

Bug Reporting and Templates

1. Importance of Bug Reporting

A well-written bug report ensures timely resolution and clear communication between testers and developers.

2. Characteristics of a Good Bug Report

- Clear
- Concise
- Reproducible
- Relevant

3. Bug Lifecycle

New → Assigned → In Progress → Fixed → Retest → Closed

4. Bug Report Structure

Title

Short and descriptive.

Description

Detailed issue explanation.

Steps to Reproduce

Step-by-step instructions.

Expected vs Actual Results

Clearly mention the difference.

Severity and Priority

Defines business and technical impact.

Attachments

Logs, screenshots, videos.

5. Example Bug Template

Field	Description
Title	Incorrect total calculation
Steps	1. Add item ...
Expected	Total updated correctly
Actual	Wrong total
Severity	High
Priority	Critical

6. Tools for Bug Tracking

- Jira
- Bugzilla
- Azure DevOps
- Trello