✅ 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)

🪄 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

🧱 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

🎨 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

🔧 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

✉ 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)

🖥️ 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

🔍 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

📊 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

🔁 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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🔁 Recommended QA Frequency

Task	Frequency
Core dashboard testing	Monthly or after major updates
Plugin/Theme admin testing	Per update or deployment

User roles/access testing	Quarterly or after role change
Email & form testing	Monthly
Site health & logs review	Weekly or monthly