

Administration Guide

If you are JIRA administrator you can:

- give permission to create reminders for user groups;
- see all users reminders in Reminders administration menu

Permission to create reminders

To grant permissions to create reminders for user groups:

1. Go to **Administration > Add-ons > Reminders**;
2. Choose groups in the field **Groups who can create reminders for groups**;

Administration

Search JIRA admin

Back to project: Service Desk

Applications

Projects

Issues

Add-ons

User management

Latest upgrade report

System

HelpDesk

ATLASSIAN MARKETPLACE

Find new apps

Manage apps

LASTLOG-ADD-ON

View log

Thread Dump

TEAMLEAD

Calendar

Werewolf

Subscriptions

HelpDesk

Reminders

Teamlead Toolkit

About us

Groups who can create reminders for groups

jira-core-users x

pilot-users-group x

Reminder queue

Reminder archive

Reminder queue

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

Queues and reminder archive

The reminders that will be sent are in the **Reminder Queues**. To remove a reminder from the queue:

- Go to  > Remove

Sent reminders are in the **Reminder Archive**