T-404-LOKA, Appendix A

Tempo Chrome Extension

User Manual

Anton Marinó Stefánsson
Hrönn Róbertsdóttir
Sigrún Þorsteinsdóttir
Þórdís Jóna Jónsdóttir

1. Introduction

The Tempo Chrome extension allows users to manage time and see Google events in a straightforward and simple way. The extension is only accessible through Chrome, however it is possible to convert it so it would work in other browsers with some extra work.

In the extension the user can connect his JIRA and Google Calendar accounts so that they can keep track of their full schedule for each day. Additionally, the user can create new trackers to quick track his work hours and new worklogs. The trackers and Google events can later be converted into worklogs and the user can also update existing worklogs.

This manual explains in detail how to set up and use the extension. The manual also explains how different views are presented to identified users vs. unidentified users and how to disable and uninstall the extension.

2. Getting Started

Setting up

Go to chrome://extensions
Drag and drop the extension .crx file from your folder to the extensions page. This will install the extension.
The Tempo logo will now be visible near the top of the browser window to the right.

Opening the Tempo extension in a browser

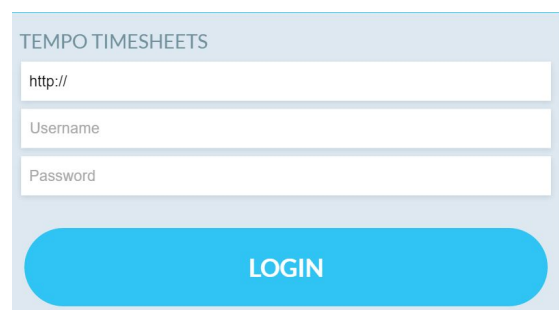Clicking the Tempo logo will make the extension window drop down.

How to log in

Clicking the settings icon located to the left in the footer will bring you to the settings page where you can login.

Tempo Timesheets

Logging in to Tempo Timesheets requires you to fill in three separate input boxes:
- Url
- Username

● Password

Google Calendar

To allow access to a Google account, you need to click the *'Connect to Google Calendar'* button inside the Settings view.

After clicking the button, you will be redirected to a Google login authentication process which is provided by Google. If you are already logged in to your Chrome browser the authenticator will notice and won't ask you for an email or password.

A pop-up window will appear asking if you wish to grant the Tempo Extension access to your Google account. If you click *'Allow'* and the authentication is successful, you will be able to see your calendar information on the overview page the next time you open the extension.
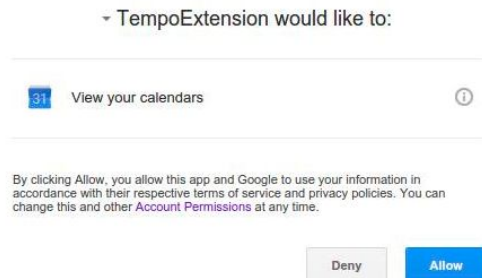
If you are not logged into your Chrome browser, the Google authenticator will ask for your email and password before the authentication window pops up.

3. User Interface Guide

Using the overview page

Unidentified and identified users

The calendar

By default the calendar displays a week at a time. You can select whether to display a week or a month. You can also navigate between weeks, months and days. You can open up the drop down menu to select between those different views or today. If you select today you're automatically transferred to today if you're located anywhere else in the program.
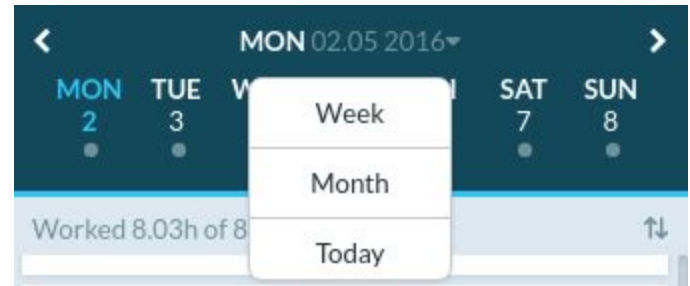
Bottom Toolbar

The toolbar is along the bottom of the extension and displays the settings icon, the Tempo logo and the refresh icon. Clicking the refresh icon refreshes the cards view and calendar information. While refreshing, a spinner is displayed to indicate that a new date is being fetched.

Empty state

When you're not signed in or you're only signed into Google and there are no trackers or events, the *'Create New Tracker'* button is shown instead of the cards view. If you're logged into JIRA the *'Create New Worklog'* button is also shown.

Unidentified user

By default you are unidentified. While you're in this state the extensions functionality is limited. It is only possible to create a tracker using the *'Create New Tracker'* button, use the calendar, and go to the settings view.

Using Quick Tracker

If you click *'Create New Tracker'* a tracker immediately appears on the overview page with a running timer. The tracker can be started and stopped as needed. However the tracker can not be turned into a worklog, that action only applies to identified users.

Identified user

Tempo Timesheets user

After logging in to Tempo Timesheets all the login information remains visible and the login button changes into a logout button.
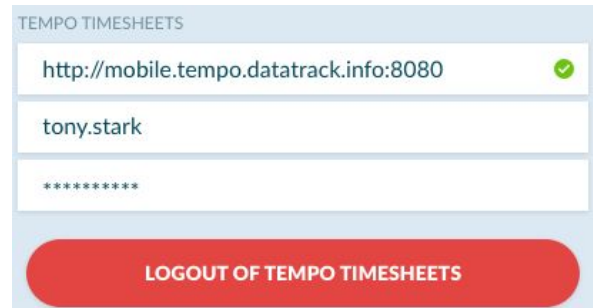
Google Calendar user

After connecting to Google Calendar you can check or uncheck the *'Show Google Calendar Events'* checkbox to reveal or hide your events. If you check the *'Show Google Calendar Events'* checkbox, a list of your Calendars appears where you can select one at a time to display.

Clicking the *'back'* button in the top left corner of the page brings you back to the initial view.
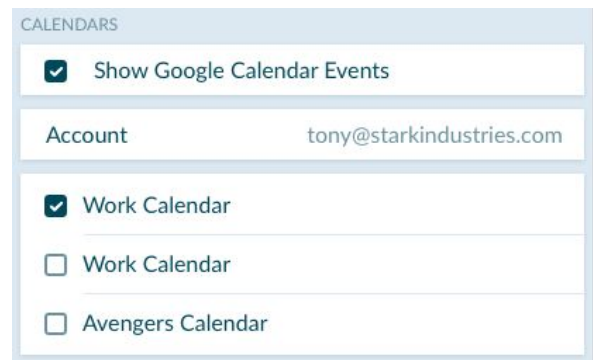
Once you're logged into your JIRA account your picture and name appear in the header of the initial view along with a *'plus'* button.

Logging in also changes the calendar view. Now each day containing either a worklog, an event or a tracker is marked with a small dot underneath the specified day.

Directly below the calendar you can see a progress bar that keeps track of the ratio between hours logged and daily required hours. Below the progress bar you can see hours logged and daily required hours for the selected day. You can also use the arrows to organize your cards in ascending or descending order.
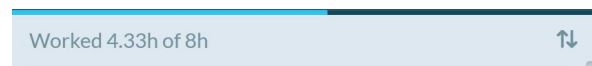
When you're logged in you have access to all of your worklogs and events and can navigate through them using the calendar and selecting the date you wish to look at. The worklogs and events are presented in the form of cards.

Different cards

Worklogs

Each worklog card is marked with an issue
and description along with the JIRA logo, an
issue key and total duration.

Monitor and handle support request via phone and chat
test2

SUPPORT-5   1H
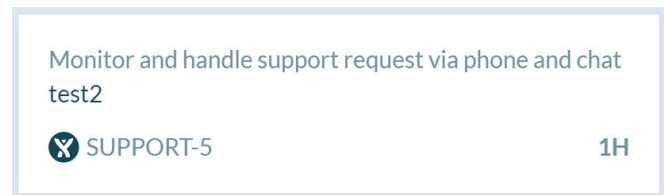
Events

Each event card has an event name and
description along with the Google logo, a
location, a start and end time and total
duration.

Test 1
This is a test

Tempo   10:00 - 11:30 │ 1H30M
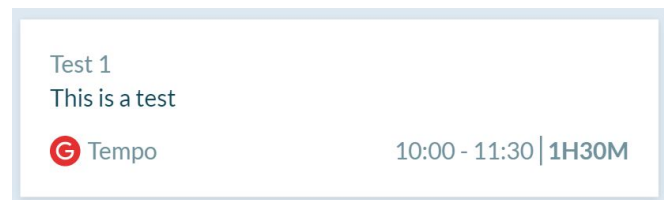
Updating a worklog

Clicking a worklog card will bring up the *'Update Worklog'* view. All of the fields are autofilled
using the information already connected to the card.

Turning an event into a worklog

You can turn an event card into a worklog by simply clicking on the event and filling in the
missing fields of the *'New Worklog'* view. The newly created worklog will then appear in the
cards area of the overview page.

The '+' button

Clicking the *'+'* button reveals a drop down menu where you can choose between creating a new
tracker or worklog.

Tony Stark   +

WED
MON   TUE   WED   CREATE NEW TRACKER
 7   8   9
                        CREATE NEW WORKLOG
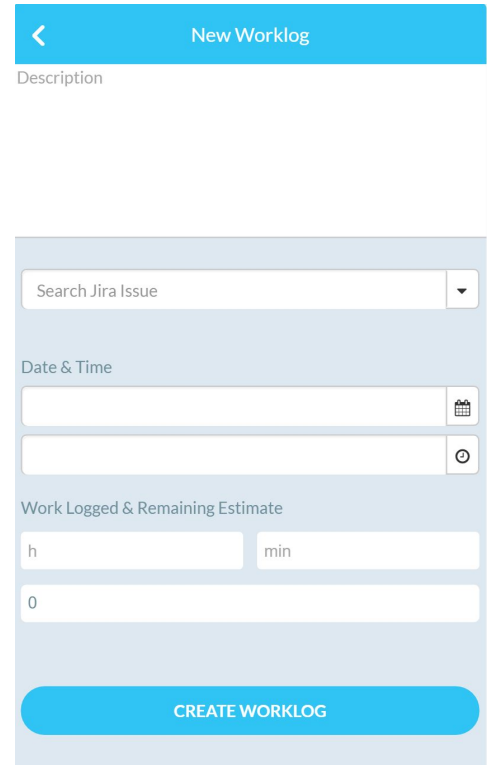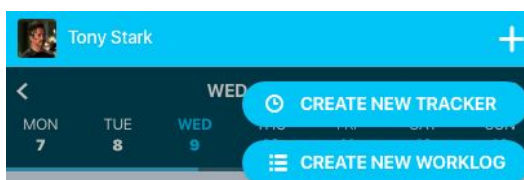
Create New Tracker

If you choose *'Create New Tracker'* you are transferred to today, if you had another date selected,
where a tracker immediately appears in the cards section, with a running timer. You can only add
a timer that starts today. The tracker created can be started and stopped as well as being turned
into a worklog. Clicking the tracker will bring you to the *'Create Worklog'* view where you can fill
in the required fields. The newly created worklog will then be visible on the overview page in the
cards section.

Create New Worklog

If you choose *'Create New Worklog'* you are brought to the *'New Worklog'* view. When creating a worklog the following fields have to be filled out:

- Description
- Issue key
- Date
- Start time
- The amount of time worked in hours and minutes

The last box is the remaining estimate and that field fills out automatically after you input amount worked. If the necessary fields are not filled out a error message will appear informing you of the input fields that are missing. Clicking the *'Create Worklog'* button will bring you back to the overview page where the new worklog is now visible as a card.
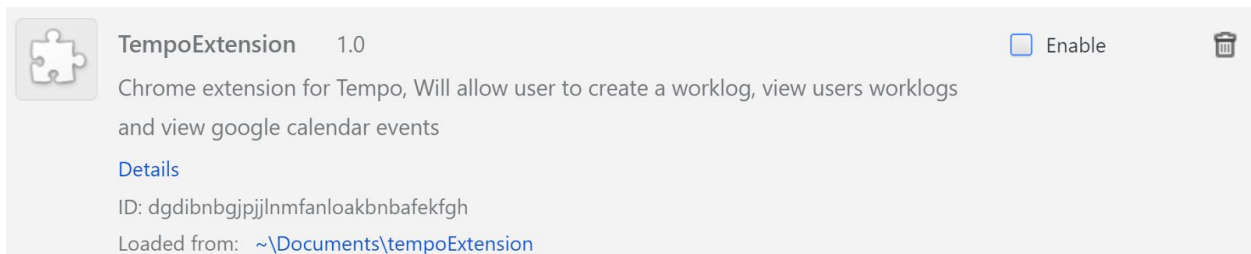
4. Stop using the extension

Go to chrome://extensions

Disable extension

Uncheck the *'Enabled'* box for the extension.

TempoExtension   1.0

Chrome extension for Tempo, Will allow user to create a worklog, view users worklogs and view google calendar events

Details

ID: dgdibnbgjpjjlnmfanloakbnbafekfgh

Loaded from: ~\Documents\tempoExtension

☐ Enable   🗑

Uninstall extension

Click the trash can logo on the right side of the *'Enabled'* box.

Description

Search Jira Issue

Date & Time

Work Logged & Remaining Estimate

h   min

0

CREATE WORKLOG