

Working With Records

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Adding and Viewing Records

Adding Records to Assets in the Appvibe Asset Tracker is straightforward and can be performed at a system, project, or Jira Issue level. This flexibility allows developers and project managers to tailor asset management to the needs of their organization, ensuring that records are accurately maintained and accessible.

When adding a record, you can input data for several predefined fields: Asset Type, Serial Number, Location, Assigned User, Purchase Date, and Warranty Status, as well as any custom fields you've defined. To add these records, navigate to the Assets dashboard page and click the Create button. Input the necessary information in fields such as Asset Type, Serial Number, Location, Assigned User, Purchase Date, Warranty Status, tags, and any custom fields. Once the record is created, it is easily accessible for review within the Assets dashboard.

1. **Create and Manage Multiple Views**

Users can create and manage multiple views within the dashboard by selecting the View drop-down at the top. This feature allows for creating new views, managing existing ones, or clearing views. Note that only users with admin roles can make changes to a view.

2. **Filter by a Column Value**

Records can be filtered by column values by clicking the column title icon and applying data filters. Be aware that filtering is available only on columns where this feature is enabled.

3. **Sort by a Column Value**

Records can be sorted by double-clicking a column title. This action organizes records in either ascending or descending order based on the selected column.

4. **View Activity History**

All modifications to data are tracked within the Activity History. Users can access this information by clicking the three dots on the top right of the dashboard and selecting Activity History.

In summary, Appvibe Asset Tracker offers a user-friendly interface for adding and managing asset records at various organizational levels. The dashboard provides essential functionalities such as creating/customizing views, filtering, sorting, and viewing activity history, ensuring comprehensive asset management within Jira.