

# Miscellaneous Hours Logging

## Documentation

### Contents

- Plugin Overview ..... 2
- Setting plugin project source ..... 3
- Permissions ..... 4
- Creating Categories & Sub Categories ..... 5
- Sorting Categories ..... 7
- Reporting ..... 8

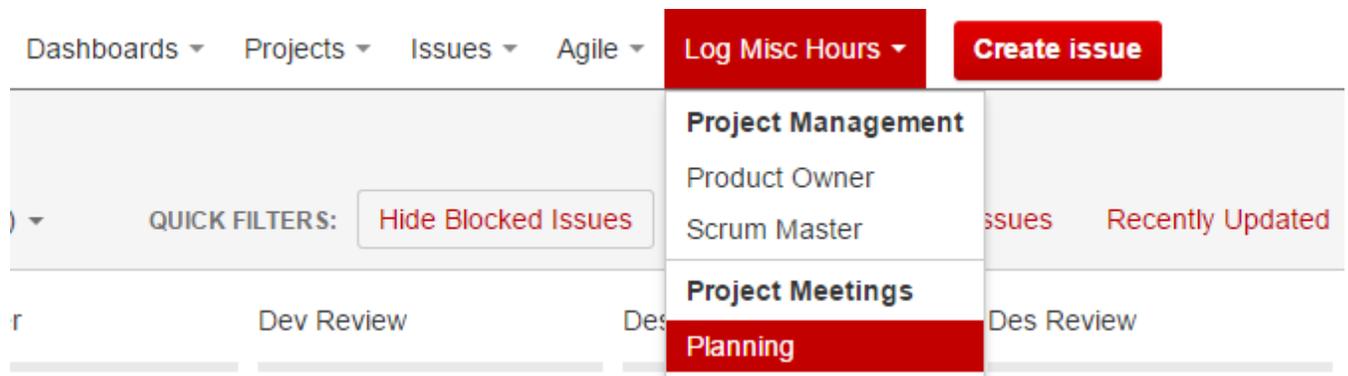
## Plugin Overview

The **Miscellaneous Hours Logging** plugin provides a consolidated location for logging, tracking and reporting on miscellaneous hours across multiple projects.

It does this by allowing you to specify a source project that will be used to create a collection of organized categories that a user can select from via an easily accessible menu within the JIRA top navigation.



When the user expands the “Log Misc Hours” menu they can select from your customized list of miscellaneous categories, which will open the default JIRA Log Work modal.



Since the plugin is using JIRA’s built in mechanism for tracking time any existing reports, gadgets or other plugins that you have installed can continue to access these hours.

However if you would like you like to know where your team are burning hours outside of project related tasks the plugin can generate a report that allows you to drill down by project, date range, sprint & user to better understand where users are spending their time.

Select the User

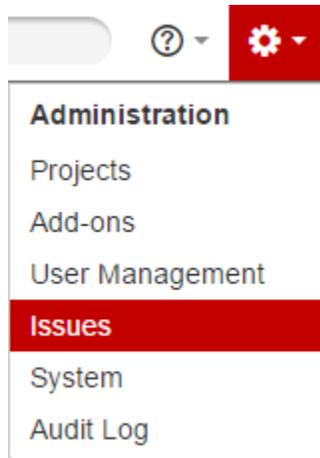
	User Time Spent	Total Time Spent
<b>Project Meetings</b>		4w 3h
Planning		3w 5h
<a href="#">Antony</a>	1d	
<a href="#">Bert</a>	1d	
<a href="#">Brian</a>	1d	
<a href="#">Carmine</a>	1d	
<a href="#">Damine</a>	1d	
<a href="#">Eloa</a>	1d 1h	

## Setting plugin project source

Once the plugin has been installed the next step in setting up the plugin will be to create a new project within JIRA.

For example you may want to create a project called “Miscellaneous Hours” & set this project as the source of issues for the plugin.

To set a project as the plugins source an administrator should navigate to the Administration – Issues section.



Then within this section a new left navigation header called “Misc. Hours” should exist. Clicking “Configurations” under that heading will load the plugins settings page as shown below:

### Configure Source project

**i** The dropdown below sets which project the miscellaneous hours plugin will use as a source of issues for users to log hours into.

The **Log Misc. Hours** dropdown shown at the top of the page will be created from the source project with sub-task issues being listed under parent issues.

Source Project

Within the “Source Project” dropdown select the new project that you would like to use as the plugins source of information.

## Permissions

In order for users within the system to be able to see and use the top navigation menu item they need to have permissions set on the source project giving them the ability to log work for issues contained within the source project.

You can check this by going to the projects administration page & checking the “Work On Issues” permission settings as shown below:

### Time Tracking Permissions

Permission	Users / Groups / Project Roles
Work On Issues Ability to log work done against an issue. Only useful if Time Tracking is turned on.	Project Role (Designers) Project Role (Developers) Project Role (Testers) Project Role (UX/UI) Project Role (Administrators) Project Role (Documentation) Project Role (Support)

If you don't want users to have access to this menu item you can simply deny them access to log work for issues contained within the source project.

## Creating Categories & Sub Categories

Once the source project has been specified the Log Misc Hours menu item will attempt to create sub menu based on the issues contained within the project. The way it does this is by creating “section headings” from issues that can have sub tasks (e.g. Stories / Epics) & creating “sub sections” from sub-tasks under the “sections”.

For example if you wanted to have a section heading called “Project Meetings” within the source project create an issue of type story & enter within the summary the title “Project Meetings” as shown below:

### Create Issue Configure Fields

Project\*

Issue Type\*  ?

Some issue types are unavailable due to incompatible field configuration and/or workflow associations.

---

Summary\*

Description

?

Priority  ?

Assignee

[Assign to me](#)

Attachment  No file chosen

The maximum file upload size is 14.77 MB.

Create another

Now if we want to provide users with sub sections they can log work for you simply create sub-tasks under this new story as shown below:

The screenshot shows a Jira story titled "Project Meetings" under the path "Misc. Hours / MH-6". The story has a status of "TO DO" and is "Unresolved". It includes four sub-tasks: "1. Planning", "2. Daily", "3. Team", and "4. Review / Retro". Each sub-task is marked as "TO DO", "Unassigned", and has a progress bar showing 100% completion.

**Project Meetings**

Details

Type: Story | Status: TO DO (View Workflow)  
Priority: Major | Resolution: Unresolved  
Labels: None

Description

Click to add description

Sub-Tasks

Order	Sub-Task	Status	Assignee	Progress
1.	Planning	TO DO	Unassigned	100%
2.	Daily	TO DO	Unassigned	100%
3.	Team	TO DO	Unassigned	100%
4.	Review / Retro	TO DO	Unassigned	100%

In the example above you can see that we have four sub-tasks under the story. This will create a menu item as follows:

The screenshot shows a dropdown menu for logging hours. The menu is titled "Log Misc Hours" and contains four items: "Project Meetings", "Planning", "Daily", and "Review / Retro". The "Project Meetings" item is highlighted in red.

Log Misc Hours

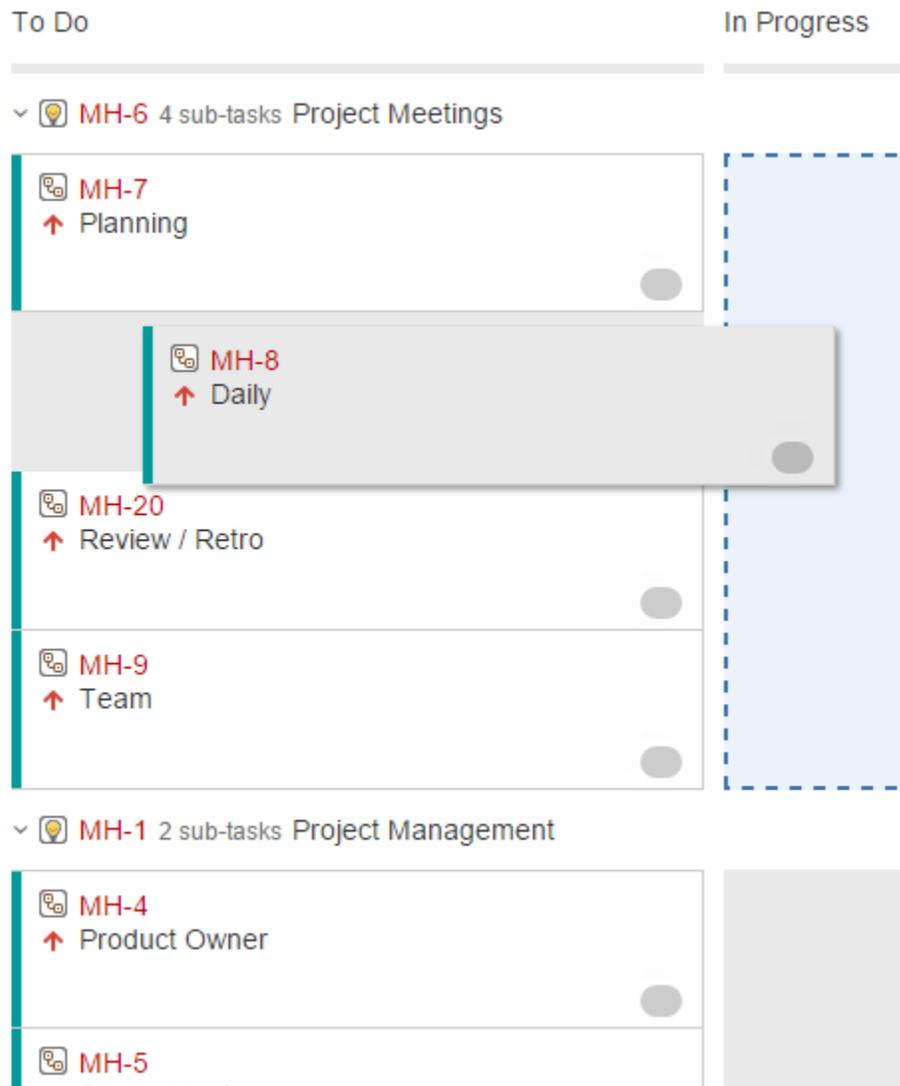
- Project Meetings
- Planning
- Daily
- Review / Retro
- Team

In this scenario the user has 4 sub sections where time can be logged. Note that the section "Project Meetings" project organization of the sub-sections only & time cannot be logged under this issue from the menu.

## Sorting Categories

The ordering of the menu items at this time is based on the following:

1. If you have JIRA Agile installed the ordering of the sections and sub-sections is based off the Rank field, which is adjusted by simply dragging and dropping the order of the issues within the Agile Backlog or Work board as shown below:



2. If you do not have JIRA Agile installed then the ordering of the sections and sub-sections is based off alphabetical sorting of the issue's summary text.

## Reporting

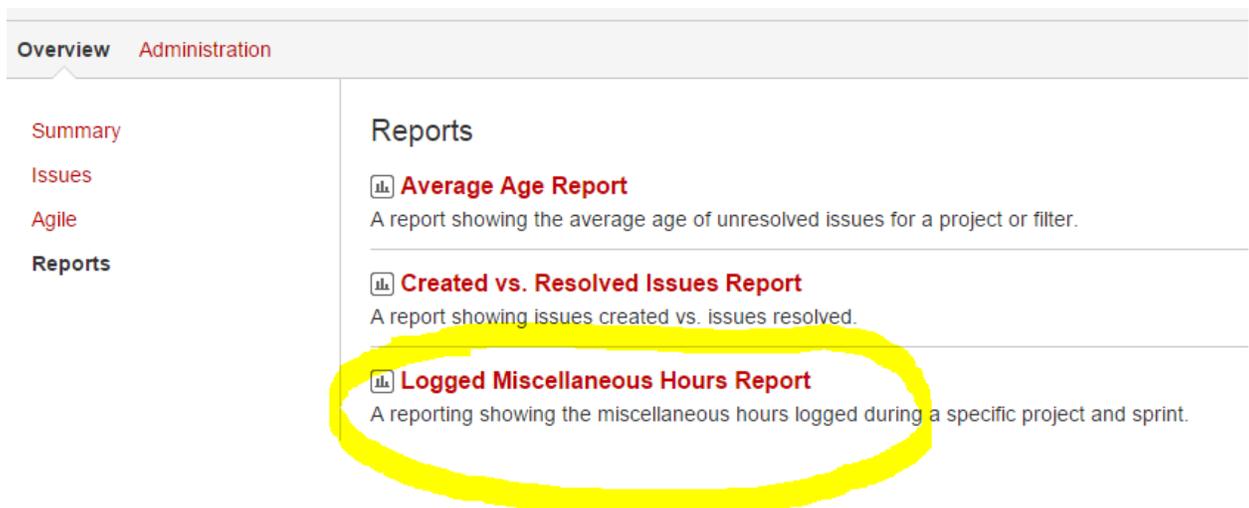
In order to make the most out of recording miscellaneous hours the plugin can generate a report showing how hours are distributed across the project setup as the plugins source.

The report can be accessed via two methods:

1. The Log Misc Hours dropdown includes a “View Report” link at the bottom of the menu. Clicking on this will direct the user to report configuration page.



2. The alternative way to access the report is via a particular projects “Reports” section listed under a projects Overview section as shown below:



Once at the report or report configuration page the user will be presented with several options to customize the report data.

1. Project – Allows the user to select a project. The selected project will determine the sprint date range filtering options & also limit the data to users that can log work on issues within the selected project;
2. Sprint – Selecting a sprint will filter the results to the start & end date of the sprint.
3. User – Selecting a user will filter the results to only show hours logged by that user.

Select the Project

Select the Sprint

Select the User

Type	User Time Spent	Σ	Total Time Spent	Σ
<b>Project Meetings</b>			1w 2d 7h 20m	
Planning		1w 1d 4h 30m		
Daily		4h 5m		
Review / Retro		6h 15m		
<b>Project Work</b>			4h	
Non-Task Related		4h		
<b>Project Management</b>			3w 3d 6h 5m	
Product Owner		3w 3d 2h		
Scrum Master		4h 5m		