

# Appvibe Freelancer Task Coordinator

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# Overview of Features

# Key Features

The Appvibe Freelancer Task Coordinator is a Jira app designed to streamline the coordination of tasks and projects with freelancers, ensuring projects are delivered on time and facilitating effective communication among team members and freelancers. This app empowers project managers and software developers to manage workflows and feedback efficiently within Jira.

Incorporating customer feedback is crucial for adapting tasks to meet client needs and enhancing the overall quality of freelancers' work. Appvibe Freelancer Task Coordinator enables teams to capture, organize, and leverage feedback effectively, thereby optimizing the task management process.

- **Feedback Submission:** Capture feedback seamlessly through Jira issues and dedicated forms.
- **Organized Views:** Use tags, filters, and saved views to sort and prioritize feedback efficiently.
- **Direct Jira Integration:** Link customer feedback to Jira issues, ensuring actionable follow-ups.
- **Customizable Layout:** Add, remove, or rearrange columns to suit your team's feedback tracking needs.
- **Activity History:** Maintain a clear log of actions and updates made to each feedback record.

In conclusion, Appvibe Freelancer Task Coordinator aligns project management efforts with client feedback and task assignments, ensuring that freelance projects are managed with precision and transparency within Jira. This integration fosters a collaborative environment that enhances productivity and project success.

# Getting Started

# Installation

Freelancer Task Coordinator is a Jira-based app designed to help streamline task management for freelancers through the Atlassian ecosystem. Follow these steps to install and enable the app on your Jira instance.

## Step 1:

Log in to Jira with Admin privileges. This will ensure you have the necessary permissions to install and manage apps in your Jira environment.

## Step 2:

Open the Atlassian Marketplace by navigating to **Apps → Explore more apps** in your Jira dashboard. This will allow you to browse and search for available applications.

## Step 3:

Search for the app by entering **Appvibe Freelancer Task Coordinator** in the Marketplace search bar. Locate the correct app from the search results.

## Step 4:

Install the app by selecting **Get app** or **Try it free**. Ensure you confirm the installation process and grant any required permissions.

## Step 5:

After installation, verify the app is enabled by going to **Manage Apps** within the Admin section. This step confirms that Freelancer Task Coordinator is properly set up and ready for use.

You should now see a link to Freelancer Task Coordinator under the Apps section in the left-side menu. This app is now available for integrating and optimizing your freelance task management within Jira.

# Configuration

# Setup and Customization

Navigate to the configuration and setup of the Appvibe Freelancer Task Coordinator app via Jira by going to "Manage Apps." Once there, locate the app and click on the "Configuration" button to access a suite of setup options. These options include defining Roles and Permissions, viewing and managing System Fields, creating Custom Fields, and setting up Conditional Formatting.

## Roles and Permissions

In the Appvibe Freelancer Task Coordinator app, you can assign three distinct roles: Admin, Editor, and Viewer.

- **Admin:** This is the super role, granting comprehensive access to all features, including configuration settings.
- **Editor:** Users in this role have complete access to update and view all Freelancer Task Coordinator data.
- **Viewer:** This role permits users to view but not modify any data within the Freelancer Task Coordinator.

Administrators can assign these roles to any Jira groups. Importantly, by default, a Jira Administrator has access to all configuration screens for the Freelancer Task Coordinator.

## System Fields

The app comes with predefined system fields essential for task coordination:

- Task Name
- Freelancer Name
- Deadline
- Payment Terms
- Assigned Project
- Status
- Tags

These fields are base fields and are necessary for successful task management.

## Custom Fields

To extend the app's capabilities, you can create additional fields. Click the "Add Field" button to define new fields using the following parameters:

- **Field Key:** A unique identifier for the field.
- **Field Label:** The display label for the field key.
- **Field Type:** Choose the data type (Text, Number, Date, Select, Multi-Select).
- **Required:** Flag to indicate if the field is mandatory.
- **Sortable:** Flag to specify if the field should be sortable.
- **Filterable:** Flag to allow filtering by this field.

## Conditional Formatting

Conditional formatting enables customized data presentation based on specific conditions. Set conditions by configuring field values, and adjust labels and highlight colors when those conditions are met.

## Summary

The Appvibe Freelancer Task Coordinator app is a powerful tool for managing freelance tasks within Jira. Its robust configuration options allow you to tailor roles, manage essential data fields, create additional fields to suit your workflow, and set conditions for data presentation. With these tools, you can ensure efficient and effective task coordination across projects.

# Working With Records

# Adding and Viewing Records

Adding records in the Appvibe Freelancer Task Coordinator is straightforward and flexible, allowing you to manage freelancer tasks efficiently. Records can be added at a system-wide, project-specific, or individual Jira issue level, adapting to your organizational needs.

To add a record, navigate to the Freelancers dashboard and click the "Create" button. You will have the option to enter data for various fields including Task Name, Freelancer Name, Deadline, Payment Terms, Assigned Project, and Status. Additional custom fields that suit your project requirements can also be defined and included.

Once your records are created, you can manage and customize how they are displayed on the Freelancers dashboard through the following features:

1. **Create and Manage Multiple Views:** Access different record views by selecting the "View" dropdown at the top of the dashboard. You can create new views, manage existing views, or clear a view. Admin role is required to perform view-related changes.
2. **Filter by a Column Value:** Filter records by selecting the column title icon and entering the desired filter criteria. Note that filtering is available only on columns where this feature is enabled.
3. **Sort by a Column Value:** Organize your records by selecting a column title and double clicking on it, allowing you to sort in either ascending or descending order.
4. **View Activity History:** Track user actions that modify data by accessing Activity History. Click the three dots on the top right corner of the dashboard and select Activity History for detailed logs.

Managing freelancer tasks with the Appvibe Freelancer Task Coordinator enhances your task tracking and coordination capabilities. With customizable fields and a dynamic dashboard, you can tailor your project management approach to fit any project requirements.

# FAQ

# FAQ

## **What is the object and purpose of this app?**

The purpose of the app is to coordinate tasks and projects with freelancers, ensuring timely delivery and clear communication.

## **What types of feedback can the app track?**

The app supports tracking Freelancer Task Name, Freelancer Name, Deadline, Payment Terms, Assigned Project, and Status. You can also add custom fields for other related fields 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 the app name Freelancer Task Coordinator, 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

Support

# Appvibe Support

## **Overview:**

We are here to help you. The Appvibe Freelancer Task Coordinator app makes it easy to manage and access freelancers within Jira. The app allows a business to coordinate tasks and projects with freelancers, ensuring timely delivery and clear communication.

## **Support Contact:**

If you need further assistance or want to suggest additional features, you can reach us on our Support Page at <https://www.appvibe.com/support>