

SOFTWARE SOLUTIONS NOW PAYROLL MANAGEMENT SYSTEM

USER MANUAL

This user manual is intended to guide users through the basic functionalities of the Software Solutions Now Payroll Management System. Designed with user-friendliness in mind, this manual covers essential aspects of the program whether you are adding an employee or processing a payroll using a structured menu that users can seamlessly navigate through various options to meet the demands of the user.

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GETTING STARTED

To start the application, run the 'Main.java' file. This will display the main menu with the following options:

```
Select from the menu below
1. Department Record Management
2. Employee Record Management
3. Payroll Processing Management
4. Exit
```

Department Record Management

To manage department records, select option '1' from the main menu. This will display the department menu with the following options:

```
Select an option:
1. Add
2. Update
3. View
4. View All
5. Return to Main Menu
```

Add a Department

To add a new department, select option '1'. Follow the prompts to enter the department details.

Update a Department

To update an existing department, select option '2'. Follow the prompts to enter the department details.

View a Department

To view a single department record, select option '3'. Follow the prompts to enter the department code.

View All Departments

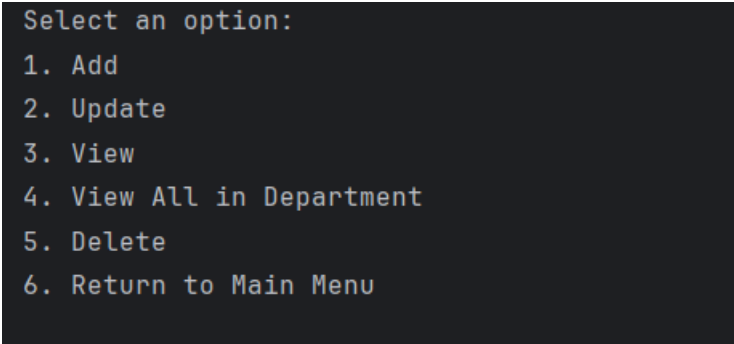
To view all department records, select option '4'.

Return to Main Menu

To return to the main menu, select option `5`.

Employee Record Management

To manage employee records, select option `2` from the main menu. This will display the employee menu with the following options:

A screenshot of a terminal window showing a menu titled "Select an option:". Below the title is a numbered list of six options: 1. Add, 2. Update, 3. View, 4. View All in Department, 5. Delete, and 6. Return to Main Menu.

```
Select an option:
1. Add
2. Update
3. View
4. View All in Department
5. Delete
6. Return to Main Menu
```

Add an Employee

To add a new employee, select option `1`. Follow the prompts to enter the employee details.

Update an Employee

To update an existing employee, select option `2`. Follow the prompts to enter the employee details.

View an Employee

To view a single employee record, select option `3`. Follow the prompts to enter the employee ID.

View All Employees in a Department

To view all employee records in a department, select option `4`. Follow the prompts to enter the department code.

Delete an Employee

To delete an employee record, select option `5`. Follow the prompts to enter the employee ID.

Return to Main Menu

To return to the main menu, select option `6`.

Payroll Processing Management

To manage payroll processing, select option `3` from the main menu. This will display the payroll menu with the following options:

```
Select an option:  
1. Process Payroll  
2. View Payroll  
3. View Department Payroll  
4. Back to Main Menu  
5. Do you want to continue
```

Process Payroll

To process payroll, select option `1`. Follow the prompts to enter the necessary details.

View Payroll

To view a single employee's payroll, select option `2`. Follow the prompts to enter the employee ID.

View Department Payroll

To view the payroll for a department, select option `3`. Follow the prompts to enter the department code.

Return to Main Menu

To return to the main menu, select option `4`.

Exit

To exit the program, select option `5`.

TROUBLESHOOTING

Here are some possible troubleshooting steps for the Payroll Management System:

Invalid Input Error

- Invalid input error: This error occurs when the user enters an option that is not listed in the menu. Make sure to enter only the options listed in the menu.

Department/Employee not found

- Department/Employee not found: This error occurs when trying to update or view a department or employee that does not exist. Ensure that the department or employee ID is correct.

Update unsuccessful

- Update unsuccessful: This error occurs when trying to update a department or employee record with invalid data. Make sure the data format is correct.

File not found

- File not found: This error occurs when the program can't find the necessary files (like "Department Rates.txt" or "Processed Payroll.txt"). Ensure that these files exist in the correct location.

Payroll processing errors

- Payroll processing errors: Errors during payroll processing could be due to incorrect employee data, missing department data, or issues with the payroll calculation logic.