Bug Kanban View

Kanban cards are an easy and dynamic way to visualize your bug workflow. In Kanban view, bugs are arranged on Kanban boards with each board representing either Status (the default and custom status created for the bug), Severity (the severity of the bug), Module (the module the bug belongs to), Classification (the type of bug), or Reproducible (whether the bug is reproducible or not) such as To be tested, In progress, Complete and so on so that every team member knows what's required to be done at any time.

Benefits

- Visualize workflows using Kanban cards
- Reorder bugs workflow
- Use color codes to identify different status
- Drag and drop bugs from one status to another (if the workflow is defined)

Global Kanban View

Global Kanban View displays bugs as cards across projects. Click **Bugs** under Overview section in the left navigation panel to access the Global Bugs. In Kanban view, bugs can be viewed based on the Bug Key, Project name, Image Preview, and Bottom Tray.

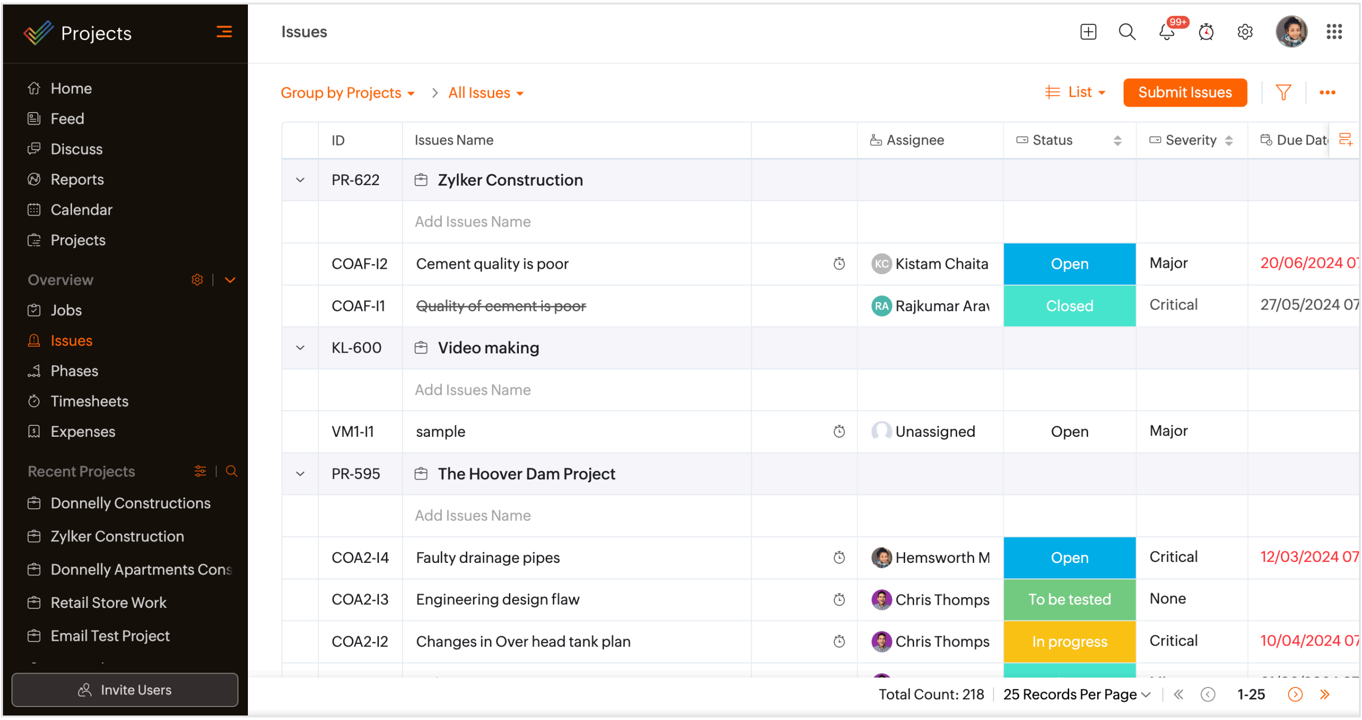
1. Click on to Customize Columns.
2. Click to collapse the bug column and click to expand it.
3. Drag and drop bug cards across status to change bug status. Each Kanban board represents an bug status.
4. Use **Show option** drop-down to show or hide Bug key, Project name, Image preview, and Bottom tray in the card.

Project Kanban View

1. Select a project from the Recent Projects section or from the Projects tab in the left navigation panel and then click **Bugs** in the top band.
2. Select Kanban from the drop-down.
3. Bugs can be viewed based on the Bug Key, Image Preview, and Bottom Tray. Use Show options drop-down to show or hide Bug key, Image preview, and Bottom tray in the card.

Predefined Views

1. View Bugs based on preset views.
2. Select a preset view from the drop-down menu. Hover over a view, click to add it to Favourite Views or click to set it as the default view.
    - All Bugs: This view lists all of the Bugs in the project, regardless of their status.
    - All Open: This view lists all of the open bugs in the project, including overdue and currently due bugs.
    - All Closed: This view lists all of the closed bugs in the project.
    - My Open: This view lists all of the open bugs that are assigned to the currently logged in user.
    - My Closed: This view lists all of the closed bugs that are assigned to the currently logged in user.
    - Unassigned: This view lists all of the bugs that are not assigned to any user.
    - Overdue & Open: This view lists all of the bugs that are past their due date and yet to be completed.
    - Created Today: This view lists all of the bugs that were created on the current day.
    - Bugs I Follow: This view lists all of the bugs that the currently logged in user is following.
    - Escalated Bugs: This list lists all escalated bugs based on the selected escalation levels.
    - Assigned Via Pick List: This view lists all of the bugs that have been assigned via a pick list.
    - Bugs Associated to Team: This view lists all of the bugs that are associated with the currently logged in user's team.



Custom Views

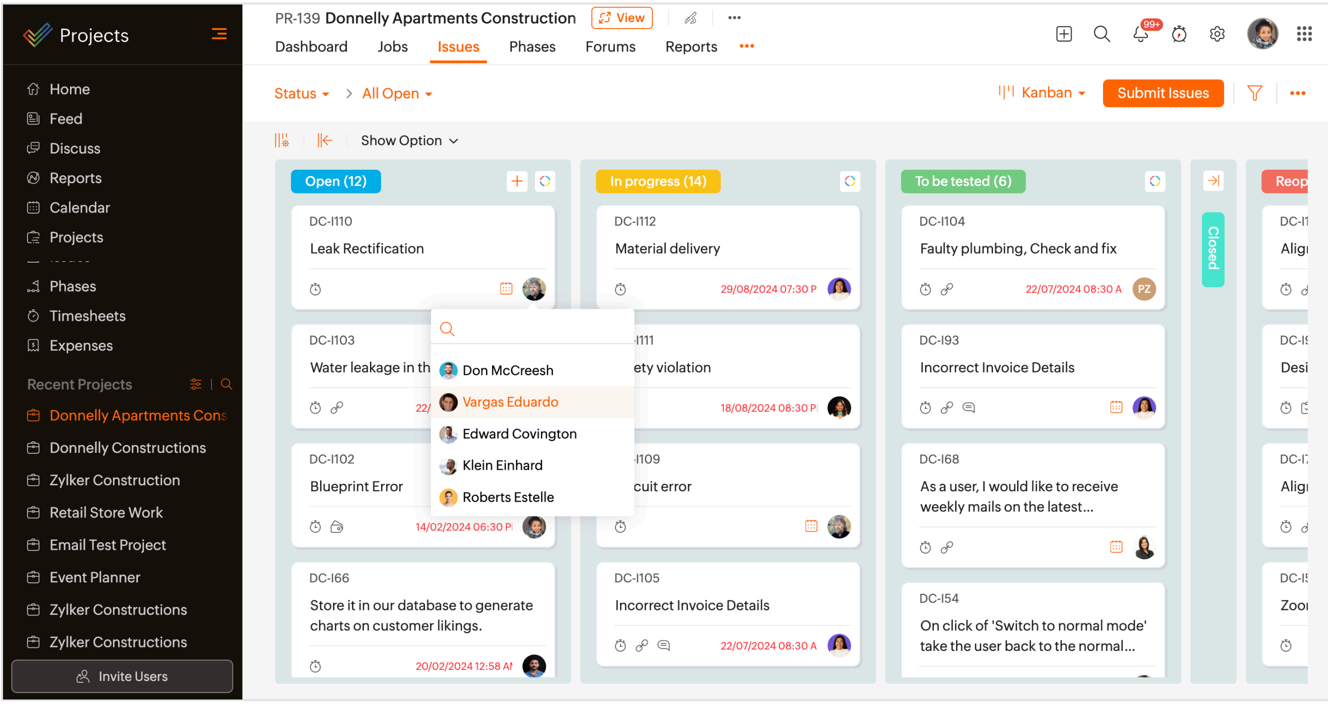
Create [Custom Views] to display bugs that match specific criteria defined by you.

Submit Bug Inline

1. Click , enter Bug title and click Enter/return on your keyboard.
2. Click on the bug to open [details page].

Manage Bugs

1. Click on Bug title to edit Bug name inline.
2. Drag and drop bugs from one status to another. This will update the status of the bug. The bug status will update only if the destination status is as per the workflow.
3. Click to customize the columns views to default or compact view.
4. Click to collapse and click expand all the bugs.
5. Click Show options drop-down to show Bug key, Image preview, and Bottom tray in the card.
6. Use to search for and view bugs filtered by specific bug details.
7. Click to open bug details page.
8. Click to change the status color.
9. Hover over an bug, click to collapse the specific column and click to expand.
10. Click on the date and time in the bottom tray of the bug to set the due date and time.
11. Click user icon in the bottom tray of the bug to change the assignee.
12. Click the comment icon () in the bottom tray of the bug to view, add, update, or delete existing comments.
13. Click the attachment icon ( ) in the bottom tray of the bug to view, add, or delete existing attachments.
14. Click to manage both existing comments and attachments.
15. Click to manage existing linked bugs.
16. Click on the bug ID to copy it to the clipboard.
17. Right click on the bug to
    - View Details to open details page in the same tab.
    - Open Details in New Tab to open details page in a new tab.
    - Copy Link to copy the bug URL to the clipboard.
    - Follow to start following the bug and receive updates.
    - Clone to create a replica of the bug.
    - Move to move the bug to a different project.
    - Delete to confirm and delete the bug.
    - Notification Helper to access the Notification Helper and check if a user will receive notifications for a particular trigger event.



Start a timer for Bugs

1. Click in the bottom tray to star timer for bugs. Click the pause button and click **Update** to log the bug duration.
2. Click the stop button when the bug is complete.
3. Select the bug as Billable or Non-billable, provide any relevant Notes, and specify the Cost per Hour.
4. Click **Update** to save changes or click Remove to delete the timer.

Status Kanban

The status Kanban shows Kanban board by status. Drag and drop bug cards across status to change bug status (if the destination status is as per the workflow). Each Kanban board represents a status.

1. Select Status from the Kanban type drop-down.
2. Hover over Status and then click to add a new status.
3. Click to open the color palette and change the color of the status.

Severity Kanban

Severity Kanban displays bugs by severity. Each board represents a severity.

1. Click on the kanban type drop-down and select Severity.
2. Hovering over Severity in the drop-down will display the add icon (). Click on it to add severity.
3. Drag and drop bugs across Kanban boards to change their severity.
4. Change bug status in Kanban cards by clicking the status dropdown and selecting the desired option.

Module Kanban

This view displays bugs by their respective module.

1. Click on the kanban type drop-down and select Module.
2. Hovering over Module in the drop-down will display the add icon (⊕). Click on it to add module.
3. Drag and drop bugs across Kanban boards to change their module.
4. Change bug status in Kanban cards by clicking the status dropdown and selecting the desired option.

Classification Kanban

Click on the kanban type drop-down and select Classification.

1. Hovering over Classification in the drop-down will display the add icon (⊕). Click on it to add classification.
2. Drag and drop bugs across Kanban boards to change their classification.
3. Change bug status in Kanban cards by clicking the status dropdown and selecting the desired option.

Reproducible Kanban

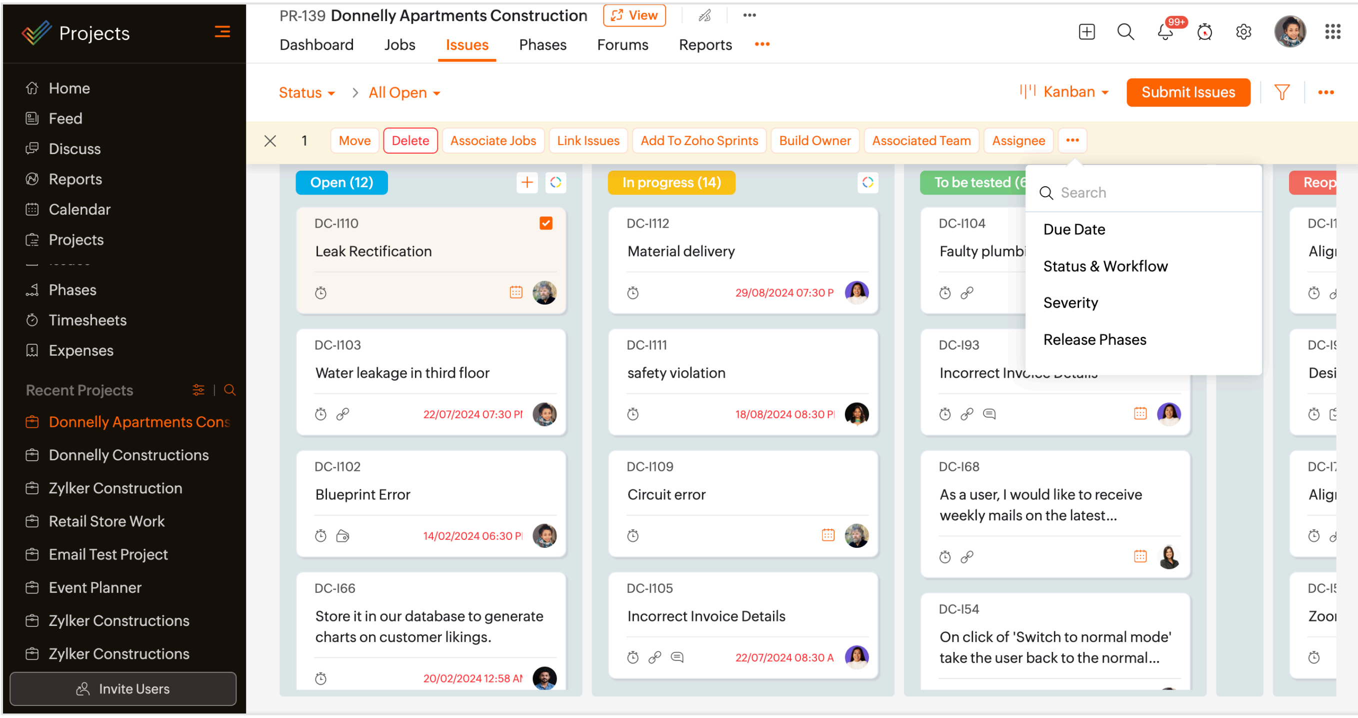
This view displays bugs by their nature of being reproducible.

1. Click on the Kanban drop-down and select Reproducible.
2. Hovering over Reproducible in the drop-down will display the add icon (⊕). Click on it to add module.
3. Drag and drop bugs across Kanban boards to change their module.
4. Change bug status in Kanban cards by clicking the status dropdown and selecting the desired option.

Bulk Update

1. Check the box corresponding to the Bug(s), and click
    - Move: Select Project and click **Move** to transfer them to another project.
    - Delete: Confirm your action and click **Delete**.
    - Link Bugs: Choose the link type and enter bug titles or IDs to connect related bugs.
    - Associated Team: Search for the team(s) and click Update to associate it with the bug.
    - Assignee: Select a user(s) from the dropdown to assign the bug to that individual.
    - Tags: Manage tags by replacing, adding, switching, removing all, or removing selected ones.
    - Due Date: Set the due date and time to specify a deadline for bug resolution.
    - Status & Workflow: Edit the bug's status and workflow.
    - Severity: Indicate the severity level from None, Show Stopper, Critical, Major, or Minor.
    - Release Phase: Associate the bug with a specific release phase.
    - Affected Phase: Identify the affected phase related to the bug.
    - Module: Specify the module where the bug resides.
    - Classification: Categorize the bug using None, Security, Crash/Hang, Data Loss, Performance, UI/Usability, Other Bug, or Feature(New), Enhancement.
    - Reproducible: Indicate the bug's reproducibility from None, Always, Sometimes, Rarely, Unable, Never Tried, or Not Applicable.

- Flag: Set the bug flag to Internal or External based on its visibility level.



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[Bug Details Page](#)

[How to Submit Bugs?](#)