1. Bug ID

Purpose : Unique identifier to track the bug.

Definition : A short, standardized code (e.g., BR-001, DR-01,…) to reference the issue.

Example : BR-001

2. Title

Purpose : Summarize the issue concisely.

Definition : A brief, clear statement of the problem.

Example : Login button does not respond on clicking

3. Severity

Purpose : Indicate the impact of the bug on users/system.

Definition : Levels: Critical (system crash/data loss), High (major functionality blocked), Medium (minor feature broken), Low (cosmetic/UI issue).

Example : High

4. Priority

Purpose : Define urgency of fixing the bug.

Definition : Levels: Immediate (fix now), Urgent (next release), High (soon), Medium (low urgency), Low (if time permits).

Example : Urgent

5. Environment

Purpose : Specify where the bug occurs.

Definition : Details like OS, browser, device, or software version.

Example :

- ➜ OS: Windows 10
- ➜ Browser: Chrome v88.0.4324.104
- ➜ Device: Desktop

6. Description

Purpose : Explain the problem clearly.

Definition : A concise summary of the issue, including context.

Example : Login button fails to redirect users after valid credentials are entered.

7. Steps to Reproduce

Purpose : Guide others to replicate the bug.

Definition : Numbered actions to trigger the issue.

Example :

1. Open homepage in Chrome.
2. Enter valid username/password.
3. Click "Login."

8. Expected Result

Purpose : State the intended behavior.

Definition : What should happen if the system worked correctly.

Example : The user should be redirected to their dashboard after clicking the "Login" button.

9. Actual Result

Purpose : Describe the observed failure.

Definition : What happened instead of the expected outcome.

Example : Nothing happens when the "Login" button is clicked. The user remains on the login page.

10. Attachments

Purpose : Provide visual/recorded evidence.

Definition : Screenshots (for UI/layout issues) or screen recordings (for functional workflows).

Example :

Screenshot of login page with credentials.

Screen recording of failed login attempt.

11. Reported By

Purpose : Credit the reporter.

Definition : Name/email of the person who found the bug.

Example : Jane Doe

12. Date

Purpose : Track when the bug was reported.

Definition : Date in MM/DD/YYYY or DD Month YYYY format.

Example : January 16, 2025

13. Assigned To

Purpose : Assign ownership for resolution.

Definition : Name/email of the developer/team responsible.

Example : John Smith

Key Notes:

- Clarity and reproducibility are critical.
- Use specific details (e.g., exact OS/browser versions).
- Attachments save time in debugging (screenshots for UI issues, videos for workflows).
- This structure ensures developers can quickly understand, replicate, and fix the issue! 󠀠󠀠