**Things to consider prior to reporting the bug:**

Check if the bug is a known bug and has been reported earlier. Bugs should not duplicate

**Bug Report Checklist**

**Bug Id**

A number to identify the bug - check the last entered bug number and continue from there

**Title**

A description of around 140-150 characters to describe the bug which should be understandable at a glance

**Bug Description (detailed)**

Describe the bug in detail

**Why**

Give reasons why this is a bug mapping the heuristic

**Severity**

The level of impact the bug has on the product.

Blocker/Severe/Medium/Low/Suggestion

**Frequency**

How often does the bug occur?

Does it occur once/often

**Expected results**

The results that are expected in the described test

**Actual Results**

The results that actually result from the described test

**Steps to recreate:**

Mention simple clear step by step instructions of how to create the mentioned bug. Numbering the steps make it more easy to follow

**Test Environment:**

The environment the bug was tested in

The device

The operating system

The build version of the product

**Attachment:**

A screenshot/video/log files to support evidence for the bug existence