### **Test Incident Report**

#### **Title Page**

* **Report Title**: Test Incident Report
* **Project/Module Name**: [Name of Project/Module]
* **Report ID**: [Unique ID]
* **Date of Incident**: [Date]
* **Reported By**: [Name, Designation]
* **Reported To**: [Name, Designation]

#### **Incident Summary**

* **Incident Name**: [Name/Short Description]
* **Date & Time of Incident**: [Date, Time]
* **Location/Environment**: [Location of the Incident]
* **Impact Area**: [Feature, Module, or System Affected]

#### **Incident Description**

* **Summary of the Incident**: [Detailed summary of the incident]
* **Steps to Reproduce**:
  1. [Step 1]
  2. [Step 2]
  3. [Step 3]
* **Expected Behavior**: [Describe the expected outcome]
* **Actual Behavior**: [Describe the actual outcome]

#### **Incident Type**

* **Type of Incident**:
  + Functional Defect
  + Performance Issue
  + Security Flaw
  + Usability Defect
  + Others (Specify)

#### **Impact Analysis**

* **Severity**: High / Medium / Low
* **Priority**: High / Medium / Low
* **Impact on Testing**: [Impact on the ongoing testing process]

#### **Incident Resolution**

* **Root Cause Analysis**: [Root cause explanation]
* **Action Taken**: [Steps taken to resolve the issue]
* **Resolution Date**: [Date of Resolution]
* **Status**: Open / In Progress / Resolved / Deferred

#### **Attachments**

* **Screenshots**: Attach any screenshots or error logs.
* **Test Logs**: Provide logs, if applicable.

#### **Recommendations**

* **Actions to Avoid Recurrence**: [Suggested actions to avoid recurrence]
* **Process Improvements**: [Recommendations for improving testing processes]

#### **Approval and Sign-off**

* **Prepared By**: [Name, Designation]
* **Reviewed By**: [Name, Designation]
* **Date of Approval**: [Date]