

Best Practice Document

1. Change the status of Defect/BR correctly. For example, you can change it to QA-Passed, UAT-Passed, PreProd-ToBeChecked.
2. Don't change the status back to its previous state for example from PreUat-Passed to Qa-Not Started.
3. Update commit inventory, application inventory and manual steps whenever required.
4. Associate Commit inventory and manual steps with Business requirement.
5. Update picklist inventory whenever you are changing any record type values.
6. Creating a defect:
 - **Case 1:** If the status of the BR is in UAT Phase and a defect is raised by clients then please create a new defect on that BR.
 - **Case 2:** If the status of the BR is UAT-Passed, you are not supposed to create a defect over that BR.
 - **Case 3:** Create a new defect if the BR is deployed to production to fix hotfix issues and keep it in BackLog.
7. Code coverage for new apex class/old apex class must be at least 85 percent before deploying to Qa-Phase.
8. Write proper naming convention for labels: **ReleaseName_BR_Name / ReleaseName_BR_Name_Version- /ReleaseName_Defect_Number/ ReleaseName_Defect_Number_Version-**
9. If you are updating a test class add a one-line comment with line number what you have modified.
10. If you are not facing any issues in AutoRabit immediately drop an Email to Release Manager.