Adding and Editing Employees in the System
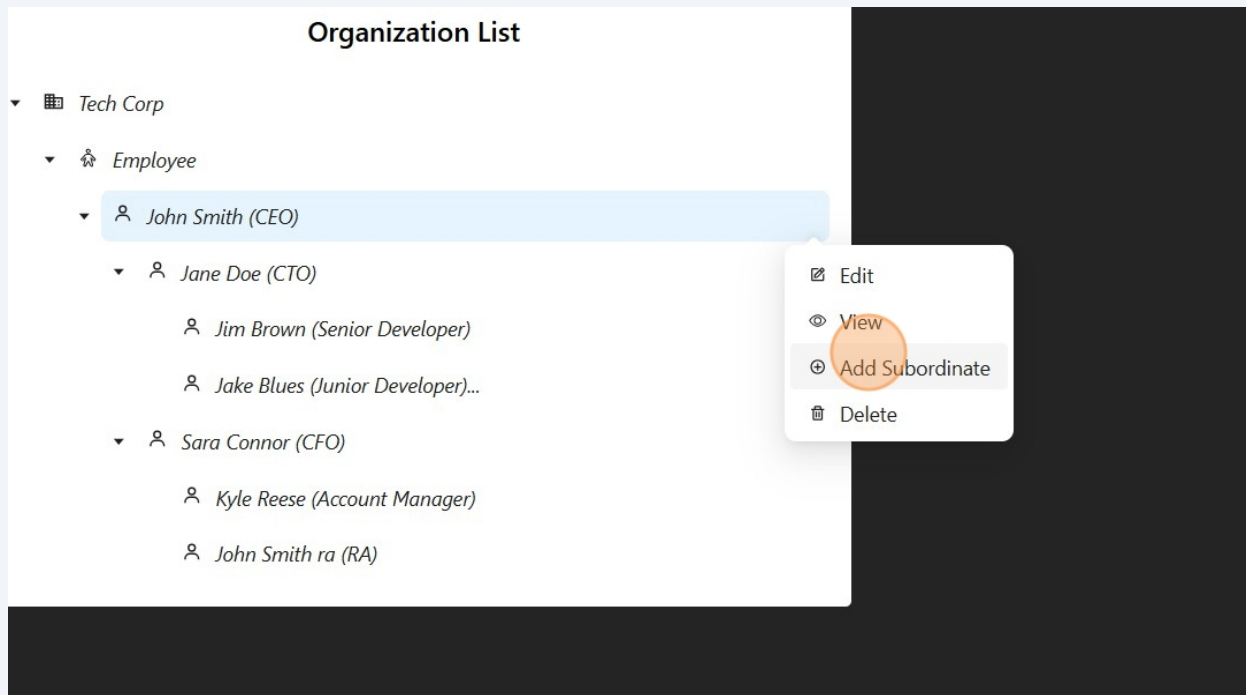
1 Navigate to **http://localhost:5173/**

2 Every Employee will have a more icon which contains its corresponding menu
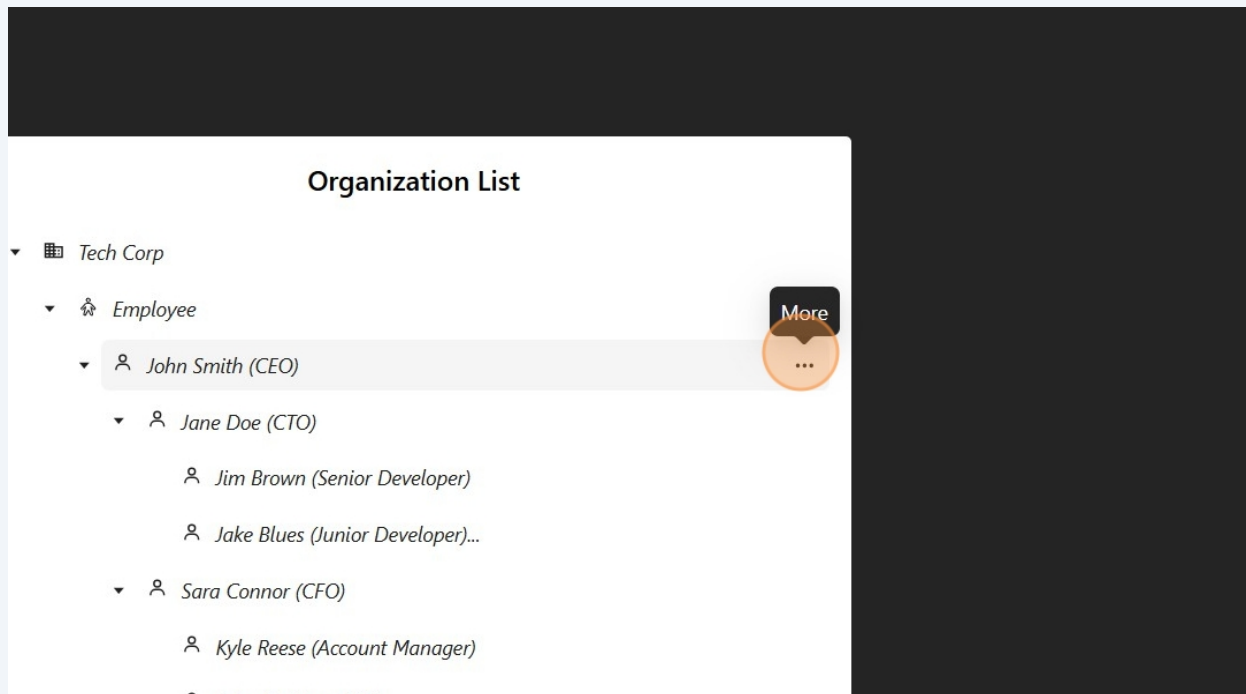
3 Click "Add Subordinate" to add a subordinate to the corresponding employee
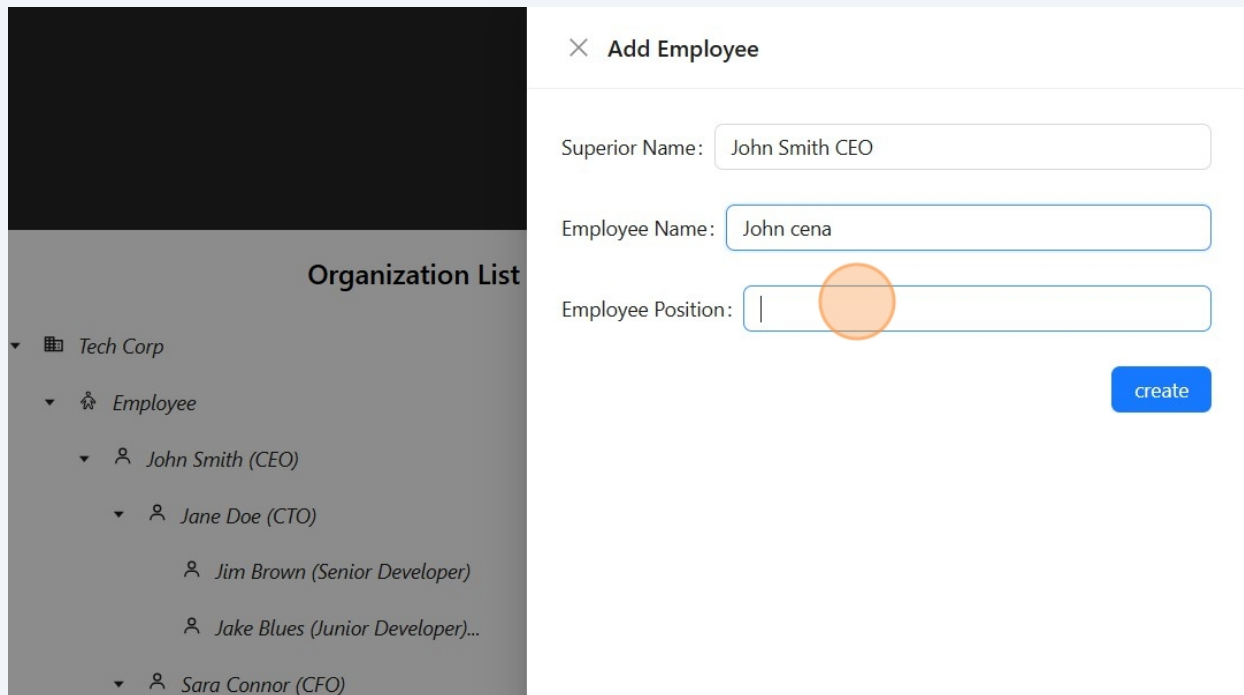It will open a drawer

Organization List

- ▾ 🏢 Tech Corp
  - ▾ 👤 Employee
    - ▾ 👤 John Smith (CEO)
      - ▾ 👤 Jane Doe (CTO)
        - 👤 Jim Brown (Senior Developer)
        - 👤 Jake Blues (Junior Developer)...
      - ▾ 👤 Sara Connor (CFO)
        - 👤 Kyle Reese (Account Manager)
        - 👤 John Smith ra (RA)

✎	Edit
👁	View
⊕	Add Subordinate
🗑	Delete

4 Click the "Employee Name" field to enter the name

✕ **Add Employee**

Superior Name: John Smith CEO

Employee Name: |

Employee Position:

create

Organization List

- ▾ 🏢 Tech Corp
  - ▾ 👤 Employee
    - ▾ 👤 John Smith (CEO)
      - ▾ 👤 Jane Doe (CTO)
        - 👤 Jim Brown (Senior Developer)
        - 👤 Jake Blues (Junior Developer)...
      - ▾ 👤 Sara Connor (CFO)
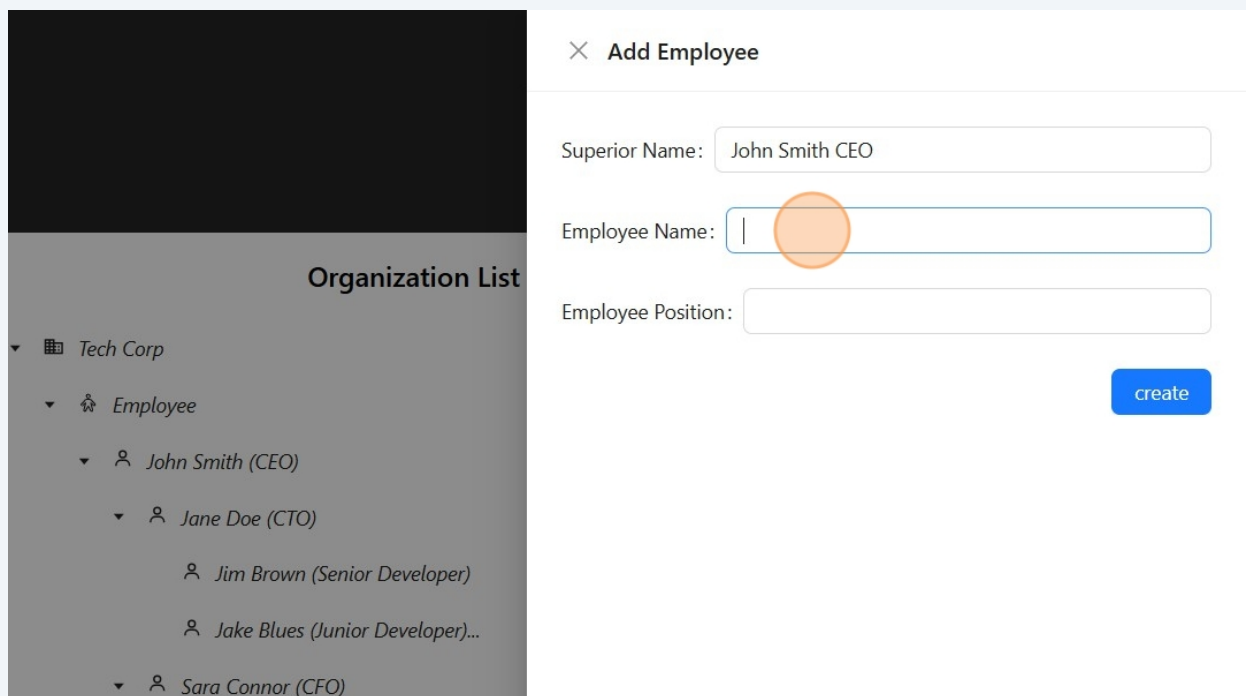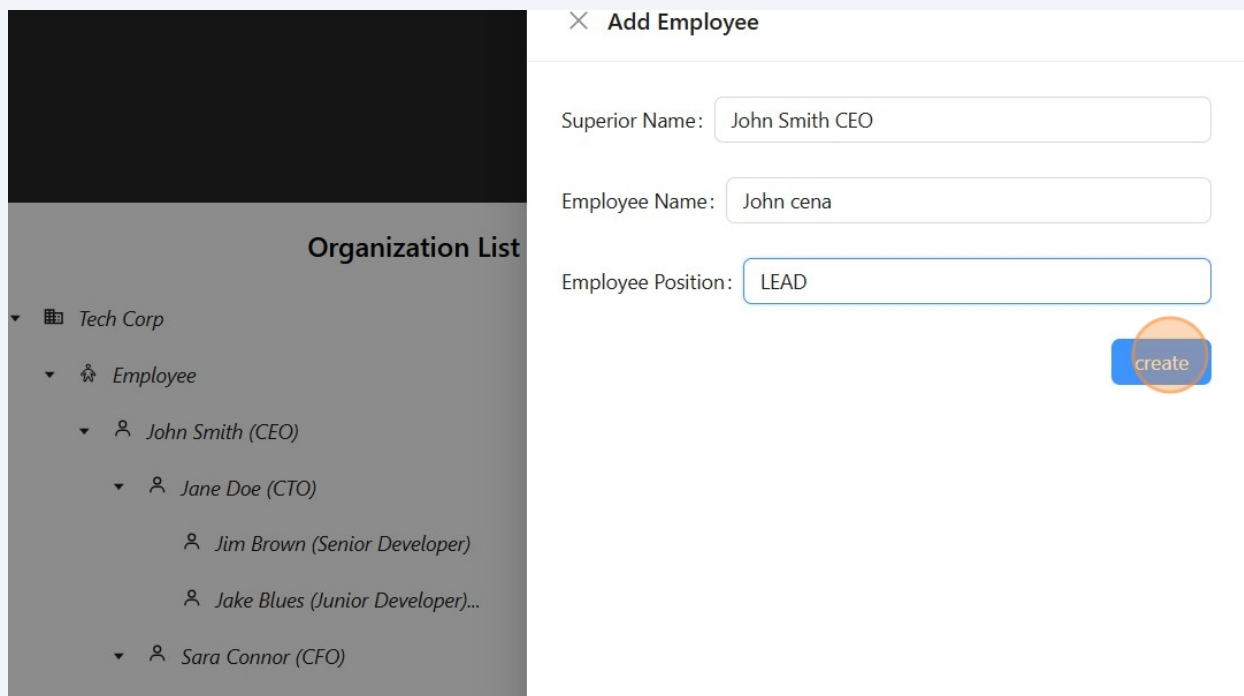
5 Click the "Employee Position" field to enter the position

Add Employee

Superior Name: John Smith CEO

Employee Name: John cena

Employee Position: |

create

Organization List

Tech Corp
    Employee
        John Smith (CEO)
            Jane Doe (CTO)
                Jim Brown (Senior Developer)
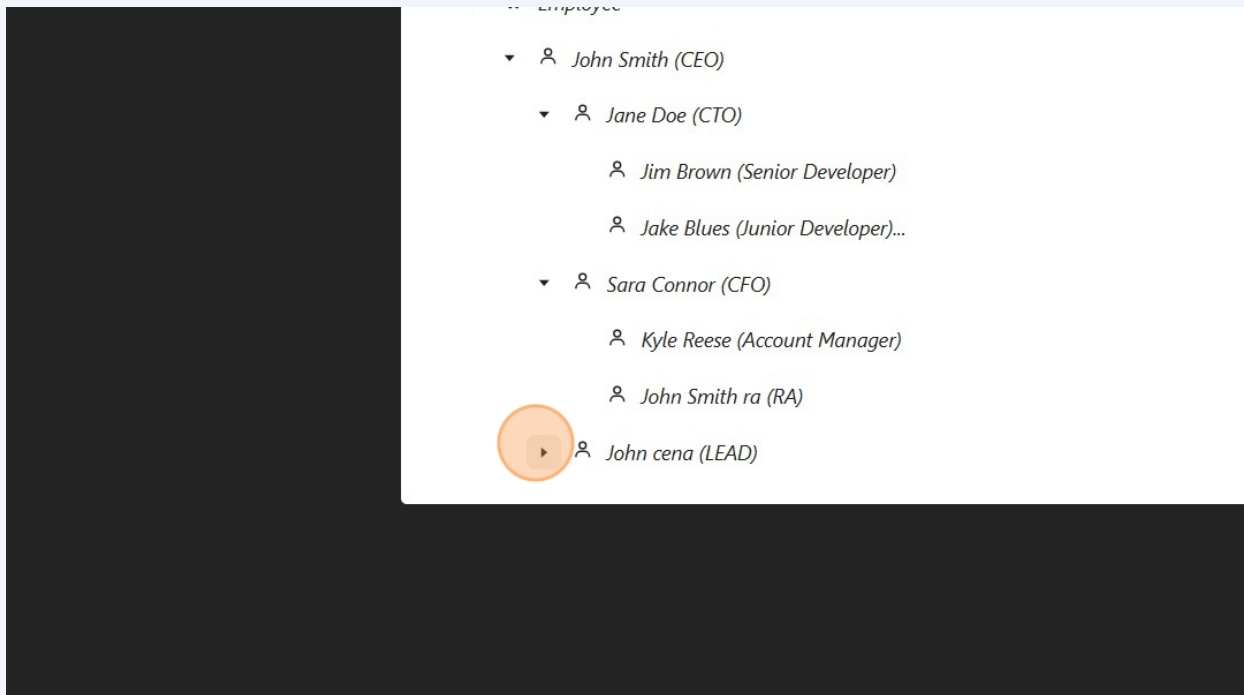   Jake Blues (Junior Developer)...
            Sara Connor (CFO)

6 Click "create" to create the employee and check the superior name to validate it is properly created under the superior

Add Employee

Superior Name: John Smith CEO

Employee Name: John cena

Employee Position: LEAD

create

Organization List

Tech Corp
    Employee
        John Smith (CEO)
            Jane Doe (CTO)
                Jim Brown (Senior Developer)
                Jake Blues (Junior Developer)...
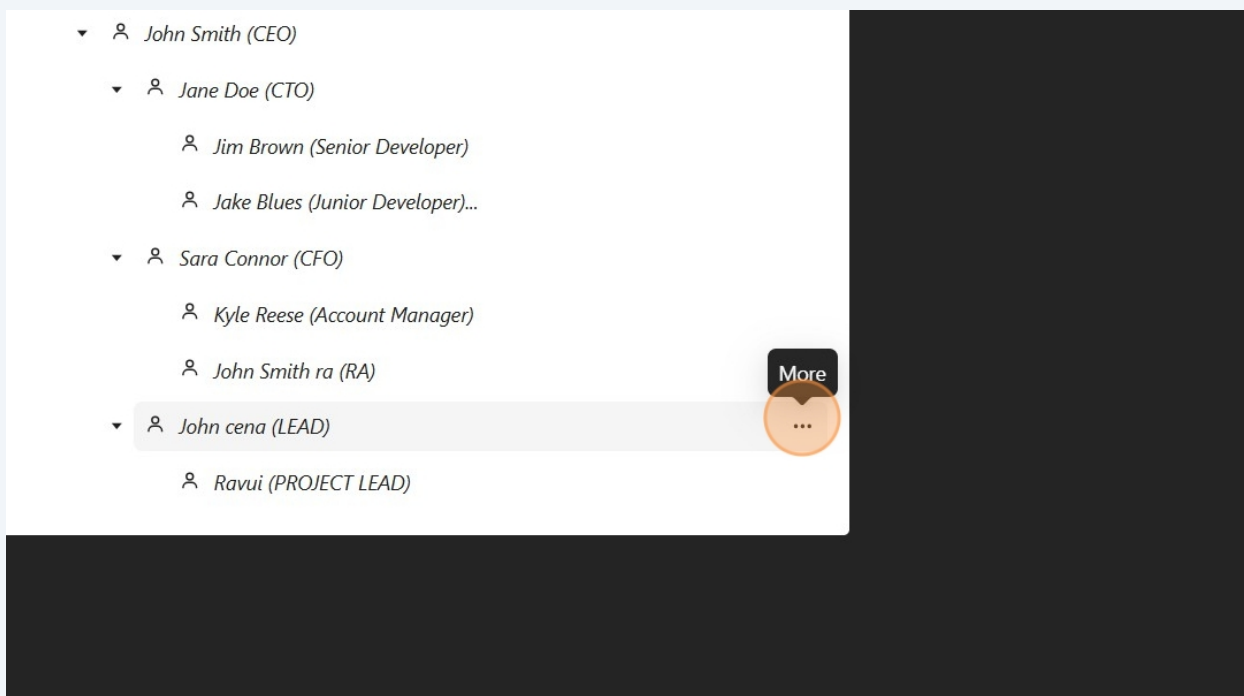   Sara Connor (CFO)
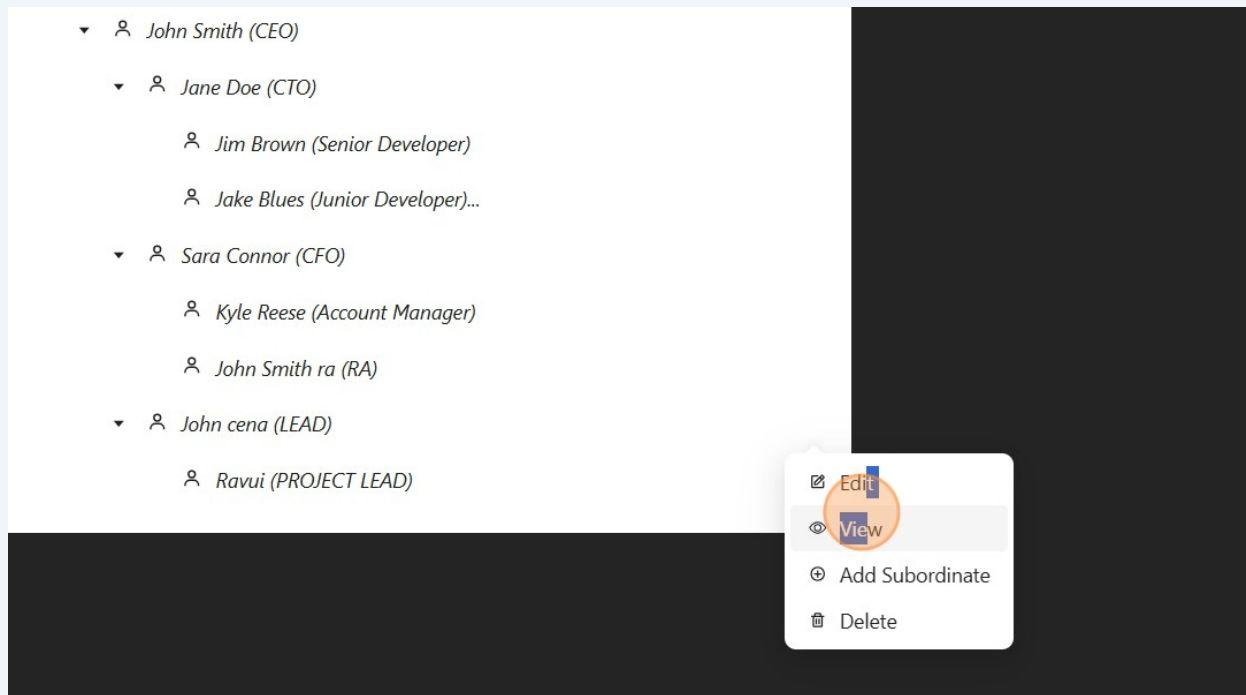
7 Click this icon.
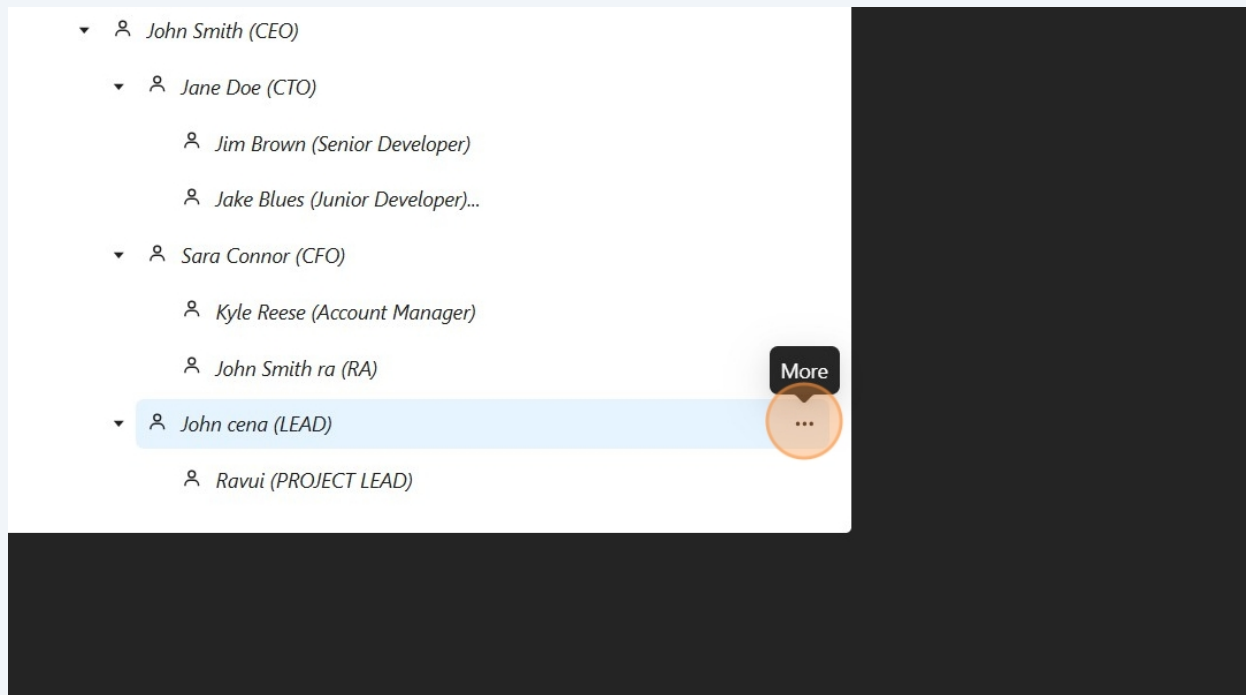

8 Click the 'More' Icon to show the corresponding menu

9 Click "View" to View the Employee Data in the Drawer

- ▾ 👤 *John Smith (CEO)*
  - ▾ 👤 *Jane Doe (CTO)*
    - 👤 *Jim Brown (Senior Developer)*
    - 👤 *Jake Blues (Junior Developer)...*
  - ▾ 👤 *Sara Connor (CFO)*
    - 👤 *Kyle Reese (Account Manager)*
    - 👤 *John Smith ra (RA)*
  - ▾ 👤 *John cena (LEAD)*
    - 👤 *Ravui (PROJECT LEAD)*

> ✎ Edit
> 👁 View
> ⊕ Add Subordinate
> 🗑 Delete

10 Below is the Display of the Selected Employee Data
Click on the close button to close the drawer

✕ **View Employee**

Employee Name: | John cena

Employee Position: | LEAD

Organization List

- ▾ 🏢 *Tech Corp*
  - ▾ 🧍 *Employee*
    - ▾ 👤 *John Smith (CEO)*
      - ▾ 👤 *Jane Doe (CTO)*
        - 👤 *Jim Brown (Senior Developer)*
        - 👤 *Jake Blues (Junior Developer)...*
      - ▾ 👤 *Sara Connor (CFO)*
        - 👤 *Kyle Reese (Account Manager)*

11 Click the 'More' Icon to show the corresponding menu

▾ ⚇ John Smith (CEO)

   ▾ ⚇ Jane Doe (CTO)

      ⚇ Jim Brown (Senior Developer)

      ⚇ Jake Blues (Junior Developer)...

   ▾ ⚇ Sara Connor (CFO)

      ⚇ Kyle Reese (Account Manager)

      ⚇ John Smith ra (RA)

   ▾ ⚇ John cena (LEAD)   More ···

      ⚇ Ravui (PROJECT LEAD)

---
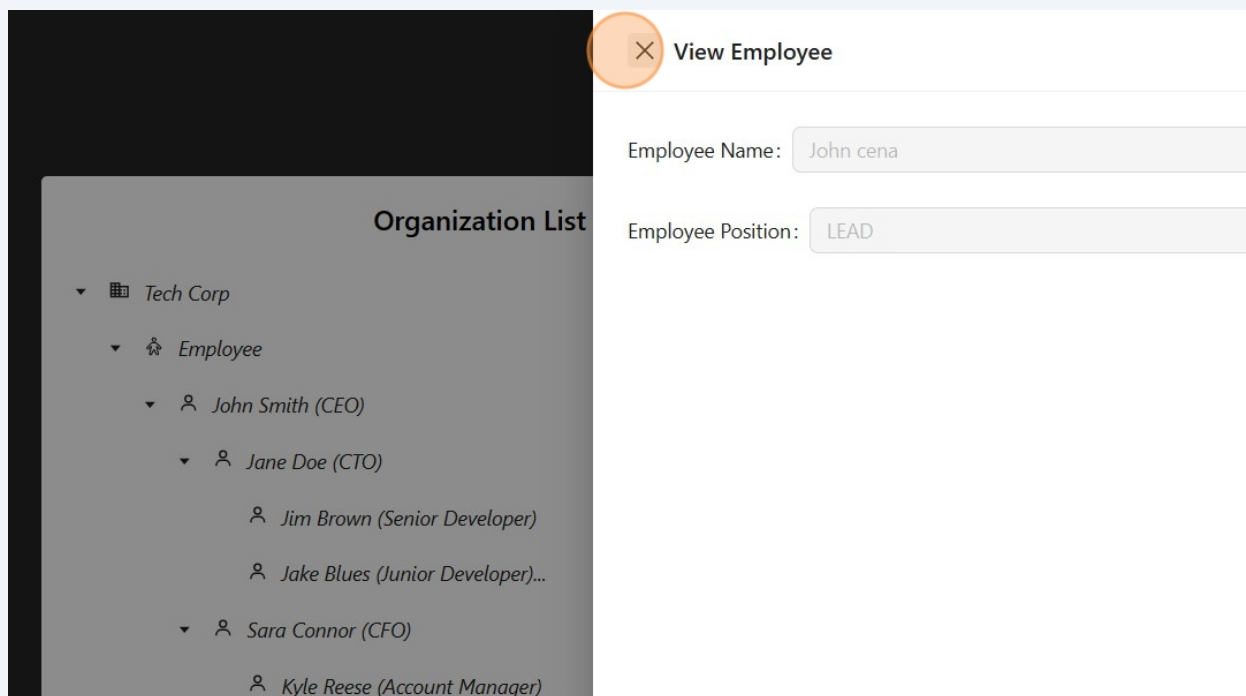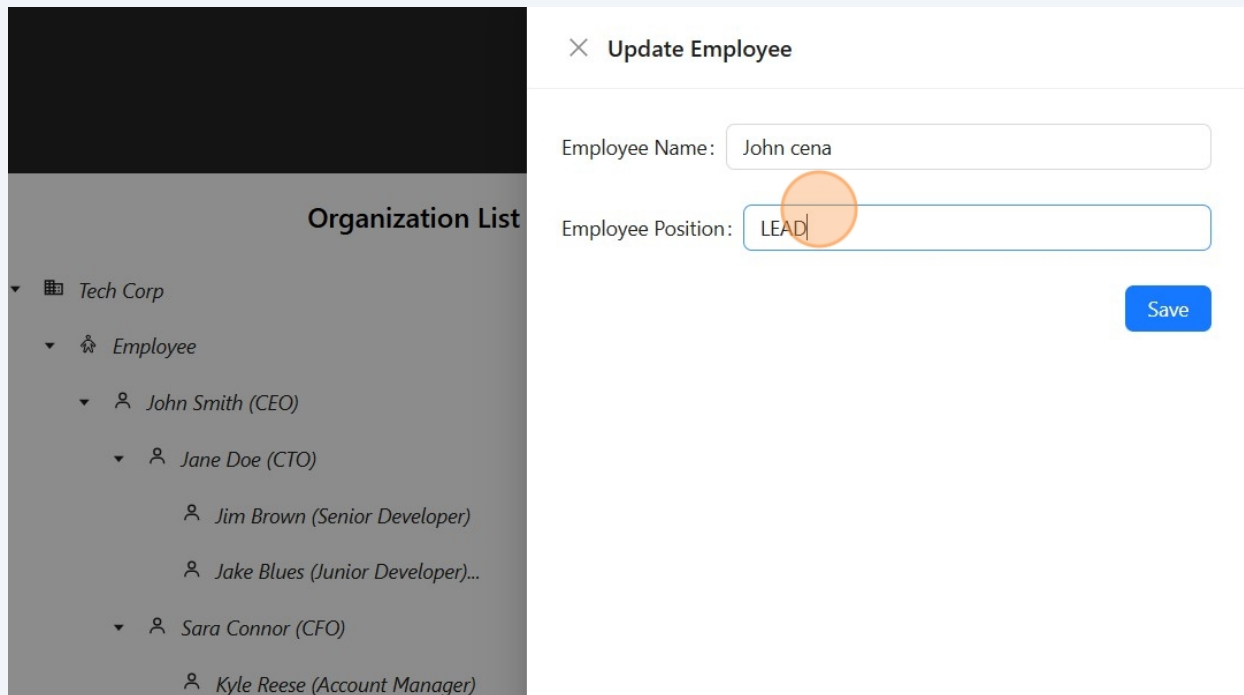
12 Click "Edit" button to edit the Employee

▾ ⚇ John Smith (CEO)

   ▾ ⚇ Jane Doe (CTO)

      ⚇ Jim Brown (Senior Developer)

      ⚇ Jake Blues (Junior Developer)...

   ▾ ⚇ Sara Connor (CFO)

      ⚇ Kyle Reese (Account Manager)

      ⚇ John Smith ra (RA)

   ▾ ⚇ John cena (LEAD)

      ⚇ Ravui (PROJECT LEAD)

                           ☑ Edit

                           👁 View

                           ⊕ Add Subordinate

                           🗑 Delete
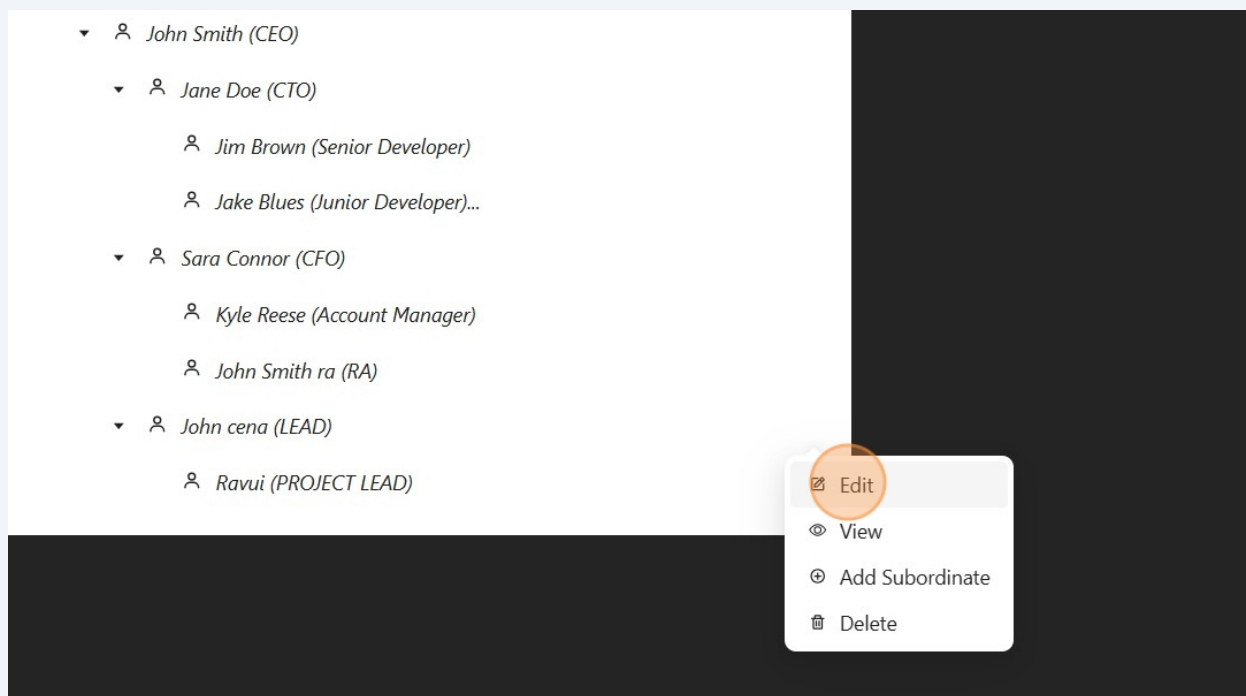
13 Click the "Employee Position" field to Edit the Field

Organization List

Tech Corp
- Employee
  - John Smith (CEO)
    - Jane Doe (CTO)
      - Jim Brown (Senior Developer)
      - Jake Blues (Junior Developer)...
    - Sara Connor (CFO)
      - Kyle Reese (Account Manager)

✕ **Update Employee**

Employee Name: John cena

Employee Position: LEAD

Save

14 Click the "Employee Name" field to Edit the Field

Organization List

Tech Corp
- Employee
  - John Smith (CEO)
    - Jane Doe (CTO)
      - Jim Brown (Senior Developer)
      - Jake Blues (Junior Developer)...
    - Sara Connor (CFO)
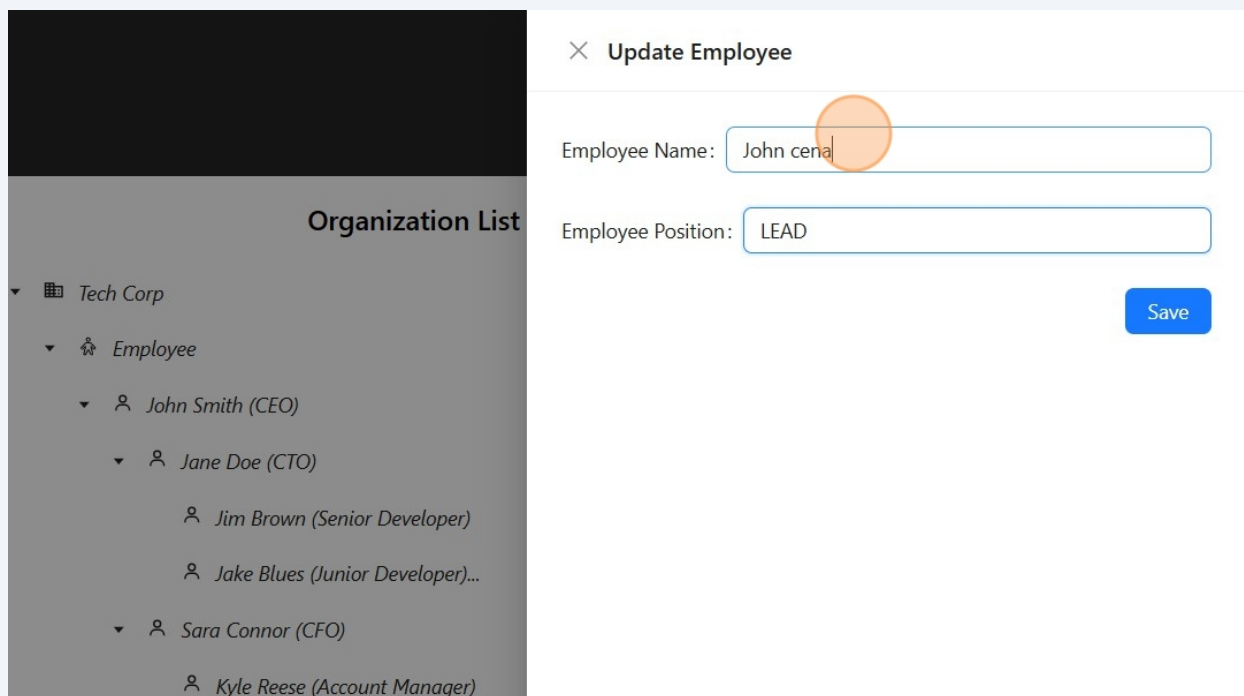   - Kyle Reese (Account Manager)

✕ **Update Employee**

Employee Name: John cena

Employee Position: LEAD

Save

15 Click "Save" to save the Employee Data

Organization List

- ▾ 🏢 Tech Corp
  - ▾ 👤 Employee
    - ▾ 👤 John Smith (CEO)
      - ▾ 👤 Jane Doe (CTO)
        - 👤 Jim Brown (Senior Developer)
        - 👤 Jake Blues (Junior Developer)...
      - ▾ 👤 Sara Connor (CFO)
        - 👤 Kyle Reese (Account Manager)

✕ **Update Employee**

Employee Name: [John]

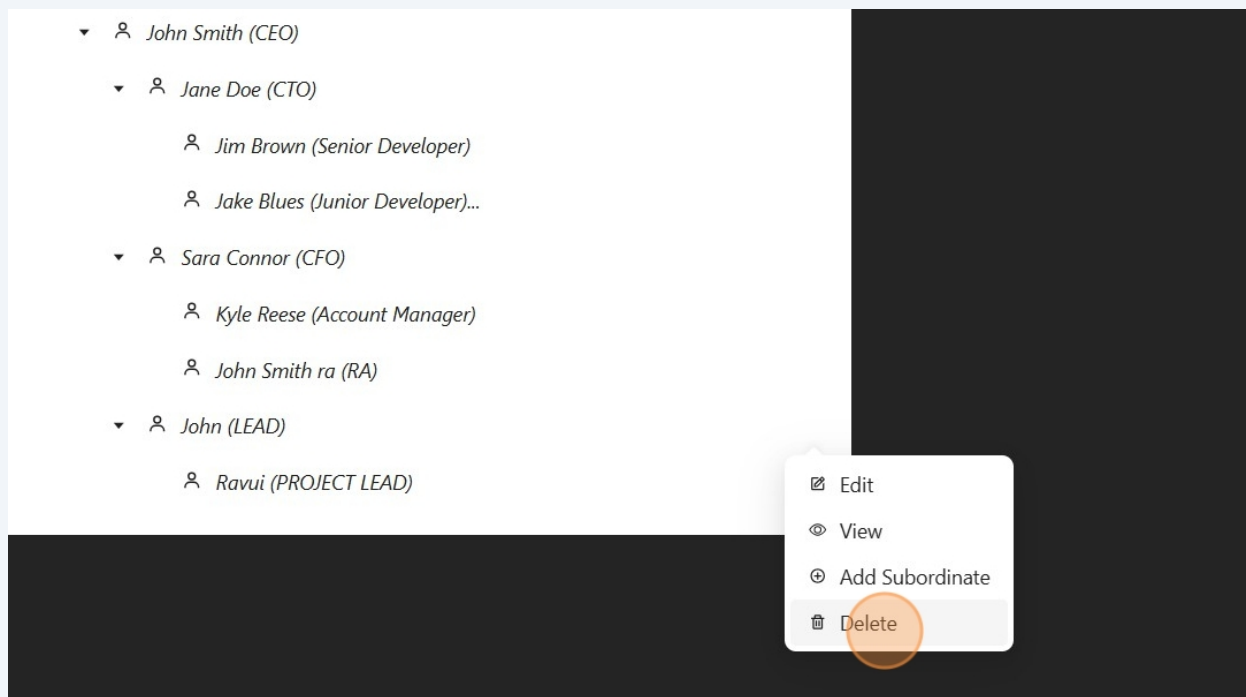Employee Position: [LEAD]

[Save]

16 Click the 'More' Icon to show the corresponding menu

- ▾ 👤 John Smith (CEO)
  - ▾ 👤 Jane Doe (CTO)
    - 👤 Jim Brown (Senior Developer)
    - 👤 Jake Blues (Junior Developer)...
  - ▾ 👤 Sara Connor (CFO)
    - 👤 Kyle Reese (Account Manager)
    - 👤 John Smith ra (RA)
  - ▾ 👤 John (LEAD)   More ···
    - 👤 Ravui (PROJECT LEAD)

17 Click "Delete" to Delete the Employee

John Smith (CEO)
  Jane Doe (CTO)
    Jim Brown (Senior Developer)
    Jake Blues (Junior Developer)...
  Sara Connor (CFO)
    Kyle Reese (Account Manager)
    John Smith ra (RA)
  John (LEAD)
    Ravui (PROJECT LEAD)

    ✎ Edit
    👁 View
    ⊕ Add Subordinate
    🗑 Delete

18 Click "OK" to confirm the Employee Deletion

⊞ Tech Corp
  👤 Employee
    John Smith (CEO)

    ⚠ Would you like to delete the Employee - John

                                    Cancel   OK

    Sara Connor (CFO)
      Kyle Reese (Account Manager)
      John Smith ra (RA)
    John (LEAD)
      Ravui (PROJECT LEAD)