

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.

The screenshot shows the TestRail dashboard. At the top, there's a header with the TestRail logo, 'TestRail QA', a search bar, and user info for 'Sai Ganesh'. Below the header is a navigation bar with links like 'Getting Started', 'Dashboard', 'Add Project', 'To-Do', and project lists for 'Amazon-ecom-app' and 'Sample Project'. The main area is titled 'Dashboard' with tabs for 'ALL PROJECTS' and 'CROSS-PROJECT REPORTS'. A 'Detail View' button is visible. In the center, a message says 'No data found in your selection.' with a red 'X' icon. Below this, there's a 'Projects' section listing 'Amazon-ecom-app' and 'ecom-practice-singlerepo', each with a brief description of its status. On the right side, there's a green circular icon with a '1' and a gear symbol.

Detailed View vs Compact View (TestRail)

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

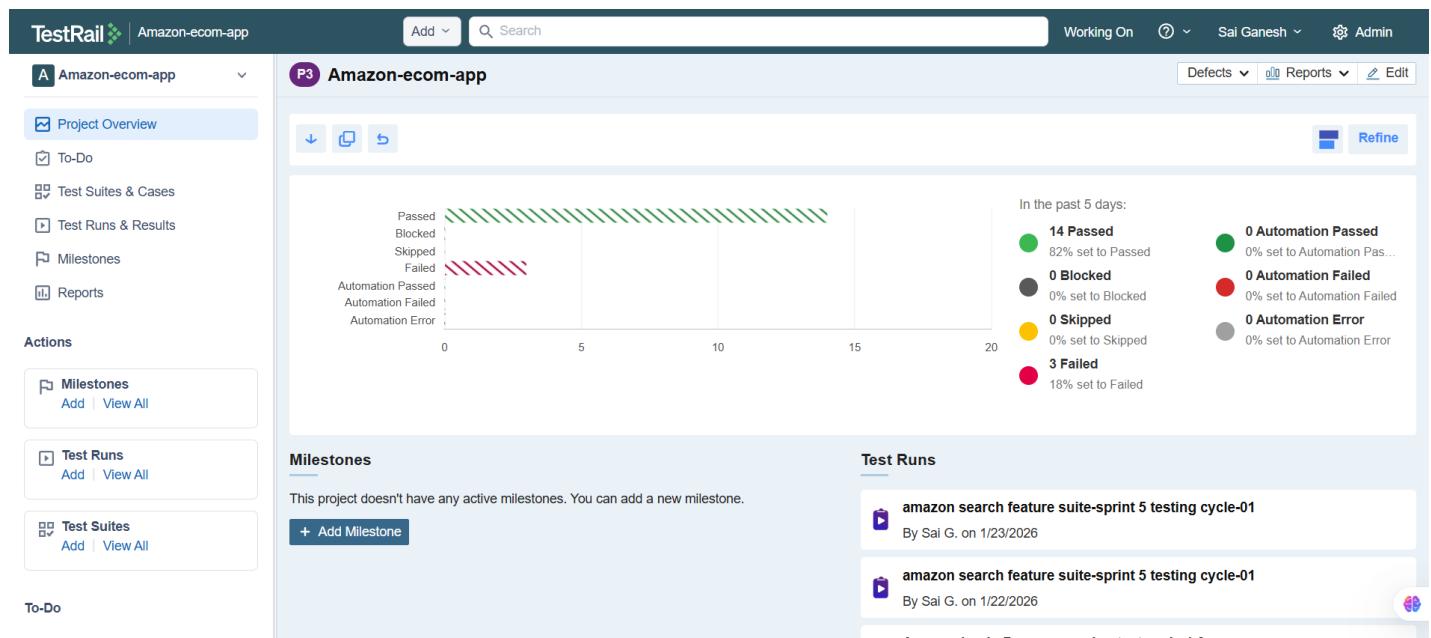
These views help users choose how much information they want to see on the screen.

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

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.

The screenshot shows the 'Add Test Suite' page in TestRail. The left sidebar shows the project navigation with 'Amazon-ecom-app' selected. The main form has 'Name *' set to 'TestSuite-For Login Functionality' and a description area containing 'Description - TestSuite-For Login Functionality'. At the bottom are 'Add Test Suite' and 'Cancel' buttons.

The screenshot shows the 'Amazon Login Page' test cases list. The left sidebar shows the project navigation with 'Amazon-ecom-app' selected. The main area displays three test cases: C38 (user is able to login into amazon application), C39 (user is able to reset password), and C43 (forgot password). There are buttons for 'Add Case', 'Assign To', 'Edit', and 'Delete' at the top right of the list.

The screenshot shows the 'Add Test Case' page for the 'Amazon Login Page'. The left sidebar shows the project navigation with 'Amazon-ecom-app' selected. The main form includes fields for 'Title *' (Login with valid credentials), 'Section *' (Test Cases), 'Template *' (Test Case (Steps)), 'Type *' (Functional), 'Priority *' (High), 'Status *' (Design), 'Assigned To' (None), 'Estimate' (empty), 'Automation Candidate' (None), and 'Automation Type' (None). There are sections for 'Is Automated' (checkbox) and 'Add Labels' (text input). The 'References' section also has a 'Start typing' input field.

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.

The screenshot shows the 'Test Suites & Cases' page in TestRail. The left sidebar shows project navigation with 'Test Suites & Cases' selected. The main area lists three test suites:

- Amazon Login Page**: Has 1 section with 3 test cases. 1 active test run.
- amazon search feature suite**: Has 2 sections with 2 test cases. 2 active test runs.
- Test-1.3**: Has 1 section with 1 test case. No active test runs.

The screenshot shows the details of the 'amazon search feature suite' from the previous screenshot. The left sidebar shows project navigation with 'Test Suites & Cases' selected. The main area displays the suite's details and its contents:

- basic search**: Contains test case C40: 'basic amazon search with different products'.
- filtered seach**: Contains test case C41: 'user is able to search with different filters'.

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

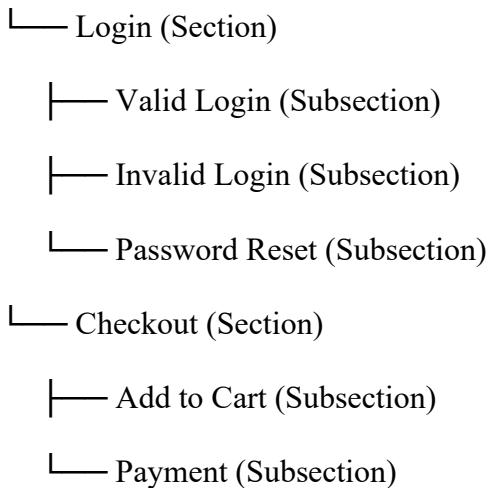
After creating a test repository (suite), you can:

- **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 Working On ? ▾ Sai Ganesh ▾ Admin

A Amazon-ecom-app

- 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

Open

Select all

- amazon search feature suite-sprint 5 testing cycle-01** By Sai G. on 1/22/2026 | Edit 100% 0
- Amazon Login Page-regression test cycle-1.0** By Sai G. on 1/22/2026 | Edit 67% 0

Upcoming

January 2026

- amazon search feature suite-sprint 5 testing cycle-01** By Sai G. on 1/23/2026 100%

TestRail | Amazon-ecom-app

Add ▾ Search Working On ? ▾ Sai Ganesh ▾ Admin

A Amazon-ecom-app

- 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"

TestRail | Amazon-ecom-app

Add ▾ Search Working On ? ▾ Sai Ganesh ▾ Admin

A Amazon-ecom-app

- Project Overview
- To-Do
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- 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

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

Automation Status

- 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

Result	Description	Tested by
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	Tested by Sai G.
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.

The screenshot shows the 'Add Milestone' interface in TestRail. The 'Name' field is populated with 'version 1.3'. In the 'Parent' dropdown, 'Beta-1.0 release for Amazon' is selected, and 'Upcoming' is also listed. The left sidebar shows the 'Milestones' section with 'Overview' selected.

The screenshot shows the details for the 'Beta-1.0 release for Amazon' milestone. The chart indicates a significant increase in test activity starting around January 22nd. The 'Activity' section lists several test cases: 'basic amazon search with different products' (Passed), 'user is able to search with different filters' (Passed), 'user is able to search with different filters' (Untested), and 'basic amazon search with different products' (Untested). The status bar at the bottom right shows 'Tested by Sai G.' for some entries. On the left, the 'Milestones' section is expanded, showing 'Status' and 'Activity' selected.

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 web application interface. At the top, there's a navigation bar with the project name "Amazon-ecom-app". Below the navigation bar, the main content area has a sidebar on the left and a main report view on the right.

Sidebar (Left):

- Back to dashboard
- Project Overview
- To-Do
- Test Suites & Cases
- Test Runs & Results
- Milestones
- Reports** (selected)

Create Report
You can create or schedule reports for the following report templates:

Cases

- Activity Summary
- Coverage for References
- Property Distribution
- Status Tops

Defects

Main View (Right):

Reports

Private

- January 2026
 - Project (Summary) 1/23/2026
 - Milestone (Summary) 1/23/2026

Working On Admin

A Amazon-ecom-app ▾

 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



■	2 Passed 100% set to Passed	■	0 Autom..ssed 0% set to Autom..ssed
■	0 Blocked 0% set to Blocked	■	0 Autom..iled 0% set to Autom..iled
■	0 Skipped 0% set to Skipped	■	0 Autom..rror 0% set to Autom..rror
■	0 Failed 0% set to Failed		

100%
passed

0 / 2 untested (0%)

