USER ACCEPTANCE TEST

ALLO PowerApps Application - eLeave

31st March 2020

Table of Contents

Introduction

This document is the definitive description of the tests, which should be executed so that the capabilities and external characteristics of the project integration can be demonstrated and verified. All test items are listed according to client's purchase order which was agreed by both sides.

Scope and Objectives

Objectives

The specifications of the implementation are reference for operational purposes and all test cases for the implementation will verify that the functionality of PowerApps meets the customer requirements.
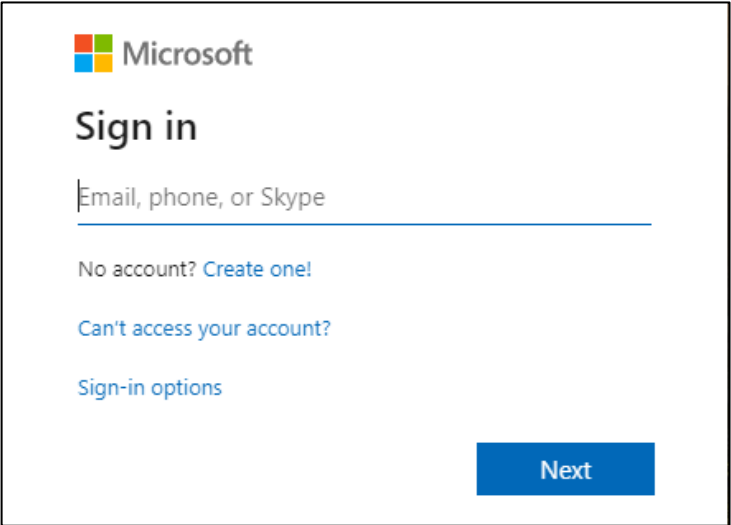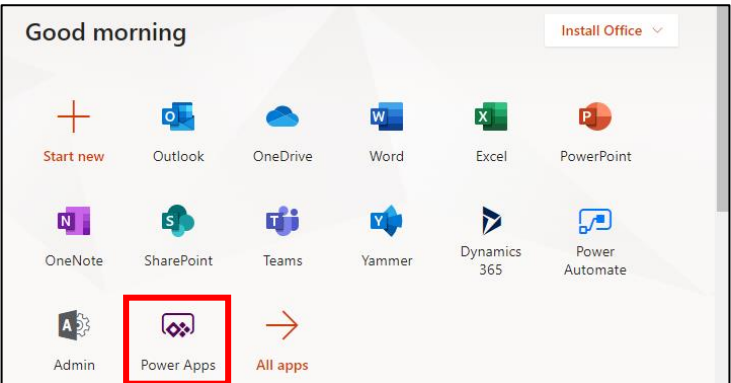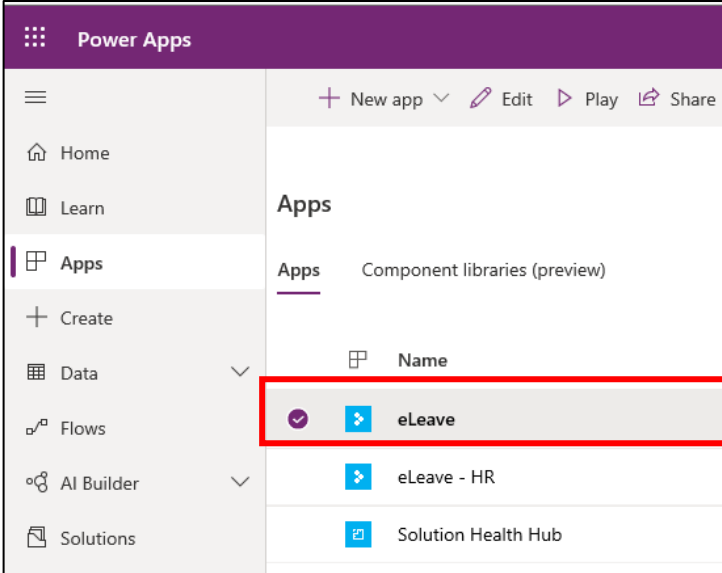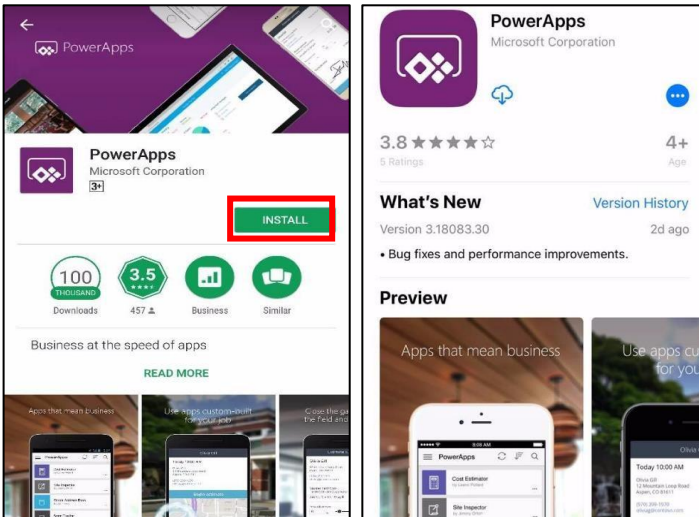
Test Objectives

This test will provide a formal approach to testing PowerApps in the following areas:
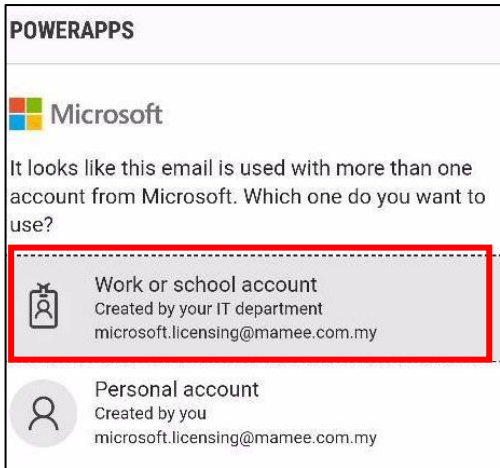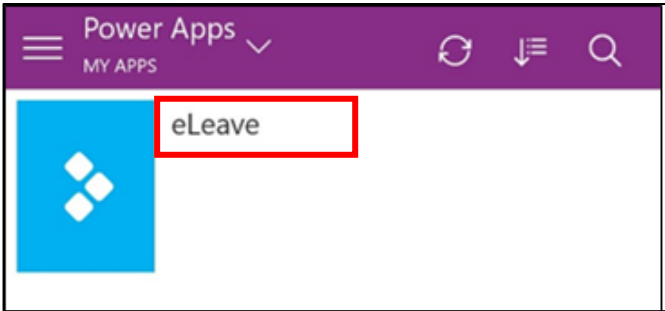
1- eLeave Application
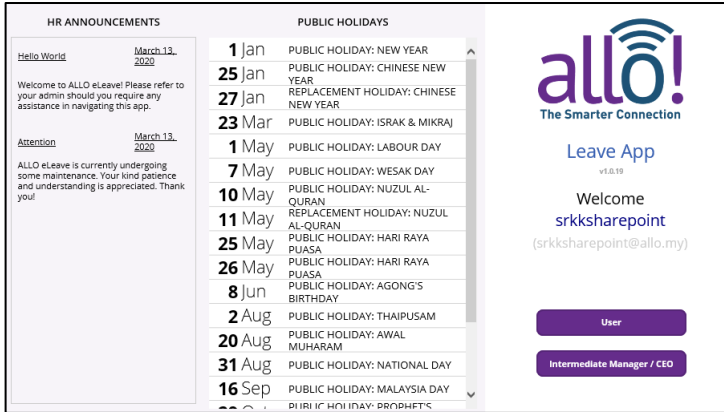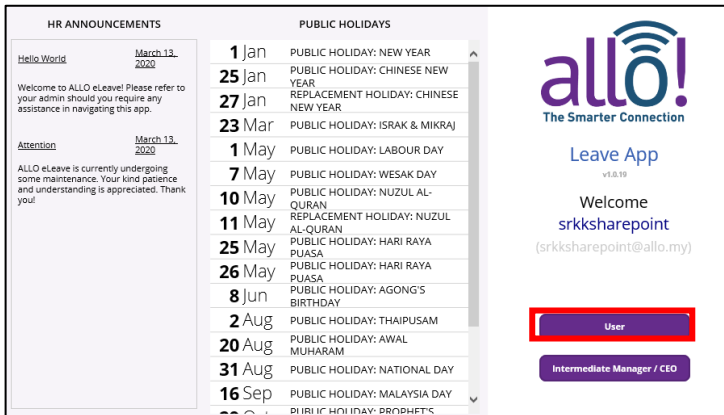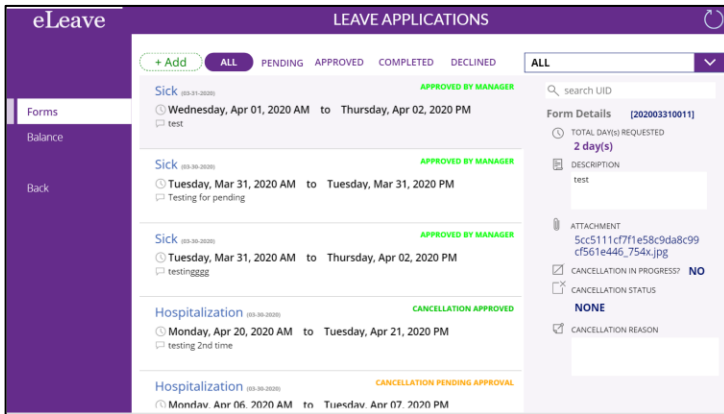
This document includes test that cover the areas outlined in the test objectives. This acceptance sign-off is for the above-mentioned PowerApps configuration and settingss.

Test Cases (User Leave Application)
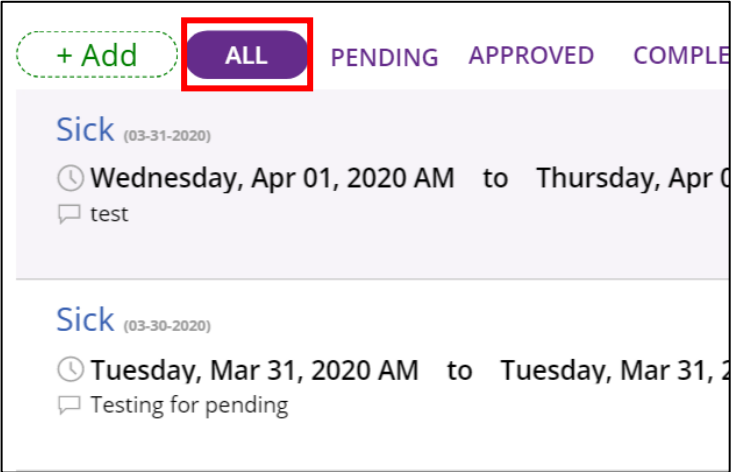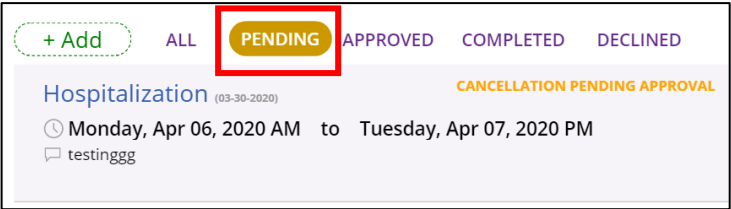
No.	Requirements	Test Results	Remarks
1.	**Access to PowerApps** **Access Office 365 and Navigate to PowerApps** 1. Log in to your **Allo** Office account: *https://portal.office.com*. 2. Once logged in, select the **PowerApps** icon. 	☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	3. In **PowerApps**, on the left navigation pane, select **Apps**. 4. Select "**eLeave**" application. ## Acquire the Mobile App 1. Go to **Google Play Store/Apple App Store** and **install PowerApps**. 	Pass ☐ Fail ☐ **Feedback:**	
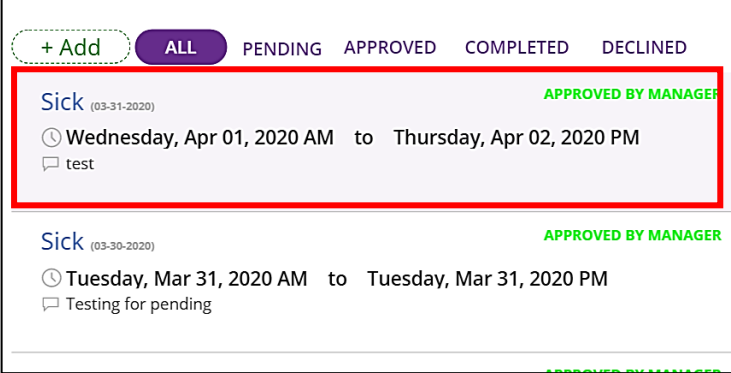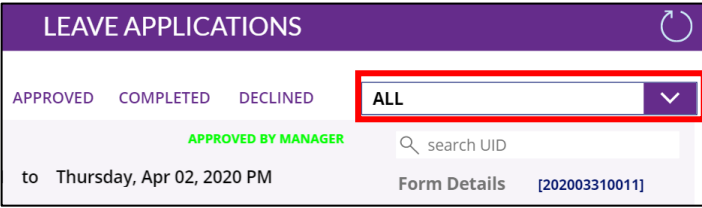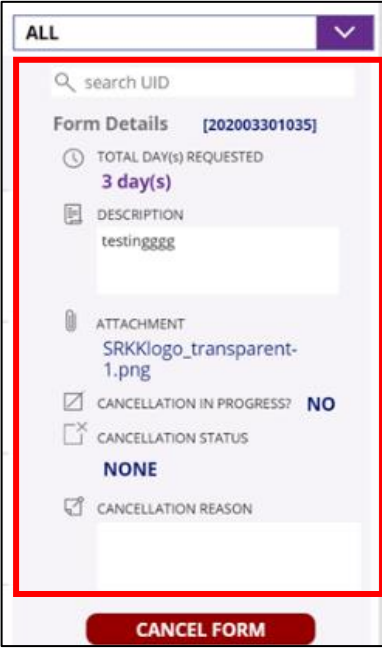
No.	Requirements	Test Results	Remarks
	2. Sign in with related email account. 3. Choose related Work or school account. Then, enter **Password** and click **Sign In**. 4. Choose "**eLeave**".		

No.	Requirements	Test Results	Remarks
	5. After successful login, user will be directed to "**eLeave**" home page. 		
2.	## User Dashboard 1. From home page, click **User**. 2. Users are directed to the **Leave Applications** page. This is the **User Dashboard**. 	☐**Pass** ☐**Fail** **Feedback:**	
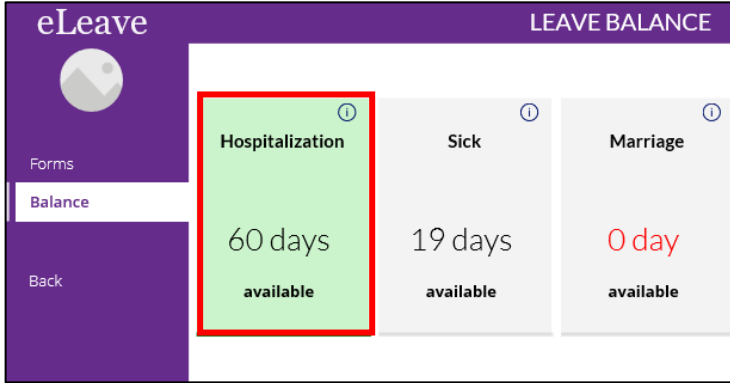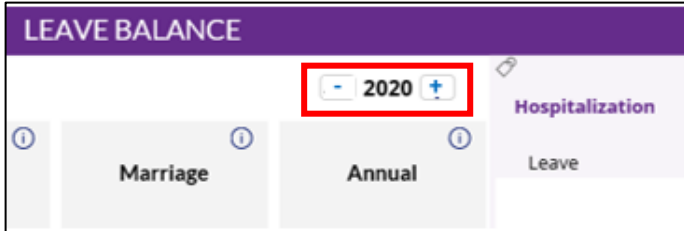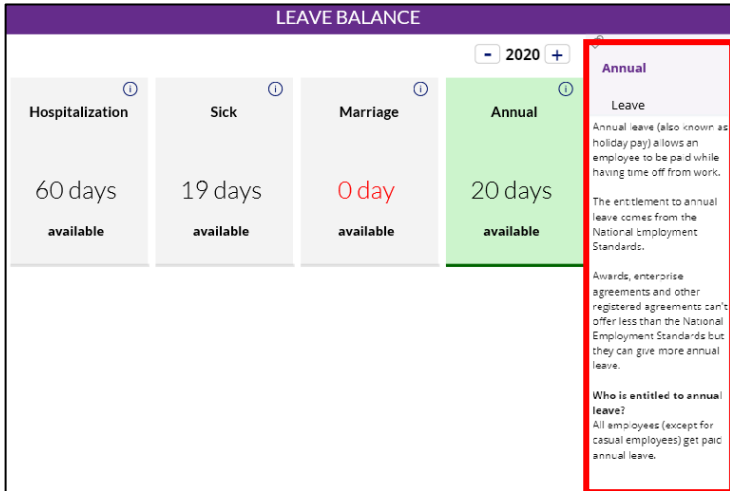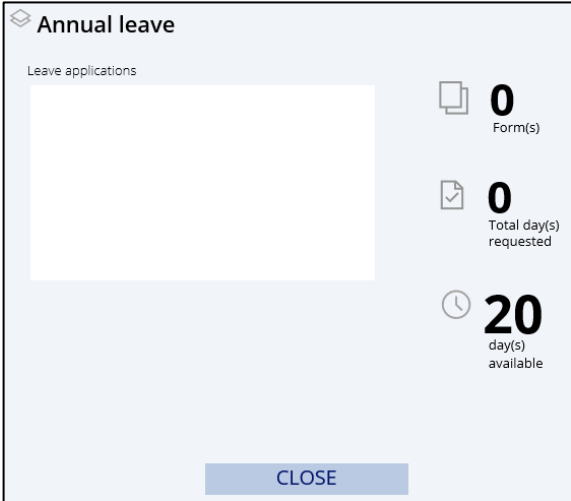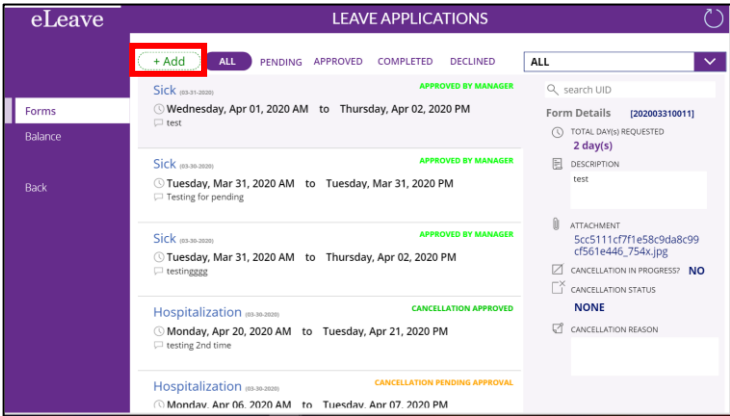
No.	Requirements	Test Results	Remarks
	3. Dashboard denotes status progress of submitted **Leave Applications**. Select the tabs to view different status of applications. + Add ALL PENDING APPROVED COMPLETED DECLINED ## Features ### +Add Button to add new **Leave Application**. It will re-direct to **New Application** screen. + Add ALL PENDING APP ### All Displays all submitted **Leave Applications**. + Add ALL PENDING APPROVED COMPLE Sick (03-31-2020) Wednesday, Apr 01, 2020 AM to Thursday, Apr 0 test Sick (03-30-2020) Tuesday, Mar 31, 2020 AM to Tuesday, Mar 31, 2 Testing for pending ### Pending Displays all **Leave Applications** with **Pending** status. + Add ALL PENDING APPROVED COMPLETED DECLINED Hospitalization (03-30-2020) CANCELLATION PENDING APPROVAL Monday, Apr 06, 2020 AM to Tuesday, Apr 07, 2020 PM testinggg	☐ Pass ☐ Fail **Feedback:** ☐ Pass ☐ Fail **Feedback:** ☐ Pass ☐ Fail **Feedback:**	
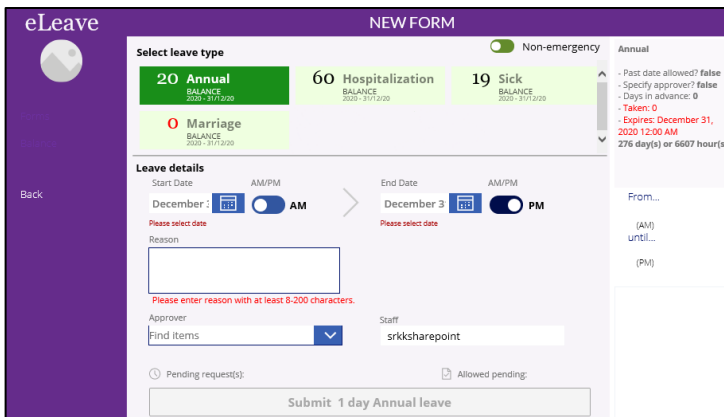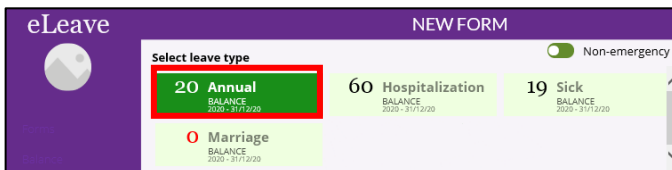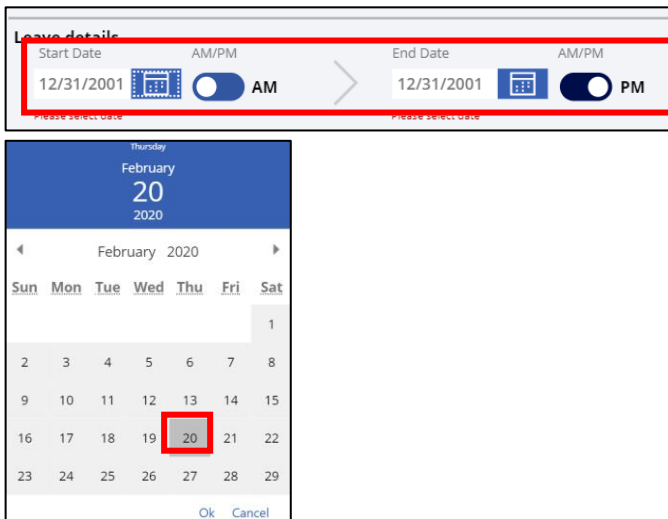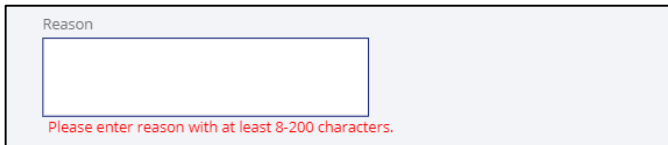
No.	Requirements	Test Results	Remarks
	Approved Displays all **Leave Applications** with the '**Approved by Manager'** status. **+ Add** ALL PENDING **APPROVED** COMPLETED DECLINED Sick (03-31-2020) APPROVED BY MANAGER 🕐 Wednesday, Apr 01, 2020 AM to Thursday, Apr 02, 2020 PM 💬 test Sick (03-30-2020) APPROVED BY MANAGER 🕐 Tuesday, Mar 31, 2020 AM to Tuesday, Mar 31, 2020 PM 💬 Testing for pending	☐ **Pass** ☐ **Fail** **Feedback:**	
	Completed Displays all **Leave Applications** that were approved by the CEO. When the status is '**Approved by CEO'**, the whole approval process is completed, and the requester's leave is fully approved. **+ Add** ALL PENDING APPROVED **COMPLETED** DECLINED Sick (03-30-2020) APPROVED BY CEO 🕐 Tuesday, Mar 31, 2020 AM to Thursday, Apr 02, 2020 PM 💬 testingggg Annual (03-10-2020) APPROVED BY CEO 🕐 Monday, Mar 16, 2020 AM to Monday, Mar 16, 2020 PM 💬 testinggg	☐ **Pass** ☐ **Fail** **Feedback:**	
	Declined Displays all **Leave Applications** with the '**Declined** status. **+ Add** ALL PENDING APPROVED COMPLETED **DECLINED** Sick (03-30-2020) DECLINED 🕐 Tuesday, Mar 31, 2020 AM to Thursday, Apr 02, 2020 PM 💬 testingggg Annual (03-11-2020) DECLINED 🕐 Tuesday, Mar 24, 2020 AM to Tuesday, Mar 24, 2020 PM 💬 i want to cuti stop rejecting	☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	Leave Application list Displays the (1) **Leave Type name**, (2) **Duration of leave**, (3) **Leave Description** and (4) **Status**.	☐ **Pass** ☐ **Fail** **Feedback:**	
	Leave Type dropdown menu Filters the list further according to selected **Leave Type**.	☐ **Pass** ☐ **Fail** **Feedback:**	
	Form Details Displays information on the selected **Leave Application**.	☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	## Cancel Form Button to cancel the selected **Leave Application**. An additional window will prompt user to give a reason to cancel the form. 	☐ Pass ☐ Fail **Feedback:**	
3.	## Balance 1. From dashboard, click **Balance** on left navigation menu. 2. User will be re-directed to the **Leave Balance** screen. It displays the remaining balance the user has for each **Leave Type** assigned. 	☐ Pass ☐ Fail **Feedback:**	
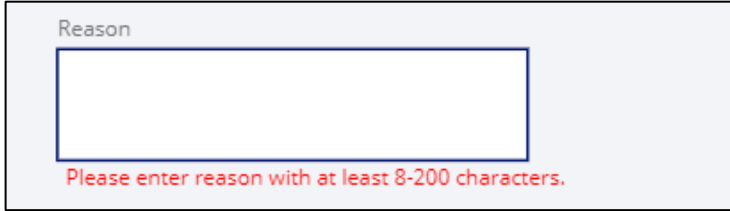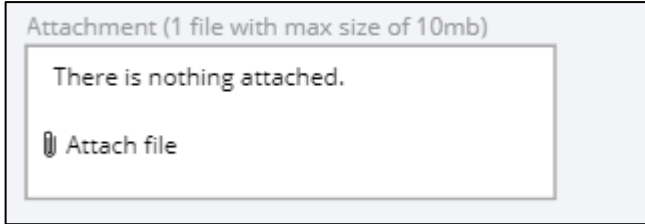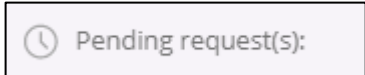
No.	Requirements	Test Results	Remarks
	Features **Leave Balance** Displays details of the **Leave Type** name, balance and if it is active for use. 	☐ **Pass** ☐ **Fail** **Feedback:**	
	Year Filter the list by clicking '**-**' for the previous year or '**+**' for the next year. 	☐ **Pass** ☐ **Fail** **Feedback:**	
	Details pane Displays any additional information on the selected L**eave Type**. ***Note:** Description can be added through the 'Leave Name' list in SharePoint by HR.* 	☐ **Pass** ☐ **Fail** **Feedback:**	
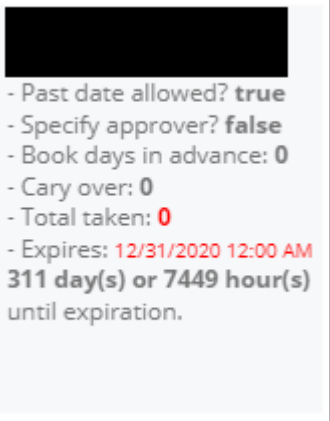
No.	Requirements	Test Results	Remarks
	Leave Type Information By selecting the **Leave Type** box, a pop-up will appear. It displays all submitted **Leave Application** of the **Leave Type**. **Annual leave** Leave applications 0 Form(s) 0 Total day(s) requested 20 day(s) available CLOSE i. **Leave Applications:** Displays all **Leave Applications** made by user in the current year. ii. **Status:** Displays each status of the form, how many submissions have been made and total days. iii. **Forms:** Total number of forms submitted. iv. **Total day(s) requested**: Total number of days requested for selected **Leave Type**. v. **Day(s) available**: Remaining balance of selected **Leave Type**.	☐ **Pass** ☐ **Fail** **Feedback:**	
4.	**Submit New Leave Application** 1. From dashboard, click **+Add**.	☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	2. Select a **Leave Type**. Then user must fill in the details as per the following: i. Select a valid leave type. If the user's leave type is denoted as '**0**', hence users are unable to take such leave. ii. Select a **Start Date** and **End Date** by selecting the calendar icon and select the time (**AM/PM**). iii. Describe the reason of leave in the text field. 		
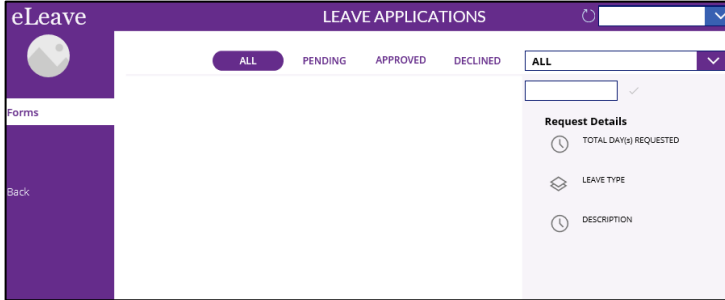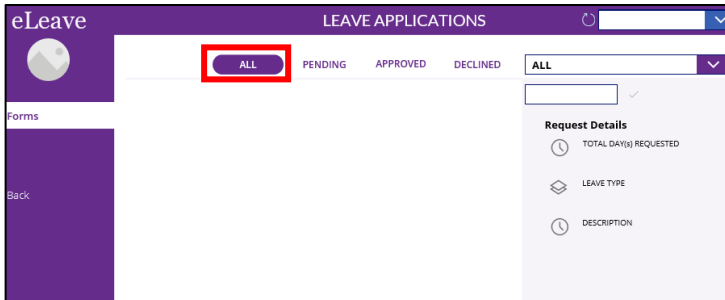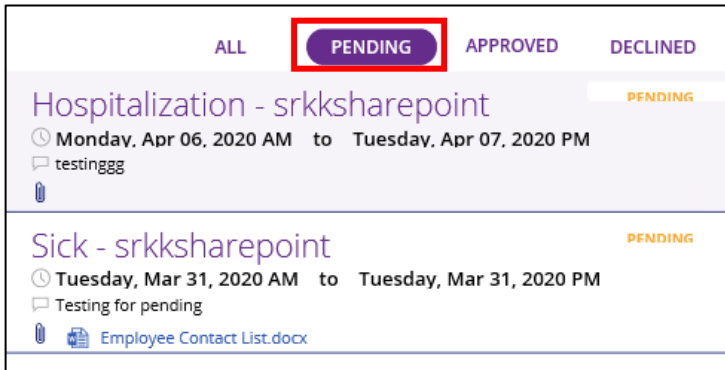
No.	Requirements	Test Results	Remarks
	iv. The approver is the user's manager, and will be set by the system. Approver: super srkk Staff: srkksharepoint v. If all information is valid, and the start and end dates are within the user's balance, select **Submit**. Pending request(s): Allowed pending: **Submit 1 day Annual leave** ## Features ## Non-Emergency/Emergency Toggle button that describes the urgency of the leave. Non-emergency Emergency		
		☐ **Pass** ☐ **Fail** **Feedback:**	
	## Leave type Select a leave type based on the remainder of available days. The days are auto-deducted every time a leave request is submitted. Select leave type Non-emergency 20 **Annual** BALANCE 2020 - 31/12/20 60 **Hospitalization** BALANCE 2020 - 31/12/20 19 **Sick** BALANCE 2020 - 31/12/20 0 **Marriage** BALANCE 2020 - 31/12/20	☐ **Pass** ☐ **Fail** **Feedback:**	
	## Start Date and End Date Calendar type field. Select a valid date to apply for leave. Leave details Start Date: 12/31/2001 AM/PM: AM End Date: 12/31/2001 AM/PM: PM Please select date Please select date Thursday February 20 2020 February 2020 Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 Ok Cancel	☐ **Pass** ☐ **Fail** **Feedback:**	
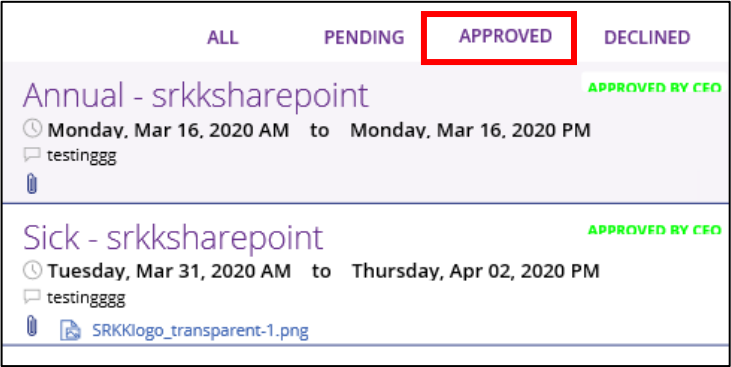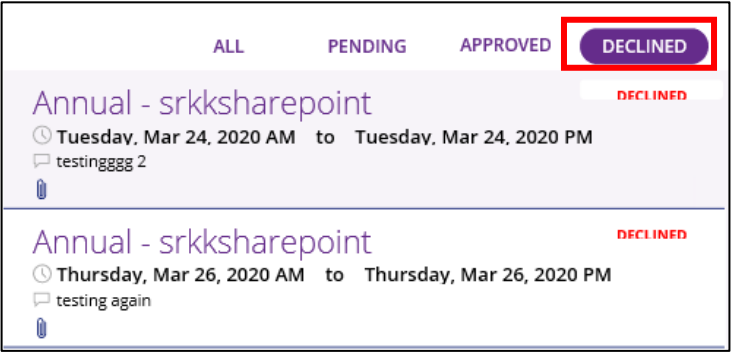
No.	Requirements	Test Results	Remarks
	AM/PM Toggle button to denote period of leave in terms of time. ☐ Pass ☐ Fail **Feedback:**	☐ Pass ☐ Fail **Feedback:**	
	Reason A text field to input description of leave. It has a limit of 8-200 characters.	☐ Pass ☐ Fail **Feedback:**	
	Attachment This field is only applicable for Sick Leave and is mandatory. The maximum file size limit is 10MB.	☐ Pass ☐ Fail **Feedback:**	
	Approver The approver is the user's manager and is set by the system.	☐ Pass ☐ Fail **Feedback:**	
	Pending requests A list of any pending application on the chosen leave type.	☐ Pass ☐ Fail **Feedback:**	
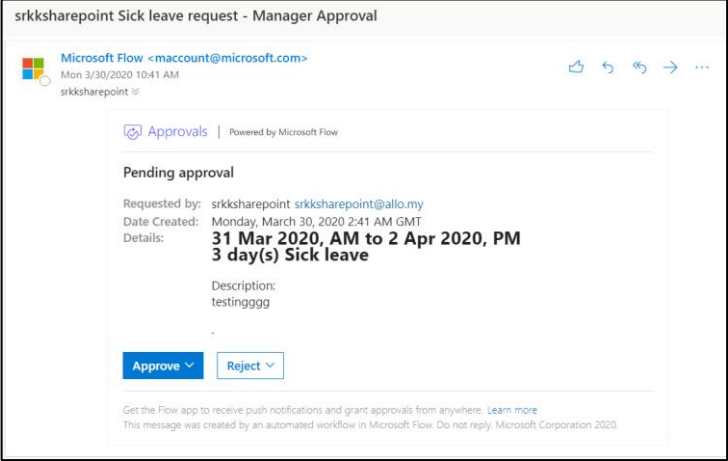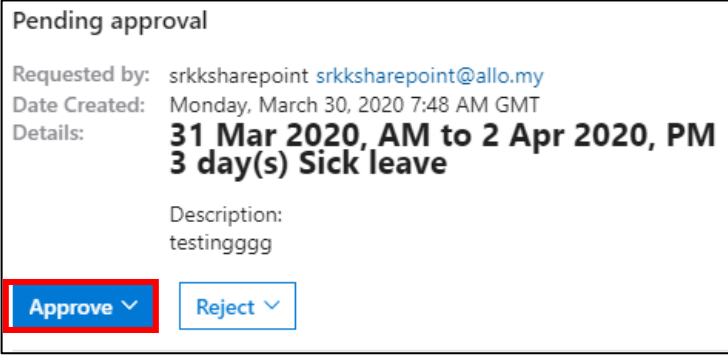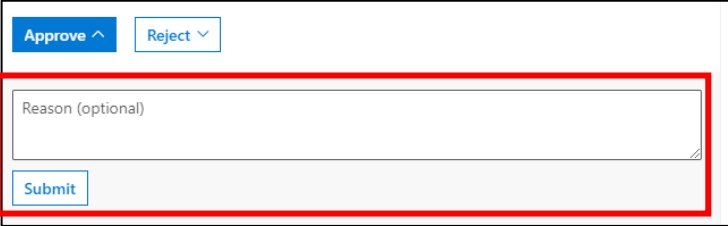
No.	Requirements	Test Results	Remarks
	Allowed pending The number of days the Leave Type is allowed to be requested. This can be set by the HR Admin in the **HR Leave App**. ☑ Allowed pending:	☐ **Pass** ☐ **Fail** **Feedback:**	
	Submit A button to submit the leave request. The number of days is auto-calculated from the Start Date until the End Date, including the AM/PM. If the requested days exceeds the Leave Type available, the Submit button will not be available for clicking. **Submit 1 day Annual leave**	☐ **Pass** ☐ **Fail** **Feedback:**	
	Leave validity Details on the applied leave. The information is displayed according to the records of each user's leave data. - Past date allowed? **true** - Specify approver? **false** - Book days in advance: **0** - Cary over: **0** - Total taken: **0** - Expires: 12/31/2020 12:00 AM **311 day(s) or 7449 hour(s)** until expiration.	☐ **Pass** ☐ **Fail** **Feedback:**	
	Leave duration The duration of a user's leave according to their input in the Start Date until the End Date, including the AM/PM. From... Monday Feb 24, 2020 (AM) until... Monday Feb 24, 2020 (PM)	☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	Warning message Messages in red will display if: i. Users do not have enough balance to apply for such leave ii. The type of leave requires a one-day prior application iii. Users have reached the maximum pending leave days for the leave type iv. Users book past the date for the leave. v. Users must provide an attachment to apply for the leave. 	☐ **Pass**　☐ **Fail** **Feedback:**	
5.	## Manager & CEO Dashboard 1. From the **eLeave** home page, click on **Intermediate Manager/CEO button**. It will redirect to the **Manager & CEO Dashboard.** 	☐ **Pass**　☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	2. In **Manager & CEO Dashboard**, it displays a list of all **Leave Applications** submitted by an individual employee. Approvers must select a user from the dropdown list and the user's applications will be displayed. ## Features ### All Displays all **Leave Application** submitted by the selected user that requires the approver to approve. ### Pending Displays pending applications submitted by the selected user. 	☐ **Pass**　☐ **Fail** **Feedback:** ☐ **Pass**　☐ **Fail** **Feedback:**	
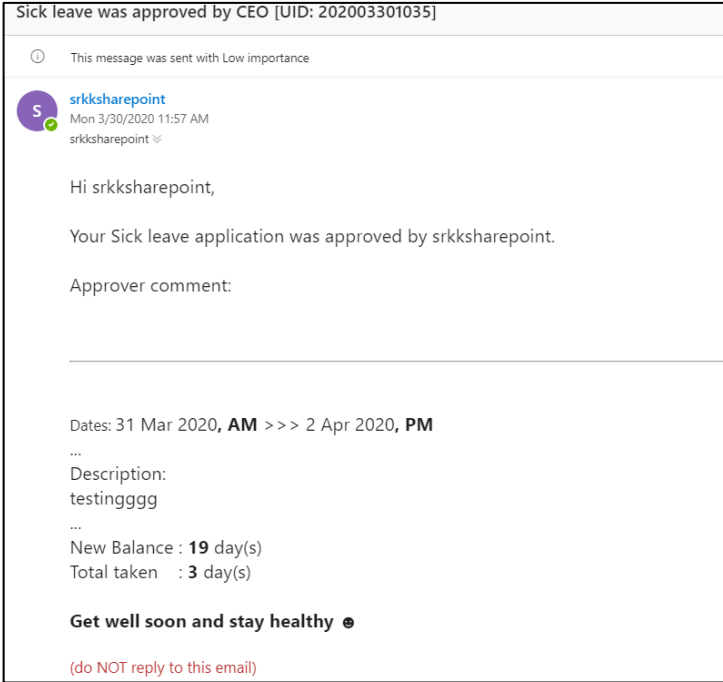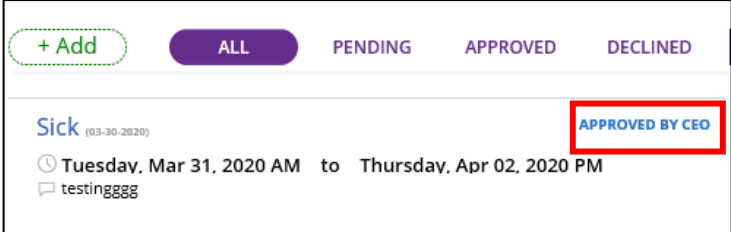
No.	Requirements	Test Results	Remarks
	Approved Display applications that has been approved by the manager and CEO. *__Note:__ Depending on the user signed in, only requests approved by themselves will be displayed.* 	☐ Pass ☐ Fail **Feedback:**	
	Declined Displays applications that have been declined by the approver. 	☐ Pass ☐ Fail **Feedback:**	
	Leave Type dropdown menu Displays a list of **Leave Types** to further filter the list. 	☐ Pass ☐ Fail **Feedback:**	

No.	Requirements	Test Results	Remarks
	Staff dropdown menu Displays a list of staff under the manager or CEO. 	☐ Pass ☐ Fail **Feedback:**	
	Request Details By selecting the **Leave Application**, the approver is able to view the following: 　i.　Total days requested 　ii.　Leave type 　iii.　Description 	☐ Pass ☐ Fail **Feedback:**	
	Approve/Reject Buttons Approvers may **Approve** or **Reject** the selected application. 	☐ Pass ☐ Fail **Feedback:**	

No.	Requirements	Test Results	Remarks
6.	## Approval Process for Manager & CEO ### Approve through Email ### Scenario 1: Manager and CEO approve of request 1. When users submit their **Leave Application**, an email notification will be sent to the manager (1st level approval). 2. Manager will click **Approve**. 3. When either is selected, an additional text field, **Reason**, will be displayed. Click the **Submit** button once confirm with the approval. 	☐ **Pass**　　☐ **Fail** **Feedback:**	

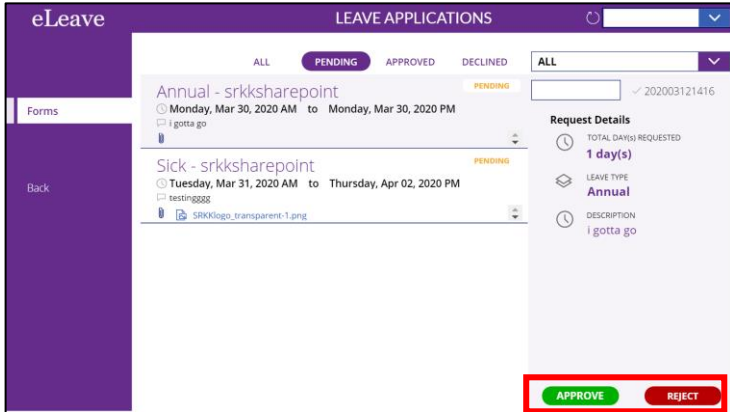| No.	Requirements	Test Results	Remarks
	4. Requester will receive an email regarding the manager's approval. **Sick leave was approved by your manager [UID: 202003301035]** ⓘ This message was sent with Low importance **srkksharepoint** Mon 3/30/2020 11:53 AM srkksharepoint ⌄ Hi srkksharepoint, Your Sick leave application was approved by srkksharepoint. Approver comment: Dates: 31 Mar 2020, **AM** > > > 2 Apr 2020, **PM** ... Description: testingggg ... 5. From the **User Dashboard**, requester can see the status is changed to '**Approved by Manager'**. + Add ALL PENDING APPROVED DECLINED Sick (03-31-2020) APPROVED BY MANAGER ⓘ Wednesday, Apr 01, 2020 AM to Thursday, Apr 02, 2020 PM ⬚ test 6. Next, the workflow will run and direct the request to the 2nd level approver, the CEO. An email will be sent to the CEO regarding the approval action task. Microsoft Flow <maccount@microsoft.com> Mon 3/30/2020 11:53 AM srkksharepoint ⌄ 🗹 Approvals | Powered by Microsoft Flow **Pending approval** Requested by: srkksharepoint srkksharepoint@allo.my Date Created: Monday, March 30, 2020 3:53 AM GMT Details: **31 Mar 2020, AM to 2 Apr 2020, PM** **3 day(s) Sick leave** Description: testingggg Approve ⌄ Reject ⌄		
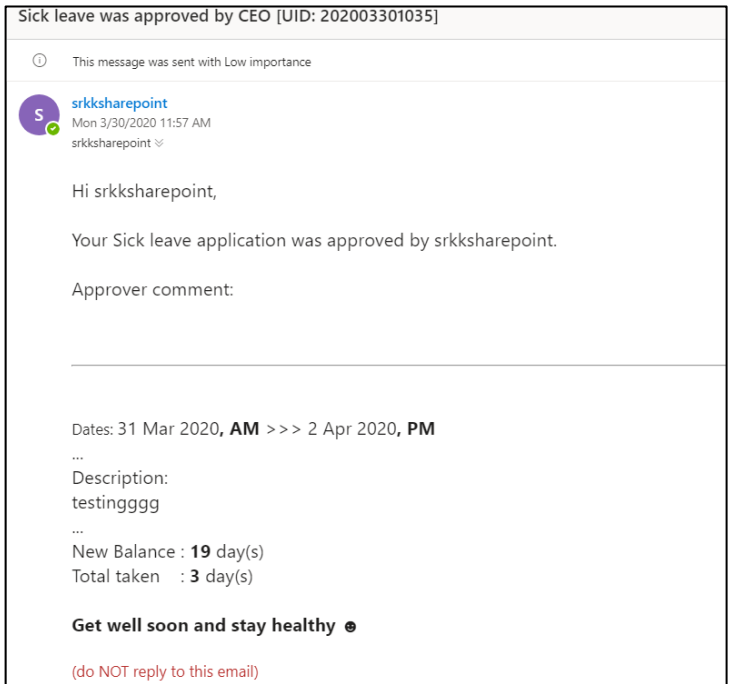
No.	Requirements	Test Results	Remarks
	7. CEO will click **Approve.** 8. Once approved, the user will receive an email regarding the approval. The email will update the leave balance. 9. From the **User Dashboard**, the status will change to '**Approved by CEO**'. 		

No.	Requirements	Test Results	Remarks
	Scenario 2: Manager rejects request 1. From the email received, manager will select **Reject**. 2. After rejecting, an email will be sent to the requester regarding the status. 	☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	3. From the **User Dashboard**, the status will be changed from '**Pending'** to '**Declined'**. Scenario 3: Manager Approve, CEO Rejects 1. From the email received, manager will select **Approve**. 	☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	2. Requester will receive an email regarding the manager's approval. **Sick leave was approved by your manager [UID: 202003301035]** ⓘ This message was sent with Low importance **S** srkksharepoint Mon 3/30/2020 11:53 AM srkksharepoint ⌄ Hi srkksharepoint, Your Sick leave application was approved by srkksharepoint. Approver comment: ――――――――――――― Dates: 31 Mar 2020**, AM** > > > 2 Apr 2020**, PM** … Description: testingggg … 3. From the **User Dashboard**, requester can see the status is changed to '**Approved by Manager'**. (+ Add) **ALL** PENDING APPROVED DECLINED **Sick** (03-31-2020) **APPROVED BY MANAGER** 🕑 Wednesday, Apr 01, 2020 AM to Thursday, Apr 02, 2020 PM 💬 test 4. Next, the workflow will run and direct the request to the the CEO. An email will be sent to the CEO regarding the approval action task. CEO will click **Reject.** ■ Microsoft Flow <maccount@microsoft.com> Mon 3/30/2020 11:53 AM srkksharepoint ⌄ 🗐 Approvals │ Powered by Microsoft Flow **Pending approval** Requested by: srkksharepoint srkksharepoint@allo.my Date Created: Monday, March 30, 2020 3:53 AM GMT Details: **31 Mar 2020, AM to 2 Apr 2020, PM** **3 day(s) Sick leave** Description: testingggg [Approve ⌄] [Reject ⌄]		

No.	Requirements	Test Results	Remarks

5. Requester will receive an email on the CEO's rejection.

Sick was rejected by the CEO [UID: 202003301216]

ⓘ This message was sent with Low importance

S **srkksharepoint**
Mon 3/30/2020 12:37 PM
srkksharepoint ⌄

Hi srkksharepoint,

Your Sick leave was rejected by srkksharepoint.

Approver comment:

_____

Leave details
Dates: **31 Mar 2020, AM** >>> **2 Apr 2020, PM**
Day(s): **3**
Description:
testingggg

(do NOT reply to this email)

6. From the **User Dashboard**, the status will change to '**Declined**'.

| + Add | ALL | PENDING | APPROVED | **DECLINED** |
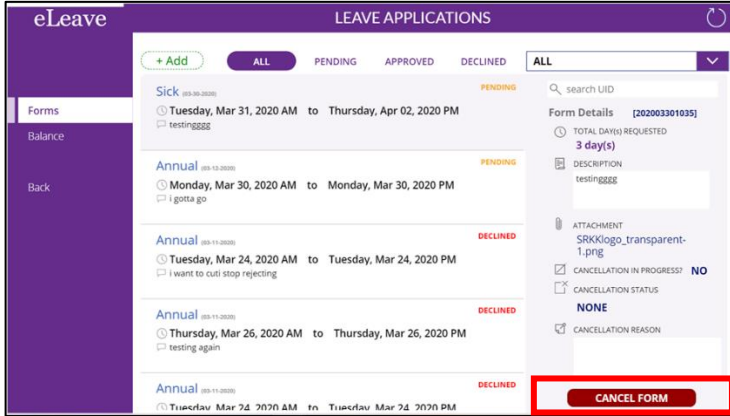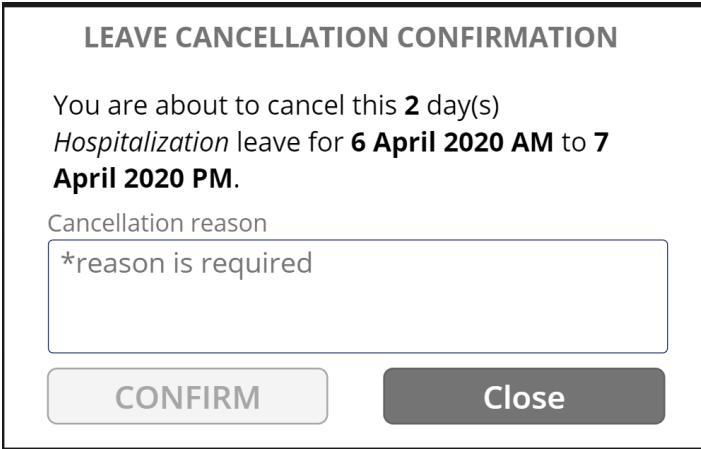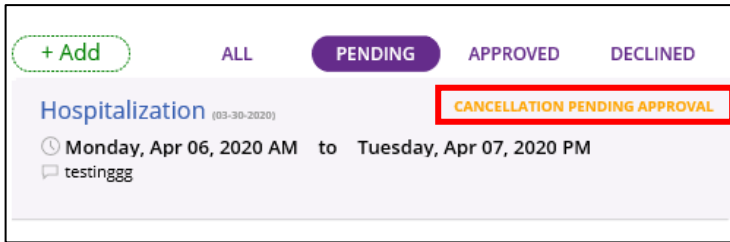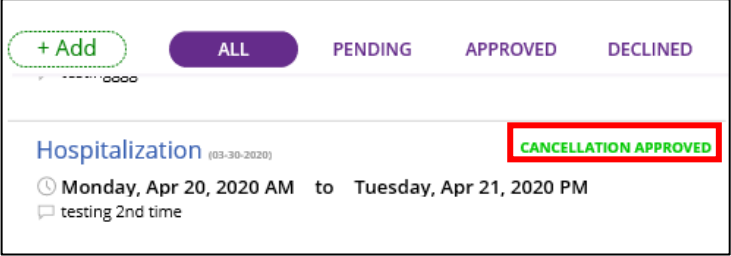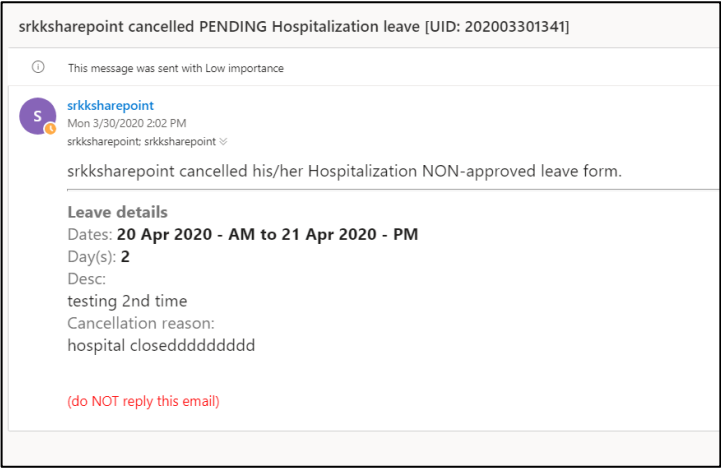
Sick (03-30-2020)   **DECLINED**
🕐 **Tuesday, Mar 31, 2020 AM   to   Thursday, Apr 02, 2020 PM**
💬 testingggg

No.	Requirements	Test Results	Remarks
	Approve from eLeave App Scenario 1: Both approvers approve of request 1. From the **Manager & CEO Dashboard**, select the pending **Leave Application**. 2. Select **Approve**. 3. The requester will receive an email regarding the approvals and in the **User Dashboard**, the status will change to '**Approved by CEO**'. 	☐ Pass ☐ Fail **Feedback:**	

No.	Requirements	Test Results	Remarks
	Scenario 2: Manager rejects 1. From the **Manager & CEO Dashboard**, select the pending **Leave Application**. 2. Select **Reject**. 3. The requester will receive an email regarding the rejection and in the **User Dashboard**, the status will change to '**Declined**'.	☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	Scenario 3: Manager Approves, CEO Rejects		
	1. From the **Manager & CEO Dashboard**, select the pending **Leave Application**.	☐ **Pass** ☐ **Fail** **Feedback:**	
	2. Select **Approve**.		
	3. The requester will receive an email regarding the manager approval and in the **User Dashboard**, the status will change to '**Approved by Manager**.		

No.	Requirements	Test Results	Remarks
	4. The CEO will then continue to act on the approval task. Select **Reject**. 5. The requester will receive an email regarding the CEO rejection and in the **User Dashboard**, the status will change to '**Decline**'. 		

No.	Requirements	Test Results	Remarks
7.	## Cancellation Process 1. Users may cancel the submitted **Leave Application**. From the **User Dashboard**, select an application and click **Cancel Form**. 2. A confirmation window will pop-up. User must state a reason for cancellation. 3. Once sent, the status in the dashboard will change to '**Cancellation Pending Approval**'. 	☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	4. Once the system checks that no action by approvers have been done, the status will change to '**Cancellation Approved**' 5. The manager receives an email notification of the cancelled **Leave Application**. 		

eLeave Process Flow

```
                          ┌─────────┐
                          │  Start  │
                          └────┬────┘
                               ▼
                    ┌──────────────────┐◄──────────┐
                    │ Select Leave Type│           │
                    └────────┬─────────┘           │
                             ▼                      │
                    ┌──────────────────┐           │
                    │  Fill up Leave   │           │
                    │   Application    │           │
                    └────────┬─────────┘           │
                             ▼                      │
                    ◇ Leave Balance more than or ──No──┘
                      equals total request leave? ◇
                             │
                            Yes
                             ▼
                    ┌──────────────────┐
                    │  Submit eLeave   │
                    └────────┬─────────┘
                             ▼
                    ┌──────────────────┐
                    │Email notification│
                    │ sent to Head of  │
                    │ Department (HOD) │
                    └────────┬─────────┘
                             ▼
                    ┌──────────────────┐
                    │   HOD Approval   │
                    └────────┬─────────┘
                             ▼
                Yes ◇  Approve? ◇ No
```
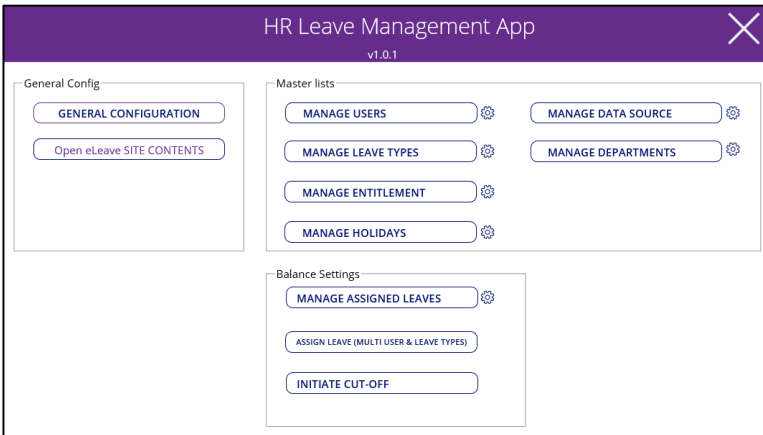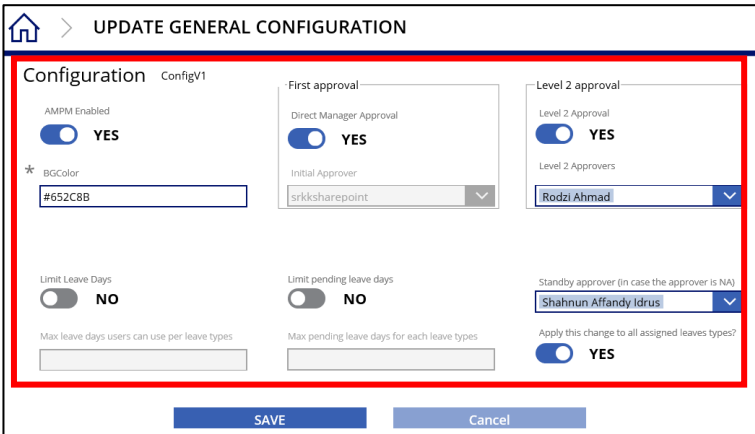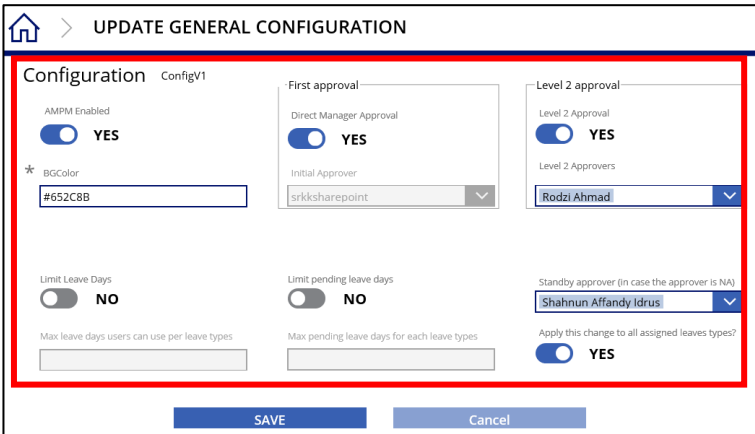
Leave Balance more than or equals total request leave? — No → Select Leave Type; Yes → Submit eLeave

HOD Approval — Approve?
- Yes → Email notification sent to CEO → CEO Approval
- No → Email notification sent to User → End

CEO Approval — Approve?
- Yes → Leave Balance updated → Email notification sent to User → End
- No → Email notification sent to User → End

Test Cases (HR Leave Management)

No.	Requirements	Test Results	Remarks
1.	## Accessing HR Leave Management App 1. Log in to your **Allo** Office account: *https://portal.office.com*. 2. Once logged in, select the **PowerApps** icon. 3. In **PowerApps**, on the left navigation pane, select **Apps**. 4. Select "**eLeave - HR**" application. 	☐**Pass**　☐**Fail** **Feedback:**	
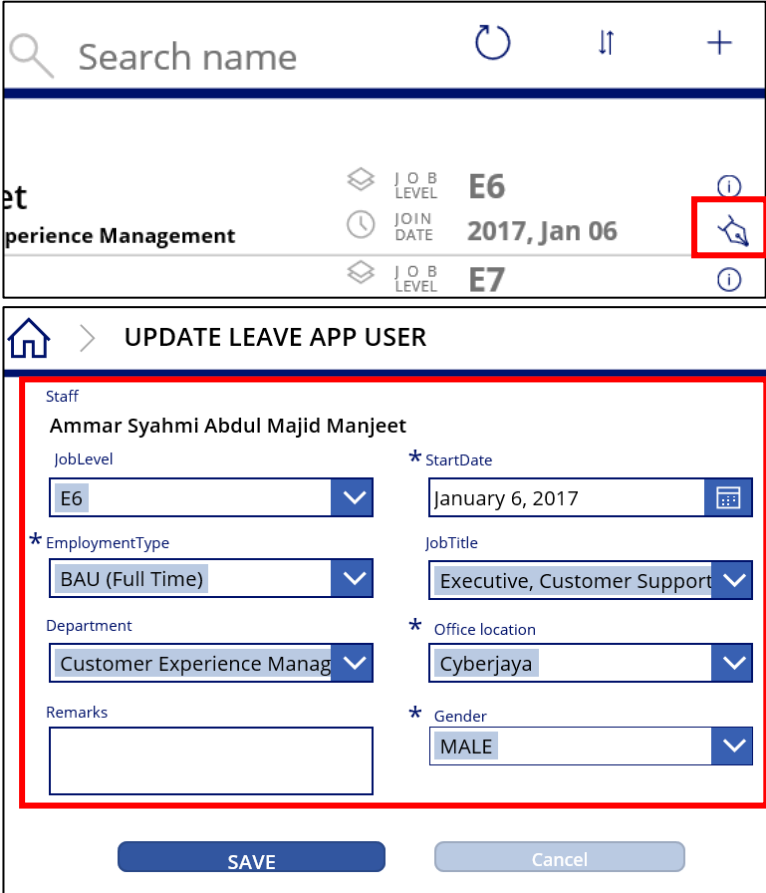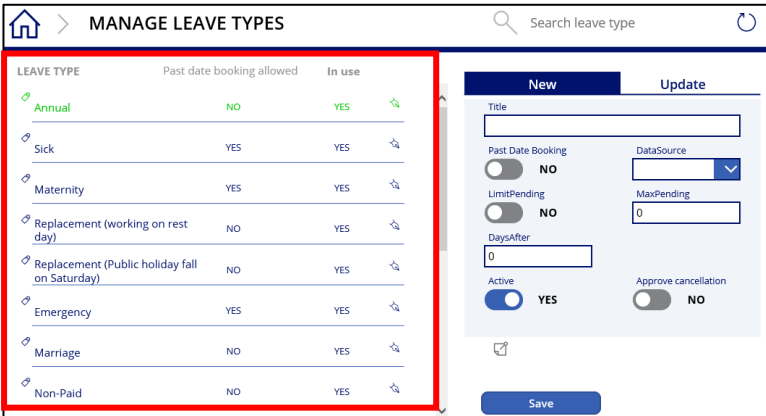
No.	Requirements	Test Results	Remarks

HR Leave Management App

1. The home screen is displayed. The **HR Leave Management** app only has one main page. It displays all the settings for HR Admin to configure.

2. There are three sections of settings available:
    i. General Config
    ii. Master Lists
    iii. Balance Settings

General Config

GENERAL CONFIGURATION

To update general configuration or settings of the overall **eLeave** application.
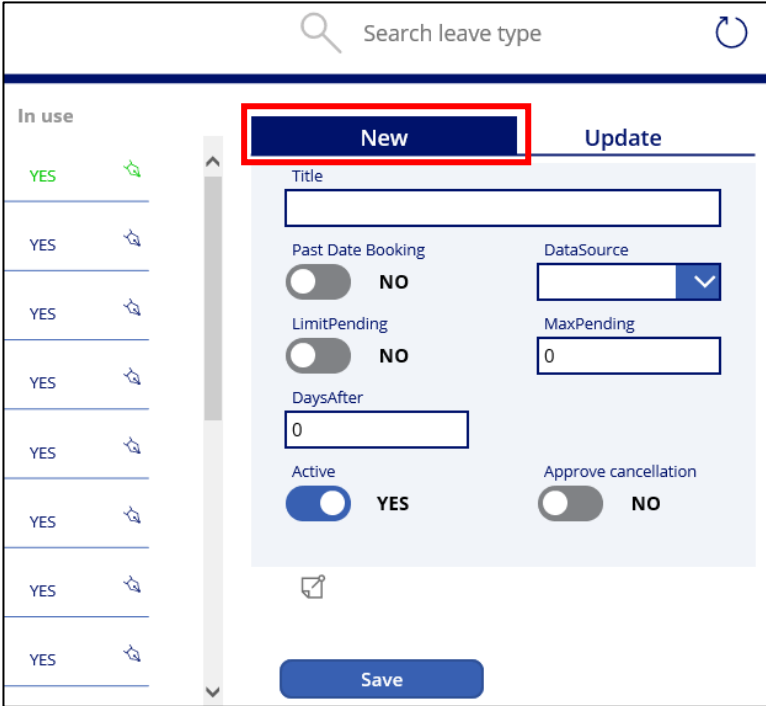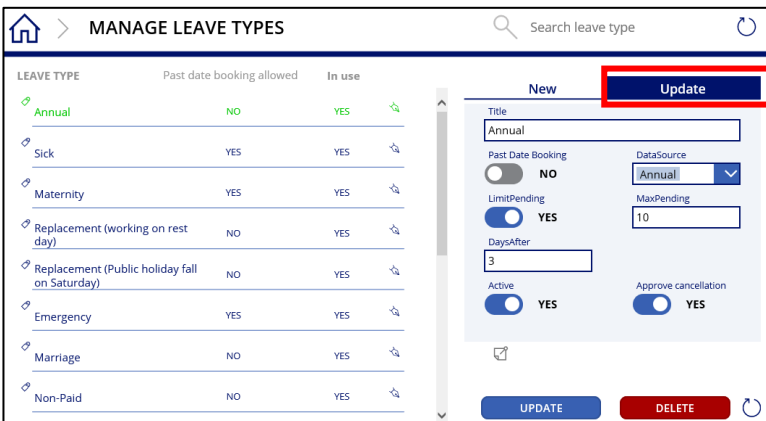
No.	Requirements	Test Results	Remarks
	In **General Configuration**, the settings are as follows: i. **AM/PM Enabled:** Toggle button that describes the specification on time on the leave application. ii. **BGColor:** The colour of the background on the application. *Note: This is set to '652C8B'.* iii. **Direct Manager Approval:** Toggle button to allow the first level approval of leave request to be directed to user's manager. *Note: This is set to 'YES'.* iv. **Level 2 Approval:** Specify Approver for Level 2 Approval of leave request. *Note: This is set to 'YES' with the user 'Rodzi Ahmad' as the approver.* v. **Limit Leave Days:** Toggle button that limit the leave day a user be able to apply on each leave types. vi. **Limit pending leave days:** Toggle button to denote the limitation of pending leave days that is allowed on each leave types. vii. **Standby Approver:** Specify an approver if the approver of a user is unavailable. *Note: This is set to user 'Shahnun Affandy Idrus' as the approver.* viii. **Apply changes:** Toggle button that applied the approver specification to all assigned leaves types if no approver is found. Open eLeave SITE CONTENTS This button will re-direct to a **SharePoint** site, where all the **Master Lists** for **eLeave** is stored. **Link:** https://allotech.sharepoint.com/sites/Apps/eleave/_layouts/15/viewlsts.aspx?view=14 Open eLeave SITE CONTENTS	☐ **Pass** ☐ **Fail** **Feedback:**	

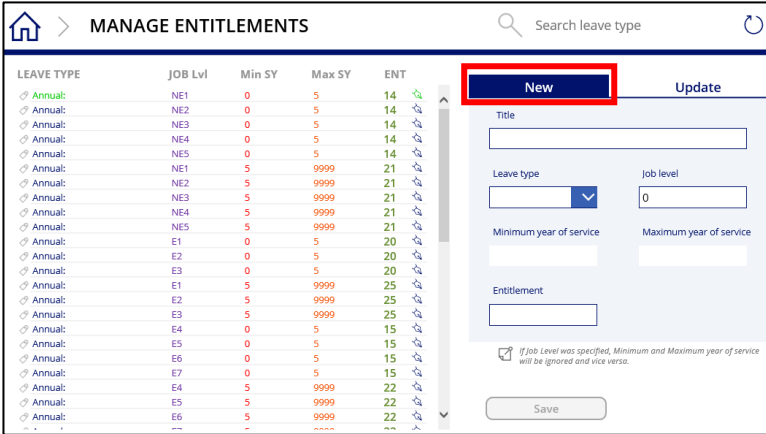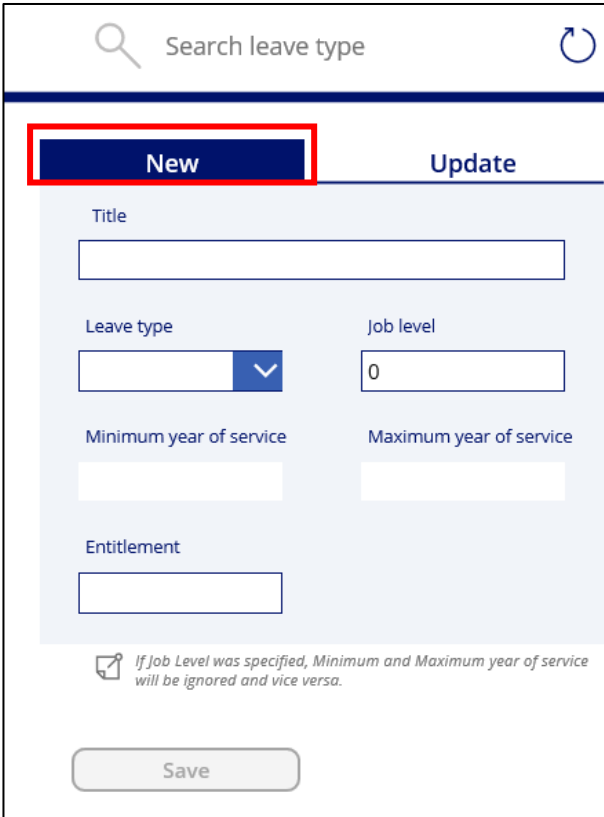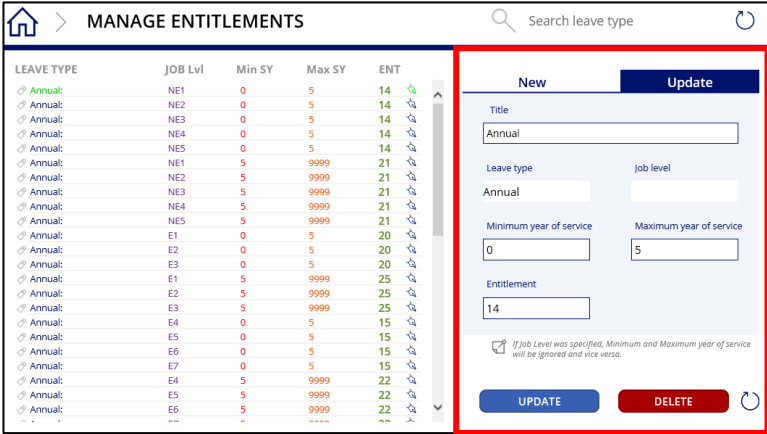| No.	Requirements	Test Results	Remarks
	eLeave ★ Following 🔗 Share ➕ New ⌄ 📊 Site usage 🔄 Site workflows ⚙️ Site settings 🗑️ Recycle bin (264) **Contents** Subsites Name / Type / Items / Modified Documents — Document library — 0 — 26/02/2020 Site Assets — Document library — 1 — 26/02/2020 Announcements — List — 2 — 13/03/2020 Approval Logs — List — 3 — 11/03/2020 Cut-Off Records — List — 0 — 29/03/2020 ## Master Lists ## MANAGE USERS Setting to **add** or **modify** a user's profile information. 🏠 › USER ACCOUNTS 🔍 Search name 🔄 ⇕ ➕ **'Ammar Syahmi bin Abdul Majid Manjeet** *Executive, Customer Support & Relation Management for* **Customer Experience Management** — JOB LEVEL E6 / JOIN DATE 2017, Jan 06 **Abdul Haniff bin Hasnan** *Junior Executive (Operation) for* **Network** department — JOB LEVEL E7 / JOIN DATE 2018, Jan 11 **Abdul Muizz bin Abd Ghani** *Senior Accounting Executive for* **Finance & Admin** department — JOB LEVEL E5 / JOIN DATE 2018, Feb 07 **Addy Rizaidi bin Amat Tosirim** *Head of Finance for* **Finance & Admin** department — JOB LEVEL E1 / JOIN DATE 2020, Feb 01 **Ahmad bin Awang Kechik** *Despatch/Driver for* **Business Support** department — JOB LEVEL NE4 / JOIN DATE 2003, Jan 03 **Ahmad Nadzri bin Hamzah** *Chief Financial Officer for* **Finance & Admin** department — JOB LEVEL E2 / JOIN DATE 2000, Jan 28 **Amalina binti Mohd Najib** *Manager Business Strategy for* **Commercial, Product & Marketing** department — JOB LEVEL E3 / JOIN DATE 2019, Nov 19 ## Add User Select the **+** button to add new user. The page will be re-directed to the **New User** page. 🔍 Search name 🔄 ⇕ [➕]	☐ **Pass** ☐ **Fail** **Feedback:** ☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	User Info From the **User Accounts** page, click on the information icon to view the employee details. The **User Info** page displays the user's information as well as the assigned leave, balance and entitlement.	☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	Edit User Information From the **User Accounts** page, click on the edit icon to modify employee details. The **Update Leave App User** page displays all fields that are available to modify. **Staff** name is unavailable to edit.	☐ Pass ☐ Fail **Feedback:**	
	MANAGE LEAVE TYPES The page displays a list of all **Leave Types** of an organization. It is also a setting to **add new** or **update** the **Leave Types**.	☐ Pass ☐ Fail **Feedback:**	
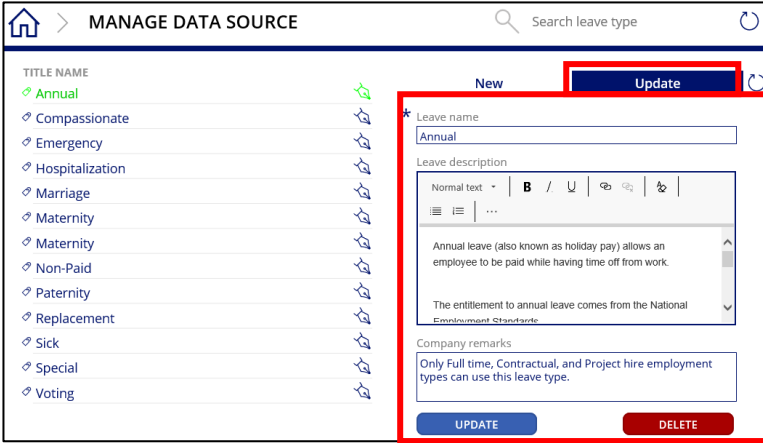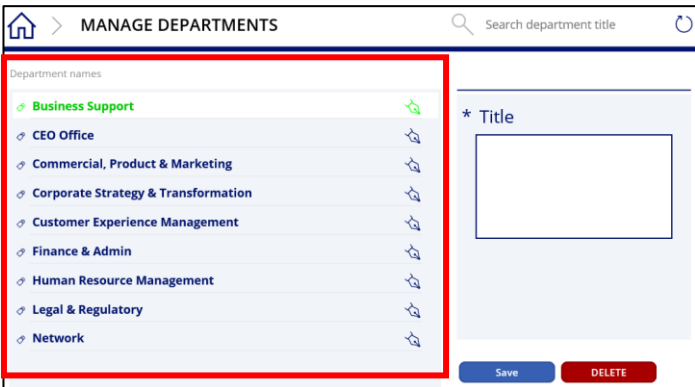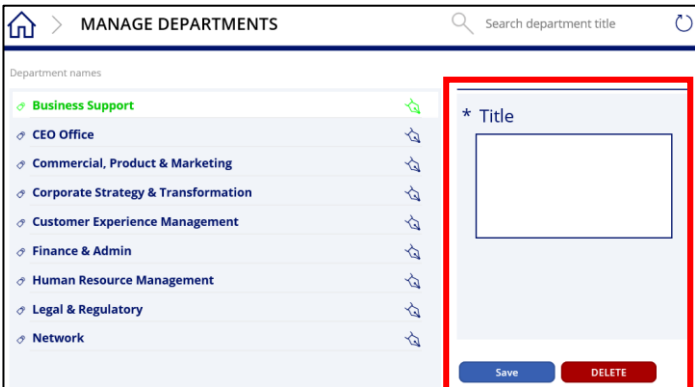
No.	Requirements	Test Results	Remarks
	Add Leave Type On the right pane, select **New** tab. Fill in the available fields to create a new **Leave Type**. 	☐ **Pass** ☐ **Fail** **Feedback:**	
	Update Leave Type Select a **Leave Type** in the list. On the right pane, select **Update** tab. Modify in the available fields to update the selected **Leave Type**. 	☐ **Pass** ☐ **Fail** **Feedback:**	

No.	Requirements	Test Results	Remarks
	MANAGE ENTITLEMENT The page displays a list of all **Entitlements** of an organization. It is also a setting to **add new** or **update** the **Entitlements**. 	☐ Pass ☐ Fail **Feedback:**	
	Add Entitlement On the right pane, select **New** tab. Fill in the available fields to create a new **Entitlement**. 	☐ Pass ☐ Fail **Feedback:**	
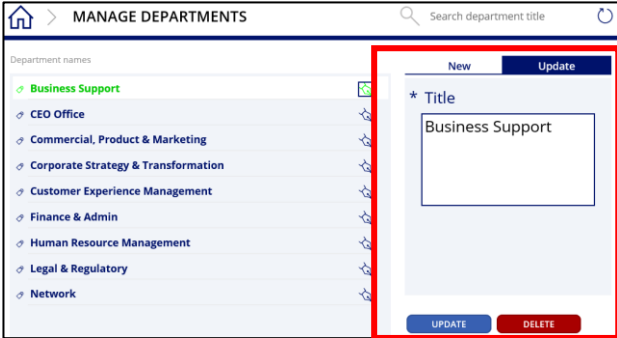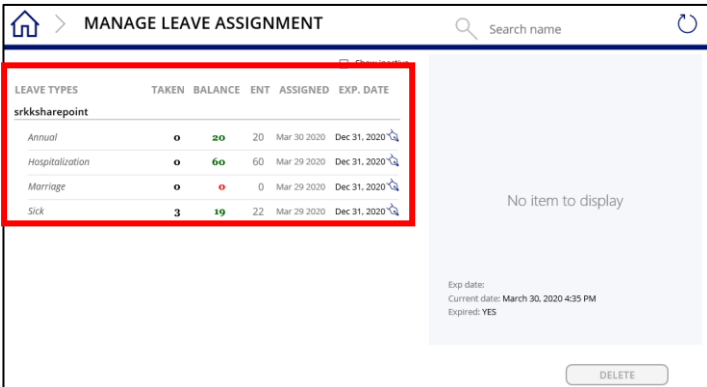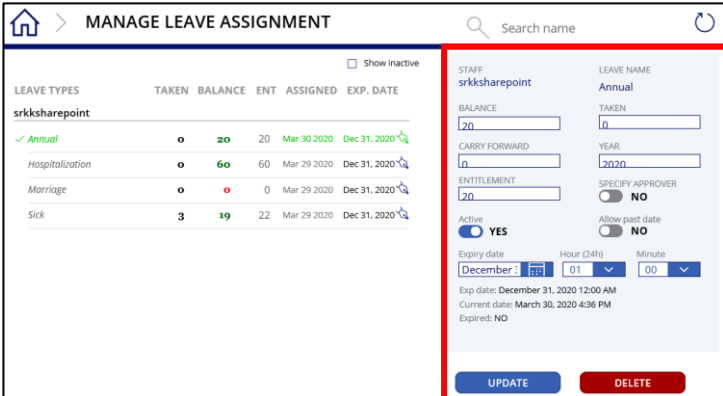
No.	Requirements	Test Results	Remarks

Update Entitlement

Select an **Entitlement** in the list. On the right pane, select **Update** tab. Modify in the available fields to update.

Test Results: ☐ Pass ☐ Fail

Feedback:

MANAGE HOLIDAYS

The page displays a list of all **Public Holidays** of an organization. It is also a setting to **add new** or **update** the **Public Holidays**.

Test Results: ☐ Pass ☐ Fail

Feedback:

No.	Requirements	Test Results	Remarks
	Add Public Holiday On the right pane, select **New** tab. Fill in the available fields to create a new **Public Holiday**. 	☐ **Pass** ☐ **Fail** **Feedback:**	
	Update Public Holiday Select a **Public Holiday** in the list. On the right pane, select **Update** tab. Modify in the available fields to update. 	☐ **Pass** ☐ **Fail** **Feedback:**	
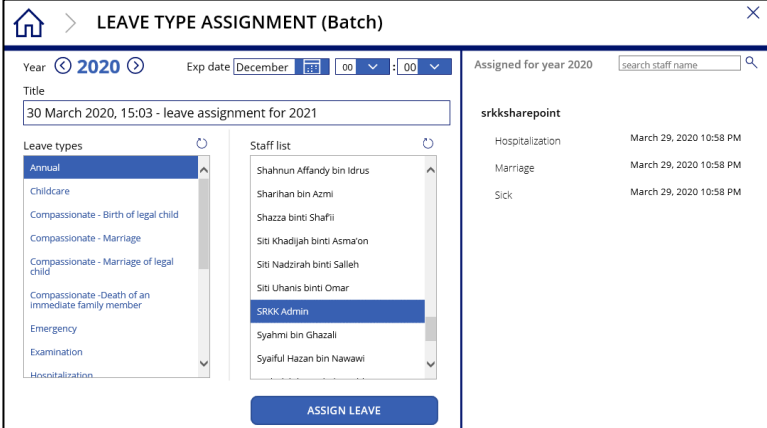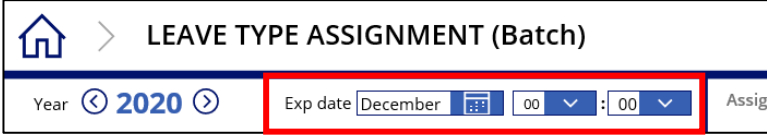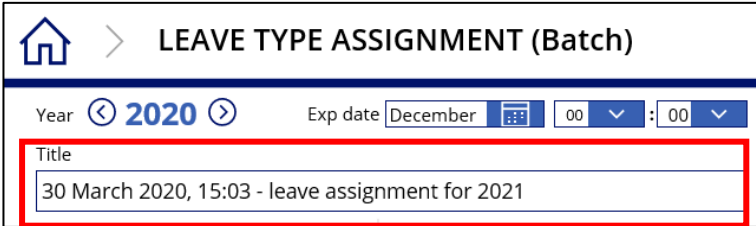
No.	Requirements	Test Results	Remarks
	MANAGE DATA SOURCE The page displays a list of all **Data Sources** (from SharePoint Master List '**Leave Name**') of an organization. It is also a setting to **add new** or **update** the **Data Source**. **Add Data Source** On the right pane, select **New** tab. Fill in the available fields to create a new **Leave Name**. 	☐ Pass ☐ Fail **Feedback:** ☐ Pass ☐ Fail **Feedback:**	

No.	Requirements	Test Results	Remarks
	Update Data Source Select a **Leave Name** in the list. On the right pane, select **Update** tab. Modify in the available fields to update. 	☐ Pass ☐ Fail Feedback:	
	MANAGE DEPARTMENTS The page displays a list of all **Data Sources** (from SharePoint Master List 'Departments') of an organization. It is also a setting to **add new** or **update** the **Department**. 	☐ Pass ☐ Fail Feedback:	
	Add Department On the right pane, fill in the **Title** field to create a new **Department**. 	☐ Pass ☐ Fail Feedback:	
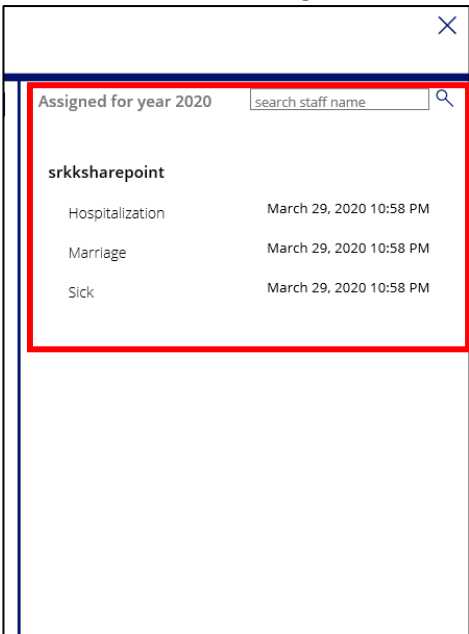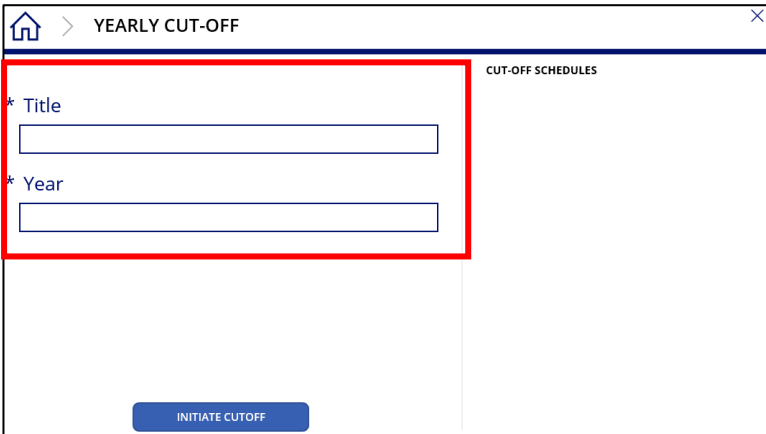
No.	Requirements	Test Results	Remarks
	Update Department Select a **Leave Name** in the list. On the right pane, modify in the available field to update. **Balance Settings** **MANAGE ASSIGNED LEAVES** The page displays a list of all employees and the leave assigned to them. It is also a setting to update an individual's assigned leave information. **Update Leave Assignment** Under the staff name, select a **Leave Type** to update. Then, on the right panel, modify the available fields. 	☐Pass ☐Fail **Feedback:** ☐Pass ☐Fail **Feedback:** ☐Pass ☐Fail **Feedback:**	

Available fields to update:

i. **BALANCE:** Displays the balance days of the selected leave.

ii. **TAKEN:** Displays the number of leave days taken.

iii. **CARRY FORWARD:** Displays the carry forward amount.

iv. **YEAR:** Displays the year of the assigned leave.

v. **ENTITLEMENT:** Displays the entitled amount of leave days according to Job Level.

vi. **SPECIFY APPROVER:** Toggle button to denote if the user may specify their approver for the selected **Leave Type**.

vii. **ACTIVE:** Toggle button to denote if the **Leave Type** is still actively used (based on Year).

viii. **Allow past date:** Toggle button to allow past date booking.

ix. **Expiry date:** Displays the expiry date of the assigned **Leave Type**.

x. **Hour:** Displays the time of expiry.

xi. **Minute:** Displays the minutes of expiry.

xii. **Expiry details:** Displays the short summary of the expiry details according to the expiry settings.

Delete Leave Assignment

Select a **Leave Type** in the list and click **Delete**. A **Confirm Delete** button will appear.

Test Results

☐ **Pass**   ☐ **Fail**

Feedback:

No.	Requirements	Test Results	Remarks

ASSIGN LEAVES (MULTI USER & LEAVE TYPES)

This page is to assign multiple **Leave Types** to multiple users. Once assigned, the leave assignments will appear in the right panel as well as in the '**Managed Assigned Leaves**' screen.

☐ **Pass** ☐ **Fail**

Feedback:

Features

Year

Displays the current year by default. The left and right icons denote to view the previous or next year's assignment.

☐ **Pass** ☐ **Fail**

Feedback:

Exp. Date

Denotes expiry date of the **Leave Assignments**.

☐ **Pass** ☐ **Fail**

Feedback:

Title

Auto-generated by the system. It denotes the Leave Assignment time of assigning and the year.

☐ **Pass** ☐ **Fail**

Feedback:

No.	Requirements	Test Results	Remarks
	## Leave Types A list of all active **Leave Types**. Multiple selection is allowed. ## Staff list List of all staff in an organization. Multiple selection is allowed. 	☐ Pass ☐ Fail **Feedback:** ☐ Pass ☐ Fail **Feedback:**	

No.	Requirements	Test Results	Remarks
	Assigned for Year list Displays a list of the staff name and all assigned leaves under the user. The date of assignment is also displayed. 	☐ **Pass** ☐ **Fail** **Feedback:**	
	INITIATE CUT-OFF **Cut-Off** is a setting once in a year, typically after assigning the **Leave Assignments** for the next year. When cut-off is initiated, the current year's **Annual** leave balance will be calculated to carry forward according to the entitlement. The right panel will display the **Cut-Off Schedule**. 	☐ **Pass** ☐ **Fail** **Feedback:**	

Acceptance

In witness thereof, the parties, in signing this acceptance, have agreed to the approach and design detailed out in the document.

ALLO Representatives		SRKK Representatives	
Name:		Name:	
Title:		Title:	
Date:		Date:	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	
Signature:		Signature:	

Acceptance