# Manage Project Components

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Project components can be used to categorize issues within a project. Components can be used in searches, reports, dashboards, filters, etc. The components are unique per Project, so they must be defined on a per project basis.

You must be project manager within the project to add, delete, or manage components.
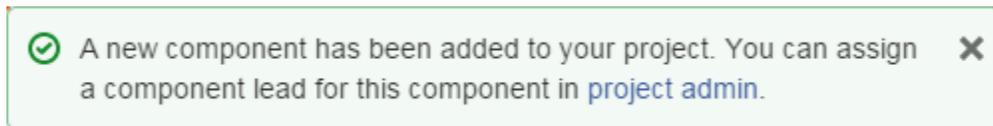
Adding Project Components

Adding New Components on the Fly

If you are in the project manager role for a project, you can add a new component right from the component field on an issue in the project. Simply click the pencil for the field to edit it and then start typing the new component name. A box will appear below the field that says "(New Component)" and the name you are typing.
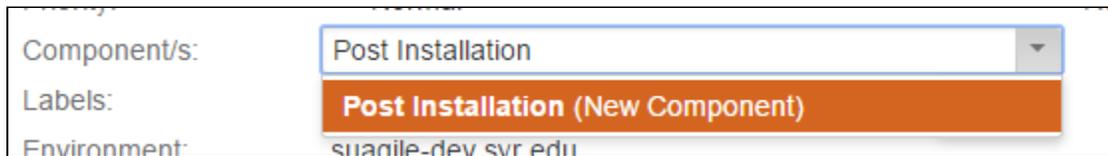
The new component will be added when you press return and then select the check mark to update the field. A poup box will then appear that tells you the new component has been added to the project. You cannot add a description, component lead or default assignee for the component while adding it on the fly. If you wish to set up a component description, component lead or default assignee, you will need to use the components link in "Project Administration" (see below).

Adding New Components from the Project Administration Screen

1. Select "Projects" from the top menu
2. Select the project from the recently viewed list or use "View All Projects' to select the project from a list of all projects you can view.
3. Select "Components" from the left-hand column
4. Enter a name for the component (required)
5. Enter an optional description for the component
6. optionally, add a component lead for the component. You can then select "component lead" as the default assignee to have that person automatically assigned to an issue when the component is chosen (just leave assignee blank, select the component, and create the issue). NOTE: The component lead must have the right to be an assignee of issues for the automatic assignment to occur.
7. optionally, set a default assignee for the component. You must select one of the following choices for assignee:
    a. default assignee for the project
    b. Component lead (you must specify a component lead who has permission to be an assignee for the project's issues)
    c. Project lead
    d. Unassigned (a default assignee based on component will not be set)

Remove a Component from a Project

Removing a component should be done with care since it will affect that values on existing issues. It should be done in off-hours since it can affect performance of the project and possibly all use of Orange Tracker.

1. Select "Projects" from the top menu
2. Select the project from the recently viewed list or use "View All Projects' to select the project from a list of all projects you can view.
3. Select "Components" from the left-hand column

4. Find the component you want to delete, and select the "Three Dots" icon and choose "Delete"
5. If there are existing issues with the component, you will be prompted to:
    a. swap the issues to another valid component (select the component from the drop-down list)
    b. Remove the component from the issues (the issues will have no component)
6. If there are no issues associated with the component, you will see a message that it is safe to delete the component.
7. Select the "Delete" button to remove the component (or swap the issues to a different component depending on the settings you chose).

Archiving a Component

Archive a Component

By archiving a component, you make it unavailable to be chosen and linked to issues but you still keep it as reference for reporting purposes. The component still appears on the components' list but is marked as Archived.

1. Select "Projects" from the top menu
2. Select the project from the recently viewed list or use "View All Projects' to select the project from a list of all projects you can view.
3. Select "Components" from the left-hand column
4. Find the component you want to archive, and select the "Three Dots" icon and choose "Archive"

Restore an Archived Component

If you need to restore a component and make it active again

1. Select "Projects" from the top menu
2. Select the project from the recently viewed list or use "View All Projects' to select the project from a list of all projects you can view.
3. Select "Components" from the left-hand column
4. You can filter for the **Archived** status to find the component you need.
5. Find the component you want to archive, and select the "Three Dots" icon and choose "Restore"