

QA Resources

Wednesday, April 12, 2023 3:28 PM

Who Can Set Up This App/Feature? (not the "usual" templates)

List of Apps/Features	Who Can Set It Up
ADA Widget	Enabler Team
Agenda Manager App (not agendalist template)	1. Alex G. 1. Derek 2.
Citizen Connect (Community Blog)	Enabler Team
Language Translator	Front-End Team, Alex G.
Interactive Online Forms App	1. Alex G. 2.
Intranet with Secure Login	Enabling Team
Newsletter App (OLD)	1. Alex G.
Newsletter App (NEW)	1. Alex G.
Public Records Request App	Replaced with PSR 1. Alex G.
Payment Service Network Integration for Bookables.	1. Derek 2.
Public Service Request (PSR)	1. Alex G.
URL Redirect Setup	Enabling Team
Curated "Smart" Search	1. Any assigned enabler 2. Jaime 3. Martin 4. Derek
Page Builder	1. Jamie 2. Josh 3. Sean
Auto-migration	1. Mana 2. Obi 3. Mayank 4. Jaime 5.
Give a count of pages and documents on Revize sites	1. Anyone who has access to site 2.
Workflow Approval	1. Joshua 2. Adel

Revize Terminologies

Sales	Developers/ QA
<ul style="list-style-type: none"> ADA Accessibility Widget ADA Compliant WCAG 2.1 AA Alt-Tags Font Size Adjustment 	ADA Widget
Agenda Posting Center	Agenda list template
Bid Posting Management System via Vendor Registry	3 rd party vendor...Sales set it up for the client if wanted
Bid Posting	Bid Posting
Citizen Connect (Community Blog)	Blog
<ul style="list-style-type: none"> Job Posting Job Posting App 	Job Posting
Citizen Request Center with Captcha	Citizen request form
Documents on Demand	3 rd party vendor

Language Translator	Translator
<ul style="list-style-type: none"> Multi-use Business Directory Interactive Business Directory with Mapping 	<ul style="list-style-type: none"> Business Directory Facilities Directory
Document Center with Anticipative Search	Document center template
<ul style="list-style-type: none"> FAQs with Anticipative Search FAQ/ FAQs 	FAQ searchable
	FAQ Classic
Interactive Online Forms App	<p>Need to set up for client.</p> <p>"The interactive forms is a large, stand-alone application with a full backend for workflow management and payable forms. The online form app is the web-form generator built into the cms to create simple submission forms directly on the site>"</p>
Intranet with Secure Login	Intranet
Newsletter App	Newsletter App
<ul style="list-style-type: none"> Online Fillable Forms Online Web Forms Online Forms 	Client builds these forms with the rich text editor
Photo Galleries	Photo Gallery
Public Records Request App	
Online Bill Pay	3 rd party vendor
<ul style="list-style-type: none"> Online Web Form Builder Online Web Form Builder with drag & drop text fields 	
Payment Service Network Integration for Bookables.	We offer a payment integration on Revize Online Forms App to be added for Stripe
Public Service Request	Need to set up for Client
Staff Directory with Anticipative Search	Staff directory
"Custom Department Page"	Tile Template
URL Redirect Setup	Friendly links
	Page Builder (Allows Client to use multiple templates to create a page)
<ul style="list-style-type: none"> Home Page Alert & Announcement Center 	Alert message
Curated "Smart" Search	<p>on site content search with synonyms and tags, like hashtag. Client inputs or "curated" the search results, instead of</p> <p>Google. https://www.arcadiaca.gov/ https://share.vidyard.com/watch/i39sDYPuA7YTEaUcBrLo9o?</p>
<ul style="list-style-type: none"> Emergency Alert Banner 	
<p>what is Workflow Approval?</p> <p>A: Basically, the ability for an admin of the website to approve an update to a page from another editor, before it goes live</p> <p>Yes. But Clients will need to tell Kyle who they want to be approvers, approvees, on which pages, etc. We need the details from them basically.</p> <p>note: Everyone misunderstands workflow. It is an all or none preposition. Once it is turned on (after live only) Every edit must be approved... all editors and all admins. They can not choose who approves which user's edits. All edits go to all admins, anyone of them can approve it - to publish. Admins can approve their own.</p>	Workflow Approval
Facilities Reservation App	Bookable, part of the Online Interactive Forms App
	<p>Why we should only have 1 option to make full-width or Intranet?</p> <p>Because they both go to different modules, so they have no way to communicate with each other, so if it gets set in one the other won't reflect the change. Also with the old way</p>

(separate templates) if you change your mind and want it to not be full width or intranet again you have to go into link manager and actually change the template assigned, which can cause compatibility issues, instead of using the checkbox in the editform

What is QA- For Developers

Hi Developer,

Welcome to the Revize QA Board (<https://revize.monday.com/boards/877160297>). Quality Assurance is when we test to ensure the site functions properly and matches the approved design.

How QA works:

Once a site you worked on enters Quality Assurance (QA), you will be responsible for resolving any concerns the QA team finds or have. **Please try to complete ALL of the issues listed by the due date (listed in the due date column).**

There are 4 parts to QA:

1. **Developer QA:** For Front-end developer
 - a. Please complete if you are a front-end developer

1. **Enabler QA:** For Enabler
 - a. Please complete if you are an enabler. Subham (part of QA team) will list the issues he finds for the site. Issues may vary. You can ask Subham for clarification regarding any points he listed directly on the QA Board or via Slack.

1. **Design QA:** for both front-end and enabler
 - a. Please collaborate together with either the assigned Enabler and Front-end developer for the site to ensure all issues listed under Design QA are resolved. Issues may vary.

1. **Content QA:** for the Migration Team

1. **Additional Issues:** For both front-end and enabler
 - a. There might be additional issues added by me (Hau) when I review the site. You can ask me for clarification regarding any questions regarding the issues I listed. Issues may vary

Please NOTE:

(Almost) ALL developers (front-end, enablers, and support, Derek, Ray) have access to the QA Board. Please ask anyone for assistance to resolve a raised issue via the QA Board, Teams, email, etc.

Please let me know if you have any questions.

Design & Functionality QA Checklist

Instructions for QA:

Objective: To test and assure the functionality and design of Revize's sites

Design & Functionality QA Checklist (For QA)

Templates:

1. Check to see if all of the templates are working properly (example: job list, business directory, staff directory, faq, document center, photo gallery, etc.)
2. If a site has the FAQ classic template, it needs to be stylized (the color will be a different color than bright green).
3. The "Read More" for the business directory needs to work. Business directory categories should be stylized to match the site's color palette.
4. Omit unnecessary edit buttons (buttons that have no function)
5. The text on edit buttons must be spelled correctly
6. Agenda-list template: columns should have fixed positions; aligned links
7. breadcrumbs and URL of interior pages using these templates must be displayed correctly (ex. it should match the names of the page)
8. All customs, custom upgrades, and RFPs have: document center template, photo gallery, FAQ searchable, Freeform, Fullwidth, ADA widget, friendly links, enotify
9. Menu manager: should not have dysfunctional templates
10. Agenda-list template: columns should have fixed positions; aligned links
11. Emails, and phone numbers should be hyperlinked. Phone number should click to call, emails should open the inbox, etc.
12. Names of the page should automatically be populated in the slider area
13. The links in the staff directory need to work.
14. The search function must work for any template that has a search function.
15. Irregular formatting/styling for the templates must be reported (i.e., text is squished together, off edge, etc.)

Homepage

1. Check to make sure the Revize logo is correct and linked to the revize's company website. If it is a school website, it must be linked to the revize's school site.
2. Testing links/adding URLs: purposely omit the <https://> part, so for example: www.google.com instead of <https://www.google.com>. The site should be enabled in a way the https will automatically be added or even without the https, the link should work.
3. All edit buttons MUST be functional (homepage + interior); omit unnecessary edit buttons
4. Don't enforce default content in areas where leaving blank wouldn't be a burden for the client to populate themselves. Ex. Section Headers, don't use defaults; left Side Nav Heading, do use defaults. Defaults for header sections or when content areas are empty can be blank or must be applicable to that section (ex: Recent News will not make sense as a default for calendar events or a special section on the homepage?)
5. Often seen in the header and footer: Emails, and phone numbers should be hyperlinked. Phone numbers should click to call, emails should open the inbox, address linked to a google map, mapquest, etc.
6. homepage slide banner and video must be functional and the transition is smooth
7. Favicon needs to be updated (not a Z).
8. All of the userway widgets NEED to be tested.
9. Test if you can change the slider image and caption for both the home page and interior pages. then return the slider back to the approved design image/video.
10. ensure all widgets are added like in the design (share button, ada, translation button, etc).
11. The text for content in sections like a "Mayor Message" needs to match the design. We would need to make sure we can edit that message and if there is a button for a link, the link must be enabled.
12. The footer area with info about the site needs to match the design.
13. The copyright year is up-to-date.
14. The colors and font text match the design.
15. The history for each section of the homepage is correct (for example: social media, newsletter, edit photo slider, etc.)
16. All areas that have an image have a recommended image height and width.
17. Edit Meta Data must work properly.
18. All "test" must be removed from the footer area (for example, the address).
19. Footer links/Quick links URL should automatically convert to relative from absolute
20. Please test e-newsletters or e-alert (regular alert box and if the site has it, top alert) section for BOTH the home page and interior pages.
- 21.

Newslist

1. If News articles are missing, please add the articles to fully test the functionality of it.
2. Make sure the button "View all News" are there on the homepage
3. Please test to see if the newslist is showing up properly, with the pictures displayed.
4. For the news section, if the same default image was used, please change the image to test if you can change it.
5. Please test to see if you can rearrange the dates of the events and if the events are showing up in order.
6. The display of news tiles needs to match the design.
7. The number of articles displayed on the homepage needs to match the number in the design.

Calendar

1. If calendar events are missing, please add them to see if
2. If there are different calendars displayed on the homepage, (example: Meetings, Events), please create events in Events and Meetings to test if those events show up in the correct individual calendar section.
3. Make sure the button "View all events" is there on the homepage
4. Please test to see if you can rearrange the dates of the events, and if the events are showing up in order.
5. The number of events displayed on the homepage need to match the number in the design.
6. Test to see if all features of the calendar work properly (i.e., if you can attach documents, add links, the Events display, etc.)

Mega Menu

1. Please test the mega menu. If it has a lot of empty spacing, and there is not an option to add in a link/docs/etc., then something is wrong.
2. All of the top navigation pages (1st level pages) on the mega menu NEED to be on 1 line. Please test to see if you can rearrange it to fit on one line. If not, it is an issue.
3. Make sure you can navigate the mega menu and click on the pages.
4. The mega menu must look stylized.

Interior pages:

1. Please test if you can navigate using the left-side navigation for interior pages.
2. Please test e-newsletters or e-alert section for BOTH the home page and interior pages.
3. Test the breadcrumbs for interior pages.
4. Make sure the breadcrumbs are stylized and where they are supposed to be as indicated in the approved design
5. If there are side quick links or quick links for the interior pages, they cannot cover the content.
6. Make sure you can edit an image and the images are showing up in the image file menu.
7. Depends on design- The default title for the interior page needs to match the actual name of the page and we need to make sure the option to change it is available.
8. Check the edit form for interior pages and all templates.

Admin.php

1. Make sure friendly links are working.
2. Make sure there is a home page link.

File Manager

1. Allow you to add files, search for files, reset
2. image manager: allows you to add photos, see the photos preview, crop, add alt tag

Alert Boxes:

1. 1. Make sure the alert box disappears when we close it.
2. 2. Make sure the alert box is where it is supposed to be.
3. 3. The entire banner is hidden when there is not an Alert Title
4. 4. The Banner Button (read more) should disappear when there is not text in the 2nd text box. OR (maybe in the near future) there should be a checkbox for the client to decide if the alert box should be visible or not

Enabler QA Checklist

Enabler QA Checklist:

1. Do not change markup of sections

2. Only templates/apps/features listed on the Portal/SA are available on site
3. All edit buttons MUST be functional (homepage + interior)
4. Interior Page Edit buttons should be: Edit Center Area | Edit Meta Data | Admin Panel | Help
5. Edit buttons in proximity of the corresponding item and not in clusters
6. Edit Top Nav button is labeled as "Edit Top Nav"
7. Revize logo is "Powered by [revize](#), the Government Website Experts • Login" at the footer (unless client requests something else)
8. homepage slide banner and video must be functional and the transition is smooth
9. breadcrumbs and URL of interior pages must be displayed correctly
10. Functionality of friendly links
11. Alert Box and alert details must work; have a send notification box for clients
12. All customs, custom upgrades, and RFPs have: document center template, photo gallery, FAQ searchable, Freeform, Fullwidth, ADA widget, friendly links, notify
13. View All Events button is accessible nearby the homepage calendar
14. View All News button is accessible nearby the homepage news/announcement section
15. Intranet login should have the page selection feature (standardize intranet is coming soon)
16. Adding Enotify with the correct option(s) and it must have an administration button when login
17. Quick/footer links need to resolve to relative links
18. Menu manager: should not have dysfunctional templates
19. Omit unnecessary edit buttons (buttons that have no function)
20. Edit buttons clickable/accessible; must sure to test with top alert
21. Agendalist template: columns should have fixed positions; aligned links
22. The site should be enabled in a way the https will automatically be added or even without the https, the link should work.
23. Don't enforce default content in areas where leaving blank wouldn't be a burden for the client to populate themselves.

Front-end Checklist

Front-End QA Checklist

1. **Must change only in jsp or need to contact assigned enabler! and standardize naming of files**
2. Prepend homepage ID to news selectors
3. short screen testing for any fixed navs (make it absolute)
4. Mobile Testing
5. All pages on mega menu/ top navs are on 1 line (all levels)
6. Mega menu/ top nav pages are on separate lines and clickable; check on Edge & FireFox; set line height to normal
7. Edit buttons clickable/accessible
8. Responsiveness
9. Cross-browser compatibility
10. Navigation tabbing
11. Skip to main content button
12. Mini calendar styling and styling of its events
13. Full calendar styling
14. Calendar pop-up visibility
15. Enotify styling
16. btn styling matches the homepage hover effect
17. next/prev month button is accessible for mini calendar; day header and grid view controls styling;
18. Dropdown/mega-menu responsiveness
19. Multi-purpose business directory template styling; communicate with the assigned enabler regarding styling
20. homepage slide banner and video must be functional and the transition is smooth
21. View All Events button is accessible nearby the homepage calendar
22. View All News button is accessible nearby the homepage news/announcement section
23. Language/Translation button: English will first selection; text color to match the site

Content QA Checklist 11.16.22

Content QA Checklist

1. Sitemap instructions must be followed.
2. Correct content material was transferred over
3. implement best practices by using the best available template for the content.
4. Templates or special features of templates must be optimized for the content. Ex. Staff directory template must be applied correctly for the content. The contact section of the department template must be used for contact info, etc.
5. All links must be updated to the new revize site's URL.
6. In file manager, special symbols (i.e., &!*~) are not being used; only alpha numeric, period, and underscore were used
7. Migration team added a "site photos folder" in the file manager and at least 10 images were added to that folder
8. Quick links and footer links on the homepage were made
9. The first 3 levels of the pages must be made on the top navigation. Remove links/pages not specified on the approved sitemap.
10. 1st Level/Landing pages have filler links as content if there is no specified content material
11. Report all content QA issues
12. Report all pages with odd formatting, styling, design issues, etc.
13. Upgrades with auto-migration sites: old links must be switched to the new cms site's URLs (note: only work on the site link in the cms server, not on the migration server)
14. Verify reported content qa issues are resolved

QA Inquiry/ Feedback Form

<https://forms.gle/Nivsqs1dNJsVmbt8>

Resources

Mobile Testing	https://chromewebstore.google.com/detail/mobile-simulator-responsi/ckejmhbmajgoklhgbapiccekfoccmk?hl=en