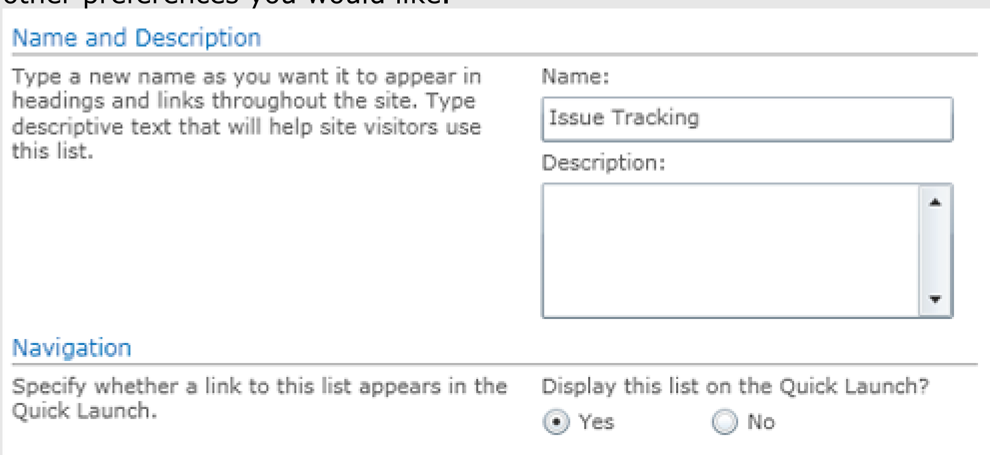
Instructions for SharePoint 2010 (With 2010 Interface)

Issue tracking can be used when you want to manage a set of issues or problems. You can assign, prioritize, and follow the progress of issues from start to finish.

1. Navigate to **All Site Content** and click **Create.**
2. Select **Tracking** in the menu on the right-hand side, and click **Issue Tracking.**
3. Choose a Name then click **More Options** and fill in the Description, and the other preferences you would like.



4. Click **Create.**

Once you have created an Issue Tracking List, you can create and manage new items/projects at your disposal. You can control who the project is assigned to, issue status, priority, and due date.

Instructions for SharePoint 2010 (With 2007 Interface)

Issue tracking can be used when you want to manage a set of issues or problems. You can assign, prioritize, and follow the progress of issues from start to finish.

1. Click **Site Actions** → **Create.**
2. Under the **Tracking** column, click **Issue Tracking.**

3. Choose a Name, Description, and the other preferences you would like.

4. Click **Create.**

Once you have created an Issue Tracking List, you can create and manage new items/projects at your disposal. You can control who the project is assigned to, issue status, priority, and due date.