

Vacation Request Case Study

[1] Form design

Vacation Request

Welcome : Employee Name

Submit your vacation Details:

Start Date:

Return Date:

Number of Days days

Vacation type:

Replacement :

Comment:

Request History:

Submitted on:

Manager Decision:

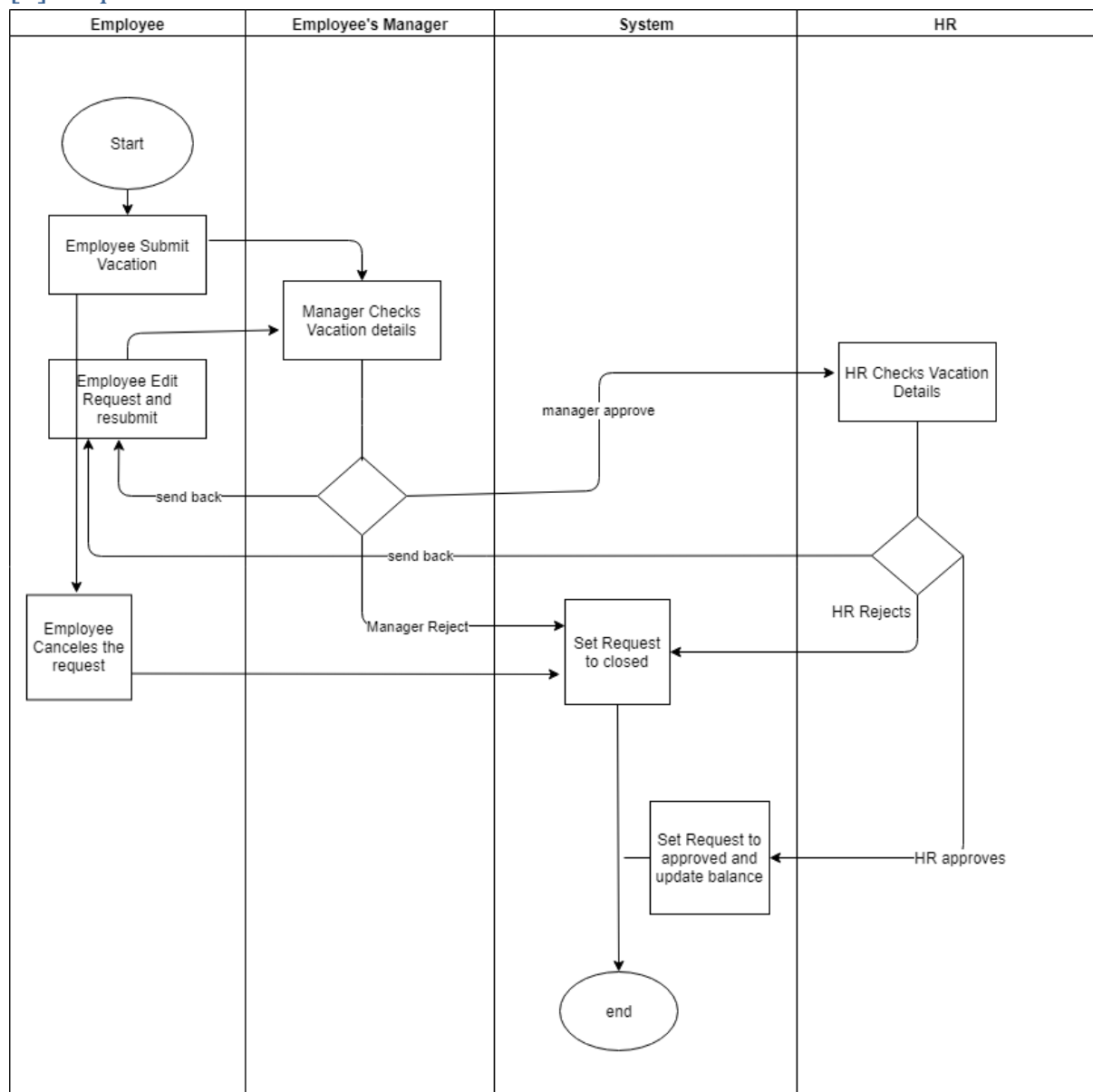
HR Decision:

Comments History:







[2] Form Fields


Field name	Data Type	Field Validation
Start Date	Calendar Control	Mandatory No validations
Return Date	Calendar Control	Mandatory Cannot be before the start date and can not be the same as the start date
Number of days	Text Field	Read only Calculate the vacation days automatically
Vacation Type	Select list	Mandatory Value: <ul style="list-style-type: none">AnnualCasualMaternityUnpaid
Replacement	Lookup	List of all employees in the company
Comment	Text area	Free text up to 250

[3] Request WF





Workflow Description

1. Employee logs in to company portal
2. Employee selects the vacation type 
3. Employee fills the form
4. Employee Submits the vacation request 
 - a. Upon submission system will check the vacation balance.  
 - i. In case requested vacations exceeds the available balance system will inform the user with the error. 
 - ii. If the requested vacation does not exceed the balance system will send the form to the Employee's manager and system will send a notification to the employee's manager that a request was sent. Request status will be 'pending manager approval' 
5. Employee's manager opens the vacation portal and go to pending requests
6. Employee's manager opens the sent request

- a. Manager can **approve** the request. In this case:
 - i. The employee vacation request will be updated with the new balance
 - ii. Email notification will be sent to the employee that the vacation is approved by manager
 - iii. Request Status will be **approved** 
 - iv. Request will be sent to the HR
 - v. Notification will be sent to the HR with the request details
 - vi. Go to step 10
- b. Manager can **send** the request **back** to the employee. In this case
 - i. Manager comment will be mandatory
 - ii. Request will be sent to the employee with status '**pending employee feedback**'
 - iii. Email will be sent to the employee that the request is sent back for review and the manager comment should be listed in the notification
 - iv. Go to step 7
- c. Manager can **reject** the request. In this case
 - i. Request status will be '**Rejected**'
 - ii. Rejection reason should be mandatory
 - iii. Notification will be sent to the employee with the rejection reason
- 7. In case the request is sent back to the employee, employee can access the request from my pending requests page
- 8. Employee will open the pending request and view all request details and any added comments
- 9. Employee can edit the request and resubmit the form. Go to step 4.a
- 10. Login with the HR user and go to pending requests
- 11. HR can take one of the following actions
 - a. HR can **approve** the request. In this case:
 - i. The employee vacation request will be updated with the new balance
 - ii. Email notification will be sent to the employee and the manager that the vacation is approved by HR
 - iii. Request Status will be **approved**
 - b. HR can **send** the request **back** to the employee. In this case
 - i. HR comment will be mandatory
 - ii. Request will be sent to the employee with status '**pending employee feedback**'
 - iii. Email will be sent to the employee and the manager that the request is sent back for review and the HR comment should be listed in the notification
 - iv. Go to step 7
 - c. HR can **reject** the request. In this case
 - i. Request status will be '**Rejected**'
 - ii. Rejection reason should be mandatory
 - iii. Notification will be sent to the employee and manager with the rejection reason

Note:

Employee can cancel the request at any point 

1. If the employee cancelled the request before the start date of the vacation 
 - Status will be set to 'cancelled'
 - Vacation balance will be updated
2. If the employee cancelled the request after the start date of the vacation
 - Request will be sent to the manager to approve with status 'pending cancellation approval'
 - Upon manager approval the request status will set to 'cancelled'
 - Vacation balance will be updated

Questions

1. Using the logic mentioned for the vacation request, list the **test cases** for this module
2. While working on the test cases is there are questions, unclear business, un-logical details, or missing details that you needed and not found for the test case? Mention the missing details.