

Software Testing Document

OrangeHRM

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Test Plan

Website “OrangeHRM”

Document Revision History

Date	Version	Description	Author	Reviewer	Approver
15.07	0.1	Test plan was created	M. Mervin		

1 INTRODUCTION

An organization usually has many employees. One of management that manage employees is Human Resources Management (HRM). HRM is a distinctive approach to employment management which seeks to achieve competitive advantage through the strategic deployment of a highly committed and capable workforce, using an integrated array of cultural, structural and personal techniques (Storey, 1995). Regardless of their size, organizations want to ensure that they manage their employees effectively. Because of that, HRM needs a system for HRM to maintain their job effortlessly. OrangeHRM is an HRM system that introduce to manage many aspects about employee management. As the user, organization certainly wants a great or even perfect HRM system, which passed the full cycle of manual testing. Given the specificity of the site it is very important to have the same quality and the site.

The Test Plan has been created to facilitate communication within the team members. This document describe approaches and methodologies that will apply to the integration and system testing of the “<https://opensource-demo.orangehrmlive.com/>”. It includes the objectives, test responsibilities, entry and exit criteria, scope, schedule major milestones, entry and exit criteria and approach. This document has clearly identified what the test deliverables will be, and what is deemed in and out of scope.



Figure 1.1 OrangeHRM Logo



Figure 1.2 Dashboard of OrangeHRM

2 SCOPE

The document mainly targets the GUI testing and validating data that being input report output

2.1 Functions to be tested.

The functions that are going to be tested are including modules and its several sub-modules that listed here.

1. Module Name: Admin

Submodules:

- a. User Management
- b. Nationalities

2. Module Name: PIM

Submodules:

- a. Employee List
- b. Employee List (Personal Details)
- c. Configuration (Custom Fields)

3. Module Name: Leave

Submodules:

- a. Leave List
- b. Assign Leave

4. Module Name: Time

Submodules:

- a. Project Info (Customers)
- b. Project Info (Projects)

5. Module Name: Recruitment

Submodules:

- a. Candidates
- b. Vacancies

6. Module Name: My Info

Submodules:

- a. Personal Details
- b. Contact Details

7. Module Name: Performance

Submodules:

- a. Configure (KPIs)
- b. Configure (Trackers)

8. Module Name: Dashboard

9. Module Name: Directory

10. Module Name: Maintenance

Submodules:

- a. Configure (KPIs)
- b. Configure (Trackers)

11. Module Name: Claim

Submodules:

- a. Employee Claims
- b. Assign Claim

12. Module Name: Buzz

2.2 Functions not to be tested.

1. Not other than mentioned above in section 2.1

3 QUALITY OBJECTIVES

3.1 Primary Objectives

A primary objective of testing is to: assure that the system meets the full requirements, including quality requirements (functional requirements) and fit metrics for each quality requirement and satisfies the use case scenarios and maintain the quality of the product.

Any changes, additions, or deletions to the requirements document, Functional Specification, or Design Specification will be documented and tested at the highest level of quality allowed within the remaining time of the project and within the ability of the test team.

3.2 Secondary Objectives

The secondary objectives of testing will be to: identify and expose all issues and associated risks, communicate all known issues to the project team, and ensure that all issues are addressed in an appropriate matter before release. As an objective, this requires careful and methodical testing of the application to first ensure all areas of the system are scrutinized and, consequently, all issues (bugs) found are dealt with appropriately.

4 TEST APPROACH

The approach, that used, is analytical therefore, in accordance to requirements-based strategy, where an analysis of the requirements specification forms the basis for planning, estimating and designing tests. Test cases will be created during exploratory testing. All test types are determined in Test Strategy.

QA also must used experience-based testing and error guessing utilize testers' skills and intuition, along with their experience with similar applications or technologies.

5 ROLES AND RESPONSIBILITIES

Role	Staff Member	Responsibilities
QA	Michael Mervin Ruswan	<ol style="list-style-type: none">1. Planning and organization of test process.2. Understand requirements3. Writing and executing Test cases4. Preparing RTM5. Reviewing Test cases, RTM6. Bug/Defect reporting7. Preparation of Test Data

6 ENTRY AND EXIT CRITERIA

6.1 Entry Criteria

- All test hardware platforms must have been successfully installed, configured, and functioning properly.
- All the necessary documentation, design, and requirements information should be available that will allow testers to operate the system and judge the correct behavior.
- All the standard software tools including the testing tools must have been successfully installed and functioning properly.
- Proper test data is available.
- The test environment such as, lab, hardware, software, and system administration support should be ready.
- QA resources have completely understood the requirements
- QA resources have sound knowledge of functionality
- Reviewed test scenarios and test cases

6.2 Exit Criteria

- A certain level of requirements coverage has been achieved.
- No high priority or severe bugs are left outstanding.
- All high-risk areas have been fully tested, with only minor residual risks left outstanding.
- The schedule has been achieved

7 SUSPENSION CRITERIA AND RESUMPTION REQUIREMENTS

7.1 Suspension criteria

- The build contains many serious defects which seriously or limit testing progress.
- Software/Hardware problems
- Assigned resources are not available when needed by tester.

7.2 Resumption criteria

Resumption will only occur when the problem(s) that caused the suspension have been resolved

8 TEST STRATEGY

8.1 QA role in test process

- Understanding Requirements:
 - ❖ Requirement specifications will be sent by client.
 - ❖ Understanding of requirements will be done by QA
- Preparing Test Cases:
 - ❖ QA will be preparing test cases based on the exploratory testing. This will cover all scenarios for requirements.

- Preparing Test Matrix:
 - ❖ QA will be preparing test matrix which maps test cases to respective requirement. This will ensure the coverage for requirements.
- Reviewing test cases and matrix:
 - ❖ Peer review will be conducted for test cases and test matrix by QA Lead
 - ❖ Any comments or suggestions on test cases and test coverage will be provided by reviewer respective Author of Test Case and Test Matrix
 - ❖ Suggestions or improvements will be re-worked by author and will be send for approval
 - ❖ Re-worked improvements will be reviewed and approved by reviewer
- Creating Test Data:
 - ❖ Test data will be created by respective QA on client's test site based on scenarios and test cases.
- Executing Test Cases:
 - ❖ Test cases will be executed by respective QA on client's test site based on designed scenarios, test cases and test data.
 - ❖ Test result (Actual Result, Pass/Fail) will updated in test case document
- Defect Logging and Reporting:
 - ❖ QA will be logging the defect/bugs in Word document, found during execution of test cases. After this, QA will inform respective developer about the defect/bugs.

8.2 Bug life cycle:

All the issues found while testing will be logged into Word document. Bug life cycle for this project is as follows:

Bug Severity and Priority fields are both very important for categorizing bugs and prioritizing if and when the bugs will be fixed. The bug Severity and Priority levels will be

defined as outlined in the following tables below. Testing will assign a severity level to all bugs. The Test Lead will be responsible to see that a correct severity level is assigned to each bug.

Severity List

The tester entering a bug into is also responsible for entering the bug Severity.

Severity ID	Severity	Severity Description
1	Critical	The module/product crashes or the bug causes nonrecoverable conditions. System crashes, GP Faults, or database or file corruption, or potential data loss, program hangs requiring reboot are all examples of a Sev. 1 bug.
2	High	Major system component unusable due to failure or incorrect functionality. Sev. 2 bugs cause serious problems such as a lack of functionality, or insufficient or unclear error messages that can have a major impact to the user, prevents other areas of the app from being tested, etc. Sev. 2 bugs can have a work around, but the work around is inconvenient or difficult.
3	Medium	Incorrect functionality of component or process. There is a simple work around for the bug if it is Sev. 3.
4	Minor	Documentation errors or signed off severity 3 bugs.

Priority List

Priority	Priority Level	Priority Description
1	Must Fix	This bug must be fixed immediately; the product cannot ship with this bug.
2	Should Fix	These are important problems that should be fixed as soon as possible. It would be an embarrassment to the company if this bug shipped.

3	Fix When Have Time	The problem should be fixed within the time available. If the bug does not delay shipping date, then fix it.
4	Low Priority	It is not important (at this time) that these bugs be addressed. Fix these bugs after all other bugs have been fixed. Enhancements/ Good to have features incorporated just are out of the current scope.

9 RESOURCE AND ENVIRONMENT NEEDS

9.1 Testing Tools

Process	Tool
Test case creation	Microsoft Excel
Test case tracking	Microsoft Excel
Test case execution	Manual, Selenium
Test case management	Microsoft Excel
Defect management	Microsoft Word
Test reporting	PDF
Check list creating	Microsoft Excel

9.2 Configuration Management

- Code CM: Git

9.3 Test Environment

- Windows 11: Edge (Latest → 114.0.1823.82)

10 TEST SCHEDULE

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Task Name	Start	Finish	Effort	Comments
Test Planning	15.07	16.07		Support!
Manual Testing	16.07	18.07		
Automation Testing	18.07	19.07		

APPROVALS:

	Software Testing Lecturer
Name	
Signature	

TERMS/ACRONYMS

Below terms are used in the document.

TERM/ACRONYM	DEFINITION
GUI	Graphical User Interface
CM	Configuration Management
QA	Quality Assurance
RTM	Requirements Traceability Matrix

11 APPENDIX

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11.1 Manual Testing Report

11.2 Automation Testing Report

11.3 Bug Report

- a. **Bug Title:** SSN Field is allowed to be inputted by text

Bug ID: BUG_PIM_001, BUG_MYINFO_001

Area Path: PIM, MYINFO

Severity: MEDIUM

Priority: MEDIUM

Assigned to: OrangeHRM Team

Reported By: Michael Mervin Ruswan

Reported On: 19 April 2023

Reason: Bug

Status: New/Open

Device: Huawei Matebook D15 AMD 2020

Browser: On every browser

Description: When to input Social Security Number, the web allow user to input it by text

Steps to Reproduce:

1. The user choose PIM menu

2. On PIM, the user choose Employee List.

3. Select one of the record that want to be updated, click update icon button

4. Insert SSN Number with text/string

Actual Result: A warning does not show that SSN Number field must be inputted by numbers only

PIM

Configuration Employee List Add Employee Reports

Personal Details

Contact Details

Emergency Contacts

Dependents

Immigration

Job

Salary

Tax Exemptions

Report-to

Qualifications

Memberships

Nickname

Employee Id 0038

Other Id

Driver's License Number

License Expiry Date yyyy-mm-dd

SSN Number 2sd234

SIN Number

Nationality Australian

Marital Status Single

Date of Birth 1979-10-03

Gender Male Female

Military Service

Smoker

Expected Result: A warning shows that SSN Number field must be inputted by numbers only

b. **Bug Title:** SIN Field is allowed to be inputted by text

Bug ID: BUG_PIM_002, BUG_MYINFO_002

Area Path: PIM, MYINFO

Severity: MEDIUM

Priority: MEDIUM

Assigned to: OrangeHRM Team

Reported By: Michael Mervin Ruswan

Reported On: 19 April 2023

Reason: Bug

Status: New/Open

Device: Huawei Matebook D15 AMD 2020

Browser: On every browser

Description: When to input Social Insurance Number, the web allow user to input it by text

Steps to Reproduce:

1. The user choose PIM menu

2. On PIM, the user choose Employee List.

3. Select one of the record that want to be updated, click update icon button

4. Insert SIN Number with text/string

Actual Result: A warning does not show that SIN Number field must be inputted by numbers only

Expected Result: A warning shows that SIN Number field must be inputted by numbers only

c. **Bug Title:** KPI data is redundant

Bug ID: BUG_PERFORMANCE_001, BUG_PERFORMANCE_002

Area Path: PERFORMANCE

Severity: MEDIUM

Priority: MEDIUM

Assigned to: OrangeHRM Team

Reported By: Michael Mervin Ruswan

Reported On: 19 April 2023

Reason: Bug

Status: New/Open

Device: Huawei Matebook D15 AMD 2020

Browser: On every browser

Description: When to input Social Insurance Number, the web allow user to input it by text

Steps to Reproduce:

1. The user choose Performance menu

2. On Performance, the user choose Configure.

3. Choose KPIs.

4. Click + Add

5. Insert Key Performance Indicator

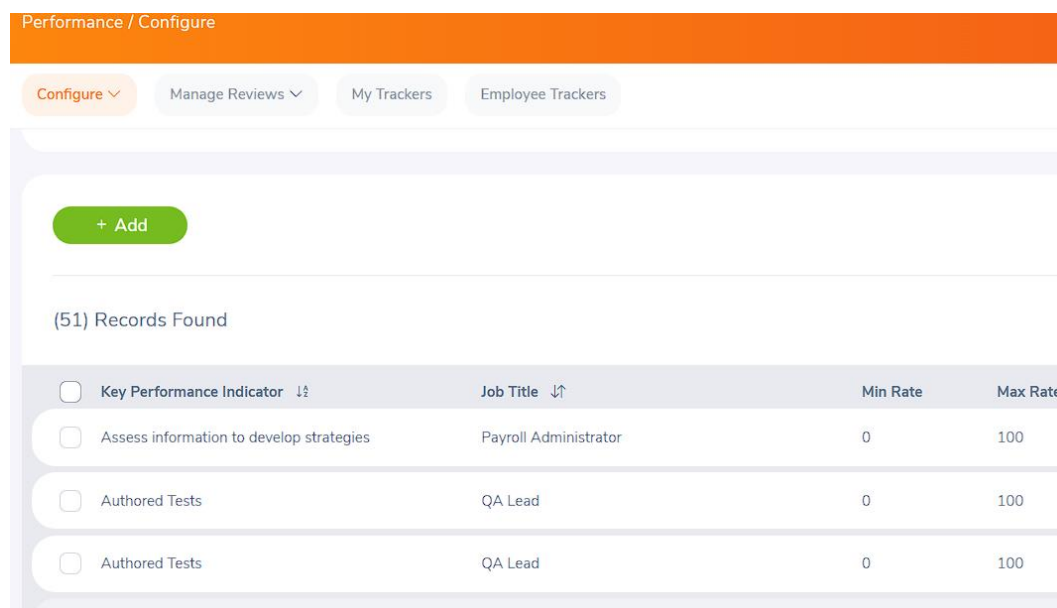
6. Select Job Title

7. Insert Minimum Rating

8. Insert Maximum Rating

9. Click Save

Actual Result: Record is saved and KPI's list of record(s) with new record is showed



Expected Result: Record cannot be saved and a warning shows that the Key Performance Indicator already exists