



Bug Custom Views

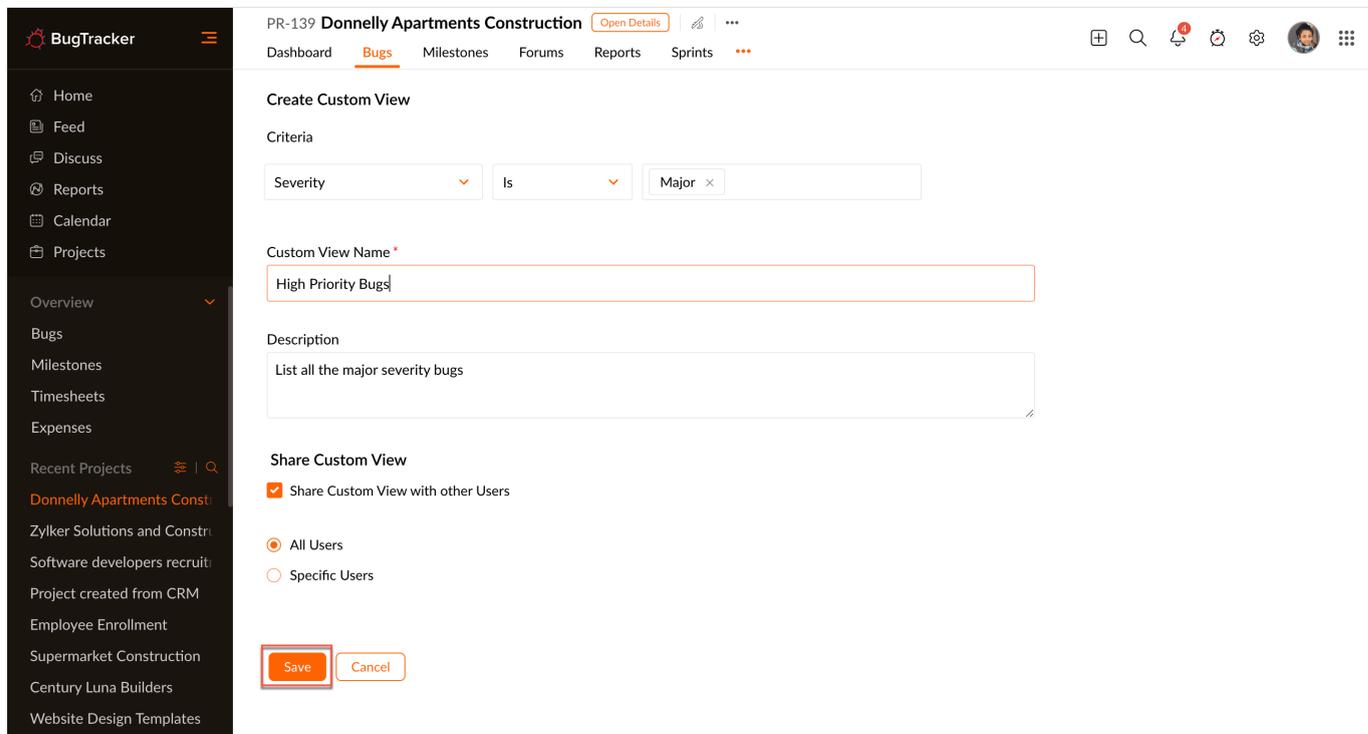
Custom views display bugs that match specific criteria defined by you. A custom view can be set for your own use, for all users, or for a specific set of users.

Benefits

- View bugs that are most relevant
- Use multiple criteria to create custom views
- Create custom views for self or for other users
- Set a view as favorite

Create Custom View

1. Navigate to a project from the Recent Projects section or the Projects tab and select a project.
2. Click **Bugs** tab in the top band. Open List/Kanban view.
3. Use the view drop-down.
4. Click + **Create Custom View**.
5. Select the criteria to create the custom view.
6. Add additional criteria by hovering over a criteria and clicking .
7. Enter Custom View Name.
8. Add a description if needed.
9. Select accessibility criteria under Accessibility. Accessibility can be set for self, all users, or for specific users by selecting the relevant option.
10. Click **Save** to save the custom view.
11. The custom view can be accessed from the view drop-down under Custom Views section.



Save Custom View

Save filter selection a new custom view. Custom view can be saved for own use, for selected users, or for all users.

To save a custom view, select filter options to establish a criteria.

1. Click , choose the required filter options and click Find. Bugs matching the filter criteria will be displayed.
2. Click Save as.
3. If you click Existing Custom View, your filter selection is added to an existing custom view.
4. If you click New Custom View, continue with the below instructions. Your filter selection is saved as a new custom view.
5. Choose the required fields in Criteria.
6. Click  to add a new criteria in the custom view.
7. Click  to add a group of criteria within existing criteria.
8. Enter a Custom View Name, Description, and select the Accessibility.
9. Click **Save** to finish creating the custom view.

 Users can access the Save as option only when they create a custom view or have permission to edit the custom view.

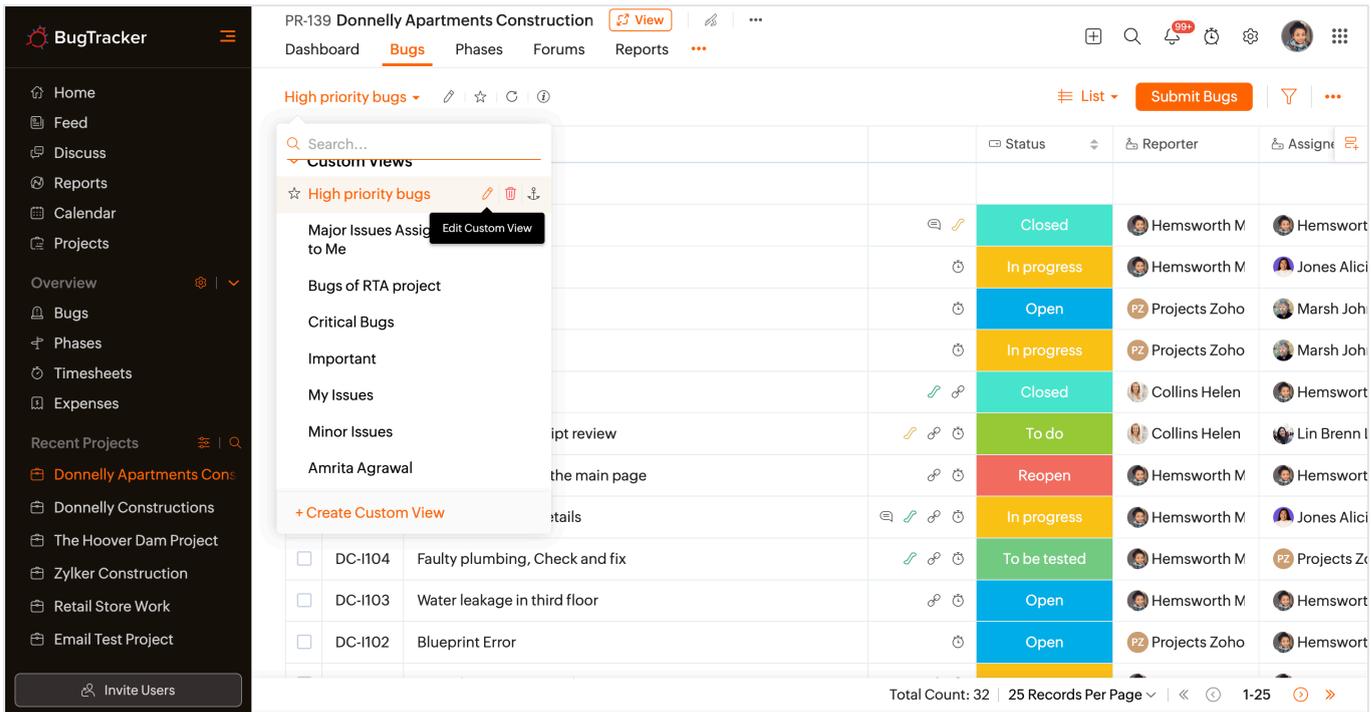
Favorite Views

Favorite views displays the list of all your favorite custom and predefined views.

1. Hover over the selected custom or predefined view to enable and then click ☆ to add that view to the Favorite Views.
2. If required, you can remove a view from favorites by clicking the ☆.

Edit or Delete Custom Views

1. Custom views can be edited or deleted by hovering over the custom view and selecting the required option.
2. Alternatively, if you are in the custom view, click the edit icon next to the view name to edit it.



The screenshot displays the BugTracker interface for a project named "PR-139 Donnelly Apartments Construction". The main view is "High priority bugs". A dropdown menu is open, showing a list of custom views. The "High priority bugs" view is selected and highlighted. The menu options include "Major Issues Assigned to Me", "Bugs of RTA project", "Critical Bugs", "Important", "My Issues", "Minor Issues", and "Amrita Agrawal". The "Edit Custom View" option is visible next to the selected view. The main table shows a list of bugs with columns for Status, Reporter, and Assignee. The status column is color-coded: Closed (green), In progress (yellow), Open (blue), To do (green), Reopen (red), and To be tested (green).

Status	Reporter	Assignee
Closed	Hemsworth M	Hemsworth
In progress	Hemsworth M	Jones Alici
Open	Projects Zoho	Marsh Joh
In progress	Projects Zoho	Marsh Joh
Closed	Collins Helen	Hemsworth
To do	Collins Helen	Lin Brenn I
Reopen	Hemsworth M	Hemsworth
In progress	Hemsworth M	Jones Alici
To be tested	Hemsworth M	Projects Zc
Open	Hemsworth M	Hemsworth
Open	Projects Zoho	Hemsworth

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