Bug Report

Title [Short, specific summary]

Reported by

Date

ID / ticket #

Severity [Critical / High / Medium / Low]

Priority [P1 / P2 / P3]

Component / page

Assigned to

Summary

[One or two sentences describing the problem.]

Steps to reproduce

1. [Go to ...]
2. [Click on ...]
3. [Enter ...]
4. [See error]

Expected result

[What should happen.]

Actual result

[What actually happens, including exact error messages.]

Environment

Device

Operating system

Browser and version

App version / build

Account / test data

Frequency [Always / sometimes / once]

Attachments

[Screenshots, screen recording, console logs, network logs]

Additional notes

[Workarounds, when it started, related issues]