



Getting Started & Managing Your QA Project

This guide explains how to set up and manage your complete QA workflow in Kualitee, starting from project creation to generating detailed reports.

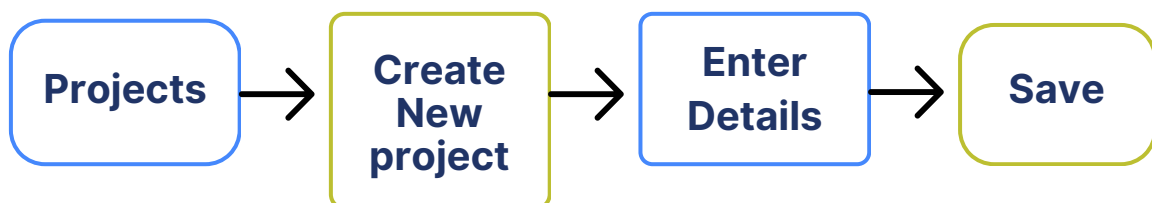




1. Create a New Project

1.  Navigate to the **Projects** section.
2.  Click **Create New Project**.
3. Enter the project details:
 - **Title**
 - **Description**
 - **Type**
 - **Start/End Dates**
4. Click **Save**.

This will serve as your workspace for test management





2. Add Users to Your Project & Assign Roles

- Open your project settings and go to **Users & Roles**.
- Invite users via email or select existing users.
- Assign appropriate roles:
 - **Admin Tenant** – Full system-level access.
 - **Test Manager** – Manages testing, cycles, planning, and reporting.
 - **Developer** – Handles defect fixing and developer-related tasks.
 - **Tester** – Creates and executes test cases.
 - **Viewer Only** – Read-only access to the project.
- Set access levels based on responsibilities.

3. Create a New Build (Can Also Act as a Sprint)

- Go to the **Builds** tab.
- Click **Add Build** and enter details.
- Builds help track which test cases and defects belong to which release or sprint.





4. Create Modules Within That Build

- Open the **Modules** tab.
- Add modules representing functional areas of the product (e.g., [Login](#), [Dashboard](#), [Settings](#)).
- Associate each module with the correct build so requirements and tests are properly grouped.

5. Create Requirements for Each Module

- Navigate to the **Requirements** section.
- Add requirements/user stories under the relevant module.
- Write clear acceptance criteria as it helps during testing and traceability.

6. Create Test Scenarios for Each Requirement

- Open the **Test Scenarios** tab
- Add high-level testing scenarios describing what needs to be validated.
- Map each scenario to its corresponding **Requirement**.
- This provides a structured testing hierarchy.





7. Create Test Cases for Each Test Scenario

- Navigate to the **Test Cases** section.
- Add detailed test cases.
- Map each test case to the correct Test Scenario.

8. Create Test Cycles & Add Test Cases

- Go to **Test Cycles**.
- Create a test cycle (e.g., [Smoke Cycle](#), [Regression Cycle](#), [Sprint Cycle](#)).
- Add test cases into the cycle from **Manage Test Cases**.





9. Execute Test Cases & Log Defects

- Open the test cycle and start **Test Execution**.
- Mark each test case as **Passed, Failed, Blocked**, etc.
- For failed cases, click **Log Defect**.
- Enter defect details and assign them to the developer.
- Defects will automatically link to:
 - Test Case
 - Requirement
 - Build
 - Test Cycle

10. Create a Test Plan & Add Test Cycles

- Go to **Test Plan**.
- Create a new plan representing an overall testing effort.
- Add multiple test cycles (**smoke + regression + UAT, etc.**) into the plan.
- Useful for managing larger projects with repeated releases.





11. View All Reports

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11. View All Reports

Kualitee provides comprehensive reporting. You can access:

- **Defect Reports** – Defect trends, status, severity, assignments.
- **Test Execution Reports** – Overall execution status of cycles.
- **Test Case Reports** – Test case distribution and statuses.
- **Build Traceability Reports** – Shows build-level coverage.
- **Test Case Traceability Reports** – Mapping of test cases to requirements.
- **Requirement Traceability Reports** – Requirement → Test Scenario → Test Case → Defect coverage.

These reports help evaluate coverage, progress, and quality metrics.

Summary Workflow

**Project → Users → Build → Module → Requirement → Scenario → Test Case
→ Test Cycle → Execution → Defects → Test Plan → Reports**

This is the full QA lifecycle inside Kualitee.

