Helpful Hints for Testing

I.   Data Manipulation Tests

A.   Process representative input
B.   Process erroneous input
    1. Wrong format
    2. Out-of-range format
    3. Incomplete data
C.   Process reversals

II.   Volume Tests

A.   Process a single record
B.   Process when input is null
C.   Process when output/selection is null
D.   Use Girl Scout rule of thumb and process 3 times as many records as you ever expect to have

III.   Time/Date Test

A.   Process over meaningful boundaries
    1.   End of Calendar day, week, month, year
    2.   End of shift

IV.   User Interface Tests

A.   Screen I/O
    1.   Edits for incomplete/erroneous data
B.   Out of sequence user actions