**Test Plan for OrangeHRM\_Functional Testing\_Admin/My Info(ESS View) Modules**

**1. Introduction**

### **1.1 Purpose**

This document is to ensure the functional correctness of the **Admin** and **My Info (ESS View)** modules in OrangeHRM. The testing will verify that all expected functionalities work as intended, ensuring a smooth user experience and compliance with requirements.

### **1.2 Objectives**

* Validate that the **Admin module** functions correctly, including user management, roles, and system settings.
* Verify that the **My Info (ESS View) module** allows employees to view and manage their personal information as expected.
* Ensure that all key features operate without defects and meet the functional requirements.
* Identify and report any functional defects before deployment.

**2. Scope of Testing**

**In-Scope:**

* Testing functional aspects of the Admin module, including user management, job Details , organization settings, and Qualifications.
* Testing the My Info (ESS View) module, including personal details, contact details, job details, Qualifications, Report to, Membership, Dependents, Immigration, and emergency contacts.

**Out of Scope:**

* Performance testing, security testing, and UI/UX evaluation.
* Non-functional aspects such as response time and load testing.

**3. Testing Approach**

* **Manual Testing** will be conducted to validate functionality.
* **Test cases** will be designed based on functional requirements.
* **Requirement Traceability Matrix (RTM)** will be used to ensure full test coverage.
* Testing will follow a structured process:

1. Test case creation
2. Test execution
3. Defect logging and tracking
4. Retesting and validation
5. Test closure and reporting

* **Testing Types**

1. **Functional Testing:** Verify that features work as expected.
2. **User Role Testing:** Validate that different user roles (Admin, ESS) have the correct access rights.

### **4. Test Deliverables**

* **Test Plan Document** (this document).
* **Test Cases** covering all functionalities in scope.
* **Test Execution Reports** summarizing test results.
* **Defect Reports** detailing identified issues.
* **RTM (Requirements Traceability Matrix)** linking test cases to requirements.

**5. Test Cases & Scenarios**

**5.1 Key Test Scenarios**

| Feature | Test Scenario | Expected Result |
| --- | --- | --- |
| Employee Module | Validate if the user is able to login or enter in the OrangeHRM System | Users will be able to login successfully and the user will be directed to the dashboard. |
|  | Validate if the user is able to enter Employee List and view details | User will be able to enter all Employee details |
|  | Validate if the user is able to add Personal Details | User will able to add all Personal Details |
|  | Validate if the user is able to add Contact Details | User will be able to add all contact Details |
|  | Validate if the user is able to add Emergency Contacts | user will be able to add emergency contacts |
|  | Validate if the user is able to add Dependents | User will be able to add Dependents |
|  | Validate if the user is able to add Immigration | User will be able to add dependencies |
|  | Validate if the user is able to add Qualifications | User will be able to add immigration information |
|  | Validate if the user is able to add Memberships | User will be able to add his/her Qualifications |
| Admin Module | The user is able to login with a valid  Username and valid Password  successfully. | User will be able to login with a valid  Username and valid Password  successfully. |
|  | Verify Job Titles Functionality | Users will be able to add ,edit ,delete and save job titles. |
|  | Verify pay Grades function | Users will be able to add ,edit ,delete and save pay Grades . |
|  | Verify Employment Status functionality | Users will be able to add ,edit ,delete and save employment status . |
|  | Verify Job Categories functionality | Users will be able to add ,edit ,delete and save job categories. |

**6. Test Data Requirements**

* User Accounts – Admin, employees .
* My Info Module (EES View)- Employee ID,Driver License ,NoDate of Birth.
* Employee data restrictions ,Button functionalities , data fields restrictions.
* Photograph attachments (EES user)- profile image upload restrictions.
* Contact details data(EES user) - button functionalities(save , delete , add... ) , data fields restrictions.
* Emergency contacts (EES user) -button functionalities(save , delete , add... ) , data fields restrictions.
* Dependants(EES user) -button functionalities(save , delete , add... ) , data fields restrictions.
* Immigration (EES user)- button functionalities(save , delete , add... ) , data fields restrictions.
* Job (EES user)(EES user)-Restriction from editing (Job Title,Job Specification,Employment Status,Job Category,Joined Date,Sub Unit,Location,Employment Contract Start Date,Employment Contract End Date,Attachments).
* Salary (EES user)-Restriction from editing (Salary Component,Pay Frequency,Currency,Amount,Comment,Direct Deposit Details,Attachments).
* Report to (EES user) -Restriction from editing (Assigned Supervisors,Assigned Subordinates,Attachments)
* Memberships - button functionalities(save , delete , add... ) , data fields restrictions.
* Qualifications (EES user)- Button functionalities for data (Work experience ,Education ,Skills ,Languages ,License, Attachments ).
* User Management Module- Create new user (Roles).
* Job Module (Admin) - Job Titles,Pay Grades,Employment Status,Job Categories,Work Shifts(button functionalities(save , delete , add... ) , data fields restrictions).
* Organization Module(Admin) -General Information,Locations,Structure.
* Qualifications Module (Admin)- Skills , Education, Licenses,Languages ,Memberships .

**7. Test Environment & Tools**

**7.1 Test Environment Configuration**

| Component | Details |
| --- | --- |
| Browsers | Chrome |
| Devices | Laptop |
| Testing Tools | Zephyr Squad ,JIRA |
| OS | Windows 11 |

**8. Roles & Responsibilities**

**8.1 Responsibilities**

| Role | Responsibility |
| --- | --- |
| QA Team | Plan execution,Design and Execute test cases, Report defects. |

**8.2 QA Team Names**

|  |  |
| --- | --- |
| QA Team | Nisreen Elaian  Dina Abuqaree  Yazan Al Omari |

**9. Entry & Exit Criteria**

**9.1 Entry Criteria**

✔ Test environment is set up.  
✔ Functional development is complete.  
✔ Test cases are reviewed and approved.  
✔ Test data is available.

**9.2 Exit Criteria**

✔ All major test cases have been executed.  
✔ No critical or high-severity defects remain open.

**10. Defect Management**

* **Defects logged in JIRA/Zephyr Squad**  with priority levels (Critical, High, Medium, Low).
* **Daily defect triage meetings** to discuss and resolve high-priority issues.
* **Bug life cycle tracking** from detection to resolution.

**11. Test Execution Plan**

| Phase | Start Date | End Date |
| --- | --- | --- |
| Test Planning | Feb 8, 2025 | Feb 8 , 2025 |
| Test Case Design | Feb 9, 2025 | Feb 11, 2025 |
| Test Execution | Feb 10, 2025 | Feb 11, 2025 |
| Defect Fixing & Retesting | Feb 12, 2025 | Feb 13, 2025 |

**12. Conclusion**

This test plan outlines the strategy for functional testing of the **Admin** and **My Info (ESS View)** modules in OrangeHRM. By following this structured approach, we aim to ensure a reliable and defect-free experience for end users before the system goes live. Test cases will validate system functionality against requirements, identifying any defects. Any issues found will be logged, analyzed, and resolved to maintain system quality. Testing will ensure the platform meets user needs and business requirements. The plan will be updated as necessary for continuous improvement.