Bug Reporting in Manual Testing

✅ **What is a Bug Report?**

A **Bug Report** is a document to inform the development team about a defect.
It helps to reproduce, understand, and fix the issue.

✅ **Bug Report Format (Simple Example):**

Field	Description
Bug ID	BUG001
Title	Login button not working on Chrome
Description	Login button does not respond when clicked in Chrome browser version 116.
Steps to Reproduce	1. Open Chrome 2. Visit login page 3. Enter valid credentials 4. Click login button
Expected Result	User should be logged in
Actual Result	Nothing happens, stays on same page
Severity	High
Priority	Medium
Browser/Device	Chrome 116 on Windows 10
Reported By	Shreevijay Deore
Reported Date	21 July 2025
Status	Open

✅ **Optional Fields:**

- Screenshot

- Logs

- Module Name

- Assigned Developer

🛠️ **Commonly Used Bug Reporting / Tracking Tools in the Industry:**

Tool Name	Description	Free/Paid	Used For
JIRA	Most popular tool for bug tracking + project management	Paid (with free trial)	Bug reporting, Agile board, test cycles
Bugzilla	Open-source bug tracking tool by Mozilla	Free	Simple bug tracking
MantisBT	Lightweight, open-source bug tracker	Free	Simple reporting and status tracking
Redmine	Project + issue tracker	Free	Projects + bugs in one place
Trello	Kanban board (can be used for bugs)	Free	Visual boards to track bugs manually
Asana	Project and task tracking	Free + Paid	Used in startups and small teams
YouTrack	JetBrains bug tracking and Agile tool	Free for small teams	Developers + QA working together
TestRail (for test management)	Connects test cases + bug tracking	Paid	Testing + reporting bugs directly

✅ **Most Common in Companies:**

- **Big companies** → Use **JIRA**
- **Startups/small teams** → May use **Trello**, **Asana**, or even **Excel/Google Sheets** for simple tracking
- **Open-source projects** → Often use **Bugzilla** or **GitHub Issues**

📌 **Bonus: How a QA Reports Bug in JIRA (Basic Flow)**

1. Open your project dashboard.

2. Click on **"Create Issue"**.

3. Choose:

   o   **Issue Type**: Bug

   o   **Title**: Clear short summary

   o   **Description**: With steps, expected vs actual, screenshot

   o   **Severity & Priority**

4. Assign it to Developer or Leave Unassigned

5. Click **Create** –> Bug is now tracked.