Reports: Work Log Details

Report results always consist of work log details and a summary & analysis part (see Reports: Summary & Analysis). This chapter explains all available options for the work log details of a report.

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- Export
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- Operations
    - Issue Operations
    - Edit Work Log
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- Warnings (Fix Work Logs)

Work Log Details

> ✅ You can hide/show the complete "Work Log Details" section by clicking on the arrow/headline.

Display Work Log Details:

Hide Work Log Details:

Work log details can be displayed in two different views that are available as links in the navigation bar:

- **List** (list of all work logs sorted by date/time descending); this is the default view

- **Structured** (work logs grouped by project and issue).

In addition, there might be an additional tab called "**Warnings**". This tab appears if your report contains "broken" work logs that have been caused by moving issues between different projects in JIRA. For details, refer to Fix Work Logs (Warnings).

List

The list view displays work logs by date/time descending.

This view mode displays 15 work logs per page and has a page navigation on the bottom of the list:

The list displays the following information:

Column	Description	Remarks
Exclude	 Checkbox to exclude work logs from being charged when using a report as base for charging work logs. If you have excluded work logs, this will be displayed in the navigation bar (and you can clear your selection): For more details, see Charge Work Logs - Create Invoice.	This column is only available if you have chosen "**Charge**" when
Date	Date of the work log.	
Project	Project key.	You can click the key to get to the project overview in JIRA.
(Type)	Issue type (JIRA icon).	
(Status)	Issue status (JIRA icon).	
(Issue Actions)	All operations available in JIRA for the issue a work log belongs to (like in the JIRA Issue Navigator). For details, see below.	

Issue	Issue key and summary. Display of longer summary is limited to a define dnumber of characters.	You can click the key to get to the issue directly. If an issue is a sub-task, display will show the sub-task key plus summary:

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Components	Component/s for this issue, if available.	
Activity	Activity type for this work log, if available.	"-" is displayed if the project had been configured not to work wit from JIRA before you have installed *ictime*. Column is always a
Description	Description from your work log.	
Fix Version	Fix version/s for the issue.	ⓘ This column has been added in **ictime** version 4.3.
JIRA Custom Fields, Work Log Attributes	If you have added JIRA Custom Field/s and/or *ictime* Work Log Attributes as search criteria (see Create Reports), for each field, a column for the values will be displayed in the work log details.	ⓘ These dynamic columns have been added in **ictime** ve
User	User who has created this work log. Full name is displayed (not the user name).	In front of the user's name, there is a calender icon that opens a when clicked.

This timesheet displays **all work logs** of the **user** for the **date** o clicked the icon). This might be used to check if work logs of one

From ictime version 4.2.5 on, the display has changed, the dialo

 |

Begin	Start time of the work log, if you have logged your time as span /period.	Column is always available, even if feature has been globally di…
End	End time of the work log, if you have logged your time as span /period.	Column is always available, even if feature has been globally di…
Time Spent (Result)	Time you have entered (time spent **or** calculated result from start and end time)	ⓘ Column was renamed from "Result" to "Time Spent" in …
Rounded	Rounded time spent	If a rounding rule was applicable for the project at the moment y… Rules (<= 5.4.x) and Project Rounding Rule. Column is always a… selected for a project.
Corrected	If the feature is enabled (see General Configuration) and a user has decided to enter a corrected "time spent" value, it will be displayed here.	Also refer to Log Work. Column is always available, even if feat…
Value	If you are working with teams and price lists (see Project Team Price Lists and Global Teams & Price Lists), the value of your work log will be displayed here. If **rounding** is applicable, it will be considered. If a value has been entered in the "Corrected" filed of the work log, the price will be calculated with this value.	ⓘ Introduced in *ictime* version 4.4.
Value (exact)	If you are working with teams and price lists (see Project Team Price Lists and Global Teams & Price Lists), the exact value of your work log - without rounding - will be displayed here. If a value has been entered in the "Corrected" filed of the work log, the price will be calculated with this value.	ⓘ Introduced in *ictime* version 4.4.
Charge	Displays if entry should be charged or not, i.e. should appear in the "Charge" or "No Charge" section of the financial summary (see Reports: Summary & Analysis). See also General Configuration and Log Work. 💲 charge 💲 do not charge	In case of "no charge", if the user has entered additional informa… be charged), this information will be displayed on mouseover. C… been globally disabled.
Approved	Approval status of a work log (if approval is enabled, see General Configuration). ✅ work log is approved ◯ work log is not approved	See Approve Work Logs.
Work Log Actions 🗑 ⇆ ✏	All available operations for the work log. For details, see below.	Actions available depend on • your permissions in JIRA (edit own/all worklog permissions • on the issue status in JIRA (no logging of work on closed is • and on the task status in *ictime* (no changes for work logs ⓘ If a work log has been charged already, the $ sign will b… actions will be available.

Structured

The structured view groups work logs by project and issue and shows the total time by issue and project (for the chosen search criteria). By clicking on rows for project and issue, you open more information.

Work Log Details

List **Structured** Warnings   Columns ▾   Add Fields to Export ▾   Export   Print

Project / Issue	Description	Components	Activity	User	Begin	End	Result	Rounded	Corrected	Charge	Approved	Appr.
ABC **ABC	Phase II**							676h 9m					
ABC-1 General Specification - Pre-Proposal Phase							61h 4m				🟡	⚙
ABC-2 Check Rights to the deleteEntity() method							0h 35m				✓	⚙
ABC-3 Specification: discussions							9h 28m				🟡	⚙
ABC-4 Library Update							22h 31m				✓	⚙
ABC-5 ExtJS Update							18h 50m				✓	⚙
ABC-61 Setup QA environment							14h 52m				✓	⚙

Clicking on one issue (row), you will see all work logs for this issue (**for the chosen search criteria**):

Work Log Details

List **Structured** Warnings   Columns ▾   Add Fields to Export ▾   Export   Print

Project / Issue	Description	Components	Activity	User	Begin	End	Result	Rounded	Corrected	Charge	Approved	Appr.
ABC **ABC	Phase II**							676h 9m					
ABC-1 General Specification - Pre-Proposal Phase							61h 4m				🟡	⚙
ABC-2 Check Rights to the deleteEntity() method							0h 35m				✓	⚙
ABC-3 Specification: discussions							9h 28m				🟡	⚙
ABC-4 Library Update							22h 31m				✓	☐ ⚙
04.12.2012	cleanup, configuration of all entities, docu	Library Update	Implementation	Thomas Time	10:33	10:34	0h 1m	--	--	⊕	✓	☐ 🗑⇄✎
04.12.2012	cleanup, configuration of all entities, docu	Library Update	Implementation	Thomas Time	09:30	09:43	0h 13m	--	--	⊕	✓	☐ 🗑⇄✎
03.12.2012	cleanup, configuration of all entities	Library Update	Implementation	Thomas Time	15:37	18:01	2h 24m	--	--	⊕	✓	☐ 🗑⇄✎
03.12.2012	cleanup and configure all relevant entities	Library Update	Implementation	Thomas Time	13:56	14:17	0h 21m	--	--	⊕	✓	☐ 🗑⇄✎

In case of multiple projects, you get a list of projects first (**for the chosen search criteria**).

Work Log Details

List **Structured** Warnings   Columns ▾   Add Fields to Export ▾   Export   Print

Project / Issue	Description	Components	Activity	User	Begin	End	Result	Rounded	Corrected	Charge	Approved	Appr.
ABC **ABC	Phase II**							676h 9m					
DEF **DEF	Project MV**							2906h 35m					
GHJ **GHJ	WS**							20h 43m					

Click on a project to see the issues (see above). If your project list just contains one project, it will automatically show all issues (for the chosen search criteria).

The structured view (when fully opened) displays the following information:

Column	Description	Remarks
Project/Issue	Project key and name as well as issue key and summary. Display of longer summary is limited to a defined number of characters. Issues are displayed according to their key, ascending. Issues that are **sub-tasks** are grouped directly under their parent-issue and show the key of the parent-issue in brackets: ◎ ⇒ ABC-28 Property parsing, email XML version ⇒ ABC-73 (ABC-28) / Sub to 28 ⇒ ABC-79 (ABC-28) / test 2	You can click the proje... in JIRA.
(Type)	Issue type (JIRA icon).	
(Status)	Issue status (JIRA icon).	

Exclude		This column is only ava ate Reports.
	Checkbox to exclude work logs from being charged when using a report as base for charging work logs.You can also check the checkbox on issue level, this will exclude all work logs of the issue (**for the chosen search criteria**). If you have excluded work logs, this will be displayed in the navigation bar (and you can clear your selection): For more details, see Charge Work Logs - Create Invoice.	
(Date)	Date of the work log.	
Description	Summary of the issue / description from your work log.	
Components	Component/s for this issue, if available.	
Activity	Activity type for this work log, if available.	"-" is displayed if the pr from JIRA before you h
User	User who has created this work log. Full name is displayed (not the user name).	In front of the user's na This timesheet displays icon). This might be use
Begin	Start time of the work log, if you have logged your time as span/period.	Column is always availa
End	End time of the work log, if you have logged your time as span/period.	Column is always availa

Time Spent (Result)	Time spent. Displayed on the level of - project - issue - work log (time spent **or** calculated result from start and end time) 676h 9m 61h 4m 4h 2m	(i) Column was re
Rounded	Rounded time spent	If a rounding rule was a Rules (<= 5.4.x) and Pr selected for a project.
Corrected	If the feature is enabled (see General Configuration) and a user has decided to enter a corrected "time spent" value, it will be displayed here.	Also refer to Log Work.

Charge	Displays if entry should be charged or not, i.e. should appear in the "Charge" or "No Charge" section of the financial summary (see Reports: Summary & Analysis). See also General Configuration and Log Work.
	
	$ charge
	
	$ do not charge
		In case of "no charge",
		be charged), this inform
		been globally disabled.

Approved	Approval status of a work log (if approval is enabled, see General Configuration). ✓ work log is approved ✓ work log is not approved ✓ some, but not all work logs are approved (displayed on issue level)	See Approve Work Log configuration dropdown
Appr.	Option to approve selected work logs or all work logs of one issue (if approval is enabled, see General Configuration **and** if user is approver for a project, for details, refer to Approve Work Logs and Project Approval Managers. Approved Appr.	**Only available in stru**

Work Log Actions	All available operations for the work log (resp. issue on issue level). For details, see below.	Actions available for the
🗑 ⇄ ✏		• your permissions i • on the issue statu • and on the task st
Issue Operations		ⓘ If a work log ha actions will be
⚙ ▾		

ⓘ Please note that the structured view does not offer the following columns that are only part of the list view:

- Fix version/s
- Custom Fields, Work Log Attributes

Configure Columns

For both views, you can hide almost all columns (some columns can't be hidden as this would not make sense). Just deselect the columns you want to hide in the "Columns" dropdown in the navigation bar:

	Columns ▾	Add Fields to Export ▾	
	Project		
End	**Result**	✓ Issue	**Charge**
--	23h 0m	✓ Description	$
12:13	0h 1m	Components	$
14:38	0h 9m	Activity	$
--	5h 0m	✓ Description	$
--	1h 0m	✓ User	$
--	1h 0m	✓ Begin	$
17:25	1h 0m	✓ End	$
10:50	20h 0m	✓ Result	$
15:39	0h 1m	✓ Rounded	$
15:38	0h 1m	✓ Corrected	$
16:51	0h 1m	✓ Charge	$
		Approved	
		0.0	--

The column configuration can be done separately for list view and structured view. It will be kept as long as you do not run a new report (or leave the Reporting screen).

✓

⊘ Your current column configuration will also apply to the **export** (see below). Please consider the following specific topics for the export file:

1. If you hide the column "Time Spent (former Result)", in the export file, this column as well as the column "Result (min)" that displays the result in minutes and does not exist on the Reporting screen itself, will not be part of the export file. If the column "Result" is active, the export file will always show both columns.
2. In "List View", you also have the option to show/hide a column called "Issue Summary". This is used to show or hide the issue summary text separately from the issue key in the export file. In the report itself, this option has the same effect like "Issue", i.e. it hides the complete column (in the report, key and summary are in the same column, only in the export, they are separate columns).

Export

You can export the work log details in both view modes via the respective button in the navigation bar as .xls file.
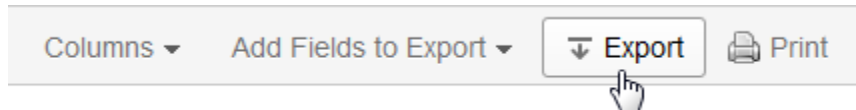
Your current column configuration (see above) applies so that you can generate export files that do not contain information that is not required (e.g. to send reports to your customers).

ⓘ The export file does not include work logs that have been excluded (see above and Charge Work Logs - Create Invoice).

As an additional feature, you can **add JIRA custom fields to your export** file:
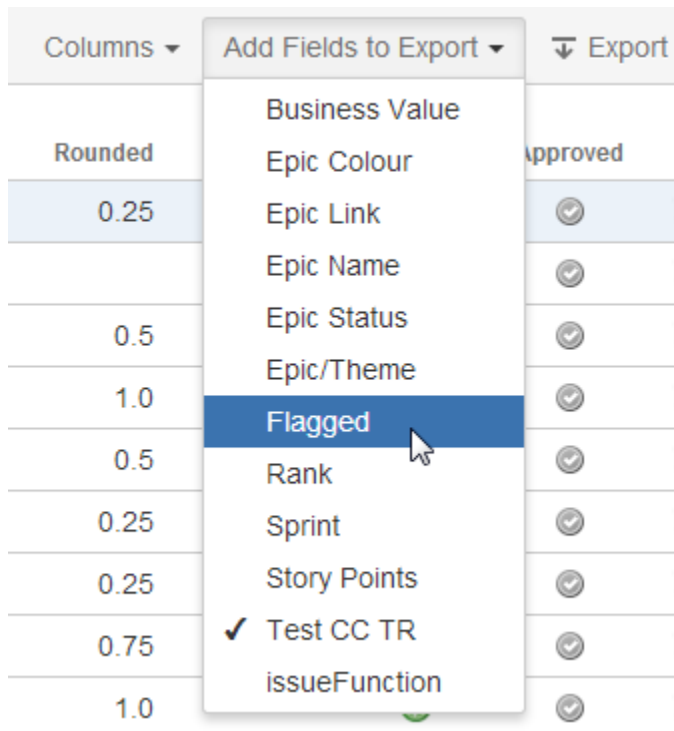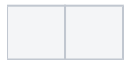
Starting from Version 5.8.2.27:

- dropdown element for field selection for export (custom fields and WLAs) offers the functionality to:
  - Save the current configuration (of selected fields to export) as default configuration
  - Restore from default (restores a previously "as default" saved configuration of the selection
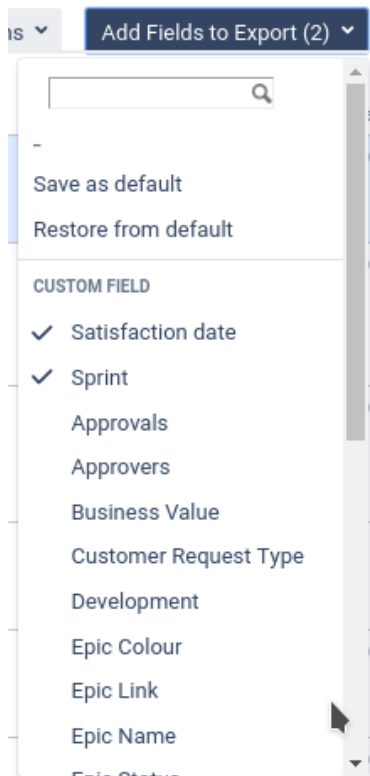
Just select those fields you want to add in the "Add Fields to Export" dropdown in the navigation bar. For each field, a column will be added to the export file. In the list view, the additional content will be added to each row (work log), in the structured view, this information will only be added to the rows that contain the issue information.

ⓘ Please note that there might be custom fields that are not really suitable to be exported due to their type.

We use the known standard http://poi.apache.org/ to generate the .xls documents. If you experience problems opening the export files in Excel (file does not open and shows an empty screen in the Windows task bar) please first save them or use Open Office or Libre Office, it seems that certain Excel versions - sometimes - do not handle the files correctly.

Print

Use the "Print" button in the navigation for both views to print a version of the page that is more printer-friendly:

Work Log Details

Date	Project			Issue	Components	Activity	Description	User	Begin	End	Result	Rounded	Corrected	Charge	Approved
24.06.2014	ABC	⊙	⟶⋏	ABC-28 Beispiel - Summary12344	Component 11504	Activity I	sdf 14704	Reinhard Test	--	--	0h 9m	0.25	--	$	✓
23.06.2014	ABC	⊙	⟶⋏	ABC-28 Beispiel - Summary12344	Component 11504	--	xgdxgxggd 14703	Reinhard Test	--	--	5h 0m		--		✓
21.06.2014	ABC	⊙	⟶⋏	ABC-28 Beispiel - Summary12344	Component 11504	Another One	test 2 13901	Tobias Test	--	--	0h 25m	0.5	--	$	✓
10.06.2014	ABC	▨	⟶⋏	ABC-79 (ABC-28) / Beispiel - Summary13303	Component 11504	Another One	dfdfb 14702	Tobias Test	--	--	1h 0m	1.0	--	$	✓
05.06.2014	ABC	▨	⇶	ABC-73 (ABC-28) / Beispiel - Summary12900	Component 11504	None	last test 13905	Tobias Test	--	--	0h 21m	0.5	--	$	✓
03.06.2014	ABC	⊙	⟶⋏	ABC-28 Beispiel - Summary12344	Component 11504	Brainstorming	test 3 13902	Tobias Test	--	--	0h 12m	0.25	--	$	✓

Please note that you can only print the page (and content) currently displayed to you, it is not possible to print all pages of a list with multiple pages (list view) or content that is currently not displayed (rows that are not opened in case of the structured view).

Operations

Work log details - in both view modes - are the base for a couple of operations on JIRA issues and on work logs.

> ⚠ JIRA does not allow to log work or edit/delete work logs for issues in JIRA status "**closed**". *ictime* usually follows this logic, but in the Reporting section, for practical reasons, **all operations on work logs are possible regardless of JIRA issue status**. It is a very typical use case that an administrative user has to make corrections on work logs and that issues are already closed. It would not make sense that the issue has to be reopened just for this purpose.

Issue Operations

All operations possible for an issue in JIRA can directly be accessed from the report in both view modes:

All JIRA permissions and restrictions apply.

Edit Work Log

You can edit/update work logs appearing in your report result list. Click on the respective icon.

Update Work Log

Date [*] 29.07.2014 12:16

Time [*]

○ From [ ] To [ ] [ ]

◉ Time spent [2h] (e.g. 3w 4d 12h)

Corrected Result [ ]

Remaining Estimate

◉ Automatically

○ Leave blank

○ Set to [ ] (e.g. 3w 4d 12h)

○ Reduce by [ ] (e.g. 3w 4d 12h)

No charge ☐ Info [ ]

Activity [*] [QS & Test ▼]

Description [*] [testing & design issues]

[Log] Cancel

For details on editing work logs, please refer to Log Work.

ⓘ

ⓘ If you can edit a work log **in this interface** depends on

- your JIRA permissions as regards project/issue access ("Browse Project" permission - if you do not have this permission, you won't see any operation icons at all)
- your JIRA permissions as regards editing work logs ("Edit Own Worklogs" and/or " Edit All Worklogs" permission)
- the *ictime* work log status (you can't edit work logs that have already been charged)
- the *ictime* approval status (you can't edit work logs that have already been approved)

For the following scenario, you will be able to start editing a work log, but might get an error message:

- In case team & price list checks are activated in JIRA (see General Configuration and Project Teams), your change requires a valid price list (for the user who has created this work log). This only applies when you try to change the date for the work log and the date is not within the range of any valid price list.

For the following scenario, you will be able to edit a work log, but will get a warning message:

- If the **team assignment status for the work log you want to edit is not consistent** (for the user who has created this work log). Should this user have been a member of a team and has left and/or changed the team afterwards (see Project Teams), you will be able to edit work logs this user has created before he/she has left/changed the team, but your **changes will be saved using the current user settings**, this way **overwriting the original settings** used when creating the work log.

ⓘ The **following restrictions do not apply** when editing a work log from the Reporting screen (they only apply if you try to edit a work log in other interfaces):

- the *ictime* project status (usually, you can't edit work logs any longer if the project status is inactive),
- the JIRA issue status (usually, you can't edit work logs for closed issues).

Delete Work Log

You can delete work logs appearing in your report result list. Click on the respective icon.

Delete

Are you sure you want to delete this work log?

Adjust Estimate:

- ● Automatically
  (the estimate will be reduced by the amount of work done, but never below 0.)
- ○ Use existing estimate of 2,366h
- ○ Set to [ ]
- ○ Increase estimated time remaining by [ ]

Date 29.07.2014

Start 00:16   End 00:16

Time spent 2h

Corrected Result [ ]

No charge ☐ Info [ ]

Activity QS & Test

Description testing & design issues

Delete   Cancel

For details on deleting work logs, please refer to Log Work.

ⓘ

Move Work Log

You can move work logs appearing in your report **to another issue of the same project**. Click on the respective icon.

For details, refer to Move Work Logs.

ⓘ

ⓘ If you can move a work log **in this interface** depends on the same restrictions like editing a work log, i.e.

- your JIRA permissions as regards project/issue access ("Browse Project" permission - if you do not have this permission, you won't see any operation icons at all)
- your JIRA permissions as regards editing work logs ("Edit Own Worklogs" and/or " Edit All Worklogs" permission)
- the *ictime* work log status (you can't edit/move work logs that have already been charged)
- the *ictime* approval status (you can't edit/move work logs that have already been approved)

ⓘ The **following restrictions do not apply** when moving a work log here (they only apply if you try to move a work log in other interfaces):

- the *ictime* project status (usually, you can't edit work logs any longer if the project status is inactive),
- the JIRA issue status (usually, you can't edit work logs for closed issues).

Warnings (Fix Work Logs)

The "Warnings" tab shows "broken" work logs, i.e. work logs with inconsistencies. This situation is always caused by **moving an issue in JIRA to a different project**. The "Warnings" tab is not available if a project does not have inconsistent work logs.

For more details, please refer to Fix Work Logs (Warnings).