

Configuration

- Setup and Customization

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Navigating to the configuration and setup of the Appvibe Recruitment Pipeline is straightforward. Begin by accessing the **Manage Apps** section in Jira, locate the Appvibe Recruitment Pipeline, and click on the **Configuration** button. This will redirect you to the configuration page, where you can manage Roles and Permissions, view and configure System Fields, set up Custom Fields, and tailor Conditional Formatting.

Roles and Permissions

The Appvibe Recruitment Pipeline app provides three distinct roles:

1. **Admin:** This is the super role, granting full access to all configurations and setup activities, including assigning roles.
2. **Editor:** Users with this role can update and view all Recruitment Pipeline data.
3. **Viewer:** This role allows users to view but not update Recruitment Pipeline data.

Here, an administrator can assign these roles to any Jira groups. By default, Jira Administrators have access to the Recruitment Pipeline configuration screens.

System Fields

The app comes with predefined Recruitment Pipeline fields as base necessities for managing recruitment data. These fields include:

- Candidate Name
- Position Applied
- Stage
- Interview Date
- Assigned Recruiter
- Status
- Tags

These fields are essential for tracking the recruitment process efficiently.

Custom Fields

Should you need additional fields, the configuration page allows you to create them. By selecting the **Add Field** button, you can set up new fields with the following options:

- **Field Key:** A unique identifier for the field.
- **Field Label:** A descriptive label for the key.
- **Field Type:** Choose the data type from Text, Number, Date, Select, or Multi-Select.
- **Required:** Determine if this field must be filled out.
- **Sortable:** Specify if this field can be sorted.
- **Filterable:** Decide if this field can be filtered in views.

Conditional Formatting

Conditional Formatting in the Recruitment Pipeline app allows you to apply visual formatting based on specific field values. When conditions are met, you can customize labels and highlight colors to enhance data readability and prioritize key information.

Summary

Setting up the Appvibe Recruitment Pipeline app is a streamlined process that integrates seamlessly with Jira. By configuring roles, defining system and custom fields, and applying conditional formatting, you can tailor the app to fit your recruitment needs effectively. With these configurations in place, managing your recruitment processes becomes a more organized and visually intuitive task.