





USER ACCEPTANCE TEST

ALLO PowerApps Application - eLeave

31st March 2020







Table of Contents

Introduction	3
Scope and Objectives	4
Objectives	4
Test Objectives	4
Test Cases (User Leave Application)	5
Access to PowerApps	5
Access Office 365 and Navigate to PowerApps	5
Acquire the Mobile App	6
User Dashboard	8
Features	9
Balance	12
Features	13
Submit New Leave Application	14
Features	16
Manager & CEO Dashboard	19
Features	20
Approval Process for Manager & CEO	23
Approve through Email	23
Approve from eLeave App	30
Cancellation Process	34
eLeave Process Flow	36
Test Cases (HR Leave Management)	37
Accessing HR Leave Management App	37
HR Leave Management App	38
General Config	38
Master Lists	40
Balance Settings	49
Acceptance	54





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.



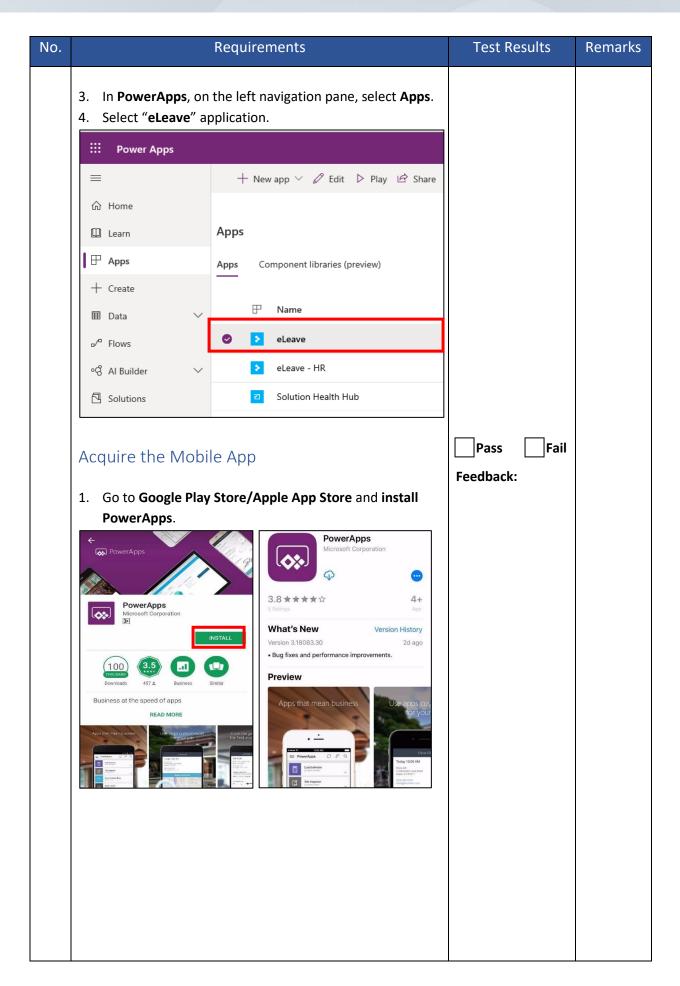


Test Cases (User Leave Application)

No.	Requirements	Test Results	Remarks
1.	Access to PowerApps		
	Access Office 365 and Navigate to PowerApps	Pass Fail Feedback:	
	Log in to your Allo Office account: https://portal.office.com .	reeuback.	
	Microsoft		
	Sign in		
	Email, phone, or Skype		
	No account? Create one!		
	Can't access your account?		
	Sign-in options		
	Next		
	2. Once logged in, select the PowerApps icon. Good morning		
	Start new Outlook OneDrive Word Excel PowerPoint		
	OneNote SharePoint Teams Yammer Jonamics Power 365 Automate		
	Admin Power Apps All apps		

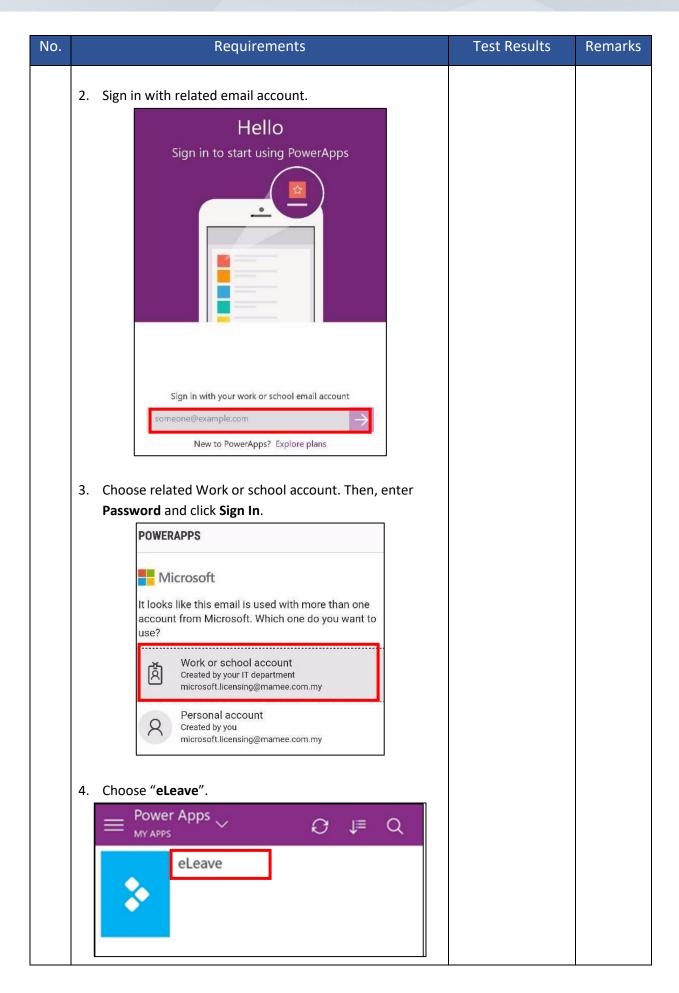






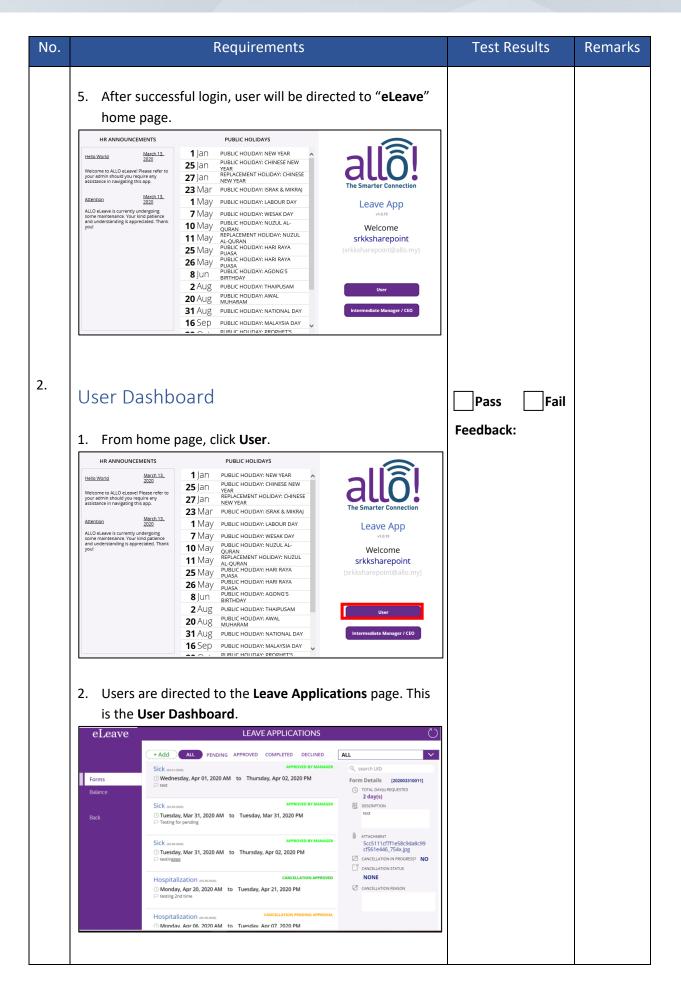
















No.	Requirements	Test Results	Remarks
	 Dashboard denotes status progress of submitted Leave Applications. Select the tabs to view different status of applications. 		
	+ Add ALL PENDING APPROVED COMPLETED DECLINED		
	Features +Add Button to add new Leave Application. It will re-direct to New Application screen.	Pass Fail Feedback:	
	+ Add ALL PENDING APPL		
	All Displays all submitted Leave Applications.	Pass Fail	
	+ 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.	Pass Fail	
	+ Add ALL PENDING APPROVED COMPLETED DECLINED HOSpitalization (03-30-2020) Monday, Apr 06, 2020 AM to Tuesday, Apr 07, 2020 PM □ testinggg	recuback.	





Requirements	Test Results	Remarks
Approved Displays all Leave Applications with the 'Approved by Manager' status.	Pass Fail	
+ 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) © Tuesday, Mar 31, 2020 AM to Tuesday, Mar 31, 2020 PM ☐ Testing for pending		
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.	Pass Fail Feedback:	
+ 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) Monday, Mar 16, 2020 AM to Monday, Mar 16, 2020 PM testinggg		
Declined Displays all Leave Applications with the 'Declined status. + Add	Pass Fail	
Sick (03-30-2020) Sick (103-30-2020) Tuesday, Mar 31, 2020 AM to Thursday, Apr 02, 2020 PM testingggg		
Annual (03-11-2020) © Tuesday, Mar 24, 2020 AM to Tuesday, Mar 24, 2020 PM □ i want to cuti stop rejecting		





ο.	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	
	+ Add ALL PENDING APPROVED COMPLETED DECLINED Sick (03-31-2020) Wednesday, Apr 01, 2020 AM to Thursday, Apr 02, 2020 PM		
	Sick (03-30-2020) Sick (703-30-2020) Tuesday, Mar 31, 2020 AM to Tuesday, Mar 31, 2020 PM Testing for pending		
	Leave Type dropdown menu Filters the list further according to selected Leave Type .	Pass Fail Feedback:	
	LEAVE APPLICATIONS APPROVED COMPLETED DECLINED APPROVED BY MANAGER to Thursday, Apr 02, 2020 PM Form Details [202003310011]		
	Form Details Displays information on the selected Leave Application.	Pass Fail	
	Q search UID		
	Form Details [202003301035] O TOTAL DAY(s) REQUESTED 3 day(s) DESCRIPTION testingggg		
	€3 CANCELLATION REASON		
	CANCEL FORM		





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	
	CANCEL FORM		
	LEAVE CANCELLATION CONFIRMATION		
	You are about to cancel this 2 day(s) Hospitalization leave for 6 April 2020 AM to 7 April 2020 PM .		
	Cancellation reason		
	*reason is required		
	CONFIRM		
3.	Balance	Pass Fail	
	1. From dashboard, click Balance on left navigation menu. eLeave LEAVE APPLIC	Feedback:	
	+ Add ALL PENDING APPROVED COMPLETED		
	Sick (03-31-2020)		
	Forms © Wednesday, Apr 01, 2020 AM to Thursday, Apr 02, 2 Lest Balance		
	Sick (03-30-2020)		
	Back © Tuesday, Mar 31, 2020 AM to Tuesday, Mar 31, 2020 □ Testing for pending		
	2. User will be re-directed to the Leave Balance screen. It displays the remaining balance the user has for each		
	Leave Type assigned.		
	eLeave LEAVE BALANCE		
	Hospitalization Sick Marriage Annual Leave		
	60 days 19 days 0 day 20 days		
	Back available available available available		
]	





Features Leave Balance Displays details of the Leave Type name, balance and if it is active for use. LEAVE BALANCE Hospitalization Balance 60 days available Year Filter the list by clicking '-' for the previous year or '+' for the next year. LEAVE BALANCE Details pane Displays any additional information on the selected Leave Type. *Note: Description can be added through the 'Leave Name' list in SharePoint by HR. LEAVE BALANCE Pass Feedback Pass Feedback Leave Pass Feedback Annual Leave Annual Leave Annual Leave Annual Leave Annual Leave Annual Leave Pass Feedback Annual Leave Pass Feedback Annual Annual Leave Annual Leave Annual Leave		Remarks
Year Filter the list by clicking '-' for the previous year or '+' for the next year. LEAVE BALANCE Details pane Displays any additional information on the selected Leave Type. *Note: Description can be added through the 'Leave Name' list in SharePoint by HR. LEAVE BALANCE LEAVE BALANCE Pass Feedback Pass Feedback LEAVE BALANCE LEAVE BALANCE LEAVE BALANCE LEAVE BALANCE LEAVE BALANCE	Fail k:	
Year Filter the list by clicking '-' for the previous year or '+' for the next year. LEAVE BALANCE Details pane Displays any additional information on the selected Leave Type. *Note: Description can be added through the 'Leave Name' list in SharePoint by HR. LEAVE BALANCE Pass Feedback Pass Feedback LEAVE BALANCE Pass Feedback LEAVE BALANCE Pass Feedback		
Year Filter the list by clicking '-' for the previous year or '+' for the next year. LEAVE BALANCE Details pane Displays any additional information on the selected Leave Type. *Note: Description can be added through the 'Leave Name' list in SharePoint by HR. LEAVE BALANCE Pass Feedback Pass Feedback Pass Feedback		
Year Filter the list by clicking '-' for the previous year or '+' for the next year. LEAVE BALANCE Details pane Displays any additional information on the selected Leave Type. *Note: Description can be added through the 'Leave Name' list in SharePoint by HR. LEAVE BALANCE Pass Feedback Pass Feedback Leave Pass Feedback		
Year Filter the list by clicking '-' for the previous year or '+' for the next year. LEAVE BALANCE Details pane Displays any additional information on the selected Leave Type. *Note: Description can be added through the 'Leave Name' list in SharePoint by HR. LEAVE BALANCE		
Year Filter the list by clicking '-' for the previous year or '+' for the next year. LEAVE BALANCE Details pane Displays any additional information on the selected Leave Type. *Note: Description can be added through the 'Leave Name' list in SharePoint by HR. LEAVE BALANCE Pass Feedback Pass Feedback Feedback Pass Feedback		
Filter the list by clicking '-' for the previous year or '+' for the next year. LEAVE BALANCE		
Filter the list by clicking '-' for the previous year or '+' for the next year. Feedback Feedback Details pane Displays any additional information on the selected Leave Type. *Note: Description can be added through the 'Leave Name' list in SharePoint by HR. LEAVE BALANCE Details pane Leave Pass Feedback Pass Feedback		
Filter the list by clicking '-' for the previous year or '+' for the next year. LEAVE BALANCE		
list in SharePoint by HR. LEAVE BALANCE - 2020 + Annual	Fail	
LEAVE BALANCE - 2020 + Annual		
- 2020 + Annual		
O O O O		
Hospitalization Sick Marriage Annual		
Annual leave (also known as holide) and pays also sen employee to be pad while		
60 days 19 days Oday 20 days		
leave consection the available available available National imployment Standards.		
Awards, energrise agreements and other registered agreement can't offer less than the Wational Employment Standards but they can give more annual leave.		

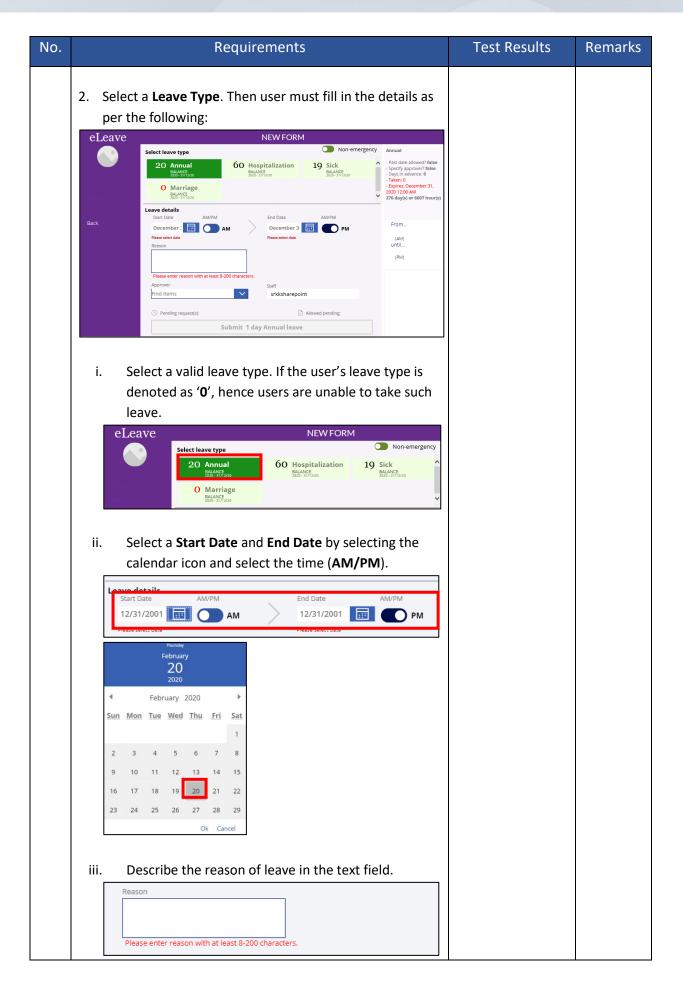




No.	Requirements	Test Results	Remarks
	Leave Type Information By selecting the Leave Type box, a pop-up will appear. It displays all submitted Leave Application of the Leave Type. Annual leave Leave Applications i. Leave Applications: Displays all Leave Applications made by user in the current year. 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. LEAVE APPLICATIONS LEAVE APPLICATIONS LEAVE APPLICATIONS APPROVED BY MANAGER Wednesday, Apr 01, 2020 AM to Thursday, Apr 02, 2020 PM Lest Sick and and an approved by MANAGER Total Long Requisito 2 days(s) Lesting for pressing Tuesday, Mar 31, 2020 AM to Thursday, Apr 02, 2020 PM Testing for pressing Tuesday, Mar 31, 2020 AM to Thursday, Apr 02, 2020 PM Testing for pressing Tuesday, Mar 31, 2020 AM to Thursday, Apr 02, 2020 PM Testing for pressing Monday, Apr 20, 2020 AM to Tuesday, Apr 21, 2020 PM Testing for the submit Cancellation approved to Monday, Apr 20, 2020 AM to Tuesday, Apr 21, 2020 PM Testing for the submit Cancellation approved to Monday, Apr 20, 2020 AM to Tuesday, Apr 21, 2020 PM Testing for the submit Cancellation approved to Monday, Apr 20, 2020 AM to Tuesday, Apr 21, 2020 PM Testing for the submit Cancellation approved to Monday, Apr 20, 2020 AM to Tuesday, Apr 21, 2020 PM Testing for the submit Cancellation approved. CANCELLATION PRINCIPAL APPROVED CANCELLATION PRINCIPAL A	Pass Fail Feedback:	











No.	Requirements	Test Results	Remarks
	iv. The approver is the user's manager, and will be set by the system. Approver 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): 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	Pass Fail Feedback:	
	20 Annual BALANCE 2020-31/12/20 O Marriage BALANCE 2020-31/12/20 Start Date and End Date	Pass Fail	
	Calendar type field. Select a valid date to apply for leave. Calendar type field. Select a valid date to apply field. S	Feedback:	
	February 200 4 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		





lo.	Requirements	Test Results	Remarks
	AM/PM Toggle button to denote period of leave in terms of time. Leave details Start Date 12/31/2001 Please select date AM/PM 12/31/2001 Please select date Please select date	Pass Fail Feedback:	
	Reason A text field to input description of leave. It has a limit of 8-200 characters.	Pass Fail Feedback:	
	Please enter reason with at least 8-200 characters.		
	Attachment This field is only applicable for Sick Leave and is mandatory. The maximum file size limit is 10MB.	Pass Fail	
	Attachment (1 file with max size of 10mb) There is nothing attached. Attach file		
	Approver The approver is the user's manager and is set by the system.	Pass Fail Feedback:	
	super srkk		
	Pending requests A list of any pending application on the chosen leave type. Pending request(s):	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.	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	Pass Fail Feedback:	
	- Total taken: 0 - Expires: 12/31/2020 12:00 AM 311 day(s) or 7449 hour(s) until expiration. 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	Pass Fail Feedback:	
	Monday Feb 24, 2020 (PM)		

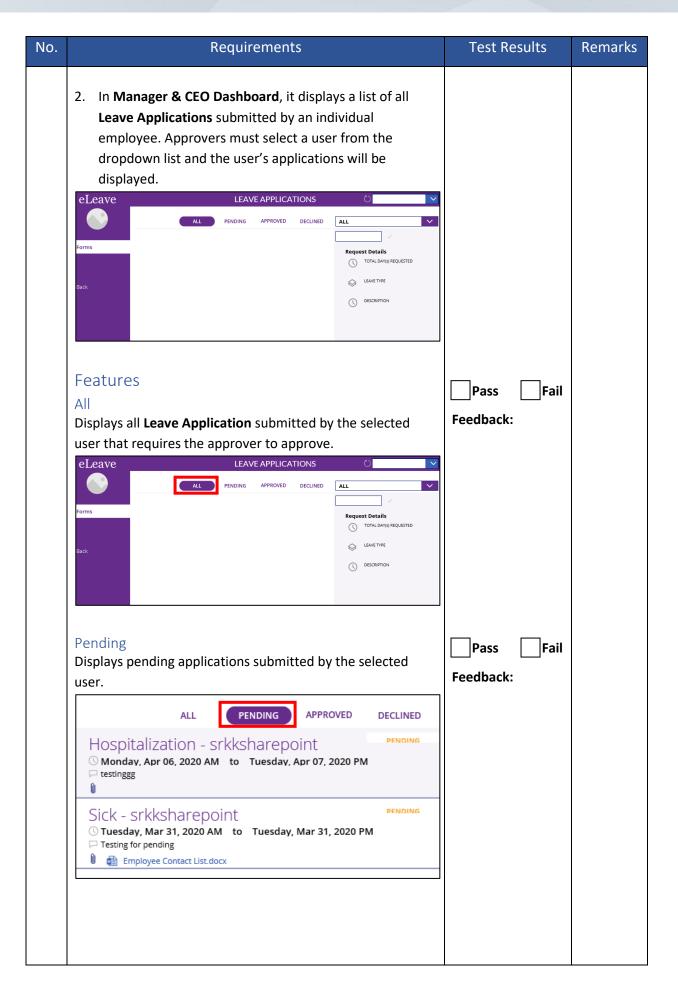




No.	Requirements	Test Results	Remarks
5.	Warning message Messages in red will display if: i. Users do not have enough balance to apply for such leave ii. The type of leave requires a one-day prior application iii. Users have reached the maximum pending leave days for the leave type iv. Users book past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











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:	
ALL PENDING APPROVED DECLINED Annual - srkksharepoint Monday, Mar 16, 2020 AM to Monday, Mar 16, 2020 PM testinggg testinggg		
Sick - Srkksharepoint © Tuesday, Mar 31, 2020 AM to Thursday, Apr 02, 2020 PM testingggg SRKKlogo_transparent-1.png		
Declined Displays applications that have been declined by the approver.	Pass Fail Feedback:	
ALL PENDING APPROVED DECLINED Annual - srkksharepoint Tuesday, Mar 24, 2020 AM to Tuesday, Mar 24, 2020 PM testingggg 2 Testingggg 2		
Annual - srkksharepoint © Thursday, Mar 26, 2020 AM to Thursday, Mar 26, 2020 PM = testing again		
Leave Type dropdown menu Displays a list of Leave Types to further filter the list.	Pass Fail Feedback:	
ALL ALL Annual Sick Maternity Replacement (working on re Replacement (Public holiday Emergency Marriage Non-Paid Pilgrimage		





No.	Requirements	Test Results	Remarks
	Staff dropdown menu Displays a list of staff under the manager or CEO.	Pass Fail	
	LEAVE APPLICATIONS srkksharepoint	Feedback:	
	ALL PENDING APPROVED DECLINED ALL		
	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:	
	ALL		
	✓ 202003301254		
	Request Details TOTAL DAY(s) REQUESTED 2 day(s) LEAVE TYPE Hospitalization		
	DESCRIPTION testinggg		
	Approve/Reject Buttons Approvers may Approve or Reject the selected application. APPROVE REJECT	Pass Fail Feedback:	

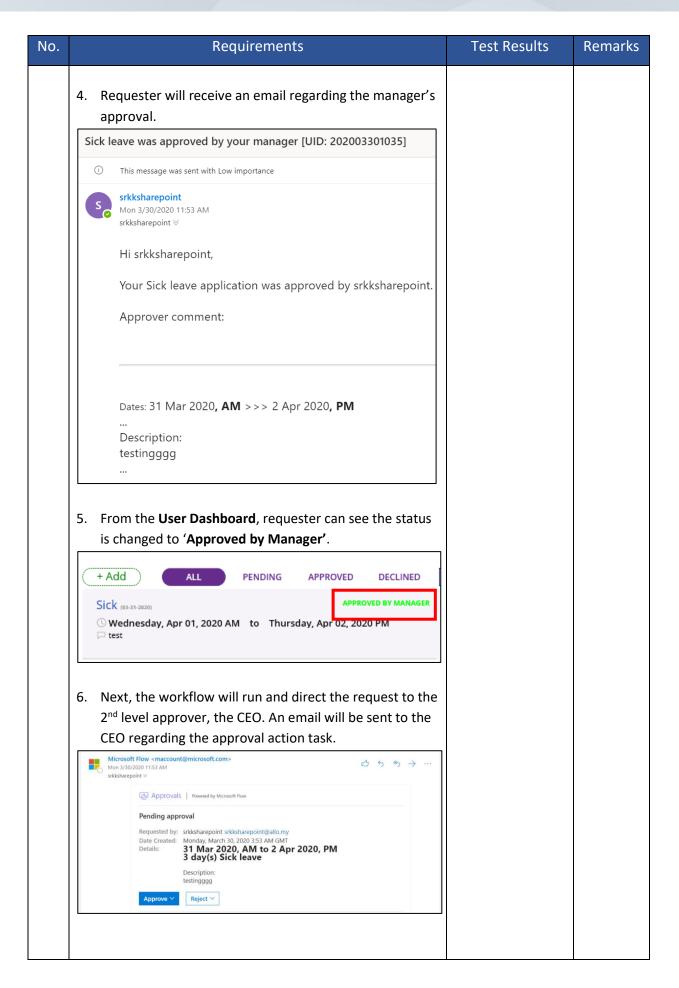




•	Requirements		Test Results	Remarks
	Approval Process for Manager & CEO)		
	Approve through Email			
	Scenario 1: Manager and CEO approve of request		Pass Fail Feedback:	
	 When users submit their Leave Application, an e notification will be sent to the manager (1st level approval). 	mail		
	srkksharepoint Sick leave request - Manager Approval			
	Microsoft Flow <maccount@microsoft.com> Mon 3/30/2020 10:41 AM stkksharepoint ∀</maccount@microsoft.com>	% → …		
	Approvals Powered by Microsoft Flow			
	Pending approval			
	Requested by: srkksharepoint srkksharepoint@allo.my Date Created: Monday, March 30, 2020 2-41 AM GMT Details: 31 Mar 2020, AM to 2 Apr 2020, PM 3 day(s) Sick leave			
	Description: testingggg			
	Approve V Reject V			
	Get the Flow app to receive push notifications and grant approvals from anywhere. Learn more			
	This message was created by an automated worldlow in Microsoft Flow. Do not reply, Microsoft Corporation 2020.			
	2. Manager will click Approve .			
	Pending approval			
	Requested by: srkksharepoint srkksharepoint@allo.my Date Created: Monday, March 30, 2020 7:48 AM GMT			
	Details: 31 Mar 2020, AM to 2 Apr 202 3 day(s) Sick leave	0, PM		
	Description:			
	testingggg			
	Approve ✓ Reject ✓			
	3. When either is selected, an additional text field, I	-		
	will be displayed. Click the Submit button once co	onfirm		
	with the approval.			
	Approve ↑ Reject ∨			
	Reason (optional)			
		A		
	Submit			
				1

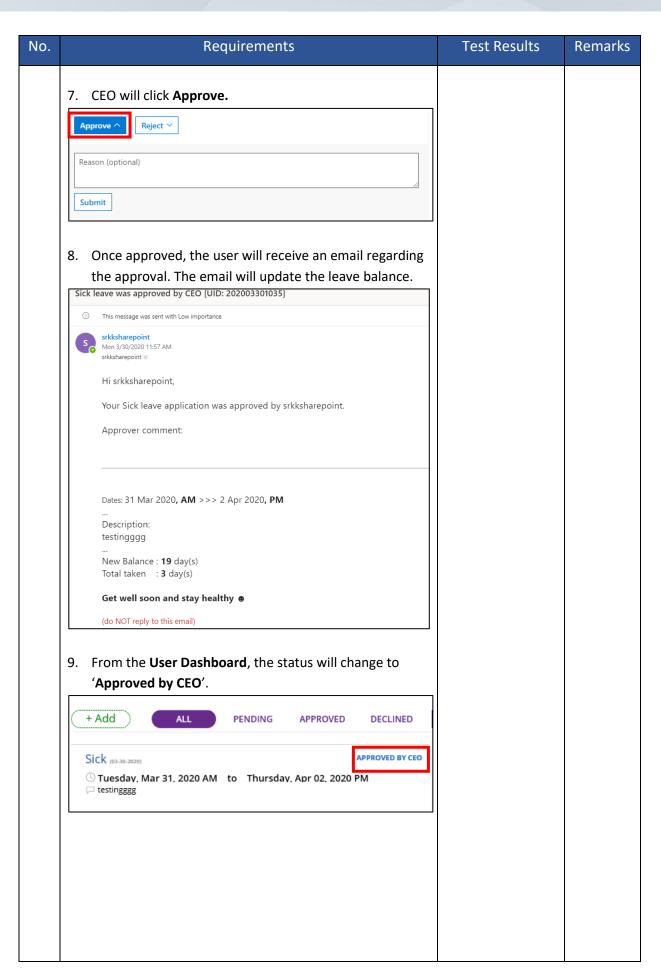






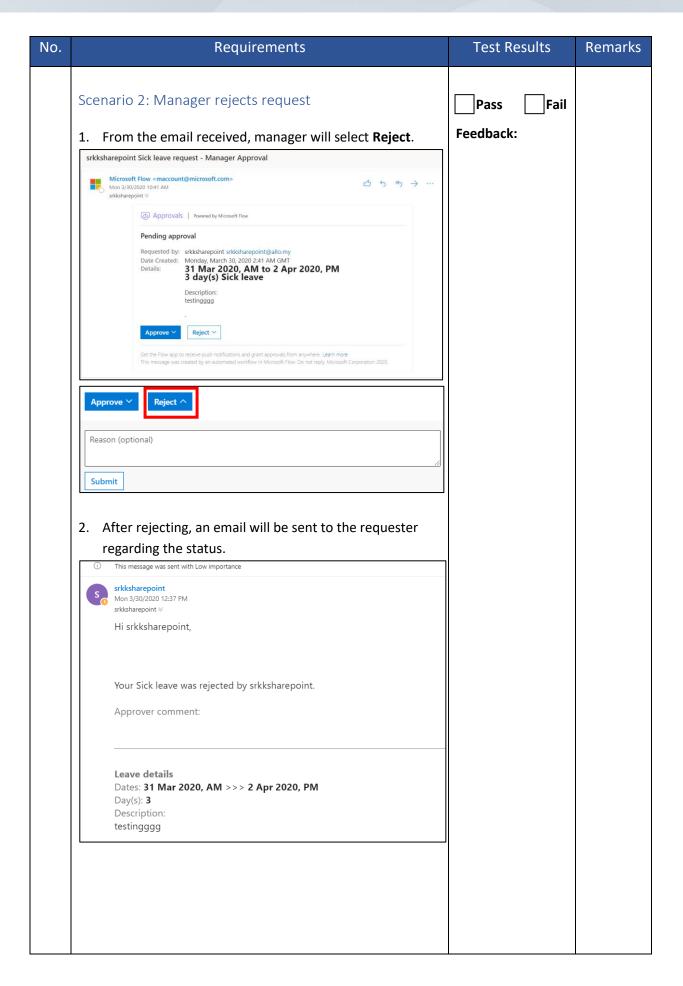












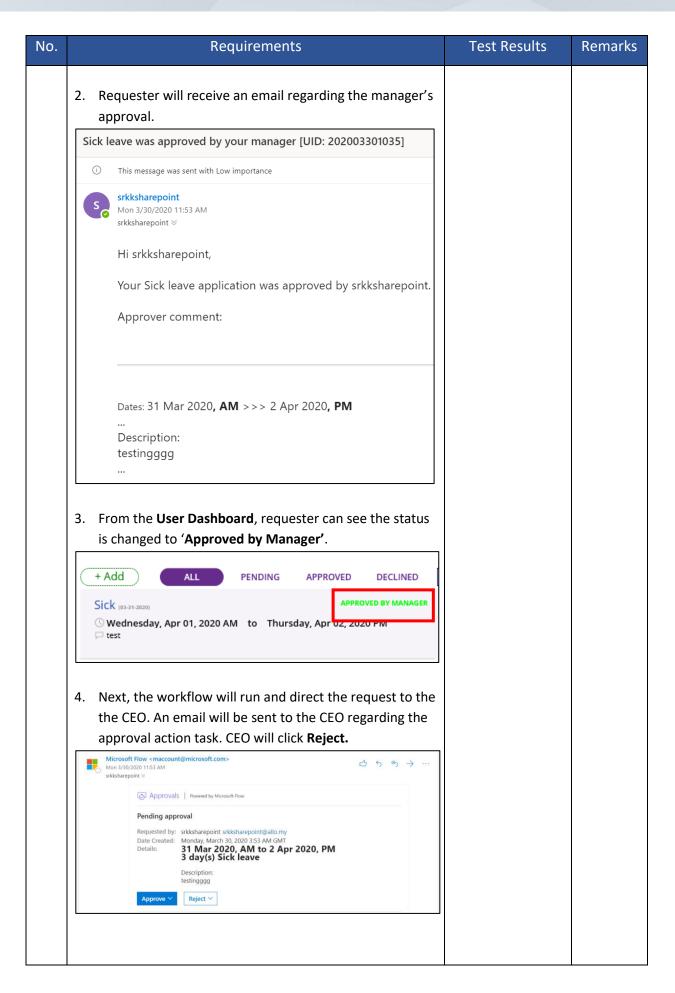




3. From the User Dashboard , the status will be changed from ' Pending' to ' Declined' .	
+ Add ALL PENDING APPROVED DECLINED INIOITION, API 00, 2020 AIVI to Tuesday, API 07, 2020 FINI testinggg	
Sick (03-30-2020) © Tuesday, Mar 31, 2020 AM to Thursday, Apr 02, 2020 PM testingggg	
Scenario 3: Manager Approve, CEO Rejects Pass Fail Feedback: 1. From the email received, manager will select Approve.	
srkksharepoint Sick leave request - Manager Approval	
Microsoft Flow <maccount@microsoft.com> Mon 3/30/2020 10:41 AM srkksharepoint ∀</maccount@microsoft.com>	
Approvals Powered by Microsoft Flow	
Pending approval	
Requested by: srkksharepoint(srkksharepoint@allo.my Date Created: Monday, March 30, 2020 2:41 AM GMT Details: 31 Mar 2020, AM to 2 Apr 2020, PM	
3 day(s) Sick leave Description:	
testingggg	
Approve ∨ Reject ∨	
Get the Flow app to receive push notifications and grant approvals from anywhere. Learn more This message was created by an automated workflow in Microsoft Flow. Do not reply, Microsoft Corporation 2020.	
Approve ^ Reject ∨	
Reason (optional)	
Submit	

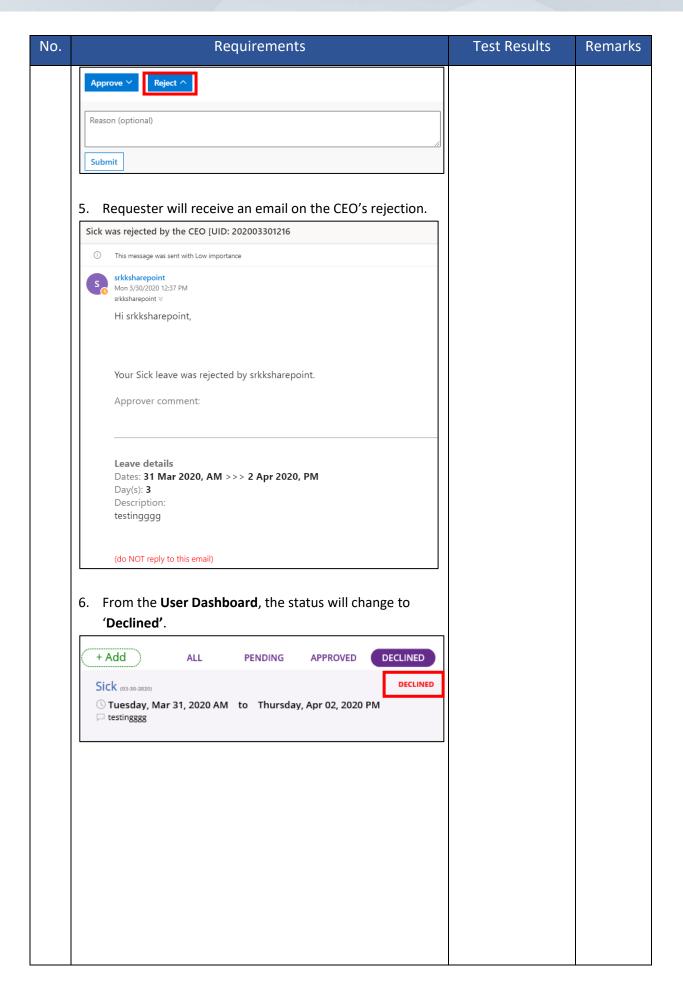






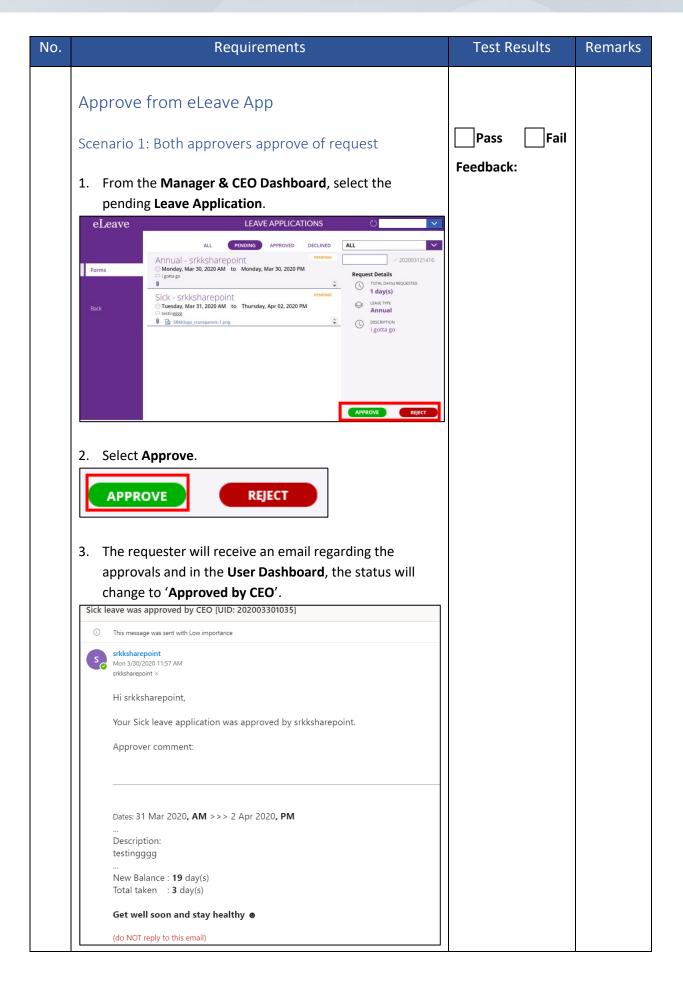






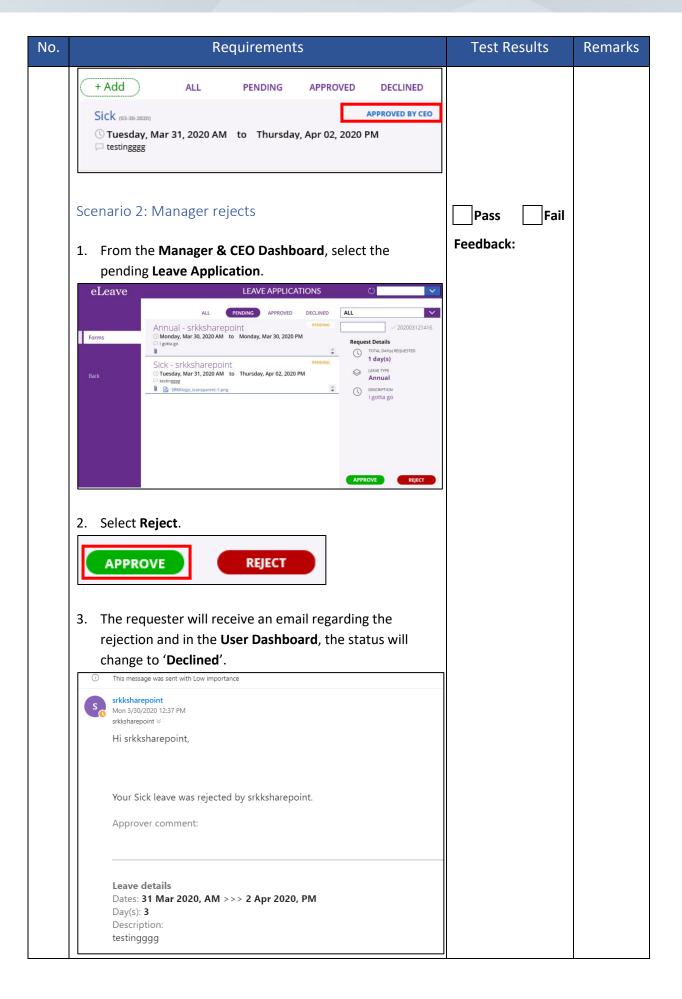






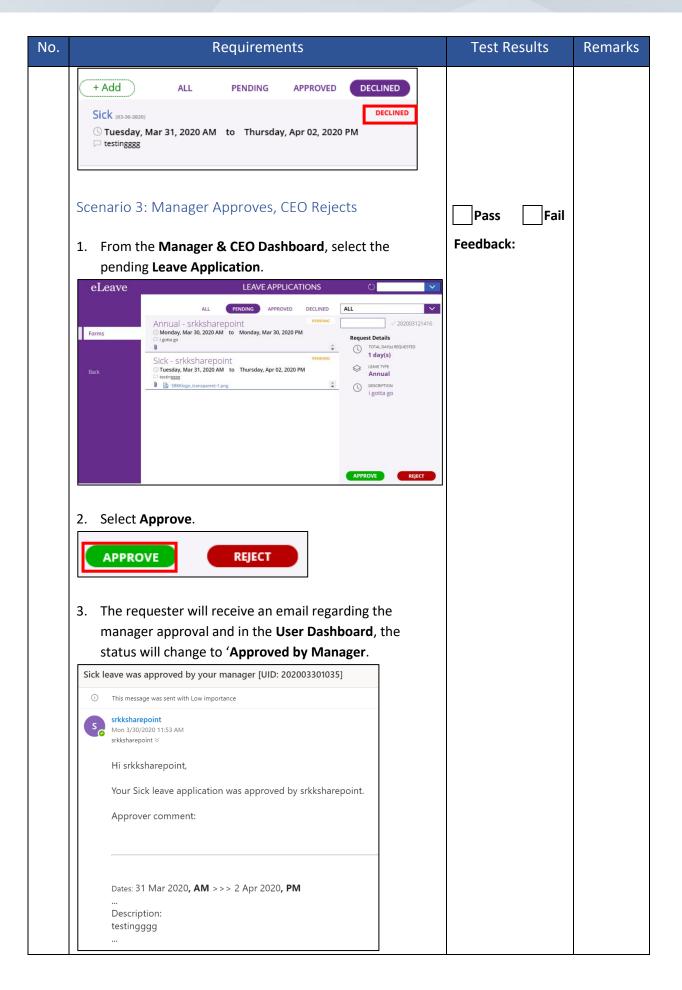






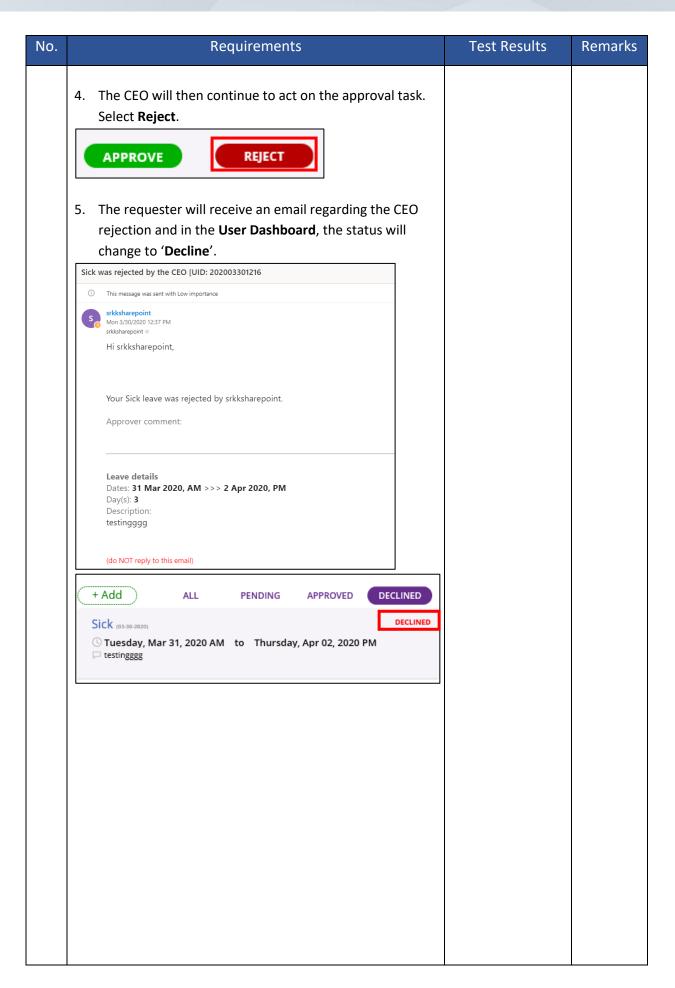






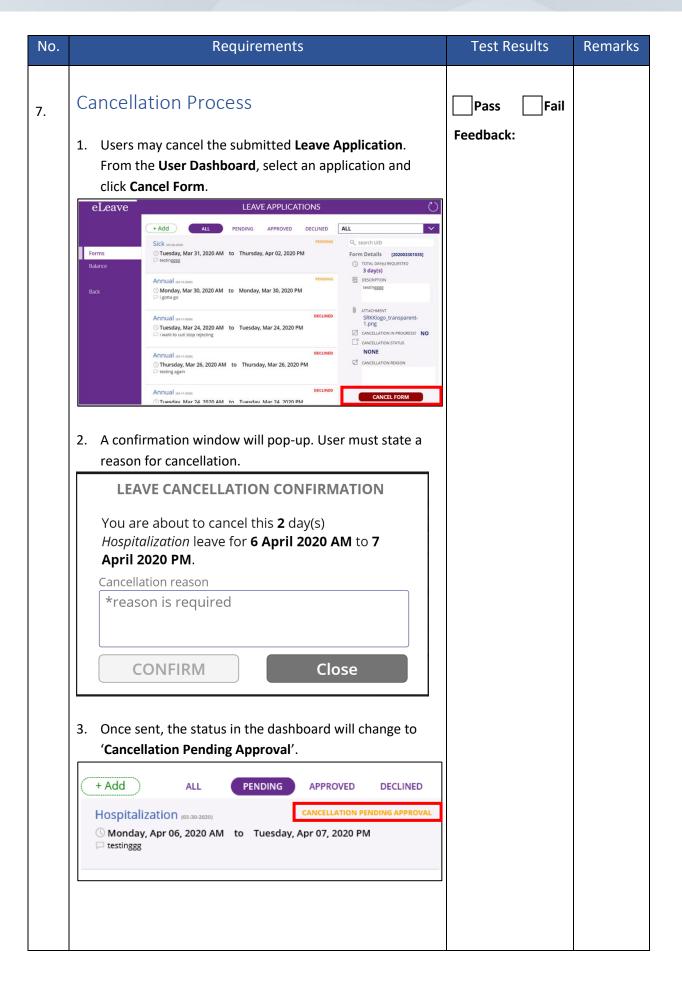






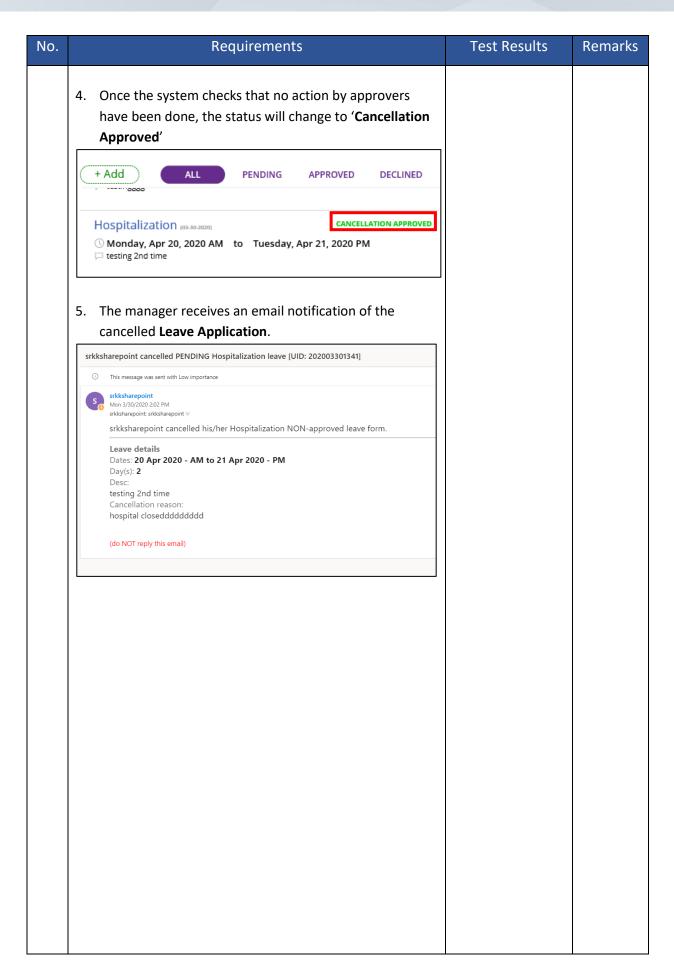








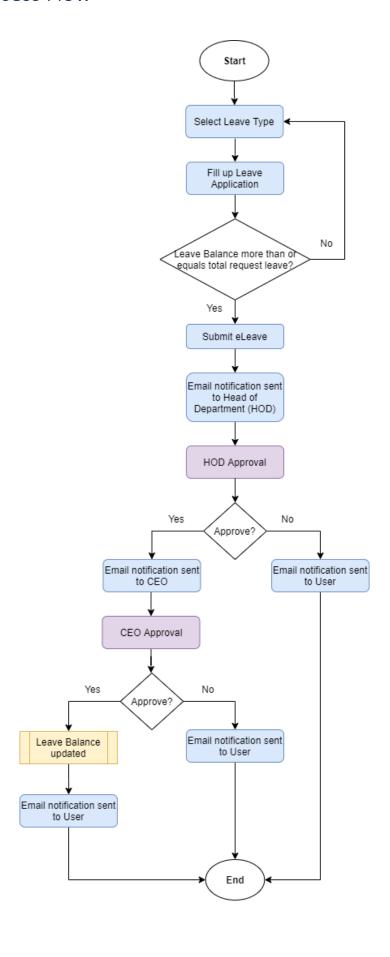








eLeave Process Flow







Test Cases (HR Leave Management)

No.	Requirements	Test Results	Remarks
1.	Accessing HR Leave Management App	Pass Fail	
	1. Log in to your Allo Office account: https://portal.office.com .	Feedback:	
	Microsoft		
	Sign in		
	Email, phone, or Skype		
	No account? Create one!		
	Can't access your account? Sign-in options		
	Next		
	Once logged in, select the PowerApps icon.		
	Good morning Install Office V		
	+ • • • •		
	Start new Outlook OneDrive Word Excel PowerPoint		
	OneNote SharePoint Teams Yammer Joynamics Power Automate		
	Admin Power Apps All apps		
	, carrier type		
	 In PowerApps, on the left navigation pane, select Apps. Select "eLeave - HR" application. 		
	₩ Power Apps		
	= + New app ∨ Ø Edit ▷ Play ₺ Share		
	வ Home		
	☐ Learn Apps		
	→ Create Apps Component libraries (preview)		
	⊞ Data		
	_b ∕a Flows ≥ eLeave		
	∘ଓ Al Builder ∨ ତ ▶ eLeave - HR		





).	Requirements	Test Results	Remarks
	HR Leave Management App	Pass Fail	
	The Leave Management App		
	1. The home screen is displayed. The HR Leave Management	Feedback:	
	app only has one main page. It displays all the settings for		
	HR Admin to configure.		
	HR Leave Management App		
	General Config Master lists		
	GENERAL CONFIGURATION MANAGE USERS MANAGE DATA SOURCE Open eLeave SITE CONTENTS MANAGE LEAVE TYPES MANAGE DEPARTMENTS		
	Open eLeave SITE CONTENTS MANAGE LEAVE TYPES MANAGE DEPARTMENTS MANAGE DEPARTMENTS		
	(MANAGE HOLIDAYS		
	Balance Settings		
	MANAGE ASSIGNED LEAVES)◎		
	ASSIGN LEAVE (MULTI USER & LEAVE TYPES) INITIATE CUT-OFF		
	INTINATE COT-OFF		
	General Config		
	GENERAL CONFIGURATION	Pass Fail	
	To update general configuration or settings of the overall	Feedback:	
	eLeave application.		
	Configuration ConfigV1 First approval Level 2 approval Level 2 Approval		
	YES YES		
	* BGColor Initial Approver Level 2 Approvers #652CBB Srkksharepoint Rodzi Ahmad		
	Limit Leave Days Limit pending leave days Standby approver (in case the approver is NA) NO NO Shahnun Affandy Idrus		
	Max leave days users can use per leave types Max pending leave days for each leave types Apply this change to all assigned leaves types?		
	YES		
	SAVE Cancel		





lo.		Requirements	Test Results	Remarks
	In Ger	neral 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.		
	٧.	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.		
			Pass Fail	
	Open	eLeave SITE CONTENTS		
		utton will re-direct to a SharePoint site, where all the	Feedback:	
		er Lists for eLeave is stored.		
	Link:			
		//allotech.sharepoint.com/sites/Apps/eleave/ layouts/15		
		lsts.aspx?view=14		
		Open eLeave SITE CONTENTS		





		Requirements			Test Results	Remark
	allo! eLeave		★ Followin	g <i>i</i> 술 Share		
	The Smarter Connection + New >	A Site was A Site was different	⇔ cia	Demode him (264)		
	→ Idem ◇	Site usage Site workflows	Site settings III	Recycle bin (264)		
	Contents Subsites					
	Name	Туре	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		
		् Search nan		lî +		
	'Ammar Syahmi bin Abdul I Executive, Customer Support & Relation Managen		 ↓ O B LEVEL ↓ JOIN DOIN 2017, 	① Jan 06 〈ሷ		
	Abdul Haniff bin Hasnan Junior Executive (Operation) for Network depart		 	0		
	Abdul Muizz bin Abd Ghani					
	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir	in department ·im	○ JOIN 2018,	Feb 07 🔌		
	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm Ahmad bin Awang Kechik	in department 'ilm ent	○ JOIN 2018, □ JOIN 2020, □ JOIN 2020, □ JOIN 2020, □ LOB NE4	Feb 07 👌 🕠 Feb 01 🖏		
	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm	in department 'ilm ent	○ DINE 2018, ○ 10 B E1 ○ 10 B E1 ○ 10 B E2 ○ 10 B EVEL ○ 10 B EVEL ○ 10 B E2	Feb 07 🕁		
	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm Ahmad bin Awang Kechik Despatch/Driver for Business Support departm	in department im ent	□ DIN 2018, □ LOVE EVE E1 □ DIN 2020, □ LOVE EVE UNE UNE UNE UNE UNE UNE UNE UNE UNE UN	Feb 07 🖄		
	Abdul Muizz bin Ab Senior Accounting Executive for Fir Addy Rizaidi bin An Head of Finance for Finance & Ad Ahmad bin Awang Despatch/Driver for Business Sup	nat Tosir Imin departm Kechik Iport departm	nance & Admin department nat Tosirim Imin department Kechik port department	Nate Tosirim □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Name & Admin department ○ ION	The transfer of the transfer o
	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm Ahmad bin Awang Kechik Despatch/Driver for Business Support departm Ahmad Nadzri bin Hamzah Chief Financia Officer for Finance & Admin dep Amalina binti Mohd Najib Manager Business Strategy for Commercial, Pre	in department im ent ent continuent continuent continuent continuent duct & Marketing department	□ DINE 2018, □ LOVE E1 □ DINE 2020, □ LOVE EVE NE4 □ DINE 2003, □ LOVE E2 □ DATE 2000, □ LOVE E2 □ DATE 2000, □ LOVE E3 □ DATE 2019,	Feb 07	Pass Fail	
٠	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm Ahmad bin Awang Kechik Despatch/Driver for Business Support departm Ahmad Nadzri bin Hamzah Chief Financial Officer for Finance & Admin dep Amalina binti Mohd Najib Manager Business Strategy for Commercial, Pro	in department rim ent pent partment partment adduct & Marketing department add new user. The p	□ DINE 2018, □ LOVE E1 □ DINE 2020, □ LOVE EVE NE4 □ DINE 2003, □ LOVE E2 □ DATE 2000, □ LOVE E2 □ DATE 2000, □ LOVE E3 □ DATE 2019,	Feb 07	Pass Fail	
•	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm Ahmad bin Awang Kechik Despatch/Driver for Business Support departm Ahmad Nadzri bin Hamzah Chief Financia Officer for Finance & Admin dep Amalina binti Mohd Najib Manager Business Strategy for Commercial, Pre	in department rim ent pent partment partment adduct & Marketing department add new user. The p	□ DINE 2018, □ LOVE E1 □ DINE 2020, □ LOVE EVE NE4 □ DINE 2003, □ LOVE E2 □ DATE 2000, □ LOVE E2 □ DATE 2000, □ LOVE E3 □ DATE 2019,	Feb 07		
•	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm Ahmad bin Awang Kechik Despatch/Driver for Business Support departm Ahmad Nadzri bin Hamzah Chief Financial Officer for Finance & Admin dep Amalina binti Mohd Najib Manager Business Strategy for Commercial, Pre	in department rim ent heart boartment boduct & Marketing department bo add new user. The paser page.	© DINE 2018, © LOVE E1 © DINE 2020, © LOVE NEA © DINE 2003, © LOVE E2 © DINE 2000, © LOVE E2 © DINE 2000, © LOVE E3 © DINE 2000, © LOVE E3 © DINE 2019,	Feb 07		
•	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm Ahmad bin Awang Kechik Despatch/Driver for Business Support departm Ahmad Nadzri bin Hamzah Chief Financial Officer for Finance & Admin dep Amalina binti Mohd Najib Manager Business Strategy for Commercial, Pro	in department rim ent heart boartment boduct & Marketing department bo add new user. The paser page.	Solution Solution	Feb 07		
٩	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm Ahmad bin Awang Kechik Despatch/Driver for Business Support departm Ahmad Nadzri bin Hamzah Chief Financial Officer for Finance & Admin dep Amalina binti Mohd Najib Manager Business Strategy for Commercial, Pre	in department rim ent heart boartment boduct & Marketing department bo add new user. The paser page.	Solution Solution	Feb 07		
•	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm Ahmad bin Awang Kechik Despatch/Driver for Business Support departm Ahmad Nadzri bin Hamzah Chief Financial Officer for Finance & Admin dep Amalina binti Mohd Najib Manager Business Strategy for Commercial, Pre	in department rim ent heart boartment boduct & Marketing department bo add new user. The paser page.	Solution Solution	Feb 07		
•	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm Ahmad bin Awang Kechik Despatch/Driver for Business Support departm Ahmad Nadzri bin Hamzah Chief Financial Officer for Finance & Admin dep Amalina binti Mohd Najib Manager Business Strategy for Commercial, Pre	in department rim ent heart boartment boduct & Marketing department bo add new user. The paser page.	Solution Solution	Feb 07		
٠	Abdul Muizz bin Abd Ghani Senior Accounting Executive for Finance & Admi Addy Rizaidi bin Amat Tosir Head of Finance for Finance & Admin departm Ahmad bin Awang Kechik Despatch/Driver for Business Support departm Ahmad Nadzri bin Hamzah Chief Financial Officer for Finance & Admin dep Amalina binti Mohd Najib Manager Business Strategy for Commercial, Pre	in department rim ent heart boartment boduct & Marketing department bo add new user. The paser page.	Solution Solution	Feb 07		





	Requirer	nents		Test Results	Remark
	JSER				
* Staff Find items			~		
Job level		* Start date			
		12/31/2001			
* Employment type	~	Job title	~		
Department		* Office location			
	V		~		
Remarks		* Gender			
			~		
	SAVE	Can	cel		
				Pass Fail	
User Info					
From the User Ac	counts nage clic	ck on the inform	nation icon to	Feedback:	
		ck on the inion	nation icon to		
view the employe					
The User Info pag			on as well as		
the assigned leave	e, balance and e	ntitiement.			
Q Search i	name	\bigcirc	1 ↑ +		
(
		O B E6	<u>()</u>		
et .			U		
	ent U	OIN 2017, Jan	06 🖒		
et perience Manageme	ent S	OIN			
	ent S	OIN 2017, Jan	06 🖒		
perience Manageme	ent	OIN 2017, Jan	06 🖒		
perience Manageme USER INFO Staff Ammar Syahmi Abdul Ma	ent	OIN 2017, Jan	06 🐧		
> USER INFO Staff Ammar Syahmi Abdul Ma JobLevel E6 EmploymentType	ijid Manjeet StartDate January 6, 2017 JobTitle	OIN 2017, Jan	06 🐧		
perience Manageme USER INFO Staff Ammar Syahmi Abdul Ma JobLevel E6	ent	OIN 2017, Jan	06 🐧		
Staff Ammar Syahmi Abdul Ma JobLevel E6 EmploymentType BAU (Full Time) Department Customer Experience	ijid Manjeet StartDate January 6, 2017 JobTitle Executive, Customer Support & Relation	OIN 2017, Jan	06 🐧		
perience Manageme USER INFO Staff Ammar Syahmi Abdul Ma JobLevel E6 EmploymentType BAU (Full Time) Department	gjid Manjeet StartDate January 6, 2017 JobTitle Executive, Customer Support & Relation	OIN 2017, Jan	06 🐧		
Department Customer Experience USER INFO Staff Ammar Syahmi Abdul Magoblevel E6 EmploymentType BAU (Full Time) Department Customer Experience	gjid Manjeet StartDate January 6, 2017 JobTitle Executive, Customer Support & Relation	OIN 2017, Jan	06 🐧		
perience Manageme USER INFO Staff Ammar Syahmi Abdul MajobLevel E6 EmploymentType BAU (Full Time) Department Customer Experience	gjid Manjeet StartDate January 6, 2017 JobTitle Executive, Customer Support & Relation	OIN 2017, Jan	06 🐧		
Department Customer Experience Manageme USER INFO Staff Ammar Syahmi Abdul Management E6 EmploymentType BAU (Full Time) Department Customer Experience Management	ijid Manjeet StartDate January 6, 2017 JobTitle Executive, Customer Support & Relation Management Remarks	OIN 2017, Jan	06 🐧		
Department Customer Experience USER INFO Staff Ammar Syahmi Abdul MajobLevel E6 EmploymentType BAU (Full Time) Department Customer Experience Management	ijid Manjeet StartDate January 6, 2017 JobTitle Executive, Customer Support & Relation Management Remarks	OIN 2017, Jan	06 🐧		
Department Customer Experience USER INFO Staff Ammar Syahmi Abdul MajobLevel E6 EmploymentType BAU (Full Time) Department Customer Experience Management	ijid Manjeet StartDate January 6, 2017 JobTitle Executive, Customer Support & Relation Management Remarks	OIN 2017, Jan	06 🐧		
Department Customer Experience USER INFO Staff Ammar Syahmi Abdul Majoblevel E6 EmploymentType BAU (Full Time) Department Customer Experience Management	ijid Manjeet StartDate January 6, 2017 JobTitle Executive, Customer Support & Relation Management Remarks	OIN 2017, Jan	06 🐧		





	печин	ements		Test Results	Remarks
employee details. The Update Leave	counts page, o e App User pa	click on the edit icon to r ge displays all fields that is unavailable to edit.	-	Pass Fail Feedback:	
Q Search r	name	C) II	+		
e t perience Manageme	ent S	J O B E6 JOIN 2017, Jan 06 J O B LEVEL E7	① (3)		
Staff Ammar Syahmi A JobLevel E6 * EmploymentType BAU (Full Time) Department	Abdul Majid Manj		pport V		
		1177 1646			
	a list of all Le	ave Types of an organizate the Leave Types.	ation. It	Pass Fail	
The page displays	TYPES a list of all Le a a add new or u	ave Types of an organiza	ation. It		
The page displays is also a setting to ANAMAGE LEAN LEAVE TYPE Annual Sick Maternity	TYPES a a list of all Lead of add new or Lead new or	ave Types of an organization of the Leave Types. Search leave type New Title Past Date Booking No LimitPending No O	Update		
The page displays is also a setting to MANAGE LEAN LEAVE TYPE Past date Annual Sick	TYPES a list of all Lea add new or L VE TYPES b booking allowed In use NO YES YES YES	ave Types of an organization of the Leave Types. Search leave type New Title Past Date Booking No LumtPending No DaysAfter O DaysAfter	Update ource		





_		Requirer	nents			Test Re	esuits	Remarks
	Add Leave Type On the right pane, sel create a new Leave T y	уре.				Pass Feedback:	Fail	
	In use YES & Y	Nev Title Past Date Book LimitPending No DaysAfter O Active	ing)	DataSou MaxPend 0	~			
	YES 😘	đ						
	Update Leave Type Select a Leave Type ir tab. Modify in the ava Type. MANAGE LEAVE TYPE	ailable fields	the rig		ected Leave	Pass Feedback:	Fail	





0.	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. MANAGE ENTITLEMENTS Search leave type MANAGE ENTITLEMENTS LEAVE TYPE JOB LVI Min SY Max SY ENT Annual: Annual: Annual: NEZ Annual: NEZ Annual: NEZ NEZ NEZ NEZ NEZ NEZ NEZ NE	Pass Fail Feedback:	
	Annual: NES 0 5 14 0 Annual: NES 0 5 14 0 Annual: NES 5 9999 21 0 Annual: E1 0 5 20 0 Annual: E2 0 5 20 0 Annual: E3 0 5 20 0 Annual: E2 5 9999 25 0 Annual: E2 5 9999 25 0 Annual: E3 5 9999 25 0 Annual: E3 5 9999 25 0 Annual: E3 5 9999 25 0 Annual:		
	Add Entitlement On the right pane, select New tab. Fill in the available fields to create a new Entitlement . Search leave type	Pass Fail Feedback:	
	New Update Title		
	Leave type Job level 0		
	Minimum year of service Maximum year of service		
	Entitlement If Job Level was specified, Minimum and Maximum year of service will be ignored and vice versa. Save		





Hn		Require	ments	Test Results	Remarks
Seld Upo	MANAGE //E TYPE nual: nual:	itlement in the list. (Modify in the available ENTITLEMENTS JOB LWI Min SY Max SY EN NET 0 5 14 NEZ 0 5 14	Search leave type T New Update	Pass Fail Feedback:	
 □ Ar <l< th=""><th>nuali nuali nuali nuali nuali nuali nuali nuali nuali</th><th>NE3 0 5 144 NE5 0 5 144 NE5 0 5 144 NE5 0 5 144 NE5 0 5 9990 21 NE2 5 9990 21 NE4 5 9990 21 NE4 5 9990 21 NE5 5 9990 21 E1 0 5 20 E2 0 5 20 E3 0 5 20 E1 5 9990 25 E2 5 9990 25 E3 5 9990 25 E3 5 9990 25 E3 5 9990 25 E4 0 5 15 E5 0 5 15</th><th>Annual Leave type Job level Annual Minimum year of service Maximum year of service D Entitlement 14 Wiso Level was specified, Minimum and Maximum year of a</th><th></th><th></th></l<>	nuali nuali nuali nuali nuali nuali nuali nuali nuali	NE3 0 5 144 NE5 0 5 144 NE5 0 5 144 NE5 0 5 144 NE5 0 5 9990 21 NE2 5 9990 21 NE4 5 9990 21 NE4 5 9990 21 NE5 5 9990 21 E1 0 5 20 E2 0 5 20 E3 0 5 20 E1 5 9990 25 E2 5 9990 25 E3 5 9990 25 E3 5 9990 25 E3 5 9990 25 E4 0 5 15 E5 0 5 15	Annual Leave type Job level Annual Minimum year of service Maximum year of service D Entitlement 14 Wiso Level was specified, Minimum and Maximum year of a		
MA The It is	ANAGE HC	olays a list of all Pub	d UPDATE DELETE	Pass Fail Feedback:	
	TE (2020)	HOLIDAY NAME ② 2020 ③ ALL	New Update		
	Dec 11	PUBLIC HOLIDAY: SULTAN SELANGOR'S BIF		¬	
-	Nov 14	PUBLIC HOLIDAY: DEEPAVALI		-	
-	Oct 29	PUBLIC HOLIDAY: PROPHET'S BIRTHDAY	Date	3	
		PUBLIC HOLIDAY: MALAYSIA DAY	March 30, 2020		
	Sep 16		* Category	_	
0	Aug 31	PUBLIC HOLIDAY: NATIONAL DAY	Holiday		
91	Aug 20	PUBLIC HOLIDAY: NATIONAL DAY PUBLIC HOLIDAY: AWAL MUHARAM	Holiday * Office location		
0 1	Aug 20 Aug 2	PUBLIC HOLIDAY: NATIONAL DAY PUBLIC HOLIDAY: AWAL MUHARAM PUBLIC HOLIDAY: THAIPUSAM	は * Office location		
0 I	Aug 20	PUBLIC HOLIDAY: NATIONAL DAY PUBLIC HOLIDAY: AWAL MUHARAM	Holiday * Office location		





		quireme				Test Re	Jares	Remar
Add Public	: Holiday							
	t pane, select N o	ow tah Fi	ill in the a	vailahle fi	elds to	Pass	Fail	
	w Public Holida			available in	cius to	Feedback:		
	w rubiic Hollday	у.		1		reeuback.		
Q Sear	rch holiday title		\bigcirc					
	la	Under						
IN.	lew	Update						
* Holida	y name							
_								
Date								
Marc	h 30, 2020		=					
* Catego	orv							
			~					
Holid	лау							
* Office	location							
* Office	location		~					
* Office	location		~					
* Office	location		~					
			~					
* Office			~					
			~					
Sa	ve		~					
Sa Update Pu	ve blic Holiday	ne list. On	the right	t nane selv	ect	Pass	□ Fail	
Update Pu Select a Pu	ve Iblic Holiday blic Holiday in th				ect	Pass	Fail	
Update Pu Select a Pu Update tab	ve Iblic Holiday blic Holiday in the a	available 1	fields to ι	update.		Pass Feedback:	Fail	
Update Pu Select a Pu Update tab	ve blic Holiday blic Holiday in the a	available 1 's	fields to ι	update. Search holiday title	Ü		Fail	
Update Pu Select a Pu Update tab	blic Holiday blic Holiday in the a Modify in the a MAGE PUBLIC HOLIDAY	available 1	fields to u	update. Search holiday title New			Fail	
Update Pu Select a Pu Update tab	ve blic Holiday blic Holiday in the a	available 1 'S 020 ③ ALL	fields to u	Search holiday title New	Update		Fail	
Update Pu Select a Pu Update tab DATE (2020) Dec 25 Dec 11	blic Holiday blic Holiday in the a D. Modify in the a HOLIDAY NAME ② 2 PUBLIC HOLIDAY: CHRISTMAN	available 1 'S D20 ③ ALL LANGOR'S BIRT	fields to u	Search holiday title New Illiday name UBLIC HOLIDAY: CHR	Update		Fail	
Update Pu Select a Pu Update tab	blic Holiday blic Holiday in the a D. Modify in the a HAGE PUBLIC HOLIDAY HOLIDAY NAME PUBLIC HOLIDAY: CHRISTMAR PUBLIC HOLIDAY: SULTAN SE	available 1 'S DO O ALL LANGOR'S BIRT	fields to u	Search holiday title New Illiday name UBLIC HOLIDAY: CHR	Update RISTMAS		Fail	
Update Pu Select a Pu Update tab DATE (2020) Dec 25 Dec 11 Nov 14	blic Holiday blic Holiday in the a D. Modify in the a HAGE PUBLIC HOLIDAY HOLIDAY NAME PUBLIC HOLIDAY: CHRISTMA: PUBLIC HOLIDAY: SULTAN SE PUBLIC HOLIDAY: DEEPAVALI	available f	Fields to u	Search holiday title New Sliday name UBLIC HOLIDAY: CHR tte eccember 25, 2020	Update		Fail	
Update Pu Select a Pu Update tab DATE (2020) Dec 25 Dec 11 Nov 14 Oct 29 Sep 16	blic Holiday blic Holiday in the a D. Modify in the a DIAGE PUBLIC HOLIDAY HOLIDAY NAME PUBLIC HOLIDAY: CHRISTMAY PUBLIC HOLIDAY: DEEPAVALI PUBLIC HOLIDAY: PROPHETS	available 1 S DOZO ③ ALL S LANGOR'S BIRT BIRTHDAY DAY	Fields to u	Search holiday title New UBLIC HOLIDAY: CHR tte ecember 25, 2020	Update RISTMAS		Fail	
Update Pu Select a Pu Update tab DATE (2020) Dec 25 Dec 11 Nov 14 Oct 29 Sep 16 Aug 31	blic Holiday blic Holiday in the above the control of the control	available 1 S D20 ③ ALL LANGOR'S BIRT BIRTHDAY DAY	Fields to u	Search holiday title New UBLIC HOLIDAY: CHR tte eccember 25, 2020 tegory doliday	Update RISTMAS		Fail	
Update Pu Select a Pu Update tab DATE (2020) Dec 25 Dec 11 Nov 14 Oct 29 Sep 16 Aug 31 Aug 20	blic Holiday blic Holiday in the a b. Modify in the a lage PUBLIC HOLIDAY HOLIDAY NAME ② 20 PUBLIC HOLIDAY: CHRISTMAY PUBLIC HOLIDAY: SULTAN SE PUBLIC HOLIDAY: PROPHET'S PUBLIC HOLIDAY: MALAYSIA	Available 1 (S D20 ① ALL S LANGOR'S BIRT BIRTHDAY DAY DAY DAY	Fields to u	Search holiday title New UBLIC HOLIDAY: CHR tte eccember 25, 2020 tegory Holiday fice location	Update RISTMAS		Fail	
Update Pu Select a Pu Update tab DATE (2020) Dec 25 Dec 11 Nov 14 Oct 29 Sep 16 Aug 31 Aug 20 Aug 2	blic Holiday blic Holiday in the ablace Public Holiday in the ablace Public Holiday Holiday Name © 20 Public Holiday: CHRISTMA: Public Holiday: SULTAN SE Public Holiday: DEEPAVALI PUBLIC HOLIDAY: MALAYSIA! PUBLIC HOLIDAY: MALAYSIA! PUBLIC HOLIDAY: NATIONAL PUBLIC HOLIDAY: AWAL MUH	Available 1 (S D20 ① ALL S LANGOR'S BIRT BIRTHDAY DAY DAY	Fields to u	Search holiday title New UBLIC HOLIDAY: CHR tte eccember 25, 2020 tegory doliday	Update NISTMAS		Fail	
Update Pu Select a Pu Update tab DATE (2020) Dec 25 Dec 11 Nov 14 Oct 29 Sep 16 Aug 31 Aug 20	blic Holiday blic Holiday in the D. Modify in the a LAGE PUBLIC HOLIDAY HOLIDAY NAME ② 2 PUBLIC HOLIDAY: CHRISTMA: PUBLIC HOLIDAY: SULTAN SE PUBLIC HOLIDAY: DEFRAVALI PUBLIC HOLIDAY: MALAYSIA! PUBLIC HOLIDAY: MALAYSIA! PUBLIC HOLIDAY: AWAL MUH PUBLIC HOLIDAY: THAIPUSAN	Available for S. Day	Fields to u	Search holiday title New Illiday name UBLIC HOLIDAY: CHR tee ecember 25, 2020 tegory Holiday fice location tyberjaya	Update NISTMAS		Fail	

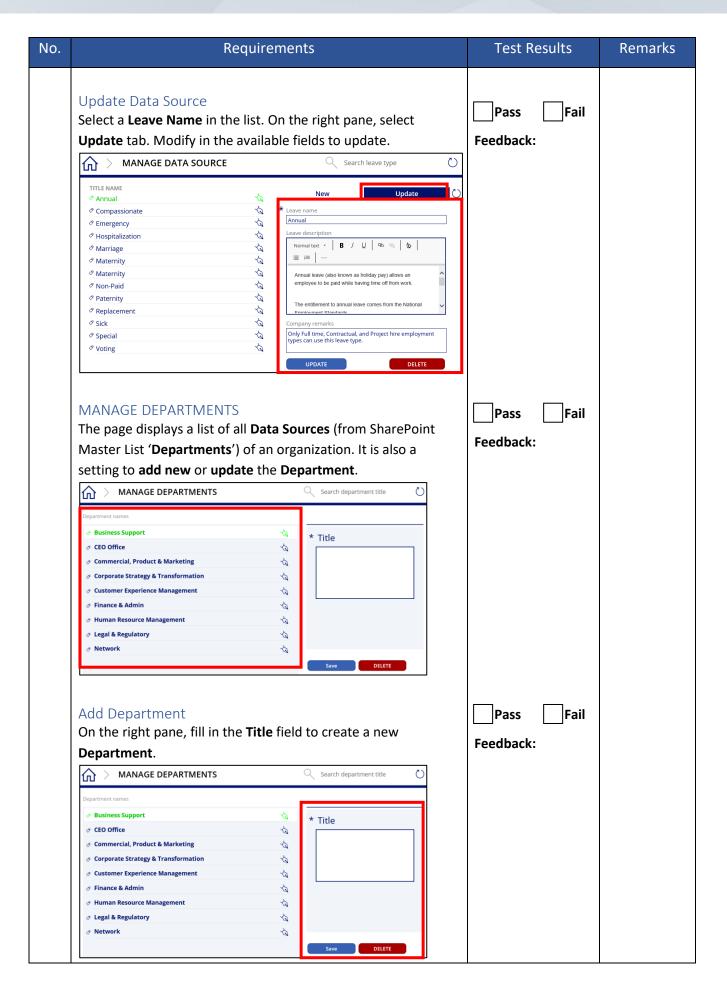




	Test Results	Remarks
MANAGE DATA SOURCE The page displays a list of all Data Sources (from SharePoint Master List 'Leave Name') of an organization. It is also a setting to add new or update the Data Source.	Pass Fail Feedback: Pass Fail Feedback:	Remarks











	Requiremen	its	Test Results	Remarks
S	Update Department select a Leave Name in the list. On the list is a leave to update.		Pass Fail	
	Department names ### Titl CEO Office Commercial, Product & Marketing Corporate Strategy & Transformation Customer Experience Management Finance & Admin Human Resource Management Legal & Regulatory Network	New Update e siness Support DELETE		
N T t	Balance Settings MANAGE ASSIGNED LEAVES The page displays a list of all employe o them. It is also a setting to update a leave information. M > MANAGE LEAVE ASSIGNMENT		Pass Fail Feedback:	
	LEAVE TYPES TAKEN BALANCE ENT ASSIGNED EXP. DATE	No item to display		
		Exp date: Current date: March 30, 2020 4:35 PM Expired: YES DELETE		
ι	Jpdate Leave Assignment Jnder the staff name, select a Leave he right panel, modify the available f	•	Pass Fail Feedback:	
ſ	MANAGE LEAVE ASSIGNMENT	Q Search name		
	Show inactive	STAFF LEAVE NAME STÁSSharepoint Annual BALANCE TAKEN [20		





	Requirements	Test Results	Remarks
Availa i. ii. iii. iv. v. vi. vii. x.	BALANCE: Displays the balance days of the selected leave. TAKEN: Displays the number of leave days taken. CARRY FORWARD: Displays the carry forward amount. YEAR: Displays the year of the assigned leave. ENTITLEMENT: Displays the entitled amount of leave days according to Job Level. SPECIFY APPROVER: Toggle button to denote if the user may specify their approver for the selected Leave Type. ACTIVE: Toggle button to denote if the Leave Type is still actively used (based on Year). Allow past date: Toggle button to allow past date booking. Expiry date: Displays the expiry date of the assigned Leave Type. Hour: Displays the time of expiry.		
xi. xii. Delete Select	Minute: Displays the minutes of expiry. Expiry details: Displays the short summary of the expiry details according to the expiry settings. e Leave Assignment a Leave Type in the list and click Delete. A Confirm button will appear.	Pass Fail	
		¬	
命 >	MANAGE LEAVE ASSIGNMENT Show inactive		





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. LEAVE TYPE ASSIGNMENT (Batch) LEAVE TYPE ASSIGNMENT (Batch)	Test Results Pass Fail Feedback: Pass Fail Feedback: Pass Fail Feedback:	Remarks
Denotes expiry date of the Leave Assignments. LEAVE TYPE ASSIGNMENT (Batch) Year ② 2020 ③ Exp date December ② 00 V OO V Assig Title Auto-generated by the system. It denotes the Leave Assignment time of assigning and the year. LEAVE TYPE ASSIGNMENT (Batch) Year ③ 2020 ③ Exp date December ③ 00 V OO	Feedback:	
30 March 2020, 15:03 - leave assignment for 2021		





R	equirements	Test Results	Remarks
Leave Types A list of all active Leave Ty Leave types Annual Childcare Compassionate - Birth of legal child Compassionate - Marriage Compassionate - Marriage of legal child Compassionate - Death of an immediate family member Emergency Examination Hospitalization. Staff list	pes. Multiple selection is allowed. Staff list Shahnun Affandy bin Idrus Sharihan bin Azmi Shazza binti Shaf'ii Siti Khadijah binti Asma'on Siti Uhanis binti Omar SRKK Admin Syahmi bin Ghazali Syaiful Hazan bin Nawawi ASSIGN LEAVE ASSIGN LEAVE Staff list Shahnun Affandy bin Idrus Sharihan bin Azmi Shazza binti Shaf'ii Siti Khadijah binti Asma'on	Pass Fail Feedback: Pass Fail Feedback:	Remarks
Compassionate - Marriage Compassionate - Marriage of legal child Compassionate - Death of an immediate family member Emergency Examination Hospitalization			





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	
	Assigned for year 2020 search staff name Srkksharepoint		
	Hospitalization March 29, 2020 10:58 PM Marriage March 29, 2020 10:58 PM Sick March 29, 2020 10:58 PM		
	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:	
	YEARLY CUT-OFF CUT-OFF SCHEDULES * Title		
	* Year		
	INITIATE CUTOFF		





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:	