Test Execution Document [Replace with appropriate heading]

|  |  |
| --- | --- |
| Name of Test/Change: |  |
| Name of Person: |  |
| Date: |  |
| Environment/Platform/Other needed or static information: |  |

**Coversheet Information**

This section is to outline what the purpose of the testing/build changes/whatever is being changed **is**. This is an important snapshot, so the reviewer understands the why & how of each change. An example of headings from my testing are;

Script Description:

Business Triggers:

Expected Results:

Data:

[If needed to outline data being used and/or changed – make sure to record it here]

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[Testing steps with inserted screenshots, and other relevant info should follow on next page, with doc headings for easy view via Navigation Pane]

# Testing Steps

## 1 Change this

## 2 Change that

## 3 Change whatever happens next

Hot Tip: if you need to attach an outside doc etc, go Insert > Object > Create from file, then make sure to choose ‘Display as icon’ check box 😊