

# Cloud Creating a Manual Test

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## Creating a Manual Test



**Manual Tests** are user-assisted tests, listing an assortment of guidelines the user must follow, and the results that such behavior is expected to accomplish. If the actual test result matches the expected test result, the test is considered as passed; otherwise, it is marked as failed.

"Manual" is the default **Test Type** in which Tests are specified with an **ordered list of steps**.

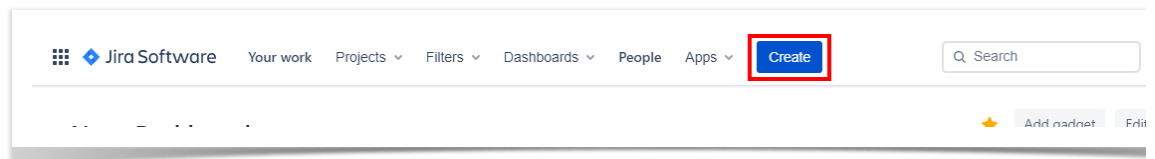
By default, each Test Step has the following fields:

- **Action\*** - the action to be reproduced by the tester.
- **Data** - any data the related step requests (e.g., login credentials) to be used by the tester
- **Expected Result** - the behavior the step should accomplish.
- **Attachments** - external files that provide additional information related to the corresponding step. Attachments can only be added or removed in the Test Issue view page.

Only the **Action** field is mandatory. All other default fields are optional.

The order by which steps are defined is important. Users must start executing Test Steps in ascending order.

Click the **Create Issue** at the top of the screen to open the **Create Issue** dialog box / page.



Select the **Project** and on **Issue Type**, select Test.



## Create issue

[Import issues](#)[Configure](#)

Project\*

 Calculator (CALC) ▼

Issue Type\*

 Test ▼ 

Some issue types are unavailable due to incompatible field configuration and/or workflow associations.

Summary\*

Component/s

Start typing to get a list of possible matches or press down to select.

Description

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Fix Version/s

Start typing to get a list of possible matches or press down to select.

☐ Create another

Create

Fill any information you need and then click **Create**

After the issue is created you then **Edit** the issue and in **Test Details** and select Manual

Test Details

Manual



There are no steps defined.

Create Step

Open Dialog

Import



If you want to understand all the details regarding Manual Steps and how to interact with them, visit [Test Steps for Cloud Xray Documentation](#)