PractiTest

www.practitest.com

Training Guide for Testers

This guide is intended as a short training document for testers who use PractiTest. It describes what PractiTest is and the most common functionalities used by members of a test team.

Welcome to PractiTest

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What is PractiTest?

May we first take the opportunity to welcome you to the PractiTest Test and QA Management system.

Your team is using PractiTest to manage and run the test cases that you use as part of your process. You may also be using the system to manage your requirements and your bug tracking; to integrate the results of your automated testing, generate dashboards and reports, and perform additional tasks as part of your testing.

Using PractiTest effectively will help you and your team to test more successfully and to communicate your findings more efficiently, leaving you with time to do the best part of your job...improving the quality of your product.

You can skip the following section if you would like to start training immediately...

Uif!Cfofgjut!pg!QsbdujUftu

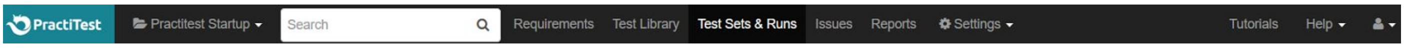
PractiTest lets you reduce the time you spend on the administrative tasks by automating much of the legwork, and reusing the information you have already entered in the system. We believe testing is the most important aspect of your work, and we try wherever possible to ease your workload:

- When running tests, all you have to do is enter the result of the steps.
- If you are creating an issue, the bulk of the information is all prepopulated for you, and PractiTest helps you to avoid creating duplicate bugs.
- PractiTest's Filter Trees let you organize data in a hierarchical way which makes it more flexible and helps you to find information faster and more easily when you and your team need it.
- The powerful search window lets you easily search for information which you vaguely remember but don't recall where it is using visual cues.
- Dashboards and Reports let you communicate the findings of your testing automatically with all your team.
- Integrating PractiTest with your existing tools and automation frameworks allows you to follow an end to end & integrated testing process.
- When working with requirements, you can easily see if the requirement is fulfilled by looking at the traceability status. This means you can quickly see if your feature is ready for release.

Using PractiTest

2/ Obwjhbujoh!uif!Npevmft

The PractiTest modules are listed in the Obwjhbujpo!Cbs5 across the top of the screen. They are Requirements, Test Library, Test Sets and Runs, Issues and Reports. You can reach your project's Dashboard module by pressing on the PractiTest logo on the left.



The qspkfdu!obnf5 appears in this bar and clicking on it allows you to switch project (if you are assigned to more than one project within PractiTest).

Tests are created and managed in the Test Library module and are stored there in a repository to be used later in the Test Sets and Runs module

To run Tests, you create a Test Set and add the relevant Test Instances to the Test Set. Instances are either tests that you have in the Test Library or Exploratory Tests you create within the Test Sets.

Each time someone runs a Test Instance in the Test Set, it creates a new run so you can track every time you have executed a test and see the results.

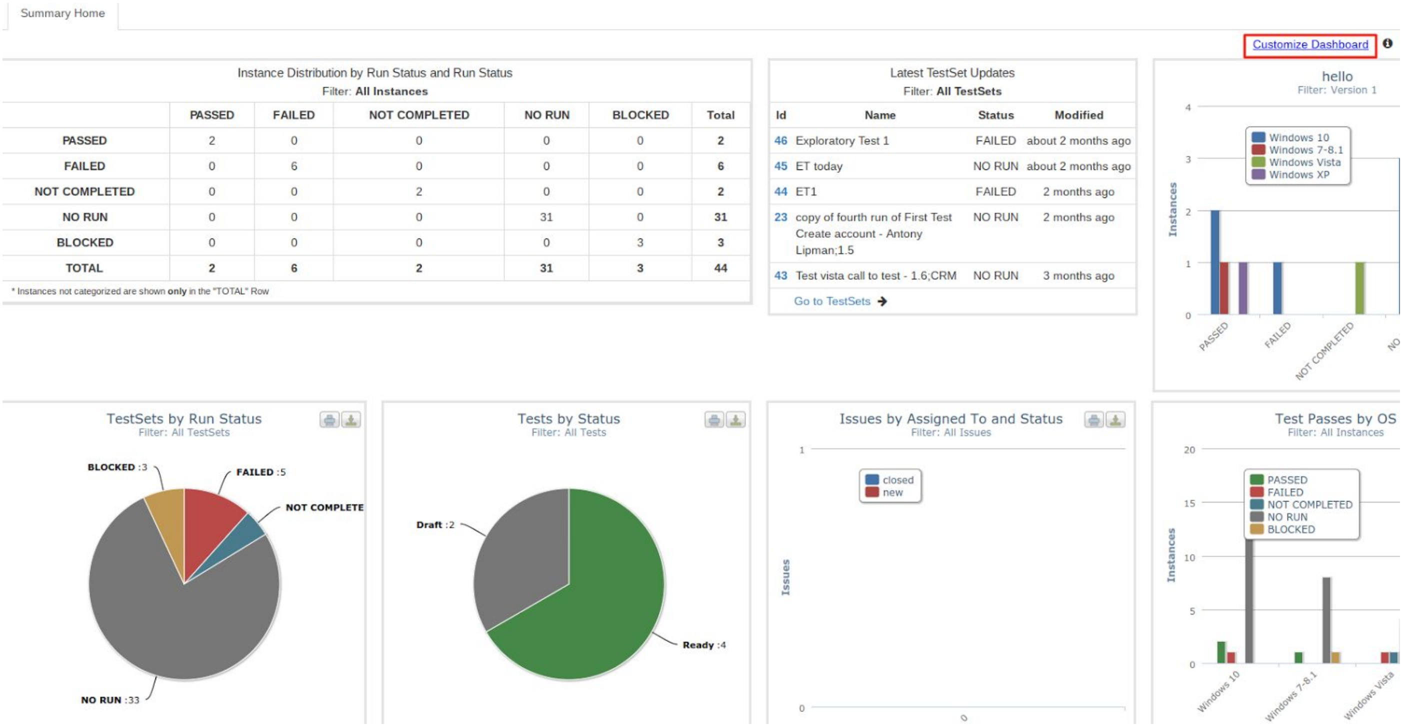
As part of your test runs, you can report issues / bugs directly into PractiTest or any 3rd party systems it integrates with. As part of this process we will save you time by reporting information you already captured as part of the run, and whenever possible link the issue back to the test run which found it.

Traceability allows you to make links between the different entities in PractiTest. For example you can access a requirement and see which tests need to be run to fulfil that functionality. You can click one of the linked tests to view the test details including its runs and even the issues which have been detected by running that test.

You can also find help articles and tutorial links in the Navigation Bar.

3/!Ebt i cpbse t

You access the Dashboard module by clicking on the PractiTest logo on the left of the Navigation Bar. You will see the current status of the project you are in and all information regarding the testing of the project. You can create your own personal dashboard items by clicking the customise dashboard button. (You may need to request permissions from your Admin).



- For more information on how to create new dashboard items, please see here:

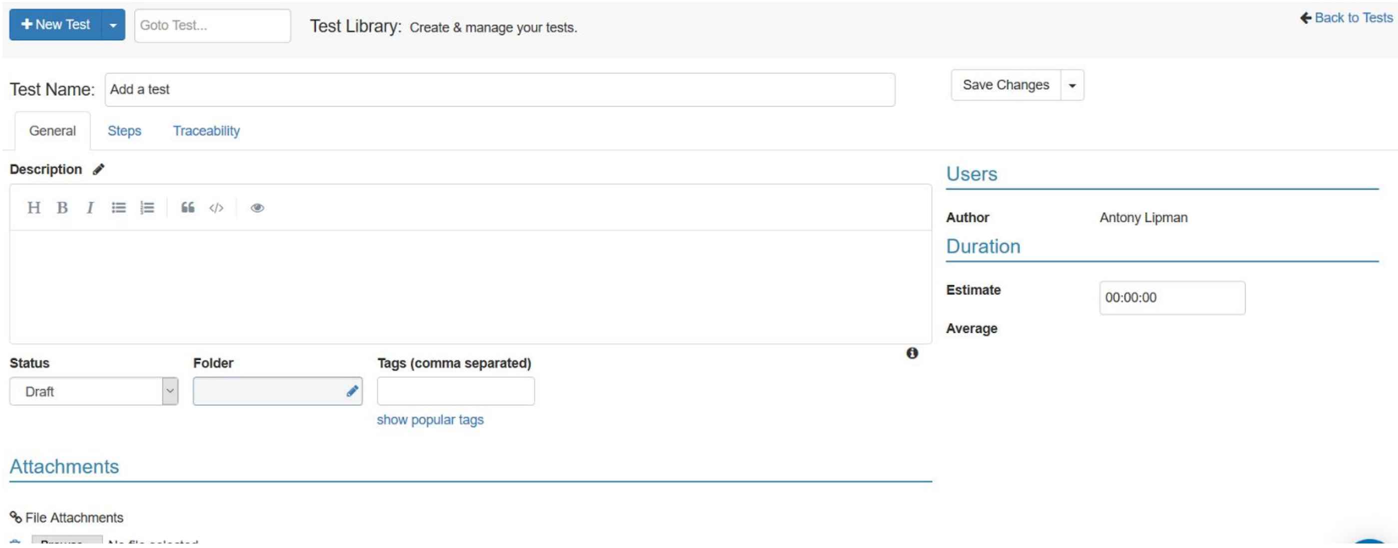
https://www.practitest.com/help/reporting/dashboard-items/

- You can also share your dashboard with people who are not PractiTest users as follows:

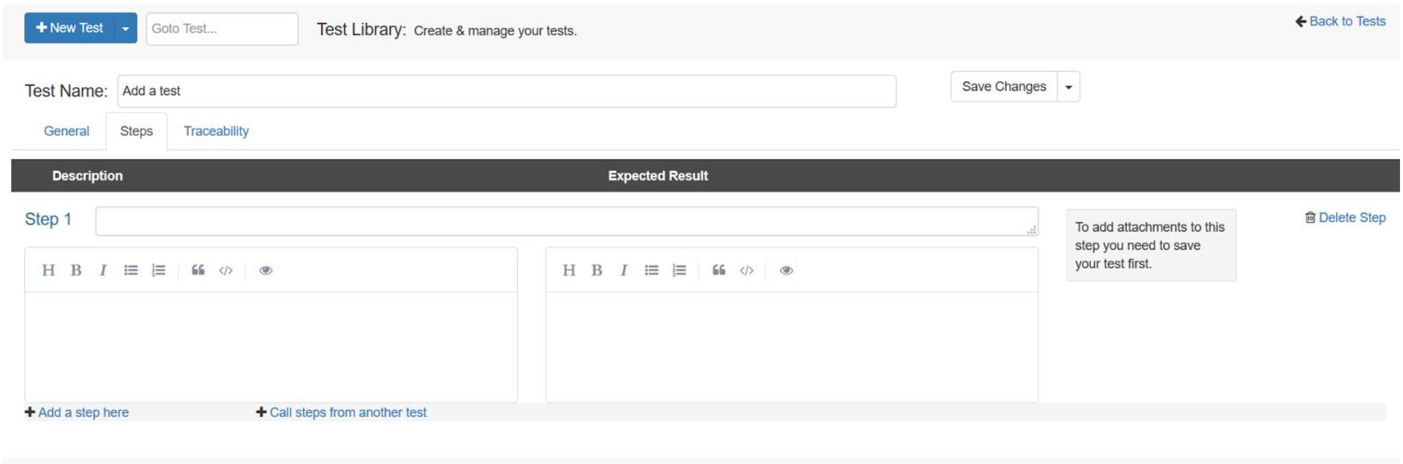
https://www.practitest.com/help/reporting/external-dashboard-kitchen-monitor/

4/2!Dsfbujoh!Uftut

When you need to add tests, you can do so in the Test Library module by clicking the New Test button. This opens the test window…



You can enter a test name and description as well as adding any attachments. To insert steps for the test, click the Steps tab and enter the test steps…



You can either enter the test steps manually by clicking "Add a step here" or you can call steps from a test you have already created by using the "Call steps from another test" link, you can learn more about this feature here .

https://www.practitest.com/help/tests/call-to-test/

You can also link your tests to requirements using the Traceability tab. Don't forget to click the Save Changes button before you leave the New Test Page.

If you already have your test cases in Excel sheets, CSV or Google sheets, you can import them directly into PractiTest. Read about this here:

https://www.practitest.com/help/settings/import-and-export/#importing-tests-and-steps-in-one-operation

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While using PractiTest, you may need to edit tests (assuming you have the permissions to do so). If you need to modify the original test, go to the Test Library module, find your test and make your changes. Don't forget to click Save Changes before leaving the page.

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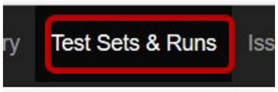
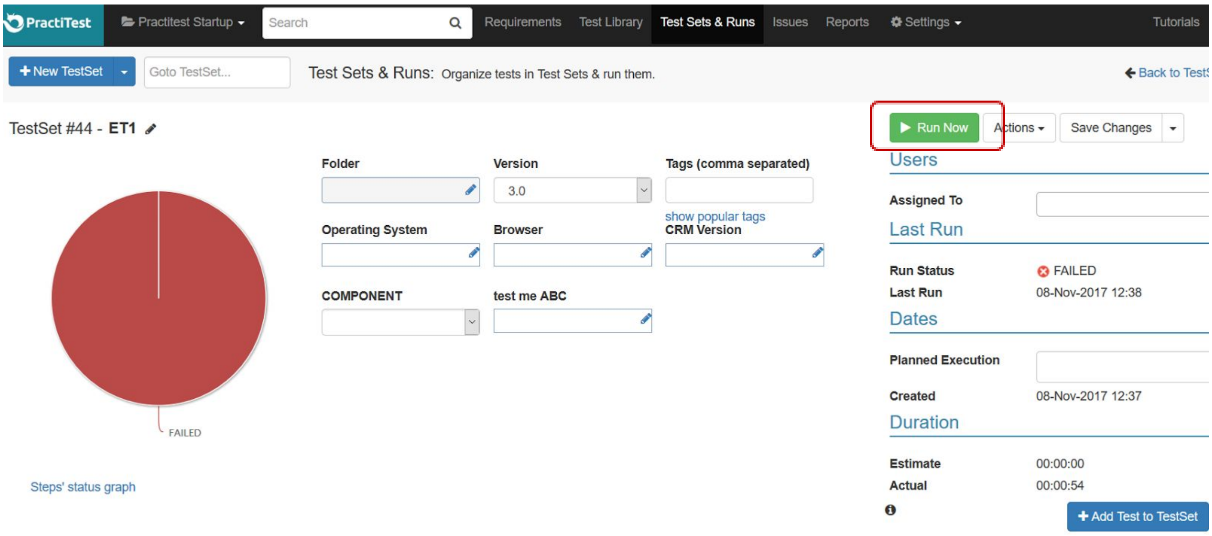
You run tests in the UftuTfut!'!Svot module.

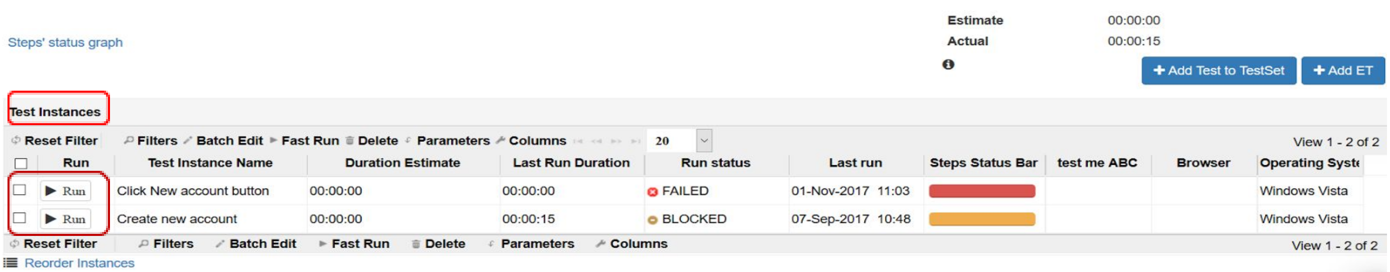


A Test Set is a group of test instances that you want to run together for any specific reason (e.g. tests covering a specific feature, regression test suite, nightly automation sanity, etc).

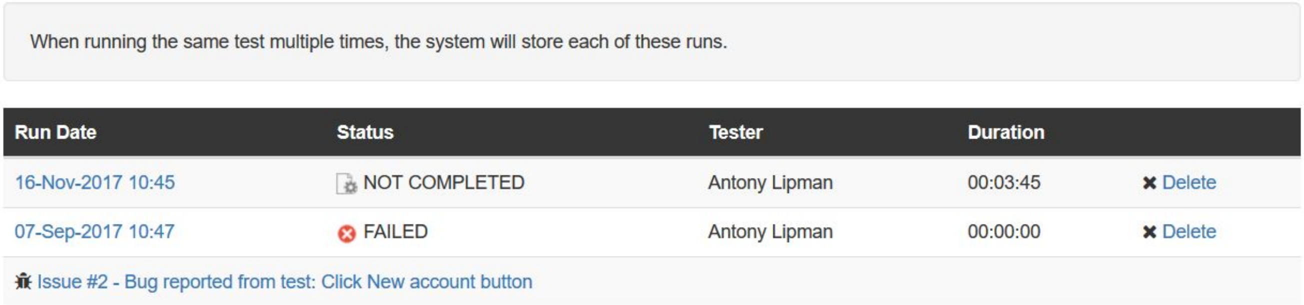
When you run a complete Test Set, select the Test Set you wish to run and then press the green Run Now button.



If you want to run only a specific test instance and not the whole set then select the instance in the Test Instances list and click Run...



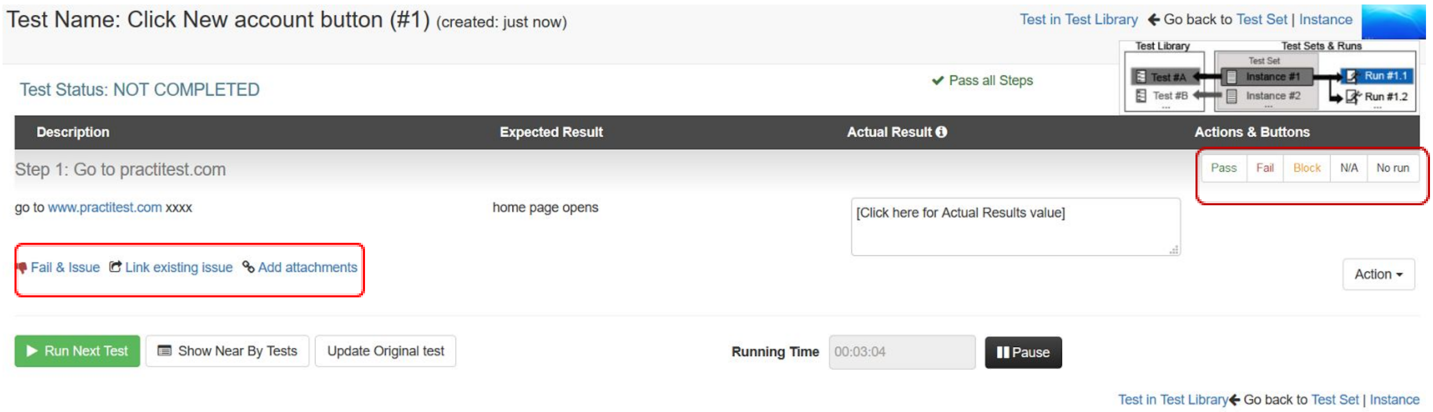
You can see the runs of a specific test instance by clicking on the test instance name. This allows you to view the test runs and details or continue an incomplete run.



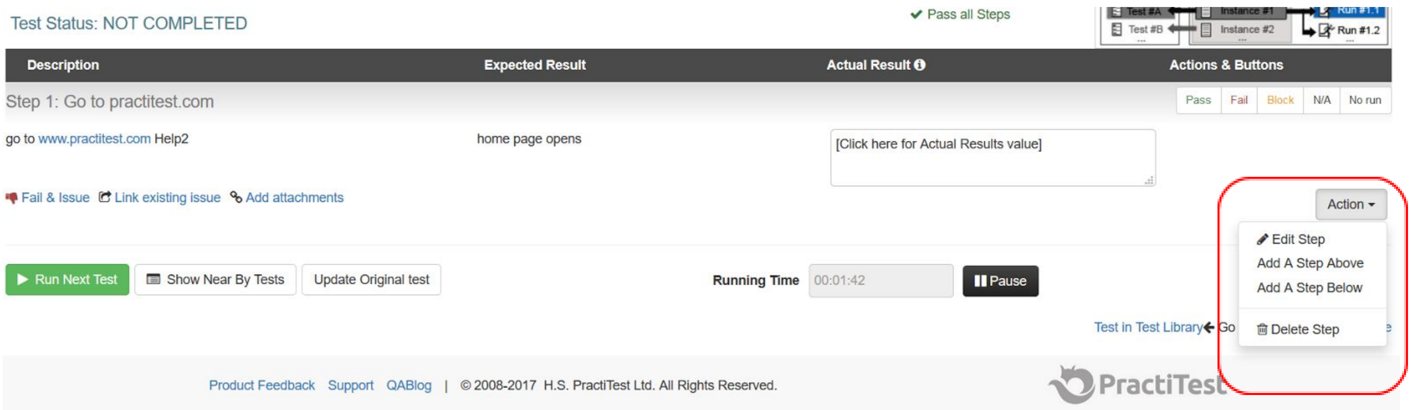
When running the same test multiple times, the system will store each of these runs.

Run Date	Status	Tester	Duration	
16-Nov-2017 10:45	NOT COMPLETED	Antony Lipman	00:03:45	✖ Delete
07-Sep-2017 10:47	FAILED	Antony Lipman	00:00:00	✖ Delete
Issue #2 - Bug reported from test: Click New account button				

While you are running your tests, at each step, you can insert your Actual Results and then select the correct status for that step: Pass / Fail / Block OR Fail and Issue. Pressing Fail and Issue will create a bug for you, or you can link an existing issue to the test. (If you have bug tracker integration, PractiTest will create the bug in your bug tracking software and a link will be stored in PractiTest.)

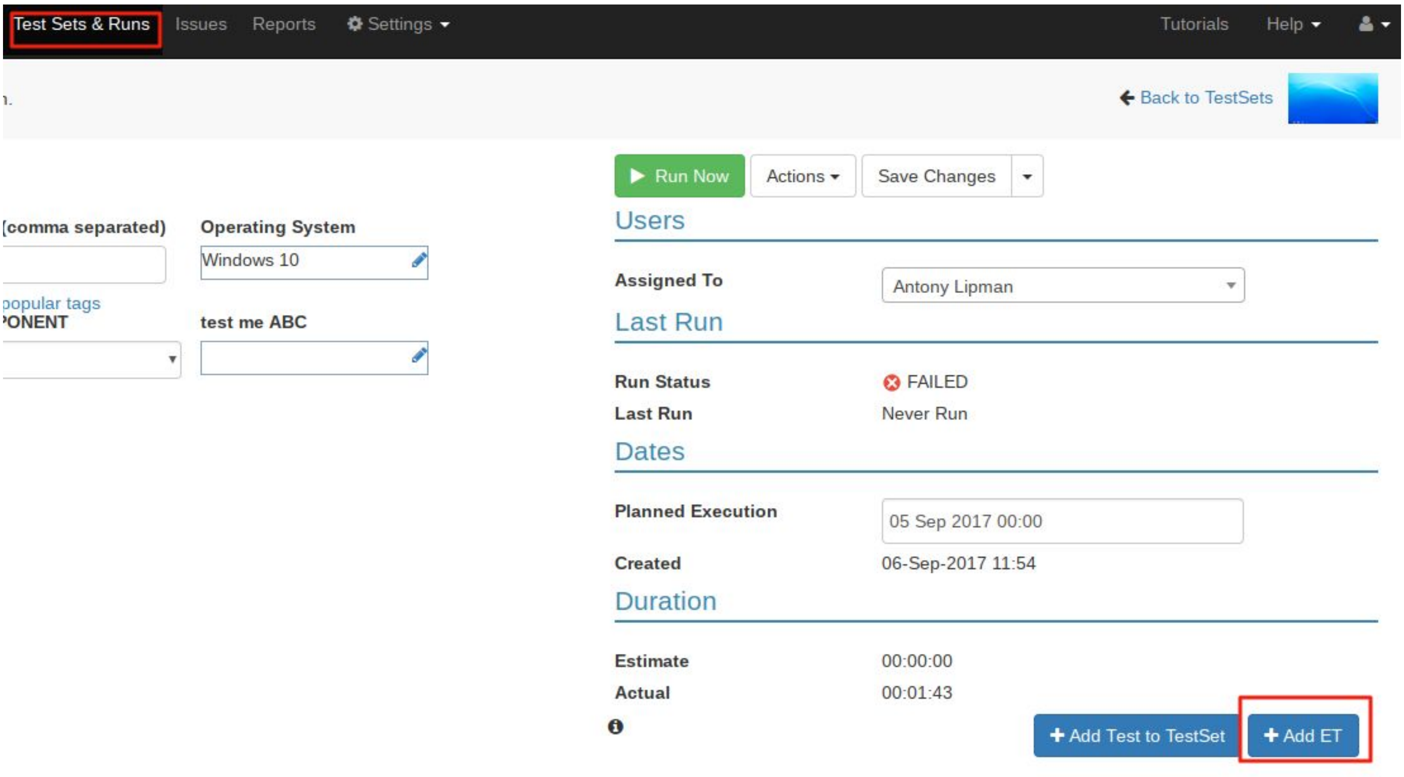


While running a test, if you want to change the particular instance of the test you are running, you can click the Action button and edit the instance. Then click update step.

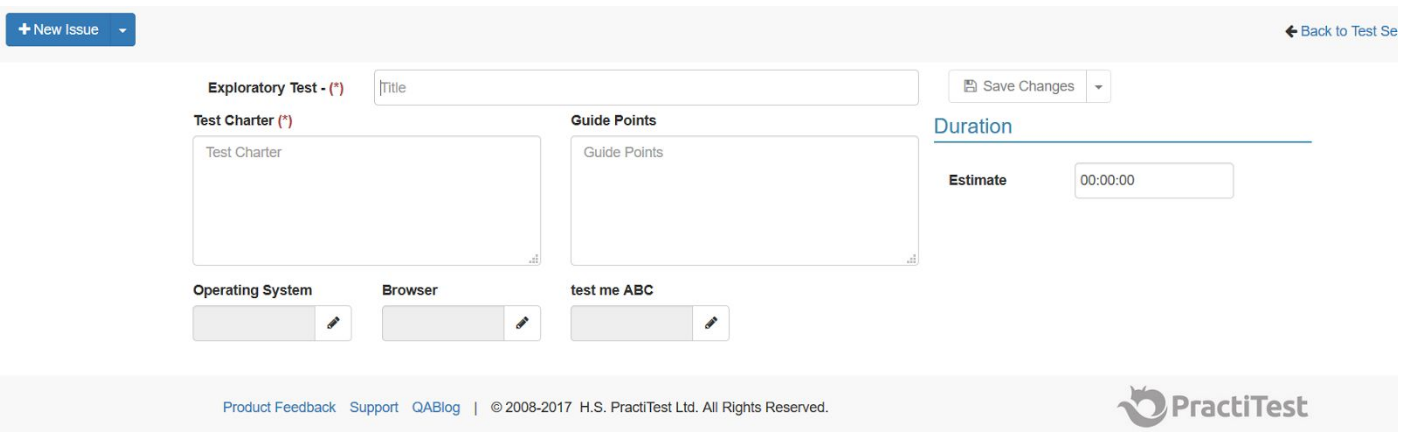


5/!Fyqmpsbupsz!Uf tujoh

If you are running Session Based or Exploratory Testing in parallel or instead of your scripted (regular) test cases, you can add Exploratory Tests within your Test Sets. Add exploratory tests by clicking , Bee!FU when you are in a test set and fill in the information on the test you are performing.



In your ET charter, you should include an objective and the areas that you are going to test, and perhaps what tactics you might use to perform your tests. The guide points are more concrete ideas that you want to share with the person who will actually be running the test



When running an Exploratory Test in PractiTest you can add annotations for all the actions, ideas, questions, concerns, etc that occur during the session. Annotations also make it easier for you to share your test runs, save them to be referenced later on, get feedback on your tests, etc.

Each annotation will have its own type to help you classify them and find them more easily. You can also report bugs from annotations, and even save Exploratory Tests as regular tests if you want.

6/!Usbdljoh!Jttvft

The Issues module allows you to see the bugs and issues you have recorded in PractiTest during your testing. If you have 3rd party bug tracker integration, then the links to the issues in your bug tracking software appear here (with Jira or Pivotal tracker). If you use PractiTest for Issue management then you create the issues directly within PractiTest and the information is all stored within the Issues module.

When you create an issue, you can check if you already have a similar issue by clicking the display similar issues link. Don't forget to save your changes. You can also check linked tests and requirements through the Traceability tab.

If you are using two way integration with a bug tracker, you can import issues to PractiTest directly into the Issues module by clicking Sync a new Issue.

You can also link an existing issue in your bug tracker to a test you have already run.

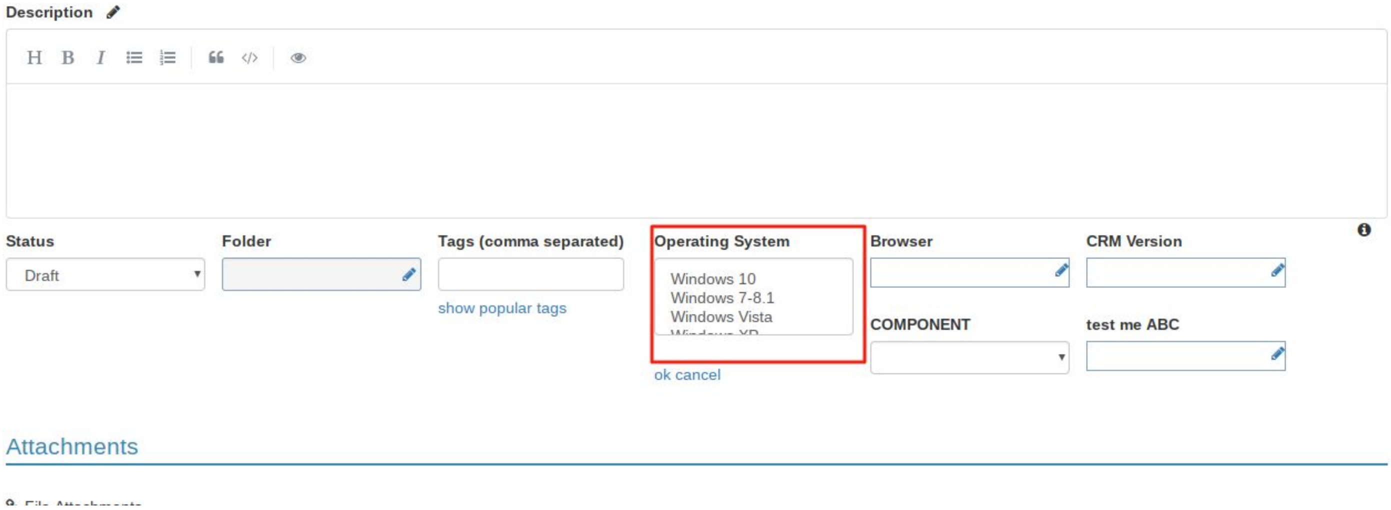
7/!Nbobhjoh!Sfrvjsfnfout

The Requirements module is the place where you find all the requirements or user stories that have to be fulfilled before a feature is passed. You can see all tests linked to a requirement in the Traceability tab. You can also see the latest status of these tests and know from here if the requirement is fulfilled or not.

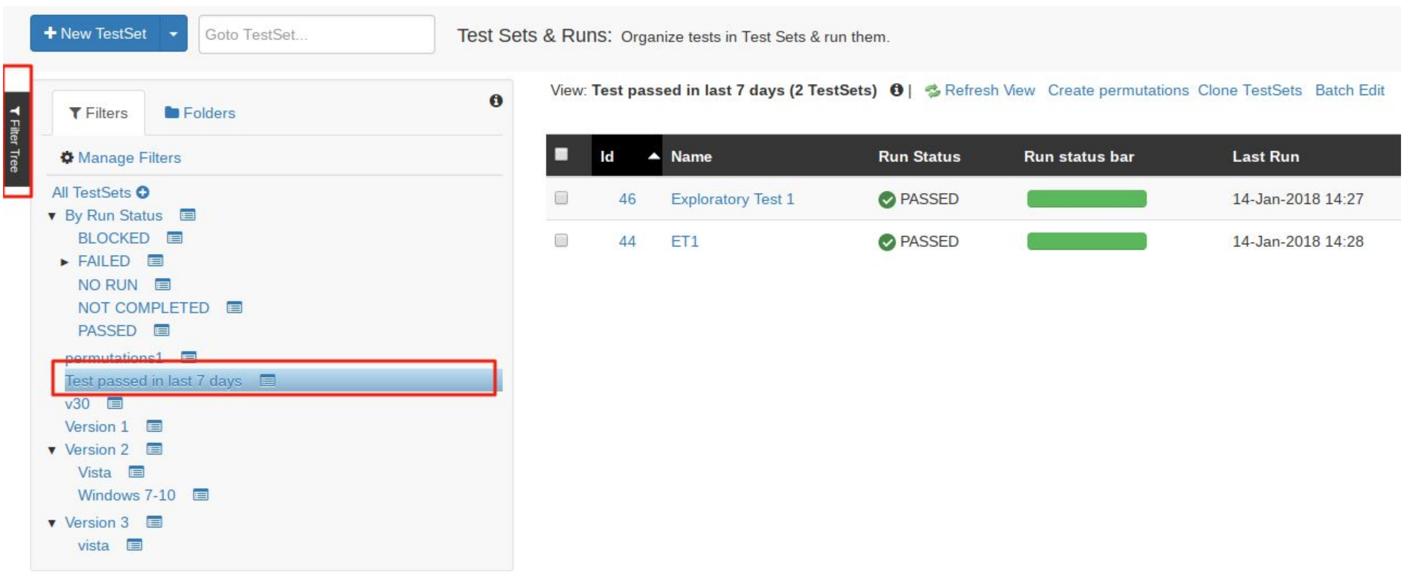
When working with JIRA and Pivotal Tracker you can import and sync your requirements or user stories.

8/!Vtjoh!Gjfmet!boe!Gjmufst

The PractiTest system is setup to use fields and filters that you can configure to meet your needs; adding and removing the fields by relevance to your project according to your methodology.
The reason we promote working with filters instead of the more traditional folder approach is because information is much easier to arrange and display using filters. Although we still have the ability to use folders, their use is NOT recommended. Filters are a much more dynamic way of organising information and allow for maximum flexibility.
The way to view your entities (Requirements, Tests, Test Sets, and Issues) in PractiTest, is to use the Filter Tree. Your system is set up so that by filling in the system and custom fields in your Tests and Test Sets, you will activate the filtering system. Please complete all the relevant fields at the top of a Test or Test Set.

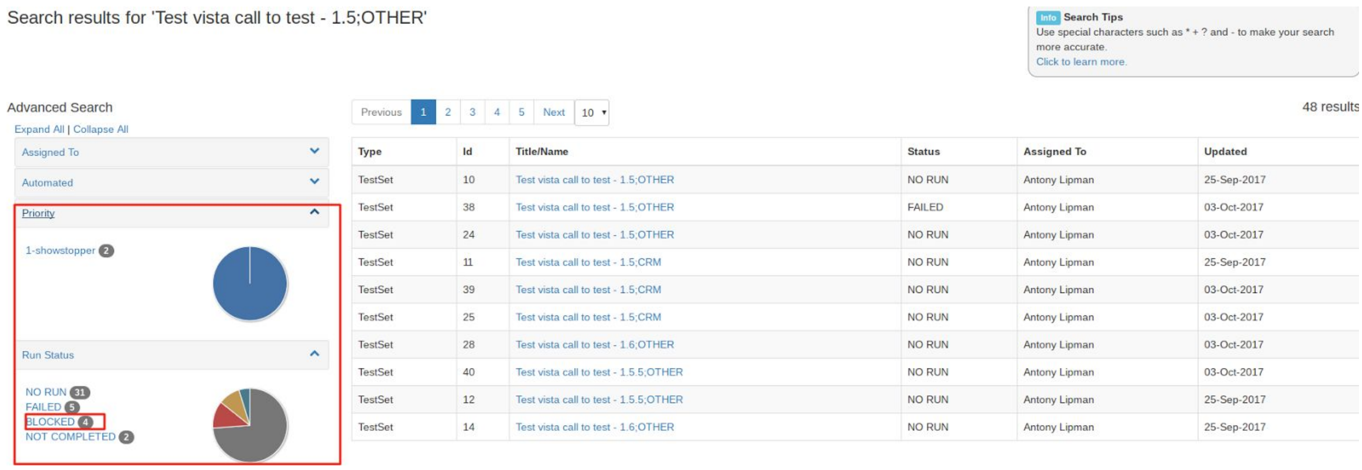


To view information based on Filters, make sure that the Filter Tree is open and click the filter that you want to view the contents of.



9/!Tfbsdijoh!gps!Jogpsnbujpo

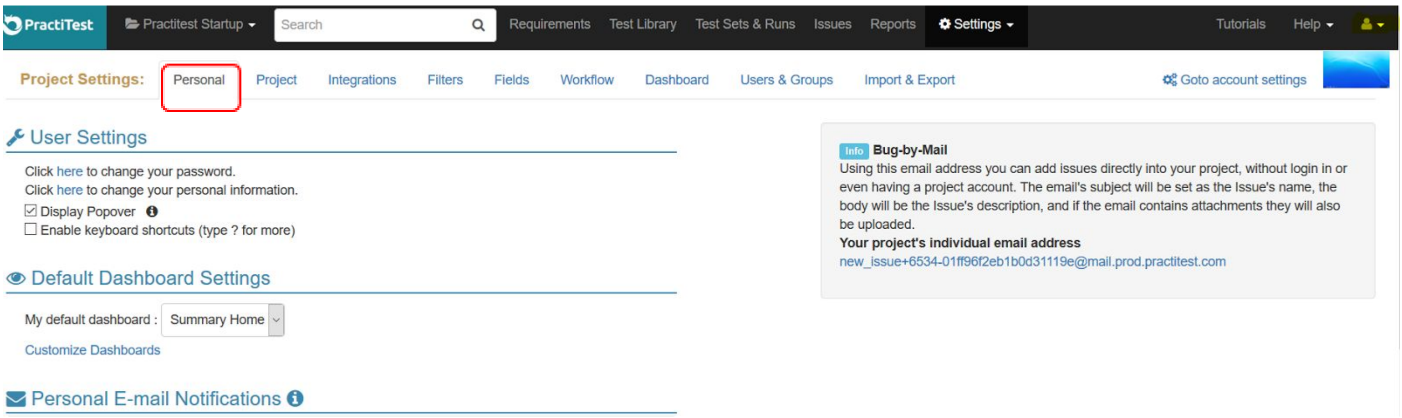
PractiTest includes a powerful search feature, which allows you to find the tests you want quickly. Type your query in the search window on the Navigation Bar. As you type the autocomplete will assist you in narrowing down your search. When the results of your text search appear, use the Advanced Search filters to find only the data you need.



Type	Id	Title/Name	Status	Assigned To	Updated
TestSet	10	Test vista call to test - 1.5;OTHER	NO RUN	Antony Lipman	25-Sep-2017
TestSet	38	Test vista call to test - 1.5;OTHER	FAILED	Antony Lipman	03-Oct-2017
TestSet	24	Test vista call to test - 1.5;OTHER	NO RUN	Antony Lipman	03-Oct-2017
TestSet	11	Test vista call to test - 1.5;CRM	NO RUN	Antony Lipman	25-Sep-2017
TestSet	39	Test vista call to test - 1.5;CRM	NO RUN	Antony Lipman	03-Oct-2017
TestSet	25	Test vista call to test - 1.5;CRM	NO RUN	Antony Lipman	03-Oct-2017
TestSet	28	Test vista call to test - 1.6;OTHER	NO RUN	Antony Lipman	03-Oct-2017
TestSet	40	Test vista call to test - 1.5.5;OTHER	NO RUN	Antony Lipman	03-Oct-2017
TestSet	12	Test vista call to test - 1.5.5;OTHER	NO RUN	Antony Lipman	25-Sep-2017
TestSet	14	Test vista call to test - 1.6;OTHER	NO RUN	Antony Lipman	25-Sep-2017

:/!Qfstpobm!Dvtupnjtbujpot

You can customise your account to change your password, default dashboard settings and email notifications. Click the person icon on the right of the screen in the Navigation Bar and select Personal Settings.



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Support

We fully support PractiTest. We have help pages and tutorials on our website.

If you need to reach us, the quickest way is through the chat icon at the bottom of every page.

If you prefer, you can email us at support@PractiTest.com

For feature requests, please enter them here:

https://PractiTest.uservoice.com

We look forward to hearing from you with your feedback about PractiTest.