|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TEST PLAN** | | | | | |
| **Project Reference / CER Number** | | |  | | |
| **Project / CER Description** | | | ELM | | |
| **Module / Program Name** | | | Bulk Approval | | |
| **Test Environment** | | | Enter Test environment | | |
| **Developer** | | | Aditi K | | |
| **Version Control**   |  |  |  |  | | --- | --- | --- | --- | | **Version No** | **Description** | **Author** | **Date** | | 1.0 | Test Plan Preparation | Aditi |  | | 1.0 | Internal Review | Banu Rajamani, Sojan Thomas |  | | 1.0 | Approval and Baselined |  |  | | | | | | |
| **Remarks / Data Setup Details:**  **API URL:** T  **Entry Criteria**:   * Code Review completed and no must fix defects * DEV and TEST environment to be available to perform Unit Test (UT) and Integration Test (IT) * Adequate test data to be available to perform UT and IT.   **Exit** **Criteria:**   * Unit Testing is performed, and test results are available * No must fix defects in Unit Testing prior to Integration Testing * Integration Testing is performed, and test results are available * No must fix defects in Integration Testing prior to release to customer.  1. **User Access to Application** | | | | | |
| **Test Case No** | **Test Case Description** | **Inputs / Data** | | **Expected Results** | **Remarks / Actual Results** |
| 1.1 | Data Preparation for testing | Prepare Bulk Upload Sheet to create Leave Applications for Testing. Pay attention to provide multiple level of Approval, Different Leave Types. Sufficient Leaves to be created to be able to cover all aspects of Workflow. Typically minimum of One Reviewer and maximum of Five Reviewers are specified for various leave in random combination | | Excel Sheet with no validation errors. Typical Leaves created to be greater than 10. Attach sample sheet can be used to prepare 30 Leave Applcations |  |
| 1.2 | Leave Upload | Go to Leave Bulk Creation Screen. Upload the Leave Template Excel sheet | | Leaves are created with no Errors. Staff for whom leave is created is able to see the leaves in My Leave Data table.  In the leave Detail page, the approvers and leave details are all listed correctly.  Leaves created are verified in DB Table and all reviewers are listed correctly in Approver table. First Level Reviewer has approval status of 1 (PENDING) in Approval Status Field value. Rest of the reviewers have 5 (WAITING) status |  |
| 1.3 | First Level  Reviewer | Log in as First Leave Reviewer, Select the created Leaves and Approve them in one update. If next level Approver is not available (In case of only one Reviewer, they need to be selected separately. ) | | The selected Leaves are all approved at first Level. Email goes to Staff informing First level Reviewer has approved. Second level Reviewer receive email on Pending Approval. Leaves get listed for Second Level Reviewer to be ready for Review. Any leaves with only one Reviewer level gets fully approved and ready to be closed. |  |
| 1.4 | Delegation | Delegate for any Reviewer to another Reviewer. Choose any reviewer in the subsequent waiting for Reviewer from the created Leaves and go to Delegate screen. Specify needed dates and pick a reviewer to delegate | | The Delegated Reviewer also receives notification for review and see the Leave in List of the Leaves Data table for review |  |
| 1.5 | Second Level  Reviewer | Log in as Second Leave Reviewer, Select the created Leaves and Approve them in one update. If next level Approver is not available (In case of no further Reviewer) they need to be selected separately. | | The selected Leaves are all approved at Second Level. Email goes to Staff informing Second level Reviewer has approved. Third level Reviewer receive email on Pending Approval. Leaves get listed for Third Level Reviewer to be ready for Review. Any leaves with only two Reviewer level gets fully approved and ready to be closed. |  |
| 1.6 | Third Level  Reviewer | Log in as Third Leave Reviewer, Select the created Leaves and Approve them in one update. If next level Approver is not available (In case of no further Reviewer) they need to be selected separately. | | The selected Leaves are all approved at Third Level. Email goes to Staff informing Third level Reviewer has approved. Fourth level Reviewer receive email on Pending Approval. Leaves get listed for Fourth Level Reviewer to be ready for Review. Any leaves with only three Reviewer level gets fully approved and ready to be closed. |  |
| 1.7 | Fourth Level  Reviewer | Log in as Fourth Leave Reviewer, Select the created Leaves and Approve them in one update. If next level Approver is not available (In case of no further Reviewer) they need to be selected separately. | | The selected Leaves are all approved at Fourth Level. Email goes to Staff informing Fourth level Reviewer has approved. Fifth level Reviewer receive email on Pending Approval. Leaves get listed for Fifth Level Reviewer to be ready for Review. Any leaves with only four Reviewer level gets fully approved and ready to be closed. |  |
| 1.7 | Fifth Level  Reviewer | Log in as Fifth Leave Reviewer, Select the created Leaves and Approve them in one update. If next level Approver is not available (In case of no further Reviewer) they need to be selected separately. | | The selected Leaves are all approved at Fifth Level. Email goes to Staff informing Fifth level Reviewer has approved. In our test plan we plan to use five levels. So all Leaves created as per this plan will get closed. One more level can be used if needed for further testing |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
| 2. Negative cases | | | | | |
| 2.1 | Data Preparation for testing | Prepare Bulk Upload Sheet to create Leave Applications for Testing. Pay attention to provide multiple level of Approval, Different Leave Types. Sufficient Leaves to be created to be able to cover all aspects of Workflow. Typically, minimum of One Reviewer and maximum of three Reviewers are specified for various leave in random combination | | Excel Sheet with no validation errors. Typical Leaves created to be greater than 10. |  |
| 2.2 | Leave Upload | Go to Leave Bulk Creation Screen. Upload the Leave Template Excel sheet | | Leaves are created with no Errors. Staff for whom leave is created can see the leaves in My Leave Data table.  In the leave Detail page, the approvers and leave details are all listed correctly.  Leaves created are verified in DB Table and all reviewers are listed correctly in Approver table. First Level Reviewer has approval status of 1 (PENDING) in Approval Status Field value. Rest of the reviewers have 5 (WAITING) status |  |
| 2.3 | First Level  Reviewer | Log in as First Leave Reviewer, Select the created Leaves and Approve them in one update. If next level Approver is not available (In case of only one Reviewer, they need to be selected separately. ) | | The selected Leaves are all approved at first Level. Email goes to Staff informing First level Reviewer has approved. Second level Reviewer receive email on Pending Approval. Leaves get listed for Second Level Reviewer to be ready for Review. Any leaves with only one Reviewer level gets fully approved and ready to be closed. |  |
| 2.4 | Second Level  Reviewer | Log in as Second Leave Reviewer, Select the created Leaves and  Reject them in one update. If next level Reviewer is not available (In case of no further Reviewer) they need to be selected separately. | | The selected Leaves are all rejected at Second Level. Email goes to Staff informing Second level Reviewer has been cancelled. |  |
| 2.5 | Data Preparation for testing | Prepare Bulk Upload Sheet to create Leave Applications for Testing. Pay attention to provide multiple level of Approval, Different Leave Types. Sufficient Leaves to be created to be able to cover all aspects of Workflow. Typically, minimum of One Reviewer and maximum of three Reviewers are specified for various leave in random combination | | Excel Sheet with no validation errors. Typical Leaves created to be greater than 10. |  |
| 2.6 | Leave Upload | Go to Leave Bulk Creation Screen. Upload the Leave Template Excel sheet | | Leaves are created with no Errors. Staff for whom leave is created can see the leaves in My Leave Data table.  In the leave Detail page, the approvers and leave details are all listed correctly.  Leaves created are verified in DB Table and all reviewers are listed correctly in Approver table. First Level Reviewer has approval status of 1 (PENDING) in Approval Status Field value. Rest of the reviewers have 5 (WAITING) status |  |
| 2.7 | First Level  Reviewer | Log in as First Leave Reviewer, Select the created Leaves and Approve them in one update. If next level Approver is not available (In case of only one Reviewer, they need to be selected separately. ) | | The selected Leaves are all approved at first Level. Email goes to Staff informing First level Reviewer has approved. Second level Reviewer receive email on Pending Approval. Leaves get listed for Second Level Reviewer to be ready for Review. Any leaves with only one Reviewer level gets fully approved and ready to be closed. |  |
| 2.8 | Staff Cancel | Log in as Staff and cancel the leave for few cases that got created by the Bulk upload | | Following the cancellation, the leaves which are cancalled should not appear in rest of the Steps for the reviewers |  |
| 2.9 | Second Level  Reviewer | Log in as Second Leave Reviewer, Leaves except for Cancelled leave should appear for Review. Select the created Leaves and Approve them in one update. If next level Approver is not available (In case of no further Reviewer) they need to be selected separately. | | The selected Leaves are all approved at Second Level. Email goes to Staff informing Second level Reviewer has approved. Third level Reviewer receive email on Pending Approval. Leaves get listed for Third Level Reviewer to be ready for Review. Any leaves with only two Reviewer level gets fully approved and ready to be closed. |  |
| 2.10 | Third Level  Reviewer | Log in as Third Leave Reviewer, Leaves except for Cancelled leave should appear for Review. Select the created Leaves and Approve them in one update. If next level Approver is not available (In case of no further Reviewer) they need to be selected separately. | | The selected Leaves are all approved at Third Level. Email goes to Staff informing Third level Reviewer has approved. Leaves except for cancelled leaves with three Reviewer level gets fully approved and ready to be closed. |  |