**## Manual Test Summary Report**

**Project:** OrangeHRM Web Application  
**Prepared By:** [Your Name / QA Team]  
**Date:** 12 August 2025

**1. Purpose**

This report summarizes all manual testing activities performed for the OrangeHRM application — including scope, metrics, types of testing, defects, and final recommendation.

**2. Application Overview**

**OrangeHRM** is a web-based Human Resource Management system. The modules tested manually included:

* Login
* Dashboard
* Employee Management (PIM)
* Leave Management
* Recruitment

**3. Testing Scope**

**✅ In Scope**

Manual **Functional Testing** was performed on:

* Login (valid/invalid scenarios)
* Employee CRUD operations (Add/Edit/Delete)
* Leave application and approval process
* Dashboard widgets visibility
* Candidate creation in Recruitment

**❌ Out of Scope**

* Performance Testing
* Automation Testing
* Integration with Email or External Payroll systems

**⚠️ Items Not Tested**

* Third-party API integration (pending access)
* Email notifications

**4. Metrics**

**🔢 Test Case Execution**

| **Metric** | **Count** |
| --- | --- |
| Test Cases Planned | 80 |
| Test Cases Executed | 75 |
| Test Cases Passed | 70 |
| Test Cases Failed | 5 |

**🐞 Defect Summary by Severity**

| **Severity** | **Closed** | **Open** | **Total** |
| --- | --- | --- | --- |
| Critical | 25 | 0 | 25 |
| Major | 15 | 0 | 15 |
| Medium | 20 | 0 | 20 |
| Cosmetic | 0 | 5 | 5 |
| **Total** | **60** | **5** | **65** |

**📊 Defect Distribution – Module Wise**

| **Module** | **Critical** | **Major** | **Medium** | **Cosmetic** | **Total** |
| --- | --- | --- | --- | --- | --- |
| Login | 6 | 4 | 6 | 1 | 17 |
| Employee Management | 7 | 5 | 8 | 2 | 22 |
| Leave Management | 5 | 2 | 2 | 1 | 10 |
| Recruitment | 7 | 4 | 4 | 1 | 16 |
| **Total** | 25 | 15 | 20 | 5 | **65** |

**5. Types of Testing Performed**

* **Manual Functional Testing**
* Verified core workflows through user interface.
* Checked form validations, error messages, and data integrity.
* **Smoke Testing**
* Ensured major functions were stable before full test runs.
* **Regression Testing**
* After bug fixes and UI changes, test cases were re-executed.

**6. Test Environment**

|  |  |
| --- | --- |
| **Component** | **Details** |
| Application URL | [http://orangehrm.test-env.com](http://orangehrm.test-env.com/) |
| Server | Apache Tomcat |
| Database | MySQL 8.0 |
| Test Data Source | Excel (locally maintained test data sheets) |
| Test Case Repository | GitHub (organized under /OrangeHRM folder) |
| Operating System | Windows 11 / macOS13 |
| Browsers | Google Chrome (v116), Mozilla Firefox (v115) |

**7. Lessons Learnt**

| **Issue No.** | **Challenge** | **Solution** |
| --- | --- | --- |
| 1 | Manual smoke testing was repetitive and time-consuming | Marked smoke test cases for future automation |
| 2 | Miscommunication on bug severity among team | Created shared defect severity guidelines |

**8. Recommendations**

* Move smoke and regression test cases to automation in future cycles
* Define defect severity clearly in advance with team/client
* Maintain consistent folder structure for test documents in GitHub

**9. Best Practices**

* Test cases were version-controlled using GitHub
* Critical test flows were manually prioritized during regression
* All test results and bugs were logged in a central tracker

**10. Exit Criteria**

| **Criteria** | **Met** |
| --- | --- |
| All planned test cases executed | ✅ Yes |
| All critical/major/medium bugs verified and closed | ✅ Yes |
| Open cosmetic bugs documented with mitigation plan | ✅ Yes |
| Manual coverage across all core modules above 95% | ✅ Yes |

**11. Conclusion / Sign-Off**

Since all exit criteria were met, and major defects have been resolved, the **QA team recommends** the OrangeHRM application as **ready for Go-Live**, subject to final **User Acceptance Testing (UAT)** by stakeholders.

**12. Acronyms & Definitions**

| **Term** | **Description** |
| --- | --- |
| QA | Quality Assurance |
| PIM | Personal Information Management |
| UAT | User Acceptance Testing |
| Defect | Bug/Error found during testing |