# Manage Issue Overview

Choose the "Sprint/Manage Issue" path to come to issue page.

| | #ID | Subject ▲ | Type | Estimate | Remain | Edit | Delete | View |
|---|---|---|---|---|---|---|---|---|
| ☑ | #74606 | [homepage] Change Logo to new and copyright | Task | D1T0 | D0T0 | 📝 | 🗑 | 🔍 |
| ☑ | #73839 | [HRMS] Add Leave Request into Calendar | Task | D3T1 | D3T1 | 📝 | 🗑 | 🔍 |
| ☑ | #72855 | [HRMS] Annual Leave list: add Unpaid Leave column | Task | D2T1 | D0T0 | 📝 | 🗑 | 🔍 |
| ☑ | #72051 | [HRMS] Change Logo to new and copyright 2015 | Task | D1T0 | D0T0 | 📝 | 🗑 | 🔍 |
| ☐ | #72057 | [HRMS] Change the Document No | Task | D2T1 | D2T1 | 📝 | 🗑 | 🔍 |
| ☐ | #78412 | [HRMS] Sending the New Comers Notification by email | Task | D2T1 | D0T0 | 📝 | 🗑 | 🔍 |

## 1. Create, update and delete

Click the "New Issue" button and fill in the form information.

You can update the issue by clicking the "edit" button (pencil symbol).



Delete an issue by clicking the "delete" button (bin symbol)..

## 2. View and history

View detail information and updated history of the issue by clicking the "view" button (magnifier symbol).



## 3. Excel export

Check the some issues y from table of issues ou want to export to excel file. Choose the file content format (plain text or rich text) and click the "excel" icon..

The file with excel format (.xls extension) will be created.



## 4. PDF export

Choose the some issues from table of issues you want to export to excel file and click the "pdf" icon.



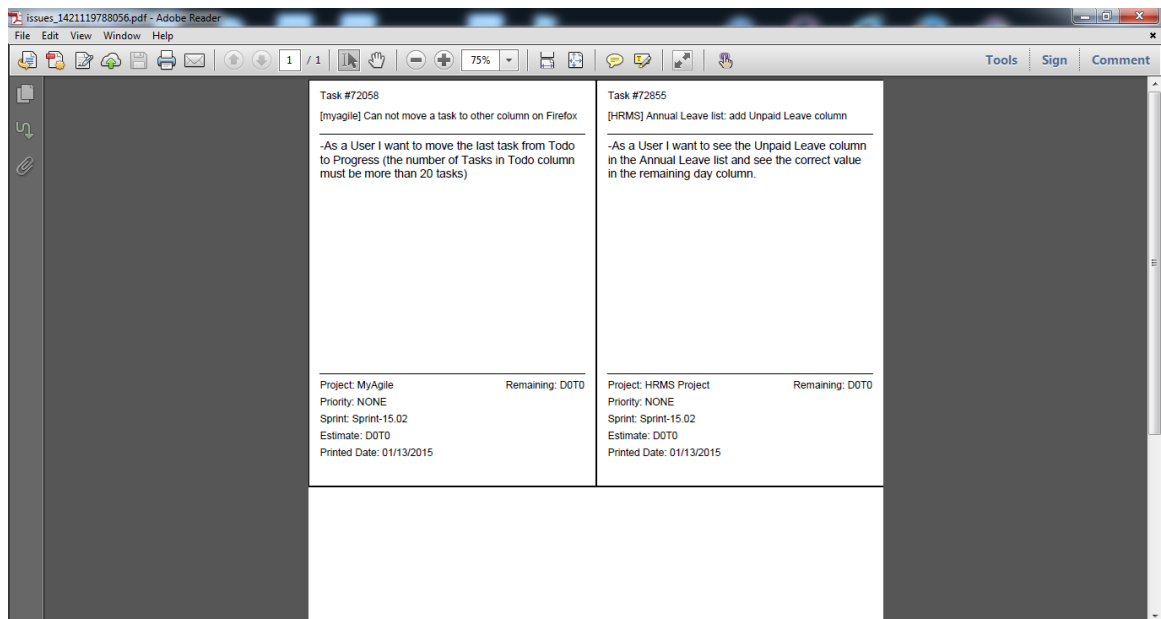The file with PDF format will be created.