Create basic grouping activities

Activity 1: Create a basic grouping

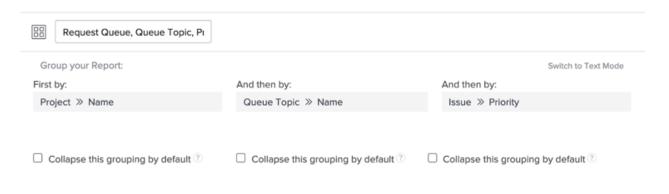
Create an issue grouping that will be used in a report to track requests that come through a request queue. This grouping will make it easy to see similar types of issues/requests grouped by their priority. Name the grouping "Request Queue, Queue Topic, Priority."

Group the issue report based on:

- 1. The name of the request queue (this will be the project name)
- 2. The queue topic
- 3. The priority of the request

Answer 1

New Grouping





- 1. In an issue list report, go to the **Grouping** menu and select **New Grouping**.
- 2. Name your grouping "Request Queue, Queue Topic, Priority."
- 3. Click Add Grouping.
- 4. In the First By field, type "project name" then select **Name** under the Project field source.
- 5. Click Add another Grouping.
- 6. In the And then by field, type "queue" then select **Name** under the Queue Topic field source.
- 7. Click Add another Grouping.
- 8. In the And then by field, type "priority" then select **Priority** under the Issue field source.
- 9. Click Save Grouping