



Project Initialization & Core Testing

Starting a New Project

Initial Checks & Access:
Confirm access on the JIRA project space.
Verify access to design specifications and user stories.
Confirm the target release/fix version for the project.
Obtain Site Admin access with proper credentials (e.g., stored in LastPass).
Confirm your general permissions on the account/system.
Setup:
Open a test session using the required naming convention.
Create your project component sheet for tracking.

General Items to Test

Check for the correct Favicon display in the browser tab.
Verify the Site slogan and description are accurate.
Ensure the site Logo is present and clickable, usually linking to the homepage.
Confirm that standard user roles cannot edit or access administrative accounts (e.g., user1).
Verify the appearance and content of standard error pages: 404 (Not Found), 403 (Forbidden), and Maintenance pages.
Ensure all images intended to be links are clickable.
Check that breadcrumbs accurately reflect the navigation path based on the site's menu structure.

Testing Search Functionality

Attempting to search with an empty field should not yield results or trigger a search.
Verify that the search action does not submit automatically before pressing Enter or clicking the search button.
Check that the search results page displays correct and relevant information based on the keywords used.
Test with various relevant keywords, including edge cases (e.g., very long words, special characters if applicable).
Ensure pagination works correctly on the results page if applicable.
Check highlighting of search terms in results if implemented.

Testing Standard Pages

Access Denied Page (403):
Test by navigating to a restricted area (e.g., /admin) as an anonymous or unauthorized user.
Page Not Found (404):
Test by navigating to a non-existent URL (e.g., /some-random-path or /admi) as an anonymous user.
Maintenance Page:
Coordinate with developers to put the site into Maintenance Mode.
Test access to the site as an anonymous user to ensure the maintenance page displays correctly.
Verify administrators can still access the site if bypass is configured.

Permissions, Content Types & Issue Tracking

Testing Permissions for Site Admin

Verify full Content management permissions (Add/Modify/Delete).
Verify full Files management permissions (Add/Modify/Delete).
Verify full People (User) management permissions (Add/Modify/Delete).
Confirm access to the Help Admin Page .
Confirm access and full management permissions for Menus , Nodequeues , and Taxonomy under the Structure section.
Verify access to IPE (Inline Panel Editor or similar).

Check for the presence and functionality of quick/contextual links (e.g., configuration 'gear' icon on hover for editing/deleting nodes).
Verify access to SEO and Metatag configuration sections.
Confirm access to manage URL Aliases .
Ensure the 'Cancel account' operation is removed or disabled for the primary 'Webmaster' or super-admin account.

Testing a Content Type

Check the content type description for clarity and accuracy.
Verify all field labels within the content type's form use appropriate capitalization and naming conventions.
Check the URL alias pattern generates correct paths for new nodes.
Verify metatags (default and overrides) are applied correctly.
Test permissions (create, edit own, edit any, delete own, delete any) for relevant user roles.
Check all views (lists, blocks, pages) that display this content type for correctness.
If images within the content type are clickable, ensure they have proper hover effects .
Thoroughly check the display of a created node page for this content type.
Repeat this process for all relevant content types in the project.

Creating a JIRA Ticket

Prerequisites:
Begin the test session where the issue was found.
Clearly identify the bug or improvement needed.
Ticket Content:
Write a clear, concise Summary (Title).
Provide a detailed Description , including: <ul style="list-style-type: none"> • Steps To Reproduce (STR) • Actual Result • Expected Result • Relevant screenshots or video captures.
Assess and set the Priority of the issue (e.g., Blocker, Critical, Major, Minor).
Add the correct Release/Fix Version .
Add appropriate Labels (e.g., 'bug', 'frontend', 'backend', 'search', component name).
Linking & Assignment:
Link to the main user story or epic ticket if applicable.
Mention relevant stakeholders (e.g., @israa).
Assign the ticket to the correct team member or queue based on the project workflow.

Checklist for Rare/Uncommon Issues

Verify if the logged-in user account name or identifier appears unexpectedly in the browser tab title.
Check for JavaScript errors in the browser console during key interactions.
Test edge cases for numeric inputs (zero, negative numbers, very large numbers).
Test forms with maximum length inputs in text fields.
Check behavior when browser cookies are disabled (if relevant).
Test interactions by quickly clicking buttons multiple times.