

**TMS UAT Document**

**2023**



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**1. Introduction**

***1.1 Test Objectives***

The acceptance test of the Time Management Scheduling should validate from both the business perspective that:

The acceptance test of the Time Management Scheduling should validate from both the business perspective that:

* All schedule processes are supported as defined to meet with standard corporate process
* The system is easy to use by the end-users, Managers and System admin.
* The Schedule, Time Management and Employee Leave policies and procedures are supported as described in company policies and procedures.
* The schedule can be created and customized by authorized offices to handle Shift tracking.
* Security controls are in place and effective to prevent unauthorized system access.
* All Shift tracking calculations are correct as defined by company rules and policies

The objective of acceptance testing is to validate system operation and usability in the company. At the conclusion of acceptance testing, the end-users will have a high level of confidence that the system will meet their needs. Because of end-user involvement in the system development process, acceptance testing is not intended to reject the system, but to be a positive validation of business needs.

***1.2 Scope of Testing***

The acceptance test of the Time Management Scheduling will include schedule, time tracking, and leave management applications.

The acceptance test of the Time Management Scheduling will not include system administration functions.

***1.3 System Overview***

The Time Management Scheduling is a multipurpose applications system for Al Rostamani Group. It can manage employee working scheduling, time management and leave applications. The Manager can track the schedule of an employee in daily, weekly and monthly format. The Manager or admin can assign the new schedule of time to an employee. Employee can also track there assigned schedule and working time. Using Time Management Scheduling system an employee can apply for leaves and tracking there leave status.

***1.4 Definitions/Acronyms***

**Acceptance Testing**

Testing that ensures the system will work in the real world to meet the business and/or operational needs of the user using the system, based on a pre-defined set of acceptance criteria.

**Critical Processing Unit**

A program, module, or unit that is critical to the correct functioning of the system. A critical processing unit carries with it a high impact of failure.

**2. Approach**

***2.1 Assumptions/Constraints***

**2.1.1 Assumptions**

* 4-6 Manager or System Admin from one company or department will be involved in the acceptance test.
* Each company or department will have 2 - 4 people each available for two weeks of acceptance testing.
* The entire Time Management Scheduling will be available for acceptance testing on July 15, 2023.
* No automated test execution tools will be used.
* The end-users will design and conduct acceptance testing.
* QA will facilitate acceptance testing and track progress.
* The Time Management Scheduling will have passed unit and integration testing before acceptance testing begins.

**2.1.2 Constraints**

* Two weeks might not be enough time to test the entire system and then retest the system due to defect fixes.
* Because the system will not be available until July 15, 2023, there will be system training before acceptance testing may be begins for System Admin.

***2.2 Coverage***

Test coverage will measured by:

* Path coverage through business processes
* Percentage of business process scenarios tested

In the event that coverage levels are not met, the QA manager will determine if the actual levels are adequate in light of the system risks.

**2.2.1 Software or Application Components**

All software or application modules in the scheduling, time tracking, and leave management will be tested.

All critical business processes will be validated completely. Critical business processes are:

* + Employee Schedule Management
  + Employee Time Management
  + Employee Leave Tracking
  + Allotted vs. Actual Working Schedule Calculation
  + Directly assign the schedule to an employee
  + Copy and assign the same schedule to other user
  + Assign the current schedule to next month or weak of the employees.
  + Download and upload the schedule for direct assignment via file
  + Search or filter the employee based on Company, Department, Division & their individual User id
  + Show the individual employee assigned time and schedule.
  + All schedule and time process are displayed using different color codes shown in the legends.

***2.3 Test Tools***

* Defect Tracking System
* Test Manager

***2.4 Test Type (Regression, Conversion, etc.)***

The following types of testing will performed during acceptance testing:

* Functional testing, by performing business functions
* Usability testing, by observing how end-users use the system without coaching
* Compliance testing, by evaluating system performance against company policies and procedures
* Security testing, by testing each end-user’s security access levels
* Controls testing, by testing all schedule controls
* Regression testing, to ensure that a change to the system does not introduce new defects.

***2.5 Test Data***

Employee data - the employee data are synchronized form success factors existing employee data.

Schedule Time - All Schedule Types are synched from success factors

Leave Balance - All leave balance are synched form success factors employee data.

Test Data - All data for testing are provided with their respective test cases.

**3. Plan**

***3.1 Test Team***

The following people will be on the acceptance test team:

|  |  |  |  |
| --- | --- | --- | --- |
| Company or Department | Name | Level of involvement | Responsibilities |
|  |  |  | Design and execute test cases |
|  |  |  | Design and execute test cases, create test data, write test summary report |
|  |  |  | Design and execute test cases to validate from success factor |
|  |  |  | Design and execute test cases, build employee real vs assigned time schedule |
|  |  |  | Design and execute test cases for time reporting. |
|  |  |  | Test data entry |
|  |  |  | Usability testing |

***3.2 Team Reviews***

The following reviews will be conducted by the entire acceptance test team and a representative from the QA department. Refer to the work schedule for the planned review dates.

* Test plan review
* Test case review
* Test progress review
* Post-test review

***3.3 Major Milestones and Deliverables***

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Start | Stop | Deliverable(s) |
| Acceptance test case design |  |  | Acceptance test cases |
| Build acceptance test environment |  |  | Test environment ready for test data population |
| Build acceptance test data |  |  | Employee data, Employee time data, |
| Acceptance test training |  |  | Trained acceptance testers |
| System delivered for acceptance testing |  |  | Time Management Scheduling ready for acceptance testing. |
| Acceptance test execution |  |  | Time Management Scheduling acceptance tested |
| Acceptance test summary report due |  |  | Acceptance test summary report |
| Organization-wide system training |  |  | Trained end-users for the Time Management Scheduling |
| System installation to production |  |  | Installed system |

***3.4 Environmental Needs***

**3.4.1 Test Environment**

**Hardware**

All test cases will be executed on desktop or Laptop which is connected with internet.

**Software**

Any modern Browser like – Google Chrome, Mozilla Firefox or safari on Mac.

***3.5 Training***

Acceptance testers will be trained in acceptance testing techniques by the QA staff. The training will be three days in length and will be conducted at the corporate training facility the dates of 01/04/2023 - 04/04/2023.

**4. Features to be tested**

*4.1 Business Processes*

4.1.1 Filter for employee to be displayed

4.1.2 Create Schedule

4.1.3 Show Schedule Details

4.1.4 Edit Schedule

4.1.5 Delete Schedule

4.1.6 Create Timesheets

4.1.7 Show Timesheets

4.1.8 Edit Timesheets

4.1.9 Delete Timesheets

4.1.10 Apply Leave

4.1.11 Copy and assign schedule

4.1.12 Assign schedule to next months

4.1.13 Download the current schedule

4.1.14 Upload and assign the schedule to employees

4.1.15 Show Assigned schedule in Single Planning Calendar

4.1.16 Create Timesheets in Single Planning Calendar

4.1.17 Show Timesheets newly created time sheet in Single Planning Calendar

4.1.18 Apply for leave in Single Planning Calendar

4.1.19 Approve and Reject for the Time Requested by User.

5. Features not to be tested

*5.1 System Administration functions*

* User Password Administration
* Application Security Procedures

*5.2 Business Processes*

* All business processes will tested.

**6. Testing Procedures**

***6.1 Test Execution***

**6.1.1 Test Cases**

For each business process to be tested, the acceptance tester will execute a set of pre-defined test cases. Each test case will have a series of actions and expected results. As each action is performed, the results are evaluated. If the observed results are equal to the expected results, a checkmark is placed in the “pass” column. If the observed results are not equal to the expected results, a checkmark is placed in the “fail” column.

**6.1.2 Order of Execution**

1. Filter for employee to be displayed

2. Create Schedule

3. Show Schedule Details

4. Edit Schedule

5. Delete Schedule

6. Create Timesheets

7. Show Timesheets

8. Edit Timesheets

9. Delete Timesheets

10. Copy and assign schedule

11. Download the current schedule

12. Upload and assign the schedule to employees

13. Show Assigned schedule in Single Planning Calendar

14. Create Timesheets in Single Planning Calendar

15. Show Timesheets newly created time sheet in Single Planning Calendar

16. Apply for leave in Single Planning Calendar

17. Approve or Reject Time Request

**6.1.3 Test Data**

To perform acceptance testing, test data will be supplied from two sources:

Data created specifically for the acceptance test and

Data obtained from Success Factors.

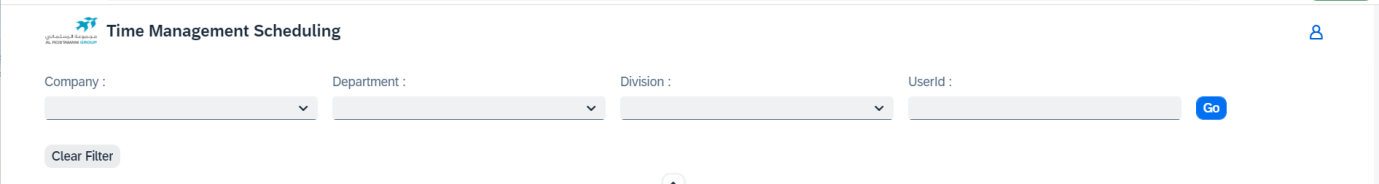
**Login into application:**

Application URL:

Login ID: \*\*\*\*\*\*\*\*\*\*\*\* (Provided)

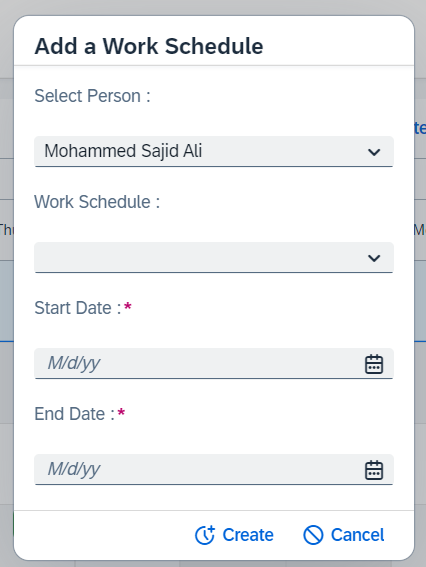
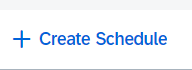
Password: \*\*\*\*\*\*\*\*\*\*\*\* (Provided)

**1. Filter the employee to be displayed**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Company : Company ARE  Department :  Division :  UserId : | No Any Employee |  |  |  |
| Company : AL Rostamani LLC.  Department : GHR-Business Support  Division :  UserId |  |  |  |  |
| Company :  Department :  Division : Marketing  UserId | .  .  . |  |  |  |
| Company :  Department :  Division :  UserId :11000009 |  |  |  |  |

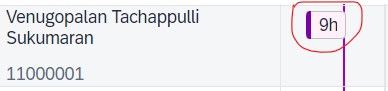
**2. Create Schedule**

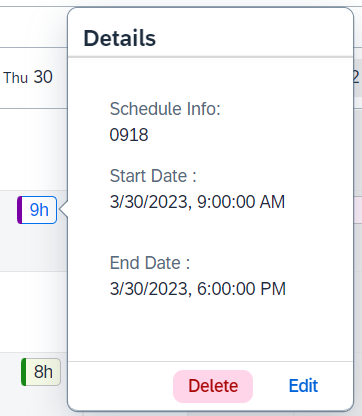


Click on and fill the details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Select Person : VenugopalanTachappulli Sukumaran  Work Schedule : 09:18,Bk13-14,6D  Start Date : 3/30/23  End Date :3/30/23 | Schedule is created as :  Schedule Info  0918  Start Date  3/30/2023, 9:00:00 AM  End Date  3/30/2023, 6:00:00 PM |  |  |  |
| Select Person : VenugopalanTachappulli Sukumaran  Work Schedule : 09:19,Bk13-14,5D  Start Date : 3/31/23  End Date : 4/2/23 | Schedule is created as :  S Schedule Info  Schedule Info  0919  Start Date  3/31/2023, 9:00:00 AM  End Date  4/2/2023, 07:30:00 PM |  |  |  |
| Select Person : VenugopalanTachappulli Sukumaran  Work Schedule : 06:15,Bk12-13,6D  Start Date : 3/28/23  End Date :3/31/23 | Schedule is not created. Because Schedule is overlapped. |  |  |  |

**3. Show Schedule Details**

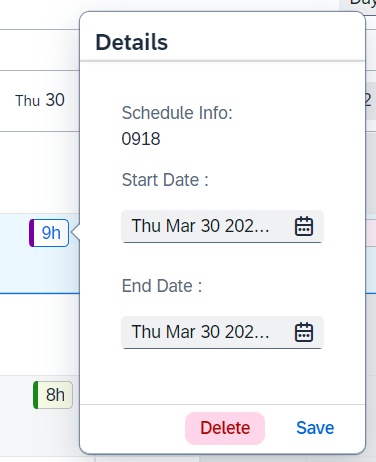
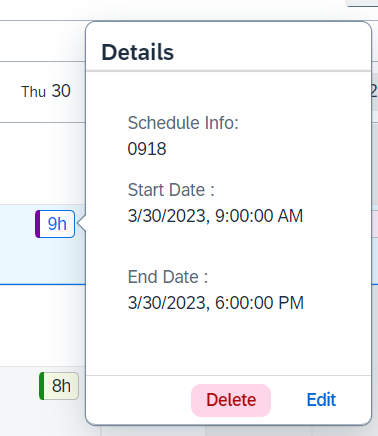


Click on any schedule 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Click on 30-March Schedule |  |  |  |  |

**4. Edit Schedule**

Click on any schedule 🡪 Click on Edit 🡪 Enter new Details 🡪 Save



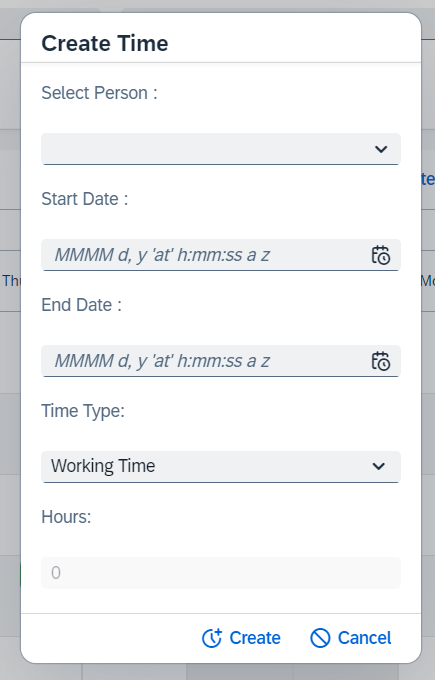
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Start Date : Wed Mar 29 2023  End Date : Wed Mar 29 2023 | Schedule is modified as :  Schedule Info  0918  Start Date  3/29/2023, 9:00:00 AM  End Date  3/29/2023, 6:00:00 PM |  |  |  |
| Start Date :Mar 28 2023  End Date : Apr 01 2023 | It will show an error form backend that schedule for the same date is already present. |  |  |  |

**5. Delete Schedule**

Click on any schedule 🡪 Click Delete 🡪 Confirm Delete

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Select schedule created on 3/29/2023 | Schedule is deleted |  |  |  |
| Select schedule 3/31/2023 - 4/02/2023 | Schedule is deleted |  |  |  |

**6. Create Timesheets**

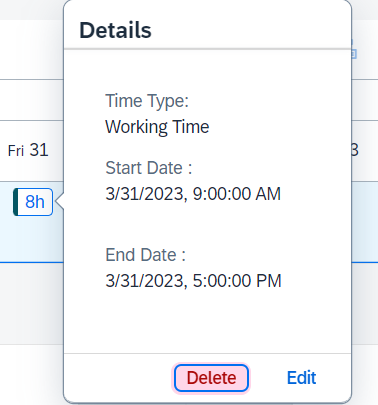


Click on and fill the all details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Select Person : Rahman Abdul Rawoof  Start Date : March 27, 2023 at 9:00:00 AM GMT+05:30  End Date : March 27, 2023 at 5:00:00 PM GMT+05:30  Time Type: Work from Home | The Time schedule is created :  Time Type  Work from Home  Start Date  3/27/2023, 9:00:00 AM  End Date  3/27/2023, 5:30:00 PM |  |  |  |
| Select Person : Rahman Abdul Rawoof  Start Date : March 31, 2023 at 10:00:00 AM GMT+05:30  End Date :March 31, 2023 at 5:00:00 PM GMT+05:30  Time Type Working Time | The Time schedule is created :  Time Type  Working Time  Start Date  3/31/2023, 10:00:00 AM  End Date  3/31/2023,5:00:00 PM |  |  |  |
| Select Person : Rahman Abdul Rawoof  Start Date : March 28, 2023 at 2:00:00 PM GMT+05:30  End Date : March 28, 2023 at 5:30:00 PM GMT+05:30  Time Type : Working Time | Time Type  The Time schedule is created :  Time Type  Working Time  Start Date  3/28/2023, 2:00:00 PM  End Date  3/28/2023, 5:30:00 PM |  |  |  |
| Select Person : Rahman Abdul Rawoof  Start Date : March 27, 2023 at 11:25:48 PM GMT+05:30  End Date : March 30, 2023 at 11:26:29 PM GMT+05:30  Time Type :Work from home | Time is not created for more than 24 hrs. |  |  |  |

**7. Show Timesheets**

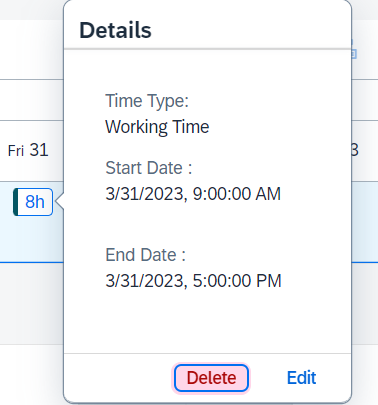
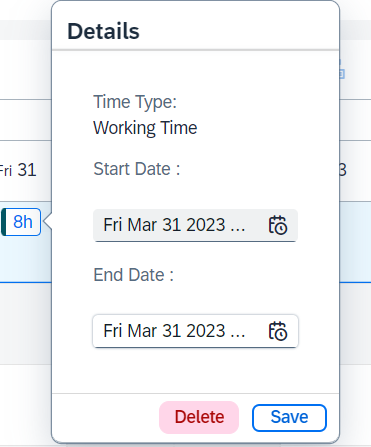
Click on any Time



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Click on 31-March 8h Schedule | C:\Users\InkIt\Downloads\MicrosoftTeams-image.png |  |  |  |

**8. Edit Timesheets**

Click on any Timesheet 🡪 Click on Edit 🡪 Enter new Details 🡪 Save

 🡪 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Start Date :Tue Mar 28 2023 11:00:00  End Date : Tue Mar 28 2023 14:00:00 | Timesheet is modified as :  Time Type  Working Time  Start Date  3/28/2023, 11:00:00 AM  End Date  3/28/2023, 02:00:00 PM |  |  |  |
| Start Date :Tue Mar 28 2023 10:00:23  End Date : Wed Mar 29 2023 23:51:52 | Not Modified. Because time is more than 24 hrs. |  |  |  |

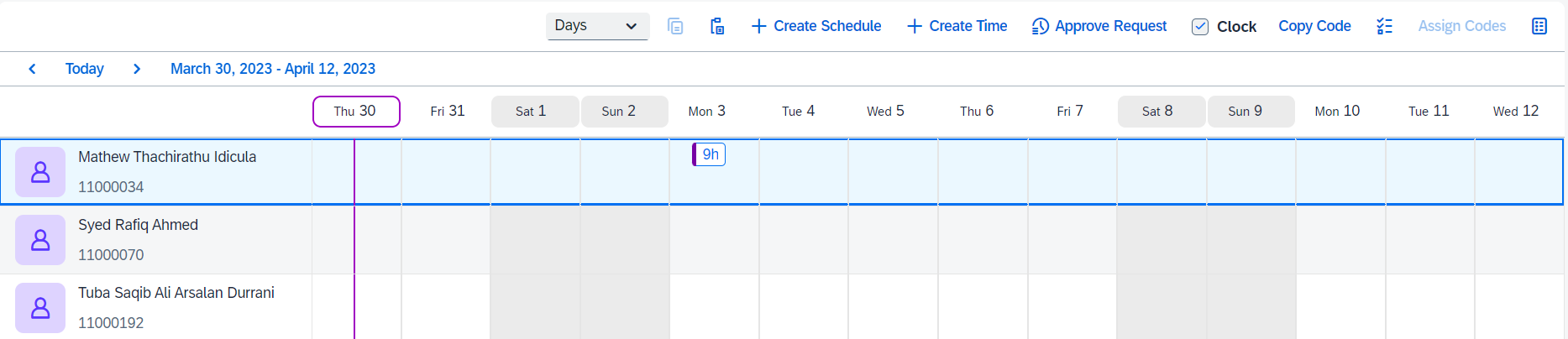
**9. Delete Timesheets**

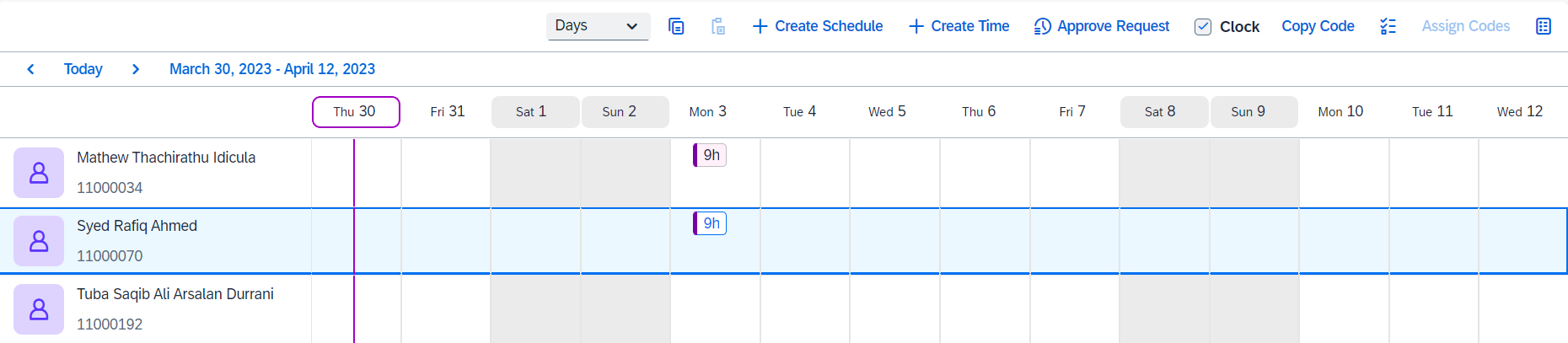
Click on any Timesheet 🡪 Click Delete 🡪 Confirm Delete

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Select timesheet at 3/28/2023, 10:00:00 AM | timesheet is deleted |  |  |  |
| Select timesheet at 3/27/2023, 5:00:00 AM | Schedule is deleted |  |  |  |

**10. Copy and assign schedule**

Select on Any Schedule 🡪 click on copy button 🡪 Select the employee whose assign the schedule 🡪 Click on Paste Button

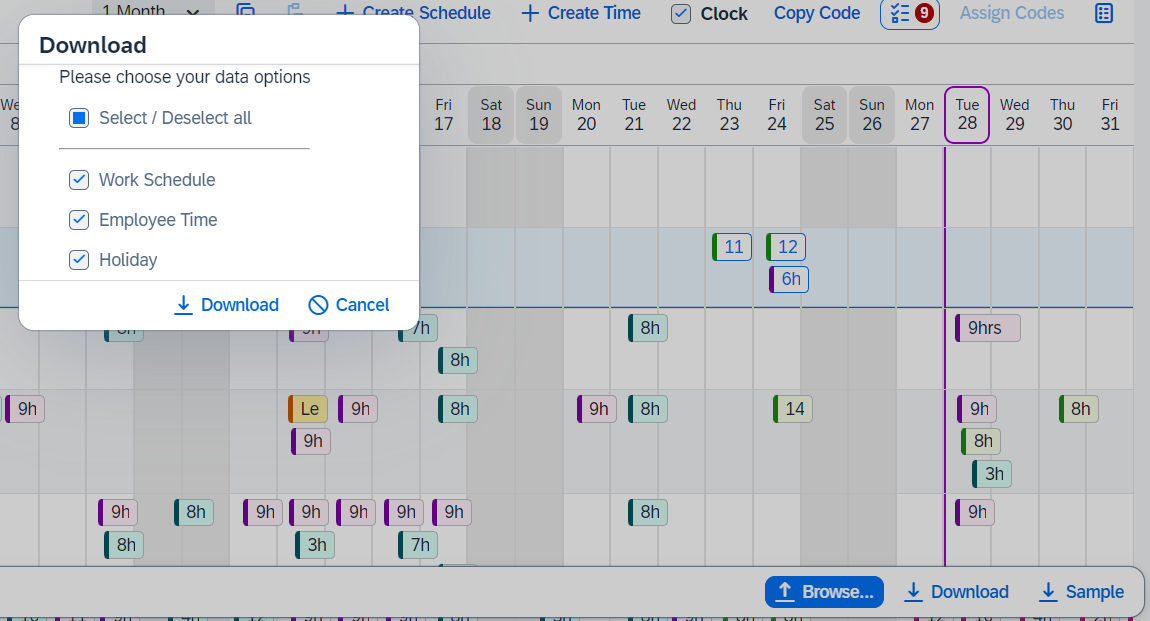




|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Select the schedule of employee 11000034 dated 03-April and assign to employee 11000070 | Schedule is copy and assigned to other employee |  |  |  |
| Select the pasted schedule Drag & Drop on 04-April | The copped schedule is assigned at 04-April |  |  |  |

**11. Download the current schedule**

You can download the current moths report via click on download Button and selecting data option.



**12. Assign the Schedule via Uploading file**

You can assign the multiple schedules via filling the downloaded sample file and upload them.

**13. Show Assigned schedule in Single Planning Calendar**

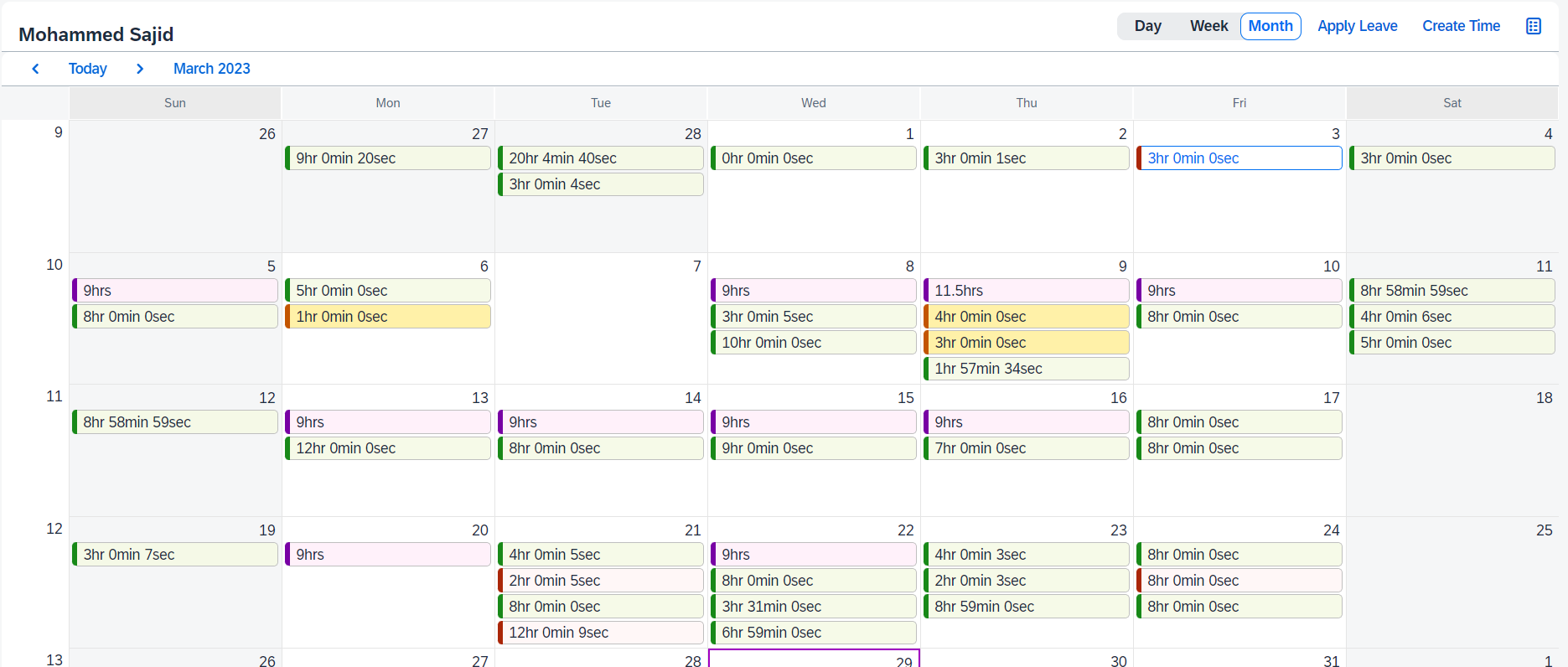
Login into application :

Application URL : https://arg-org-dev-dev-workschedule.cfapps.us10-001.hana.ondemand.com/app/usercalendar/webapp/index.html

Login ID : \*\*\*\*\*\*\*\*\*\*\*\*

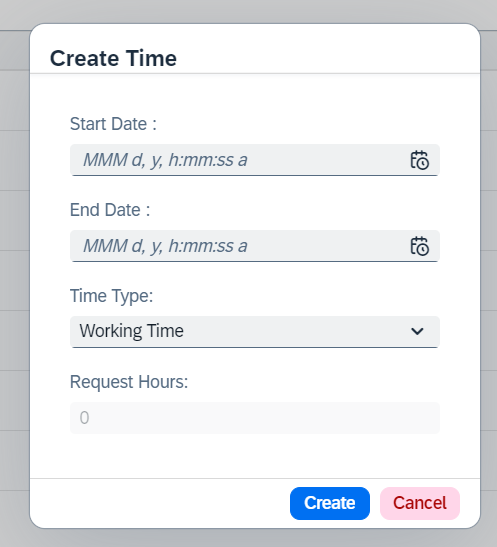
Password : \*\*\*\*\*\*\*\*\*\*\*\*

**On login it will show you planned schedule and time. You can toggle into Day, Weak, and Month view.**



**14. Create Timesheets in Single Planning Calendar**

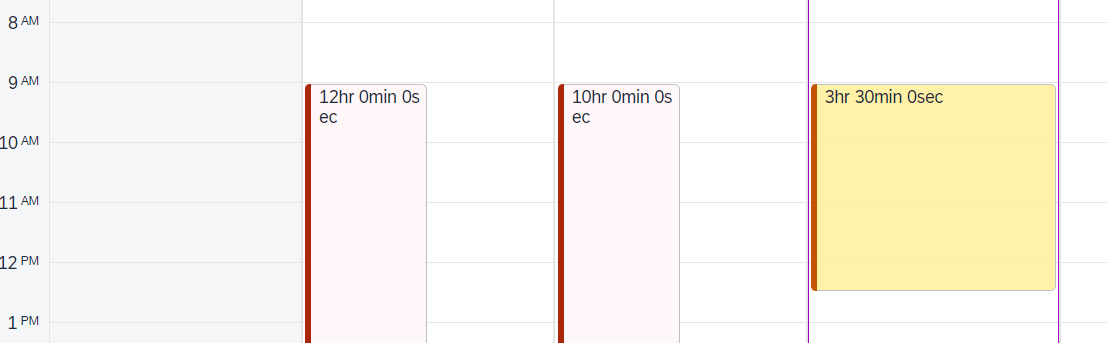
****

****Click on and fill all details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Start Date : Mar 29, 2023, 9:00:00 AM  End Date :Mar 29, 2023, 12:30:00 PM  Time Type : Working Time | The Time stamp is created and pending for approval. |  |  |  |
| Start Date : Mar 30, 2023, 9:00:00 AM  End Date :Mar 30, 2023, 12:30:00 PM  Time Type : Working Time | The Time stamp is created and pending for approval. |  |  |  |
|  |  |  |  |

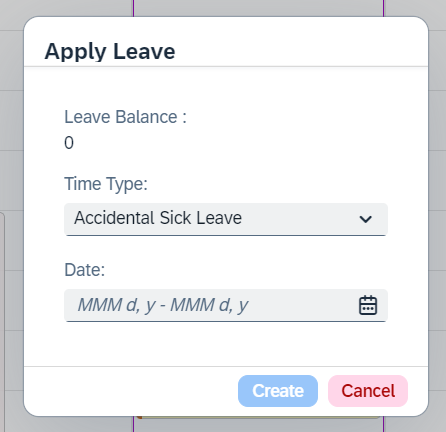
**15. Show Timesheets newly created time sheet in Single Planning Calendar**

The time sheet is showing in the allotted timeslot.



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| See the created time stamp |  |  |  |  |

**16. Apply for leave in Single Planning Calendar**

Click on and fill the all details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Input** | **Expected Result** | **Actual Result** | **Fail / Pass** | **Remark** |
| Leave Balance : 3  Time Type : Marriage Leave  Date : 2023/03/30 – 2023/03/30 | Leave is applied |  |  |  |
| Leave Balance : 0  Time Type : Hajj Leave  Date : 2023/03/30 – 2023/03/30 | Leave is not applied. Because Leave Balance is 0. |  |  |  |

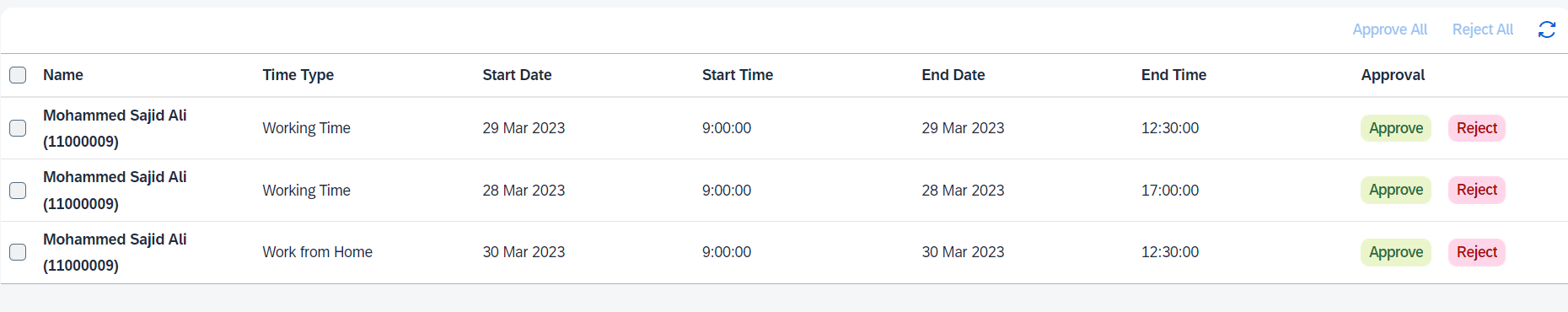
**17. Approve or Reject Time Request**

**\* Approve of Reject time request are done by their reporting manager.**

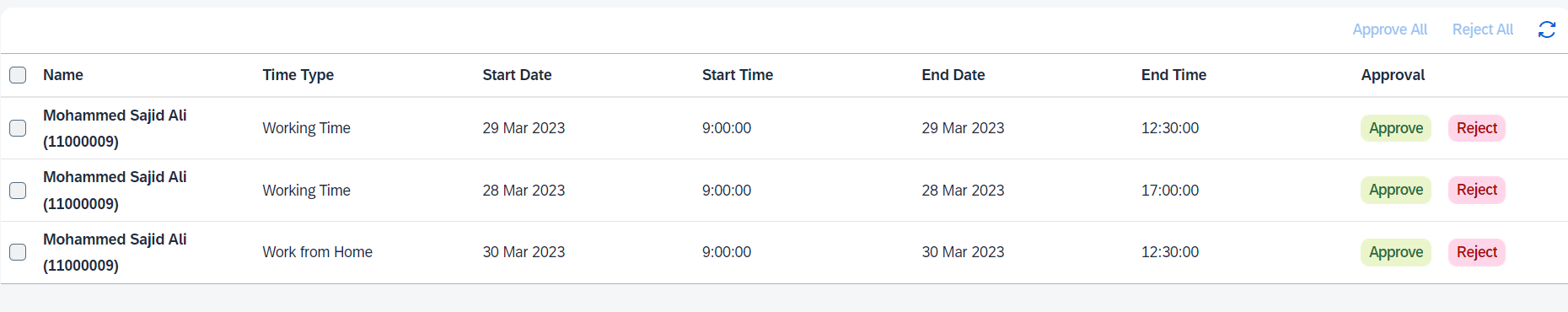
****

Login as manager and click onto see pending request for approval.

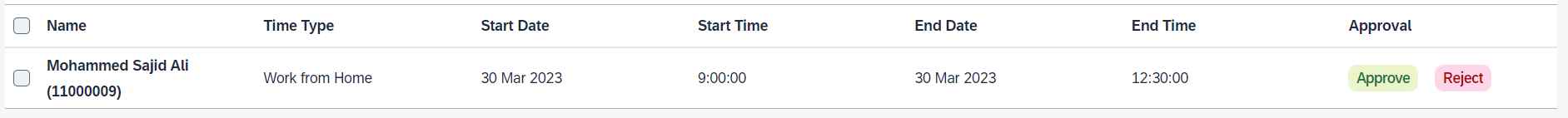
**Now all pending request is show here.**

****

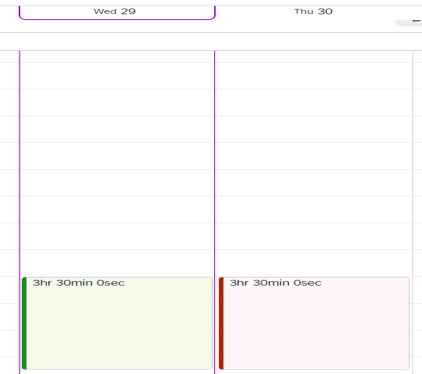
**Approve the request – Click on Approve Button**

****

**Reject the request - Click on Reject Button**

****

The Approve and reject request is shown in their respective color code to the user.



**6.2 Pass/Fail Criteria**

All Schedule & Time Sheet processes are supported:

* Create Schedule and Time sheet
* Show Details of Schedule
* Edit current Schedule
* Delete current schedule
* Copy and paste the schedule
* The system is easy to use by the end-users
* Schedule Time policies and procedures are supported
* Security controls are in place to prevent unauthorized system access
* All time calculations are correct

***6.3 Suspension Criteria and Resumption Requirements***

***6.3.1 Normal Criteria***

At the end of each day testing will be suspended. At that time, all test cases executed during the day should be marked as such. The acceptance test team will initiate a backup routine to save the day’s updated test files.

**6.3.2 Abnormal Criteria**

If the number of defects to be fixed (defect backlog) is continually increasing, testing should be suspended. This will allow the developers time to fix existing defects without the pressure and confusion of new defects being added to the backlog. When a change is being migrated to the test environment, the acceptance test team leader must be notified in advance to schedule a time for the move. After the move has been completed, a retest of previously tested functions should be performed.

If a critical processing unit is found to have severe defects (as defined by the defect reporting process), testing should be suspended until the defects have been fixed. When the fixed unit is moved back into the test environment, any previously performed tests that affect the unit should be performed again to ensure new defects are not created as a result of the fix.

**7. Risks and Contingencies**

This section describes the system or project risks and the contingency plans that should take effect if the project experiences problems.

**8. Appendix**

*8.1 Appendix A: Work Breakdown Structure*

This is the project plan which should include a detailed list of tasks and resources, along with a project timeline for the acceptance test.