


# Timesheet

By default, the Timesheet shows all **my** work logs and allows me to edit, resume, move and delete my work logs (additional JIRA permissions required: "Edit Own Worklogs", "Delete Own Worklogs"). Depending on permissions, the timesheet can also be used to view and manage work logs of **other users**. In addition, the timesheet can be used to do some simple reporting, and there is an option to log work for any issue from this screen, too.



If you have the respective **ictime** permission ("Log work for other users"), the timesheet can also be used to view work logs of **other users**. To be able to **edit** and/or **delete** work logs of other users, you need respective JIRA permissions, too ("Edit All Worklogs", "Delete All Worklogs").

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## Timesheet

### Search/Filter

Timesheet

Log Work

Issue

Projects: ABC | Phase II (ABC...

Components: All

Versions: All

04.08.2014

11.08.2014

Users: Thomas Time (thomas)



Activity Types: All

Status: All

Approval: All

Search

By default, your timesheet shows **all** your work logs for all active & inactive projects (work logs for **closed projects** are not **displayed**) for the **last week**. You can search/filter by the following criteria:

Option	Description	Remarks
Issue	Option to search for and select a single issue (JIRA issue picker).	<div>When you have selected an issue, <b>ictime</b> automatically updates the "Projects" picker and loads all project related data for the issue (i.e. all project-related pickers will automatically update).</div> <div><div></div><div>The issue picker is a JIRA issue picker and shows JIRA default behaviour, i.e. the issues available will be limited by the JIRA project permissions of the current user.</div></div>
Project	Project picker.	All projects you (=current user) have browse project permission in JIRA.
Components	Component picker. Filter your timesheet by component.	Only possible if you have chosen one single project.
Versions	Version picker. Filter your timesheet by fix version.	Only possible if you have chosen one single project. Note that this is "fix for version" (not "affected version").
Date from/to	Enter date from/to.	Default is one week (today - 7 days).
User	<div>User (by default: current user).</div> <div>Only if you have respective permissions, this is a user picker (multi-select).</div> <div>User picker not available if the current user does not have the permission to log work for others in <b>ictime</b>.</div>	<div><div></div><div>Only if you have respective <b>ictime</b> permissions ("Log work for others", see <a href="#">ictime Permissions</a>), you can select other users here. All active users with JIRA browse project permissions for any of the available projects will be available.</div></div> <div>Same applies if you have the <b>ictime</b> "Reporting" permission, in this case you also have the user picker (this does not mean that you can create work logs for other users, but it means you can pick other users here and at least view their work logs).</div>

Activity Types	Activity type picker. Filter your timesheet by activity type.	
Status	Issue status.	
Approval	Work log approval status.	Only available if feature is enabled. See <a href="#">General Configuration</a> .

Pickers usually provide the functionality known from JIRA pickers in the issue navigator, including a search field with suggestion list

The image shows two screenshots of the activity type picker interface. The top screenshot displays the full list of activity types under the 'Components: All' and 'Versions: All' filters. The list includes: All components, Configuration, Diverse, Documentation, JIRA Issue Navigator / JS Tri..., My Timesheet, Planning, and Project Management. The bottom screenshot shows the same interface after the search field has been populated with 'pl'. The search results are filtered to show only 'Planning' and 'Project Management'.

However, there is no instant update of the results, but you have to click "Search" to apply your changes.






















































A user who no longer has JIRA "Browse project" permissions for a project or is inactive in JIRA won't appear in the user picker. However, if you have respective **ictime** permissions ("Log work for others") and "All" is selected, all users who have created work logs will be considered, their JIRA status and project permissions do not matter.






## List View

This is the default view; it consists of a list of work logs, sorted by date/time descending. The list shows all my work logs for issues of active and inactive projects. If there are more than 15 entries, the list shows a following page navigation.

▼ Timesheet

List	Structured	Date Grid	Columns ▾												Export	Print
Date	Project		Issue	Components	Activity	Description	User	Begin	End	Result	Rounded	Corrected	Charge	Approved	Actions	
10.06.2014	ABC	  	ABC-79 test 2	Extra - New	Another One	tested the application	Thomas Time	--	--	1h 0m	1.0	--			  	
30.05.2014	ABC	 	ABC-79 test 2	Extra - New	Activity I	review, test plan	Thomas Time	--	--	1h 0m	1.0	--			  	
05.05.2014	ABC	 	ABC-79 test 2	Extra - New	None	test for correction 0	Thomas Time	17.24	17.25	1h 0m	0.0	0h 0m			  	
29.04.2014	ABC	 	ABC-80 Test f. Sub-Tasks	Extra - Old	None	design issues with ie7	Thomas Time	10.02	10.50	20h 0m	0.75	--			  	
28.04.2014	ABC	 	ABC-81 Test - Child Task	Extra - Old	Activity I	work logged on sub-task test	Thomas Time	15:38	15:39	0h 1m	0.0	--			  	
28.04.2014	ABC	 	ABC-80 Test f. Sub-Tasks	Extra - Old	None	test parent	Thomas Time	15:37	15:38	0h 1m	0.0	--			  	
24.04.2014	SSP	 	SSP-8 As a product owner, ...		None	now log time with t/pi checks deactivated on project level	Thomas Time	15:01	15:02	0h 1m	--	--			  	

Column	Description	Remarks
Date	Date of the work log.	
Project	Project key.	You can click the key to get to the project directly.
(Type)	Issue type.	
(Status)	Issue status.	
(Operations)	All operations available in JIRA for the issue of the work log (like in the JIRA Issue Navigator).	
Issue	Issuer key and summary.	You can click the key to get to the issue directly.
Components	Component/s for this task.	
Activity	Activity type for this work log.	"-" is displayed if the project had been configured not to work with activity types or if this is a work log from JIRA before you have installed <i>ictime</i> .
Description	Description from your work log.	
User	User name (full name).	
Begin	Start time of the work log, if you have logged your time as span/period.	Empty if you have logged time as time spent.
End	End time of the work log, if you have logged your time as span/period.	Empty if you have logged time as time spent.
Time Spent (Result)	Time you have entered (or calculated result from start and end time)	<div> Column name was renamed from "Result" to "Time Spent" in version 5.3.1</div>
Rounded	Rounded time spent (if a rounding rule was applicable for the project at the moment you have saved this work log).	
Corrected	Corrected time spent (that should be taken for accounting purposes)	Only available if feature is enabled. See <a href="#">General Configuration</a> .

Charge	Displays if entry should be charged or not.   charge  do not charge	
Approved	Approval status.   approved  not approved	Only available if feature is enabled. See <a href="#">General Configuration</a> .
Actions	Possible operations for the work log entry. Edit, move, resume or delete work log. See also <a href="#">Log Work</a> and <a href="#">Move Work Logs</a> .	Options available depending on your permissions in JIRA (edit own/all worklog permissions), on the task status in JIRA (no logging of work on closed issues) and on the task status in <b>ictime</b> (no changes for work logs already charged). <div>  Usually, options you are not allowed to execute are not displayed. In some cases (specifically when permissions required in JIRA and permissions required in <b>ictime</b> are inconsistent), you will see the option, but will get an error message when trying to perform the action. </div> <i>Example:</i> If you have the permission to log work for other users in <b>ictime</b> ( <b>ictime</b> permission: "Log work for others") you will be able to see work logs from other users in your timesheet if you have selected another user or all users, but if at the same time, you do not have the permission to edit work logs of other users in JIRA (JIRA permission: "Edit All Worklogs"), you won't be able to edit the work log.
























As long as you already have logged work on an issue, you can also use your timesheet to work on issues. All options that are available for a task in the JIRA Issue Navigator result list are also available from the timesheet!

## Structured View

The structured view groups work logs by project and issue and shows the total time by issue and project (for the chosen search criteria). In case of multiple projects, you get a list of projects first (for the chosen search criteria).

Timesheet													
List Structured Date Grid													
Project	Issue	Description	Components	Activity	User	Begin	End	Result	Rounded	Corrected	Charge	Approved	Actions
ABC ABC   Phase II								31h 15m					
SSP Sample Scrum Project								0h 2m					

Click on a project to see the issues (for the chosen search criteria):

Timesheet													
List Structured Date Grid													
Project	Issue	Description	Components	Activity	User	Begin	End	Result	Rounded	Corrected	Charge	Approved	Actions
ABC ABC   Phase II								31h 15m					
	ABC-28	Property parsing, email XML version						0h 3m					
	ABC-73	Sub to 28						7h 0m					
	ABC-79	test 2						3h 1m					
	ABC-69	Move users between customers, support changes of c...						0h 9m					
	ABC-75	NEW ISSUE 21.11.2013						1h 0m					
	ABC-80	Test f. Sub-Tasks						20h 1m					
	ABC-81	Test - Child Task						0h 1m					

If your project list just contains one project, it will automatically show all issues.

Clicking on an issue, you will see all work logs for this issue (**according to your search criteria**, of course):

ABC-79 test 2										3h 1m					
10.06.2014	tested the application	Extra - New	Another One	Thomas Time	--	--	1h 0m	1.0	--	\$	✓	🗑️	🔄	✎	🔄
30.05.2014	review, test plan	Extra - New	Activity I	Thomas Time	--	--	1h 0m	1.0	--	\$	✓	🗑️	🔄	✎	🔄
05.05.2014	test for correction 0	Extra - New	None	Thomas Time	17:24	17:25	1h 0m	0.0	0h 0m	\$	✓	🗑️	🔄	✎	🔄
14.04.2014	specification of new functionality	Extra - New	None	Thomas Time	16:50	16:51	0h 1m	0.0	--	\$	✓	🗑️	🔄	✎	🔄

Fields and actions available on work log level are basically the same like for the list view (see table above).

Date Grid

You can also display the work logged on issues in a date grid.

Timesheet

List

Structured

Date Grid

			13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	01	02
Project / Issue	Description	Sum	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
ABC ABC   Phase II																				
ABC-28	Property parsing, email XML version	🕒 05:12									00:03									
ABC-73	Sub to 28	🕒 01:00																		
ABC-79	test 2	🕒 03:01																		
ABC-69	Move users between customers, support ch...	🕒 00:09			00:08						00:01									
ABC-75	NEW ISSUE 21.11.2013	🕒 01:00																		
ABC-80	Test f. Sub-Tasks	🕒 20:01																		

This view does not offer operations on work logs.

📘

The date grid is limited to a maximum of 100 days. If you are doing a search for a longer period of time, you won't get the date grid displayed.

Summary

Below the work log details, a summary of your time logged by project - for the selected time period - is displayed.

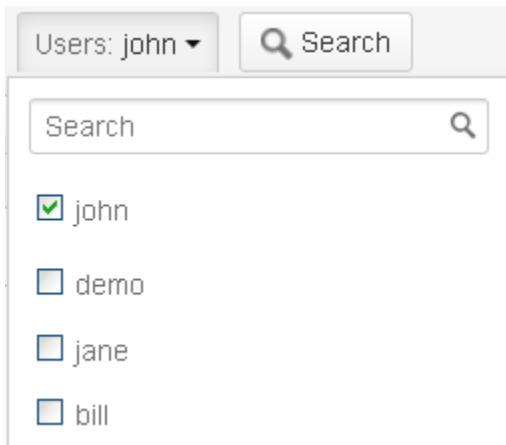
Summary

Project	Sum
(ABC) ABC   Phase II	31h 15m
(SSP) Sample Scrum Project	0h 2m
	31h 17m

The list only displays projects where you have at least one work log in the selected time period.

View & Manage Work Logs of Other Users

If you have respective permissions, you can also manage work logs for other users, i.e. you can view, edit and delete such work logs. In this case, the user picker of the filter mask displays all users with browse project permission for the projects available in your project picker. You have all options known from the JIRA user picker, including search:



The screenshot shows a user selection interface. At the top, there is a dropdown menu labeled "Users: john" and a "Search" button with a magnifying glass icon. Below this is a search input field with the placeholder text "Search" and a magnifying glass icon. Under the search field, there is a list of users with checkboxes: "john" (checked), "demo", "jane", and "bill".

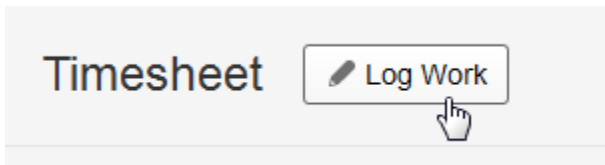
You can also choose "all" (by not picking any specific user).



Only if you have respective **icetime** permissions ("Log work for others", see [icetime Permissions](#)), you can select other users here. All active users with JIRA browse project permissions for any of the available projects will be available. To edit or delete work logs of other users, in addition you need the permission to edit/delete work logs of other users in JIRA (JIRA permission: "Edit All Worklogs" and "Delete All Worklogs"),

## Log Work

You can log work for any issue directly from your timesheet and do not have to navigate to the issue.



Depending on your JIRA permissions, you can also log work for other users here. For details, please refer to [Log Work](#).