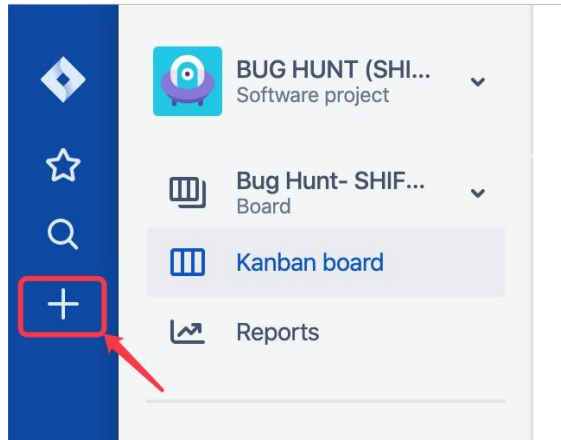


How To Create Bug Report In JIRA

On the main page of KANBAN board, click “+” button on the left side.



After that, a dialog will be shown for entering bug details:

Create issue

[Import issues](#)[Configure fields](#) ▼

Project*

 QA Demo Challenge (QDC) ▼

Issue Type*

 Bug ▼ 

Some issue types are unavailable due to incompatible field configuration and/or workflow associations.

Summary*

Assignee

 Automatic ▼

[Assign to me](#)

Reporter*

Zhengbin Dong

Start typing to get a list of possible matches.

Bug Type (Dropdown)

None ▼

Bug Type

Bug Priority Label

☐ Create another

[Create](#)

[Cancel](#)

Project: Make sure the correct project name has populated for the challenge you are submitting to.

Issue Type: "Bug" should be selected.

Summary: [Platform-Browser]:[bug title goes here] *Be Sure it is in this specified format*

Example Summaries:

1. [Windows-Chrome]: Login button is not working
2. [Mac-Firefox]: No warning message displayed when shift time overlaps with the activity

Assignee: Leave it as “**Automatic**”, it will change to “**Unassigned**” after the bug is created

Reporter: It'll show your name here, so just leave it as your name

User Role: User role used for this bug report, select it as “None” if no user role used

Bug Type (Dropdown): Use your best judgment to classify your bugs into below types:

- Functional (Application Functional Issues)
- Security (Application Security Issues)
- Accessibility (the accessibility of the system with respect to [WCAG 2.1](#))
- UI (GUI Issues)
- UX (Issues related to User Experience, Usability, Suggestion, Improvements)

Bug Priority Label: This is the priority box we need you to pay attention to. Use your best judgment to classify your bugs into below Classifications:

- P1 – Critical Fixes
 - Consistent crashing issues
 - Consistent broken, unusable, blocking issues (i.e. no data is appearing when it should be, or UI element completely blocks)
- P2 – Important Fixes
 - Bugs that prevent key operations and functionality (i.e. key information is wrong, Approving a request fails, etc).
 - Intermittent / no-repro crashing issues
- P3 – Moderate Fixes
 - Polish Items – colors, fit and finish, pixels being off, asymmetry, overlapping text
- P4 – Feedback and Usability Issues
 - Questions and observations that require clarification
 - Feedback for usability

Steps to Reproduce

1. Steps here
2. Steps here
3. Steps here

Important Note: Please provide more clear info for the steps to reproduce the bugs you are reporting. Try to think from a developer perspective, your steps/comments are critical in helping the developers to reproduce the bugs you reported.

Actual Result: Enter the actual result here.

Expected Result: Enter the expected result here.

Device (Free Text): Enter the appropriate device you're using

Operating System I: Drop down - Pick the appropriate operating system for the device

Operating System Version I: Free text - Type in the appropriate version number for the device

Browser I: If used, use dropdown. This is your "Primary Browser"

Screen Reader Used: If applicable. Drop down - Pick the appropriate option

WCAG Category: If applicable. Drop down - Pick the appropriate option

WCAG Success Criterion: If applicable. Drop down - Pick the appropriate option

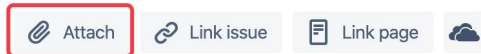
WCAG Level: If applicable. Drop down - Pick the appropriate option

Admin-Copilot Notes: Ignore this one.

Challenge Summary: Ignore this one for now, it will be used in Challenge Phase.

A new bug will be created successfully after clicking the **"Create"** button. After that, you'll be able to attach files for it.

[Shifts][Web-Chrome]Schedule-Move team member -
Clicking outside area is not working after/before moving
team member



Steps to Reproduce

1. Login to teams.microsoft.com with wipro.user35@flwtestersr0.onmicrosoft.com.
2. Navigate to shift int.
3. Navigate to schedule.
4. click on elipsis(...) near any team member and select Move Team Member.
5. After moving team member click outside.
6. UI doesnt respond to save the member to new team member.

By clicking the **"Attach"** button you'll be able to attach files. Note that there are some differences for the required materials to be attached depending on the specific bug types.

For **UI bugs**, only the **Bug screenshots** with key areas highlighted by a red box with descriptive text are required.

For **Accessibility, Security and UX** bugs, the following are required:

1. **Bug video** - Should only focus on steps getting to the bug.

2. **Bug screenshots** - Screenshots with key areas highlighted by a red box with descriptive text.

For **Functional bugs**, the following are required:

1. **Bug video** - Should only focus on steps getting to the bug.
2. **Bug screenshots** - Screenshots with key areas highlighted by a red box with descriptive text.
3. **Browser console log file** - Focus the log file on the steps up to creating a bug.