



Castor Solutions

Simple Sales Centre Human Resource Software 2013

Instruction Manual (Updated February 03, 2013)

Thank you for using our software! To provide the most enjoyable experience for you, please take some time to read over this instruction manual, which goes over important and basic steps towards using the software.

General Tab

The screenshot shows the 'Simple Sales Centre' software window. On the left, a table lists employees with their IDs and names. Below the table are 'Add Employee' and 'Delete Employee' buttons. On the right, the 'GENERAL' tab is active, displaying a form for editing employee details. The form includes fields for First Name, Last Name, Gender, Marital Status, Date of Birth, Employee ID, SIN, Department, Job Position, Manager Name, Address, Education, Work Start Date, Home Phone, Work Phone, Cell Phone, and Email. Buttons for 'Edit', 'Update', and 'Cancel' are at the bottom of the form.

	EMPLOYEE ID	NAME
1	100	Lam, Jason
2	101	Jun, Jeff
3	102	Bella, Hannah
4	103	Lee, Phillip
5	104	Smith, Daisy
6	105	Zhang, David
7	106	Dunn, Carmel
8	107	Li, Anthea
9	109	Blues, Nicole
10	110	Jackson, Darwin
11	111	Nelson, Felix
12	112	Potter, Garry

A points to the employee table. **B** points to the 'Add Employee' and 'Delete Employee' buttons. **C** points to the 'Job Position' field. **D** points to the 'Update' button.

A: All employees within Simple Sales Centre will be displayed here with their respective employee ID and their last name, first name. Use the scroll bar to view all employees.



B: Click "Add Employee" to add a new employee and fill in his/her information in the various sections on the right. Click "Delete Employee" to remove the employee selected

C: Enter general employee information in the text fields provided. Certain information can be selected in a scroll-down menu or options

D: Click on "Update" after information is entered to update the save files; Clicking "Cancel" will not save the information. **IMPORTANT: If the program is closed when new information have been entered and you have not clicked "Update", your information will be lost!**

Attendance Tab

MainWindow

Simple Sales Centre

SEARCH

EMPLOYEE

	EMPLOYEE ID	NAME
1	100	Lam, Jason
2	101	Jun, Jeff
3	102	Bella, Hannah
4	103	Lee, Phillip
5	104	Smith, Daisy
6	105	Zhang, David
7	106	Dunn, Carmel
8	107	Li, Anthea
9	108	Blues, Nicole
10	109	Jackson, Darwin
11	110	Nelson, Felix
12	111	Potter, Garry

GENERAL ATTENDANCE PAYROLL EMERGENCY

Days Worked: 49 + -

Overtime Working Hours: 6 + -

Sick Days: 5 + -

Vacation Days: 9 + -

Available Days of Vacation: 14

Add Employee Delete Employee

E

E: Use the "+" or "-" buttons to conveniently add or subtract the amount of days



Payroll Tab

3

MainWindow

Simple Sales Centre

SEARCH

EMPLOYEE

	EMPLOYEE ID	NAME
1	100	Lam, Jason
2	101	Jun, Jeff
3	102	Bella, Hannah
4	103	Lee, Phillip
5	104	Smith, Daisy
6	105	Zhang, David
7	106	Dunn, Carmel
8	107	Li, Anthea
9	108	Blues, Nicole
10	109	Jackson, Darwin
11	110	Nelson, Felix
12	111	Potter, Garry

GENERAL ATTENDANCE PAYROLL EMERGENCY

General Pay: \$ 175 + Overtime Pay: \$ 11 + Bonus: \$ 25 - Deduction: \$ 0

Total Pay: = \$ 211

F

Add Employee Delete Employee

F: Enter the numerical amounts in the text fields provided to calculate payroll



Emergency Tab

The screenshot shows a software window titled 'MainWindow' with the title bar containing standard Windows window controls. The main content area is titled 'Simple Sales Centre' and features a 'SEARCH' button in the top right corner. Below the title, there are four tabs: 'GENERAL', 'ATTENDANCE', 'PAYROLL', and 'EMERGENCY'. The 'EMERGENCY' tab is currently selected. On the left side, there is an 'EMPLOYEE' section with a table listing employees. The table has two columns: 'EMPLOYEE ID' and 'NAME'. The table contains 12 rows of data. Below the table are two buttons: 'Add Employee' and 'Delete Employee'. The main area of the 'EMERGENCY' tab is titled 'Emergency Contact:'. It contains four text input fields: 'First Name' (containing 'Jason'), 'Last Name' (containing 'Lam'), 'Phone Number' (containing '4162231383'), and 'Relationship' (a dropdown menu with 'Family' selected). Below these fields are three buttons: 'Edit', 'Update', and 'Cancel'. A box labeled 'G' is positioned to the right of the 'Last Name' and 'Phone Number' fields, and a box labeled 'H' is positioned below the 'Update' button.

	EMPLOYEE ID	NAME
1	100	Lam, Jason
2	101	Jun, Jeff
3	102	Bella, Hannah
4	103	Lee, Phillip
5	104	Smith, Daisy
6	105	Zhang, David
7	106	Dunn, Carmel
8	107	Li, Anthea
9	108	Blues, Nicole
10	109	Jackson, Darwin
11	110	Nelson, Felix
12	111	Potter, Garry

Emergency Contact:

First Name:

Last Name:

Phone Number:

Relationship:

G: Enter the information in the text fields provided, or use the scroll-down menu to select your option.

H: Click on "Update" after information is entered to update the save files; Clicking "Cancel" will not save the information. **IMPORTANT: If the program is closed when new information have been entered and you have not clicked "Update", your information will be lost!**

Search Window

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	Job Title	Employee ID	Department	First Name	Last Name	Gender	Birth Date
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Once the "Search" button is clicked on the main interface window, the search window will open up and this window will be displayed.

I: Enter your search term in this text field

J: After you have entered your term, press enter to allow the program to process your search request.

K: Clicking on "Main Window" will close the search window and return you back to the main window

L: The search results will be displayed here.



Additional Information

- Make sure that the file "WorkIDNumbers.txt" exist in the application folder. Missing this file could result in unique key value being reset to 0.
- Make sure that respective employee profile text files are not manipulated or altered by other users.

That is all, we hope you enjoy the software!

Cheers,

The Castor Solutions Team