**Bug report form template**

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| **Project name:** |  |

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| --- | --- | --- | --- |
| **Title** |  | **Bug ID** |  |

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| --- | --- | --- | --- | --- | --- |
| **Reported by** |  | **on** | Date | **Status** | To do |
| **Assignee** |  | | | **Severity** | Severity |
| **Due date** | Date | | | **Priority** | Priority |
| **Closed date** | Date | | | **Frequency** | Frequency |
| **Environment** | | | | **Reproduced** | E.g., 5/10 times |
|  | | | | **Link** |  |
| **Attachments** | File [insert file with visual proof] |

|  |  |
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| **Expected result** | **Actual result** |
|  |  |
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| **Steps to reproduce bug** | **Comments/Notes** |
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| **Resolution:** |
| [Explain the process of solving the bug for future reference. You may add a Google Docs file containing images of the steps taken.] |
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