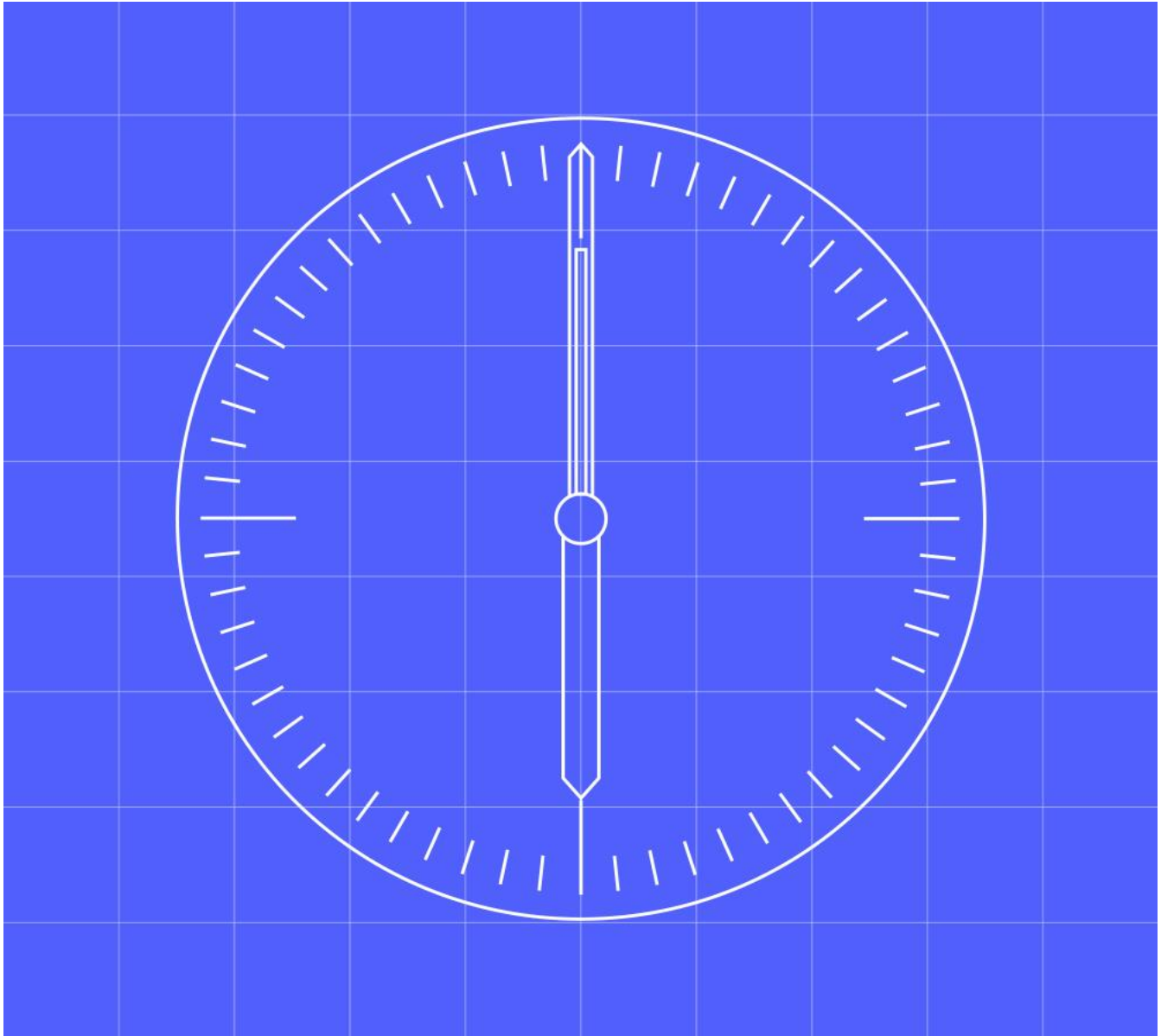


# MHHS Programme

## Test Management Tool User Guide

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Document owner  
**Karthikeyan Ganesan**  
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**Version 2.0**  
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**Public**

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## 1.1 Change Record

Date	Author(s)	Version	Change Detail
26/05/2023	Karthikeyan Ganesan	0.1	Initial Draft
13/06/2023	Karthikeyan Ganesan	0.2	Updates following PPC review
16/06/2023	Karthikeyan Ganesan	1.0	Updates following SRO review
05/10/2023	Karthikeyan Ganesan	1.1	Updates following ADO enhancements
06/10/2023	Karthikeyan Ganesan	2.0	Updates following SRO review

## 1.2 Reviewers

Reviewer	Role	Version
Nigel Hunt	LDP SI Test Manager	1.0
Bushra Ali	Programme Party Coordinator (PPC) Lead	1.0
Smitha Pichrikat	SRO Client Delivery Manager	1.0
Simon Berry	LDP SI Test Support Manager	2.0
Nicola Farley	MHHS Qualifications Manager	2.0
Kiran Raj	MHHS SIT Functional Test Lead	2.0
Dean Bailey	LDP SI Defect Manager	2.0

## 1.3 Terminology

Term	Description
Various	For terminology, see Programme Glossary on the MHHS portal: <a href="#">Programme Glossary (SharePoint.com)</a>

## 1.4 Document References

Ref No.	Link	Published
MHHS-DEL1705	<a href="#">MHHS-DEL1705 MHHS ADO Training Guide #1 Release Management Form v1.0.pptx</a>	06/10/2023
MHHS-DEL1707	<a href="#">MHHS-DEL1705 MHHS ADO Training Guide #1 Release Management Form v1.0.pptx</a>	06/10/2023
MHHS-DEL1706	<a href="#">MHHS-DEL1706 MHHS ADO Training Guide #1Executing Test in ADO v1.0.pptx</a>	06/10/2023
MHHS-DEL1704	<a href="#">MHHS-DEL1704 MHHS ADO Training Guide #3 Raising a Defect in ADO v1.0.pptx</a>	06/10/2023
MHHS-DEL1703	<a href="#">MHHS-DEL1703 MHHS ADO Training Guide #2 Defect Status Overview v1.0.pptx</a>	06/10/2023
MHHS-DEL1701	<a href="#">MHHS-DEL1701 MHHS ADO Training Guide #1 Permissions and Access Requests v1.0.pptx</a>	06/10/2023

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## 2 Executive Summary

The Market-wide Half Hourly Settlement programme (MHHS) when completed will contribute to a more cost-effective electricity system, encouraging more flexible use of energy and helping consumers lower their bills. The responsibility for success is shared between all parties and stakeholders, with everyone working together to make sure the programme is delivered and in the highest possible quality.

The purpose of this document is to provide test participants with a guide that contains screenshots for the ADO processes that will aid them in using the MHHSProgramme ADO test management tool.

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## 3 Introduction

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### 3.1 Document Purpose

The MHHS Programme has developed this Guide to assist programme participants in using the MHHS Test Management Tool (Azure DevOps (ADO)) during testing. The ADO solution helps participants effectively manage the requirements, test cases, defects and reporting in various user roles during testing and associated activities.

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### 3.2 Security

The Programme Test phases, have the inherent requirement to enable multiple participants to co-exist on a Test Management tool that allows the required security built in whilst enabling key activities to be undertaken, such as: Defect

- Capture programme requirements and link them to test cases for traceability.
- Test cases can be made available for execution by Programme participants in their own secure ADO projects.
- Test execution can be run in isolation. It can facilitate end-to-end use cases and invite testers from different programme participants into one secure project.
- Defects can be raised, triaged, and progressed through the development lifecycle.
- Change requests can be progressed through the development lifecycle.
- Project reporting showing defect states, test execution progress and all other specified reports.
- Ensure data from one participant is not shared across another participant?

MHHS Programme uses ADO as the base for all our tooling. We will extend the use of the existing MHHS Programme ADO instance to create circa 250 separate projects, and each project is allocated to a programme participant depending on their requirements. To ensure the solution is secure each project is accessible only to the members of the specific project, who have the necessary permission to view, edit, and manage work items such as requirements, test cases, Defects, and reports. Users on ADO are assigned different roles with specific permissions based on their responsibilities within the project.

Please note code repositories and release pipelines are out of scope for this Test Management Tool.

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### 3.3 User Roles

Each participant, in their assigned projects within ADO, will have users assigned different roles with specific permissions based on their responsibilities within the project.

Note: This is optional, and programme participants can choose whether to follow them based on roles.

The following users are included in this guide:

- Test Manager
- Tester
- Defect Manager
- Task Manager

- Report Writer

---

### 3.4 Reviews and Approvals

The document will be reviewed by the following team members:

- Simon Berry, LDP SI Test Support Manager
- Dean Bailey, LDP SI Defect Manager

Upon completion of LDP review, it will then go through a formal SRO team review by:

- Smitha Pichrikat, SRO Function Client Delivery Manager
- Nicola Farley, MHHS Qualifications Manager
- Kiran Raj, MHHS SIT Functional Test Lead

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### 3.5 Summary of Changes

This document has undergone substantial change from v1.0 to v1.1. The nature of these changes are due to;

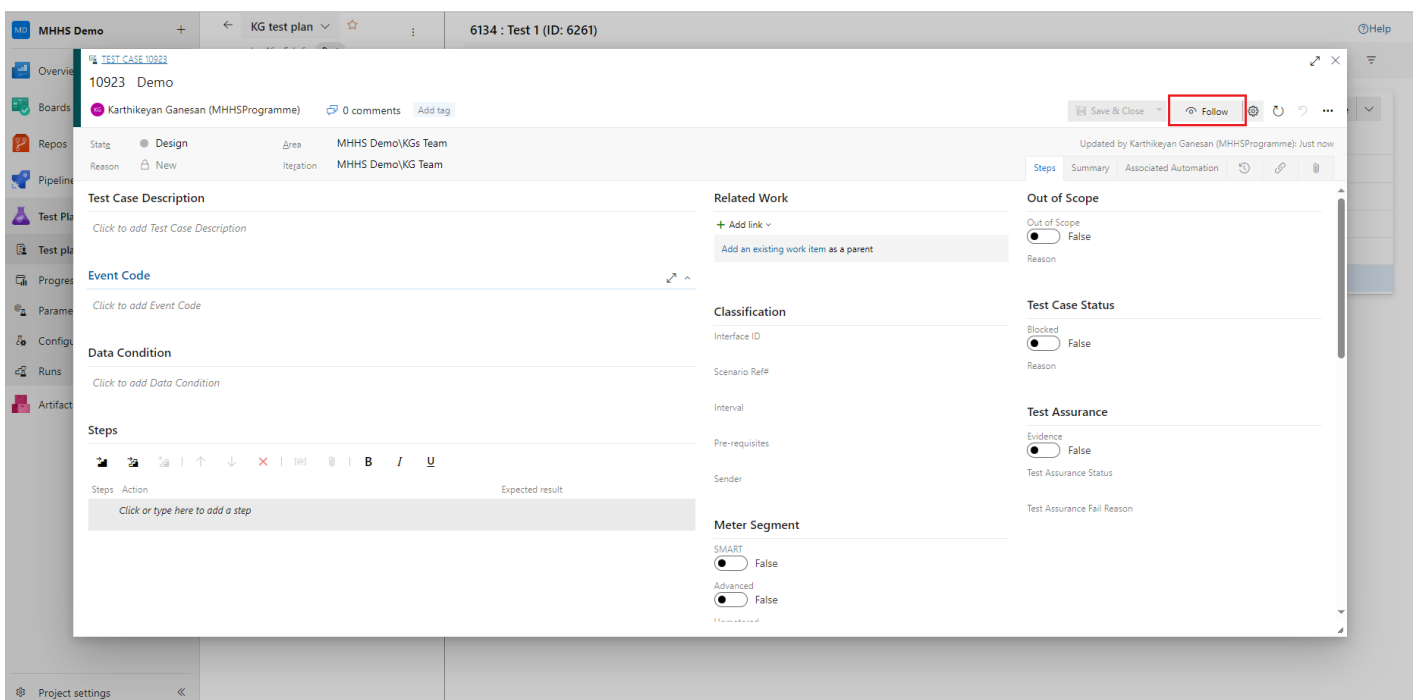
- Enhancements made to ADO processes and screens
- Removal of sections that are not relevant to Programme participants

## 4 User: Test Manager

Test Plans in ADO allow you to manage and track testing activities. A test plan contains one or more test suites, which are containers for grouping related test cases. Test Cases, on the other hand, are individual units of testing, describing a specific test scenario that must be performed to verify the functionality of a system or application. Test cases can also be linked to the respective requirements using the parent/child linking. Together, these three entities provide a comprehensive framework for managing tests and users can generate charts / reports for testing status and outcomes. Furthermore, these reports can be added to a dashboard to provide real-time visibility into project status and progress.

### 4.1 Manage Test Cases across the project

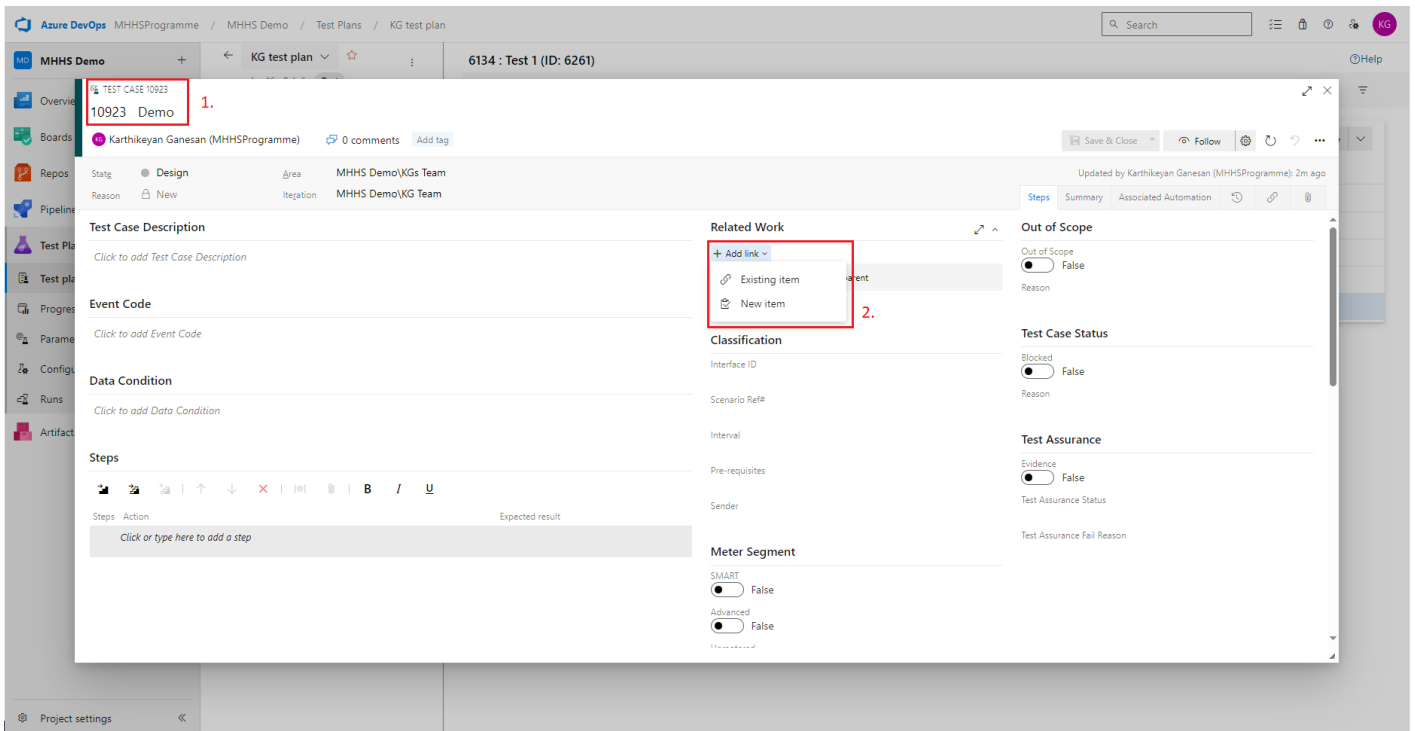
The following button notifies the person of any changes, the Test Manager makes changes to the Test Case, these changes will be live on subsequent test runs. Be aware this will impact only future test runs.



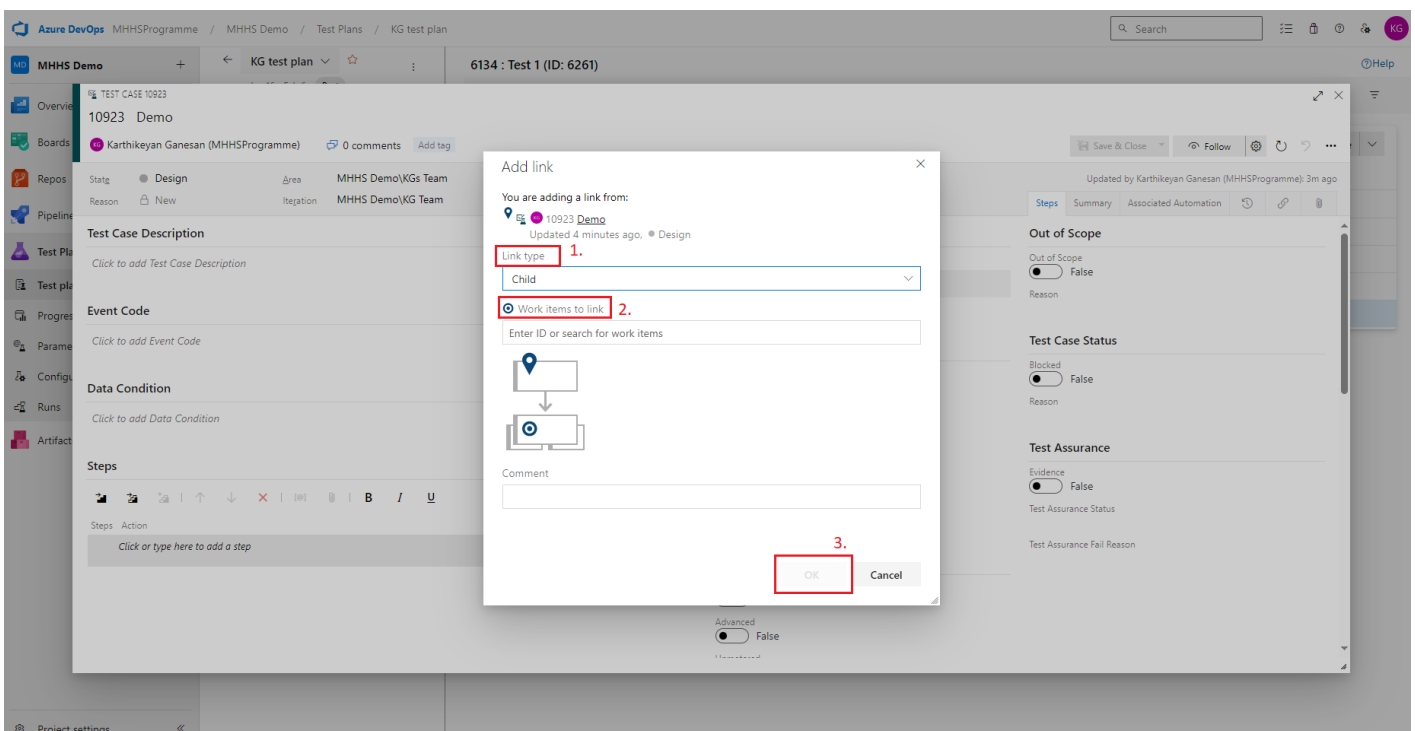
### 4.2 Manage traceability between defects and test cases

Follow these steps to link Test Cases with requirements:

1. Open the respective Test Case
2. Under Related work, click on add link and Existing item



3. Choose the link for the Test Case to child and the requirement to be parent
4. Enter the work item name or ID to link
5. Click on OK to link the work items

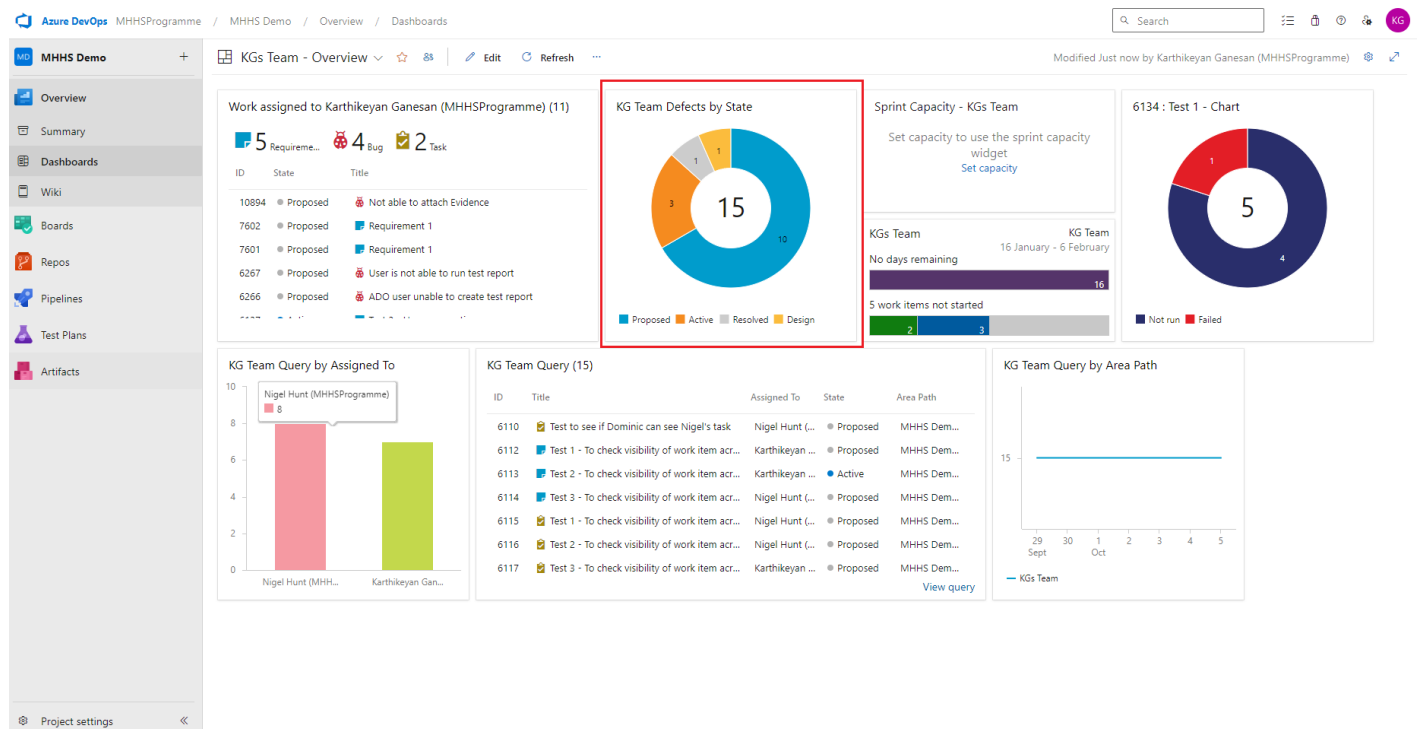




### 4.3 Consolidated view of defects and test execution on dashboard

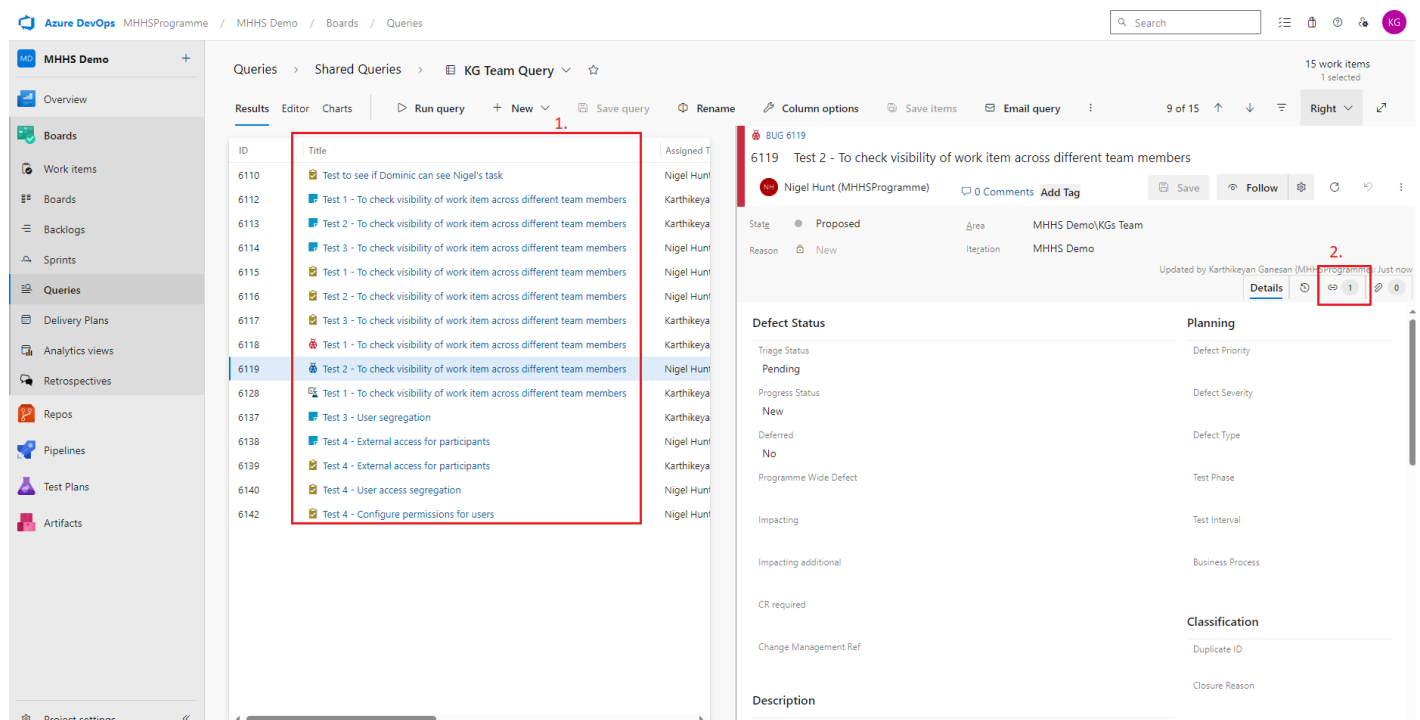
The requirements and test cases with the Defects can be visualised on the Dashboard and can be drilled down by clicking on them:

1. Choose the report and select to view the work items



The screenshot of dashboard is for illustration purpose only

2. After clicking on the chart, the drilled down version of the report pops up
3. This can also be viewed along with the related work items (requirements)



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## 5 User: Tester

This role allows Programme Participants to run test cases utilising the Test runner feature of ADO. Test Runner allows users to execute test cases, record test results and identify any failed tests. During the testing process, for any failed test, the tester can create a Defect using the Defect feature. The Defect feature allows users to create a detailed description of the issue, including steps to reproduce the defect, screenshot, and other relevant information. Once created, the Defect is assigned to the relevant team member who can investigate the issue and resolve it. Once the Defect has been solved, it needs to be retested to ensure it has been fixed. Finally, users can generate reports about defects using the Defect Reporting feature. These reports provide insights into defect trends, such as the number of Defects found and resolved over time, as well as the severity of the defects. These Defect can also be linked to test cases using the Development field to keep track of them.

The Tester in ADO can:

- Execute test in the test runner
- Raise Defects
- Re-test when the Defects are fixed
- Track the progress of Defects
- Re-test Defects
- Report at project level on defects and test executions

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### 5.1 Execute tests in the test runner

**Follow these steps to run a test in a project:**

1. Click on Test Plans
2. Click on Test Suite
3. Click on the Execute tab
4. Select the test you want to run
5. Click on Run for Web Application to execute the test

Azure DevOps KGTestSolutions / Master Test / Test Plans / Master Test Plan

Search

Master Test

Overview

Boards

Repos

Pipelines

Test Plans

Test plans

Progress report

Runs

Artifacts

Master Test Plan

Feb 24 - Mar 3

10% run, 0% passed. View report

Test Suites

Master Test Plan

Master Test Suite (10)

Master Test Suite (ID: 13)

Execute

Chart

Run for web application

Test Points (10 items)

Title	Outcome	Order	Test Case Id	Configuration	Tester
Test Case 1	Active	1	14	Windows 10	Karthikeyan Ga...
Test Case 2	Active	2	15	Windows 10	Karthikeyan Ga...
Test Case 3	Active	3	16	Windows 10	Karthikeyan Ga...
Test Case 4	Failed	4	17	Windows 10	Karthikeyan Ga...
Test Case 5	Active	5	18	Windows 10	Karthikeyan Ga...
Test Case 6	Active	6	19	Windows 10	Karthikeyan Ga...
Test Case 7	Active	7	20	Windows 10	Karthikeyan Ga...
Test Case 8	Active	8	21	Windows 10	Karthikeyan Ga...
Test Case 9	Active	9	22	Windows 10	Karthikeyan Ga...
Test Case 10	Active	10	23	Windows 10	Karthikeyan Ga...

- In the pop-up window, for each step compare the expected result to the actual result
- Depending on the result, click on pass or fail for the steps
- Add comments to the steps that have failed
- The result can be compared with any attached screenshot
- Use the camera icon to capture any screenshot
- Create a Defect for any steps that have failed
- Click on Save and close the Runner window

Runner - Test Plans - Work - Microsoft Edge

https://dev.azure.com/MHHSProgramme/MHHS%20Demo/\_testExecution/Index

Save and close

Create bug

6262\*: User able to access ADO

1. EXPECTED RESULT  
User able to create test plan

2. EXPECTED RESULT  
User able to create test suite

COMMENT  
User not able to create test suite

3. EXPECTED RESULT  
User able to create test report

Screenshot Report.jpg

4. EXPECTED RESULT  
User able to create test dashboard

## 5.2 Raise Defects

Follow these steps to create a Defect:

1. Enter a title for the Defect
2. Complete all the required fields in Classification
3. Click on Save and Close to create the Defect

NEW BUG \* Field Title cannot be empty.

Enter title 1.

Dean Bailey 0 comments Add tag

State: Proposed Reason: New Area: MHHS Demo/KGs Team Iteration: MHHS Demo/KG Team

Details

**Defect Status**

Triage Status: Pending

Progress Status: New

Deferred: No

Programme Wide Defect: No

Impacting: No

Impacting additional: No

CR required: No

Change Management Ref: No

**Description**

Click to add Description

**Repro Steps**

Step no.	Result	Title
1.	Passed	User able to login
2.	Passed	User able to run test

**Planning**

Defect Priority: High

Defect Severity: High

Defect Type: High

Test Phase: High

Test Interval: High

Business Process: High

**Ownership**

System or Service: Central Party Organisation

Programme Subject Matter Expert: High

**Deployment**

To track releases associated with this work item, go to Releases and turn on deployment status reporting for Boards in your pipeline's Options menu. Learn more about deployment status reporting.

**Environment**

Defect Found Environment: Found in Build Version

**Build**

Expected Release Date: High

Expected Release Number: High

Actual Release Date: High

Release Version: High

Save & Close 3.

## 5.3 Re-test when the Defects are fixed

When the defect needs re-testing, the state changes as follows from active to resolved:

Azure DevOps MHHSProgramme / MHHS Demo / Boards / Work items

Search

MHHS Demo

Overview

Boards

Work items

Boards

Backlogs

Sprints

Queries

Delivery Plans

Analytics views

Retrospectives

Repos

Pipelines

Test Plans

Artifacts

Project settings

Recently updated Back to Work Items

BUG 6266

ADO user unable to create test report

Karthikeyan Ganesan (MHHSProgra) 0 Comments Add Tag

State: Active Reason: Active Area: MHHS Demo/KGs Team Iteration: MHHS Demo/KG Team

Details

**Defect Status**

Triage Status: Pending

Progress Status: New

Deferred: No

Programme Wide Defect: No

Impacting: No

Impacting additional: No

CR required: No

Change Management Ref: No

**Description**

Click to add Description.

**Repro Steps**

Step no.	Result	Title
1.	Passed	User able to login
2.	Passed	User able to run test

**Planning**

Defect Priority: High

Defect Severity: High

Defect Type: High

Test Phase: High

Test Interval: High

Business Process: High

**Ownership**

System or Service: Central Party Organisation

Programme Subject Matter Expert: High

**Deployment**

To track releases associated with this work item, go to Releases and turn on deployment status reporting for Boards in your pipeline's Options menu. Learn more about deployment status reporting.

**Environment**

Defect Found Environment: Found in Build Version

**Build**

Expected Release Date: High

Expected Release Number: High

Actual Release Date: High

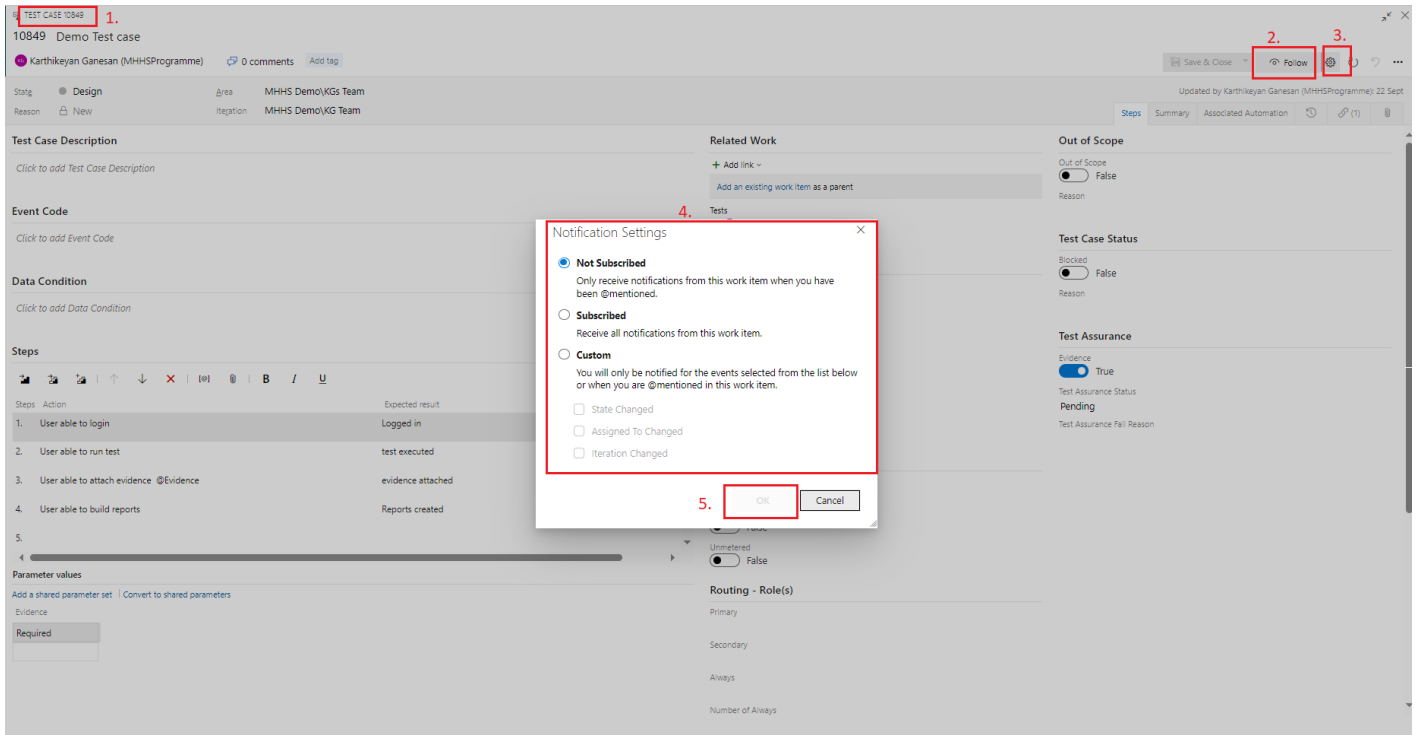
Release Version: High

Save & Close 3.

## 5.4 Track the progress of defects

### Follow these steps to keep track of any changes in Test Cases

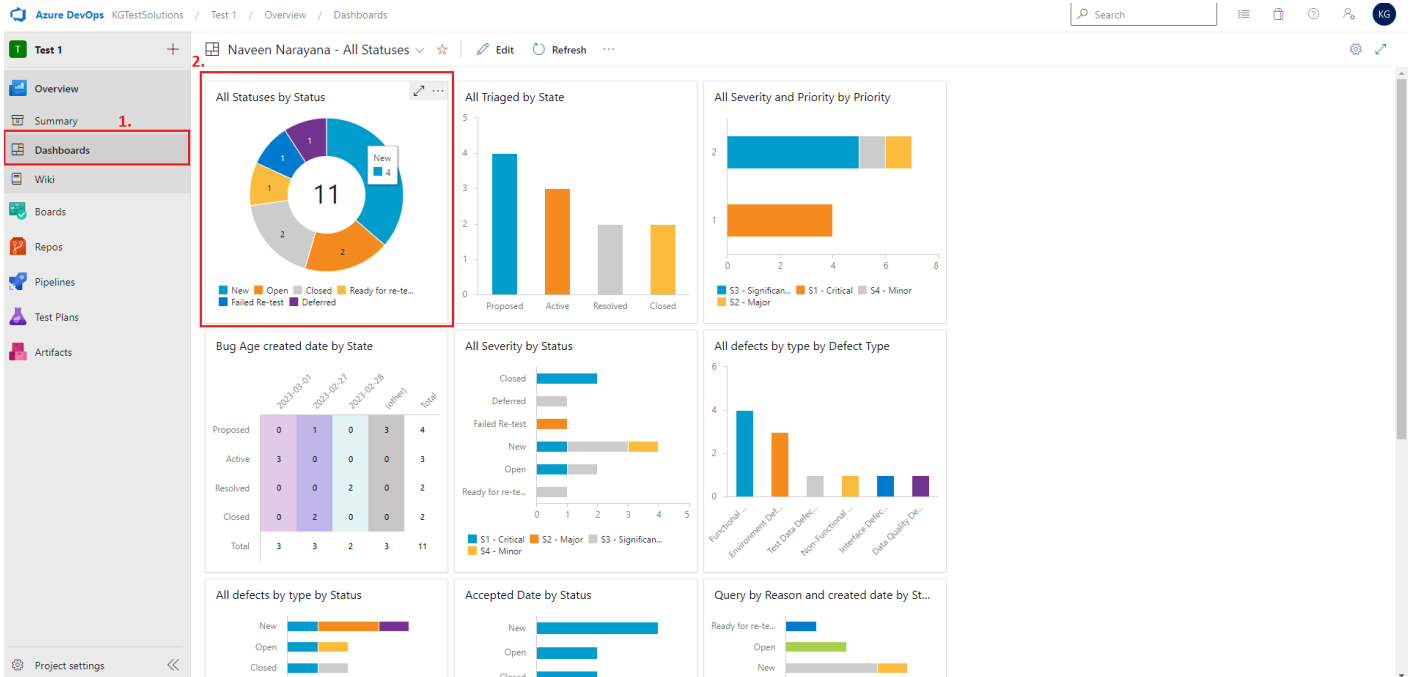
1. Click the respective Test Case
2. Click on Follow to receive all notifications for the Test Cases
3. Click on the setting to pick the type of notification on the Test Cases
4. Select the desired notification setting for the Test Case
5. Click on OK to start receiving notifications



## 5.5 Report at project level on defects and test executions

### Follow these steps to drill down from consolidated view:

1. Click on the dashboard and go under the respective dashboard
2. Click on the desired chart to view in detail



Note: The screenshot of dashboard is for illustration purpose only

Azure DevOps KGTesolutions / Test 1 / Boards / Queries

Test 1 + Queries > Shared Queries > All Statuses

Results Editor Charts Run query New Save query Rename Save items Column options Email query Copy query URL Export to CSV 1 of 11

Filter by keyword Types Assigned to States Tags X

ID	Work Item...	Title	Assigned To	State	Tags	Status	Created Date
47	Bug	Test 4 - Naveen mic issue	Naveen Narayana	Resolved		Ready for...	28/02/2023 10:42
50	Bug	Test case 3 - Naveen login field issue	Naveen Narayana	Active		Open	01/03/2023 10:21
51	Bug	Test case 5 user not able to click download button	Naveen Narayana	Active		Open	01/03/2023 10:42
37	Bug	pop-up page not visible	Darren Pyefinch	Propos...		New	24/02/2023 13:16
42	Bug	Not able to view items	Karthikeyan Ganes...	Propos...		New	24/02/2023 14:28
46	Bug	Test 3 Naveen mic issue	Naveen Narayana	Propos...		New	27/02/2023 17:29
53	Bug	Unable to select the drop down	Naveen Narayana	Propos...		New	13/03/2023 16:54
49	Bug	Test case 2 - Naveen login issue	Naveen Narayana	Active		Failed Re...	01/03/2023 10:08
48	Bug	Test 5 - Naveen mic issue	Naveen Narayana	Resolved		Deferred	28/02/2023 10:42
44	Bug	Test 1 Naveen mic issue	Naveen Narayana	Closed		Closed	27/02/2023 14:12
45	Bug	Test 2 Naveen mic issue	Naveen Narayana	Closed		Closed	27/02/2023 17:17

11 work items  
1 selected

BUG 47  
47 Test 4 - Naveen mic issue  
Naveen Naraya... 0 comments

Add tag

State: Resolved Area: Regression  
Reason: Fixed

Repro Steps  
Click to add Repro Steps

Symptom  
Click to add Symptom

System Info  
Click to add System Info

Fix  
Click to add Proposed Fix

Planning Dev  
Priority: 2 + A  
Severity: S3 - Significant

## 6 User: Defect Manager

The Programme Defect Manager in ADO raises and manages Defects that have been identified during different Test Phases.

A Defect Manager can:

- Analyse the defects
- Report on defect status

### 6.1 Analyse the Defects

The Defect Manager ensures that the fields are kept up to date.

The screenshot shows the 'NEW BUG' form in ADO. At the top, there's a title bar with 'NEW BUG' and a warning 'Field Title cannot be empty.' Below this is a text input field for the title. The form is divided into several sections: 'Defect Status' (with fields for Triage Status, Progress Status, and Defect Type), 'Planning' (with fields for Defect Priority, Defect Severity, Defect Type, Test Phase, Test Interval, and Business Process), 'Ownership' (with fields for System or Service, Central Party Organisation, and Programme Subject Matter Expert), 'Deployment' (with a link to track releases), 'Environment' (with fields for Defect Found Environment and Found In Build Version), and 'Build' (with fields for Expected Release Date, Expected Release Number, Actual Release Date, and Release Version). The 'Description' section is highlighted with a red box and contains a 'Click to add Description' link. The 'Repro Steps' section is also highlighted with a red box and contains a table with two rows: 'Step no.', 'Result', and 'Title'. The first row shows '1.' with a 'Passed' result and the title 'User able to login'. The second row shows '2.' with a 'Passed' result and the title 'User able to run test'.

NEW BUG • Field Title cannot be empty.

Enter title

Dean Bailey 0 comments Add tag

Save & Close

Status: Proposed Reason: New Area: MHHS Demo/KGs Team Iteration: MHHS Demo/KG Team

Details

**Defect Status**

Triage Status: Pending

Progress Status: New

Defect Type: No

Programme Wide Defect

Impacting

Impacting additional

CR required

Change Management Ref

**Description**

Click to add Description

**Repro Steps**

05/10/2023 10:55 Bug filed on "Demo Test case"

Step no.	Result	Title
1.	Passed	User able to login
		Expected Result Logged in
2.	Passed	User able to run test

**Planning**

Defect Priority

Defect Severity

Defect Type

Test Phase

Test Interval

Business Process

**Classification**

Duplicate ID

Closure Reason

Defect Root Cause

Rejected Reason

**Ownership**

System or Service

Central Party Organisation

Programme Subject Matter Expert

**Deployment**

To track releases associated with this work item, go to Releases and turn on deployment status reporting for Boards in your pipeline's Options menu. Learn more about deployment status reporting

**Environment**

Defect Found Environment

Found In Build Version

**Build**

Expected Release Date

Expected Release Number

Actual Release Date

Release Version

### 6.2 Report on defect status

Follow these steps to generate reports:

1. Click on Work Items under overview
2. Filter the defects to the build the report
3. Click on Open filtered view in Queries

Work items

Recently updated | + New Work Item | **Open filtered view in Queries** | Column Options | Import Work Items | Recycle Bin

Filter by keyword

**Bug** | Assigned to | States | Area | Tags | X

ID	Title	Assigned To	State	Area Path	Tags	Comments	Activity Date
53	Unable to select the drop down	Karthikeyan Ganesan	Active	Test 1			18/05/2023 13:39:41
67	Test 1	Karthikeyan Ganesan	Proposed	Test 1			11/05/2023 17:14:18
64	Test	Karthikeyan Ganesan	Proposed	Test 1			20/04/2023 10:39:20
48	Test 5 - Naveen mic issue	Naveen Narayana	Resolved	Test 1			20/03/2023 14:36:54
49	Test case 2 - Naveen login issue	Naveen Narayana	Active	Test 1			13/03/2023 15:56:32
50	Test case 3 - Naveen login field issue	Naveen Narayana	Active	Test 1			09/03/2023 15:37:10
47	Test 4 - Naveen mic issue	Naveen Narayana	Resolved	Test 1			09/03/2023 15:36:31
42	Not able to view items	Karthikeyan Ganesan	Proposed	Test 1			08/03/2023 14:05:11
37	pop-up page not visible	Darren Pyefinch	Proposed	Test 1			07/03/2023 11:43:28
51	Test case 5 user not able to click download button	Naveen Narayana	Active	Test 1			01/03/2023 16:10:13

4. Click on Save query
5. Give a name to the Query
6. Save the Query under shared Queries for reporting
7. Click on OK to save the Query

Queries > Custom query

Results | Editor | Charts | Run query | + New | **Save query** | Save items | Column options | Email query | Copy query URL | Export to CSV | 1 of 10 | Right

53 Bug Unable to select the drop down

67 Bug Test 1

64 Bug Test

48 Bug Test 5 - Naveen mic issue

51 Bug Test case 5 user not able to click download button

42 Bug Not able to view items

49 Bug Test case 2 - Naveen login issue

50 Bug Test case 3 - Naveen login field issue

47 Bug Test 4 - Naveen mic issue

37 Bug pop-up page not visible

New query

Name \*  
Enter name

Folder \*  
Shared Queries

OK Cancel

53 Bug 53 Unable to select the drop down

Karthikeyan Ganesan 0 comments Add tag Save Follow Details

Stat: Active Area: Test 1 Reason: Not fixed Iteration: Test 1/Iteration 0

Description  
Click to add Description

Test Steps

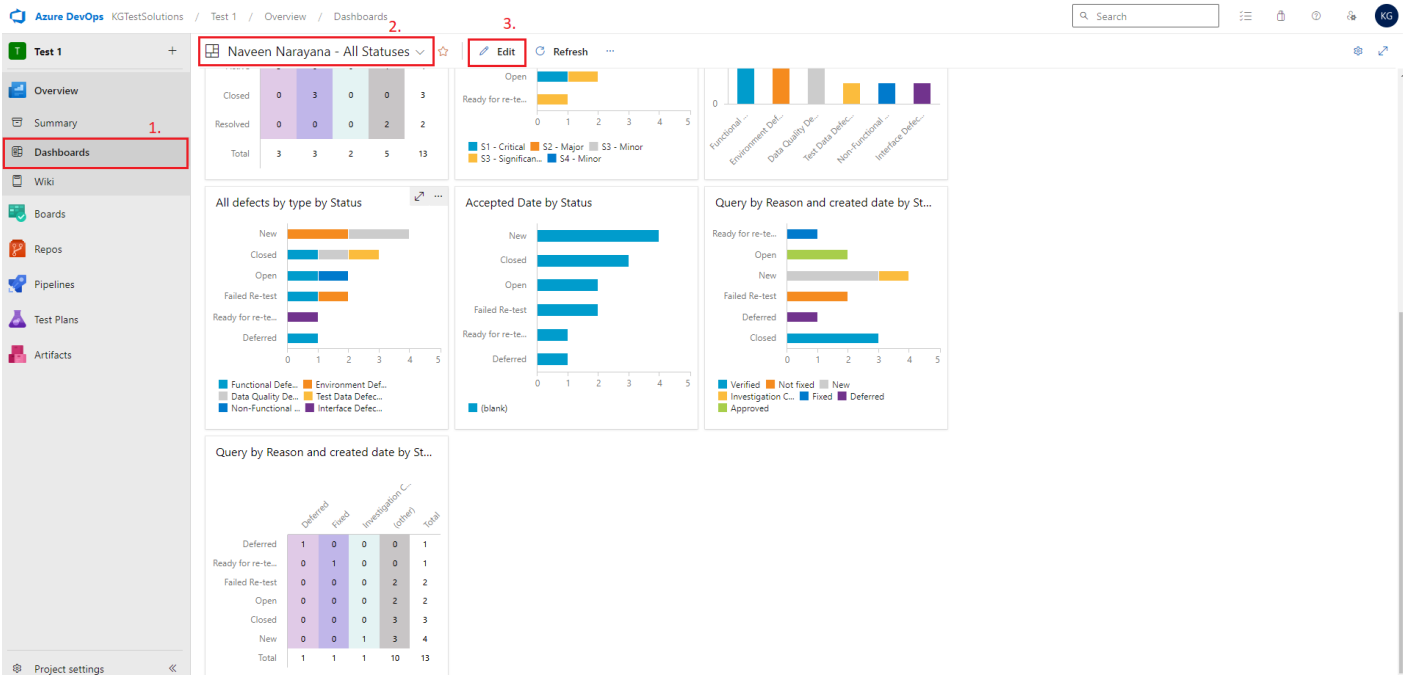
3/13/2023 4:53 PM Bug filed on "Test Case 6"

Step no.	Result	Title
1.	Passed	User able to click on status
		Expected Result
		Able to click on status
2.	Failed	User able to select from drop down
		Expected Result
		Able to select drop down
		Comments: Unable to select

Test Configuration: Windows 10

8. After saving the Queries, go to Dashboard (under Overview)
9. Create the Dashboard to create the charts on Defects
10. Click on Edit





The screenshot of dashboard is for illustration purpose only

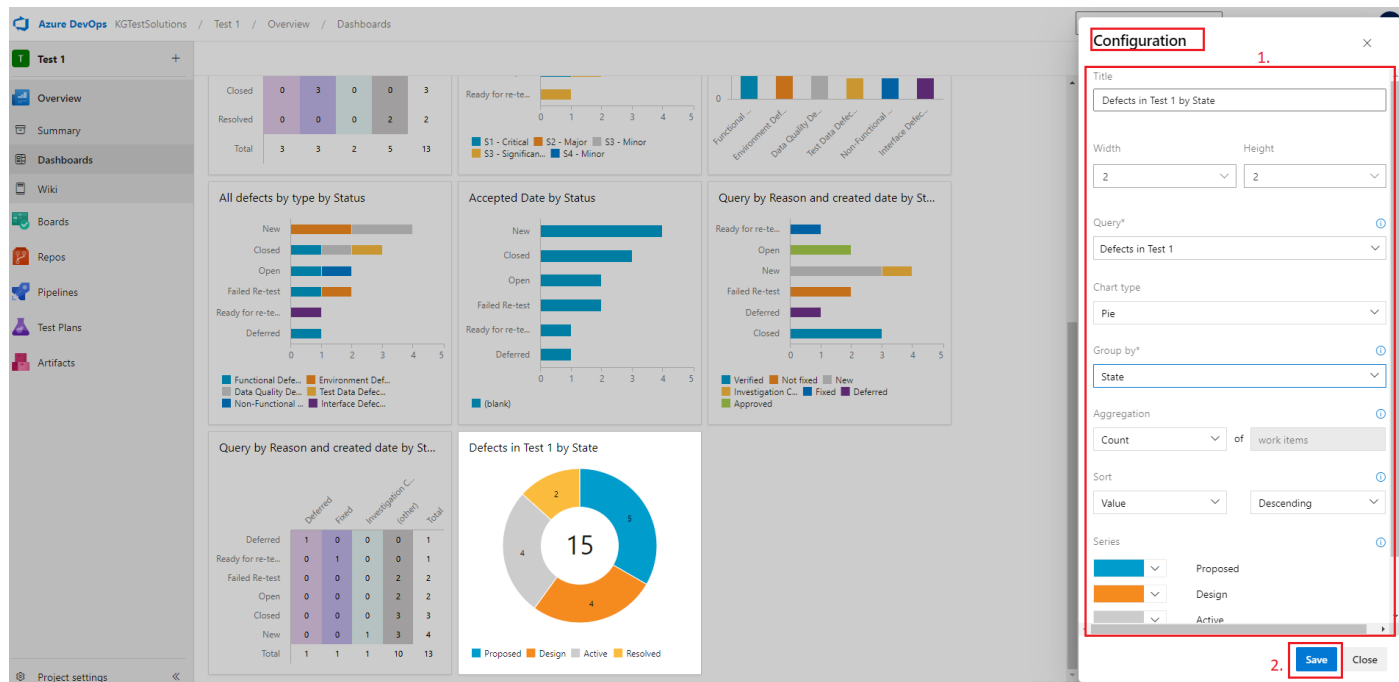
11. Select Chart for Work Items widget to create the report
12. Click Add
13. Click on Setting to define the chart

The screenshot shows the Azure DevOps dashboard in edit mode. The left sidebar is the same. The main dashboard area is titled 'Add, edit, move or resize your widgets'. The 'Add Widget' panel is open on the right, showing the 'Chart for Work Items' widget selected. The dashboard is annotated with numbers 1, 2, and 3.

The screenshot of dashboard is for illustration purpose only

## From the configuration pop-up screen:

1. Enter the Title of the chart, select the Query that was saved earlier and complete the required fields
2. Click on Save



The screenshot of dashboard is for illustration purpose only

## 7 User: Task Manager

The Taskboard in ADO is a visual representation of the tasks that need to be completed within a project. It provides a Kanban-style board where tasks are organized into columns that represent various stages of their lifecycle, such as "Proposed," "Active," "Resolved," and "Closed". The Taskboard allows teams to easily track and manage the progress of tasks, assign them to team members and visualize the flow of work. It provides a clear and intuitive interface for team members to update task status, add comments, and collaborate on task completion. Taskboard allows you to track task progress.

Note: This function is optional, and the Programme participants can choose whether to use it.

### 7.1 Track Task progress

Follow these steps:

1. Click on Sprints from Boards
2. Select the team from the drop-down menu
3. Go to Taskboard to see the tasks

The screenshot displays the Azure DevOps Taskboard interface. On the left, a sidebar lists navigation options: Overview, Boards, Work items, Backlogs, Sprints (highlighted with a red box and '1.'), Queries, Delivery Plans, Analytics views, Retrospectives, Repos, Pipelines, Test Plans, and Artifacts. The main area shows the Taskboard for the 'KG Team' (selected in a dropdown menu, highlighted with a red box and '2.'). The board has columns for 'Proposed', 'Active', 'Resolved', and 'Closed'. Tasks are represented as cards with titles, assignees, and status indicators. For example, in the 'Proposed' column, there are two tasks: '6138 Test 4 - External access for participants' assigned to Nigel Hunt (MHHS...) and '6137 Test 3 - User segregation' assigned to Karthikeyan Ganes... (KG). In the 'Active' column, there are two tasks: '6140 Test 4 - User access segregation' assigned to Nigel Hunt (MHHS...) and '6142 Test 4 - Configure permissions for users' assigned to Nigel Hunt (MHHS...). In the 'Resolved' column, there is one task: '6139 Test 4 - External access for participants' assigned to Karthikeyan Ganes... (KG). The 'Closed' column is empty. The top navigation bar shows the current team (KG Team) and a search bar. The Taskboard is currently selected in the top navigation bar.

## 8 Report writer

The Report Writer supports building queries and reports for the dashboard.

Note: This is an optional feature, and the default reports have already been built on the programme participants' instance.

### 8.1 Building queries and reports for the dashboard

Follow these steps:

1. Click on Work Items under overview
2. Filter the defects to build the report
3. Click on Open filtered view in Queries

The screenshot shows the Azure DevOps interface. On the left, the 'Work Items' tab is selected in the sidebar (1). The main area displays a list of work items. A filter dropdown is set to 'Bug' (2). The 'Open filtered view in Queries' link is highlighted (3).

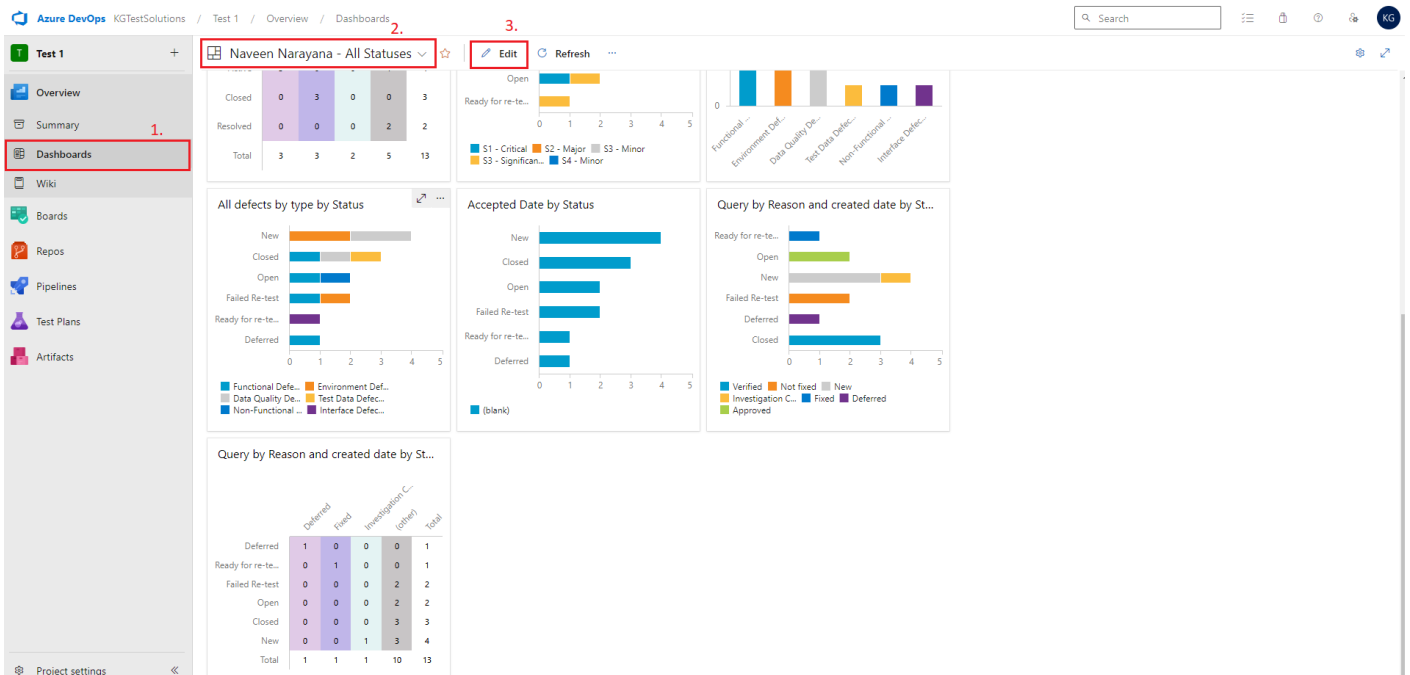
ID	Title	Assigned To	State	Area Path	Tags	Comments	Activity Date
53	Unable to select the drop down	Karthikeyan Ganesan	Active	Test 1			18/05/2023 13:39:41
67	Test 1	Karthikeyan Ganesan	Proposed	Test 1			11/05/2023 17:14:18
64	Test	Karthikeyan Ganesan	Proposed	Test 1			20/04/2023 10:39:20
48	Test 5 - Naveen mic issue	Naveen Narayana	Resolved	Test 1			20/03/2023 14:36:54
49	Test case 2 - Naveen login issue	Naveen Narayana	Active	Test 1			13/03/2023 15:56:32
50	Test case 3 - Naveen login field issue	Naveen Narayana	Active	Test 1			09/03/2023 15:37:10
47	Test 4 - Naveen mic issue	Naveen Narayana	Resolved	Test 1			09/03/2023 15:36:31
42	Not able to view items	Karthikeyan Ganesan	Proposed	Test 1			08/03/2023 14:05:11
37	pop-up page not visible	Darren Pyefinch	Proposed	Test 1			07/03/2023 11:43:28
51	Test case 5 user not able to click download button	Naveen Narayana	Active	Test 1			01/03/2023 16:10:13

4. Click on Save Query
5. Give a name to the Query
6. Save the Query under shared Queries for reporting
7. Click OK to save the Query

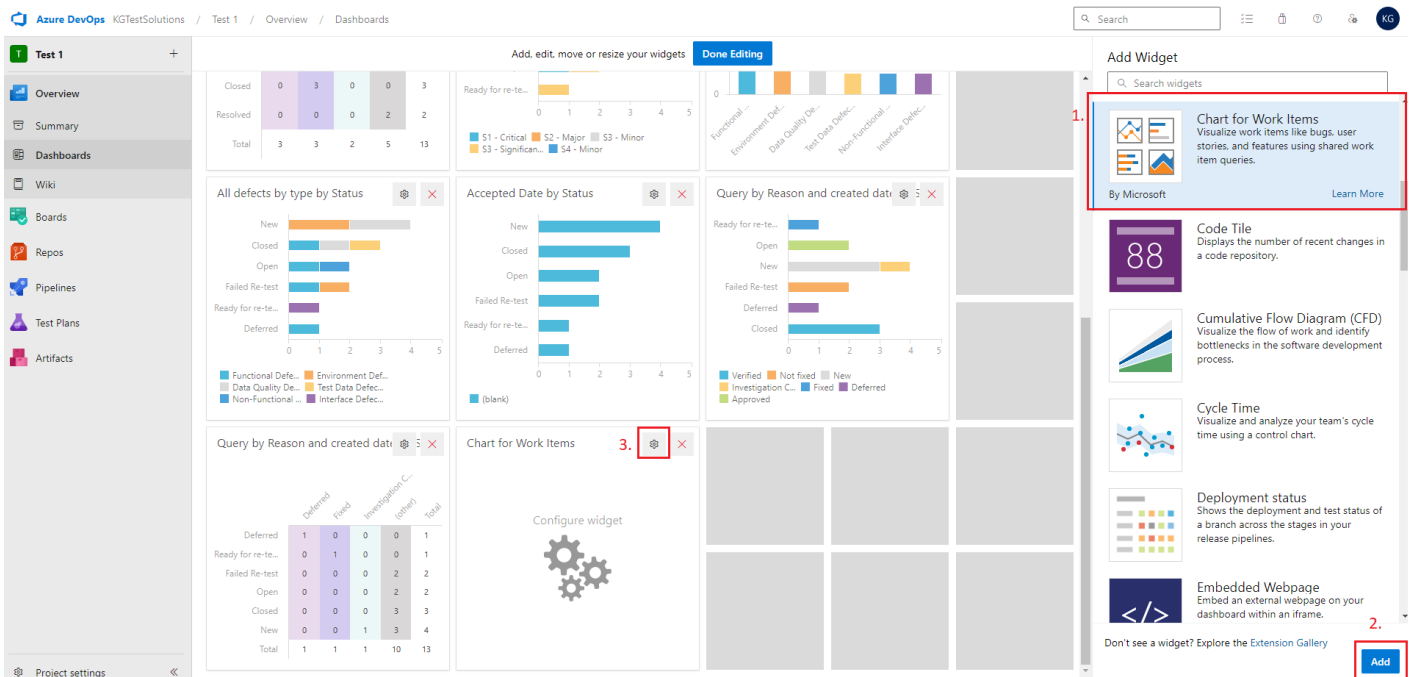
The screenshot shows the Azure DevOps interface. The 'Save query' button is highlighted (1). A 'New query' dialog box is open, showing the 'Name' field (2), the 'Folder' dropdown set to 'Shared Queries' (3), and the 'OK' button (4).

ID	Work Item...	Title	Assigned To	State	Area Path
53	Bug	Unable to select the drop down	Karthikeyan Ganesan	Active	Test 1
67	Bug	Test 1	Karthikeyan Ganesan	Proposed	Test 1
64	Bug	Test	Karthikeyan Ganesan	Proposed	Test 1
48	Bug	Test 5 - Naveen mic issue	Naveen Narayana	Resolved	Test 1
51	Bug	Test case 5 user not able to click download button	Naveen Narayana	Active	Test 1
42	Bug	Not able to view items	Karthikeyan Ganesan	Proposed	Test 1
49	Bug	Test case 2 - Naveen login issue	Naveen Narayana	Active	Test 1
50	Bug	Test case 3 - Naveen login field issue	Naveen Narayana	Active	Test 1
47	Bug	Test 4 - Naveen mic issue	Naveen Narayana	Resolved	Test 1
37	Bug	pop-up page not visible	Darren Pyefinch	Proposed	Test 1

8. After saving the Query go to Dashboard under Overview
9. Select the Dashboard to create the charts on Defects
10. Click on Edit



11. Select Chart for Work Items widget to create the report
12. Click Add
13. Click on Setting to define the chart



The screenshot of dashboard is for illustration purpose only

From the configuration pop-up screen:

1. Enter the Title of the chart, select the Query that was saved earlier and complete the required fields
2. Click on Save

The screenshot shows the Azure DevOps dashboard for 'Test 1' with various charts and a configuration pop-up window. The configuration window is titled 'Configuration' and contains the following fields:

- Title:** Defects in Test 1 by State
- Width:** 2
- Height:** 2
- Query\*:** Defects in Test 1
- Chart type:** Pie
- Group by\*:** State
- Aggregation:** Count of work items
- Sort:** Value Descending
- Series:** Proposed, Design, Active

The configuration window has a 'Save' button and a 'Close' button. The dashboard background shows several charts, including 'All defects by type by Status', 'Accepted Date by Status', 'Query by Reason and created date by St...', and 'Defects in Test 1 by State'.

The screenshot of dashboard is for illustration purpose only