

Testing (QA)

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Leadpages

- Test out webinar signup pages and email optin pages
- Use email from getairmail.com and check back end of GR and GTW for that unique temporary email to make sure you ended up on the list/webinar and did not have to double optin
- Check to see if you receive the first automated follow up email

Products from developers / staff

- File defects against items in asana. Assign the task to the external party. Take screenshots, document to prove or describe the defect as accurately as possible. Describe how to replicate the issue in detail.
- If website, theme or plugin test it in firefox, chrome, IE.
- If mobile site, test in Iphone, Android, ipads and older iphones. Have staff members take screenshots from the device and submit them to you in wuala.
- Task asana so each team member must setup and customize your product.

Deliverable zips

- Do not use spaces in filenames. Keep filenames succinct but descriptive.
- Version everything
- Turn on your file name extension capabilities in windows. Customers will likely not be able to see extensions so make sure you include the extension in the file name where appropriate.
- Do not put zips inside of zips. Use winzip to create zips and not 7 zip as some users had issues unzipping zips made with non-standard programs.
- Include all fonts necessary.

Jvzoo/Dap/Funnel Sales test

- Complete your setup as much as possible so that you only have to do one test.
- You cannot proceed with beta launch until a successful test purchase.
- Delete all entries for that email address in dap before test.
- Add additional emails to your paypal – you can have up to 5.

- Use a different web browser after clearing your full cache. Alternatively use an incognito (private browser) window for all testing / emails.
- Change all parts of funnel to 50 cents to save on costs
- Criteria for a successful test purchase
 - Buy from the sales page and you are delivered to the oto1 where you continue to purchase the oto2 from the oto2 sales page.
 - The email address used in testing is verified to be auto-signed up for the webinar and on all 3 GR lists.
 - Username /password email is received
 - When logging into Jvzoo, all “access my purchase” links take user to fake username/pass page.
 - GR follow up emails are received
 - Username /pass authenticates users to dap and gives access to intro page, all 3 parts of the funnel, and tutorials pages ONLY. Other products that were not purchased are not able to be accessed.
- Repeat test purchase by skipping oto's and only buying main offer via a different email account. Verify that new customer can only access main and not the other download pages.

Asana and defect ticket management

- Each defect needs to be a SEPARATE task in Asana.

- Write the task with detailed:
 - Title
 - Category
 - Summary
 - Steps to Reproduce the defect
 - Screenshots/video – Using Jing, Camtasia, or Snagit. Screenshots can directly be attached in Asana and show up as thumbnails.
 - Attach test data or files as needed
- Assign defect directly to the developer, be sure to give it a due date. Tag the defect with the appropriate module it concerns.
- See example screenshot below

Testing (QA)◦ Add your supervisor as a follower to the defect.

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- To set defect priority, defects can be dragged and rearranged under section headings such as P0:, P1:, P2: section headings can be created by typing in a new task with a colon after it “:” such as P0:
 - Developer and tester will both leave comments as appropriate asking questions, etc.
 - Once developer fixes the issue, developer will reassign defect to original tester.
 - Tester will RETEST and document his retest, attaching evidence/proof as appropriate and then mark the defect as completed, closing out the ticket.
 - See these links for further info about defect management in asana.

<http://blog.asana.com/2011/08/how-we-use-asana-for-bug-tracking/>

<https://asana.com/guide/videos/bug-tracking>