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As you go through the QA check, make sure to note what needs to be fixed. You will need to send this information to the tester when you hand back the title.

To return the title simply select the Return to Name

This will take you to a new page where you can add your feedback to the tester.

The top of the page will read: You're about to send FileName to TesterName.

On this page you can select from a list of general feedback, and write a multi level response in the text box for Report.



You can edit the list of general feedback in the collapsible menu labelled Edit Issues.

Please make sure to clearly list everything that needs to be fixed. Once you are satisfied with what you wrote select submit and this message, along with the file, will be sent to the tester. This message is also sent to the Production Coordinator so she can keep track of all feedback.

If you are unsure about anything about a file or feedback, use the [Hand to Rachel](#) feature and make sure to include a message to why you are handing her this file.



If the book passes, use the Hand to Rachel feature and include the note Passed. Ready to Download.

After you hit submit you will get the following message: Thanks for your feedback. The following report has been sent to Name.



When a message has been sent a Feedback Log menu is added to this page. When expanded, shows all feedback for the project under level-two headings for operator name.



Remember to also pass the RT ticket back to the Production Assistant.

You can select Return home to go back to the welcome page.

[Return to Quality Assurance Check Workflow](#)

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