

Requirements for Modifying a Spreadsheet for ERT Import

1.0 INTRODUCTION

ERT has the ability to import data for manual test methods from two specific spreadsheet templates. The following describes how to incorporate one of these spreadsheet templates into your custom spreadsheet so you can use the import function into ERT. These instructions assume you have a good understanding of working with spreadsheets, specifically the ability to import pages from another spreadsheet and create links from one cell to another. For further information on how to do these tasks, please consult the Microsoft Excel help or look on-line.

The steps required to modify your custom spreadsheet include:

1. Copying/importing your spreadsheet into the ERT spreadsheet template
2. Linking data cells from your spreadsheet to the ERT template pages

2.0 ERT SPREADSHEET TEMPLATE OVERVIEW

The ERT spreadsheet template contains an instructions page, pages for entering run data, and pages that are used by ERT for importing data.

2.1 Instructions Page

This page contains instructions for using the template. The requirements for each section are included.

2.2 Data Sheet 1; Data Sheet 2; Data Sheet 3

These pages are for data entry for each specific run. The template is designed to hold 3 runs. If more runs are needed, a new spreadsheet is required to be used for each group of up to 3 runs. The run data for the pages are categorized as header data, located at the top of each page and point data located at the bottom of each page. Named ranges have been created for the point data on each data sheet. The named ranges are *Run1PointData*, *Run2PointData*, and *Run3PointData*. ERT uses these names during the import process.

2.3 HeaderExport Page

This page is only used by ERT during the import process. The fields on this page are linked to the header data from the Data Sheet pages. The named range *PointHeaders* are given to this data. It is used during the ERT import process.

3.0 MODIFYING YOUR CUSTOM SPREADSHEET

ERT uses a combination of page names and named ranges to import data from the template into the ERT data tables. The cells in the ranges must be in a specific order for the data to be imported correctly. The ERT spreadsheet template has the cells in the order required for importing. There are two ways of modifying your spreadsheet for the ERT import.

1. Modify the existing structure of your spreadsheet to match the ERT template, or
2. Import your spreadsheet into the ERT template and link your data to the template cells.

3.1 Modifying the existing spreadsheet's structure

This will require you to modify your spreadsheet to match the ERT template.

1. You must have three pages for the point data for three runs. You will need to rename these pages to Data Sheet 1, Data Sheet 2, and Data Sheet 3.
2. The columns for your point data on each sheet must be in the same order as the ERT template. Any ERT template point data column that is not on your spreadsheet will have to be added.
3. A named range for the point data on each data sheet. These must be named the same as in the ERT template, *Run1PointData*, *Run2PointData*, and *Run3PointData*
4. A sheet needs to be created named *HeaderExport*. This sheet must contain the same fields in the same order as the *HeaderExport* sheet in the ERT template. You must create the named range *PointHeaders* that includes these columns. You will link the cells from your pages to the appropriate cells on this sheet. Header data from run one will go on the first row under the column headers. Header data from the second and third runs will go in the second and third rows.

Your spreadsheet should now be ready to be imported into ERT.

3.2 Import your spreadsheet into the ERT template and link the cells

This involves importing your spreadsheet into the ERT template and then linking the appropriate fields from your spreadsheet to the fields on the template pages

1. Import your custom spreadsheet tabs into the ERT template with *Data Sheet 1*, *Data Sheet 2*, *Data Sheet 3*, and *HeaderExport* pages. To do this, open your spreadsheet and the ERT template. In your custom workbook select the tabs by holding the shift key down and click on each of the sheet's tabs at the bottom of the page. These tabs will be highlighted. Right click on the tab and select "move/copy". Select the ERT template from the "To book" picklist. Be sure and check "Create a copy" or these sheets will be moved to ERT template instead of copied. Select the ok button. Your custom spreadsheet tabs will now be sheets in the ERT template sheets.
2. Link your data cells with the data cells in the ERT template data sheets. Link the header data and point data for each run to the appropriate ERT data sheet. For example link your first run's data to the cells in *Data Sheet 1*. You do not have to link data to the *HeaderExport* sheet. This sheet already has the links to the appropriate header data on the data sheet pages.

Once all of the cells in your data sheets are linked to the imported ERT template sheets, your spreadsheet will be ready to be imported into ERT.