

Assuring Quality Using Azure Test Plans



Accentient™



Azure DevOps | 2018.11



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**Assuring Quality Using
Azure Test Plans**

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Assuring Quality Using Azure Test Plans

Course Introduction

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- A leader in ALM, DevOps, and Scrum knowledge
- Helped thousands of teams and individuals understand and implement Azure DevOps/VSTS/TFS and Scrum successfully
- Has a close working relationship with Microsoft
- Has a close working relationship with Scrum.org
- Has a staff consisting of Microsoft MVPs, Professional Scrum Developers, Professional Scrum Trainers, and authors

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Accentient

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- Professional Scrum Developer
- Professional Scrum Trainer
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<http://bit.ly/1eL0t4C>



Prerequisites

- Work on a software development team
- Experience with ...
 - Application Lifecycle Management
 - Software requirements
 - Test case management
 - Writing test cases
 - Running manual tests
 - Agile software development



Introductions

- Name
- Title/role
- Software test/QA experience
- Visual Studio/other testing tools you have used
- Expectations



Course Overview

- Provides knowledge and skills to
 - Plan and track a software testing effort
 - Define a manual test
 - Run a manual test
 - Perform exploratory tests
- Hands-on experience with the tools to plan and execute tests for both web-based and desktop applications



Course Backlog

- Test Case Management
 - Application Lifecycle Management and testing
 - Azure DevOps Services
 - Team projects, process templates, work item types
- Test Planning
 - Test plans, test suites
 - Test cases, shared steps
- Running Tests
 - Running tests
 - Capturing data and managing results
 - Exploratory testing



Our Case Study: Fabrikam Fiber



The hands-on labs are centered around a fictitious company named Fabrikam Fiber.

Working as a team, you will see how to plan and execute a team-based testing effort.

You will work as a team in a shared team project hosted in Visual Studio Team Services.



Our Azure DevOps Services Environment

- We will be using a shared instance of Azure DevOps Services
- Each team will ...
 - Be collocated
 - Have its own team project
 - Collaborate on all work in this class
- Each team member will ...
 - Need a Microsoft Account



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Schedule and Logistics

- Lunch
 - Flexible (we'll try for 11:30 to noon)
- Breaks
 - Mid-morning and mid-afternoon
- Labs
 - All labs are breaks too!

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Collaborating as a Team

- There are many opportunities for collaboration in this course
 - Some tasks, however, must be performed by *one* team member
- All tasks will be marked with an appropriate icon ...



- The team can self-organize and execute the task however they decide
Only the “leader” should execute this task
Only the “followers” (not the leader) should execute this task
Everyone on the team should execute this task
Everyone on the team should execute this task (working in pairs)

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SAMP

Assuring Quality Using Azure Test Plans

Module 2

Test Planning

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Module Backlog

- Azure Test Plans
 - Test Plans
 - Test Suites
 - Test Configurations
- Test Cases
 - Parameters
 - Shared Steps
 - Importing and Exporting

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Azure Test Plans

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Azure Test Plans

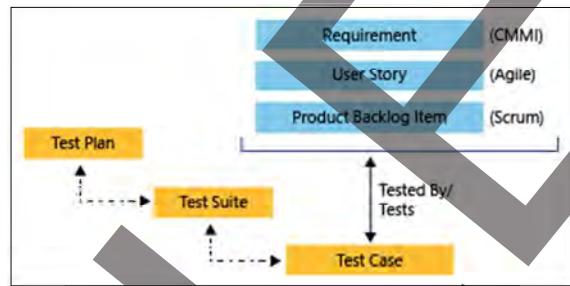
- The Test hub in the web portal offers a lightweight, browser-based way to create and manage the testing effort
 - Requires the Test Manager extension

The screenshot shows the Azure DevOps Test hub interface. On the left, there's a sidebar with 'Fabrikam' selected, containing links for Overview, Boards, Test Plans, Parameters, Configurations, and Runs. The main area shows 'Test Plans > Sprint 2'. A specific test plan '5324 : My Profile (Suite ID: 5358)' is expanded, displaying sub-items like '5322 : Enable network alert heartbeat (4)', '5324 : My Profile (3)', '5323 : Quick Tip (5)', '5336 : Profile doesn't update (6)', 'Regression Tests (18)', and 'Exploratory Tests'. To the right, a modal window for the 'Test Manager' extension is open. It features a purple flask icon, the text 'Test Manager Microsoft 15.8K', and a description: 'Integrated test management system for all your manual, exploratory and user...'. Below this is a table with three rows of test results:

Outcome	Order	ID	Title
Active	1	5426	Email link works
Active	2	5427	Page should be read-only
Active	3	5428	Looks/feels like the rest of the site...

Test Plans, Test Suites, and Test Cases

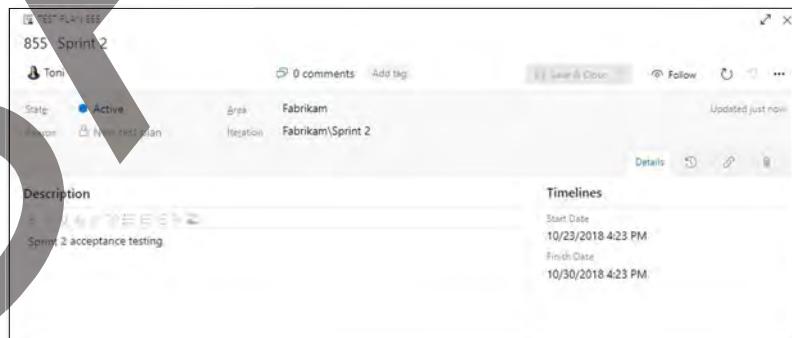
- Create a Test Plan
 - Alpha, Sprint 2, Regression
- Create one or more Test Suites
 - Requirements, query-based, etc.
- Create one or more Test Cases
 - Manual or automated
- Manage the settings and configurations
 - Used when you run the tests
- Track your results, progress, and quality



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Test Plans

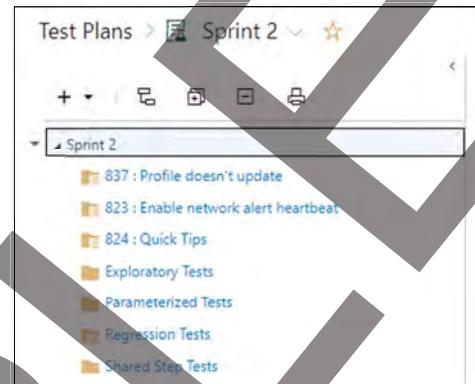
- A test plan lets you specify what you want to test and how to run those tests
 - You can associate an owner, area, iteration, dates, and description
 - A test plan is a work item



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Test Suites

- Logically group test cases into suites
 - You can run all test cases within a suite
- Test suites can be ...
 - Based on requirements
 - Based on a query
 - Created manually
- A test suite is a work item
- Note: Manually-created suites can contain other suites



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Adding Requirements to Test Plans

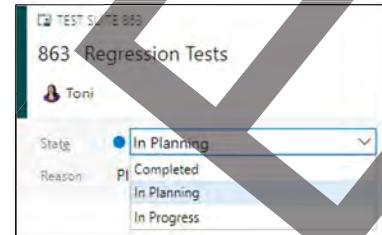
- You can add existing requirements (PBIs, Bugs, User Stories) to your test plan
 - Each requirement becomes its own test suite
- You can then add one or more test cases to each requirement

The image shows two windows. On the left is a "CREATE REQUIREMENT-BASED SUITES" dialog box with a "Run query:" section containing a table of requirements (823, 837, 824) and a "New requirement-based suite" button highlighted with a red box. On the right is a screenshot of the "Test Plans > Sprint 2" interface, showing the same three requirements listed under "Sprint 2". A large, diagonal "X" is drawn across the entire slide.

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Test Suite States

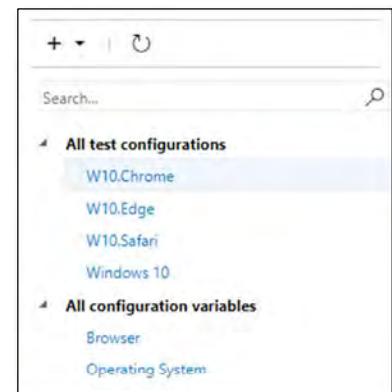
- Indicate whether you are ready to run the tests or whether the tests have all completed
- *In Planning*
 - Test cases in the suite are not yet ready to run
- *In Progress*
 - Test cases in the suite can be run
- *Completed*
 - When you have finished running the tests in this test suite and the quality level reached meets your goals



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Test Configurations

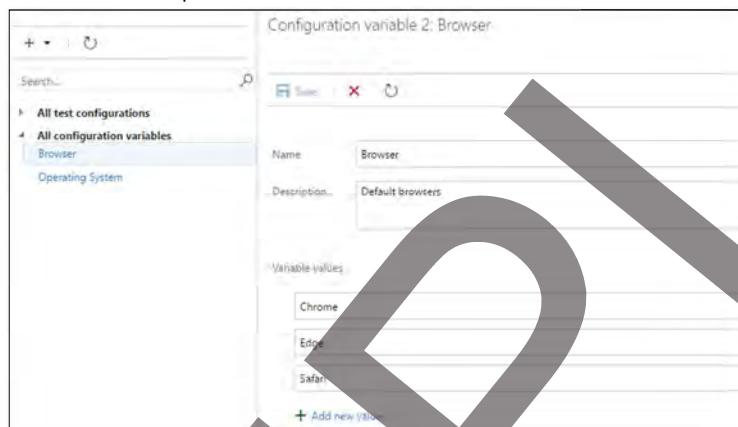
- A test configuration is a set of configuration variables that specify the setup requirements for a test plan (o/s, browser, types, versions)
- Note: You cannot delete a configuration that is referenced in a test result or that is configured for a test plan/suite
 - Instead, you should change the state of the configuration to *inactive* so that it can no longer be selected as a default configuration



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Configuration Variables

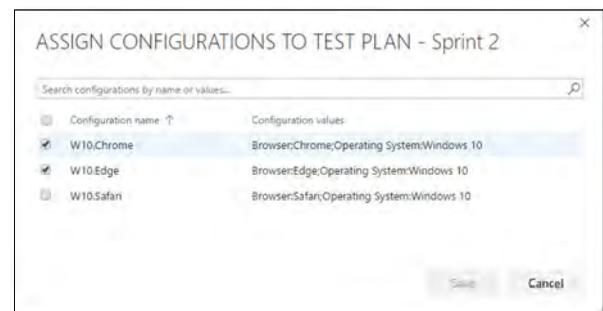
- You can add new variables and allowed values
 - Examples: Operating system, browser, language, hardware, architecture, service pack, etc.



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Assigning Test Configurations

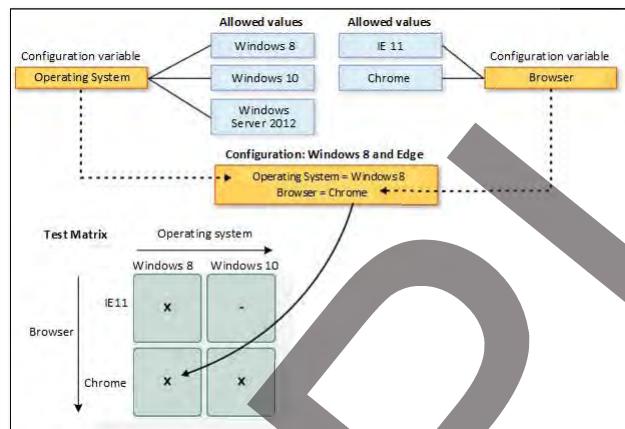
- Test configurations can be assigned to a test plan or suite so when you add test cases, those configurations are applied
 - These pairings are called "test points"
 - The defaults can be overridden for the individual test cases
 - If you add a new configuration, the test points are not created for existing test cases



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Defining Your Test Matrix

- Each test configuration can represent an entry in your test matrix



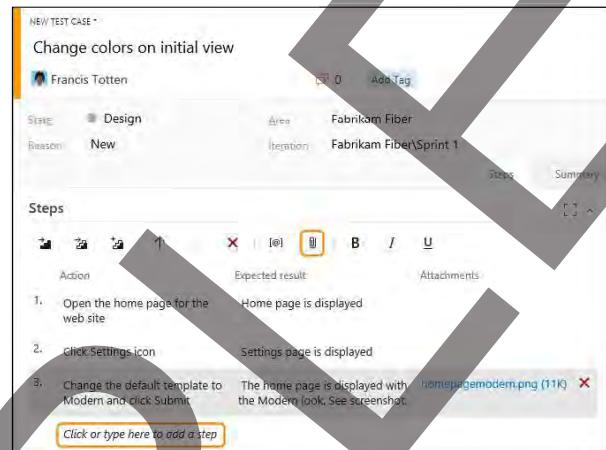
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SAMPLE
Test Cases

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Test Cases

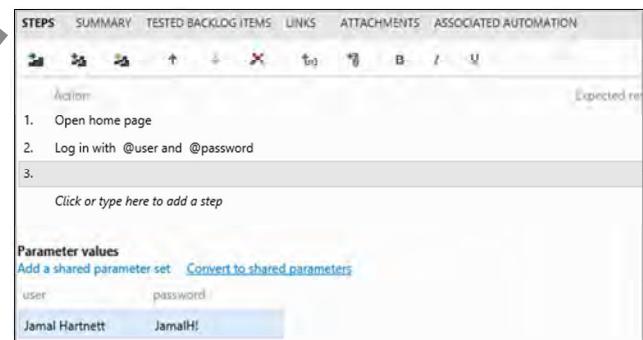
- Typically represent a manual test
 - Can be associated with automation
 - They are just work items
- Test Steps
 - Contain actions, expected results, and even attachments
 - Use parameters to run a test case multiple times with different data
 - Use Shared Steps to improve maintainability



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Parameters

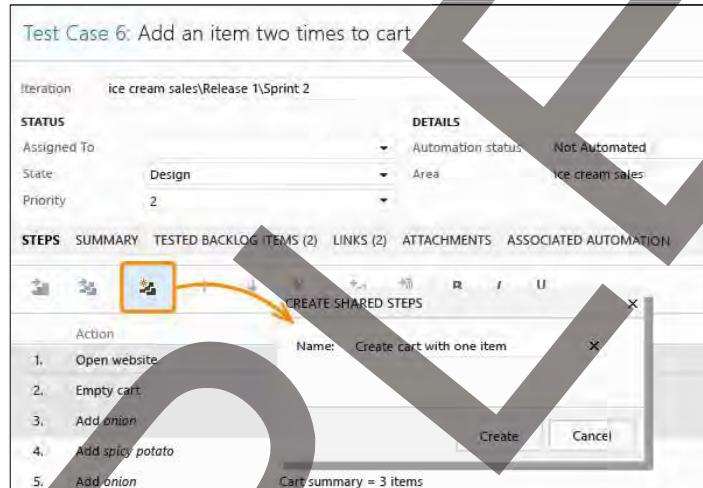
- Enable a test to be repeated n times with different test data
 - Insert parameters (prefixed with "@") in your test steps
 - Provide a table of parameter values with n sets of values
- You can use shared parameters to share data across multiple test cases
 - Convert existing parameters to shared parameters



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Shared Steps

- Shared steps allow you to define a sequence of steps once and reuse it from multiple test cases
 - Shared steps are created by converting existing test steps
- “Shared steps” is a hidden work item type
 - You can query and manage them in the Work hub



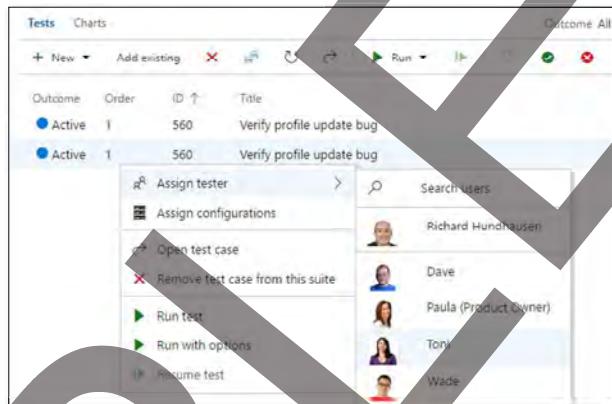
Benefits of Using Shared Steps

- Shared Steps reduce test maintenance by sharing test steps across test cases
- You can add parameters to your shared steps to use them in test cases where you want to run the same test multiple times with different data



Assigning Testers

- By default, tests are assigned to be run by the user that is assigned to the test case
 - You can assign a different tester to one or more tests or test points (configurations)
 - This does not change the user who is assigned to the test case
- Testers can also be assigned to the test plan or a test suite
 - Invitation emails can also be sent



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Regression Test Suites

- Use tags and a query-based suite for maximum control over what test cases are in your regression suite
 - Simply add or remove a tag to control what tests are in or out

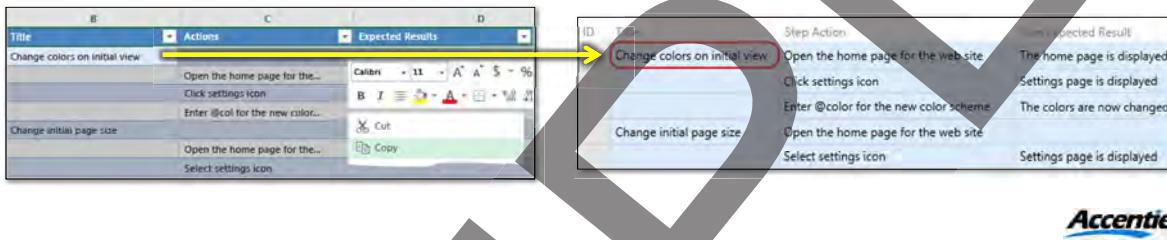
A screenshot of the Microsoft Test Plan application. On the left, a test case card for '560 No more than 10 tweets are displayed' is shown. In the center, a query builder dialog is open with the title 'TEST CASE 560'. It shows a flat list of work items and filters for 'Work Item Type' (In Group: Microsoft.TestCaseCategory) and 'Tags' (Contains: Regression). On the right, a tree view of a test plan is shown under 'Sprint 2', with 'Regression Tests (24)' expanded. A large, stylized checkmark is drawn across the bottom left of the slide.

Visit <https://bit.ly/2q9SWUQ> for more information

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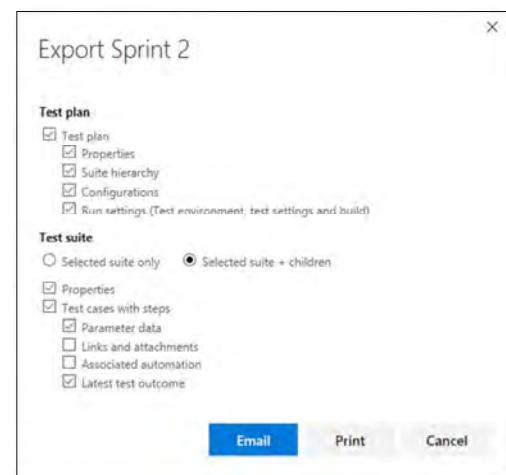
Importing Test Cases From Excel

- Grid View allows multiple test cases to be added at once
 - Click "List" to enter Grid view
 - Copy multiple rows with three columns that map to title, step action, and step expected results
 - Paste these columns into the Title column of a new/first row
 - No column formatting, other than multiline, is copied



Exporting Test Artifacts

- Many artifacts can be exported
 - Test plan
 - Test suites
 - Test cases
- Right-click on the test plan or any test suite and select Export
 - Choose the artifacts and properties
 - Email or print options



Summary

- Test planning is more than just the creation of a test plan
 - Planning/creating test suites, configurations, test cases, parameters, shared steps
- Keep your test plan simple
 - Map it to the Sprint, use requirement-based suites
- Keep test cases generic to maximize reusability
- Easy to import and export test cases
- Many great extensions in the Azure DevOps Marketplace



Lab



This lab introduces you to the activities related to planning the testing effort.

- Create a test plan
- Create test suites
- Create test configurations
- Create test cases
- Use parameters and shared steps
- Export test artifacts
- Install and use Test Case Explorer extension (optional)





SAMPLE

Lab 2: Test Planning

Assuring Quality Using Azure Test Plans

LAB OVERVIEW

There are many steps to test planning. Besides the collaboration that you and your team will do, there are also a number of tasks inside Azure Test Plans that have to be performed before you can start executing tests and tracking results

In this lab you will create a test plan and test suites. You will create and associate a test configuration and then create a number of different test cases.

Estimated time to complete this lab: **75 minutes**

Task Execution

As this is a team-based training course, there are a number of opportunities for team members to learn to collaborate more effectively. Unfortunately, there is a possibility for team members to accidentally impede, block, or otherwise cause unintentional conflicts. To minimize the possibility of conflicts, critical tasks in this course have been marked with an icon indicating who on the team should execute the task:

- The team can self-organize and execute the task however they decide
- Only the “leader” should execute this task
- Only the “followers” (not the leader) should execute this task
- Everyone on the team should execute this task
- Everyone on the team should execute this task (working in pairs)

Tip: Look for the “leader” tasks and ensure that they are only performed once per team. Also, ensure that the “follower” tasks are only performed by everyone else (not the leader).

Teams of One

If you are working by yourself and not on a team, make sure to perform all of the “leader” tasks, and none of the “follower” tasks. This scenario is common for students learning remotely.

EXERCISE 1 – CREATE THE TEST PLAN

Task: Install Test Manager Extension

In this task the user who created the Azure DevOps Services organization will install the **Test Manager** extension and start the free trial period.

Who will be installing this extension? _____

Note: This task can be skipped if everyone on the team has a *Visual Studio Enterprise* subscription.

1. If necessary, launch **Chrome** and navigate to your team project.
2. Click the  icon in the upper right and select **Browse Marketplace**.
3. Search for and select the **Test Manager** extension by **Microsoft**.

The *Test Manager* extension provides a comprehensive set of testing features in your Azure DevOps organization, including the use of Visual Studio Test Professional 2015 or later. Coordinate all test management activities, including test planning, authoring, execution and tracking - from a central location. The Test hub gives your team critical insight into progress against defined acceptance criteria and quality metrics.

4. **Get** the extension and then **Start** the free trial for your Azure DevOps Services organization.

When will your free trial end? _____

5. Return to your team project and press **F5**.

Task: Create a Test Plan

In this task someone on your team will create a test plan for Sprint 2.

A test plan lets you specify what you want to test and how to run those tests. A test plan can be applied to a specific iteration (Sprint) of your project.

Who will be creating the test plan for your team? _____

1. If necessary, launch **Chrome**, navigate to your team project, and press F5.
2. From the **Test Plans** hub, go to the  **Test Plans** page.
3. On the **Test Plans** page, click  **New Test Plan**.
4. Name the plan **Sprint 2**, ensure the Iteration is set to **Fabrikam\Sprint 2**, and click **Create**.

Task: Create Test Suites

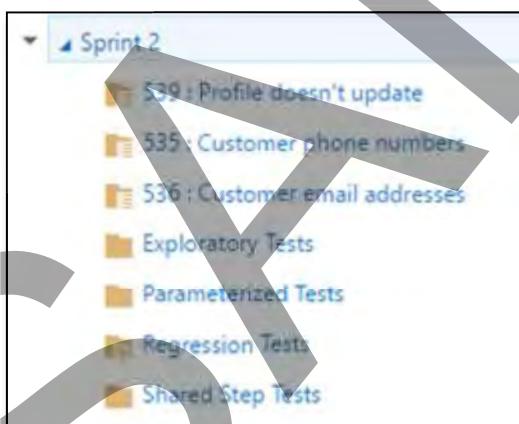


In this task your team will self-organize and create some test suites in the new test plan.

1. If necessary, launch **Chrome** and navigate to the **Test Plans** page in the Test Plans hub.
2. On the **Test Plans** page, right-click on the **Sprint 2** test plan and create the following suites:

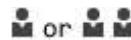
Type of Suite	Name	Details
Requirement-based	n/a	<ul style="list-style-type: none">• Remove the Area Path clause• Add a new clause Iteration Path = Fabrikam\Sprint 2• Run the query, select all the Product Backlog Items, and create the suites
Requirement-based	n/a	<ul style="list-style-type: none">• Change the group to Microsoft.BugCategory• Remove the Area Path clause• Add a new clause Iteration Path = Fabrikam\Sprint 2• Run the query, select all the Bug work items, and create the suites <p><u>Note:</u> You may not have any Bug work items to add.</p>
Static	Exploratory Tests	n/a
Static	Parameterized Tests	n/a
Static	Shared Step Tests	n/a
Query-based	Regression Tests	<ul style="list-style-type: none">• Remove the Area Path clause• Add a new clause Tags Contains Regression

After the test suites are created, your test plan should look something like this example:



Tip: You can drag and drop test suites to change their order.

Task: Review Test Configurations



In this task each team member, or pair of team members, will review the default test configurations and configuration variables.

1. Navigate to the **Configurations** page in the Test Plans hub.

1. Go to the **Configurations** page.

What test configuration(s) are listed? _____

What configuration variable(s) are listed? _____

2. Click the **Browser** configuration variable.

How many values are listed? _____

3. Click the **Operating System** configuration variable.

How many values are listed? _____

4. Click the **Windows 10** test configuration.

What configuration variables are listed at the bottom? _____

Task: Create New Test Configurations



In this task your team will self-organize and make updates to the configuration variables and create two new test configurations.

1. Make the necessary changes to the **Browser** configuration variables so that these are the only values listed:

- **Chrome**
- **Edge** (you can drop the “Microsoft”)
- **Safari**

2. Make the necessary changes to the **Operating System** configuration variables so that these are the only values listed:

- **Windows 10**

3. Add three new Test Configurations:

Name	Description	Configuration Variables	Assign to new test plans?
W10.Chrome	Windows 10 + Chrome	<ul style="list-style-type: none"> Operating System: Windows 10 Browser: Chrome 	<input checked="" type="checkbox"/>
W10.Edge	Windows 10 + Edge	<ul style="list-style-type: none"> Operating System: Windows 10 Browser: Edge 	<input type="checkbox"/>
W10.Safari	Windows 10 + Safari	<ul style="list-style-type: none"> Operating System: Windows 10 Browser: Safari 	<input type="checkbox"/>

4. Edit the original **Windows 10** configuration, set it **Inactive**, clear the **Assign to new test plans** option, and save your changes.

You should now have three new, active configurations and an older, inactive one:



Task: Associate Test Configurations

In this task one member of your team will associate the new test configurations with the Sprint 2 test plan.

Who will be associating the test configurations? _____

1. Navigate to the  **Test Plans** page in the Test Plans hub.
2. Right-click on the **Sprint 2** plan (root test suite) and select **Assign configurations to test plan**.

What configuration(s) are currently selected? _____

3. Ensure that only the **W10.Chrome** and **W10.Edge** configurations are checked and click **Save**.

At this point, any new test cases which are added to the Sprint 2 test plan will have these configurations enabled. A specific test suite may break this inheritance chain and use a different set of configurations however.

EXERCISE 2 – CREATE TEST CASES

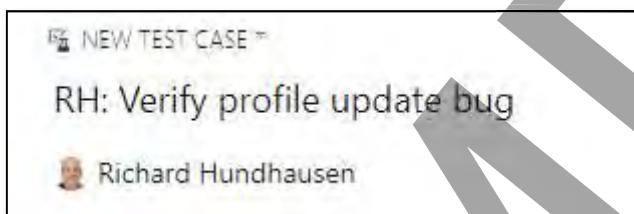
Task: Create a Test Case or

In this task each team member, or pair of team members, will create a test case.

Important: Each team member, or pair of team members, will be creating the *same* test case. The only difference will be the name of the test case.

1. If necessary, navigate to the  **Test Plans** page in the Test Plans hub.
2. On the **Test Plans** page, select the **Profile doesn't update** test suite on the left.
3. Click  **New** and select **New test case**.
4. Specify a **Title** of **XX: Verify profile update bug**.

Where XX = your initials. Make sure the initials are unique on your team. Here is an example:



5. On the **Summary** tab, enter the following **Description**:

When changing my profile information through the Employees link, any changes to my first or last name are not reflected in the profile.

6. Click  **Save & Close**.

At this point, the test case has enough information that a competent tester should be able to go about verifying the existence of the bug. You're going to make it more understandable and provide the actual test steps in the next task.

Do you see two copies of the new test case? _____

Azure Test Plans has created two test points, one for each configuration (Chrome and Edge).

Task: Create Test Steps or

In this task each team member, or pair of team members, will specify the actual test steps for the new test case.

1. Double-click your XX: Verify profile update bug test case to open it.

Note: You can double-click either test point. It will open the same underlying test case.

2. In the **Steps** field, enter the following actions and expected results:

Tip: Press enter after entering the *Expected Result* to automatically go to the next step.

Action	Expected Result
Launch the browser	
Navigate to http://localhost:1337	Home page appears, logged in as Drew Robbins
Click Employees link	List of employees displays
Click Edit next to Drew Robbins	Employee edit screen appears
Change Last Name slightly	
Scroll down and click Save	The new last name appears in the employee list *and* under Drew's photo
Close the browser	

After entering the information, the steps should look like this:

Steps

Action	Expected result	Attachments
1. Launch the browser		
2. Navigate to http://localhost:1337	Home page appears, logged in as Drew Robbins	
3. Click Employees link	List of employees displays	
4. Click Edit next to Drew Robbins	Employee edit screen appears	
5. Change Last Name slightly		
6. Scroll down and click Save	The new last name appears in the employee list *and* under Drew's photo	
7. Close the browser		

3. Make the important items appear in bold, something like this:

Action
1. Launch the browser
2. Navigate to http://localhost:1337
3. Click Employees link
4. Click Edit next to Drew Robbins
5. Change Last Name slightly
6. Scroll down and click Save
7. Close the browser

There are a number of rich formatting options available to make the step text more interesting.

4. Click  **Save & Close**.

Task: Create a Parameterized Test Case or

If you want to run a manual test case multiple times with different data, you do not have to create multiple copies of the test case. You can add parameters to the actions or expected results for any test step in your test case.

In this task each team member, or pair of team members, will create a copy of the test case you just created, edit it, and add a parameter in order to simplify testing across a diverse testing environment.

1. Change to **Grid** view by clicking **List** in the upper right.
2. In the next available row, enter the Title **XX: Verify profile update bug (parameterized)** where XX = your initials.
3. Find your **XX: Verify profile update bug** test case in the grid and select all of the steps.

You can do this by clicking on the step row and column and then shift + clicking on the last step row and column, as in this example:

RH: Verify profile update bug		
CLICK HERE	Launch the browser	
	Navigate to http://localhost:1337	Home page appears, logged in as Drew Robbins
	Click Employees link	List of employees displays
	Click Edit next to Drew Robbins	Employee edit screen appears
	Change Last Name slightly	
	Scroll down and click Save	The new last name appears in the employee list "and" under Drew's photo
	Close the browser	SHIFT + CLICK HERE
RH: Verify profile update bug (parameterized)		

4. Press **Ctrl + C** to copy the steps to the clipboard.
5. In the first row below your new **XX: Verify profile update bug (parameterized)** test case title, put the cursor in the first column and press **Ctrl + V** to paste the copied cells.

RH: Verify profile update bug (parameterized)	
CLICK HERE AND PRESS CTRL + C	

This is an easy way to duplicate test steps. Shared steps is another way, which we'll be learning about shortly.

6. Click  to save the test case.
7. Return to the **List** view.

How many test points do you have now? _____

8. Double-click the **XX: Verify profile update bug (parameterized)** test case and update the steps, replacing the hard-coded values with parameters:

Action	Expected Result
Launch the browser	
Navigate to <u>@FabrikamURL</u>	Home page appears logged in as <u>@EmployeeFullName</u>
Click Employees link	List of employees displays
Click Edit next to <u>@EmployeeFullName</u>	Employee edit screen appears
Change Last Name slightly	
Scroll down and click Save	The new last name appears in the employee list *and* under <u>@EmployeeFullName</u> photo
Close the browser	

After entering the information, the steps should look something like this:

Action	Expected result
1. Launch the browser	
2. Navigate to @FabrikamURL	Home page appears, logged in as @EmployeeFullName
3. Click Employees link	List of employees displays
4. Click Edit next to @EmployeeFullName	Employee edit screen appears
5. Change Last Name slightly	
6. Scroll down and click Save	The new last name appears in the employee list *and* under @EmployeeFullName photo
7. Close the browser	

9. Below the steps, enter **http://localhost:1337** and **Drew Robbins** parameter values respectively:

Parameter values

Add a shared parameter set | Convert to shared parameters

FabrikamURL	EmployeeFullName
http://localhost:1337	Drew Robbins

You can add multiple sets of values for the parameters that you have defined. Each set of values for the parameters is run as an individual iteration of the test.

You can also convert your parameters to *shared parameters*. This gives your team the ability to re-use the same parameter data combinations in multiple test cases. When you update shared parameters, it's reflected in all referenced test cases automatically.

10. Click  **Save & Close**.
11. Drag the **XX: Verify profile update bug (parameterized)** test case to the **Parameterized Tests** suite on the left.

Note: You won't be executing this test during class.

EXERCISE 3 – CREATE SHARED STEPS

Task: Create Shared Steps or

You can share steps between manual test cases by creating shared steps. For example, the test steps to log on to an application under test might have to be run in several test cases.

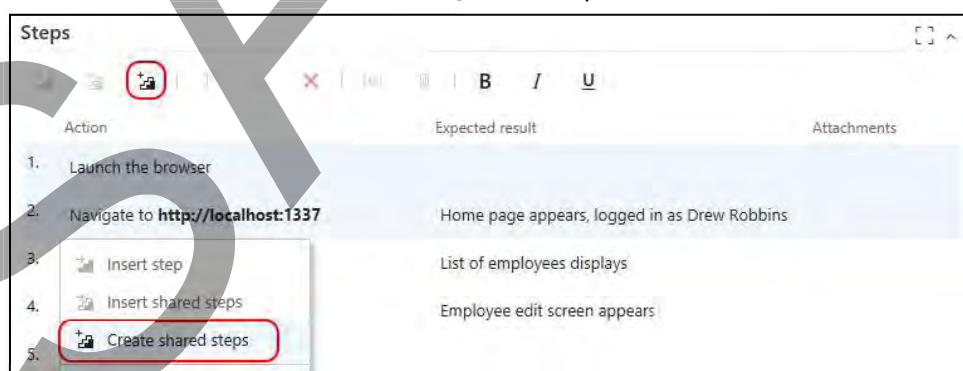
In this task each team member, or pair of team members, will replace some repetitive steps in your test case with shared steps.

1. If necessary, navigate to the  **Test Plans** page in the Test Plans hub.
2. Select the **Profile doesn't update** test suite.
3. Change to **Grid** view by clicking **List** in the upper right.
4. Find your **XX: Verify profile update bug** test case in the grid, select all of the test step columns and rows, and press **Ctrl + C**.

You can do this by clicking on the first column of the first row under the title and then shift + clicking on the last column of the last step. Be careful not to include any test case titles.

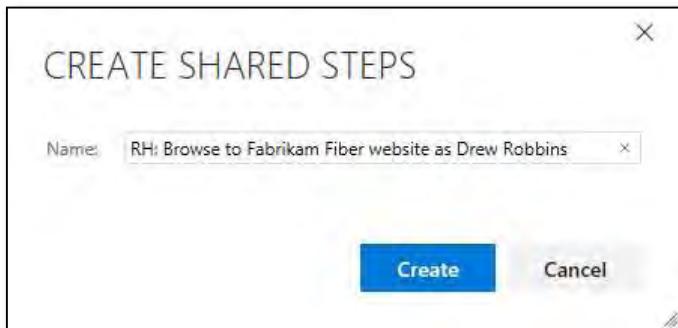
5. In the next available row in the grid, enter the Title **XX: Verify profile update bug (shared steps)** where XX = your initials.
6. In the first row below the new title, put the cursor in the first column and press **Ctrl + V** to paste the copied cells.
7. Click  to save the test case.
8. Return to the **List** view.
9. Double-click the **XX: Verify profile update bug (shared steps)** test case.
10. Select the first two steps, right-click on those selected rows, and select  **Create shared steps**.

You could also have clicked the Create shared steps .



11. Name it XX: Browse to Fabrikam Fiber website as Drew Robbins and click Create.

Where XX = your initials, like in this example:



What happened to those selected steps? _____

The two steps have been replaced with a shared step. You can also use parameters within the shared steps. The actual parameter values are typically provided in the test cases that use the shared steps.

12. Click Save & Close.

13. Drag the new XX: Verify profile update bug (shared steps) test case to the Shared Step Tests suite.

Task: Create a Shared Steps Query

In this task one member of your team will create a new work item query that returns all shared step work items.

Who will be creating the query? _____

1. From the Boards hub, select Queries.

2. Create a New query with two criteria:

- **Work Item Type = Shared Steps**
- **State = Active**

And/Or	Field	Operator	Value
<input type="checkbox"/>	Work Item Type	=	Shared Steps
<input checked="" type="checkbox"/> And	State	=	Active

3. Click Save query at the top.

4. Name the query Shared Steps and save it to the Shared Queries folder.

This query is now available for anyone on the team to use, which they will do in the next task.

Task: View, Manage, and Use Shared Steps or

In this task each team member, or pair of team members, will view, manage, and use their shared steps.

1. If necessary, go to  **Queries** page on the **Boards** hub.
2. Click **All** at the top to view all queries.
3. Find the **Shared Steps** query and click it to run the query.

How many *Shared Steps* work items are listed? _____

4. Double-click your shared step.
This will open the shared steps work item for viewing or editing.
5. Change step 1's Action to **Launch the browser from the Windows Start page** and then click **Save**.
6. Click  at the top to add this query to your favorites.
Favorite queries will appear in the *Mine* list of queries.
7. Return to the  **Test Plans** page in the Test Plans hub.
8. Select the **Shared Step Tests** test suite.
9. Click  **New** and select **New test case**.
10. Specify a Title of **XX: Verify some other critical bug** where XX = your initials.
11. In the **Steps** field, right-click in the first row and select  **Insert shared steps**.
12. Click  **Run query** to run the default query.
13. Select your shared steps and click **Insert shared steps**.
14. Double-click on the **XX: Browse to Fabrikam Fiber website as Drew Robbins step**.

This will open the shared steps work item that you just updated.

Do you see the new action for step 1 ("from the Windows Start page")? _____

15. Close the **Shared Steps** work item without saving any changes.
16. Click  **Save & Close**.

Note: You won't be executing this test during class.

EXERCISE 4 – EXPORT TESTING ARTIFACTS

Task: Export Testing Artifacts or

You can export test plans, test suites, and test cases. Select the details that you want in the report and then email or print this report for review.

In this task each team member, or pair of team members, will explore the **various exporting options**.

1. If necessary, navigate to the  **Test Plans** page in the Test Plans hub.
2. Right-click on the **Sprint 2** test plan and select  **Export**.

You could have also clicked the  icon on the toolbar. You can also export individual test suites.

Take a moment and review the various exporting options.

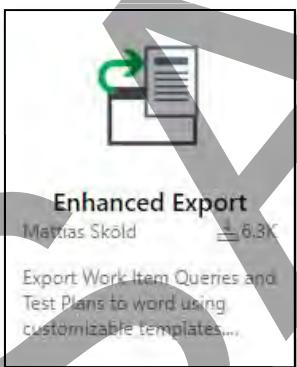
3. Choose the **Selected suite + children** option and click **Email**.

You can also choose the **Print** option in the Export dialog box. This displays the data in the report allowing you to select all the text, then copy and paste it into another document or email. All the formatting in the report is retained.

4. (Optional) Select yourself as the **To** recipient and click **Send**.

You can only email this report to existing users as they will need to have access to click any links in the body of the email. If you haven't configured email, or don't want to, then you can skip this step and click *Cancel* instead.

Also, consider installing and using the *Enhanced Export* extension created by fellow MVP Mattias Sköld. You can find it on the Azure DevOps Marketplace: <http://bit.ly/2oAwdTH>.



EXERCISE 5 – INSTALL THE TEST CASE EXPLORER EXTENSION (OPTIONAL)

Task: Install the Test Case Explorer Extension

In this task the user who created the Azure DevOps Services organization will install the Test Case Explorer extension.

Who will be installing this extension? _____

1. If necessary, launch **Chrome** and navigate to your team project.
2. Click the  icon in the upper right and select **Browse Marketplace**.
3. Search for and select the **Test Case Explorer** extension by **Microsoft DevLabs**.

The *Test Case Explorer* extension manages your test cases better. You can find, filter, analyze usage of test cases, and more.

4. Install the **Test Case Explorer** extension into your Azure DevOps Services organization and then return to the team project.

Task: Use the Test Case Explorer

In this task each team member, or pair of team members, will use some of the features of the Test Case Explorer extension.

1. From the **Test Plans** hub, go to the  **Test Cases** page.

You may need to press F5 to refresh the hub to see the new extension.

2. Change the *Pivot by* option to **Test plan** in the upper left.

This view should look similar to the *Test Plans* page. Notice that you can pivot by many dimensions: area path, iteration path, priority, state, as well as test plan.

3. Select the **Profile doesn't update** test suite on the left.

This will display the test cases (without configurations) found in this test suite.

Notice that you can change the columns and filter the test cases. You can also show/hide a details pane showing all of the test suites that this test case belongs to. Very nice.

4. Change the Pivot by option to **Area Path** in the upper left.

5. Ensure that the **Fabrikam** (root) area is selected.

6. Drag any test case(s) to the **Profile** area on the left.

This is quick way to assign multiple test cases to an area, iteration, state, etc.