[Digital Product Name]

### Client: [Harvard Department and Staff Member Name]

### Tester: [URC Staff Member]

# Introduction to [Digital Product Name]

*Write some information about what the product does and who the intended audience is. This is for the tester to understand the context and purpose of the product.*

### Website address: *(Provide the URL for the website to be tested, as well as login instructions, if any)*

# Process

*Prior to the in-person review, the tester will visit the website at the URL provided by the client. This allows the tester to confirm that login credentials are functioning, to become familiar with the site, and to identify potential areas of concern as well as strengths. These observations will be incorporated into the meeting with the client.*

# Initial Orientation

*In preparation for the review, the tester will read the first page of the website from top to bottom with a screen reader, noting first impressions. What kind of webpage is this? What information is available? Is link text clear and unambiguous?*

*Please list any questions related to first impressions that you would like to bring to the tester’s attention. There are three below, but you can add up to five.*

1. What can you do here?
2. Do images have alt text?
3. Is the reading order logical?

# Functionality Check

*Use an outline to list the core functionalities that you would like the tester to check. You can see an example below from a room search application. Think about specific content that you want the tester to check for and functions that you want them to try out. Use specific tasks to make it easier for a function to be checked.*

1. Use the filters to filter the list of rooms.
   1. There are five categories of filters. What are the categories of filters?
   2. Limit the rooms that are displayed by noise level
   3. Limit the rooms that are displayed by those that have couches and armchairs
   4. Limit the rooms that have capacity for at least 10 people
2. Select the specific room, Cabot L010 – Lower Level. Can you access the following details about this room:
   1. What features does this room have?
   2. Can you access the button to book the space?
   3. Can you access the list of details titled “What you need to know”?
   4. Can you access Harvard’s hours?

# Overall Summary

*The tester will discuss with the client the most problematic areas of the product and any additional final comments. On request, the URC can provide a recording of the review for documentation of findings and future reference. All reviews include information about the software, browser and operating system that were used during the review in order to facilitate replication of findings outside the URC lab.*

# Questions?

*Please visit our Frequently Asked Questions (FAQs) on the URC website or view a sample task sheet.*

*For additional information, the URC can be reached at* [libraryux@harvard.edu](mailto:libraryux@harvard.edu) or 617-496-5272.