## The Ultimate Bug Report Checklist

### 1. Title
Keep it short and specific. Clearly summarize what the bug is and include the location or category.

### 2. Summary
If a title isn't enough, add a short report summary - include when and how the bug occurred.

### 3. Visual proof
A screenshot or video can add value by helping developers understand the problem faster.

### 4. Expected vs. actual results
Keep it short and specific. Clearly summarize what the bug is and include the location or category.

### 5. Steps to reproduce
Assume the developer knows nothing about your bug and share the steps to recreate it.

### 6. Environment
Include critical info: browser, operating system and version, screen size, zoom level and pixel ratio.

### 7. Console logs
This is where the developer can see all the webpage errors - valuable to identify root of problem.

### 8. Source URL
Important, but easy-to-forget! This will help the developer spot the issue and save lots of time.

### 9. Severity and priority
Severity is the impact level on your product/website. Priority is how fast it should be investigated.

### 10. Advanced info
Additionally info to consider: reporter name, assignee, due date, customer/user conversation.

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### TIPS & TRICKS

- One bug = one issue
- Avoid duplicates
- Reproduce the bug before reporting
- KISS: keep it simple, stupid
- Use professional bug tracker
- Be kind

P.S. If you want to speed up your bug tracking process, check out Marker.io. We’ll help you fight your bugs, one issue at a time.