E.T. (Employees Tracker) - User Guide

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1. Introduction

This user guide serves to guide you so that you are able to use utilize Employees Tracker to its fullest extent.

Employees Tracker (E.T.) is a **Human Resource Manager** application that helps managers to manage their subordinates. Its has 2 main functionalities: providing information about employees, as well as helping in tracking the tasks assigned to each employee.

Its User Interface (UI) is a hybrid of Command Line Interface (CLI) while still having the benefits of a Graphical User Interface (GUI). That said, ET will suit you better if you can type fast and are familiar with CLI.

Without further ado, let's see what ET can do! Jump to the Section 2, "Quick Start" to get started.

2. Quick Start

This section is to help you to start using Employees Tracker quickly.

2.1. Setting up

1. Ensure you have Java version `1.8.0_60` or later installed in your Computer.

NOTE	Having any Java 8 version is not enough. This app will not work with earlier versions of Java 8.

2. Download the latest `et-employeestracker.jar` here.
3. Copy the file to the folder you want to use as the home folder for your Employees Tracker.
4. Double-click the file to start the app. The GUI should appear in a few seconds, as shown in *Figure 1*.
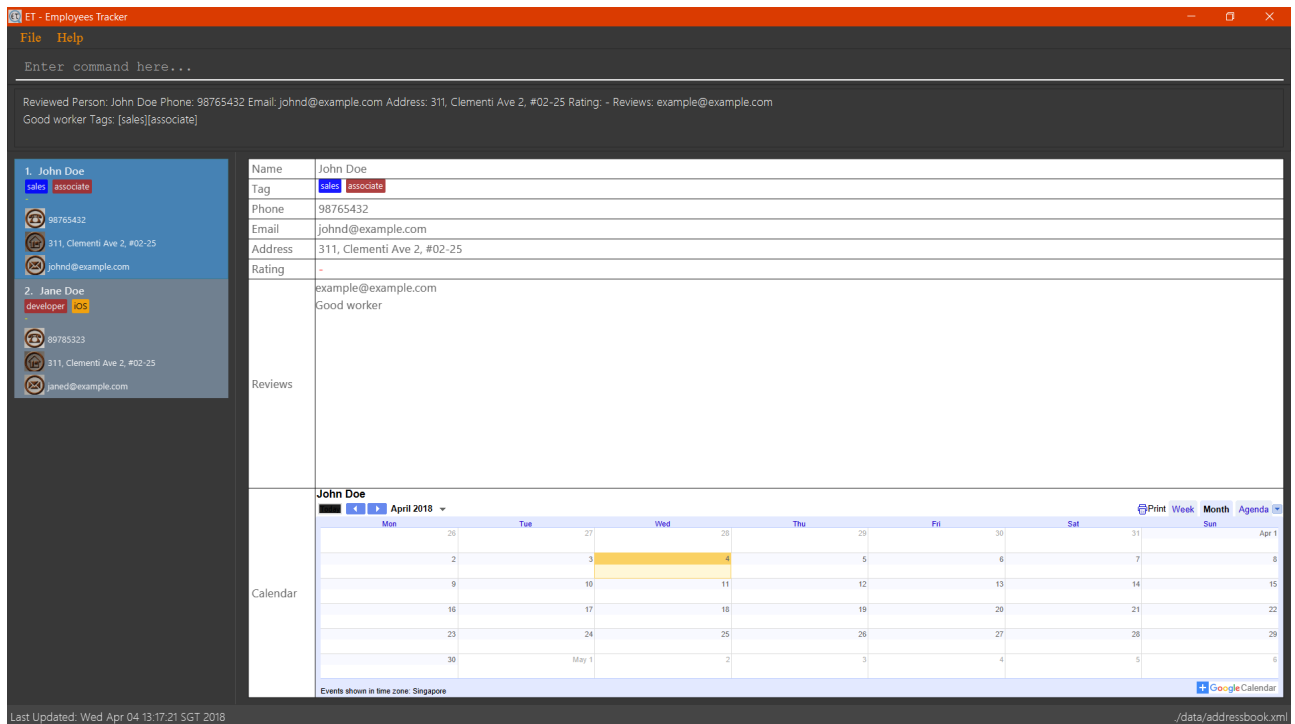
Figure 1. Graphical User Interface (GUI)

5. To use ET, you have to unlock it with the default password "admin". Type `unlock admin` and press `Enter`.

6. After logging in, you can use ET by typing the commands `Enter` to execute it.
   e.g. typing `help` and pressing `Enter` will open the help window.

Some example commands you can try:

- `list`
  lists all employees.

- `add n/John Doe p/98765432 e/johnd@example.com a/John street, block 123, #01-01`
  adds an employee named `John Doe` to the Employees Tracker.

- `delete 3`
  deletes the 3rd contact shown in the current list.

- `exit`
  exits the app.

Refer to Section 4, "Commands" for details of each command.

3. Features

This section outlines all of Employees Tracker's features in detail.

3.1. The User Interface

3.1.1. Knowing the components

Figure 2 shows the 5 major components of the user interface of Employees Tracker (ET):

- Command Box:where you type in commands

- Result Display Box: where ET shows text result to you

- Employees List Panel: where the list of all employees is shown

- Employee's Profile Panel: where the details of the selected employee is shown

- Notification cards: where ET reminds you about ended events
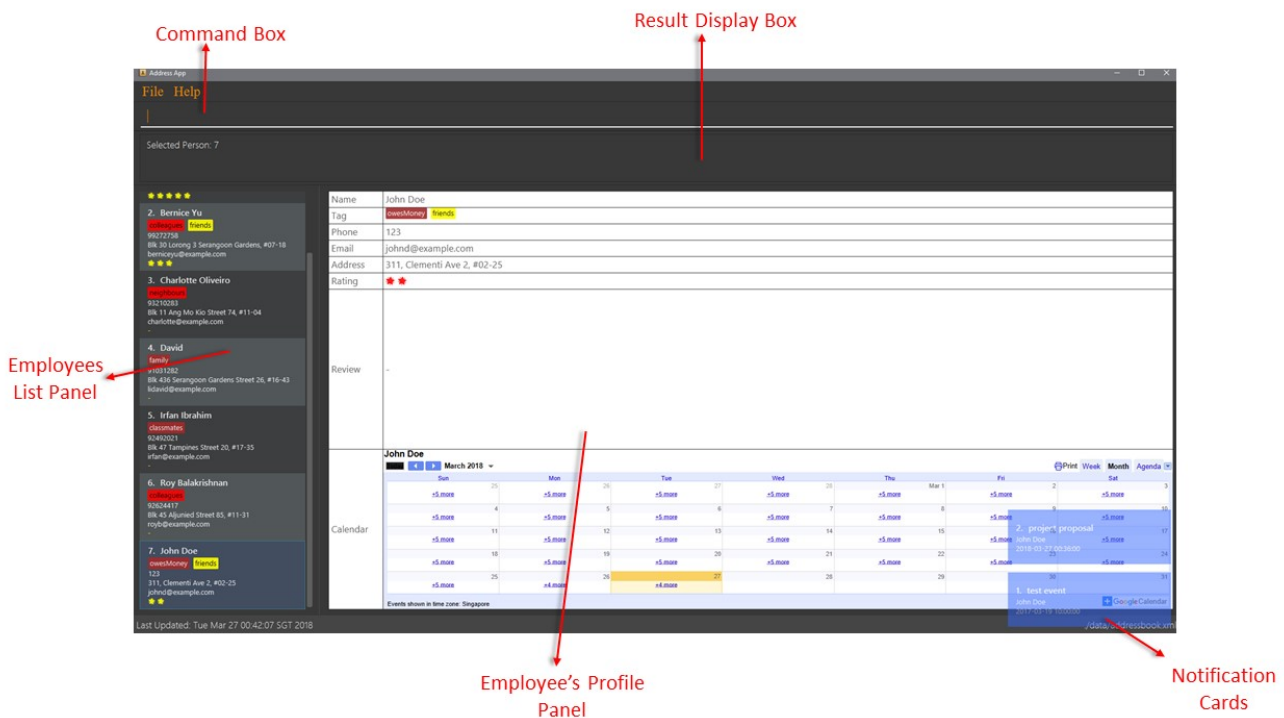
Figure 2. User Interface

3.1.2. Reading the result display box

The result display box shows 3 types of information:

- Error messages in red, if the command you entered does not exists or does not match the pre-defined format.

- Hints about the format and usage of the command in green.

- Statuses of the Employee Tracker in white, if your command is processed successfully.

NOTE	ET will intelligently provide hints according to the words you type in the `Command Box`.

3.1.3. Understanding the notification system

Notification cards

Figure 3 shows a notification card of ET. Each notification card contains 4 information, which are index, event name, name of person in-charge and expiry date and time.

Figure 3. A notification card

Two Phase notification

ET has a 2 phase notification system, i.e. there will be 2 notification cards popping up to remind you of each event.

- The first phase notification will pop out in a blue notification card, on the day of expiry, as shown in *Figure 4*.
- The second phase notification will pop out in a red notification card, at the exact time of expiry, as shown in *Figure 5*.

Figure 4. First phase notification card

Figure 5. Second phase notification card

For example, suppose you have assigned a task to Alex which will due on 27th May 2018 4:00 pm. When you open ET for the first time in the morning of 27th May 2018, you will be notified that Alex has a task that will due on **today** in a blue notification card. Later at 4:00 pm of 27th May 2018, you will receive the second phase notification in red, informing you that Alex should have finished the task by **now** .

Notification card in Operating System

We understand that you as a manager lead a busy life, so we don't expect you to stare at ET at all times to catch the notification cards. Instead, ET is capable of showing notification cards in your computer's system (e.g. Windows, Mac, Linux, etc.) while you are using other software, as shown in *Figure 6*. Thus, you can feel free to minimize ET and continue working on your computer.

Figure 6. ET shows notification card about event expiry even if you are using other programs.

NOTE	This feature may not work on some computer systems.

The Notification Center

To prevent notification cards from flooding the screen, notification cards in Employees Tracker (ET) will be hidden after 5 seconds.

However, fret not, you can still find them in the notification center. To open the `Notification Center`, please refer to Section 4.23, "Toggling the notification center : `noti`", or **double press** `SHIFT`. After that, you will be greeted by the `Notification Center` as shown in *Figure 7*. In the `Notification Center`, you will see a list of all un-dismissed notification cards.

Figure 7. The Notification Center

NOTE	Notification cards will always stay in the notification center. Even if you close ET, the notification card will re-appear when you open ET again. To dismiss a notification card, please refer to [Dismissing a notification card : dismiss].

3.2. Locked-by-default system

Employees Tracker (ET) is locked by default when it is opened in order to secure the data in ET. While ET is locked, all commands and the notification features will not work. To unlock ET, please refer to Section 4.1, "Logging in : unlock"

3.3. Data storage

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

4. Commands

This section lists all Employees Tracker's command.

> **Command Format**
>
> - Words in `UPPER_CASE` are the parameters to be supplied by the user e.g. in `add n/NAME`, `NAME` is a parameter which can be used as `add n/John Doe`.
>
> - Items in square brackets are optional e.g `n/NAME [t/TAG]` can be used as `n/John Doe t/friend` or as `n/John Doe`.
>
> - Items with ⋯ after them can be used multiple times including zero times e.g. `[t/TAG]⋯` can be used as (i.e. 0 times), `t/friend`, `t/friend t/family` etc.
>
> - 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.

4.1. Logging in : `unlock`

Unlocks the Employee Tracker.
Format: `unlock PASSWORD`

NOTE	- The Employees Tracker is locked when Employee Tracker is opened. - The initial default password is 'admin', refer to [Setting the application unlock password: setPassword [Since v1.3]] if you want to change your password.

- Unlock the EmployeeTracker with the PASSWORD which match the application's unlock password.

- PASSWORD is requiered.

- The PASSWORD is a string that can contain any character.

- The default PASSWORD is `admin`.

Examples:

- `unlock 123`
  Unlock the Employees Tracker with password: 123 (which is also the application's unlock password)

4.2. Viewing help : `help`

Shows the user guide.
Format: `help`

4.3. Adding an employee: `add`

Adds an employee to the Employees Tracker
Format: `add n/NAME p/PHONE_NUMBER e/EMAIL a/ADDRESS [t/TAG]…`

| TIP | An employee can have any number of tags (including 0) |

Examples:

- `add n/John Doe p/98765432 e/johnd@example.com a/John street, block 123, #01-01`
- `add n/Betsy Crowe t/friend e/betsycrowe@example.com a/Newgate Prison p/1234567 t/criminal`

4.4. Listing all employees : `list`

Shows a list of all employees in the Employees Tracker.
Format: `list`

- List command will shows you a list of employees, as shown in Figure 3.3.

- Each entry of the list contains information of an employee.

- In each entry, from top to down, is the name, tags, phone number, address, email address and rating of that employee.

| NOTE | Rating will be shown as `-` if the employee is yet to be rated. |

Figure 3.3: List of employees

4.5. Editing an employee : `edit`

Edits an existing employee in the Employees Tracker.
Format: `edit INDEX [n/NAME] [p/PHONE] [e/EMAIL] [a/ADDRESS] [r/RATING] [t/TAG]…`

- Edits the employee at the specified `INDEX`. The index refers to the index number shown in the last employees listing. The index **must be a positive integer** 1, 2, 3, …

- At least one of the optional fields must be provided.

- Existing values will be updated to the input values.

- When editing tags, the existing tags of the employee will be removed i.e adding of tags is not cumulative.

- You can remove all the employee's tags by typing `t/` without specifying any tags after it.

Examples:

- `edit 1 p/91234567 e/johndoe@example.com`
  Edits the phone number and email address of the 1ˢᵗ employee to be `91234567` and `johndoe@example.com` respectively.

- `edit 2 n/Betsy Crower t/`
  Edits the name of the 2ⁿᵈ employee to be `Betsy Crower` and clears all existing tags.

4.6. Rating an employee : `rate`

Updates the rating of an existing employee in the Employees Tracker.
Format: `rate INDEX RATING`

- Rates the employee at the specified `INDEX`. The index refers to the index number shown in the last employees listing. The index **must be a positive integer** 1, 2, 3, …

- Both INDEX and RATING must be provided.

- Existing rating will be updated to the input RATING.

- RATING must be a positive integer between 1 and 5, i.e. 1, 2, 3, 4 or 5.

NOTE	- An employee will have a null rating by default upon added. This implies that the employee is yet to be rated. - Null rating is shown as `-`. - You cannot assign null rating to an employee. If you want to revert an employee back to null rating, please refer to Section 4.12, "Undoing previous command : `undo`"

Examples:

- `list`
  `rate 1 5`
  Gives the 1st employee in the last employees listing a 5-stars rating.

- `find Alex`
  `rate 2 2`
  Gives the 2nd employee in the list of Alex(s) a 2-star rating.

4.7. Reviewing an employee : `review`

Assigns a review to an existing employee in the Employees Tracker.
Format: `review INDEX`

> - Rate the employee at the specified `INDEX`.
>   The index refers to the index number shown in the last employees listing.
>   The index **must be a positive integer**, i.e. 1, 2, 3, …
>
> - A pop-up dialog box will appear after user executes the command as shown in *Figure 8* below.
>   The dialog box will prompt the user to enter the user's credential (as a reviewer) and the review.
>
> - The review can contain any character without length limitation.
>
> - A review will be tied to a single reviewer. [Implemented in V1.4]

Figure 8. A pop-up dialog box

NOTE	- A employees will have a null review by default upon added. This implies that the employee is yet to be reviewed. - Null review is shown as `-`.

Examples:

- `list`
  `review 1`
  Gives the 1st employee in the last employees listing a review.
  The review will be based on the input in the pop-up dialog box.

- `find n/Alex`
  `rate 2`
  Gives the 2nd employee in the list of Alex(s) a review.
  The review will be based on the input in the pop-up dialog box.

4.8. Searching for employees: `find`

Finds employees whose name, tags, rating, or all of those contain any of the given keyphrases.
Format: `find (n/NAME_KEYPHRASE | t/TAG_KEYPHRASE | r/RATING_KEYPHRASE) [n/NAME_KEYPHRASE]⋯ [t/TAG_KEYPHRASE]⋯ [r/RATING_KEYPHRASE]⋯`

- The search is case insensitive, e.g. `n/hANs` will match `Hans`

- The order of the keyphrase does not matter, e.g. `n/Hans Bo` will match `Bo Hans`

- The search does not match exactly all the words in a phrase in sequential order, but only finds any phrase that contains the specified keyphrase's words without sequential order, e.g. `n/Hans Bo` will match `Jonathan Bo Hans`

- The search only matches full wor, e.g. `n/Han` will not match `Hans`

- Searching by multiple criteria will yield the result of employees that match all the criterias, e.g.

  - `n/Hans Bo t/Sales` will match `Hans Bo` with tag `Friends` but not `Hans Bo` with tag `Enemy` or `John Doe` with tag `Friends`

  - `n/Hans Bo n/John Doe t/Sales t/Marketing` will match only `Hans Bo | Sales` or `Hans Bo | Marketing` or `John Doe | Sales` or `John Doe | Marketing`

Examples:

- `find n/John`
  Returns all employees having name `John`.
  e.g. `john` and `John Doe`

- `find n/Betsy Tim John`
  Returns all employees with name that contains `Betsy Tim John` without any sequential order.
  e.g. `Caroline John Tim Betsy` and `Betsy Tim John`

- `find n/Betsy n/Tim n/John`
  Returns all employees with name that contains either `Betsy`, `Tim`, or `John`
  e.g. `Betsy`, `Tim`, `John`, `Betsy Toe`, `John Cook`, and `Tim John`

- `find n/John t/Friends Colleagues r/3`
  Returns all employees with name `John`, both tags `Friends` and `Colleagues`, and rating of 3
  e.g. `John | Friends, Colleagues | 3`

- `find n/John t/Friends t/Colleagues`
  Returns all employees having both names `John` and either tags `Friends` or `Colleagues`
  e.g. `John Doe | Friends, John Dick| Colleagues, John | Friends, Colleagues`, and `John Dare | Friends, Colleagues, OweMoneys`

4.9. Deleting an employee : `delete`

Deletes the specified employee from the Employees Tracker whose calendar will also be deleted.
Format: `delete INDEX`

- Deletes the employee at the specified `INDEX`.

- The index refers to the index number shown in the most recent listing.

- The index **must be a positive integer** 1, 2, 3, …

Examples:

- `list`
  `delete 2`
  Deletes the 2nd employee and his calendar in the Employees Tracker.

- `find Betsy`
  `delete 1`
  Deletes the 1st employee and his calendar in the results of the `find` command.

4.10. Selecting an employee : `select`

Selects the employee identified by the index number used in the last employees listing.
Format: `select INDEX`

- Selects the employee and loads the Google search page the employee at the specified `INDEX`.

- The index refers to the index number shown in the most recent listing.

- The index **must be a positive integer** `1, 2, 3, ⋯`

Examples:

- `list`
  `select 2`
  Selects the 2nd employee in the Employees Tracker.

- `find Betsy`
  `select 1`
  Selects the 1st employee in the results of the `find` command.

| **NOTE** | If the `Calendar row` of the `Employee's Profile Panel` looks something similar to *Figure 8*, it means you will have to sign in to your **Google work account** from there. This is because for security purposes, you will be required to sign in once for every time you close Employees Tracker and open it again, |

Figure 9. Signing in to Google account at the Calendar row

4.11. Listing entered commands : `history`

Lists all the commands that you have entered in reverse chronological order.
Format: `history`

| **NOTE** | Pressing the <code>↑</code> and <code>↓</code> arrows will display the previous and next input respectively in the command box. |

4.12. Undoing previous command : undo

Restores the Employees Tracker to the state before the previous *undoable* command was executed.
Format: undo

NOTE	Undoable commands: those commands that modify the Employees Tracker's content (add, delete, edit and clear).

Examples:

- delete 1
  list
  undo (reverses the delete 1 command)

- select 1
  list
  undo
  The undo command fails as there are no undoable commands executed previously.

- delete 1
  clear
  undo (reverses the clear command)
  undo (reverses the delete 1 command)

4.13. Redoing the previously undone command : redo

Reverses the most recent undo command.
Format: redo

Examples:

- delete 1
  undo (reverses the delete 1 command)
  redo (reapplies the delete 1 command)

- delete 1
  redo
  The redo command fails as there are no undo commands executed previously.

- delete 1
  clear
  undo (reverses the clear command)
  undo (reverses the delete 1 command)
  redo (reapplies the delete 1 command)
  redo (reapplies the clear command)

4.14. Locking the EmployeeTracker temporary: `lock`

Locks the Employee Tracker, so that the data is protected without the need of closing the program or shutting down your computer.
Format: `lock`

> - The `Employees List Panel` and `Employee's Profile Panel` will be emptied when Employees Tracker is locked.
>
> - Employee Tracker will not respond to any command other than `unlock` when it is locked.

Examples:

- `lock`
  Lock the Employees Tracker.

4.15. Viewing my own calendar: `myCalendar`

Views my own calendar in a seperate pop-up web page window.
Format: `myCalendar`

Examples:

- `myCalendar`
  view my own calendar in a pop-up window.

4.16. Viewing my to-do-list: `todoList`

Views the upcoming events on my google account main calendar in to-do-list manner in a separate window.
Format: `todoList`

Examples:

- `todoList`
  show the to-do-list in a pop-up window.

4.17. Setting the application unlock password: `setPassword`

Sets Employees Tracker's password.
Format: `setPassword OLD_PASSWORD NEW_PASSWORD`

- Set Employees Tracker's password from OLD_PASSWORD to NEW_PASSWORD.

- OLD_PASSWORD and NEW_PASSWORD are requiered, and OLD_PASSWORD should match current application unlock password.

- OLD_PASSWORD and NEW_PASSWORD are of String type that can contain any character.

- The default OLD_PASSWORD is `admin`.

Examples:

- `setPassword 123 qwe`
  Set Employees Tracker's password from '123' (current application password) to 'qwe'.

4.18. Sorting the employees by any existing field: `sort`

Sorts existing employees by any field
Format: `sort FIELD`

- Sort the employees by any existing field in alphabetical order, note that rate field will be sorted in descending order.

- The field entered must be one of the following: `name`, `phone`, `email`, `address`, `rate`, `tag`.

- Sorting is case-insensitive.

- The sorted results is stored permanently. If you want to revert to the previous ordering, please refer to Section 4.12, "Undoing previous command : `undo`"

Examples:

- `sort name`
  Sort the employees by name in alphabetical order (case-insensitive).

- `lock rate`
  Sort the employees by rating in descending order.

4.19. Adding an event on one employee's timetable: `addEvent`

Adds an event to the employee identified by the index number used in the last employees listing.
Format: `addEvent INDEX title/TITLE loca/LOCATION stime/STRATTIME etime/ENDTIME descrip/DESCRIPTION`

- `STARTTIME` and `ENDTIME` **must be in the format** `YYYY-MM-DDTHH-MM-SS`.

- The index refers to the index number shown in the most recent listing.

- The index **must be a positive integer 1, 2, 3, …**

Examples:

- `list`
  `addEvent 2 title/Test Event loca/NUS, Singapore stime/2017-04-09T19:00:00 etime/2018-04-09T21:00:00 descrip/A Test Event`
  Adds the event to 2nd employee's timetable in the list.

NOTE	If you are using Employees Tracker (ET) for the first time, you will be directed to a web page that requires you to sign in to Google account. Please sign in to your **Google work account**. Then, you will be directed to a web page similar to *Figure 9*. Please click `allow`. You can return to ET once you see a message as shown in *Figure 10*.

Figure 10. Process of signing in to Google account for the first time

Figure 11. Done signing in

4.20. Deleting an event in one employee's timetable: `deleteEvent`

Deletes an event with specified title which is the first occurrence in the timetable of employee identified by the index number used in the last employees listing.
Format: `deleteEvent INDEX TITLE`

- The `TITLE` is a String.
- The index refers to the index number shown in the most recent listing.
- The index **must be a positive integer 1, 2, 3, …**

Examples:

- `list`
  `deleteEvent 2 some event`
  Deletes the event with title "some event" in 2nd employee's timetable in the list.

4.21. Clearing all entries : `clear`

Clears all entries from the Employees Tracker.
Format: `clear`

4.22. Exiting the program : `exit`

Exits the program.
Format: `exit`

4.23. Toggling the notification center : `noti`

Shows the notification panel if it is hidden; hides the notification center if it is shown.
Format: `noti`

TIP	Alternatively, you can **double press** `SHIFT` to toggle the notification center.

4.24. Dismissing a notification card : `dismiss` *[Coming in v1.5]*

Dismisses the notification card identified by the index number.
Format: `dismiss INDEX`

4.25. Reminding an employee through email : `email` *[Coming in v1.5]*

Opens up the email app of the computer to send a reminder email about the notification identified by the index number used in notification cards.
Format: `email INDEX`

NOTE	• You will be brought straight to the email composing interface of your email app. • The recipient of the email will be set to the email address of the employee who was assigned the event.

4.26. Reminding an employee through WhatsApp : `whatsapp` *[Coming in v1.5]*

Opens up the WhatsApp webpage to send a reminder message about the notification identified by the index number used in notification cards.
Format: `whatsapp INDEX`

NOTE	• You will be brought straight to the WhatsApp webpage that sends message to the phone number of the employee who was assigned the event. • You may be required to scan a QR code from your phone to login to WhatsApp webpage.

4.27. Upcoming features

Features yet to be implemented. Coming in `v2.0`.

- Editing a event.
- Deleting a event.

- Adding an event in mass to many employees' timetable at once.

- Jumping to email composing with a command.

- Viewing my to-do-list.

- Changing the window scheme/theme/skin.

- Encrypting data files.

5. Frequently Asked Questions (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 Employees Tracker folder.

6. Command Summary

This section summarizes the usage of all Employees Tracker's commands.

- **Add** `add n/NAME p/PHONE_NUMBER e/EMAIL a/ADDRESS [t/TAG]…`
  e.g. `add n/James Ho p/22224444 e/jamesho@example.com a/123, Clementi Rd, 1234665 t/friend t/colleague`

- **AddEvent** : `addEvent INDEX title/TITLE loca/LOCATION stime/STRATTIME etime/ENDTIME descrip/DESCRIPTION`
  e.g. `addEvent 2 title/Test Event loca/NUS, Singapore stime/2017-04-09T19:00:00 etime/2018-04-09T21:00:00 descrip/A Test Event`

- **Clear** : `clear`

- **Delete** : `delete INDEX`
  e.g. `delete 3`

- **DeleteEvent** : `deleteEvent INDEX TITLE`
  e.g. `deleteEvent 1 event title`

- **Edit** : `edit INDEX [n/NAME] [p/PHONE_NUMBER] [e/EMAIL] [a/ADDRESS] [t/TAG]…`
  e.g. `edit 2 n/James Lee e/jameslee@example.com`

- **Review** : `review INDEX`
  e.g. `review 2`

- **Find** : `find (n/NAME_KEYPHRASE | t/TAG_KEYPHRASE | r/RATING_KEYPHRASE) [n/NAME_KEYPHRASE]… [t/TAG_KEYPHRASE]… [r/RATING_KEYPHRASE]…`
  e.g. `find n/James n/Jake Black t/Sales t/Marketing Senior r/3`

- **List** : `list`

- **Lock** : `lock`

- **MyCalendar** : `myCalendar`

- **Help** : `help`

- **Select** : `select INDEX`
  e.g.`select 2`

- **SetPassword** : `setPassword OLD_PASSWORD NEW_PASSWORD` `
  e.g.`setPassword admin 12345`

- **History** : `history`

- **Undo** : `undo`

- **Unlock** : `unlock PASSWORD`
  e.g.`unlock admin`

- **Redo** : `redo`

- **SetPassword** : `setPassword OLD_PASSWORD NEW_PASSWORD` `
  e.g.`setPassword admin 12345`

- **History** : `history`

- **Undo** : `undo`

- **Unlock** : `unlock PASSWORD`
  e.g.`unlock admin`

- **Redo** : `redo`