

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

The screenshot shows a window titled "Add Employee" with a standard Windows title bar (minimize, maximize, close buttons). The form is organized into three main sections, each with a numbered header:

- 1. Personal Information 1**
 - First Name :** Text input field containing "Michael" (callout 2) with a green checkmark (callout 4).
 - Last Name :** Text input field containing "Reece" (callout 3) with a green checkmark (callout 4).
 - Address :** Text input field containing "832 11th Avenue", "Hatfield", "0082", and "Pretoria" (callout 4).
 - ID Number :** Text input field containing "9106205014083" (callout 5) with a green checkmark (callout 5).
 - Gender :** Dropdown menu showing "Male" (callout 6) with a dropdown arrow (callout 6).
 - Marital status :** Dropdown menu showing "Single" (callout 7) with a dropdown arrow (callout 7).
 - Title :** Dropdown menu showing "Mr" (callout 8) with a dropdown arrow (callout 8).
- 2. Contact Information 9**
 - Phone Number :** Text input field containing "0823631234" (callout 10) with a green checkmark (callout 10).
 - Email Address :** Text input field containing "michaelreece@gmail.com" (callout 11) with a green checkmark (callout 11).
- 3. Business Information 12**
 - Employee Type :** Dropdown menu showing "Photographer" (callout 13) with a dropdown arrow (callout 13).
 - Add Employee Type** button (callout 14).

At the bottom of the form are two buttons:

- Cancel** button (callout 15).
- Add** button (callout 16).

Add 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	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 Textbox	This multiline textbox requires the address of the 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 Combobox	This combobox is populated with various marital statuses, namely single, married, divorced and widowed.
8	Title Combobox	This combobox is populated with various titles available to choose from.
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	Business Information Section Label	Indicates that the following section is for the employee's business information.
13	Employee Type Combobox	This combobox is populated with the different employee types on the system. This indicates the employee's role and access level.
14	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 .
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:

1. Enter the employee's personal, contact and business information into the textboxes on the [Add Employee Screen](#).

The screenshot shows a window titled "Add Employee" with a light gray background. It contains three sections of information:

- 1. Personal Information**
 - First Name : ✓
 - Last Name : ✓
 - Address :
 - ID Number : ✓
 - Gender : ✓
 - Marital status : ✓
 - Title : ✓
- 2. Contact Information**
 - Phone Number : ✓
 - Email Address : ✓
- 3. Business Information**
 - Employee Type : ✓
 -

At the bottom right, there are two buttons: and .

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

Add Employee

1. Personal Information

First Name :
Michael ✓

Last Name :
Reece ✓

Address :
832 11th Avenue
Hatfield
0082
Pretoria

ID Number :
9106205014083 ✓

Gender :
Male ▾

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

Cancel

Add

Test Data

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