⬚ Test Documentation Process Guide

📖 Purpose

This document explains how our QA team manages test documentation, artifacts, and workflows using **Excel**, **Google Drive**, **Trello**, **Jira**, and **GitHub**.
It is intended to help new team members understand and follow the exact process used to create, store, and track all testing assets.

👥 Team Workflow Overview

1. **Each tester works individually on test cases using Excel sheets.**
2. **Each completed Excel sheet is uploaded to Google Drive.**
3. **A Trello card is created for the corresponding test activity,** with the **Google Drive link** added in the card description.
4. **All test cases from the Excel file are transferred manually to Jira** for detailed execution and tracking.
5. **All finalized documents (test cases, reports, plans, and summaries)** are also uploaded to the **GitHub repository**.
6. **The GitHub README file** is updated to include links to all related documents, Trello cards, and Drive folders.

⬚ Detailed Steps

◆ Step 1: Create the Test Case Sheet

- Use the standard Excel template for test cases (columns: ID, Title, Steps, Expected Result, Actual Result, Status, etc.).
- Save the file using the naming format:
- `[ModuleName]_TestCases_[TesterName]_[Date].xlsx`

  Example: `Login_TestCases_Youssef_2025-11-13.xlsx`

◆ Step 2: Upload to Google Drive

- Go to the shared team Google Drive folder:
  📁 `Team_QA_Documents > TestCases > [ModuleName]`

- Upload your Excel file to the relevant subfolder.
- Copy the **Google Drive share link** with "Anyone with the link can view" permissions.

◆ Step 3: Create a Trello Card

- Open the **Trello board** for the current sprint or project phase.
- Create a new card in the **"Testing In Progress"** list.
- Set the card title as:
- `[Feature/Module] - Test Cases by [Your Name]`

  Example: `Login Module - Test Cases by Youssef`

- In the **card description**, paste:
  - The **Google Drive link**
  - A short summary of the document (e.g., "Contains 25 test cases for login functionality.")
- Assign yourself and add relevant **labels** (e.g., "Test Cases", "Ready for Review").

◆ Step 4: Move Test Cases to Jira

- Open Jira and go to the **QA Project** workspace.
- For each test case in your Excel file:
  - Create a new Jira issue of type **"Test Case"**.
  - Copy and paste:
    - **Title** → Jira Summary
    - **Steps & Expected Results** → Jira Description
    - Add **labels** like `manual`, `UI`, or `functional`
- Link the Trello card or Google Drive document in the Jira issue description for traceability.
- Once all test cases are created, **link them to the related user story or epic**.

◆ Step 5: Upload All Documents to GitHub

- Navigate to the team's **GitHub repository** (e.g., `github.com/QA-Team/OpenCart-Testing`).
- Create a folder named:
- `/test_documents/[ModuleName]/`
- Upload:

- o The Excel test case sheet
- o Any screenshots, bug reports, or result summaries
- Commit with a descriptive message:
- `Added [ModuleName] test cases and reports (by [Your Name])`

◆ Step 6: Update the GitHub README File

- Open the main `README.md` file.
- Add a new section under 📁 **Test Artifacts** or 🔗 **Links & References**, for example:
- `### 🔐 [Login Module Test Cases]`
- `- 📄 [Google Drive Sheet](https://drive.google.com/...)`
- `- 🗂 [Trello Card](https://trello.com/...)`
- `- 🔲 [Jira Board](https://jira.com/...)`
- `- 🖥 [GitHub Folder](https://github.com/.../test_documents/Login)`
- Commit the updated README so all resources are interconnected.

📋 Naming and Version Control Guidelines

Artifact Type	Format Example	Notes
Test Case Sheet	`Feature_TestCases_Name_Date.xlsx`	Update date whenever new cases are added
Trello Card	`[Feature] - Test Cases by [Name]`	Include short summary in description
Jira Test	`TC_[FeatureName]_[ID]`	Use consistent test case IDs
GitHub Folder	`/test_documents/[FeatureName]/`	Keep folder names simple and lowercase

💡 Tips for New QA Members

- Always **check the shared Drive folder** before creating a new file to avoid duplication.
- Keep all links **up-to-date** and **accessible to the team**.
- Every Trello card should point to **one main source document (Excel sheet)**.
- Jira should be the **final source of truth** for execution and tracking.
- GitHub should contain **all finalized and versioned documents**.
- Always include **links between tools** (Drive ↔ Trello ↔ Jira ↔ GitHub) to ensure full traceability.

✅ Final Workflow Summary Diagram

```
Excel Test Sheet
      ↓
Google Drive (Upload)
      ↓
Trello Card (with Drive link)
      ↓
Jira (create & link test cases)
      ↓
GitHub (upload all final docs)
      ↓
README updated with all links
```