|  |  |  |  |
| --- | --- | --- | --- |
| **Checklist** | **Description** | **Done** | **Pass/Fail** |
| **GUI** | *GUI of the page is seems to be ok?*   * *All edges are being displayed properly.* * *Checked with the different resolutions.* * *Compare it with the Reference Guide (buttons/Skin/Paging) etc.* * *Popup/Dialog sizes should be according to the standard and focus should be in center of the page.* | **Yes** | **OK** |
| **Tab Order/Drop downs** | *Tab order is in sequence?*  *Information which is being displayed in drop down in one format in Lower or upper cases as well as in ascending order. (1-0) & then (A-Z order).* | Yes | OK |
|  |  |  |  |
| **Spellings** | *There is no spell mistake?* | Yes | OK |
| **Messages** | *Consistency is being maintained in Messages and messages are grammatically correct as well as understandable.* | **Yes** | **OK** |
| **Valid/Invalid Inputs** | *All the proper checks are applied for invalid inputs and no exception occurs.* | Yes | OK |
| **Print (if applicable)** | *Standard Page should be used for printing. Information should be completely visible border/edges.* |  |  |
| **Reports** | *Reports should have the functionality of sorting/Printing/Exporting. (If applicable). It should load the information while changing the page size. (Next/back).* | Yes | OK |
| **Fields Validation** | * *Client/Server Side Validation is applied?* * *Limit is applied over the all fields?* * *Mandatory field’s checks are working fine?* * *Fields validation is applied according to the data types which are set for the fields from DB. on respective fields.* | **Yes** | **OK** |
| **Iframe** | *Check page is being displaying completely and there is no extra horizontal/vertical scrolling.* | **Yes** | **OK** |
| **Broken Links** | *Check if there is any broken link and showing page not found.* | Yes | OK |
| **Page Heading/Title** | * *Check that Page heading is available and title is being displayed in title bar. It should not show the page URL.* * *Favicon is available inside the member’s area as well as outside the member’s area.* |  |  |
| **Performance/Load** | *Check full lengths, max data, and max number of records, check application load and response.* | Yes | OK |
| **Shortcuts** | *Common keyboard shortcuts should work if applicable.* | **Yes** | **OK** |
| **Tooltip** | *All graphical images (buttons) and data which are being completely displayed on screen are showing in tooltip.* | Yes | OK |
| **Consistency** | *Module should be consistent in GUI, working and behavior point of view.* |  |  |
| **Browser's Compatibility** | *Browsers compatibility testing should be performed initially it should work over the different version & modes of the browsers.* | Yes | OK |
| **Database** | *Verify that data is being saved/ deleted properly, field’s data type and lengths are properly defined. Also check that created by and dates are being saved or not?* | **Yes** | **OK** |
| **Dependencies** | *All dependencies are needs to be verified data is being updated on all respective areas i.e from Admin to ER and ER to MGR/EE. (If Applicable)* | Yes | OK |
| **Scenario Based Testing** | *After errors are fixed, test in different ways, even user is not expected to use like that.* |  |  |
| **Usability** | *See if the module is well common in procedure/functionality that is common in IT field* | Yes | OK |
|  |  |  |  |