**EPIC: EMPLOYEE** 

STORY: As a user I want to be able to add/edit/delete an employee

## **DESCRIPTION:**

To add an employee to the system, go to PIM>>Add Employee and the screen as shown in Figure 1 will appear.

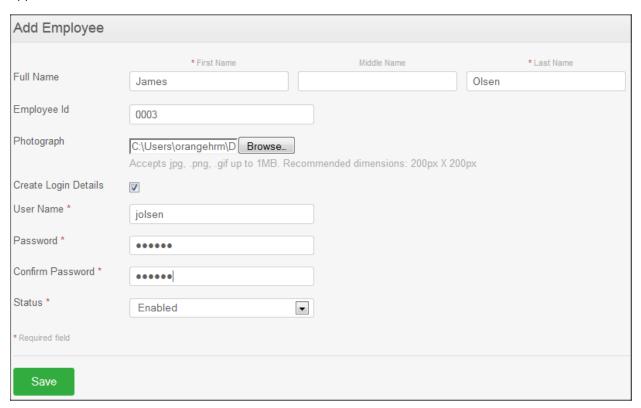


Figure 1: Add Employee

## Enter the relevant fields:

- \*First Name mandatory input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)
- \*Middle Name optional input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)
- \*Last Name mandatory input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)
- \*Employee Id is generated automatically, but can be changed if required.

You may also add a picture of the employee. To add a picture, click on "Choose File" and select the picture from the relevant path and click "Open".

You may also create a user login for the employee through this screen:

- \*User Name: mandatory
- \*Password: mandatory for a strong password, please use a hard to guess combination of text with upper and lower case characters, symbols and numbers.
- \*Confirm Password: mandatory
- \*Status: mandatory dropdown with the following 2 options: Enabled and Disabled.

\*Note: Please note that the maximum file size of the picture cannot exceed 1 megabyte.

Click "Save" once completed.

One you have added and saved the employee name with his/her picture and the user logins, the screen as shown in Figure 2 will appear. You can also edit the personal details listed below by clicking "Edit" on the bottom of the screen. Clicks "save" once the fields are added.

You can edit the following:

- \* Code employee Id/No
- \* Last Name mandatory input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)
- \* First Name mandatory input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)
- \* Middle Name optional input that accepts 55 characters length maximum (any characters from numerical, alphabetical, special, etc.)
- \* Nick Name
- \* Nationality select from a list of pre-defined nationalities
- \* Date of Birth optional datepicker in the format yyyy-mm-dd
- \* Other Id
- \* Marital Status optional dropdown with the following 3 options: Single, Married and Other.
- \* Smoker if the employee is a smoker click on the box
- \* Gender click on the relevant gender
- \* Driver's License Number

- \* License Expiry Date optional datepicker in the format yyyy-mm-dd
- \* Military Service

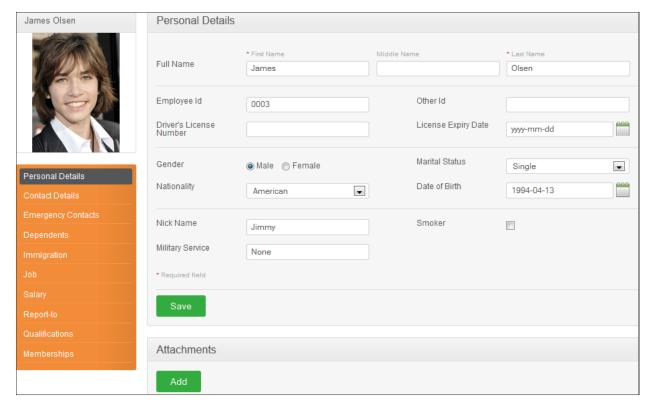


Figure 2: Personal Details

## Click "Save" once completed.

To delete an employee, lists all the employees entered and imported into the PIM. To view the employee list, go to PIM>>Employee List and the screen as shown Figure 3 would appear. Click on the check box next to particular entry you wish to delete and click "Delete". It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking "Delete".

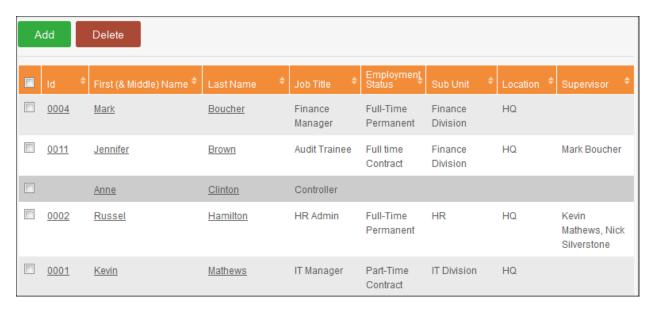


Figure 3: Employee List