Quick start

Log your first 30 minutes and check where Jira saved them. You need access to the app and a Jira issue where you can log work.

Choose where to log work

If the work has its own issue or subtask, start there. For general project work or an internal activity, open Apps → ScopeTime in Jira.

1. For an issue or subtask, open its ScopeTime panel. Jira saves the time against that issue key.
2. For general project work, open My Timesheet → Log time → Project ID. The project has a Jira issue configured to receive this time.
3. For internal work, choose Log time → Miscellaneous and select the activity you did, for example internal training.

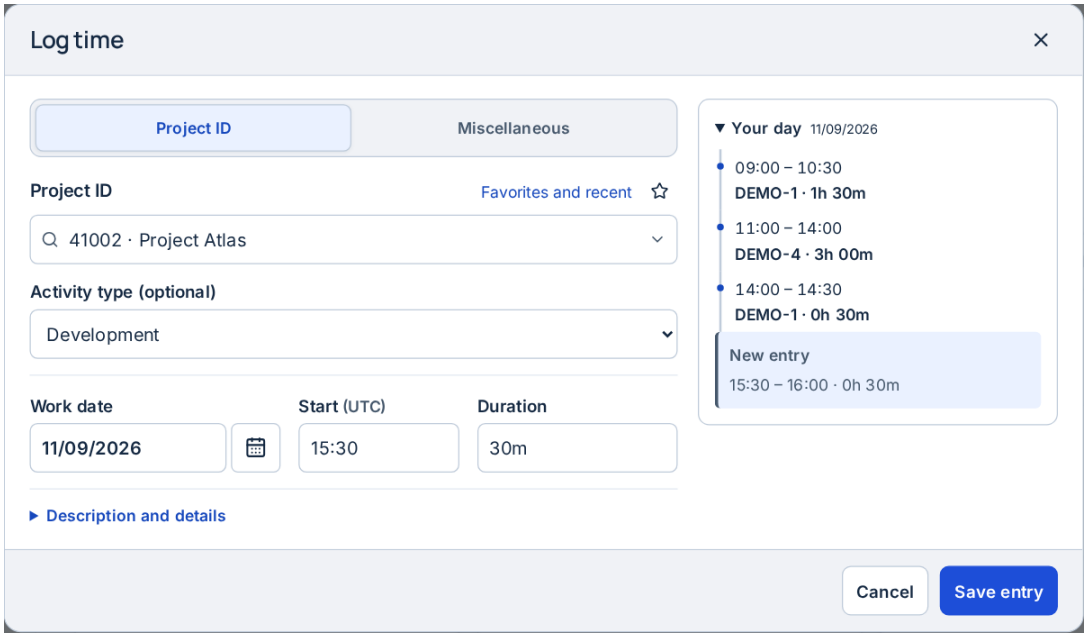
How to check To see where project time will go, open Description and details and read the destination issue key.

Log 30 minutes and check the result

Example. You carried out a test from 09:00 to 09:30 on ENS-24 for project 90001. Use your own issue, project and time.

1. Open ENS-24 → ScopeTime → Log hours. Check the Project ID. If your team uses activity types, you can select the relevant type in the form.
2. Choose the Work date, enter 09:00 in Start and 30m in Duration. Check the time zone and the interval in Your day.
3. Choose Save entry once. Open Apps → ScopeTime → My Timesheet → Worklogs and select the period containing that day.

How to check Your row should show ENS-24, project 90001 and 30 minutes. You can also check the worklog on the Jira issue.



Your day shows the proposed interval. Open the screen in the guide

Request a missing Project ID

You can keep the date, start time, duration and description while you wait for the project.

1. Enter the time details. Search for the project and choose Request a Project ID. Enter the code, name or Jira reference you know, then Submit request.
2. If ScopeTime finds a matching request, choose Let me know when it’s available. The request is shared and your draft is personal.
3. Return to My Timesheet → My time entry drafts. When Project ID available appears, choose Resume time entry, review the time and select Save entry.

How to check While the status is Waiting for a Project ID, the minutes are a draft. Once you save the entry, check it in Worklogs.

Time your next piece of work

Use the timer when you are about to start work. Select the destination before you start counting.

1. In Timer, choose the project or a Miscellaneous activity. You can also select a favourite or recent destination.
2. Choose Start. The timer keeps running if you reload the page. After at least one minute, choose Stop. In an issue panel, choose Stop and save.
3. Read the save confirmation. For work done today, open Today’s entries and check the duration in whole minutes.

How to check If you see Check saved entry, use that action before entering the time again.

Review your week and the project total

Start with what you want to find out. My Timesheet shows your calendar. Hours by project shows each person’s contribution across the project issues you can access.

1. For a daily view, open My Timesheet → Week. By day groups entries on the same issue. By time shows when each entry started.
2. If you have access to collective analysis, open Reports and choose the period. On the Hours by project card, download the PDF or Excel and find the project code.

How to check In the example, 30 minutes is added to project 90001 under the person who logged it. Compare the same date range.

Open the ScopeTime Help Center