DEPARTMENT *of*
INFRASTRUCTURE,
ENERGY *and* RESOURCES

Tasmania

Report Testing Checklist

Tester Name:	
Date of Test:	
Test Cycle:	
Report or Function Name:	

Useability:	Report initiation	
	Entering selection criteria	
	Time Taken For Report To Run	
Content:	Selection criteria shown	
	Accuracy of sub totals	
	Accuracy of report totals	
	List sequence	
	Sequence of columns and fields	
	Accuracy of calculated fields	
Layout:	Report Title	
	Report Run Date	
	Page numbering	
	Report (program) version	
	Stationery	
	Overall appearance	
	Amount of information on each page	
	Readability of font	
	Column headings and field titles	
	Column and field alignment	
	Field spacing and size	
	Fields in correct format (dates, money etc)	
	Control breaks at appropriate points	
	Representation of blank, zero and missing values	
	Zero suppression	
	Floating dollar sign	
	"** End of report **" statement	

Comments: