

Introduction

Adding comments to a test asset is a useful way to record additional detail about a test asset, and collaborate with your QA team members. Comments are shown in the Comments tab on the details page when you view a test asset.

Comments are maintained at the entity level and not at the version level. For example, if a requirement version is archived; you can still edit the Comment. The entire requirement is archived, then you can not edit the Comment.

Comments tab is available to enter the entity related comments. You can -

- Add Comments to Requirements
- Add Comments to Test Cases
- Add Comments to Test Suites
- Add Comments to Issues

Adding a Comment

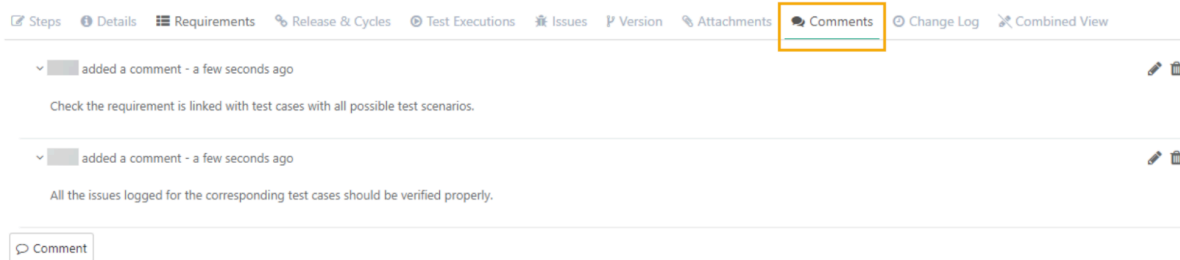
To add comments to a test asset, i.e. to see the Comment button, you must have both of the following permissions for the issue's relevant project:

- Project access permission – to view the test asset to be commented on
- Module "Modify" permission – to add a comment to the test asset

To add a comment:

1. Open the details page of test asset on which you want to add your comment.
2. Open the **Comments** tab.
3. Click on the Comments button. The text box opens.
4. Enter your comment and save it.

The entered comment will look like below.



Tagging Users in a Comment

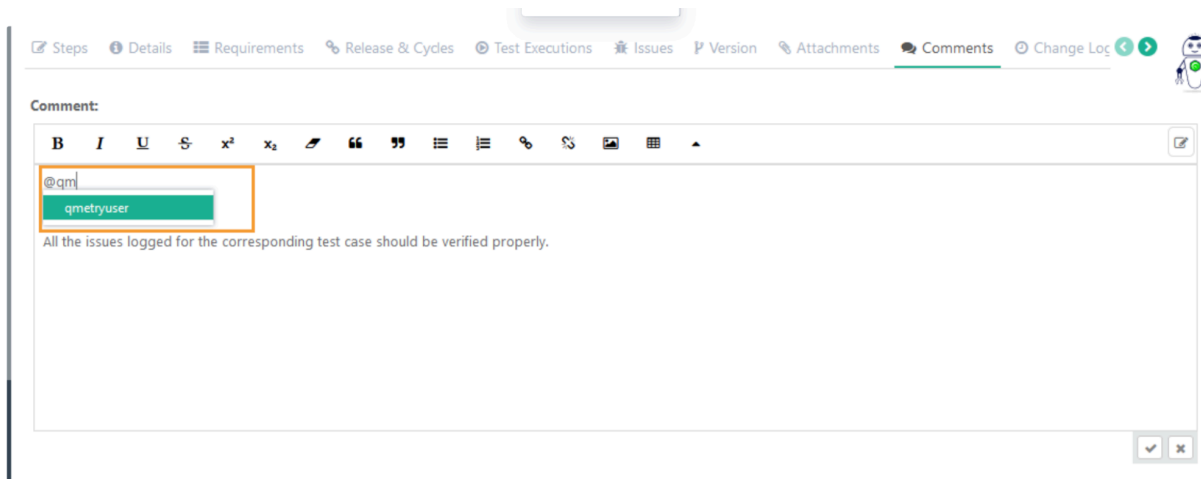
You can tag QMetry users in the Comments section, which improves collaboration among the team. An email notification will be triggered to the user who is tagged on adding/updating the comment. You can also tag users for adding bulk comments (through Bulk Operations > Edit). In this case, a single notification will be sent to the tagged users for multiple test assets.

The feature allows you to mention and involve specific individuals or teams in the conversation, ensuring that the right people are notified and engaged in relevant discussions and feedback loops, which improves the overall test management process.

Use Case: Users want the ability to tag other users in the comments section of test cases, test executions, requirements, and issues so that they can collaborate effectively and ensure timely communication.

- The email will be sent as per the SMTP Settings done under Customization.
- QMetry users can be tagged by their usernames in the Comments section. For example, @<username>. If users tag themselves, the email will not be sent to them.
- When a user is tagged in a comment, an email notification is triggered to notify them when the comment is created/updated.

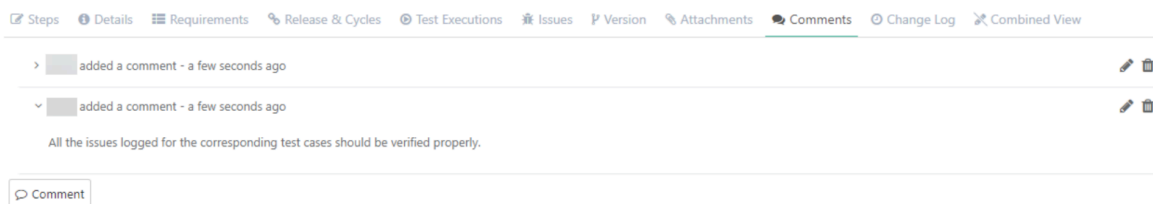
- When a user is tagged for bulk commenting from Bulk Operation > Edit, only a single notification is sent intimating the update of the comments of multiple test assets. The email contains Keys, a Summary, and a Comment on the assets.
- When an existing comment is edited, the email will be sent to the existing users in the comment and the newly tagged users. If the user is removed while editing the comment, the email will not be sent to that user.



Collapsing and Expanding a Comment

To collapse or expand a comment, follow the steps:

1. Locate the comment in the **Comments** tab at the bottom of the test asset.
2. Browse to the comment you wish to collapse/expand.
3. To collapse or expand a comment, click the arrow icon, located on the comment:



Editing a Comment

To edit a comment, follow the steps:

1. Locate the comment in the **Comments** section at the bottom of the test asset.
2. Browse to the comment you wish to edit.
3. Click the **Edit** (pencil) icon, located on the comment:
4. Edit the comment's text as required and save the comment.
5. The word 'edited' will be displayed to indicate that the comment has been edited. You can hover your mouse over the word 'edited' to see who edited the comment and when.

Deleting a Comment

To delete a comment, follow the steps:

1. Hover your mouse over the comment you wish to delete.
2. Click the **Delete** (trash-can) icon, located on the comment:
3. Confirm the deletion by clicking the **Delete** button.

Note: *Comment related changes also reflect in the **Change Log** for the entity.*

Comments Syncing between Jira and QMetry

When requirements (stories in Jira) are imported from Jira, the Comments tab on Requirements detail page displays Jira Comments by default. The tab displays last 10 Jira Comments for the requirement. To view Comments added from QMetry, turn the **Show QMetry Comments** "On".

