Employee Management System
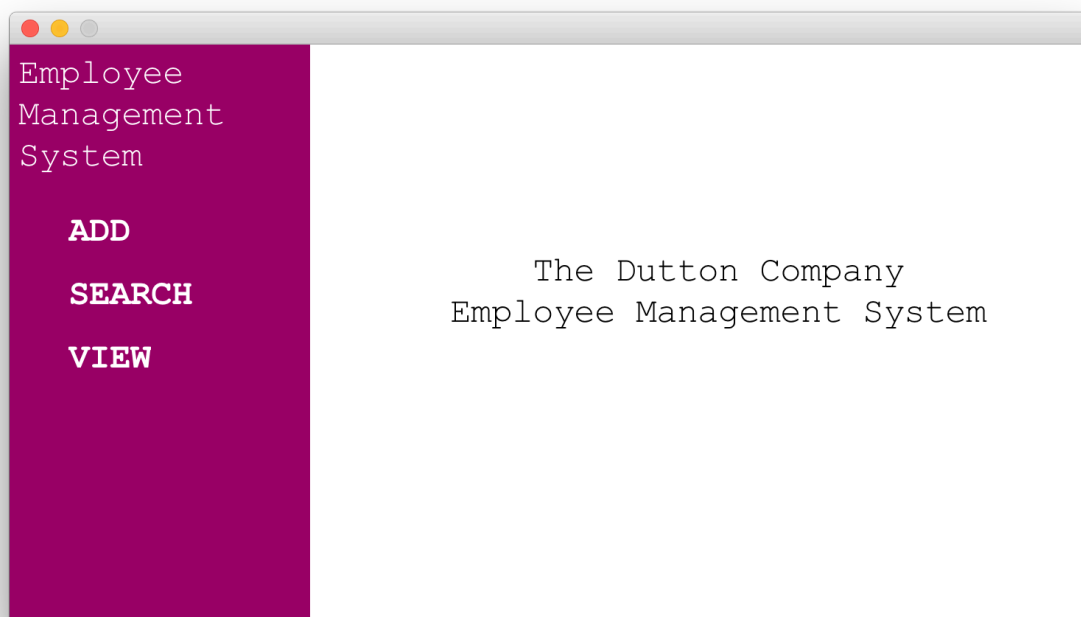## A User Guide

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Welcome to your new Employee Management System! (EMS) This user guide will help you get started with your new EMS and detail the various features. Let's dive in! You will be greeted by this welcome screen when launching the EMS:

Adding an Employee

The first step to using your EMS is by adding an employee to be kept track of. Start by Clicking the "ADD" button on the left menu bar. This is the resulting screen:
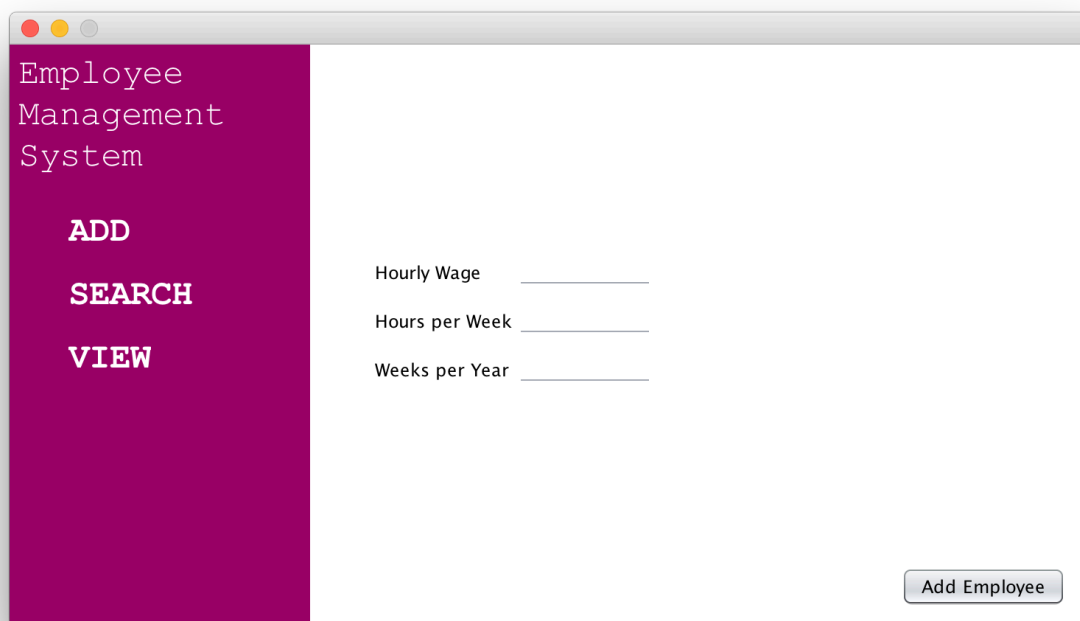

This screen is common for both part time and full time employees, but after clicking "Continue", the resulting page is different for each time of employee. Let's start with a part time employee:

After clicking "Continue", you will also need to fill out the following entries:

Employee
Management
System

ADD

SEARCH

VIEW

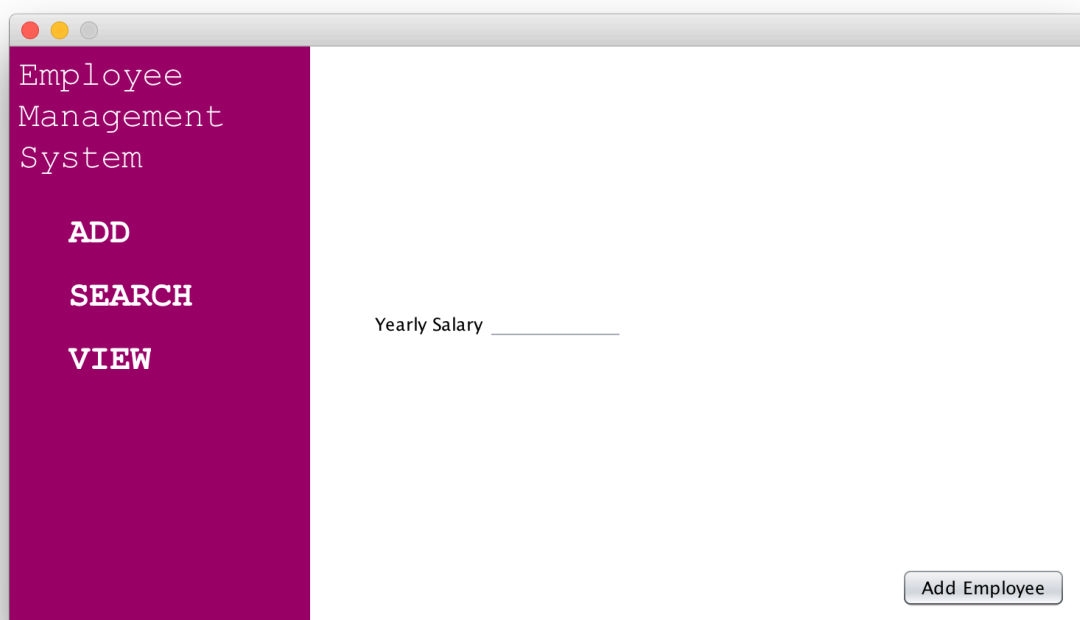Hourly Wage _____

Hours per Week _____

Weeks per Year _____

Add Employee

For a full time employee, a similar process applies. After clicking "ADD" and filling out the information for a full time employee on the first screen, you will be given the screen below detailing the yearly salary:
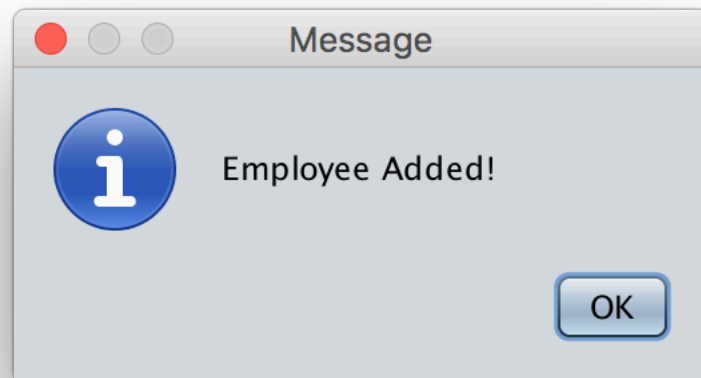
Employee
Management
System

ADD

SEARCH

VIEW

Yearly Salary _____

Add Employee

Regardless of which type of employee you select, after clicking "Add Employee", the following confirmation dialogue should appear:

Searching for an Employee

At any time, clicking on the "SEARCH" button on the left menu bar will allow for a simple search function. Enter the employee number for the employee's information you wish to find:
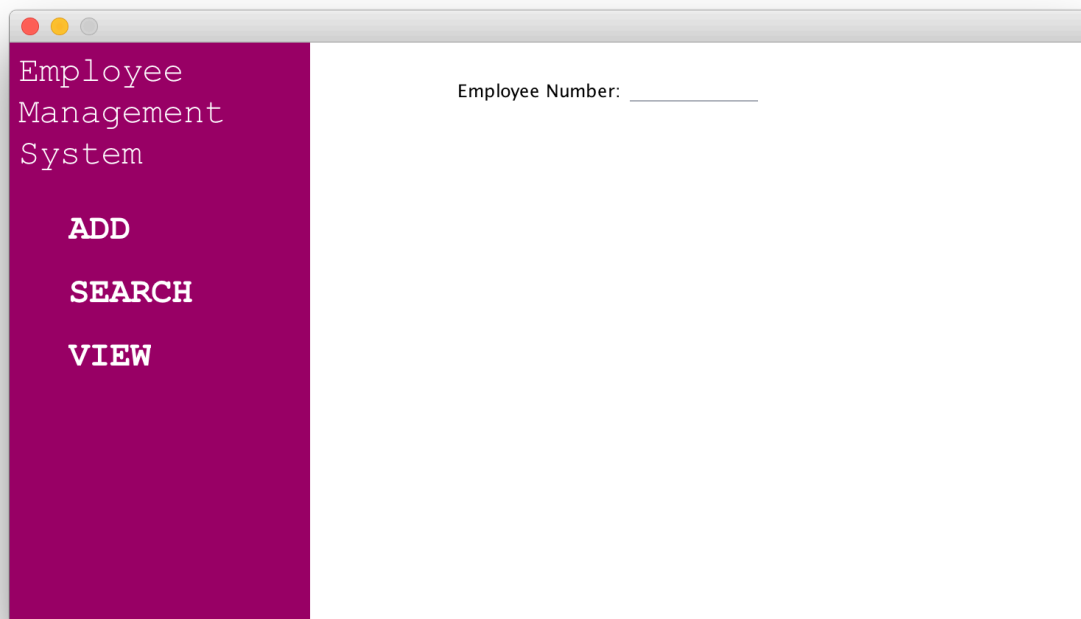
Once a valid employee number is entered, as well as just viewing the information, you will be able to edit the employee's information or remove the employee from your system:

Viewing Employees

The final feature of the EMS is the ability to view a list of employees with abridged information. Start viewing employees by clicking the "VIEW" button on the left menu bar. You will be greeted with a simple table view as follows: