


Approve Work Logs

If the approval feature is enabled (see [General Configuration](#)) **reports** are the base for **approving work logs**.

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Scope

If approval is enabled, work logs can either not be charged if they have not been approved before, or there is a warning when charging work logs without approval. For more information, refer to [Approval](#) and [Project Approval Managers](#).


 The approval mechanism does not offer a functionality to explicitly "deny approval" and there is no status like "approval denied". Work logs are either not approved (yet), or they are approved.

Permissions

Work logs can be approved by users who have been configured as "approval managers" of a project in **ictime**. For details, refer to [Project Approval Managers](#).

Enable/Disable Approval

Approval is enabled/disabled here: [General Configuration](#).

 If approval is **enabled** and later on, it gets **disabled**, all respective columns are no longer displayed in reports and timesheets and you can no longer approve work logs or withdraw approval for a work log. Work logs can be charged without being approved. However, work log approval state of a work log won't change.

As work logs that have been already approved will not change their approval status ("approved") in this case, please keep in mind that this approval status means that


- you can't edit or move such work logs
- you can't delete such work logs.

This is completely independent from approval being enabled or disabled.

Approve Work Logs

To approve work logs, run a report that returns those work logs you want to approve (see [Create Reports](#)) and go to the **"Work Log Details"** in the **structured view** (see [Reports: Work Log Details](#)). In the structured view, only **after expanding an issue** you will be able to approve its work logs. From ictime version **5.8.1** on it is possible to **approve work logs in the list view** also.

You can't approve work logs in the list view if you are running ictime in a version up to 5.8.x.!

 Use the "Approval Status" picker in the reporting search mask to find only issues with work logs that have not been approved yet.

You can approve single work logs by simply checking the respective checkbox:

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							651h 7m					
ABC-1 General Specification - Pre-Proposal Phase							57h 2m					
26.04.2012	Details Approval Process, Remaining, sum up all	General Specification	Specification	John Doe	14:10	17:43	3h 33m	--	--			
26.04.2012	specs, discuss with rl, vg	General Specification	Specification	Thomas Time	11:43	12:21	0h 38m	--	--			

The approval state icon for the work log will change to green and - if the issue displays more than one work log (**according to your reporting criteria**) - the approval "state" icon on issue level will get yellow.

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							651h 7m						
ABC-1 General Specification - Pre-Proposal Phase							57h 2m						
26.04.2012	Details Approval Process, Remaining, sum up all	General Specification	Specification	John Doe	14:10	17:43	3h 33m	--	--	\$	✓	✓	✕ ⌵ ⌶ ⌷
26.04.2012	specs, discuss with rl, vg	General Specification	Specification	Thomas Time	11:43	12:21	0h 38m	--	--	\$	✓	✓	✕ ⌵ ⌶ ⌷


Once all work logs of one issue (**according to your reporting criteria**) are approved, the approval state icon for the issue will get green.

ABC-1 General Specification - Pre-Proposal Phase							57h 2m						
26.04.2012	Details Approval Process, Remaining, sum up all	General Specification	Specification	John Doe	14:10	17:43	3h 33m	--	--	\$	✓	✓	✕ ⌵ ⌶ ⌷
26.04.2012	specs, discuss with rl, vg	General Specification	Specification	Thomas Time	11:43	12:21	0h 38m	--	--	\$	✓	✓	✕ ⌵ ⌶ ⌷
26.04.2012	Discuss existing efforts, specs, work on approval	General Specification	Specification	John Doe	11:30	13:32	2h 2m	--	--	\$	✓	✓	✕ ⌵ ⌶ ⌷
26.04.2012	Estimation&Discussion Cancel, Modify, ITF	General Specification	Specification	Valery Smith	09:30	13:32	4h 2m	--	--	\$	✓	✓	✕ ⌵ ⌶ ⌷

You can also approve all work logs of one issue (**according to your reporting criteria**) by clicking the approval checkbox on issue level:

ABC-1 General Specification - Pre-Proposal Phase							57h 2m						
26.04.2012	Details Approval Process, Remaining, sum up all	General Specification	Specification	John Doe	14:10	17:43	3h 33m	--	--	\$	✓	✓	✕ ⌵ ⌶ ⌷
26.04.2012	specs, discuss with rl, vg	General Specification	Specification	Thomas Time	11:43	12:21	0h 38m	--	--	\$	✓	✓	✕ ⌵ ⌶ ⌷
26.04.2012	Discuss existing efforts, specs, work on approval	General Specification	Specification	John Doe	11:30	13:32	2h 2m	--	--	\$	✓	✓	✕ ⌵ ⌶ ⌷
26.04.2012	Estimation&Discussion Cancel, Modify, ITF	General Specification	Specification	Valery Smith	09:30	13:32	4h 2m	--	--	\$	✓	✓	✕ ⌵ ⌶ ⌷


In this case, all work logs of the issue (**according to your reporting criteria**) are approved at once.



Please keep in mind that indication of approval "status" on **issue level** refers to your current report only. If your report criteria did not deliver all work logs for one issue, you will see the issue with green approval "state", but there might be other work logs for this issue that have not been approved yet. The issue itself does not really have an "approval state", the status icon on issue level should only indicate if within one specific report, everything is approved, not approved or partly approved.

Withdraw Approval

The action of approving a work log or all work logs of an issue can be withdrawn at any time by simply un-checking the approval checkbox on work log or issue level. There is no workflow with status transitions.



Work logs that have been charged (**ictime** work log status "charged") can not be changed any longer, and this also applies to approval.

Work Log Approval Status

Work logs can have the following approval status that have the following implications:

Status	Description	Implications
none (not approved)	work log has not been approved yet	work log can either not be charged or warning when trying to charge (depending on configuration, see General Configuration)
approved	work log has been approved	<ul style="list-style-type: none">work log can be chargedwork log can't be deletedwork log can't be editedwork log can't be moved

From version 5.3 on the last approval status will be logged and displayed when clicking on the "Approved" icon at the reporting page. Be sure to visualize the "Approved" field by selecting via the "Columns" drop down field before (see picture below).

Reporting

Filter

ABC-1

Projects: ABC | Phase II (ABC)

Components: All

Fix Versions: All

Teams: All

From

To

Users: All

Activity Types: All

Issue Status: All

Approval: All

Accounting: not charged

WLA/CF: All

Charge

Create Report

Work Log Details

List

Structured

Columns

Add Fields to Export

Export

Print

Date	Project		Issue	Issue Estimated Time	Issue Logged Time	Description	Fix Version	User	Begin	End	Result	Rounded	Charge	Approved	
26.04.2012	ABC	@	ABC-1 General Specification - Pre-Pr...	4h 2m	57h 2m	Details Approval Process, Remaining, sum up all		John Doe	14:10	17:43	3h 33m	3.5			
26.04.2012	ABC	@	ABC-1 General Specification - Pre-Pr...	4h 2m	57h 2m	specs, discuss with rl, vg		Thomas Time	11:43	12:21	0h 38m	-			
26.04.2012	ABC	@	ABC-1 General Specification - Pre-Pr...	4h 2m	57h 2m	Disucss existing efforts, specs, work on approval		John Doe	11:30	13:32	2h 2m	..			

john.doe - 04.11.2016 12:29