Test case ID	Test case name	Test case description	Pre-condition	Test steps	Expected result	Actual result	Result
1	Change Password	Verify if an employee can successfully change their password	User must be authenticated and logged into the system.	1. Click on your profile 2. Click "Change Password" 3. Enter old and new password 4. Click "Save"	The password should be updated, and the user should be able to log in with the new password	The password was changed	Success
2	Add Admin Account	Verify if a new admin account can be added	Must have admin privileges and an existing employee account	1. Open the "Admin" section 2. Click "Add" 3. Fill in all fields 4. Click "Save"	The new admin account should appear in the existing admin list	New admin account was added	Success
3	Search Leave Records by Criteria	Validate that users can filter leave records using defined search parameters.	User must be authenticated and logged into the system.	1. Access the OrangeHRM dashboard. 2. Navigate to the "Leave List" section. 3. Apply search filters (e.g., date, status). 4. Click "Search".	A filtered list of leave entries is displayed based on the specified criteria.	The leave records matching the criteria are successfully retrieved.	Success
4	Search Employees by Name	Check whether users can locate employees using name-based queries.	User must be authenticated and logged into the system.	1. Open the "PIM" module. 2. Select "Employee List". 3. Enter employee name. 4. Click "Search".	The system returns employees whose names match the search input.	Relevant employee details were retrieved based on the input.	Success
5	Registere a New Employee	Ensure the system supports adding a new employee to the database.	User must be authenticated and logged into the system.	1. Go to the "PIM" module. 2. Click on "Add Employee". 3. Fill out required fields. 4. Click "Save".	The system creates a new profile and adds the employee to the list.	The new employee profile was created and listed in the database.	Success
6	Edit Employee Information	Verify if an admin can edit employee details successfully	Must have admin privileges and an existing employee account	1. Open the "PIM" section 2. Select an employee 3. Edit personal details 4. Click "Save"	The changes should be saved successfully	The changes were saved	Success
7	Terminate employee	Verify that the user can terminate employees	User must be authenticated and logged into the system.	1. Navigate to the "Job" section on the profile. 2. Press the "Terminate Employment" button.	The employee profile is categorised as "Terminated" or "Previous employee" and it loses access to website functionality.	The employee profile is categorised with the tag "Past Employee".	Success
8	Delete Employee	Verify if an employee can be deleted successfully	Must have admin privileges and an existing employee account	1. Open the "PIM" section 2. Select an employee 3. Click "Delete"	The employee account should be removed from the system	The employee was removed	Success
9	Attach Files to Profile Information	Confirm that users can upload and attach documents to their personal profile information.	User must be authenticated and logged into the system.	1. Navigate to "My Info". 2. Select a personal detail section. 3. Attach a file. 4. Click "Upload".	The file is successfully appended to the user's profile section.	The file was uploaded and is now listed in the attachments.	Success
10	Post a Message in Buzz Feed	Ensure the system allows a user to publish a status update on the Buzz newsfeed.	User must be authenticated and logged into the system.	1. Go to the "Buzz" section. 2. Input text into the message field. 3. Click the "Post" button.	The message entered by the user is visible on the Buzz feed.	The message successfully appears on the feed post-submission.	Success