

# Create and share 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!

**Access**

8

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**

10

[Run your report.](#)