

# Working With Records

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# Adding and Viewing Records

Adding Records to the Appvibe Recruitment Pipeline is an efficient process designed to streamline your hiring management efforts. Records can be added at system, project, or Jira issue level, making it adaptable to your specific needs. This integration ensures that all recruitment-related data is well-documented and easily accessible within your existing Jira environment.

When adding a record, provide information for fields such as Candidate Name, Position Applied, Stage, Interview Date, Assigned Recruiter, and Status. Additionally, you can fill in any custom fields you have defined to further tailor the app to your recruitment process needs. Begin by navigating to the Recruiting dashboard page and clicking the Create button. Enter the data for all necessary standard and custom fields.

1. **Create and Manage Multiple Views:** In the dashboard, select the View dropdown at the top to create a new view, manage existing views, or clear them. Note that you must have admin privileges to make changes to a view.
2. **Filter by a Column Value:** The dashboard allows you to filter data by selecting the column title icon and entering your criteria. This feature is available only for columns that have filtering enabled.
3. **Sort by a Column Value:** You can organize your records by selecting and double-clicking a column title to sort it. Records can be sorted in either ascending or descending order.
4. **View Activity History:** To access a log of all user activity that modifies data, click the three dots in the top right corner of the dashboard and select Activity History. This ensures transparency and accountability in recruitment processes.

In summary, the Appvibe Recruitment Pipeline for Jira simplifies the process of adding and managing recruitment records. With an intuitive dashboard interface, it provides functionalities to customize views, filter, sort, and track activities efficiently, enabling better recruitment project management.