

Goal

This guide ensures all team members follow a structured approach to logging test cases in Jira for better test management and tracking.

1. How to Create a Test Case in Jira

Steps to Create a Test Case:

1. **Navigate to Jira:** Log in and go to the project board.
 2. **Click on 'Create'** to open a new issue.
 3. **Select Issue Type:** Choose 'Test Case' from the dropdown.
 4. **Fill in the following fields:**
 - **Summary:** Provide a brief title for the test case.
 - **Test Steps:** List step-by-step actions to execute the test.
 - **Expected Result:** Define what should happen after executing the steps.
 - **Actual Result:** Leave blank initially, to be filled after execution.
 - **Priority:** Select from Low, Medium, High, or Critical.
 - **Attachments:** Upload any necessary files (e.g., screenshots, logs).
 5. **Link to Epics & Requirements:**
 - Use the 'Link Issue' option to associate the test case with related requirements or stories.
 6. **Assign the Test Case:**
 - Assign the issue to a tester or team member.
 7. **Save & Transition:** Click 'Create' to save the test case.
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2. How to Link Test Cases to Requirements

Steps to Link Test Cases:

1. Open the test case issue in Jira.
2. Locate the '**Issue Links**' section.
3. Click '**Link**' and choose the link type:
 - **Relates To:** General association.
 - **Blocks:** If a requirement is blocked by the test case.
 - **Tests:** If this test case is directly validating a requirement.
4. Select the requirement/story to link and click 'Save'.

3. How to Log a Bug Report Correctly

Steps to Log a Bug:

1. **Click 'Create'** and select **'Bug'** as the issue type.
 2. **Fill in the following fields:**
 - **Summary:** Provide a clear and concise title for the bug.
 - **Bug Description:** Explain the issue in detail.
 - **Steps to Reproduce:** List the steps to replicate the issue.
 - **Expected Result:** What should have happened?
 - **Actual Result:** What actually happened?
 - **Environment:** Specify OS, browser, API version, etc.
 - **Severity:** Choose from Minor, Major, Critical, or Blocker.
 - **Attachments:** Upload logs, screenshots, or videos for clarity.
 3. **Link to Test Case or Requirement:**
 - Use 'Link Issue' to associate with related test cases or stories.
 4. **Assign the Bug:**
 - Assign to the responsible developer or team member.
 5. **Save and Transition:** Click 'Create' to log the bug.
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4. Documentation & Training

- A **Confluence/Google Docs** guide will be shared with all team members.
 - Screenshots & examples will be included for better clarity.
 - A short training session will be scheduled to walk the team through the process.
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By following this guide, we ensure consistency, better traceability, and improved bug tracking within the team!