Quality Assurer Log

By being assigned the team’s QAer (Quality Assurer), you will be responsible for QAing all of the team member’s data organizations. You will need to sort through the data and ensure the pivot tables, any VLOOKUPs, and tables/charts are accurate.

Once everyone is completed with organizing their data, you will come in and perform a check and record any errors on this sheet along with checkmarks of fixes.

Performance Report QA (Add and delete any rows if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| What tab are you reviewing? | Data Check | State any errors | Corrected by Podmate? |
| All tabs |  | *Columns are correctly named and include the correct weeks.* | Corrected |
| All tabs |  | Impressions round to whole numbers | Corrected |
| All tabs |  | Clicks round to a whole number | Corrected |
| All tabs |  | For orders, make sure it's a whole number. | Corrected |
| All tabs |  | Impressions have to be the correct formatting. | Corrected |
| All tabs |  | Clicks to have the correct comma formatting | Corrected |
| All tabs |  | Revenue to be $ formatting | Corrected |
| All tabs |  | Spend to be the $ formatting. | Corrected |
| Sem Conquest |  | Sem Conquest to add SEM conquest to its campaign name | Corrected |
| All tabs |  | The CTR, CPA, CPC, and QoQ calculations are correct in the pivot tables. | Corrected |
| Pivot tables manually calculated |  | Correctly calculated the QoQ performance between the two quarters. | Corrected |
| Performance Report Formating |  | Fix Image Warping and make it loc in place. | Corrected |
| Performance Report Formating |  | Make sure all the pivot tables distribute the data in the same order. | Corrected |
| Performance Report Formating |  | Create all the tables to standstill for equal formatting among all the tables QoQ. | Corrected |
| Performance Report Formating |  | Include the conditional formatting for all metrics calculated. | Corrected |
| Performance Report Formating |  | Correct Insight report labeling the insights will titles and spaces. | Corrected |