Bug

A bug is an unexpected behavior of the software. A bug goes through a lifecycle from the time it is discovered to the time it is resolved or deferred.

Before Logging A Bug Report.

Test the feature a few times to make sure there is a bug occuring. Also test in different browsers and operating systems (cross platform testing) if necessary to ensure the bug is not only occurring in one area.

If a bug is found during formal testing with a test case ensure to attach it with that test case.

Once discovered ensure to log a bug report in a tool like Jira or bug management tool providing details:
1. Title.
2. What device like mobile, OS version, browser, version etc.
3. Steps to reproduce as in what did you do to find the bug? Or at least what made it occur?
4. Screenshots of what you seen.
5. Mention severity and priority status.
6. Expected result and actual result.

After logging it in it is best to keep track of the progress of the bug report (status) so regression testing can be done when a new build is deployed into the testing environment.

Once an issue does not occur and expectations are met then the bug report can be labeled as resolved status.

Bug Report Example

Bug Id (could be auto-generated)	SFB-00001
Title	Login Verification issue.
Environment	Desktop Operating system: Windows 11 Browser: Chrome Environment: Partial sandbox
Expected result	Login successful and navigated to the Sales Cloud page.
Actual result	Login failed screen.
Severity	Critical
Priority	High
Steps to reproduce	1. Launch browser (Chrome, Firefox, MS Edge) 2. Go to company's login URL domain page for the salesforce instance. 3. Enter credential in the fields (provide data used) 4. Received notification from salesforce app on mobile device to validate user login. Multi factor authentication.

Screenshot of what was seen during testing. This is just an example.