User's Manual

Web Database Version 3.0

Fire Entertainment Plaza

Updated May 2017

USER'S MANUAL

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1.0   General

1.   GENERAL INFORMATION

1.1   IMPORTANT Instructions On How To Open Program

In order to open the program, you must have a Java JDK or Runtime Environment installed. If you don't think you have it, follow this link and install it on your computer:

https://www.java.com/en/download/

Windows:
- Extract "Database" folder from .zip file anywhere on PC. Make sure that the .sqlite and .jar file are both in this folder. Do NOT move any files outside of this folder.
- Open FEP_CompanyDatabase.jar by double-clicking on it
  - If it does not open, there are two troubleshooting options:
    - **Run .jar file as administrator**
    - **Double-click the program again to force the OS to initialize program**

Mac:
- Extract "Database" folder from .zip file anywhere on computer. Make sure that the .sqlite and .jar file are both in this folder. Do NOT move any files outside of this folder.
- **Control + CLICK** the FEP_CompanyDatabase.jar and click "Open"
  - Once security window shows, click "Open"
- After opening program for the first time, you do not have to repeat the previous step to run the program from then on out.

1.2   First Time Use

When you first open the program and select either "Continue" or "Settings", the program will prompt you to create a new manager.

IMPORTANT
A manager must be the first registered employee on the database. If this is not the case, your location could be in danger of legal action. Also, keep track of the ID number of this manager as it is key to adding new employees/schedules to the database.

Fill out the proper fields and credentials of the manager and click "Create". Once you create this initial employee, you are free to add/edit other employees.

IMPORTANT
For **Mac** users, you **must** turn on Printer Sharing
- Open System Preferences
- Navigate to Sharing
- Check "Printer Sharing"
- Check all available and installed printers

For **Windows** users, this printing should not be a problem. If there is a problem and the program cannot find any printers, please make sure all your printers are public and accessible.

1.3 Default Admin Password

The default administrator password is as follows:
USERNAME: FEPadmin
PASSWORD: admin1234

It is highly advised that you change the administrator password from the default to something else immediately following opening the program for the first time.

1.4 Changing Admin Password

1. On the Main Menu screens, navigate to "Settings". This button will be located near the bottom of the window.
2. Enter proper credentials for Manager ID, Admin Username, and Admin Password
3. Near the bottom of the settings window will the the "Reset Admin Password" section.
    a. Please enter the current and desired admin passwords.
    b. Re-enter the new admin password.
    c. Click "Reset"

1.5 Picking Dates

In Version 3.0 of the Company Database, we have added buttons to allow you to select a date of the year from a calendar GUI for birthdates, dates joined, and dates hired. If this is not the preferred way, you may enter these dates manually BUT note the following:

The format for dates is as follows:
(M)M/(d)d/YYYY

Example: **5/6/2017 or 11/12/2017**

Note there is no "0" preceding a number with only one digit. Keep this in mind when entering dates manually otherwise the system will glitch and the desired employee/member/ schedule will not be retrieved.

If this error has occurred, please contact the IT department and they will fix the problem.

2.0   Employees

2.   EMPLOYEE FUNCTIONS

2.1   Adding Employees

1. From the Main Menu, navigate to "Add Employees"
2. Enter proper manager ID# and admin credentials
3. Fill out the information with the Employee's current credentials.
4. Click "Add"

IMPORTANT!
All credentials can be filled out with any character the user chooses. The ID# may also be a sequence of characters.

2.2   Editing Employees

UPDATING EMPLOYEE
1. From the Main Menu, navigate to "Edit Employees"
2. Enter proper manager ID# and admin credentials
3. Enter ID# of desired employee
   a. If ID# is not found, then the employee with the respective ID# is not added. Please make sure to add employee before editing
4. Click "Search"
5. Edit the desired credentials
6. Click "Update"

DELETING EMPLOYEE
1. From the Main Menu, navigate to "Edit Employees"
2. Enter proper manager ID# and admin credentials
3. Enter ID# of desired employee
   a. If ID# is not found, then the employee with the respective ID# is not added. Please make sure to add employee before editing
4. Click "Search"
5. Click "Delete"

2.3   Viewing Employees

1. From the Main Menu, navigate to "View Current Employees"
2. Enter proper manager ID# and admin credentials

The Filter ability is allowed. Filter only by Employee name (Last, First).

PRINTING TABLE
1. On the bottom of the screen, click "Print".
2. Make sure to setup page to print in **Landscape Mode**. If you do not do so, the table view will be cut off

2.4   Entering Employee Attendance

1. From the Main Menu, navigate to "Enter Weekly Attendance"
2. Choose the proper Year and Week Number from the Dropdown menus
3. Click "Search"
4. Choose the proper employee from the populated dropdown menu
5. Click either "Clock ON" or "Clock OFF" depending on the desired action.
    - Refer to "Attendance Activity" to verify the clocked day and time is accurate.
    - **If activity is not correct, please notify either the Manager or Assistant Manager to manually edit your hours**
6. **If you choose to manually clock ON/OFF, click "Enter Manually" from the top left-hand corner. This should be the LAST option in case the Clock ON/OFF buttons are not functioning properly.**

MANUAL ATTENDANCE ENTRY
1. Choose the proper Year and Week Number from the Dropdown menus
2. Click "Search"
3. Choose the proper employee from the populated dropdown menu
4. From the dropdown menus, select the proper Time FROM/TO closest to the current time. Ex. If an employee comes in at 12:05 PM, choose 12 PM. If an employee comes in at 12:45 PM, choose 01 PM.
5. Once finished, click "Update"
6. **To go back to auto clock ON/OFF, click "Auto Clock ON/OF" from the top left-hand corner.**

To reset dropdown menus, click "Reset"

2.5　Viewing Employee Attendance

1. From the Main Menu, navigate to "View Weekly Attendance"
2. Enter proper manager ID# and admin credentials
3. Choose the proper Year and Week Number from the dropdown menus
4. Click "View"

The Filter ability is allowed. Filter only by Employee name (Last, First).

PRINTING TABLE
1. On the bottom of the screen, click "Print".
2. Make sure to setup page to print in Landscape Mode. If you do not do so, the table view will be cut off

3.0   Schedules

3.   SCHEDULE FUNCTIONS

3.1   Creating Schedule

1. From the main menu, click "Create Schedule"
2. Enter proper manager ID# and admin credentials
3. Select Year from Dropdown menu and enter Week # of the respective year (Range 0 - 52)
    a. If the desired Year does not show up, please view section 5.2 of User Manual
4. Click "Create"
5. Choose desired Employee from the dropdown menu
6. Enter the desired schedule for the Employee for every day of the week by selecting the time (12 AM - 11 PM) from the dropdown menus.
7. Enter the starting and ending date of the week
    a. If you do not enter these dates, the employee schedule will not be updated. You must enter these values
8. Click "Add Employee"
9. Repeat step 3-4 for a new week/year
10. Repeat steps 5-8 for a new employee

To reset dropdown menus, click "Reset"

3.2   Editing Schedule

1. From the main menu, click "Edit Schedule"
2. Enter proper manager ID# and admin credentials
3. Select Year and Week Number from the dropdown menu
    a. If desired Year does not show up, please view section 5.2 of User Manual
    b. If desired Week Number does not show up, you must add the week in the schedule. Please view section 3.1.
4. Click "Search"
5. Choose desired Employee from the dropdown menu
6. Edit the desired schedule for the Employee for every day of the week by selecting the time (12 AM - 11 PM) from the dropdown menus.
7. If desired, edit the starting and ending date of the week
8. Click "Update"
9. Repeat step 3-4 for a new week/year
10. Repeat steps 5-8 for a new employee

To reset dropdown menus, click "Reset"

3.3   Viewing Schedule

1. From the Main Menu, navigate to "View Schedule"
2. Enter proper manager ID# and admin credentials
3. Choose the proper Year and Week Number from the dropdown menus
4. Click "View"

The Filter ability is allowed. Filter only by Employee name (Last, First).

PRINTING TABLE
1. On the bottom of the screen, click "Print".
2. Make sure to setup page to print in Landscape Mode. If you do not do so, the table view will be cut off

4.0   Customer Attendance

4.   CUSTOMER ATTENDANCE FUNCTIONS

4.1   Entering/Editing Customer Attendance

1. From the main menu, click "Enter Customer Attendance"
2. Choose the proper Year and Week Number from the dropdown menus
   a. If desired Year does not show up, please view section 5.2 of User Manual
   b. If desired Week Number does not show up, you must add the week in the schedule. Please view section 3.1.
3. Click "Search"
4. Choose the day of the week from the drop down menu that corresponds to the current day
5. Enter in the number of customers that have walked through the door in the proper hour span. Ex. If 50 customers enter between 12 PM - 12:59 PM, enter "50" in the 12 PM slot.
6. Click "Update"

To reset values to 0, click "Reset"

4.2   Viewing Customer Attendance

1. From the Main Menu, navigate to "View Customer Attendance"
2. Choose the proper Year and Week Number from the dropdown menus
3. Click "View"

The Filter ability is allowed. Filter only by Time of Day.

PRINTING TABLE
1. On the bottom of the screen, click "Print".
2. Make sure to setup page to print in Landscape Mode. If you do not do so, the table view will be cut off

5.0   Settings

5.   SETTING FUNCTIONS

5.1   Changing Admin Password

Please refer to section 1.3

5.2   Adding New Fiscal Year

1. Navigate to the Settings menu via the Main screen or the Main Menu
2. Enter proper manager ID# and admin credentials
3. Navigate to the topmost section labeled "Add Fiscal Year"
4. Input the desired year (>2000) in the textfield
5. Click "Add"

5.3   Deleting Fiscal Year

1. Navigate to the Settings menu via the Main screen or the Main Menu
2. Enter proper manager ID# and admin credentials
3. Navigate to the middle section labeled "Delete Fiscal Year"
4. Choose desired year from the populated dropdown menu
5. Click "Delete"

6.0   Memberships

6.   MEMBERSHIP FUNCTIONS

6.1   Adding Members

1. From the Main Menu, navigate to "Add Member"
2. Fill out the information with the Customer's current credentials.
   - **The Phone Number textfield auto adds the "-" in between the numbers. Do not manually add the "-"**
   - **If you want to erase a number due to a mistake, you must restart the entire number by hitting Ctrl+A and then Backspace. This will prevent the disruption of the algorithm.**
3. Click "Add"

6.2   Editing Members

UPDATING MEMBERS
1. From the Main Menu, navigate to "Edit Members"
2. Enter Phone Number and Birthdate of desired employee.
3. Click "Search"
4. Edit the desired credentials
5. Click "Update"

DELETING MEMBERS
1. From the Main Menu, navigate to "Edit Members"
2. Enter Phone Number and Birthdate of desired employee.
3. Click "Search"
4. Click "Delete"

6.3   Viewing Members

1. From the Main Menu, navigate to "View Members"

The Filter ability is allowed. Filter only by Member name (Last, First).

PRINTING TABLE
1. On the bottom of the screen, click "Print".
2. Make sure to setup page to print in **Landscape Mode**. If you do not do so, the table view will be cut off

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7.   SYSTEM REQUIREMENTS

System requirements are also available in the documentation.

7.1   Windows

- Operating system must be Windows XP or above
- Operating system must have the latest Java SE Runtime Environment Installed
    - As of May 2017, the latest update is Java SE Runtime Environment 8u131
- Computer must have at least 512 MB of RAM
- Computer must have at least 500 MB of hard drive storage allocated for the program

7.2   Macintosh

- Operating system must be Mac OS X Mountain Lion or above
- Operating system must have the latest Java SE Runtime Environment Installed
    - As of May 2017, the latest update is Java SE Runtime Environment 8u131
- Computer must have at least 512 MB of RAM
- Computer must have at least 500 MB of hard drive storage allocated for the program