

Adding Issue to Accela SharePoint Issue Tracker

Click on Accela image to submit an issue

The screenshot shows the Town of Longboat Key Intranet homepage. The header includes the town's logo and navigation links: Home, Finance, Human Resources, Six Sigma, IT, Procurement, Employee Discounts, Emergency Management, Town Marketplace, and Edit. Below the header is a secondary navigation bar with '+ New', 'Page details', and 'Analytics'. The main content area features a large promotional banner for 'April Savings in Full Bloom!' with a QR code and a link to 'workingadvantage.com'. To the right of the banner is a weather widget for Longboat Key, FL, showing 72°F and sunny weather. In the bottom right corner, there is a white box with the Accela logo and the text 'Accela Issue Tracker' below it. A red arrow points from the text 'Click on Accela image to submit an issue' to the Accela logo.

Select + Add new item

The screenshot shows the 'Accela & ePlan Issues Tracker' page. The header includes the town's logo and navigation links: Home, Finance, Human Resources, Six Sigma, IT, Procurement, Employee Discounts, and Edit. Below the header is a secondary navigation bar with '+ Add new item', 'Edit in grid view', 'Undo', 'Share', 'Copy link', 'Export', 'Forms', 'Automate', and 'Manage access'. The main content area has a title 'Accela & ePlan Issues Tracker' with a star icon. Below the title is a filter bar with icons for filtering, sorting, and a dropdown menu set to 'All Items'. Below the filter bar is a table with columns: 'Issue Title', 'Description of ...', 'Accela Module', 'Contact (Nam...', 'Location', 'Assign To', and 'Status'. At the bottom of the page is a decorative graphic of colorful geometric shapes.

Please complete only the following fields:

- Issue Title
- Description of Problem
- Select Accela Module
- Name and Contact Phone Number
- Location (e.g., building locations such as PZB, PWK, Fire, etc.)
- Attachments (include screenshots if there is an error message; see instructions below)
- Save

New item

Issue Title

Enter value here

Description of Problem

Enter value here

Accela Module

—

Contact (Name & Phone Number)

Enter value here

Location

Enter value here

Status

—


Resolution

Enter value here

Save

Cancel

Capturing and Adding Screenshots:

- Press the Windows key  + Shift + S to take a screenshot (this will save the screenshot to the Pictures folder)
- Add attachments
- When the File Explorer window opens, navigate to Pictures > Screenshots
- Select the screenshot(s) you want to attach
- Click Open
- Save

Note: Multiple screenshots can be added.

