

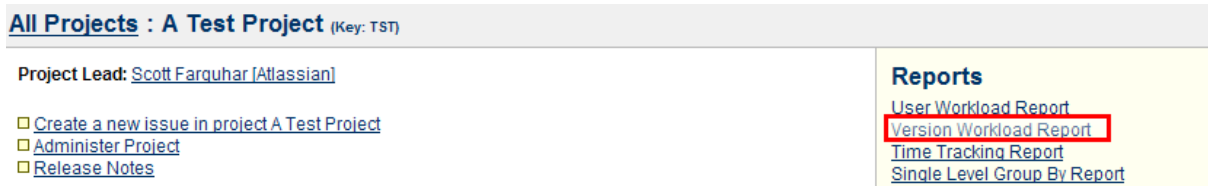
Reporting on a Version's Workload

The Version Workload Report displays useful [time tracking information](#) on the current workload for a specific version within a specific project. For the specified version, it shows a list of unresolved issues assigned to each user, each user's workload, and a summary of the total workload remaining for the version. (Note: this report is only available if time tracking has been [enabled](#) by your JIRA administrator).

1. Generating a Version Workload Report

To generate a version workload report:

1. Click on 'Browse Projects' in the top navigation panel.
2. Select the project you are interested in, if presented with a list.
3. Click on 'Version Workload Report', in the right 'Reports' panel.



Version Workload on Browser

4. The following form will appear:

Version Workload Form Screen Shot

5. In the '**Display unestimated issues**' drop-down list, choose which issues will be included in the report:
 - Select '**Yes**' to show all unresolved issues, regardless of the value of their '**Estimated Time Remaining**' or '**Original Estimate**' fields.
 - Select '**No**' to exclude issues which are not time-tracked (i.e. do not have an '**Original Estimate**' specified).
6. In the '**Version**' drop-down list, select the version on which you wish to report. The report will include all issues that belong to this version, that is, all issues whose '**Fix Version**' is this version.
7. In the '**Sub-task Inclusion**' drop-down list (*note: this will only appear if [sub-tasks](#) are enabled*), choose which sub-tasks will be included in the report, for all parent issues that belong to this version:
 - Select '**Only include sub-tasks with the selected version**' to only include an issue's sub-tasks if the sub-tasks belong to the same version as the issue; or
 - Select '**Also include sub-tasks without a version set**' to include an issue's sub-tasks if the sub-tasks belong to either the same version as the issue or to no version; or
 - Select '**Include all sub-tasks**' to include all of an issue's sub-tasks, regardless of whether the sub-tasks belong to the same version, some other version or no version.

Note: sub-tasks which belong to this version, but whose parent issues do *not* belong to this

version, will always be included in the report.

2. The Report

The report generated will look something like this:

Report: [Version Workload Report](#)

Version Workload Report: Test (TST) - Version 1 ([choose another](#))

Summary

User	Bug	New Feature	Task	Improvement	Sub-task	Total Time Remaining
A.D.Ministrator	1 week		3 days			1 week, 3 days
Mary Manager			1 week, 2 days			1 week, 2 days
Totals:	1 week	No Estimate	2 weeks	No Estimate	No Estimate	3 weeks

Individual Estimates

A.D.Ministrator: 1 week, 3 days

Bug: 1 week

Key	Type	Priority	Summary	Estimated Time Remaining
IST-1			Test Issue 1	1 week

Task: 3 days

Key	Type	Priority	Summary	Estimated Time Remaining
IST-5			Test Issue 5	1 day
IST-4			Test Issue 4	2 days

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Mary Manager: 1 week, 2 days

Task: 1 week, 2 days

Key	Type	Priority	Summary	Estimated Time Remaining
IST-2			Test Issue 2	4 days
IST-3			Test Issue 3	3 days

[Return to Summary](#)

Version Workload Report Screen Shot

The first table summarises the workload for each user, broken down by issue type, for the specified project.

Following the summary, the report is composed of individual sections for each user — with workload broken down by issue type. Each individual section begins with the workload total for the specific user. Finally, all unassigned issues (if any exist) are displayed.

3. See also

- [JIRA Reports Overview](#)