

Program: _____ Description: _____

Programmer: _____

QA Analyst: _____

Character File Maintenance QA Procedure

Check initial screen display and overall visuals

Make sure any non-editable field cannot
be accessed/affected. _____

Make sure no disabled fields have values
showing (when applicable). _____

Make sure vertical alignment is correct _____

Check for use of dropboxes where possible _____

Add a new record _____

Check to see if all files were added _____

Check new record defaults _____

Use UTLOOK to examine the data record
for proper field padding. _____

Edit an existing record _____

Check line to edit for each field _____

Make sure all applicable fields are updated that
may be effected by another field being edited _____

Delete a record _____

Check to see if all files were deleted _____

Check all function keys at all prompts

F1 _____

F2 _____

F3 _____

F4 _____

Check for accuracy in all help prompts/text _____

Check arrow keys

Page Up _____

Page Down _____

Up Arrow	_____
Right Arrow	_____
Check all additional screen display information	_____
Check that all labels are accurate and intuitive	_____
Check for appropriate use of picklists	_____
Check that descriptions are updated properly for new records and read records	_____

Graphical File Maintenance QA Procedure

Check screen display

Key fields aligned with other prompts	_____
Descriptions in key field(s) when possible	_____
Make sure that all fields within an existing panel are relevant	_____

Add a new record

Edit all fields in an existing record

Make sure any non-editable fields cannot be accessed/affected	_____
Make sure all applicable fields are updated that may be effected by another field being edited	_____

Delete a record

Check to see that all files are deleted	_____
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Check that all searches are available and functional

Check Tab Order

Check Reverse Tab Order

Check all drop down boxes

check for appearance of all options	_____
make sure no options are truncated	_____
all drop box options have descriptions	_____
all drop box options defaulted	_____

Check validation of all fields	_____
Check for right-justification on all numeric fields	_____
Check for left justification on all alpha-numeric fields	_____
Check that descriptions are updated properly for new records and read records	_____
Check for accuracy in all help prompts/text	_____
Check for mixed case on labels/buttons	_____
Make sure that all labels/buttons are intuitive	_____

Asthetics

Check window size/layout {minimum form width is 65} {minimum form height should be one field height longer than the last field} {maximum form size is 24 x 80}	_____
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F/M Program

Check all READ or FIND to SMCNTL that there is a dom= and an appropriate message displayed. If warranted, set FAILED=1	_____
Make sure you have SETERR/SETESC commands in every block of code	_____
Remove any unnecessary code No Line 50	_____
Remove any references to P\$	_____
Make sure line 30 is accurate	_____
Code Level Reveiw of old program for non-generic code	_____
Use UTLOOK to examine a new record and make sure all layout is in accord with older records	_____
Any program validation routines initially set GO_BACK to zero.	_____

All program inputs are handled by the driver.
(no gosubs to 8010 in f/m program) _____

All program messages use Message file (SMMSGs)
entries (no gosubs to 8810 in f/m program) _____

Function key values entered in SMPRMT _____

New record defaults entered as 'initial values' in
SMPRMT _____

Program Specific Issues
