

# **How to Submit Bugs?**

## Submit Bugs from Overview

- 1. Navigate to **Overview** > **Bugs** on the left navigation panel.
- 2. Click **Submit Bugs** in the top-right corner, select a project from the drop-down.
- 3. Add an Bug Title and select an Assignee to handle the bug.
- 4. Fill in the other fields (both default and custom fields will be shown on the form) and then click Add.
- 5. Click **Add More** to submit more bugs.
- 6. Alternatively, click **Submit bug** in the cell, enter bug Title and select the project from the drop-down.

#### Submit Bugs in List View

- 1. Select a project either from the Recent Projects section or the Projects tab in the left navigation panel.
- 2. Click B**ugs** in the top band and open List view.
- 3. Click **Submit Bug** in the cell.
- 4. Enter Bug Title and click Enter/return on your keyboard.

	PR-139 Donnelly Apartments Construction Open De	New Bug Donnelly Apartments Construction
	Dashboard Bugs Milestones Forums Reports	
		Bug little
		Limited gate pass for derivery
		Description
		B I U S Lato ∨ 13 ∨ A 🛯 Ξ ∨ Ξ ∨ Ξ ∨ 🔅 🔅
	DC-197 Faulty plumbing, Check and fix	Need 5 mere gete percent for reacting work
		Need 5 more gate passes for rooming work
	DC-190 Design Mismatch	
	DC-168 As a user, I would like to receiv	
	DC-167 Replace defective switches. Wi	Drop files or add attachments here Maximum 10 files
		Reminder 🕡
	DC-162 Issue in design format	None
	DC-161 Marketing video script review	Add Followers
		Alicia Jones ×
	DC-158 Streamline support tickets	
	DC-154 On click of 'Switch to normal m	Kuilid Owner Add To Zoho Sprints
Website Design Templates		Add Add More Cancel

## **Bug Prefix and ID**

Bugs will have a unique ID with a prefix preceding the ID. For example, if the Bug Prefix is set as TW, then Bug ID will be TW-I1, I is for Bug. Bug Prefix is automatically set when <u>creating a new project</u>. Bug Prefix can be changed while editing a project.

- 1. Use Bugs ID to search for Bugs.
- 2. # mention an Bug using Bug ID in feeds, status, and comments.

#### Submits Bugs in Kanban View

- 1. Select a project either from the Recent Projects section or the Projects tab in the left navigation panel.
- 2. Click **Bugs** in the top band and open Kanban view.
- 3. Click **Submit Bug** in the top-right corner, select a project from the drop-down.
- 4. Add an Bug Title and select an Assignee to handle the Bug.
- 5. Fill in the other fields (both default and custom fields will be shown on the form) and then click Add.
- 6. Click **Add More** to submit more Bugs.

#### **More Reads**

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