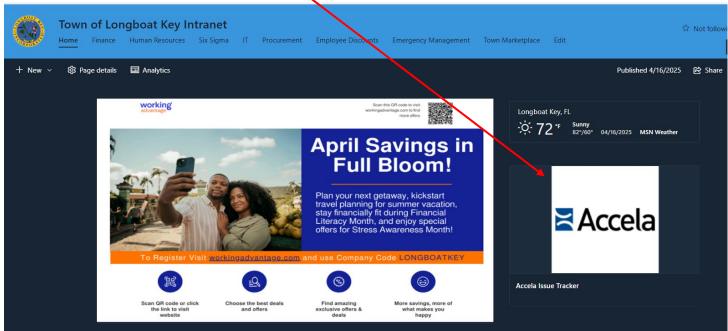
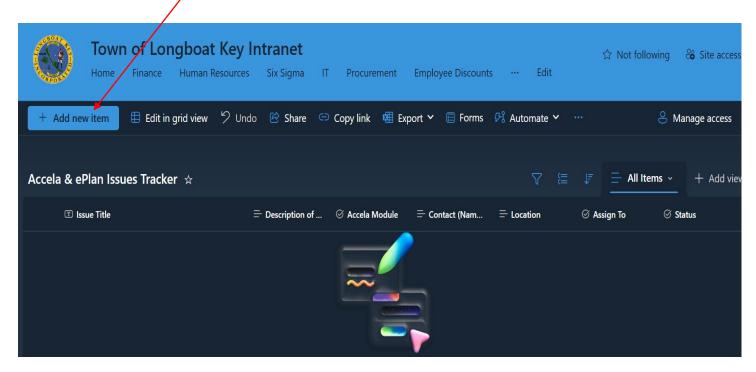
Adding Issue to Accela SharePoint Issue Tracker

Click on Accela image to submit an issue,

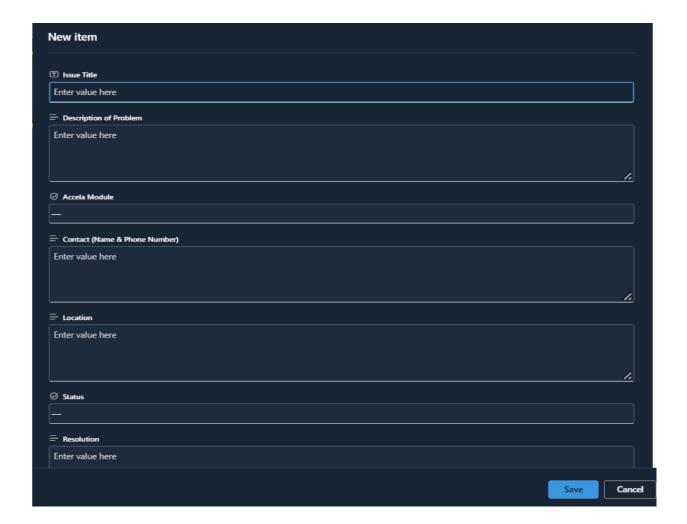


Select + Add new item



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



Capturing and Adding Screenshots:

- 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.



