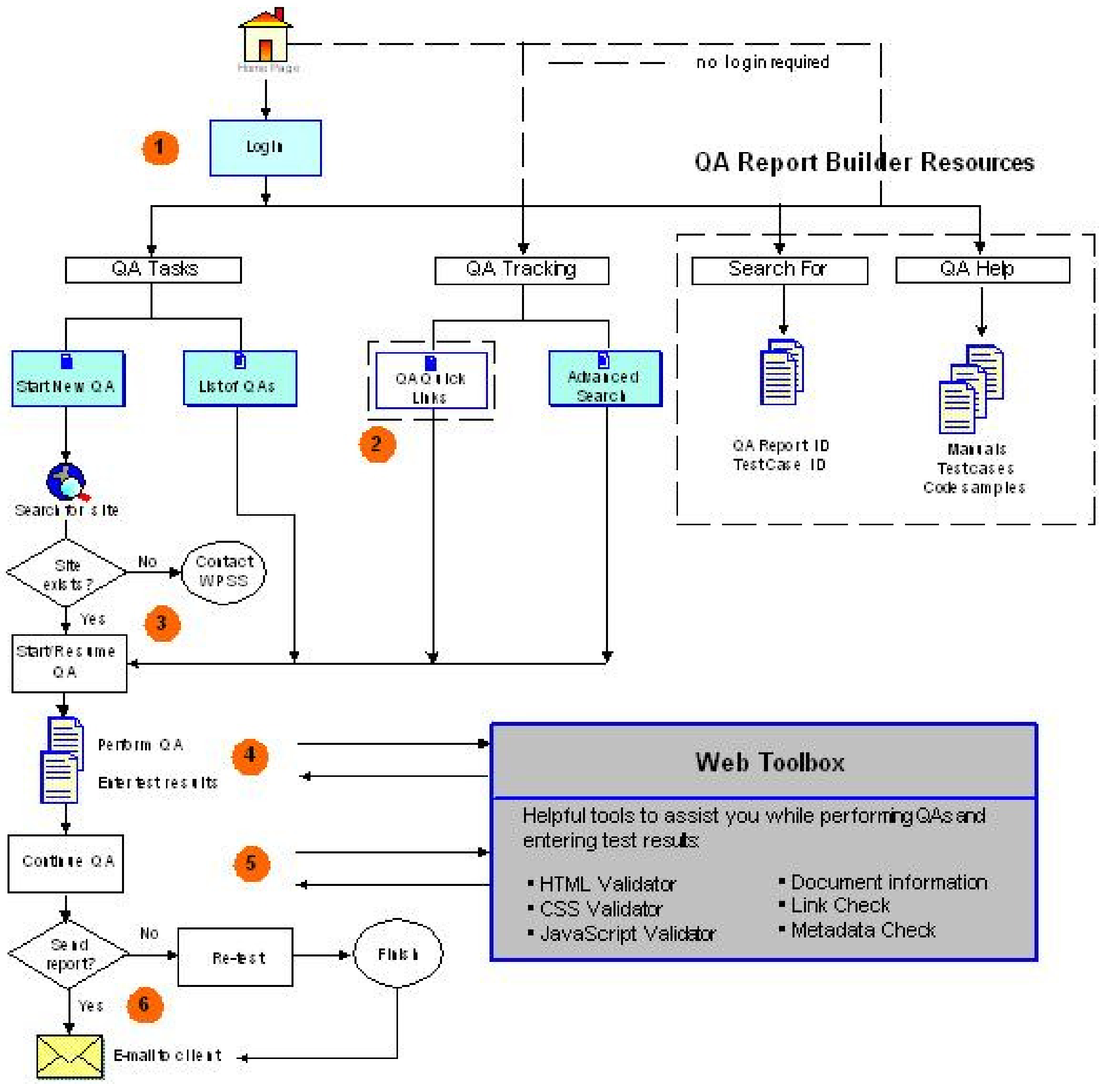
QA Report Builder Workflow

1 **Login to the QA Report Builder**



2 **Before you start a QA report**

Find the site to review. You can gather a lot of information using one of the following three methods:

- **List of QAs** shows all the QAs in progress and the completed QAs, the type of QA and the start and end dates. The [In Progress] list also contains QAs not yet started. The [Completed] list indicates the status of the QA (Pass or Fail). Click the link [View QA Report] to see the details.
- **QA Quick Links** lets you check if the site you want to review exists in our database without having to login. It provides a summary with the status of all the sites in any of the three network scopes within our database, followed by the list of the sites.
- **Advanced Search** offers search options for single or multiple sites, by date or by special criteria (e.g. Department, Branch, Sector, etc.).

The lists you can obtain using the above methods display the sites in a table with a **Status** and an **Action** column. These columns contain links to view a QA report, read the general notes, view a QA summary or start a new QA (Action column).

Note: If you search for a site by URL or site name and get the message: “There are no sites matching your search criteria”, contact WPSS to add the site. Click the [Contact Us] link and send a request.

3 Start a new QA report or resume a QA report

1. Click **Start New QA** in the left menu bar or click the link [Start New QA] in the Action column of a QA LIST REPORT accessible through QA Quick Links or Advanced Search (see ❷).
2. Click the radio button for the **URL** you want to review. If the URL does not have a radio button, it means that you are not the publishing contact for that site. If you are a publishing contact and you do not see a radio button next your site, please inform WPSS.
3. **Select QA Type.**
4. Enter at least one e-mail address in the **E-mail Addresses** field (mandatory).
5. Click the **Start QA** button.

Note: You can start a new QA anytime if you feel it is necessary, even if previous QAs are in progress or have been completed by other parties.

4 Perform QA/Enter the results for each test case

1. Click the link for the category of checkpoints you want to review for the given QA Type. Each test case has a link with the test case ID (e.g. [TCID 175]). Click that link for instructions how to verify and make your decision.
2. Click the radio button that matches your decision.
3. Enter comments in the text box to explain your rating or make suggestions if necessary. This is helpful in failed cases. You can click the link [Add images] and insert up to five images (e.g. screen captures) to illustrate your findings.
4. Click the **Save** button after each test case.
5. After the last test case, you can add general comments and the URLs you reviewed.
6. Click the **Submit Test Results** button.
7. Click the [View QA Report] link when you have entered all the test case results. If adjustments were made, you can click the [Re-test] link at the top of the report and get a newly regenerated QA with only the failed checkpoints.

5 Continue QA

Site Details features an **Action** column, where you have the option to [Add QA Information] or to [View All QA Information].

1. Click **List of QAs**, then the [In Progress] and locate the incomplete report described in ❷. Several QA reports for the same URL may be in progress. Select the URL of the QA you want to continue and/or complete.
2. Click on the link to the checkpoints you need to complete and continue entering results as described in ❹ until all the test cases have a rating. The rest of the procedure is the same as in ❹, 3. to 7.

Web Toolbox

The Web Toolbox offers all the tools to assist you with ratings on the individual test cases. You will find a Document Information tool, Validators for HTML, CSS, JavaScript, Metadata Check, Link Check and much more (e.g. Site QA history helps time assessment for the review. If a site was reviewed six months ago, the report will take less time than on a site that had not been reviewed for two years)..

1. Click on the Web Toolbox link in the top menu bar.
2. In the left menu, select the tool you wish to use.

Note: Clicking [Help] in the top menu of the tool you are using displays the help text for the particular tool.

6 E-mail to client

You are done! The QA Report is sent to the client(s) (recipient(s) listed in the e-mail address field) automatically, with a copy (cc:) to WPSS and the Gatekeeper.