Contents

UAT BUG REPORT TEMPLATE

How to Report a Bug

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

Bug Report Form

Bug ID: BUG-[Auto-generated]

Reported Date: [DD/MM/YYYY]

Reported By: [Your Name]

Tester ID: [UAT-XXX]

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1. Bug Summary

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

Example: - "Error" - "POS barcode scan tidak responsive pada Chrome"

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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): _____

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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)

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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]

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5. Environment

- **Server:** [ ] Production [X] 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]

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6. User Role

Logged in as: [ ] Admin [ ] Pengurus [ ] Manager Toko [ ] Kasir [ ] Anggota

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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]
```

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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. _____

---

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]
```

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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]
```

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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

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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)
```

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13. Network Errors (If Applicable)

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

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

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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)

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15. Workaround (If Any)

Is there a temporary workaround to bypass this issue?

☐ Yes - Describe: _____
☐ No workaround found

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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: _____

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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)

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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]
```

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19. Suggested Fix (Optional)

If you have technical knowledge, suggest a potential fix:

```
[Developer/Technical tester only]
```

FOR ADMIN/DEVELOPER USE ONLY

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: //_____

Verification

Re-tested By: _____
Re-test Date: //_____
Re-test Result: [ ] PASS - Bug fixed [ ] FAIL - Bug still exists

Verification Notes:

[Tester confirms fix working]

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: _____

Bug Metrics

Time to Fix: _____ hours
Number of Re-opens: _____
Regression: [ ] Yes [ ] No

Contact

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

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