

2. EMPLOYEE SUB-SYSTEM

Edit Employee Type

Screen Controls

Edit Employee Type Screen - Details

- ▶ The [Edit Employee Type Screen](#) is used to edit an employee type on the system.
- ▶ All the employee type details are required to edit an employee type.

Edit Employee Type Screen - Layout

The screenshot shows a window titled "Edit Employee Type" with a standard Windows title bar (minimize, maximize, close buttons). The window contains the following controls:

- Name :** A text input field containing "Photographer". A blue number "1" is placed at the end of the text, and a green checkmark is to the right of the field.
- Description :** A text area containing "Takes photos at events or photoshoots". A blue number "2" is at the bottom right of the text area, and a green checkmark is to the right.
- Access Level :** A dropdown menu showing "1". A blue number "3" is at the end of the dropdown, and a small downward arrow is visible.
- Buttons:** At the bottom, there are two buttons: "4 Edit" (disabled, greyed out) and "5 OK" (active, highlighted).

Edit Employee Type Screen – Controls

No	Control Name	Description
1	Name Textbox	This textbox is used to enter the name of the new employee type.
2	Description Textbox	This textbox is used to enter the description of the new employee type.
3	Access Level Combobox	This combobox is used to select the employee type access level for the new employee type.
4	Edit Button	This button is disabled on this screen.
5	OK Button	This button saves the employee type and its new details to the system.

Tutorial

Description

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

Learning Outcomes

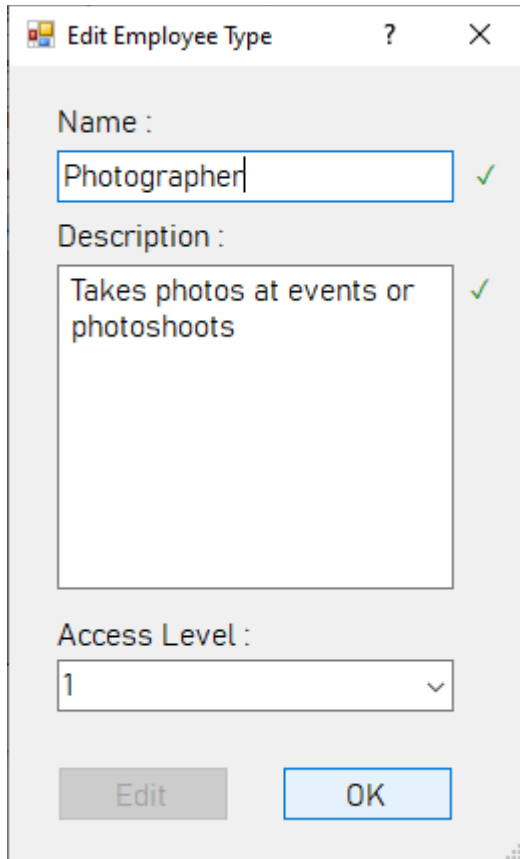
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Successfully edit an employee type on the system.

Process of Execution

EDITING AN EMPLOYEE TYPE ON THE SYSTEM:

1. Enter the employee type's name and description into the textboxes and the access level into the combobox on the [Edit Employee Type Screen](#).
2. Click the [OK Button](#).



The screenshot shows a Windows-style dialog box titled "Edit Employee Type". It contains three input fields, each with a green checkmark indicating successful input:

- Name :** A text box containing "Photographer".
- Description :** A text area containing "Takes photos at events or photoshoots".
- Access Level :** A combobox showing the value "1".

At the bottom of the dialog, there are two buttons: a disabled "Edit" button and an active "OK" button.

Test Data

Maintain one of the employee types of your choosing.