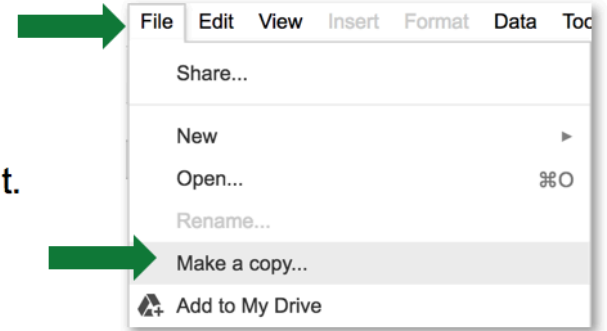


How to use this template:

This is a view-only file and cannot be edited.

Create your own copy of this template to edit.

In the menu, click **File > Make a copy...**



QA BUG REPORT TEMPLATE

Try Smartsheet for FREE

DEFECT ID <i>A unique ID so that the bug can be referenced</i>	AUTHOR <i>The person writing the bug report</i>	RELEASE BUILD NO. <i>The release build number of the software in which the bug was detected</i>

OPEN DATE	PROBLEM AREA	PROBLEM DESCRIPTION
CLOSE DATE	PROBLEM TITLE	CURRENT ENVIRONMENT

DEFECT TYPE	X	WHO DETECTED	X	HOW DETECTED	X
Functionality		Quality Assurance		Testing	
Architectural		External Customer		Review	
Connectivity		Internal Customer		Walkthrough	
Consistency		Development		JAD	
Database Integrity		PRIORITY	X	STATUS	X
Documentation		Critical		Open	
GUI		High		Being Reviewed by Development	
Installation		Medium		Returned by Development	

Memory		Low		Ready for Testing in the Next Build	
Performance		SEVERITY	X	Closed (QA)	
Security and Controls		Critical		Returned by (QA)	
Standards and Conventions		High		Deferred to the Next Release	
Stress		Medium		ASSIGNED TO	
Usability		Low			

STATUS DESCRIPTION	FIXED BY	PLANNED FIX BUILD NO.

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.