Format of writing test cases and Bug reporting

Format of writing test cases:

- **Test Case Id:** Each test case should be represented by a unique ID. It is a good practice to follow some naming convention for better understanding.

- **Test case description:** Pick test cases from test scenarios.

- **Precondition:** Some conditions needs to meet before executing the test cases.

- **Test Step:** To execute the test cases you need to perform some actions. So write proper test cases in detail.

- **Test data:** You need proper test data to execute the test cases.

- **Expected Result:** How a test is being expected to behave.

- **Actual Result:** It is the result which system shows when the test got executed.

Format of reporting a bug in excel:

- **Defect Id:** It is good practice to have an sequential numbering for the test cases, for the purpose of easily tracing and maintaining in database systematically.

- **Defect Title:** It is all about the decryption about what is the actual problem. Ex: Home page is not working.

- **Steps to reproduce:** Instruction should be given step wise to produce the bug or defect for the better understanding to a developer.

- **Severity:** Here we check the degree of impact a bug is making on the software product.

- **Screen shot:** Here we will give an additive support to our developers by providing screenshot as an evidence to them.