SpiraTest User Manual

Version 1.3

Inflectra Corporation

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Contents

1. Introduction

SpiraTest^{TM} provides an integrated, holistic Quality Assurance (QA) management solution that manages requirements, tests and incidents in one environment, with complete traceability from inception to completion.

Quality Assurance is a key component of the Software Development Life-Cycle (SDLC), which needs to be integrated into the planning and management of a program or project from its inception. Too often though, QA is implemented as *Quality Control* - whereby testing that the required functionality works as expected, is performed at the end, when it is most costly to make corrections and changes.

To manage QA across a project from day one, it is imperative that the original requirements are documented together with the use-cases that validate the desired functionality. These use-cases then form the basis of the test scripts that can be executed to validate that the functionality has been correctly built, and that the requirements have been satisfied. During the execution of these test scripts, failures may occur, which are recorded as *incidents* - either to be fixed or documented depending on the severity.

Typically, these activities require people to use at least three different types of software:

- Requirements Management
- Test Script Management
- Defect / Issue / Bug Tracking

However, this stove-piped approach has many limitations and drawbacks, most importantly the fact that there is no *traceability* between the different artifacts. How can the project manager know that all the requirements have been tested? Conversely, how can the developer know which test script was responsible for a recorded bug – needed to accurately reproduce the issue?

This user manual outlines the features and functionality available in SpiraTest^{TM}, and demonstrates how to use the application for managing the QA processes on a typical project.

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2. Functionality Overview

This section outlines the functionality provided by SpiraTest^{TM} in the areas of requirements management, test management, incident tracking and project / user management.

2.1. Requirements Management

SpiraTest^{TM} provides the ability to create, edit and delete project scope / requirements in a hierarchical organization that resembles a typical scope matrix. Each requirement is associated with a particular importance level (ranging from critical to low) and a status identifier that designates where the requirement is in the development lifecycle (requested, planned, in-progress and completed). In addition, each requirement is mapped to one or more test cases that can be used to validate that the functionality works as expected. This mapping is called the "Requirement Test Coverage", since the test cases "cover" the requirement so that if all the tests can be executed successfully, then the requirement is validated.

2.2. Test Management

SpiraTest^{TM} provides the ability to create, edit and delete project test cases that are stored in a hierarchical folder structure that resembles Windows Explorer ®. Each test case consists of a set of test steps that represent the individual actions a user must take to complete the test. These test steps also contain a description of the expected result and any sample data elements that the tester should use when performing the action. When a user executes a test case, the results are stored in a test run that contains the success/failure status of each test step as well as the actual observed result that the tester experienced. In addition each test case is mapped to one or more requirements that the test is effectively validating, providing the test coverage for the requirement. During the execution of the test case, each failure can be optionally used to record a new incident, which can then be managed in the incident tracking module (see below). This provides complete traceability from a recorded incident to the underlying requirement that was not satisfied.

2.3. Incident Tracking

SpiraTest^{TM} provides the ability to create, edit, assign, track, manage and close incidents that are raised during the testing of the software system under development. These incidents can be categorized into bugs, enhancements, issues, training items, limitations, change requests, and risks, and each type has its own specific workflow and business rules. Typically each incident is raised initially as a 'New' item of type 'Incident'. Following the review by the project manager and customer, they are changed to one of the other specific types, given a priority (critical, high, medium or low), and status changed to 'Open'. Once it is assigned to a developer for fixing, it is changed to status 'Assigned'.

The developer now works to correct the incident, after which time its status changes to 'Fixed' or 'Not Reproducible' depending on the actions taken (or not taken). Finally the project manager and customer verify that it has indeed been fixed, and the status is changed to 'Closed'. SpiraTest^{TM} provides robust sorting and filtering of all the incidents in the system, as well as the ability to view the incidents associated with particular test cases and test runs, enabling drill-down from the requirements coverage display, right through to the open incidents that are affecting the requirement in question.

2.4. Projects and Users

SpiraTest^{TM} supports the management of an unlimited number of users and projects, which can be administered through the same web interface as the rest of the application. All artifacts (requirements, tests and incidents) are associated with a particular project, and each user of the system can be given a specific role for the particular project. So, a power user of one software project, may be merely an observer of another. That way, a central set of users can be managed across the enterprise, whilst devolving project-level administration to the manager of the project. In addition to these administration functions, each user profile and project has its own personalized dashboard view of all the pertinent and relevant information. This feature reduces the information overload associated with managing such a rich source of project information, and allows a single user or project snapshot to be viewable at all times for rapid decision-making.

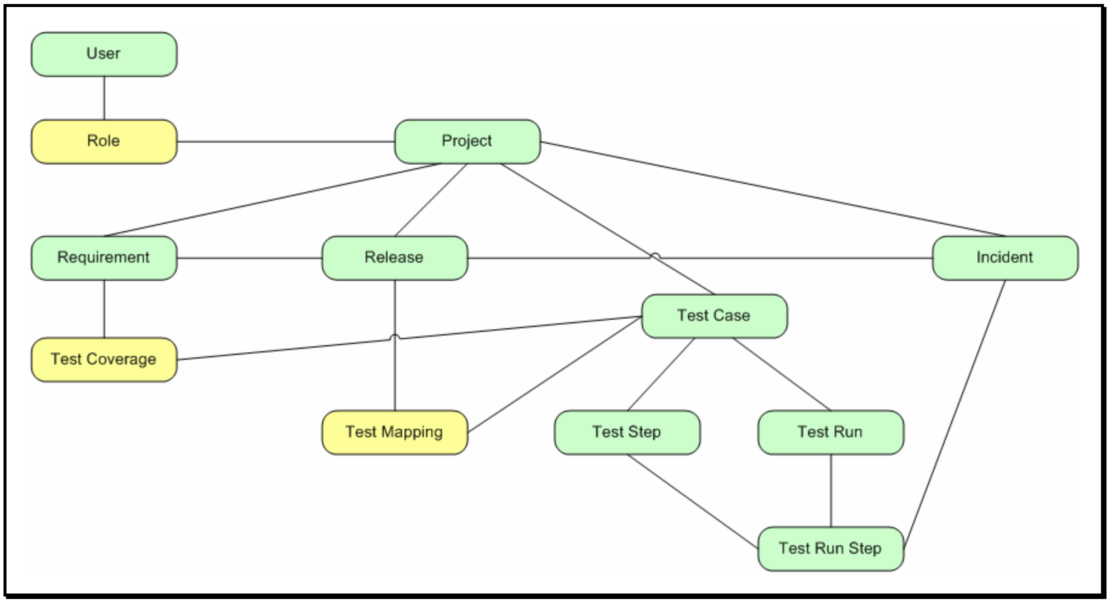
2.5. Release Management

SpiraTest^{TM} provides the ability to track different versions / releases of the application being tested. Each project in the system can be decomposed into an unlimited number of specific project releases, denoted by name and version number. Requirements and Test Cases developed during the design phase can then be assigned to these different releases. When a tester executes a series of test cases, they are able to choose the version of the project being tested and the resulting test run information is then associated with that release. In addition, all incidents raised during the testing process are associated with this release, allowing the development team to easily determine which version of the project is affected. Finally as the incidents are resolved and verified during the testing phase, the appropriate release can be selected to indicate which release the incident was resolved and/or verified in.

2.6. Miscellaneous

2.6.1. Artifact Relationships

The sections above have outlined the different features and functions available in the system, and have described the various artifacts managed in the system (e.g. projects, users, requirements, tests, etc.). To aid in understanding how the information is related, the following diagram illustrates the relationships between the different artifacts and entities:



With these overall concepts in mind, the rest of this help manual will outline the functionality in each of the SpiraTest^{TM} screens, and provide specific information on how to manage each of the artifacts illustrated above. Note that this manual does not explain the Administration-level functionality of the system; for that, please refer to the *SpiraTest^{TM} Administration Guide*.

2.6.2. Artifact Naming Conventions

On various screens in the system, you will see lists of artifacts (requirements, test cases, etc.) together with a unique identification number. In order to make it easier to recognize at a glance which type of artifact the identification number refers to, SpiraTest^{TM} uses a system of two-letter prefixes which help identify the type of artifact being displayed. The current prefixes used by the system are:

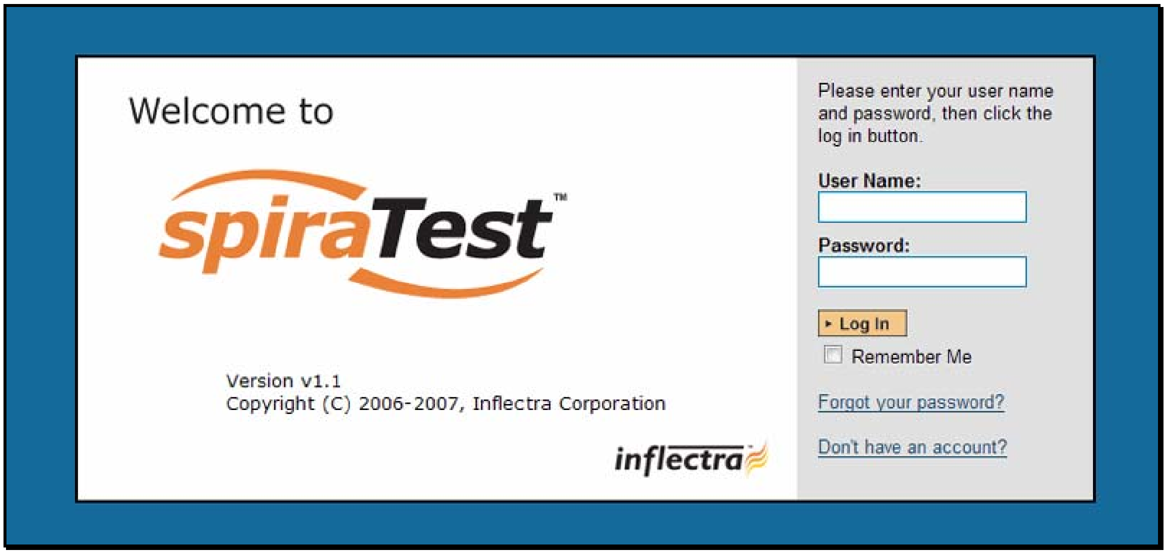
Artifact	Prefix
Requirement	RQ
Release	RL
Test Case	TC
Test Step	TS
Test Run	TR
Test Run Step	RS
Incident	IN

3. User/Project Management

This section outlines how you can log into SpiraTest^{TM}, view your personalized home-page that lists the key tasks that you need to focus on, and drill-down into each of your assigned projects in a single dashboard view. In addition to your personal homepage, each of your projects has its own dashboard that depicts the overall project health and status in a single comprehensive view.

3.1. Login Screen

Upon entering the SpiraTest^{TM} URL provided by your system administrator into your browser, you will see the following login screen:

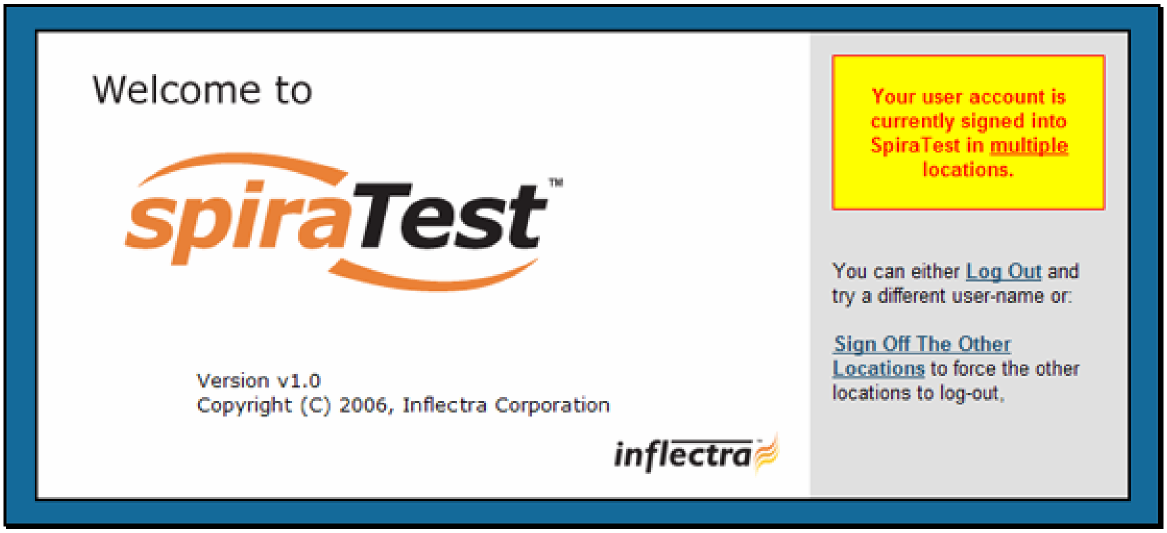


You need to enter your given *user-name* and *password* into the system in the appropriate boxes then click the <Log In> button to gain access to the application. Normally you only remain logged in to the application whilst in active use, and you will be asked to log-in again after either closing the browser or 20 minutes of inactivity. To prevent this, and stay logged-in to SpiraTest^{TM} regardless of browser window closing or inactivity, select the "Remember Me" check-box before clicking the <Log In> button. Note that this setting is specific to each individual computer you are logging-in from, and that it will be reset when you explicitly log-out with the log-out link (described in more detail in section 3.3).

If for any reason you are unable to login with the provided username/password combination, and error message will be displayed. If you cannot remember the correct log-in information, click on the "Forgot user name / password" link and your password will be emailed to the email address currently on file.

If you don't have a SpiraTest^{TM} account setup, clicking on the "Don't have an account?" link will take you to a form that you need to fill-in, which will be forwarded to the system administrator, who will actually create your account.

In addition, the system will prevent you logging on to the system with the same username *at the same time* on multiple computers. This is to avoid the system getting confused by a user trying to make contradictory actions at the same time. If for any reason you do try and log in to the system when you already have an active session in progress, you will see the following screen:



Welcome to

spiraTest™

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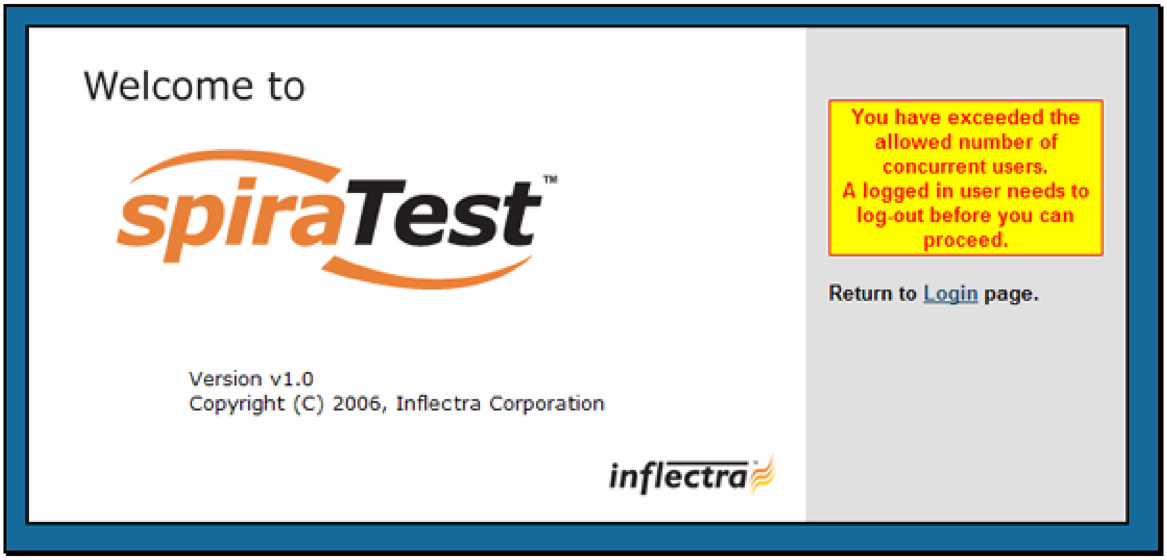
Your user account is currently signed into SpiraTest in multiple locations.

You can either Log Out and try a different user-name or:

Sign Off The Other Locations to force the other locations to log-out.

You have two choices: you can either click the "Log Out" link and try logging in as a different user, or if you want to log-off any other active sessions (e.g. you closed the browser and the session is still listed as active), simply click the "Sign Off The Other Locations" link, and you will be logged in to the application.

Since SpiraTest^{TM} is licensed to organizations for a specific number of concurrent users – unless they have purchased an unlimited Enterprise license – only a fixed number of users may be active at the same time. So, for example if an organization has a five (5) concurrent user license and a sixth user tries to log-in, they will be presented with the following screen:



Welcome to

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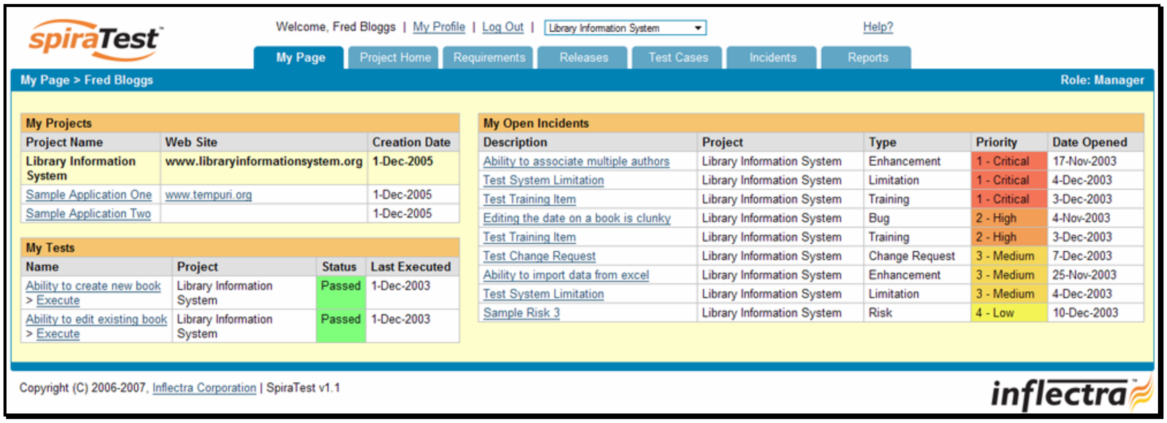
You have exceeded the allowed number of concurrent users.
A logged in user needs to log-out before you can proceed.

Return to Login page.

This means that one of the other users who is already logged-in, needs to click the "Log Out" button so that one of the concurrent licenses is freed for your use. If the user has logged out by closing the browser, the system may not have detected the logout. In this case, the other user needs to log back in, and then click the "Log Out" link.

3.2. My Page

Once you have successfully logged in, you will initially be taken to your personalized home page called “My Page”:



My Projects

Project Name	Web Site	Creation Date
Library Information System	**www.libraryinformationsystem.org**	**1-Dec-2005**
Sample Application One	www.tempuri.org	1-Dec-2005
Sample Application Two		1-Dec-2005

My Tests

Name	Project	Status	Last Executed
Ability to create new book > Execute	Library Information System	Passed	1-Dec-2003
Ability to edit existing book > Execute	Library Information System	Passed	1-Dec-2003

My Open Incidents

Description	Project	Type	Priority	Date Opened
Ability to associate multiple authors	Library Information System	Enhancement	1 - Critical	17-Nov-2003
Test System Limitation	Library Information System	Limitation	1 - Critical	4-Dec-2003
Test Training Item	Library Information System	Training	1 - Critical	3-Dec-2003
Editing the date on a book is clunky	Library Information System	Bug	2 - High	4-Nov-2003
Test Training Item	Library Information System	Training	2 - High	3-Dec-2003
Test Change Request	Library Information System	Change Request	3 - Medium	7-Dec-2003
Ability to import data from excel	Library Information System	Enhancement	3 - Medium	25-Nov-2003
Test System Limitation	Library Information System	Limitation	3 - Medium	4-Dec-2003
Sample Risk 3	Library Information System	Risk	4 - Low	10-Dec-2003

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Note that once you have successfully logged-in and chosen a project, SpiraTest^{TM} remembers this selection, and on subsequent log-ins will automatically select that project, and highlight it for you in the “My Projects” list (see 3.2.1 below).

Your homepage contains all the information relevant to you consolidated onto a single page for you to take immediate action. The page typically consists of the following elements:

3.2.1. My Projects

This section lists all the projects you have been given access to, together with the name, description, web-site and date of creation. To view the description of the project, simply position the mouse pointer over the link, and a tooltip window will popup containing the description.

When you initially view the page, all of the projects will be shown as links, in normal type, with a white background. When you click on a project to view, you will be taken to that project’s home-page, and that project will be set as the current project. That project will now appear in your home-page in bold-type with a yellow background (see above screen-shot). To change the currently selected project, simply click on the link of another project name.

You can always change your current project by clicking on the drop-down-list of projects displayed on the global navigation bar to the right of the “Log Out” link.

3.2.2. My Tests

This section lists all the test cases you have been made owner of, across *all the different projects* you are a member of. This typically means that the project manager has assigned you to be responsible for executing the assigned test scripts. To aid in this process, the script name is displayed, along with its last execution status (failed, passed or not-run) and date of last execution. This enables you to see how recently the tests have been run, and whether they need to be re-run.

If you click on the test-name hyperlink, you will be taken to the details page for this test-case (see section 5.2) and the project that the test-case belongs to will be made your current project. If you click on the “>Execute” link listed below it will actually launch the test-case in the test-case execution module (see section 5.3) so that you can easily retest failed cases.

3.2.3 My Open Incidents

This section lists all the incidents you have been made owner of, across *all the different projects* you are a member of. This typically means that the project manager has assigned you to be responsible for resolving the incident. In the case of a bug, this can mean actually fixing the problem, whereas for other incident types (e.g. training item) it may mean simply documenting a workaround. In either event, this section highlights the open incidents you need to manage, ranked by importance/priority and categorized by type, with the open date displayed to give you a sense of the age of the incident.

Clicking on the incident name hyperlink takes you to the incident details page (see section 6.2) that describes the incident in more detail, and allows you to add new information or change its status to indicate actions taken. In addition, if you position the mouse pointer over the name of the incident, a more detailed description is displayed as a "tooltip".

3.3. Global Navigation

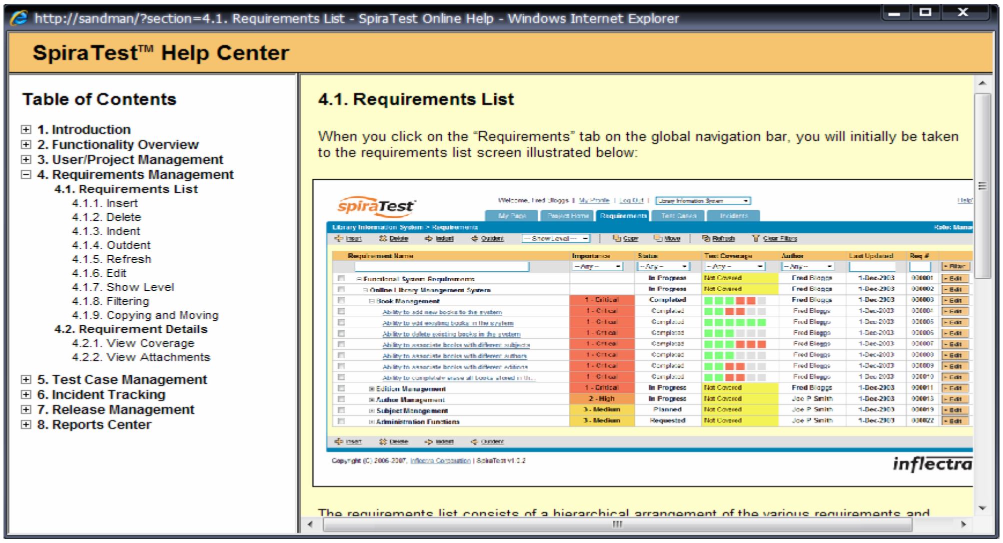
Regardless of the page you are on, SpiraTest^{TM} will always display the global navigation bar, consisting of five section tabs (My Page, Project Home, Requirements, Test Cases and Incidents) that correspond to the five main parts of the system, as well as three secondary links to "My Profile" and "Log Out" and "Help". Each of the main sections is described separately in this manual; however, it is worth noting that the section you're currently accessing will always be displayed in a darker color blue that matches the horizontal bar. The main tabs will take you to the appropriate artifact type (requirement, test case, incident, etc.) for the *currently selected* project. However if you haven't selected a project, then clicking on any of the tabs will simply take you back to "My Page" so that you can select a project.

3.3.1. Log Out

Clicking on the "Log Out" link will immediately log you out of your current session and return you to the login page illustrated in section 3.1. If you had set the "Remember Me" option during your previous login, that setting will be reset; so if you want to avoid having to keep logging-in, you'll need to re-check that box during your next log-in.

3.3.2. Help

Clicking on this link on any page will bring up the online version of this manual shown below:



http://sandman/?section=4.1. Requirements List - SpiraTest Online Help - Windows Internet Explorer

SpiraTest™ Help Center

Table of Contents

⊞ 1. Introduction
⊞ 2. Functionality Overview
⊞ 3. User/Project Management
⊟ 4. Requirements Management
4.1. Requirements List
4.1.1. Insert
4.1.2. Delete
4.1.3. Indent
4.1.4. Outdent
4.1.5. Refresh
4.1.6. Edit
4.1.7. Show Level
4.1.8. Filtering
4.1.9. Copying and Moving
4.2. Requirement Details
4.2.1. View Coverage
4.2.2. View Attachments
⊞ 5. Test Case Management
⊞ 6. Incident Tracking
⊞ 7. Release Management
⊞ 8. Reports Center

4.1. Requirements List

When you click on the "Requirements" tab on the global navigation bar, you will initially be taken to the requirements list screen illustrated below:

Welcome, Fred Bloggs | My Profile | Log Out | Library Information System

Library Information System > Requirements

	Requirement Name	Importance	Status	Test Coverage	Author	Last Updated	Req #	
		-- Any --	-- Any --	-- Any --	-- Any --			» Filter
□	⊟ Functional System Requirements		In Progress	Not Covered	Fred Bloggs	1-Dec-2003	000001	» Edit
□	⊟ Online Library Management System		In Progress	Not Covered	Fred Bloggs	1-Dec-2003	000002	» Edit
□	⊟ Book Management	1 - Critical	Completed	🟩🟩🟩🟥🟥⬜	Fred Bloggs	1-Dec-2003	000003	» Edit
□	Ability to add new books to the system	1 - Critical	Completed	🟩🟩🟥🟥⬜⬜	Fred Bloggs	1-Dec-2003	000004	» Edit
□	Ability to edit existing books in the system	1 - Critical	Completed	🟩🟩🟩🟩🟩🟩	Fred Bloggs	1-Dec-2003	000005	» Edit
□	Ability to delete existing books in the system	1 - Critical	Completed	🟩🟩🟩⬜⬜⬜	Fred Bloggs	1-Dec-2003	000006	» Edit
□	Ability to associate books with different subjects	1 - Critical	Completed	🟩🟩🟩🟥🟥🟥	Fred Bloggs	1-Dec-2003	000007	» Edit
□	Ability to associate books with different authors	1 - Critical	Completed	🟩🟩🟩⬜⬜⬜	Fred Bloggs	1-Dec-2003	000008	» Edit
□	Ability to associate books with different editions	1 - Critical	Completed	🟩🟩🟥🟥⬜⬜	Fred Bloggs	1-Dec-2003	000009	» Edit
□	Ability to completely erase all books stored in th...	1 - Critical	Completed	🟩🟩🟥🟥⬜⬜	Fred Bloggs	1-Dec-2003	000010	» Edit
□	⊞ Edition Management	1 - Critical	In Progress	Not Covered	Fred Bloggs	1-Dec-2003	000011	» Edit
□	⊞ Author Management	2 - High	In Progress	Not Covered	Joe P Smith	1-Dec-2003	000013	» Edit
□	⊞ Subject Management	3 - Medium	Planned	Not Covered	Joe P Smith	1-Dec-2003	000019	» Edit
□	⊞ Administration Functions	3 - Medium	Requested	Not Covered	Joe P Smith	1-Dec-2003	000022	» Edit

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The requirements list consists of a hierarchical arrangement of the various requirements and

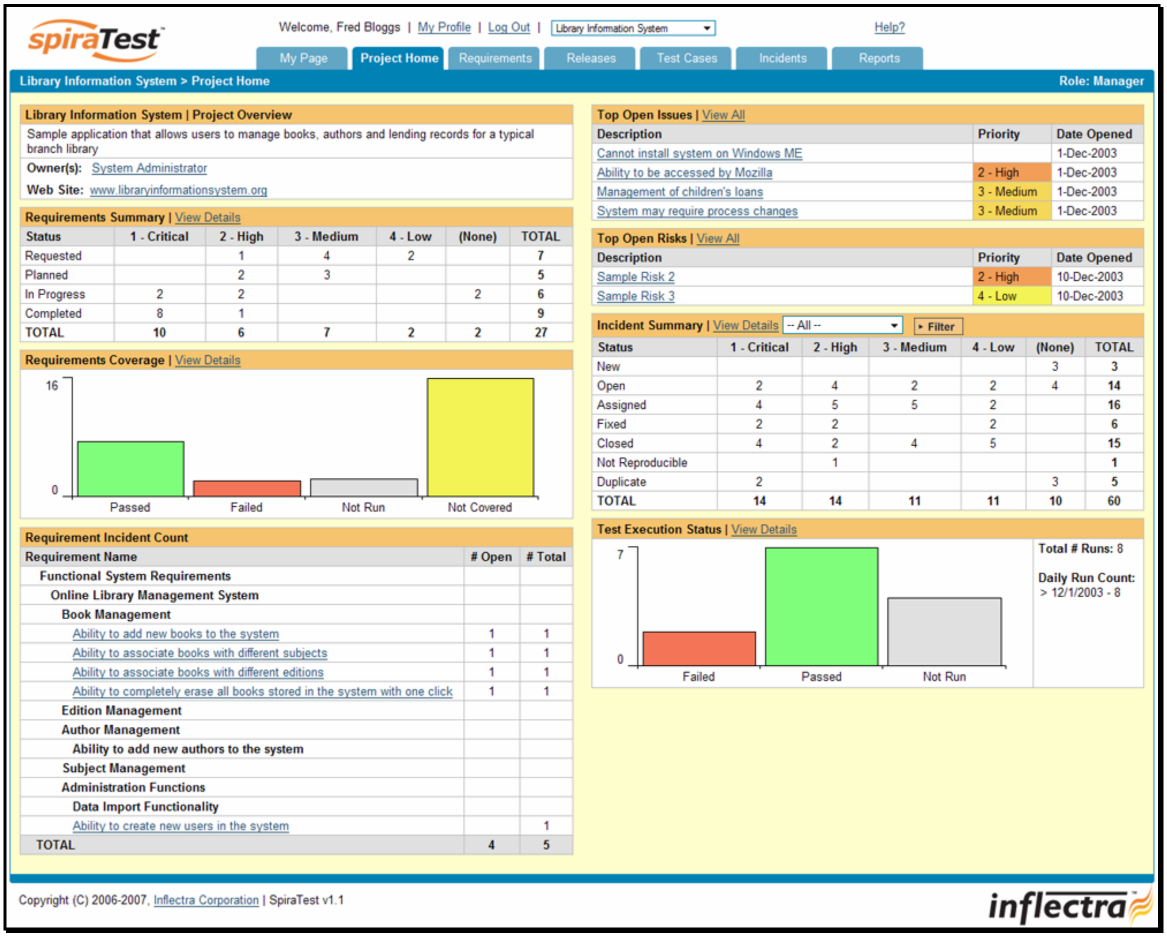
Clicking on any of the [+] expand links in the left hand table of contents will open up the detailed list of topics for each of the main areas of the system. In each area, clicking on one of the individual links will open the appropriate section in the help manual. By default, the reading-pane will open to the help item that is most closely related to the screen you happened to be on when you clicked the "Help" link.

3.3.3. Choose Project

Choosing a project from the list of your assigned projects in the drop-down-menu allows you to quickly and easily jump between projects regardless of the page you happen to be on. When you choose a project, you will be taken to the home page for that project (which is described in section 3.4 below).

3.4. Project Home

When you click on either the "Project Home" tab or the name of the project in the "My Page" project list, you will be taken to the homepage of the specific project in question:



Library Information System | Project Overview

Sample application that allows users to manage books, authors and lending records for a typical branch library

Owner(s): System Administrator

Web Site: www.libraryinformationsystem.org

Requirements Summary | View Details

Status	1 - Critical	2 - High	3 - Medium	4 - Low	(None)	TOTAL
Requested		1	4	2		7
Planned		2	3			5
In Progress	2	2			2	6
Completed	8	1				9
TOTAL	10	6	7	2	2	27

Requirements Coverage | View Details

Requirement Incident Count

Requirement Name	# Open	# Total
Functional System Requirements		
Online Library Management System		
Book Management		
Ability to add new books to the system	1	1
Ability to associate books with different subjects	1	1
Ability to associate books with different editions	1	1
Ability to completely erase all books stored in the system with one click	1	1
Edition Management		
Author Management		
Ability to add new authors to the system		
Subject Management		
Administration Functions		
Data Import Functionality		
Ability to create new users in the system		1
TOTAL	4	5

Top Open Issues | View All

Description	Priority	Date Opened
Cannot install system on Windows ME		1-Dec-2003
Ability to be accessed by Mozilla	2 - High	1-Dec-2003
Management of children's loans	3 - Medium	1-Dec-2003
System may require process changes	3 - Medium	1-Dec-2003

Top Open Risks | View All

Description	Priority	Date Opened
Sample Risk 2	2 - High	10-Dec-2003
Sample Risk 3	4 - Low	10-Dec-2003

Incident Summary | View Details -- All -- ▸ Filter

Status	1 - Critical	2 - High	3 - Medium	4 - Low	(None)	TOTAL
New					3	3
Open	2	4	2	2	4	14
Assigned	4	5	5	2		16
Fixed	2	2		2		6
Closed	4	2	4	5		15
Not Reproducible		1				1
Duplicate	2				3	5
TOTAL	14	14	11	11	10	60

Test Execution Status | View Details

Total # Runs: 8

Daily Run Count:
> 12/1/2003 - 8

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This page summarizes all of the information regarding the project into a comprehensive, easily digestible form that provides a "one-stop-shop" for people interested in understanding the overall status of the project at a glance. It contains summary-level information for all types of artifact (requirements, test cases, incidents, etc.) that you can use to drill-down into the appropriate section of the application. Each of the sections that make up the homepage is described below:

3.4.1. Project Overview

This section displays the name of the project, together with a brief description, the web-site that points to any additional information about the project, and the names of the owners of the project.

3.4.2. Requirements Summary

This section consists of a summary table that displays the aggregate count of requirements in the system broken-down by importance (on the x-axis) and status (on the y-axis). This allow the project manager to determine how many critical vs. low priority enhancements are waiting to be implemented, vs. actually being implemented. In addition, it makes a distinction between those requirements simply requested and those actually planned for implementation, so the project manager can see what the backlog is between the customer's demands, and the plan in place. Clicking on the "View Details" link at the top of the table simply brings up the project requirements list (see section 4.1).

3.4.3. Requirements Coverage

This section consists of a bar graph that displays the aggregated count of requirements test coverage for the project. The Passed, Failed and Not-Run bars indicate the total count of requirements that have tests covering them, allocated across the execution status of the covering tests. For example if a requirement is covered by *four tests*, two that have passed, one that has failed and one that has not yet been run, the counts would be passed = 0.5, failed = 0.25 and not-run 0.25. These fractional quantities are then summed across all the requirements to give the execution status breakdown of the covered requirements.

In addition to the three statuses for the covered requirements, the fourth ("Not Covered") bar depicts the total number of requirements that have no tests covering them, putting the three other bars into perspective. Typically a project is in good health if the "Not Covered" bar is zero, and the count of "Passed" requirements is greater than "Failed" or "Not Run". The greatest risk lies with the "Not Covered" and "Not Run" status codes, since the severity/quantity of any bugs lurking within is not yet known.

If you position the mouse pointer over any of the four bars, the color of the bar changes slightly and the underlying raw data is displayed as a tooltip, together with the percentage equivalent. Clicking on the "View Details" link at the top of the table simply brings up the project requirements list (see section 4.1).

3.4.4. Requirement Incident Count

This section displays a count of the total number of incidents, and the number of open incidents mapped against requirements in the system, displayed in an indented list. This section is useful for determining the parts of the application that have the most instability, as you can look at the requirements that have yielded the greatest number of incidents. Clicking on any of the requirements hyperlinks will take you to the detail page for the requirement in question (see section 4.2).

3.4.5. Top Open Issues

This section displays a breakdown of the *top five* issues logged against the project, in order of decreasing priority. Note that items not given a priority are listed at the top, since critical issues could be lurking in that list, and the project manager will want to immediately review these to assign priorities. Clicking on the issue item hyperlink will take you to the incident details page for the issue in question (see section 6.2).

3.4.6. Top Open Risks

This section displays a breakdown of the *top five* risks logged against the project, in order of decreasing priority. Note that items not given a priority are listed at the top, since critical risks could be lurking in that list, and the project manager will want to immediately review these to assign priorities. Clicking on the risk item hyperlink will take you to the incident details page for the risk in question (see section 6.2).

3.4.7. Incident Summary

This section consists of a summary table that displays the aggregate count of incidents in the system broken-down by importance (on the x-axis) and status (on the y-axis). This allow the project manager to determine how many critical vs. low priority incidents are waiting to be addressed, and how many new items need to be categorized and assigned. Clicking on the "View Details" link at the top of the table simply brings up the incident list (see section 6.1).

By default this summary table displays the total count of all incidents – regardless of type, however my changing the drop-down list to a specific incident type (e.g. bug, enhancement, issue, etc.), the project manager can filter the summary table to just items of that type.

3.4.8. Test Execution Status

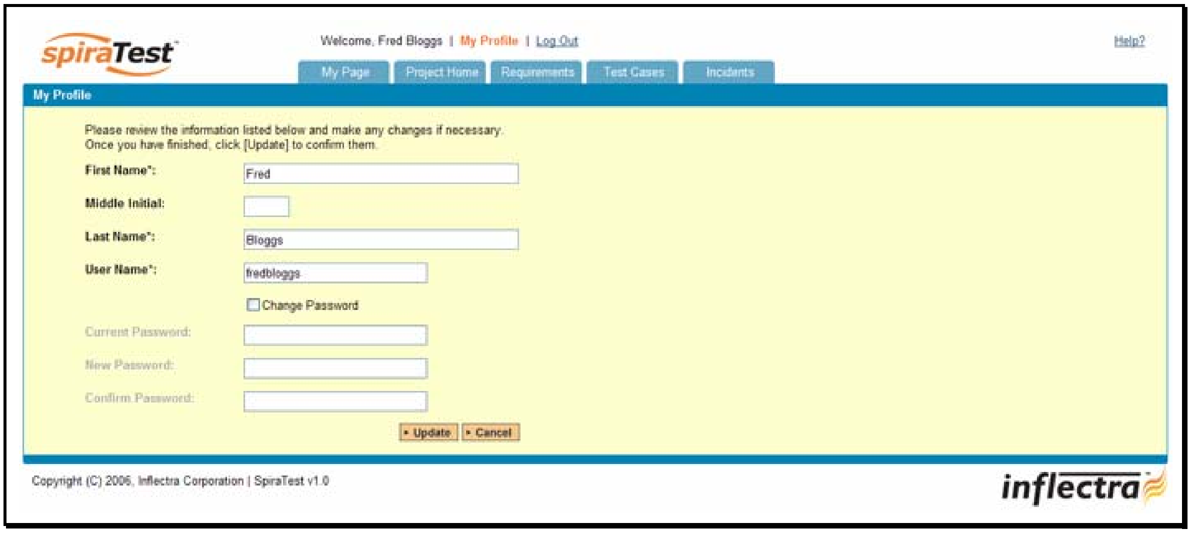
This section consists of a bar graph that displays the aggregated count of test cases in each execution status for the project. Note that this graph does not consider past test-runs when calculating the totals in each status (Passed, Failed or Not Run), it simply looks at each test-case and uses the last-run status as the best health indicator. Thus if a test case that previously passed, has subsequently failed upon re-execution, it will be considered a failure only.

If you position the mouse pointer over any of the three bars, the color of the bar changes slightly and the underlying raw data is displayed as a tooltip, together with the percentage equivalent. Clicking on the "View Details" link at the top of the table simply brings up the project test case list (see section 5.1).

In addition to the bar-chart, there is a also a display of the total number of test runs recorded for the project, and a list of the *five most recent* days of recorded test-runs, together with the daily count.

3.5. My Profile

When you click on either the “My Profile” link in the global navigation, you will be taken to the page in the system that allows you to view and edit your personal profile:



My Profile

Please review the information listed below and make any changes if necessary.
Once you have finished, click [Update] to confirm them.

First Name*: Fred
Middle Initial:
Last Name*: Bloggs
User Name*: fredbloggs
□ Change Password
Current Password:
New Password:
Confirm Password:

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You can change your user information including your first-name, last-name, middle-initial and user-name. The system will check to make sure that the user-name is not already in use, and warn you if this is the case. Clicking the <Update> button will commit the changes, whereas clicking <Cancel> returns you back to either “Project Home” or “My Page” depending on whether you have a project currently selected or not.

3.5.1. Change Password

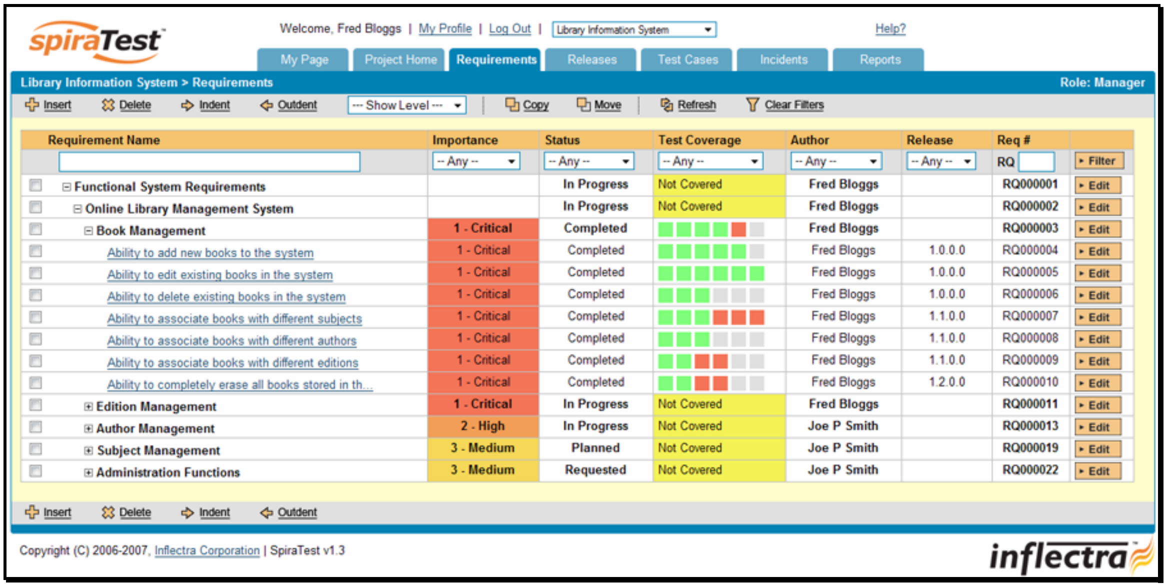
In addition to being able to update your user information, you can optionally change your password at the same time. If you check the “Change Password” box, when the <Update> button is clicked, the system will expect you to have entered your old password and two instances of your new proposed password. If the old password matches the one stored in the system, and the two entries of the new password match, then the system will update your password, otherwise you will simply get a warning message indicating what needs to be corrected.

4. Requirements Management

This section outlines how the requirements management features of SpiraTest^{TM} can be used to develop a requirements / scope matrix for a project, and how you can map any existing test-cases to the requirements. Typically when starting a project, developing the requirements list is the first activity after the Administrator has set up the project in the system.

4.1. Requirements List

When you click on the “Requirements” tab on the global navigation bar, you will initially be taken to the requirements list screen illustrated below:



	Requirement Name	Importance	Status	Test Coverage	Author	Release	Req #	
		-- Any --	-- Any --	-- Any --	-- Any --	-- Any --	RQ	▸ Filter
□	⊟ Functional System Requirements		In Progress	Not Covered	Fred Bloggs		RQ000001	▸ Edit
□	⊟ Online Library Management System		In Progress	Not Covered	Fred Bloggs		RQ000002	▸ Edit
□	⊟ Book Management	1 - Critical	Completed	🟩🟩🟩🟩🟥⬜	Fred Bloggs		RQ000003	▸ Edit
□	Ability to add new books to the system	1 - Critical	Completed	🟩🟩🟩🟩🟩⬜	Fred Bloggs	1.0.0.0	RQ000004	▸ Edit
□	Ability to edit existing books in the system	1 - Critical	Completed	🟩🟩🟩🟩🟩🟩	Fred Bloggs	1.0.0.0	RQ000005	▸ Edit
□	Ability to delete existing books in the system	1 - Critical	Completed	🟩🟩🟩⬜⬜⬜	Fred Bloggs	1.0.0.0	RQ000006	▸ Edit
□	Ability to associate books with different subjects	1 - Critical	Completed	🟩🟩🟩🟥🟥🟥	Fred Bloggs	1.1.0.0	RQ000007	▸ Edit
□	Ability to associate books with different authors	1 - Critical	Completed	🟩🟩🟩⬜⬜⬜	Fred Bloggs	1.1.0.0	RQ000008	▸ Edit
□	Ability to associate books with different editions	1 - Critical	Completed	🟩🟩🟥🟥⬜⬜	Fred Bloggs	1.1.0.0	RQ000009	▸ Edit
□	Ability to completely erase all books stored in th...	1 - Critical	Completed	🟩🟩🟥🟥⬜⬜	Fred Bloggs	1.2.0.0	RQ000010	▸ Edit
□	⊞ Edition Management	1 - Critical	In Progress	Not Covered	Fred Bloggs		RQ000011	▸ Edit
□	⊞ Author Management	2 - High	In Progress	Not Covered	Joe P Smith		RQ000013	▸ Edit
□	⊞ Subject Management	3 - Medium	Planned	Not Covered	Joe P Smith		RQ000019	▸ Edit
□	⊞ Administration Functions	3 - Medium	Requested	Not Covered	Joe P Smith		RQ000022	▸ Edit

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The requirements list consists of a hierarchical arrangement of the various requirements and functionalities that need to be provided by the system in question. The structure is very similar to the Work Breakdown Structure (WBS) developed in Microsoft Project®, and users of that software package will find this very familiar to use. When you create a new project, this list will initially be empty, and you will have to start using the <Insert> button to start adding requirements.

Requirements come in two main flavors: summary items shown in **bold-type**, and detail items shown in normal-type with a hyperlink. When you indent a requirement under an existing requirement, the parent is changed from a detail-item to a summary-item, and when you outdent a child item, its parent will return to a detail-item (assuming it has no other children). This behavior is important to understand, as only detail items are assigned a status themselves; the summary items simply display an aggregate of the worst-case assessment of their children’s status. Also, only detail items can be mapped against test-cases for test-coverage (thus only they have hyperlinks), the summary items simply display an aggregate coverage status of their children.

Each requirement is displayed along with its importance/priority (ranked from “Critical” to “Low”), its completion status (from “Requested” to “Completed”), the version of the software that the requirement is planned for, and a graphical indicator that represents its coverage status. For those requirements that have no test-cases covering them (i.e. validating that the requirement works as expected) the indicator consists of a yellow solid bar, bearing the legend “Not Covered”. For those requirements that have *at least one* test-case mapped against them, they will display block graph that illustrates the last execution status of each of the mapped test-cases. Thus if the requirement is covered by two test cases, one of which passed, and one of which wasn't run, the graph will have three green bars (50% passed) and three gray bars (50% not run). *Note: The number of bars has no relation to the number of tests*.

To determine the exact requirements coverage information, position the mouse pointer over the bar-chart, and the number of covering tests, along with the pass/fail/not-run breakdown will be displayed as a "tooltip".

4.1.1. Insert

Clicking on the <Insert> button inserts a requirement *above* the currently selected requirement – i.e. the one whose check-box has been selected, at the same level in the hierarchy. If you want to insert a requirement below a summary item, you need to insert it first, then indent it with the <Indent> button. If you insert a requirement without first selected an existing requirement from the list, the new requirement will simply be inserted at the end of the list.

Once the new requirement has been inserted, the item is switched to "Edit" mode so that you can rename the default name and choose a priority, status and/or author.

4.1.2. Delete

Clicking on the <Delete> button deletes all the requirements whose check-boxes have been selected. If any of the items are summary items, then: if the item is expanded and the children are visible, the children are simply made children of the item above it in the list, however if the item is not expanded and the children are hidden, then the children are all deleted. This behavior is similar to that found in project planning tools like Microsoft Project®. In addition, if all the children are deleted from a summary item, it changes back into a detail item.

4.1.3. Indent

Clicking on the <Indent> button indents all the requirements whose check-boxes have been selected. If any of the items are made children of a requirement that had no previous children, it will be changed from a detail item into a summary item.

4.1.4. Outdent

Clicking on the <Outdent> button de-indents all the requirements whose check-boxes have been selected. If any of the items were the only children of a summary requirement item, then that item will be changed back from a summary item to a detail item.

4.1.5. Refresh

Clicking on the <Refresh> button simply reloads the requirements list. This is useful as other people may be modifying the list of requirements at the same time as you, and after stepping away from the computer for a short-time, you should click this button to make sure you are viewing the most current requirements list for the project.

4.1.6. Edit

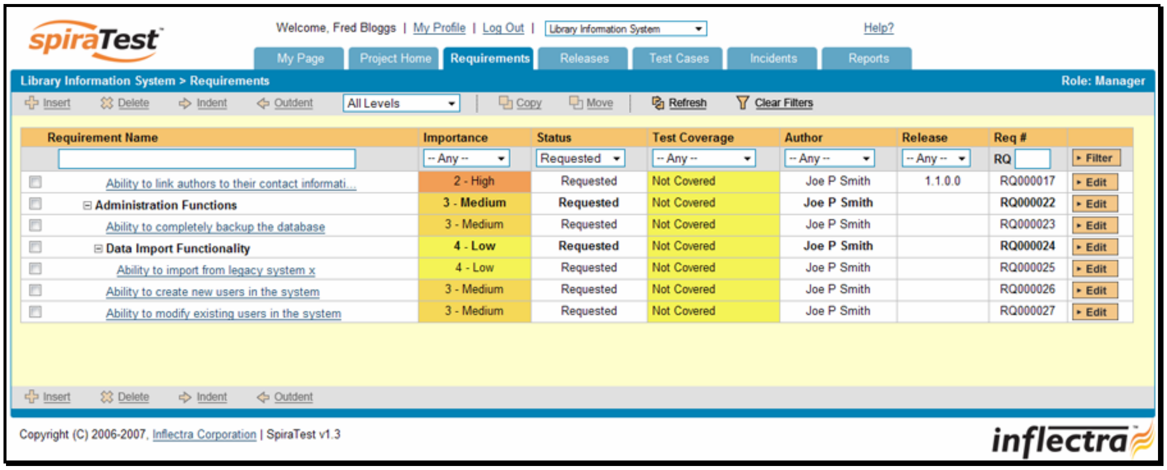
Each requirement in the list has an <Edit> button display in its right-most column. When you click this button, you change the item from "View" mode to "Edit" mode. The various columns are made editable, and <Update> <Cancel> buttons are displayed in the last column. When you have made your updates, you can either click <Update> to commit the changes, or <Cancel> to revert back to the original information.

4.1.7. Show Level

Choosing an indent level from the ‘Show Level’ drop down box allows you to quickly and easily view the entire requirements list at a specific indent level. For example you may want to see all requirements drilled-down to the *third* level of detail. To do this you would simply choose ‘Level 3’ from the list, and the requirements will be expanded accordingly.

4.1.8. Filtering

You can easily filter the list of requirements as illustrated in the screen-shot below:



	Requirement Name	Importance	Status	Test Coverage	Author	Release	Req #	
		-- Any --	Requested	-- Any --	-- Any --	-- Any --	RQ	Filter
□	Ability to link authors to their contact informati...	2 - High	Requested	Not Covered	Joe P Smith	1.1.0.0	RQ000017	Edit
□	⊟ **Administration Functions**	**3 - Medium**	**Requested**	Not Covered	**Joe P Smith**		**RQ000022**	Edit
□	Ability to completely backup the database	3 - Medium	Requested	Not Covered	Joe P Smith		RQ000023	Edit
□	⊟ **Data Import Functionality**	**4 - Low**	**Requested**	Not Covered	**Joe P Smith**		**RQ000024**	Edit
□	Ability to import from legacy system x	4 - Low	Requested	Not Covered	Joe P Smith		RQ000025	Edit
□	Ability to create new users in the system	3 - Medium	Requested	Not Covered	Joe P Smith		RQ000026	Edit
□	Ability to modify existing users in the system	3 - Medium	Requested	Not Covered	Joe P Smith		RQ000027	Edit

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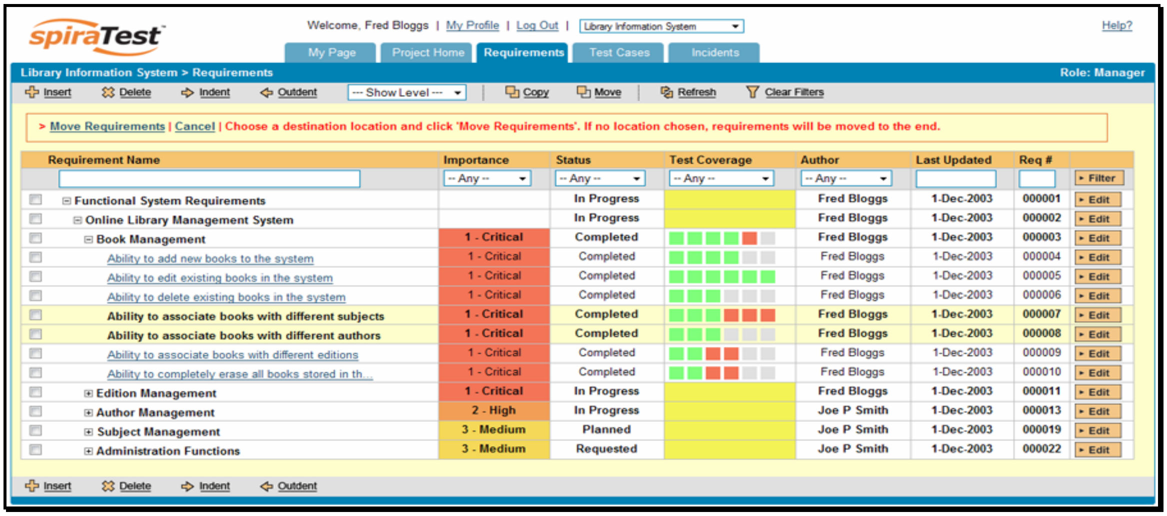
To filter the list by importance, status, test coverage or author name, you simply choose an item from the appropriate drop-down list, and for the other fields, you enter a free-text phrase then click <Filter> to apply the different filters. Note that the name field is searched using a “LIKE” comparison, so that searching for “database” would include any item with the word database in the name. The other freetext fields need to be exact matches (e.g. dates, requirement numbers). In the screen-shot above, we are filtering on Status = Requested.

4.1.9. Copying and Moving

To copy or move a requirement or set of requirements, simply select the check-boxes of the requirements you want to copy or move and then click either <Copy> or <Move> as appropriate. Upon clicking the button, the rows you selected will be marked in bold with a light yellow background and the screen will prompt you to choose the destination for the copy/move:



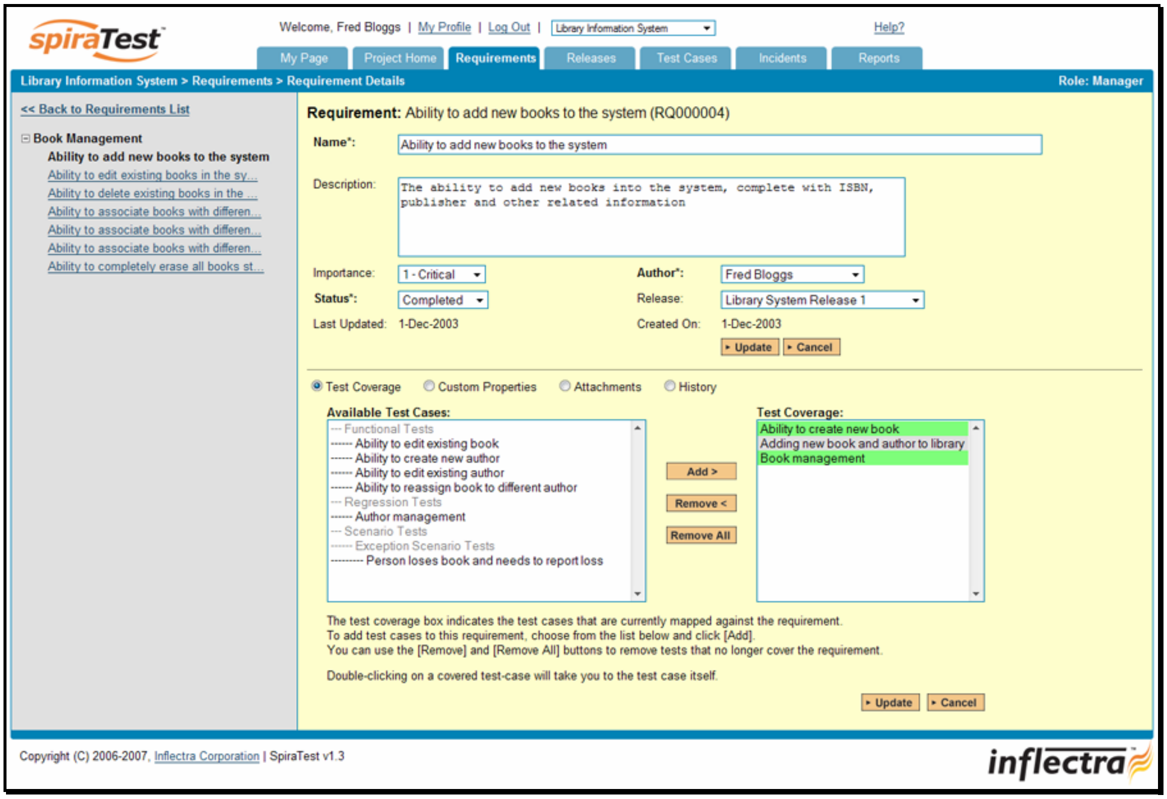
> Move Requirements | Cancel | Choose a destination location and click 'Move Requirements'. If no location chosen, requirements will be moved to the end.

	Requirement Name	Importance	Status	Test Coverage	Author	Last Updated	Req #	
		-- Any --	-- Any --	-- Any --	-- Any --			Filter
□	⊟ **Functional System Requirements**		**In Progress**		**Fred Bloggs**	**1-Dec-2003**	**000001**	Edit
□	⊟ **Online Library Management System**		**In Progress**		**Fred Bloggs**	**1-Dec-2003**	**000002**	Edit
□	⊟ **Book Management**	**1 - Critical**	**Completed**	🟩🟩🟩🟩🟥⬜	**Fred Bloggs**	**1-Dec-2003**	**000003**	Edit
□	Ability to add new books to the system	1 - Critical	Completed	🟩🟩🟩🟩⬜⬜	Fred Bloggs	1-Dec-2003	000004	Edit
□	Ability to edit existing books in the system	1 - Critical	Completed	🟩🟩🟩🟩🟩🟩	Fred Bloggs	1-Dec-2003	000005	Edit
□	Ability to delete existing books in the system	1 - Critical	Completed	🟩🟩🟩⬜⬜⬜	Fred Bloggs	1-Dec-2003	000006	Edit
□	**Ability to associate books with different subjects**	**1 - Critical**	**Completed**	🟩🟩🟩🟥🟥🟥	**Fred Bloggs**	**1-Dec-2003**	**000007**	Edit
□	**Ability to associate books with different authors**	**1 - Critical**	**Completed**	🟩🟩🟩⬜⬜⬜	**Fred Bloggs**	**1-Dec-2003**	**000008**	Edit
□	Ability to associate books with different editions	1 - Critical	Completed	🟩🟩🟥🟥⬜⬜	Fred Bloggs	1-Dec-2003	000009	Edit
□	Ability to completely erase all books stored in th...	1 - Critical	Completed	🟩🟩🟥🟥⬜⬜	Fred Bloggs	1-Dec-2003	000010	Edit
□	⊞ **Edition Management**	**1 - Critical**	**In Progress**		**Fred Bloggs**	**1-Dec-2003**	**000011**	Edit
□	⊞ **Author Management**	**2 - High**	**In Progress**		**Joe P Smith**	**1-Dec-2003**	**000013**	Edit
□	⊞ **Subject Management**	**3 - Medium**	**Planned**		**Joe P Smith**	**1-Dec-2003**	**000019**	Edit
□	⊞ **Administration Functions**	**3 - Medium**	**Requested**		**Joe P Smith**	**1-Dec-2003**	**000022**	Edit

Choose the destination location for the copied/moved requirements by selecting the checkbox of the requirement you want to copy/move in front of and then clicking the “Copy Requirements” or “Move Requirements” link. If you want to copy/move the requirements to the *end of the list*, you just click the link *without* selecting a destination. To abort the copy or move, all you need to do is click the “Cancel” link and the operation will be aborted. Note that copied requirements will also include the test coverage information from the originals.

4.2. Requirement Details

When you click on a requirement item in the requirements list described in section 4.1, you are taken to the requirement details page illustrated below:


spiraTest
Welcome, Fred Bloggs | My Profile | Log Out | Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Requirements > Requirement Details
Role: Manager
<< Back to Requirements List
Book Management
Ability to add new books to the system
Ability to edit existing books in the sy...
Ability to delete existing books in the ...
Ability to associate books with differen...
Ability to associate books with differen...
Ability to associate books with differen...
Ability to completely erase all books st...
Update
Cancel
○ Test Coverage
○ Custom Properties
○ Attachments
○ History
Add >
Remove <
Remove All
Update
Cancel
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inflectra

Requirement: Ability to add new books to the system (RQ000004)

Name*: Ability to add new books to the system

Description: The ability to add new books into the system, complete with ISBN, publisher and other related information

Importance: 1 - Critical

Author*: Fred Bloggs

Status*: Completed

Release: Library System Release 1

Last Updated: 1-Dec-2003

Created On: 1-Dec-2003

Available Test Cases:

--- Functional Tests
------ Ability to edit existing book
------ Ability to create new author
------ Ability to edit existing author
------ Ability to reassign book to different author
--- Regression Tests
------ Author management
--- Scenario Tests
------ Exception Scenario Tests
--------- Person loses book and needs to report loss

Test Coverage:

Ability to create new book
Adding new book and author to library
Book management

The test coverage box indicates the test cases that are currently mapped against the requirement.
To add test cases to this requirement, choose from the list below and click [Add].
You can use the [Remove] and [Remove All] buttons to remove tests that no longer cover the requirement.

Double-clicking on a covered test-case will take you to the test case itself.

This page is made up of *three* areas; the left pane displays the requirements list navigation, the top of the right pane displays the details of the selected requirement, and the bottom of the right pane can display different information related to the requirement.

The navigation pane consists of a link that will take you back to the requirements list, as well as a list of the peer requirements to the one selected. This latter list is useful as a navigation shortcut; you can quickly view the coverage information of all the peer requirements by clicking on the navigation links without having to first return to the requirements list page.

The top part of the right pane allows you to view and/or edit the details of the particular requirement. You can edit the various fields (name, description, etc.) and once you are satisfied with them, simply click the <Update> button just below the fields to commit the changes.

In addition, the bottom part of the right pane can be switched between four views: “Test Coverage”, “Custom Properties”, “Attachments” and “History”, each of which will be described in more detail below.

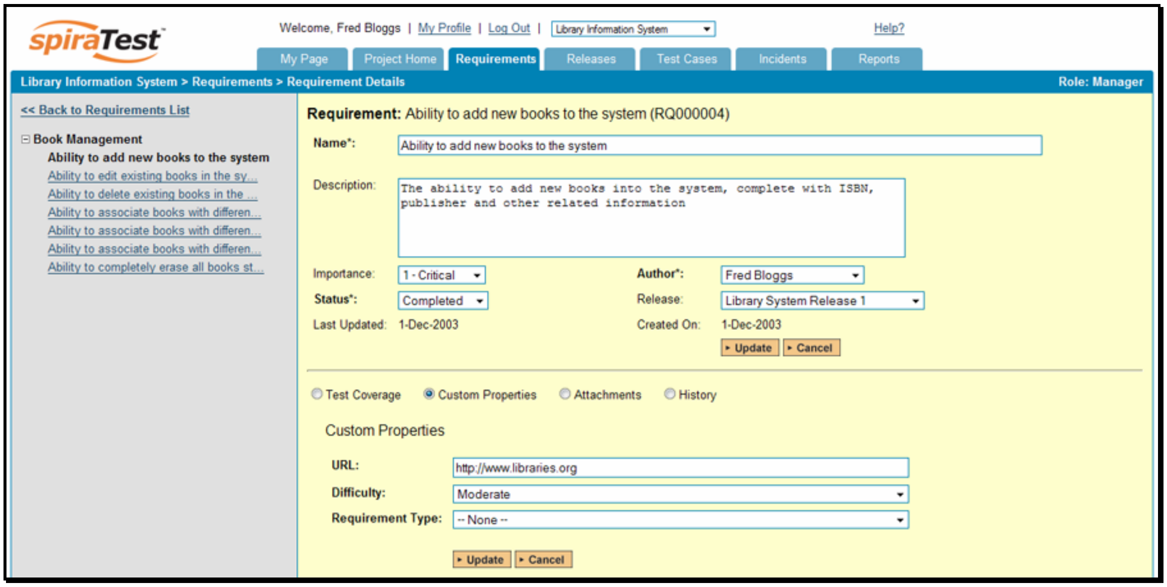
4.2.1. Test Coverage

In this mode, the right pane contains the test coverage information for the requirement in question. The pane consists of two lists of test cases, the one on the left being the hierarchical list of the test cases belonging to the project arranged in test folders (denoted by their gray color). The right box (which will initially be empty) contains the list of test cases mapped to this requirement. The test cases in this box are color-coded according to their most recent execution status – red for failed, green for passed and gray for not-run. Double-clicking on items in this box will jump you to the test case details screen for this test case (see section 5.2.9).

To change the coverage for this requirement, you use the buttons (Add, Remove, Remove All) positioned between the two list-boxes. The <Add> button will move the selected test cases from the list of available on the left to the list of mapped on the right. Similarly the <Remove> and <Remove All> buttons will remove either the selected or all the test cases from the right list-box and add them back to the left list-box. Note that none of the changes are committed until you click the <Update> button at the bottom-right of the screen. If you want to discard the changes you have made, simply click either the <Cancel> button or the "Back to Requirements List" link and you will be returned to the Requirements List page.

4.2.2. Custom Properties

In this mode, the main pane displays any custom properties that the project owner has defined for requirements. To learn more about how to setup and configure custom properties for a project, please refer to the *SpiraTest Administration Guide*. Assuming that custom properties have been defined for your project, you will see a list of optional parameters that can be set on the requirement. These can be either freetext or drop-down-lists. In the example below, you can enter a URL, difficulty and/or Requirement Type.


spiraTest
Welcome, Fred Bloggs | My Profile | Log Out | Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Requirements > Requirement Details
Role: Manager
<< Back to Requirements List
⊟ Book Management
Ability to add new books to the system
Ability to edit existing books in the sy...
Ability to delete existing books in the ...
Ability to associate books with differen...
Ability to associate books with differen...
Ability to associate books with differen...
Ability to completely erase all books st...
▸ Update
▸ Cancel
○ Test Coverage
● Custom Properties
○ Attachments
○ History
▸ Update
▸ Cancel

Requirement: Ability to add new books to the system (RQ000004)

Name*: Ability to add new books to the system

Description: The ability to add new books into the system, complete with ISBN, publisher and other related information

Importance:	1 - Critical	Author*:	Fred Bloggs
Status*:	Completed	Release:	Library System Release 1
Last Updated:	1-Dec-2003	Created On:	1-Dec-2003

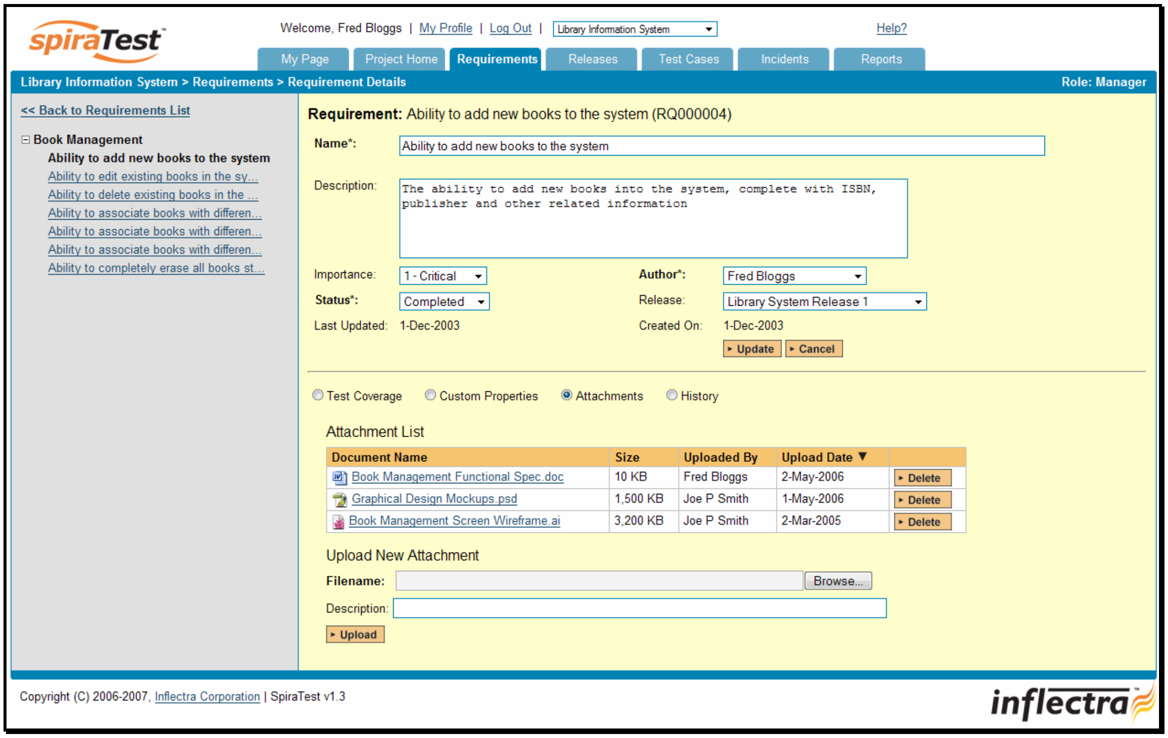
Custom Properties

URL:	http://www.libraries.org
Difficulty:	Moderate
Requirement Type:	-- None --

Once you are satisfied with the values for the custom properties, simply click [Update] to commit the changes.

4.2.3. Attachments

In this mode, the main pane displays the list of documents that have been "attached" to the requirement. The documents can be in any format, though SpiraTest^{TM} will only display the icon for certain known types.


spiraTest
Welcome, Fred Bloggs | My Profile | Log Out | Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Requirements > Requirement Details
Role: Manager
<< Back to Requirements List
⊟ Book Management
Ability to add new books to the system
Ability to edit existing books in the sy...
Ability to delete existing books in the ...
Ability to associate books with differen...
Ability to associate books with differen...
Ability to associate books with differen...
Ability to completely erase all books st...
Update
Cancel
Delete
Browse...
Upload
inflectra

Requirement: Ability to add new books to the system (RQ000004)

Name*: Ability to add new books to the system

Description: The ability to add new books into the system, complete with ISBN, publisher and other related information

Importance:	1 - Critical	**Author*:**	Fred Bloggs
Status*:	Completed	Release:	Library System Release 1
Last Updated:	1-Dec-2003	Created On:	1-Dec-2003

○ Test Coverage ○ Custom Properties ● Attachments ○ History

Attachment List

Document Name	Size	Uploaded By	Upload Date ▼	
Book Management Functional Spec.doc	10 KB	Fred Bloggs	2-May-2006	Delete
Graphical Design Mockups.psd	1,500 KB	Joe P Smith	1-May-2006	Delete
Book Management Screen Wireframe.ai	3,200 KB	Joe P Smith	2-Mar-2005	Delete

Upload New Attachment

Filename:

Description:

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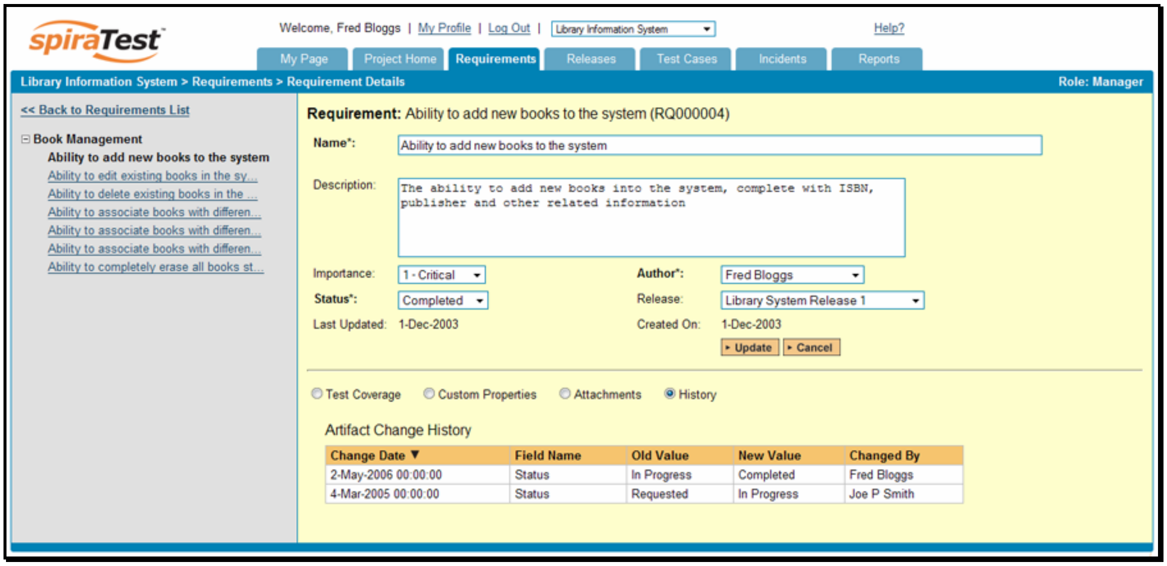
The attachment list includes the filename that was originally uploaded together with the file-size (in KB), name of the person who attached it and the date uploaded. In addition, if you position the pointer over the filename and hold it there for a few seconds, a detailed description is displayed as a tooltip. To actually view the document, simply click on the filename hyperlink and a new web browser window will open. Depending on the type of file, this window will either display the document or prompt you for a place to save it on your local computer.

To delete an existing attachment from a requirement, simply click the <Delete> button and the attachment will be removed from the list. To attach a new document to the requirement, you need to click the Browse button and select the file from your local computer, optionally enter a detailed description then click the <Upload> button. The document will be copied from your computer and attached to the requirement.

Note: If you are using a non-Windows® computer (e.g. Macintosh®) that doesn't put file extensions on filenames (e.g. .xls for an Excel sheet) automatically, then you will need to manually add the file extension to the filename *before uploading* if you want it to be displayed with the correct icon in the attachment list.

4.2.4. History

In this mode, the main pane displays the list of changes that have been performed on the requirement artifact since its creation. An example requirement change history is depicted below:


spiraTest
Welcome, Fred Bloggs | My Profile | Log Out | Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Requirements > Requirement Details
Role: Manager
<< Back to Requirements List
Book Management
Ability to add new books to the system
Ability to edit existing books in the sy...
Ability to delete existing books in the ...
Ability to associate books with differen...
Ability to associate books with differen...
Ability to associate books with differen...
Ability to completely erase all books st...
Update
Cancel
○ Test Coverage
○ Custom Properties
○ Attachments
● History

Requirement: Ability to add new books to the system (RQ000004)

Name*:	Ability to add new books to the system		
Description:	The ability to add new books into the system, complete with ISBN, publisher and other related information		
Importance:	1 - Critical	**Author*:**	Fred Bloggs
Status*:	Completed	Release:	Library System Release 1
Last Updated:	1-Dec-2003	Created On:	1-Dec-2003

Artifact Change History

Change Date ▼	Field Name	Old Value	New Value	Changed By
2-May-2006 00:00:00	Status	In Progress	Completed	Fred Bloggs
4-Mar-2005 00:00:00	Status	Requested	In Progress	Joe P Smith

The change history displays the date that each change was made, together with the fields that were changed, the old and new values and the person who made the change. This allows a complete audit trail to be maintained of all changes in the system.

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5. Test Case Management

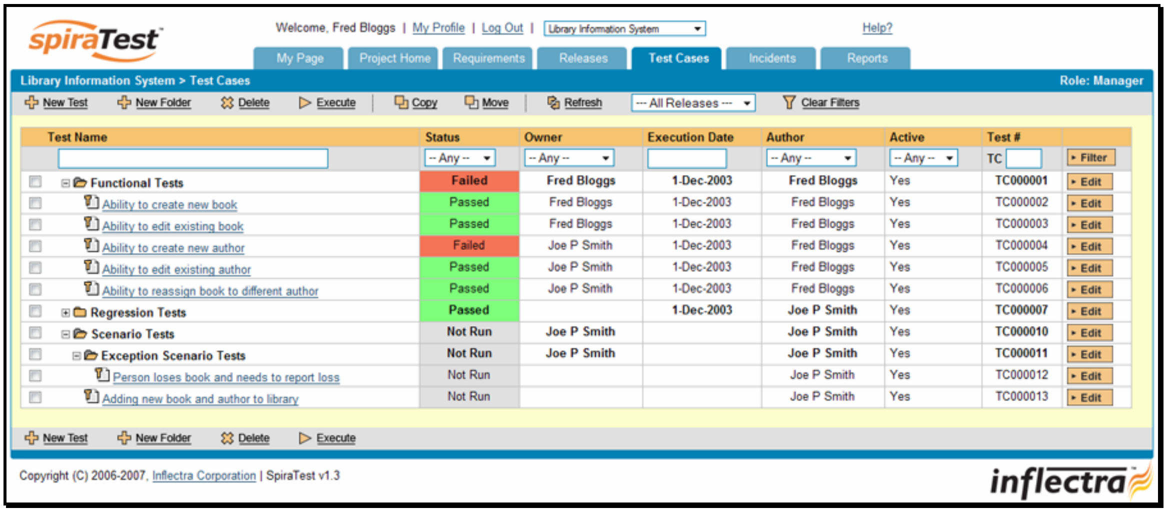
This section outlines how the use-case / test-case management features of SpiraTest^{TM} can be used to develop the business use-cases for the system, which specify how the different pieces of functionality are expected to work in practice. In addition, these use/test-cases form the basis of the business specification of the system when associated with the underlying requirements matrix. Typically when starting a new project:

- The requirements matrix is entered first
- Then the list of use-cases is developed to outline the key scenarios that need to supported to implement the requirement
- Then the use-cases are fleshed out into full test-cases by adding the detailed test-steps with the expected result and suggested sample-data

However when migrating existing projects into SpiraTest^{TM}, you may need to migrate the test-case list first, and then add the supporting requirements matrix afterwards.

5.1. Test Case List

When you click on the "Test Cases" tab on the global navigation bar, you will initially be taken to the test case list screen illustrated below:



	Test Name	Status	Owner	Execution Date	Author	Active	Test #	
		-- Any --	-- Any --		-- Any --	-- Any --	TC	Filter
□	Functional Tests	Failed	Fred Bloggs	1-Dec-2003	Fred Bloggs	Yes	TC000001	Edit
□	Ability to create new book	Passed	Fred Bloggs	1-Dec-2003	Fred Bloggs	Yes	TC000002	Edit
□	Ability to edit existing book	Passed	Fred Bloggs	1-Dec-2003	Fred Bloggs	Yes	TC000003	Edit
□	Ability to create new author	Failed	Joe P Smith	1-Dec-2003	Fred Bloggs	Yes	TC000004	Edit
□	Ability to edit existing author	Passed	Joe P Smith	1-Dec-2003	Fred Bloggs	Yes	TC000005	Edit
□	Ability to reassign book to different author	Passed	Joe P Smith	1-Dec-2003	Fred Bloggs	Yes	TC000006	Edit
□	Regression Tests	Passed		1-Dec-2003	Joe P Smith	Yes	TC000007	Edit
□	Scenario Tests	Not Run	Joe P Smith		Joe P Smith	Yes	TC000010	Edit
□	Exception Scenario Tests	Not Run	Joe P Smith		Joe P Smith	Yes	TC000011	Edit
□	Person loses book and needs to report loss	Not Run			Joe P Smith	Yes	TC000012	Edit
□	Adding new book and author to library	Not Run			Joe P Smith	Yes	TC000013	Edit

New Test
New Folder
Delete
Execute
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The test case list consists of a hierarchical arrangement of the various test folders and test cases that the system being developed needs to be able to demonstrate. The structure is very similar to the folder structure in Microsoft Windows® Explorer, and users will find this very familiar and intuitive to use. When you create a new project, this list will initially be empty, and you will have to use the <New Folder> and <New Test> buttons to start adding test-cases to the system.

The list consists of test folders shown with a folder icon and in **bold-type**, and test cases that are shown with a document icon and a hyperlink. You can nest test folders and test cases under an existing test folder, but you cannot nest anything under a test case. All of the items in the list have a name, together with the most recent execution status (passed, failed or not-run), and owner, author, execution date, active flag and test case number. In addition, if you position the mouse pointer over the name of the test case/folder, a more detailed description is displayed as a "tooltip". Clicking on a test case's hyperlink will take you to the test case details page for the item in question (see section 5.2).

It is important to understand that only test cases are assigned a status themselves; the test folders simply display an aggregate of the worst-case assessment of their children's status. Also, only test cases can be mapped against requirements for test-coverage, or have lists of associated test steps. Conversely, if you change the owner of a test folder, then all the child test cases will be assigned the same owner. This allows you to more easily associate entire folders to test cases to be executed by a specific user.

5.1.1. New Test

Clicking on the <New Test> button inserts a test case *above* the currently selected test case – i.e. the one whose check-box has been selected, at the same level in the hierarchy. If you want to insert a new test case below an existing test case, you need to select the test folder below it. If you insert a new test case without first selected an existing item from the list, the new test case will simply be inserted at the end of the list.

Once the new test case has been inserted, the item is switched to "Edit" mode so that you can rename the default name and choose an owner and/or author. Note that all new test cases are initially set with an execution status of "Not Run".

5.1.2. New Folder

Clicking on the <New Folder> button inserts a test folder *above* the currently selected test folder – i.e. the one whose check-box has been selected, at the same level in the hierarchy. The new folder is automatically populated with a single default test case. If you want to insert a new test folder below an existing test folder, you need to select the test folder below it. If you insert a new test folder without first selected an existing item from the list, the new test folder will simply be inserted at the end of the list of test folders, but *before* any of the test cases. Note that in a test folder, all of the child test folders are always displayed *before* any of the actual test cases.

Once the new test folder has been inserted, the item is switched to "Edit" mode so that you can rename the default name and choose an owner and/or author.

5.1.3. Delete

Clicking on the <Delete> button deletes all the test cases and/or test folders whose check-boxes have been selected. If any of the items are test folders, then all the children are all deleted (whether test cases or folders). This behavior is similar to that in Microsoft Windows® Explorer. Note that you cannot delete all the test cases in a test folder; at least one test case needs to be left in the folder, the system will warn you if you try to do this.

5.1.3. Execute

Clicking on the <Execute> button executes all the test cases selected, together with all the test cases contained with any selected test folders. The test execution functionality of SpiraTest^{TM} is explained in more detail in section 5.3.

5.1.4. Refresh

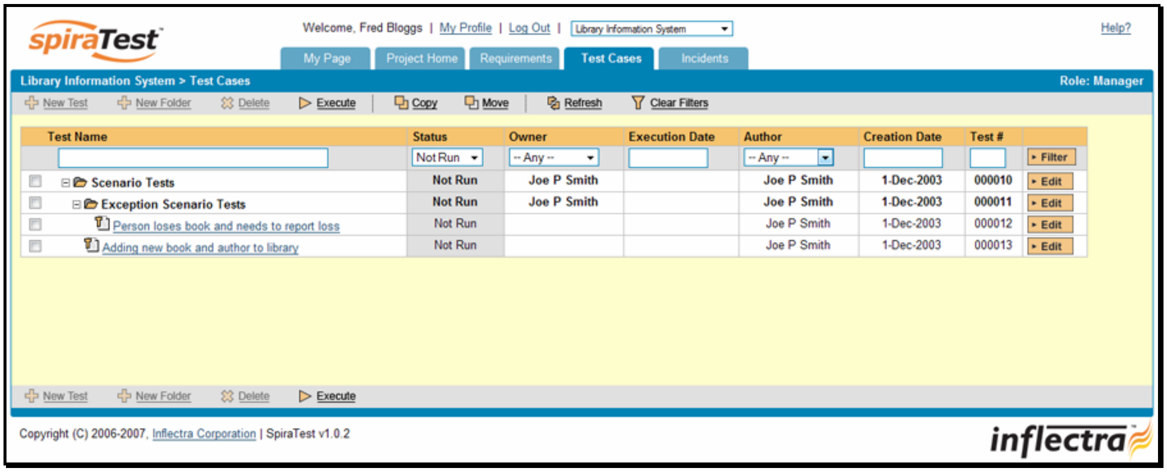
Clicking on the <Refresh> button simply reloads the test case list. This is useful as other people may be modifying the list of test cases at the same time as you, or executing specific test cases, and after stepping away from the computer for a short-time, you should click this button to make sure you are viewing the most current test case list for the project.

5.1.5. Edit

Each test case/folder in the list has an <Edit> button display in its right-most column. When you click this button, you change the item from "View" mode to "Edit" mode. The various columns are made editable, and <Update> <Cancel> buttons are displayed in the last column. When you have made your updates, you can either click <Update> to commit the changes, or <Cancel> to revert back to the original information.

5.1.6. Filtering

You can easily filter the list of test cases as illustrated in the screen-shot below:



Test Name	Status	Owner	Execution Date	Author	Creation Date	Test #	
	Not Run	-- Any --		-- Any --			Filter
□ Scenario Tests	Not Run	Joe P Smith		Joe P Smith	1-Dec-2003	000010	Edit
□ Exception Scenario Tests	Not Run	Joe P Smith		Joe P Smith	1-Dec-2003	000011	Edit
□ Person loses book and needs to report loss	Not Run			Joe P Smith	1-Dec-2003	000012	Edit
□ Adding new book and author to library	Not Run			Joe P Smith	1-Dec-2003	000013	Edit

New Test
New Folder
Delete
Execute
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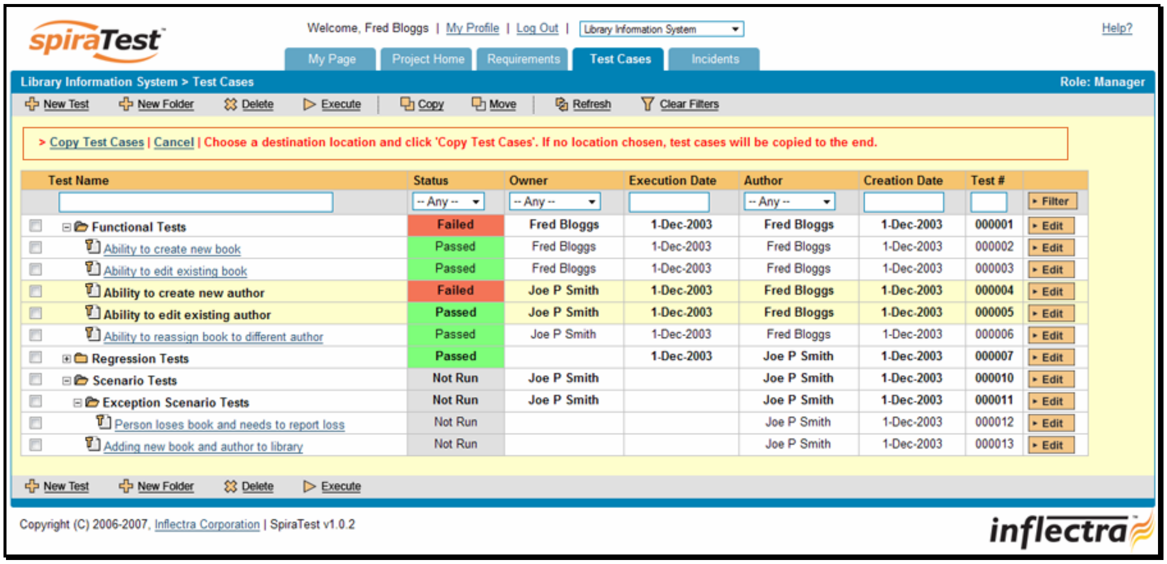
To filter the list by execution status, owner name or author name, you simply choose an item from the appropriate drop-down list, and for the other fields, you enter a free-text phrase then click <Filter> to apply the different filters. Note that the name field is searched using a "LIKE" comparison, so that searching for "database" would include any item with the word database in the name. The other freetext fields need to be exact matches (e.g. dates, test case numbers). In the screen-shot above, we are filtering on Execution Status = Not Run.

5.1.7. Copying and Moving

To copy or move a test case or test folder, simply select the check-boxes of the test cases/folders you want to copy or move and then click either <Copy> or <Move> as appropriate. Upon clicking the button, the rows you selected will be marked in bold with a light yellow background and the screen will prompt you to choose the destination for the copy/move:



> Copy Test Cases | Cancel | Choose a destination location and click 'Copy Test Cases'. If no location chosen, test cases will be copied to the end.

Test Name	Status	Owner	Execution Date	Author	Creation Date	Test #	
	-- Any --	-- Any --		-- Any --			Filter
□ Functional Tests	Failed	Fred Bloggs	1-Dec-2003	Fred Bloggs	1-Dec-2003	000001	Edit
□ Ability to create new book	Passed	Fred Bloggs	1-Dec-2003	Fred Bloggs	1-Dec-2003	000002	Edit
□ Ability to edit existing book	Passed	Fred Bloggs	1-Dec-2003	Fred Bloggs	1-Dec-2003	000003	Edit
□ Ability to create new author	Failed	Joe P Smith	1-Dec-2003	Fred Bloggs	1-Dec-2003	000004	Edit
□ Ability to edit existing author	Passed	Joe P Smith	1-Dec-2003	Fred Bloggs	1-Dec-2003	000005	Edit
□ Ability to reassign book to different author	Passed	Joe P Smith	1-Dec-2003	Fred Bloggs	1-Dec-2003	000006	Edit
□ Regression Tests	Passed		1-Dec-2003	Joe P Smith	1-Dec-2003	000007	Edit
□ Scenario Tests	Not Run	Joe P Smith		Joe P Smith	1-Dec-2003	000010	Edit
□ Exception Scenario Tests	Not Run	Joe P Smith		Joe P Smith	1-Dec-2003	000011	Edit
□ Person loses book and needs to report loss	Not Run			Joe P Smith	1-Dec-2003	000012	Edit
□ Adding new book and author to library	Not Run			Joe P Smith	1-Dec-2003	000013	Edit

New Test
New Folder
Delete
Execute
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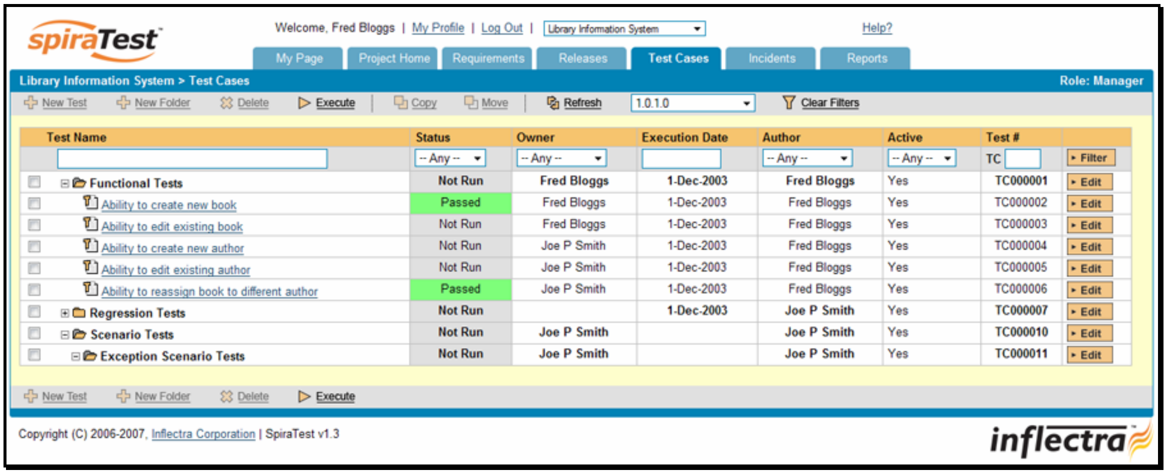
Choose the destination location for the copied/moved test cases/folders by selecting the checkbox of the test case/folder you want to copy/move in front of and then clicking the “Copy Test Cases” or “Move Test Cases” link. If you want to copy/move the test cases/folders to the *end of the list*, you just click the link *without* selecting a destination. To abort the copy or move, all you need to do is click the “Cancel” link and the operation will be aborted. Note that copied test cases/folders will also include the requirements coverage and test step information from the originals.

5.1.8. Viewing the Test Status for a Release

By default, when you view the list of test case cases, it will display an aggregate status for all releases of the project. I.e. the test list will include all the test cases in the system (regardless of which release they apply to) and the execution status will reflect the most recent test run – regardless of which release it was for.

To change the test case list to just display test cases and execution status for a particular release, simply change the release selected in the drop-down list at the right of the toolbar from “Any” to a specific release:



Release: 1.0.1.0

	Test Name	Status	Owner	Execution Date	Author	Active	Test #	
		-- Any --	-- Any --		-- Any --	-- Any --	TC	Filter
□	Functional Tests	Not Run	Fred Bloggs	1-Dec-2003	Fred Bloggs	Yes	TC000001	Edit
□	Ability to create new book	Passed	Fred Bloggs	1-Dec-2003	Fred Bloggs	Yes	TC000002	Edit
□	Ability to edit existing book	Not Run	Fred Bloggs	1-Dec-2003	Fred Bloggs	Yes	TC000003	Edit
□	Ability to create new author	Not Run	Joe P Smith	1-Dec-2003	Fred Bloggs	Yes	TC000004	Edit
□	Ability to edit existing author	Not Run	Joe P Smith	1-Dec-2003	Fred Bloggs	Yes	TC000005	Edit
□	Ability to reassign book to different author	Passed	Joe P Smith	1-Dec-2003	Fred Bloggs	Yes	TC000006	Edit
□	Regression Tests	Not Run		1-Dec-2003	Joe P Smith	Yes	TC000007	Edit
□	Scenario Tests	Not Run	Joe P Smith		Joe P Smith	Yes	TC000010	Edit
□	Exception Scenario Tests	Not Run	Joe P Smith		Joe P Smith	Yes	TC000011	Edit

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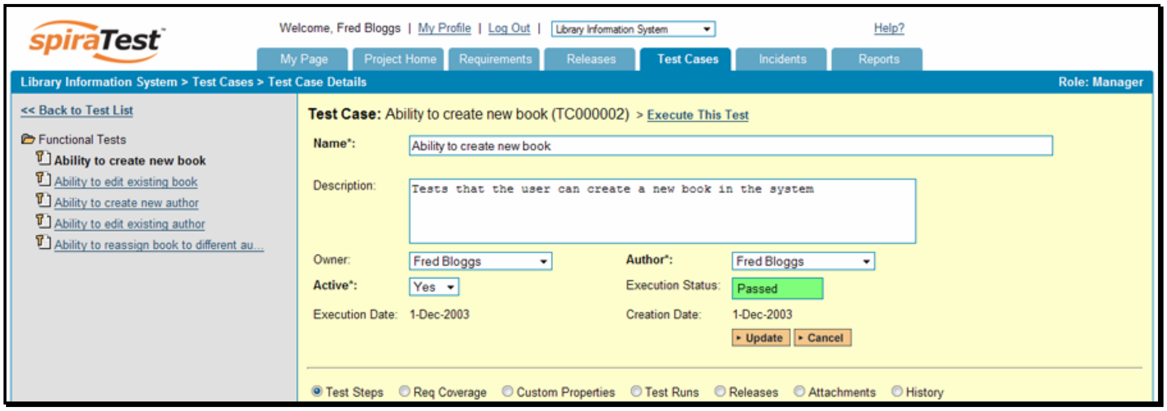
As illustrated in the example above, when the drop-down list is changed to select a specific release, the list of test cases is filtered to just those mapped to the release in question. In addition, the execution status for the test releases will only reflect test runs for that specific release. As can be seen in our example, many test cases that have been run for other releases now show the “Not Run” status since they’ve not been run for this specific release.

As a shortcut, when you select a specific release for viewing, subsequent execution of any of the test cases via the [Execute] icon will default the test run to the selected release.

5.2. Test Case Details

When you click on a test case item in the test case list described in section 5.1, you are taken to the test case details page illustrated below:



Library Information System > Test Cases > Test Case Details

Role: Manager

<< Back to Test List

Functional Tests
- Ability to create new book
- Ability to edit existing book
- Ability to create new author
- Ability to edit existing author
- Ability to reassign book to different au...

Test Case: Ability to create new book (TC000002) > Execute This Test

Name*: Ability to create new book

Description: Tests that the user can create a new book in the system

Owner: Fred Bloggs

Author*: Fred Bloggs

Active*: Yes

Execution Status: Passed

Execution Date: 1-Dec-2003

Creation Date: 1-Dec-2003

● Test Steps ○ Req Coverage ○ Custom Properties ○ Test Runs ○ Releases ○ Attachments ○ History

This page is made up of three areas; the left pane is the navigation window, the upper part of the right pane contains the test case detailed information itself, and the bottom part of the right pane contains related information about the test case.

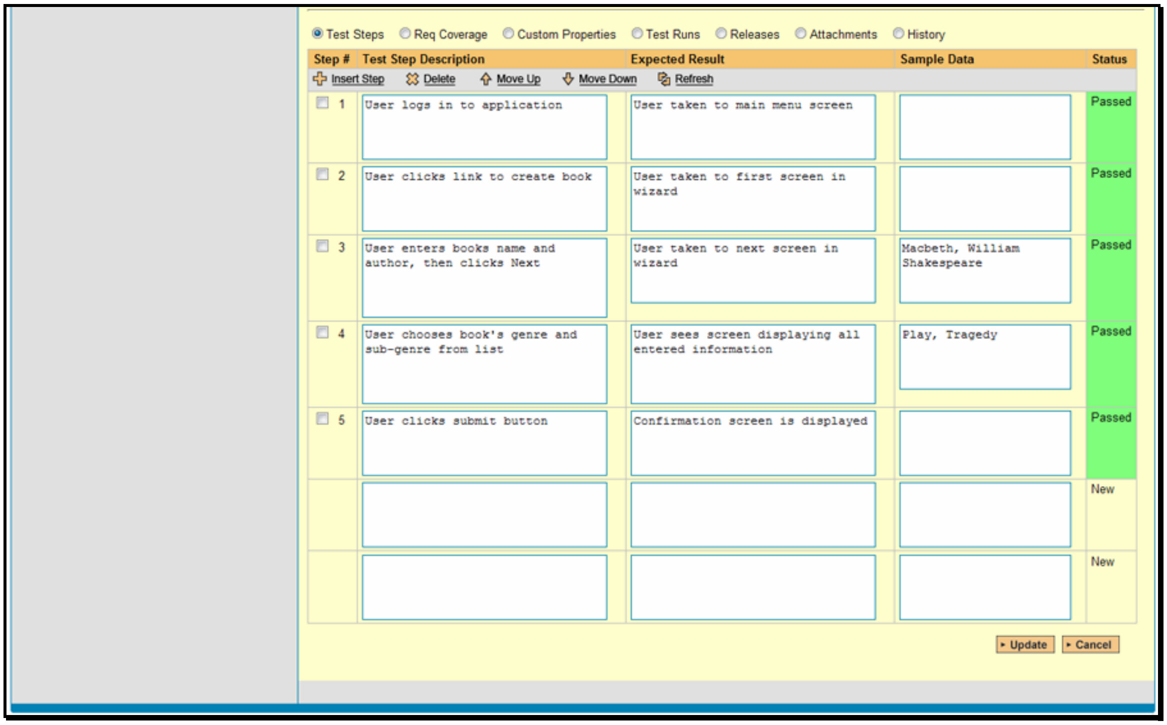
The navigation pane consists of a link that will take you back to the test case list, as well as a list of the peer test case to the one selected. This latter list is useful as a navigation shortcut; you can quickly view the detailed information of all the peer test cases by clicking on the navigation links without having to first return to the test cases list page.

The top part of the right pane allows you to view and/or edit the details of the particular test case. You can edit the various fields (name, description, etc.) and once you are satisfied with them, simply click the <Update> button just below the fields to commit the changes.

The lower part of the right pane can be switched between six different views by clicking the appropriate radio button. Initially the pane will be in “Test Steps” mode, but it can be switched to “Requirements Coverage”, “Custom Properties”, “Test Runs”, “Releases”, “Attachments” and “History” modes if so desired. Each of the views is described separately below. In addition there is a shortcut link “Execute This Test” that allows you to execute this test (see section 5.3) without having to return to the Test Case list.

5.2.1. Test Steps

This view displays the name of the test case together with all the defined test steps that a tester would need to perform to verify that the functionality works as expected. The list of test steps displays the position number, the description, the expected result, some suggested sample data and the most recent execution status of the individual test step.



● Test Steps ○ Req Coverage ○ Custom Properties ○ Test Runs ○ Releases ○ Attachments ○ History

Step #	Test Step Description	Expected Result	Sample Data	Status
□ 1	User logs in to application	User taken to main menu screen		Passed
□ 2	User clicks link to create book	User taken to first screen in wizard		Passed
□ 3	User enters books name and author, then clicks Next	User taken to next screen in wizard	Macbeth, William Shakespeare	Passed
□ 4	User chooses book's genre and sub-genre from list	User sees screen displaying all entered information	Play, Tragedy	Passed
□ 5	User clicks submit button	Confirmation screen is displayed		Passed
				New
				New

5.2.2. Insert Step

Clicking on the <Insert Step> button inserts a new test step *before* the currently selected (by means of the check-box) test step. Clicking the <Insert Step> button without selecting a test step will insert a new step at the end of the list. All test steps are displayed in “Edit” mode, so the description, expected result and sample data fields are editable, allowing you to enter the appropriate data (see section 5.2.7). In addition to the existing test steps, the system always displays five blank test steps so that it is easy and quick to enter large numbers of test steps. Upon entering up to five test steps and clicking the <Update> button, five new blank rows will be added at the bottom of the list.

5.2.3. Delete

Clicking on the <Delete> button deletes the currently selected test steps, and reorders the test step position numbers to close any gaps in numbering.

5.2.4. Move Up

Clicking on the <Move Up> button simply reorders the test step list so that the currently selected test step is one position higher up the list. Note: Attempting to move a test step above the top of the list will give a warning message.

5.2.5. Move Down

Clicking on the <Move Down> button simply reorders the test step list so that the currently selected test step is one position lower down the list. Note: Attempting to move a test step below the bottom of the list of existing test steps will give a warning message.

5.2.6. Refresh

Clicking on the <Refresh> button simply reloads the list of test steps. This is useful if other people are making changes to the test list and you want to make sure that you have the most current version.

5.2.7. Update

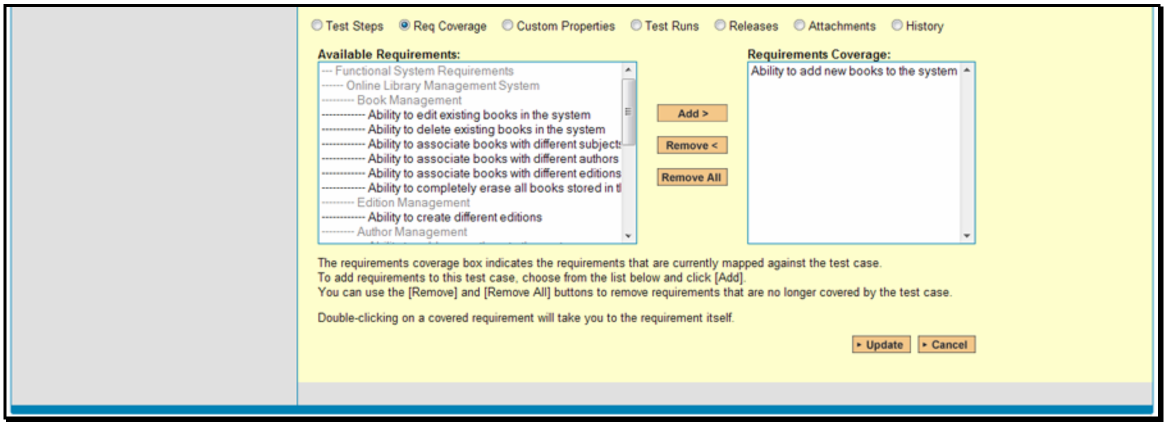
Each test step in the list is always in an editable mode. When you click this button, you commit any changes made to the test step list. These changes consist of modifying an existing test step or entering a new test step in one of the five blank rows. The delete/insert/move-up/move-down operations on the other hand are committed immediately, and *do not* need to have the <Update> button clicked for them to take effect.

5.2.8. Cancel

If during the entry of new test steps or the modification of existing test steps, you want to revert back to the original information, click <Cancel> and your changes will be discarded.

5.2.9. Requirements Coverage

This view displays the name of the test case together with the requirements coverage information for the test case in question:


○ Test Steps ● Req Coverage ○ Custom Properties ○ Test Runs ○ Releases ○ Attachments ○ History
Add >
Remove <
Remove All
▸ Update
▸ Cancel

Available Requirements:

--- Functional System Requirements
------ Online Library Management System
--------- Book Management
------------ Ability to edit existing books in the system
------------ Ability to delete existing books in the system
------------ Ability to associate books with different subject
------------ Ability to associate books with different authors
------------ Ability to associate books with different editions
------------ Ability to completely erase all books stored in t
--------- Edition Management
------------ Ability to create different editions
--------- Author Management

Requirements Coverage:

Ability to add new books to the system

The requirements coverage box indicates the requirements that are currently mapped against the test case.
To add requirements to this test case, choose from the list below and click [Add].
You can use the [Remove] and [Remove All] buttons to remove requirements that are no longer covered by the test case.

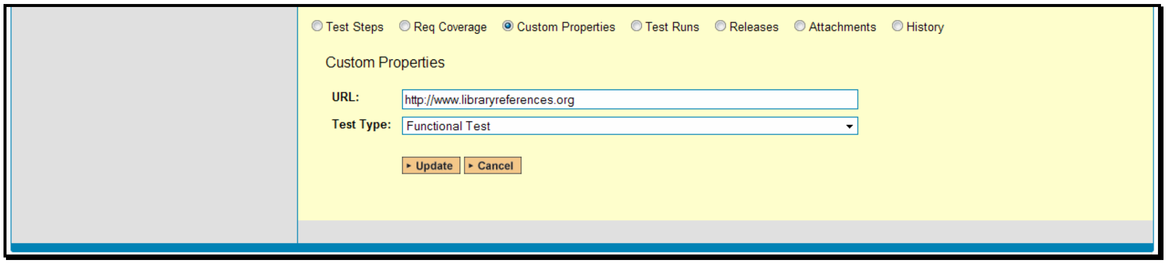
Double-clicking on a covered requirement will take you to the requirement itself.

The main (right) pane consists of two lists of requirements, the one on the left being the hierarchical list of the requirements belonging to the project (the summary items are denoted by their gray color). The right box contains the list of requirements mapped to this test case. Double-clicking on items in this box will jump you to the requirements details screen for this requirement (see section 4.2).

To change the coverage for this test case, you use the buttons (Add, Remove, Remove All) positioned between the two list-boxes. The <Add> button will move the selected requirements from the list of available on the left to the list of mapped on the right. Similarly the <Remove> and <Remove All> buttons will remove either the selected or all the requirements from the right list-box and add them back to the left list-box. Note that none of the changes are committed until you click the <Update> button at the bottom-right of the screen. If you want to discard the changes you have made, simply click either the <Cancel> button or the “Back to Test List” link and you will be returned to the Test Case List page.

5.2.10. Custom Properties

In this mode, the main pane displays any custom properties that the project owner has defined for test cases. To learn more about how to setup and configure custom properties for a project, please refer to the *SpiraTest Administration Guide*. Assuming that custom properties have been defined for your project, you will see a list of optional parameters that can be set on the test case. These can be either freetext or drop-down-lists. In the example below, you can enter a URL and/or Test Type.



○ Test Steps ○ Req Coverage ● Custom Properties ○ Test Runs ○ Releases ○ Attachments ○ History

Custom Properties

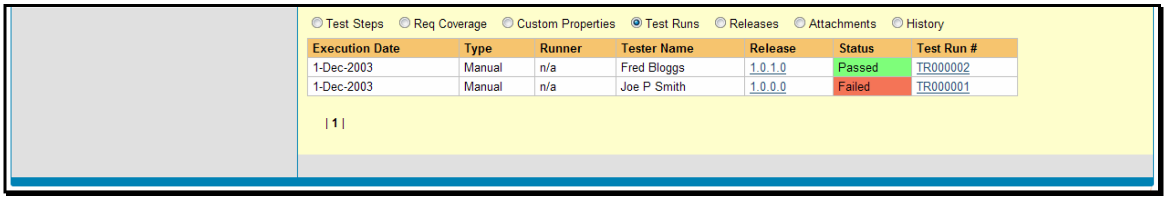
URL: http://www.libraryreferences.org

Test Type: Functional Test

Once you are satisfied with the values for the custom properties, simply click [Update] to commit the changes.

5.2.11. Test Runs

This view displays the name of the test case together with a list of the previous execution runs that the test case has been put through. Each test run is listed together with the date of execution, the name of the test case, the name of the tester, the release/version of the system that the test was executed against, the overall execution status for the test case in that run and a link to the actual test run details (see section 5.4).



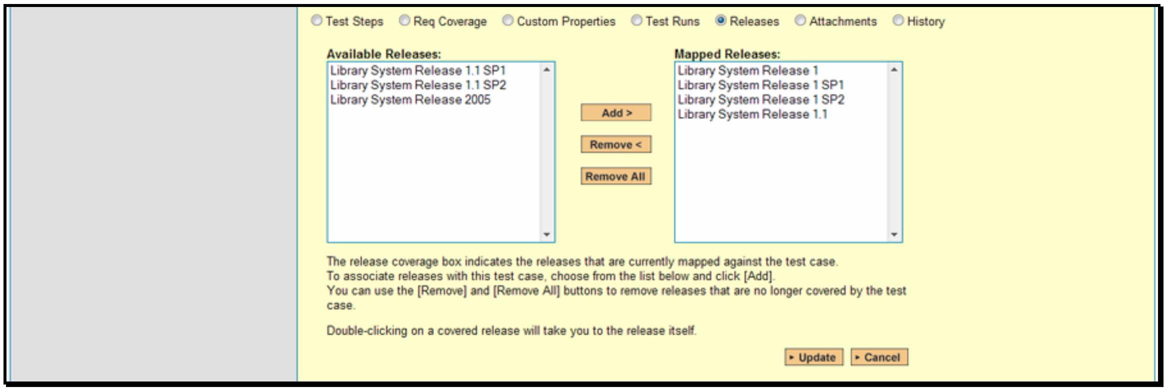
○ Test Steps ○ Req Coverage ○ Custom Properties ● Test Runs ○ Releases ○ Attachments ○ History

Execution Date	Type	Runner	Tester Name	Release	Status	Test Run #
1-Dec-2003	Manual	n/a	Fred Bloggs	1.0.1.0	Passed	TR000002
1-Dec-2003	Manual	n/a	Joe P Smith	1.0.0.0	Failed	TR000001

| 1 |

5.2.12. Release Mapping

This view displays the name of the test case together with the release mapping information for the test case in question:



○ Test Steps ○ Req Coverage ○ Custom Properties ○ Test Runs ● Releases ○ Attachments ○ History

Available Releases:

Library System Release 1.1 SP1
Library System Release 1.1 SP2
Library System Release 2005

Add >
Remove <
Remove All

Mapped Releases:

Library System Release 1
Library System Release 1 SP1
Library System Release 1 SP2
Library System Release 1.1

The release coverage box indicates the releases that are currently mapped against the test case.
To associate releases with this test case, choose from the list below and click [Add].
You can use the [Remove] and [Remove All] buttons to remove releases that are no longer covered by the test case.

Double-clicking on a covered release will take you to the release itself.

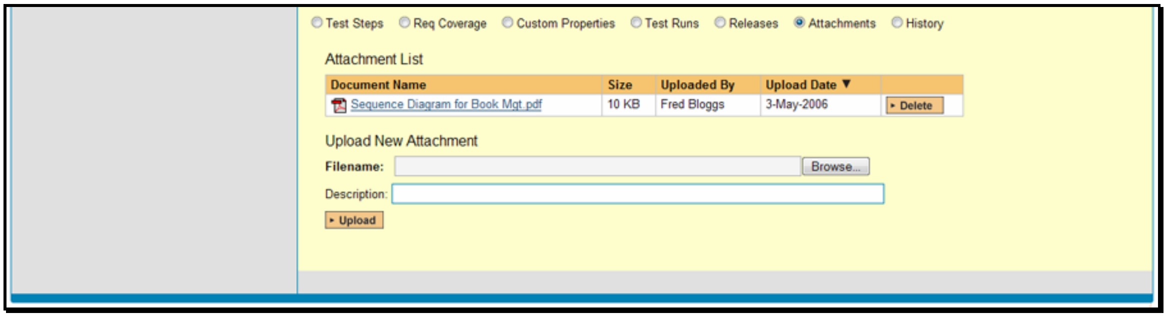
The release mapping section consists of two lists of releases, the one on the left being the list of the releases belonging to the project that are not currently mapped to the test case. The right box contains the list of releases currently mapped to this test case. Double-clicking on items in this box will jump you to the release details screen for this requirement (see section 7.2).

To change the release mapping for this test case, you use the buttons (Add, Remove, Remove All) positioned between the two list-boxes. The <Add> button will move the selected releases from the list of available on the left to the list of mapped on the right. Similarly the <Remove> and <Remove All> buttons will remove either the selected or all the releases from the right list-box and add them back to the left list-box.

Note that none of the changes are committed until you click the <Update> button at the bottom-right of the screen. If you want to discard the changes you have made, simply click either the <Cancel> button or the "Back to Test List" link and you will be returned to the Test Case List page.

5.2.13. Attachments

In this mode, the main pane displays the list of documents that have been "attached" to the test case. The documents can be in any format, though SpiraTest^{TM} will only display the icon for certain known types.



Attachment List

Document Name	Size	Uploaded By	Upload Date ▼	
Sequence Diagram for Book Mgt.pdf	10 KB	Fred Bloggs	3-May-2006	▸ Delete

Upload New Attachment

Filename: Browse...

Description:

▸ Upload

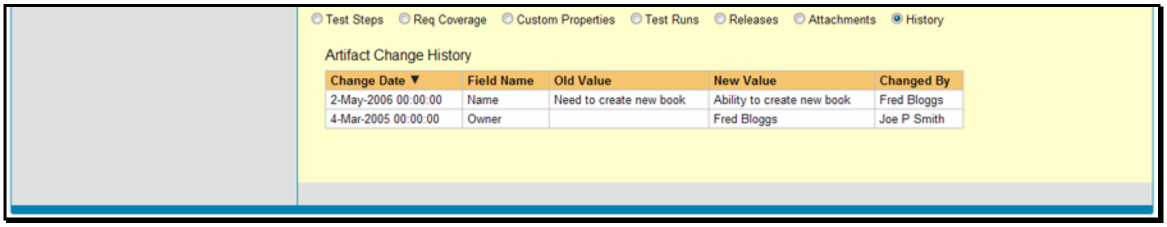
The attachment list includes the filename that was originally uploaded together with the file-size (in KB), name of the person who attached it and the date uploaded. In addition, if you position the pointer over the filename and hold it there for a few seconds, a detailed description is displayed as a tooltip. To actually view the document, simply click on the filename hyperlink and a new web browser window will open. Depending on the type of file, this window will either display the document or prompt you for a place to save it on your local computer.

To delete an existing attachment from a test case, simply click the <Delete> button and the attachment will be removed from the list. To attach a new document to the test case, you need to click the Browse button and select the file from your local computer, optionally enter a detailed description then click the <Upload> button. The document will be copied from your computer and attached to the test case.

Note: If you are using a non-Windows® computer (e.g. Macintosh®) that doesn't put file extensions on filenames (e.g. .xls for an Excel sheet) automatically, then you will need to manually add the file extension to the filename *before uploading* if you want it to be displayed with the correct icon in the attachment list.

5.2.14. View History

In this mode, the main pane displays the list of changes that have been performed on the test case artifact since its creation. An example test case change history is depicted below:



Artifact Change History

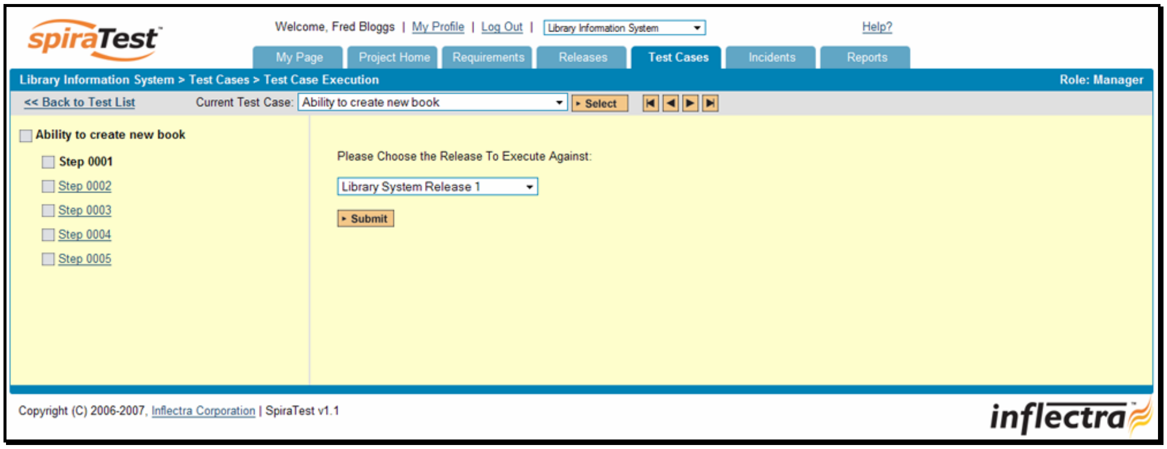
Change Date ▼	Field Name	Old Value	New Value	Changed By
2-May-2006 00:00:00	Name	Need to create new book	Ability to create new book	Fred Bloggs
4-Mar-2005 00:00:00	Owner		Fred Bloggs	Joe P Smith

The change history displays the date that each change was made, together with the fields that were changed, the old and new values and the person who made the change. This allows a complete audit trail to be maintained of all changes in the system.

5.3. Execute Test Case(s)

When you select test cases on the test case list page and click the <Execute> button, or click the "Execute" link on the test cases listed under My Tests on your personalized home page, you are launching the test execution module with the selected test cases. This section describes how a tester can follow the steps defined for a series of test cases and record what actually happened in the process. In addition, recorded failures of test cases can be used to automatically generate new incidents that will be added to the incident tracking module (see section 6).

Regardless of the route taken to launch the test execution module, the screen that will be displayed will look like the following:



Library Information System > Test Cases > Test Case Execution

Role: Manager

Current Test Case: Ability to create new book

□ Ability to create new book
- □ Step 0001
- □ Step 0002
- □ Step 0003
- □ Step 0004
- □ Step 0005

Please Choose the Release To Execute Against:

Library System Release 1

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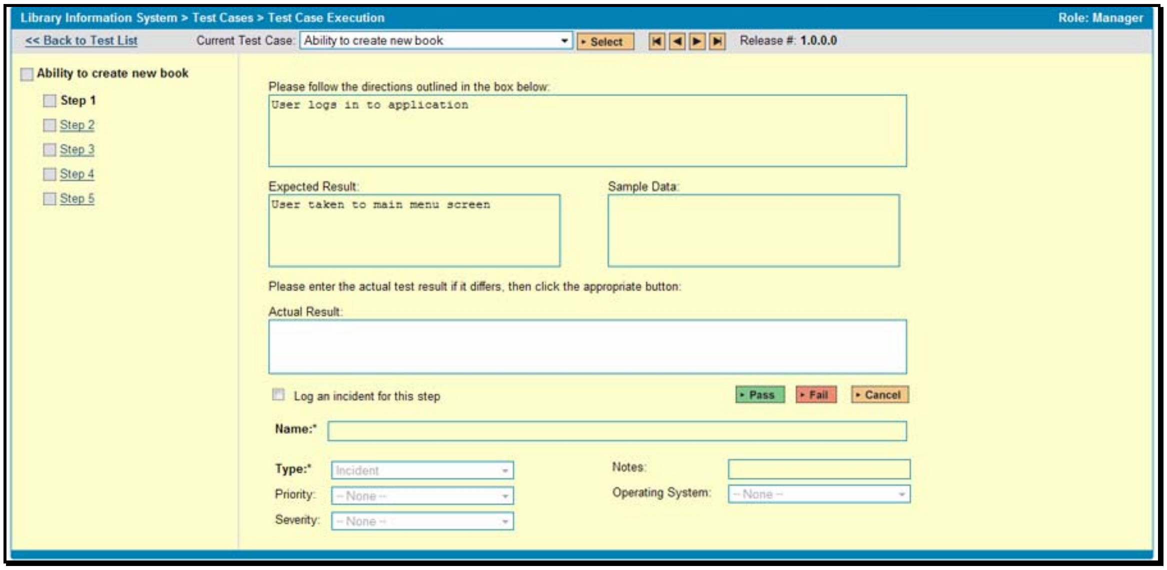
Before actually executing the test scripts, you need to select the release of the system that you will be testing against. This ensures that the resulting test runs and incidents are associated with the correct release of the system. If you have not configured any releases for the project, then this step will be skipped and the test runs/incidents will not be associated with any particular release.

Once you have chosen the appropriate release name from the drop-down list, click the <Submit> button to begin executing test steps:


Library Information System > Test Cases > Test Case Execution
Role: Manager
<< Back to Test List
Select
Ability to create new book
Step 1
Step 2
Step 3
Step 4
Step 5
Log an incident for this step
Pass
Fail
Cancel

Current Test Case: Ability to create new book

Release #: 1.0.0.0

Please follow the directions outlined in the box below:

```
User logs in to application
```

Expected Result:

```
User taken to main menu screen
```

Sample Data:

Please enter the actual test result if it differs, then click the appropriate button:

Actual Result:

Name:*

Type:* Incident

Priority: -- None --

Severity: -- None --

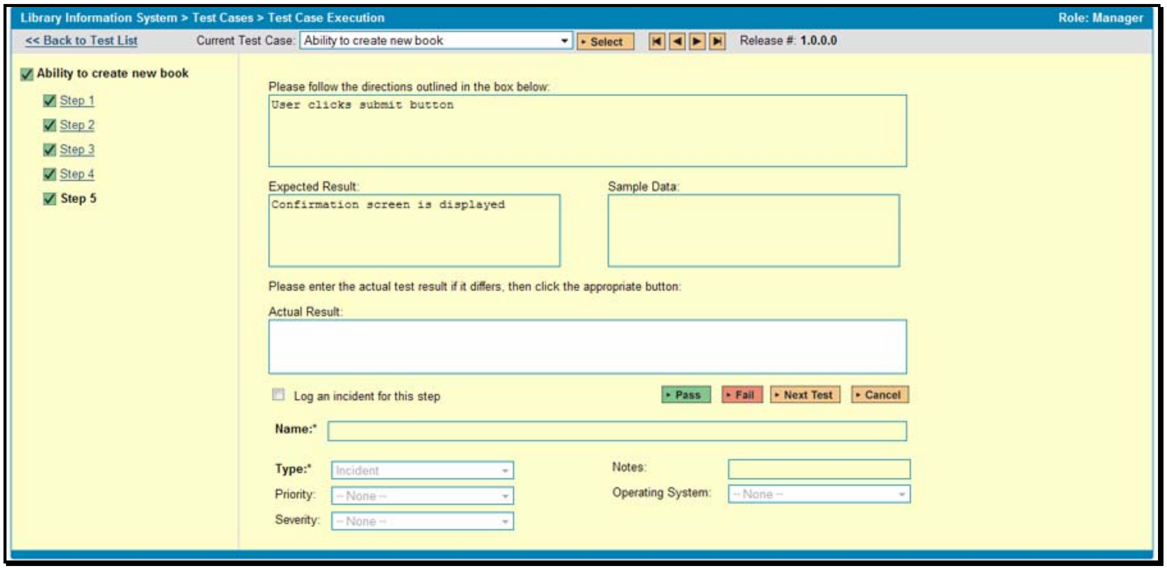
Notes:

Operating System: -- None --

The screen is divided up into four main elements:

- The top navigation bar (with a gray background) contains a link back to the test case list together with the navigation that allows you to move between the different *test cases* being executed. You can either directly select the test case from the drop-down list and click <Select> or use the movement buttons (that look like the buttons on a music player); from left to right they: move to first, move to previous, move to next and move to last test case. Regardless of the method chosen, when the test case is changed, the list of test-steps available in the left hand pane is refreshed.
- The left-hand navigation pane contains the list of test steps for the currently executing test case. You can click on the test step link to move between the test steps in the current test case. In addition, each test step has a colored square next to the name that indicates its status (green = "Passed", red = "Failed", gray = "Not Run") in the current test run. The overall test case also has an execution status. If any of the steps are marked as "Failed", then the overall test case "Failed", if *all* the test steps passed, then the overall test case is marked as "Passed"; any other case results in the test case being marked as "Not Run".
- The main pane displays the details of the current test step for the current test case. As the tester you would read the description of the test step, carry out the instructions on the system you are testing, and then compare the results with those listed as expected. As described below, depending on how the actual system responds, you will use the buttons on the page to record what actually happened.
- There is also an optional section below the main pane that allows you to log an incident in the system associated with the test step. For failures this will typically be used to log a bug relating to the failure. However even if you pass a step you can still log an incident, which may be useful for logging non-critical cosmetic items that are not serious enough for a failure to be recorded.

If the expected results are indeed observed, then you simply need to click the <Pass> button to mark the test step as passed, and advance to the next test step. This is illustrated in the screen shot below:



Current Test Case: Ability to create new book
Release #: 1.0.0.0

- ✓ Ability to create new book
  - ✓ Step 1
  - ✓ Step 2
  - ✓ Step 3
  - ✓ Step 4
  - ✓ Step 5

Please follow the directions outlined in the box below:

```
User clicks submit button
```

Expected Result:

```
Confirmation screen is displayed
```

Sample Data:

Please enter the actual test result if it differs, then click the appropriate button:

Actual Result:

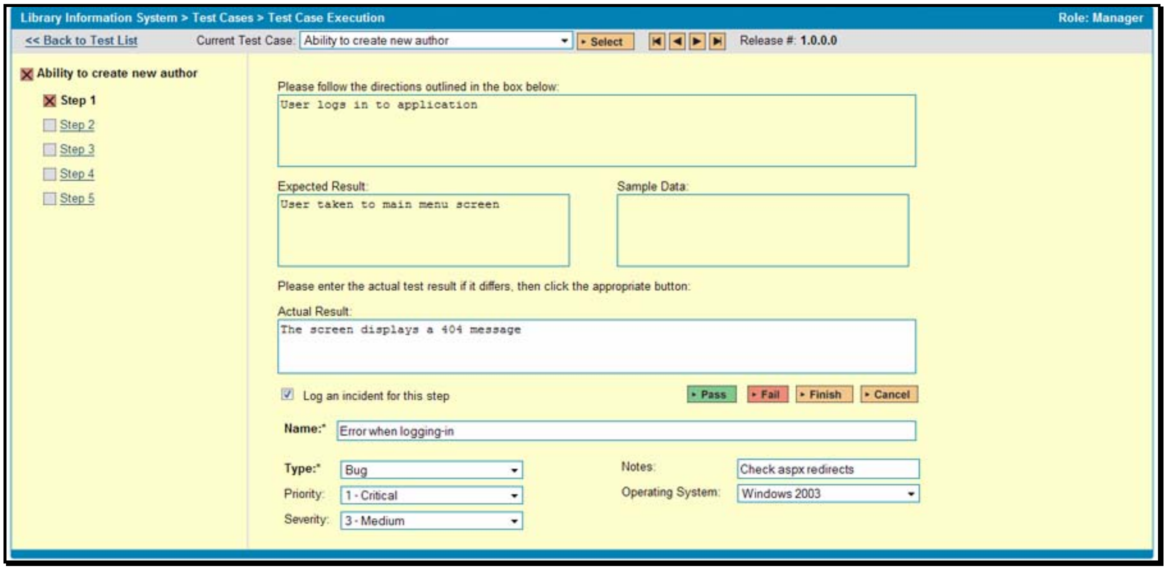
□ Log an incident for this step

Name:*

Type:* Incident
Priority: -- None --
Severity: -- None --
Notes:
Operating System: -- None --

This will change the icon in the left-hand navigation bar into a green square with a check mark in it. Once all the test steps have passed, you will now have the option of moving to the next test step by clicking the <Next Test> button; if it is the last test case being executed, the <Finish> button will be displayed instead.

If the actual results differ from those expected, you need to enter a description of the result observed and click the <Fail> button; this is illustrated in the screen-shot below:


Library Information System > Test Cases > Test Case Execution
Role: Manager
<< Back to Test List
Select
Pass
Fail
Finish
Cancel

Current Test Case: Ability to create new author
Release #: 1.0.0.0

- ☒ Ability to create new author
  - ☒ Step 1
  - □ Step 2
  - □ Step 3
  - □ Step 4
  - □ Step 5

Please follow the directions outlined in the box below:

```
User logs in to application
```

Expected Result:

```
User taken to main menu screen
```

Sample Data:

Please enter the actual test result if it differs, then click the appropriate button:

Actual Result:

```
The screen displays a 404 message
```

☑ Log an incident for this step

Name:* Error when logging-in

Type:* Bug
Priority: 1 - Critical
Severity: 3 - Medium
Notes: Check aspx redirects
Operating System: Windows 2003

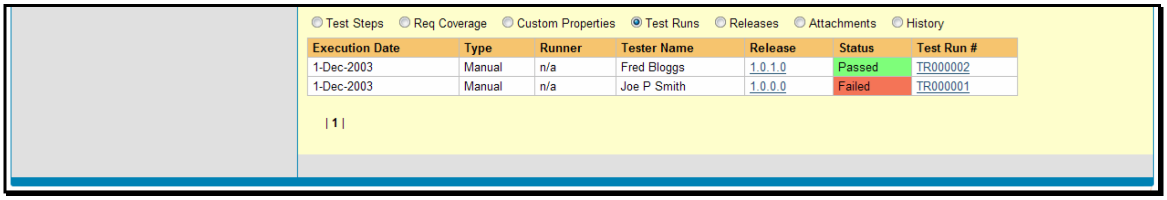
Unlike the <Pass> button, if you don't enter a description of the actual result, the system will display an error message and re-prompt you again for input. In the case of a failure, both the individual test step and the overall test case will be marked with a red square containing a cross. You will now have the option of moving to the next test step by clicking the <Next Test> button; if it is the last test case being executed, the <Finish> button will be displayed instead.

In addition to logging the failure, you can optionally choose to have the failure result in a new incident be automatically created. This is achieved by selecting the "Log an Incident for this step" checkbox and entering a name, type, priority, severity (and any custom properties) for the new incident. The other information needed for the new incident is automatically populated from the test step details. The newly created incident will also be linked to the test step, allowing traceability from within the incidents module. The functionality for managing incidents is described in more detail in section 6.

Note that the entire test run is not actually saved until the <Finish> button is clicked, so you can use the move forward/backward buttons to revisit previous test cases and/or test steps and make changes before saving the test run. As a consequence however, you should make sure you complete the test run (or at least the test-cases you have time for) and save it, before leaving the computer for a period of time; this will ensure work is not lost due to the timeout of your session.

5.4. Test Run Details

As described in section 5.2.8, when you view the details of a test case, one of the views possible is to list all the test runs for that test case:

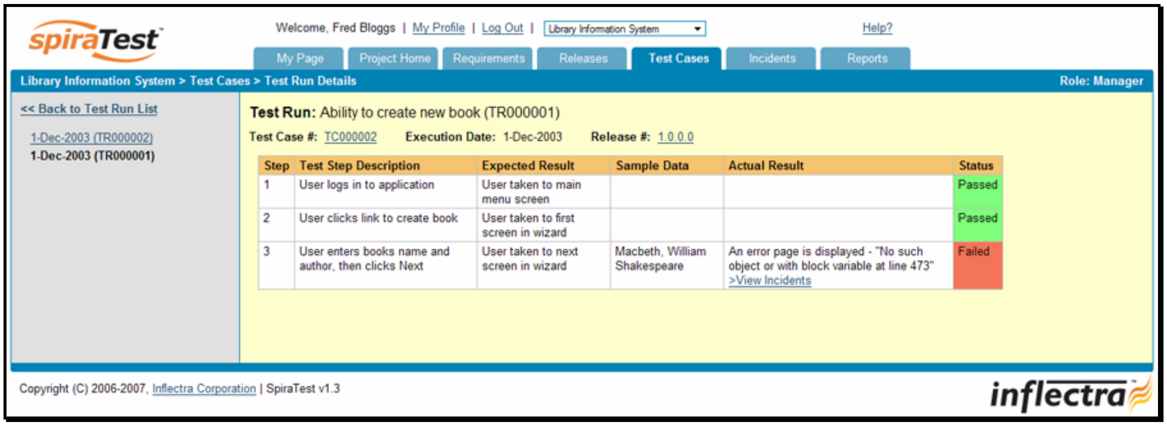

○ Test Steps ○ Req Coverage ○ Custom Properties ● Test Runs ○ Releases ○ Attachments ○ History

Execution Date	Type	Runner	Tester Name	Release	Status	Test Run #
1-Dec-2003	Manual	n/a	Fred Bloggs	1.0.1.0	Passed	TR000002
1-Dec-2003	Manual	n/a	Joe P Smith	1.0.0.0	Failed	TR000001

When you click on any of the individual test runs in the list, you are taken to the Test Run details page (not to be confused with the Test Case details page!). This page consists of two panes: the left hand navigation pane displays a list of the last fifteen (15) runs, and the main pane lists the details of the test run itself. The layout of this main pane will look different depending on whether the test run was a manual "user-driven" test run or an automated test run (using an external automated tool such as NUnit, JUnit, etc.).

5.4.1. Manual Test Run

In the case of a manual test run, the main pane displays all the steps of the test case *as they appeared during the test run in question.* This means that if the test steps were changed after running the test, the list here will reflect the original information.



Test Run: Ability to create new book (TR000001)

Test Case #: TC000002 **Execution Date:** 1-Dec-2003 **Release #:** 1.0.0.0

Step	Test Step Description	Expected Result	Sample Data	Actual Result	Status
1	User logs in to application	User taken to main menu screen			Passed
2	User clicks link to create book	User taken to first screen in wizard			Passed
3	User enters books name and author, then clicks Next	User taken to next screen in wizard	Macbeth, William Shakespeare	An error page is displayed - "No such object or with block variable at line 473" >View Incidents	Failed

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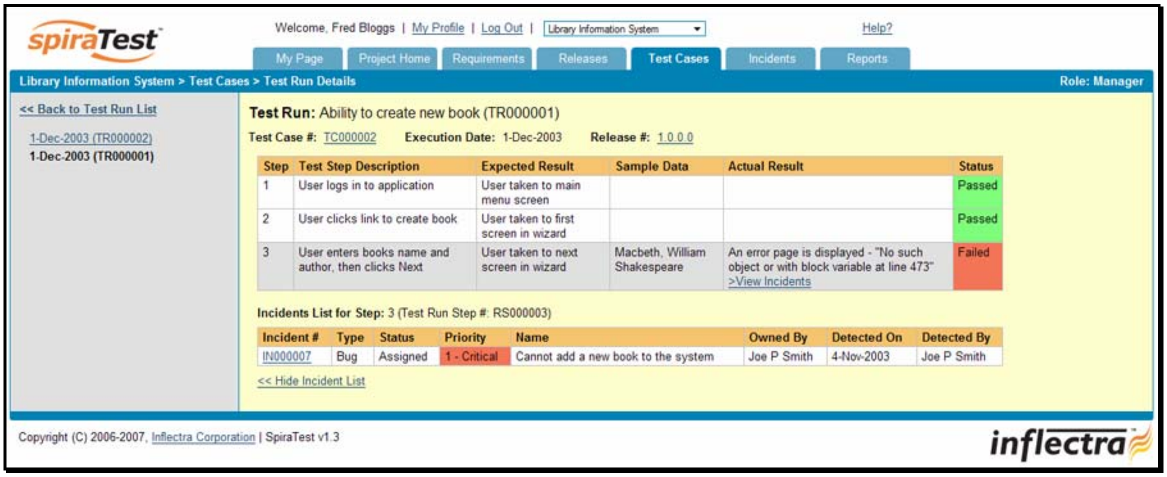
Each test step is displayed along with the description, expected result, suggested sample data, actual result and the execution status for this step *in this particular test run*. Where the test-step was listed as a "Failure" you will have an additional hyperlink "View Incidents" displayed. This allows you to view any incidents that are associated with this particular test step failure:



Test Run: Ability to create new book (TR000001)

Test Case #: TC000002 **Execution Date:** 1-Dec-2003 **Release #:** 1.0.0.0

Step	Test Step Description	Expected Result	Sample Data	Actual Result	Status
1	User logs in to application	User taken to main menu screen			Passed
2	User clicks link to create book	User taken to first screen in wizard			Passed
3	User enters books name and author, then clicks Next	User taken to next screen in wizard	Macbeth, William Shakespeare	An error page is displayed - "No such object or with block variable at line 473" >View Incidents	Failed

Incidents List for Step: 3 (Test Run Step #: RS000003)

Incident #	Type	Status	Priority	Name	Owned By	Detected On	Detected By
IN000007	Bug	Assigned	1 - Critical	Cannot add a new book to the system	Joe P Smith	4-Nov-2003	Joe P Smith

<< Hide Incident List
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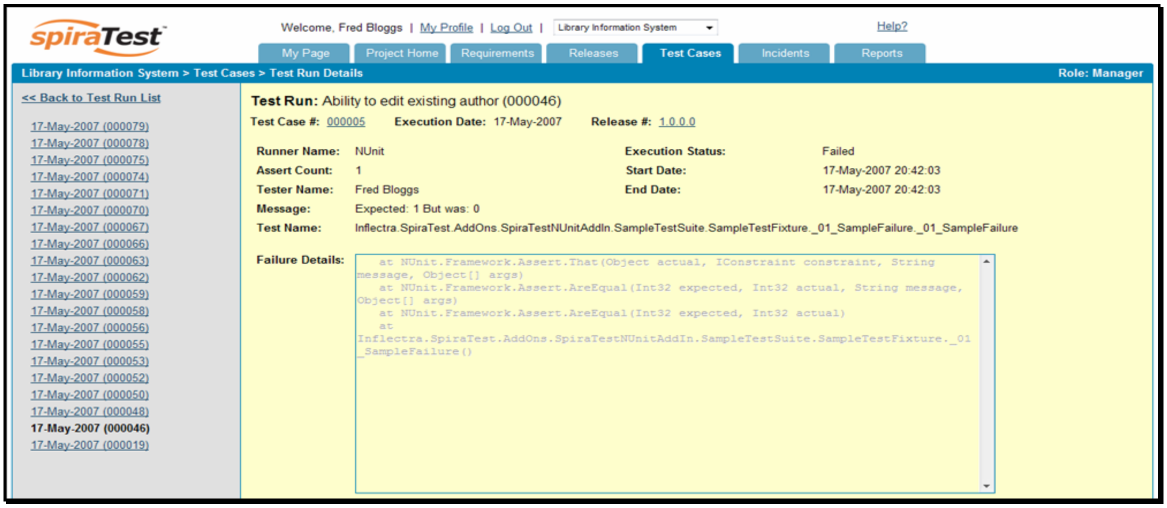
Clicking on the link will change the background color of the test case to gray and display a list of all the associated test steps in a grid below the test step list. Each of the incidents listed will reflect the most up-to-date information regarding that incident, including its type, status, priority, name, assigned owner, detection date and who first detected it. Clicking on the incident number hyperlink will take you to the details page for that incident, which is described in section 6.2.

5.4.2. Automated Test Run

In the case of an automated test run, the main pane will display the details of the test run as reported from the test runner application. These details will vary depending on the type of automated tool being used, but typically they include the name of the automated test runner, the number of assertions raised, the name of the corresponding test case in the tool, the status of the test run and a detailed error message, and stack-trace in the case of a failure. An example test run as reported from the NUnit automated test runner is illustrated below:



Test Run: Ability to edit existing author (000046)

Test Case #: 000005 **Execution Date:** 17-May-2007 **Release #:** 1.0.0.0

Runner Name:	NUnit	**Execution Status:**	Failed
Assert Count:	1	**Start Date:**	17-May-2007 20:42:03
Tester Name:	Fred Bloggs	**End Date:**	17-May-2007 20:42:03
Message:	Expected: 1 But was: 0		
Test Name:	Inflectra.SpiraTest.AddOns.SpiraTestNUnitAddIn.SampleTestSuite.SampleTestFixture._01_SampleFailure._01_SampleFailure		

Failure Details:

```
   at NUnit.Framework.Assert.That(Object actual, IConstraint constraint, String
message, Object[] args)
   at NUnit.Framework.Assert.AreEqual(Int32 expected, Int32 actual, String message,
Object[] args)
   at NUnit.Framework.Assert.AreEqual(Int32 expected, Int32 actual)
   at
Inflectra.SpiraTest.AddOns.SpiraTestNUnitAddIn.SampleTestSuite.SampleTestFixture._01
_SampleFailure()
```

Details on how to use SpiraTest™ in conjunction with an automated testing tool are provided in the *SpiraTest Automated Testing Integration Guide,* which can be downloaded from the Inflectra website.

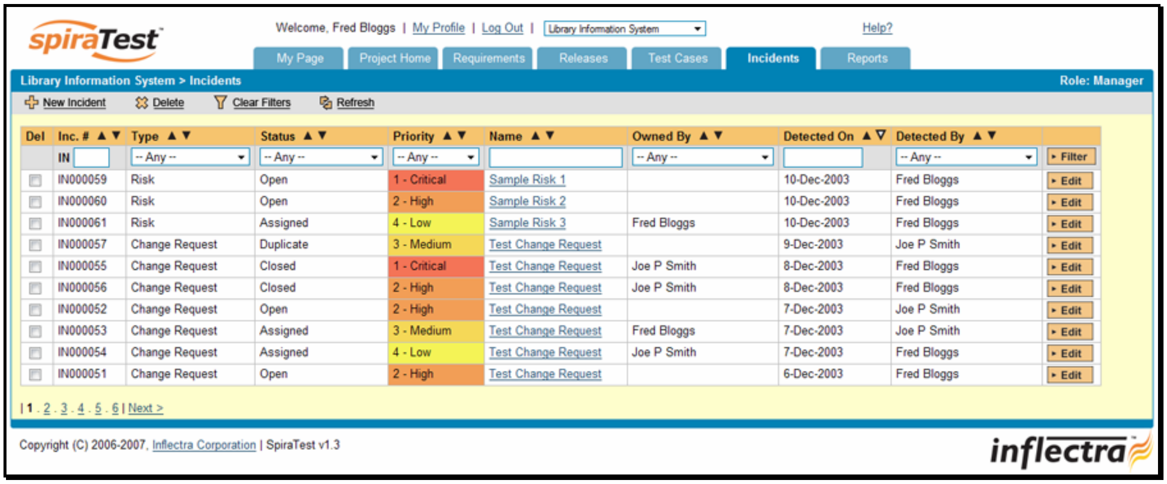
6. Incident Tracking

This section outlines how the incident/defect tracking features of SpiraTest^{TM} can be used to manage key project artifacts during the software development lifecycle. Although the primary purpose of the incident tracker is to manage the defects raised during the execution of test cases in the test management module, it is also a powerful risk/issue/bug tracking system in its own right. When coupled with the project dashboard (see section 3.4) it is a powerful tool for representing all the key risks and issues associated with a project in a single, graphical format.

Unlike a standalone bug/issue tracking tool however, you can trace the incidents/defects back to the test case and the underlying requirement that generated them, giving the project manager unprecedented power in analyzing the "in-process" quality of a system during its lifecycle. This power is clearly illustrated in the "Requirement Incident Count" pane in the Project Home dashboard (see section 3.4.4).

6.1. Incident List

When you click on the "Incidents" tab on the global navigation bar, you will initially be taken to the incidents list screen illustrated below:



Del	Inc. # ▲▼	Type ▲▼	Status ▲▼	Priority ▲▼	Name ▲▼	Owned By ▲▼	Detected On ▲▽	Detected By ▲▼	
	IN	-- Any --	-- Any --	-- Any --		-- Any --		-- Any --	Filter
□	IN000059	Risk	Open	1 - Critical	Sample Risk 1		10-Dec-2003	Fred Bloggs	Edit
□	IN000060	Risk	Open	2 - High	Sample Risk 2		10-Dec-2003	Fred Bloggs	Edit
□	IN000061	Risk	Assigned	4 - Low	Sample Risk 3	Fred Bloggs	10-Dec-2003	Fred Bloggs	Edit
□	IN000057	Change Request	Duplicate	3 - Medium	Test Change Request		9-Dec-2003	Joe P Smith	Edit
□	IN000055	Change Request	Closed	1 - Critical	Test Change Request	Joe P Smith	8-Dec-2003	Fred Bloggs	Edit
□	IN000056	Change Request	Closed	2 - High	Test Change Request	Joe P Smith	8-Dec-2003	Fred Bloggs	Edit
□	IN000052	Change Request	Open	2 - High	Test Change Request		7-Dec-2003	Joe P Smith	Edit
□	IN000053	Change Request	Assigned	3 - Medium	Test Change Request	Fred Bloggs	7-Dec-2003	Joe P Smith	Edit
□	IN000054	Change Request	Assigned	4 - Low	Test Change Request	Joe P Smith	7-Dec-2003	Fred Bloggs	Edit
□	IN000051	Change Request	Open	2 - High	Test Change Request		6-Dec-2003	Fred Bloggs	Edit

| 1 . 2 . 3 . 4 . 5 . 6 | Next >

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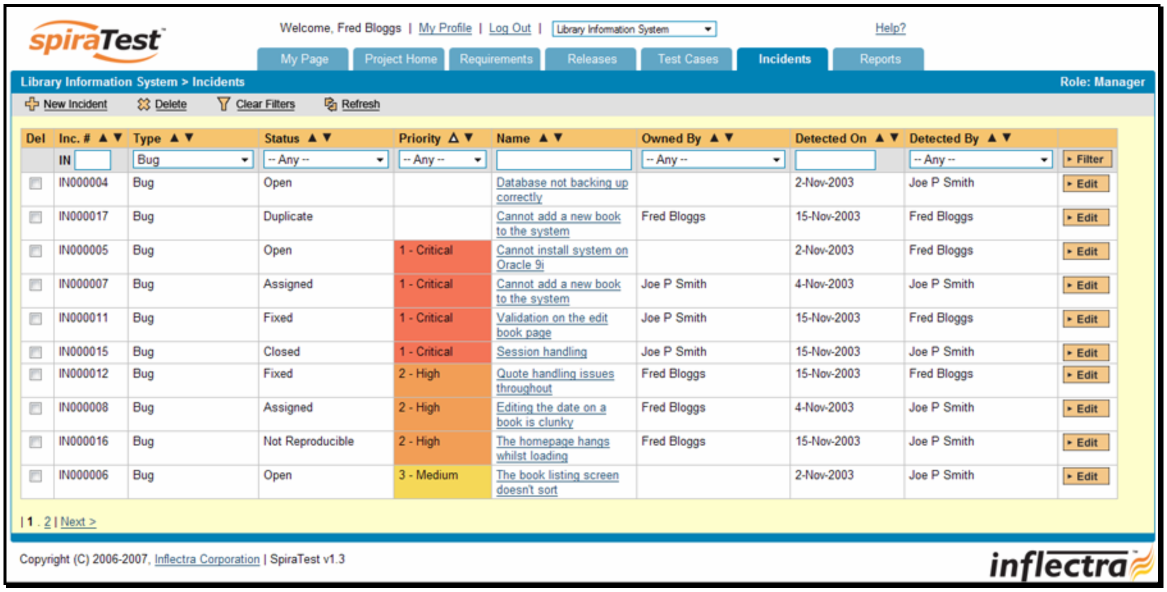
The incident list screen displays all the incidents entered for the current project, in a filterable, sortable grid. The grid displays the incident number together with the incident type (bug, issue, risk, etc.), status (new, open, etc.), priority, name, assigned owner, detection date and original detector. In addition, you can view a more detailed description of the incident (along with a resolution if any) by positioning the mouse pointer over the incident name hyperlink and waiting for the popup "tooltip" to appear.

If you click on the incident name hyperlink, you will be taken to the incident details page described in section 6.2. Clicking on any of the pagination links at the bottom of the page will advance you to the next ten incidents in the list according to the applied filter and sort-order.

6.1.1. Sorting and Filtering

You can easily filter and sort the list of incidents as illustrated in the screen-shot below:



Del	Inc. # ▲▼	Type ▲▼	Status ▲▼	Priority △▼	Name ▲▼	Owned By ▲▼	Detected On ▲▼	Detected By ▲▼	
	IN	Bug	-- Any --	-- Any --		-- Any --		-- Any --	Filter
□	IN000004	Bug	Open		Database not backing up correctly		2-Nov-2003	Joe P Smith	Edit
□	IN000017	Bug	Duplicate		Cannot add a new book to the system	Fred Bloggs	15-Nov-2003	Fred Bloggs	Edit
□	IN000005	Bug	Open	1 - Critical	Cannot install system on Oracle 9i		2-Nov-2003	Fred Bloggs	Edit
□	IN000007	Bug	Assigned	1 - Critical	Cannot add a new book to the system	Joe P Smith	4-Nov-2003	Joe P Smith	Edit
□	IN000011	Bug	Fixed	1 - Critical	Validation on the edit book page	Joe P Smith	15-Nov-2003	Fred Bloggs	Edit
□	IN000015	Bug	Closed	1 - Critical	Session handling	Joe P Smith	15-Nov-2003	Joe P Smith	Edit
□	IN000012	Bug	Fixed	2 - High	Quote handling issues throughout	Fred Bloggs	15-Nov-2003	Fred Bloggs	Edit
□	IN000008	Bug	Assigned	2 - High	Editing the date on a book is clunky	Fred Bloggs	4-Nov-2003	Joe P Smith	Edit
□	IN000016	Bug	Not Reproducible	2 - High	The homepage hangs whilst loading	Fred Bloggs	15-Nov-2003	Joe P Smith	Edit
□	IN000006	Bug	Open	3 - Medium	The book listing screen doesn't sort		2-Nov-2003	Joe P Smith	Edit

| 1 . 2 | Next >

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To filter the list by incident type, status, priority, owner or detector name, you simply choose an item from the appropriate drop-down list, and for the other fields, you enter a free-text phrase then click <Filter> to apply the different filters. Note that the name field is searched using a "LIKE" comparison, so that searching for "database" would include any item with the word database in the name. The other freetext fields need to be exact matches (e.g. dates, incident numbers).

To change the column that is sorted, or to change the direction of the current sort, simply click on the up/down arrow icon in the appropriate column. The currently sorted column is indicated by the larger, white arrow with the back-border. In the screen-shot above, we are filtering on type=bug and sorting by decreasing priority.

6.1.2. New Incident

Clicking on the <New Incident> button takes you to the new incident screen. This is essentially the same screen as the incident details screen shown in section 6.2 except that the <Update> button is replaced by an <Insert> button, and some of the fields are disabled (type, status, owner) since all incidents are initially created as type=incident and status=new.

6.1.3. Delete

Clicking on the <Delete> button deletes the incidents whose check-boxes have been selected in the incident list.

6.1.4. Clear Filters

Clicking on the <Clear Filters> button removes any set filters and expands the incident list to display all incidents for the current project.

6.1.5. Refresh

Clicking on the <Refresh> button simply reloads the list of incidents; this is useful when new incidents are being added by other users, and you want to make sure you have the most up-to-date list displayed.

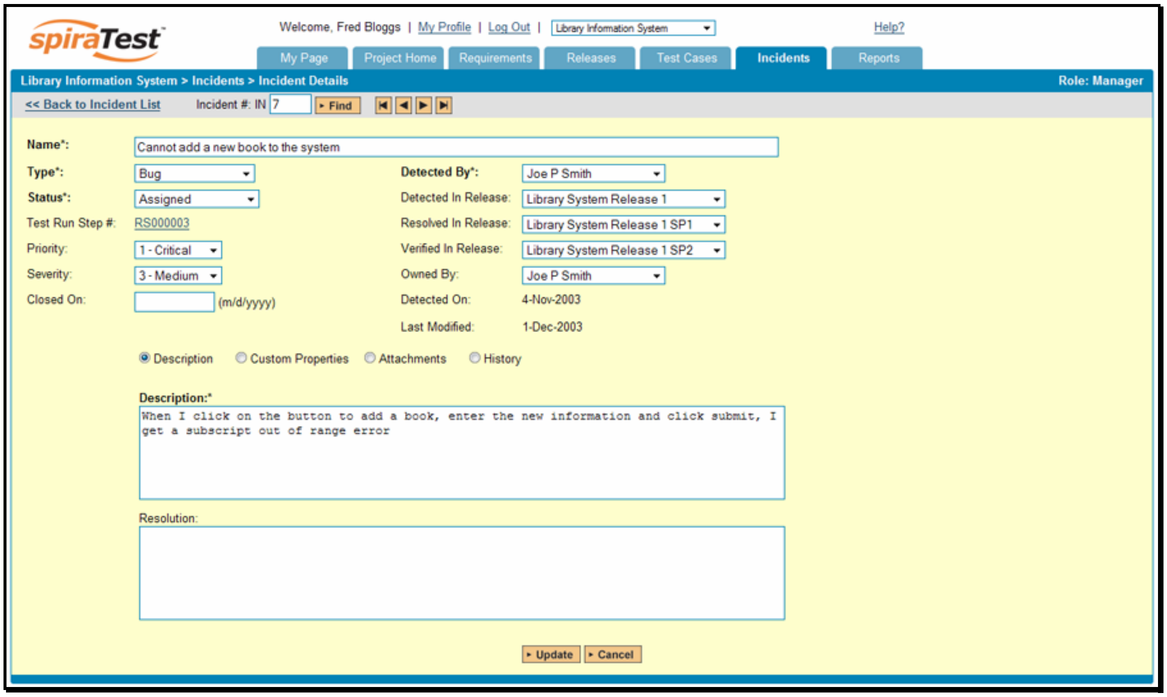
6.1.6. Edit

Each incident in the list has an <Edit> button display in its right-most column. When you click this button, you change the item from “View” mode to “Edit” mode. The various columns are made editable, and <Update> <Cancel> buttons are displayed in the last column. When you have made your updates, you can either click <Update> to commit the changes, or <Cancel> to revert back to the original information.

This is useful for making simple changes to an incident – it avoids having to first go to the incident details page. To change fields not displayed in the incident list, you will however, need to click on the incident name to view the Incident Details page (see section 6.2).

6.2. Incident Details

When you click on an incident item in the incident list, or click the <New Incident> button (as described in section 6.1), you are taken to the incident details page illustrated below:



Incident #: IN 7

Name*:	Cannot add a new book to the system		
Type*:	Bug	Detected By*:	Joe P Smith
Status*:	Assigned	Detected In Release:	Library System Release 1
Test Run Step #:	RS000003	Resolved In Release:	Library System Release 1 SP1
Priority:	1 - Critical	Verified In Release:	Library System Release 1 SP2
Severity:	3 - Medium	Owned By:	Joe P Smith
Closed On:	(m/d/yyyy)	Detected On:	4-Nov-2003
		Last Modified:	1-Dec-2003

Description:*

```
When I click on the button to add a book, enter the new information and click submit, I
get a subscript out of range error
```

Resolution:

This page is made up of two areas; the top navigation bar (with the gray background) that allows you move between incidents, and the main pane (yellow background) that contains the details of the incident in question.

The navigation bar allows you to move within the list of incidents that were displayed in the incident list page, without having to go back to that page. So, if the incident list page contained a list of all bugs sorted by priority, the buttons on this navigation would allow you to cycle between the different bugs, in order of priority. If you want to view incidents that are outside this filtered list, or want to change the way they are sorted, you need to click the “Back to Incident List” hyperlink and change the filter/sort on the incident list page.

You can either enter a specific incident number in the text-box and click the <Find> button, or simply click one of the four movement buttons (move first, move previous, move next and move last) to cycle to a different incident in the list.

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In addition, the lower section of the incident details page can be switched been three different views: “View Description”, “View Attachments”, and “View History”. These are described separately below.

6.2.1. Editing an Existing Incident

If you are editing an existing incident, the following fields will be editable for you to change:

- Name
- Status (New, Open, Assigned, Fixed, Closed, Duplicate, Cannot Reproduce)
- Incident Type (Bugs, Enhancements, Issues, Training Items, Limitations, Change Requests, and Risks)
- Detected By User
- Assigned Owner
- Detected In Release
- Resolved in Release
- Verified in Release
- Priority (Critical, High, Medium, Low)
- Severity (Critical, High, Medium, Low)
- Closed Date
- Description
- Resolution
- Attachment List

Note that the mandatory fields are listed in **bold type** with asterisks. Once you’ve made the changes to the appropriate incident fields, you can either click <Update> to commit the changes or <Cancel> to discard the changes and return back to the incident list.

6.2.2. Inserting a New Incident

If you are inserting a new incident, only the following fields will be editable for you to fill-in:

- Name
- Detected By User
- Detected In Release
- Priority (Critical, High, Medium, Low)
- Severity (Critical, High, Medium, Low)
- Closed Date
- Description
- Resolution
- Attachment List

The reason for the limited number of editable fields is that all incidents are created as status=New, so that it is known that they need to be formally reviewed, assigned a type, priority, owner and status by the project manager. Note that the mandatory fields are listed in **bold type** with asterisks.

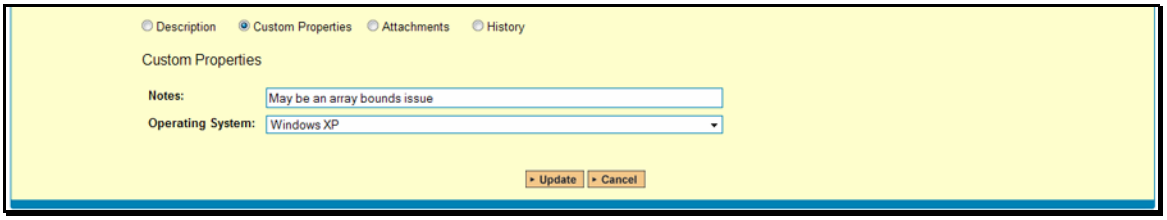
Once you’ve filled out the appropriate incident fields, you can either click <Insert> to commit the new item or <Cancel> to discard the insertion and return back to the incident list.

6.2.3. Description

In this mode, the lower section of the screen displays the detailed description of the incident together with any recorded resolution. The latter text-box is optional and can be used to enter guidance to the development team, suggestions for resolving the bug/issue, etc.

6.2.4. Custom Properties

In this mode, the main pane displays any custom properties that the project owner has defined for incidents. To learn more about how to setup and configure custom properties for a project, please refer to the *SpiraTest Administration Guide*. Assuming that custom properties have been defined for your project, you will see a list of optional parameters that can be set on the incident. These can be either freetext or drop-down-lists. In the example below, you can enter Notes, and/or the Operating System that the incident was observed on.



○ Description ● Custom Properties ○ Attachments ○ History

Custom Properties

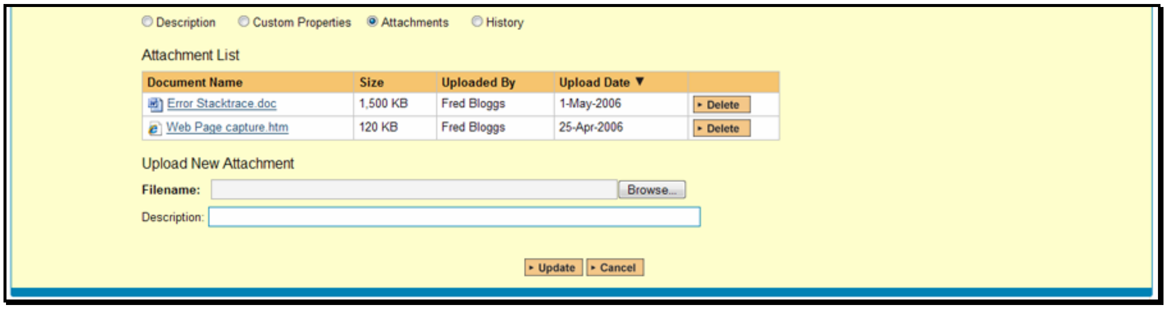
Notes: May be an array bounds issue

Operating System: Windows XP

Once you are satisfied with the values for the custom properties, simply click [Update] to commit the changes.

6.2.5. Attachments

In this mode, the lower section of the screen displays the list of documents that have been "attached" to the incident. The documents can be in any format, though SpiraTest^{TM} will only display the icon for certain known types.



○ Description ○ Custom Properties ● Attachments ○ History

Attachment List

Document Name	Size	Uploaded By	Upload Date ▼	
Error Stacktrace.doc	1,500 KB	Fred Bloggs	1-May-2006	Delete
Web Page capture.htm	120 KB	Fred Bloggs	25-Apr-2006	Delete

Upload New Attachment

Filename:

Description:

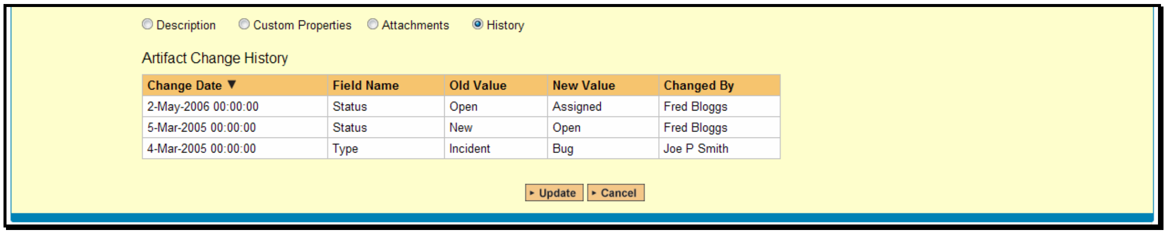
The attachment list includes the filename that was originally uploaded together with the file-size (in KB), name of the person who attached it and the date uploaded. In addition, if you position the pointer over the filename and hold it there for a few seconds, a detailed description is displayed as a tooltip. To actually view the document, simply click on the filename hyperlink and a new web browser window will open. Depending on the type of file, this window will either display the document or prompt you for a place to save it on your local computer.

To delete an existing attachment from an incident, simply click the <Delete> button and the attachment will be removed from the list. To attach a new document to the incident, you need to click the Browse button and select the file from your local computer, optionally enter a detailed description then click the <Update> button. The document will be copied from your computer and attached to the incident.

Note: If you are using a non-Windows® computer (e.g. Macintosh®) that doesn't put file extensions on filenames (e.g. .xls for an Excel sheet) automatically, then you will need to manually add the file extension to the filename *before uploading* if you want it to be displayed with the correct icon in the attachment list.

6.2.6. History

In this mode, the main pane displays the list of changes that have been performed on the incident artifact since its creation. An example incident change history is depicted below:



Artifact Change History

Change Date ▼	Field Name	Old Value	New Value	Changed By
2-May-2006 00:00:00	Status	Open	Assigned	Fred Bloggs
5-Mar-2005 00:00:00	Status	New	Open	Fred Bloggs
4-Mar-2005 00:00:00	Type	Incident	Bug	Joe P Smith

The change history displays the date that each change was made, together with the fields that were changed, the old and new values and the person who made the change. This allows a complete audit trail to be maintained of all changes in the system.

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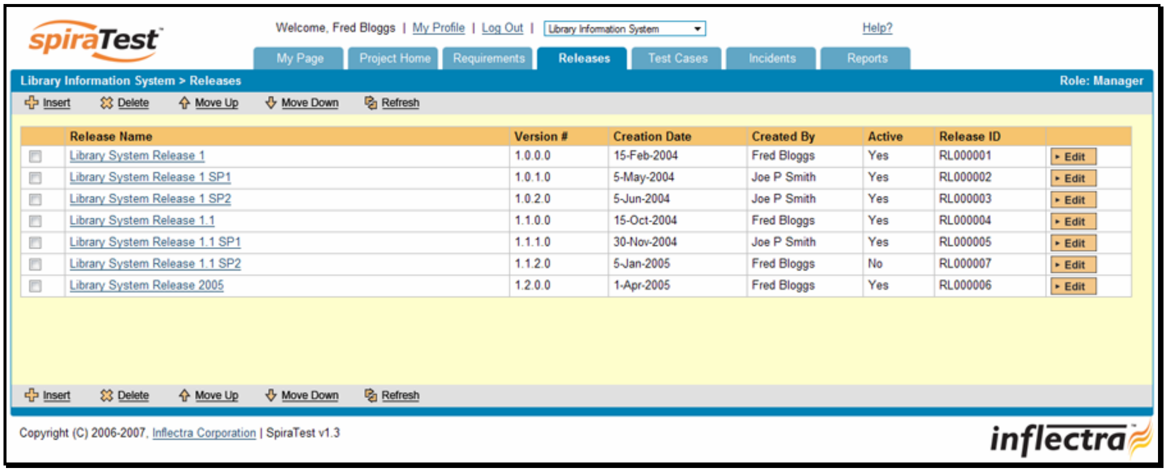
7. Release Management

This section outlines how to use the Release Management features of SpiraTest^{TM} to manage different versions of the system being tested in a particular project. This is an optional feature of the system, and you can manage the testing for a project successfully without tracking individual releases. Typically when you develop a system, it is important to ensure that features introduced in successive versions do not impair existing functionality - this is known as *regression testing*.

In such situations, you will want to be able to execute the same set of test scripts against multiple versions of the system and be able to track failures by version. A feature that works correctly in version 1.0 may fail in version 1.1, and the maintenance team may be testing the existing lifecycle of v1.0 in parallel with the development team testing v1.1. Therefore by developing a master set of releases/versions in the Release Management module, you can have the different testing teams correctly assign their testing actions to the appropriate version.

7.1. Release List

When you click on the “Releases” tab on the global navigation bar, you will initially be taken to the release list screen illustrated below:



	Release Name	Version #	Creation Date	Created By	Active	Release ID	
□	Library System Release 1	1.0.0.0	15-Feb-2004	Fred Bloggs	Yes	RL000001	Edit
□	Library System Release 1 SP1	1.0.1.0	5-May-2004	Joe P Smith	Yes	RL000002	Edit
□	Library System Release 1 SP2	1.0.2.0	5-Jun-2004	Joe P Smith	Yes	RL000003	Edit
□	Library System Release 1.1	1.1.0.0	15-Oct-2004	Fred Bloggs	Yes	RL000004	Edit
□	Library System Release 1.1 SP1	1.1.1.0	30-Nov-2004	Joe P Smith	Yes	RL000005	Edit
□	Library System Release 1.1 SP2	1.1.2.0	5-Jan-2005	Fred Bloggs	No	RL000007	Edit
□	Library System Release 2005	1.2.0.0	1-Apr-2005	Fred Bloggs	Yes	RL000006	Edit

Insert
Delete
Move Up
Move Down
Refresh
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inflectra

The release list will contain all the releases associated with current project. When you create a new project, this list will initially be empty, and you will have to use the <Insert> button to start adding releases to the project. The order of releases in the list is configurable, so you can organize the various releases in the way that makes most sense for a particular project.

All of the releases in the list have a release-name, together with the assigned version number for that release, the date that the release was first created, the name of the creator of the release and the release number. Clicking on a release’s hyperlink will take you to the release details page for the item in question (see section 7.2).

7.1.1. Insert

Clicking on the <Insert> button inserts a new release *above* the currently selected release – i.e. the one whose check-box has been selected. If you want to insert a new release below an existing release, you need to select the one below it. If you insert a new release without first selecting an existing item from the list, the new release will simply be added to the end of the list.

Once the new release has been inserted, the item is switched to “Edit” mode so that you can change the default name, active flag, version number and creator.

7.1.2. Delete

Clicking on the <Delete> button deletes all the releases whose check-boxes have been selected. Any test runs or incidents that were associated with this release are ***not*** themselves deleted, but the relationship between them is lost.

7.1.3. Refresh

Clicking on the <Refresh> button simply reloads the release list. This is useful as other people may be modifying the list of releases at the same time as you, and after stepping away from the computer for a short-time, you should click this button to make sure you are viewing the most current release list for the project.

7.1.4. Edit

Each release in the list has an <Edit> button display in its right-most column. When you click this button, you change the item from “View” mode to “Edit” mode. The various columns are made editable, and <Update> <Cancel> buttons are displayed in the last column. When you have made your updates, you can either click <Update> to commit the changes, or <Cancel> to revert back to the original information.

7.1.5. Move Up

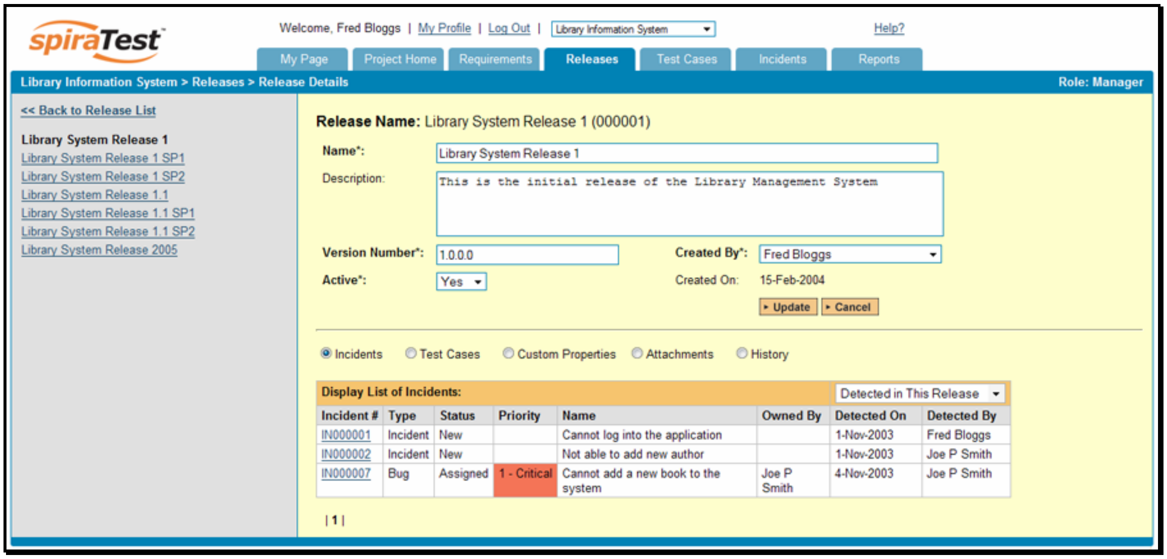
Clicking on the <Move Up> button simply reorders the release list so that the currently selected release is one position higher up the list. Note: Attempting to move a release above the top of the list will give a warning message.

7.1.6. Move Down

Clicking on the <Move Down> button simply reorders the release list so that the currently selected release is one position lower down the list. Note: Attempting to move a release below the bottom of the list of existing releases will give a warning message.

7.2. Release Details

When you click on release item in the release list described in section 7.1, you are taken to the release details page illustrated below:


spiraTest
Welcome, Fred Bloggs | My Profile | Log Out | Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Releases > Release Details
Role: Manager
<< Back to Release List
Library System Release 1
Library System Release 1 SP1
Library System Release 1 SP2
Library System Release 1.1
Library System Release 1.1 SP1
Library System Release 1.1 SP2
Library System Release 2005
▸ Update
▸ Cancel
● Incidents
○ Test Cases
○ Custom Properties
○ Attachments
○ History
| 1 |

Release Name: Library System Release 1 (000001)

Name*:	Library System Release 1		
Description:	This is the initial release of the Library Management System		
Version Number*:	1.0.0.0	Created By*:	Fred Bloggs
Active*:	Yes	Created On:	15-Feb-2004

Display List of Incidents: Detected in This Release

Incident #	Type	Status	Priority	Name	Owned By	Detected On	Detected By
IN000001	Incident	New		Cannot log into the application		1-Nov-2003	Fred Bloggs
IN000002	Incident	New		Not able to add new author		1-Nov-2003	Joe P Smith
IN000007	Bug	Assigned	1 - Critical	Cannot add a new book to the system	Joe P Smith	4-Nov-2003	Joe P Smith

This page is made up of three areas; the left pane is the navigation window, the upper part of the right pane contains the release detailed information itself, and the bottom part of the right pane displays different information associated with the release.

The navigation pane consists of a link that will take you back to the release list, as well as a list of the other releases in the current project. This latter list is useful as a navigation shortcut; you can quickly view the test run information of all the other releases by clicking on the navigation links without having to first return to the release list page.

The top part of the right pane allows you to view and/or edit the details of the particular release. You can edit the various fields (name, description, etc.) and once you are satisfied with them, simply click the <Update> button just below the fields to commit the changes.

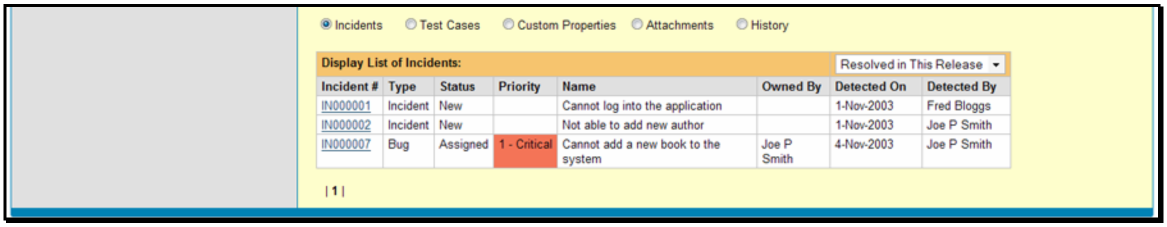
The lower part of the right pane can be in one of five possible modes that can be selected: “Incidents”, “Test Cases”, “Custom Properties”, “Attachments”, and “History”. Each of the different views is described separately below.

7.2.1. Incidents

This is the default view for the release details page. It displays the incidents associated with the selected release. The incident list can be one of three modes:

- Detected in this Release – this will display a list of all the incidents that were detected during the testing of the selected release. This is useful in determining if there are open incidents associated with a release that need to be dealt with.
- Resolved in this Release – This will display a list of all the incidents that have been reportedly resolved in this release. This is useful for double-checking that all the resolved incidents for a release have indeed been fixed.
- Verified in this Release – This will display a list of the incidents that have been verified as being fixed in this release. This is useful for generating release notes for a specific release indicating what changes and enhancements have been made in the release.

Regardless of the mode, each incident is listed together with the type, status, priority, name, owner, detector, detection date and a link to the actual incident details (see section 6.2):



● Incidents ○ Test Cases ○ Custom Properties ○ Attachments ○ History

Display List of Incidents: Resolved in This Release

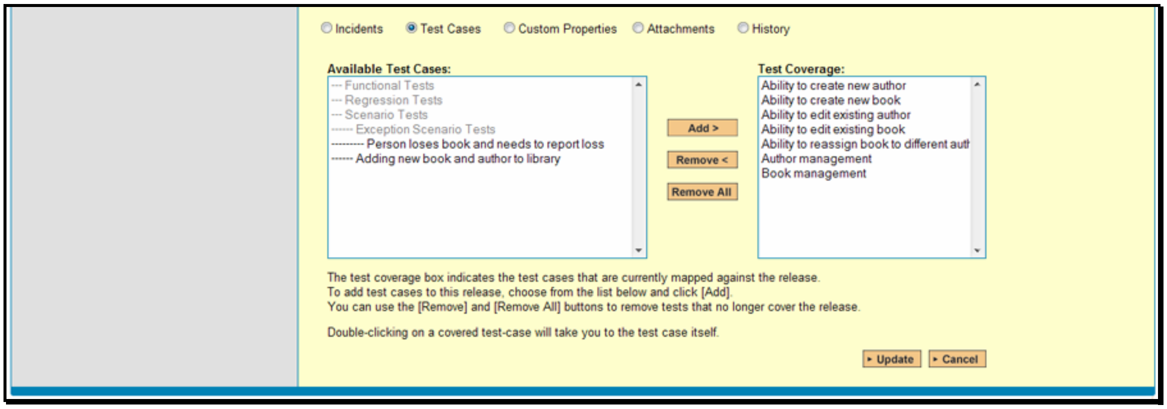
Incident #	Type	Status	Priority	Name	Owned By	Detected On	Detected By
IN000001	Incident	New		Cannot log into the application		1-Nov-2003	Fred Bloggs
IN000002	Incident	New		Not able to add new author		1-Nov-2003	Joe P Smith
IN000007	Bug	Assigned	1 - Critical	Cannot add a new book to the system	Joe P Smith	4-Nov-2003	Joe P Smith

| 1 |

To change between the three modes outlined above, simply select the desired mode from the drop-down list contained within the header of the incident list table.

7.2.2. Test Case Mapping

This mode displays the test case mapping information for the release in question:



Available Test Cases:

--- Functional Tests
--- Regression Tests
--- Scenario Tests
------ Exception Scenario Tests
--------- Person loses book and needs to report loss
------ Adding new book and author to library

Test Coverage:

Ability to create new author
Ability to create new book
Ability to edit existing author
Ability to edit existing book
Ability to reassign book to different auth
Author management
Book management

The test coverage box indicates the test cases that are currently mapped against the release.
To add test cases to this release, choose from the list below and click [Add].
You can use the [Remove] and [Remove All] buttons to remove tests that no longer cover the release.

Double-clicking on a covered test-case will take you to the test case itself.

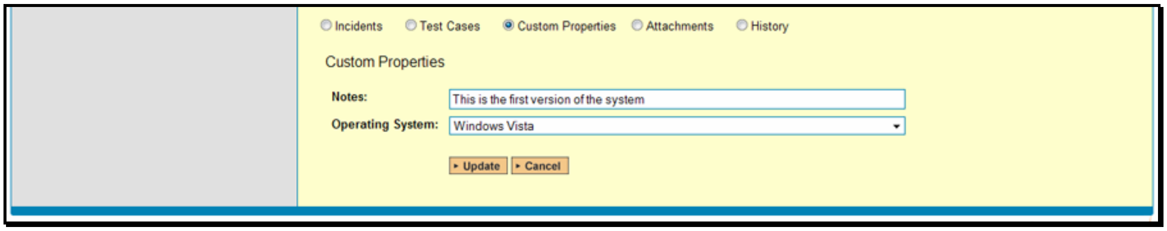
The test case mapping section consists of two lists of test cases, the one on the left being the hierarchical list of the test cases belonging to the project that are not currently mapped to this release. The right box contains the list of test cases currently mapped to this release. Double-clicking on items in this box will jump you to the test case details screen for this requirement (see section 5.2).

To change the test case mapping for this release, you use the buttons (Add, Remove, Remove All) positioned between the two list-boxes. The <Add> button will move the selected test cases from the list of available on the left to the list of mapped on the right. Similarly the <Remove> and <Remove All> buttons will remove either the selected or all the test cases from the right list-box and add them back to the left list-box.

Note that none of the changes are committed until you click the <Update> button at the bottom-right of the screen. If you want to discard the changes you have made, simply click either the <Cancel> button or the “Back to Release List” link and you will be returned to the Release List page.

7.2.3. Custom Properties

In this mode, the main pane displays any custom properties that the project owner has defined for releases. To learn more about how to setup and configure custom properties for a project, please refer to the *SpiraTest Administration Guide*. Assuming that custom properties have been defined for your project, you will see a list of optional parameters that can be set on the release. These can be either freetext or drop-down-lists. In the example below, you can enter Notes and/or the Operating System that the release is intended for.



Custom Properties

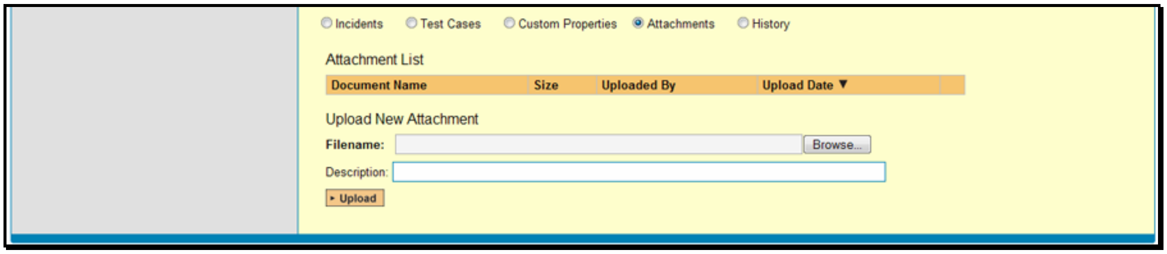
Notes: This is the first version of the system

Operating System: Windows Vista

Once you are satisfied with the values for the custom properties, simply click [Update] to commit the changes.

7.2.4. Attachments

In this mode, the lower section of the screen displays the list of documents that have been "attached" to the release. The documents can be in any format, though SpiraTest^{TM} will only display the icon for certain known types.



○ Incidents ○ Test Cases ○ Custom Properties ● Attachments ○ History

Attachment List

Document Name	Size	Uploaded By	Upload Date ▼

Upload New Attachment

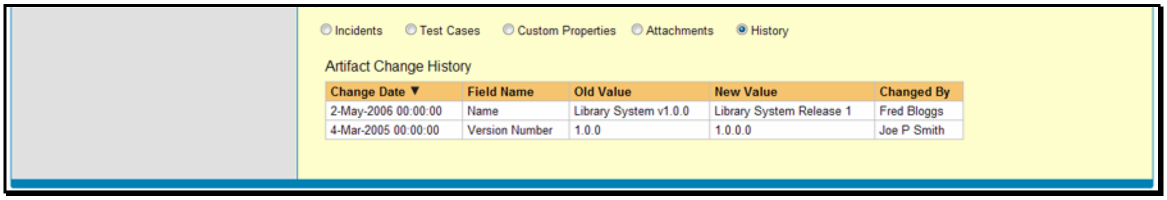
The attachment list includes the filename that was originally uploaded together with the file-size (in KB), name of the person who attached it and the date uploaded. In addition, if you position the pointer over the filename and hold it there for a few seconds, a detailed description is displayed as a tooltip. To actually view the document, simply click on the filename hyperlink and a new web browser window will open. Depending on the type of file, this window will either display the document or prompt you for a place to save it on your local computer.

To delete an existing attachment from a release, simply click the <Delete> button and the attachment will be removed from the list. To attach a new document to the release, you need to click the Browse button and select the file from your local computer, optionally enter a detailed description then click the <Upload> button. The document will be copied from your computer and attached to the release.

Note: If you are using a non-Windows® computer (e.g. Macintosh®) that doesn't put file extensions on filenames (e.g. .xls for an Excel sheet) automatically, then you will need to manually add the file extension to the filename *before uploading* if you want it to be displayed with the correct icon in the attachment list.

7.2.5. View History

In this mode, the main pane displays the list of changes that have been performed on the release artifact since its creation. An example release change history is depicted below:



○ Incidents ○ Test Cases ○ Custom Properties ○ Attachments ● History

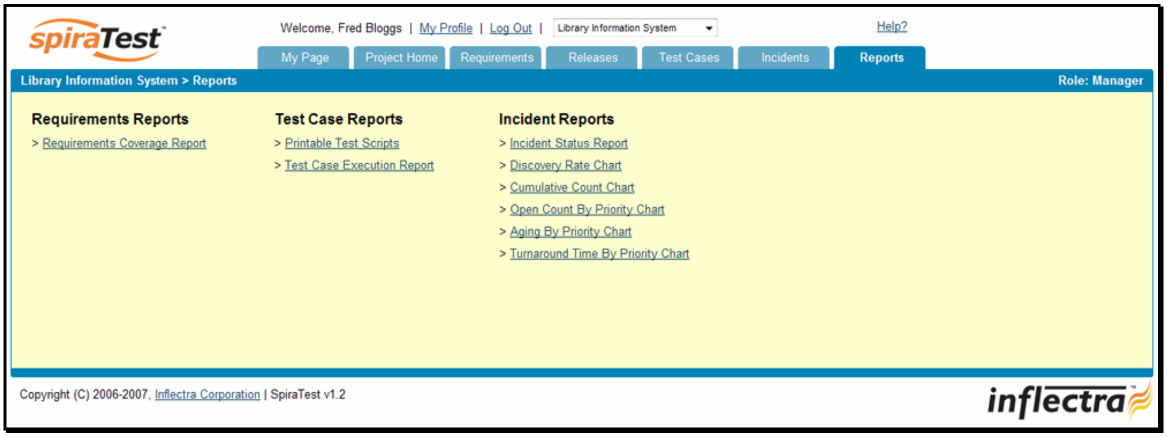
Artifact Change History

Change Date ▼	Field Name	Old Value	New Value	Changed By
2-May-2006 00:00:00	Name	Library System v1.0.0	Library System Release 1	Fred Bloggs
4-Mar-2005 00:00:00	Version Number	1.0.0	1.0.0.0	Joe P Smith

The change history displays the date that each change was made, together with the fields that were changed, the old and new values and the person who made the change. This allows a complete audit trail to be maintained of all changes in the system.

8. Reports Center

This section describes the reporting features of SpiraTest^{TM}, including an overview of each of the report types that are available. When you click on the "Reports" tab on the global navigation bar, you will initially be taken to the reports home page illustrated below:



spiraTest
Welcome, Fred Bloggs | My Profile | Log Out |
Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Reports
Role: Manager
inflectra

Requirements Reports
- > Requirements Coverage Report

Test Case Reports
- > Printable Test Scripts
- > Test Case Execution Report

Incident Reports
- > Incident Status Report
- > Discovery Rate Chart
- > Cumulative Count Chart
- > Open Count By Priority Chart
- > Aging By Priority Chart
- > Turnaround Time By Priority Chart

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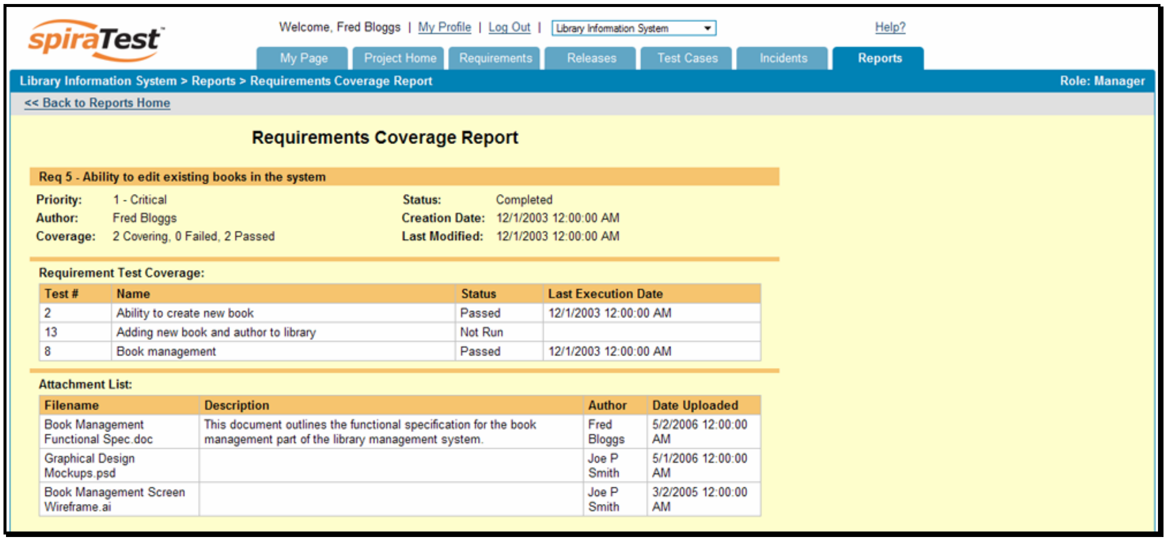
This page simply lists each of the reports available in the system, categorized by the artifact they primarily relate to (requirements, test cases, and incidents). Clicking on any of the report hyperlinks will take you to the report in question. Each of the reports is briefly described below:

8.1. Requirements Reports

8.1.1. Requirements Coverage Report

This printable report displays all of the requirements defined for the current project in the order they appear in the requirements list. For each individual requirement, the name, priority, author, status and coverage status are displayed, along with tables containing the list of covering test cases, attached documents, and the change history:



spiraTest
Welcome, Fred Bloggs | My Profile | Log Out |
Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Reports > Requirements Coverage Report
Role: Manager
<< Back to Reports Home

Requirements Coverage Report

Req 5 - Ability to edit existing books in the system

Priority:	1 - Critical	**Status:**	Completed
Author:	Fred Bloggs	**Creation Date:**	12/1/2003 12:00:00 AM
Coverage:	2 Covering, 0 Failed, 2 Passed	**Last Modified:**	12/1/2003 12:00:00 AM

Requirement Test Coverage:

Test #	Name	Status	Last Execution Date
2	Ability to create new book	Passed	12/1/2003 12:00:00 AM
13	Adding new book and author to library	Not Run	
8	Book management	Passed	12/1/2003 12:00:00 AM

Attachment List:

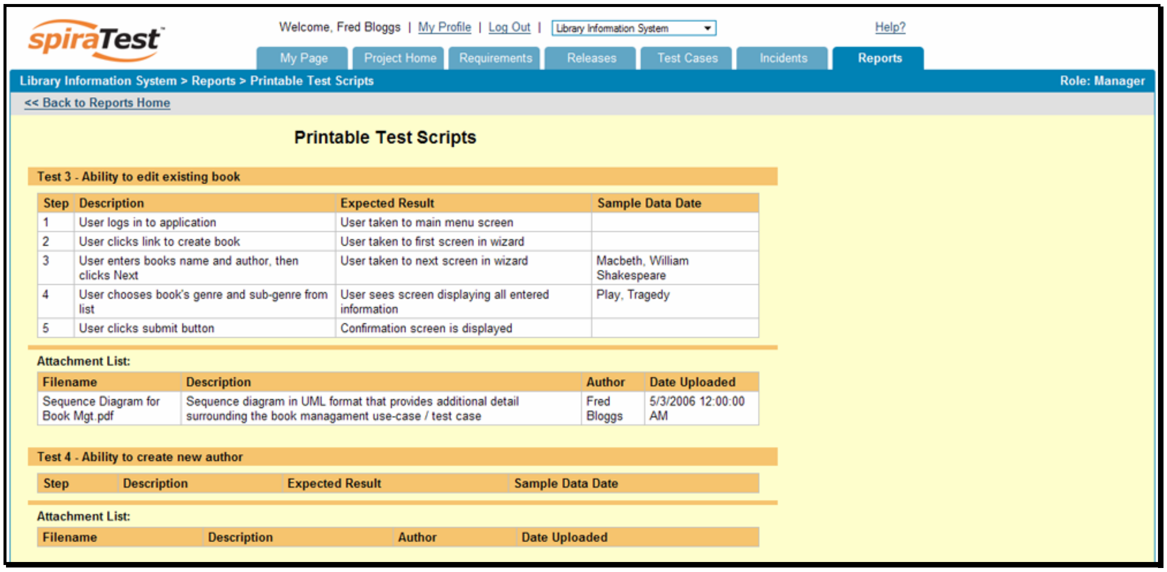
Filename	Description	Author	Date Uploaded
Book Management Functional Spec.doc	This document outlines the functional specification for the book management part of the library management system.	Fred Bloggs	5/2/2006 12:00:00 AM
Graphical Design Mockups.psd		Joe P Smith	5/1/2006 12:00:00 AM
Book Management Screen Wireframe.ai		Joe P Smith	3/2/2005 12:00:00 AM

8.2. Test Case Reports

8.2.1. Printable Test Scripts

This printable report is useful when you want to be able to conduct the testing activities offline on paper, or when testers need paper copies of the test script in addition to using the online test execution wizard.

In either case, this report simply displays all of the test cases defined for the current project in the order they appear in the test case list together with their detailed test steps and a list of any attached documents.


spiraTest
Welcome, Fred Bloggs | My Profile | Log Out | Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Reports > Printable Test Scripts
Role: Manager
<< Back to Reports Home

Printable Test Scripts

Test 3 - Ability to edit existing book

Step	Description	Expected Result	Sample Data Date
1	User logs in to application	User taken to main menu screen	
2	User clicks link to create book	User taken to first screen in wizard	
3	User enters books name and author, then clicks Next	User taken to next screen in wizard	Macbeth, William Shakespeare
4	User chooses book's genre and sub-genre from list	User sees screen displaying all entered information	Play, Tragedy
5	User clicks submit button	Confirmation screen is displayed	

Attachment List:

Filename	Description	Author	Date Uploaded
Sequence Diagram for Book Mgt.pdf	Sequence diagram in UML format that provides additional detail surrounding the book managament use-case / test case	Fred Bloggs	5/3/2006 12:00:00 AM

Test 4 - Ability to create new author

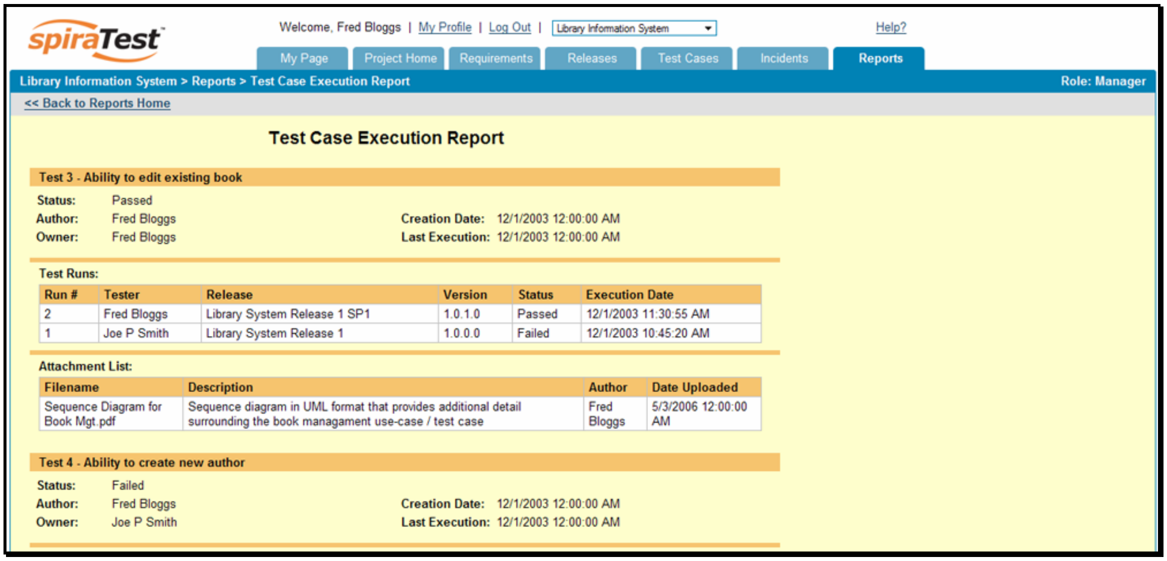
Step	Description	Expected Result	Sample Data Date

Attachment List:

Filename	Description	Author	Date Uploaded

8.2.2. Test Case Execution Report

This printable report displays all of the test cases defined for the current project in the order they appear in the test case list. For each individual test case, the name, execution status, author, owner and execution date are displayed, along with tables containing the list of individual test runs, attached documents, the change history, and finally any associated open incidents:


spiraTest
Welcome, Fred Bloggs | My Profile | Log Out | Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Reports > Test Case Execution Report
Role: Manager
<< Back to Reports Home

Test Case Execution Report

Test 3 - Ability to edit existing book

Status:	Passed		
Author:	Fred Bloggs	Creation Date:	12/1/2003 12:00:00 AM
Owner:	Fred Bloggs	Last Execution:	12/1/2003 12:00:00 AM

Test Runs:

Run #	Tester	Release	Version	Status	Execution Date
2	Fred Bloggs	Library System Release 1 SP1	1.0.1.0	Passed	12/1/2003 11:30:55 AM
1	Joe P Smith	Library System Release 1	1.0.0.0	Failed	12/1/2003 10:45:20 AM

Attachment List:

Filename	Description	Author	Date Uploaded
Sequence Diagram for Book Mgt.pdf	Sequence diagram in UML format that provides additional detail surrounding the book managament use-case / test case	Fred Bloggs	5/3/2006 12:00:00 AM

Test 4 - Ability to create new author

Status:	Failed		
Author:	Fred Bloggs	Creation Date:	12/1/2003 12:00:00 AM
Owner:	Joe P Smith	Last Execution:	12/1/2003 12:00:00 AM

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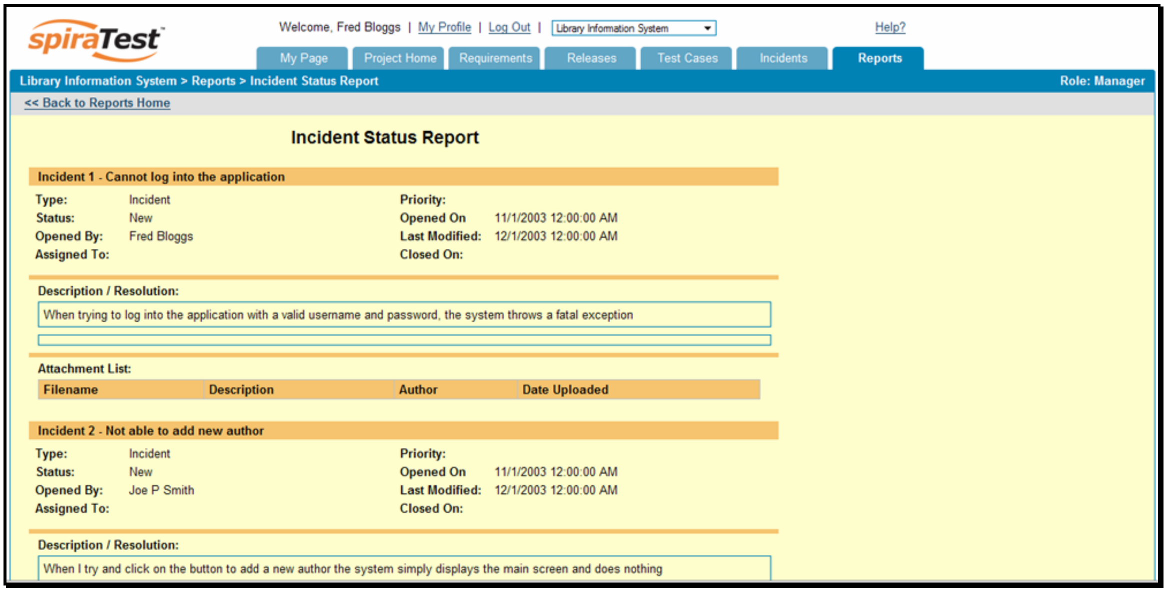
8.3. Incident Reports

8.3.1. Incident Status Report

This printable report displays all of the incidents tracked for the current project sorted by incident number. For each individual incident, the name, type, priority, status, opener, owner and close date are displayed, along with tables containing the detailed description and resolutions as well as a tabular list of attached documents and the change history:


spiraTest
Welcome, Fred Bloggs | My Profile | Log Out | Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Reports > Incident Status Report
Role: Manager
<< Back to Reports Home

Incident Status Report

Incident 1 - Cannot log into the application

Type:	Incident	**Priority:**	
Status:	New	**Opened On**	11/1/2003 12:00:00 AM
Opened By:	Fred Bloggs	**Last Modified:**	12/1/2003 12:00:00 AM
Assigned To:		**Closed On:**	

Description / Resolution:

When trying to log into the application with a valid username and password, the system throws a fatal exception

Attachment List:

Filename	Description	Author	Date Uploaded

Incident 2 - Not able to add new author

Type:	Incident	**Priority:**	
Status:	New	**Opened On**	11/1/2003 12:00:00 AM
Opened By:	Joe P Smith	**Last Modified:**	12/1/2003 12:00:00 AM
Assigned To:		**Closed On:**	

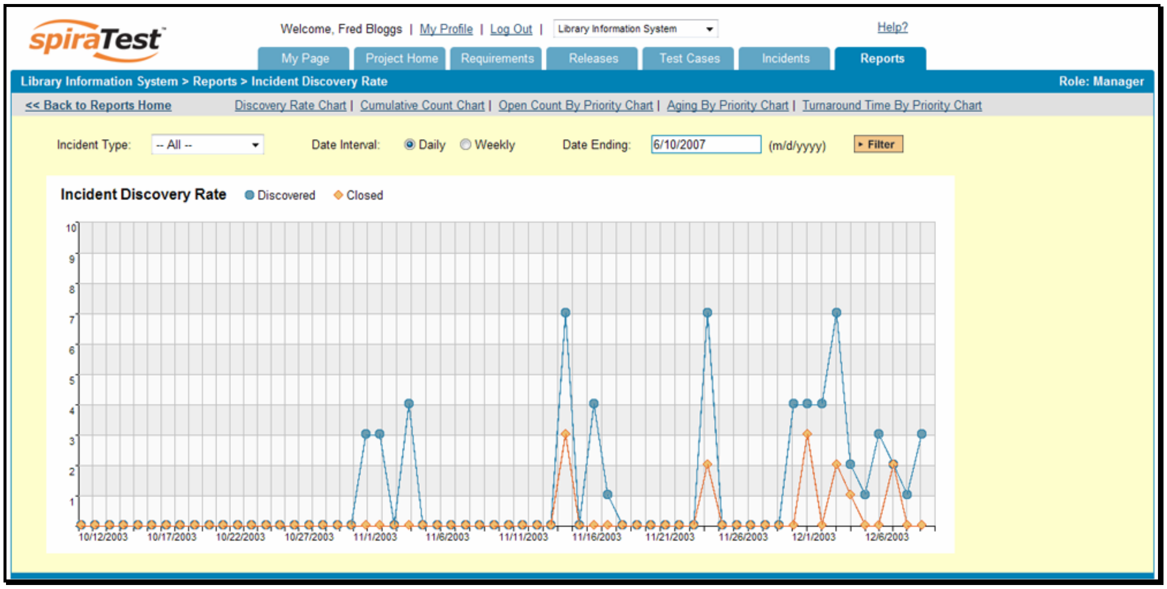
Description / Resolution:

When I try and click on the button to add a new author the system simply displays the main screen and does nothing

8.3.2. Incident Discovery Rate Chart

The incident discovery rate chart displays the total number of incidents created and closed over a particular date-range. The report can either be displayed for 60 days of data daily or for 12 months of data weekly, ending on a specified date.

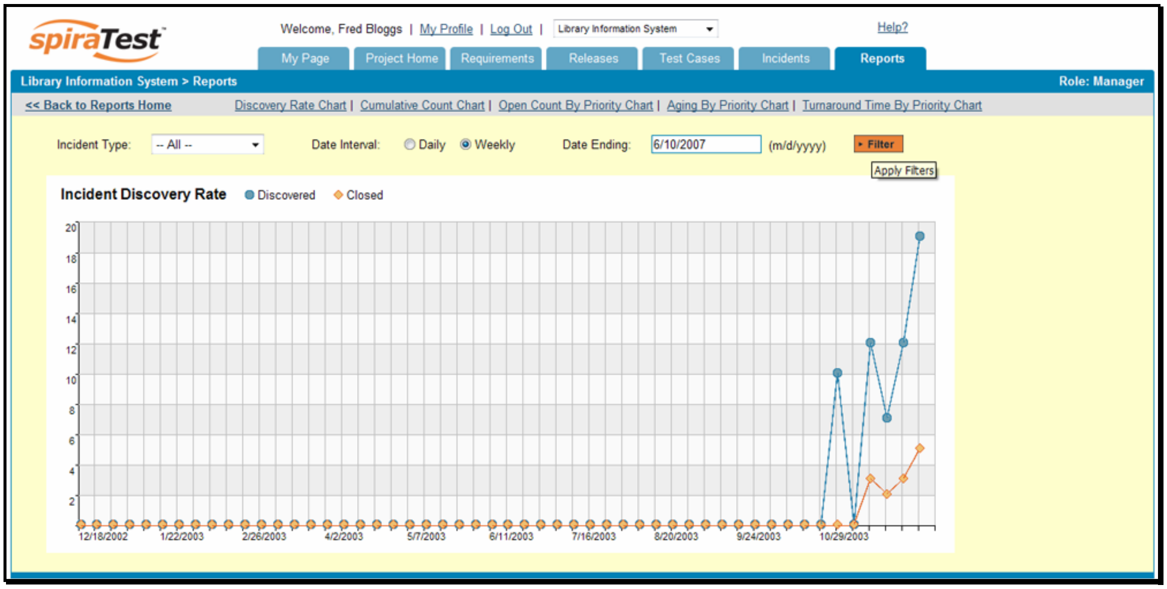
The screen-shot below illustrates the discovery report loaded with the past 60 days of incident discovery/closure data depicted on a daily basis:



Incident Type: -- All --   Date Interval: ● Daily ○ Weekly   Date Ending: 6/10/2007 (m/d/yyyy)

In this version of the report, the y-axis represents the number of incidents (either created or closed in a 24 hour period), and the x-axis represents a specific day in the time-span. Each data-point can be viewed by positioning the mouse pointer over the point, and a “tooltip” will pop-up listing the actual data value. You can filter the report by the type of incident, and also change the ending date of the date range (e.g. displaying only the bugs for the date range).

Similarly, by clicking on the weekly radio button, you can display the past 12 months of incident discovery data organized on a weekly basis:



Welcome, Fred Bloggs | My Profile | Log Out | Library Information System

Library Information System > Reports

Role: Manager

Incident Type: -- All --

Date Interval: ○ Daily ● Weekly

Date Ending: 6/10/2007 (m/d/yyyy)

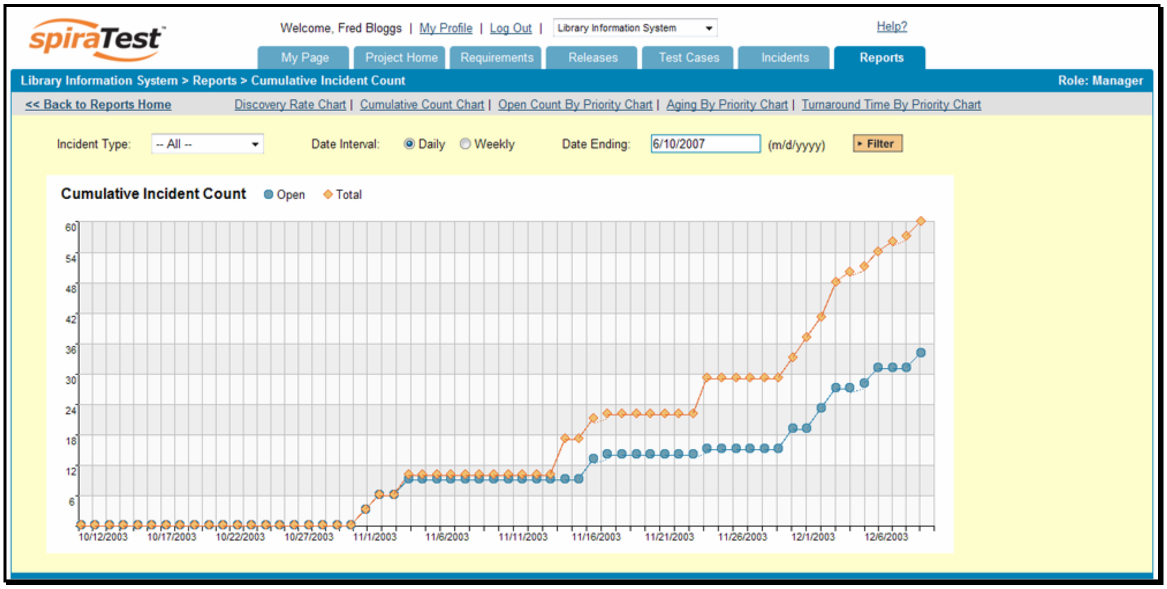
In this version of the report, the y-axis represents the number of incidents (either created or closed in a 7-day period), and the x-axis represents a specific week in the time-span. Each data-point can be viewed by positioning the mouse pointer over the point, and a “tooltip” will pop-up listing the actual data value. Again you can filter this report by the type of incident and also specify the ending date of the date-range.

Clicking the “Back to Project Home” hyperlink will take you back to the Project Home dashboard. In addition, the toolbar displays a list of shortcuts to other incident reports that can be displayed.

8.3.3. Cumulative Incident Count Chart

The cumulative incident count chart displays the cumulative total number of incidents logged in the system for the current project over a particular date-range. The report can either be displayed for a 60 day interval on a daily basis or for a 12 month interval of a weekly basis. The report displays two data series, one illustrating the total count of all incidents, the other the total count of all *open incidents* (i.e. with status not set to fixed or closed).

The screen-shot below illustrates the cumulative count report loaded with the past 60 days of cumulative incident count data depicted on a daily basis:



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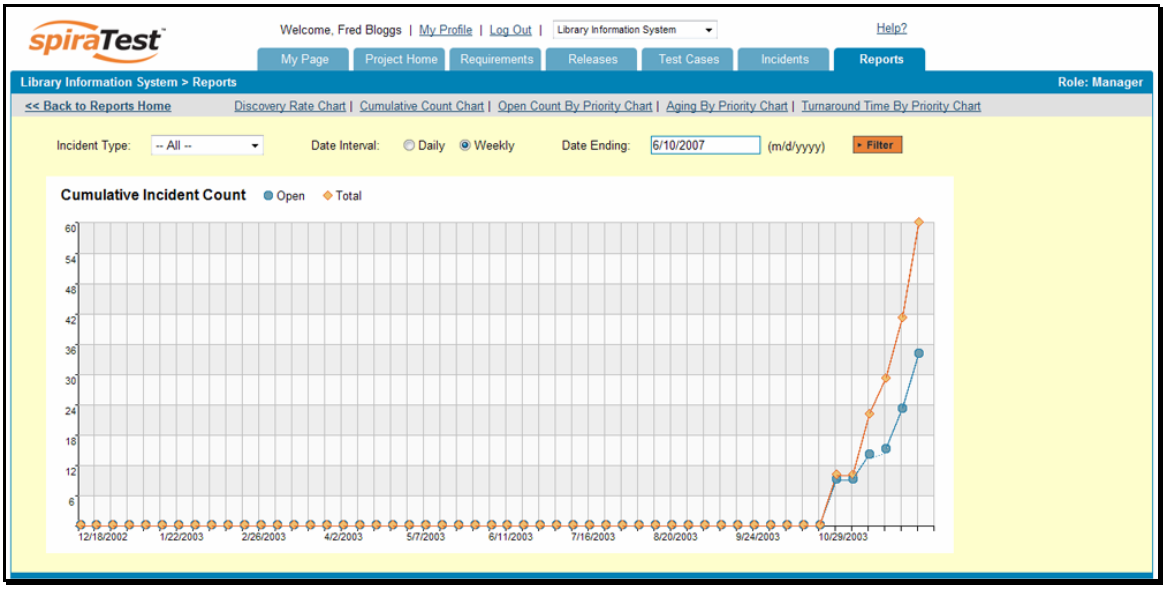
Library Information System > Reports > Cumulative Incident Count — Role: Manager

<< Back to Reports Home — Discovery Rate Chart | Cumulative Count Chart | Open Count By Priority Chart | Aging By Priority Chart | Turnaround Time By Priority Chart

Incident Type: -- All -- Date Interval: ● Daily ○ Weekly Date Ending: 6/10/2007 (m/d/yyyy)

In this version of the report, the y-axis represents the number of incidents, and the x-axis represents a specific day in the time-span. Each data-point can be viewed by positioning the mouse pointer over the point, and a “tooltip” will pop-up listing the actual data value. You can also filter the type of incident being reported, as well as change the end date for the date interval.

Similarly, by clicking on the weekly radio button, you can display the past 12 months of cumulative incident count data organized on a weekly basis:



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Library Information System > Reports — Role: Manager

<< Back to Reports Home — Discovery Rate Chart | Cumulative Count Chart | Open Count By Priority Chart | Aging By Priority Chart | Turnaround Time By Priority Chart

Incident Type: -- All -- Date Interval: ○ Daily ● Weekly Date Ending: 6/10/2007 (m/d/yyyy)

In this version of the report, the y-axis represents the number of incidents logged in a 7-day period, and the x-axis represents a specific week in the time-span. Each data-point can be viewed by positioning the mouse pointer over the point, and a “tooltip” will pop-up listing the actual data value. Again, you can also filter the type of incident being reported, as well as change the end date for the date interval.

Clicking the “Back to Project Home” hyperlink will take you back to the Project Home dashboard.

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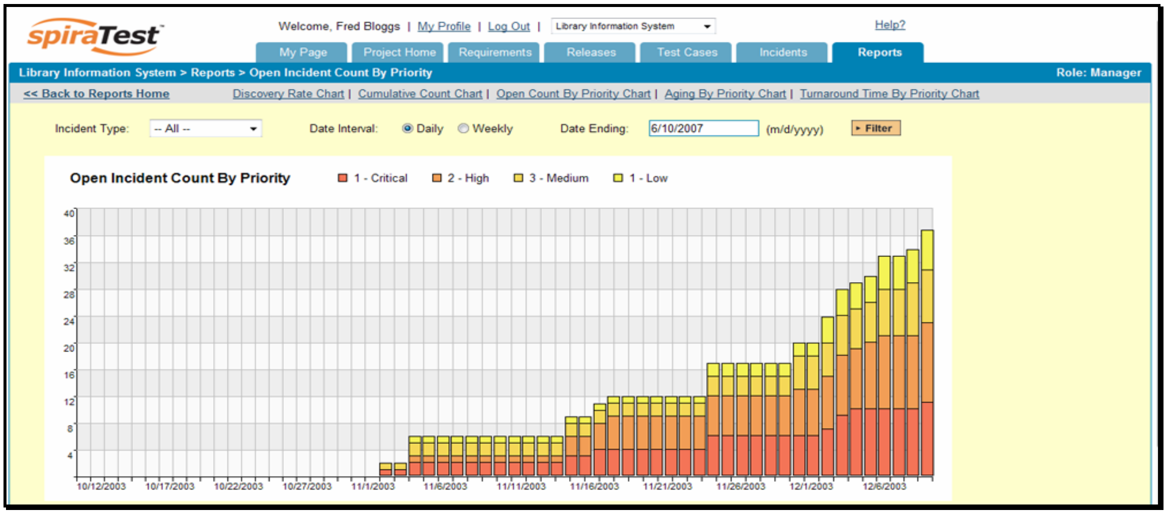
8.3.4. Open Incident Count

The open incident count chart displays the total number of open incidents in the system for the current project over a particular date-range categorized by incident priority. The report can either be displayed for a 60 day interval on a daily basis or for a 12 month interval of a weekly basis. The screen-shot below illustrates the discovery report loaded with the past 60 days of cumulative incident count data depicted on a daily basis:

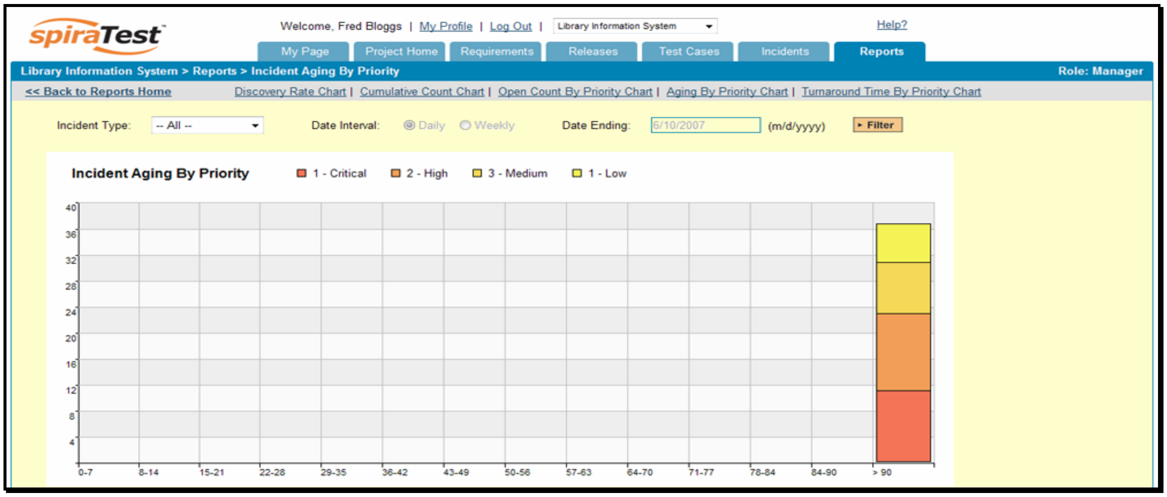

Incident Type: -- All --
Date Interval: ● Daily ○ Weekly
Date Ending: 6/10/2007 (m/d/yyyy)
spiraTest
Welcome, Fred Bloggs | My Profile | Log Out | Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Reports > Open Incident Count By Priority
Role: Manager
<< Back to Reports Home
Discovery Rate Chart | Cumulative Count Chart | Open Count By Priority Chart | Aging By Priority Chart | Turnaround Time By Priority Chart
Filter
Open Incident Count By Priority
1 - Critical
2 - High
3 - Medium
1 - Low
40
36
32
28
24
20
16
12
8
4
10/12/2003
10/17/2003
10/22/2003
10/27/2003
11/1/2003
11/6/2003
11/11/2003
11/16/2003
11/21/2003
11/26/2003
12/1/2003
12/6/2003

In this version of the report, the y-axis represents the number of incidents, and the x-axis represents a specific day in the time-span. The exact count of each bar in the stacked histogram can be viewed by positioning the mouse pointer over the bar, and a "tooltip" will pop-up listing the actual data value. You can also filter the type of incident being reported, as well as change the end date for the date interval.

Similarly, by clicking on the weekly radio button, you can display the past 12 months of open incident counts organized on a weekly basis (categorized by priority).

8.3.5. Incident Aging

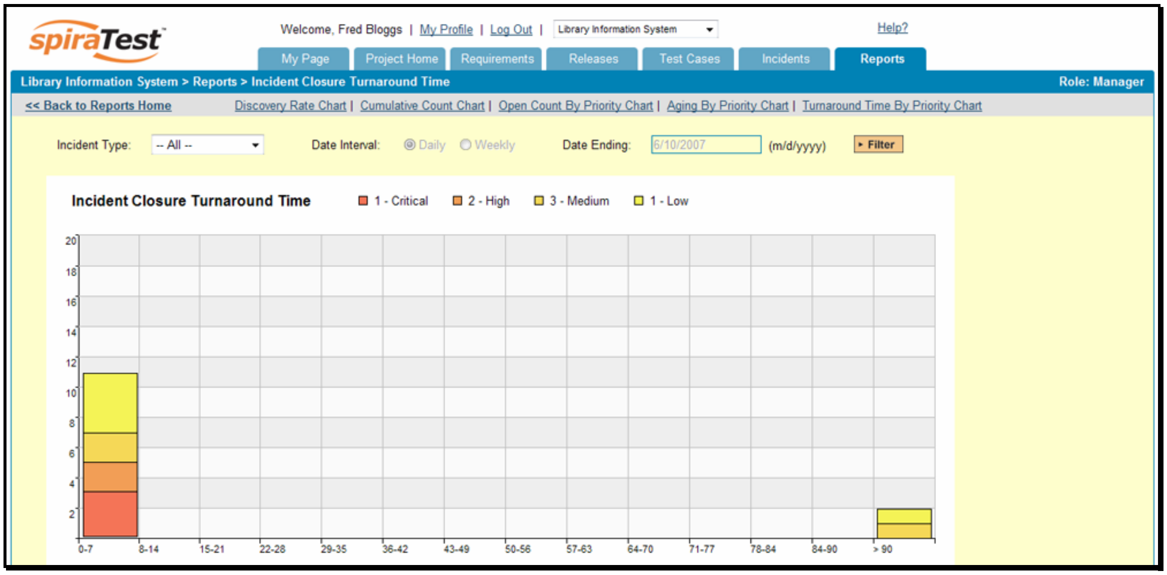
The incident aging chart displays the number of days incidents have been left open in the system. The chart is organized as a stacked histogram, with the count of incidents on the y-axis and different age intervals on the x-axis. Each bar-chart color represents a different incident priority, giving a project manager a snapshot view of the age of open project incidents by priority.


Incident Type: -- All --
Date Interval: ○ Daily ○ Weekly
Date Ending: 6/10/2007 (m/d/yyyy)
spiraTest
Welcome, Fred Bloggs | My Profile | Log Out | Library Information System
Help?
My Page
Project Home
Requirements
Releases
Test Cases
Incidents
Reports
Library Information System > Reports > Incident Aging By Priority
Role: Manager
<< Back to Reports Home
Discovery Rate Chart | Cumulative Count Chart | Open Count By Priority Chart | Aging By Priority Chart | Turnaround Time By Priority Chart
Filter
Incident Aging By Priority
1 - Critical
2 - High
3 - Medium
1 - Low
40
36
32
28
24
20
16
12
8
4
0-7
8-14
15-21
22-28
29-35
36-42
43-49
50-56
57-63
64-70
71-77
78-84
84-90
> 90

This report can be filtered by the type of incident, so for example you can see the aging of just bugs, or just issues for the project in question.

8.3.6. Incident Turnaround Time

The incident turnaround time chart displays the number of days incidents have taken to be closed (from the time they were first raised) in the system. The chart is organized as a stacked histogram, with the count of incidents on the y-axis and different turnaround time intervals on the x-axis. Each bar-chart color represents a different incident priority, giving a project manager a snapshot view of the turnaround time of project incidents by priority.



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Library Information System > Reports > Incident Closure Turnaround Time

Role: Manager

Incident Type: -- All --

Date Interval: ● Daily ○ Weekly

Date Ending: 6/10/2007 (m/d/yyyy)

This report can be filtered by the type of incident, so for example you can see the turnaround time of just bugs, or just issues for the project in question.

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Please send comments and questions to:

Technical Publications

Inflectra Corporation

10301 Julep Avenue

Silver Spring, MD 20902

U.S.A.

support@inflectra.com

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