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| **FPT UNIVERSITY** |
| Capstone Project Document  Report 5  Project Management Plan |
| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **Group 18** | | | **Group Members** | Đào Bảo Long – Team Leader – SE60690  Lê Phúc Lữ – Team Member – 60563  Nguyễn Thanh Tùng – Team Member – SE60609  Nguyễn Tấn Đức – Team Member – SE60660 | | **Supervisor** | Nguyễn Trọng Tài | | **Ext Supervisor** | N/A | | **Capstone Project Code** | i-Deliver |   Build a Web Application  for manages all activities of  delivery service system by coach. | |
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|  |
| Hồ Chí Minh City, January 2014 |

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# System Implementation & Test



## Introduction



### System Overview

From the perspective of a user, the i-Deliver system operates in the following order

### Test Approach

The system will be tested following the normal testing approach for a software project, including for major stages: Unit testing, Integration testing, System testing, and Acceptance testing.

Firstly, each member will be responsible for *unit testing* all the modules he or she developed. The other team members will later approve of the modules developed by verifying that they comply with the detailed designs.

Secondly, the team leader will perform *integration testing* for the whole application with the assistance of the other team members.

Next, all of the team members will conduct *system testing* to make sure that the system is consistent with the requirements initially specified.

Finally, the supervisor of the project will be accountable for a*cceptance testing*, with the assistance of all team members.

## Screen shots

## Test Plan



### Features to be tested

The following features will be system-tested and the results are specified in this test document. The order of the tested features is listed in the system main flow.

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| --- | --- | --- | --- |
| No. | Feature | Description | Assigned |
| 1. | [Log in](#_Log_in) | Test if the user is authenticated before he or she access authorized resources. | LongDB |
| 2. | [View dashboard](#_View_Dashboard) | Test if the dashboard page for staffs and administrators is displayed correctly | LongDB |
| 3. | [Create a trip](#_Create_a_hotel) | Test if the staffs can create a new trip for a route from defined schedule | LongDB |
| 4. | [Post new package delivery request](#_Approve_hotel_opening) | Test if the customers can post new package delivery request easily | TungNT |
| 5. | [Monitor price/fee](#_Monitor_prices) | Test if the delivery fee can be easily and accurately monitored | LuLP |
| 6. | [Approve package delivery request](#_Synchronize_with_external) | Test if the staffs can approve package delivery request issued by a customer | TungNT |
| 7. | [Search routes](#_Search_hotels) | Test if the customers can search routes information. | TungNT |
| 8. | [Statistics review](#_Search_available_rooms) | Test if the system administrator can review the statistics of system performance | LuLP |
| 9. | [Prepare for packages return](#_Request_a_refund) | Test if a packages can be returned if it can’t be delivered to receiver | LongDB |
| 10. | [Rate a station](#_Rate_a_hotel) | Test if the stations can be rated | DucNT |
| 11. | [Review a station](#_Write_a_review) | Test if the customers can write reviews for stations | DucNT |
| 12. | [Tracking requests](#_Approve_booking) | Test if the customers can track delivery status of packages | TungNT |

### Features not to be tested

The following features will not be tested.

* For guests and travelers: Change password, Update account information, View past requests.
* For staffs and system admins: Add a coach, Edit a coach, Delete a coach, Add a coach type, Edit a coach type, Delete a coach type, Add a station, Edit a station, Delete a station, Add a route, Edit a route, Delete a route, Add a schedule, Edit a schedule, Delete a schedule, Add a stage, Edit a stage, Delete a stage, Delete a comment, Clear station rating.
* For system administrators: Manage staff accounts

## Test Cases



### Log in

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Click on the button “Đăng nhập” at the top right corner of the home page.  **2.** Enter the username in the “Tên đăng nhập” textbox, and the password in the “Mật khẩu” textbox.  **3.** Click the “Đăng nhập” button. | | | | | | |
| [LG-1] | Loginwith an activated account | * Fill an authentic username in the “Tên đăng nhập” textbox; * Fill the correct password in the “Mật khẩu” textbox; * Click the “Đăng nhập” button. | The user is logged in with the account and redirected to the page he or she is browsing if the user is a traveler or to the admin dashboard page if the user is a hotel owner or a system admin. |  | Passed | 15/11/2013 |  |
| [LG-2] | Loginwith empty username and password | * Leaves the username and password box empty; * Click the “Đăng nhập” button. | The message “Tên đăng nhập không được bỏ trống” will be shown next to the “Tên đăng nhập” textbox;  The message “Mật khẩu không được bỏ trống” will be shown next to the “Mật khẩu” textbox. |  | Passed | 15/11/2013 |  |
| [LG-3] | Loginwith a wrong account | * Fill in the “Tên đăng nhập” textbox with an the existing username; * Fill a wrong password in the “Mật khẩu” textbox; * Click the “Đăng nhập” button. | The user will be redirected back to the log in page, with the message “Tên đăng nhập hoặc mật khẩu không chính xác” displayed at the top part. |  | Passed | 15/11/2013 |  |
| [LG-4] | Loginwith a wrong account | * Fill in the “Tên đăng nhập” textbox with an the non-existing username; * Fill a ramdom password in the “Mật khẩu” textbox; * Click the “Đăng nhập” button. | The user will be redirected back to the log in page, with the message “Tên đăng nhập hoặc mật khẩu không chính xác” displayed at the top part. |  | Passed | 15/11/2013 |  |
| [LG-5] | Loginwith a deactivated account | * Fill in the “Tên đăng nhập” textbox with the username of a deactivated account; * Fill the correct password in the “Mật khẩu” textbox; * Click the “Đăng nhập” button. | The user will be redirected back to the log in page, with the message “Tài khoản này đã bị khóa, vui lòng thử đăng nhập với một tài khoản khác” displayed at the top part. |  | Passed | 15/11/2013 |  |

### View Dashboard

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Log in with account granted Staff role.  **2.** Click on the “Quản lý yêu cầu vận chuyển” link in the menu bar if the log in form does not redirect you to this page.  All the hotels under your management is on the dashboard. | | | | | | |
| [VD-1] | View requests under your management | * Click on the “Quản lý yêu cầu vận chuyển” link in the menu bar | The dashboard display a list requests section you are managing. Each item in the list is a link direct to other page which display:   * Requests information * Which station that request come from and which station that request sent to * Delivery status |  | Passed | 17/11/2013 |  |
| [VD-2] | View requests with filters | * Click on the “Quản lý yêu cầu vận chuyển” link in the menu bar * Filter requests with searching textbox above request list per page | The list of requests is filtered with your condition (sender’s address, receiver’s address, date of request, …) |  | Passed | 17/11/2013 |  |
| [VD-3] | View hotels with sorting order | * Click on the “Quản lý yêu cầu vận chuyển” link in the menu bar * Click “Ngày gửi” header on requests table | The list of requests is ordered by post date of request |  | Passed | 17/11/2013 |  |

### Create a trip

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Log in the system with Hotel Owner role  **2.** Click on the “Khách sạn” link in the menu bar  **3.** Click on “Tạo khách sạn mới” button  **4.** Provide the necessary information about the hotel  **5.** Click the “Lưu và tiếp tục” button. | | | | | | |
| [CH-1] | Try to save a hotel with errorneous input | * Make one or more validation errors when entering the information for the hotel. Because there too many validation error types, please refer to the use case “Create a hotel” for more information. | The corresponding message will be shown next to the fields that have errorneous input. |  | Passed | 15/11/2013 |  |
| [CH-2] | Save a hotel with validated input | * Fill in all fields with validated input; * Select some features for the hotel in the “Các dịch vụ của khách sạn” tab * Click the “Lưu và tiếp tục” button. | The hotel is saved into the database. A hotel opening request is issued waiting for a System Admin to approve of it. The user is redirected to the dashboard page. |  | Passed | 15/11/2013 |  |

### Post new package delivery request

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Log in the system with System Admin role.  **2.** Click on a hotel marked “Chưa xác nhận”  **3.** Press the “Xác nhận khách sạn” button | | | | | | |
| [AH-1] | Approve a hotel successfully | * In the dash board page, click on a hotel that was marked “Chưa xác nhận”. The user will be redirected to the hotel management page of that hotel. * Verify the information provided by the hotel owner. * Press the “Xác nhận khách sạn” button to approve of and allow the hotel to operate on the i-Deliver system. | The hotel will be marked as “Activated” on the i-Deliver system. In the hotel dashboard page the hotel will be displayed as an activated hotel. The system now allows its hotel owner to provide additional information. |  |  |  |  |

### Monitor price/fee

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Click on the “Giá phòng” link on room type you want to monitor prices to see the price calendar.  **2.** Drag, drop, resize, and click on the price bars to updates it information. | | | | | | |
| [MP-1] | View the price bar successfully | * Click on the “Giá phòng” link on room type you want to monitor prices to see the price calendar | A price calendar for the selected room type will be display. In the calendar there are three types of price bars:   * Gray price bars represent the prices in the past; * Blue price bars represent the prices in the future; * Violet price bars represent the prices crossing from the past to the future (including system current date);   In each price bar contains the price itself and the number of rooms available for the period it spans on |  | Passed | 24/11/2013 |  |
| [MP-2] | Try to drag a price bar in the past | * Drag a gray price bar and drop it somewhere. | The notification “Không thể cập nhật giá trong quá khứ” is shown. |  | Passed | 24/11/2013 |  |
| [MP-3] | Try to drag a price bar in the future to the past | * Drag a blue price bar and drop it on to a date in the past. | The notification “Không thể cập nhật giá trong quá khứ” is shown. |  | Passed | 24/11/2013 |  |
| [MP-4] | Try to drag a price bar crossing from the past to the future | * Drag a violet price bar and drop somewhere. * Choose “OK” to confirm the action of splitting the price bar * Drag the second price bar and drag it somewhere in the future. | A message box asks the user to confirm the action “Một phần của giá này nằm trong quá khứ nên bạn không thể cập nhật được. Bạn có muốn cập nhật phần còn lại không?”  The price bar is split into two smaller bars: one in the past and one in the future (including the system current date)  The corresponding price is updated and the price calendar is refreshed. |  | Passed | 24/11/2013 |  |
| [MP-5] | Try to resize a price bar in the past | * Holds the edge of a gray price bar and drags it to another position | The notification “Không thể cập nhật giá trong quá khứ” is shown. |  | Passed | 24/11/2013 |  |
| [MP-6] | Try to resize a price bar with start date exceeding end date | * Holds the edge of a blue price bar and drags it to another position so that start date exceeds end date | The notification “Ngày bắt đầu của giá không được lớn hơn ngày kết thúc” is shown. |  | Passed | 24/11/2013 |  |
| [MP-6] | Try to edit the number of available rooms less than the number of rooms booked | * Click on a blue price bar. A popup will be display to edit the price * Reduce the number of rooms to less than the number of rooms booked on the date which the price bar covers. | The notification “Vào ngày X đã có Y đặt phòng, bạn không thể giảm số lượng phòng trống xuống thấp hơn mức đó”, where X is the date and Y is the number of rooms booked, is shown. |  | Passed | 24/11/2013 |  |

### Approve package delivery request

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| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Log in to the system with System Admin role.  **2.** Click the link “Kết nối với Bookee” on the menu pane.  **3.** Click the button “Đồng bộ dữ liệu” | | | | | | |
| [SW-1] | Successfully connects and synchronize the hotel data. | * Click the link “Kết nối với Bookee” on the menu pane. * Click the button “Đồng bộ dữ liệu”. | The two system begins to synchronize data about hotels, features, room types, and prices together. Once the synchronization process is complete, a log of all the events that occurred during the process will be shown to the user. |  | Passed | 28/11/2013 |  |
| [SW-2] | Cannot connect and synchronize data | * Your internet connection is lost to prevent access to the internet. * Click the link “Kết nối với Bookee” on the menu pane. * Click the button “Đồng bộ dữ liệu”. | The notification “Không thể kết nối đến hện thống Bookee. Vui lòng liên hệ kỹ thuật để được hỗ trợ” is shown. |  | Passed | 28/11/2013 |  |

### Search routes

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| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Go to the “Khách sạn” tab on the home page.  **2.** Provide the destination, check-in and check-out dates, searching radius, and sorting order of the results.  **3.** Click the “Tìm ngay” button.  **4.** (Optional) Apply filters on the results. | | | | | | |
| [SH-1] | Search for hotels by criteria such as user’s destination, check-in and check-out dates, searching radius, and sorting order of the results | * Fill in the “Điểm đến của bạn” textbox with the place name or the hotel name you want to search. A list of suggestions, inluding hotels and places is displayed. * Choose a place name in the suggestion list; * Specify a valid check-in date and check-out date; * Choose the searching radius in the “Bán kính tìm kiếm” dropdown list; * Choose the order of the results in the “Sắp xếp theo” dropdown list; * Click the “Tìm ngay” button. | A list of all hotels that sastisfy the searching criteria is shown without refeshing the page. Each item in the list represents a hotel found and should include the following information:   * Basic information: name, star, address, email, phone, website, check-in time, check-out time, features, images, and introduction article; * Distance from the hotel to the center of the searched place; * Average rating points by user; * Last time a booking was made; * Cheapest room for the period specified.   The google map section will automatically update the locations of all the hotels found. |  | Passed | 17/11/2013 |  |
| [SH-2] | Search hotels without filling any information | * Leaves all the fields empty; * Click the “Tìm ngay” button. | The notification “Vui lòng chọn địa điểm, ngày nhận phòng, ngày trả phòng trước khi tiếp tục” is shown. |  | Passed | 17/11/2013 |  |
| [SH-3] | Search hotels with only place name | * Fill in the “Điểm đến của bạn” textbox with the place name or the hotel name you want to search. A list of suggestions, inluding hotels and places is displayed. * Click the “Tìm ngay” button. | The notification “Vui lòng chọn ngày nhận phòng, ngày trả phòng trước khi tiếp tục” is shown. |  | Passed | 17/11/2013 |  |
| [SH-4] | Search hotels with check-in date exceeding checkout date | * Fill in the “Ngày đặt phòng” textbox with a date that exceeds the date in the “Ngày trả phòng” textbox. * Click the “Tìm ngay” button. | The notification “Ngày nhận phòng không được vượt quá ngày trả phòng” is shown. |  | Passed | 17/11/2013 |  |
| [SH-5] | Search hotels with the period between the check-in and checkout date exceeding 30 days | * Fill in the “Ngày đặt phòng” textbox and “Ngày trả phòng” textbox with two dates that span more than 30 days. * Click the “Tìm ngay” button. | The notification “Vui lòng giới hạn số ngày ở khách sạn dưới 30 ngày trước khi tiếp tục” is shown. |  | Passed | 17/11/2013 |  |
| [SH-6] | Filter the results by star quality and user rating average point | * Perform test procedure [SH-1] again to get the results; * Check / uncheck some star qualities (from 1 to 5 stars) in the “Lọc kết quả” pane; * Check / uncheck some user rating average points (from 1 to 5 points) in the “Lọc kết quả” pane; * Click the “Lọc kết quả” button. | The list of found hotels is filtered by the criteria you specified and shown immediately without refreshing the page.  The google map section will automatically update the locations of all the hotels filtered. |  | Passed | 17/11/2013 |  |
| [SH-7] | Filter the results by with no criteria | * Perform test procedure [SH-1] again to get the results; * Uncheck all star qualities in the “Lọc kết quả” pane; * Uncheck all user rating average points in the “Lọc kết quả” pane; * Click the “Lọc kết quả” button. | The notification “Vui lòng chọn ít nhất một tiêu chuẩn để lọc kết quả tìm kiếm” is shown. |  | Passed | 17/11/2013 |  |

### Statistics review

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| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Go to the “Khách sạn” page and select one hotel to view its details.  **2.** Fill in the “Ngày nhận phòng” textbox with the check-in date and the “Ngày trả phòng” textbox with the check-out date.  **3.** Click the “Kiểm tra giá” button. | | | | | | |
| [SR-1] | Search available rooms in a specific period | * Fill in the “Ngày nhận phòng” textbox with the check-in date; * Fill in the “Ngày trả phòng” textbox with the check-out date; * Click the “Kiểm tra giá” button. | A list of all room types that are avaible in the specified period is shown without refeshing the page. Each item in the list represents a room types found and should include the following information:   * Basic information: name, description, number of persons who can stay, extra persons allowed or not, refundable or not; * A grid that displays all the prices in that period. Each price include the date it becomes active, the date it becomes inactive, the price itself, the price for an extra child or adult, if any; * A dropdown list named “Số phòng bạn cần đặt” and a button named “Đặt phòng”. |  | Passed | 15/11/2013 |  |
| [SR-2] | Search available rooms in a specific period but no available rooms are found. | * Fill in the “Ngày nhận phòng” textbox with the check-in date; * Fill in the “Ngày trả phòng” textbox with the check-out date; * Click the “Kiểm tra giá” button. | The notification “Không tìm thấy phòng trống nào trong thời gian bạn đưa ra. Vui lòng thay đổi hoặc giới hạn ngày nhận và trả phòng để tìm được nhiều kết quả hơn” is shown. |  | Passed | 15/11/2013 |  |
| [SR-3] | Search available rooms with empty check-in and check-out dates. | * Leave one of the “Ngày nhận phòng” and “Ngày trả phòng” textboxes empty; * Click the “Kiểm tra giá” button. | The notification “Vui lòng chọn ngày nhận phòng, ngày trả phòng trước khi tiếp tục” is shown. |  | Passed | 15/11/2013 |  |

### Prepare for packages return

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| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Go the the “Hủy đặt phòng” link.  **2.** Choose a booking you have made or enter your booking code in the “Mã xác nhận” box.  **3.** Click the “Gửi yêu cầu hủy phòng” button. | | | | | | |
| [RR-1] | Successfully request for a refund | * Fill the generated code of booking that has been approved, not expired and not refunded before in the “Mã xác nhận” box. * Click the “Gửi yêu cầu hủy phòng” button. | The message “Bạn đã gởi yêu cầu thành công, chúng tôi sẽ xử lí và thông báo trong email cho bạn trong thời gian sớm nhất. Vui lòng kiểm tra e-mail để xác nhận.” is displayed. |  | Passed | 19/11/2013 |  |
| [RR-2] | Fail to request for a refund | * Fill the generated code of a booking that has been refunded before or expired in the “Mã xác nhận” box. * Click the “Gửi yêu cầu hủy phòng” button. | The message “Thông tin bạn nhập không chính xác, đã tồn tại hoặc đã quá hạn. Vui lòng thử lại.” is displayed. |  | Passed | 19/11/2013 |  |
| [RR-3] | Fail to request for a refund | * Leave the “Mã xác nhận” textbox empty. * Click the “Gửi yêu cầu hủy phòng” button. | The message box “Mã xác nhận phải là kí tự chữ hoặc số có 6 kí tự” is displayed. |  | Passed | 19/11/2013 |  |

### Rate a station

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Log in to the system with Traveler role  **2.** Go to the hotel details page  **3.** Click to choose the point for each rating criterion | | | | | | |
| [RH-1] | Rate a hotel successfully | * Go to the hotel details page. * Click on the stars (from 0 to 5) to choose the point for a rating criterion. | The rating is saved and the average rating section is reloaded. |  | Passed | 17/11/2013 |  |
| [RH-2] | Fail to rate a hotel | * Go to the hotel details page. * Open the page in a new tab and log out of the system. * Click on the stars (from 0 to 5) to choose the point for a rating criterion. | The user is redirected to the login page. |  | Passed | 17/11/2013 |  |

### Review a station

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Log in to the system with Traveler role  **2.** Go to the hotel details page  **3.** Write a review and click the “Gửi nhận xét” button. | | | | | | |
| [WR-1] | Write a review successfully | * Fill the content of of the review (more than 50 characters in length) in the “Nhận xét của bạn” box. * Click the “Gửi nhận xét” button. | The review is saved and is added at the top of the review list. |  | Passed | 17/11/2013 |  |
| [WR-2] | Fail to validate the review content | * Leave the box “Nhận xét của bạn” empty. * Click the “Gửi nhận xét” button. | The message “Bình luận phải có độ dài ít nhất 50 kí tự” is displayed |  | Passed | 17/11/2013 |  |

### Tracking requests

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| Test case ID | Test Case Description | Test Case Procedure | Expected Output | Inter-Test Case Dependence | Result | Test Date | Note |
|  | **Main Steps: 1.** Click on the “Quản lý đặt phòng” button on the hotel management page of the hotel you want to view its booking.  **2.** Click on the button “Duyệt” for a new booking. | | | | | | |
| [AB-1] | Approve a booking successfully | * Click on the button “Duyệt” to approve of a new booking. | The booking is marked as “Approved” and the message “Đã duyệt thành công đặt phòng mang mã số X”, where X is the booking code, is shown.  Once the booking is approved, you cannot restore it back. |  | Passed | 19/11/2013 |  |
| [AB-2] | Try to approve a booking that was refunded | * Click on the “Quản lý đặt phòng” button on the hotel management page * In the mean time, manually change the booking status to “Đã hoàn tiền” (This status appears when the hotel owner approves of a refund request). * Click on the button “Duyệt” to approve of a new booking. | The message “Không thể duyệt đặt phòng mang mã số X. Vui lòng tải lại trang”, where X is the booking code, is shown. |  | Passed | 19/11/2013 |  |
| [AB-3] | Try to approve a booking that was expired | * Click on the “Quản lý đặt phòng” button on the hotel management page * In the mean time, manually change the server time to after the check-in date of a new booking; * Click on the button “Duyệt” to approve of that new booking. | The message “Không thể duyệt đặt phòng mang mã số X. Vui lòng tải lại trang”, where X is the booking code, is shown. |  | Passed | 19/11/2013 |  |

## Checklists



### Checklist of Validation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | | Yes | No | N/A |
| 1 | Does a failure of validation on every field cause a sensible user error message? | 🗹 |  |  |
| 2 | Is the user required to fix entries which have failed validation tests? | 🗹 |  |  |
| 3 | Have any fields got multiple validation rules and if so are all rules being applied? | 🗹 |  |  |
| 4 | If the user enters an invalid value and clicks on the OK button (i.e. does not TAB off the field) is the invalid entry identified and highlighted correctly with an error message? |  | 🗹 |  |
| 5 | Is validation consistently applied at screen level unless specifically required at field level? |  | 🗹 |  |
| 6 | For all numeric fields check whether negative numbers can and should be able to be entered. | 🗹 |  |  |
| 7 | For all numeric fields check the minimum and maximum values and also some mid-range values allowable? | 🗹 |  |  |
| 8 | For all character/alphanumeric fields check the field to ensure that there is a character limit specified and that this limit is exactly correct for the specified database size? |  | 🗹 |  |
| 9 | Do all mandatory fields require user input? | 🗹 |  |  |
| 10 | If any of the database columns don’t allow null values then the corresponding screen fields must be mandatory. (If any field which initially was mandatory has become optional then check whether null values are allowed in this field.) | 🗹 |  |  |

### Submission Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | | Yes | No | N/A |
| TABLES AND FIGURES | | | | |
| 1 | Does every table column, including the stub column, have a heading? | 🗹 |  |  |
| 2 | Are all tables referred to in text? |  | 🗹 |  |
| 3 | Are the elements in the figures large enough to remain legible after the figure has been reduced to the width of a journal column or page? |  | 🗹 |  |
| 4 | Is lettering in a figure no smaller than 8 points and no larger than 14 points? |  | 🗹 |  |
| 5 | Are the figures being submitted in a file format acceptable to the publisher? |  | 🗹 |  |
| 6 | Has the figure been prepared at a resolution sufficient to produce a high-quality image? |  | 🗹 |  |
| 7 | Are all figures numbered consecutively with Arabic numerals? | 🗹 |  |  |
| 8 | Are all figures and tables mentioned in the text and numbered in the order in which they are mentioned? | 🗹 |  |  |
| REFERENCES | | | | |
| 1 | Are references cited both in text and in the reference list? |  | 🗹 |  |
| 2 | Do the text citations and reference list entries agree both in spelling and in date? |  | 🗹 |  |
| 3 | Are journal titles in the reference list spelled out fully? | 🗹 |  |  |
| 4 | Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors’ surnames? |  | 🗹 |  |
| 5 | Are inclusive page numbers for all articles or chapters in books provided in the reference list? |  | 🗹 |  |
| 6 | Are references to studies included in your meta-analysis preceded by an asterisk? |  | 🗹 |  |
| FORMAT | | | | |
| 1 | Have you checked the journal’s website for instructions to authors regarding specific formatting requirements for submission? | 🗹 |  |  |
| 2 | Is the entire manuscript—including quotations, references, author note, content footnotes, and figure captions—double-spaced? Is the manuscript neatly prepared? |  | 🗹 |  |
| 3 | Are the margins at least 1 in. (2.54 cm)? |  | 🗹 |  |
| 4 | Are the title pages, abstracts, references, appendices, content footnotes, tables, and figures on separate pages (with only one table or figure per page)? Are the figure captions on the same page as the figures? Are manuscript elements ordered in sequence, with the text pages between the abstract and the references? | 🗹 |  |  |
| 5 | Are all pages numbered in sequence, starting with the title page? | 🗹 |  |  |
| PARAGRAPHS AND HEADINGS | | | | |
| 1 | Is each paragraph longer than a single sentence but not longer than one manuscript page? | 🗹 |  |  |
| 2 | Do the levels of headings accurately reflect the organization of the paper? | 🗹 |  |  |
| 3 | Do all headings of the same level appear in the same format? | 🗹 |  |  |