

NOTES

- 1. This is just a general guideline, feel free to do it another way, just be consistent
- 2. Before starting you should ask yourself, **IS THIS ACTUALLY A BUG**!? If it's not, mark as RESOLVED → NOT A BUG & leave a comment for user explaining why you did so, let them know they can comment back if they disagree.
- 3. After confirming it is a bug, you should ask yourself, **IS THIS OUR BUG**, if it's not, mark as RESOLVED → NOT OUR BUG & leave a comment explaining yourself.

We should make an extra effort as QA staff to leave a comment any time we change something, it's important to let the user base know our rationale so that they understand and are given the opportunity to change our mind. Also, thanking bug reporters for sticking with it and helping us make LibreOffice is just a good thing to do;)