# Manual Testing Checklists

## Usability testing checklist for UI

- ☐ Do all UI elements and content (text, images, animated GIFs, etc) render on the page?
- ☐ Can the user navigate the UI?
    - ☐ Are all links, menus, and submenus accessible, clickable and tappable? Are there any broken links?
    - ☐ Is there a home link on every screen/page?
    - ☐ Will the user be able to access all clickable elements (links, buttons, dropdowns, sliders, and boxes) accessible via keyboard only? Do all clickable/tappable elements receive focus via tabbing (i.e. pressing the tab key)?
    - ☐ Do disabled fields and read-only elements receive focus via clicks, taps, and tabbing?
    - ☐ Does the UI automatically place the cursor in the first (uppermost) text input field? Does this behavior match the specification?
- ☐ Are there any issues with the text content of buttons, fields, tooltips, messages, navigation items, and menus?
    - ☐ Are there any spelling errors?
    - ☐ Does the text content match the specifications and naming conventions?
- ☐ Are there any visible layout issues?
    - ☐ Is the order of menu and submenu items correct?
    - ☐ Do all widths, margins, and paddings match the specifications?
    - ☐ Is the content of UI elements clearly visible (e.g. not truncated due to the width of the element)?
    - ☐ Does the format and size of all buttons, fields, tooltips, messages, navigation items, and menus match the specifications?
    - ☐ Does the text and fields aligning match the specifications?
    - ☐ Do fonts match the specifications?
- ☐ Are all context cues in place and working as specified?
    - ☐ Are the disabled fields "grayed out"? Are there visual clues for distinguishing disabled fields from active ones?
    - ☐ Are there tooltips ("hover boxes") available for input fields, buttons, icons, and other UI elements?
    - ☐ Is there a blinking cursor when an input field receives focus (via clicking, taping, or tabbing)?
    - ☐ Are there confirmation messages (e.g. confirmation popups) for every operation that involves updating or deleting something?
    - ☐ Are there error messages in place for fields? If there's an error on submit, does the field retain previous user input?

- Are there context cues for successful and failed file downloads and uploads?
- Does the UI display scrollbars of its own? Should it?
- Are there any major issues with the structure of the page?
  - Is there a single <h1> element on the page?
  - Does the page have a <title> tag and a <meta description="">?
- Are there any accessibility issues?
  - Are all buttons and loading states properly labeled for screen readers?
  - Are there clearly-named exit points for modals?
  - Is the hierarchy of UI components screen-reader-friendly?
  - Do all images have descriptive alt text?
- Is there anything frustrating about any aspect of the UI?

# Functional testing checklist

- Do all interactive UI elements work as specified?
  - Check all buttons, radio buttons, dropdowns, toggles, checkboxes, text boxes, list boxes, date and time pickers, sliders, search fields, pagination and tags. Do these elements respond correctly to clicks, taps, and other input?
  - Is there an error message or page when a particular functionality fails?
  - If the UI involves sorting (e.g. catalogue of product items), does the sorting functionality work as specified?
  - If there is support for drag-and-drop, does it work consistently?
- Is there validation in place for all fields where necessary?
  - Are there constraints for maximum length for alphanumeric input? How does the system handle very large strings?
  - Do the input fields handle special symbols?
  - Do numeric fields accept alphabetic input?
  - If there are calculations, does the application handle very large numbers and division by zero?
  - Does the app impose constraints on input involving currency? Does the app handle different currency formats?
  - If there the supported input includes dates, does the app handle leap years?
  - If the case of invalid input, is there an error message?
- Does the user registration functionality work?
  - Can the user clearly tell what fields are mandatory?
  - Will the application display an on-submit error message if the user doesn't provide input for all mandatory fields?
  - Will the application display an on-submit error message if the user doesn't provide input for non-mandatory fields?
  - If registration is successful, is there a welcome page or message?
  - If the registration fails, is there an error page?
- Are there timeouts in place for registrations, payments, and other session types?
- Does clicking or tapping on an email address open an email client?

- Does the app allow the user to download files?
    - For downloads, are there error messages / error pages in place?
- Does the app support file uploading?
    - For file uploading, are there constraints for app type and size?
    - Does the app display an error message if the user tries to upload a file of a wrong type and/or size?
- How does the UI handle the user's tinkering with the browser?
    - What happens when the user deletes cookies / clears browsing history mid-session (i.e. while using the UI)?
    - What happens if the user deletes cookies / clears browsing history after the session?
    - What happens if the user disables JavaScript in the browser while using the app?

# Compatibility testing checklist

- Is the UI layout consistent across different screen resolutions and browsers?
    - Do all widths, margins, and paddings behave consistently across browsers and screen resolutions?
    - Do fonts and colors render consistently across browsers?
- Do images and animated GIFs load on all browsers?
- Does JavaScript work across all browsers?
- If applicable, does the HTML version of the app look consistently across all browsers?

# Checklist for basic security testing

- Check for major security flaws associated with user authentication:
    - Does logging in involve a two-step verification?
    - After you've logged out, can you access your account (or any pages with sensitive data) without logging in?
    - Are there password rules in place an all authentication pages (sign up/registration, sign in, change password, forgot password, etc)?
    - Does the password field mask user input?
    - After you've changed the password, can you still log into your account with an old password?
    - How many times can the user input an invalid password? Does the app lock the user out in case they have exceeded the number of attempts for entering the password?
- Does sensitive data appear in any of the following:
    - URL.
    - Error messages of any sort.
    - Any pages that don't require a login.

- In the source code of the page. If yes, is the **View Page Source / View Source Code** option disabled?
- Is there any sensitive data stored in cookies?
- Is sensitive data of any kind still accessible if some functionality of the app is not working?
- Are there traceable log files for storing important information? Does the app update these files as specified?
- Does the app use HTTPS / SSL?
- Does the app use encryption when handling sensitive data (including user credentials, user bio, credit card information, etc)?
  - If there are session values in the address bar, does the app encrypt these values?
  - Does the app encrypt cookie data?
- What happens if you refresh the page or click/tap Back when an transferring sensitive data (e.g. credentials, payment info, etc.) is mid-progress?
- Can the user use your app after the session has expired?
- Can a user access the functionality that is only available to other roles (e.g. can a regular user access admin-only features)?
- How does the app handle an SQL injection?