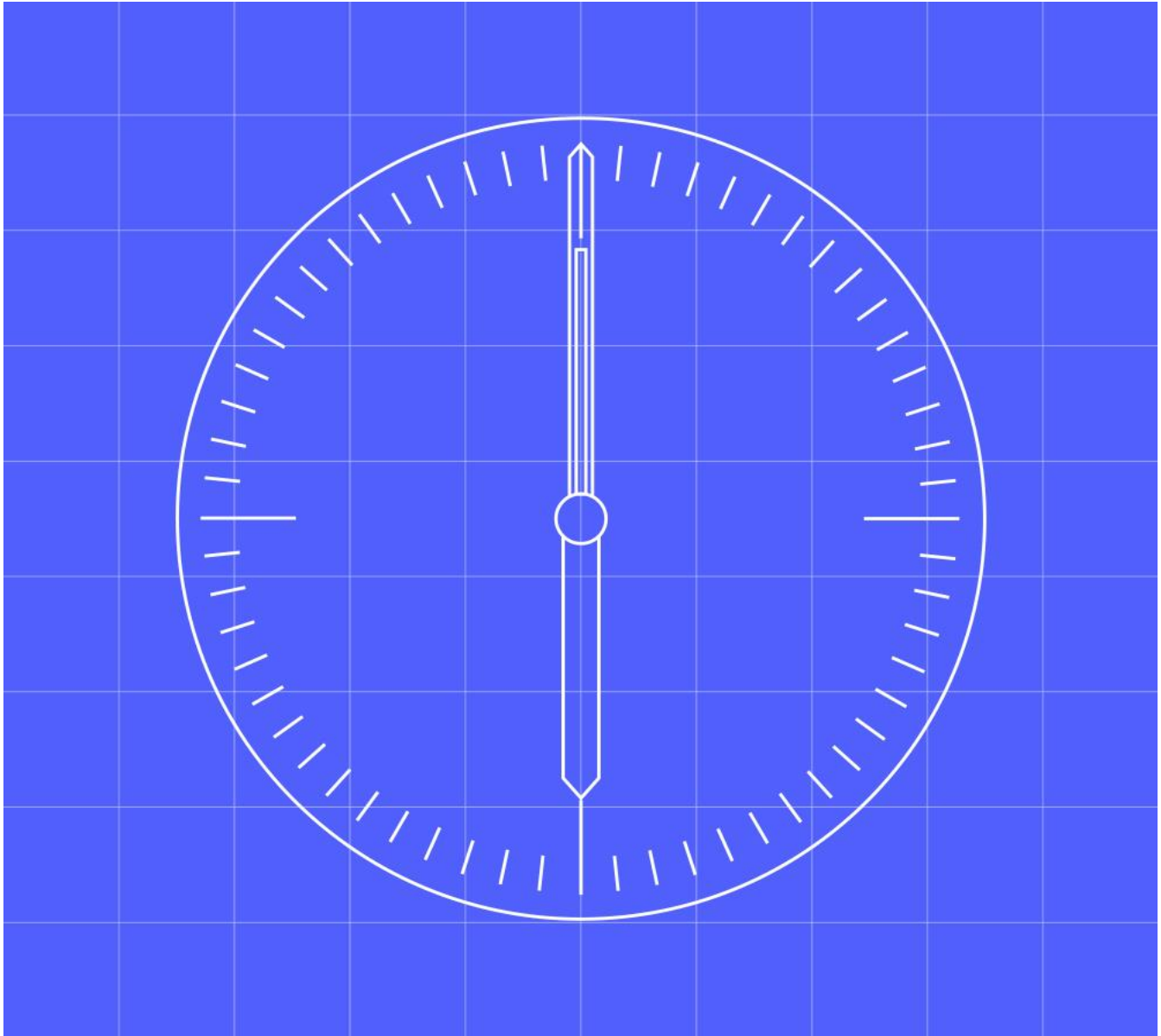


MHHS Programme

Test Management Tool User Guide



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Karthikeyan Ganesan
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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
21/02/2024	Karthikeyan Ganesan	3.0	Updates following ADO enhancements

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, 3.0
Nicola Farley	MHHS Qualifications Manager	2.0
Kiran Raj	MHHS SIT Functional Test Lead	2.0, 3.0
Dean Bailey	LDP SI Defect Manager	2.0
Carol-Anne Smith	LDP SI Defect Manager	3.0
Sreeja Dutta	LDP SI Environment and Release Manager	3.0
Simon Berry	LDP SI Test Support Manager	3.0

1.3 Terminology

Term	Description
Various	For terminology, see Programme Glossary on the MHHS portal: Programme Glossary (SharePoint.com)

1.4 Document References

Document	Name
MHHS-DEL1704	MHHS ADO Training Guide #3 Raising a Defect in ADO
MHHS-DEL1705	MHHS ADO Training Guide #1 Release Management Form
MHHS-DEL1706	MHHS ADO Training Guide #1 Executing Test in ADO
MHHS-DEL1703	MHHS ADO Training Guide #2 Defect Status Overview
MHHS-DEL1707	MHHS ADO Training Guide #1 Creating Queries and Dashboards in ADO
MHHS-DEL1736	MHHS ADO Training Guide #1 Environments Downtime Form
MHHS-DEL 1701	MHHS ADO Training Guide #1 Permissions and Access Requests
MHHS-DEL1796	Defect and Release Management Lifecycle diagram

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 MHHS Programme ADO test management tool.

3 Introduction

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.

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 Cohort.
- 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 15 separate projects, and each project is allocated to a Cohort/Shared Cohort 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.

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 function is optional, and programme participants can choose whether to follow them based on roles. It is not mandatory to use all 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
- Carol-Anne Smith, LDP SI Defect Manager
- Sreeja Dutta, LDP SI Environment and Release 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
- Adrian Ackroyd, SRO Function Programme Test Manager

3.5 Summary of Changes

This document has undergone change from v2.0 to v3.0 to reflect the amended processes and additional fields required to support SIT Functional Testing. The nature of these changes is due to;

- Enhancements made to ADO processes and screens

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.

TEST CASE 23688*
23688 SIT Test Case Demo - SITFTS-0040 TC01 - SITFTS-0020 - Smart Metered
Karthikeyan Ganesan (MHHSProgramme) 0 comments Add tag
Save & Close Follow

Design MHH Demo
Reason New Iteration MHH Demo

Steps Summary Associated Automation

Test Case Description

Test Case Title	Key Journey Events	Step No.	Business Process	BP Step	Traceability Requirement	Service Producing Trigger	Input/Trigger
SITFTS-0040 - Smart Single MPAN	Change of Supply - Start	10	BP001	60	N/A	SUPI	CSS01700
		15	BP001	65	N/A	SUPI	CSS01700
		20	BP001	70	MHHS-BR-RS-005	CSS	CSS02800
		25	BP001	70	MHHS-BR-RS-005	CSS	CSS02800
		30	BP001	75	MHHS-BR-RS-006	REGS	IF-002
		35	BP001	75		DIP	PUB-002

Related Work
Add link
Add an existing work item as a parent

Classification
Meter Type
Smart Meter
MPAN Type
Import+Export
Effective time
forward-dated (MPAN Creation current date)
Scenario Ref#
SITFTS-0040 Create MPAN

Out of Scope
Out of Scope
 False
Reason

Test Case Status
Passed with Observations
 False
Reason

Passed with Workaround
 False
Reason

Blocked
 False
Reason

Not Applicable
 False
Reason

Test Assurance
Evidence
 False
Test Assurance Status
Pending
Test Assurance Fail Reason

Theme
New Connection

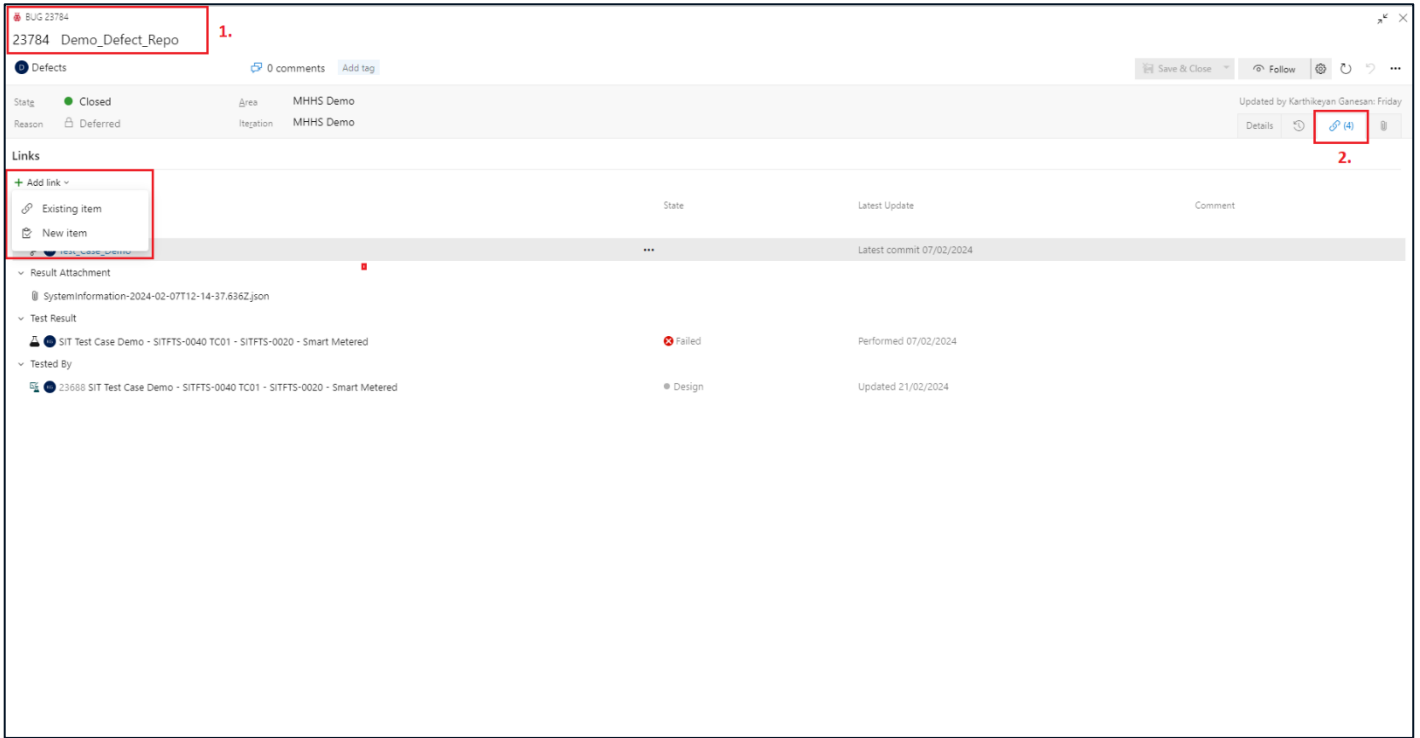
Test Data Requirement
Smart Linked MPANs, forward-dated New Connection (as per DES138 data specification)

Steps

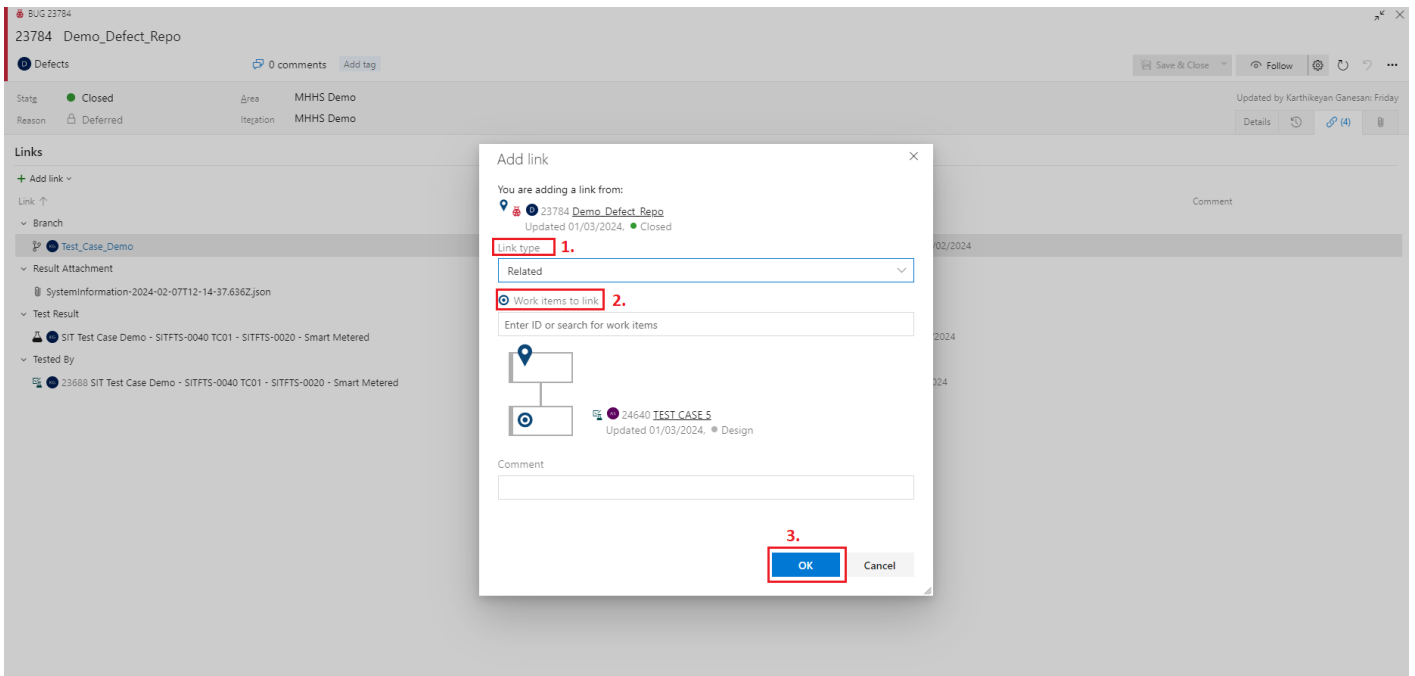
4.2 Manage traceability between defects and test cases

Follow these steps to link Defects with Test Case:

1. Open the respective Defect
2. Under Links tab, click on 'Existing item' form 'Add link'



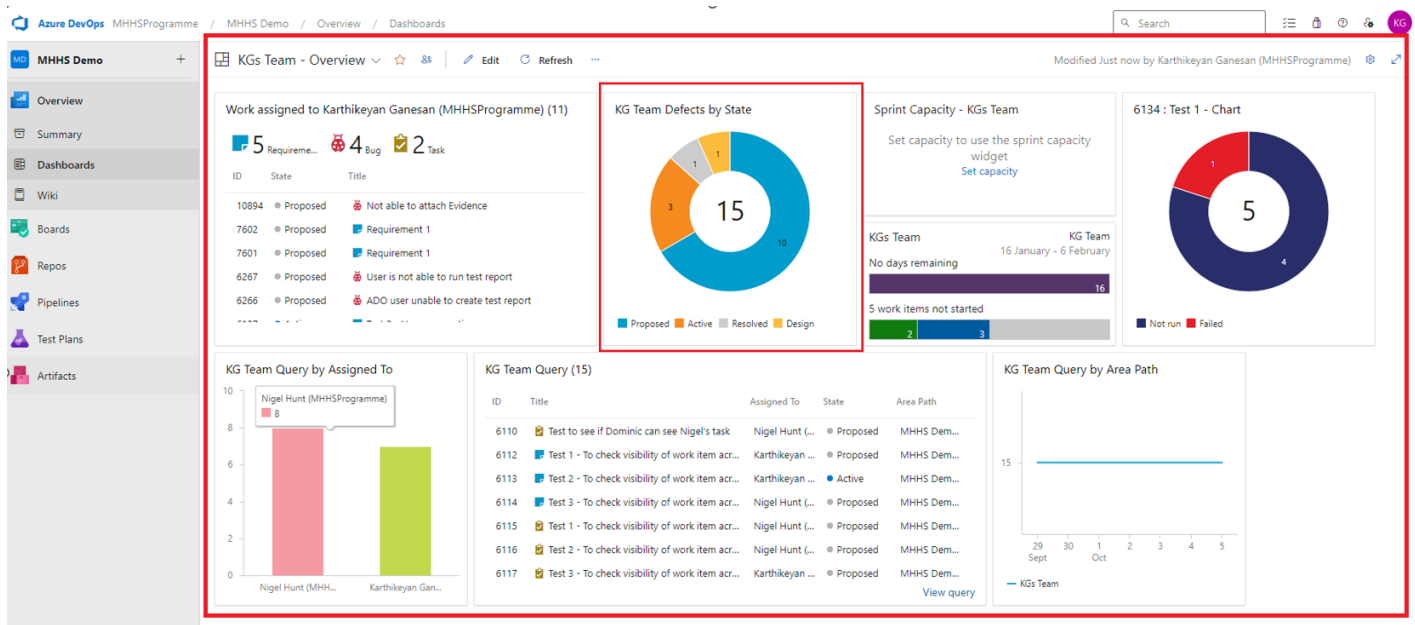
1. Choose the link type to be 'related' to link Test Case
2. Enter the Test Case name or ID to link
3. Click on OK to link the work items



4.3 Consolidated view of defects and test execution on dashboard

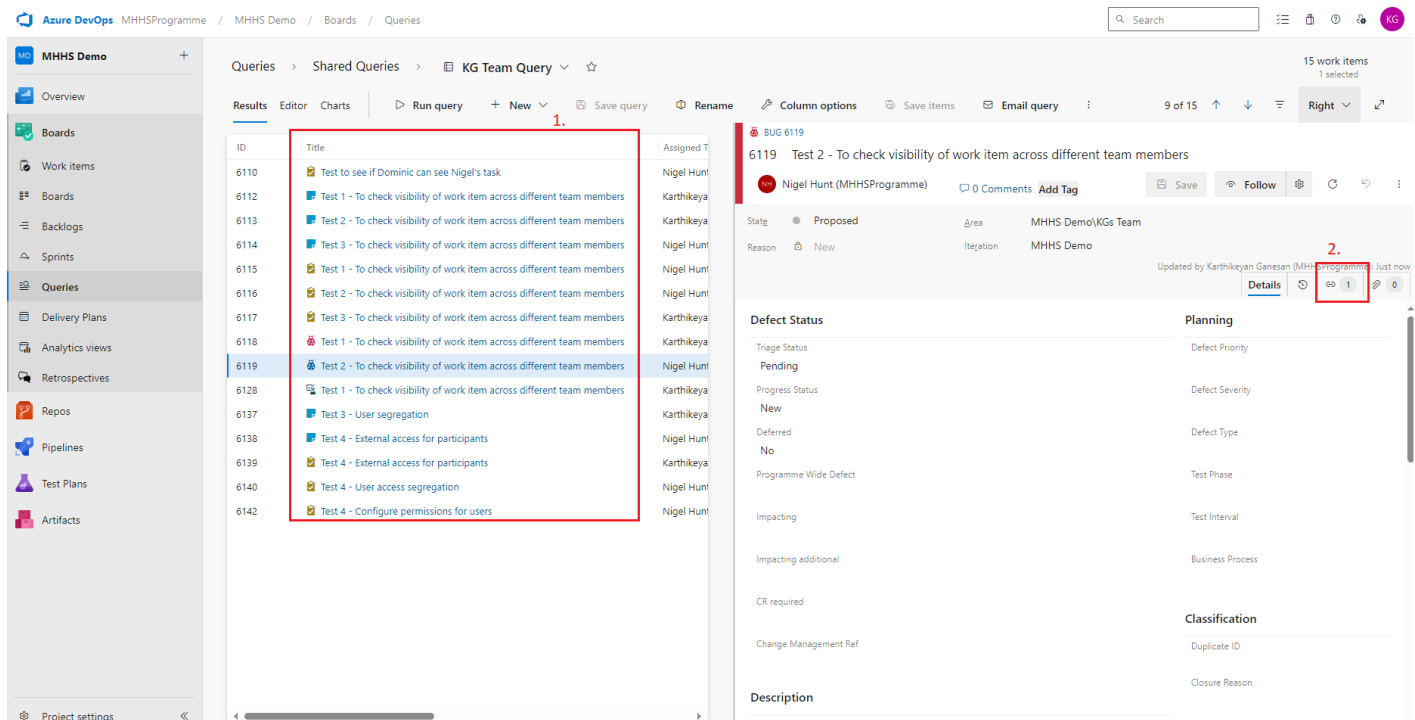
The requirements and test cases with the Defects can be visualised on the Dashboard and can be drilled down by clicking on them:

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)



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.

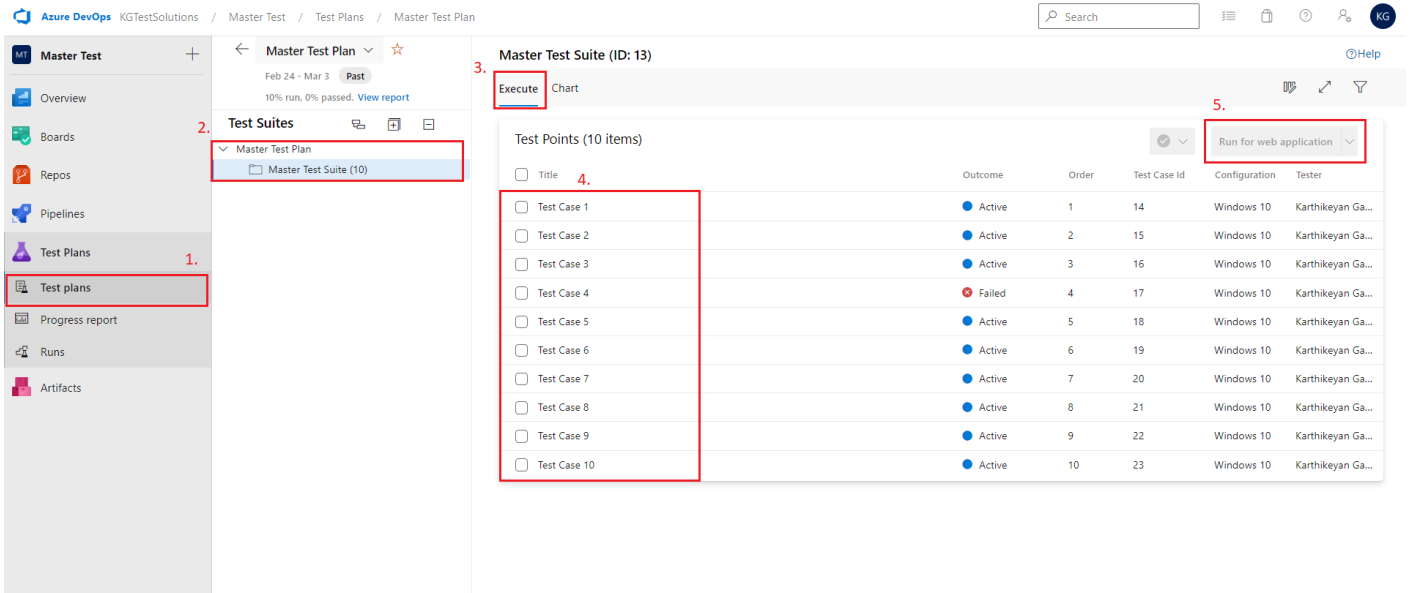
The Tester in ADO can:

- 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

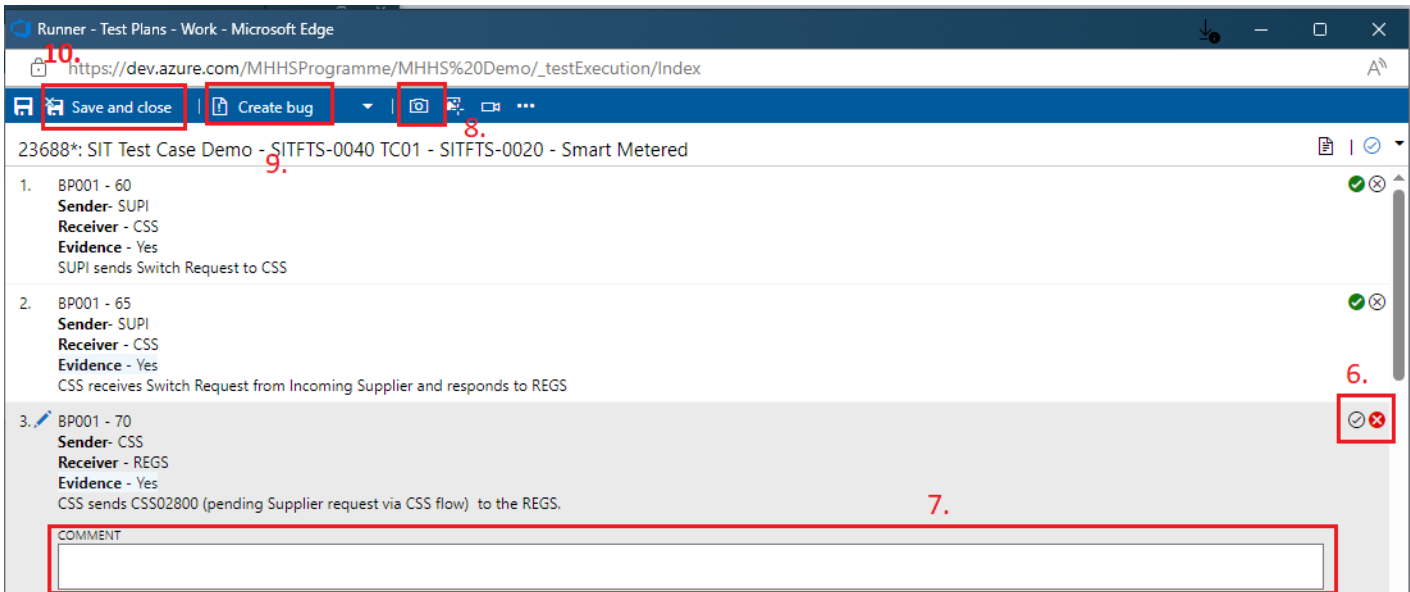
5.1 Execute tests in the test runner

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



6. Depending on the result, click on pass or fail for the steps
7. Add comments to the steps that have failed
8. Use the camera icon to capture any screenshot
9. Create a Defect for any steps that have failed
10. Click on Save and close the Runner window



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.**

Defects 0 comments Add tag

Save & Close **3.**

Statg Proposed Reason New Area MHHS Demo Iteration MHHS Demo **2.** Details

Theme
Click to add Theme

Defect Status
Created By: Karthikeyan Ganesan (MHHSProgramme)
Changed Date
Assigned to Group: (MHHSProgramme)SI Defect Management
Resolver Group
Triage Status
Progress Status
Deferred
Programme Wide Defect
Impacting
Impacting additional
CR required
Change Management Ref

Description

Planning
Defect Priority
Defect Severity
Defect Type
Test Phase
Test Interval
Business Process

Ownership
System or Service
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
Cohort
Participant Organisation Name
Defect Found Environment
Market Role
Found in Build Version

Build
Fix ETA
Expected Release Date
Expected Release Number
Actual Release Date

Classification
IF: False
PUB: False
IF / PUB Messages e.g.: 001, 037
Duplicate ID
Closure Reason
Defect Root Cause
Rejected Reason
Mapped on SpecMap
This work item is not mapped on any maps

5.3 Re-test when the Defects are fixed

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

BUG 24641

24641 demmo

Defects 0 comments Add tag

Save Follow Settings Refresh

Updated by Karthikeyan Ganesan: Just now Details

Statg Active Reason Proposed Reason Active Area MHHS Demo Iteration MHHS Demo

Defect Status Resolved

Created By: Karthikeyan Ganesan
Assigned to Group: Karthikeyan Ganesan
Resolver Group
Triage Status
Resolver received? False
Progress Status: New
Deferred: No
Impact Notes
Programme Wide Defect
Market Role where found: ADS
Market Role where originated: ADS
CR required
Change Management Ref

Description
demo

Repro Steps
Click to add Repro Steps

Discussion
Add a comment. Use # to link a work item. You can also mention a user by @ to mention a person.

Classification
Defect Priority: P4 - Low
Defect Severity: S2 - Major
Defect Type: Design
Duplicate ID
Closure Reason
Defect Root Cause
Remedial Action
Rejected Reason
Changed Date: 04/03/2024 11:44

References
Design Document Ref
Swagger Version
Programme Subject Matter Expert

Environment
Defect Found Environment: SIT A
Found in Build Version: 2

Fix Release
Fix ETA
Expected Release Date
Expected Release Number
Actual Release Date
Release Version

Planning
Cohort: SITF Cohort A
Participant Organisation Name: Edgware
Test Phase: SIT - Migration
Test Cycle: Test Cycle 1
Test Theme: Change of Registrations
Business Process: BP001 Change of Supplier (UMS MPAN Creation) BP002 Change of ...
IF: False
PUB: False
IF / PUB Messages e.g.: 001, 037

5.4 Track the progress of defects

Follow these steps to keep track of any changes in Defect

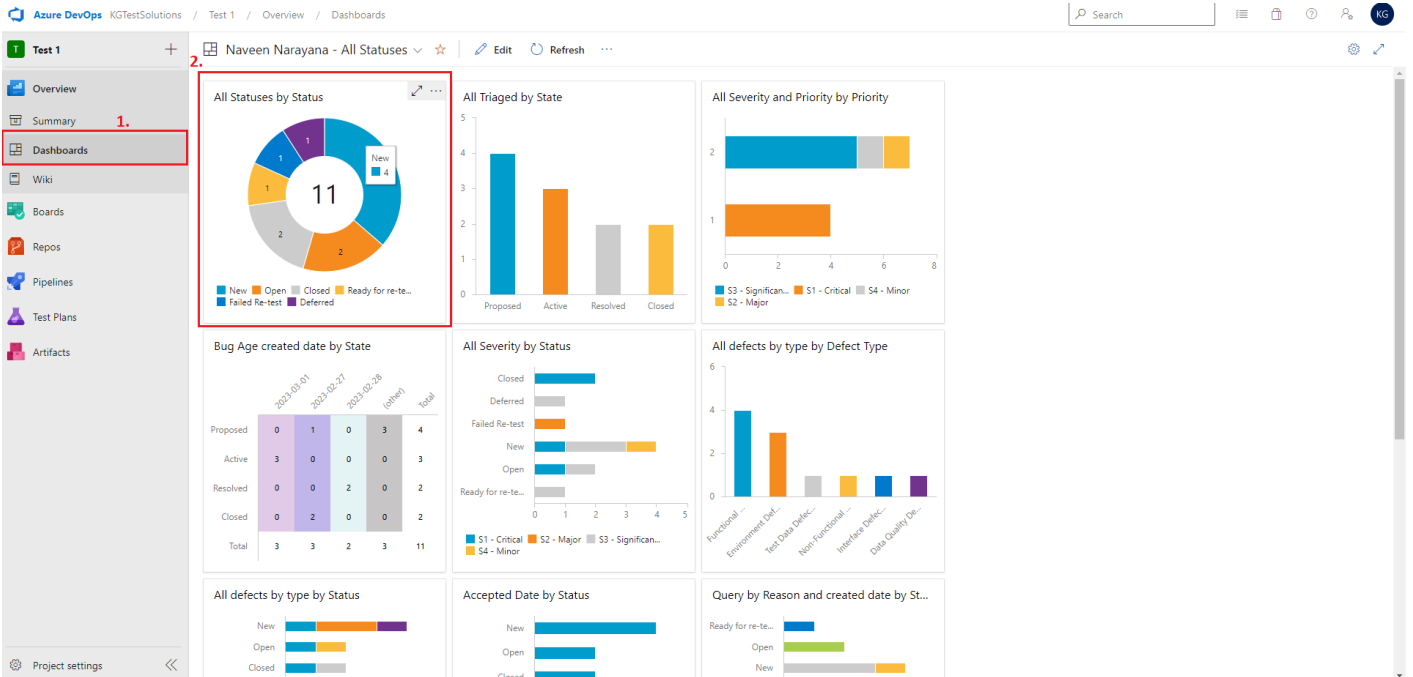
1. Click the respective Defect
2. Click on Follow to receive all notifications for the Defect
3. Click on the setting to pick the type of notification on the Defect
4. Select the desired notification setting for the Defect
5. Click on OK to start receiving notifications

The screenshot displays a defect tracking interface for a defect titled 'BUG 246411' (ID: 24641, demmo). The interface includes a 'Defects' tab, a 'Follow' button, and a 'Notification Settings' dialog box. The dialog box is titled 'Notification Settings' and contains three radio button options: 'Not Subscribed' (selected), 'Subscribed', and 'Custom'. The 'Not Subscribed' option is described as 'Only receive notifications from this work item when you have been @mentioned.' The 'Subscribed' option is described as 'Receive all notifications from this work item.' The 'Custom' option is described as 'You will only be notified for the events selected from the list below or when you are @mentioned in this work item.' Below the 'Custom' option, there are three checkboxes: 'State Changed', 'Assigned To Changed', and 'Iteration Changed'. The 'OK' button is highlighted with a red box, and the 'Cancel' button is also visible. The background interface shows various details about the defect, including 'Created By', 'Assigned to Group', 'Resolver Group', 'Triage Status', 'Resolver received?', 'Progress Status', 'Deferred', 'No', 'Impact Notes', 'Programme Wide Defect', 'Market Role where found', 'Market Role where originated', 'CR required', 'Change Management Ref', 'Changed Date', 'Planning', 'Cohort', 'SITF Cohort B', 'Participant Organisation Name', 'Edgware', 'Test Phase', 'SIT - Migration', and 'Test Cycle'.

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 KGTestSolutions / Test 1 / Boards / Queries

Test 1 | Queries > Shared Queries > All Statuses

11 work items

Filter by keyword

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

47 Test 4 - Naveen mic issue

State: Resolved

Reason: Fixed

Repro Steps

Symptom

System Info

Fix

Planning

Priority: 2

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.

NEW BUG Field Title cannot be empty

Enter title

Defects 0 comments Add tag

Save & Close

Details

Theme

Click to add Theme

Defect Status

Created By
Karthikeyan Ganesan (MHHSProgramme)

Changed Date

Assigned to Group
(MHHSProgramme)SI Defect Management

Resolver Group

Triage Status

Progress Status

Deferred

Programme Wide Defect

Impacting

Impacting additional

CR required

Change Management Ref

Description

Click to add Description

Repro Steps

Planning

Defect Priority

Defect Severity

Defect Type

Test Phase

Test Interval

Business Process

Classification

IF False

PUB False

IF / PUB Messages e.g.: 001, 037

Duplicate ID

Closure Reason

Defect Root Cause

Rejected Reason

Mapped on SpecMap

This work item is not mapped on any maps

Ownership

System or Service

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

Concord

Participant Organisation Name

Defect Found Environment

Market Role

Found In Build Version

Build

Fix ETA

Expected Release Date

Expected Release Number

Actual Release Date

Release Version

6.2 Report on defect status

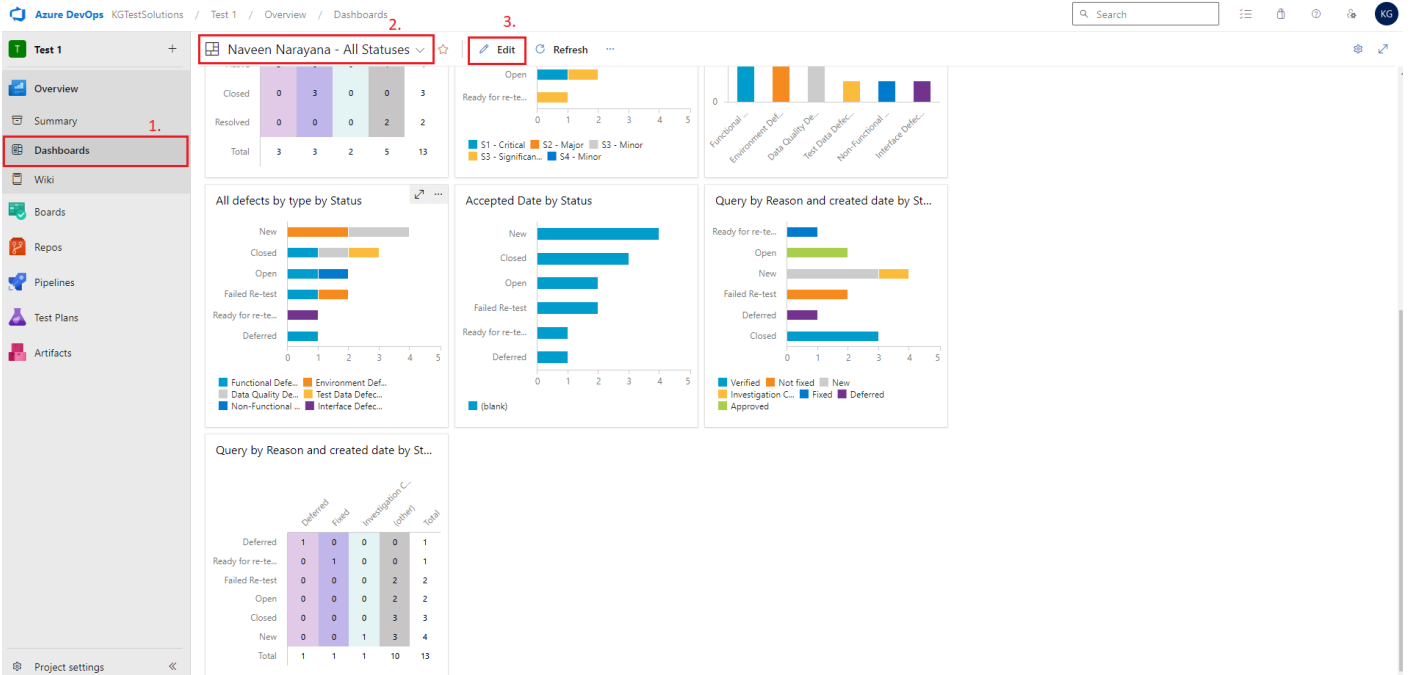
Follow these steps to generate reports:

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

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

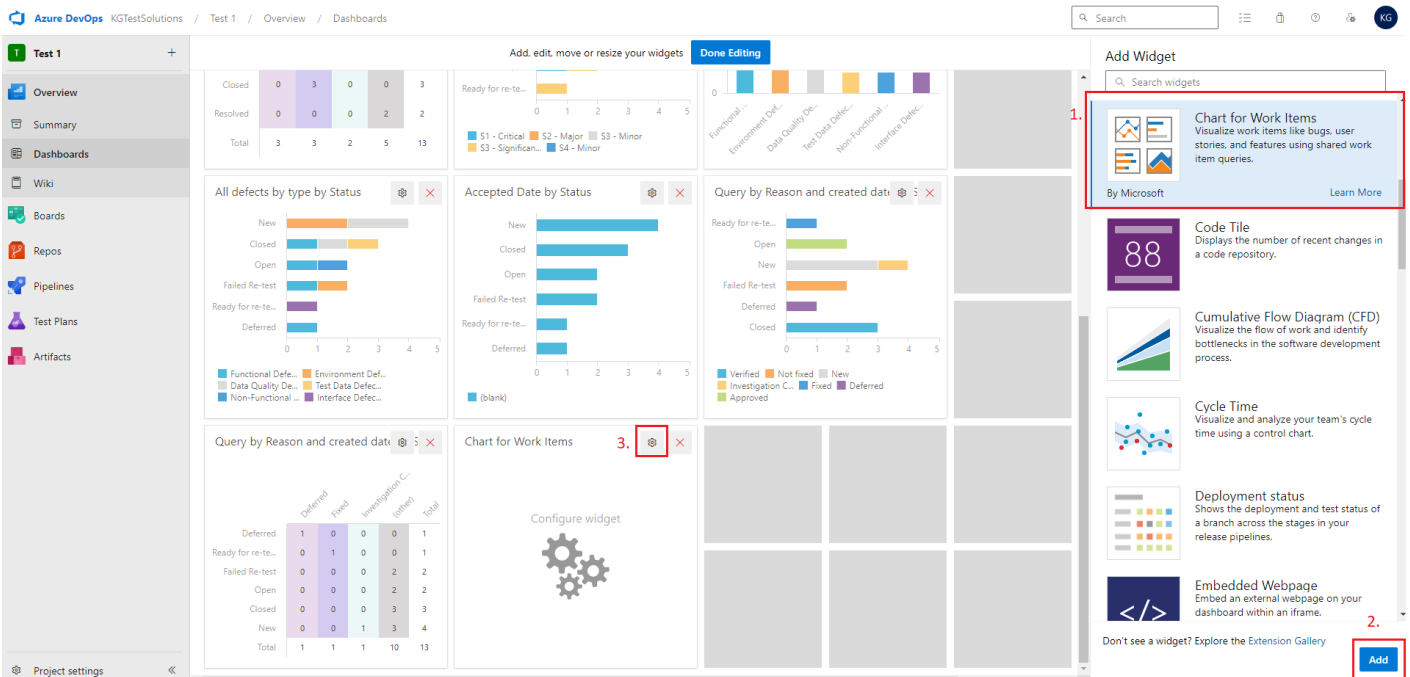
4. Click on Save query
5. Give a name to the Query
6. Save the Query under shared Queries for reporting
7. Click on OK to save the Query

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 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 Test 1 dashboard with a Configuration pop-up window. The dashboard displays various charts and tables related to test results. 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 highlighted with a red box and a "Close" button. A red box also highlights the "Title" field in the Configuration window.

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 interface for a project named 'MHHS Demo'. The left sidebar shows 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 a Kanban board for the 'KG Team' (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 states. For example, in the Proposed column, there are tasks like '6138 Test 4 - External access for participants' and '6137 Test 3 - User segregation'. In the Active column, there is '6140 Test 4 - User access segregation' and '6142 Test 4 - Configure permissions for users'. In the Resolved column, there is '6139 Test 4 - External access for participants'. A 'Test 1 - To verify accessibility' card is shown at the bottom with a status of '2 not started'. The top right of the interface shows a search bar, a date range of '16 January - 6 February' (16 work days), and a user profile icon for 'KG'.

8 Report writer

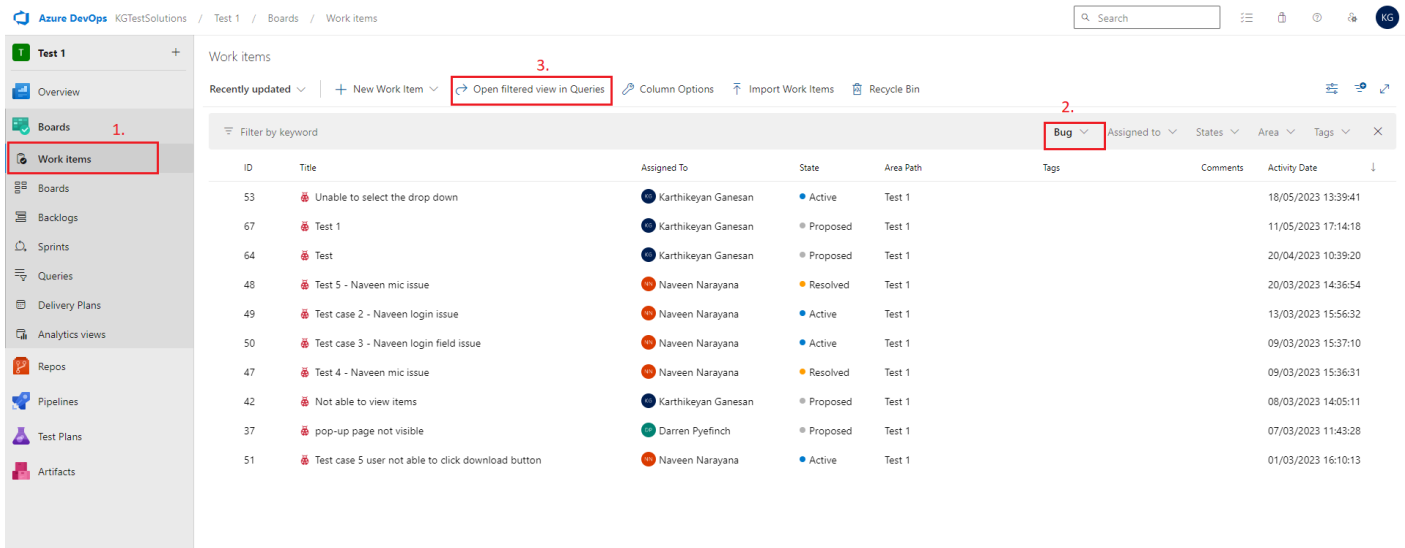
The Report Writer supports building queries and reports for the dashboard.

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

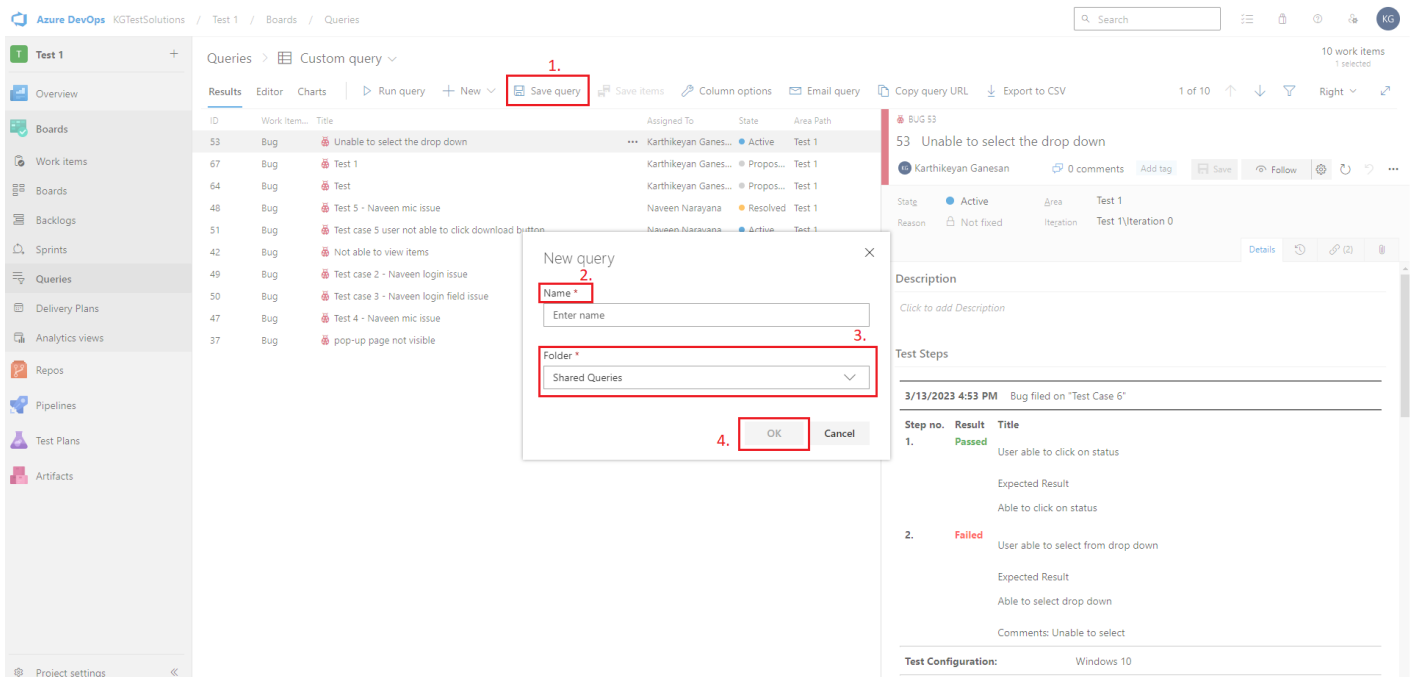
8.1 Building queries and reports for the dashboard

Follow these steps:

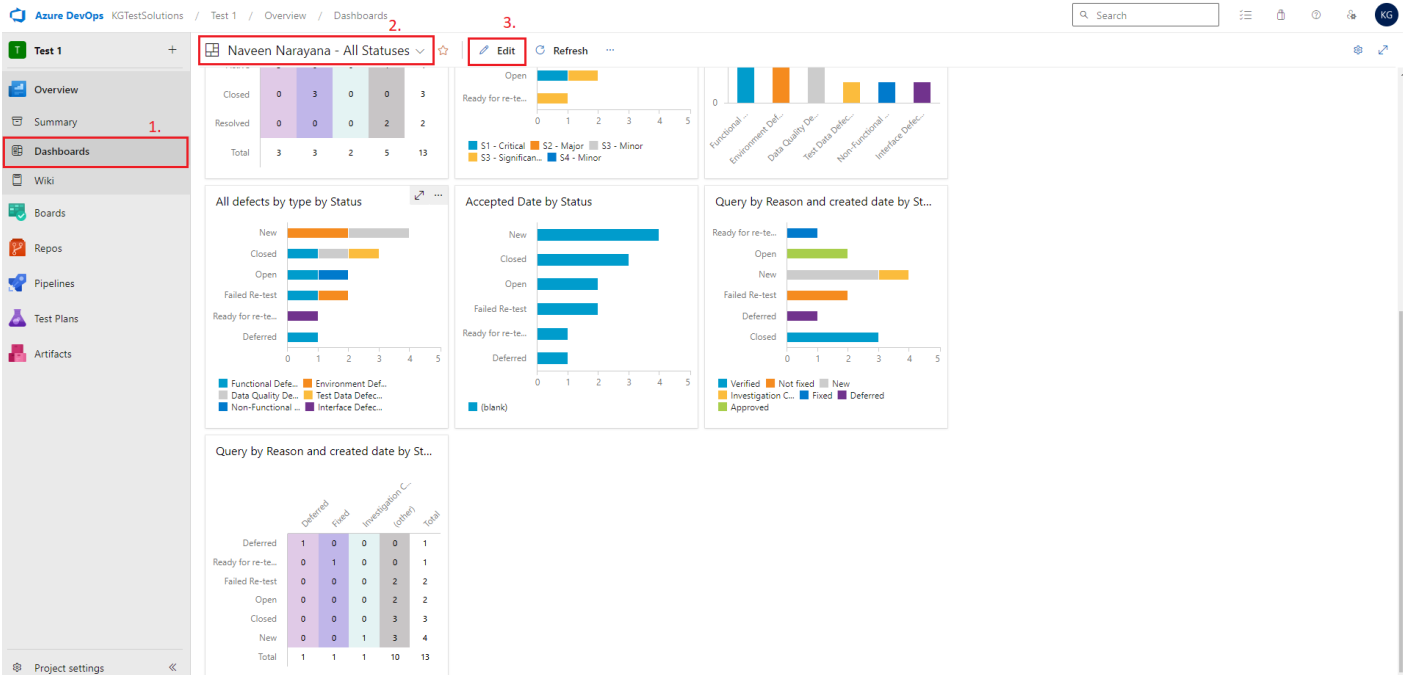
1. Click on Work Items under overview
2. Filter the defects to build the report
3. Click on Open filtered view in Queries



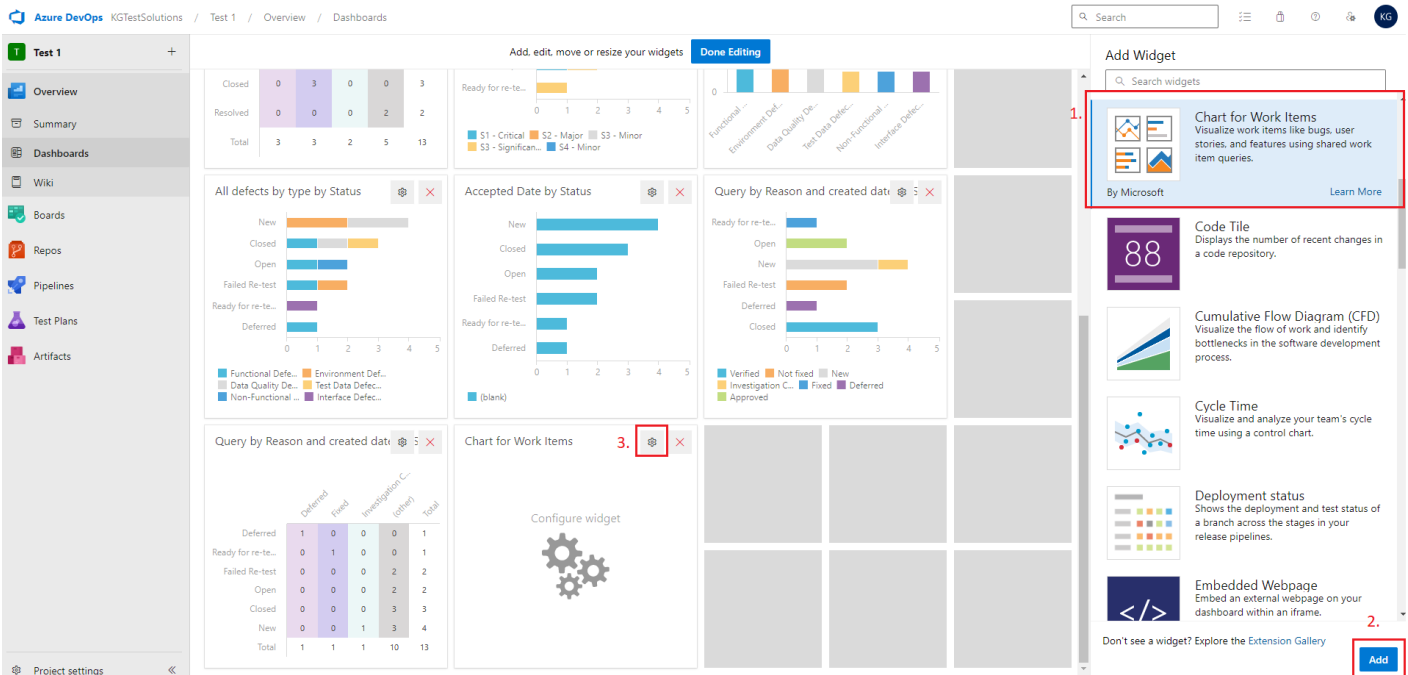
4. Click on Save Query
5. Give a name to the Query
6. Save the Query under shared Queries for reporting
7. Click OK to save the Query



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 displays the Azure DevOps dashboard for 'Test 1' with a 'Configuration' pop-up window. The dashboard includes several charts and a table:

- Defects Summary Table:**

Closed	0	3	0	0	3
Resolved	0	0	0	2	2
Total	3	3	2	5	13
- All defects by type by Status:** Horizontal bar chart showing counts for New, Closed, Open, Failed Re-test, Ready for re-te..., and Deferred across various defect types.
- Accepted Date by Status:** Horizontal bar chart showing counts for New, Closed, Open, Failed Re-test, Ready for re-te..., and Deferred.
- Query by Reason and created date by St...:** Horizontal bar chart showing counts for Ready for re-te..., Open, New, Failed Re-test, Deferred, and Closed.
- Query by Reason and created date by St... (Table):**

	Deferred	Fixed	Investigation C... (in progress)	Total
Deferred	1	0	0	1
Ready for re-te...	0	1	0	1
Failed Re-test	0	0	2	2
Open	0	0	2	2
Closed	0	0	3	3
New	0	0	1	1
Total	1	1	10	13
- Defects in Test 1 by State (Donut Chart):** A donut chart showing 15 total defects, divided into Proposed (5), Design (4), Active (4), and Resolved (2).

The 'Configuration' pop-up 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

A red box highlights the 'Save' button, which is labeled '2.'.

The screenshot of dashboard is for illustration purpose only