Labels

This is a Label's list. The **Labels** field is a system defined field in modules like Requirement and Test Case. The field is most often used for a major classification of a product or service. Some organizations use "Module", "Component" and "Product" in place of Label.

Creating Labels

Expand Projects on the side bar and select Labels.

Click on the "+" symbol at top right corner.

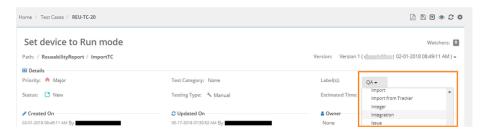
It displays fields inline to add a new label.

Enter Alias (i.e. the name that will be displayed) and Name of Label and click Save.



The Labels list appears on the Create screen for Requirement and Test Case.

Go to the respective modules and open detail page. Check the Label(s) drop-down with values you entered above.



Sharing Labels

QTM allows the sharing of Labels to multiple projects. Users can also utilize the same Label values for other projects. It allows users to easily copy the Label values from a source project to multiple destination projects, which eliminates the need for manual duplication and ensures consistency across projects sharing the same Labels.

The events of Copy and Import of Labels are also logged in the Audit Log Report.

Use Case: The project admin wants to reuse the existing Label values of one project in other multiple projects so that they do not have to manually add Label values in each project and maintain them separately.

Users can copy and import Labels.

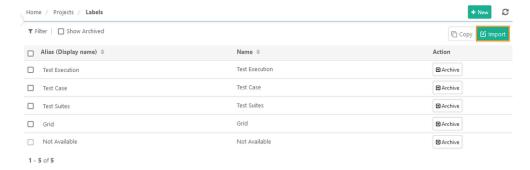
→ Required Permissions: For creating/modifying the Label values the user should have the following permissions:

Source/Destination	Permissions
Source Project (The Project from where the labels will be copied)	Users should have the Project "View" permission.
Destination Project (The Project where the labels will be created)	Users should have the Project "View" permission.

Import Label Values

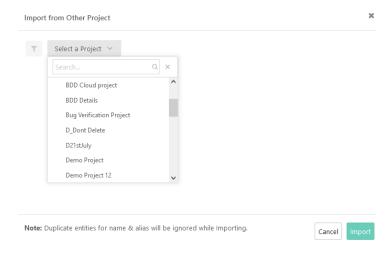
Steps to Import Label Values from Other Projects

- 1. Go to Projects > Labels.
- 2. Click on the Import button.



The Import from Other Projet screen opens.

3. Open the drop-down to select a Project from where you want to import the Label values.

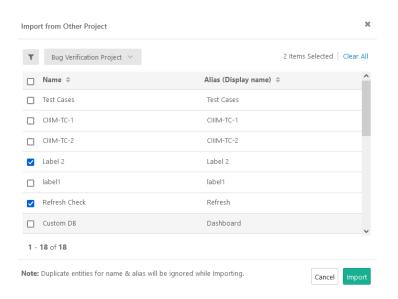


The next screen shows the list of Labels in the selected project.

4. Select the Labels you want to import in the existing project.

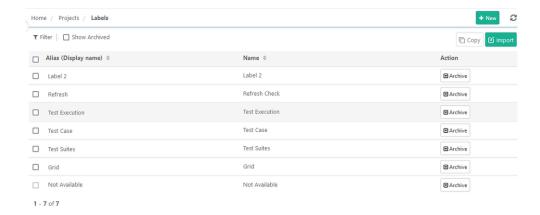
Note: A maximum of 100 Labels can be selected at a time.

5. Click on the **Import** button.



You can view the progress in the Scheduled Task section.

The selected Labels are imported into the project.



Copy Label Values to Other Projects

Steps

- 1. Go to Projects > Labels.
- 1. Select the Label values you want to copy to other projects.

Note: A maximum of 100 Labels can be selected at a time.



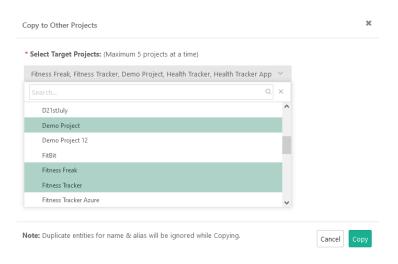
The Copy to Other Projects screen opens.

1. Select target projects on the drop-down list.

Note: Maximum 5 projects can be selected at a time.

1. Click on the

Copy button.



You can view the progress in the Scheduled Task section.

The Labels get copied to the selected projects.