Test Id	Module	Menu
	Administration	Subsidiaries
	Administration	Subsidiary Management
	Administration	Subsidiary Management

	Administration	User Access Right =========================
	Administration	User Access Right

	Administration	Users Management
	Administration	Users Management
	Administration	Users Management
	Administration	Users Management

	Administration	Payroll Rules Overview
	Administration	Payroll Rules: Allowances, Deductions and Loans

	Administration	Payroll Rules: Allowances, Deductions and Loans
	Administration	Payroll Rules: Paygroup
	Administration	Payroll Rules: Paygroup

	Administration	Payroll Rules : Paygroup
	Administration	Payroll Rules: Paygroup
	Administration	Payroll Rules: Analysis

	Administration	Payroll Rules
	Administration	Account
	Administration	Payroll Rules: Advanced setup Calculation Table
	Administration	Loan Liimit Setup

	Administration	Loan Liimit Setup:
	Administration	Deduction Limit
	Administration	Data Restriction

	Administration	Timesheet setup
	Administration	Setup payment file
	Administration	Select End of the Year Run
	Administration	Analysis on Payslip
	Administration	Oauth Client Setup
	Administration	Retirement due Setup

	Administration	Setup Multicurrency
	Administration	Bank Setup

	Administration	Approval
	Administration	Approval Reroute Mangement

	Administration	Notification settings
	Administration	Account Security Setup
	Administration	ESS Creation
	Administration	News

	Administration	Document setings
	Administration	API Account Management
	Administration	Interaface Analysis Code Setup
	Administration	User Activity Log

	Administration	Invoice
	Administration	Define Grade Level
	Administration	Define Grade Level
	Administration	Define Grade Level
	Administration	Define Public Holidays

	Administration	Job title Setup
	Administration	Job title Setup Uploads
	Administration	Job title Setup
	Administration	Entitlement setup

	Administration	Staff Confirmation Setup
	Administration	Exist Process Setup
	Administration	Organization Structure Data Setup
	Administration	Mission and Vision

	Administration	Delegate Approval
	Administration	Setup projects/Objectives
	Administration	Audit Reports- Login Audit

	Administration	Audit Reports- HR Setup- Job Title Setup
	Administration	Audit Reports- HR Setup- Confirmation Rule Setup
	Administration	Audit Reports- HR Setup- Grade level setup

	Administration	Audit Reports- HR Setup- Exist rule setup
	Administration	Audit Reports- HR Setup - Entitlement Setup
	Administration	Audit Reports-ESS Creation and User type

	Administration	Audit Reports-User Access Right
	Administration	Audit Reports- Active Users
	Administration	Audit Reports-Account security
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	

	Administration	
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	
	Administration	

Test Case Description	PRE CONDITIONS
#Case1: A User with the admin user access right should be able to create Subsidiaries after logging into the system	The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 2: A User with the admin user access right should be able to edit Subsidiaries	The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 3: A User with the admin user access right should be able to create Delete Subsidiaries	The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case1: A User with the admin user access right should be able to Create a new User Access Right ================================== #Case2: A User with the admin user access right should be able to Delete a User Acess Right	The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case3: A User with the admin user access right should be able to Disable a User Access Right	The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case 1: A User with the admin user access right should be able to Create a new User	The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 2: A User with the admin user access right should be able to Edit Users	The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 3: A User with the admin user access right should be able to Delete User	The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 4: A User with the admin user access right should be able to View User	The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case1 A User with the admin user access right should be able to Setup payroll rules by answering the listed question as it applies to that crporate.	The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case1 A User with the admin user access right should be able to Setup payitems: Allowances, Deductions and Loan	The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case 2 A User with the admin user access right should be able to Delete and Edit payitems that are not system defult : Allowances, Deductions and Loan	The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1 A User with the admin user access right should be able to Setup Paygroup- Setup new paygroup and update the existing	The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 2 A User with the admin user access right should be able to Create similar paygroup	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate must have an exisiting paygroup on the system.

#Case 3 A User with the admin user access right should be able to Upload new paygroup	The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 4 A User with the admin user access right should be able to Upload paygroup item	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate must have an exisiting paygroup on the system.
#Case1 A User with the admin user access right should be able to create analysis #Case 2 A User with the admin user access right should be able to edit, disable and enable analysis	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate is expected to have an existing analysis on the system.

#Case 3 A User with the admin user access right should be able to Upload Analysis Details	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate is expected to have an active analysis on the system.
#Case1 A User with the admin user access right should be able to create, edit and view a deduction account for Deductions	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case1 A User with the admin user access right should be able to Setup, edit and delete a Calculation table	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case1 A User with the admin user access right should be able to setup, edit and delete Loan Limit	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case 2 A User with the admin user access right should be able to Upload loan limit	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate must have an exising loan on the system.
#Case 1 A User with the admin user access right should be able to setup , edit, view and delete deduction Limit.	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1 A User with the admin user access right should be able to Define Data Restriction ================================== #Case 2: A User with the admin user access right should be able to view, edit and delete Data restriction	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate mus have an existing analysis on the system.

#Case 1: A User with the admin user access right should be able to setup: TimeSheet	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to setup Payment File	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to: Select end of the year run	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to setup Analysis on payslip	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate must have an exisiting analysis on the system
#Case 1: A User with the admin user access right should be able to setup: Oauth Client Setup	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to setup: Retirement due date	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case 1: A User with the admin user access right should be able to setup Multicurrency feature **Case 2:** A User with the admin user access right should be able to Attach currency to payitems:	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The user must have set up multicurency.
#Case 1: A User with the admin user access right should be able to Setup a Bank	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case 1: A User with the admin user access right should be able to setup Approval Settings	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate must have set up an approval group 1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate must have set up an approval group. ================================== 1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate must have set up a custom approval
#Case 1: A User with the admin user access right should be able to Reroute transactions needing approval to some other users	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate must have active approval groups setup

#Case 1: A User with the admin user access right should be able to aetup Notification groups #Case 2: A User with the admin user access right should be able to Setup notification rules	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to Setup account security	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to Create an ESS	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corpoarte must have a staff who is not an ESS setup.
#Case 1: A User with the admin user access right should be able to setup News	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case 1: A User with the admin user access right should be able to Buy Additional Storage #Case 2: A User with the admin user access right should be able to Add Document Group #Case 3: A User with the admin user access right should be able to retrieve document	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. The corporate must have some uploaded documents to be retrieved
#Case 1: A User with the admin user access right should be able to setup API Account Management	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to setup Interaface Analysis Code	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to view User Activity Log	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case 1: A User with the admin user access right should be able to see and download Invoice	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to Define Grade Level	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 2: A User with the admin user access right should be able to Upload Grade Level	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 3: A User with the admin user access right should be able to Upload Grade Entitlement	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. There must be an exisiting garde level on the system
#Case 1: A User with the admin user access right should be able to Define Public Holidays	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case 1: A User with the admin user access right should be able to setup Job title	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. There must be an exisiting garde level on the system
#Case 1: A User with the admin user access right should be able to Upload Job Fields	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to upload Responsibilities | Skills | Tools	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. There must be an exisiting Job title on the system
#Case 1: A User with the admin user access right should be able to Setup Entitement	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case 1: A User with the admin user access right should be able to setup Staff Confirmation	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. There must be an existing confirmation form on the system
#Case 1: A User with the admin user access right should be able to Setup Exist Process	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to setup Organization Structure Data	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. There must be an existing exist setup form on the system
#Case 1: A User with the admin user access right should be able to Add organizational Mission and Vision	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case 1: A User with the admin user access right should be able to Delegate User Roles	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 2. Approval must have been enabled in the payroll rules setting corner 3. A transaction that requires an approval must have been passed
#Case 1: A User with the admin user access right should be able to Setup projects/Objectives	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
#Case 1: A User with the admin user access right should be able to generate an Audit report for every login into the system #Case 2: A User with the admin user access right should be able to generate an Audit report for every login into the system in the PDF, XLS and HTML formats.	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right. 1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

#Case 1: A User with the admin user access right should be able to generate a Job Title Setup Audit report detailing all Job titles created on that corporte in PDF, CSV, XLS and HTML formats.	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
# Case 1 A User with the admin user access right should be able to generate a Confirmation rule Setup Audit report detailing all confirmation setup rule created on that corporte in PDF, CSV, XLS and HTML formats.	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
# Case 1 A User with the admin user access right should be able to generate a Grade level Setup Audit report detailing all grade levels created on that corporte in PDF, CSV, XLS and HTML formats.	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

# Case 1 A User with the admin user access right should be able to generate a Exist Rule Setup Audit report detailing all exist rule that has been created on that corporte in PDF, CSV, XLS and HTML formats.	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
# Case 1 A User with the admin user access right should be able to generate an Entitlement Setup Audit report detailing all entitlement created on that corporte in PDF, CSV, XLS and HTML formats.	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
# Case 1 A User with the admin user access right should be able to gnerate a ESS Creation and User type report detailing all ESS and user type created on that corporte in PDF, CSV, XLS and HTML formats.	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

# Case 1 A User with the admin user access right should be able to gnerate a User access rght Audit report detailing all user access right on that corporte in PDF, CSV, XLS and HTML formats.	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
# Case 1 A User with the admin user access right should be able to generate an Active Users audit report detailing all active user on that corporte in PDF, CSV, XLS and HTML formats.	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.
# Case 1 A User with the admin user access right should be able to generate an Account Security setup audit report detailing all modifications/changes done on the account security setup modal in PDF, CSV, XLS and HTML formats	1. The user is expected to have logged into the system with a registered credentials and have an admin user access right.

Testing Steps
1. Navigate to Adminntsration>Genral settings>Subsidiaries> New 2. Fill in the corp ID. 3. Fill in the Corp name 4. Click 'Select country dropdown' 5. Fill in address in cleartext 6. Enter email address 7. Enter contact person email 8. Click on submit
1. Navigate to Adminntsration>Genral settings>Subsidiaries 2. Locate the desired corporate by scrolling or by using the serach featrure 3. Click on the edit button 4. Edit the desired fileds 5. Click submit
1. Navigate to Adminntsration>Genral settings>Subsidiaries 2. Locate the desired corporate by scrolling or by using the serach featrure 3. Click the delete button against the corporate 4. Click submit

1. Navigate to Adminntsration>Genral settings>User Access Right> New 2. Click on the dropdown for corporate 3. Key in a user access right name 4. Select a restriction (if any is needed) 5. Click the check box to either select Admin and ESS or ESS alone or Select all permissions 6.Click Submit 7. Check that the role is available at list view and status displays 'Enabled'   === 1. Navigate to Adminntsration>Genral settings>User Access Right 2. Locate the desired User Acces Right by scrolling or by using the serach featrure 3. Click the delete button against the User Acces Right 4. Click submit
1. Navigate to Adminitsration>Genral settings>User Access Right 2. Locate the desired User Acces Right by scrolling or by using the serach featrure 3. Click the edit button against the User Acces Right 4. Navigate to "STATUS" 5.Click and select DISABLE 6. Click Submit

1. Navigate to Adminntsration>Genral settings>Users> New 2. Click on the corporate dropdown and Select the corporate against which the user will be created for. 3. Click on the User Access Right dropdown and Select one 4. Click on the 'First Name' input box and enter a name 5. Click on the 'Last Name' input box and enter a name 6. Enter email address 7. Click on accessible corporates and select the corporate you want the user to have access to. 8. Click on submit
1. Navigate to Adminntsration>Genral settings> User 2. Locate the desired User by scrolling or by using the serach featrure 3. Click on the edit button 4. Edit the desired fileds 5. Click submit
1. Navigate to Adminitsration>Genral settings>User 2. Locate the desired User by scrolling or by using the serach featrure 3. Click the delete button against the User Acces Right 4. Click submit
1. Navigate to Adminitsration>Genral settings>User 2. Locate the desired User by scrolling or by using the serach featrure 3. Click on the eye icon against the desired user 4. Check if the form is not edittable 5. Click close

1. Navigate to Adminitsration>Genral settings>Payrol Rules > Overview
2. Answer the questions "1-17" by toggling the YES or NO option as it applies to your corporate
3. If Question 1 is answered as yes
4. If Question 1 b is answered as yes
5. If Question 2 is answered as yes
6. If Question 4 is answered as yes

7. If Question 5 is toggled to be Yes

8. If Queston 6 is answered Yes

9. On question 7, Click on the dropdown to select how you want your taxes computed:
a. If Manual Tax is selected then Option 7b
b. If System computed is selected then Option 7b
c. If Company advise is selected then Option 7b

10. If Question 8 is yes
11. If Option 9 is answered as YES
12. At 10, Click on the textbox to enter the number of period your organization run per year
13. If 12 & 13 are set to YES
14. At 14, click on hint to see the hint attached to the option. If yes is toggled on. **SEE NEXT LINE**
15. If 15 is answered as YES

1. Navigate to Adminitsration>Genral settings>Payrol Rules > Pay items
2. Check that all defualt allowances and deductions as in Bais, housing, transport, NHF, NHIS, PENSION, NSITF are displayed and enabled
3. Check that you can define new allowance, deduction and loan
4. Incase extra pay items (allowance, deduction and loan) needs to be added, click on ADD OTHER and fill in the title of the pay item respectively.
5. If a pay item is pensionable or off payroll, check the corresponding box against that pay item
6. Click on the dropdown on the extreme right of the page to see a dropdown and select when to pay.
7. For loans: interest rate, interest type and when to deduct will be keyed into the system
8. Check that save action did not duplicate the Allowance, deduction and loan defined
9. Click on save & next

1. Navigate to Adminitsration>Genral settings>Payrol Rules > Pay items 2. Check that all defualt allowances and deductions are displayed and enabled 3. Click on the delete button against the unfixed items to see if the delete buttons are functional 4. Click on the edittble pay item field to edit the payitem name to confirm functionality. 5. Click on the checkbox to check the active/pensionable/ off payroll as the case may require to see functionality 6. Clik on the how to pay drop down to select when to pay 7. Scroll down and click the save button to save changes
Key-in new paygroup- 1. Navigate to Adminitsration>Genral settings>Payrol Rules > Paygroups 2. Type in Paygroup description 3.Type in paygrade 4. Type in paygroup step 5. Select payment mode 6.Check that name specified is retained and all allowance/deductions/loans defined at allowance tab are displayed. 7. Use all amount type options (Amount, %basic,%gross and Calculation tabe) 8. Setup Overtime, Daily allowance and Leave days/Amount 9. Check that after submitting, the paygroup is displayed as part of the paygroups in the select paygroup dropdown 10. Check that all values supplied for payitems/deduction are retained.
1. Navigate to Adminitsration>Genral settings>Payroll Rules > Paygroups 2. Click the dropdown and select a paygroup to simulate 3. Click the create similar button 4.Check that the form displays the exaclt value of the selected paygroup 4.Modify accordingly and save 5. Check that after submit the paygroup is displayed on the list view 6. Check that all values supplied for payitems/deduction are retained

1. Navigate to Adminitsration>Genral settings>Payroll Rules > Paygroups 2. Click on Upload paygroup 3. Check to see if hints are displayed after clicking on the items colored blue. 3. Download the template 4. Fill in the downloaded excel template and go back to thr HM app to upload 5. Click on "Click here to select a file" and select a file to upload 6. Click on process when file has been succesfully uploaded 7. Click on Submit 8. Check that uploaded paygroup name, payitem name and calculation table items registered are displaying as supposed.
1. Navigate to Adminitsration>Genral settings>Payroll Rules > Paygroups > Upload paygroup item 2. Check that the hint table is displayed after clicking on the items coloured blue. 3. Download the template 4. Fill in the downloaded excel template and go back to thr HM app to upload 5. Click on "Click here to select a file" and select a file to upload 6. Click on process when file has been succesfully uploaded 7. Click on Submit 8. Check that uploaded paygroup name, payitem name and calculation table items registered are displaying as supposed.
1. Navigate to Adminitsration>Genral settings>Anaysis 2. Click on the new button to create a new analysis 3. Enter a name to Check that Analysis name can be entered 4. Check that the "enable for transactions" and "Required" can be toggled on and off 5. Check that the analysis type can be selected 6. Check that the analysis displays on the list view when the OK button is cicked   1. Navigate to Adminitsration>Genral settings>Anaysis 2. Click on the view button against the analysis can be viewed. Also click on the editt button and make some changes, toggle to disable the anaylsis 3. Click on save

1. Check that the upload analysis details link displayed the right template 2. Check that the hint table is displayed after clicking on the items coloured blue. 3. Check that uploaded analysis are displaying under analysis label 4. Check that the "download template" is visible and the template can be downloaded 5. check that analysis details can be uploaded with the template
1. Navigate to Adminntsration>Genral settings>Payroll Rules >Account
1. Navigate to Adminntsration>Genral settings>P ayroll Rules >Advanced setup 2. Select calculation and see if a new calculation table can be set up by clicking the "new" button 3.Enter a description 4. Click on the + button to add operand, element and operator 5. Check that operands and operators specified are retained 6.Click the ADD button to introduce a new row 7. Click on save to save the calc table defined. 8. Click on delete to check that the delete button removes a calculation table 9. Check that all calculation table setup are available at paygroup setup and everywhere calculation table is used today
1. Navigate to Adminntsration>Genral settings>Payroll Rules >Advanced setup> Loan limits 2. See if a new Loan Limit can be set up by clicking the "new" button 3. Check to see if Loan type, Loan limit target, Loan limit type, amount selected is retained 4. Check to see if the loan limit saves and displays in list view upon clicking "Submit" 5. Click on the view, edit and delete buttons against the loans to see if loan limit can be vieewed, editted and deleted

1. Navigate to Adminntsration>Genral settings>Payroll Rules >Advanced setup> Loan limit 2. Click on the Loan Limit Upload 3. Check that the upload loan limit link displayed the right template 2. Check that the hint table is displayed after clicking on the items coloured blue. 3. Check that the "download template" is visible and click the download button to download the template. 4. Fill up the template and upload to specificarion.
1. Navigate to Adminntsration>General settings>Payroll Rules >Advanced setup> Deduction Limit 2. See if a new Deduction Limit can be set up by clicking the "new" button 3. Check to see if Deduction type, Deduction limit target,Deduction limit type, amount or calculation selected is retained 4. Check to see if the Deduction limit saves and displays in list view upon clicking "Submit" 5. Click on the view, edit and delete button against the deduction to see if deduction limit can be viewed, editted and deleted
1. Navigate to Administration>General settings>Payroll Rules >Advanced setup> Data restriction Setup 2. Click the new button to drop a restriction form to be created. 3. Enter restriction name and see if it is retained 4. Click on analysis and check to see if the analysis on the corporate is what is dropping in the analysis dropdown. Select your prefferred analysis and toggle on and off. 5. Assign and Unassign the analysis fields based on your preferrence. 6. Click the submit button to save the entries. 7. Check to see if the restriction created displays in list view == 1. Navigate to Administration>General settings>Payroll Rules >Advanced setup> Data restriction Setup 2. See a list of existing data restriction on the system and click the view, edit and delete button against it to view, edit and delete the data restriction.

1. Navigate to Adminitsration>General settings>Payroll Rules >Advanced setup> Timesheet setup 2. Check to confirm that the minimum working hours text box accepts numeric type only 3. Click and Check to confirm that the overtime hours accepts numeric data type only 4. See if the radio button can be clicked 5.Click the resumption time and closing time and select a time. 6. See to confirm if the break hours accepts alphabetic data type 7. Click on the optional analysis drop down and select an analysis in the systsem 8. Check to see if the save button saves the setup
1. Navigate to Adminitsration>General settings>Payroll Rules >Advanced setup> Payment file setup 2. Click payment file types drop down 3. Select a payment file 4. Click on save 5.Check if the payment file is retained after saving
1. Navigate to Adminntsration>General settings>Payroll Rules >Advanced setup> Select end of the year run 2. Click to see if the"Do you wish Year to date values to start at a different month?" option can be toggled yes or no 3. Click and check if the months of the year are dropping down 4. Check to see the save button retains the option selected
1. Navigate to Adminntsration>General settings>Payroll Rules >Advanced setup> Analysis on payslip 2.Click on the dropdown against the 1st-5th analysis and See if the analysis on the system are dropping down 3. Select analysis and Click on the save button.Also check if the save button retains the option selected
1. Navigate to Adminntsration>General settings>Payroll Rules >Advanced setup> Oauth Client setup 1. Check if the text boxes are taking in alphabetical entries 2. Check if the button can be toggled on and off 3. Check if analysis is dropping down 4. Check if the save button is saving the entries.
1. Navigate to Adminntsration>General settings>Payroll Rules >Advanced setup> Retirement due setup 2. Enter retirement age and check if retained 3. Enter length of service and check if retained 4. Click and see if the yes/no option can be toggled 5. Click and See if analysis on the system is dropping down 6. Click and see the save button retains the option selected

1. Navigate to Adminntsration>General settings>Payroll Rules >Advanced setup> Multicurrency setup 2. Click and see if you can change the base currency 3. Click the edit button to see if it can allow to edit the exchange rate 4. Click the save button to save the input CLICK **Attach currency to payitems:** 1. Check to see if you can view all , allowances and deductions and are well arranged 2. Check to see if any currency is attached to payitems 3. Check to see if currencies are dropped down and select a deesired currency 4. Click the save button to save the entries. 5. Refresh to see if the application retains the entry
1. Navigate to Adminntsration>General settings>Payroll Rules >Advanced setup> Bank Setup 2. Click add new to add a new bank account 3. Enter account name and Check to see if account name is not accepting numeric data type 4.Enter account number and Check to see if the account number is not accepting the alphabetic data type 5.Click the bank drop down and Check to see if the list of banks are dropping down on the form 6. Select a bannk 7. Click submit and Check to see if submit registers the form information 8. View, edit and delete old bank accounts

Navigate to Adminntsration>General settings>Approval settings **APPROVAL GROUP** 1. Click new to create a new approval group 2. Search and attach users to the approval group 3. Check to see if you can view, edit and delete the existing approval group ============================== **APPROVAL ROUTE** 1. Check to see if you can attach approval groups to transaction 2. Check to see if you can add a new approval level 3. Check to see if you can enable/ disable approval for a particular transaction ============================== **CUSTOM APPROVAL** 1. Click new to create a new custom approval 2. Input the description and go on to transaction types 3. Check to see if you can edit, view and delete the custom approval on the system 4. Check to see if you can attach and delete differet level of users to the approval group 5. Save the entries and see if custom approval appears in list view ============================ **STAFF APPROVAL CONFIGURATION** 1. Click approval route dropdown to slect approval route 2. Click select target dropdown to select a target 2. Click the save button to save the settings
1. Navigate to Adminntsration>General settings>Approval reroute management 2. Check if the list of transactions pending approval displays in list view 3.Check to see if you can view each of the transaction 4.Cick reroute a transaction and check to see if you can attach a user 5. Check to see if you can view history of already approved transactions

1. Navigate to Administration>General settings>Notification settings 2. Click the edit button and Check to see if you can attach users and emails to different transaction types 3. Click the status dropdown and select if you want the notification active or blocked 4. Click the submit button == 1. Check to see if the list of notification type drops down 2. Click the edit icon to take editting actions 3. Enter remider days, Interval days and new email 4.Click the show notification to select if you want the notification active or block 5. Click the submit button
1. Navigate to Administration>General settings> Account Security Setup 2. Toggle yes or no for where it applies to your corporate 3. Enter values into the text boxes 4. Click on save
1. Navigate to Administration>General settings> ESS Creation 2. Click on the select target dropdown and select a target 3. Click on the select staff and search for a staff 4. Click on submit
1. Navigate to Administration>General settings> News 2. Click on the new buttton to create a new news notification 3. Filll up the forms 4. Apply the all text formats and actions performable on the menu bar 5. Choose your news type (i.e if you want the news to come up on your message board or email or both) 6. Select the date range 7. Submit 8. Check if news notification performs as expected (displays in the home page or email or both) as specified 9. View, edit, delete the news notification created

1. Navigate to Administration>General settings> Document settings > Buy Additional Storage 2. Click on Buy Now for the storage space you want to buy 1. Navigate to Administration>General settings> Document settings > Add Document Group 2. Fill in the textboxes and select a privacy settings from the privacy drop down 3. Click on save 4. Click the delete icon and Check if you can delete the document group 1. Navigate to Administration>General settings> Document settings > Document Retrievals 2. Fill in the text boxes and select a transaction type from the transaction tye dropdown 3. Click on GO
1. Navigate to Administration>General settings> Document settings > API Account Management 2. Click on Generate Key to generate an API key 3. Click on the copy and reset button to copy and reset the API key 4. Click on the New IP address to whiltelist an IP 5. Enter the IP Address and click submit 6. Check if the IP appears in list view
1. Navigate to Administration>General settings> Document settings > Interface Anlaysis Code Setup 2. Click on the analysis dropdown to select an analysis to setup a code for 3. Key in codes against each analysis details 4. Incase of no existing analysis details on that particlar analysis
1. Navigate to Administration>General settings> Document settings > User Actviity Log 2. Click on the dropdown and select Staff, then User to dispay the actvity log 3. Search for the particular registered staff or user whose log you will like to see 4. Click on the date picker to select a start and end date range 5. Click on search

1. Navigate to Administration>General settings> Document settings > Invoice 2. Click on dropdown to select a payroll period of which period you want to display 3. Click on the "Load" button 4. Click on download
1. Navigate to Administration>HR Setup> Document settings > Define Grade Level 2. Click on the new button to create a new grade level 3. Fill in the form 4. Enter a value for probabtion in months 5. Click on the select entitlement dropdown to select an entitlement 6. Click on submit
1. Navigate to Administration>HR Setup> Document settings > Define Grade Level > Upload Grade Level 2. Check that hints are displayed below each field 3. Click on the download CSV template to download template 4. Fill in and save the CSV based on the hint given 5. Click on the "click here to select a file" to process the file 6. Click on submit
1. Navigate to Administration>HR Setup> Document settings > Define Grade Level > Upload Grade Level Entitlement 2. Check that hints are displayed below each field 3. Click on the download CSV template to download template 4. Fill in and save the CSV based on the hint given 5. Click on the "click here to select a file" to process the file 6. Click on submit
1. Navigate to Administration>HR Setup> Document settings > Define Public Holiday 2. Click on the Select Year and choose a year 3. Select a date to be defined for public holiday on the Calendar 4. Click on save

1. Navigate to Administration>General settings> Document settings > Job title Setup > Single Entry 2. Click on New to create a new Job title 3. Fill in the form by entering the corresponding answers in text box and selecting options from dropdown 4. Enter responsiblitiy and click on Add to Add newor Delete to delete responsibility if need be. 5. Click the Skill set modal to enter/delete a skill set 6. Click the Tools modal to enter/delete a tool 7. Click Submit
1. Navigate to Administration>General settings>HR Setup > Job title Setup > Job upload field 2. Check that hints are displayed below each field 3. Click on the download CSV template to download template 4. Fill in and save the CSV based on the hint given 5. Click on the "click here to select a file" to process the file 6. Click on submit
1. Navigate to Administration>HR Setup> Document settings > Job title Setup > Responsibilities | Skills | Tools Upload 2. Check that hints are displayed below each field 3. Click on the download CSV template to download template 4. Fill in and save the CSV based on the hint given 5. Click on the "click here to select a file" to process the file 6. Click on submit
1. Navigate to Administration>HR Setup> Document settings > Job title Setup > Entilement Setup 2. Click on New 3. Fill in the name of the entitlement 4. Check the textbox if it is a Financial entitlement 5. Enter amount if it is a financial entitlement 6. Check if entitlement is enlisted in list viewand can be viewed, editted and deleted

1. Navigate to Administration>HR Setup> Document settings > Job title Setup > Staff Confirmation Setup 2. Click on New 3. Fill in the name of the description 5. Toggle the Use confirmation form button on if you want the system to use confirmation form and toggle it off if you want to 6. Enter a name and description for the required document 7. Toggle to select if the document is compulsory or not 8. Click on Add New to add a new document item 9. Click on save and check if it displays in the list view 10. Click on manage items and see if the items inputed displays, can be editted and deleted. 11. Check if confirmation setup can be editted and deleted
1. Navigate to Administration>HR Setup> Document settings > Job title Setup > Exist Setup 2. Click on New 3. Fill in the label and description 4. Check that the KPI form setup for exist on the system displays in the KPI form dropdown 5. Select a cofirmation form 6. Enter a name and description for the required document 7. Toggle to select if the document is compulsory or not 8. Click on Add New to add a new document item 9. Click on save and check if it displays in the list view 10. Check if Exist process setup can be editted and deleted
1. Navigate to Administration>HR Setup> Document settings > Job title Setup > Organization Structure Data Setup 2. Click on new 3. Enter a description and click submit 4. Click on Manage items to add details (description and rank) 5. Check If details can be editted and deletd 6. Check if Org structure can be editted and deletd
1. Navigate to Administration>HR Setup> Document settings > Job title Setup > Mission and Vision 2. Enter company's vision 3. Enter company's vision 4. Click on save 5. Logout and relogin to check if the company's vision and mission statement is displaying at the left handside of the application.

1. Navigate to Administration>HR Setup> Document settings > Job title Setup > Delegate Approval 2. Click on new 3. Select a user who's roles you want to delegate 4. Select delegate 5,. Enter start and End date 6. Click on Save 7. Check if then delegated role is coming up on the user delegated to profile
1. Navigate to Administration>HR Setup> Document settings > Job title Setup > Setup projects/Objectives 2. Click on NEW 3. Fill in the form by entering the corresponding answers in text box and selecting options from dropdown 4. Enter Milestones title, description, start date and end dare and click on Add to Add newor Delete to delete responsibility if need be. 5. Click the resources required modal to add/delete resources 6. Click the Tools modal to enter/delete a tool 7. Click Submit
1. Navigate to Administration>Reports 2. Click on the report type dropdown to select the Login audit report type. 3. Click on the date dropdown to select the range of date that needs to be seen. 4. To filter the report, Click on the User Access Name and status dropdown to select status and User access name. Also enter a User 5. Select the PDF and click "View Report" 6. Check that the report capture trails of any user login into the system. Also check reports for correctness of data. 1. Navigate to Administration>Reports

1. Navigate to Administration>Reports 2. Click on the report type dropdown to select the HR Setup audit report type. 3. Click on the date dropdown to select the range of date that needs to be seen 4. Click the status dropdown to filter the report. 5. Select the PDF and click "View Report" 6. Spool reports by all filters to ensure they are working 7. Check that the report capture trails of any Job Title Setup and changes made. Also check reports for correctness of data.
1. Navigate to Administration>Reports 2. Click on the report type dropdown to select the HR Setup audit report type. 3. Click on the date dropdown to select the range of date that needs to be seen 4. Click the status dropdown to filter the report. 5. Click on the HR setup to select confirmation rule from the drop down list 6. Select the PDF and click "View Report" 7. Spool reports by all filters to ensure they are working 8. Check that the report capture trails of any Confirmation Rule Setup and changes made. Also check reports for correctness of data
1. Navigate to Administration>Reports 2. Click on the report type dropdown to select the HR Setup audit report type. 3. Click on the date dropdown to select the range of date that needs to be seen 4. Click the status dropdown to filter the report. 5. Click on the HR setup to select grade level setup from the drop down list 6. Select the PDF and click "View Report" 7. Spool reports by all filters to ensure they are working 8. Check that the report capture trails of any Grade level Setup and changes made. Also check reports for correctness of data

1. Navigate to Administration>Reports 2. Click on the report type dropdown to select the HR Setup audit report type. 3. Click on the date dropdown to select the range of date that needs to be seen 4. Click the status dropdown to filter the report. 5. Click on the HR setup to select Exist Rule setup from the drop down list 6. Select the PDF and click "View Report" 7. Spool reports by all filters to ensure they are working 8. Check that the report capture trails of any Exist Setup and changes made. Also check reports for correctness of data
1. Navigate to Administration>Reports 2. Click on the report type dropdown to select the HR Setup audit report type. 3. Click on the date dropdown to select the range of date that needs to be seen 4. Click the status dropdown to filter the report. 5. Click on the HR setup to select an Entitlement setup from the drop down list 6. Select the PDF and click "View Report" 7. Spool reports by all filters to ensure they are working 8. Check that the report capture trails of any Entitlement Setup and changes made. Also check reports for correctness of data
1. Navigate to Administration>Reports 2. Click on the report type dropdown to select the ESS Creation and User type audit report type. 3. Click on the date dropdown to select the range of date that needs to be seen 4. Select the PDF and click "View Report" 5. Spool reports by all filters to ensure they are working 6. Check that the report capture trails of any ESS Creation , modification and deletion made and User type. Also check reports for correctness of data.

1. Navigate to Administration>Reports 2. Click on the report type dropdown to select the User access rght Audit report type. 3. Click on the date dropdown to select th e range of date that needs to be seen 4. Select the PDF and click "View Report" 5. Spool reports by all filters to ensure they are working 6. Check that the report capture trails of any changes made in the User access right setup. Also check reports for correctness of data.
1. Navigate to Administration>Reports 2. Click on the report type dropdown to select the Active users audit report type 3. Click on the date dropdown to select the range of date that needs to be seen 4. Select the PDF and click "View Report" 5. Spool reports by all filters to ensure they are working 6. Check that the report capture trails of all active users of that particular corporate. Also check reports for correctness of data.
1. Navigate to Administration>Reports 2. Click on the report type dropdown to select the Account Security report type 3. Click on the date dropdown to select the range of date that needs to be seen 4. Select the PDF and click "View Report" 5. Spool reports by all filters to ensure they are working 6. Check that the report capture trails of any changes made in the account security setup. Also check reports for correctness of data.

Expected Results
1. A form to be filled is displayed 2. Field accepts entry. 3. Field accepts entry 4. A dropdown of list of country is displayed and the sytem accepts the selected. 5. Field accepts entry in cleartext 6. Field accepts entry in cleartext 7. Field accepts entry in cleartext 8. Screen refreshes to show 'corporate successfully created' and sends login details to email
1. List of registerd corporates are shown 2. Desired corporate is seen 3. A prevously filled form drops for users to modify 4. Field accepts entry in clear text 5. Screen refreshes to show 'corporate modified successfully'
1. List of registerd corporates are shown 2. Desired corporate is seen 3. A dialogue box asking "Are you sure you want to perform this action?" pops up 4. The subsidiry is deleted

1. A form to be filled is displayed 2. Field accepts entry. 3. Field accepts entry 4. A dropdown of list of restrictions are displayed(if there are any) and the sytem accepts the selected. 5. The desired permission is checked 6. System returns Role created successfully 7. Role created is seen on the list view and status displays 'Enabled'   === 1. List of registerd available User Access Rights are shown 2. Desired User Access Right is seen 3. A dialogue box asking "Are you sure you want to perform this action?" pops up 4. The system returns "Role deleted succssfully"
1. List of registerd available User Access Rights are shown 2. Desired User Access Right is seen 3. A previously filled form drops 4. STATUS is reached 5. The system takes in the DISABLE option as the new status 6. The system returns "Role Modified Successfully"

1. A form to be filled is displayed 2. A dropdown of list of corporate is displayed and the sytem accepts the selected. 3. A dropdown of list of User Access Right on that corporate is displayed and the sytem accepts the selected. 4. Field accepts entry in cleartex 5. Field accepts entry in cleartext 6. Field accepts entry in cleartext 7. A dropdown of list of subsidiaries on that corporate is displayed and the sytem accepts the selected. 8. Screen refreshes and show 'User created successfully'. A user login details is also sent to the provided email address.
1. List of registerd users are shown 2. Desired user is located 3. A prevously filled form drops for users to modify 4. Fields accepts modifications made 5. Screen refreshes to show 'Role modified successfully'
1. List of registerd available Users are shown 2. Desired User is seen 3. A dialogue box asking "Are you sure you want to perform this action?" pops up 4. The system returns "Role deleted succssfully"
1. List of registerd available Users are shown 2. Desired User is seen 3. An uneditable scrollable form pops for users to view 4. The form is not editable 5. The system closes the form and return back to the user's page

1. A list of questions numbered 1-17 drops

2. Yes and No options are retained on the screen
3. Two text boxes to be filled are dropped down and system automatically generates staff number for new users during staff creation bassed on the last staff number given
4. Employee Self Servcie is activated for all staff created on the system. If not otherwise.
5. Basic Salary paid ont the system will be different for employees in the same paygroup.
6. Two options are dropped down to select from. Paradventure a 2 weekend rate is selected, the system automically changes th e template of overtime setup, overtime key-in and overtime upload to reflect two overtime spaces.
7. A question also pops up for the system to know if you pay daily allowances by default. The system takes action based on answer provided.
8. The system automatically allow all transactions to go through the levels of approv al setup on the system.
9. A list of items drop down (Manual, System computed and company advise)

a.7b comes up and allows you to pick how your manual tax will be inputted (amount or %)
b. 7b comes up and allows you to pick a calculation type for reliefs
c. 7b comes up and allows you to pick a calculation type for reliefs
10. Leave allowances is configured to be paid with salaries
11. Loan amount is considered paid with cash/cheques
12. System takes entry as cleartext and uses it backend

13. The system sees Saturday and Sunday as working days

14. Hint pops up / Systsem configures the system to let Payment goes through remita
SEE NEXT LINE

1. A list of payitems are displayed in segmented order (Allowances, Deductions and Loans)
2. Default payitems are displayed and enabled
3. Add other drops a new textbox to be filled.
4.The added pay item remain on the screen
5. The corresponding box is checked.
6. When to pay is selceted and remains on the screen
7. Interest rate, interest type and when to deduct are retained on the screen
8. Save action do not duplicate allowance, deduction and loans defined.
9. The system refreshes and moves to the next payroll rule tab.

1. A list of payitems are displayed in segmented order (Allowances, Deductions and Loans) 2. Default payitems are displayed and enabled 3. The delete button removes the unwanted pay item from the list 4. The pay item name is editted   5. Checkbox is marked as selceted 6. Payment method is selected. 7. Application returns changes are saved successfully.
1. A form is displayed to be filled 2. Field takes in entry in cleartext 3. Field retains entry in cleartext 4.Field retains entry in cleartext 5. A list of payment mode is displayed 6. Name specified is retained and all allowance/deductions/loans defined at allowance tab are displayed. 7. All amount types works as supposed 8. Entries are retained and affects all the necceassary aspect of the system 9. The paygroup is displayed as part of the paygroups in the select paygroup dropdown 10. All values supplied for payitems/deduction are retained.
1. A form is displayed to be filled 2. List of paygroup appears and is selected 3. Another paygroup with similar items is created 4. The form displays the exaclt value of the selected paygroup 4. Entries are saved 5. Paygroup is displayed on the list view 6. All values supplied for payitems/deduction are retained

1. The upload paygroup link displayed the right template 2. A paygroup upload page is displayed 3. The hint table is displayed after clicking on the items coloured blue. 4. Template is sucessfully downloaded 5. Template is filled 5. File is selected and uploaded sucessfuly 6. The file is processed and returns OK if the files are good or states the error in case of bad files. 7. The items are finally uploaded successfully 8. uploaded paygroup name, payitem name and calculation table items registered are displaying as supposed.
1. A paygroup upload item template page is displayed 2. Hint table is displayed after clicking on the items highlighted blue. 3. Template is successfully downloaded 4. Template is filled 5. File is selected and uploaded sucessfuly 6. The file is processed and returns OK if the files are good or states the error in case of bad files. 7. The items are finally uploaded successfully 8. Uploaded paygroup name, payitem name and calculation table items registered are displaying as supposed.
1. Analysis page is displayed 2. A form is displayed for analysis information to be registered 3. Field takes in entry in cleartext 4. the "enable for transactions" and "Required" can be toggled on and off 5. the analysis type can be selected 6. Analysis is saved and displayed in list view 1. Analysis page is displayed 2. Analysis can be viewed , editted and disabled 3. Application returns save succesful and uktimately dissable the particlar analysis for system usage.

1. the upload analysis details link displayed the right template 2. the hint table is displayed after clicking on the items coloured blue. 3. uploaded analysis are displaying under analysis label 4. the "download template" is visible and the template can be downloaded 5. analysis details isuploaded with the template
1. Two modals are displayed- Deduction Account posting and Deduction beneficiaries
1. A "Please select an item" dropdown is displayed. 2. New calculation table is set up by clicking the "new" button 3. The description provided is retained in text box 4. The + button introduces a new line to add operand, element and operator. 5. The operands and operators specified are retained 6. The ADD button introduces a new row 7. Calculation table is retained at save and displayed on the list view 8. The delete button removes a calculation table 9. All calculation table setup are available at paygroup setup and everywhere calculation table is used today
1. Loan Limit page drops 2. Loan Limit form drops 3. Loan type, Loan limit target, Loan limit type, amount selected is retained 4. Loan limit saves and displays in list view upon clicking "Submit" 5. loan limit is shown in view mode, can be editted and deleted.

1. Loan limit page drops 2. Loan limit upload page drops 3. the upload analysis details link displayed the right template 2. the hint table is displayed after clicking on the items coloured blue. 3. the "download template" is visible and the template can be downloaded 4. Loan limit details sre uploaded with the template
1. Deduction Limit form drops 2. Deduction limit can be set up 3. Deduction type, Deduction limit target, Deduction limit type, amount selected is retained 4. Deduction limit saves and displays in list view upon clicking "Submit"   5. Deduction limit is shown in view mode; it is also editable and deleteable
1. Data restriction pages drops 2. New button drops a form for restriction to be created 3. Field takes entry in cleartext and entry is retained 4. Analysis on the corporate drops down and one is selected   5. Choices are retained on front end 6. System returns entry saved successfully 7. The restriction created displays in list view == 1. Data restriction pages drops 2. Data restriction is edittable, deleteable and shows in the view mode.

1. Timesheet setup pages drops 2. Minimum working hours text box accepts numeric type 3. Overtime hours accepts numeric data type only. 4. The radio button is clickable 5. Resumption time and closing time pops up the time picker 6. Break hours does not accept alphabetic data type   7. Optional analysis drops down the list of all the analysis on the system 8. Save button saves the setup
1. Payment file setup page drops down 2. Payment file setup files are dropping down 3. Payment file is selected 4. Payment file is saved 5. Payment file is retained after saving
1. Year to date values to start at a different month?" option can be toggled yes or no 2. Option cana be toggled to yes/no.   3. The month is dropping down 4. The save button retains the option selected
1. The analysis on paylip page drops down 2. The analysis on the system is dropping down in the analysis on payslip dropdown 3. The save button retains the option selected
1
1. Retrement Due Setup drops down 2. The retirement age keyed in is retained 3. The length of service keyed in is reetained 4.The yes/no option can be toggled 5. Analysis on the system is dropping down 6.The save button retains the option selected

1. Multicurrency setup page drops 2 . The base currency can be changed 3.The edit button can allow to edit the exchange rate 4. The save button saves the input **Attach currency to payitems:** 1. Allowances and deductions are visible and well arranged 2. Base currency is attached to all pay items 3. Currencies are dropped down and deesired currency can be selected 4. Save button saves the entries. 5. The application retains the entry
1. Bank account page drops 2. A new bank account form is dropped down if the add new button is clicked 3. Account name is not accepting numeric data type 4. Account number is not accepting alphabetic data type 5. The list of banks are dropping down on the form 6. Bank is selected 7. The submit button registers the form information   8. Old bank account can be viewed, editted and deleted

Approval page drops

1. A new approval group can be created
2. users can be attached to the approval group
3. You can view, edit and delete the existing approval group
============================
APPROVAL ROUTE
1. A new custom approval can be created
2. A new approval level can be added

3. Approval can be dissabled for transactions
============================
CUSTOM APPROVAL
1. You can create a new custom approval
2. Description is retained
3. You can edit, view and delete the custom approval on the system.
4. Users can be attached and also deleted from the appoval group
5. Custom approval is saved

============================
STAFF APPROVAL CONFIGURATION
1. Custom approval can be attached to targets

---

1. Approval reroute management page drops

2. list of transactions pending approval displays in list view

3. You can view each of the transaction
4. You can reroute a transaction and can attach a user

5. You can view history of already approved transactions

1. Notification settings page drops 2. Users and email address can be added to transaction types 3. Option selected 4. System returns update sucessful == 1. List of notification types drops down 2. Opens the editting modal 3. Application retains entries 4. Option is retained 5. Application returns Update sucessful
1. List of account security rules page drops 2. Choices are retained on the screen of the applcation 3. Textbox retains value in cleartext 4. The application returns a saved successfully message
1. An ESS creation page drops 2. Application drops down a list of select-able targets and analysis on the system and a target is selected and retained 3. The desrired staff comes up and is selected 4. The application returns a message
1. The news setup page drops 2. A news notification form drops 3. Entries are retained in cleartext 4. Formatting performs as specified 5. News type is selected and retained 6. Calendar drops and date is selected 7. The application refreshes and news is added to list 8. News notification performs as specified and expected. 9. News can be viewed, editted and deleted.

1. The document settings page/ Buy additional storage page drops 2. Application returns storage has been added succesfully 1. The document settings page/ Add Document group page drops 2. Text box retains entry in cleartext and privacy is selected 3. The document group is saved and added to the list 4. Document group can be deleted   1. The document retrieval page drops 2. Inputts are retained in cleartext 3. Application searches for and return any document saved and attached to the staff. In case of none, the system returns "No available document".
1. The API account management page drops 2. A unique API key is generated on the screen 3. The key is copied/ changed to another 4. A form drops down to be filled 5.
1. Interface analysis code setup page drops 2. Analysis gives a list of analysis details 3. Entry is retained in cleartext 4. System throws No data available
1. User Activity Log Page drops 2. Choice is selected and retained on the screen 3. The registered staff or user comes up 4. Calendar drops and date is selected 5. If activity exists, it drops on the page BUT if activity does not, it returns a "We couldn't find any activity message"

1. The invoice page drops 2. Payroll periods drops down and the prefferable is selected 3. Invoice reciept should displays and shows a download butto beneath the reciept 4. Invoice is downloaded
1. The define grade level page drops 2. A form to be filled is displayed 3. Form retains entries 4. Probabtion in month allows for numeric values only 5. List of entitlements drops down and choice is selected. 6. Application returns "created succesfully" and drops on the list view
1. The upload grade level upload page drops   2. Hints are displayed 3. CSV template is downloaded 4. CSV is filled and saved 5. File location is opened and file is processed 6. Application returns file is uploaded succesfully and adds grade level (s) to list view.
1. The upload grade level upload page drops   2. Hints are displayed 3. CSV template is downloaded 4. CSV is filled and saved 5. File location is opened and file is processed 6. Application returns file is uploaded succesfully and adds entitlement (s) to view of each grade levels
1. Public Holiday setup page drops down 2. Year is selected and retained on the front end 3. Date is selected and retained 4. Application returns Public Holiday is saved succesfully

1. Job title page drops down 2. A form to be filled drops down 3. Entries are selected and retained 4. Responsibility is added and deleted 5. Skill set is added/deleted 6. Tools are added/deleted 7. Form is submitted and job title is added to list view
1. The Job upload field pages displays 2. Hints are displayed 3. CSV template is downloaded 4. CSV is filled and saved 5. File location is opened and file is processed 6. Application returns file is uploaded succesfully and adds job (s) to list view.
1. The responsibilities | Skills | Tools Upload field page displays 2. Hints are displayed 3. CSV template is downloaded 4. CSV is filled and saved 5. File location is opened and file is processed 6. Application returns file is uploaded succesfully and adds Responsibilities | Skills | Tools to list view.
1. The entitlement setup pages displays 2. The entitlement form displays 3. Entry is retained in clear text 4. Check box is checked 5. Amount is retained in cleartext 5. Application returns "entitlement successfully created" and drops entitlement in list view 6. Entitlement is displyed in list view and can be viewed, editted and deletd

1. Staff Confirmation Setup page drops 2. A form to be filled drops down 3. Application retains entry in cleartext 4. Confirmation form setup on the system displays in the confirmation form dropdown 5. Confirmation form is selected 6. Entry is retained in cleartext 7. Option is retained 8. Another row is added 9. Application retuns "saved successfully" 10. Inputed items are ediited and deleted 11. Confirmation setup can be editted and deleted from the front end
1. Exist Setup page drops 2. A form to be filled drops down 3. Application retains entry in cleartext 4. KPI setup on the system displays in the KPI form dropdown 5. Confirmation form is selected 6. Entry is retained in cleartext 7. Option is retained 8. Another row is added 9. Application retuns "saved successfully" 10. Inputed items are ediited and deleted
1. Org structure page drops down 2. A new form to be filled drops down 3. Description is retained and saved in cleartext 4. Details can be added by clicking the new button 5. Details can be edditted and deleted 6. Org structure cam be editted and deleted
1. Mission and vision page drops down 2. Entry is retained in cleartext 3. Entry is retained in cleartext 4. Application returns "Vision and Mission saved successfully"

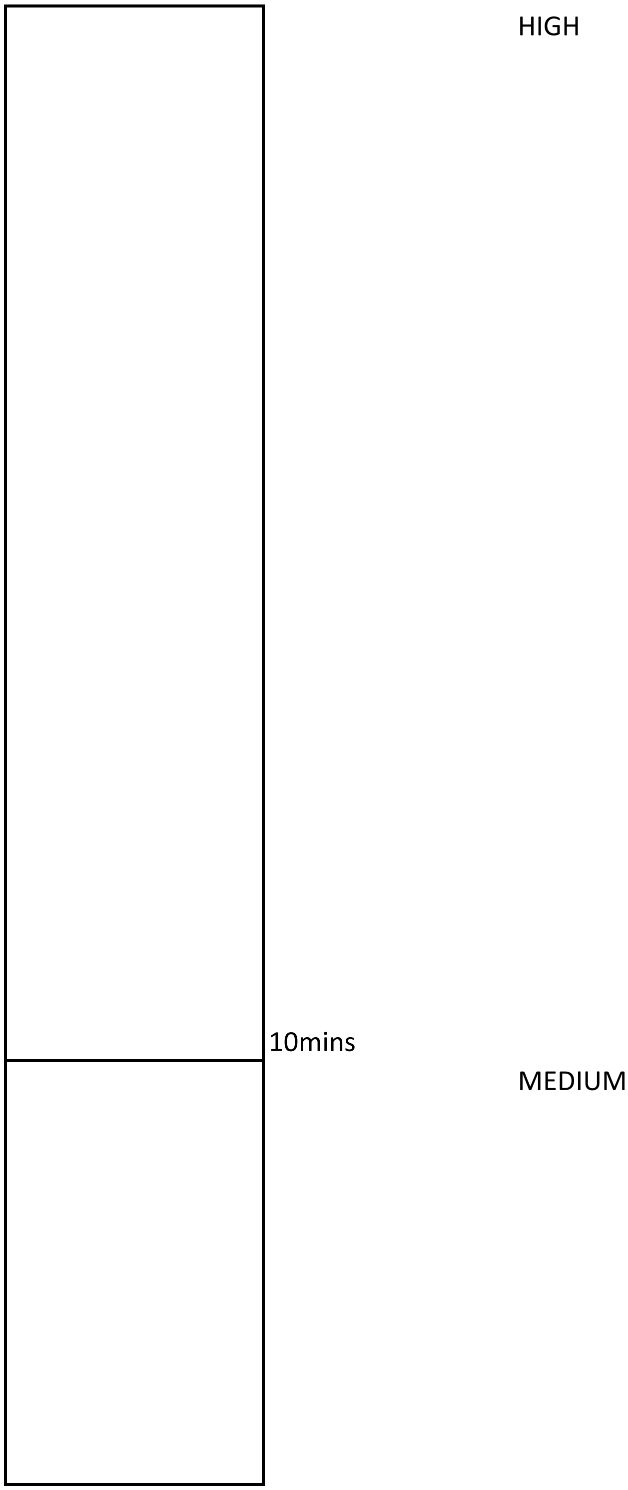
1. The delegate approval page displays 2. A form to be filled comes up 3. User is selected 4. Delegagte is selected 5. Date is selected and retained 6. Application returns "User role delegated successsfully" to start on the specified start date and end on the specified end date. 7. Delegated user roles such as transactions needing approvals comes up on the user's profile
1. The Setup projects/Objectives page comes up 2.A form to be fillled is displayed 3. Entries are selected and retained 4. Milestone andother details are added and deleted if need be   5. resources are added/deleted 6. Tools are added/deleted 7. Form is submitted and project/objective is added to list view
1. Administration report page displays 2. Report is seleted and retained on the front end 3. Range of date is selected and retained on the front end 4. List of User access names and status are dropped down. The preffered are chosen and are retained on the front end. 5. Application returns "Report generstion in progress" 6. Report capture trails of users logged into the system.

1. Administration report page displays 2. Report is seleted and retained on the front end 3. Range of date is selected and retained on the front end 4. List of usable status is dropping down 5. Application returns "Report generstion in progress" 6. Reports can be spooled by all types 7. Report capture trails of users logged into the system.
1. Administration report page displays 2. Report is seleted and retained on the front end 3. Range of date is selected and retained on the front end 4. List of usable status is dropping down 5. List of Reports for HR Setup drops down 6. Report is downloaded 7. Reports can be spooled by all formats. 8. Reports capture trails of all creation, modificaion and deletion done to Confirmation setup.
1. Administration report page displays 2. Report is seleted and retained on the front end 3. Range of date is selected and retained on the front end 4. List of usable status is dropping down 5.List of Reports for HR Setup drops down 6. Report is downloaded 7. Reports can be spooled by all formats. 8. Reports capture trails of all creation, modificaion and deletion done to Grade level setup.

1. Administration report page displays 2. Report is seleted and retained on the front end 3. Range of date is selected and retained on the front end 4. List of usable status is dropping down 5. List of Reports for HR Setup drops down 6. Report is downloaded 7. Reports can be spooled by all formats. 8. Reports capture trails of all creation, modificaion and deletion done to Exist Rule setup.
1. Administration report page displays 2. Report is seleted and retained on the front end 3. Range of date is selected and retained on the front end 4. List of usable status is dropping down 5. List of Reports for HR Setup drops down 6.Application returns "Report generation in progress and " Report is downloaded 7. Reports can be spooled by all formats. 8. Reports capture trails of all creation, modificaion and deletion done to Entitlement Setup.
1. Administration report page displays 2. Report is seleted and retained on the front end 3. Range of date is selected and retained on the front end 4. Report is downloaded 5. Reports can be spooled by all formats 6. Reports capture trails of all creation, modificaion and deletion done to Entitlement Setup.

1. Administration report page displays 2. Report is seleted and retained on the front end 3. Range of date is selected and retained on the front end 4. Report is downloaded 5. Reports can be spooled by all formats 6. Reports capture trails of all creation, modificaion and deletion done to User Access Right Setup.
1. Administration report page displays 2. Report is seleted and retained on the front end 3. Range of date is selected and retained on the front end 4. Report is downloaded 5. Reports can be spooled by all formats 6. Reports capture trails the current users of that corporate logged onto the system.
1. Administration report page displays 2. Report is seleted and retained on the front end 3. Range of date is selected and retained on the front end 4. Report is downloaded 5. Reports can be spooled by all formats 6. Reports capture trails

Test Result	Test Duration	Test Priority	Comments
	10mins	HIGH	
	5mins	HIGH	
	5mins	HIGH	


HIGH
10mins
MEDIUM

	5 MINUTES	HIGH
	5 MINUTES	MEDIUM
	5 MINUTES	MEDIUM
	5 MINUTES	MEDIUM

10 MINUTES	HIGH
10 MINUTES	HIGH

	10 MINUTES	HIGH
	10 MINUTES	HIGH
	10 MINUTES	MEDIUM

10 MINUTES	MEDIUM
10 MINUTES	MEDIUM
5 MINUTES	MEDIUM
5 MINUTETS	

	5 MINUTES	MEDIUM
	5MINUTES	MEDIUM
	10MINUTES	HIGH
		MEDIUM

	3MINUTES	MEDIUM
	3MINUTES	MEDIUM
	5MINUTES	MEDIUM

	5MINUTES	MEDIUM
	3MINUTES	MEDIUM
	2MINUTES	MEDIUM
	3MINUTES	MEDIUM
	2MINUTES	MEDIUM
	3MINUTES	MEDIUM

	10MINUTES	HIGH
	3MINUTES	MEDIUM

5MINUTES HIGH

2MINUTES MEDIUM

	5MINUTES	MEDIUM
	3MINUTES	HIGH
	3MINUTES	HIGH
	3MINUTES	MEDIUM

	5MINUTES	MEDIUM
	3MINUTES	MEDIUM
	2MINUTES	MEDIUM
	2MINUTES	MEDIUM

	2MINUTES	HIGH
	3MINUTES	HIGH
	5MINUTES	HIGH
	3MINUTES	MEDIUM
	2MINUTES	MEDIUM

	5MINUTES	HIGH
	5MINUTES	MEDIUM
	3MINUTES	LOW
	3MINUTES	MEDIUM

5MINUTES

MEDIUM

3MINUTES

MEDIUM

MEDIUM

3MINUTES

LOW

3 MINUTES

LOW

3MINUTES

LOW

5MINUTES

MEDIUM

5MINUTES

MEDIUM

5MINUTES

HIGH

5MINUTES

MEDIUM

5MINUTES

LOW

5MINUTES

MEDIUM

5MINUTS

MEDIUM

5MINUTES

MEDIUM

5MINUTES

MEDIUM

5MINUTES

HIGH

5MINUTES

