

Test Plan (OrangeHRM)

Contents

Objective :	1
Scope:	2
Roles and Responsibilities:	2
Schedule and Milestones:	2
Tools and Equipment:	2
1.0 Home Page :	3
1.1 My Info :	4
1.1.1 Personal Details	4
Personal Details	4
1.1.2 Photograph	5
1.1.3 Contact Details	6
Country: Choose from the dropdown menu	6
1.1.4 Emergency Contact	7
1.1.5 Dependents	9
1.1.6 Immigration	11
1.1.7 Job	13
1.1.8 Salary	15
1.1.9 Report To	16

Objective :

This document serves as a comprehensive test plan for the ESS User module within the OrangeHRM Web Portal. The primary goal is to elucidate the utilization of OrangeHRM by ESS Users and delineate the anticipated outcomes associated with their interactions. By delving into the graphical user interface (GUI) of OrangeHRM, this document aims to provide readers with a nuanced understanding of its features, some of which may not be immediately apparent. In addition to facilitating a comprehension of OrangeHRM from the perspective of ESS Users, this document is instrumental in the creation of test cases and in-depth exploration of various functionalities within the OrangeHRM system.

Scope:

This assessment will encompass an exhaustive examination of the ESS User features and functionalities embedded within OrangeHRM, including modules such as My Info, Photograph, Contact Details, Emergency Contacts, Dependents, Immigration, Job, Salary, Report To, Qualifications, and Membership. The testing methodology employed will span manual testing, functional testing, and sanity testing.

To ensure the comprehensive validation of the ESS User dashboard and OrangeHRM functionalities across diverse environments, our testing approach will incorporate the utilization of varied browsers, devices, and operating systems.

Roles and Responsibilities:

Clear delineation of roles and responsibilities is paramount for effective testing. The team composition will encompass roles such as the Test Lead, Testers, and Developers, each assigned specific tasks and accountabilities to streamline the testing process.

Schedule and Milestones:

A well-defined schedule and milestones have been established for the testing phase. This includes commencement and conclusion dates, as well as a detailed plan outlining key testing activities. Adhering to this timeline will enable a systematic and timely execution of the testing process.

Tools and Equipment:

The testing toolkit comprises a selection of tools and equipment essential for a comprehensive evaluation. This encompasses testing software, hardware, and documentation templates, ensuring a robust testing infrastructure that aligns with industry best practices.



The login form features the OrangeHRM logo at the top. Below it is a 'Login' heading with a user icon. There are two input fields: one for the username 'Admin' and another for a password represented by dots. A checkbox labeled 'Keep me logged in for 30 days' is positioned below the password field. At the bottom is a large orange 'Login' button with a right-pointing arrow icon.

1.0 Home Page :

The employee management tool's homepage features tabs including Quick Access, Buzz Latest Posts, My Actions, Latest Documents, Latest News, and Employees on Leave Today as shown in Figure 1.0

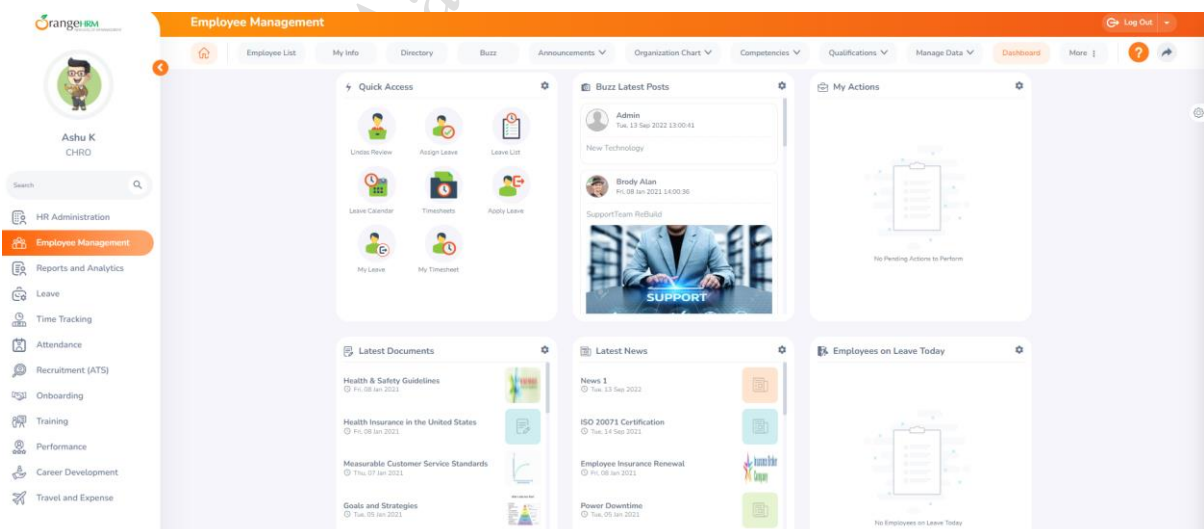


Figure 1.0

1.1 My Info :

The My Info Tab empowers employees to access and update personal information independently via an internet-enabled PC, ensuring data security and confidentiality. This functionality spans the entire system, adhering to the company's defined security policy, granting users authorization to view and edit specific fields in the ESS Module. (Figure 1.1)

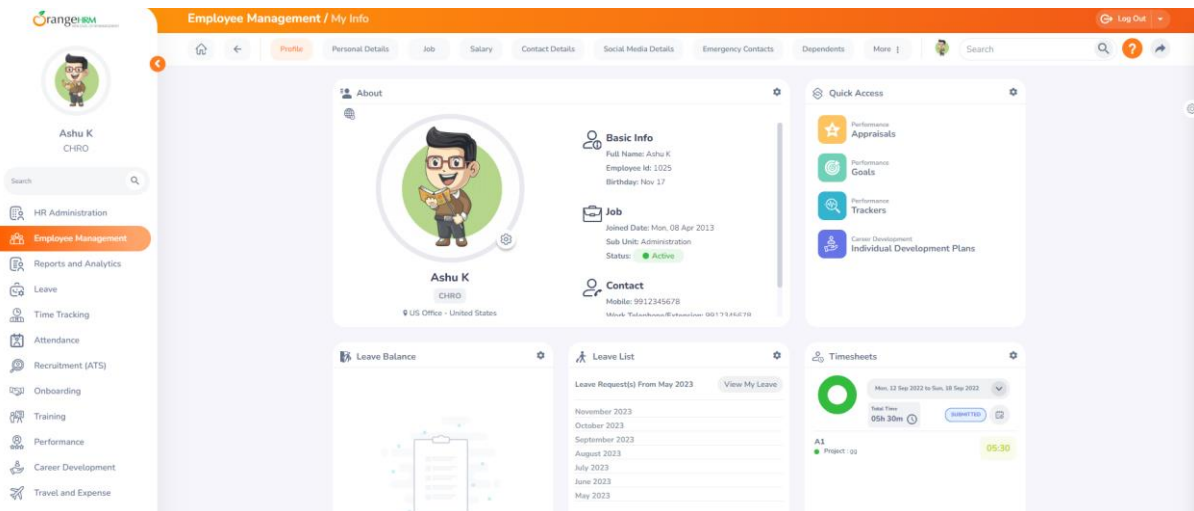


Figure 1.1

1.1.1 Personal Details

Upon the initial login of an ESS-User, the first screen presented is the "Personal Details" screen, as illustrated in Figure 1.1.1 Users have the capability to edit and input specific fields. Also the subsequent fields are restricted, and ESS-Users are unable to modify the following details. These must be filled in by the HR Admin and the respective ESS-Supervisor:

Personal Details

- Employee ID
- SSN No
- SIN No
- Driver License No
- Date of Birth

Employee Management / My Info

Log Out

Home Profile **Personal Details** Job Salary Contact Details Social Media Details Emergency Contacts Dependents More Search

Personal Details

First Name*	Ashu		Middle Name	Last Name*		K
Employee Id	1025		Other Id			
Date of Birth	Wed, 17 Nov 1999	Marital Status	Single	Gender	Male	
Nationality	Indian	Driver's License Number	ABC12345DEF		License Expiry Date	Wed, 15 Feb 2023
EEO Race and Ethnicity*	Asian					

* Required field

Health

Allergies*

☒ No ☐ Yes

SAVE

Figure 1.1.1


1.1.2 Photograph

The ESS-User can upload a photograph by clicking on the settings icon in the corner of the profile photo screen, initiating the appearance of the screen depicted in Figure 1.1.2.

Employee Management / My Info

Home Profile **Personal Details** Job Salary Contact Details Social Media Details Emergency Contacts

About



Ashu K
CHRO
US Office - United States

Basic Info

Full Name: Ashu K
Employee Id: 1025
Birthday: Nov 17

Job

Joined Date: Mon, 08 Apr 2013
Sub Unit: Administration
Status: ● Active

Contact

Mobile: 9912345678
Work Telephone/Extension: 9012345678

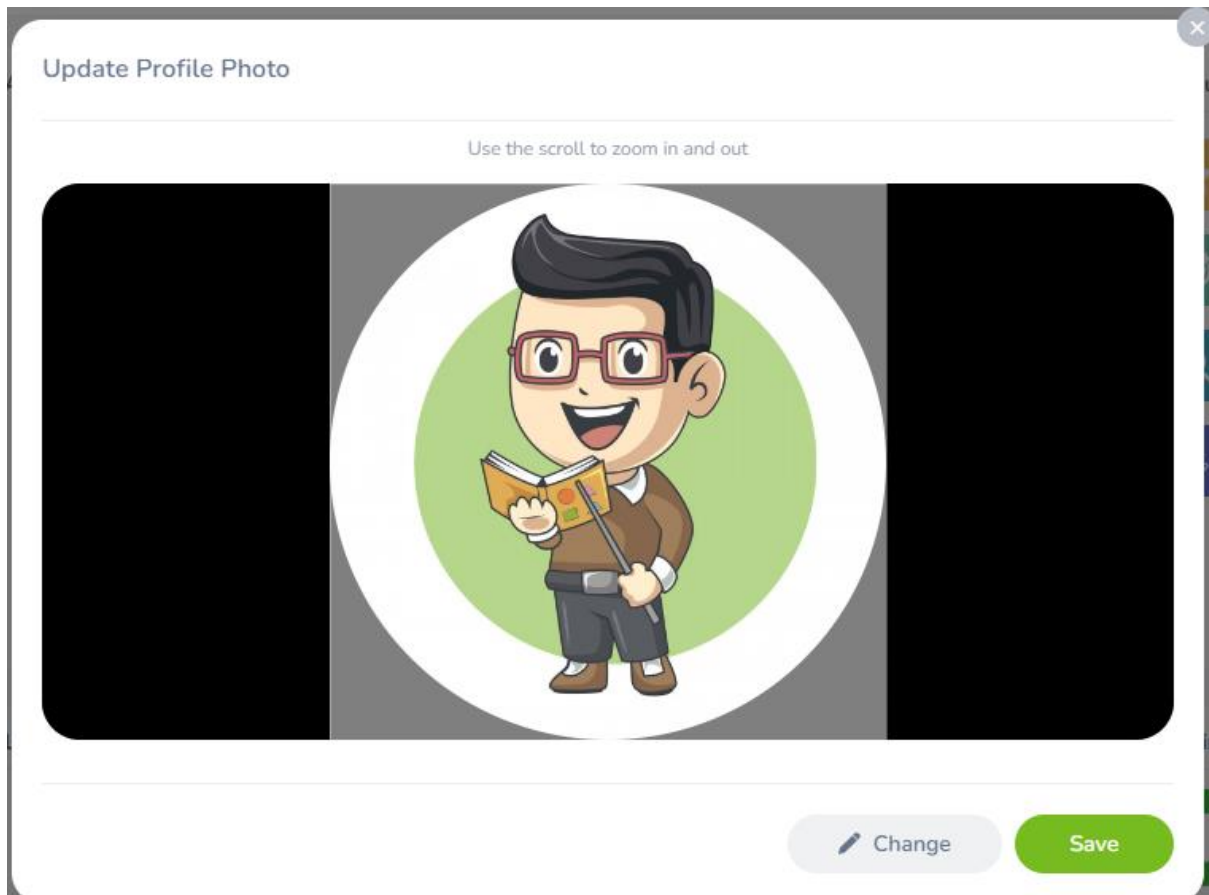


Figure 1.1.2

Click on "Change" to choose a photograph from the designated path. After selecting the picture, click "Open/Upload." The chosen picture will be displayed in the photograph section. *Note: The upload size is limited to a maximum of 1 Megabyte in jpg, png, or gif format.

1.1.3 Contact Details

To input contact information, navigate to "Contact Details" under the Employee Details column and access the screen depicted in Figure 1.1.3.

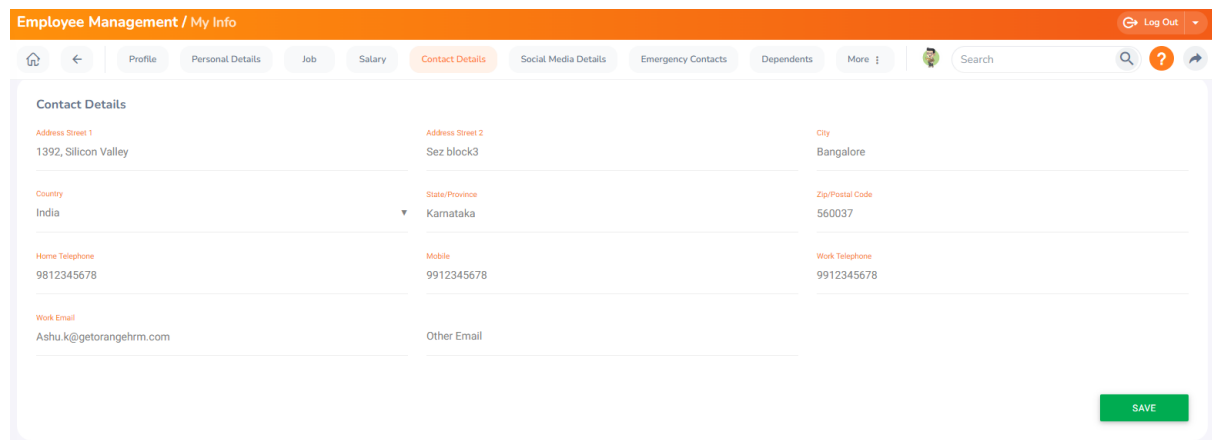
Click on "Edit" to enter the information. You can modify the following details:

Country: Choose from the dropdown menu

- Street 1
- Street 2
- City/Town
- State/Province: For the United States, select from the dropdown or manually enter
- ZIP Code
- Home Telephone
- Mobile
- Work Telephone
- Work Email

- Other Email

Once you have completed this form click “Save”.



The screenshot shows the 'Employee Management / My Info' interface. The 'Contact Details' tab is selected. The form contains the following fields:

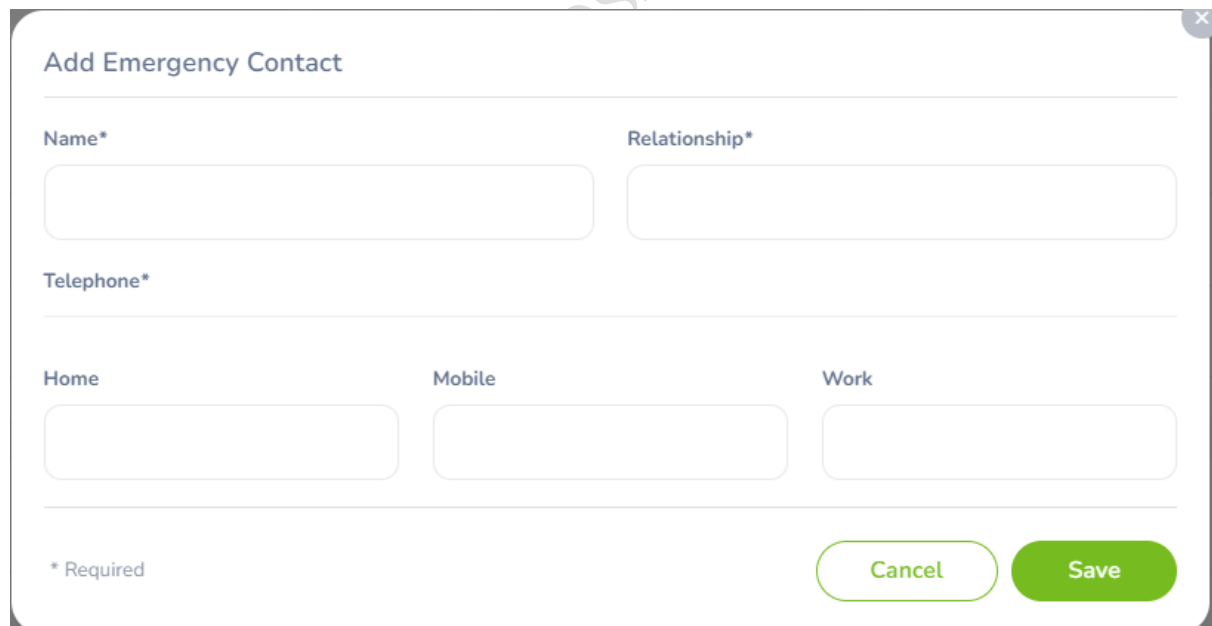
Address Street 1 1392, Silicon Valley	Address Street 2 Sez block3	City Bangalore
Country India	State/Province Karnataka	Zip/Postal Code 560037
Home Telephone 9812345678	Mobile 9912345678	Work Telephone 9912345678
Work Email Ashu.k@getorangehrm.com	Other Email	

A green 'SAVE' button is located at the bottom right of the form.

Figure 1.1.3

1.1.4 Emergency Contact

To input emergency contact details, select "Emergency Contacts" in the "Personal" column and the screen shown in Figure 1.1.4.1 will appear.



The screenshot shows the 'Add Emergency Contact' form. It includes the following fields:

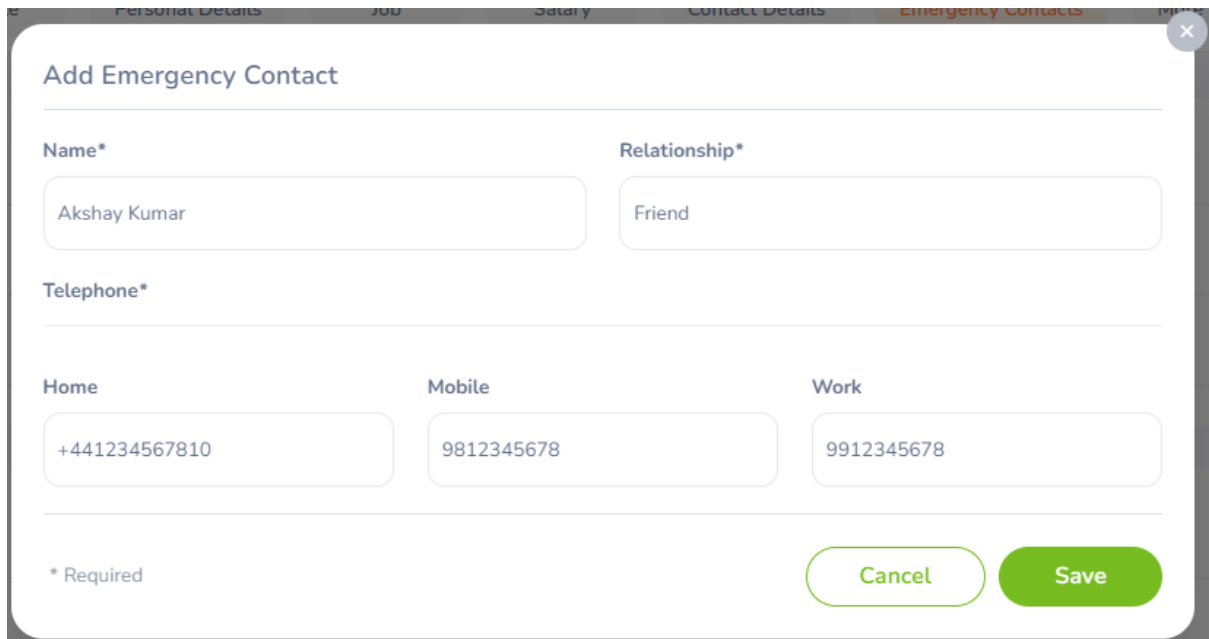
- Name***: A text input field.
- Relationship***: A text input field.
- Telephone***: A section containing three input fields:
 - Home**
 - Mobile**
 - Work**

At the bottom left, there is a note: '* Required'. At the bottom right, there are two buttons: 'Cancel' (outlined) and 'Save' (solid green).

Figure 1.1.4.1

Enter the "Name" of the person to be contacted in case of emergency, specify your "Relationship" with them, and provide a "Home Telephone" or "Mobile Number" where the company can reach

them. Click "Save" to add the details and the emergency contact will be listed as depicted in Figure 1.1.4.2



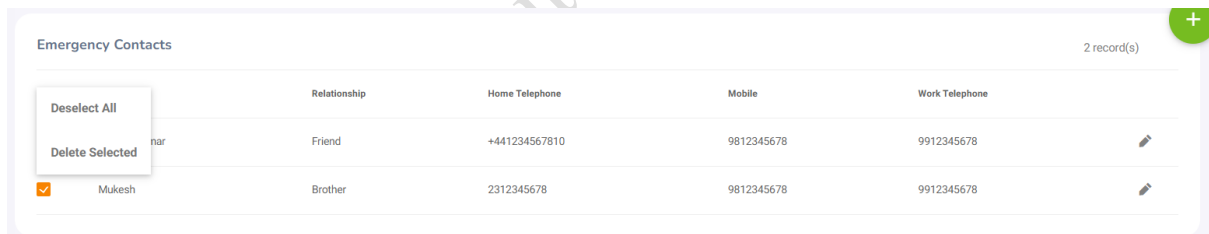
The image shows a web form titled "Add Emergency Contact". It has a close button (X) in the top right corner. The form contains the following fields:

- Name***: A text input field containing "Akshay Kumar".
- Relationship***: A text input field containing "Friend".
- Telephone***: A section with three input fields:
 - Home**: Contains "+441234567810".
 - Mobile**: Contains "9812345678".
 - Work**: Contains "9912345678".

At the bottom left, there is a note "* Required". At the bottom right, there are two buttons: "Cancel" (outlined in green) and "Save" (solid green).

Figure 1.1.4.2

You can add multiple entries for emergency contacts. To delete an entry, check the box next to the specific entry. Deleting multiple entries simultaneously is possible by selecting the checkboxes of entries you wish to delete and clicking "Delete." As depicted in Figure 1.1.4.3

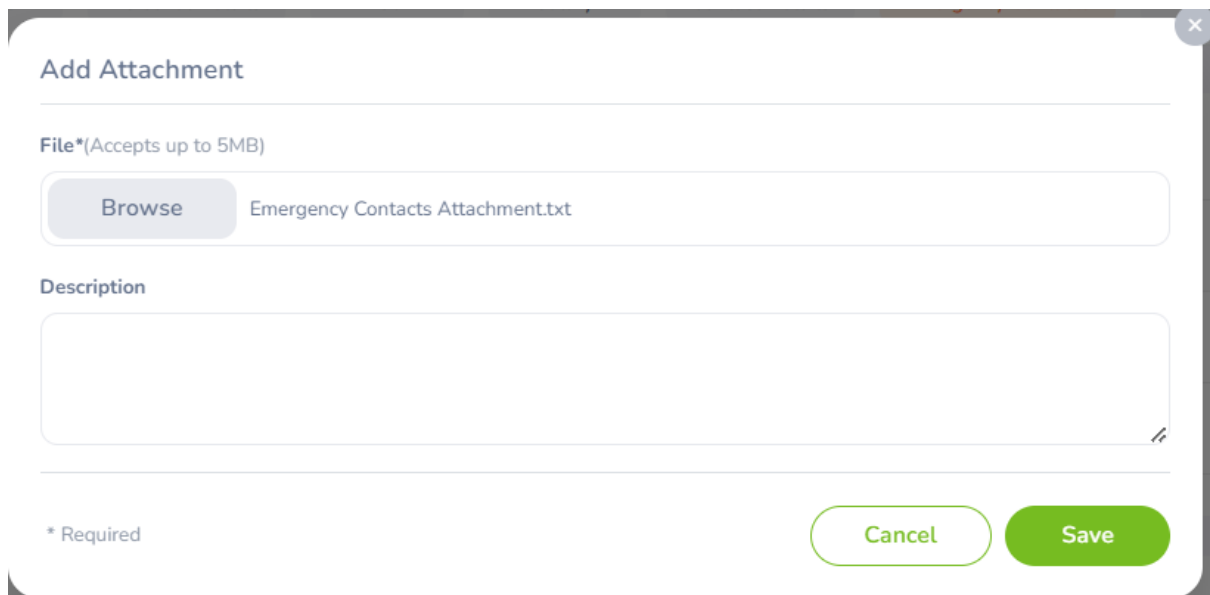


The image shows a table titled "Emergency Contacts" with a "+2 record(s)" indicator in the top right. A context menu is open over the first row, showing "Deselect All" and "Delete Selected" options. The table has the following columns: Relationship, Home Telephone, Mobile, and Work Telephone. The first row is partially obscured by the menu, but the second row is visible.

	Relationship	Home Telephone	Mobile	Work Telephone	
<input type="checkbox"/>	Friend	+441234567810	9812345678	9912345678	
<input checked="" type="checkbox"/>	Mukesh	2312345678	9812345678	9912345678	

Figure 1.1.4.3

Additionally, you can upload supporting attachments by clicking "Add" under "Attachment." Choose a file from the relevant path and upload it by clicking "Browse." Then select the file and click on "Open". As depicted in Figure 1.1.4.4. Then click on "Save"



The 'Add Attachment' form features a title bar with a close button. Below the title is a horizontal line. The label 'File*(Accepts up to 5MB)' is positioned above a file input area. This area contains a 'Browse' button and the text 'Emergency Contacts Attachment.txt'. A 'Description' label is above a large text area. At the bottom left, there is a '* Required' note. At the bottom right, there are 'Cancel' and 'Save' buttons.

Add Attachment

File*(Accepts up to 5MB)

Browse Emergency Contacts Attachment.txt

Description

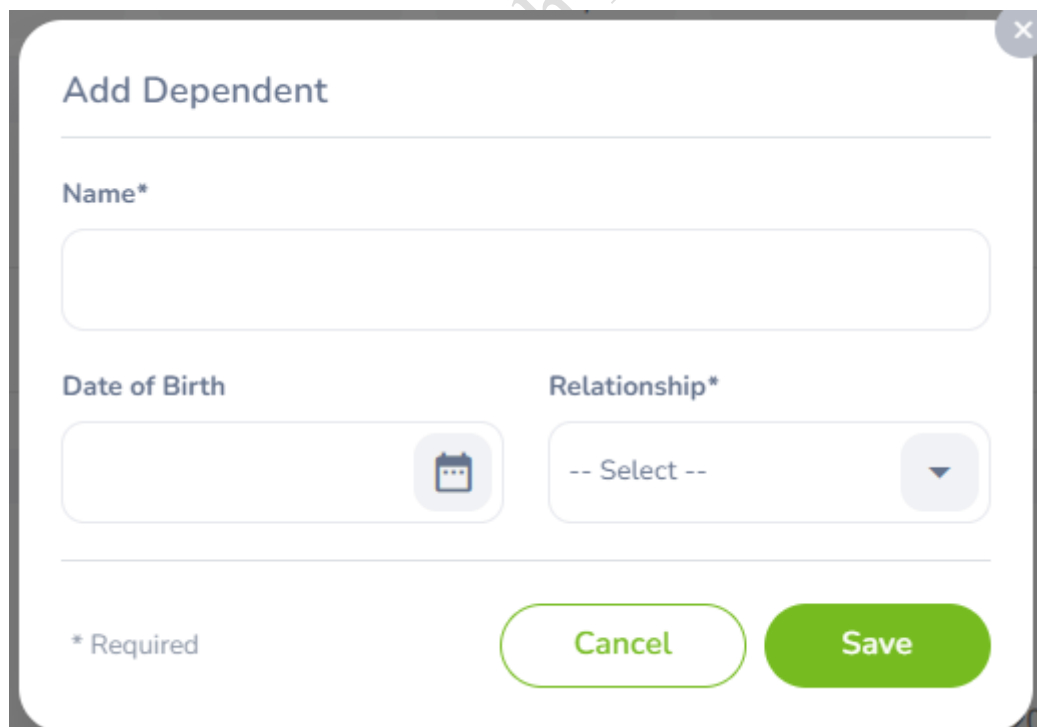
* Required

Cancel Save

Figure 1.1.4.4

1.1.5 Dependents

If you have dependents, you can record their details here. To add a dependent, select "Dependents" under the "Personal" column, and the screen depicted in Figure 1.1.5.1 will appear.



The 'Add Dependent' form has a title bar with a close button. Below the title is a horizontal line. The label 'Name*' is above a text input field. Below this, 'Date of Birth' and 'Relationship*' labels are above their respective input fields. The 'Date of Birth' field includes a calendar icon. The 'Relationship*' field is a dropdown menu with '-- Select --' and a downward arrow. At the bottom left is a '* Required' note. At the bottom right are 'Cancel' and 'Save' buttons.

Add Dependent

Name*

Date of Birth Relationship*

-- Select --

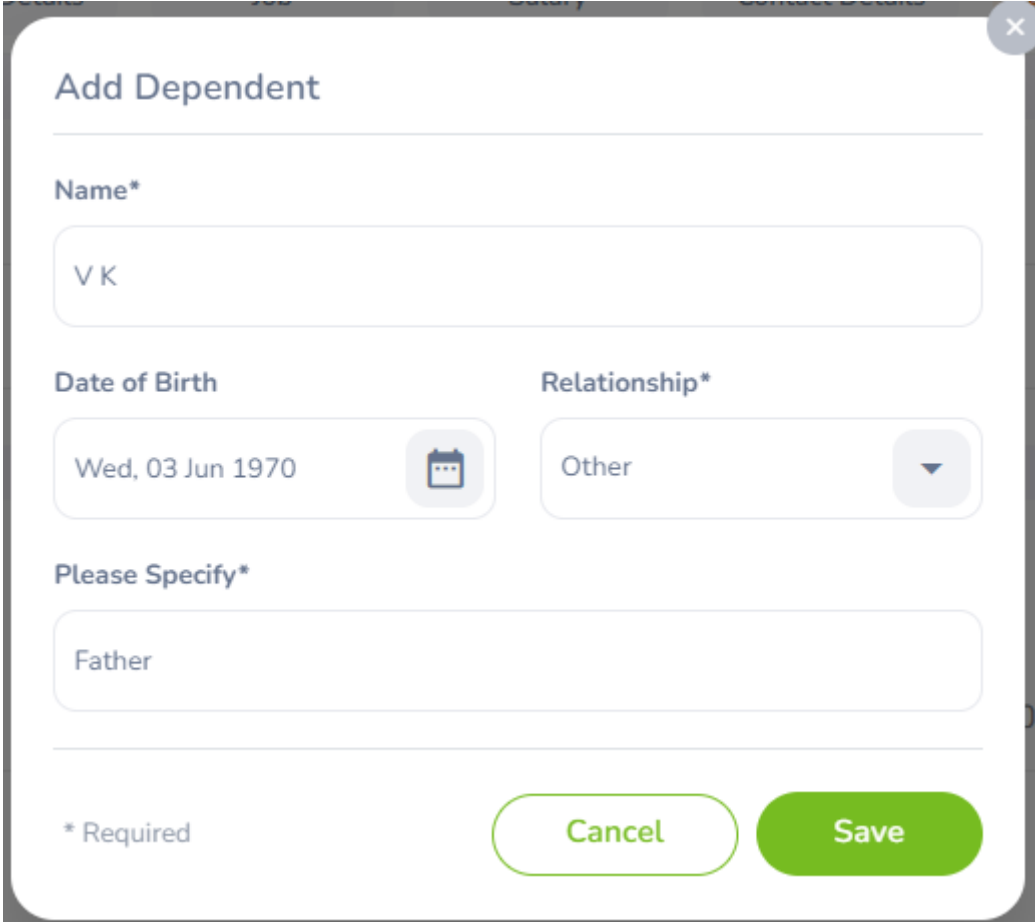
* Required

Cancel Save

Figure 1.1.5.1

Enter the "Name" of your dependent, specify the "Relationship," and provide their "Date of Birth."

Click "Save" after entering the required fields, and your dependent will be listed as shown in Figure 1.1.5.2

A screenshot of a web form titled "Add Dependent". The form has a close button (X) in the top right corner. It contains three main sections: "Name*" with a text input field containing "V K"; "Date of Birth" and "Relationship*" with respective input fields containing "Wed, 03 Jun 1970" and "Other"; and "Please Specify*" with a text input field containing "Father". At the bottom, there is a legend "* Required", a "Cancel" button, and a "Save" button.

Add Dependent

Name*

V K

Date of Birth **Relationship***

Wed, 03 Jun 1970 Other

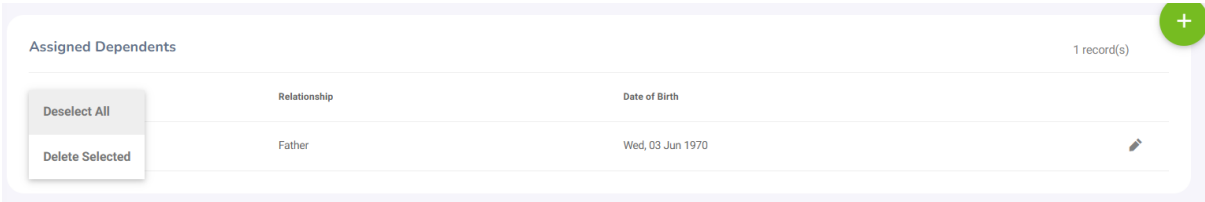
Please Specify*

Father

* Required Cancel Save

Figure 1.1.5.2

You can add multiple entries for dependents. To delete an entry, check the box next to the specific entry. Deleting multiple entries simultaneously is possible by selecting the checkboxes of entries you wish to delete and clicking "Delete." As depicted in Figure 1.1.5.3

A screenshot of a table titled "Assigned Dependents" showing one record. The table has columns for "Relationship" and "Date of Birth". On the left, there are buttons for "Deselect All" and "Delete Selected". On the right, there is a "1 record(s)" indicator and a green "+" button. A small edit icon is visible at the end of the first row.

Assigned Dependents		1 record(s)
	Relationship	Date of Birth
<input type="checkbox"/>	Father	Wed, 03 Jun 1970

Figure 1.1.5.3

Additionally, you can upload supporting attachments by clicking "Add" under "Attachment." Choose a file from the relevant path and upload it by clicking "Browse." Then select the file and click on "Open". As depicted in Figure 1.1.5.4. Then click on "Save"

file Personal Details Job Salary Contact Details Dependents More

Add Attachment

File*(Accepts up to 5MB)

Browse

Description

* Required

Cancel Save

Figure 1.1.5.4

1.1.6 Immigration

You can input your immigration information here. To add immigration details, choose "Immigration" under the "Personal" column, and the screen displayed in Figure 1.1.6.1 will appear.

Assigned Immigration Records 0 records found

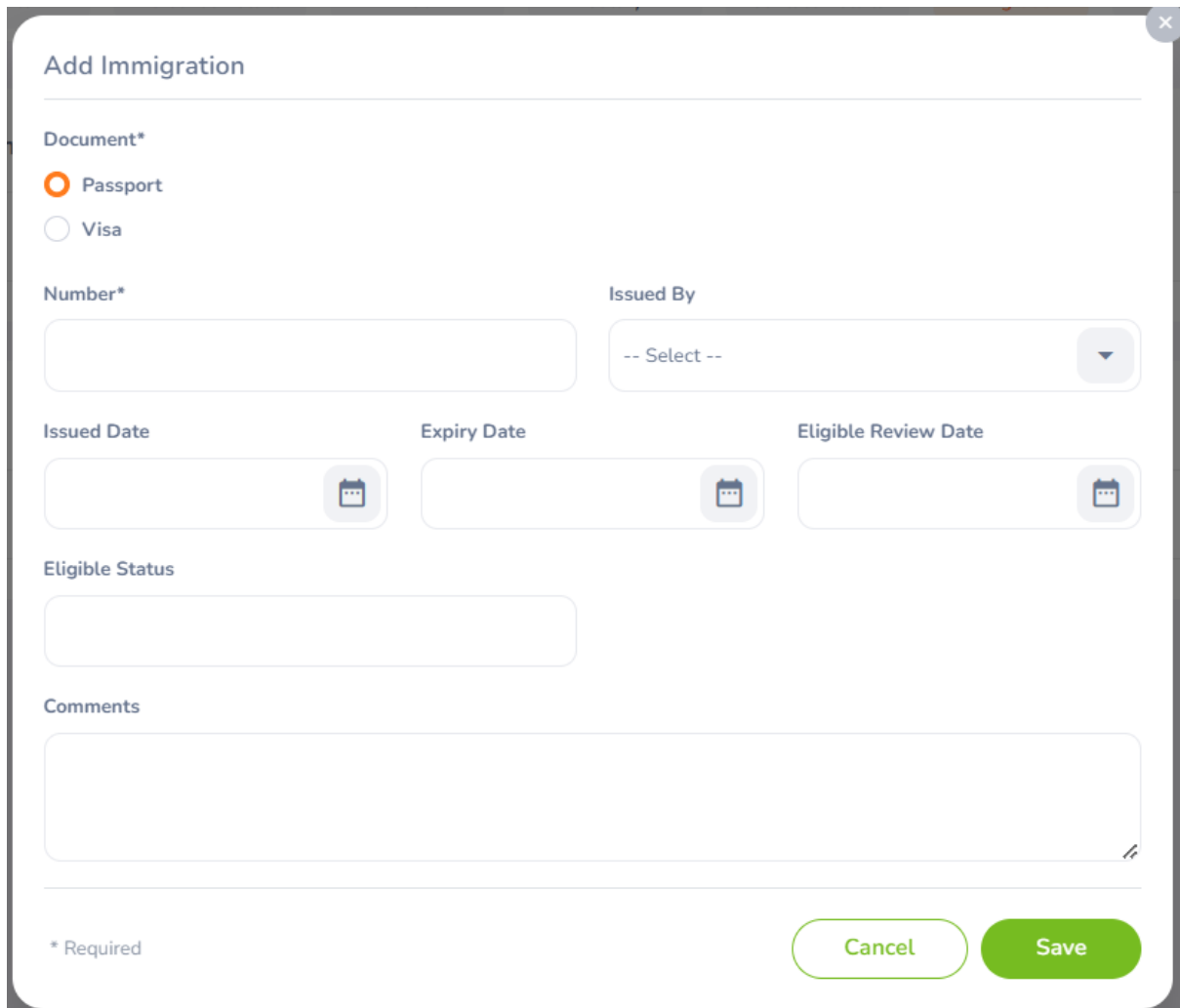
Document	Number	Issued By	Issued Date	Expiry Date
0 records found				

Attachments 0 records found ADD

File Name	Description	Size	Type	Date Added	Added By
0 records found					

Figure 1.1.6.1

Select the document type (Passport or Visa), enter the "Number" (passport or visa number), specify the "Issued Date," "Expiry Date," the "Eligible Status" of your Passport/Visa, and the "Eligible Review Date" indicating when the eligibility status was last reviewed. If necessary, you may add a comment. Click "Save" after adding the required fields, and the immigration documents will be listed as depicted in Figure 1.1.6.2



Add Immigration

Document*

☒ Passport

☐ Visa

Number*

Issued By

-- Select --

Issued Date

Expiry Date

Eligible Review Date

Eligible Status

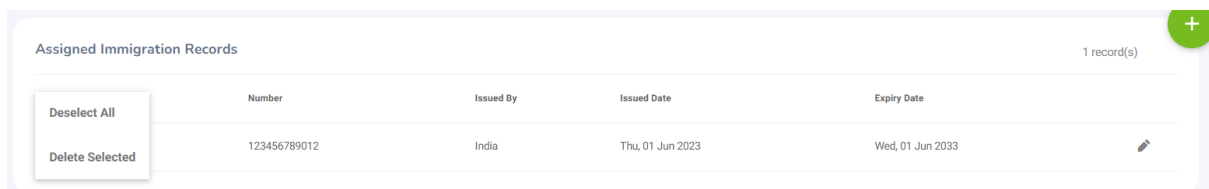
Comments

* Required

Cancel Save

Figure 1.1.6.2

Multiple entries of immigration documents can be added. To delete an entry, check the box next to the specific entry. Deleting multiple entries simultaneously is possible by selecting the checkboxes of entries you wish to delete and clicking "Delete." As depicted in Figure 1.1.6.3



Assigned Immigration Records 1 record(s)

	Number	Issued By	Issued Date	Expiry Date	
<input checked="" type="checkbox"/>	123456789012	India	Thu, 01 Jun 2023	Wed, 01 Jun 2033	<input type="text"/>

Figure 1.1.6.3

Additionally, you can upload supporting attachments by clicking "Add" under "Attachment." Choose a file from the relevant path and upload it by clicking "Browse." Then select the file and click on "Open". As depicted in Figure 1.1.6.4. Then click on "Save"

The image shows a table titled 'Attachments' with 0 records found and an 'ADD' button. The table has columns for File Name, Description, Size, Type, Date Added, and Added By. Below the table is a modal titled 'Add Attachment' with a file upload field (labeled 'File*(Accepts up to 5MB)' with a 'Browse' button), a description text area, and 'Cancel' and 'Save' buttons. A '* Required' note is present at the bottom left of the modal.

File Name	Description	Size	Type	Date Added	Added By
0 records found					

Add Attachment

File*(Accepts up to 5MB)

Browse

Description

* Required

Cancel Save

Figure 1.1.6.4

1.1.7 Job

The ESS-User is unable to modify job details and can only view pre-defined job details set by the administrator, illustrated in Figure 1.1.7.1 , 1.1.7.2 and 1.1.7.3. Editing is restricted for the following fields:

- Job Title
- Job Specification
- Employment Status
- Job Category
- Joined Date
- Sub Unit
- Location
- Employment Contract Start Date
- Employment Contract End Date
- Attachments

Employee Management / My Info
Log Out

Home
Profile
Personal Details
Job
Salary
Contact Details
Social Media Details
Emergency Contacts
Dependents
More
Search

Employment Details
Job History
Attachments

CHRO
Initial Joined Date: Mon, 08 Apr 2013
US Office Administration
Snapshot

Joined Date*
Mon, 08 Apr 2013

Probation End Date

Date of Permanency
Wed, 01 Jan 2014

Job Title
CHRO

Employment Status
Full-Time Permanent

Job Specification
Not Defined

Job Category
Officials and Managers

EEO Job Category
First/Mid Level Officials and Managers

Sub Unit
Administration

Cost Center
0005 - Cost center (Administration)

Location*
US Office

Work Shift*
Twilight

Pay Policy
Mexico - Every Other Week Pay Period

Current Service
10 Year(s) 7 Month(s) 11 Day(s)

Creditable Service
10 Year(s) 7 Month(s) 11 Day(s)

☒ FLSA Exempt

Figure 1.1.7.1

Employee Management / My Info
Log Out

Home
Profile
Personal Details
Job
Salary
Contact Details
Social Media Details
Emergency Contacts
Dependents
More
Search

☒ FLSA Exempt

Comments

Include Employment Contract Details
☐

Contract Start Date
Mon, 08 Apr 2013

Contract End Date
Tue, 31 Dec 2013

Contract Details(Accepts up to 5MB)
Browse

Region*
Region-3

FTE*
1

Temporary Department*
Sub unit-4

Insurance

Insurance Company

Policy Number

Figure 1.1.7.2

The screenshot displays the 'Employee Management / My Info' interface. At the top, there is an orange header bar with the title and a 'Log Out' button. Below the header, a navigation menu includes links for Profile, Personal Details, Job, Salary, Contact Details, Social Media Details, Emergency Contacts, Dependents, and More. A search bar is also present. The main content area is divided into several sections:

- Top Section:** Contains three dropdown menus for 'Region*' (set to 'Region-3'), 'FTE*' (set to '1'), and 'Temporary Department*' (set to 'Sub unit-4').
- Insurance Section:** Includes fields for 'Insurance Company' and 'Policy Number'.
- Benefits Information Section:** Features a dropdown for 'Insurance Provider' (set to '-- Select --'), checkboxes for 'Coverage' (Dental, Extended Medical, Vision), and a dropdown for 'Spousal Coverage' (set to '-- Select --').
- Dependents Section:** Includes a dropdown for 'Dependents' (set to '-- Select --').

 The interface uses a clean, modern design with light purple and grey tones.

Figure 1.1.7.3

1.1.8 Salary

The salary information field is entirely concealed from the ESS-User, as depicted in Figure 1.1.8.1 and Figure 1.1.8.2 Only the HR Admin possesses access to this information and must manually communicate it to the ESS-User. Editing is restricted for the following fields:

- Salary
- Salary Component
- Pay Frequency
- Currency
- Amount
- Comments
- Direct Deposit Details
- Attachments

Employee Management / My Info Log Out

Profile Personal Details Job **Salary** Contact Details Social Media Details Emergency Contacts Dependents Immigration More

Compensation Salary History Attachments

Cost to the Company \$168,500.00 Total Payable \$115,068.00 Snapshot

Pay Grade: Executive Currency: United States Dollar Minimum: \$75,000.00 Maximum: \$175,000.00

EEO Pay Band: \$19239 and under

Comments

Earning	Amount / Percentage	Amount (USD)
Annual Basic Payment *	120,000.00	\$120,000.00
Car Allowance	48,500.00	\$48,500.00
Cost of Living Allowance		
Monthly		
Gross Pay		\$168,500.00

Figure 1.1.8.1

Employee Management / My Info Log Out

Profile Personal Details Job **Salary** Contact Details Social Media Details Emergency Contacts Dependents Immigration More

Comments

Earning	Amount / Percentage	Amount (USD)
Annual Basic Payment *	120,000.00	\$120,000.00
Car Allowance	48,500.00	\$48,500.00
Cost of Living Allowance		
Monthly		
Gross Pay		\$168,500.00

Deduction	Amount / Percentage	Amount (USD)
Pension Fund		
EPF	4.11 %	\$4,932.00
Total Deductions		\$4,932.00

Figure 1.1.8.2

1.1.9 Report To

As an ESS-User, you can only view the list of supervisors to whom you report. If you also hold the role of an ESS-Supervisor, you will see the list of your subordinates, as illustrated in Figure 1.1.9.1 Editing is restricted for the following fields:

- Assigned Supervisors

- Assigned Subordinates
- Attachments

The screenshot shows the 'Employee Management / My Info' page. The top navigation bar is orange with a 'Log Out' button. Below it, a secondary navigation bar contains tabs: Profile, Personal Details, Job, Salary, Contact Details, Social Media Details, Emergency Contacts, Report-to (highlighted), and More. A search bar is on the right.

The main content area has three sections:

- Assigned Supervisors:** Shows 1 record(s). The table has columns 'Name' and 'Reporting Method'. The record is: Carla Donovan, Direct.
- Assigned Subordinates:** Shows 4 record(s). The table has columns 'Name' and 'Reporting Method'. The records are: Odia Adalein, Direct; Linda Anderson, Direct; Cece Bonaparte, Direct; Katerina Skonis, Direct.
- Attachments:** Shows 0 records found. The table has columns: File Name, Description, Size, Type, Date Added, and Added By.

Figure 1.1.9.1

1.1.10 Qualifications

Previous work experiences can be recorded here. To input past work experiences, click "Add" under "Work Experience," and the screen depicted in Figure 1.1.10.1 and 1.1.10.2 will appear.

The screenshot shows the 'Employee Management / My Info' page with the 'Qualifications' tab selected. The left sidebar shows the user 'Ashu K CHRO' and a list of navigation items: HR Administration, Employee Management (highlighted), Reports and Analytics, Leave, Time Tracking, Attendance, Recruitment (ATS), Onboarding, Training, Performance, Career Development, and Travel and Expense.

The main content area has several sections for adding qualifications:

- Work Experience:** 0 records found. A green '+' button is in the top right corner.
- Education:** 0 records found.
- Skills:** 0 records found.
- Languages:** 0 records found.
- License:** 0 records found.
- Certificates:** 0 records found.
- Attachments:** 0 records found. A green 'ADD' button is in the top right corner.

The Attachments table has columns: File Name, Description, Size, Type, Date Added, and Added By.

Figure 1.1.10.1

Details

Job

Salary

Contact Details

Social Media Details

Emergency Contacts

Qualifications

×

Add Work Experience

Company*

Job Title*

From

To

☐ Creditable

Comment

* Required

Cancel

Save

Figure 1.1.10.2