

Issue Scheduling

1. Enabling Issue Scheduling

By default JIRA ships with Issue Scheduling feature disabled. To enable Issue Scheduling at least one group or project role must be given the "Schedule Issues" permission. To assign this permission to one or more groups please refer to [the Permissions documentation](#)

2. Scheduling An Issue

An issue can be scheduled when it is created, or at a later stage using the edit issue feature, by populating the "Due Date" field of the issue. Keep in mind that only users with "Schedule Issues" permission can populate the "Due Date" field.

3. Searching

It is possible to search for issues using the Issue Navigator. Choose "Find Issues" in the title bar menu to bring up the Issues Navigator. There are two ways to search for issues based on the "Due Date" field. The first way is using fixed date values, the second is using periods that are relative to the current date.

3.1. Fixed Date Searchers

There are two text fields in the Issue Navigator that allow searching based on the "Due Date" field. To perform a search for all issues that are due after a certain date enter the date into the "Due After" text field of the Issue Navigator. For example to find all issues that are due after 1st June 2003, enter 1-6-2003 into the "Due After" field. It is also possible to use the Calendar popup to select a date by clicking the calendar icon on the right of the "Due After" text field. To search for issues that are due before a certain date, enter the date into the "Due Before" date. For example, to find all issues that are due before 1st July 2003, enter 1-7-2003 into the "Due Before" text field. It is also possible to search for issues that are due between two dates by populating the "Due After" and the "Due Before" text fields.

3.2. Relative Period Search

It is possible to perform a search that is relative to the time when it is run. These kind of searches are more useful when they are saved. For more instructions on how to save search filters please refer to [saving search filters](#). For example, it is possible to do a search for issues that are due seven days from now. To do this, enter 7d into the "Due Date To" text field of the Issue Navigator. If the search is saved and run the next day, the issues that are due in seven days from the time that the search is run will be retrieved. Thus, this search will find all issues that are due within a week every time it is run.

The values that are entered into the "Due Date From" and "Due Date To" fields have to conform to a special syntax (described below). However it is also possible to use the Due Date popup by clicking the icon to the right of the "Due Date To" text field to specify the search period.

3.2.1. Due Date Popup

The Due Date popup is shown below.



Due Date Selector

Filter Issues

Use this form to filter issues based on due date period.

Now overdue

More than days overdue.

Due in next days and not overdue.

In range from to

For example, '1w 2d 5h 30m', where w = weeks, d = days, h = hours, m = minutes.
 If the field starts with a '-', it is treated as a time in the past, for example, '-1w 3d' is "10 days ago".
 An unset field denotes unbounded, so if from is blank, and to is -1d, this means "everything earlier than 1 day ago".

Due Date selector

- To search for issues that are overdue at the time of the search select the first radio button and click "OK".
- To search for issues that are overdue by more than a certain number of days, populate the text field in the second row, (select the second radio button, if it is not selected for you automatically) and click OK.
- To search for issues that are due in the next certain amount of days and are not overdue at the time of the search, populate the text field in the third row with the number of days, and choose "and not" from the select box in the third row. Select the third radio button, if one it was not selected automatically, and click "OK".
- To search for issues that are due in the next certain amount of days and are overdue at the time of the search, populate the text field in the third row with the number of days, and choose "and" from the select box in the third row. Select the third radio button, if one it was not selected automatically, and click "OK".
- The fourth row of the popup is used for arbitrary period searches. Use the "to" text field to specify the upper bound of the search, and the "from" text field to specify the lower bound of the search. A blank text field means no bound. Populating the text fields in the fourth row, actually has the same effect as populating the "Due Date From" and "Due Date To" text boxes in the Issue Navigator. The fields in the popup expect entries in the same syntax as the ones in the Issue Navigator. The syntax is described below

3.2.2. Relative Period Search Syntax

The "Due Date From" and "Due Date To" fields use a special syntax to denote time period bounds. The syntax uses numbers and abbreviations that follow the numbers to represent what the numbers actually mean. The abbreviations are "w" for weeks, "d" for days, "h" for hours and "m" for minutes. For example, to specify 10 days in the future use "10d" or "1w and 3d". To specify a period bound in the past prefix the value with the "-" sign. For example to specify 2 days, 4 hours and 3 minutes ago, use "-2d 4h 3m".