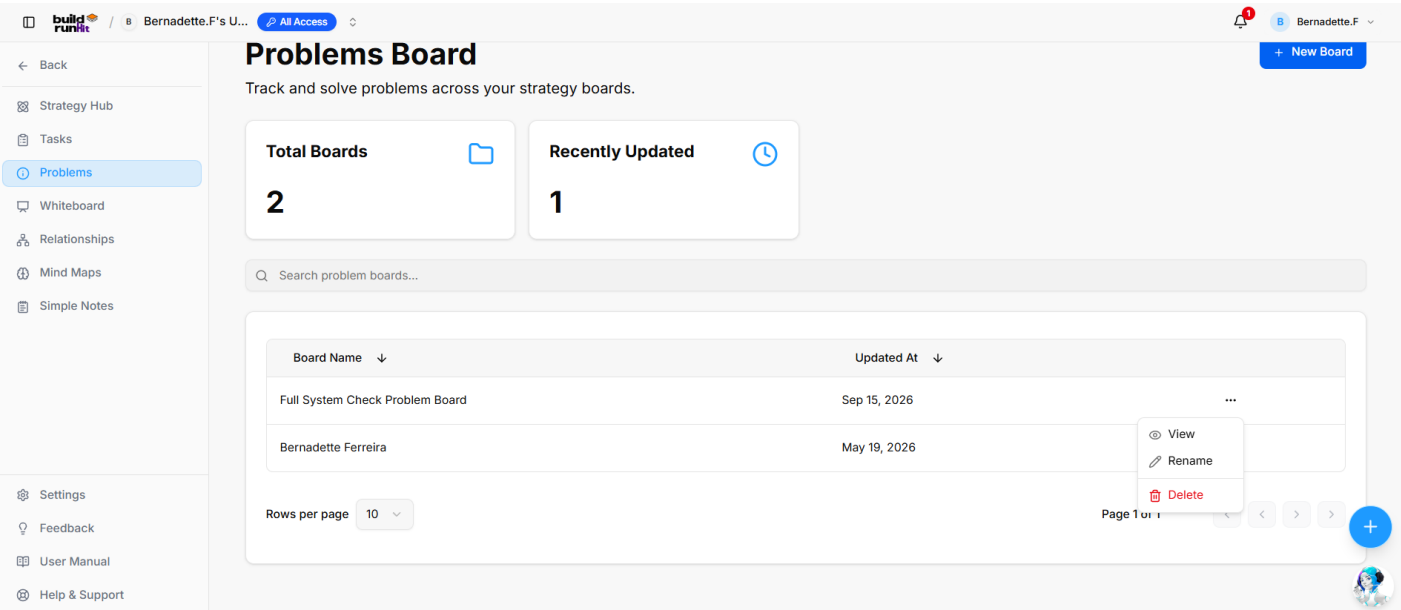


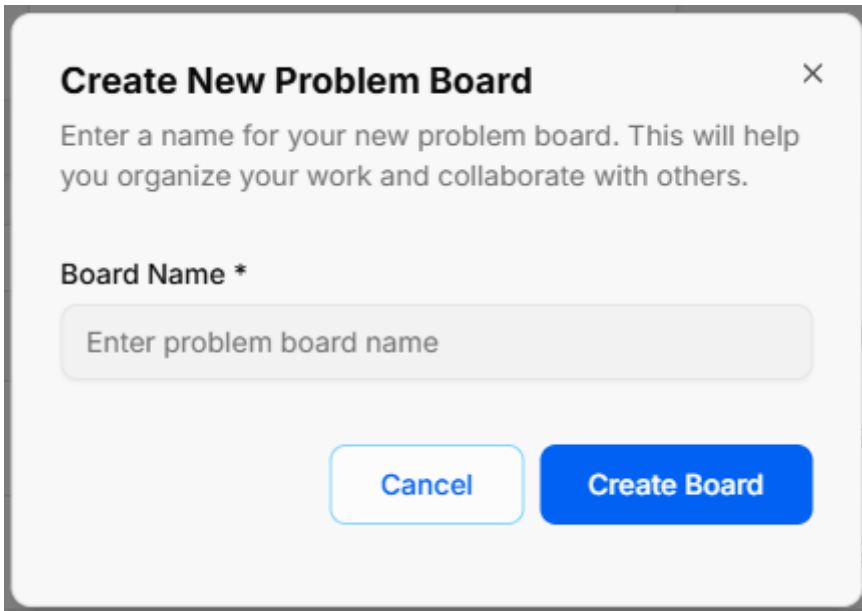
BuildRunKit Strategy Hub: Problems Sub-Section

BuildRunKit Strategy Hub: Problems Sub-Section



The **Strategy Problems** sub-section offers a dedicated board layout for organizing, tracking, and resolving operational roadblocks across your workspace.

Create New Problem Board

A modal dialog titled "Create New Problem Board" with a close button (X) in the top right corner. Below the title is a descriptive text: "Enter a name for your new problem board. This will help you organize your work and collaborate with others." There is a text input field labeled "Board Name *" with a placeholder text "Enter problem board name". At the bottom of the modal are two buttons: "Cancel" and "Create Board".

Create New Problem Board ×

Enter a name for your new problem board. This will help you organize your work and collaborate with others.

Board Name *

Enter problem board name

Cancel Create Board

- **Open Modal:** Click the blue + **New Board** button at the top right of the main directory view, or select + **Create new board** from the board selector dropdown menu.
- **Enter Board Name:** Type your desired title into the required **Board Name *** input field (*Enter problem board name*).
- **Confirm Creation:** Click **Create Board** to generate your new board canvas, or select **Cancel** to exit without saving.

Summary Metrics

Top KPI cards highlight board counts and recent activity:

- **Total Boards:** Tracks the overall number of created problem boards (e.g., 2).
- **Recently Updated:** Counts problem boards with recent activity or modifications (e.g., 1).

Directory Controls & Search

- **Search problem boards...:** Global filter input for locating boards by name.
- **Rows per page:** Dropdown selector to set board density per page (e.g., 10).
- **Pagination:** Directional controls to step through board directory pages (e.g., *Page 1 of 1*).

Problems Table Data Columns

- **Board Name:** Title assigned to the problem board (e.g., *Full System Check Problem Board, Bernadette Ferreira*). Includes a sort arrow.

- **Updated At:** Date of the most recent changes (e.g., *Sep 15, 2026, May 19, 2026*).

Includes a sort arrow.

Row Actions Menu (...)

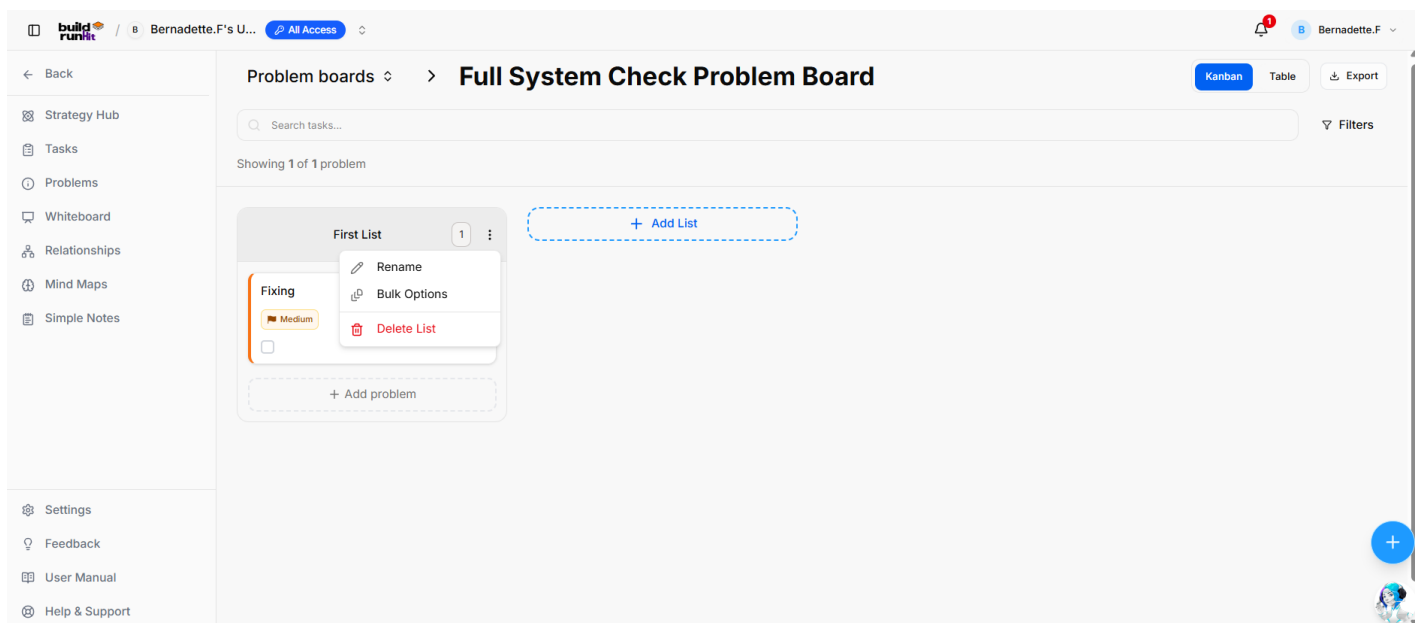
Clicking the three dots icon on any board row displays quick options:

- **View:** Opens the selected problem board workspace.
- **Rename:** Displays an inline input to update the board title.
- **Delete:** Removes the problem board record from the system.

Header & Action Buttons

- **+ New Board:** Primary blue action button to open the problem board setup interface.

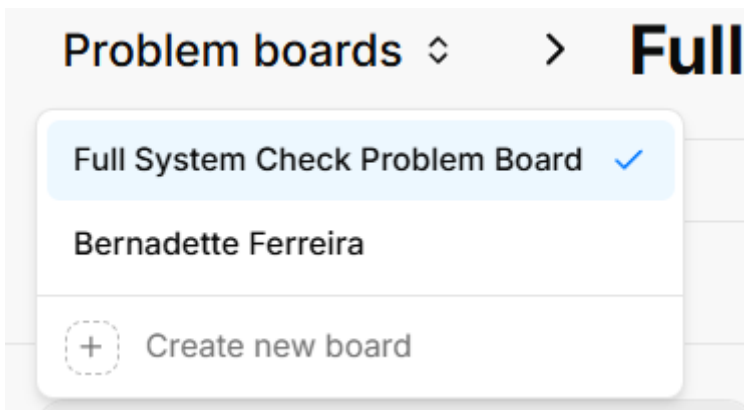
Strategy Problems



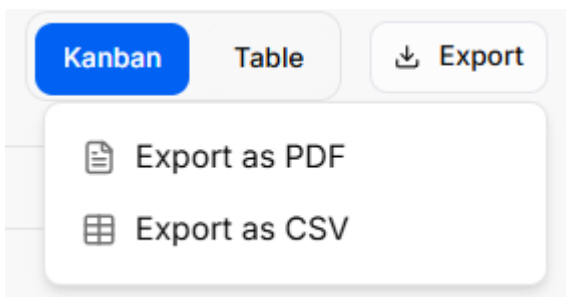
The **Strategy Problems** sub-section offers a dedicated board layout for organizing, tracking, and resolving operational roadblocks across your workspace.

Header Controls & Board Selection

- **Problem Boards Selector:** Dropdown menu showing the active board name (*Full System Check Problem Board*) with options to switch between available boards (*Bernadette Ferreira*) or click **+ Create new board**.



- **View Switcher:** Toggle options to switch the canvas layout between **Kanban** view and **Table** view.
- **Export Menu:** Action button to download problem items, offering options to **Export as PDF** or **Export as CSV**.

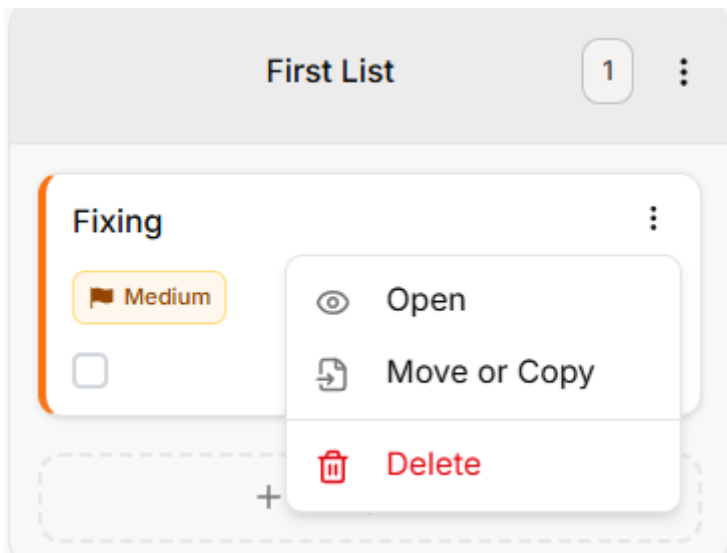


- **Search & Filters:** Input field (*Search tasks...*) with a **Filters** button to narrow down displayed problem cards.

List Management & Status Columns

- **List Container:** Custom status columns (e.g., *First List*) displaying total contained items in a numerical badge (e.g., **1**).
- **List Quick Menu (...)**: Context menu on column headers with options to:
 - **Rename:** Change the list title.
 - **Bulk Options:** Apply batch updates across all problems in the column.
 - **Delete List:** Remove the entire column from the active board.
- **+ Add List:** Dashed action box to generate new workflow columns.
- **+ Add problem:** Dashed button at the bottom of lists to log a new problem item.

Problem Cards & Quick Actions



- **Problem Card:** Visual card showing the title (e.g., *Fixing*), priority tag (e.g., *Medium*), and completion status.
- **Card Quick Menu (...):** Options accessible directly on individual cards:
 - **Open:** Launch full problem details, discussion comments, and attachments.
 - **Move or Copy:** Re-assign the card across different lists or boards.
 - **Delete:** Permanently remove the problem item from the board.

Strategy Hub: How to Create and Edit Problems

Creating a New Problem

×

Task title...

● Mark as done

No assignee

Pick a date

Add External Assignee +

Priority

Color

— Medium

Orange

Description

Template

Add a description...

0 / 3000

Save description as a template

Cancel

Create Problem

- **Open Create Modal:** Click the dashed + **Add problem** button at the bottom of any column on your problem board canvas.
- **Enter Problem Title:** Type the name of the issue into the **Task title...** field at the top of the modal.
- **Assign & Classify:** Select team members via the **Assignee** dropdown (or use **Add External Assignee +**), set a **Due Date**, and assign a **Priority** level and **Color** tag (e.g., *Orange*).
- **Add Description & Details:** Input notes into the **Description** field, apply a layout via the **Template** menu, or enable **Save description as a template** for future issue logging.

- **Save Problem:** Select **Create Problem** to add the card to your board, or click **Mark as done** if the issue is already resolved.

Editing Problem Details

×

Details

Comments

Attachments

 **Fixing**

Created by Bernadette.F on Sep 15, 2026 at 02:48 PM

● Mark as done

Assignee

No assignee 

[Add External Assignee](#) +

Due Date

Pick a date 

Priority

— Medium 

Color

 Orange 

Description

 Template 

Add a description...

 Delete

Cancel

Save Changes

- **Open Edit View:** Click any problem card or select **Open** from the card's action menu () to display the modal tabs.
- **Update Properties:** Edit fields within the **Details** tab, such as title, assignee, deadline, priority, or description.
- **Save or Remove:** Select **Save Changes** to preserve updates, or click **Delete** in the bottom corner to remove the problem card completely.

Adding Comments & Attachments

×

DetailsCommentsAttachments

Add a comment...

Add Comment



No comments yet. Be the first to add one!

×

DetailsCommentsAttachments

FilesUpload


Drag & drop files here, or click to select
Up to 5 files, 20 MB max each
Images, PDFs, Office docs, archives, CSV, JSON, XML, Markdown

- **Post Updates:** Switch to the **Comments** tab to type notes in the text box and select **Add Comment** to keep team members informed.
- **Upload Files:** Switch to the **Attachments** tab under **Upload** to drag and drop supporting files (up to 5 files, 20 MB max each; accepts images, PDFs, Office docs, archives, CSV, JSON, XML, and Markdown) or view existing uploads under **Files**.

Revision #5

Created 2026-05-19 13:11:25 UTC by Bernadette F

Updated 2026-09-15 13:20:13 UTC by Bernadette F