* Scenario 1:

1. Log in as a user with valid Login ID and password.
2. After Login when home page is visible Logout the software.
3. Log in as a user with Invalid Login ID and Valid password.
4. Check what Error is show it is like requirement or not.
5. Log in as a user with Valid Login ID and Invalid password.
6. Check what Error is show it is like requirement or not.
7. Log in as a user with Blank Login ID and Valid password.
8. Check what Error is show it is like requirement or not.
9. Log in as a user with Valid Login ID and Blank password.
10. Check what Error is show it is like requirement or not.
11. Put both User ID and Password blank.
12. Check what Error is show it is like requirement or not.
13. Check all condition with login as a User, Manager and other authorized person.

Checking Time track Module:

* Scenario 2:

1. Log in as a user with valid Login ID and password.
2. See home page properly showing or not as per requirement.
3. Check alignment of page.
4. Check all icon are showing or not and font and colour of words is as per requirement or not.
5. At right hand side we have setting option. We can update setting as per our requirement.
6. We check all option in setting working properly or not.
7. Check in calendar option that corporate calendar option working or not.

* Scenario 3:
* Enter time track:-
* ME:-

1. Click on ME option.
2. Check drack box showing or not
3. Type the correct name of employee and check it showing or not.
4. Type user name with invalid user name and see what error it show.

* Search task by name:-

1. Write valid task name in search box and see it is showing or not(E.g. Call).
2. Write invalid task name and see the error.

* “ + “ sign(add task to time sheet):-

1. Click on + sign.
2. Check Recent and all available option show or not.
3. Click on Add New and check new task get added or not.

* Date:-

1. Check date show on that option or not… week star from Monday.
2. Check forward and backword cursor working properly or not.

* Task Customer/Project:-

1. Check when we click on task it highlight task name.
2. Check when we click on customer it show company(out company or another company).
3. Click on project it can show department or not.

* Sort:-

1. Check task with By Task Names.
2. Check task with By Projects Names
3. Check task with By Customers Names
4. Check task with By Statuses
5. Check task with By Deadlines

Its sorting in particular order or not.

* Show Details:-
  + - 1. Check and uncheck Status Names, Customer & Project Names, Estimates, Deadlines, Comments, Total Working Time that all options working or not.
      2. If it is working when uncheck then see particular information or highlights are hide or not.
* Days:-
  + - 1. Check all days in week form Monday to Sunday is showing or not with that day date.
      2. Check we can able to fill all value or not like Total Leave Time.
      3. In front of task fill the value in the number.
      4. Check if we put character and special Character then that box is show error or not.
      5. At the end Total Working Time is counted or not without Total Leave Time.
      6. Check Total as of Today time count or not including Total Leave Time.
      7. Check overtime option is working or not(if we do work in a day more than daily working time then it need to show in that).
* Submit Week For Approval:-
  + - 1. Check Submit Week For Approval option working properly or not.
      2. After click on Submit Week For Approval it can show Ready For Approve or not.
      3. Check Revoke option working or not.
      4. Next of Submit Week For Approval there is one option click on that and check it can show date, status and user name or not after submitting and check data is correct or not.
* Scenario 4:
* View time track:-
* ME:-

1. Click on ME option.
2. Check drack box showing or not
3. Type the correct name of employee and check it showing or not.
4. Type user name with invalid user name and see what error it show.

* Balance as of:-

1. In this option we are able see balance if our leaves.
2. PTO Leave
3. Sick Day Leave

* Dropdown:-

1. It is first option in which we can Check our time sheet of particular period like Current Month, Previous month, Current Week , Previous week, Current quarter, previous quarter and custom data range.
2. Check all the option mention above and check that date are change or not(E.g. for current month date show like May 01, 2022 – May 31, 2022).

* Filter:-

1. In this option we can sort timesheet. It means we uncheck Approved option and check all other timesheet are showing or not.

* Chart:-

1. We can check chart three options is working properly or not.
2. It means it can be filter the timesheet by particular option.

* Time Track Details:-\
  + - 1. In this we got some option for data grouping and show task.
      2. Check the grouping is working in ascending or descending order or not.
      3. Check show task box and check it can show all the task on daily basis and customer , project or not.
* Scenario 5:
* Lock time track:-
* Dropdown:-
  + - 1. In the dropdown we got some option to select periocular data on the basis of week, month and custom data range.
      2. We can check all the option one by one and check date are change or not according to option.
* All Staff:-
  + - 1. Click on All Staff and see option in dropdown
      2. When we select all staff then it show all Employee time sheet details or not.
      3. When we click on select user it show filter to get particular data.
      4. At the last check reset filter and cancel button are working or not.
* User/Group:-
  + - 1. Check Expand all, Collapse all and Sort by user name option working properly or not.
      2. Nex to that we have next or previous button to check it can show next or previous dates or not.
* Scenario 6:
* Approve time track:-
* Time-Track Statuses:-
  + - 1. It’s a work like filter and show timesheets on particular input.
      2. We have three options in that ready for approve, Not ready for approve and Rejected.
* All User:-
  + - 1. Click on All User and see option in dropdown
      2. When we select all User then it show all Employee time sheet details or not.
      3. When we click on select user it show filter to get particular data.
      4. At the last check reset filter and cancel button are working or not.
* Search Box:-
  + - 1. Type name and check it can show that staff timesheets or not.
* Sort:-
  + - 1. We can sort that time sheets on basis of user and weeks.
* Process Select:-
  + - 1. In this we can able to approve and reject the time sheet.
      2. For that we need to check the box which is right hand side of employee name and do the approve and reject action.