


How do I view the Assignee View Board?

From the Agile Delivery page select the “Assignee View” tab. From here you can select the Assignee to see their assigned project tasks. To select the assignee click on the drop-down list icon () on the “Assignee” box and click on a user from the list. Once selected the board will populate with their tasks.

How do I configure the Assignee View Board?

This is the same as configuring the Sprint Board (See the Quick Reference on Sprint and Project Boards).



How do I changes project tasks, columns and swim lanes on the Assignee View Board?

This is the same as for the Sprint Board (See the Quick Reference on Sprint and Project Boards).

How do I create users to assign to projects and project tasks?

From the “Agile Delivery” page select the “Admin” tab. From the “Admin” page you will be on the “Users” tab. Below this is the User Management grid.








Follow these steps:

1. Select the icon in the last column that has a plus sign on a blue square background ().
This will add a row below the grid header.
2. Enter the name of the person under the “Label” column, a description if required under the Description header and if they have a Jalapeno User ID you can link them to this under the User column.
3. Select the save icon () in the last cell of the row to save the row.
4. Repeat from step 1 for any other users you want to add.

(See the Quick Reference on Grids for more information)


Project Delivery


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Sprint Views **Assignee View** Facet View Admin 



Sprint Views Assignee View Facet View **Admin** 

