

Testing Overview

As you all know, is in the process of moving its data center to a new location. This move will involve the relocation and reconfiguration of nearly every application our business uses. Reducing the risks inherent to a project of this size will require significant time and attention to detail. To maximize the effectiveness of the time spent we have prepared guidelines to stream creation of test cases and a structured plan for their execution.

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Testing Types

We will be utilizing multiple types of tests throughout the Data Center Optimization project.

Test Type	Definition
Smoke Test	This is first-blush, non-exhaustive software testing, confirming that the program doesn't go up in smoke when launched. It sets the foundation for, but doesn't bother with, testing the finer details.
Functional Test	It ensures that the program physically works the way it was intended, screens are laid out as expected, and all required menu options are present.
Integration Test	The idea is to test combinations of pieces and eventually expand the process to test modules with those of other groups. Eventually all the modules making up a process are tested together. Beyond that, if the program is composed of more than one process, they should be tested in pairs rather than all at once.
Data Validation	<p>Validating data is the process of confirming that the values being entered into data objects conform to the constraints within a dataset's schema, as well as the rules established for the application. In other words, make sure you can't order "-2" carbon bars and that when you order "2" and "2" you get "4".</p> <p>A critical Data Validation measure unique to this project will be to ensure the historical values in the new data center match those in the old data center. (e.g. GL & Month End comparisons)</p>
UAT	"User Acceptance Testing" is a loosely guided test performed by those who will be using the software once released to production. They will be engaged follow a successful testing effort by the development and analyst teams and asked to test application functions, but not given strict test cases to follow. This allows for a real-world test without artificial constraints.

Smoke Test Composition Guidelines

The easiest way to create a Smoke Test is to click on the link in the SpiraTeam Requirement email that you received. You can also click on the "Planning" tab in SpiraTeam to display a list of all Requirements. After you click on the emailed link (or the name of a requirement from the list) and log in with your network ID, the Requirement page below will be displayed.

Requirement Name	Test Coverage	Task Progress	Importance	Status
Specific Applications (for Smoke Tests)	Not Covered	No Tasks		In Progress
Sales	Not Covered	No Tasks		Completed
B2B (servers shared with EDI)	Not Covered	No Tasks		Completed

1. Click "Create Test Case From This Requirement" towards the bottom of the page.
2. Click on the "New Test Case" link that appears in the Test Coverage box to the right.

Requirement: Zilliant [RQ:000237]

Name: Zilliant

Description: [Rich text editor]

Importance: 1 - Critical

Status: Completed

Created On: 12/14/2009 4:30:13 PM

Last Updated: 12/15/2009 12:15:50 PM

Author: Lawrence Guzzetta

Release: 1.0 - Relocation to Phoenix

Owner: Lawrence Guzzetta

Planned Effort: [] hours [] minutes

Available Test Cases:

Name
<input type="checkbox"/> Sales Orders
<input type="checkbox"/> Sales Order Components
<input type="checkbox"/> Reporting
<input type="checkbox"/> Accounts Payables
<input type="checkbox"/> Smoke Tests

Test Coverage:

Test #	Name	Status
<input type="checkbox"/> TC000338	New Test Case (Zilliant)	Not Run

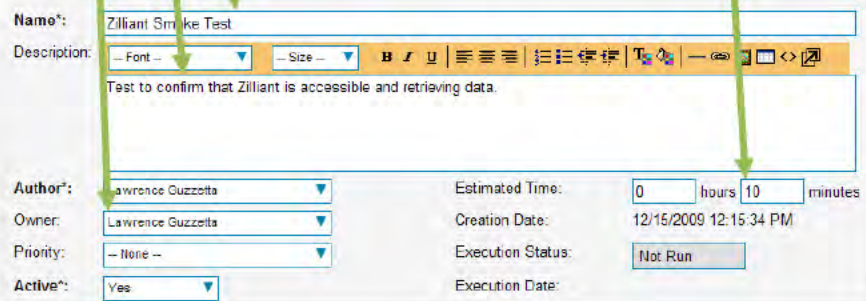
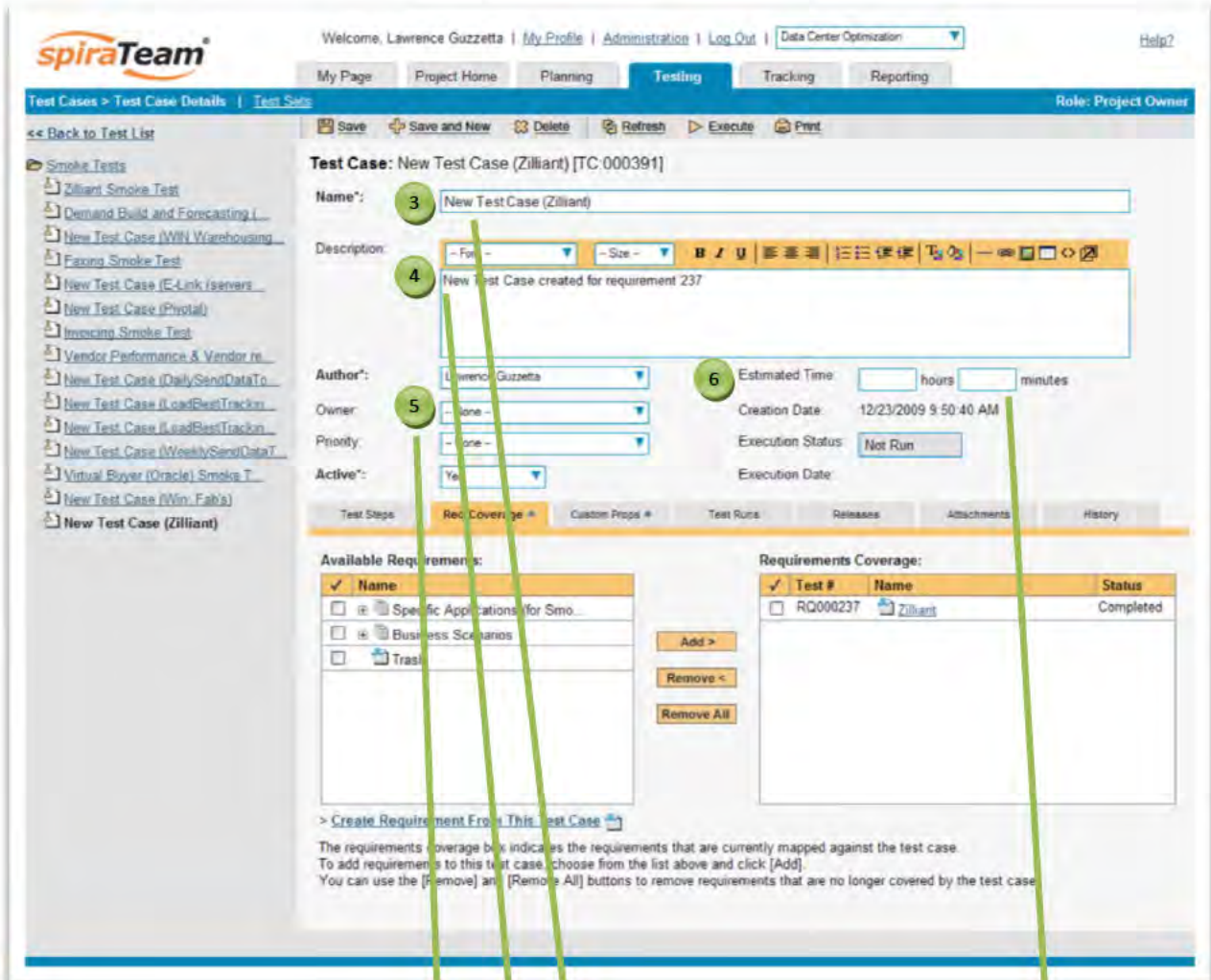
1 - Create Test Case From This Requirement

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 above and click [Add]. You can use the [Remove] and [Remove All] buttons to remove tests that no longer cover the requirement.

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3. In the Test Case page that opens, change the "Name" so that it is simply the name of the requirement followed by "Smoke Test" (e.g. If the requirement is named "Zilliant" then the Smoke Test should be named "Zilliant Smoke Test").
4. Enter a "Description" of the test case.
5. Select your name from the "Owner" drop down.
6. Enter the amount of time you estimate it will take to execute this test.



7. Click on the “Test Steps” tab and enter as many steps as needed to clearly describe the test case.
 - a. Include a “Test Step Description”;
 - b. an “Expected Result”;
 - c. the “Sample Data” required to get that Expected Result. Use the Test Step composition guidelines provided later in this document.

The screenshot shows the SpiraTeam interface for a test case named "Zilliant Smoke Test [TC:000338]". The test case description is "Test to confirm that Zilliant is accessible and retrieving data." The author is Lawrence Guzzetta, and the creation date is 12/15/2009 12:15:34 PM. The execution status is "Not Run".

The "Test Steps" tab is active, showing a table with four test steps. A green circle with the number 7 is overlaid on the "Test Steps" tab. The test steps are:

Step #	Test Step Description	Expected Result	Sample Data	Status
Step 1 (TS004307)	Open Apps in IE & Type in Citrix User Name and Password	Box of application icons will be displayed	http://apps/Citrix/AccessPlatform/s	Not Run
Step 2 (TS004308)	Click the icon for the environment you want to test	Citrix will begin to download Zilliant and will prompt for User Name and Password	Zill_Analytics (User Name & Password)	Not Run
Step 3 (TS004309)	Confirm Zilliant is retrieving historical data by clicking on the "Analytics" tab.	The report "01-Price Alignment Outliers" will display in a new reporting window (if not window displays disable pop up blockers and try again.)		Not Run
Step 4 (TS004310)	Click "Log Out" in upper right hand corner.	Reporting window will close and the remaining log in window will display a message beginning with "You have been logged out of ZPPS"		Not Run

Note: Initially there will not be a Step number next to each Test Step Description. Every Test Step that has some data entered will be given a number as soon as you click Save or Update.

8. Click on the “Custom Props” tab and select the business function that this test applies to (e.g. Sales, GL, or Warehouse).
9. Click “Save” at the top of the screen.

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Test Case Name	Execution Status	Owner	Last Executed	Author	Active	Test #	Edit
☐ Sales Orders (0)		Lawrence Guzzetta		Lawrence Guzzetta	Yes	TC000303	✚ Edit
☐ Sales Order Components (8)				Lawrence Guzzetta	Yes	TC000324	✚ Edit
☐ Reporting (2)				Lawrence Guzzetta	Yes	TC000335	✚ Edit
☐ Accounts Payables (8)		James Miller		James Miller	Yes	TC000340	✚ Edit
☐ Smoke Tests (14)		Lawrence Guzzetta		Lawrence Guzzetta	Yes	TC000366	✚ Edit
☐ Zilliant Smoke Test	Not Run	Lawrence Guzzetta		Lawrence Guzzetta	Yes	TC000338	✚ Edit
☐ Demand Build and Forecasting (Oracle) Smoke Test	Not Run	Hyra Frjuckic		Hyra Frjuckic	Yes	TC000370	✚ Edit
☐ New Test Case (WIN Warehousing)	Not Run			Diane Wallace	Yes	TC000368	✚ Edit
☐ Fixing Smoke Test	Not Run	Lawrence Guzzetta		Hyra Frjuckic	Yes	TC000373	✚ Edit

Note: Smoke Tests will simply be grouped in the Smoke Test folder because they'll be executed one by one as applications become available. If your test does not appear to be saved in the Smoke Tests folder please let us know so we can relocate it.

Functional Test Composition Guidelines

Functional Test Cases are created in a similar way to Smoke Test Cases.

The easiest way to create a Functional Test is to click on the link in the SpiraTeam Requirement email that you may have received. You can also click on the "Planning" tab in SpiraTeam to display a list of all Requirements.

Clicking on the "plus" and "minus" signs will display and hide the contents of the folders. Notice the screen shot is hiding the contents of the "Specific Applications" folder while displaying the contents of the "Business Scenarios" folder and its nested folders. These are the requirements for which Functional/Integration Test Cases must be created.

Requirement Name	Test Coverage	Status	Release	Owner	Req #	Edit
Specific Applications (for Smoke Tests)	Not Covered	In Progress	1.0		RQ000222	Edit
Business Scenarios	Not Covered	In Progress	1.0		RQ000268	Edit
1.AP & Receiving	Not Covered	In Progress	1.0		RQ000269	Edit
P.Vendor Set Up	Not Covered	Completed	1.0		RQ000270	Edit
P-New Vendor Entry	Not Covered	Completed	1.0		RQ000271	Edit
P-Activate Vendor	Not Covered	Completed	1.0		RQ000272	Edit
P-Procurement	Not Covered	In Progress	1.0		RQ000273	Edit
P-Check Current Items Levels	Not Covered	Completed	1.0.0.0		RQ000274	Edit
P-Create a PO to purchase items	Not Covered	Completed	1.0		RQ000275	Edit
P-Create a Stock Transfer to move items	Not Covered	Completed	1.0		RQ000296	Edit
W-Items Delivered	Not Covered	Completed	1.0		RQ000276	Edit
W-Items Received	Not Covered	In Progress	1.0		RQ000277	Edit
P-Journal entry is written	Not Covered	Completed	1.0		RQ000278	Edit
W-Heat tag is printed	Not Covered	Completed	1.0		RQ000279	Edit
W-Image Test Report	Not Covered	Requested	1.0		RQ000329	Edit
W-Checklist is processed	Not Covered	Completed	1.0		RQ000280	Edit
W-Item is Placed into Inventory	Not Covered	Requested	1.0		RQ000281	Edit
AP-Accounts Payable	Not Covered	Completed	1.0		RQ000282	Edit
AP-Record to Journal Entry (PRJ)	Not Covered	Completed	1.0		RQ000283	Edit
AP-Match Invoice	Not Covered	Completed	1.0		RQ000284	Edit
AP-Update the Journal (PEU, PEJ)	Not Covered	Completed	1.0		RQ000285	Edit
AP-Cash Distribution	Not Covered	Completed	1.0		RQ000286	Edit
AP-PCA will generate the list of vendors to pay	Not Covered	Completed	1.0		RQ000287	Edit

After you click on the emailed link (or the name of a requirement from the list) and log in with your network ID, the Requirement page below will be displayed.

1. Click "Create Test Case From This Requirement" towards the bottom of the page.
2. Click on the "New Test Case" link that appears in the Test Coverage box to the right.

The screenshot shows the SpiraTeam interface for a requirement. The requirement is titled "Requirement: P-Check Beginning Inventory [RQ:000274]". It has a status of "Completed" and was created on 12/15/2009. The author is Lawrence Guzzetta. The requirement description is currently empty. Below the requirement details, there are tabs for "Test Coverage", "Tasks", "Custom Props", "Attachments", "History", and "Associations".

The "Test Coverage" tab is active, showing two tables:

- Available Test Cases:** A list of test cases with checkboxes and folder icons. The items are:

✓	Name
<input type="checkbox"/>	Smoke Tests
<input type="checkbox"/>	Sales Orders
<input type="checkbox"/>	Sales Order Components
<input type="checkbox"/>	Reporting
<input type="checkbox"/>	Accounts Payables
<input type="checkbox"/>	Purchase Orders
- Test Coverage:** A table showing the current test cases mapped to the requirement.

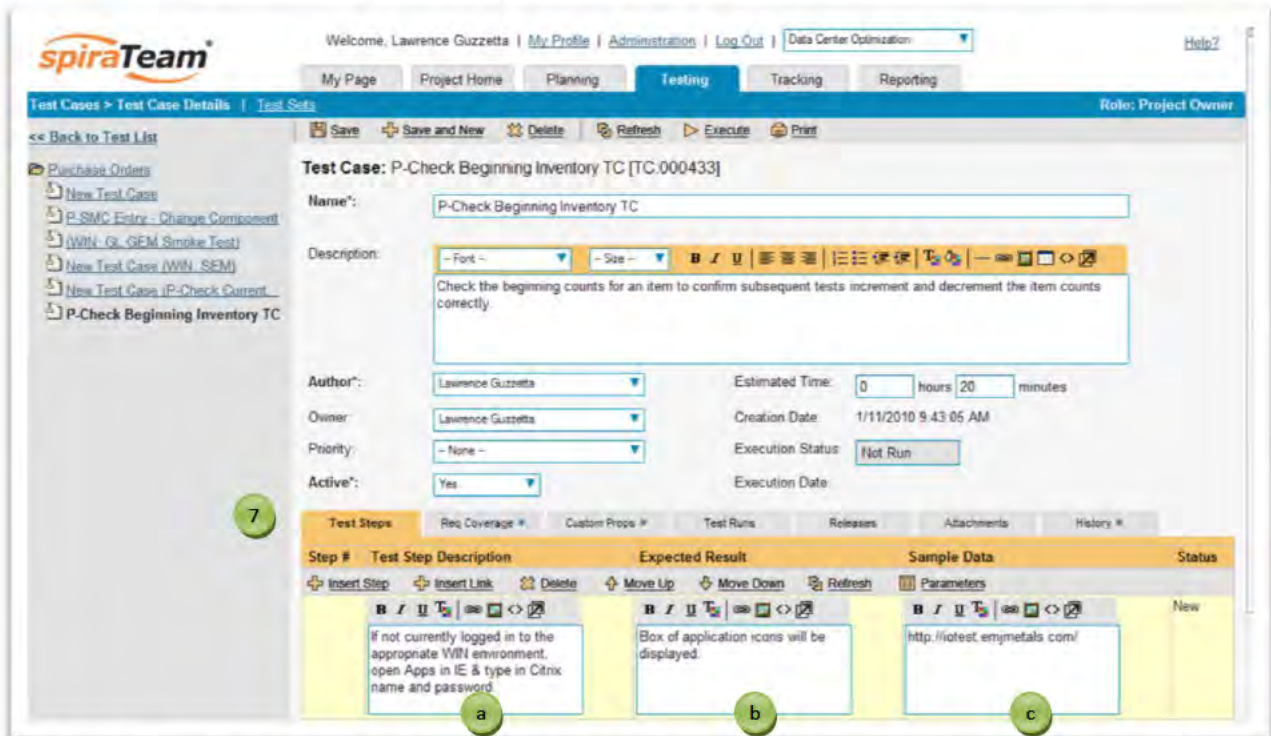
✓	Test #	Name	Status
<input type="checkbox"/>	TC000433	New Test Case (P-Check Beginn...	Not Run

Annotations in the image:

- A green circle with the number "1" points to the link "> Create Test Case From This Requirement" located below the "Available Test Cases" table.
- A green circle with the number "2" points to the "New Test Case" link in the "Test Coverage" table.

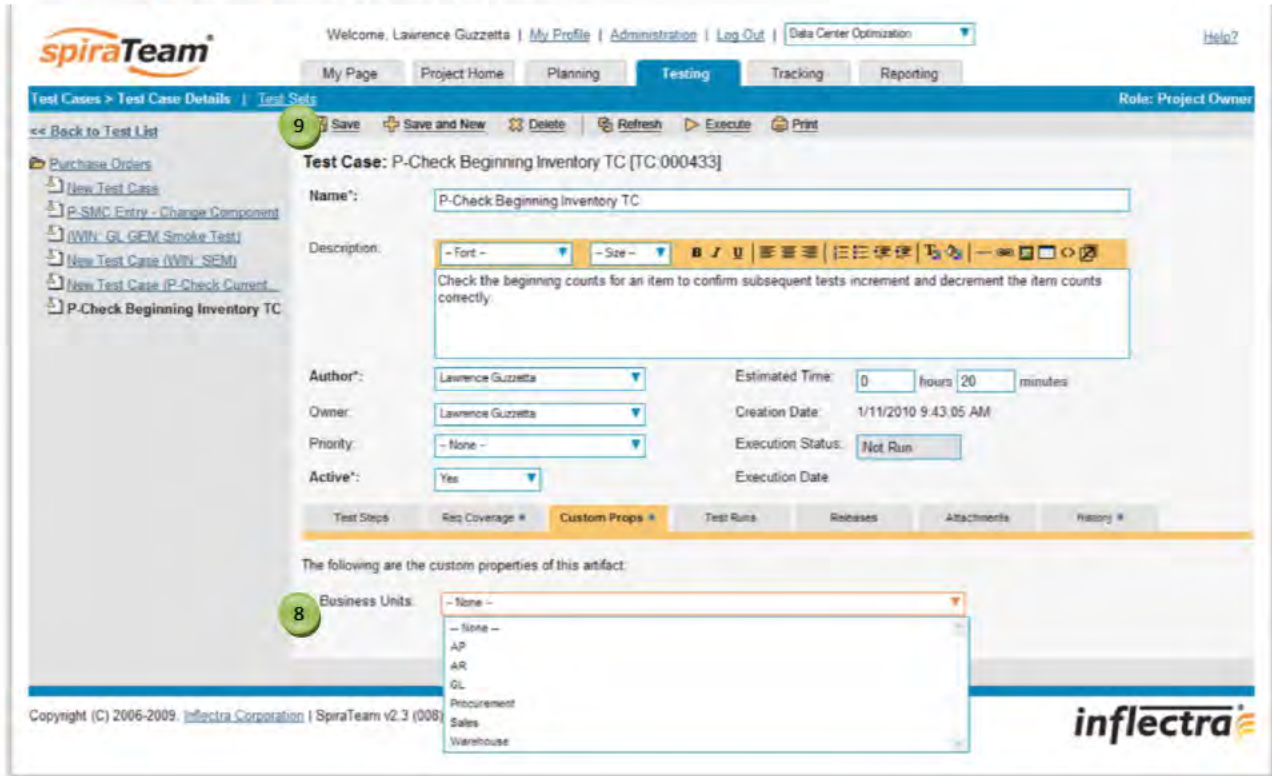
At the bottom of the page, there is a note: "The test coverage box indicates the test cases that are currently mapped against the requirement. To add test cases to this requirement, choose from the list above and click [Add]. You can use the [Remove] and [Remove All] buttons to remove tests that no longer cover the requirement."

7. Click on the "Test Steps" tab and enter as many steps as needed to clearly describe the test case.
 - a. Include a "Test Step Description";
 - b. an "Expected Result"; and
 - c. the "Sample Data" required to get that Expected Result. Use the Test Step composition guidelines provided later in this document.

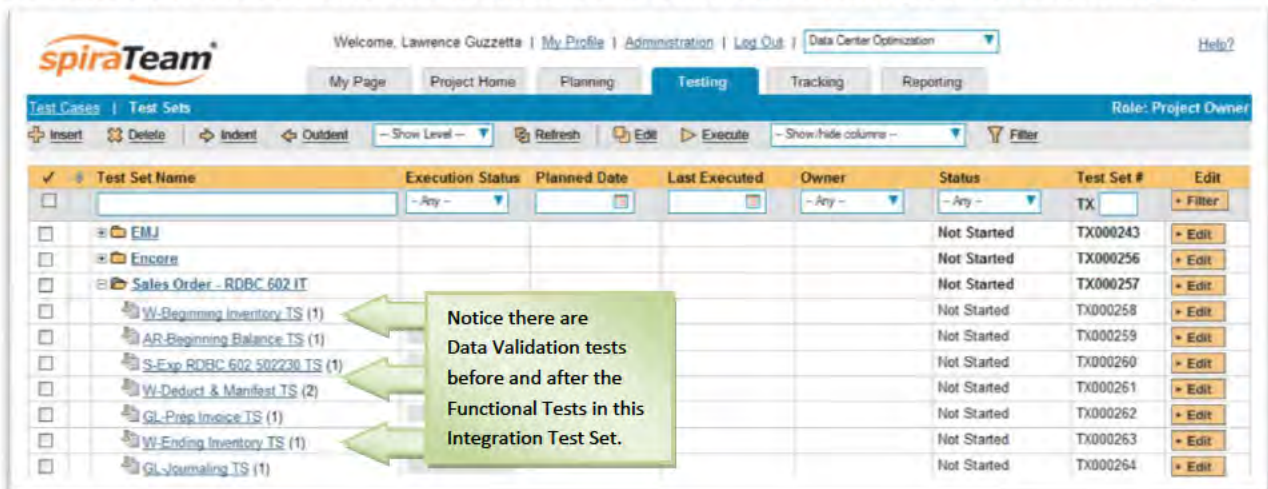


Note: Initially there will not be a Step number next to each Test Step Description. Every Test Step that has some data entered will be given a number as soon as you click Save or Update.

8. Click on the "Custom Props" tab and select the business function that this test applies to (e.g. Sales, GL, or Warehouse).
9. Click "Save" at the top of the screen.



In addition to including more details than Smoke Tests include, Functional Test Cases may be arranged in Test Sets that represent related application features as well as business scenarios. (e.g. A sales order including fulfillment and invoicing.) Doing it this way we can reuse many Functional Test Cases for Integration Tests like the one below. We will work together to create the Test Sets as the Test Cases are created. See the screen shot below for a Test Set example.



Sample Functional Test Case

Test #246 - S-Exp RDBC 602 502230


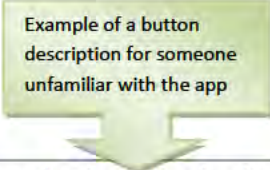
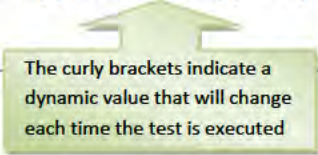
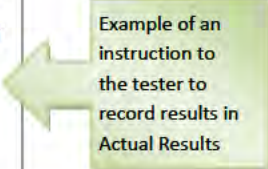
Test Steps:

Step	Description	Expected Result	Sample Data
1	Open Apps in IE & Type in Citrix User Name and Password	A box of application icons will be displayed	http://apps/Citrix/AccessPlatform/site/default.aspx
2	Click the icon for the environment you want to test	Citrix will begin to download Express and will prompt for User Name and Password	Express - Training
3	Open Express Application & Type in Express User Name and Password	Express will launch and display its home screen (a gray window with a toolbar)	602express:encorettest
4	Press the (New Quote) Icon	Blank Summary Page will appear	
5	Click Summary Tab and then Type in Name	Customer Inquiry box will be displayed	"K"[Enter]
6	Select Customer	Customer information will be entered into the Summary Page	Double Click on K T Machine
7	(PO) Field Type	Type PO Number into Actual Results field	Test_Date_Serial e.g. "Test_MMDDYYYY_01"
8	Select Item Inquiry Tab & Enter the type of metal you are looking for in the (Keyword) Field	Item list will display	"rdbc"[Enter]
9	Press Search & Locate and search the Item you want to use	Item details will populate	Select item number 502230
10	Type in the item details and click (Add) (NOTE: make sure the Available is more than what you are ordering) (Click (OK or Yes) if prompted for Drops, Tolerance or Delivery Options)	Item details will populate the screen	Enter quantity of "1", "EA" as UOM, "6" as Length/Cut

Example of a field label

Quotes indicate a literal text string. Straight brackets indicate a keyboard key.

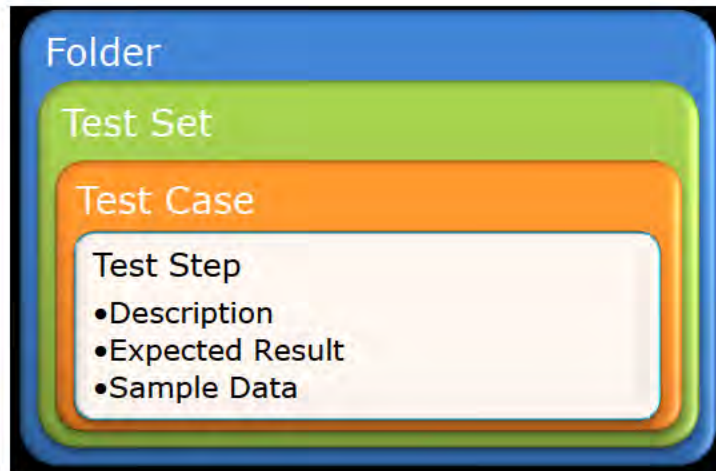
Group multiple actions in a single Test Step when together they reach one Expected Result

11	Select the red (\$) button and then press (OK) when the window appears to Price the Quote	Pricing window will appear then prices will be displayed in the quote	
12	Press (Processing) Button - the rotary saw blade - and Scroll down to locate and select an item, then press the (OK) button	Processing window appears	(Heat Treating HTRI) and (Packaging Misc+PKGI) 
13	Select the red (\$) button - Add pricing for the processing and press the (OK) button.	Price window will close and processing prices will be added to the quote.	"20.00" for each service
14	Press (Promise Date) Button - Get Promise Dates - the calendar button on the left side of the red \$ - then press the (Sourcing) button and then the (OK) button	Pricing Summary window will appear, then sourcing, then you'll return to the Summary tab	Populate the promise date column with a date later than the Start Date 
15	Press the (Transmit) button	Fax settings dialog box will open	The button that looks like the database icon with a lightning bolt.
16	Press the (Cancel) Button	Fax settings dialog box closes. (Status) field should read (Xmit (Full)). Type Customer Number Quote Number into Actual Results field.	
17	Log in to WIN and launch SEM	SEM mask 1 will display	Click on the WIN icon and log in. Type "go encus 602"[Enter] "z SEM"[Enter] "tulip"[Enter]
18	Inquire on the order by Express Quote Number	Display quote details in SEM	"IE"[Enter] {quote number} [Enter] 
19	Confirm order has been verified. Status will be "OI R". If not, release hold before continuing.	Type in the Branch and Order Number into Actual Results field. Confirm order is in "OI R" status. If not, release order and note reason in Actual Results as well.	

A Little More About Test Organization

1. Test Hierarchy

- a. Each major effort is its own *Project* (e.g. Encore, CARMS, Data Center Optimization)
- b. Each project will contain Tests specific to that effort.
- c. Tests are arranged in a hierarchy of Test *Folders* containing Test *Sets* made up of Test *Cases* composed of Test *Steps*. (i.e. Folder:Set:Case:Step)
- d. An example of a folder under the Data Center Optimization project is "Sales Order – RDBC 602 IT". The folder name describes the type of test including the material and branch information. This folder contains multiple Test Sets and its name ends with "IT" to indicate that it contains an Integration Test.



2. Test Sets

- a. The name of each Test Set begins with a code denoting the responsible testing area (e.g. AP=Accounts Payable, AR=Accounts Receivable, GL=General Ledger, S=Sales, W=Warehouse) and contains either a description of a generic activity (W-Beginning Inventory TS) or a specific program and test detail (S-Exp RDBC 602 502230 TS), if applicable. Each Test Set will contain one or many Test Cases.

3. Test Cases

- a. The name of Test Case is similar to the enclosing Test Set and is also either generic or specific (e.g. W-Check Beginning Inventory or S-Exp RDBC 602 502230, respectively). Each Test Case contains multiple Test Steps.

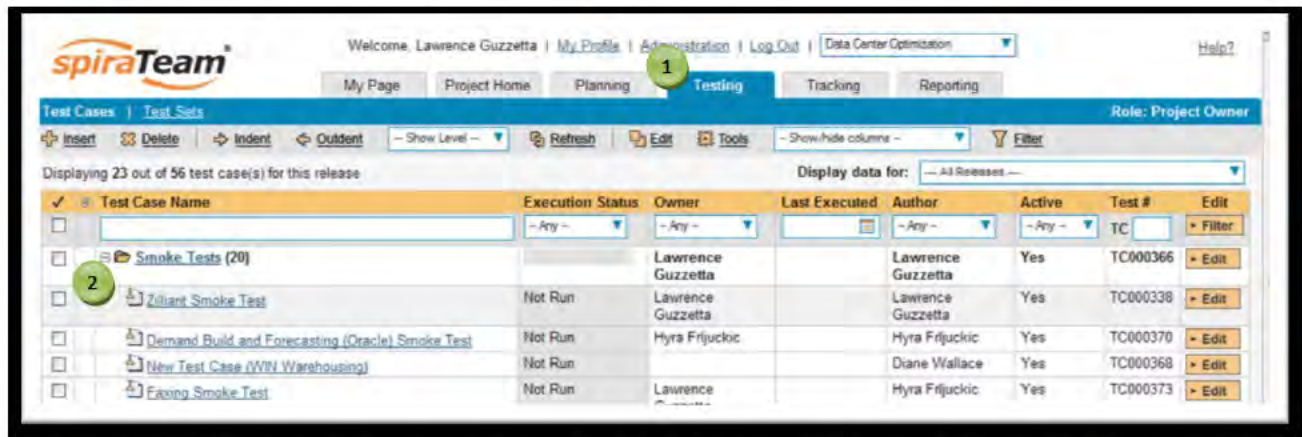
4. Test Steps

- a. Each Test Step is composed of three components; “Test Step Description”, “Expected Result”, and “Sample Data”.
- b. The *Test Step Description* should be written as a narrative that guides a tester through exactly what steps to take, regardless of their familiarity with the system they are testing.
 - i. For example, “Press the (Promise Date) button - the calendar button to the left side the red \$ - then press the (Sourcing) button and then the (OK) button” will be much more effective than simply stating “Set a promise date”.
 - ii. Multiple actions should be included in one Test Step to avoid too much granularity as long as the test steps logically fit together; especially if the steps lead to one expected result.
- c. The *Expected Result* is most often a statement describing what the tester should see after entering the Sample Data.
 - i. In some cases, the Expected Result also includes a direction to the tester to save relevant information such as order details in the Actual Results field.
- d. *Sample Data* is just that. It’s the data that should be entered by the tester to obtain the Expected Result.
 - i. It is described as either a literal text string (“602”), a variable whose value is specified in another test step or case ({branch defined in test case name}), or an actual key stroke ([Enter], [F12]).
 - ii. Like the Descriptions, there may be more than one data element specified to reach a desired result (e.g. “go ENCUS 602”[Enter] “z SEM”[Enter] “tulip”[Enter]).

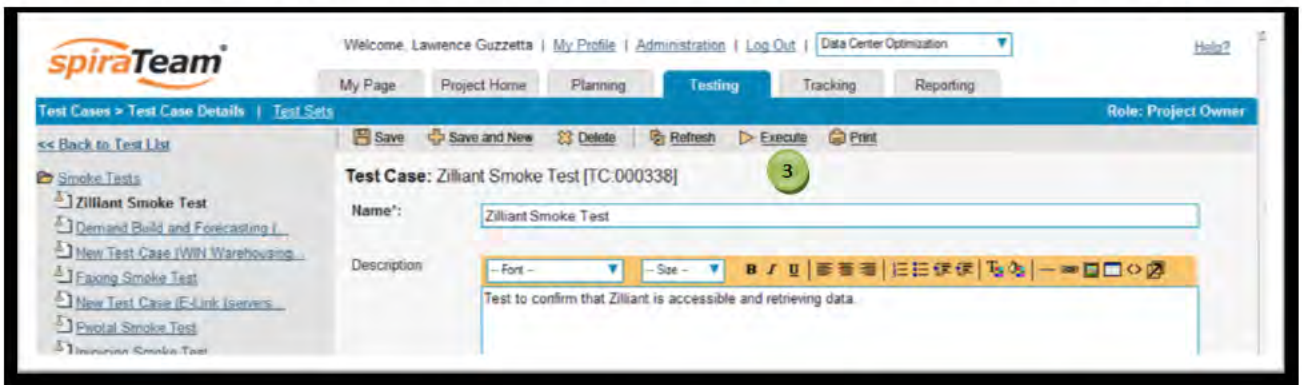
Smoke Test Execution Guidelines

Performing a set of test steps is referred to as “Executing”. The simplest way to execute your smoke test, since they’re all located in one folder, is to open the test in the same view you composed it and then click Execute. Follow the steps below for specific details.

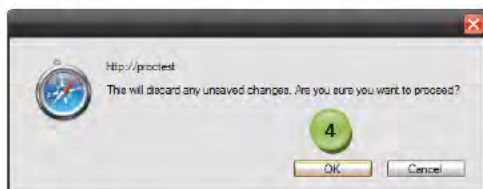
1. Click on the “Testing” tab. This will display the list of Test Cases by name.
2. Click on the “plus” sign to the left of the “Smoke Tests” folder to display its contents and click on the name of the smoke test you wish to execute.



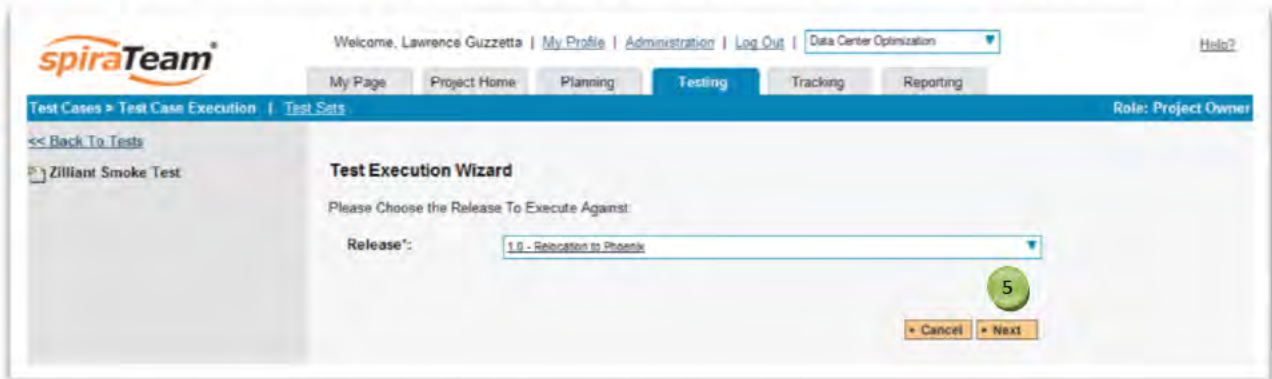
3. Once the smoke test case loads, click on the Execute link towards the top of the page.



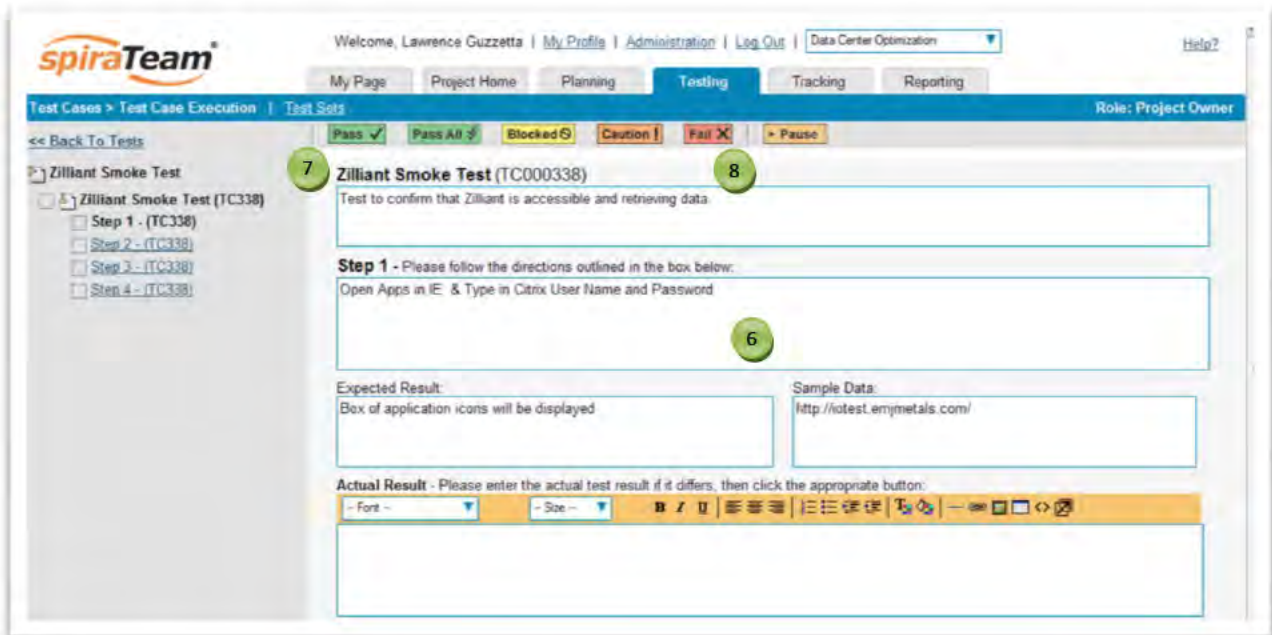
4. You will be asked to confirm that you want to proceed. (If you haven’t made any changes, there are no changes to be lost but it will always ask you just in case.) Click OK.



- When asked to choose a Release, select "1.0 – Relocation to Phoenix" and click "Next".



- Follow the Directions in the Step as described utilizing the Sample Data when applicable.
- If the application performs as expected for this Step, click on the "Pass" button. The next Step will be displayed. Continue testing.
- If the application does not perform as expected, enter a description of the issue in the "Actual Result" field and click on the "Fail" button. If the following step can be completed without this step passing then continue to the next step; if not then exit the test leaving it incomplete.



- Once all steps have passed, click on the "Finish" link. You can return to the "Test Cases" page to confirm your "Execution Status" appears green.

Functional Test Execution Guidelines

Like Smoke Tests, Functional Tests are executed directly from the Test Case. All that needs to be done is to open the test in the same view you composed it and then click Execute. Follow the steps below for specific details.

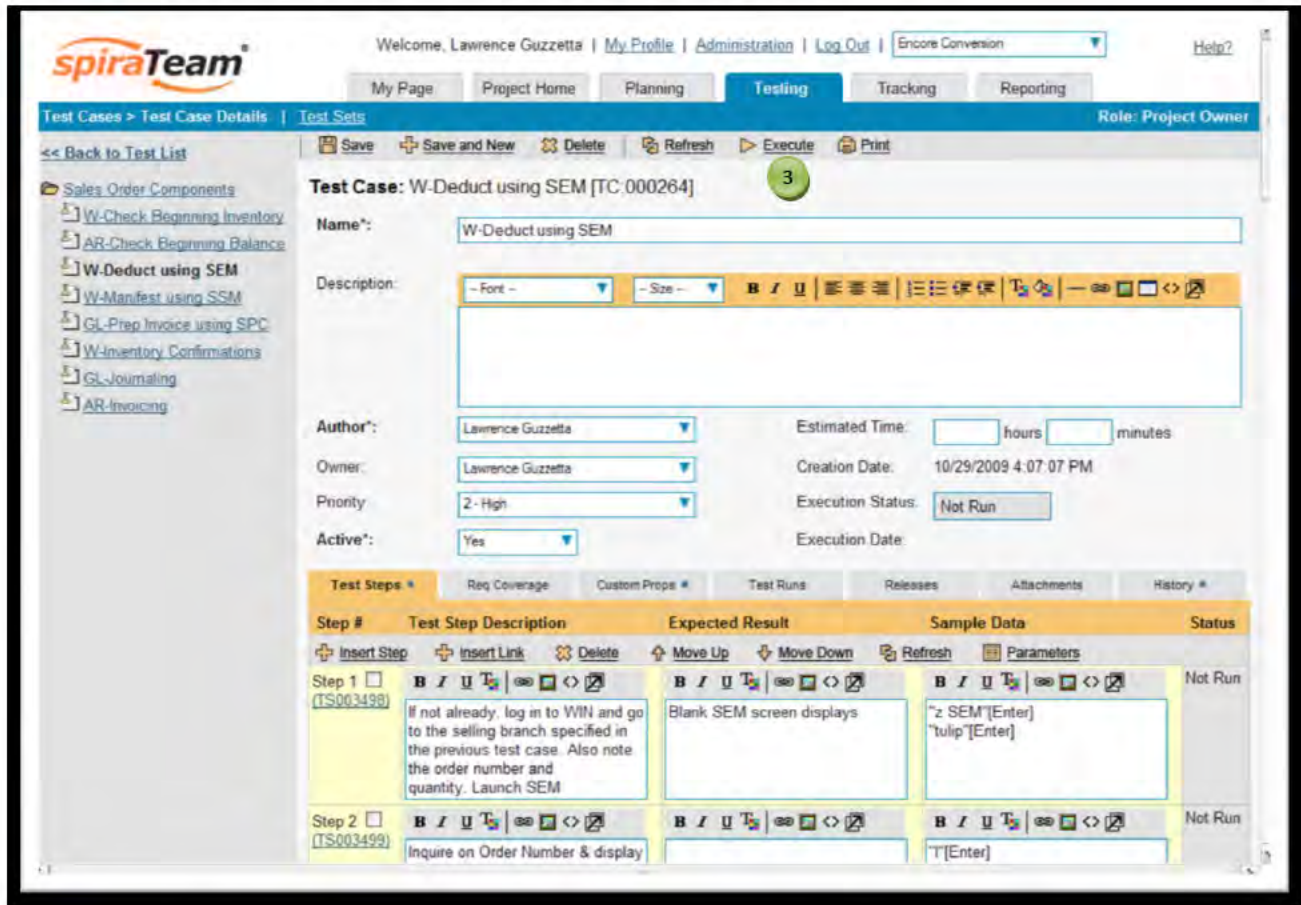
1. Click on the “Testing” tab and, using the “plus” signs, drill down until you see the test case you wish to execute.
2. Click directly on the name of the Test Case to view its details.

<input checked="" type="checkbox"/>	1	+	Sales Order Components (8)			22-Oct-2009	Lawrence Guzzetta	Yes	TC000255
<input type="checkbox"/>			W-Check Beginning Inventory	Passed	Lawrence Guzzetta	22-Oct-2009	Lawrence Guzzetta	Yes	TC000258
<input type="checkbox"/>			AR-Check Beginning Balance	Not Run	Lawrence Guzzetta		Lawrence Guzzetta	Yes	TC000238
<input type="checkbox"/>			W-Deduct using SEM	Not Run	Lawrence Guzzetta		Lawrence Guzzetta	Yes	TC000264
<input type="checkbox"/>			W-Manifest using SSM	Passed	Lawrence Guzzetta	22-Oct-2009	Lawrence Guzzetta	Yes	TC000241
<input type="checkbox"/>			GI-Prep Invoice using SPC	Not Run	Lawrence Guzzetta		Lawrence Guzzetta	Yes	TC000242
<input type="checkbox"/>			W-Inventory Confirmations	Not Run	Lawrence Guzzetta		Lawrence Guzzetta	Yes	TC000243
<input type="checkbox"/>			GI-Journaling	Not Run	Lawrence Guzzetta		Lawrence Guzzetta	Yes	TC000244
<input type="checkbox"/>			AR-Invoicing	Not Run	Lawrence Guzzetta		Lawrence Guzzetta	Yes	TC000245
<input type="checkbox"/>		+	New Test Folder (0)				Lawrence Guzzetta	Yes	TC000259
<input type="checkbox"/>			Copy of W-Manifest using SSM	Not Run	Lawrence Guzzetta		Lawrence Guzzetta	Yes	TC000262
<input type="checkbox"/>		+	Reporting (2)				Lawrence Guzzetta	Yes	TC000279
<input type="checkbox"/>			Reporting - Backorder List	Not Run			Lawrence Guzzetta	Yes	TC000277
<input type="checkbox"/>			Report Front End	Not Run			Lawrence Guzzetta	Yes	TC000260
<input type="checkbox"/>		+	Purchasing (0)				Parul Patel	Yes	TC000425
<input type="checkbox"/>			New Test Case	Not Run			Parul Patel	Yes	TC000426

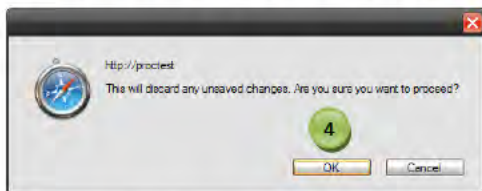
Show 10 rows per page Displaying page 1

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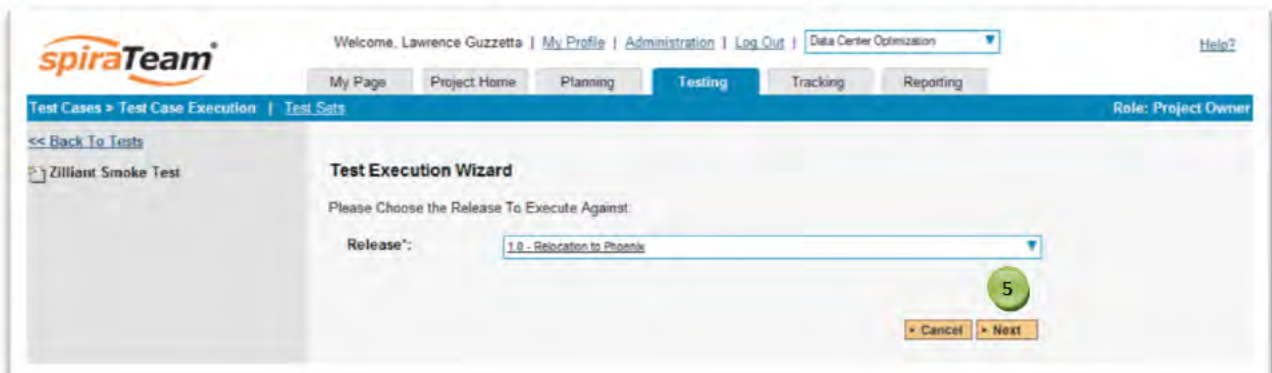
- Click on the "Execute" link towards the top of the screen.



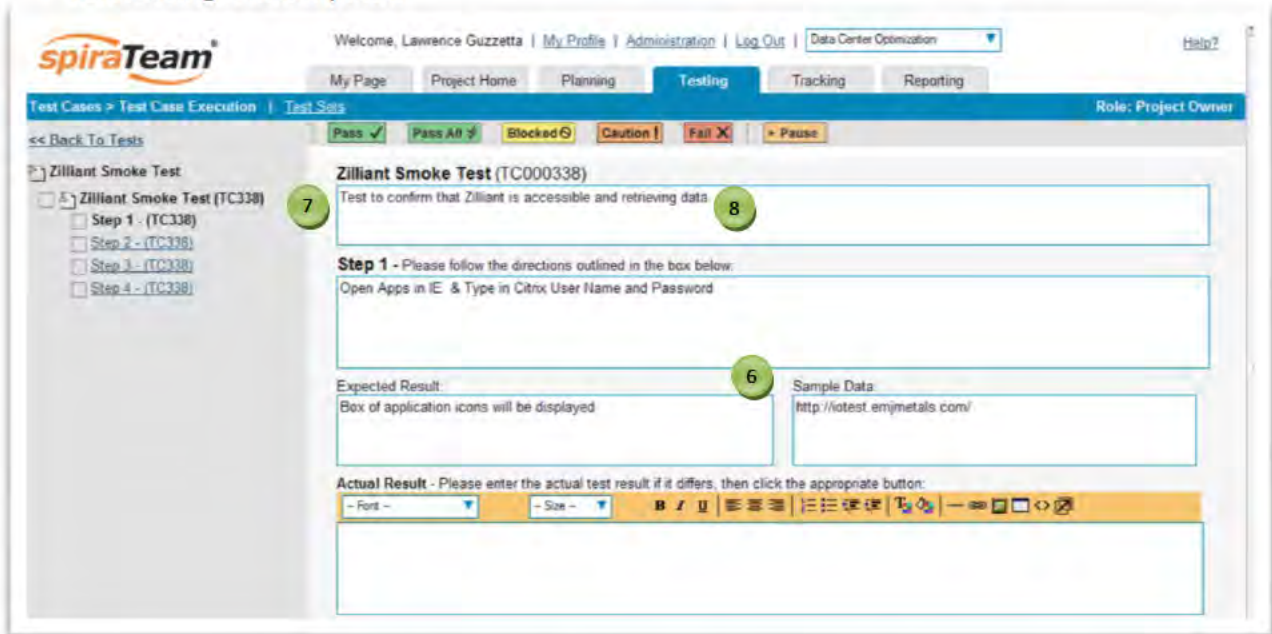
- You will be asked to confirm that you want to proceed. (If you haven't made any changes, there are no changes to be lost but it will always ask you just in case.) Click OK.



- When asked to choose a Release, select "1.0 – Relocation to Phoenix" and click "Next".



6. Follow the Directions in the Step as described utilizing the Sample Data when applicable.
7. If the application performs as expected for this Step, click on the “Pass” button. The next Step will be displayed. Continue testing.
8. If the application does not perform as expected, enter a description of the issue in the “Actual Result” field and click on the “Fail” button. If the following step can be completed without this step passing then continue to the next step; if not then exit the test leaving it incomplete.



9. Once all steps have passed, click on the “Finish” link. You can return to the “Test Cases” page to confirm your “Execution Status” appears green.

Integration Test Execution Guidelines

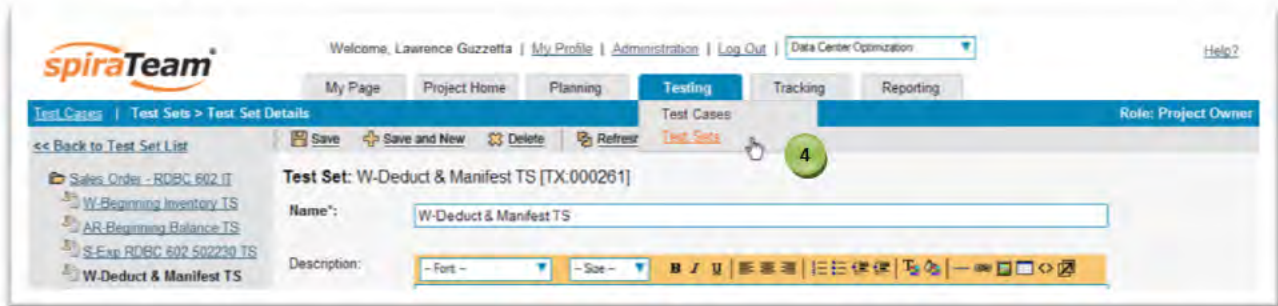
Unlike simpler, standalone Smoke & Functional tests, Integration Tests emulate business scenarios. In SpiraTeam, these business scenarios are represented by grouping Test Cases into Test Sets, stringing together those Test Sets, and then storing them in folders with the "IT" (Integration Test) suffix. The name of each Test Set includes a standard prefix to identify the team responsible for executing it

1. Hover over the "Testing" tab and click on the "Test Sets" link.
2. If you don't see the test set you want to execute, click on the folders "plus" sign to display its contents.
3. Click on the name of the test set you want to execute to display its details.
Note: You can tell that the tests before your test have been executed successfully by the green bar in the "Execution Status" column. A gray bar indicates a test has not been run. A red bar indicates a test has failed.

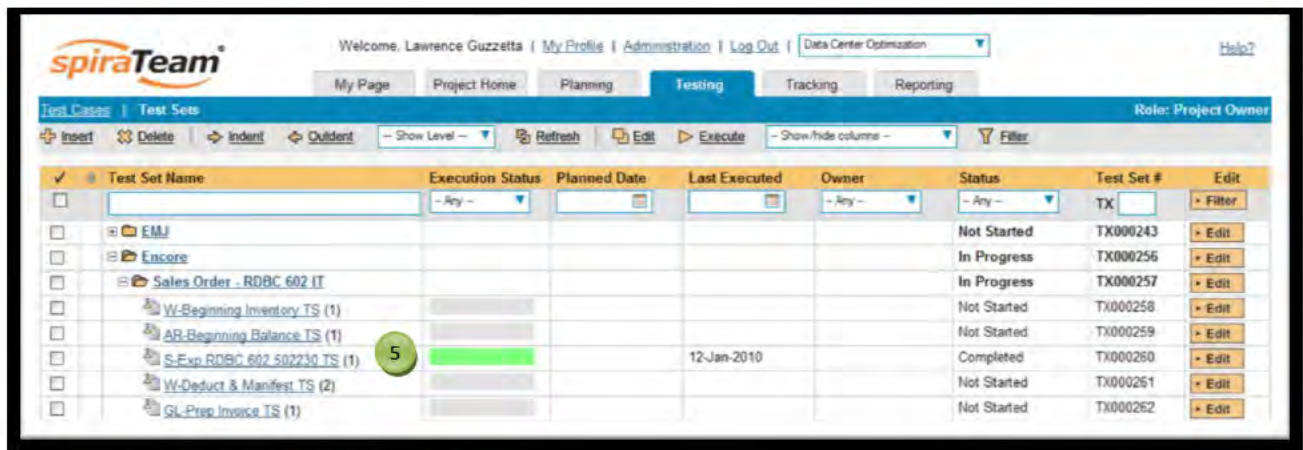
The screenshot displays the SpiraTeam web application interface. At the top, there is a navigation bar with tabs for 'My Page', 'Project Home', 'Planning', 'Testing' (highlighted with a green circle and the number '1'), 'Tracking', and 'Reporting'. Below the navigation bar, there is a toolbar with icons for 'Insert', 'Delete', 'Indent', 'Outdent', 'Refresh', 'Edit', 'Execute', and 'Filter'. The main content area shows a table of Test Sets. The table has the following columns: Test Set Name, Execution Status, Planned Date, Last Executed, Owner, Status, Test Set #, and Edit. The table contains several rows of test sets, including 'Sales Order - RDTR 603 II', 'Sales Order - RDTR 603 IT', 'Sales Order - RDTR 604 IT', and 'Sales Order - RDTR 604 II'. The 'Execution Status' column shows various colors: green (indicating successful execution), red (indicating failure), and gray (indicating not run). A green circle with the number '2' is placed over the 'plus' sign next to the 'Sales Order - RDTR 603 IT' test set, and a green circle with the number '3' is placed over the test set name. The footer of the page includes the copyright information: 'Copyright (C) 2006-2009, Inflectra Corporation | SpiraTeam v2.3 (008)' and the Inflectra logo.

Test Set Name	Execution Status	Planned Date	Last Executed	Owner	Status	Test Set #	Edit
EMJ					Not Started	TX000243	Edit
Encore					In Progress	TX000256	Edit
Sales Order - RDTR 602 II					In Progress	TX000257	Edit
W-Beginning Inventory TS (1)					Not Started	TX000258	Edit
AR-Beginning Balance TS (1)					Not Started	TX000259	Edit
S-Exp RDTR 602 502230 TS (1)			12-Jan-2010		Completed	TX000260	Edit
W-Deduct & Manifest TS (2)					Not Started	TX000261	Edit
GL-Prep Invoice TS (1)					Not Started	TX000262	Edit
W-Ending Inventory TS (1)					Not Started	TX000263	Edit
GL-Journaling TS (1)					Not Started	TX000264	Edit
AR-Invoicing TS (1)					Not Started	TX000265	Edit
Sales Order - RDTR 603 II					Not Started	TX000266	Edit
Sales Order - RDTR 603 IT					Not Started	TX000275	Edit
Sales Order - RDTR 604 IT					Not Started	TX000284	Edit
Sales Order - RDTR 604 II					Not Started	TX000293	Edit

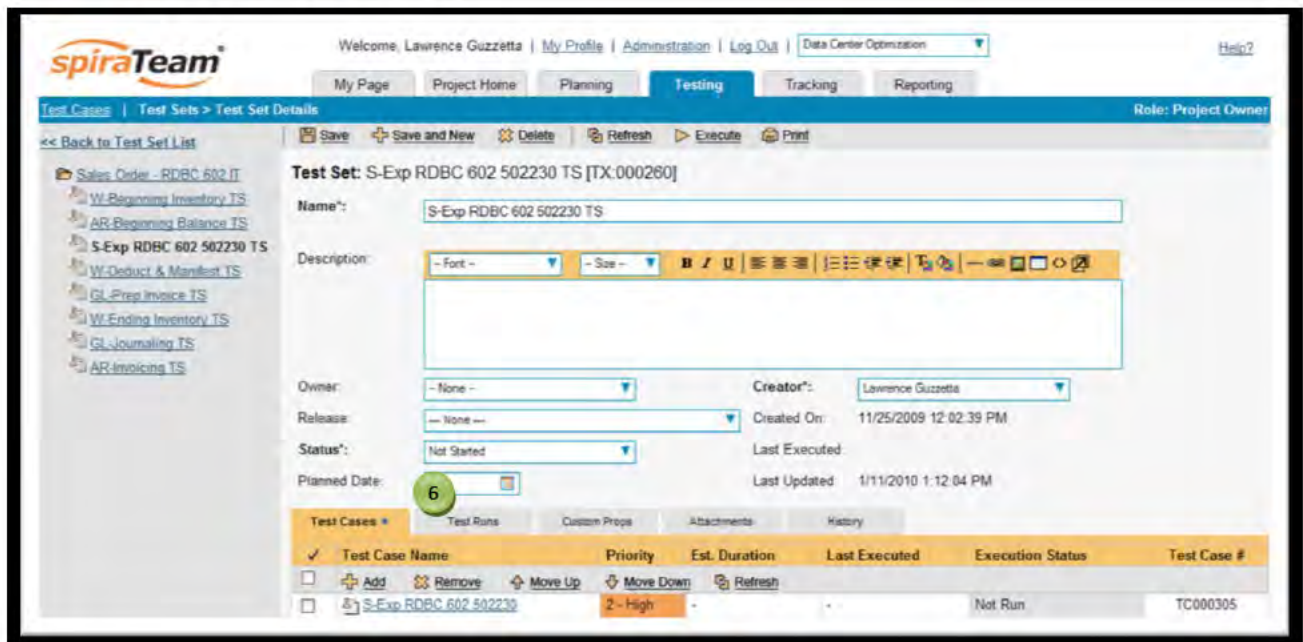
4. Mouse over the "Testing" tab and then the "Test Sets" link. Right-click and open the link in a new window.



5. In the new window, click on the name of the test cases preceding yours that relates to the values you need to execute your test. (e.g. Click on the Sales Test Set if you require the Order number)



6. Click on the "Test Runs" tab.



7. Click on the "Test Run" you want to see the results for (most likely the latest).

Test Set: S-Exp RDBC 602 502230 TS [TX.000260]

Name: S-Exp RDBC 602 502230 TS

Description: [Rich text editor]

Owner: [None] Creator: Lawrence Guzzetta

Release: [None] Created On: 11/25/2009 12:02:39 PM

Status: Completed Last Executed: 1/12/2010 9:09:45 AM

Planned Date: [] Last Updated: 1/12/2010 9:14:02 AM

Test Run Name	Execution Date	Test Set	Type	Tester	Release	Status	Est. D
7 S-Exp RDBC 602 502230	12-Jan-2010	S-Exp RDBC 602 502230 TS	Manual	Lawrence Guzzetta	1.0	Passed	

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8. Notice the values in the Actual Results column.

Test Run ID	Description	Actual Results	Status
RS006425	Press the (Cancel) Button	Fax settings dialog box will open	Passed
RS006426	Log in to WIN and launch SEM	SEM mask 1 will display	Passed
RS006427	Inquire on the order by Express Quote Number	Click on the WIN icon and log in. Type "go encus 602"[Enter] "z SEM"[Enter] "tulip"[Enter]	Passed
RS006428	Confirm order has been verified. Status will be "OI R". If not, release hold before continuing.	Display quote details in SEM "IE [Enter] [quote number] [Enter]" Type in the Branch and Order Number into Actual Results field. Confirm order is in "OI R" status. If not, release order and note reason in Actual Results as well.	Passed

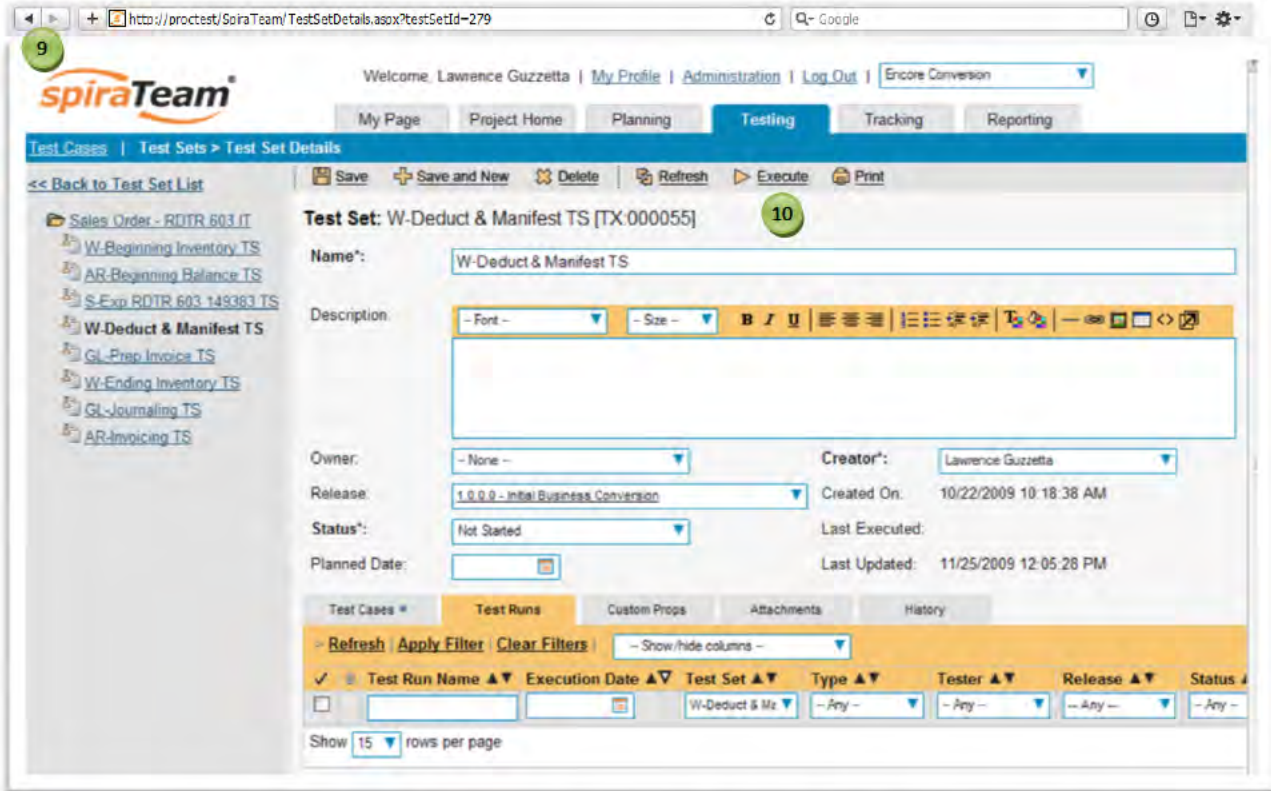
Customer: 101042
Quote: 581
[View Incidents](#)

Order: S100014
[View Incidents](#)

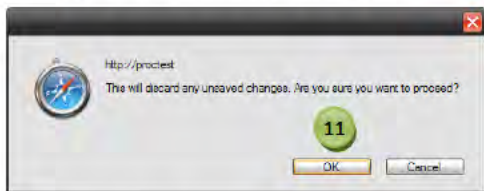
8

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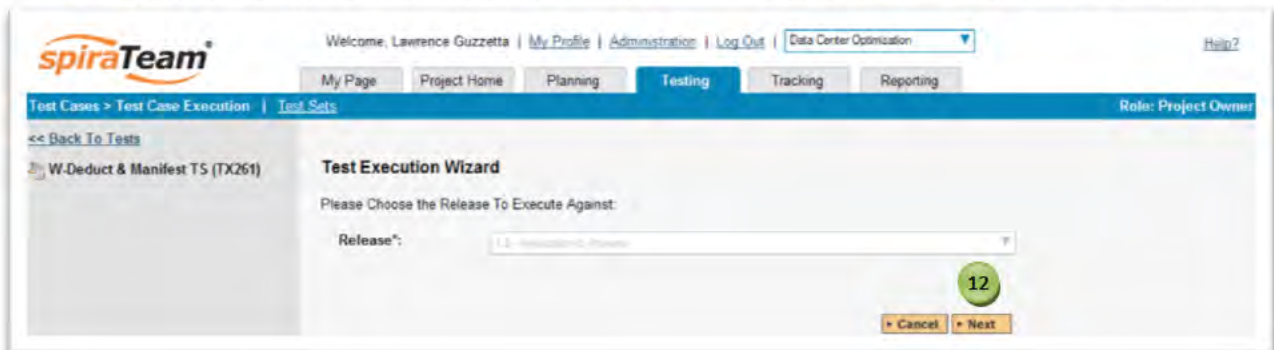
9. Leaving the new window open for reference, go back to your test set.
10. Click “Execute”.



11. You will be asked to confirm that you want to proceed. (If you haven't made any changes, there are no changes to be lost but it will always ask you just in case.) Click OK.

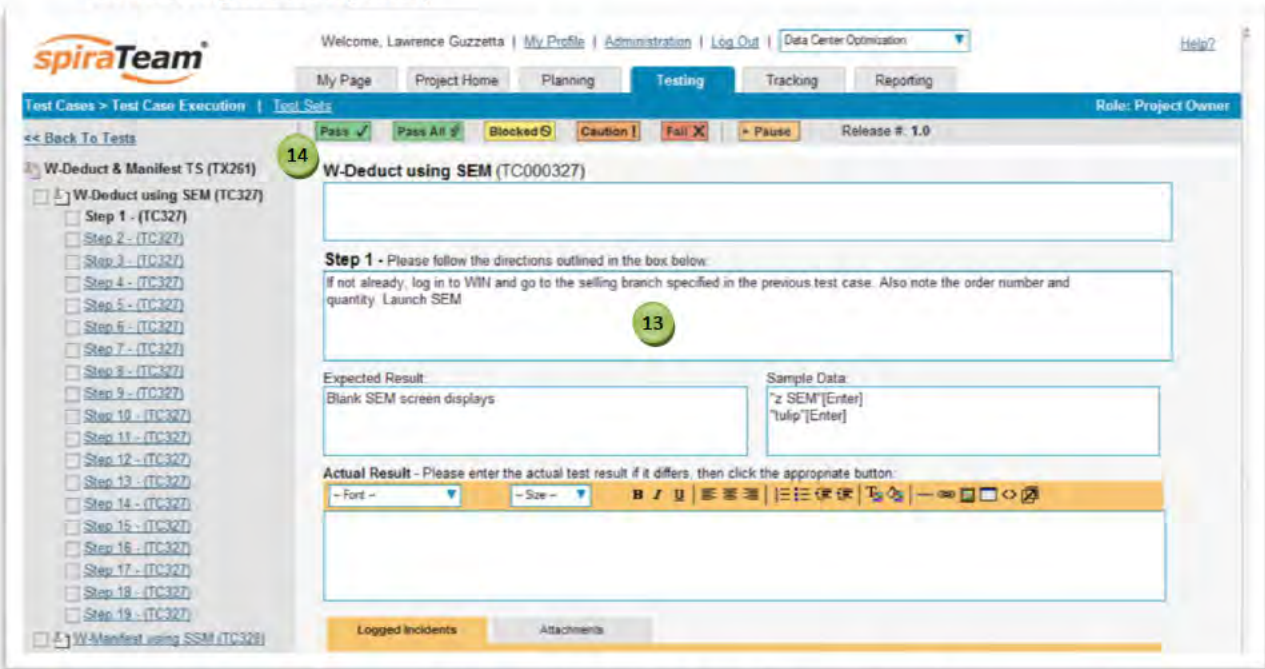


12. When asked to choose a Release, select “1.0 – Relocation to Phoenix” and click “Next”.



13. Follow the Directions in the Step as described utilizing the Sample Data when applicable.
14. If the application performs as expected for this Step, click on the “Pass” button. The next Step will be displayed. Continue testing.

If the application does not perform as expected, enter a description of the issue in the “Actual Result” field and click on the “Fail” button. (If the following step can be completed without this step passing then continue to the next step; if not then exit the test leaving it incomplete.)



15. Once all steps have passed, click on the “Next Test” button if you have more than one set, otherwise click on “Finish” and you’re done!

