A bug report contains information about what is wrong and what needs to be fixed in software or on a website. These comprehensive reports include requests or specifics for each software issue. It lets the developers understand what is wrong and how to fix itA sample Bug Report should have below details:

* **ID:** Unique number for the bug (for easy reference). Generally Auto generates if we use any defect mgmt tool like JIRA
* **Title:** Clear title for the bug, so anyone, regardless of role, can understand it (e.g., “Cart does not show my added item”).
* **Description/Summary:**In addition to a clear title, add an easy-to-understand description of the bug ( “When we add item in the cart and navigate to My Cart, Item is not being displayed”).
* **Environment:** Include any environment details (such as browser, operating system [OS], URL, software version, etc.), so anyone reviewing the bug can easily glean the environmental factors, and so development can replicate the bug and fix it.
* **Release Build #:** Enter the release build (or version of the software) in which the bug was detected.
* **Screenshot:** Add a screenshot of the bug, if applicable. That way, whatever the software malfunction, the issue will be clear to anyone reviewing the report.
* **Steps to Reproduce:** Include the exact steps you take to reproduce the bug occurrence (e.g., “Navigate to webpage, Search one item, Click on add cart, Navigate to my cart”).
* **Status:** Specify the status of the bug using the Status dropdown list (e.g., new, open, resolved, accepted, in progress, to be validated, done, etc.).
* **Priority:**Select a priority for the bug using the Priority dropdown list (e.g., critical, high, medium, low, etc.).
* **Severity:** Select the severity of the bug. How serious is it (e.g., blocker, critical, major, minor, trivial, enhancement, etc.)?
* **Resolution:** Select the bug’s status using the Resolution dropdown list (e.g., unresolved, fixed, etc.).
* **Assignee:** Enter the name of the employee who is responsible for ensuring that the bug is fixed.
* **Reporter:** Enter the name of the person who reported the bug.
* **Created:** Enter the date that the bug was reported.
* **Date:** Enter the date that the bug was found/filed.
* **Close Date:** Enter the date that the bug was fixed.
* **Fixed by:** Specify who fixed the bug. Planned Fix Build #: Specify the software build for which the bug fix is targeted.