

# SAMPLE DEFECT/BUG REPORT TEMPLATE

**Defect ID:** Add a Defect ID using a naming convention followed by your team. The Defect ID will be generated automatically in case of defect management tool.

**Reporter Name:** Name of the one who found the defect (Usually tester's name but sometimes it might be Developer, Business Analyst, Subject Matter Expert (SME), Customer)

**Defect Reported Date:** Date of the defect reported

**Who Detected:** Add the designation of the one who found the defect. E.g. QA, Developer, Business Analyst, SME, Customer

**How Detected:** Testing, Review, Walkthrough

**Project Name:** Add name of the project. (If it's a product, add product name)

**Release/Build Version:** Add the build version details here

**Defect/Enhancement:** Add whether it is defect or improvement

**Environment:** Add Operation Systems details, Browser Details and any other related to the test environment.

(E.g. Windows 8/Chrome 48.0.2564.103)

**Priority:** Add the priority of the bug

(E.g. High/Medium/Low)

**Severity:** Add the severity of the bug

(E.g. Critical/High/Medium/Low)

**Status:** Add the status of the bug. If you just found and posting it then it will be New. The status of the bug will change.

(E.g. New/ Assigned/ Open/ Fixed/ Test/ Verified/ Closed/ Reopen/ Duplicate/ Deferred/ Rejected/ cannot be fixed/ Not Reproducible/ Need more information)

**Description:** Add a detailed description.

**Steps to reproduce:** Mention steps in detail. So that even the one who has no idea about the application also could reproduce the bug.

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**URL:** Add the URL of the application (If available)

**Expected Result:** Mention the expected result here which is available in your test case document.

**Actual Result:** Mention the actual result here which is available in your test case document.

**Defect Close Date:** Add the defect close date only once you ensure that the defect is not reproducible.