User's Guide

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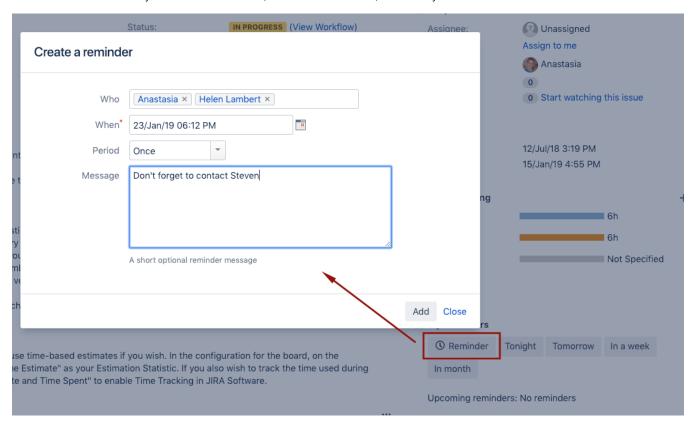
Purpose

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.

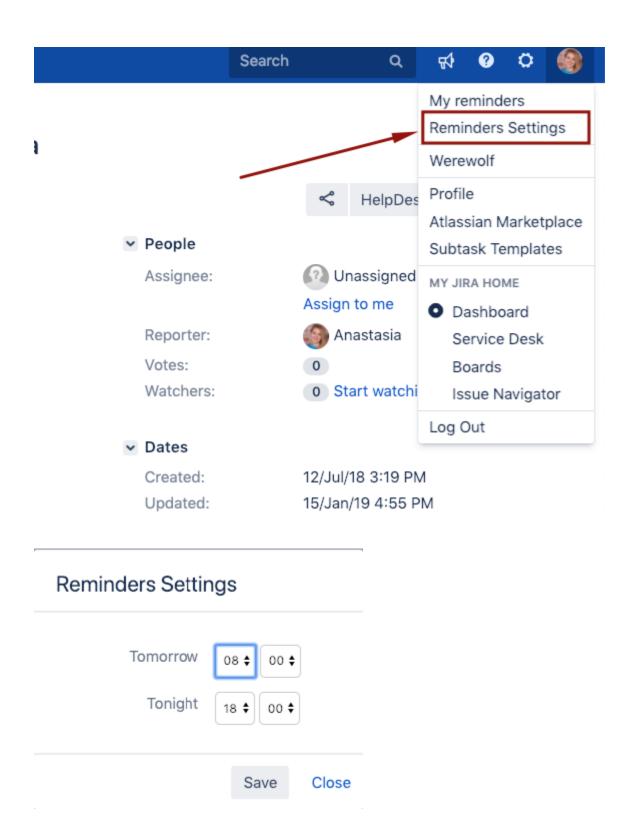
How to

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.



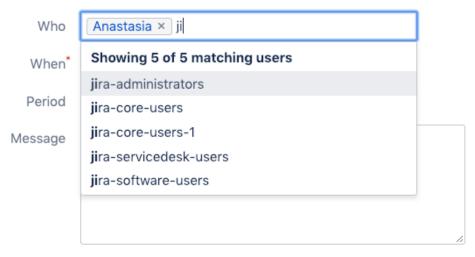
'Tonight' and 'Tomorrow' time are configured in Reminders Settings menu under your avatar (Morning time for tomorrow and Evening time for tonight):



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



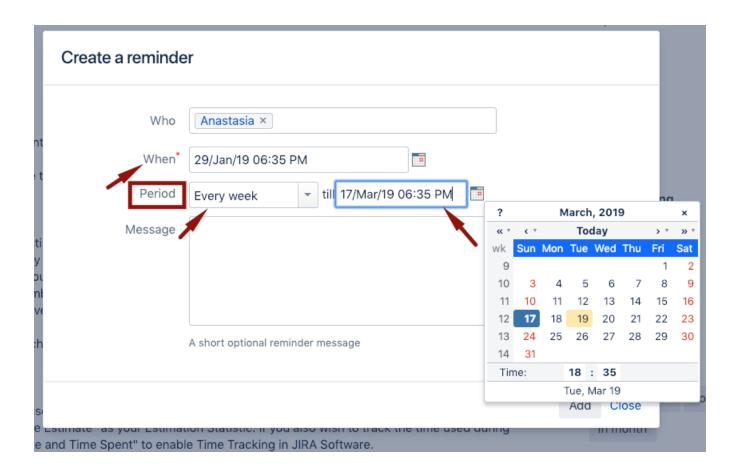
A short optional reminder message

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;



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 | 0 |
| Every week From 22/Jan/19 4:23 PM | [PIL-102] Flexible filter for dates: before, on, after | jira-software-users | do system audit | 0 |
| Every week From 22/Jan/19 4:23 PM | [PIL-102] Flexible filter for dates: before, on, after | user122@gmail.com | do system audit | 0 |
| 22/Jan/19 4:22 PM | [SDCR-31] Intranet down? | cindy@teamlead.com | To make an invoice for payment | 0 |
| 22/Jan/19 4:22 PM | [SDCR-31] Intranet down? | jira-core-users | To make an invoice for payment | 0 |
| 22/Jan/19 4:22 PM | [SDCR-31] Intranet down? | user122@gmail.com | To make an invoice for payment | 0 |
| | | | | |

Close