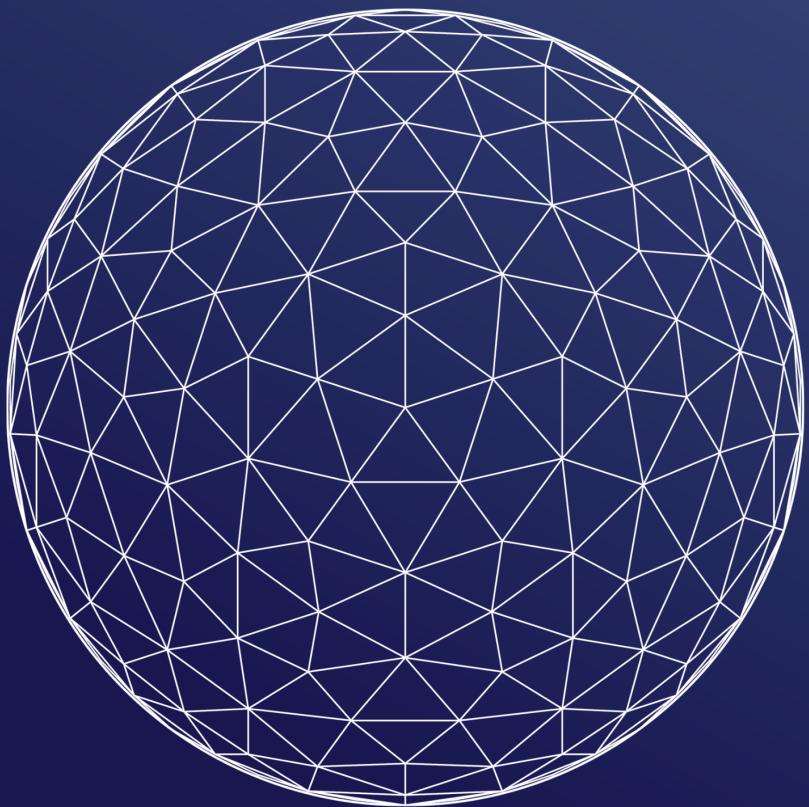

User Manual

T1

Spring 2022

CS 2450-601



UVU Employee Database

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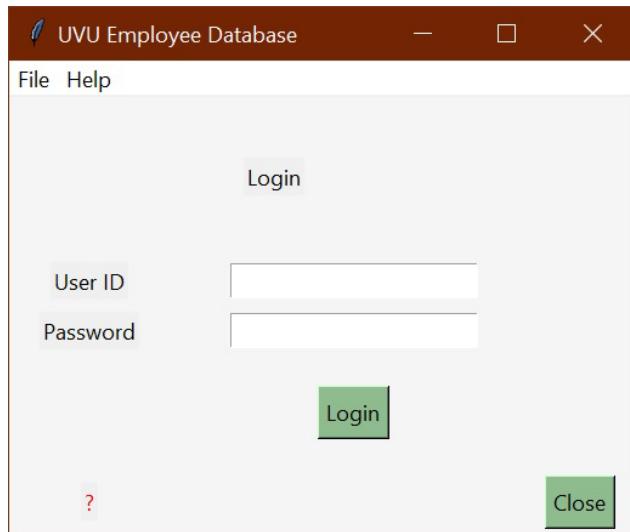
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Logging In



Login Screen:

Enter a valid employee ID number.

Enter a valid the employee password.

After the Login and Password are filled in, click on the 'Login' button.

The system supports views and privileges for two levels of users:

1. Admin
2. Employee

Store passwords in a non-public space.

If you lose your password, contact an administrator.

Logins for Testing:

For admin access:

User ID: 502141

Password: V6ygCWaaD

For regular employee access:

User ID: 939825

Password: EaQ^mej6'

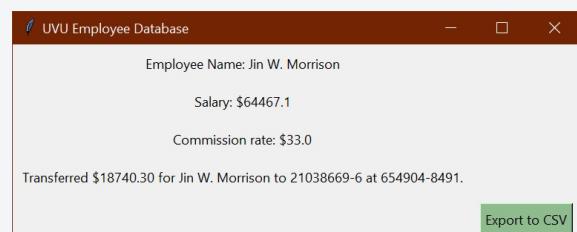
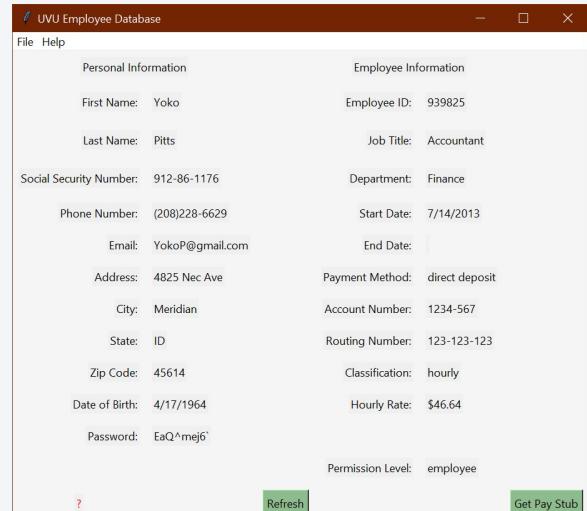
Employee View

Get Pay Stubs:

Click on 'Get Pay Stub' to see your pay stub.

A new window appears with the pay-stub information.

Click 'Export to CSV' to export the information to a .csv file.

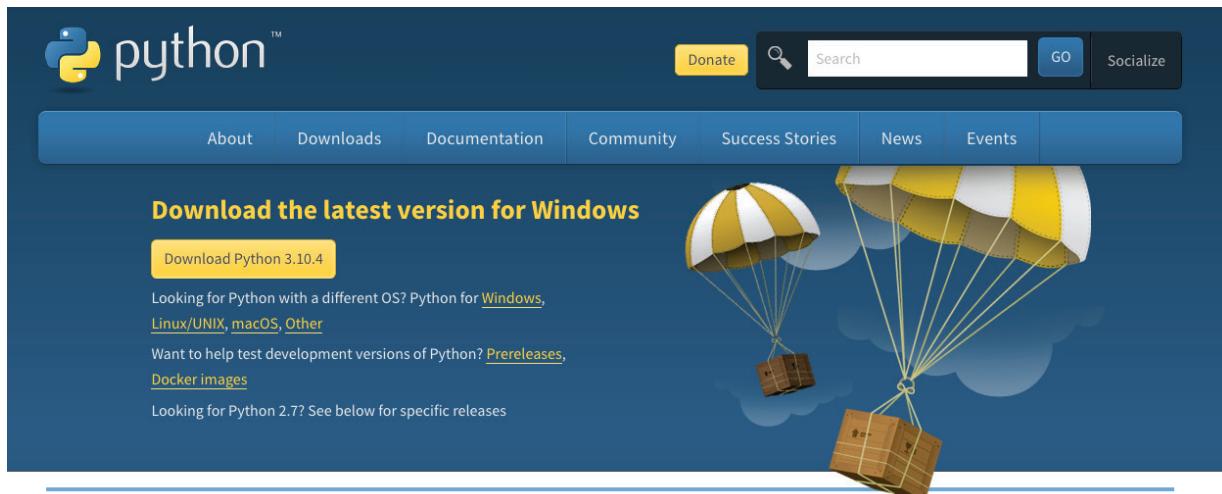


Download and Install Python

Open a browser and go to www.python.org/downloads/

Click on “Download Python ...”.

Once downloaded, run the .exe file and follow installation instructions.



Run the Application

With an IDE:

Open up a Python IDE (e.g. Thonny, Visual Studio).

Select the Main_UVU.py file and run using the built-in interpreter.

With the Command Line:

Open the command line and go to the directory where the Main_UVU.py file is saved. In the command line, type “python3 Main_UVU.py”.

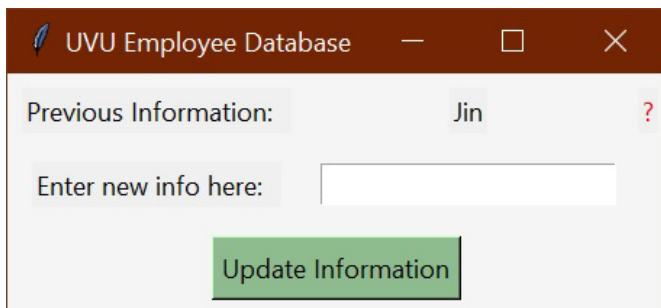
Get Help:

Hover over any of the red question mark icons to get help on how to use the page you’re currently on.

Alternatively, go to ‘Help’ in the top bar menu to see the ‘Readme.txt’ or this user manual.



Employee View



Edit Information:

To edit information, click on 'File' then 'Edit' in the top left-hand menu, and select the field you want to edit.

Input the information in the new window and click 'Update Information'.

If information is invalid, a warning box will appear, and you will have to correct the information to make changes.

Admin View

UVU Employee Database										
File Help										
Employee ID	First Name	Last Name	Social Security	Phone Number	Email	Starting Date	Ending Date	Classification	Title	Department
688997	Karina	Gay	330-74-2591	(404)460-1161	kaygay@gmail.com	3/18/2010		hourly	Manager	Marketing
522759	TaShya	Snow	196-15-1638	(907)396-8304	TSyhaD@gmail.com	8/8/2009		salary	Manager	Production
983010	Jolene	Burgess	641-23-2663	(802)282-1107	Jburg@outlook.com	7/9/2018		salary	Personnel	HR
939825	Yoko	Pitts	912-86-1176	(208)228-6629	YokoP@gmail.com	7/14/2013		hourly	Accountant	Finance
379767	Jin	Morrison	993-56-6939	(534)228-6629	JinMorrison@yahoo.com	2/15/2017		commissioned	Essential Worker	Production
283809	Hanae	Dickson	488-84-9564	(302)400-6136	hanae159@gmail.com	12/1/2013		hourly	Personnel	HR
224568	Jenna	Strickland	814-73-6515	(602)479-1370	jstrickland@yahoo.com	2/1/2011	8/20/2016	hourly	Researcher	R&D
752867	Ruth	Haley	772-97-7920	(203)323-7957	ruthh515@gmail.com	8/9/2017		salary	Personnel	HR
163695	Beatrice	Ware	332-27-3225	(405)979-8318	pware21@gmail.com	3/22/2011		hourly	Researcher	R&D
226423	Randall	Horton	692-48-7537	(785)471-5496	ranhorton@gmail.com	11/2/2017		salary	Representative	Sales

Main admin view

Search for Employees:

Search for an employee by first or last name by typing in the desired name on the search input box and clicking 'Search'. The window will refresh to show matching search results.

Click on 'Refresh' to reset the view to show all employees.

Admin View

The screenshot shows a window titled 'UVU Employee Database'. The 'File' menu is open, with 'Edit' selected. The main area displays 'Personal Information' and 'Employee Information' for employee ID 379767. The employee's name is Jin Morrison, and their job title is 'Essential Worker'. Other details include Social Security Number (993-56-6939), Department (Production), Phone Number ((534)228-6629), Start Date (2/15/2017), Address (8628 Id St.), End Date, Payment Method (direct deposit), Account Number (654904-8491), Routing Number (21038669-6), Zip Code (80356), Classification (commissioned), Salary (\$64467.10), Commission Rate (\$33.00), and Permission Level (employee). Buttons at the bottom include '?', 'Archive', 'Refresh', 'Back', and 'Get Pay Stub'.

See and Edit Employee Information:

On the main admin view, double-click on an employee to see their information.

To edit their information, click on 'File' then 'Edit' in the top left-hand menu, and select the field you want to edit.

Input the information in the new window and click 'Update Information'. If information is invalid, a warning box will appear, and you'll have to correct the information to make changes.

Click on 'Archive' to archive the selected employee.

Ex: Edit Employee Permissions:

On the main admin view, click on an employee to see their information.

Go to File >Edit>Permission.

A window appears where you'll select the permission. Click on 'Update Information' to confirm the change.

The screenshot shows a window titled 'UVU Employee Database'. The 'File' menu is open, with 'Edit' selected. The main area has 'Previous Information' set to 'employee'. A section labeled 'Enter new info here:' contains two radio buttons: 'Employee' (unchecked) and 'Admin' (checked). A large green button at the bottom right is labeled 'Update Information'.

Ex: Edit Employee Classification & Pay:

On the main admin view, click on an employee to see their information.

Go to File>Edit>Classification.

A window appears where you'll select the classification. Type in their pay amount and click on 'Update Information' to confirm the change.

If invalid information is input, a warning window will appear with an error message.

The screenshot shows a window titled 'UVU Employee Database'. The 'File' menu is open, with 'Edit' selected. The main area has 'Previous Information' set to 'commissioned'. A section labeled 'Enter new info here:' contains three radio buttons: 'Hourly' (selected), 'Salary', and 'Commissioned'. Below each is a text input field. A large green button at the bottom right is labeled 'Update Information'.

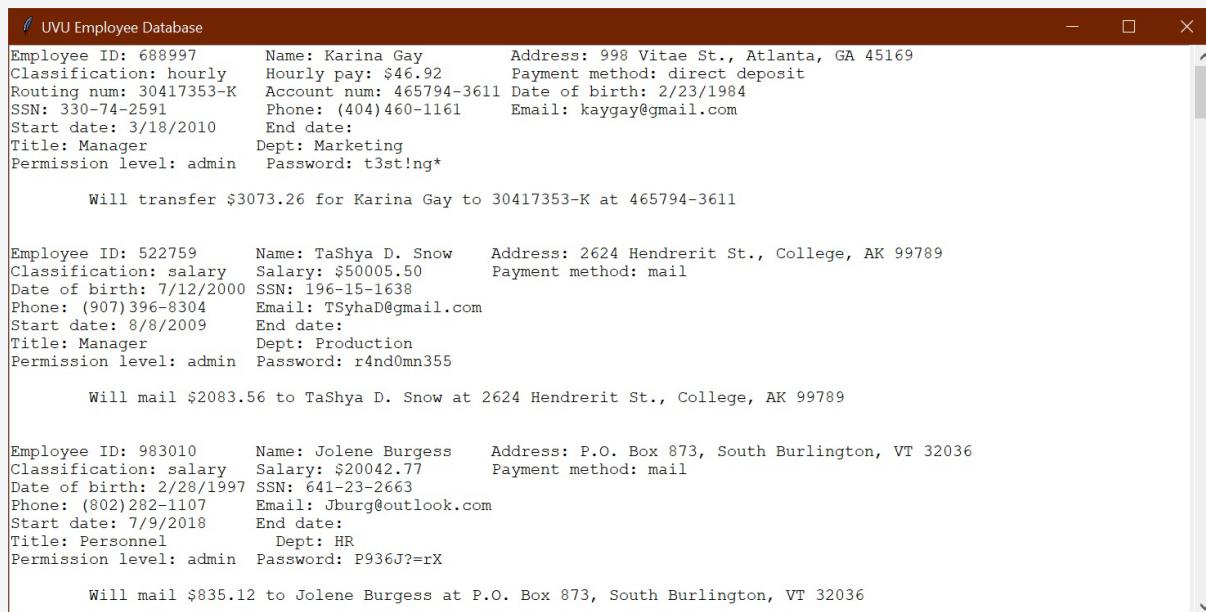
Admin View

Sort Employees:

Admins can sort employees by first and last name by clicking on one of the column headers.

A first click sorts alphabetically in ascending order. A second click sorts in descending order.

Click 'Refresh' to reset the view to it's original order.



The screenshot shows a Windows application window titled "UVU Employee Database". It contains three sections of employee data:

- Employee ID: 688997**
Classification: hourly
Routing num: 30417353-K
SSN: 330-74-2591
Start date: 3/18/2010
Title: Manager
Permission level: admin
- Name: Karina Gay**
Hourly pay: \$46.92
Account num: 465794-3611
Phone: (404)460-1161
End date:
Dept: Marketing
Password: t3st!ng*
- Address: 998 Vitae St., Atlanta, GA 45169**
Payment method: direct deposit
Date of birth: 2/23/1984
Email: kaygay@gmail.com

Message: Will transfer \$3073.26 for Karina Gay to 30417353-K at 465794-3611

- Employee ID: 522759**
Classification: salary
Date of birth: 7/12/2000
Phone: (907)396-8304
Start date: 8/8/2009
Title: Manager
Permission level: admin
- Name: TaShya D. Snow**
Salary: \$50005.50
SSN: 196-15-1638
Email: TSyhaD@gmail.com
End date:
Dept: Production
Password: r4nd0mn355
- Address: 2624 Hendrerit St., College, AK 99789**
Payment method: mail

Message: Will mail \$2083.56 to TaShya D. Snow at 2624 Hendrerit St., College, AK 99789

- Employee ID: 983010**
Classification: salary
Date of birth: 2/28/1997
Phone: (802)282-1107
Start date: 7/9/2018
Title: Personnel
Permission level: admin
- Name: Jolene Burgess**
Salary: \$20042.77
SSN: 641-23-2663
Email: Jburg@outlook.com
End date:
Dept: HR
Password: P936J?=rX
- Address: P.O. Box 873, South Burlington, VT 32036**
Payment method: mail

Message: Will mail \$835.12 to Jolene Burgess at P.O. Box 873, South Burlington, VT 32036

Export Report:

Click on 'Report' to generate an employee data report and export it to a .csv file.

Click 'Yes' or 'No' on the pop-up window to include or exclude archived employees.

This brings up a new window with the report information and exports a file named 'report.csv' to the working directory.

Admin View

The screenshot shows a Windows-style application window titled "UVU Employee Database". The window contains fields for entering employee information:

- Employee ID: 983015
- Start Date: (empty)
- First Name: (empty)
- Title: (empty)
- Last Name: (empty)
- Department: (empty)
- SSN: (empty)
- Password: (empty)
- Phone: (empty)
- Classification: (empty) - dropdown menu labeled "Classification Type"
- Email: (empty)
- Street Address: (empty)
- City: (empty)
- Pay Method: (empty) - dropdown menu labeled "Payment Method"
- State: (empty)
- Zip Code: (empty)
- Birth Date: (empty)
- Permission Level: (empty) - dropdown menu labeled "admin"

At the bottom left is a red question mark icon, and at the bottom right is a green "Create" button.

Add new employee

Add a New Employee:

From the Main admin view, go to File>New.

The window to add a new employ will appear, and allows the admin to enter new employee information.

Once the new employee information has been added, click 'Create' to validate and submit the information. Updated employee information will automatically be shown on the main admin view.

If invalid information is input, a warning window will appear with an error message based on the invalid input.

