

# Findings Report Layout:

Page Name: Page URL

<Screenshot of Issue>

Finding Type: Explain what the issue is and the exact steps taken to create the reported issue.

Finding types include the following: Bug, Usability, Template, Grammar and Suggestion

# Findings Report Example:

Enter P&I Billing: [https://test.www.ok.gov/oktax/gprs/app/admin/penalty\\_interest.php](https://test.www.ok.gov/oktax/gprs/app/admin/penalty_interest.php)

The screenshot shows a web form for entering P&I Billing. At the top, there are dropdown menus for 'Month' (set to March) and 'Year' (set to 2012), followed by a 'To:' section with similar dropdowns. Below this is a 'Reference Number' field containing '3123142432141'. A note states: 'Amounts entered in the following fields must be numeric only (example 999999.99 or 9999999)'. The form contains several input fields for interest and penalty amounts, each preceded by a '\$' symbol. Red arrows point to the cursor position in each field, which is placed after the zeros (e.g., '\$ 0.02'). At the bottom, a 'Total Amount Due' is shown as '\$ 30.02'.

Field	Value
GP Interest (Oil):	\$ 0.02
GP Penalty (Oil):	\$ 0.00
GP Interest (Gas):	\$ 0.00
GP Penalty (Gas):	\$ 0.00
PE Interest (Oil):	\$ 0.00
PE Penalty (Oil):	\$ 0.00
PE Interest (Gas):	\$ 30.00
PE Penalty (Gas):	\$ 0.00
<b>Total Amount Due</b>	<b>\$ 30.02</b>

Usability: When entering a P&I billing, I put the cursor in the \$ fields after the zeroes it autocorrects to before the zeroes. Upon field focus, the values contained within the field should be completely eliminated or entire value highlighted if the value of the field is 0.00 allowing users to enter data without having to delete the initial 0.00 in the field.