting reverted to pending approval status - [JTMPO-151](#)

Upgrading to Tempo 5.3.3 is free for all customers with an active Tempo license.

[Download Tempo](#) and check the [Release Notes for Tempo 5.3](#) for more information on the new features.

## Tempo 5.2 Release Notes

15. September 2010

The Tempo team is proud to announce the release of **Tempo 5.2 for JIRA 4.0.x - 4.1.2**.

The focus was set on improving usability and increasing flexibility of managing billing accounts within Tempo Plugin. This release features major

changes to the account manager that now enables users to map billing account to multiple JIRA projects. Improved navigation between timesheets and reports with better controls of dates/periods and persistence between views.

**i** All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 5.2 is free for all customers with an active Tempo license.

**Highlights of this release:**

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,1905]

# 1

## ***New Improved Account Manager***

To make it easier for JIRA admin to maintain all billing keys. The user can now search for Projects, Billing Keys or all unassigned Billing Keys.

Inline editing is available for the Billing key status. Open and close statuses can be change by clicking the status.

### Customer Account Management

Set and modify customer account relationship and status.  
All changes will be saved automatically.

Billing Id	Billing Name	Status
24000000	Acme - Education	<input type="text" value="Open"/>
24000060	Acme - Staff Sick Time	Open
24000062	Acme- IQT Development	Open
24000064	Acme - Staff Vacation	Open

# 2

## ***Billing Keys to Multiple Projects***

This feature has been on our customers wishlist for a long time so we are proud to introduce this option in the new Account Manager

The list of projects that are mapped to a billing key is displayed as a comma separated list in the JIRA Project(s) column on the billing table

This was originally requested by one of our customers [JTMPO-67](#)

<input type="button" value="Import from service"/> <input type="button" value="Import from CSV"/>	
<hr/>	
<b>JIRA Project(s)</b>	<b>Project Mapping</b>
AKA, CLOUD, INT, SUPPORT, WIKK	<a href="#">Modify</a>

### 3

#### **Log Work Dialog**

New and improved Log Work dialog.

**Log Work**

Add worklog
Internal issues
My activity

Issue: 
 Period 
 Date:

Hours worked: 
 Remaining estimate: 
 Original estimate: 
 Total hours spent:

Description:

### 4

#### **Timesheets - Reports Navigation**

User can now navigate within Tempo Plugin using a cascading select list displayed in the header.

The screenshot shows the GreenCloud interface. At the top left is the GreenCloud logo. Below it is a navigation bar with menus for Dashboards, Projects, Issues, Agile, Tempo, and Administration. A secondary navigation bar contains 'Report', 'Worklogs', and 'Dates', which are highlighted with a red box. Below this, there is a user selection dropdown for 'Sverrir Tynes', a 'User Search' input field, and a 'Work date' dropdown. A date range filter is set from '10/Sep/10' to '09/Oct/10'. At the bottom, a table header is visible with columns for 'T', 'Issue key', and 'Summary'.

5

### Worklog Attributes

In User, Billing and Worklog reports all Worklog Attributes can be expanded and collapsed for viewing and editing..

The screenshot shows a worklog report interface. At the top right is a '+ Create Issue' button. Below it are navigation icons for Timesheets, Reports, and Tools. A summary box displays 'Total hours: 468.5' and a 'More Actions' dropdown. At the bottom right, a red box highlights two icons: a double-headed vertical arrow for expanding/collapsing rows and a double-headed horizontal arrow for expanding/collapsing columns.

6

### Improvements and Bug Fixes

- Download an empty billing keys files JTMPO-108
- Remove custom attribute from worklog does not work JTMPO-107
- Font for description when adding hours is cramped in Firefox JTMPO-98
- Re-importing updated billing keys file does not show newer data JTMPO-85
- Cannot Approve or Re-open user's timesheet JTMPO-93
- Last external update has been added to the About Tempo Plugin screen


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## Tempo 5.1 Release Notes

## 4. August 2010

The Tempo team is proud to announce the release of **Tempo 5.1 for JIRA 4.0.x - 4.1.2**.

We love to make our customers happy, so with Tempo Plugin 5.1 we focused on including top requested issues from our users. Among changes are the possibility to specify projects in account information import, more options for worklog entry such as optional description and also a possibility to export billing reports to Excel.

 All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 5.1 is free for all customers with an active Tempo license.

### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,1887]

# 1

### ***Description and Remaining Estimate is optional***

In previous versions of Tempo Plugin all fields in the Log Work screen has been required. Now JIRA admin can select if Description and/or remaining Estimate fields are required.

#### **Remaining estimate is optional**

- If no original estimate is on the issue the default remaining estimate is 0
- The remaining estimate is reduced by the time spent value until 0 is reached and therefore it can't be a negative number

#### **Description is optional**

- If no text is written in the description field a default text "Working on Issue \$key" is added
- The default text can be edited as any other text in worklog description

This was originally requested by one of our customers [JTMPO-52](#)

Global Configuration	
<input type="checkbox"/> Tempo admin can log work for Tempo users	<input checked="" type="checkbox"/> Description is optional
<input type="checkbox"/> User can not log work on parent issues	<input type="checkbox"/> Enable timesheet approval process
<input checked="" type="checkbox"/> Remaining estimate is optional	<input type="checkbox"/> Enable billing key approval process

# 2

### ***Billing keys imported directly to JIRA Projects***

Billing keys can be assigned to a project directly in the import. Add a column to the csv for the Project key or line in the xml file including the project key.

This was originally requested by one of our customers [JTMPO-38](#)

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<accounts>
  <account>
    <accountId>268283</accountId>
    <accountName>Account 1</accountName>
    <categoryDescription>Category 1</categoryDescription>
    <categoryId>1</categoryId>
    <customerContactName>John Doe</customerContactName>
    <customerId>1234</customerId>
    <customerName>ACME Inc.</customerName>
    <employeeId>ST</employeeId>
    <employeeName>Sue Thompson</employeeName>
  </account>
  <account>
    <accountId>268303</accountId>
    <accountName>Account 2</accountName>
    <categoryDescription>Category 2</categoryDescription>
    <categoryId>2</categoryId>
    <customerContactName>Jane Doe</customerContactName>
    <customerId>1235</customerId>
    <customerName>ACME Inc.</customerName>
    <employeeId>AB</employeeId>
    <employeeName>Abe Bucher</employeeName>
    <jiraProjectKey>ACME</jiraProjectKey>
  </account>
</accounts>
```

3

### ***Add work to parent issues is now optional***

Some of our customer have a policy to log work only on sub-task. An option has been added to prevent logging work on parent issues.

This was originally requested by one of our customers JTMPO-46

## **Global Configuration**

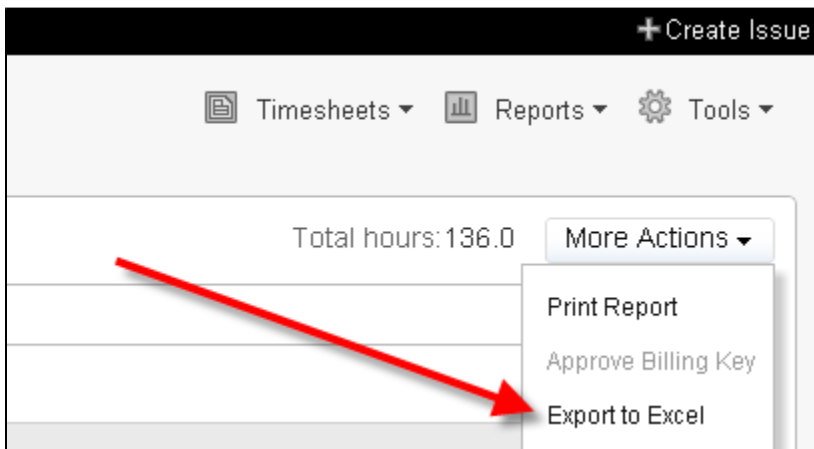
- |  |  |
|--|--|
| <input type="checkbox"/> Tempo admin can log work for Tempo users          | <input type="checkbox"/> Description is optional             |
| <input checked="" type="checkbox"/> User can not log work on parent issues | <input type="checkbox"/> Enable timesheet approval process   |
| <input type="checkbox"/> Remaining estimate is optional                    | <input type="checkbox"/> Enable billing key approval process |

4

### ***Billing Report can be exported to Excel***

An option has been added to export a Billing Report to excel. User Report and Version Report export will be implemented in next version of Tempo Plugin

This was originally requested by one of our customers JTMPO-57



## 5

### **Improvements and Bug fixes**

#### **Improvements**

- Billing Report is generated on submit if current user is Responsible
- JIRA 4.1 UI adjustments in Tempo Plugin Administration

#### **Bug fixes**

- As Administrator I can import Billing IDs with "\_" but cannot assign them to projects - JTMPO-59
- Cannot import more than 16 Billing keys - JTMPO-70
- Problem with menus in IE - JTMPO-76
- Approve Billing key - JTMPO-71

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### **Tempo 5.1.1 Release Notes**

**17. August 2010**

The Tempo team announces the release of **Tempo 5.1.1**. This point release contains the following feature, fixes and improvements.

#### **New Features**

The following default languages are now fully supported in Tempo Plugin

- French (France)
- German (Germany)

Select one of the above on your JIRA General Configuration page to activate the Tempo Plugin language support.

T	Key	Summary	Status	Heures	S	M
	TST-7	Description is optional		2		
	TST-10	parent with original estimate				
	TST-11	subtask with no estimate		3		
Total des heures de la journée :						
Total des heures de la semaine :						

#### Fixes

- Action tool on Team Timesheet not working for users with username that includes "." or a "@" characters
- Added support for a null user fullName
- Version report for a version with no issues gives error
- Added fix for assigning billing keys to new projects

#### Improvements

- The issue field is now selected in the Add hours screen

Upgrading to Tempo 5.1.1 is free for all customers with an active Tempo license.

Download [Tempo](#) and check the [Release Notes for Tempo 5.1](#) for more information on the new features.

## Tempo 5.0 Release Notes

### 9. June 2010

The Tempo team is proud to announce the release of **Tempo 5.0 for JIRA 4.0.x - 4.1.1**.

This release's codename is "Volcanic"; reference to the volcanic activity in Iceland and the amount of changes in this release. This release has 12 major changes that include a total overhaul of the GUI and a greatly improved interface. New views and reports have been added such as [Version Timesheet](#) and [Detail Reports](#). One of the biggest features is the workflow feature that allow timesheet approval of process and billing key review as well as the extended API capability.

Tempo's Plugin team members take the comments of customers very seriously and to underline that we have included multiple requests from our customers in this release.

All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 5.0 is free for all customers with an active Tempo license.

#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,2286]





## Timesheet Workflow and Approval Process

The ability to approve timesheets is essential for our customers, which we have enabled in this version.

Users can submit their timesheets for approval and managers/team leaders are provided with an overview of each user's workflow status. This release also has a new and easy navigation between the timesheet view and the report view. This makes it easier for managers to drill down to user's details and make adjustments according to needs as well as approving the timesheet.

T	Key	Summary	Status
	CLOUD-7	As admin user I need to be able reset cache for every instance	
	CLOUD-20	Enable DDR3 in all portal containers	

## 2

### Tempo Plugin and GreenHopper are now integrated

We are excited to present this collaboration between the GreenHopper and the Tempo Plugin teams.

This integration allows user to take advantages of both plugins to provide the complete overview. Example of this would be; you have a sprint or a release that you are tracking in GreenHopper, now you can jump directly into Tempo Plugin and view the time sheet for that particular version. This answers question like; What's the team commitment and what issues did the team actually spent their time on?

In Tempo Plugin users can either go to GreenHopper or view even more detailed report for the sprint or version, furthermore the user can also view the timesheet for each individual team member.

CloudBay Sprint 4

- Parent: None
- Start date: 9/Jun/10
- End date: 9/Jul/10
- Release date: 9/Jul/10
- Story: 3
- Total issues: 11
- To Do: 6
- In Progress: 0
- Done: 5

- Toggle visibility
- Issue Navigator
- Go to Task Board
- Go to Chart Board
- Non Working Days (0)
- Print Cards
- Release
- Tempo Timesheet

# 3

## **Version Timesheet and Report**

For those who are using **Tempo Plugin** for project management purposes these new views are very useful. Users can get snapshot of projects' progresses and view the commitment level capacity of each team member.

This was originally requested by one of our customers [JTMPO-29](#)

The screenshot shows a software interface with three tabs: "Add worklog", "Internal issues", and "My activity". The "Internal issues" tab is active. The form contains the following fields and controls:

- Issue: ABC-123
- Period:
- Date: 25/May/10
- Description:
- Hours worked:
- Remaining estimate: N/A
- Original estimate: N/A
- Total hours spent: N/A
- Activity:
- Price Code:
- Account Indicator:

At the bottom of the form are three buttons: "Add", "Add and close", and "Close".

# 4

## **Issue Actions on Timesheets**

Tempo Plugin users can now action issues directly from their timesheet, such as start workflow, add comments and other issue operations.

T	Key	Summary	Status	
	CLOUD-7	As admin user I need to be able reset cache for every instance		
	CLOUD-20	Enable DDR3 in all portal containers		
	INT-1	Vacation Time		
	INT-2	Sick Time	View Issue	
	INT-7	Case studies	Resolve Issue	
	WIKK-4	As a new user I need to have access to a quick guide how to get s...	Close Issue	
	WIKK-15	Add to view help popout menu	Edit	
		Closed issues	Assign	

# 5

## Issue and Status Icons on Personal Timesheet

Displaying these icons provides a better overview of timesheet's status for each user.

This was originally requested by one of our customers JTMPO-54

T	Key	Summary	Status	Hours	10	11	12	13
					F	F	L	S
	CLOUD-3	All screen not working with Apple ipad - login error		4	4			
	CLOUD-7	As admin user I need to be able reset cache for every instance						
	CLOUD-12	Uppdate view to include controls caching		16	4	8		
	CLOUD-8	As a online marketing manager I need to be able to control the SE...						
	CLOUD-22	Create a scheduler for Google Ad-words that stores dc data on DF...		8				
	CLOUD-23	Create rest-service layer that can read AD-words data into campal...		14				
	CLOUD-9	As a content editor I want to be able to exclude content from cac...						
	CLOUD-20	Enable DDR3 in all portal containers		42				
	INT-1	Vacation Time		48				
	INT-2	Sick Time		8				
	INT-7	Case studies		12				
	WIKK-4	As a new user I need to have access to a quick guide how to get s...						
	WIKK-15	Add to view help popout menu		3				
	WIKK-7	Users are gettin locked out after only 2 min		21				
<b>Daily hours total:</b>					8	8		
<b>Weekly hours total:</b>							16	

# 6

## Billing Timesheet

At the end of each billing period Tempo Plugin admin can review and approve the billing keys that he/she is responsible for. There are two review icons. Red for all billing keys that need to be approved and green for the ones that have already been approved. In addition, the following actions are also available; revoke approval or view a detailed report for further details. This gives administrators great overview of the approval status of Billing Reports.

The screenshot shows a web interface for 'Billing Timesheet'. At the top right is a '+ Create Issue' button. Below it are navigation tabs for 'Timesheets', 'Reports', and 'Tools'. A date range '10/Jun/10 - 09/Jul/10' is displayed with 'Previous', 'Next', and 'This Month' buttons. The main table has columns for 'Client', 'Reviewed', and 'Total'. A dropdown menu is open over the 'Reviewed' column, showing options: 'Approve billingkey', 'Revoke Approval', and 'Billing detail report'.

Client	Reviewed	Total
CloudBay	●	69.0
CloudBay	●	12.0
Wikkieea	●	62.5
Wikkieea	●	26.0
GreenCloud	●	445.0

# 7

## Billing Detail Report

Tempo Plugin admin can view the billing detail report by clicking on the Billing key link or by using the Action list. We have enhanced both the report view and navigation.

The screenshot shows a 'Billing report' for 'CloudBay' under 'Project Responsible' 201401. It includes filters for 'Date from' (10/Jun/10) and 'Date to' (09/Jul/10), and a 'Use external hours' checkbox. The report title is '201401 Cloudbay: Development' with a sub-total of 'CloudBay Sprint 4: 69.0'. The report lists tasks with their descriptions and completion dates.

Task ID	Description	Date	Status
● CLOUD-8	As a online marketing manager I need to be able to control the SEO tracking for my instance		
● CLOUD-23	Create rest-service layer that can read AD-words data into campaigns		
▶	2010-06-15	Programming of rest servises	
▶	2010-06-17	Rest services completed	
● CLOUD-22	Create a scheduler for Google Ad-words that stores dc data on DF3		
▶	2010-06-14	Read-up on Google API	
▶	2010-06-17	Scheduler completed	

## 8

### ***Dynamic Drop-downs for worklog attributes***

Tempo Plugin Dynamic Drop-downs are drop-down lists that are populated with an external system to add user-defined properties to a worklog in Tempo Plugin. Providing live data as a worklog attribute, for example service organization that provides a service to a customer - the technician can log work to an issue and do dynamic look-up on specific equipment and add that as a worklog attribute.

```
fn(  
  { "values":  
    [  
      { "key": "", "value": "Please select..." },  
      { "key": "0100", "value": "This is option ONE" },  
      { "key": "0200", "value": "And here is option TWO" }  
    ]  
  }  
)
```

## 9

### ***Importing Account Information in XML***

In this version, JIRA admin can import account information via web services.

This was originally requested by one of our customers [JTMPO-37](#).

Here is an example of an xml containing two accounts, Account 1 and Account 2.

```

<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<accounts>
  <account>
    <accountId>268283</accountId>
    <accountName>Account 1</accountName>
    <categoryDescription>Category 1</categoryDescription>
    <categoryId>1</categoryId>
    <customerContactName>John Doe</customerContactName>
    <customerId>1234</customerId>
    <customerName>ACME Inc.</customerName>
    <employeeId>ST</employeeId>
    <employeeName>Sue Thompson</employeeName>
  </account>
  <account>
    <accountId>268303</accountId>
    <accountName>Account 2</accountName>
    <categoryDescription>Category 2</categoryDescription>
    <categoryId>2</categoryId>
    <customerContactName>Jane Doe</customerContactName>
    <customerId>1235</customerId>
    <customerName>ACME Inc.</customerName>
    <employeeId>AB</employeeId>
    <employeeName>Abe Bucher</employeeName>
  </account>
</accounts>

```

# 10

## Tempo Plugin Admin can log work for other users

JIRA administrator has to enable this feature on the JIRA instance. In this version it's globally enabled but in future versions of Tempo Plugin this will be configurable on a Team/Department level.

This was originally requested by one of our customers JTMPO-40

**In Tempo you can select admin and user groups for each department in your company**

Tempo admin can log work for Tempo users

**New**

Department name	Tempo Admin	Tempo Users
Management	tempo-management-admin	tempo-management-user
Service & Maint	tempo-service-admin	tempo-service-user
Cloud Development	cloud-dev-admin	cloud-dev-user
Web Development	web-dev-admin	web-dev-user

# 11

## User can select between Billing Period and Pay Period view

If management has two different period for billing and staff salary a Tempo Plugin user can now select wich period is rendered in the personal Timesheet.

The screenshot shows the 'User Timesheet' interface for Bob Johnson. At the top, there are navigation tabs: Dashboards, Projects, Issues, Agile, Tempo, and Administration. The main heading is 'User Timesheet'. Below it, there's a user search field and a 'Billing period' dropdown menu. The dropdown menu is open, showing two options: 'Billing period' and 'Pay period'. Below the menu, there are buttons for 'Log Work' and 'Workflow', and a status indicator 'Status: Open'. A progress bar shows 'Billing period' at 14%. At the bottom, there is a table with columns 'T', 'Key', 'Summary', and 'Status'. The table contains one row with a key 'CLOUD-8' and a summary 'As a content editor I want to be able to exclude content from cac...'. The status column has a green arrow icon.

## 12

### JIRA 4.1 UI Adjustments

Our team has improved every screen in Tempo Plugin and the navigation according to JIRA's new user interface. Visual elements and controls have been added to make the user's experience better in every way.

For example:

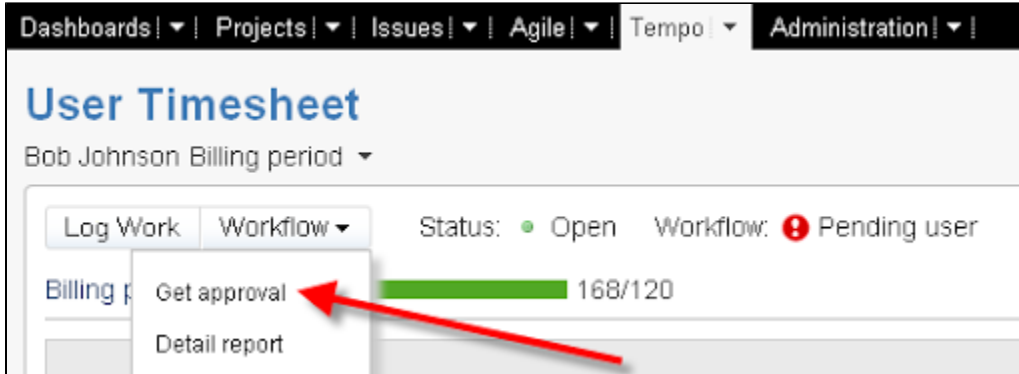
- The actions on personal timesheets
- The ability to jump from a timesheet view to detail report
- Improved use of JIRA icons and workflow statuses

The screenshot shows the JIRA interface for timesheets. At the top right, there is a '+ Create Issue' button. Below it, there are navigation tabs: Timesheets, Reports, Views, and Tools. Below the tabs, there are buttons for 'Previous', 'Next', and 'This Month'. To the right of these buttons, there are radio buttons for 'Day', 'Week', and 'Month'. Below the radio buttons, there is a calendar grid showing dates from 20 to 09. The days of the week are abbreviated as S, M, P, M, F, F, L, S, M, P, M, F, F, L, S, M, P, M, F, F. The date 09 is highlighted in yellow.

## 13

### Tempo Plugin users can close their own billing period

If management has two different periods for billing and staff salary a Tempo Plugin user can now select which period is rendered in the personal User Timesheet.



## 14

### Improvements and Bug fixes

- The selected user name is displayed in front of the user picker field when Tempo Plugin admin is viewing a personal timesheet for a member in his Tempo Plugin user group
- User picker icon has been replaced by a Search User text in the user picker field for Tempo Plugin admin
- Option to include JIRA Custom Fields in Tempo Plugin XML services
- Billing Key status is included in the Customer Accounts and JIRA Projects Relations
- Tempo Plugin users can see a report of invalid worklogs on their browse permission issues

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## Tempo 4.5 Release Notes

**This page relates to an earlier and non supported version of Tempo.**  
Check out our [matrix of supported versions](#) or view the latest [Tempo release](#).

### 26. march 2010

The Tempo team is proud to announce the release of **Tempo 4.5 for JIRA 4.0 - 4.0.2**.

In this Tempo Plugin plugin release the focus was on three main areas:

- Provide a Team Timesheet for Tempo Plugin admin in order for them to get a better overview of how their team is doing, with a drill-down to individual employee timesheet.
- Improve navigation and add more icons for better visual cues. The goal was to simplify the way people interact with Tempo Plugin and in addition make room for future functionality that we are going to introduce in the coming months
- Simplify the installation of Tempo Plugin and major improvement of the user guide, we have removed all Javascript libraries except JQuery which is now default. This means that we will put all our focus in new features and improvement in the coming months

 All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 4.5 is free for all customers with an active Tempo license.

#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,2943]



# 1

## Team Timesheets

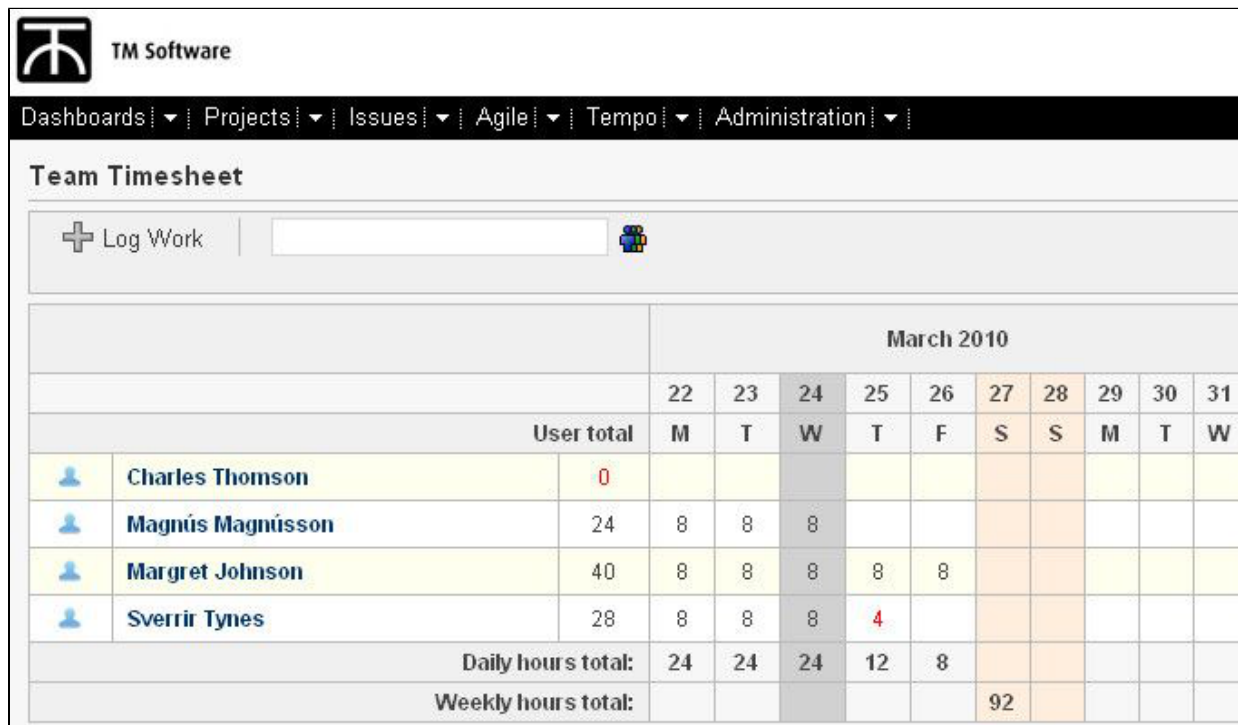
### Tempo Plugin admin can view Timesheet for his team





All members in a group that has been selected as a Tempo Plugin admin group can select a Team Report for the relevant Tempo Plugin User group.

A list of available teams is displayed on the **Team Timesheet** list. Click on a Team name to view all the members logged time. If a member has not completed the required work the sum is marked red both in User total hours and hours per day.

Tempo Plugin admin can click on the User name to view the **Personal Timesheet** and the selected user name and login is displayed in the user picker field.

This was requested by one of our customers [JTMPO-31](#)



			March 2010									
			22	23	24	25	26	27	28	29	30	31
User total			M	T	W	T	F	S	S	M	T	W
	Charles Thomson	0										
	Magnús Magnússon	24	8	8	8							
	Margret Johnson	40	8	8	8	8	8					
	Sverrir Tynes	28	8	8	8	4						
Daily hours total:			24	24	24	12	8					
Weekly hours total:								92				

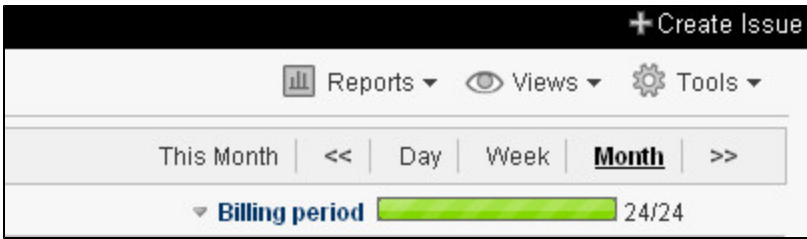
# 2

## Look and Feel

Tempo Plugin look and feel is getting closer to the JIRA look and feel

- The text Add hours has been replaced by Log Work
- The Show checkboxes has been moved from the Timesheet view to the **Views** drop-down list
- Reports list added containing Time Reports, Worklog Reports and Team Timesheets
- Tools list added containing User Settings and About Tempo Plugin

All new features will be added to these lists in future versions of Tempo Plugin

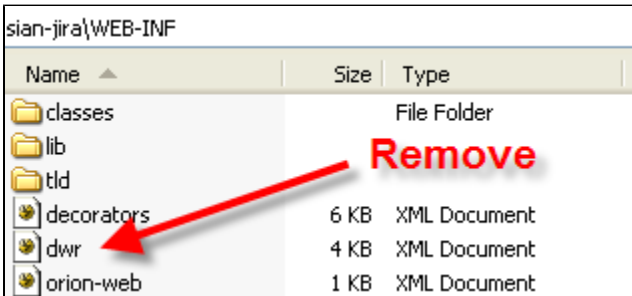


# 3

## Installation and dwr removal

From Tempo Plugin 4.4 the installation is different that in earlier versions of Tempo Plugin. Now you have to copy the jar into your **JIRA home directory** under `plugins/installed-plugins/`. In this version of Tempo Plugin all usage of dwr has been removed from the code so if you are upgrading from Tempo Plugin 4.1 - 4.4 do the following:

- Remove `dwr.xml` from your `WEB-INF` directory if only used for Tempo Plugin
- If you are using the `dwr.xml` for other plugging than Tempo Plugin delete all code from `TM Software` from the element.



# 4

## Improvements and Bug fixes

### Improvements

- The user name and login is displayed in the user picker field when Tempo Plugin admin is viewing a personal timesheet for a member in his Tempo Plugin user group

### Bug fixes

- JTMPO-34
- JTMPO-33
- JTMPO-43

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## Tempo 4.5.2 Release Notes

**This page relates to an earlier and non supported version of Tempo.**  
Check out our [matrix of supported versions](#) or view the [latest Tempo release](#).

## 23. April 2010

The Tempo team announces the release of **Tempo 4.5.2**.  Tempo 4.5.1 was an internal release.

We are happy to announce the release of Tempo Plugin 4.5.2 that is fully compatible with JIRA 4.1, although this is a minor release it does have a big of speed improvement over earlier versions.

Upgrading to Tempo 4.5.2 is free for all customers with an active Tempo license.

Download [Tempo](#) and check the [Release Notes for Tempo 4.5](#) for more information on the new features.

## Tempo 4.4 Release Notes

**This page relates to an earlier and non supported version of Tempo.**  
Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).


## 4. March 2010

The Tempo team is proud to announce the release of **Tempo 4.4 for JIRA 4.0 - 4.0.1**.

For Tempo Plugin 4.4 we had planned to release more features, however we spent majority of the time of improving the plugin overall code and moving to plugins 2.0 framework. The good news are that we plan to put 150% more effort in releasing more features over next 3 months, users will see more reports, improved GUI and usability and gadgets. From this version on all major enhancements are only going to be available for JIRA 4.

Major enhancements for this release are in GUI for the issue view and Timesheet day view. We have changed names of few of the screens to more aligned with general business and JIRA terms.

We have added actions for worklogs and there is more to come in next versions. We are excited about some of the features we have planned for releases up to version 5.0 due for the Atlassian Summit in June.

 All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 4.4 is free for all customers with an active Tempo license.

### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,3023]

1

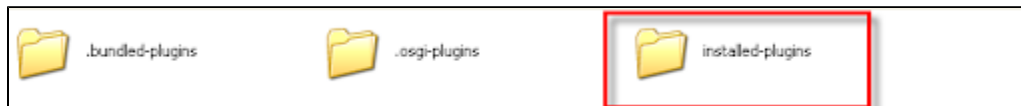
### **Tempo Plugin is now a Version 2 Plugin**

From Tempo Plugin 4.4 the installation is different that in earlier versions of Tempo Plugin.

Now you have to copy the jar into your [JIRA home directory](#) under `plugins/installed-plugins/`

As we are still using some dwr you need to follow the dwr instructions listed in our admin documentation when installing Tempo Plugin

Our plan is that all DWR framework will be removed in Tempo Plugin 4.5

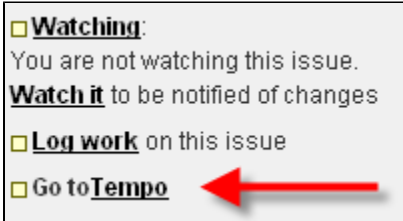


2

### ***Go to Tempo Plugin link available in Issue Operations***

Tempo Plugin user can now add hours to an issue from the issue operation

- Click on the Add Tempo Plugin Hours link and the Tempo Plugin Add hour screen will display in the Tempo Plugin Issue Tab
- Click Add hours
- After filling in the required information for the worklog click **Add and close** or **Add** if you want to continue and add hours to other issues



## 3

### ***Issue view replaced by Timesheet Day view***

The worklogs in the issue view are now displayed as the Timesheet day view.

To edit a worklog in the issue view

- Click on the calendar or edit the date if you want to move the worklog to another date
- Click on the description text to edit the worklog description and click on anything outside the text area to update
- Click in the value in the hour field if you want to edit the hour and click on anything outside the field to update
- Click on the **Actions** icon if you want to Move, Split or Delete a worklog



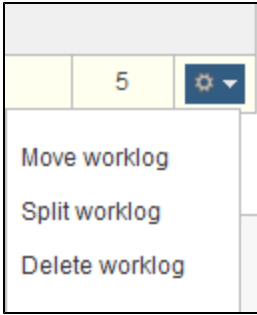
## 4

### ***Actions for a worklog***

Action list added in the Timesheet Day view replacing the worklog edit icons.

Worklogs can be **Moved** to another issue, partly moved to another issue (**Split**) or **Deleted** by selecting the required option from the **Actions** dropdown list.

Worklog Action is accessible in the Issue view, Timesheet Day view and Tempo Plugin Reports



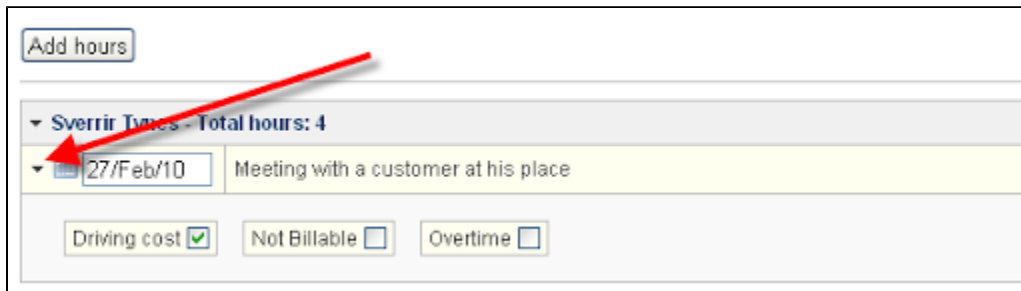
## 5

### **Worklog Attributes**

Billing Attributes has been renamed **Worklog Attributes** and the all the management has been improved.

- If JIRA admin has created any Worklog Attributes Tempo Plugin user can select those attributes in the Add hours screen
- Worklog attributes can be edited in the Issue view, Timesheet Day view and Tempo Plugin Reports
- To edit a worklog attribute click in the expand icon on the worklog
- Click again on the expand icon to hide worklog attributes

In next versions of Tempo Plugin we will continue to improve the use of **Worklog Attributes** by adding some new types and the possibility to add values to attributes



## 6

### **Improvements and Bug fixes**

- Billing Key Manager has been renamed **Account Manager** as from there all customer accounts are managed and the relations to JIRA projects are created
- Go to Tempo Plugin link added in Issue Operations
- Billing attribute renamed Worklog attribute

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## **Tempo 4.3 Release Notes**


**This page relates to an earlier and non supported version of Tempo.**  
Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).

29. January 2010

The Tempo team is proud to announce the release of **Tempo 4.3 for JIRA 4.0 - 4.0.1**.

In this release we spent majority of the time re-writing the Tempo Plugin core to be better integrated with JIRA 4. These changes will be integrated into Tempo Plugin 4.4 and will be an important part of some new major features coming out next 3 months.

We did however add few things that have been requested by our customers, perhaps most important is that each user can now set required daily workload. Tempo Plugin calculations in the time-sheet is based on that value.

 All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 4.3 is free for all customers with an active Tempo license.

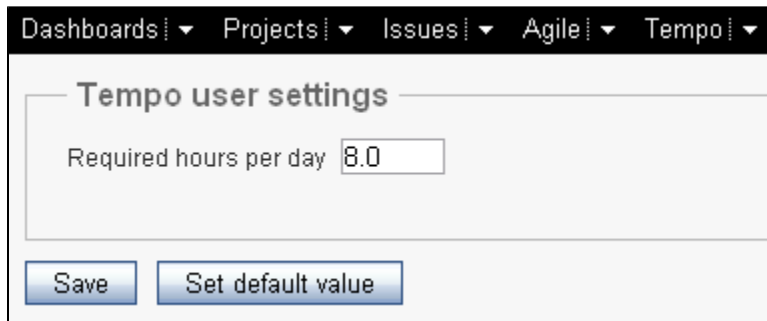
**Highlights of this release:**

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,2673]

# 1

## **Hours per Day User Property**

Tempo Plugin user can set work contribution in Tempo Plugin user settings so the workload status bar is showing the correct value if the user is a part time worker



# 2

## **Range of IP Adresses**

JIRA admin can add a range of IP addresses in Tempo Plugin Access Control

Enter IP-addresses or IP-address range in a white space separated list.

**Example: 127.0.0.1 192.168.1.10-192.168.1.20**

# 3

## **Total Hours per Issue**

In month and week view a user can see the total hours spent on an issue in the selected period

		January 2010							
		24	25	26	27	28	29	30	31
Issue total		S	M	T	W	T	F	S	S
	2					2			
	24			8	8	8			
<b>Daily hours total:</b>				8	8	10			
<b>Weekly hours total:</b>								26	

## 4

### Staff ID User Property

JIRA admin can select a user property to be used as a unique staff id in billing system

- Create a property for all Tempo Plugin users and give it a name and a value
- Select the property from a list in Required Fields For Billing tab

The value is now send as a staff id in Tempo Plugin services

## 5

### Tempo Plugin License Changes

Due to changes of the Tempo Plugin license all users with valid Tempo Plugin license need to re-install the license if this message is displayed

This change does not affect trial licenses

Dashboards | Projects | Issues | Agile | Tempo | Administration

## Due to expiration of trial period

The Tempo Enterprise plugin has been disabled. Please contact TM Software to buy a license.

# 6

## Bug Fixes and Improvements

- New improved Add hours, Move worklog and Split worklog screens
- A message is displayed if a user doesn't have a permission to the destination issue in Move or Split worklog
- Text changes in Tempo Plugin License Control
- Fix handling of quotes and html tags in worklog description
- Sum of required work error in week view fixed
- Original estimate and Total time spent not displayed on internal issues

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## Tempo 4.2 Release Notes

**This page relates to an earlier and non supported version of Tempo.**  
Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).

### 21. December 2009

The Tempo team is proud to announce the release of **Tempo 4.2 for JIRA 4.0 - 4.0.1**.

All users can now generate Tempo Plugin reports, Tempo Plugin admin can generate reports based on individual employee. Timesheet view now shows subtask/parent task relationship, default sorting improved. We fixed many bugs and kept on improving performance. Majority of new feature are based of feedback from Tempo Plugin users so we would like to thank you for a great year and happy holidays to you all.

 All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 4.2 is free for all customers with an active Tempo license.

#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,2651]

# 1

## Reports Improvement

All Tempo Plugin users can generate reports.

Tempo Plugin admin can generate a Billing Report as in previous versions.

In Tempo Plugin 4.2 admin can also generate a report for each user in his Tempo Plugin user group.

Tempo Plugin user can generate a report of his worklogs over a selected period of time.

On the generated report the user can edit worklogs if the selected period is open

#### Edit a description in the report

1. Click on the Description field on the report
2. Edit the text
3. Click on the next Description field to edit
4. Repeat steps 1 - 3 until you're satisfied with the descriptions on the report

If the **Move** and **Split** icons are missing for a worklogs the worklog is within a closed period and can't be edited





### Billing Report

Date from

Date to

Use external hours

**To edit the worklog's description do the following:**

1. Click on the Description field in the report
2. Edit the text
3. Click on the next Description field to edit
4. Repeat steps 1 - 3 until you're satisfied with the descriptions on the report

If the **Move** and **Split** icons are missing for a worklogs the worklog is within a closed period and can't be edited.

[Generate report](#)

### Staff report: Tempo User

Period: 15/Dec/09 - 14/Jan/10

Total hours: 7.5

[Print report](#)

ONE - Headquarters 7.5

Component A: 3.5

<b>ONE-4 Parent Issue No 1</b>	<b>3.5</b>
<b>ONE-5 Parent 1 Sub-task A</b>	<b>2.0</b>
2009- work 12-17	1.0 →
2009- First work 12-21	1.0 →
<b>ONE-6 Parent 1 Sub-task B</b>	<b>1.5</b>
2009- Work on subtask B 12-21	1.5 →

# 2

### ***New Display of Issues in My Timesheet***

Issues in the month and week view in My Timesheet are now sorted by **Project** and then by **Issue key**

If **Show closed issues** is checked all issues in **Closed** and **Resolved** statuses are displayed as strikethrough  
All **Sub-tasks** are inlined marked with the sub-task icon and displayed under it's Parent issue.



### My Timesheet

Add hours

Show assigned issues

Show watched issues

Show closed issues

This Week | << | Day | **Week** | Month | >>

▼ Billing period  7.5/40

		December 2009						
		20	21	22	23	24	25	26
		S	M	T	W	T	F	L
	<b>ONE-4 - Parent Issue No 1</b>							
	↳ ONE-5 - Parent 1 Sub-task A		1					
	↳ ONE-6 - Parent 1 Sub-task B		1.5					
	<b>ONE-7 - Parent Issue No 2</b>							
	↳ ONE-8 - Parent 2 Sub-task A		3					
	↳ ONE-9 - Parent 2 Sub-task B		1					
<b>Daily hours total:</b>			6.5					
<b>Weekly hours total:</b>								6.5

# 3

### Original Estimate and Total Hours Worked

When a user is adding hours in the Timesheet view the **Original estimate** of the issue and **Total hours spent** are displayed on the Add hours screen and Cell screen.

Displaying these values will give the user a better overview of the issue when writing down the **New remaining estimate** value.

ADD WORKLOG
INTERNAL ISSUES
MY ACTIVITY

Issue:  Period

Enter start of issue key or part of summary to get a list of possible matches.

Date:

Description:

Hours worked:  Remaining estimate

Original estimate: 5      Total hours spent: 2

# 4

## Bug Fixes and Improvements

- headerOnly added to Tempo Plugin Services
- Not possible to move a worklog to an issue that doesn't exist or if user has not browse permission
- An error in workloadManager fixed
- Tabs in edit worklog working in the right order
- Red and Green validation colours removed

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## Tempo 4.1 Release Notes

**This page relates to an earlier and non supported version of Tempo.**  
 Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).

### 3. December 2009

The Tempo team is proud to announce the release of **Tempo 4.1 for JIRA 4.0**.

This release focus was on improving the interface and take it closer to JIRA 4 along with few usability changes. We made massive changes to underlying code to support some new exiting features in upcoming Tempo Plugin releases along with better database support.

We will keep on gradually releasing features that will then over time form new feature set or extend existing features in coming releases of Tempo Plugin. Majority of new features are coming from Tempo Plugin customers we appreciate your input in improving Tempo Plugin.

All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 4.1 is free for all customers with an active Tempo license.

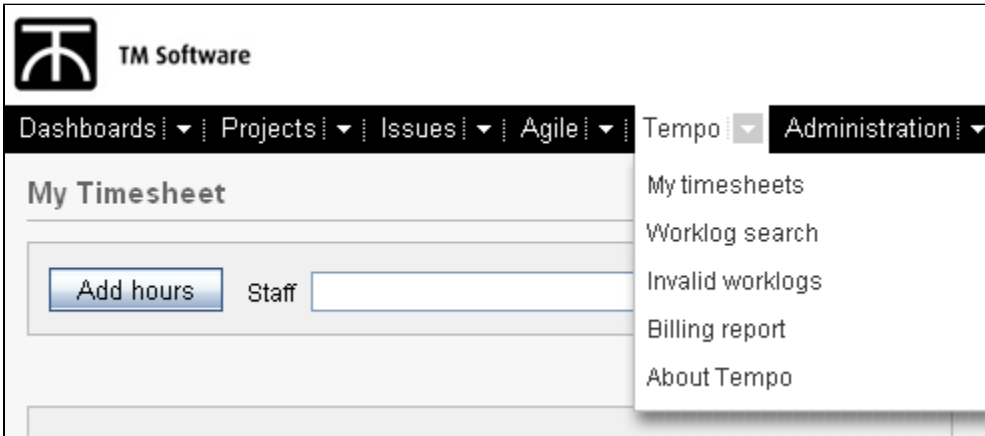
#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,2720]

1

### JIRA 4 Look and Feel

Browse Tempo Plugin from the Top Navigation bar in JIRA 4. and navigate from a dropdown list

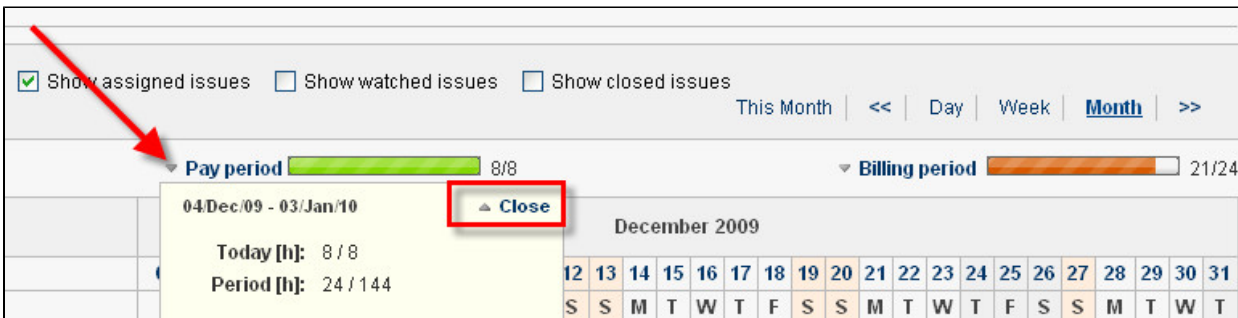


2

### Progress Bar

Period summary from the bottom of the timesheet view has been replaced by a Progress bar located on top.

Users with long list of issues don't need to scroll down to view the summary, just click on the expand icon by the Progress bar name.

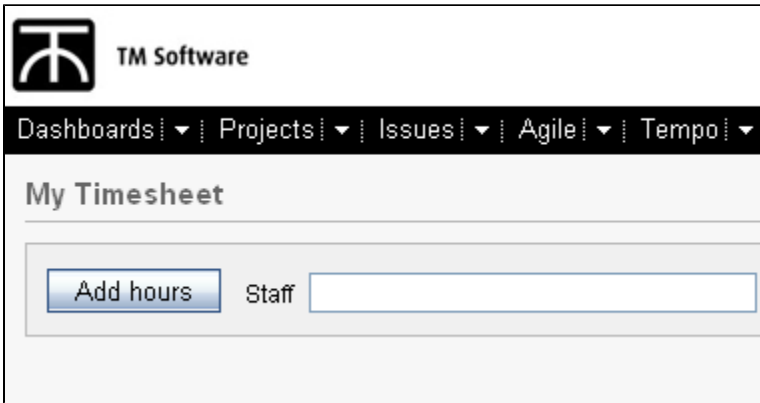


3

### User Picker for Tempo Plugin Admin

Tempo Plugin admin dropdown list is now replaced by a User picker.

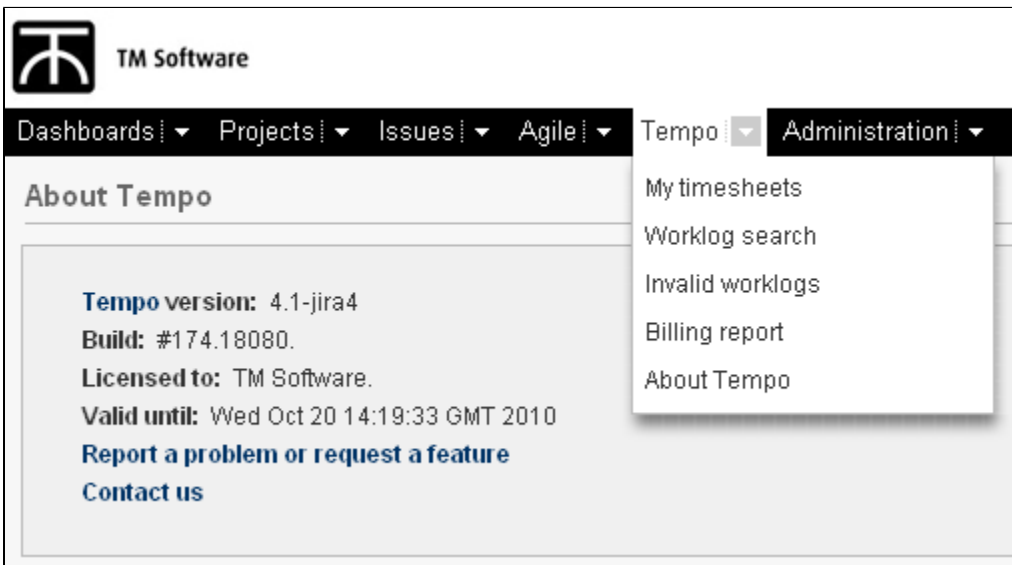
Start writing and after 3 characters you can select a user from all match within your Tempo Plugin-user group(s)



## 4

### **About Tempo Plugin Window**

This window contains some useful information about the installed version of Tempo Plugin  
From here you can also send us a bug report or request a new feature



## 5

### **Database Support**

Tempo Plugin now supports all databases supported by JIRA

# 6

## Bug Fixes and Improvements

- Remaining estimate visible in Move and Split issues
- A message is displayed if Time Tracking is not activated
- Performance improvements in Worklog search , Invalid worklogs and My timesheets
- User, Work date, Hours and External Messages columns added in Invalid Worklogs

**i** This is a major release so please clean your browser cache before trying this version if your upgrading from previous Tempo Plugin versions

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## Tempo 4.0 Release Notes

**This page relates to an earlier and non supported version of Tempo.**  
Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).

### 26. October 2009

The Tempo team is proud to announce the release of **Tempo 4.0 for JIRA 4.0**.

With this release we have ported Tempo Plugin Enterprise to JIRA 4.

**i** All features in this release can be viewed in our [admin](#) and [user](#) documentations.

Upgrading to Tempo 4.0 is free for all customers with an active Tempo license.

#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,2304]

# 1

## Tempo Plugin 4 JIRA 4

We're proud to announce the release of Tempo Plugin for JIRA 4. With this release we have ported Tempo Plugin Enterprise to JIRA 4.

And just as JIRA 4 represents another evolutionary step in the Atlassian product line, the new version of Tempo Plugin is also a quantum leap forward. We have therefore decided to release it as a completely new version--Tempo Plugin 4.

# 2

## Tempo Plugin 4 New Licence Structure

Tempo Plugin, like JIRA, now follows user-based licencing. Therefore, it is imperative that your Tempo Plugin licence match your JIRA licence.

# 3

## Get Started Licence

With the new Tempo Plugin 10-user Starter Licence, it is now easier than ever for businesses to adopt JIRA as their primary bug tracking/issue tracking/time management product suite.

Following in the footsteps of Atlassian's "Get Started for \$10" program, we're now offering a 10-user licence for just \$10--with the added benefit that the license fee is donated directly to Room to Read, an organization dedicated to helping children in the developing world learn to read and thus break the cycle of poverty into which they were born.

[Upgrade Tempo now](#) or [get started with a free 30-day trial](#)

## Tempo 4.0.1 Release Notes

**This page relates to an earlier and non supported version of Tempo.**  
Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).

### 17. November 2009

The Tempo team announces the release of **Tempo 4.0.1**. This point release contains the following fixes.

- JIRA war installation support
- Link color in Tempo Plugin set as black instead of picking up the selected Link Color from JIRA
- Text color in Tempo Plugin set as black instead of picking up the selected Header Text Color from JIRA
- Other minor bug fixes

Upgrading to Tempo 4.0.1 is free for all customers with an active Tempo license.

*This version is released as we wanted to get the bug fixes out as Tempo Plugin 4.1 is not to be released until 27. November 2009*

[Download Tempo](#) and check the [Release Notes for Tempo 4.0](#) for more information on the new features.

## Tempo 2.8 Release Notes

**This page relates to an earlier and non supported version of Tempo.**  
Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).

### 28. January 2010

The Tempo team announces the release of **Tempo Plugin Enterprise version 2.8**.

Bug fixes and performance improvements

- i** This version is released as Tempo 2.8.1 for JIRA 3.13.3 - 3.13.5.
- w** JIRA 3.13.3, 3.13.4 and 3.13.5 users please note: The `dwr-edit-3-13-3.txt` file has been updated since version 2.5.1
- i** All features in this release can be viewed in our [admin](#) and [user](#) documentations.

# 1

## Locale Support

The selected Default language in JIRA is now supported in Tempo Plugin.

## 2

### **Database Support**

All databases supported by JIRA are now supported in Tempo Plugin.

## 3

### **Tempo Plugin License Changes**

Due to changes of the Tempo Plugin license all users with valid Tempo Plugin license need to re-install the license if this message is displayed This change does not affect trial licenses.

## Due to expiration of trial period

The Tempo Enterprise plugin has been disabled. Please contact TM Software to buy a license.

## 4

### **Bug Fixes and Improvements**

- A message is displayed if Time Tracking is not activated
- It's possible to assign a billing key to a project that doesn't exist - bug fixed
- java.lang.IllegalArgumentException: Remaining estimate must be a non-negative number - bug fixed
- Error in admin Open/Close period - bug fixed
- Billing key field not rendering in Find Issues - bug fixed
- It's possible to edit a worklog on a closed period - bug fixed

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### **Tempo 2.7 Release Notes**


**This page relates to an earlier and non supported version of Tempo.**  
Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).

#### **24. November 2009**

The Tempo team announces the release of **Tempo Plugin Enterprise version 2.7**.

Bug fixes and performance improvements

 **This version is released as Tempo 2.7.1 for JIRA 3.13.3 and 3.13.5.**

 **JIRA 3.13.3, 3.13.4 and 3.13.5 users please note: The `dwr-edit-3-13-3.txt` file has been updated since version 2.5.1**

 All features in this release can be viewed in our [admin](#) and [user](#) documentations.





## Bug Fixes and Improvements

- Remaining estimate can be set to a negative number
- Wrong calculation in week view
- Custom field of type Billing Key not available when Searching for issues

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## Tempo 2.6 Release Notes

This page relates to an earlier and non supported version of Tempo.  
Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).


### 11. September 2009

The Tempo team is proud to announce the release of **Tempo Plugin Enterprise version 2.6**

#### Multiple Tempo Plugin User groups. Billing Reports and Billing Key Manager improvements

- JIRA admin can add more than one Tempo Admin and Tempo user groups
- JIRA admin can browse for a file to import in the Billing Key Manager
- JIRA admin can upload the csv file for the Billing Key Manager
- Issue Summary field added as an output option in Tempo Services

 **This version is released as Tempo 2.6.1 for JIRA 3.13.3 and 3.13.5.**

 **JIRA 3.13.3, 3.13.4 and 3.13.5 users please note: The `dwr-edit-3-13-3.txt` file has been updated since version 2.5.1**

 All features in this release can be viewed in our [admin](#) and [user](#) documentations.

#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,3472]



## Users and Groups

There are two user roles in Tempo Plugin. Tempo Plugin admin and Tempo Plugin user. In the Users and Groups settings a group is selected for each role.

The default groups used for each role are `jira-administrators` and `jira-users`.

JIRA admin can select admin and user groups for each department in the company by clicking the New link







Users in both groups are able to use Tempo Plugin but they must have the Work On Issues permission in the relevant permission scheme.

The members in the Tempo Plugin Admin Group have administrators permissions to view and edit worklogs from all users in the relevant Tempo Plugin user group.

They also have a permission to:

- View a list of Invalid Worklogs for a selected period
- Generate billing reports

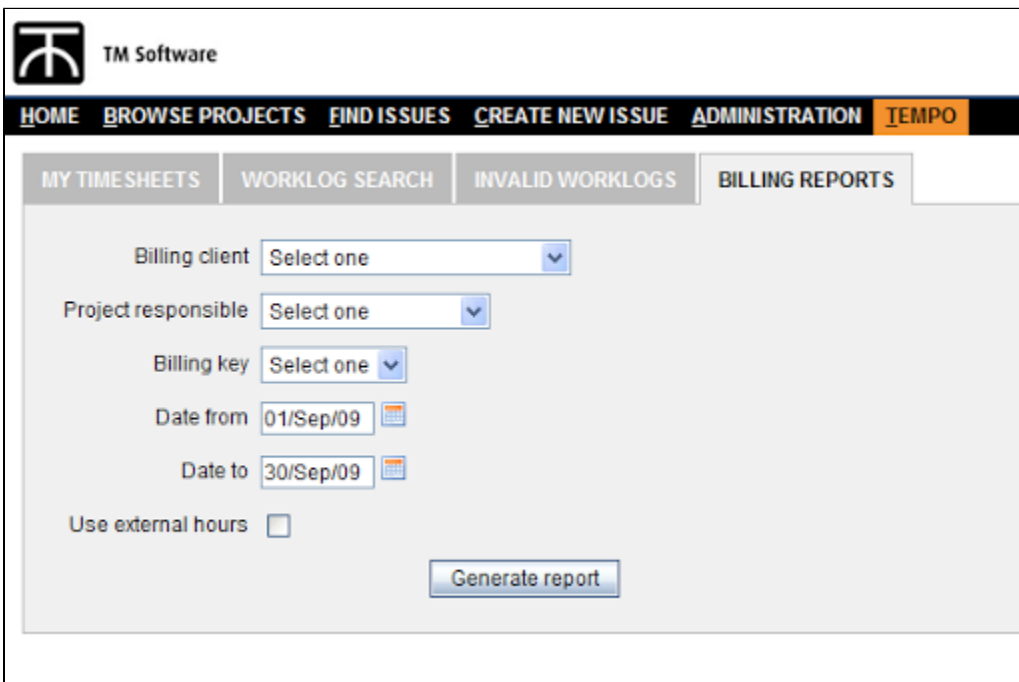
**New**

Department name	Tempo Admin	Tempo Users	
Tempo default department	jira-administrators	jira-users	 
Administration	Tempo-admin	Tempo-admin	 
Development Team	Dev-admin	Tempo-users	 

2

### Select Project Responsible for the Billing Report

Tempo Plugin admin can generate a billing report for a Project responsible. A new search criteria has been added as an option in the billing report. Now Tempo Plugin admin can select a Billing client or a Project responsible.



TM Software


HOME BROWSE PROJECTS FIND ISSUES CREATE NEW ISSUE ADMINISTRATION **TEMPO**


MY TIMESHEETS WORKLOG SEARCH INVALID WORKLOGS **BILLING REPORTS**

Billing client

Project responsible

Billing key

Date from  

Date to  

Use external hours

3

### Billing Key Manager

JIRA admin can browse for the file and import it to the JIRA instance. This file can also be downloaded from the Billing Key Manager.

**Billing Key Manager**

File to import (must have same character encoding as server, default is UTF-8)

Project Key

Upgrade Tempo now or get started with a free 30-day trial

## Tempo 2.5 Release Notes

This page relates to an earlier and non supported version of Tempo.  
Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).

### 17. July 2009

The Tempo team is proud to announce the release of **Tempo Plugin Enterprise version 2.5**

#### Improvements in Billing Reports and added support for Oracle installations

- Tempo Plugin admin can Move and Split worklog entries on billing report
- Tempo admin can open issues in edit mode on billing report
- Tempo admin can print out a billing report
- Speed improvements.

**i** This version is released as **Tempo 2.5.1 for JIRA 3.13.3 and 3.13.4**.

**i** All features in this release can be viewed in our [admin](#) and [user](#) documentations.

#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,3053]



#### **Move and Split Worklog Entry**

Tempo Plugin admin can 'Move' and 'Split' worklog entries on 'Billing Reports'

- To move a worklog entry click on the move icon and fill out the fields on the Move issue screen
- To split a worklog entry click on the split icon and fill out the fields on the Split issue screen

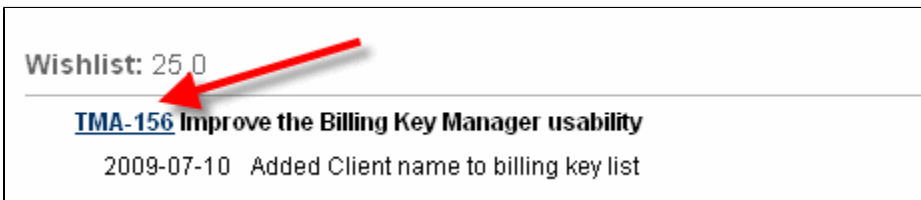


## 2

### **Open Issue in Edit Mode**

Tempo Plugin admin can open issues in edit mode on billing report

1. Click on the issue key
2. Edit the issue
3. Click the Update button and close the screen
4. Repeat steps 1 - 3 until you're satisfied with the billing report



Wishlist: 25.0

---

**TMA-156 Improve the Billing Key Manager usability**

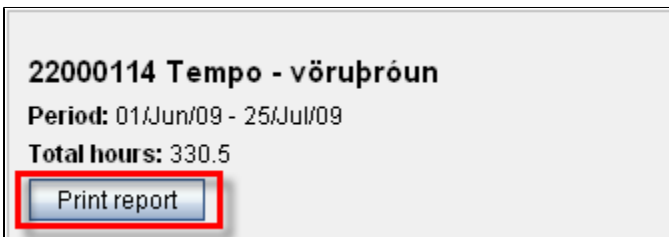
2009-07-10 Added Client name to billing key list

## 3

### **Print a Billing Report**

Tempo Plugin admin can print a billing report

Click on the **Print report** button to print a billing report



**22000114 Tempo - vörupróun**

**Period:** 01/Jun/09 - 25/Jul/09

**Total hours:** 330.5

**Print report**

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## **Tempo 2.4 Release Notes**

**This page relates to an earlier and non supported version of Tempo.**  
Check out our [matrix of supported versions](#) or view the latest [Tempo release](#).

### **26. June 2009**

The Tempo team is proud to announce the release of **Tempo Plugin Enterprise version 2.4**.

**My Activity Issues tab added in Add hours and editable work description in Billing Reports**

- User can select from his last activity issues in Add hours screen
- The Description field is now editable in Billing Reports
- User can write longer worklog description
- Added support for PostgreSQL installations

**i** This version is released as Tempo 2.4.1 for JIRA 3.13.3 and 3.13.4.

**i** All features in this release can be viewed in our [admin](#) and [user](#) documentations.

#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,3084]

## 1

### **My Activity**

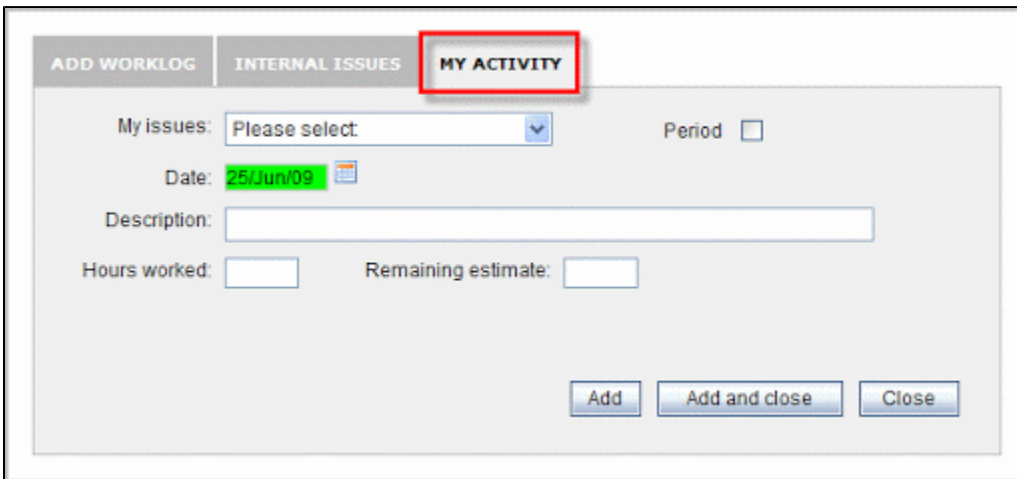
User can now select an issue from a list called My Activity in the Add hours screen

The list includes all issues that have been updated within the last 7 days with the current user as a participant.

Examples of updates are:

- Log work on an issue
- Comment on an issue
- Edit an issue
- Transition through workflow

The custom field **Participants** is used to populate the **My Activity** list. Tempo Plugin uses assigned issues if the JIRA Toolkit is not installed on your JIRA.



The screenshot shows the 'ADD WORKLOG' interface with three tabs: 'ADD WORKLOG', 'INTERNAL ISSUES', and 'MY ACTIVITY'. The 'MY ACTIVITY' tab is highlighted with a red box. Below the tabs, there is a 'My issues:' dropdown menu with 'Please select' chosen. To the right of this is a 'Period' checkbox. Below that is a 'Date:' field showing '25/Jun/09' with a calendar icon. A large 'Description:' text area is below the date. At the bottom left are 'Hours worked:' and 'Remaining estimate:' input fields. At the bottom right are three buttons: 'Add', 'Add and close', and 'Close'.

## 2

### **Editable Billing Report**

Tempo Plugin admin can edit the description in the billing report

1. Click on the Description field on the report
2. Edit the text
3. Click on the next Description field to edit
4. Repeat steps 1 - 3 until you're satisfied with the descriptions on the report

Version 2.4: 4.5

---

APP-22 Tempo Billing Report edit

2009-06-26 This is my description for this work

2009-06-29 I'm editing this description |

---

(ST) Sverrir Tynes (4.5 hours)

### 3

#### **Expanding Text Area in Worklog Description**

User can now write much longer description on the worklog than he was able to do in previous versions of Tempo Plugin.

ADD WORKLOGINTERNAL ISSUES**MY ACTIVITY**

My issues:  Period

Date:

Description: 

This is my work in this version today. It's a very long description so I'll have to use longer field than I was able to in Tempo version 2.3  
This is a continuous work

Hours worked:  Remaining estimate:

### 4

#### **Billing Configuration improvements**

Billing configurations has been improved with a tab system and instruction texts.

ADD WORKLOG
INTERNAL ISSUES
**MY ACTIVITY**

My issues: APP-22 Tempo Billing Report ed ▼ Period

Date: 26/Jun/09 📅

Description: 

This is my work in this version today. It's a very long description so I'll have to use longer field than I was able to in Tempo version 2.3

This is a continuous work

Hours worked:  Remaining estimate: 0

Add
Add and close
Close

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## Tempo 2.3 Release Notes

**This page relates to an earlier and non supported version of Tempo.**  
 Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).

### 29. May 2009

The Tempo team is proud to announce the release of **Tempo Plugin Enterprise version 2.3**.

#### Tempo Plugin release 2.3 summary: Billing reports can be generated in Tempo Plugin and round of usability improvements

- Billing reports can now be generated and rendered in the Tempo Plugin interface, this is the first round of functionality with built-in billing reports, we will be adding an edit mode in Version 2.4 allowing users to edit some attributes on-screen.
- Default billing keys can now be configured for a Jira project Many minor usability fixes and bugs based feedback from Tempo Plugin users, thanks.

Please stay tuned for next for release 2.4 in late June, which will include integration with activity stream plugin, editable billing reports among speed improvements.

**NOTE:**Tempo Plugin does not work with JIRA 3.13.3 and 3.13.4, due to some internal changes with that version, we are working on a release for next week

#### Version 2.3.1 is out on June 5th 2009

i All features in this release can be viewed in our [admin](#) and [user](#) documentations.

#### Highlights of this release:

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,3727]



### **Billing Reports**

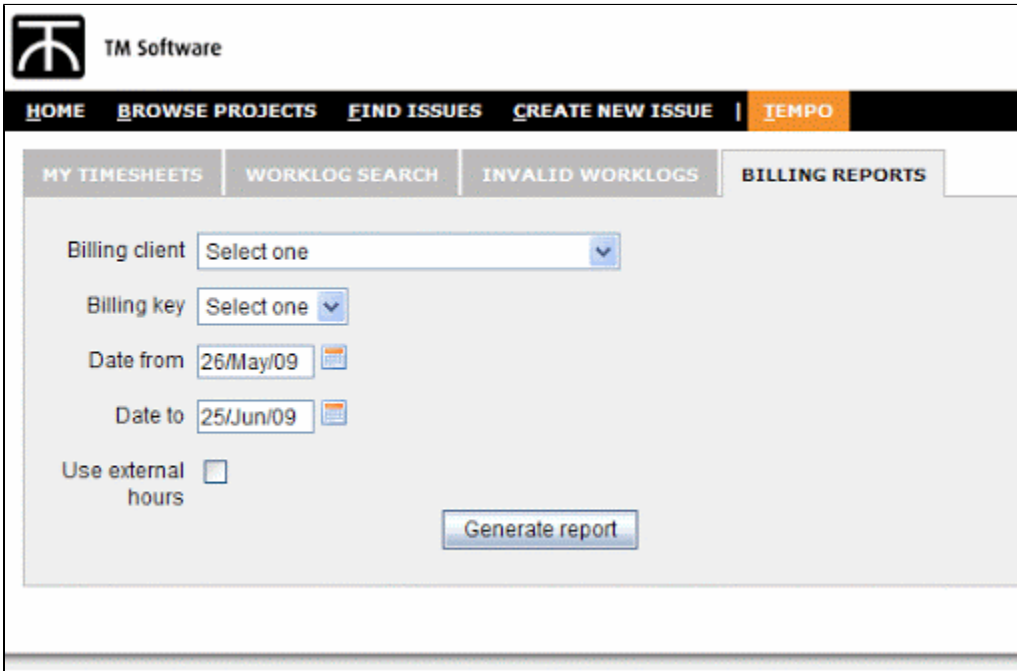
Tempo Plugin administrator can generate a billing report in Tempo Plugin

The following has to be completed to be able to generate a billing report

- A custom field of type **Billing key** has to be selected as Billing Key in Billing Configuration
- A .csv file has to be exported from the billing system and imported to JIRA through the **Billing Key Manager**

To generate a billing report do the following

1. Click on **Billing Report** tab
2. Select a **Billing client** from a list of customers
3. Select a **Billing key** from a list of billing keys assigned to the selected customer
4. Select the **Date from** and **Date to**
5. Check the **Use external hours** if you only want the transactions that have been accepted by the billing system
6. Click the **Generate report** button



The screenshot shows the 'Billing Reports' form in the JIRA interface. At the top left is the 'TM Software' logo. Below it is a navigation bar with 'HOME', 'BROWSE PROJECTS', 'FIND ISSUES', 'CREATE NEW ISSUE', and 'TEMPO'. The main content area has tabs for 'MY TIMESHEETS', 'WORKLOG SEARCH', 'INVALID WORKLOGS', and 'BILLING REPORTS'. The 'BILLING REPORTS' tab is active. The form contains the following fields: 'Billing client' (dropdown menu with 'Select one'), 'Billing key' (dropdown menu with 'Select one'), 'Date from' (text input with '26/May/09' and a calendar icon), 'Date to' (text input with '25/Jun/09' and a calendar icon), and 'Use external hours' (checkbox). A 'Generate report' button is located at the bottom right of the form.

## 2

### List of Staff Group Members

The login is now added to the User name on the Staff list Tempo Plugin admin can now see the difference if there are two members in his staff group with the same name



The screenshot shows the 'Staff' list in the JIRA interface. At the top left is the 'TM Software' logo. Below it is a navigation bar with 'HOME', 'BROWSE PROJECTS', 'FIND ISSUES', 'CREATE NEW ISSUE', and 'TEMPO'. The main content area has tabs for 'MY TIMESHEETS', 'WORKLOG SEARCH', 'INVALID WORKLOGS', and 'BILLING REPORTS'. The 'BILLING REPORTS' tab is active. The form contains the following elements: an 'Add hours' button, a 'Staff' dropdown menu with 'Tempo User, (adtest)' selected, and a 'Show assigned issues' checkbox. A red box highlights the 'Staff' dropdown menu.



# 3

## Configuration Improvements

Configuration has been splitted up in a tab system and useful information text added

**HOLIDAYS** | **GROUPS** | **INTERNAL ISSUES**















Holidays are split into in two categories, recurring and floating. Recurring holidays are

Floating holidays are holidays that dont occur on the same day every year - like Easter.

---

Holidays that occur on the same day every year - Recurring



**New**

Type	Date	Name	
Full Day	25/Dec	Jóladagur	 
Full Day	26/Dec	Annar í jólum	 
Full Day	01/Dec	Nýársdagur	 
Full Day	01/May	1 maí	 
Half Day	24/Dec	Aðfangadagur	 
Half Day	31/Dec	Gamlársdagur	 
Full Day	17/Jun	Þjóðhátíðardagur Ísl.	 

---

Holidays that occur on a different day every year - Floating

**New**

Type	Date	Name	
Full Day	09/Apr/09	Skírdagur	 

# 4

## Default Billing Key

Projects with only one billing key assigned will have that billing key as default.

**Billing Key Manager**

File to import (on jira server, must be UTF-8)

Project key

Filter	
22000020 - TM Software - IT	→
22000040 - Company A - Web	→
22000061 - Company A - Special Offers	→
22000062 - TM Software - Tempo Development	→
22000063 - Company B - Web	→
22000066 - Company inc.	→

Booking numbers linked to Tempo Test
← 22000065 - Tempo - JIRA plugin

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## Tempo 2.2 Release Notes

**This page relates to an earlier and non supported version of Tempo.**  
Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).


**15. May 2009**

The Tempo team is proud to announce the release of **Tempo Plugin Enterprise version 2.2**.

The theme for this release is a round of usability improvements and standardizing localization of dates and other items.

Main features are quick issue entry in a modal window, and configuration of required billing attributes and more.

This is just the first round of improvements and feature enhancement, upcoming release 2.3 will address billing reports, and further enhancements and is scheduled on May 29th 2009.

 All features in this release can be viewed in our [admin](#) and [user](#) documentations.

### Highlights of this release:

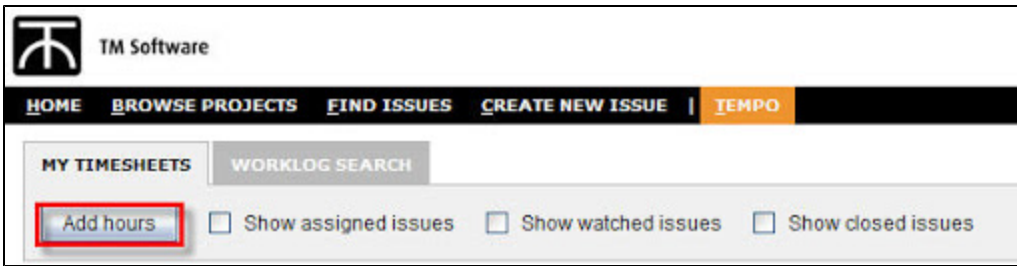
Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,2771]



### Add Hours

The Add hours field below the table in the Timesheet view in Version 2.1 is now accessible in a modal screen

- Click on **Add hours** button
- Select Add Worklog or Internal Issues
- Click **Add** if you want to add another worklog
- Click **Add and close** when finished

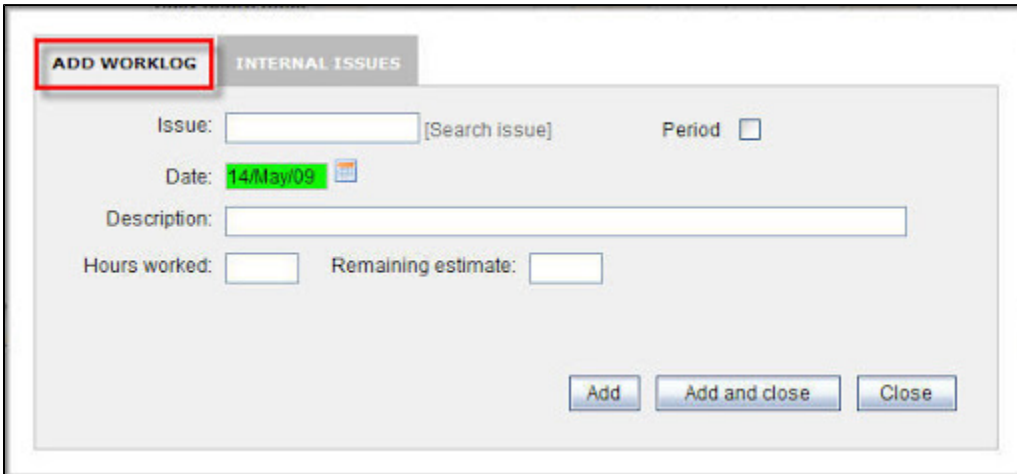


## 2

### **Date Format**

The date format has been set to dd/mmm/yy

The date format on the Timesheet day view is localized so for English locale the format is like **Wednesday - 13. May 2009**



## 3

### **Required Fields for Billing**

JIRA administrator can select the fields that are required to make a worklog valid for a billing system. An example of an expression for the following fields required **Billing key** and a **Fix Version** or a **Component** is

**(fixVersions || components) && Billing Key.**

If custom fields are used in the expression, copy the name of the field in the expression as it's case sensitive

**JIRA Custom Field types tested:**

- Billing keys
- Free Text Field
- Select List
- Cascading Select
- Multi Checkboxes

- Radio Buttons
- Number Field

**Required Fields for Billing**

Expression `{fixVersions || components} && Billing Key`


Save

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## Tempo 2.1 Release Notes

**This page relates to an earlier and non supported version of Tempo.**  
Check out our matrix of [supported versions](#) or view the latest [Tempo release](#).

8. May 2009

The Tempo team is proud to announce the release of **Tempo 2.1**.  All earlier versions of Tempo has been released internal in TM Software from January - 15. February 2009.

**This is the release notes for the Tempo Plugin Enterprise 2.1. First public release of Tempo Plugin**

 All features prior to this release can be viewed in our [admin](#) and [user](#) documentations.

**Highlights of this release:**

Error rendering macro 'toc' : [com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'data-linked-resource-id'. at [row,col {unknown-source}]: [1,2666]

1

### **Tempo Plugin View**

The following has been moved from the Top Nav to Menu tab in Tempo Plugin

- My Timesheets
- Worklog Search
- Invalid Worklogs



2

### Issue View is Displayed in a Modal Window

User can click on the issue key in the Tempo Plugin view and the issue is displayed in a modal window



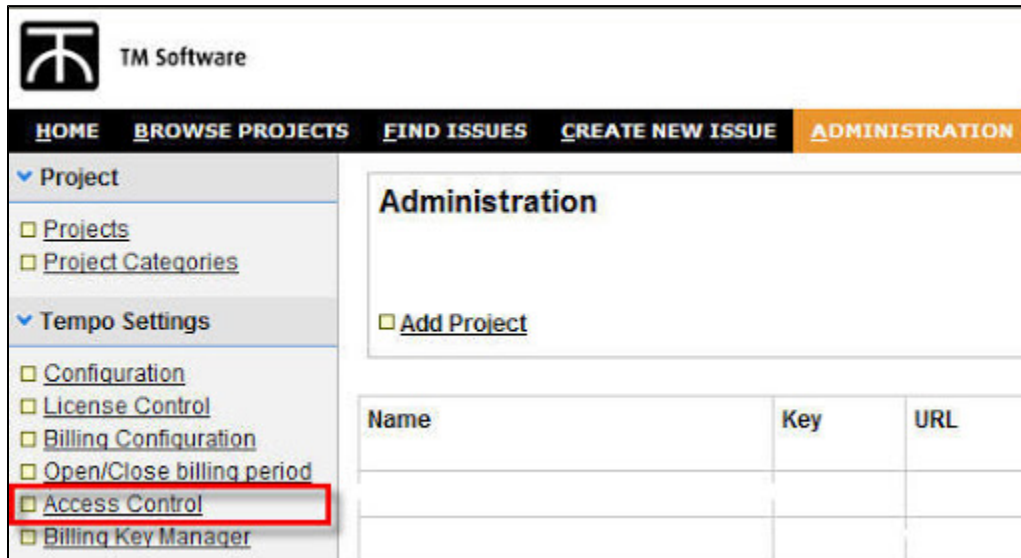
### 3

### Tempo Plugin Services Access Control

JIRA administrator can select the IP addresses that are allowed to access the Tempo Plugin services.

The Tempo Plugin services are:

- **GetWorklogs:** Gets all worklogs for a given period, returns data on specified format (XML, Excel or test data)
- **UpdateWorklogs:** Updates worklogs with external information ( external ID & external hours)
- **WorklogReport:** Returns a worklog report as XML that can be used as input to a reporting tool
- **BillingKeyList:** Returns a list of available billing keys and is used when creating reports
- **HolidayList:** Returns a list of registered holidays to be used when calculating required hours in an external system



# 4

## New Custom Issue Type

Administrator can add a custom field of type Billing keys to be used by the Billing Key Manager.

### Create Custom Field: Choose the field type (Step 1 of 2)

Choose the field type from the list below. 43 types available.

You can find more useful custom field types from the [JIRA Extensions](#) space.

Field Type:  Billing keys  
Billing key custom field that communicates with the Billing Manager

# 5

## Billing Key Manager

The Billing key manager is used to manage Billing keys of type Billing Key. The keys are created in the billing system and a UTF-8 CSV file, exported from the billing system is downloaded to the directory on the JIRA instance.

The imported file has to be generated from the billing system including the following columns:

- Billing ID
- Billing name
- Customer ID
- Customer name
- Customer contact name
- Category ID
- Category description

The first time a file is imported, all billing keys are unassigned and can be viewed in a sorted list. They are then assigned to a Project and accessible from a dropdown list in a JIRA issue

### Billing Key Manager

File to import (on jira server, must be UTF-8)

Project key

Filter	Booking numbers linked to Test Development workflow
<b>List of unassigned Billing Keys</b>	<b>List of Billing Keys assigned to this project</b>

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# Tempo Timesheets API

**Archived page.** Please click here for current page.

## Tempo REST API

Tempo REST API is for developers who want to integrate with Tempo add-ons. The REST API is a standard interface for interacting with the Tempo modules. Use the [REST API browser](#) built into JIRA to browse the services provided by the Tempo REST API.

Links to API documentation pages available in Tempo Timesheets is listed in [Timesheets REST API](#) page and all Tempo API is listed on the [Tempo REST API's](#) page.

For more detailed information on REST see [JIRA REST APIs](#) documentation.

### In this chapter

### Related pages

- [Tempo REST API's](#)
- [Timesheets REST API](#)

## Tempo servlets API

Integrating two systems is a fairly complex process; change in one system must be reflected in the other. Tempo, however, allows users to easily change worklogs, whether for something as simple as a spelling correction or the modification of a date, or for more involved tasks, such as deleting a worklog.

The blog [Integrating Atlassian JIRA using Tempo Plugin](#) explains how worklogs entered in JIRA can be integrated with an external system.

The Tempo services are designed as a **Machine-to-Machine** communication and are usually not used by normal users. The services provide **ALL** worklogs regardless of permissions. The services should therefore be used with care and should only be open to a limited number of people/computers. JIRA administrators control [access](#) to the Tempo services with IP address filtering

This page explains in details the available functions in Tempo services API and how they can be used in your company.

For more information and examples check out the [Tempo Servlets Manual](#) page.

Please comment on that page if something is not clear enough or you have some questions on this subject.

## Tempo Timesheets 101

### Users

Please see the [Getting Started Videos](#).

### Administrators

- [Setting Up Tempo Timesheets server version 8.1.0 and later](#)
- [Setting Up Tempo Timesheets server version 8.0.x and earlier](#)

## Tempo Administrator's Guide

<b>Administrator's guide</b>
<ul style="list-style-type: none"> <li>• Installing and upgrading Tempo Timesheets</li> <li>• Setting up Tempo Timesheets</li> </ul>
<hr/> <b>Managing Tempo Timesheets</b> <hr/>
<b>Other useful links</b> <ul style="list-style-type: none"> <li>• Release notes</li> <li>• Administrator and user videos</li> <li>• Webinars</li> <li>• Frequently asked questions</li> </ul>

## Tempo User's Guide

<b>Getting-started videos</b>
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<b>Logging work on a calendar</b>
<b>Worklog Calendar</b>

<b>Logging and viewing work on timesheets and on JIRA issues</b>
<b>Timesheets</b>
<b>Worklogs</b>
<b>Viewing the time that is worked in a sprint</b>

<b>Approving, planning, and billing</b>
<b>Submitting and approving timesheets</b>
<b>Planning time to work on projects</b>
<b>Managing revenue and billing</b>

<b>Getting an overview and browsing</b>
<b>Getting a quick overview of time worked on issues</b>
<b>Adding Tempo gadgets to your dashboard</b>
<b>Browsing teams and accounts</b>
<ul style="list-style-type: none"> <li>• Tempo team navigator</li> <li>• Browsing a team</li> <li>• Tempo accounts navigator</li> </ul>

<b>Other useful links</b>
<ul style="list-style-type: none"> <li>• Product overview</li> <li>• All user and administrator videos</li> <li>• Use cases</li> <li>• Webinars</li> <li>• Frequently asked questions</li> </ul>