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**DASHBOARD**ACCESS

1. Normal User

NEW EMPLOYEES  
1. The value returns to 0 every day.

WHEN USER ADD THINGS TO DO

1. When filling up the form

a. Credentials include:

i. Task description (required)

A. Max of 120 characters.

ii. Task feature/page

iii. Status (required)   
 A. The default is ongoing.

2. When user clicks the ADD button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then add that task to things to do and increment the number of tasks.

c. If no then close the MessageBox and return to form.  
3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to dashboard and clear fields.

c. If no then close the MessageBox and return to form.

WHEN USER CLICKS THE TASK

1. Show that page/feature

WHEN USER DELETE THINGS TO DO

1. When the user clicks the DELETE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the task, decrease number of things to do.

c. If no then return to dashboard.

WHEN USER EDIT THINGS TO DO

1. When the user clicks the EDIT button.

a. Show the form with task data.

b. Credentials include (read above).  
 i. If the status is done then delete it already in things to do and add it to done. Also, the number of task should decrease.

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

WHEN USER ADD UPCOMING

1. When filling up the form

a. Credentials include:

i. Task description (required)

A. Max of 120 characters.

ii. Task feature/page

iii. Date (required)  
 A. Invalid if current or past date.   
 B. The task should automatically go to ‘things to do’ if that day has come.

2. When user clicks the ADD button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then add that task to upcoming and increment the number of tasks.

c. If no then close the MessageBox and return to form.

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to dashboard and clear fields.

c. If no then close the MessageBox and return to form.  
WHEN USER CLICKS THE TASK

1. Show that page/feature

WHEN USER DELETE UPCOMING

1. When the user clicks the DELETE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the task, decrease number of things to do.

c. If no then go back to the dashboard.

WHEN USER EDIT UPCOMING

1. When the user clicks the EDIT button.

a. Show the form with task data.

b. Credentials include (read above).

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

WHEN USER DELETE DONE

1. When the user clicks the DELETE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the task, decrease number of done.

c. If no then close the MessageBox and return to dashboard.

**EMPLOYEE**ACCESS

1. Normal User

WHEN USER HIRE AN EMPLOYEE

1. When filling up the form

a. Credentials include:

i. Image (required)

ii. First Name (required)

A. Max of 120 characters.

iii. Middle Initial (optional)

A. Max of 3 characters.

iv. Last Name (required)

A. Max of 120 characters.

v. Gender (required)

vi. Contact Number (required)

A. Max of 11 integers.

vii. Email Address (required)

A. Max of 120 characters.

vii. Birthdate (required)

viii. Home Address (required)

A. Max of 200 characters.

ix. Marital Status (required)

x. Nationality (required)

xi. Date Employed (required)

xii. Department (required)

xiii. Position (required)

xiv. Status (required)

xv. Working Hours (required)

A. If the status is regular, the value should be 216 hours by default.

B. If the status is contractual, the user should set a value.

C. Max of 11 integers.

xvi. Hourly Rate (required)

A. Max of 11 integers.

xvii. Contract Duration

A. If the status is regular then disabled this field.

B. If the status is contractual then fill this field. (required)

xviii. Mode of Payment (required)

xix. Account Name (required)

A. Max of 120 characters.

xx. Account Number (required)

A. Max of 11 integers.

b. Employee id format: 11220000

2. When the user clicks the HIRE button in form

a. Prompt a MessageBox dialog if the information is added successfully or not.

b. If successful, the number of ‘Total Employees’ and ‘New Employees’ should increase on the employee page (located at bottom left) and dashboard.

c. If not, close the MessageBox and return to form.

d. The information should be added in employee and payroll datagridview.

i. Employee dtgv

A. All information.

ii. Payroll dtgv

A. Employee id, name, department, position, rate per hour, working hours.

B. The value of basic salary is rate per hour multiplied by working hours.  
 C. The value of holiday, violation, cash advance, deduction, and allowance is 0.

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page and clear fields.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE AS DRAFT button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

i. The information should not be saved in the database and the fields should not clear.

c. If no then close the MessageBox and return to form.

WHEN USER DELETE AN EMPLOYEE

1. When selecting an employee to delete

a. Select a row then click the delete button.

2. When the user clicks the DELETE button

a. Prompt a MessageBox dialog confirming the deletion.

b. If yes then delete the employee on the employee and payroll database. Also, the number of ‘Total Employees’ or ‘New Employees’ should decrease on the employee page and dashboard.

c. If no then close the MessageBox and return to page.

WHEN USER UPDATE AN EMPLOYEE

1. When selecting an employee to update.

a. Select a row then click the update button.

2. When the user clicks the UPDATE button.

a. Show the form with employees' existing data.

b. Credentials include (read above).

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

WHEN USER SEARCH DATA

1. By textbox

a. Any character is accepted.

2. By Dropdown

a. If department is chosen then show employee/s in that department.

b. If positon is chosen then show employee/s in that position.

c. If year is chosen then show employee/s employed in that year.

d. If month is chosen then show employee/s employed in that month.

e. If status is chosen then show employee/s in that status.

f. To make it back to the default view, clear the data in all dropdown.

PRINT FUNCTION

1. When the user clicks the PRINT button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then save the file as pdf.

c. If no then close the MessageBox and return to page.  
2. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then go back to options (print/cancel).

Note: Since there are many job positions per department, I decided to make it general like: manager, administrator, director, assistant, supervisor, coordinator, specialist, analyst, associate, and consultant.  
  
**LEAVE**

ACCESS

* Normal User.
* Contractual employee/s is/are not allowed to request a leave.

TYPES OF LEAVE

SICK - 40 days per year

VACATION - 100 days per year

MATERNAL - 200 days per year

WHEN USER ADD EMPLOYEE LEAVE

1. When filling up the form

a. Credentials include:

i. Employee ID (required)

A. The employee name, department and position should automatically fill the text fields.

ii. Leave type (required)

A. If male, maternal leave should not be available.

iii. Leave date (from-to) (required)

iv. Paid working hours (required)

A. Automatic computation.

B. The total value is number of leave days multiplied by 8.

v. Date Approved (optional)

A. Should be before the leave date.

B. If approved, subtract the number of leave days to the number of remaining leave on database.

2. When the user clicks the ADD button in form

a. Prompt a MessageBox dialog if the information is added successfully or not.  
 b. If successful, the information should be added in leave database.

c. If not, close the MessageBox and return to form.

3. When the user clicks the CANCEL button in form

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page and clear fields.

c. If not, close the MessageBox and return to form.

WHEN USER DELETE AN EMPLOYEE LEAVE

1. When selecting an employee to delete

a. Select a row then click the delete button.

2. When the user clicks the DELETE BUTTON

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the employee on the leave database and the value of leave types should go back to its default value.

c. If no then close the MessageBox and return to page.

WHEN USER UPDATE AN EMPLOYEE LEAVE

1. When selecting an employee to update.

a. Select a row then click the delete button.

2. When the user clicks the UPDATE button.

a. Show the form with employees' existing data.

b. Credentials include (read above).

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

WHEN USER SEARCH DATA

1. By textbox

a. Any character is accepted.

2. By Dropdown

a. If department is chosen then show employee/s in that department.

b. If positon is chosen then show employee/s in that position.

c. If year is chosen then show employee/s request leave in that year.

d. If month is chosen then show employee/s request leave in that month.

e. To make it back to the default view, clear the data in all dropdown.  
  
  
  
**OVERTIME**

ACCESS

* Normal User
* Contractual employee/s is/are not allowed to request overtime

WHEN USER ADD EMPLOYEE OVERTIME

1. When filling up the form

a. Credentials include:

i. Employee ID (required)

A. The employee name, department and position, and rate per hour should automatically fill the text fields.

ii. Date (required)

A. Current

iii. Additional hours (required)

A. Max of 5 hours per day.

iv. Amount (required)

A. Automatic computation.

B. The total value is additional hours multiplied by rate per hour.

2. When the user clicks the ADD button in form

a. Prompt a MessageBox dialog if the information is added successfully or not.

b. If successful, the number of ‘Overtime Employees’ should increase on the dashboard and the value of additional hours should be also added to the value of working hours on payroll database.

c. If not, then close the MessageBox and return to form.  
d. The information should be added in overtime and payroll database.

i. Overtime dtgv

A. All information in the form.

ii. Payroll dtgv

A. Additional hours.

3. When the user clicks the CANCEL button in form

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page and clear fields.

c. If no then close the MessageBox and return to form.

WHEN USER DELETE AN EMPLOYEE OVERTIME

1. When selecting an employee to delete

a. Select a row then click the delete button.  
2. When the user clicks the DELETE BUTTON

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the employee on the overtime database and the additional working hours in payroll should decrease.

c. If no then close the MessageBox and return to form.

WHEN USER UPDATE AN EMPLOYEE OVERTIME

1. When selecting an employee to update.

a. Select a row then click the delete button.

2. When the user clicks the UPDATE button.

a. Show the form with employees' existing data.

b. Credentials include (read above).

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

WHEN USER SEARCH DATA   
1. By textbox

a. Any character is accepted.

2. By Dropdown

a. If department is chosen then show employee/s in that department.

b. If positon is chosen then show employee/s in that position.

c. If year is chosen then show employee/s who works overtime in that year.

d. If month is chosen then show employee/s who works overtime in that month.

e. To make it back to the default view, clear the data in all dropdown.  
  
**HOLIDAY**ACCESS:

* Normal User

WHEN USER ADD EMPLOYEE HOLIDAY

1. When user clicks the ADD button in holiday page

a. Prompt a MessageBox dialog if that day is not holiday and confirmation to continue.

b. If yes then show the form.

c. If no then close the MessageBox and return to page.

2. When filling up the form

a. Credentials include:

i. Employee ID (required)

A. The employee name, department and position, status, and rate per hour will automatically fill the text fields.

ii. Date (current)

iii. Working Hours per day (required)

A. If regular employee then the value is 8.

B. If contractual employee then set a value. Max of 8 hours.

iv. Amount (required)

A. Automatic computation.

B. If regular holiday, the total amount is rate per hour x working hours x 1.

C. If special non-working holiday, the total amount is rate per hour x working hours x .3

3. When the user clicks the ADD button in form.

a. Prompt a MessageBox dialog if the information is added successfully or not.

b. If successful, the total amount will add to the value of net pay on payroll database.

c. If not, go back to form.

d. The information should be added in holiday and payroll database.

i. Holiday

A. All information in the form.

ii. Payroll

A. Amount

WHEN USER DELETE AN EMPLOYEE HOLIDAY

1. When selecting an employee to delete

a. Select a row then click the delete button.

2. When the user clicks the DELETE BUTTON

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the employee on the holiday database and the holiday and net pay amount on payroll should decrease.

c. If no then close the MessageBox and return to page.

WHEN USER UPDATE AN EMPLOYEE HOLIDAY

1. When selecting an employee to update.

a. Select a row then click the update button.

2. When the user clicks the UPDATE button.

a. Show the form with employees' existing data.

b. Credentials include (read above).

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

WHEN USER SEARCH DATA   
1. By textbox

a. Any character is accepted.

2. By Dropdown

a. If department is chosen then show employee/s in that department.

b. If positon is chosen then show employee/s in that position.

c. If year is chosen then show employee/s who works during holiday in that year.

d. If month is chosen then show employee/s who works during holiday in that month.

e. To make it back to the default view, clear the data in all dropdown.

**VIOLATION**

ACCESS

* Normal User

WHEN USER ADD EMPLOYEE VIOLATION

1. When filling up the form

a. Credentials include:

i. Employee ID (required)

A. The employee name, department and position, rate per hour, and status will automatically fill the text fields.

ii. Date (current)

iii. Type of violation (required)

A. Max of 120 characters.

iv. Amount (required)

A. Max of 11 integers.

2. When the user clicks the ADD button in form

a. Prompt a MessageBox dialog if the information is added successfully or not.

b. If successful, the value of net pay should decrease on payroll database.

c. If not, then close the MessageBox and return to form.

d. The information should be added in violation and payroll database.

i. Violation dtgv

A. All information in the form.

ii. Payroll

A. Amount

3. When the user clicks the CANCEL button in form

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page and clear fields.

c. If then close the MessageBox and return to form.

WHEN USER DELETE AN EMPLOYEE VIOLATION

1. When selecting an employee to delete

a. Select a row then click the delete button.

2. When the user clicks the DELETE BUTTON

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the employee on the violation database and the amount of violation and net pay should increase in payroll.

c. If no then close the MessageBox and return to page.

WHEN USER UPDATE AN EMPLOYEE LEAVE

1. When selecting an employee to update

a. Select a row then click the update button.

2. When the user clicks the UPDATE button

a. Show the form with employees' existing data

b. Credentials include (read above).

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

WHEN USER SEARCH DATA   
1. By textbox

a. Any character is accepted.

2. By Dropdown

a. If department is chosen then show employee/s in that department.

b. If positon is chosen then show employee/s in that position.

c. If year is chosen then show employee/s who had violation in that year.

d. If month is chosen then show employee/s who had violation in that month.

e. To make it back to the default view, clear the data in all dropdown.  
  
**CASH ADVANCE**

ACCESS

* Normal User
* Contractual employee/s is/are not allowed to request cash advance

WHEN USER ADD EMPLOYEE CASH ADVANCE

1. When filling up the form

a. Credentials include:

i. Employee ID (required)

A. The employee name, department and position, rate per hour, and status will automatically fill the text fields.

ii. Date Requested (current)

iii. Date Approved (optional)

A. Should be on or before the date of request  
 B. If approved then the monthly net pay of employee should decrease.

iv. Amount (required)

A. Max of 10,000php.

B. Min of 1,000php.

2. When the user clicks the ADD button in form

a. Prompt a MessageBox dialog if the information is added successfully or not.

b. If successful, the value of net pay should decrease on payroll database.

c. If not, close the MessageBox and return to form.

d. The information should be added in cash advance and payroll database.

i. Cash Advance dtgv

A. All information in the form.

ii. Payroll dtgv

A. Amount

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page and clear fields.

c. If no then close the MessageBox and return to form.

WHEN USER DELETE AN EMPLOYEE CASH ADVANCE

1. When selecting an employee to delete

a. Select a row then click the delete button.

2. When the user clicks the DELETE BUTTON

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the employee on the cash advance database and the value of net pay on payroll should increase.

c. If no then close the MessageBox and return to page.

WHEN USER UPDATE AN EMPLOYEE CASH ADVANCE

1. When selecting an employee to update.

a. Select a row then click the update button.

2. When the user clicks the UPDATE button.

a. Show the form with employees' existing data.

b. Credentials include (read above).

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.  
WHEN USER SEARCH DATA   
1. By textbox

a. Any character is accepted.

2. By Dropdown

a. If department is chosen then show employee/s in that department.

b. If positon is chosen then show employee/s in that position.

c. If year is chosen then show employee/s who request cash advance in that year.

d. If month is chosen then show employee/s who request cash advance in that month.

e. To make it back to the default view, clear the data in all dropdown.  
  
**ALLOWANCE**

ACCESS

* Normal User

WHEN USER ADD AN ALLOWANCE

1. When filling up the form

a. Credentials include:

i. Description (required)

A. Max of 120 characters.

ii. Amount (required)

A. Max of 11 integers.

2. When the user clicks the ADD button in form

a. Prompt a MessageBox dialog if the information is added successfully or not.

b. If successful, the total value of allowance should be added to all employees' net pay.

c. If not, close the MessageBox and return to form.

d. The information should be added in allowance and payroll database.

i. Allowance dtgv

A. All information in the form.

ii. Payroll dtgv

A. Total amount  
WHEN USER DELETE AN ALLOWANCE

1. When selecting an employee to delete

a. Select a row then click the delete button.

2. When the user clicks the DELETE BUTTON

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete that allowance on the allowance database and the value of net pay on payroll should decrease.

c. If no then close the MessageBox and return to page.

WHEN USER UPDATE AN ALLOWANCE

1. When selecting an allowance to update.

a. Select a row then click the update button.

2. When the user clicks the UPDATE button.

a. Show the form with existing data.

b. Credentials include (read above).

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

WHEN USER SEARCH DATA   
1. By textbox

a. Any character is accepted.

**DEDUCTION**

ACCESS

* Normal User

WHEN USER ADD A DEDUCTION

1. When filling up the form

a. Credentials include:

i. Description (required)

A. Max of 120 characters.

ii. % (required)

A. Max of 11 integers.

2. When the user clicks the ADD button in form

a. Prompt a MessageBox dialog if the information is added successfully or not.

b. If successful, the % of deduction should be deducted to all employees' net pay.

c. If not, close the MessageBox and return to form.

d. The information should be added in deduction and payroll database.  
 i. Deduction dtgv

A. All information in the form.

ii. Payroll

A. The amount of deduction is % multiplied by employees' net pay.  
WHEN USER DELETE A DEDUCTION

1. When selecting an employee to delete

a. Select a row then click the delete button.

2. When the user clicks the DELETE BUTTON

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete that deduction on the deduction database and the value of net pay on payroll should increase.

c. If no then close the MessageBox and return to page.

WHEN USER UPDATE A DEDUCTION

1. When selecting an allowance to update.

a. Select a row then click the update button.

2. When the user clicks the UPDATE button.

a. Show the form with existing data.

b. Credentials include (read above).

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then go back to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then go back to form.

WHEN USER SEARCH DATA   
1. By textbox

a. Any character is accepted.

**PAYROLL-DEPARTMENT**

ACCESS

* Normal User

The table should be empty because the first step is to choose a department.

WHEN USER WANT TO VIEW TABLE OF SPECIFIC DEPARTMENT

1. When user has select a department in the dropdown

a. Show all employees employed in that department.

b. Automatic computation of payroll

i. Add all the net pay of employees in that department.

WHEN USER SEARCH DATA

1. By textbox

a. Any character is accepted.

2. By Dropdown

a. If year is chosen then show all employee/s employed in that year and in that department only.

b. If month is chosen then show all employee/s employed in that month and in that department only.

c. If status is chosen then show all employee/s in that status and in that department only.

d. To make it back to the default view, clear the data in all dropdown.

**PAYROLL-ALL**

ACCESS:

* Normal User

Every month there is new computation of employees' net pay.

COMPUTATION

1. Total payroll

a. Add all the net pay of employees.

2. Contractual Employee

a. Basic Salary

i. Working hours multiplied by hourly rate

b. Monthly Net pay

i. Basic salary - Deduction - Violation + Holiday + Allowance

3. Regular Employee

a. Basic Salary

i. Working hours multiplied by hourly rate

b. Monthly Net pay

i. Basic salary - Deduction - Violation - Cash Advance + Holiday + Allowance

WHEN USER SEARCH DATA   
1. By textbox

a. Any character is accepted.

2. By Dropdown

a. If department is chosen then show employee/s in that department.

b. If positon is chosen then show employee/s in that position.

c. If year is chosen then show employee/s earnings in that year.

d. If month is chosen then show employee/s earnings in that month.

e. To make it back to the default view, clear the data in all dropdown.

**SINGLE-POSTING**

ACCESS

* Normal User

WHEN USER TYPE THE EMPLOYEE ID IN THE TEXTBOX

1. The employee name, department and position, rate per hour, and status will automatically show.

2. Show the earnings of the employee on that month.

WHEN USER ADD RETIREMENT/SEPARATION FEE

1. When filling up the form

a. Credential include:

i. Amount

A. Max of 11 integers.

PRINT FUNCTION

1. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then go back to options (print/cancel).

1. When the user clicks the PRINT button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then save the file as pdf.

c. If no then go back to page.  
**SETTINGS – ACCOUNTS**  
  
ACCESS

* Super User

WHEN USER ADD AN ACCOUNT

1. When filling up the form

a. Credentials include:   
 i. First Name  
 A. Max of 120 characters.  
 ii. Last Name  
 A. Max of 120 characters.

iii. Username  
 A. Max of 32 characters.  
 B. Alphanumeric characters only.

iv. Password  
 A. Max of 32 characters.  
 B. Any character is allowed.

2. When the user clicks the ADD button in form.

a. Prompt a MessageBox dialog if the information is added successfully or not.

b. If successful, the information should be added to accounts database.

c. If not, close the MessageBox dialog and return to form.

WHEN USER DELETE AN ACCOUNT

1. When selecting an account to delete

a. Select a row then click the delete button.

2. When the user clicks the DELETE BUTTON

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the account on database.

c. If no then close the MessageBox and return to page.

WHEN USER UPDATE AN EMPLOYEE HOLIDAY

1. When selecting an employee to update.

a. Select a row then click the update button.

2. When the user clicks the UPDATE button.

a. Show the form with accounts' existing data.

b. Credentials include (read above).  
 i. Username should not be updatable.  
 ii. Current password and new password needed.

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

WHEN USER SEARCH DATA   
1. By textbox

a. Any character is accepted.  
  
  
**SETTINGS - NOTIFICATIONS**

ACCESS

Normal User  
  
WHEN USER ADD A NOTIFICATION

1. When filling up the form

a. Credentials include:   
 i. Description   
 A. Max of 120 characters.

ii. Date  
 A. Invalid if past date.   
 B. Notify if that day has come.  
 iii. Time  
 A. Invalid if current date and time.

2. When the user clicks the ADD button in form.

a. Prompt a MessageBox dialog if the information is added successfully or not.

b. If successful, the information should be added to notification database.

c. If not, close the MessageBox dialog and return to form.

WHEN USER DELETE A NOTIFICATION

1. When selecting an account to delete

a. Select a row then click the delete button.

2. When the user clicks the DELETE BUTTON

a. Prompt a MessageBox dialog for confirmation.

b. If yes then delete the notification on database.

c. If no then close the MessageBox and return to page.

WHEN USER UPDATE A NOTIFICATION

1. When selecting an employee to update.

a. Select a row then click the update button.

2. When the user clicks the UPDATE button.

a. Show the form with notifications' existing data.

b. Credentials include (read above).

3. When the user clicks the CANCEL button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then go back to page.

c. If no then close the MessageBox and return to form.

4. When the user clicks the SAVE button

a. Prompt a MessageBox dialog for confirmation.

b. If yes then update the data.

c. If no then close the MessageBox and return to form.

WHEN USER SEARCH DATA   
1. By textbox

a. Any character is accepted.