YUCONZ
USER MANUAL
By KentSoft

This document contains all the information on how the Yuconz system works

Table of Contents

Login details

Below are a list of username and passwords of the users pre-created in our database. Each user comes with different levels of access rights. In addition to that, some users have employee reviews already created. If you would like to see this, log in with one of the details from the "Users with completed reviews" table.

General Users

USERNAME	PASSWORD	DEPARTMENT
as	pass123	HR Director
johnIsReal	password123	Employee
colinS	password	Manager
theRealMiles	password321	Director
David	javagod	Director
Patel	rpp	HR Employee

Users with completed Reviews

USERNAME	PASSWORD	DEPARTMENT
Tsot	aa	Director
Ling	this	Employee
aj	pass321	Employee

Users without personal details

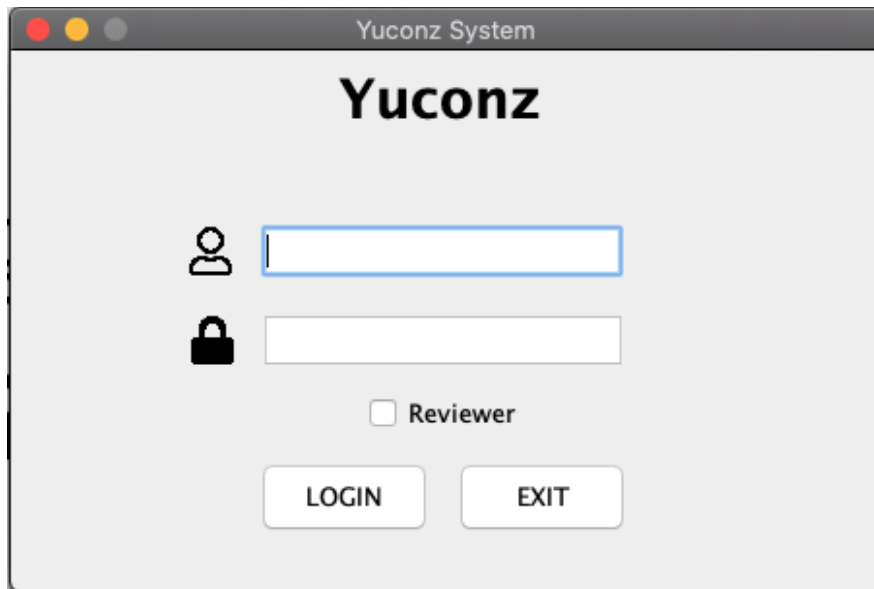| USERNAME	PASSWORD	DEPARTMENT
Ling	this	Employee
colinS	password	Manager
David	javagod	Director

Login Screen

This is the login screen that the user is greeted with upon opening the application. The user has two options, login or exit the application. To log in, the user must enter the username in the first input box, and the password below and press "LOGIN". To exit the application, simply press the "EXIT" button.

Each login user will have appropriate access rights depending on what department they work in. For example, a HR director will have different options / rights to a standard employee. The list of users and their access rights can be seen in the table above (login details).

There is also a reviewer checkbox which essentially allows you to login as a reviewer – which only allows functionality to do with your reviewing duties(For example if you have been chosen to carry out a review on someone). If you check the box, but you are not a reviewer at the time, you will just be taken to the main screen and continue.

Incorrect details

Figure 2

If the system detects that the wrong details have been entered to log in, a pop-up warning message will be displayed informing the user that either the username or password was entered incorrectly.

Simply press the "ok" button and try again with the correct log in details.
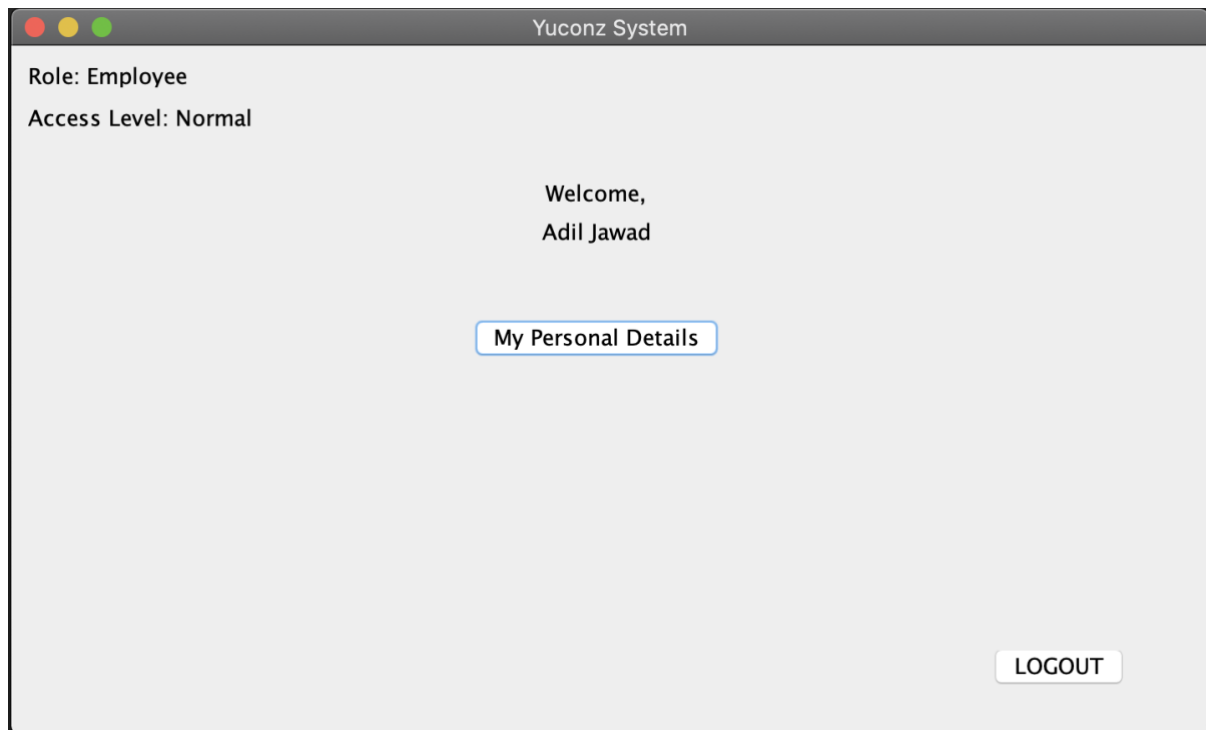
Welcome Screen (Employee)

Figure 2.5

Figure 2.5 shows the welcome screen for a standard employee with normal access levels. This log in screen has limited functionality, as the user can either log off the system by selecting the "LOGOUT" button on the bottom right hand corner or view their own personal details record by clicking the button in the center called "My Personal Details". As you can see, this has less functions than a HR Directors log in screen, which can be seen in figure 3.

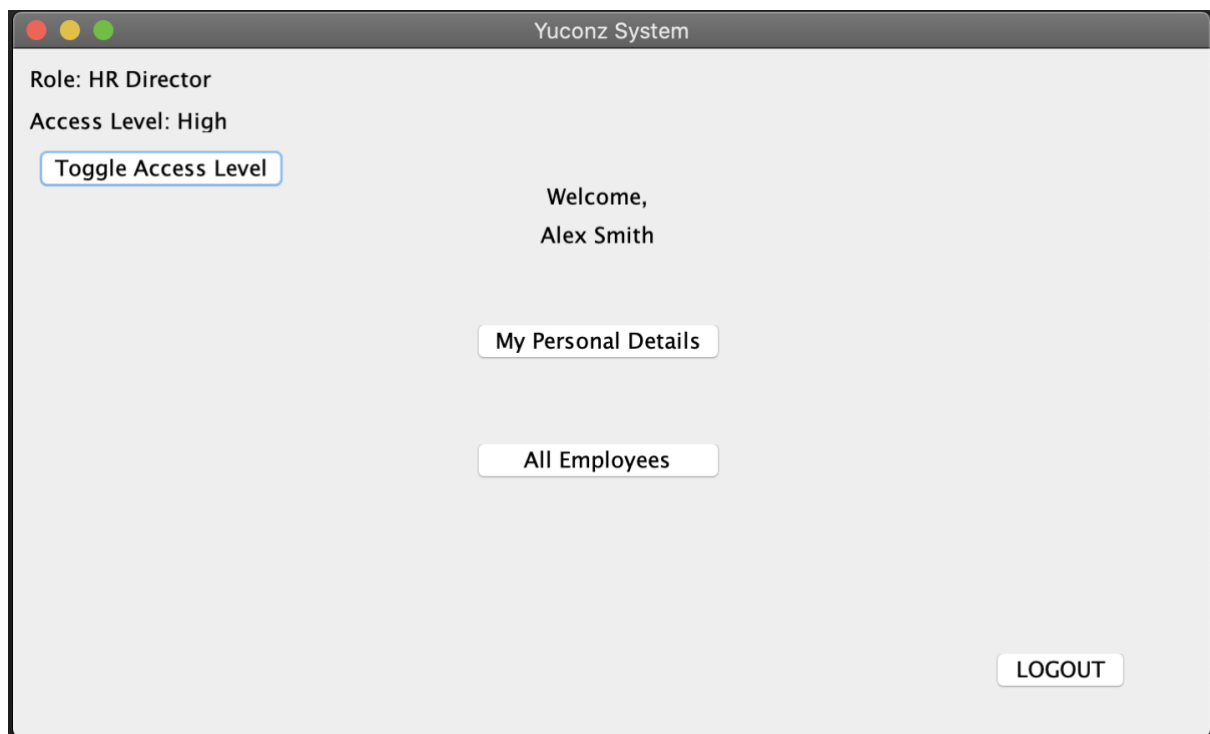# Welcome screen (HR Director)

Figure 3

This is the welcome page for a HR director. In the top left corner, the role and access levels are displayed. There are 3 main features on this page:

- Toggle Access Level
- My Personal Details
- All Employees

The logout button will sign the user out and take them back to the login screen.

For explanations, click the features in the bullet points above to be taken to their corresponding sections.
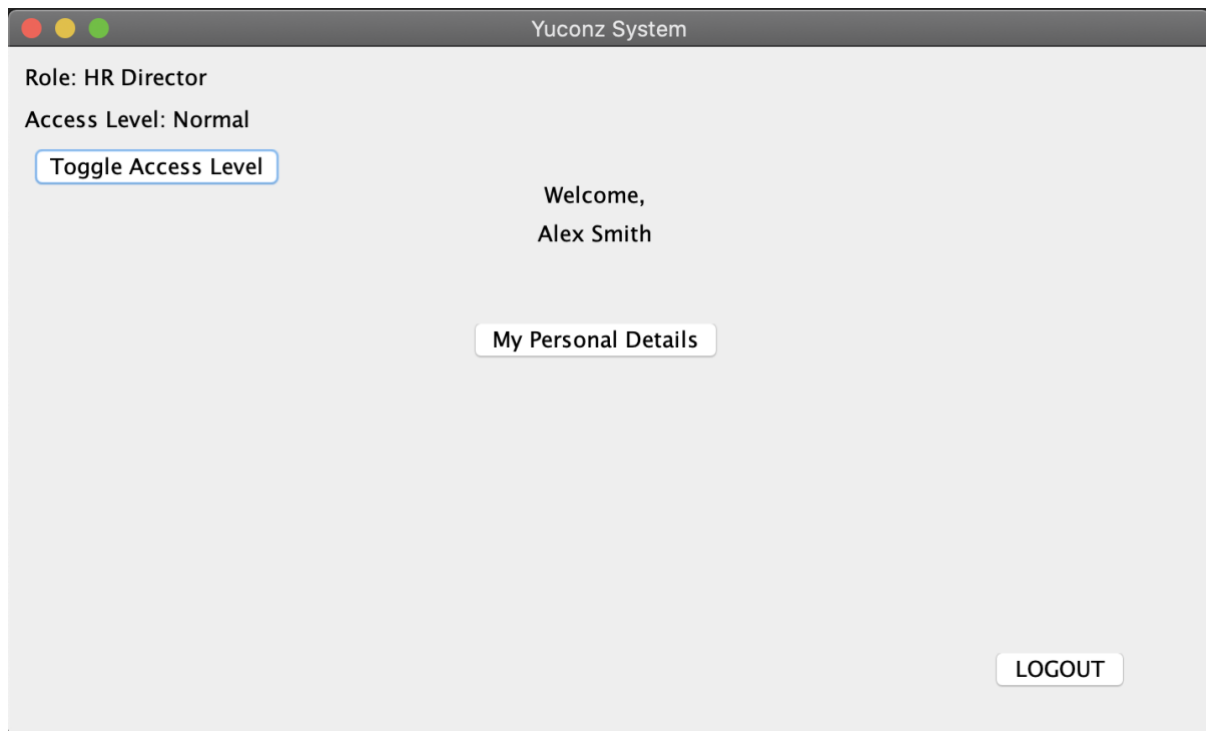
Welcome Screen with toggled access (HR DIRECTOR)

Yuconz System

Role: HR Director

Access Level: Normal

Toggle Access Level

Welcome,
Alex Smith

My Personal Details

LOGOUT

Figure 4

Toggled Access:

Toggle access level allows the user to switch their access levels. This will adjust the features they have access too. As you can see, the screenshot shows the HR Director with "Normal" access and as a result they have lost the "View all employees" feature that was present with their standard "High" access level. This feature is only available to certain employees, such as HR Directors.
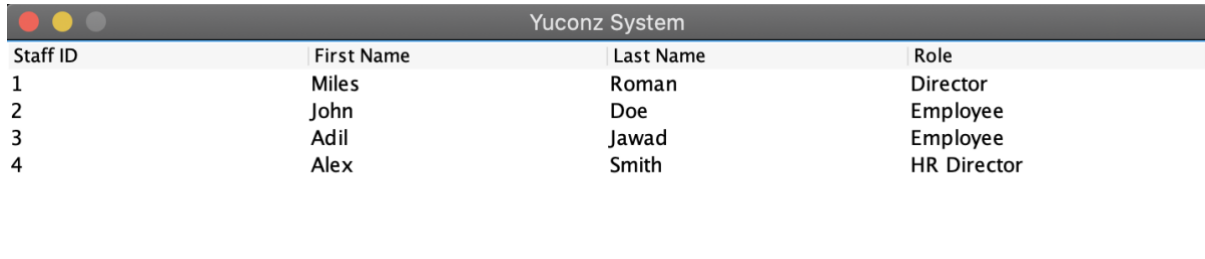
My Personal Details screen

Figure 5

The Personal Details page allows the logged in user to see his own personal record, as per the requirement. The data that appears inside the fields are retrieved from the SQL database.

This main purpose of this page is to view their personal record and make any edits to them. In order to edit any of the details, you may click inside the text field, highlight the text and begin typing the updated information. Once you have finished making any changes, click the "Save" button in order to confirm the changes and update the database with the new information.

All Employees screen (HR Director)

Figure 6

The All employees screen allows the staff member to view all employees currently on the database and see basic details, such as their staff ID, job role, name etc. This feature is only available to certain members of staff. For example, this feature would be visible to a HR director but not to a standard employee.

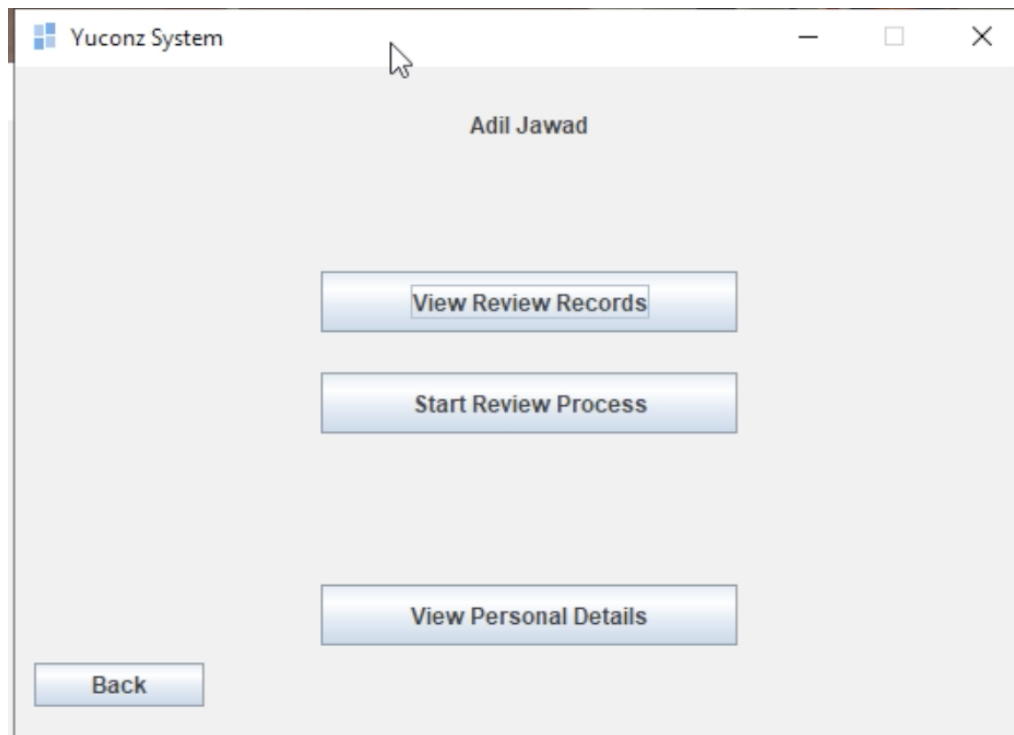## All Employees screen cont. (HR DIRECTOR)

Figure 7

If you click on a member of staff from the table shown, you will be displayed with a pop-up box as shown in figure 7. From here, you are given three options. Either view their review records, start a review process for that employee or view their personal details.

All Employees screen cont. (Employee who hasn't got current personal details)
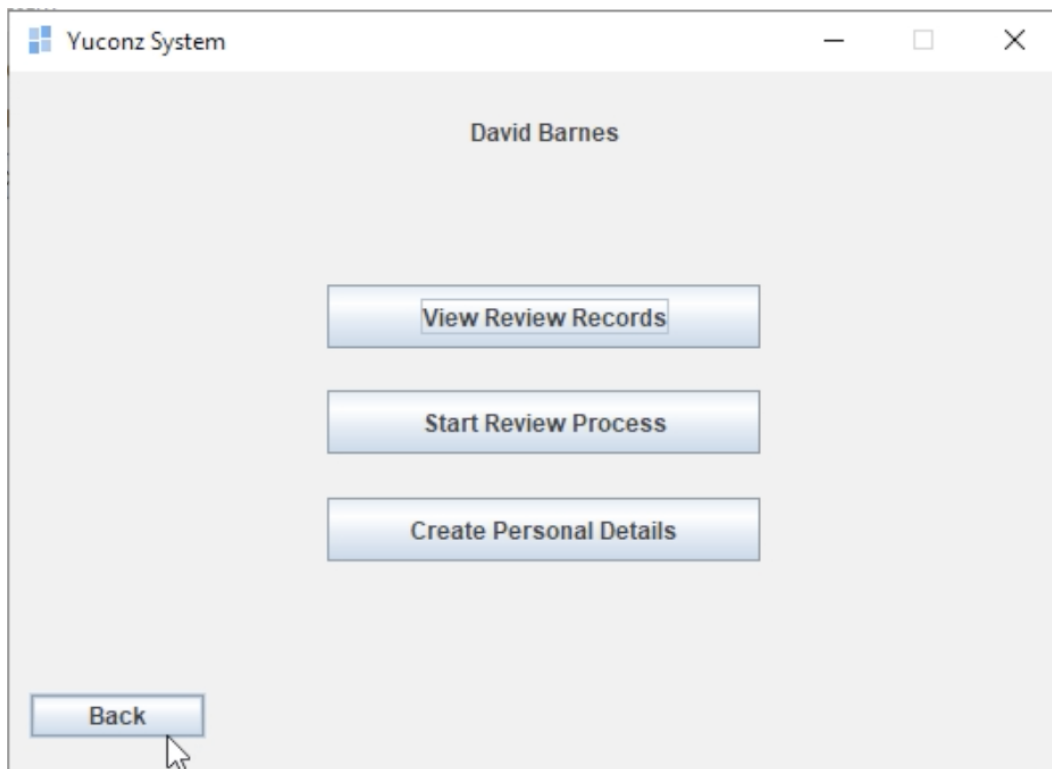

Figure 8

If the user selected does not currently have a personal details record, a button called "Create Personal Details" will appear instead of "View Personal Details". Again, this is available on the HR directors page as they have the required permissions. This can be seen in figure 8 above.

Create Personal Details screen

Figure 9

Figure 9 shows the create personal details form, which can be filled in by the logged in user. This includes basic information, such as their first name, surname, home address and contact details. Once this has been filled out, simply press "create" to create the record. Once this button is pressed, the form is added to the database.

The back button can also be pressed to exit out of this page at any point.

View Personal Details screen

The above screenshot shows the view personal details page (in this example, it shows the record for Rahul Patel, who's record was created on the previous page.

On this page, users can simply view the details or edit the details by clicking the correct text box and make the changes. To save the changes in the database, simply press the "Save" button once finished, which will then save the new details. To exit from this page, simply press the back button.

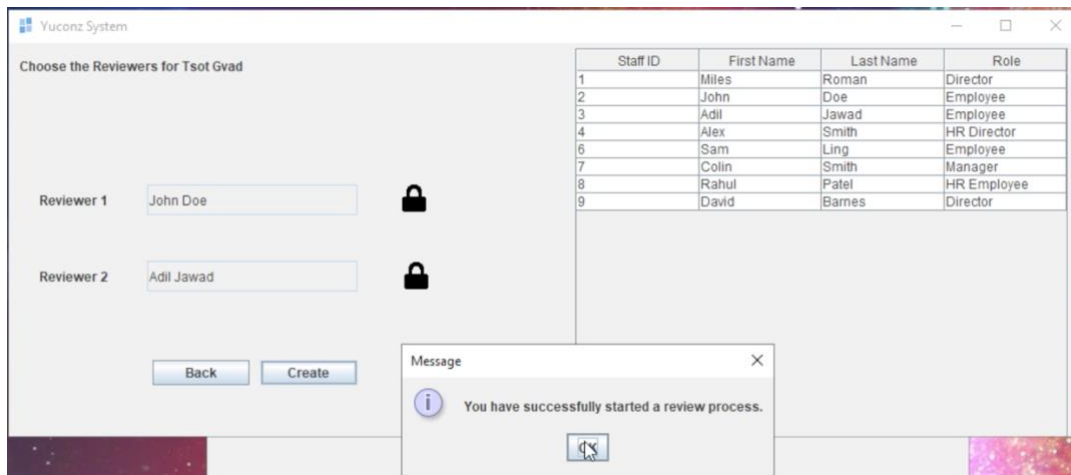## Start Review Process screen

Figure 10

Figure 10 shows the start review process screen. On the left-hand side, we have 2 input boxes with a lock symbol beside them. By default, the lock is opened which indicates it is ready to have a user selected. This can be done by selecting a reviewer from the members of staff on the right-hand side of the window. When a user is clicked, their name will automatically be added into the input box.

Figure 11

Figure 11 shows the name being added into the field when selected on the right. Once this is done, simply click the lock logo to lock the choice. The symbol will then turn into a closed lock to indicate the user has been chosen. Repeat this step again to select reviewer 2 and ensure both locks are selected.

If done successfully, a pop up window should appear informing the user that you have successfully started a review process.
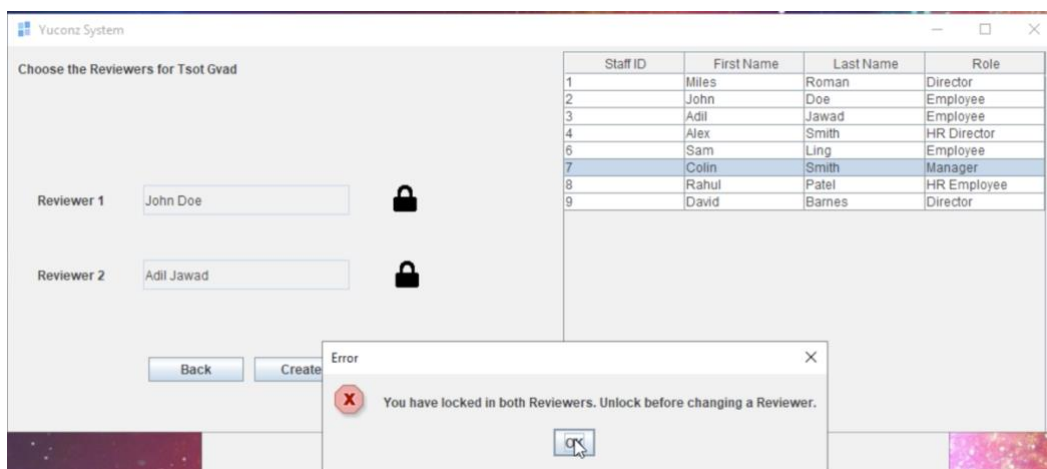
Error 1 (Start Review Process screen)

Figure 12

Figure 12 above shows an error which occurs when two users have been selected and the lock has been closed – but the user then proceeds to click on another staff member.
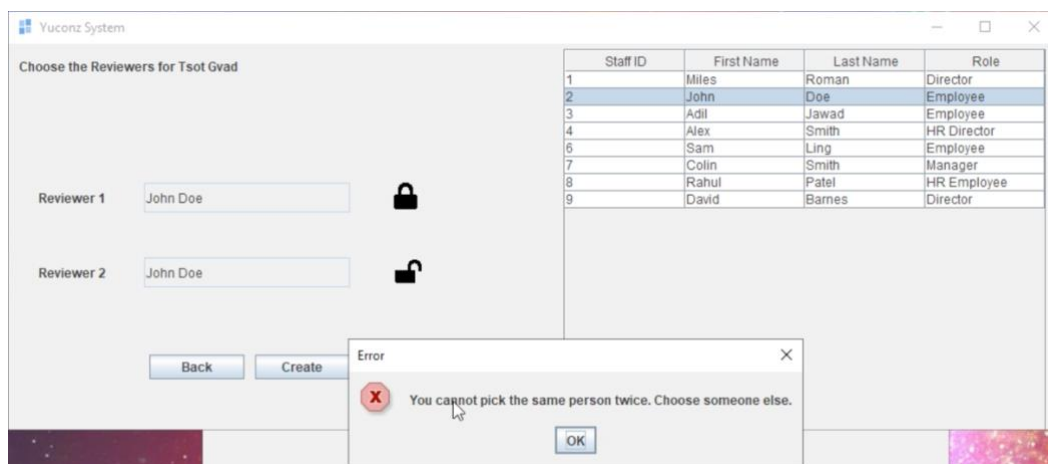
Error 2 (Start Review Process screen)

Figure 13

Figure 13 above shows an error which occurs when you try to select the same user twice in both input fields. Simply press ok and reselect another user.
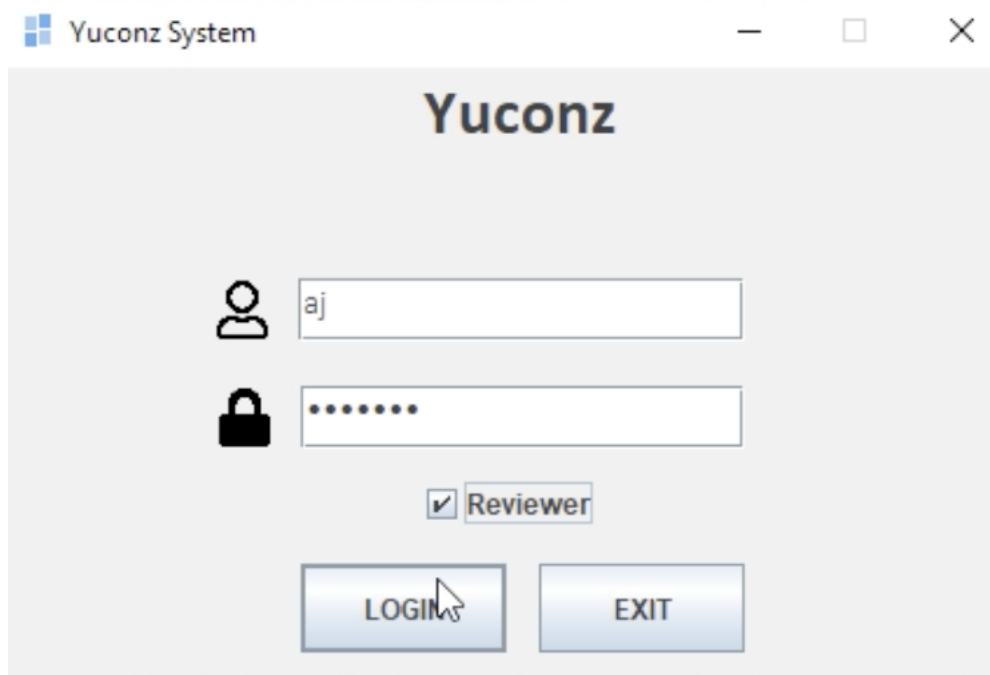
Review process (Reviewer 2 screen)

Figure 14

In the example previously used, we selected user "Adil Jawad" as the second reviewer. To continue with the review, log in with the reviewer 2 details and select the "Reviewer" checkbox.
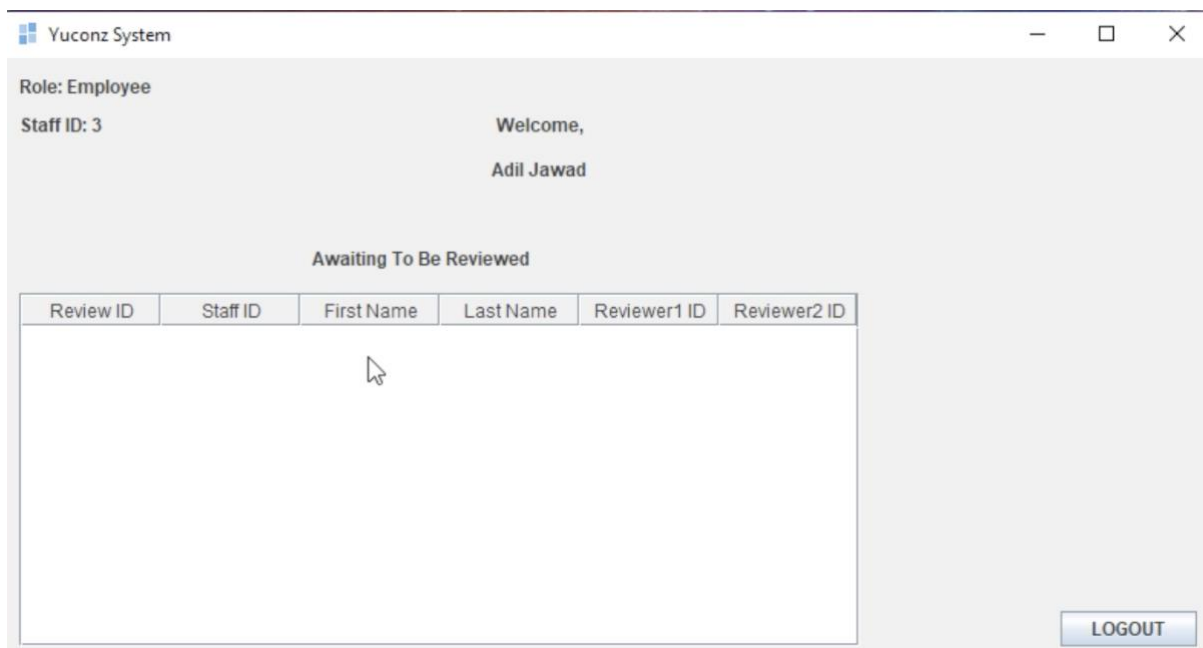
Review Process (Reviewer 2 screen Cont.)

Figure 15

Once logged into their main screen – they will see an empty box appear. This will show the document awaiting to be reviewed. However, this has not yet been uploaded by Review 1 which will be demonstrated next.

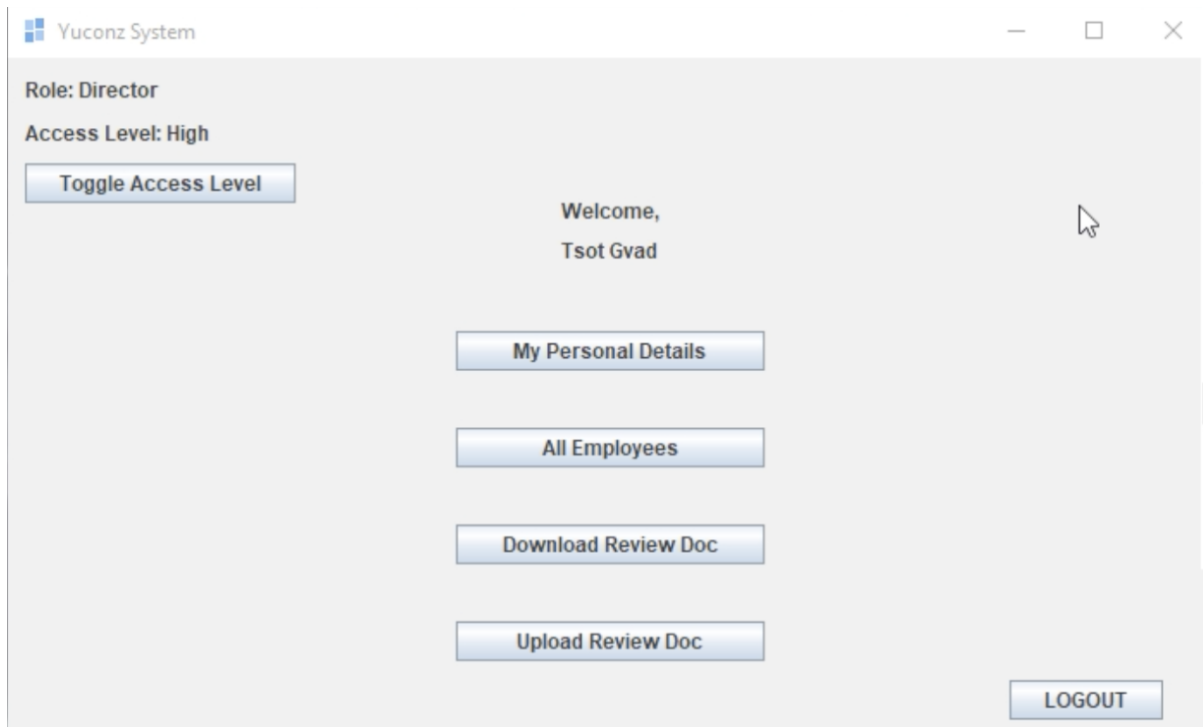## Review Process (Person getting reviewed screen)

Figure 16

The person whom the review is being conducted on will now have a button appear called "Download Review Doc" Which will allow them to download the current state of their review document.
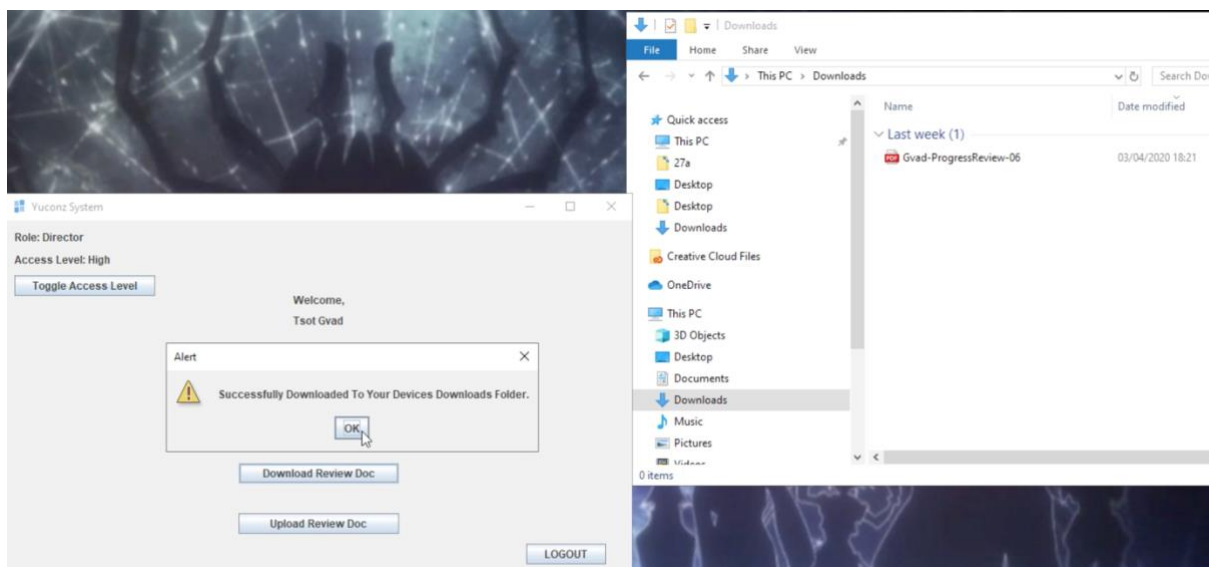

Figure 17

Once the button is pressed, a popup window will appear informing the user they have successfully downloaded the file. This file will appear in your downloads folder titled in the following way: "surname-ProgressReview-number". They can now fill in the basic details about them
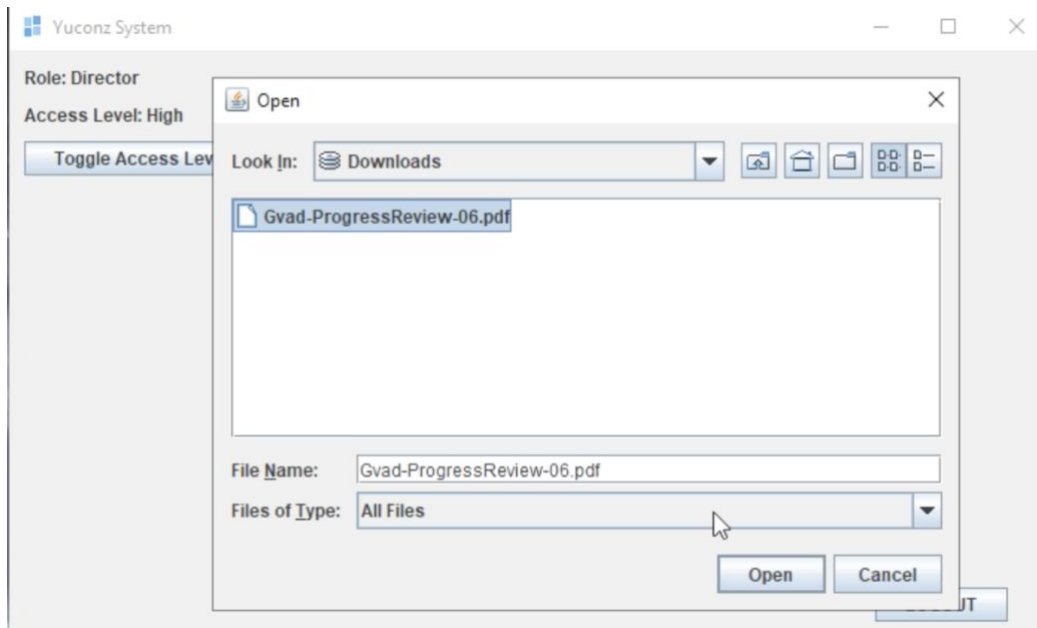
Review Process (Upload Review Doc)

Figure 18

Once they have made these changes, they can now upload the document by clicking the "Upload Review Doc" button. They will then be presented with a file explorer window where they can select the file and upload it. A success message will appear.
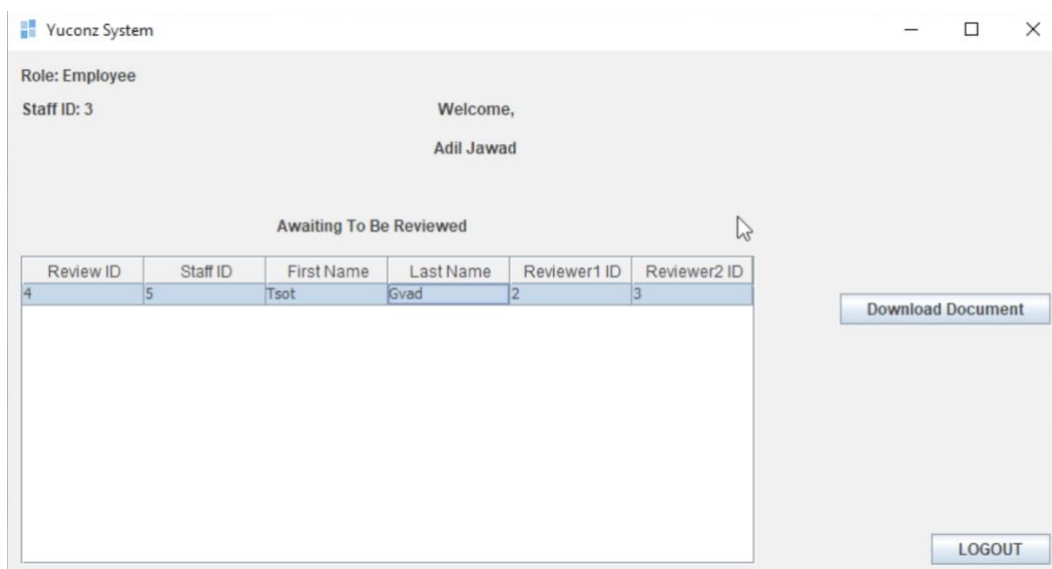

Figure 19

If we now log into the reviewer 2 account, we can now see the table has been updated with the newly uploaded file. We can now download this document by clicking the letter on the right hand side.
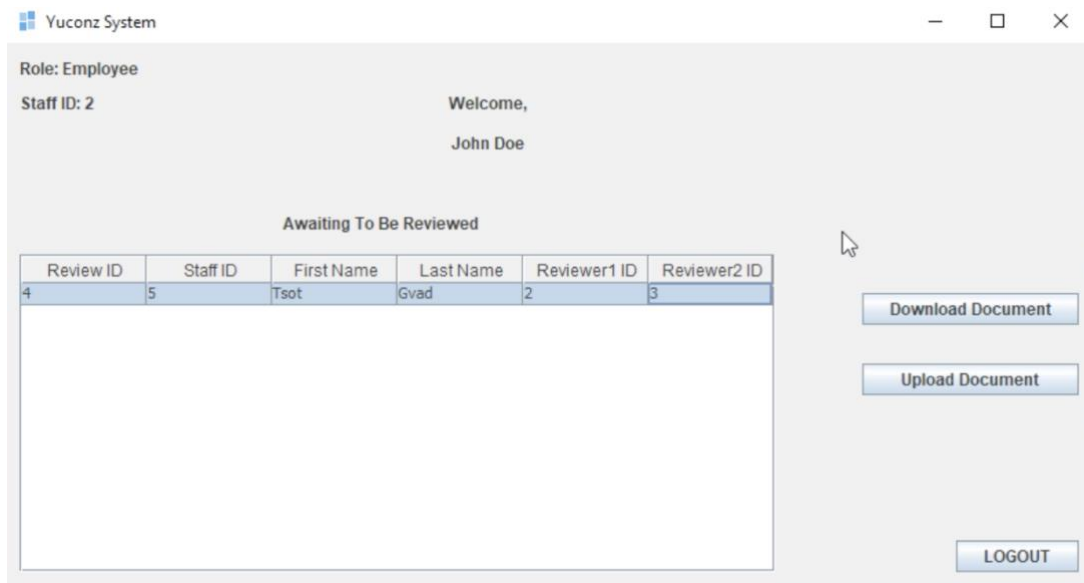
Review Process (Reviewer 1 screen)

Figure 20

Once a meeting has taken place in the office, and changes have been made / discussed in with the document, the reviewer 1 can then upload the final document which will have the updated changes. As a result this will be the final copy ready to be uploaded and submitted.
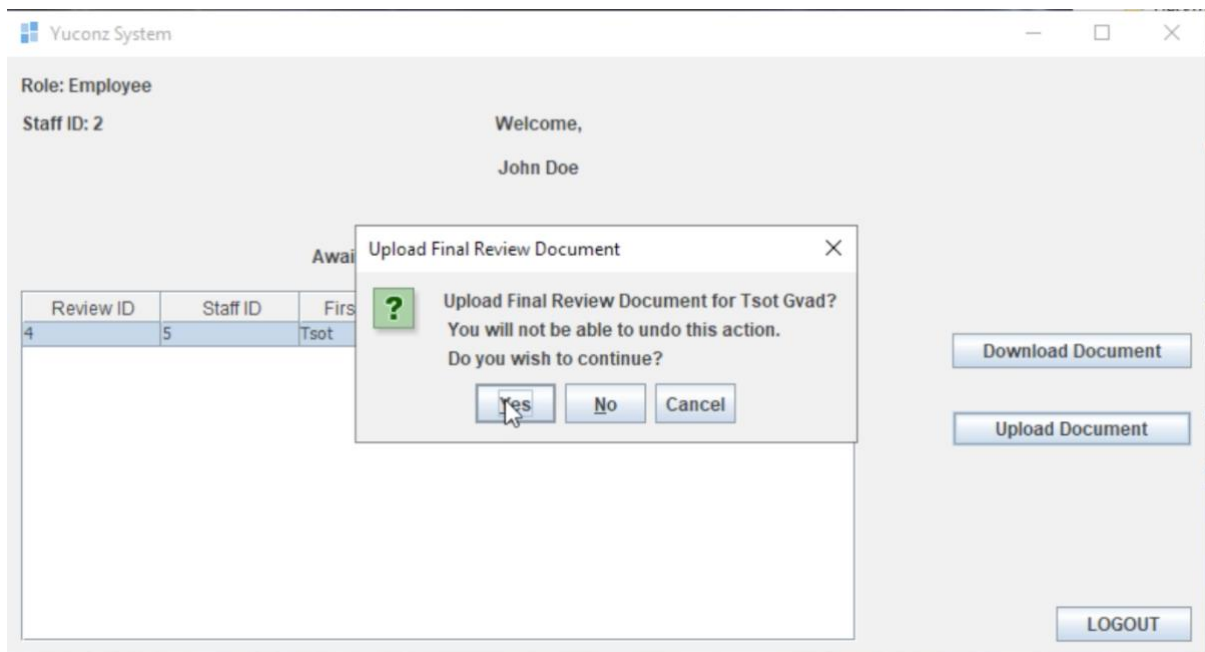

Figure 21

Upon selecting the "upload document" button, a warning message will appear informing the user that they will not be able to undo this action as it is the final version. Simply select yes to continue. You will now be presented with a file explorer window, where you can select the document. Once this is complete, you will automatically be logged out and the review process has now been completed.