

Web Application UI Testing Checklist

Points	Yes	No	N/A	Remarks
Window Components (including menus and screen titles)				
Is the correct window type used (e.g., primary window, dialog box, property sheet)?				
Are basic components (e.g., title bars, horizontal and vertical scroll bars) used consistently and according to established standards?	X			
Does the screen title identify the information in the current window or display the item name of the command button that invoked the window?	X			
Is a status bar used to display useful information about the current screen as well as context-sensitive help for the current menu bar item, tool bar item, or graphical object?		X		
Are menus (including pop-up and cascading) defined consistently and according to established standards (e.g., File menu first, Edit menu second, Help menu last)?	X			
Are related menu items grouped together and visually separated by lines?		X		
Are commonly used menu items placed at the top of the menu list?	X			
Is a tool bar used to allow the user an alternative method to access commonly used processes?	X			
Are tool bar items grouped according to the function they perform?	X			
Graphical Objects (including buttons and static text such as field and object labels)				
Is the static text clear, concise, and meaningful?	X			
Are all static text words spelled out (correctly!) and abbreviations used only when space is limited?	X			
Does static text follow the project standards for consistent placement on the screen (e.g., field labels to the left of an entry field)?		X		
Does static text identifying field entry end according to project standards (e.g., with a colon)?		X		
Is static text capitalized according to project standards?	X			
Does static text follow project standards for consistent terminology (e.g., Employee No., Employee Number, or Employee #)?		X		
Do buttons follow the project standards for size and position (e.g., Cancel button is correct size and below the OK button)?	X			

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Are graphical objects used appropriately and according to the guidelines specified in Graphical User Interface Design? (Specific questions follow for various types of graphical objects.)	X			
Is a list view used to allow a collection of items that are on a single hierarchical level, such as files or folders, to be displayed and manipulated?	X			
Is a tree view used to allow a collection of items, such as files or folders, to be displayed and manipulated within varying hierarchical levels?	X			
Are pop-up menus provided as a way for the user to access information about an object's properties or perform specific tasks on the object?		X		
Are command buttons used to trigger application processes?	X			
Are single line edits used to input and display data when only one line is needed?	X			
Are multi-line edits used to input and display data when the data spans multiple lines?		X		
Are rich text boxes used if capabilities, such as printing, drag and drop, font selection or formatting (e.g., boldface, italics, or underlining) are required?	X			
Are checkboxes used to show independent on/off choices?	X			
Are radio buttons used to show sets of two or more mutually exclusive choices?	X			
Are list boxes used to allow the user to select one or more items from a list of dynamic, possible choices?	X			
Are options provided for all possible list box choices?		X		
Are drop down list boxes used to allow the user to select only one item from a list of possible choices?	X			
Are options provided for all possible drop down list box choices?		X		
Are drop down combo boxes (drop down list boxes combined with a single-line edit) used to allow the user to select one item from a list of possible choices or to enter a value not in the list?	X			
Are spin boxes used to allow the user to select one predefined alternative by scrolling or "spinning" through the choices (which have a customary or consecutive order)?			X	
Are sliders or trackbars used to allow the user to set a value in a continuous range (e.g., volume or brightness)?			X	

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Are group boxes with appropriate titles used to indicate related objects (e.g., related checkboxes or radio buttons)?			X	
GUI Operation (including mouse and keyboard navigation, audible and visual feedback)				
Are keyboard commands provided for frequent users and those who prefer keyboard use over the mouse?	X			
Are unique mnemonic (accelerator) keys provided as a method for activating menu items and buttons, where appropriate, through the keyboard (e.g., Alt+F selects the File menu)?		X		
Are shortcut keys provided, where appropriate, as a method for activating controls on pulldown or cascading menus using the keyboard, without first having to select the menu (e.g., Ctrl+S saves the document)?	X			
Are standards followed for mouse and keyboard navigation, manipulation, and interaction (e.g., TAB, SHIFT+TAB, double-click, selection of elements and objects, drag and drop)?	X			
Is disabling used to indicate to the user when actions (including selection of specific menu items and use of objects such as checkboxes) are not valid, temporarily unavailable or do not pertain to the current state of the window?	X			
Is the cursor changed to indicate when the user tries to take inappropriate action (e.g., when the destination for a drag and drop action is invalid)?		X		
Is the cursor changed (e.g., to an hourglass) to notify the user of a short wait?	X			
Is a progress indicator provided during long tasks to show the entire duration of the operation and the current position in the operation duration (e.g., performing a month-end close)?			X	
Is an animation control used to indicate system activity when the total duration of the operation is unknown (e.g., animation clips of a magnifying glass rotating over a document can be used to indicate that a Find operation is underway)?	X			
Is sound used sparingly but effectively (but not as the only means) to provide warning on potentially destructive actions and to signal completion of lengthy tasks?		X		
General Design Considerations				

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Is on-line help provided for the screen and all its tasks?		X		
Does the screen avoid situations where users can make errors by providing only appropriate choices and making potentially dangerous actions reversible or recoverable?		X		
Are meaningful, concise messages provided when an error or problem exists?	X			
Do error messages include guidance as to what constitutes a correct entry (e.g., the employee number must be numeric)?	X			
Do error messages follow project standards for consistent terminology (e.g., use of employee no., employee number, or employee #)?	X			
Are colors used following the project standards for consistency and according to the guidelines specified in Graphical User Interface Design?	X			
Are fonts used following the project standards for consistency and according to the guidelines specified in Graphical User Interface Design?		X		
Does the screen follow project standards for perspective, shading, and showing three dimensions?	X			
Is the screen well organized and easy to use?		X		
Is the screen well composed?			X	
Are the fields and objects properly aligned?	X			
Is information arranged symmetrically with adequate spacing between components?	X			
Is related information grouped together?	X			
If it is necessary to provide multiple screens for one piece of logical data, is related information located together on one screen?		X		
Are the most important fields located where they are easy to see?	X			
Is information presented in the order that the user needs it?		X		
Does the information flow from field to field?	X			
If the screen is used to enter or display data that was filled in manually from a paper form, does the screen resemble the source document to assist the users in their task?	X			

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Are optional and mandatory fields marked clearly on the screen?	X			
Are default values provided in fields, where appropriate?	X			
Are field sizes large enough to handle all valid entries?		X		
Are long strings of numerical data separated to decrease errors, for example, are phone numbers displayed and entered as (206) 555-1212 rather than 2065551212?	X			
Is additional information (e.g., the range of valid entries or instructions) provided on the screen to assist the user where appropriate?	X			
Do groups of fields follow the project standards for consistent positioning (e.g., the company ID, name, and telephone number are always in the screen's top right-hand corner)?	X			
International Considerations				
Is the screen designed to fit the requirements for international use?		X		
Is the text easy to translate (e.g., are slang, acronyms, and abbreviations avoided)?		X		
Is there enough space on the screen to fit expanded (30 percent or more) translated text?		X		
Are icons and images avoided that are specific to certain countries (e.g., a mailbox may look different in another country)?		X		