Bug Tracker

One bug per sheet. "It is broken" is a feeling, not a test case.

PART 2 | TESTING

Bug ID / short title:

Date / tester: **Device / browser / version:**

1. Where were you, and what did you do?

Include the screen, user role, starting conditions, and steps to reproduce.

2. What happened? What should have happened?

Actual result first. Expected result second. Add an error message if there is one.

3. Impact / status

Impact: Blocks main task / Disrupts work / Minor issue

Status: New / Investigating / Ready to retest / Verified fixed

4. Evidence and fix notes

Screenshot or video location, suspected cause, and what changed.

5. Retest the original steps and one related task

Record the version tested, result, and whether the related task still works.

Close it when you can verify the fix. "AI says it is fixed" does not count.