How to Log Time with GTJ Jira Connector (Google Workspace Add-on)

Overview

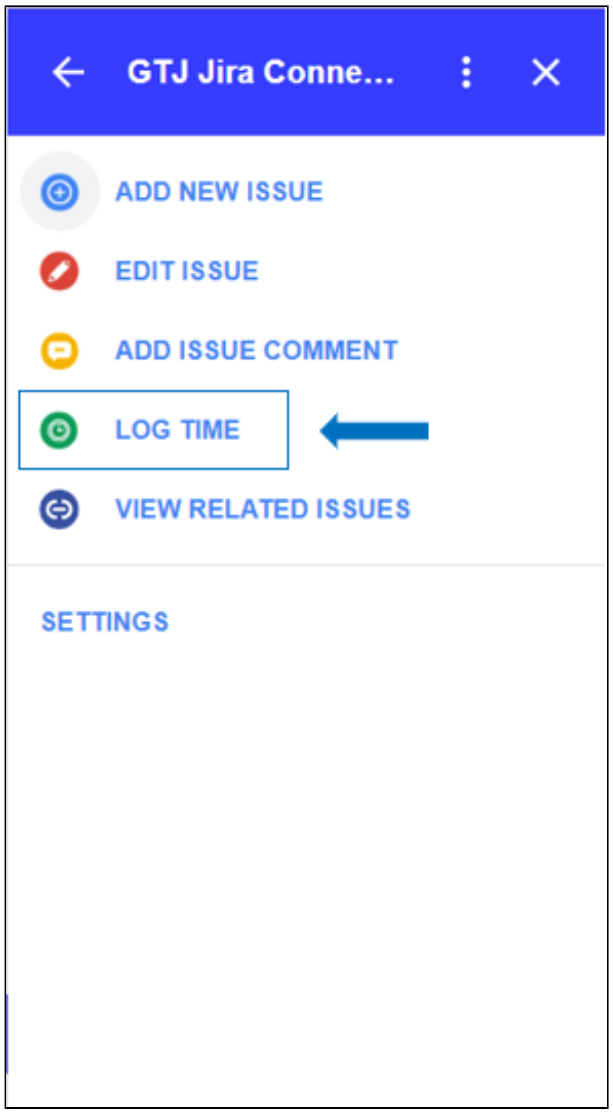
Learn how to log work directly from your **Gmail** account.

> You can also log work from a **Calendar event** & **include the event details** in the **log work fields.**

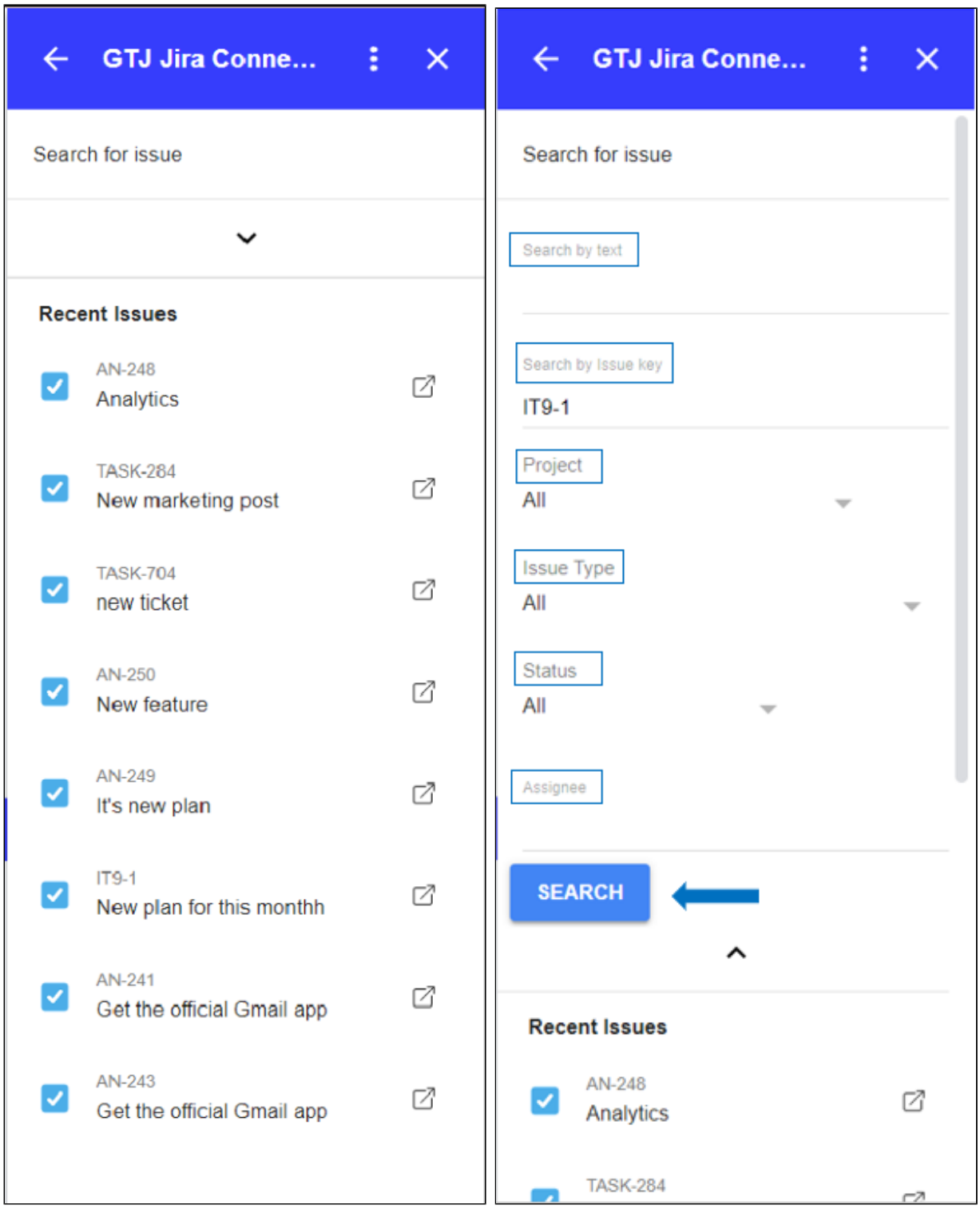
Quick Steps

Step #	Action
1	Go to your **Gmail** account
2	Open the **GTJ Jira Connector** add-on
3	Click on **Log Time**
4	Search for issues and select the one you want
5	Fill the **Time**, **Date**, and **Description** fields
6	Click on the **Log time** button

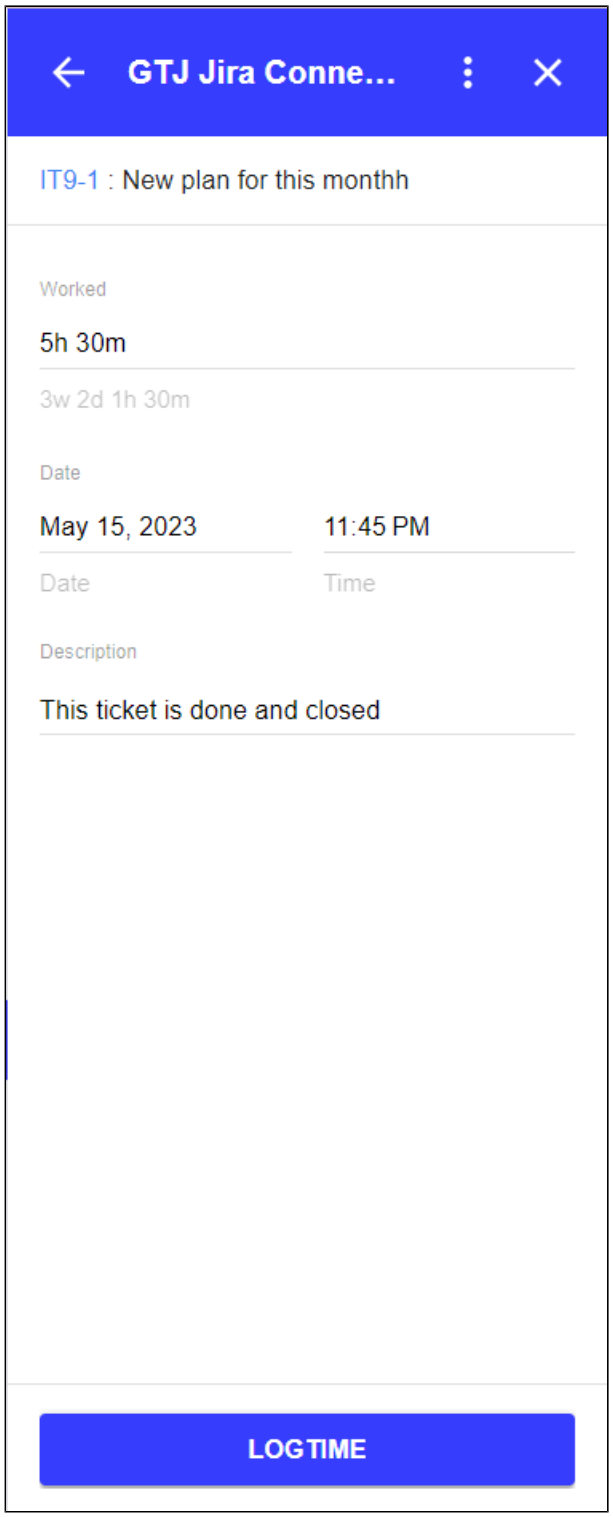
- Select **Log time**



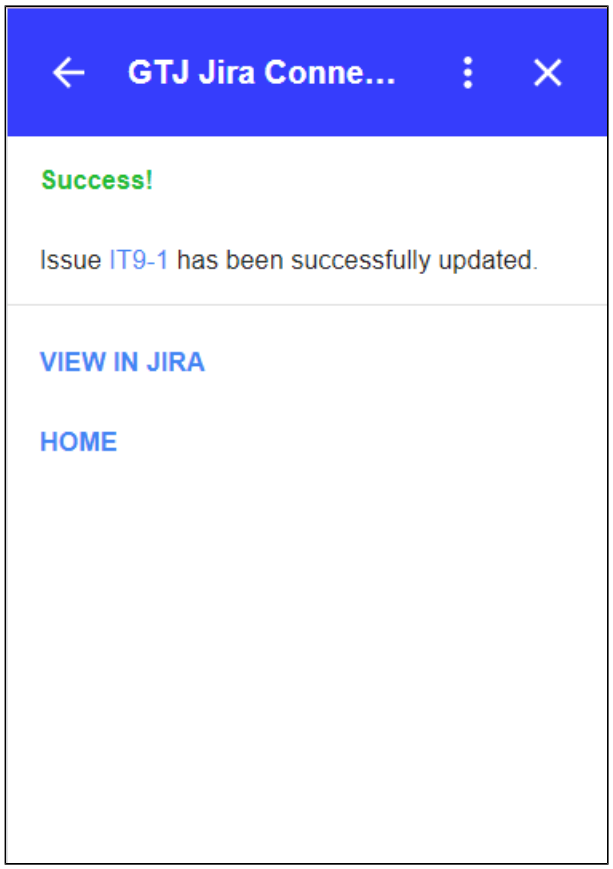
- **Select an issue** from recent issues list, **or Search for issue**, & select one



- After Selecting your desired issue, you'll be redirected to the log time screen
- Fill the **Worked Time**, **Date**, and **Description** fields
- Click on the **Log time** button



- You have successfully logged your work on Jira issue!



- You can now click on **View in Jira** or on the issue key to check your issue on your Jira instance
- Or click on the **Home** button to go back to home screen and explore other features.

- Note that this feature can be reached also from **View related issues** page on **Gmail**.

- How to Link Jira Issues When Composing an Email
- How to Search and update Jira Issues
- How to Edit Jira Issues with GTJ Jira Connector (Google Workspace Add-on)
- How to Attach Files to Jira Tickets with GTJ Jira Connector (Google Workspace Add-on)
- How to Log Time with GTJ Jira Connector (Google Workspace Add-on)
- How to View Related Issues with GTJ Jira Connector (Google Workspace Add-on)
- How to Create New Issue with GTJ Jira Connector (Google Workspace Add-on)
- How to Add New Comment on Jira Issues with GTJ Jira Connector (Google Workspace Add-on)