



Bug List View

The Bug List View in Zoho BugTracker provides a clear and organized display of project bugs, allowing you to view, manage, and edit bug details efficiently. It presents all bug fields as columns, making it easy to oversee and modify bug information directly within the view.

Global Bug List View

Global List View displays bugs across all projects.

1. Click **Bugs** under the *Overview* section in the left navigation panel to access the Global bugs.
2. Click Projects from Group by drop-down to group bugs by project. Each project will be followed by a list of bugs for that project. Click None to view bugs without grouping. This will remove the grouping and display all bugs.

The screenshot shows the Zoho BugTracker interface. On the left is a dark navigation sidebar with options like Home, Feed, Reports, and Projects. The main area displays a table of issues. A 'Group By' dropdown menu is open, showing 'Project' and 'None' options. The table has columns for Project, Assignee, Status, and Severity. The status column uses color coding: Closed (green), In progress (yellow), and Open (blue). At the bottom, it shows 'Total Count: 218 | 25 Records Per Page' and page navigation controls.

Project	Assignee	Status	Severity
Donnelly Apartme	Hemsworth M	Closed	Major
Donnelly Apartme	Jones Alicia	In progress	Major
Donnelly Apartme	I Maria Priyadi	In progress	Show stoppe
Donnelly Apartme	Marsh John	Open	Major
Donnelly Apartme	Marsh John	In progress	Major
Zylker Constructic	Kistam Chaita	Open	Major
Zylker-Constructie	RA Rajkumar Ara	Closed	Critical
Donelley site cons	Unassigned	Open	Major
Donelley site cons	Unassigned	Open	Major
Century Luna Buil	Marsh John	Open	Show stoppe
Video making	Unassigned	Open	Major

Project Bug List View

Access Bug List 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 List from the drop-down.

Predefined Views

View bugs based on preset views.

- 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 **Submit Bug** in the cell.
2. Enter Bug title and click Enter/return on your keyboard.
3. Click on the Bug to open bug details page.

Edit Bug Inline

1. Click on any field corresponding to the Bug to add or update the bug information.

ID	Issues Name	Project	Assignee	Status	Severity	Due Date
DC-I114	Wiring issue	Ily Apartme	Hemsworth M	Closed	Major	10/09/2024 09:30 PI
DC-I112	Material delivery	Ily Apartme	Jones Alicia	In progress		08/2024 07:30 PI
DC-I111	safety violation	Ily Apartme	Il Maria Priyadl			08/2024 08:30 PI
DC-I110	Leak Rectification	Ily Apartme	Marsh John			
DC-I109	Circuit error	Ily Apartme	Marsh John			
COAF-I2	Cement quality is poor	Constructic	Kistam Chaita	Open	Major	20/06/2024 07:30 P
COAF-I1	Quality of cement is poor	Construetic	Rajkumar Ara	Closed	Critical	27/05/2024 07:30 PI
DS1-I4	Switches Requirement doesn't match	ey site cons	Unassigned	Open	Major	
DS1-I3	Site Permission Rejected	ey site cons	Unassigned	Open	Major	
CL1-I1	open details	y Luna Buil	Marsh John	Open	Show stopper	
VM1-I1	sample	making	Unassigned	Open	Major	

Bulk Update

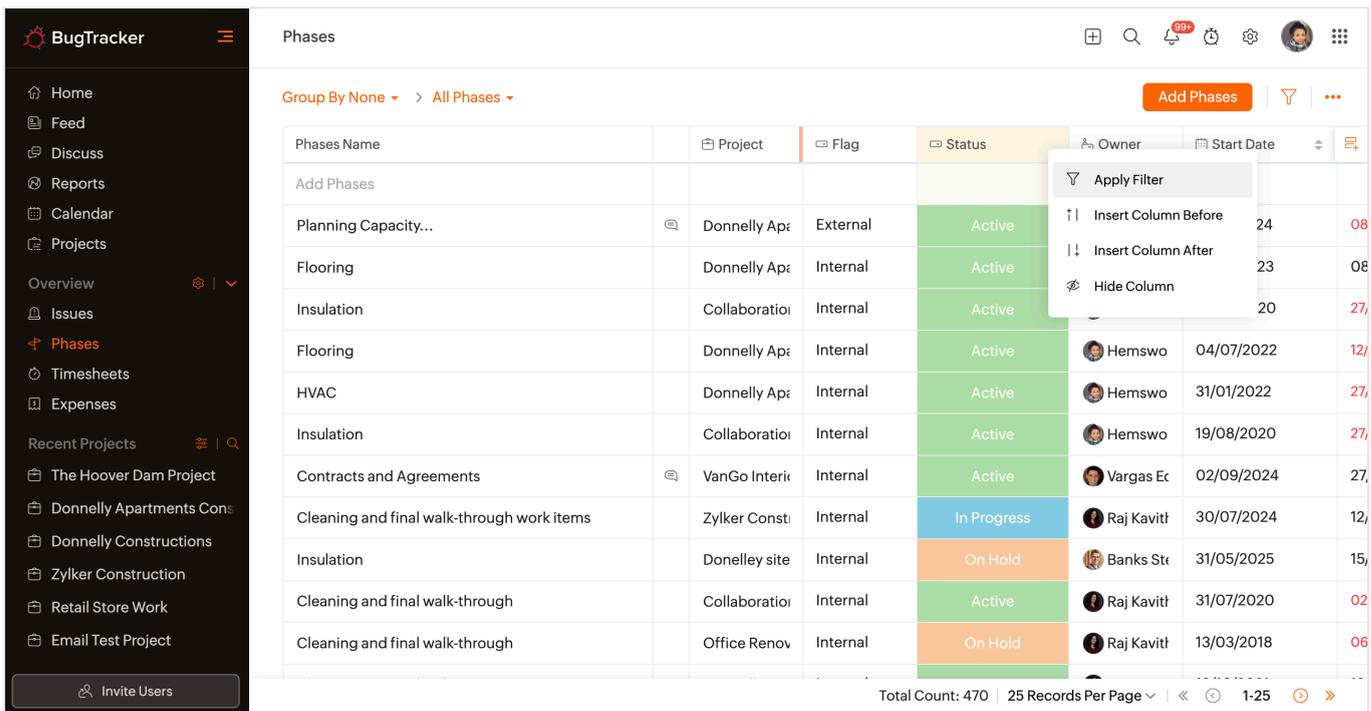
1. Hover and check the box corresponding to the Bug(s), then click

- 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.

Manage Bugs in List View

1. Use to search for and view bugs filtered by specific bug details.
2. Click to start timer for the bug.
3. Click to manage existing linked bugs.

4. Click  to manage escalations. Colors indicates the level of the escalation.
5. Drag and drop the columns to reorder the fields.
6. Click  to add fields as columns. click **Create Custom Field** to add a new field. This field name will be reflected in all the projects in the portal.
7. Right click on the field title and click
 - **Apply Filter** to add a filter to the corresponding field.
 - **Insert Column Before** to insert a new column before the selected one.
 - **Insert Column After** to insert a new column after the selected one.
 - **Hide Column** to hide the selected column.
8. Right click on the Bug and then click
 - **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.



The screenshot shows the BugTracker interface with a table of Phases. The table has columns for Phases Name, Project, Flag, Status, Owner, and Start Date. A context menu is open over the Status column, showing options: Apply Filter, Insert Column Before, Insert Column After, and Hide Column. The table data is as follows:

Phases Name	Project	Flag	Status	Owner	Start Date	
Add Phases						
Planning Capacity...	Donnelly Apz	External	Active		24	08
Flooring	Donnelly Apz	Internal	Active		23	08
Insulation	Collaborati	Internal	Active		20	27
Flooring	Donnelly Apz	Internal	Active	Hemsw	04/07/2022	12
HVAC	Donnelly Apz	Internal	Active	Hemsw	31/01/2022	27
Insulation	Collaborati	Internal	Active	Hemsw	19/08/2020	27
Contracts and Agreements	VanGo Interi	Internal	Active	Vargas Ec	02/09/2024	27
Cleaning and final walk-through work items	Zylker Const	Internal	In Progress	Raj Kavitt	30/07/2024	12
Insulation	Donelley site	Internal	On Hold	Banks Str	31/05/2025	15
Cleaning and final walk-through	Collaborati	Internal	Active	Raj Kavitt	31/07/2020	02
Cleaning and final walk-through	Office Renov	Internal	On Hold	Raj Kavitt	13/03/2018	06

Total Count: 470 | 25 Records Per Page | 1-25

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