

1. Purpose of This Document

This document explains the various activities that will be performed as a part of testing a new feature of Leave Management. This document defines all the procedures and activities required to prepare for testing the functionalities of the system which are specified in the Software requirement document. As we know handling Leave management manually is a very complicated and quite difficult task especially when there is a huge number of employees in the company.

So, the purpose and objective of this document is to detail the functional testing tasks for the OrangeHRM Leave management. The purpose of this test plan is to define the activities needed to perform testing and to identify the various risks and contingencies involved in testing.

2. Application Overview

OrangeHRM is a type of Human Resource Management web-based application for managing human resources tasks and processes within the company. It typically involves the employee's attendance status, work schedule, documentation, and reports being performed effectively.

For more information visit :

<https://opensource-demo.orangehrmlive.com/web/index.php/dashboard/index>

3. Test Objective

Its objective is to identify whether the system behavior is the same as specified in the system requirement documentation and to ensure proper Functional Testing as well as Non-Functional Testing. If any error is identified while testing these features, it should be notified to the developer and after fixing it, retesting the feature to make sure that the error is solved.

4. Risk Analysis

- The server might get crashed.
- Network degradation may impact the performance.

5. Test Scope

- 1) View Employee Details
- 2) Apply for Leave
- 3) Edit Leave
- 4) Update Employee Details/Information
- 5) View Leave Details/ Edit employee Details
- 6) Update Leave Details
- 7) Delete Leave
- 8) Add employee details

6. Test Scenario

Leave apply

1. Verify if the user can apply for leave with valid/invalid information.
2. Verify if the user can see the Leave List.
3. Verify if the user can be able to edit the leave period.
4. Verify if the user can be able to add/delete leave types.
5. Verify if the user can remove their leave details.
6. Verify if the admin can see the leave request submission by an employee.
7. Verify if the user can see the leave approval by a manager.
8. Verify if the user can see the leave cancellation by an employee or manager.
9. Verify if the admin can Validate their leave accrual rules and policies.
10. Verify if the user can see the Leave History.

Employee Management

- 1 Verify if the users can log in with valid/invalid credentials.
- 2 Verify that users are redirected to the correct page after login.
- 3 Verify that the user can reset their password if forgotten.
- 4 verify that employee records can be searched and filtered based on various criteria.
- 5 Verify that appropriate validation messages are displayed for missing or invalid information.
- 6 Verify if the user can delete the employee.
- 7 verify if the user can update the employee details.
- 8 Verify if the user can add the position of the employee.
- 9 Verify if the user can remove their leave details.
- 10 Verify that employee details such as name, contact information, and department are correctly stored and displayed.

7. Positive and Negative Testing

Positive Testing for leave management :

- 1) Valid information
- 2) Notification check
- 3) Verify if the user receives the confirmation message after applying
- 4) Leave check (whether it is approved or not)
- 5) To check if the user can update information

Negative Testing for leave management:

- 1) Error handling
- 2) To test the security vulnerabilities
- 3) Verify if the user can apply multiple leaves of same date
- 4) Invalid Input
- 5) Verify if the user can cancel the applied leave request after they are approved

Positive Testing for Employee Management:

- 1) Employee Registration
- 2) Employee Information Update
- 3) Employee search
- 4) Employee Performance review information
- 5) Employee Promotion history
- 6) Employee leave history

8. Test Approach By

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9. Testing Environment and Tools

Version	
Tested Builds	
Environments	
Browser Compatibility	Chrome, Edge

10. Estimated Time

- CreatesTest Plan 13-april-2023 15-april-2024
- Create Test Scenario 16-april-2023 18-april-2024
- Create Test Cases 19-april-2023 20-april-2024

11. Exit Criteria

- Validate that the system meets the performance requirements specified in the performance test plan.
- Ensure that a predefined percentage of test coverage has been achieved.
- Verify that all critical defects have been fixed and retested.
- Ensure that the system has been stable during testing, with minimal crashes, failures, or unexpected behavior.
- Ensure that the testing activities have been completed within the allocated time and resources.

12. Test Case

["C:\Users\Jenissa\OneDrive\Desktop\test case \(roshika\).xlsx"](#)