**Text Field**

1. Text field accept only valid values,for example you used a text for 'Name' field so it accepts only characters, it should not accept numeric values and special characters.
2. Check space trim function before text and after text.
3. Check values with single quotation(' ') and double quotation(“ “).
4. Check script in fields.
5. Define maximum length for fields and check it should not accept more than maximum length.
6. Field name first letter is always in capital.
7. If user enter wrong value in your fields so warning message should come and your warning message should be clear what you want inform to user. First letter should be capital, if its a question then their should be a question mark(?) after your question and if it is not a question then use fullstops (.) after sentence.
8. If in your form some fields are mandatory and some fields are optional then always define which fields are mandatory. You can asterisk (\*) mark for this but please give a note for that why you used asterisk mark on some fields. For example you can use - “\*Marked fields are mandatory” .
9. Password field - For make a strong password always give instruction to your users. For example - “Use at least 8 characters.”
10. Email field validate email format.

**Calender**

1. Check that the user is able to select the desired date on the calendar.
2. Check that the calendar disappears after a date is selected.
3. Check calendar control is by default shows the date, month, year as per the system date.
4. Check selected date display as required format.
5. Never use default date as 00-00-00.
6. If calender date use for date of birth than user should accept future date.
7. If date select for a period and you use 2 calenders for it than end date should not less that start date.
8. Check your requirement in requirement if a past date is not allowed so in your calender past date should be disable.

**URL or Links**

1. Always give instruction if you take url as a input in your field.
2. Try to give proper instruction on any click or any upload .For example on login page if user click on “Forgot password link” ,he redirect on forgot password page so you give instruction “Enter your registered email address and we will send you a link to reset your password.”
3. Links should come through configuration.
4. All links in website should open a page, no broken links should be there and link takes you to the page it said it would.

**Numeric field -**

1. It should not accept characters and only special character.
2. According to requirement check negative, decimal and zero(0) values in your field.
3. Check limitation.
4. If numeric field use for price than use currency sign ($ 100.00).

**Upload Image**

1. Only valid file extension should be upload. For example jpg, jpeg, png, bmp etc.
2. If user upload a wrong file verification message should come.
3. Check image file name if in numeric, special characters and all characters is in capital, in all conditions file should be upload. For example 123.jpeg , a&b.jpeg etc.
4. Check if image file name have single or double quotation (' “), file should be upload.
5. After upload image check display of image. It should not stretch and display in proper alignment.
6. If application need very small display then you should use thumbnail.
7. If multiple files are allow for uploading check 2 same name files.

**Basic SEO points**

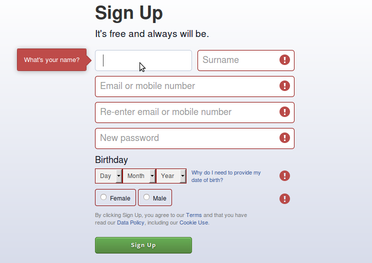
1. Page title and tag .
2. Use hyphens to separate words when necessary for readability. They should not use underscores, spaces, or any other characters to separate words.
3. Don't use capital letters in your url.
4. Avoid the use of parameters, if possible. If parameters need to be used, they should be limited to two or less.

**Login through Social Media**

1. In login through social media please check accept and cancel case both. On cancel case site will redirect back on your application with proper message.
2. Login through facebook – on facebook user can signup through mobile number also. When a mobile number user login in your application through his facebook account so in email field your application got mobile number. Display proper message for why user not login or sign up in your application and advise user for normal sign up process.

**User Interface (Look and feel of your site)**

1. Build user friendly system.
2. When you are building something think about its users.
3. All pages should in proper alignment.
4. Check spellings and grammer of warning messages and instructions.
5. Confirmation message box should be come before delete. For example - “Are you sure you want to delete this update?”
6. Confirmation message box should be come after delete, updating, send message. For example - “You have successfully deleted your update”
7. Hyperlinks color should be different and text underline.
8. Text should readable.
9. Follow basic English language rules, for example if you display any name so first letter should be capital whenever its person name, city name, state name, country name etc, use question mark(?), fullstops(.) on required places, first letter of first word in sentence should be capital.
10. Use easy navigation on your application.
11. If we have removed some of the pages from our own site, set up a custom 404 page that redirects your visitors to your home page (or a search page) when the user try to access a page that no longer exists.
12. Don't use shortcut of word, if you need to used shortcut of words then please define what is meaning of this shortcut.
13. If a user enter valid values in some field and invalid in others field and some mandatory fields leave blank and click on “Submit” button. After Submit all filled values should be display same with validation messages for blank and wrong values .Only password field remove his previous data.
14. Use same format for warning message in all application. For example if a user click on submit on blank form , all mandatory fields are highlighted in red color, when user click on text field then he got message what you have to enter in this field. And if he enter and all valid data but in email field enter wrong format then he should got warning for email in same format.



**Basic Programming rules-**

1. Before starting any work plan the work.
2. Ask in case of any confusion. Don't do & then ask later. Ask first.
3. Don't feel insulted in asking question. Because when client pin points anything that is more insulting than anything else.
4. Don't do any coding in hurry. Sometimes you try to save 10 minutes & later on it causes 10 hours. So do coding wisely not in hurry.
5. Write Optimized code.
6. Write re-usable code.
7. Use functions/classes as much as you can.
8. If you are uploading the code on server before leaving then make sure you have checked everything after uploading to ensure everything is working correctly. Don't just assume that if it was working on your computer it will work on live also.
9. Check your work & its affect before making live. Make sure new changes hasn't affected the existing functionalities of website.
10. After making your code live the changes that you have made are there on server.
11. Executing queries in loops only when there is no solution.
12. When you are making plan keep ultimate goal in mind then prepare road map how you will achieve that ultimate goal.
13. You should have ultimate goal & road map ready before starting any work.
14. Before coding for any particular section think & plan everything about that particular section before starting the actual development. In 99% cases before development you should know everything what you are going to build & how you will build & its effects & already planned how will you take care of its affects.
15. Make bigger problems smaller.
16. When a project is assigned to you its your 100% responsibility to get done on time & perfectly.
17. If something is not correct, make it correct you cannot avoid that just because it will cost extra time. You have made that mistake & it should be corrected. Client should not bear anything due to your wrong approach.
18. Use proper indexes in MySQL table.
19. All the open tags must be closed.
20. All the variables should be declare, remove all the variables which are declared but never used.
21. Id should be unique of each tag in one page.
22. Register the jquery file on the top of the other js files and make sure registered js file is used in the page.
23. IMG tag must have alt attribute.
24. Try to use latest version of jquery file and if your application need 2 version of jquery then always define latest version on top. But remember that different functions of different version file may be conflict to each other.
25. Error reporting should be on during development of project.
26. Code should be written in mvc pattern.
27. Validation should be written with JavaScript and php both.
28. Do not use in-line CSS.
29. Don't fix the height and width both of a image simultaneously, make autosize either height or width for adjustment.
30. Use proper joins to get the data of multiple related tables.
31. Use image with less in size to improve the page load performance.
32. Use the proper attribute to align div or tag, don't use padding for that.
33. Try to mention width in percentage (%).
34. Use auto height for div or mention min-height.
35. Code alignment and indent should be proper to make code beautiful.
36. Use meaningful name of class or variable based on the field.
37. Don't make practice to use the dynamic variable means don't change the multiple values in a single variable.
38. Don't register js/CSS/image from outside of the project. Include the file in your project and then use them wherever you want.
39. Use all the available features which are present in the bootstrap for e.g. image responsive, table responsive, button, models and icons.
40. Don't make any changes in CSS of bootstrap class, if you need any changes then write your class in CSS.
41. Don't use keywords of php and mysql as your variables names and tables names.
42. Please use this for website compression it speedup your website. Add these lines into your root .htaccess file on top.

AddOutputFilterByType DEFLATE text/plain

AddOutputFilterByType DEFLATE text/html

AddOutputFilterByType DEFLATE text/xml

AddOutputFilterByType DEFLATE text/css

AddOutputFilterByType DEFLATE application/xml

AddOutputFilterByType DEFLATE application/xhtml+xml

AddOutputFilterByType DEFLATE application/rss+xml

AddOutputFilterByType DEFLATE application/javascript

AddOutputFilterByType DEFLATE application/x-javascript

1. Your code should be controlled through config file, so when you will upload it on server you don't need to make changes in path of website, email etc.
2. For design and test accounts user name should be “ucodice” and email should be “contact @ucodice.com
3. Session id should be different for each project.

**Warning message format**

1. Confirmation message before delete - “Are you sure you want to delete this?
2. Confirmation message after delete - “You have deleted successfully.”
3. Confirmation message after add product-“Your product has updated successfully.”
4. Confirmation message after sign up- “Please check your email id for verification”- “You have registered successfully or Your verification code has sent to your email address.” Check mail message

From: info@kinglinkr.com

Subject- “Verify Your Account"

|  |  |
| --- | --- |
|  | Hello User, Your Verification code is 10946290    Thanks  Team Kinglinkr |

1. Confirmation message after fill data in login-“You have login successfully.”
2. Confirmation message after create/forward/reply mail then send mail-“Your mail has sent successfully.”
3. Confirmation message after upload image (image which client’s need for example jpg, jpeg, png ) –“Image has uploaded successfully.”
4. Confirmation message after share file/image-“Your file/image has shared successfully.”
5. Confirmation message after download file-“Your file has downloaded successfully.
6. Confirmation message after forgot your password –“Please enter your email address & we will send you confirmation mail to reset your password.”- “Please check your email id for reset password” From: Harvest link <test@ucodice.com> Subject forgot password

### Forgot Password link

Hi neelam.uco,   
    [Click Here](http://www.ucodice.com/harvest/auth/resetpassword/156) for change your password

1. Confirmation message after fill data in contact us form-“Your information has sent successfully.”
2. Verification warning message after upload pdf, docx and gif files ( image client has defined in his document upload image only jpeg, jpg, png but pdf, docx, gif files does not upload because these files are not mention in document -“Please select jpeg, png, jpg file.”
3. Verification warning message contact us leave empty form where use mandatory then submit-“First Name-Please enter first name” Email id-“Please enter email id” Mobile-“Please enter only numeric value.”
4. Verification warning message invalid password-“Invalid username/password.”
5. Confirmation message Sign up with same an email id which is already registered-“Email field must contain a unique value. ”
6. Confirmation message after fill password if use confirm password-“Password should be same.”
7. Confirmation message limitation has used in mobile number (for example: 1 to 10) digit. If I enter number more than 11 -“Mobile number should be only 10 digit.”
8. Verification warning message after fill other user email id in forgot password-“Please check your email id for reset password.”
9. Verification message after fill invalid email id in forgot password (neelam@uco)-“This email id does not match.”
10. Verification warning message fill all field valid data but invalid email id (nee@uco)-“Please enter valid email id.”
11. Confirmation message If delete all data in any list for example product list-“No record found here!”