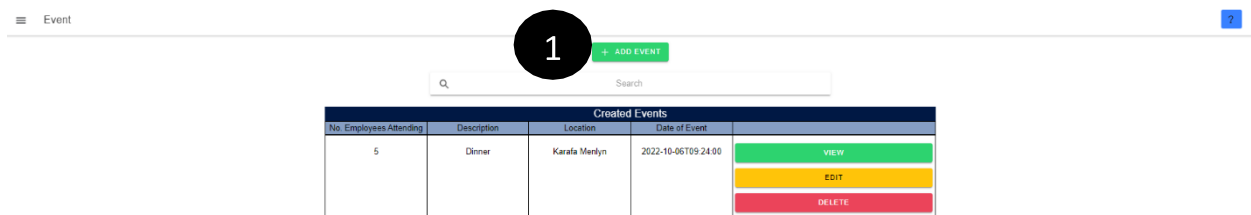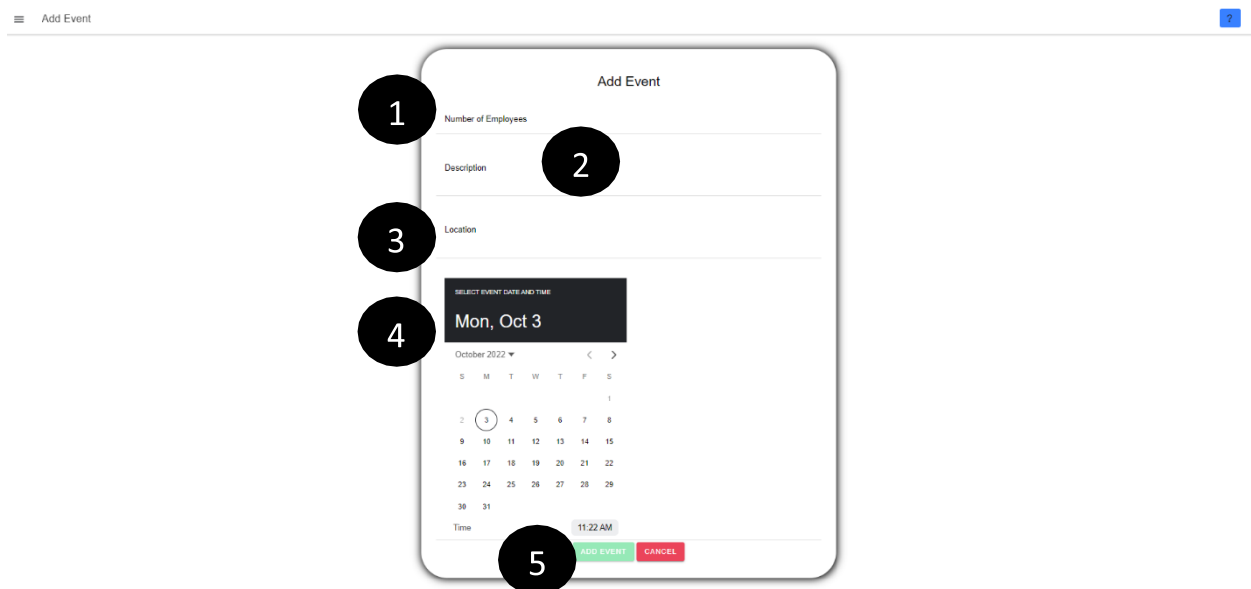# Events

Introduction

All admins with the correct roles can add, edit, search and delete events. These events are used when organizing transportations.

The Events screen is shown below, follow the following to add a new event: The Events screen is shown below, follow the following to add a new event:

Number	Name	Description
1	Add Event	Click on this button to add a new event.

Number	Name	Description
1	Number of Employees	Specify the number of employees attending the event. If the number of employees specified is invalid, the following error notification will appear:

		Number of Employees
		_____
		Please state the number of employees going to the event
2	Description	Provide a description of the event that will take place.
		If the Description specified is invalid, the following error notification will appear:
		Description
		_____
		Please add a description of the event
3	Location	Specify the location where the event will take place.
		If the location specified is invalid, the following error notification will appear:
		Location
		_____
		Please add the location of the event
4	Date Time Picker	Pick a date for the event.
5	Add Event	Button will enable once the number of employees, description and location of the event are provided. This allows for a new event to be added.
		The following success notification is displayed once the event has been added:
		Event
		The event was added successfully!

The Update Event screen is shown below:

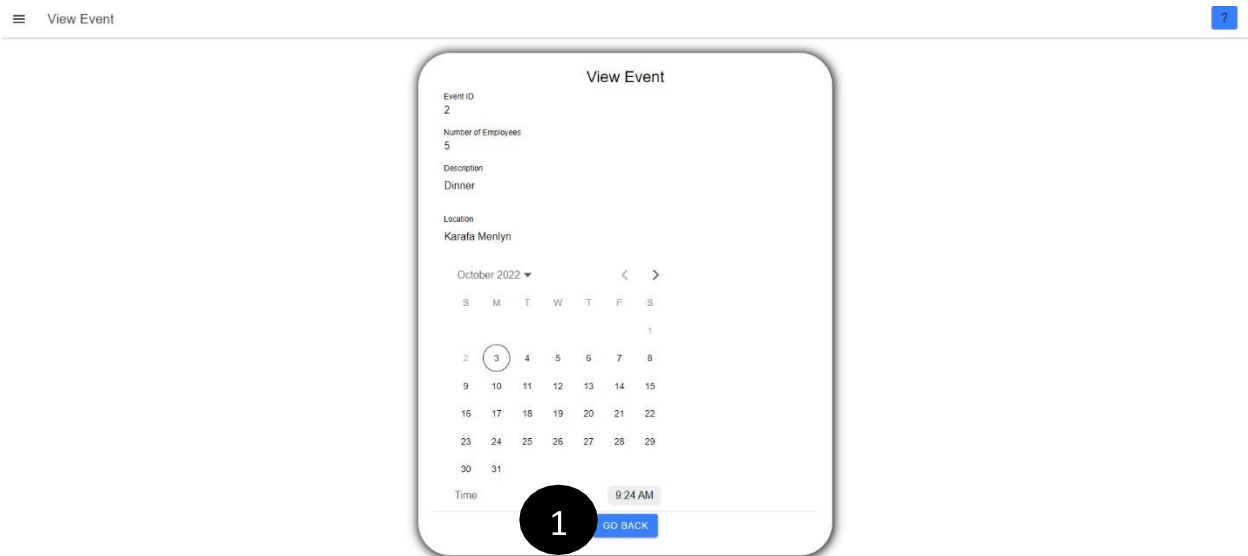| Number	Name	Description
1	Number of Employees	Specify the number of employees attending the event. If the number of employees specified is invalid, the following error notification will appear: Number of Employees Please state the number of employees going to the event
2	Description	Provide a description of the event that will take place. If the Description specified is invalid, the following error notification will appear: Description Please add a description of the event
3	Location	Specify the location where the event will take place. If the location specified is invalid, the following error notification will appear: Location Please add the location of the event
4	Date time picker	Insert the date of when the event will take place.
5	Update Event button	Admin can save the new changes made to the event by clicking on this button.

		The following success notification is displayed once the event has been updated: **Event Updated** **The event was updated successfully!**
6	Cancel button	Click on this button to return to the previous screen.
7	?	Click on this button to obtain additional information.

An admin can search and view an event by completing the following:
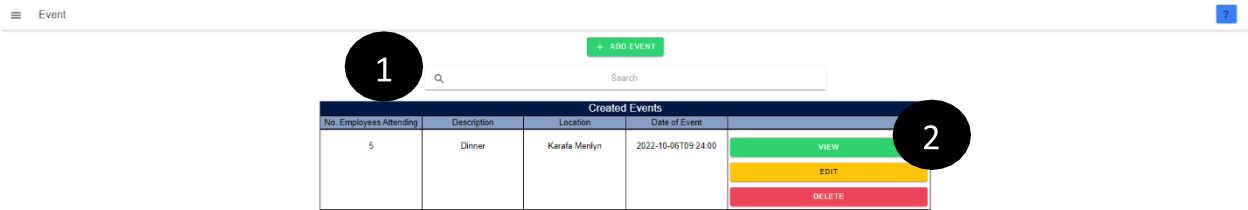
Number	Name	Description
1	Search Bar	Specify search criteria relating to the Event's attributes.
2	View button	Click on this button next to the corresponding Event that you wish to view.

The View Event screen is shown below:

Number	Name	Description
1	Go Back button	When the admin has viewed the event, click this button to return.

Delete a pre-existing event by completing the following:

Number	Name	Description
1	Delete button	Click on this button next to the corresponding Event that you wish to delete. The following alert is displayed to confirm the deletion of the event: Click on the "CONFIRM" button to delete the event. The following success notification is displayed once the event has been deleted: