End User Document

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**Purpose**

The Contact Manager application is intended to be an employee directory, maintained by employees. All employees will have access to the application, so all can run the application, as well as access/modify employee information. Employees often need access to co-worker information to perform daily tasks, and the Contact Manager application is designed to make accessing and maintaining that information easier.

**Getting started**

In order to access the Contact Manager application, users must access the company shared drive and navigate to M:/Employees/Applications/ContactManger.exe. Double clicking this file will launch the program, which immediately displays a welcome message and the main menu. The following sections will discuss each of application’s menu options.

**Add a Contact**

Within the main menu, selecting “1” will launch the menu to add a new contact. The program will request a first name, last name, telephone number, email address, age, title, and manager of the contact. None of these items will accept a blank entry. However, if one or more of these fields is unknown, an arbitrary value can be input, which can then be updated later from the main menu.

Aside from not accepting blank answers, there are a few other fields that are further validated. Telephone numbers must be 10 digits long, which can be formatted to include hyphens. However, hyphens are optional. Email addresses must contain an “@” symbol, as well as a period in the fourth character position before the end (which ensures .com, .edu, .org, etc.). Lastly, the Age field will not accept any non-number entry, and the number must be greater than zero.

If any of these validation rules are broken, an error message will display, and the user will be prompted to enter the information again. Upon successful completion, a confirmation message will be displayed indicating the contact has been added, and the user will be returned to the main menu. Employee IDs are automatically created by the application.

**Update a Contact**

Within the main menu, selecting “2” will launch the menu to update an existing contact. If no contacts have been added yet, a message will be displayed indicating so. If contacts have been added, the application will request an employee ID for the contact being updated. IDs are displayed in the 5-digit format “00001”, but the leading zeros are optional when entering IDs.

After entering an ID, the application will look up the ID against the existing contacts. A message will be displayed if the ID is not found and the user will be brought back to the main menu. If the contact is found, a confirmation message will be displayed and a secondary menu will launch. This menu will ask the use which piece of information is being updated, while also providing the option to return to the main menu. The user has options to update any piece of information except for the employee ID. If an invalid menu option is selected, an error will display and the user will be returned to the main menu.

Once the requested piece of information is selected to be updated, the program will ask for the new value. Each field then revalidates the input, as described in the Add a Contact section of this document. Upon successful completion, a confirmation message will display. If unsuccessful, a message will display indicating the update request was aborted.

**Delete a Contact**

Within the main menu, selecting “3” will launch the menu to delete an existing contact. If no contacts have been added yet, a message will be displayed indicating so. If contacts have been added, the application will request an employee ID for the contact being deleted. IDs are displayed in the 5-digit format “00001”, but the leading zeros are optional when entering IDs.

After entering an ID, the application will look up the ID against the existing contacts. A message will be displayed if the ID is not found and the user will be brought back to the main menu. If the contact was found, a message will ask the user if they wish to delete this contact (displaying the contact’s first and last name). The options for the user are “Y” or “N,” which can be entered in upper or lowercase. If selecting “Y,” the program will delete all of the contact’s information, and a confirmation message is displayed before returning to the main menu. If “N” is selected, a message confirming the aborted delete request is displayed before returning to the main menu.

**Search for a Contact**

Within the main menu, selecting “4” will launch the menu to search for an existing contact. If no contacts have been added yet, a message will be displayed indicating so. If contacts have been added, the application will request an employee ID for the contact being searched. IDs are displayed in the 5-digit format “00001”, but the leading zeros are optional when entering IDs.

After entering an ID, the application will look up the ID against the existing contacts. A message will be displayed if the ID is not found and the user will be brought back to the main menu. If the contact was found, all of the contact’s information is displayed sequentially, separated by a new line.

**Display All Contacts**

Within the main menu, selecting “5” will launch the menu to display all existing contacts. No further input is required by the user before all contacts are displayed. If no contacts have been entered yet, a message will be displayed indicating so. If contacts have been entered, they are immediately displayed in a tabular format (i.e. columns and rows), allowing users to see all information with ease. The main menu will immediately follow.

**Quit Program**

Within the main menu, selecting “Q” will exit the user from the program. Before exiting, a goodbye message will be displayed.

**Other Input**

Within the main menu, selecting any value other than what is displayed will result in an error message followed by the main menu options.