

Working With Records

- [Adding and Viewing Records](#)

Adding and Viewing Records

Adding records to the Appvibe R&D Task Manager is straightforward and flexible, allowing you to contribute data at a system, project, or individual Jira Issue level. This feature is designed to simplify the process of managing research-related data, crucial for maintaining comprehensive records of experiments and projects within Jira.

When adding a record, you are required to input specific details about the experiment. These include the Experiment Name, Objective, Lead Researcher, Status, Start Date, and End Date. Additionally, you can add tags for categorization and any custom fields you have defined to tailor the data capture to your team's needs. To add a record, navigate to the Research dashboard page and click the Create button. Enter the necessary data and submit to store the record. These records are viewable and manageable from the Research dashboard.

1. **Create and Manage Multiple Views:** You have the option to create, manage, and clear views using the View dropdown located at the top of the dashboard. This capability requires admin role permissions and allows for customized data perspectives that fit your project needs.
2. **Filter by a Column Value:** You can refine your data by utilizing the filter function on enabled columns. Click the column title icon and input your desired filter criteria to display only the relevant records.
3. **Sort by a Column Value:** Organize your records by sorting them via any column. This is accomplished by selecting the column title and double-clicking it to toggle between ascending and descending order, thereby facilitating quick data analysis.
4. **View Activity History:** All modifications to the data are tracked and can be reviewed for auditing and transparency purposes. Access these details by selecting the three dots in the upper-right corner of the dashboard and choosing Activity History.

By leveraging these features, you can efficiently manage and monitor your research tasks, ensuring that all relevant data is captured and accessible for your team.