# 2. EMPLOYEE SUB-SYSTEM

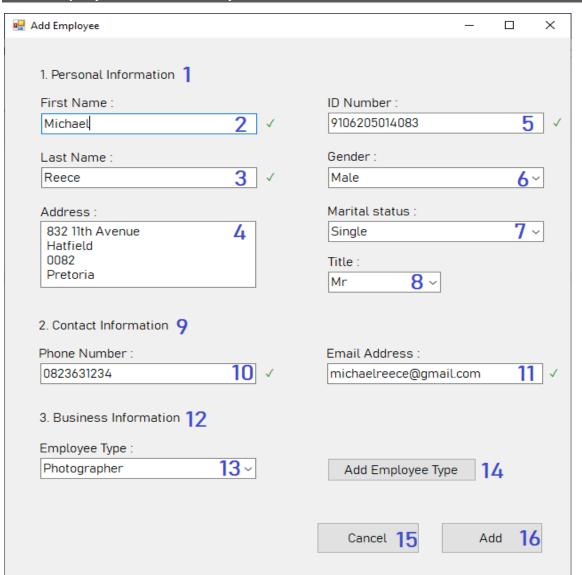
# Add Employee

## **Screen Controls**

## Add Employee Screen - Details

- The Add Employee Screen displays the necessary details to add an employee to the system.
- All employee details are required to add an employee to the system.

## Add Employee Screen - Layout



# Add Employee Screen – Controls

No	Control Name	Description
1	Personal Information	Indicates that the following section is for the
	Section Label	employee's personal information.
2	First Name Textbox	This textbox requires the first name of the employee.
3	Last Name Textbox	This textbox requires the last name of the employee.
4	Address Multiline	This multiline textbox requires the address of the
	Textbox	employee.
5	ID Number Textbox	This textbox requires the id number of the employee.
6	Gender Combobox	This combobox is populated with various genders,
		namely male and female.
7	Marital Status	This combobox is populated with various marital
	Combobox	statuses, namely single, married, divorced and
		widowed.
8	Title Combobox	This combobox is populated with various titles
		available to choose from.
9	Contact Information	Indicates that the following section is for the
	Section Label	employee's contact information.
10	Phone Number Textbox	This textbox requires the phone number of the
		employee.
11	Email Address Textbox	This textbox requires the email address of the
		employee.
12	Business Information	Indicates that the following section is for the
	Section Label	employee's business information.
13	Employee Type	This combobox is populated with the different
	Combobox	employee types on the system. This indicates the
		employee's role and access level.
14	Add Employee Type	This button redirects the user to the Add Employee
	Button	Type Screen to add an employee type to the system
4=	10	and the Employee Type Combobox.
15	Cancel Button	This button cancels the process of adding the
		employee to the system.
16	Add Button	This button adds the new employee and their details
		to the system.

# **Tutorial**

# Description

This tutorial will show you how to add an employee to the system.

## Learning Outcomes

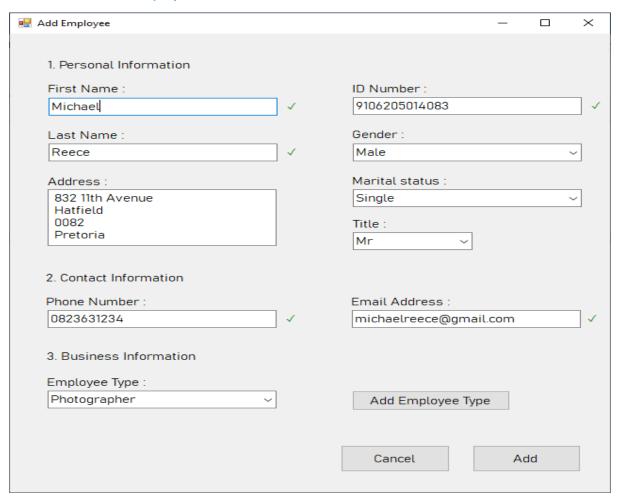
### AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Successfully add a new employee to the system.

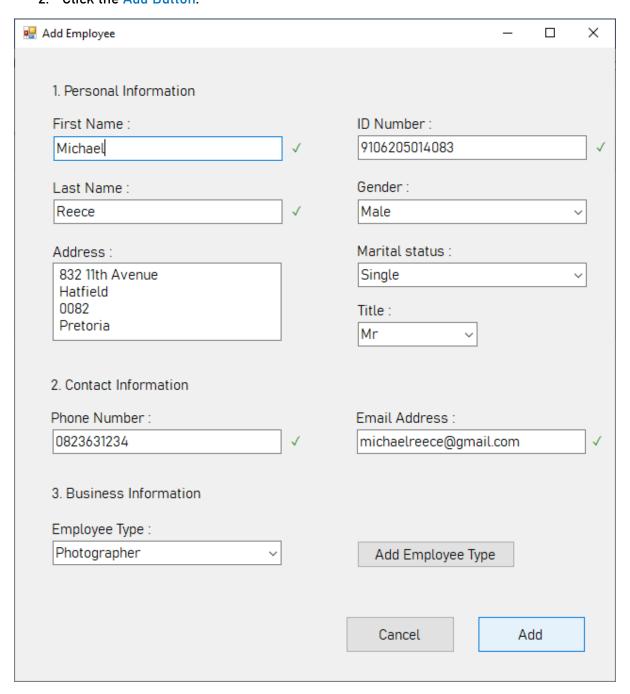
## Process of Execution

### ADDING AN EMPLOYEE TO THE SYSTEM:

 Enter the employee's personal, contact and business information into the textboxes on the Add Employee Screen.



### 2. Click the Add Button.



# Test Data

Label Name:	Test Data:
Title	Mr
First Name	Michael
Last Name	Reece
Address	832 11 <sup>th</sup> Avenue
	Hatfield
	0082
	Pretoria
ID Number	9106205014083
Gender	Male
Marital Status	Single
Phone Number	0823631234
Email Address	michaelreece@gmail.com
Employee Type	Photographer