

## 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.

| Alias (Display name) | Name                          | Action      |
|----------------------|-------------------------------|-------------|
| Requirements         | Req_QTM                       | Cancel Save |
| TestCases            | TestCases_JIRA_JIRA_Cloud_QA  | Archive     |
| TestSuites           | TestSuites_JIRA_JIRA_Cloud_QA | Archive     |

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.

Label(s): QA

- Import
- Import from Tracker
- Integer
- Integration
- Issue

### 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                                      |
|--|--|
| <b>Source Project</b><br>(The Project from where the labels will be copied)  | Users should have the Project "View" permission. |
| <b>Destination Project</b><br>(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.

Home / Projects / Labels

+ New

Filter Show Archived

Copy Import

| <input type="checkbox"/> Alias (Display name) | Name           | Action                                 |
|---|----------------|--|
| <input type="checkbox"/> Test Execution       | Test Execution | <input type="button" value="Archive"/> |
| <input type="checkbox"/> Test Case            | Test Case      | <input type="button" value="Archive"/> |
| <input type="checkbox"/> Test Suites          | Test Suites    | <input type="button" value="Archive"/> |
| <input type="checkbox"/> Grid                 | Grid           | <input type="button" value="Archive"/> |
| <input type="checkbox"/> Not Available        | Not Available  | <input type="button" value="Archive"/> |

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The Import from Other Project screen opens.

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

Import from Other Project

Select a Project

Search...

- BDD Cloud project
- BDD Details
- Bug Verification Project
- D\_Dont Delete
- D21stJuly
- Demo Project
- Demo Project 12

**Note:** Duplicate entities for name & alias will be ignored while Importing.

Cancel Import

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.

Import from Other Project

Bug Verification Project 2 Items Selected Clear All

| <input type="checkbox"/> Name                     | Alias (Display name) |
|---|----------------------|
| <input type="checkbox"/> Test Cases               | Test Cases           |
| <input type="checkbox"/> CIIM-TC-1                | CIIM-TC-1            |
| <input type="checkbox"/> CIIM-TC-2                | CIIM-TC-2            |
| <input checked="" type="checkbox"/> Label 2       | Label 2              |
| <input type="checkbox"/> label1                   | label1               |
| <input checked="" type="checkbox"/> Refresh Check | Refresh              |
| <input type="checkbox"/> Custom DB                | Dashboard            |

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**Note:** Duplicate entities for name & alias will be ignored while Importing.

Cancel Import

You can view the progress in the Scheduled Task section.

The selected Labels are imported into the project.

Home / Projects / Labels

+ New

↺

▼ Filter

☐ Show Archived

Copy

Import

| <input type="checkbox"/> Alias (Display name) ⌵ | Name ⌵         | Action             |
|---|----------------|--------------------|
| <input type="checkbox"/> Label 2                | Label 2        | <div>Archive</div> |
| <input type="checkbox"/> Refresh                | Refresh Check  | <div>Archive</div> |
| <input type="checkbox"/> Test Execution         | Test Execution | <div>Archive</div> |
| <input type="checkbox"/> Test Case              | Test Case      | <div>Archive</div> |
| <input type="checkbox"/> Test Suites            | Test Suites    | <div>Archive</div> |
| <input type="checkbox"/> Grid                   | Grid           | <div>Archive</div> |
| <input type="checkbox"/> Not Available          | Not Available  | <div>Archive</div> |

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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.

Home / Projects / Labels

+ New

↺

▼ Filter

☐ Show Archived

2 Items Selected | Clear All

Copy

Import

| <input type="checkbox"/> Alias (Display name) ⌵ | Name ⌵         | Action             |
|---|----------------|--------------------|
| <input checked="" type="checkbox"/> Label 2     | Label 2        | <div>Archive</div> |
| <input checked="" type="checkbox"/> Refresh     | Refresh Check  | <div>Archive</div> |
| <input type="checkbox"/> Test Execution         | Test Execution | <div>Archive</div> |
| <input type="checkbox"/> Test Case              | Test Case      | <div>Archive</div> |
| <input type="checkbox"/> Test Suites            | Test Suites    | <div>Archive</div> |
| <input type="checkbox"/> Grid                   | Grid           | <div>Archive</div> |
| <input type="checkbox"/> Not Available          | Not Available  | <div>Archive</div> |

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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.

Copy to Other Projects

\* Select Target Projects: (Maximum 5 projects at a time)

Fitness Freak, Fitness Tracker, Demo Project, Health Tracker, Health Tracker App

Search...

D21stJuly

Demo Project

Demo Project 12

FitBit

Fitness Freak

Fitness Tracker

Fitness Tracker Azure

Note: Duplicate entities for name & alias will be ignored while Copying.

Cancel

Copy

You can view the progress in the Scheduled Task section.

The Labels get copied to the selected projects.

