

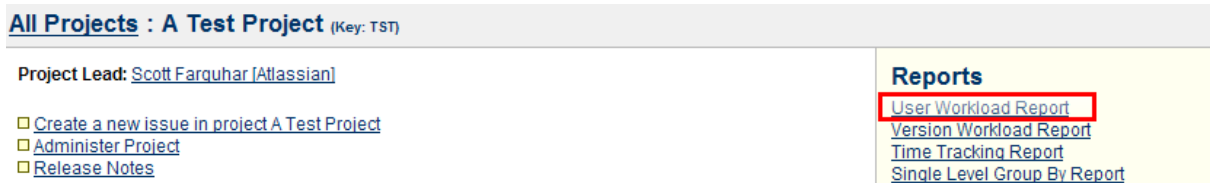
Reporting on a User's Workload

The User Workload Report displays useful [time tracking information](#) on issues assigned to a particular user. It shows the number of unresolved issues assigned to the specified user, and the workload remaining, on a per-project basis. (Note: this report is only available if time tracking has been [enabled](#) by your JIRA administrator).

1. Generating a User Workload Report

To generate a user workload report:

1. Click on 'Browse Projects' in the top navigation panel.
2. Select any project, if presented with a list. (The choice of project will not affect the report.)
3. Click on 'User Workload Report', in the right 'Reports' panel.



User Workload on Browser

4. The following form will appear:

The screenshot shows the 'Report: User Workload Report' form. It includes a description: 'This report shows the details of a user's current workload, showing the number of unresolved issues assigned and workload remaining on a per project basis.' Below the description is a 'User:' field with a search icon and a dropdown menu. The text 'Start typing to get a list of possible matches.' is displayed below the field. Below the field is the text 'Enter the username of the user'. At the bottom of the form are two buttons: 'Next' and 'Cancel'.

User Workload Form Screen Shot

5. Select or type the name of the user for whom you wish to generate a User Workload report.

2. The Report

The report generated will look something like this:

The screenshot shows the 'Report: User Workload Report' table. The table has three columns: 'Projects', 'Assigned Issues', and 'Workload'. The data is as follows:

Projects	Assigned Issues	Workload
Test	3	1 week, 3 days
Dove	1	2 weeks
Total	4	3 weeks, 3 days

User Workload Report Screen Shot

The table shows the number of unresolved issues assigned to the specified user, and the workload remaining, on a per-project basis. The last line in the table shows the total the number of issues and the total workload remaining for this user.

3. See also

- [JIRA Reports Overview](#)