Adding and Viewing Records

Adding Records to Contracts in Appvibe Contract Management is straightforward and efficient. You can add records at different levels, such as the system, project, or Jira Issue level, to ensure comprehensive contract management within your Jira workspace.

You can add records for the following fields: Contract ID, Client, Effective Date, Expiration Date, Terms, Status, as well as any custom fields you have defined beforehand. To add records, navigate to the Contracts dashboard page and click the **Create** button. Enter data for the mandatory fields such as Contract ID, Client, Effective Date, Expiration Date, Terms, Status, and Tags, along with any custom fields pertinent to your needs. Once created, these records will appear in your Contracts dashboard for easy access and management.

1. **Create and Manage Multiple Views**
   Create and customize multiple views by selecting the **View** dropdown at the top of the dashboard. You can create a new view, manage existing views, or clear a view. Changes to a view require admin role permissions.
2. **Filter by a Column Value**
   Filter records by selecting the column title icon and inputting your filter criteria. Filtering is available only on columns where filtering is enabled.
3. **Sort by a Column Value**
   Sort your records by double-clicking the desired column title. This allows you to sort records either in ascending or descending order based on the selected column.
4. **View Activity History**
   All modifications made by users are tracked. To view activity history, click the three dots at the top right of the dashboard and select **Activity History** for detailed records.

In summary, the Appvibe Contract Management app integrates seamlessly with Jira, providing a comprehensive solution for managing contracts. With its user-friendly interface, you can efficiently add and manage contract records, while leveraging robust dashboard features for enhanced data management and insight.