Audit It Before You Touch It

Part 2: Test It | Replace the bracketed text with your details, then copy the prompt into your AI tool.

Perform a read-only audit of this issue:

Issue or question: [Describe what you want investigated.]
Expected behavior: [Describe what should happen.]
Observed behavior: [Describe what actually happens.]
Relevant example: [Add steps, screenshots, or a specific record.]
Environment: [Test or production, device, browser, and user role.]

Do not edit code, settings, or records. Do not deploy changes, send messages, or trigger actions that change live data.

Trace the relevant process from start to finish using the evidence available to you. Separate confirmed findings from assumptions. If you cannot access something needed to verify the cause, explain what is missing.

Report:

1. How the process currently works.
2. Where the observed behavior differs from the expected behavior.
3. The likely cause and the evidence supporting it.
4. The smallest proposed correction and what it could affect.
5. How we would verify the correction.

Use plain English. Finish with your findings and proposed next step; do not apply the fix.