Create, configure, and edit a rule

On this page

A very basic rule only consists of two elements: a trigger (mostly a Jira event like an issue update) that kicks off the rule and an action (like adding a comment) that will be performed automatically.

Optionally you can further refine your rule by configuring selectors and conditions.

First steps of creating a rule

1 **Create** a new rule and give it a **unique name** and a **description (optional).**

2 **Choose** the **trigger** your rule should listen to. The dialogue opens automatically since every rule starts with a trigger.

3 **Optional**: if you want to further refine your rule add **selectors** and/or **conditions**.

4 **Add** the **action** you want to add and configure it according to your needs.

5 Enable the rule by clicking on the **Enable button**

The basic elements of an automation rule

Learn more about triggers, selectors, conditions, actions and their configuration.

Example of creating a rule

1 **Create** a new rule and give it a **unique name** and a **description (optional).**

Your first rule

Start configuring your rule by adding a trigger.

Add Trigger

Field Changed Event
Rule is triggered by any changes made to issue fields (system fields and custom fields).

Issue Event
Rule is triggered by common Ji Created", "Issue Updated", "Issu

Issue Transitioned Event
Rule is triggered by any workflow transition.

Project Event
Rule is triggered by common p "Component Created", "Version Released", etc.).

System Event
Rule is triggered by common system events (e.g. "User Created", "Project Created", etc.).

Scheduled
Rule is scheduled to run at predefined intervals (e.g "Every morning at 6 AM", "Every second Monday at 9 AM", etc.).

Manual
Rule is triggered manually by a corresponding Run now butto

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2 🔥 Configure the trigger

Since we want to add a comment **when** the priority of an issue is updated we need the trigger to listen to the **Field Changed Event**.

1 Field
Choose **Priority**

2 Changed to
Choose **Selected value**

3 Value
Choose **Highest**

4 Click **Save**

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3 ➡ Configure the action

Since we want to automatically add a comment to all issues we need to choose the **Add Comment** action.

In this example we just leave a generic plain text comment.

Comment text

1

```
The priority on this issue has changed to Highest. You receive this
notification as a watcher of this issue.

Cheers!
```

2

Click **Add**

4

Enable the rule by clicking on the **Enable button**

Edit a rule

Once you have created a rule, you can edit its **name**, its **description** and its **elements.**

The name and description can be updated at any time. If you want to update any configuration element you need to **disable the rule first**.

Disable the rule by clicking on the **Disable button** . Learn more about rule statuses.

Edit the name and description

Click on the edit button next to the **rule's name** to edit its name and its **description**.

Your first rule ✏️

✏️ **FIELD CHANGED EVENT**
When the ADDRESS field is changed.

🔻 **USER CONDITION** ▼
Only if current user is in group BAMBOO-ADMIN

⊕ **ASSIGN ISSUE** ▼
Assign issue to 👤 Admin Istrator

☑️ Email notifications are enabled for this action

This action will be run as CURRENT USER .

Add a new element

Click on the add button next to any **desired element** to add a **new one.** The button will be visible once you **hover** over an element.

If you click on the add button next to the **condition** you would have a **nested condition.**

You cannot add further elements to an **action**.

Delete an element

Click on the **delete** button next to the element you want to delete from the rule.

If you delete an element, all its **nested elements** will be deleted too.

Element hierarchy

You can add elements **under** or **next** to existing elements. JWT will respect the **hierarchy** and the **order** of elements when processing the rule.

Useful UI hacks

Check out these fine little hacks that will make your life easier when working with rules.

Reorder elements using drag and drop

When you **hover** over an element's name, you will notice the **arrow cross** symbol. This means that the element is available for drag and drop (meaning it can be moved within the rule).

When starting to drag an element by clicking and holding the left mouse button, valid **drop targets** are marked with a **+** symbol.

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> All elements **except triggers** can be moved.

Expand and collapse elements

Click on an **element** to collapse or expand it and all its nested elements.

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The sidebar can be completely **expanded** by clicking on the expand icon in the upper right-hand corner of the sidebar for a smooth item configuration.

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If you still have questions, feel free to refer to our support team.