

User Manual & GUI Samples

- **Install Python** need to access the app
- **Log in** where you are able to access your account
- **Navigate** the main menu
- **Search** employees in the database
- **Edit** employees data
- **Create** new employees
- **Issue** employee data and salary reports

Topical Guide

Installing Python

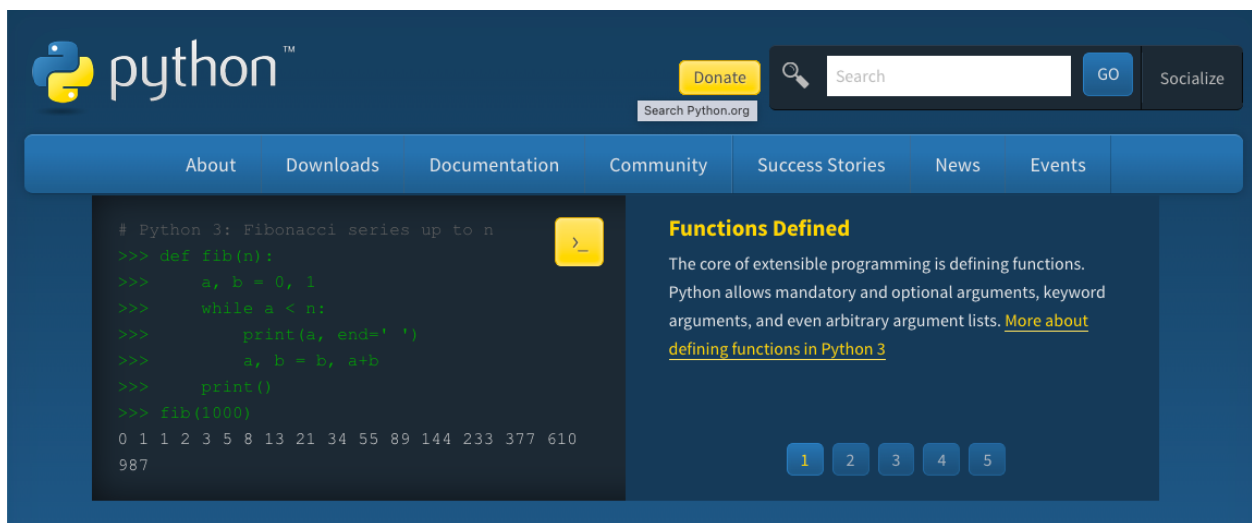
Getting Started

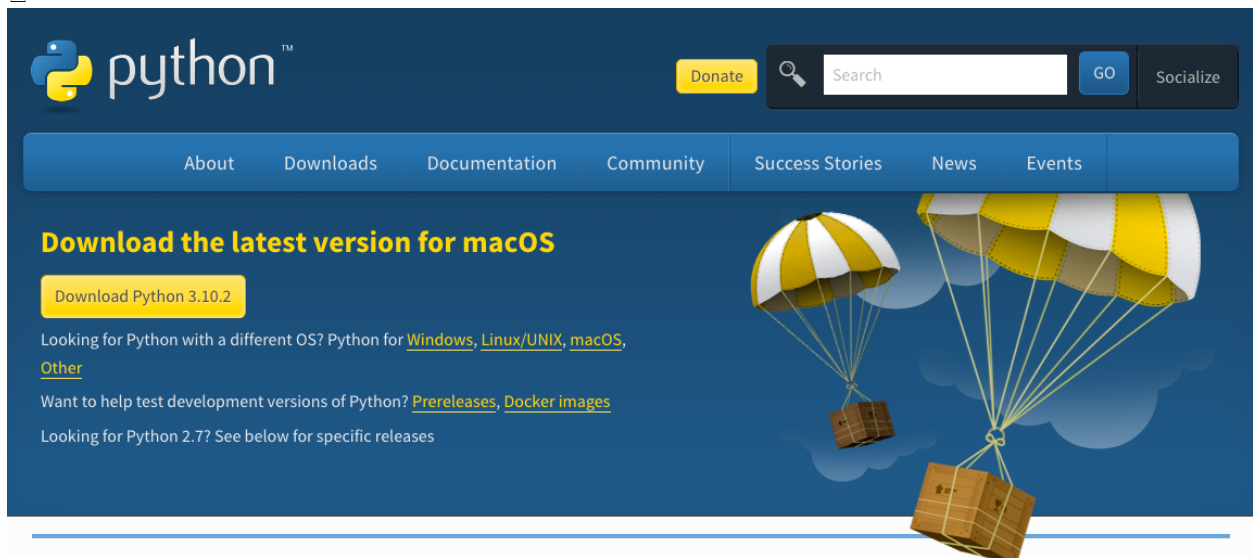
Navigating the Main Menu

How to Add New Employees

Installing Python

To install python please go to www.python.org
Click on "Download"





Getting Started:

- Once Python is installed, run our app to start the program.
- [this manual is for administrators only]
- The login screen will appear and prompt you to enter your employee id and password in the text fields. Once you have entered your credentials, click on the “Login” button.

UVU Employee Database

File Help

Login

User ID

Password

Login

Close

Navigating the Main Menu

After logging into your account, you will be taken to the profile page.


UVU Employee Database

File Help

Employee ID	First Name	Last Name	Social Security N	Phone Number	Email	Starting Date	Ending Date	Classification	Title	Department
688997	Karina	Gay	330-74-2591	(404)460-1161	kaygay@gmail.	3/18/2010		hourly	Manager	Marketing
522759	TaShya	Snow	196-15-1638	(907)396-8304	TSyhaD@gmail	8/8/2009		salary	Manager	Production
165966	Rooney	Alvarado	940-07-4733	(307)927-2957	RooDoo@yahc	12/5/2010	7/9/2012	commissioned	Manager	R&D
983010	Jolene	Burgess	641-23-2663	(802)282-1107	Jburg@outlook	7/9/2018		salary	Personnel	HR
939825	Yoko	Pitts	912-86-1176	(208)228-6629	YokoP@gmail.c	7/14/2013		hourly	Accountant	Finance
379767	Jin	Morrison	993-56-6939	(534)228-6629	JinMorrison@y	2/15/2017		commissioned	Essential Work	Production
900100	Sopoline	Bullock	437-78-4964	(208)464-4981	Sopoline@best	6/19/2011		hourly	Manager	Finance
969829	Bruce	Raymond	649-26-5233	(907)284-7083	baray@bayray.x	6/3/2015		hourly	Representative	Sales
283809	Hanae	Dickson	488-84-9564	(302)400-6136	hanae159@gm	12/1/2013		hourly	Personnel	HR
224568	Jenna	Strickland	814-73-6515	(602)479-1370	jstrickland@yah	2/1/2011	8/20/2016	hourly	Researcher	R&D

On the profile page, you will see your personal profile.

Once you have finished looking at your profile and changed any information you can leave the page and then continue with whatever task you were doing before.

 UVU Employee Database
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File Help


Personal Information			Employee Information		
First Name	Last Name	Social Security Number	Employee ID		
TaShya	Snow	196-15-1638	522759		
Phone Number		Email	Job Title	Department	
(907)396-8304		TSyhaD@gmail.com	Manager	Production	
	Address		Start Date	End Date	
	2624 Hendrerit St.		8/8/2009		
City	State	Zip Code			Payment Method
College	AK	99789			mail
Date of Birth	Password		Classification		
7/12/2000	r4nd0mn355		salary		
			Salary		
			\$50005.50		


All Emps Report

Back

Edit

Get Pay Stub

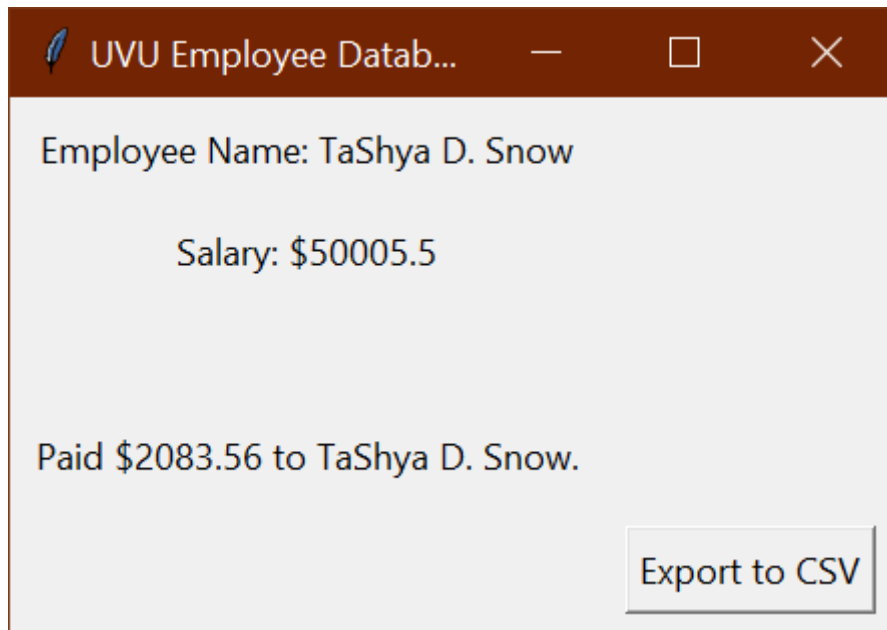
 Confirmation
 ×


 Are you sure you want to quit?

OK

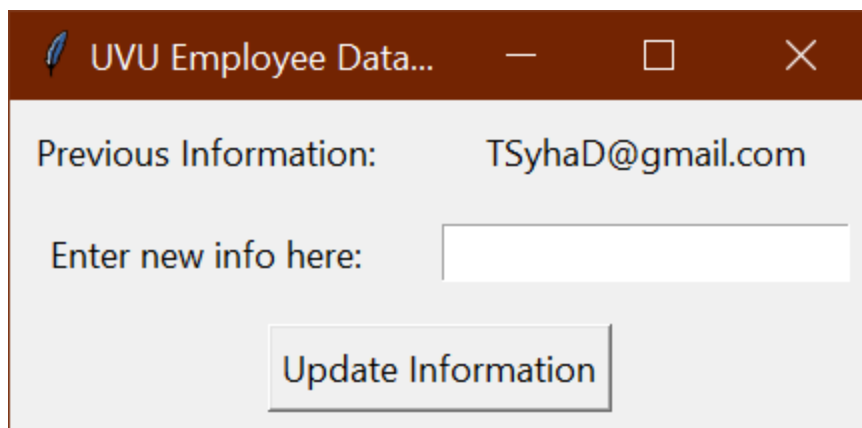
Cancel

Clicking on the Pay Stub button brings up the pay stub for the employee.



A screenshot of a web application window titled "UVU Employee Datab...". The window has a dark red header bar with a feather icon, a minus sign, a square icon, and a close button (X). The main content area is light gray and displays the following information: "Employee Name: TaShya D. Snow", "Salary: \$50005.5", and "Paid \$2083.56 to TaShya D. Snow." In the bottom right corner, there is a button labeled "Export to CSV".

If you go into the File option on the menu, under Edit, you can choose what you want to edit. This brings up the update screen for what you wish to edit.



A screenshot of a web application window titled "UVU Employee Data...". The window has a dark red header bar with a feather icon, a minus sign, a square icon, and a close button (X). The main content area is light gray and displays the following information: "Previous Information: TSyhaD@gmail.com", "Enter new info here:" followed by a text input field, and a button labeled "Update Information" at the bottom.