**Adilas.biz Concept Sign-Off Doc**

* Does it work?
* Can you make it fail?
  + Hit all if statements and error messages
  + We param all incoming values
  + We like to run validation on all incoming FORM and URL params
    - If using both FORM and URL, does your page switch or favor one scope or another? Is that clear where that switch happens?
  + We Scope all variables – variables, FORM, URL, session, arguments, application, CGI
    - One exception is in CFC’s. We usually don’t use the variables scope (for local vars). We do use the arguments scope in CFC’s.
  + What about try/catch blocks and other general error handling?
    - Often we use try/catch blocks for queries, special logic, outside API socket calls, or places where we may not get everything we are looking for.
  + How much data did you use for checking things? Is this typical of the live environment? What about pagination? Anything over 200 records needs pagination.
  + Did you test for different values such as positives, negatives, zeros, strings, blanks, numerics, dates, and other possible hacks, etc.? Think different/random scenarios or different use cases.
* How are your comments?
  + Did you add a modified page log (at the top)?
  + We comment everything… this helps ourselves, other developers, and even our clients.
* Did you re-read it and clean it up?
  + Check for extra dumps and aborts
  + Whitespace
  + Check for extra variables or un-used code
    - Did you copy and paste from another spot? Did you need everything that you copied?
  + Alphabetizing things
    - We alphabetize params, method call arguments, queries (big selects, inserts, and updates), etc. If there are more than 3 of them, we probably want them alphabetized.
  + Trimming things
    - We trim in and out of method calls
    - Any time we get URL or FORM scope stuff – any user input
    - All database inserts and updates. Keep the data clean and tight.
    - We don’t trim full structures or arrays. That causes problems.
  + Naming convention
    - Do your variables make sense?
      * Recommendations: use all lower case, camelCaseStuff, or use\_under\_scores
      * All queries start with “qry” – qryGetCustomers or qryCheckTemplates.
      * All database fields are all lower case with under scores
      * We like structures to have an “\_st” at the end – myTemp\_st or lineItems\_st
      * We like arrays to have an “\_array” at the end – my\_sample\_array or myMasterHolding\_array
      * We like lists to have an “\_list” at the end – temp\_id\_list or customerId\_list
      * Most CFC’s, methods, and function arguments have the camelCaseVersion of the actual field name (where possible). For example: the database field is first\_name, the argument would be firstName
      * Most page names are all lower case with underscores – index.cfm or add\_edit\_custom\_settings.cfm
      * Most action pages end in “\_action.cfm” – add\_edit\_time\_action.cfm or update\_settings\_action.cfm
      * Please watch out for reserved words or words that may be used in code. If needed, add the phrase “temp”, “current”, “my”, or “use” to help those values out. Example: useDate, tempStatus, currentId, etc. You get the idea.
  + Did you retest it? Please make sure it still works after you have modified it.
* How tight and good are your queries?
  + How are your joins?
  + How many records are you expecting?
    - Did you check for 0 record count?
    - Did you check for a single record count?
    - Did you check for multiple records?
  + Did you limit by corp?
  + Did you limit by a status field?
  + Remember single quotes for strings, CreateODBCDate stuff for dates, etc.
  + Did you put an order by clause (if more than one possible record)?
* How is the formatting and CSS stuff?
  + Does your code match the existing style and/or design of the system?
  + All div tags and tables need classes. The most common is “basicText” if unknown. See this reference guide if more classes are needed:
    - <https://www.adilas.biz/css/>
  + What about the different preset themes?
    - Does it work on the different themes?
      * Classic
      * Geometry, Blue Pastel, The Project, Armored Car
      * AFB Snow Owl – as a note, this one does go a little bit deeper for a more modern look and feel (mobile ready and such)
* On CFC’s (coldfusion components – methods and functions)
  + Did you declare the local vars?
  + All error messages are returned as a structure vs. a page include/abort.
  + When calling a CFC or a method, use the a path similar to: component="#application.pathToMainCFCs#.security\_2" – this is on normal .cfm pages and when components call other components.
  + If changing a method, did you search to see where else the method is used?
    - Did you update all other occurrences of the method call?
    - What about in the Web/API land? Did you update things there?
* Did you script any database changes?
* What about documentation? Help files? Web/API documentation? Etc.
* Code What about Git, Bit Bucket, Branches, and Pull Requests?
  + Did we clean that up?
  + Was it merged with master?
  + Was it signed off?
    - At least two sets of eyes per page (peer reviewed)?
    - Tested before going live and hopefully tested on another machine?
    - Let’s make sure we are delivering good stuff.
  + Was it pushed to live servers?
    - Which one(s)?
    - When was it pushed (we try to push in non peak times – we have had disasters pushing right in rush hour traffic – especially for customer, invoice, quote, and cart stuff). Peak usage times are between 9 am and 9 pm. Best times are early in the morning or way after normal business hours. Some of the clients are open until midnight.
* Are your pages black boxed? If yes, did they follow standards.
  + If breaking pages into sub pages. You may need to add an additional ../ to any error messages to get paths right. Please test and hit the error messages if breaking a page apart.
    - Example: <cfinclude template="../../message.cfm">
  + Convert all CFC paths to the #application.pathToMainCFCs#.some\_page path (more details above in the normal to do list)
  + Check for the word “black” to see if there is any older black box code that needs some lovin’. Please fix and bring all older code into compliance.
  + Check for “mainNavMenu”. If yes, change the div tag to:
    - <div id="mainNavMenu" style="display:none">
    - Get rid of the javascript at the bottom that forces the display to hidden. This is for icon menus.
  + When debugging the page, check to make sure that all eight standard black box pieces are being pulled in. See top\_secret/secure/GetSecurePaths.cfc for more info. The normal eight are:

1. full - custom logic and/or a full take over - this is above any html tags  
2. top - start of html to start of body tag - css, scripts, meta tag stuff  
3. header - below the body tag - repeating logos and navigation for each page  
4. top\_mini - optional - below the header and above the main page content  
5. body - main meat and/or content for the page  
6. bottom\_mini - optional - below the main meat or content and above the footer  
7. footer - repeating logos and navigation  
8. bottom - closing body and closing html tag - any special scripts that are needed

* + Action pages usually only have two black box pieces. They are a full takeover and a bottom mini.
  + If using the “getCustomLogic” method, please provide a sample of what the page path would look like. This is a custom black box option. See the top\_secret/secure/update\_cart.cfm page for samples. Just search for “getCustomLogic” to see a couple examples.
  + Also, make sure any date fields have the datepicker class applied. This helps us show date pickers vs. static text fields. Sample:
    - <input type="text" name="start\_date" value="" class="datepicker" />

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Still working below here…

* Actual sign-off is making sure things are sound and good to go
* When quoting projects, include testing, code review, and sign-off
* What about plans and project management? Maybe require for bigger projects.
* Ideas for core projects…
  + All projects need to be communicated to Brandon, Alan, and Nick – no matter what (internal communication) – Could be a text or an email
  + Is the project fully custom or does it have core elements? If fully custom, you can run with it on your own. If it is a core piece, you have to at least reach out and let us know and we’ll determine if it is simple or needs to follow the main process.
    - All projects are tracked through elements of time
    - All projects need a plan
    - All projects need a sign-off on the plan
      * Brandon, Alan, Nick
        + Maybe use Russell to help coordinate things
    - List the Bit Bucket branch on the element of time
    - We build the project
    - Do the self-check list for pre-sign-off
      * This is what we look for on a sign-off process
    - Compare the plan with what really happened – Update as needed
    - All projects need a sign-off/peer review when done (full sign-off, merging, and clean-up)
      * Brandon, Alan, Nick
    - Final check list and payment
    - Communication back out to the developer (email, text, or pointing them to the element of time)
* Time lines – approvals, sign-offs, merging, getting paid?
* Sub sign-offs
* Exports to excel
* Sub assignments (rentals, reservations, adoption process)
* Sub reminders (queue needs to watch – push technology)
* Sub payroll

Custom code – logic CF, jS,

Custom look and feel

UI, CSS, custom reports, dashboards,

Custom storage of data - db

Our code is one of many (testing ground)

Concepts we are built on and trying to build - (10-1 – my goal)