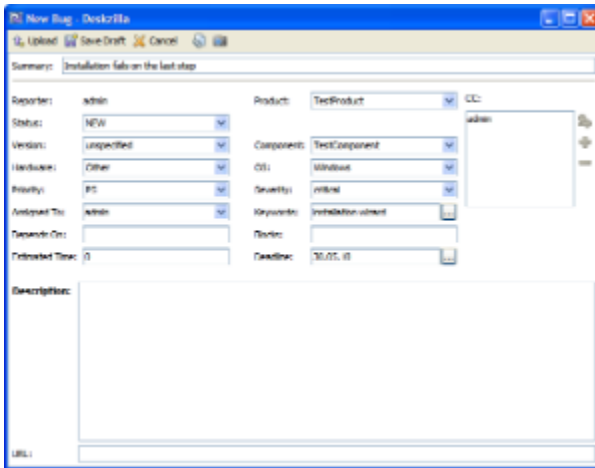# Creating New Bugs

To create a new bug:

1. Select the connection where you want to create a bug.
2. Click the **New Bug** button on the application toolbar or select **Bug | New Bug** (press **CTRL +N**). The **New Bug** dialog is shown.
3. Specify the bug summary, description and other parameters.
4. Click the **Attach File** or **Attach Screenshot** buttons to add attachments or screenshots. See the Working With Attachments and Working With Screenshots sections for details.
5. Click the **Upload** button if you want to add this bug to Bugzilla server immediately or click the **Save Draft** button to save the bug locally.

> ✅ A newly created bug has no ID and URL until it's uploaded to the server.