Software Test Description

OrangeHRM

For ESS-Employee Self Service in OrangeHRM Version 3.0

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Introduction

This System Test Description (STD) defines the planned testing activities for the Employee Self-Service (ESS) modules of OrangeHRM Version 3.0. The purpose of this document is to provide a detailed guide for the QA team to verify that the ESS modules meet the defined functional, UI, and security requirements. It outlines the testing scope, strategy, environment, and success criteria for this test cycle.

1. Test Environment

Application Server: A dedicated server hosting OrangeHRM v3.0, accessible to the QA team.

Operating Systems: Windows 10/11, macOS (latest version), Linux (Ubuntu 22.04).

Browsers: Latest stable versions of Google Chrome, Mozilla Firefox, and Microsoft Edge.

Mobile Devices: Testing will be performed on both iOS (Safari) and Android (Chrome) to verify responsive design and basic functionality.

Test Data: A curated dataset including various employee profiles (e.g., new hires with zero leave balance, employees with extensive leave history, employees from different departments).

2. Scope

This section details the specific features and functionalities that will be tested.

2.1. My Info Module

Verification of an employee's ability to view their personal, contact, and job information.

Testing the functionality to edit and save changes to editable fields (e.g., home address, contact number).

Validating that non-editable fields (e.g., Employee ID, hire date) are read-only.

2.2. Leave Module

Testing the entire workflow of submitting a new leave request.

Verification of leave balance calculations and display.

Validating that employees can view their leave history and the status of their requests (Pending, Approved, Rejected, Cancelled).

Testing the cancellation of a pending leave request.

2.3. The System - Login features

Verification of user authentication functionality, including correct username and password validation.
Testing the login process with valid and invalid credentials.

3. Features Not to be Tested (Out of Scope)

To ensure a focused testing effort, the following items are explicitly out of scope for this test cycle:

Administrative Configuration: Setup of leave types, work shifts, user roles, or system settings.

Manager/Supervisor Workflows: Approval or rejection of leave requests, performance review submissions by managers.

Payroll Management Features: All functionalities related to payroll processing.

Third-party Integrations: Any integration not included as part of the core ESS module.

Full Performance/Load Testing: This STD does not cover stress, load, or volume testing.

4. Test Approach

The testing will be conducted using the following methodologies:

4.1. Functional Testing

This will involve testing the business logic to ensure functionalities work as expected. The approach includes positive testing (verifying expected outcomes with valid data) and negative testing (verifying the system's response to invalid data and error conditions).

4.2. User Interface (UI) Testing

This will focus on the look and feel of the application to ensure a user-friendly experience. Key checks include consistency of field labels, buttons, and messages; validation of form inputs; and ensuring proper layout alignment across supported screen resolutions.

4.3. Security Testing

This will focus on basic security aspects from an employee's perspective. It includes:

Authentication: Verifying login and logout flows and session management (e.g., session timeout).

Role-Based Access Control: Ensuring an employee can only view and edit their own data and cannot access information or modules belonging to other employees or managers.

4.4. Compatibility Testing

Test cases will be executed on the combinations of operating systems and browsers defined in the Test Environment section to ensure consistent application behavior and appearance.

5. Test Cases

Detailed, step-by-step test cases are documented in a separate file system [Excel]. The test cases cover all in-scope functionalities mentioned in Section 3.

Examples:

No.	Test ID	Title	Preconditions	Steps	Expected Results
1	TC-001	Verify Login with valid credentials	1. User account exists 2. User account is active 3. Application is running 4. Browser is ready	1. Open browser 2. Navigate to https://opensource-demo.orangehrmlive.com/web/index.php/auth/login 3. Enter valid username 4. Enter valid password 5. Click "Login"	User is redirected to the Dashboard page and his name is displayed in the top right corner of the screen.
23	TC-023	No entitlements available	1. User account is active 2. Application is running 3. Browser is ready 4. User is already logged in 5. User has no entitlement assigned 6. User is in the "My Leave Entitlements" page	1. Select any leave type 2. Click "Search"	Displays "No Records Found" or shows an empty table.
40	TC-040	Cancel leave application	1. User account is active 2. Application is running 3. Browser is ready 4. User is already logged in 5. Leave request already submitted (Pending Approval) 6. User is in "My Leave" page	1. Select the leave request 2. Click "Cancel"	* Leave request status changes to Canceled * Confirmation message displayed

Test Cases.xlsx

*To see all of the test cases, open the file. (double click)

6. Risks

1. **Data Integrity Risks**

   - Errors in leave entry or miscalculations of leave balances.

   - Deletions or updates due to incorrect permissions may affect data accuracy.

2. **Environment/Configuration Risks**

   - Differences between the testing environment and production may cause unexpected behavior.

   - Outdated OrangeHRM version or missing modules/plugins may impact functionality.

3. **Access and Permission Risks**

   - Users may have incorrect or overly restricted access permissions.

   - Errors in module access (e.g., Apply Leave, Reports) may block certain tests.

4. **Integration Risks**

   - If the system is integrated with external systems (Payroll, LDAP, APIs), changes or outages in these systems may affect testing results.

5. **Performance Risks**

   - High server load during testing may cause delays or temporary failures.

   - Long loading times for data-heavy pages (e.g., Reports, Leave History).

6. **User Error Risks**

   - Testers entering incorrect data may cause issues that appear as system defects.

7. Exit Criteria

Criteria for completing the tests:

- All test cases in the scope have been executed.
- Critical and high-severity defects are resolved or have approved workarounds.
- No open defects that block functionality.

Pass/Fail thresholds:

- ≥ 95% of test cases executed must pass.
- All critical test cases must pass, high-severity failures require approval from QA Lead/Project Manager.

Bug closure requirements:

- All critical and high-severity bugs must be fixed, verified, and closed.
- Medium and low-severity bugs must be documented and either fixed or accepted with justification.

8. Approval

The undersigned parties approve this Software Test Description.

Role	Name	Signature	Date
Test Manager			
Project Manager			
QA Lead			
Development Lead			

This document provides a structured approach to testing the ESS module in OrangeHRM, ensuring all critical features and functionalities are thoroughly validated.