

Creating Test Logs

File Type

PDF File (.pdf).

File Name

The file name should be in the format "**A** Log **B**" where:

- **A** = The filename of the test you're creating a log for.
- **B** = The date the log was completed, format YYYY-MM-DD.

Completing a Test Log

1. Put your login and the date after "Filled Out:".
 2. Fill out "Actual" and "Pass/Fail" columns.
- **Actual** - A brief description of the actual result.
 - **Pass/Fail** - "Pass" or "Fail" depending on if the actual results matched the expected.