

# **Employee Management System**

## **User Guide**

**By Arvind Nagabhirava  
ICS4UO - Mr. Dutton**

# Table of Contents

[Getting Started](#)

[The Home Page](#)

[The Employee Profile](#)

[Adding an Employee](#)

[Editing an Employee](#)

[Removing an Employee](#)

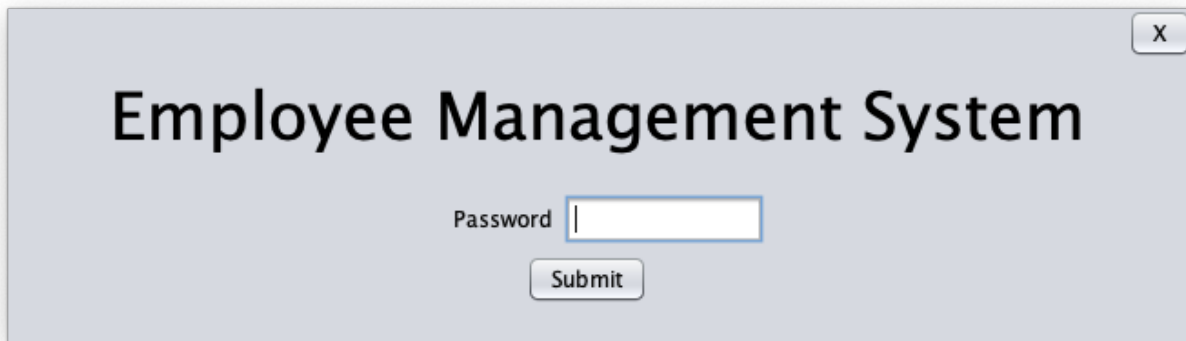
[Searching for an Employee](#)

[Saving](#)

[Error Messages](#)

## Getting Started

Welcome to the Employee Management System. You can use this system to keep track of all your employees, both part time and full time. With the system you can easily [add](#), [edit](#), and [remove](#) employees and much more. To start you'll require a login password. When you first install the system, the password is automatically set to "password". Once you have entered your password you will be able to see the [Home Page](#) which displays all of your employees. If you are logging in for the first time the table will be empty.

A screenshot of a web application window titled "Employee Management System". The window has a light gray background and a close button (X) in the top right corner. In the center, the title "Employee Management System" is displayed in a large, bold, black font. Below the title, there is a label "Password" followed by a text input field. Underneath the input field is a "Submit" button.

Employee Management System

Password

Submit

## The Home Page

The Home Page is where you can view all your employees in a table. To view an employee's [profile](#), simply double click the employee's row. If you have many employees and cannot find the employee you are looking for, you can [search](#) for the employee by their employee number as well. Each of the buttons located at the top of the page will direct you to new pages where you can add, edit, remove, or search for an employee. The "[Save](#)" button will save all your changes.

X

### Employee Management System

AddEditSaveSearch

First Name	Last Name	Employee Number	Work Status	Net Income
Benjamin	Harris	29420	Full Time	49400.0
Harry	Jumper	20592	Part Time	7948.8
Anthony	Fisher	19023	Part Time	4860.0
Carmela	Short	20459	Part Time	9500.0
Dennis	Morgan	35953	Part Time	7020.0
Mitchell	Marsh	20943	Part Time	7020.0
Carmen	Shah	35363	Full Time	28996.0

You can the employees by each attribute (alphabetically, by wage, by work location etc) by clicking on the label for each column.

X

## Employee Management System

Add

Edit

Save

Search

First Name	Last Name	Employee Number ▲	Work Status	Net Income
Anthony	Fisher	19023	Part Time	4860.0
Carmela	Short	20459	Part Time	9500.0
Harry	Jumper	20592	Part Time	7948.8
Mitchell	Marsh	20943	Part Time	7020.0
Benjamin	Harris	29420	Full Time	49400.0
Carmen	Shah	35363	Full Time	28996.0
Dennis	Morgan	35953	Part Time	7020.0

## The Employee Profile

Here you can see all the information about any employee in your system. To open an employee's profile, double click their name on the table in the [home page](#). If you notice anything wrong or need to edit the employee, you can click the “[Edit Employee](#)” button. If the employee is leaving the company, you can remove the employee by clicking the “[Remove Employee](#)” button. The profile shows you all the information you may need about an employee and is a useful tool to see any information that isn't present on the table on the home page. You can also view an employee's profile by searching for the employee on the [search page](#) and then clicking the “View Profile” button.

Employee Management System

Add

Edit

Save

Search

First Name	Last Name	Employee Number	Work Status	Net Income
Benjamin	Harris	29420	Full Time	49400.0
Harry	Jumper	20592	Part Time	7948.8
Anthony	Fisher	19023	Part Time	4860.0
Carmela	Short	20459	Part Time	9500.0
Dennis	Morgan	35953	Part Time	7020.0
Mitchell	Marsh	20943	Part Time	7020.0
Carmen	Shah	35363	Full Time	28996.0

Carmela Short

Employee Number

20459

Hourly Wage

20.0

Hours Per Week

25.0

Weeks Per Year

20.0

Deductions Rate

5.0

Net Income

9500.0

Work Location

Chicago

Gender

Female

Work Status

Part Time

Exit

Edit Employee

Remove Employee

## Adding an Employee

To add an employee, click the “Add” button on the [home page](#). You will then be asked to select either part-time or full-time.

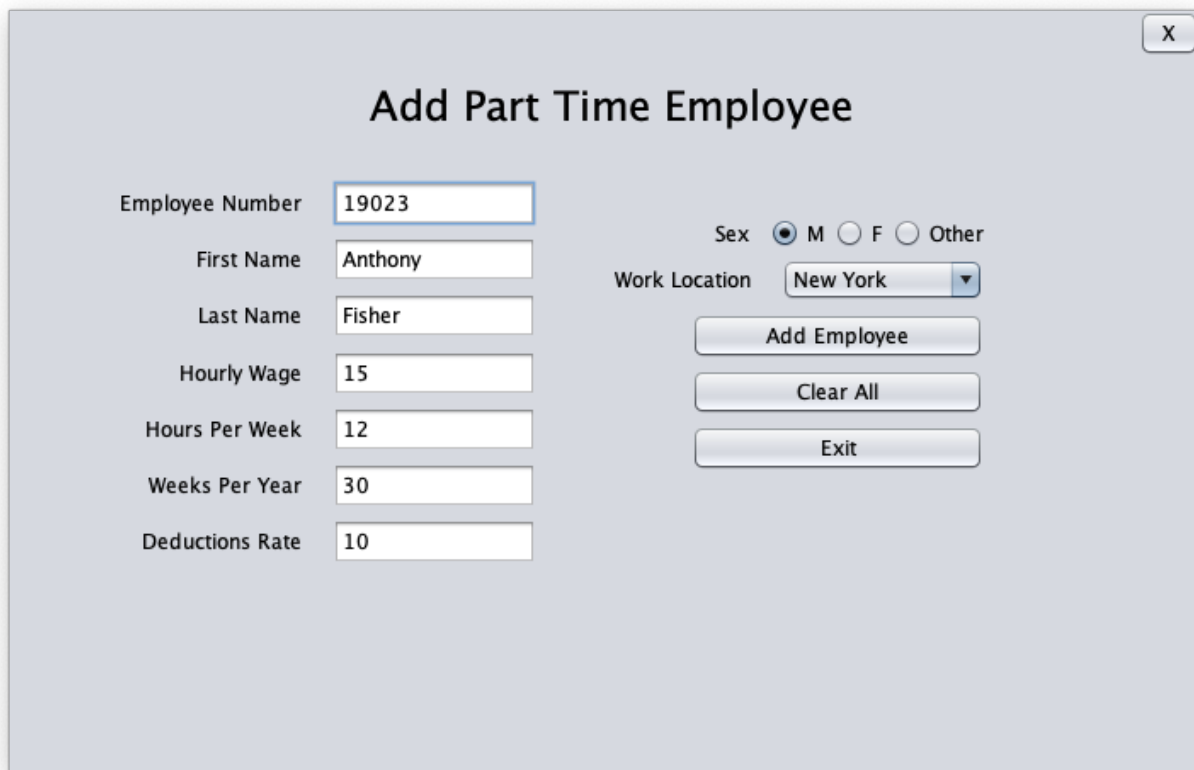


A light gray dialog box with a close button (X) in the top right corner. The text inside asks the user to select between 'Part Time' and 'Full Time' employee types. Below the text are two buttons: 'Part Time' and 'Full Time'.

Would you like to add a Part Time  
or Full Time employee?

Part Time Full Time

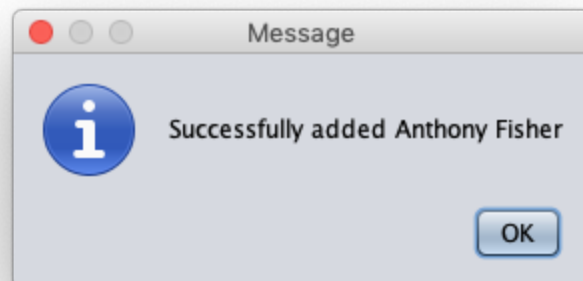
Select what kind of employee you'd like to add and simply fill in the fields as required.



The screenshot shows a window titled "Add Part Time Employee" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Employee Number: Text input field containing "19023".
- First Name: Text input field containing "Anthony".
- Last Name: Text input field containing "Fisher".
- Hourly Wage: Text input field containing "15".
- Hours Per Week: Text input field containing "12".
- Weeks Per Year: Text input field containing "30".
- Deductions Rate: Text input field containing "10".
- Sex: Radio button group with options M (selected), F, and Other.
- Work Location: Dropdown menu showing "New York".
- Buttons: "Add Employee", "Clear All", and "Exit".

If you enter the wrong information you can always [edit](#) the employee afterwards. Once you click add employee, you will receive a message that says the employee has been added successfully added. The "Clear All" button will clear all the fields in case you want to re-enter all the data you've put in or if you'd like to add another employee. The deductions rate is to be entered as a value out of 100.

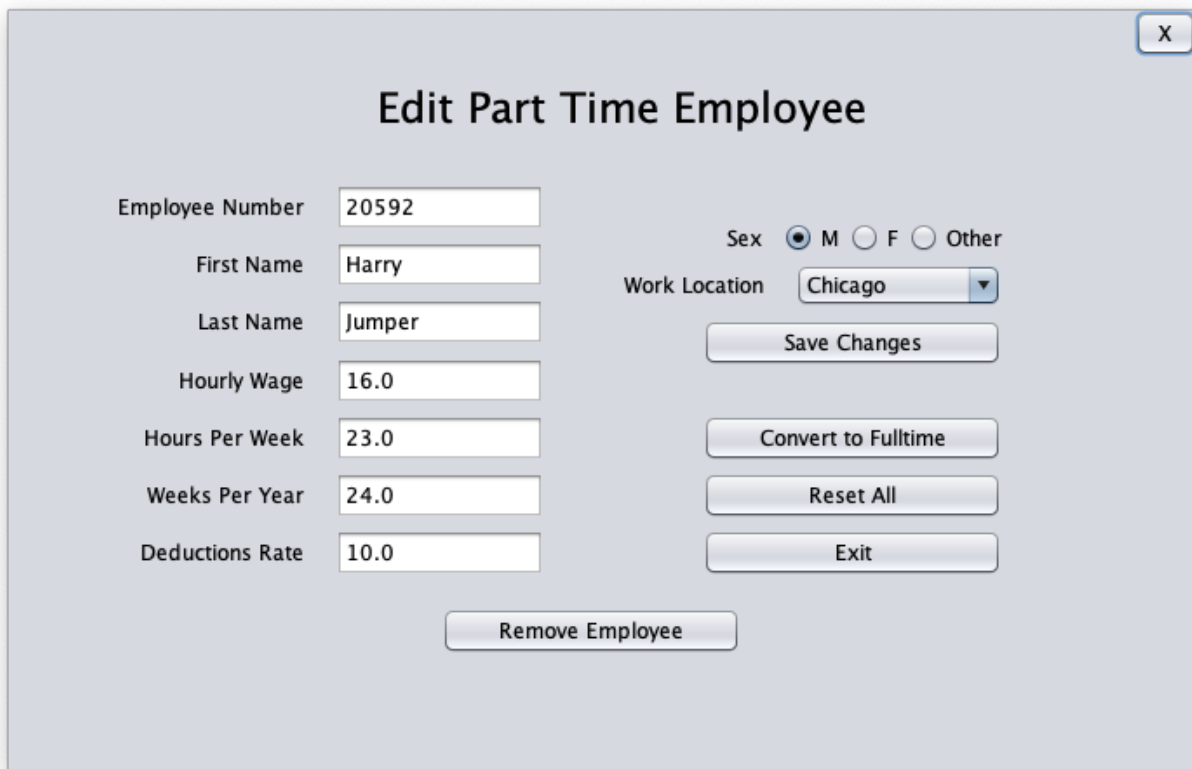




## Editing an Employee

Editing from the [home page](#):

Select the employee you would like to edit by clicking on their name in the table. Then click the “Edit” button. This will open an editor page with all the information about the employee that is currently in the system. Once you’re satisfied with your changes, click the “Save Changes” button. If you’d like to undo all your changes simply exit the page without saving the changes or click the “Reset All” button. If you would like to change the work status of the employee you can select either the “Convert to Full-time” or “Convert to Part-time” buttons.



The screenshot shows a web application window titled "Edit Part Time Employee" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Employee Number:** Text input field containing "20592".
- First Name:** Text input field containing "Harry".
- Last Name:** Text input field containing "Jumper".
- Hourly Wage:** Text input field containing "16.0".
- Hours Per Week:** Text input field containing "23.0".
- Weeks Per Year:** Text input field containing "24.0".
- Deductions Rate:** Text input field containing "10.0".
- Sex:** Radio button group with options "M" (selected), "F", and "Other".
- Work Location:** Dropdown menu showing "Chicago".
- Buttons:** "Save Changes", "Convert to Fulltime", "Reset All", "Exit", and "Remove Employee".

Editing from the [search page](#):

After you search by the employee number of the employee you’d like to change, you will be able to edit the employee by clicking the “Edit Employee” button.

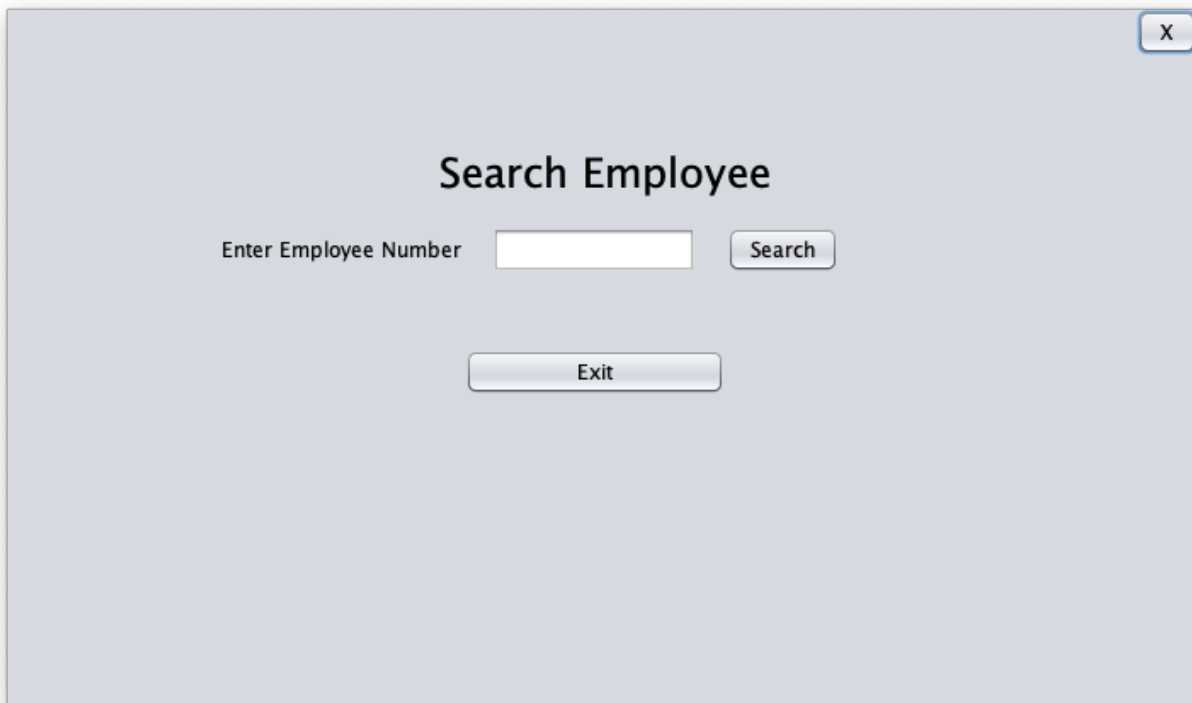
## Removing an Employee

You can remove an employee by clicking the “Remove Employee” button on the [profile page](#), the [search page](#), or the [edit page](#).

## Searching for an Employee

If you would like to find an employee that you can't see on the table in the [home page](#), you will need their employee number. It may be easier to arrange the table by employee number and scrolling the employee you are looking for. However, if you have the employee number, you can use it to search for an employee by opening the search page. From the search page, enter the employee number into the field and if the employee is in the system, you can view their profile, edit their profile, or remove them from the system altogether. If the employee number you enter does not belong to any employees in the system, you will receive a message that says the employee was not found.

The search page:



The screenshot shows a web form titled "Search Employee" in a light blue window. The window has a close button (X) in the top right corner. The form itself has a title "Search Employee" in bold. Below the title, there is a label "Enter Employee Number" followed by a white text input field. To the right of the input field is a "Search" button. Below these elements is an "Exit" button.

If the employee is in the system, you will be able to view their [profile](#), [edit](#) information, or [remove](#) the employee altogether:



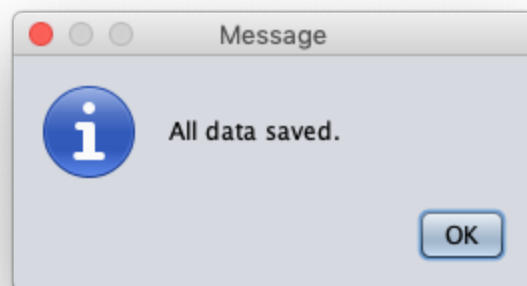
**Search Employee**

Enter Employee Number

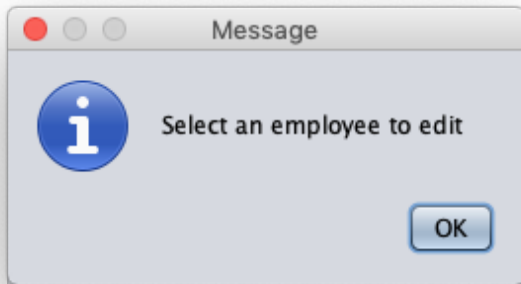
Benjamin Harris is in the system.

### **Saving**

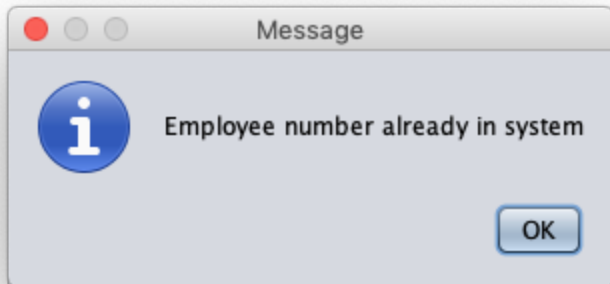
All the changes you make are automatically saved when you close the [home page](#). The changes can also be save by clicking the “Save” button on the home page. All the information is stored in a serialized file which protects the information by encoding it. If you delete this file, the employees you have stored in the system will all be lost. The file is named employee.ser and will be stored on your machine.



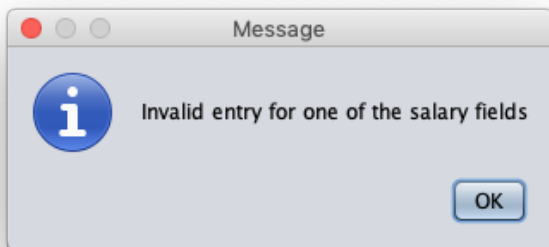
## Error Messages



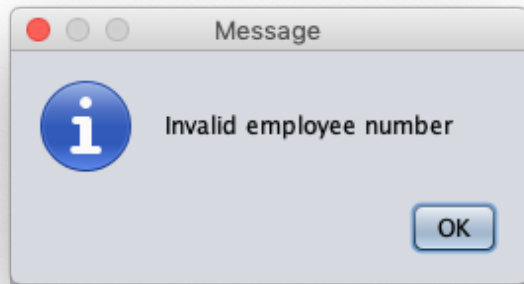
When on the homepage, if you click the Edit button without first selecting an employee to edit from the table, you will be asked to select an employee to edit.



If you are adding an employee or changing an employee's employee number and you enter a number that is already in the system, you will be notified that you are entering a pre-existing employee number.



When adding or editing an employee's information, if you enter text into the salary fields or enter some other invalid information, you will receive this error message.



If you have entered invalid information (like characters) into the employee number field, you will receive this error message.