

Manual QA Checklist for WordPress Dashboard (wp-admin)

1. Login & Access Control

- `/wp-admin` and `/wp-login.php` are accessible without errors
 - Admin login works with valid credentials
 - Invalid login shows correct error message (not revealing user existence)
 - "Lost Password" link redirects to working recovery page
 - Password reset email is sent and contains valid reset link
 - Users are redirected correctly based on their roles (admin/editor/contributor)
 - Limit Login Attempts or reCAPTCHA (if enabled) works properly
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2. User Roles & Permissions

- Admin can add/edit/delete users
 - Editors can only access content-related settings
 - Contributors can't publish or access restricted areas
 - Subscribers have minimal dashboard access (only profile, etc.)
 - Custom roles (if created) work as expected
 - User profile editing works (name, email, bio, password change)
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3. General Dashboard Functionality

- Dashboard widgets (At a Glance, Activity, Updates, etc.) display correct info

- "Screen Options" toggles widgets visibility
 - "Help" tab provides context-specific help
 - Admin menu loads correctly and highlights active page
 - Toolbar (top bar) shows correct quick links for user role
 - Quick Draft widget saves drafts properly
 - Date/time, site language, and general settings work as expected
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4. Posts, Pages & Custom Post Types

- Post/Page list tables display correctly (Title, Author, Date, etc.)
 - Filtering, searching, and bulk actions work properly
 - Creating and editing content saves correctly
 - Categories and tags can be added and assigned
 - Gutenberg/Classic Editor loads without errors
 - Featured image upload and selection works
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5. Media Library

- Images/files can be uploaded (drag & drop + upload button)
 - File size and type limits enforced correctly
 - Media items open and show metadata (title, alt, dimensions, etc.)
 - Attachments can be inserted into posts/pages
 - Grid/List view toggles work
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6. Appearance (Themes, Widgets, Menus, Customizer)

- Theme switching works and does not break layout
 - Theme preview is functional in Customizer
 - Widgets can be added, removed, and reordered
 - Menus can be created, updated, and assigned to locations
 - Site Identity (Logo, Title, Favicon) changes update correctly in Customizer
 - Additional CSS section saves and applies styles correctly
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7. Plugins & Updates

- Plugins can be installed, activated, deactivated, and deleted
 - Plugin settings pages load and save correctly
 - Plugin update process completes without errors
 - Inactive or unused plugins are flagged for cleanup
 - Site health tool (Tools > Site Health) shows no critical errors
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8. Settings Review

- General: Site Title, Tagline, Email, Timezone, etc. are saved
 - Reading: Homepage settings and post/page visibility are working
 - Discussion: Comment settings apply to new posts
 - Media: Image sizes and organization folders save correctly
 - Permalinks: Custom structure updates and regenerates correctly
 - Privacy: Privacy policy page is set and accessible
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9. Notifications & Emails

- Admin notifications (update alerts, plugin messages) are visible
 - Form submission emails are delivered properly (test with form plugin)
 - Comment notifications, new user registrations, and password resets send emails
 - Email content and headers are correct (no broken formatting)
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10. Dashboard UI/UX

- No broken layouts or misaligned elements in wp-admin
 - Responsive design works (e.g., on smaller laptop/tablet screens)
 - Admin menu collapses/expands properly
 - Loading spinners, modals, and alerts display as expected
 - Icons and images render without missing paths
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11. Cross-Browser Compatibility

- Dashboard is fully functional in:
 - Chrome
 - Firefox
 - Safari
 - Edge
 - No JavaScript console errors in any browser
 - Tested at standard screen widths: 1440px, 1024px, 768px
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12. Reporting, Analytics & Audit Logs

- Admins can access analytics (if integrated via GA, Jetpack, etc.)
 - Logs of logins, failed attempts, or changes (via plugins like WP Activity Log) work
 - WooCommerce Reports (if installed) load and filter correctly
 - Custom dashboards (e.g., using ACF, Metabox, or other plugins) render without error
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13. Maintenance & Performance Tools

- Scheduled posts publish at correct times
 - WordPress cron jobs are running (check Tools > Cron Events plugin if used)
 - Site performance tools (like WP Rocket, Query Monitor) report no issues
 - Caching is not interfering with dashboard changes (clear cache after changes)
 - Debug mode (`WP_DEBUG`) can be toggled for deeper issue tracking
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14. Multisite-Specific (if applicable)

- Network Admin access works
 - Subsites are accessible and inherit correct settings
 - New sites can be created via Network Dashboard
 - Plugins/themes are activated per-site or network-wide correctly
 - User role mapping and site access are correct across subsites
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