**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 facing any issues in AutoRabit immediately drop an Email to Release Manager.

11. **Metadata Delete Scenario(Destructive Changes**):

**Case1:** You can delete your components in Qa-Phase using Delete version control Feature of AutoRabit also known as destructive changes. Add your commit Id in commit inventory

**Case 2:** If the components are deleted in Qa-Phase and later on you decided that we don’t need to delete those components in UAT-Phase, so in that case you can write a manual step mentioning that don’t delete these components so that release manager don’t delete them from branch as well as org.

**Case 3:** The components are in UAT Phase and as per your business you decided to remove some components from the package, then you can use Delete version control Feature of AutoRabit also known as destructive changes. Add your commit Id in commit inventory

**Regarding recurring mistakes that is being done by ALDFR/ALDI during past few months:**

1. **ALDFR:** Team don’t change the correct status of BR/Defect once it is deployed to QA-Phase. ALDFR hardly follows this approach, they will keep the status as NEW and would ask me to deploy the BR in staging.
2. **ALDI/ALDFR:** Not updating the application inventory and commit inventory correctly.
3. **ALDI/ALDFR:** If the BR is in UAT Phase, the commits are added directly to the BR without creating a defect for the same. Rajesh may face this issue with ALDFR.
4. **ALDI Team** will Change back the status from previous state of BR. For example, if BR is in UAT Phase, sometimes developers will change it to QA-Not Started.