Steps (Manual Tests)

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Overview

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.



Test Step Custom Fields

It is possible to define your own Test Step custom fields or even disable the native Xray fields for Test Steps. You can configure the Test Step fields on the Project Settings > Test Step Custom Fields.



All open text fields, Xray native or custom fields, support the Jira markup wiki language.

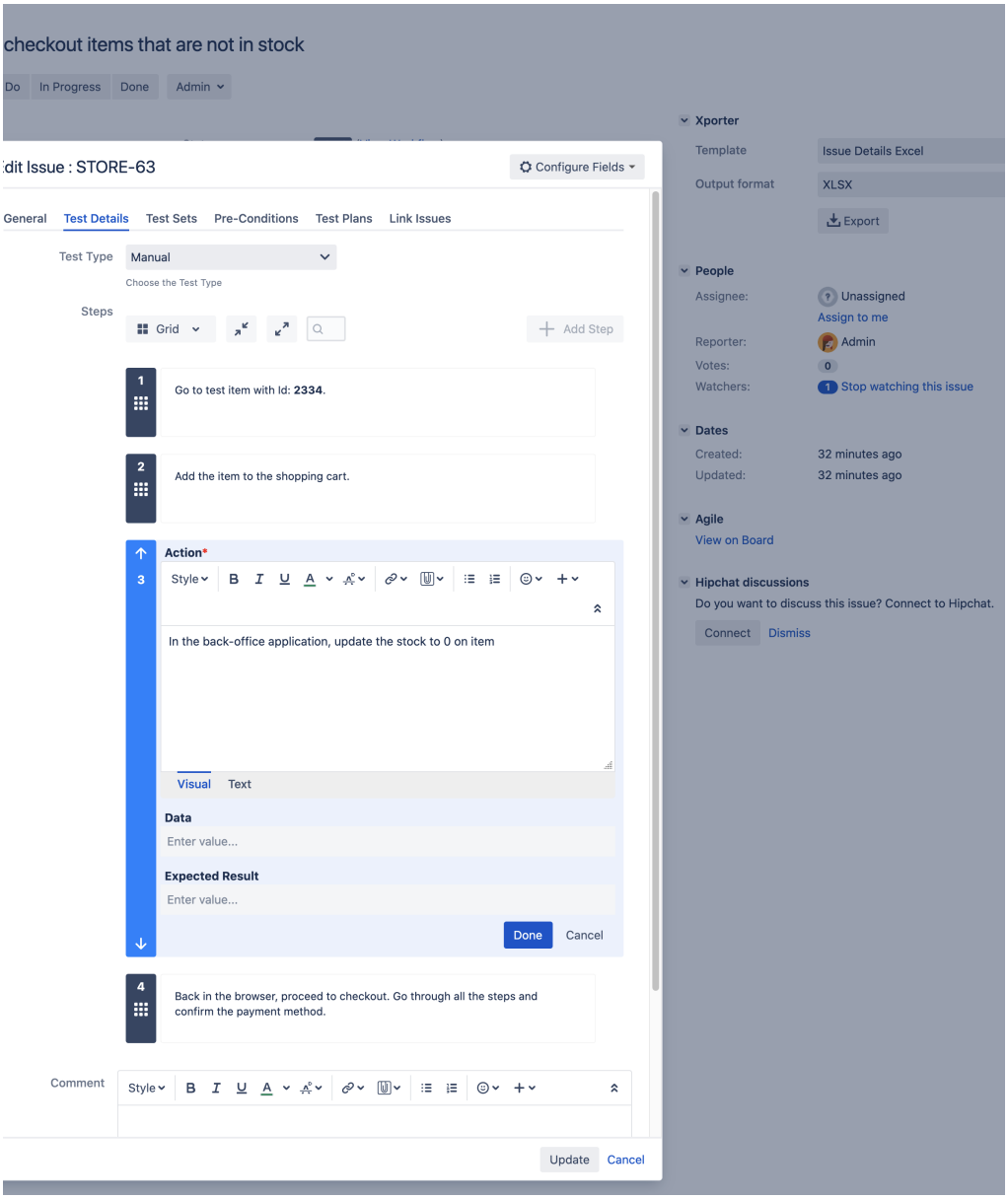
Defining Test Steps

Test Steps can be defined in two view modes in Jira:

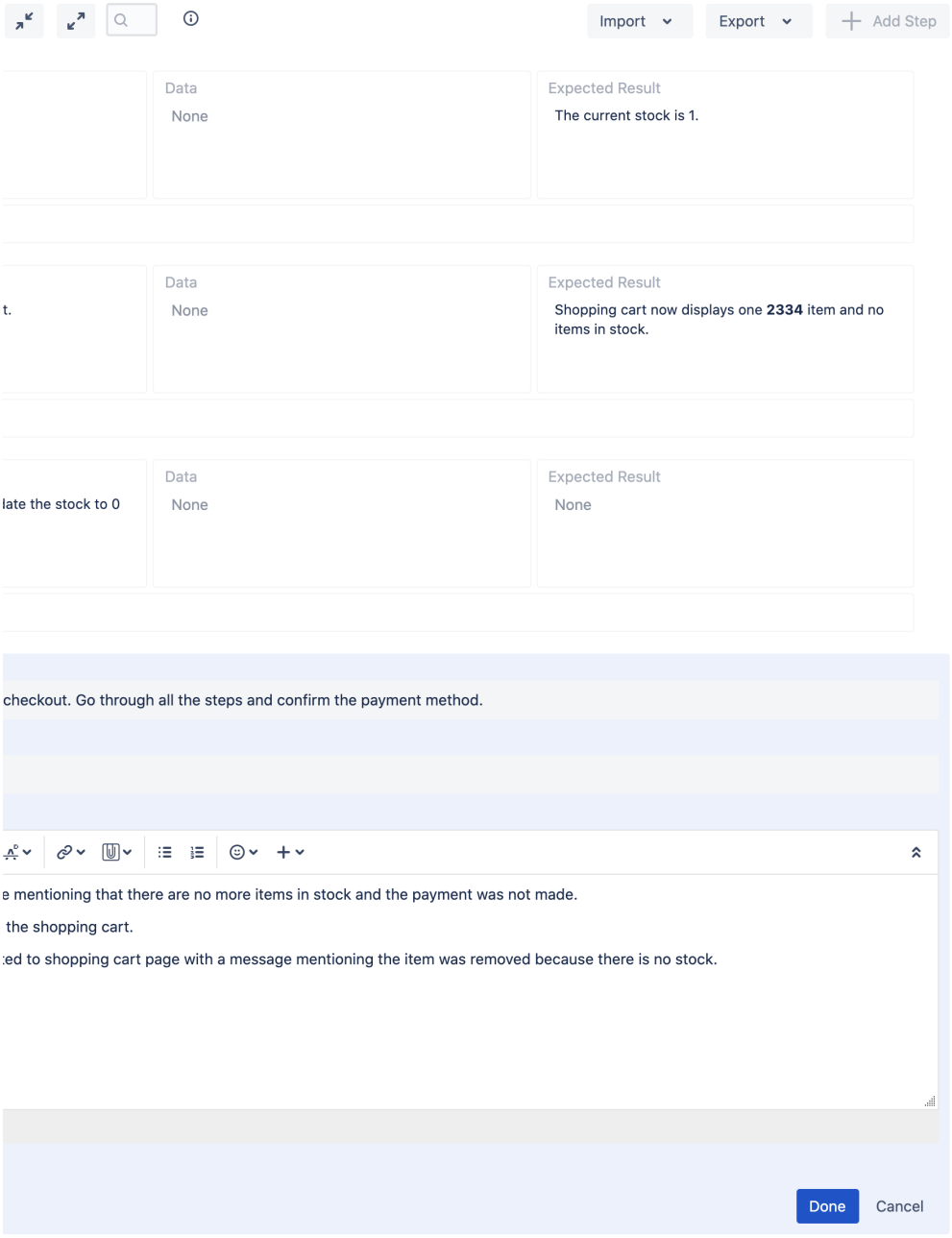
- Using the Jira create/edit issue dialog
- Using the Inline Edit directly on the Test issue

Both views provide the same Xray Test Steps component with small differences in behavior and functionality

Using the Jira create/edit issue dialog



Using the Inline Edit directly on the Test issue



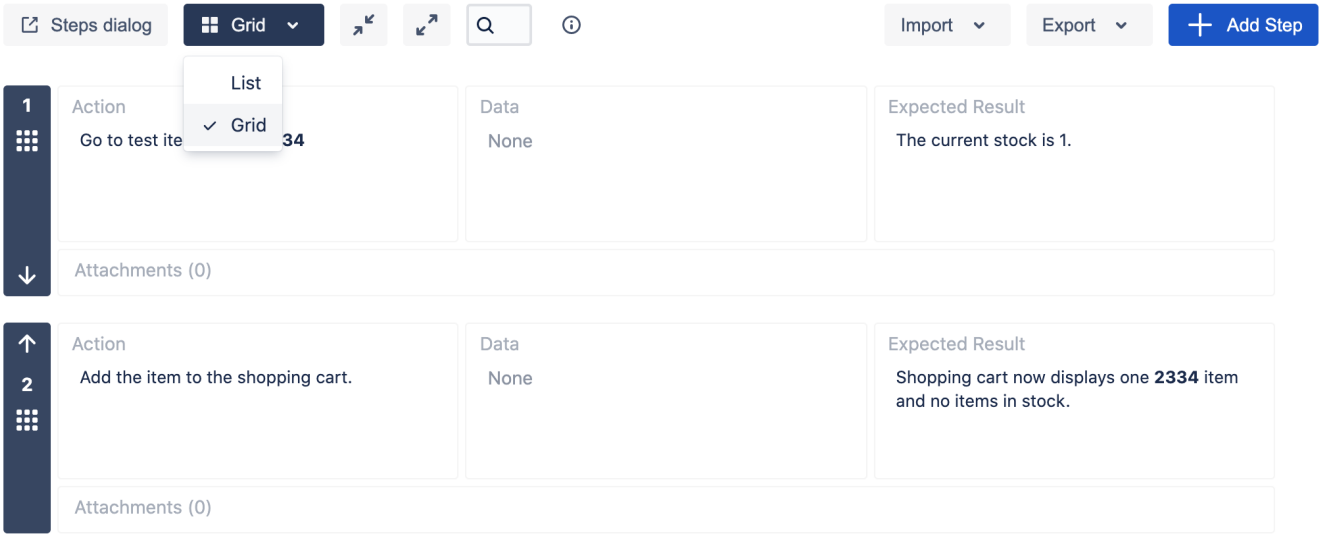
View Mode

There are two view modes (or field layouts) for the fields inside the steps:

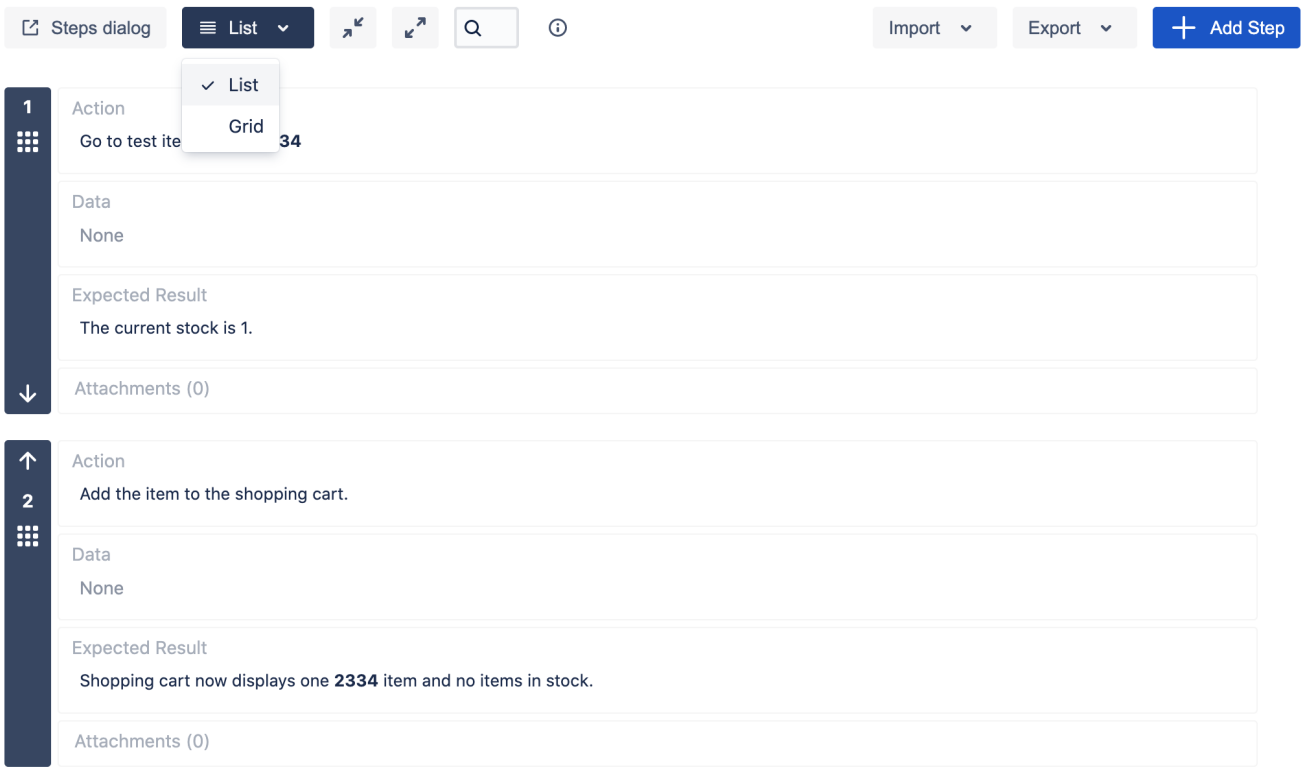
- **Grid Mode**
- **List Mode**

Grid Mode is the default view mode. This view displays all the fields inside a step within a grid with a maximum of 3 fields per row. If there are more than 3 fields defined, the remaining fields will appear in the second row inside the step. Depending on the field type, if the number of fields is not 3 or 6 exactly, the text fields will fill the remaining space in the row.

This mode can be used whenever users have more horizontal available space. This way, viewing or editing each step might feel more natural because it uses less vertical space and the step fields are all in the user's field of view.



List View displays all step fields vertically inside the step. This view compromises the overview of all steps fields in a row in order to maximize horizontal space for each field. In smaller screens, especially if there is a lot of text within the fields, this view is more indicated for readability.



Collapse/Expand Steps

Test Steps can be **collapsed** in order to provide a better overview of all steps. Collapsed steps will only display the first line of the **action** field. This way, the steps become very condensed, and more steps can be viewed allowing for a better overview of the Test. When navigating from Test to Test in Jira, collapsed steps can provide a better user experience for identifying a given Test case.

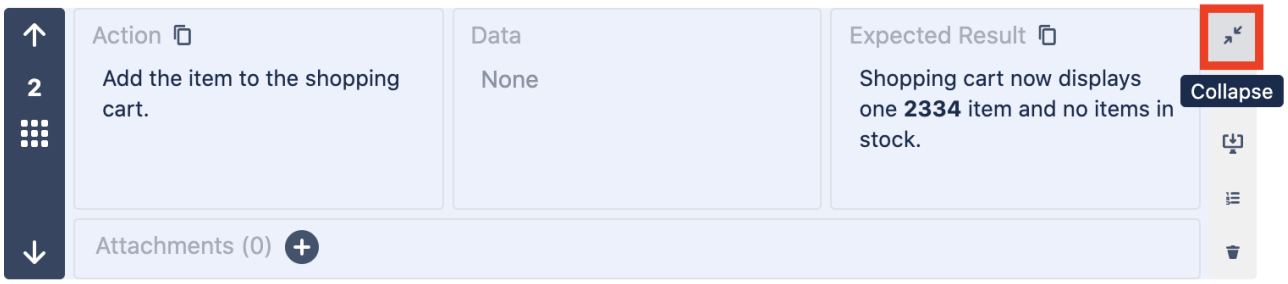
Of course, collapsed steps can be expanded at any time to view all the step content.

Collapse and expand can be applied to:

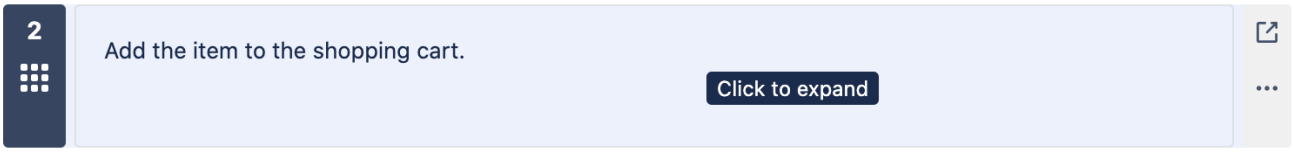
- individual steps, or
- all steps

Individual Steps

In order to collapse a given step, you need to hover the step to see the actions bar at the right of the step and click on the collapse action (the top icon).



In order to expand a step, you need to click anywhere on the step content.

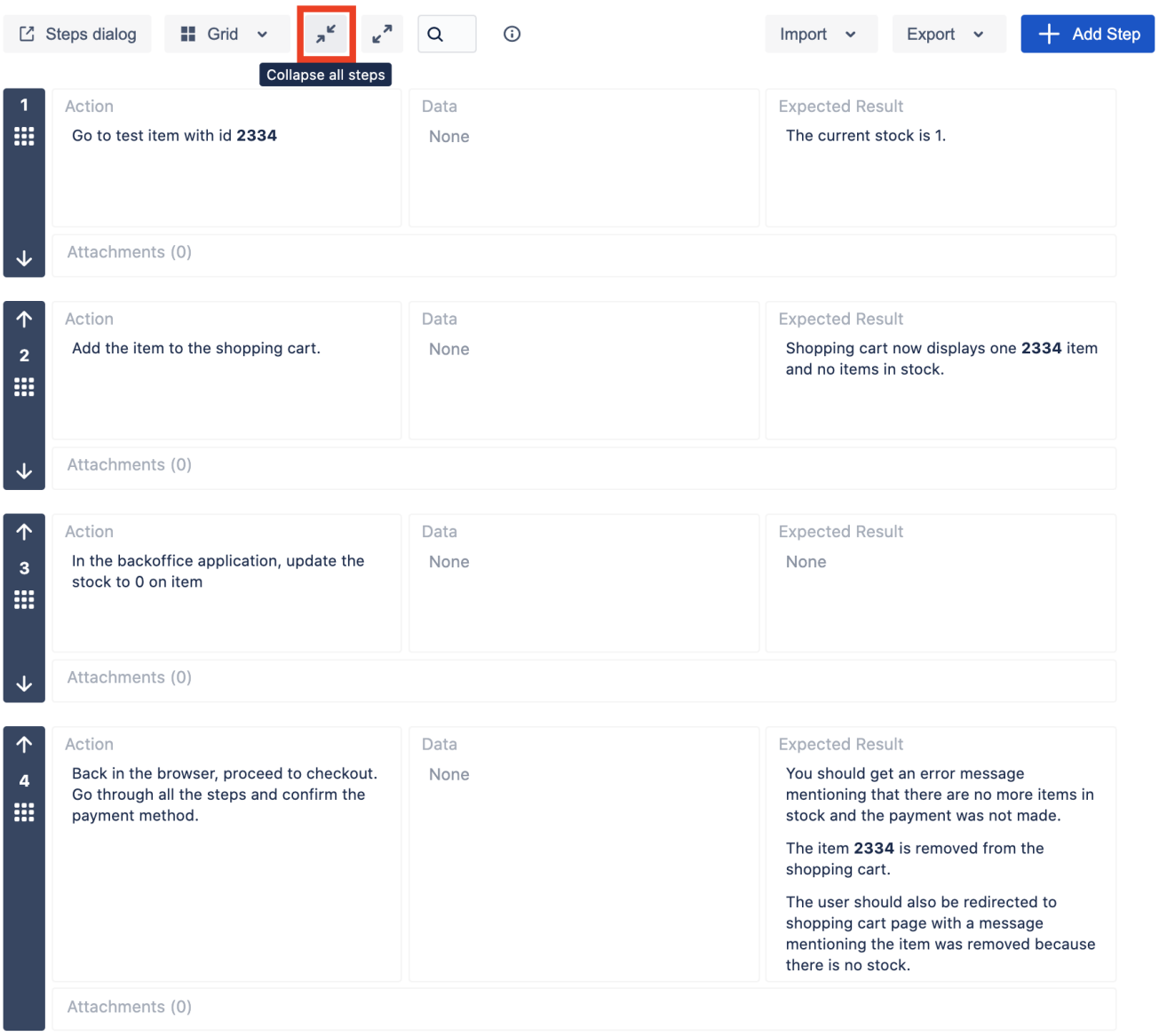


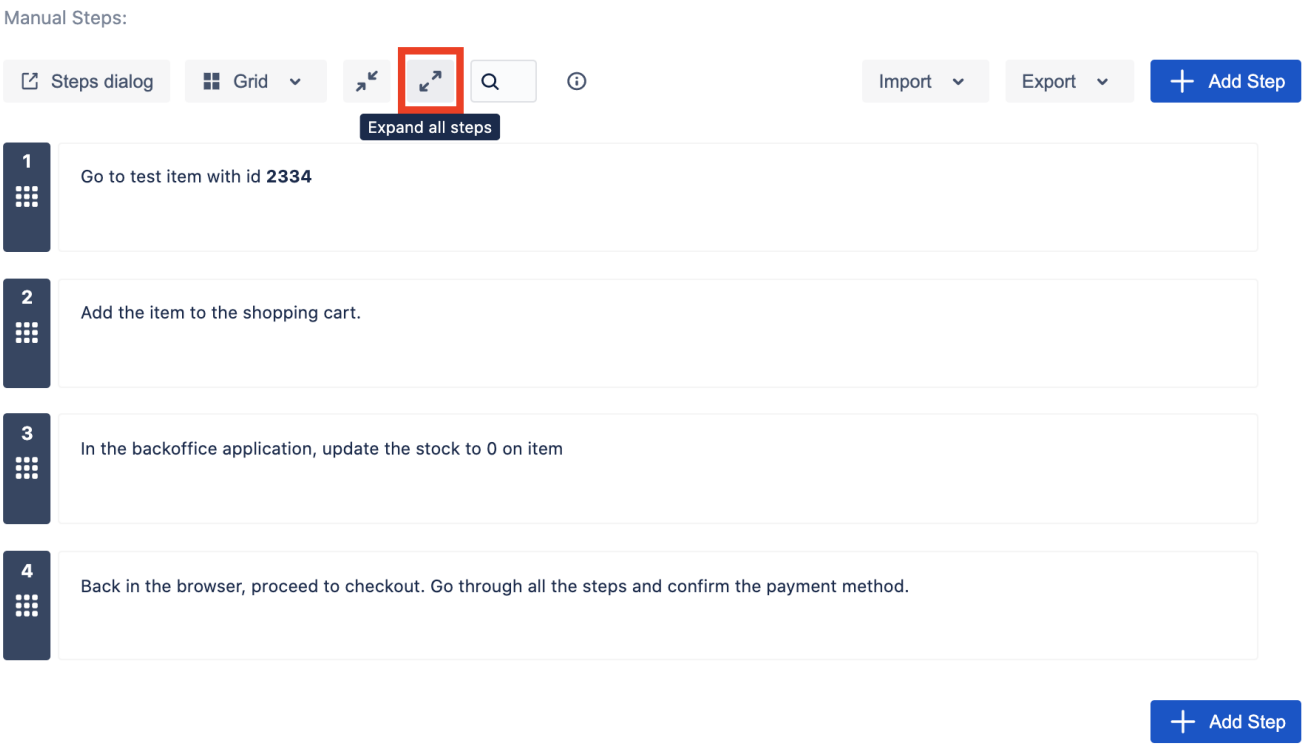
The action bar located at the right of the step is also adapted according to the step height. When the step is collapsed, all the actions are available in a select menu.

All Steps

You can also collapse or expand all the steps at once. For this, Xray provides Expand and Collapse icons on the Test Steps action bar located at the top of the steps.

Manual Steps:



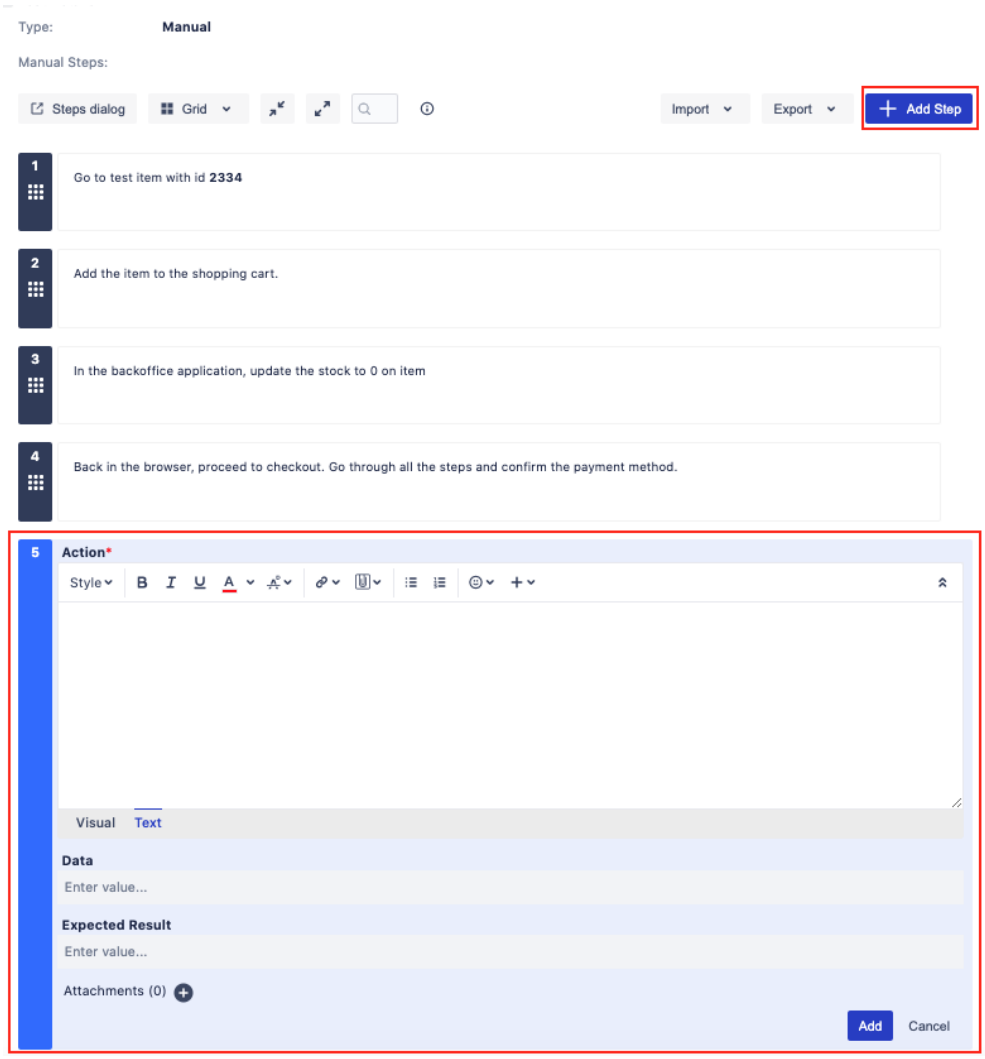


When selecting the **Expand All** or **Collapse All** buttons, a new preference is saved in the user profile. The next time the user enters a Test issue, the last mode (either collapsed or expanded) is applied automatically.

Creating Steps

Add Step button

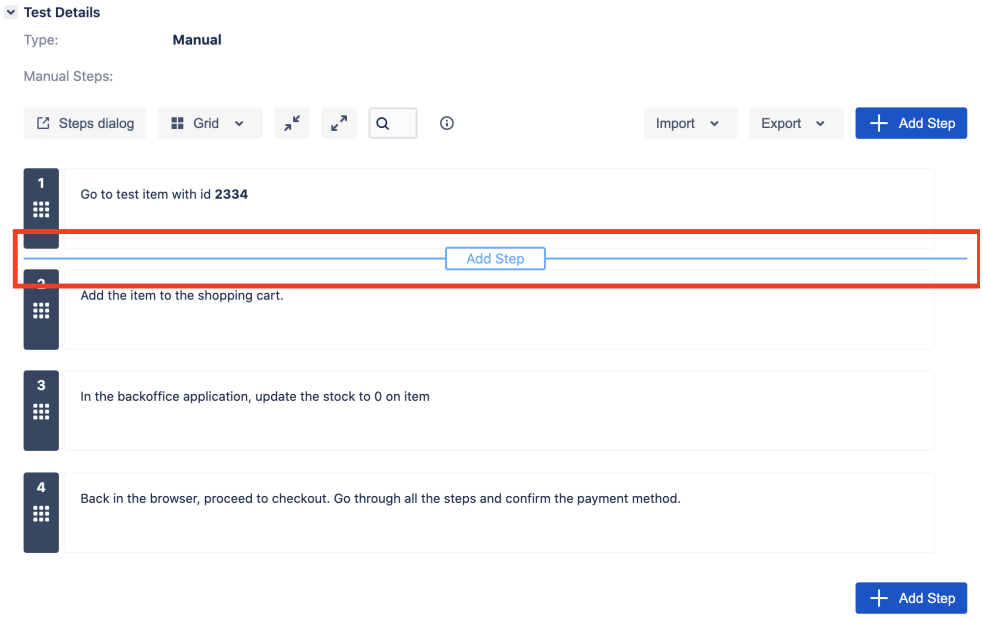
If there are no steps created, the "**+ Add Step"** button is positioned within the empty state component. Otherwise, a dedicated "**+ Add Step**" button is provided on the top and bottom of the steps component so that it is easier to access depending on the user viewport. Pressing this button will create a new step placeholder component always at the end of the list, and the focus is changed for the new step.



After filling all the desired fields press **Add** to save the changes or **Cancel** for canceling the creation of a new step.

Add in between steps

Hovering in-between steps will reveal the **Add Step** button in order to create a new step in that position. Pressing the button will open the create step component in that position.



After filling all the desired fields press **Add** to save the changes or **Cancel** to cancel the creation of a new step.

> **JIRA ISSUE VIEW**
>
> After a step is created in the Jira create/edit issue dialog/page, the step is automatically collapsed to save vertical space.

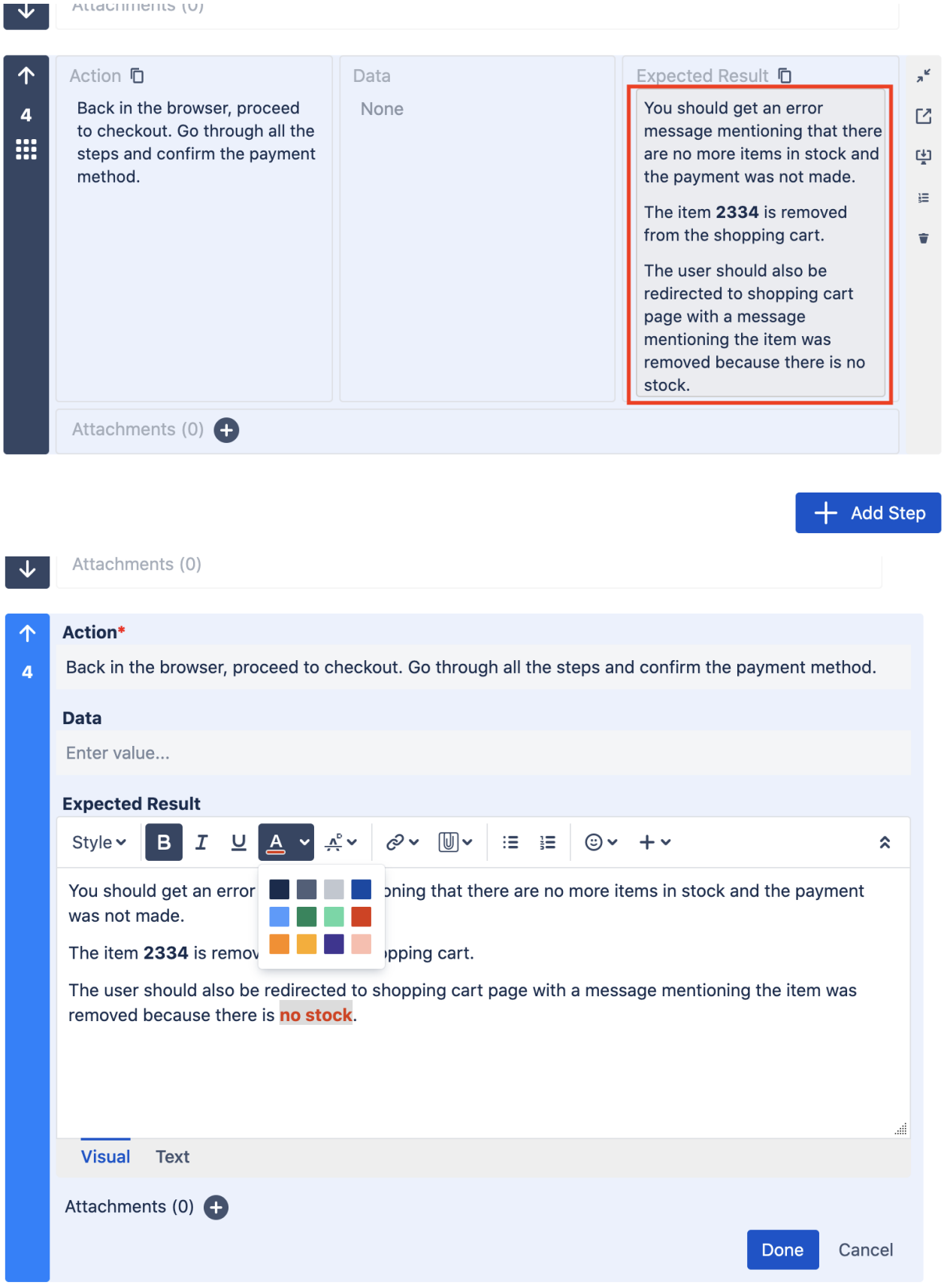
Editing Steps

In order to edit a given step, you just need to press any of the fields in the step. Once a field is clicked, the step view will enter into **editing mode**. There is a clear visual difference between a step that is being edited and steps that are in **reading mode**.

Only **one** step can be in **editing mode** at a given time. Whenever a step goes into editing mode, the current editing step (if any), will go into reading mode automatically.

Once a step is in editing mode, you can change any field within the step.

After filling all the desired fields press **Done** to save the changes or **Cancel** to abort the changes to the step.



Persisting Step Changes

It is also important to mention that Xray has two different ways of persisting steps to the database.

If you are creating or editing a step, once you finish filling all the necessary fields within a step, you can press the **Add/Done** button. Depending on the context, this will:

- save the step into the data store or, JIRA ISSUE VIEW
- keep the changes in memory until all the steps are saved into the data store. JIRA ISSUE DIALOG XRAY STEPS DIALOG

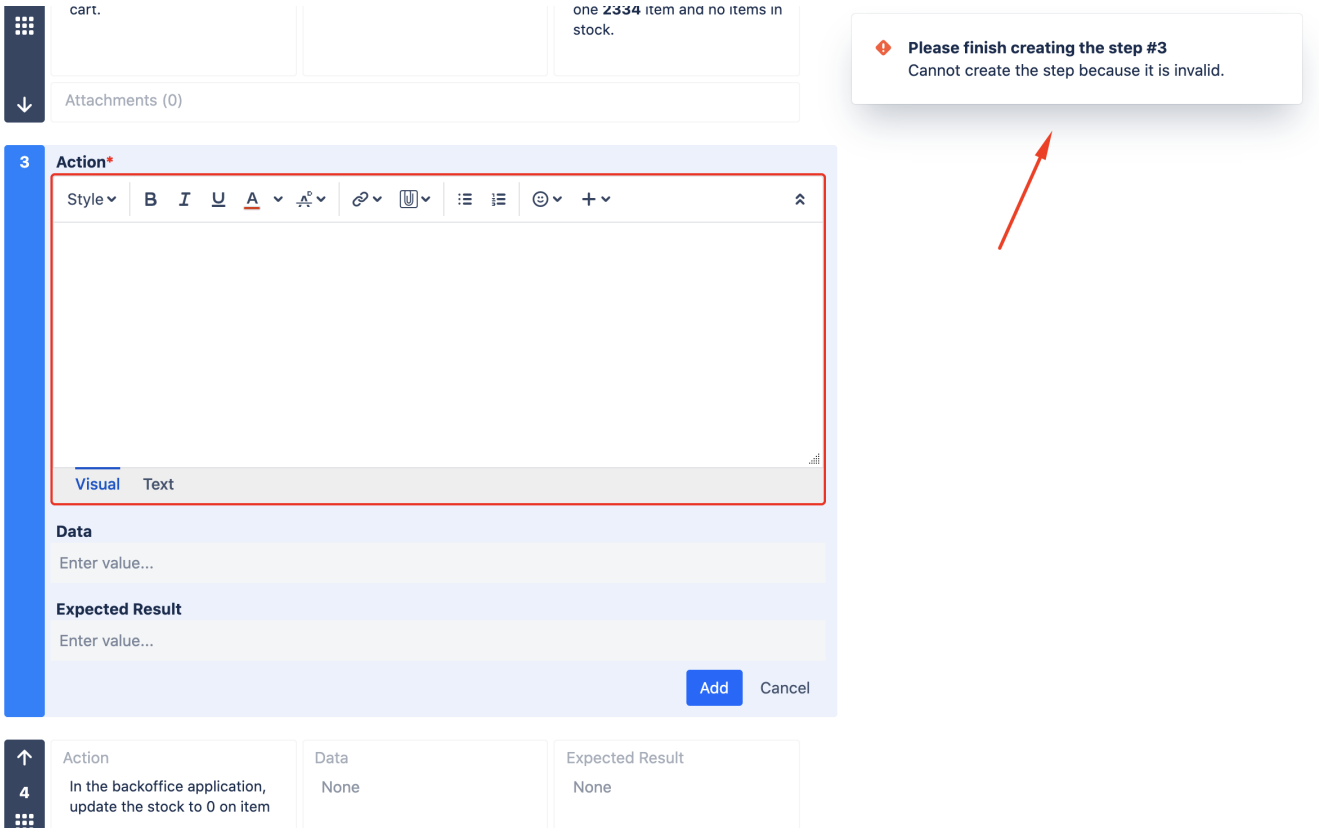
Navigating outside the step using the **TAB** or **SHIFT+TAB** will also save the step automatically (see Keyboard Navigation below).

After the step is saved, the step will change to reading mode.

Field Validation

Whenever a step is saved, a validation occurs to check whether all the **required** steps are filled. In case the validation fails, an error message is displayed focusing on the first required field. In this case, the save operation is aborted and the step will continue in editing mode.

A message will also appear on the upper right corner of the screen, indicating that the step was not saved.



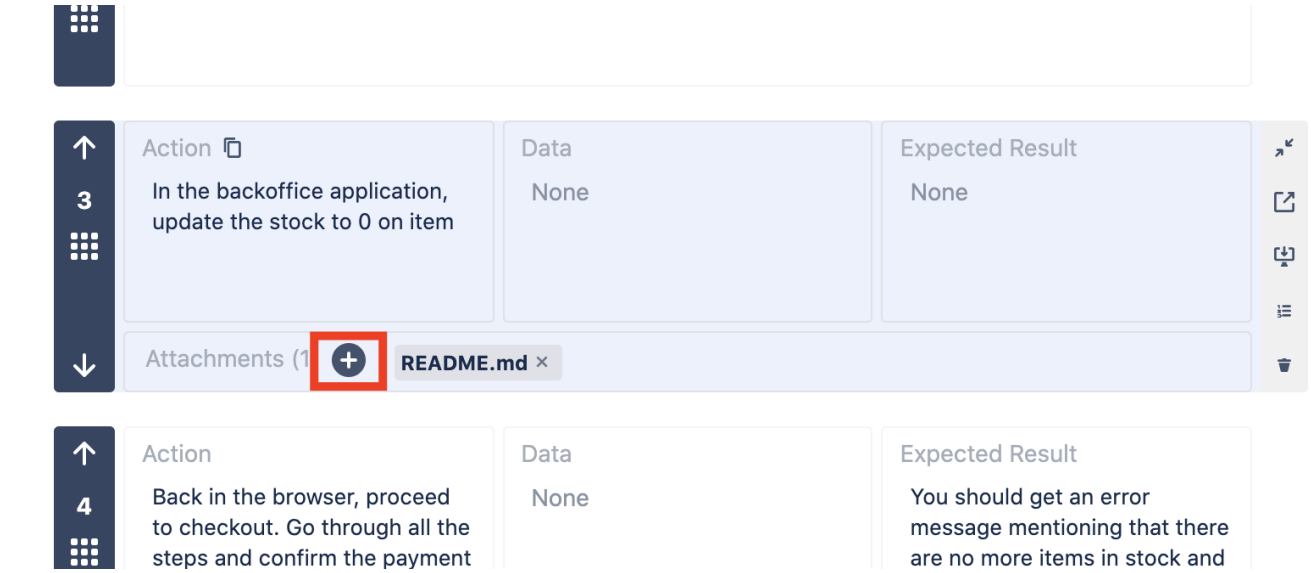
Step Attachments

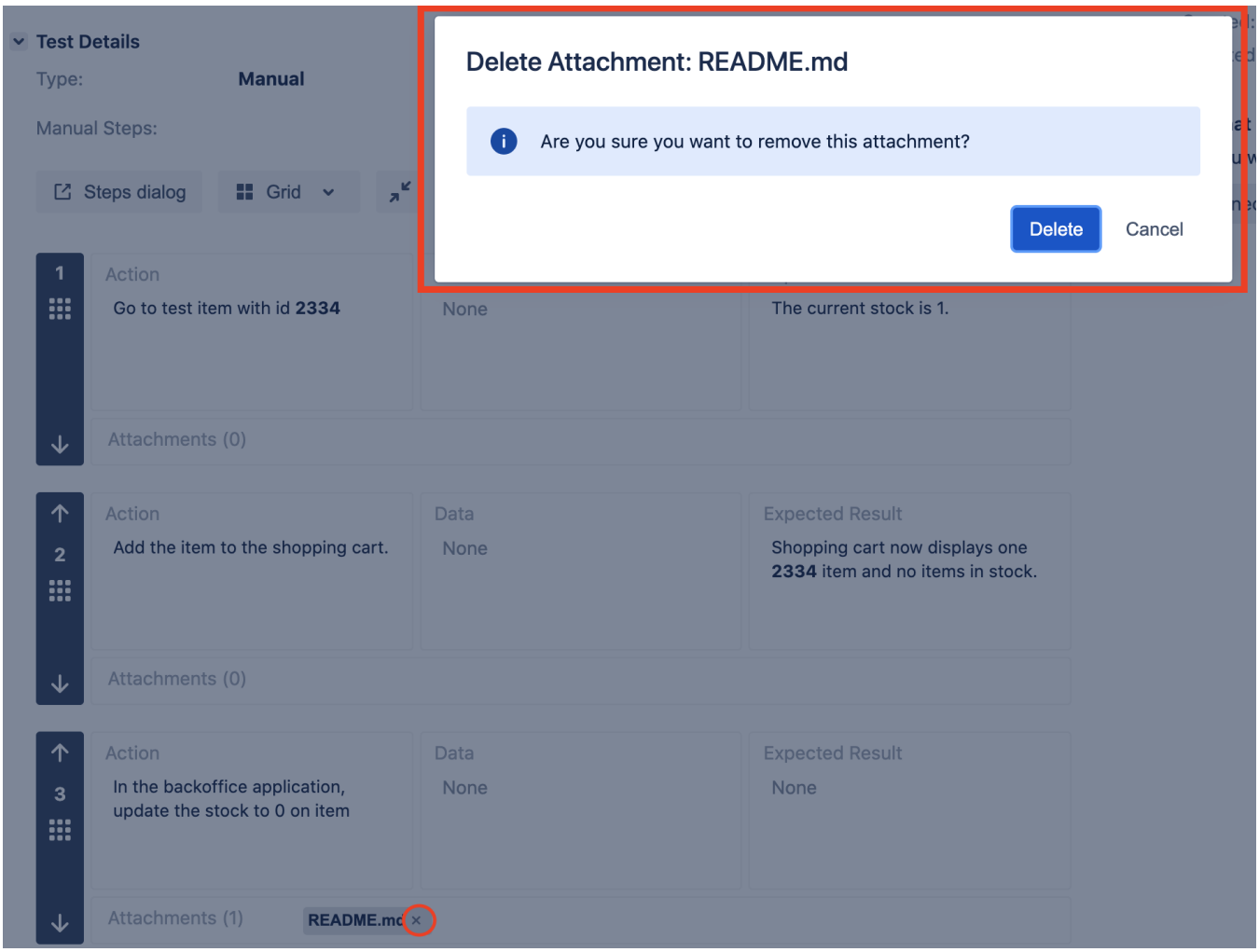
You can attach any file to Test Steps. Attachments can be useful to execute a given step. A tester might need to look at a screenshot or a data file to better execute the step. Hence, Xray provides the ability to have attachments on Test Steps. Step attachments will later be provided on the execution screen so that the user can access them and execute the step.

The **Attachments** field is always visible in the step. Users can add and delete attachments in both reading and editing views of the step.

In order to **add** attachments to the step, press the **Plus** icon appearing in the **Attachments** field. After clicking the button, you will be prompted with a dialog to choose the attachments to add.

To **delete** attachments, you can just click the **Bin** button that appears when hovering over existing attachments. After clicking the button, you will be prompted with a confirmation message to remove the attachment or not.





Copy to clipboard

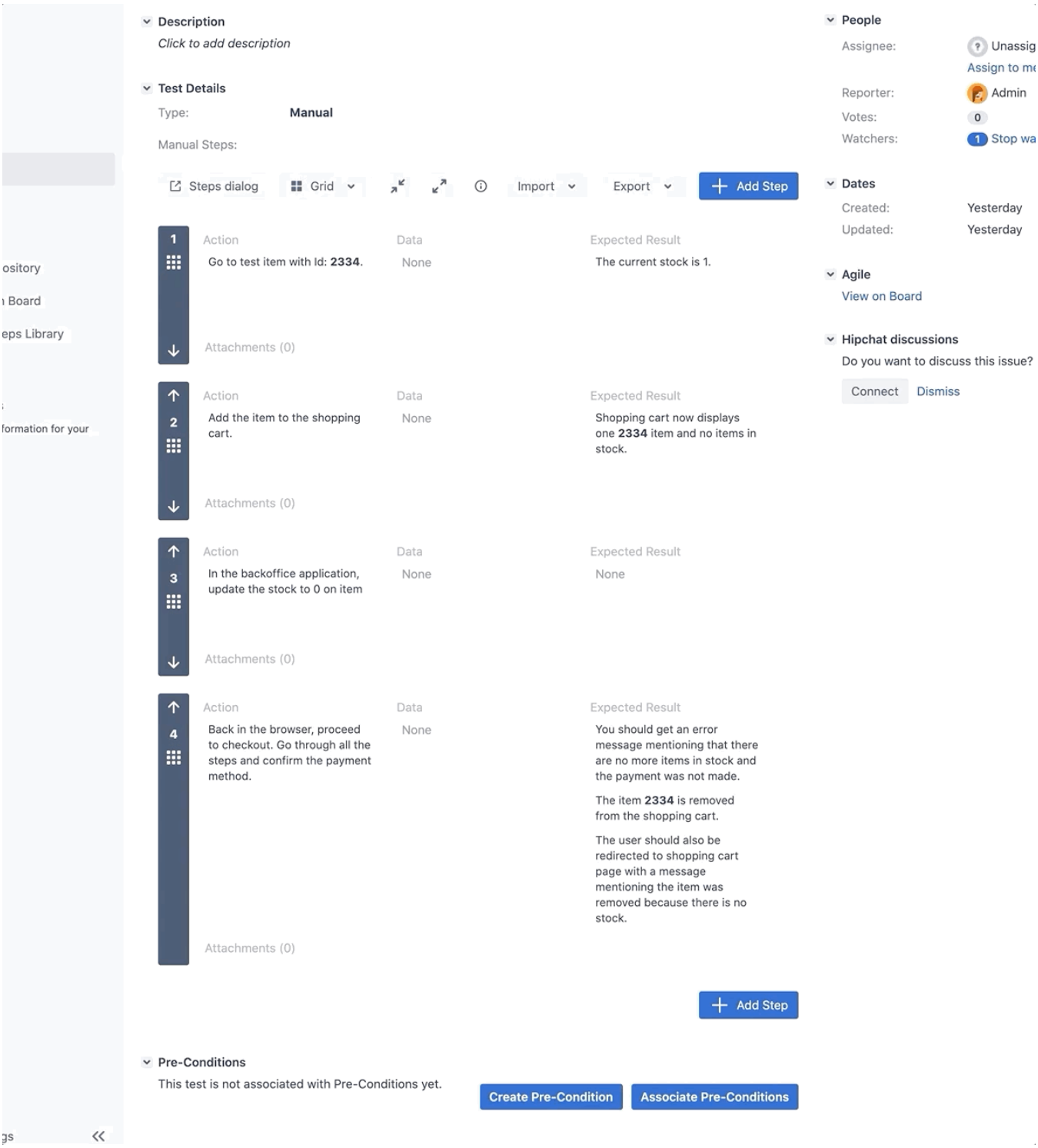
You can copy any Test Step field value to the clipboard by hovering over these fields and clicking on the Copy icon next to each highlighted field. If the copy is successful, a confirmation dialog will appear.



Keyboard Navigation

It is possible to navigate between the fields of steps and between different steps using the default **TAB** and **SHIFT+TAB** keyboard keys. When the last step is selected and consequently in edit mode, pressing **TAB** will automatically create a new step at the last position.

It is not possible to navigate outward of a given step where the validation is failing.



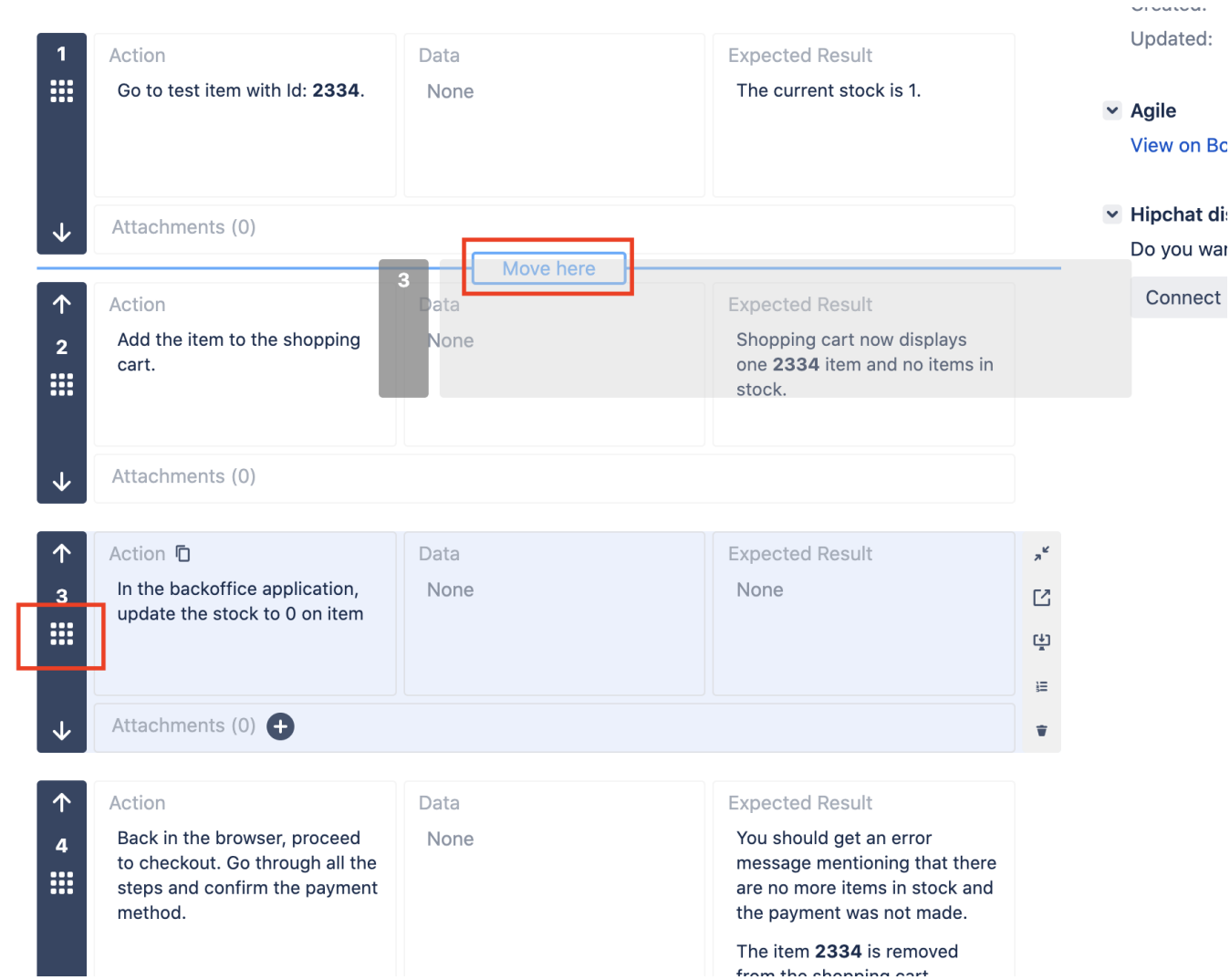
Moving Steps

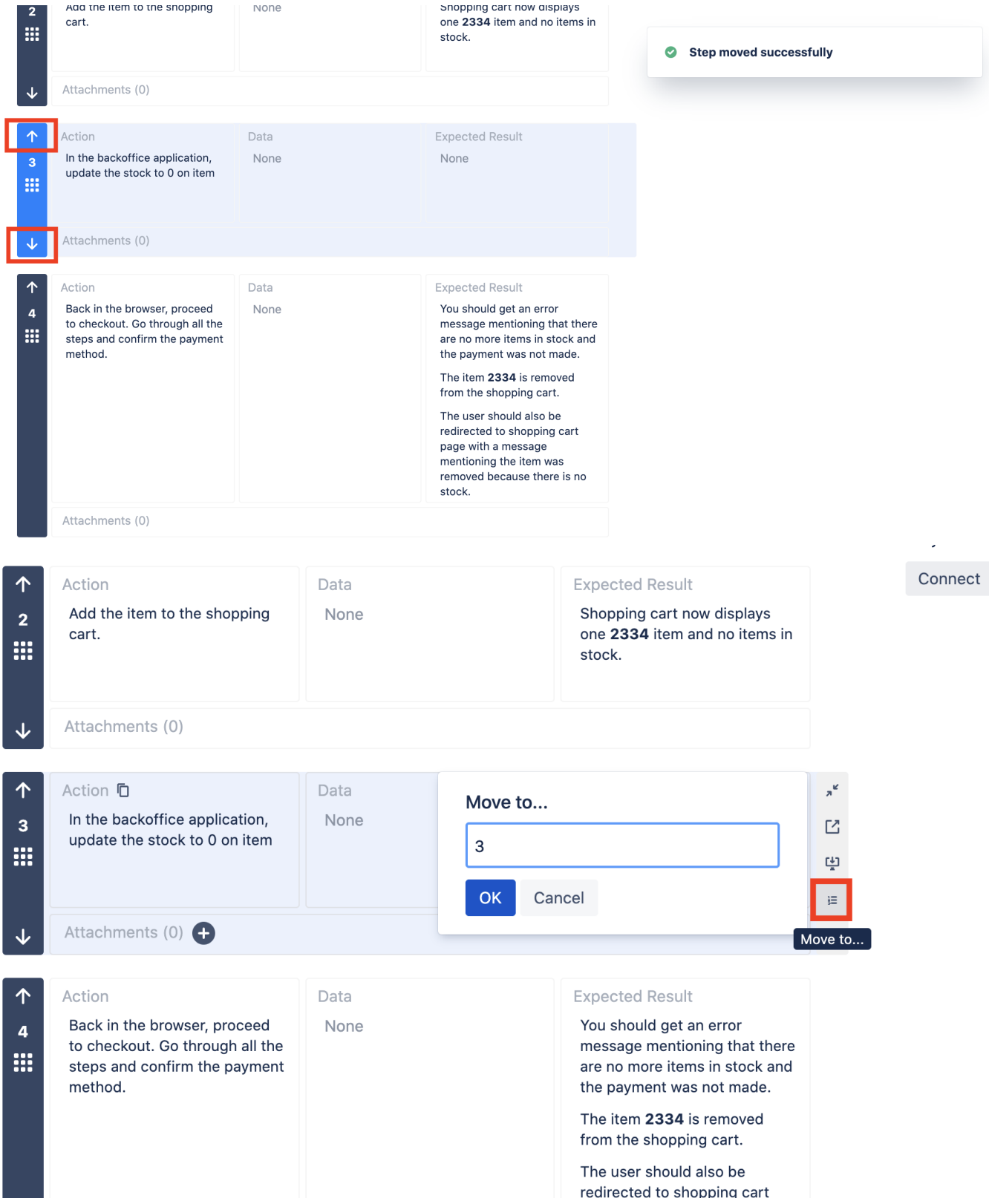
You can move a Test Step within the steps table in one of 3 ways:

- By clicking on the **drag handle** in the first (index) column of each step and dragging the step to the desired position. When dragging a step, you can hover over the space in between steps where a dropdown placeholder will appear. If you drop the step, it will be placed in this position.
- By clicking on the **Up and Down** arrows in each step, also on the first (index) column. This will move the step only one position (Up or Down).
- By clicking on the **"Move To.."** action that appears on the actions menu when hovering the step. This method allows you to directly move a step to a specific position.

Once you move a step, the step is highlighted and the focus placed on the step that was just moved.

Remember that you can also create a step in any position, just by hovering over the space in between steps.



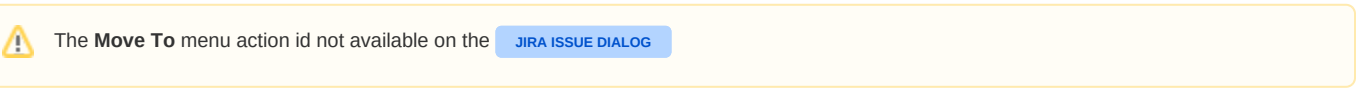


JIRA ISSUE VIEW

This action is persisted immediately if you are performing it on the Issue view, and therefore can't be undone.

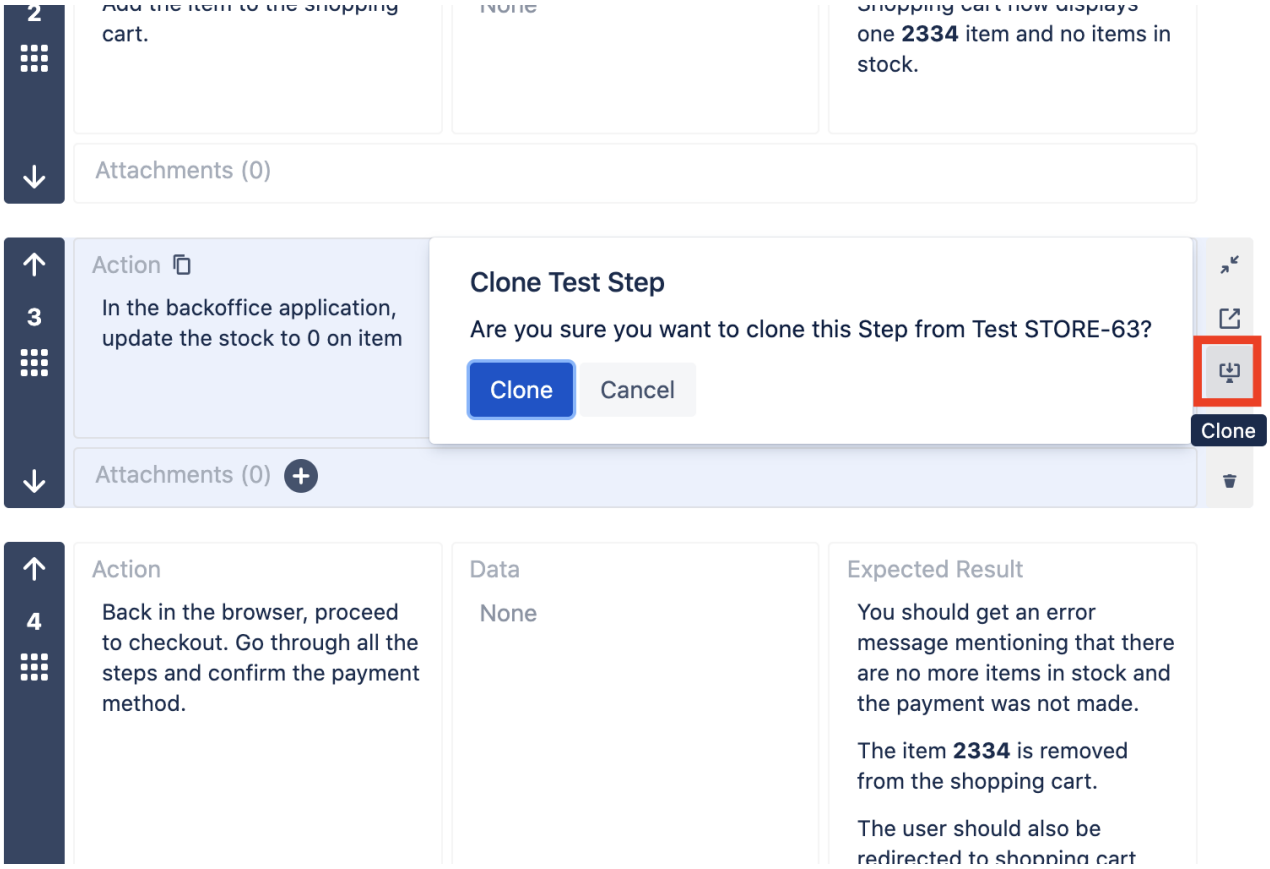
XRAY STEPS DIALOG JIRA ISSUE DIALOG

If you are on the Jira issue dialog or on the Xray Steps Dialog, this operation is not persisted immediately. Only when you save all steps explicitly or finished editing/creating the issue, the steps are persisted into the datastore.



Cloning Steps

To clone an existing Test step, hover the step and click on the **"Clone"** action that appears on the actions menu located at the right of the step. A confirmation message will appear. Once you confirm, a new step will be created below the cloned step, containing all fields of the cloned step (including attachments).



JIRA ISSUE VIEW

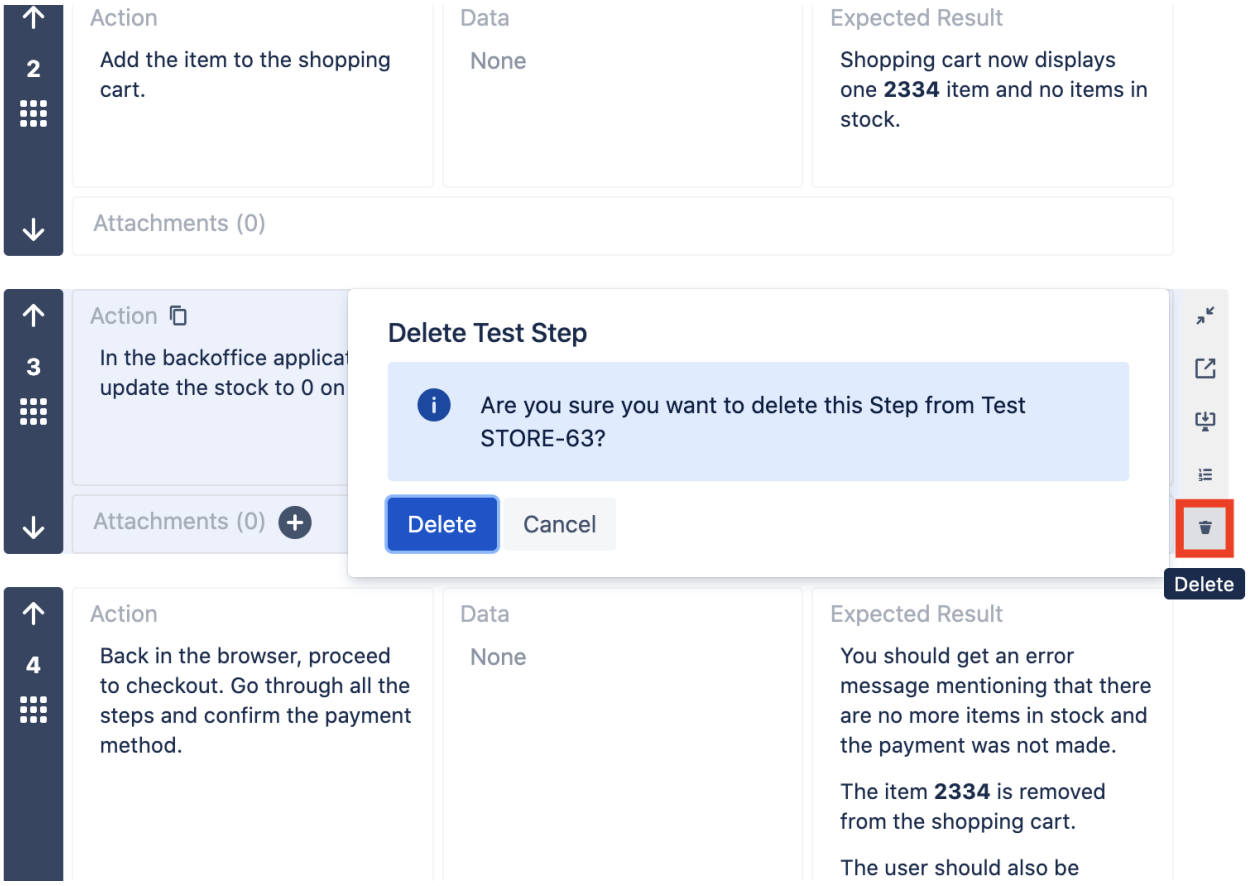
This action is persisted immediately if you are performing it on the Issue view and therefore can't be undone.

XRAY STEPS DIALOG JIRA ISSUE DIALOG

If you are on the Jira issue dialog or on the Xray Steps Dialog, this operation is not persisted immediately. Only when you save all steps explicitly or finished editing/creating the issue, the steps are persisted into the datastore.

Deleting Steps

Hovering a step reveals the actions bar to the right of the step. The bottom action for each step contains a **Bin** button for deleting the step. After clicking the button, you will be prompted with a confirmation message to delete the step.



JIRA ISSUE VIEW

This action is persisted immediately if you are on performing it on the Issue view and therefore can't be undone.

XRAY STEPS DIALOG JIRA ISSUE DIALOG

If you are on the Jira issue dialog or on the Xray Steps Dialog, this operation is not persisted immediately. Only when you save all steps explicitly or finished editing/creating the issue, the steps are persisted into the datastore.

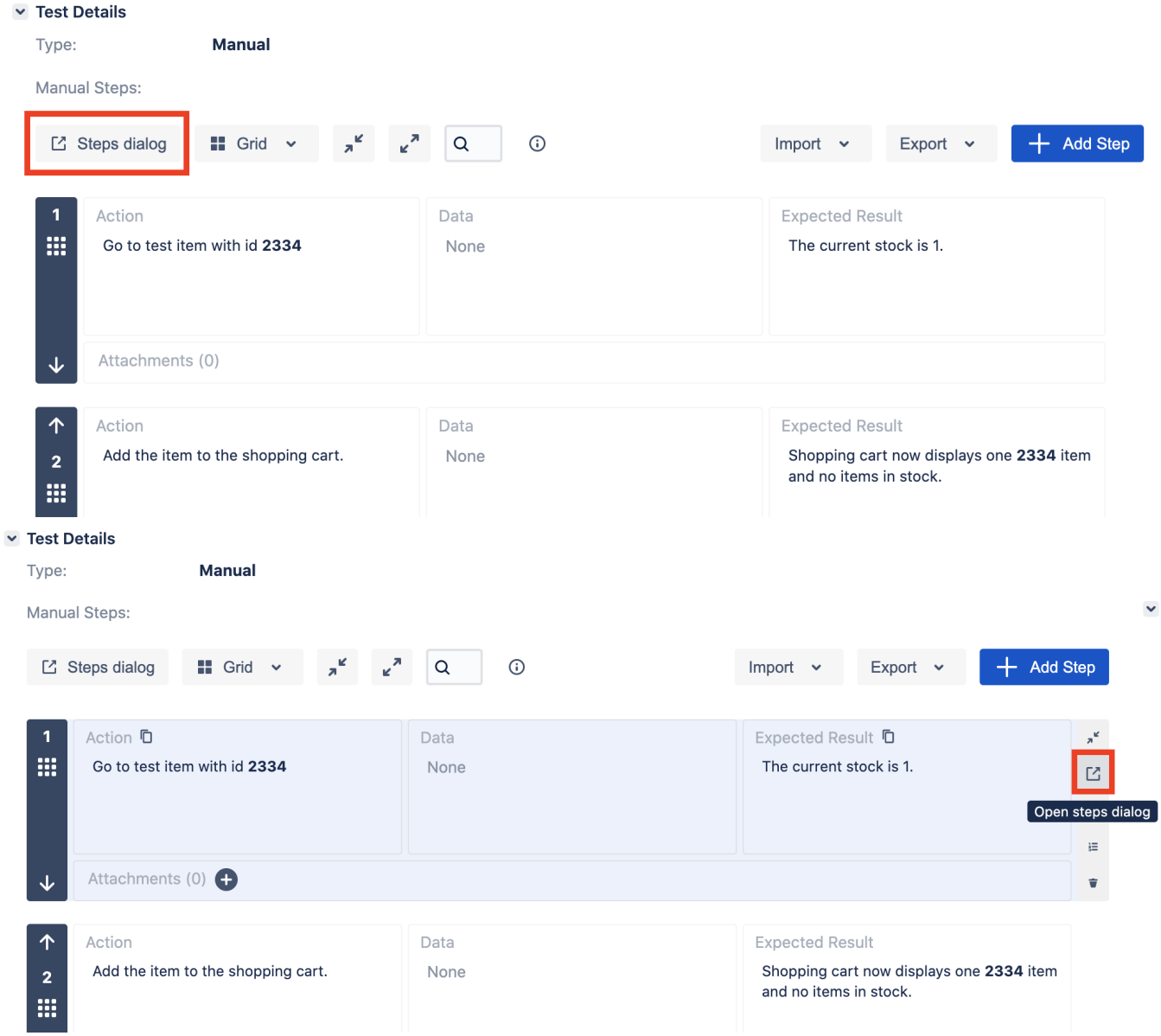
View/Edit in Dialog

Besides using the Jira create/edit issue dialog/page and the inline editing capabilities within the issue view, Xray provides a dedicated dialog for viewing and editing the Test steps.

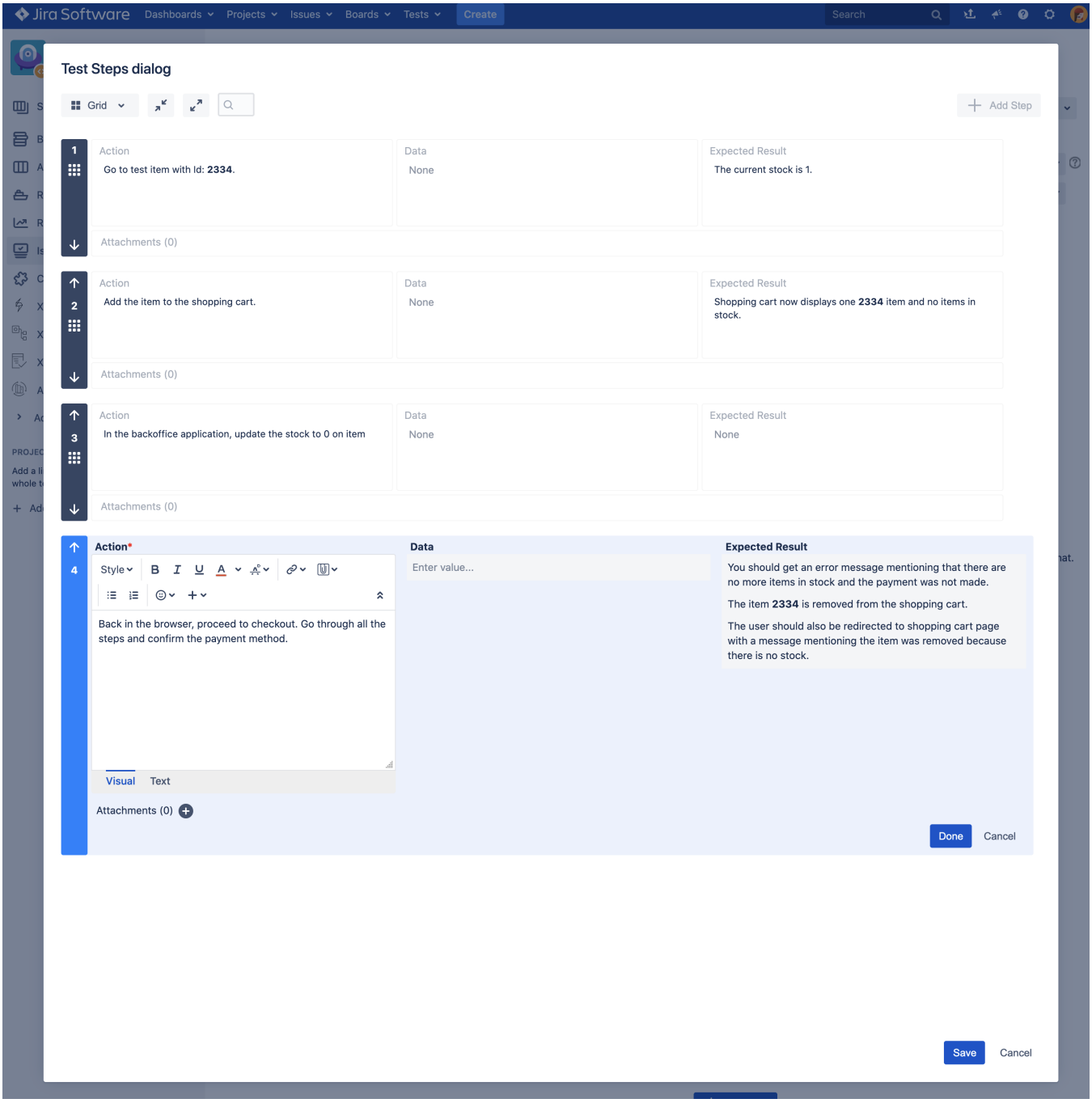
There are two main reasons to use the Xray steps dialog:

- The dialog fills almost the entire screen, therefore, improving the viewing and editing experience of Test Steps.
- You can do any changes to the test steps and save them only when you press the **Save** button and close the dialog. Your Test issue history log will not be filled with intermediate changes to the steps.

In order to open the Steps Dialog view, you can click on the "**View/Edit in Dialog**" button located at the top of the steps, or press the dedicated action button "**Open in Dialog**" within each step. Opening the Steps dialog from the step actions will focus the step automatically on the steps list within the dialog.


Test Details
Type:
Manual
Manual Steps:
Steps dialog
Grid
Import
Export
Add Step
1
Action
Go to test item with id 2334
Data
None
Expected Result
The current stock is 1.
Attachments (0)
2
Action
Add the item to the shopping cart.
Data
None
Expected Result
Shopping cart now displays one 2334 item and no items in stock.

Test Details
Type:
Manual
Manual Steps:
Steps dialog
Grid
Import
Export
Add Step
1
Action
Go to test item with id 2334
Data
None
Expected Result
The current stock is 1.
Open steps dialog
Attachments (0)
2
Action
Add the item to the shopping cart.
Data
None
Expected Result
Shopping cart now displays one 2334 item and no items in stock.

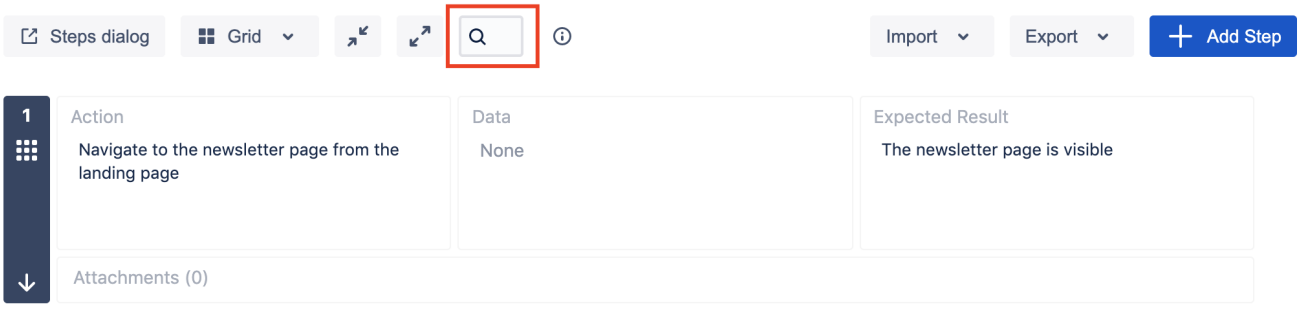


Search Steps

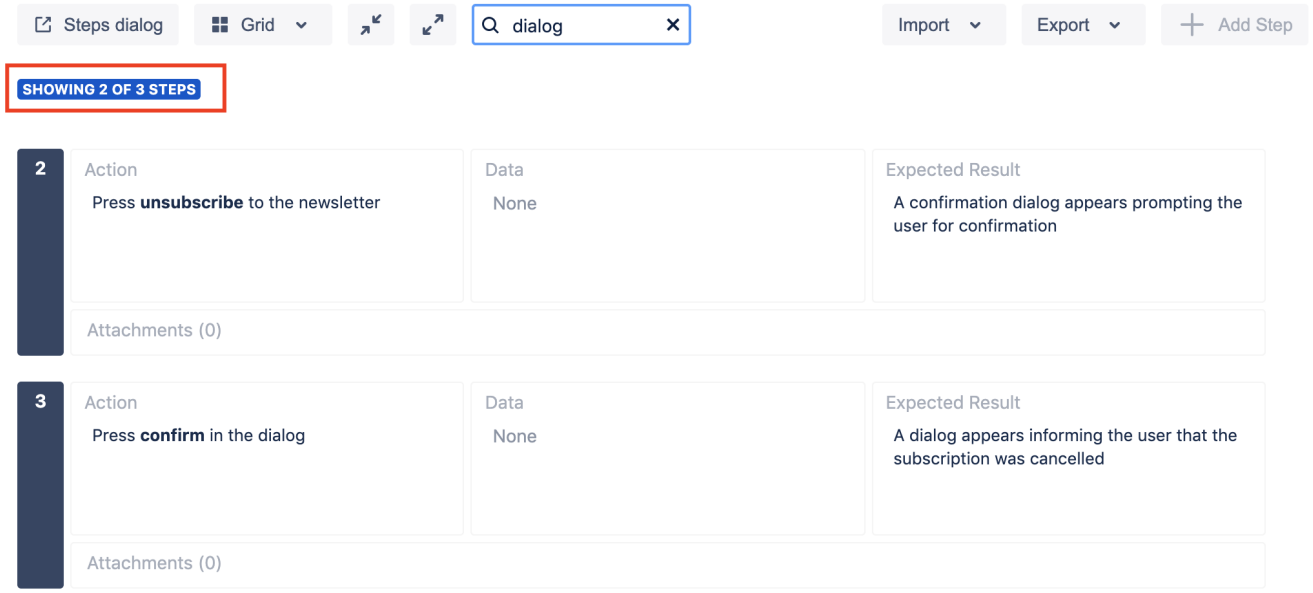
It's possible to search for steps containing a specific text using the **search bar**.
When text is introduced into the search bar, it will enter into an active search state and only the steps that include that text in any of its fields will be displayed. The search is **case insensitive**.
The steps displayed in the search results will be automatically expanded.

The results will include:

- text match on active fields, except Toggle fields
- text match with step attachment names

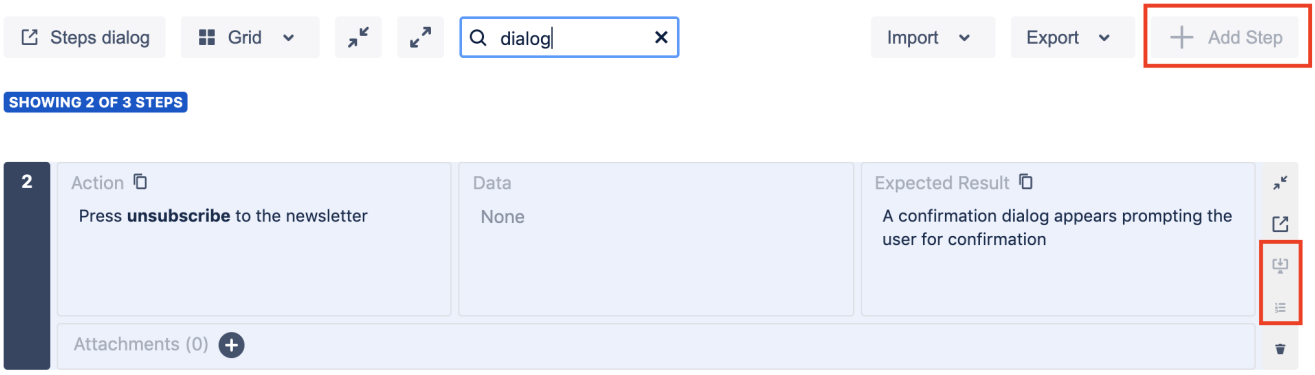


An active search can also be identified by the search results overview, at the top of the steps list, indicating how many steps are being showed from the total of steps available.

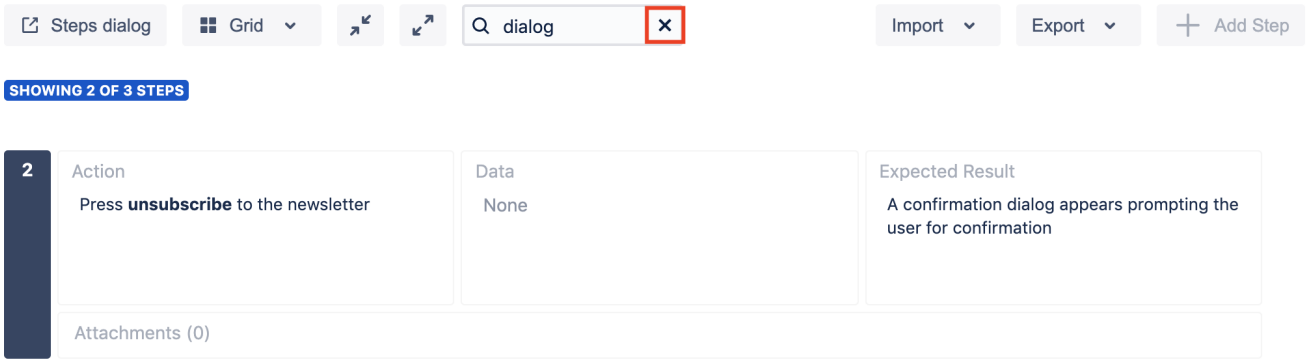


In an active search state, the following step actions are **disabled**:

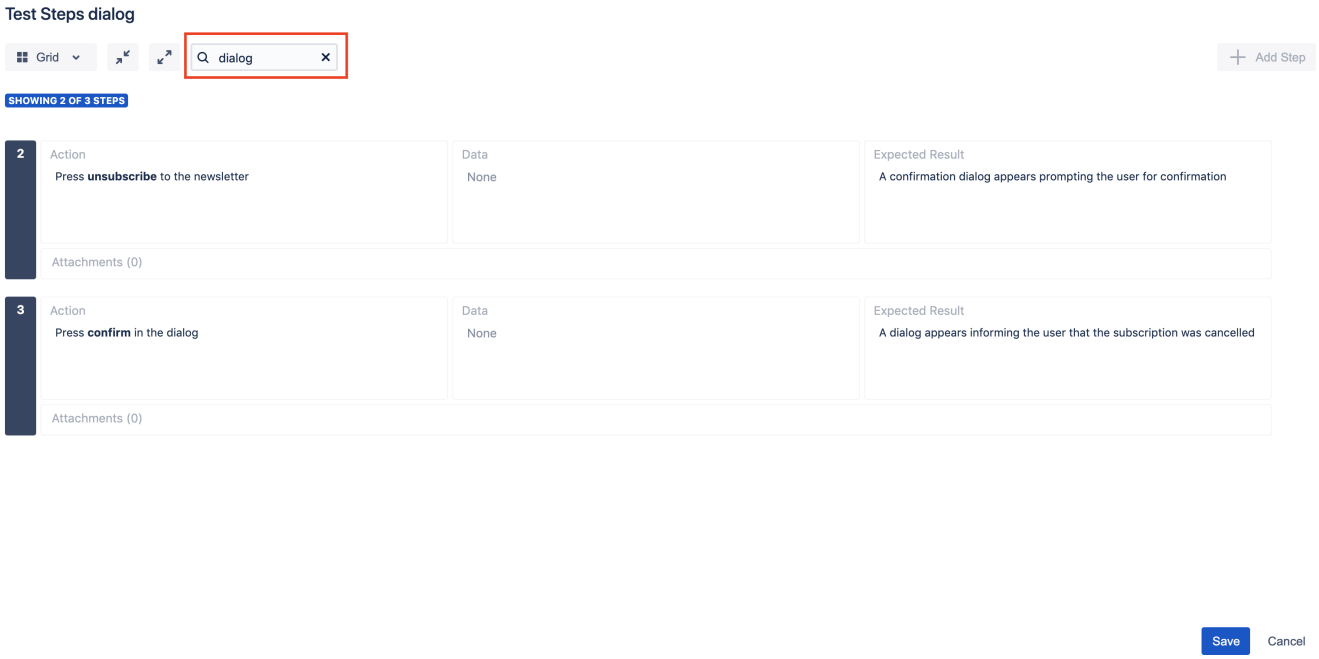
- Create new Step
- Rerank Step
- Clone Step



An active search can be dismissed to return to the normal test steps view by clicking the "x" icon in the search bar.



The search feature is also available in the Test Steps Dialog

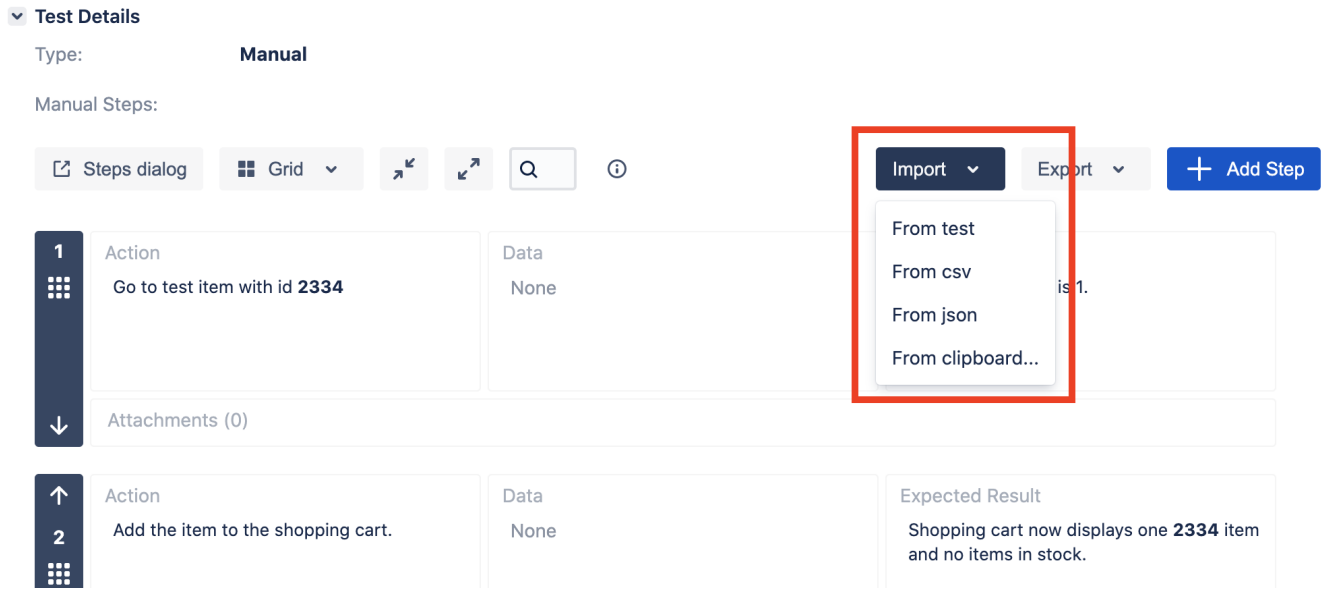


Import Steps

Test Steps can be imported from sources such as:

- Test
- CSV
- JSON
- Clipboard

In order to import steps, press the **Import** button located at the top of the test steps, in the actions bar. A dropdown list with all the import options will appear:



Choose the desired option.

From Test

This feature allows you to import existing steps from other Test issues.

After choosing the "**Import From Test**" option, a popup dialog will be displayed that will guide the user through the import process.

Step #1

In the first screen, the user can **select(or search)** an existing Test issue using the issue picker field.

Once a Test is selected, the steps from the Test will be displayed in a table below where the user can select **all steps or just cherry-pick the steps** that they need to import.

There is also an option to **Reset the Current Steps** at the bottom of the dialog. Checking this option will delete all steps that are already present in the Test when importing the new steps.

After the desired steps are selected, press **Next.**



Step #2

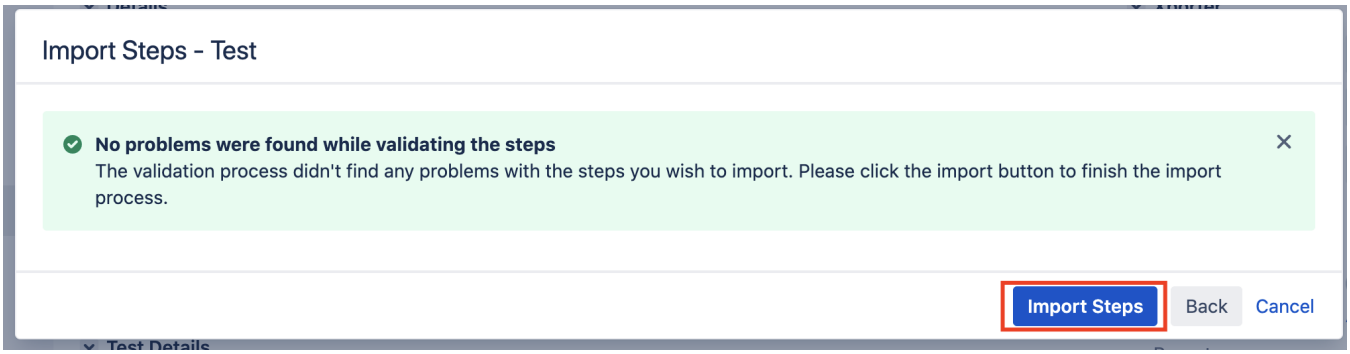
This step will allow the user to map between the **source** fields (of the Test issue being imported) and the **target** fields (of the current Test issue).

All **required** fields must be mapped before proceeding to the next (and final) step in the import wizard. If any required field is not mapped, the **Validate** button will be disabled. Required fields are signaled with an (*).



Step #3

The third screen is the validation step. If all steps are validated, the user can proceed with the import. The validation process will verify that the **field types** match. If there are any validation error messages, you can just navigate back to the previous step and fix the mappings, or cancel the import.



After pressing "**Import Steps,**" the steps are imported into the current issue and the issue page is refreshed.

From CSV

This feature allows you to import existing steps from an external CSV file.

After choosing the "**Import From CSV**" option, a popup dialog will be displayed that will guide the user through the import process.

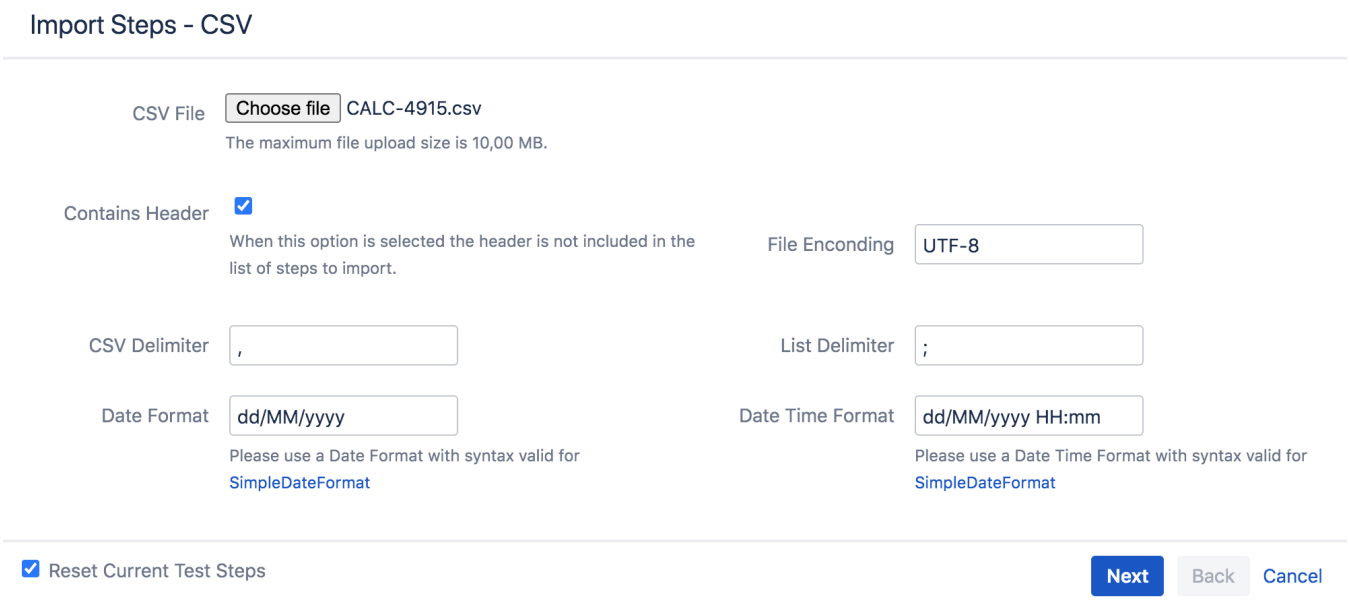
Step #1

The first screen allows the user to define the following parameters:

- **CSV file** that they want to import the steps from
- **CSV Delimiter**: defines the delimiter that is going to be used to separate step fields.
- **List Value Delimiter:** defines the delimiter character used to separate multi-value fields such as select lists and radio buttons.
- **Date Format:** Defines the date format when importing date custom test step fields.
- **Date Time Format:** Defines the date and time format when importing date custom test step fields.
- **Contains Header:** defines if the CSV file contains the header with the field names or not

- **Reset Current Test Steps:** defines if the user wants to override the steps already present in the Test.

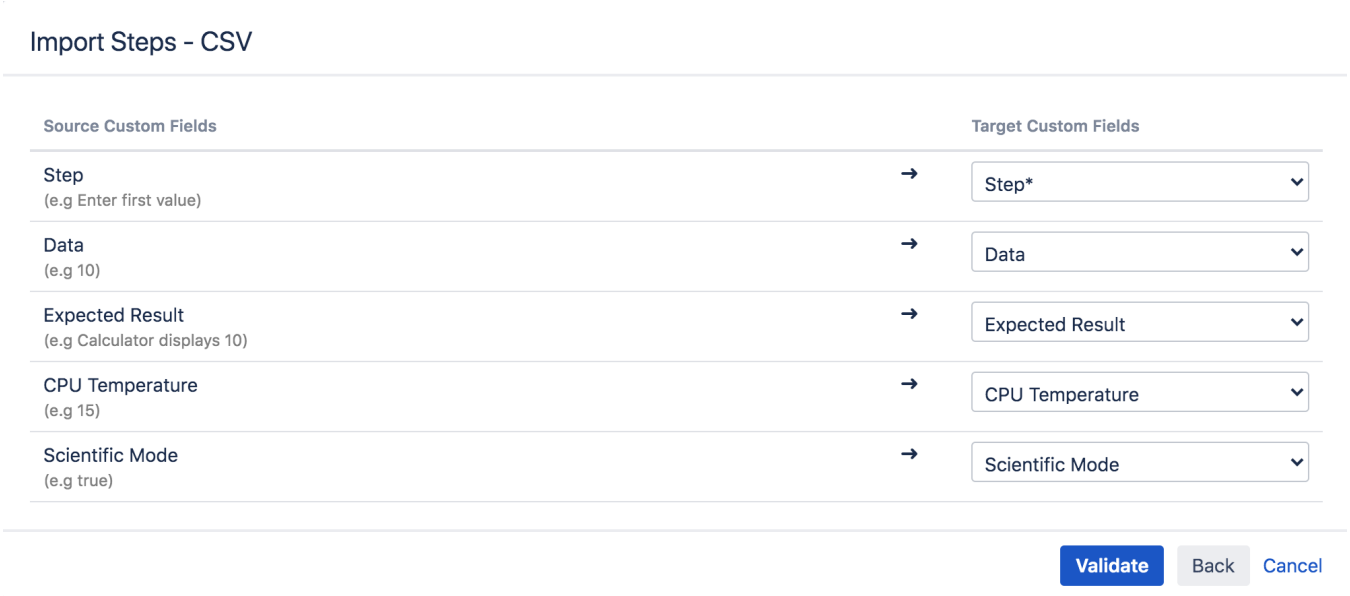
Once all parameters are configured, press **Next.**



Step #2

In this step, you need to **map** the columns of the CSV file with the Test Steps fields.

All **required** fields must be mapped before proceeding to the next (and final) step in the import wizard. If any required field is not mapped, the **Validate** button will be disabled. Required fields are signaled with an (*).

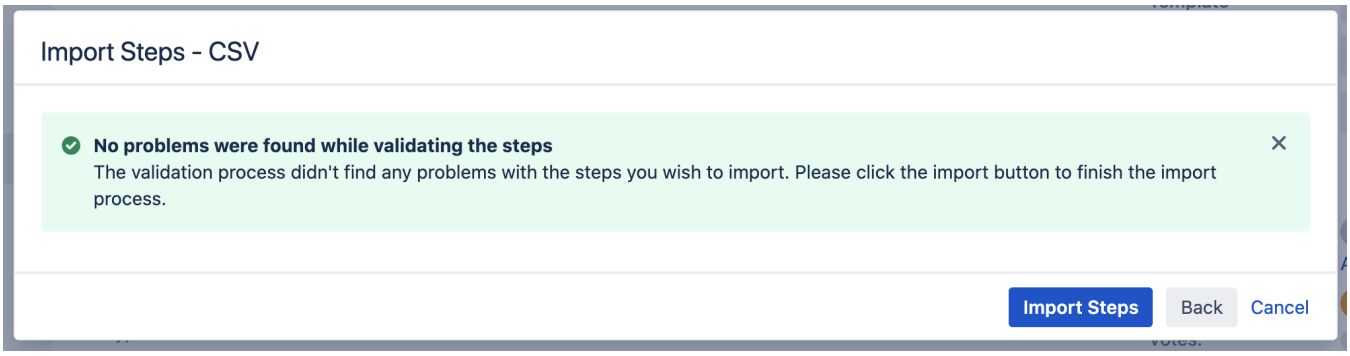


Try it

Example of CSV contained Step, Data, (Expected) Result fields, a number, and a toggle Test Step custom fields, delimited by comma. It also contains the header that should be ignored whenever importing: example_csv_cf.csv.

Step #3

The third screen is the validation step. If all steps are valid, the user can proceed with the import. The validation process will verify that the **field types** match the CSV values provided. If there are any validation error messages, you can just navigate back to the previous step and fix the mappings, or cancel the import.



After pressing "**Import Steps**" the steps are imported into the current issue, and the issue page is refreshed.

From JSON

The import from JSON dialog allows you to specify which **file** you want to import the steps from, the **date** and the **date time** format, and provides a checkbox if you want to override the steps already present in the Test.



The JSON file should be an array of step objects. The objects should have the field **step,** the required **Test Step Custom Fields,** and can optionally have the fields **data, expected result,** and **attachments**. Below is an example of a valid file:

Example Json with custom fields

```
[
    {
  "fields": {
    "Action": "First Action",
    "Data": "First data",
    "Expected Result" : "First expected result",
    "Toggle": "true",
    "MultiSelectList": [
      "Option A",
      "Option B"
    ]
  },

  "attachments": [
    {
      "data": "iVBORw0KGgoAAAANSUhEUgAAAQQAAAFVCAYAAAAJ2pFYAAAABGdBTUEAALGPC
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```

```
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```

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      "filename": "example.png",
      "contentType": "image/png"
    }
```

```
  ]
    },
    {
        "fields": {
          "Action" : "Second Action",
          "Data": "Second data",
          "Expected Result" : "Second expected result",
          "Toggle": "true",
          "MultiSelectList": [
            "Option A",
            "Option B"
          ]
        }
    },
    {
        "fields": {
          "Action" : "Third Action",
          "Data": "Third data",
          "Expected Result" : "Third expected result",
          "Toggle": "true",
          "MultiSelectList": [
            "Option A",
            "Option B"
          ]
        }
    },
    {
        "fields": {
          "Action" : "Fourth Action",
          "Data": "Fourth data",
          "Expected Result" : "Fourth expected result",
          "Toggle": "true",
          "MultiSelectList": [
            "Option A",
            "Option B"
          ]
        }
    }
]
```

Example Json

```
[
   {
      "fields":{
         "Action":"First Action",
         "Data":"First data",
         "Expected Result":"First expected result"
      }
   },
      {
      "fields":{
         "Action":"Second Action",
         "Data":"Second data",
         "Expected Result":"Second expected result"
      }
   }
]
```

From Clipboard

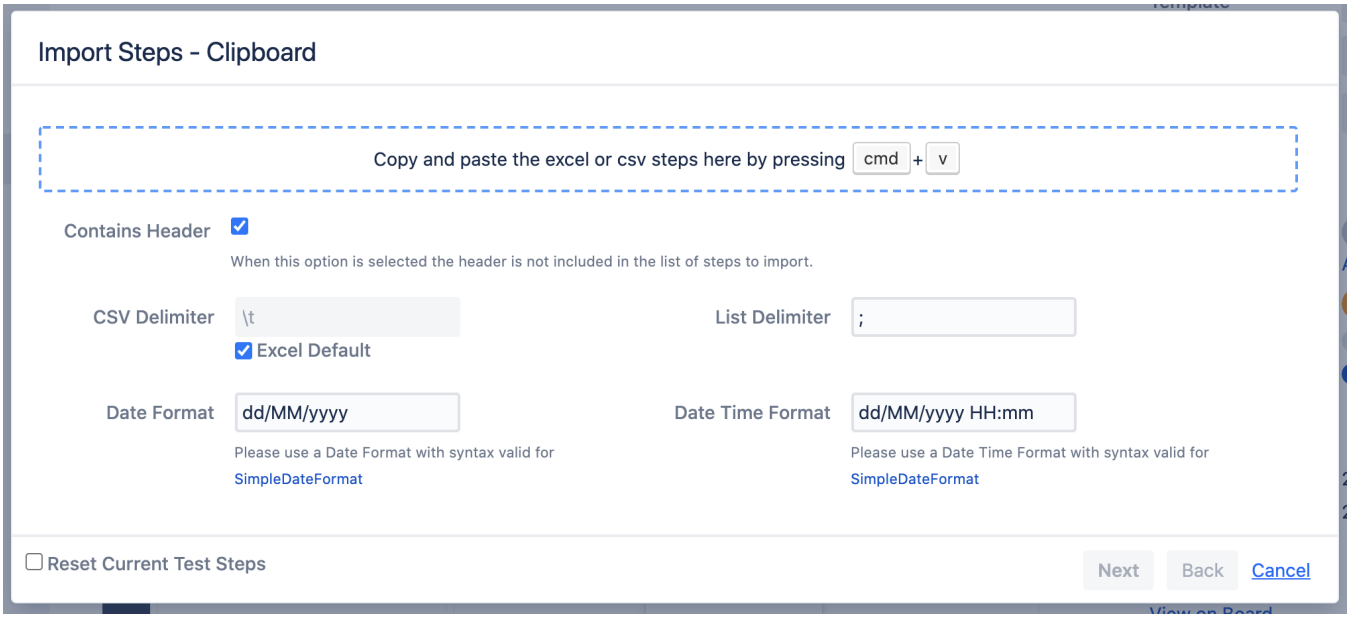
The import from the clipboard allows you to copy the steps from Excel or CSV and paste them directly into Test cases in Xray.

After choosing the "**Import From Clipboard**" option, a popup dialog will be displayed that will guide the user through the import process.

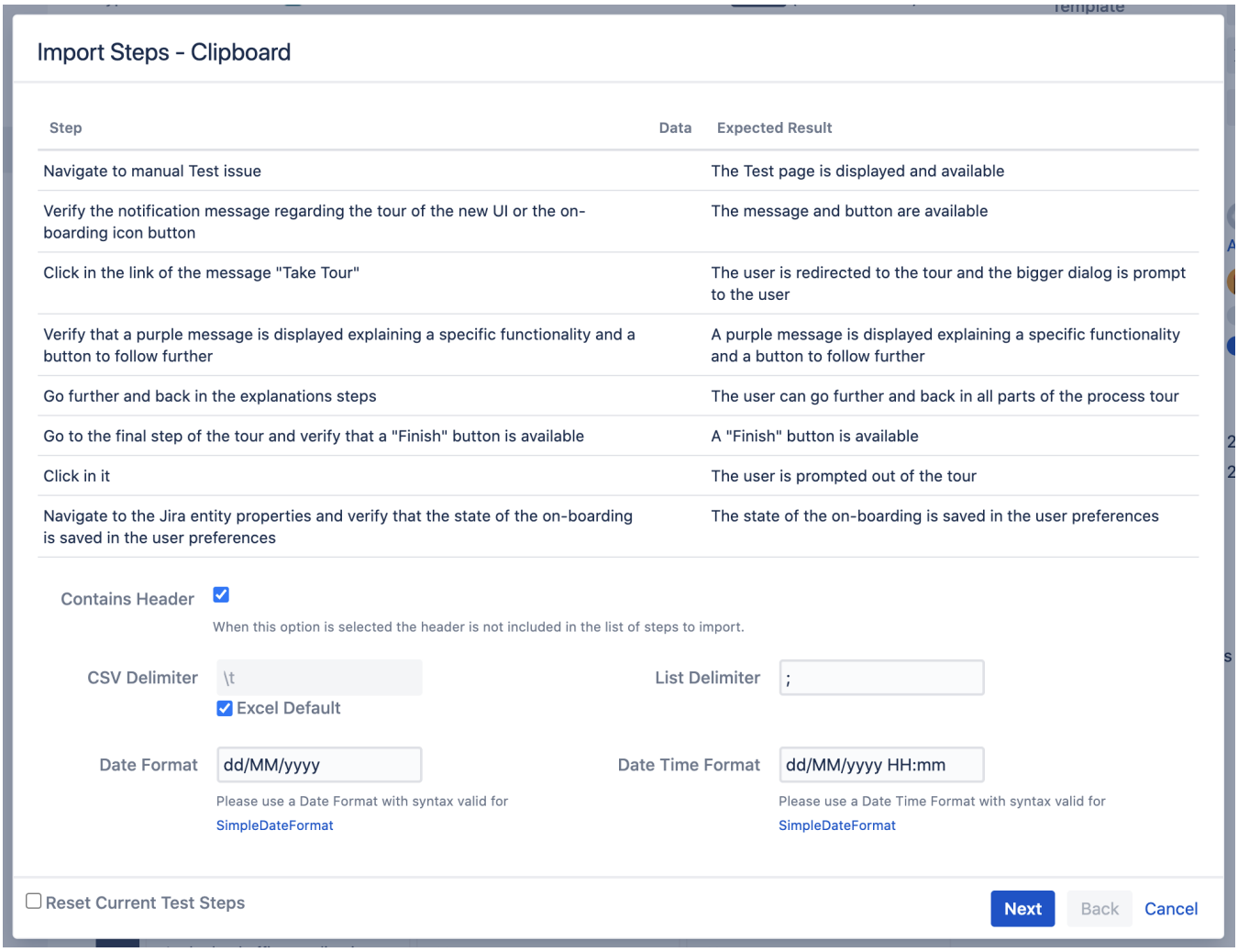
Step #1

The first screen allows the user to define the following parameters:

- **Contains Header:** defines if the clipboard content contains the header with the field names or not
- **CSV Delimiter**: defines the delimiter that is going to be used to separate step fields. Here you can also choose to use the **Exel default** in case you are copying from Excel.
- **List Value Delimiter:** defines the delimiter character used to separate multi-value fields such as select lists and radio buttons.
- **Date Format:** Defines the date format when importing date custom test step fields.
- **Date Time Format:** Defines the date and time format when importing date custom test step fields.
- **Reset Current Test Steps:** defines if the user wants to override the steps already present in the Test.



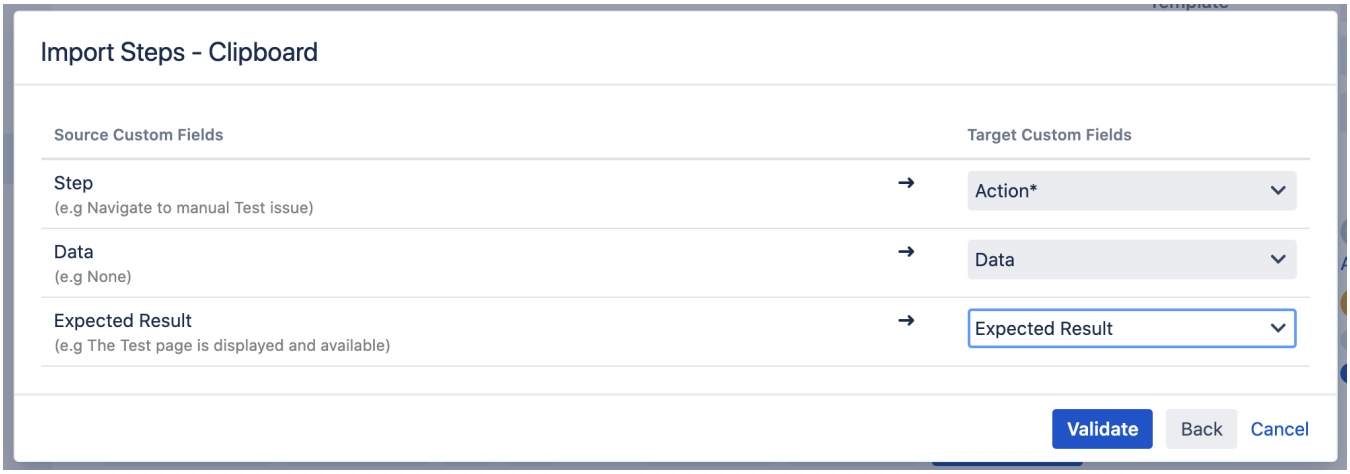
After the steps are pasted in the dialog, it will display the previous version of the steps in the same dialog.



Step #2

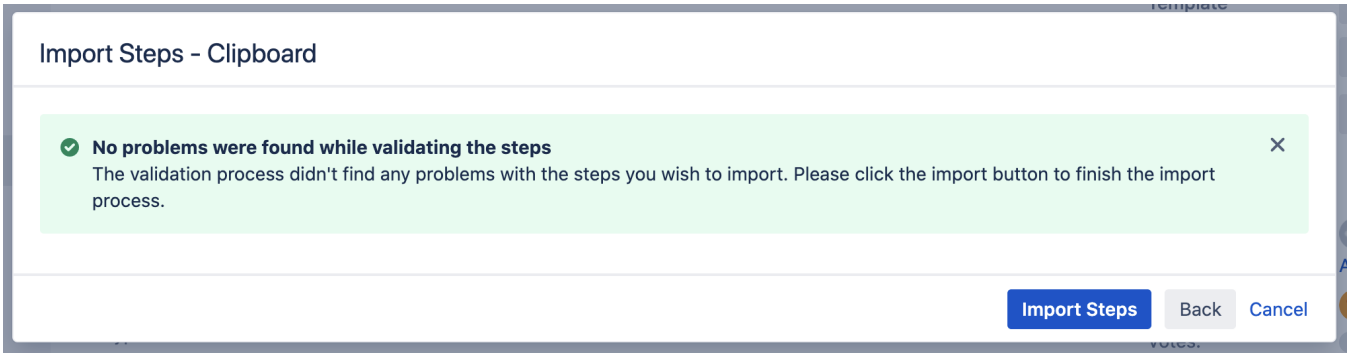
In this step, you need to **map** the columns pasted from the clipboard with the Test Steps fields.

All **required** fields must be mapped before proceeding to the next (and final) step in the import wizard. If any required field is not mapped, the **Validate** button will be disabled. Required fields are signaled with an (*).



Step #3

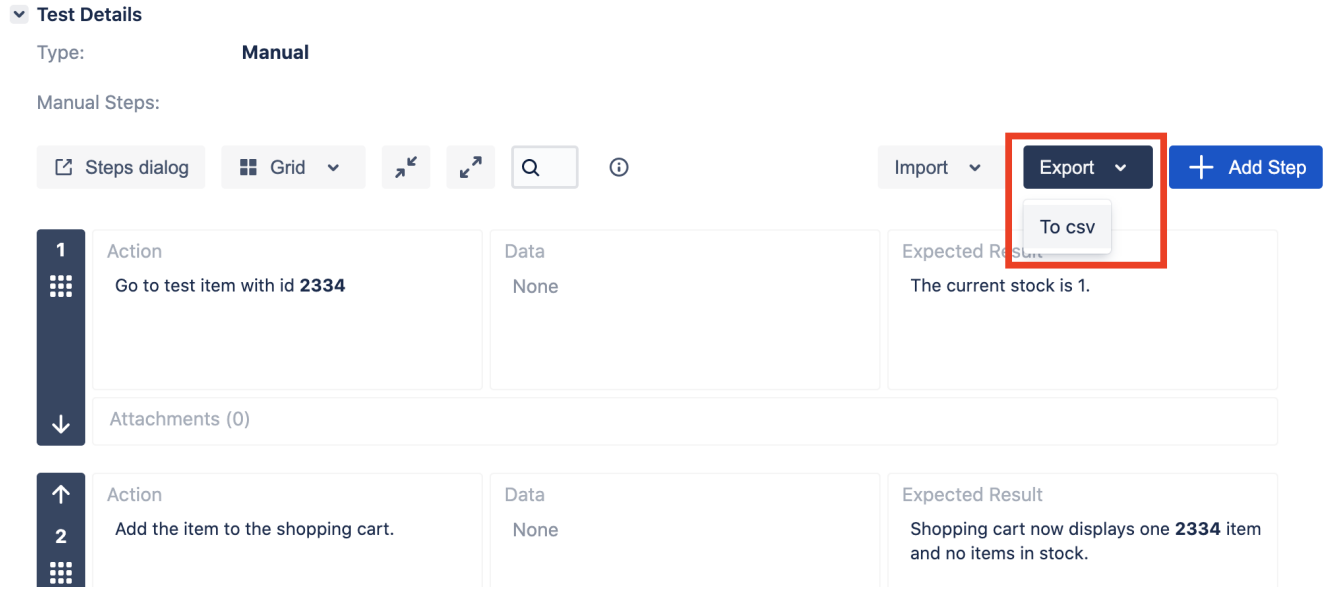
The third screen is the validation step. If all steps are valid, the user can proceed with the import. The validation process will verify that the **field types** match with the pasted values. If there are any validation error messages, you can just navigate back to the previous step and fix the mappings, or cancel the import.



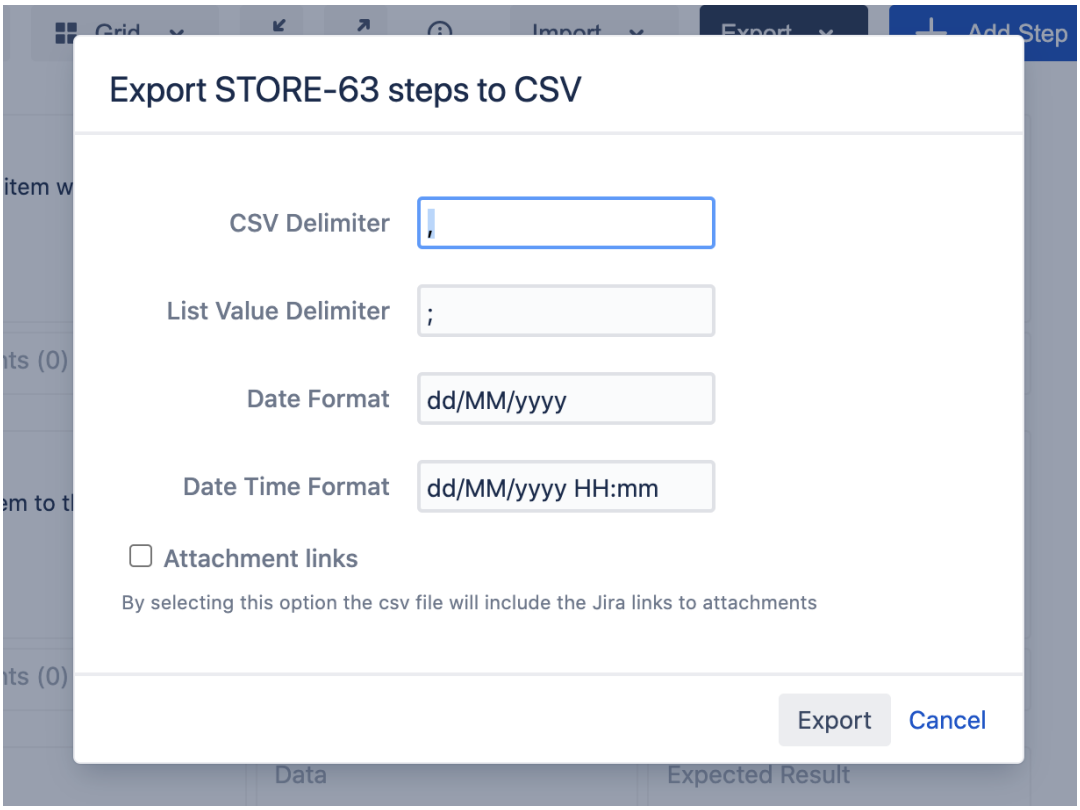
After pressing "**Import Steps**" the steps are imported into the current issue, and the issue page is refreshed.

Export Steps to CSV

Manual Test Steps can be exported to CSV by clicking the "**Export > To CSV**" button located above the steps.



After clicking the action button, the following dialog will pop up.



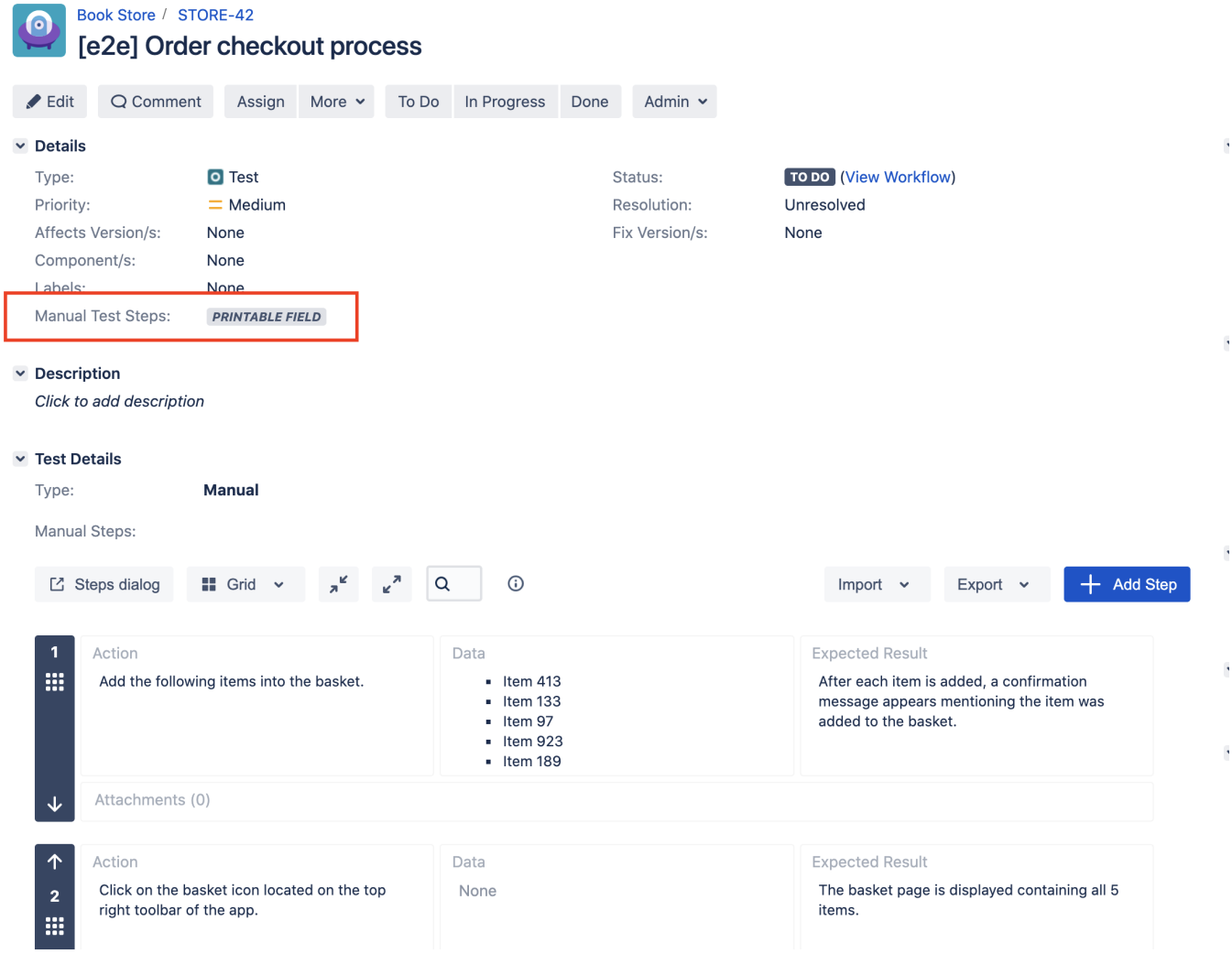
Here you can configure some options in order to export the steps into a CSV file:

- **CSV Delimiter**: defines the delimiter that is going to be used to separate step fields.
- **List Value Delimiter:** defines the delimiter character used to separate multi-value fields such as select lists and radio buttons.
- **Date Format:** Defines the date format when exporting date custom test step fields.
- **Date Time Format:** Defines the date and time format when exporting date custom test step fields.
- **Attachment Links:** When this option is selected, the attachments column on the CSV will contain links to Jira attachments.

Export Steps into XML, Word, Printable

In order to use the default Jira export capabilities to export the Test Steps along with the issue content, the **Manual Test Steps** custom field needs to be included on the **View Issue Screen** (of the Test issue). Because Xray provides a dedicated web panel on the issue, this custom field is not necessary in the Jira issue view for Test cases. Therefore, by default, the **Manual Test Steps** custom field is not included in this view.

Hence, if you need to include the Test Steps when using the native Jira export actions for the Test issues, please include this custom field on the screen. The **Manual Test Steps** custom field does not present any relevant information regarding the Test Steps when it is included on the issue view. A "**Printable Field**" label is displayed instead, indicating that the custom field is on the screen and will provide the Tese Steps when exported to XML, Word, or Printable formats.



For more information about exporting manual Tests in bulk, please visit Export Tests using JIRA built-in features.