Bug Title: This is the title of bug help to identify the bug in one-liner description.

Description: This should cover bug description along with the exact Steps To Reproduce, Expected Result, Actual Result and example.

Status: This field indicates the actual status of the bug in the Bug life cycle.

Here is the list of Bug Statuses in standard Bug life cycle:

New, Assigned, Resolved, Reopened, Verified (Vary based on Bug Tracking Tool)

Bug Assignee: This is the name of the developer who is responsible to resolve the bug.

Bug Cc: Add the manager and lead email address in CC list.

In the Bug Tracking Tool, this field is auto-populated based on configuration.

Reported On: The date on which the bug is occurred & reported the bug.

Browser: This field indicates on which browser & version this issue occurs.

Bug Type: The bug is categories into a different category like Functional, Navigational, GUI etc.

Environment: On which OS, platform this bug occurs.

Component: This field indicates the sub-modules of the product.

Priority: Urgency to fix the bug?

Priority can be set as P1 to P5.

The P1 means “first fix this bug i.e. priority is highest” and P5 means “No urgent, when get time then fix it”.

Blocker: Unless and until this fix no further testing can be done

Critical: Application is crashing or Losing the data.

Major: Major function under test is not working.

Minor: Minor function under test is not working.

Trivial: UI issues

Enhancement: Asking for new changes as an enhancement.Severity: This tells you about the impact of the bug.

Types of Severity:

Product

Reporter: Your name.

In the Bug Tracking Tool, this field is auto-populated.

Reproduces: In this section, you can have options like Always and Sometimes etc.

URL: The page URL on which bug occurred.

Build number: The Build number field describes the number of Builds on which the bug is found in.