

2. EMPLOYEE SUB-SYSTEM

Search/Delete Employee Type

Screen Controls

Employee Types Screen - Details

- ▶ The [Employee Types Screen](#) is used to navigate to the [Add Employee Type Screen](#) and to search for and maintain an employee type on the system.
- ▶ The employee type name is required to search for an employee on the system.

Employee Types Screen - Layout

The screenshot shows the 'Employee Types' application window. At the top left is the title bar 'Employee Types' with a question mark and close button. Below the title bar, on the left, is a 'Search:' label followed by a text input field (callout 1). To the right of the input field is a blue number '2'. Further right is a button labeled 'Add Employee Type' (callout 3). Below these elements is a table (callout 2) with five columns: 'Employee Type', 'Description', and three action columns. The first row of the table is highlighted in blue. The table contains four data rows: 'Receptionist', 'Manager', 'Owner', and 'Photographer'. Each row has a 'View' button (callout 4), an 'Edit' button (callout 5), and a 'Delete' button (callout 6). Below the table is a large gray rectangular area.

Employee Type	Description			
Receptionist	General receptionist	4 View	5 Edit	6 Delete
Manager	This type of employ...	View	Edit	Delete
Owner	The owner of the bu...	View	Edit	Delete
Photographer	Takes photos at eve...	View	Edit	Delete

Employee Types Screen – Controls

No	Control Name	Description
1	Search Textbox	This textbox is used to enter search criteria containing either the employee name or id number to search by.
2	Employee Types Data Grid View	This data grid view displays all the employee types on the system and is filtered by what is entered in the Search Textbox .
3	Add Employee Type Button	This button redirects the user to the Add Employee Type Screen .
4	View Button	This button, which is displayed in each row next to a certain employee type, is used to view the employee type's details on the View Employee Type Screen .
5	Edit Button	This button, which is displayed in each row next to a certain employee type, is used to edit the employee type's details on the Edit Employee Type Screen .
6	Delete Button	This button, which is displayed in each row next to a certain employee type, is used to delete the employee type.

Tutorial

Description

- ▶ This tutorial will show you how to search for an employee type on the system as well as deleting an employee type.
- ▶ Before searching for an employee type, the employee type has to be added or already exist on the system.

Learning Outcomes

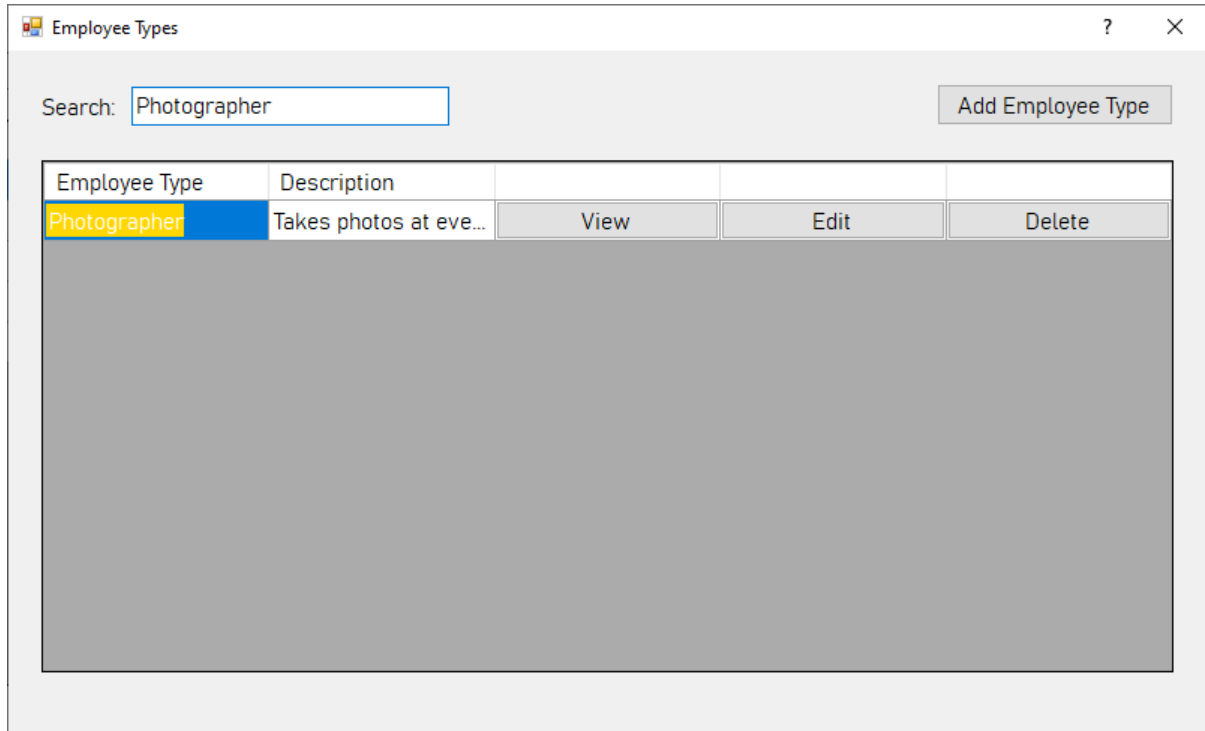
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Enter search criteria.
2. Successfully search for an employee type on the system.
3. Successfully delete an employee from the system.

Process of Execution

SEARCHING AN EMPLOYEE TYPE ON THE SYSTEM:

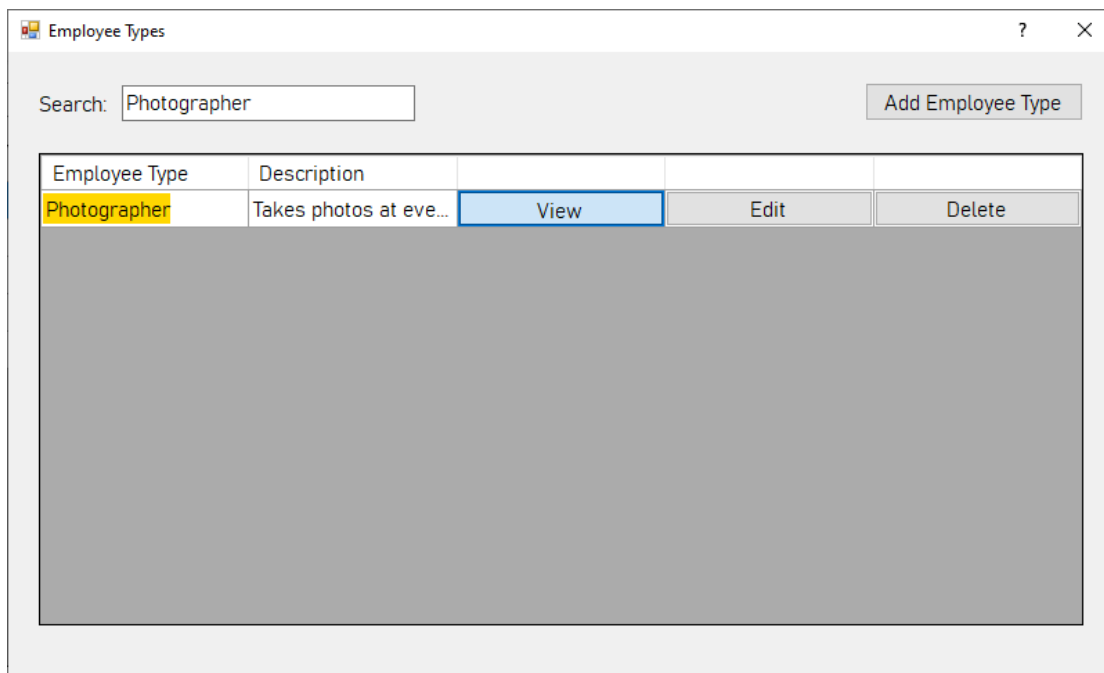
1. Enter the employee type's name into the [Search Textbox](#) on the [Employee Types Screen](#).



The screenshot shows a window titled "Employee Types" with a search bar containing "Photographer" and an "Add Employee Type" button. Below the search bar is a table with the following data:

Employee Type	Description			
Photographer	Takes photos at eve...	View	Edit	Delete

2. The search results will be displayed on the [Employee Types Data Grid View](#) on the form.
3. Click on the [View Button](#) in the row of the employee type if you wish to view their details. (The [View Employee Type Screen](#) is displayed)

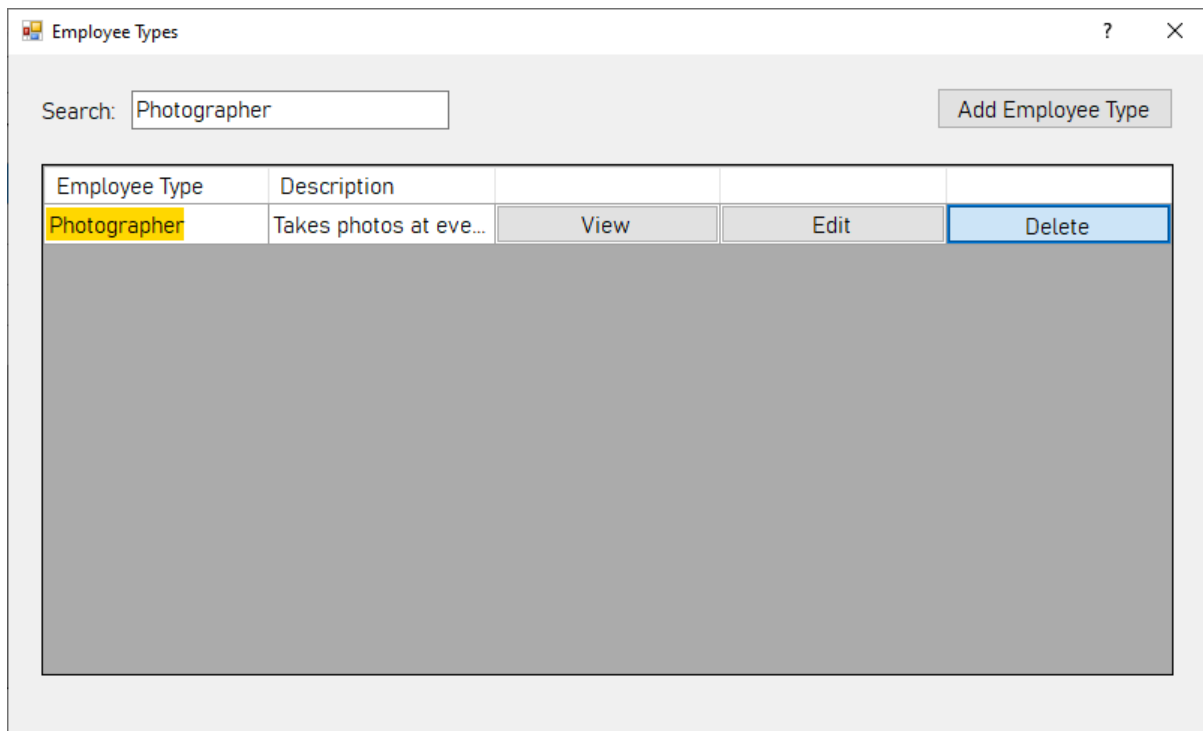


The screenshot shows the same "Employee Types" window. The "View" button in the row for "Photographer" is highlighted with a blue border, indicating it is the selected action.

Employee Type	Description			
Photographer	Takes photos at eve...	View	Edit	Delete

DELETING AN EMPLOYEE TYPE FROM THE SYSTEM:

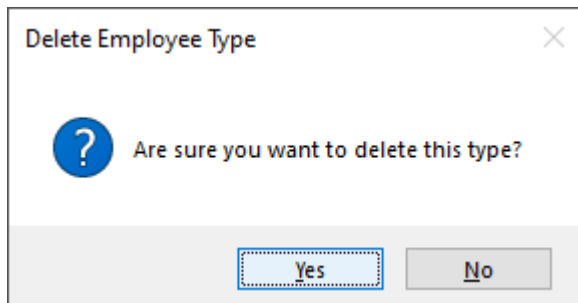
1. Click on the [Delete Button](#) in the row of the employee type you want to maintain if you wish to delete the employee type. (On the [Employee Types Screen](#))



The screenshot shows a window titled "Employee Types" with a search bar containing "Photographer" and an "Add Employee Type" button. Below is a table with columns: Employee Type, Description, View, Edit, and Delete. The first row is highlighted in yellow and contains the text "Photographer", "Takes photos at eve...", "View", "Edit", and "Delete". The "Delete" button is highlighted in blue.

Employee Type	Description	View	Edit	Delete
Photographer	Takes photos at eve...	View	Edit	Delete

2. Click the [Yes Button](#).



The screenshot shows a dialog box titled "Delete Employee Type" with a question mark icon and the text "Are sure you want to delete this type?". At the bottom are "Yes" and "No" buttons. The "Yes" button is highlighted with a blue border.

Test Data

Label Name:	Test Data:
Search Criteria (Name)	Photographer