## 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 keyworkd 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 ""/admi"" 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.



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