## Business Processes

### Spreadsheet

* Preparation of New Structures.
* Preparation of New Data matched to the structures.
* Re-use of data in new systems.
* Control over execution of logons and people data (ISP external process vs CUA internal).

### Data Cycle

* Process of exporting to and importing from QTP.
* Includes QTP import from sheet/file.

### Preset Data

### Source Data

### Column Arrangement

Each tab or worksheet is a data table for execution in QTP. Some of the data tables consist of more than one tab. These are referred to as Data Sets.

User may change the data set identifier anytime to split the executions into smaller chunks for the purpose of creating smaller and hence quicker executions.

The columns can be restructured at anytime by the users, with the caveat that they must not be re-arranged while executions are in progress.

## Configuration

## Data Preparation

### Record Generation (Control Records)

Control records are generated on a system by request from a test team. They are started from one of two distinct points:

* New.
* Existing data in a new system.

#### New

Create the structure by clicking on the **X** button in the custom Ribbon.

The structure can be saved and retrieved without requiring data to be generated. Once the create button is clicked a new page is generated with columns and the data populated.

#### Existing

Click the x button in the custom ribbon to prepare for a new system.

In both cases, add data to columns A, B and C.

## Export to QTP

If QTP is operating from Quality Centre, perform a file upload for both the data table and the before opening the test.

See the QTP Users Manual for instructions to pick up from there.

### Health Checks

### Tests

## Execution

### Record Generation (Control Records)

Control Records can be executed in two ways:

* Discrete Scripts: Org, Position and hire with structure.
* Combined in a structure controlled by an external XML file by calling the xml driver routine from the test.

**NOTE:**

QTP has a limitation where one specific saved test cannot be opened on more than one workstation.

Doing so locks the test. The second (and subsequent) workstations open the test in read only mode and cannot change any execution settings, including the data source or target resource.

### Health Checks

### Tests

## Post Execution

After execution, review the results for warnings and errors. Warnings give indications that there were temporary locks on records. Errors may be a result of incorrect codes (eg position Roles) or from the script not correctly reacting to a message about a piece of data in the table that needs to be updated.

If there are no errors or warnings that indicate any rectification is required, the data collected can be extracted from the results. The results may be on:

* Quality Centre.
* Local or network drive.

### Quality Centre

* Locate and download the results file to a local or network drive. See Quality Centre or QTP help for more information.
* Move onto the local or net work drive instructions.

### Local or Network Drive

* Use the Import from QTP button.
* Locate the file using the file dialog.

## Handling Errors, Stoppages and restarts

## Special Considerations

## Finding SAP data