

Set Up a Calendar

On tabs of the create/edit screen you can tune in your calendar.

Step	Tabs description	Screenshot
1	Event layout 1. Ability to show the avatar on issues panels calendar. 2. Ability to show the username on issues panels calendar. 3. Choose issue user to show details - define field with user. 4. Show custom fields in calendar events: Show custom fields in calendar events legend Field Add Priority Delete Client Delete a. Alexandr Kershaw MAR-18 12:00 - 17:00 Update prices on website Updated: 21/Aug/18 Status: To Do b. Close	Main Calendar layout Event layout Quick Filters Card colors Share Advanced Integrations

5. Show custom fields in calendar events legend

Show custom fields in calendar events legend

Field

1 2 Add

Sum	Delete
Project	Delete
Resolution	Delete
Created	Delete

Close

a.



Alexandr Kershaw
MAR-18 12:00 - 17:00
Update prices on website

Updated: 21/Aug/18
Status: To Do

Update prices on website

Project: Marketing

Created: 14/Jun/16 16:35

1 Replan Assign Comment Edit Remove Subtask

2 Start Progress Done

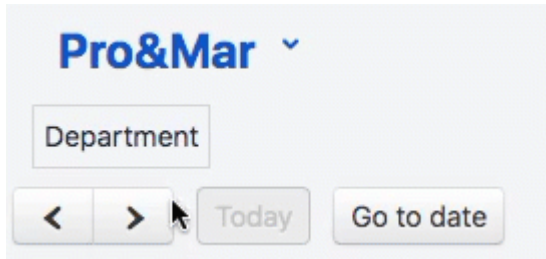
b.

1. Here is possible to manage issue: assign, to leave a comment, edit, remove and create a sub-task.

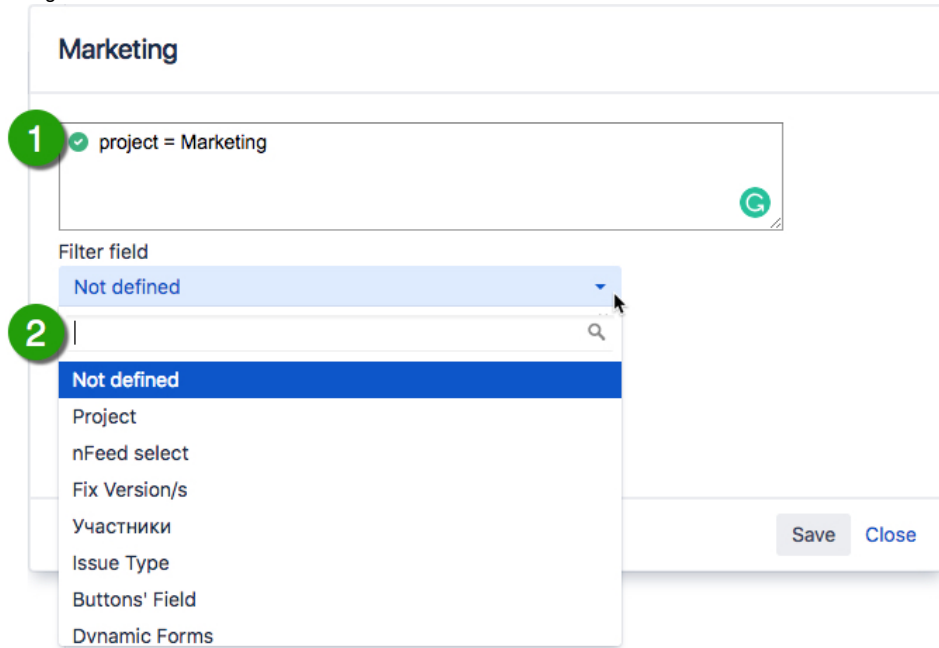
2. Here is possible to change status of a issue.

Quick Filters

1. Name of a filter.

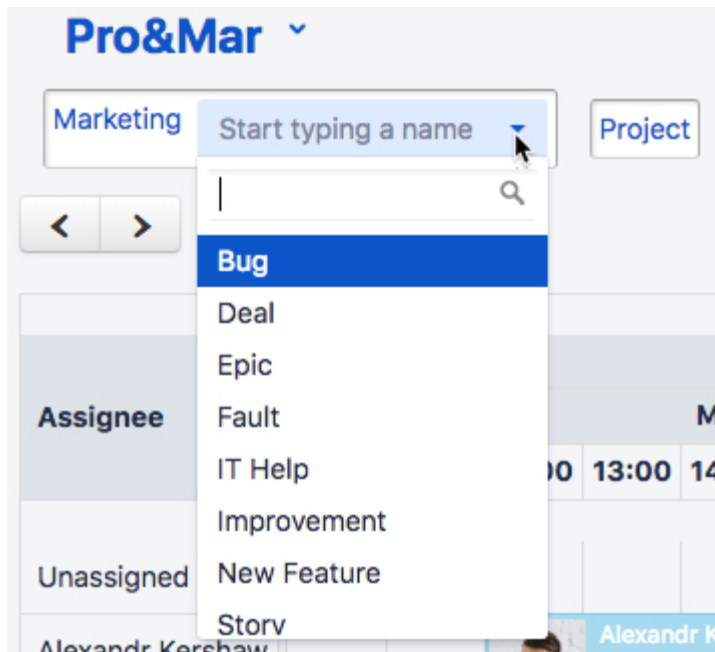


- 2.
3. Adding filter.



- 4.
5. Delete.
6. Join filters by OR: by default the filters are joined by operator AND, but you can join them by OR by checking this option in Quick filters menu.

To enable filtering issues in the Calendar click on filter name in calendar view (in the top left corner below calendar's name).



3

1. You can define default calendar cards color.
2. You can customize the calendar card color by using JQL-filter.
3. Add.
4. Delete.

Edit Development

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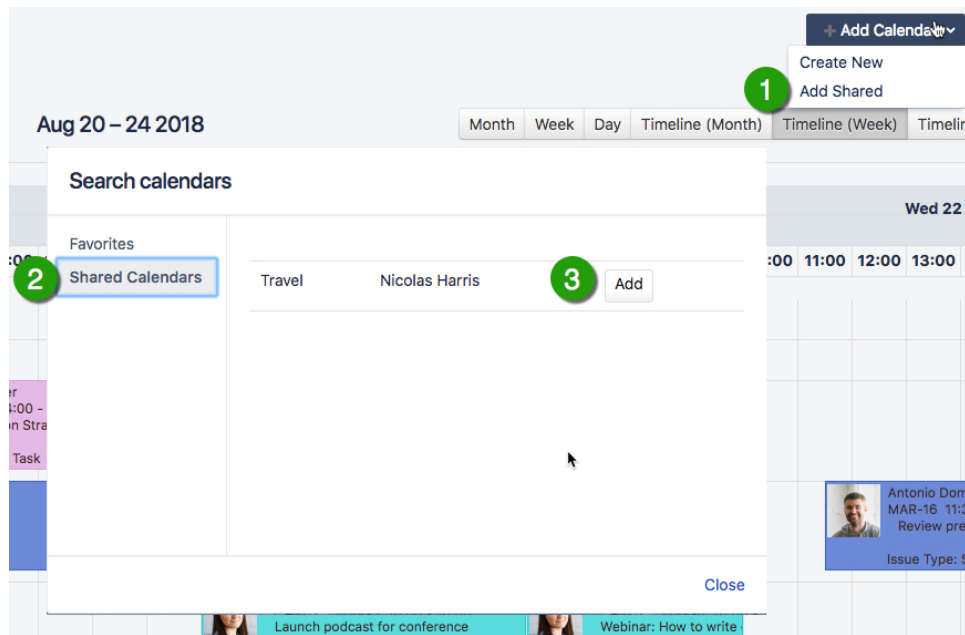
4

Share

1. Select way to share a calendar.
2. Select a group or a user from dropdown list.
3. Add the group or a user.
4. Here is possible to remove group.

Selected group(s) or user(s) then will see this calendar in Favorites calendars list and can add it to his/her own list.

1. Press **Add Calendar** button/ 'Add shared'.
2. In **Shared Calendars** tab choose available calendar you need and
3. Press **Add**.



Main
Calendar layout
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Quick Filters
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Advanced

1. **Keep time in issue fields for all-day planning** - Works in pair with "All tasks to all day". When checked, issues are shown as all-day tasks but :
2. **All tasks to all day** - If checked all issues are shown as for whole day tasks and the time of issues converts to 00:00-23:59. The issues in We
3. **Use All day section to show issues planned on some full-time days** - If checked issues that have the time 00:00-23:59 or from workday begin as for whole day tasks in Week view "All-day" upper part of calendar. Other issues are shown in time grid below.
4. **Show time in calendar events** - If checked the start time and finish time of issue is shown in calendar view.
5. **Original estimate should not be changed** - If checked the changes of issue's duration in Calendar will not affect on issue's Original estimate. '
6. **Time format** - Select 12 or 24 hours time format.
7. **Group by** - Select grouping by assignee and *starting with 1.6.0 version* by User Select (Single) type field or no grouping in [Timeline View](#) or D
8. **JIRA groups to limit "Group by" items** - Choose groups of users to be shown in [Timeline View](#) or Day view with "Group by" enabled.
9. **Groups which users can edit issues on the calendar** - Only users of listed groups can edit issues on the calendar (move, expand, shrink) acc according to their project/issue permissions.