

## 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.

The screenshot shows the 'Name and Description' section of the SharePoint 2010 interface. It includes a text area for the list name, a description text area, and a 'Navigation' section with radio buttons for 'Display this list on the Quick Launch?'.

**Name and Description**

Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.

Name:

Description:

**Navigation**

Specify whether a link to this list appears in the Quick Launch.

Display this list on the Quick Launch?

Yes  No

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.



The screenshot shows a form for creating an Issue Tracking List. It has a light blue background and is divided into several sections. At the top, there is a 'Name:' label followed by a text input field containing the word 'Tracking'. Below that is a 'Description:' label followed by a larger, empty text area with a vertical scrollbar on the right. The next section contains a small icon of a list and the text 'Display this list on the Quick Launch?'. Underneath this are two radio buttons: 'Yes' (which is selected) and 'No'. The final section contains the text 'Send e-mail when ownership is assigned?' followed by two radio buttons: 'Yes' and 'No' (which is selected). At the bottom right of the form are two buttons: 'Create' and 'Cancel'.

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.