



qTest for Workday - Page 1

qTest is a test management software that helps create a centralized test management system for easy communication and rapid deployment of a Workday task to QA teams and developers. This guide outlines the steps you will use to mark a test as passed in the qTest system.

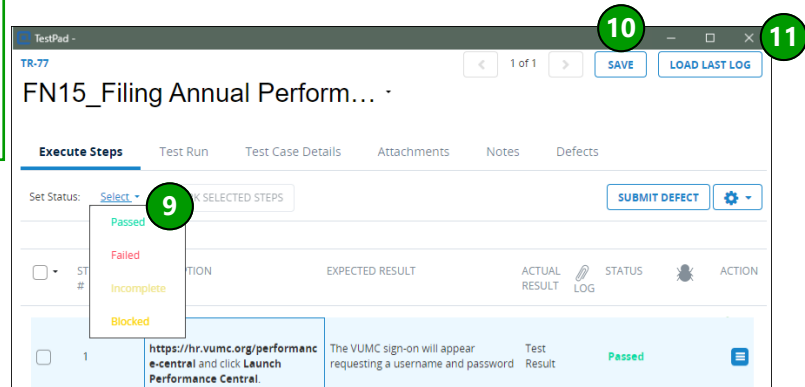
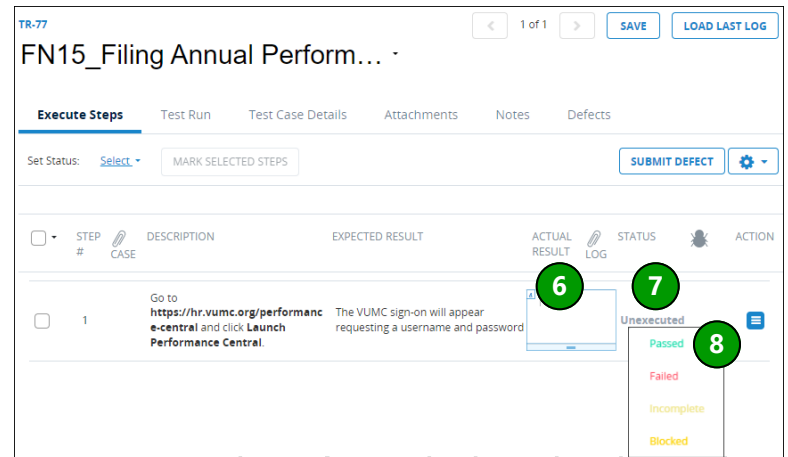
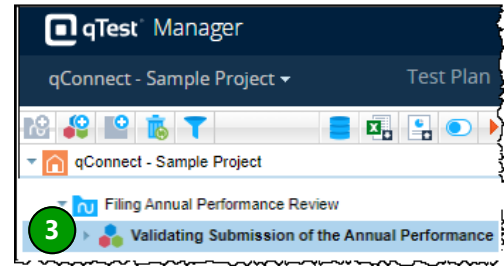
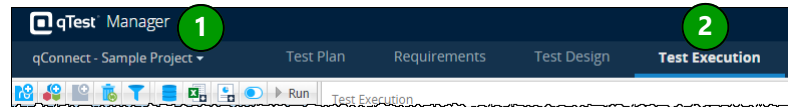
PASSED qTEST

Once you have created the test case and approved it, the next stage is the execution of the test case. When executing a Test Scenario, please have your JIRA already open.

1. After logging in to qTest, choose the **project name** that you are assigned/allocated to from the drop down.
2. Select the **Test Execution** tab.
3. From the drop down menu, select the **Test Suite** you want to run.
4. Select the **checkbox** next to the Test Scenario you want to run.
5. Select **RUN** to open a new Test Pad.
6. After performing the step in the **Description** column, enter the Test details used to perform the step in the **Actual Result** column.

Note: please refrain from using any PII data anywhere in qTest for security reasons.

7. In the **Status** column, hover over **Unexecuted** to update the status of the step.
 8. Select **Passed** from the list of options.
 9. After steps 6-8 have been completed for all steps, click the **Select** drop down and choose **Passed** to update the status of the Test Run.
 10. Select **SAVE**.
 11. Select the **X** in the top right corner to close the window.
- The status of the Test Scenario will display with updates in the Execution Summary.






qTest for Workday - Page 2

qTest is a test management software that helps create a centralized test management system for easy communication and rapid deployment of a Workday task to QA teams and developers. This guide outlines the steps you will use to mark a test as failed in the qTest system.

FAILED qTEST

Once you have created the test case and approved it, the next stage is the execution of the test case. When executing a Test Scenario, please have your JIRA already open.

Complete steps 1-7 on page 1 of this guide.

1. Select **Failed** from the list of options.
2. Hover your cursor in the **Defect**  column and click the defect (bug) icon.
3. In the pop-up window, select the **checkbox** next to **Include all test step details**.
4. Select **NEW**.
5. In the **Select a Defect Type** pop-up window, select **ADD**.
6. You will be navigated to **JIRA** to the **Create Issue** page. Enter the **defect title** in the **Summary** field and complete all other necessary fields.
7. Scroll down to the **Issue** drop down and select the **number** to which the test scenario is linked (this number can be found on the Test Execution screen in qTest).
8. Select **Create**.

9. Navigate back to the **qTest tab**, confirm the **Defect ID** for the created bug is displayed, and then select the **X** in the top right corner of the pop-up window.
10. From the **Test Pad** window, click the **Select** drop down and choose **Failed** to update the status of the Test Run.
11. Select **SAVE**.
12. Select the **X** in the top right corner to close the window. The status of the Test Scenario will display with updates in the Execution Summary.

The screenshots illustrate the workflow:

- 1**: In the Test Pad, clicking the defect icon in the Defect column.
- 2**: The 'Include all test step details' checkbox is checked in the 'NEW' dialog.
- 3**: The 'NEW' button is clicked.
- 4**: The 'ADD' button is clicked in the 'Select A Defect Type' dialog.
- 5**: The 'Create Issue' page in JIRA is shown with the defect title entered in the Summary field.
- 6**: The 'Issue' dropdown is set to the linked issue number.
- 7**: The 'Create' button is clicked.
- 8**: The 'Create' button is clicked in the JIRA dialog.
- 9**: The 'X' button is clicked to close the JIRA dialog.
- 10**: The 'Failed' status is selected from the 'Set Status' dropdown.
- 11**: The 'SAVE' button is clicked.
- 12**: The 'X' button is clicked to close the Test Pad window.

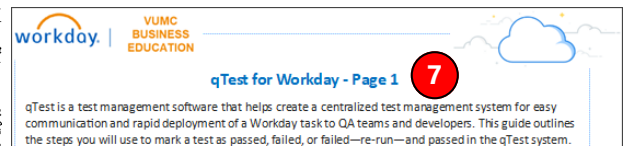
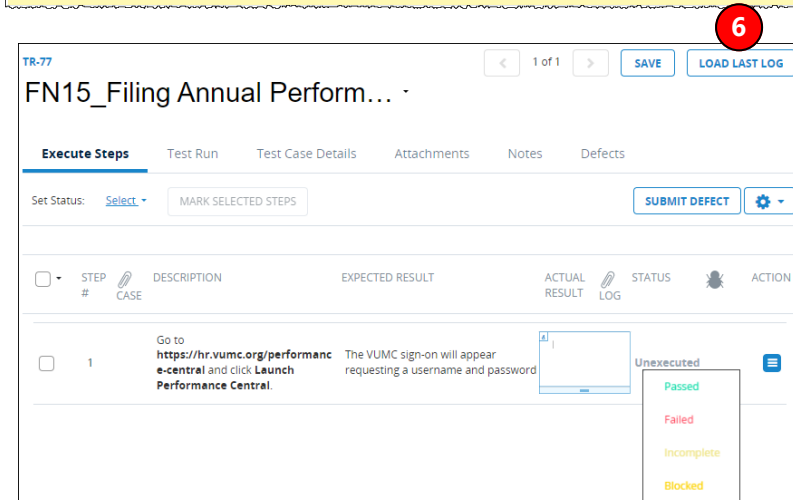
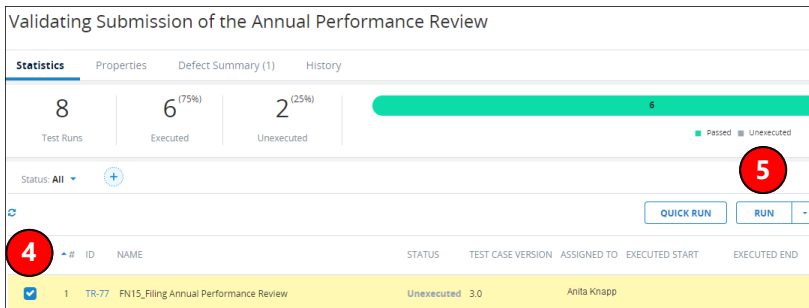
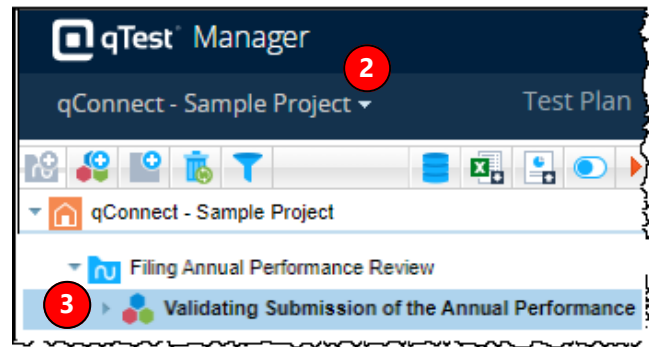
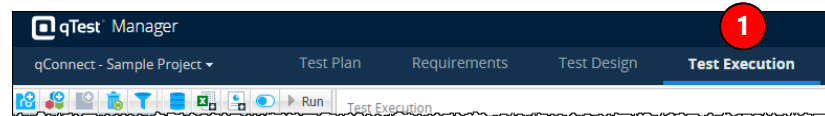


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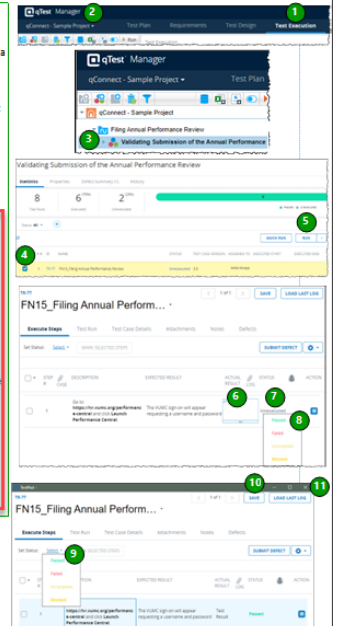
qTest is a test management software that helps create a centralized test management system for easy communication and rapid deployment of a Workday task to QA teams and developers. This guide outlines the steps you will use to mark a test as failed—re-run—and passed in the qTest system.

FAILED, RE-RUN, THEN PASSED qTEST

1. After logging in to qTest, choose the **project name** that you are assigned/allocated to from the drop down.
2. Select the **Test Execution** tab.
3. Select the **Test Suite** you want to re-run.
4. Select the **checkbox** next to the Test Scenario you want to re-run.
5. Select **RUN** to open the Test Pad.
6. Select **LOAD LAST LOG** to display the last run of the Test Scenario.
7. **Execute the previously failed Test Scenario** by following steps 6-11 on page 1 of this guide.



- #### PASSED qTEST
- Once you have created the test case and approved it, the next stage is the execution of the test case. When executing a Test Scenario, please have your JIRA already open.
1. After logging in to qTest, select the Test Execution tab.
 2. From the drop down menu, choose the project name that you are assigned/allocated to.
 3. Select the Test Suite you want to run.
 4. Select the checkbox next to the Test Scenario you want to run.
 5. Select **RUN** to open a new Test Pad.
 6. After performing the step in the Description column, click the **Add Actual Result** column to type the details used for testing the step.
Note: please refrain from using any PI data anywhere in qTest for security reasons.
 7. In the Status column, hover over Unexecuted to update the status of the step.
 8. Select **Passed** from the list of options.
 9. After steps 6-8 have been completed for all steps, click the **Select** drop down and choose **Passed** to update the status of the Test Run.
 10. Select **SAVE**
 11. Select the **X** in the top right corner to close the window.
- The status of the Test Scenario will display with updates in the Execution Summary.



QUESTIONS?

Please email BusinessEducation@vumc.org



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qTest is a test management software that helps create a centralized test management system for easy communication and rapid deployment of a Workday task to QA teams and developers. This guide outlines the steps you will use to search for your Test Scripts in the qTest system.

SEARCH FOR YOUR TEST SCRIPTS

1. After logging in to qTest, choose the **project name** that you are assigned/allocated to from the drop down.
2. Select the **Test Execution** tab.
3. Select the **folder** in which you want to execute the Test Scenario.
4. Select the **Assigned To** column header to arrange the Test Scenarios based on assigned names in alphabetical order in ascending or descending order.

Note: the same feature is also accessible from the module level.

The screenshot shows the qTest Manager interface. At the top, there are tabs for 'Test Plan', 'Requirements', 'Test Design', and 'Test Execution'. The 'Test Execution' tab is selected. Below the tabs, there is a navigation pane on the left showing a tree view with 'qConnect - Sample Project' and 'R2 Release 2023'. The main area displays a test cycle 'R2 Release 2023' with statistics: 3 Test Runs, 2 Executed (67%), and 1 Unexecuted (33%). Below the statistics is a table of test cases. The 'Assigned To' column header is highlighted with a red box, and the 'QUICK RUN' button is also highlighted with a red box.

ID	NAME	STATUS	TEST CASE VERSION	ASSIGNED TO	EXECUTED START	EXECUTED END
TR-209	FN1_Tune Electric Guitar G Chord	Failed	2.0	Sally Sue	01/08/2024, 9:03:08 PM	01/08/2024, 9:15:11 PM
TR-210	FN2_Get Electric Guitar Signal on Amplifier	Passed	2.0	Anita Knapp	01/08/2024, 7:30:34 PM	01/08/2024, 7:30:19 PM

STATUS OPTIONS FOR TEST EXECUTION

Pass: a test's actual result matches its expected result.

Fail: a test's actual result does not match its expected result.

In Progress: automatically set to indicate a test case that is currently running.

Blocked: a test case that cannot run because the preconditions for its execution are not fulfilled or a test case cannot be run due to another defect logged which is preventing the test execution.

Not Applicable: the test case does not need to be run as it does not meet the requirement for the test execution like the Release/Project case it was assigned to.

Out of Scope: The test scenarios that would not be part of the Release as it was mutually agreed (between teams) to not be tested.

QUESTIONS?

Please email BusinessEducation@vumc.org