[IT-9] User management - Reset/Search Users

Created: 11/Jul/23 3:29 PM - Updated: 26/Jul/23 5:13 PM

Status:	In Progress
Project:	ITFactorySabinaIoana
Parent:	IT-8 Admin (Epic)
Component/s:	None
Fix Version/s:	None

Type:	Story	**Priority:**	Medium
Reporter:	Ioana Sabina	**Assignee:**	Unassigned
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

Agile

Epic Link:	Admin

Description

To search for a system user go to Admin , on the top navigation bar click on “User Management” and select “Users“ from the drop-down list.

To search for a user enter fields in the filter table and click “Search“

Links

Relates

relates to	IT-22	The "Search" button returns a list of users once you click on the "Search" button	In Progress
relates to	~~IT-23~~	"Search" button returns a filtered list when you select an entry	Done
relates to	~~IT-24~~	Verify that when the Admin clicks on the reset button by entering the data in the field	Done
relates to	~~IT-21~~	Verify that the search user button is green	Done

Sub-Tasks		Type	Status	Assignee
IT-19	Reset/Search filters	Sub-task	Selected for Development	Unassigned

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[IT-11] User Management - Add Users

Created: 12/Jul/23 8:56 AM - Updated: 26/Jul/23 5:01 PM

Status:	Selected for Development
Project:	ITFactorySabinaIoana
Parent:	IT-8 Admin (Epic)
Component/s:	None
Fix Version/s:	None

Type:	Story	**Priority:**	Medium
Reporter:	Ioana Sabina	**Assignee:**	Ioana Sabina
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

Agile

Epic Link:	Admin

Description

To add a system user, go to Admin - User Management- Users and click the “Add” button.

Once all fields are added click “Save“

*To create user logins an employee list needs to be created first under the “PIM” Module

To create a user login the following needs to be entered:

- User Role: You can assign user roles for each user whether they would fall under as an “Admin” or “ESS” user type to define their user rights.
- Admin: have access full access to the system.
- ESS: limited access to the system. It could be an ESS-Supervisor or ESS-Employee. 1. ESS-Supervisor: where the user has access to his/her particulars and his/her subordinates’ particulars. 2. ESS-Employee: where the user has access only to his/her particulars.
- Employee Name *If an HR Admin is an existing employee, he/she needs to be defined in the PIM Module
- Username
- Status – Enabled or disabled
- Password
- Confirm Password (Re-enter the password)

Once an entry is added a list of user logins as shown will appear

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You may also add multiple entries of user logins.

The default system user available will be Admin and has full access to the system.

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Attachments

users.jpg (83 kB)

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[IT-12] User Management - Delete users

Created: 12/Jul/23 8:58 AM - Updated: 18/Jul/23 9:47 AM

Status:	In Progress
Project:	ITFactorySabinaIoana
Parent:	IT-8 Admin (Epic)
Component/s:	None
Fix Version/s:	None

Type:	Story	**Priority:**	Medium
Reporter:	Ioana Sabina	**Assignee:**	Unassigned
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

Agile

Epic Link:	Admin

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Description

To delete a system user, click on the check box next to the “Username”.

It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

Links

Relates

relates to	~~IT-25~~	Verify a confirmation message on popup as the admin clicks on the "Delete" button	Done
relates to	~~IT-26~~	Verify that the user should not be deleted as the admin clicks on the "Cancel" button	Done
relates to	~~IT-27~~	Verify that the "Yes, Delete" button functionality works	Done

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[IT-13] User Management - Edit Users

Created: 12/Jul/23 9:09 AM - Updated: 15/Jul/23 8:41 PM

Status:	In Progress
Project:	ITFactorySabinaIoana
Parent:	IT-8 Admin (Epic)
Component/s:	None
Fix Version/s:	None

Type:	Story	**Priority:**	Medium
Reporter:	Ioana Sabina	**Assignee:**	Ioana Sabina
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

Agile

Epic Link:	Admin

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Description

To edit a user the following needs to be entered:

- User Role: You can assign user roles for each user whether they would fall under as an “Admin” or “ESS” user type to define their user rights.
  - Admin: have access full access to the system.
  - ESS: limited access to the system. It could be an ESS-Supervisor or ESS-Employee.
    - ESS-Supervisor: where the user has access to his/her particulars and his/her subordinates’ particulars.
    - ESS-Employee: where the user has access only to his/her particulars.
- Employee Name *If an HR Admin is an existing employee, he/she needs to be defined in the PIM Module
- Status – Enabled or disabled
- Username
- Change password check-box
- Mandatory fields

Links

Relates

relates to	IT-8	Admin	Selected for Development

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[IT-14] Job - Job Titles

Created: 12/Jul/23 9:25 AM - Updated: 19/Jul/23 8:55 PM

Status:	Selected for Development
Project:	ITFactorySabinaIoana
Parent:	IT-8 Admin (Epic)
Component/s:	None
Fix Version/s:	None

Type:	Story	**Priority:**	Medium
Reporter:	Ioana Sabina	**Assignee:**	Ioana Sabina
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

Agile

Epic Link:	Admin

Description

The job titles specific to the company can be defined in the Job option.

To add an entry, go to Admin>> Job>> Job Titles and click “Add”, the following needs to be entered:

- Job Title
- Job Description
- Job Specification - in this input, you need to browse a file with the specifications; Accepts up to 1MB
- Note
- Mandatory fields
- Save button
- Cancel button

Links

Relates

relates to	IT-28	Verify that the admin can add a new job title	In Progress
relates to	IT-32	Verify that the admin cannot add a new job title with special characters	In Progress
relates to	IT-30	Verify that the "+Add" button is green	In Progress
relates to	IT-8	Admin	Selected for Development

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[IT-15] Job - Pay Grades

Created: 12/Jul/23 10:07 AM - Updated: 20/Jul/23 9:49 AM

Status:	Selected for Development
Project:	ITFactorySabinaIoana
Component/s:	None
Fix Version/s:	None

Type:	Story	**Priority:**	Medium
Reporter:	Ioana Sabina	**Assignee:**	Unassigned
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

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Description

The HR Admin can define the pay grade by setting a minimum salary, maximum salary, step increase, and the currency to be paid in.

To add an entry, go to Admin>>Job>> Pay Grades and click “Add”

Click “Save” once the field is added

Once you click “Save” the screen with a checkbox would appear and you can now define the currency and the minimum/ maximum salary for each pay grade created.

You can define the pay grade by clicking “Add” under “Assigned Currencies” and then providing the pay details under “Add Currency”.

Click “Save” to save the currency for the Pay Grade

You can assign multiple currencies here and each currency defined will be listed

Links

Relates

relates to	IT-34	Verify that the admin can edit details by clicking on the currency name	In Progress

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[IT-16] Job - Employment Status

Created: 12/Jul/23 10:12 AM - Updated: 23/Jul/23 9:52 AM

Status:	Selected for Development
Project:	ITFactorySabinaIoana
Parent:	IT-8 Admin (Epic)
Component/s:	None
Fix Version/s:	None

Type:	Story	**Priority:**	Medium
Reporter:	Ioana Sabina	**Assignee:**	Ioana Sabina
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

Agile

Epic Link:	Admin

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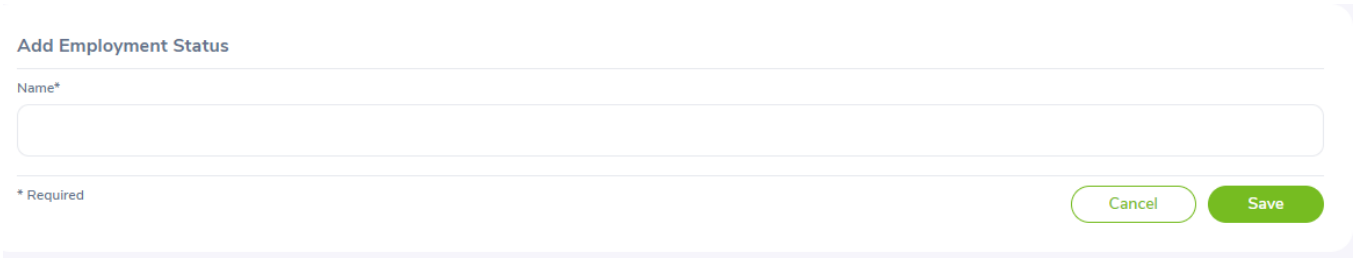
Description

Employment Status allows you to define the status of employment employees are hired for or if they are terminated.

To add an entry, go to Admin, select “Job” from the navigation bar, and “Employment Status" from the drop-down list.

Click “Add” and a screen as shown would appear :



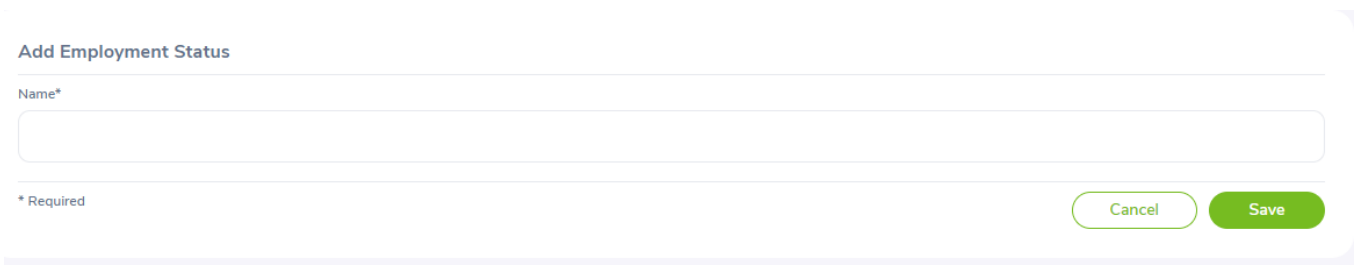
Click “Save” once the field is added.

A list of Employment Status would appear once an Employment Status is added.

To edit an employment status, click on the “Employment Status” name.

To delete an Employment Status click on the check box next to the “Employment Status” name. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

Attachments



employment status.png (10 kB)

Links

Relates

relates to	IT-36	Verify if the page redirects to the edit page or not when the admin clicks on the edit icon button	In Progress
relates to	IT-37	Verify if it is possible to delete multiple entries by clicking the check box entries you wish to delete	In Progress
relates to	IT-8	Admin	Selected for Development

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[IT-17] Job- Job Categories

Created: 12/Jul/23 5:26 PM - Updated: 20/Jul/23 2:21 PM

Status:	Selected for Development
Project:	ITFactorySabinaIoana
Parent:	IT-8 Admin (Epic)
Component/s:	None
Fix Version/s:	None

Type:	Story	**Priority:**	Medium
Reporter:	Ioana Sabina	**Assignee:**	Ioana Sabina
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

Agile

Epic Link:	Admin

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Description

This feature allows the HR Admin to create job categories specific to the company to aggregate job classifications. To add an entry, go to Admin>> Job>> Job Categories and click on “Add” and a screen would appear where you should enter a name into the “Name” input field.

Click “Save” once the field is added.

A list of Job Category as shown would appear once a “Job Category” is added. To view Job Category details, click on “Job Category” name. You may also add multiple entries of Job Categories.

To delete a Job Category click on the check box next to the “Job Category” name. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

Links

Relates

relates to	IT-38	Verify that user can add a new job category starting with whitespace characters	In Progress
relates to	IT-39	Verify that user can add a new job category starting with multiple whitespace characters but with same string a previously created job title	In Progress
relates to	IT-8	Admin	Selected for Development

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[IT-18] Job - Work Shifts

Created: 12/Jul/23 5:32 PM - Updated: 26/Jul/23 5:19 PM

Status:	Selected for Development
Project:	ITFactorySabinaIoana
Parent:	IT-8 Admin (Epic)
Component/s:	None
Fix Version/s:	None

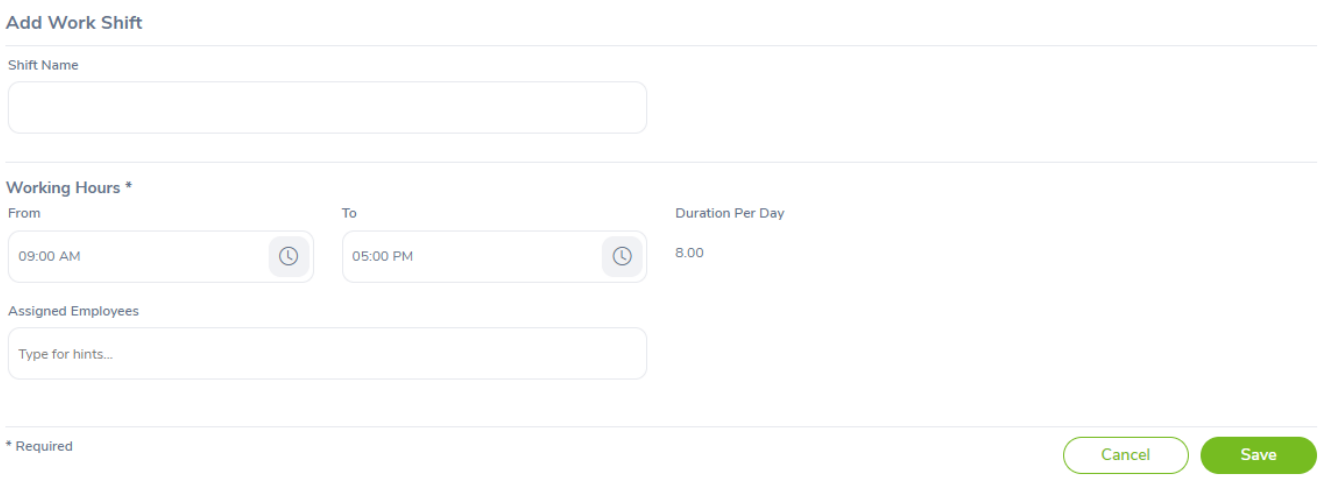
Type:	Story	**Priority:**	Medium
Reporter:	Ioana Sabina	**Assignee:**	Unassigned
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

Agile

Epic Link:	Admin

Description

In this feature the HR Admin can define work shifts for an individual or a group of employees. To add an entry, go to Admin>> Job>> Work Shifts and click “Add” and a screen as shown in the image would appear



Click “Save” once the fields are added.

You may assign employees to a particular shift by selecting the employee’s name from the “Available Employees” box and “Add” him/her to the “Assigned Employees” box.

To delete a work shift click on the check box next to the “Work Shift”” name. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

Attachments

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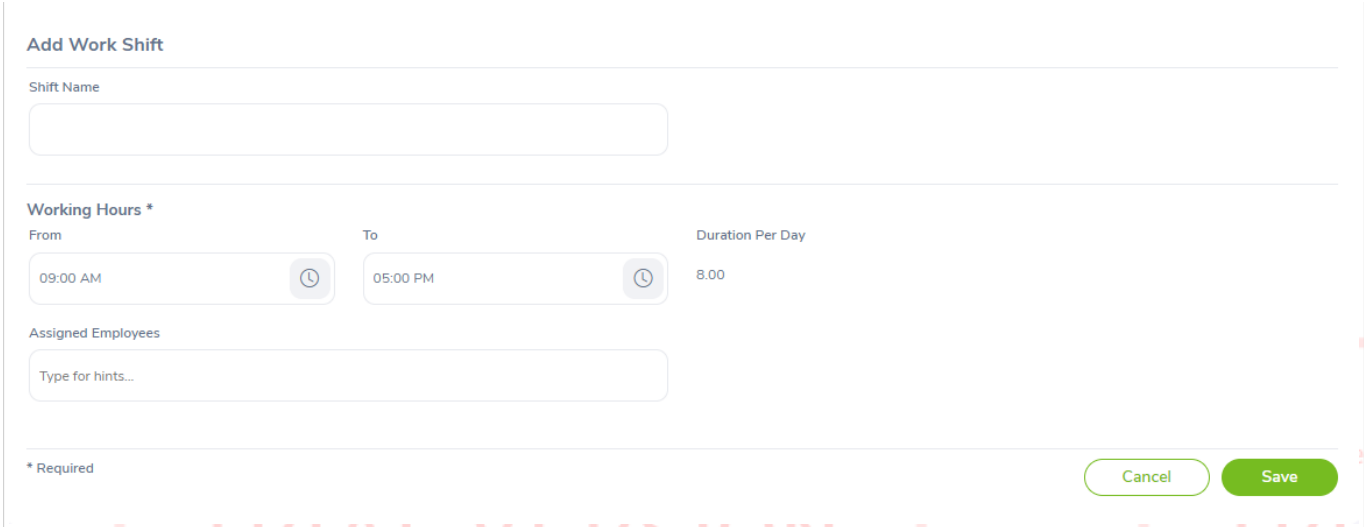

work shift.png (22 kB)

Links			
Relates			
relates to	IT-8	Admin	Selected for Development

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[IT-20] Organization - General Information

Created: 14/Jul/23 7:53 PM - Updated: 22/Jul/23 3:31 PM

Status:	Selected for Development
Project:	ITFactorySabinaIoana
Parent:	IT-8 Admin (Epic)
Component/s:	None
Fix Version/s:	None

Type:	Story	**Priority:**	Medium
Reporter:	Ioana Sabina	**Assignee:**	Ioana Sabina
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

Agile

Epic Link:	Admin

Description

In this section are defined basic details of the company.

To start adding information, go to Admin>> Organization>> General Information and click the “Edit” input so that the data can be entered in the form.

The form contains:

- Organization Name - mandatory field
- Number of Employees
- Registration Number
- Tax ID
- Phone
- Fax
- Address Street 1
- Address Street 2
- City
- State/Province
- Zip/Postal Code
- Country - admin can select a country from the dropdown list
- Notes
- The “Save” button

Links

Relates

relates to	IT-40	Verify if the phone number is saved by entering the 10 "Zero" in the text box "0000000000"	In Progress
relates to	IT-42	Verify that the phone number can be saved with few characters than expected	In Progress

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relates to	IT-44	Verify that the admin can save a phone number with more characters than expected	In Progress
relates to	IT-8	Admin	Selected for Development

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[IT-46] Organization- Location

Created: 22/Jul/23 4:17 PM - Updated: 26/Jul/23 5:16 PM

Status:	Selected for Development
Project:	ITFactorySabinaIoana
Parent:	IT-8 Admin (Epic)
Component/s:	None
Fix Version/s:	None

Type:	Story	**Priority:**	Medium
Reporter:	Ioana Sabina	**Assignee:**	Unassigned
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Original Estimate:	Not Specified		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		

Agile

Epic Link:	Admin

Description

The HR admin can add details of the sites and branches of the company.

You are also able to track the number of employees working for a particular location once employees are tagged to the locations when building up the PIM Module

To add a location go to Admin>>Organization>>Location and click “Add” and the screen as shown would appear.

Click “Save” once the fields are added.

Once a location is added, it will be listed on the “Records Found“ list.

You may also enter multiple locations.

You may view location details by clicking on “Location Name”.

To delete a location, click the check box next to the location name.

It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

Links

Relates

relates to	IT-47	Check the functionality of the arrow-down icon button	In Progress
relates to	IT-8	Admin	Selected for Development

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