AS A SITE ADMINISTRATOR:

1. Installing Quality Center/ALM Software
2. I Created a Domain
3. I Created a Project within the Domain
4. I Activated the Project
5. I Enabled Versioning (Version Control)
6. I Created Users for Quality Center/ALM
7. I Assigned Users to the Project
8. I Created a Project Admin **or** made user as a Project Admin for the Project
9. I Imported Users from Network Group
10. I Created Passwords for the Users
11. I Deleted Users
12. I Created a User as a Site Administrator
13. I Configured **Wait\_Before\_Disconnect** features.
    1. *For example*: I configured the time interval (in minutes) that the ALM client can be inactive before it is disconnected from the ALM server.
       1. Disconnecting the client enables the license to be used by another ALM user.
       2. By default, the value is set to 600 **minutes**.
       3. I set it for 60 minutes which means a user could maximum be idle for 60 minutes.
       4. Note that if you set the value to **–1**, ALM **will not disconnect**, regardless of how long the client is inactive.
14. I Configured Mail Interval
    1. The time interval in minutes for sending defect e-mail according to our mail configuration settings.
    2. By default, the value is set to **10 minutes**.
    3. This applies only if we select "Send defect e-mail messages automatically" in the Site Projects tab.
15. I Configured Mail Format
    1. This is the format ALM uses to send e-mail.
    2. By default, the format is set to "HTML".
    3. To instruct ALM to send e-mails as plain text, change the value to "Text".

AS A PROJECT ADMINISTRATOR:

1. I changed the Project Admin’s Password
2. I Setup/Assigned Users to the Project
3. I Created New Users for a Project
4. I assigned default Roles/Privilege (TD Admin, Developer, Project Manager, QA Tester and Viewer) to the users.
5. I Setup Groups/Created New Group Roles like Test Manager, Business Analyst, Test Lead, Configuration Manager, Program Manager etc.
6. I Changed permissions of New Group Roles that were created
   1. This is what makes ALM a secured application because only roles with specific permissions can perform certain tasks within the tool
   2. *For Example:*
      * 1. Only Testers can add test cases to the Test Plan Module
        2. Only QA Testers and Business Analysts can Add/Update/Delete Requirements
7. I added Users to the New Group Roles that were created
8. I Customized Project Entities
   1. **Defect Report customization** i.e. making a field in the Defect Report as a required field
      1. making the ‘Assigned to:’ field as a required field
      2. Making ‘Status’ field as required field and adding statuses like ‘Fixed- Ready For Retest’, ‘Deferred’, ‘In Development’, ‘Retest Passed’, ‘Retest Failed’, ‘Works As Designed’ etc.
   2. Create new **Project Lists** i.e. Test Environment (DEV, ALPHA, BETA, PROD, QUAL, UAT) to be used in the “new defect” window.
      1. Create new **user fields** i.e. Test Environment (DEV, ALPHA, BETA, PROD, QUAL, UAT) in defect window.
   3. Create new Project Lists i.e. Putting Issue Type (Defect, System Change Request, Suggestions/Comments) in the Defect section.
   4. Create new user field i.e. Putting Issue Type (Defect, System Change Request, Suggestions/Comments) in the Defect section.
   5. Adding new items in the Project Lists i.e. add new sub-items in the Software item of Requirement Type field (Functional, Non-Functional, Software Change Request, Performance and UAT) etc.
9. Configuring Auto Mail
   1. This ensures that when a new item is added (new requirement, new defect, etc.) an automatic email is sent to the appropriate parties for the purpose of notifying them of the new item.
10. Set Traceability Notification/Alert Rules
    * 1. *Traceability Notification Rules:*
         1. Rule#1: When a requirement changes, notify the Designer(s) of the associated test(s).
         2. Rule#2: When the status of a defect changes to ‘Fixed’, notify the Responsible Tester of the associated test instance.
         3. Rule#3: When a test runs successfully, notify those ‘Assigned to’ the associated defects.
         4. Rule#4: When a requirement changes, notify the Designer(s) of the associated test(s) and all users.