QA Notes

**Test Login for WiFi:**

**Login: CHIFCB.QATest**

**Password: n0P@ssw0rd**

QA Pinterest Account:

[carl.arndt@fcb.com](mailto:carl.arndt@fcb.com) / testPT12345

Instagram Test Account:

Email: [qa2testfcb@gmail.com](mailto:qa2testfcb@gmail.com)

Name: test fcbqa

Pass: testFCB123

iTunes Account:

**iTunes ID: digitalstudio@fcb.com**

**iTunes Password:** Fcbchicago17

Google (and Google+) Account:

Id: [fcbdigitaltest@gmail.com](mailto:fcbdigitaltest@gmail.com)

Pass: testFCB1

Paccar PartsandService

3125556789

email: qa2testfcb@gmail.com

Pass: test1234!

Apple ID Account:

ID: qa2testfcb@gmail.com

Password: testAIqa15!

First thing I cooked: Hot dogs

Dream Job: QA Analyst

City Parents met: Moon

10/11/1970

Guest Wireless Access:

guestaccess / 875NMich

YouTube Account:

Id: [fcbdigitaltest@gmail.com](mailto:fcbdigitaltest@gmail.com)

Pass: testFCB1

SaferVPN

[Carl.arndt@fcb.com](mailto:Carl.arndt@fcb.com) / testFCBvpn16#

Flickr account:

fcbflickrtest@yahoo.com / testFCBflickr!

DOB: 08/17/1970

Screen name: fcbqa

<https://www.flickr.com/>

ID: QA2 Test

**Email:** [**qa2testfcb@gmail.com**](mailto:qa2testfcb@gmail.com)

**Pass: testFCB1234!**

Cook question: donuts

Dream Job: quality assurance

Parents meet: earth

DOB: 03/15/1970

ID: Dev1 Test

Email: qa3testfcb@gmail.com

Pass: testFCB1234

ID: Dev2 Test

Pass: testfcb1234

Email: dev2testingfcb@gmail.com

Facebook / Yahoo / Twitter

test user 1

**us.erone@yahoo.com / Testone1**

DOB: 03/01/1971

FB Confirmation code: 675114

Male

Twitter: UsErone101 / Testone1

test user 2

us.ertwo@yahoo.com / Testtwo2

DOB: 02/22/1962

Male - (Dawn's number)

test user 3

us.erthree@yahoo.com / Test3333

DOB: 03/13/1973

Male

test user 4

us.erfour@yahoo.com / Test4444

DOB:04/14/1974

Female

test user 5 (John Smithfive)

us.erfive@yahoo.com / Test5555

DOB:05/15/1975

FB Confirmation code: 1154035156

test user 6 (us ersix)

[us.ersix@yahoo.com](mailto:us.ersix@yahoo.com) / Test6666

DOB: 02/02/1972

My cell number

Test user 7

[us.erseven@yahoo.com](mailto:us.erseven@yahoo.com) / Test7777

03/29/1986

My cell

iPad – Debug tool

Go to: Safari / Webtools

Account: Milk

They have their own Jira instance:

<https://3tierlogic.atlassian.net/projects/MILKLIFE/issues/?filter=allopenissues>

[carl.arndt@fcb.com](mailto:carl.arndt@fcb.com) / testMILK57

VNC

10.197.204.166:4800

Matt Awad / Resource Sheet

For editing:

[Sheet Link](https://docs.google.com/spreadsheets/d/1iduAQHiCyQpzjJaJHyztUJMXQKXHMncV5tNfoWgf79g/edit#gid=1803620594)

U: fcb. devmanagers

P: fcbchicago2014

For viewing only (bookmark):

[View Only Link](https://docs.google.com/spreadsheets/d/1iduAQHiCyQpzjJaJHyztUJMXQKXHMncV5tNfoWgf79g/edit?usp=sharing)

Thanks,

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | [Matt Awad](mailto:matt.awad@fcb.com) | SBM, Digital Platform | [FCB Chicago](https://www.fcbchi.com) | |  | | 875 N. Michigan Ave | |  | | Chicago, IL | |  | | O: 312 425 5186 | M: 630 854 1398 | |

Remote desktop:

chifcbdev01.na.corp.ipgnetwork.com

chifcbdev05 / network creds (brown forman jackdaniels automation server)

To notify the reception desk of office visitors:

FMS CHI Visitor Notification <chivisitornotification@chi-fms.com>

Meeting rooms:

Bootlegger – 2202 – SW corner

Belushi – 22\_\_ – SW corner

Weeghman Park - 1954

Banners

Banner Development / Testing Platforms:

DoubleClick (DCM)

PointRoll - http://www.pointroll.com/

Sizmek - http://www.sizmek.com/products/sizmek/campaign-management

Browserstack

Dev1 / us.erthree@yahoo.com / FCBtest1!  
Dev2 / us.erfour@yahoo.com / FCBtest1!  
FCB QA / digitalstudio@fcb.com / FCBtest1!  
FCB Account / us.erone@yahoo.com / FCBtest1!  
FCB Creative / us.ertwo@yahoo.com / FCBtest1!

Recruiting firms

I’d recommend using another recruiting firm like Creative Circle, Robert Half, Beacon Hill or Instant Technology, as we’ve done business with them before.

If anything changes, Ill let you know.

Cyndi Carroll

senior manager, creative services

Visual Studio

VS Not recognizing SpecFlow? Go to VS - Tools - Extensions & Updates

To resize a window (open file, save as file)

Windows key – down arrow

Mailchimp

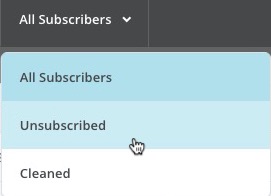
Re-adding an unsubscribed user from a list:

<http://kb.mailchimp.com/lists/managing-subscribers/add-an-unsubscribed-address-back-to-a-list>

## *Delete and Re-add a Subscriber*

If you've gotten confirmation that an unsubscribed person wants to be re-added to your list, you'll be able to do this manually. First, [delete the subscriber](http://kb.mailchimp.com/lists/managing-subscribers/how-to-remove-subscribers#Delete-a-Subscriber-from-the-Profile). Then, follow the steps below to add the person back to your list.

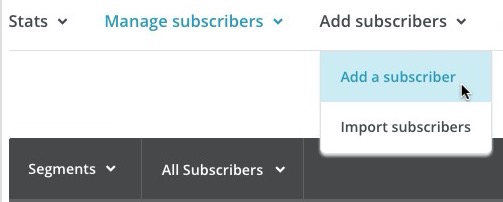
1. Navigate to the [**Lists**](https://us1.admin.mailchimp.com/lists/) page.
2. Click the name of the list you want to work with.
3. Click the **All Subscribers** drop-down menu, and choose **Unsubscribed**.

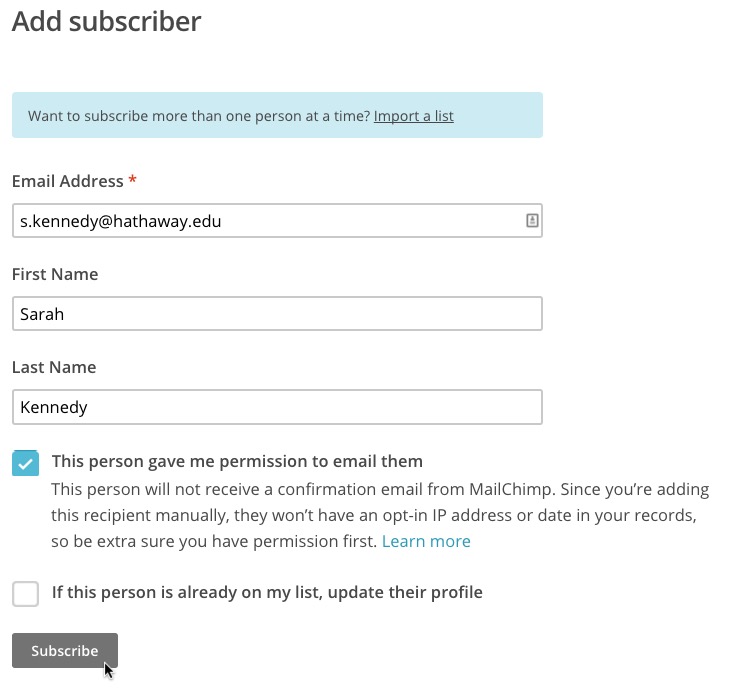


1. Click the email address for the subscriber you want to add back to your list.
2. Make a note of any special information, such as group preferences, and click the **Delete** button in the subscriber's profile.



1. In the **Are you sure?** pop-up modal, click **Delete**.
2. Click the **Add subscribers** drop-down menu, and choose **Add a subscriber**.



1. Enter the subscriber's email address and other relevant information on the form, and click **Subscribe**.   
   

To get Crash logs on iPad

#### 1. Sync with iTunes

Crash logs are transferred to iTunes whenever you sync your device. Plug in your device, and launch iTunes to complete the sync.

#### 2. Retrieve the Crash Log

**Mac Users**

1. Open Finder (found in the Dock)
2. Click on the 'Go' menu at the top of your screen, and select 'Go to Folder'
3. Type (or paste):~/Library/Logs/CrashReporter/MobileDevice/
4. Open the folder with the same 'name' as your device. (Note: your device name appears in iTunes on the left side, under 'Devices').
5. Open the folder called 'Retired'
6. You will see at least one item starting with 'ReadItLaterPro'. Copy any that you find to your Desktop.
7. Attach the file(s) to your reply, or send them to [support [at] getpocket [dot] com.](mailto:support@getpocket.com)

**Windows Vista/7 Users**

1. Open any Windows Explorer Window (My Computer, My Documents, etc.)
2. Enter %appdata%, and press enter
3. Navigate to Roaming > Apple computer > Logs > CrashReporter > Mobile Device > \*Device Name\*. (Note: your device name appears in iTunes on the left side, under 'Devices')
4. You will see at least one item starting with 'ReadItLaterPro'. Copy any that you find to your Desktop.
5. Attach the file(s) to your reply, or send them to [support [at] getpocket [dot] com.](mailto:support@getpocket.com)

DoubleClick / Google – ID Media Meeting Notes:

<https://www.google.com/dfa/trafficking/#/accounts/9118/campaigns/9347900/explorer?statuses=0;2>

Thanks again for meeting! Here are my notes along with next steps:

IDM Banner Test Environment for DCM

Email list to have access: [tom.rowe@gmail.com](mailto:tom.rowe@gmail.com), [kurt.suchomel@gmail.com](mailto:kurt.suchomel@gmail.com)

In tab View Creatives to view uploads:

-NEW

-Batch upload

-Upload files

-Select the files (zip are fine)

-Select backup image - static jpg

-Next/Save

-You can also just test 1 banner:

-NEW

-HTML 5 banner

-Select "Add the asset"

-Two stages you might see error - before you upload, or before you assigning it to the backup.

-Upload sample of markets to make sure they get through this stage. When you upload the batch, you have to manually assign the backups before it gives you an error message if it's not working. Internally we'll talk about how to implement this into our process and how much extra time that would take.

\*IDM will follow up with desired lead time of deliverables to account for any corrections that need to be made after provided.

\*FCB digital team to ask contact for a list from DCM of error message and see what typical errors there are for these error reports.

Thank you all!

Axure

UX Tool ([www.AXURE.com](http://www.AXURE.com))

Axure Directions

Steps to view Wire-frames:

1. Download and install Axure Plugin to Chrome (link to Axure Extension below)

2. In Plug-ins / Extensions section of Chrome ensure that Axure is Enabled

3. Unzip Files

4. Open index file

5. Axure should open the Wire-frame and display

<https://chrome.google.com/webstore/detail/axure-rp-extension-for-ch/dogkpdfcklifaemcdfbildhcofnopogp?hl=en-US>

To create a ticket with help desk though email:

[ESD@interpublic.com](mailto:ESD@interpublic.com)

Enterprise service desk

To create a ticket with facilities through email:

[chihelpdesk@chi-fms.com](mailto:chihelpdesk@chi-fms.com)

FILE SHARE

[\\chifls01](file:///\\chifls01)

QA

[\\CHIFCBFLS01\General](file:///\\CHIFCBFLS01\General)

Phone list

Sophie Salaniat 312-282-2176

**From:** Enterprise Service Desk (OMA-IPG)   
**Sent:** Thursday, October 01, 2015 10:44 AM  
**To:** Arndt, Carl (CHI-FCB)  
**Subject:** RE: New ticket - Cell phone email setup INC000002335305

Hi,

Here is a link that will provide steps that show how to set up exchange email on iPhones.  <http://support.apple.com/kb/ht2480>

Also, some additional information you will need when completing this is as followed.

Server – webmail.interpublic.com

Domain – IPGNA

Username – firstname.lastname

Password – same password used to log onto a computer.

If you have any questions or issues, please feel free to let us know.

Thank you,

Adding an image on top of another image in Word:

<http://www.ehow.com/how_8122485_paste-another-picture-microsoft-word.html>

## Microsoft Word 2007 or Newer

1. Insert the first picture you wish to add to your document by clicking on the Insert tab, located at the top of the page. Choose Clip Art if you want to add a picture from the preloaded clip art gallery, or choose Picture if you want to add a picture from your computer's hard drive. If you choose Clip Art, a window of clip art graphics will appear to the right of your document. If you choose Picture, Word will automatically open your computer's primary picture folder.
2. Locate the clip art or picture you wish to use. Click once on a clip art graphic to automatically insert it into the document. Insert a picture by locating the one you want to use and clicking Insert.
3. Click once on the picture to select it. From the Format tab, click on Position within the Arrange group. Click on Text Wrapping and select the text wrap style you prefer. Or, you can right-click on the picture and hover over the "Wrap Text" option on the menu. Select which ever text wrapping style you prefer from that menu.
4. Insert the second picture, the one you wish to place on top of the first, as directed in Steps 1 and 2.
5. Click once on the second picture to select it. Wrap the picture as directed in Step 3.
6. Click and drag the second picture and place it on top of the first.

Read more : <http://www.ehow.com/how_8122485_paste-another-picture-microsoft-word.html>

To Test FB Sharing Functionality

As we’re about to kick-off the QA phase of Compliments Are Contagious, we need to gather some lists of people who will be testing sharing functionality on Facebook.

If you are going to be testing Facebook sharing, you’ll need to be added as an administrator to our testing environment on Facebook. You’ll need to meet the following criteria to do so.

1) Have a verified account. <https://www.facebook.com/help/verify>  
2) Be Facebook friends with the Compliments Are Contagious account. I’ll have to send the friend request from the account.  
3) Opt-in for Facebook Developer status.  
4) Accept the Administrator Role invite from Compliments Are Contagious on Facebook.  
5) You’re good to go.

We have to follow these steps to keep the app in private status leading up to the launch. You will only be able to share on Facebook if you accept the Administrator Role.

**What happens with what you share and who you mention?**  
• You will only be able to mention people in your post who are also administrators and friends with. If you try to mention someone who is not an administrator, Facebook returns an error message to our website. So for example, I can mention Colleen in a post successfully because she’s a Facebook friend and set as administrator. I can’t mention James however because we’re only Facebook friends and he is not an administrator. I also can’t mention Marisa because we are not Facebook friends.  
• Whatever you share on Facebook from our site “should” only be visible by friends who are administrators.  
• To be safe however, once you post something to Facebook (or Twitter/Tumblr) from our site, please immediately delete it. Just to be safe.

So if you want to participate in this super-exclusive test, please sign up below or provide the account name you want to test with. I’ll send out friend requests from the Compliments Are Contagious account and set you up as an administrator.

Printer

Adding a printer

1. Start button
2. Devices and Printers
3. In the address bar type: “chidrfprt01”
4. Enter
5. The list of local printers appear
6. Select printer

Printer location: [\\chidrfprt01](file:///\\chidrfprt01)

Default printer on 19: 1971 – Laserjet Pro 500 MFP

IP: 10.197.134.13

I installed HP drivers to connect to it.

<http://h20564.www2.hp.com/hpsc/swd/public/readIndex?sp4ts.oid=5210909&swLangOid=8&swEnvOid=4063>

Mac Password Change:

I gave this old method a try and it seemed to work with out completely messing up my keychain.

When it’s time to update your password try these steps:

1. Restart your machine (DO NOT LOG IN)
2. On your phone on an external network login to webmail.interpublic.com
3. Follow the steps to change your password.
4. Go back to your machine and login with your new password
5. You should get prompted by the Key-Chain assistant to update your stored password.
   1. Follow those steps with your previous password as your “Current Password”
   2. Use your new password for the “New Password”
6. Once you get past that screen you should only have to update your Outlook password

Hope this helps! - John

Mac, Keychain, Password

How to get rid of the Messenger Agent on the mac asking for the keychain password

Per Lissette:

Finder 🡪 Applications 🡪 Self Service 🡪 IT Help 🡪 Delete Keychain

<https://discussions.apple.com/thread/5434828?tstart=0>

This solved my question by Linc Davis on Oct 10, 2013 9:00 PM

Back up all data.

Launch the Keychain Access application in any of the following ways:

☞ Enter the first few letters of its name into a Spotlight search. Select it in the results (it should be at the top.)

☞ In the Finder, select Go ▹ Utilities from the menu bar, or press the key combination shift-command-U. The application is in the folder that opens.

☞ Open LaunchPad. Click Utilities, then Keychain Access in the icon grid.

Select the login keychain from the list on the left side of the Keychain Access window. If your default keychain has a different name, select that.

If the lock icon in the top left corner of the window shows that the keychain is locked, click to unlock it. You'll be prompted for the keychain password, which is the same as your login password, unless you've changed it.

Right-click or control-click the login entry in the list. From the menu that pops up, select Change Settings for Keychain "login". In the sheet that opens, uncheck both boxes, if not already unchecked.

From the menu bar, select

Keychain Access ▹ Preferences ▹ First Aid

If the box marked Keep login keychain unlocked is not checked, check it.

Select

Keychain Access ▹ Keychain First Aid

from the menu bar and repair the keychain. Quit Keychain Access.

***Clearing and Resetting Keychain***

*1.  Go to Macintosh HD > Users >****Your Home folder***

*2.  While holding down the Option Key, scroll to the top menu bar and select on Go >****Library***

*3.  Under Library go to Keychains and delete****everything****in that folder.*

*4.  Restart machine.*

*After you log back into your machine….*

*5.  Go to Applications > Utilities >****Keychain Access***

*6.  Launch Keychain Access and then go to top menu bar (by Apple symbol) and select on Keychain Access >****Preferences***

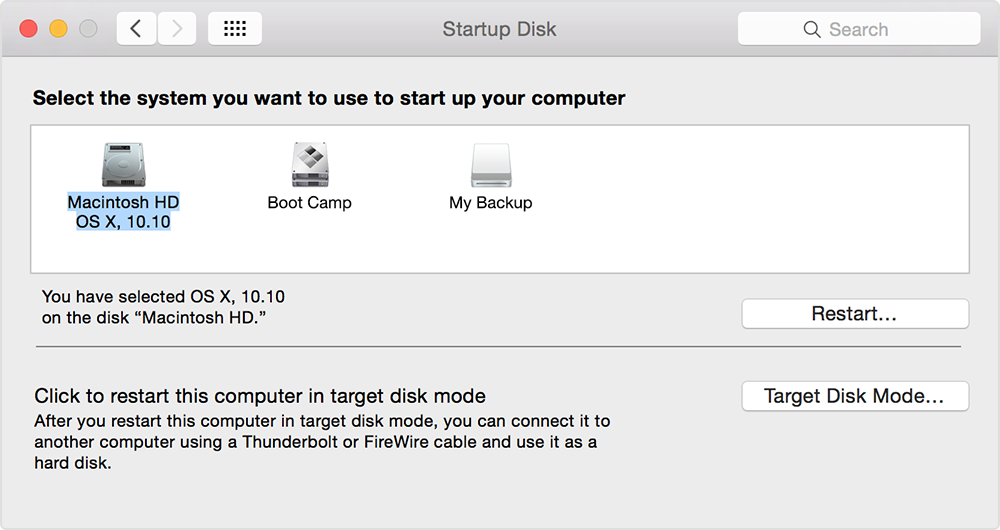
*7.  Select "Reset My Default Keychain”*

*8.  Type in your current network password and then hit “OK"*

*9.  Quit out of Keychain Access….that should be it*

## Set the default startup disk

You can change the startup disk your Mac automatically uses from System Preferences.

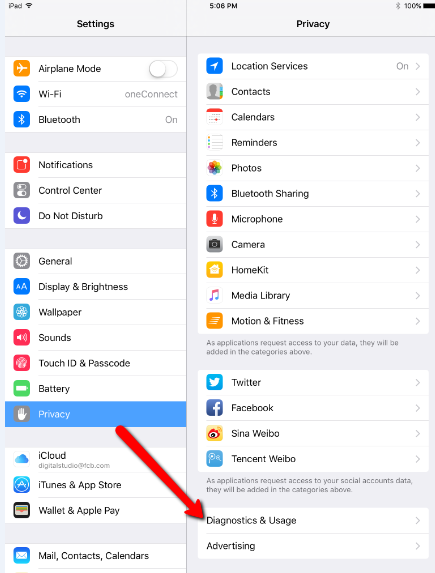


1. From the Apple menu choose System Preferences.
2. Click the Startup Disk icon in System Preferences, or choose View > Startup Disk.
3. Select your startup disk from the list of available volumes.

The next time you start up or restart your computer, your Mac starts up using the operating system on the selected volume.

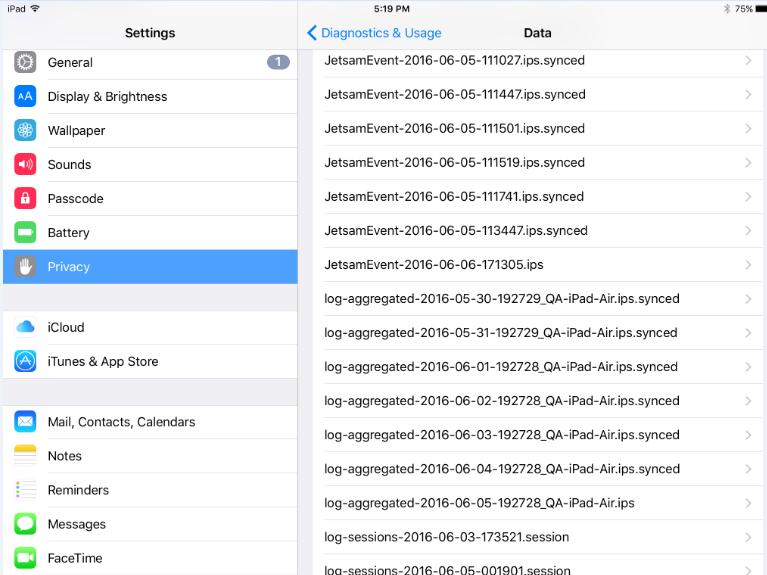
Just an FYI – if you’re ever testing on IOS and you get an app crash, here’s where the crash log is located.

1. Go to General Settings
2. Click Privacy
3. Choose Diagnostics & Usage



Then the next screen lists all the diagnostic log files on the device. You can select text, copy, then paste into an email and send out to yourself to attach to a defect.

Carl



Vagrant

### [Re: missing virtual machines, but the XML files exist....](https://forums.virtualbox.org/viewtopic.php?f=2&t=37708#p294160)

[Post](https://forums.virtualbox.org/viewtopic.php?p=294160&sid=fd17212d10d787edf5d5c19734c1910b#p294160)by **[argaytan](https://forums.virtualbox.org/memberlist.php?mode=viewprofile&u=86798&sid=fd17212d10d787edf5d5c19734c1910b)** » 24. Jul 2014, 18:27

Just double-click on the .vbox files located at "C:\Users\[win7\_user]\VirtualBox VMs" and all are there now...great!

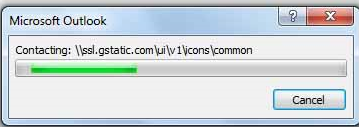
To get 90 days on virtual machine (rearming): (Re-arming)

For Info: As an admin, run: slmgr /div

To Rearm, as an admin run: slmgr /rearm

Outlook

Outlook error?



I’ve been having this error in outlook that was seriously slowing me down.

If anyone else is experiencing this issue, I found the following steps online that addresses the error. In Outlook:

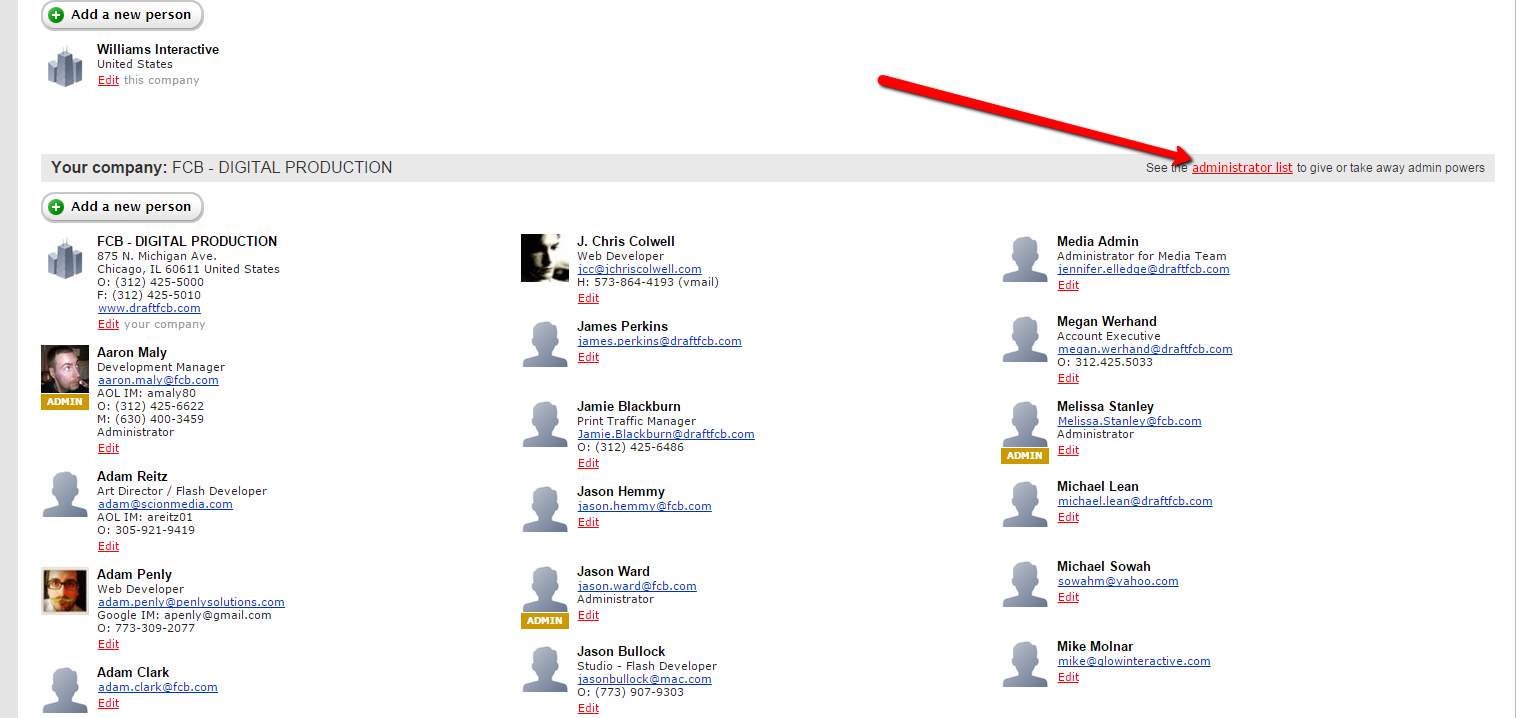
1. Go to File Menu
2. Choose "Options"
3. Click on last menu "Trust Center" from left-hand side
4. Click on "Trust Center Settings" button
5. Check Off "Don't download pictures automatically in HTML e-mail message or RSS items"

QA Process Notes

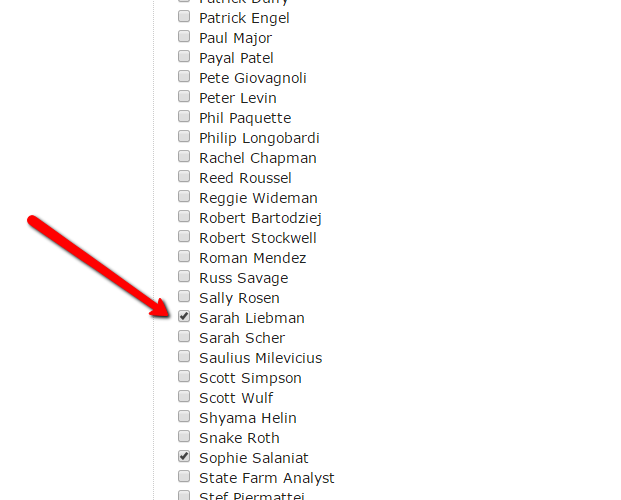
Process =

1. Initial Meeting
2. UX (User Experience Meeting)
3. Creative Review
4. Production Kick-off Meeting
5. Check In’s
6. Basecamp
7. QA Request
8. Testing
9. Bug Found
10. Testing workflow
    1. Open 🡪 In Progress 🡪 Fixed 🡪 Reopened / Closed

Giving a user Admin access in Basecamp:



Then check the box next to their name.



iBeta

Mike Stark – Dir of Sales and Marketing

Ian Thorne – Project Manager

Cory Cyone – Admin Assistant

iBeta test email addresses

Yahoo Mail: [ibetatestone@yahoo.com](mailto:ibetatestone@yahoo.com)

Gmail: [ibetatestone@gmail.com](mailto:ibetatestone@gmail.com)

Hotmail: [ibetatestone@hotmail.com](mailto:ibetatestone@hotmail.com)

And you can use [c@ibeta.com](mailto:c@ibeta.com) for the outlook stuff.

**Ad Glossary**

* Snipe – See Violator
* Violator – Something that ‘violates’ the look of the space. Example: all lines are horizontal/vertical. A violator will have diagonal lines
* White Box – A space (typically a square or rectangle) that acts like a site within a site.

Tools Notes

Litmus

Email Test Addresses:

* [qa2testfcb@gmail.com](mailto:qa2testfcb@gmail.com)
* [elena.andreyanova@litmustest.com](mailto:elena.andreyanova@litmustest.com)
* [elena.andreyanova@fcb.com](mailto:elena.andreyanova@fcb.com)
* [carl.arndt@fcb.com](mailto:carl.arndt@fcb.com)
* [us.erone@yahoo.com](mailto:us.erone@yahoo.com)

Sliderocket – Presentation tool like power point. Online collaboration.

Prezi – Awesome presentation platform

Wallwisher – Online sticky notes

Bugzila with Testiopia

Testopia 2.5 with support for Bugzilla 4.2 is now available to download from [Mozilla's FTP](ftp://ftp.mozilla.org/pub/mozilla.org/webtools/testopia/testopia-2.5-BUGZILLA-4.2.tar.gz)

LAMP - (Linux, Apache, MySQL, PHP)

LNMP - (Linux, Nginx, MySQL, PHP)

People Notes

People Notes:

Luke – DOB: 12/23

Aaron – DOB: 10/04

Sophie - 312-282-2176