

Reports

Reports are the connection between [rules](#) and your Tempo timesheets.

All rules contained in a report will be **checked against** the selected **timesheets** and defined **period** to instantly show you whether a timesheet has **passed** or **failed** the checks.

If checks fail, you will get details on the when and why.

To ensure a complete and correct reporting, Timesheet Check works **independent** of all **Jira** and **Tempo permissions** and **issue security**.

If a user cannot access a timesheet because of lacking permissions, the timesheet will **still be checked** when [running a report](#)! However, **only the results** of the check against the configured rules and **no detailed worklog** information will be shown to the user running the report.

Create a report

Reports can be created by anyone that has been granted the global [Administer Jira permission](#) or the [Manage reports permission](#).

Create your first report

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1

Navigate to the Timesheet Check app either in the **Apps** admin section or the upper **Apps dropdown menu**.

2

Click on **configuration** or **Reports** (in the administration panel).

3

Click on **+New report**

4

Add a **report name**.

5

Optionally add a **description**.

Always use descriptive descriptions. They will be shown on the Reports overview page.

6

Add at **least one rule** to your report. The rule(s) will be run against all selected timesheets.

Adding multiple rules to a report (e.g. a team or company report) will reduce the number of reports needed.

7

Select the **timesheets** you want to check. The report will validate the timesheets of all selected users or Tempo teams against the rules contained in the report.

Select **Current user** if you want to share the report with others users. The user will be replaced by the user running the report at runtime!

8

Access

Select the user(s) or group(s) which should **have access** to this report.

Once a report has been **shared** with a user, it will show up under **Reports** for that user.

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Timesheet Check

Reports Configuration

- My personal report** ★
This report includes common checks (overtime, minimum rest breaks) to ensure my timesheet meets all company policies.
- Team TIS check** ★
Work log check for the TIS team
- Holiday check** ☆
- Team HR check** ☆
Worklog check for the HR team
- Team WEB check** ☆

Users need the [Access reports permission](#) to access and run any report that was shared with them.

9

Click on **Create**

[Run your report.](#)

Run a report

Reports can be **run** by anyone that has been granted the [Access or manage reports permission](#) or the global [Administer Jira permission](#).

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1

Navigate to the Timesheet Check app in the upper **Apps dropdown menu**.


2

Click on **Reports**.

3

Click on the **Run** button next to any report



Click on the  icon to mark a report as a **favorite**.

Favorite reports will always **display on top** of all other reports that have been shared with you.

4

Select the [Tempo period](#) you want to check.

5

Click on **Run**.

Depending on the **number of timesheets** and **rules** to check, this process can take some time.

6

[Check the results](#).

Check result

Failures (1)

The following timesheet(s) did not pass all checks:

xapps-support

 Minimum daily rest break II 2021-07-13

 Days of rest 2021-07-18

Warning (1)

No worklogs were found.

David Jenkins




Success (2)

All validations passed. Congratulations!

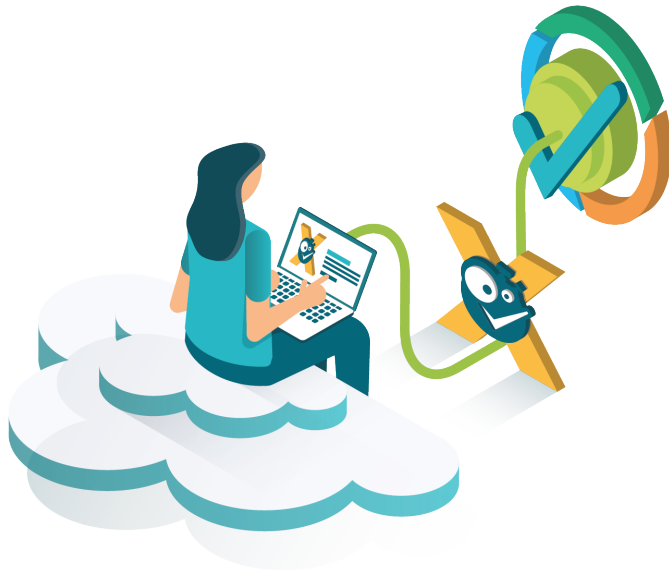
Jennifer Evans

Mitch Davis

Check the results

There are three potential results of running a report. It either passes **successfully** , with **warnings**  or it **fails** .

In case of failures, Timesheet Check will tell you exactly which [check/rule](#) failed and for which timesheet/user and lets you open the timesheets in a **new window** on the fly.



If you still have questions, feel free to refer to our [support team](#).