

Bug report checklist: what to include (free, no signup)

A checklist of everything a good bug report needs so it gets fixed in one pass: clear title, exact repro steps, expected vs actual, annotated evidence, and environment. Free PDF, no signup.

Identify

- A clear, specific title — what's broken, not just "it doesn't work"
- Where it happens: the page, screen, or feature
- Severity: how badly it blocks the user, and how many users it hits

Reproduce

- Numbered steps to reproduce, starting from a known state
- What you expected to happen
- What actually happened
- How often it happens — every time, or intermittently
Without the frequency, an intermittent bug gets closed as "can't reproduce".

Evidence

- A screenshot or recording, annotated to point at the actual problem
- The exact URL or screen where it occurred
- Console or network errors, if the bug is technical

Context

- Browser, OS, and device
- Account or role, if the bug is permission- or data-specific
- Anything that changed recently — a deploy, a setting, new data

Handoff

- Everything the fixer needs is in one place, not scattered across a chat thread
A complete report is the difference between a one-pass fix and three rounds of back-and-forth.

