

TestRail :

TestRail is the only platform that empowers QA teams to build, connect, and optimize all their testing processes .

TestRail is a tool where testers **write test cases, run them, and record pass or fail results** in one place.

TestRail is used to:

- Store all test cases in a structured way
- Track testing progress easily
- See which tests passed, failed, or are not tested
- Share testing status with managers and teams
- Improve quality and release confidence

TestRail is a centralized tool that helps QA teams manage test cases and track testing progress efficiently.

Key Terms in TestRail

1. Project

A **Project** represents the application or system being tested.

2. Test Suite

A **Test Suite** is a collection of related test cases grouped together.

3. Test Section

A **Section** is a subdivision inside a test suite used to organize test cases better.

4. Test Case

A **Test Case** describes what to test and how to test it.
It includes test steps and expected results.

5. Preconditions

Preconditions are conditions that must be met before executing a test case.

6. Test Run

A **Test Run** is the execution of selected test cases for a specific build or version.

7. Test Plan

A **Test Plan** is a group of multiple test runs used for a release or milestone.

8. Test Result

A **Test Result** shows the outcome of a test case execution.
Statuses include: Passed, Failed, Blocked, Retest, Untested.

9. Milestone

A **Milestone** represents a project phase or release version.

10. Priority

Priority indicates how important a test case is.

11. Test Case Type

Defines the nature of the test case.

12. Test Status

Shows the current state of test execution.

13. Test Execution

The process of running test cases and recording results.

14. Defect / Bug

An issue found during testing where the application does not behave as expected.

15. Defect Integration (JIRA)

Linking failed test cases in TestRail with defects logged in JIRA.

16. Reports

Reports provide insights into testing progress and quality status.

17. Test Case Fields

Additional attributes used to describe test cases.
Example: Priority, Estimate, Automation Status

18. Custom Fields

User-defined fields added to test cases or test runs based on project needs.

19. Roles & Permissions

Controls user access and actions in TestRail.

20. Repository

The location where test cases are stored in a project.

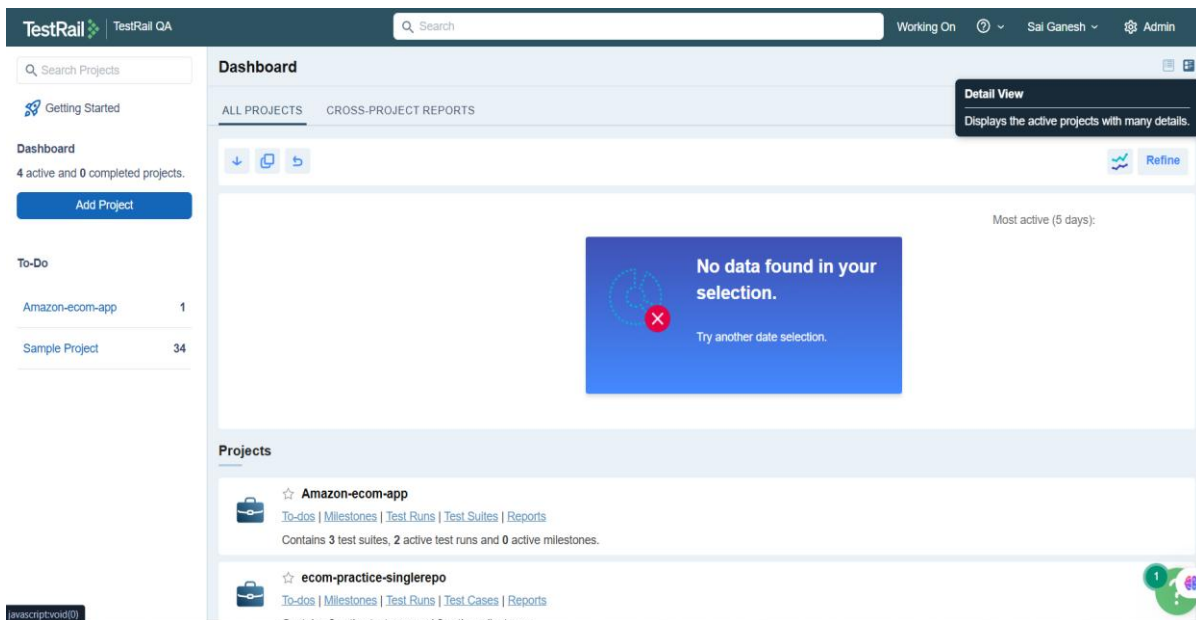
Testing Process Overview

The **testing process** is a step-by-step approach followed by QA teams to ensure that software works as expected and meets user requirements.

1. Design
2. Planning
3. Execution
4. Reporting & analysis

Dashboard :

After logging in to TestRail, the first page you usually see is the DASHBOARD.



Detailed View vs Compact View (TestRail)

TestRail provides two ways to display test cases and test runs: **Detailed View** and **Compact View**.

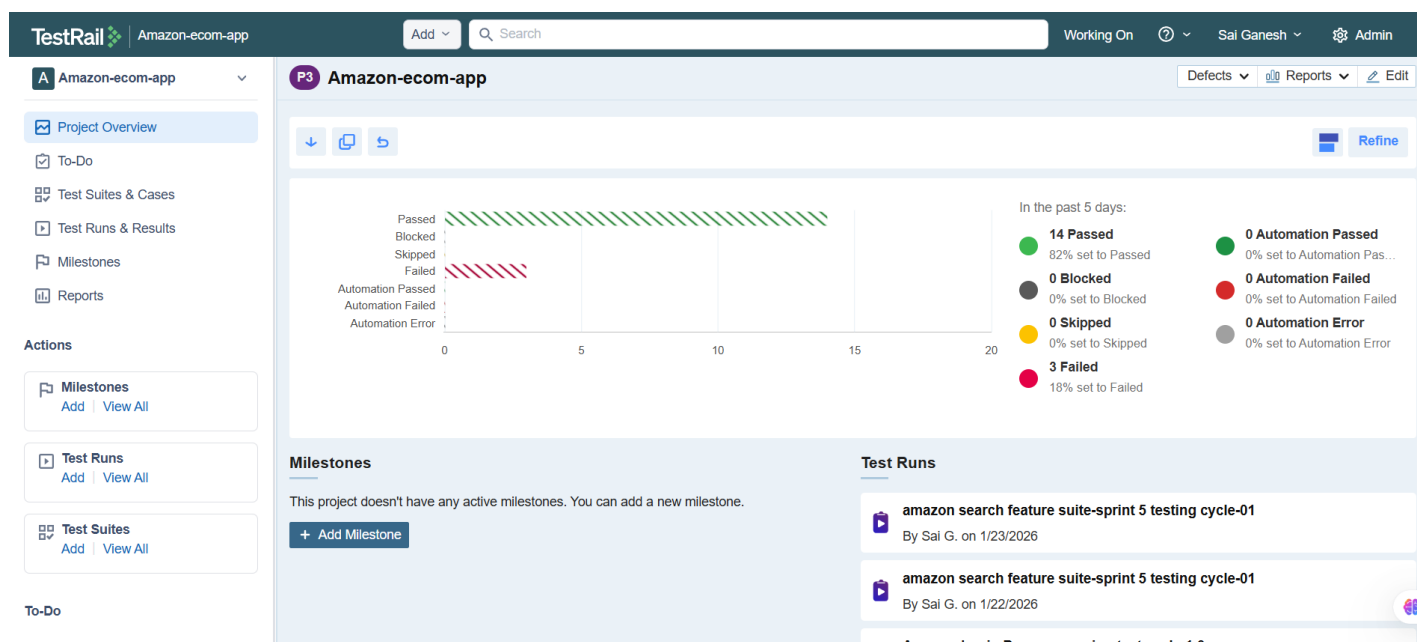
These views help users choose how much information they want to see on the screen.

Aspect	Detailed View	Compact View
Information shown	Full Details	Minimal details
Screen space	More	Less
Best for	Test design & review	Fast execution
User type	Beginners & reviewers	Experienced testers
Speed	Slower	Faster

Administrator Tab :

If you have administrator privileges, you will see the ADMINISTRATION tab on your dashboard.

Administration Tab An admin can assign the administrator permission to any other user.



Single Repository Project - In a **Single Repository project**, all test cases are stored in **one common test case repository** and shared across all test runs.

Multiple Repository Project - In a **Multiple Repository project**, each test suite has its own separate set of test cases.

- Choose Single Repository if you want speed and reusability
- Choose Multiple Repository if you need release-wise test case control

Creating a project in TestRail :

A Project in TestRail represents the application or system you want to test.
Before adding test cases, a project must be created.

Login to TestRail

Go to Projects Dashboard

Click on “Add Project”

Enter Project Details

Select Project Type

Configure Additional Settings

Save the Project

The screenshot shows the 'Add Project' form in TestRail. The form is titled 'Add Project' and has tabs for 'PROJECT', 'ACCESS', 'DEFECTS', 'REFERENCES', and 'USER VARIABLES'. The 'PROJECT' tab is active. The form includes a 'Name' field with the value 'MyProjectSample -1' and a placeholder 'Ex: New Widget, Intranet or Payroll Software'. Below the name field is an 'Announcement' section with a rich text editor containing the text 'Creation of user application with MyProjectSample 1'. There is a checkbox to 'Show the announcement on the overview page'. Below the announcement section are three radio button options for project structure: 'Use a single repository for all cases (recommended)', 'Use a single repository with baseline support', and 'Use multiple test suites to manage cases'. The 'Use multiple test suites to manage cases' option is selected. The form also includes a sidebar with navigation links like 'Back To Dashboard', 'Overview', 'Projects', 'Users & Roles', 'AI Hub', 'Customizations', 'Integration', 'Data Management', and 'Site Settings'. The top of the page shows a 'Trial ends in 28 days' message and a 'BUY NOW' button.

How to Create a Test Case in TestRail

A Test Case in TestRail describes what to test and how to test.
It ensures testing is consistent, repeatable, and traceable.

Steps to Create a Test Case in TestRail

Step 1: Open the Project

Step 2: Open Test Suites

Step 3: Create a Section (If Needed)

Step 4: Click “Add Test Case”

Step 5: Fill Test Case Details

Step 6: Save the Test Case

Creating a test case in TestRail involves defining clear steps and expected results to ensure reliable testing.

TestRailAmazon-ecom-app

AddSearch

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Amazon-ecom-app

Project Overview

To-Do

Test Suites & Cases

Overview

Test Runs & Results

Milestones

Reports

Add File

Drop files here to attach, or click on "+" to browse

Add Test Suite

Name *

TestSuite-For Login Functionality

Ex: User Interface Test or Release Protocol

Description

B i U A: i: ¶: G: M: +: M:

Description - TestSuite-For Login Functionality

Use this description to explain the content and purpose of this test suite.

Add Test Suite

Cancel

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Project Overview

To-Do

Test Suites & Cases

Overview

Sections & Cases

Test Runs

Test Runs & Results

Milestones

Reports

Add Test Case

Generate Test CasesBETA

S7 Amazon Login Page

View Test DataShared Test StepsDefectsReportsRun TestEdit

Sort: SectionFilter: NoneCollapse AllDisplay Deleted Test CasesAdd CaseAssign ToEditDeleteColumns

Test Cases3

ID	Title	Created By	Priority	Type
C38	user is able to login into amazon application	Sai G.	High	Functional
C39	user is able to reset password	Sai G.	Critical	Functional
C43	forgot password	Sai G.	High	Functional

Add CaseAdd Subsection

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Project Overview

To-Do

Test Suites & Cases

Overview

Sections & Cases

Test Runs

Test Runs & Results

Milestones

Reports

Add Test Case

Generate Test CasesBETA

Add Test Case

Amazon Login Page

Title *

Login with valid credentials

Section *Test Cases

Template *Test Case (Steps)

Type *Functional

Priority *High

Status *Design

Assigned ToNone

Estimate

Automation TypeNone

Is Automated

Automation Candidate

Add Labels

Start typing

References

Start typing

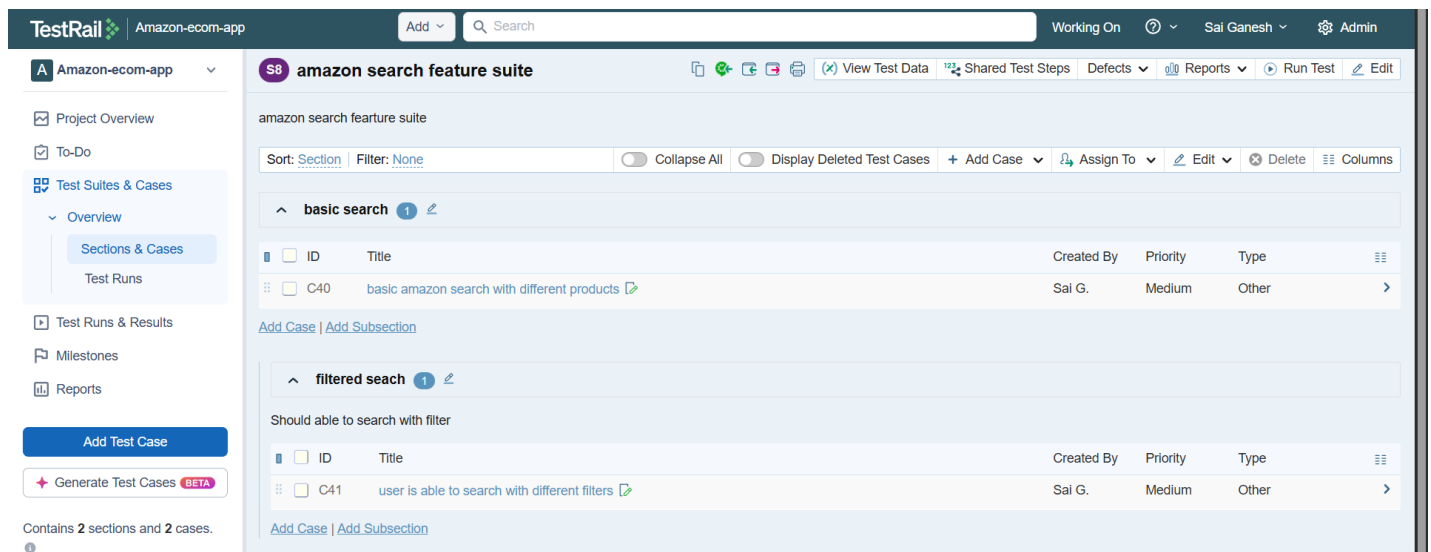
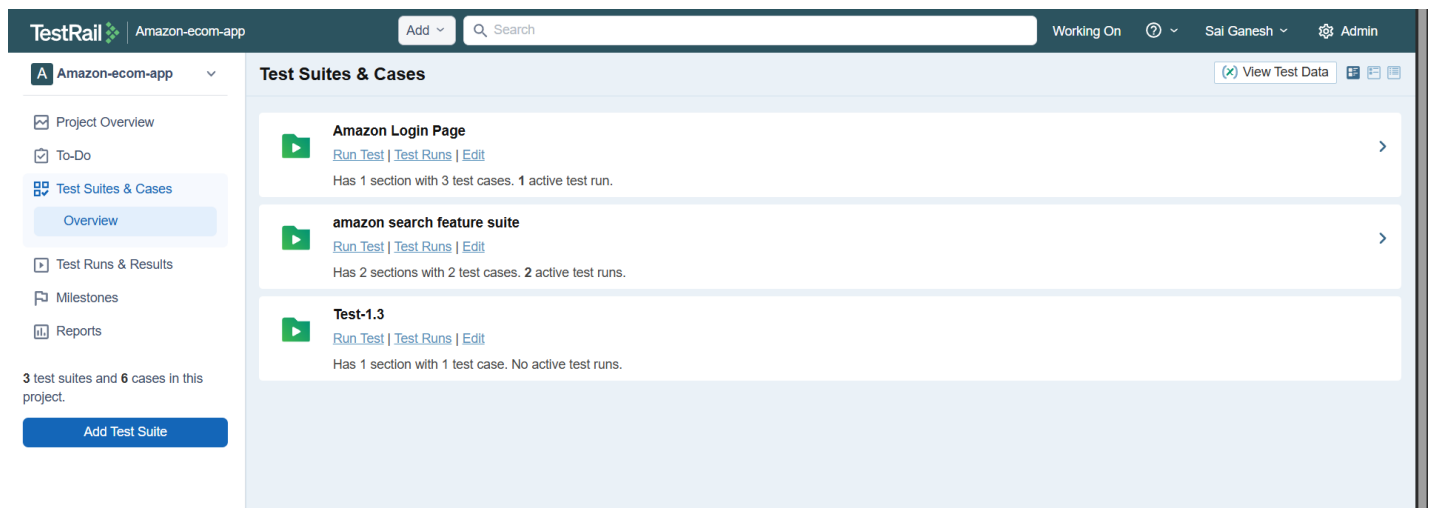
Four Ways To Add Test Cases

1. One by one
2. Quick outline
3. Via API
4. CSV import

Managing Test Cases in TestRail

Managing test cases in TestRail means creating, organizing, updating, reviewing, and maintaining test cases so they stay useful and accurate throughout the project lifecycle.

Managing test cases in TestRail ensures test cases remain accurate, reusable, and aligned with application changes.



Test repositories are available only in “Multiple Repository” projects

If your project is Single Repository, you will have one default repository and you cannot add more.

Steps to Add a Test Repository in TestRail

Step 1: Open the Project

Step 2: Go to Test Suites & Cases

Step 3: Click “Add Test Suite”

Step 4: Enter Test Suite Details

Step 5: Save the Test Suite

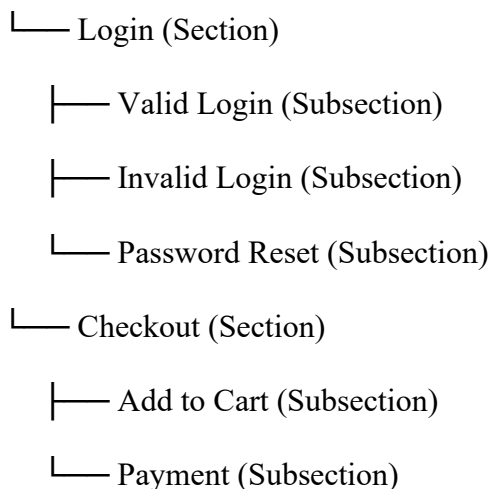
After creating a test repository (suite), you can:

- **Add sections**
- **Create test cases**
- **Execute test cases using test runs**
- **Maintain version-wise test cases**

Sections and Subsections in Test Case Suite (TestRail)

- In TestRail, **Sections** and **Subsections** are used to **organize test cases** inside a test suite so they are easy to find, manage, and execute.

Test Suite



Test Runs and Test Plans in TestRail

In TestRail, **Test Runs** and **Test Plans** are used to **execute test cases and track testing progress**.

A **Test Run** is a single execution of selected test cases for a **specific build, version, or cycle**.

A **Test Plan** is a collection of **multiple test runs** grouped together for a **release or milestone**.

- ☐ **Test Run** → Execute test cases for one cycle
- ☐ **Test Plan** → Organize multiple test runs for a release

TestRail

Amazon-ecom-app

Add

Search

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Project Overview

To-Do

Test Suites & Cases

Test Runs & Results

Overview

Milestones

Reports

+ Add Test Run

+ Add Test Plan

2 open and 2 completed test runs in this project.

Group By

None

Order By

Date

Test Runs & Results

View Test Data

Defects

Execute Automated Tests

Open

Select all

amazon search feature suite-sprint 5 testing cycle-01

By Sai G. on 1/22/2026 | Edit

2 Passed, 0 Blocked, 0 Untested, 0 Skipped, 0 Failed, 0 Automation Passed, 0 Automation Failed and 0 Automation Error.

No due date

100%

Amazon Login Page-regression test cycle-1.0

By Sai G. on 1/22/2026 | Edit

2 Passed, 0 Blocked, 0 Untested, 0 Skipped, 1 Failed, 0 Automation Passed, 0 Automation Failed and 0 Automation Error.

No due date

67%

Upcoming

January 2026

amazon search feature suite-sprint 5 testing cycle-01

By Sai G. on 1/23/2026

No due date

100%

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Project Overview

To-Do

Test Suites & Cases

Test Runs & Results

Overview

Tests & Results

Activity

Progress

Defects

Milestones

Reports

+ Add Result

+ Add Comment or File

Assigned to you. Change

Progress

Passed

1/22/2026 5:19 PM Sai G

Failed

1/22/2026 5:16 PM Sai G

Untested

1/22/2026 4:51 PM Sai G

Edit Result

Status *

Passed

Set the test status (passed, failed etc.).

Comment

working fine as expected

Assign To

Assign to another team member.

Version

The version you tested against.

Elapsed

Start

How long the test took.

Defects

Push Add

Start typing

Edit Result

Cancel

2

user selects delivery day as by "Tomorrow"

Expected Result

system should show the same product which can be delivered by "Tomorrow"

This test was marked as 'Untested'.

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Project Overview

To-Do

Test Suites & Cases

Test Runs & Results

Overview

Tests & Results

Activity

Progress

Defects

Milestones

Reports

Created by Sai Ganesh on 1/22/2026.

R15

amazon search feature suite-sprint 5 testing cycle-01

Rerun

Edit

Suite

Execute Automated Tests

In the past 14 days:

2 Passed

67% set to Passed

0 Blocked

0% set to Blocked

0 Skipped

0% set to Skipped

1 Failed

33% set to Failed

0 Automation Passed

0% set to Automation Passed

0 Automation Failed

0% set to Automation Failed

0 Automation Error

0% set to Automation Error

Activity

Thursday, January 22, 2026

Passed

user is able to search with different filters

Tested by Sai G.

Failed

user is able to search with different filters

Tested by Sai G.

Passed

basic amazon search with different products

Tested by Sai G.

Untested

user is able to search with different filters

Untested

basic amazon search with different products

Why Test Planning?

Planning is (or should be) the **starting point** of any new project or activity, including software testing.

A **Test Run** is a group of tests your team is conducting.

Milestones in TestRail

A **Milestone** in TestRail represents a **specific release, version, or phase** of a project. It helps teams **plan, track, and report testing progress** for that release.

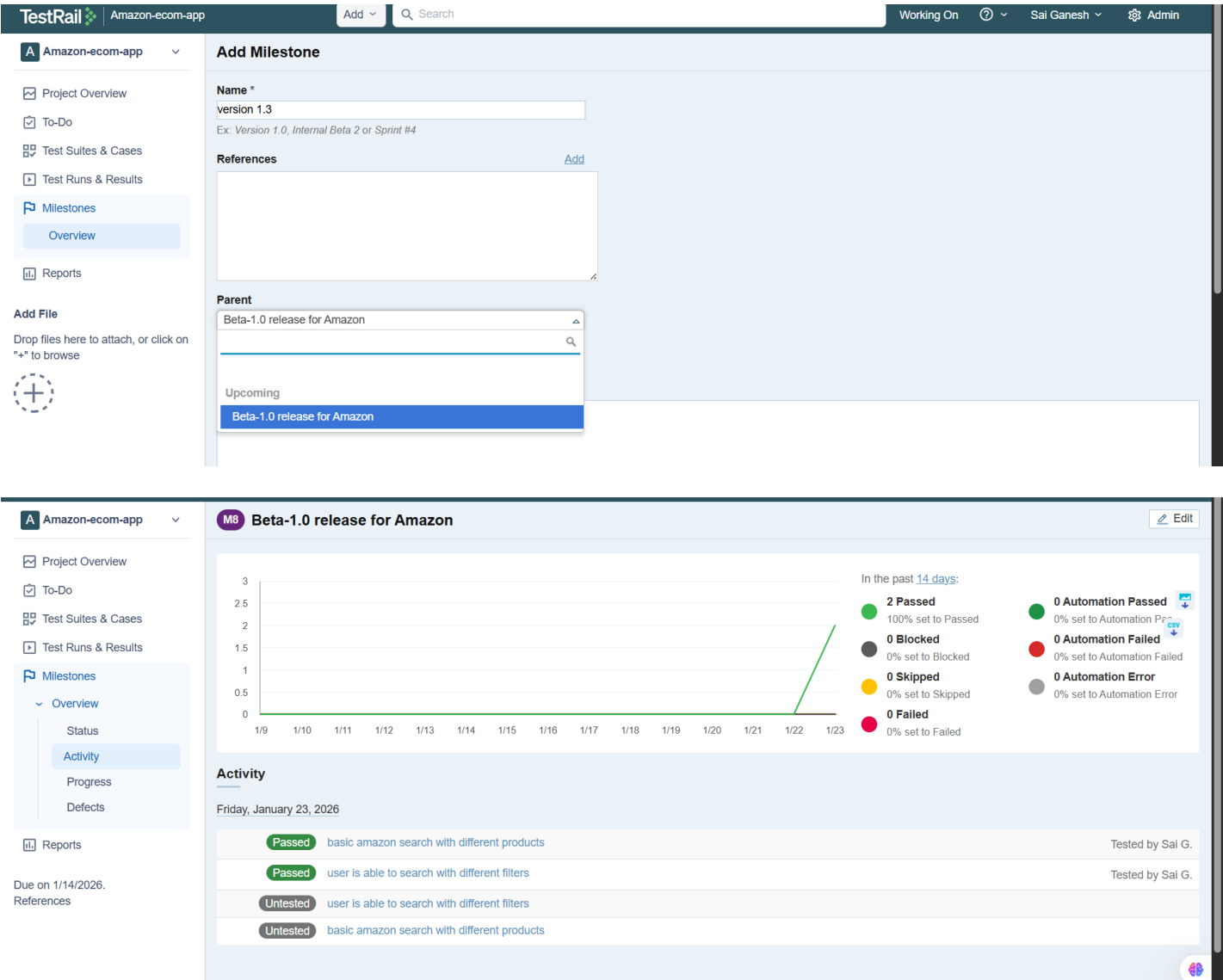
Types of Milestones (Usage-Based)

Release Milestones

Sprint Milestones

Phase Milestones

Milestones in TestRail help track testing progress for specific releases, versions, or sprints.



What a Milestone contains:

- Test Plans
- Test Runs
- Testing progress reports

A Test Plan is a container that groups multiple test runs for a milestone.

A Test Run is where test cases are actually executed.

- Milestone tracks release progress
- Test Plan organizes multiple test runs
- Test Run records test execution results

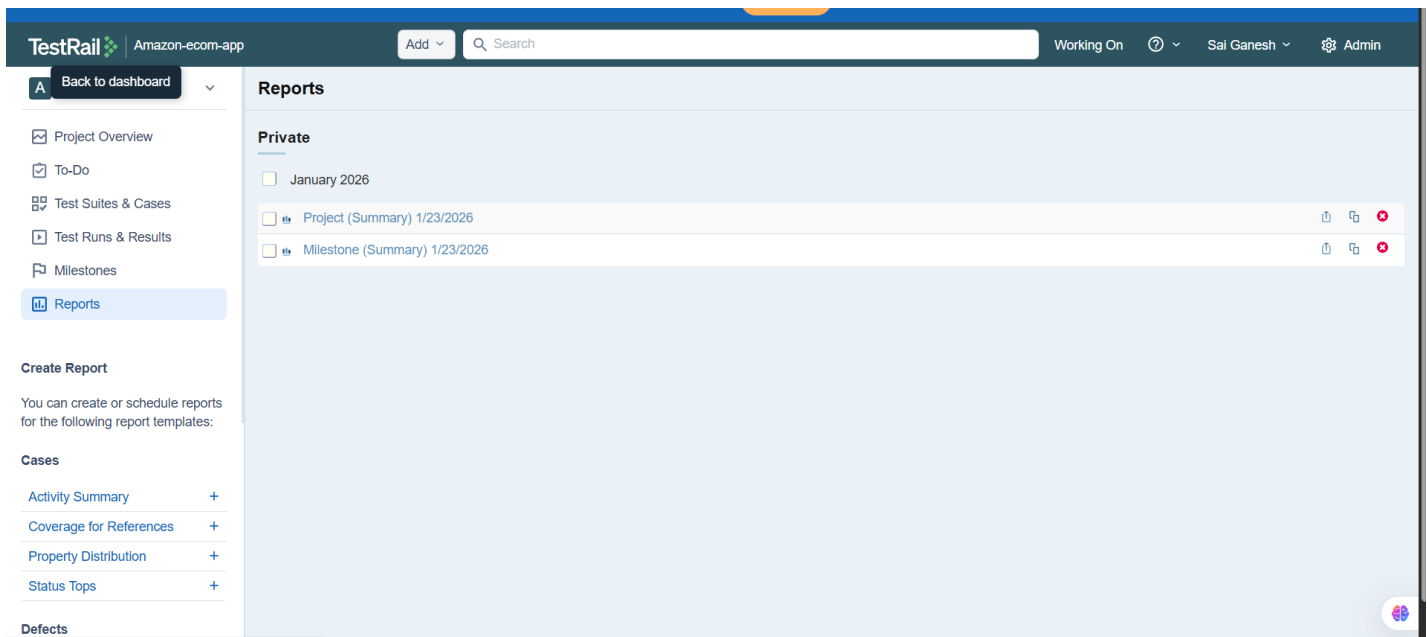
Note : Closing a test run archives it and freezes all test details.

What are test results?

Test results are the outcome of your testing cycle. In TestRail, each test result can include updates to test statuses and other test fields, comments, and attachments.

Reports in TestRail

Reports in TestRail provide a visual summary of testing progress and quality. They help teams understand what is tested, what passed, what failed, and what is still pending.



The screenshot shows the TestRail interface for the 'Amazon-ecom-app' project. The top navigation bar includes the TestRail logo, project name, an 'Add' button, a search bar, and user information (Sai Ganesh, Admin). The left sidebar contains a 'Back to dashboard' button and a list of navigation items: Project Overview, To-Do, Test Suites & Cases, Test Runs & Results, Milestones, and Reports (which is highlighted). Below the sidebar, there is a 'Create Report' section with instructions and a list of report templates: Activity Summary, Coverage for References, Property Distribution, and Status Tops. The main content area is titled 'Reports' and shows a 'Private' section with a calendar view for January 2026. Two reports are listed: 'Project (Summary) 1/23/2026' and 'Milestone (Summary) 1/23/2026', each with icons for sharing, printing, and deleting.

TestRail

Amazon-ecom-app

Add

Search

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Project Overview

To-Do

Test Suites & Cases

Test Runs & Results

Milestones

Reports

Project (Summary) 1/23/2026

Project: Amazon-ecom-app
By Sai Ganesh, 1/23/2026 5:51 AM

Project: Amazon-ecom-app

Milestones

100% passed

0 / 2 untested (0%).

2 Passed

100% set to Passed

0 Blocked

0% set to Blocked

0 Skipped

0% set to Skipped

0 Failed

0% set to Failed

0 Autom..ssed

0% set to Autom..ssed

0 Autom..iled

0% set to Autom..iled

0 Autom..rror

0% set to Autom..rror