

## Bugs / Defects / Issues

Software Version

*A short form for testers to indicate their version #*

Which feature did you experience an issue with?

*A drop down list of the features in the product*

Issue Description

*A short summary of the issue being submitted*

Steps to Reproduce

- 1.
- 2.
- 3.
- 4.

Expected Outcome

*A short summary of the expected outcome based on the tester's actions*

Actual Outcome

*A short summary of the actual outcome based on the tester's actions*

Additional Comments

*A long form for testers to include additional comments*

Issue Related Files

*Please include any associated files (screenshots, videos, etc.) to help illustrate your issue.*

[UPLOAD BUTTON]

Severity

*A drop down list of the severity levels in your program*

Status (Not edited by testers)

*A drop down list of the statuses used in your program*

Is this issue stopping you from testing this feature?

Yes

No

## Change Requests

Request Summary:

*A short summary of the change being suggested*

Which feature is this suggestion related to?

*A drop down list of the features in the product*

Description

*Where applicable, include examples of products that have implemented your idea or provide examples of use cases*

*A long form for testers to describe their suggestion*

Priority

*A drop down list: [Nice to Have // Should Have // Must Have]*

Related Files

*Please include any associated files (screenshots, videos, etc.) to help illustrate your suggestion.*

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Status (Not edited by testers)

*A drop down list of the statuses used in your program*

## New Feature Request

Request Summary:

*A short summary of the new functionality being requested*

Which area of the product is this request related to?

*A drop down list of the features in the product*

Description

*Where applicable, include examples of products that have similar functionality or provide examples of use cases*

*A long form for testers to describe their request*

Benefits

*What product problems does this idea solve? Why is that beneficial?*

*A long form for testers to explain their request*

Priority

*A drop down list: [Nice to Have // Should Have // Must Have]*

Related Files

*Please include any associated files (screenshots, videos, etc.) to help illustrate your request.*

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Status (Not edited by testers)

*A drop down list of the statuses used in your program*

## Praise

Summary:

*A short summary or title of the praise being submitted*

Which feature is this praise related to?

*A drop down list of the features in the product*

Tell us about the specific experience you feel is praise-worthy.

*A long form for testers to include details*

Praise Significance

*A drop down list: [Pleasantly Surprised // Exceeded Expectations // Greatly Exceeded Expectations]*

Status (Not edited by testers)

*A drop down list of the statuses used in your program*