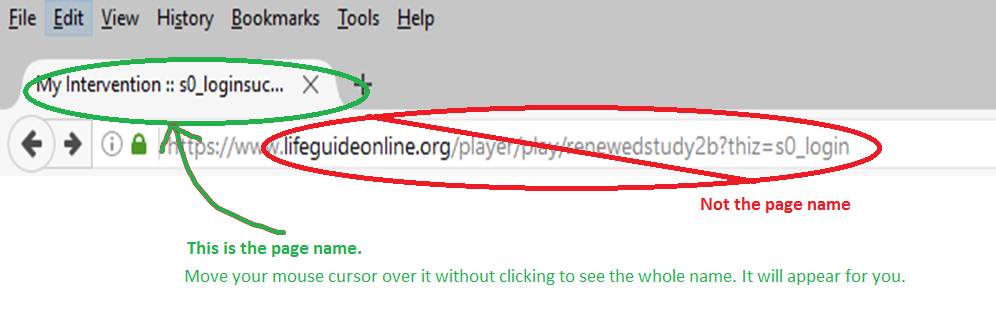
Testing Manual

# Getting Started

Testing an intervention is not like using the website. When testing the intervention we are **systematically looking for way to break the website.** It's very important to record how you used the website to break it, so that the person fixing it has enough information to know what went wrong.

## **Do**

* Keep a note of the **TIME** you sign-up and log-in as a new/old user
* Make a note of the **TIME** the error occurred
* Make a note of the **PAGE NAME** the error occurred on – the page name is **the name in the TAB** on your browser, not the title on the page or the web link in the address bar.
* Make a note of the **USERNAME** and **PASSWORD** that you use – but don't use your own!
  + It's a good idea to annotate the username with your initials, the time you signed up and attributes of the test e.g. kas14153004highpa (14:15 on 30/04 for a user with high physical activity)
* Create some **testing email addresses** using Gmail or Hotmail when you are testing emails.
* **Record all users you create**, even if you don't find any errors
* Use **different browsers and platforms** – but record this (e.g. chrome, safari, smartphone, tablet – please make note of the browser version, usually found in settings>about in the browser menu)
* Record errors in **as much detail** as you can – you can use snipping tool to make easy screenshots
* Record the **name of the intervention** you are testing e.g. www.lifeguideonline.org/player/play/recontest300418

## **Don't**

* Use a **fake email address** (if the intervention has emails in it)
* Use your **primary email address**
* Enter your **personal details** – make up fake details e.g. 123 Example Street
* Forget to make note of the time
* Miss out trivial errors

# Testing Pages

In your first run through the website, create a spreadsheet like this. This will help you keep track of the pages you have tested:

|  |  |  |
| --- | --- | --- |
| **Page name** | **Tested** | **Errors** |
| *S\_p1\_examplepage* | *Yes* | *None* |
| *S\_p2\_examplepage* |  |  |

For each page, complete the following checklist. You might want to print this off so you can see it as you look at the page:

**Checklist for every page**

|  |  |  |
| --- | --- | --- |
| Error | OK/Yes |  |
| ☐ | ☐ | Do you know **where to go next**?  *Is there sign-posting to tell you where to go/is it obvious what options are available?* |
| ☐ | ☐ | Can you see **where to click to move on**?  *Are you told/is it obvious where to click to view a different page.* |
| ☐ | ☐ | When you click on something, do you end up **where you expected to be**?  *When you click a link, does it take you to the page that you expected it to take you to? Do you think you have 'got lost' somewhere?* |
| ☐ | ☐ | Can you tell that **you have moved on to a new page**?  *Can you tell that the page has changed to a new page after you click?* |
|  | | |
| ☐ | ☐ | Are there any **typos or spelling errors**? |
| ☐ | ☐ | Are there any **inconsistencies in formatting** (e.g. different use of capitals, changes in positioning of things on page, overlapping text in boxes, text being cut off the page)? |
| ☐ | ☐ | Does a **print button** (if applicable) actually work? |
| ☐ | ☐ | Is the printed page **correctly** **formatted**?  *(if hard to describe, please make a screenshot, e.g. with snipping tool from windows start menu)* |
| ☐ | ☐ | Do you get an **error message** if you don’t give an answer to a question?  (*please do not type any answers/select any options and try to proceed – error messages should usually be displayed)* |
| ☐ | ☐ | Is the **error message** appropriate? |
| ☐ | ☐ | You should not see any pages that say **“you should not see this page**”. |

If you find **ANY ERRORS**, please record each one in a new line on the testing google doc **as soon as you find it**.