Post Development Checklist

Now the prototype website is ready to share with client. It's good to have the following items checked beforehand:

1. Search

- ❑ Search query entered goes to Search Results page
- ❑ visionSearch filters properly set up so results reflect components used
    - ❑ visionSearch will begin indexing domain upon Go-Live
- ❑ Google CSE pointed to correct domain
    - ❑ NB: CSE will return search results from previous domain after go-live for 1-2 weeks.
- ❑ Search bar/ search button is placed on right place as in comps
- ❑ Update Search keywords redirect link in Custom Content
- ❑ Search hover behavior matches approved design comps
- ❑ Search active behavior matches approved design comps

2. Mobile

- ❑ Homepage elements organized in a satisfactory manner
    E.G. homepage graphics buttons stack properly
- ❑ Hamburger menu functions properly
- ❑ Can enable/disable interior page components for mobile view
- ❑ Can change component display order for mobile view
- ❑ Interior page menu functions properly

3. Advanced Component Pages

- ❑ Move it under I want to…/ How do I…
- ❑ Set it not to display on Main Navigation
- ❑ Disable all the breadcrumbs

4. Homepage Widget

- ❑ Home Collage
    - ❑ Images appear correctly and are displayed in the correct order
    - ❑ Image rotate behavior is correct (automatic vs manual, or both)
    - ❑ User can set automatic interval time
    - ❑ Manual selection method works correctly
    - ❑ Images can be added/removed from rotation and reflects changes on publish
    - ❑ Image caption displays correctly

- ❑ Caption link matches one set via CMS

- ❑ Home Buttons
  - ❑ Button alignment and placement matches approved comp
  - ❑ Button text displays correctly
  - ❑ Button image/icon displays correctly
  - ❑ Button links can be controlled via CMS & link properly

- ❑ Spotlight
  - ❑ Spotlight text displays properly & matches approved comp
  - ❑ Spotlight URL links correctly
  - ❑ Spotlight can be disabled and page appearance matches comp

- ❑ Home News
  - ❑ Category and Department constraints works correctly
  - ❑ Set up detail view
  - ❑ News items displays correctly
  - ❑ Thumbnails displays correctly

- ❑ Home Events
  - ❑ Category and Department constraints works correctly
  - ❑ Set up detail view
  - ❑ Events items displays correctly
  - ❑ Thumbnails displays correctly

5. Top Navigation
  - ❑ Links align, do not overlap with other homepage elements
  - ❑ Add/remove links from Custom Content reflected on homepage
  - ❑ Links & text can be edited via Custom Content
  - ❑ Translate works correctly

6. Footer
- ❑ Footer information can be edited via CMS
- ❑ Check if all the links are clickable
- ❑ Check if email and phone number are clickable
- ❑ Update social icons links
- ❑ Update footer address

7. Check if necessary components are turned on
- ❑ Extranet – Member Groups
- ❑ Advanced Mega Menu
- ❑ Approval Cycle
- ❑ Jobs Manager

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- ❑ Meeting Manager

8. Interior Pages
- ❑ Content Area
  - ❑ WYSIWYG editor functions as expected
  - ❑ Header styling matches approved comps
  - ❑ Hyperlink styling and hover match approved comps
  - ❑ Table styling matches approved comps (apply Table Data CSS class to tables)

- ❑ Box Widgets
  - ❑ Can filter content correctly based on categories and/or departments
  - ❑ Correct Styling
  - ❑ "More" links work correctly
  - ❑ Clicking individual items takes user to detail page

- ❑ Calendar
  - ❑ Page is styled correctly
  - ❑ Hover behavior works as expected
  - ❑ Clicking an individual event goes to event detail page
  - ❑ Events can be filtered by category in list view
  - ❑ Calendar items display on homepage if marked

- ❑ News
  - ❑ News list styling appears correctly
  - ❑ Clicking a News title correctly links to detail page
  - ❑ Detail page correctly styled

- ❑ Facility Directory
  - ❑ List view styled correctly
  - ❑ Detail page styled correctly
  - ❑ Map view appears correctly
  - ❑ Map view is centered on your municipality/region
  - ❑ Icons correspond with Facility type

- ❑ Staff Directory
  - ❑ List view styled correctly
  - ❑ Detail page styled correctly

- ❑ 404 Page
  - ❑ Styled correctly
  - ❑ CAPTCHA works
  - ❑ Page submission appears in Broken Link Report

- ❑ E-Notification

- ❏ All categories appear correctly
- ❏ Page styled correctly
- ❏ Users are able to opt-in/out of lists as needed
- ❏ CAPTCHA works

9. Compare QA test content and new site content