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.

≡ Menu		🖷 Home		Forms Menu						÷	📰 Tasks 🧕
MAIN											÷
							Main				
	3 Items										
		_									
		U	ink		ø	Link		ø			
			Da	ashboard Overview			Dashboard User		Test Menu _{Need to add a URL link to card}		
											~
Demo Foo	ods	Plant 538	Connect	tion Status: Connected						r2389	(inspec

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 Canc	el

Indicated where the issue is, not necessarily the page you are in at the time of loading the ticket. Next give an in depth description of the issue you are reporting. As well as how it can be replicated.

You may upload screenshots of the issue to assist 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.

Search	Q	≡ Menu	AD	<table-row> Home</table-row>		Forms Menu						
MAIN												
Administrative	12 >	Administrative										
GMPs	3 >								12	Items		
Maintenances	14 >					•		•		٠		
QC Forms	37 >			Bug Re	eview		Cron History		Database Backups			
Sanitation Forms	47 >											
Test Plans						٥		•		\$		
Time	2 >			Diagn	ostic		Image Browser		Security			
						•		0		0		
				Setti	ngs	-	System Health	•	System Setup	*		
						•		•		٥		
				Tack	log		LIAT		Heare			

Next select the <Bug Review> menu.

Search	Q	≡ Menu	AD	🖨 Home		Forms Menu				
MAIN									*	
Administrative 12 > Administrative										
GMPs	3 >								12 Items	
Maintenances	14 >					٥	4	•	0	
QC Forms	37 🕉			Bug Re	eview		Cron History	Database Back	aps	
Sanitation Forms	47 >									
Test Plans				Diam		٥		¢ Counity	٥	
Time	2 🔉			Diagn	ostic		Image Browser	Security		
						0		•	0	
				Setti	ngs		System Health	System Setur	2	
						•		•	٥	
		S		Tack	ing		LIAT	Users		

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.

Bug Review										
ID	Date	Summary	Registered By	Status	Action					
IS-51	04-30-2018	[Support] Plant 538 - 486	mjc	Submitted	Confirm Delete					

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

			Bu	g Review					
		-				1000000	-		
	ID	Date	Summary	Registered By	Status	Action			
	IS-53	04-30-2018	(<u>Support) Plant 538 - TEST375</u>	admin	Submitted	Confirm Delete			
Demo Foods Plant 53	18 C	onnection Status: Con	nected					r2389	(in) spec
)
≡ Menu 🚺 🏶 H	lome 🗧	Bug Review	Č.					Â.	📰 Tasks 间
			Supp	ort ID: IS-53					
								1	
	[Suppo	ort] Plant 538 - TE	ST375				ľ		
	TEST TES	T TEST TEST TEST TEST	T TEST TEST TEST TEST TEST TEST TEST TE	T TEST TEST TEST TEST TES	ST TEST TEST TEST TE	EST TEST			
	Usernam Revision:								
			.com arth.com/forms/menu						
	Browser: Mobile: f	Chrome 66 (66.0.335) alse	9.117)						
		ize: 1366 x 768 nt: Mozilla/5.0 (Windo	ws NT 10.0; Win64; x64) AppleWebKlt/537.36 (K	HTML, like Gecko) Chrome	e/66.0.3359.117 Safa	ri/537.36			
	Attach	ments							
									~
Demo Foods Plant 53	88 C	onnection Status: Con	nected					r2389	(inspec

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>.