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1 UAT BUG REPORT TEMPLATE

1.1 How to Report a Bug

Gunakan template ini untuk melaporkan bug yang ditemukan selama UAT. Informasi yang lengkap dan jelas akan mempercepat proses perbaikan.

1.2 Bug Report Form

1.2.1 Bug ID: BUG-[Auto-generated]

1.2.2 Reported Date: [DD/MM/YYYY]

1.2.3 Reported By: [Your Name]

1.2.4 Tester ID: [UAT-XXX]

1.3 1. Bug Summary

Title: [Short, descriptive title - max 100 characters]

Example: - “Error” - “POS barcode scan tidak responsive pada Chrome”

1.4 2. Severity Level

Select ONE:

- ☐ **CRITICAL** - Application crash, data loss, security breach, complete feature failure
- ☐ **HIGH** - Major feature broken, significant impact, workaround difficult
- ☐ **MEDIUM** - Partial feature failure, moderate impact, workaround exists
- ☐ **LOW** - Cosmetic issue, typo, minor UX improvement

Priority (Auto-assigned by QA Lead): _____

1.5 3. Bug Category

Select ONE:

- ☐ Functional (Feature not working as expected)
 - ☐ UI/UX (Visual, layout, responsive issues)
 - ☐ Performance (Slow loading, timeout)
 - ☐ Data Integrity (Wrong calculation, data mismatch)
 - ☐ Integration (External API failure: Midtrans, WhatsApp, Email)
 - ☐ Security (Unauthorized access, data exposure)
 - ☐ Documentation (Help text, error message unclear)
-

1.6 4. Module/Feature Affected

- **Module:** [Dashboard / Keuangan / Koperasi Mart / Belanja / Laporan / Kepengurusan / Administrasi]
 - **Sub-Module:** [Specific feature, e.g., “Simpanan”, “POS”, “Laporan SHU”]
 - **Page/URL:** [e.g., <https://uat.kopkarskf.com/keuangan/pinjaman>]
-

1.7 5. Environment

- **Server:** ☐ Production ☒ UAT ☐ Development ☐ Local
 - **Browser:** [Chrome / Firefox / Edge / Safari] Version: _____
 - **OS:** [Windows / macOS / Linux / Android / iOS] Version: _____
 - **Device:** [Desktop / Laptop / Tablet / Mobile]
 - **Screen Resolution:** [e.g., 1920x1080]
-

1.8 6. User Role

Logged in as: ☐ Admin ☐ Pengurus ☐ Manager Toko ☐ Kasir ☐ Anggota

1.9 7. Preconditions (Setup)

Describe the state of the system before the bug occurs:

Example:

- Logged in as Admin
- Have 5 pending loan requests
- Database has 50+ members
- Test data: Member ID A-0025 has Rp 1.000.000 simpanan

Your Preconditions:

[Describe setup here]

1.10 8. Steps to Reproduce

List EXACT steps to reproduce the bug. Be as detailed as possible.

Format:

1. [First action]
2. [Second action]
3. [Third action]
4. ...

Example:

1. Navigate to “Koperasi Mart” → “POS”
2. Click on barcode input field
3. Scan barcode (or type: 8991002100015)
4. Press Enter
5. Observe result

Your Steps:

1. _____

2. _____
 3. _____
 4. _____
 5. _____
-

1.11 9. Expected Result

Describe what SHOULD happen (correct behavior):

Example:

- Product "Indomie Goreng" should be added to cart
- Quantity = 1, Price = Rp 3.000
- Cart total updated

Your Expected Result:

[Describe expected behavior here]

1.12 10. Actual Result

Describe what ACTUALLY happened (incorrect behavior):

Example:

- Nothing happens after scanning
- No product added to cart
- Console shows error: "Cannot read property 'id' of undefined"

Your Actual Result:

[Describe actual behavior here]

1.13 11. Screenshot/Video (Highly Recommended)

Attach screenshots or screen recording to help visualize the issue.

Attachments: - ☐ Screenshot attached: _____ .png - ☐ Screen recording attached: _____ .mp4 - ☐ Error log attached: _____ .txt
 - ☐ No attachment (explain why): _____

Upload to: UAT module in app, or shared folder

1.14 12. Console Errors (If Applicable)

If you see errors in browser console (F12), copy-paste here:

[Paste console error here]

Example:

```
Uncaught TypeError: Cannot read property 'id' of undefined
    at scanProduct (pos.js:145)
    at HTMLInputElement.<anonymous> (pos.js:89)
```

1.15 13. Network Errors (If Applicable)

If bug related to API call, check Network tab (F12):

- **Request URL:** _____
 - **Status Code:** [200 / 404 / 500 / etc]
 - **Response:** _____
-

1.16 14. Reproducibility

How often does this bug occur?

- ☐ **Always** (100% - Every time)
 - ☐ **Frequently** (75-99% - Most of the time)
 - ☐ **Sometimes** (25-75% - Intermittent)
 - ☐ **Rarely** (<25% - Hard to reproduce)
 - ☐ **Once** (Only happened once, couldn't reproduce)
-

1.17 15. Workaround (If Any)

Is there a temporary workaround to bypass this issue?

- ☐ Yes - Describe: _____
 - ☐ No workaround found
-

1.18 16. Impact Assessment

How does this bug affect your work?

- ☐ **Blocker** - Cannot proceed with testing at all
- ☐ **Major** - Significant delay, but can test other features
- ☐ **Minor** - Slight inconvenience, testing continues
- ☐ **Cosmetic** - No impact on testing

Affects how many users? - ☐ All users - ☐ Specific role only: _____ - ☐
Only in specific scenario: _____

1.19 17. Related Bugs (Optional)

If this bug is related to another bug, mention here:

- **Related to:** BUG-XXX (Duplicate / Similar / Caused by)
 - **Blocked by:** BUG-XXX (Cannot test until this is fixed)
-
- _____

1.20 18. Additional Notes

Any other information that might help developers:

[Add notes here, e.g.,
- This only happens on Chrome, works fine on Firefox
- Started happening after yesterday's deployment
- Same issue reported by UAT-005]

1.21 19. Suggested Fix (Optional)

If you have technical knowledge, suggest a potential fix:

[Developer/Technical tester only]

1.22 FOR ADMIN/DEVELOPER USE ONLY

1.22.1 Bug Triage

Assigned To: _____

Assigned Date: //_____

Target Fix Date: //_____

Root Cause Analysis:

[Developer fills after investigation]

Fix Description:

[Developer describes the fix applied]

Fixed in Version: _____

Fix Deployed to UAT: //_____

1.22.2 Verification

Re-tested By: _____

Re-test Date: //_____

Re-test Result: [] PASS - Bug fixed [] FAIL - Bug still exists

Verification Notes:

[Tester confirms fix working]

1.22.3 Status Tracking

- ☐ **New** - Bug reported, awaiting triage
- ☐ **Confirmed** - Bug reproduced, valid issue
- ☐ **Assigned** - Developer assigned
- ☐ **In Progress** - Developer working on fix
- ☐ **Fixed** - Fix deployed to UAT
- ☐ **Ready for Re-test** - Awaiting verification
- ☐ **Verified** - Fix confirmed by tester
- ☐ **Closed** - Bug resolved
- ☐ **Rejected** - Not a bug / Won't fix / By design
- ☐ **Deferred** - Will fix in future release

Closed Date: //_____

Closed By: _____

1.23 Bug Metrics

Time to Fix: _____ hours

Number of Re-opens: _____

Regression: [] Yes [] No

1.24 Contact

Questions about this bug? - QA Lead: qa@kopkarskf.com - Dev Lead: dev@kopkarskf.com -
Urgent: WhatsApp UAT Group

Template Version: 1.0

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