

THE ULTIMATE BUG REPORT CHECKLIST



- ☐ **1. Title**
Keep it short and specific. Clearly summarize what the bug is and include the location or category.
- ☐ **2. Summary**
If a title isn't enough, add a short report summary - include when and how the bug occurred.
- ☐ **3. Visual proof**
A screenshot or video can add value by helping developers to understand the problem faster.
- ☐ **4. Expected vs. actual results**
Keep it short and specific. Clearly summarize what the bug is and include the location or category.
- ☐ **5. Steps to reproduce**
Assume the developer knows nothing about your bug and share the steps to recreate it.
- ☐ **6. Environment**
Include critical info: browser, operating system and version, screen size, zoom level and pixel ratio.
- ☐ **7. Console logs**
This is where the developer can see all the webpage errors - valuable to identify root of problem.
- ☐ **8. Source URL**
Important, but easy-to-forget! This will help the developer spot the issue and save lots of time.
- ☐ **9. Severity and priority**
Severity is the impact level on your product/website. Priority is how fast it should be investigated.
- ☐ **10. Advanced info**
Additionally info to consider: reporter name, assignee, due date, customer/user conversation.

For a detailed version go to [Marker.io/blog/write-bug-report](https://marker.io/blog/write-bug-report)

TIPS & TRICKS

- ✓ One bug = one issue
- ✓ Avoid duplicates
- ✓ Reproduce the bug before reporting
- ✓ KISS: keep it simple, stupid
- ✓ Use professional bug tracker
- ✓ Be kind

P.S. If you want to speed up your bug tracking process, check out [Marker.io](https://marker.io).
We'll help you fight your bugs, one issue at a time.