Working With Records

- [Adding and Viewing Records](#)

Adding and Viewing Records

Adding records to the Appvibe Design Review Board in Jira is straightforward. You can create records at various levels: system, project, or directly within a Jira Issue. This flexibility ensures that the design review process is seamlessly integrated into your existing workflows, allowing for efficient management and tracking of design reviews across different organizational structures.

When adding a record, you can populate the following fields: Design Title, Version, Reviewer, Feedback, Approval Status, and Linked Task. Additionally, you can include tags and any custom fields that you have defined to accommodate unique project requirements. To add a record, navigate to the Design Review dashboard and select the "Create" button. Fill in the required information, ensuring comprehensive details are captured for future reference and decision-making.

Once created, records are accessible through the Design Review dashboard, where you can perform various actions to organize and analyze your data:

1. **Create and Manage Multiple Views**
   Utilize the "View" dropdown at the top of the dashboard to create new views, manage existing ones, or clear out views. Note that you must belong to the admin role to make changes to a view.
2. **Filter by a Column Value**
   Filtering can be accomplished by selecting the column title icon and inputting your filter criteria. Be aware that filtering is only enabled on columns with this feature.
3. **Sort by a Column Value**
   Sort records by double-clicking on a column title, enabling forward or reverse sorting based on your selection.
4. **View Activity History**
   Monitor all user activity that modifies data through the "Activity History" option, accessible by clicking the three dots in the top-right corner of the dashboard.

In summary, the Appvibe Design Review Board app for Jira offers an intuitive interface for adding and managing design review records, providing ample flexibility, customization, and data management capabilities essential for project success.