User guide

To log work you have finished, start with Log time. Use the Timer as you start work, My Timesheet to review your week and Reports to look up or share totals.

Find a topic

Log and review work Log time · Request a Project ID and resume an entry · Timer · Log time on a Jira issue or subtask · Personal summary · Week · Worklogs · Holidays and absences · Account preferences and privacy · Help, diagnostics and support requests

Analysis and reports Organization dashboard · Project Analysis · People · Team timesheet · Reports · Person analysis · Hours by activity · Hours by department and team · Logged hours and capacity · Planning · Record quality · Report for this view

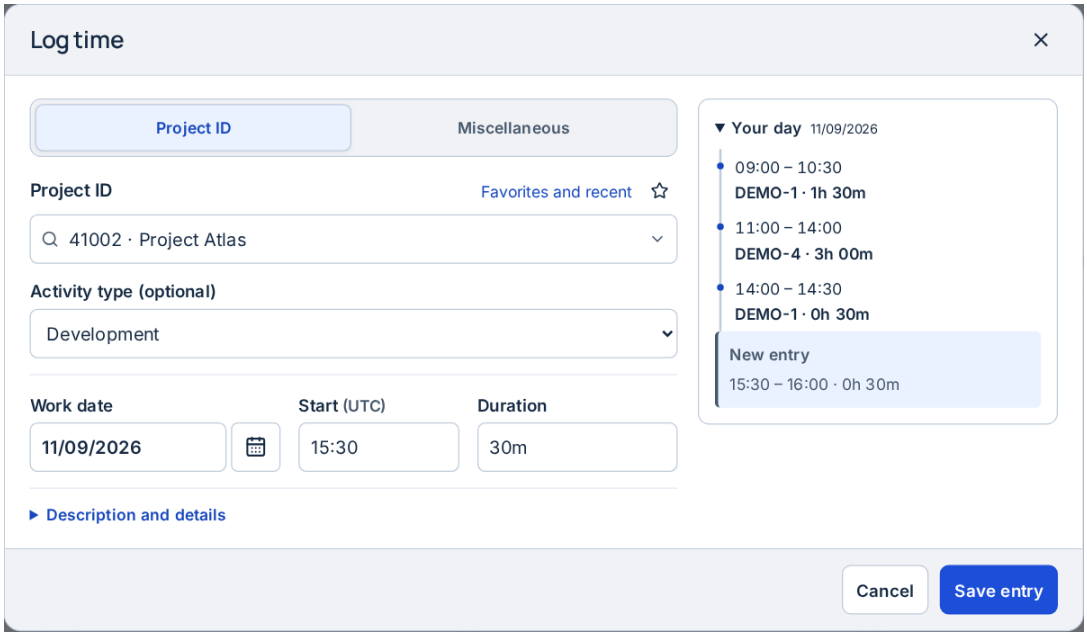
Log time

Work → My Timesheet → Log time

Enter work you have already done. Choose the project or internal activity, when you started and how long you worked.

1. In My Timesheet, open Log time. Choose Project ID for project work or Miscellaneous for an internal activity.
2. Enter the work date, start and duration. Compare the interval with Your day and open Description and details if needed.
3. Select Save entry. The confirmation shows the duration and the Jira issue that received the time.

Example To record half an hour of testing on sample project 24010, select 24010, its testing activity if available, a 09:00 start and a duration of 30m. The agenda shows 09:00–09:30.



Application screen with fictional data. Open the screen in the guide

Choose the work

Field or action	How to use it
Project ID	Search by code or name. The project you choose determines which Jira issue receives time logged from the catalogue.

Field or action	How to use it
Favorites and recent	Open the list to find a previous project. Use the star beside the selection to add or remove a favorite.
Activity type (optional)	For project work, choose one of its group's activities if you want a breakdown in reports. No activity specified lets you save only the project and duration.
Miscellaneous	Use this for internal work. Choose an available Activity type, such as an internal meeting if your organization has configured one.

Set the time interval

Field or action	How to use it
Work date	Enter the date the work started. Future entries may start up to seven days from today in the organization's time zone and must finish by midnight at the end of the final allowed day.
Start	Enter local time in the time zone shown beside the field. The end time is calculated from the duration.
Duration	Enter 1 to 1,440 whole minutes. Use 30m, 1h30 or 2h. A number without a unit means minutes.
Repeated time during a clock change	Appears when the clock passes the selected time twice. Choose the first or second occurrence. If that time was skipped, choose a valid time.

Review and save

Field or action	How to use it
Your day	Shows entries visible to your account and the interval you are preparing. Check the times if there is an overlap. A partial view can omit other entries.
Description (optional)	Under Description and details, add up to 2,000 characters. For example, describe what you tested or delivered.
Destination issue	In Description and details, the confirmed key identifies the Jira issue that receives the time. If the project lacks a destination, select Request a time-tracking destination.
Check saved entry	If the Jira reply is interrupted, use this button to check the existing submission. If Jira confirms rejection, the form offers another save attempt.

How to check In My Timesheet → Worklogs, search for the issue key from the confirmation and check the date and the 30 minutes.

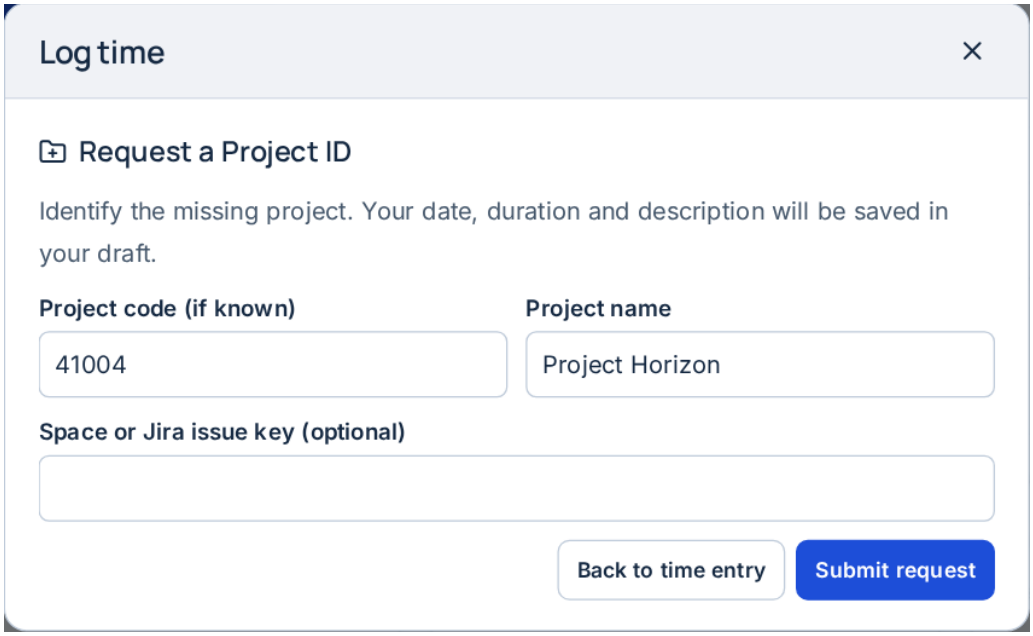
Request a Project ID and resume an entry

My Timesheet → Log time → Project ID

When a project is missing, send its details to the catalogue administrator and keep the time in a personal draft.

1. Enter the work details you already know. Search the project picker and select Can't find your project? Request a Project ID. For a project with no destination, use Request a time-tracking destination.
2. Enter at least the code, name or a Jira reference and submit. If a matching request exists, select Let me know when it's available to save your draft.
3. When the administrator links an active project with a destination, open My time entry drafts in My Timesheet. Select Resume time entry, review the values and save the entry.

Example You have prepared 30m for sample project 24011 and only know the issue DEMO-25. Give that key in the request and confirm the 30m after the project becomes available.



Application screen with fictional data. Open the screen in the guide

Fields and options

Field or action	How to use it
Project code (if known)	Enter your organization's project code, up to 40 characters. If you do not know it, identify the project by name or Jira reference.
Project name	Enter a name the administrator can recognize, up to 100 characters. Check any information copied from your search.
Space or Jira issue key (optional)	If known, enter a key such as DEMO or DEMO-25. When opened from an issue, Jira source already shows its reference.
Submit request	Creates a catalogue request and saves your work details as a draft. Time is counted once you save the resumed entry.
Let me know when it's available	If the same project was already requested, this attaches your own draft to that request. Each person resumes their own values.
My time entry drafts	Waiting for a Project ID means the request is pending. Project ID available lets you open the form again using Resume time entry.

How to check The request first appears among your drafts. After saving, check that there is one entry on the expected day and issue.

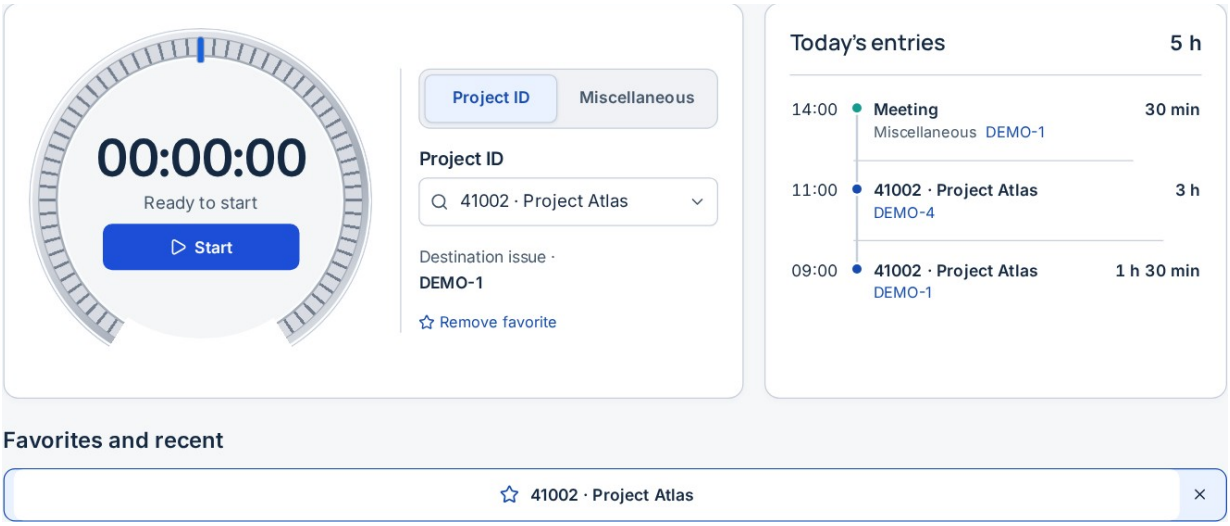
Timer

Work → Timer

Measure work as it happens and save the whole minutes of the session in Jira.

1. Choose Project ID and search for the project, or choose Miscellaneous and an internal activity. Check the destination issue.
2. When the timer is ready, select Start. You can change views or reload the app and return to the running timer.
3. After the first minute, select Stop. Open Saved to check the duration and issue.

Example If you stop after 12 min 42 s, the receipt shows 12 minutes saved in Jira.



Application screen with fictional data. Open the screen in the guide

Fields and options

Field or action	How to use it
Project ID	Choose the project to time. Check the displayed destination issue to see where the hours will go.
Activity type	For Miscellaneous, choose the internal activity. If the list is empty, the organizer must configure activities for this group.
Favorites and recent	Choose a shortcut to restore a previous selection. Save favorite keeps that choice available for later sessions.
Elapsed time	The dial includes seconds. Jira receives whole minutes once at least one minute has elapsed.
Stop	Stops timing and submits the time to the issue. If saving is unconfirmed, use Check saved entry to look up the result.
Delete timer	Discards the running session after confirmation. Choose Keep timer if you opened the prompt by mistake.
Today's entries	Shows the time, issue and duration of today’s entries visible to your account. A partial view totals only the visible entries.

How to check Expand Saved in Today’s entries or follow View in My Timesheet. Check the issue key and recorded time.

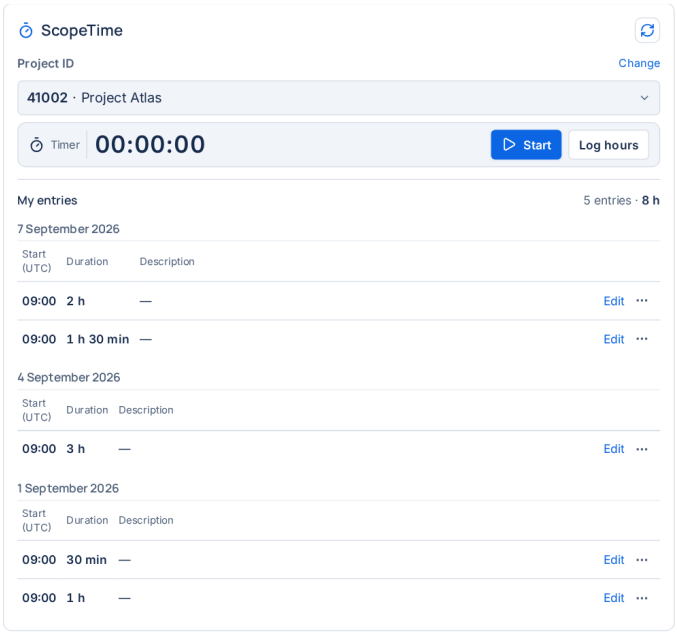
Log time on a Jira issue or subtask

Jira → issue or subtask → ScopeTime

Use the issue panel when the work belongs to a specific Jira issue. ScopeTime already knows which issue is open.

1. Open the Jira issue or subtask and expand ScopeTime. Check the Project ID. If a selection is needed, choose the correct project or Miscellaneous and an activity.
2. To measure work now, use Start and then Stop and save. For completed work, use Log hours and confirm the work date, start and duration.
3. Review My entries in the panel. If the total says “visible” and more pages are available, use Load more entries.

Example On sample subtask DEMO-25, select Log hours and save 30m. The confirmation and entry list refer to that subtask.



Application screen with fictional data. Open the screen in the guide

Fields and options

Field or action	How to use it
Project ID	Expand the value to see whether it came from the Jira space or issue. If values conflict or the project is archived, choose an active project.
Change	Overrides the classification for this entry. Use task value restores the suggested choice when a valid value is available.
Activity type	An activity is required for Miscellaneous. In a manual project entry, you can specify an optional activity from the project's group.
Timer running on another task	Read the issue key before stopping. The session belongs to the issue where it started.
Log hours	Opens the form for the current issue. Check the key in the dialog header and save the time.
My entries	Your entries are grouped by date. Edit changes the selected entry. Delete entry is in the three-dot menu when permitted by Jira.
Refresh fields and timer	Use the circular arrow to read the issue fields and timer status again after changing something in Jira.

How to check Check the saved duration in the confirmation and the new line for that day in My entries.

Personal summary

Work → My Timesheet → Personal summary

Compare time already logged with your schedule and absences. Open a day that needs attention to see what is missing.

1. Choose dates or a preset period and select Apply period.
2. In My calendar, find the date and select View entries or Log time. The project and activity filters narrow the breakdown in the summary.
3. Use Entries to classify to complete a classification and Possible overlaps to inspect coinciding times.

Example For an eight-hour day with six hours of work and two hours of recorded absence, check that eight hours are counted. To review project work alone, filter the chart.

Choose dates and filters

Field or action	How to use it
From	First day to include. A preset such as This week fills in the dates.
To	Last day to include. Apply the period to recalculate the figures.
Project	Choose a Project ID to filter the time breakdown. The daily review calendar considers your available entries across projects.
Activity type	Choose the activity to analyse. If the view is empty, return to All and check the period.
Only incomplete days	Shows past days for which the schedule and data establish a shortfall. An unknown schedule or incomplete data can prevent the calculation.

Read the results

Field or action	How to use it
Daily hours and expected schedule	The chart subtracts public holidays and absences from the expected schedule. A confirmed rest day with no hours is hidden, including on weekends. A day with a shift, an entry, counted absence or an unconfirmed schedule may appear.
Counted	Combines work with leave, public holidays or absences counted for that day. Compare the result with the scheduled hours.
Entries to classify	Select Classify on an entry. Choose the project for project work or the activity for Miscellaneous.
Possible overlaps	Compare the start and duration of each pair in your own entries. An overlap is an interval to review, especially for manually entered time.
Person analysis	Opens the daily detail for your account and applied period, including work and calendar information.

Prepare the report

Field or action	How to use it
Report for this view	Opens the personal summary export with the current period and filters.
Show entry details	Select to include individual entries in the export. Leave clear to share just the summary totals and charts.
File format	Choose PDF or Excel. Advanced options also makes CSV and HTML available.
Pesquisar campo adicional	In Advanced options, after enabling entry details, search by Jira field name or ID and select it for the export.

How to check Check the dates and time zone in the header. If coverage is partial, check which data is available before using a shortfall figure.

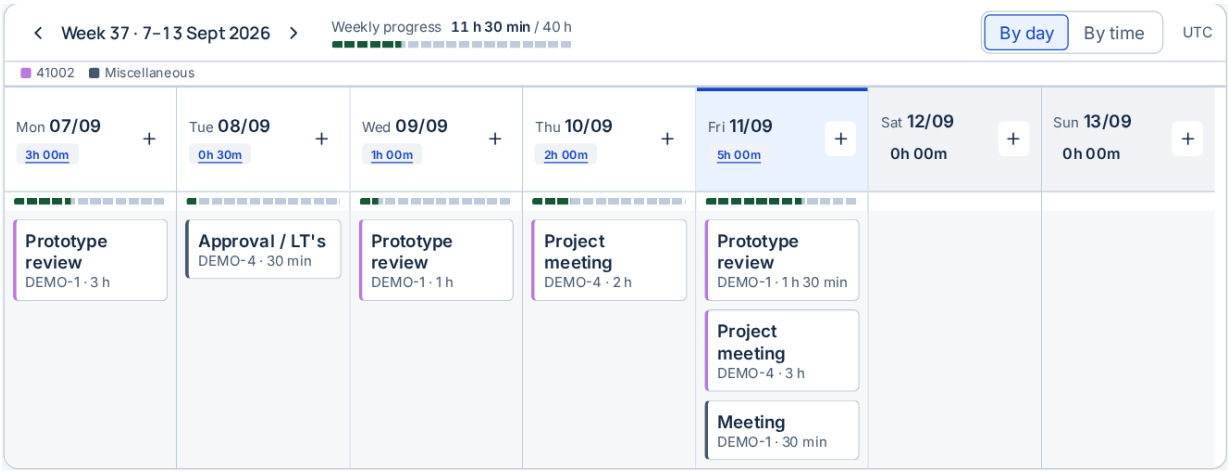
Week

Work → My Timesheet → Week

See your time by day or in an hourly agenda. Open an existing entry or begin one with the date and time already selected.

1. Use the arrows to select the week. If only part is loaded, use Load full week.
2. Choose By day to see totals by task or By time to find a time slot. Open a day’s total or a card to see the underlying entries.
3. To add work, use the day’s + button or choose a time in the grid. Review and save the form.

Example In By time, drag sample issue DEMO-25 to Tuesday at 14:00 and enter 45m. After saving, the card spans 14:00–14:45.



Application screen with fictional data. Open the screen in the guide

Fields and options

Field or action	How to use it
Previous week	Moves back seven days. Next week moves forward seven days, and Today returns to the current week when you are viewing another week.
By day	Shows task cards and a daily total. Expand a grouped card to select an individual entry by its start time.
By time	Shows intervals on a 00:00–24:00 grid. With the keyboard, move in 15-minute steps using the arrow keys and press Enter to prepare an entry.
Dia	On narrow screens, choose the day to display in the hourly grid.
Assigned to me	Opens issues assigned to you. Select one or drag it to a time slot. Both open the entry form for confirmation.
Search assigned work items	Search by title or full key, such as DEMO-25. Use Load more if another page is available.
Weekly progress	Compares logged and expected hours. The leave, holidays and absences line explains the calendar contribution. All seven days remain visible, including days without a scheduled shift.
Review overlap	Open an overlap warning and select an entry to view or correct its time. The end shown is calculated from its start and duration.

How to check Open the card and check the issue, start and duration. An entry crossing midnight is attributed to its start date in the daily totals.

Worklogs

Work → My Timesheet → Worklogs

Find an individual worklog to review, correct, duplicate or delete. Each row’s duration is the time recorded in Jira.

1. Apply the period, choose a project or activity and search the list. Check the date, issue and duration to find the right row.
2. Select Edit worklog to correct the time. Use Classify when you only need to set the project or activity.
3. To repeat work on another day, duplicate the entry and choose the new date. To remove an entry, verify the row before confirming deletion.

Example If you logged 1h00 but worked 45m, open Edit worklog, change the duration to 45m and save. Duplicating would create a second entry.

Find a worklog

Field or action	How to use it
Search worklogs	Enter part of the issue key, summary, person, activity or project code. The search covers the loaded result, including subsequent pages.
Jira project	Under More filters, narrow the list to the issue's Jira project. The Project filter uses the ScopeTime catalogue's Project ID.
Classification	Choose Complete or Unclassified to find entries that need attention.
Scope	Choose project work or internal activity to narrow the list to that kind of work.
Specific work item (optional)	Enter the exact issue key and apply the period to query that issue alone. Clear the field and apply again to return to the full period.

Correct a worklog

Field or action	How to use it
Edit worklog	On your own entry, change the date, start time, duration or description. Save changes updates the original Jira worklog, subject to your permissions.
Change classification	In the editor, open this option to correct the project or activity. Keep original classification retains the previous choice.
Duplicate entry	Choose a new date and review the suggested time, duration, classification and description. Saving creates another worklog on the same Jira issue.
Delete	Opens a confirmation with the issue, date and duration. Confirming permanently removes this worklog from Jira and its totals.
Reconstruir índice	Under More filters → Refresh options, use this when older issues are missing after a permission change. For a routine refresh, use Refresh.

How to check Refresh the view and check the new total. If only the time change was confirmed, reopen the row and verify its classification.

Holidays and absences

Work → My Timesheet → Holidays and absences

Enter leave or absences for your own account so that the calendar and capacity reflect your availability.

1. Open Add period. If the button is unavailable and the app asks for a profile, contact the person responsible for People and schedules.
2. Select the type, first day and last day. For partial absences, clear Full day and specify the hours per day.
3. Save the period and check it in the list. You can edit it later or confirm its removal.

Example For two hours away on Tuesday, choose Other absence, enter Tuesday in both date fields, clear Full day and enter 2.

Fields and options

Field or action	How to use it
Type	Choose Vacation, Sick leave or Other absence according to the reason. The period is attached to your account.
From	First day included. For a one-day absence, enter the same date in From and To.
To	Last day included. It must be on or after the start date.

Field or action	How to use it
Full day	Leave selected to calculate each day from that person’s schedule. A rest day with no scheduled hours adds no absence hours to deduct.
Absence hours per day	Appears when Full day is cleared. Enter the daily duration for the period, for example 2 h for two hours of absence each day.
Save period	Saves the absence to the calendar. Public holidays take precedence when they coincide with an absence on the same day. Calendar hours do not create a Jira worklog.
Atualizar dados	If saving a period is unconfirmed, check its status before trying again.

How to check Check the period in Holidays and absences and open the corresponding Week to see the effect on the calendar.

Account preferences and privacy

Sidebar → Preferences · Footer → Privacy

Choose your account’s theme and language. Information and requests about your personal data are available in the app footer.

1. Open Preferences at the bottom of the sidebar. Select the theme and language you want.
2. Close the dialog after the change is saved. To see your data status or manage a privacy request, open Privacy in the footer.

Example For a light interface in English, select Claro and English in Preferences.

Fields and options

Field or action	How to use it
Appearance	Choose Light or Dark. The selection is saved for your ScopeTime account.
Language	Choose Português or English. This changes the app menus and messages. Project, activity and issue names use the wording entered by your organization.
Last report of your account to Atlassian	In Privacy, shows the date of the last report. Next scheduled report gives the next date when available.
Privacy confirmation	For permanent erasure, read what will be erased and type ELIMINAR. The operation erases personal ScopeTime data and can change report groupings. Native Jira worklogs remain in Jira.
Reactivate storage	After erasure, type REATIVAR to enable storing new data again. Previously erased preferences and calendars cannot be restored.
Refresh status	Check the outcome of a previous request before repeating any privacy action.

How to check Reopen Preferences to check the saved choices. For a data request, use Privacy to check the status for your account.

Help, diagnostics and support requests

Support → Help or Issues and suggestions

Find the guide for a screen, report a problem or follow a reply. The version and diagnostics help support identify what data the app could load.

1. Open Help or follow the help link on the screen you are using. The Help Center groups instructions by task.
2. In Issues and suggestions, select New request. Choose the type and enter a title and description. After Submit request, keep the reference shown.

3. Open My requests to see the status and the team’s reply. If support needs technical information, prepare and review diagnostics under Help.

Example A request titled “Save entry button is disabled” could give the Log time screen, the fields already filled in and the message beside the button.

Fields and options

Field or action	How to use it
Open Help Center	Opens Ramsvio articles and tutorials. The app also shows its Setup guide when your account can configure the organization.
Request type	Choose Issue for a failure or Suggestion to propose a change to the app.
Title	Required, up to 120 characters. Summarize what happened and name the screen.
Description	Required, up to 4,000 characters. Include the steps, actual result and expected result. You and authorized ScopeTime support can view the request.
View	The form automatically shows the screen and app version. They are included with the request.
My requests	Open the reference to read the request, date, status and reply. Refresh requests reloads the list.
Request status	Available to authorized support staff. Under Manage request, choose New, Under review or Done.
Reply	Under Manage request, support can enter up to 2,000 characters. After saving changes, the author sees the reply in My requests.
Prepare diagnostics	Under Help → Diagnostics and performance, gathers the version, states, counts and timings. Review the contents before selecting Download diagnostics to get the JSON file.

How to check In My requests, confirm the reference and open the row to read any reply. Prepare diagnostics lets you review the file before sharing it.

Organization dashboard

Analysis → Organization dashboard

See which projects and activities account for the hours visible to your Jira account. Open a group to inspect the entries behind its total.

1. Choose the first and last dates and select Apply period. The dates above the results identify the period in use.
2. Filter by a team, for example. Select a project bar, a department or a person to see the breakdown.
3. Return from the breakdown and select Clear filters to restore the full selection.

Example Select the Testing team and the previous month. Open DEMO-01 to identify the people who contributed to its 32 h.

Fields and options

Field or action	How to use it
From	First date to include. Today, This week, This month and Previous month fill in a date range.
To	Last date to include. Select Apply period to run the new query.
Department	Select the department of the person who logged the time.
Team	Limit the results to one team.

Field or action	How to use it
Project	Filter by the business Project ID to which the hours were allocated.
Activity type	Show only hours for the chosen activity. The activity chart uses entries with an identified activity.
Person	Show entries attributed to the selected person.
Jira project	Under More filters, choose the Jira space containing the work item. Use Project to filter by the business classification of the time.
Classification	Under More filters, choose Unclassified to review pending entries or Complete to see classified entries.
Scope	Select project work or internal activity.
Specific work item (optional)	Enter a key such as DEMO-24 and apply the period. Clear the key to include all work items again.
Reconstruir índice	Use this rebuild action in More filters under Refresh options if older work items are missing after permissions change. For routine updates, use Refresh.
Logged time	Adds the hours in visible entries after filtering. The adjacent figures count classified Project IDs with hours, people with entries and pending classifications.

How to check Check the period and active filters. A partial query may show fewer hours than were actually logged.

Project Analysis

Analysis → Project Analysis

Find total hours by Project ID, see who contributed and check how much of a project's planned hours remains.

1. Apply the period and filters. Search the list by name or code, then select the name or its detail button.
2. In the breakdown, open People for individual contributions, Activities to compare types of work, or Worklogs to trace an entry to its work item.
3. To compare against the estimate, choose the Planned project. Use Load plan period when prompted for the complete dates.

Example A project has 40 planned hours. If Ana logs 6 h and Luis 4 h within the plan, actual hours are 10 h, utilisation is 25% and 30 h remain.

Fields and options

Field or action	How to use it
Search name or reference…	Search the displayed catalogue. Projects with no hours for the current selection can also appear.
Status	Limit the list to active, archived, closed, deleted or internal entries where present.
Planned project	Select the project whose estimate you want to compare. This selection is independent of the chart filters.
Plan period	Shows the dates set on the Project ID. Load plan period covers the whole range and all work items.
Planned hours	Total defined in the Project ID profile. If missing, use Configure project plan with access to Organization.
Logged so far	Adds classified hours visible for the project over its full plan period. Future entries are shown separately from actual hours.

Field or action	How to use it
Plan balance	Planned hours minus actual hours. The screen shows Above plan when actual hours exceed the plan.
Plan usage	Percentage of planned hours already logged. The table shows each person’s contribution.
Trend and cumulative total	In the project breakdown, see each day’s hours and the running total starting on the selected first date.

How to check Add the hours in the people table and compare them with Logged so far for the same project and period.

People

Analysis → People

Find a person, review their recorded time and see their team and department. Open their configuration profile to change their schedule.

1. Apply the dates and search by name. Department, team and project filters narrow the list.
2. Select the name for a breakdown. Person analysis shows the daily calendar when your account can access that person.
3. To set up someone found in the Jira directory, select Set up profile, fill in their Organization details and save the configuration.

Example Ana is marked Profile pending. Open Set up profile to assign her a team and schedule, then return to People to view her work.

Fields and options

Field or action	How to use it
Search name or reference…	Search the list on screen. Someone found in Jira can appear as Profile pending until a ScopeTime profile is created.
Refresh Jira directory	Refresh the people visible in the Jira directory. If Jira refuses, check the Browse users and groups permission.
Person's department	Shows the person’s department. An unconfigured value means the association still needs to be set.
Person's team	Shows the person’s team. Set up profile or Edit profile opens Organization when you have access.
Hours	Totals visible entries in the period. A dash means a confirmed total is unavailable.
Internal work	Hours recorded as internal activity and their share of the person’s logged time.
Main activity	Identifies the activity with the most time among the displayed entries.
Main project	Shows the project with the most hours among the displayed entries.

How to check Search for the person again. Check the displayed team and query dates before comparing their hours with someone else’s.

Team timesheet

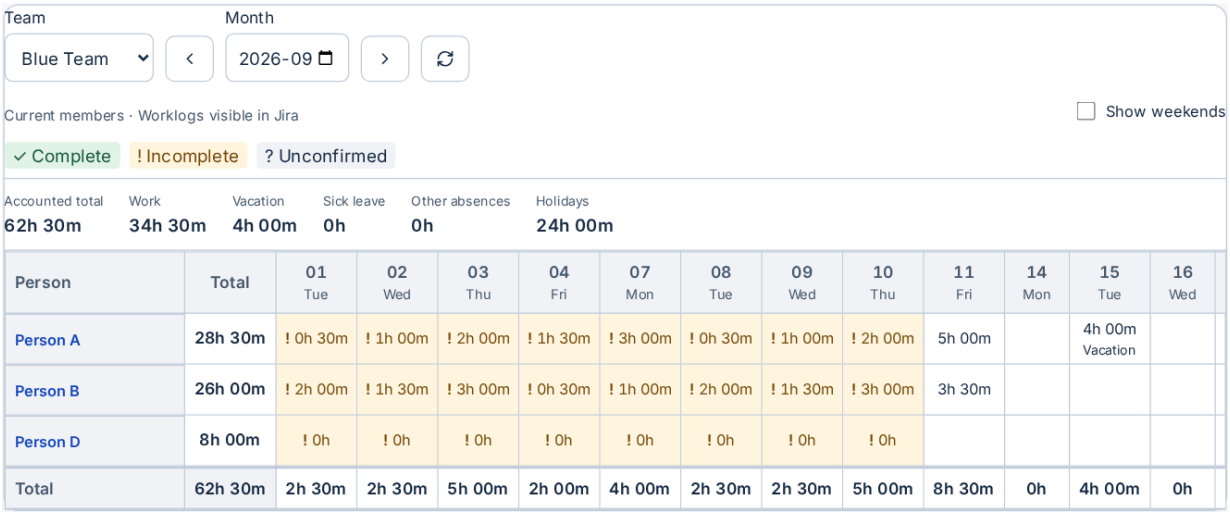
Analysis → Team timesheet

Review one month of work and absences for current members. A Jira administrator can select any active team. An active team lead can view the teams they lead.

1. Select the team and month. The sheet has one row per person and one column per day.

2. Select a cell with values or a status to see that day's work, calendar hours and Jira work items. Select a person's name for their individual analysis.

Example On a past day with 8 scheduled hours, 6 h of work and 2 h of credited absence complete the day. Open the cell to see both amounts.



Person	Total	01 Tue	02 Wed	03 Thu	04 Fri	07 Mon	08 Tue	09 Wed	10 Thu	11 Fri	14 Mon	15 Tue	16 Wed
Person A	28h 30m	! 0h 30m	! 1h 00m	! 2h 00m	! 1h 30m	! 3h 00m	! 0h 30m	! 1h 00m	! 2h 00m	5h 00m		4h 00m Vacation	
Person B	26h 00m	! 2h 00m	! 1h 30m	! 3h 00m	! 0h 30m	! 1h 00m	! 2h 00m	! 1h 30m	! 3h 00m	3h 30m			
Person D	8h 00m	! 0h	! 0h	! 0h	! 0h	! 0h	! 0h	! 0h	! 0h				
Total	62h 30m	2h 30m	2h 30m	5h 00m	2h 00m	4h 00m	2h 30m	2h 30m	5h 00m	8h 30m	0h	4h 00m	0h

Application screen with fictional data. Open the screen in the guide

Fields and options

Field or action	How to use it
Team	Lists the active teams you may view.
Month	Choose a month or use the previous and next buttons. Dates follow the organization's time zone.
Show weekends	Show Saturdays and Sundays separately. When hidden, a Weekend column collects any existing or unconfirmed weekend values.
Accounted total	Adds work, vacation, sick leave, other absences and holidays. Totals include weekend hours.
Complete	On a past scheduled day, work and calendar hours met or exceeded the schedule.
Incomplete	On a past day with sufficient information, accounted hours fell short. Open the cell to see the shortfall.
Unconfirmed	Schedule or query coverage is insufficient to decide. Today, future days and days with zero scheduled hours have no completion rating.

How to check If Partial results appears, use the visible entries and check coverage before concluding that hours are missing.

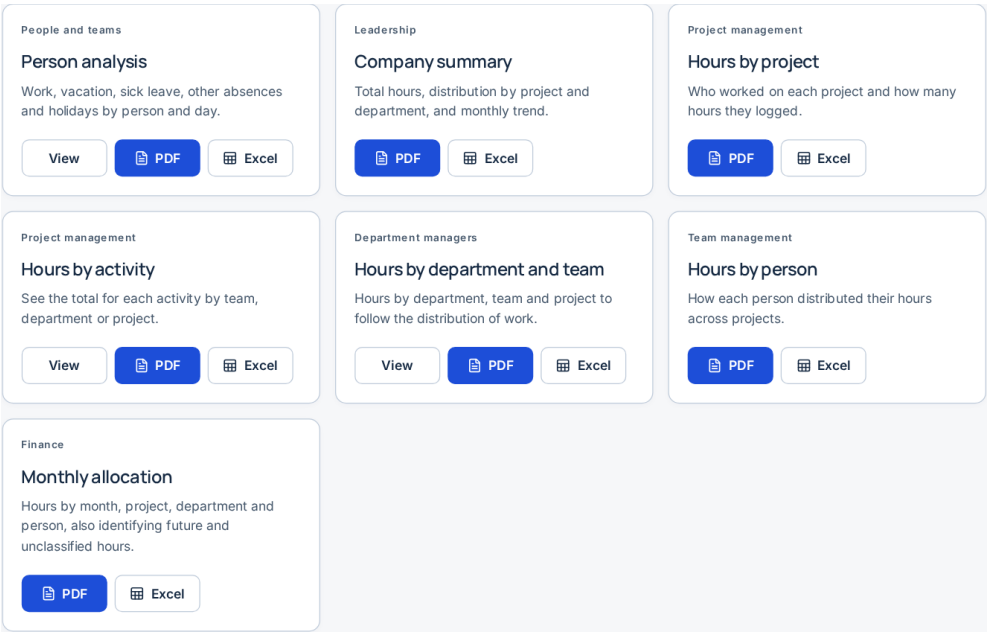
Reports

Analysis → Reports

Choose a report by the question you want answered. Each card uses the period above it and your account's Jira permissions.

1. Set From and To and apply the period.
2. Choose a card and download PDF or Excel. Where View is available, you can first open the report and select its details.

Example To report that DEMO-01 used 24 h, with 16 h from Ana and 8 h from Luis, choose Hours by project. To see how much of that time went into testing, choose Hours by activity and filter by the same Project ID.



Application screen with fictional data. Open the screen in the guide

Fields and options

Field or action	How to use it
Person analysis	“How was each day accounted for?” Includes work, vacation, sick leave, other absences and holidays. PDF or Excel on the card downloads your own analysis. Use View to select another person if permitted.
Company summary	“How has the organization’s time changed?” Shows total logged hours, the split by project and department, and monthly trends.
Hours by project	“Who worked on this project?” Shows each project’s total, the hours logged by each person and their share of that project.
Hours by activity	“How many hours went into testing, meetings or development?” Use View for totals by activity and to group them by team, department or project.
Hours by department and team	“Which projects did this team work on?” Open View to explore department, team and project.
Hours by person	“How did each person split their work between projects?” Shows logged hours by person and the projects they worked on.
Monthly allocation	“Which hours should be allocated this month?” Groups by month, project, department and person. Future and unclassified hours are already part of logged hours and can overlap.
Capacity	Opens the comparison between logged hours and hours available from people’s schedules and calendars.

How to check Check the period in the file. Work reports use accessible worklogs. Vacation and holidays appear in individual analysis even if no work was logged.

Person analysis

Analysis → Reports → Person analysis → View

See what counts towards one person’s day. Combines logged work with vacation, sick leave, other absences and holidays.

1. Select a person when the selector is available. You can also open your own analysis from My Timesheet or an authorized member’s from Team timesheet.

2. Enter From and To, then select Refresh. Review the daily breakdown and use PDF or Excel inside the window to download that selection.

Example A day with 8 scheduled hours, 4 h of work and 4 h of vacation has 8 total accounted hours. Hours by person counts the 4 h of work.

Fields and options

Field or action	How to use it
Person	Identifies the account to analyse. A personal shortcut or team sheet already selects the person.
From	First date of the individual analysis.
To	Last date to include. Saturdays and Sundays with zero scheduled hours, work and absence hours are hidden.
Expected schedule	Base scheduled hours for that day. A dash indicates a value that depends on an unconfirmed schedule.
Logged work	Hours from visible Jira worklogs with confirmed authorship.
Vacation	Scheduled hours credited to vacation on that day.
Sick leave	Scheduled hours credited to sick leave.
Other absences	Calendar hours credited to other types of absence.
Public holidays	Scheduled hours credited to a holiday that applies to the person.
Total accounted hours	Adds work and credited calendar hours. Partial results can leave out some work.

How to check Check the name, dates and time zone in the file header before sharing.

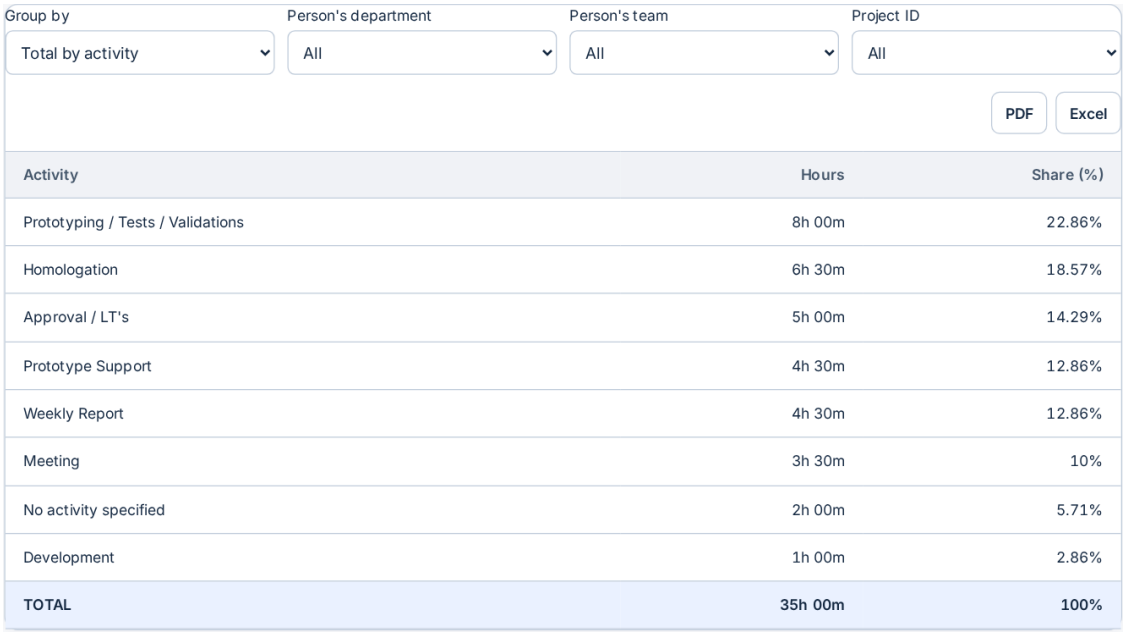
Hours by activity

Analysis → Reports → Hours by activity → View

See how many hours each activity took and its share of a project, team or department.

1. Choose the period. Under Group by select Total by activity, Team, Department or Project.
2. Apply the filters you need. Read each group’s subtotal and download PDF or Excel from this view to retain the selection.

Example With 12 h of testing and 4 h of meetings on DEMO-01, the project subtotal is 16 h. Testing accounts for 75% of that project’s time.



Application screen with fictional data. Open the screen in the guide

Fields and options

Field or action	How to use it
Group by	Sets how activities are grouped. Total by activity shows one list.
Person's department	Limits hours to the contributor’s department. Changing the department clears the team selection.
Person's team	Shows time recorded by people in the selected team.
Project ID	Select the project to analyse. Miscellaneous groups internal activities.
No activity specified	Hours on a classified project entry whose optional activity was left blank.
Unclassified	The entry’s classification is incomplete. Its hours are still included in the total.
Share of group (%)	Percentage of group hours assigned to the activity. Each subtotal covers all activities within that group.

How to check Compare the total on screen and in the file using the same filters and period.

Hours by department and team

Analysis → Reports → Hours by department and team → View

See which projects took each team’s logged hours. To see how many hours were available, open Capacity in the report catalogue.

1. Apply the period and select a department. To review one team, select it in the second filter.
2. Expand the team under its department. Read hours for each project and use PDF or Excel in this view for the filtered data.

Example To present the Engineering department’s week, select it and expand the Testing team. A 16 h row for DEMO-01 means that the team logged 16 h against that project.

Fields and options

Field or action	How to use it
Person's department	Select the department of the people who logged the time. Changing this field resets the team.
Person's team	Choose a team from the selected department.

Field or action	How to use it
Hours by team	Compares how logged time is distributed among the teams included in the query.
Hours by project	Shows the split across projects. Expand a team to read its hours on each project.

How to check Use the same period and team when comparing this table with activity reports or project totals.

Logged hours and capacity

Analysis → Reports → Capacity

Compare logged hours with the working hours available after holidays and absences. To see how recorded time splits across projects, use Hours by department and team.

1. Apply the period. If the query covers a single work item, select the option to include all work items in the period.
2. Select a department, team or person. Use the visual dashboard to explore the distribution and the person or team tables for figures.
3. Open People and reasons when capacity excludes people. If you have configuration access, use the link to open the missing profile or schedule.

Example A person would normally work 40 h in a week. An 8 h holiday leaves 32 h of capacity. If they log 24 h and the query is complete, the ratio is 75%.

Choose what to include

Field or action	How to use it
Person's department	Select the current department of the people to compare. The team list follows this selection.
Person's team	Limit results to one team in the department, or across the organization when no department is selected.
Person	Focus on one person. Clear the selection to return to the department or team.

Read the figures

Field or action	How to use it
Logged hours	Adds visible hours attributed to selected people, including contributors whose schedule is unconfirmed.
Confirmed capacity	Hours available in the period from the configured schedule after applicable holidays and absences. Zero can mean a day off or a full-day absence.
Hours / capacity	Divides logged hours by capacity for people with confirmed schedules and coverage. Zero capacity cannot produce a percentage.
Days without entries	Counts past days with positive capacity and sufficient query coverage where zero hours were logged.
Deviations	Counts past days with sufficient coverage where some work was logged and differed from expected time by at least one minute.

Check exceptions

Field or action	How to use it
Unknown	A missing profile or incomplete schedule prevents calculation of this person’s capacity. Their logged hours remain visible.

Field or action	How to use it
Hours with unconfirmed authorship	With person, team and department filters clear, you can inspect the total for which Jira could not identify a human author.
Open team timesheet	Opens the monthly timesheet when permitted. It shows daily work, vacation and absences for current members.

How to check If Unconfirmed appears, check the schedule or query coverage. The ratio describes logged time against availability and cannot establish productivity.

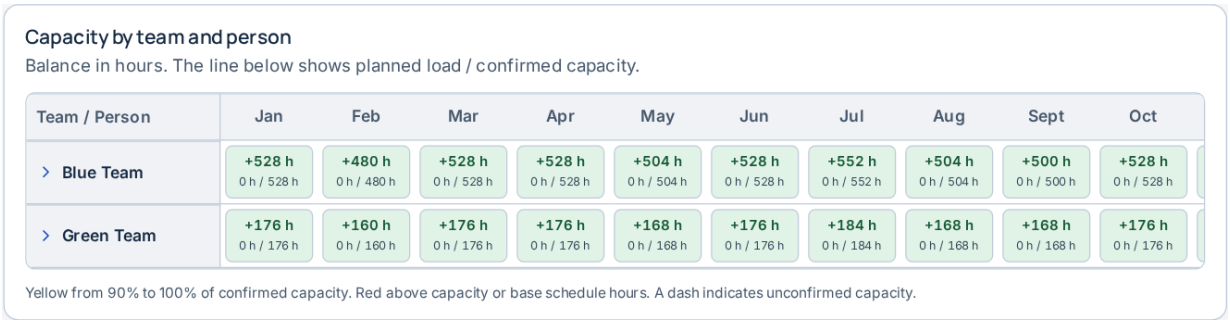
Planning

Analysis → Planning

Reserve hours by person and month for projects or internal work. An organization manager can view the map. A Jira administrator can create, edit, copy or transfer reservations.

1. Choose the year and team. In Capacity, expand a team and open a monthly cell to see a person’s workload and available hours.
2. To reserve time, open Plan hours. Choose work, person and month. Enter the estimate at 100%, check how much capacity it will use, and save the plan.
3. Open an existing reservation to move, copy or remove it. To compare it with logged work, open Planned vs. actual, choose a month and compare with Jira.

Example Plan 8 h of testing in March at 80% efficiency. The reservation uses 10 h. To move 3 planned hours to April, simulate and save the transfer. March retains 7 h of workload and April receives 3 h.



Application screen with fictional data. Open the screen in the guide

Choose a view

Field or action	How to use it
Year	Choose the year on the map. Each column represents one of its twelve months.
Team	Filter people by their current team. All teams shows the full available set.
Capacity	Balance equals available capacity minus planned workload. The line beneath shows workload and capacity. A dash means capacity is unconfirmed.
Projects	Expand a project to see each person’s reservations. The cell colour reflects their entire workload that month.
Recurring work	Use this tab to reserve time for an internal activity. When copying it, explicitly choose the months that should receive the reservation.

Allocate hours

Field or action	How to use it
Project / ID	In the form, choose the project or internal activity for which you are reserving time.
Internal activity	In the recurring work form, choose an available internal activity.
Person	Choose the active person who will do the work. Their team is shown in the form.
Month	Select the reservation month. An existing reservation for the same work, person and month opens for editing.
Estimated hours for the month at 100%	Enter the estimated effort in hours at full efficiency. With 80% efficiency, 2 h of effort uses 2.5 h of capacity.
Global efficiency (%)	The administrator sets a whole percentage from 1 to 100. It is applied when an estimate is created or edited.

Move or copy hours

Field or action	How to use it
Destination person	Under Move hours, select the active person who should receive the reserved hours.
Destination month	Choose the month for the transfer. You can change the person, the month or both.
Planned hours to move	Enter the planned hours to transfer, up to the source reservation balance. Simulate the transfer, review Before and After, then save it.
Destination year	In Copy hours to other months, choose the year containing your target months. Copying keeps the original person and project.
Destination months	Tick each month. Existing reservations are skipped unless you select the replacement option. The source keeps its hours.
Remove planned hours	Removes the selected planning reservation. Jira worklogs are separate from this action.

Compare and export

Field or action	How to use it
Month to compare	In Planned vs. actual, choose the current or an earlier month and query Jira. For the current month, actual hours run up to the time of the query.
Difference	Logged hours minus planned hours. Open a project or activity for the breakdown by person. The difference is left blank when privacy omissions make the results incomplete.
Export planning (CSV)	Download the annual map with workload, capacity and balance by team and person. In the comparison, Export comparison (CSV) includes the selection and any expanded detail row.

How to check After saving, open the source and destination cells. Yellow marks 90–100% of confirmed capacity. Red flags workload above capacity or base schedule, or an overloaded team member.

Record quality

Analysis → Record quality

Find entries worth reviewing, such as overlapping intervals, long entries and work on absence days. Reviewing alerts leaves logged time intact.

1. Select the dates and include all work items in the period so overlaps across work items can be detected.

2. Select an alert type or level, or enter a search. The Visual dashboard summarises alerts. The Detailed list lets you open the work item and review its entries.
3. In an Unclassified alert, select Classify if available to you. Use Report for this view to export the selection.

Example Two entries start at 09:00 and 10:30, each lasting 2 h. They overlap for 30 minutes. Open the entries to check whether a start time needs correcting.

Fields and options

Field or action	How to use it
Search person, date or work item	Enter part of a name, a date in YYYY-MM-DD format, a work item key or part of its title.
Alert type	Narrow the list to one category, such as an overlap or work recorded during an absence.
Severity	Review highlights alerts that warrant a check. Information provides context such as a deviation or missing classification.
Overlap	Two durations for one person overlap based on their start times. Check both entries and whether either represents accumulated work.
Long entry	An individual entry of at least 10 h and less than 24 h. Check its start and duration.
Block entry	An entry of 24 h or more. A single duration may cover several days' work.
Excessive daily total	The person's entries that started on that day total at least 16 h.
Schedule deviation	Logged time differs from a known daily schedule. Shortfalls are only evaluated after the day ends.
Entry during leave	The day contains a full or partial absence. Check the actual work interval against the absence.
Non-working day	Work was logged on a holiday or day off. Check whether the person worked that day or whether the start date needs correction.
Unclassified	A project entry needs a Project ID or a Miscellaneous entry needs its internal classification. Open the row to confirm what is missing.

How to check After correcting an entry, refresh with the same period and filters and check the result. An alert alone cannot establish that work was counted twice.

Report for this view

In a view that supports export → Report for this view

Download the current view with its active dates and filters. The Reports catalogue also offers ready-made reports directly as PDF or Excel.

1. Apply the dates and filters in the view. Open Report for this view and check the period, time zone, filters and result count.
2. For a shareable summary, leave entry details unchecked. For individual rows, enable Show entry details and choose any required options.
3. Select the format and click Get file. Open the download and check the title, dates and total.

Example For a team meeting, create a PDF with the weekly total. To reconcile individual entries, open the same view, enable details and choose Excel.

Fields and options

Field or action	How to use it
Show entry details	Includes the detail offered by the view. Depending on the screen, this can be worklog rows, people, teams or alerts.
File format	Choose PDF for reading, or Excel for working with the figures. Advanced options also offers CSV and HTML.
Advanced options	Opens additional formats and, for detailed worklog exports, the list of Jira fields available to include.
Pesquisar campo adicional	With details enabled in a worklog view, search by field name or ID, then tick the fields you need. This search box can retain its Portuguese label in English.
Get file	Generates the report with your current choices. If the query or permissions have changed, refresh the view and check the selection before retrying.

How to check File and screen totals should refer to the same people, dates and filters. Check all three before comparing reports.

Open the ScopeTime Help Center