

# Appvibe Content Calendar

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# Overview of Features

# Key Features

Appvibe Content Calendar is a robust Jira app designed to organize content creation schedules, tasks, and approvals. It provides users with a clear view of the editorial workflow, streamlining the process of managing content-related activities within Jira. Optimize your team's efficiency and coordination by centralizing all content tasks in one place, ensuring that deadlines are met and quality standards are upheld.

Integrating customer feedback into your content strategy can significantly enhance the relevance and impact of your content. By efficiently capturing and organizing feedback, the Appvibe Content Calendar helps teams refine content tasks based on real user input, ultimately improving engagement and user satisfaction. This app simplifies the alignment of content outcomes with actual customer needs, fostering a more responsive and agile content development process.

- **Feedback Submission:** Capture feedback seamlessly through Jira issues and dedicated forms.
- **Organized Views:** Use tags, filters, and saved views to sort and prioritize feedback efficiently.
- **Direct Jira Integration:** Link customer feedback to Jira issues, ensuring actionable follow-ups.
- **Customizable Layout:** Add, remove, or rearrange columns to suit your team's feedback tracking needs.
- **Activity History:** Maintain a clear log of actions and updates made to each feedback record.

By utilizing the Appvibe Content Calendar, teams can enhance their content development lifecycle through effective feedback management. This tool bridges the gap between customer insights and content execution, ensuring that content initiatives are strategically aligned with user expectations.

# Getting Started

# Installation

Content Calendar is a Jira app designed to help teams plan, track, and visualize their content initiatives directly within Jira. Follow the steps below to install and access Content Calendar.

## Step 1:

Log in to Jira with Admin credentials to ensure you have the necessary permissions to manage apps.

## Step 2:

Open the Atlassian Marketplace by clicking on Apps in the top navigation menu, then select Explore more apps.

## Step 3:

Use the search bar in the Marketplace to find **Appvibe Content Calendar**.

## Step 4:

To install the app, click Get app or Try it free and confirm the installation. Make sure to grant the required permissions during this process.

## Step 5:

Once the app is installed, go to Manage Apps under the Admin section to ensure the app is enabled.

## Step 6:

You can now access the Content Calendar via the Apps section in the menu on the left side of the screen.

By following these steps, you have successfully integrated the Content Calendar app into your Jira workspace, enhancing your project management capabilities with streamlined content planning and tracking.

# Configuration

# Setup and Customization

Access and configure the Appvibe Content Calendar to enhance your Jira project management experience. By navigating to **Manage Apps**, locating **Appvibe Content Calendar**, and clicking on the **Configuration** button, you can set up roles and permissions, manage system and custom fields, and apply conditional formatting to streamline content management effectively.

## Roles and Permissions

The Appvibe Content Calendar app offers three roles:

1. **Admin:** The super role granting complete access, including configuration and setup.
2. **Editor:** Allows users full access to update and view Content Calendar data.
3. **Viewer:** Enables users to view but not update Content Calendar data.

An administrator can assign these roles to any Jira groups here. By default, Jira Administrators have access to Content Calendar configuration screens.

## System Fields

The app comes with predefined system fields essential for content management:

- Content Title
- Author
- Publication Date
- Approval Status
- Assigned Editor
- Status
- Tags

These serve as the base fields for the Content Calendar functionality.

## Custom Fields

To define additional fields, select the **Add Field** button. This feature allows you to create a new field with the following options:

- **Field Key:** A unique identifier.
- **Field Label:** Descriptive label for the key.
- **Field Type:** Choose from Text, Number, Date, Select, or Multi-Select.
- **Required:** Flag to mark the field as mandatory.
- **Sortable:** Flag to make the field sortable in views.
- **Filterable:** Flag to enable filtering based on this field.

## Conditional Formatting

Set up conditional formatting to accentuate data based on specific criteria. These conditions rely on field values. When conditions are met, you can apply customized labels and highlight colors to enhance data visibility.

## Summary

The Appvibe Content Calendar offers a comprehensive interface for managing content within Jira through detailed configuration options. By setting up roles, managing fields, and applying conditional formatting, you can tailor the app to meet your project needs effectively.



# Working With Records

# 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.

# FAQ

# FAQ

**What is the object and purpose of this app?**

The purpose of the app is for Content Task. It is designed to organize content creation schedules, tasks, and approvals, providing a clear view of the editorial workflow.

**What types of feedback can the app track?**

The app supports tracking Content Calendar Content Title, Author, Publication Date, Approval Status, Assigned Editor, and Status. You can also add custom fields for other related fields that you wish to track.

**How do I install the app?**

You can install the app from the Atlassian Marketplace. Navigate to the Apps section in Jira. Search for the app name "Content Calendar." Click Install and follow the prompts.

**How do I get support for the app?**

Support is available via our support page at <https://appvibe.com/support>.

# Support

# Appvibe Support

**Overview:**

We are here to help you. The Appvibe Content Calendar app makes it easy to manage and access Content Calendar within Jira. The app allows a business to organize content creation schedules, tasks, and approvals, providing a clear view of the editorial workflow.

**Support Contact:**

If you need further assistance, or want to suggest additional features, you can reach us on our Support Page at <https://www.appvibe.com/support>