COLOMBO
INSTITUTE OF STUDIES

Software Version 1.0 – User Manual
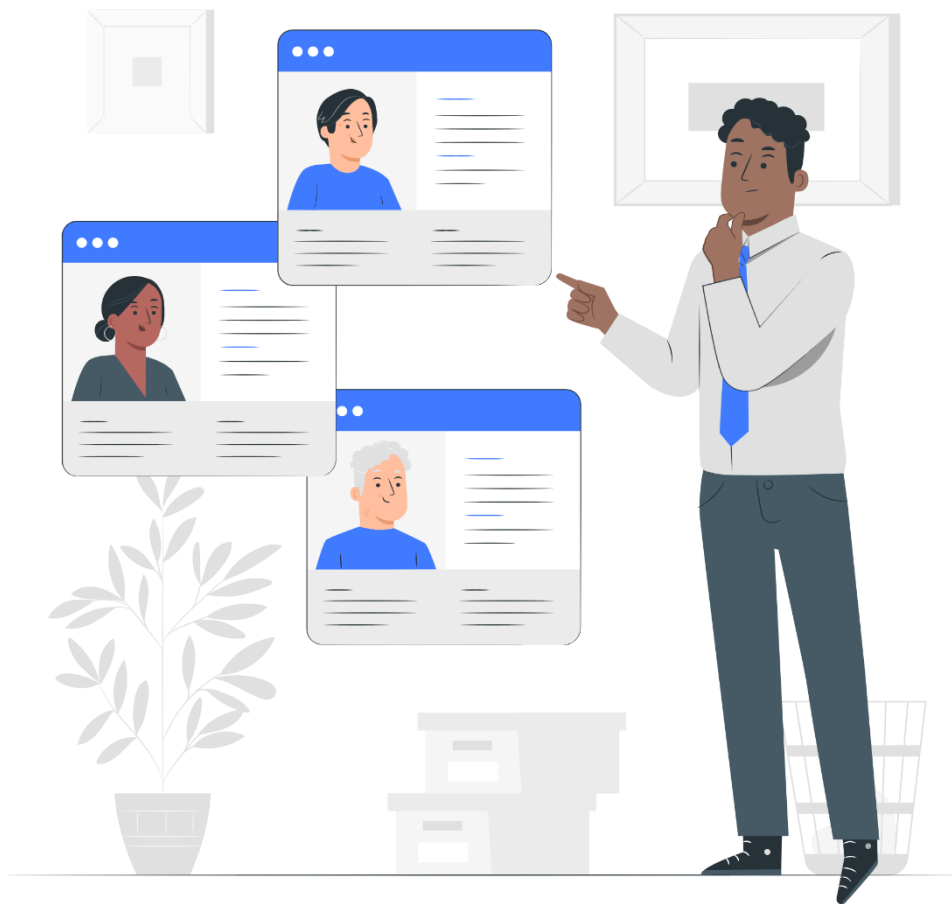
V1.0

February 2024

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Introduction

"Colombo Institute of Studies" is an educational institute and still they handle their employee and company details manually. The institute wants to automate the process so that the HR manager and the Assistant can manage employee and institute details easily. This user manual helps the users to how to handle the automated Colombo Institute of Studies (CIS) system.

Mainly, CIS has three stakeholders. The administrator, HR Manager, and HR Assistant can be pointed out as those stakeholders.

- **Administrators** can add new admins, new managers, and new assistants into the system.
- **HR Managers** can add departments, designations, and employees into the system.
- **HR Assistants** can add only employees into the system.

Main User Functions of the CIS System.

Module Number	Module Name	Purpose
1	Loading Page	The loading page acts as the initial interface when accessing the system.
2	Home Page	After loading, first, the user falls into this page. This can be considered as the main menu page too.
3	Admin Workspace	This is an area reserved for administrators to perform tasks related to system management.
4	Admin's Registration Page	The admin registration page is where new admins are registered to the system.
5	HR Employee Managing Page	This section is used for storing the HR employee details (Managers and Assistants)
6	HR Manager Workspace	This section is reserved for managers for their works
7	Department Adding Page	This section can be used for adding departments
8	Employee Adding Page	This section can be used for adding employees
9	Designation Adding Page	This section can be used for adding designations
10	HR Assistant Workspace	This section is reserved for assistants for their works

1. Loading Page
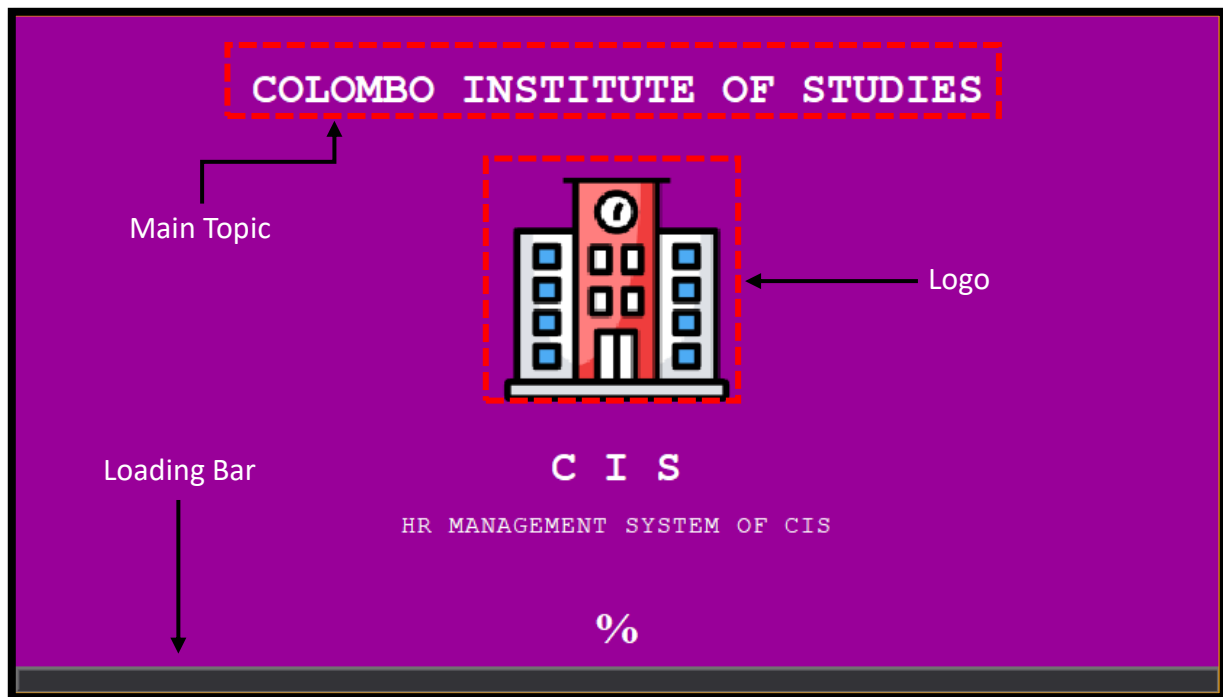

(Figure 1: Loging Page)

This is the first impression of the Colombo Institute of Study's HR management system. After the user starts the application, this is the first window he sees. Here the user can see the main topic of the system. The system logo is in the middle of this window. And there is a special thing in this window. That is the loading bar.

As soon as this window starts, the loading bar goes from zero percent to 100 percent. After the value of the loading bar is 100 percent, This window closes and the next window starts automatically.
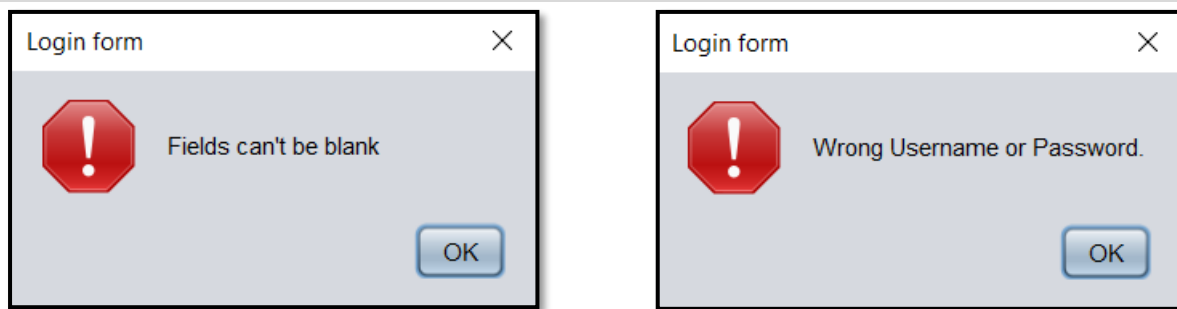
2. Home Page
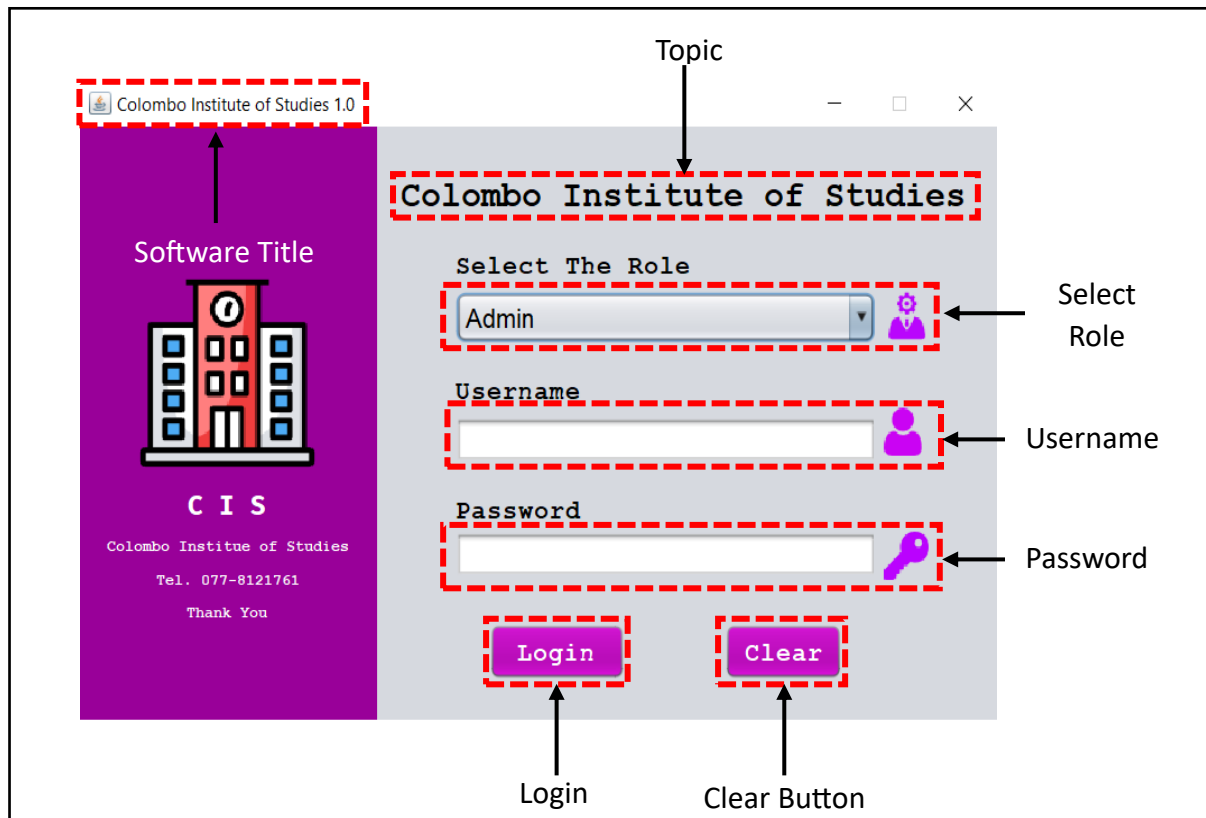
(Figure 2: Home Page)

This window can be considered as the actual first impression. The title of the software is "Colombo Institute of Studies 1.0" at the top of the home page window. And the system logo and the contact details are left of the Home Page window. The system has three stakeholders and they can be considered as the administrator, the HR manager, and the HR assistant. All these people can access the system through this window.
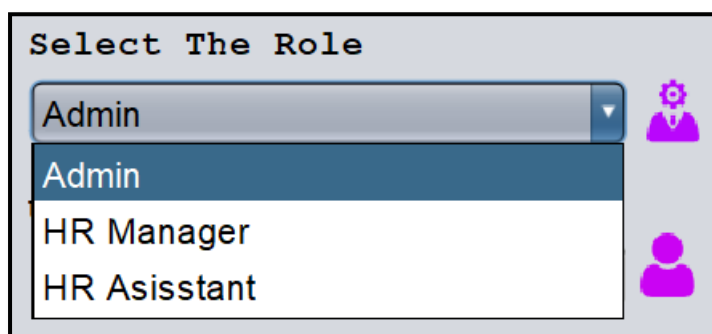

(Figure 3: Role Combo Box)

For that, the user has to select his role through the select role combo box. Here, User can log in to the system by selecting their position and providing their username and password correctly. If the user can not enter the username and password correctly, the system generates an error message called "Wrong Username or Password". And also, if the login button is pressed without entering the username and password, then the system will show an error message called "Fields can't be blank".

(Figure 4: Error Messages of the Home Page)

For the security of the system, HR assistants should be blocked from accessing the accounts of HR managers. In such a case, the system generates an error message as follows.
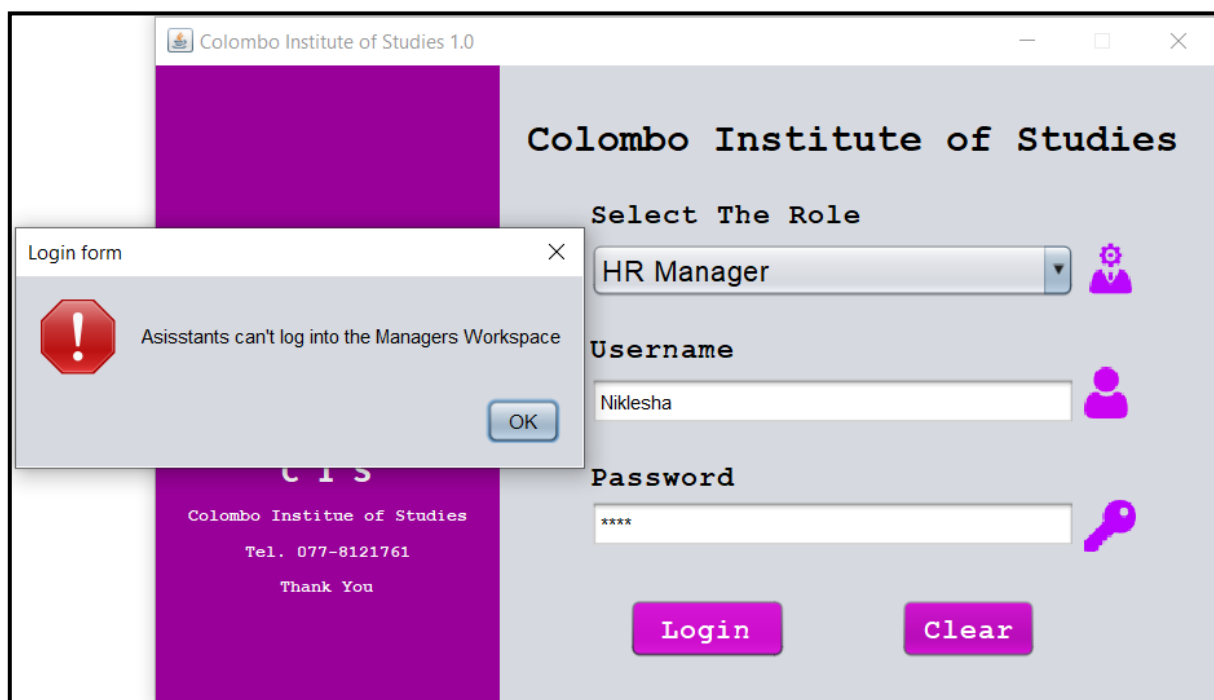
(Figure 5: Error Messages of the Home Page)

And there is a special button called "Clear" in this window. This can be used to erase the information that we inserted from each text fields.

3. Admin Workspace
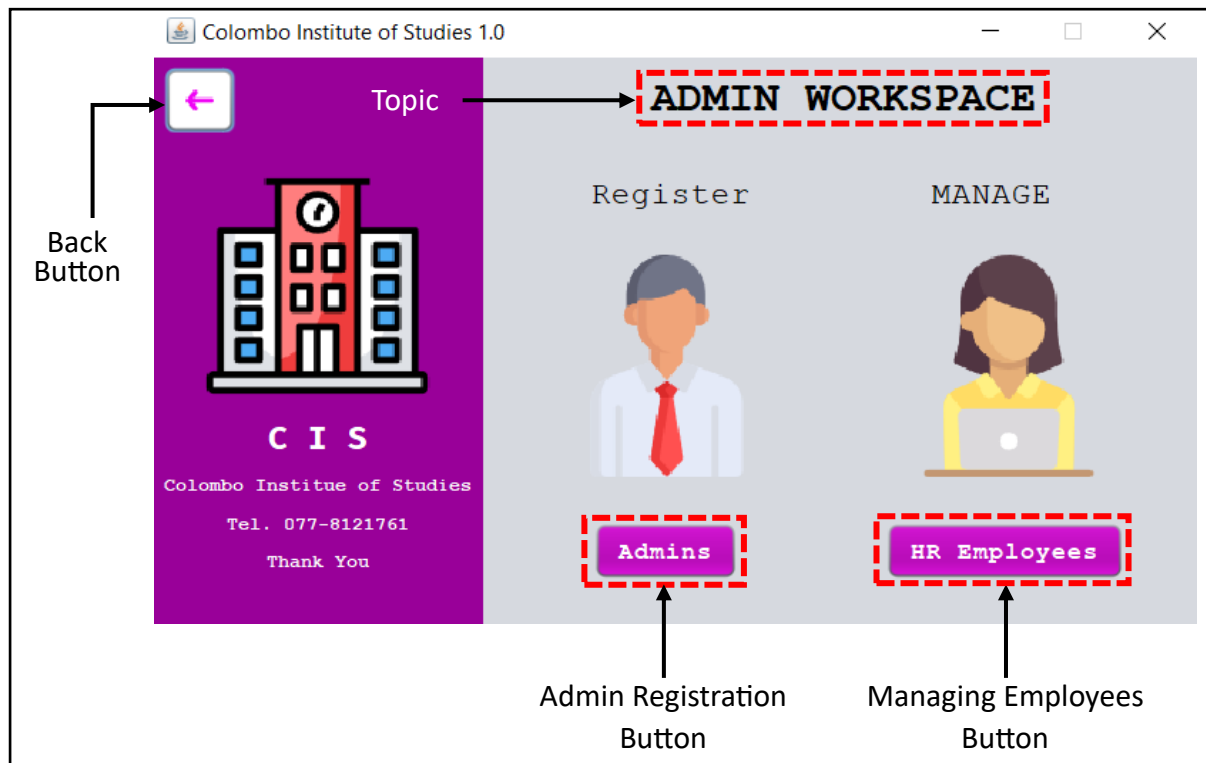
(Figure 6: Admin Workspace)

After giving the correct username and password by administrator, then he falls into the admin's workspace window. There is a back button at the top-left corner. Admin can move to the Home Page window again easily through this button. There are two options in the admin workspace such as "Register Admins" and "Manage HR Employees". Through the Register Admins section, administrator can add another admins. Through the Manage HR Employees section, admin can add HR employees such as HR manager and HR assistants into the system.

4. Admin Registration Page


(Figure 7: Admin Registration Page)

This is the window that adds the new administrators into the system. There is the back button at the top-left corner of this window. Admin can easily move to the Admin's Workspace window through this button. And left side is the side that provides the information. Username, password, and confirm password can be pointed out as that information.

When entering the password, There is a special thing that we need to pay attention. That is the password status bar. When the user enters a password, if its number of characters is equal or less than four, the password status will be "Weak" and the status bar will go to 25 percent. If the number of characters is equal or less than six, the password status will be "Fine" and the status bar will go to 50 percent. If the number of characters is greater than 6, the password status will be "Excellent" and the status bar goes to 85 percent. Through this status bar, the user can decide the complexity of his password and It guides the user to give a complex password. Below is how this works in the system.
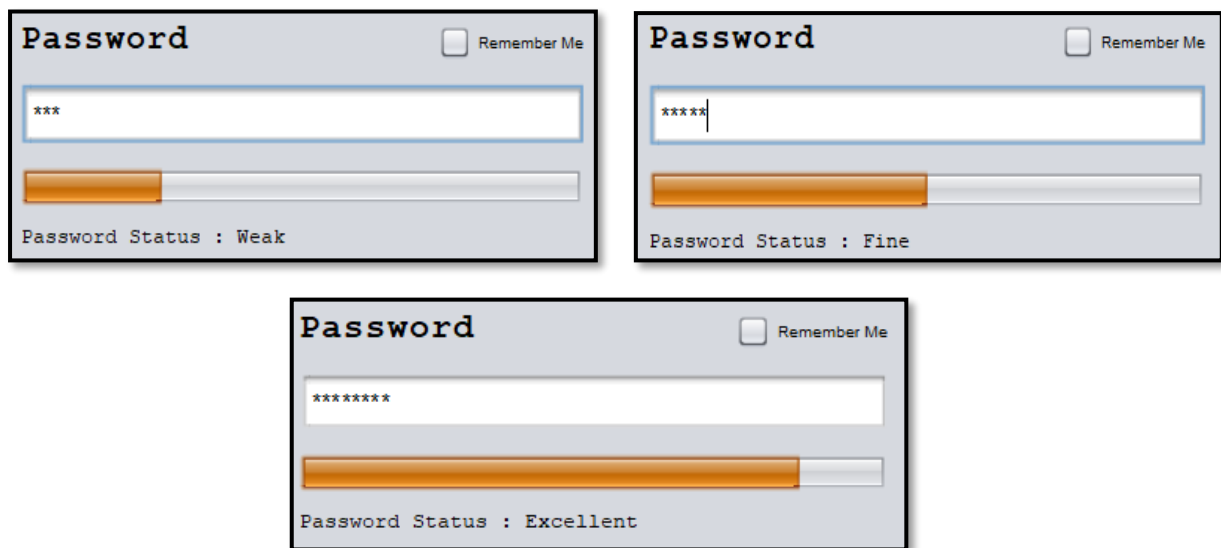
(Figure 8: Password Status Bar)

After filling in the relevant information, the user can press the register button to store this data. Here password and confirm password fields must be the same. If not, stop the storing process and the system generates a message called "Password and Confirm Password should match"
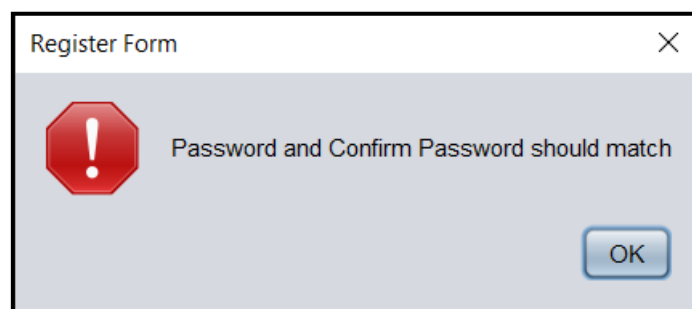
(Figure 9: Confirm Password Error)

And there is a button called "clear" and it can be used to erase the information that we inserted. Through this option, the user can add multiple administrators continuously.

5. Manage HR Employees


(Figure 10: Managing Employee Page)

This is the Manage HR Employees section. Only administrators can access this window. Here, the user has to give some information such as user ID, name, phone number, salary, and position. After filling this information, the user can press the add button to store that data. And the clear button can be used to erase the inserted data from the text fields.
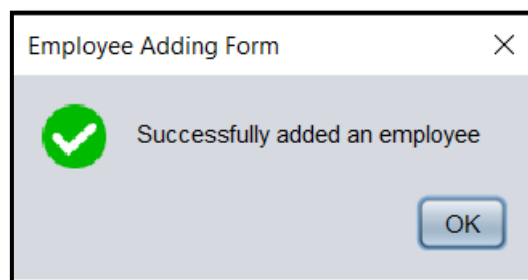
(Figure 11: Managing Employee Page)

After pressing the add button, data is stored in a particular file. If an employee was added successfully, the system generates a message called "Successfully added an employee". And the below table can be used to see the stored data.

6. HR Manager Workspace
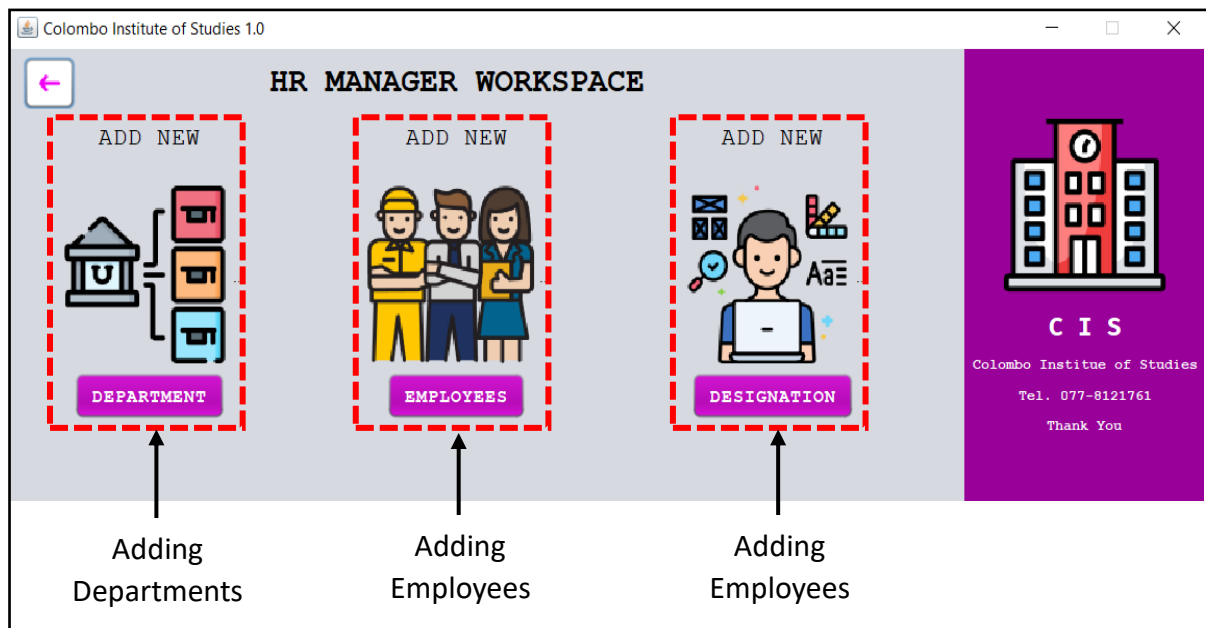
(Figure 12: Manager Workspace)

In the Home Page window, if the user gives the correct username and password of the HR Manager, then the user falls into the HR Manager's workspace. The system logo and the contact details are on the right side of this window. And there is a back button at the top-left corner of this window.

HR Manager's workspace has three main functions such as "adding new departments, adding new employees, and adding new designations, etc. If the user wants to add a new designation, he can press the "DESIGNATION" button. Then the user falls into the adding designations section. If the user wants to add a new department, he can press the "DEPARTMENT" button. Then the user falls into the adding designations section. And lastly, if the user wants to add a new employee, he can press the "EMPLOYEES" button and then he falls into the adding employees section.

7. Department Adding Page

(Figure 13: Department Adding Page)

This is the department-adding section. Only HR Managers can access this window. Here, the user has to give some information like the Manage HR Employee window. Department ID, name, contact number, number of employees, number of computers and etc. can be pointed out as that information. After filling this information, the user can press the add button to store that data. If the department was added successfully, the system generates a message called "Successfully added" within the entered department name. And the system doesn't let to insert the same ID. In such case, the system generates a message called "User ID must be unique".
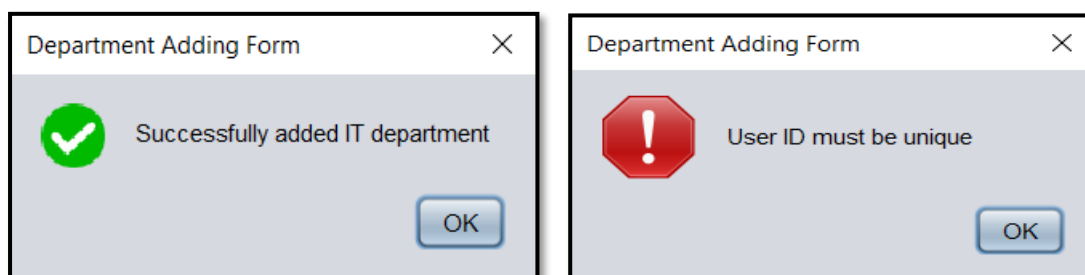
(Figure 14: Messages in Adding Department Section)

The Details table can be used to show the stored data. Through this, the user can see the department details very clearly.
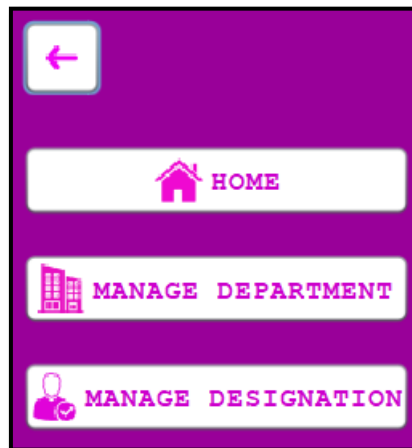
(Figure 15: Instant Buttons Section)

And there are three buttons called instant buttons at the top-left on the window. The first button from them can be used to log out from the Manager workspace. After pressing this home button, the user falls into the Home Page. The second button is "Manage Employees". This can be used to move to the Employee management section. Here, the user doesn't need to go back again to the HR Manager Workspace window. Through this, other windows can be easily and quickly accessed from this window. And the "Manage Designation" button can be used to move to the designation-adding section. These instant buttons will save managers time.

8. Designation Adding Page

(Figure 16: Designation Adding Page)

This is the designations adding section. This window is also accessible only to HR Managers. Here, the user has to give some information such as designation ID, name, salary, qualification details, and allowances. After filling this information, the user can press the add button to store that data. If the designation was added successfully, the system generates a message called "Successfully added designation" within the inserted designation name.
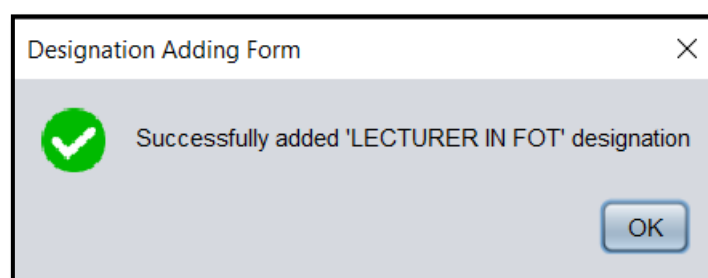
(Figure 17: Designation successfully added message)

The below table can be used to show the stored data. Through this, the user can see the designation details very clearly. And there are three buttons called instant buttons like the department adding section. Through these buttons, the user can easily move to each window.

9. Employee Adding Page

(Figure 18: Employee Adding Page)

This is the designations adding section. This window is also accessible only to HR Managers. Here, the user has to give some information such as employee ID, name, department, salary, EPF number, and designation of each employee. After filling this information, the user can press the add button to store that data. If the employee was added successfully, the system generates a message called "Successfully added an employee".
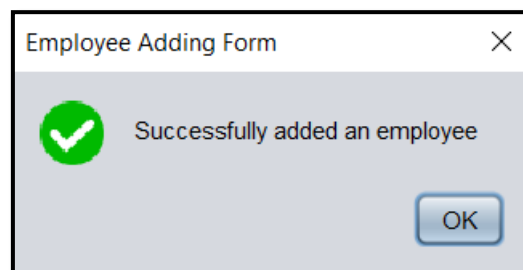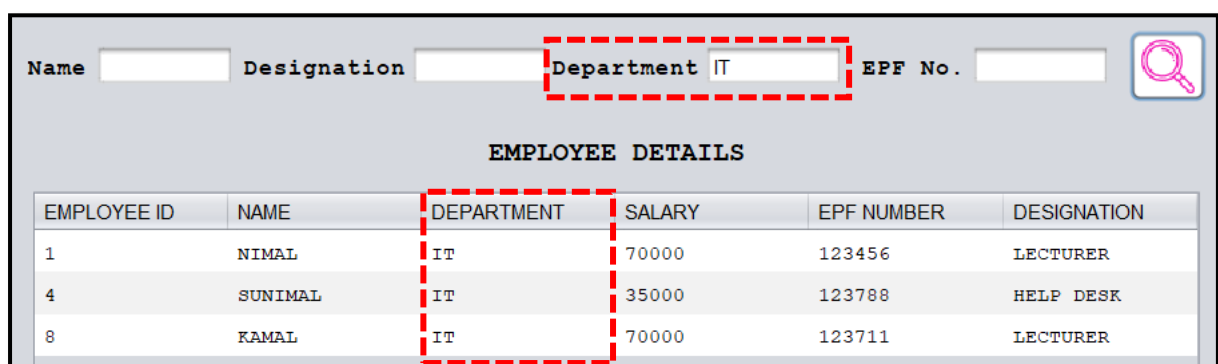

(Figure 19: Employee successfully added message)

The below table can be used to show the stored data. Through this, the user can see the employee details very clearly. And there are three buttons called instant buttons like the department adding and designation adding sections. Through these buttons, the user can easily move to each window.
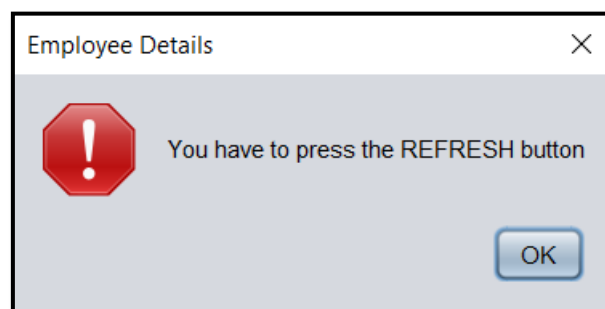
A search option that was not available in any other window is included in this employee window. The ability to search employee details using name, designation, department, and employee EPF number is available here. Below is how to search employee details using the department.

(Figure 20: Searching Employee Details)

Here the search has been made using the IT department and hence the table below shows the data of the employees working in the IT department currently entered in the system. If the user searches the same data, the system generates a message called "You have to press the REFRESH button". According to this message, the user has to press this refresh button at the end of every search.

(Figure 21: Searching Error Message)

10. Assistant Workspace

(Figure 22: Assistant Workspace)

This can be considered as the HR assistant's workspace. This is the only window that is accessible for HR assistants. Actually, this is very similar to the employee management section of the HR manager. The only difference is that there are no instant buttons to switch between windows in the HR assistance window. The reason there are no such instant buttons is because HR assistants are only allowed access to this window.

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