

Creating Records on a Board

Last Modified on 14/03/2019 2:46 pm AEDT

To create a record on a Board:

1. Select the Configure icon in the top right corner.
 2. In the Left Navigation Area, hover on the board you want and select the Configure icon. The menu appears.
 3. Select **Board Properties**. The Board Properties dialog appears.
 4. Select the **Show quick add** checkbox.
 5. Select **OK**. The New item field appears at the top left of the Board.
 6. Type a value in the **New item** field.

 7. Select the + icon to add the value to the board.
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