

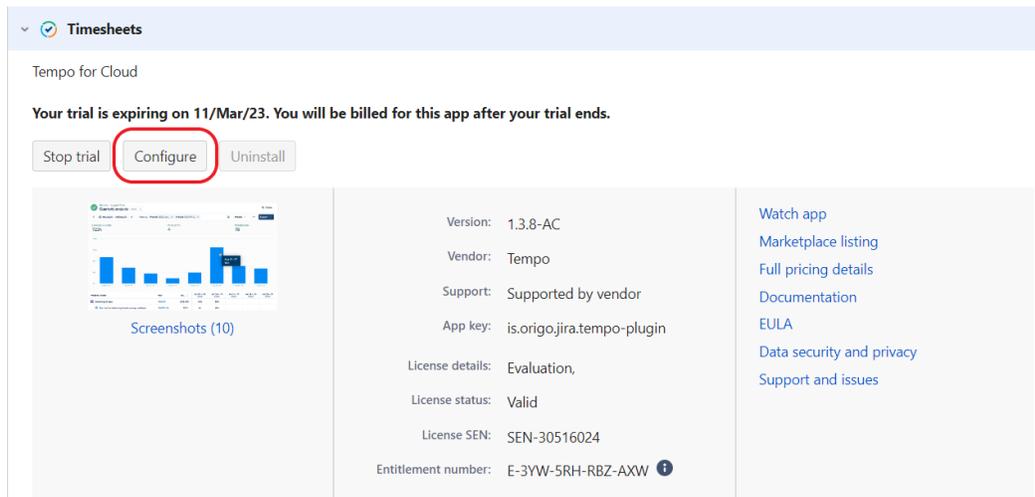
Tempo - How to setup Tempo to Log Work through Tempo

Here are the steps you need to configure tempo on your cloud instance:

On Server

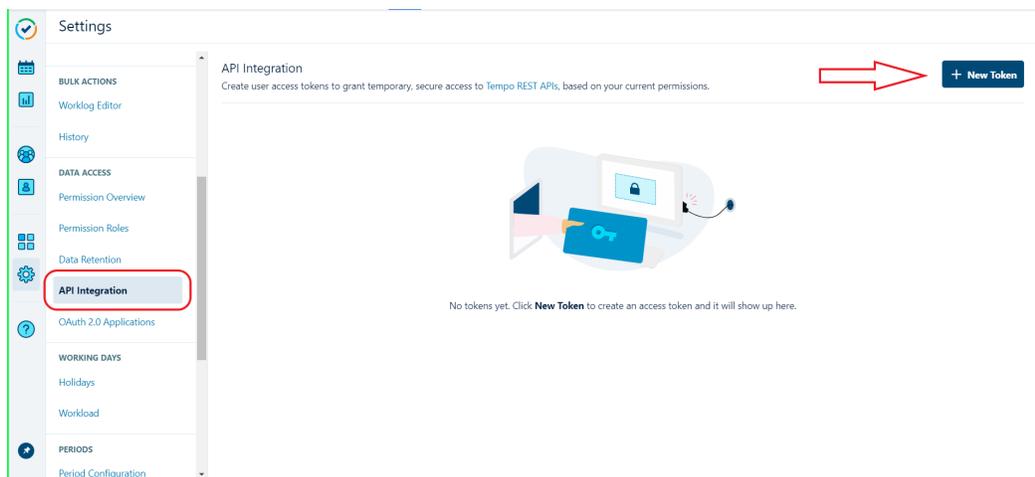
If you are on server and have installed tempo on your instance. You don't need any additional configuration steps from the add-on side, it will automatically take effect.

- Go to Manage Apps and open Timesheets, then click on **Configure**



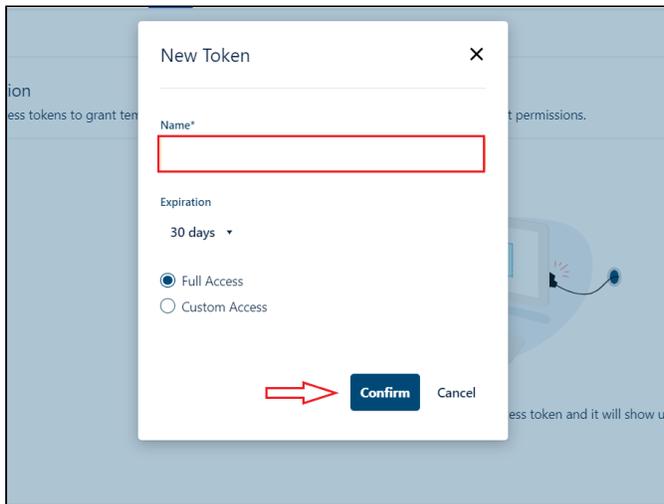
The screenshot shows the 'Timesheets' app configuration page. At the top, it says 'Tempo for Cloud' and 'Your trial is expiring on 11/Mar/23. You will be billed for this app after your trial ends.' Below this, there are three buttons: 'Stop trial', 'Configure' (highlighted with a red circle), and 'Uninstall'. The main content area is divided into three columns: 'Screenshots (10)' with a bar chart, 'App details' including version (1.3.8-AC), vendor (Tempo), support (Supported by vendor), app key (is.origo.jira.tempo-plugin), license details (Evaluation), license status (Valid), license SEN (SEN-30516024), and entitlement number (E-3YW-5RH-RBZ-AXW); and a list of links on the right such as 'Watch app', 'Marketplace listing', 'Full pricing details', 'Documentation', 'EULA', 'Data security and privacy', and 'Support and issues'.

- Choose **API Integration** from the sidebar menu, then click on **New Token** button

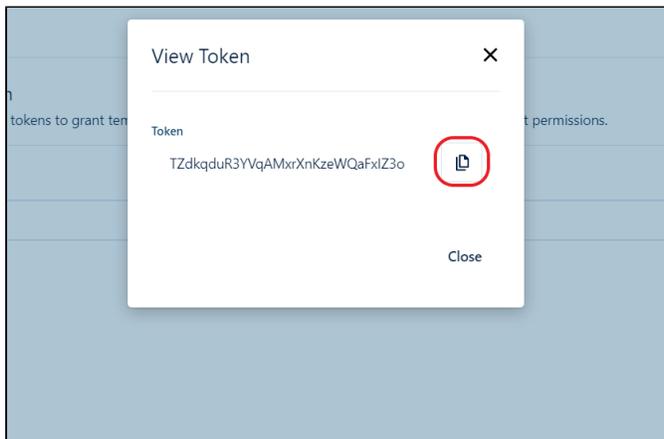


The screenshot shows the 'Settings' page in Jira. The left sidebar menu has 'API Integration' highlighted with a red circle. The main content area is titled 'API Integration' and contains the text 'Create user access tokens to grant temporary, secure access to Tempo REST APIs, based on your current permissions.' A red arrow points to a '+ New Token' button in the top right corner. Below the text is an illustration of a computer monitor displaying a key icon. At the bottom, it says 'No tokens yet. Click **New Token** to create an access token and it will show up here.'

- Enter a **name** for your API Token and click **Confirm**



- Copy your API token and use it in OTJ's configuration



- You will need to log in with your Jira credentials
- Go to the settings page

Jira plugin for Outlook

Create New

Project *

ITSM sample space

Issue Type *

Get IT help

Use request type fields

Email content

Include e-mail as attachment

Include Inline Images

Include email content

Summary *

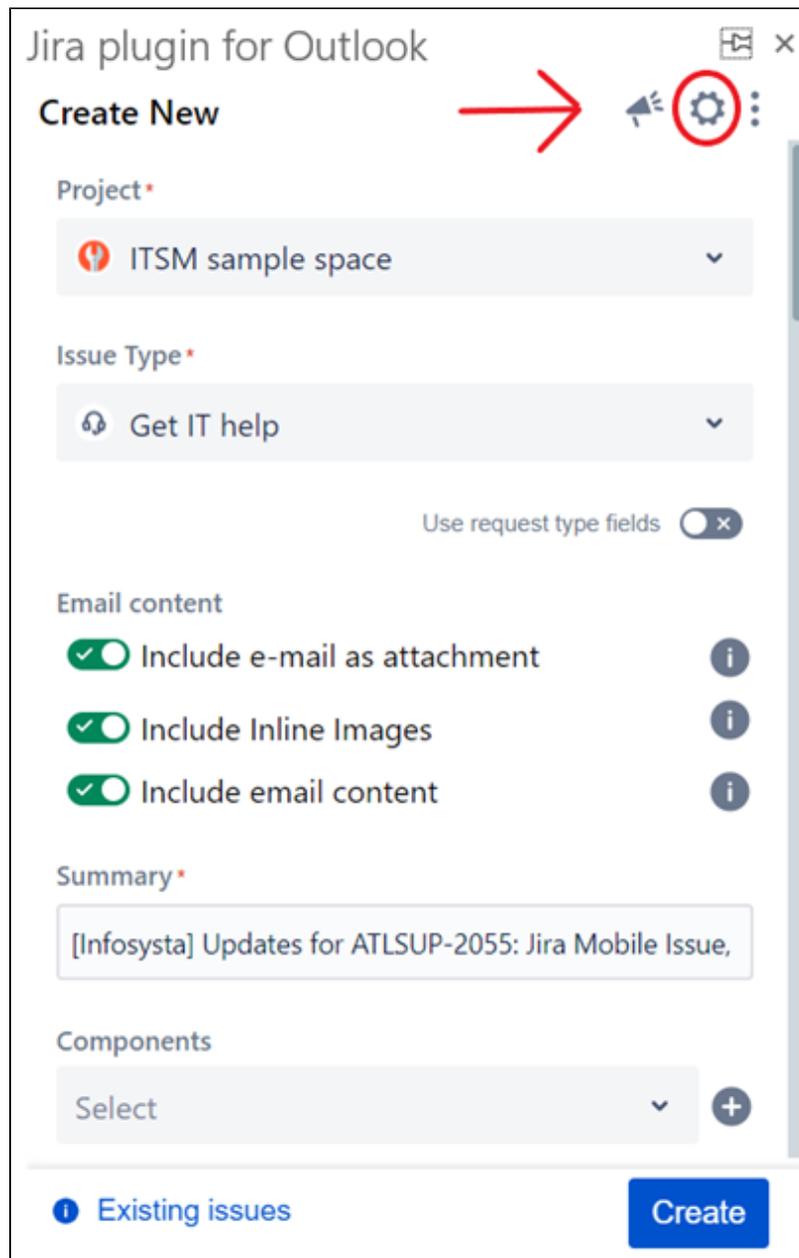
[Infosysta] Updates for ATLSUP-2055: Jira Mobile Issue,

Components

Select

Existing issues

Create



- Make sure the "Enable Tempo API in log work" field is enabled

Jira plugin for Outlook 

Settings 

Screen Application About Jira Login

Email content

- Include e-mail as attachment 
- Include Inline Images 
- Include email content 

Miscellaneous

- Preselect last used project and issue type 
- Show success page 
- Show tag on emails on issue creation 
- Enable Tempo Api in log work** 

Tempo API key

[Click here to enter tempo api key](#)

Logs



- Once you put your API token in the field, you can use your tempo log work



Settings



Screen

Application

About

Jira Login

Email content

Include e-mail as attachment i

Include Inline Images i

Include email content i

Miscellaneous

Preselect last used project and issue type i

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Enable Tempo Api in log work i

Tempo API key

Logs

Send logs to support

