



Global Add

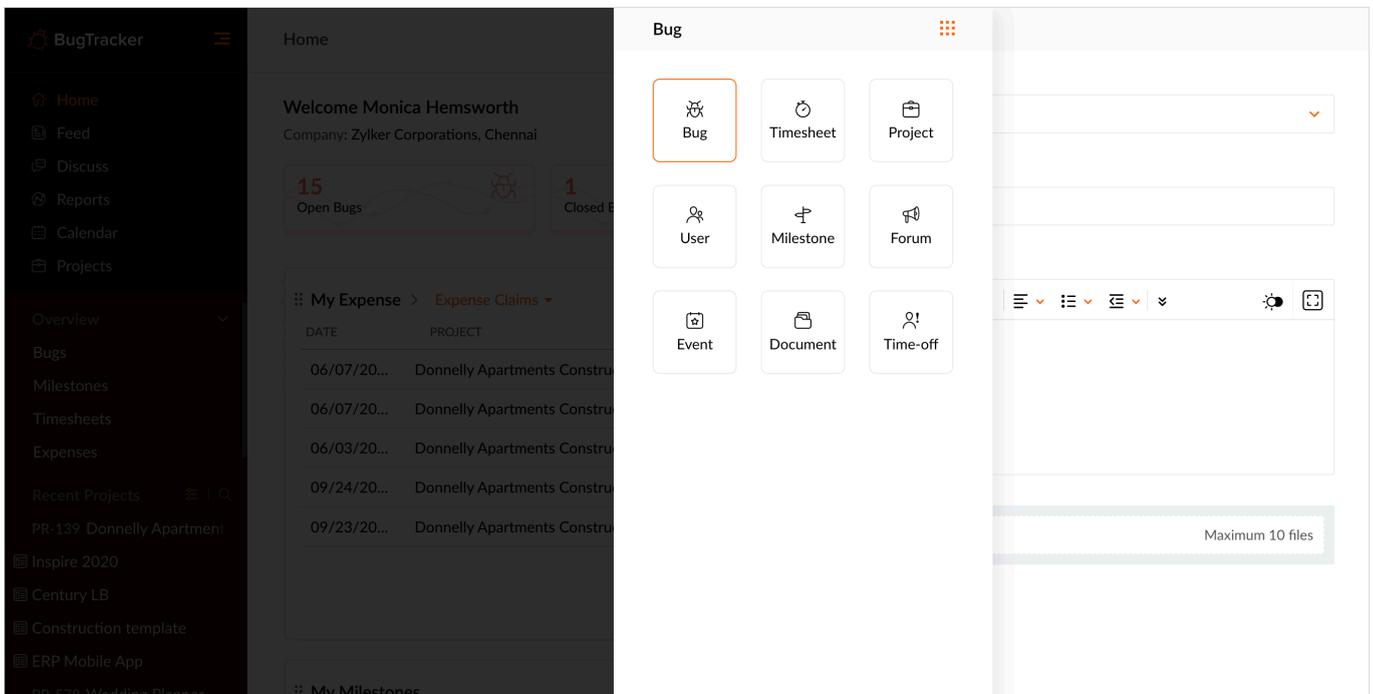
Global Add makes it easy to add bugs, phases, timesheets, forums, projects, and users without navigating to their specific modules. Simply click  on the upper right corner of the top band to add new entries.

Benefits:

- Add work items from any page.
- Add work items without leaving the current page.
- Immediately open the work item if needed.

Bug

1. Click  in the top band of Zoho BugTracker.
2. Hover over  to view more options.
3. Select *Issue*.
4. Fill in the details and click **Add**. Click **Add More** to save and add another task.



Phase

1. Click  in the top band of Zoho BugTracker.

2. Hover over  to view more options.
3. Select *Phase*.
4. Fill in the details and click **Add**.
 - Select *Internal* if the visibility is only to the project users.
 - Select *External* if the visibility is to both client and project users.
5. Click **Add** to save the new phase.

Timesheet

1. Click  in the top band of Zoho BugTracker.
2. Hover over  to view more options.
3. Select *Timesheet*.
4. Fill in the details and click **Add**.

Forum

1. Click  in the top band of Zoho BugTracker.
2. Hover over  to view more options.
3. Select Forum.
4. Enter a title for your forum, type a brief on your title in the Description section, attach files, and choose a Category (if any).
5. Click **Publish** to post the forum.

Project

1. Click  in the top band of Zoho BugTracker.
2. Hover over  to view more options.
3. Select Project.
4. Fill in the details and click **Add**.

Users

1. Click  in the top band of Zoho BugTracker.
2. Hover over  to view more options.
3. Select *Users*.
4. For Existing Users, select the email addresses of the user and then click **Add**.
5. For New Users, enter the email addresses, select the *Role*, *Profile*, and enter the *Rate Per Hour*. Click **Add**.

Events

1. Click  in the top band of Zoho BugTracker.
2. Hover over  to view more options.

3. Select *Event*.
4. Select a project and enter an event title.
5. Set the start and end date for the event.
6. Schedule a reminder, add a location, and add comments if required.
7. Set a frequency for the event.
8. Click **Save**.

Documents

1. Click  in the top band of Zoho BugTracker.
2. Hover over  to view more options.
3. Select *Document*.
4. Select a project.
5. Attach your files and click **Add**.

Time-Off

This requires [Zoho People integration](#).

1. Click  in the top band of Zoho BugTracker.
2. Hover over  to view more options.
3. Select *Time-Off*.
4. Fill in the details and submit.

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