

Managing Values

This tutorial shows you how to manage your values within the Issues Tracking Application.

Issues

Manage Values

Select 'Manage Values'.



Search Criteria

Issue ID (if known):	<input type="text"/>	Status:	<input type="text" value="All"/>	Filter By Date Range	
Contact:	<input type="text" value="Select a Contact"/>	Priority:	<input type="text" value="All"/>	Date Created	Date Modified
Product:	<input type="text" value="Select a Product"/>	Issue Type:	<input type="text" value="All"/>	From: <input type="text"/>	From: <input type="text"/>
Page the results	<input type="checkbox"/>	Assign To:	<input type="text" value="Select a Contact"/>	To: <input type="text"/>	To: <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Add New Issue"/>					

Search Results

Begin by selecting the 'Manage Values' tab at the top of the screen as shown here.

Issues

Manage Values

Add Contact

Reports

manage values

Enter a new lookup value to add or select an existing value to edit.

Save

Cancel

LookupValue

Edit Closed

Edit Emergency

Edit new

Edit New

Edit Researching

Statuses

Priorities

Types

Products

Common Reasons

Create a series of status values that fit your company.

Set a series of priority status's.

Set different issue types.

Add your own products and services.

Add common issues to reduce repetitive writing.

Issues

Manage Values

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Statuses

Priorities

Type

Enter a new lookup value to add or select an existing value to edit.

Save

Cancel

LookupValue

Edit Closed

Edit Emergency

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Edit New

Edit Researching



Select a Category.

Select a category that you would like to add or edit a value in.

manage values

Enter a new lookup value to add or select an existing value to edit

LookupValue

Edit Emergency

Edit new

Edit New

Edit Researching

Edit Testing

1. Type in your new value.

2. Select 'Save' to save the new value.

3. Your new value will then appear.

1. Begin by typing in the new value that you would like to add to the category in the open field box as shown.
2. Then select the 'Save' button to save the new value.
3. Your new value will then appear in the value list.

manage values

Enter a new lookup value to add or select an existing value to edit

Resolved

Lookup/Value

Edit Emergency

Statuses Priorities Types Products

2. Type in your new value.

1. Select 'Edit'.

3. Then click 'Save' to save the new value.

1. To edit an existing value, select the 'Edit' option next to the value.
2. Then type in what you would like to replace the current value with.
3. And click 'Save' to save the new value.

[Issues](#)[Manage Values](#)[Add Contact](#)[Reports](#)

manage values

[Statuses](#)[Priorities](#)[Types](#)[Products](#)[Common Reasons](#)

Enter a new lookup value to add or select an existing value to edit.

LookupValue

[Edit](#) Emergency[Edit](#) New[Edit](#) Researching[Edit](#) Resolved

Your new value will then appear.