

Bug report

One bug per report. Start the steps from a clean state, copy exact error text, and remove passwords and personal data from attachments.

Title What is wrong, where. Short and specific.	
Environment Page or screen, device, OS, browser, app version, account used	
Before you start What must be true before step 1 (logged in as a customer, cart has 2 items).	
Steps to reproduce Numbered, one action per step. 1. 2. 3.	
Expected result What should happen, based on the requirement or common sense.	
Actual result What actually happened. Include exact error text.	
How often Always / Sometimes (x of y tries) / Once	
Severity S1 Critical / S2 Major / S3 Minor / S4 Trivial	
Screenshots, video and logs A screenshot or short screen recording, console errors, network response. Hide passwords and personal data.	
Workaround Any way users can get around it for now.	
Reported by and date	

Severity is how bad the impact is. Priority is how soon to fix it, usually set by the team.

Free template by BugsQA. Online generator: bugsqa.com/bug-report-template/