Title: a short and descriptive name for the bug which clearly summarises the issue

**Bug Report ID: BR\_0xx** - a unique identifier assigned to each bug report

**Linked Test Case ID: TC\_X\_00x** - the ID of the test case associated with the bug (if applicable)

**Reported By:** the name of the person that reported the bug

**Date:** the date when the bug was reported

**Status:** the current state of the bug (New, Assigned, Open, Fixed, Retest, Closed, Duplicate, Rejected, Deferred, Not a Bug)

**Environment:**

* **Device:** the device used for testing
* **OS:** the operating system and version
* **Browser:** the browser and its version (for web-related issues)

**Preconditions:** any necessary configurations that should be set up or conditions that should be met before reproducing the bug

**Steps to Reproduce:** step-by-step instructions for replicating the bug

1. the first step
2. the second step
3. the third step
4. …

**Test Data:** any specific input data or credentials required for testing

* key: value
* key: value

**Expected Result:** the intended behaviour of the application if it is working as expected

1. the first expected outcome
2. the second expected outcome
3. the third expected outcome
4. …

**Actual Result:** what actually happened after executing the test case

**Attachment (video/photo):** screenshots, screencasts or log reports that provide evidence of the bug and that could help others understand what happened

**Comment**: any additional information or context related to the bug

**Reproducibility:** how often the bug occurs - different formats are applicable (percentage-based, frequency-based, X out of Y attempts, conditional

**Priority:** how urgently the bug should be fixed (High, Medium, Low - decided in consultation with the project manager or the client)

**Severity**: how serious the bug is (Critical, Major, Minor, Trivial - decided by the tester)