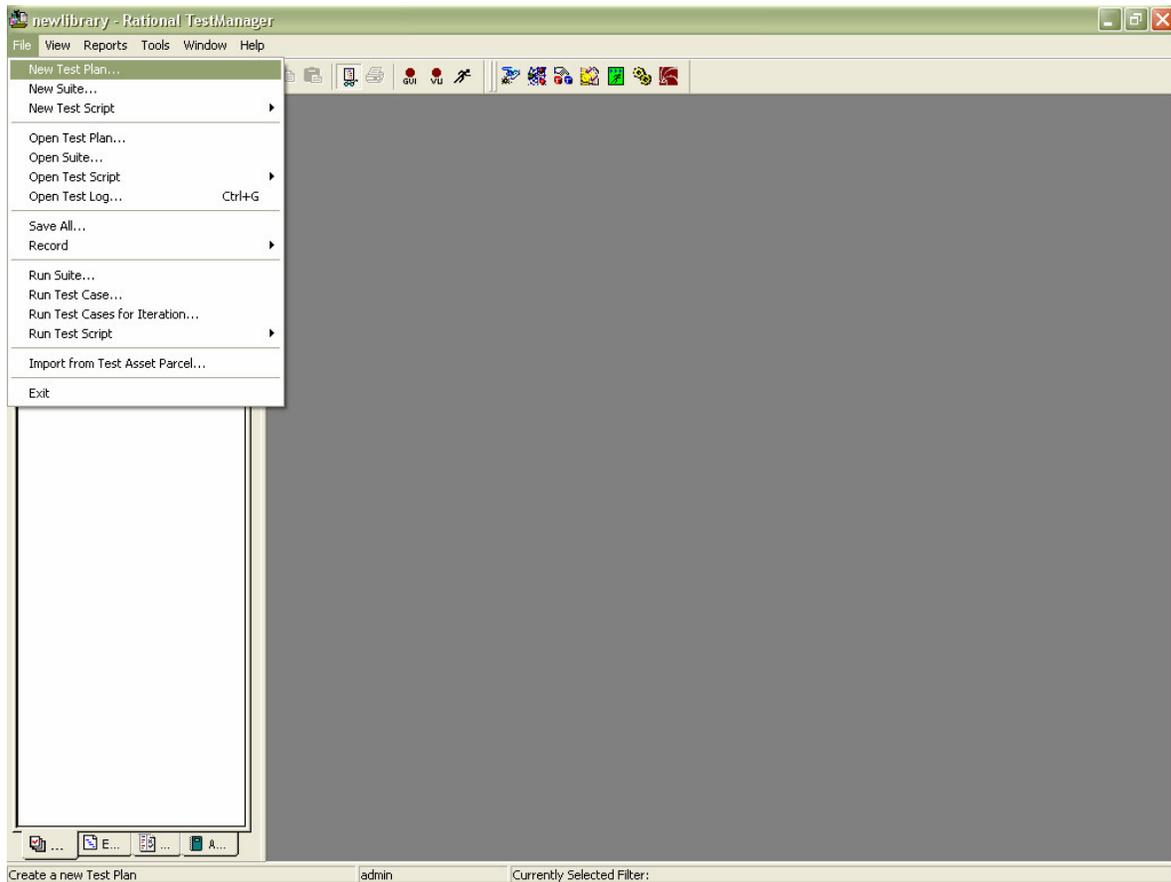# Test Manager User Guide

Create a Test Plan

1. **Select new test plan from file menu**
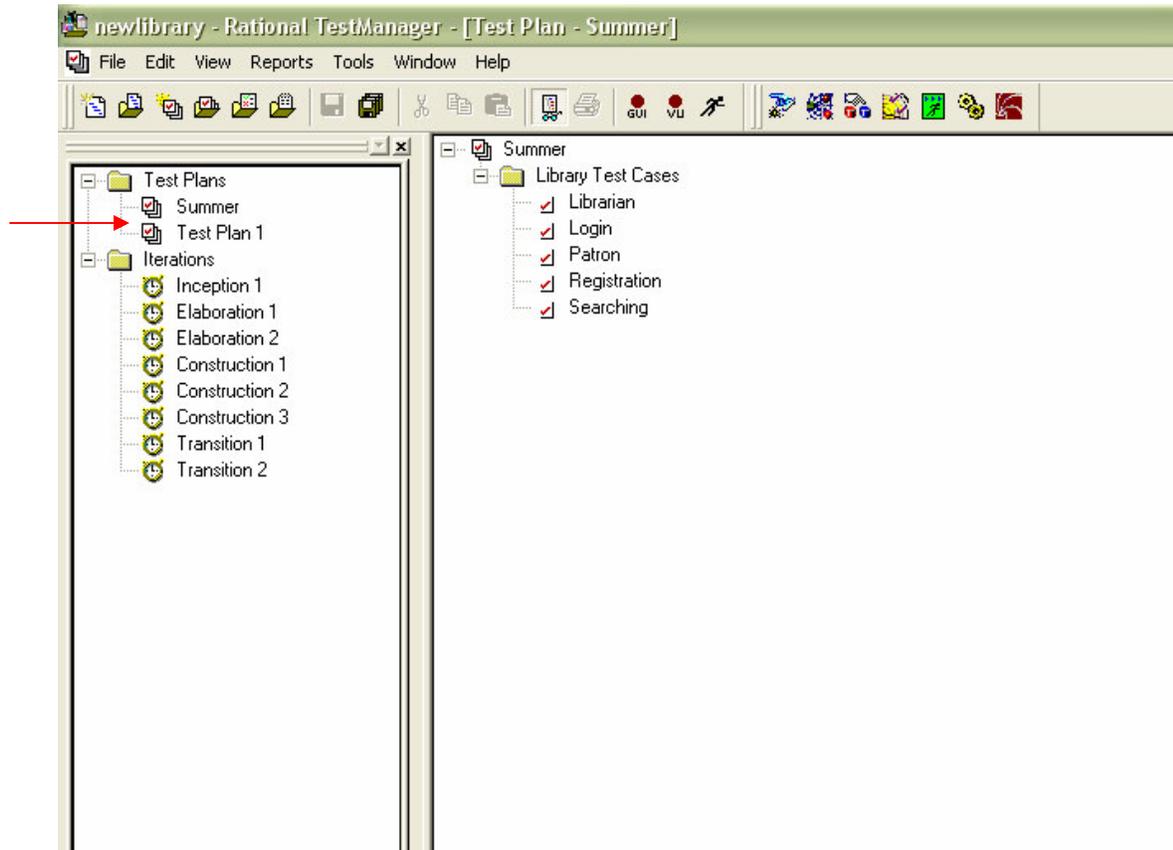
2. Enter a name and owner for the test plan and press ok
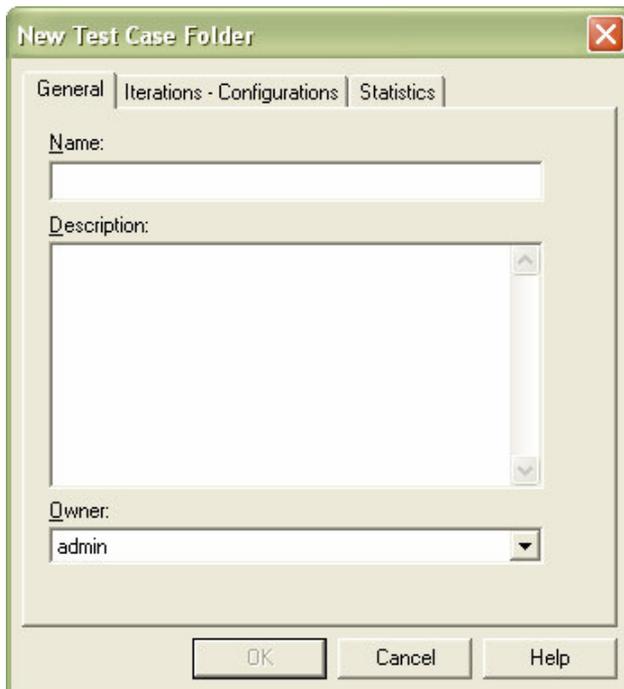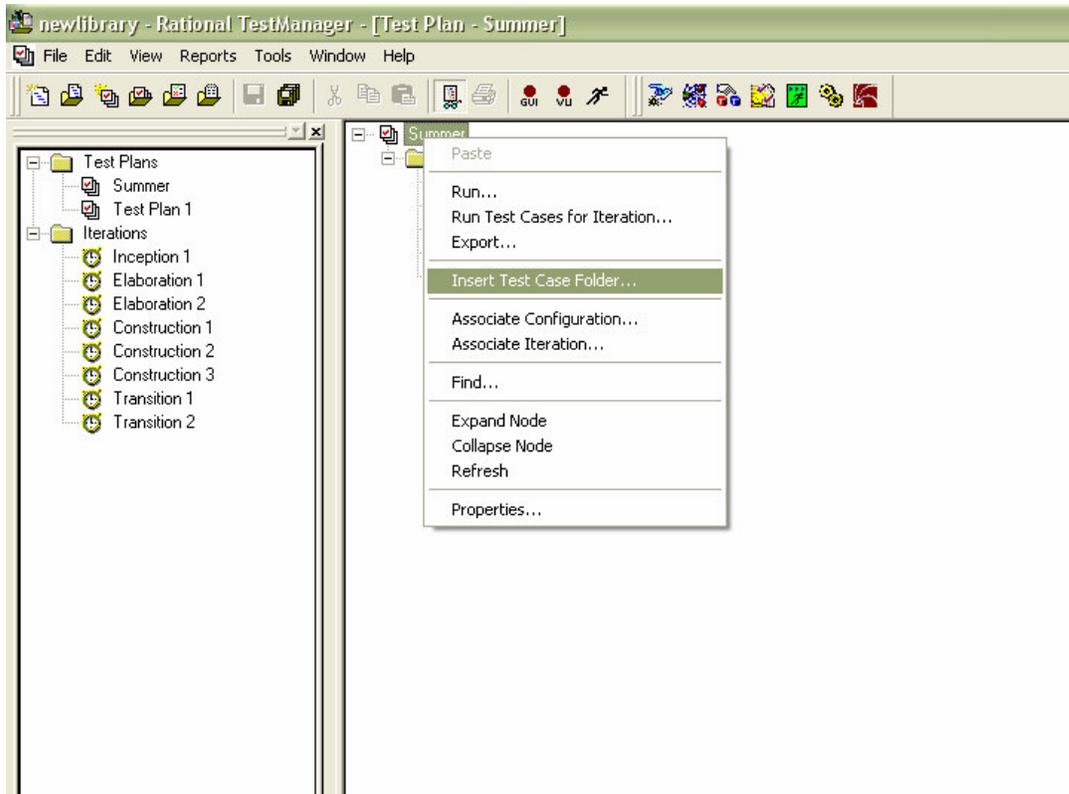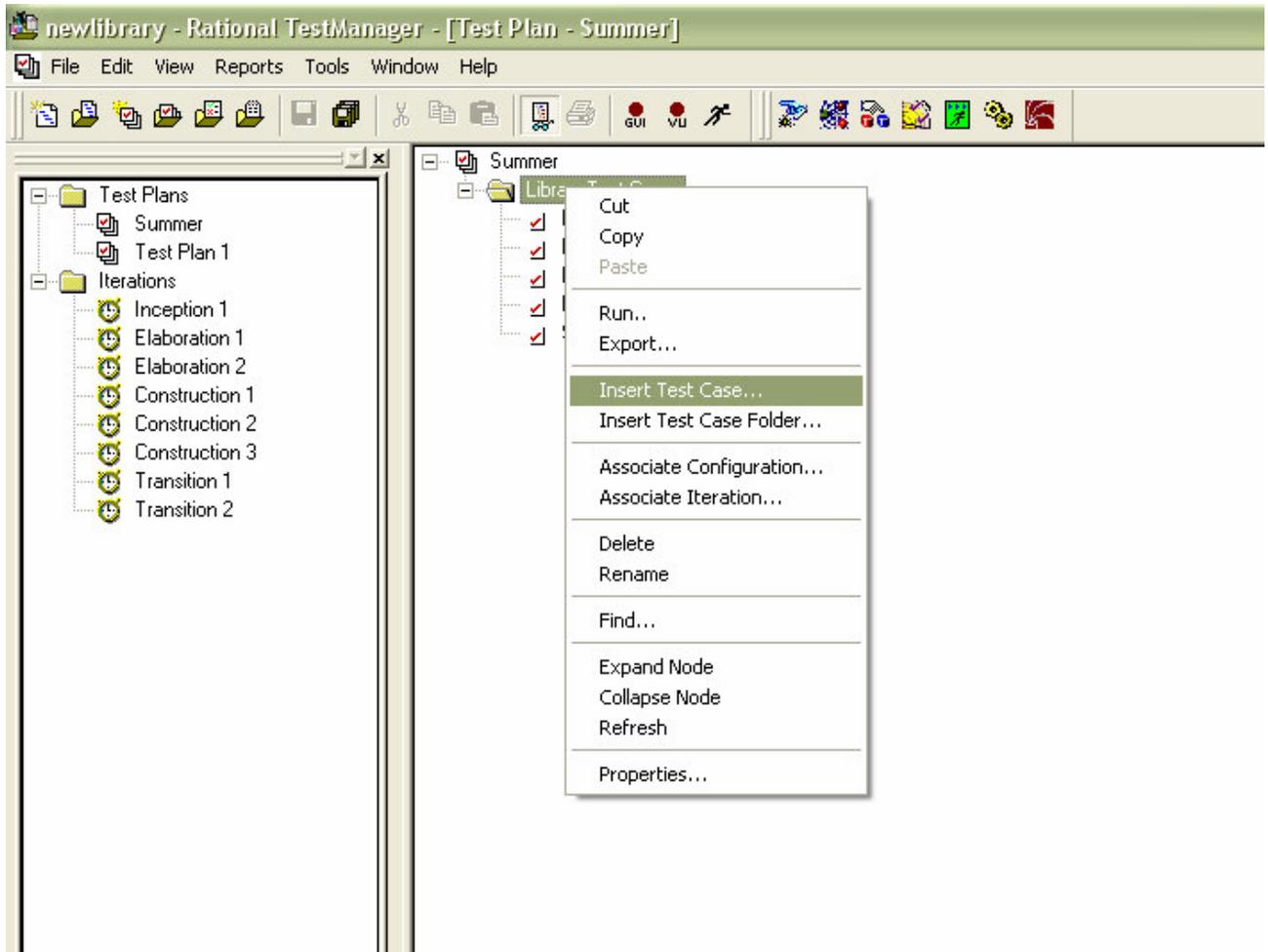
3. Open a test plan by double clicking on it

4. Right click on the test plan and select insert test case folder, then type a name for the folder

5. Add a test case by right clicking on the test case folder and selecting Inset test case

6. Type a name and choose and owner for the new Test Case

7. Select the Implementation tab and enter the Preconditions, Post-conditions, and Acceptance criteria, if there are any and select ok

8. To edit the test case once it has been created, right click on it, and select properties
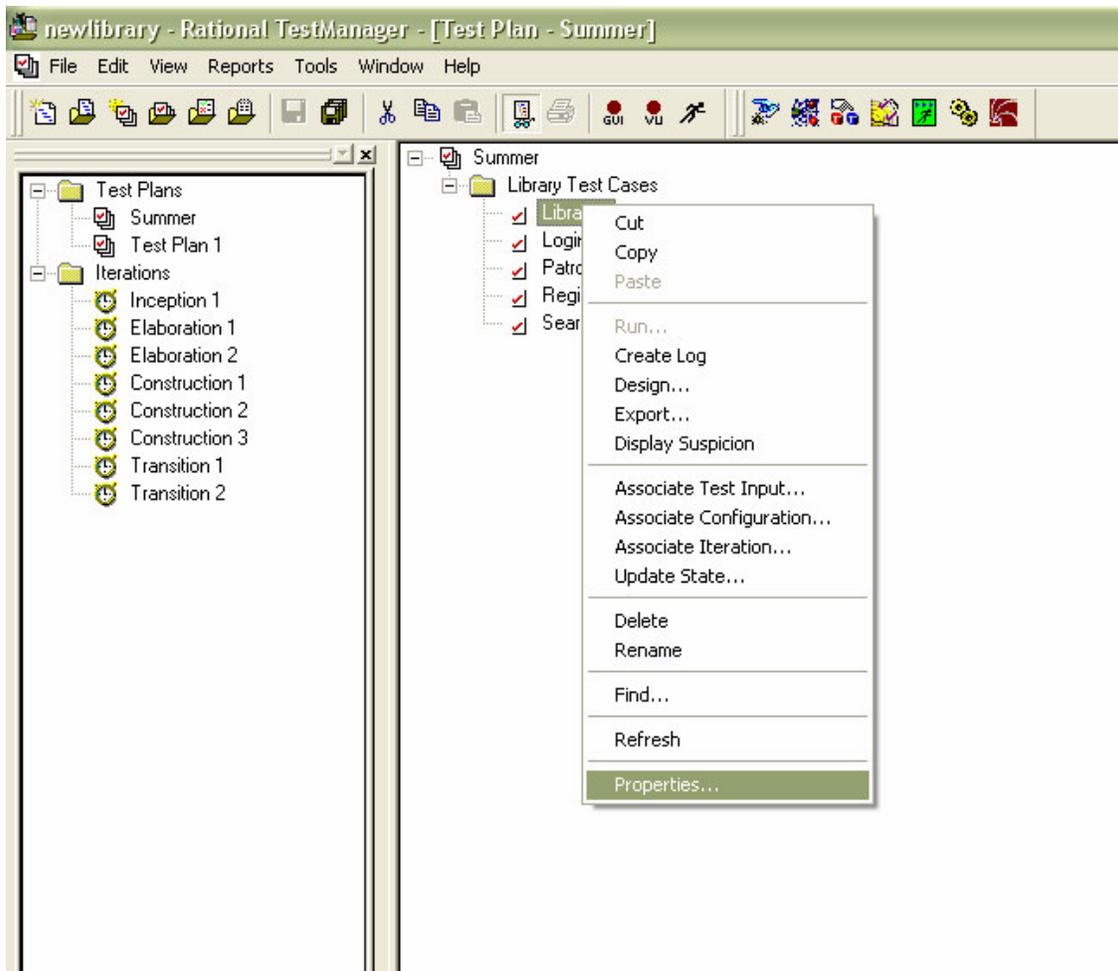
9. Right click on a test case and select design
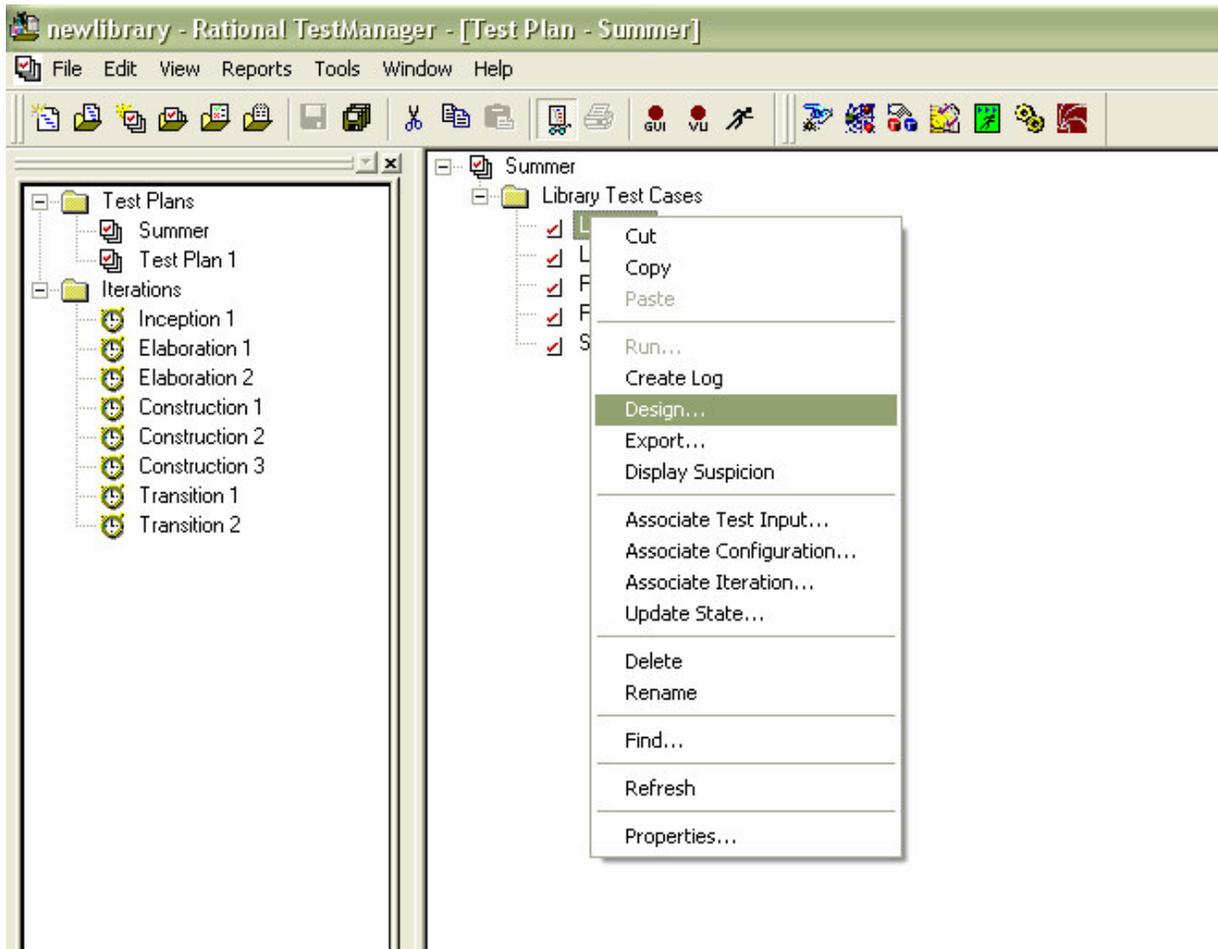
10. Enter the steps and verifications points, click in the type box to select whether it is a step or verification point