# 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.

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