**Defect Logging Template:**

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| Application/Release/Build Version | To be entered as the first item in the defect details. |
| Environment | QA/Staging |
| Platform: | * If web app then enter browser info * If mobile app then enter device model info |
| Operating System Version: | * If desktop app then enter windows version * If mobile app then enter device OS version |
| Component / Feature | Add component/feature name related to which the defect is being raised. |
| Device under test | This needs to be checked with the e-tools team if they can add an option to add device list which can be selected from a dropdown list while logging a defect.  If this is possible then all the supported device list must be added in the project so that it can be selected from a dropdown list while logging a defect. |
| Device settings: | If applicable |
| Application Settings: | If applicable |
| Defect Summary | Add a brief note describing what the defect is about.  This should not be more than a line (max 15 words). |
| Steps to Reproduce | Example:  Username->Password->Login   1. Actual Outcome 2. Expected Outcome |
| Description:  Link to test case id. | Detailed description of the defect of how and what exactly faltered.  At the end of the description following details MUST be added:   1. Is the defect reproducible under similar other scenarios, If YES then what are those scenarios ? 2. Is the defect NOT reproducible under similar other scenarios, If YES then what are those scenarios ? 3. Is the defect reproducible ONLY under certain circumstances, If YES then what are those ? 4. Do other similar features work properly ?   Example description for the above 4 points is given below:  **Scenario:**  Under “Settings” module, the “Units” functionality has 2 options: 1. Km, 2. Miles.  There is another item apart from “Units” under Settings is “Notifications”.  **Defect:**  The Units “Km” does not apply on the application whereas “Miles” work well.  The above 4 points must be described as below:   1. Apart from the Unit “Km”, the “Miles” option also does not work. 2. If option #1 is not applicable then add - Only the “Km” unit fails whereas the “Miles” work properly. 3. This happens only at the first attempt after we install the app, otherwise this works fine. 4. The failure occurs only with the “Units” functionality, whereas the “Notifications” functionality and other features under Settings work well. |
| Reproducibility of the defect | Example: 8/10 |
| Logs: | To be attached for all defects |
| Screenshot | Screenshot to be taken for all Alert / Warning / Error messages / UI discrepancies and attached with the defect. |
| Video | If the defect is difficult to understand or has lengthy steps to reproduce, then a video of the steps and the defect should be attached. |
| Severity | **Major/Critical**- Affects the core functionality & the user impact is high & no work around available.  **Medium**- Affects the core functionality but easy workaround is available and user impact is low.  **Minor**- Does not affect the core functionality and the user impact is low. |
| Labels  Mode - Automation/Manual | Labels should be added to extract stats from the defects.  Following label types should be added:   1. Test Type 2. Defect type    1. Functional    2. GUI    3. Performance    4. Localization    5. Compatibility 3. Release type 4. Defect Validity    1. Duplicate    2. Invalid    3. Breakage    4. Out Of Scope 5. Reporting source (Internal/External)   Link to all the required labels given [here](https://docs.google.com/spreadsheets/d/1UQq1eAtsMpv9nq6kKdsfS2HP1fyhnYoGBt9Z4AZwEDo/edit#gid=0) |