

**User Acceptance Test**

**ALLO PowerApps Application - eLeave**

**31st March 2020**



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# 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 PowerAppsmeets the customer requirements.

## Test Objectives

This test will provide a formal approach to testing PowerApps in the following areas:

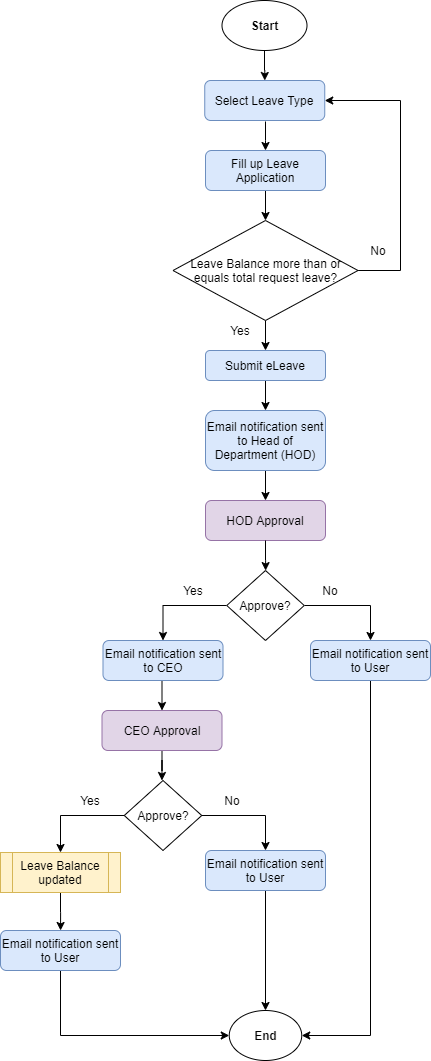
1. eLeave Application

This document includes test that cover the areas outlined in the test objectives. This acceptance sign-off is for the above-mentioned PowerAppsconfiguration and settingss.

# Test Cases (User Leave Application)

| No. | Requirements | Test Results | Remarks |
| --- | --- | --- | --- |
| 1.  2.  3.  4.  5.  6.  7. | Access to PowerAppsAccess Office 365 and Navigate to PowerApps  1. Log in to your **Allo** Office account: [*https://portal.office.com*](https://portal.office.com)*.*        1. Once logged in, select the **PowerApps** icon.      1. In **PowerApps**, on the left navigation pane, select **Apps**. 2. Select “**eLeave**” application.    Acquire the Mobile App  1. Go to **Google Play Store/Apple App Store** and **install** **PowerApps**.      1. Sign in with related email account.      1. Choose related Work or school account. Then, enter **Password** and click **Sign In**.      1. Choose “**eLeave**”.      1. After successful login, user will be directed to “**eLeave**” home page.    User Dashboard  1. From home page, click **User**.      1. Users are directed to the **Leave Applications** page. This is the **User Dashboard**.      1. Dashboard denotes status progress of submitted **Leave Applications**. Select the tabs to view different status of applications.    Features+Add Button to add new **Leave Application**. It will re-direct to **New Application** screen.   All Displays all submitted **Leave Applications**.   Pending Displays all **Leave Applications** with **Pending** status.   Approved Displays all **Leave Applications** with the ‘**Approved by Manager’** status.   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.   Declined Displays all **Leave Applications** with the ‘**Declined** status.   Leave Application list Displays the (1) **Leave Type name**, (2) **Duration of leave**, (3) **Leave Description** and (4) **Status**.   Leave Type dropdown menu Filters the list further according to selected **Leave Type**.   Form Details Displays information on the selected **Leave Application**.   Cancel Form Button to cancel the selected **Leave Application**. An additional window will prompt user to give a reason to cancel the form.     Balance  1. From dashboard, click **Balance** on left navigation menu.      1. User will be re-directed to the **Leave Balance** screen. It displays the remaining balance the user has for each **Leave Type** assigned.    FeaturesLeave Balance Displays details of the **Leave Type** name, balance and if it is active for use.   Year Filter the list by clicking ‘**-**‘ for the previous year or ‘**+**’ for the next year.   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.*   Leave Type Information By selecting the **Leave Type** box, a pop-up will appear. It displays all submitted **Leave Application** of the **Leave Type**.     1. **Leave Applications:** Displays all **Leave Applications** made by user in the current year. 2. **Status:** Displays each status of the form, how many submissions have been made and total days. 3. **Forms:** Total number of forms submitted. 4. **Total day(s) requested**: Total number of days requested for selected **Leave Type**. 5. **Day(s) available**: Remaining balance of selected **Leave Type**.  Submit New Leave Application  1. From dashboard, click **+Add**.      1. Select a **Leave Type**. Then user must fill in the details as per the following:      1. Select a valid leave type. If the user’s leave type is denoted as ‘**0**’, hence users are unable to take such leave.      1. Select a **Start Date** and **End Date** by selecting the calendar icon and select the time (**AM/PM**).        1. Describe the reason of leave in the text field.      1. The approver is the user’s manager, and will be set by the system.      1. If all information is valid, and the start and end dates are within the user’s balance, select **Submit**.    FeaturesNon-Emergency/Emergency Toggle button that describes the urgency of the leave.   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.   Start Date and End Date Calendar type field. Select a valid date to apply for leave.     AM/PM Toggle button to denote period of leave in terms of time.   Reason A text field to input description of leave. It has a limit of 8-200 characters.   Attachment This field is only applicable for Sick Leave and is mandatory. The maximum file size limit is 10MB.   Approver The approver is the user’s manager and is set by the system.   Pending requests A list of any pending application on the chosen leave type.   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**.   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.   Leave validity Details on the applied leave. The information is displayed according to the records of each user’s leave data.   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.   Warning message Messages in red will display if:   1. Users do not have enough balance to apply for such leave 2. The type of leave requires a one-day prior application 3. Users have reached the maximum pending leave days for the leave type 4. Users book past the date for the leave. 5. Users must provide an attachment to apply for the leave.    Manager & CEO Dashboard  1. From the **eLeave** home page, click on **Intermediate Manager/CEO button**. It will redirect to the **Manager & CEO Dashboard.**      1. 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.    FeaturesAll Displays all **Leave Application** submitted by the selected user that requires the approver to approve.   Pending Displays pending applications submitted by the selected user.   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.*   Declined Displays applications that have been declined by the approver.   Leave Type dropdown menu Displays a list of **Leave Types** to further filter the list.   Staff dropdown menu Displays a list of staff under the manager or CEO.   Request Details By selecting the **Leave Application**, the approver is able to view the following:   1. Total days requested 2. Leave type 3. Description    Approve/Reject Buttons Approvers may **Approve** or **Reject** the selected application.   Approval Process for Manager & CEOApprove through EmailScenario 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).      1. Manager will click **Approve**.      1. When either is selected, an additional text field, **Reason**, will be displayed. Click the **Submit** button once confirm with the approval.      1. Requester will receive an email regarding the manager’s approval.      1. From the **User Dashboard**, requester can see the status is changed to ‘**Approved by Manager’**.      1. 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.      1. CEO will click **Approve.**      1. Once approved, the user will receive an email regarding the approval. The email will update the leave balance.      1. From the **User Dashboard**, the status will change to ‘**Approved by** **CEO**’.    Scenario 2: Manager rejects request  1. From the email received, manager will select **Reject**.        1. After rejecting, an email will be sent to the requester regarding the status.      1. 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**.        1. Requester will receive an email regarding the manager’s approval.      1. From the **User Dashboard**, requester can see the status is changed to ‘**Approved by Manager’**.      1. 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.**        1. Requester will receive an email on the CEO’s rejection.      1. From the **User Dashboard**, the status will change to ‘**Declined’**.    Approve from eLeave AppScenario 1: Both approvers approve of request  1. From the **Manager & CEO Dashboard**, select the pending **Leave Application**.      1. Select **Approve**.      1. The requester will receive an email regarding the approvals and in the **User Dashboard**, the status will change to ‘**Approved by CEO**’.      Scenario 2: Manager rejects  1. From the **Manager & CEO Dashboard**, select the pending **Leave Application**.      1. Select **Reject**.      1. The requester will receive an email regarding the rejection and in the **User Dashboard**, the status will change to ‘**Declined**’.      Scenario 3: Manager Approves, CEO Rejects  1. From the **Manager & CEO Dashboard**, select the pending **Leave Application**.      1. Select **Approve**.      1. The requester will receive an email regarding the manager approval and in the **User Dashboard**, the status will change to ‘**Approved by Manager**.      1. The CEO will then continue to act on the approval task. Select **Reject**.      1. The requester will receive an email regarding the CEO rejection and in the **User Dashboard**, the status will change to ‘**Decline**’.      Cancellation Process  1. Users may cancel the submitted **Leave Application**. From the **User Dashboard**, select an application and click **Cancel Form**.      1. A confirmation window will pop-up. User must state a reason for cancellation.      1. Once sent, the status in the dashboard will change to ‘**Cancellation Pending Approval**’.      1. Once the system checks that no action by approvers have been done, the status will change to ‘**Cancellation Approved**’      1. The manager receives an email notification of the cancelled **Leave Application**. | **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:** |  |

# eLeave Process Flow



# 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*](https://portal.office.com).        1. Once logged in, select the **PowerApps** icon.      1. In **PowerApps**, on the left navigation pane, select **Apps**. 2. Select “**eLeave - HR**” application.    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.      1. There are three sections of settings available: 2. General Config 3. Master Lists 4. Balance Settings  General ConfigGENERAL CONFIGURATION To update general configuration or settings of the overall **eLeave** application.    In **General Configuration**, the settings are as follows:   1. **AM/PM Enabled:** Toggle button that describes the specification on time on the leave application. 2. **BGColor:** The colour of the background on the application.   ***\*Note:*** *This is set to ‘****652C8B’.***   1. **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’****.*   1. **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****.***   1. **Limit Leave Days:** Toggle button that limit the leave day a user be able to apply on each leave types. 2. **Limit pending leave days:** Toggle button to denote the limitation of pending leave days that is allowed on each leave types. 3. **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****.***   1. **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>     Master ListsMANAGE USERS Setting to **add** or **modify** a user’s profile information.   Add User Select the **+** button to add new user. The page will be re-directed to the **New User** page.     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.     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.     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**.   Add Leave Type On the right pane, select **New** tab. Fill in the available fields to create a new **Leave Type**.   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**.   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**.   Add Entitlement On the right pane, select **New** tab. Fill in the available fields to create a new **Entitlement**.   Update Entitlement Select an **Entitlement** in the list. On the right pane, select **Update** tab. Modify in the available fields to update.   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**.   Add Public Holiday On the right pane, select **New** tab. Fill in the available fields to create a new **Public Holiday**.   Update Public Holiday Select a **Public Holiday** in the list. On the right pane, select **Update** tab. Modify in the available fields to update.   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**.   Update Data Source Select a **Leave Name** in the list. On the right pane, select **Update** tab. Modify in the available fields to update.   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**.   Add Department On the right pane, fill in the **Title** field to create a new **Department**.   Update Department Select a **Leave Name** in the list. On the right pane, modify in the available field to update.   Balance SettingsMANAGE 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.    Available fields to update:   1. **BALANCE:** Displays the balance days of the selected leave. 2. **TAKEN:** Displays the number of leave days taken. 3. **CARRY FORWARD:** Displays the carry forward amount. 4. **YEAR:** Displays the year of the assigned leave. 5. **ENTITLEMENT:** Displays the entitled amount of leave days according to Job Level. 6. **SPECIFY APPROVER:** Toggle button to denote if the user may specify their approver for the selected **Leave Type**. 7. **ACTIVE:** Toggle button to denote if the **Leave Type** is still actively used (based on Year). 8. **Allow past date:** Toggle button to allow past date booking. 9. **Expiry date:** Displays the expiry date of the assigned **Leave Type**. 10. **Hour:** Displays the time of expiry. 11. **Minute:** Displays the minutes of expiry. 12. **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.     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.   FeaturesYear Displays the current year by default. The left and right icons denote to view the previous or next year’s assignment.   Exp. Date Denotes expiry date of the **Leave Assignments**.   Title Auto-generated by the system. It denotes the Leave Assignment time of assigning and the year.   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.   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.   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:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **Pass Fail**  **Feedback:**  **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: |  |
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| Name: |  | Name: |  |
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