1)Purpose of This Document

The main purpose of this document is to ensure that the Calamari helps all businesses starting from tech start-ups, focused on growth, through the convent of small and medium businesses where remote work and absence tracking is an important part of planning.

2)Application Overview

Calamari greatly simplifies attendance and leave management for any business type while ensuring that we get the most productivity out of our employees. The Calamari HR software contains two modules that are designed to address aspects of leaves, attendance, and work time – Leave Management and Clock In / Clock Out. Calamari makes people management easier. We are integrated with project management tools like JIRA, Slack, Office 365, G Suite, Basecamp, Asana.

3)Features Overview

**3.1 Leave Tracking:** The leave management module simplifies the process of requesting, approving, and tracking employee leave. It supports various types of leave, such as vacation, sick leave, and custom leave types. The system automatically updates leave balances and provides a clear overview of leave schedules for both employees and managers, helping to prevent scheduling conflicts.

**3.2 Attendance Management**: Calamari offers multiple ways for employees to clock in and out, including web browsers, mobile apps, QR codes, and iBeacons. This flexibility ensures that all employees, whether in-office or remote, can easily log their work hours, contributing to accurate payroll and productivity tracking.

**3.3 Workflow Tracking**: This feature, particularly in managing time off requests and approvals within an organisation. This feature ensures that processes related to attendance, leave, and other employee-related workflows are handled efficiently and transparently.

4)Test Objective

Following are the test objectives:

* Verify that employees can successfully submit different types of leave requests through the system.
* Ensure that employees can clock in and out using all available methods.
* Verify that the workflow tracking system accurately logs each step in the leave management and attendance management processes.
* Validate that all stakeholders receive real-time updates and notifications at each step of the workflow.
* Confirm that attendance data is accurately reflected in reports and can be accessed by authorised personnel for payroll and compliance purposes.
* Test the system’s ability to handle overlapping leave requests and prevent conflicts.

5)Test Scope

**5.1** **Leave Management**

* Leave Request Submission
* Leave Types
* Approval Workflow
* Leave Balance Update
* Error Handling
* Leave History

**5.2 Attendance Management**

* Absence Tracking
* Timesheet Checkout
* Overtime Tracking
* Performance Testing
* Data Protection
* Calendar Integration

**5.3 Workflow Tracking**

* Employee Management
* Monitoring
* Progress Tracking
* Project Management
* Project Time Tracking
* Status Tracking

6) Test Scenario

**6.1 Leave management**

Positive Test Scenario for Leave Management

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* Submit a leave request with valid details (start date, end date, leave type, and reason).
* Submit a leave request for a partial day (e.g., half-day or specific day).
* Select a valid leave type (e.g., Vacation, Sick Leave, or Maternity Leave) when submitting a leave request.
* Submit a leave request and then review the audit trail to ensure that all actions (submission, approvals, rejections) are logged correctly.
* Simulate a situation where the leave request fails to submit due to a server issue.
* Enter a leave period where the end date is earlier than the start date.
* Verify the leave history for a specific employee over the past year.
* Verify a specific leave entry in the leave history to view detailed information.
* Verify the leave balance at the start of a new year where unused leave days are carried forward.
* Verify a leave request, then cancel it before it’s approved.

Negative Test Scenario for Leave Management

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* Attempt to submit a leave request for past dates.
* Attempt to submit a leave request that overlaps with an already approved leave period.
* Attempt to submit a leave request using a leave type that does not match the employee's assigned leave policy.
* Submit a leave request when no approver is assigned to the employee.
* Simulate a leave request failure due to an internal server error.
* Enter a special character or incorrect input in a date field.
* View the leave history inputting incorrect data over the past year.
* Attempt to access the leave history during a system outage or database issue.
* Cancel a leave request after it was approved, expecting the balance to be restored.
* Submit, approve, cancel, and adjust leave requests in rapid succession.

**6.2 Attendance Management**

Positive Test Scenario for Attendance Management

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* Verify an employee's absence for a single day leave.
* Verify an approved vacation as an absence in the attendance management system.
* Verify an Employee's check out at the end of their workday using the system.
* Verify overtime pay based on the recorded overtime hours.
* Upload a large batch of attendance data (e.g., importing 10,000 records at once) to the system.
* Verify that sensitive attendance data (e.g., check-in/out times, overtime) is stored in an encrypted format.
* Verify a routine backup of the attendance data, then restore it after a simulated data loss.
* Verify the user integrates both their personal and work calendars with the attendance system.

Negative Test Scenario for Attendance Management

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* Record several absences over a month, but when generating a report, some absences do not appear.
* Verify Handling of Multiple Checkout Times for the Same Day Due to a System Glitch
* Employee attempts to check out during a system outage or network issue.
* Employees work overtime, but when generating a report, the overtime hours are missing.
* Continuously use the attendance management features for an extended period without restarting the system.
* Verify an unauthorised user attempts to access sensitive attendance data.
* Verify behaviour when user’s calendar is set to a different time zone than the Attendance System
* Verify the user attempts to sync their calendar with the attendance system but enters incorrect login credentials.

**6.3 Workflow Tracking**

Positive Test Scenario for Workflow Tracking

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* Verify an employee is assigned a task in the workflow management system.
* Verify the managers assign tasks to multiple employees based on their roles.
* Verify the manager monitors the status of an ongoing project workflow involving multiple team members.
* Verify multiple team members complete their assigned tasks within a project workflow.
* Verify team members mark a task as completed setup by the manager.
* Verify the user starts and stops the timer for a specific task in a project.
* Verify the user marks a task as "Completed" within the workflow.
* Verify the user updates the status of a task from "In Progress" to "Completed" using their device.

Negative Test Scenario for Workflow Tracking

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* Verify the user without the necessary permissions attempts to view or modify another employee's workflow tasks.
* Verify the monitoring dashboard does not reflect any updates due to multiple users working.
* Verify a different weight task however, the system miscalculates the overall progress when one or more tasks are completed.
* Verify the project manager accidentally deletes a critical task that is linked to several subsequent tasks in the workflow.
* Verify the user enters a time log with an invalid incorrect duration.
* Verify users attempt to update the status of a workflow task from "In Progress" to "Completed" but a system error occurs during the update process.

7) Test Approach By

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8) Test Environment

Test environment section is to clearly define all the details necessary for testing the software application under development.

| Operating System | Linux, Windows 11, macOS Monterey, Android 13, iOS 17 |
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| Browsers | Chrome, Firefox, Safari, Edge |
| Database | MySQL 8.x |
| Test Tools | JIRA, Selenium WebDriver |
| Application | Calamari |

9) Test Cases

Link: [Test cases of test plan document](https://docs.google.com/spreadsheets/d/1XiF_AyseIP3gvVfXvGebmGXRD13xSRGHlEl80YuFsuk/edit?gid=0#gid=0)