## Purpose

This document describes different activities that will be performed, their objectives, scope, test scenarios, and resources required for the system's leave management and user management model.

## Application Overview

Calamari is a user and leave management application for managing the staff and employees of an organization creating their user portfolio in the system to ease the management of the organizational activities, leave requests, and approval of the employees to balance the working environment.

<https://app-new.calamari.io/absence/requests/my>

## Feature Overview

A user module is a software component or feature that primarily focuses on user registration and authentication enabling the user to know about their roles and update their personal information and other office premises available in the application. It also allows the admin to activate or deactivate the user account, and user search filter for easy access according to the profile maintained.

Leave management is a module that has overall control of the activities related to leave including applying for leave verifying the approval of the leave, and controlling the employee attendance concerning the project or pending works of all the related members.

## Objectives

* To verify the ease of user registration and login process
* To verify the user activation and deactivation in the software
* To ensure the quality of leave-related functionalities

## Test Scope

**Leave Management**

1. View leave portal
2. Leave Apply
3. Leave status
4. Calendar Review
5. Edit leave
6. Project Balance
7. Leave Days
8. Filter leave
9. Leave Cancellation

**User Management**

1. User Registration
2. User validation
3. Assigned roles and responsibilities
4. Personal information update and management
5. Search jobs and employees
6. Account deletion and deactivation

## Test Scenarios

**Leave Management**

*Positive Test Scenarios*

1. Verify if the user can request for leave
2. Verify if the user can choose the dates
3. Verify the leave availability at the given point in time
4. Verify if the user can choose between the types of leave
5. Verify if there is a comment section for the reason for the leave
6. Verify the limit of the days for different leave types
7. Verify if the user gets the confirmation email after applying for leave
8. Verify if the user can track the status of their leave request
9. Verify if the user can check their leave history
10. Verify the time it takes for the request to be reviewed
11. Verify if the user can cancel their leave request.
12. Verify the time it takes for the request to be canceled
13. Verify if the user can upload or download the document if required in their leave-taking process

*Negative test Scenarios*

1. Verify if the user can take multiple leave on similar dates
2. Verify if the user can choose the invalid date range
3. Verify if the user can take leave discarding the leave balance
4. Verify if the user can cancel the already approved leave

**User Management**

*Positive test scenarios*

1. Verify if the user can log in with valid credentials
2. Verify if the user can change their password
3. Verify if the user can update or edit their personal information in their profile
4. Verify if the user can use the forget password functionality
5. Verify if the admin can add or delete a user from the system
6. Verify if the admin can activate or deactivate the user account temporarily
7. Verify if the admin can assign roles and give them job titles
8. Verify if the admin can filter the users according to their job position and projects
9. Verify if the admin can see the projects completed by the particular users

*Negative Test Scenarios*

1. Verify if the user can log in with invalid credentials

2. Verify if the user can set the password that doesn’t meet the criteria

3. Verify if the user can change their job title, given roles, or project

4. Verify if the user can log in with an expired verification link

5. Verify if the deactivated user can log in to the system

## Test Approach

| QA TEAM | Suchi, Rasmita, Romi |
| --- | --- |
| QA LEAD | Suchi |
|  |  |

## Test Environment

| Version |  |
| --- | --- |
| Tested builds |  |
| Environment |  |
| Browsers | Chrome, Firefox, Edge |

## Estimated Hours

The estimated hours for the test plan execution is 3 weeks.

## Exit Criteria

In conclusion, we aim to ensure that we meet all the requirements of the client and that all the test cases are fulfilled completely so that the security, reliability, and functionality of the system are maintained.

* All the test scenarios and test cases have been executed and properly documented.
* All the user management and leave management functionalities have been tested across different environment setups.
* Possible Defects have and have been resolved
* The system has been reviewed by the client and end users and has been accepted as a product ready to use.

## Test Cases

[Test cases of user and leave management](https://docs.google.com/spreadsheets/d/1DgtTopGUcw_umVac9i4xFWI3GGoRc46SHOnukxz3IaU/edit#gid=0)