
EMPLOYEE SELF SERVING SYSTEM

Local Intranet User Manual



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I. Introduction

This User Manual provides a graphical guide about how to use the Employee Self Serving System Local Intranet.

After examine tutorial provided in the User Manual A1 Information System employees will be able to:

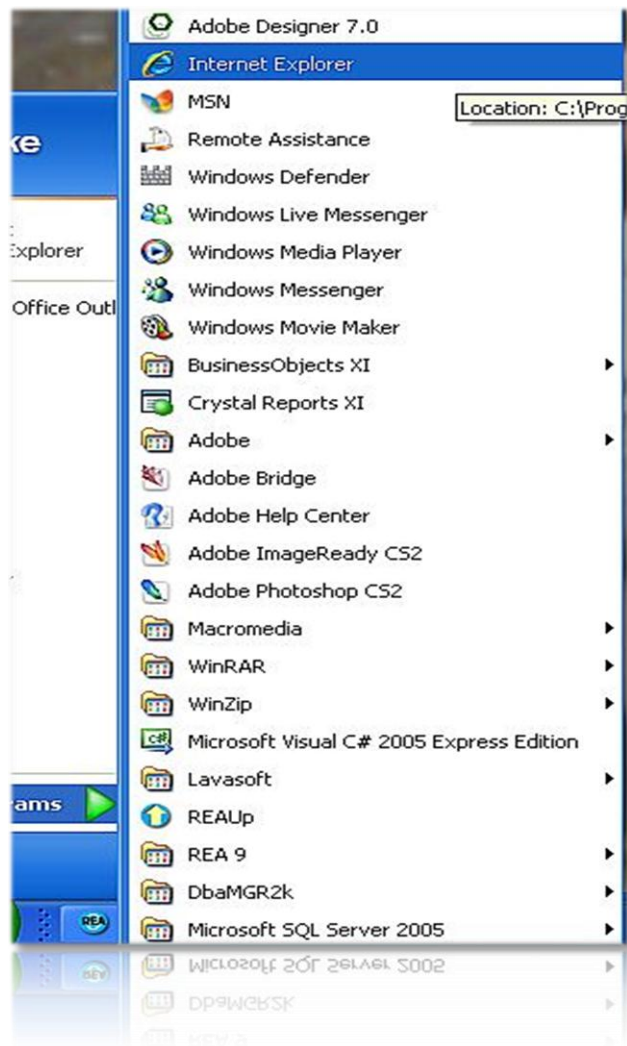
- Seamlessly Navigate through Local Intranet
- Successfully logon to the website
- Update User Profile
- Search and locate employees in the employee directory
- View User Profile
- Adding New Employee
- Delete Employee
- View Reports
- Access the database
- MySQL: Perform Backup and recovery ESSS database

II. Accessing ESSS Intranet

1. click on start button on the task bar
2. click on all programs
3. Click on internet Explorer
4. Then enter <http://www.lovellfelix.getmyip.com/system-designs> and then browse to webpage

*Accessing Working prototype – Hosted on a remote server

Figure 1.0 Show's the location of Internet Explorer in the Task Bar Menu Items



*Assumption: All workstations are Windows XP



Figure 1.1 shows the Home Page of the ESSS Local Intranet Website

III. Login to the ESSS System

1. Click on login Link on the upper left corner on the link menu bar as outlined in figure 1.1.
2. Enter username and password in the login form which is illustrated in figure 1.2
3. Click on the login button

Figure 1.2 Shows the ESSS login form

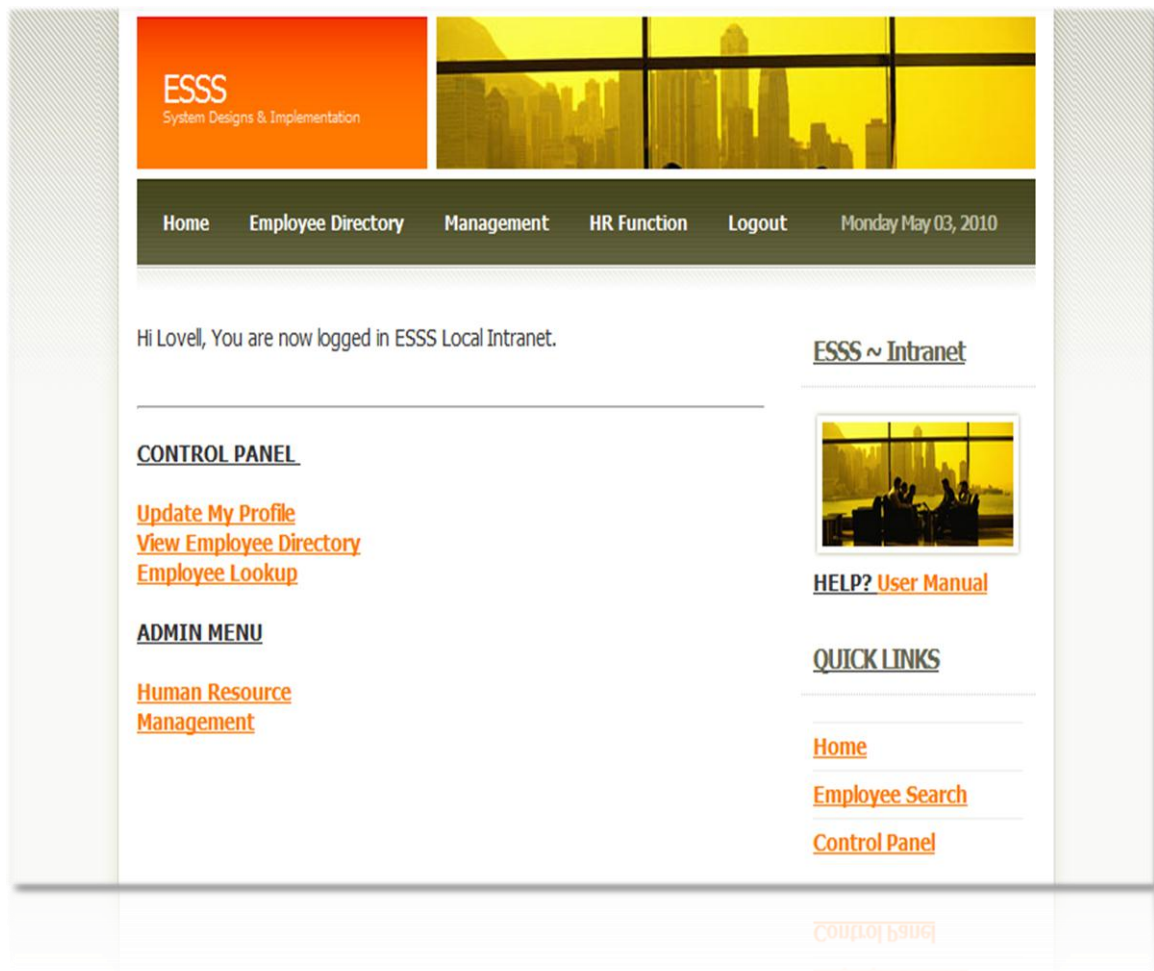
The screenshot displays the ESSS login interface. At the top left, the logo reads "ESSS System Designs & Implementation". To the right is a yellow banner with a city skyline. Below this is a dark navigation bar with links: "Home", "Employee Directory", "Management", "HR Function", "Login", and the date "Thursday April 29, 2010". The main content area is titled "Login" and contains the instruction "Enter your Username and Password". The "UserName:" field is populated with "lovell.felix" and the "Password:" field is masked with six dots. A "Login" button is positioned below the password field.

* Login credential is authenticated, and if it validates then user is redirected to the user control panel. Control panel is illustrated in figure 1.3. However, if login fails then error message is displayed and user is required to re-enter a valid username and password in order to proceed to user control panel error screen is illustrated in figure 1.2.

Figure 1.2 illustrate login authentication failure error message

This screenshot shows the ESSS login page after a failed authentication attempt. The navigation bar now displays the date "Monday May 03, 2010". The main content area features a large "Error!" heading, followed by the text "The following error(s) occurred:" and a bulleted message: "- The username and password entered do not match those on file." Below this, it says "Please try again." The "Login" section is repeated with the instruction "Enter your Username and Password". The "UserName:" and "Password:" fields are now empty, and the "Login" button remains at the bottom.

Figure 1.3 illustrate User Control Panel



IV. Updating User Profile

1. As illustrated in figure 1.3 click on update profile
 2. System redirects user to Update profile form link as shown in figure 1.4
 3. Add or modify data in text box field
 4. Click update to submit changes to the database
- * If update System is successful system display confirmation message "The user Profile has been edited."

Figure 1.4 shows Update User Profile Form

The screenshot displays the 'Update User Profile' form within the ESSS system. The top navigation bar includes links for Home, Employee Directory, Management, HR Function, and Login, along with the date Thursday April 29, 2010. The form is divided into two main sections: Personal Information and Company Information. The Personal Information section contains fields for First Name (Lovell), Last Name (Felix), Nick Name (juicy), Marital Status (Single), Date of Birth (1983-10-04 00:00:00), Social Security # (940130022), Home Phone (5556452222), Street Address (4700 taft blvd apt 84), State (TX), and Zip (76308). The Company Information section includes fields for Job Title (Human Resource Manager), Office Phone (2147483647), Supervisor (Kim Colli), Department # (Human resource), User Name (lovell.felix), and Password (masked with dots). An UPDATE button is located at the bottom of the form.

Update User Profile

Personal Information

First Name: Last Name:

Nick Name: Marital Status:

Date of Birth:

Social Security #:

Home Phone:

Street Address: State: Zip:

Company Information

Job Title: Office Phone:

Supervisor: Department #:

User Name: Password:

V. Employee Search

Figure 1.5 Shows Employee Search Form

The screenshot displays the 'Directory Search' form within the ESSS system. The top navigation bar includes links for Home, Employee Directory, Management, HR Function, and Login, along with the date Monday May 03, 2010. The form prompts the user to 'Enter First Name and Last name'. It contains fields for First Name (charles) and Last Name (john), and a Find Now! button. The footer of the form area contains the copyright notice: © ESSS Client System. All rights reserved.

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Directory Search

Enter First Name and Last name

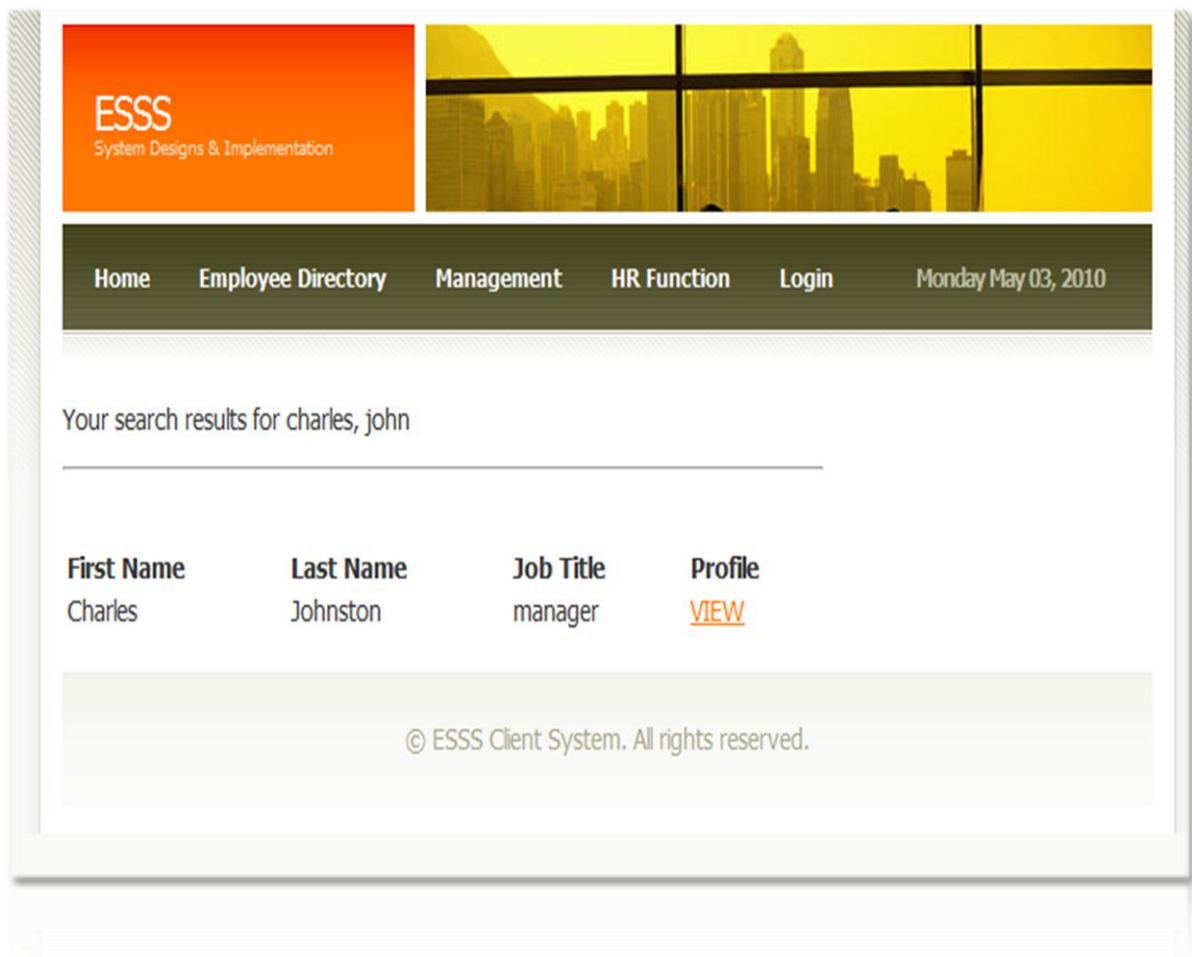
First Name:

Last Name:

© ESSS Client System. All rights reserved.

1. Click on employee lookup link in user control panel (figure 1.3)
2. System redirect user to search form as illustrated in figure 1.5
3. Enter the first and last name of the employee in the corresponding text boxes
4. Click on find now
5. System compares data enter in the text box search fields and display results if matches are found. This is shown in figure 1.6

Figure 1.6 Show Search Result Page



VI. Viewing Employee Profile

1. Repeat steps V. (Employee Search) and click on view Profile
2. System redirects to employee profile as illustrated in figure 1.8

Alternative:

- 3 A. Click on the Employee Directory Link in the menu bar.
- 3 B. System redirects user to Employees Report shown in figure 1.7
- 3 C. Click on the Next and Previous link to Navigate through listing to find desired employee.
- 3 D. Click on view profile to view profile (figure 1.7)

Figure 1.7 Shows list of employee (Employee Directory)

First Name	Last Name	Job Title	Contact Number	Profile
Bill	Right	Sales Clerk	2147483647	VIEW
Billy	John	Human Resource Manager	2147483647	VIEW
Chuck	Johnston	manager	2147483647	VIEW
Chuck	James	manager	2147483647	VIEW
Daleyann	Alexander	Receptionist	2147483647	VIEW
Frank	JAck	Manager	2147483647	VIEW
frant	Alexander	Receptionist	2147483647	VIEW
Grace	Choice	Manager	2147483647	VIEW
Grace	Zhang	Manager	2147483647	VIEW
Grant	Steven	Sales Clerk	2147483647	VIEW
Jack	Primus	receptionist	1147483647	VIEW
James	Bond	Security	2147483647	VIEW
John	Doe	Supervisor	2147483647	VIEW
John	Village	Manager	2147483647	VIEW
Jonas	Hope	Receptionist	2147483647	VIEW
Julia	steven	Security	2147483647	VIEW
Lovell	Felix	Human Resource Manager	2147483647	VIEW
Majak	Mireck	Supervisor	2147483647	VIEW
Otus	Primus	receptionist	2147483647	VIEW
Sally	May	mananger	2147483647	VIEW

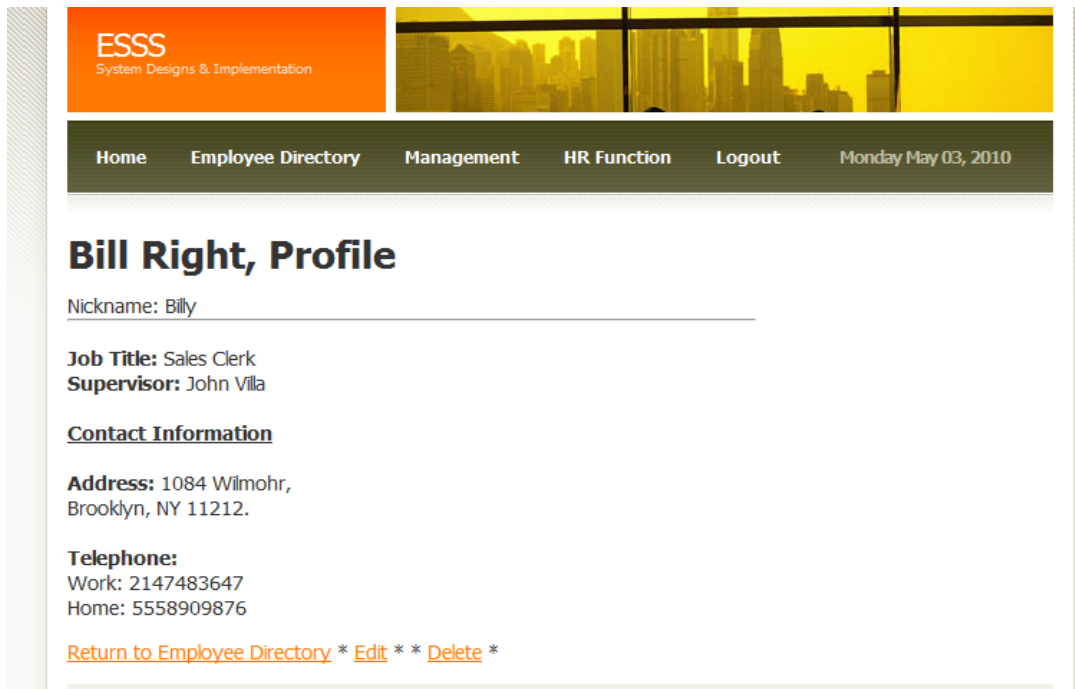
1 2 Next

Figure 1.8 Showing Employee Profile (ADMIN & Profile Owner View)



- Displays all information about the employee including sensitive data such as Social Security Number. Added to that, only Administrator can delete user profile

Figure 1.9 Showing Employee Profile (Limited VIEW)



- If the user viewing profile is not an administrator or the owner of the profile limited information about the employee is displayed.

VII. Adding New Employee

1. Select "HR-Functions" from the links menu bar
2. If User is Admin systems redirects user to "HR-Function control" panel
3. Select Add Employee
4. System redirect to Add New Employee page as illustrated in Figure 1.10
5. Enter New Employee Data
6. Click the register button
7. Systems validates data and display confirmation page
8. If unsuccessful make the necessary changes to data and resubmit by clicking on the registration button

Figure 1.10 shows the Add New Employee Page

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Home Employee Directory Management HR Function Login Thursday April 29, 2010

Add New Employee

Personal Information

First Name: Last Name:

Nick Name: Marital Status:

Date of Birth:

Social Security #:

Home Phone:

Street Address: State: Zip:

Company Information

Job Title: Office Phone:

Supervisor: Department #:

User Name: Password:

ADD NEW

VIII. Deleting User Profile

1. Repeat steps outline in VI.
2. Click on delete
3. System display confirmation message "Are you sure you want to delete USER"
4. Click on YES to confirm delete

IX. Viewing Reports

A. Human Resource Reports

1. In User Control Panel as outlined in Figure 1.3, click on Human Resource link located in the "AMIN Menu."
2. System redirects and display figure 1.11
3. Click on Employee Deductions Report as outlined under the Report menu.
4. The system will redirect and display figure 1.12

Figure 1.11 Shows the Employee Deduction Report

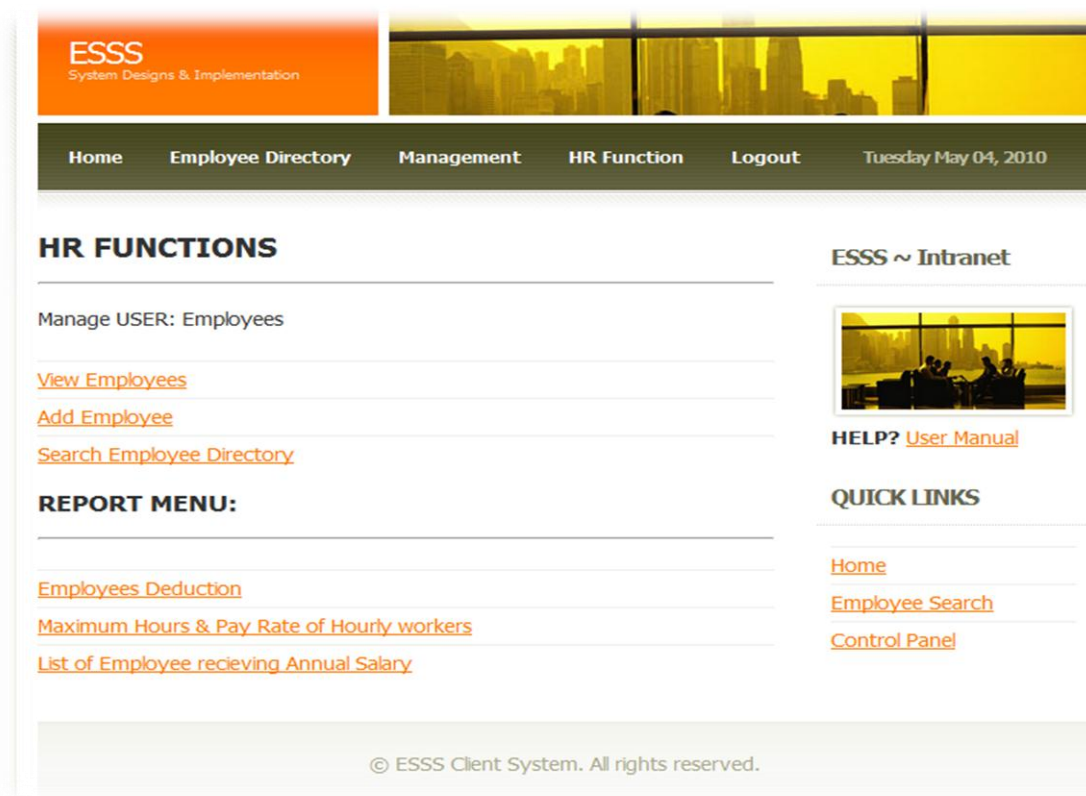


Figure 1.12 Shows the Employee Deduction Report

Home Employee Directory Management HR Function Logout Monday May 03, 2010				
REPORT MENU: Deductions				
First Name	Last Name	Request Date	Deduction Type	Amount
Lovell	Felix	2009-11-03	United way	\$20.00
Bill	Right	2010-05-21	Parking	\$30.00
Jonas	Hope	2010-04-13	extra-life Insurance	\$30.00
John	Doe	2010-05-02	pre-tax medical	\$25.00
Daleyann	Alexander	2010-04-04	Pension	\$55.00
Sally	May	1998-01-10	parking	\$10.00
Otus	Primus	1998-02-02	extra-life insurance	\$85.00
Billy	John	1998-04-05	pre-tax medication	\$345.00
Grant	Steven	1998-04-05	pension	\$90.00
Steven	Grant	1998-01-05	pension	\$123.00
Majak	Mireck	2009-11-03	Parking	\$10.00
Frant	Alexander	2010-05-21	extra-life Insurance	\$90.00
Julia	Steven	2010-04-13	pre-tax medical	\$125.00
Frank	Jack	2010-05-02	Pension	\$185.00
Jane	James	2010-04-04	parking	\$20.00
1 2 Next				

B. Management Reports

1. Click on Management link on links menu
 - *Requires a Manager level credential login to view
2. Click on View United Way Contribution
3. System display report page as illustrated in figure 1.13

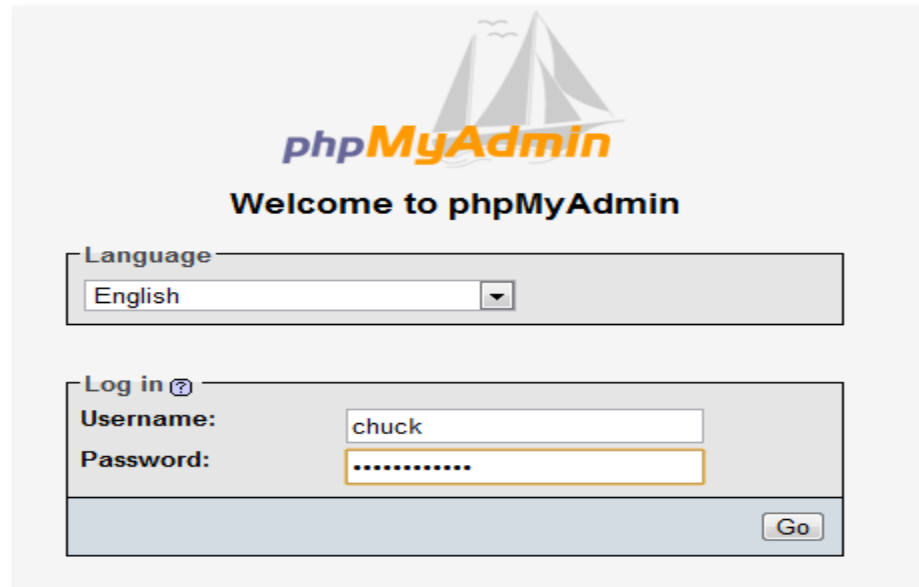
Figure 1.13 Shows the Employee Deduction Report

REPORT MENU: United Way Contribution by Employees				
First Name	Last Name	Year	Contribution Amount	Profile
Lovell	Felix	1998	\$25,000.00	VIEW
Bill	Right	1995	\$2,000.00	VIEW
Jonas	Hope	2000	\$12,000.00	VIEW
Grace	Choice	2005	\$1,000.00	VIEW
John	Doe	2006	\$12,000.00	VIEW
John	Village	2005	\$12,000.00	VIEW
James	Bond	1998	\$2,300.00	VIEW
Daleyann	Alexander	1999	\$2,300.00	VIEW
Chuck	Johnston	1999	\$2,300.00	VIEW
Steven	Grant	1999	\$2,300.00	VIEW
Frank	JACK	1999	\$2,600.00	VIEW
Otus	Primus	1998	\$25,000.00	VIEW
Jack	Primus	1995	\$2,000.00	VIEW
Grant	Steven	2000	\$12,000.00	VIEW
Daleyann	Alexander	2005	\$1,000.00	VIEW
Chuck	Johnston	2006	\$12,000.00	VIEW
Chuck	Johnston	2005	\$12,000.00	VIEW
Majak	Mireck	1998	\$2,300.00	VIEW
frant	Alexander	1999	\$2,300.00	VIEW
Julia	steven	1999	\$2,300.00	VIEW
Chuck	James	1999	\$2,300.00	VIEW
Frank	JACK	1999	\$2,600.00	VIEW

1 2 [Next](#)

XI. Accessing ESSS Database

1. Using internet explorer enter
"http://lovellfelix.getmyip.com/phpmyadmin/" in URL filed and press
the enter key



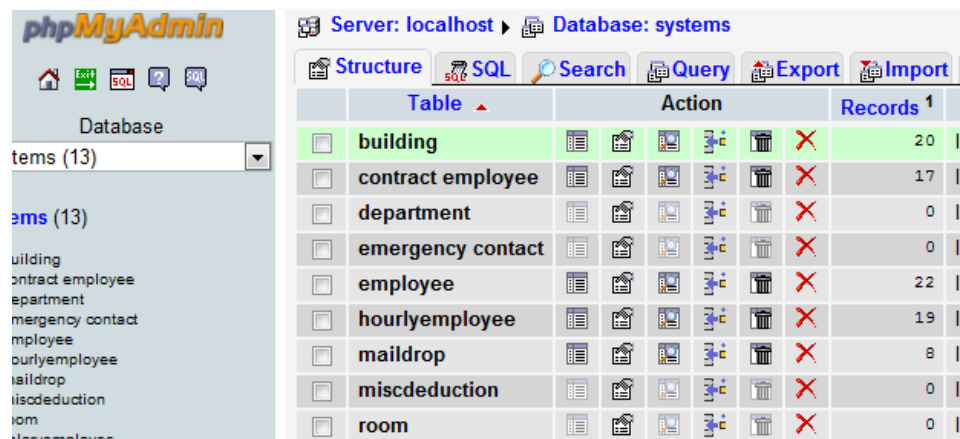
The image shows the phpMyAdmin login interface. At the top is the phpMyAdmin logo with a sailboat icon and the text "Welcome to phpMyAdmin". Below this is a "Language" dropdown menu set to "English". Underneath is a "Log in" section with fields for "Username:" (containing "chuck") and "Password:" (containing "....."). A "Go" button is located at the bottom right of the login section.

2. Use the following Credential to login to phpMyAdmin

Username: **chuck**

Password: **johnston**

3. Select database name **systems** on the top right corner on the webpage.

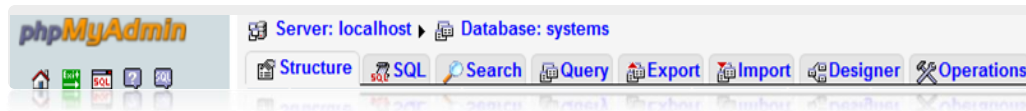


The image shows the phpMyAdmin interface after logging in. The top navigation bar includes "Structure", "SQL", "Search", "Query", "Export", and "Import". The left sidebar shows a list of databases, with "systems (13)" selected. The main area displays a table list for the "systems" database. The table list has columns for "Table", "Action", and "Records".

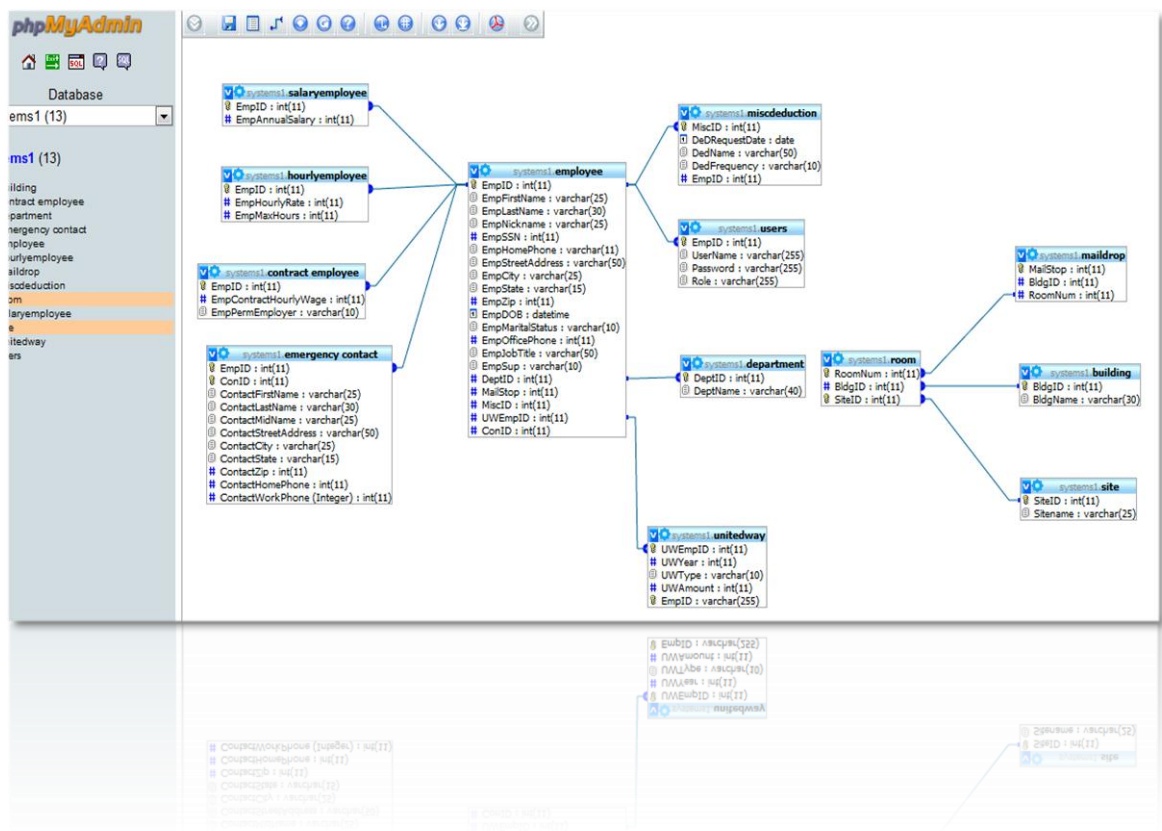
Table	Action	Records
building	[Icons]	20
contract employee	[Icons]	17
department	[Icons]	0
emergency contact	[Icons]	0
employee	[Icons]	22
hourlyemployee	[Icons]	19
maildrop	[Icons]	8
miscdeduction	[Icons]	0
room	[Icons]	0

Viewing relationships

1. Click on the **Designer** tab on the upper left corner.

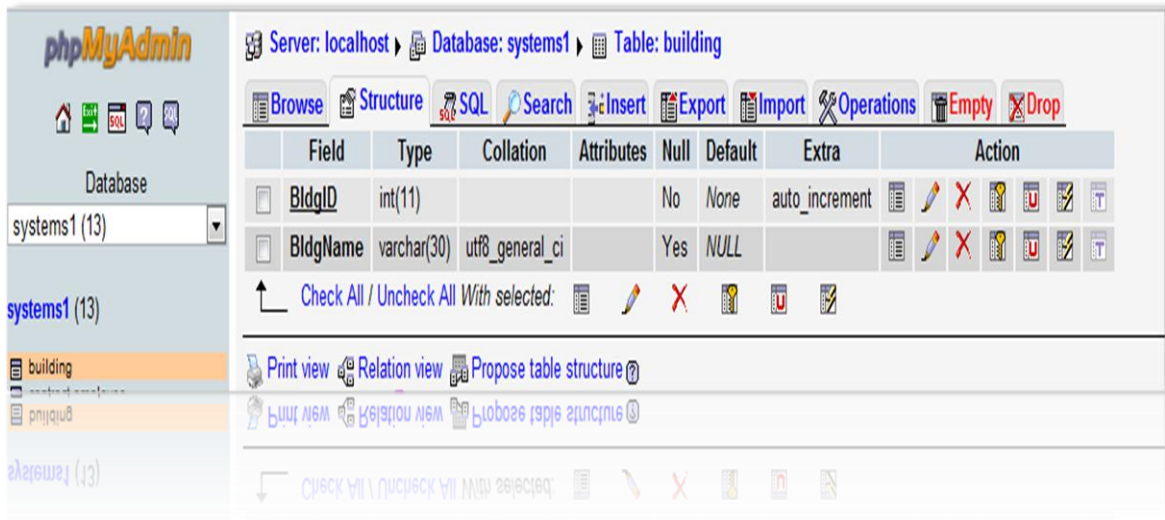


2. System redirects page to the Relationship View/Designer Mode.



Viewing Referential Integrity Rules

1. Select one of the tables in the database
2. Click the structure tab
3. Select **Relational View** as indicated in the following diagram



4. System redirects to **Link view** with the referential integrity.

Example: User Table

LINKS TO			
	Internal relations ¹	FOREIGN KEY (INNODB)	
EmplID	<input type="text"/>	systems.employee.EmplID	ON DELETE CASCADE ON UPDATE CASCADE
UserName	<input type="text"/>	No index defined!	
Password	<input type="text"/>	No index defined!	
Role	<input type="text"/>	No index defined!	

XII. Database Backup and Recovery

A. Backup

1. Select the Export Tab
2. Under the export click on select all and the desired file type
3. Check the save as file box
4. Enter a file name text box

5. Click on go
6. Save file on storage device

A. Recovery

1. Select the Import Tab
2. Click Choose File
3. Browse to File Location
4. Click open
5. Click go

XIII. Appendix

Sample Codes used:

Index page

```
<?php
session_start();
    $page_title = 'ESSS Client System | Home';
    include 'inc/header.html';

    ?>

<!-- primary content start -->

    <div class="post">
        <div class="header">
            <div class="date"></div>
        </div>
        <div class="content">
            <!--<p> <font color="#FF0000"size="3">Security feature on site Removed!
All pages can be viewed</font></p>-->
            <?php //include ('inc/feature/index.html');?>
            <div><strong><center>Welcome to ESSS Client Service
System</center></strong></div>
            </div>
        </div>

        <div class="post">
            <div class="header">

                <div class="date"></div>
            </div>
            <div class="content">

                <p></p>
            </div>
        </div>

        <div class="post">
            <div class="header">

                <div class="date"></div>
            </div>
            <div class="content">
                <p></p>
            </div>
        </div>
```

```
<!-- primary content end -->
```

```
</div>
```

```
<?php
```

```
include 'inc/sidebar.html';
```

```
include "inc/footer.html"?>
```

Login Page

```
<?php # Script 11.9 - loggedin.php #2
```

```
// The user is redirected here from login.php.
```

```
session_start(); // Start the session.
```

```
// If no session value is present, redirect the user:
```

```
if (!isset($_SESSION['c_id'])) {
```

```
    require_once ('includes/login_functions.inc.php');
```

```
    $url = absolute_url();
```

```
    header("Location: $url");
```

```
    exit();
```

```
}
```

```
$page_title = 'You are Logged In!';
```

```
include ('includes/header.html');
```

```
function greet ($name, $msg, $balance, $due){
```

```
    if ( (isset($_SESSION['c_id'])) && (!strpos($_SERVER['PHP_SELF'],  
'logout.php')) ) {
```

```
        $name="{$_SESSION['fname']} {$_SESSION['lname']}"
```

```
        ;
```

```
        $balance="{$_SESSION['curr_bal']}";
```

```
        $due="{$_SESSION['due_date']}";
```

```
    }
```

```
    echo "<p>Hi $name, $msg $$balance and it's due on $due </p>";
```

```
    }
```

```
    greet("$name", "$balance", "$due", "msg");
```

```
include ('includes/footer.html');
```

```
?>
```

SQL Syntax: Sample

United Way Query

```
$q = "SELECT unitedway.UWEmpID, unitedway.UWYear, employee.empid,  
CONCAT( '$', FORMAT( unitedway.UWAmount, 2 ) ) AS UWAmount,  
employee.empfirstname, employee.emplastname FROM unitedway, employee  
WHERE (employee.empid=unitedway.empid)";
```

Deduction Query

```
$q = "SELECT miscdeduction.empid, miscdeduction.DeDRequestDate,  
miscdeduction.dedname, miscdeduction.dedfrequency, CONCAT( '$',  
FORMAT( miscdeduction.dedamount, 2 ) ) As amount, employee.empid,  
employee.empfirstname, employee.emplastname FROM miscdeduction,  
employee WHERE (employee.empid=miscdeduction.empid)";
```

Employee directory Query

```
$q = "SELECT empfirstname, emplastname, empjobtitle, empid, empofficephone  
FROM employee ORDER BY $order_by LIMIT $start, $display";
```

Salary Query

```
$q = "SELECT salaryemployee.empid, CONCAT( '$', FORMAT(  
salaryemployee.empannualsalary, 2 ) ) As salary, employee.empid,  
employee.empfirstname, employee.emplastname FROM salaryemployee,  
employee WHERE (employee.empid=salaryemployee.empid)";
```

Update Profile

```
$q = "UPDATE employee INNER JOIN user USING (empid) SET empfirstname='$fn',  
emplastname='$ln', empnickname='$nn', empdob='$dob', empssn='$sn',  
user.username='$un' WHERE empid=$id";
```