CEL HRM · AUTHENTICATION / ADMINISTRATION

Super User Module

User Manual & Test Case Document

Application	CEL HRM (HRM-10)
Scope	Every page available to a Super User: Home, Configuration, Role, User, User Role Permission, User Access Type, Change Password, Data Permission, Audit log, Cipher Engine — plus Login and Switch to Super-User
Environment	Local development build (http://localhost:4200), version 20261118-01
Test users	SuperUser (direct Super User login) and d1210 (employee who switches to Super User)
Test date	18 November 2026
Test method	Manual, run in a browser. Every screenshot in this document comes from that run.

How to read the Status column. Pass = run during this test and behaved as expected. Fail = run and did not behave as expected (see Section 13, Defects). Not Run = written for the tester but not executed here, because it saves, approves or deletes real data (all maker-checker saves and approvals), or because it needs a second Super User / a file.

⚠ Read first: maker-checker

The Role, User, User Role Permission and User Access Type pages are maker-checker. **The person who creates or edits a change can neither edit it again nor approve it.** A different Super User must approve or reject it. Section 1 explains this in full; the boxes and the orange MAKER-CHECKER test cases mark it on each page.

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1. Overview

A **Super User** is the system administrator of CEL HRM. A Super User does not run payroll, leave or attendance. The Super User manages **who can log in** and **what each person can see or do**. The whole Super User menu sits under **Administration**:

Menu	Route	What it is for
Home	/	Landing page after login
Configuration	/authentication/configuration	Upload or download the XML configuration files (UI, Logic, Menu)
Role	/authentication/role	Create roles, give each role its menu permissions, approve role changes
User	/authentication/user	Create, edit, deactivate, re-activate and approve login users
User Role Permission	/authentication/user-role	Give users and employees their roles, and approve those changes
User Access Type	/authentication/user-access-type	Choose which payroll types a user can work in, and approve those changes
Change Password	/authentication/change-password	Change the logged-in user's own password
Data Permission	/authentication/data-permssion	Limit a user's data to certain Categories, Grades, Departments or Locations
Audit log	/authentication/system-auditlog	Logins, failed logins, and the history of every change made on the five pages above
Cipher Engine	/authentication/cipher-engine	Encrypt a text with the same cipher the system uses for passwords

⚠ THE MOST IMPORTANT RULE: MAKER-CHECKER

Five pages follow maker-checker: **Role** (with Role Permission), **User**, **User Role Permission** and **User Access Type**. The Super User who creates or edits something is the **maker**. A **different** Super User, the **checker**, must approve it.

1. **Nothing takes effect at once.** A create, edit, deactivation or removal is saved as **pending**. It is live only after approval.
2. **A pending change is locked.** While it waits, no one can edit it again, not even the maker. It must be approved or rejected first.
3. **The maker can never approve or reject their own change.** The system blocks it, both on the screen and on the server.
4. **Only a different Super User can approve or reject.** So every installation needs at least **two** Super User accounts.
5. **Every approval is recorded.** It appears on the Audit log page with who did it and when.

Page	Maker creates / edits	Can the maker edit it again while pending?	Can the maker approve / reject it?	Who approves
Role	Role and its menu permissions	**NO – "This role is waiting for approval and cannot be edited."**	**NO – "You cannot approve a change you made yourself."**	Another Super User
User	New user, edit, deactivate, re-activate	**NO – only Approve / Reject is shown**	**NO – "Created user and Approve user can't be Same."**	Another Super User
User Role Permission	Roles given to / taken from a person	**NO – "Approve or reject it first."**	**NO – marked "Your change"**	Another Super User
User Access Type	Payroll types given to / taken from a user	**NO – "Approve or reject it first."**	**NO – marked "Your change"**	Another Super User

The statuses you will see are:

Status	Meaning
Active / Approved	Live: the change is in effect
New – Not Yet Approved	Newly requested. Not usable until it is approved
Removal / Deleted – Not Yet Approved	Removal requested. Still usable until it is approved
Edited – Not Yet Approved	An edit is waiting for approval
Inactive – Not Yet Approved	A deactivation is waiting for approval
Inactive / Rejected	Not usable

Every change made on these five pages is recorded and can be read on the **Audit log** page (Section 11).

2. Login and Switch to Super-User

There are two ways to reach the Super User screens:

- **Direct Super User login**: log in with a Super User login ID (for example `SuperUser`). The Administration menu opens immediately.
- **Employee who is also a Super User**: log in with your own employee login (for example `d1210`). You land on the Employee Self Service dashboard. Open the profile menu (the round avatar at the top right) and click **Switch to Super-User**. To go back, open the same menu and click **Switch to ESS**.

Step by step

1. Open the application. The login page appears.
2. Type the Username and Password, then click **Sign In**.
3. If you logged in with an employee login, click the avatar at the top right, then **Switch to Super-User**.



Figure 2.1 – Login page

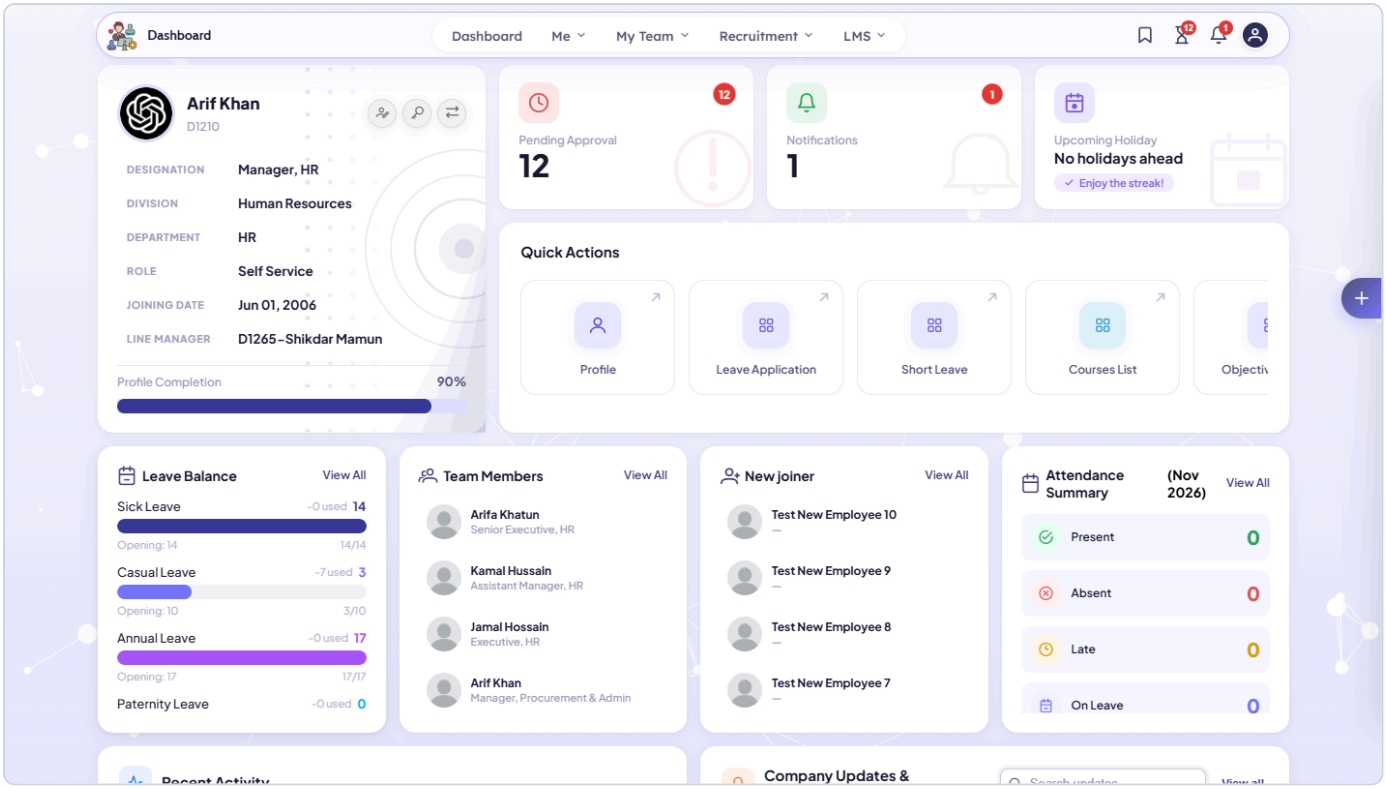


Figure 2.2 – d1210 lands on the Employee Self Service dashboard

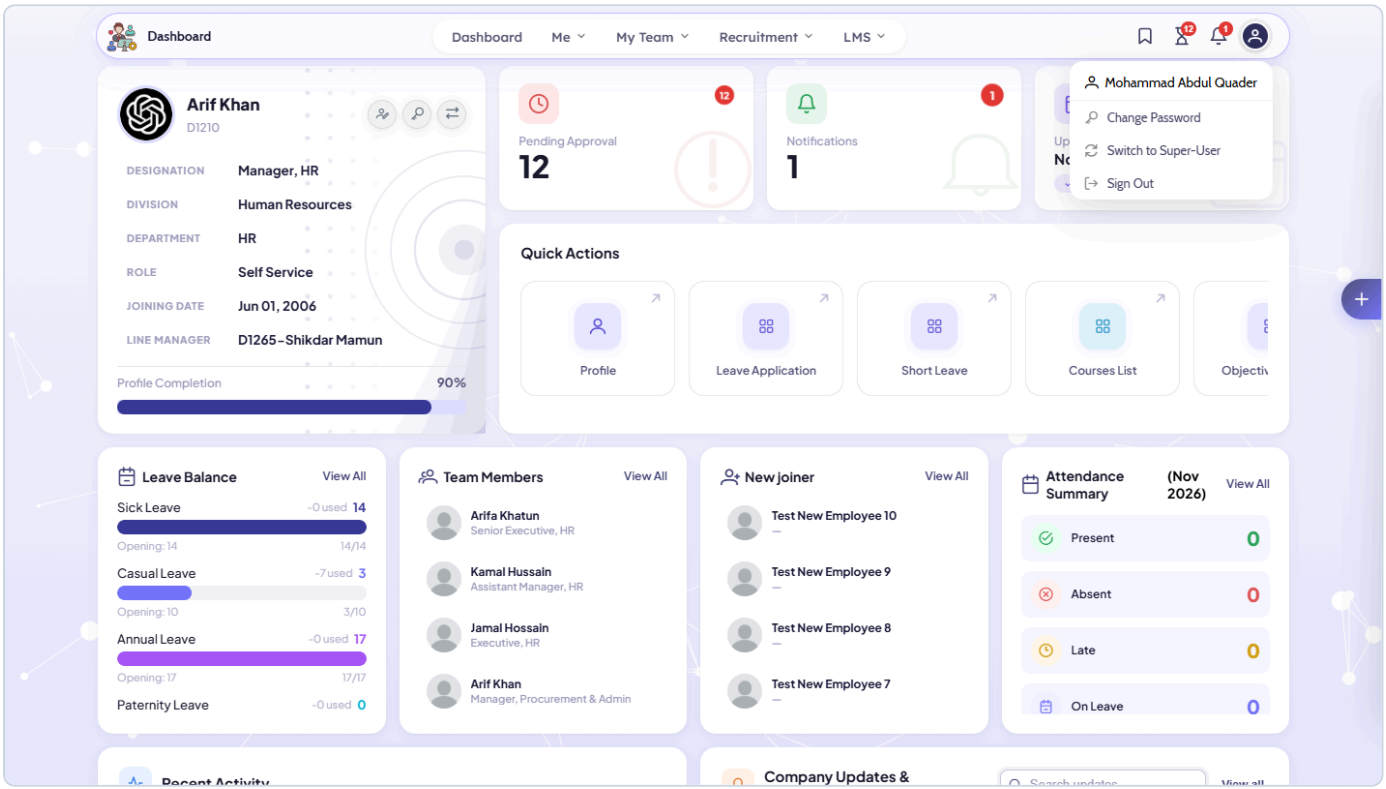


Figure 2.3 – Profile menu shows "Switch to Super-User"

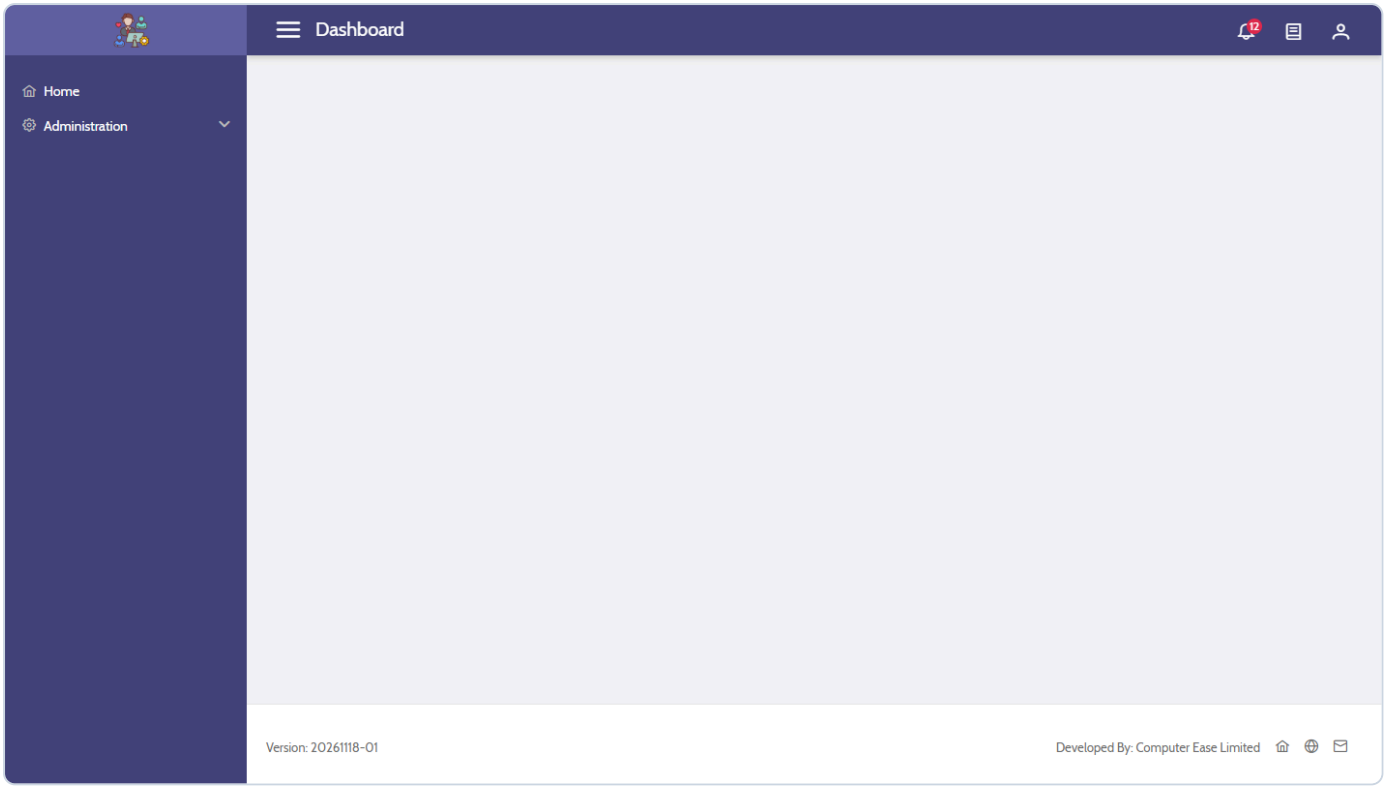


Figure 2.4 – After switching: the Super User layout with the Administration menu

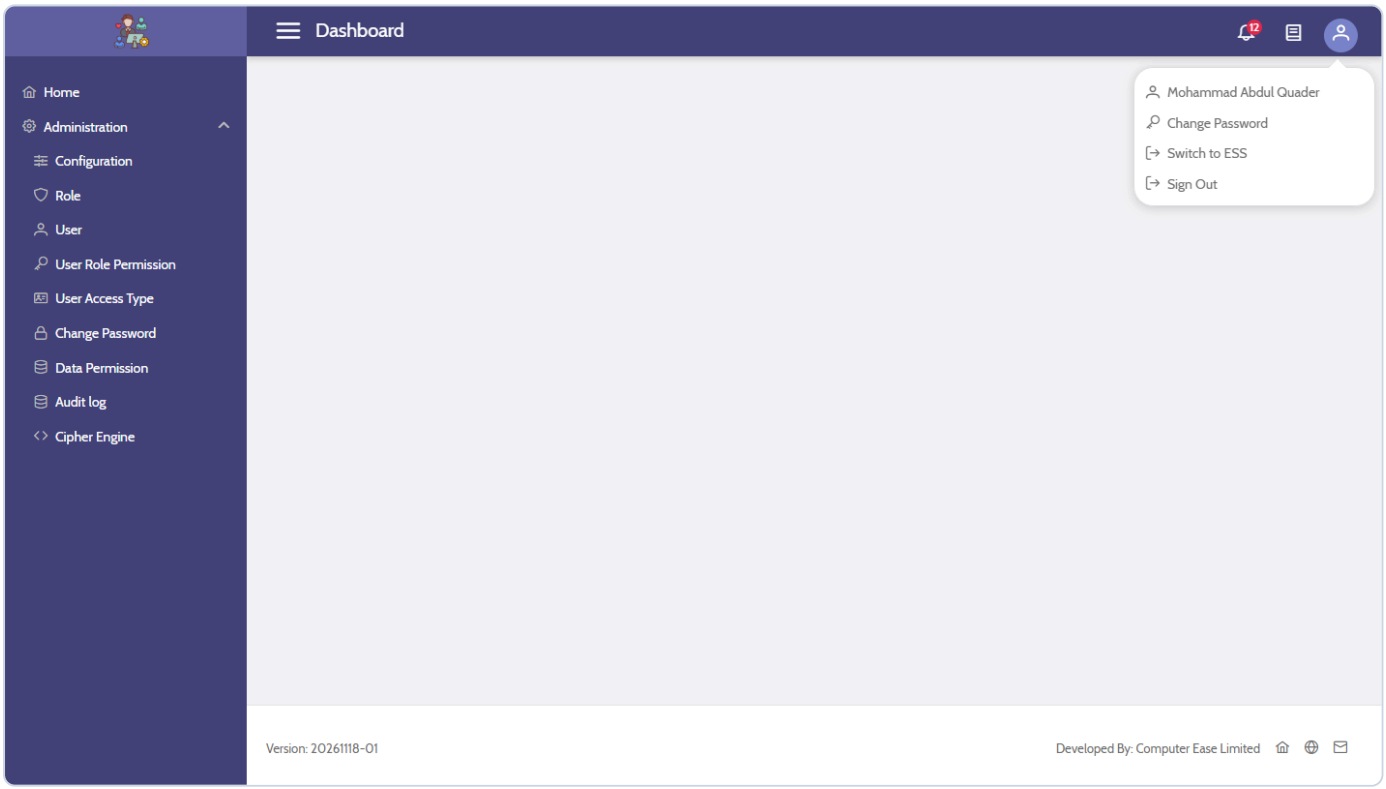


Figure 2.5 – In Super User mode the profile menu offers "Switch to ESS" to go back

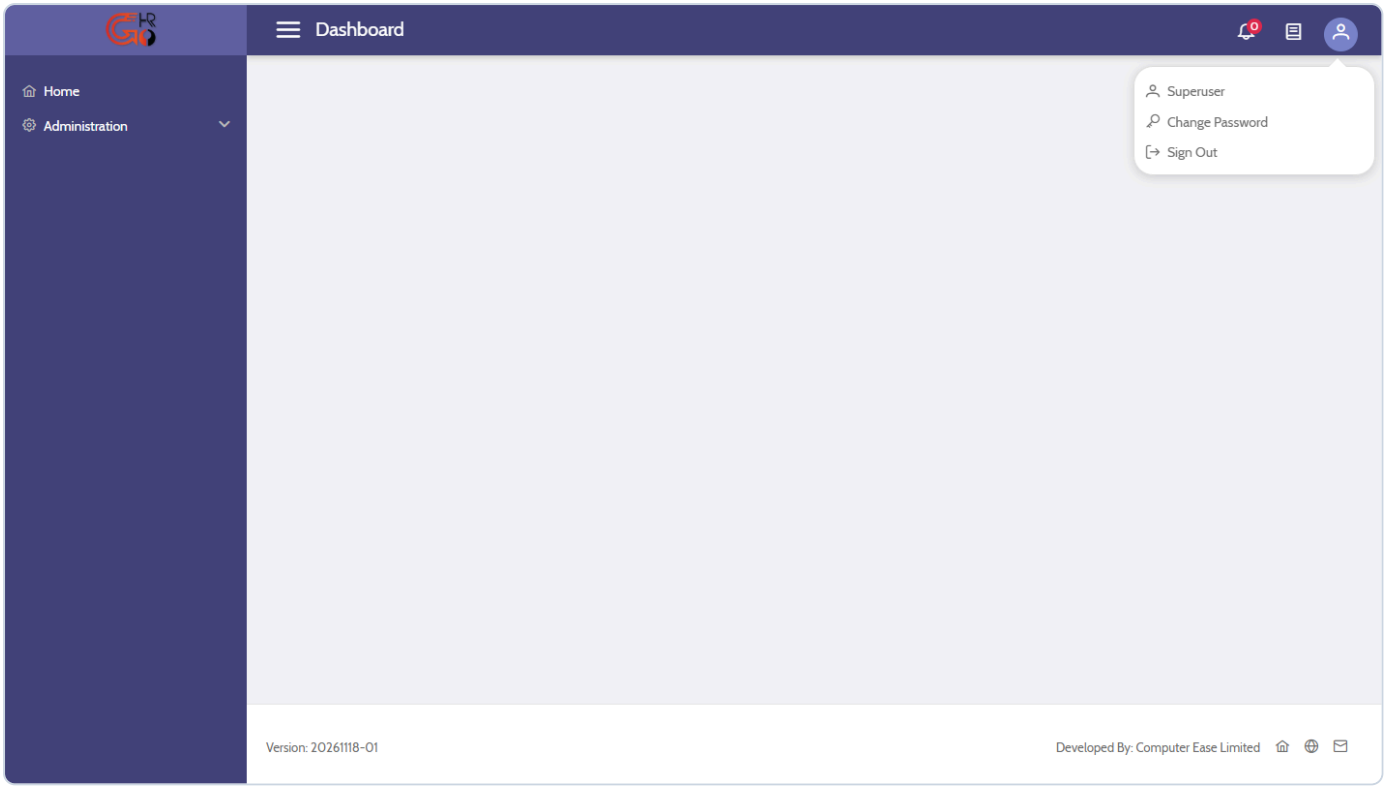


Figure 2.6 – Direct login as SuperUser: the profile menu has no switch option

Test cases

TC ID	Scenario	Steps	Expected Result	Status
TC-LG-01	Login page loads	1. Open the application URL	Login page shows Username, Password, Sign In and Forgot Password?	Pass
TC-LG-02	Direct Super User login	1. Enter SuperUser and its password 2. Click Sign In	Dashboard opens with Home and the Administration menu	Pass
TC-LG-03	Employee login of a Super User	1. Enter d1210 and its password 2. Click Sign In	Employee Self Service dashboard opens	Pass
TC-LG-04	Switch to Super-User	1. Logged in as d1210 2. Click the avatar 3. Click Switch to Super-User	Super User layout opens with the Administration menu	Pass
TC-LG-05	Switch back to ESS	1. In Super User mode click the avatar 2. Click Switch to ESS	Employee Self Service dashboard opens again	Not Run
TC-LG-06	Direct Super User has no switch option	1. Log in as SuperUser 2. Click the avatar	Menu shows the name, Change Password and Sign Out only	Pass
TC-LG-07	Wrong password	1. Enter a valid login ID and a wrong password 2. Click Sign In	Error "Login ID/Password is invalid". The attempt is recorded in Audit log › Bad Login Attempt	Not Run
TC-LG-08	Sign out	1. Click the avatar 2. Click Sign Out	User is signed out and the login page is shown	Pass

3. Home and the Administration menu

The left sidebar holds the whole Super User menu. Click **Administration** to expand it, and click a menu item to open its page. The hamburger icon (☰) at the top left collapses or expands the sidebar. The bell icon shows notifications.

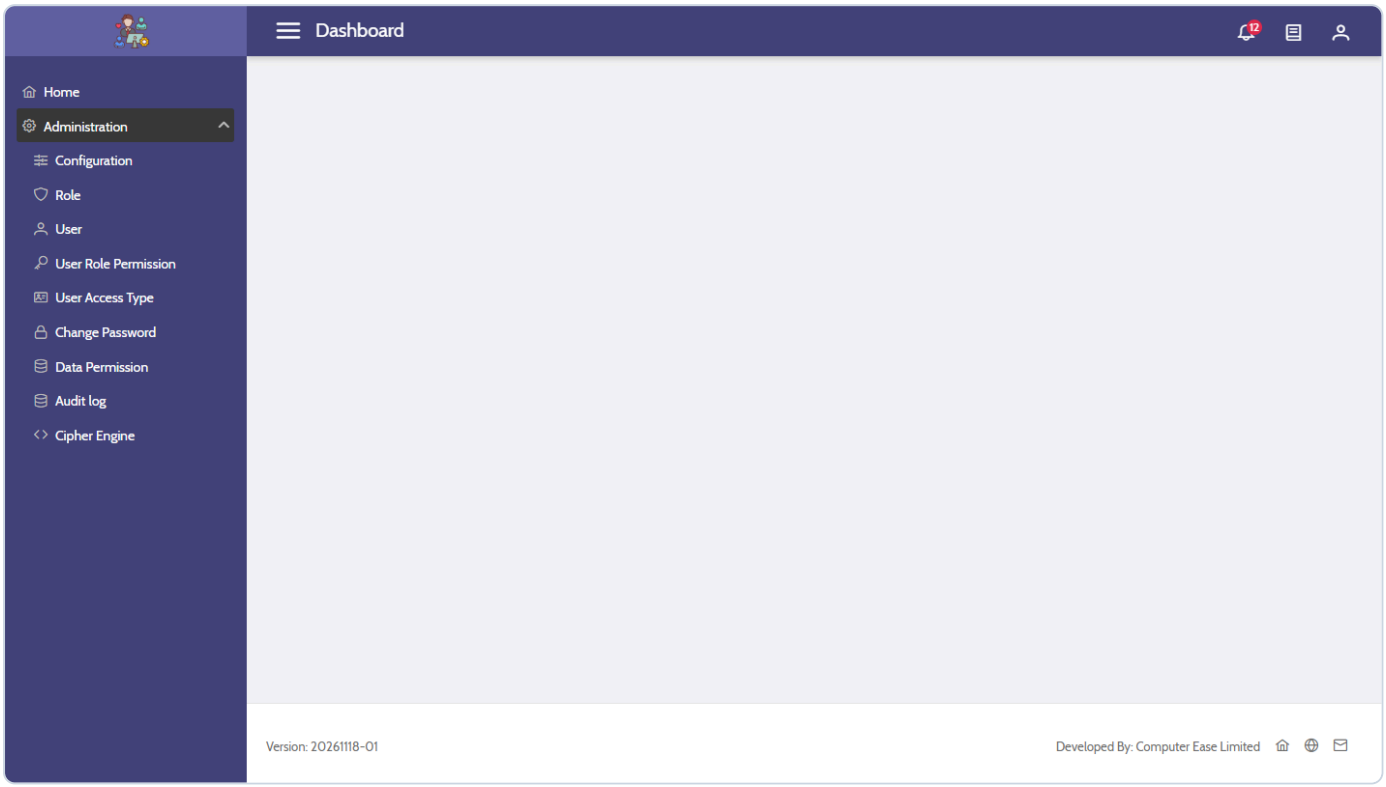


Figure 3.1 – Administration menu expanded

TC ID	Scenario	Steps	Expected Result	Status
TC-HM-01	Menu items shown	1. Log in as Super User 2. Click Administration	Nine items: Configuration, Role, User, User Role Permission, User Access Type, Change Password, Data Permission, Audit log, Cipher Engine	Pass
TC-HM-02	Every menu item opens its page	1. Click each menu item in turn	The matching page opens, with its title shown in the top bar	Pass

4. Configuration

Purpose: upload or download the system's XML configuration files. There are three types:

- **UI**: screen-level settings.
- **Logic**: business rules that differ between clients (the *LogicConfiguration.xml files).
- **Menu**: the menu tree (the *-Menu.xml files). Uploading a Menu file updates the menu names, links and icons that roles can be given.

How to use

1. Select a **Configuration type**.
2. To **download** the current file of that type, click **Download**.
3. To **upload**, drag an .xml file onto the drop area or click **Browse file**, then click **Upload**. Only .xml files are accepted. Use the X next to a chosen file to remove it.

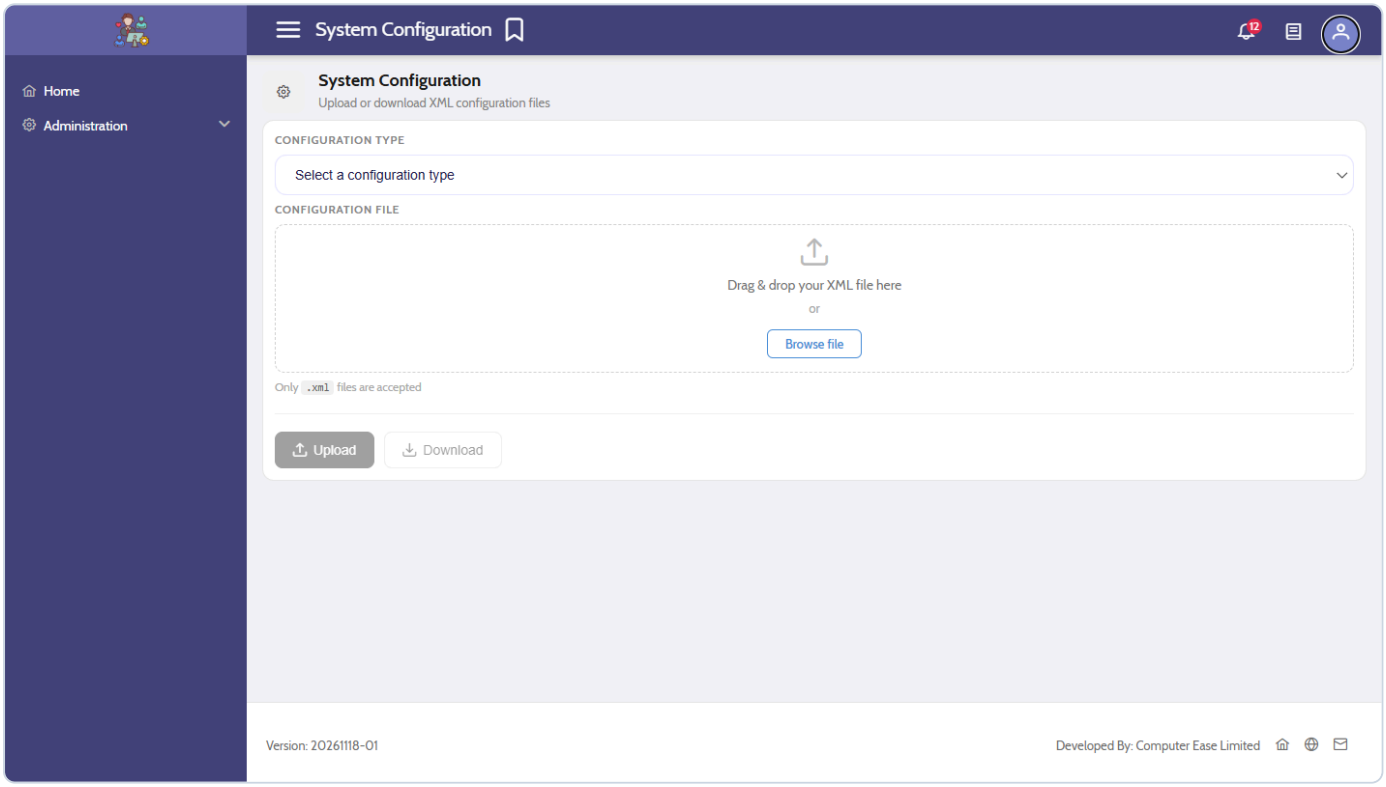


Figure 4.1 – Configuration page; Upload and Download stay disabled until a type is chosen

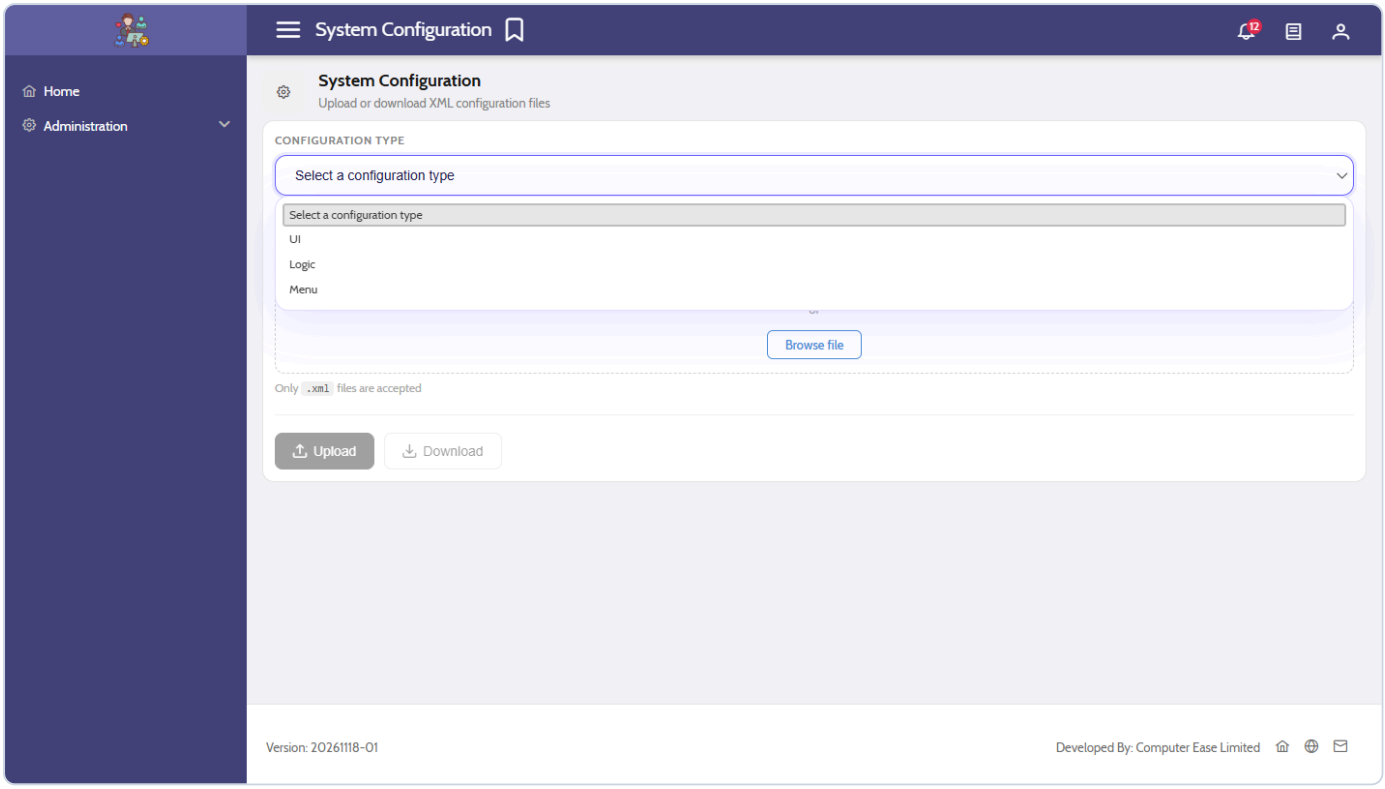


Figure 4.2 – Configuration type list: UI, Logic, Menu

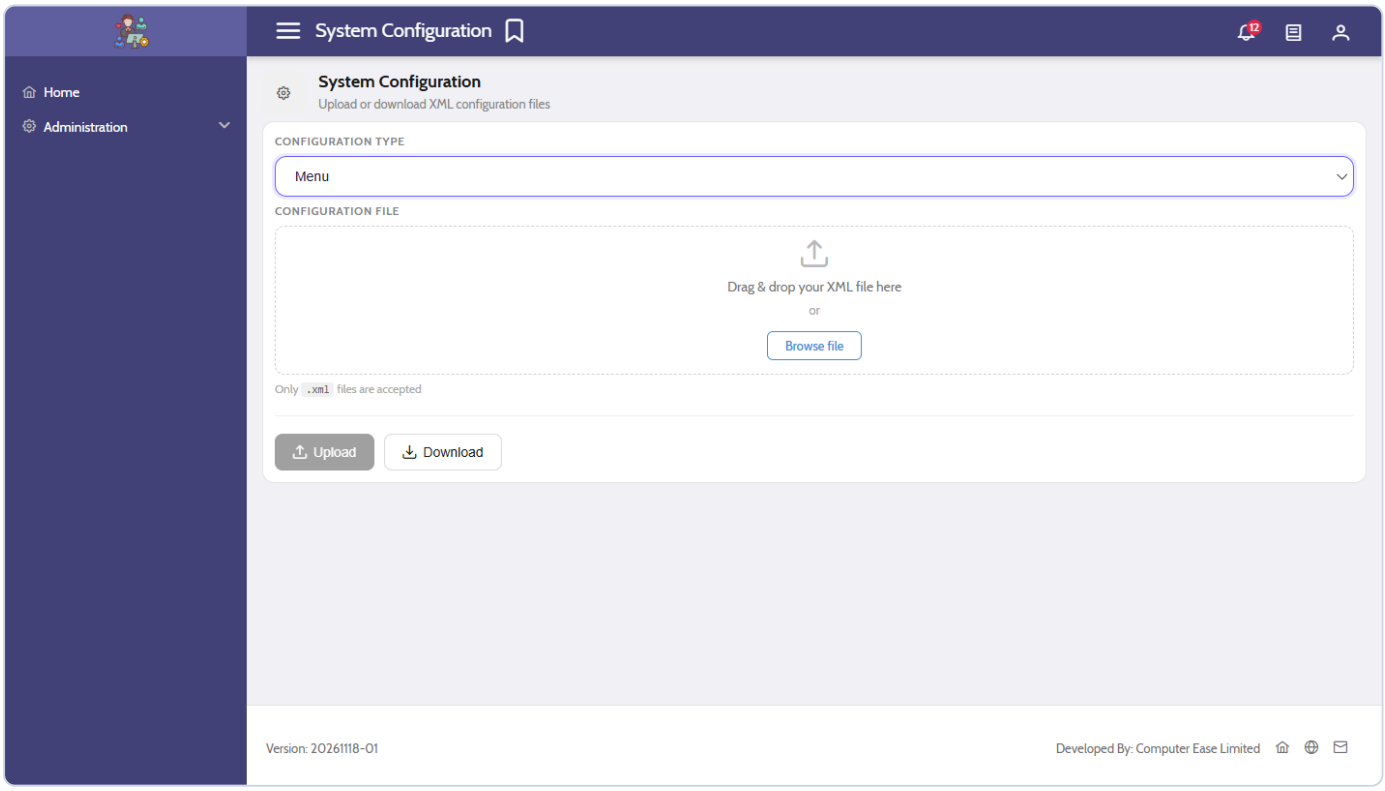


Figure 4.3 – Type "Menu" selected: Download is enabled; Upload waits for a file

TC ID	Scenario	Steps	Expected Result	Status
TC-CF-01	Page loads	1. Open Administration › Configuration	Configuration type, file drop area, Upload and Download are shown	Pass
TC-CF-02	Buttons disabled without a type	1. Open the page and choose nothing	Upload and Download are disabled	Pass

TC ID	Scenario	Steps	Expected Result	Status
TC-CF-03	Type list	1. Open the Configuration type dropdown	Options: UI, Logic, Menu	Pass
TC-CF-04	Download enabled after choosing a type	1. Choose Menu	Download becomes enabled	Pass
TC-CF-05	Download a file	1. Choose a type 2. Click Download	The current XML of that type is downloaded	Not Run
TC-CF-06	Only .xml accepted	1. Choose a type 2. Pick a non-.xml file	Warning "Only .xml files are accepted."; the file is not taken	Not Run
TC-CF-07	Upload a valid file	1. Choose Menu 2. Pick a valid Menu XML 3. Click Upload	Success message; the menu data is updated	Not Run

5. Role

> **⚠ MAKER-CHECKER RULE: ROLE**
>
> 1. A change saved here is **pending**. It does **not** take effect until it is approved.
> 2. **No one can edit it while it is pending, including the maker.** On screen, the role list shows only **Approve** on a pending role; there is no **Edit**. If an edit is still attempted, the system replies "This role is waiting for approval and cannot be edited."
> 3. **The maker cannot approve or reject their own change.** The system replies "You cannot approve a change you made yourself. Another user must approve it."
> 4. **Only a different Super User** (the checker) can approve or reject it. After that it can be edited again.

Purpose: a **role** is a named set of menu permissions. A role's type is **Admin** (back-office menus), **Self Service** (employee menus) or **Mobile**. Roles are given to people on the User Role Permission page (Section 7). Creating or editing a role is maker-checker: it stays pending until another Super User approves it.

The list

- **Search in all columns** filters every column at once; each column also has its own filter box.
- Status chips filter the list: **All**, **Active**, **Pending approval**, **Inactive**. Each chip shows its count.
- **Export to Excel** / **Export to PDF** export the list.
- Each row has **Edit** (approved or new roles) or **Approve** (roles waiting for approval).

Create a role

1. Click **Add new**.
2. Fill **Code**, **Name** and **Description** (the red bar marks a mandatory field).
3. Choose the **Role Type**. The menu tree for that type appears.
4. Tick the menus this role should have. Ticking a parent ticks all its children.
5. Click **Save**. The role is saved as pending. Click **Cancel** to close without saving.

Approve a role

1. Log in as a **different** Super User.
2. Click the **Pending approval** chip.
3. Click **Approve** on the row, check the details and menus, and approve or reject.

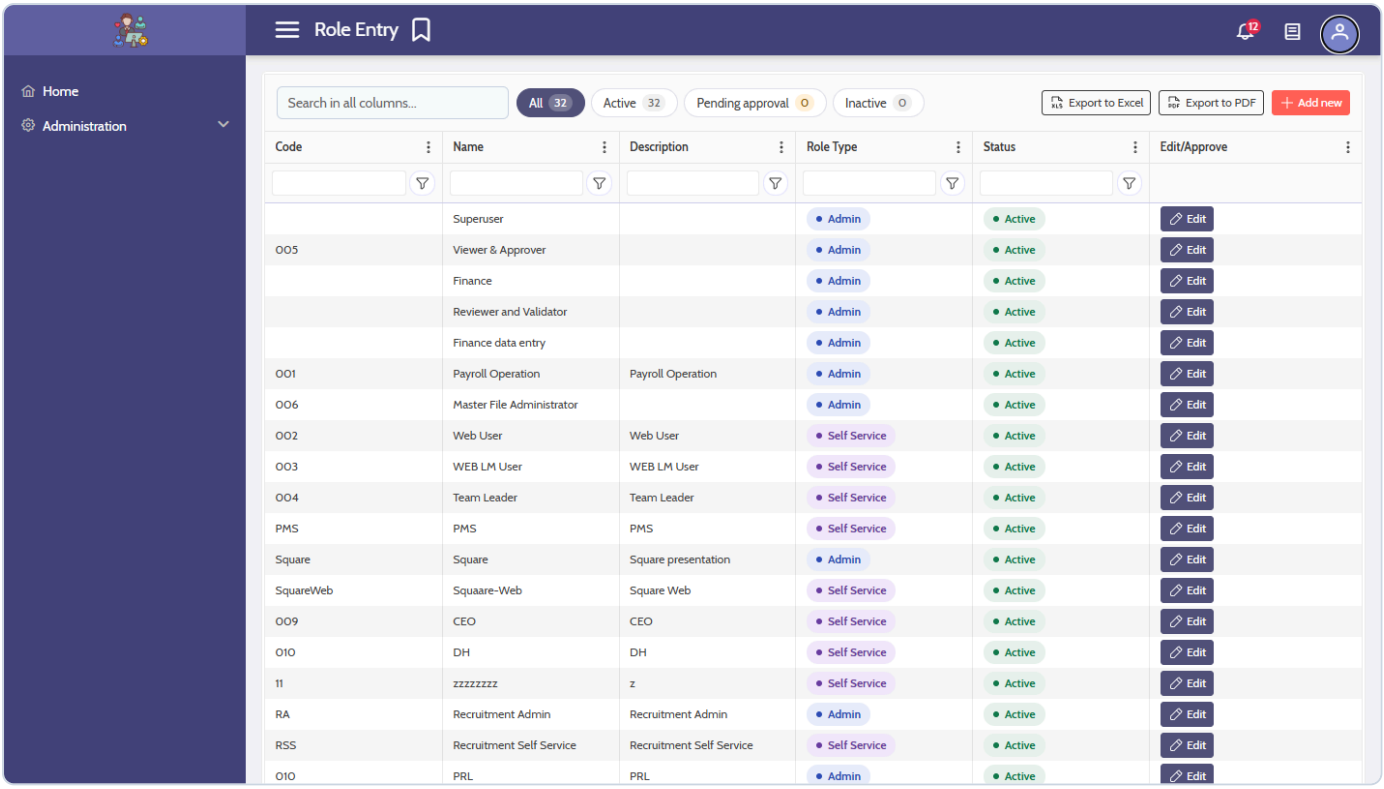


Figure 5.1 – Role list with status chips, search, export and Edit buttons

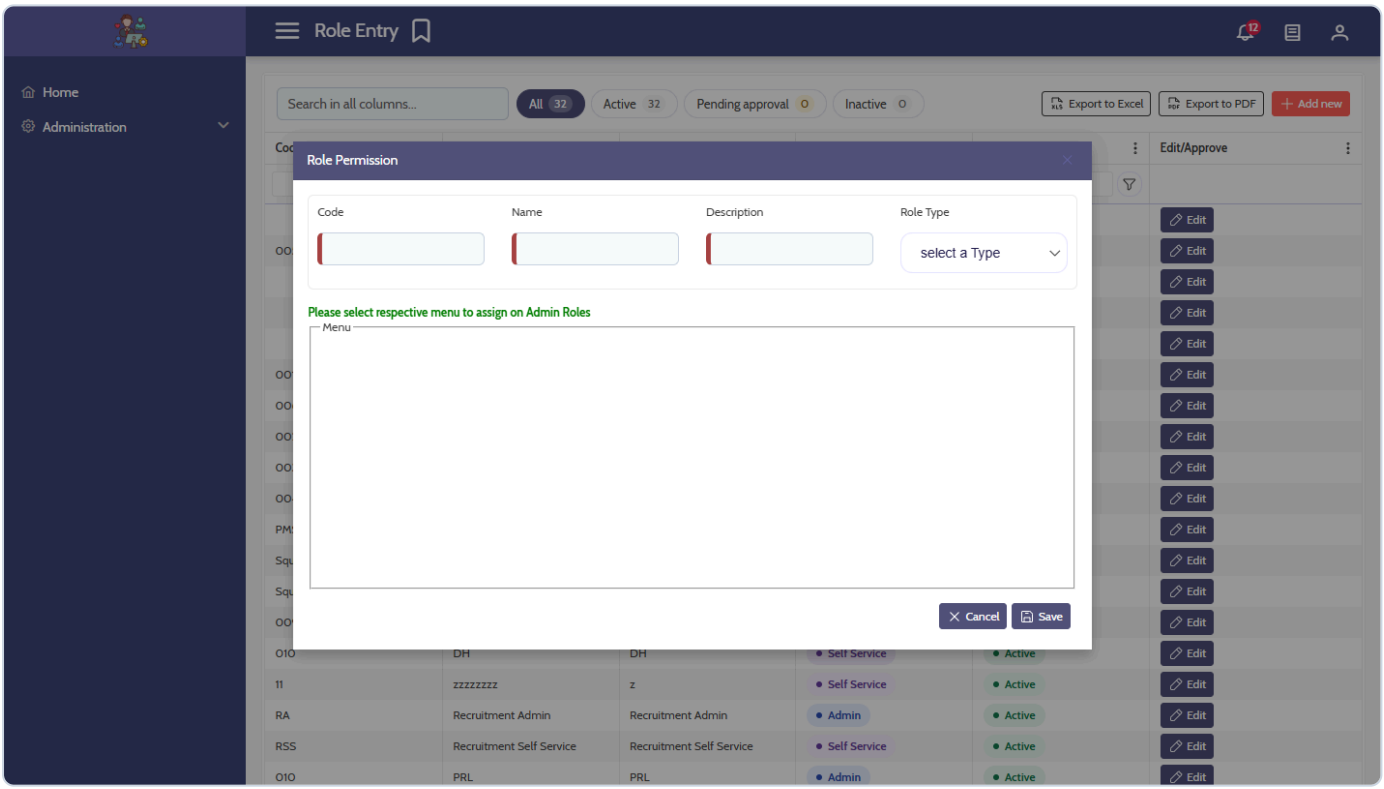


Figure 5.2 – "Add new" opens the Role Permission form

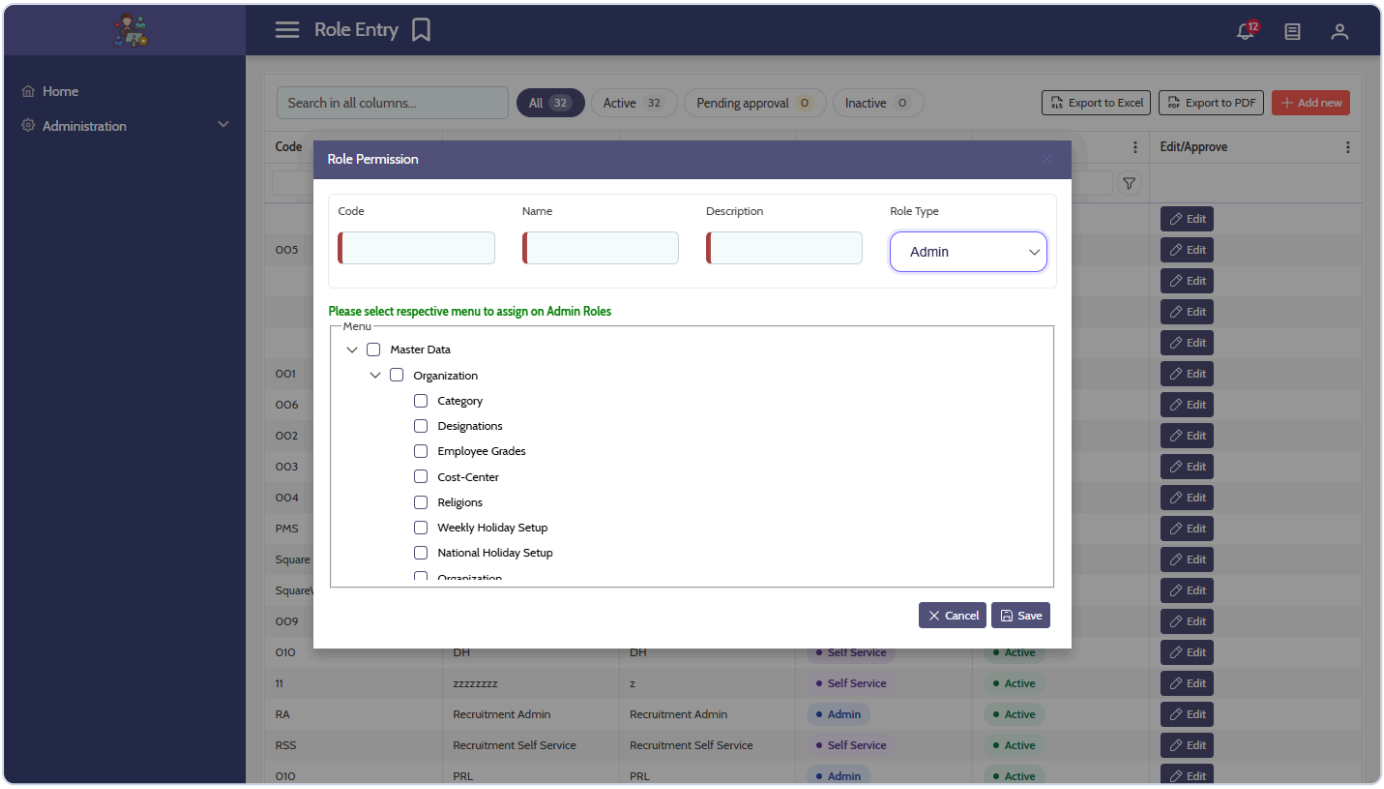


Figure 5.3 – Role Type "Admin" chosen: the Admin menu tree appears with checkboxes

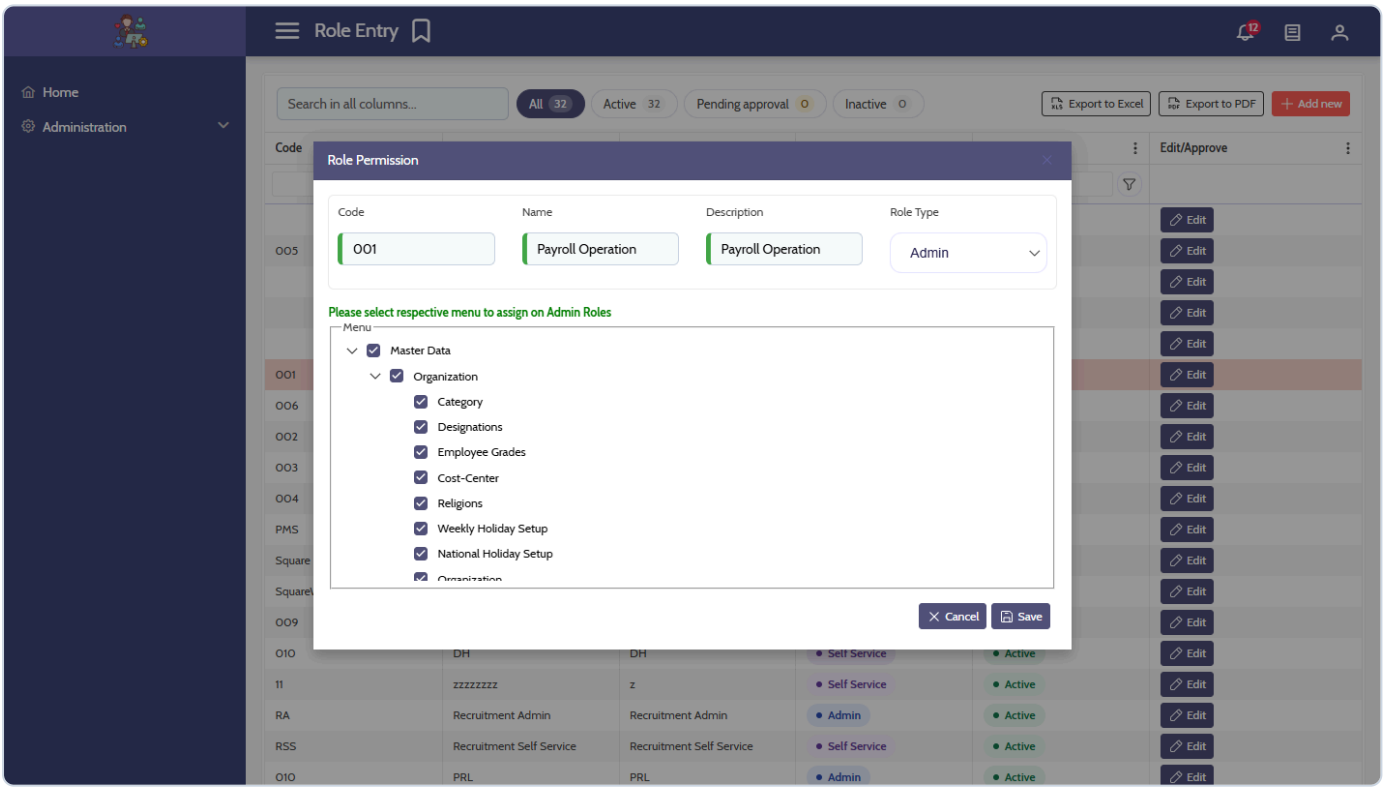


Figure 5.4 – Edit of an existing role (Payroll Operation): its current permissions are ticked

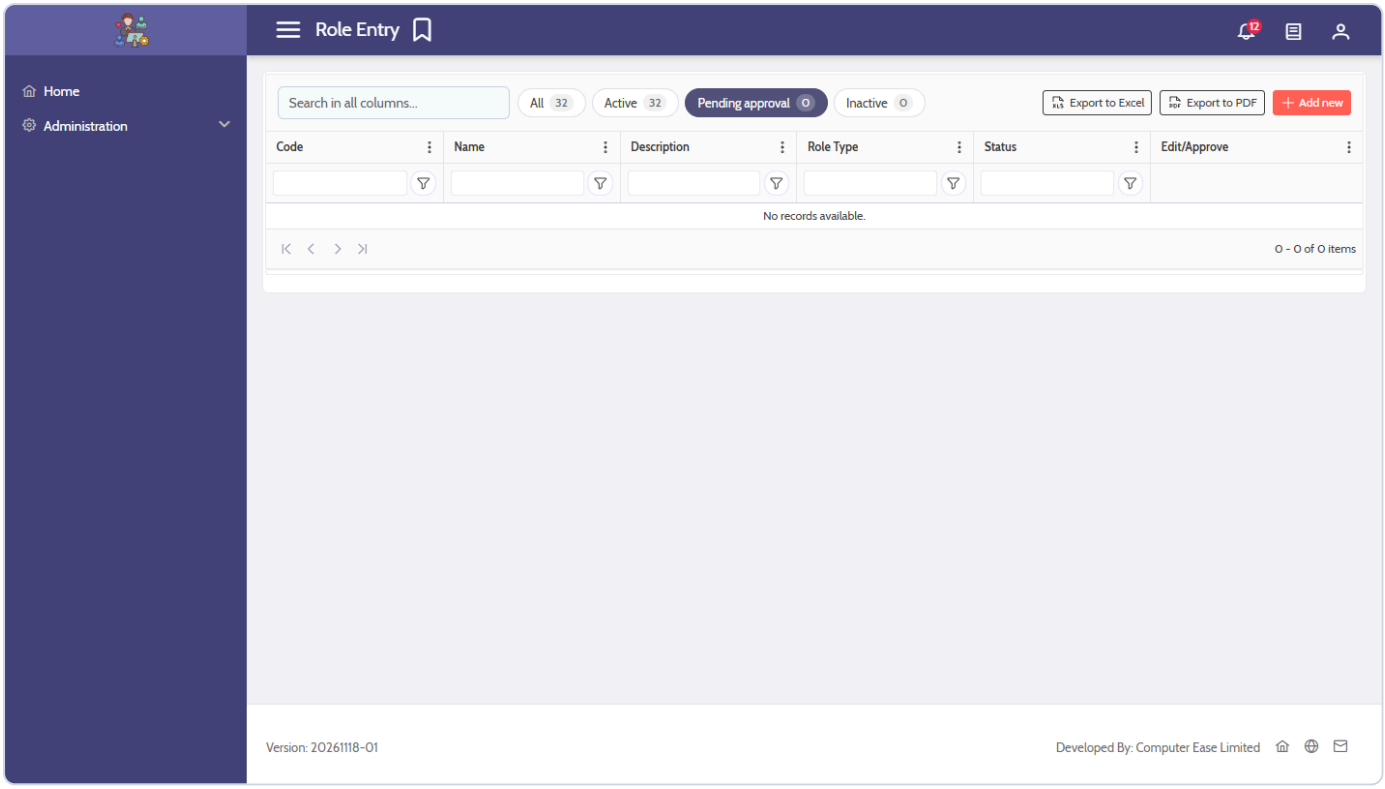


Figure 5.5 – "Pending approval" chip (0 pending at the time of testing)

TC ID	Scenario	Steps	Expected Result	Status
TC-RL-01	List loads	1. Open Administration › Role	All roles are listed with Code, Name, Description, Role Type, Status and an action button	Pass
TC-RL-02	Status chips filter	1. Click Active, Pending approval, Inactive, All	The list shows only roles of that status; counts match	Pass
TC-RL-03	Search	1. Type part of a role name in Search in all columns	Only matching roles remain	Not Run
TC-RL-04	Add form opens	1. Click Add new	Role Permission form opens with empty Code, Name, Description and Role Type	Pass
TC-RL-05	Role type list	1. Open the Role Type dropdown	Options: Admin, Self Service, Mobile	Pass
TC-RL-06	Menu tree by type	1. Choose Admin	The Admin menu tree with checkboxes appears	Pass
TC-RL-07	Cancel does not save	1. Fill some fields 2. Click Cancel	Form closes; the list is unchanged	Pass
TC-RL-08	Edit shows current permissions	1. Click Edit on an approved role	Form opens with the role's data and its menus ticked	Pass
TC-RL-09	Mandatory fields	1. Click Add new 2. Leave Code/Name empty 3. Click Save	Save is refused with a validation message	Not Run
TC-RL-10	Create role goes to pending	1. Add a role with menus 2. Save	Role appears with a pending status; Pending approval count goes up by 1	Not Run

TC ID	Scenario	Steps	Expected Result	Status
TC-RL-11	MAKER-CHECKER Maker cannot approve own role	1. As the maker, click Approve on your own pending role	Refused: "You cannot approve a change you made yourself. Another user must approve it."	Not Run
TC-RL-14	MAKER-CHECKER Pending role cannot be edited	1. Save a change to a role (it becomes pending) 2. Look for Edit on that row, or try to save the role again	Only Approve is shown; a save is refused: "This role is waiting for approval and cannot be edited." This applies to the maker too	Not Run
TC-RL-12	MAKER-CHECKER Checker approves	1. Log in as another Super User 2. Approve the pending role	Status becomes Active; the change shows in Audit log › Role History / Role Permission History	Not Run
TC-RL-13	Export	1. Click Export to Excel, then Export to PDF	Files are downloaded with the listed rows	Not Run

6. User

> **⚠ MAKER-CHECKER RULE: USER**
>
> 1. A change saved here is **pending**. It does **not** take effect until it is approved.
> 2. **No one can edit it while it is pending, including the maker.** On screen, a pending user shows only **Approve** / **Reject**; there is no **Edit** or **Deactivate**.
> 3. **The maker cannot approve or reject their own change.** The system replies "Created user and Approve user can't be Same."
> 4. **Only a different Super User** (the checker) can approve or reject it. After that it can be edited again.

Purpose: manage the login users. The **Type** dropdown switches between **User** (back-office logins) and **Employee** (self-service logins). Every create, edit, deactivation and re-activation needs a second administrator's approval. The person who created a change cannot approve it ("Created user and Approve user can't be Same.").

The list

- Type dropdown, **Search login ID or name**, and status chips **All / Active / Pending approval / Inactive**.
- Reload (↻), **Export to Excel**, **Export to PDF**, **Add user**.
- Columns: Login ID, Name, Status, Created (date and who created it), Actions.
- Actions depend on the status: **Edit** and **Deactivate...** for an Active user; **Approve** / **Reject** for a pending user; **Re-activate** for an Inactive user.
- Statuses: Active, Pending: new user, Pending: changes, Pending: deactivation, Pending: deletion, Inactive, Locked, Rejected.

Create a user

1. Click **Add user**.
2. Fill **Login ID**, **Name**, **Temporary Password** and **Temporary Confirm Password** (mandatory), and optionally **Email** and **Employee-ID**.
3. Click **Save**. The user is created as "Pending: new user".
4. Another administrator approves it from the list.

Deactivate a user

1. Click **Deactivate...** on the row.
2. Type the **Reason** (mandatory) and click **Deactivate**.
3. The user becomes "Pending: deactivation" and stays usable until another administrator approves it.

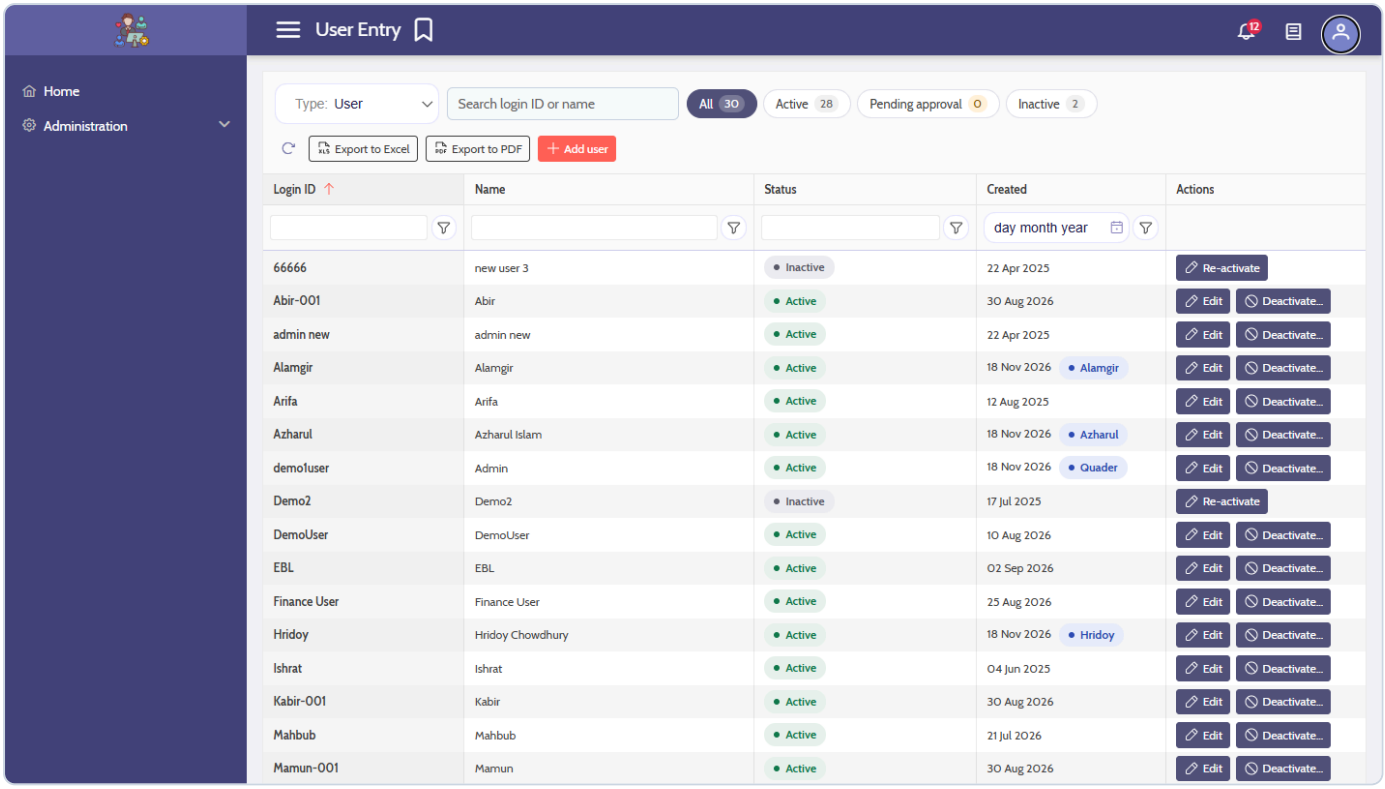


Figure 6.1 – User list

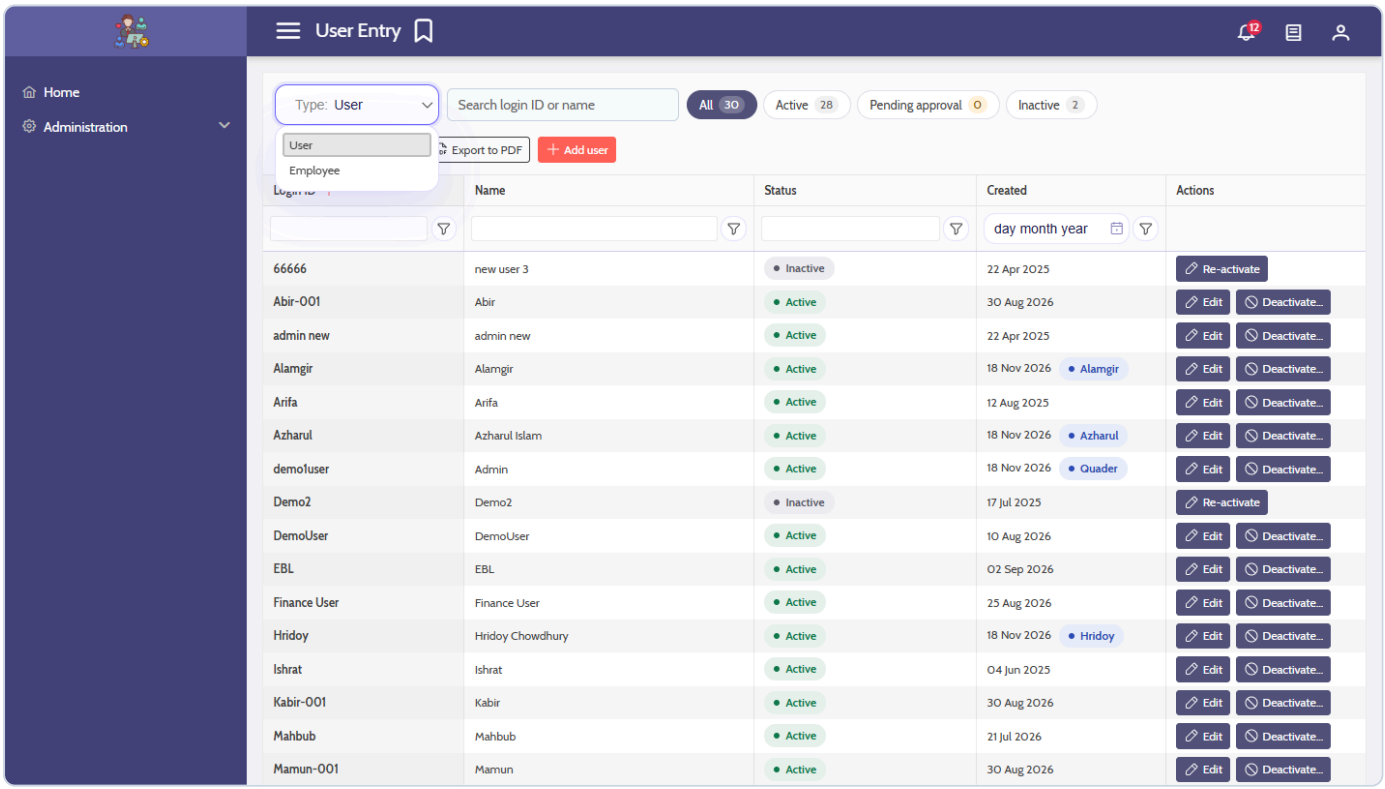


Figure 6.2 – Type dropdown: User or Employee

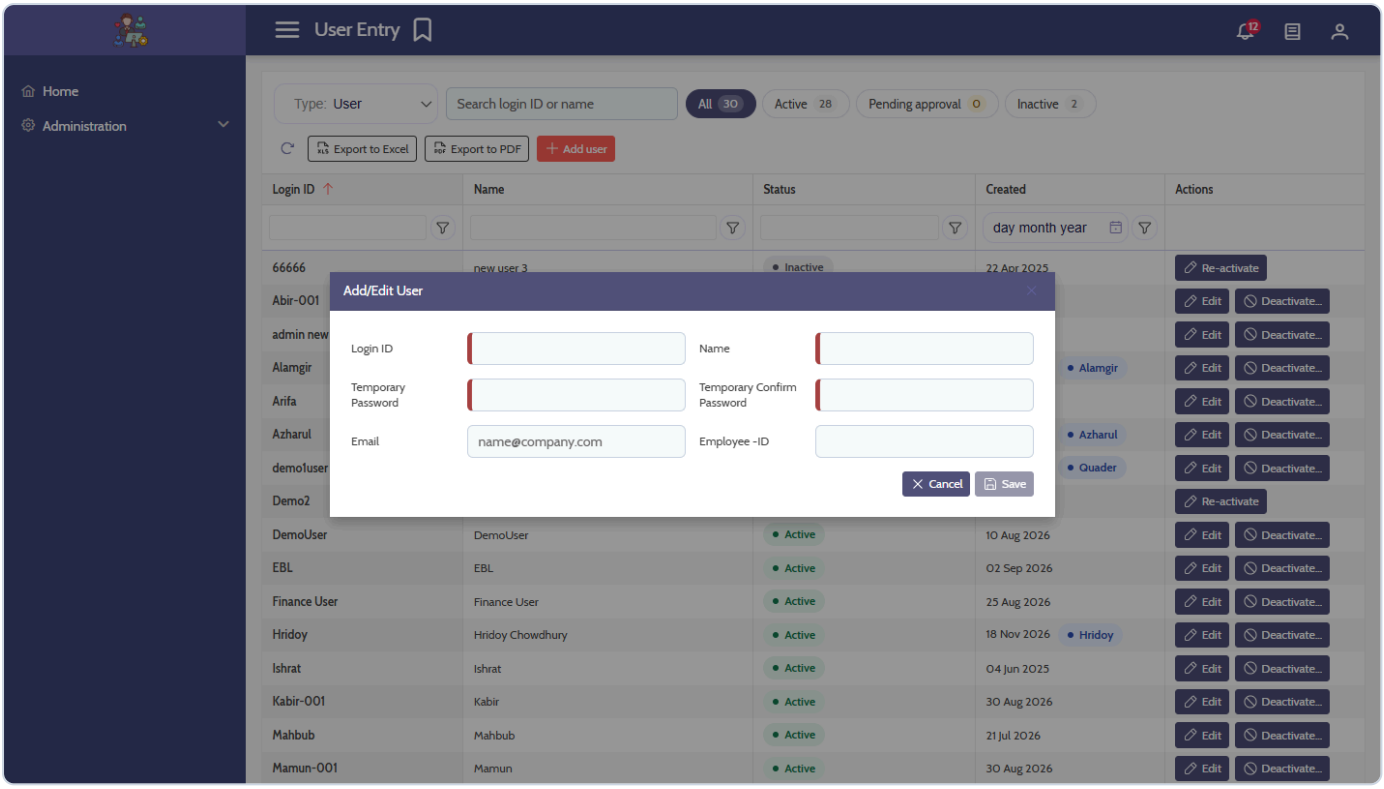


Figure 6.3 – Add user form

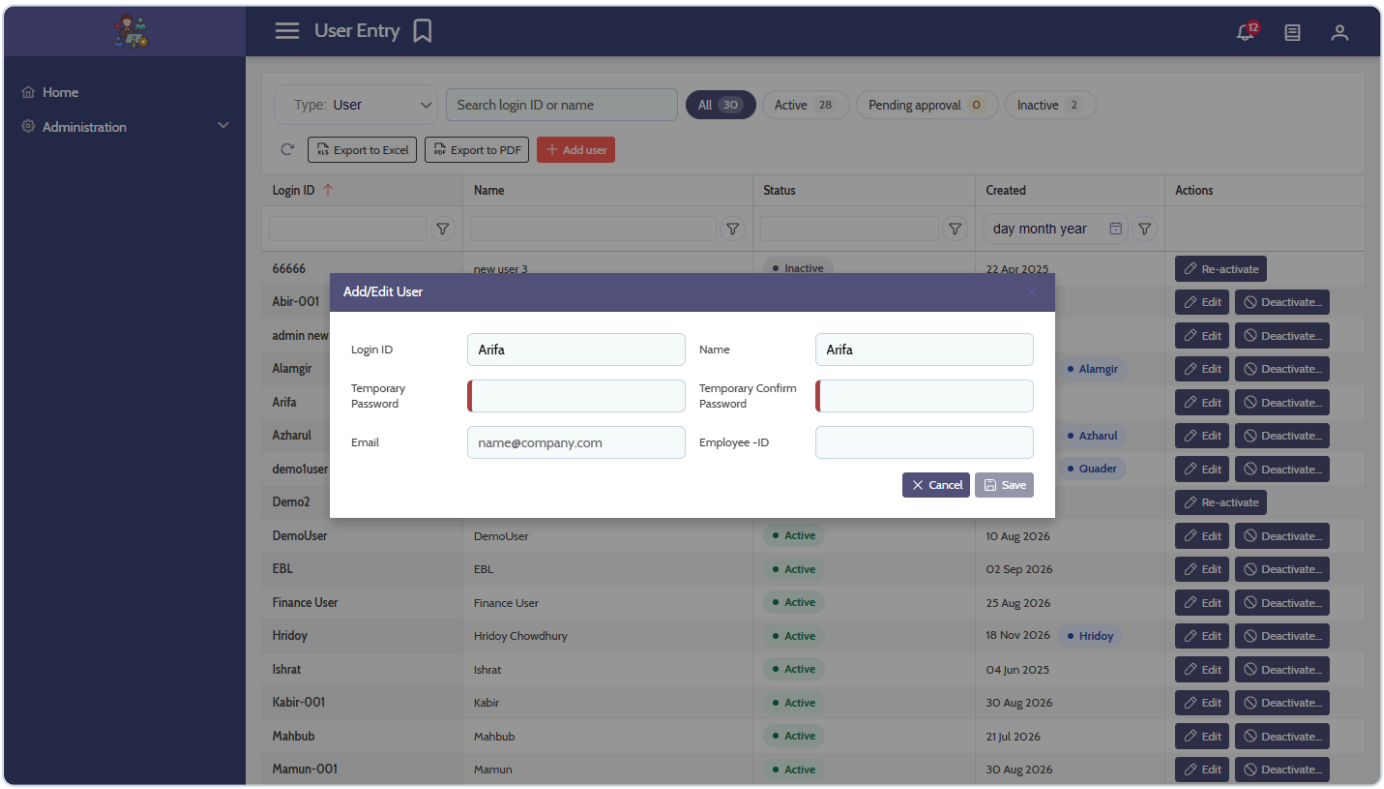


Figure 6.4 – Edit user form (Login ID and Name filled; new temporary password needed)

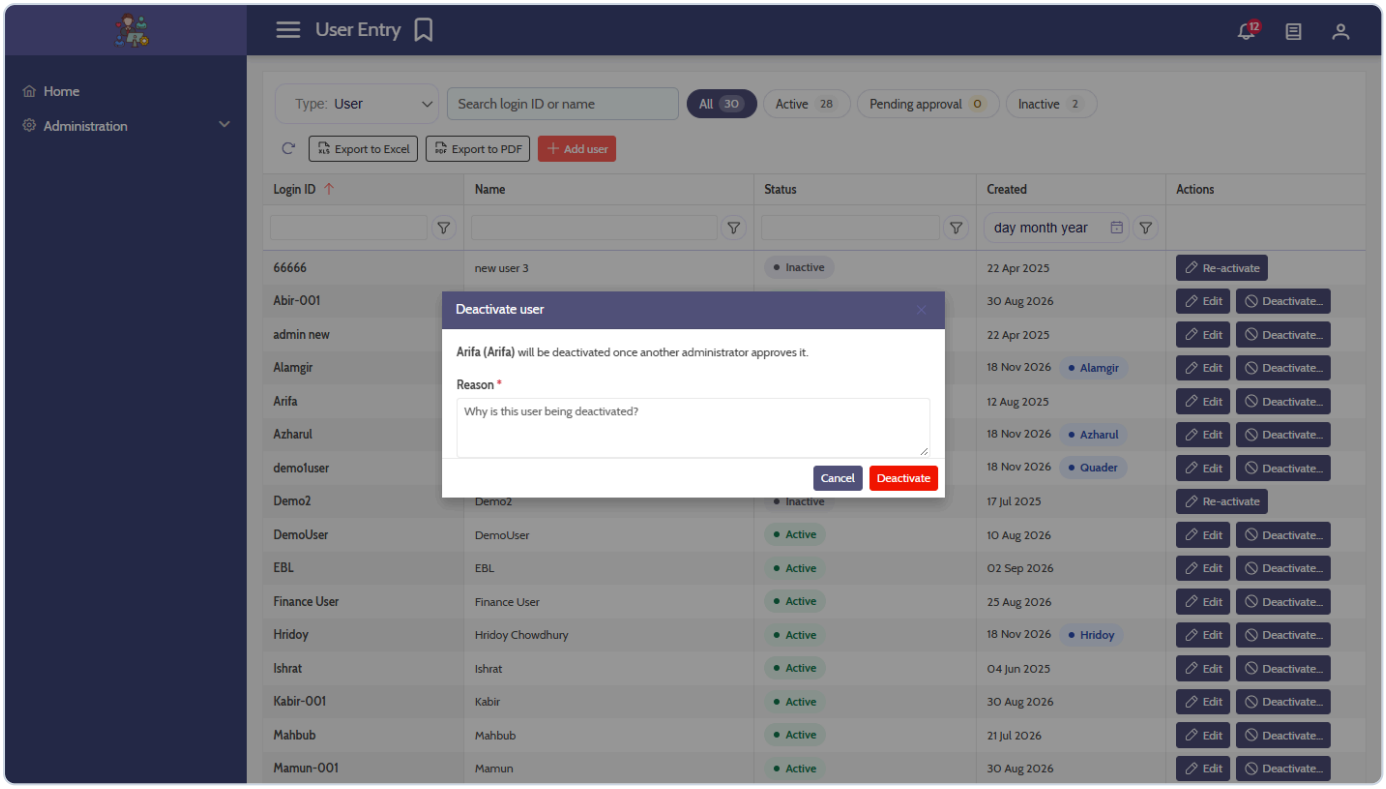


Figure 6.5 – Deactivate user: a reason is required, and another administrator must approve

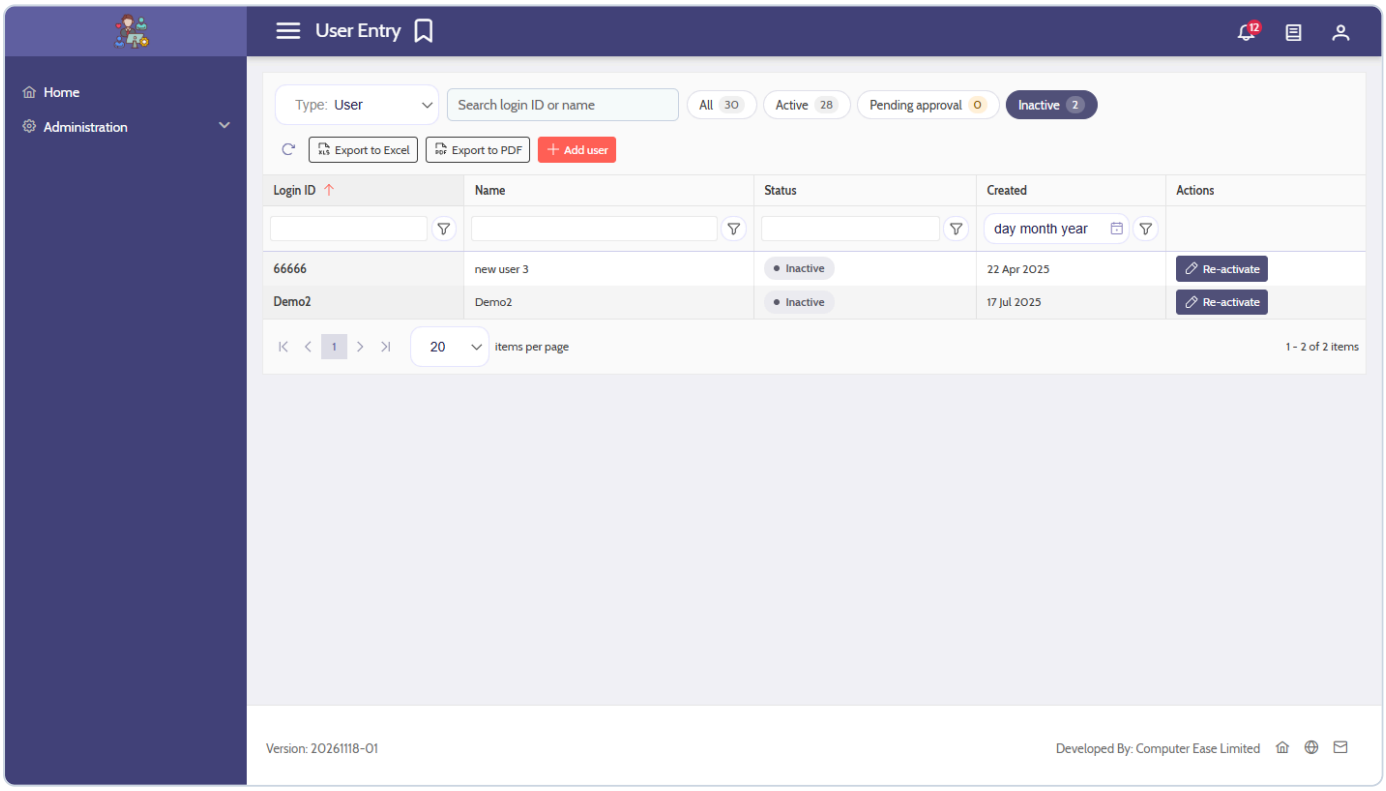


Figure 6.6 – Inactive chip: inactive users show a "Re-activate" action

TC ID	Scenario	Steps	Expected Result	Status
TC-US-01	List loads	1. Open Administration › User	Users are listed with status, created date and actions	Pass
TC-US-02	Type switch	1. Open Type 2. Choose Employee, then User	The list switches between employee logins and back-office users	Pass

TC ID	Scenario	Steps	Expected Result	Status
TC-US-03	Status chips	1. Click Active, Pending approval, Inactive	List filters by status; counts match	Pass
TC-US-04	Add form opens	1. Click Add user	Add/Edit User form opens; Save stays disabled until mandatory fields are filled	Pass
TC-US-05	Edit form opens	1. Click Edit on an Active user	Form opens with Login ID and Name filled	Pass
TC-US-06	Deactivate needs a reason	1. Click Deactivate… 2. Leave Reason empty 3. Click Deactivate	Error "Please enter reason"	Not Run
TC-US-07	Deactivate dialog can be cancelled	1. Click Deactivate… 2. Click Cancel	Dialog closes; the user stays Active	Pass
TC-US-08	Create user	1. Add user with all mandatory fields 2. Save	User appears as "Pending: new user"	Not Run
TC-US-09	Password mismatch	1. Add user 2. Different values in the two password fields 3. Save	Save is refused	Not Run
TC-US-10	MAKER-CHECKER Maker cannot approve	1. As the creator, click Approve on your own pending user	Error "Created user and Approve user can't be Same."	Not Run
TC-US-11	MAKER-CHECKER Checker approves	1. Log in as another administrator 2. Approve the pending user	Status becomes Active; a row appears in Audit log › User History	Not Run
TC-US-12	MAKER-CHECKER Reject	1. As checker click Reject on a pending user	The pending change is dropped	Not Run
TC-US-14	MAKER-CHECKER Pending user cannot be edited	1. Edit or deactivate a user (it becomes pending) 2. Look at that row's actions	Only Approve / Reject are shown; no Edit or Deactivate until it is approved or rejected	Not Run
TC-US-15	MAKER-CHECKER Maker cannot reject own change	1. As the creator, click Reject on your own pending user	Refused: "Created user and Approve user can't be Same."	Not Run
TC-US-13	Re-activate	1. Click Re-activate on an Inactive user 2. Save 3. Approve as another administrator	User becomes Active	Not Run

7. User Role Permission

> **⚠ MAKER-CHECKER RULE: PERSON'S ROLES**
>
> 1. A change saved here is **pending**. It does **not** take effect until it is approved.
> 2. **No one can edit it while it is pending, including the maker.** On screen, the role ticks are locked and **Send for approval** is hidden; the dialog shows "Change waiting for approval". If an edit is still attempted, the system replies "This person already has a role change waiting for approval. Approve or reject it first."
> 3. **The maker cannot approve or reject their own change.** The system replies "You cannot approve a change you made yourself. Another user must approve it." (the row is marked "Your change")
> 4. **Only a different Super User** (the checker) can approve or reject it. After that it can be edited again.

Purpose: give users (Admin roles) and employees (Self Service roles) their roles. Every change is sent for approval, and another administrator approves or rejects it. Only approved roles can be given.

All assignments tab

- Toggle **Admin** / **Self Service** to see back-office users or employees.
- Search, status chips **All / Waiting for approval / Up to date**, Reload, Export to Excel / PDF, and **Assign roles**.
- Each row shows the person's current roles and an **Edit** button.

Assign or change roles

1. Click **Assign roles** (or **Edit** on a row).
2. Choose the **Role type**, then the **User** (for Self Service, first the Payroll type, then the Employee).
3. Tick or untick roles. Use **Search role**, **Select all** and **Clear** if needed. Each role shows Active, Not assigned, To be added or To be removed.
4. The footer shows how many roles will be added or removed. Click **Send for approval**, or **Reset** to undo your ticks.

Pending approvals tab

Lists everyone whose role change is waiting, with **Will get**, **Will lose** and **Requested by**. Your own requests are marked "Your change" and cannot be approved by you. Tick several rows and use **Approve selected** or **Reject selected**, or click **Open** to review one person.

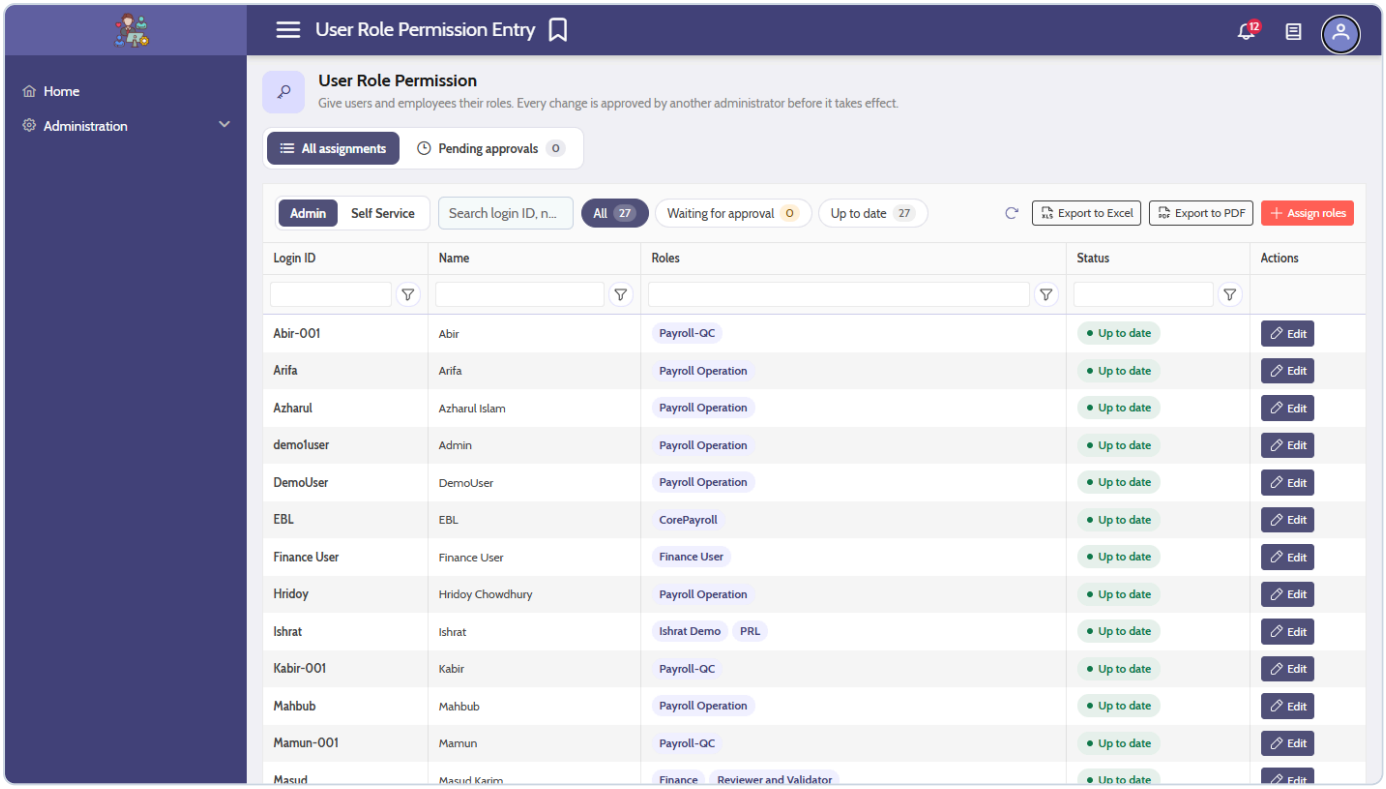


Figure 7.1 – All assignments (Admin)

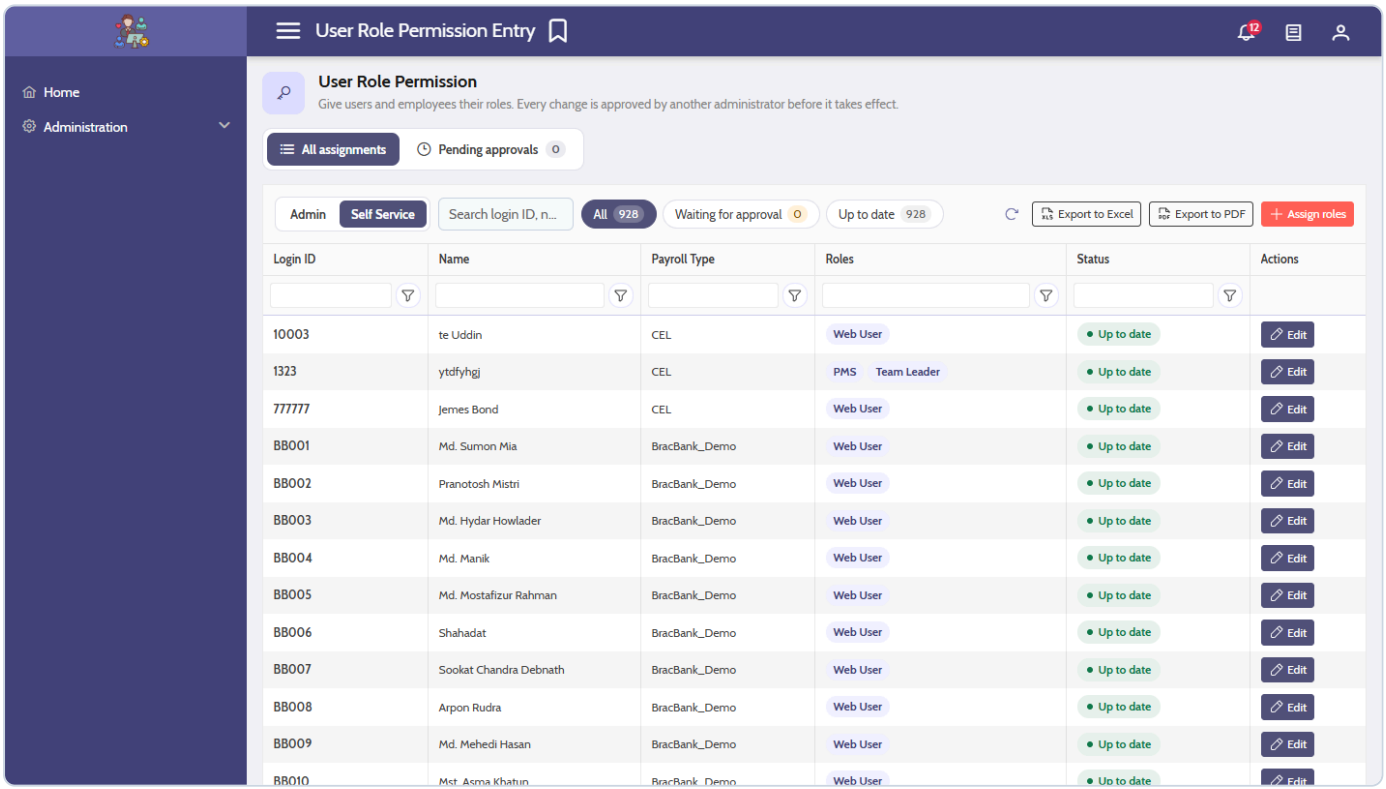


Figure 7.2 – All assignments (Self Service)

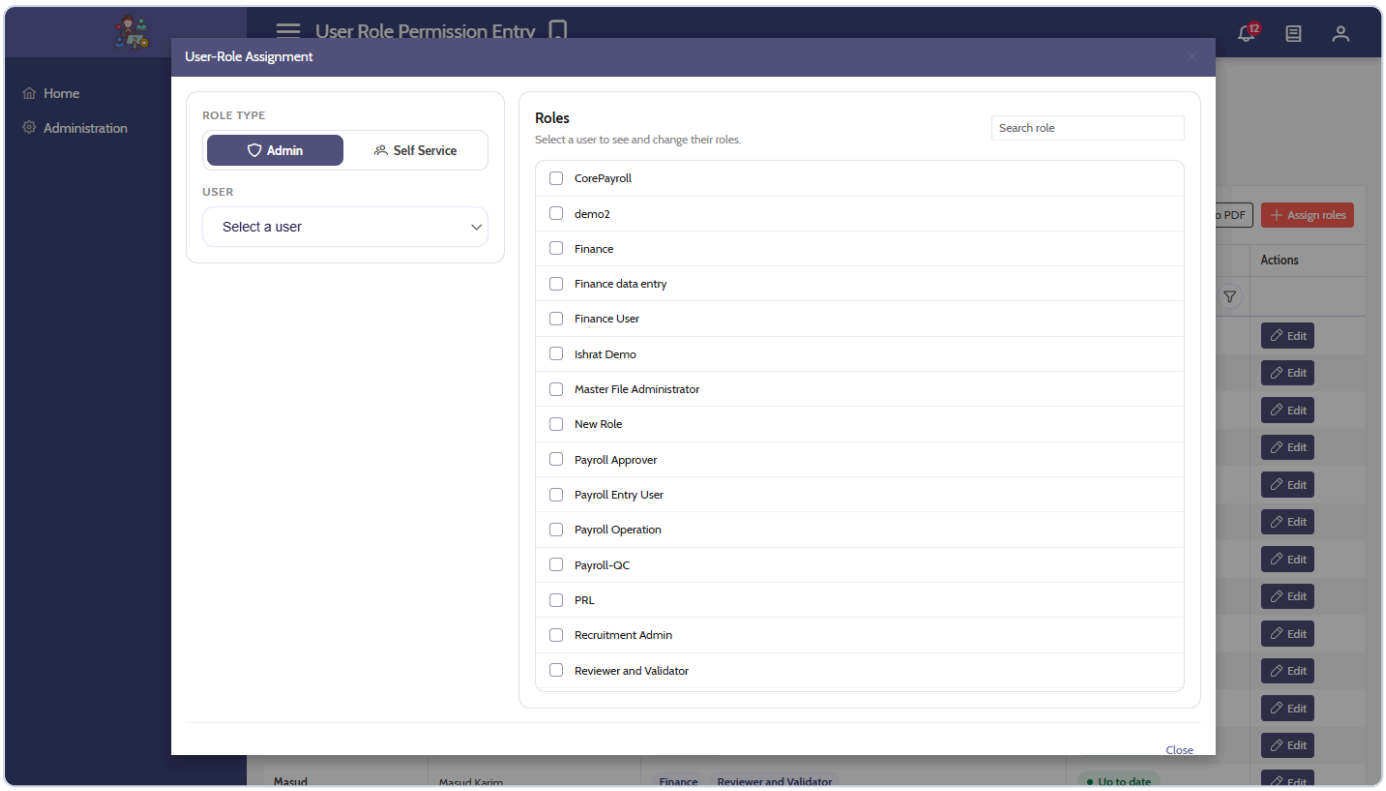


Figure 7.3 – Assign roles: choose the role type and the user first

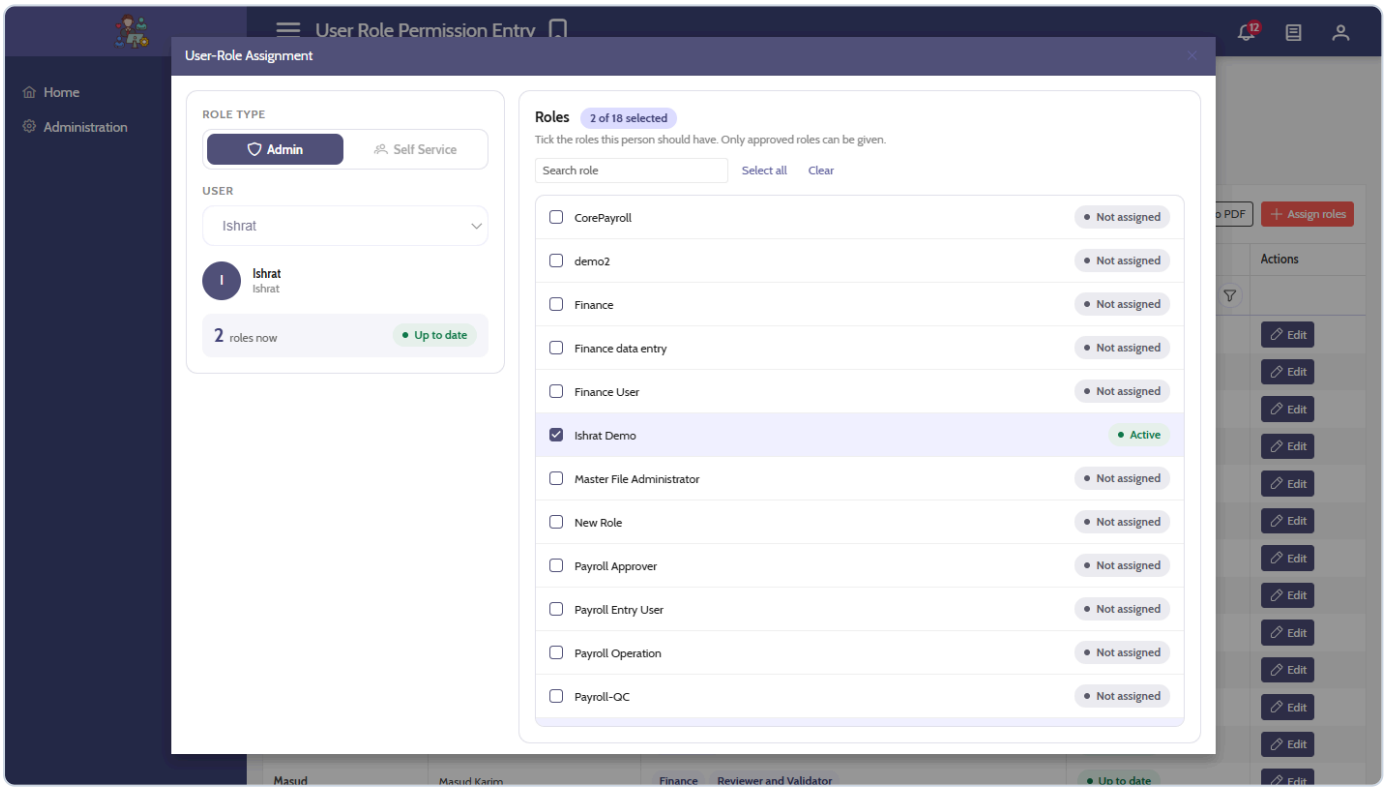


Figure 7.4 – Edit: the user's current roles are ticked, each with its state

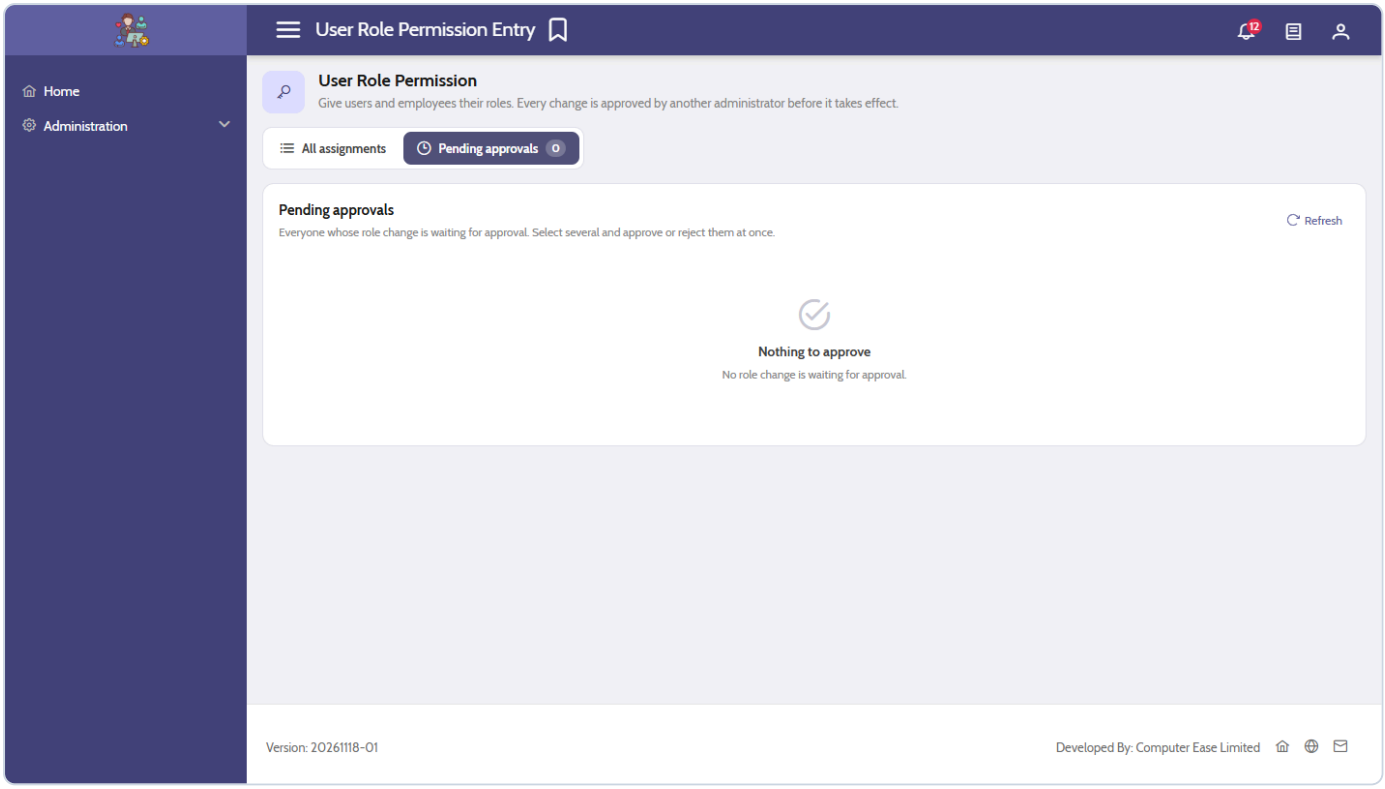


Figure 7.5 – Pending approvals (empty at the time of testing)

TC ID	Scenario	Steps	Expected Result	Status
TC-UR-01	List loads	1. Open Administration › User Role Permission	All assignments shows users with their roles and status	Pass
TC-UR-02	Admin / Self Service toggle	1. Click Self Service, then Admin	List switches between employees and back-office users	Pass
TC-UR-03	Assign dialog opens	1. Click Assign roles	Dialog asks for role type and user; the role list is disabled until a user is chosen	Pass
TC-UR-04	Edit shows current roles	1. Click Edit on a row	Dialog opens with the user's roles ticked and "Up to date"	Pass
TC-UR-05	Pending tab	1. Click Pending approvals	Pending list, or "Nothing to approve" when empty	Pass
TC-UR-06	Send for approval	1. Edit a user 2. Tick one more role 3. Send for approval	Row shows "Waiting for approval"; pending count +1	Not Run
TC-UR-07	MAKER-CHECKER Maker cannot approve or reject own change	1. Open your own pending change	Marked "Your change"; Approve/Reject are not available to you	Not Run
TC-UR-08	MAKER-CHECKER Checker approves	1. Log in as another administrator 2. Approve the change	User now has the new role; Audit log › User Role History shows it	Not Run
TC-UR-09	MAKER-CHECKER Bulk approve / reject	1. Tick several pending rows 2. Approve selected (or Reject selected)	All selected changes are approved (or dropped); your own changes cannot be selected	Not Run

TC ID	Scenario	Steps	Expected Result	Status
TC-UR-11	MAKER-CHECKER Pending change cannot be edited	1. Send a role change for a person 2. Open the same person again (as maker or anyone)	Role ticks are locked and Send for approval is hidden; a new request is refused: "This person already has a role change waiting for approval. Approve or reject it first."	Not Run
TC-UR-10	Reset	1. Tick or untick roles 2. Click Reset	Selection returns to the current roles	Not Run

8. User Access Type

> **⚠ MAKER-CHECKER RULE: USER'S PAYROLL ACCESS**
>
> 1. A change saved here is **pending**. It does **not** take effect until it is approved.
> 2. **No one can edit it while it is pending, including the maker.** On screen, the payroll-type ticks are locked and **Send for approval** is hidden; the page shows "Change waiting for approval". If an edit is still attempted, the system replies "This user already has an access change waiting for approval. Approve or reject it first."
> 3. **The maker cannot approve or reject their own change.** The system replies "You cannot approve a change you made yourself. Another user must approve it." (the row is marked "Your change")
> 4. **Only a different Super User** (the checker) can approve or reject it. After that it can be edited again.

Purpose: choose which **payroll types** a user can work in. A new access is not usable until it is approved; a removed access stays usable until the removal is approved.

How to use

1. On **Manage access**, choose a **User**. The left card shows how many payroll types they use and whether a change is waiting.
2. On the right, tick the payroll types the user should have and untick the ones to remove. Each row shows Active, No access, To be added or To be removed.
3. The footer counts the changes. Click **Send for approval**, or **Reset** to undo.
4. Another administrator approves or rejects from the **Pending approvals** tab (one by one with Open, or with Approve selected / Reject selected).

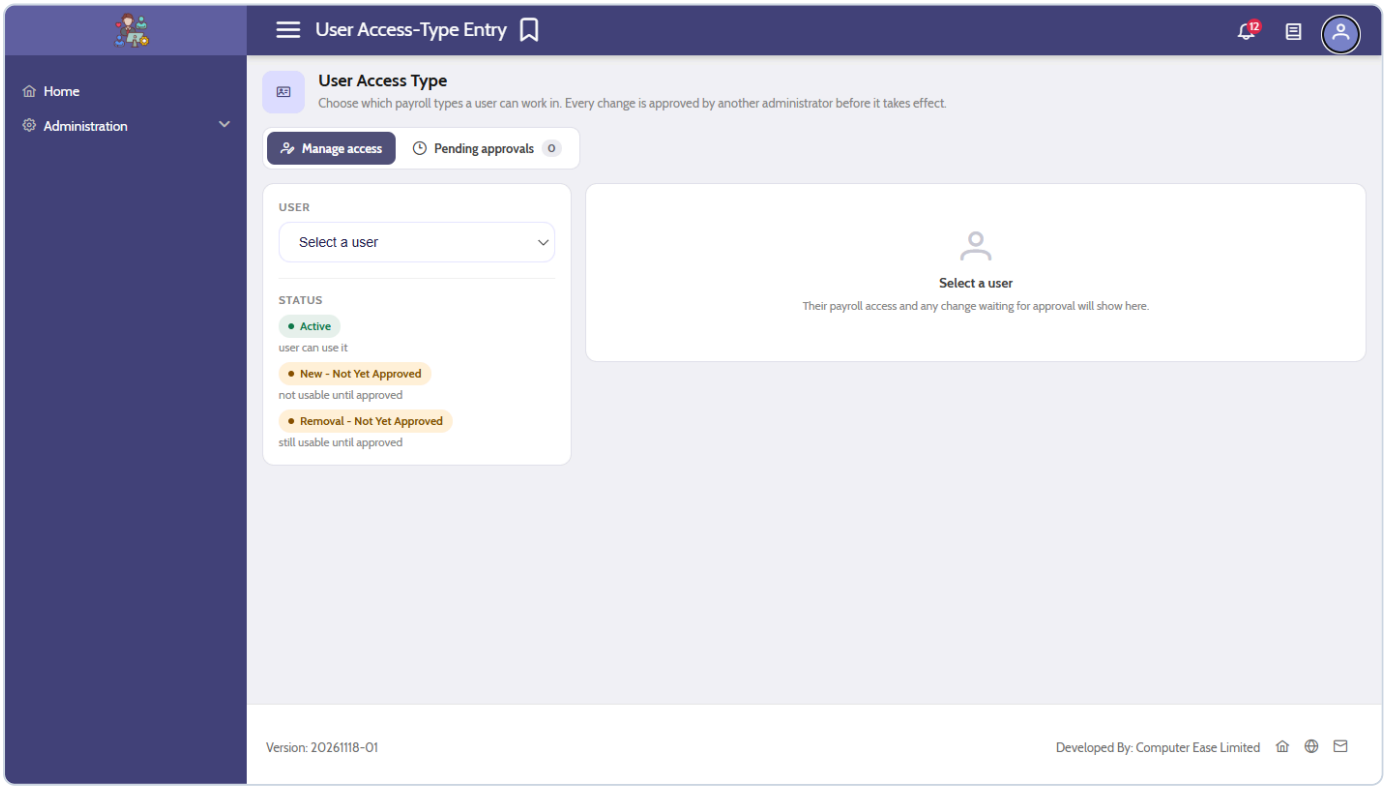


Figure 8.1 – User Access Type, before a user is chosen, with the status legend

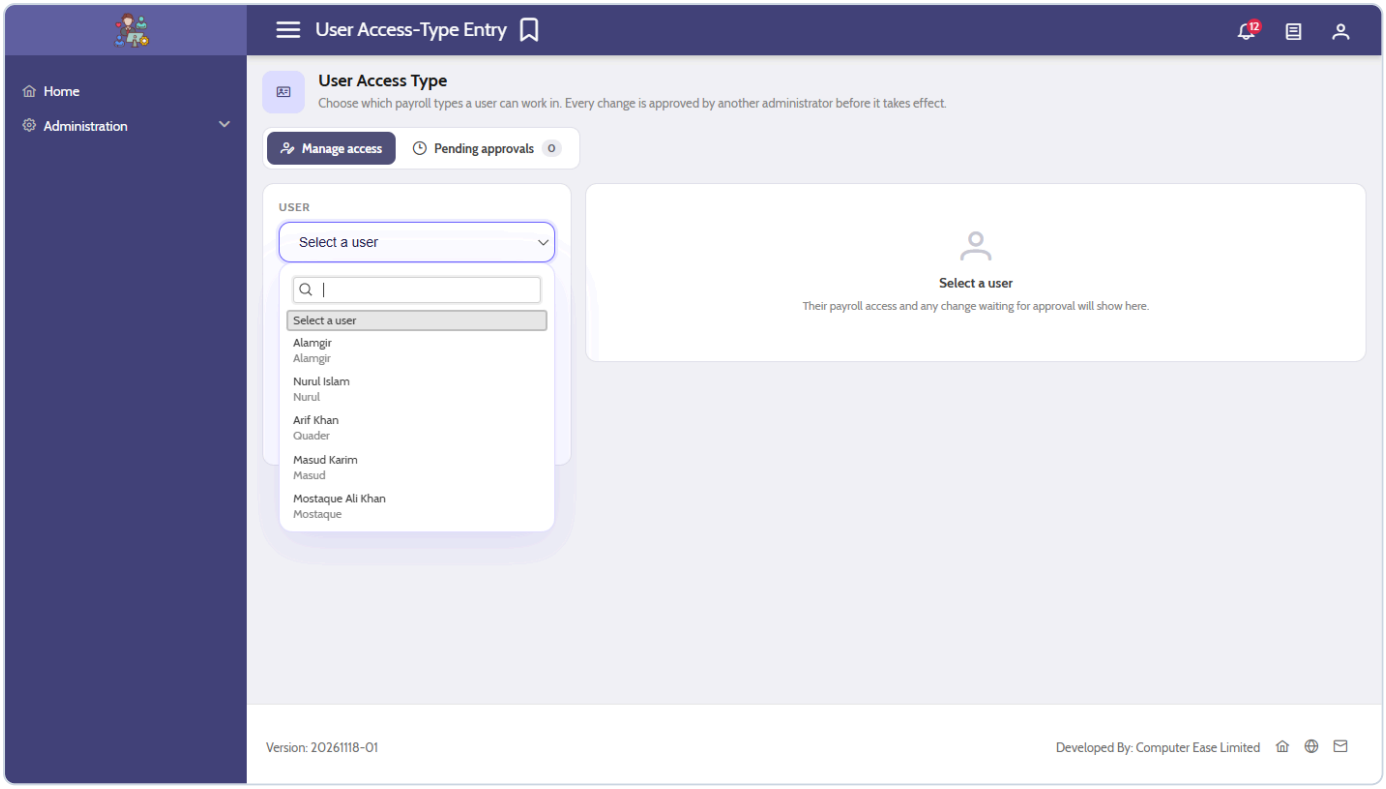


Figure 8.2 – User dropdown

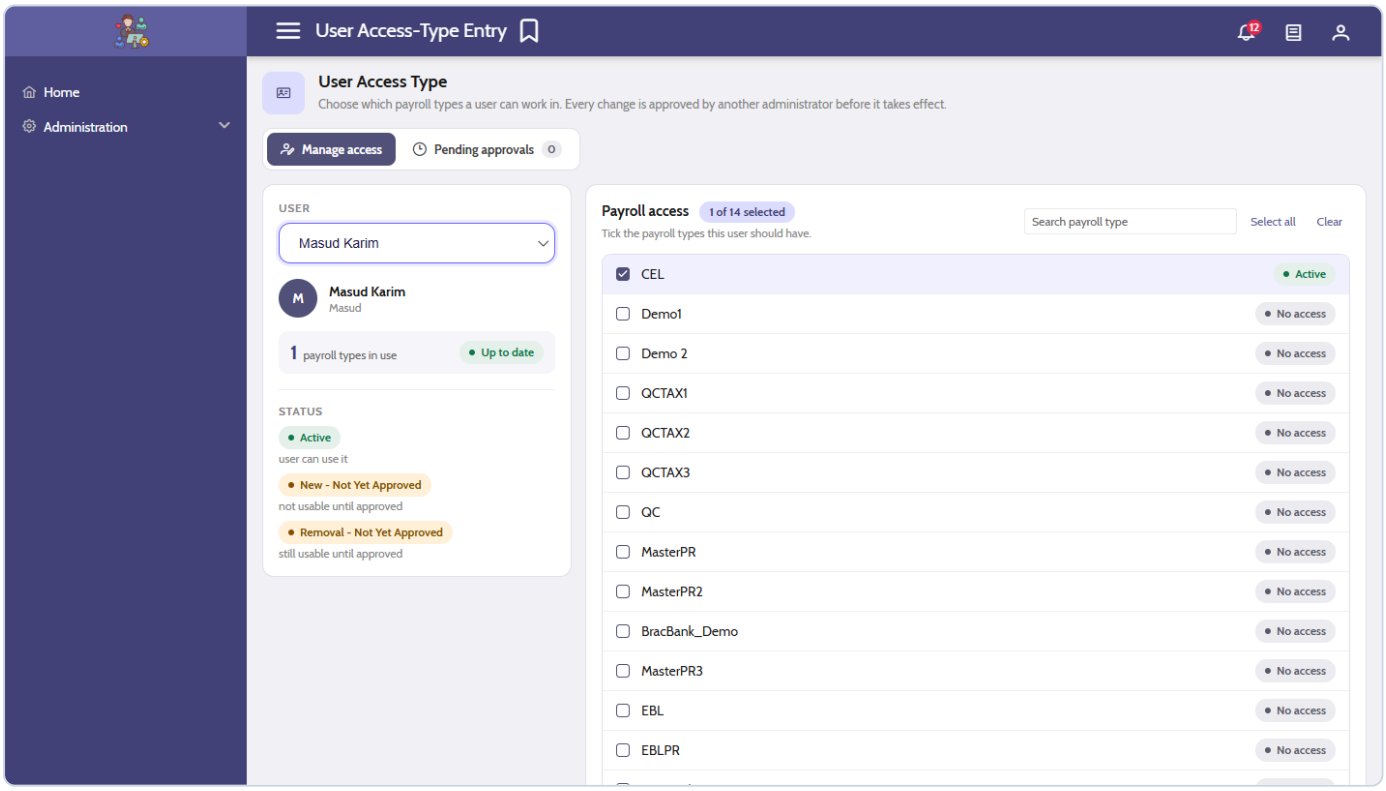


Figure 8.3 – A user chosen: their payroll access is listed

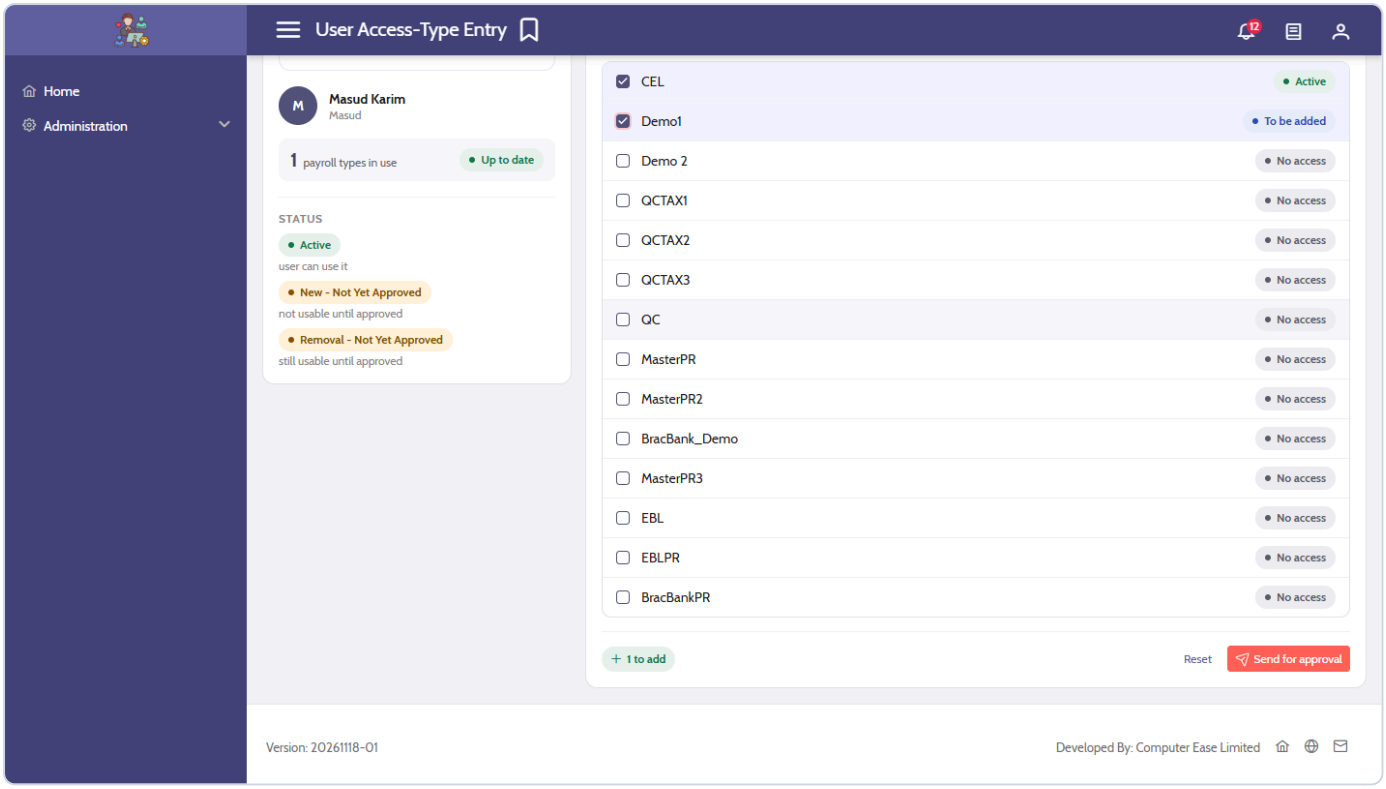


Figure 8.4 – A payroll type ticked: "To be added", "1 to add", Send for approval (then Reset was clicked; nothing was sent)

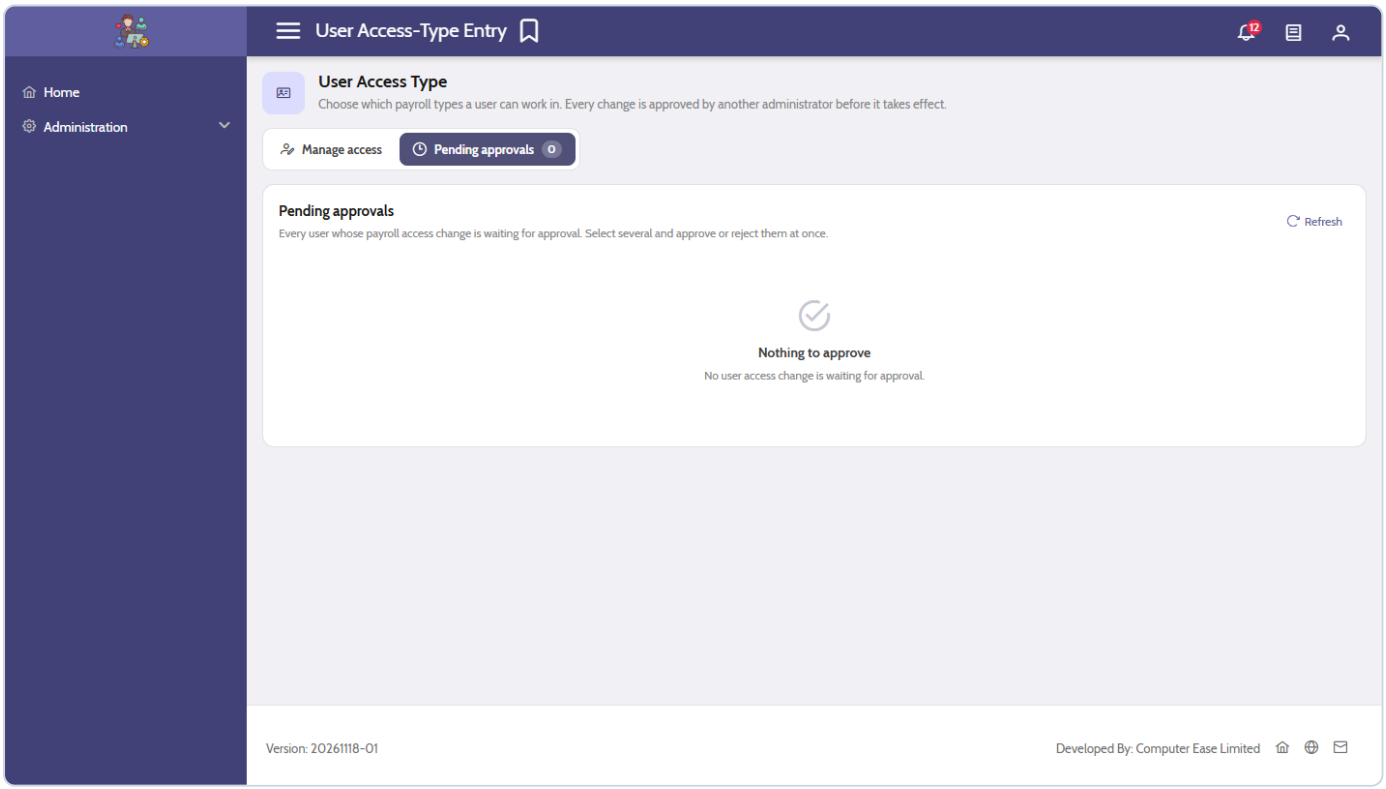


Figure 8.5 – Pending approvals tab

TC ID	Scenario	Steps	Expected Result	Status
TC-UA-01	Page loads	1. Open Administration › User Access Type	"Select a user" message and the status legend are shown	Pass
TC-UA-02	Choose a user	1. Choose a user	All payroll types are listed; the user's current ones are ticked and Active	Pass

TC ID	Scenario	Steps	Expected Result	Status
TC-UA-03	Draft change	1. Tick a payroll type	Row shows "To be added"; footer shows "1 to add"; Send for approval is enabled	Pass
TC-UA-04	Reset	1. After ticking, click Reset	Selection returns to the current access	Pass
TC-UA-05	Pending tab	1. Click Pending approvals	Pending list, or "Nothing to approve"	Pass
TC-UA-06	Send for approval	1. Tick a payroll type 2. Send for approval	Row becomes "New – Not Yet Approved"; the user cannot use it yet	Not Run
TC-UA-07	Request removal	1. Untick an Active payroll type 2. Send for approval	Row becomes "Removal – Not Yet Approved"; still usable until approved	Not Run
TC-UA-08	MAKER-CHECKER Maker cannot approve or reject	1. As maker open your own pending change	Marked "Your change"; cannot approve it	Not Run
TC-UA-09	MAKER-CHECKER Checker approves	1. Log in as another administrator 2. Approve	Access becomes live (or is removed); Audit log › User Access Type History shows it	Not Run
TC-UA-10	MAKER-CHECKER Checker rejects	1. Reject a pending change	Access stays as it was before the request	Not Run
TC-UA-11	MAKER-CHECKER Pending change cannot be edited	1. Send an access change for a user 2. Open the same user again (as maker or anyone)	Ticks are locked and Send for approval is hidden; a new request is refused: "This user already has an access change waiting for approval. Approve or reject it first."	Not Run

9. Change Password

Purpose: change the logged-in user's own password. The card shows who is logged in.

1. Enter the **Existing Password**.
2. Enter the **New Password** and repeat it in **Confirm Password**.
3. Click **Change Password**.

Rules: the new password cannot be the same as the current one, and the two new fields must match.

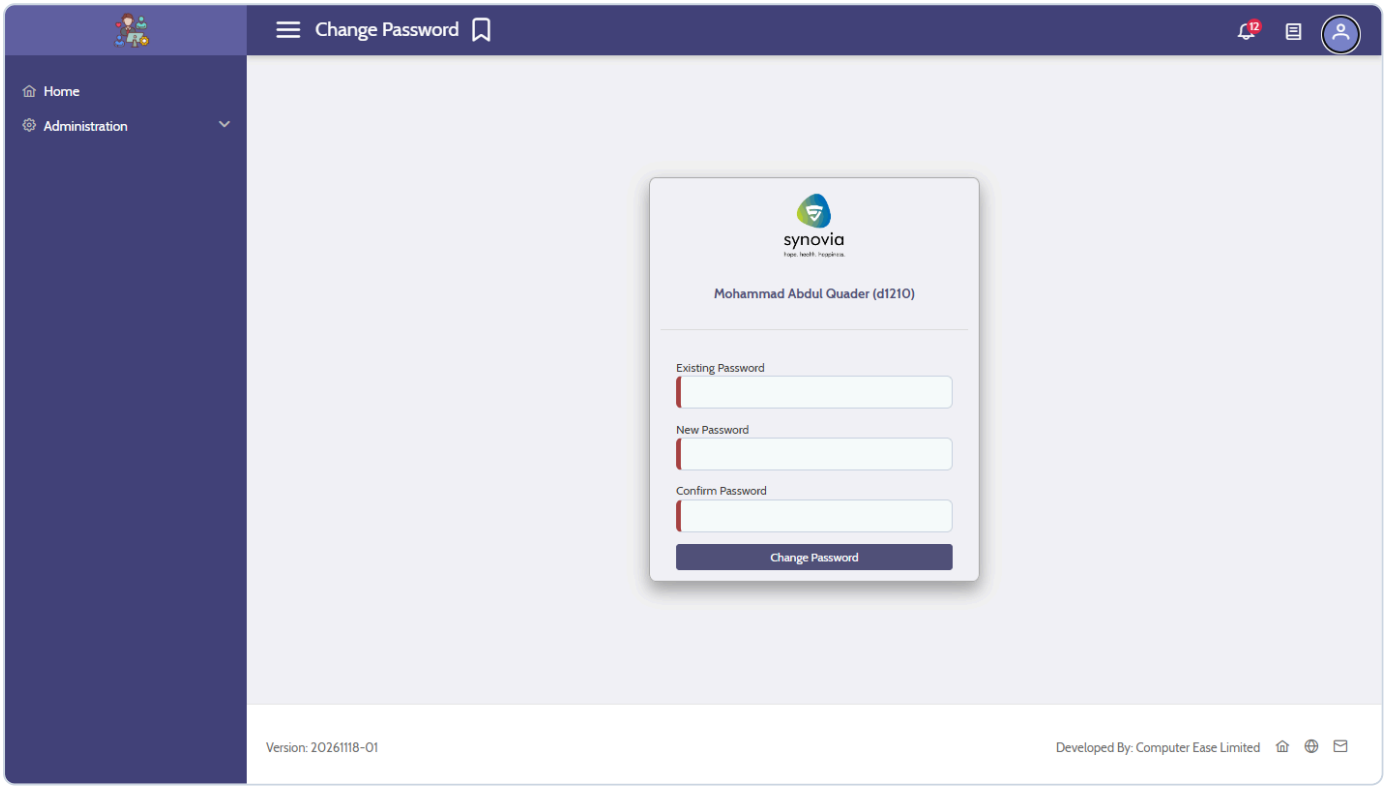


Figure 9.1 – Change Password

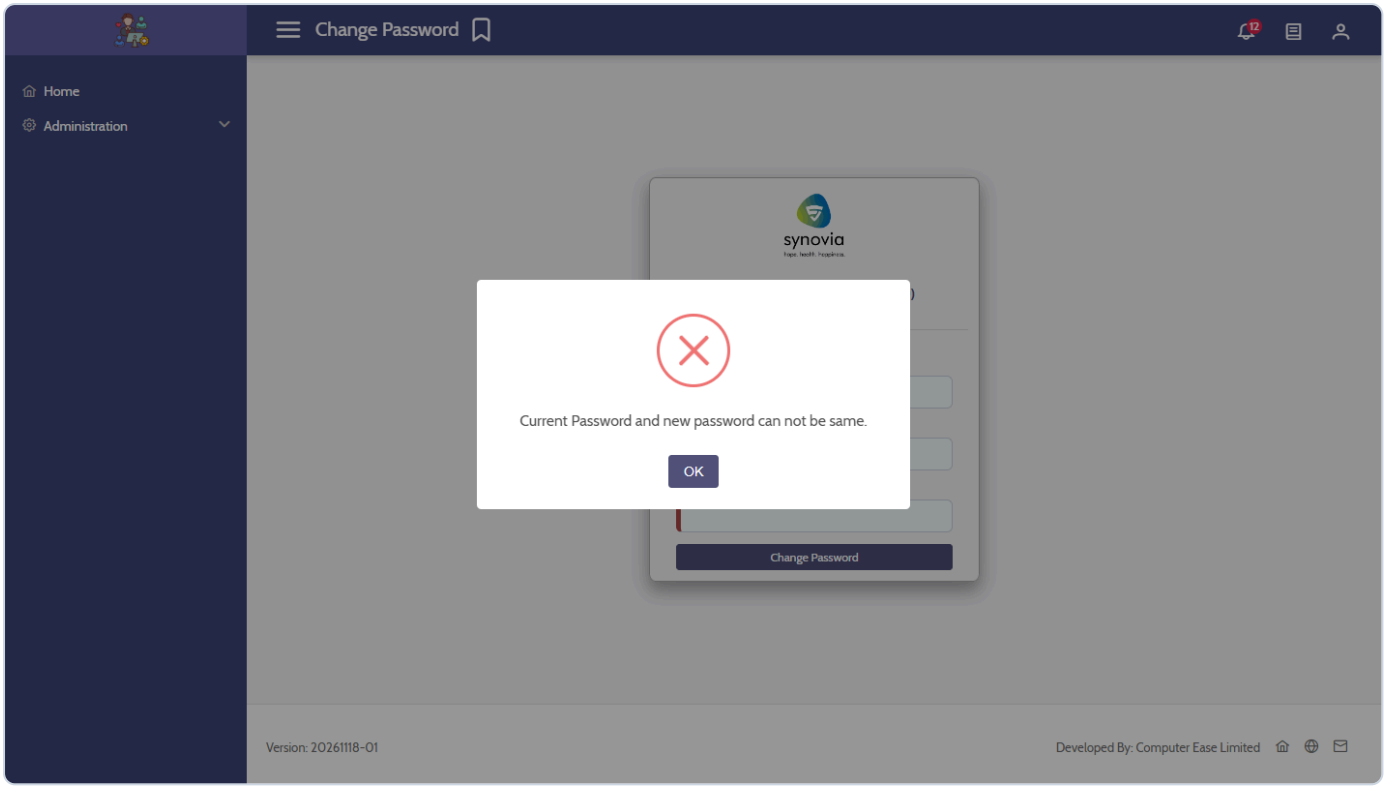


Figure 9.2 – Clicking Change Password with every field empty

TC ID	Scenario	Steps	Expected Result	Status
TC-CP-01	Page loads	1. Open Administration › Change Password	Card shows the user name and the three password fields	Pass
TC-CP-02	All fields empty	1. Click Change Password with every field empty	"Required fields are empty"	Fail
TC-CP-03	Same as current	1. Existing = New 2. Click Change Password	"Current Password and new password can not be same."	Not Run
TC-CP-04	Confirm mismatch	1. New and Confirm differ 2. Click Change Password	"Confirm password is not equal to new-Password"	Not Run
TC-CP-05	Wrong existing password	1. Wrong Existing Password 2. Valid new password	Error from the server; password not changed	Not Run
TC-CP-06	Successful change	1. Correct existing password 2. Valid new password twice 3. Click Change Password	Success; the new password works at the next login	Not Run

10. Data Permission

Purpose: limit which employees a user can see, by **Category**, **Grade**, **Department** or **Location**, within a payroll type.

1. Choose the **User Type** (SuperUser, User, Employee), then the **User**.
2. Choose the **Payroll Type** and the **Permission Type**.
3. A picker for that permission type appears (for example Department). Search and pick the item.
4. Click **Add**. The permission is listed in the grid. Use the delete action on a row to remove a permission.

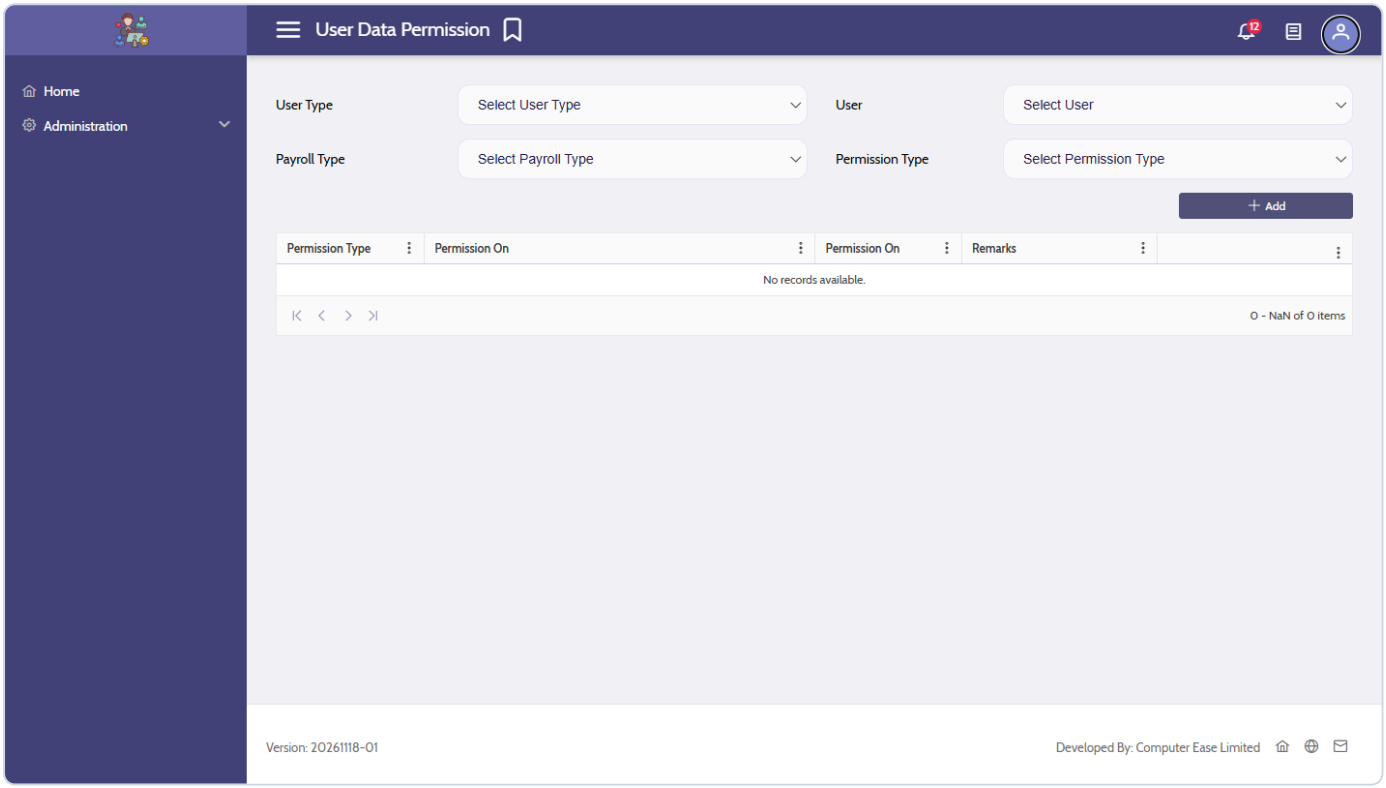


Figure 10.1 – Data Permission

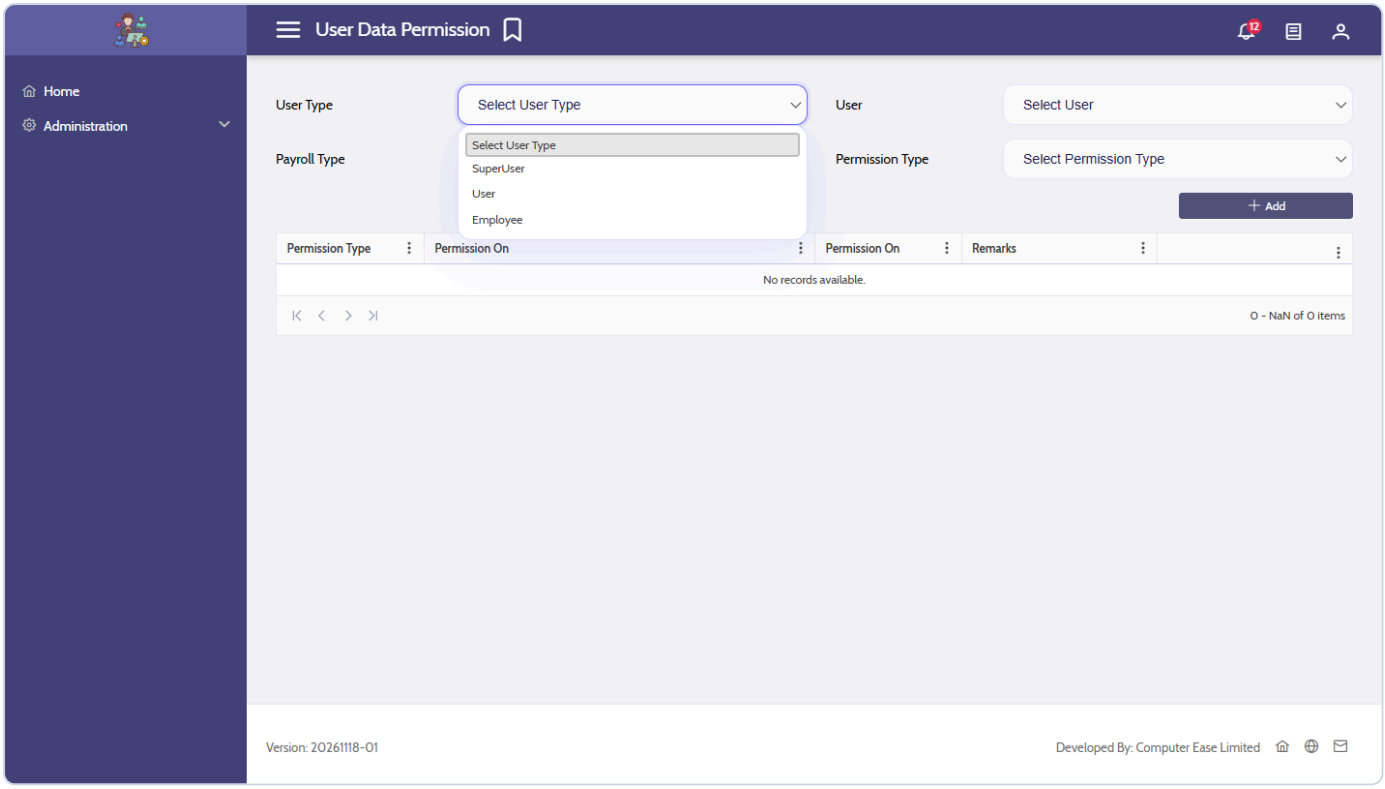


Figure 10.2 – User Type list: SuperUser, User, Employee

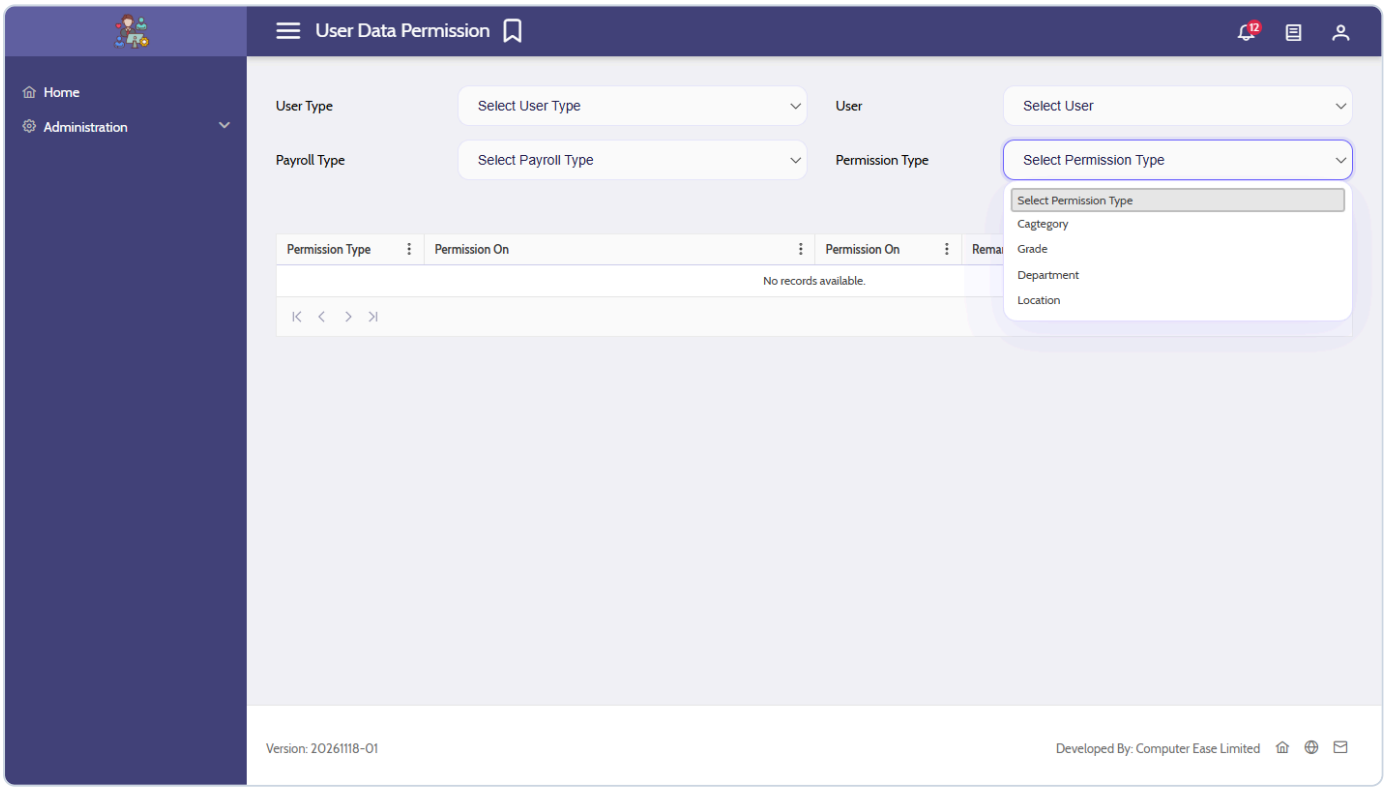


Figure 10.3 – Permission Type list

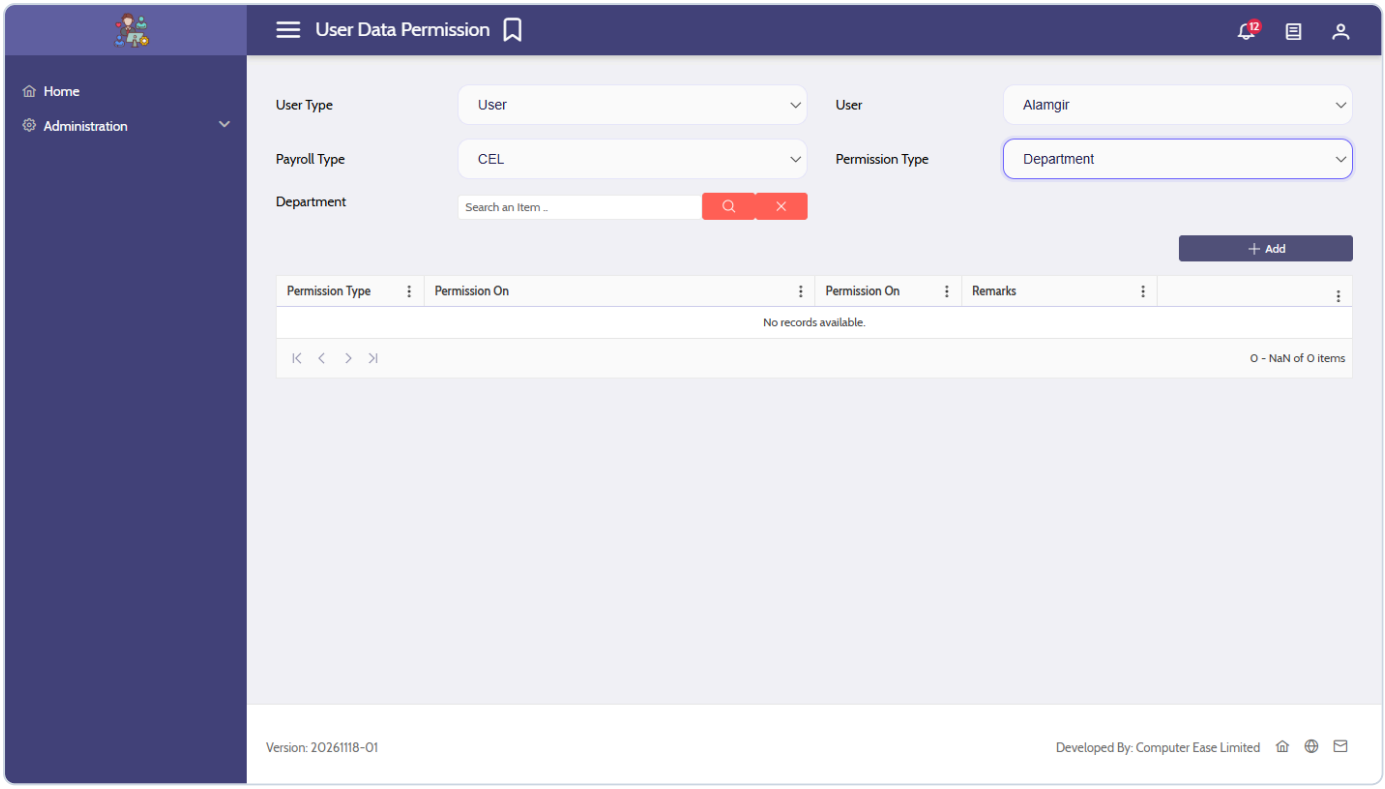


Figure 10.4 – User, Payroll Type and Permission Type chosen: the Department picker appears

TC ID	Scenario	Steps	Expected Result	Status
TC-DP-01	Page loads	1. Open Administration › Data Permission	Four dropdowns, Add button and an empty grid	Pass
TC-DP-02	User type list	1. Open User Type	SuperUser, User, Employee	Pass
TC-DP-03	Permission type list	1. Open Permission Type	Category, Grade, Department, Location	Fail
TC-DP-04	Picker by permission type	1. Choose Department	A Department search picker appears	Pass
TC-DP-05	Existing permissions load	1. Choose a user and payroll type that already has permissions	Grid lists them	Not Run
TC-DP-06	Mandatory fields	1. Leave a dropdown empty 2. Click Add	"Please Select Necessary Fields"	Not Run
TC-DP-07	Add permission	1. Fill everything, pick an item 2. Click Add	Permission saved and listed in the grid	Not Run
TC-DP-08	Delete permission	1. Click delete on a grid row	Permission is removed	Not Run
TC-DP-09	No page error on open	1. Open the page with the browser console open	No error in the console	Fail

11. Audit log (System Audit Log)

Purpose: read-only history. Nothing can be changed here. The page has seven tabs:

Tab	Shows
User Audit Trail	Every successful login and user switch: Login ID, Name, time, computer, IP address, device
Bad Login Attempt	Every failed login
Role History	Roles created, modified, deleted
Role Permission History	Menu permissions given to or taken from a role
User History	User created, modified, activated, deactivated
User Role History	Roles given to or taken from users
User Access Type History	Payroll types given to or taken from users

How to use

1. Open a tab. The dates default to the last 7 days.
2. Change **From Date** / **To Date** if needed and click **Load**.
3. Use **Search in all columns**, the column filters and sorting. The chip shows "shown of total records".
4. **Export to Excel** / **Export to PDF** export what is shown. Each tab keeps its own data when you move between tabs.

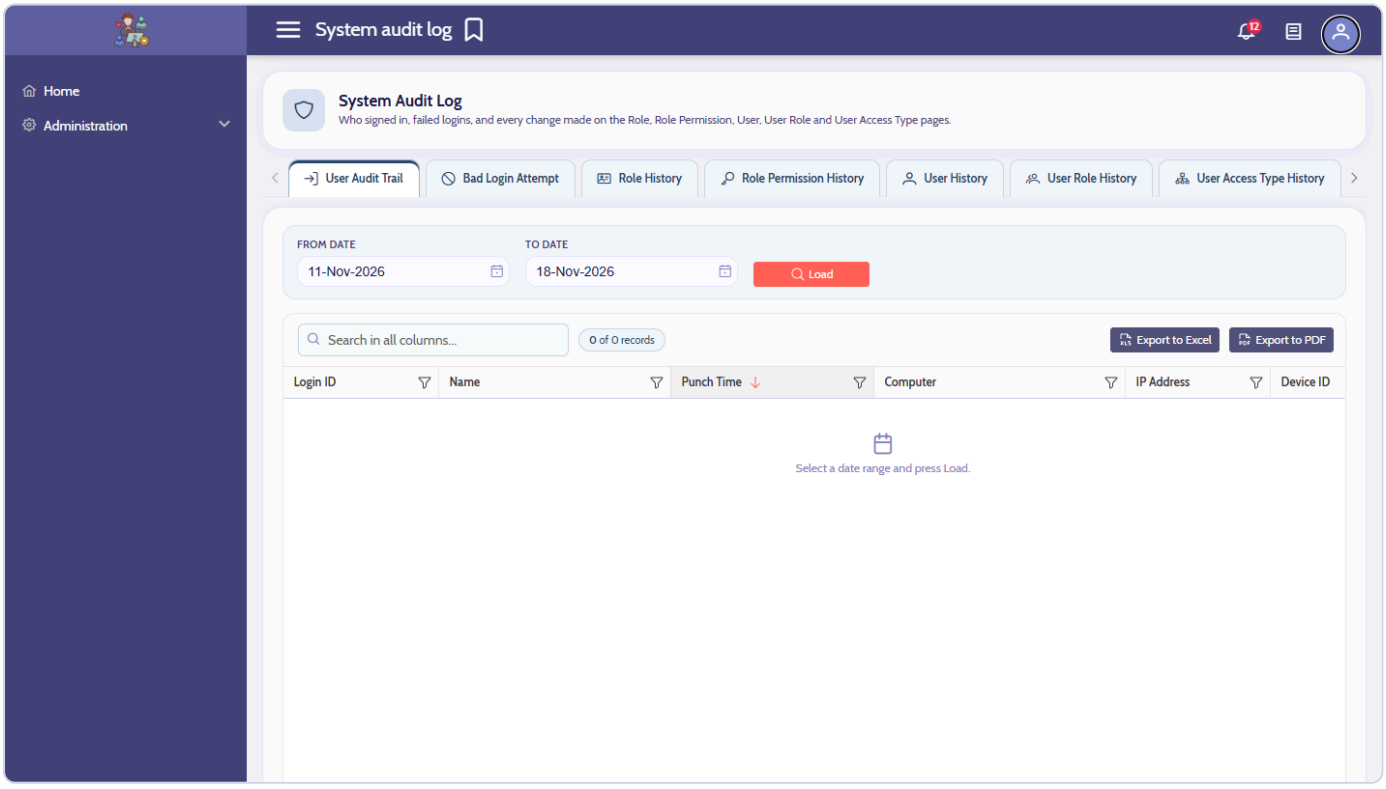


Figure 11.1 – Audit log before Load

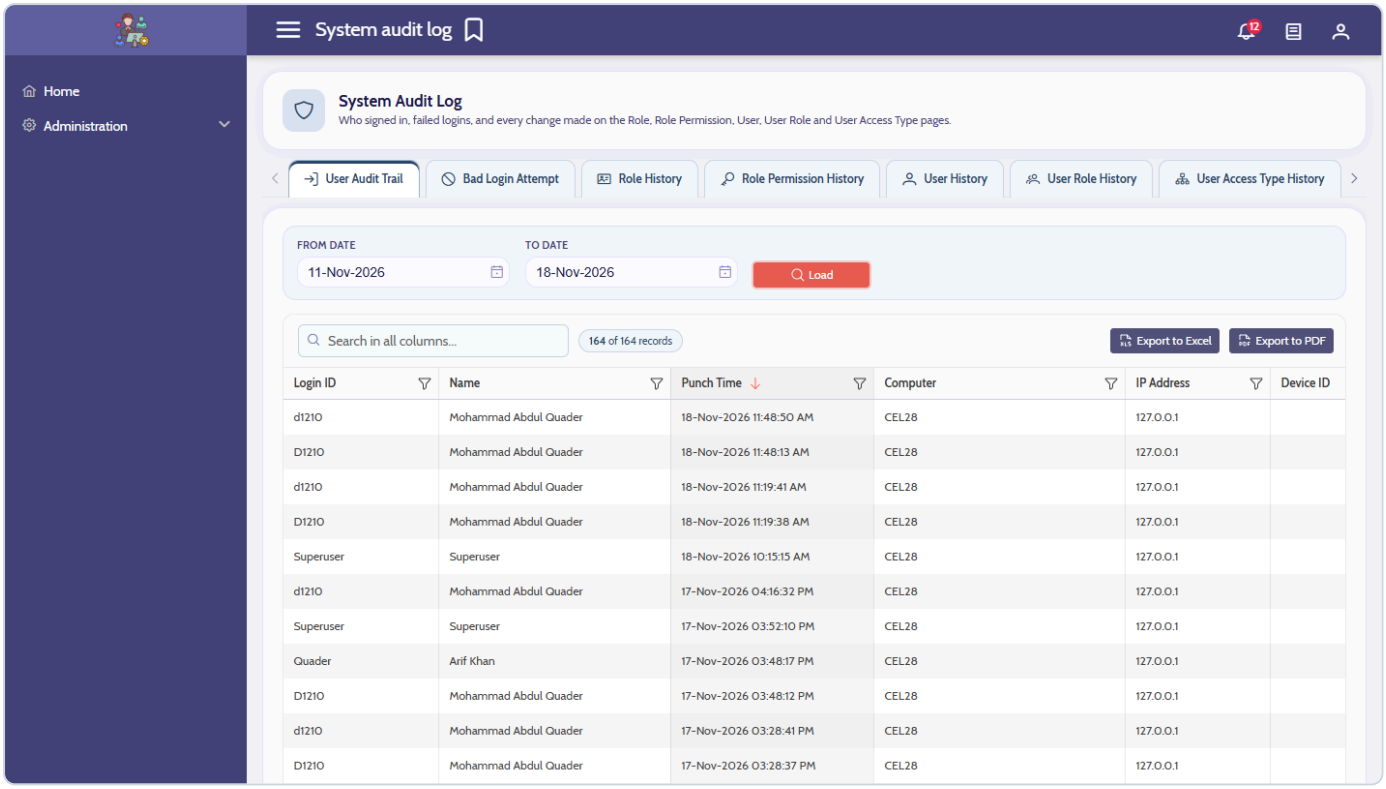


Figure 11.2 – User Audit Trail loaded (164 records, 11–18 Nov 2026)

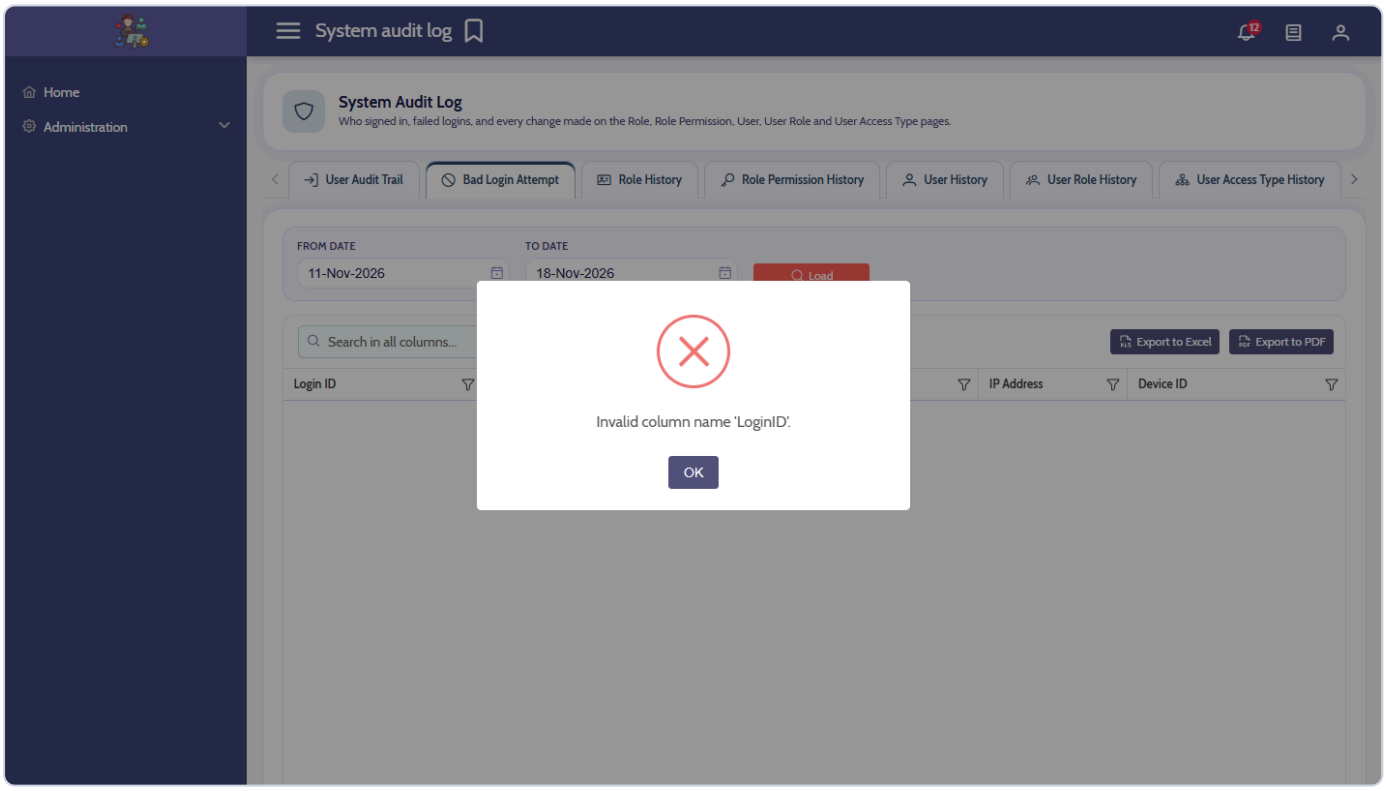


Figure 11.3 – Bad Login Attempt: Load fails with "Invalid column name 'LoginID'"

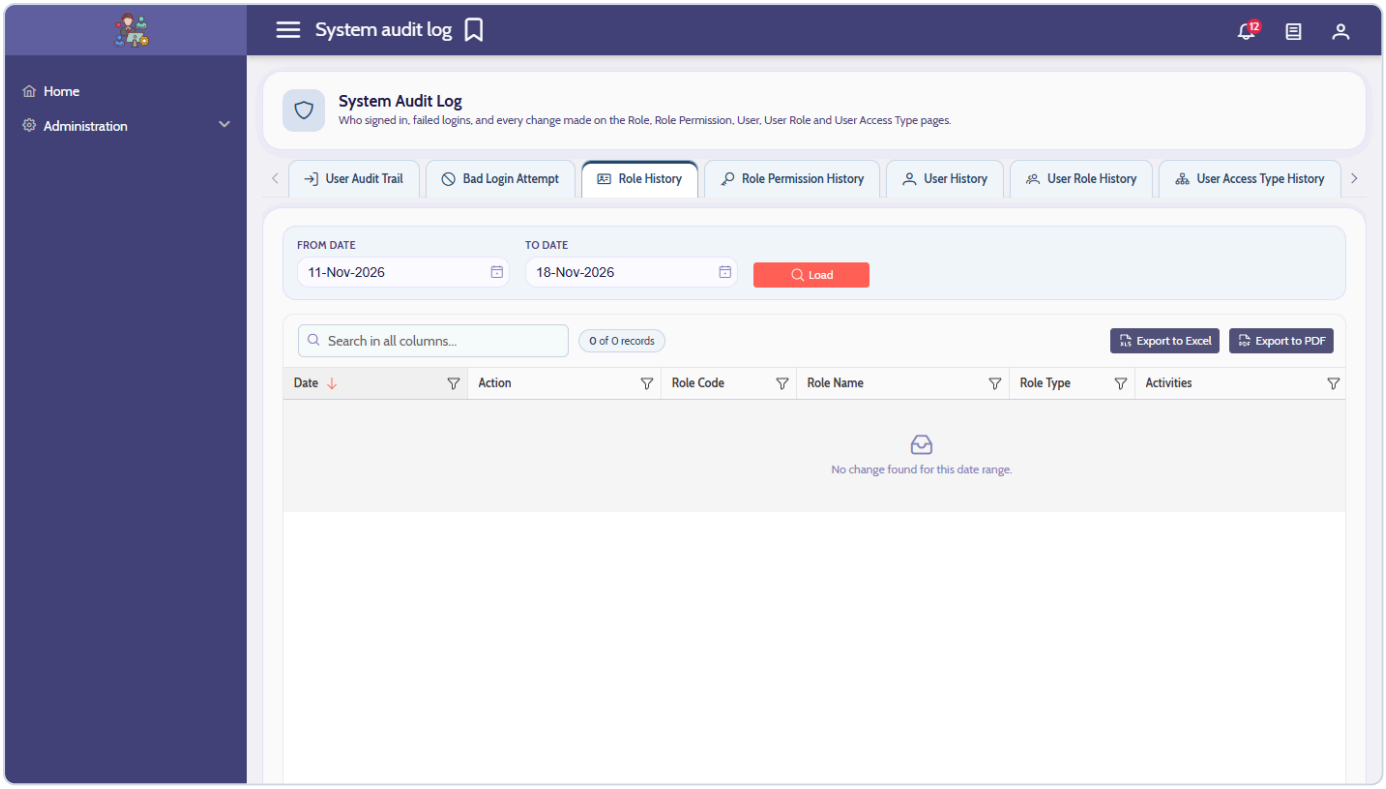


Figure 11.4 – Role History: "No change found for this date range"

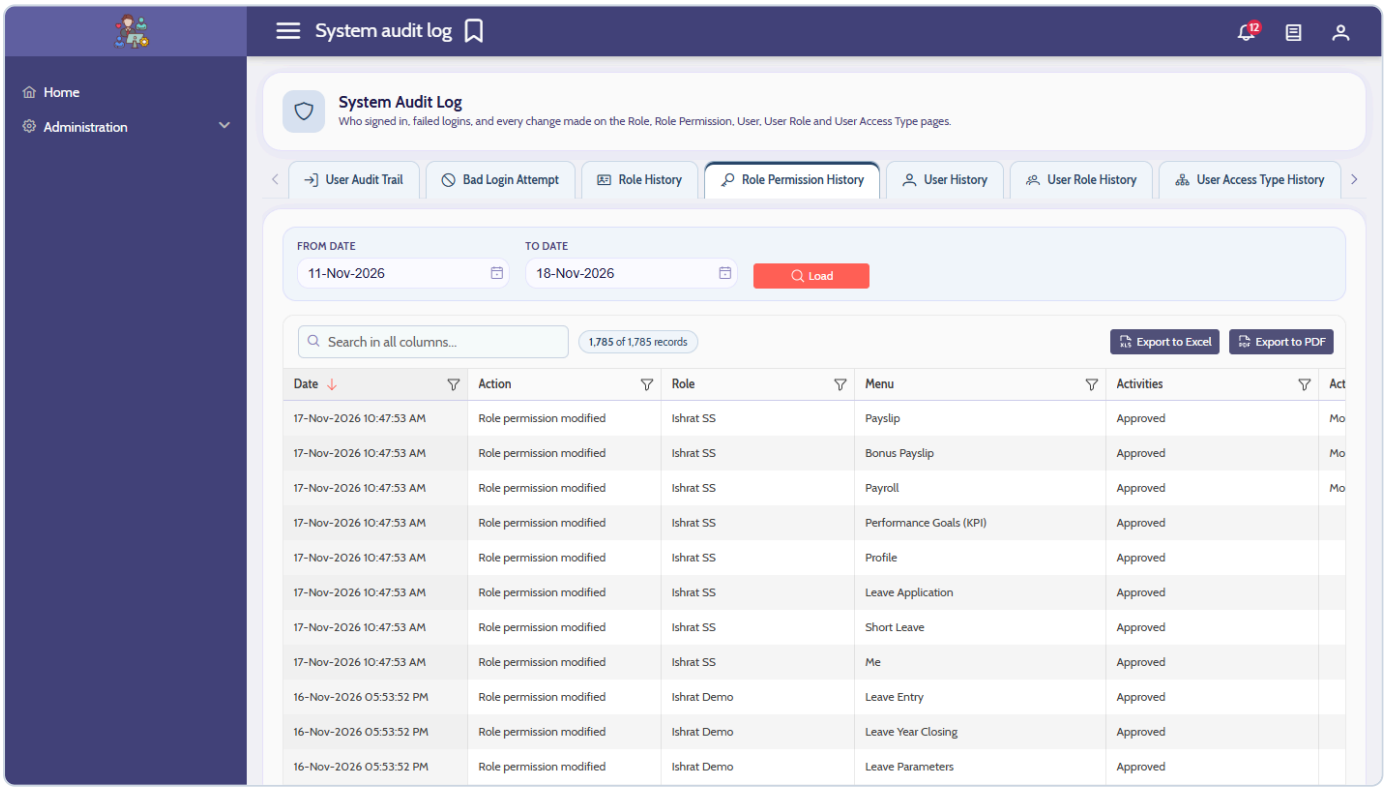


Figure 11.5 – Role Permission History (1,785 records)

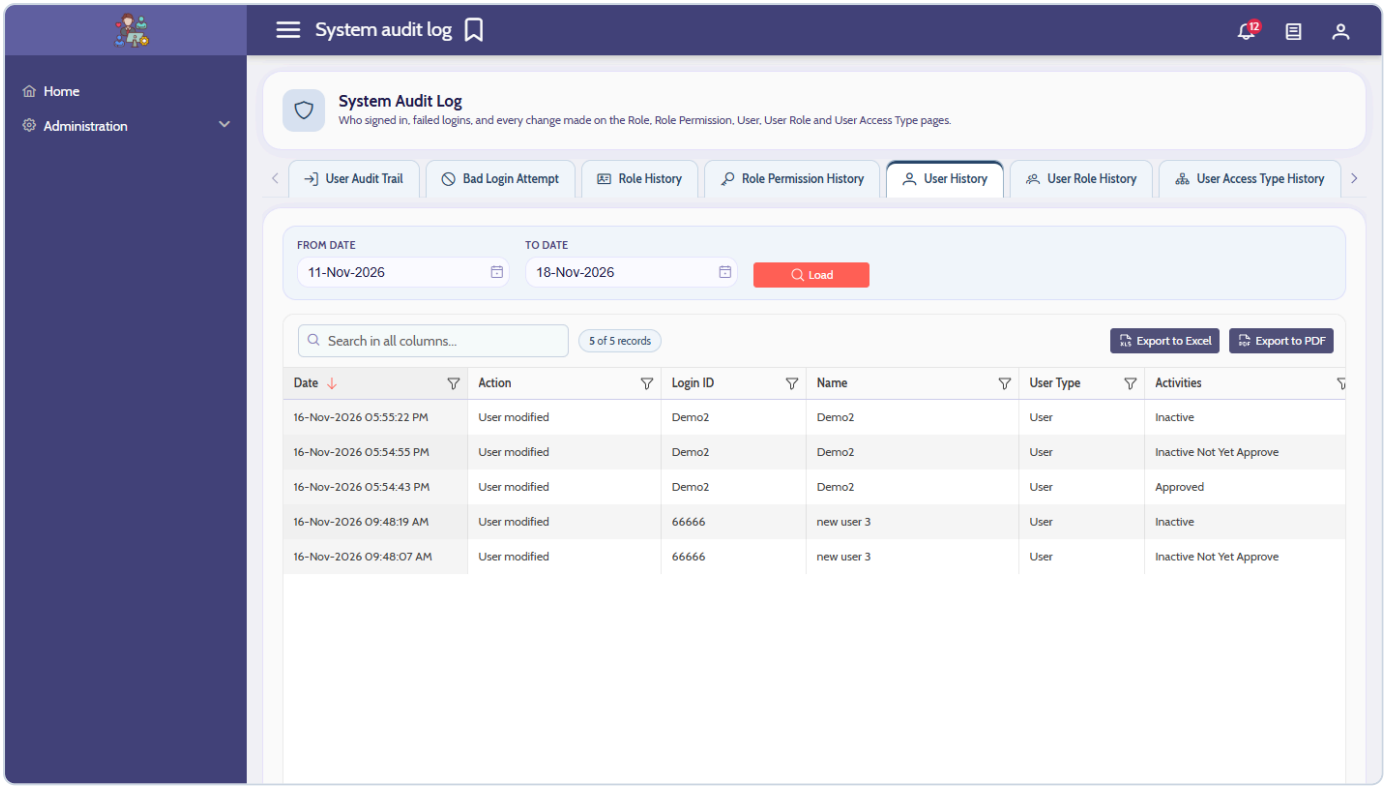


Figure 11.6 – User History (5 records)

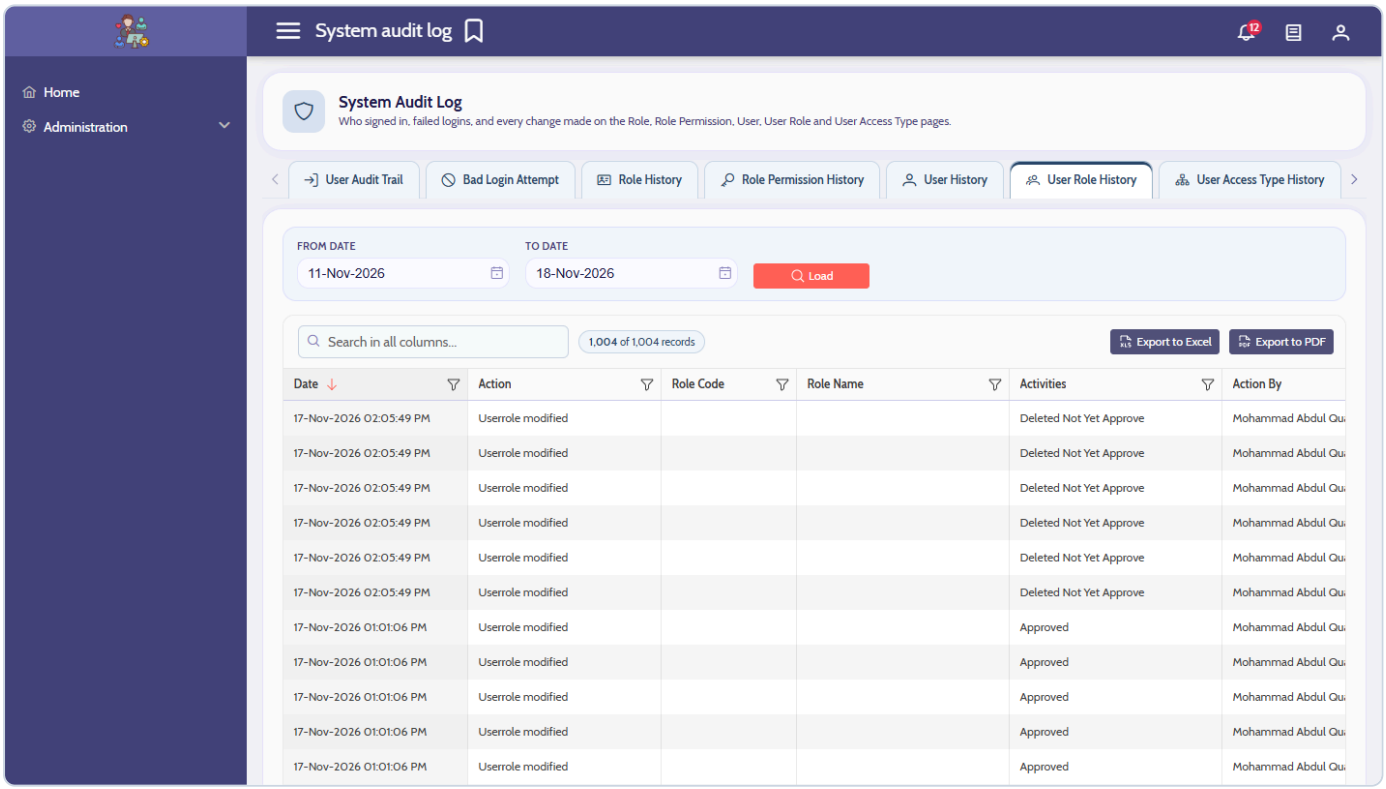


Figure 11.7 – User Role History

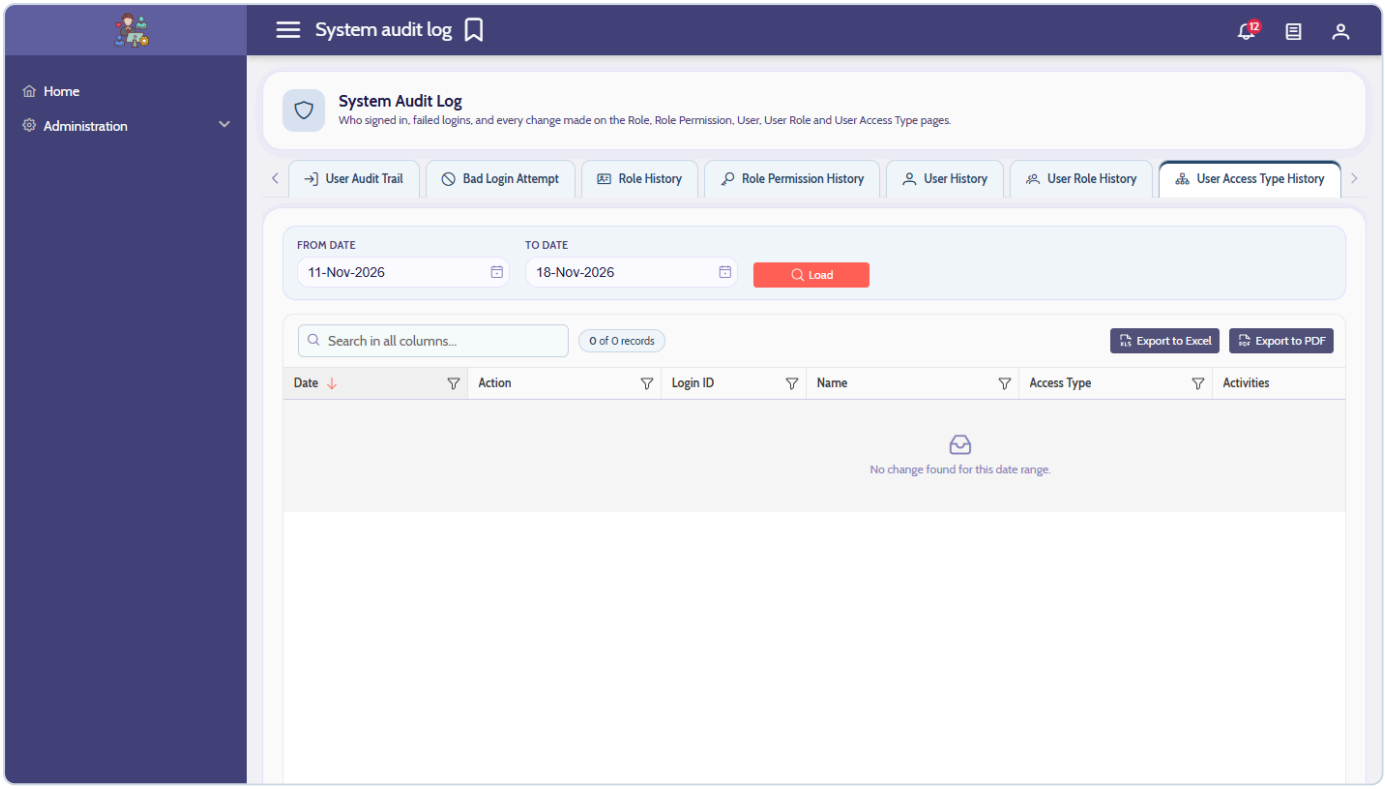


Figure 11.8 – User Access Type History: "No change found for this date range"

TC ID	Scenario	Steps	Expected Result	Status
TC-AL-01	Page loads	1. Open Administration › Audit log	Seven tabs; dates default to the last 7 days; "Select a date range and press Load"	Pass
TC-AL-02	User Audit Trail	1. Click Load	Logins in the range are listed, newest first	Pass
TC-AL-03	Bad Login Attempt	1. Open the tab 2. Click Load	Failed logins in the range are listed	Fail
TC-AL-04	Role History	1. Open the tab 2. Click Load	Role changes listed, or "No change found for this date range"	Pass
TC-AL-05	Role Permission History	1. Open the tab 2. Click Load	Role permission changes listed	Pass
TC-AL-06	User History	1. Open the tab 2. Click Load	User changes listed	Pass
TC-AL-07	User Role History	1. Open the tab 2. Click Load	User role changes listed	Pass
TC-AL-08	User Access Type History	1. Open the tab 2. Click Load	Access type changes listed, or "No change found"	Pass
TC-AL-09	Date validation	1. Set From Date after To Date 2. Click Load	Load is refused with a message	Not Run
TC-AL-10	Search and filter	1. Type a Login ID in Search	Only matching rows; the count chip updates	Not Run
TC-AL-11	Export	1. Click Export to Excel and Export to PDF	Files are downloaded with the shown rows	Not Run

TC ID	Scenario	Steps	Expected Result	Status
TC-AL-12	Change is recorded	1. Approve a change on Role/User/User Role/User Access Type 2. Load the matching history tab	The change appears with date, action, activities and who did it	Not Run

Note: Role History and User Access Type History are filled by the database triggers in `SystemAuditHistory_DB_Changes.sql`. Until that script is run on a database, these two tabs show "No change found".

12. Cipher Engine

Purpose: encrypt a text with the same cipher the system uses for passwords. Support staff use it, for example, to prepare an encrypted value for a configuration or database fix.

1. Type the text in the top box (the X clears it).
2. Click **Execute**.
3. The encrypted value appears in the lower box. Click the copy icon to copy it.

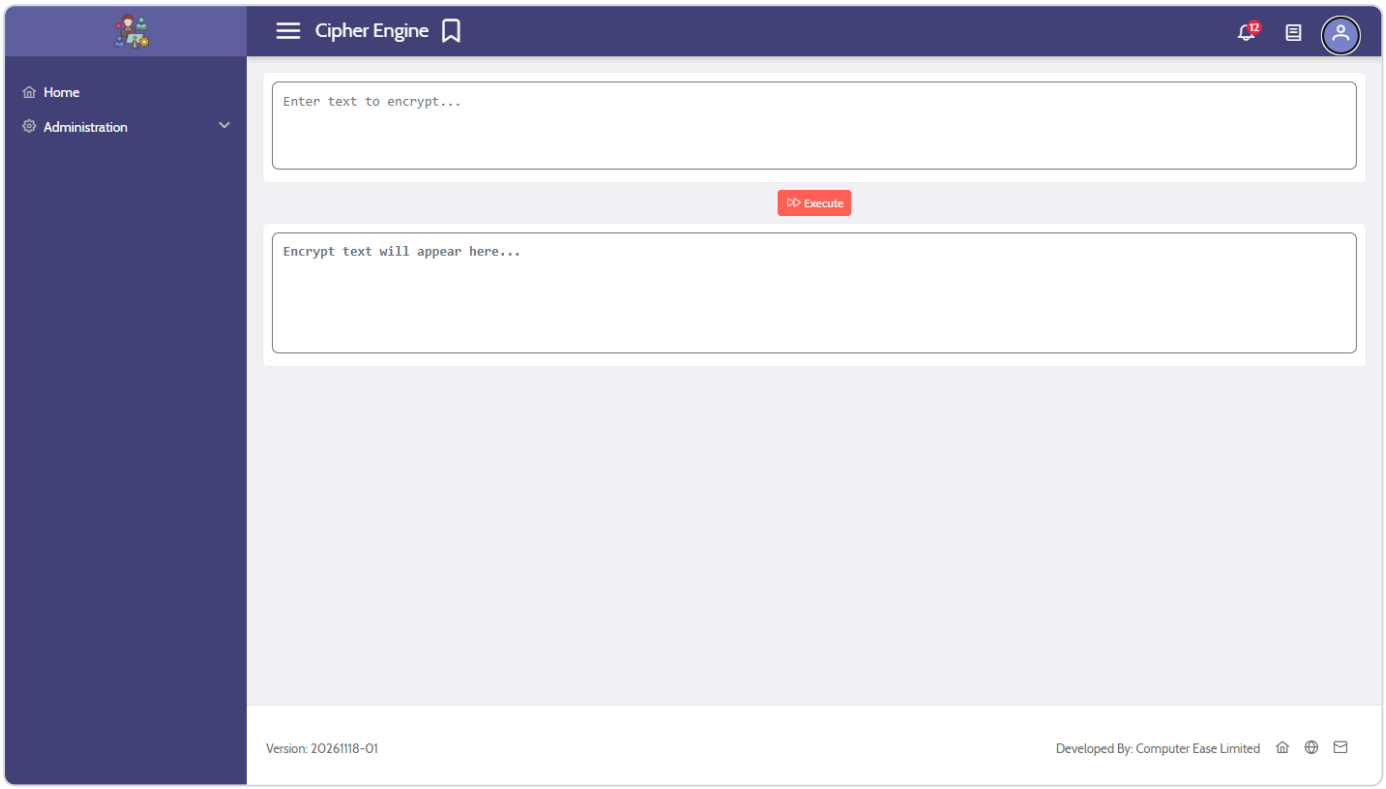


Figure 12.1 – Cipher Engine

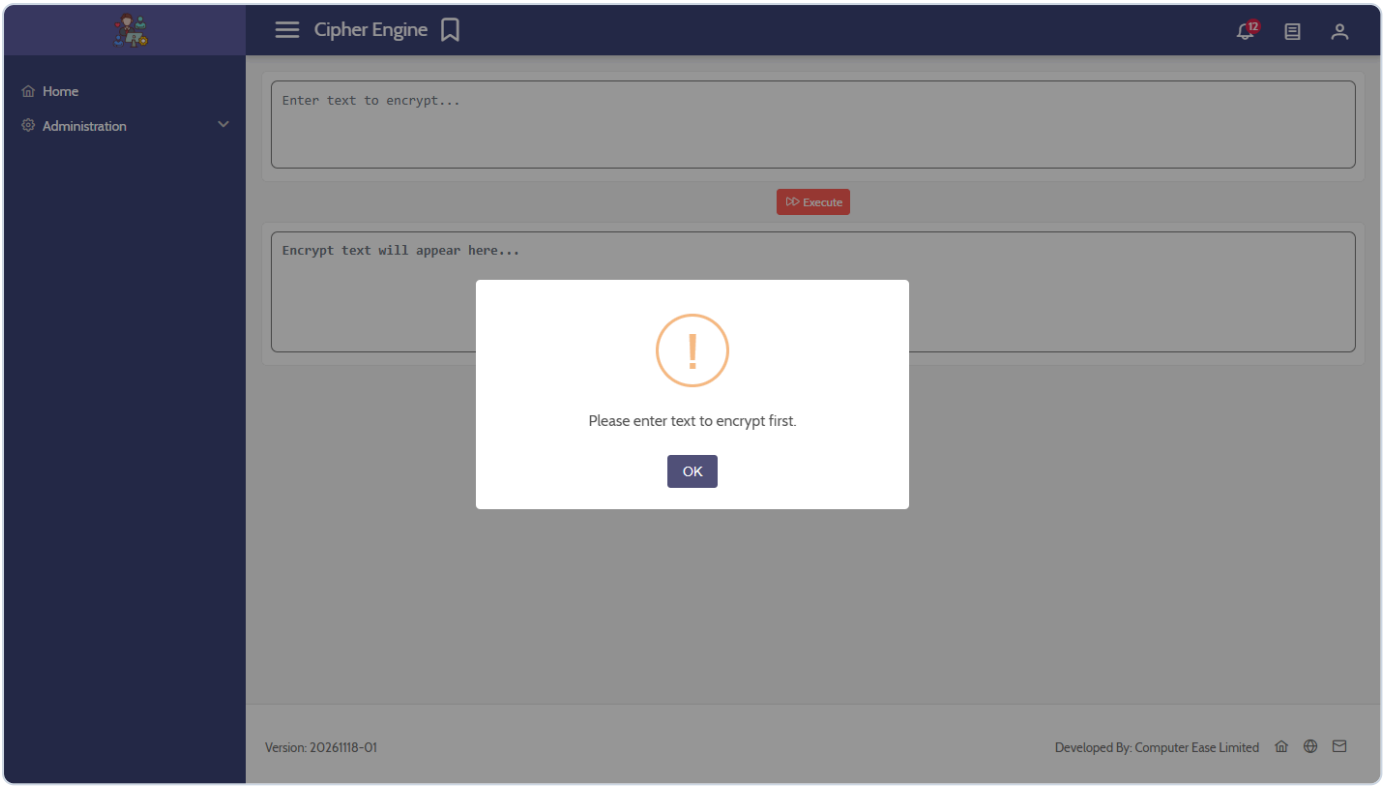


Figure 12.2 – Execute with an empty box: "Please enter text to encrypt first."

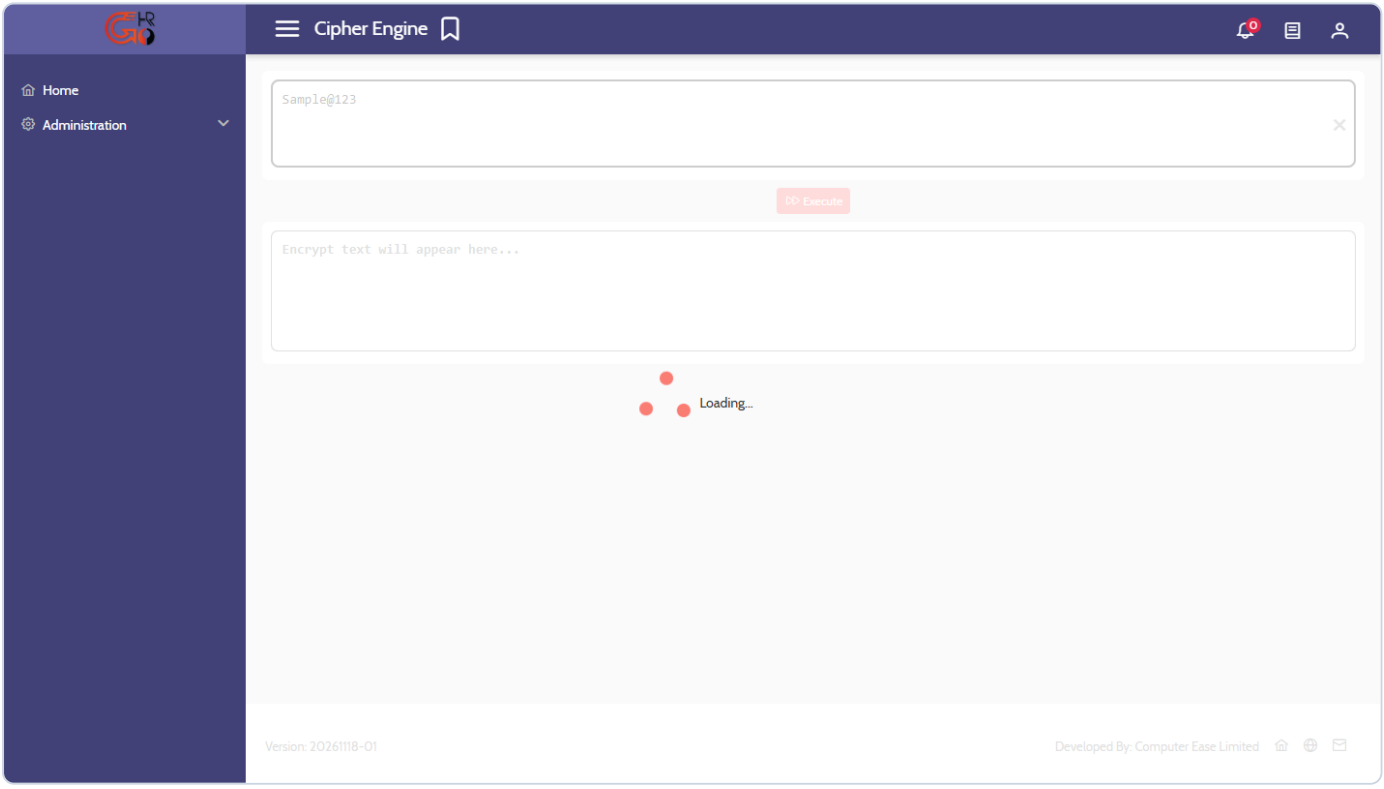


Figure 12.3 – After Execute: the server answered (200 OK), but the screen stays on "Loading..."

TC ID	Scenario	Steps	Expected Result	Status
TC-CE-01	Page loads	1. Open Administration › Cipher Engine	Input box, Execute button and output box	Pass
TC-CE-02	Empty input	1. Click Execute with an empty box	Warning "Please enter text to encrypt first."	Pass

TC ID	Scenario	Steps	Expected Result	Status
TC-CE-03	Encrypt a text	1. Type Sample@123 2. Click Execute	Encrypted value appears in the lower box; loading closes	Fail
TC-CE-04	Copy	1. After a result, click the copy icon	Value is copied to the clipboard	Not Run
TC-CE-05	Clear	1. Click the X in the input box	Input is cleared	Not Run

13. Defects and observations found during testing

#	Page	Finding	Severity	Test case
D-01	Audit log › Bad Login Attempt	Load fails with the error *Invalid column name 'LoginID'*, so failed logins cannot be viewed (Figure 11.3). The query reads a `LoginID` column that the BadLoginAttemptInfo table in this database does not have.	High	TC-AL-03
D-02	Cipher Engine	After Execute the server answers 200 OK, but the "Loading..." overlay never closes and the result usually does not appear (Figure 12.3). Seen in two different browsers.	High	TC-CE-03
D-03	Change Password	With every field empty the message is "Current Password and new password can not be same." instead of "Required fields are empty" (Figure 9.2). The two empty values are compared before the empty check.	Low	TC-CP-02
D-04	Data Permission	Opening the page logs a console error: *TypeError: Cannot set properties of undefined (setting 'value')* in `DataPermssionComponent.ngOnInit`. The page still works.	Medium	TC-DP-09
D-05	Data Permission	Permission Type list shows "Cagtegory" (spelling) instead of "Category". The grid pager shows "0 - NaN of 0 items" when empty.	Low	TC-DP-03
D-06	Audit log	Role History and User Access Type History are empty until `SystemAuditHistory_DB_Changes.sql` is run on the database (setup step, not a code defect).	Info	TC-AL-04/08
D-07	Role	Some roles have an empty Code (Superuser, Finance, Reviewer and Validator, Finance data entry). This is data, not a screen defect.	Info	TC-RL-01

14. Test summary

Counts are filled in from the test case tables above.

Page	Test cases	Pass	Fail	Not Run
Login / Switch	8	6	0	2
Home / Menu	2	2	0	0
Configuration	7	4	0	3
Role	14	7	0	7
User	15	6	0	9
User Role Permission	11	5	0	6
User Access Type	11	5	0	6
Change Password	6	1	1	4
Data Permission	9	3	2	4
Audit log	12	7	1	4
Cipher Engine	5	2	1	2
Total	**100**	**48**	**5**	**47**

The **Not Run** cases save, approve or delete real data, or need a second Super User or a file. Run them on a test database with two Super User accounts: one as maker and one as checker.