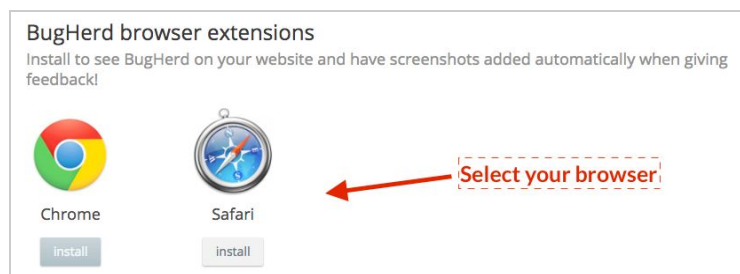# Now, Let's Get Testing

Getting Started:

Meet Bugherd, a tool we use for providing website feedback which helps us see exactly what you need.
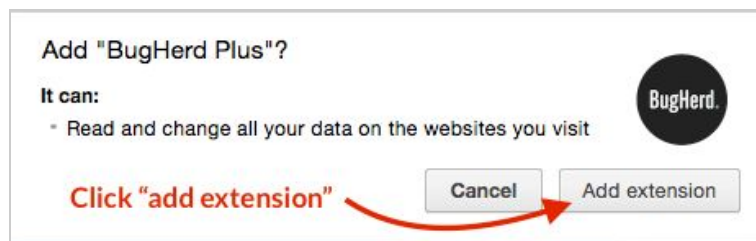You will need 3 things to get started.

1. Install the Bugherd Extension for capturing Screenshots.
2. Access to your Emails
3. Access to your Project on our Teamwork account.

Installing the Bugherd Extension

- Click here http://www.bugherd.com/extensions
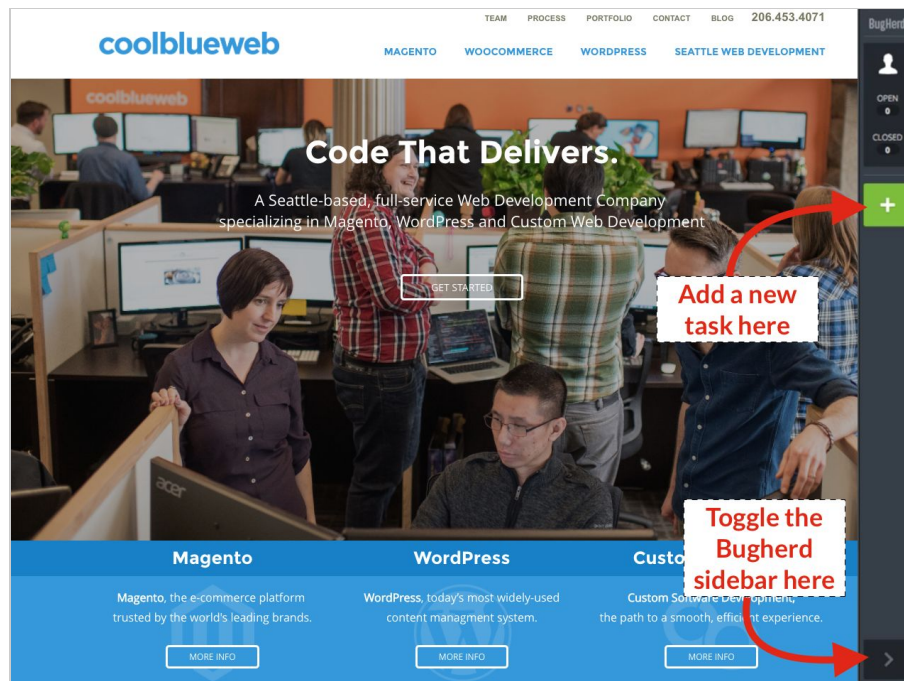- Select your browser

- Click "Add Extension"

Toolbar:

From here you will be taken to YOUR staging website to begin testing. You website will contain Bugherd toolbar on the right side of your browser. *(Note: if you have a pop up blocker installed you may need to disable if Bugherd toolbar is not displaying)*

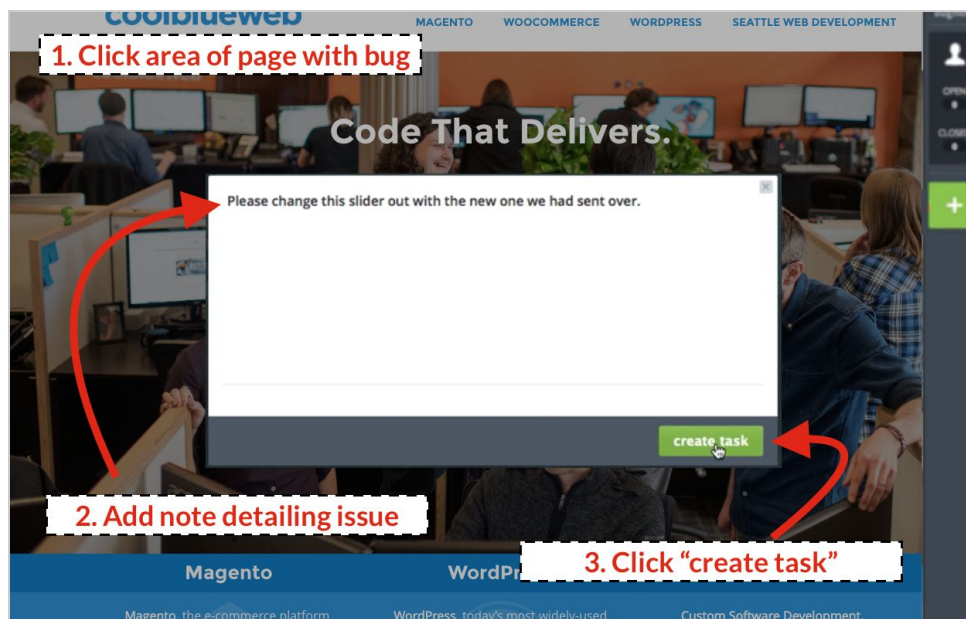- Expand/collapse the toolbar with a click of the arrow button

- Click the green plus button on the toolbar to start adding tasks

Start Logging Bugs:

You are now ready to start logging bugs! Once you find one, click that area of the page and a white box will pop up. Add as many details as you can, click "create task" and that's it! You've logged your first task.

Keeping Track of Bugs:

Bugs created by your will be automatically sent to Teamwork as tasks.

Your Project Manager will assign the appropriate developer and we will allot time for investigation and fixing.

Managing Tasks/Bugs:

Once your developer has fixed the bug or needs further information, they will reach out via Teamwork per our normal task workflow.

That's it!

Questions? Feel free to reach out to us :)

206.453.4071

support@coolblueweb.com