



SpiraTeam® | Quick Start Guide

Inflectra Corporation

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Introduction

The Spira™ family of applications from Inflectra® are a powerful set of tools that help you manage your software lifecycle.

SpiraTeam® is our integrated Application Lifecycle Management (ALM) system that manages your project's requirements, releases, test cases, issues and tasks in one unified environment.

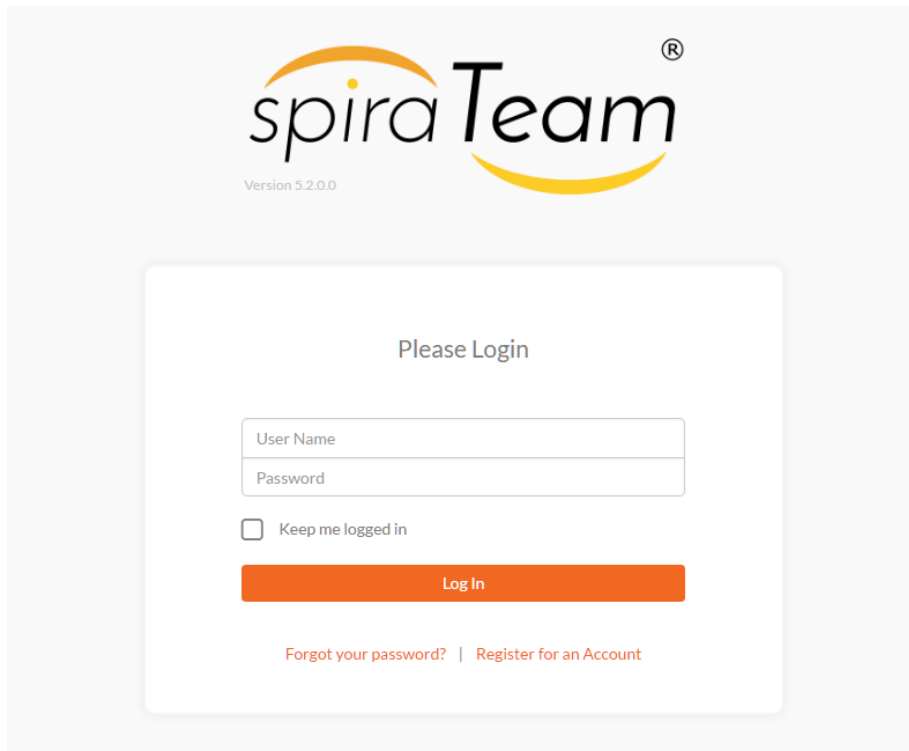
This guide provides a quick step-by-step tutorial for creating a sample SpiraTeam project, adding some requirements and releases, building the test plan, assigning the backlog items to the various sprints, executing the tests and logging defects, and finally triaging and resolving the bugs/issues raised.

For further information on using SpiraTeam, please refer to the more comprehensive *SpiraTeam User Manual*.

For information on setting up a new SpiraTeam instance, creating projects and users and other administration tasks, please refer to the *SpiraTeam Administration Guide*.

1. Logging In and Selecting a Project

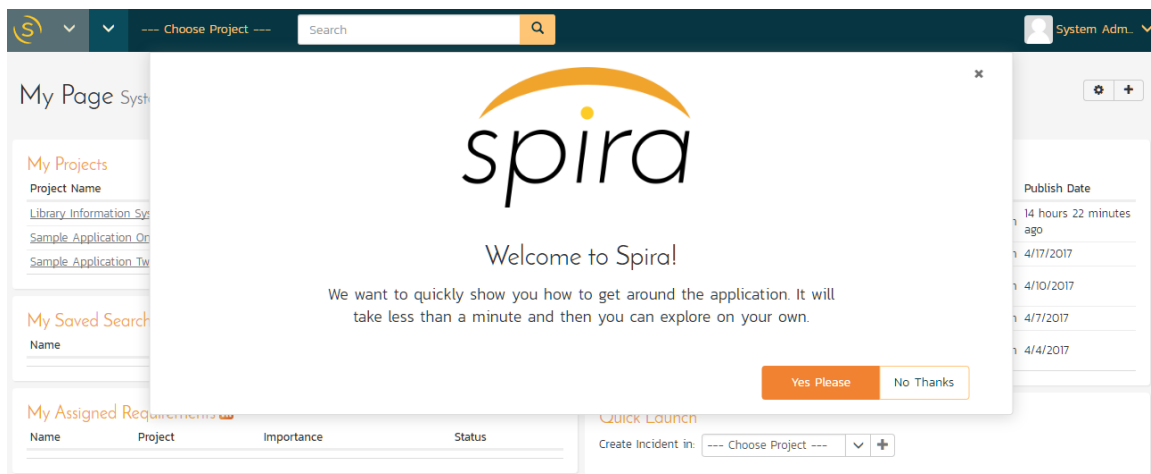
Once you have either downloaded and installed a trial version of SpiraTeam or signed up for a hosted trial, you should be able to see the following login screen in your web browser:



Enter the following default login and password to start using the system:

- Login: administrator
- Password: PleaseChange

Once you have logged-in, you should be taken to the “My Page” for your user. Please note, that the very first time you log in you will be asked if you want to take a quick orientation tour of the application (which will look similar to the screenshot below).



Initially this page will be fairly empty, with only the list of sample projects populated. This is normal.

My Projects

Project Name	Group	Creation Date
Library Information System	Internal Projects	30-Nov-2005
Sample Application One	Internal Projects	30-Nov-2005
Sample Application Two	External Projects	30-Nov-2005

My News Feeds

Headline	Author	Publish Date
Rapise v5.1 - Scriptless Automated Testing	webmaster@inflectra.com	14 hours 43 minutes ago
Office365: Pros and Cons of Microsoft's Excel API	webmaster@inflectra.com	4/17/2017
Preview of SpiraTest v5.2 - Revamped User Interface	webmaster@inflectra.com	4/10/2017
It's Official - East Coast User Summit is On!	webmaster@inflectra.com	4/7/2017
Listening to our Customers: Updated Product Roadmap	webmaster@inflectra.com	4/4/2017

My Saved Searches

Name	Project

My Assigned Requirements

Name	Project	Importance	Status

My Assigned Test Cases

Quick Launch

Create Incident in: Library Information System

For this tutorial we want to start out with an empty project that has no data in it, so click the hyperlink under "My Projects" for "[Sample Application Two](#)". That will bring up the homepage for the empty project:

Sample Application Two PR3

Displaying: --- All Releases ---

Project Overview

Group: External Projects
 Web Site: [\[Link\]](#)
 Owner(s): System Administrator

Activity Stream

Shared Searches

Name	Creator

Requirements Summary

Status	1 - Critical	2 - High	3 - Medium	4 - Low	(None)	TOTAL
TOTAL						

Top Open Issues

Description	Priority	Owned By	Date Opened

Top Open Risks

Description	Priority	Owned By	Date Opened

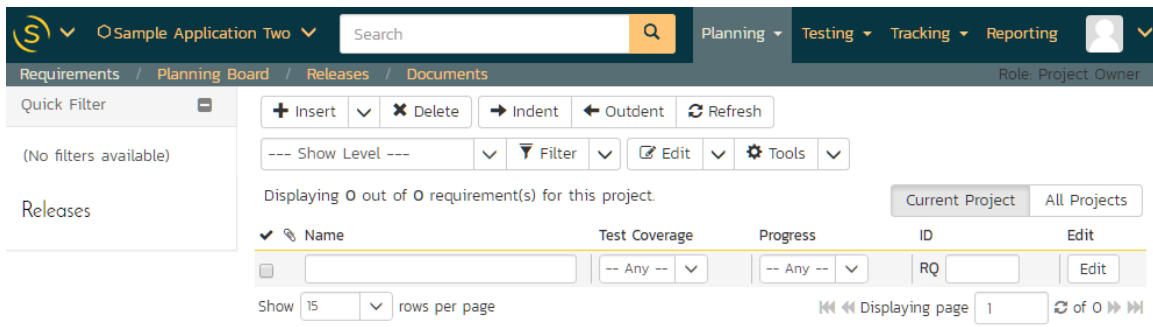
Test Execution Status

100%
 0%
 Failed Passed Not Run Blocked Caution
 Total # Runs: 0
 Daily Run Count:

The project home page will display various widgets containing key project metrics; however they will be initially empty. The next step will be to start entering your project's data.

2. Define the Requirements

Click on the Planning > Requirements menu option to display the project's requirements list page:



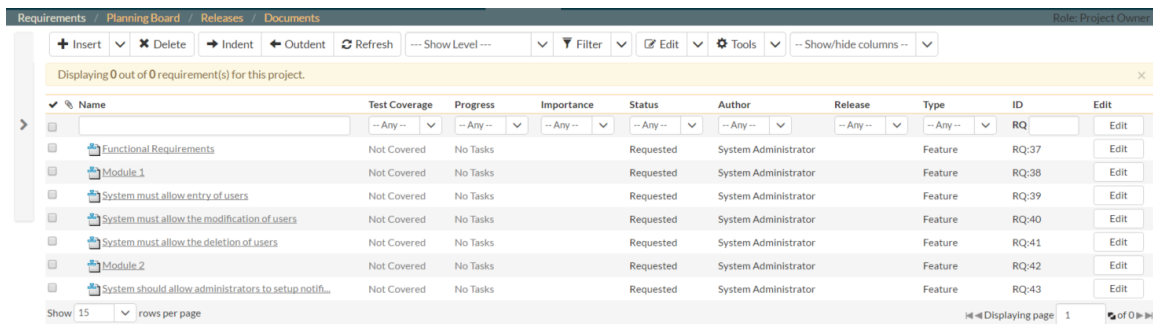
The terminology in SpiraTeam is designed to be methodology agnostic, however the following table illustrates the nomenclature used in SpiraTeam and how it relates to some common agile methodologies:

SpiraTeam	Extreme Programming	Scrum	AgileUP / DSDM
Summary Requirement	Epic	Epic	Feature Group
Requirement	User Story	Backlog Item	Requirement
Task	Task	Task	Task
Release	Release	Release	Release
Iteration	Iteration	Sprint	Iteration

Initially the requirements list will be empty. Click on the “Insert” button in the main toolbar to create the following requirements in turn:

- Functional Requirements
- Module 1
- System must allow entry of users
- System must allow the modification of users
- System must allow the deletion of users
- Module 2
- System should allow administrators to setup notifications

You should now have a simple flat requirements list, as illustrated below:



Now to correctly indent the requirements, select the checkboxes of all the requirements under “Functional Requirements” and click ‘Indent’. Then select the three requirements under “Module 1” and click ‘Indent’ again. Finally, right-click on the last requirement and choose ‘Indent’ from the popup context menu. You should now have a list that looks like:

Requirements / Planning Board / Releases / Documents Role: Project Owner

--- Show Level ---

 -- Show/Hide columns --

Displaying 7 out of 7 requirement(s) for this project.

<input checked="" type="checkbox"/>	Name	Test Coverage	Progress	Importance	Status	Author	Release	Type	ID	Edit
<input checked="" type="checkbox"/>	Functional Requirements	Not Covered	No Tasks	-- Any --	Requested	System Administrator	-- Any --	Package	RQ-37	Edit
<input checked="" type="checkbox"/>	Module 1	Not Covered	No Tasks	-- Any --	Requested	System Administrator	-- Any --	Package	RQ-38	Edit
<input checked="" type="checkbox"/>	System must allow entry of users	Not Covered	No Tasks	-- Any --	Requested	System Administrator	-- Any --	Feature	RQ-39	Edit
<input checked="" type="checkbox"/>	System must allow the modification of users	Not Covered	No Tasks	-- Any --	Requested	System Administrator	-- Any --	Feature	RQ-40	Edit
<input checked="" type="checkbox"/>	System must allow the deletion of users	Not Covered	No Tasks	-- Any --	Requested	System Administrator	-- Any --	Feature	RQ-41	Edit
<input checked="" type="checkbox"/>	Module 2	Not Covered	No Tasks	-- Any --	Requested	System Administrator	-- Any --	Package	RQ-42	Edit
<input checked="" type="checkbox"/>	System should allow administrators to setup notif...	Not Covered	No Tasks	-- Any --	Requested	System Administrator	-- Any --	Feature	RQ-43	Edit

Show 15 rows per page Displaying page 1 of 1

We finally want to set a type and priority value for the different requirements, to do that we can simply click the “select all” checkbox at the top of the list and then click on the top 'Edit' button in the right-hand column of that same row. That will make all the requirement rows editable:

Requirements / Planning Board / Releases / Documents Role: Project Owner

--- Show Level ---

 -- Show/Hide columns --

Quick Filter: (No filters available)

Releases:

Displaying 7 out of 7 requirement(s) for this project.

<input checked="" type="checkbox"/>	Name	Test Coverage	Progress	Importance	Status	Author	Release	Type	ID	Edit
<input checked="" type="checkbox"/>	Functional Requirer	Not Covered	No Tasks	-- None --	Requested	System Adr	-- None --	Feature	RQ:37	Save Cancel
<input checked="" type="checkbox"/>	Module 1	Not Covered	No Tasks	-- None --	Requested	System Adr	-- None --	Package	RQ:38	Edit
<input checked="" type="checkbox"/>	System must allow e	Not Covered	No Tasks	-- None --	Requested	System Adr	-- None --	Feature	RQ:39	Edit
<input checked="" type="checkbox"/>	System must allow t	Not Covered	No Tasks	-- None --	Requested	System Adr	-- None --	Feature	RQ:40	Edit
<input checked="" type="checkbox"/>	System must allow t	Not Covered	No Tasks	-- None --	Requested	System Adr	-- None --	Feature	RQ:41	Edit
<input checked="" type="checkbox"/>	Module 2	Not Covered	No Tasks	-- None --	Requested	System Adr	-- None --	Package	RQ:42	Edit
<input checked="" type="checkbox"/>	System should allow	Not Covered	No Tasks	-- None --	Requested	System Adr	-- None --	Feature	RQ:43	Edit

Show 15 rows per page Displaying page 1 of 1

Now, set the type of all your requirements to 'User Story' and choose some different values for the 'Importance' field and click Update. Now you will have a prioritized list of user story requirements:

Requirements / Planning Board / Releases / Documents Role: Project Owner

--- Show Level ---

 -- Show/Hide columns --

Displaying 7 out of 7 requirement(s) for this project.

<input checked="" type="checkbox"/>	Name	Test Coverage	Progress	Importance	Status	Author	Release	Type	ID	Edit
<input checked="" type="checkbox"/>	Functional Requirements	Not Covered	No Tasks	-- Any --	Requested	System Administrator	-- Any --	Package	RQ-37	Edit
<input checked="" type="checkbox"/>	Module 1	Not Covered	No Tasks	-- Any --	Requested	System Administrator	-- Any --	Package	RQ-38	Edit
<input checked="" type="checkbox"/>	System must allow entry of users	Not Covered	No Tasks	1 - Critical	Requested	System Administrator	-- Any --	User Story	RQ-39	Edit
<input checked="" type="checkbox"/>	System must allow the modification of users	Not Covered	No Tasks	1 - Critical	Requested	System Administrator	-- Any --	User Story	RQ-40	Edit
<input checked="" type="checkbox"/>	System must allow the deletion of users	Not Covered	No Tasks	3 - Medium	Requested	System Administrator	-- Any --	User Story	RQ-41	Edit
<input checked="" type="checkbox"/>	Module 2	Not Covered	No Tasks	2 - High	Requested	System Administrator	-- Any --	Package	RQ-42	Edit
<input checked="" type="checkbox"/>	System should allow administrators to setup notif...	Not Covered	No Tasks	2 - High	Requested	System Administrator	-- Any --	User Story	RQ-43	Edit

Show 15 rows per page Displaying page 1 of 1

Now that we have prioritized the requirements, the developers or business analysts responsible for estimating the complexity of each requirement need to enter estimates. To do that we first need to display the estimate column in the grid. To do that, click on the “Show/Hide Columns” dropdown list and show the Estimate column. This will display the requirements’ estimates in the grid:

Name	Test Coverage	Progress	Importance	Status	Author	Release	Type	Estimate	ID	Edit
Functional Requirements	Not Covered	No Tasks		Requested	System Administrator		Package	4.0	RQ:37	Edit
Module 1	Not Covered	No Tasks	1 - Critical	Requested	System Administrator		Package	3.0	RQ:38	Edit
System must allow entry of users	Not Covered	No Tasks	1 - Critical	Requested	System Administrator		User Story	1.0	RQ:39	Edit
System must allow the modification of users	Not Covered	No Tasks	1 - Critical	Requested	System Administrator		User Story	1.0	RQ:40	Edit
System must allow the deletion of users	Not Covered	No Tasks	3 - Medium	Requested	System Administrator		User Story	1.0	RQ:41	Edit
Module 2	Not Covered	No Tasks	2 - High	Requested	System Administrator		Package	1.0	RQ:42	Edit
System should allow administrators to setup notifi...	Not Covered	No Tasks	2 - High	Requested	System Administrator		User Story	1.0	RQ:43	Edit

By default, all the requirements will have been assigned a default estimate of 1.0 points. The points are not a defined number of hours, but are instead an indication of the size of the requirement. The estimates should reflect how big each of the requirements are relative to each other.

Now, we can simply click the “select all” checkbox at the top of the list and then click on the top ‘Edit’ button in the right-hand column. The requirements will be displayed in editable mode again. Enter the following initial estimates for the requirements:

Requirement	Estimate
System must allow entry of users	1.5 points
System must allow the modification of users	2.0 points
System must allow the deletion of users	1.0 points
System should allow administrators to setup notifications	2.0 points

You should now have the requirements’ estimates displayed in the system:

Name	Test Coverage	Progress	Importance	Status	Author	Release	Type	Estimate	ID	Edit
Functional Requirements	Not Covered	No Tasks		Requested	System Administrator		Package	6.5	RQ:37	Edit
Module 1	Not Covered	No Tasks	1 - Critical	Requested	System Administrator		Package	4.5	RQ:38	Edit
System must allow entry of users	Not Covered	No Tasks	1 - Critical	Requested	System Administrator		User Story	1.5	RQ:39	Edit
System must allow the modification of users	Not Covered	No Tasks	1 - Critical	Requested	System Administrator		User Story	2.0	RQ:40	Edit
System must allow the deletion of users	Not Covered	No Tasks	3 - Medium	Requested	System Administrator		User Story	1.0	RQ:41	Edit
Module 2	Not Covered	No Tasks	2 - High	Requested	System Administrator		Package	2.0	RQ:42	Edit
System should allow administrators to setup notifi...	Not Covered	No Tasks	2 - High	Requested	System Administrator		User Story	2.0	RQ:43	Edit

Now that we have a list of prioritized, estimated requirements, the next task is to enter in our planned list of releases and iterations for the project.

3. Create the Release and Iteration Plan

Click on the Planning > Releases menu option to display the project’s release list page:

Name	Version #	Test Coverage	Progress	Start Date	End Date	Plan Effort	Task Effort	Type	Status	ID	Edit
Displaying 0 out of 0 release(s) for this project.											
		-- Any --	-- Any --					-- Any --	-- Any --	RL	Edit

Initially the release list will be empty. Click on the “Insert” button in the main toolbar to enter the following releases in turn:

- Release 1.0 – version number 1.0.0.0

- Start Date: Today's Date
- End Date: Today's Date + 2 months
- Release 1.1 – version number 1.1.0.0
 - Start Date: Today's Date + 2 months
 - End Date: Today's Date + 4 months

You should now have a list of releases that looks like the following:

Name	Version #	Test Coverage	Progress	Start Date	End Date	Plan Effort	Task Effort	Type	Status	ID	Edit
Release 1.0	1.0.0.0	No Tests	No Tasks	31-May-2016	31-Jul-2016	352.0h		Major Release	Planned	RL:20	Edit
Release 1.1	1.1.0.0	No Tests	No Tasks	1-Aug-2016	30-Sep-2016	360.0h		Major Release	Planned	RL:21	Edit

Now that we have the releases defined, we need to add one additional level of detail to each release – the list of *iterations* or *sprints* that will take place in each release. We shall enter in some sample iterations for the first release only.

Select the checkbox for the second release (Release 1.1) and choose the menu option Insert > New Iteration. A new iteration will be inserted between Release 1.0 and Release 1.1. Choose a name for the iteration, specify the date-range for the iteration, and click 'Update'. Now repeat this process twice and you should now have three iterations added to the list. We recommend making each iteration last 2-weeks and have each one scheduled in series:

Name	Version #	Test Coverage	Progress	Start Date	End Date	Plan Effort	Task Effort	Type	Status	ID	Edit
Release 1.0	1.0.0.0	No Tests	No Tasks	31-May-2016	31-Jul-2016	352.0h		Major Release	Planned	RL:20	Edit
Release 1.0 - Iteration 1	1.0.0.0001	No Tests	No Tasks	31-May-2016	30-Jun-2016	184.0h		Iteration	Planned	RL:22	Edit
Release 1.0 - Iteration 2	1.0.0.0002	No Tests	No Tasks	31-May-2016	30-Jun-2016	184.0h		Iteration	Planned	RL:23	Edit
Release 1.0 - Iteration 3	1.0.0.0003	No Tests	No Tasks	31-May-2016	30-Jun-2016	184.0h		Iteration	Planned	RL:24	Edit
Release 1.1	1.1.0.0	No Tests	No Tasks	1-Aug-2016	30-Sep-2016	360.0h		Major Release	Planned	RL:21	Edit

Finally, to indent the three iterations under the parent release, select the checkboxes of the three iterations and click the 'Indent' button. You should now have a release hierarchy that looks like:

Name	Version #	Test Coverage	Progress	Start Date	End Date	Plan Effort	Task Effort	Type	Status	ID	Edit
Release 1.0	1.0.0.0	No Tests	No Tasks	31-May-2016	31-Jul-2016	352.0h		Major Release	Planned	RL:20	Edit
Release 1.0 - Iteration 1	1.0.0.0001	No Tests	No Tasks	31-May-2016	30-Jun-2016	184.0h		Iteration	Planned	RL:22	Edit
Release 1.0 - Iteration 2	1.0.0.0002	No Tests	No Tasks	31-May-2016	30-Jun-2016	184.0h		Iteration	Planned	RL:23	Edit
Release 1.0 - Iteration 3	1.0.0.0003	No Tests	No Tasks	31-May-2016	30-Jun-2016	184.0h		Iteration	Planned	RL:24	Edit
Release 1.1	1.1.0.0	No Tests	No Tasks	1-Aug-2016	30-Sep-2016	360.0h		Major Release	Planned	RL:21	Edit

Finally, we need to specify the number of resources that will be assigned to each iteration and release. To do that, click on the "Show/Hide Columns" dropdown list and Show the "# Resources" column. To make room you can hide the "Iteration?" column. Once the column is visible, select the checkboxes for "Release 1.0" and click the Bulk Edit button again. Now you should be able to adjust the # resources for the release and its iterations to 2. Then click Update:

Name	Version #	Test Coverage	Progress	Start Date	End Date	Plan Effort	Task Effort	Type	# Resources	Status	ID	Edit
Release 1.0	1.0.0.0	No Tests	No Tasks	31-May-2016	31-Jul-2016	704.0h		Major Release	2	Planned	RL:20	Edit
Release 1.0 - Iteration 1	1.0.0.0001	No Tests	No Tasks	31-May-2016	30-Jun-2016	368.0h		Iteration	2	Planned	RL:22	Edit
Release 1.0 - Iteration 2	1.0.0.0002	No Tests	No Tasks	31-May-2016	30-Jun-2016	368.0h		Iteration	2	Planned	RL:23	Edit
Release 1.0 - Iteration 3	1.0.0.0003	No Tests	No Tasks	31-May-2016	30-Jun-2016	368.0h		Iteration	2	Planned	RL:24	Edit
Release 1.1	1.1.0.0	No Tests	No Tasks	1-Aug-2016	30-Sep-2016	360.0h		Major Release	1	Planned	RL:21	Edit

The screen now shows that the Plan Effort for each of the iterations has been doubled. This is the amount of time that you have available to allocate.

4. Adding Requirement Tasks

Now that we have defined the macro-schedule for Release 1.0, the next stage is to have the developers take each of the requirements defined so far and define the various tasks that will need to be carried out to develop the functionality outlined in the requirement. Each task will have its own estimate associated with it. In addition, you can optionally specify date-ranges and priorities to each of the individual tasks.

To start adding tasks, click on Planning > Requirements to display the requirements list. Now, click on the hyperlink for the first requirement (“System must allow entry of users”) and the requirements details page will be displayed:

System must allow entry of users

Requirement [RQ:187] Type: User Story Status: Requested Operations

Overview | Test Coverage | Tasks | Attachments | History | Associations

Releases

Release	-- None --
---------	------------

Properties

Importance	1 - Critical
Component	-- None --

Dates and Times

Creation Date	1/30/2018 5:47:31 PM
Last Updated	1/30/2018 9:28:55 PM
Estimate (points)	15 12.0h

People

Author: System Administrator

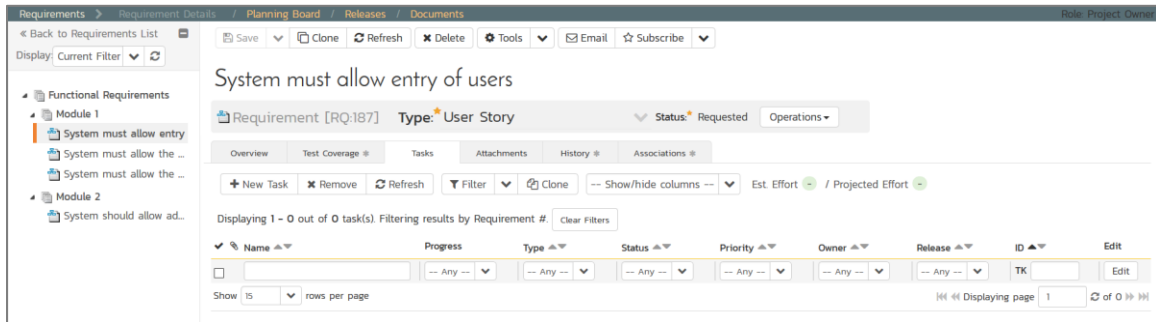
Owner: -- None --

Detailed Information

Normal Font Size B I U A Source

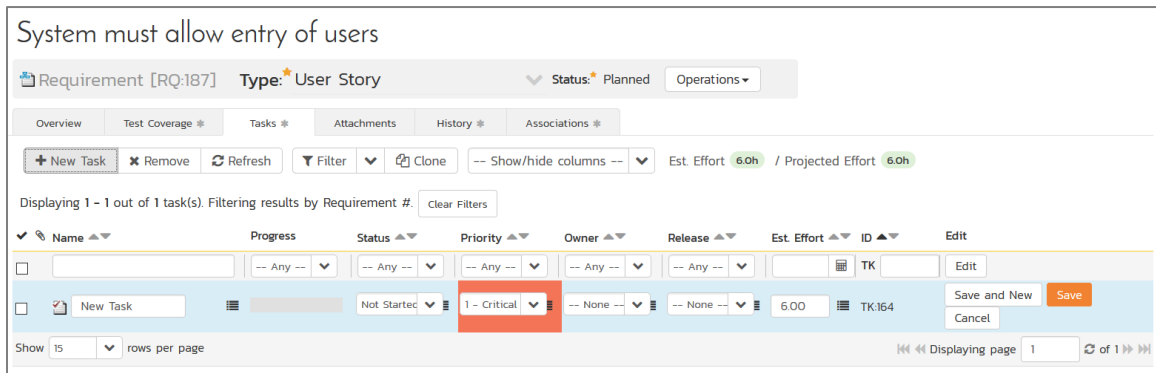
Notice that the system displays an initial resource estimate of 12.00 hours for this requirement. This is simply based on an initial project setting of 8 hours per story point. Once you start adding tasks and getting metrics based on the actual team velocity (how many story points they can accomplish in a given time frame), the system can update that conversion metric.

Now click on the “Tasks” tab to display the list of tasks defined for this requirement:

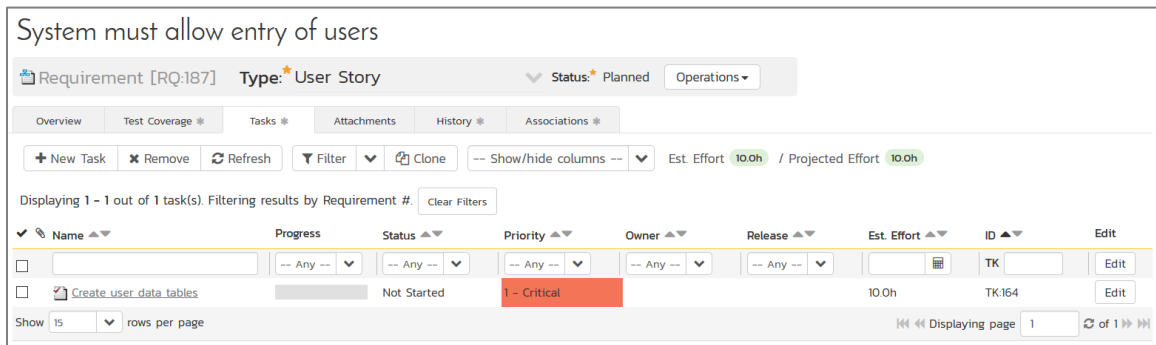


Initially the list of tasks will be empty. Before entering the tasks, first click on the “Show/Hide Columns” dropdown list and show the “Show Est. Effort” column. This will display the estimated effort for each Task.

Now, click on the “New Task” button to add a new task associated with this requirement:



Enter the name of the task “Create user data tables” and the estimated effort 10.0h and click Update. The new task should now have been added:



Now we need to add the remaining tasks; the following table outlines all the tasks that need to be added under each of the requirements (we have included the one already created for completeness):

Requirement / Task	Est. Estimate
System must allow entry of users	
Create user data tables	10.0h
Develop user business object	10.0h
Build user creation screens	20.0h
System must allow the modification of users	
Extend user business object to handle updates	5.0h
Add user list page	15.0h
Add user details page	20.0h

Add user permissions page	15.0h
System must allow the deletion of users	
Extend user business object to handle deletes	5.0h
Update user list page to add delete functionality	10.0h
System should allow administrators to setup notifications	
Create user administration home page	15.0h
Add user settings for notifications to database	10.0h
Create user notifications administration page	20.0h

You should now have the following requirements list page:

Name	Test Coverage	Progress	Importance	Status	Release	Task Effort	Type	Estimate	ID	Edit
Functional Requirements	Not Covered			Planned		155.0h	Package	6.5	RQ:37	Edit
Module 1	Not Covered			Planned		110.0h	Package	4.5	RQ:38	Edit
System must allow entry of users	Not Covered		1 - Critical	Planned		40.0h	User Story	1.5	RQ:39	Edit
System must allow the modification of users	Not Covered		1 - Critical	Planned		55.0h	User Story	2.0	RQ:40	Edit
System must allow the deletion of users	Not Covered		3 - Medium	Planned		15.0h	User Story	1.0	RQ:41	Edit
Module 2	Not Covered			Planned		45.0h	Package	2.0	RQ:42	Edit
System should allow administrators to setup notif...	Not Covered		2 - High	Planned		45.0h	User Story	2.0	RQ:43	Edit

Note that we've hidden the "Author" field and shown the "Task Effort" field to show the detailed task effort aggregated up to the parent requirements.

Now when we add new requirements, it would be nice if the system would use this updated information when determining the estimated number of hours to deliver requirements with a specified number of story points. To update the metric the system uses, go to the dropdown menu to the right of the "S" logo and select Administration > Planning > Planning Options:

Planning Options Sample Application Two

The following schedule and calendar options are currently being used by this project. To change the settings, just modify the values and then click [Save] to commit the changes.

Once you are happy with the changes, it is recommended you refresh the schedule and progress information in the project through the [Data Caching](#) administration screen.

General

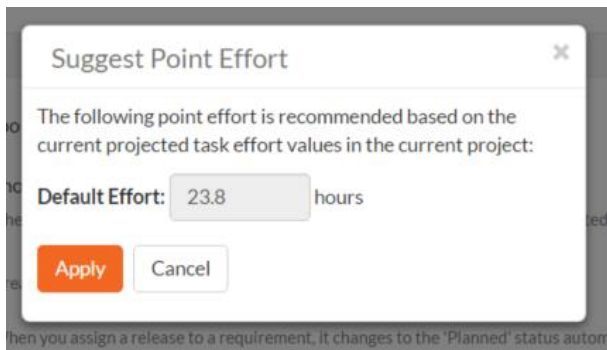
- Work Hours Per Day: 8 hours
- Work Days Per Week: 5 days
- Non-Working Hours Per Month: 0 hours
- Effort Calculations:
 - Include Task Effort
 - Include Incident Effort
 - Include Test Case Effort

Requirements

- Default Estimate: 1.0 points
- Point Effort: 8.0 hours [Suggest](#)

This is the conversion factor used to determine the number of person-hours per estimated point.

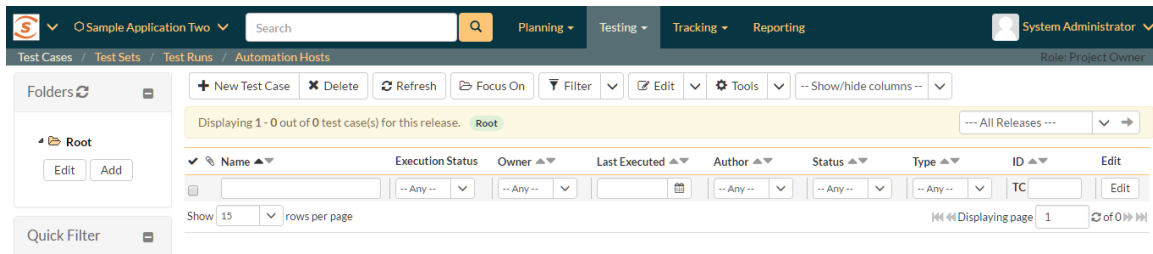
As you can see, the system lists 8.0 hours as the current number of hours required to deliver a single story point of functionality. Now that we have some actual tasks in the project, click on the "Suggest" button to have the system provide its suggestion of the new metric:



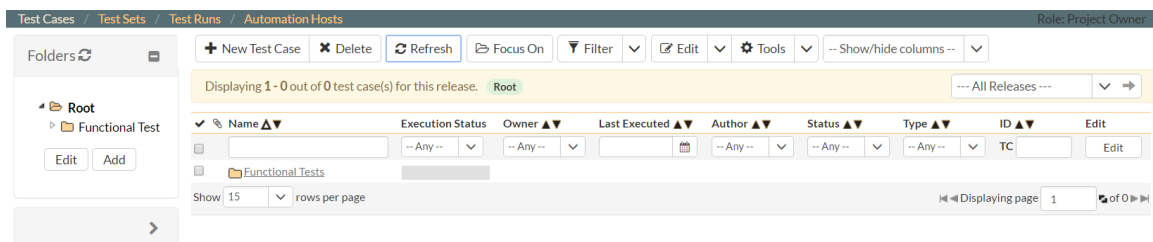
Click the 'Apply' button to update the planning metric, and then click the main 'Save' button to confirm the change.

5. Adding the Test Cases

Click on the Testing > Test Cases menu option to display the project's test case list page:



Initially the test case list will be empty and the only folder visible in the folder tree on the left hand side will be "root". Click on the "Add" button underneath the folder tree on the left, enter the new folder name "Functional Tests" and click the 'Save' button. You now should have a new folder in the tree view, and after clicking the "Refresh" button above the list on the right, you will see a single folder:



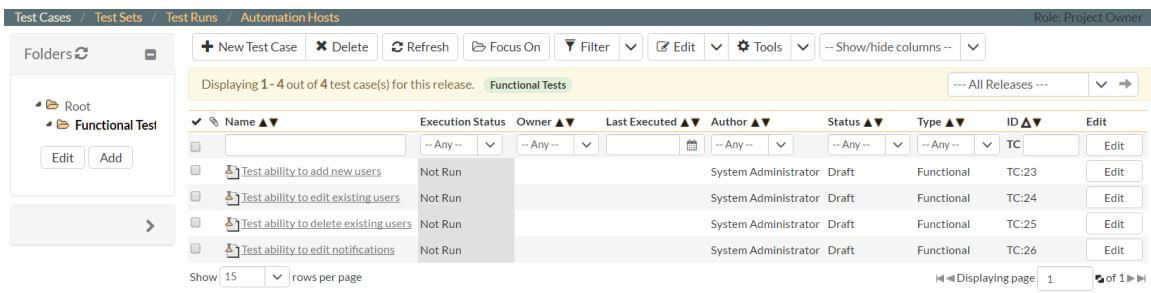
Now click on this folder from the folder tree on the left, and click "New Test Case" from the main toolbar. Enter the name of the new test case:

- Test ability to add new users

and click "Save". Now repeat this for the following other test cases:

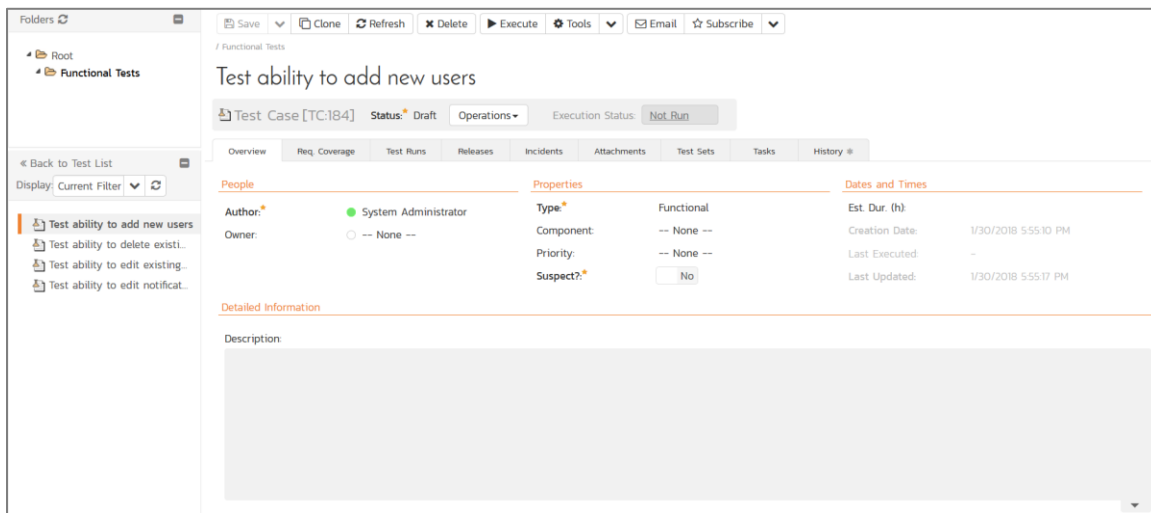
- Test ability to edit existing users
- Test ability to delete existing users
- Test ability to edit notifications

You should now have the following test case list:

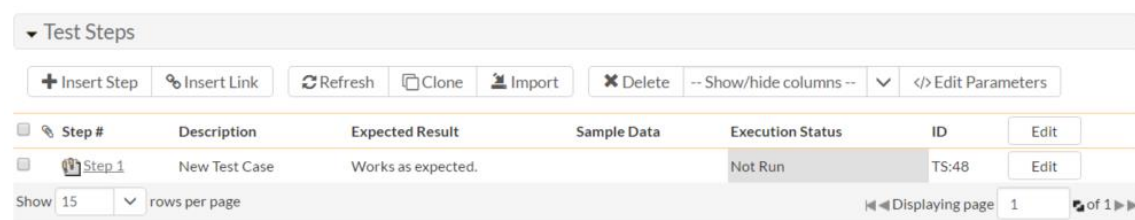


The next step will be to enter the detailed test steps and assign the test cases to the appropriate requirements that we previously entered.

Click on the hyperlink for the first test case “Test ability to add new users”. This will bring up the test case details page:



In the Description box, enter a brief overview of the test case (e.g. “this test case verifies that you can add new users to the system and that all of the fields get saved correctly.”). In the “Test Steps” section, you will see a single test step is already automatically created for you with some suggested text:



Enter the following three test steps (click on the ‘Insert Step’ link twice to add two more new test steps):

Test Step Description	Expected Result	Sample Data
Click on the link to add new user	New user screen displayed	
Enter the name, email address and password of the new user.	Data accepted	Fred Bloggs fredblogs@aol.com
Click the ‘Submit’ button to create the user.	The user is created	

After the first two, click the 'Insert' button to commit the change and add another row. After the third and final test step, click the 'Save' button to commit the change.

You should now have the following test steps in the test case:

Step #	Description	Expected Result	Sample Data	Execution Status	ID	Edit
Step 1	Click on the link to add new user	New user screen displayed		Not Run	TS:48	Edit
Step 2	Enter the name, email address and password of the new user.	Data accepted	Fred Bloggs fredblogs@aol.com	Not Run	TS:52	Edit
Step 3	Click the 'Submit' button to create the user.	The user is created		Not Run	TS:53	Edit

Now we need to link this test case to the requirement(s) that it validates. To do this, click on the "Req. Coverage" tab:

Test Case [TC:184] Status: Draft Operations Execution Status: Not Run

Overview Req. Coverage Test Runs Releases Incidents Attachments Test Sets Tasks History

+ Add Remove Refresh Filter

Displaying 1 - 0 out of 0 association(s).

Type	Name	Status	Importance	Project Name	ID
-- Any --		-- Any --	-- Any --	-- Any --	RQ

Show 15 rows per page Displaying page 1 of 0

Click on the '+ Add' button to display the association adding panel:

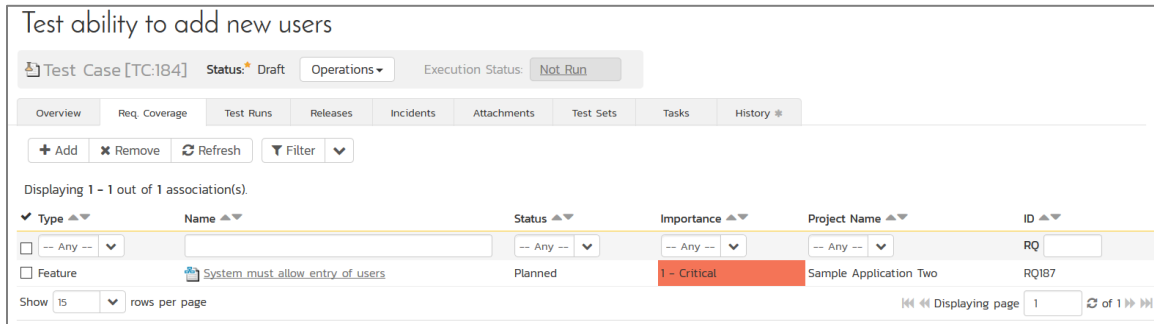
Overview Req. Coverage Test Runs Releases Incidents Attachments Test Sets Tasks History

Current Project: All Packages Filter by name, or search by ID (e.g. RQ.4) Search

ID	Name	Project
<input type="checkbox"/> RQ185	Functional Requirements	Sample Application Two
<input type="checkbox"/> RQ186	Module 1	Sample Application Two
<input type="checkbox"/> RQ187	System must allow entry of users	Sample Application Two
<input type="checkbox"/> RQ188	System must allow the modification of users	Sample Application Two
<input type="checkbox"/> RQ189	System must allow the deletion of users	Sample Application Two
<input type="checkbox"/> RQ190	Module 2	Sample Application Two
<input type="checkbox"/> RQ191	System should allow administrators to setup notifications	Sample Application Two

Save Cancel + Create Requirement From This Test Case

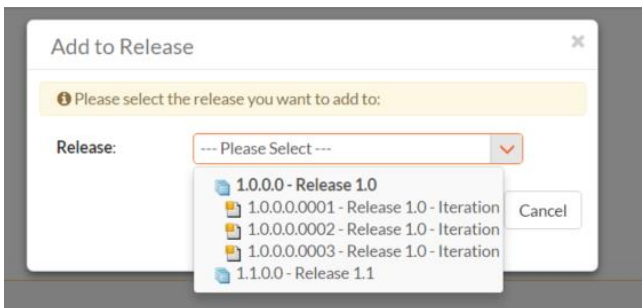
Choose the "System must allow the entry of users" requirement. Now click on the 'Save' button to add the test case to this requirement:



Now repeat the process for the other test cases, adding a couple of test steps for each one and linking the test cases to the requirements according to this table:

Test Case	Requirement
Test ability to add new users	System must allow entry of users
Test ability to edit existing users	System must allow the modification of users
Test ability to delete existing users	System must allow the deletion of users
Test ability to edit notifications	System should allow administrators to setup notifications

Now that we have our test cases entered and test coverage established, we need to specify which releases and iterations they can be tested in. To do that, first navigate to the project's test case list page again. Next, you need to select all of the contents of the "Functional Tests" folder. To do so you can put a checkbox in the box to the left of the folder name. Alternatively, you can click on the folder to show its contents. To quickly select all the test cases shown in the folder, you can check the checkbox in the header row of the table. Once the right selection has been made, click on Tools > Add to Release:



Now select "Release 1.0" and click "Add". You will now have added all the tests to the overarching Release. To add the tests to the different iterations, simply select the checkboxes of the different tests and then choose the Tools > Add to Release and add the individual tests to the appropriate iterations:

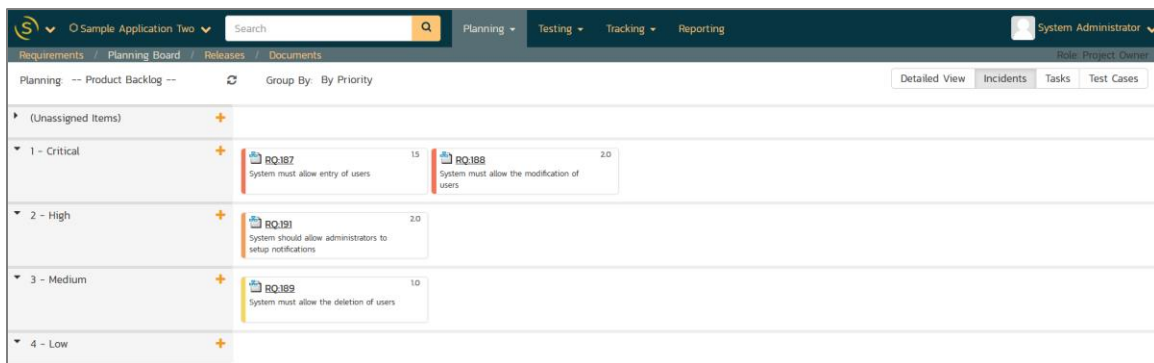
Test Case	Iteration(s)
Test ability to add new users	Release 1.0 - Iteration 1 Release 1.0 - Iteration 2 Release 1.0 - Iteration 3
Test ability to edit existing users	Release 1.0 - Iteration 1 Release 1.0 - Iteration 2 Release 1.0 - Iteration 3

Test ability to delete existing users	Release 1.0 - Iteration 2 Release 1.0 - Iteration 3
Test ability to edit notifications	Release 1.0 - Iteration 3

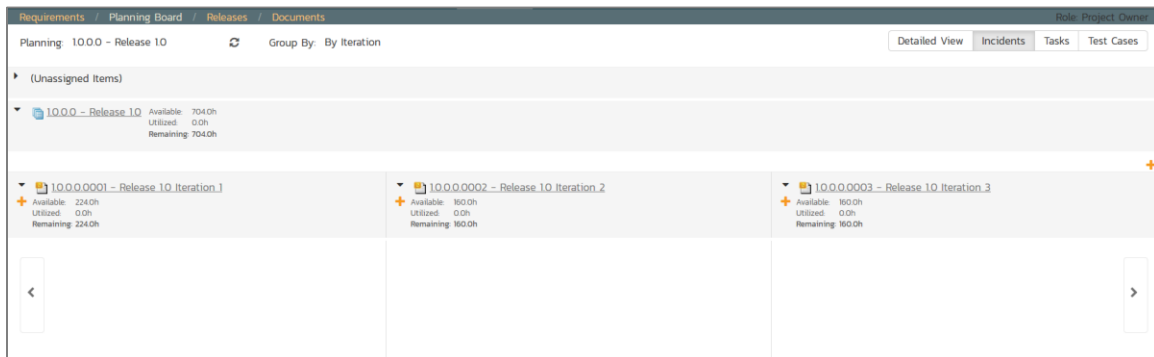
As illustrated, you typically want to include previous functionality in each of the successive iterations to ensure regression coverage. So, each iteration includes all the new test cases for the additional requirements, plus the existing test cases for the pre-existing functionality.

6. Planning the Iteration

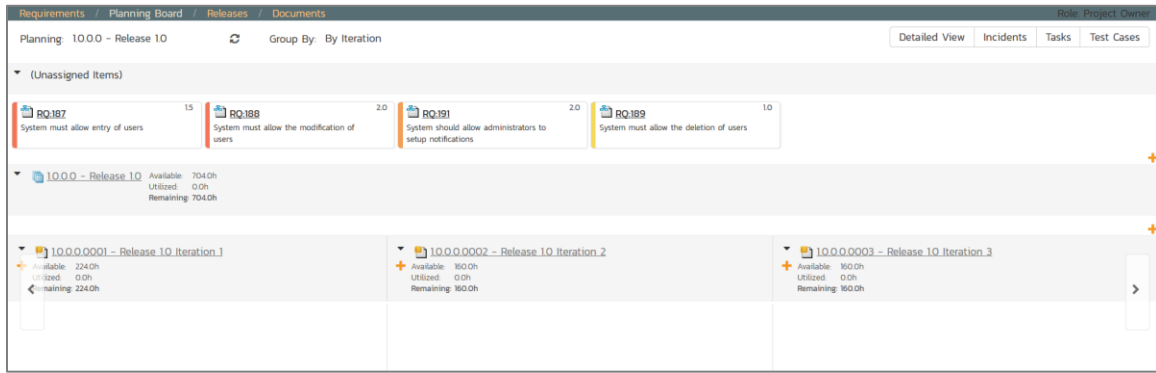
Now that the developers have elaborated each of the requirements to include the necessary tasks, the next step is to scope out the plan for each iteration / sprint. Click on the Planning > Planning Board option on the main menu to display the product backlog planning board. Make sure the “Group By” dropdown on the left is set to “By Priority”:



Now to view the iteration plan for a specific release, select 'Release 1.0' and 'Group by Priority' from the drop-down menus at the top-left of the screen. That will display the iteration plan for the selected release:

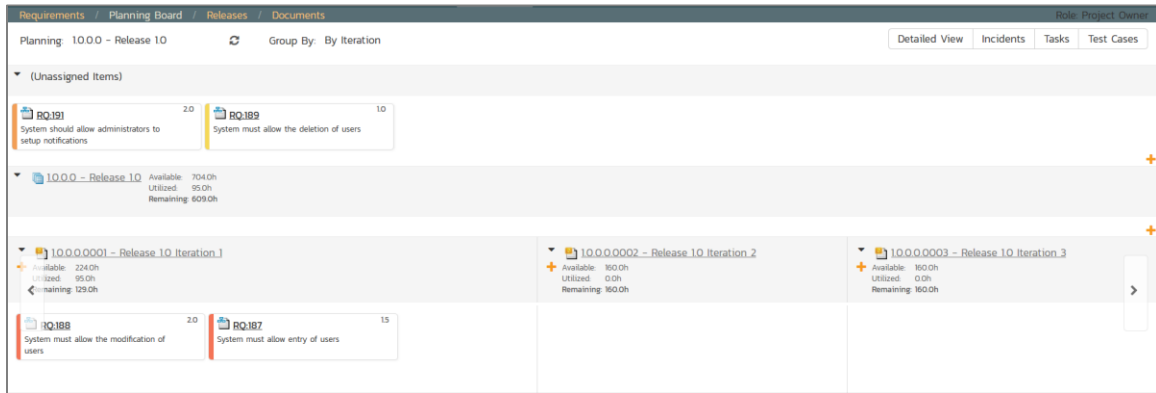


Expand the '(Unassigned Items)' entry to display the requirements that are in the product backlog:

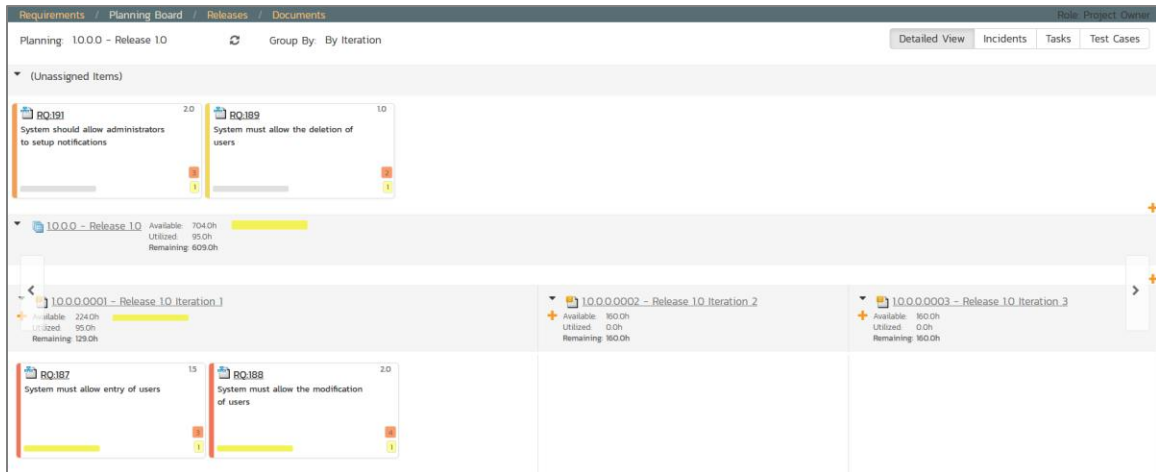


Each backlog item (requirement or incident) is represented by a virtual “story card” in the iteration. The left-hand side of each item displays the priority color and the progress bar at the bottom of each item depicts the progress of the item. You can flip through each iteration to see the work planned by clicking the left/right arrow buttons at the sides of the screen.

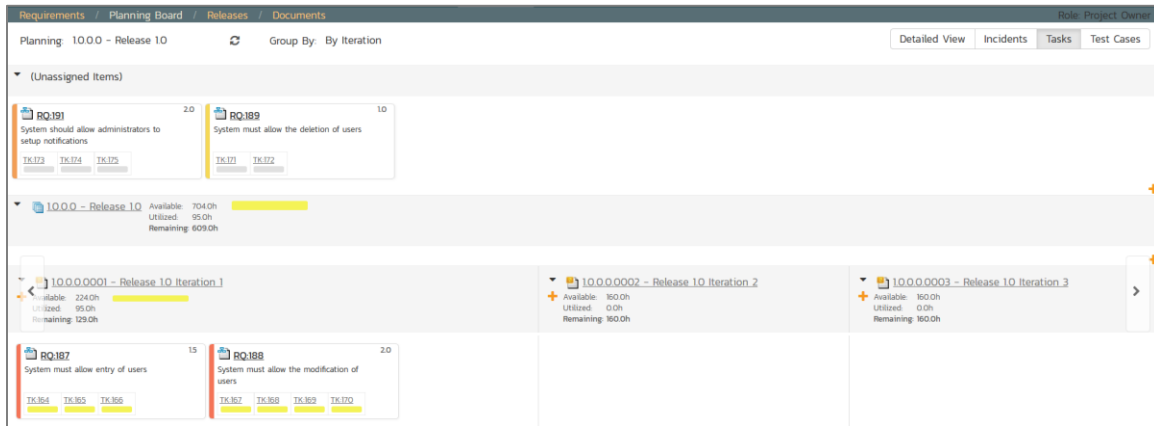
Now drag the two highest priority requirements (the ones with Importance = 1-Critical) to the first iteration:



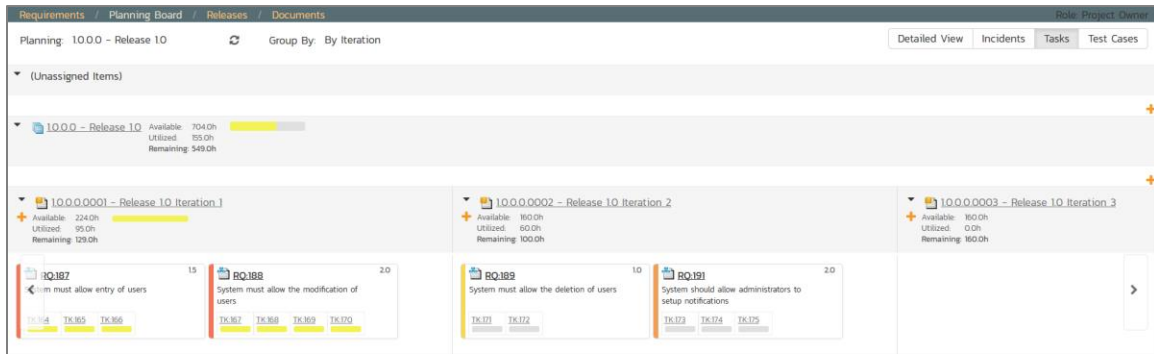
If you would like to see more information about each requirement, simply enable the ‘Detailed View’ option:



To see the individual tasks associated with each requirement, you can also select the ‘Tasks’ option:



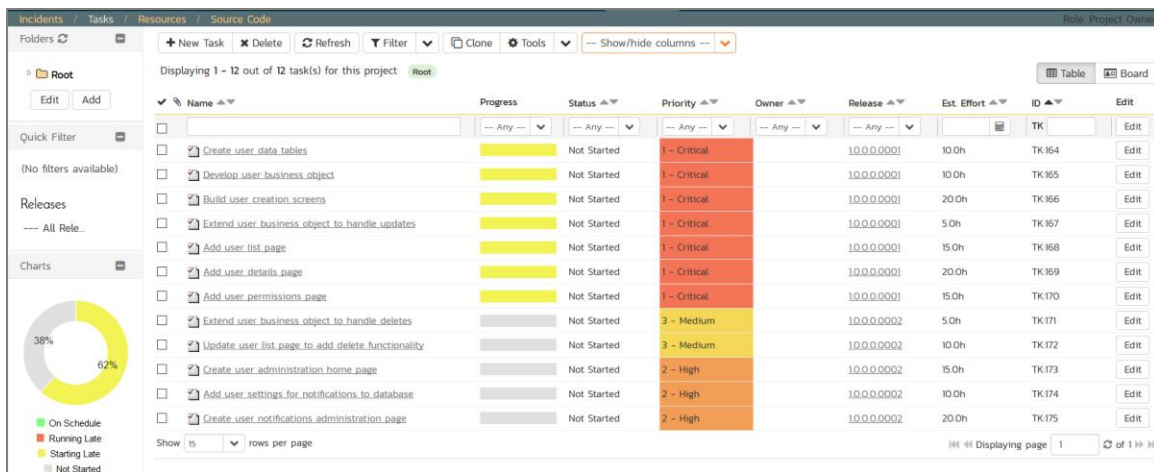
You can now determine how much time has been scheduled in the first iteration and how much time is remaining. Although we do have spare time available in Iteration 1 we will leave room left for fixing incidents, so next, drag and drop the remaining two requirements to the second iteration:



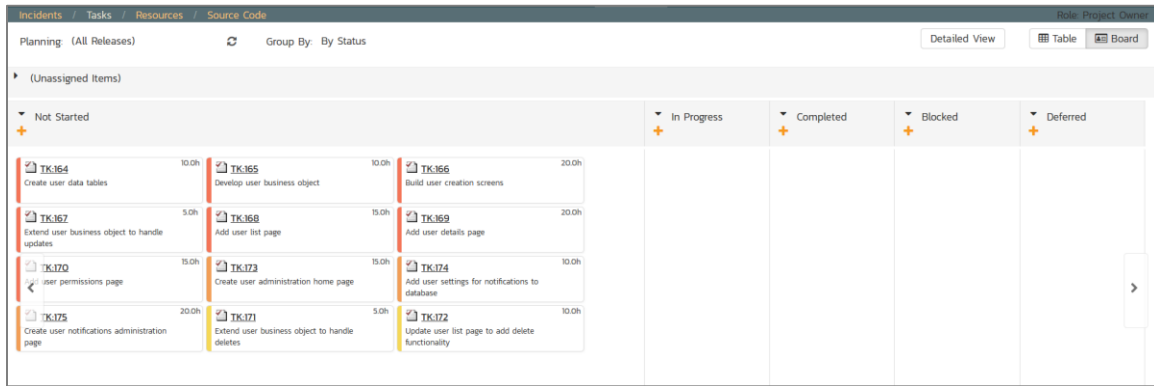
7. Assigning the Requirements & Tasks

Now that we have planned which requirements (user stories) and tasks are planned for each iteration, we can assign the individual tasks to the appropriate developer(s). The process you follow will depend on your methodology (e.g. in Scrum the developers simply pick the tasks, whereas in Extreme Programming the project manager will usually do the assignment).

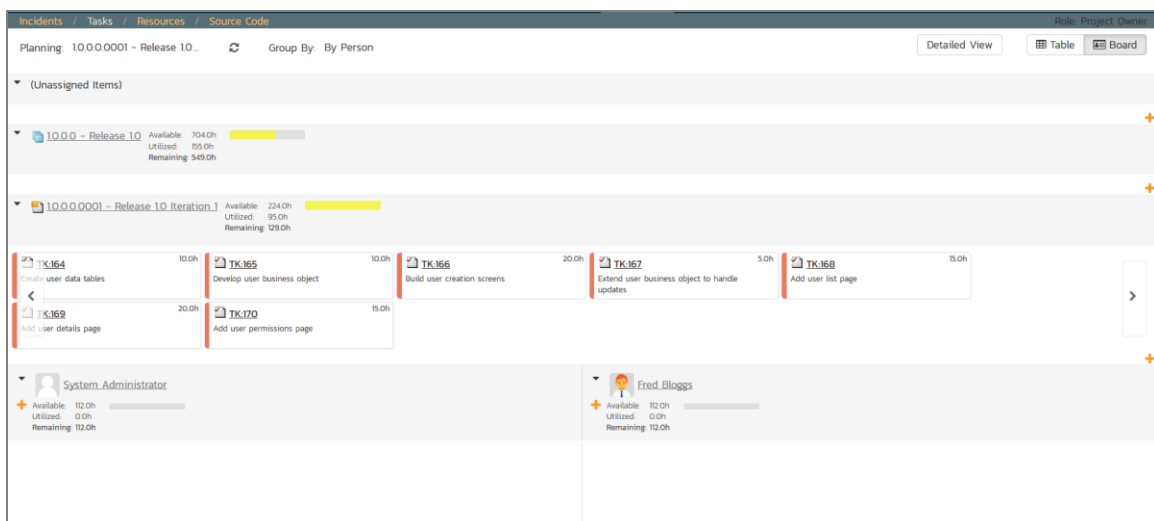
To assign the tasks, click on Tracking > Tasks to display the main tasks list page:



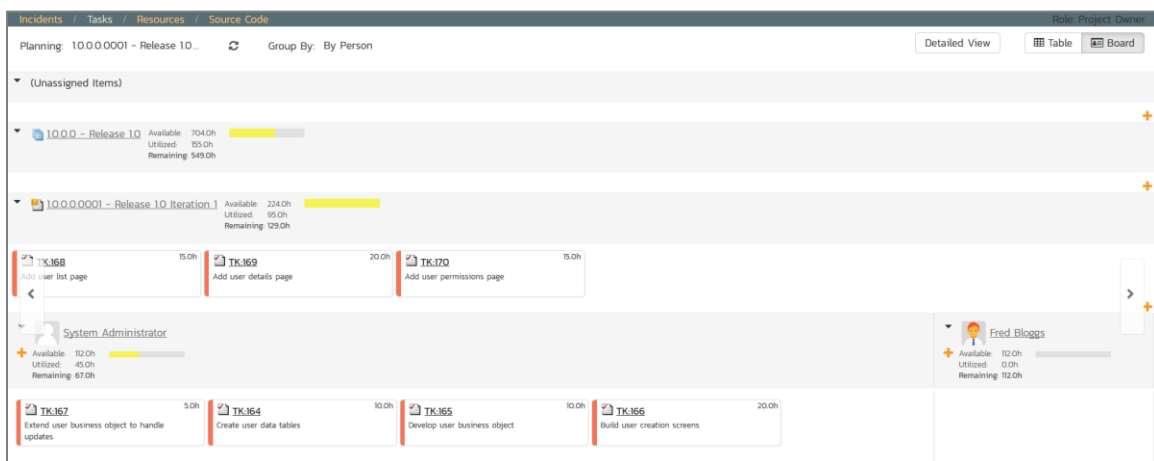
Click on the 'Board' option on the top-right of the screen to change to the Kanban board view:



You can see at a glance which tasks are in each status (in this case, they are all marked as 'not started'). To see the distribution of tasks by person for specific iteration, change the release selection to 'Release 1.0 Iteration 1', and the 'Group By' dropdown to 'By Person':



For our sample project we have two project members listed (included ourselves). As an example, select the first four tasks (which are all priority = 1 – Critical) and drag them to your user's section:



Now you can clearly see the four tasks that have been assigned to your user. To simulate how this would appear to a developer, click on the main SpiraTeam icon (in the top-left) to display your user's "My Page" dashboard:

My Projects

Project Name	Group	Creation Date
Library Information System	Internal Projects	30-Nov-2005
Sample Application One	Internal Projects	30-Nov-2005
Sample Application Two	External Projects	30-Nov-2005

Quick Launch

Create Incident In: Sample Application Two

My Saved Searches

Name	Project

My Contacts

Name	Department	Online	Operations

My Assigned Requirements

Name	Project	Importance	Status

My Assigned Incidents

Name	Project	Type	Priority	Date Opened

My Assigned Test Cases

Name	Project	Status	Last Executed

My Detected Incidents

Name	Project	Type	Priority	Date Opened

My Assigned Test Sets

Name	Project	Due Date	Status

My Assigned Tasks

Name	Project	Progress	Priority	Due Date
Create User Data Tables	Sample Application T...		1 - Critical	30-Jun-2016
Develop user business object	Sample Application T...		1 - Critical	30-Jun-2016
Build user creation screens	Sample Application T...		1 - Critical	30-Jun-2016
Extend user business object to...	Sample Application T...		1 - Critical	30-Jun-2016

This page lists all the development tasks that have been assigned to your user. Click on the first task "Create user data tables" to display the task details page:

The screenshot shows the task details for "Create user data tables" (Task ID: TK:164). The task is currently "Not Started" with 0% progress. It is assigned to "System Administrator" and has a priority of "1 - Critical". The task is associated with "Release / Iteration: 10.0.0 0001 - Release 1..." and "Requirement: System must allow entry of USERS". The estimated effort is 10.0 hours. The page includes sections for Releases, Properties, Dates and Times, and Detailed Information.

This task has been estimated at 10.0 hours and is currently not started. The next step is to start working on the assigned task and report back progress. As an example, click the workflow operation "Start Task", then enter an actual effort of 3.0 hours, a remaining effort of 5.0 hours and add a comment "Added initial set of data tables". Upon clicking 'Save', the progress indicator will reflect the changes and the new comment will have been added to the list:

Create user data tables

Task [TK:164] Status: In Progress Operations Progress: (50%)

Successfully Saved Changes to Task

Releases	Properties	Dates and Times
Release / Iteration: 10.0.0.0001 - Release 1... (1/30/2018 - 2/16/2018)	Priority: 1 - Critical Type: Development Requirement: System must allow entry of users Component: -	Creation Date: 1/31/2018 4:15:52 PM Last Updated: 1/31/2018 4:47:08 PM Start Date: 1/30/2018 End Date: 2/16/2018 Projected Effort (h): 8.0h Est. Effort (h): 10.00 Actual Effort (h): 3.00 Remaining Effort (h): 5.00

People

Creator: System Administrator
Owner: System Administrator

Detailed Information

Comments

Displaying newest first oldest first

0 minute ago
System Administrator
Added initial set of data tables.

Now click on the other three assigned tasks, start them, and specify the following:

Requirement / Task	Est. Estimate	Actual Effort	Remaining Effort
Create user data tables	10.0h	3.0h	5.0h
Develop user business object	10.0h	2.0h	7.5h
Build user creation screens	20.0h	3.0h	18.0h
Extend user business object to handle updates	5.0h	0.5h	4.0h

After updating the assigned tasks, the 'My Page' dashboard will now reflect the changes:

My Page System Administrator

Modify Layout/Settings Add Items All Projects Current Project

My Projects

Project Name	Group	Creation Date
Library Information System	Internal Projects	30-Nov-2005
Sample Application One	Internal Projects	30-Nov-2005
Sample Application Two	External Projects	30-Nov-2005

Quick Launch

Create Incident in: Sample Application Two

My Contacts

Name	Department	Online	Operations

My Assigned Incidents

Name	Project	Type	Priority	Date Opened

My Detected Incidents

Name	Project	Type	Priority	Date Opened

My Assigned Test Cases

Name	Project	Status	Last Executed

My Assigned Test Sets

Name	Project	Due Date	Status

My Assigned Tasks

Name	Project	Progress	Priority	Due Date
Create User Data Tables	Sample Application T...	<div style="width: 30%;"></div>	1 - Critical	30-Jun-2016
Develop user business object	Sample Application T...	<div style="width: 20%;"></div>	1 - Critical	30-Jun-2016
Build user creation screens	Sample Application T...	<div style="width: 15%;"></div>	1 - Critical	30-Jun-2016
Extend user business object to...	Sample Application T...	<div style="width: 10%;"></div>	1 - Critical	30-Jun-2016

Similarly, for the project manager, clicking on Planning > Requirements to display the requirements list will show the task progress as it impacts the various requirements:

Displaying 7 out of 7 requirement(s) for this project.

Name	Test Coverage	Progress	Importance	Status	Release	Task Effort	Type	Estimate	ID	Edit
Functional Requirements				In Progress		155.0h	Package	6.5	RQ-37	Edit
Module 1				In Progress		110.0h	Package	4.5	RQ-38	Edit
System must allow entry of users			1 - Critical	In Progress	1.0.0.0.0001	40.0h	User Story	1.5	RQ-39	Edit
System must allow the modification of users			1 - Critical	In Progress	1.0.0.0.0001	55.0h	User Story	2.0	RQ-40	Edit
System must allow the deletion of users			3 - Medium	Planned	1.0.0.0.0002	15.0h	User Story	1.0	RQ-41	Edit
Module 2				Planned		45.0h	Package	2.0	RQ-42	Edit
System should allow administrators to setup notifi...			2 - High	Planned	1.0.0.0.0002	45.0h	User Story	2.0	RQ-43	Edit

Show 15 rows per page Displaying page 1 of 1

8. Scheduling the Testing Activities

Now that we have created our test plan for each release and iteration we now want to schedule the test cases for execution by our testers. As an example, we'll create a single test set (also known as test suites) that contains a list of test cases to be executed by a specific tester.

Click on the Testing > Test Sets menu option to display the project's test set list page:

Displaying 1 - 0 out of 0 test set(s) for this project. Root

Name	Execution Status	Planned Date	Release	Last Executed	Owner	Status	ID	Edit
	-- Any --		-- Any --		-- Any --	-- Any --	TX	Edit

Show 15 rows per page Displaying page 1 of 0

Initially the test set list will be empty and the folder tree on the left will only show "root". Click on the "Add" button beneath the folder tree, enter the new folder name "Test Cycle #1" and click the 'Add' button. Select that folder from the folder tree. After clicking 'Refresh' on the main toolbar, you now should have a single folder in the list on the right hand side:

Displaying 1 - 0 out of 0 test set(s) for this project. Root

Name	Execution Status	Planned Date	Release	Last Executed	Owner	Status	ID	Edit
Test Cycle #1			-- Any --		-- Any --	-- Any --	TX	Edit

Show 15 rows per page Displaying page 1 of 0

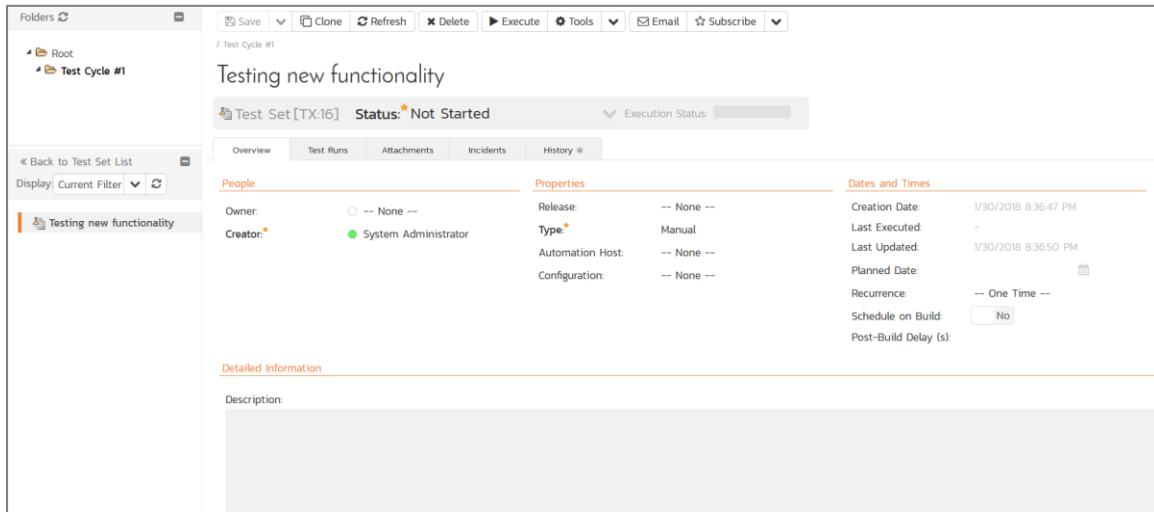
Now click on the folder and then click on the "New Test Set" from the main toolbar. Enter the name of the new test set "Testing new functionality" and click Save. You should now have the following test set list:

Displaying 1 - 1 out of 1 test set(s) for this project. Test Cycle #1

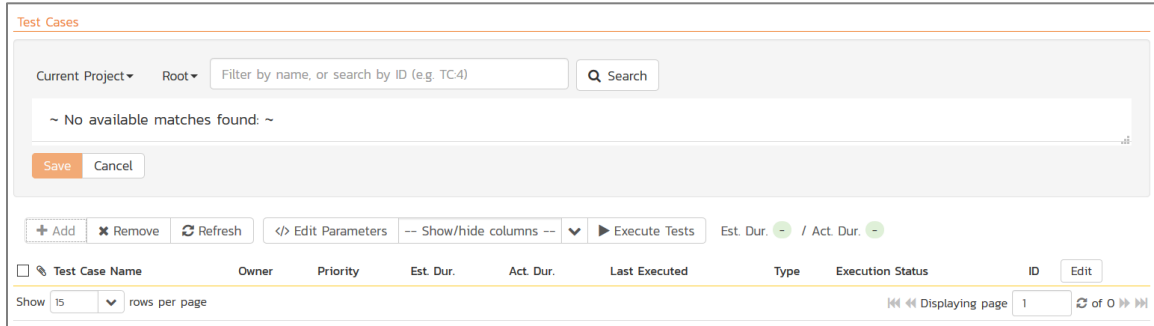
Name	Execution Status	Planned Date	Release	Last Executed	Owner	Status	ID	Edit
Testing new functionality			-- Any --		-- Any --	Not Started	TX:8	Edit

Show 15 rows per page Displaying page 1 of 1

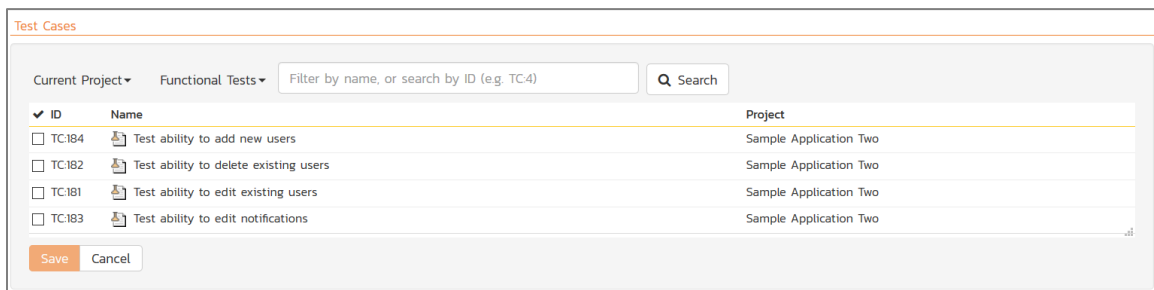
Click on the hyperlink for the test set to bring up the test set details page:



The first task is to add the appropriate test cases to this set. To do this, click on the “Add” button in the “Test Cases” section half way down the page to bring up the following dialog box:



Choose the ‘Functional Tests’ folder and the test cases in that folder will be displayed:



Select the following test cases and click the ‘Add’ button:

- Test ability to add new users
- Test ability to edit existing users

You should now have the following displayed:

Testing new functionality

Test Set [TX:16] Status: Not Started Execution Status:

Overview Test Runs Attachments Incidents History *

People	Properties	Dates and Times
Owner: ● System Administrator	Release: 10.0.0.0001 - Release 1...	Creation Date: 1/30/2018 8:36:47 PM
Creator: ● System Administrator	Type: Manual	Last Executed: -
	Automation Host: -- None --	Last Updated: 1/30/2018 8:55:55 PM
	Configuration: -- None --	Planned Date: 01/30/2018 8:55 PM
		Recurrence: -- One Time --
		Schedule on Build: <input type="button" value="No"/>
		Post-Build Delay (s):

Detailed Information +

Parameters +

Test Cases

Est. Dur. - / Act. Dur. -

<input type="checkbox"/>	Test Case Name	Owner	Priority	Est. Dur.	Act. Dur.	Last Executed	Type	Execution Status	ID	Edit
<input type="checkbox"/>	Test ability to add new users						Functional	Not Run	TC:184	<input type="button" value="Edit"/>
<input type="checkbox"/>	Test ability to edit existing users						Functional	Not Run	TC:181	<input type="button" value="Edit"/>

The next step is to assign this test set to a specific release/iteration and to a particular tester. To do that, choose the following values for the following fields and click ‘Save’:

- Owner = System Administrator (your user)
- Release = Release 1.0 - Iteration 1
- Planned Date = (Today’s Date).

You have now scheduled this test set to be executed by your user by the end of today against the first iteration of release 1.0:

Testing new functionality

Test Set [TX:16] Status: Not Started Execution Status:

Successfully Saved Changes to Test Set x

Overview Test Runs Attachments Incidents History *

People	Properties	Dates and Times
Owner: ● System Administrator	Release: 10.0.0.0001 - Release 1...	Creation Date: 1/30/2018 8:36:47 PM
Creator: ● System Administrator	Type: Manual	Last Executed: -
	Automation Host: -- None --	Last Updated: 1/30/2018 8:55:55 PM
	Configuration: -- None --	Planned Date: 01/30/2018 8:55 PM
		Recurrence: -- One Time --
		Schedule on Build: <input type="button" value="No"/>
		Post-Build Delay (s):

9. Running Tests and Logging Incidents

Now that you have scheduled the test set, if you go to the ‘My Page’ by clicking on the orange SpiraTeam application logo in the top-left, you’ll see your newly assigned test set down on the left:

My Page System Administrator Modify Layout/Settings + Add Items All Projects Current Project

My Projects

Project Name	Group	Creation Date
Library Information System	Internal Projects	30-Nov-2005
Sample Application One	Internal Projects	30-Nov-2005
Sample Application Two	External Projects	30-Nov-2005

Quick Launch

Create Incident In: Sample Application Two +

My Contacts

Name	Department	Online	Operations

My Assigned Incidents

Name	Project	Type	Priority	Date Opened

My Detected Incidents

Name	Project	Type	Priority	Date Opened

My Assigned Test Cases

Name	Project	Status	Last Executed

My Assigned Test Sets

Name	Project	Due Date	Status
Testing new functionality 2	Sample Application T...	31-May-2016	Not Started ▶

My Assigned Tasks

Name	Project	Progress	Priority	Due Date
Create User Data Tables	Sample Application T...	<div style="width: 100%;"></div>	1 - Critical	30-Jun-2016
Develop user business object	Sample Application T...	<div style="width: 100%;"></div>	1 - Critical	30-Jun-2016
Build user creation screens	Sample Application T...	<div style="width: 100%;"></div>	1 - Critical	30-Jun-2016
Extend user business object to...	Sample Application T...	<div style="width: 100%;"></div>	1 - Critical	30-Jun-2016

Click on the 'Execute' button (with the play icon) to the right of this new test set. That will start the test execution wizard:

Test Execution Wizard

Please Choose the Release and Custom Properties To Execute Against:

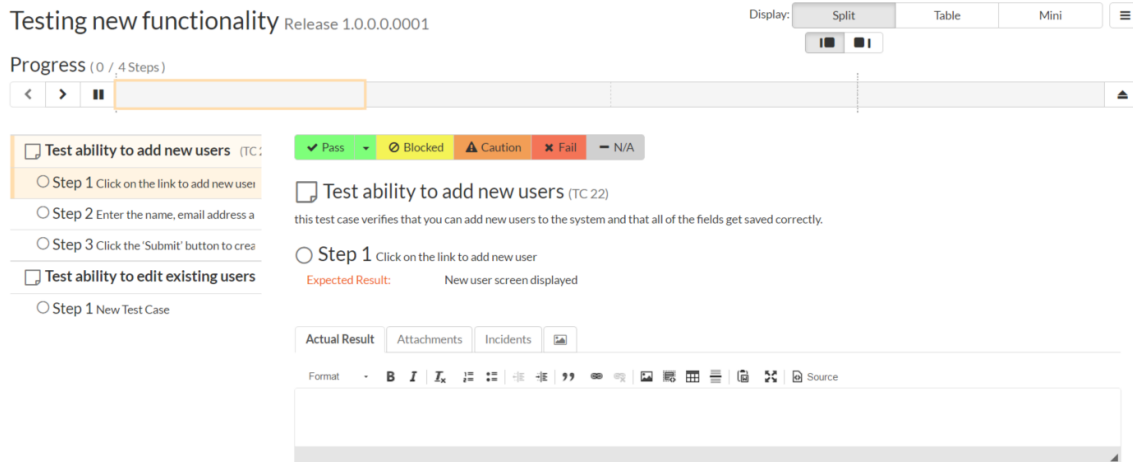
Release: 1.0.0.0001 - Release 1.0 - Iteration 1

Build: -- None -- ▼

(Note: Any custom properties that are read-only have already been populated from the Test Set.)

Cancel Next

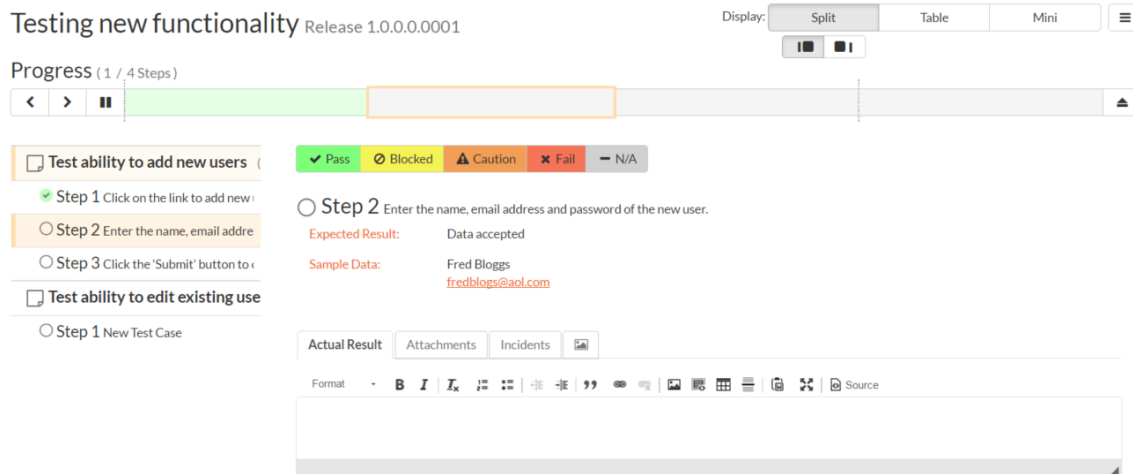
On the first screen, the release dropdown list will have been automatically pre-selected to the release/iteration specified in the test set, so just click the 'Next' button to move to the first test step in the first test case:



Note that when you first visit this page, you will be shown a quick guided tour of how the page works.

As a tester, you can progress through each of the test steps in each test case in the test set in turn. For each test step you can enter **Pass**, **Fail**, **Blocked**, **Caution**, or **Not Applicable**. If you enter any status other than Pass you need to enter a value for the 'Actual Result'. For a pass status, the Actual Result is optional.

First, click on the Pass button to pass the first test step. As soon as you do, the test will automatically progress to the second test step:



Now for the second test step, enter in the actual result field "Unable to enter the sample data as the fields were disabled". Before clicking the Fail button we also want to enter in the following fields in the Incident form (accessed by clicking the "Incidents" tab):

- Name = Error displaying user fields
- Type = Bug
- Priority = 2 – High

Now click the Fail button and you will have recorded a test failure and a new incident/defect:

Testing new functionality Release 1.0.0.0.0001

Display: Split Table Mini

Progress (2 / 4 Steps)

Test ability to add new users

- Step 1 Click on the link to add new user
- Step 2 Enter the name, email address
- Step 3 Click the 'Submit' button to create the user.

Expected Result: The user is created

Actual Result

Normal

Now that we have logged the test failure and the new incident/defect, if you click on the main “Sample Application Two” option on the top-navigation bar, you’ll be taken to the project homepage with the requirements and test case metrics now visible:

Sample Application Two PR3

Modify Layout/Settings Add Items

Display data for: --- All Releases ---

Project Overview

Group: External Projects
Web Site: [\[Link\]](#)
Owner(s): System Administrator

Requirements Summary

Status	1 - Critical	2 - High	3 - Medium	4 - Low	(None)	TOTAL
Planned		2	1			3
In Progress	3				1	4
TOTAL	3	2	1		1	7

Requirements Coverage

Top Open Issues

Description	Priority	Owned By	Date Opened

Top Open Risks

Description	Priority	Owned By	Date Opened

Test Execution Status

Release Test Summary

Release / Iteration	# Tests	Execution Status

If you go to the Testing > Test Sets page, you also see the status of our test set:

Test Cases / Test Sets / Test Runs / Automation Hosts

+ New Test Set Delete Refresh Focus On Filter Edit Tools -- Show/hide columns --

Displaying 1 - 1 out of 1 test set(s) for this project. Test Cycle #1

Name	Execution Status	Planned Date	Release	Last Executed	Owner	Status	ID	Edit
Testing new functionality	Failed	31-May-2016	1.0.0.0.0001	31-May-2016	System Administrator	In Progress	TX:8	Edit

Show 15 rows per page

Displaying page 1 of 1

If you go to the Planning > Requirements page, you’ll see the different requirements’ test coverage and the status of the tests associated with each requirement:

Requirements / Planning Board / Releases / Documents Role: Project Owner

+ Insert ✕ Delete → Indent ← Outdent ↻ Refresh --- Show Level --- ⚙ Filter ✎ Edit ⚙ Tools ⌵ Show/hide columns --

Displaying 7 out of 7 requirement(s) for this project.

Name	Test Coverage	Progress	Importance	Status	Type	ID	Edit
Functional Requirements	<div style="width: 100%; height: 10px; background-color: red;"></div>	<div style="width: 100%; height: 10px; background-color: yellow;"></div>		In Progress	Package	RQ:37	Edit
Module 1	<div style="width: 100%; height: 10px; background-color: red;"></div>	<div style="width: 100%; height: 10px; background-color: yellow;"></div>		In Progress	Package	RQ:38	Edit
System must allow entry of users	<div style="width: 100%; height: 10px; background-color: red;"></div>	<div style="width: 100%; height: 10px; background-color: green;"></div>	1 - Critical	In Progress	User Story	RQ:39	Edit
System must allow the modification of users	<div style="width: 100%; height: 10px; background-color: red;"></div>	<div style="width: 100%; height: 10px; background-color: yellow;"></div>	1 - Critical	In Progress	User Story	RQ:40	Edit
System must allow the deletion of users	<div style="width: 100%; height: 10px; background-color: red;"></div>	<div style="width: 100%; height: 10px; background-color: yellow;"></div>	3 - Medium	Planned	User Story	RQ:41	Edit
Module 2	<div style="width: 100%; height: 10px; background-color: red;"></div>	<div style="width: 100%; height: 10px; background-color: yellow;"></div>		Planned	Package	RQ:42	Edit
System should allow administrators to setup notifi...	<div style="width: 100%; height: 10px; background-color: red;"></div>	<div style="width: 100%; height: 10px; background-color: yellow;"></div>	2 - High	Planned	User Story	RQ:43	Edit

Show 15 rows per page ⏪ ⏩ Displaying page 1 of 1 ⏪ ⏩

The final step in the process is to triage the logged defect and assign it to a developer to be fixed.

10. Triage Issues and Defects

Now that a new incident has been logged, the next step in the process is to review the incident and assign it to a developer to be fixed. First, click on the Tracking > Incidents menu item. This will display the incident list page for the project:

Sample Application Two System Administrator

Incidents / Tasks / Resources / Source Code Role: Project Owner

+ New Incident ✕ Delete ↻ Refresh ⚙ Filter 📄 Clone ⚙ Tools ⌵ Show/hide columns --

Displaying 1 - 1 out of 1 incident(s) for this project.

Name	Type	Status	Priority	Detected By	Creation Date	Owner	Progress	ID	Edit
Error displaying user fields	Bug	New	2 - High	System Administrator	30-Jan-2018		<div style="width: 100%; height: 10px; background-color: gray;"></div>	IN192	Edit

Show 15 rows per page ⏪ ⏩ Displaying page 1 of 1 ⏪ ⏩

You can also view the same list of incidents in a Kanban board view:

Sample Application Two System Administrator

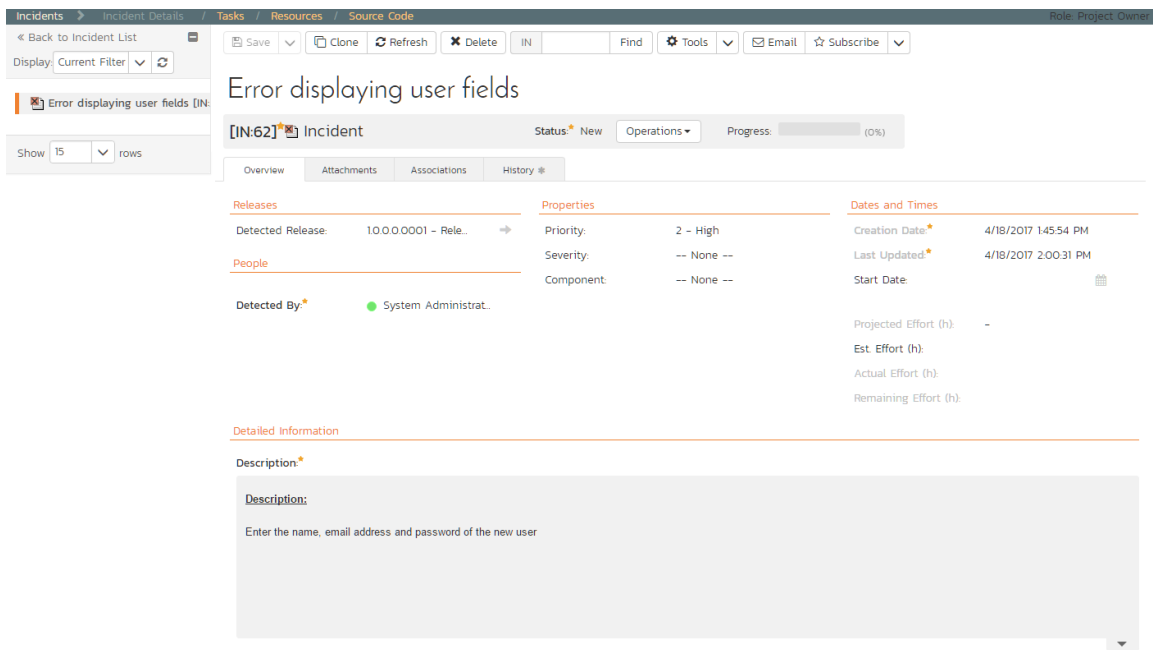
Incidents / Tasks / Resources / Source Code Role: Project Owner

Planning (All Releases) Group By: By Status Detailed View Table Board

(Unassigned Items)

New	Assigned	Open	Closed	Duplicate	Not Reproducible	Resolved
+ IN192 Error displaying user fields - Description Enter the name, email address and password of the new user. Expected result Data accepted Actual Result Unable to enter the sample data						

In either view, click on the hyperlink for the new incident "Error displaying user fields". This will display the incident details page:

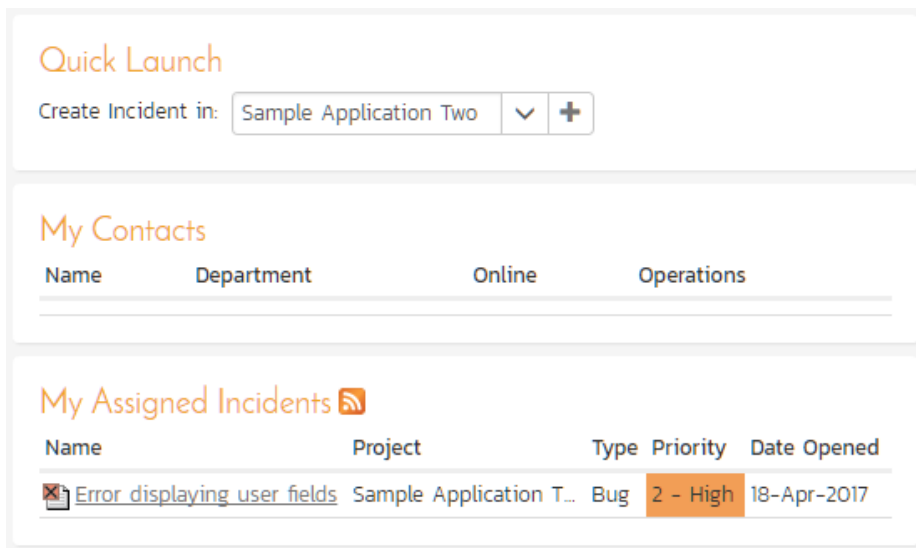


Click on the “Assign Incident” option in the “Operations” dropdown underneath the large incident name near the top of the page. This will switch the status of the incident from New > Assigned. You now need to enter the following fields:

- Owner = System Administrator (your user)

Also add a new comment in the “Comments” section – “Assigning this to you to fix. Issue was found during testing.” Now click the Save button in the toolbar and the incident will be assigned to your user for fixing.

To simulate this process, go back to the “My Page” by clicking on the orange Spira icon in the top-left of the screen:



You can now see that you’ve been assigned an incident under the “My Assigned Incidents” widget (on the right-hand side). Now click on the hyperlink for the incident to bring up the incident details page:

Error displaying user fields

[IN:62] Bug Status: Assigned Operations Progress: (0%)

Overview Attachments Associations History

Releases	Properties	Dates and Times
Detected Release: 1.0.0.0001 - Rele...	Priority: 2 - High	Creation Date: 4/18/2017 1:45:54 PM
Resolved Release: -- None --	Severity: -- None --	Last Updated: 4/18/2017 2:07:54 PM
Verified Release: -- None --	Component: -- None --	Start Date:
Fixed Build: -- None --		Closed On:

People

Detected By: System Administrat..

Owner: System Administrat..

Projected Effort (h): -

Est. Effort (h):

Actual Effort (h):

Remaining Effort (h):

Detailed Information +

Comments

Displaying newest first oldest first

You can see that the status has been changed to “Assigned” and the comment from the project manager is clearly visible. To help you reproduce the issue to be fixed, you can also click on the “Associations” tab to display the test run and requirements associated with this incident:

Error displaying user fields

[IN:62] Bug Status: Assigned Operations Progress: (0%)

Overview Attachments Associations History

+ Add X Remove Refresh Filter

Displaying 1 - 1 out of 1 association(s).

Type	Artifact Type	Artifact Name	Status	Creation Date	Creator	Comment	Project Name	ID	Edit
Implicit	Test Run	Test ability to add new users	Failed	18-Apr-2017	System Administrator	Test Run: test ability to add new users	Sample Application Two	[TR.23]	Edit
Implicit	Requirement	System must allow entry of users	Requested	18-Apr-2017	System Administrator	Test Run: test ability to add new users	Sample Application Two	[RQ.39]	Edit

Show 15 rows per page

Displaying page 1 of 1

+ Create a new requirement from this incident

If you click on the test run hyperlink “Test ability to add new users”, you will see the detailed information about the test execution that resulted in the bug being logged:

Test Cases / Test Sets / Test Runs > Test Run Details / Automation Hosts Role: Project Owner

[Save](#) [Delete](#) [Refresh](#) [Tools](#)

[Back to Test Run List](#)

Display: [Current Filter](#)

31-May-2016 (TR23)

Test ability to add new users Test Run TR:23

This test case verifies that you can add new users to the system and that all of the fields get saved correctly.

[Overview](#) [Attachments](#) [Incidents](#) [History](#)

Details

Release #: 1.0.0.0001 - Relea [▼](#) [➔](#) Estimated Duration: hours Tester Name: System Administrator [▼](#) ●

Actual Duration: 0.05 hours Test Set: [Testing new functionality](#) [🔗](#) Execution Date: 5/31/2016 3:56:03 PM

Test Case #: [Test ability to add new users \[IC:23\]](#) [🔗](#) Execution Status: Failed Build: -- None -- [▼](#)

Test Run Type: Manual

Test Steps

Step	Test Step Description	Expected Result	Sample Data	Test # / Step #	Actual Result	Execution Status
1	Click on the link to add new user	New user screen displayed		IC23 / TS48		Passed
2	Enter the name, email address and password of the new user.	Data accepted	Fred Bloggs fredbloggs@aol.com	IC23 / TS52	Unable to enter the sample data as the fields were disabled View Incidents 🔗	Failed
3	Click the 'Submit' button to create the user.	The user is created		IC23 / TS53		Not Run

Show rows

This allows the developer to retrace the steps taken by the tester and attempt to reproduce the issue. Assuming that we have been able to reproduce and fix the issue, we will now resolve the incident.

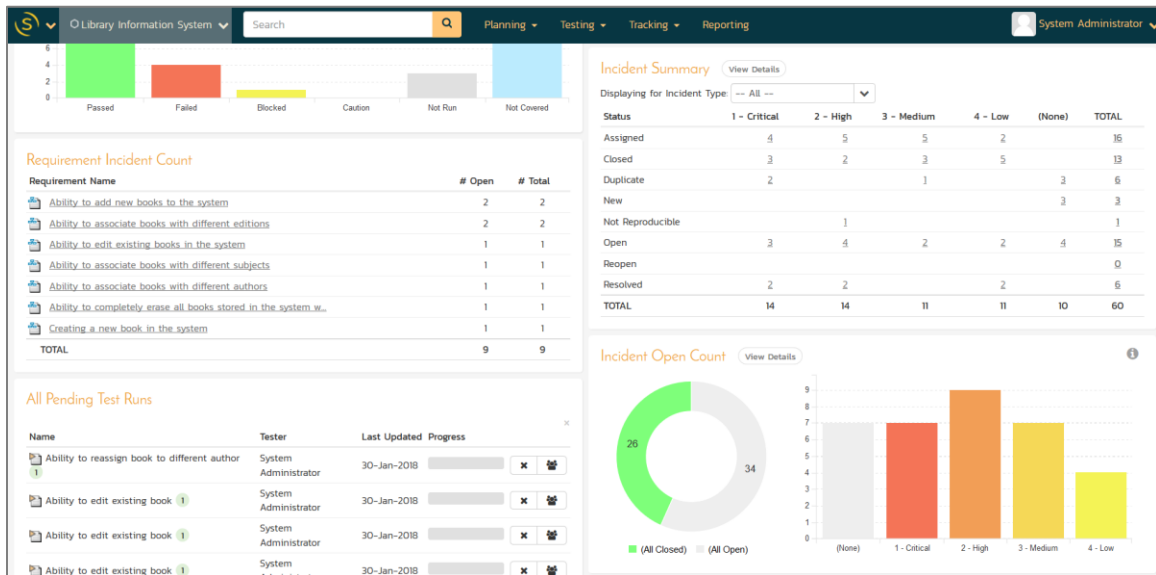
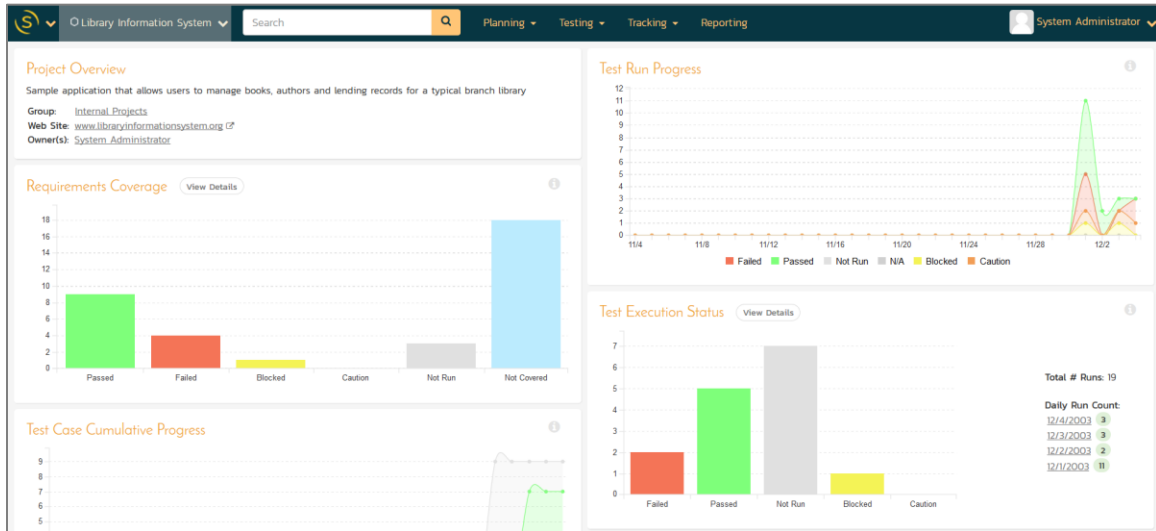
Back on the incident details screen, click on the workflow operation link “Resolve Incident”, fill in the following fields and click Save:

- Resolved Release = Release 1.0 - Iteration 2
- New Comment = “Fixed the incident.”

The incident will now change from Assigned > Resolved and an email will be sent to the tester letting them know that they need to retest the test case and close the incident.

11. Reviewing Your Project

You can check on the overall status of the project by clicking the project name from the navigation bar. This will take you to the project home page. Below is what this home page looks like for a more complete project than we have been working through in this quick start guide. Note how you can change between several views (the buttons on the right) to show different information based on your role or current needs, or only show data for a particular release (see the dropdown beneath the project name on the left).



Congratulations! You have now completed the software development and testing lifecycle using SpiraTeam. For more information about any of the features, please refer to the SpiraTeam User Manual.

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