

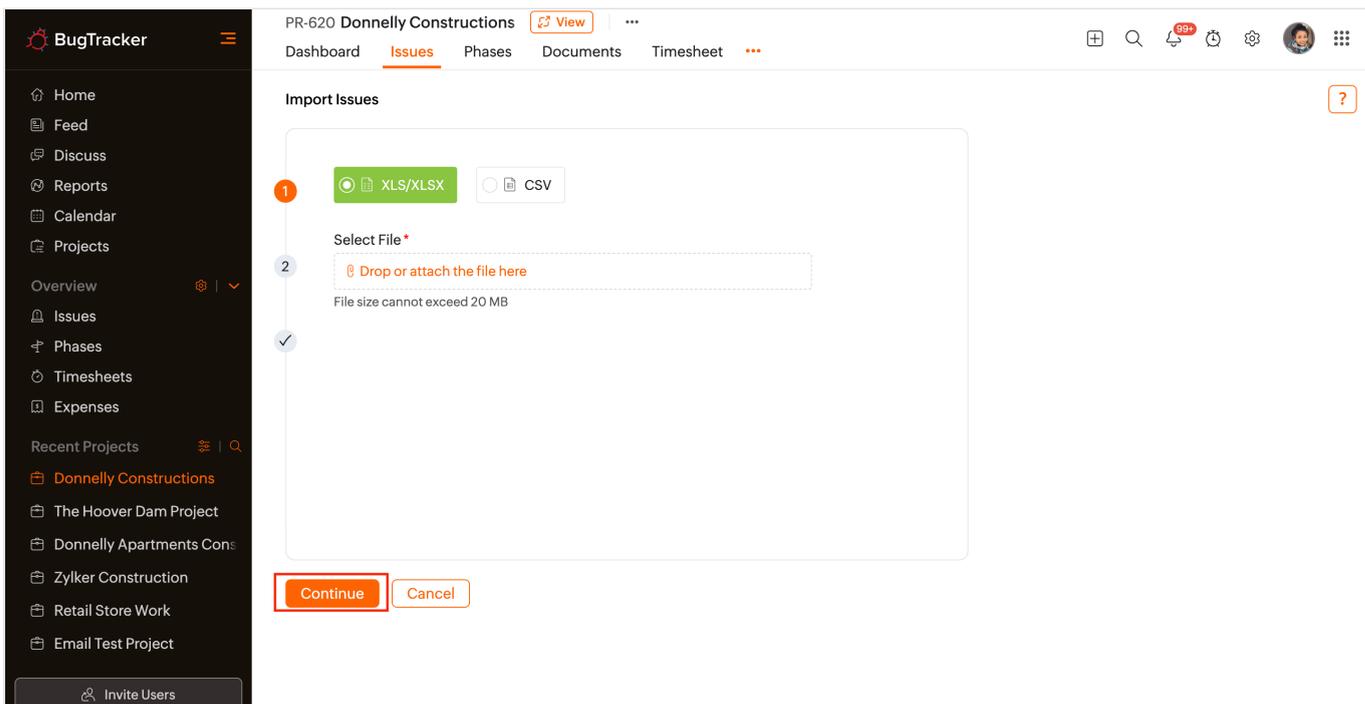


Manage Bugs

Import Bugs

Zoho BugTracker allows you to import bugs from other bug trackers into Zoho BugTracker. But, before importing into Zoho BugTracker, you must first export the data from the other bug tracking system in the desired file format and then import the file into Zoho BugTracker. The supported import file formats are CSV, XLS, and XLSX.

1. Select a project from the Recent Projects section or from the Projects tab in the left navigation panel.
2. Click on the bugs tab in the top band.
3. Click **•••** in the upper right corner and select **Import Bugs**.
4. Select the file format (XLS/XLSX or CSV).
5. In the Select File field, click on Drag or attach the file here and select the import file.
6. Click **Continue**.
7. Map List Of Default Fields with the Columns In Import File.
8. A warning message is prompted if you select the same column value for more than one field.
9. Select the desired date format.
10. Click **Import**.
11. A confirmation screen is displayed and you will be redirected to Bugs.

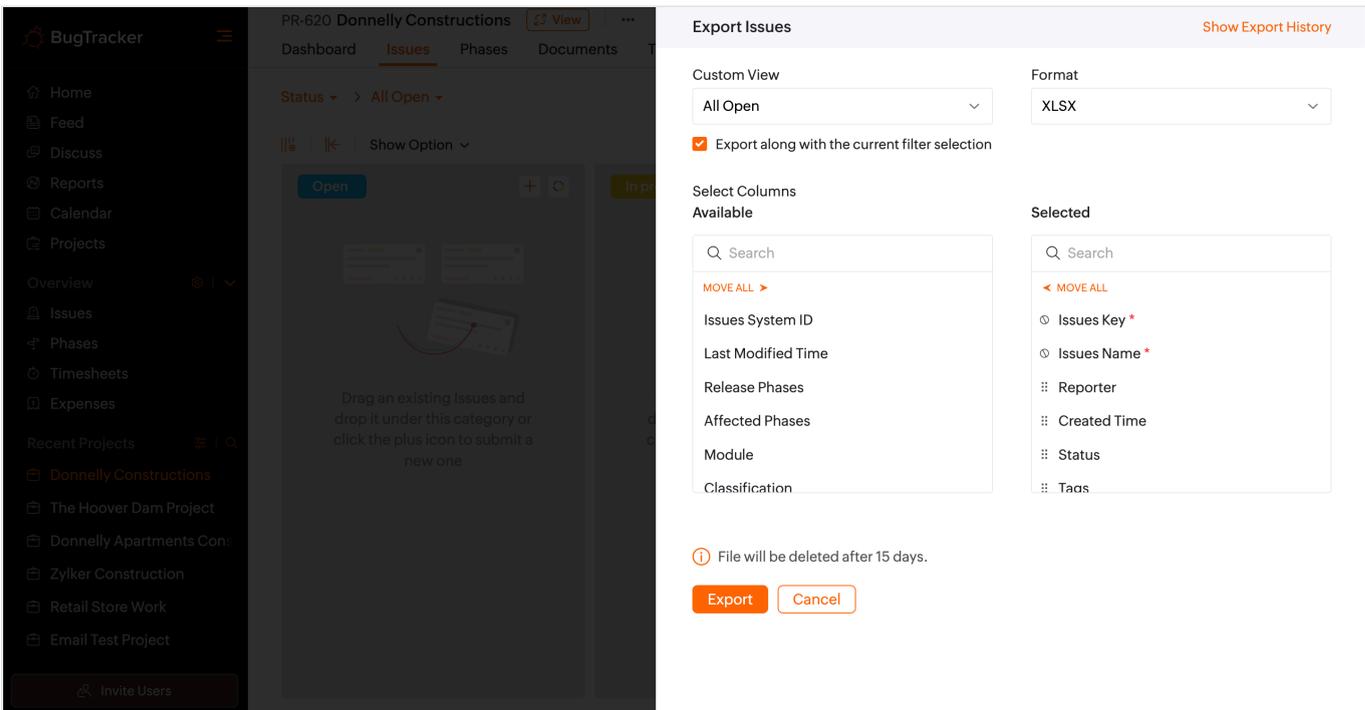


 Bugs are displayed in the List view. A notification about the import is also mailed to your inbox. You can import files only in CSV, XLS, and XLSX format.

Export Bugs

You can export bugs to an xls or csv file and import them to another project.

1. Select a project from the Recent Projects section or from the Projects tab in the left navigation panel.
2. Click the **Bugs** tab in the top band.
3. Click **☰** and choose the **Export Bugs** option.
4. Select a Custom View to import.
5. Select the file type in the Format field (XLS or CSV).
6. Move fields from the Available box to Selected by hovering over a field and then clicking **>**.
7. Remove fields from the Selected box by hovering over a field and then clicking **<**.
8. Click **Export**.
9. Click Yes on the pop-up if you want to encrypt the file. Else, click No to download it without encryption.
10. A download link will be displayed at the bottom right corner of the screen once the download completes.



The screenshot displays the BugTracker interface. On the left is a dark sidebar with navigation options like Home, Feed, Reports, and Projects. The main area shows a project titled 'PR-620 Donnelly Constructions' with an 'Issues' tab selected. Overlaid on this is the 'Export Issues' dialog box. The dialog has a title bar with 'Export Issues' and a 'Show Export History' link. It contains several sections: 'Custom View' with a dropdown set to 'All Open'; 'Format' with a dropdown set to 'XLSX'; a checked checkbox for 'Export along with the current filter selection'; and two columns for 'Select Columns'. The 'Available' column lists fields like 'Issues System ID', 'Last Modified Time', 'Release Phases', 'Affected Phases', 'Module', and 'Classification'. The 'Selected' column lists 'Issues Key', 'Issues Name', 'Reporter', 'Created Time', 'Status', and 'Tags'. At the bottom, there is a warning 'File will be deleted after 15 days.' and two buttons: 'Export' and 'Cancel'.

Bug Settings

1. Click  in the top-right corner.
2. Click Bug settings to go to Bug Tracker [Configuration](#).

Changesets

Integrate GitHub, Gitea, GitLab, or Bitbucket with Zoho BugTracker. Pushing commits will automatically update the corresponding bug in Zoho BugTracker, keeping your development and bug tracking in sync. [Learn more](#).

View Changesets

1. Navigate to your project, and click **Bugs** in the top band.
2. Click **•••** in the top right corner and then click **Changesets**.

 If you specify a Bug ID while committing changes in Gitea, the commit message automatically gets linked to that particular bug in Zoho BugTracker.

Syntax: [#BUGID] followed by commit message.

Example: [#EPI19] fixed the memory leak bug. This will associate the changeset for the bug with ID EPI19.

To associate more than one bug, provide the BUG IDs separated by comma.

Example: [#EPI19,#EPI20] changed the DB name.

More Reads

[Back to help](#)

[Remote Assist for Bugs](#)

[Bug Custom Views](#)

[Assign Bugs to a Team](#)