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

Yuconz   
User Manual

By KentSoft

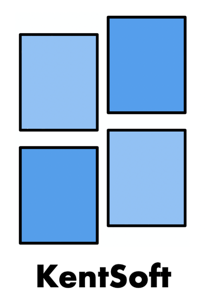
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Table of Contents

[Login details 2](#_Toc37024204)

[General Users 2](#_Toc37024205)

[Users with completed Reviews 2](#_Toc37024206)

[Users without personal record 2](#_Toc37024207)

[Login Screen 3](#_Toc37024208)

[Incorrect details 4](#_Toc37024209)

[Welcome screen (HR Director) 5](#_Toc37024210)

[Welcome Screen with toggled access (HR DIRECTOR) 6](#_Toc37024211)

[My Personal Details screen 7](#_Toc37024212)

[All Employees screen (HR Director) 8](#_Toc37024213)

[All Employees screen cont. (HR DIRECTOR) 8](#_Toc37024214)

[Welcome Screen (Employee) 9](#_Toc37024215)

# 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** |
| aj | pass321 | Employee |
| as | pass123 | HR Director |
| johnIsReal | password123 | Employee |
| colinS | password | Manager |
| theRealMiles | password321 | Director |

## Users with completed Reviews

|  |  |  |
| --- | --- | --- |
| **USERNAME** | **PASSWORD** | **Department** |
| Tsot | aa | Director |
| Ling | this | Employee |
|  |  |  |

## Users without personal record

|  |  |  |
| --- | --- | --- |
| **USERNAME** | **PASSWORD** | **Department** |
| Ling | this | Employee |
| Patel | rpp | Director |

# Login Screen

A screenshot of a cell phone

Description automatically generated

Figure 1

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](#_Login_details)).

## Incorrect details

A screenshot of a cell phone

Description automatically generated

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 (HR Director)

A screenshot of a cell phone

Description automatically generated

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](#_Welcome_Screen_with)
* [My Personal Details](#_My_Personal_Details)
* [All Employees](#_All_Employees_screen)

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)

A screenshot of a cell phone

Description automatically generated

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

A screenshot of a cell phone

Description automatically generated

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)

A screenshot of a cell phone

Description automatically generated

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)

A screenshot of a cell phone

Description automatically generated

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 two options. Either Create a personal detail record for that employee or to view the personal details record for that member of staff.

# Welcome Screen (Employee)

A screenshot of a cell phone

Description automatically generated

Figure 8

Figure 7 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).