

HP Quality Center

Software Version: 10.00

Microsoft Word Add-in Guide

Document Release Date: February 2012

Software Release Date: January 2009



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This guide's title page contains the following identifying information:

- Software Version number, which indicates the software version.
- Document Release Date, which changes each time the document is updated.
- Software Release Date, which indicates the release date of this version of the software.

To check for recent updates, or to verify that you are using the most recent edition, visit the HP Quality Center Add-ins site:

From the main Quality Center window, select **Help > Add-ins Page**.

Additional HP Quality Center documentation is also available by visiting the following URL:

<http://h20230.www2.hp.com/selfsolve/manuals>

This site requires that you register for an HP Passport and sign-in. To register for an HP Passport ID, go to:

<http://h20229.www2.hp.com/passport-registration.html>

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This web site provides contact information and details about the products, services, and support that HP Software offers.

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- Search for knowledge documents of interest
- Submit and track support cases and enhancement requests
- Download software patches
- Manage support contracts
- Look up HP support contacts
- Review information about available services
- Enter into discussions with other software customers
- Research and register for software training

Most of the support areas require that you register as an HP Passport user and sign in. Many also require a support contract. To register for an HP Passport ID, go to:

<http://h20229.www2.hp.com/passport-registration.html>

To find more information about access levels, go to:

http://h20230.www2.hp.com/new_access_levels.jsp

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Welcome to This Guide

Welcome to the HP Quality Center Microsoft Word Add-in, which enables you to export requirement data or test plan data from a Microsoft Word document directly to the Quality Center Requirements module or Test Plan module.

Note: This guide explains how to use Microsoft Word with Quality Center. For additional information on using Quality Center, refer to the *HP Quality Center User Guide*.

How This Guide is Organized

This guide contains the following chapters:

Chapter 1 **Installing the Microsoft Word Add-in**

Describes how to install the Microsoft Word Add-in.

Chapter 2 **Formatting Requirement and Test Plan Data**

Describes how to format requirement data and test plan data in a Word document.

Chapter 3 **Exporting Data to Quality Center**

Describes how to export the data to Quality Center.

Welcome to This Guide

1

Installing the Microsoft Word Add-in

This chapter describes how to install the Microsoft Word Add-in on your client computer. This add-in enables you to export requirements or test plans from Microsoft Word to Quality Center.

Before you install the Microsoft Word Add-in, make sure that Microsoft Word is installed on your client computer.

Note: To install this add-in, you must log in with administrator privileges.

To install the Microsoft Word Add-in:

- 1** Close Microsoft Word.
- 2** Uninstall any previous versions of the Microsoft Word Add-in. To uninstall, choose **Start > Settings > Control Panel > Add/Remove Programs** and follow the instructions on your screen.
- 3** Open the HP Quality Center Add-ins page:
 - If you are logged in to Quality Center or Site Administration, select **Help > Add-ins page**.

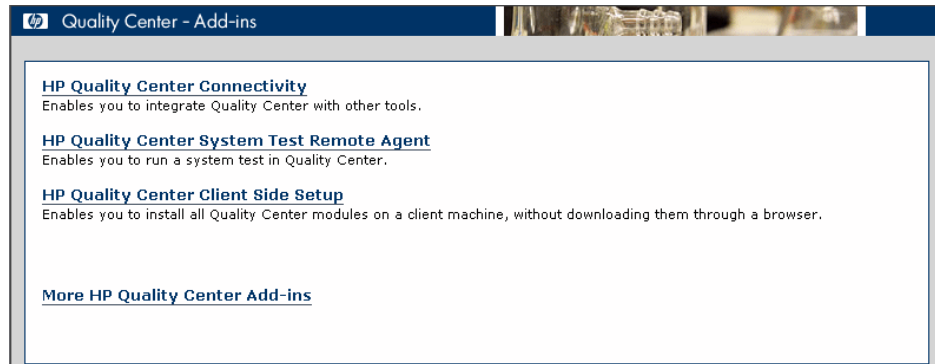
Chapter 1 • Installing the Microsoft Word Add-in

- ▶ If you are not logged in to Quality Center or Site Administration, open your Web browser and type your Quality Center URL: `http://<Quality Center server name>[:<port number>]/qcbn`. The HP Quality Center Options window opens.



Click the **Add-Ins Page** link.

- 4 The HP Quality Center Add-ins page opens.



Click the **More HP Quality Center Add-ins** link. The More HP Quality Center Add-ins page opens.

- 5 Under **Microsoft Office Add-ins**, click the **Microsoft Word Add-in** link. The Microsoft Word Add-in page opens.
- 6 Click the **Download Add-in** link. Follow the on-screen installation instructions.
- 7 Navigate back to the HP Quality Center Add-ins page and click the **HP Quality Center Connectivity Add-in** link. The HP Quality Center Connectivity Add-in page opens.
- 8 Click **Download Add-in** and install the HP Quality Center Connectivity Add-in on your Quality Center client machine.
- 9 Configure your Microsoft Word security settings after you install the Word Add-in. For more information on configuring Word security settings, refer to the Microsoft Word documentation.
- 10 To access this guide, choose **Start > Programs > Quality Center 10.00 > Integrations > Microsoft Add-ins**.

2

Formatting Requirement and Test Plan Data

The Microsoft Word Add-in installs macros in Word. You use these macros to format requirement or test plan data in your Word document.

This chapter includes:

- About Formatting Requirement and Test Plan Data on page 13
- The Microsoft Word Add-in Toolbars on page 14
- Formatting Requirement Data on page 15
- Formatting Test Plan Data on page 26
- Deleting Formatting from the Document on page 34

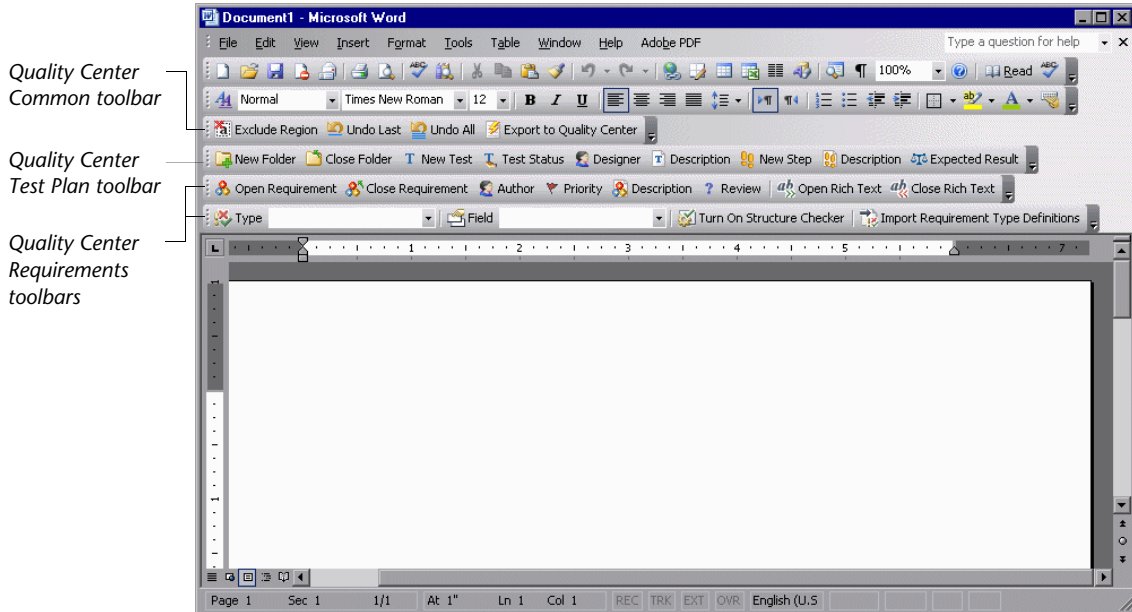
About Formatting Requirement and Test Plan Data

Before you can export requirement and test plan data from Word to Quality Center, your data must be placed in your document as paragraphs or as tables. Then you use the Microsoft Word Add-in toolbar buttons to mark the requirement or test plan fields. Any text in the document that is not marked is ignored.

You can format the requirements so that when you export them to Quality Center, the requirements are on the same hierarchical level, or on different hierarchical levels in the requirements tree. When formatting a test plan, you can format the subject folders on the same hierarchical level, or on different hierarchical levels in the test plan tree.

The Microsoft Word Add-in Toolbars

After you install the Microsoft Word Add-in and enable the macros, the Microsoft Word Add-in toolbars are available.



The Microsoft Word Add-in adds the following toolbars:

- ▶ **Quality Center Common toolbar.** Contains buttons commonly used when exporting requirements and test plans.
- ▶ **Quality Center Test Plan toolbar.** Contains buttons used when formatting test plans.
- ▶ **Quality Center Requirements toolbars.** Contain buttons used when formatting requirements.

To display or hide the Microsoft Word Add-in toolbars:

- ▶ **Word 2003.** Choose **View > Toolbars** and choose the toolbar you want to display or hide.
- ▶ **Word 2007 and 2010.** Click the **Add-ins** tab. Click the **Quality Center** button and choose the toolbar you want to display or hide.

Formatting Requirement Data

Before you can export requirement data from a Word document to Quality Center, data must be placed as paragraphs or as tables. In addition, if you want to export requirement types and user-defined fields, you must first import their definitions from your Quality Center project.

You then use the Microsoft Word Add-in toolbar buttons to mark the requirement fields. You can format the requirements so that when you export them to Quality Center, the requirements are on the same hierarchical level, or on different hierarchical levels in the requirements tree.

This section includes:

- ▶ Placing the Requirement Data in the Document
- ▶ Importing Requirement Types
- ▶ Marking the Requirement Fields
- ▶ Example: Requirements on the Same Hierarchical Level
- ▶ Example: Requirements on Different Hierarchical Levels

Placing the Requirement Data in the Document

The Word document can contain requirement data as paragraphs or as tables.

When the data is provided as paragraphs, each field of the requirement must be on a separate line. For each requirement, the name of the requirement must appear first, followed by other requirement fields. The following example shows data for two requirements placed as paragraphs:

Req_1
 Functional Requirement
 alex_qc
 3-High
 Rich text for Req_1
 Description for Req_1
 Req_2
 Business Requirement
 shelly_qc
 5-Urgent
 michael_qc
 Description for Req_2

When the document contains a table, each row must contain the data for a requirement. The first column must be the name of the requirement. The following example shows the data for the same two requirements, listed in a table:

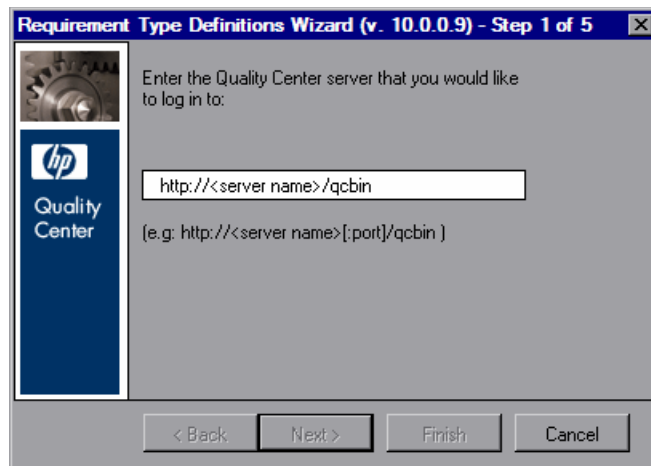
Name	Requirement Type	Author	Priority	Rich Text	User-Defined Fields	Description
Req_1	Functional Requirement	alex_qc	3-High	Rich text for Req_1		Description for Req_1
Req_2	Business Requirement	shelly_qc	5-Urgent		michael_qc	Description for Req_2

Importing Requirement Types

You can import definitions for requirement types and their associated user-defined fields from a Quality Center project to your Word document. You can then define and export the requirement type for each requirement in your Word document. After you define a requirement type for a requirement, you can export values for user-defined fields that are available for requirements of that type.

To import requirement types from a Quality Center project:

- 1 Click the **Import Requirement Type Definitions** button. The Requirement Type Definitions Wizard - Step 1 of 5 dialog box opens.



Type your Quality Center URL:

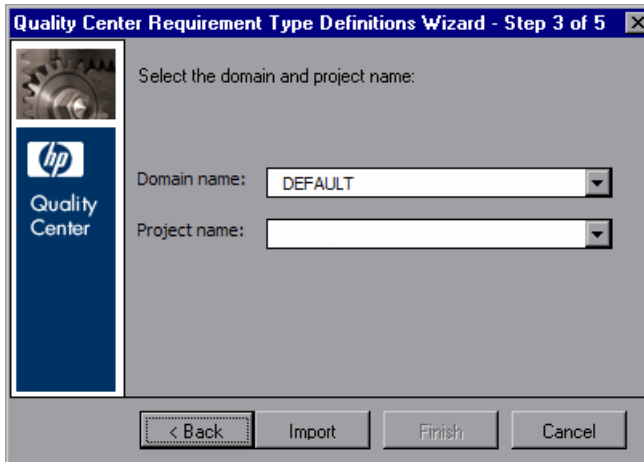
http://<Quality Center server name>[:port]/qcbin.

- 2 Click **Next**. The Requirement Type Definitions Wizard - Step 2 of 5 dialog box opens.



Enter your Quality Center user name and password.

- 3 Click **Next**. The Requirement Type Definitions Wizard - Step 3 of 5 dialog box opens.



Select a Quality Center domain and project.

- 4 Click **Import**. The add-in imports the requirement types and user-defined fields from the Quality Center project.
- 5 After the add-in imports the requirement types and user-defined fields, the Requirement Type Definitions Wizard - Step 5 of 5 dialog box opens. Click **Finish**. The requirement types and user-defined fields are updated in the Word document.

Marking the Requirement Fields

After placing your data as paragraphs or as tables, you must mark your requirement fields. To mark a requirement field, highlight the text and click the appropriate button on the Quality Center Requirements toolbar. An icon is added next to the marked text line. A bookmark is inserted into the document to allow the add-in to identify the marked text when it is exported to Quality Center.











When marking requirement fields, consider the following:




- ▶ For each requirement, the requirement name must be provided. You can also export the requirement type, review status, author, priority, description, and rich text. In addition, if you export the requirement type, you can export data for user-defined fields available for the type.
- ▶ If a requirement with the same name exists in the requirements tree, the fields of the requirement are changed to contain the new values. If your document contains two requirements on the same hierarchical level with the same name, only the second requirement is created.
- ▶ If the review status is not provided, the default value is **Not Reviewed**.
- ▶ The data for each field should be on the same line as the icon that marks it. The only exceptions are the **Description** field and rich text. Data for the **Description** field can extend to additional lines and can include returns and indents. Rich text data can include any content that you can include in a regular Word document.
- ▶ Data intended for Quality Center fields that have selection lists must match the entries in those selection lists exactly. For example, the **Priority** field can only accept one of the following entries: **5-Urgent**, **4-Very High**, **3-High**, **2-Medium**, or **1-Low**.


- ▶ You cannot export data for user-defined fields that do not exist in the Quality Center project, or which are not available for the requirement type.


To mark the requirement fields:

- 1 Open a Word document containing requirement text.
- 2 You can use the Structure Checker to ensure that you do not insert bookmarks that invalidate the structure. For example, the Structure Checker makes sure that you do not add more than one name to a requirement, or close a requirement before you have opened it. To switch the Structure Checker on or off, in the Quality Center Requirements toolbar, click the **Turn On Structure Checker** button or **Turn Off Structure Checker** button.
- 3 Highlight a text line or a table cell in your document, and click the appropriate button in the Quality Center Requirements toolbar:

Field	Toolbar Button	Icon
requirement name	 Open Requirement	
review status of the requirement	 Review	
author of the requirement	 Author	
priority of the requirement	 Priority	
description of the requirement	 Description	

- 4 To assign a requirement to a type, add and highlight a new text line in the data for the requirement, or add a new table column and highlight the cell in the new column corresponding to the requirement. In the Quality Center Requirements toolbar, in the **Type** box, select a requirement type. Click the **Type** button to add the requirement type to the document. The requirement type is added and is indicated by the Requirement Type icon .
- 5 To assign a value to a user-defined field, highlight the text line or table cell in your document containing the value. In the Quality Center Requirements toolbar, in the **Field** box, select a user-defined field. Click the **Field** button to mark the value with the User Defined Field icon .
- 6 To add rich text to be exported to Quality Center, highlight the rich text and click the **Open Rich Text** button. The Open Rich Text icon  is added to indicate the beginning of the rich text.

Place the cursor at the end of the rich text you want to add and click the **Close Rich Text** button. The Close Rich Text icon  is added to indicate the end of the rich text.

- 7** Repeat for all requirement data. Any text in the document that is not marked is ignored.
- 8** Click the **Close Requirement** button to close each requirement with the Close Requirement icon . The location of this mark depends on whether the requirements are on the same hierarchical level or on different hierarchical levels.

For more information, see “Example: Requirements on the Same Hierarchical Level” on page 22, and “Example: Requirements on Different Hierarchical Levels” on page 23.

- 9** To unmark one or more fields, use the undo buttons or remove the mark manually. For more information, see “Deleting Formatting from the Document” on page 34.
- 10** When all requirement fields have been marked, export the requirements to Quality Center. For more information, see Chapter 3, “Exporting Data to Quality Center.”

Example: Requirements on the Same Hierarchical Level

To define requirements on the same hierarchical level in the requirements tree, use the **Close Requirement** button to place the Close Requirement mark directly after each requirement. This causes a requirement to be placed on the same level as the preceding requirement.

When the document contains paragraphs, insert a line after the last line of the requirement and mark it with the Close Requirement mark:



When the document contains a table, add a column to the end of the table, and insert the Close Requirement mark for each requirement:

Name	Requirement Type	Author	Priority	Rich Text	User-Defined Fields	Description
Req_1	Functional Requirement	alex_qc	3-High	Rich text for Req_1		Description for Req_1
Req_2	Business Requirement	shelly_qc	5-Urgent		Reviewer: michael_qc	Description for Req_2

After you export the requirements to Quality Center, the requirements are displayed on the same hierarchical level, under the root requirement.

The screenshot shows the Requirements tool interface with a table of requirements. The table has columns for Name, Direct Cover Status, ReqID, Priority, and Author. The requirements are listed as follows:

Name	Direct Cover Status	ReqID	Priority	Author
Requirements	-----	0		
Req_1	? Not Covered	1	3-High	alex_qc
Req_2	-----	2	5-Urgent	shelly_qc

Example: Requirements on Different Hierarchical Levels

You can define a requirement to be a child requirement of the preceding requirement. Use the **Close Requirement** button to place the Close Requirement mark for the parent requirement after all its child requirements.

For example, to define *Req_2* as a child of *Req_1*, and *Req_3* and *Req_4* as children of *Req_2*, place the Close Requirement mark for *Req_2* after the definitions of its child requirements. Place the Close Requirement mark for *Req_1* at the very end.

Chapter 2 • Formatting Requirement and Test Plan Data

When the document contains paragraphs, place each Close Requirement mark on its own line in the appropriate location. Note that the Close Requirement marks for *Req_1* and *Req_2* are inserted after *Req_3* and *Req_4*.

- [👤] Req_1
- [📋] Functional Requirement
- [👤] alex_qc
- [🚩] 3-High
- [ab>>] Rich text for Req_1
- [ah<<]
- [👤] Description for Req_1

- [👤] Req_2
- [📋] Business Requirement
- [👤] shelly_qc
- [🚩] 5-Urgent
- [📄] Reviewer: michael_qc
- [👤] Description for Req_2

- [👤] Req_3
- [👤]
- [👤] Req_4
- [👤]



When the data is provided as a table, add a column to the end of the table and place each Close Requirement mark in the appropriate location:

Name	Requirement Type	Author	Priority	Rich Text	User-Defined Fields	Description	
Req_1	Functional Requirement	alex_qc	3-High	Rich text for Req_1		Description for Req_1	
Req_2	Business Requirement	shelly_qc	5-Urgent		Reviewer: michael_qc	Description for Req_2	
Req_3							
Req_4							

After you export the requirements to Quality Center, *Req_2* is displayed as a child of *Req_1*, and *Req_3* and *Req_4* are displayed as children of *Req_2*.

The screenshot shows the Requirements tool interface with a menu bar (Requirements, Edit, View, Favorites, Analysis) and a toolbar. Below the toolbar is a table displaying a hierarchical tree view of requirements:

Name	Direct Cover Status	ReqID	Priority	Author
Requirements	----	0		
Req_1	? Not Covered	1	3-High	alex_qc
Req_2	----	2	5-Urgent	shelly_qc
Req_3	? Not Covered	5		
Req_4	? Not Covered	6		

Formatting Test Plan Data

Before you can export test plan data from a Word document to Quality Center, you can place data as paragraphs or as tables. You then use the Microsoft Word Add-in toolbar buttons to mark the test plan fields. You can format the test plan fields so that when you export them to Quality Center, the subject folders are on the same hierarchical level, or on different hierarchical levels in the test plan tree.

This section includes:

- ▶ Placing the Test Plan Data in the Document
- ▶ Marking the Test Plan Fields
- ▶ Example: Subject Folders on the Same Hierarchical Level
- ▶ Example: Subject Folders on Different Hierarchical levels

Placing the Test Plan Data in the Document

The Word document can contain test plan data as paragraphs or as tables.

When the data is provided as paragraphs, each field of the test plan must be on a separate line. For each subject folder, the name of the subject folder must appear first. The tests of that subject folder must appear under the name of the subject folder. The test steps of each test must appear under the test. The following example shows the data for two subject folders, each with one test containing one test step.

```
Subject_1
Test_1
Ready
alex_qc
Description for Test_1
Step_1
Description for Step_1
Expected Results for Step_1
```

```
Subject_2
Test_2
Ready
shelly_qc
Description for Test_2
Step_2
Description for Step_2
Expected Results for Step_2
```

When the document contains a table, the first column must be the name of the subject folder. The following example shows the data for two subject folders, listed in a table. In this example, *Subject_2* contains two tests and *Test_3* contains two test steps:

Subject Name	Test Name	Test Status	Test Designer	Test Description	Test Step Name	Test Step Description	Test Step Expected Results
Subject_1	Test_1	Ready	alex_qc	Description for Test_1	Step_1	Description for Step_1	Expected Results for Step_1
Subject_2	Test_2	Ready	shelly_qc	Description for Test_2	Step_2	Description for Step_2	Expected Results for Step_2
	Test_3	Ready	shelly_qc	Description for Test_3	Step_3	Description for Step_3	Expected Results for Step_3
					Step_4	Description for Step_4	Expected Results for Step_4

Marking the Test Plan Fields

After placing your data as paragraphs or as tables, you mark your test plan fields. To mark a test plan field, highlight the text and click the appropriate button on the Quality Center Test Plan toolbar. An icon is added next to the marked text line. A bookmark is inserted into the document to allow the add-in to identify the marked text when it is exported to Quality Center.





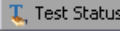









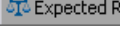

When marking test plan fields, consider the following:


- ▶ You can export subject folders, tests and test steps. For a test you can export the test name, status, designer, and description. For a test step you can export the test step name, description, and expected results.
- ▶ To define a subfolder for an existing subject folder, place the new subfolder definition under the existing subject folder name.
- ▶ If a test step with the same name exists on the same level in the test plan tree, the test step is changed to contain the new information. If your document contains two test steps on the same hierarchical level with the same name, only the second test step is created.

- ▶ The data for each field should be on the same line as the icon that marks it. The only exceptions are the **Expected Results** field and the **Description** field. Data for these fields can extend to additional lines and can include returns and indents.
- ▶ Data intended for Quality Center fields that have selection lists must match the entries in those selection lists exactly.

To mark the test plan fields:

- 1 Open a Word document containing test plan text.
- 2 Highlight a text line or a table cell in your document, and click the appropriate button on the Quality Center Test Plan toolbar:

Field	Toolbar Button	Icon
subject folder name	 New Folder	
test name	 New Test	
current status of the test	 Test Status	
designer of the test	 Designer	
description of the test	 Description	
test step name	 New Step	
description of the step	 Description	
expected results of the step	 Expected Result	

- 3 Repeat for all test plan data. Any text in the document that is not marked is ignored.
- 4 Click the **Close Folder** button to close each subject folder with the Close Folder mark . The location of this mark depends on whether the folders are on the same hierarchical level or on different hierarchical levels.

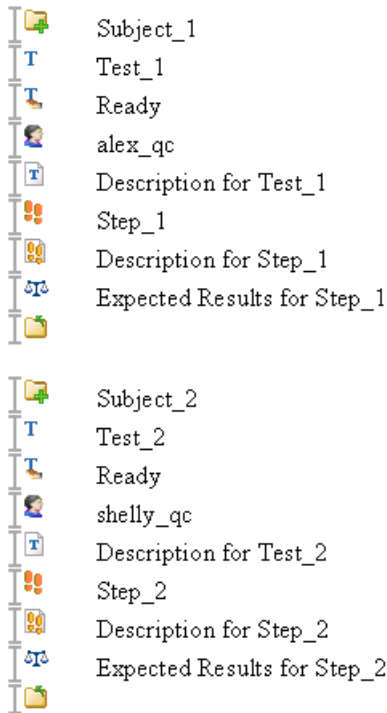
For more information, see “Example: Subject Folders on the Same Hierarchical Level” on page 30, and “Example: Subject Folders on Different Hierarchical levels” on page 31.

- 5 To unmark one or more fields, use the undo buttons or remove the mark manually. For more information, see “Deleting Formatting from the Document” on page 34.
- 6 When all test plan data has been marked, export the test plan to Quality Center. For more information, see Chapter 3, “Exporting Data to Quality Center.”

Example: Subject Folders on the Same Hierarchical Level

To define subject folders on the same hierarchical level in the test plan tree, use the **Close Folder** button to place the Close Folder mark directly after the data for each subject folder. This causes a subject folder to be placed on the same level as the preceding subject folder.

When the document contains paragraphs, insert a line after the last line of the subject folder data and mark it with the Close Folder mark:

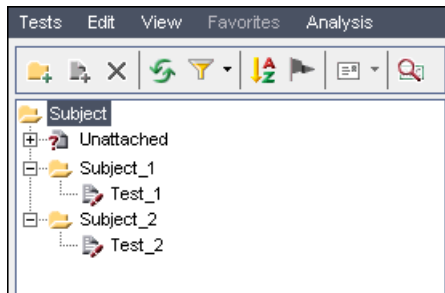




When the document contains a table, add a column to the end of the table, and insert the Close Folder mark at the end of the data for each subject folder:

Subject Name	Test Name	Test Status	Test Designer	Test Description	Test Step Name	Test Step Description	Test Step Expected Results
Subject_1	Test_1	Ready	alex_qc	Description for Test_1	Step_1	Description for Step_1	Expected Results for Step_1
Subject_2	Test_2	Ready	shelly_qc	Description for Test_2	Step_2	Description for Step_2	Expected Results for Step_2

After you export the test plan to Quality Center, the subject folders in the test plan tree are displayed on the same hierarchical level.











Example: Subject Folders on Different Hierarchical levels









You can define a subject folder to be a subfolder of the preceding subject folder. To do this, use the **Close Folder** button to place the Close Folder mark for the parent folder after all its subfolders.



For example, to define *Subject_2* as a subfolder of *Subject_1*, and *Subject_3* and *Subject_4* as subfolders of *Subject_2*, place the Close Folder mark for *Subject_2* after the definitions of its subfolders. Place the Close Folder mark for *Subject_1* at the very end.





When the document contains paragraphs, place each Close Folder mark on its own line in the appropriate location. Note that the Close Folder marks for *Subject_1* and *Subject_2* are inserted after *Subject_3* and *Subject_4*:

 Subject_1
 Test_1
 Ready
 alex_qc
 Description for Test_1
 Step_1
 Description for Step_1
 Expected Results for Step_1

 Subject_2
 Test_2
 Ready
 shelly_qc
 Description for Test_2
 Step_2
 Description for Step_2
 Expected Results for Step_2

 Subject_3


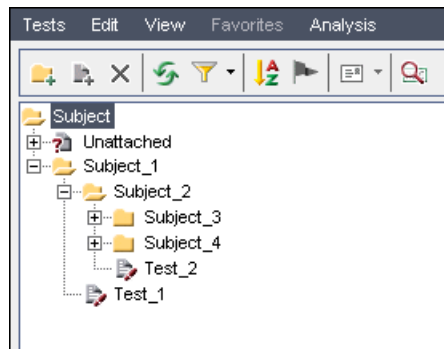
 Subject_4





When the data is provided as a table, add a column to the end of the table and place each Close Folder mark in the appropriate location:

Subject Name	Test Name	Test Status	Test Designer	Test Description	Test Step Name	Test Step Description	Test Step Expected Results	
Subject_1	Test_1	Ready	alex_gc	Description for Test_1	Step_1	Description for Step_1	Expected Results for Step_1	
Subject_2	Test_2	Ready	shelly_gc	Description for Test_2	Step_2	Description for Step_2	Expected Results for Step_2	
Subject_3								
Subject_4								

After you export the test plan to Quality Center, *Subject_2* is displayed as a subfolder of *Subject_1*, and *Subject_3* and *Subject_4* are displayed as subfolders of *Subject_2*.



Deleting Formatting from the Document

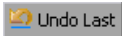
To delete formatting from a document, you can use the undo buttons, or you can delete a mark manually.

Deleting Formatting Using the Undo Buttons

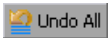
To delete the last mark you applied, or to delete all marks in the document, you can use the undo buttons to delete the bookmark and the icon for your most recent action or for all actions.

To delete formatting using the undo buttons:

1 To delete you can:



➤ Click the **Undo Last** button on the Quality Center Common toolbar to delete the last bookmark and icon you applied.



➤ Click the **Undo All** button on the Quality Center Common toolbar to delete all bookmarks and icons in the document.

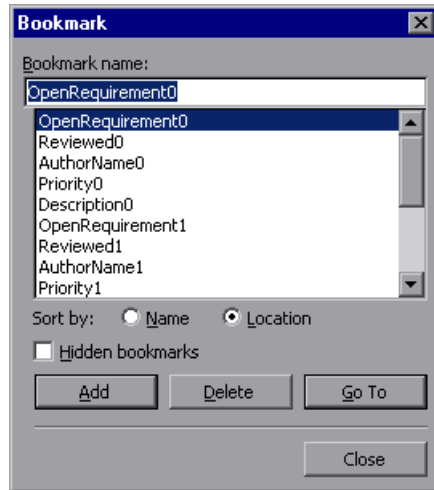
2 A message box opens. Click **Yes** to delete the bookmark, icon, and text in the document. Click **No** to delete the bookmark and icon, and leave the text in the document.

Deleting Formatting Manually

You can delete any bookmark and icon manually. Note that deleting the icon or the text does not delete the bookmark. If your document contains extra bookmarks, an error occurs when you attempt to export to Quality Center.

To delete formatting manually:

- 1 Manually delete the icon.
- 2 Choose **Insert > Bookmark**. The Bookmark dialog box opens.



Bookmark names contain the field name and an index number.

- 3 Select the bookmark you want to delete and click **Delete**.

3

Exporting Data to Quality Center

After formatting your requirement or test plan data, you export the data to Quality Center.

When you export a new or existing requirement or test to Quality Center, it is created with the user name that you use to export it. For example, if you export a requirement to Quality Center with **steve** as the user name, the requirement's history shows **steve** as the user that changed the requirement.

Note: You must have full create and modify permissions in Quality Center for requirements, the test plan tree, design steps, and subject folders.

This chapter includes:

- ▶ Version Control Considerations on page 37
- ▶ Exporting Data to Quality Center on page 38

Version Control Considerations

When you export data from Microsoft Word to a version control enabled project in Quality Center, consider the following:

- ▶ When you export a new requirement or test, it is created in Quality Center, with a checked in status.

- ▶ When you export an existing requirement or test that is checked in, it is automatically checked out during export. Quality Center adds a comment to the version history specifying that the requirement or test was updated by export from Word.
- ▶ When you export an existing requirement or test that is checked out by you, the data is exported. If the requirement or test is checked out by another user, the export fails and an error message is displayed.

For more information on version control, refer to the *HP Quality Center User Guide*.

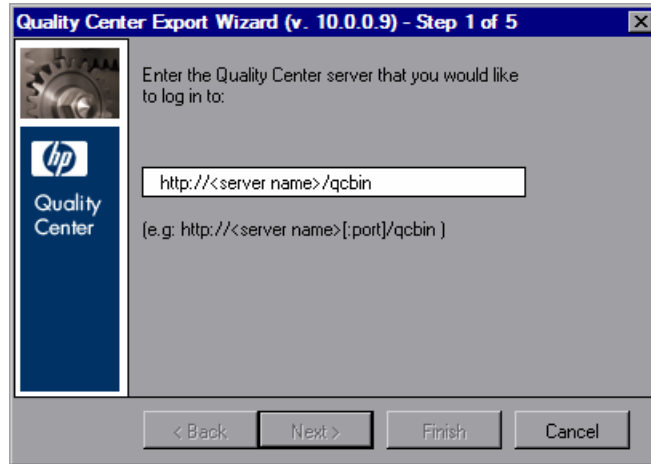
Exporting Data to Quality Center

You export data to Quality Center from your Microsoft Word document.

To export data to Quality Center:

- 1** Define the requirements or test plans in your document. For more information, see “Formatting Requirement and Test Plan Data” on page 13.
- 2** Make sure that the Quality Center Common toolbar is displayed. For more information on displaying the Quality Center Common toolbar, see “The Microsoft Word Add-in Toolbars” on page 14.
- 3** To exclude marked data in your document from being exported, highlight the text area and click the **Exclude Region** button. A line is drawn through the selected text.

- 4 Click the **Export to Quality Center** button. The Quality Center Export Wizard - Step 1 of 5 dialog box opens.



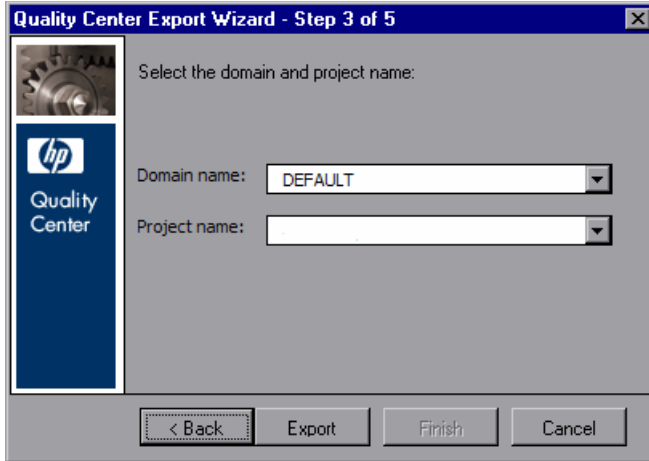
Type your Quality Center URL:
http://<Quality Center server name>[:port]/qcbn.

- 5 Click **Next**. The Quality Center Export Wizard - Step 2 of 5 dialog box opens.



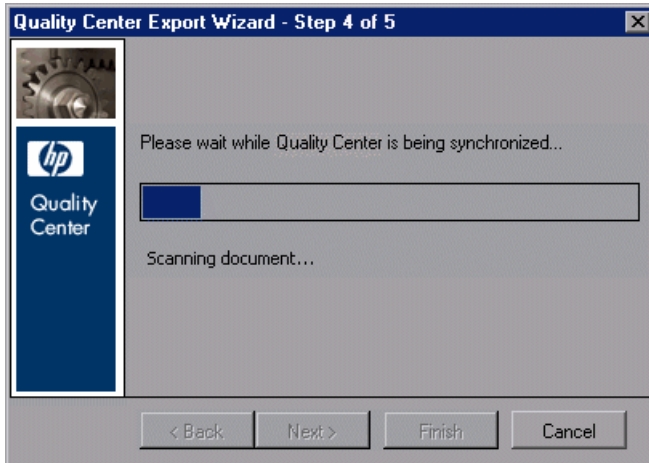
Enter your Quality Center user name and password.

- 6 Click **Next**. The Quality Center Export Wizard - Step 3 of 5 dialog box opens.



Select a Quality Center domain and project.

- 7 Click **Export**. The Quality Center Export Wizard - Step 4 of 5 dialog box opens.



- 8** If an error occurs while exporting the document, the Quality Center Export Wizard - Scan Error Report dialog box opens.

Review the errors. To save the errors as a text file, click the **Launch Notepad** button.

Click **Close** to exit the wizard. Correct the errors and start again at step 1 on page 38.

- 9** If the data is exported successfully to Quality Center, the Quality Center Export Wizard - Step 5 of 5 dialog box opens. Click **Finish**.
- 10** Refresh the view in Quality Center. Review the exported data and make the necessary additions and adjustments.

