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1 About

Bugzilla will be used as an issue tracking system on YouTestMe project.

All team members should regularly check items assigned to them and update them accordingly as per instructions provided below.

Bugzilla also send email reminders about outstanding tasks assigned to you. If you are receiving reminders about tasks that you completed you should change status of that task to “RESOLVED” or “CLOSED”.

2 Location of this document

<http://svn.mallocinc.com/youtestmedoc1/trunk/Procedures/Technical%20Procedures/Bugzilla/YTM%20Using%20Bugzilla.docx>

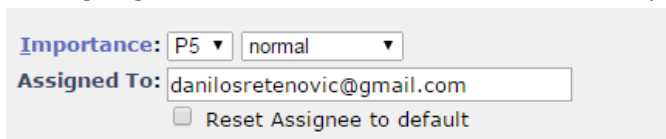
3 Bugzilla rules for YouTestMe team members

- The Development team should assign all tasks they have completed to the QA team for the QA team to check.
- After this, the QA team member needs to check whether the bug is fixed.
- If it is, QA team member can close the bug. If not, QA should briefly explain in a comment what happens with the functionality and what doesn't work. The developer should be assigned back to the task in that case.

4 Updating Bugzilla items Assigned to You

Update items assigned to you by:

1. Reassigning it to other team member if task is not for you

A screenshot of a Bugzilla form showing the 'Assigned To' field. The field is labeled 'Assigned To:' and contains the email address 'danilosretenovic@gmail.com'. Above the field, there are two dropdown menus: 'Importance:' with 'P5' selected and 'normal' as an option, and another dropdown menu with 'normal' selected. Below the field, there is a checkbox labeled 'Reset Assignee to default'.

In case of reassigning the bug, it is **mandatory** to put as a comment from who is bug reassigned and to whom. For example – Transferring bug from Danilo Sretenovic to Aleksandar Nikolic

The person who is receiving the bug needs to changed bug for “New” to “Assigned

Additional Comments:

Status: NEW ▼ ate

NEW
ASSIGNED
 RESOLVED
 CLOSED

Zoran Kl -09-14 10:49:13 EDT Description [tag] [rep

Also, the person in charge needs to add comment with suggested solution or plan of progress.

2. Add “deadline” – an estimate when you think the task will be completed.

If task is complex you can add “Hours Left” so we can plan workload if item becomes critical.

Orig. Est.	Current Est.	Hours Worked	Hours Left	%Complete	Gain	Deadline
<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/> + <input type="text" value="0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>	<input type="text" value="0.0"/>	<input type="text" value=""/> (YYYY-MM-DD)
Summarize time (including time for bugs blocking this bug)						

- Close Items that are completed and **always** put the comment with resolution:

Additional Comments:

Code is changed, checked into SVN and tested.

Status: RESOLVED ▼ FIXED ▼

[Mark as Duplicate](#) [Commit](#)







5 Searches and Reports

In Bugzilla you can predefine reports and always execute them on one click.

Example:

Reports you predefine are listed at the bottom of the screen:

Common Queries:

- [Open bugs assigned to me \(147\)](#) 
- [Open bugs reported by me \(266\)](#) 
- [Bugs reported in the last 24 hours](#)  | [last 7 days](#) 
- [Bugs changed in the last 24 hours](#)  | [last 7 days](#) 

[Home](#) | [New](#) | [Browse](#) | [Search](#) | [Search](#) [\[?\]](#) | [Reports](#) | [Preferences](#) |

[My Bugs](#) | [All YTM](#) | [Bojan](#) | [Danilo](#) | [Filip](#) | [Lexington](#) | [YouTestMe](#) | [Zoran](#)

Bugzilla

To run any of them just click on it (example for “All YTM” is below):

Bugzilla - Bug List: All YTM

Home | New | Browse | Search | Search [?] | Reports | Preferences | Administration | Help | Log out zoran@mallocinc.com

Thu Sep 8 2016 07:34:10 EDT
/show_bug.cgi?id=897

Hide Search Description

Status: NEW, ASSIGNED, REOPENED Component: Accounting, Hardware & Software, Infrastructure, Malloc Web Site, Marketing, Other, Web Application, Web Site Product: Classroom 2020, Get Certified, Malloc Infrastructure, Malloc Office

380 bugs found.

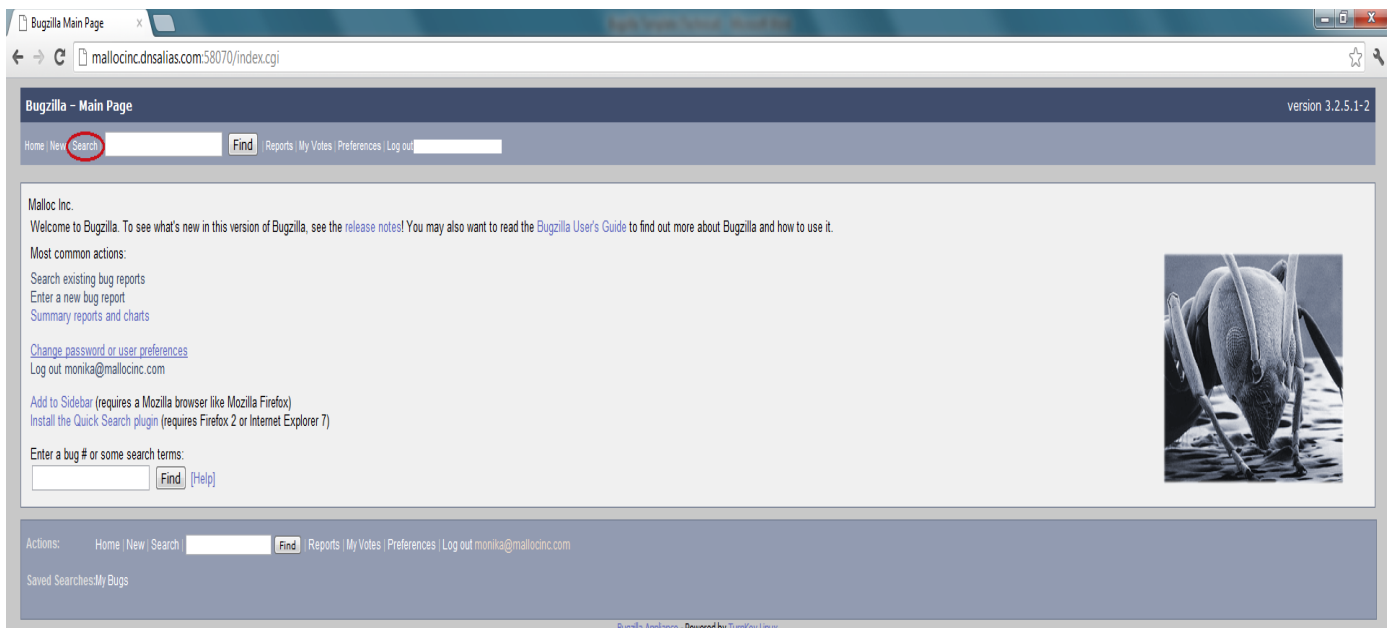
ID	Sev	Pri	Assignee	Reporter	Opened	Deadline	Status	Resolution	Summary
1468	enh	P1	bojan.radulovic@mallocinc.com	zoran@mallocinc.com	07:19:08	2016-09-12	NEW	---	Set up a permanent switch in 4th (zoran's) room
1465	min	P1	bojan.radulovic@mallocinc.com	filip.dimitrijevic@mallocin...	19:10:37		NEW	---	Download VM link preko FTP
1464	maj	P1	bojan.radulovic@mallocinc.com	filip.dimitrijevic@mallocin...	18:43:05	2016-09-10	NEW	---	Spremanje VM za klijente
1463	maj	P1	bojan.radulovic@mallocinc.com	filip.dimitrijevic@mallocin...	17:47:59	2016-09-10	NEW	---	Reorganizacija instanci aplikacija, njihovo preimenovanje kao i proveru Rebuilda
1462	enh	P3	bojan.radulovic@mallocinc.com	zoran@mallocinc.com	15:36:53	2016-10-20	NEW	---	Migrate VMs to OVH server in Montreal
1461	enh	P3	bojan.radulovic@mallocinc.com	zoran@mallocinc.com	15:33:08	2016-09-30	NEW	---	Create permamnent VM backups
1460	enh	P1	zoran@mallocinc.com	zoran@mallocinc.com	15:31:39		NEW	---	Create VM with standard Oracle
1459	enh	P1	daniilo.sretenovic@mallocinc...	zoran@mallocinc.com	15:05:20	2016-09-16	NEW	---	Use BLOB fields to store multimedia files in questions
1458	enh	P2	milan.roncevic@youtestme.com	zoran@mallocinc.com	Wed 09:33	2016-09-23	NEW	---	Create picture that depicts YTM architecture
1457	enh	P1	nikola.vranic@youtestme.com	nikola.vranic@youtestme.com	Wed 09:26		NEW	---	Development VM
1456	enh	P1	filip.dimitrijevic@mallocin...	nikola.vranic@youtestme.com	Wed 09:21		NEW	---	test
1455	enh	P3	daniilo.sretenovic@mallocinc...	zoran@mallocinc.com	Wed 09:14	2016-10-15	NEW	---	System upgrade function
1454	enh	P1	daniilo.sretenovic@mallocinc...	filip.dimitrijevic@mallocin...	Wed 08:46		NEW	---	Renaming Panel Headings and Subheadings in the app
1453	enh	P3	bojan.radulovic@mallocinc.com	zoran@mallocinc.com	Tue 18:27		NEW	---	Cosolidate application inventory

5.1 Creating reports

Go to <http://bugzilla.mallocinc.com>

Insert your username and password

Click "Search" on the top left side



Click "Advanced Search" on the right side

Search for bugs

malloccinc.dnsalias.com:58070/query.cgi?format=advanced

Mallocc Inc.

Find a Specific Bug

Advanced Search

Give me some help (reloads page).

Summary: contains all of the words/strings

Product: Database Analyzer 6.0

Component: Accounting

Version: 6.0

A Comment: contains the string

The URL: contains all of the words/strings

Deadline: from to (YYYY-MM-DD)

Status: UNCONFIRMED, NEW, ASSIGNED, REOPENED, RESOLVED, VERIFIED, CLOSED

Resolution: FIXED, INVALID, WONTFIX, DUPLICATE, WORKSFORME, MOVED

Severity: blocker, critical, major, normal, minor, trivial, enhancement

Priority: P1, P2, P3, P4, P5

Hardware: All, PC, Macintosh, Other

OS: All, Windows, Mac OS, Linux, Other

Email Addresses, Bug Numbers, and Votes

Any of: the bug assignee, the reporter, a CC list member, a commenter

Any of: the bug assignee, the reporter, a CC list member, a commenter

Only include bugs numbered: (comma-separated list)

Only bugs with at least: votes

Bug Changes

Only bugs changed between: and Now (YYYY-MM-DD or relative dates)

where one or more of the following changed: (Bug creation), Alias, Assignee, CC list accessible

and the new value was:

Sort results by: Reuse same sort as last time

Search

A. Select a “Product” you are assigned to work on, select other options if necessary, and click “Search” at the bottom.

Search for bugs

malloccinc.dnsalias.com:58070/query.cgi?format=advanced

Mallocc Inc.

Find a Specific Bug

Advanced Search

Give me some help (reloads page).

Summary: contains all of the words/strings

Product: Database Analyzer 6.0

Component: Accounting

Version: 6.0

A Comment: contains the string

The URL: contains all of the words/strings

Deadline: from to (YYYY-MM-DD)

Status: UNCONFIRMED, NEW, ASSIGNED, REOPENED, RESOLVED, VERIFIED, CLOSED

Resolution: FIXED, INVALID, WONTFIX, DUPLICATE, WORKSFORME, MOVED

Severity: blocker, critical, major, normal, minor, trivial, enhancement

Priority: P1, P2, P3, P4, P5

Hardware: All, PC, Macintosh, Other

OS: All, Windows, Mac OS, Linux, Other

Email Addresses, Bug Numbers, and Votes

Any of: the bug assignee, the reporter, a CC list member, a commenter

Any of: the bug assignee, the reporter, a CC list member, a commenter

Only include bugs numbered: (comma-separated list)

Only bugs with at least: votes

Bug Changes

Only bugs changed between: and Now (YYYY-MM-DD or relative dates)

where one or more of the following changed: (Bug creation), Alias, Assignee, CC list accessible

and the new value was:

Sort results by: Reuse same sort as last time

Search

and remember these as my default search options

Advanced Search: Hide Search Criteria

B. Select the priority level and enter assignee’s name to search the tasks

Find a Specific Bug

Advanced Search

Give me some help (reloads page)

Summary: contains all of the words/strings

Product: Database Analyzer 6.0, Malloc Infrastructure, Malloc Office, TestProduct, YouTestMe

Component: Accounting, Documentation, Hardware & Software, Malloc Web Site, Marketing

Version: 6.0, unspecified

A Comment: contains the string

The URL: contains all of the words/strings

Deadline: from to (YYYY-MM-DD)

Status: UNCONFIRMED, NEW, ASSIGNED, REOPENED, RESOLVED, VERIFIED, CLOSED

Resolution: FIXED, INVALID, WON'T FIX, DUPLICATE, WORKSFORME, MOVED

Severity: blocker, critical, major, normal, minor, trivial, enhancement

Priority: P1, P2, P3, P4, P5

Hardware: All, PC, Macintosh, Other

OS: All, Windows, Mac OS, Linux, Other

Email Addresses, Bug Numbers, and Votes

Any of: the bug assignee, the reporter, a CC list member, a commenter

Only include bugs numbered: (comma-separated list)

Only bugs with at least votes

Bug Changes

Only bugs changed between: and how (YYYY-MM-DD or relative dates)

where one or more of the following changed: (Bug creation, Alias, Assignee, CC list accessible)

and the new value was:

Sort results by: Reuse same sort as last time

Search

and remember these as my default search options

Click on the task that has highest priority (P1).

Bugzilla - Bug List

Home | New | Search | Find | Reports | My Votes | Preferences | Help | Log out

Malloc Inc.

Thu Aug 9 2012 13:46:25 EST

Bugzilla would like to put a random quip here, but no one has entered any.

12 bugs found.

ID	Sev	Pri	OS	Assignee	Status	Resolution	Summary
18	crit	P1	Win	monika@mallocinc.com	ASSI		Create Bugzilla Manual
10	enh	P1	Win	monika@mallocinc.com	ASSI		Quick Books - Install Trial version and configure
28	enh	P2	Win	monika@mallocinc.com	ASSI		Design and map directory Structure on "S:" drive
15	enh	P5	Win	monika@mallocinc.com	ASSI		Utility Bills for Sept 1, 2011- August 31, 2012
29	enh	P5	Win	monika@mallocinc.com	NEW		Set up sharing of the Samsung Printer
26	enh	P5	Win	monika@mallocinc.com	ASSI		Create Office Procedure document
16	enh	P5	Win	monika@mallocinc.com	ASSI		Bank statements for 2011-2012
13	enh	P5	Win	monika@mallocinc.com	ASSI		Company income for 2011-2012
30	enh	P5	Win	monika@mallocinc.com	NEW		Classify three big glass shelves on the hallway on 1st floor
27	enh	P5	Win	monika@mallocinc.com	NEW		Create Index HTML page with links to all important documents.
17	enh	P5	Win	monika@mallocinc.com	ASSI		Company letterhead
14	enh	P5	Win	monika@mallocinc.com	ASSI		Quick Books file

12 bugs found.

Long Format

XML CSV | Feed | iCalendar | Change Columns | Change Several Bugs at Once | Edit Search Remember search as

Time Summary

File a new bug in the "Malloc Office" product

Actions: Home | New | Search | Find | Reports | My Votes | Preferences | Help | Log out monika@mallocinc.com

Saved Searches: My Bugs

Bugzilla Appliance - Powered by Turnkey Linux

Under this task, some useful features will appear such as hours spent on it, hours remaining to finish it, deadline, add attachment and comment to communicate the progress of the task, etc. Update them as needed.

Malloc Inc.
Bug List: (1 of 12) First Last Prev Next Show last search results

Bug 18 - Create Bugzilla Manual (edit)

Status: ASSIGNED (edit) Reported: 2012-08-08 16:21 EST by admin
Modified: 2012-08-09 22:08 EST (History)
CC List: Add me to CC list
1 user (edit)

Product: Malloc Office
Component: Other
Version: unspecified
Platform: PC Windows
Importance: P1 critical
Assigned To: monika@mallocinc.com
Reset Assignee to default
URL: http://bugzilla.mallocinc.com (edit)

Depends on:
Blocks:
Show dependency tree / graph

Orig. Est.	Current Est.	Hours Worked	Hours Left	%Complete	Gain	Deadline
2.0	2.5	0.5 + 0	2.0	20	-0.5	2012-08-09 (YYYY-MM-DD)

Summarize time (including time for bugs blocking this bug)

Attachments

Bugzilla Manual (731.84 KB, application/vnd.openxmlformats-officedocument.wordprocessingml.document)
2012-08-09 19:55 EST, Monika Patel
Add an attachment (proposed patch, testcase, etc.)

Additional Comments:

Status: ASSIGNED (edit) Commit

Once you complete the task, change “Assigned To” option to zoran@mallocinc.com and click “Commit” on the bottom right side.

Malloc Inc.
Bug List: (1 of 12) First Last Prev Next Show last search results

Bug 18 - Create Bugzilla Manual (edit)

Status: ASSIGNED (edit) Reported: 2012-08-08 16:21 EST by admin
Modified: 2012-08-09 22:08 EST (History)
CC List: Add me to CC list
1 user (edit)

Product: Malloc Office
Component: Other
Version: unspecified
Platform: PC Windows
Importance: P1 critical
Assigned To: zoran@mallocinc.com
Reset Assignee to default
URL: http://bugzilla.mallocinc.com (edit)

Depends on:
Blocks:
Show dependency tree / graph

Orig. Est.	Current Est.	Hours Worked	Hours Left	%Complete	Gain	Deadline
2.0	2.5	0.5 + 0	2.0	20	-0.5	2012-08-09 (YYYY-MM-DD)

Summarize time (including time for bugs blocking this bug)

Attachments

Bugzilla Manual (731.84 KB, application/vnd.openxmlformats-officedocument.wordprocessingml.document)
2012-08-09 19:55 EST, Monika Patel
Add an attachment (proposed patch, testcase, etc.)

Additional Comments:

Status: ASSIGNED (edit) Commit

For more information, please visit

<http://mallocinc.dnsalias.com:58070/doc/bugzilla3-doc/en/html/index.html>

6 Additional Bugzilla Manuals

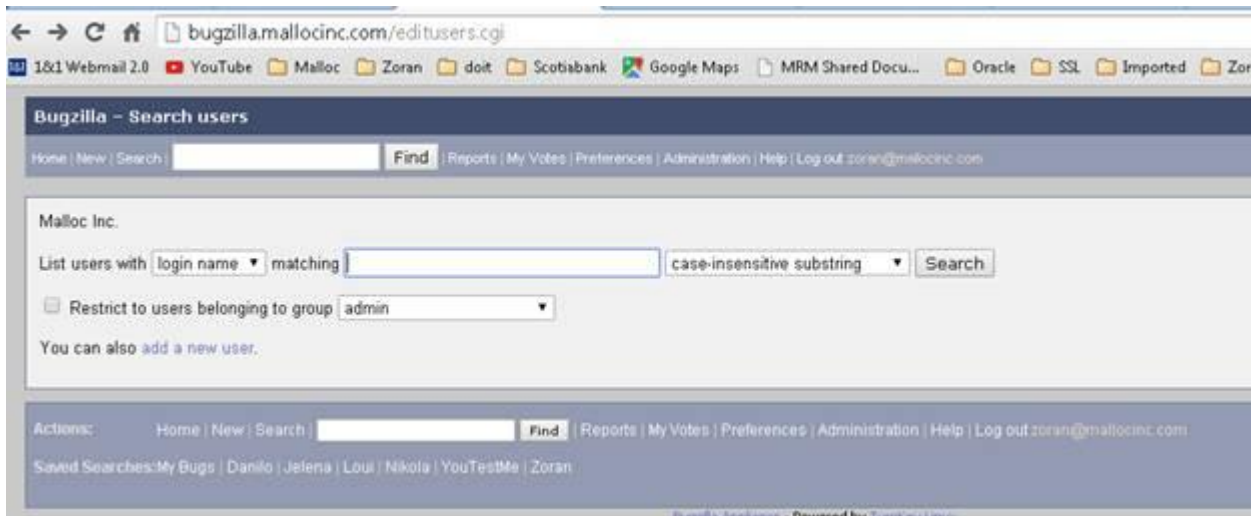
There are many tutorials available on the internet. Probably most convenient are videos on YouTube:

Search: "bugzilla tutorial for beginners"

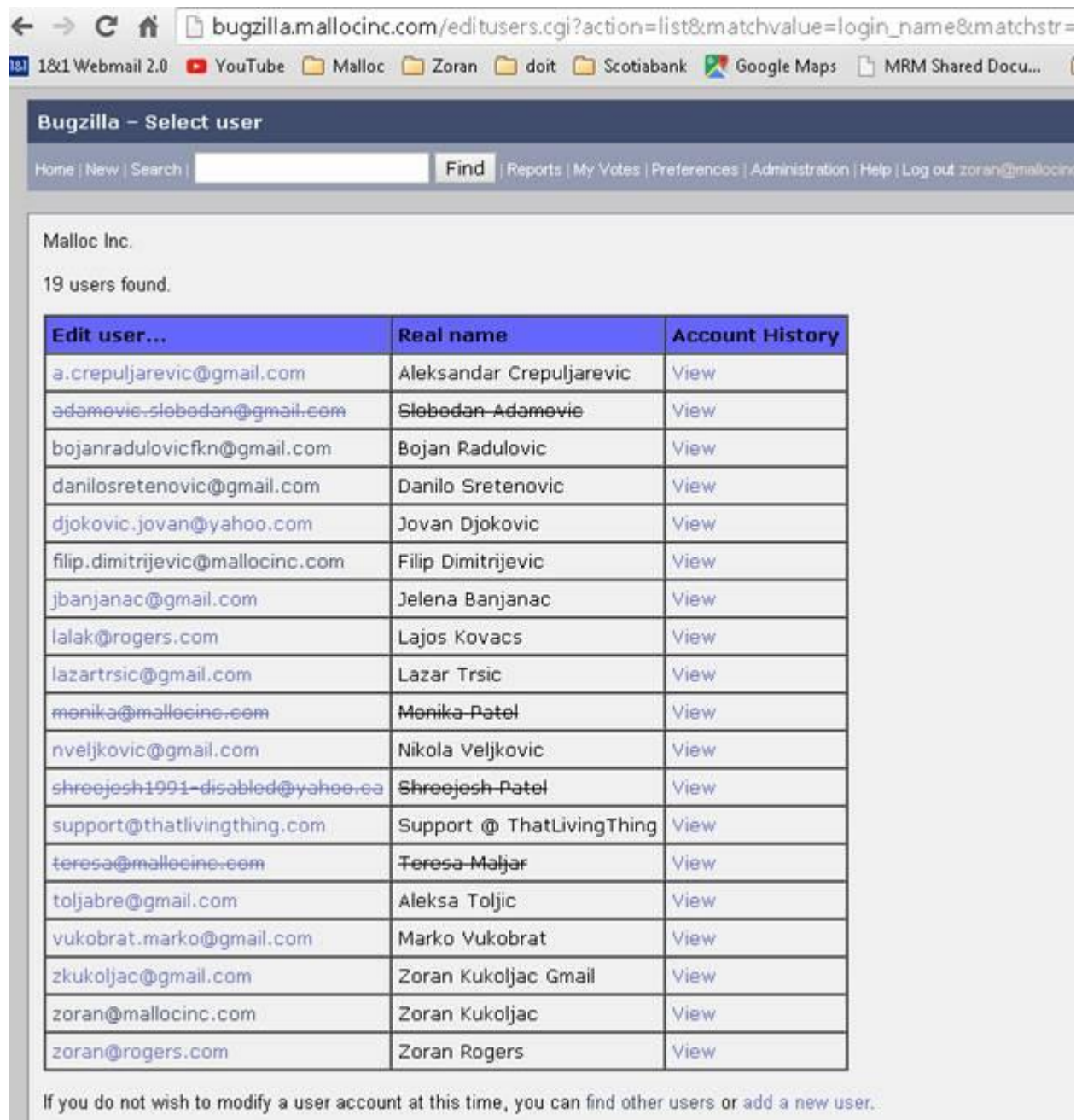
7 For Administrators

8 Listing all users

Go to "Administration"



Just click “search” and you will get list of all users:



The screenshot shows a web browser window with the URL `bugzilla.mallocinc.com/editusers.cgi?action=list&matchvalue=login_name&matchstr=`. The browser's address bar and tabs are visible at the top. The page title is "Bugzilla - Select user". Below the title is a navigation bar with links: Home | New | Search | | Find | Reports | My Votes | Preferences | Administration | Help | Log out zoran@mallocinc.com. The main content area shows "Malloc Inc." and "19 users found." Below this is a table with three columns: "Edit user...", "Real name", and "Account History". The table lists 19 users with their email addresses, real names, and a "View" link for each account history.

Edit user...	Real name	Account History
a.crepuljarevic@gmail.com	Aleksandar Crepuljarevic	View
adamevic.slebedan@gmail.com	Slebedan Adamevic	View
bojanradulovicfkn@gmail.com	Bojan Radulovic	View
danilosretenovic@gmail.com	Danilo Sretenovic	View
djokovic.jovan@yahoo.com	Jovan Djokovic	View
filip.dimitrijevic@mallocinc.com	Filip Dimitrijevic	View
jbanjanac@gmail.com	Jelena Banjanac	View
lalak@rogers.com	Lajos Kovacs	View
lazartrsic@gmail.com	Lazar Trsic	View
monika@mallocinc.com	Monika Patel	View
nveljkovic@gmail.com	Nikola Veljkovic	View
shreejesh1991-disabled@yahoo.ca	Shreejesh Patel	View
support@thatlivingthing.com	Support @ ThatLivingThing	View
teresa@mallocinc.com	Teresa Maljar	View
toljabre@gmail.com	Aleksa Toljic	View
vukobrat.marko@gmail.com	Marko Vukobrat	View
zkukoljac@gmail.com	Zoran Kukoljac Gmail	View
zoran@mallocinc.com	Zoran Kukoljac	View
zoran@rogers.com	Zoran Rogers	View

If you do not wish to modify a user account at this time, you can find other users or [add a new user](#).

8.1 Regular users permissions

bugzilla.mallocinc.com/editusers.cgi?action=edit&userid=58&matchvalue=login_name&groupid=1&grouprestrict=8&r

1&1 Webmail 2.0 YouTube Malloc Zoran doit Scotiabank Google Maps MRM Shared Docu... Oracle SSL Imported

Bugzilla - Edit user Danilo Sretenovic <danilosretenovic@gmail.com>

Home | New | Search | Find | Reports | My Votes | Preferences | Administration | Help | Log out zoran@mallocinc.com

Malloc Inc.

Login name: danilosretenovic@gmail.com
[Impersonate this user](#)

Real name: Danilo Sretenovic

Password:
 (Enter new password to change.)

Bugmail Disabled: ☐ (This affects bugmail and whinemail, not password-reset or other non-bug-related emails)

Disable text:
 (If non-empty, then the account will be disabled, and this text should explain why.)

Group access: **Can turn these bits on for other users**
| User is a member of these groups

- ☐ ☐ **admin:** Administrators
- ☐ ☐ **bz_canusewhineatothers:** Can configure whine reports for other users
- ☐ ☐ **bz_canusewhines:** User can configure whine reports for self
- ☐ ☐ **bz_sudoers:** Can perform actions as other users
- ☐ ☐ **bz_sudo_protect:** Can not be impersonated by other users
- ☐ ☐ **canconfirm:** Can confirm a bug or mark it a duplicate
- ☐ ☐ **creategroups:** Can create and destroy groups
- ☐ ☒ ☒ **editbugs:** Can edit all bug fields
- ☐ ☐ **editclassifications:** Can create, destroy, and edit classifications
- ☐ ☐ **editcomponents:** Can create, destroy, and edit components
- ☐ ☐ **editkeywords:** Can create, destroy, and edit keywords
- ☐ ☐ **editusers:** Can edit or disable users
- ☐ ☐ **thatlivingthing:** ThatLivingThing Group
- ☐ ☐ **tweakparams:** Can change Parameters
- ☐ ☒ **youtestme:** Youtestme
- ☐ ☐ **zgroup:** Zoran's Group

8.2 1.2 Administrator's permissions

Bugzilla – Edit user Zoran Kukoljac <zoran@mallocinc.com>

Home | New | Search | Find | Reports | My Votes | Preferences | Administration | Help | Log out zoran@mallocinc.com

Malloc Inc.

Login name:

Real name:

Password:
(Enter new password to change.)

Bugmail Disabled: ☐ (This affects bugmail and whinemail, not password-reset or other non-bug-related emails)

Disable text:
(If non-empty, then the account will be disabled, and this text should explain why.)

Group access: Can turn these bits on for other users
| User is a member of these groups

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	admin: Administrators
<input type="checkbox"/>	<input type="checkbox"/>	bz_canusewhineatothers: Can configure whine reports for other users
<input type="checkbox"/>	<input type="checkbox"/>	bz_canusewhines: User can configure whine reports for self
<input type="checkbox"/>	<input type="checkbox"/>	bz_sudoers: Can perform actions as other users
<input type="checkbox"/>	<input type="checkbox"/>	bz_sudo_protect: Can not be impersonated by other users
<input type="checkbox"/>	<input type="checkbox"/>	canconfirm: Can confirm a bug or mark it a duplicate
<input type="checkbox"/>	<input type="checkbox"/>	creategroups: Can create and destroy groups
<input type="checkbox"/>	<input checked="" type="checkbox"/>	editbugs: Can edit all bug fields
<input type="checkbox"/>	<input type="checkbox"/>	editclassifications: Can create, destroy, and edit classifications
<input type="checkbox"/>	<input type="checkbox"/>	editcomponents: Can create, destroy, and edit components
<input type="checkbox"/>	<input type="checkbox"/>	editkeywords: Can create, destroy, and edit keywords
<input type="checkbox"/>	<input checked="" type="checkbox"/>	editusers: Can edit or disable users
<input type="checkbox"/>	<input type="checkbox"/>	thatlivingthing: ThatLivingThing Group
<input type="checkbox"/>	<input type="checkbox"/>	tweakparams: Can change Parameters
<input type="checkbox"/>	<input type="checkbox"/>	youtestme: Youtestme

9 Bug Reporting

Step-by-step procedure for exporting a bug list from Bugzilla and importing it in Excel (2016).

9.1 Viewing a bug list

To view a bug list, first you need to open Bugzilla homepage at bugzilla.mallocinc.com. when you open Bugzilla homepage click on *Search* link (Picture 1).



Picture 1 - Bugzilla Homepage

9.2 Searching bugs

To find and to list all bugs on Bugzilla, you need to create a search query defined as in the *Picture 2*. These search parameters are located on 'Advanced Search' tab on Bugzilla Search page. When you define all parameters click on the search button.

The screenshot displays the 'Advanced Search' tab in the Bugzilla interface. At the top, there are two tabs: 'Simple Search' and 'Advanced Search'. Below the tabs, a message states: 'Hover your mouse over each field label to get help for that field.' The main search area contains several sections:

- Summary:** A dropdown menu set to 'contains all of the strings' and a text input field.
- Product:** A list of products including Classroom 2020, Database Analyzer 6.0, Get Certified, Malloc Infrastructure, Malloc Office, and TestProduct.
- Component:** A list of components including Accounting, Application Backend, Application Front End, Common Tasks, Content, and Database Analyzer and GDAO.
- Status:** A list of statuses including UNCONFIRMED, NEW, ASSIGNED, REOPENED, RESOLVED, and VERIFIED.
- Resolution:** A list of resolutions including FIXED, INVALID, WONTFIX, DUPLICATE, and WORKSFORME.

Below these sections, there is a section for 'Detailed Bug Information' with a link to 'Narrow results by the following fields: Comments, URL, Deadline, Bug Numbers, Version, Severity, Priority, Hardware, OS'. This section includes fields for:

- Comment:** A dropdown menu set to 'contains all of the strings' and a text input field.
- URL:** A dropdown menu set to 'contains all of the strings' and a text input field.
- Deadline:** A date range selector with 'from' and 'to' fields.
- Bugs numbered:** A text input field for a range of bug numbers.

Further down, there are sections for 'Search By People' and 'Search By Change History'. The 'Search By People' section includes checkboxes for 'the Bug Assignee', 'the Reporter', 'a CC list member', and 'a Commenter'. The 'Search By Change History' section includes a dropdown for 'where ANY of the fields:' and a date range selector.

At the bottom, there is a 'Custom Search' section with a dropdown for 'Match ALL of the following separately:' and a 'Search' button. A footer bar at the very bottom contains navigation links: Home | New | Browse | Search | [7] Reports | Preferences | Help | Log out mian.roncic@youtestme.com.

Picture 2 - Bugzilla Search Page

9.3 Bugzilla – Bug List

Once you click on search button you will see a list of all bugs (*Picture 3*).



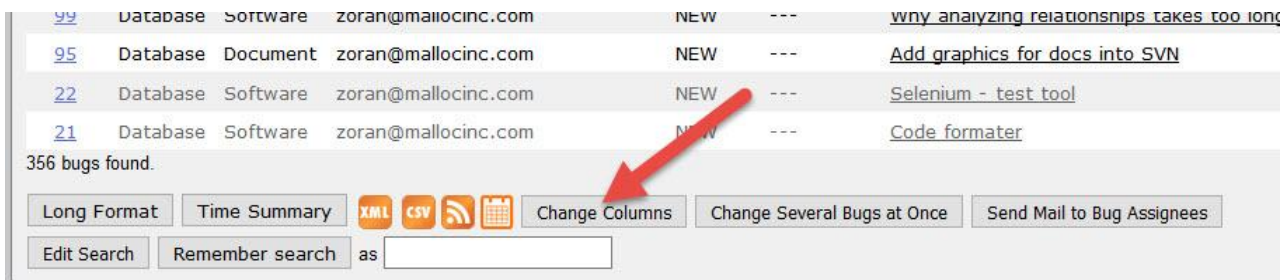
356 bugs found.

ID	Product	Comp	Assignee	Status	Resolution	Summary	Changed	Opened	Deadline
1514	Malloc I	Hardware	bojan.radulovic@mallocinc.com	NEW	---	GC problem - no optical drive	12:24:07	2016-09-16	2016-09-19
1570	Get Cert	Web Appl	daniilo.sretenovic@mallocinc...	NEW	---	Ukljuciti virtualizer u Jasper reports. Specificirati to u xmlu	11:05:52	11:05:44	
1569	Get Cert	Web Appl	lazar.trsic@mallocinc.com	NEW	---	Performance issue - Take quiz	11:02:42	11:01:53	
1559	Get Cert	Web Appl	milena.manogovic@youtestme...	NEW	---	Provjerite jos jednom user manuals za Excel upload	Sat 09:17	Thu 15:25	2016-09-23
1566	Malloc I	Hardware	nikola.vranic@youtestme.com	NEW	---	Organize VM intallation test for all in the office	Sat 07:37	Fri 15:22	2016-09-30
1567	Get Cert	Web Appl	daniilo.sretenovic@mallocinc...	NEW	---	Problem with loading certificate template	Sat 07:29	Sat 07:29	
1565	Malloc I	Hardware	bojan.radulovic@mallocinc.com	NEW	---	YTM VM Training for team	Fri 15:02	Fri 15:02	2016-09-16





Picture 3 - Bugzilla Bug List

9.4 Bugzilla Bug List Column Customization

For different purposes you will need different data related to Bug List. To define the columns that you need, go to the end of Bugzilla Bug List page and click on the 'Change Columns' button (*Picture 4*).



356 bugs found.

Long Format	Time Summary					Change Columns	Change Several Bugs at Once	Send Mail to Bug Assignees
Edit Search	Remember search	as	<input type="text"/>					

Picture 4 - The End of Bugzilla Bug List Page

Once you click on the 'Change Columns' button, you will see the list of available columns and selected columns (*Picture 5*). Go through both lists and check which columns you need and which ones you don't need. When you define the columns, click on the 'Change Columns' button.

Bugzilla – Change Columns

Home | New | Browse | Search | Search [?] | Reports | Preferences

Select the columns you wish to appear in your bug lists. Note that this feature requires cookies.

Available Columns		Selected Columns
%Complete		Product
Actual Hours		Component
Alias		Assignee
Assignee Real Name		Status
Blocks		Resolution
Bug ID	→	Summary (Full)
Depends on		Changed
Hardware		Opened
Hours Left	←	Deadline
Last Visit		
Number of Comments		
Orig. Est.		
OS		
Personal Tags		
Priority		

☒ Normal headers (prettier)
☐ Stagger headers (often makes list more compact)

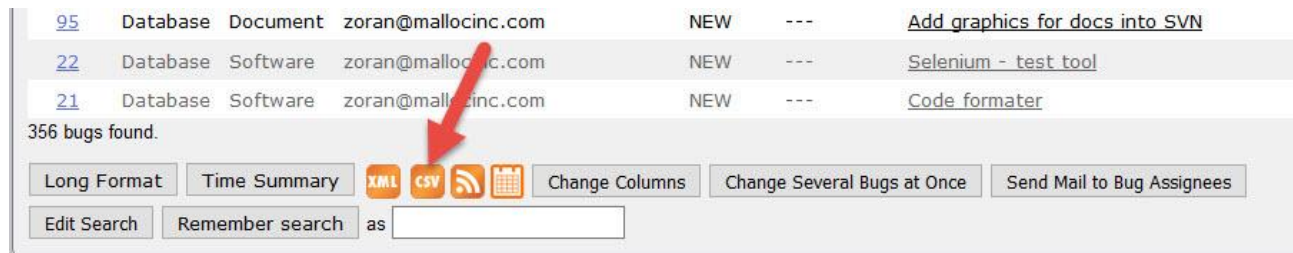
←

Picture 5 – Bugzilla Bug List Column Selection

9.5 Exporting Bugzilla Bug List

After defining the columns, you will see a Bug List with columns which you defined.

Now when you have customized the Bug List you can proceed to exporting the Bug List. To do that, scroll down to the end of Bug List and click the 'CSV' button (*Picture 6*). That way you will export the Bug List as an Excel Table.



Picture 6 - Bugzilla Bug List Export

9.6 Importing the Bug List into Excel

Depending on the version of MS Excel on your computer, you can import the Bug List in two ways.

First way is just to open the Bug List .csv file in Excel and format the table manually.

Second way is to import the table as a new Query. This way the bug list will be automatically formatted and ordering filters will be applied on the first row of the table. In the following of this document you will see the both ways of importing bug list in Excel. The Excel I am using for demonstration is Excel 2016.

9.7 Opening Bug List .csv File

Find the .csv Bug List file on your computer and double click on it. You will see unformatted table, with some data unreadable (*Picture 7*).

	A	B	C	D	E	F	G	H	I	J
1	Bug ID	Product	Component	Assignee	Status	Resolution	Summary	Changed	Opened	Deadline
2	1514	Mallo Infra	Hardware &	bojan.radul	NEW	---	GC problem	#####	#####	#####
3	1570	Get Certifie	Web Applic	danilo.srete	NEW	---	Ukljuciti vir	#####	#####	
4	1569	Get Certifie	Web Applic	lazar.trsic@	NEW	---	Performanc	#####	#####	
5	1559	Get Certifie	Web Applic	milana.man	NEW	---	Proverite in	#####	#####	#####

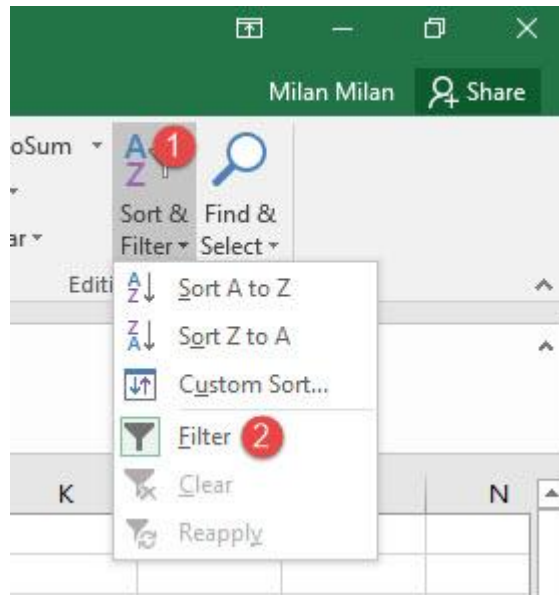
Picture 7 - Unformatted Bug List Table

To format this table, spread the columns and all data will become readable (Picture 8).

	A	B	C	D	E	F	G	H	I	J
1	Bug ID	Product	Component	Assignee	Status	Resolution	Summary	Changed	Opened	Deadline
2	1514	Malloc Infrastructure	Hardware & Software	bojan.radulovic@mallocinc.com	NEW	---	GC problem - no optical drive	9/24/2016 12:24	9/16/2016 9:56	9/19/2016
3	1570	Get Certified	Web Application	danilo.sretenovic@mallocinc.com	NEW	---	UKljučiti virtualizer u Jasper reports. Specifikirati to u xmlu	9/24/2016 11:05	9/24/2016 11:05	
4	1569	Get Certified	Web Application	lazar.trsic@mallocinc.com	NEW	---	Performance issue - Take quiz	9/24/2016 11:02	9/24/2016 11:01	
5	1559	Get Certified	Web Application	milena.manojlovic@youtestme.com	NEW	---	Proverite jos jednom user manuals za Excel upload	9/24/2016 9:17	9/22/2016 15:25	9/23/2016
6	1566	Malloc Infrastructure	Hardware & Software	nikola.vranic@youtestme.com	NEW	---	Organize VM installation test for all in the office	9/24/2016 7:37	9/23/2016 15:22	9/30/2016
7	1567	Get Certified	Web Application	danilo.sretenovic@mallocinc.com	NEW	---	Problem with loading certificate template	9/24/2016 7:29	9/24/2016 7:29	

Picture 8 - Readable Bug List Table

As you can see on *Picture 8*, the data is now readable and columns can be sorted. For example, you can sort the Bug List by Bug ID, or by date when bug was created (from newest to oldest and vise-versa). To do the sorting, you need to create a filter (*Picture 9*). It is located at Home tab of Excel, on the top right side of the screen. After that you will have table formatted as on *Picture 8*.



Picture 9 - Creating a Filter for Data Sorting

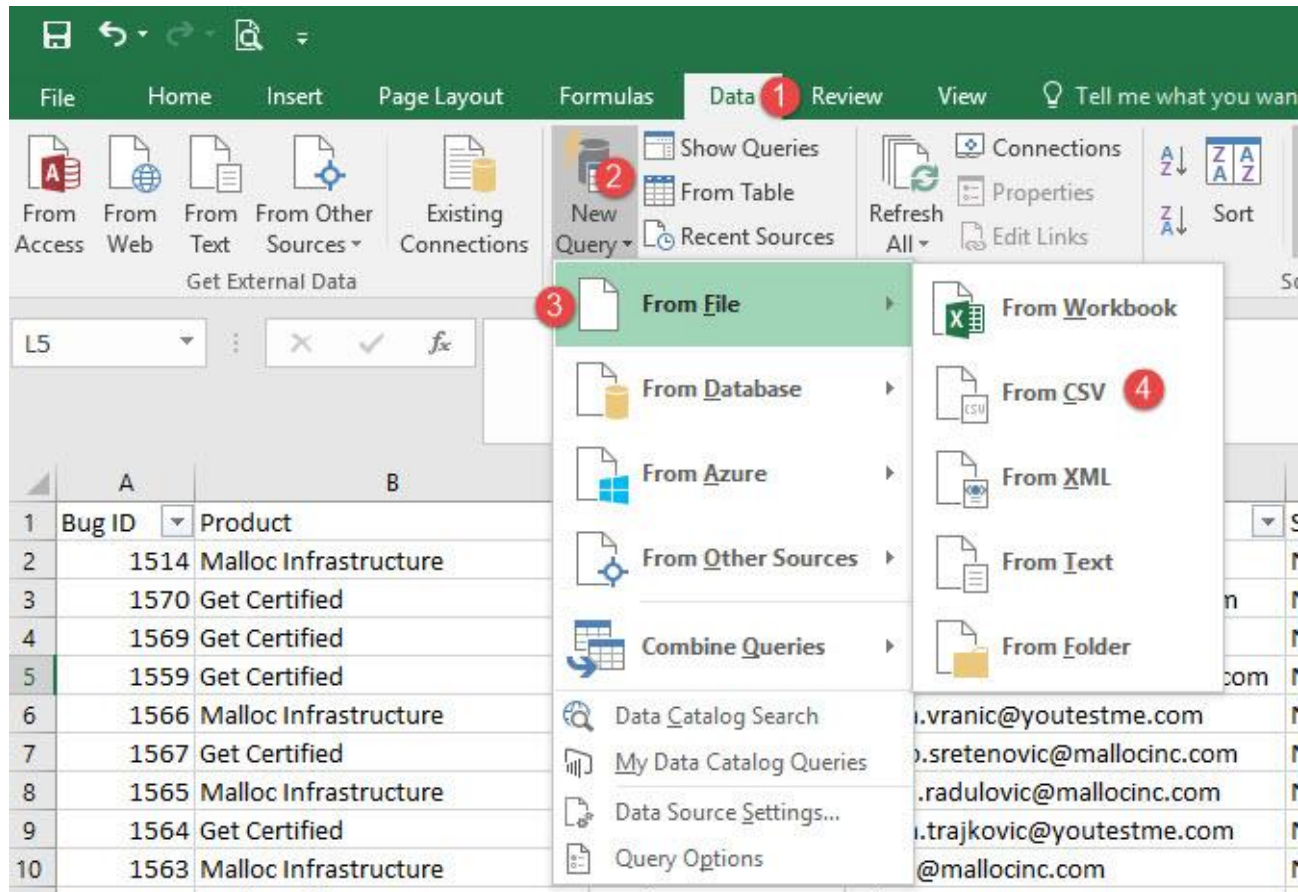
After sorting the table, go to File > Save As > Excel Workbook (.xlsx)

9.8 Importing a Bug List as Query

This process is faster because in a couple of clicks you will import a formatted Bug List table without any needs for further adjustments.

Take the following steps to import the table (*Picture 10*):

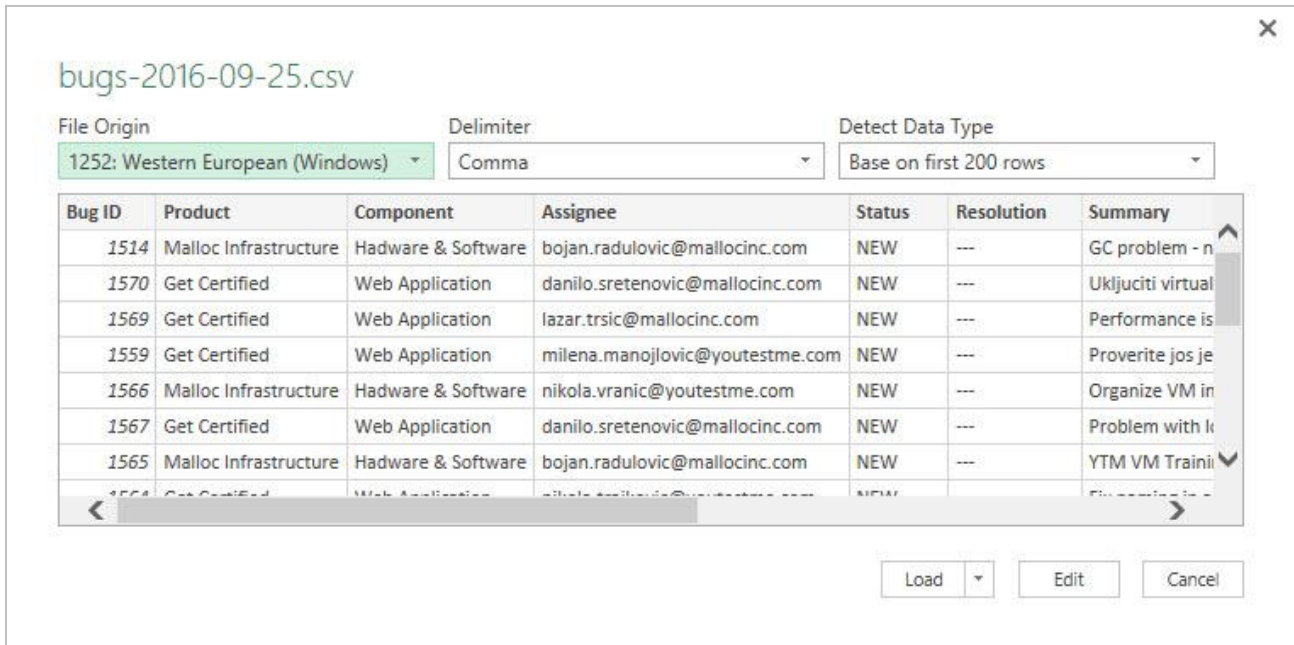
1. Go to 'Data' tab in Excel
2. Click on 'New Query'
3. Hover on 'From File'
4. Click on 'From CSV'



Picture 10 - Importing a .csv Bug List

Next you will see a new window where you will need to locate the Bug List .csv file on your computer. When you find it select it and click Open (or do double click on the file).

When you do that, another window will be shown to you (*Picture 11*). Just click on the 'Load' button.



Picture 11 - Bug List Load

in the window on *Picture 11*, Excel has recognized the column names and once you click on the 'Load' button you will get a formatted Bug List table (*Picture 12*).

	A	B	C	D	E	F	G	H	I	J
1	Bug ID	Product	Component	Assignee	Status	Resolution	Summary	Changed	Opened	Deadline
2	1514	Malloc Infrastructure	Hardware & Software	bojan.radulovic@mallocinc.com	NEW	---	GC problem - no optical drive	9/24/2016 12:24	9/16/2016 9:56	9/19/2016
3	1570	Get Certified	Web Application	danilo.sretenovic@mallocinc.com	NEW	---	Ukljuciti virtualizer u Jasper reports. Specificirati to u xmlu	9/24/2016 11:05	9/24/2016 11:05	
4	1569	Get Certified	Web Application	lazar.trsic@mallocinc.com	NEW	---	Performance issue - Take quiz	9/24/2016 11:02	9/24/2016 11:01	
5	1559	Get Certified	Web Application	milena.manojlovic@youtestme.com	NEW	---	Proverite jos jednom user manuals za Excel upload	9/24/2016 9:17	9/22/2016 15:25	9/23/2016
6	1566	Malloc Infrastructure	Hardware & Software	nikola.vranic@youtestme.com	NEW	---	Organize VM intallation test for all in the office	9/24/2016 7:37	9/23/2016 15:22	9/30/2016
7	1567	Get Certified	Web Application	danilo.sretenovic@mallocinc.com	NEW	---	Problem with loading certificate template	9/24/2016 7:29	9/24/2016 7:29	
8	1565	Malloc Infrastructure	Hardware & Software	bojan.radulovic@mallocinc.com	NEW	---	YTM VM Training for team	9/23/2016 15:02	9/23/2016 15:02	9/16/2016
9	1554	Get Certified	Web Application	lazar.trsic@mallocinc.com	NEW	---	Performance is	9/23/2016 15:02	9/23/2016 15:02	

Picture 12 - Formated bug List Table

9.9 Updating CC List

CC list is used to inform all people that should be informed on the status of bug(s). You can add people to CC list when creating/editing bug(s) or you can add people to multiple number of bugs at once.

9.9.1 Adding to CC List Inside the Bug

To add someone to a CC list of a certain bug, create/open the bug, and on the right, you will see a CC list option. In the field "Add" type in email address/es, separated with comma, of people who you wish to add to a CC list.

Bugzilla - Bug 2374 New marketing strategy for new people Last modified: 2017-10-04 13:51:01 EDT

Home | New | Browse | Search | Search [?] | Reports | Preferences | Administration | Help | Log out milan.roncevic@youtestme.com

Bug List: (1 of 26) First Last Prev Next Show last search results

Bug 2374 - New marketing strategy for new people (edit) Save Changes

Status: NEW (edit)
 Alias: None (edit)
 Product: Malloc Office
 Component: Marketing (show other bugs)
 Version: unspecified
 Hardware: PC Windows
 Importance: P1 major
 Deadline: 2017-10-13
 Assignee: Milan Roncevic (edit)

Reported: 2017-10-04 13:51 EDT by Zoran Kukoljac
 Modified: 2017-10-04 13:51 EDT (History)

CC List: ☐ Add me to CC list
 2 users

Add
 dusko.bozovic@mallocinc.com
 zoran@mallocinc.com

☒ Remove selected CCs
 Ignore Bug Mail: ☐ (never email me about this bug)

9.9.2 Adding to CC List Several Bugs at Once

In some cases, you might want to assign someone or yourself to a several number of bugs, or all bugs. I.e. if you are a new team member and you need to get notified of all changes within the existing bugs for GetCertified. In order to do that, search for all bugs related to a GetCertified. Once the list of bugs is generated, scroll down to the end of bug list and click "Change Several Bugs at Once".

185 bugs found.

Long Format Time Summary XML CSV RSS Change Columns **Change Several Bugs at Once** Send Mail to Bug Assignees

Edit Search Remember search as

File a new bug in the "Get Certified" product

Your search will reload and you will see a checkboxes next to bugs. Find and tick checkboxes next to the bugs that you wish to change or scroll down to the end of bug list and click "Check All" button to select all bugs at once.

	ID ▼	Product	Comp	Reporter
<input checked="" type="checkbox"/>	2375	Get Cert	Web Appl	Aleksandar Jeremic
<input checked="" type="checkbox"/>	2371	Get Cert	Web Appl	Danilo Sretenovic
<input type="checkbox"/>	2369	Get Cert	Web Appl	Danilo Sretenovic
<input checked="" type="checkbox"/>	2368	Get Cert	Web Appl	Milan Roncevic

Follow the steps from the screenshot below in order to see how to add someone to CC list in several or all bugs at once.

185 bugs found. **1**

To change multiple bugs:

1. Check the bugs you want to change above.
2. Make your changes in the form fields below. If the change you are making requires an explanation, include it in the comments box.
3. Click the *Commit* button.


Product: **Version:**

Component: **Priority:**

Hardware: **Severity:**

OS:

Status:

Orig. Est.: **Deadline:** 

Hours Left:

Assignee: ☐ Reset Assignee to default

CC List: **2**

Depends On:

Blocks:

Additional Comments:


Flags:

3

10 Extending Deadline

It is important to extend expired bug deadlines. To do so extend deadline to some meaningful date in the future that is appropriate to complete the task following with the comment about the reason why the deadline was extended.

1. Click on the "Calendar" icon to open calendar and chose date.

Orig. Est.:	Current Est.:	Hours Worked:	Hours Left:	%Complete:	Gain:	Deadline:
0.0	0.0	0.0 + 0	0.0	0	0.0	2016-10-07 

[Summarize time \(including time for bugs\)](#)

Attachments

[VM backups](#) (27.00 KB, application/octet-stream) [Details](#)

2016-09-07 15:33 EDT, [Zoran Kukoljac](#)

[Add an attachment](#) (proposed patch, testcase, etc.)

Additional Comments:

[Comment](#) [Preview](#)


< **October 2016** >


Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

2. Write comment about the reason why the deadline is extended and choose "Save Changes".


Additional Comments:

[Comment](#) [Preview](#)

This is the reason why I couldnt complete the task in time.
Therefore the deadline is extended by 3 days. 

Status: NEW 

[Mark as Duplicate](#)

 **Save Changes**