

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:

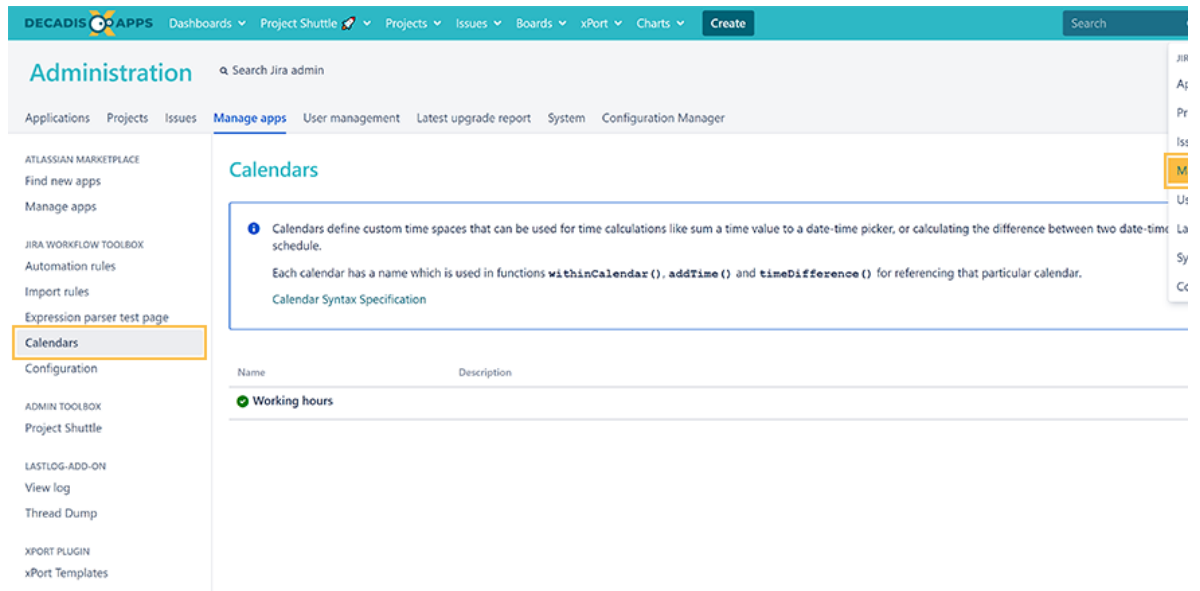
- **check** whether a date / time (e.g. from a custom date field) falls into a specified time frame
- **add** or **subtract time** to/from Jira issue fields based
- **calculate** the difference between two particular times

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**



The screenshot shows the Jira Administration interface. The top navigation bar includes 'DECADIS APPS', 'Dashboards', 'Project Shuttle', 'Projects', 'Issues', 'Boards', 'xPort', 'Charts', and a 'Create' button. The main header is 'Administration' with a search bar. Below the header, there are tabs for 'Applications', 'Projects', 'Issues', 'Manage apps' (selected), 'User management', 'Latest upgrade report', 'System', and 'Configuration Manager'. On the left sidebar, under 'ATLASSIAN MARKETPLACE', 'JIRA WORKFLOW TOOLBOX', and 'ADMIN TOOLBOX', the 'Calendars' option is highlighted. The main content area is titled 'Calendars' and contains an information box stating: 'Calendars define custom time spaces that can be used for time calculations like sum a time value to a date-time picker, or calculating the difference between two date-time schedule. Each calendar has a name which is used in functions `withinCalendar()`, `addTime()` and `timeDifference()` for referencing that particular calendar. Calendar Syntax Specification'. Below this, there is a table with columns 'Name' and 'Description'. One entry is visible: 'Working hours' with a green status icon.

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

3

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

4

[Configure the calendar specification](#) or start with the **built-in examples**.

Specification*

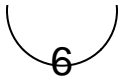
✓

Examples

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

5

Click **Add**



Start using the calendar in dedicated [Calendar functions](#).

If you still have questions, feel free to refer to our [support](#) team.