

Appvibe Event Planning Board

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Overview of Features

Key Features

Appvibe Event Planning Board is an efficient Jira app designed to help manage event planning tasks, resources, and timelines. It offers a clear visual overview of an event's progress, enabling teams to streamline their workflows and enhance collaboration. By integrating with Jira, the app ensures that all event-related activities align with broader organizational objectives.

Capturing customer feedback is crucial for refining event tasks and planning. By leveraging this feedback, teams can identify areas needing improvement, introduce innovative solutions, and ensure a more successful event execution. This continuous loop of feedback and action helps in aligning the final outcome with stakeholder expectations and enhances overall event quality.

- **Feedback Submission:** Capture feedback seamlessly through Jira issues and dedicated forms, allowing teams to prioritize and address concerns effectively.
- **Organized Views:** Use tags, filters, and saved views to sort and prioritize feedback efficiently, ensuring that no valuable insights are overlooked.
- **Direct Jira Integration:** Link customer feedback directly to Jira issues, enabling actionable follow-ups and ensuring that feedback translates into tangible improvements.
- **Customizable Layout:** Add, remove, or rearrange columns to suit your team's feedback tracking needs, providing flexibility in how feedback is viewed and managed.
- **Activity History:** Maintain a clear log of actions and updates made to each feedback record, ensuring transparency and accountability in the feedback management process.

The Appvibe Event Planning Board empowers teams to create more successful events by integrating feedback effectively into their planning processes. With its robust features and seamless Jira integration, it helps ensure that every detail is managed efficiently and that teams can adapt to changes swiftly.

Getting Started

Installation

Event Planning Board is a Jira app that enhances your project management capabilities with event scheduling features. Follow these steps to install and access the app within Jira.

Step 1:

Log in to Jira ensuring you have Admin privileges. This access is required to install and manage applications.

Step 2:

Open the Atlassian Marketplace by clicking on Apps → Explore more apps in Jira.

Step 3:

Use the search bar in the Marketplace to find **Appvibe Event Planning Board**.

Step 4:

Install the app by clicking Get app or Try it free. Confirm the installation and grant the required permissions when prompted.

Step 5:

Once installed, navigate to Manage Apps in the Admin section to ensure the Event Planning Board app is enabled.

After following these steps, you can find a link to Event Planning Board under the Apps section in the menu on the left side of the Jira screen. This allows convenient access to the app's features for effective event planning within your projects.

Configuration

Setup and Customization

Navigate to the configuration and setup of the Event Planning Board by accessing the **Manage Apps** section in Jira. Locate the Appvibe Event Planning Board app, then click on the **Configuration** button. This will direct you to the configuration page, where you can manage roles and permissions, review system fields, set up custom fields, and configure conditional formatting.

Roles and Permissions

The Appvibe Event Planning Board app includes three distinct roles:

1. **Admin:** Provides superuser access to all functionalities, including configuration and setup.
2. **Editor:** Grants full access to update and view Event Planning Board data.
3. **Viewer:** Allows access to view but not update the Event Planning Board data.

An administrator can assign these roles to any Jira groups. By default, a Jira Administrator has access to the Event Planning Board configuration screens.

System Fields

The app comes with predefined Event Planning Board fields essential for event management. These fields include:

- Event Name
- Task Description
- Assigned Team
- Deadline
- Location
- Status
- Tags

These fields form the baseline requirements for effective event management within the Event Planning Board.

Custom Fields

To add more fields tailored to specific needs, select the **Add Field** button. This option allows you to create a field with the following specifications:

- **Field Key:** A unique identifier.
- **Field Label:** A descriptive label for the key.
- **Field Type:** Choose from Text, Number, Date, Select, or Multi-Select.
- **Required:** Determines if this field must be completed.
- **Sortable:** Determines if entries in this field can be sorted.
- **Filterable:** Enables filtering based on this field.

Conditional Formatting

Configure conditional formatting to visually highlight data. Set conditions based on field values, and if met, you can modify labels and highlight colors, optimizing the visibility of critical information.

Summary

With the Appvibe Event Planning Board, configuring your settings is straightforward. By defining roles, customizing fields, and establishing conditional formatting, you can streamline event management processes within Jira, ensuring efficient planning and execution.

Working With Records

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.

FAQ

FAQ

What is the object and purpose of this app?

The purpose of the app is to help manage event planning tasks, resources, and timelines, providing a visual overview of the event's progress.

What types of feedback can the app track?

The app supports tracking Event Name, Task Description, Assigned Team, Deadline, Location, and Status. You can also add custom fields for other related information 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 "Event Planning Board," 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:

The Appvibe Event Planning Board app seamlessly integrates with Jira, providing a structured approach to managing and accessing events. This tool aids businesses in organizing event planning tasks, allocating resources, and monitoring timelines, all while offering a visual overview of the event's progress.

Support Contact:

We are here to assist you with any queries or concerns regarding the Appvibe Event Planning Board. If you require further assistance or wish to suggest new features, please visit our [Support Page](#).