First steps

On this page, you will find the very first steps you need to take to start using Timesheet Check after a successful installation.

First steps for admins

1   Install Timesheet Check or ask your friendly Jira administrator to install it for you. Either directly from within Jira or from the Atlassian Marketplace.

2   Establish a connection between **Timesheet Check** and **Tempo Timesheets**.

3   Set up global settings and permissions to control who can **access** and **manage** Reports.

First steps for users

You need dedicated permissions to access and manage reports that need to be granted by a Jira administrator.

1   Browse through the Preset rules . They cover most of the requirements from the EU's Working Time Directive.

2   Create your first rule.

3   Create and share a report, select your Rules and the timesheets you want to check.

4   Run your report.

If you still have questions, feel free to refer to our support team.