2. EMPLOYEE SUB-SYSTEM

Edit Employee

Screen Controls

Edit Employee Screen – Details

▶ The Edit Employee Screen displays the necessary details to edit an employee's details on the system.

▶ All employee details are required to edit an employee on the system.

Edit Employee Screen – Layout

Edit Employee Screen – Controls

No	Control Name	Description
1	Personal Information Section Label	Indicates that the following section is for the employee's personal information.
2	Title Combobox	This combobox is populated with various titles available to choose from.
3	First Name Textbox	This textbox requires the first name of the employee.
4	Last Name Textbox	This textbox requires the last name of the employee.
5	Address Multiline Textbox	This multiline textbox requires the address of the employee.
6	ID Number Textbox	This textbox requires the id number of the employee.
7	Gender Combobox	This combobox is populated with various genders, namely male and female.
8	Marital Status Combobox	This combobox is populated with various marital statuses, namely single, married, divorced and widowed.
9	Contact Information Section Label	Indicates that the following section is for the 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	Employee Type Combobox	This combobox is populated with the different employee types on the system. This indicates the employee's role and access level.
13	Add Employee Type Button	This button redirects the user to the Add Employee Type Screen to add an employee type to the system and the Employee Type Combobox.
14	Edit Button	This button enables all the textboxes on the form.
15	OK Button	This button updated the employee and their details to the system.

Tutorial

Description

▶ This tutorial will show you how to maintain (update) an employee on the system.
▶ Before maintaining an employee, the employee has to be added or already exist on the system.
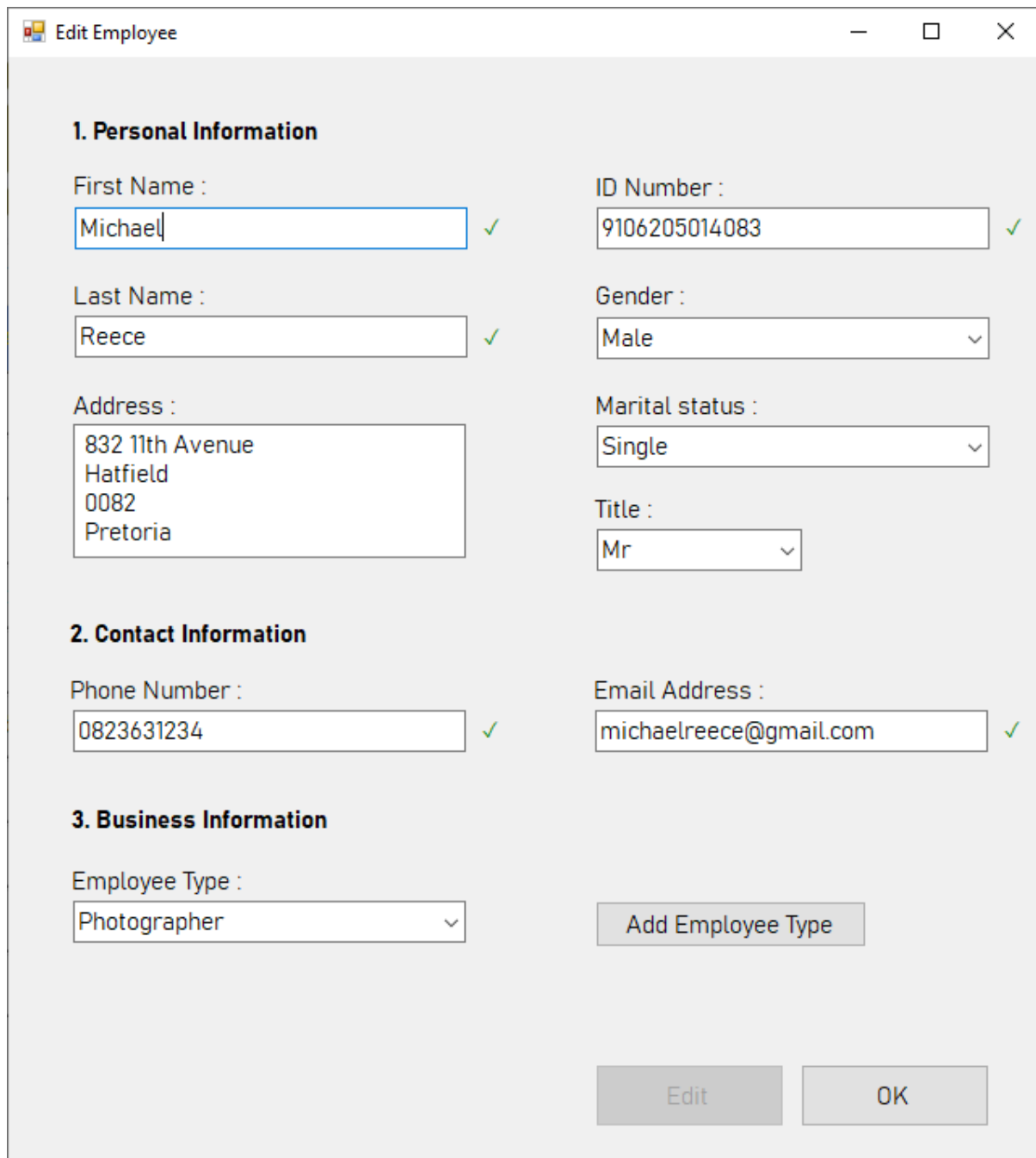
Learning Outcomes

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

1. Successfully edit an employee on the system.

EDITING AN EMPLOYEE ON THE SYSTEM:

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

Edit Employee   —   ☐   ✕

1. Personal Information

First Name :
Michael   ✓

ID Number :
9106205014083   ✓

Last Name :
Reece   ✓

Gender :
Male   ⌄

Address :
832 11th Avenue
Hatfield
0082
Pretoria

Marital status :
Single   ⌄

Title :
Mr   ⌄

2. Contact Information

Phone Number :
0823631234   ✓

Email Address :
michaelreece@gmail.com   ✓

3. Business Information

Employee Type :
Photographer   ⌄

Add Employee Type

Edit   OK

2. Click the OK Button.

Edit Employee   — □ ✕

1. Personal Information

First Name :

Michael   ✓

ID Number :

9106205014083   ✓

Last Name :

Reece   ✓

Gender :

Male ⌄

Address :

832 11th Avenue
Hatfield
0082
Pretoria

Marital status :

Single ⌄

Title :

Mr ⌄

2. Contact Information

Phone Number :

0823631234   ✓

Email Address :

michaelreece@gmail.com   ✓

3. Business Information

Employee Type :

Photographer ⌄

[Add Employee Type]

[Edit]   [OK]

Test Data

Maintain one of the employees of your choosing.