

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
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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