

4. SERVICES SUB-SYSTEM

Add Service Type

Screen Controls

Add Service Type Screen - Details

- ▶ The [Add Service Type Screen](#) is used to add a new service type to the system.
- ▶ All service type details are required to add a new service type to the system.

Add Service Type Screen - Layout

The screenshot shows a Windows-style dialog box titled "Add Service Type". It has a standard title bar with a question mark icon and a close button (X). The dialog contains two main input sections. The first section is labeled "Name :" and features a text input field containing the word "Function", which is marked with a blue number "1". To the right of this field is a red "X" icon. The second section is labeled "Description :" and features a multi-line text area containing the text "This service type is for services that are required in functions", which is marked with a blue number "2". To the right of this text area is another red "X" icon. At the bottom of the dialog, there are two buttons: "Cancel" (marked with a blue number "3") and "Add" (marked with a blue number "4").

Add Service Type Screen – Controls

No	Control Name	Description
1	Name Textbox	This textbox is used to enter the name of the new service type.
2	Description Textbox	This textbox is used to enter the description of the new service type.
3	Cancel Button	This button is used to cancel adding a new service type. The user is redirected to the previous screen.
4	Add Button	This button is used to add the new service type and its details to the system.

Tutorial

Description

- ▶ This tutorial will show you how to add a service type to the system.

Learning Outcomes

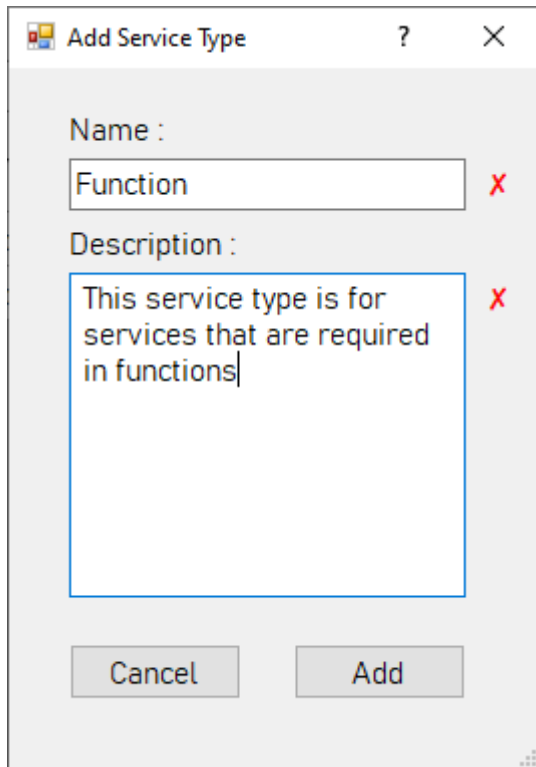
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Add Service Type Screen](#).
2. Successfully add a new service type to the system.

Process of Execution

ADDING A SERVICE TYPE TO THE SYSTEM:

1. Enter the service type's details into the textboxes on the [Add Service Type Screen](#).



The screenshot shows a Windows-style dialog box titled "Add Service Type". It has a standard title bar with a question mark icon and a close button (X). The dialog contains two input fields. The first is labeled "Name :" and contains the text "Function". To the right of this field is a red "X" icon. The second is a larger text area labeled "Description :" containing the text "This service type is for services that are required in functions". To the right of this text area is also a red "X" icon. At the bottom of the dialog are two buttons: "Cancel" and "Add".

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

Test Data

Label Name:	Test Data:
Name	Function
Description	This service type is for services that are required in functions.