Working With Records

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Adding and Viewing Records

Adding Records to the Appvibe Event Planning Board within Jira is a straightforward process that enhances your event management capability. Records can be added at the system, project, or Jira Issue level, allowing for flexible data organization. Whether you're documenting event details or updating task information, the system is designed to streamline record creation and maintenance.

When adding records, you can input data for several fields including Event Name, Task Description, Assigned Team, Deadline, Location, Status, and Tags. Additionally, any custom fields you've defined in your configuration can also be filled out. To begin, navigate to the Events dashboard page, and click the Create button to enter data for these specified fields, ensuring all relevant information is accurately captured.

1. **Create and Manage Multiple Views**
   You can manage different perspectives of your event data by using the View drop-down at the top of the dashboard. This feature allows you to create a new view, manage existing views, or clear out an existing view. Note that changes to any view require admin privileges.
2. **Filter by a Column Value**
   Filtering capabilities are provided by selecting the column title icon. This enables you to add specific filter criteria, streamlining your ability to focus on the most relevant data. Be aware that filtering is only available on columns with filter capability enabled.
3. **Sort by a Column Value**
   To organize your records, double-click on a column title; this action will sort the records based on the chosen column. You can perform both forward and reverse sorting, facilitating better data management and retrieval.
4. **View Activity History**
   The dashboard records all user activity related to data modification. To view these changes, click on the three dots at the top right of the dashboard and select Activity History. This ensures transparency and accountability in your event planning process.

In summary, the Appvibe Event Planning Board offers a user-friendly interface to add and manage event-related records effectively. Explore its robust features on the Events dashboard to enhance your event management workflow.