ictime Permissions

Access to all features added to JIRA by **ictime** can be restricted via permissions on JIRA group level. There are no fixed roles in **ictime**, but we have already defined default JIRA groups for each **ictime** permission, so that you automatically get a running configuration in case you use the JIRA groups "jira-administrators" and "jira-*-users" in your JIRA installation.

Default ictime Permission Setup and life-saver

ictime offers a detailed and flexible permission management and does not limit administrative actions to JIRA administrators. In order to offer you a working permission configuration directly after installation, **ictime** uses the following JIRA groups:

- **jira-core-users, jira-software-users**, **jira-servicedesk-users**
- **jira-administrators**

These groups exist by default in JIRA, see https://confluence.atlassian.com/display/JIRA/Managing+Groups. All **ictime** permissions are assigned to one of these groups. You are free to change the configuration at any time, please see below for details.

> ⚠ There are a couple of scenarios where the default setup won't work, i.e. you won't be able to access all **ictime** navigation items (or won't see any **ictime** navigation at all):
>
> 1. If the JIRA groups **jira-*-users** or **jira-administrators** did **not exist** in your **JIRA installation** at the time of installation of **ictime** (it does not solve the problem to create them later!).
> 2. If your **user is not assigned** to one of this groups (specifically to jira-administrators in order to have full access to **ictime** administration options)
> 3. If something fails during initial creation of permission during installation.
> 4. If you accidentally have configured **ictime** permissions in a way that you can't access the **ictime** permissions screen any longer.
>
> In these cases proceed according to one of the following recommendations:
>
> 1. If the JIRA **groups did/do not exist** (possible reasons for this could be that you work with LDAP or that you did an import from an OnDemand instance, in JIRA OnDemand, these groups are called "administrators" and "developers" without the "jira-" prefix), create a new group in JIRA with the name "**ictime-lifesaver**". Assign yourself to this group. You will now get access to the **ictime** "Permissions" screen and can set the permissions in accordance with your needs.
> 2. If the JIRA groups exist, but **you are not assigned**, assign yourself to the group "jira-administrators", if possible.
> 3. If something seems to have failed during initial creation of permissions, proceed like described for case #1.
> 4. If you accidentally have configured **ictime** permissions in a way that you can't access the **ictime** permissions screen any longer, proceed like described for case #1.

JIRA Configuration and Permissions for Time Tracking

As a base requirement to use **ictime**, time tracking needs to be activated in JIRA (see http://confluence.atlassian.com/display/JIRA/Configuring+Time+Tracking). In addition, a couple of permissions do not exist separately in **ictime**, but have to be configured in JIRA.The most important one is the permission to log work itself ("Work on Issues" permission in JIRA). For details, please refer to JIRA Configuration & Permissions.

Configure ictime Permissions

Go to

ictime - Administration- Permissions - ictime

Administration

ictime

JIRA

Permissions

Here, you can define access permissions for ictime based on JIRA groups

Timesheets & Time Tracking	Assigned	Groups	
Timesheet Permission to see "Timesheet"	• jira-developers (Delete) • jira-administrators (Delete)	[ ] Add	🔍
"My Last Work Log" Webpanel Access to "My Last Work Log" web panel (view issue screen)	• jira-developers (Delete) • jira-administrators (Delete)	[ ] Add	🔍
"Work Log (ictime)" Tab Access to "Work Log (ictime)" tab (view issue screen)	• jira-developers (Delete) • jira-administrators (Delete)	[ ] Add	🔍

Permissions are always set on **JIRA group** level. You can select as many existing groups as you need. You can either directly enter the group name(s) or click on the group icon

Groups

[   ]

Add

and choose the groups in the JIRA group picker that opens as a separate window:

Group Picker

Name Contains

`jira`

Groups Per Page

`20`

Filter

Displaying groups **1** to **3** of **3**.

	Group Name
☐	jira-administrators
☐	jira-developers
☐	jira-users

Select

Once chosen the group(s), please click an the "Add" button to save your selection. If you have typed the group name manually and this group does not exist, it won't be saved.

`jira-developers`

Add

The groups will be listed in the "Assigned" column of the interface. To delete groups you have assigned to a permission, use the respective link

Assigned

- jira-developers (Delete)
- jira-administrators (Delete)

Permissions

ⓘ Please note that in case **new features that require a permission** are added, respective default permissions will only be created for new installations. If you **update** an existing installation, new permissions for new features need to be set manually, as we do not want to modify your existing permission sets by automatically adding a deafult permission configuration on update.

Timesheets & Time Tracking

Permission	Description	Remarks
Timesheet (top level)	Access to your complete timesheet for all projects (see Timesheet).	default group: all default jira-*-users
Work Log (ictime)	Access to work logs on issue level. This is the specific "**Work Log (ictime)**" tab in the "**Activity**" section of the issue screen (see Log Work).	default group: all default jira-*-users
My Last Work Log Webpanel	See/use the **My Last Work Log** Webpanel in the right column of issue screen (see Log Work)	default group: all default jira-*-users
Time Tracking - ictime	Displays the "Time Tracking - ictime" panel on the issue screen. ⓘ This panel has basically the same functionality like the JIRA "Time Tracking" panel.	no default group
Time Tracking - JIra	Enables the original JIRA Time Tracking Panel (starting from IcTime 5.6.1)	-
Log work for others	Permission to log time for other users. If you have this permission, you will be able to change the user when logging work.	default group: jira-administrators
Log work for others - view only	Permission to see work logs of other users in Issue view.	starting from icTime 5.8.2.6
Log work from JIRA navigation bar	Permission to log work using the "**Log work**" option in the JIRA navigation bar (see Log Work)	default group: all default jira-*-users
Tracker	Permission to use the Tracker (stopwatch) tool for logging work.	default group: all default jira-*-users ⓘ Feature/permission introduced with *ictime* version 4.3.

Configuration

Permission	Description	Remarks
Global Teams	Create, edit and delete global teams (see Global Teams & Price Lists).	default group: jira-administrators
Activity Types	Create, edit and delete activity types (see Activity Types).	default group: jira-administrators
Rounding Rules	Create, edit and delete rounding rules (see Rounding Rules (<= 5.4.x)).	default group: jira-administrators
Permissions	Configure permissions.	default group: jira-administrators AND ictime-lifesaver
Work Log Attributes	Permission to manage Work Log Attributes (WLA) (see Work Log Attributes (WLA))	default group: jira-administrators Feature & permission introduced with *ictime* version 4.2.

Project Configuration	View the complete **ictime** project list (regardless of your JIRA "browse project" permissions), set and edit project status, define the rounding rule for a project, add teams to projects, edit and delete teams, add price lists to teams, edit and delete price lists, create, edit and delete accounting information, configure activity type settings for a project, configure approval for a project (see Project Configuration).	default group: jira-administrators
Customers	Permission to manage customers.	default group: none Feature & permission introduced with **ictime** version 5.2.
VAT	Permission to manage VAT rates.	default group: none Feature & permission introduced with **ictime** version 5.2.
Custom Reports	Permission to manage custom reports; includes executing custom reports.	default group: none Feature & permission introduced with **ictime** version 5.2.
Manage Custom Reports	Permission to manage custom reports; includes executing custom reports.	default group: none Feature & permission introduced with **ictime** version 5.2.
Execute Custom Reports	Permission to execute custom reports.	default group: none Feature & permission introduced with **ictime** version 5.7.6.9

Reporting/Accounting

Permission	Description	Remarks
Reporting	Access to the reporting interface, using all features of this interface, except for charging work logs and approval (see Reporting). ⓘ **Other impacts** Having the reporting permission allows usage (enables) the user filter in "my timesheet" view.	default group: jira-administrators ⓘ Please note that users can also get access to Reporting (with full or limited functionality) if they are assigned as approval managers to a project (see Project Approval Managers).
Accounting	Access to the accounting interface and permission to charge work logs as part of the reporting interface (see Accounting).	default group: jira-administrators

Planning

Permission	Description	Remarks
Planning	Permission to use planning sheet (view, edit), see Planning Sheet.	default group: jira-administrators
Plan/Actual	Permission to use the plan/actual sheet (see Plan-Actual Comparison).	default group: jira-administrators

Approval (Define Approvers)

Permissions for a user to approve work logs are not managed here, but you automatically get these permissions when you are selected as an approval manager for a project. Please refer to Project Approval Managers and Approval.