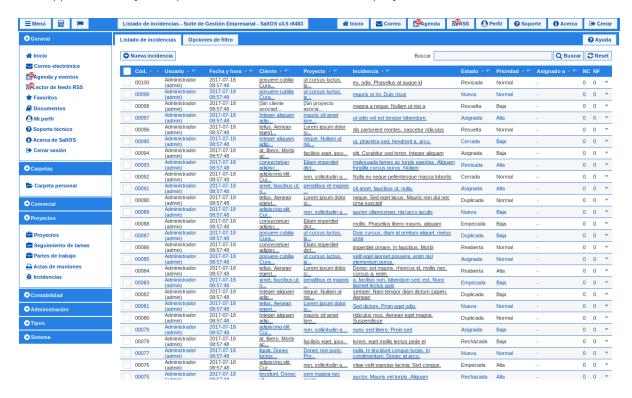
# **Trouble**

This application lets you keep track of all the events in the company.



# List of incidents

The list of incidents you will find the most important pillars of registration:

- Ref.: Numeric code that identifies the job.
- User: User opening incidence.
- Date: Date and time of occurrence.
- Customer: Customer which has generated the incident.
- Project: Name of project that has generated the incident.
- Incidence: Descriptive name of the reason for the incident.
- **State:** State in which is the incidence (New, begun, assigned, resolved, revised, closed, rejected, duplicated, reopened).
- Priority: Priority incidence (high, normal, low).
- Assigned to: Users involved in the incident.
- NC: Number of comments entered on this issue.
- NF: Number of linked files on this issue.

Remember: The events can be arranged by dragging them to the user folder you want.

### **Listing Options**

On each record. You can perform a series of actions that are represented by the following icons:

• Q 🖋 🛍 Check / Edit / Delete Record.

#### **Filter Options**

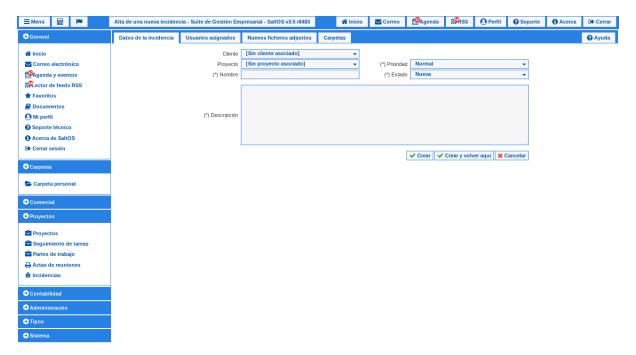
For more information about the filter options listed in the ayuda general.

#### **Incident Form**

This is the application of incidents, with it you can add, modify and view all of the data from the various incidents classified in different tabs: main data, assigned user data on the registry modifications and assignments to folders.

#### **Data Tab incidence**

In this tab you can view and modify the main details of the incident. Here we relate all information fields.



- Customer: To link the client where the incidence has occurred.
- **Project:** To link the project in which the incidence has occurred.
- **Priority (\*):** Priority incidence (high, normal, low).
- Name (\*): Descriptive name of incidence occurred.

- **State** (\*): State in which is the incidence (New, begun, assigned, resolved, revised, closed, rejected, duplicated, reopened).
- **Description (\*):** More detailed description of the incident occurred.
- (\*) Required when creating or modifying an incidence Campos.

#### User tab assigned

In this tab you can include all users who are involved with the incident.

#### Attachments tab

For more information about the filter options listed in the ayuda general.

#### **New Files Tab**

For more information about the filter options listed in the ayuda general.

## **Registry Data Tab**

For more information about the filter options listed in the ayuda general.

## **Tab Folders**

For more information on Folder Options ayuda general.