Human Resource Management

The requirement of Orange Human Resource Application is given below.Orange HRM is the sample HRM application(https://www.orangehrm.com/). It supports various functionalities such as user registration, login,contact sales etc. This site is developed by ORANGE HRM. It supports multiple browsers such as IE, Firefox, Chrome.After registering in the website user should get an email which contains a link which takes to the login page and also contains login credentials.

The below screens will help the assistant to access the Orange Human Resource Application .

From the home page, click the FREE 30 Day Trial button. The requirements below are used to register the new user.

Fields:

> URL – Textbox. It is a Mandatory field.

- The user has to enter a valid URL.
- URL Should be at least 5 characters.
- Favored URL should not be more than 15 characters.
- Requested name should be available.
- URL is allowed to have alphanumeric and special characters

> First Name – Textbox. It is a Mandatory field.

- The user has to enter a valid First name.
- The field can accept a maximum of 20 characters.

> Last Name – Textbox. It is a Mandatory field.

- The user has to enter a valid Last name.
- The field can accept a maximum of 20 characters.

> Email – Textbox. It is a Mandatory field.

- The user has to enter a valid email address in the format of abc@xyz.com.

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> **Job Title** – Textbox. It is a Mandatory field.

- The user has to enter a valid Job Title.
- The field can accept a maximum of 20 characters.

> No of Employees – List Box. It is a Mandatory field.

- The user has to select the number of Employees.
- This field contain the values such as: 0 - 10,11 - 15,16 - 20,21 - 25,26 - 50,51 - 75,76 - 100,101 - 150,151 - 200,201 - 250,251 - 300,301 - 350,351 - 400,401 - 450,451 - 500,501 - 600,601 - 700,701 - 800,801 - 900,901 - 1,000,1,001 - 1,500,1,501 - 2,000,2,001 - 2,500,2,501 - 3,000,3,001 - 3,500,3,501 - 4,000,4,001 - 4,500,4,501 - 5,000,5,001 - 5,500,5,501 - 6,000,6,001 - 6,500,6,501 - 7,000,7,001 - 7,500,7,501 - 8,000,8,001 - 8,500,8,501 - 9,000,9,001 - 9,500,9,501 - 10,000,10,000+.

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> Company – Textbox. It is a Mandatory field.

- The user has to enter a valid Company name.
- The field can accept a maximum of 50 characters.
- Alphanumeric and special characters allowed

> Phone Number – Textbox. It is a Mandatory field.

- The user has to enter a valid phone number.
- This field can accept only numeric value.
- The field should have at least 7 numbers long.

> Industry – List Box. It is a Mandatory field.

- The user has to select the Industry.
- This field contain the values such as: Aerospace,Agriculture / Forestry,Automotive,Business Services / Consultancy - Non IT,Computer / Technology - Reseller (inc VAR),Computer / Technology - Services / Consultancy,Computer / Technology - Manufacturer,Education,Electronics,Finance/ Banking / Insurance / Real Estate / Legal,Government - National / Federal (inc Military),Government - Local,Healthcare,Manufacturing - Non Computer Related,Media / Marketing / Entertainment / Publishing / PR,Retail / Wholesale,Telecoms / Communications,Transportation / Distribution,Travel,Other.

> Country – List Box. It is a Mandatory field.

- The user has to select the Country.
- This field contain the values such as: Afghanistan,Albania,Algeria,American Samoa,Andorra,Angola,Anguilla,Antigua and Barbuda,Argentina,Armenia,Aruba,Australia,Austria,Azerbaijan,Bahamas,Bahrain,Bangladesh,Barbados,Belarus,Belgium,Belize,Benin,Bermuda,Bhutan,Bolivia,Bosnia and Herzegowina,Botswana,Bouvet Island,Brazil,Brunei Darussalam,Bulgaria,Burkina Faso,Burundi,Cambodia,Cameroon,Canada,Cape Verde,Cayman Islands,Central African Republic,Chad,Chile,China,Christmas Island,Cocos (Keeling) Islands,Colombia,Comoros,Congo,Cook Islands,Costa Rica,Cote D'Ivoire,Croatia,Cuba,Cyprus,Czech Republic,Denmark,Djibouti,Dominica,Dominican Republic,East Timor,Ecuador,Egypt,El Salvador,Equatorial

Guinea,Eritrea,Estonia,Ethiopia,Falkland Islands (Malvinas),Faroe Islands,Fiji,Finland,France,French Guiana,French Polynesia,French Southern Territories,Gabon,Gambia,Georgia,Germany,Ghana,Gibraltar,Greece,Greenland,Grenada,Guadeloupe,Guam,Guatemala,Guinea,Guinea-bissau,Guyana,Haiti,Heard and Mc Donald Islands,Honduras,Hong Kong,Hungary,Iceland,India,Indonesia,Iran,Iraq,Ireland,Israel,Italy,Jamaica,Japan,Jordan,Kazakhstan,Kenya,Kiribati,North Korea,South Korea,Kuwait,Kyrgyzstan,Laos,Latvia,Lebanon,Lesotho,Liberia,Libya,Liechtenstein,Lithuania,Luxembourg,Macau,Macedonia,Madagascar,Malawi,Malaysia,Maldives,Mali,Malta, Marshall Islands,Martinique,Mauritania,Mauritius,Mayotte,Mexico,Moldova,Monaco,Mongolia,Morocco,Mozambique,Myanmar,Namibia,Nauru,Nepal,Netherlands,Netherlands Antilles,New Caledonia,New Zealand,Nicaragua,Niger,Nigeria,Niue,Norfolk Island,Northern Mariana Islands,Norway,Oman,Pakistan,Palau,Panama,Papua New Guinea,Paraguay,Peru,Philippines,Poland,Portugal,Puerto Rico,Qatar,Reunion,Romania,Russian Federation,Rwanda,St Kitts and Nevis,St Lucia,St Vincent and the Grenadines,Samoa,San Marino,Sao Tome and Principe,Saudi Arabia,Senegal,Seychelles,Sierra Leone,Singapore,Slovakia,Slovenia,Solomon Islands,Somalia,South Africa,South Georgia,Spain,Sri Lanka,Sudan,Suriname,Swaziland,Sweden,Switzerland,Syrian Arab Republic,Taiwan,Tajikistan,Tanzania,Thailand,Togo,Tokelau,Tonga,Trinidad and Tobago,Tunisia,Turkey,Turkmenistan,Turks and Caicos Islands,Tuvalu,Uganda,Ukraine,United Arab Emirates,United Kingdom,United States,Uruguay,Uzbekistan,Vanuatu,Venezuela,Vietnam,Virgin Islands,Western Sahara,Yemen,Yugoslavia,Zambia,Zimbabwe,South Sandwich Islands,St Helena,St Pierre and Miquelon,Vatican City,Wallis and Futuna Islands,Zaire.

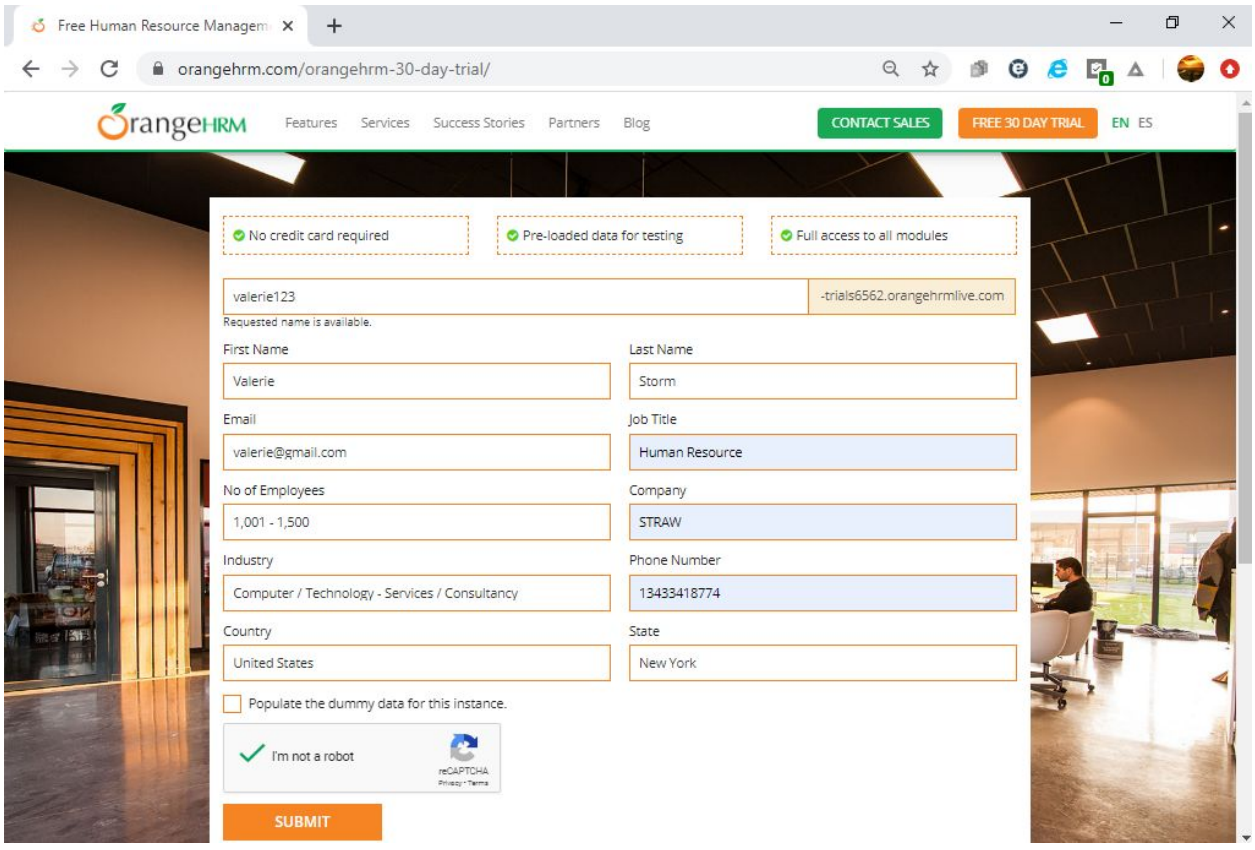
> Captcha - CheckBox

- Sometimes captcha may not work so user has to enter that manually.

> Submit - Button

- The User after entering the necessary details clicks the “Submit” button. The system checks for mandatory fields.
- If any one of the fields are missing, the system responds with the error message.
- The System validates the data, if Valid, the system displays the next page.
- If Invalid, the system should not allow the user as a registered user.

UI Screenshot:



From the home page, click the Contact Sales button. The following requirements are used in Contact Sales:

> First Name: Text Box. It is a mandatory field.

- ❏ The user has to enter a valid first name.
- ❏ The field can accept a maximum of 20 characters.

> Last Name: Text Box. It is a mandatory field.

- ❏ The user has to enter a valid last name.
- ❏ The field can accept a maximum of 20 characters.

> Company name: Text Box. It is a mandatory field.

- ❏ The user has to enter a valid Company name.
- ❏ The field can accept a maximum of 50 characters.

> Number of Employees: List Box. It is a mandatory field.

- ❏ The user has to select the number of employees.
- ❏ This field contain the values such as: 0 - 10,11 - 15,16 - 20,21 - 25,26 - 50,51 - 75,76 - 100,101 - 150,151 - 200,201 - 250,251 - 300,301 - 350,351 - 400,401 - 450,451 - 500,501 - 600,601 - 700,701 - 800,801 - 900,901 - 1,000,1,001 - 1,500,1,501 - 2,000,2,001 - 2,500,2,501 - 3,000,3,001 - 3,500,3,501 - 4,000,4,001 - 4,500,4,501 - 5,000,5,001 - 5,500,5,501 - 6,000,6,001 - 6,500,6,501 - 7,000,7,001 - 7,500,7,501 - 8,000,8,001 - 8,500,8,501 - 9,000,9,001 - 9,500,9,501 - 10,000,10,000+.

> Phone Number : Text box. It is a mandatory field.

- ❏ The user has to enter a valid phone number.

- ❏ The field should have at least 7 numbers long.
- ❏ The field can also contain +,-,().

> Job Title : Text box. It is a mandatory field.

- ❏ The user has to enter a valid job title.
- ❏ The field can accept a maximum of 20 characters.

>Email: Text box. It is a mandatory field.

- ❏ The user has to enter a valid email id such as abc@xyz.com.

> Country: List box. It is a mandatory field.

- ❏ The user has to select a country from the list.
- ❏ This field contain the values such as: Afghanistan,Albania,Algeria,American Samoa,Andorra,Angola,Anguilla,Antigua and Barbuda,Argentina,Armenia,Aruba,Australia,Austria,Azerbaijan,Bahamas,Bahrain,Bangladesh,Barbados,Belarus,Belgium,Belize,Benin,Bermuda,Bhutan,Bolivia,Bosnia and Herzegovina,Botswana,Bouvet Island,Brazil,Brunei Darussalam,Bulgaria,Burkina Faso,Burundi,Cambodia,Cameroon,Canada,Cape Verde,Cayman Islands,Central African Republic,Chad,Chile,China,Christmas Island,Cocos (Keeling) Islands,Colombia,Comoros,Congo,Cook Islands,Costa Rica,Cote D'Ivoire,Croatia,Cuba,Cyprus,Czech Republic,Denmark,Djibouti,Dominica,Dominican Republic,East Timor,Ecuador,Egypt,El Salvador,Equatorial Guinea,Eritrea,Estonia,Ethiopia,Falkland Islands (Malvinas),Faroe Islands,Fiji,Finland,France,French Guiana,French Polynesia,French Southern Territories,Gabon,Gambia,Georgia,Germany,Ghana,Gibraltar,Greece,Greenland,Grenada,Guadeloupe,Guam,Guatemala,Guinea,Guinea-bissau,Guyana,Haiti,Heard and Mc Donald Islands,Honduras,Hong Kong,Hungary,Iceland,India,Indonesia,Iran,Iraq,Ireland,Israel,Italy,Jamaica,Japan,Jordan,Kazakhstan,Kenya,Kiribati,North Korea,South Korea,Kuwait,Kyrgyzstan,Laos,Latvia,Lebanon,Lesotho,Liberia,Libya,Liechtenstein,Lithuania,Luxembourg,Macau,Macedonia,Madagascar,Malawi,Malaysia,Maldives,Mali,Malta, Marshall Islands,Martinique,Mauritania,Mauritius,Mayotte,Mexico,Moldova,Monaco,Mongolia,Morocco,Mozambique,Myanmar,Namibia,Nauru,Nepal,Netherlands,Netherlands Antilles,New Caledonia,New Zealand,Nicaragua,Niger,Nigeria,Niue,Norfolk Island,Northern Mariana Islands,Norway,Oman,Pakistan,Palau,Panama,Papua New Guinea,Paraguay,Peru,Philippines,Poland,Portugal,Puerto Rico,Qatar,Reunion,Romania,Russian Federation,Rwanda,St Kitts and Nevis,St Lucia,St

Vincent and the Grenadines,Samoa,San Marino,Sao Tome and Principe,Saudi Arabia,Senegal,Seychelles,Sierra Leone,Singapore,Slovakia,Slovenia,Solomon Islands,Somalia,South Africa,South Georgia,Spain,Sri Lanka,Sudan,Suriname,Swaziland,Sweden,Switzerland,Syrian Arab Republic,Taiwan,Tajikistan,Tanzania,Thailand,Togo,Tokelau,Tonga,Trinidad and Tobago,Tunisia,Turkey,Turkmenistan,Turks and Caicos Islands,Tuvalu,Uganda,Ukraine,United Arab Emirates,United Kingdom,United States,Uruguay,Uzbekistan,Vanuatu,Venezuela,Vietnam,Virgin Islands,Western Sahara,Yemen,Yugoslavia,Zambia,Zimbabwe,South Sandwich Islands,St Helena,St Pierre and Miquelon,Vatican City,Wallis and Futuna Islands,Zaire,

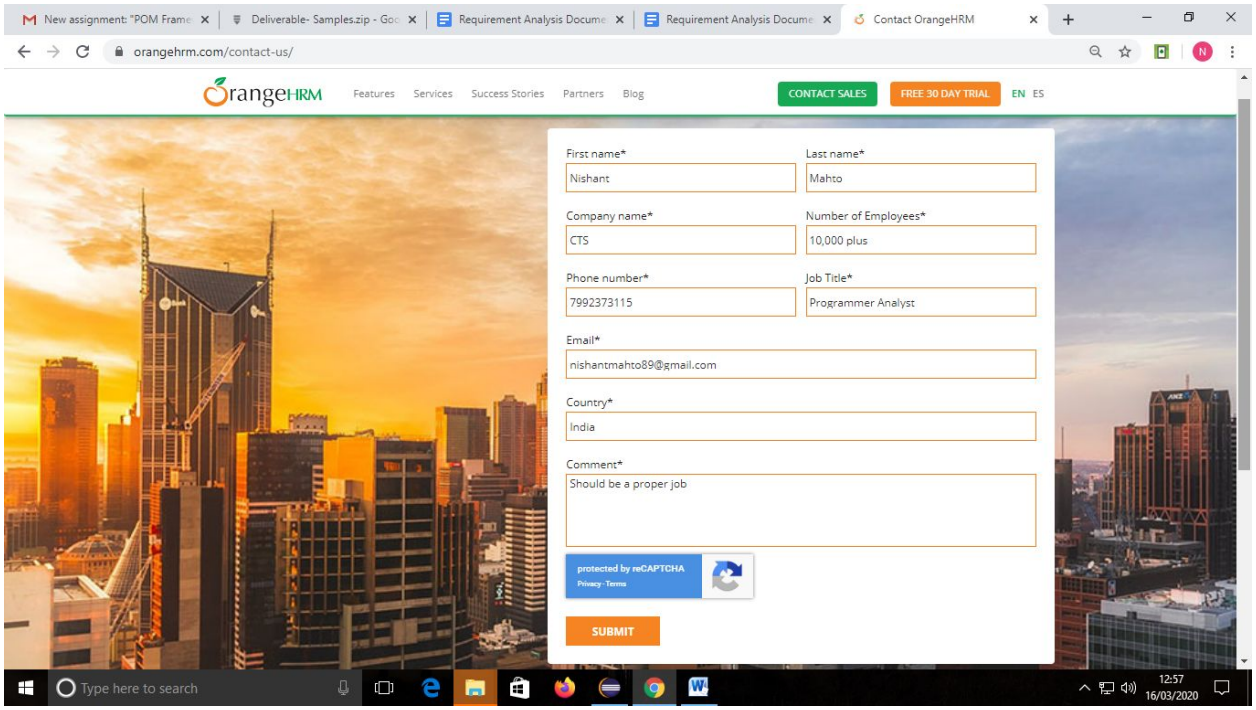
>Comment: Text Box. It is a mandatory field.

- ❏ The user should give proper comments.
- ❏ The field can contain 150 words.

>Submit button: It is a button.

- ❏ The user should click the submit button after filling all the fields.
- ❏ If any fields is not filled, proper error message should be displayed.

UI Screenshot:


New assignment: "POM Frame
Deliverable- Samples.zip - Goo
Requirement Analysis Docume
Requirement Analysis Docume
Contact OrangeHRM
orangehrm.com/contact-us/
OrangeHRM
Features
Services
Success Stories
Partners
Blog
CONTACT SALES
FREE 30 DAY TRIAL
EN ES
First name*
Nishant
Last name*
Mahto
Company name*
CTS
Number of Employees*
10,000 plus
Phone number*
7992373115
Job Title*
Programmer Analyst
Email*
nishantmahto89@gmail.com
Country*
India
Comment*
Should be a proper job
protected by reCAPTCHA
Privacy - Terms
SUBMIT
Type here to search
12:57
16/03/2020

Login Panel:

The following requirements are used to login to the application.

> Username- Textbox.

- ❏ The user has to enter a valid username.
- ❏ This Field can accept the characters in the length of 4 to 20.

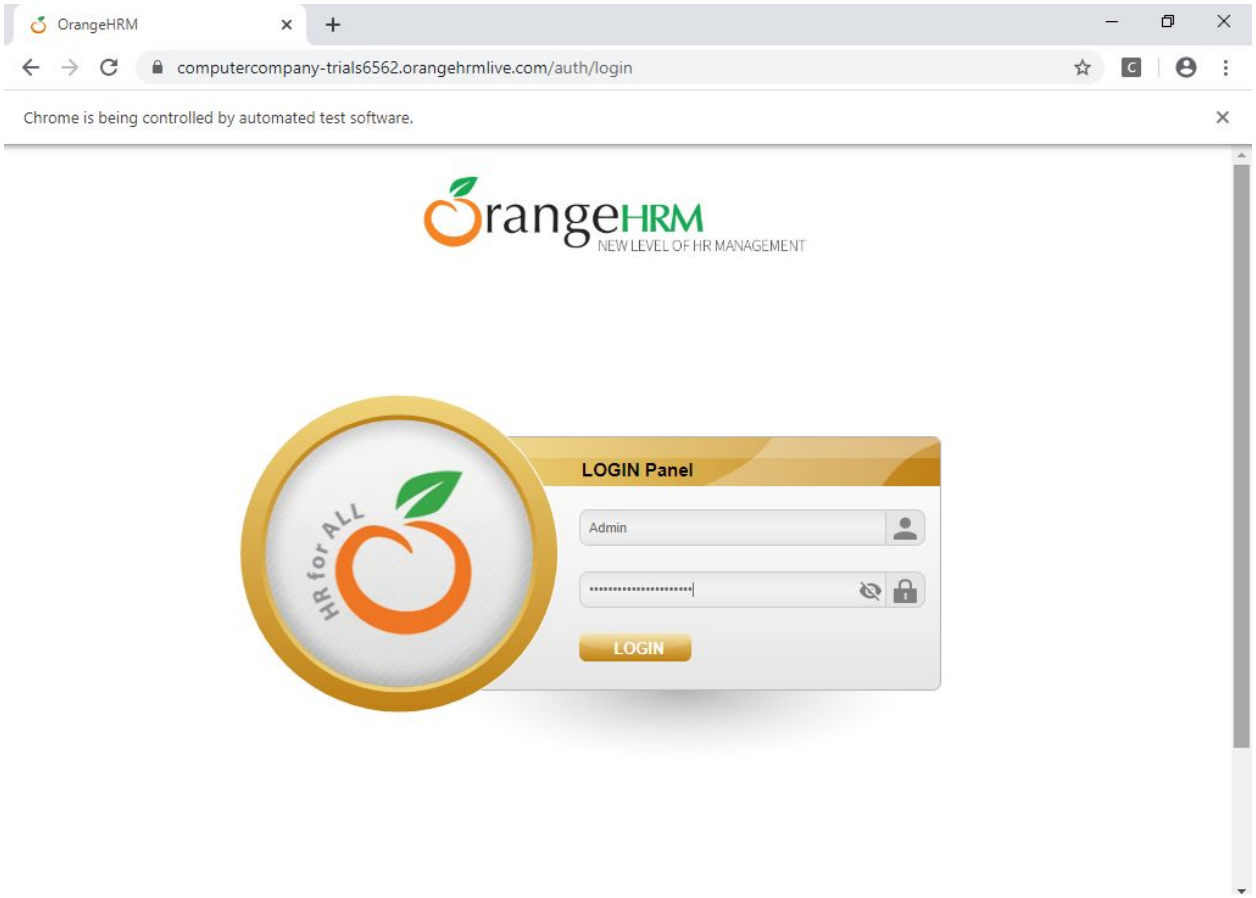
>Password- Textbox.

- ❏ The user has to enter a valid Password.
- ❏ The password should be, minimum eight characters which should contain, at least one number,one lowercase.
- ❏ The entered characters in the password field must be masked with an * symbol.

> Login- Button

- ❏ The User after entering the valid details clicks the “Login” Button.
- ❏ System displays the next page.

UI Screenshot:



Locations:

- ❏ User should click on the Admin button and organization then click on the locations and navigate to the add locations page.
- ❏ The following requirements should be followed:

  > Name - Textbox. It is a mandatory field.

  - ❏ The User has to enter a valid Name.
  - ❏ This Field can accept maximum 20 characters.

  > Country - Dropdown. It is a mandatory field.

  - ❏ The User has to select a country Name from the Dropdown.

  >Time Zone - Dropdown.

  - ❏ The User has to select a Time Zone from the DropDown.

>State/Province- Dropdown.

- ❏ The User has to enter a state.
- ❏ This Field can accept maximum 20 characters.

>City- Textbox.It is a mandatory Field.

- ❏ The User has to enter a city.
- ❏ This Field can accept maximum 30 characters.

>Zip/Postal Code - Textbox.It is a mandatory Field.

- ❏ The User has to enter a valid Postal Code of City.
- ❏ This Field Contain the values such as: 73301,75001,75002,75006,75007,75009,75010,75011,75013,75487,75495,75496,75497,75501,75503,75504, 75505,75507.

>Phone no. - Textbox.

- ❏ The User has to enter a valid phone no.
- ❏ This Field can accept exactly 10 digits.

>Fax - Textbox.

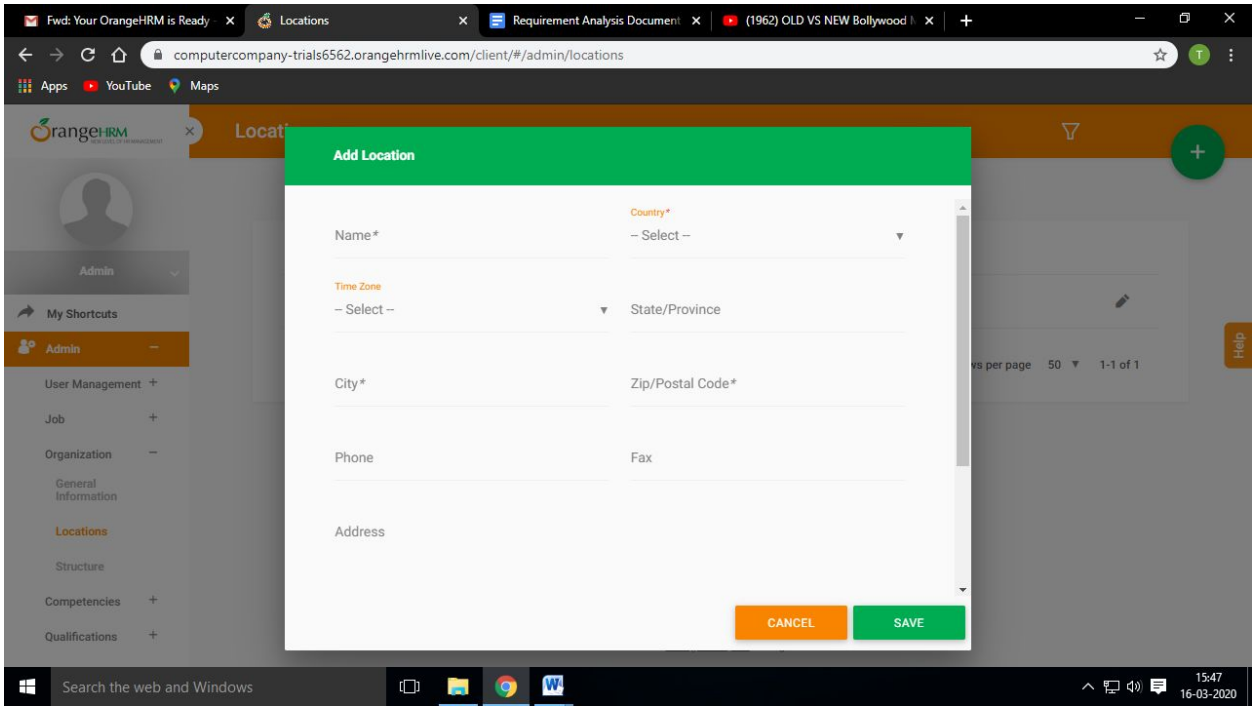
- ❏ The User has to enter a valid Fax.
- ❏ This Field can accept exactly 8 digits.

>Address - Textbox.

- ❏ The User has to enter a valid address.
- ❏ This Field can accept maximum 100 characters.

>Save - Button

- ❏ The User After entering the necessary details click the “Save” button. The system checks for the mandatory fields.
- ❏ If anyone of the Fields are missing, the system responds with the error message.
- ❏ The system validates the data , if valid system displays the next page.



Add Employee:

The following requirement is used in Add Employee:

> First Name: Text Box. It is a mandatory field.

- ❏ The user should enter a valid first name.
- ❏ The field should have a maximum of 30 characters.

>Middle name: Text Box. It is an optional field.

- ❏ The user should enter a valid middle name.
- ❏ The field should have a maximum of 30 characters.

> Last Name: Text Box. It is a mandatory field.
- ❏ The user should enter valid last name.
- ❏ The field should have a maximum of 30 characters.

> Employee Id: Text Box. It is an optional field.
- ❏ The user should enter valid Employee Id.
- ❏ The field should have a maximum of 50 characters.

> Location: List Box. It is a mandatory field.
- ❏ The user has to select the location from the saved location which comes as a dropdown list.

> Create Login Details: Check box. It is an optional field.
- ❏ The user has to click the check box to get the login credentials.

On clicking the Create Login Details checkbox the following the fields will appear:

> User Name: Text Box. It is a mandatory field.
- ❏ The user has to enter a valid and unique user name.
- ❏ The field should have atleast 5 characters.

> Password: Text Box. It is a mandatory field.
- ❏ The user has to enter a tough password for stay purpose.
- ❏ The password should be less than 64 characters.

>Confirm password: Text Box. It is a mandatory field.
- ❏ The user should re-enter the same password.

> ESS Role: List Box. It is a mandatory field.
- ❏ The user has to select the role from the dropdown list.

> Supervisor Role : List Box. It is a mandatory field.

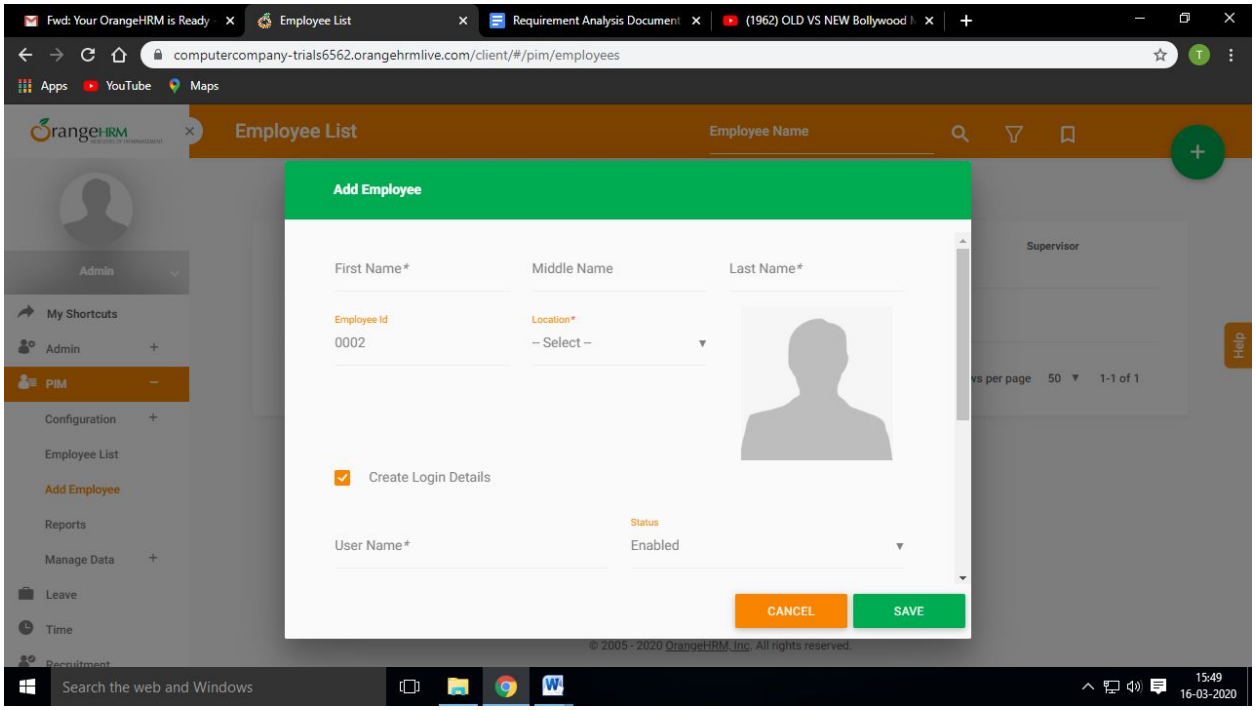
- ❏ The user has to select the role from the dropdown list.

> Cancel : Button. It is an optional field.

- ❏ The user has to click the button if he/she feels that there is some mistake while filling the fields.

> Save: Button. It is a mandatory field.

- ❏ The user has to click the button for final submission.
- ❏ If some fields don't fulfill their requirements then an error message will pop up.



Employee List:

On clicking the employee list , the list of employee appears. On clicking the employee from the list, the following requirements are checked.

Personal Details:
The following requirements are checked:

> First name: Text Box. It is a mandatory field.
- ❏ The user has to fill a valid first name.
- ❏ The field should have less than 30 characters.

> Last Name: Text Box. It is a mandatory field.
- ❏ The user has to fill a valid last name.
- ❏ The field should have less than 30 characters.

> Employee Id: Text Box. It is an optional field.
- ❏ The user should enter valid Employee Id.
- ❏ The field should have a maximum of 50 characters.

> Marital Status: List Box. It is an optional field.
- ❏ The user has to select an option from the dropdown list.
- ❏ The list contains: Single, Married, Other

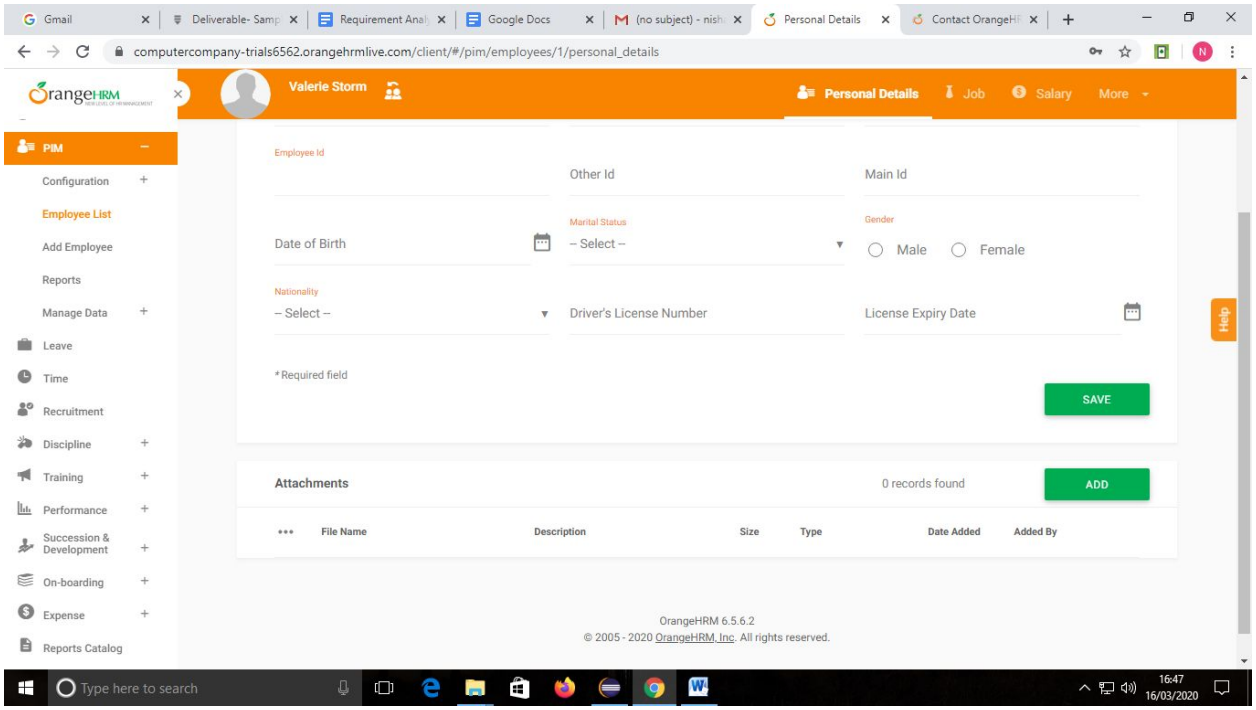
> Gender : Radio Button. It is an optional field.
- ❏ The user has to select the gender from the list.
- ❏ The field contains : Male and Female.

>Nationality: List Box. It is an optional field.
- ❏ The user has to select the nationality from the list.
- ❏ The list contains:Afghanistan,Albania,Algeria,American Samoa,Andorra,Angola,Anguilla,Antigua and Barbuda,Argentina,Armenia,Aruba,Australia,Austria,Azerbaijan,Bahamas,Bahrain,Bangladesh,Barbados,Belarus,Belgium,Belize,Benin,Bermuda,Bhutan,Bolivia,Bosnia and Herzegovina,Botswana,Bouvet Island,Brazil,Brunei Darussalam,Bulgaria,Burkina Faso,Burundi,Cambodia,Cameroon,Canada,Cape Verde,Cayman Islands,Central

African Republic,Chad,Chile,China,Christmas Island,Cocos (Keeling) Islands,Colombia,Comoros,Congo,Cook Islands,Costa Rica,Cote D'Ivoire,Croatia,Cuba,Cyprus,Czech Republic,Denmark,Djibouti,Dominica,Dominican Republic,East Timor,Ecuador,Egypt,El Salvador,Equatorial Guinea,Eritrea,Estonia,Ethiopia,Falkland Islands (Malvinas),Faroe Islands,Fiji,Finland,France,French Guiana,French Polynesia,French Southern Territories,Gabon,Gambia,Georgia,Germany,Ghana,Gibraltar,Greece,Greenland,Grenada,Guadeloupe,Guam,Guatemala,Guinea,Guinea-bissau,Guyana,Haiti,Heard and Mc Donald Islands,Honduras,Hong Kong,Hungary,Iceland,India,Indonesia,Iran,Iraq,Ireland,Israel,Italy,Jamaica,Japan,Jordan,Kazakhstan,Kenya,Kiribati,North Korea,South Korea,Kuwait,Kyrgyzstan,Laos,Latvia,Lebanon,Lesotho,Liberia,Libya,Liechtenstein,Lithuania,Luxembourg,Macau,Macedonia,Madagascar,Malawi,Malaysia,Maldives,Mali,Malta,Marshall Islands,Martinique,Mauritania,Mauritius,Mayotte,Mexico,Moldova,Monaco,Mongolia,Morocco,Mozambique,Myanmar,Namibia,Nauru,Nepal,Netherlands,Netherlands Antilles,New Caledonia,New Zealand,Nicaragua,Niger,Nigeria,Niue,Norfolk Island,Northern Mariana Islands,Norway,Oman,Pakistan,Palau,Panama,Papua New Guinea,Paraguay,Peru,Philippines,Poland,Portugal,Puerto Rico,Qatar,Reunion,Romania,Russian Federation,Rwanda,St Kitts and Nevis,St Lucia,St Vincent and the Grenadines,Samoa,San Marino,Sao Tome and Principe,Saudi Arabia,Senegal,Seychelles,Sierra Leone,Singapore,Slovakia,Slovenia,Solomon Islands,Somalia,South Africa,South Georgia,Spain,Sri Lanka,Sudan,Suriname,Swaziland,Sweden,Switzerland,Syrian Arab Republic,Taiwan,Tajikistan,Tanzania,Thailand,Togo,Tokelau,Tonga,Trinidad and Tobago,Tunisia,Turkey,Turkmenistan,Turks and Caicos Islands,Tuvalu,Uganda,Ukraine,United Arab Emirates,United Kingdom,United States,Uruguay,Uzbekistan,Vanuatu,Venezuela,Vietnam,Virgin Islands,Western Sahara,Yemen,Yugoslavia,Zambia,Zimbabwe,South Sandwich Islands,St Helena,St Pierre and Miquelon,Vatican City,Wallis and Futuna Islands,Zaire,

> Save: Button. It is a mandatory field.

- ❏ The user has to click the button for final submission.
- ❏ If some fields don’t fulfill their requirements then an error message will pop up.



Job:

The following requirement are fulfilled here:

>Job Title: List Box. It is an optional field.

- ❏ The user has to select a job title.

> Employment Status : List Box. It is an optional field.

- ❏ The user has to select the employment status.

> Job Category : List Box. It is an optional field.

- ❏ The user has to select the job category.
- ❏ The list contains: Craft Workers, Labourers and Helpers, Office and Clerical Workers, Officials and Managers , Operatives , Professionals,
  Sales Workers , Service Workers , Technicians.

> Sub Unit: List Box. It is an optional field.

- ❏ The user has to select the sub unit.

> Location: List Box. It is a mandatory field.

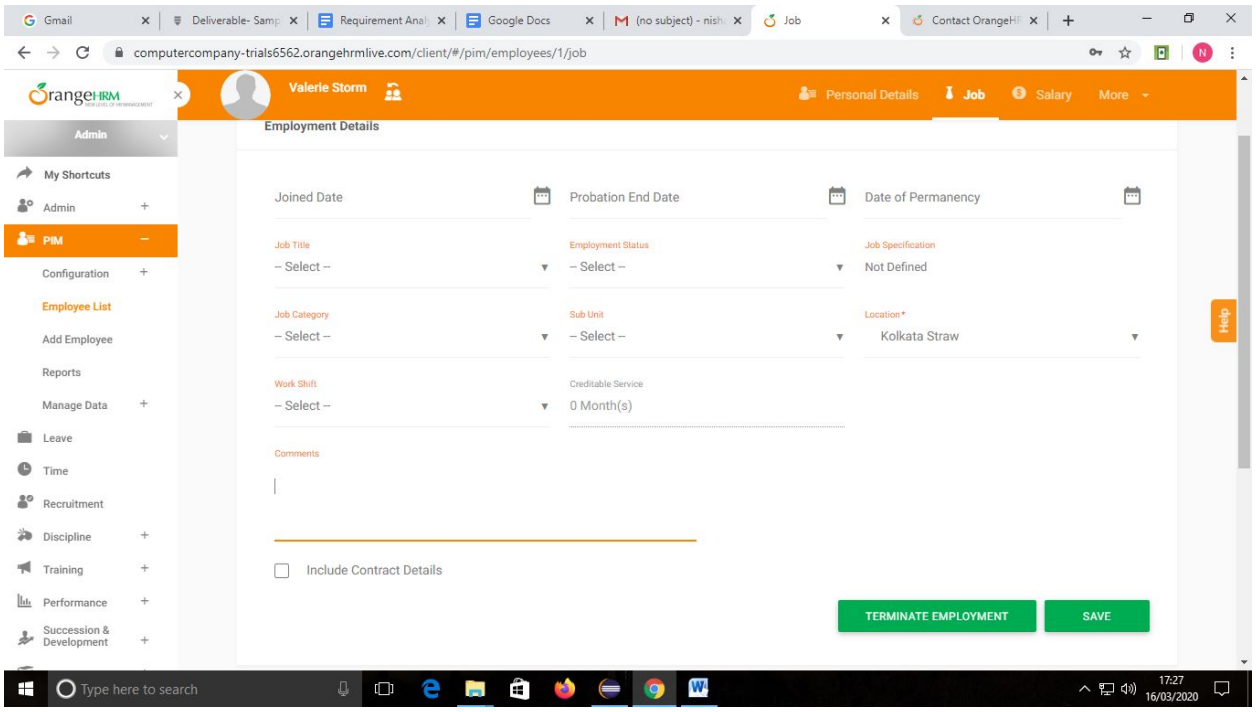
- ❏ The user has to select the location from the list.
- ❏ The user has to select the location from the saved places in the form of dropdown list.

> Terminate Employee: Button. It is an optional field.

- ❏ The user has to press the button if an employee is to be terminated.

> Save: Button. It is a mandatory field.

- ❏ The user has to click the button for final submission.
- ❏ If some fields don't fulfill their requirements then an error message will pop up.



Salary:
The following requirements are used here:

> Pay Grade: List Box. It is an optional field.
- ❏ The user has to select the pay grade from the list.

> Currency: List Box. It is an optional field.
- ❏ The user has to select the currency from the list.
- ❏ The list contains:

> Save: Button. It is a mandatory field.
- ❏ The user has to click the button for final submission.

Appraisal List:

>User clicks on the performance and then clicks on the appraisals and navigate to the add appraisal page.
>The following requirements should be followed:
>Employee Name- Textbox. It is a mandatory field.

- ❏ The User has to enter a valid Name.
- ❏ This Field can accept 20 characters.

>Description - Textbox. It is a mandatory field.

- ❏ The user has to enter the employee appraisal .
- ❏ This Field can accept 500 characters.

> Template - Textbox. It is a mandatory field.

- ❏ The User has to enter a valid data.

>From - It is a mandatory field.

- ❏ The User has to enter the valid date in “From” field.
- ❏ “From” date should be in YYYY-MM-DD format.

>To - It is a mandatory field.

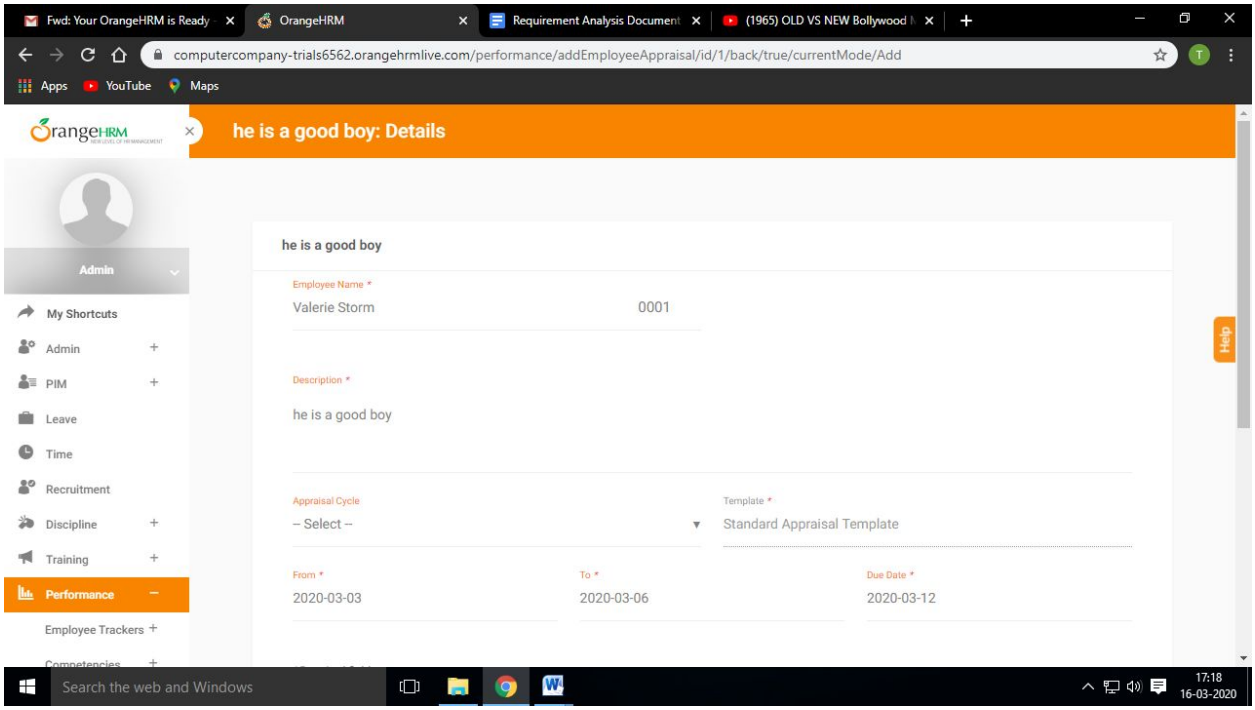
- ❏ The User has to enter the valid date in “To” field.
- ❏ “TO” date should be in YYYY-MM-DD format.

>Due Date -It is a mandatory field.

- ❏ The User has to enter the valid date in “Due Date” field.
- ❏ “Due Date” should be in YYYY-MM-DD format.

>Next - Button.

- ❏ The user has to click on the “Next” button and navigate to the Add Evaluators page.



Add Evaluators:

The following requirements should be followed.

>Main Evaluator- Textbox. It is a mandatory field.

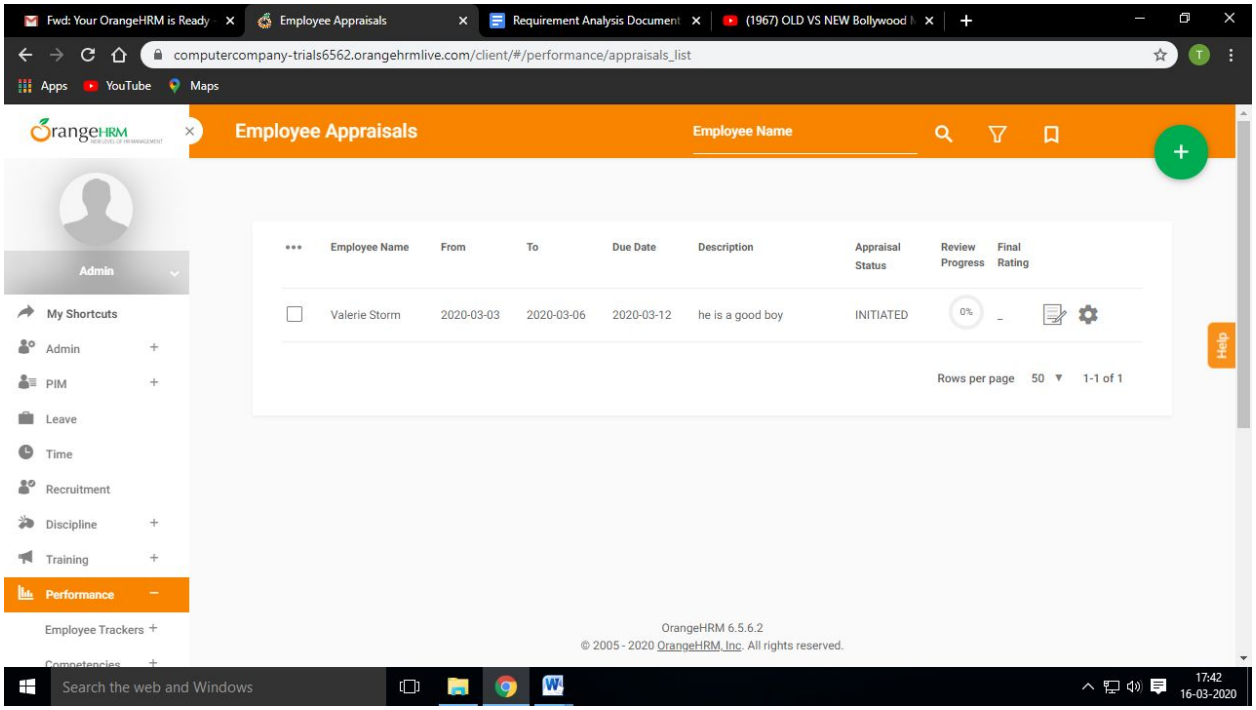
- ❏ The User has to enter a valid Evaluator.
- ❏ This Field can accept 20 characters.

> subordinates - Textbox.

- ❏ The User has to enter a valid data.
- ❏ This Field can accept 30 characters.

>Save - Button.

- ❏ The User has to click on save button and navigate to the employee appraisal page.



Appraisal cycles:

>Cycle Name - Textbox.It is a mandatory field.

- ❏ The User has to enter a valid Name.
- ❏ This Field can accept 20 characters.

>From - It is a mandatory field.

- ❏ The User has to choose a valid date.
- ❏ “From” date should be in YYYY-MM-DD format.

>To - It is a mandatory field.

- ❏ The User has to choose a valid date.
- ❏ “TO” date should be in YYYY-MM-DD format.

>Due Date - It is a mandatory field.

- ❏ The User has to choose a valid date.
- ❏ “Due Date” date should be in YYYY-MM-DD format.

>Main Evaluator - It is a mandatory field.

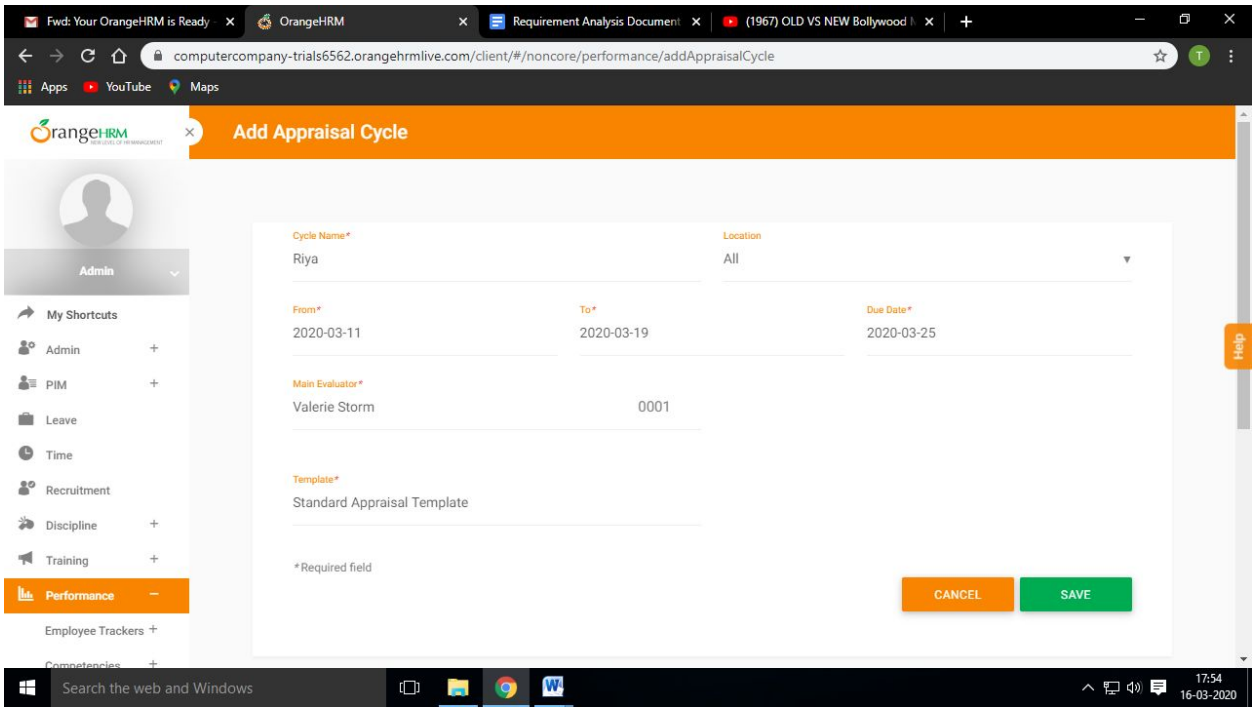
- ❏ The User has to enter a valid Evaluator.
- ❏ This Field can accept 20 characters.

> Template - It is a mandatory field.

- ❏ The User has to enter a valid data.

>Save - Button.

- ❏ The User has to click on the save button and navigate to the Edit Appraisal cycles.



Edit Appraisal Cycles:

>Cycle Name - Textbox.It is a mandatory field.

- ❏ The User has to enter a valid Name.
- ❏ This Field can accept 20 characters.

>From - It is a mandatory field.

- ❏ The User has to choose a valid date.
- ❏ “From” date should be in YYYY-MM-DD format.

>To - It is a mandatory field.

- ❏ The User has to choose a valid date.
- ❏ “TO” date should be in YYYY-MM-DD format.

>Due Date - It is a mandatory field.

- ❏ The User has to choose a valid date.

❏ “Due Date” date should be in YYYY-MM-DD format.

>Main Evaluator - It is a mandatory field.

❏ The User has to enter a valid Evaluator.

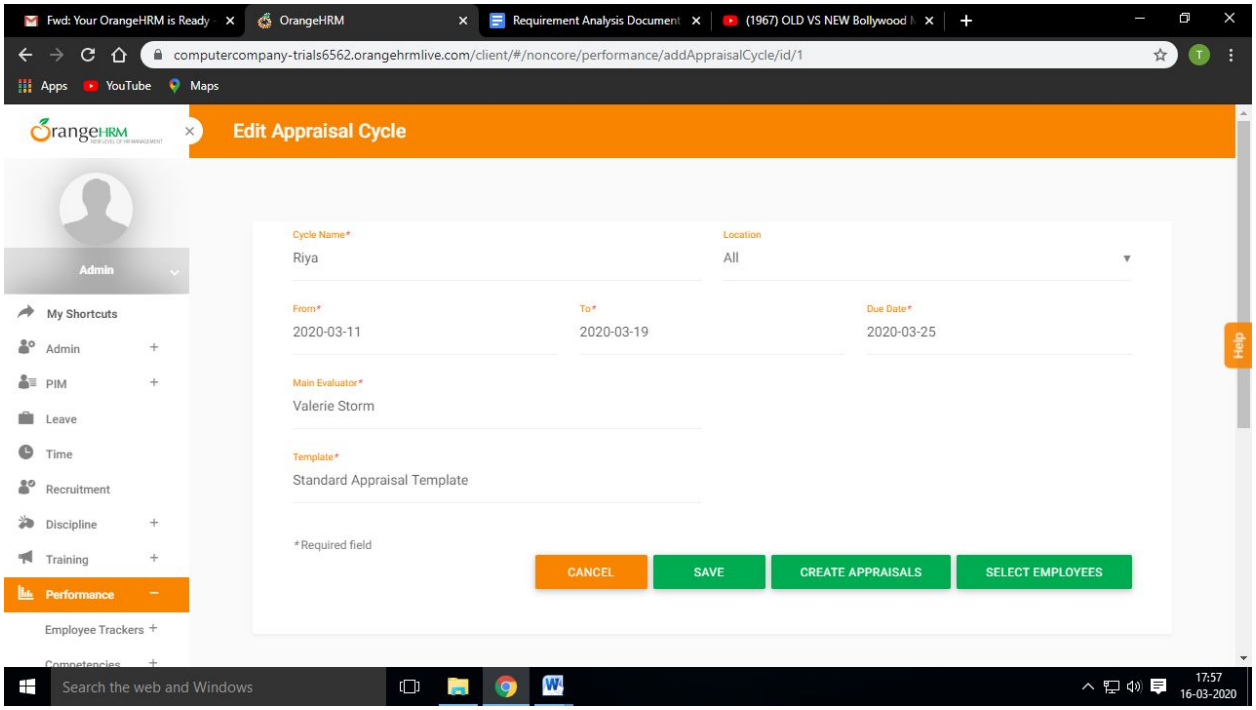
❏ This Field can accept 20 characters.

> Template - It is a mandatory field.

❏ The User has to enter a valid data.

>Save - Button.

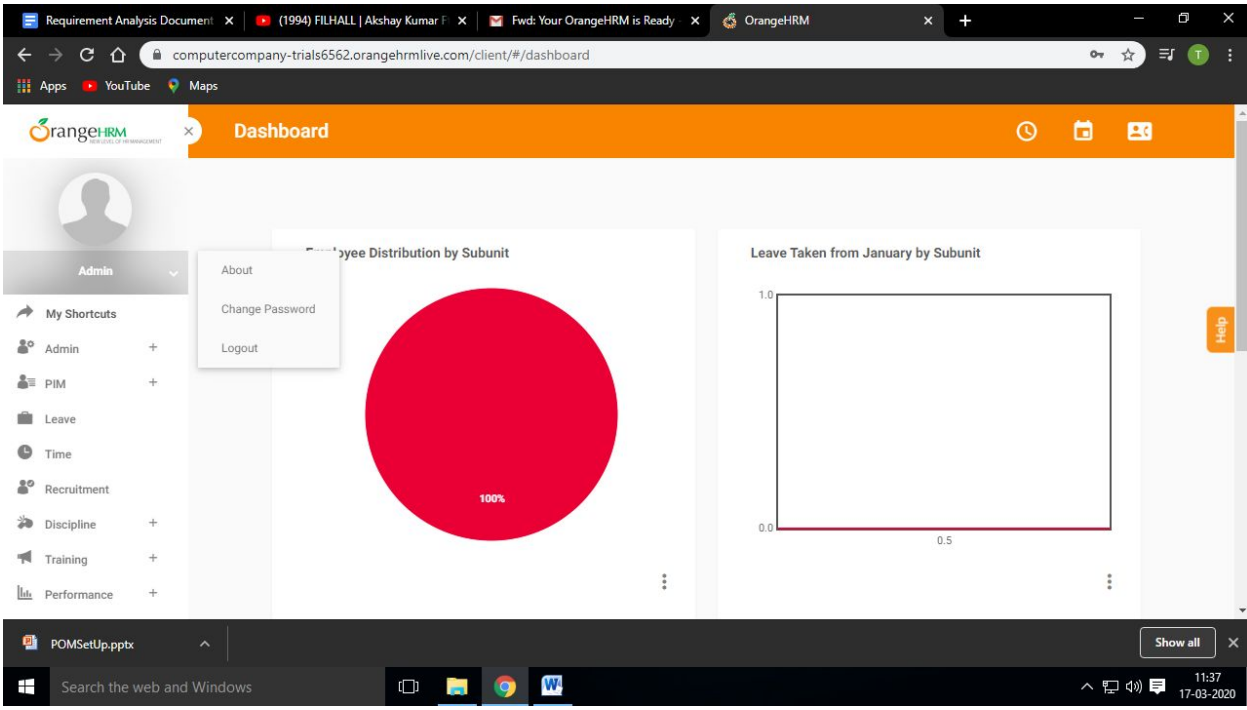
❏ The User has to click on the save button.



LogOut:

>LogOut - Button.

❏ User click on the admin and then click on the logout button.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Recruitment
Discipline
Training
Performance
Employee Distribution by Subunit
100%
Leave Taken from January by Subunit
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0.0
0.5
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