



INFODATION

INTEGRATED SOFTWARE SOLUTIONS

INFODATION TESTING MANAGEMENT SYSTEM USER MANUAL

Testing Management System for Jira Cloud

ITMS – INFODATION Testing Management System

Table of Contents

1. ITMS Introduction	2
2. Setting up guidance	2
3. Manual Test Case Management	5
3.1 Create / Edit / Clone / Delete Test Case.....	5
3.2 Add Test Steps and Test Data.....	7
3.3 Find & Replace	9
3.4 Import / Search Existing Test Cases	9
4. Test Case Execution	11
4.1 Execute Test Case	11
4.1.1 Execution History	12
4.1.2 Filter Test Cases based on Status.....	12
4.2 Re-Execute Test Case(s)	13
4.2.1 Re-Execute a Test Case	13
4.2.2 Re-Execute all Test Cases	14
4.3 Reopen main ticket or/and Create Bug Issue from a Failed Test Step.....	15
5. Update notifications.....	18

1. ITMS Introduction

Infodation Test Management System (ITMS) is an application designed for **Jira Cloud** that provides an all-encompassing view of test work and status across Jira Cloud projects. ITMS streamlines the testing process by offering direct integration with Jira, enabling seamless test case management and execution.

2. Setting up guidance

- Integrate ITMS tool into Jira tickets

✎ Add epic / ☒ IF-52

Test Issue

+ Add @ Apps

Description
Add a description

itms-spike-v1
+ itms-spike-v1

Projects / IFD Test Management ... / Add parent / ITMS2-480

Launching ITMS in Atlassian

+ @

▼ Description
Description

As a [role],
I want [goal/desire],
So that [benefit].

Background/Context

Acceptance Criteria

•

Subtasks
Add subtask

Connected work items
Add connected work item

ITMS

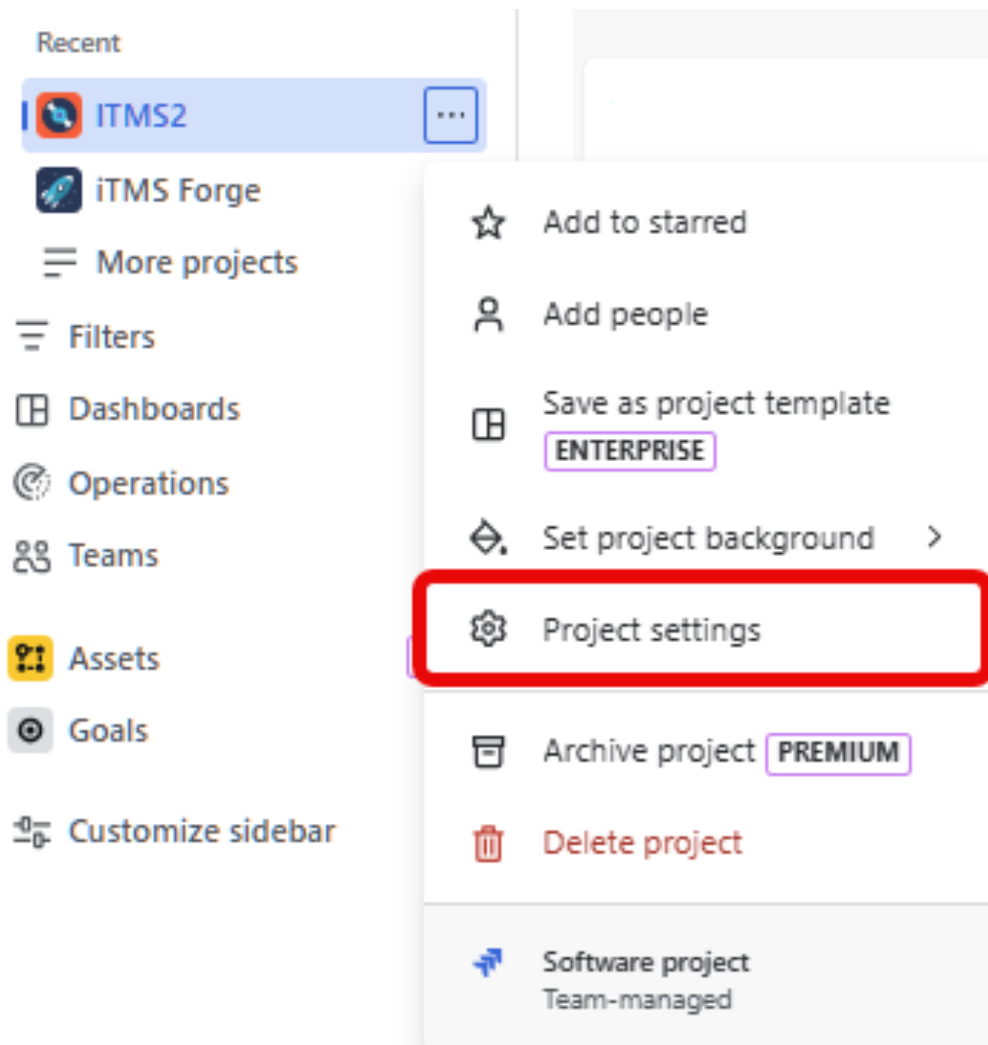
Add Test Case Import/Paste Test Cases Expand Find/Replace All ▼ (Re-)Execute All

Unexecuted

TC-1: .

- In ITMS we set up a field named Test Case so as to support with displaying the numbers of test cases in the sprint. You would need to follow these steps to add the Test Cases field into your project:

1. Go to **Project settings**



INFOdation – Testing Management System Manual

2. Follow steps as numbered in this image:

1. Select the **Fields** tab.
2. Click **Add Field**.
3. Search for **Test Cases**.
4. Check the box to select the **Test Cases** field.
5. Click **Add 1 Field**.

The screenshot shows the Jira Project settings for 'ITMS2'. The 'Fields' tab is selected in the left sidebar (1). The 'Add field' button is highlighted (2). The 'Add fields to ITMS2' dialog is open, showing a search for 'Test Cases' (3) and the 'Test Cases' field selected (4). The 'Add 1 field' button is highlighted (5).

Name	Field type	Description	Actions
Assignee	Assignee		...
Description	Description		...
Due date	Due date		...
Environments	Checkboxes		...
Labels	Labels		...
Original estimate	Original estimate		...
Parent	Parent		...
Priority	Priority		...
Reporter	Reporter		...
Start date	LOCKED Date Picker	Allows the planned start date for a piec...	...
Summary	Summary		...
Team	LOCKED Team	Associates a team to an issue. You can
Time tracking	Time tracking		...

Test case field will be then added successfully

The screenshot shows the Jira Project settings for 'ITMS2' after the 'Test Cases' field has been added. The 'Test Cases' field is now listed in the 'Fields' table (1). A confirmation message is displayed at the bottom: 'Test Cases added to ITMS2. Choose where this field shows within work items on the Work types page.' (2).

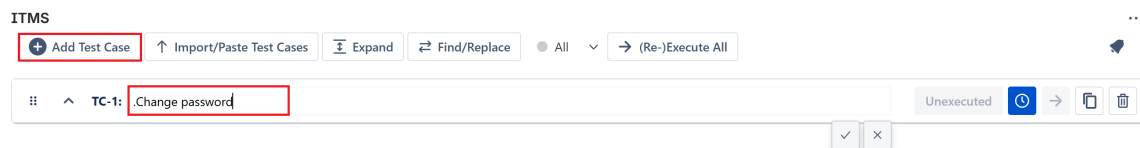
Name	Field type	Description	Actions
Test Cases	Number Field	This field represents the total number of test cases associated with...	...
Assignee	Assignee		...
Description	Description		...
Due date	Due date		...
Environments	Checkboxes		...
Labels	Labels		...
Original estimate	Original estimate		...
Parent	Parent		...
Priority	Priority		...
Reporter	Reporter		...
Start date	LOCKED Date Picker	Allows the planned start date for a piece of work to be set.	...
Summary	Summary		...
Team	LOCKED Team	Associates a team to an issue. You can use this field to search and...	...
Time tracking	Time tracking		...

3. Manual Test Case Management

3.1 Create / Edit / Clone / Delete Test Case

To create a new manual test case in ITMS:

- Navigate to the Test Cases section within the Jira issue.
- Click **Add Test Case**.
- Enter the test case name.
- Press **Enter**, click outside the input box, or click the check button to save the test case name.

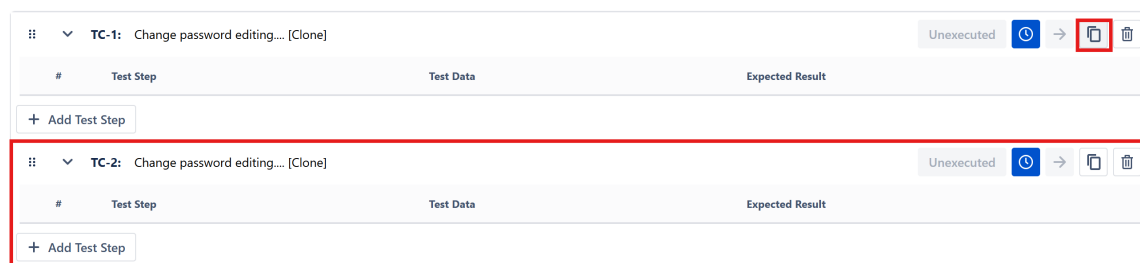


To rename a test case:

- Click into Test case name input box again.
- Type the new name and press **Enter**, click outside the input box, or click the check button to save the test case name.

To clone a test case:

- Select the test case and choose **Clone icon** from the action menu.



To reorder test cases

- **Drag and drop** the test cases into correct order

TC-1: Change password editing [Clone] Unexecuted

#	Test Step	Test Data	Expected Result
1			

+ Add Test Step

TC-2: Change password editing Unexecuted

#	Test Step	Test Data	Expected Result
1	Login to the application with valid credentials	Account: itms@demo.nl Password: [Insert oneseecret url here]	Shows 'Successfully login.'

+ Add Test Step

To delete a test case:

- Select the test case and click **Delete icon** from the action menu.

TC-1: Change password editing.... [Clone] Unexecuted

#	Test Step	Test Data	Expected Result
---	-----------	-----------	-----------------

+ Add Test Step

TC-2: Change password editing.... [Clone] Unexecuted

#	Test Step	Test Data	Expected Result
---	-----------	-----------	-----------------

+ Add Test Step

3.2 Add Test Steps and Test Data

Each test case can contain multiple steps and test data. To add a test step:

- Open the selected test case.
- Click **Add Test Step**.
- Type in values for required fields: **Test step** and **Expected result**.
- Press **Enter**, click outside the input box, or click the check button to save the values.

The screenshot shows the top of a test case titled 'TC-1: Change password editing'. Below the title bar, there is a table with columns: '#', 'Test Step', 'Test Data', and 'Expected Result'. At the bottom left of the table, there is a button labeled '+ Add Test Step' which is highlighted with a red rectangular box.

This screenshot shows the test case after one step has been added. The table now has one row with the number '1' in the first column. The 'Test Step' and 'Expected Result' columns contain empty input fields. Red error messages are visible below these fields: 'Test step is required.' and 'Expected result is required.'. The '+ Add Test Step' button is still present at the bottom left.

This screenshot shows the test case with the step completed. The table row now contains the following data:

#	Test Step	Test Data	Expected Result
1	Login to the application with valid credentials	Account: itms@demo.nl Password: [Insert oneseecret url here]	Shows 'Successfully login.'

 The '+ Add Test Step' button is still at the bottom left.

To reorder, rename, copy or delete test steps:

- Use the similar corresponding icons as of test cases, placed next to each test step

This screenshot shows the completed test case. At the end of the first row in the table, there is a set of four icons: a pencil (edit), a trash can (delete), a right-pointing arrow (move), and a document with a plus sign (copy). These icons are highlighted with a red rectangular box.

Note: It is possible to **Collapse** or **Expand** the list of Test Cases to shorten the test overview.

ITMS

[+ Add Test Case](#)
[↑ Import/Paste Test Cases](#)
[Expand](#)
[↔ Find/Replace](#)
● All
[→ \(Re-\)Execute All](#)

⋮	^	TC-1:	Login using valid credential [Clone]	Cancelled	🕒	→	📄	🗑️
⋮	^	TC-2:	Login using valid credential	Cancelled	🕒	→	📄	🗑️
⋮	^	TC-3:	Login using invalid credential	Cancelled	🕒	→	📄	🗑️
⋮	^	TC-4:	Change password	Cancelled	🕒	→	📄	🗑️

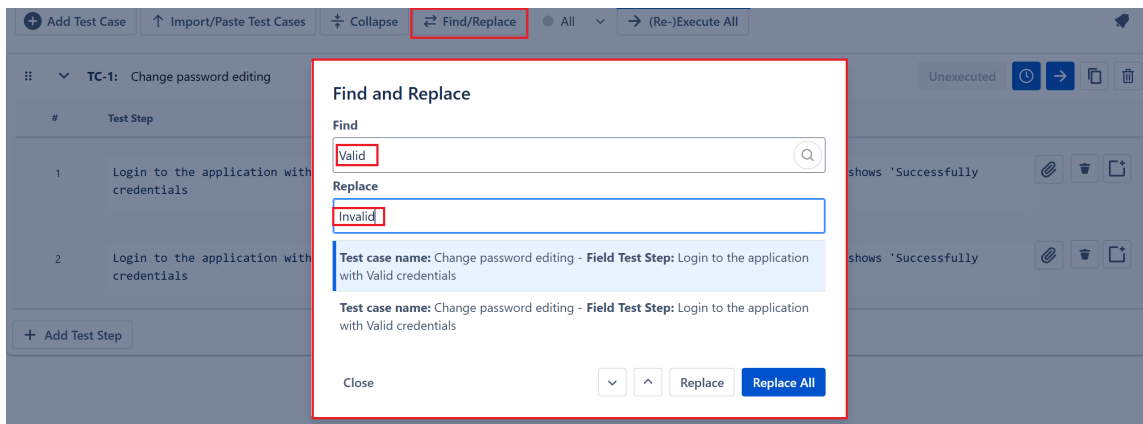
ITMS

[+ Add Test Case](#)
[↑ Import/Paste Test Cases](#)
[Collapse](#)
[↔ Find/Replace](#)
● All
[→ \(Re-\)Execute All](#)

⋮	▼	TC-1:	Login using valid credential [Clone]	Cancelled	🕒	→	📄	🗑️
#	Test Step	Test Data		Expected Result				
⋮	▼	TC-2:	Login using valid credential	Cancelled	🕒	→	📄	🗑️
Last execution: 18/Aug/2025				Cancelled	11:16:14 20/Aug/2025 (Current) ▼			
#	Test Step	Test Data		Expected Result				
⋮	▼	TC-3:	Login using invalid credential	Cancelled	🕒	→	📄	🗑️
Last execution: 18/Aug/2025				Cancelled	11:16:13 20/Aug/2025 (Current) ▼			
#	Test Step	Test Data		Expected Result				
⋮	▼	TC-4:	Change password	Cancelled	🕒	→	📄	🗑️
Last execution: 18/Aug/2025				Cancelled	11:16:13 20/Aug/2025 (Current) ▼			
#	Test Step	Test Data		Expected Result				

3.3 Find & Replace

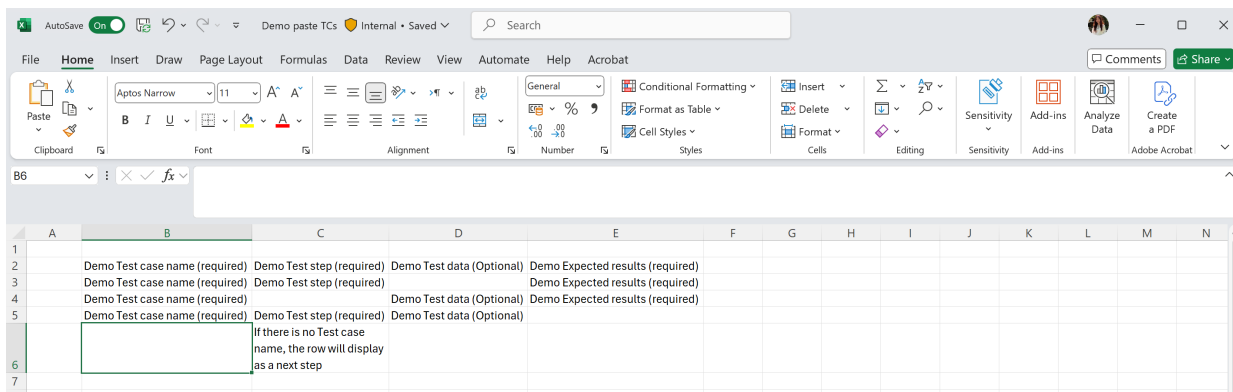
- Click **Find/Replace** button from Functions menu to open the pop-up.
- Enter value to **Find**.
- Enter value to **Replace**
- Select the result to **Replace** value for only chosen field, or **Replace All** values for all fields.



3.4 Import / Search Existing Test Cases

To import test cases from an Excel file:

- Click Import from Excel.
- Copy and paste the test cases into the provided input area.



✓ **Successfully attached** ✕
You've added an attachment to ITMS2-316.

Import or Paste Test Cases

Import from ticket [Paste Manually](#)

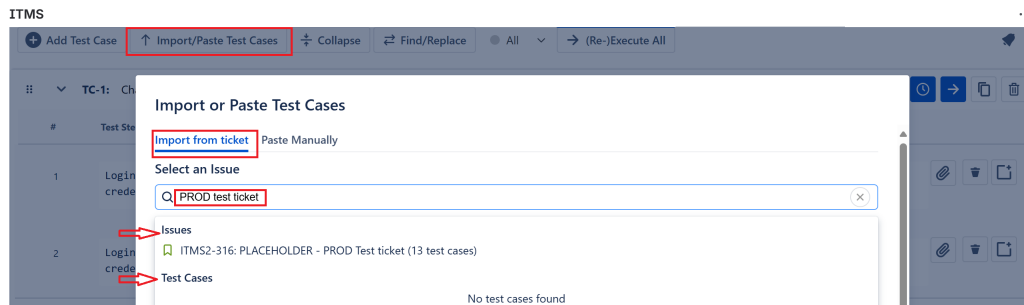
#	Test Case Name	Test Step	Test Data	Expected Result
1	Demo Test case name (required)	Demo Test step (required)	Demo Test data (Optional)	Demo Expected results (required)
2	Demo Test case name (required)	Demo Test step (required)		Demo Expected results (required)
3	Demo Test case name (required)		Demo Test data (Optional)	Demo Expected results (required)
4	Demo Test case name (required)	Demo Test step (required)	Demo Test data (Optional)	
		If there is no Test case name, the row will display as a next step		

Paste more data here...

Cancel [Paste](#)

To search and import existing test cases from old tickets:

- Click **Import/Paste Test Cases** button from Functions menu to open the pop-up.
- Fill values into **Select and Issue** field to search Test cases indirectly by **Issues** names or directly by **Test cases** names
- Click into Issues and click **Select all** or only some Test cases by unchecking/checking boxes to be imported.



Import or Paste Test Cases

ITMS2-316

☒ Select All Test Cases in ITMS2-316

- ☒ Expand the Test result field
- ☒ Check import testcase from table of excel when have 3 test cases
- ☒ 0
- ☒ Check import testcase from table of excel when have json
- ☒ abc
- ☒ check long results
- ☒ ggg

4. Test Case Execution

4.1 Execute Test Case

To execute a test case:

- Fill values for all required fields: **Test Step**, **Expected Result**
- Click **Execute icon** button of that test case and status will be automatically updated to **In progress**
- **Test results(s)** field will be displayed to fill in results of that test step
 - Test result(s) field has a **Functional bar** to edit the values in your style
- Follow the test steps and update status for each step as **Passed** or **Failed**.
- After execution, test case status is automatically updated based on test step(s) result(s).

TC-1: Change password editing

In progress

#	Test Step	Test Data	Expected Result	Status
1	Login to the application with Valid credentials		If login ok, shows 'Successfully login.	Unexecuted

Test result(s)

123

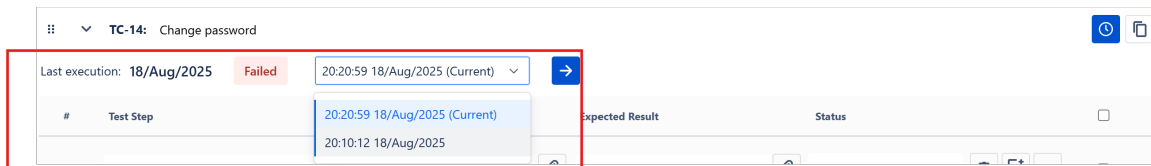
Save Cancel

4.1.1 Execution History

To view the execution history

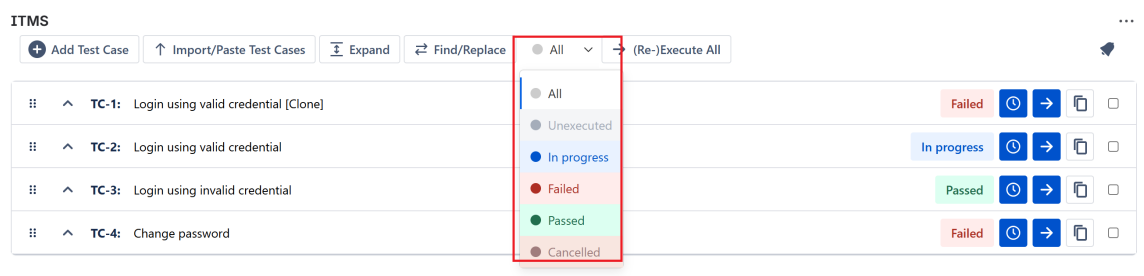
- Open the test case and check the **Last execution** bar

Note: If test case is not executed yet, there will be no Last execution bar



4.1.2 Filter Test Cases based on Status

- Click on Filtering button to display only test cases in a specific status.



4.2 Re-Execute Test Case(s)

4.2.1 Re-Execute a Test Case

To re-execute a test case

- Select the test case and click again **Execute icon**.
- There is a message to confirm the Execution (1).
- There is a function to check Execution history in Last execution bar (2).
- **Test case status** will be updated to **Inprogress** and Test step status will be updated to **Unexecuted** that need to be updated to Passed or Failed again as you execute.
- Current test cases can be re-executed multiple times afterwards using the Execute button (2)

Note: It is not possible to Re-execute old version in Last execution.

The screenshot illustrates the process of re-executing a test case in the Testing Management System. It is divided into two main parts: the top section shows the test case details, and the bottom section shows the execution history and a success message.

Top Section: Test Case Details

The test case is titled "TC-2: Change password editing [Clone]". It has a status of "Passed" and a "Last execution" bar showing "18/Aug/2025" with a status of "In progress". The "Execute icon" (a blue circle with a right-pointing arrow) is highlighted with a red box and labeled "3.". Below this, a table lists the test steps:

#	Test Step	Test Data	Expected Result	Status
1	Login to the application with Valid credentials		If login ok, shows 'Successfully login.'	Unexecuted

The "Test result(s)" section shows "123".

Bottom Section: Execution History and Success Message

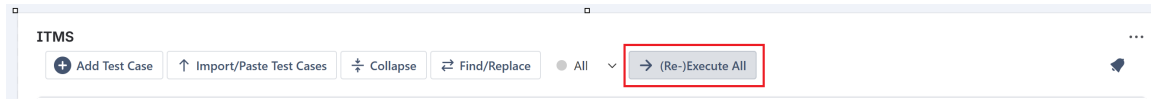
The "Last execution" bar is highlighted with a red box and labeled "2.". Below it, a success message is displayed, labeled "1.":

Success!
New test execution created successfully.

4.2.2 Re-Execute all Test Cases

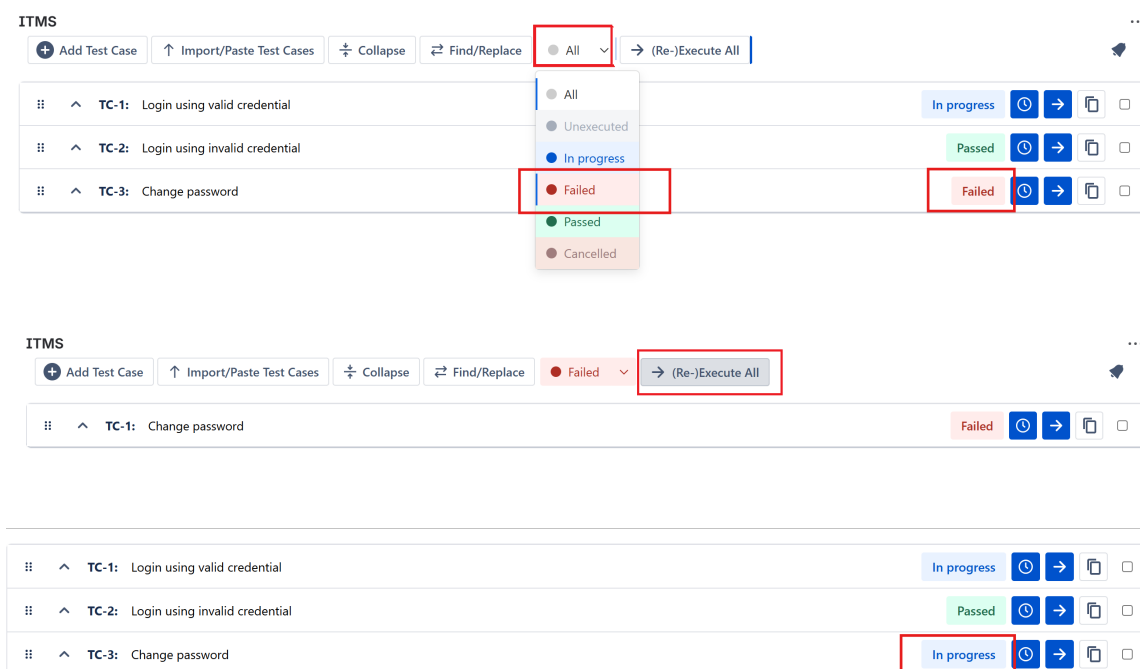
To re-execute all test cases

- Click **(Re-)Execute All** button from Functions menu to execute again all test cases at once.
- **Test case status** will be updated to **Inprogress** and Test step status will be updated to **Unexecuted** that need to be updated to Passed or Failed again as you execute.



To re-execute all test cases in a specific Status

- Click the Filtering button to display only test cases in a specific status.
- Click **(Re-)Execute All** to execute all test cases in that specific status only.
- **Test case status** will be updated to **Inprogress** and Test step status will be updated to **Unexecuted** that need to be updated to Passed or Failed again as you execute.



4.3 Reopen main ticket or/and Create Bug Issue from a Failed Test Step

If a test step failed, it is possible to Reopen main ticket or/and Report a bug

To Create Bug Issue from a failed Test step:

- Click **Report a Bug** next to the failed step.
- The system automatically navigates to a Jira pop-up to create a bug issue with a pre-filled description that includes the main ticket information and the failed step details.
- Edit the content if necessary and Save. This newly created bug issue will be automatically linked to the main ticket and there will be a detailed comment under the main ticket about the bug description.

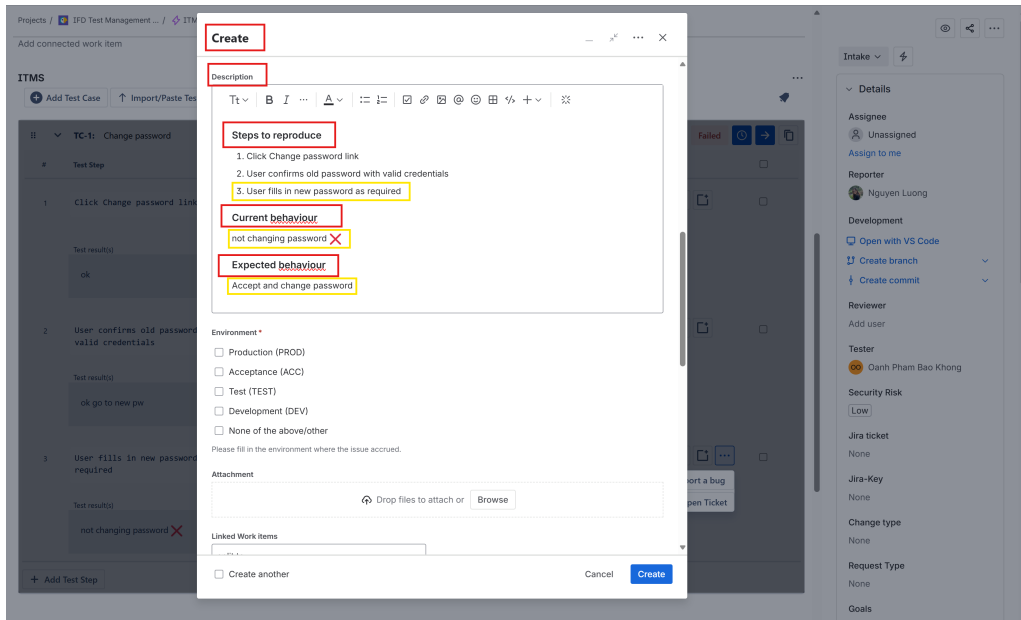
The screenshot displays the 'TC-1: Change password' test case in the Testing Management System. The interface includes a table with columns for Test Step, Test Data, Expected Result, and Status. The third test step, 'User fills in new password as required', is marked as 'Failed'. A red box highlights the 'Failed' status and the 'Report a bug' button. A dropdown menu is visible next to the 'Report a bug' button, showing options like 'Report a bug' and 'Reopen Ticket'. The test result for the failed step is 'not changing password' with a red 'X' icon.

#	Test Step	Test Data	Expected Result	Status
1	Click Change password link		Navigate user to a new tab to change password	Passed
2	User confirms old password with valid credentials		Accept and move to new password field	Passed
3	User fills in new password as required		Accept and change password	Failed

Test result(s) for step 3: not changing password ❌

Buttons: Report a bug, Reopen Ticket

INFOdation – Testing Management System Manual



✔ You've created "ITMS2-510" work item ✕

[View](#) · [Copy link](#)

▼ Connected work items

causes


ITMS2-510 Change password INTAKE  

▼ Activity

All Comments History Work log



Add a comment...

 Looks good!  Need help?  This is blocked...  Can you clarify...?  This is on track

Pro tip: press **M** to comment



Nguyen Luong 

1 minute ago

Reported a bug because test case: Change password failed ✕

Steps to reproduce

1. Click Change password link
2. User confirms old password with valid credentials
3. User fills in new password as required

Current behaviour

not changing password ✕

Expected behaviour

Accept and change password

    ...

To Reopen main ticket from a failed Test step

- Click **Reopen ticket** next to the failed step.
- The main ticket status will be updated to Re-opened and there will be a detailed comment under the main ticket about why it has been re-opened.

The screenshot shows a test case titled "TC-14: Change password". It contains three test steps:

#	Test Step	Test Data	Expected Result	Status
1	Click Change password link		Navigate user to a new tab to change password	Passed
2	User confirms old password with valid credentials		Accept and move to new password field	Passed
3	User fills in new password as required		Accept and change password	Failed

Below the failed step, there is a dropdown menu with options: "Report a bug" and "Reopen Ticket". The "Reopen Ticket" option is highlighted.

✓ **Success!**

✗

Reopen ticket success.

The screenshot shows the "Activity" tab of a ticket. A comment from "Nguyen Luong" (3 minutes ago) states: "Reopened ticket because test case: Change password failed". The comment includes details about the steps to reproduce, current behavior, and expected behavior.

On the right side, the ticket status is updated to "Reopened".

5. Update notifications

ITMS team ensures that all users should be informed with the most recent updates via Notifications **bell** icon

