Test Case 1.1: Add New User

Verify that an admin can add a new user.

Severity	Priority	Behavior	Type
⌃ Major	↑ High	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Admin is logged in.

Post-conditions

The new user appears in the user list.

Steps to reproduce

Step	1
Action	Navigate to Admin > User Management > Users.
Input data	N/A.
Expected result	User Management page is displayed.

Step	2
Action	Click on "Add" button.
Input data	N/A
Expected result	Add User form is displayed.

Step	3
Action	Enter valid details for all fields.
Input data	Valid user details (e.g., username: "dataMining", password: "dataMining1", role: "Admin")
Expected result	Valid details

Step	4
Action	Click on "Save".
Input data	N/A
Expected result	New user is successfully added and displayed in the users list.

Test Case 1.2: Delete User

Verify that an admin can delete a user.

Severity	Priority	Behavior	Type
∧ Major	O Medium	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Admin is logged in; at least one user exists.

Post-conditions

The user no longer appears in the user list.

Steps to reproduce

Step	1
Action	Navigate to Admin > User Management > Users.
Input data	N/A.
Expected result	User Management page is displayed.

Step	2
Action	Select an existing user.
Input data	Existing user details (e.g., username: "Data Mining")
Expected result	User is selected.

Step	3
Action	Click on "Delete" button.
Input data	N/A
Expected result	Confirmation prompt is displayed.

Step	4
Action	Confirm the deletion.
Input data	N/A
Expected result	User is successfully deleted from the users list.

Test Case 1.3: Add New User with Missing Fields

Verify that an error message is displayed when required fields are missing while adding a new user.

Severity	Priority	Behavior	Type
⌃ Major	↑ High	Negative	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Admin is logged in.

Post-conditions

User is not added to the user list.

Steps to reproduce

Step	1
Action	Navigate to Admin > User Management > Users.
Input data	N/A
Expected result	Users page is displayed.

Step	2
Action	Click on "Add" button.
Input data	N/A
Expected result	Add User form is displayed.

Step	3
Action	Leave required fields empty.
Input data	User details (e.g., email: "invalidEmail", username: "")
Expected result	N/A

Step	4
Action	Click on "Save".
Input data	N/A
Expected result	Error messages are displayed for the required fields.

Test Case 2.1 : Add Employee

Verify that a new employee can be added.

Severity	Priority	Behavior	Type
^ Major	↑ High	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Admin is logged in.

Post-conditions

The new employee appears in the employee list

Steps to reproduce

Step	1
Action	Navigate to PIM > Add Employee
Input data	N/A.
Expected result	Add Employee form is displayed.

Step	2
Action	Enter valid details for all required fields.
Input data	Valid employee details (e.g., first name: "Data", last name: "Mining", employee ID: "1234")
Expected result	N/A

Step	3
Action	Click on Save
Input data	N/A
Expected result	New employee is successfully added and display in the employee list.

Test Case 2.2: Edit Employee Details

Verify that employeee details can be edited.

Severity	Priority	Behavior	Type
⌃ Major	↑ High	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Admin is logged in; at least one employee exists.

Post-conditions

The updated empoyee details are saved and displayed correctly.

Steps to reproduce

Step	1
Action	Navigate to PIM > Employee List.
Input data	N/A.
Expected result	Employee List page is displayed.

Step	2
Action	Select an employee.
Input data	Existing employee details (e.g., employee ID: "1234")
Expected result	Employee details are displayed.

Step	3
Action	Click on "Edit"
Input data	N/A.
Expected result	Edit form is displayed.

Step	4
Action	Update the employee details.
Input data	Updated details (e.g., address: "123 Main St", phone number: "555-1234")
Expected result	N/A

Step	5
Action	Click on "Save"
Input data	N/A
Expected result	Employee details are successfully update

Step	5
Action	Click on "Save"
Input data	N/A
Expected result	Employee details are successfully update

Test Case 2.3: Add Employee with Missing Mandatory Fields

Verify that the system prevents adding an employee when mandatory fields are missing.

Severity	Priority	Behavior	Type
︿ Major	↑ High	Negative	Functional

Layer	Is Flaky	Milestone	Automation
E2E	No	-	Manual

Status	Is Muted		
Actual	No		

Pre-conditions

Admin is logged in.

Post-conditions

The employee is not added.

Steps to reproduce

Step	1
Action	Navigate to PIM > Add Employee.
Input data	N/A
Expected result	Add Employee form is displayed.

Step	2
Action	Enter employee details, leaving mandatory fields blank (e.g., first name, last name).
Input data	Employee details (e.g., first name: "", last name: "Mining"
Expected result	N/A

Step	3
Action	Click on "Save".
Input data	N/A.
Expected result	Error messages are displayed, preventing the employee from being added.

Test Case 3.1: Apply for Leave

Verify that an employee can apply for leave

Severity	Priority	Behavior	Type
⌃ Major	↑ High	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The leave application appears in the leave list with pending status

Steps to reproduce

Step	1
Action	Navigate to Leave > Apply.
Input data	N/A.
Expected result	Apply Leave page is displayed.

Step	2
Action	Enter leave details.
Input data	Leave details (e.g., leave type: "Annual Leave", start date: "2024-07-01", end date: "2024-07-10")
Expected result	N/A

Step	3
Action	Click on "Apply".
Input data	N/A
Expected result	Leave application is succesfully submitted

Test Case 3.2: Approve Leave

Verify that an admin can approve a leave application

Severity	Priority	Behavior	Type
⌃ Major	↑ High	Positive	Functional

Layer	Is Flaky	Milestone	Automation
E2E	No	-	Manual

Status	Is Muted
Actual	No

Pre-conditions

Admin is logged in; at least one leave application is pending approval.

Post-conditions

The leave application status changes to approved.

Steps to reproduce

Step	1
Action	Navigate to Leave > Leave List.
Input data	N/A
Expected result	Leave List page is displayed.

Step	2
Action	Select a pending leave application.
Input data	Leave application details (e.g., employee name: "Data Mining", leave type: "Annual Leave")
Expected result	Leave application details are displayed.

Step	3
Action	Click on "Approve".
Input data	N/A
Expected result	Leave application is succesfully approved.

Test Case 3.3: Apply for Leave with Invalid Dates

Verify that the system prevents applying for leave with invalid dates (e.g., end date before start date).

Severity	Priority	Behavior	Type
∧ Major	↑ High	Negative	Functional

Layer	Is Flaky	Milestone	Automation
E2E	No	-	Manual

Status	Is Muted		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The leave application is not submitted.

Steps to reproduce

Step	1
Action	Navigate to Leave > Apply.
Input data	N/A
Expected result	Apply Leave form is displayed.

Step	2
Action	Enter leave details with invalid dates (e.g., start date: "2024-07-10", end date: "2024-07-09").
Input data	Leave details (e.g., leave type: "Annual Leave", start date: "2024-07-10", end date: "2024-07-09")
Expected result	N/A

Step	3
Action	Click on "Apply".
Input data	N/A
Expected result	Error message is displayed, preventing the leave application.

Test Case 4.1: Add Time Sheet

Verify that an employee can add a time sheet.

Severity	Priority	Behavior	Type
O Normal	O Medium	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The time sheet appears in the list of time sheets.

Steps to reproduce

Step	1
Action	Navigate to Time > My Timesheets.
Input data	N/A.
Expected result	My Timesheets page is displayed.

Step	2
Action	Click "Edit" and "Add"
Input data	N/A
Expected result	Add Time Sheet form is displayed.

Step	3
Action	Enter time sheet details.
Input data	Time sheet details (e.g., date: "2024-06-01", hours: "8")
Expected result	N/A

Step	4
Action	Click on "Save"
Input data	N/A
Expected result	The time sheet is succesfully added

Test Case 4.2: View Time Sheet

Verify that an employee can view their time sheets.

Severity	Priority	Behavior	Type
O Normal	O Medium	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The selected time sheet details are displayed.

Steps to reproduce

Step	1
Action	Navigate to Time > My Timesheets.
Input data	N/A
Expected result	My Timesheets page is displayed.

Step	2
Action	Select a time sheet
Input data	Time sheet details (e.g., date: "2024-06-01")
Expected result	Time sheet details are displayed.

Test Case 4.3: Punch In/Out with Overlapping Time

Verify that the system prevents punching in/out if there is an overlapping time record.

Severity	Priority	Behavior	Type
∧ Major	↑ High	Negative	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in and has an existing punch in/out record for the day.

Post-conditions

The punch in/out record is not added.

Steps to reproduce

Step	1
Action	Navigate to Time > Attendance > Punch In/Out.
Input data	N/A
Expected result	Punch In/Out page is displayed.

Step	2
Action	Attempt to punch in/out with a time overlapping the existing record.
Input data	Time details (e.g., punch in time: "09:00 AM", punch out time: "10:00 AM" when there is already a record for the same time period)
Expected result	N/A

Step	3
Action	Click on "Save"
Input data	N/A
Expected result	Error message is displayed, preventing the punch in/out.

Test Case 5.1: Add Job Vacancy

Verify that an admin can add a job vacancy.

Severity	Priority	Behavior	Type
⌃ Major	↑ High	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Admin is Logged in.

Post-conditions

The new job vacancy appears in the vacancy list.

Steps to reproduce

Step	1
Action	Navigate to Recruitment > Vacancies.
Input data	N/A.
Expected result	Vacancies page is displayed.

Step	2
Action	Click on "Add".
Input data	N/A.
Expected result	Add Vacancy form is displayed.

Step	3
Action	Enter vacancy details.
Input data	Vacancy details (e.g., job title: "Software Engineer", location: "New York")
Expected result	N/A

Step	4
Action	Click on "Save".
Input data	N/A.
Expected result	Job vacancy is successfully added.

Test Case 5.2: View Candidates

Verify that an admin can view candidates.

Severity	Priority	Behavior	Type
O Normal	O Medium	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Admin is logged in; at least one candidate exists.

Post-conditions

The selected candidate details are displayed.

Steps to reproduce

Step	1
Action	Navigate to Recruitment > Candidates.
Input data	N/A.
Expected result	Candidates page is displayed.

Step	2
Action	Select a candidate.
Input data	Candidate details (e.g., name: "Data Mining")
Expected result	Candidate details are displayed.

Test Case 5.3: Add Job Vacancy with Missing Details

Verify that the system prevents adding a job vacancy with missing details.

Severity	Priority	Behavior	Type
∧ Major	↑ High	Negative	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Admin is logged in.

Post-conditions

The job vacancy is not added.

Steps to reproduce

Step	1
Action	Navigate to Recruitment > Vacancies.
Input data	N/A
Expected result	Vacancies page is displayed.

Step	2
Action	Click on "Add".
Input data	N/A
Expected result	Add Vacancy form is displayed.

Step	3
Action	Enter incomplete vacancy details (e.g., missing job title).
Input data	Vacancy details (e.g., job title: "", location: "Bogor")
Expected result	N/A.

Step	4
Action	Click on "Save"
Input data	N/A
Expected result	Error message is displayed, preventing the job vacancy from being added.

Test Case 6.1: Update Personal Details

Verify that an employee can update their personal details.

Severity	Priority	Behavior	Type
⌃ Major	↑ High	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The updated personal details are saved and displayed correctly.

Steps to reproduce

Step	1
Action	Navigate to My Info.
Input data	N/A.
Expected result	My Info page is displayed.

Step	2
Action	Click on "Edit".
Input data	N/A.
Expected result	Edit form is displayed.

Step	3
Action	Update personal details.
Input data	Updated details (e.g., address: "456 Elm St", phone number: "+628-000")
Expected result	N/A

Step	4
Action	Click on "Save".
Input data	N/A
Expected result	Personal details are successfully updated.

Test Case 6.2: View Employment Status

Verify that an employee can view their employment status.

Severity	Priority	Behavior	Type
O Normal	O Medium	Not set	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The employment status details are displayed.

Steps to reproduce

Step	1
Action	Navigate to My Info.
Input data	N/A
Expected result	My Info page is displayed.

Step	2
Action	Select "Job" tab.
Input data	N/A
Expected result	Employment status is displayed.

Test Case 6.3: Update Personal Details with Invalid Data

Verify that the system prevents updating personal details with invalid data (e.g., invalid email format, invalid phone number).

Severity	Priority	Behavior	Type
⌃ Major	↑ High	Negative	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The personal details are not updated.

Steps to reproduce

Step	1
Action	Navigate to My Info.
Input data	N/A
Expected result	My Info page is displayed.

Step	2
Action	Click on "Edit".
Input data	N/A
Expected result	Edit form is displayed.

Step	3
Action	Enter invalid personal details (e.g., email: "invalidEmail", phone number: "123abc").
Input data	Invalid details (e.g., email: "invalidEmail", phone number: "123abc")
Expected result	N/A

Step	4
Action	Click on "Save"
Input data	N/A

Expected result   Error message is displayed, preventing the personal details from being updated.

Test Case 7.1: Add Performance Review

Verify that an admin can add a performance review.

Severity	Priority	Behavior	Type
∧ Major	↑ High	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Admin is logged in.

Post-conditions

The new performance review appears in the review list.

Steps to reproduce

Step	1
Action	Navigate to Performance > Manage Reviews.
Input data	N/A.
Expected result	Manage Reviews page is displayed.

Step	2
Action	Click on "Add".
Input data	N/A.
Expected result	Add Review form is displayed.

Step	3
Action	Enter review details.
Input data	Review details (e.g., employee name: "Data Mining", review period: "2024 Q2", score: "Excellent").
Expected result	N/A

Step	4
Action	Click on "Save".
Input data	N/A.
Expected result	Performance review is successfully added.

Test Case 7.2: View Performance Review

Verify that an employee can view their performance review.

Severity	Priority	Behavior	Type
O Normal	O Medium	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in; at least one performance review exists.

Post-conditions

The selected performance review details are displayed.

Steps to reproduce

Step	1
Action	Navigate to Performance > My Reviews.
Input data	N/A
Expected result	My Reviews page is displayed.

Step	2
Action	Select a performance review.
Input data	Review details (e.g., review period: "2024 Q2")
Expected result	Performance review details are displayed.

Test Case 7.3: Add Performance Review with Invalid Score

Verify that the system prevents adding a performance review with an invalid score (e.g., non-numeric score, out of range score).

Severity	Priority	Behavior	Type
^ Major	↑ High	Negative	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Admin is logged in.

Post-conditions

The performance review is not added.

Steps to reproduce

Step	1
Action	Navigate to Performance > Manage Reviews.
Input data	N/A.
Expected result	Manage Reviews page is displayed.

Step	2
Action	Click on "Add".
Input data	N/A.
Expected result	Add Review form is displayed.

Step	3
Action	Enter performance review details with an invalid score (e.g., score: "Excellent" instead of a numeric value).
Input data	Review details (e.g., employee name: "Data Mining", review period: "2024 Q2", score: "Excellent").
Expected result	N/A

Step	4
Action	Click on "Save".

Input data	N/A
Expected result	Error message is displayed, preventing the performance review from being added.

Test Case 8.1: View Dashboard Widgets

Verify that an employee can view dashboard widgets.

Severity	Priority	Behavior	Type
O Normal	O Medium	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The widgets are displayed with accurate data.

Steps to reproduce

Step	1
Action	Navigate to Dashboard.
Input data	N/A
Expected result	Dashboard widgets are displayed correctly.

Test Case 8.2: Customize Dashboard

Verify that an employee can customize their dashboard.

Severity	Priority	Behavior	Type
O Normal	O Medium	Positive	Usability
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The dashboard displays the selected widgets.

Steps to reproduce

Step	1
Action	Navigate to Dashboard.
Input data	N/A
Expected result	Dashboard page is displayed.

Step	2
Action	Click on "Customize Dashboard".
Input data	N/A
Expected result	Customize Dashboard options are displayed.

Step	3
Action	Add or remove widgets.
Input data	Widget selections
Expected result	N/A

Step	4
Action	Save the changes.
Input data	N/A
Expected result	Dashboard is customized according to the employee's preferences.

Test Case 8.3: View Dashboard with Missing Widgets

Verify that the system handles scenarios where widgets are missing from the dashboard.

Severity	Priority	Behavior	Type
O Normal	O Medium	Negative	Usability

Layer	Is Flaky	Milestone	Automation
E2E	No	-	Manual

Status	Is Muted		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The dashboard displays an appropriate message or placeholder for missing widgets.

Steps to reproduce

Step	1
Action	Navigate to Dashboard.
Input data	N/A.
Expected result	Dashboard page is displayed.

Step	2
Action	Check for expected widgets (e.g., "Tasks", "Announcements").
Input data	N/A
Expected result	Expected widgets are missing.

Test Case 9.1: Search Employee Directory

Verify that an employee can search the employee directory.

Severity	Priority	Behavior	Type
O Normal	O Medium	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The search results match the criteria entered.

Steps to reproduce

Step	1
Action	Navigate to Directory.
Input data	N/A
Expected result	Directory page is displayed.

Step	2
Action	Enter search criteria.
Input data	Search criteria (e.g., name: "Data Mining")
Expected result	N/A

Step	3
Action	Click on "Search".
Input data	N/A
Expected result	Search results are displayed correctly.

Test Case 9.2: View Employee Details

Verify that an employee can view the details of other employees.

Severity	Priority	Behavior	Type
O Normal	O Medium	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The selected employee details are displayed.

Steps to reproduce

Step	1
Action	Navigate to Directory.
Input data	N/A
Expected result	Directory page is displayed.

Step	2
Action	Select an employee from the search results.
Input data	Employee details (e.g., name: "Jane Smith")
Expected result	Employee details are displayed.

Test Case 9.3: Search Employee Directory with Invalid Criteria

Verify that the system handles invalid search criteria in the employee directory.

Severity	Priority	Behavior	Type
O Normal	O Medium	Negative	Functional

Layer	Is Flaky	Milestone	Automation
E2E	No	-	Manual

Status	Is Muted		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

N/A

Steps to reproduce

Step	1
Action	Navigate to Directory.
Input data	N/A.
Expected result	Directory page is displayed.

Step	2
Action	Enter invalid search criteria (e.g., non-existent employee name, invalid department).
Input data	Search criteria (e.g., employee name: "NonExistingEmployee", department: "InvalidDepartment")
Expected result	N/A.

Step	3
Action	Click on "Search"
Input data	N/A.
Expected result	No results or appropriate message indicating no matching criteria.

Test Case 10.1: Post an Update

Verify that an employee can post an update on Buzz.

Severity	Priority	Behavior	Type
⌄ Minor	↓ Low	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The new update appears on the Buzz feed.

Steps to reproduce

Step	1
Action	Navigate to Buzz.
Input data	N/A.
Expected result	Buzz page is displayed.

Step	2
Action	Enter update text.
Input data	Update text (e.g., "Great job team!").
Expected result	N/A.

Step	3
Action	Click on "Post".
Input data	N/A
Expected result	Update is successfully posted and displayed on the Buzz feed.

Test Case 10.2: Like an Update

Verify that an employee can like an update on Buzz.

Severity	Priority	Behavior	Type
⌄ Minor	↓ Low	Positive	Functional
Layer	**Is Flaky**	**Milestone**	**Automation**
E2E	No	-	Manual
Status	**Is Muted**		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

The like count of the update increases by one.

Steps to reproduce

Step	1
Action	Navigate to Buzz.
Input data	N/A
Expected result	Buzz page is displayed.

Step	2
Action	Select an update.
Input data	Update details (e.g., posted by: "Jane Smith", text: "Great job team!")
Expected result	N/A

Step	3
Action	Click on "Like".
Input data	N/A
Expected result	The update is liked and the like count is incremented.

Test Case 10.3: Post an Empty Update

Verify that the system prevents posting an empty update on Buzz.

Severity	Priority	Behavior	Type
⌄ Minor	↓ Low	Negative	Functional

Layer	Is Flaky	Milestone	Automation
E2E	No	-	Manual

Status	Is Muted		
Actual	No		

Pre-conditions

Employee is logged in.

Post-conditions

No empty updates are posted on Buzz.

Steps to reproduce

Step	1
Action	Navigate to Buzz.
Input data	N/A.
Expected result	Buzz page is displayed.

Step	2
Action	Enter empty update text.
Input data	Update text
Expected result	N/A