

Check contact forms

Verify validation, storage and notification as separate outcomes.

THE FINISHED RESULT

Validation, persistence and expected delivery have distinct observed results.

Before you start

Environment: Your existing website platform and integration tools

Access and plan: Authorized access to a test copy, site records and relevant accounts. Live restore, access changes and publication need owner approval.

Practice project: A staging copy of Harbor

Use a separate demo project and fictional information. Record the exact project and version you use. Keep passwords, verification codes and private customer information out of screenshots and notes.

Official walkthroughs

[MDN: Web forms](#)

Open the credited publisher walkthrough for current interface instructions and available screenshots, then return to the SETLY exercise. External courses remain with their publishers; this PDF does not reproduce their complete tutorial.

Your practice task

Finish one action at a time. Inspect the resulting screen or record before moving on. If a control differs, check the matching official instructions instead of guessing.

01 / Step 1

List each live or test form, its destination and the expected handling of a submission. Use an approved test identity.

Check: record what changed and confirm you are still working in the intended demo project.

02 / Step 2

Check labels and required-field errors first. Submit valid demo data only after confirming the test and notification scope.

Check: record what changed and confirm you are still working in the intended demo project.

03 / Step 3

Find the stored submission and inspect each field. Verify any expected notification separately in the approved test inbox.

Check: record what changed and confirm you are still working in the intended demo project.

04 / Step 4

Remove the labelled test record where appropriate and record the result without retaining unnecessary personal data.

Check: record what changed and confirm you are still working in the intended demo project.

Test, troubleshoot, repeat.

If something goes wrong

If no notification arrives, inspect stored submissions before assuming data was lost. Do not repeatedly submit and create duplicate enquiries.

If your screen is different

Compare the product, editor, user permissions and selected account with the guide. Open the official reference for your version. Do not perform a live change whose effect you cannot verify.

Final verification

Validation, persistence and expected delivery have distinct observed results.

Repeat the task with one small variation. Record the test date, project/version, expected result, observed result and a non-sensitive evidence reference. Mark skipped checks as untested.

Your evidence record

Test date: _____ Project/version: _____

Observed result: _____

Evidence reference: _____

Remaining issue and next action: _____

Sources and guide status

Original exercise by Ray / SETLY. Credited technical references are linked on page one. Prepared 1 October 2026. SETLY screen recording and independent learner reproduction are not yet complete. No platform affiliation is implied.

[Open the online practice guide and editable checklist](#)