

## 2. EMPLOYEE SUB-SYSTEM

### Add Employee Type

#### Screen Controls

#### Add Employee Type Screen - Details

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

#### Add Employee Type Screen - Layout

**Add Employee Type** ? X

Name :  
Decorator 1 ✓

Description :  
This type of employee is responsible for the decorations at events 2 ✓

Access Level :  
3 3 ✓

4 Cancel 5 Add

## Add 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 enter the employee type access level for the new employee type.
4	Cancel Button	This button is used to cancel adding a new employee type. The user is redirected to the previous screen.
5	Add Button	This button is used to add the new employee type and its details to the system.

## Tutorial

### Description

- ▶ This tutorial will show you how to add an employee type to the system.

### Learning Outcomes

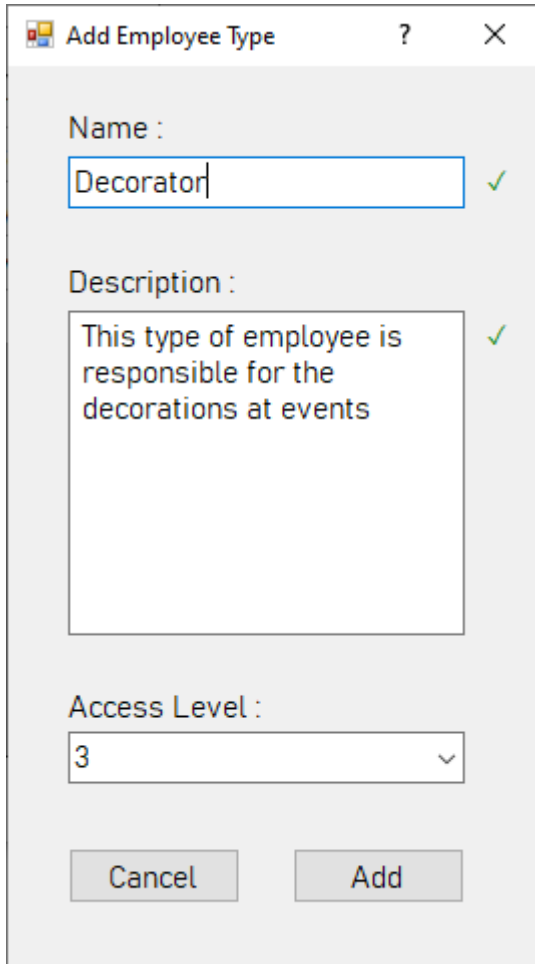
#### AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Successfully add a new employee type to the system.

## Process of Execution

### ADDING AN EMPLOYEE TYPE TO THE SYSTEM:

1. Enter the employee type's name and description into the textboxes and select the access level in the combobox on the [Add Employee Type Screen](#).



**Add Employee Type** ? X

Name :  
Decorator ✓

Description :  
This type of employee is responsible for the decorations at events ✓

Access Level :  
3 ▼

Cancel Add

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

**Add Employee Type** ? X

Name :  
Decorator ✓

Description :  
This type of employee is responsible for the decorations at events ✓

Access Level :  
3 ✓

Cancel Add

## Test Data

Label Name:	Test Data:
Name	Decorator
Description	This employee type is for employees responsible for decorating at events.
Access Level	3
Cancel Button	This button cancels the process of adding an employee type to the system.
Add Button	This button adds the employee type and its details to the system.