

User's Guide

- [Purpose](#)
- [How to](#)
- [Reminder for groups](#)
- [Periodical Reminders](#)
- [My Reminders](#)

Purpose

Add-on allows you to set your own reminders to any JIRA issue you want. Reminder is the e-mail sent to user who created reminder in the issue.

How to

To create new reminder enter the issue and click on **'Reminder'** button.

- Select a **date** and **time**, the **message** is optional.
- You can use **'Tonight'**, **'Tomorrow'**, **'In a week'**, **'In month'** to create quick reminders without messages.
- 'In a week' adds 7 days to current date and time, 'In month' adds 1 month, the time stays the same as current moment.






The screenshot shows the 'Create a reminder' dialog box in JIRA. The dialog has the following fields:

- Who:** A multi-select field with 'Anastasia' and 'Helen Lambert' selected.
- When:** A date and time picker set to '23/Jan/19 06:12 PM'.
- Period:** A dropdown menu set to 'Once'.
- Message:** A text area containing 'Don't forget to contact Steven'.

Below the message field is a note: 'A short optional reminder message'. At the bottom right of the dialog are 'Add' and 'Close' buttons. A red arrow points from the 'Reminder' button in the background interface to the 'Message' field. The background interface shows the JIRA issue page with a status bar (IN PROGRESS), assignee (Unassigned), and a list of reminders.


'Tonight' and **'Tomorrow'** time are configured in **Reminders Settings** menu under your avatar (Morning time for tomorrow and Evening time for tonight):


Search





1

▼ People

Assignee:  Unassigned
[Assign to me](#)

Reporter:  Anastasia


Votes:  0

Watchers:  0 [Start watching](#)

▼ Dates

Created: 12/Jul/18 3:19 PM

Updated: 15/Jan/19 4:55 PM

 [HelpDesk](#)

My reminders

Reminders Settings


Werewolf

Profile

Atlassian Marketplace

Subtask Templates

MY JIRA HOME

 Dashboard

Service Desk

Boards

Issue Navigator

Log Out

Reminders Settings

Tomorrow

08

00

Tonight

18

00

Save

Close

Reminder for groups

If you have the "Create reminders for groups" permission, you can select the group name in the **Who** field

Create a reminder

Who	<div>Anastasia × jil</div>
When	<div>Showing 5 of 5 matching users</div>
Period	<div>jira-administrators</div>
Message	<div>jira-core-users</div>
	<div>jira-core-users-1</div>
	<div>jira-servicedesk-users</div>
	<div>jira-software-users</div>

A short optional reminder message

Add Close

Periodical Reminders

If you want to make reminders regular,

- **Select** a frequency in the **Period** field;
- Choose a Start date in the **When**;
- Choose the Finish date in the to **Till**;

Create a reminder

Who

Anastasia x

When

29/Jan/19 06:35 PM

Period

Every week

till

17/Mar/19 06:35 PM

Message

A short optional reminder message

March, 2019

Today						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Time: 18 : 35

Tue, Mar 19

Add Close

My Reminders

Menu under your avatar shows you all reminders created by you.

My reminders

Date	Issue	E-mail	Message	
Every week From 22/Jan/19 4:23 PM	[PIL-102] Flexible filter for dates: before, on, after...	jevans-sd-demo@example.com	do system audit	
Every week From 22/Jan/19 4:23 PM	[PIL-102] Flexible filter for dates: before, on, after...	jira-software-users	do system audit	
Every week From 22/Jan/19 4:23 PM	[PIL-102] Flexible filter for dates: before, on, after...	user122@gmail.com	do system audit	
22/Jan/19 4:22 PM	[SDCR-31] Intranet down?	cindy@teamlead.com	To make an invoice for payment	
22/Jan/19 4:22 PM	[SDCR-31] Intranet down?	jira-core-users	To make an invoice for payment	
22/Jan/19 4:22 PM	[SDCR-31] Intranet down?	user122@gmail.com	To make an invoice for payment	

Close