**Defect Report Template**

Unique ID:

* 1234

Summary:

* <function><item><\_Action>

Description:

* Describe the problem, including user workflow or functions affected.

Reporter name:

* Name of person entering the defect.

Application:

* The application the defect appears in.

Application code version:

* The application version tested.

Server/environment:

* List of the servers or environments tested against.

Browser/OS and version:

* Note the OSes and browsers with versions the defect appears in.

Steps to reproduce:

1. x
2. y
3. z
4. aa
5. bb

Reproducible? Y/N

* How often: Always, Random

Link to test case ID:

* Test case name, if no link.

Test data used:

* All test data used.

Attachments:

* Screenshots of errors, log files and errors from dev tools.

List specific config settings used:

* List any nonstandard or specific configuration settings.

Severity/priority:

* Set the defect severity or priority as Critical, High, Medium or Low. Values vary by application development team.

Troubleshooting notes:

* Include descriptive notes on troubleshooting performed and any applicable results.