Yuconz System User Manual

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The purpose of this user manual is to provide a comprehensive guide to the use of the new, Yuconz system, currently being introduced companywide. The user manual covers both the general use of the new system, in addition to any specialist functionality that the system has.

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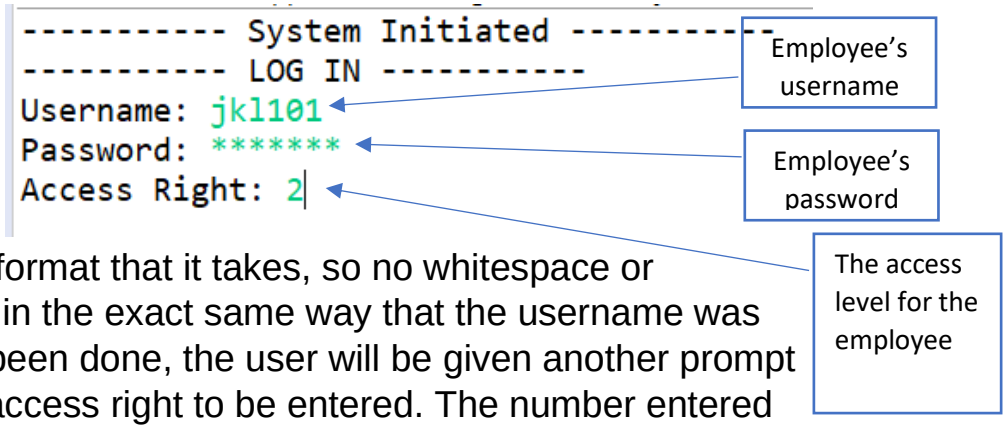
GETTING STARTED

Firstly, in order to start working with the new Yuconz system, the employee must first be authenticated. This will ensure that the employee can only access the particular aspects of the system, of which they are authorised or allowed to do so.

Before attempting to access the system for the first time, the employee should have first received their login credentials from their utmost superior (supervisor or department manager). The format of the employee's username will consist of three lowercase letters, followed by three random digits. An example of this format would be "def456", taking note that there are no spaces, punctuation, symbols or anything that would deviate from this format.

Moreover, the password that the employee will receive cannot currently be changed by the employee themselves (only the "database" administrator can currently do this). Therefore, it is crucial that the employee does not misplace or lose their password, as it will be their only means of accessing the system. If the password is lost or not working (for whatever reason), the employee should contact a system administrator or their superior, as soon as possible.

Upon loading the system, the user should see a message informing that the system has been initialised. A login prompt will then appear shortly after, initially asking the employee for their username. The user should then proceed to type (mouse click the whitespace, if necessary) their username, after the "Username" prompt. The user should then press the "Enter" key on their keyboard.



The system will then prompt the user for their password to entered. The user should then type their password (in the exact format that it takes, so no whitespace or uppercase characters), in the exact same way that the username was entered. After this has been done, the user will be given another prompt asking for the suitable access right to be entered. The number entered (from the options of 1, 2 or 3) will reflect the level of access that the user is permitted (the system will only grant that level of access if the user has been allowed to have it). The above picture reflects this process.

If the user makes any mistake when providing their details, an error message will be shown on screen (see picture below). The error message will also inform the user of the number of attempts they have made. If the number of login attempts reaches 3, the user will then be completely locked out of the system. In the event of this occuring, the user will then be required to contact their superior or one of the system administrators (who can reset their system for them).

The error message shown

```
LogOn Attempt Failed, Invalid Details! Please Try Again! Log On Attempts: 1
```

Alternatively, if the user does provide the correct authentication details, the error message will not be shown, and the system logger will inform the user they are now logged in (see picture to the right). Once logged in, the user will then be free to conduct their intended tasks (assuming their access rights allow those particular actions).

```
----------- LOGGED IN -----------
User Logged In: jkl101
Access Right: 2
-----------  -----------
```

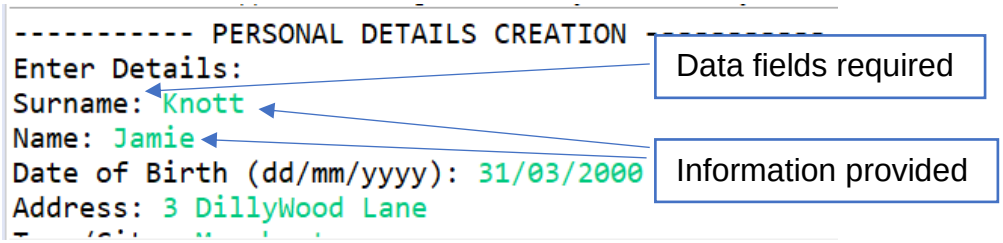
Username of employee now logged in

Moreover, if the user wishes to leave the system at any point, they can simply type “logOut” into the console, and the system will exit fully. Once this has been done, the user will be required to log in again, if they wish to access the system once more.

CREATING A PERSONAL DETAILS RECORD

Once the user has been successfully authenticated by the system, they can then proceed to undertake whatever task or tasks, that they need to perform on the system. One of the key aspects to the system, is the digitization of the personal details belonging to Yuconz. The following section provides a guide as to how the user add a new person details record to a system (if the person is an HR employee, along with the necessary level of access right).

Firstly, in order for details to be added to the system database (assuming the user has the correct clearance level), the user must first enter the "Personal Details Creation" mode. This can simply be achieved through typing "inputDetails" into the system, which will then trigger a message to be shown on screen (informing the user that the mode has been entered). A prompt will then be shown on screen, telling the user to enter the details of the new employee record. The system will then proceed to provide prompts, telling the user to input the required information field. The picture above demonstrates how this will appear on screen, with the user input appearing in green font.



Once the value has been provided, the user must simply press the "enter" key on their keyboard, and this will register their input to the system, and the next prompt will appear (for the next data field). If the user makes any mistakes when creating the record, each field can be modifying quickly and conveniently whenever desired (see next section for more details on how to accomplish this).

Once all of the necessary personal detail fields have been provided with a valid value, another message will then appear on screen, informing the user that they have successfully created a new record. The message will appear as the one shown below.

```
Emergency Contact Number: 345345 345353
----------- PERSONAL DETAILS CREATED -----------
```

The new personal details record will then have been created.

VIEWING/MODIFYING A PERSONAL DETAILS RECORD

Another key feature of the new system is the ability to allow members of staff to view or modify (depending on privileges) personal details records. To view the existing record of an employee, the employee should already be authenticated, and should then type “viewRecord”. Once this has been done, the employee will be prompted to enter the ID of the employee (that they wish to view the record of), as shown by the example message below. It must be noted that the employee must either be the employee (to whom the record belongs) or they must be a member of the HR department at Yuconz.

```
Enter Employee ID to View Details:
```

Once the intended employee ID has been inputted, the system will then retrieve the details of that employee, and display them on screen to the user. The image to the right, shows an example of how this is performed in the system. The text in green font is the employee ID to whom the details record belongs.

```
Enter Employee ID to View Details: geo124
Personal Details For: geo124
Surname: Knott
Name: Jamie
Date of Birth: 31/03/2020
Address: 5 billyField close
Town/City: Sommerset
County: United Kingdom
Postcode: TE3 IU5
Telephone Number: 4324 233452
Mobile Number: 12352 324423
Emergency Contact: Tom
Emergency Contact Number: 242424
```

The above description has described how an employee’s personal details can be viewed. However, if the record needs to be modified, the user must do the following (assuming that they have the correct access permissions and have already been authenticated). The user must type “amendDetails” into the system , which will trigger another prompt, asking for the employee’s ID. An example of this message is shown below.

```
Enter Employee Login to Amend Details: geo124
```

Once a valid employee ID has been entered, a new prompt will appear, asking for the user to select a number from 1 to 11 (see image). Each number represents one of the personal detail record fields (e.g. Surname is 1 or Postcode is 7). The user should then input one of those numbers, depending on the particular field of the record that they wish to modify.

```
Select Number For Detail You Wish to Ammend:
1 - Surname
2 - Name
3 - Date of Birth
4 - Address
5 - Town/City
6 - County
7 - Postcode
8 - Telephone Number
9 - Mobile Number
10 - Emergency Contact
11 - Emergency Contact Number
Select:
```

Once the user has provided a number, the system will then show another prompt, asking for the new data (that will replace the existing data). For example, if the user were to input the number 7 (for the Postcode field), the user will then need to type the new postcode (as shown by the image).

```
6 - County
7 - Postcode
8 - Telephone Number
9 - Mobile Number
10 - Emergency Contact
11 - Emergency Contact Number
Select: 7
Please enter the new Postcode:
ME8 RD4
```

Once this is done, the message “Done” will appear on screen (assuming that the change was successful and not prevented). The personal details will also be printed on screen automatically, showing the updated data field. This is demonstrated by the image to the right, which demonstrates that the postcode of the record has now been changed successfully.

```
Please enter the new Postcode:
ME8 RD4
Done
The ammended personal details:
Personal Details For: geo124
Surname: Knott
Name: Jamie
Date of Birth: 31/02/1995
Address: 4 Dillywood Lane
Town/City: Manchester
County: United Kingdom
Postcode: ME8 RD4
Telephone Number: 435345 3453535
```

CREATING AN EMPLOYEE REVIEW

If a manager of Yuconz wants to create a new annual review for one of their employees, the new system now accomodates this functionality.

Firstly, the Yuconz manager (after having been authenticated by the system) must enter “writeReview” into the system, after which a new prompt will appear on screen. The user must then provide the username of the employee for whom the review is for.

```
Enter the name of the employee you want to review:
sam389
```

Once this has been entered, a new message will be displayed on screen, informing the user that there is now an annual review for that employee. The system will then give the user a series of prompts, asking for details to be put into the employee’s report (e.g. Previous year’s achievements and outcomes). Once each description has been written (regardless of its length), the user should press the enter key on their keyboard (to input it into the system). The image to the right shows an example of such a process.

```
Annual Review for Sam.
Previous year's achievements and outcomes:
Achieved all of his monthly targets were met.
Previous year's training and mentoring and their outcomes:
Learnt Oracle during training, and is preparing for certification in it.
```

A penultimate prompt will appear (once all of the other review fields have had input provided), asking for the reviewer to provide a signature (which will be generated automatically) through pressing the “Y” or “N” key on the keyboard. Finally, the reviewer will then be asked to provide their own employee ID, as a means of finalising the review, before the review is officially committed into the Yuconz system.