

# Software Bug and Error Reporting Form

Please fill out this form to report any software bugs, errors, or unexpected behavior. This form is formatted for printing and manual record-keeping.

## 1. Reporter Information

Reporter Full Name:

Email Address:

Date of Report:

Department / Team:

## 2. Environment Details

Software / Application Name:

Software Version / Build Number:

Operating System (e.g., Windows 11, macOS 14, Ubuntu 22.04):

Browser Name & Version (if web-based):

## 3. Bug & Error Details

Bug Title / Short Summary:

Severity Level (Low, Medium, High, Critical):

Detailed Description of the Bug:

## Steps to Reproduce

Describe the exact steps required to reproduce the error (e.g., 1. Click login, 2. Leave password blank...)

Step 1:

Step 2:

Step 3:

Step 4:

## Expected vs. Actual Results

Expected Result (What should have happened):

Actual Result (What actually happened, including error codes/messages):

## 4. Internal Office Use Only

Assigned Developer:

Assigned Bug/Ticket ID:

Date Resolved: