**User Manual for Competency and Assessment Management System**

**Introduction**

Welcome to the Competency and Assessment Management System! This system is designed to allow users to manage competencies, assessments, and assessment results for employees or users in your organization. You can register users, add competencies, view user competencies, and record assessment results using this program.

The system operates through a simple text-based interface and requires user input at each step.

**System Setup**

1. **Database Initialization:** The system uses an SQLite database to store information about users, competencies, assessments, and assessment results. The database will automatically be set up when the program is first run, ensuring that all necessary tables are created, including:
   * **Users**: Information about the users (e.g., managers or employees).
   * **Competencies**: A list of competencies with associated scales.
   * **Assessments**: Various assessments tied to competencies.
   * **Assessment Results**: The results of assessments for each user.
2. **Database File:** The program will create a file called dp\_customers.db to store all the data. This file will be located in the same directory as the program. Ensure the file is accessible and has appropriate permissions.

**Main Features**

**1. Register a New User**

* **User Type**: The system allows two types of users: **Manager** and **User**.
  + **Managers** have additional privileges (e.g., they can view and manage assessments for users).
  + **Users** are standard employees who can be assessed for various competencies.

**Steps to Register a New User:**

1. Choose the user type (Manager/User).
2. Provide basic details:
   * Username
   * Password
   * First Name
   * Last Name
   * City
   * State
   * Email
   * Occupation
   * If the user is a Manager, enter their Manager Title.
3. The system will store the user details in the database.

**2. Add a New Competency**

* **Competency**: A skill or subject area that can be assessed.

**Steps to Add a New Competency:**

1. Enter the **name** of the competency (e.g., "Data Structures").
2. Provide the **scale** for this competency (0-4). The scale indicates the level of proficiency required:
   * 0: No competency - Needs training.
   * 1: Basic competency - Needs ongoing support.
   * 2: Intermediate competency - Needs occasional support.
   * 3: Advanced competency - Can complete tasks independently.
   * 4: Expert competency - Can teach others and improve the process.
3. The competency will be saved to the database with a default description and date of creation.

**3. View Competencies**

* **Viewing Competencies**: Managers can view all competencies, including their names and associated scale descriptions.

**Steps to View Competencies:**

1. The system will display a list of all competencies along with their assigned scale and a description of the scale.

**4. Add an Assessment Result**

* **Assessment Result**: The results of an assessment for a user, with a score (0-4) based on the competency being tested.

**Steps to Add an Assessment Result:**

1. Enter the **user ID** and **assessment ID**.
2. Enter the score (0-4) for the user based on their performance.
3. The system will store the assessment result in the database with the date it was recorded.

**5. View User Competency Results**

* **Viewing User Competency Results**: Allows managers to view the assessment results for a specific user.

**Steps to View Results:**

1. Enter the **user ID**.
2. The system will display the assessment results for that user, showing the assessment names, scores, and corresponding scale descriptions.

**6. Delete an Assessment Result**

* **Deleting Assessment Results**: Allows for the removal of incorrect or outdated assessment results.

**Steps to Delete an Assessment Result:**

1. Enter the **assessment ID** of the result you wish to delete.
2. If the assessment result exists, it will be deleted from the database.

**Troubleshooting**

1. **What if the database doesn’t create the required tables?**
   * The program attempts to create tables when it is first run. If there is an issue, ensure that the SQLite database file has appropriate permissions.
   * If the issue persists, check the database file dp\_customers.db for errors or reinitialize the database.
2. **What if there’s an error while adding a user or competency?**
   * Ensure that all required fields are filled out correctly. For example, users must have unique usernames and email addresses.
   * Ensure the scale entered for competencies is between 0 and 4.
3. **Why can’t I delete an assessment result?**
   * The assessment result may not exist. Ensure you are using the correct assessment ID.

**Appendix**

**Database Schema**

* **Users Table**: Stores information about users (both managers and employees).
  + Fields: user\_id, username, password, user\_type, first\_name, last\_name, city, state, email, occupation, manager\_title, dat\_created
* **Competencies Table**: Stores competency data, including scale.
  + Fields: competency\_id, name, scale, description, date\_created
* **Assessments Table**: Stores information about assessments.
  + Fields: assessment\_id, name, description, competency\_id
* **AssessmentResults Table**: Stores results of assessments for users.
  + Fields: result\_id, user\_id, assessment\_id, score, comments, assessment\_date

**Conclusion**

This user manual provides an overview of how to interact with the Competency and Assessment Management System. The system is designed to be simple and intuitive, making it easy for you to manage users, competencies, assessments, and results. If you have any further questions or need assistance, please contact the system administrator.

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Manage competencies, assessments, and results for employees with a simple text-based interface.

**Setup**

* **Database**: Automatically sets up SQLite database tables (Users, Competencies, Assessments, Results).
* **File**: Creates dp\_customers.db in the program directory.

**Main Features**

1. **Register a New User (Manager Menu Option 11)**
   * **Types**: Manager or User.
   * **Details**: Username, Password, First Name, Last Name, City, State, Email, Occupation, Manager Title (if Manager).
2. **View Users (Manager Menu Option 1)**
   * **Action**: Lists all users in the system.
3. **View Competencies (Manager Menu Option 2)**
   * **Action**: Lists all competencies.
4. **View Assessments (Manager Menu Option 3)**
   * **Action**: Lists all assessments.
5. **View Scores (Manager Menu Option 4)**
   * **Action**: Shows scores for competencies and assessments.
6. **View User Reports (Manager Menu Option 5)**
   * **Action**: Lists competencies and assessments linked to a specific user.
   * **Input**: User ID required.
7. **View Overall Reports (Manager Menu Option 6)**
   * **Action**: Shows overall report for competencies and assessments for all users.
8. **Add a Competency (Manager Menu Option 7)**
   * **Action**: Adds a new competency.
   * **Input**: Competency name, proficiency scale (0-4).
     + 0: No competency
     + 1: Basic
     + 2: Intermediate
     + 3: Advanced
     + 4: Expert
9. **Remove a Competency (Manager Menu Option 8)**
   * **Action**: Deletes a competency.
   * **Input**: Competency ID required.
10. **Link Assessments to Competency (Manager Menu Option 9)**
    * **Action**: Links assessments to a specific competency.
11. **Select a User to View Details (Manager Menu Option 10)**
    * **Action**: Displays detailed information of a selected user.
    * **Input**: User ID required.
12. **Delete a User (Manager Menu Option 12)**
    * **Action**: Removes a user.
    * **Input**: User ID required.
13. **Edit User Information (Manager Menu Option 13)**
    * **Action**: Updates user information.
    * **Input**: User ID required, new values.
14. **Edit Competency (Manager Menu Option 14)**
    * **Action**: Updates competency information.
    * **Input**: Competency ID required, new values.
15. **Edit Assessment (Manager Menu Option 15)**
    * **Action**: Updates assessment information.
    * **Input**: Assessment ID required, new values.
16. **Edit Assessment Result (Manager Menu Option 16)**
    * **Action**: Updates assessment result information.
    * **Input**: Assessment result ID required, new values.
17. **Edit Competency Scale (Manager Menu Option 17)**
    * **Action**: Modifies the scale of a competency.
    * **Input**: Competency ID required, new scale.
18. **Delete an Assessment Result (Manager Menu Option 18)**
    * **Action**: Removes an assessment result.
    * **Input**: Assessment result ID required.
19. **Export Users to CSV (Manager Menu Option 19)**
    * **Action**: Exports user data to a CSV file.
20. **Export Competencies to CSV (Manager Menu Option 20)**
    * **Action**: Exports competency data to a CSV file.
21. **Import Assessment Results from CSV (Manager Menu Option 21)**
    * **Action**: Imports assessment results from a CSV file.
    * **Input**: CSV file with user ID, assessment ID, score, date taken.
22. **Exit (Manager Menu Option 22)**
    * **Action**: Closes the program.

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* **File**: Creates competency\_database.db in the program directory. Ensure the file is accessible and has appropriate permissions.

**Main Features**

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   * **Action**: Lists competencies and assessments linked to a specific user.
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    * **Action**: Updates user information.
    * **Input**: User ID required, new values.
14. **Edit Competency (Manager Menu Option 14)**
    * **Action**: Updates competency information.
    * **Input**: Competency ID required, new values.
15. **Edit Assessment (Manager Menu Option 15)**
    * **Action**: Updates assessment information.
    * **Input**: Assessment ID required, new values.
16. **Edit Assessment Result (Manager Menu Option 16)**
    * **Action**: Updates assessment result information.
    * **Input**: Assessment result ID required, new values.
17. **Edit Competency Scale (Manager Menu Option 17)**
    * **Action**: Modifies the scale of a competency.
    * **Input**: Competency ID required, new scale.
18. **Delete an Assessment Result (Manager Menu Option 18)**
    * **Action**: Removes an assessment result.
    * **Input**: Assessment result ID required.
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    * **Action**: Exports user data to a CSV file.
20. **Export Competencies to CSV (Manager Menu Option 20)**
    * **Action**: Exports competency data to a CSV file.
21. **Import Assessment Results from CSV (Manager Menu Option 21)**
    * **Action**: Imports assessment results from a CSV file.
    * **Input**: CSV file with user ID, assessment ID, score, date taken.
22. **Exit (Manager Menu Option 22)**
    * **Action**: Closes the program.

**Troubleshooting**

1. **Database Issues**: Ensure file permissions and reinitialize competency\_database.db.
2. **Errors Adding User/Competency**: Check fields and ensure unique usernames/emails.
3. **Assessment Result Deletion Issues**: Verify the Assessment ID exists.

**Appendix**

**Database Schema**

* **Users Table**: Stores user information.
  + Fields: user\_id, username, password, user\_type, first\_name, last\_name, city, state, email, occupation, manager\_title, date\_created
* **Competencies Table**: Stores competency data.
  + Fields: competency\_id, name, scale, description, date\_created
* **Assessments Table**: Stores assessment information.
  + Fields: assessment\_id, name, description, competency\_id
* **AssessmentResults Table**: Stores assessment results.
  + Fields: result\_id, user\_id, assessment\_id, score, comments, assessment\_date

This user manual provides an overview of how to interact with the Competency and Assessment Management System. The system is designed to be simple and intuitive, making it easy for you to manage users, competencies, assessments, and results. If you have any further questions or need assistance, please contact the system administrator.

**Explanation:**

1. **"Return to previous menu"**:
   * I've added the "Return to previous menu" option in both the manager\_menu and user\_menu. When this option is selected, the function will simply return (exit the current menu) and the program will move back to the calling function, i.e., either the main\_menu or whichever menu the user was navigating from.
2. **return to exit the menu**:
   * Instead of break, using return will exit the current menu and go back to the previous menu, allowing you to keep the flow intact.