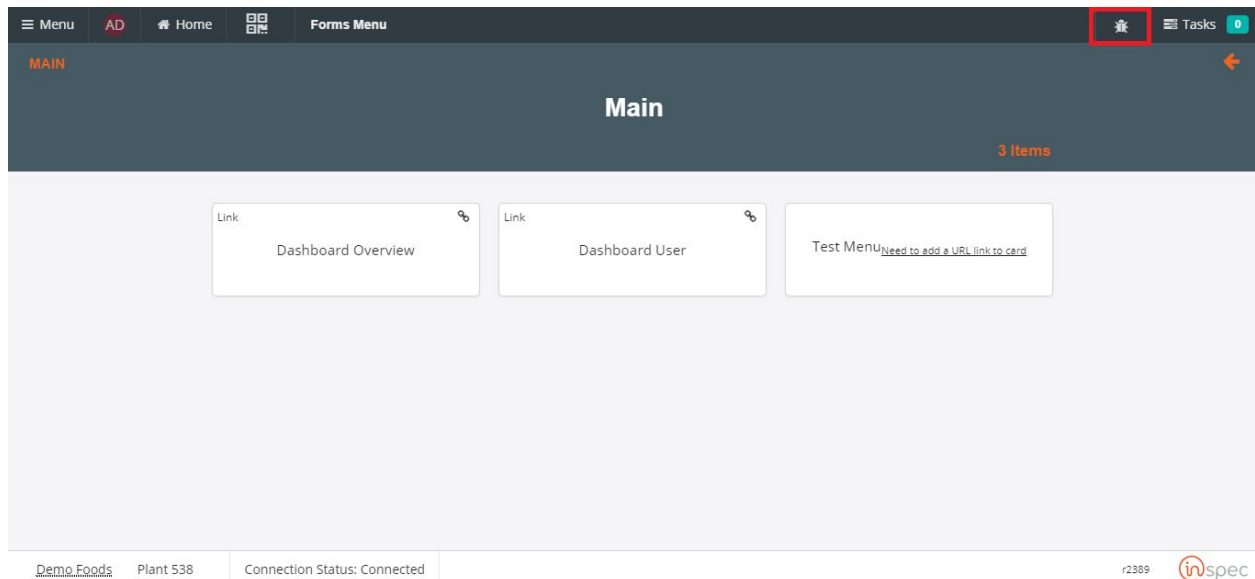


# Bug Reporting / Review

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

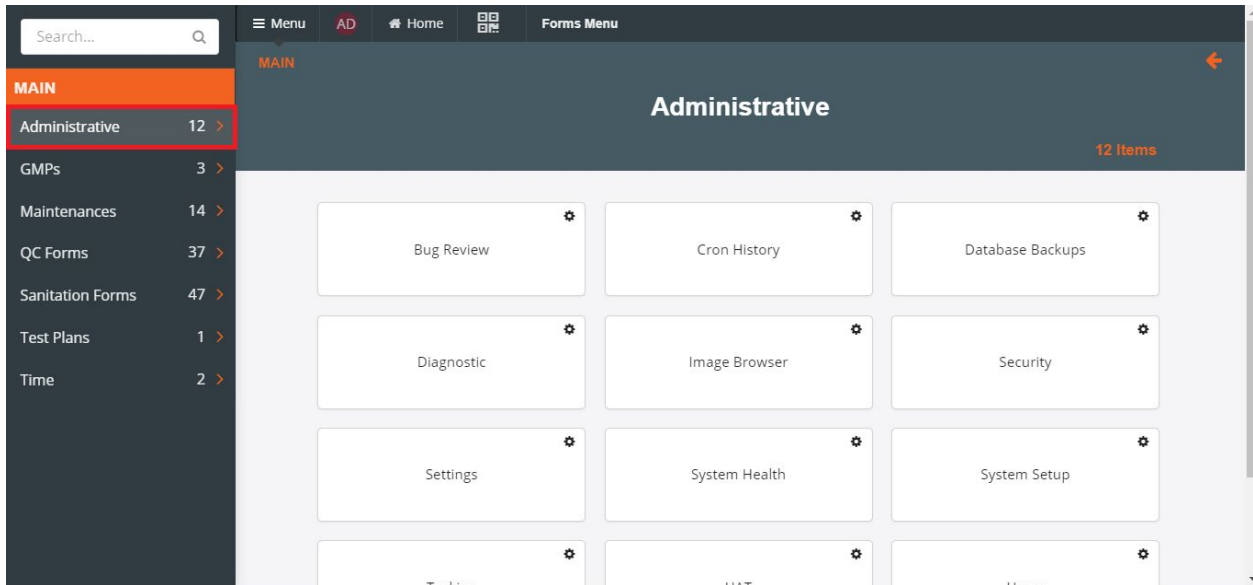
Indicate where the issue is, this does not necessarily have to be the page you are in at the time of loading the ticket, but specifically where the issue is present.

Next give an in depth description of the issue you are reporting. As well as how it can best be replicated.

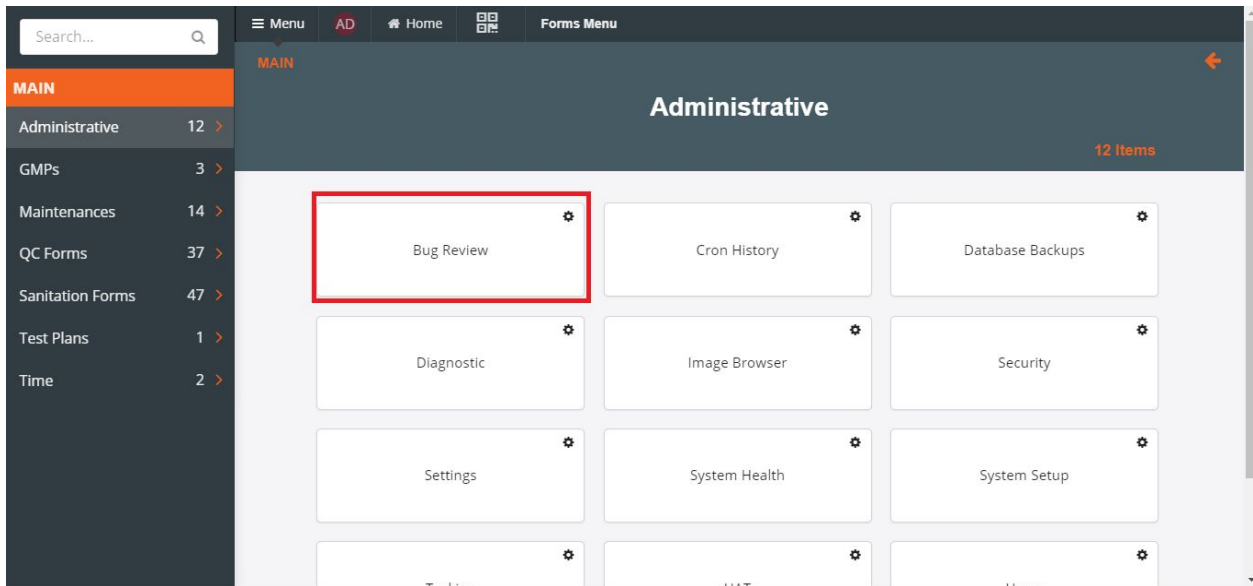
You may wish to upload screenshots of the issue to aid in fixing the bug.

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.

## Bug Review

ID	Date	Summary	Registered By	Status	Action
IS-51	04-30-2018	<a href="#">[Support] Plant 538 - 486</a>	mjc	Submitted	<span style="border: 2px solid red; padding: 2px 10px;">Confirm</span> <span style="border: 2px solid red; padding: 2px 10px; margin-left: 10px;">Delete</span>

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

## Bug Review

ID	Date	Summary	Registered By	Status	Action
IS-53	04-30-2018	<a href="#">[Support] Plant 538 - TEST375</a>	admin	Submitted	<span style="padding: 2px 10px;">Confirm</span> <span style="padding: 2px 10px; margin-left: 10px;">Delete</span>

Demo Foods Plant 538 Connection Status: Connected r2389

Menu AD Home Bug Review Tasks 0

## Support ID: IS-53

**[Support] Plant 538 - TEST375**

TEST TEST

Username: admin  
 Revision: r2389  
 Hostname: test.saas.coolearth.com  
 Full Path: http://test.saas.coolearth.com/forms/menu  
 OS: Windows 10  
 Browser: Chrome 66 (66.0.3359.117)  
 Mobile: false  
 Screen Size: 1366 x 768  
 User Agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/66.0.3359.117 Safari/537.36

**Attachments**

Demo Foods Plant 538 Connection Status: Connected r2389

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>.