



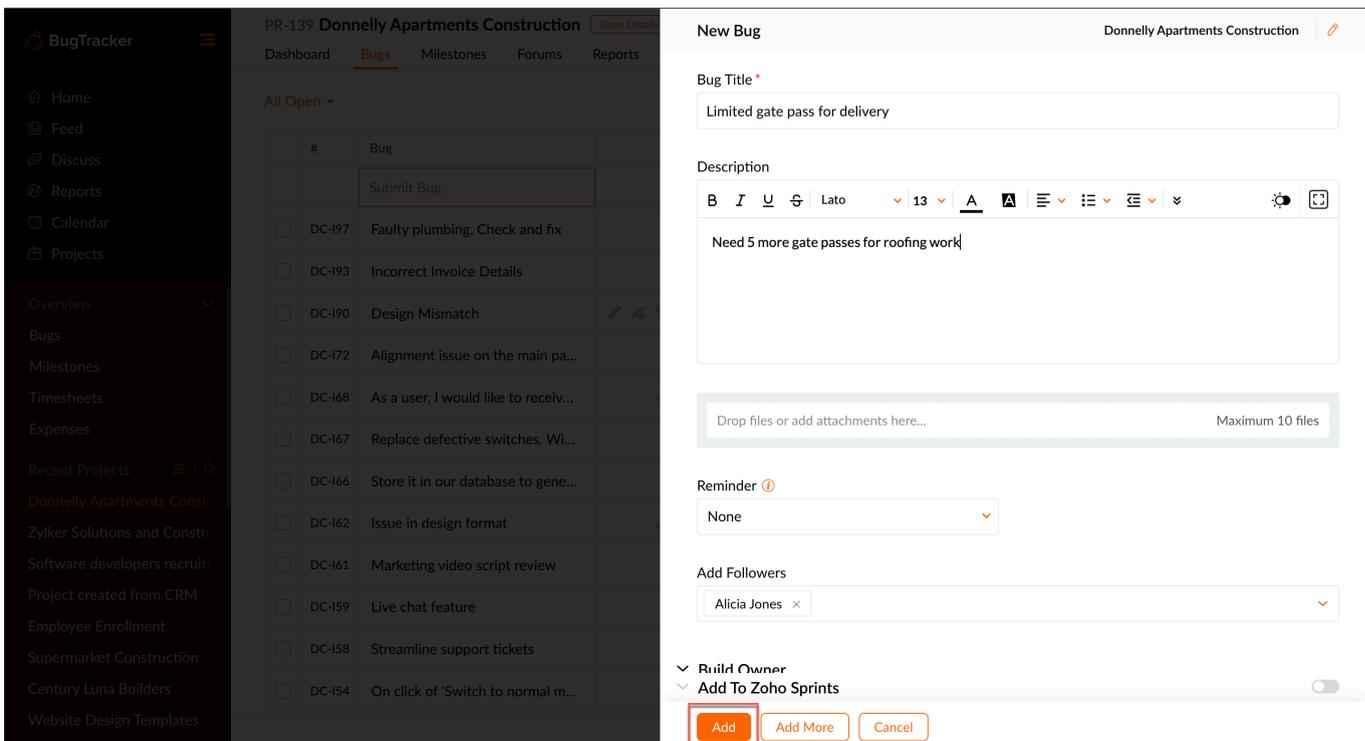
# How to Submit Bugs?

## 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 **Bugs** 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.



## 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 [creating a new project](#). 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.

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### More Reads

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