

Airtable README Maintenance Guide - Nubis Team Feedback

Manual Interventions

When to use:

- Automation fails → [link records](#) manually
- Individual submits form **late** → [override "Period"](#)

How To

Override "Period"

1. Go to table "**Nubis Team | 2 Month Check-In**"
2. Locate the relevant record
3. In the field `Manual Period Override`, enter the **correct period**

NOTE:

Automation **should** automatically populate `Link to Nubis Team | 2 Month Retro Summary`

Tested & verified: If a different value is pasted into `Manual Period Override`, the `Link to Nubis Team | 2 Month Retro Summary` field updates accordingly

If it does not update → refer to [link records](#)

CRITICAL FORMATTING:

Must match the format of the `Period` field for correct linking:

`Month YYYY – Month YYYY`

SUGGESTION: Copy-paste directly from the `Period` field of the desired retro summary

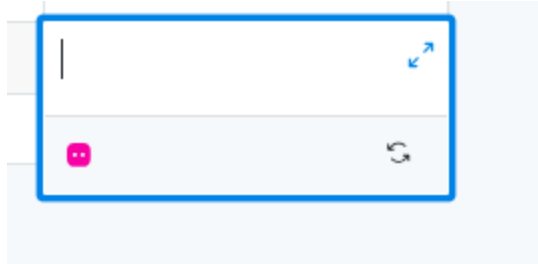
Link Records (Manually)

1. Go to table "**Nubis Team | 2 Month Check-In**"
2. In the `Link to Nubis Team | 2 Month Retro Summary` column:
 - **Drag across** the correct value from either:
 - `Period` column

- Manual Period Override column
 - **OR** copy-paste the value directly
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(Re-) Generate AI Summary

1. Navigate to the relevant cell in "**Nubis Team | 2 Month Retro Summary**"
2. Click the cell
3. Select "**Regenerate**"



End of Document

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