|  |  |
| --- | --- |
| Pass | Item |
|  | Data accuracy (compare to source system) |
|  |  |
|  | Security (impersonation of data level security) |
|  |  |
|  | Parameters (all parameter combinations, choices & cascaded/hierarchy filtering) |
|  |  |
|  |  |
|  | **Interactive user experience:** |
|  | * Drill-down (+/- toggles to show/hide data on page) |
|  |  |
|  | * Drill-through (hyperlinks to different report(s) |
|  |  |
|  | * Repeating column headings on all pages |
|  |  |
|  | * Freezing column headings on scroll down |
|  |  |
|  | * Page breaks in appropriate spots |
|  |  |
|  | * Interactive sorting (arrows in the column headers) |
|  |  |
|  | Printing |
|  |  |
|  |  |
|  | **Exports to applicable formats (Excel, CSV, PDF, etc):** |
|  | * Alignment (headers or data) |
|  |  |
|  | * Pagination (the sequence of numbers assigned to pages) |
|  |  |
|  | * No empty columns in Excel |
|  |  |
|  |  |
|  | **Overall end user experience** |
|  | * Ease of use |
|  |  |
|  | * Understandability (headings, titles, parameter values displayed) |
|  |  |
|  | * Organization and layout with little redundancy |
|  |  |