

# Working With Records

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# Adding and Viewing Records

Adding records to the Appvibe Asset Tracker within Jira is a straightforward process, allowing you to efficiently manage asset information at system, project, or Jira Issue levels. This capability enables users to maintain comprehensive asset documentation and streamline asset management workflows across your organization.

When adding a record, you can provide data for various fields including Asset Type, Serial Number, Location, Assigned User, Purchase Date, Warranty Status, and any custom fields you have defined. To initiate this process, navigate to the Assets dashboard page and click the "Create" button. Enter the required information, such as the asset identification details and relevant metadata, to ensure that all fields are accurately filled. Once completed, these records become viewable within the Assets dashboard.

1. **Create and Manage Multiple Views:** Enhance your experience by creating and managing views. Access the View dropdown at the top of the dashboard to either establish a new view, manage existing ones, or clear a view. Note that administrative privileges are required to modify views.
2. **Filter by a Column Value:** Optimize your data review by filtering based on column values. Click the column title icon and input your filter criteria. Remember, this function is available only on columns with the filter feature enabled.
3. **Sort by a Column Value:** Organize records by selecting and double-clicking a column title. This action sorts the data based on your chosen column, with options for arranging them in ascending or descending order.
4. **View Activity History:** Maintain a secure track of modifications with the activity history feature. All data changes are logged, and you can access these details by clicking the three dots on the top right corner of the dashboard and choosing Activity History.

With these features, the Appvibe Asset Tracker in Jira ensures that managing and organizing your asset records is both efficient and user-friendly, providing you with robust tools to support asset-related operations and oversight.