

# Working With Records

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# Adding and Viewing Records

Adding Records to the Product Roadmap Tracker is straightforward. Whether you're working at a system, project, or Jira Issue level, you can seamlessly augment your roadmap by adding new records. This facilitates efficient planning and monitoring of your project's progress.

In the Product Roadmap Tracker, you can add the following fields: Feature Name, Priority, Release Version, Status, Owner, Expected Release Date, and any custom fields you have configured. To add a record, navigate to the Product Roadmap dashboard page and click the "Create" button. Enter the required information for fields such as Feature Name, Priority, Release Version, Status, Owner, Expected Release Date, and any tags or custom fields relevant to your needs. Once created, these records become part of your Product Roadmap, instantly visible in the dashboard.

## 1. **Create and Manage Multiple Views**

Within the dashboard, you can handle multiple views by using the "View" drop-down at the top. This allows you to create new views, manage existing ones, or clear a view. Note that changes to views require admin role permissions.

## 2. **Filter by a Column Value**

Filtering is available for columns with enabled filters. You can apply filters by selecting the column title icon and specifying the criteria. This helps in focusing on specific data sets.

## 3. **Sort by a Column Value**

Sorting records can be achieved by clicking on the column title. Double-clicking allows you to sort in either ascending or descending order, providing a clearer view of your data.

## 4. **View Activity History**

All modifications by users are logged. Detailed activity history can be accessed by clicking the three dots at the top right of the dashboard and selecting "Activity History."

In summary, the Product Roadmap Tracker app simplifies the process of adding and managing records, ensuring you can keep a meticulous track of your project goals and progress. With features to create, filter, sort, and audit activities, it empowers you to maintain a detailed and organized project roadmap.