StaffSync User Guide

StaffSync is a **desktop app for managing potential hires and employees, optimized for use via a Command Line Interface** (CLI) while still having the benefits of a Graphical User Interface (GUI). If you can type fast, StaffSync can get your contact management tasks done faster than traditional GUI apps.
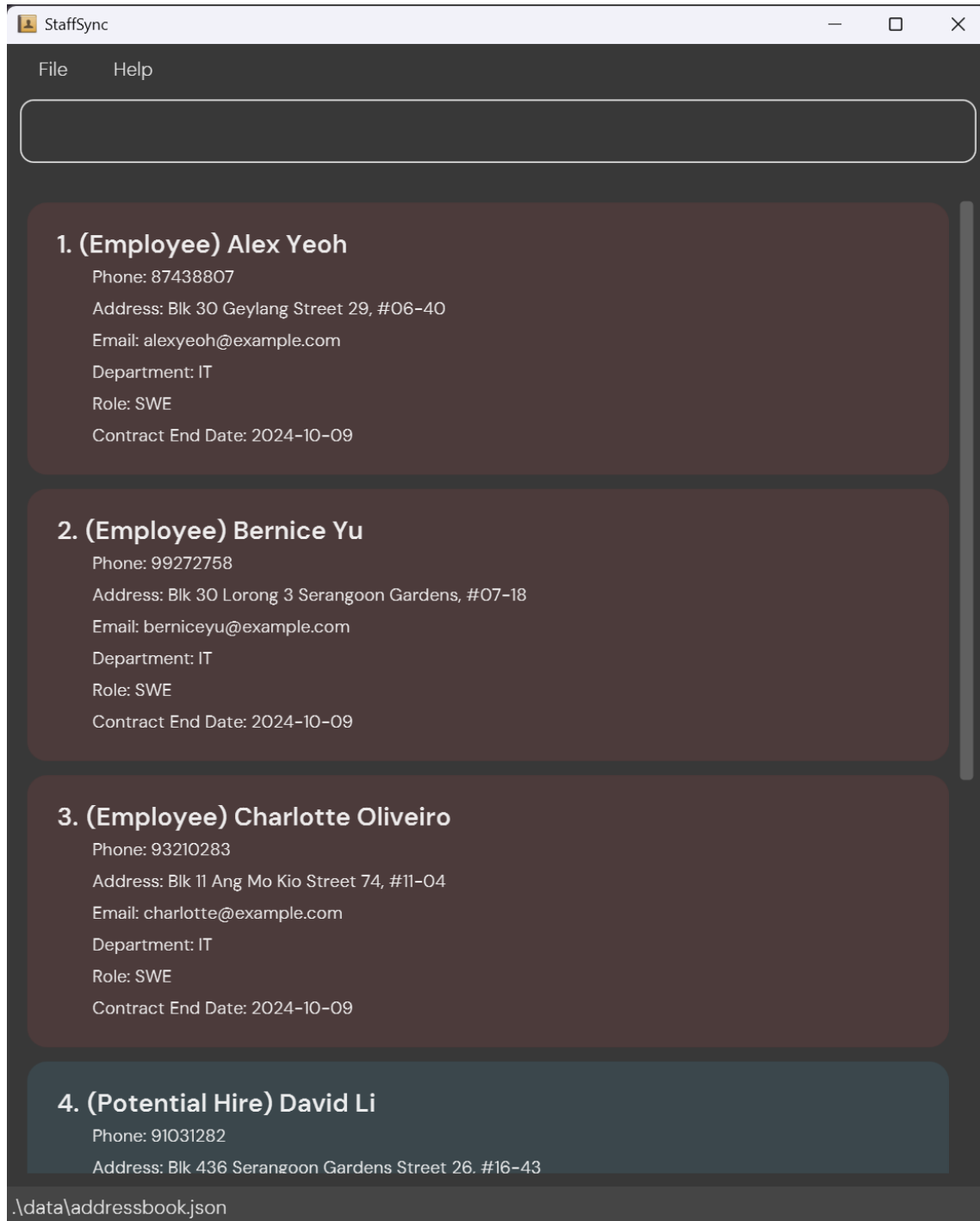
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Installation and Quick Start

1. Ensure you have Java `17` installed in your Computer. Higher versions may work but we do not officially support it.

2. Download the latest release `.jar` file from our Github page.

3. Copy the file to the folder you want to use as the *home folder* for your StaffSync.

4. Open a command terminal, `cd` into the folder you put the jar file in, and use the `java -jar staffSync.jar` command to run the application.

Alternatively, you can double-click the jar file to run the application (though we do not officially support it).

A GUI similar to the below should appear in a few seconds. Note how the app contains some sample data.

StaffSync

File   Help

1. (Employee) Alex Yeoh
Phone: 87438807
Address: Blk 30 Geylang Street 29, #06-40
Email: alexyeoh@example.com
Department: IT
Role: SWE
Contract End Date: 2024-10-09

2. (Employee) Bernice Yu
Phone: 99272758
Address: Blk 30 Lorong 3 Serangoon Gardens, #07-18
Email: berniceyu@example.com
Department: IT
Role: SWE
Contract End Date: 2024-10-09

3. (Employee) Charlotte Oliveiro
Phone: 93210283
Address: Blk 11 Ang Mo Kio Street 74, #11-04
Email: charlotte@example.com
Department: IT
Role: SWE
Contract End Date: 2024-10-09

4. (Potential Hire) David Li
Phone: 91031282
Address: Blk 436 Serangoon Gardens Street 26. #16-43

.\data\addressbook.json

5. Type the command in the command box and press Enter to execute it. e.g. typing `help` and pressing Enter will open the help window.

Some example commands you can try:

- `list ph` : Lists all potential hires.

- `employee n/John Doe p/81234567 e/pohjunkang@gmail.com a/21 Lower Kent Ridge Rd d/Department of communications and informatics r/Head of c`
  : Adds an employee named `John Doe` to StaffSync.
- `delete ph 1` : Deletes the 1st person shown if they are a potential hire.
- `clear` : Deletes all contacts.
- `exit` : Exits the app.

6. Refer to the Commands below for details of each command.

Commands

Notes about the command format:

- Words in `UPPER_CASE` are the compulsory parameters to be supplied by the user.
  e.g. in `employee n/NAME` , `NAME` is a parameter which can be used as `employee n/John Doe` .

- Items in square brackets are optional.
  e.g. `edit INDEX [n/NAME] [e/EMAIL]` can be used as `edit 1 n/John Doe e/johndoe@gmail.com` or `edit 1 n/John Doe` .

- Parameters can be in any order.
  e.g. if the command specifies `n/NAME p/PHONE_NUMBER` , `p/PHONE_NUMBER n/NAME` is also acceptable.

- Parameters and commands are case-sensitive
  e.g. the command `Help` and `edit 1 N/John Doe` will return an error

- Extraneous parameters for commands that do not take in parameters (such as `help` , `exit` and `clear`) will be ignored.
  e.g. if the command specifies `help 123` , it will be interpreted as `help` .

- If you are using a PDF version of this document, be careful when copying and pasting commands that span multiple lines as space characters >surrounding line-breaks may be omitted when copied over to the application.

Clearing all entries
`clear`   ⌃

Clears all entries from StaffSync.

Format: `clear`

> **Warning:** There is **NO confirmation prompt** when using this command and is irreversible.

Deleting a person

`delete`

Deletes the specified person from StaffSync.

Format: `delete PARAMETER INDEX`

Deletes the potential hire/employee at the specified `INDEX` .

`PARAMETER` :

- `e` for employees
- `ph` for potential hires.

`INDEX` : The index number shown in the displayed person list.

- `INDEX` **must be a positive integer** 1, 2, 3, …
- `INDEX` **must be within the size of the list** shown.

Examples:

- `list` followed by `delete ph 2` deletes the 2nd person in the potential hire list.
- `find e Betsy` followed by `delete e 1` deletes the 1st employee in the results of the `find` command.

> **Common Mistakes:**
> - `delete E 1` – You should type `e` instead of `E` as it is case-sensitive
> - `delete 1` – You forgot to specify the person type

Demoting a person

`demote`

Demotes the specified employee from StaffSync into a potential hire.

Format: `demote INDEX`

`INDEX` : The index number shown in the displayed person list.

- `INDEX` **must be a positive integer** 1, 2, 3, …
- `INDEX` **must be within the size of the list** shown.
- The person at the `INDEX` must be an employee.

Examples:

- `list e` followed by `demote 2` demotes the 2nd person in the employee list.
- `find e Betsy` followed by `demote 1` demotes the 1st employee in the results of the `find` command.

> **Common Mistakes:**
> - `list ph` followed by `demote 2` - cannot demote a potential hire
> - `demote 0` - invalid index number
> - `demote 3` but only have 2 entries - invalid index number, index out of list size

Editing a person

`edit`

Edits an existing person in the StaffSync.

Format: `edit INDEX [n/NAME] [p/PHONE_NUMBER] [e/EMAIL] [a/ADDRESS] [d/DEPARTMENT] [r/ROLE] [ced/CONTRACT_END_DATE]`

Edits the person at the specified `INDEX`.

`INDEX` : The index number shown in the displayed person list.

- `INDEX` **must be a positive integer** 1, 2, 3, …
- `INDEX` **must be within the size of the list** shown.

Other Fields:

- At least one of the optional fields must be provided.
- Existing values will be updated to the input values.

> **Tip:** It is not possible to edit the contract end date of a potential hire

Examples:

- `edit 1 p/91234567 e/johndoe@example.com` Edits the phone number and email address of the 1st person to be `91234567` and `johndoe@example.com` respectively.
- `edit 2 n/Betsy Crower t/` Edits the name of the 2nd person to be `Betsy Crower` and clears all existing tags.

Adding an employee

`employee`

Adds an employee to StaffSync.

Format: `employee n/NAME p/PHONE_NUMBER a/ADDRESS e/EMAIL d/DEPARTMENT r/ROLE ced/CONTRACT_END_DATE`

> **Tip:** All fields are mandatory

Examples:

- `employee n/Jun Kang p/81234567 a/21 Lower Kent Ridge Rd e/pohjunkang@gmail.com d/Department of communications and informatics r/Head of comm`

Exiting the program

`exit`

Exits the program.

Format: `exit`

Locating persons by name

`find`

Finds all employees and/or potential hires whose names contain any of the specified keywords.

Format: `find PARAMETER KEYWORD [MORE_KEYWORDS]`

`PARAMETER` :

- `e` for employees.
- `ph` for potential hires.
- `all` for both employees and potential hires.

`KEYWORD` :

- `n/[NAMES]` `p/[PHONE NUMBERS]` `e/[EMAILS]` `d/[DEPARTMENTS]` `r/[ROLES]`
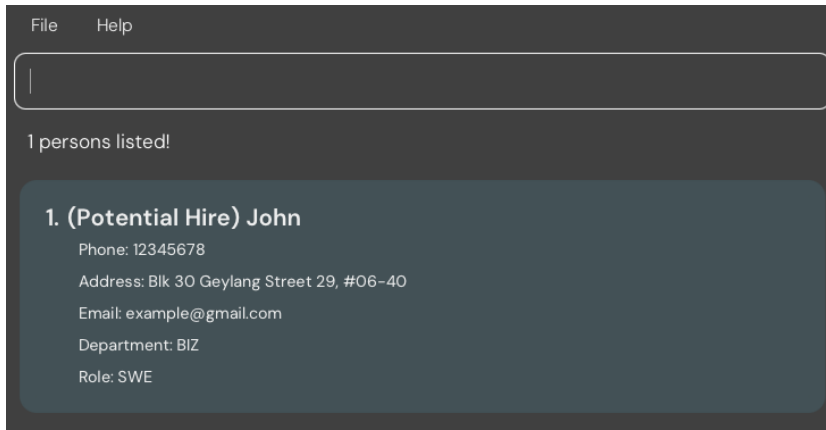
> **Tip:** At least one keyword is required.

- Only name, phone number, email, department and role can be searched.
- Only full words will be matched. e.g. `find e n/Han` will not match `find e n/Hans` .
- The search is case-insensitive. e.g. `find all n/hans` will match `find all n/Hans` .
- Allows for searching of multiple fields. e.g. `find all n/alice p/12345678 e/alice@example.com` returns persons with name `alice` , with phone number `123445678` and with email `alice@example.com` .
- The order of the keywords does not matter. e.g. `find all e/alice@example.com bob@example.com` will match `find all e/bob@example.com alice@example.com` .
- The order of the keywords prefixes does not matter. e.g. `find all n/john e/john@example.com` will match `find all e/john@example.com n/john` .
- Persons matching at least one keyword in every field specified will be returned. e.g. `find e n/Hans Bo p/12345678 87654321` will return employees with name either `Hans` or `Bo` , and with phone number either `12345678` or `87654321` .

Examples:

- `find all n/John p/12345678` returns persons with `John` in their name, and with phone number `12345678`
- `find e p/12345678 e/john@example.com alice@example.com` returns employees with phone number `12345678` and with email either `john@example.com` or `alice@example.com`
- `find ph d/IT r/SWE Manager` returns potential hires with department `IT` , and role either `SWE` or `Manager`

Example: "find ph n/John".

File   Help

| |

1 persons listed!

1. **(Potential Hire) John**
   Phone: 12345678
   Address: Blk 30 Geylang Street 29, #06-40
   Email: example@gmail.com
   Department: BIZ
   Role: SWE

Common Mistakes:
- `find a n/John` : Invalid parameter
- `find all a/John` : Invalid keyword prefix
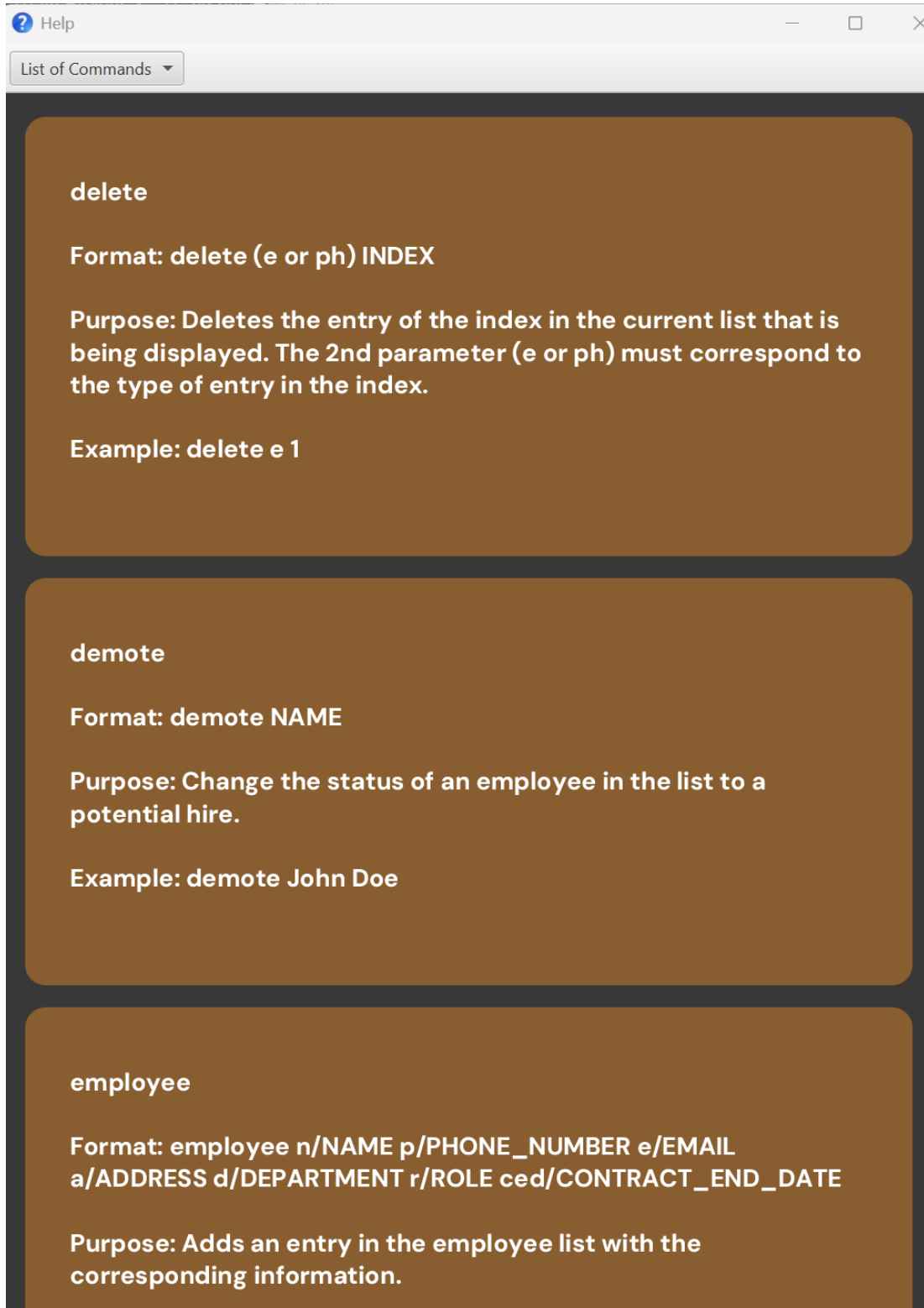- `find all n/John n/John` : Duplicate keyword prefix

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Viewing help

`help`

Displays a help window containing the list of commands, its purpose and the format

Format: `help`

List of Commands ▾

delete

Format: delete (e or ph) INDEX

Purpose: Deletes the entry of the index in the current list that is being displayed. The 2nd parameter (e or ph) must correspond to the type of entry in the index.

Example: delete e 1

demote

Format: demote NAME

Purpose: Change the status of an employee in the list to a potential hire.

Example: demote John Doe

employee

Format: employee n/NAME p/PHONE_NUMBER e/EMAIL a/ADDRESS d/DEPARTMENT r/ROLE ced/CONTRACT_END_DATE

Purpose: Adds an entry in the employee list with the corresponding information.

Listing all persons

`list`

Shows a list of all persons in StaffSync.

Format: `list KEYWORD`

Lists type of persons based on the parameter given.

`KEYWORD` :

- `all` for all persons.
- `ph` for potential hires.
- `e` for employees.

Examples:

- `list all`
- `list e`
- `list ph`

Adding a potential hire

`potential`

Adds a potential hire to StaffSync.

Format: `potential n/NAME p/PHONE_NUMBER a/ADDRESS e/EMAIL d/DEPARTMENT r/ROLE`

> **Tip:** All fields are mandatory

Examples:

- `potential n/Jun Kang p/81234567 a/21 Lower Kent Ridge Rd e/pohjunkang@gmail.com d/Department of communications and informatics r/Head of comm`

Promoting a person

`promote`

Promotes the specified potential hire from StaffSync into an employee with a specific contract end date.

Format: `promote INDEX CONTRACT_END_DATE`

`INDEX` : The index number shown in the displayed person list.

- `INDEX` **must be a positive integer** 1, 2, 3, …
- `INDEX` **must be within the size of the list** shown.

- The person at the `INDEX` must be a potential hire

`CONTRACT_END_DATE` : The contract end date of the employee in the format of yyyy-MM-dd.

Examples:

- `list p` followed by `promote 2 2025-12-20` promotes the 2nd person in the potential hire list with a contract end date of 20 Dec 2025.
- `find p n/Betsy` followed by `promote 1 2025-12-20` promotes the 1st potential hire in the results of the `find` command with a contract end date of 20 Dec 2025.

> **Common Mistakes:**
> - `promote 2 12-20-2025` - the contract end date is in the wrong date format
> - `promote 2 2025-20-12` - the day and the month of the contract end date is swapped
> - `list e` followed by `promote 2 2025-12-20` - cannot promote an employee
> - `promote 0 2025-12-20` - invalid index number
> - `promote 3 2025-12-20` but only have 2 entries - invalid index number, index out of list size

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Sorting the list

`sort`

Sorts the list in ascending or descending order by the given parameter.

Format: `sort FIELD [ORDER]`

Sorts the list by the given parameter in the given order.

`FIELD` : The type of data you want to sort by.

- `name` will sort the list based on the names of the contacts in alphabetical order.
- `date` will sort the list based on the contract end dates of the employees.
- `dept` will sort the list based on the department of the contacts in alphabetical order.
- `role` will sort the list based on the roles of the contacts in alphabetical order.

`[ORDER]` : The order you wish to sort the list in. Defaults to ascending order if not specified.

- `asc` will sort the list in ascending order.
- `desc` will sort the list in descending order.

> **Tips:**
> - Sort only sorts the contacts show at the current point in time.
> - When sort date is used, potential hires show up at the bottom as they do not have a contract end date.
> - If the order is left out StaffSync will sort in ascending order by default.

Examples:

- `sort name` sorts all contacts by name in alphabetical order.
- `sort date desc` sorts by contract end date with potential hires at the bottom.
- `sort role asc` sorts contacts by role in alphabetical order.

Commands Summary

Action	Format	
Clear	`clear`	
Delete	`delete e INDEX` `delete ph INDEX`	`delete e 3` `delete ph 1`
Demote	`demote INDEX`	`demote 2`
Edit	`edit INDEX [n/NAME] [p/PHONE_NUMBER] [e/EMAIL] [a/ADDRESS] [d/DEPARTMENT] [r/ROLE] [ced/CONTRACT_END_DATE]`	`edit 2 n/James Le`
Employee	`employee n/NAME p/PHONE_NUMBER a/ADDRESS e/EMAIL d/DEPARTMENT r/ROLE ced/CONTRACT_END_DATE`	`employee n/Jun Ka`
Exit	`exit`	

Find	`find all [KEYWORDS]`
	`find e [KEYWORDS]`
	`find ph [KEYWORDS]`
		`find all Jake`
		`find e Jake`
		`find ph Jake`

Help	`help`	

List	`list all`
	`list e`
	`list ph`	

Potential Hire	`potential n/NAME p/PHONE_NUMBER a/ADDRESS e/EMAIL d/DEPARTMENT r/ROLE`	`potential n/Jun Ka`
Promote	`promote INDEX CONTRACT_END_DATE`	`promote 2 2025-12`

Sort	`sort name [ORDER]`
	`sort date [ORDER]`
	`sort dept [ORDER]`
	`sort role [ORDER]`
		`sort name`
		`sort date asc`
		`sort dept desc`

Features

Saving the data

StaffSync data are saved in the hard disk automatically after any command that changes the data. There is no need to save manually.

Editing the data file

StaffSync data are saved automatically as a JSON file `[JAR file location]/data/addressbook.json` . Advanced users are welcome to update data directly by editing that data file.

> **Caution:**
> If your changes to the data file makes its format invalid, StaffSync will discard all data and start with an empty data file at the next run. Hence, it is recommended to take a backup of the file before editing it.

Furthermore, certain edits can cause the StaffSync to behave in unexpected ways (e.g., if a value entered is outside the acceptable range). Therefore, edit the data file only if you are confident that you can update it correctly.

Archiving data files `[coming in v2.0]`

Details coming soon ...

FAQ

Q: How do I transfer my data to another Computer?

A: Install the app in the other computer and overwrite the empty data file it creates with the file that contains the data of your previous StaffSync home folder.

Known Issues

1. **When using multiple screens**, if you move the application to a secondary screen, and later switch to using only the primary screen, the GUI will open off-screen. The remedy is to delete the `preferences.json` file created by the application before running the application again.

2. **If you minimize the Help Window** and then run the `help` command (or use the `Help` menu, or the keyboard shortcut `F1`) again, the original Help Window will remain minimized, and no new Help Window will appear. The remedy is to manually restore the minimized Help Window.