Test Case Quick Reference Card

# Test Cases Window

The Test Cases window enables you to define and maintain Application Life Cycle Management (ALM) tests.

## To access

1. On the ALM sidebar, under **Testing**, select **Test Plan**
2. On the **View** menu, select **Test Grid** or **Test Plan Tree**

## Views

The Test Plan window includes the following views**:**

1. **Test Plan Tree.** Displays test subjects and tests hierarchically in a tree on the left pane of the window. Most test cases for User Acceptance testing will be found under **Subject > Administrative Systems > Financial > Support Pack Manual.**
2. **Test Grid.** Displays tests in a flat, non-hierarchical view. Each line in the grid displays a separate test on the right pane of the window.

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| **Details** | Descriptive information about the test case |
| **Design Steps** | Procedural steps to execute the test case |
| **Test Script** | Used by IS&T QA for automation |
| **Test Parameters** | Used by IS&T QA for data parameters |
| **Attachments** | Use this tab to attached documents, spreadsheets, or other files pertinent to the test case |
| **Reg Coverage** | If the test case is linked to requirements, this tab will display the requirements |
| **Linked Defects** | Not used. IS&T QA uses Request Tracker (RT) to document and track defects. |

## Adding a Test Case

1. Go to Testing and choose **Test Cases**.
2. Choose folder you wish to contain the new test case.
3. Click the **New Test** button  to display the **Create New Test** dialog.
4. In the **Create New Test** dialogue, choose the **Test Type** defaulted to **Manual**, then enter a **Test Name.**
5. Enter other details including Creation Date, Priority, Designer and Status then click **OK.***These settings are optional and will default today’s date and creator as designer if you do not edit.*

## Adding Test Steps to a Test Case

1. Open the test case.
2. Click the **Detail Steps** tab,
3. Choose the **New Step**  button to open the Design Step Editor.
4. Accept the default **Step Name** – ALM defaults to the next available step number.
5. Enter the action to be taken with this step in the description field.
6. Enter the **Expected Result**.
7. Click **OK**.
8. Repeat steps 3-7 to add more steps.

## Add an Attachment to a Test Case

Attachments allow you to add additional information for your test case including documentation website, screen shots and notes. To add an attachment to your test case:

1. Choose your test case
2. Go to the **Attachment** tab
3. Click the appropriate button from the list below and add the information requested.

 Attach a file

 Identify a URL link

 Create a screen capture and save it to the test case

 Attach the contents of your Clipboard

## Checking in

ALM is set up with versioning. As you update your test cases you will need to check in your tests to ensure the new version is saved. To Check in your test case:

1. When you finish working with Test Case click the **Check in** button .
2. Click **Check in** again, enter details about version changes, click **OK** and **Close**.

***Please note:*** *There are many changes and enhancements to the Quality Center Application (now a part of a larger Application called ALM.) No real changes will affect the way you have previously used the Application and most. This document covers those areas that you use. If there are any questions please contact* *Don Flanders* *.*