

Log Work from Dashboard

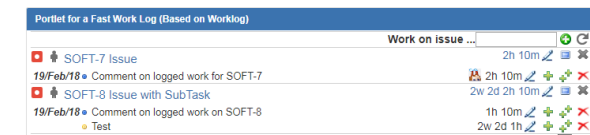
Which problem to solve ?

In order to gain time, you need :

- to log work on different issues from one place,
- to have quick view of spent time for the last days and "working" issues.

How Minyaa solves this problem ?

Minyaa provides two LogWork gadgets that allow you to log work on multiple issues.



How it works ?

These two LogWork gadgets display *Worklogs* for a set of issues identified differently.

- The **Worklog Gadget based on Worklogs** provides a quick access **to issues you have recently worked on, the "Working Issue"**.
- The **Worklog Gadget based on Filter** provides a quick access to **issues matching a saved filter**.

Both gadgets provide a way to quickly enter worklogs on a list of issues.

The concept of **Working Issue** comes with Minyaa ... Each time you log some work on an Issue, the Issue is marked as a Working Issue for you account.

How to configure your LogWork gadgets ?

Worklog Gadget based on Worklogs

As mentioned above, this gadget displays only *Working Issues*. Its configuration is done with following parameters ...

Portlet for a Fast Work Log (Based on Worklog)

Worklog History: 5d
Delay for which Worklog are displayed

Retention Delay: 20d
Retention Delay before abort the Working on of an Issue. Notice that then the delay is passed, any next worklog have to entered from standard page, to be visible in Portlet.

Default low time: 10m
Default low time used for (+) action

Default high time: 1h
Default high time used for (++) action

Issues sorted by: Issue Key
Specifies the Sort Order used in the Portlet

Ascending Sort: Yes
Ascending or descending sort

Ascending Worklog Sort: No
Ascending or descending sort

Refresh Interval: Never
How often you would like this gadget to update

Save Cancel

On this page:

- [Which problem to solve ?](#)
- [How Minyaa solves this problem ?](#)
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Concepts

Working Issue : A Working Issue is an Issue that has been identified as such, as soon as a User :

- has entered a Worklog
- has added it as Working Issue in the **Worklog Gadget based on Worklogs**,

It will be no more marked as a Working Issue as soon as :

- it has been removed from the Gadget (✕)
- the list of Working Issues is regenerated (↺)

Worker

Worker : A Worker is an User who has identified some Issue in his Working Issue list. He can identified an the Worker Customfields.

Worker Customfields should be searched for ?

Retention

Delay

: The retention delay represents the amount of time for which it will search for issues having worklogs.

Default

Low Time

: It is the amount of time that will be added to an existing *Worklog* using the



icon.

Default

High Time

: It is the amount of time that will be added to an existing worklog using the



icon.

Issues
Sorted By :
Issue attribute used to sort the displayed issues . Available criteria are:

- Issue Start date
- Issue Key
- Issue Type
- Priority

Ascending Sort :
Sort direction used to sort displayed Issues . Available values ::

	• Ascending • Descending <u>Ascending Worklog Sort:</u> Sort direction used to sort displayed Worklogs. Available values :: • Ascending • Descending
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Worklog Gadget based on Filter

As mentioned above, this gadget displays all Issues resulting from the Issue Fitler. Its configuration is done with following parameters ...

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Portlet for a Fast Work Log (Based on Filter)

Saved Filter

F1

Quick Find

Advanced Search

Number of Results

Number of results to display (maximum of 50).

Worklog History

2d

Delay for which Worklog are displayed

Default low time

10m

Default low time used for (+) action

Default high time.

1h

Default high time used for (++) action

Refresh Interval

Never

How often you would like this gadget to update

Save

Cancel

Saved Filter: The filter used for searching displayed issues.

Number of Results: The number of issues displayed.

Worklog History: this parameter represents how far in the past, Worklogs should be searched for.

	<u>Default Low Time</u> : It is the amount of time that will be added to an existing Worklog using the  icon. <u>Default High Time</u> : It is the amount of time that will be added to an existing worklog using the  icon.
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Using the LogWork Gadgets

The both gadgets differs only on the way the Worklogs are filtered (See Configure your LogWork gadget).

Displayed details ...

In both cases, the gadgets display all Worklogs matching with the expected scope :

- Worklogs from Issues matching with the specified filter
- Worklogs of "working" issues

The Worklogs are displayed by Issue with :

- Issue Type icon
- Issue Status Icon (its legacy version)
- Issue Key
- Issue Summary
- Sum of logged work considering the specified period (Worklog History)
- and some operation ...

And, for each displayed Issue, the related Worklogs for the specified period are displayed with :

- Start date
- Status
- Comment
- Logged time
- and some operation ...

Available operations ...

In case of Gadget based on logged work, an additional header is available ...



with 2 operations :

-  : It refreshes the list of "working" Issues depending on the *Worklog History* and the *Retention Delay* parameters.
For more information on *Worklog History* and *Retention Delay*, take a look at: [Configure the Fast Worklog Portlet based on Worklogs](#)
-  : It allows to add an issue (identified by its *Key*) to the list of watched issues.

For each displayed Issue, the below operations are available :

-  : It expands or collapses the displayed *Worklogs* for the current issue.
-  : It allows to switch to the *Create Worklog* panel for the current issue.
-  : It removes the issue from "working" issue. *The issue won't be deleted.*

For each displayed Issue, the below operations are available :

-  : It allows to switch to the *Edit Worklog* panel for the current *Worklog*.
-  : It allows to increase the duration of the current *Worklog* by the *Default Low Time*, as defined in the portlet's/gadget's configuration.
-  : It allows to increase the duration of the current *Worklog* by the *Default High Time*, as defined in the portlet's/gadget's configuration.
-  : It deletes the current *Worklog*.

Entering and Editing Worklogs ...

By switching to Create Worklog or Edit Worklogs panels, you will be able to create/edit a *Worklog* ...

SOFT-8 Issue with SubTask
 2w 2d 2h 10m

Date

22/Feb/18 6:16 PM

Time spent

Worklog Type

Undefined Type

Remaining

☒ Auto
☐ Leave
☐ New

0m

Add

Cancel

Comment

Viewable by:

All Users

SOFT-8 Issue with SubTask
 2w 2d 2h 10m

Date

19/Feb/18 5:30 PM

Time spent

1h 10m

Worklog Type

Undefined Type
 Undefined Type
 Development

Remaining

☒ Auto
☐ Leave
☐ New

0m

Update

Cancel

Comment

Comment on logged work on SOFT-8

Viewable by:

All Users

Theses panels allow you to specify

Parameter	Description
Date	It represents the Date/Time at which the worklog took place. To avoid formatting errors when entering the date, the calendar panel is displayed. You can switch back to key input mode by typing Esc, and then complete the correct Date/Time
Time spent	The amount of time of the worklog. It should be entered using JIRA's time notation.
Remaining	The Remaining represents the remaining estimate of the current issue. • If Auto is selected, the estimate will be automatically adjusted. • If Leave is selected, the estimate will be let unchanged. • If New is selected, the estimate will be set to the value of the Estimate field, just below
Comments	It represents a comment that will be attached to the <i>Worklog</i> . It will be visible in the gadget and in the <i>Worklog</i> section of the <i>Issue Viewer Screen</i>
Viewable By	Here, you specify who is allow to show the <i>Worklog</i> to users part of the selected role.
Worklog Type	Select the Worklog Type associated to the worklog. For more information on worklog types, please take a look at Worklog Types ...

- [Manage Worklog Type Configurations](#)
- [Manage Worklog Type Scheme](#)
- [Manage Worklog Types](#)
- [Worklog Types](#)

See also ...

- [Fastworklog Portlet Based on Filter](#)
- [Fastworklog Portlet Based on Worklogs](#)
- [Configure the Fast Worklog Portlet based on Worklogs](#)
- [Manage Worklog Types](#)
- [Manage Worklog Type Configurations](#)
- [Manage Worklog Type Scheme](#)
- [Worklog Types ...](#)