Bug is a mismatch between actual behavior of a software application and its intended (expected) behavior. We learn about expected behavior from requirements, specifications, and other technical documentations.

**Bug report:**

**1) Title (Short Description)** goes to the Summary text field in Bugzilla

It must be as short as possible and have all important information that helps Developers / Product Managers understand the issue.

* Where the issue happened. Login page, Edit User popup, Help section, etc
* What is broken: Unable to update the field, Save button is disabled, Unable to save the form, etc

**Examples:**

"Candidate update: Getting 500 error from API when changing candidate's applied position"

"Position edit: unable to update position title"

"Dashboard: Validation error is displayed for US address"

"Help section, DE language: Wrong links for Privacy Policy on the footer"

**2) Description field in Bugzilla**

Must have steps to reproduce, Actual and Expected results

You can use below as a template for your tickets:

**Steps** **to Reproduce**:

1) …

2) …

**Actual Result:**

<What is happened and why is it a bug?>

<screenshots>

**Expected Result:**

<What should happen?>

**3) Priority**

**4) Severity**

**5) Attachments**

All attachments go in this section, then can be referenced from **Description**

* Screenshots
* Log files
* Video recording