

# 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

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 Minimum daily rest break II 2021-07-13

 Days of rest 2021-07-18

### Warning (1)

No worklogs were found.

#### David Jenkins

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### Success (2)

All validations passed. Congratulations!

#### Jennifer Evans

#### Mitch Davis