

Weekly Report:

Manual Testing Project for OrangeHRM and Homeopet Websites

Duration: 16 Weeks

Role: QA Intern / Manual Tester

Tools Used: Excel, Jira, MantisBT, Lightshot, Jam, Postman, Urban VPN, Google Sheets, Browsers (Chrome, Firefox, Safari)

Week 1: Project Onboarding & Requirement Gathering

(January 6,2025 – January 10,2025)

Date	Activity	Details
January 6, 2025	Project Onboarding	Attended onboarding session and received project briefs for OrangeHRM and Homeopet. Understood company expectations for manual testing.
January 7, 2025	Initial Website Review	Reviewed both websites to understand structure, primary features, and target users.
January 8, 2025	Requirement Gathering	Started gathering business requirements and reviewed available documentation.
January 9, 2025	Team Discussions	Discussed with supervisor and team members about core features like employee management (OrangeHRM) and product listing/contact flow (Homeopet).
January 9,	Test Planning	Prepared a list of testable modules and created a test planning spreadsheet.

Date	Activity	Details
January 10, 2025	Tool Setup & Validation	Installed/configured testing tools (Jira, Excel templates, Postman, Lightshot). Validated login access to websites and tools.

Week 2: Requirement Analysis & Test Strategy Design

(January 13, 2025 – January 17, 2025)

Date	Activity	Details
January 13, 2025	Requirement Analysis	Analyzed functional and non-functional requirements for both OrangeHRM (e.g., employee profiles, leave, login roles) and Homeopet (e.g., product categorization, contact forms).
January 14, 2025	Use Case Identification	Identified use cases based on user stories and started mapping test scenarios accordingly.
January 15, 2025	Test Strategy Design	Created a test strategy defining objectives, scope, test types (functional, usability, compatibility), and tools to be used.
January 16, 2025	Team Discussion & Alignment	Discussed initial analysis with QA team to ensure alignment on test approach.
January 16, 2025	Risk & Dependency Analysis	Outlined key risks, dependencies, and assumptions from requirement documents and stakeholder input.
January 17, 2025	Scope Finalization & Documentation Setup	Finalized scope for first test cycles and boundaries for test coverage. Refined templates for test cases and bug reports. Created folder structure for organizing QA artifacts.

Week 3: Test Case Design – OrangeHRM

(January 20, 2025 to January 24, 2025)

Date	Activity	Details
January 20, 2025	Test Case Design Initiation	Started designing test cases for OrangeHRM modules: login, user role management, employee directory, and time management.
January 21, 2025	Test Breakdown & Documentation	Broke down modules into smaller components using requirement docs and user stories. Created test cases in Excel with fields like steps, expected result, etc.
January 22, 2025	Test Data Design	Applied boundary value analysis and equivalence partitioning techniques to develop effective and comprehensive test data.
January 23, 2025	Peer Review & Exploratory Testing	Conducted peer reviews for clarity and completeness of test cases. Ran exploratory tests to identify edge cases.
January 24, 2025	Finalization & Coordination	Completed 50+ test cases. Coordinated with developers to clarify module flows. Created a checklist to assist with future regression testing.

Week 4: Test Case Design – Homeopet & Other Projects

(January 27, 2025 – January 31, 2025)

Date	Activity	Details
January 27, 2025	Homeopet Test Case Design	Focused on homepage, product listings, and contact form. Emphasized usability and layout testing on both desktop and mobile views.
January 28,	Cross-Browser Testing	Designed test cases to validate behavior on Chrome,

2025	Scenarios	Firefox, and Safari.
January 29, 2025	Internal E-learning Project Support	Began test planning for a new internal project:
		identified core features like course listing,
		user sign-up, and video streaming.
January 30, 2025	UI & Accessibility Testing	Created related test scenarios.
		Used Lightshot for UI alignment captures.
		Reviewed Homeopet website's accessibility compliance with WCAG guidelines.
January 31, 2025	Test Case Finalization & Reporting	Completed 40+ test cases. Stored documentation in shared folders and updated QA

Week 5: Test Environment Setup & Smoke Testing

(February 3,2025 – February 7, 2025)

Date	Activity	Details
February 3, 2025	Test Environment Setup	Installed required browsers, configured VPNs for location-based testing, connected mobile devices and tablets for responsive testing.
February 4, 2025	Smoke Testing Execution	Conducted smoke tests to validate critical functionalities: login, navigation, and page loading across all three projects.
February 5, 2025	Bug Tracking Tools Configuration	Set up Jira and MantisBT with custom fields, bug priorities, email notifications, and assignment workflows.
February 6, 2025	Test Session Recording	Tested Jam extension for recording test sessions. Documented usability and integration notes.
February 7, 2025	Reporting & Data Preparation	Shared smoke test results with developers, logged defects, created baseline test data sets, and initialized a shared defect log

for daily tracking.

Week 6: Functional Testing – OrangeHRM Modules

(February 10, 2025 – February 14,2025)

Date	Activity	Details
February 10, 2025	Functional Testing – OrangeHRM	Tested Dashboard, Leave Management, and Time Tracking modules. Executed test cases and documented actual vs. expected results.
February 11, 2025	Bug Logging & UI Verification	Logged defects in Jira with screenshots and steps to reproduce. Verified UI behavior and test case assumptions.
February 12, 2025	UI Suggestions & Reporting	Identified UI inconsistencies; documented improvement suggestions. Maintained daily progress and bug status in Google Sheets.
February 13, 2025	Validation & Regression Testing	Validated session timeouts, error messages, and form validations. Performed regression tests on previously resolved bugs.
February 14, 2025	Collaboration & Cross-Support	Joined QA sync meetings to discuss findings. Assisted another QA team by reviewing onboarding module test cases for the e-learning platform.

Week 7: Functional Testing – Homeopet and Internal Tools

(February 24,2025 – February 28, 2025)

Date	Activity	Details
February 17, 2025	Functional Testing – Homeopet	Tested product pages, filters, and inquiry forms. Verified cart redirection to external purchase partner sites.

February 18, 2025	UI & Layout Issue Reporting	Identified and reported layout shifts on smaller screens. Logged issues in MantisBT.
February 19, 2025	Internal HR Portal – Form Validation	Conducted field validation tests on newly added features in the internal HR portal.
February 20, 2025	Feedback Collection & Notification Testing	Collected feedback from internal users and logged suggestions. Verified email alerts and contact form submissions.
February 21, 2025	Bug Prioritization & Coverage Reporting	Prioritized bugs by severity. Collaborated with dev team on issue reproduction and fixes. Achieved 90%+ functional test coverage for Homeopet.

Week 8: Usability Testing and Feedback Collection

(March 3,2025 – March7,2025)

Date	Activity	Details
March 3, 2025	Usability Testing – OrangeHRM & Homeopet	Conducted interface walkthroughs with QA team. Collected user feedback on design intuitiveness, navigation, and responsiveness.
March 4, 2025	UI Element Evaluation	Tested menu structures, button placements, error messages. Identified ambiguous labels and unresponsive elements.
March 5, 2025	Documentation & Accessibility Review	Used Lightshot to capture feedback. Reviewed accessibility per WCAG (text contrast, keyboard navigation).
March 6, 2025	Mobile Usability Testing	Tested Homeopet mobile version on Android and iOS for product discovery ease and form interactions.
March 7,	Reporting &	Created a usability improvement log with 12 key suggestions.

2025	Planning	Presented findings in QA sync. Collaborated with devs on UI fixes.
		Started prepping final QA templates.

Week 9: Compatibility and Cross-Browser Testing

(March 10,2025 – March 14,2025)

Date Activity Details

March 10, 2025	Cross-Browser Testing	Tested OrangeHRM and Homeopet on Chrome, Firefox, Edge, and Safari (Windows & macOS). Verified layout, forms, and navigation behavior.
March 11, 2025	Regional Access Testing	Used Urban VPN to simulate regional access for Homeopet. Checked for experience changes based on IP location.
March 12, 2025	Tablet Responsiveness & Bug Logging	Tested responsiveness on iPads and Android tablets. Logged Safari dropdown rendering issues in Jira.
March 13, 2025	Functional Checks & UI Consistency	Verified external links, embedded media, and employee/time tracking panels across browsers for OrangeHRM. Collaborated with devs on rendering fixes.
March 14, 2025	Reporting & Final QA Summary Prep	Compiled compatibility matrix in Google Sheets (by module/device). Prioritized fixes. Began consolidating past feedback for the final QA report.

Week 10: Bug Retesting and Regression Testing – OrangeHRM

(March 17,2025 – March 21,2025)

Date	Activity	Details
March 17, 2025	Bug Retesting – Leave & Attendance Modules	Retested previously reported bugs. Verified fixes and re-executed related test cases. Captured screenshots of results and updated test logs.
March 18, 2025	Regression Testing – Linked Modules	Conducted regression across login → dashboard → leave form flow. Ensured stability of interconnected features.
March 19, 2025	New Issues & Performance Validation	Found new edge cases in calendar date selection. Reported fresh bugs. Validated improvements in page load speed and responsiveness.
March 20, 2025	Jira Updates & Sprint Retrospective	Ensured resolved bugs were marked “Verified” in Jira. Participated in sprint retrospective to share QA insights and improvement suggestions.
March 21, 2025	Test Summary & Team Coordination	Revalidated time tracking and session timeout behavior. Coordinated with QA team for shared regression coverage. Contributed to finalizing QA summary for milestone review.

Week 11: Bug Retesting and Regression Testing – Homeopet

(March 24,2025 – March 28,2025)

Date	Activity	Details
March 24, 2025	Bug Retesting – Product Carousel &	Verified bug fixes in product display carousel, contact form validation, and mobile responsiveness. Confirmed resolution of minor layout

Forms

glitches in Firefox.

March 25, 2025	Regression Testing – Shopping Flow	Tested shopping flow: homepage → product → inquiry form. Revalidated newsletter subscriptions and third-party product redirects.
March 26, 2025	Accessibility Compliance Check	Ensured WCAG compliance issues (alt texts, field labels) were addressed. Removed duplicate bugs from MantisBT backlog and updated master bug matrix.
March 27, 2025	Peer Review & Browser Stability Testing	Formed mini-QA team for peer review of bug fixes. Final browser tests on tablets/iPads confirmed improved stability.
March 28, 2025	Defect Documentation & User Insights	Created defects before-and-after comparison sheets with screenshots. Analyzed bounce rate issues via simulated browsing and provided QA insights.

Week 12: System Integration Testing

(March 31,2025 – April 4,2025)

Date	Activity	Details
March 31, 2025	System Integration Testing – OrangeHRM	Tested end-to-end workflows: Login → Dashboard → Time Sheet → Report Generation. Verified leave application and employee status updates across modules.
April 1, 2025	System Integration Testing – Homeopet	Validated integration of product browsing, newsletter subscription, and contact forms through simulated real-time user flows. Tested newsletter API endpoints with Postman.
April 2, 2025	Third-Party Services Integration	Verified email delivery, redirects to partner sites, and form handling. Simulated failure scenarios and documented issues like incorrect redirects and missing data.

April 3,	Internal CRM	Assisted with testing lead entry integration and user management flows.
2025	Dashboard Testing	Collaborated with backend developers to review logs and coordinate fixes.
April 4,	Issue Documentation &	Logged integration issues in Jira and MantisBT. Shared findings with
2025	Reporting	developers and QA team for prioritization and resolution.

Week 13: Final Test Cycle Planning

Began planning for the final testing cycles of OrangeHRM and Homeopet. Reviewed all previous test cases and bug logs, and ensured all critical bugs were closed or marked for deferment. Updated the traceability matrix to link requirements with test coverage, ensuring no feature was left untested.

Created a consolidated regression testing checklist, covering core functionalities, browser compatibility, and edge scenarios. Prioritized test cases based on past defect trends and user-critical flows. Prepared a QA sign-off template, covering defect metrics, tools used, and testing approaches.

Set up a shared folder for final documentation: including test case spreadsheets, defect logs, screenshots, and test summary reports. Scheduled meetings with stakeholders and development leads to lock the final scope of testing. Internal dry runs were conducted on staging environments to validate readiness for final execution.

Reviewed unresolved UI suggestions and discussed which ones could be addressed in the final sprint. Began drafting the high-level QA summary report and sent out progress updates to project managers.

Week 14: Final Testing Execution – OrangeHRM

(April 14,2025 – April 18,2025)

Date	Activity	Details
April 14, 2025	Final Regression Testing – OrangeHRM	Executed regression on employee onboarding, time tracking, leave requests, report exports, and edge cases like overlapping leaves and role-switching under admin.
April 15, 2025	UI Verification & Cross-Browser Testing	Used Lightshot for bug fix comparison screenshots. Validated rendering on Chrome, Firefox, Safari, Edge, mobile views, and MacBook Safari.
April 16, 2025	Bug Retesting & Performance Checks	Retested priority Jira bugs, confirmed fixes, and closed them. Conducted mini performance tests on critical workflows to measure improvements.
April 17, 2025	Documentation & Team Collaboration	Documented final observations, signed off quality-approved modules, and participated in deployment-readiness meetings with dev and product teams.
April 18, 2025	Knowledge Transfer & Test Execution Logging	Guided junior interns on OrangeHRM testing environment walkthroughs. Consolidated all regression results in the final execution log for audit and review purposes.

Week 15: Final Testing Execution – Homeopet

(April 21,2025 to April 25,2025)

Date	Activity	Details
April 21, 2025	Functional & Compatibility Testing – Homeopet	Revalidated product filtering, partner redirection, contact form, and newsletter subscription. Confirmed email dispatch and message handling.
April 22, 2025	Cross-Device & Cross-Browser Testing	Tested on iPads, Android tablets, MacBook browsers. Performed final cross-browser checks after UI fixes.
April 23, 2025	Analytics & Accessibility Review	Reviewed tracking scripts and embedded analytics with dev team. Validated WCAG compliance (alt text, keyboard navigation).
April 24, 2025	Exploratory Testing & Bug Verification	Ran edge-case exploratory tests. Verified all prior bugs in MantisBT, updated statuses.
April 25, 2025	Closure Report & QA Review	Prepared testing closure report summarizing test results, defect rates, and observations. Conducted final QA review session and gathered peer feedback.

Week 16: Documentation & Handover

(April 28,2025 – May 2,2025)

Date	Activity	Details
April 28, 2025	Test Summary Report Compilation	Compiled comprehensive Test Summary covering 16 weeks: tools, coverage, bug trends, performance insights, and future improvement suggestions.

April 29, 2025	Documentation Organization & Handover	Organized test cases, bug reports, screenshots, and logs into handover folders. Shared all with project managers and QA leads.
April 30, 2025	QA Sign-off & Feedback Session	Delivered final QA sign-off for OrangeHRM and Homeopet projects. Participated in feedback session with QA manager; received appreciation and shared personal insights.
May 1, 2025	Knowledge Transfer & Training Report	Conducted knowledge transfer sessions for incoming QA interns. Submitted training experience report to HR covering tools learned, tasks, and growth during internship.
May 2, 2025	Ticket Closure & Workspace Cleanup	Officially closed all Jira and Mantis tickets. Cleaned shared QA workspace for smooth project transition to new teams.