

### Starting a New Project

Confirm access on JIRA project space, design, and user stories.

Confirm the release/fix version.

Obtain Site Admin access with proper credentials on LastPass.

Confirm general permissions on account.

Open a test session with the proper naming.

Create your project component sheet.

### Testing Search Functionality

Not to be able to search empty field.

Search does not submit before clicking enter.

Search results page displays correct info based on keyword words.

### Testing Permissions for Site Admin

Accessing Full Content management permissions (Add/Modify/Delete)

Accessing Full Files management permissions (Add/Modify/Delete)

Accessing Full People management permissions (Add/Modify/Delete)

Accessing Help Admin Page

Accessing Menus/Nodequeues/Taxonomy from Structure with full management permissions

Accessing IPE

Accessing the quick/contextual links (you know when you are logged in and hover on an item it will show up the configuration "gear" icon to edit or delete node)

Accessing SEO and Metatags

Accessing URL Aliases

Cancel account operation should be deleted from "Webmaster" account

### Creating a Ticket

Begin the test session.

Identify the bug or improvement.

Write a clear summary and description using screenshots, STR's and expected results.

Assess the priority of the issue.

Add the Release/Fix Version.

Add appropriate labels to the issue.

Link to the main ticket if applicable.

Mention Israa.

Assign to correct team member depending on the workflow.

### Testing a Content Type

Check the content type description.

Check all the labels within the fields to have appropriate capitalization.

Check the url alias pattern and metatags for the node.

Check permissions.

Check all view related to the content type.

All clickable images should have proper hover effects.

Check the node page for the content type.

Repeat for all content types.

### General Items to Test

Favicon

Site slogan and description

Logo is clickable

Other roles should not be able to edit or have access to to user1

Check for 404, 403 and maintenance pages

Check if images are always clickable

Check all breadcrumbs to follow the menu path

### Testing Popular Pages

Access Denied Page: use this `"/admin"` for 403 page access denied as anonymous user

Page Not Found: use this `"/admin"` for 404 page not found as anonymous user

Maintenance Page: For maintenance page you need to ask the dev team to change the site's mode into Maintenance Mode after they do this you need to be anonymous to test this.

### Checklist for Rare/Uncommon Issues

User account name in browser tab.

