Orange HRM application:  
Requirement document:  
Open (Any browser)  
OPen URl <https://opensource-demo.orangehrmlive.com/web/index.php/auth/login>  
  
Login Module:  
Scenario 1: Validate Login actions Operation in Login Page  
           1.  For valid username (Admin) and valid Password (admin123) should open dash board page by default with Highlighting dashboard from   left navigation bar.  
  2.  For invalid username or invalid password after clicking login button should remain on login page only  
  3.  For valid username and without enter password and click then Error message should display as "Required" error message..  
   
   
Scenario 2: Validate forgot password Filed in Login page.

While clicking on forgot password field with then Reset password page should display with text box (username) contain two more buttons Cancel and  Reset password.

Cancel button should return back to Orange HRM login page again.

For valid username Reset Password should sent to mail ID with valid message as "Reset password link sent successfully".

For invalid username error message ("Enter valid username") should display.  
  
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Dashboard Module:  
In Dashboard left panel Dashboard should be highlighted with User photo and his/her name. While clicking on user name dropdown about, Support, Change password, and logout options should display.

While clicking on logout should redirect us to Login page.

While selecting about button dialog with employ number should display. Close the dialog box. While selecting support option should display help/support page should display.

Change password option Update password screen should display.  
Search option from left panel should select the available option from left panel.  
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PIM module:  
Scenario : Validate PIM menu from left navigation bar. By default employee List page should display.

The employee list shows all the employees entered and imported into the PIM. You can view/edit details of a particular employee by clicking on the employee’s name, display image or ID. To view the employee list, select **PIM > Employee List** from the **Main Menu**. The Employee List Screen will appear. 

It is possible to sort employee data in alphabetical order by clicking on column headers.

***Step 1 -*** Use the filters to search for employees. Below are the options to use as filtering criteria. You can combine multiple filters.

|  |  |
| --- | --- |
| **Field** | **Description** |
| Employee Name | Filter by the Employee Name |
| ID | Filter by the Employee ID |
| Employment Status | Filter by the Employment Status |
| Include | Search current or past employees or both |
| Supervisor Name | Filter by the Manager |
| Job Title | Filter by the Employee Job Title |
| Subunit | Filter by the Department |

***Step 2 -***Click search to see the results of your desired selection

***Step 3*** - When “Reset” is selected within the Filter, the search section results will be reset and the search filters will change to the default view.

Adding an Employee....

While clicking on Add button redirect to the Add employee page or While clicking on Add employee menu Add employee page should display.

Enter First name, Middle name and Last name. Application should allocate an Employee id by default.

To upload an employee phone click on + sign. Select on Create Login Details.  
Enter Username attest 5 characters and select status as Enabled.  
Enter password should contain at least 7 characters and should contain minimum one number, at least one lowercase letter and it should not Contain any space  
Confirm password is not matched with password then "Password do not match" message should display. For valid details successfully saved message should display. And validate your name in Employee list and through Directory tab also.

This is a feature that allows the user to add employees to the system easily. Upon adding the employee admin user can create login details (username and password) to that particular employee at the same time.

Adding employees to the system can be done via OrangeHRM PIM module. It is possible to maintain employee details such as personal details, job and salary details, contact details, immigration details, emergency contacts etc.. when adding employee details to the system.

Refer the following article to learn more about the adding and employee then to view and edit employee profile.

Adding new Employee:  
  
To add new Users click on Add button then Add users page should display with cancel and save button.  
Select user role as ESS from drop down  
Enter Employee name

**Step 1** - Go to**PIM.**Click on ‘Add Employee’. The Add Employee Screen is displayed as follows.



**Step 2** - Complete the following fields

|  |  |
| --- | --- |
| **Field** | **Description** |
| First Name | First Name of the Employee. |
| Middle Name | Middle Name of the Employee. |
| Last Name | Last Name of the Employee. |
| Employee ID | Employee ID is generated automatically. The user can change the Employee ID if required. |
| Photograph | Profile picture of the employee. (less than 1MB in size, Accepts .jpg/.png/.gif file types, Dimensions recommended: 200 x 200 pixels) |

**Step 3*–***If the ‘Create Login Details’ option is selected, additional fields get displayed as follows.



**Step 4 -** Complete the following fields.

|  |  |
| --- | --- |
| **Field** | **Description** |
| Username | Username for the employee. |
| Password | Enter a strong password. |
| Confirm Password | Re-enter the password. |
| Status | Enable or disable the user account. |

**Step 5** – Click 'Save'.

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Admin Module:  
Clicking on admin Menu from left navigation bar should open View systems Users page. Validate Search operation under User management for Existing users. If the data not matched then No record found message should display.

Delete one record from Admin module.

An organization may have a tool in place to store all employee data but may lack the ability to assign role-specific functions or activities within the tool.

Once the employees are added to the system using the PIM module, the Admin user needs to create a user account for each employee, Alternatively, the admin user can create a user account whilst adding an employee in the PIM module. (Refer to ['Add Employee'](https://starterhelp.orangehrm.com/hc/en-us/articles/360018588500-How-to-Add-an-Employee) article)

Admin users can assign a specific work role to an employee which will enable the employee to perform certain tasks but will be restricted to others. Below steps will take you through on how this could be achieved in the system.

To access this feature, go to:   **Admin-> User Management-> Users.**The ‘Users’ screen is displayed as follows.



**Step 1** – Click the ‘Add**’** button. The ‘Add User’ screen is as follows.



**Step 2** – Guidelines to fill the required details

|  |  |
| --- | --- |
| **Field** | **Description** |
| User Role | Select the desired User Role from the options. (ESS/Admin).   * Admin - lets the user to manage overall system including configurations * ESS - lets the user to manage their own account info |
| Employee Name | Name of the employee |
| Username | Desired Username. (This should be a value unique to the respective employee) |
| Status | The user can select the status as:   * Enabled * Disabled   The status has to be set as “Enabled” in order for the new user to login. |
| Password | The user can enter the desired password. However, the password should consist of upper- and lower-case characters, symbols and numbers |
| Confirm Password | Re-type password to avoid errors. |

**Filter User**

For the convenience of the admin user, OrangeHRM is equipped with filter options to search for user/s as and when required. This is an ideal option if your organization has a large number of employees.

To access this feature, go to:   **Admin-> User Management**

**Step 1** – Fill the following filtering criteria.

|  |  |
| --- | --- |
| **Field** | **Description** |
| Username | Search by the respective username |
| Role | Search by the respective user role(s) |
| Employee Name | Search by employee name. The system will auto-suggest the matching names with Employee IDs as the user starts to type. |
| Status | Search by the user’s status (Enabled/Disabled) |