Exporting Results and Creating Reports

Objective

To provide a clear and concise procedure for team members to export and share results of individual tests and test plans within TheTestMart platform, ensuring accurate reporting and effective communication of key insights.

Video:

https://www.loom.com/share/f6248611aa4e4ba48aa237b47c8984af?sid=266e52f0-db59-4d14-b782-a18227ccb9e0

Key Steps

1. Access TheTestMart Platform:

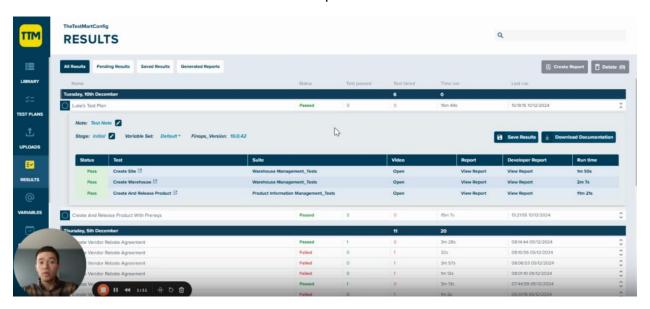
- Log in to your TestMart account.
- Navigate to the results page located on the left-hand side of the interface.

2. Select Test/Test Plan:

- o Identify the specific test or test plan you wish to export results for.
- Click on the relevant test or test plan to open it.

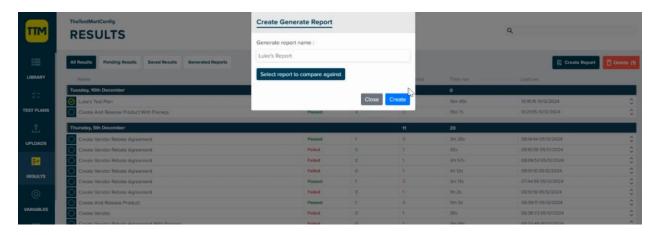
3. Download Documentation (Optional):

 If you need documentation, click the download button to obtain a PDF, Word, and Excel document of the test plan.



4. Create a Report:

- Click on the "Create Report" button that appears after selecting the test or test plan.
- Enter a name for the report (e.g., "Luke's Report").
- o Click "Create" to generate the report.
- Wait for the notification indicating that the report is generating; this may take a few minutes.



5. View Generated Reports:

- After the report is generated, navigate to the "Generated Reports" section on the right-hand side of the results page.
- Click on the report name (e.g., "Luke's Report") to view it.



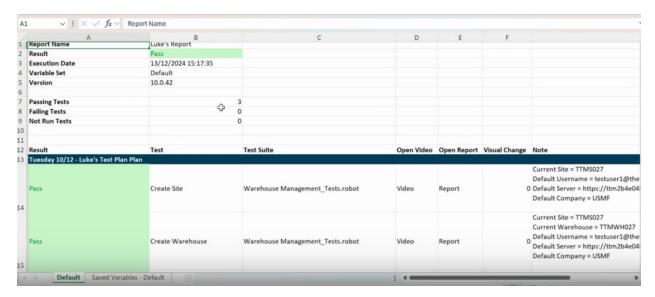
6. Export the Report:

- o To share the report, you can either:
 - Export it directly as an Excel file by clicking the "Export" button.

• Share the report with current TestMart users or invite non-users to view the report by adding them to the platform.

7. Review and Share Findings:

- Open the exported Excel file to review the report details, including the overall results, number of tests passed, and relevant video links for individual tests.
- o Share the report with your team or stakeholders as needed.



Important Considerations

- Ensure that you have selected the correct test or test plan before creating a report to avoid confusion.
- Be mindful of the report naming conventions to maintain consistency and clarity.
- Check user permissions before sharing reports with non-TestMart users to ensure they have access.

Tips for Efficiency

- Familiarize yourself with TheTestMart interface to navigate quickly between sections.
- Use descriptive names for reports to make it easier for others to understand the content at a glance.
- Consider creating a template for report names to standardize your reporting process across the team.