Working With Records

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Adding and Viewing Records

Adding records to the Appvibe Content Calendar is straightforward. This feature allows you to add records at a system, project, or Jira Issue level within the app. Whether you're managing project content or individual tasks, the process is designed to be seamless for users at all levels.

When adding a new record to the Content Calendar, you can complete fields such as Content Title, Author, Publication Date, Approval Status, Assigned Editor, and Status. Additionally, there is functionality to input tags and any custom fields that you may have defined to suit your specific project requirements. To begin, navigate to the Content Calendar dashboard page and click the "Create" button. This will prompt you to enter data into the desired fields, ensuring that all necessary information is captured. Once created, these records are easily accessible within the Content Calendar dashboard.

1. **Create and Manage Multiple Views**
   You can create and manage multiple views by selecting the "View" dropdown at the top of the dashboard. This functionality allows you to create a new view, manage existing views, or clear out views when necessary. Note that you must have admin privileges to make any changes to a view.
2. **Filter by a Column Value**
   To filter your data, click on the column title icon and input your desired filter criteria. Be advised that filtering is only available on columns where this feature is enabled.
3. **Sort by a Column Value**
   Sorting involves clicking on the column title and double-clicking to arrange records accordingly. This can be in ascending or descending order, depending on your navigation preferences.
4. **View Activity History**
   All activities that modify data within the app are logged. These can be reviewed by clicking the three dots at the top-right corner of the dashboard and selecting "Activity History."

In summary, the Appvibe Content Calendar's intuitive interface facilitates the efficient management of content records. Through the dashboard, users can maximize productivity by customizing views, filtering, sorting, and monitoring activity history, making it an indispensable tool for effective content management.