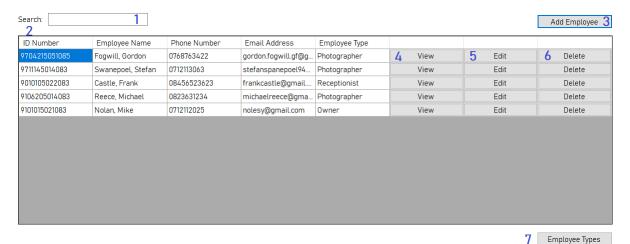# 2. EMPLOYEE SUB-SYSTEM

Search/ Delete Employee

Screen Controls

Employee Tab Page – Details

▶ The Employee Tab Page is used to navigate to the Add Employee Screen and to search for and maintain an employee on the system.
▶ The employee name or id number is required to search for an employee on the system.

Employee Tab Page – Layout

Employee Tab Page – 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 Data Grid View	This data grid view displays all the employees on the system and is filtered by what is entered in the Search Textbox.
3	Add Employee Button	This button redirects the user to the Add Employee Screen.

4	View Button	This button, which is displayed in each row next to a certain employee, is used to view the employee's details on the View Employee Screen.
5	Edit Button	This button, which is displayed in each row next to a certain employee, is used to edit the employee's details on the Edit Employee Screen.
6	Delete Button	This button, which is displayed in each row next to a certain employee, is used to delete the employee.
7	Employee Types Button	This button redirects the user to the Employee Types Screen.

Tutorial

Description

▶ This tutorial will show you how to search for an employee on the system.
▶ Before searching for an employee, the employee has to be added or already exist on the system.
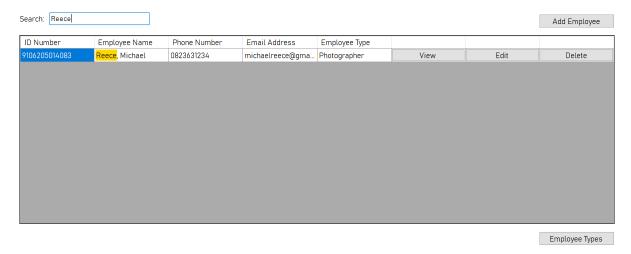
Learning Outcomes

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

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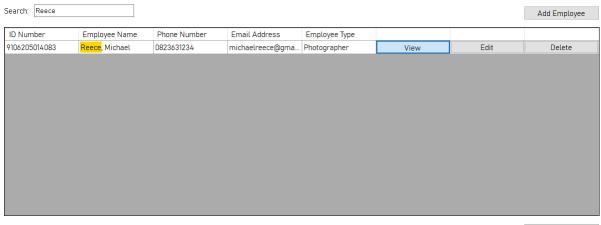3. Successfully delete an employee from the system.

Process of Execution

SEARCHING AN EMPLOYEE ON THE SYSTEM:

1. Enter the employee's id number or employee's name into the Search Textbox on the Employee Tab Page.

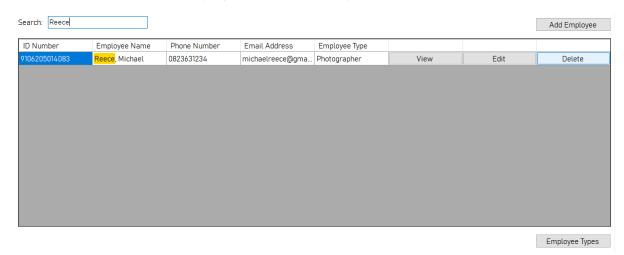| Search: Reece							Add Employee
ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete

Employee Types

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

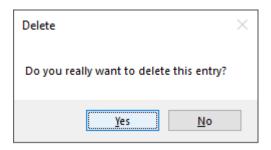| Search: Reece							Add Employee
ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete

Employee Types

DELETING AN EMPLOYEE FROM THE SYSTEM:

1. Click on the Delete Button in the row of the employee you want to maintain if you wish to delete the employee. (On the Employee Tab Page)

Search:	Reece							Add Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete

Employee Types

2. Click the Yes Button.

Delete ✕

Do you really want to delete this entry?

[Yes]   [No]

Test Data

Label Name:	Test Data:
Search Criteria (Name)	Michael Reece
Search Criteria (ID)	9106205014083