User Manual

Login

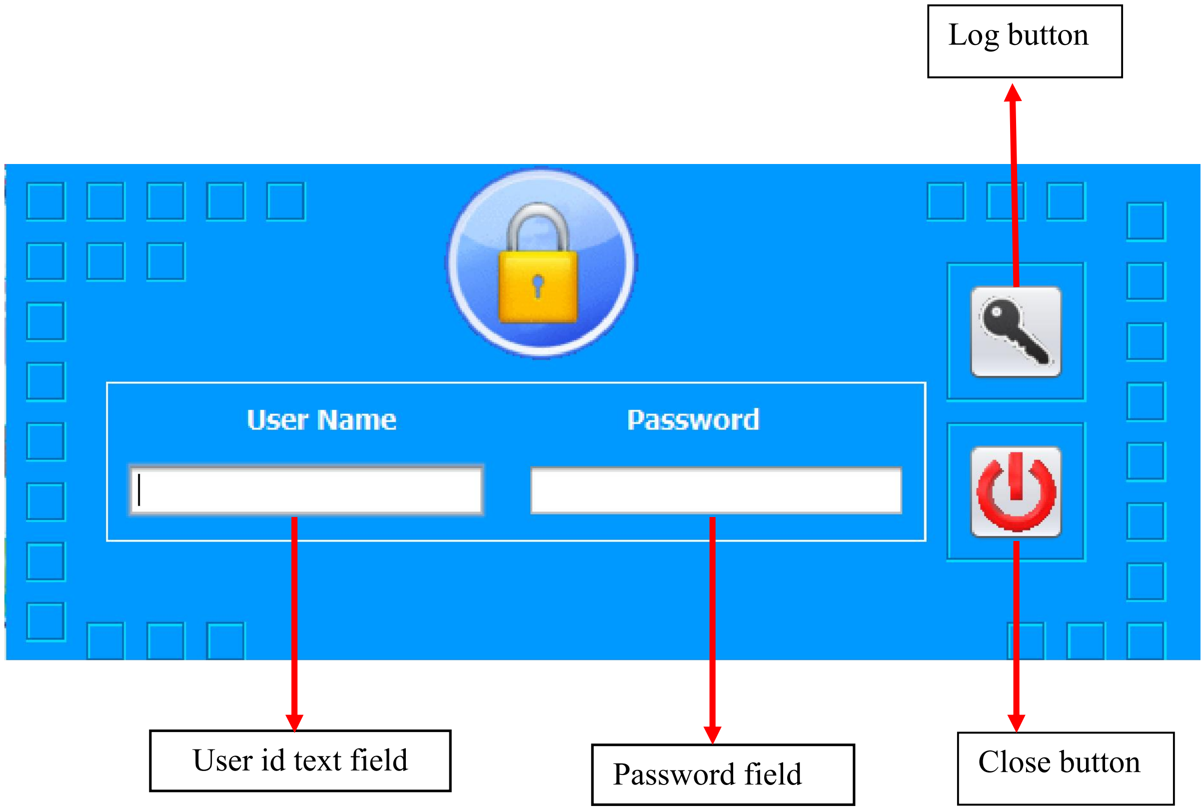


Figure 1: User Manual-Login Window

- Correct user id and password should be entered within three attempts, to log into the system. After entering user id and password, log button should be clicked.
- If incorrect user id is entered, message box will be displayed. After clicking "OK" button of the message box, cursor will be moved to the user id text field, allowing re-enter the correct one.

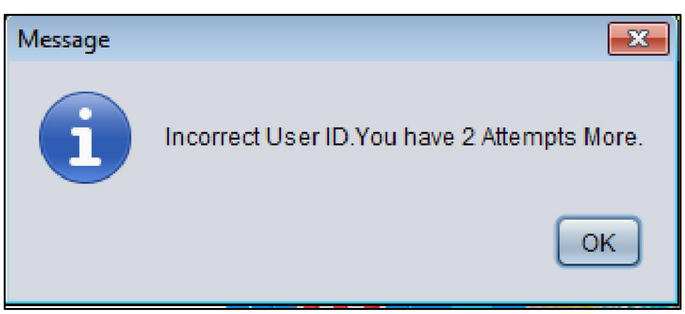


Figure 2: Message Box-Incorrect User ID

- If user enters incorrect password, message box like below one will be displayed. "OK" button of that message box should be clicked and then cursor will be moved to the password field, allowing user to re-enter the correct one.

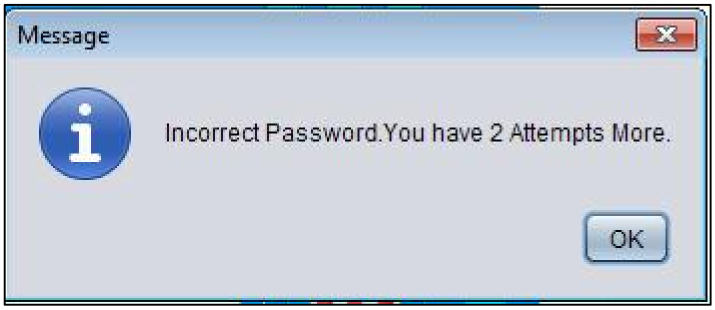


Figure 3: Message box-Incorrect Password

- If user fails to enter correct user id and password within three attempts, automatically system will exit, after displaying a message.

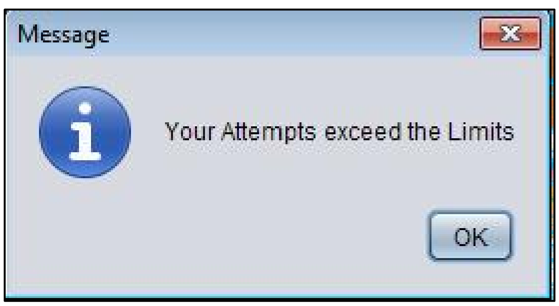


Figure 4: Message Box-Attempts exceed the limits

- When user id text field is empty and log button is clicked, below message box will be displayed, prompting user to enter user id.

Figure 5: Message Box-User ID field empty

- If password field is empty, when clicking the log button, below message box will be appeared, allowing user to enter password.

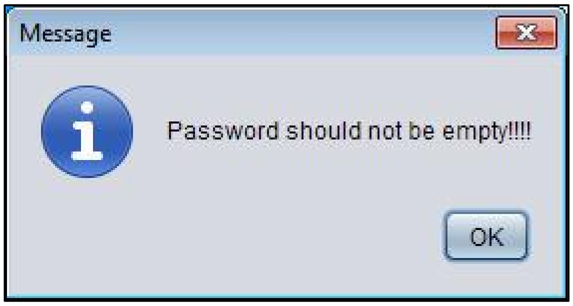


Figure 6: Message Box-Password field empty

- Cursor movement between user id field and password field can be done using “Enter key” or “Left” and “Right Arrow keys”.
- Clicking “Close button” user can exit from the system.

Home Window

- First window that comes after logging to the system is Home window/interface.
- In home window, there can be found few menu options in the menu bar. They are File, Login, Reports and Help.

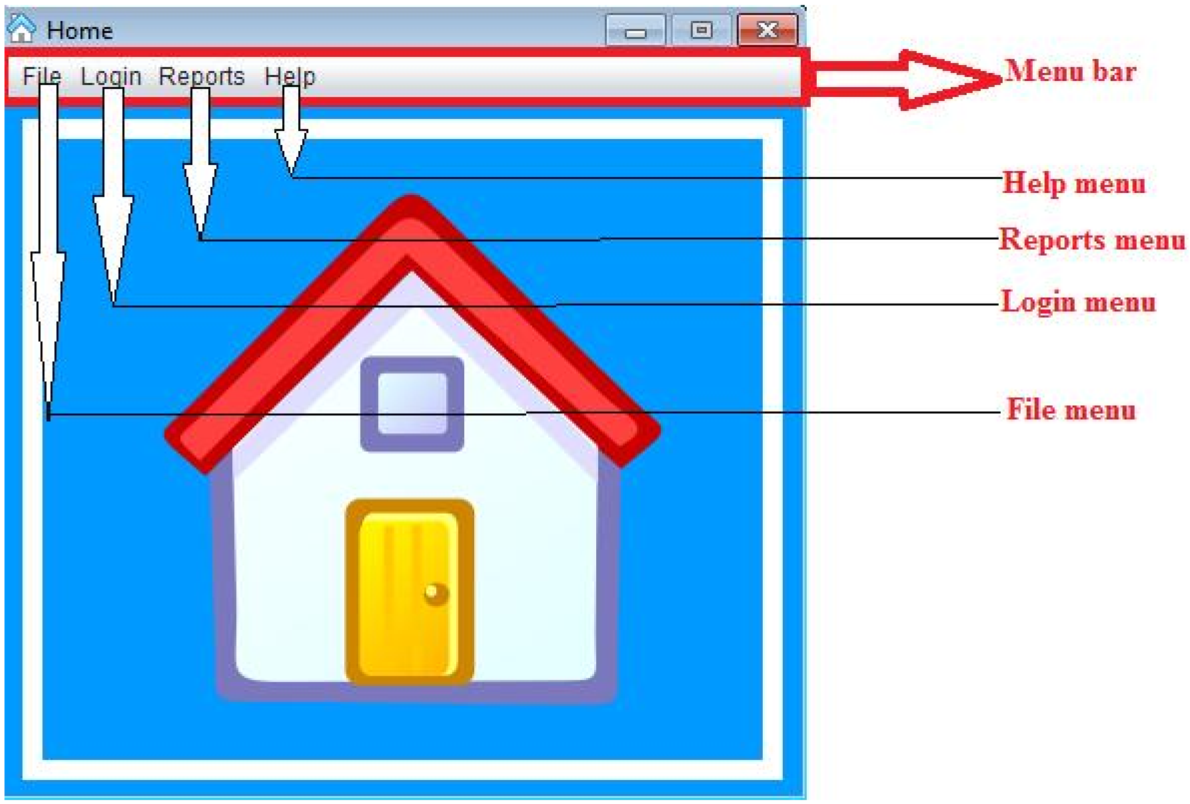


Figure 7: Home Window-Menu bar

- When each menu is clicked from the menu bar, a list of menu items is appeared. When click on any menu item from the list, Home window will be disappeared and new window will be appeared.

File menu

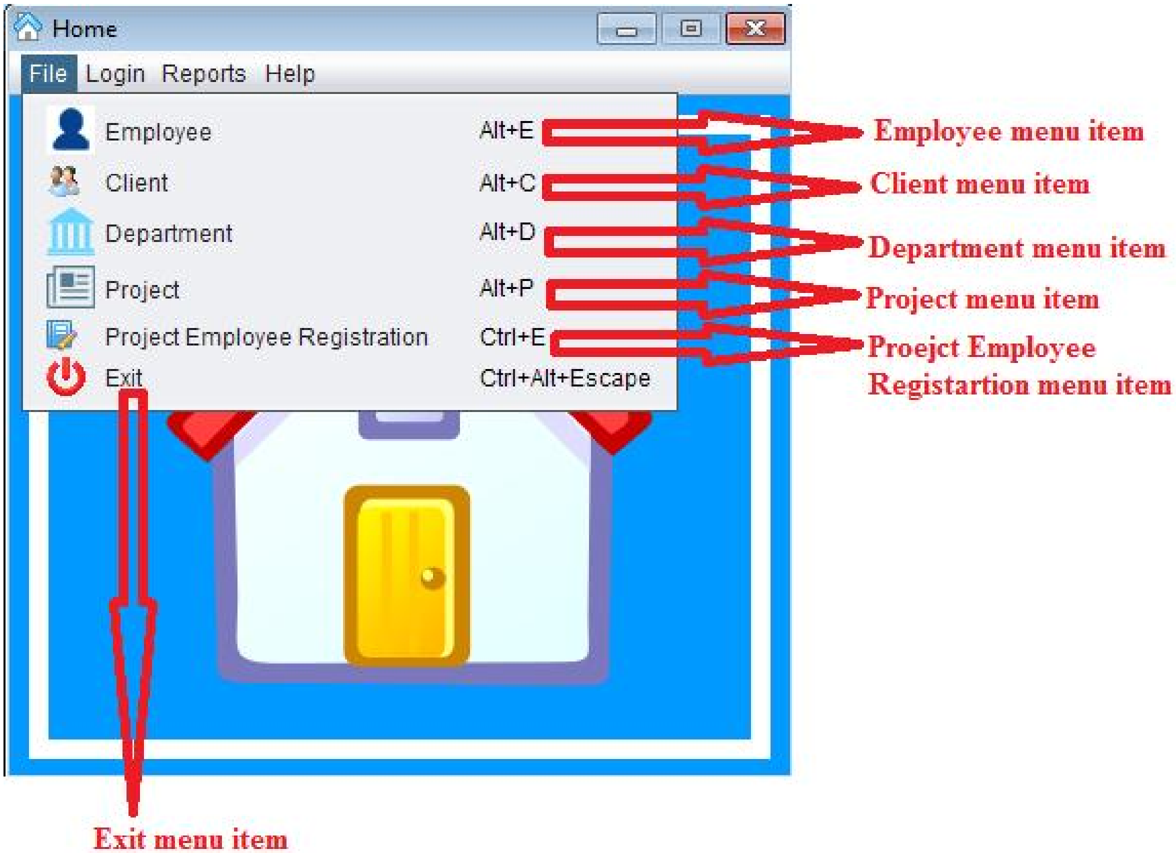


Figure 8: Home Window-File Menu

Below table shows which window will be appeared, after clicking each menu item from the list?

Note: Without clicking on menu item, short cut keys besides the menu item can be pressed to open below windows.

Menu	Menu item	Window name
File	Employee	Employee window
	Client	Client window
	Department	Department window
	Project	Project window
	Project Employee Registration	EmployeeProjectRegistration window

	Exit	No window will appear. System will exit.

Table 1: File menu-menu items

Login menu

Figure 9: Home Window-Login menu

Below table shows which window will be appeared, after clicking each menu item from the list?

Note: Without clicking on menu item, short cut keys besides the menu item can be pressed to open below windows.

Menu	Menu item	Window name
Login	New User Registration	NewUserRegistration window
	Change Password	ChangePassword window
	Delete User	DeleteUser window

Table 2: Login menu-menu items

Reports menu

Figure 10: Home Window-Reports menu

Below table shows which window will be appeared, after clicking each menu item from the list?

Note: Without clicking on menu item, short cut keys besides the menu item can be pressed to open below windows.

Menu	Menu item	Window name
Reports	Employee Reports	Employee Details reports
	Project Reports	ProjectReports reports
	Client Reports	ClientReports reports

Table 3: Reports menu-menu item

Help menu

Figure 11: Home window-Help menu

Below table shows which window will be appeared, after clicking each menu item from the list?

Note: Without clicking on menu item, short cut keys besides the menu item can be pressed to open below windows.

Menu	Menu item	Window name
Help	User Manual	Home window will not be disappeared. User manual pdf file will be opened.
	About	About window.

Table 4: Help menu-menu items

According to user level of user some options will be disabled. Example: when user level is normal user below grey colour options are disabled.

Figure 12: Demonstration access privileges

Employee Window

This window is for maintaining employee data.

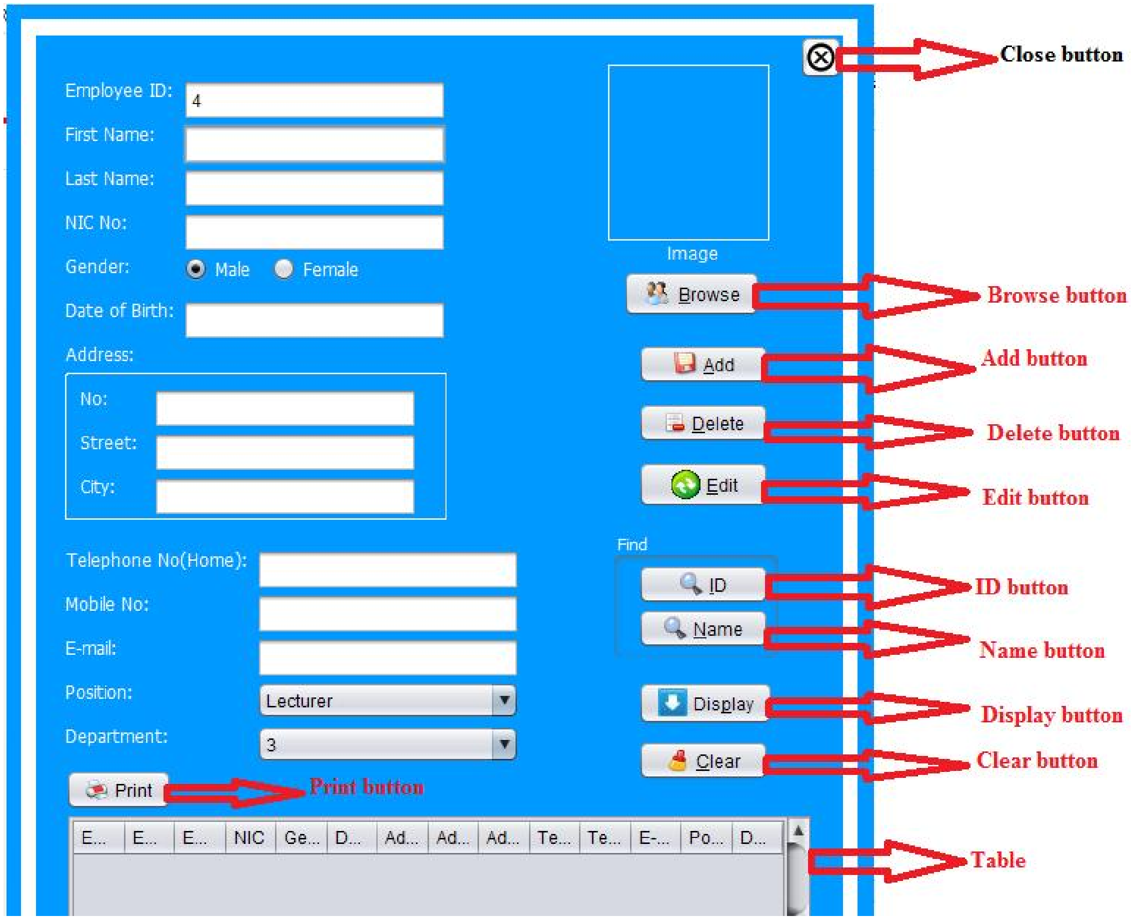


Figure 13: Employee Window

Add employee data

- To add employee data, all the text boxes except Address No and Mobile No fields should be filled compulsorily. Address No and Mobile No can be left empty. Image also should be selected. After filling required data, data can be added by clicking the “Add” button.
- Note: Employee ID is not required to fill. It will be automatically generated.
- Feedback-If data is added successfully, message box will be appeared showing "New Employee added successfully". If data is not added, message box will be appeared, displaying error message.

Browsing Image from the computer

After click on the “Browse” button, window called “Open” will be appeared. Combo box called “Look In:” can be found. From that combo box location of the saved image can be selected.

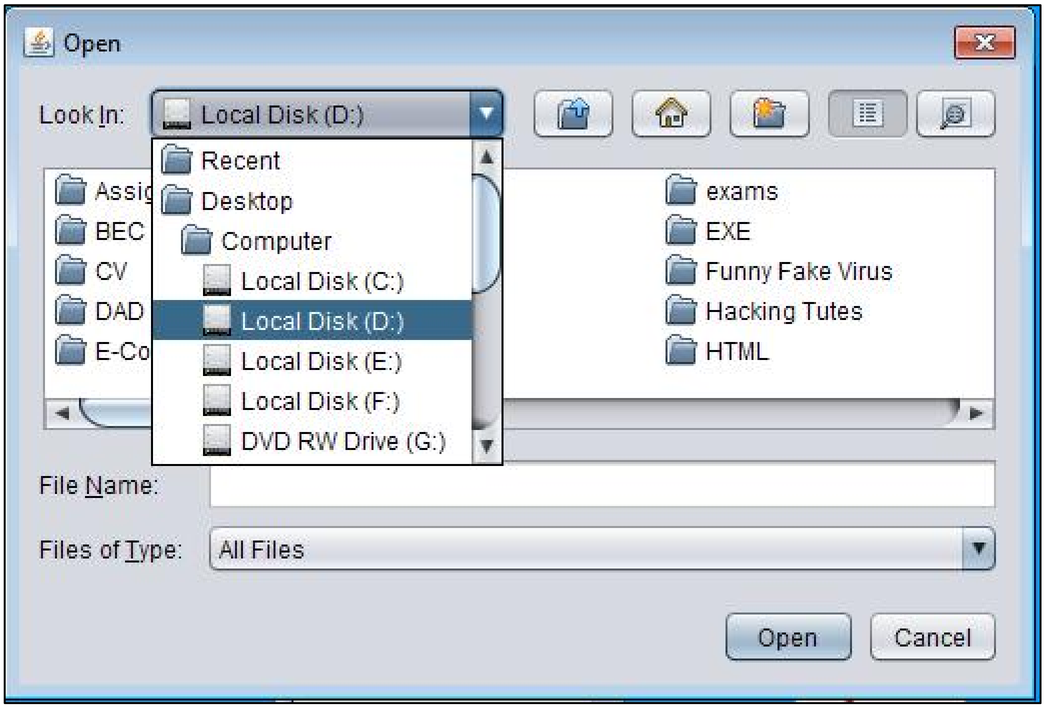


Figure 14: Browsing Image Window

Relevant image should be selected. “All Files” should be selected from the “Files of Type” combo box. Then “Open” button should be clicked.

<u>Message Boxes that can be appeared when adding data</u>

1. Message Box that prompting user to fill some text field. Ex:

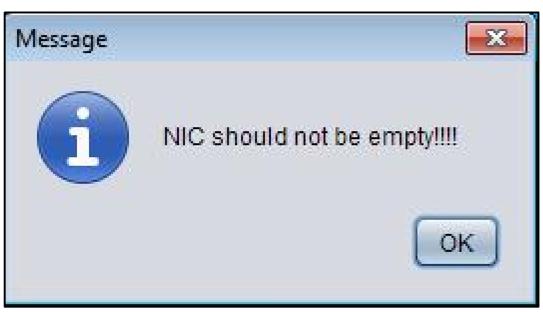


Figure 15: Message Box-NIC field should not be empty

When there is an empty text field which is required to fill before adding data, this message box will be appeared.

2. Message box that prompting user to select an image

Figure 16: Message Box-Choose an Image

When there is no image is selected, this message box will be appeared, prompting user to select an image.

3. Message box that prompting user to enter valid values to text fields.
   i. NIC no should be in this format: XXXXXXXXXV. (X=any number from 0 to 9). When user enters wrong formatted NIC, below message box will be appeared, prompting user to enter valid one.

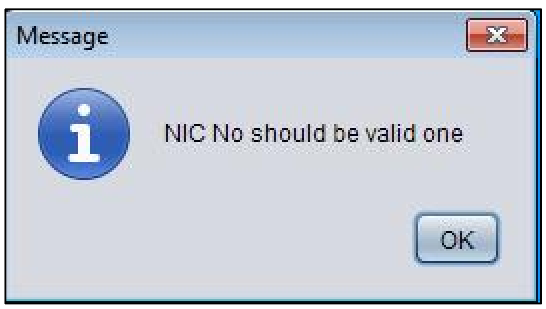


Figure 17: Message Box-NIC should be valid one

   ii. Below message box will be appeared when invalid formatted date of birth is entered by the user.

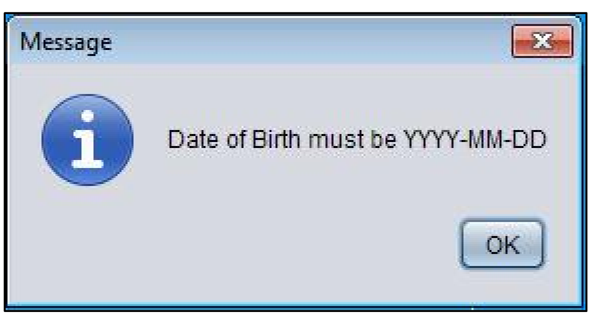


Figure 18: Message Box-DOB must be YYYY-MM-DD

   iii. When entered telephone number is not in proper format, below message box will be appeared. (Tele No format:XXX-XXXXXXX)

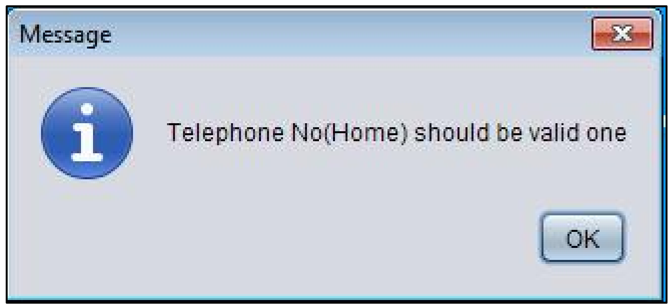


Figure 19: Message Box-Telephone No should be valid one

<u>Delete Employee data</u>

<u>Operation</u>

Click on “Delete” button---→Enter employee id in “Input” dialog box---→Click “OK” button in “Input” dialog box

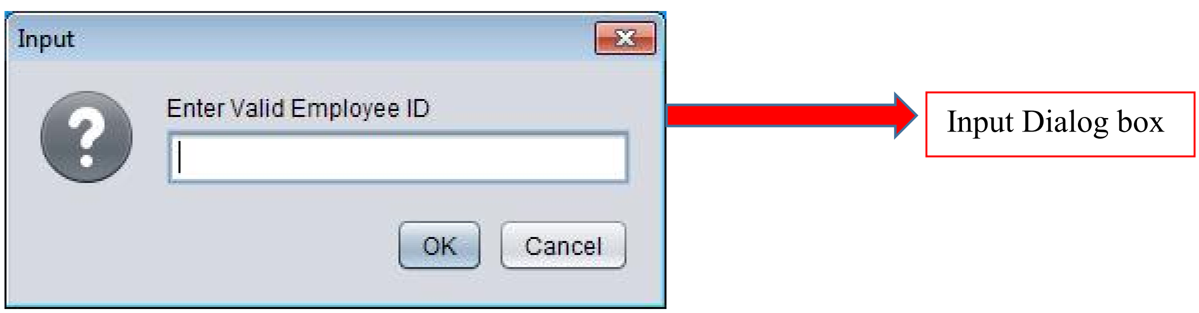


Figure 20: Input Dialog Box-Enter Valid Employee ID

<u>Feedback from System</u>

If data is deleted successfully--→message box will be appeared, displaying success message.

If data is not deleted------------→message box with error message will be appeared.

<u>Update Employee data</u>

<u>Operation</u>

After filling all the required fields with valid data (as the way did when adding employee data), “Edit” button should be clicked on.

<u>Feedback from System</u>

If data is updated successfully--→message box will be appeared, displaying success message.

If data is not updated------------→message box with error message will be appeared.

Find Employee details

Find employee details by employee id

Operation

Click on “ID” button-----→Enter employee id in “Input” dialog box------→Click on “OK” button in “Input” dialog box

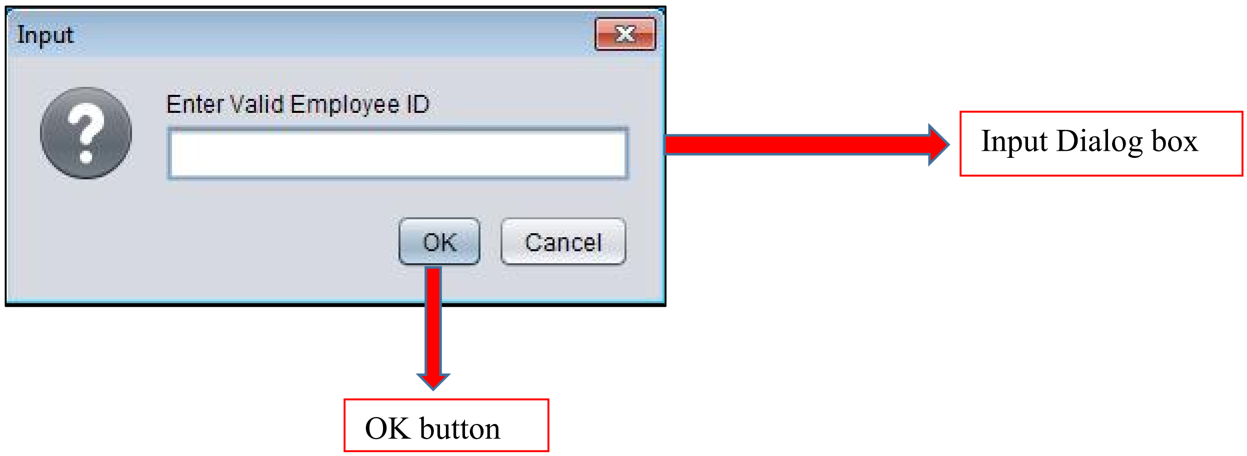


Figure 21: Input Dialog Box-Enter Valid employee Id-Find Employee

Feedback from System

Relevant data will be displayed in text fields and combo boxes.

Find employee details by employee name

Operation

Click on “Name” button---→Enter employee id in “Input” dialog box----→Click on “OK” button in “Input” dialog box

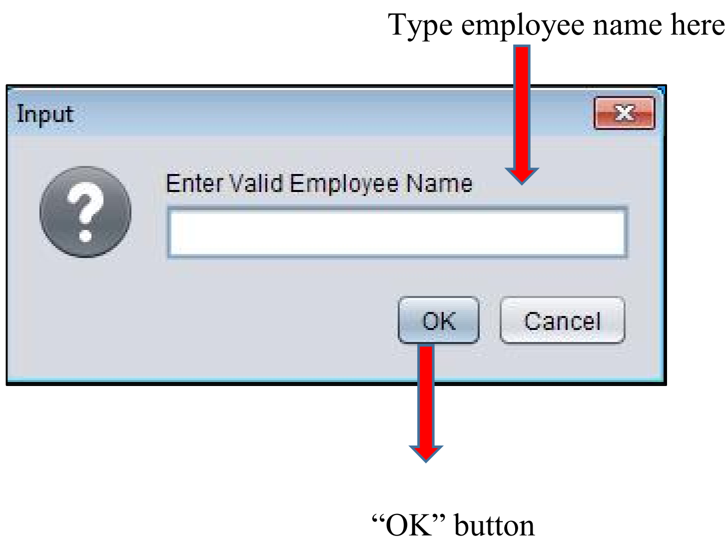


Figure 22: Input Dialog Box-Enter Employee Name

<u>Feedback from System</u>

All the employee details whose name contains entered text, will be loaded into the table. Row with required data can be selected from the table and then that data will be set in the text fields and combo boxes.

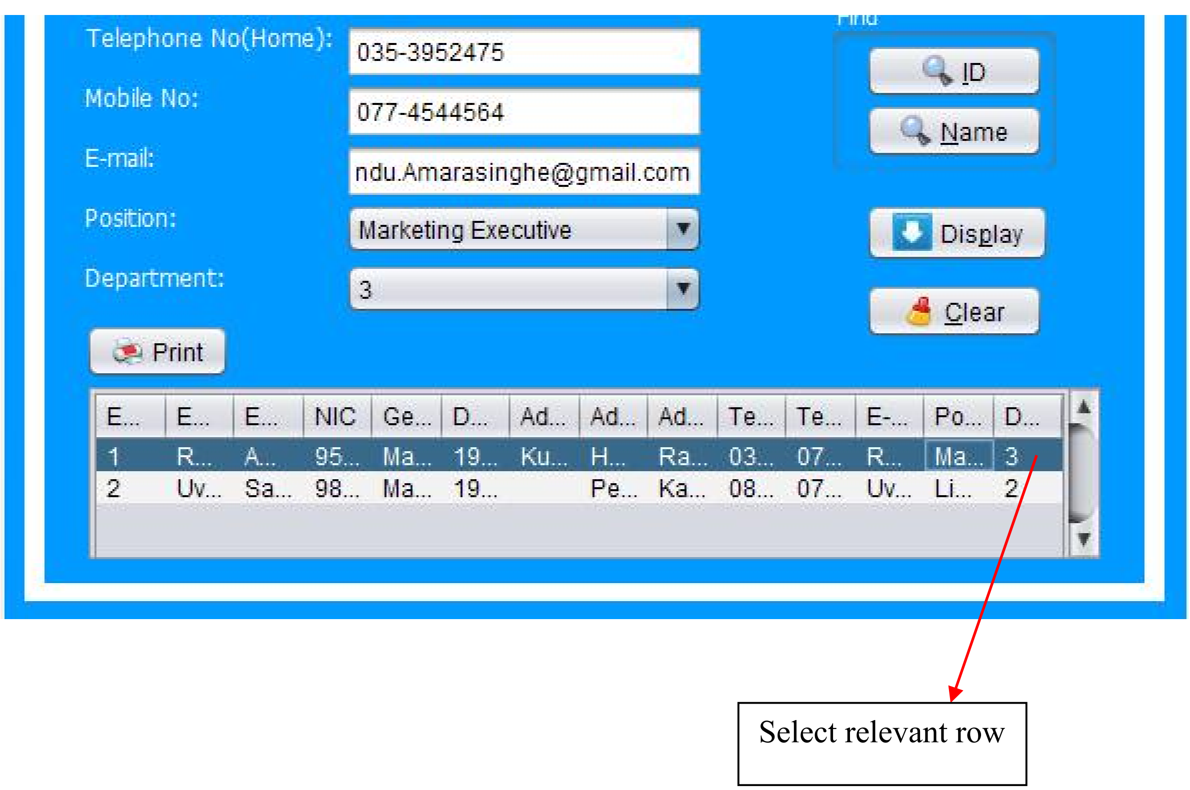


Figure 23: Click on table rows

Display all employee data

To display all the employee data, “Display” button should be clicked on and all the data will be loaded into the table.

Refresh/ Clear data

By clicking “Clear” button, all the details in the window (in text boxes, table) can be erased.

Print Details

“Print” button should be clicked first. Then below window is appeared.

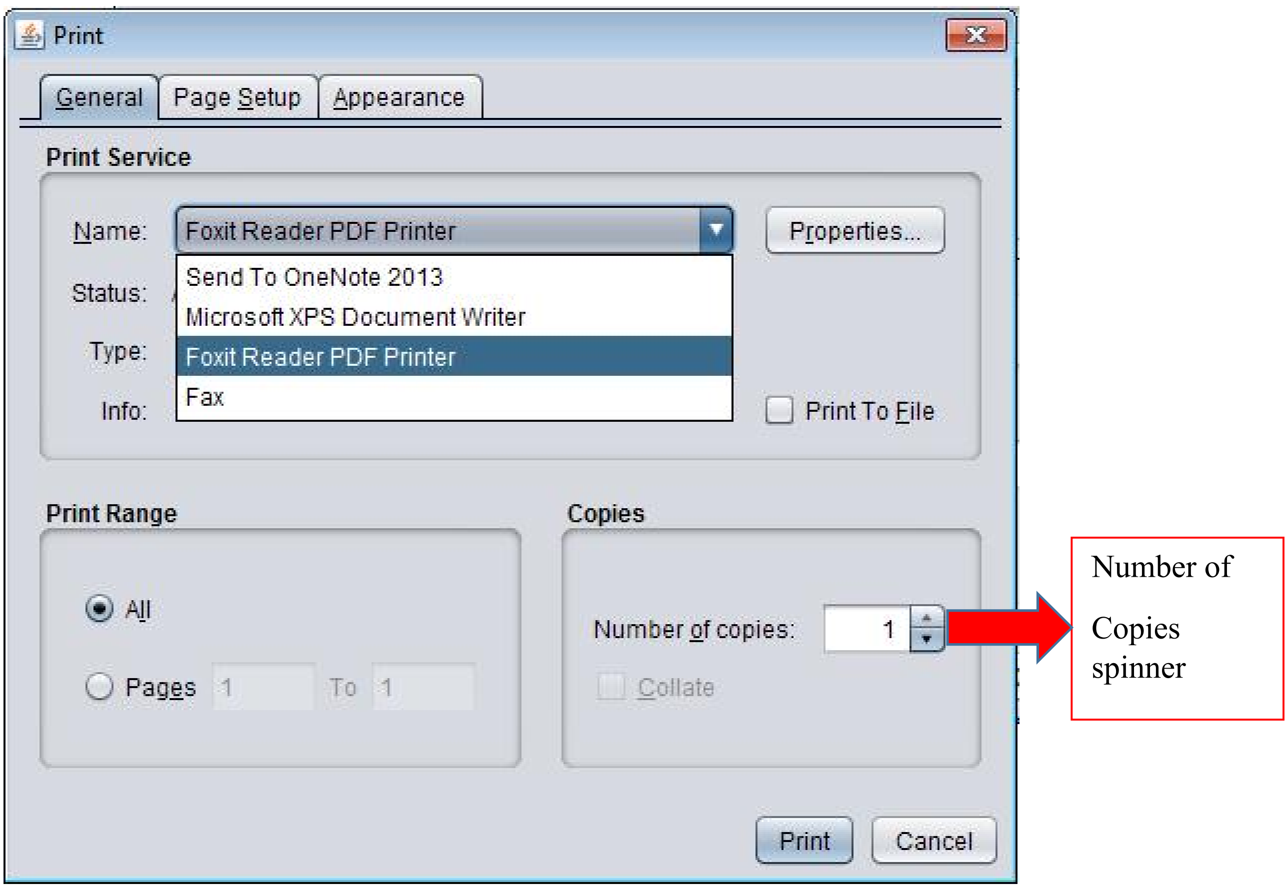


Figure 24: Print Window-General Tab

General Tab

- If the report should be in pdf format, then “Foxit Reader PDF Printer” should be selected from “Name” combo box.

- “Print Range”: If all the pages should be printed then “All” radio button should be selected, if not “Pages” radio button should be selected and given the page range in text boxes opposite to “Pages” radio button.
- Copies: Required number of copies can be selected from “Number of copies” spinner.

Page Setup Tab

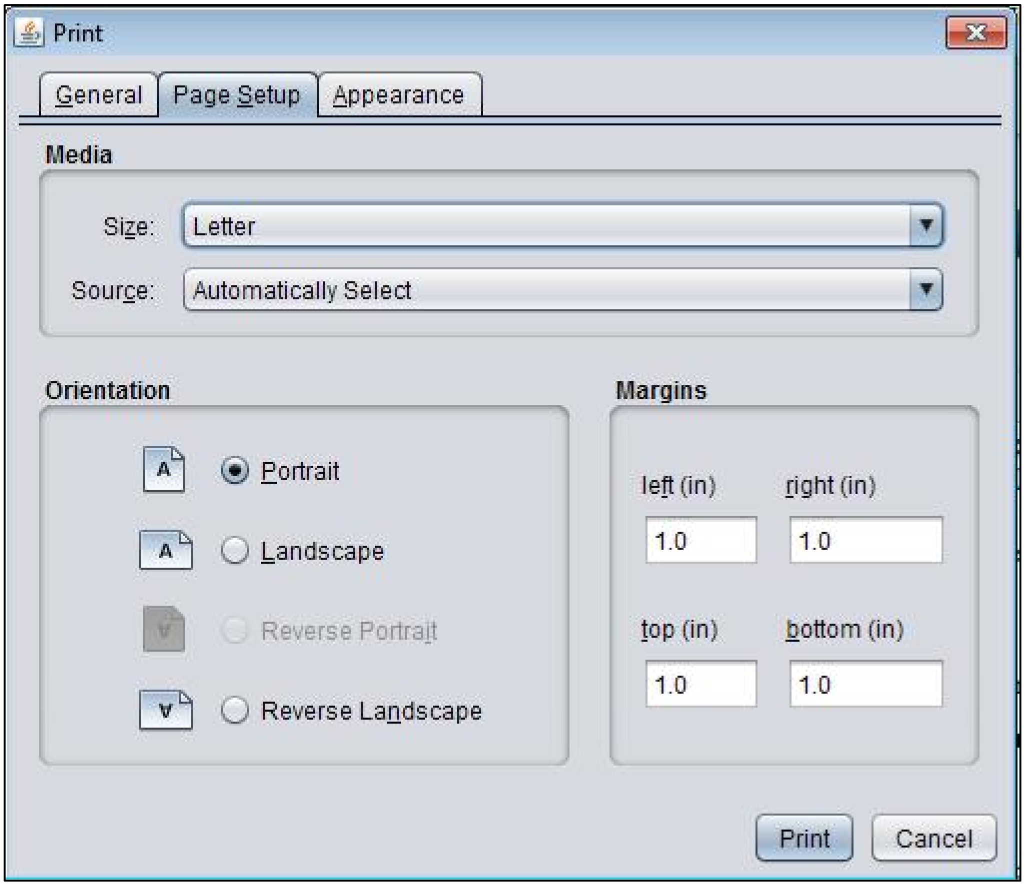


Figure 25: Print Window-Page Setup Tab

Letter size, orientation and margins can be set through this window.

After all the settings, “Print” button in this window should be clicked. Then “Print to PDF Document-Foxit Reader PDF Printer” window is appeared.

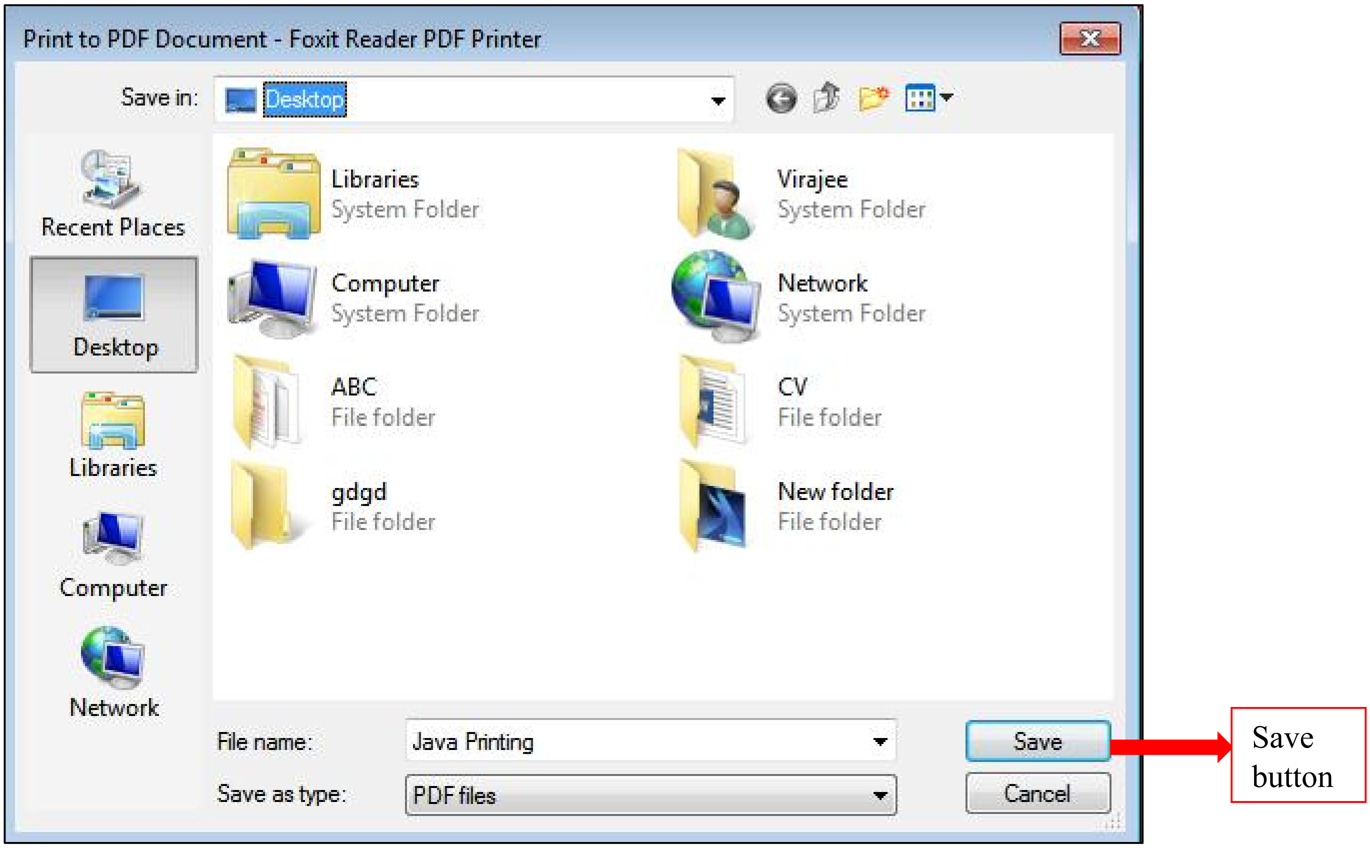


Figure 26: Print Window-Save Location

Name for the report can be given in “File name” combo box. “PDF files” should be selected from “Save as type” combo box. After “Save” button should be clicked on. Printed pdf file will be opened. Then close it.

<u>Close the window</u>

Close button should be clicked.

Client Window

This window is for maintaining client data.

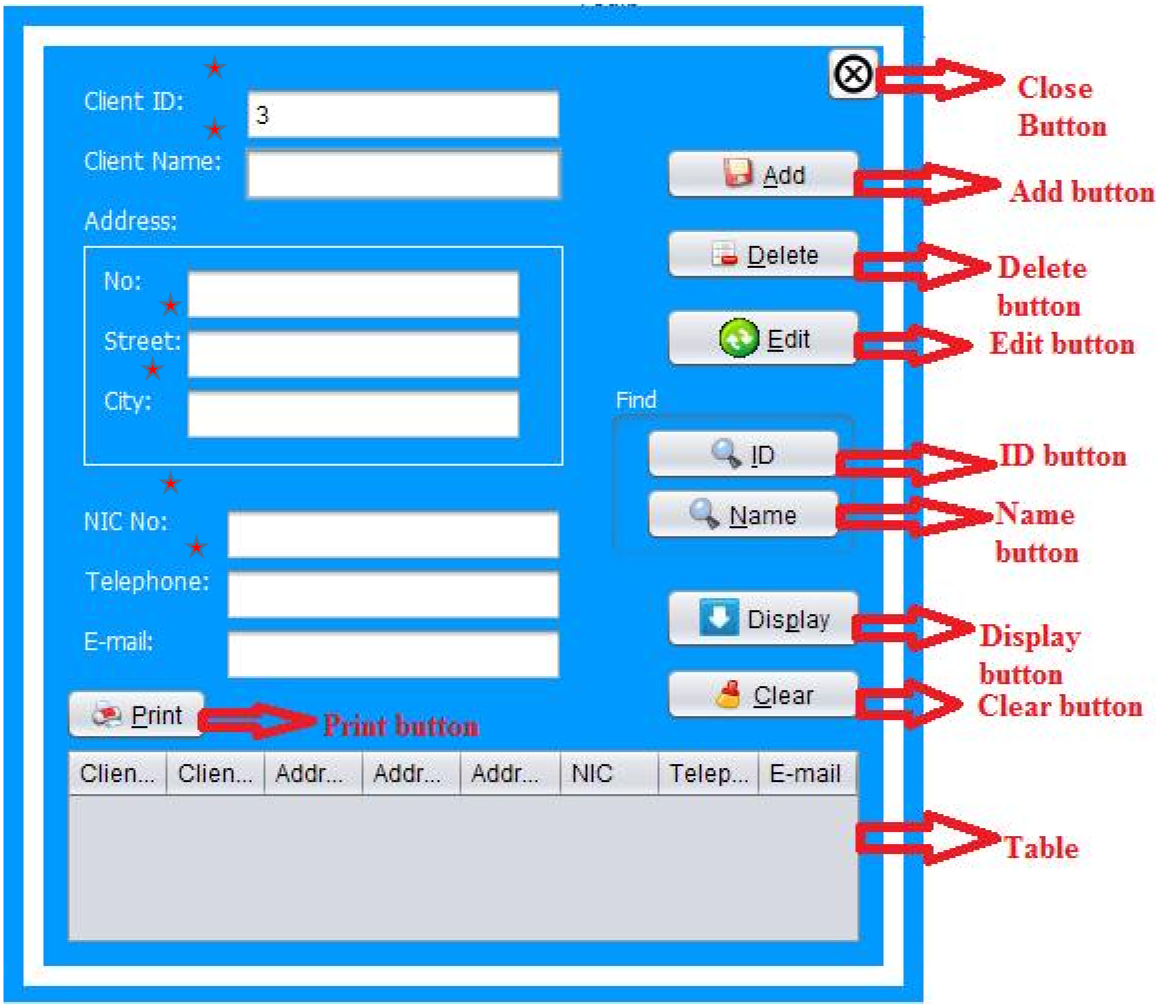


Figure 27: Client Window

Add new client data

Operation

Note:

- Fields with “*” mark must be filled with valid data compulsorily before clicking on “Add” button. “Address No” and “E-mail” fields can be left empty. If not, as mentioned in “Employee Window”, message boxes with error messages will be appeared.
- Client ID is not required to fill. It will be automatically generated.

After filling required data, “Add” button should be clicked.

Feedback from System

If data is added successfully--→message box will be appeared, displaying success message.

If data is not added-----------→message box with error message will be appeared.

Delete client data

Operation

Click on "Delete" button---→Enter client id in "Input" dialog box---→Click "OK" button in "Input" dialog box

Feedback from System

If data is deleted successfully--→message box will be appeared, displaying success message.

If data is not deleted-----------→message box with error message will be appeared.

Update Client data

Operation

After filling all the required fields with valid data "Edit" button should be clicked on.

Feedback from System

If data is updated successfully--→message box will be appeared, displaying success message.

If data is not updated-----------→message box with error message will be appeared.

Find Client data

Find Client details by client id

Operation

Click on "ID" button-----→Enter client id in "Input" dialog box------→Click on "OK" button in "Input" dialog box

Feedback from System

Relevant data will be displayed in text fields.

Find Client details by client name

Operation

Click on "Name" button---→Enter client name in "Input" dialog box----→Click on "OK" button in "Input" dialog box

Feedback from System

All the client details whose name contains entered text in the dialog box, will be loaded into the table. Row with required data can be selected from the table and then that data will be set in the text fields.

Display all client data

To display all the client data, “Display” button should be clicked on and all the data will be loaded into the table.

Refresh/ Clear data

By clicking “Clear” button, all the details in the window (in text boxes, table) can be erased.

Print Details

Same as in the section of “Employee Window”-“Print Details”.

Close the window

Close button should be clicked.

Department Window

This window is for maintaining department data.

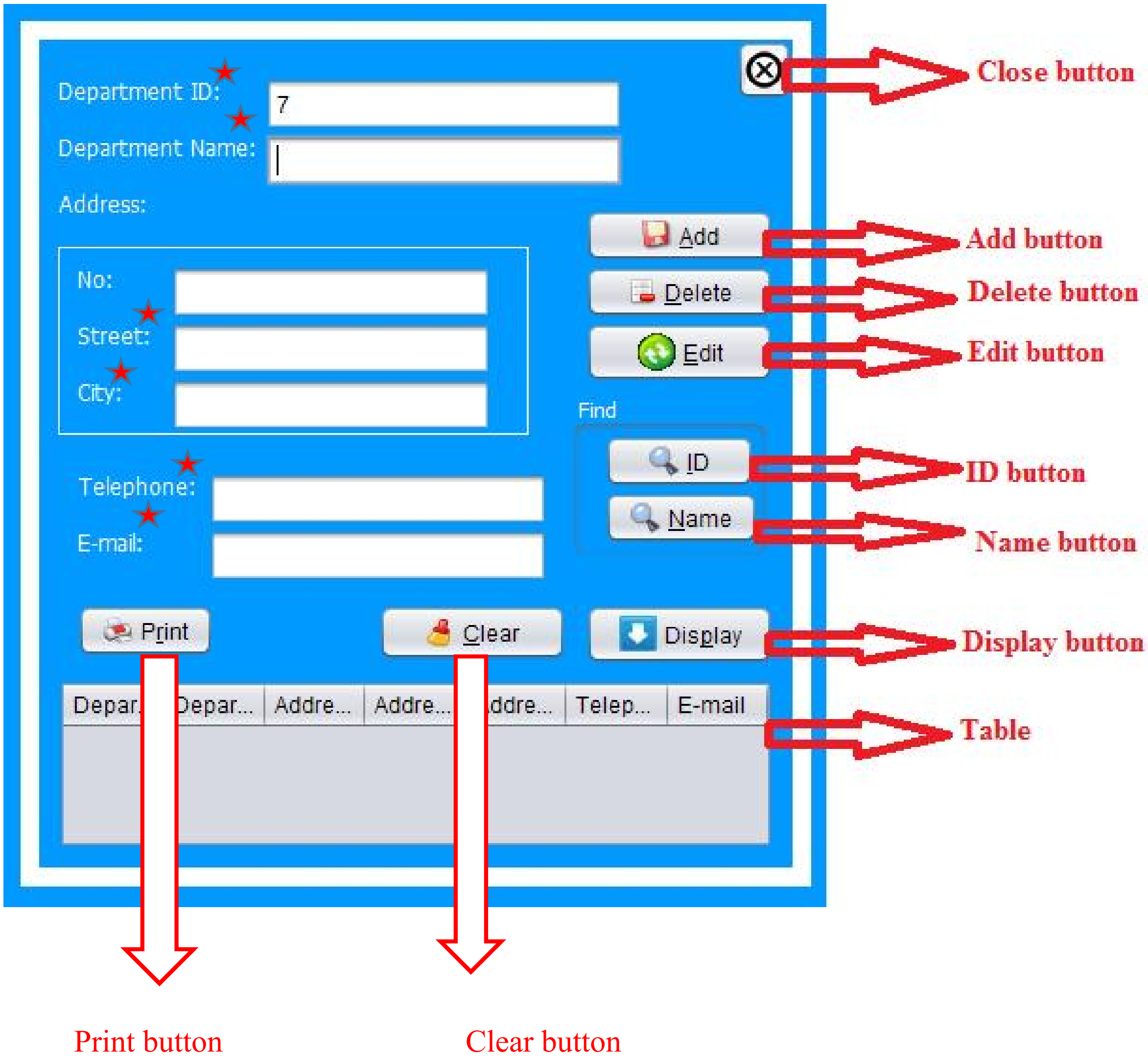


Figure 28: Department Window

Add new Department data

Operation

Note:

- Fields with "*" mark must be filled with valid data compulsorily before clicking on "Add" button. "Address No" field can be left empty. If not, as mentioned in "Employee Window", message boxes with error messages will be appeared.
- Department ID is not required to fill. It will be automatically generated.

After filling required data, “Add” button should be clicked.

<u>Feedback from System</u>

If data is added successfully--→message box will be appeared, displaying success message.

If data is not added-----------→message box with error message will be appeared.

<u>Delete Department data</u>

<u>Operation</u>

Click on “Delete” button---→Enter department id in “Input” dialog box---→Click “OK” button in “Input” dialog box

<u>Feedback from System</u>

If data is deleted successfully--→message box will be appeared, displaying success message.

If data is not deleted-----------→message box with error message will be appeared.

<u>Update Department data</u>

<u>Operation</u>

After filling all the required fields with valid data “Edit” button should be clicked on.

<u>Feedback from System</u>

If data is updated successfully--→message box will be appeared, displaying success message.

If data is not updated-----------→message box with error message will be appeared.

<u>Find Department data</u>

<u>Find department details by department id</u>

<u>Operation</u>

Click on “ID” button-----→Enter department id in “Input” dialog box------→Click on “OK” button in “Input” dialog box

<u>Feedback from System</u>

Relevant data will be displayed in text fields

Find Department details by department name

Operation

Click on “Name” button---→Enter department name in “Input” dialog box----→Click on “OK” button in “Input” dialog box

Feedback from System

All the department details those department name contains entered text in the dialog box, will be loaded into the table. Row with required data can be selected from the table and then that data will be set in the text fields

Display all department data

To display all the department data, “Display” button should be clicked on and all the data will be loaded into the table.

Refresh/ Clear data

By clicking “Clear” button, all the details in the window (in text boxes, table) can be erased.

Print Details

Same as in the section of “Employee Window”-“Print Details”.

Close the window

Close button should be clicked.

Project Window

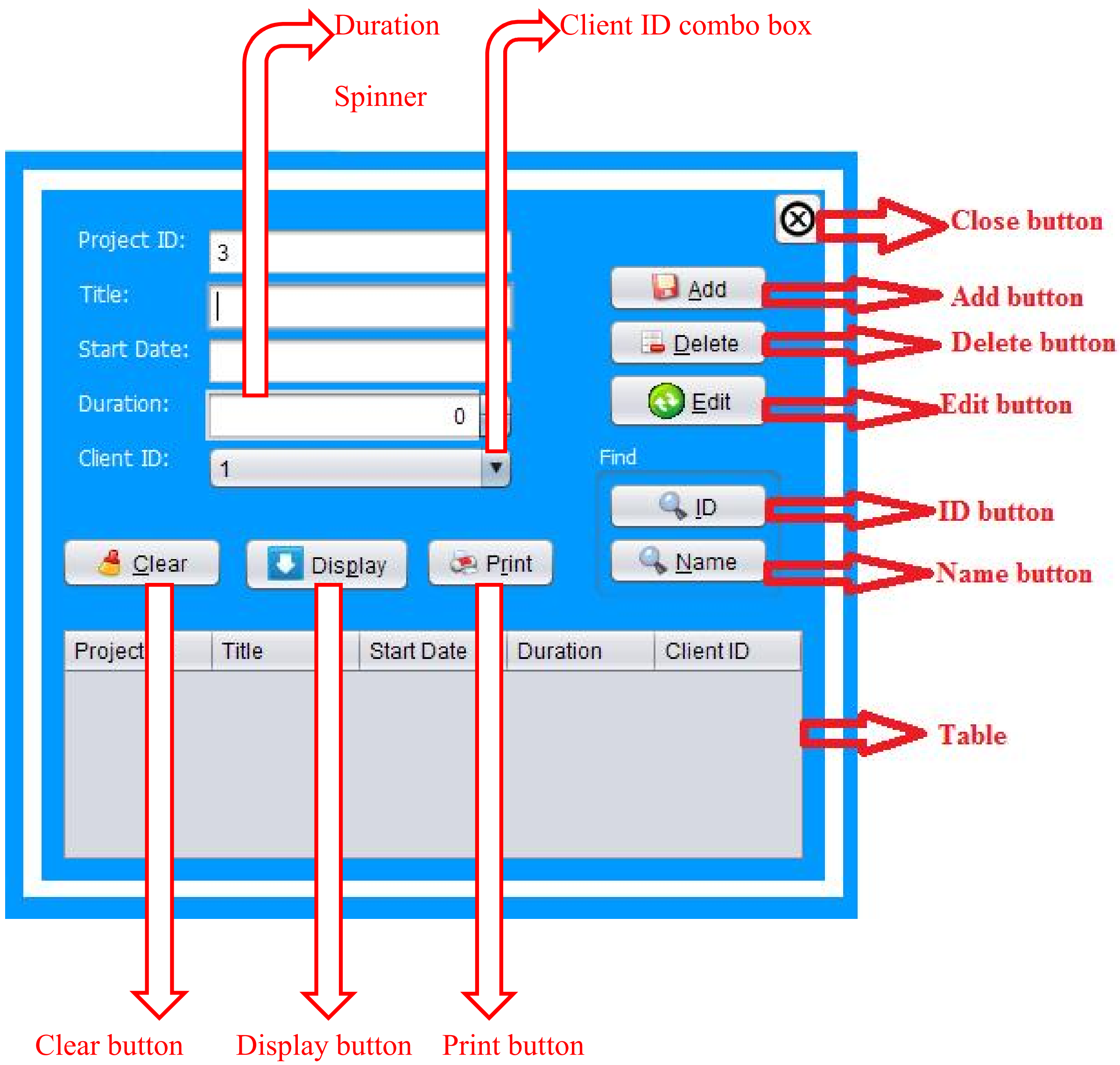


Figure 29: Project Window

Add New Project Data

Operation

Note:

- All the required data should be given before clicking on "Add" button.
- Project ID is not required to fill. It will be automatically generated.

After filling required data, "Add" button should be clicked.

Feedback from System

If data is added successfully--→message box will be appeared, displaying success message.

If data is not added------------→message box with error message will be appeared.

Delete Project data

Operation

Click on “Delete” button---→Enter project id in “Input” dialog box---→Click “OK” button in “Input” dialog box

Feedback from System

If data is deleted successfully--→message box will be appeared, displaying success message.

If data is not deleted------------→message box with error message will be appeared.

Update Project data

Operation

After filling all the required fields with valid data “Edit” button should be clicked on.

Feedback from System

If data is updated successfully--→message box will be appeared, displaying success message.

If data is not updated------------→message box with error message will be appeared.

Find Project data

Find Project details by Project ID

Operation

Click on “ID” button-----→Enter project id in “Input” dialog box------→Click on “OK” button in “Input” dialog box

Feedback from System

Relevant data will be displayed in text fields and combo boxes.

Find project details by project name

Operation

Click on “Name” button---→Enter project name in “Input” dialog box----→Click on “OK” button in “Input” dialog box

Feedback from System

All the project details those project name consists of entered text in the text box, will be loaded into the table. Row with required data can be selected from the table and then that data will be set in the text fields and combo boxes.

Display all project data

To display all the project data, “Display” button should be clicked on and all the data will be loaded into the table.

Refresh/ Clear data

By clicking “Clear” button, all the details in the window (in text boxes, table) can be erased.

Print Details

Same as in the section of “Employee Window”-“Print Details”.

Close the window

Close button should be clicked.

Employee-Project Registration Window

This window is used for maintaining employee-project registration data.

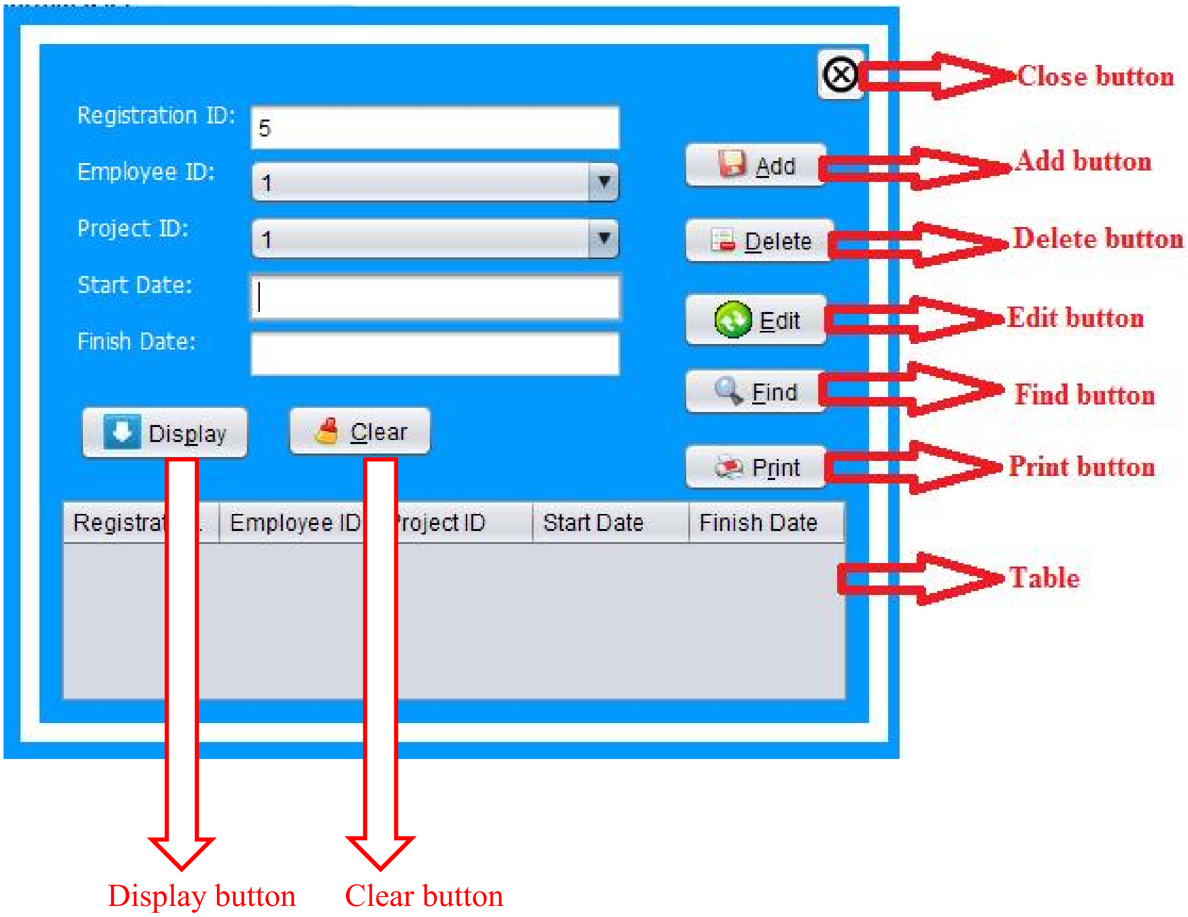


Figure 30: Employee-Project Registration Window

Add new Registration data

Operation

Note:

- All the text boxes should be filled with valid data. If there is any single empty text box, message boxes with error messages will be appeared when clicking on "Add" button.
- Registration ID is not required to fill. It will be automatically generated.

After filling required data, "Add" button should be clicked on.

Feedback from System

If data is added successfully--→message box will be appeared, displaying success message.

If data is not added------------→message box with error message will be appeared.

Delete Registration data

Operation

Click on “Delete” button---→Enter registration id in “Input” dialog box---→Click “OK” button in “Input” dialog box

Feedback from System

If data is deleted successfully--→message box will be appeared, displaying success message.

If data is not deleted------------→message box with error message will be appeared.

Update Registration data

Operation

After filling all the required fields with valid data “Edit” button should be clicked on.

Feedback from System

If data is updated successfully--→message box will be appeared, displaying success message.

If data is not updated------------→message box with error message will be appeared.

Find Department data

Operation

Click on “Find” button-----→Enter registration id in “Input” dialog box------→Click on “OK” button in “Input” dialog box

Feedback from System

Relevant data will be displayed in text fields and combo boxes

Display all registration data

To display all the registration data, “Display” button should be clicked on and all the data will be loaded into the table.

Refresh/ Clear data

By clicking “Clear” button, all the details in the window (in text boxes, table) can be erased.

Print Details

Same as in the section of “Employee Window”-“Print Details”.

Close the window

Close button should be clicked.

New User Registration Window

This window is used for registering new user.

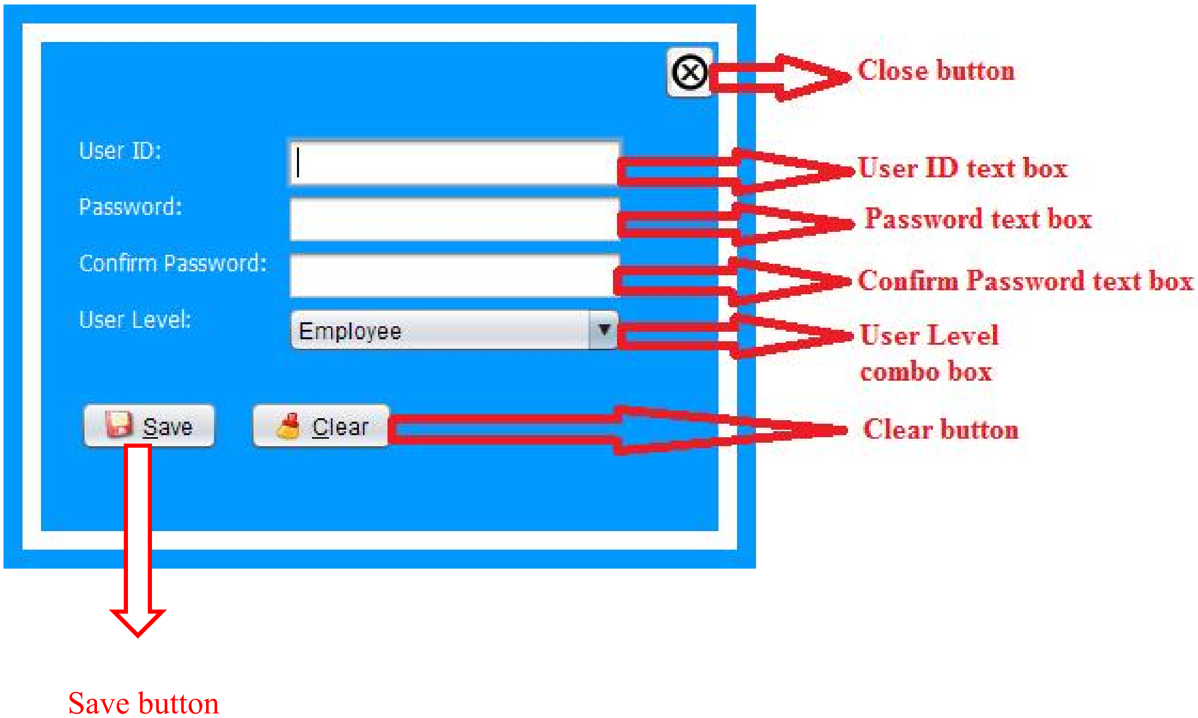


Figure 31: New User Registration Window

Register new user

- User ID should be provided in “User ID” text box. Password should be typed in “Password” text box. The same password (that typed in Password text box) should be typed in “Confirm password” text box also. User level should be selected from “User Level” combo box.
- After providing all the required data, “Save” button should be clicked on.
- Note:
    - All the text boxes should be filled before clicking on “Save” button. If not, message boxes will appeared, prompting user to provide required data. Sample message box has been provided below.

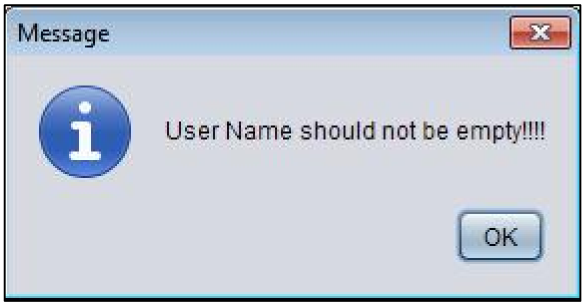


Figure 32: Message Box-User Name should not be empty

- If passwords in “Password” text box and “Confirm Password” text box do not match together, below message box will be appeared.

Figure 33: Message Box-Password Confirmation failed

- Passwords must contain following characteristics
  - Password must contain more than 8 characters
  - Password must contain both lowercase and uppercase letters.
  - Password must contain digits as well as the special characters.

  If entered password does not match with this password policy, message box with error message will be appeared.

Refresh/ Clear data

By clicking “Clear” button, all the details in the window (in text boxes) can be erased.

Close the window

Close button should be clicked.

Change Password Window

This window is used for changing current password.

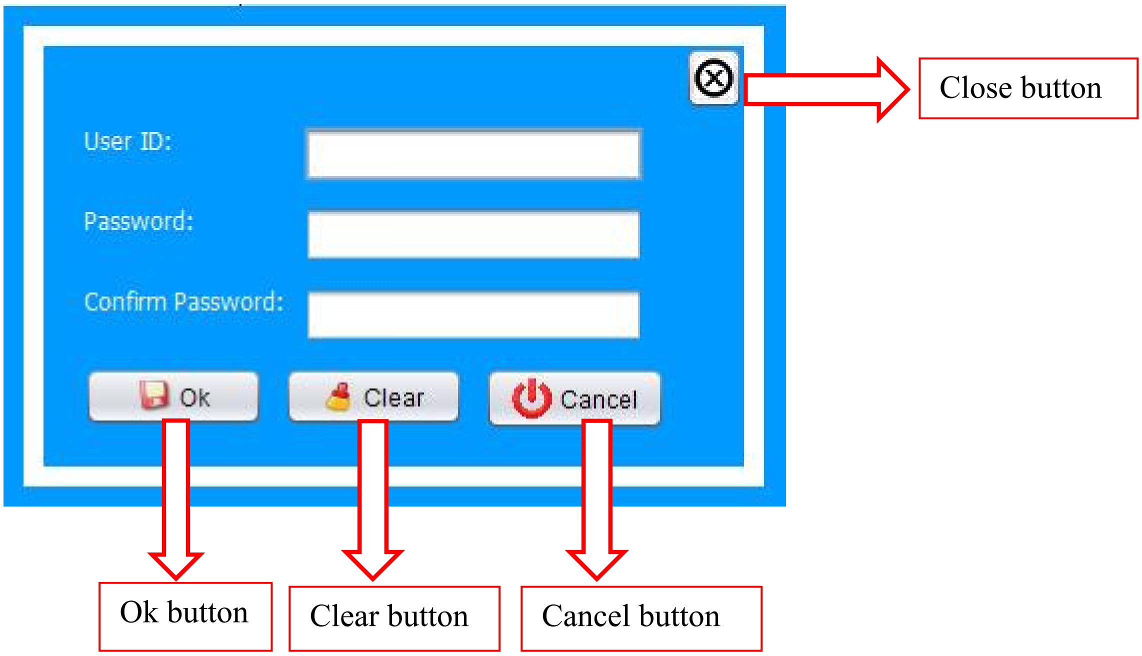


Figure 34: Change Password Window

Change Password

Operation

- After filling all the text boxes, “Ok” button should be clicked on.
- Note:
  - All the text boxes should not be emptied, when clicking on “Ok” button.
  - Passwords in Password text box and Confirm Password text box should be matched together.
  - Password should contain minimum 8 characters and it should contain uppercase letters, lowercase letters, digits and also special characters.

Feedback from System

If password is changed successfully--→message box will be appeared, displaying success message.

If password is not added-----------→message box with error message will be appeared.

Refresh/ Clear data

By clicking “Clear” button, all the details in the window (in text boxes) can be erased.

Close the window

“Close” button or “Cancel” button should be clicked.

Delete Existing User Account

This window is used for deleting existing user account.

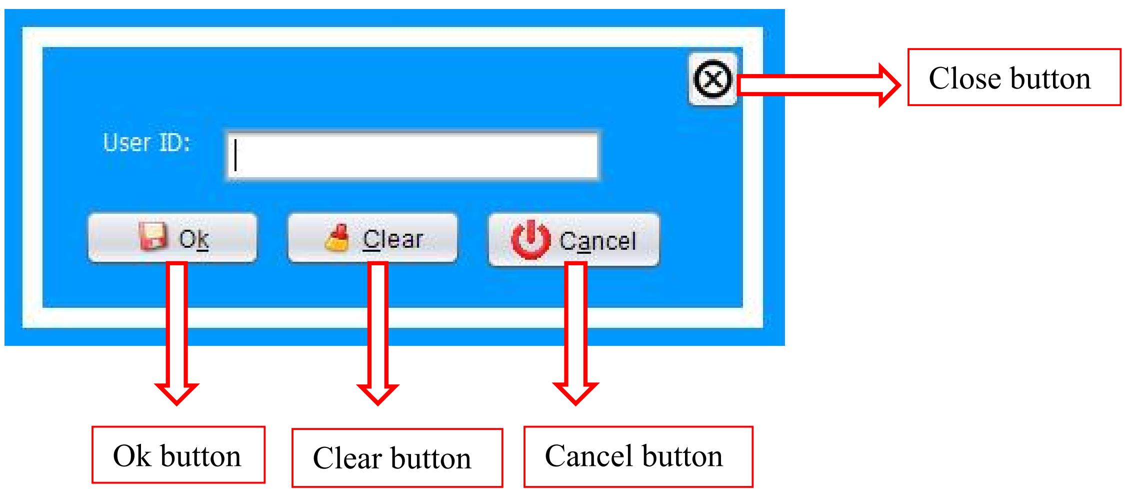


Figure 35: Delete Existing User Account Window

Delete user

After entering user id in text box, “Ok” button should be clicked on.

Feedback from System

If account is deleted successfully--→message box will be appeared, displaying success message.

If account is not added-----------→message box with error message will be appeared.

Refresh/ Clear data

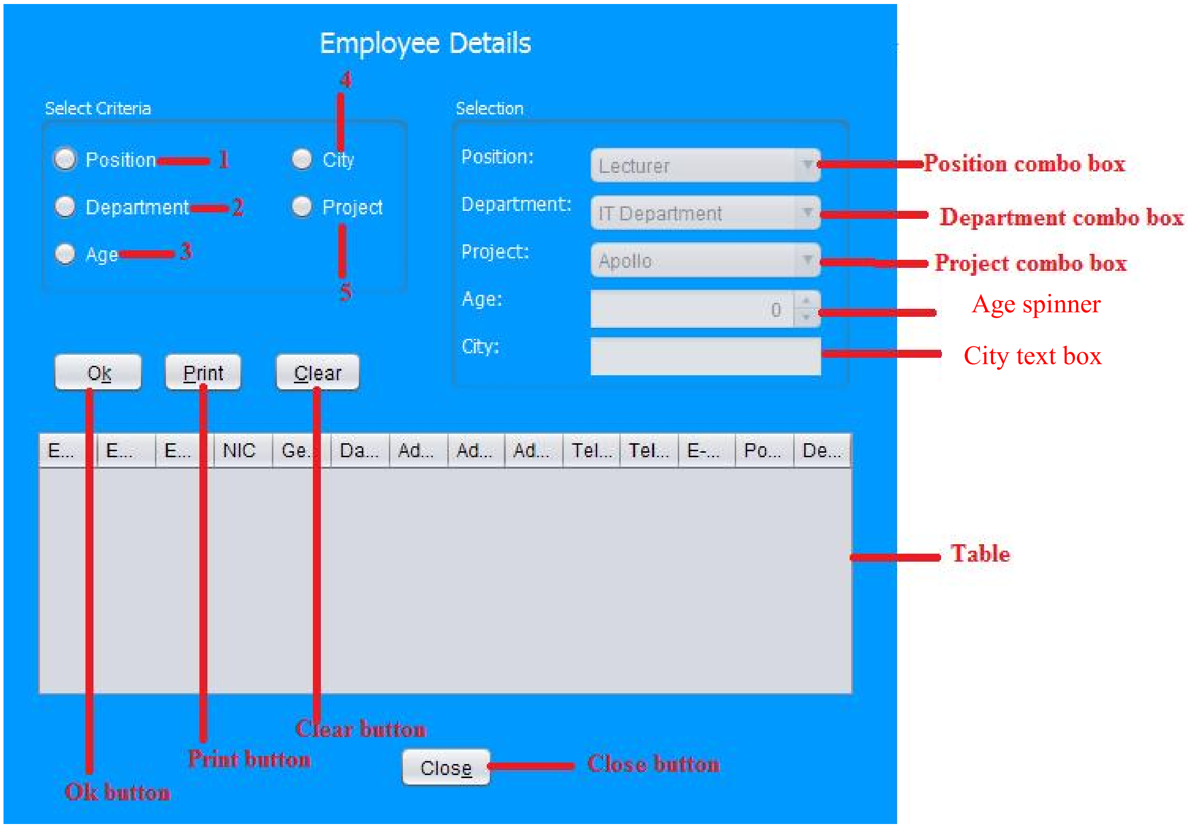
By clicking “Clear” button, all the details in the window (in text box) can be erased.

Close the window

“Close” button or “Cancel” button should be clicked.

Employee Details Window

This window is used for generating reports on employee details.



1--→Position radio button

2--→Department radio button

3--→Age radio button

4--→City radio button

5--→Project radio button

Figure 36: Employee Details Window

There are some criteria. According to criteria reports are generated.

- First, radio buttons should be selected according to criteria.
- According to selected radio buttons, data should be selected from combo boxes or entered in text fields.
- Finally “Ok” button should be clicked on.
- Then relevant details will be loaded into the table.

Below table shows what are the criteria, radio buttons according to criteria and data should be provided according to radio buttons.

Criteria	Radio button that should be selected	Data that should be provided.
Employee details according to Project, Department and Position	Project radio button Department radio button Position radio button	Project name should be selected from “Position combo box”. Department name should be selected from “Department” combo box. Position should be selected from “Position” combo box.
Employee details according to Position and Department	Position radio button Department radio button	Position should be selected from “Position” combo box. Department name should be selected from “Department” combo box.
Employee details according to Department and Age	Department radio button Age radio button	Department name should be selected from “Department” combo box. Age should be selected from “Age” spinner.
Employee details according to Department and residential city	Department radio button City radio button	Department name should be selected from “Department” combo box. City should be typed in “City” text box.
Employee details according to Department and Project	Department radio button Project radio button	Department name should be selected from “Department” combo box. Project name

		should be selected from “Project” combo box.
Employee details according to position	Position radio button	Position should be selected from “Position” combo box.
Employee details according to department	Department radio button	Department name should be selected from “Department” combo box.
Employee details according to age	Age radio button	Age should be selected from “Age” spinner.
Employee details according to residential city	City radio button	City should be entered in “City” text box.
Employee details according to project	Project radio button	Project name should be selected from “Project” combo box.

Figure 37: Employee Details-Radio Buttons

When click on a row of the table, after loading data, that data of selected row will be displayed in a message box.

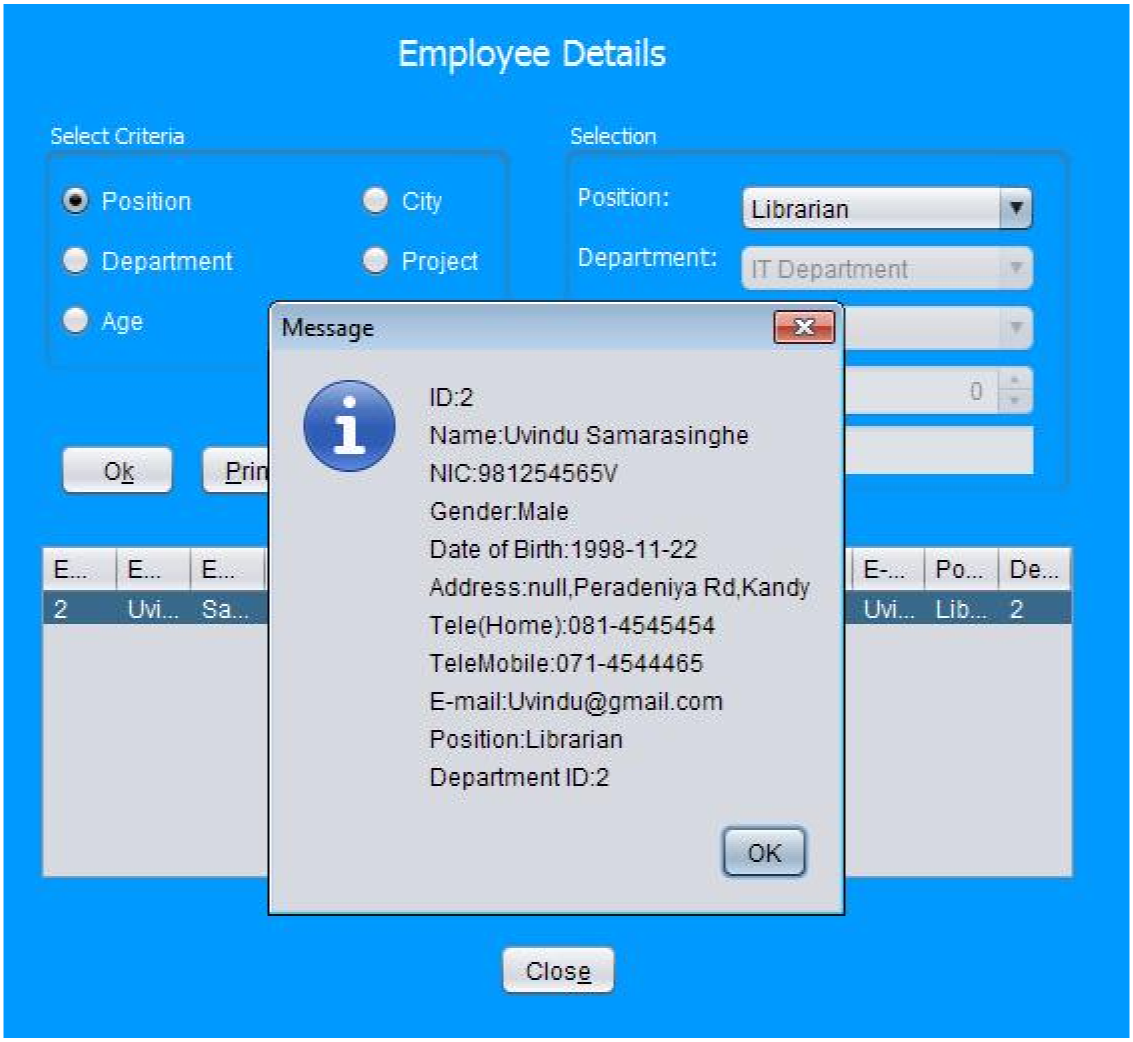


Figure 38: displayed message box when click on a row of table

Printing report

By clicking "Print" button report can be printed. The process of printing is same as the way that has been described in "Print Details" of "Employee Window" section.

Refresh/ Clear data

By clicking "Clear" button, all the details in the window (in text boxes, table) can be erased.

Close the window

By clicking on "Close" button, window can be closed.

Project Details Window

This window is used for generating reports on project details.

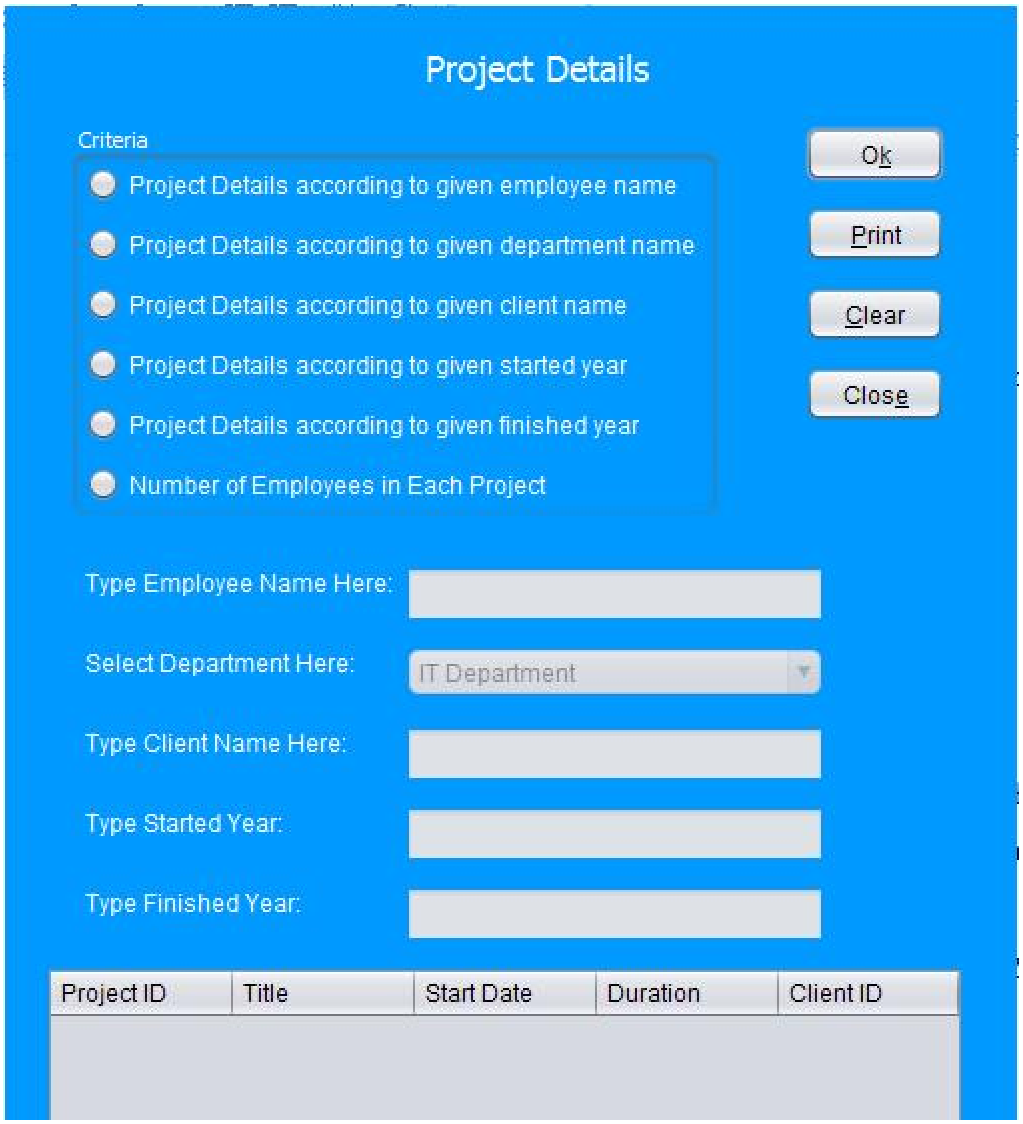


Figure 39: Project Details Window

- First suitable radio button should be clicked on.
- According to clicked radio button, relevant combo box or text box will be enabled/highlighted. Relevant data should be provided according to enabled text box or combo box.
- After providing data, “Ok” button should be clicked on.
- Relevant details will be loaded into the table.

- When click on a row of the table, after loading data, that data of selected row will be displayed in a message box.

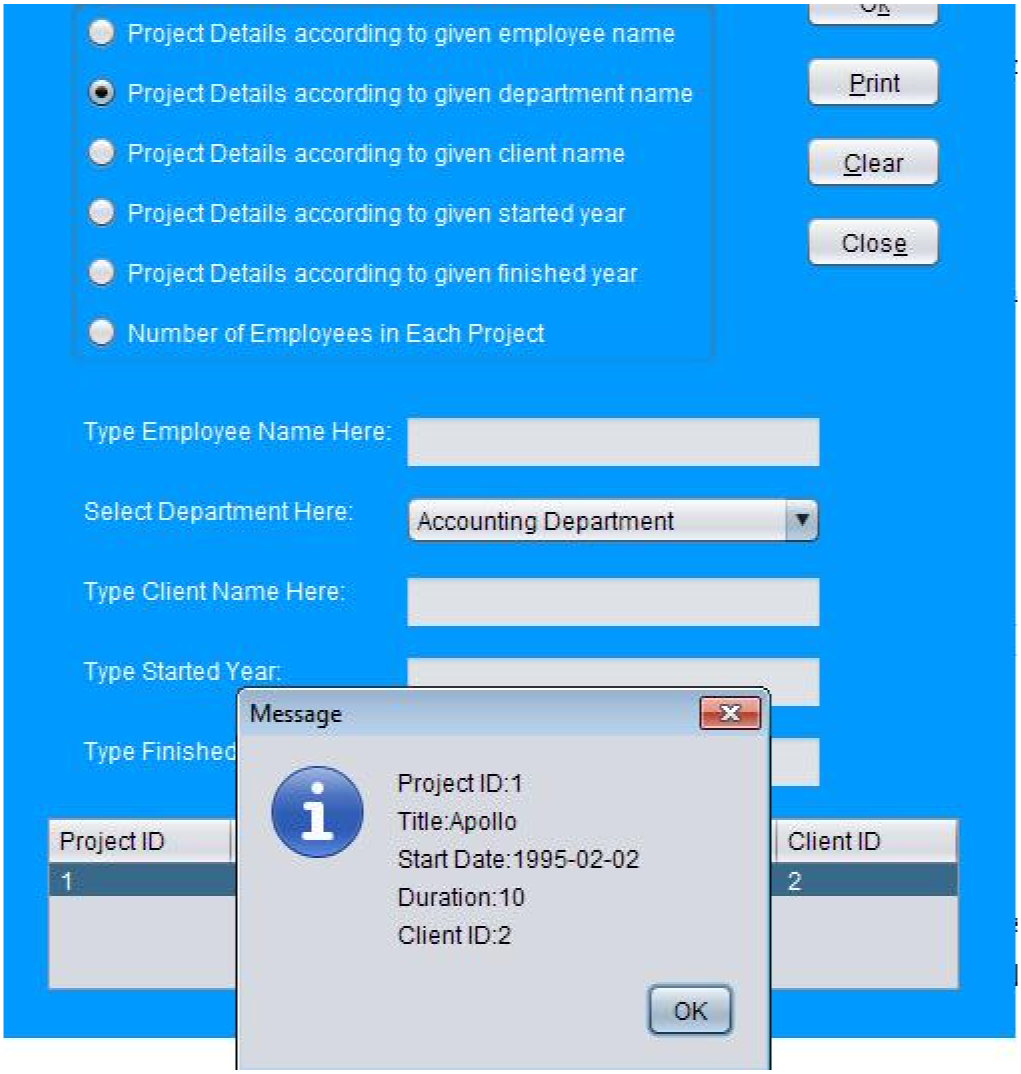


Figure 40: displayed message box when click on a row of project table

Printing report

By clicking "Print" button report can be printed. The process of printing is same as the way that has been described in "Print Details" of "Employee Window" section.

Refresh/ Clear data

By clicking "Clear" button, all the details in the window (in text boxes, table) can be erased.

Close the window

By clicking on "Close" button, window can be closed.

Client Details Window

This window is used for generating reports on client details.

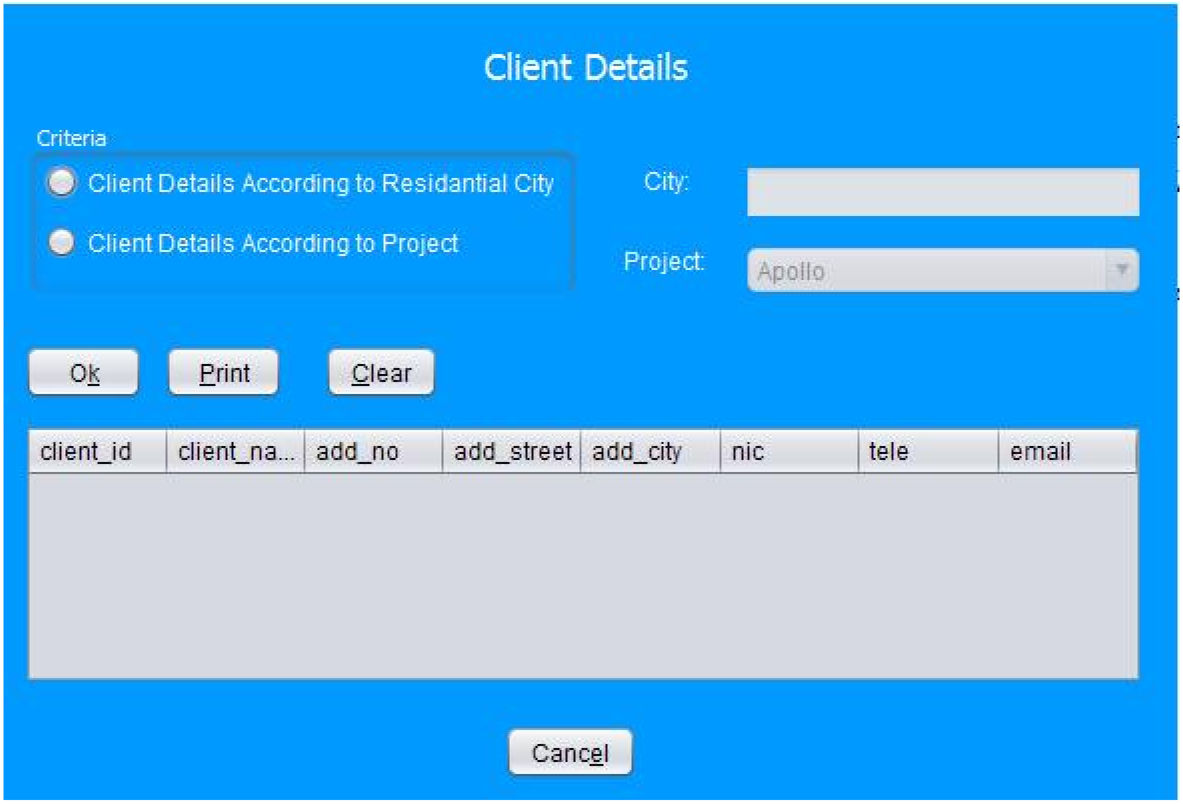


Figure 41: Client Details Window

- First suitable radio button should be clicked on.
- According to clicked radio button, relevant combo box or text box will be enabled/highlighted. Relevant data should be provided according to enabled text box or combo box.
- After providing data, "Ok" button should be clicked on.
- Relevant details will be loaded into the table.
- When click on a row of the table, after loading data, that data of selected row will be displayed in a message box.

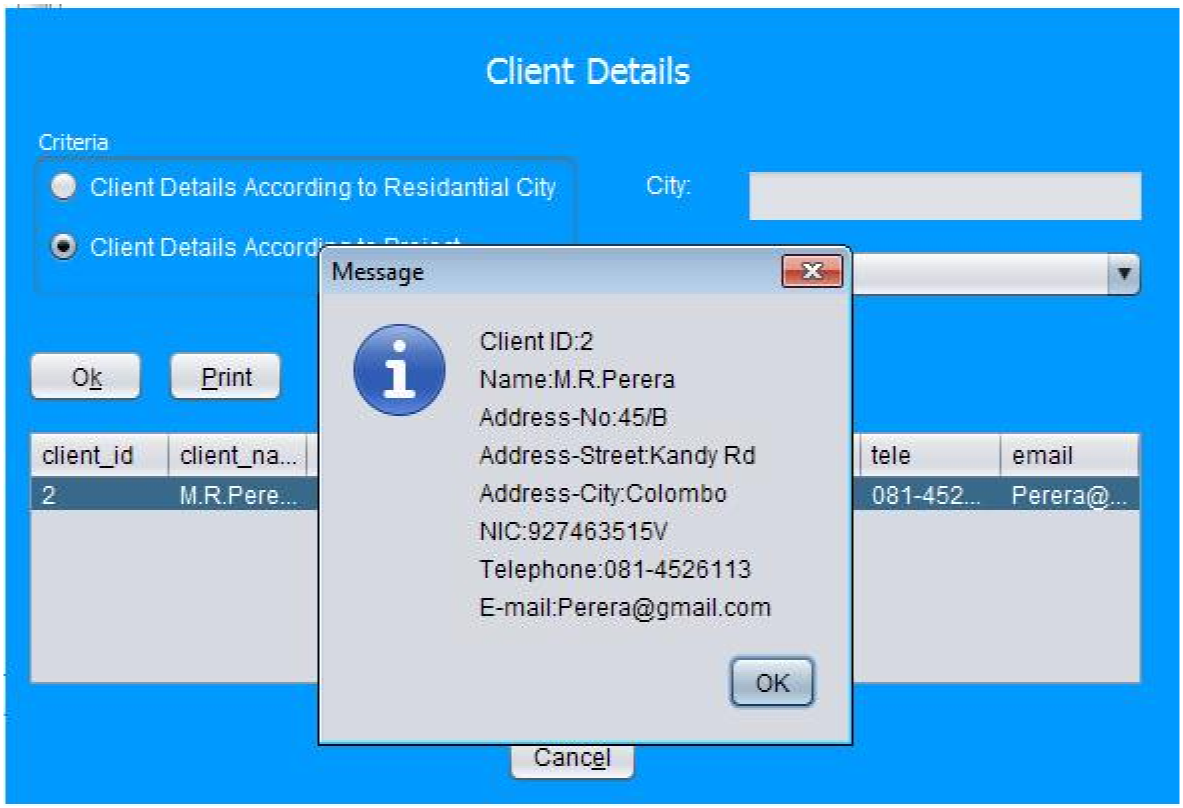


Figure 42: displayed message box when click on a row of client table

Printing report

By clicking "Print" button report can be printed. The process of printing is same as the way that has been described in "Print Details" of "Employee Window" section.

Refresh/ Clear data

By clicking "Clear" button, all the details in the window (in text boxes, table) can be erased.

Close the window

By clicking on "Close" button, window can be closed.

About Window

This window shows brief explanation (including hardware and software requirements) about software.

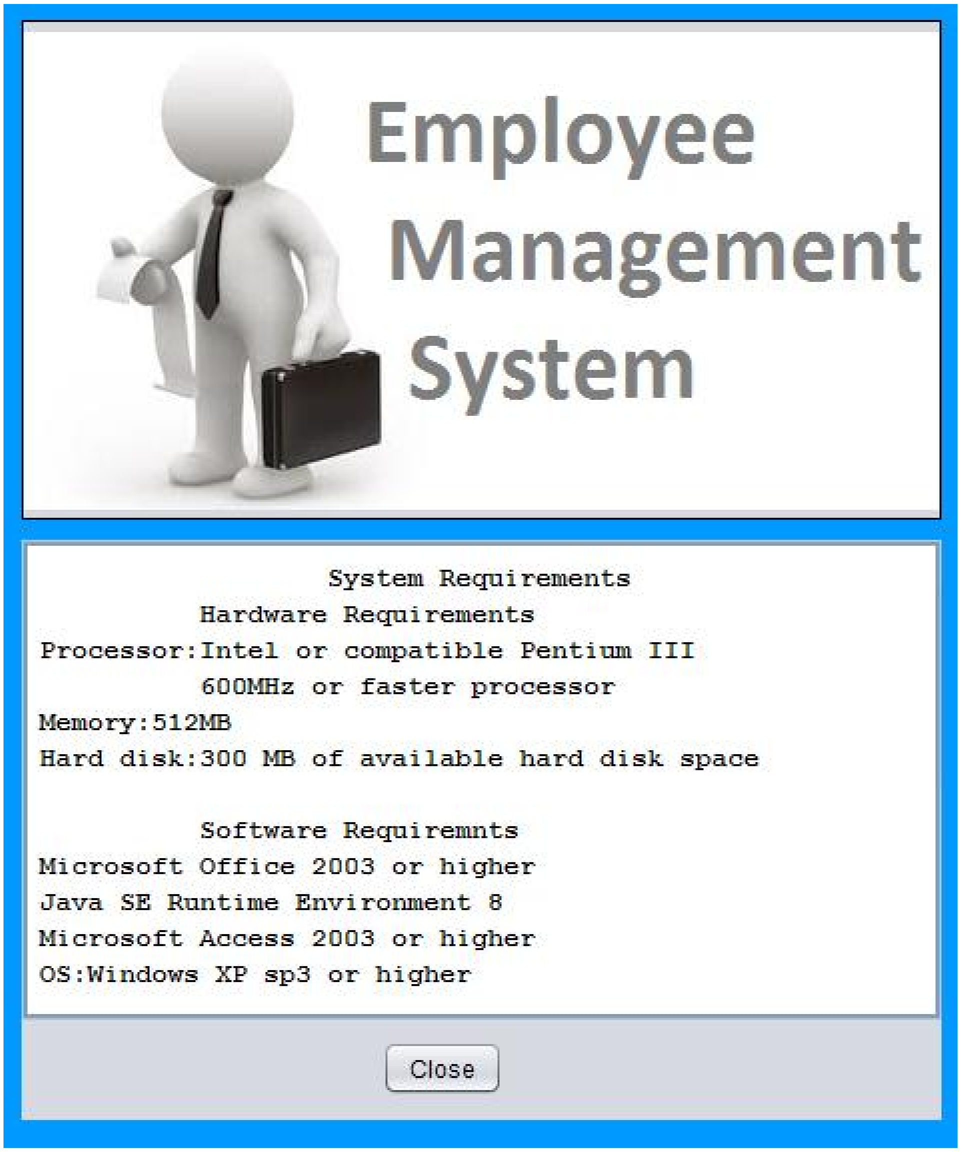


Figure 43: About Window

Close the window

By clicking on “Close” button, window can be closed.

Common Things for all the interfaces/windows

- Note: There are some underlined letters in the buttons. Without clicking on buttons action can be performed by moving cursor on each button and then pressing ALT+underlined key.
- Movement among text boxes can be done using “Enter” key and also “Up” and “Down” arrow keys.

FAQ

Installation Issues and how to resolve

1. Can this application be installed in any machine?

   Yes, this software can be installed in any machine with Java SE Runtime Environment 8

2. Which operation systems are compatible with this software?

   Windows XP sp3 or higher (including Windows Server 2008, Windows Vista, Windows Vista Service Pack 1, Windows 7, Windows 8, Windows 8.1) (32 bit/64 bit)(minimum requirement). Windows 7/Windows 8/Windows 8.1 (32 bit/64 bit) is recommended

Login issues and how to resolve

3. Why can't I log into the system?
   - Check whether the user id and password are correct.
   - If it is still unable to log into the system, contact assistance directly through this email-Virajee.hiranthika@gmail.com.
4. If I forget password, how can I reset it?
   - By informing administrator, it can be have new password. By using Change Password window administrator can change the password, by giving user id.
5. How can I create new user account?
   - By informing administrator, it can be created new user account. By using New User Registration window administrator can register new user to the system, by saving user id, password and user level.
6. Is it possible to delete existing user account?
   - Yes. Through Delete User window it can be done. But only the administrator can do it.

Data security

7. Is the application secure?
   - Data that are submitted, are secure. Unauthorized access has been restricted through implementing proper login and user access level.

Report generating facility

8. Is there the facility of generating reports?
   - Yes, Employee Details window, Client Details window and Project Details window provide that facility.

Data Maintaining Issues and how to resolve

9. Why are error messages coming when try to click on “Add” button?
    - Check whether the entered id is already saved in the database. In Employee window, when user tries to enter existing employee id again, error message will be appeared.
    - Check whether there is any empty data fields that is required to fill.
10. Why are error messages are coming when try to click on “Delete” button?
    - Check whether the entered id is available or not. Example: When user enters employee id which is not in the database, this error message will be come.
11. Why are errors are occurred when try to modify data?
    - Check whether the entered id is available or not. Example: When user enters employee id which is not in the database, error message will be come.
    - Check whether there is any empty data fields that is required to fill.
12. Why no data are loaded when click on “Find” button?
    - Check whether the entered id is valid one or not. Example: When user enters employee id which is not in the database, no data can be loaded.