

# Working With Records

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# Adding and Viewing Records

Adding records to incidents in the Appvibe Incident Management app is straightforward and efficient. Whether you're working at a system, project, or Jira issue level, you can seamlessly integrate and track incident data. The process ensures that all relevant information is systematically recorded for easy retrieval and management.

When adding a record, you can input data for multiple fields, including Incident ID, Category, Severity, Resolution Status, Date Reported, and Assigned Team. Additionally, you can include tags and any custom fields you've defined to tailor the incident record to your specific needs. To begin, simply navigate to the Incidents dashboard page and click the "Create" button.

Within the Incidents dashboard, you have the capability to perform several key actions to manage and organize your incident records:

1. **Create and Manage Multiple Views**

Access the "View" dropdown at the top of the dashboard to create new views, manage existing ones, or clear a view. Note that only users with admin roles can implement changes to these views.

2. **Filter by a Column Value**

Utilize the column title icon to filter data based on your specifications. This feature is available on columns where filtering is enabled, offering a focused view of your incident records.

3. **Sort by a Column Value**

Double-click the column title to sort all records by that specific column. This functionality supports both ascending and descending ordering, enabling efficient data analysis.

4. **View Activity History**

Track all user activities that result in data modifications by clicking the three dots in the dashboard's top-right corner and selecting "Activity History." This ensures transparency and accountability within your incident management process.

In summary, the Appvibe Incident Management app offers a robust interface for adding and managing incident records. From creating tailored views to sorting and filtering data, the dashboard provides developers and project managers with the tools needed to maintain organized and precise incident documentation.