



EmpDir  
Software

## **User Manual**

## **Table of Contents**

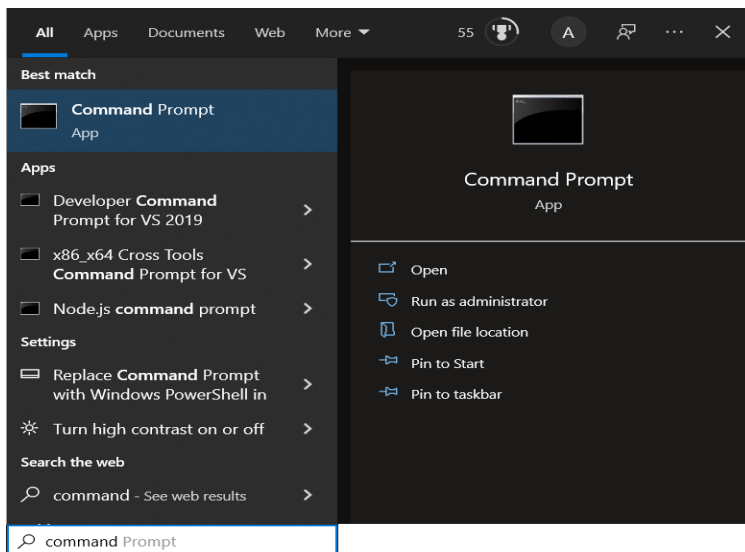
<b>Installation Process</b>	<b>3</b>
<b>Starting the Program</b>	<b>4</b>
<b>Dashboard Tab</b>	<b>5</b>
<b>Employees Tab</b>	<b>8</b>
<b>Extra Features</b>	<b>14</b>

# Installation Process

Please make sure you have the following python packages installed.

Tkinter, pillow, tkPDFViewer

If you don't have the python packages installed yet and you are NOT using thonny, please open your command prompt by searching for it.

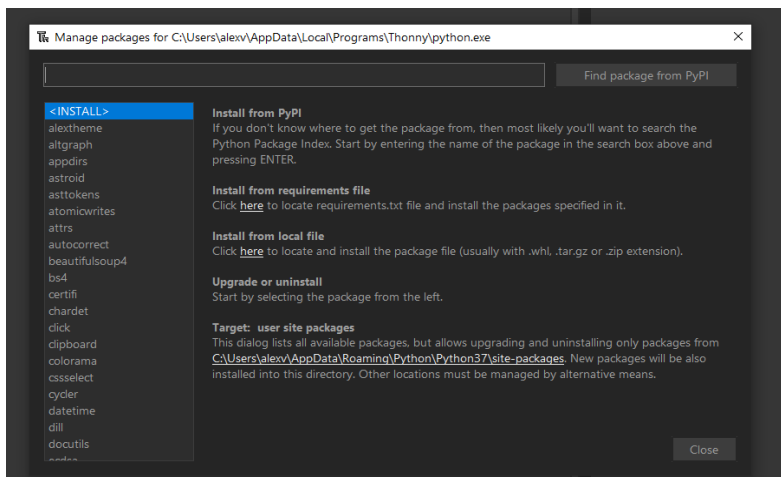


Pip install tkinter

Pip install pillow

Pip install tkPDFViewer



If you are using thonny, you can find the packages by selecting Tools >> Manage packages. Here you can search for the python packages.



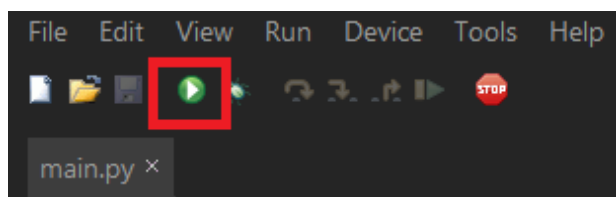
## Starting the Program

To launch the application, locate and open the “main.py” file

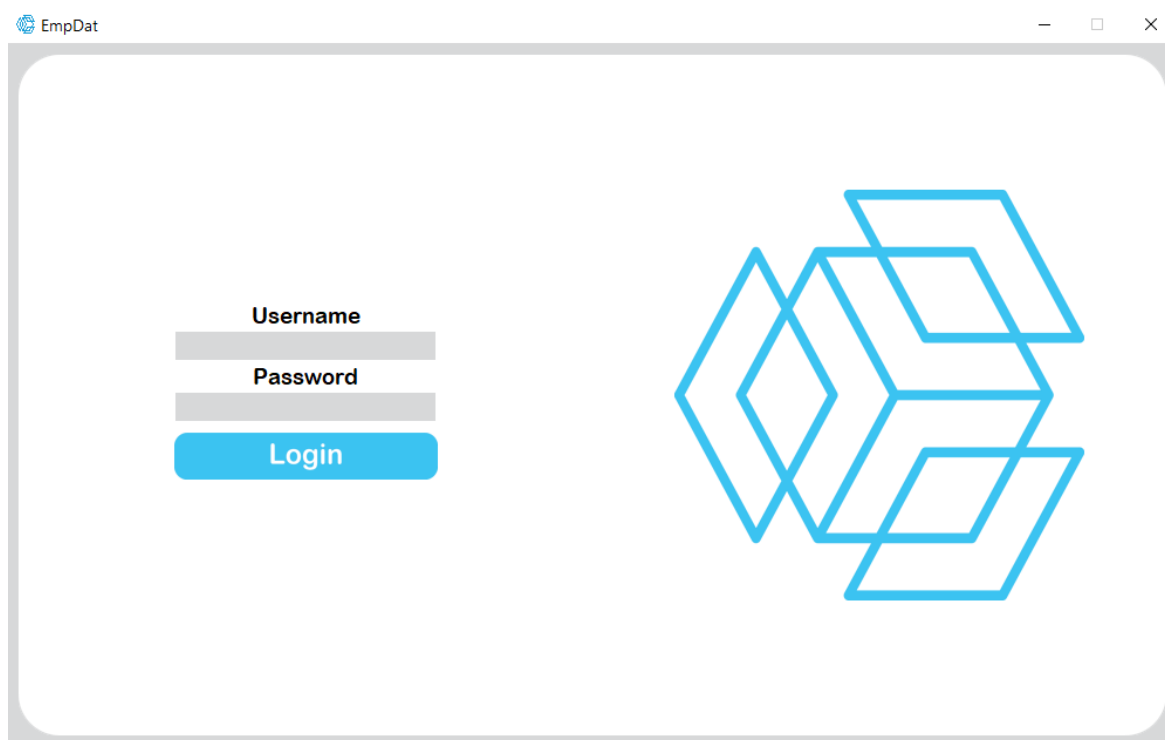
(Additional information is found in the readme.txt file)

 main.py	3/22/22 5:21 PM	Python file	1 KB
 Readme.txt	3/22/22 5:21 PM	Text Document	1 KB

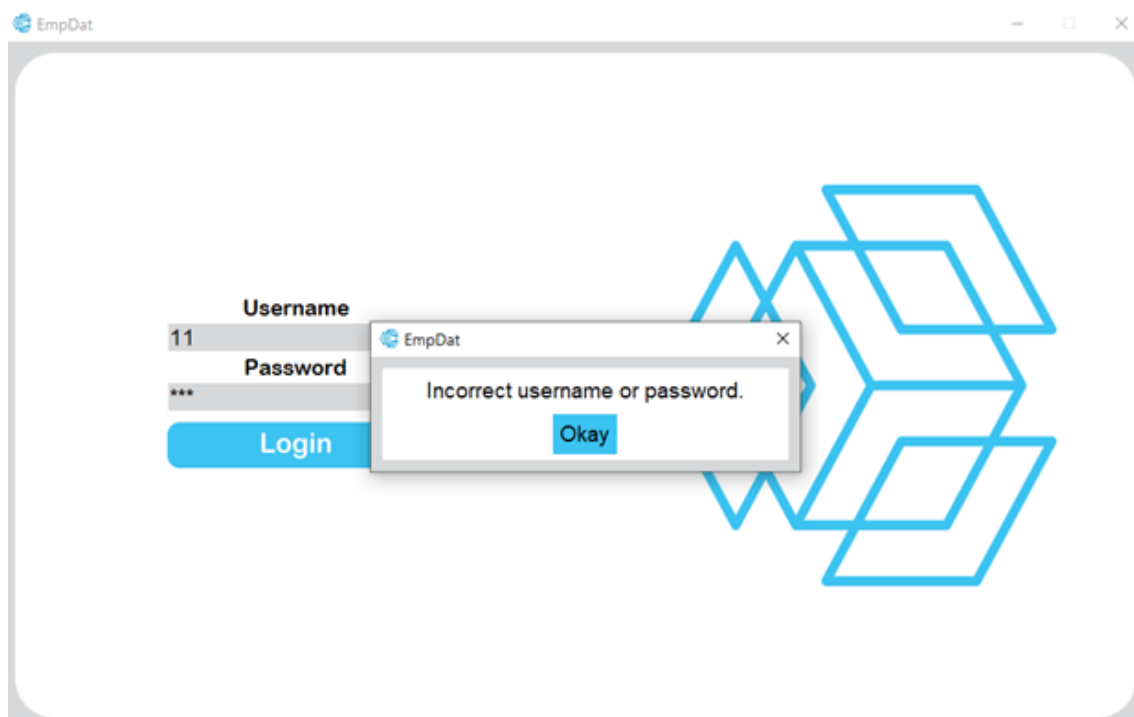
If you are running main.py in thonny, you may press the run button to launch the application.



Launching the application will take you to the login screen.

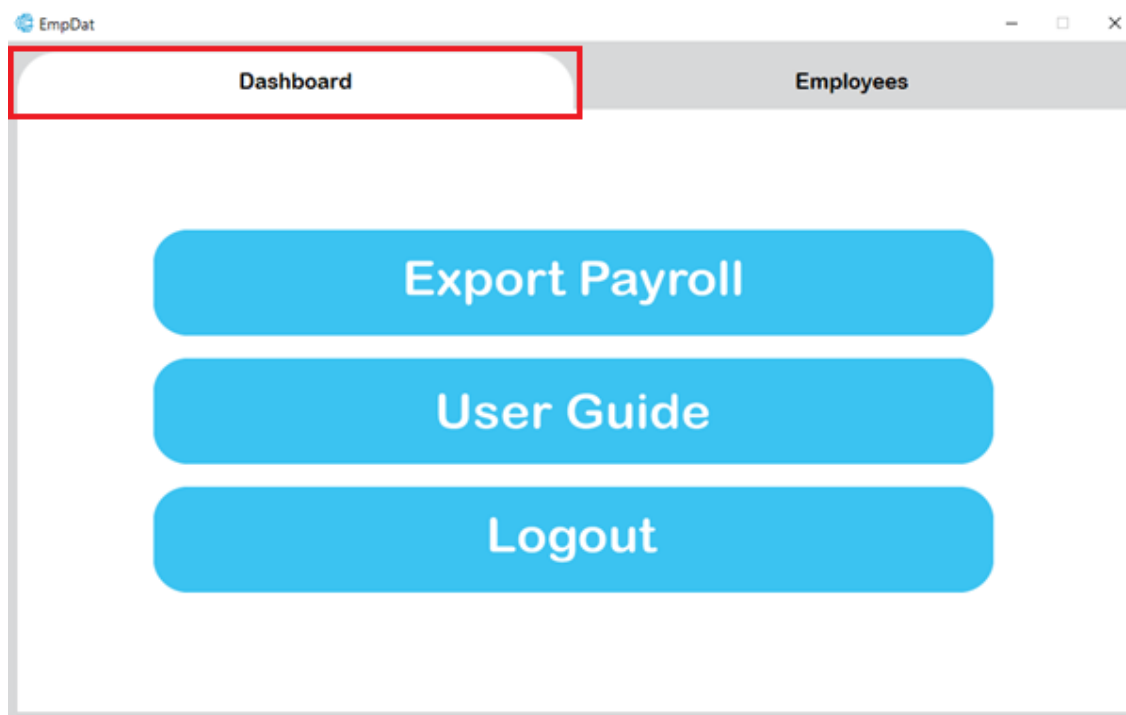


If the wrong credentials are used, you will be prompted with the following notice.

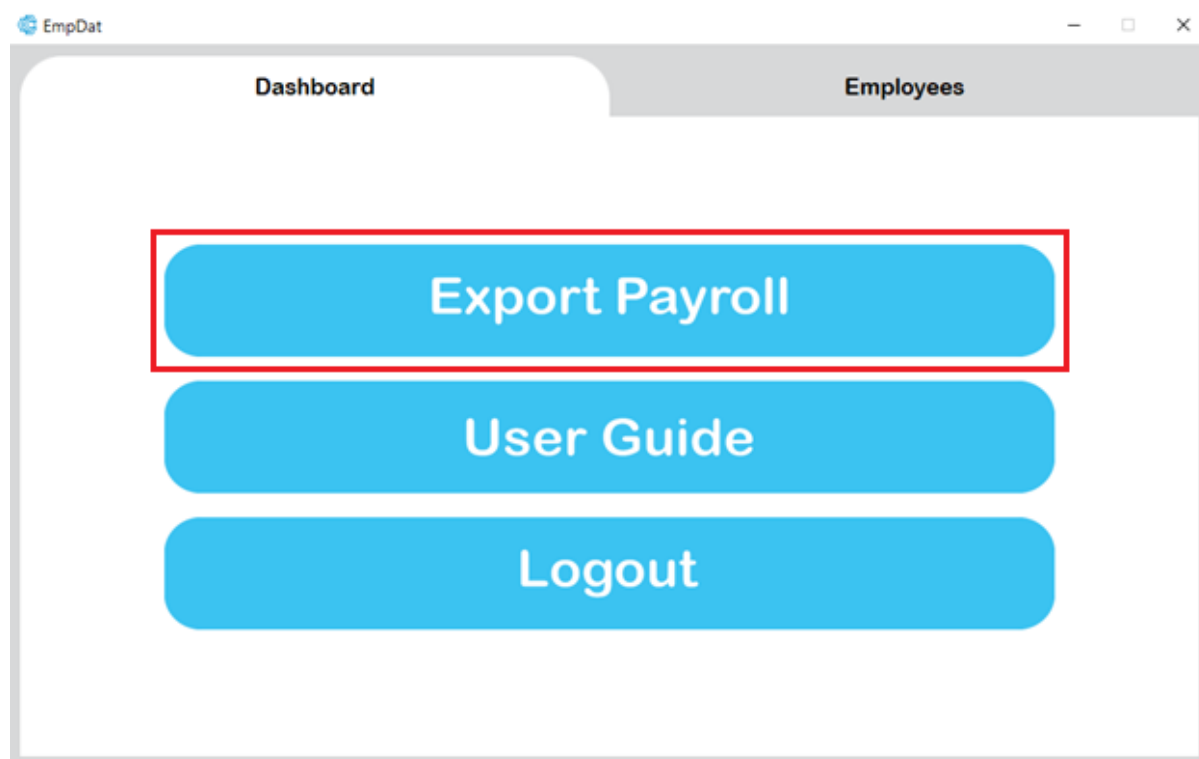


Upon logging in, you will be taken to the dashboard tab where you have a few options.

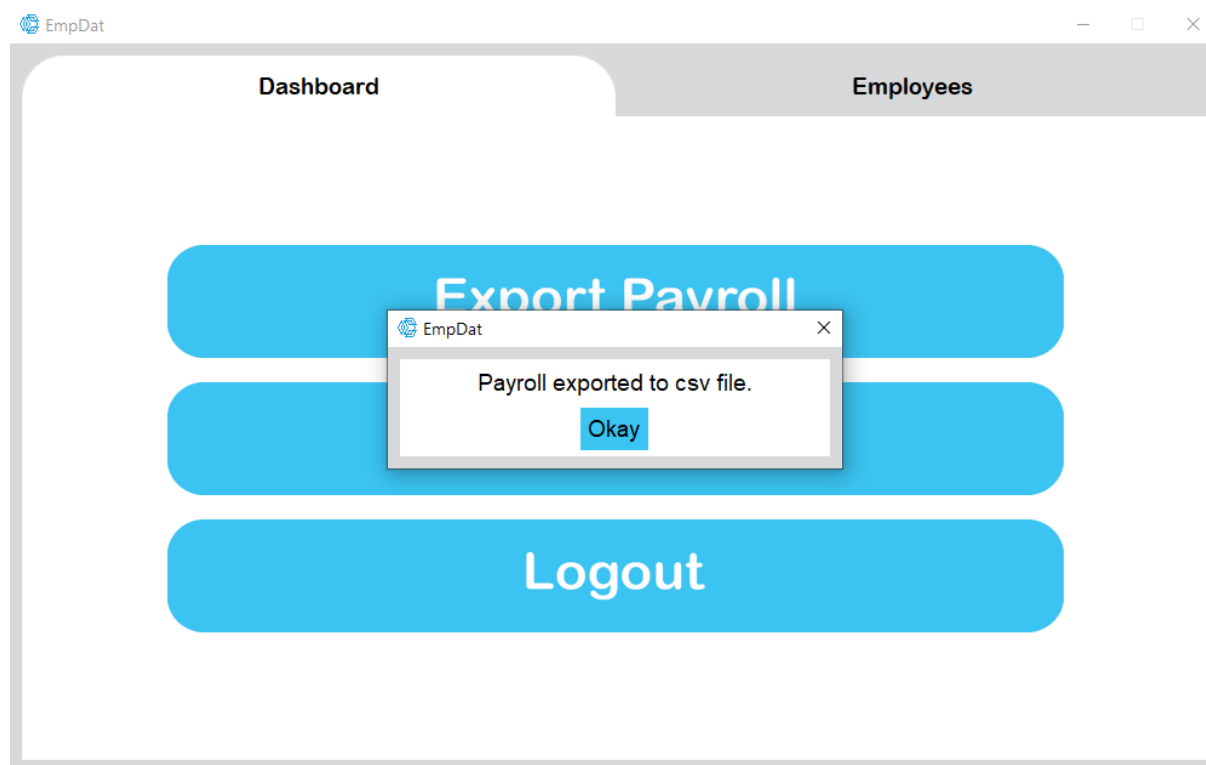
## Dashboard Tab



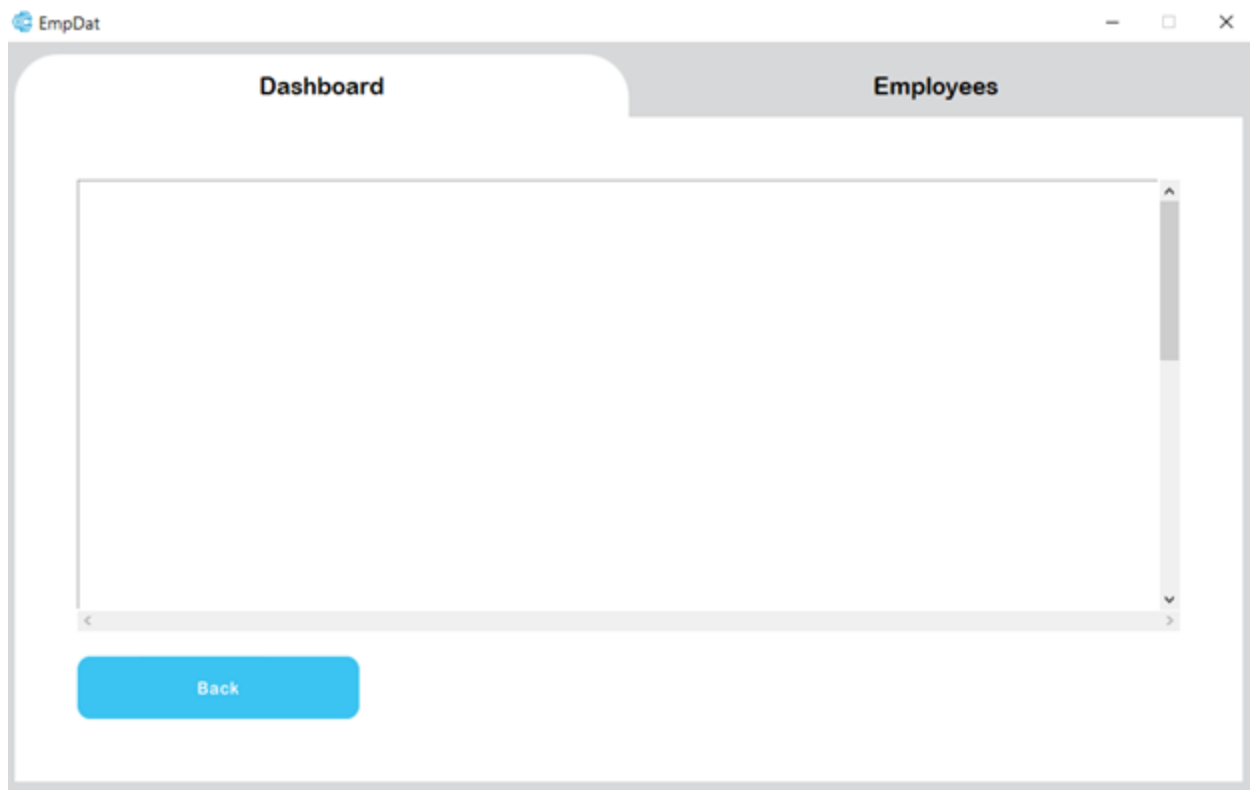
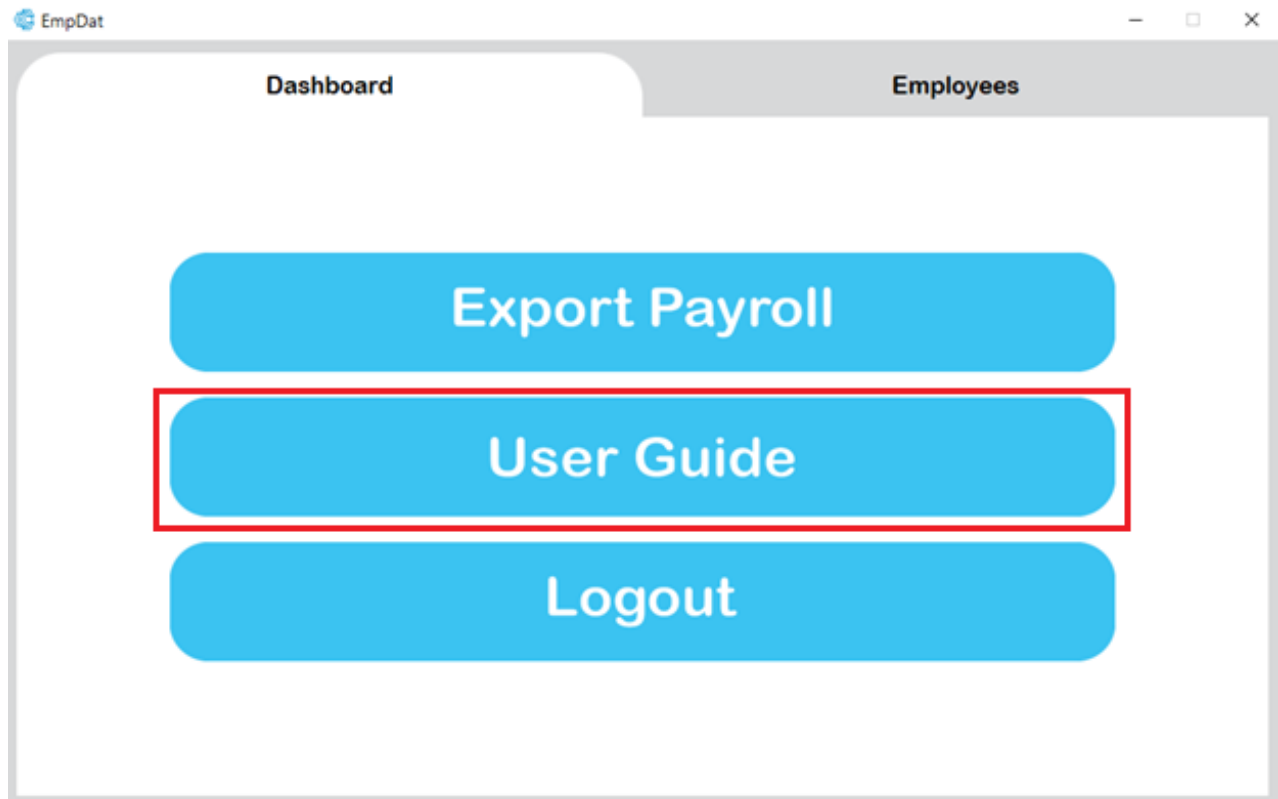
Your first option is to export your payroll to a csv file. The file will be saved here: “Backend\payroll.csv”



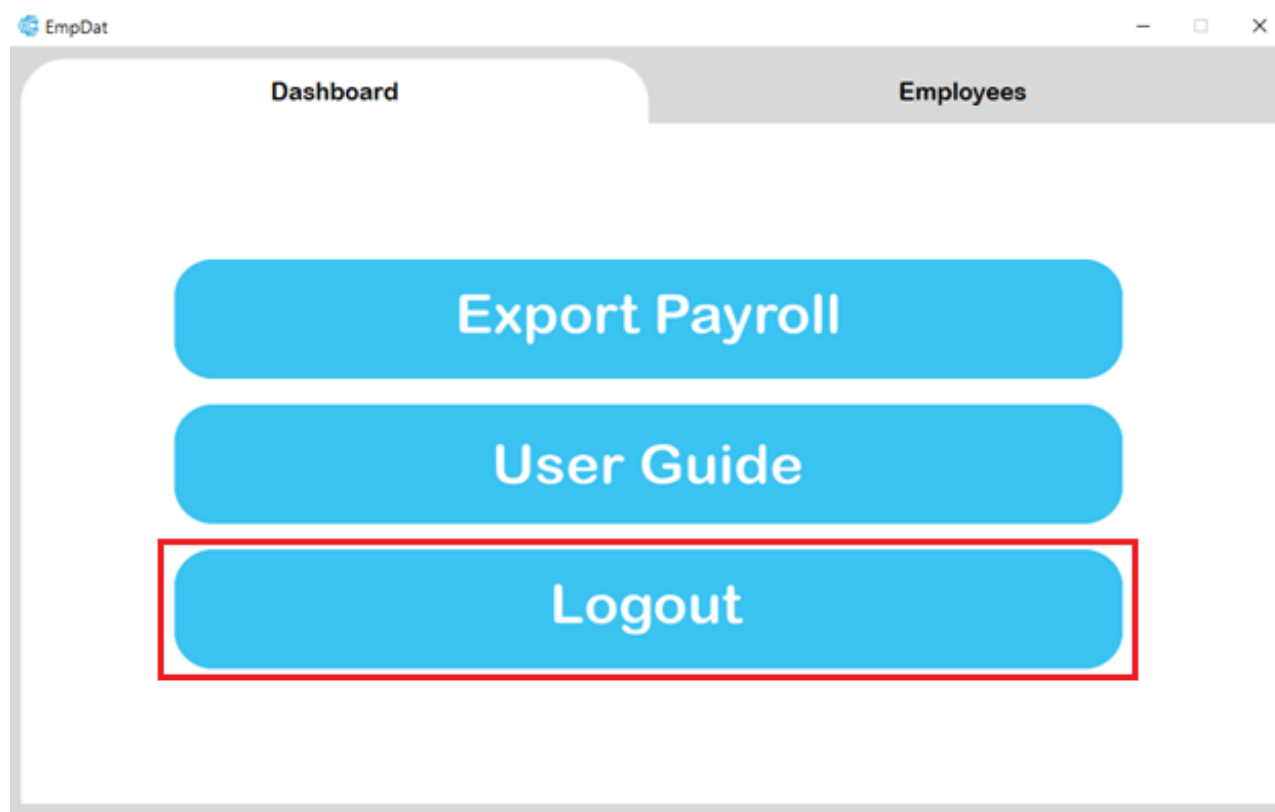
If this is successful, you will be notified.



Pressing the user guide button will take you to a view of the user guide pdf.



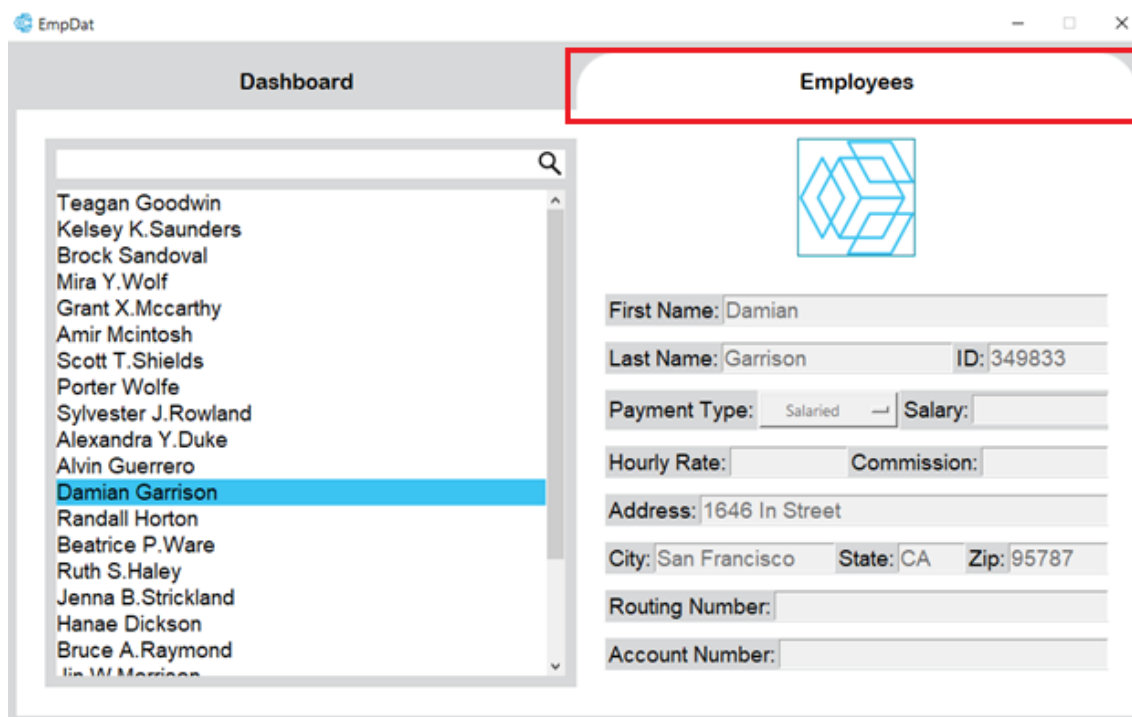
You may logout by pressing the logout button.



## Employees Tab

Clicking on the employees tab will take you to this screen. Here you can view a list of employees on the left-hand side. On the right-hand side, you can view their information. There are two different views. The first seen below is for basic users with limited permissions. Notice some information isn't visible and the user cannot type in any of the entry fields.

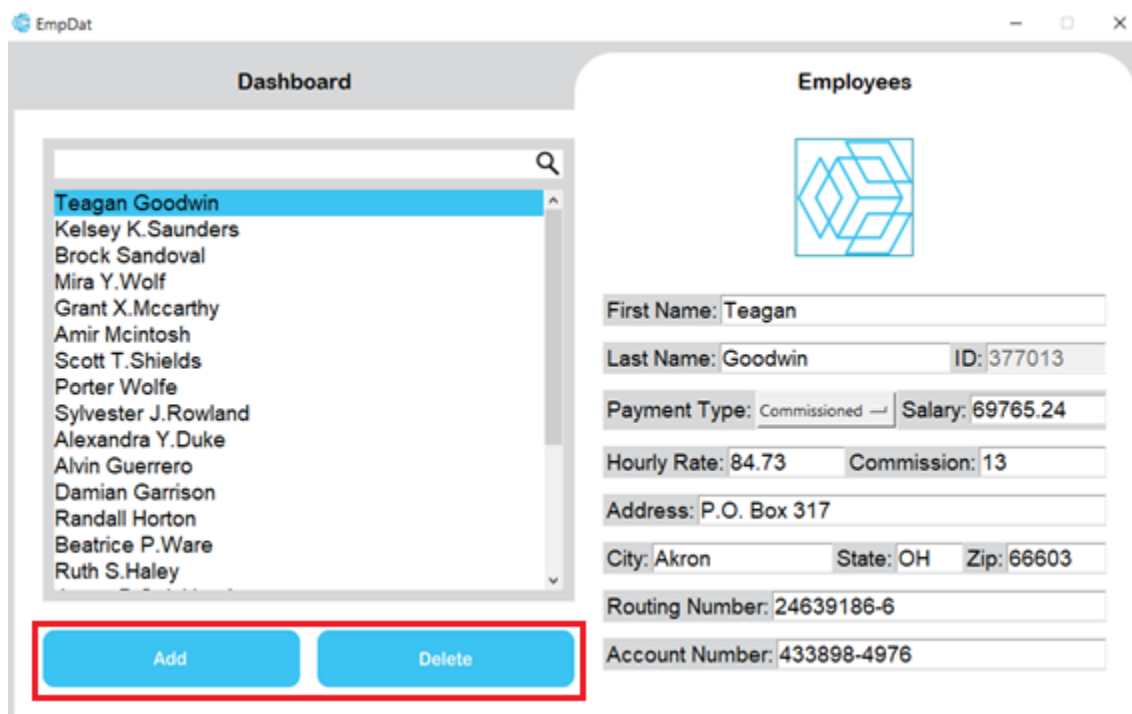




The screenshot shows the 'Employees' view in the EmpDat application. On the left, a list of employees is shown, with 'Damian Garrison' highlighted. The main area displays the details for the selected employee in a form.

First Name: Damian	
Last Name: Garrison	ID: 349833
Payment Type: Salaried	Salary:
Hourly Rate:	Commission:
Address: 1646 In Street	
City: San Francisco	State: CA Zip: 95787
Routing Number:	
Account Number:	

The view below is for administrators. Here, all employee information is visible, and the entry fields can be typed in. Additionally, there is a new widget that allows administrators to add or delete employees.



The screenshot shows the 'Employees' view in the EmpDat application for administrators. On the left, a list of employees is shown, with 'Teagan Goodwin' highlighted. The main area displays the details for the selected employee in a form. At the bottom, there are 'Add' and 'Delete' buttons.

First Name: Teagan	
Last Name: Goodwin	ID: 377013
Payment Type: Commissioned	Salary: 69765.24
Hourly Rate: 84.73	Commission: 13
Address: P.O. Box 317	
City: Akron	State: OH Zip: 66603
Routing Number: 24639186-6	
Account Number: 433898-4976	

Buttons: Add, Delete

Typing in the search bar will help you quickly find an employee.

**Dashboard**

Search: a

- Amir Mcintosh
- Alexandra Y. Duke
- Alvin Guerrero

**Employees**

First Name:

Last Name:  ID:

Payment Type:  Salary:

Hourly Rate:  Commission:

Address:

City:  State:  Zip:

Routing Number:

Account Number:

Add Delete

When an administrator types into the entry fields on the right-hand side, this will edit the selected employees information. Imagine Karina Gay has been remarried and her new last name is Sackville-Baggins. That can be changed here. When a change in the entry fields has been detected, you will be prompted to save changes.

**Dashboard**

Search:

- Sylvester J. Rowland
- Alexandra Y. Duke
- Alvin Guerrero
- Damian Garrison
- Randall Horton
- Beatrice P. Ware
- Ruth S. Haley
- Jenna B. Strickland
- Hanae Dickson
- Bruce A. Raymond
- Jin W. Morrison
- Jolene Burgess
- Rooney Alvarado
- TaShya D. Snow
- Karina Gay

**Employees**

First Name: Karina

Last Name: Sackville-Baggins ID: 688997

Payment Type:  Salary: 45884.99

Hourly Rate:  Commission: 34

Address:

City: Atlanta State: GA Zip: 45169

Routing Number: 30417353-K

Account Number: 465794-3611

Add Delete

Save changes to this employee?

Yes No

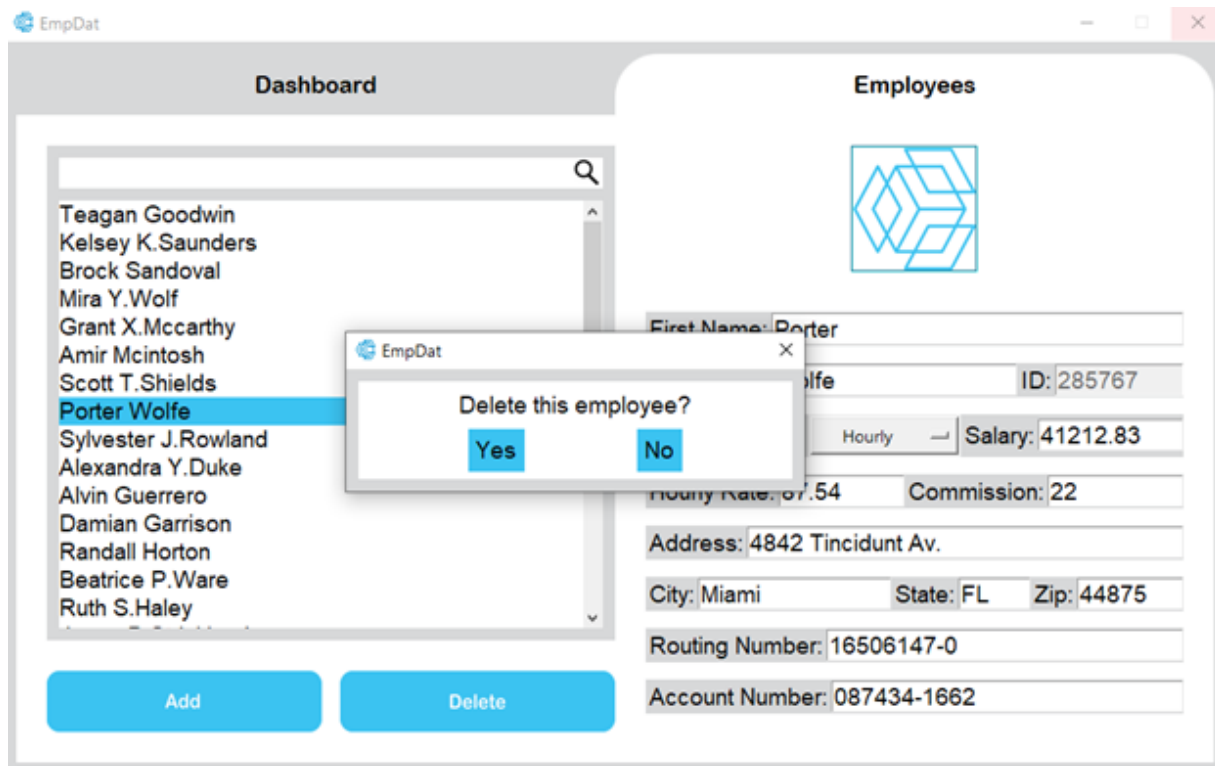
Once an employees information has been updated, you will be notified. You can see in the left-hand side that Karina's last name has been updated.

The screenshot shows the EmpDat application interface. On the left, under the 'Dashboard' tab, there is a list of employees. 'Karina Sackville-Baggins' is highlighted with a red box. On the right, under the 'Employees' tab, the details for Karina are displayed. A modal window in the center says 'Employee updated.' with an 'Okay' button. The employee details include: First Name: Karina, Last Name: Sackville-Baggins, ID: 688997, Salary: 45884.99, Commission: 34, Address: 998 Vitae St., City: Atlanta, State: GA, Zip: 45169, Routing Number: 30417353-K, and Account Number: 465794-3611.

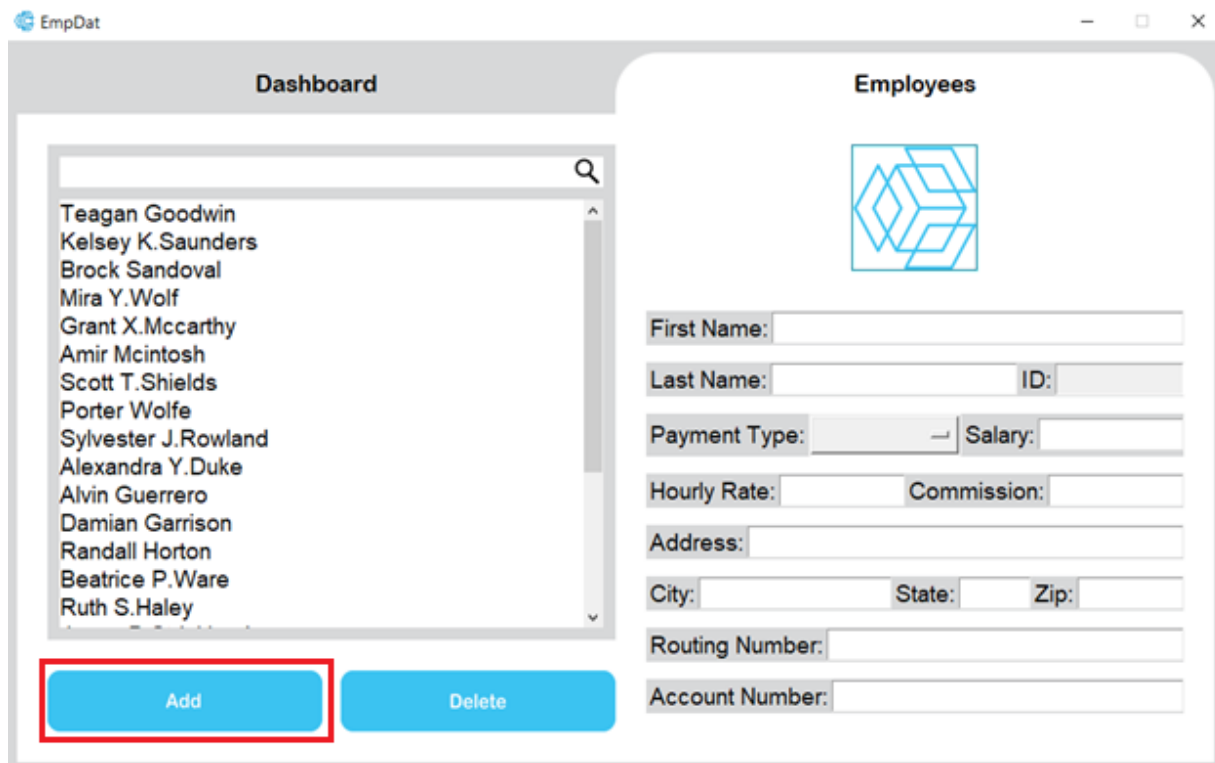
An admin may delete an employee by first selecting them in the left-hand side and then pressing delete.

The screenshot shows the EmpDat application interface. On the left, under the 'Dashboard' tab, there is a list of employees. The 'Delete' button at the bottom of the list is highlighted with a red box. The employee list includes: Teagan Goodwin, Kelsey K.Saunders, Brock Sandoval, Mira Y.Wolf, Grant X.Mccarthy, Amir McIntosh, Scott T.Shields, Porter Wolfe, Sylvester J.Rowland, Alexandra Y.Duke, Alvin Guerrero, Damian Garrison, Randall Horton, Beatrice P.Ware, and Ruth S.Haley. On the right, under the 'Employees' tab, the details for an employee are displayed, including fields for First Name, Last Name, ID, Payment Type, Salary, Hourly Rate, Commission, Address, City, State, Zip, Routing Number, and Account Number.

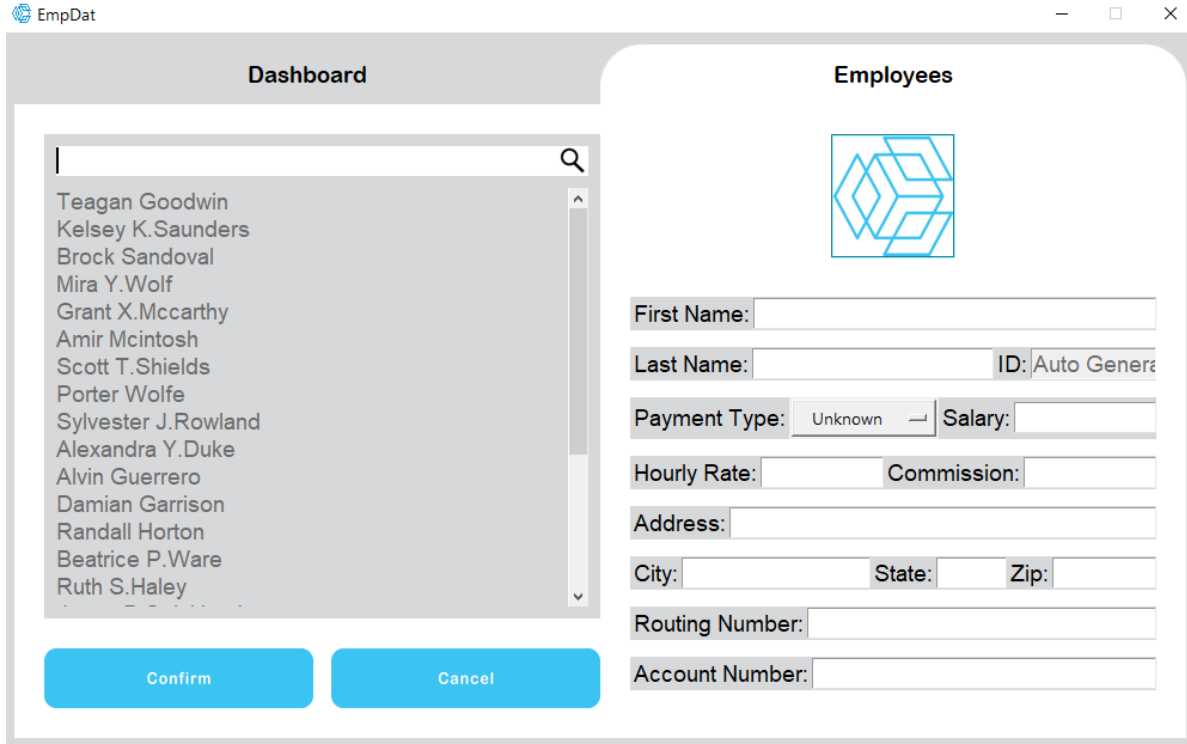
The admin will then be prompted to confirm the action.



An admin may add a new employee by clicking add.



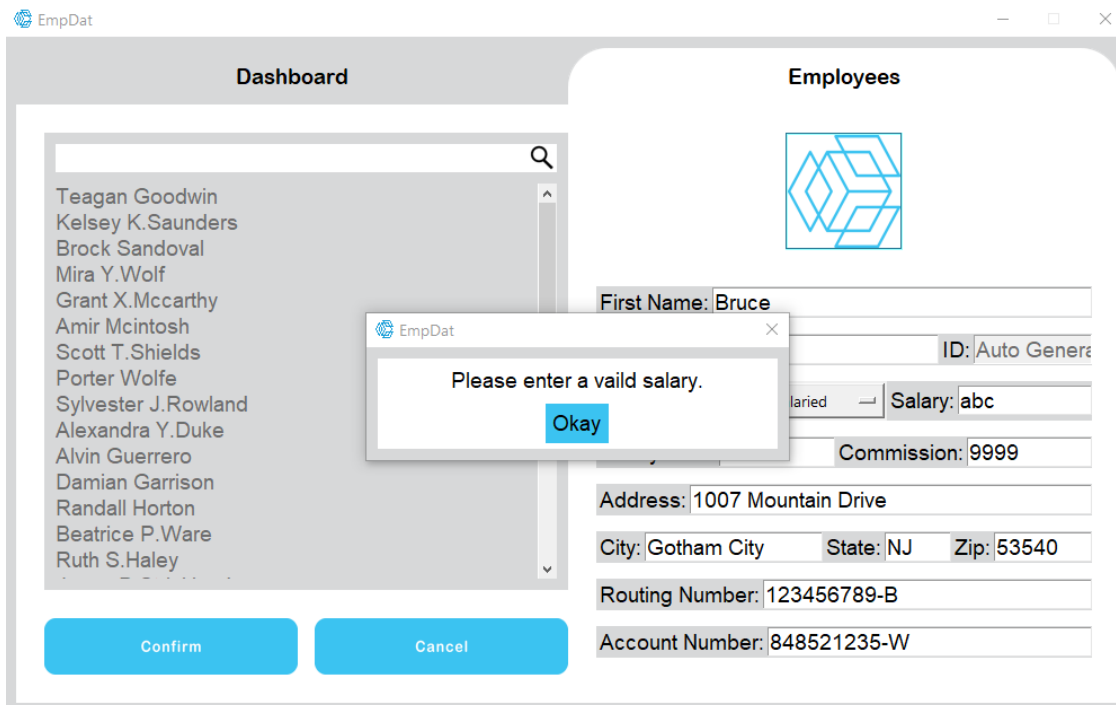
When an employee is being added, the left-hand box will be disabled, making it obvious that the admin is adding a new employee. Additionally, the entry boxes on the right-hand side have been cleared.



The screenshot shows the EmpDat application interface. On the left, there is a 'Dashboard' tab with a search bar and a list of employee names. On the right, there is an 'Employees' tab with a form for adding a new employee. The form includes fields for First Name, Last Name, ID (Auto Generate), Payment Type (Unknown), Salary, Hourly Rate, Commission, Address, City, State, Zip, Routing Number, and Account Number. The left-hand box is disabled, and the entry boxes on the right-hand side are cleared.

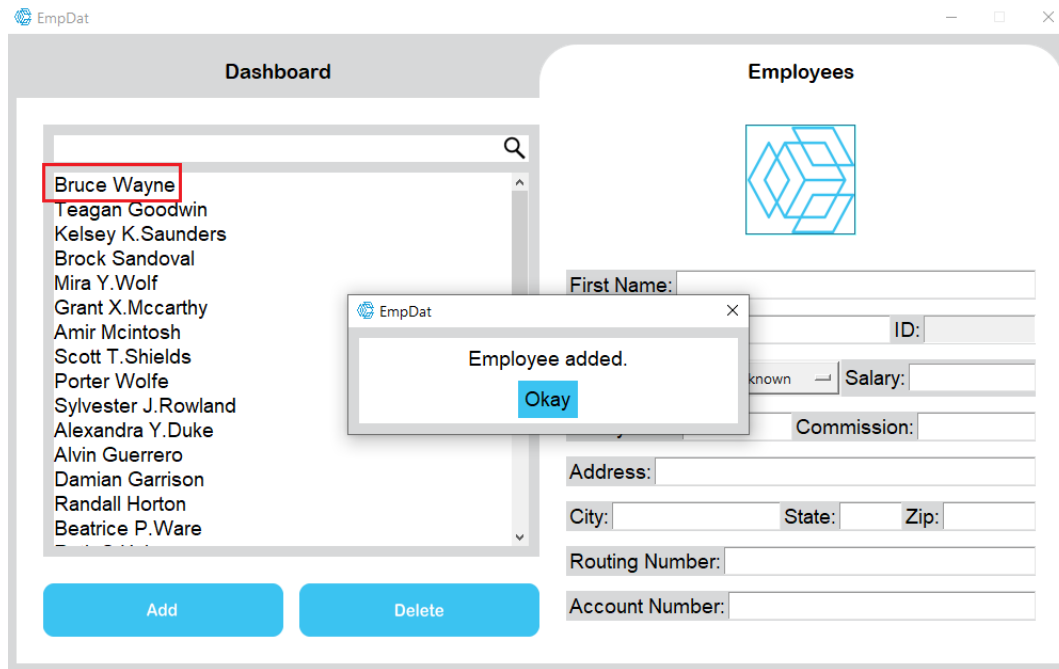
If any issues with the data being entered occur, you will be prompted to fix that data before saving.

\*All fields need to be filled out\*



The screenshot shows the EmpDat application interface with a validation error. A dialog box is displayed in the center, stating 'Please enter a valid salary.' with an 'Okay' button. The 'Employees' form on the right shows the following data: First Name: Bruce, ID: Auto Generate, Payment Type: Salaried, Salary: abc, Commission: 9999, Address: 1007 Mountain Drive, City: Gotham City, State: NJ, Zip: 53540, Routing Number: 123456789-B, and Account Number: 848521235-W. The left-hand box is disabled.

Once the information has been entered and verified as accurate. You will be notified that the employee has been added. Additionally, you will see the new employee added on the left-hand side.



## Extra Features

Should the user prefer another color whether it is for preference or readability, there are 5 options including blue, purple, red, yellow, and green. Pressing f4 will cycle through the options. Note: On some computers the function key is required to press f4. In this case 'fn+f4' will toggle the color.

