# Instructions on How to update this Spreadsheet (Test Log Analysis)

## Assumptions and Prerequisites

### TFS

1. TFS Access and knowledge of Test Log Queries
2. Admin Access to Dummy Projects in both the Classic and Scalable collection (in case query needs to be tweaked in future)
3. A short cut to the necessary queries in Collection Favourites
4. Query is set up as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | And/or | Field | Operator | Value |
|  |  | Team Project | <> | Z Dummy….. |
|  | And | Work Item Type | = | Test Log |
|  | And | State | = | (Any) |

### Excel

1. Knowledge of Excel, Running Macros, copy and pasting data, filters, data sorting, formulas (in particular COUNTIFS), and conditional formatting.
2. Development tab in Excel is visible
3. Number of test logs doesn't exceed 11099 - if it does all the formulae will need updating to search over more rows.

### MOSS/Sharepoint

1. Knowledge of directories and location of various files used.

## Instructions

There are 5 parts to these instructions

1. Extracting Data
2. Cleaning data
3. Importing Data into Reporting sheet
4. Update report with new Projects if required.
5. Explanation of TABs in TFS Report ddmmmyyv

### Extracting Data

Because we want to extract data for all projects in a collection the usual export to Excel route doesn’t work. To work around this we have to:

1. Open a collection with Test Logs (e.g. Scalable or Classic)
2. Check that Dummy Project is selected/connected and in the list of Team Projects in view (otherwise the favourite shortcut can't locate the original query and will display the error message (TF30093: Team Explorer could not find…).
   1. You do not need to be connected to any other project for the query to work but if you are this will not affect anything
3. Run query “Test Log Analysis Whole Collection – lives in Dummy” from favourites or directly from z dummy project (in both Scalable and Classic collections)
4. WORK AROUND – EXPORT THE DATA - DO NOT OPEN IN EXCEL IN THE NORMAL WAY
   1. Click in the table generated be the query
   2. Press Ctrl+A to select the whole table
   3. Press Ctrl+C to copy the contents
5. Open a new Excel Workbook and Ctrl+V to paste the data into Sheet 1. (Data should be now visible with the column heading automatically copied over with the heading “Team Project” in Cell A1. If not delete and start again
6. Save as ”TFS Raw data extract ddmmmyy”
7. Repeat for other Collections (currently just one other) and paste data into Sheet 2:
8. Merge the data into one sheet:
   1. Locate the end of the data in Sheet one by Ctrl+End
   2. Paste the 2nd collection data (which should still be on the clipboard) in underneath making sure to line up the columns by selecting cell A:last row plus 1.
   3. Check the headings match then delete the headings in the middle of the table as now superfluous.
   4. All data is now merged in Sheet 1
   5. Save

### Cleaning Data

1. Open as read-only the Spreadsheet called “Template for collection extraction v4” located in MOSS – 1448 – TEC-TFS-All applications
2. Save with a new name e.g. TFS data cleaned up – ddmmmyy
3. Delete the example data in in the Paste Your Data Here A sheet (ctrl+A, delete)
4. Save
5. Open/select the “TFS Raw data extract ddmmmyy” recently created
6. Click in Sheet 1, Select all and copy (Ctrl+A, Ctrl+C) – data is now on the clipboard
7. Select just created “TFS data cleaned up – ddmmmyy” and paste (Ctrl+V) in to “Paste Your Data Here B”
8. Save
9. Click on the developer tab, click on the Macros button
   1. The “resolve carriage returns” macro should be the only macro and should be selected
   2. Press the run button on the top right of the Macros dialog box
   3. The macro will run and present the data as one row per test log

### Importing Data Into Analysis/reporting spreadsheet

1. Open the previous analysis report (currently located in MOSS – 1448 – TEC-TEST LOG TOOL – ANALYSIS).
   1. Note - Explanation of Tabs is located at the end of these instructions
2. Save with a new name incorporating the date
3. Click in the “Paste your data here B tab”
4. Delete contents (Ctrl A, delete)
   1. Check “Summary” Sheet/Tab is empty of looked up/formula data.
5. Open “TFS data cleaned up – ddmmmyy” and select and copy contents of the “Paste your data here A tab” (Ctrl A, Ctrl C) and paste into the “Paste your data here B tab” (Ctrl V).
   1. Check Summary Report Sheet/tab is now populated with data.
6. Save
7. Re-open the previous analysis report Summary Sheet/Tab and copy Column B from Table A (C5:C11) and paste-special-data/text into Column C of the latest report to enable the report to record/calculate the number of logs raised since last report
8. If you are confident that there are no new projects to add in then this is the last step.

### Updating report with new Projects if required.

1. “Data with Autofilter” Sheet/Tab needs to be redone.
   1. Delete its current contents and replace with a copy of the data in the “Data” Sheet/Tab using paste special – values.
   2. Set up the filter by clicking on the filter button in the “Data” Sheet/Tab.
2. Save
3. Set Autofilter on the Testlog current column (f) to only display test logs = “1” (as every project has “1” and only one “1”)
4. Assess whether any new projects have been added and used:
   1. Sort the list of Team Projects in column A ascending
   2. use the auto count feature of a selected range which appears in the bottom right of the Excel window
   3. Look thorough the list – use the count feature - does this list match the list of projects already in “summary” Sheet/tab?
   4. Print and tick off projects already in Summary Tab/Sheet if not obvious
5. If there are no new projects to add in then this is the last step.
6. If there are new projects:
   1. highlight/record the new projects to add to Table 3 manually
   2. insert rows at the appropriate point to match the order in “Data with Autofilter”
      1. If a new project is added at the top or bottom of the table take care to ensure formulae and formatting is copied into the new row(s)
   3. Ask for the size of the projects data from TICs and complete columns A and B manually taking great care to make sure that the spelling and spacing is identical to that in the data (for column A) and the” Size as a value” formulae in Column F
      1. Suggest you copy the project names and use paste special data text/values depending of options available
   4. Copy the contents of columns C to end (formula based) by selecting the cells in the top data row (immediately under the heading row) and drag the down – or do it column by column – formula must only be copied downwards and not across
7. Do a sense check and save if happy
8. Report is now ready to distribute

### Explanation of TABs in TFS Report ddmmmyyv

|  |  |  |
| --- | --- | --- |
| **Tab Name** | **Explanation** | **Details** |
| Instructions | This sheet (to be added when checked). |  |
| Paste your data here B | This is where the data from the clean-up sheet is pasted – it isn’t touched again and so asks as a preserved versions should you need to start again. | Manually updated |
| Data | An exact copy of Paste your data here B which the summary sheet uses – can be manipulated if needed without corrupting the original data. | Automatically populated |
| Summary | The sheet people are interested in seeing with Tables 1-3. Print area set up to print landscape on A3. | Mostly automatically – new projects need to be added in manually – once per project. |
| Data with auto-filter | Used to check the data – and to show list of projects. | Manually |
| Suggested improvements | List of suggested improvements collated from users of the data. |  |