***Create test run & test plan***

Go to Test runs & results tab, fill the fields -> add test suite -> add test plan

Select passed on status and fill it, remember you can add failed and it will block, you can see the percentage.

Note: on status you can select different options and will see a resume.

Go to the test runs & results tab and click on “add Test Run”, you can see the summary on the overview tab

***Create report***

Go to the reports tab, on the right side you can create different things like summaries or milestones -> add it and fill the sub tabs as you want and accept the report