Test Summary Report
OrangeHRM 3.0 ESS

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Contents

Project Overview:

This project is all about OrangeHRM 3.0 ESS, focusing mainly on the My Info module (for managing personal data). We also tested basic Login Functionality to make sure users can enter the system and get to My Info without issues.

Goals and Objectives:

- To test critical functionalities of the My Info module, identify defects, and demonstrate a systematic manual testing approach.

- To ensure the usability and reliability of sub-modules like Personal Details, Photograph, Contact Details, Emergency Contacts, Dependents, Immigration, Job, Salary, Report To, Qualifications, and Membership.

Modules Covered:

This project focuses exclusively on testing the **My Info module**.

Test Plan

4.1 Scope of Testing

In this project, I primarily focus on **My Info Module** in OrangeHRM 3.0 ESS.

My testing includes:

- Personal Details: Viewing and editing personal information.
- Photograph: Uploading, replacing, or deleting a profile picture.
- Contact Details: Updating address, phone numbers, and email.
- Emergency Contacts: Adding, viewing, or deleting emergency contact
- details.
- Dependents: Managing dependent info (such as children), including age and relationship.
- Immigration: Adding and viewing immigration documents (passports, visas, etc.).
- Job: Displaying job details in read-only mode for ESS users.
- Salary: Verifying restricted access to salary information.
- Report To: Viewing assigned supervisors (read-only).
- Qualifications: Adding education, work experience, and certifications.
- Membership: Managing professional memberships.

Other modules (like Leave, Time, Performance) are out of scope in this project.

4.2 Testing Approach

I use several approaches to ensure comprehensive coverage of the My Info module:

- Functional Testing: Verifying that My Info features behave as expected.

- Exploratory Testing: Identifying potential defects through unscripted, creative scenarios.

- Cross-browser Testing: Ensuring the My Info pages operate correctly on Google Chrome (v110+) and Mozilla Firefox (v100+).

4.3 Types of Tests

To confirm the quality and functionality of the My Info module, I perform:

- **Functional Testing**: Testing key features such as Personal Details and Contact Details under normal usage conditions.

- **Exploratory Testing**: Attempting to uncover hidden issues not covered by predefined test cases.

- **Cross-browser Testing**: Confirming consistent performance across supported browsers (Chrome, Firefox).

Environment:

- Operating System: Windows 10

- Browsers:

  - Google Chrome (v110+)

  - Mozilla Firefox (v100+)

- Screen Resolution: 1920x1080

Tools:

- Microsoft Word: Documentation of test cases and reports

- Microsoft Excel: Data analysis and reporting (optional)

- Snipping Tool: Capturing and annotating screenshots

The listed environments and tools were carefully chosen to ensure comprehensive testing coverage and reliable results.

Test Tree

Module	Test Case ID	Description
Login Functionality	TC_Login_001	Valid Login
	TC_Login_002	Valid Username, Invalid Password
	TC_Login_003	Invalid Username, Valid Password
	TC_Login_004	Invalid Username and Password
	TC_Login_005	Empty Fields
	TC_Login_006	Password with Only Spaces
	TC_Login_007	Special Characters in Username
	TC_Login_008	Username Exceeding Max Length
Personal Details	TC_PD_001	Personal Details Open on First Login
	TC_PD_002	Edit Restricted Fields
	TC_PD_003	Edit and Save First and Last Name
	TC_PD_004	Leave Required ID Field Empty
	TC_PD_005	Edit Optional Personal Fields
	TC_PD_006	Verify Restricted Fields Do Not Update
	TC_PD_007	View All Personal Details in Read-Only
	TC_PD_008	No "Add Attachment" Option
⊤Photograph	TC_PHOTO_001	Upload Valid Photo Under 1MB
	TC_PHOTO_002	Upload Photo Larger Than 1MB
	TC_PHOTO_003	Upload Non-Image File (e.g., PDF)
	TC_PHOTO_004	Delete and Upload New Photo
	TC_PHOTO_005	Upload with No File Selected
	TC_PHOTO_006	Re-upload Different Valid Photo
	TC_PHOTO_007	Uploaded Photo Displays Correctly
	TC_PHOTO_008	Cannot Change Another Employee's Photo
Contact Details	TC_CD_001	Open Contact Details Without Errors
	TC_CD_002	Add Emergency Contact Without Name
Emergency Contacts	TC_EC_001	Add Emergency Contact with Valid Details
	TC_EC_002	Add Emergency Contact Missing Phone Number
	TC_EC_003	Delete Single Emergency Contact
	TC_EC_004	Delete Multiple Emergency Contacts
	TC_EC_005	Add Multiple Emergency Contacts
	TC_EC_006	Attach Supporting Document to Emergency Contact
	TC_EC_007	Attempt to Upload Invalid Attachment Format
	TC_EC_008	Attempt to Upload Invalid Attachment Format
Dependents	TC_DEP_001	Add New Dependent with Valid Details
	TC_DEP_002	Add Dependent Without Required Field
	TC_DEP_003	Add Multiple Dependents in Single Session
	TC_DEP_004	Delete Existing Dependent
	TC_DEP_005	Delete Multiple Dependents Simultaneously
	TC_DEP_006	Attach Supporting Document to Dependent
Immigration	TC_IMM_001	Add New Immigration Record with Valid Fields
	TC_IMM_002	Add Immigration Record Missing Required Fields
	TC_IMM_003	Add Multiple Immigration Documents in Single Session
	TC_IMM_004	Delete Existing Immigration Record
	TC_IMM_005	Save Immigration Record with Invalid Date Format
	TC_IMM_006	Attach Supporting Document to Immigration Record
Job	TC_JOB_001	Verify Job Fields Are Read-Only
	TC_JOB_002	Attempt to Edit Job Fields
Salary	TC_SALARY_001	Salary Tab Hidden or No Data for ESS
	TC_SALARY_002	Attempt Direct URL Access to Salary Page
Report To	TC_REPORTTO_001	View Assigned Supervisors
	TC_REPORTTO_002	Attempt to Add/Remove Supervisors
Qualifications	TC_QUAL_WX_001	Add New Work Experience Record
	TC_QUAL_WX_002	Delete Existing Work Experience Record
Membership	TC_MEMB_001	Add New Membership Entry
	TC_MEMB_002	Delete Existing Membership Entry

Module: Login Functionality

(This module focuses on validating the login functionality of the OrangeHRM 3.0 system.)

ID TestCase: TC_Login_001

Summary: Testing login with valid username and password.

Description: Ensures the system allows login with valid credentials.

Preconditions:

- The user is on the login page.

- A valid user account exists with username and password.

	Steps	Expected result	Status
1.	Open the login page	The login Pge loads without errors	Pass
2.	Enter a valid username	The username is accepted without error	Pass
3.	Enter a valid password	The password is accepted without error	Pass
4.	Click the "login" button	The user is redirected to the dashboard page	Pass
Pass			

ID TestCase: TC_Login_002

Summary: Testing login with valid username and incorrect password

Description: Ensures the system displays an error message when the password is incorrect

Preconditions:

- The user is on the login page

- The username exists in the system.

	Steps	Expected result	Status
1.	Open the login page.	The login page loads without errors.	Pass
2.	Enter a valid username.	The username is accepted without error.	Pass
3.	Enter an incorrect password.	The password is not validated.	Pass
4.	Click the "Login" button.	An error message appears: "Invalid credentials".	Pass
Pass			

ID TestCase: TC_Login_003

Summary: Testing login with an invalid username and a valid password

Description: Ensures the system displays an error message when the username is incorrect

Preconditions:

- The user is on the login page.

- A valid user account exists in the system.

	Steps	Expected result	Status
1.	Open the login page.	The login page loads without errors.	Pass
2.	Enter an invalid username.	The username is not recognized.	Pass
3.	Enter a valid password.	The password is accepted without error.	Pass
4.	Click the "Login" button.	An error message appears: "Invalid credentials".	Pass
Pass			

ID TestCase: TC_Login_004

Summary: Testing login with invalid username and password

Description: Ensures the system displays an error message when both fields contain incorrect data.

Preconditions:

- The user is on the login page.

- The username entered does not exist in the system.

	Steps	Expected result	Status
1.	Open the login page.	The login page loads without errors.	Pass
2.	Enter an invalid username.	The username is not recognized.	Pass
3.	Enter an invalid password.	The password is not recognized.	Pass
4.	Click the "Login" button.	An error message appears: "Invalid credentials".	Pass
	Pass		

ID TestCase: TC_Login_005

Summary: Testing login with empty fields

Description: Ensures the system displays an error message when both username and password fields are empty.

Preconditions:

- The user is on the login page.

- The username entered does not exist in the system.

	Steps	Expected result	Status
1.	Open the login page.	The login page loads without errors.	Pass
2.	Leave the "Username" and "Password" fields empty.	The fields remain empty.	Pass
3.	Click the "Login" button.	An error message appears: "Required".	Pass
Pass			

ID TestCase: TC_Login_006

Summary: Testing login with a valid username and a password containing only spaces.

Description: Ensures the system validates input correctly when the password contains only spaces.

Preconditions:

- The user is on the login page.

- A valid user account exists with username and password.

	Steps	Expected result	Status
1.	Open the login page.	The login page loads without errors.	Pass
2.	Enter a valid username.	The username is accepted without error.	Pass
3.	Enter spaces only in the "Password" field.	Validation fails; spaces are not treated as a valid password.	Pass
4.	Click the "Login" button.	An error message appears: "Invalid credentials".	Pass
Pass			

ID TestCase: TC_Login_007

Summary: Testing login with special characters in the username field.

Description: Ensures the system handles special characters in the username field properly.

Preconditions:

- The user is on the login page.

	Steps	Expected result	Status
1.	Open the login page.	The login page loads without errors.	Pass
2.	Enter a username containing special characters (e.g., @#$%^&).	Validation fails; special characters are not allowed in the username.	Pass
3.	Enter a valid password.	The password is accepted without error.	Pass
4.	Click the "Login" button.	An error message appears: "Invalid credentials".	Pass
Pass			

ID TestCase: TC_Login_008

Summary: Testing login with a username exceeding the maximum allowed length.

Description: Ensures the system rejects overly long usernames.

Preconditions:

- The user is on the login page.

- The system has a defined maximum length for the username field.

	Steps	Expected result	Status
1.	Open the login page.	The login page loads without errors.	Pass
2.	Enter a username exceeding the maximum allowed length in the "Username" field.	Validation fails; the system restricts input to the maximum allowed length.	Fail
3.	Enter a valid password.	The password is accepted without error.	Pass
4.	Click the "Login" button.	An error message appears: "Invalid credentials".	Pass
Fail			

Module: My Info Functionality

(This module focuses on validating the functionality of the "My Info" section in the OrangeHRM 3.0 system.)

ID TestCase: TC_PD_001

Summary: Check that "Personal Details" opens automatically on first login.

Description: When the user (ESS) logs in for the first time, they should see the "Personal Details" page right away.

Preconditions:

- The user has valid ESS credentials.

- User is logging in for the first time or never edited Personal Details before.

	Steps	Expected result	Status
1.	Log in with ESS-User credentials.	The page loads without errors.	Pass
2.	Observe if the "Personal Details" screen is displayed by default.	Restricted fields (Date of Birth, SSN, etc.) show up as read-only.	Fail
Fail			

ID TestCase: TC_PD_002

Summary: Try editing restricted fields (like DOB, SSN, Driver License) and ensure they can't be changed.

Description: The system should prevent any edits to fields controlled by HR (DOB, SSN, SIN, Driver License, etc.).

Preconditions:

- User has logged in with ESS role.

- "Personal Details" tab is available.

	Steps	Expected result	Status
1.	Go to My Info → Personal Details.	The system blocks the change or keeps the field disabled.	Pass
2.	Attempt to change a restricted field (e.g., DOB).	No crash or error appears; the field remains as originally set.	Pass
3.	Click "Save".		Pass
Pass			

ID TestCase: TC_PD_003

Summary: Edit and save the First and Last Name (fields allowed for ESS).

Description: The ESS-User should be able to update basic name fields that are not restricted.

Preconditions:

- ESS-User is logged in and allowed to edit First/Last Name.

- "Personal Details" tab is accessible.

	Steps	Expected result	Status
1.	Open My Info → Personal Details.	The updated name is saved successfully.	Pass
2.	Change the First Name and Last Name fields.	A success message appears (e.g., "Successfully Saved").	Pass
3.	Click "Save".		Pass
	Pass		

ID TestCase: TC_PD_004

Summary: Leave a required ID field empty (e.g., SIN No) and try to save.

Description: Checks if the system shows an error when a required field is missing.

Preconditions:

- User is logged in.

- System treats SIN No or SSN as mandatory (based on company policy).

	Steps	Expected result	Status
1.	Go to "Personal Details".	User sees an error message ("ID is required" or similar).	Pass
2.	Delete or leave blank the mandatory ID field.	The form does not save until a valid value is entered.	Pass
3.	Click on the profile picture area within the "Personal Details" tab.	The profile picture section loads without errors and allows image uploads.	Pass
4.	Click "Save".		Pass
Pass			

ID TestCase: TC_PD_005

Summary: Edit optional personal fields (like Nickname) and verify changes are saved.

Description: Allows ESS-User to update non-restricted fields and keep them.

Preconditions:

- ESS-User is logged in.

- Optional fields (e.g., Nickname) are available on "Personal Details".

	Steps	Expected result	Status
1.	Open "Personal Details" screen.	Changes are saved successfully.	Pass
2.	Edit the Nickname field (or any other optional field).	A confirmation message appears.	Pass
3.	Click "Save".		Pass
	Pass		

ID TestCase: TC_PD_006

Summary: Verify restricted fields do not get updated if the user tries to change them.

Description: If a user attempts to modify fields like Employee ID or DOB, the system should ignore it or revert to the original data.

Preconditions:

- User is logged in with ESS role.

- Restricted fields (DOB, Employee ID) already have some data.

	Steps	Expected result	Status
1.	Open "Personal Details".	The field remains unchanged.	Pass
2.	Try changing the restricted field (e.g., Employee ID).	System may show a message or just revert the field quietly.	Pass
3.	Click "Save".		Pass
	Pass		

ID TestCase: TC_PD_007

Summary: Check that the user can see all personal details (including those entered by HR) in read-only format.

Description: The user should be able to view HR-populated fields like Driver License No, but not edit them.

Preconditions:

- User is logged in.

- HR already filled certain fields (Driver License No., SSN, etc.).

	Steps	Expected result	Status
1.	Go to "Personal Details".	All fields show correct data.	Pass
2.	Observe the values for fields managed by HR.	Restricted fields are read-only for ESS-User.	Pass
	Pass		

ID TestCase: TC_PD_008

Summary: Verify attachment upload functionality in Personal Details section.

Description: Test the ability to upload attachments in Personal Details, verifying file restrictions and functionality.

Preconditions:

- User is logged in as ESS.

- "Personal Details" page is open.

	Steps	Expected result	Status
1.	Click on "Browse" button in Add Attachment section	File explorer opens	Pass
2.	Select a file less than 1MB and click "Save"	File is uploaded successfully and appears in the attachments list	Pass
	Pass		

ID TestCase: TC_PHOTO_001

Summary: Upload a valid photo (jpg/png/gif) under 1MB.

Description: The system should accept images in allowed formats and under 1MB, then update the user's profile photo.

Preconditions:

- ESS-User is logged in.

- Photo upload area is accessible (in Personal Details or a separate link).

	Steps	Expected result	Status
1.	Click on the photograph/upload section.	The new photo replaces the default/current picture.	Pass
2.	Select a valid JPG under 1MB.	System shows "Photo uploaded successfully" or similar message.	Pass
3.	Click "Upload".		Pass
	Pass		

ID TestCase: TC_PHOTO_002

Summary: Upload a photo larger than 1MB to ensure the system blocks it.

Description: Checks for error handling when the file size exceeds the 1MB limit.

Preconditions:

- ESS-User is logged in.

- Test image >1MB is available.

	Steps	Expected result	Status
1.	Open the photo upload dialog.	System rejects the file with an error (e.g., "File size exceeds limit").	Pass
2.	Choose an image bigger than 1MB.	No change to the current photo.	Pass
3.	Click "Upload".		Pass
	Pass		

ID TestCase: TC_PHOTO_003

Summary: Try uploading a non-image file (e.g., PDF) and check if system rejects it.

Description: The user manual states only jpg/png/gif are allowed, so a PDF should be blocked.

Preconditions:

- ESS-User is logged in.

- A PDF or non-image file is ready to upload.

	Steps	Expected result	Status
1.	Go to the photograph section.	System shows an error (e.g., "Invalid file format").	Pass
2.	Select a PDF file.	Photo remains unchanged.	Pass
3.	Click "Upload".		Pass
	Pass		

ID TestCase: TC_PHOTO_004

Summary: Delete the existing photo (if any) and upload a new one.

Description: User should be able to remove the old photo and then upload a new valid photo.

Preconditions:

- A current photo is already displayed.

- ESS-User can delete photos.

	Steps	Expected result	Status
1.	Click "Delete" to remove the existing photo (if the option is available).	Old photo is removed, new photo appears.	Pass
2.	Choose a new valid image file.	System confirms with a success message.	Pass
3.	Click "Upload".		Pass
	Pass		

ID TestCase: TC_PHOTO_005

Summary: Try to upload with no file selected.

Description: Checks if the system prompts the user when "Upload" is clicked without choosing a file.

Preconditions:

- ESS-User logged in, photo upload interface open.

- "Upload" button is visible.

	Steps	Expected result	Status
1.	Click "Upload" without selecting any file.	System displays "No file selected" or a similar warning.	Pass
2.		No change is made to the current photo.	Pass
	Pass		

ID TestCase: TC_PHOTO_006

Summary: Re-upload a different valid photo without refreshing the page.

Description: Ensures the user can immediately replace an uploaded photo with another one in a single session.

Preconditions:

- An existing photo (just uploaded or from before).

- System supports dynamic photo replacement.

	Steps	Expected result	Status
1.	Stay on the same upload screen.	The second image overrides the first one right away.	Pass
2.	Pick another valid JPG (<1MB).	No page refresh is required; no error appears.	Pass
3.	Click "Upload" again to replace.		Pass
	Pass		

ID TestCase: TC_PHOTO_007

Summary: Check if the uploaded photo is displayed correctly as a preview.

Description: After uploading, the system should show a thumbnail of the new photo rather than a broken image.

Preconditions:

- ESS-User can upload photos.

- System has a preview area in the photograph section.

	Steps	Expected result	Status
1.	Upload a valid image under 1MB.	New image is shown clearly, no broken link icon.	Pass
2.	Observe the preview or thumbnail.	No error messages appear.	Pass
	Pass		

ID TestCase: TC_CD_001

Summary: Verify the user can open the "Contact Details" tab without errors.

Description: When the ESS-User clicks on "Contact Details," the page should load and show all fields (like address, phone, email).

Preconditions:

- User has valid ESS credentials.

- "Contact Details" tab is enabled for the user.

	Steps	Expected result	Status
1.	Log in as ESS-User and go to "My Info".	"Contact Details" page loads without errors.	Pass
2.	Click on the "Contact Details" tab.	Editable fields (Street, City, Phone, Email) are shown.	Pass
	Pass		

ID TestCase: TC_EC_002

Summary: Try adding an emergency contact without a name (required field).

Description: Checks if the system shows an error when the "Name" field is empty.

Preconditions:

- User is logged in.

- Name is mandatory for emergency contacts.

	Steps	Expected result	Status
1.	Go to "Emergency Contacts" → "Add".	System shows "Name is required" or a similar error.	Pass
2.	Leave "Name" empty, fill other fields (Relationship, Phone).	Contact is not saved until Name is provided.	Pass
3.	Click "Save".		Pass
Pass			

ID TestCase: TC_EC_003

Summary: Add an emergency contact with missing phone number (if phone is mandatory).

Description: Some companies might require a valid phone for an emergency contact.

This test checks if that triggers an error.

Preconditions:

- User is logged in.

- Phone number is required for emergency contacts (depending on policy).

	Steps	Expected result	Status
1.	Click "Add" in Emergency Contacts.	System shows an error about the missing phone number.	Pass
2.	Enter Name, Relationship, but leave Home/Mobile blank.	No contact is added until a phone is entered.	Pass
3.	Click "Save".		Pass
	Pass		

ID TestCase: TC_EC_004

Summary: Delete a single emergency contact from the list.

Description: Checks if the user can remove one contact entry using the Delete button/checkbox.

Preconditions:

- At least one emergency contact exists.

- User is logged in with access to Emergency Contacts.

	Steps	Expected result	Status
1.	Open Emergency Contacts tab.	The selected contact is removed from the list.	Pass
2.	Select the checkbox next to one contact to delete.	Remaining contacts stay intact.	Pass
3.	Click "Delete" and confirm.		Pass
	Pass		

ID TestCase: TC_EC_005

Summary: Delete multiple emergency contacts at once.

Description: Verifies that the user can select multiple contacts and delete them in a single action.

Preconditions:

- More than one emergency contact is already listed.

- User has permission to delete them.

	Steps	Expected result	Status
1.	Open "Emergency Contacts".	All selected contacts are deleted simultaneously.	Pass
2.	Select checkboxes next to all contacts you want to remove.	A success message appears or the list updates immediately.	Pass
3.	Click "Delete" and confirm if prompted.		Pass
	Pass		

ID TestCase: TC_EC_006

Summary: Add multiple emergency contacts in a row.

Description: Ensures the user can add more than one contact (e.g., spouse, parent, sibling) without leaving the tab.

Preconditions:

- User is logged in, "Emergency Contacts" tab open.

- The system allows multiple entries.

	Steps	Expected result	Status
1.	Click "Add", fill contact #1 (Name, Relationship, Phone), then "Save".	Multiple contacts can be added successfully.	Pass
2.	Click "Add" again, fill contact #2, "Save".	Each new entry shows up in the assigned list.	Pass
3.	Check the list has both new contacts.		Pass
Pass			

ID TestCase: TC_EC_007

Summary: Attach a supporting document for an emergency contact (if allowed).

Description: According to the manual, users can upload an attachment that supports emergency details (e.g., a note or scanned info).

Preconditions:

- System version allows attachments in Emergency Contacts.

- User is logged in.

	Steps	Expected result	Status
1.	Open "Emergency Contacts".	The file is uploaded and listed under attachments for that contact.	Pass
2.	Click "Add" under "Attachment" (if available), then choose a file to upload.	No error if file is within acceptable size limits.	Pass
3.	Click "Upload" and verify if it attaches successfully.		Pass
Pass			

ID TestCase: TC_EC_008

Summary: Try uploading an attachment exceeding the size limit or in an unsupported format (if system enforces that).

Description: Checks if the system rejects large files or invalid formats when attaching them to an emergency contact.

Preconditions:

- Attachment feature is enabled for Emergency Contacts.

- A test file exceeding size limit or with a disallowed format is available.

	Steps	Expected result	Status
1.	Click "Add" under "Attachment" for an existing emergency contact.	System shows an error (e.g., "File size exceeds limit" or "Invalid file format").	Pass
2.	Select a file larger than 1MB or in a non-supported format.	Attachment is not added to the contact.	Pass
3.	Click "Upload".		Pass
Pass			

ID TestCase: TC_DEP_001

Summary: Add a new dependent with valid Name, Relationship, and Date of Birth.

Description: Ensures the user (ESS) can successfully add a new dependent and see it listed afterwards.

Preconditions:

- ESS-User is logged in.

- "Dependents" tab is accessible in My Info.

	Steps	Expected result	Status
1.	Go to My Info → Dependents.	The new dependent appears in the Assigned Dependents table.	Pass
2.	Click "Add" and enter Name, Relationship, Date of Birth (valid format).	A success message is shown (e.g., "Successfully Saved").	Pass
3.	Click "Save".	No validation errors occur if data is valid.	Pass
Pass			

ID TestCase: TC_DEP_002

Summary: Attempt to add a dependent without a required field (e.g., Name or Relationship).

Description: Verifies that if a mandatory field is left blank, the system shows an error and doesn't save.

Preconditions:

- User is logged in (ESS).

- Dependents feature is active, with mandatory fields set by the company (Name, Relationship).

	Steps	Expected result	Status
1.	Open "Dependents" tab.	System shows an error ("Name is required" or "Relationship is required").	Pass
2.	Click "Add" and leave Name (or Relationship) empty.	Dependent is not added to the list.	Pass
3.	Enter a valid password.	User must fill all required fields before saving.	Pass
Pass			

ID TestCase: TC_DEP_003

Summary: Add multiple dependents one after another without leaving the page.

Description: Checks that the user can add more than one dependent in succession (e.g., 2 children).

Preconditions:

- ESS-User logged in.

- Dependents tab can list multiple entries.

	Steps	Expected result	Status
1.	Go to "Dependents" → Click "Add".	Each dependent is added successfully; multiple rows appear.	Pass
2.	Fill out first dependent info, click "Save".	No errors if all required fields are filled.	Pass
3.	Click "Add" again to create a second dependent, fill details, "Save".	User can keep adding more dependents in the same session.	Pass
4.	Verify both dependents appear in the table.		Pass
Pass			

ID TestCase: TC_DEP_004

Summary: Delete an existing dependent from the list.

Description: Verifies the user can remove a dependent by selecting the checkbox and clicking "Delete."

Preconditions:

- At least one dependent is already saved.

- ESS-User is logged in.

	Steps	Expected result	Status
1.	Open "Dependents" tab.	The chosen dependent is removed from the list immediately.	Pass
2.	Select the checkbox next to a dependent entry.	A success or info message appears (e.g., "Record(s) Deleted").	Pass
3.	Click "Delete" and confirm if prompted.	No other dependents are affected.	Pass
Pass			

ID TestCase: TC_DEP_005

Summary: Delete multiple dependents simultaneously.

Description: Ensures that if the user selects more than one checkbox, all those dependents get removed in one action.

Preconditions:

- At least two or more dependents exist in the list.

- ESS-User is logged in.

	Steps	Expected result	Status
1.	Go to My Info → Dependents.	All selected dependents disappear from the list at once.	Pass
2.	Select checkboxes next to multiple dependent records.	System displays a "Deleted" confirmation or similar message.	Pass
3.	Click "Delete" → confirm.	Remaining entries stay intact.	Pass
Pass			

ID TestCase: TC_DEP_006

Summary: Attach a document supporting dependent info (if attachments are allowed).

Description: Some organizations let ESS-Users attach documents (e.g., birth certificate). Check the attachment flow for a dependent.

Preconditions:

- System allows attachments for Dependents.

- User is logged in with permission to upload files here.

	Steps	Expected result	Status
1.	Open "Dependents" tab where a dependent is already listed.	File uploads successfully, and is shown as an attachment.	Pass
2.	Click "Add Attachment" (if available), select a valid file, and click "Upload."	System does not allow files over the size limit or invalid formats (if enforced).	Pass
3.	Observe if the attachment is listed under the dependent.	A message confirms successful upload (e.g., "Attachment saved").	Pass
4.	Check if you can view or remove the attached file.		Pass
Pass			

ID TestCase: TC_DEP_007

Summary: Add a new immigration record (e.g., Passport) with valid fields.

Description: User should be able to enter details like document type (Passport), number, issued date, expiry date, etc.

Preconditions:

- ESS-User is logged in.

- "Immigration" tab is available in My Info.

	Steps	Expected result	Status
1.	Go to My Info → Immigration.	New record is listed under "Assigned Immigration Documents."	Pass
2.	Click "Add," choose "Passport" as Document Type, fill Number, Issued Date, Expiry Date.	System shows a success message after saving.	Pass
3.	Click "Save."	No validation error if fields are correct and not expired (if there's a rule).	Pass
4.	Check if the new passport entry appears in the list.		Pass
Pass			

ID TestCase: TC_IMM_002

Summary: Attempt to add an immigration record with missing required fields (e.g., Number).

Description: The system should not save if the user leaves a mandatory field blank (like Document Number).

Preconditions:

- User is logged in (ESS).

- Number field is mandatory for Immigration documents (Passport/Visa).

	Steps	Expected result	Status
1.	Open "Immigration" → Click "Add."	System shows an error message ("Number is required" or similar).	Pass
2.	Select "Passport," but leave "Number" empty.	Record does not get saved.	Pass
3.	Click "Save."	User must fill all required fields to proceed.	Pass
Pass			

ID TestCase: TC_IMM_003

Summary: Add multiple immigration documents in a single session (e.g., Passport + Visa).

Description: Checks that the ESS-User can create more than one document entry (like a Passport and a Visa) at once.

Preconditions:

- ESS-User is logged in.

- Immigration tab allows multiple entries.

	Steps	Expected result	Status
1.	Click "Add," create a Passport record, then "Save."	Each document type is listed separately.	Pass
2.	Click "Add" again, create a Visa record, then "Save."	No conflict or overwrite of previous records.	Pass
3.	Verify both appear in the list.	User can see each record with correct details.	Pass
Pass			

ID TestCase: TC_IMM_004

Summary: Delete an existing immigration record.

Description: Ensures the user can remove a passport or visa entry by selecting it and clicking "Delete."

Preconditions:

- At least one immigration document is already assigned.

- ESS-User is logged in with permission to delete their own documents.

	Steps	Expected result	Status
1.	Open "Immigration" tab.	The chosen immigration record is removed from the list.	Pass
2.	Select the checkbox next to the document to delete.	A confirmation message or updated list is displayed.	Pass
3.	Click "Delete" → confirm the deletion if prompted.	No other documents are affected.	Pass
	Pass		

ID TestCase: TC_IMM_005

Summary: Attempt to save an immigration record with an invalid date format or expired date (if there's validation).

Description: If the system requires valid date formats (YYYY-MM-DD, for example) or rejects expired documents, check how it responds.

Preconditions:

- User is logged in.

- System has date validation or expiry rules for Passport/Visa.

	Steps	Expected result	Status
1.	Go to "Immigration" → "Add."	System either shows an error ("Invalid date format") or prevents saving.	Pass
2.	Enter an incorrect date format (e.g., 01-13-2025 if system expects yyyy-mm-dd). OR Enter an expiry date earlier than today's date, if not allowed.	Record is not saved with invalid/expired data.	Pass
3.	Click "Save."	User must correct the date to proceed (if that's the policy).	Pass
4.	Observe if the system shows an error or warns about the date.		Pass
Pass			

ID TestCase: TC_IMM_006

Summary: Attach supporting documents for an immigration record (e.g., scanned passport).

Description: Checks if user can upload attachments under Immigration to support the data (passport scan, etc.).

Preconditions:

- System allows attachments for Immigration.

- User has at least one immigration record to attach files to.

	Steps	Expected result	Status
1.	Open "Immigration" → select a record (or "Add" new).	File is uploaded and associated with the correct immigration record.	Pass
2.	Click "Add Attachment," choose a valid file (jpg/pdf under size limit).	System might show "Attachment added successfully."	Pass
3.	Click "Upload" and see if it's attached to that immigration entry.	Over-limit or invalid format files are rejected with an error message.	Pass
4.	Attempt to view or remove the attachment if needed.		Pass
Pass			

ID TestCase: TC_JOB_001

Summary: Verify that "Job" fields are read-only for ESS user.

Description: Ensures the user can only view job details (Job Title, Employment Status, etc.) and cannot edit them.

Preconditions:

- User is logged in as ESS.

- "Job" tab has pre-filled data (by HR Admin).

	Steps	Expected result	Status
1.	Go to My Info → Job.	Fields are displayed as read-only, no edit option available.	Pass
2.	Observe fields: "Job Title", "Employment Status", "Joined Date".	No error or crash occurs when viewing the Job tab.	Pass
3.	Try clicking or editing these fields (if possible).	Any attempt to change data is ignored or disabled.	Pass
Pass			

ID TestCase: TC_JOB_002

Summary: Attempt to edit a Job field and verify system denies changes.

Description: If the user tries to modify "Job Title" or "Employment Status", the system should prevent the change or revert it immediately.

Preconditions:

- ESS user is logged in.

- "Job" tab is visible, fields are typically read-only.

	Steps	Expected result	Status
1.	Open My Info → Job.	System does not save any changes to the job field.	Pass
2.	Attempt to type a new value in "Job Title" (if the field is not greyed out).	No success message appears; user sees a denial or no effect.	Pass
3.	Click "Save" or equivalent action, if available.	Field stays as the original value set by HR.	Pass
Pass			

ID TestCase: TC_SALARY_001

Summary: Check if the Salary tab is hidden or shows no data for ESS user.

Description: Ensures that salary details are not accessible or appear empty for ESS, as stated in the OrangeHRM manual.

Preconditions:

- User is logged in with ESS rights.

- System configuration hides salary data from ESS.

	Steps	Expected result	Status
1.	Go to My Info → attempt to find the "Salary" tab in the side menu.	Either the tab is not visible or it shows "No data" / "Access denied".	Pass
2.	If visible, click it to see what is displayed.	No salary fields (like pay grade, currency) are visible to ESS.	Pass
3.		User cannot edit or view any numeric salary info.	Pass
Pass			

ID TestCase: TC_SALARY_002

Summary: Attempt to access the Salary page directly by URL and verify system blocks it.

Description: Checks if the user tries a direct link (e.g.,/index.php/pim/viewSalaryDetails),

the system should deny or redirect, preventing ESS from seeing salary data.

Preconditions:

- ESS user is logged in.

- User does not have permission to view Salary info.

	Steps	Expected result	Status
1.	Open a new browser tab and paste the direct URL to the Salary page (e.g., "https://.../index.php/pim/viewSalaryDetails?id=XXXX").	System responds with an "Access Denied" or redirects to a main page.	Pass
2.	Press Enter to load the page.	No salary information is revealed.	Pass
3.		User remains restricted from Salary data.	Pass
Pass			

ID TestCase: TC_REPORTTO_001

Summary: View assigned supervisors in the "Report To" tab.

Description: Ensures that the ESS user can see who their supervisors are,

but cannot edit or remove them.

Preconditions:

- ESS user has valid login.

- System has assigned one or more supervisors to this user.

	Steps	Expected result	Status
1.	Go to My Info → Report To.	The list of supervisors is displayed (read-only).	Pass
2.	Check the "Assigned Supervisors" list.	No edit/delete option is available for ESS.	Pass
3.	Look for any "Edit" or "Delete" buttons.	No error message appears; tab loads fine.	Pass
Pass			

ID TestCase: TC_REPORTTO_002

Summary: Attempt to add or remove a supervisor and verify system denies.

Description: If the ESS user tries to add a new supervisor or remove an existing one, the system should block the action.

Preconditions:

- User is logged in as ESS.

- "Report To" tab is accessible, but normally read-only.

	Steps	Expected result	Status
1.	Open My Info → Report To.	System does not allow adding or deleting a supervisor from ESS side.	Pass
2.	Try clicking "Add Supervisor" or "Delete" next to an existing supervisor (if the button is even visible).	No success message; user might see an "Access Denied" or no effect at all.	Pass
3.	Observe system response (save attempt).		Pass
Pass			

ID TestCase: TC_QUAL_WX_001

Summary: Add a new work experience record under Qualifications → Work Experience.

Description: Checks that ESS user can input previous job details (company, job title, from/to) and save successfully.

Preconditions:

- ESS user is logged in.

- "Qualifications" tab is accessible, specifically "Work Experience" section.

	Steps	Expected result	Status
1.	Go to My Info → Qualifications → Work Experience.	New work experience entry appears in the list.	Pass
2.	Click "Add", fill fields: Company, Job Title, From Date, To Date, etc.	System shows a success message (e.g., "Successfully Saved").	Pass
3.	Click "Save".	No validation errors if data is valid.	Pass
Pass			

ID TestCase: TC_QUAL_WX_002

Summary: Delete an existing work experience record from Qualifications.

Description: Ensures the user can remove a previously added job experience by selecting it and clicking Delete.

Preconditions:

- At least one work experience record exists under the user.

- ESS user is logged in.

	Steps	Expected result	Status
1.	Open My Info → Qualifications → Work Experience.	The selected work experience record is removed from the list.	Pass
2.	Select the checkbox next to the record to delete.	A success message or updated list is displayed.	Pass
3.	Click "Delete" and confirm if prompted.	Other records remain intact.	Pass
Pass			

ID TestCase: TC_MEMB_001

Summary: Add a new membership entry.

Description: Checks that ESS user can specify a membership (e.g., professional association) and save it in the membership list.

Preconditions:

- ESS user is logged in.

- "Membership" tab is accessible in My Info.

	Steps	Expected result	Status
1.	Go to My Info → Membership.	New membership record appears in the assigned memberships list.	Pass
2.	Click "Add", enter membership name/type, subscription details if needed.	No error message if mandatory fields are filled.	Pass
3.	Click "Upload" and see if it's attached to that immigration entry.	System displays a success notification (e.g., "Successfully Saved").	Pass
Pass			

ID TestCase: TC_MEMB_002

Summary: Delete an existing membership from the list.

Description: Ensures the user can remove a membership by selecting it and clicking "Delete."
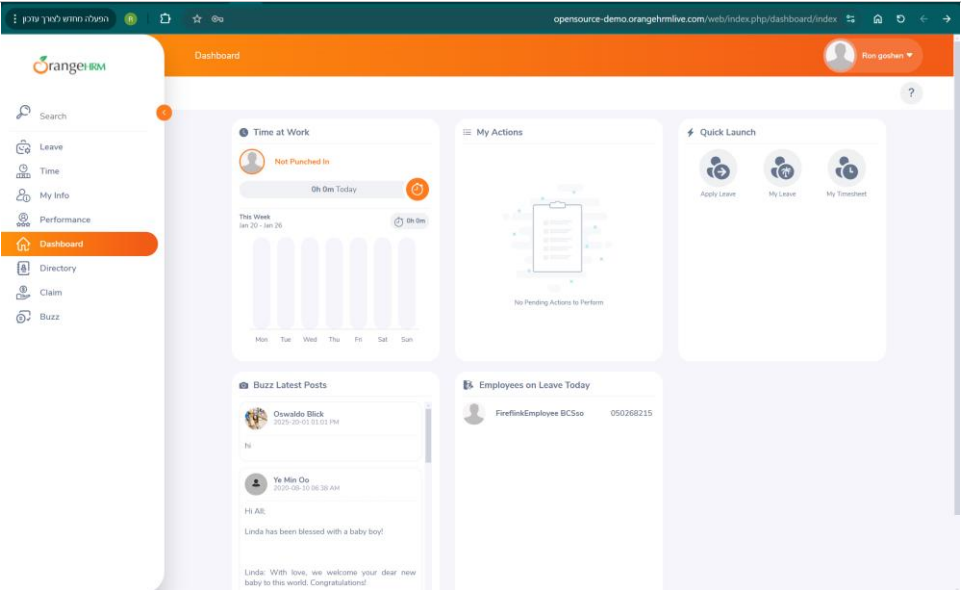
Preconditions:
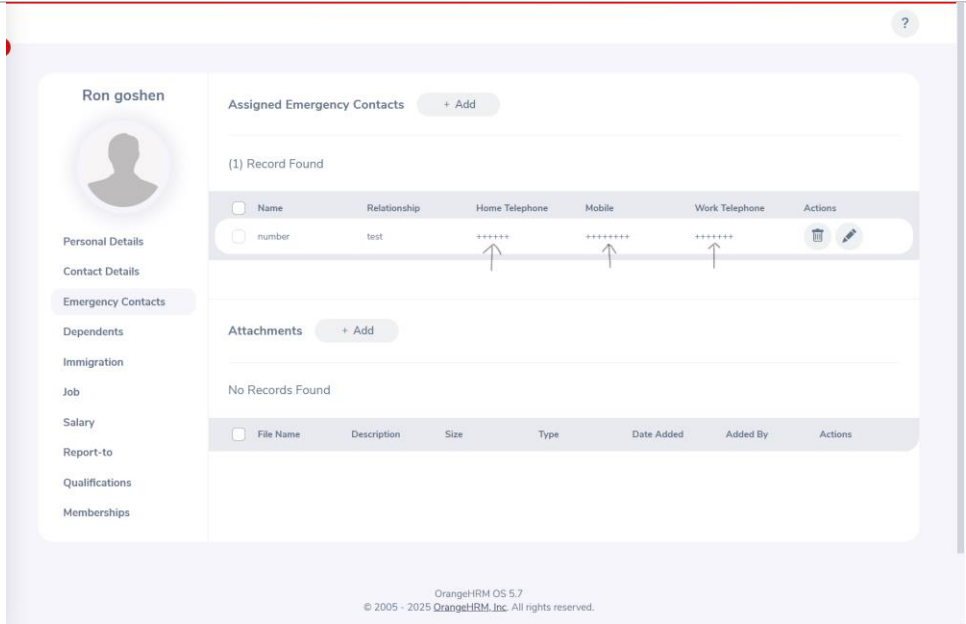
- At least one membership record exists.

- ESS user has permission to add/delete membership in My Info.
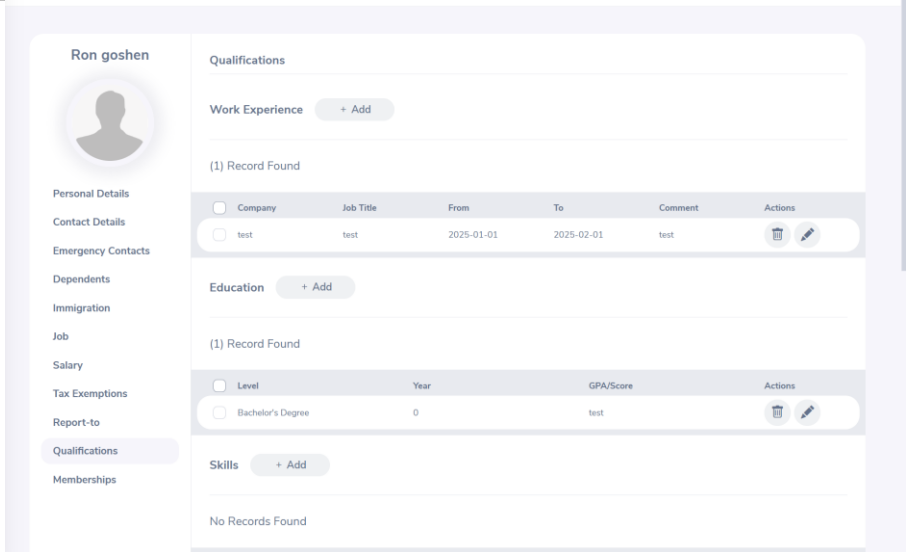
	Steps	Expected result	Status
1.	Open My Info → Membership.	Selected membership is removed from the list.	Pass
2.	Select the checkbox next to a membership.	No error occurs; user sees an updated list without that membership.	Pass
3.	Click "Delete" and confirm the action.	System may show a "Record Deleted" message or similar.⊤	Pass
Pass			

Bug Report

Field	Details
Bug ID	BUG-001
Test Case Reference	TC_Login_008
Title	Username field allows input exceeding the maximum allowed length.
Module/Feature	Login Functionality
Severity	Medium
Priority	Medium
Environment	- Windows 10 - Chrome v110+ - Local QA Server
Reported By	Ron G.
Date	01/20/2025
Summary	The "Username" field does not restrict input to the defined maximum length, allowing users to enter an excessively long username.
Preconditions	- User is on the login page. - The test checks how the system handles usernames exceeding a reasonable length.
Steps to Reproduce	1. Open the login page. 2. Enter a username exceeding the maximum allowed length (e.g., add 200+ characters). 3. Enter a valid password. 4. Click the "Login" button.
Expected Result	The system restricts input in the "Username" field to the maximum allowed length.
Actual Result	The "Username" field allows input exceeding the maximum allowed length.
Attachments	[Add screenshots here or write "See attached screenshot"]
Additional Notes	
Status	Open

Field	Details
Bug ID	BUG-002
Test Case Reference	TC_PD_001
Title	"Personal Details" screen does not display by default on first login.
Module/Feature	My Info Functionality
Severity	Major
Priority	High
Environment	- Windows 10 - Chrome v110+ - Local QA Server
Reported By	Ron G.
Date	01/20/2025
Summary	On first login, the system does not display the "Personal Details" screen by default. Instead, the user is redirected to the "Dashboard" screen, which deviates from the expected behavior and may confuse users.
Preconditions	- The user has valid ESS credentials. - The user is logging in for the first time or has not edited Personal Details before.
Steps to Reproduce	1. Navigate to the login page. 2. Enter valid ESS-User credentials. 3. Click the "Login" button. 4. Observe the screen displayed after login.
Expected Result	The "Personal Details" screen opens automatically on first login, with restricted fields displayed as read-only.
Actual Result	The system redirects the user to the "Dashboard" screen instead of the "Personal Details" screen.
Attachments	
Additional Notes	Redirecting to the "Dashboard" instead of the "Personal Details" screen may confuse new users and disrupt the onboarding process.
Status	Open

| Field	Details
Bug ID	BUG-003
Test Case Reference	TC_EC_003 Discovered during exploratory testing
Title	Phone field allows saving invalid input without a valid phone number format.
Module/Feature	Emergency Contacts → Phone Validation
Severity	Medium
Priority	Medium
Environment	- Windows 10 - Chrome v110+ - Local QA Server
Reported By	Ron G.
Date	01/21/2025
Summary	The phone field (Home/Mobile/Work) allows saving input that includes only special characters (e.g., "++++++") without ensuring it matches a valid phone number format. This behavior may lead to unusable data being stored in the system.
Preconditions	- The user is logged in with ESS credentials. - The "Emergency Contacts" section is accessible.
Steps to Reproduce	1. Navigate to "Emergency Contacts" → "Add". 2. Fill in the "Name" and "Relationship" fields. 3. Enter only special characters (e.g., "++++++") in the phone field. 4. Click "Save".
Expected Result	The system should display an error like "Invalid phone number" if the input does not match a valid phone number format (e.g., "+123-456-7890").
Actual Result	The system allows saving the input "++++++" without displaying an error or performing proper validation.
Attachments	
Additional Notes	- The system message "Allows numbers and only + - / ( )" is misleading because it does not ensure a valid phone number format. - This issue could result in unusable data for downstream systems relying on proper phone number formats.
Status	Open

Field	Details
Bug ID	BUG-004
Test Case Reference	TC_DEP_001 Discovered during exploratory testing
Title	Education Year field allows saving unrealistic or invalid year input (e.g., "0000").
Module/Feature	Qualifications → Education
Severity	Low
Priority	Low
Environment	- Windows 10 - Chrome v110+ - Local QA Server
Reported By	Ron G.
Date	01/21/2025
Summary	The "Year" field under Qualifications → Education allows saving input like "0000", which is not a realistic or valid year. This could lead to inaccurate or inconsistent data being stored.
Preconditions	- User is logged in with ESS credentials. - The "Qualifications" tab and "Education" section are accessible.
Steps to Reproduce	1. Navigate to My Info → Qualifications → Education. 2. Click "Add" to create a new education record. 3. Fill all mandatory fields (e.g., Level, GPA/Score) and enter "0000" in the Year field. 4. Click "Save".
Expected Result	The system should validate the "Year" field and display an error if the input is not within a valid range (e.g., between 1900 and the current year).
Actual Result	The system allows saving the input "0000" without validation or warning, and the record is added successfully.
Attachments	
Additional Notes	- This issue could affect reporting or analytics relying on valid year ranges. - Consider adding a validation rule to enforce realistic year inputs.
Status	Open

Test Summary

Module	Total Cases	Passed	Failed	Notes
Login	12	10	2	Validation issue in TC_005
My Info	25	23	2	Minor UI glitch on form load
Total	**37**	**33**	**4**	**Stable system overall**

Results Overview
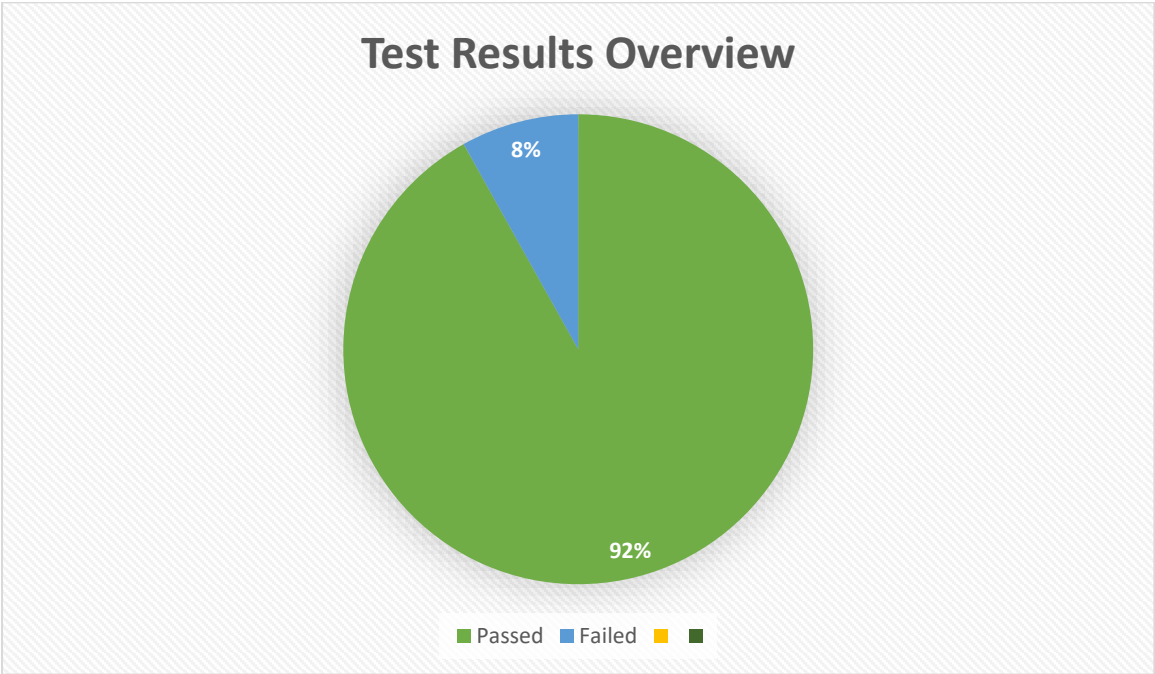
Out of 37 test cases executed, 33 passed successfully while 4 failed. Most functionalities performed well, with minor issues detected requiring attention.

- Fix the input validation issue in the Login module. (High Priority)
- Address the minor UI glitch in the My Info form. (Medium Priority)
- Conduct additional exploratory testing for potential edge cases. (Low Priority)

Conclusion

The testing phase demonstrated strong system stability with a 89.1% success rate. The minor issues identified – such as input validation in the Login module and a UI glitch in the My Info form – can be resolved quickly. .Addressing these issues will enhance user experience and system reliability