**Sample Template for Defect Report / Software Problem Report**

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| **Defect ID:** (Required) | System generated |
| **Author:**  (Required) | E.Kostadinov |
| **Release/Build #**  (Required) | MS Excel 2010 |
| **Open Date:**  (Required) | 7/07/2014 |
| **Close Date:** (Required) | System generated when QA closes |
| **Problem Area:**  (Required) | Excel text formatting |
| **Defect or Enhancement:** (Required) | Defect (Default) |
| **Problem Title:** (Required) | Text formatting doesn’t work correctly with list items |
| **Problem Description:** (Required) | When user applies ‘find-and-replace’ configuration in list with items for bullet style, the text is not formatted and encoded correctly. |
| **Expected behavior:** (Required) | When configured ‘find-and-replace’ option must always format and encode text correctly. |
| **Steps to reproduce:** (Required) | 1. Open MS Excel 2010 2. Add text as list of items 3. Mark text 4. Select ‘find-and-replace’ option 5. Set list item type as target 6. Apply option/Click OK |
| **Current Environment:** (Required) | Windows/ MS Excel 2010 |
| **Other Environment(s):** |  |
| **Defect Type:** (Required) | Functionality (Default)  Architectural  Connectivity  **Consistency**  Database Integrity  Documentation  **GUI**  Installation  Memory  Performance  Security and Controls  **Standards and Conventions**  Stress  **Usability** |
| **Who Detected:** (Required) | **Quality Assurance (Default)**  External Customer  Internal Customer  Development |
| **How Detected:** (Required) | **Testing (Default)**  Review  Walkthrough  JAD |
| **Assigned To:** (Required) | Individual/Developer assigned to investigate problem |
| **Priority:** (Required) | High (Default)  Critical  **Medium**  Low |
| **Severity:** (Required) | High (Default)  Critical  **Medium**  Low |
| **Status:** (Required) | **Open (Default)**  Being Reviewed by Development  Returned by Development  Ready for Testing in the Next Build  Closed (QA)  Returned by (QA)  Deferred to the Next Release |
| **Status Description:** | (Required when)  Status = “Returned by Development,”   “Ready for Testing in the Next Build” |
| **Fixed by:** | (Required when)  Status = “Ready for Testing in the Next Build” |
| **Planned Fix Build #:** | (Required when)  Status = “Ready for Testing in the Next Build” |