

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

Your browser does not support the HTML5 video element

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.

The screenshot shows the DECADIS DAPPS application interface. At the top, there is a navigation bar with the logo and several menu items: 'Your work', 'Projects', 'Filters', 'Dashboards', 'People', 'Apps', and a 'Create' button. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area is titled 'Timesheet Check'. Under this title, there are two tabs: 'Reports' (selected) and 'Configuration'. The 'Reports' tab displays a grid of report cards. Each card has a play button icon, a title, a star icon, and a brief description. The reports are: 'My personal report' (description: 'This report includes common checks (overtime, minimum rest breaks) to ensure my timesheet meets all company policies.'), 'Team TIS check' (description: 'Work log check for the TIS team'), 'Holiday check', and 'Team HR check' (description: 'Worklog check for the HR team'). The 'Team HR check' card is highlighted with an orange border. Below the grid, there is a 'Team WEB check' card.

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.](#)