

Legacy Documentation

The Scheduler - version 4.x

(For Jira Server, Jira Data Center: 7.0.0 - 7.4.6)

By Transition Technologies PSC

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App documentation: <https://psc-software.atlassian.net/wiki/spaces/SCHED/overview>

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The Scheduler 4.x documentation



FEEL FREE TO TELL US WHAT TOPIC SHOULD BE COVERED - SEND US E-MAIL OR OPEN AN

ENHANCEMENT REQUEST

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Description of The Scheduler functionality

The Scheduler is designed for automatic issue creation. It allows to set Scheduled Issues that will automatically create standard JIRA Issues at selected time, date or in chosen intervals. The Scheduler supports all Issue Types, field types and custom fields (except the Attachment field, which is not supported yet.). It means that The Scheduler works with Agile and Service Desk projects.

How does it actually work?

The Scheduler is based on the idea of Scheduled Issues - a template for newly created issues. Every project in your JIRA can have its own Scheduled Issues. [READ MORE](#)

Installation

Use case scenarios

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Backup

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Updating The Scheduler Plugin & Data Migration

Short Description of The Scheduler Functionality [4.x]

The Scheduler is designed for automatic issue creation. It allows to set Scheduled Issues that will automatically create standard JIRA Issues at selected time, date or in chosen intervals. The Scheduler supports all Issue Types, field types and custom fields (except the Attachment field, which is not supported yet.). It means that The Scheduler works with Agile and Service Desk projects.

How does it actually work?

The Scheduler is based on the idea of Scheduled Issues - a template for newly created issues. Every project in your JIRA can have its own Scheduled Issues. For each Scheduled Issue you can define Issue Type and fields values (fields set is the same like during manually creation issue in JIRA, except the Attachment field). The Scheduler supports dynamically generated summary and description fields from build in variables (like creation/due date). If you want, you can also automatically increase issue priority after creating first issue instead of creating more copies.

Each Scheduled Issues can contain triggers that will create new issues from templates at selected time or interval. You can define triggers using The Schedulers built-in wizard or you can also define more advanced creation conditions by using standard Cron Expressions. You can define multiple triggers for each Scheduled Issue.

Scheduled Issues are assigned to the project, therefore in each project you can see only Scheduled Issues created for that project. Every created Scheduled Issue is private - only creator can edit or delete his Scheduled Issue, with one exception - JIRA Administrators can manage all Scheduled Issues. JIRA Administrators can set permission to allow create Scheduled Issue for the roles, groups, single users and the Project Lead.

You can backup your Scheduled Issues to restore them later on the same instance using import/export function.

The Scheduler supports JIRA clustering, therefore it can be installed on large production systems.

Feel free to contact us in case of any issues with The Scheduler under the e-mail or ~~by creating issue on Bitbucket~~

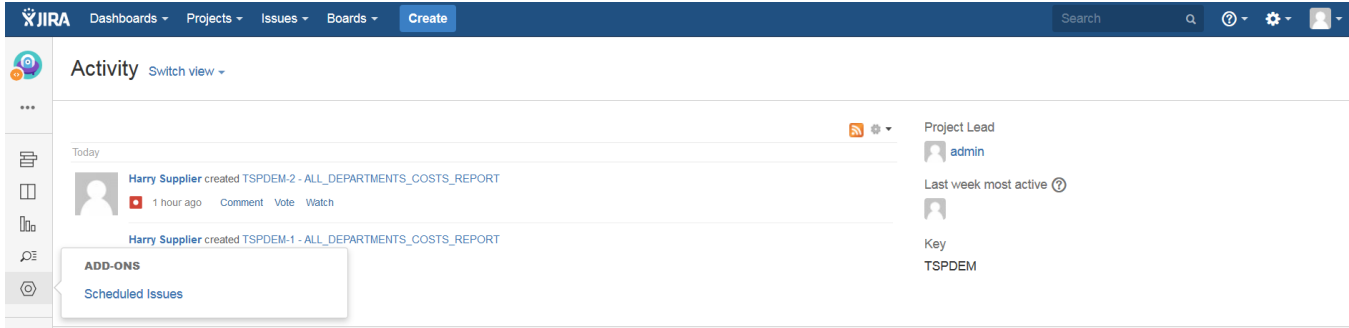
Installation Procedure [4.x]

1. Log into your JIRA instance as an admin
2. Click the admin dropdown and choose **Atlassian Marketplace**
3. Click **Find new add-ons** from the left-hand side of the page
4. Locate **TheScheduler** via search
5. Click **Try free** to begin a new trial or **Buy now** to purchase a license for **TheScheduler**
6. Enter your information and click **Generate license** when redirected to MyAtlassian
7. Click **Apply license**

To find older **TheScheduler** versions compatible with your instance, you can look through our version history page.

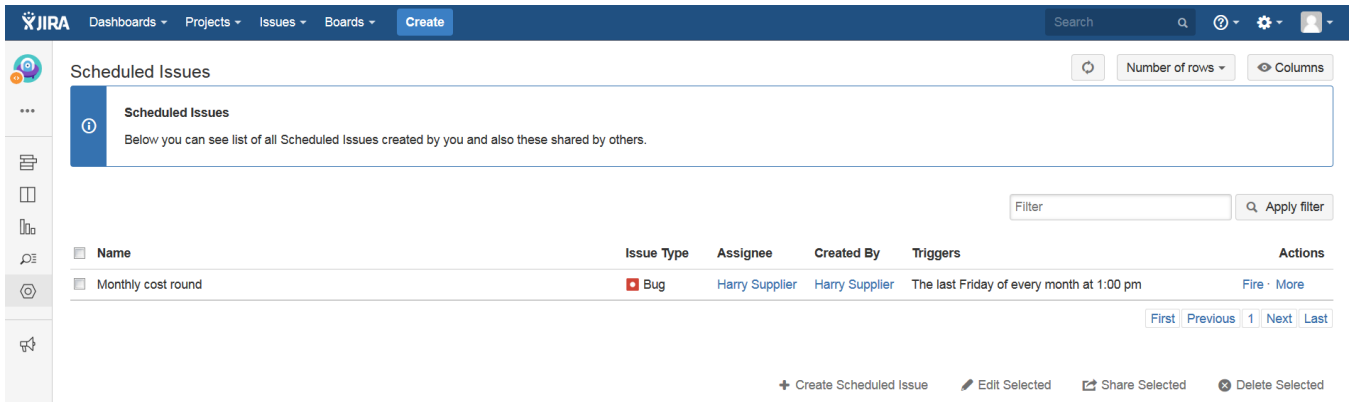
Scheduled Issue Table Content [4.x]

The Scheduled Issues table is the place where you can see all created Scheduled Issues for the project. You can access Scheduled Issues table from the Project Overview page by clicking on the Add-ons icon on the left panel, then choosing **Scheduled Issues** link:



NOTE: Only users with the granted permission to manage Scheduled Issues can access that table. JIRA Administrators can set permissions in the Access Manager.

This is how the Scheduled Issues table looks like:



You can Create new Scheduled Issues here and manage Scheduled Issues created by yourself or shared by others. You can access managing options by choosing **More** option next to each Scheduled Issue and choosing one of the following options:

- Edit
- Share (Only Creator of the Scheduled Issue and JIRA Administrators can manage sharing options)
- Disable
- Clone
- Delete

Under the Scheduled Issues table you can choose following actions:

- Create Scheduled Issue
- Edit Selected
- Share Selected
- Delete Selected

Creation of Scheduled Issue [4.x]

Create Scheduled Issue form allows you to create draft of issues which will be reproduced. The form is divided in to three pieces:

- Basic Info - Information about SI;
- Issue Details - data provided here will be used to create the SI;
- Trigger Details - Here you set when you want created, defined earlier issue;

The Scheduler copies all fields from issue creation screen and follows the field permissions. So all users are able to see only field available to them.

What more even created issues are subject of validation. When changing permissions the wrong issues cease creation. In this case creator just have to edit invalid Scheduled Issue (or contact to the JIRA administrator). The edit form will add missing files or remove the forbidden fields.

You can create new Scheduled Issues in two ways:

- By performing **Create Scheduled Issue** action from Scheduled Issues table

Scheduled Issues

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Filter Apply filter

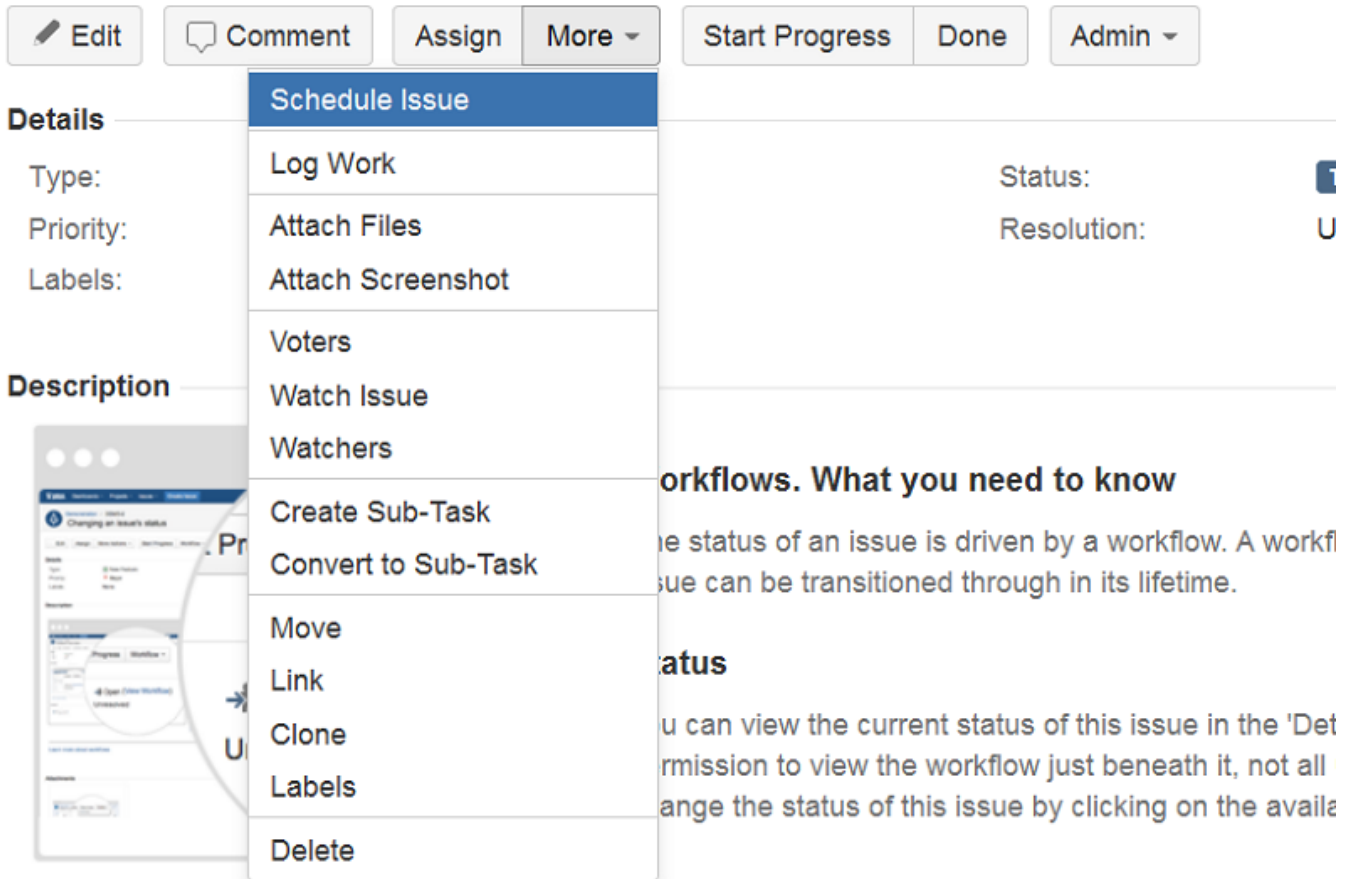
Name Issue Type Assignee Created By Triggers Actions

You do not have any scheduled issues created for this project yet.

First Previous Next Last

+ Create Scheduled Issue Edit Selected Share Selected Delete Selected

- Or by choosing **Schedule Issue** in issue top menu:



Next: [Keyboard shortcuts](#)


Previous: [What is an issue](#)

In Case of perform *Schedule Issue* in issue top menu, the creation form will be filled by value from current issue.

The **Create Scheduled Issue** wizard opens.

The attribute **Name** is **required** and must be **unique** in the project.

The attribute **Issue Type** is **required** and determines the type for Issues that are created when a *Scheduled Issue* is fired.



Create Scheduled Issue

Set Basic Info Set Issue Details Set Trigger Details

Create Scheduled Issue ✕

This wizard allows you to create scheduled issue.

Set Basic Info

Name*
Scheduled Issue Name

Description
Scheduled Issue Description

Disabled Disable scheduled issue after create.

Increase priority Increase priority each time this scheduled issue is fired.

Link Link new issue with previously created issue using: ▼

Project* ▼

Issue Type* ▼ ?

Open second wizard page by pressing the **Next** button.

Enter all required and optional values for the picked Issue Type.

The screenshot shows the 'Create Scheduled Issue' wizard in the 'Set Issue Details' step. At the top left is the logo and title. A progress bar at the top right shows three steps: 'Set Basic Info', 'Set Issue Details' (active), and 'Set Trigger Details'. Below the progress bar is a header bar with an information icon, the title 'Create Scheduled Issue', and a close icon. A message box states: 'This wizard allows you to create scheduled issue.' The main content area is titled 'Set Issue Details' and contains the following fields: Project: TSP_DEMO_PROJECT; Issue Type: Task; Summary: ALL_DEPARTMENTS_COSTS_REPORT; Priority: Critical; Due Date: Dynamic (selected), with a value of 1d and a note '(eg. 1m 2w 3d)'; Component/s: None; Affects Version/s: None; Fix Version/s: None; Assignee: Jerry Manufacturer (with an 'Assign to me' link); Reporter: Marek Cendrowicz (with a note 'Start typing to get a list of possible matches.'). An Environment field is at the bottom.

Here you can set Dynamic Due Date Field and use Predefined values in Summary ore Desciption field.

Open last wizard page by pressing the **Next** button.

Add as many triggers as you wish.

Finalize *Scheduled Issue* creation by pressing the **Create** button.

Once created the new *Scheduled Issue* appears in the table

Scheduled Issues Number of rows - Columns

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Filter Apply filter

Name	Summary	State	Assignee	Triggers	Actions
<input type="checkbox"/> Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	ENABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire - More

First Previous 1 Next Last

[+ Create Scheduled Issue](#) [✎ Edit Selected](#) [🔗 Share Selected](#) [🗑 Delete Selected](#)

Setting an Automatic Linking Between Issues [4.x]

Since 4.0.6 version of The Scheduler you can choose following linking options in the Scheduled Issue basic info:

- **Link new issue with previously created issue**


To choose that option, you have to choose following checkbox on the screen:

The screenshot shows the 'Create Scheduled Issue' wizard in the 'Set Basic Info' step. The interface includes a progress bar at the top with three stages: 'Set Basic Info' (active), 'Set Issue Details', and 'Set Trigger Details'. A blue header bar contains the title 'Create Scheduled Issue' and a close button. Below the header, a blue sidebar contains an information icon and the title 'Create Scheduled Issue' with a close button. The main content area is titled 'Set Basic Info' and contains several form fields: 'Name' (with a red asterisk) containing 'Weekly planning', 'Description', 'Disabled' (checkbox), 'Increase priority' (checkbox), and 'Link' (checkbox). The 'Link' checkbox is checked and highlighted with a red box, and the dropdown menu next to it shows 'Relates'. Below these fields are 'Project' (dropdown) and 'Issue Type' (dropdown). At the bottom, there are 'Next' and 'Cancel' buttons.

After choosing that option, new issue created by this Scheduled Issue will be created with the previously created one (first issue linked with the second, second with the third etc...)

- **Link all created issues**

This option will be available after choosing "Link new issue with previously created issue" option, like on the following screen:



Create Scheduled Issue

Set Basic Info Set Issue Details Set Trigger Details

Create Scheduled Issue

This wizard allows you to create scheduled issue.

Set Basic Info

Name*
Scheduled Issue Name

Description
Scheduled Issue Description

Disabled Disable scheduled issue after create.

Increase priority Increase priority each time this scheduled issue is fired.

Link Link new issue with previously created issue using:
 Link also with ALL previously created issues by this Scheduled Item.

Project*
Issue Type*

Enabling this option causes that newly created issues will be linked with all issues previously created by this Scheduled Issue.

Setting a Due Date Field [4.x]

Due Date field can be completed in 3 ways:

- Fixed: here you can enter a specific value you want to enter in the due date field.
- Dynamic: that way add specified value to the current date. For example if you set "1d" in field, due date will be set on next day after the creation. Or in case "1w", it will be next week.
- Next Fire Time: In this case due date will be set to date when the scheduler will be run this Scheduled Job again.

This field is located on second tab of creation/editing form ("Set Issue Details").

The screenshot shows the 'Create Scheduled Issue' wizard with three tabs: 'Set Basic Info', 'Set Issue Details' (active), and 'Set Trigger Details'. A progress bar at the top indicates the current step. Below the tabs is a summary box for 'Create Scheduled Issue' with a close button. The main form area is titled 'Set Issue Details' and contains the following fields:

- Project: TSP_DEMO_PROJECT
- Issue Type: Task
- Summary: ALL_DEPARTMENTS_COSTS_REPORT
- Priority: Critical
- Due Date: Dynamic (selected), with a value of 1d entered in the input field. Examples (eg. 1m 2w 3d) are provided.

Predefined Values in Summary and Description Fields [4.x]

The Scheduler has predefined variables which can be used in the Summary and Description. When Scheduled Issue is fired these variables are converted to the corresponding values:

Variable	Meaning	Examples
<code>\${fireCount}</code>	Fire count	5
<code>\${createdDate.month}</code>	Creation month	February
<code>\${createdDate.year}</code>	Creation year	2015
<code>\${dueDate.month}</code>	Due month	February
<code>\${dueDate.year}</code>	Due year	2015
<code>\${createdDate.date}</code>	Creation date in format dd/MMM/YY	10/Feb/15
<code>\${dueDate.date}</code>	Due date in format dd/MMM/YY	10/Feb/15
<code>\${createdDate.completeDateTime}</code>	Creation date in format dd/MMM/YY hh:mm	10/Feb/15 2:05 PM
<code>\${dueDate.completeDateTime}</code>	Due date in format dd/MMM/YY hh:mm	10/Feb/15 2:05 PM
<code>\${createdDate.format("dd-MM-YYYY HH:mm")}</code>	Creation date in custom format	10-02-2015 14:05
<code>\${dueDate.format("dd-MM-YYYY HH:mm")}</code>	Due date in custom format	10-02-2015 14:05

You can define your own date format using the last two variables - simply by replacing the `dd-MM-YYYY HH:mm` with the desired format. You can use following letters in date format:

G	Era designator	text	AD
C	Century of era (>=0)	number	20
Y	Year of era (>=0)	year	2007
y	Year	year	2007
x	Weekyear	year	2007
w	Week of weekyear	number	27
e	Day of week	number	2
E	Day of week	text	Tuesday; Tue
D	Day of year	number	189
M	Month of year	month	July; Jul; 07
d	Day of month	number	10
a	Halfday of day	text	PM
K	Hour of halfday (0~11)	number	0
h	Clockhour of halfday (1~12)	number	12
H	Hour of day (0~23)	number	0
k	Clockhour of day (1~24)	number	24
m	Minute of hour	number	30
s	Second of minute	number	55

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S	Milisecond	number	978
z	Time zone	text	Pacific Standard Time; PST
Z	Time zone offset/id	zone	-0800; -08:00; America/Los_Angeles

List of Created Issues [4.x]

Since 4.2 version of The Scheduler, you can review created issues by the plugin by using "Show Created Issues" feature. There are two ways to use it:

- Show all created issues by The Scheduler in the project by clicking "**Show all created issues**" button:

Scheduled Issues Refresh Number of rows ▾ Columns

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Show all created issues Show upcoming issues

<input type="checkbox"/> Name	State	Issue Type	Assignee	Created By	Triggers	Actions
<input type="checkbox"/> Task schedule 1	ENABLED	<input checked="" type="checkbox"/> Task	N/A	admin	▪ At 1:00 PM	Fire · More
<input type="checkbox"/> Task schedule 2	ENABLED	<input checked="" type="checkbox"/> Task	N/A	admin	▪ At 2:00 PM	Fire · More

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[+ Create Scheduled Issue](#) [✎ Edit Selected](#) [🔗 Share Selected](#) [🗑 Delete Selected](#)

The following dialog box will appear:

Created Issues for Project: Test ✕

Creation Time ↑	Issue	Scheduled Issue Name	Issue Type	Issue Summary
22/Jun/16 2:00 PM	TEST-12	Task schedule 2	<input checked="" type="checkbox"/> Task	Daily Task 2
22/Jun/16 1:00 PM	TEST-11	Task schedule 1	<input checked="" type="checkbox"/> Task	Daily Task 1
21/Jun/16 2:00 PM	TEST-10	Task schedule 2	<input checked="" type="checkbox"/> Task	Daily Task 2
21/Jun/16 1:00 PM	TEST-9	Task schedule 1	<input checked="" type="checkbox"/> Task	Daily Task 1

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Close](#)

This dialog will list all issues created by the existing Scheduled Issues in the project.

- Show created issues by the selected Scheduled Issue clicking **More** link, then choosing "**Show Created Issues**" option:

Scheduled Issues

Number of rows Columns

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Show all created issues Show upcoming issues Filter Apply filter

Name	State	Issue Type	Assignee	Created By	Triggers	Actions
Task schedule 1	ENABLED	Task	N/A	admin	At 1:00 PM	Fire More
Task schedule 2	ENABLED	Task	N/A	admin	At 2:00 PM	Show created issues Show upcoming issues

- First
- Edit
- Share
- Disable
- Clone
- Delete

+ Create Scheduled Issue Edit Selected Share Selected

The similar dialog as previous will appear:

Created Issues for Scheduled Issue: Task schedule 1

Creation Time	Issue	Issue Type	Issue Summary
22/Jun/16 1:00 PM	TEST-11	Task	Daily Task 1
21/Jun/16 1:00 PM	TEST-9	Task	Daily Task 1

First Previous 1 Next Last

Close

This dialog will list all issues created by the selected Scheduled Issue.

List of Upcoming Issues [4.x]

Since 4.2 version of The Scheduler, you can see the issues that will be created by the plugin by using "Show Upcoming Issues" feature. There are two ways to use it:

- Show upcoming issues in the project by clicking "Show upcoming issues" button:

Scheduled Issues

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Show all created issues Show upcoming issues Filter Apply filter

Name	State	Issue Type	Assignee	Created By	Triggers	Actions
Task schedule 1	ENABLED	Task	N/A	admin	At 1:00 PM	Fire More
Task schedule 2	ENABLED	Task	N/A	admin	At 2:00 PM	Fire More

First Previous 1 Next Last

+ Create Scheduled Issue Edit Selected Share Selected Delete Selected

The following dialog box will appear:

Upcoming Scheduled Issues executions

Show up to 10 upcoming executions:

Execution Time	Scheduled Issue Name	Action	Issue Type	Issue Summary
23/Jun/16 1:00 PM	Task schedule 1	Create Issue	Task	Daily Task 1
23/Jun/16 2:00 PM	Task schedule 2	Create Issue	Task	Daily Task 2
24/Jun/16 1:00 PM	Task schedule 1	Create Issue	Task	Daily Task 1
24/Jun/16 2:00 PM	Task schedule 2	Create Issue	Task	Daily Task 2
25/Jun/16 1:00 PM	Task schedule 1	Create Issue	Task	Daily Task 1
25/Jun/16 2:00 PM	Task schedule 2	Create Issue	Task	Daily Task 2
26/Jun/16 1:00 PM	Task schedule 1	Create Issue	Task	Daily Task 1
26/Jun/16 2:00 PM	Task schedule 2	Create Issue	Task	Daily Task 2
27/Jun/16 1:00 PM	Task schedule 1	Create Issue	Task	Daily Task 1

Close

This dialog will list upcoming issues to create in the project. You can choose the amount of issues to list.

- Show upcoming issues from the selected Scheduled Issue clicking **More** link, then choosing "Show upcoming issues" option:

Scheduled Issues

Number of rows Columns

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Show all created issues Show upcoming issues Filter Apply filter

Name	State	Issue Type	Assignee	Created By	Triggers	Actions
Task schedule 1	ENABLED	Task	N/A	admin	At 1:00 PM	Fire More
Task schedule 2	ENABLED	Task	N/A	admin	At 2:00 PM	Fire More

- Show created issues
- Show upcoming issues
- Edit
- Share
- Disable
- Clone
- Delete

The similar dialog as previous will appear:

Upcoming executions for Scheduled Issue: Task schedule 1

Show up to 10 upcoming executions:

Execution Time	Action	Issue Type	Issue Summary
23/Jun/16 1:00 PM	Create Issue	Task	Daily Task 1
24/Jun/16 1:00 PM	Create Issue	Task	Daily Task 1
25/Jun/16 1:00 PM	Create Issue	Task	Daily Task 1
26/Jun/16 1:00 PM	Create Issue	Task	Daily Task 1
27/Jun/16 1:00 PM	Create Issue	Task	Daily Task 1
28/Jun/16 1:00 PM	Create Issue	Task	Daily Task 1
29/Jun/16 1:00 PM	Create Issue	Task	Daily Task 1
30/Jun/16 1:00 PM	Create Issue	Task	Daily Task 1
01/Jul/16 1:00 PM	Create Issue	Task	Daily Task 1

Close

This dialog will list upcoming issues to create by the selected Scheduled Issue.

Cloning Scheduled Issue [4.x]

Users are able to clone their Schedule Issues by performing Clone on chosen Scheduled Issue action:

Scheduled Issues Refresh Number of rows Columns

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Filter Apply filter

<input type="checkbox"/> Name	Issue Type	Assignee	Created By	Prev Fire Time	Fire Count	Triggers	Actions
<input type="checkbox"/> Example Scheduled Job	<input checked="" type="checkbox"/> Task	admin	admin	Never Fired	0	Each Monday at 8:00 am	Fire More

First Edit Share Enable Clone Delete

+ Create Scheduled Issue Edit Selected Share Selected

Adjust name and description of clone Scheduled Issue and press the Clone:

Clone Scheduled Issue

Name: *

Description:

Firing a Scheduled Issue [4.x]

Using the **Fire** row action it is possible to force planned action execution without waiting for next valid point of time.

Scheduled Issues Refresh Number of rows Columns

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Apply filter

<input type="checkbox"/>	Name	Summary	State	Assignee	Triggers	Actions
<input type="checkbox"/>	Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	ENABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire More

First Previous 1 Next Last

[+ Create Scheduled Issue](#) [Edit Selected](#) [Share Selected](#) [Delete Selected](#)

The *fired Scheduled Issue* is being marked with the lozenge status for the short while:

Scheduled Issues Refresh Number of rows Columns

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Apply filter

<input type="checkbox"/>	Name	Summary	State	Assignee	Triggers	Actions
<input type="checkbox"/>	Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	ENABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire More

First Previous 1 Next Last

[+ Create Scheduled Issue](#) [Edit Selected](#) [Share Selected](#) [Delete Selected](#)

Edition of a Scheduled Issue [4.x]

In order to **edit** Scheduled Issue execute the **Edit** row action:

Scheduled Issues Number of rows Columns

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Filter Apply filter

Name	Summary	State	Assignee	Triggers	Actions
<input type="checkbox"/> Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	ENABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire More

First Edit Share Disable Clone Delete

+ Create Scheduled Issue Edit Selected Share Selected

Adjust *Scheduled Issue* basic parameters and press the **Next** button:

Edit Scheduled Issue

Set Basic Info **Set Issue Details** **Set Trigger Details**

Edit Scheduled Issue ×
This wizard allows you to edit scheduled issue.

Set Basic Info

Name*
Scheduled Issue Name

Description
Scheduled Issue Description

Disabled Disable Scheduled Issue after edit


Increase priority Increase priority each time this Scheduled Issue is fired

Link Link new issue with previously created issue using: ▼

Project* ▼

Issue Type* ▼ ?

Adjust Issue details and press the **Next** button:



Edit Scheduled Issue


Set Basic Info Set Issue Details Set Trigger Details

Edit Scheduled Issue ✕

This wizard allows you to edit scheduled issue.

Set Issue Details

Project **TSP_DEMO_PROJECT**

Issue Type  **Task**

Summary*

Priority ?

Due Date Fixed
 Dynamic
 Next Fire Time

(eg. 1m 2w 3d)

Component/s **None**

Affects Version/s **None**

Fix Version/s **None**


Assignee Assign to me

Reporter*

Start typing to get a list of possible matches.

Environment

Adjust triggers and press the **Save** button:



Edit Scheduled Issue

Set Basic Info Set Issue Details Set Trigger Details

Edit Scheduled Issue ✕

This wizard allows you to edit scheduled issue.

Set Triggers

Schedule Daily
 Days per Week
 Days per Month
 Advanced

Interval at

The current server time is 02/cze/14 1:33 PM - Central European Summer Time

Start Date Clear

End Date Clear

+ Add Trigger

Table below shows you all triggers added to scheduled issue.

<input type="checkbox"/> Cron Expression	Cron Expression Summary	Start Date	End Date	Actions
<input type="checkbox"/> 0 0 13 ? * 6L	The last Friday of every month at 1:00 pm	Unbounded	Unbounded	Delete
				Delete Selected

Save Previous Cancel

Changes are visible immediately after exiting the wizard:

Scheduled Issues 🔄 Number of rows ▾ Columns

Scheduled Issues

Below you can see list of all Scheduled Issues created by you and also these shared by others.

🔍 Apply filter

<input type="checkbox"/> Name	Summary	State	Assignee	Triggers	Actions
<input type="checkbox"/> Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	ENABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire More <ul style="list-style-type: none"> Edit Share Disable Clone Delete

+ Create Scheduled Issue ✍ Edit Selected 🔗 Share Selected

Bulk Edition of Scheduled Issues [4.x]

The Edit Selected action is the way to edit more than one Scheduled Issue at once.

In order to edit set of Scheduled Issues just select them and press the Edit Selected link:

<input type="checkbox"/>	Name	Summary	State	Created By	Triggers	Actions
<input checked="" type="checkbox"/>	Clone of Warehouse_A order cost approval	WA_ORDER_COST_APPROVAL	ENABLED	Harry Supplier	Each Wednesday at 4:00 pm	Fire · More
<input checked="" type="checkbox"/>	Clone of Warehouse_B order cost approval	WB_ORDER_COST_APPROVAL	ENABLED	Harry Supplier	Each Wednesday at 4:00 pm	Fire · More
<input checked="" type="checkbox"/>	Clone of Warehouse_C order cost approval	WB_ORDER_COST_APPROVAL	ENABLED	Harry Supplier	Each Wednesday at 4:00 pm	Fire · More

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[+ Create Scheduled Issue](#) [✎ Edit Selected](#) [📄 Share Selected](#) [🗑 Delete Selected](#)

You will see a form where you can choose issue fields from selected Scheduled Issues you want to edit:

Bulk edit Scheduled Issues

Bulk Edit Scheduled Issues ✕

Choose the issue fields you wish to edit on the selected **3** Scheduled Issues:

- Clone of Warehouse_A order cost approval
- Clone of Warehouse_B order cost approval
- Clone of Warehouse_C order cost approval

Set Issue Details

Project **TSP_DEMO_PROJECT**

Issue Type **Task**

Change Summary

Change Reporter
Start typing to get a list of possible matches.

Change Component/s
Start typing to get a list of possible matches or press down to select.

Change Description

Style ▾ | **B** | *I* | U | A ▾ | ^²A ▾ | [🔗](#) | [☰](#) | [☰](#) | [@](#) ▾ | [+](#) ▾ | [⌵](#)

After you will choose desired fields and values, press the Finish button to save.

Important - You can only bulk edit Scheduled Issues only with the same project and issue type!

Sharing a Scheduled Issue [4.x]

After the Scheduled Issue creation, only the creator and JIRA Administrators can manage Scheduled Issue and manually fire them. Sharing system allows to grant fire and manage permissions to each Scheduled Issue individually.

You can share your Scheduled Issue by executing Share action in the Scheduled Issues table:

The screenshot shows the 'Scheduled Issues' table in JIRA. The table has columns for Name, Summary, State, Assignee, Triggers, and Actions. One row is visible: 'Monthly cost round' with summary 'ALL_DEPARTMENTS_COSTS_REPORT', state 'ENABLED', assignee 'Harry Supplier', and trigger 'The last Friday of every month at 1:00 pm'. The 'Actions' column for this row has a 'More' dropdown menu open, showing options: Edit, Share, Disable, Clone, and Delete. The 'Share' option is highlighted. Below the table are buttons for '+ Create Scheduled Issue', 'Edit Selected', and 'Share Selected'.

JIRA Administrators can share all Scheduled Issues in the system.

After you execute Share action, you will see that window:

The screenshot shows the 'Scheduled Issue Share' dialog window. The title is 'Scheduled Issue: Monthly cost round'. It contains several sections for sharing options: 'Share with all users' with a checkbox for 'Everyone'; 'Project functions' with a checkbox for 'Project Lead'; 'Project Roles' with checkboxes for 'Administrators', 'Developers', and 'Users'; 'Single Users' with a text input field and a user selection icon; and 'Groups' with a text input field and a dropdown arrow. Below these fields are 'Save' and 'Cancel' buttons.

You can choose the following sharing options:

- Everyone - means that every person that has access to Scheduled Issues table can manage specified Scheduled Issue
- Project Functions - you can share this Scheduled Issue to Project Lead
- Project Roles - you can share this Scheduled Issue to roles in the current project
- Single Users - you can share this Scheduled Issue to individual users
- Groups - you can share this Scheduled Issue to groups

Users can manage Scheduled Issues that has been shared to them:

The Scheduler 4.x - visit Atlassian Marketplace to see the latest version: Transition Technologies PSC

<input type="checkbox"/> Name	Summary	State	Assignee	Triggers	Actions
<input type="checkbox"/> Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	ENABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire · More

If the Scheduled Issue will not be shared, non-creators and non-admins will have manage actions greyed out:

<input type="checkbox"/> Name	Summary	State	Assignee	Triggers	Actions
<input type="checkbox"/> Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	ENABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire · More

Bulk Share of Scheduled Issues [4.x]

You can use Share Selected action to share more than one Scheduled Issue at once.


In order to share set of Scheduled Issues just select them and press the Share Selected link:

<input type="checkbox"/>	Name	Summary	State	Created By	Triggers	Actions
<input checked="" type="checkbox"/>	Clone of Warehouse_A order cost approval	WA_ORDER_COST_APPROVAL	ENABLED	Harry Supplier	Each Wednesday at 4:00 pm	Fire More
<input checked="" type="checkbox"/>	Clone of Warehouse_B order cost approval	WB_ORDER_COST_APPROVAL	ENABLED	Harry Supplier	Each Wednesday at 4:00 pm	Fire More
<input checked="" type="checkbox"/>	Clone of Warehouse_C order cost approval	WB_ORDER_COST_APPROVAL	ENABLED	Harry Supplier	Each Wednesday at 4:00 pm	Fire More

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[+ Create Scheduled Issue](#) [Edit Selected](#) **[Share Selected](#)** [Delete Selected](#)

You will see the window that is similar to the window displayed after choosing Share single Scheduled Issue action:



Bulk Scheduled Issue Share

You are sharing 3 Scheduled Issues ✕

Share mode Override existing shares
 Join existing shares

Share with all users Everyone
Project functions Project Lead
Project Roles Administrators

Single Users
Start typing to get a list of possible matches.

Groups
Start typing to get a list of possible matches.

[Cancel](#)

The main difference is that you can choose between overriding current sharing settings or joining new permissions to the existing ones.

Delete a Scheduled Issue [4.x]

There are two ways to **delete** single *Scheduled Issue*.

The first is to use the **Bulk Delete** feature.

The second and the fastest one is to use **Delete** row action:

Scheduled Issues

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Filter

<input type="checkbox"/>	Name	Summary	State	Assignee	Triggers	Actions
<input type="checkbox"/>	Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	ENABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire - More
<input type="checkbox"/>	Clone of Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	ENABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire - More

+ Create Scheduled Issue Edit Selected Share Selected **Delete**

Once **Delete** row action is executed the confirmation dialog opens:

Delete Scheduled Issue

Name Clone of Warehouse_C o...

Created By Marek Cendrowicz

Once confirmed the *Scheduled Issue* is deleted:

Scheduled Issues

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Filter

<input type="checkbox"/>	Name	Summary	State	Assignee	Triggers	Actions
<input type="checkbox"/>	Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	ENABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire - More

First Previous 1 Next Last

+ Create Scheduled Issue Edit Selected Share Selected Delete Selected

Basic scenario to create scheduled job [4.x]

1. Go to project's overview tab and choose "Scheduled Issues" link.
2. In order to create new scheduled job press "Create Scheduled Issue" button.
3. Name your new scheduled job and describe it (make it descriptive to be able to identify it faster). Choose project and issue type you want to create regularly.
4. Fulfill all the fields for the issue type you chose in previous step.
5. Set triggers: Daily, once per day at 9am. Set Triggers 1 Daily, every 2 hours from 8am to 5pm. Set Triggers 2 Weekly, on Monday, Tuesday, Thursday, Friday, once per day at 9am (Starting November 1st) Set Triggers 3 Monthly, at first day of every month at 8 am. Set Triggers 4 Monthly, at last Friday of every month at 8am. Set Trigger 5
6. Press "Add Trigger". Note that you can add as many triggers you want.
7. End Scheduled Job creation wizard by pressing "Create" button.

Bulk Removal of Scheduled Issues [4.x]

The **Delete Selected** action is the way to **delete** more than one *Scheduled Issue* at once.

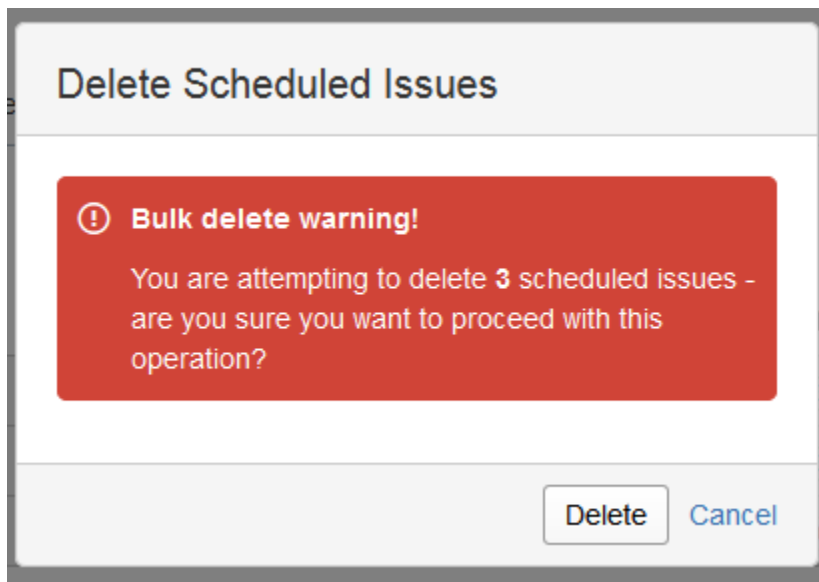
In order to **delete** set of *Scheduled Issues* just select them and press the **Delete Selected** button:

<input type="checkbox"/>	Name	Summary	State	Created By	Triggers	Actions
<input checked="" type="checkbox"/>	Clone of Warehouse_A order cost approval	WA_ORDER_COST_APPROVAL	ENABLED	Harry Supplier	Each Wednesday at 4:00 pm	Fire · More
<input checked="" type="checkbox"/>	Clone of Warehouse_B order cost approval	WB_ORDER_COST_APPROVAL	ENABLED	Harry Supplier	Each Wednesday at 4:00 pm	Fire · More
<input checked="" type="checkbox"/>	Clone of Warehouse_C order cost approval	WB_ORDER_COST_APPROVAL	ENABLED	Harry Supplier	Each Wednesday at 4:00 pm	Fire · More

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[+ Create Scheduled Issue](#) [✎ Edit Selected](#) [🔗 Share Selected](#) [🗑 Delete Selected](#)

Confirm the operation by pressing the **Delete** button:



After short while the previously selected *Scheduled Issues* are totally removed:

<input type="checkbox"/>	Name	Summary	State	Created By	Triggers	Actions
You do not have any scheduled issues created for this project yet.						

[First](#) [Previous](#) [Next](#) [Last](#)

[+ Create Scheduled Issue](#) [✎ Edit Selected](#) [🔗 Share Selected](#) [🗑 Delete Selected](#)

Enabling or Disabling a Scheduled Issue [4.x]

The **Enable / Disable** row action is the fastest way to **enable / disable** *Scheduled Issue* without entering the Edit wizard.

The *disabled Scheduled Issue* will not perform the planned action (create new Issue or increase priority of lastly created one).

In order to **disable** *Scheduled Issue* perform the **Disable** row action:

Scheduled Issues Refresh Number of rows - Columns

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Filter Apply filter

<input type="checkbox"/> Name	Summary	State	Assignee	Triggers	Actions
<input type="checkbox"/> Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	ENABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire · More

First Edit Share Disable Clone Delete

+ Create Scheduled Issue ✎ Edit Selected ↗ Share Selected

In order to **enable** *Scheduled Issue* perform the **Enable** row action:

Scheduled Issues Refresh Number of rows - Columns

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

Filter Apply filter

<input type="checkbox"/> Name	Summary	State	Assignee	Triggers	Actions
<input type="checkbox"/> Monthly cost round	ALL_DEPARTMENTS_COSTS_REPORT	DISABLED	Harry Supplier	The last Friday of every month at 1:00 pm	Fire · More

First Edit Share Enable Clone Delete

+ Create Scheduled Issue ✎ Edit Selected ↗ Share Selected

Managing Access to Scheduled Issues [4.x]

You can manage access to Scheduled Issue in Add-ons (Security in pre 4.0.5 versions) section under System Administration section:

The screenshot shows the JIRA Administration interface. The top navigation bar includes 'Dashboards', 'Projects', 'Issues', 'Boards', and a 'Create' button. The main header is 'Administration' with a search bar. The left sidebar lists 'ATLASSIAN MARKETPLACE' (Find new add-ons, Manage add-ons, Purchased add-ons) and 'THE SCHEDULER' (Access Manager, Manage Scheduled Issues, Import Scheduled Issues, Export Scheduled Issues, Statistics). The main content area is titled 'The Scheduler Access Manager' and contains the following configuration options:

- Project functions: Project Lead
- Project Roles: Administrators
- Single Users: An empty text input field with a search icon and a dropdown arrow. Below it, the text reads 'Start typing to get a list of possible matches.'
- Groups: A dropdown menu showing 'jira-administrators' with a close button and a dropdown arrow. Below it, the text reads 'Start typing to get a list of possible matches.'

At the bottom of the configuration area are 'Save' and 'Cancel' buttons.

You can grant permissions to Project Leaders, project roles, individual users and groups.

Only entity (groups, individual users and projects) who have permissions, are able to see Scheduled Issue from the project's Overview section:

Logged in user who doesn't has restriction

The screenshot shows the JIRA project overview for 'The Scheduler' (Key: SCHED, Lead: Admin). The left sidebar has 'Overview' selected. The main content area is titled 'Scheduled Issues' and contains a sub-section 'Scheduled Issues' with a description: 'Below you can see list of all Scheduled Issues created by you and also...'. Below this is a table with a header 'Name' and a message: 'You do not have any scheduled issues created for this project yet.'

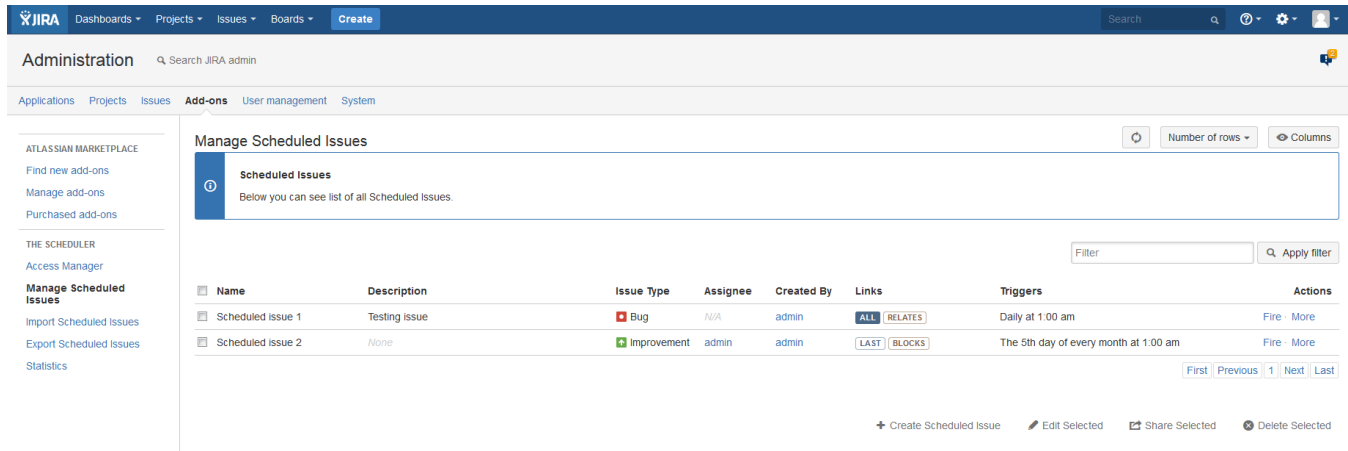
Logged in user who has restriction

The screenshot shows the JIRA project overview for 'Excel Connector' (Key: EC, Lead: Admin). The left sidebar has 'Overview' selected. The main content area is titled 'Summary' and contains a 'Welcome to your project' message: 'Everything you need to know about how your project is running is tracked on this page will be updated. Use the tabs on the left to navigate within your project. Change the project description details about your project.'

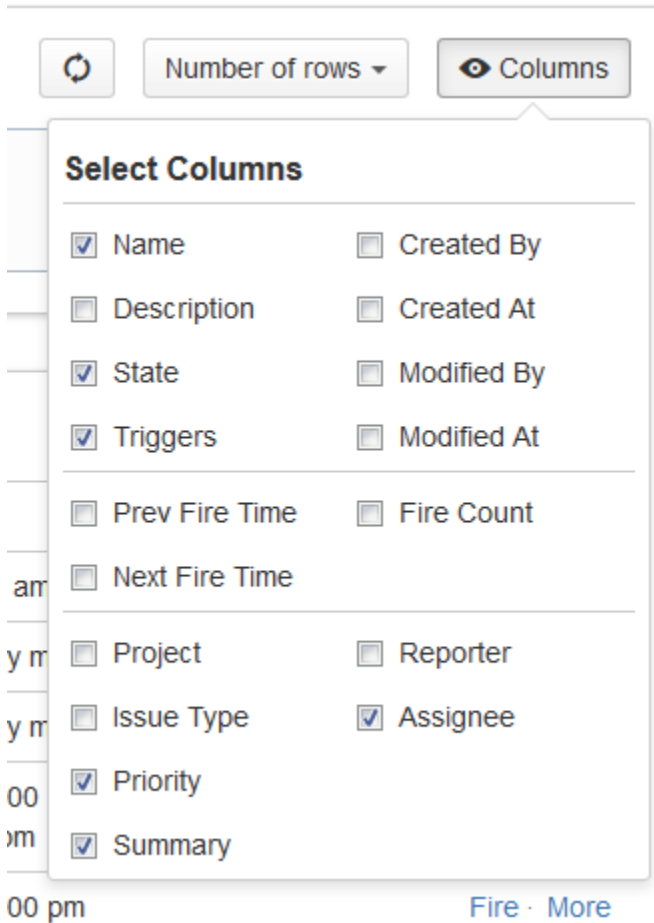
Manage Scheduled Issues - Administrators [4.x]

Since version 3.2.8 Scheduled Issues are private, so no one except creator and JIRA administrators can interfere in other user's SI. JIRA Administrators can access to all Scheduled Issues from JIRA instance from Manage Scheduled Issues page.

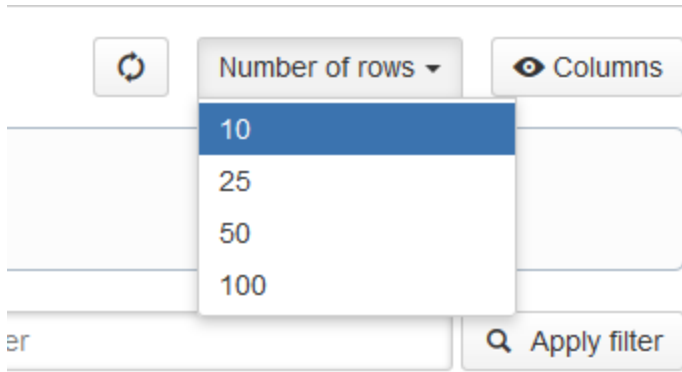
Manage Scheduled Issues page can be accessed from JIRA Administration, in the Add-ons section (Projects section in pre 4.0.5 version):



It's possible to define what columns should be displayed in the table:



It's possible to define how many rows (Scheduled Issues) should be displayed on one page in the table:



It's possible to limit displayed Scheduled Issues by applying the filter:

Scheduled Issues Number of rows Columns

Scheduled Issues
Below you can see list of all Scheduled Issues created by you and also these shared by others.

order| Apply filter

Name	Summary	State	Priority	Assignee	Triggers	Actions
<input type="checkbox"/> Synchronize soft office orders	Synchronize soft office orders	ENABLED	Critical	Harry Supplier	The last Friday of every month at 1:00 pm	Fire - More
<input type="checkbox"/> Soft office order	Soft office order	ENABLED	Critical	Harry Supplier	The last Friday of every month at 5:00 pm	Fire - More
<input type="checkbox"/> Parts warehouse order cost approval	PRT_ORDER_COST_APPROVAL	ENABLED	Blocker	Harry Supplier	Each Wednesday at 4:00 pm Each Monday at 4:00 pm	Fire - More
<input type="checkbox"/> Warehouse_A order cost approval	WA_ORDER_COST_APPROVAL	ENABLED	Blocker	Harry Supplier	Each Wednesday at 4:00 pm	Fire - More
<input type="checkbox"/> Warehouse_B order cost approval	WB_ORDER_COST_APPROVAL	ENABLED	Blocker	Harry Supplier	Each Wednesday at 4:00 pm	Fire - More

First Previous 1 Next Last

+ Create Scheduled Issue Edit Selected Delete Selected

With row actions it's easy to execute set of actions against exact Scheduled Issue:

Actions

Fire - More

am

ry month at 1:00 pm

ry month at 5:00 pm

:00 pm

Fire - More

Actions

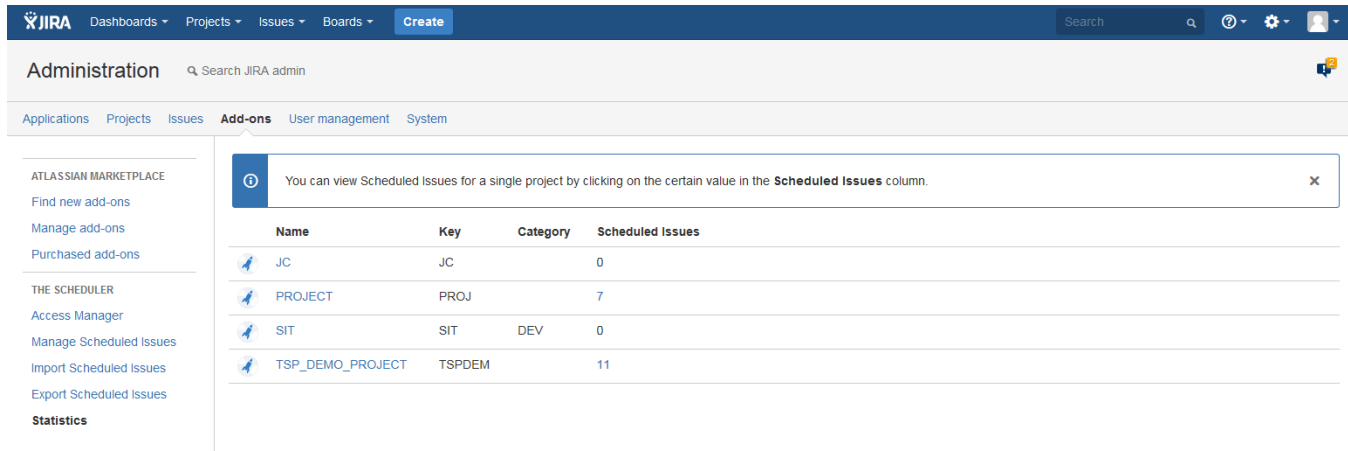
- Edit
- Enable
- Clone
- Delete

The Scheduler Statistics Information [4.x]

The Scheduler Statistics are available in the JIRA administration, **Add-ons** section. (Projects Administration in pre 4.0.5 versions)

It gives the administrators the overview of all **Scheduled Issues** divided by projects.

It's easy to open project specific **Scheduled Issues** table by clicking on the certain value in the **Scheduled Issues** column.



The screenshot shows the JIRA Administration interface. The top navigation bar includes 'Dashboards', 'Projects', 'Issues', 'Boards', and a 'Create' button. Below this, the 'Administration' section is active, with a search bar for 'Search JIRA admin'. The 'Add-ons' tab is selected, showing a list of installed add-ons. A notification box states: 'You can view Scheduled Issues for a single project by clicking on the certain value in the **Scheduled Issues** column.' Below the notification is a table with the following data:

Name	Key	Category	Scheduled Issues
JC	JC		0
PROJECT	PROJ		7
SIT	SIT	DEV	0
TSP_DEMO_PROJECT	TSPDEM		11

Export Backup Procedure [4.x]

Exporting backup is Available in the JIRA administration, Add-ons section. (Projects Administration in pre 4.0.5 versions)

Using this tool administrators are able to make backup copy of all scheduled issues and all configuration of plugin.

The screenshot shows the JIRA Administration interface. The top navigation bar includes 'Dashboards', 'Projects', 'Issues', and a 'Create' button. The main header is 'Administration' with a search bar. The left sidebar lists navigation options: 'ATLASSIAN MARKETPLACE' (Find new add-ons, Manage add-ons), 'THE SCHEDULER' (Access Manager, Manage Scheduled Issues, Import Scheduled Issues, Export Scheduled Issues, The Scheduler Statistics). The main content area is titled 'Export Scheduled Issues' and contains an information box stating: 'This screen allows you to export your Scheduled Issues to a XML file. Please note that only Scheduled Issues will be exported. Standard JIRA Issues created basing on Scheduled Issues will not be exported.' Below this are configuration options: 'Export type' with radio buttons for 'Export Scheduled Issues from all projects' (selected) and 'Export Scheduled Issues from selected projects only'; 'Projects' with a dropdown menu showing 'First Test Project' and 'Second Test Project'; 'Skip inactive' with radio buttons for 'No' (selected) and 'Yes'; 'Skip invalid' with radio buttons for 'No' (selected) and 'Yes'; and 'Export name' with a text input field containing 'SchedulerExport.xml' and an 'Export' button.

Export allows to copy Scheduled Issues from all projects at once or export only selected projects. Export allows to skip importing inactive or invalid scheduled issues.

After click on "Export" button, plugin will generate an xml file and share it to download.

Importing Backup Procedure [4.x]

Importing backup is Available in the JIRA administration, Add-ons section. (Projects Administration in pre 4.0.5 versions)

Using backup Importing administrators are able to load backup to server. Import override configuration and adds not existing Scheduled Issues (Existing SI will be skipped - information about this will displays on inline dialog)

First step is to load backup file on server, you can do this by click on file input ant selecting backup file.

The screenshot shows the JIRA Administration interface. The top navigation bar includes 'Administration' and a search box. Below it, a menu contains 'Applications', 'Projects', 'Issues', 'Add-ons' (highlighted), 'User management', and 'System'. The left sidebar lists 'ATLASSIAN MARKETPLACE' (Find new add-ons, Manage add-ons) and 'THE SCHEDULER' (Access Manager, Manage Scheduled Issues, Import Scheduled Issues, Export Scheduled Issues, The Scheduler Statistics). The main content area is titled 'Import Scheduled Issues' and contains an information box: 'This screen allows you to import Scheduled Issues from a XML file. Please note that only Scheduled Issues will be imported. Standard JIRA Issues will be skipped.' Below this, there is a checkbox for 'Data model version' with the label 'I am importing a 2.6.4 data' and a note 'Enable if you import data from The Scheduler 2.6.4 or earlier'. A 'Browse' button labeled 'Przełóżaj...' is shown with the text 'Nie wybrano pliku.' and 'Browse for valid XML file' below it.

The next step is to select the projects for which scheduled issues should be imported.

Import Scheduled Issues

The screenshot shows the 'Import Scheduled Issues' configuration screen. It features an information box at the top: 'You are importing the current data model'. Below this, there is a 'Browse' button next to the filename 'SchedulerExport.xml' and a link 'Load different file'. The 'Import type' section has two radio buttons: 'Import Scheduled Issues from all projects' (selected) and 'Import Scheduled Issues from selected projects only'. The 'Selected projects' section contains a list box with 'First Test Project' and 'Second Test Project' listed. At the bottom, there is an 'Import' button.

Then all scheduled jobs should be imported



Import operation has been completed successfully.

Data model version I am importing a 2.6.4 data

Enable if you import data from The Scheduler 2.6.4 or earlier

Browse Nie wybrano pliku.

Browse for valid XML file

Updating Procedure of The Scheduler Plugin & Data Migration [4.x]

Updating TSP

The Scheduler do not removes any data from database during update/disabling/uninstallation. What more, update of plugin performs automatic data migration.

If you upgrade JIRA plugin we recommend you upgrade to the latest available version before updating JIRA. After installing a new JIRA you may need further update the plugin, but it will be faster and data migration will be more stable.

Backup

We also recommend to make backup of Scheduled Issues before updating TSP. This is additional step which allow you to save all data for case of any migration problem. Here you can find information about exporting backup:

- Export