

EX12: QA Externship

Summary Test Execution Report

TaskTrain

Overview

TaskTrain is a workflow application used to create and manage Standard Operating Procedures (SOPs) through a shareable platform. The QA team focused on regression testing of legacy features, exploratory testing of new and undocumented features, and validation of Gherkin-based feature stories across various browsers and platforms. Testers collaborated to identify gaps in documentation, usability, accessibility, and functionality. This report summarizes the efforts across the externship period, highlighting key findings, metrics, and improvement recommendations.

Strategy and Test Plan

Test Scope

Testing focused on functional, UI/UX, and exploratory testing of TaskTrain's core modules:

- Procedures (creation, content, step-level interaction)
- Organization management
- Exchange (procedure templates)
- Convert from Document
- Manual View
- Comment Threads
- User Settings & Account Features

Testing Strategy

The strategy incorporated both scripted and exploratory testing. Scripted tests were derived from Gherkin stories and product documentation. Exploratory testing was designed around black-box testing techniques, particularly where documentation or requirements were incomplete. Testers wrote new feature stories as necessary and logged feature requests and defects in JIRA.

Test Plan (High Level)

Project Tasks

- Execute manual regression testing on documented features
- Perform exploratory testing on undocumented/new features
- Convert exploratory test cases into Gherkin stories
- Create and link JIRA issues for each defect found
- Track test case execution metrics per engineer
- Prepare a final demo and test report

Test Items

- Assign Procedure Modal
- Create Procedure from Document Outline
- Exchange Examples Display
- Organization & Subscription Management
- Account Profile Settings

Key Test Scenarios

- Creating and editing Procedures manually and via Document Outline
- Navigating the Exchange and verifying filter functionality
- Editing Organizational roles, billing plans, and sectors
- Testing accessibility (keyboard navigation, tooltips)
- Verifying display issues across Chrome, Firefox, Safari, and mobile browsers

Execution Plan

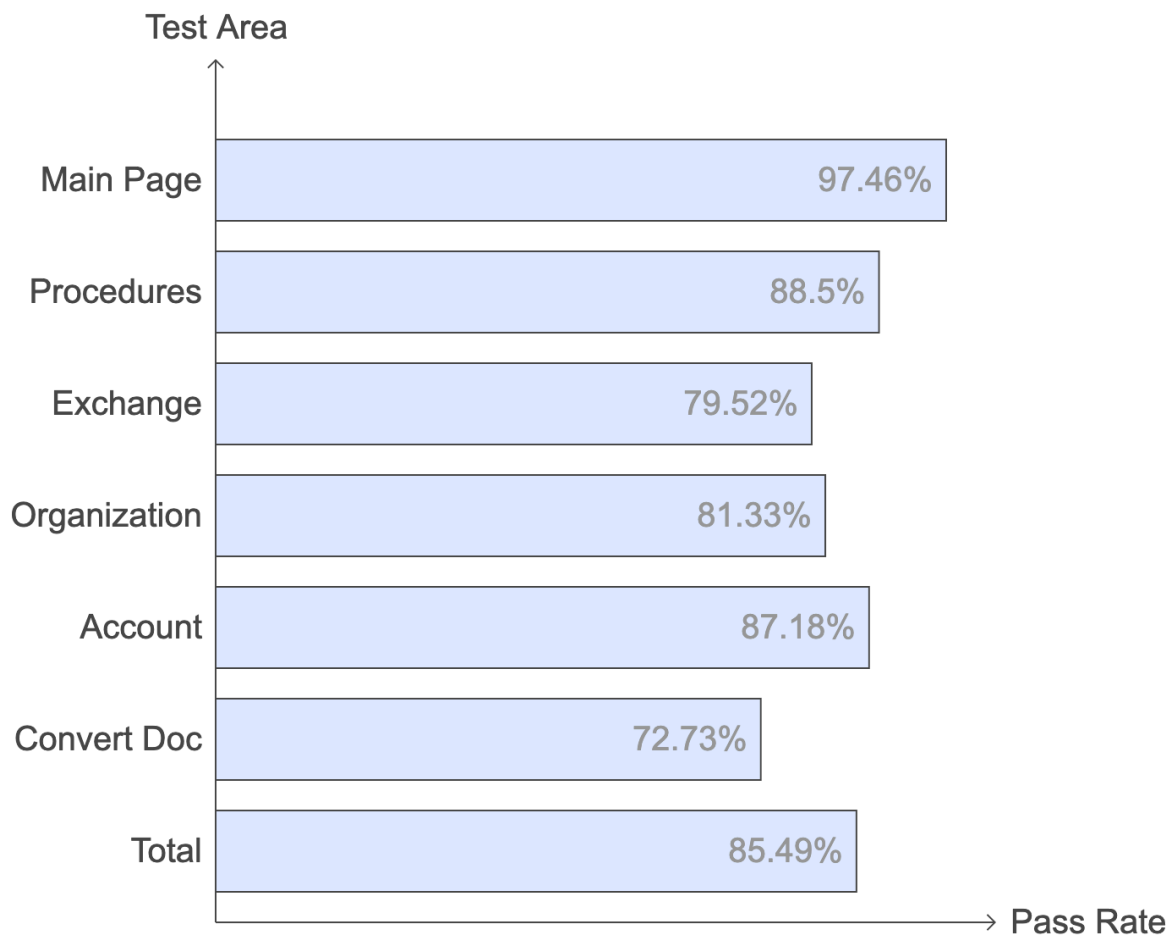
Testers were assigned to different features and collaborated in pairs or small groups. Individually, they also validated existing Gherkin stories, wrote new ones, and cross-checked against exploratory spreadsheets and JIRA tickets. Browser-based testing covered Chrome, Firefox, Brave, Safari, and Chrome on Android.

Results

Execution Summary

Regression Testing Summary

Test Area	Tests Written	Passing	Failing	Pass %	Fail %
Main Page	118	115	3	97.46%	2.54%
Procedures	496	439	57	88.5%	11.5%
Exchange	83	66	17	79.52%	20.48%
Organization	225	183	42	81.33%	18.67%
Account	39	34	5	87.18%	12.82%
Convert Doc	121	88	33	72.73%	27.27%
Total	1082	925	157	85.49%	14.51%



**Regression Testing Pass Rates
by Test Area**

Issues and Defects

A total of 157 defects were reported during testing. Severity ratings ranged from Low to High. Major recurring issues involved tooltip mislabeling, lack of error handling in form submissions, UI misalignment on mobile, and insufficient accessibility support.

- **Main Page:** Achieved the highest pass percentage at 97.46%, indicating a robust testing outcome.
 - **Procedures:** While still strong at 88.5%, there is a notable number of failing tests (57), suggesting potential areas for improvement.
 - **Exchange:** With a pass percentage of 79.52%, this area shows a significant number of failures (17), warranting further investigation.
 - **Organization:** The pass rate of 81.33% indicates room for enhancement, especially with 42 failing tests.
 - **Account:** A solid performance with 87.18% pass rate, but still has 5 failures that need addressing.
 - **Convert Doc:** This area has the lowest pass percentage at 72.73%, with 33 failing tests, highlighting a critical need for review and remediation.
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Josh Kleckner

Focus Areas: Procedures, Exchange, Convert from Document

Test Results

	Procedures	Exchange	Convert from Doc	Grand Total
Pass	51 (88%)	11 (65%)	10 (32%)	72 (71%)
Fail	7 (12%)	6 (35%)	16 (68%)	29 (29%)
New Test Cases	0	17	26	43
Total	58	17	26	101

Overview:

My first area of focus for testing was the Assign Procedure feature. I wrote and performed tests across multiple browsers including Chrome and Brave, writing and executing tests focusing on various workflows and potential edge cases, without predefined specifications. Key test types include validation testing, boundary testing, error handling testing, and usability testing. Some notable failed tests included incorrect or missing error messages when invalid inputs were provided, failure to handle boundary values correctly, UI misalignments, and responsiveness issues when navigating between procedures.

My remaining test cases cover the Exchange and Procedure Convert from Document Outline features. Exploratory tests were conducted using Chrome on both desktop and Android. The Convert feature tests resulted in a high number of bugs, with a 68% fail rate. Most issues occurred within the 'Create Procedure From Document Outline Modal'. Key fail points for UI include the format bar not expanding to reveal dropdowns, font with applied H tags reverting to default size when another format is applied, and incorrect tooltips. Key fail points for functionality have a high impact on usability including the ability to enable the Create button without inputting text by applying an H tag to an empty line, and using lists without H tags to create procedures with improper steps.

The Exchange feature had fewer and less severe bugs, which allows it to be usable but does not provide a seamless experience. Key issues included filters not functioning and the

Exchange Examples list failing to propagate consistently. These failures across all test cases highlighted areas that need attention before the app could be considered fully functional.

JIRA Ticket	Title	Severity
ET-118	Procedure: The Assign Procedure button is not navigable by keyboard	Medium
ET-119	Procedure: Assign Procedure Modal does not clearly denote mandatory fields	Low
ET-121	Procedure: Assign Procedure Modal name field does not have a minimum character limit	Medium
ET-122	Procedure: Assign Procedure Modal description field does not have max character limit	Medium
ET-123	Procedure: Assign Procedure Modal Tasks area fields are out of alignment	High
ET-124	Procedure: Assign Procedure Modal Tasks date due cannot be prior to start date, but does not display error	Low
ET-177	Procedure: In Assign Procedure Modal name field displays error when invalid input	Low
ET-136	Convert from Document: After creating procedure, when all steps are expanded they cannot all be scrolled into view (mobile)	High
ET-138	Convert from Document: The dropdown for the Convert Procedure button is cut-off by the screen (mobile)	Low
ET-139	Convert from Document: In the Convert from Doc modal, clicking the Create button multiple times should not create multiple procedures	Medium
ET-140	Convert from Document: All tooltips should display correctly, however Indent and Outdent do not	Medium
ET-141	Convert from Document: Modal does not drag/reposition consistently	Low
ET-146	Convert from Document: Font formatting buttons work as expected (Bold, Italics, Underline, Strikethrough,	Medium

	Subscript, Superscript, Color, Highlight Color)	
ET-147	Convert from Document: Using two H1 tags creates an Untitled Procedure, H1 tags become the level 1 steps	High
ET-148	Convert from Document: Using only an Ordered List does not display error and creates an accurate Procedure	High
ET-149	Convert from Document: Using only an Unordered List does not display error and creates an accurate Procedure	High
ET-150	Convert from Document: Input should require the use of H tags but does not	High
ET-151	Convert from Document: Inserting a video on an H tag line loses the Step name once created	High
ET-152	Convert from Document: Content is lost when text is inserted as Blockquote	High
ET-153	Convert from Document: Modal allows for empty procedure to be created	High
ET-178	Convert from Document: One H1 tag should be required	High
ET-163	Exchange: Examples do not always display when Examples tab is selected	High
ET-164	Exchange: Search bar description text is cut off	Low
ET-165	Exchange: Examples list filter does not function as expected	Medium
ET-166	Exchange: Filter search bar does not function	Medium

Recommendation

Procedure: In Assign Procedure Modal name field displays error when invalid input

When the input contains invalid input showing a specific error would be helpful to the user (ex. 'max character length 111 characters').

Convert from Document: Font formatting buttons work as expected (Bold, Italics,

Underline, Strikethrough, Color, Highlight Color, etc)

Removing the superfluous options for color formatting may prevent confusion or lost time for users since colors do not carry over to Step or Description text.

Convert from Document: One H1 tag should be required

Either enforce the use of only one H1 tag, or add a Procedure Title input field. This will prevent confusion or the need to redo/rearrange a procedure.

Justin Pine

Focus Areas: Procedure Creation, Exchange, & Convert from Document

Test Results

	Procedures	Exchange	Convert from Doc	Grand Total
Pass	183 (90%)	14 (93%)	23 (82%)	220
Fail	21 (10%)	1 (7%)	5 (18%)	27
New Test Cases	47	15	16	78
Total	204	15	28	247

Overview:

My testing was focused on creating Procedures within a Manual. I executed exploratory testing involving creating a new Procedure, creating a Procedure from a Document Outline, Procedure details, and other supplemental aspects. Procedure creation was covered across multiple browsers, including Google Chrome, Firefox, and Safari. Test cases covered Procedure and Step naming, including edge cases, filling out informational fields, adding content, reviewing button functionalities and Manual role capabilities in Procedure & Step creation.

Other test cases involving procedure creation included all tooltips and buttons, as well as creating procedures using keyboard navigation. I noted issues, including the 'Older Entries' button not functioning as expected, the Procedure 'Activity' tab displaying an error when an image is added, and the 'Info' tab containing a 'Categorization' accordion as opposed to the 'Actions' accordion as specified in the Gherkin feature file.

As a team, we executed exploratory testing of the Procedure Exchange and Converting from a Document Outline features. These test cases and bug reports were documented and validated together to avoid duplication.

JIRA Ticket	Title	Severity
ET-187	Procedure Activity Throws Error 'Cannot return null for non-nullable field EntityActivity.description.' When Image Added to Info Tab	High
ET-111	"Convert From Document" Editor Content is Bigger than 16MB and Does Not Display Message 'Input too long by X bytes'	High
ET-127	The "Convert From Document" Heading Drop-down Menu is Not Visible in the Toolbar	High
ET-128	The "Convert From Document" Font Drop-down Menu is Not Visible in the Toolbar	High
ET-169	Print Dialog Window Does Not Display and Throws Error	High
ET-117	"Step Activity" Toggle Doesn't Show on Procedure Detail	High
ET-186	Procedure Exchange Menu Not Accessible if Refresh (Ctrl+R) is Ran	High
ET-112	"Show Older Entries" Button Disappears on Procedure Activity with More than 10 Entries	Medium
ET-114	"Show Older Entries" Button Disappears on Step Activity with More than 10 Entries	Medium
ET-115	"Show Older Entries" Button Appears with Exactly 10 Step Activity Entries	Medium
ET-113	"Show Older Entries" Button Visible with Exactly 10 Procedure Activities Created	Medium
ET-94	Pressing the "Info" Tab Displays 'Categorization' Accordion Instead of "Actions"	Medium

ET-120	Activities in Step Detail Display in Chronological Order	Low
ET-107	Create Procedure Split (+) Button Not Accessible Via Keyboard	Low
ET-108	Create Procedure Split Button (+) Tooltip Not Accessible Via Keyboard	Low
ET-106	Create Procedure Button Menu Items Not Accessible Via Keyboard	Low
ET-92	Create Procedure Button Menu Tooltips Are Not Accessible Via Keyboard	Low
ET-109	"Convert From Document" Not Accessible Via Keyboard	Low
ET-126	The "Convert From Document" Maximize Window Option is Not Accessible Via Keyboard	Low
ET-172	Owner/Manager Can Add an Image into Archived Procedure 'Info' Details	Low
ET-173	'Edit' Button is Not Accessible in 'Content' Procedure-Detail Panel Via Keyboard	Low
ET-174	'Open' Button is Not Accessible in 'Content' Procedure-Detail Panel Via Keyboard	Low
ET-175	'Remove/Delete' Button is Not Accessible in 'Content' Procedure-Detail Panel Via Keyboard	Low
ET-176	Owner Role Does Not Display Placeholder Text 'Unarchive Procedure to add unique details/instructions'	Low
ET-95	Procedure-Print/Export Dialog Maximize/Restore Button is Not Accessible Via Keyboard	Low
ET-96	Step Names Wrapped in Increasing HTML Heading Tags Stay at H2	Low
ET-97	Step Names are Displayed with Font Size Remaining Constant at 1.3em	Low

Recommendations

Procedure & Step Activities “Show Older” Entries Button

The “Show Older Entries” button displays with exactly ten entries logged, but when clicking the button, nothing happens. When leaving the screen idle for several seconds after logging more than 10 Procedure activities, the button disappears and all Procedure activities are displayed. If elements like an image are added to the Procedure detail, the Procedure activity displays an error message.

Accessibility via Keyboard Navigation

Some elements on the site are not accessible via keyboard navigation. For example, the ‘Create Procedure’ menu items are not selectable via the keyboard. Keyboard navigation only works if no procedures have been created. If procedures have been created, keyboard navigation only selects the existing procedures. Tooltips are also not highlightable via keyboard navigation.

The “Convert From Document” Heading and Font Drop-down Menus are Not Visible in the Toolbar

When creating a new Procedure from the “Convert Procedure From Document Outline” editor, the HTML heading and font drop-down menu are not visible in the toolbar and appear to be cut off. The toolbar expansion would allow better viewing of controls.

Consider Changing the Default Landing Page from Assignments to Home

Currently, after logging in, you are redirected to the ‘Assignments’ page. It may be a better user experience if they are directed to the home page to view any TaskTrain announcements and release notes.

Adding an ‘Activity’ Tab to Manual Detail

Adding an ‘Activity’ tab to Manual detail could help users keep better track of logged activities within a Manual. Similar to the ‘Activity’ tabs on Procedures and Steps, the ‘Activity’ tab on Manuals could help users, in particular Owners & Managers, see when a Manual’s name was changed, categorization changes, content updates, and Manual-specific activities.

Julia Dillon

Focus Area: Organization, Exchange & Convert From Document

Test Results

	Organization	Exchange	Convert from Doc	Grand Total
Pass	82 (82%)	1(1%)	3 (27%)	86 (75%)
Fail	18 (18%)	0 (0%)	10 (77%)	28 (25%)
Total	100	1	13	114

Overview:

My testing was focused on the functionality and the usability of the Organization section of TaskTrain, the Exchange function as well as the Convert From Document feature. My tests were completed using Windows 11. I used browsers, Google Chrome and Mozilla Firefox.

In the Organization section, the Organization tab was tested to ensure that Descriptions, add and delete Sectors, and update the name of the Organization were functional. Exploratory tests were run to test updating Subscriptions, the Billing Terms, Plans and Payment Method. I tested the addition, the removal and the change of the payment method. The subscriptions were tested to ensure that users can make changes between "paid" and "free" subscriptions. Compare Plans were tested to make sure that users could see the differences in the plans. Roles can be added so that users can be given certain roles within the Organization. The remove account access was tested to see the addition and removal of users Roles and Account Access. The search functions included Filters and Search options. Exploratory testing was also performed in the "Convert From Documents" and the "Exchange" sections as well. Testing the newer elements of the website also helped to make sure that changes to the website did not affect the other areas of TaskTrain.

JIRA Ticket	Title	Severity
ET-129	Testing web page and page resizing	Medium
ET-189	Payment label does not have a ToolTip	Low
ET-190	Compare Button does not have a ToolTip	Low
ET-191	Change card button does not have a ToolTip	Low
ET-192	Card information is viewable by users other than the Owner	High
ET-130	Colors of buttons and font cause an accessibility issue	High
ET-193	A card can be added without adding a cardholder name	High
ET-194	User cannot add a sector manually to the sector list	Medium
ET-195	Sectors take double-click to remove from the Sector text box	Low
ET-196	Users cannot delete user-added Organization sectors	Low
ET-197	User cannot delete items from the Sector list	High
ET-198	No trash can icon in the Sector list to delete items	Medium
ET-199	If a keyword is entered, Functions and Sectors cannot be selected afterwards	Low
ET-200	Account/Organization, when selected should be highlighted	Medium
ET-201	Archived filter allows the user to view the manual status	Low
ET-202	Archived filter is highlighted, while the Procedure button is selected, the manual status is not visible	Medium
ET-203	Using the Search function should allow the user to search any manual	Medium
ET-204	When the User has access removed, there is no alert or confirmation	High
ET-131	Entry into the "Convert From Document" text box is added as the Procedure title	Medium

ET-132	Header 1 selection is made for "Convert From Documents"- adds to the procedure and only adds to one step	Medium
ET-133	Empty Procedures can be added to the Manual from "Convert From Document"	Low
ET-205	When the style is changed from Normal to Header, an empty procedure can be added	High
ET-137	Font Color cannot be changed	Medium
ET-207	Entries cannot be highlighted	Medium
ET-208	Subscript and Superscript text are not visible in the main screen	Medium

Recommendations

User Accessibility:

When looking at the website, a yellow background with a white font can be something that is hard to see for some people. If using a black font instead, or changing the background from yellow.

Roles list simplified:

The list of Roles in the Access Tab in the Organization screen is listed in an odd way. A suggestion would be to list them from ascending or descending order by hierarchy. This would make it more intuitive and users would be able to quickly change the users access status.

ToolTip Continuity:

In the Payment tab, most items do not have a ToolTip visible when the user hovers over the text.

Style Changes:

Font styles can be changed in the "Convert From Document" screen, but also can be changed in the Content tab from the manual tab. The basic styles (bold, italics and underline) could be added to the Procedure Modal, this can help put the styles in the user's main view.

Access Removal Confirmation:

When a user is removing access from a member, there is no alert or confirmation that the deletion has taken place. Being able to see and alert and have a confirmation would ensure the user is aware that they are making a change and that allows the Owner to change their decision if needed and to make completely sure that they have made the changes they wanted to make.

Nia Ricks

Focus Area: Manual, Exchange, and Convert from Document

Test Results

	Manual	Exchange	Convert from Doc	Other	Grand Total
Pass	62	11	12	0	85
Fail	12	2	3	2	19
Total	8	13	15	2	104

Overview:

My testing was focused on Manual creation and deletion, as well as the Exchange and Convert from Document features. The tests were all run on a Windows 11 desktop using the Chrome browser. I tested the selection, naming, creation, and deletion of manuals. Some things could be improved in this section. I also did some exploratory testing of the 'exchange' and 'convert from document' features. It is my opinion that these features need a lot of work before retesting and production. There is also some brand inconsistency on the help page, and the help page is missing some key information.

JIRA Ticket	Title	Severity
ET-219	Create Manual Tooltip messages don't match feature stories	Low
ET-220	When Create Manual button is pressed I should see 'New Manual' in the text input field	Medium
ET-221	Create Manual Default info missing AND not matching feature story	Low
ET-213	Delete Manual Feature Story description missing a word	Low
ET-214	Delete Manual 'Delete' button feature story confusing	Low
ET-215	No 'Delete Manual' information in help center	Medium

ET-216	Delete Manual Tooltip chart in feature story has a repeated column	Low
ET-217	Delete Manual Tooltip does not match feature story	Low
ET-218	Delete Manual 'Cancel' button not in focus	Medium
ET-222	Manual- Add Account Access file name and Feature name in file do not match	Medium
ET-223	Manual add members (disabled) tooltip does not match feature story	Low
ET-225	"Tasktrain" branding on help site does not match main site	Medium
ET-226	You can have multiple manuals with the same name	Low
ET-224	Paid Account cannot be created	High
ET-134	Example procedures only show when user has selected a manual	Medium
ET-135	Exchange> Examples> (Procedure Name) breadcrumbs can be improved	Low
ET-170	"Convert From Document" option stays highlighted	Medium
ET-171	Import option in the Convert from Document modal is blocked	Medium

Recommendations

Brand Consistency

The formatting of the company name on the help site (<https://tasktrain.crunch.help/en>) is "Tasktrain" with a lowercase 't' on 'train'. This does not match the formatting of the company name on the main site (<https://www.tasktrain.app>) which is "TaskTrain" with a capital 'T' on 'Train'.

I suggest going through TaskTrain affiliated sites, social media, ads, email taglines, etc. to ensure brand consistency.

Organization Status: Guest

There should be a way to verify your status in an organization if you are invited as a guest. Other roles can check by managing the organization (unavailable if you are a guest role) and there is no indicator of what role you have been assigned in the invite email.

Help Center

The help center is missing information on how to delete a manual. I would go through and ensure that it is not missing any other vital information that clients may look for.

Paul Brooks

Focus Areas: Manual View, Exchange, Convert from Document

Test Results

	Manual	Exchange	Convert from Doc	Grand Total
Pass	120 (94.5%)	11 (78.6%)	13 (68.4%)	118 (73.8%)
Fail	7 (5.5%)	3 (21.4%)	6 (31.5%)	16 (10%)
Total	127	14	19	160

Overview:

My exploratory testing for the TaskTrain was conducted on a Windows 10 system using Chrome browser. The primary focus of this testing effort was on the "Manual-View" feature set, ensuring that both pre-defined test scenarios from the feature files and additional broader exploratory tests were executed. During the testing process, particular attention was given to verifying various functionalities, such as content formatting, hyperlink insertion, video and image embedding, and general usability within the manual view. Additionally, it was observed that the "Assignment Summary" tab was not explicitly listed under the manual view feature lists, prompting an extensive evaluation of its behavior, interactions, and any potential inconsistencies. Several issues were identified, including missing elements upon conversion, incorrect tooltip formatting, and interface clipping, all of which were reported accordingly.

Secondary testing involved regression testing on the work-in-progress "Exchange" and "Convert from Document" features to ensure that recent updates did not introduce unintended defects. Specific aspects tested included UI responsiveness, tooltip consistency, and the correctness of elements when performing conversions. While some minor UI inconsistencies were discovered, no major blocking issues were encountered in these secondary areas. Overall, the test execution provided comprehensive insights into the stability of key features and helped identify crucial areas for improvement in the TaskTrain application.

Jira Ticket	Title	Severity
ET-157	Inserting hyperlinks in rich text editor causes errors	High
ET-159	Video not present when converted to procedure	High
ET-160	Images not present when converted to procedure	High
ET-184	Application freezes and/or crashes when setting a large date range	High
ET-156	Copy/"Copy & Customize" inconsistencies	Medium
ET-161	Highlighted text not present when converted to procedure	Medium
ET-162	Tables are formatted incorrectly when converted to procedure	Medium
ET-182	Tooltips appear when Descriptors-Detail modal is active	Medium
ET-183	Selecting the calendar icon for Start Date displays the calendar for End Date	Medium
ET-185	Closed assignments are not updated in Assignment summary tab	Medium
ET-154	The "Examples" tooltip does not appear initially upon activating "Exchange" dropdown	Low
ET-155	Exchange - Examples tooltip in breadcrumb lacks the proper format	Low
ET-158	Clipping is present in emojis	Low
ET-179	Add Emoji button icon is missing in Embed modal	Low
ET-180	Capitalization error present in tooltip for Access tab	Low
ET-181	Archived procedure names are not in light italic font	Low

Recommendations

Improving the "Manual View" Features and UI Consistency

The manual view features have tooltip errors, capitalization inconsistencies, and hyperlink insertion issues that should be addressed for a more polished and user-friendly experience. Additionally, ensuring consistent tooltip formatting within the manual view will improve clarity and usability.

Fixing "Assignment Summary" Issues

The "Assignment Summary" tab had issues with closed assignments not updating properly. Additional testing is needed to ensure accuracy, and start/end dates should only be selectable via the calendar to prevent manual entry errors.

Enhancing Stability and Performance

The application freezes or crashes when handling large date ranges. Optimizing performance for large data inputs will improve stability. Additionally, rich text editor modals should have character limits to prevent performance issues caused by excessive text input.

Krissy Frabel

Focus Areas: Account features such as viewing/searching comment threads, viewing assignment summary, viewing manual library, searching procedures, updating display name, updating email address, and viewing profile. As well as the exchange and convert from document feature.

Test Results

<i>Test Area</i>	<i>Test Written</i>	<i>Passing</i>	<i>Failing</i>	<i>Pass %</i>	<i>Fail %</i>
<i>Account features</i>	36	31	5	88%	15%
<i>Convert from document</i>	3	3	0	100	0

Overview:

My testing was focused on account features such as the comment threads (viewing, searching, archiving), viewing manual library, searching procedures, updating display name, updating email address, viewing profile, and some exploratory testing for the exchange and convert from document feature.

For the comment thread feature, I tested the ability to filter/search/archive, any tooltips/highlighting of selections, scrollbar, and keyboard navigation.

For viewing the manual library, I tested any tooltips, highlighted selections, and keyboard navigation.

The searching procedure function was tested by making sure the correct text box opens and correct buttons are displayed and functional.

For the exchange and convert from document feature, I did some exploratory testing by creating some manuals using the feature, making sure formatting stayed and that steps/procedures were carried over to the manual correctly.

JIRA Ticket	Title	Severity
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ET-227	The tooltip for all four options under "Email Notifications", has a typo.	Low
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Recommendation

Updating email address

If inputting an invalid email address, the text field is highlighted red and will revert back to the previously accepted email address. An error message of some sorts would help guide some users that don't immediately see the text field highlighted in red, and explain why it was reverted back to the original email address.

Wendy Zambrano

Focus Areas: Organization, Exchange, Convert from Document

Test Results

	Organization	Exchange	Convert from Doc	Grand Total
Pass	21 (84%)	14 (93%)	12 (80%)	47 (86%)
Fail	4 (16%)	1 (7%)	3 (20%)	8 (14%)
Total	25	15	15	55

Overview:

During the first Sprint I focused on testing the Organization Info panel. I designed and executed tests, without available requirements using Exploratory Testing. I tried to create tests that cover all the fields available and the different workflows, including validation of functionality and event workflow.

I was able to identify missing tooltips, failures in the events workflow and discrepancies with documentation from previous test cases.

During the second Sprint, I tested the Exchange feature and the Convert from Document functionality using Exploratory Testing in 2 different browsers: Chrome and Firefox.

JIRA Ticket	Title	Severity
ET-209	The organization Name Tooltip for Manager, Member and Guest user is not displaying	Low
ET-210	The organization Description Tooltip for Manager, Member and Guest user is not displaying	Low

ET-211	The Update button in the Plans sub-tab of the organization is not available, instead it is the option to compare plans	Medium
ET-212	The user is not able to leave the Organization after confirming to Leave the organization	Medium
ET-146	Convert from Document: Font formatting buttons work as expected (Bold, Italics, Underline, Strikethrough, Subscript, Superscript, Color, Highlight Color)	Medium

Recommendation

Organization: The tooltips sometimes have the exact same information as the field description, this tooltips can have different information or not be used at all to make it more user friendly.

Exchange feature: This is a great option since it allows the user to use existing data and save time, maybe I will add an additional explanation of the feature to highlight its value. .

Final Conclusion

Testing for TaskTrain revealed some usability issues across the board—especially in form validation, document conversion, and accessibility. Functionally, most core features are stable and mature, but mobile responsiveness, keyboard accessibility, and onboarding workflows would benefit from some improvement. After reviewing the JIRA tickets and assessing engineering availability, we recommend triaging with your own priority levels.

Recommendations

- Improve mobile layout and form responsiveness
- Standardize tooltip text and ensure all interactive elements are accessible via keyboard
- Refactor Convert from Document to enforce logical hierarchy rules and input validation
- Continue exploratory testing before major releases
- Add additional Gherkin scenarios in preparation for automated testing