Airtable README Maintenance Guide - Nubis Team Feedback

> ⚠️ **Forms should always be submitted in the month after feedback period**
>
> This is because of how the `Period` is determined in "Nubis Team | 2 Month Check-In" table
>
> ```
> CONCATENATE(
> DATETIME_FORMAT(DATEADD({Date Created}, -2, 'month'), 'MMMM YYYY'),
> ' - ',
> DATETIME_FORMAT(DATEADD({Date Created}, -1, 'month'), 'MMMM YYYY')
> )
> ```
>
> The 'span' (period) is calculated *based on* 2 to 1 month prior to date *form was submitted* which then groups the entries (records) for a holistic overview in "Nubis Team | 2 Month Retro Summary" table
>
> Therefore if submitted in February then `Peirod` will be calculated as `Dec - Jan` but actually should have been `Jan - Feb` which would have been the case had form been submitted in March
>
> **Note** if suspect this error refer to [Override "Period"](#)

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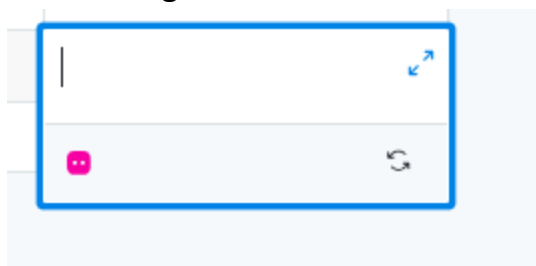> **SUGGESTION:** Copy-paste directly from the `Period` field of the desired retro summary

> 👆 **May have to go delete any unwanted periods generated in "Nubis Team | 2 Month Retro Summary" table**

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

(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

Last updated: November 13, 2025