## Prelim Pages

Version Control /Approval

## Introduction

The master spreadsheet is the data management foundation for system testing. The tool has had a range of features programmed in to reduce preparation time for new and existing data. Correct usage of these features is paramount to achieving successful outcomes.

Excel is used as a tool to assist in generation and preparation of data for Automation Test Tool Script execution. Use of this tool provides automation of many tasks that requires strong focus and repetitive use over the life of each test phase.

Excel and QTP manuals are divided into User and Technical Manuals for ease of use and future maintenance.

## Target Audience

This document set is aimed at persons who are using the data generation. Reference to this manual will guide new users in the correct usage of the Excel based tool.

The manual assumes the user has basic knowledge of spreadsheets terminology and using them, specifically Microsoft Excel 2007. Novice spreadsheet users are advised to research and learn about that product from the OEM.

## Manual Organisation

The User Manual is organised to enable a use to read a targeted document on the specific process needed to perform an execution of this complete suit. To simplify document maintenance a tool change is needed, Excel and Test Tool Manuals are separated.

Excel User manual chapters are:

* 01 Overview
* 02 Operation Description
* 03 User Interface
* 04 Creating and Managing Org Structures
* 05 Data Preparation
* 06 Data Export and Import
* 07 Column Structure

## Chapter Overview

### 01 Overview

Provides a summary of the entire manual for quick reference.

### 02 Operational Description

* Describes the overall operation from a use point of view, focussing on the general principles that underpin tool design decisions.

### 03 User Interface

* Covers the custom interface ribbon and the series of forms that are used by the tool. Explains the ribbon and forms operation, interactions and limitations that the user can expect when using the tool.

### 04 Creating and Managing Org Structures

* Describes the process using the tool to prepare new and existing structured data for execution by the test tool.

### 05 Data Preparation

* Describes the process of manually preparing a sheet when the Org Structure process is not being used.

### 06 Data Export and Import

* Describes the process of
  + Exporting data to the test tool.
  + Importing results from the test tool.
  + Cycling data when the executions are incomplete
  + Exporting to the end Test Users.

### 07 Column Structure

* Describes the users actions to re-arrange, add or delete columns in the all the data.

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