

Software Testing Bug Reporting Guide PDF Page

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Prepared: 26 October 2026 · **Primary keyword:** software testing bug reporting guide pdf · **Search volume:** not checked (keyword tool out of credits); verify in Search Console.

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PART 1: Page plan

Item	Decision
Final URL	https://uncodemy.com/software-testing-bug-reporting-guide-pdf
Intent (anti-cannibalisation)	WRITING DEFECT REPORTS. The status workflow is on the bug life cycle page.
Why not thin	Explainer-style sections, FAQs and cross-links make the page useful even without a download
Schema	WebSite, Organization, Breadcrumb, CollectionPage, FAQPage (only FAQs visible on the page). PDF <code>ItemList</code> provided commented, to enable after titles are final
Share image	https://uncodemy.com/image/logo-og.jpg for now; custom 1200x630 card recommended

PART 2: Page content (copy-paste ready)

SEO Title (51 chars):

Software Testing Bug Reporting Guide PDF | Uncodemy

Meta Description (132 chars):

Download the bug reporting guide PDF from Uncodemy: a defect report template, severity vs priority and good vs poor report examples.

H1: Software Testing Bug Reporting Guide PDF Downloads **Breadcrumb:** Home > Software Testing Bug Reporting Guide PDF **Final URL:** <https://uncodemy.com/software-testing-bug-reporting-guide-pdf>

Byline: Prepared by the Uncodemy trainer team [CONFIRM: author name and role] · Reviewed by [CONFIRM: reviewer name and role] · Last reviewed: [DATE]

Quick Answer

This page offers Uncodemy's bug reporting guide as a PDF download. A good bug report lets a developer reproduce, understand and fix a defect without asking questions. The guide gives a template, explains severity and priority, shows the difference between a poor and a good report and lists the evidence to attach.

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Same rule. **[Download PDF]** → <https://uncodemy.com/pdf/software-testing-bug-reporting-guide-3.pdf>

Each button must open its own file. Do not point several buttons at one file. Delete unused optional cards.

Why bug reports matter

Finding a defect is only half of a tester's job. The other half is communicating it so that it gets fixed correctly and quickly. A vague report such as checkout broken makes a developer lose time asking for details, trying to reproduce the problem and guessing the conditions. A precise report saves hours and builds trust between testers and developers. Think of a bug report as a small piece of technical writing aimed at a busy reader: it must be accurate, complete and easy to scan, and it must make it obvious what is wrong and how to see it.

Anatomy of a good bug report

Field	What to write
Title	Short, specific summary of the problem and where
Environment	Build or version, device, operating system, browser, test environment
Preconditions	State and data needed before the steps
Steps to reproduce	Numbered, minimal and exact
Expected result	What should have happened, referring to the requirement
Actual result	What did happen, including exact error text
Severity and priority	Technical impact and urgency of fixing
Attachments	Screenshot or screen recording, logs, network details
Frequency	Always, intermittent, or only once
Additional notes	Workaround, related issues, when it started

A poor report and a good one

Poor	Good
Title: Payment not working	Title: Order is placed twice when the Pay button is double-clicked on the card payment page
Steps: Try to pay	Steps: 1. Add any product to the cart 2. Go to checkout and choose card payment 3. Enter test card details 4. Double-click Pay
Actual: It fails	Actual: Two orders with different IDs are created and the card is charged twice in the test gateway
Expected: Should work	Expected: One order is created and the Pay button is disabled after the first click
No attachments	Attachments: screen recording, both order IDs and the browser console log

Severity and priority are different

Severity describes how serious the defect is for the system: how much it breaks. Priority describes how urgently the business wants it fixed. They often agree but not always. A spelling mistake in the company name on the home page has low severity but may have high priority. A crash in a rarely used admin report has high severity but may have lower priority. Testers normally propose severity; the product owner or team lead sets priority. Using both avoids arguments and lets the team schedule fixes sensibly.

Typical severity levels

Severity	Meaning	Example
Critical	System crashes, data loss or security breach; no workaround	Payments are charged but orders are lost
High	Major feature broken; workaround difficult	Users cannot reset their password
Medium	Feature partly broken; workaround exists	A filter returns wrong results but search still works
Low	Minor issue or cosmetic	A misaligned button or a typo

How to write a report that gets fixed

1. Reproduce the problem at least twice and note whether it is consistent.
2. Find the shortest set of steps that triggers it.
3. Check whether the issue is already reported to avoid duplicates.
4. Write a specific title that contains the feature and the symptom.
5. Capture evidence: screenshots, recordings, logs and exact error messages.
6. State expected and actual results separately and objectively.
7. Suggest severity, and mention any workaround.

Evidence that helps developers

- A screenshot with the relevant area highlighted.
- A short screen recording of the steps.
- Browser console errors and failed network requests.
- Application log lines with timestamps and the user or order ID.
- The exact build number and environment.

Tone and professionalism

- Describe the behaviour, not the person who wrote the code.
- Avoid words such as stupid or obviously broken.
- Stay factual and respond to questions quickly.
- Retest the fix promptly and update the report.

Common bug reporting mistakes

- **Vague titles and steps.**
- **Combining several defects** in one report.
- **Missing environment details**, so the bug cannot be reproduced.
- **Reporting opinions** as defects without reference to a requirement.
- **Duplicates** because the tracker was not searched first.

A copy-ready bug report template

Paste this into a tracker's description field and fill each line.

```
Title: [Feature] - [short symptom]
Environment: [build/version] | [OS and version] | [browser or device] | [test environment]
Preconditions: [account type, data, settings]
Steps to reproduce:
1.
2.
3.
Expected result: [what should happen, with requirement reference]
Actual result: [what happened, exact error text]
Severity: [Critical / High / Medium / Low] Priority: [set by lead]
Frequency: [Always / Intermittent (x of y tries)]
Attachments: [screenshot, recording, log excerpt]
Workaround: [if any]
```

Quick self-check before you click Submit

- Could a new team member reproduce this from my steps alone?
- Is the title searchable and specific?
- Did I attach evidence?
- Did I search for duplicates?
- Am I reporting one defect, not three?

Related Uncodemy resources

- [Software Testing Bug Life Cycle PDF](#)
- [Software Testing Test Case Guide PDF](#)
- [Software Testing Regression Testing PDF](#)
- [Smoke and Sanity Testing PDF](#)

Learn with a trainer [use only the line that is true]

- **Software Testing course:** [CONFIRM URL]. [CONFIRM URL] Link only if this course page is live; otherwise use <https://uncodemy.com/all-courses>

(One soft call to action: course link or free demo. No pop-up.)

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Frequently Asked Questions

What should a bug report contain?

A specific title, environment, preconditions, numbered steps to reproduce, expected and actual results, severity and priority, evidence such as screenshots or logs, and frequency.

What is the difference between severity and priority?

Severity is the technical impact of the defect. Priority is how urgently it should be fixed from a business point of view.

How do I write a good bug title?

Name the feature and the symptom specifically, for example: order is placed twice when Pay is double-clicked on the card payment page.

What if I cannot reproduce a bug consistently?

Report it as intermittent, describe the conditions where it occurred, attach logs and recordings and note how often you saw it.

Should testers fix the bugs they find?

Normally no. Testers report and verify fixes, while developers fix them, although small teams may share responsibilities.

Are these PDFs free to download?

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