

# Appvibe Microsoft Word Integration

- [Overview of Features](#)
  - [Key Features](#)
- [Getting Started](#)
  - [Installation](#)
- [Working with Links](#)
  - [Add a Link](#)
  - [View a Link](#)
  - [Edit a Link](#)
  - [Delete a Link](#)
- [Advanced](#)
  - [View Link History](#)
  - [Link Permissions](#)
- [Help](#)
  - [FAQ](#)
- [Support](#)
  - [Support and Contact](#)

# Overview of Features

# Key Features

---

## **Feature 1:**

**Add Links:** Embed Microsoft Word links directly into Jira issues for quick access to word documents. This feature streamlines document management, allowing users to integrate critical Word documents effortlessly.

## **Feature 2:**

**Edit Links:** Update or modify embedded Microsoft Word links as the document content changes. This ensures that all linked Word files reflect the most current data and information, maintaining consistency across your Jira tasks.

## **Feature 3:**

**Remove Links:** Remove links when they are no longer relevant. This feature helps keep your Jira issues clean and focused on pertinent documents, reducing clutter and confusion.

## **Feature 4:**

**View Links in Preview and Full Screen:** Preview Microsoft Word content or expand it to full screen, enabling users to read and examine documents in detail without leaving the Jira environment.

## **Feature 5:**

**Sort Links:** Organize Microsoft Word links by custom criteria, name, or date. This feature aids in quickly locating specific documents, enhancing productivity and efficiency.

## **Feature 6:**

**Realign Links:** Adjust the positioning of Microsoft Word links within the Jira issue. This flexibility allows users to customize the layout of their links for better visual organization.

## **Feature 7:**

**View Links in List or Tile View:** Toggle between list or tile layout for viewing links, providing users with options to tailor the display based on their preferences or needs.

## **Feature 8:**

**Manage Permissions:** Control who can view and interact with Microsoft Word links embedded in Jira. Enhanced security and privacy ensure that only authorized personnel can access sensitive or critical documents.

## **Feature 9:**

**View Link History:** Access the history of changes made to each Microsoft Word link. This feature allows teams to track modifications over time, facilitating a better understanding of document evolution and decision-making processes.



# Getting Started

# Installation

---

## **Step 1:**

Log in to Jira

Ensure you are logged in with Admin privileges.

## **Step 2:**

Open the Atlassian Marketplace

In Jira, click on Apps → Explore more apps to open the Marketplace.

## **Step 3:**

Search for **Appvibe Microsoft Word Integration**

Use the search bar to find the app.

## **Step 4:**

Install the App

Click Get app or Try it free.

Confirm the installation and grant the required permissions.

## **Step 5:**

Configure the App

Once installed, go to Manage Apps in the Admin section to ensure it's enabled.

The panel will now appear in your Jira issue view.

## **Step 6:**

Start Using the App to add and view links for Microsoft Word

Open any Jira issue to view, add, or manage Microsoft Word links directly.



# Working with Links

# Add a Link

---

## Step 1:

Inside a Jira issue, click the "Add" button. A form will appear inline, allowing you to enter:

- **Embedded URL** - The link to your Microsoft Word design.
- **Title** - A meaningful name for the design. (optional)

## Step 2:

Click the Add button again to add your Microsoft Word link to the Jira issue.

# View a Link

---

## **Step 1:**

Inside a Jira issue, locate the link you want to view and click the view icon for that link. An inline popup will appear showing your Microsoft Word document.

## **Step 2:**

For full-screen viewing, click the option to expand the document to fit the entire screen.

# Edit a Link

---

## Step 1:

Inside a Jira issue, find the link you want to edit and click the "Edit" from the link dropdown. A form will appear inline, allowing you to edit the following:

- **Embedded URL:** The link to your Microsoft Word design.
- **Title:** A meaningful name for the design. (optional)

## Step 2:

Click the save button again to add your Microsoft Word link to the Jira issue.

# Delete a Link

---

## **Step 1:**

Inside a Jira issue, locate the Microsoft Word link you want to remove.

## **Step 2:**

Navigate to the link, click the menu for that link, and select "Delete."

## **Step 3:**

You will be prompted to confirm if you want to delete this Microsoft Word link.

Advanced

Advanced

# View Link History

---

## **Step 1:**

Install the Appvibe Microsoft Word Integration from the Jira Marketplace to enable tracking of Microsoft Word link modifications within Jira issues.

## **Step 2:**

Once installed, every change to a Microsoft Word link within a Jira issue will be automatically tracked and recorded in the history.

## **Step 3:**

Access the change history at any time, which is stored either at the link level or the Jira issue level, to review all modifications made.

# Link Permissions

---

## Step 1:

Go to the Appvibe Microsoft Word Integration configuration page or click on the permission link from within the link settings in a Jira issue.

## Step 2:

Manage link permissions for users at a system level.

## Step 3:

Assign one of the following permissions to each user:

- **Viewer:** User can see the link in the Jira issue.
- **Editor:** User can add, edit, or remove links in the Jira issue.
- **Admin:** User can manage link permissions for other users.

# Help

# FAQ

---

## **What if the Microsoft Word link doesn't load?**

Ensure the link is public and accessible. If Microsoft Word blocks embedding, try opening it in a new tab.

## **Can I add multiple links to one issue?**

Yes, you can add multiple Microsoft Word links to each Jira issue.

## **How secure are my Microsoft Word links?**

All links and related meta data are stored within Atlassian's Forge platform. Our app data is stored using Forge's hosted storage solutions, which are integrated into Atlassian's cloud infrastructure. This setup ensures that app data benefits from the same data residency features as Atlassian's core products, allowing administrators to control where the data is hosted.

# Support

# Support and Contact

---

## **Overview:**

The Appvibe Microsoft Word Integration app streamlines the process of handling and accessing Microsoft Word documents directly within Jira. By integrating Word seamlessly, your team can stay concentrated on their work without needing to navigate between different platforms.

## **Support Contact:**

For additional help, please contact your Jira administrator or visit our Support Page at <https://www.appvibe.com/support>