

Manual Testing Project

Orange HRM Testing

Requirements & User Stories

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Requirements:

Auth Module

REQ-AUTH-001: Valid User Credentials Authentication

REQ-AUTH-002: Invalid Credentials Error Handling

REQ-RBAC-001: Administrator Full System Access

REQ-RBAC-002: User Personal Data Access Control

REQ-SECURITY-001: Sensitive Field Edit Restrictions

USER Module Requirements:

REQ-UM-001 The system shall display the personal Details screen upon the user's first successful login and allow the user to view and edit their personal information.

REQ-UM-002: The system shall restrict the user's ability to modify certain fields in the Personal Details screen, including Employee ID, Driver License Number, and Date of Birth

REQ-UM-003 The system shall allow the user to upload a photograph to the Personal Details screen, with a maximum file size of 1 MB and in one of the following formats: JPG, PNG, or GIF.

REQ-UM-004: The system shall allow users to edit their contact information in the Personal Details screen, including Country, Street 1, Street 2, City/Town, State/Province, ZIP Code, Home Telephone, Mobile, Work Telephone, Work Email, and Other Email.

REQ-UM-005: The system shall allow users to add, edit, and delete one or more emergency contacts, and upload appropriate attachments in the Emergency Contacts screen.

REQ-UM-006 The system shall allow users to add, edit, and delete one or more dependents, and upload appropriate attachments in the Dependents screen

REQ-UM-007: The system shall allow users to add, delete, and enter comments for one or more immigration documents (Passport/Visa) along with their related details, and upload attachments associated with each immigration document

REQ-UM-008: The system shall restrict the User from editing any fields in the Job Details screen, allowing the user to only view pre-defined job details.

REQ-UM-009: The system shall hide salary information from the User, and restrict the user from editing any salary details fields

REQ-UM-010: The system shall restrict the User from editing the "Report To" information and allow the user to only view the list of assigned supervisors or subordinates, including any attachments.

REQ-UM-011: The system shall allow users to add, edit, and delete one or multiple entries in the Work Experience section. Deletion may be performed by selecting single or multiple checkboxes and clicking "Delete."

REQ-UM-012: The system shall allow users to add, edit, and delete one or multiple entries in the Education section. Deletion may be performed by selecting single or multiple checkboxes and clicking "Delete."

REQ-UM-013: The system shall allow users to add, edit, and delete one or multiple entries in the Skills section. Deletion may be performed by selecting single or multiple checkboxes and clicking "Delete"

REQ-UM-14: The system shall allow users to add multiple languages of competency with their corresponding competency levels. The system shall display each saved language entry in the Language list. The system shall allow users to delete one or multiple language entries by selecting the corresponding checkboxes and clicking "Delete"

REQ- UM-15: The system shall allow users to add multiple license entries by entering the required details and clicking “Save.” The system shall display each saved license in the License list. The system shall allow users to delete one or multiple license entries by selecting the corresponding checkboxes and clicking “Delete

REQ-UM-16: The system shall allow users to attach multiple supporting documents related to their qualifications. Each document shall not exceed 1 megabyte in size. The system shall display each uploaded document in the attachment list. The system shall allow users to delete one or multiple attachments by selecting the corresponding checkboxes and clicking “Delete

REQ-UM-17: The system shall allow users to add, view, edit, and delete single or multiple membership records, and to upload supporting attachments for each membership

ADMIN Module Requirements:

REQ-ADMIN-1: The system shall allow Admins to fully manage users and roles, including adding/editing/deleting accounts, assigning access levels, and enabling/disabling users

REQ-ADMIN-2: The system shall allow the admin to manage job titles (add, edit, delete, and list multiple titles) and to define pay grades by setting salary ranges, step increases, and currencies

REQ-ADMIN-3: The system shall allow the admin to define the status of employment employees (add, edit, delete employment status)

REQ-ADMIN-4: The system shall allow the admin to create job categories (add) or edit/delete the job categories

REQ-ADMIN-5: The system shall allow the admin to define work shifts by adding or editing or deleting them

REQ-ADMIN-6: The system shall allow the admin to edit the general information about the organization or the company

REQ-ADMIN-7: The system shall allow the admin to add details of sites and branches of the company or editing or deleting them also the admin can search for a specific location

REQ-ADMIN-8: The system shall allow the admin to define the structure of the organization by adding units and subunits or editing or deleting them

REQ-ADMIN-9: The system shall allow the admin to define all information's with regards to employees' qualifications by (add, edit, delete) for these qualifications like (skills, education, license, languages, memberships)

User Stories:

User Login Authentication

As a user (Admin Or ESS), I want to login using a valid username, and password, so that I can access my authorized feature on the website.

Invalid Login Handling

As a user (Admin Or ESS), I want to receive a helpful error message when I enter invalid username or password, so that I understand why I can't login.

Role-Bases Access Control for Admin

As an admin, I want to have full access for the features, so that I can manage all the systems.

Role-Bases Access Control for User

As a user, I want to have access for my personal data, so that I can manage my details.

Field Restrictions

As a User, I want to be restricted from editing some fields like salary, so that the HR system remains secure with corrective data.

First-time Login - Show Personal Details screen.

As a User, I want to see the Personal Details screen upon the first log in, So that I can edit and enter certain fields for my personal information

Restricted Personal information Fields

As a User, I want certain personal details fields (Employee ID, Driver License No, Date of Birth) to be restricted from editing, so that these fields are populated only by the HR Admin Or the respective ESS-Supervisor

Add photograph to Personal Information Screen

As a user I want to upload a photograph (maximum size of 1 Megabyte in jpg, png, or gif format) by clicking on the photograph at the corner of the screen, so that I can complete my Personal Information screen.

Add, Edit, and Save Contact Information

As a User, I want to be able to enter, edit, and save all fields in the on the contact Details Panel (Country, Street 1, Street 2, City/Town, State/Province, ZIP Code, Home Telephone, Mobile, Work Telephone, Work Email, Other Email), So that my personal information is complete and up to date.

Add an Emergency Contact Information

As a User, I want to add emergency contact details (Name, Relationship, Home Phone, and Mobile Phone) to my personal information screen, so that the company can reach my emergency contact in case of an urgent situation.

Add Multiple Emergency Contact

As a User, I want to add multiple emergency contacts, so that the company can reach another contact if the first one is unavailable

Delete One or More Emergency contacts

As a User, I want to delete one or more of my emergency contacts, so that I can keep my emergency contact list up to date.

Upload Supported Attachments to Emergency Contacts

As a User, I want to upload attachments to emergency contacts, so that they can serve as supporting information.

Access Dependents Screen

As a User, I want to access the “Dependents” section from my personal information page, so that I can view, add, edit, or delete my dependents.

Add a Dependent

As a User, I want to add dependent (Name, Relationship, Date of Birth), So that my personal information is complete and up to date

Add Multiple Dependents

As a User, I want the system to allow me to add multiple dependents, so that I can list all my dependents in one place

Delete Dependents

As a User, I want to delete one or more dependents, so that my dependents list stays accurate and up to date.

Upload Supported Attachments for Dependents

As a User, I want to upload attachments to dependent records, so that they can serve as supporting information.

Access immigration Screen

As a User, I want to access the “immigration” section from my personal information page, so that I can view, add and delete my immigration records.

Add Immigration Document

As a User, I want to select the document type (Passport or Visa) and enter its details (Number, Issued Date, Expiry Date, Eligibility Status, Eligibility Review Date, and optional comment), so that my immigration records are accurate and complete.

Add Multiple Immigration Documents

As a User, I want the system to allow me to add multiple immigration documents (passport and/or Visa) with their details, so that I can keep all my immigration records in one place.

Delete Immigration Documents

As a User, I want to delete one or more immigration documents, so that my immigration records stay accurate and up to date

Upload Supported Attachments for Immigration Records

As a User, I want to upload attachments to immigration records, so that they can serve as supporting information.

Job Review (Restricted Access)

As a User, I want to have restricted access to the Job screen, so that I can only review my job details without making changes.

Hidden Salary Information

As a user, I want the salary information field to be completely hidden, so that I cannot view any salary details in the system.

Add system user

As an admin, I want to add a system user, so that I can assign user roles for each user (admin,ESS), add a status for each user (Enabled, Disabled), add a unique username, employee name, password, password confirmation for each user.

Delete system user

As an admin, I want to delete a system user, so that I can remove unwanted or terminated users

Edit system user

As an admin, I want to edit a specific user, so that I can update the user information

Add, Edit, and Delete Job Title

As an admin, I want to add, edit, and delete job title, so that I can make company jobs up to date

Add pay grades

As a HR admin, I want to add pay grades, so that i can set minimum & maximum salary, step increase, and the currency to be paid in

Assign multiple currencies

As an admin, I want to assign multiple currencies, so that it will be more flexible for both the company and the employees

Edit and delete currency

As an admin, I want to edit or delete a specific currency, so that i can update the currency details or remove unwanted currencies

Edit and Delete pay grades

As an admin, I want to have the ability to edit or delete pay grades, so that i can control the details of salary and currencies

Add, Edit, and Delete employment status

As an admin, I want to add or edit or delete an employment status, so that i could know the hired and terminated employees

Add, Edit, and Delete job categories

As a HR admin, I want to add or edit or delete job categories, so that i can aggregate job classifications

Add, Edit, and Delete work shifts

As a HR admin, I want to add or edit or delete work shifts, so that i can define work shifts for an individual or a group of employees

Edit general information

As an admin, I want to edit the general information about the organization, so that i can make the general information up to date

Add, Edit, and Delete locations

As an admin, i want to have the ability to add or edit or delete locations of the organization, so that i can update organization locations

Edit structure

As an admin, I want to edit organization structure, so that i can add or collapse(expand) or delete sub units of the structure

Add, Edit, and Delete skills

As an admin, I want to add or edit or delete skills that is part of qualifications, so that i can update the users or employees' qualifications

Add, Edit, and Delete education

As an admin, I want to add or edit or delete education that is part of qualifications, so that I can update the users or employees' qualifications

Add, Edit, and Delete license

As an admin, I want to add or edit or delete license that is part of qualifications, so that i can update the users or employees' qualifications

Add, Edit, and Delete languages

As an admin, I want to add or edit or delete languages that is part of qualifications, so that I can update the users or employees' qualifications

Add, and Delete memberships

As an admin, i want to add or delete memberships that is part of qualifications, so that i can update the users or employees qualifications