Administration Guide

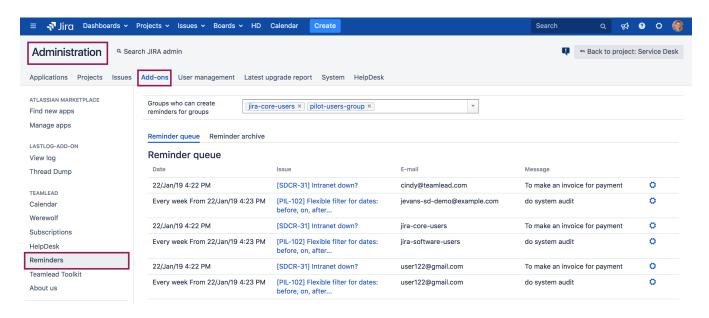
If you are JIRA administrator you can:

- 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;



Queues and reminder archive

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

• Go to \bigcirc > Remove

Sent reminders are in the Reminder Archive