

Notify the assignee one week before the due date

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Use case

Send an email for every issue that will be due in a week to the corresponding assignees.



Configuration

1

Create a new rule and name it appropriately.

Providing a description will help you to identify the purpose of the rule.



Scheduled event

2

Add a **Trigger** **Scheduled**

1

Schedule

Choose **Daily**

2

Interval

Choose **once per day at 1:00 am**



JQL selector

3

Add a **Selector** **JQL Selector**

4

Select the target issues for the automation rule with a JQL query like the following one.

```
project = CASE
```



Boolean condition

5

Add a **Condition** **Boolean Condition**

6

Expression

Use the following **parser expression**:

```
datePart({selector.issue.dueDate}, LOCAL) - datePart({system.currentDateTime}, LOCAL) = 7 * {DAY}
```



Send email action

7

Next to the **JQL selector** click on **Add Action Send email**

1

From

Select **Default**

2

To

Select the field **Assignee** in *Users from field*



3

Message

Enter a **subject** for your email and write the **body** of the email.

```
Hello ${selector.issue.assignee.displayName},  
This is a reminder that the issue ${selector.issue.key} will be due in a week.  
Best regards,  
Your Jira Administrator
```

8

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



Screencast

No screencast available at the moment.



Import the example

Import the JSON file below to get started in no time.

JSON

After importing the JSON file, make sure to **check the configuration** of the rule. Non-existing configuration elements (issue types, fields, values etc.) will be highlighted.

```
{
  "name": "Notify the assignee one week before the due date",
  "description": "",
  "creator": "admin",
  "status": false,
  "triggerData": "",
  "triggerType": "SCHEDULED",
  "configuration": {
    "refs": [
      "issue",
      "system",
      "trigger.issue",
      "trigger.parent"
    ],
    "runAs": "admin",
    "scheduledTriggerCron.dailyWeeklyMonthly": "daily",
    "scheduledTriggerCron.daysOfMonthOpt": "dayOfMonth",
    "scheduledTriggerCron.monthDay": "1",
    "scheduledTriggerCron.week": "1",
    "scheduledTriggerCron.day": "1",
    "scheduledTriggerCron.interval": "0",
    "scheduledTriggerCron.runOnceHours": "1",
    "scheduledTriggerCron.runOnceMins": "0",
    "scheduledTriggerCron.runOnceMeridian": "am",
    "scheduledTriggerCron.runFromHours": "1",
    "scheduledTriggerCron.runFromMeridian": "am",
    "scheduledTriggerCron.runToHours": "1",
    "scheduledTriggerCron.runToMeridian": "am",
    "triggerType": ""
  },
  "children": [
    {
      "sequence": 0,
      "type": "JQL_SELECTOR",
      "ruleEntityType": "SELECTOR",
      "configuration": {
        "refs": [
          "system"
        ],
        "jql": "project = CASE",
        "jqlParsingMode": "jql",
        "actingUser": "field_00020"
      },
      "children": [
        {
          "sequence": 0,
          "type": "BOOLEAN_CONDITION",
          "ruleEntityType": "CONDITION",
          "configuration": {
            "refs": [
              "issue",
              "issues",
              "selector.issue",
              "selector.parent",
              "system"
            ],

```





```

"expression": "datePart({selector.issue.dueDate}, LOCAL) - datePart({system.currentDateTime}, LOCAL) = 7 *
{DAY}",
"expressionParsingMode": "logical",
"actingUser": "field_00020"
},
"children": [
{
"sequence": 0,
"type": "SEND_MAIL",
"ruleEntityType": "ACTION",
"configuration": {
"refs": [
"issue",
"issues",
"selector.issue",
"selector.parent",
"system"
],
"fromOption": "default",
"toUsersInField": [
"00003"
],
"subject": "Reminder",
"subjectParsingMode": "textBasic",
"contentType": "text/html",
"mailPriority": "3",
"sendingMode": "common",
"body": "Hello %{selector.issue.assignee.displayName}, \r\nThis is a reminder that the issue %{selector.
issue.key} will be due in a week.\r\nBest regards,\r\nYour Jira Administrator",
"bodyParsingMode": "textBasic"
},
"children": null,
"hasChildren": false
},
],
"hasChildren": true
},
],
"hasChildren": true
},
],
"hasChildren": true
}

```



Related use cases

Title	Automated action	JWT feature	Label
Notify for high priority issue	Send email action		
Notify about date of last comment for high priority issues	Send email action		
Send email when a field is updated	Send email action		
Notify the assignee one week before the due date	Send email action		

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