Get started with JWT calendars

JWT calendars enable you to configure highly flexible **time frames** to match your service level agreements, business hours, and any other custom schedules relevant to your teams and processes.

Each calendar consisting of a **name**, an optional **description**, and a **specification**, can be used throughout the application.

- **Global configuration** - configure calendars globally and use them in parser functions for time validations and calculations.
- **Control the execution** of actions - use calendars in workflows and automation rules to control the execution of your automations.
- **Different teams**, **different data** - use calendars in calculated fields for displaying context-dependent live data.

Where do I use a JWT calendar?

A calendar defines a time frames such as **working days**, **holidays**, or **shifts**. These time frames can be used internally in dedicated Calendar functions to:
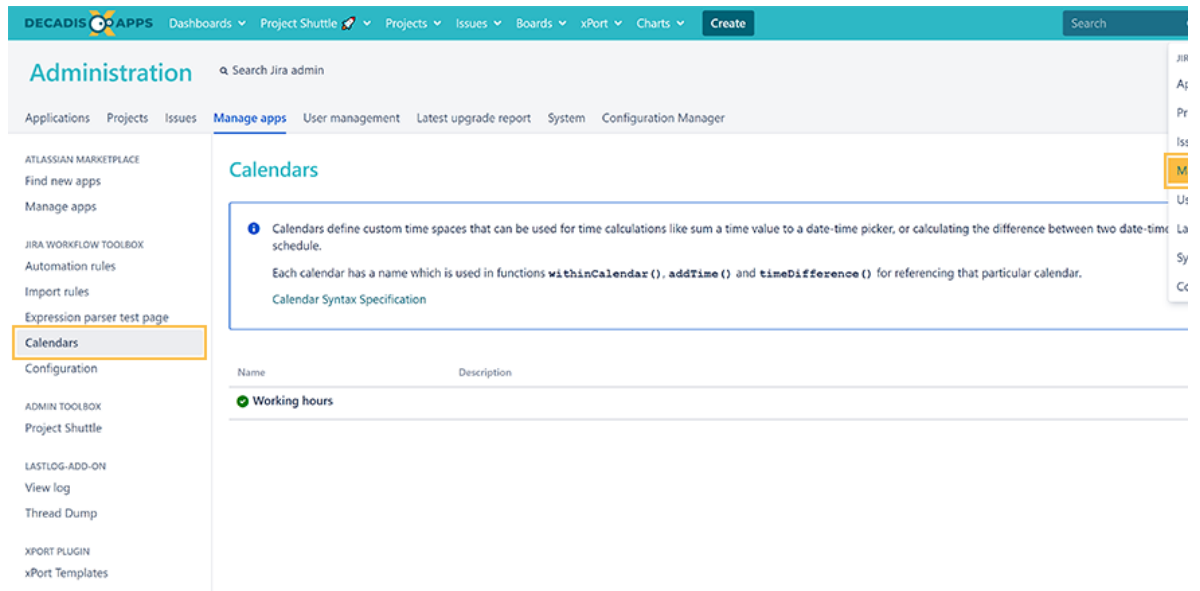
- **check** whether a date / time (e.g. from a custom date field) falls into a specified time frame
- **add** or **substract time** to/from Jira issue fields based
- **calculate** the difference between two particular times

Need some inspiration? Head over to our example specifications or Use cases for calendars.

First steps

1 After installing JWT, head over to **Administration Manage apps Jira Workflow Toolbox Calendars**

2 Click on **Add Calendar** to create your first calendar.

Add new calendar

Name *

my-great-calendar

Define the name for the calendar. Once created, the name is no more editable and used by parser functions for referencing this pa calendar.

Description

Enter the description of the calendar.

Specification *

✓ | Examples ⌄

1

Enter the specification for the calendar in the SDG format.

Cancel

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3 Add a **name** and a **description**.

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4 Configure the calendar specification or start with the **built-in examples**.
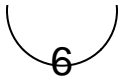
Specification *

✓ | Examples

```
1   MON - THU {
2       08:00 - 15:00,
3       16:00 - 19:30;
4   }
5
6   FRI {
7       08:00 - 15:00;
8   }
```

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5 Click **Add**

6   Start using the calendar in dedicated Calendar functions.

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