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.

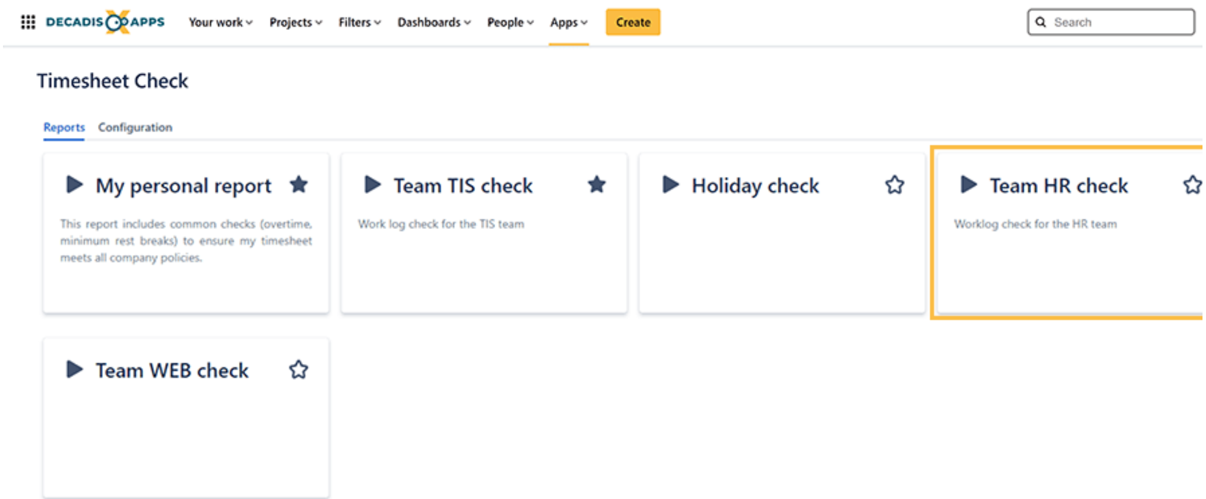
Select **Current user** if you want to share the report with others users. The user will be replaced by the user running the report at runtime!

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.



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.