

# Logging Work on an Issue

## Note:

You can only log work on an issue if your administrator has [enabled 'time-tracking'](#), and if you have the correct [permissions](#) in the project to which the issue belongs.

If time-tracking has been enabled for your JIRA system, three coloured bars will be displayed for each issue, representing the following amounts of time:

- **Original Estimate** (blue) — the amount of time the issue was expected to take to resolve, when it was first created.
- **Remaining Estimate** (orange) — the remaining amount of time the issue is currently expected to take to resolve.
- **Time Spent** (green) — the amount of time logged working on the issue so far.

The screenshot shows the JIRA issue 'Win 'homing dove' contest' with the following details:

- Component/s: None
- Affects Version/s: None
- Fix Version/s: None

Time Tracking section:

Time Tracking:	Original Estimate:	4 weeks, 3 days	
<input type="checkbox"/> Issue & Sub-Tasks	Remaining Estimate:	4 weeks, 3 hours	
<input type="checkbox"/> Issue Only	Time Spent:	2 days, 5 hours	

Time tracking for an issue and its sub tasks

You can:

- Click **'Issue & Sub-Tasks'** to see the aggregate times for the issue plus all of its [sub-tasks](#).
- Click **'Issue Only'** to see the times for the issue only.

When you *log work* on an issue (see below), you:

1. Log the time you have spent, in weeks/days/hours/minutes (this will be added to the issue's total **'Time Spent'**)
2. Enter a description of the work you have done
3. Adjust the **'Remaining Estimate'** (i.e. the *remaining amount of time* you think the issue will take to resolve)

## 1. Specifying an original time estimate

If the **'Original Estimation'** (i.e. the *total amount of time* you think the issue will take to resolve) has not yet been specified for the issue, you may want to specify it before you log work on the issue. Once work has been logged on an issue, the **'Original Estimation'** cannot be changed.

1. Navigate to the issue and view its details.
2. Select **'Edit'** from the **'Operations'** menu on the left-hand side of the screen.
3. If work has not yet begun on the issue, you will see the **'Original Estimation'** field:

Original Estimation:

An estimate of how much work remains until this issue will be resolved.  
The format of this is `'*w*d*h*m'` (representing weeks, days, hours and minutes - where \* can be any number)  
Examples: 4d, 5h 30m, 60m and 3w.

Setting time tracking on an existing issue

(You may edit this value up until work is logged against the issue.)

NOTE: If work has been logged on the issue, you will see the following instead:

Original Estimation: 3d  
This value can not be changed after work has begun on the issue.

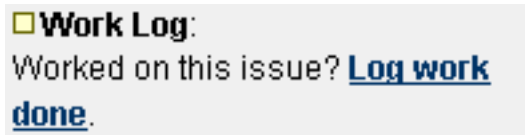
Estimated Time:   
An estimate of how much work remains until this issue will be resolved.  
 The format of this is '\*w \*d \*h \*m' (representing weeks, days, hours and minutes - where \* can be any number)  
 Examples: 4d, 5h 30m, 60m and 3w.

Setting time tracking on an existing issue

- In the '**Original Estimation**' field, enter the amount of time you believe will be required to resolve the issue. Use '\*w', '\*d', '\*h' and '\*m' to specify weeks, days, hours or minutes (where '\*' is any number). For example, to specify 'six hours', type '6h'.
- Click the '**Update**' button at the bottom of the screen.

**2. Logging work on an issue**

- Navigate to the issue and view its details.
- Select '**Log work done**' from the '**Operations**' menu on the left-hand side of the screen:



Navigating to the log work page

- The '**Log work**' screen will be displayed:

### Log Work

This form allows you to log work that you have done on this issue.

Time Spent:   
An estimate of how much time you have spent working.  
 The format of this is '\*w \*d \*h \*m' (representing weeks, days, hours and minutes - where \* can be any number)  
 Examples: 4d, 5h 30m, 60m and 3w.  
 Note: Your current conversion rates are 1w = 7d and 1d = 24h

Start Date:

Adjust Estimate:  Auto adjust  
(the estimate will be reduced by the amount of work done, but never below 0. )  
 Leave existing estimate of **17 hours, 2 minutes**  
 Set estimated time remaining

(Examples: 4d, 5h 30m, 60m and 3w.)

Work Description:

Log Viewable By:

### Logging work

4. In the **'Time Spent'** field, enter the amount of time to be logged. Use '\*w', '\*d', '\*h' and '\*m' to specify weeks, days, hours or minutes (where '\*' is any number). For example, to log two hours of work, type '2h'.
5. In the **'Start Date'** field, click the calendar icon to select the date/time when you started work. The calendar popup will be displayed, where you can:
  - scroll back ('<') or forward ('>') to choose a different date.
  - click the hour to increase it (or <Shift> click to decrease it).
  - click the minute to increase it (or <Shift> click to decrease it).
  - click 'am' / 'pm' to toggle between them.
6. The **'Adjust Estimate'** field affects the value of the issue's **'Remaining Estimate'**. Select one of the following:
  - **'Auto Adjust'** — Select this if you want to automatically subtract your **'Time Spent'** from the issue's current **'Remaining Estimate'**.
  - **'Leave existing estimate of ...'** — Select this if don't want to change the issue's **'Remaining Estimate'**.
  - **'Set estimated time remaining'** — Select this if you want to manually change the issue's **'Remaining Estimate'**. If you select this option, enter your new estimate into the blank field below. Use '\*w', '\*d', '\*h' and '\*m' to specify weeks, days, hours or minutes (where '\*' is any number). For example, to specify 'thirty minutes', type '30m'.
7. In the **'Work Description'** field, type a description or comment about the work you have done.
8. In the **'Log Viewable By'** field, you can either set this work log to be viewable only by members of a particular project role; or you can allow all users to view it. NOTE: For users to view a work log, they must have the ['Browse Project' permission](#) to view the issue, as well as being a member of the **'Log Viewable By'** users.
9. Click the **'Log'** button to return to the issue, and verify that:
  - the **'Time Spent'** that you just entered has been added to the issue's total **'Time Spent'** field.
  - the **'Remaining Estimate'** that you just entered (or chose) matches the issue's **'Remaining Estimate'** field.

Note: you can log work on an issue if you have been granted the ['Work On Issues'](#) permission.

#### Note:

Once work has been logged on an issue, [various reports](#) based on the time-tracking information become available.

### 3. Editing a work log entry

1. Navigate to the issue and view its details.
2. Select the **'Work Log'** tab (below the **'Description'** field).
3. Locate the work log entry you wish to edit.
4. Click the **'Edit'** link, located at the right of the work log entry.
5. The **'Log work'** screen will be displayed. Edit the fields as described under *Logging work on an issue* (above).
6. Click the **'Log'** button to return to the issue, and verify that:
  - the word 'Edited' is displayed to indicate that the work log entry has been edited. You can hover your mouse over the word 'Edited' to see who edited the work log, and when.
  - the issue's total **'Time Spent'** field has been adjusted as per the **'Time Spent'** that you just edited.
  - the issue's **'Remaining Estimate'** field has been adjusted as per the **'Remaining Estimate'**

that you just edited.

Note: you can edit your own work log entries if you have been granted the ['Edit Own Work Logs'](#) permission. You can edit other people's work log entries if you have been granted the ['Edit All Work Logs'](#) permission.

#### 4. Deleting a work log entry

1. Navigate to the issue and view its details.
2. Select the **'Work Log'** tab (below the **'Description'** field).
3. Locate the work log entry you wish to edit.
4. Click the **'Delete'** link, located at the right of the work log entry.
5. Confirm the deletion by clicking the **'Delete'** button when prompted.
6. The **'Delete Worklog'** screen will be displayed. The **'Adjust Estimate'** field affects the value of the issue's **'Remaining Estimate'**. Select one of the following:
  - **'Auto Adjust'** — Select this if you want to automatically *add* the work log entry's **'Time Spent'** back to the issue's current **'Remaining Estimate'**.
  - **'Leave existing estimate of ...'** — Select this if don't want to change the issue's **'Remaining Estimate'**.
  - **'Set estimated time remaining'** — Select this if you want to manually change the issue's **'Remaining Estimate'**. If you select this option, enter your new estimate into the blank field below. Use **'\*w'**, **'\*d'**, **'\*h'** and **'\*m'** to specify weeks, days, hours or minutes (where **'\*'** is any number). For example, to specify 'thirty minutes', type '30m'.
7. Click the **'Delete'** button to confirm the deletion and return to the issue. Verify that:
  - the issue's **'Work Log'** tab no longer displays the work log entry that you just deleted.
  - the issue's **'Change History'** tab displays the **'Worklog Id'** (but not the description) of the deleted work log entry.
  - the issue's **'Time Spent'** field has been decreased by the value of the deleted work log entry's **'Time Spent'**.
  - the issue's **'Remaining Estimate'** field has been adjusted according to your choice in Step 6 (above).

Note: you can delete your own work log entries if you have been granted the ['Delete Own Work Logs'](#) permission. You can delete other people's work log entries if you have been granted the ['Delete All Work Logs'](#) permission.