

# 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]