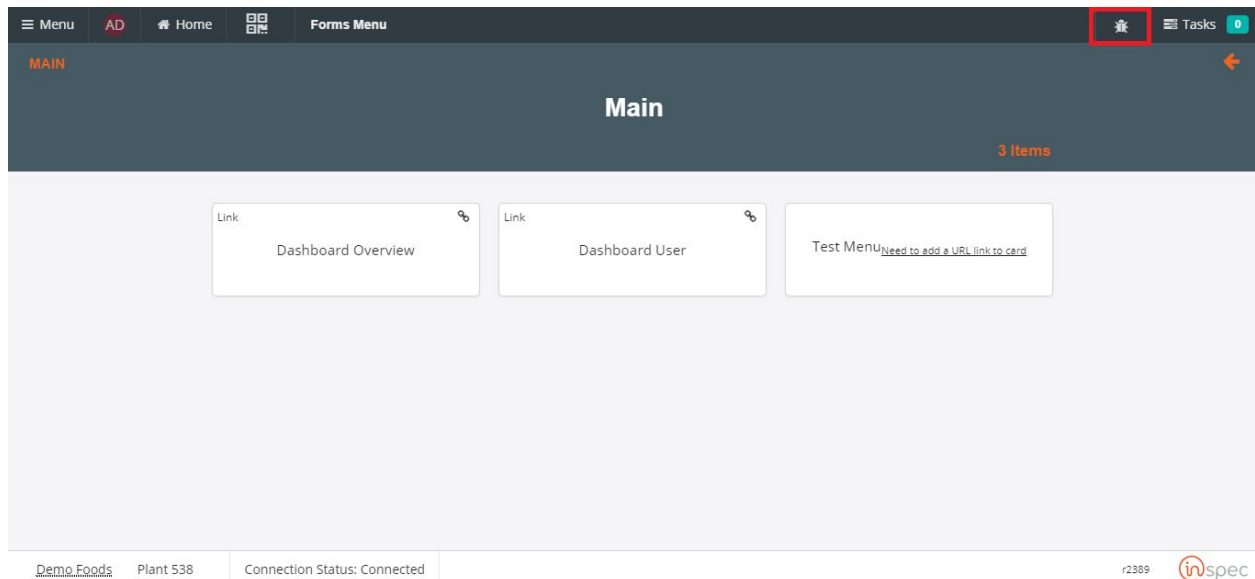# Bug Reporting / Review

ver. 2018-Apr

The Bug Reporting function is used to quickly and efficiently report bugs as they are discovered. Filling out the bug report creates a ticket for that issue in the system. This function can be accessed while in any Inspec page from the top menu bar.

To access the bug reporting tool select the bug icon in the top right corner of that page, on the menu bar.

Selecting the Bug icon in the menu bar will populate this report ticket.

Report a Problem ✖

Where is the problem?

| | ▾ |

What happened?

Briefly explain the problem and give the steps to reproduce it. 25 characters minimum

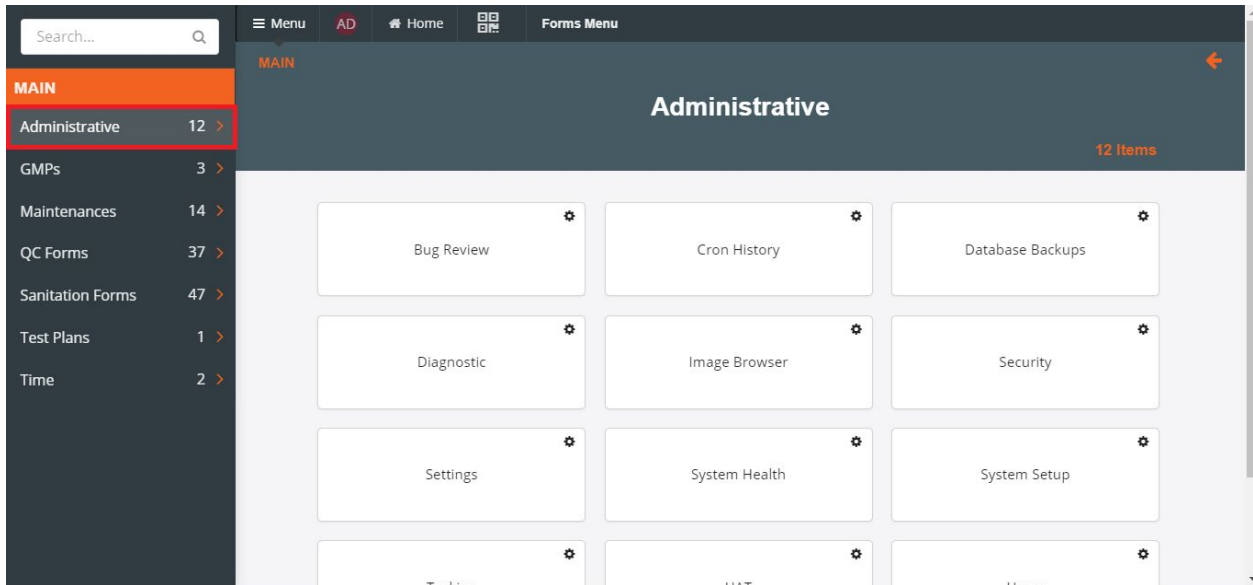**Upload Screenshot**

[📷]

Send   Cancel

Indicate where the issue is, this does not necessarily have to be the page you are in at the time of loading the ticket, but specifically where the issue is present.

Next give an in depth description of the issue you are reporting. As well as how it can best be replicated.
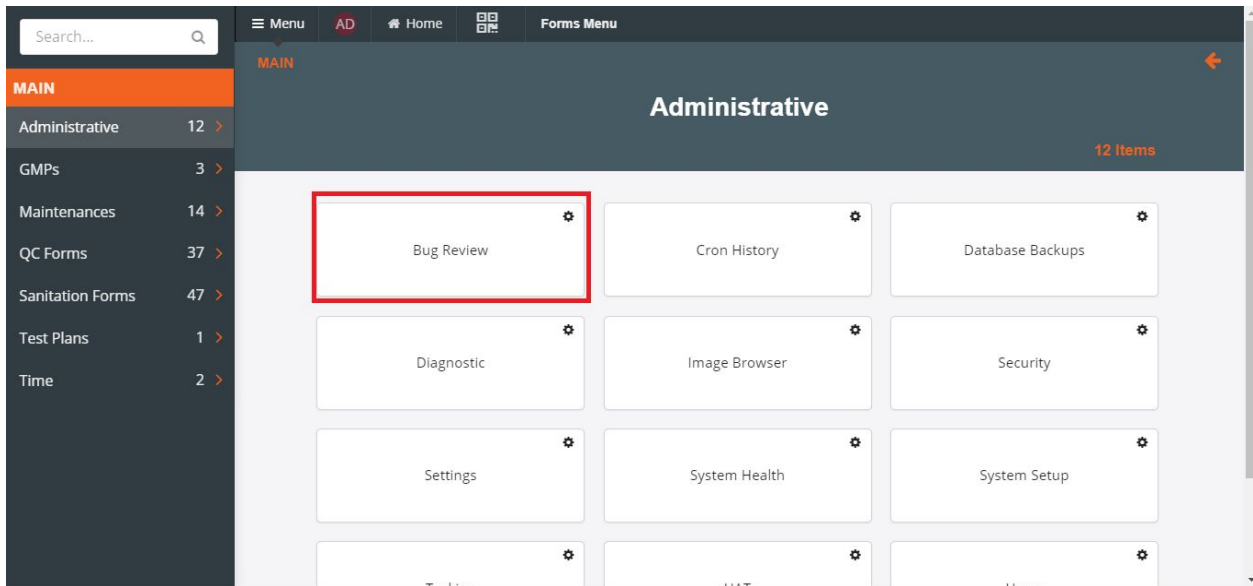
You may wish to upload screenshots of the issue to aid in fixing the bug.

Once you are finished filling out the ticket with any information related to the issue select <Send> to report the issue and log it into the system.

To review reported bugs open the administration section of the menu slide out.

Next select the <Bug Review> menu.

From here bug-review (admins) can review, edit, confirm, or delete the ticket. Confirming the ticket will update Coolearth as to the status of the ticket being a bug that needs to be reported.

Select <Edit> by clicking on the bug hyperlink (summary) column and selecting the <Pencil> button in the right corner.

Once in the editing page make any desired changes and select <Update> when you are finished. If there are no edits to make select <Cancel>.