Forms information to set-up your product and start using this

**Project Set-up**

1. Maintain Product Versions
   1. Create a new product Version
   2. Define the features implemented in that release
   3. View following details of an existing product Version
      * + Phases/Round of testing done for the version
        + Test Strategy
        + Locales and Platforms selected for the project
        + Consolidated Locales Vs Platform Matrix
        + Document Links
        + Team Information
2. Define Product Master Data
   1. Define the Locales and Platforms applicable for that release
   2. Define the Sprints (if applicable)
   3. Define the Language Groups (mandatory) – It would help with your testing
   4. Associate Locales to Language Groups (mandatory)
3. Maintain Project Phases
   1. Create a new Project phase to get the testing done
   2. Define the coverages for that phase
   3. Select the Locales and Platforms that are applicable for this phase testing and assign teams for testing.
   4. View the consolidated Locales Vs Platforms matrix
4. Update Locales Vs Platforms Matrix
   1. Define the OT Matrix for each of the coverages of the active phase
   2. Select the appropriate option for defining the matrix
   3. Select the appropriate blocks from OT matrix and click “Modify OT Matrix” to save the matrix
   4. If you have selected the TestSudio option, then you can create the test suites in Test studio as per other selected options
   5. If you have selected the option as Automatic, then it would distribute the test cases equally for all the selected option. For now, you can ignore the “Manual” options
   6. Based on your selected option of “Across Locales and Platforms”, on clicking the “Create Test suites”, the test suites gets created in Test Studio
   7. You can also manually update the OT matrix
   8. You can use different filters to view/update the OT Matrix.
   9. You change the display mode – Define Matrix (for IQE), Update Status (for Testers), “Display Only” to view the matrix.
   10. Once the SIDs are provided manually, you can refresh the status by clicking the Refresh Button.
5. Project Wind-Up/Closure.
   1. Document the GM Build Details. For the Release Build name to appear, define it as part of Language group and mark it as “isReleaseBuild”
   2. Document the Post-mortem, learning and Best practices.
6. Provide Team Feedback
   1. You can provide the feedback to other team
   2. You can also view the feedback to your team by other teams.

**Efforts Tracker and Status Reporting**

1. Submit Weekly Status
   1. You can submit the Weekly status report here as you do it earlier in excel.
   2. The Actual Efforts appear when you are tracking Daily efforts.
2. Consolidated Weekly status report
   1. View the Consolidate report.
   2. You can apply different filters to view the report as per your need
3. Daily Efforts Tracker and View Consolidated Efforts
   1. You can use these if you would like to track the daily efforts and if no need, then you can ignore these.

**Administration**

1. Define Product WSR Parameters
   1. You can select the applicable WSR parameters for your project.
2. User Profile and Preferences
   1. Define your profile and contact details.
   2. Set your preferences for the Page
   3. View your defined roles
3. Maintain User and Roles
   1. Add new Users
   2. Assign roles the users
   3. Assign project to the users.

**Administration**

1. Maintain Holiday List
   1. Maintain List of Holiday of different teams