

GZ CMS QA Guidelines for Testing Websites

Websites from PMs (New Websites, Enhancements, Upgrades)

QA Steps:

1. Log into the website.
2. Check Homepage items
 - Logo should be added as an image and linked to "/"
 - Check that all items are using the correct styling and hyperlinked correctly. (*i.e. if social media, custom links, custom links, etc.*)
 - Module feeds – Make sure they are displaying correctly.
 - Slider – double check hyperlinks and the images display correctly
3. Check Dashboard -> Appearance -> Menu
 - PDFs are the correct links and open in a new tab
 - External websites go to a new tab
 - Titles are spelled correctly.
4. Go to Dashboard -> Pages and work your way down by right clicking on "View" and open the page in a new tab. This is the best way to QA the menu as there are pages that are sometimes unpublished or hidden menus that need to be QAed.
 - Titles are spelled correctly. *Example: Chamber had a page titled "Accomodations;" created a new page for the chamber with correct spelling "Accommodations" and moved the content to the new page and deleted the misspelled page. However, also be aware if they had this page link within the content of another page to also change to the correct spelling.*
5. Go page by page (*instructions below*)
6. Responsive Testing (*instructions below*)
7. Additional Steps (*instructions below*)
8. Complete Milestone and send notes (*instructions below*)

Page by Page

1. Go through each page looking out for:
 - H1 titles should be on each page
 - URLs – Double check to remove the growthzonesites.com url for internal pages.
 - Fonts – remove any unnecessary coding (*i.e. I go into each area and click on Text to remove any different fonts, <div>s, s, etc. If the chamber copied from a word document or another website, there will be some funky coding.*
 - Images
 - Need to be responsive.
 - Double check that the image is linked to our server and not the old website.
 - Double check hyperlinks that linked to the images.
 - PDFs –check that the pdf is linked to our server and not the old website. It should also always open in a new tab.

- Tables – the best option would be to have the table removed if possible. Some websites will have content in a table for no reason at all (*i.e. if they have the image on one side of the table and content on the other; remove table and add alignment to the image so it looks the same but works responsively*)
 - If a table too many columns to remove, try adding "width=100%" to the table. If it fits within mobile view, let the PM know that you made it responsive.
- Blank pages – keep a list to send to the Project Manager
- Modules – Double check that the module pages are working
- BOD – Watch for BOD, Staff, Administrative pages - Sometimes each person is copied over with some funky coding, take the time to clean up the coding and make sure the images are responsive.

Responsive Testing

1. Check each page in mobile and tablet views. Images, tables, videos, etc. should all fit within the window.
2. BrowserStack – Use BrowserStack to check Chrome, IE, FF, and Safari views. Also pick a few tablet and mobile devices to test out. Report any problems to the PM (*i.e. if something is overlapping or not displaying in view or a browser*)

Additional Steps

1. Keep a log of items/trends and let the PM know for each website. If you noticed the chamber did something consistently that needed fixing, let the PM know.
2. Note any apparent items not functioning or appearing properly
3. Take screenshots of home page, 1 content page and 1 module page for referencing. Upload to files tab of contact in v10. *I use the Fireshot plugin in Chrome.*
4. Communicate for anything launch related.