# Test Plan – Employee Profile Screen (Manual Testing)

## 1. Objective

To verify that the Employee Profile screen supports secure, accurate, and reliable management of employee details and associated documents.

## 2. Scope of Testing

Focus on:

* Personal Information: ID/Passport number, Name, Contact.
* Uploaded Documents: ID scans, Certificates.
* Editing & Validation: Field restrictions, mandatory checks, and permissions.

## 3. Test Areas & Rationale

### Personal Information Section

* **ID/Passport Number**
  + Verify saving without ID → ensures system enforces mandatory field.
  + Enter invalid formats (letters, special characters) → prevents data corruption.
  + Attempt to edit an existing ID → checks if ID is immutable after onboarding.
  + Verify uniqueness across employees → prevents duplicates.
* **Other Fields**
  + Check name length restrictions (avoid UI overlap).
  + Ensure DOB does not allow future dates.
  + Validate email format with proper error messages.

**Why:** These fields are core identifiers—errors affect payroll, compliance, and audits.

### Uploaded Documents

* Upload supported file types (PDF, DOC).
* Try uploading unsupported files (e.g., .exe, .zip).
* Upload very large files exceeding limits.
* Upload multiple documents with the same name.
* Verify that uploaded documents:
  + Appear in the system immediately.
  + Are retrievable/downloadable.
  + Are linked to the correct employee.
* Delete a document and confirm:
  + It no longer appears in the system.
  + Audit log records the deletion.

**Why:** Documents like contracts and IDs are compliance-critical. Missing/mishandled uploads break regulatory adherence.

### Permissions & Roles

* Employee user → should only **view** ID/Passport.
* HR Admin → should **upload/edit** documents.
* Manager → should **view** documents, not delete them.

**Why:** HR systems are interconnected—broken links cause downstream failures.

### Integration & Data Flow

* Update profile → confirm changes reflect in Payroll/Leave/Tax modules.
* Ensure missing documents block onboarding or payroll workflows where required.

**Rationale:** HR systems are interconnected—broken links cause downstream failures.

### Usability & Reliability

* Check behavior when network drops during upload.
* Confirm clear error messages (e.g., “Upload failed – retry”).
* Verify mobile responsiveness for document upload.

**Why:** End-users operate in real-world conditions with unstable networks and varied devices.

## 4. Non-Functional Checks

* **Performance:** Test upload speed for different file sizes.
* **Security:** Ensure uploaded documents cannot be accessed by guessing URLs.
* **Audit Trail:** Verify all changes (ID edit, document upload/delete) are logged.

## 5. Out of Scope

* Full regression of unrelated HR modules such as Payroll and Leave management.