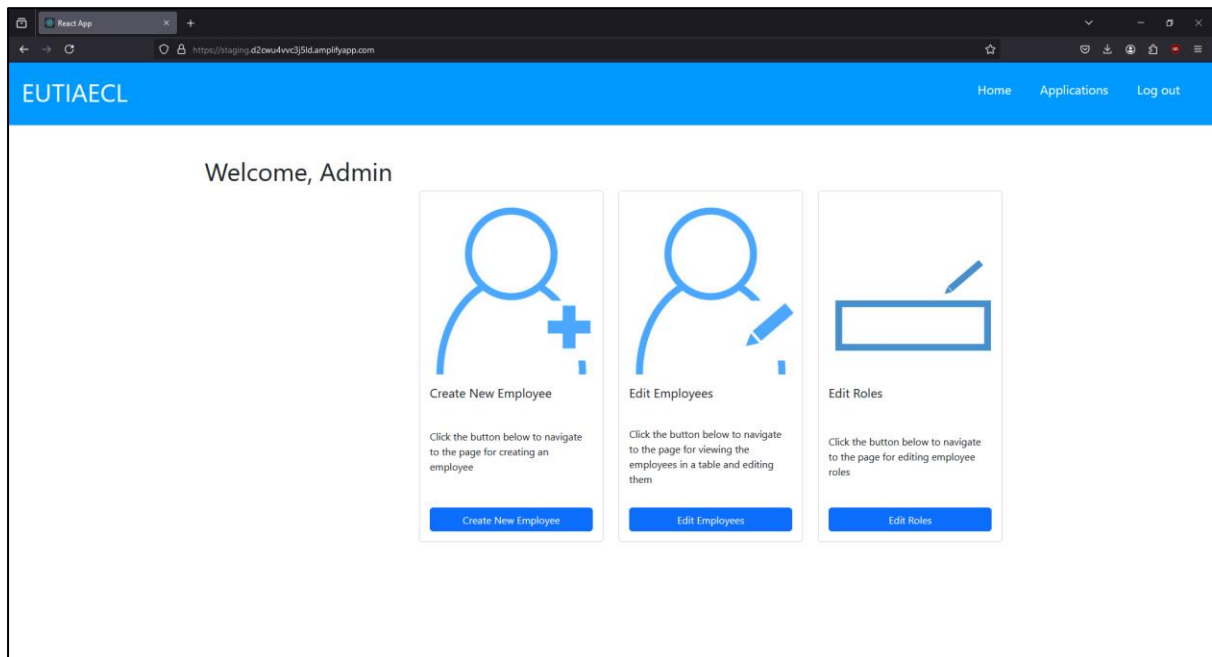


# User Manual

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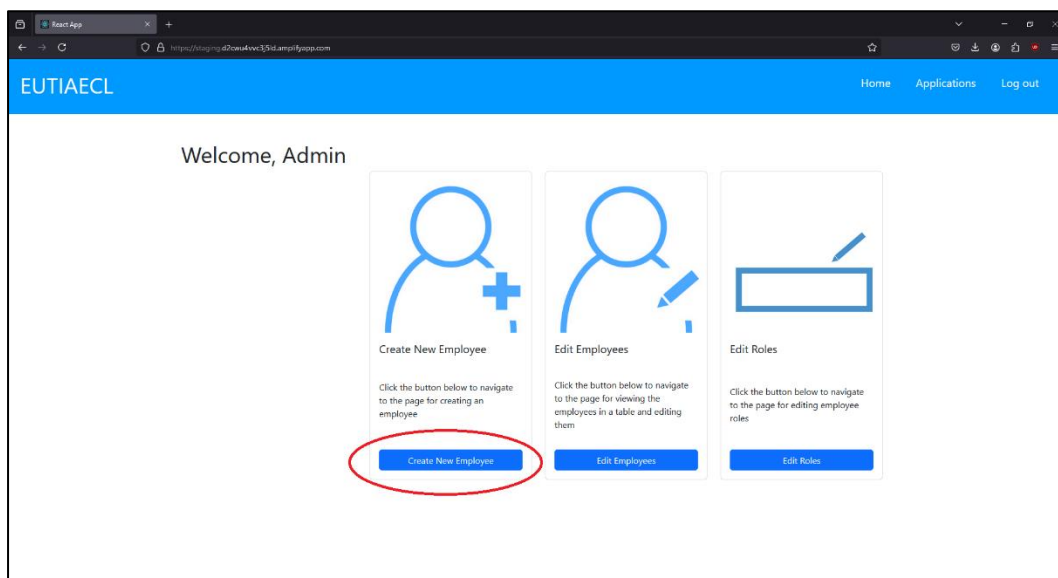
# Navigating to Different Pages



After logging in, you will be redirected to the home page. From here you can navigate to different pages of the web application. There are two different ways to navigate to different pages:

- Clicking the button on the application card
- Using the navigation bar

## Using the button on the application card



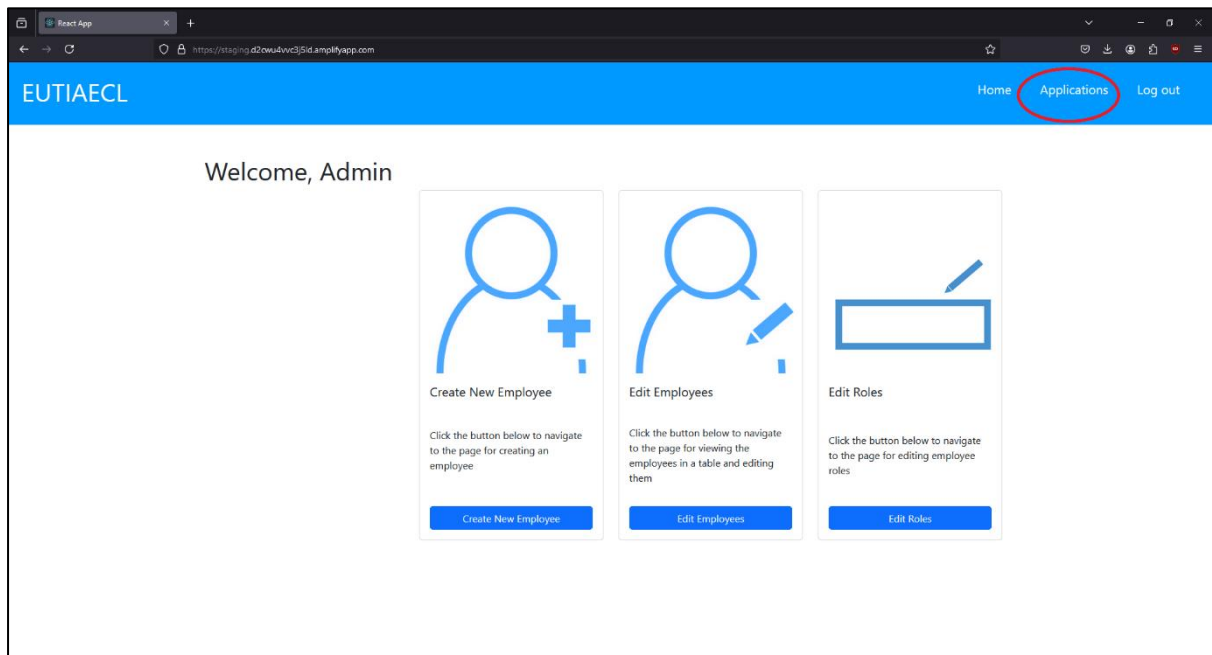
Clicking the button on the application card, such as the one highlighted in red will navigate you to the specified page.

## Using the navigation bar

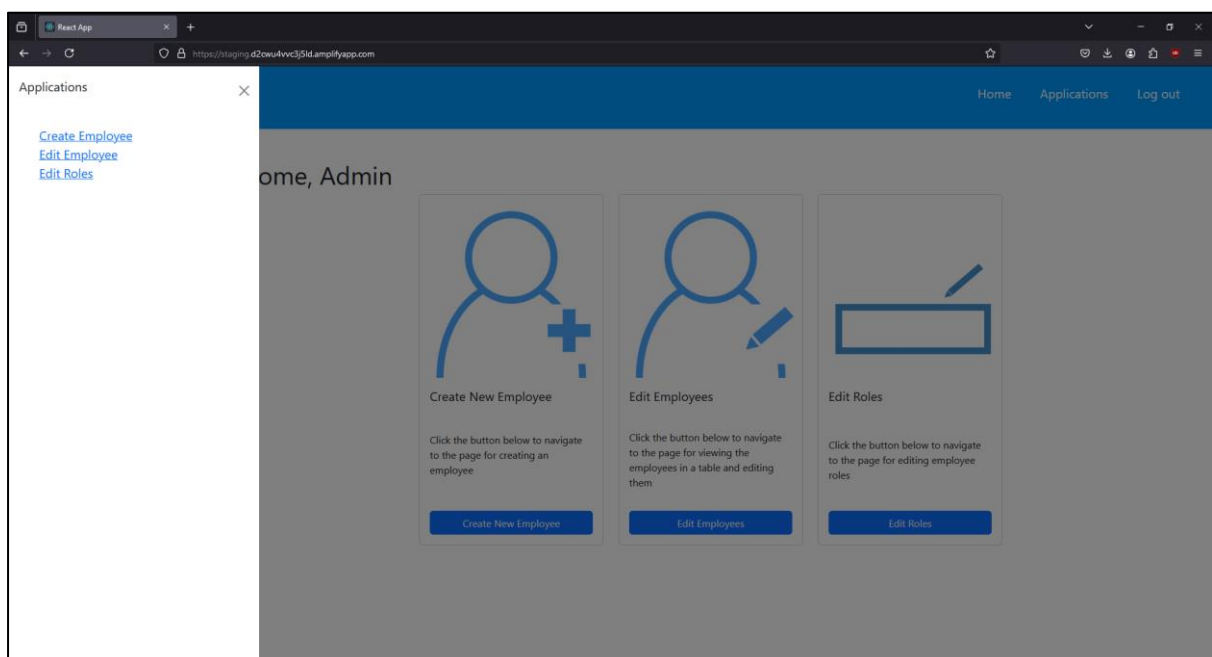
The navigation bar can be used on any page to navigate to a different one. By clicking “Home” on the navigation bar, you will be returned to the home page. Clicking “Applications” opens an overlay to select a page.

## Opening and using the application overlay

First click on “Applications”

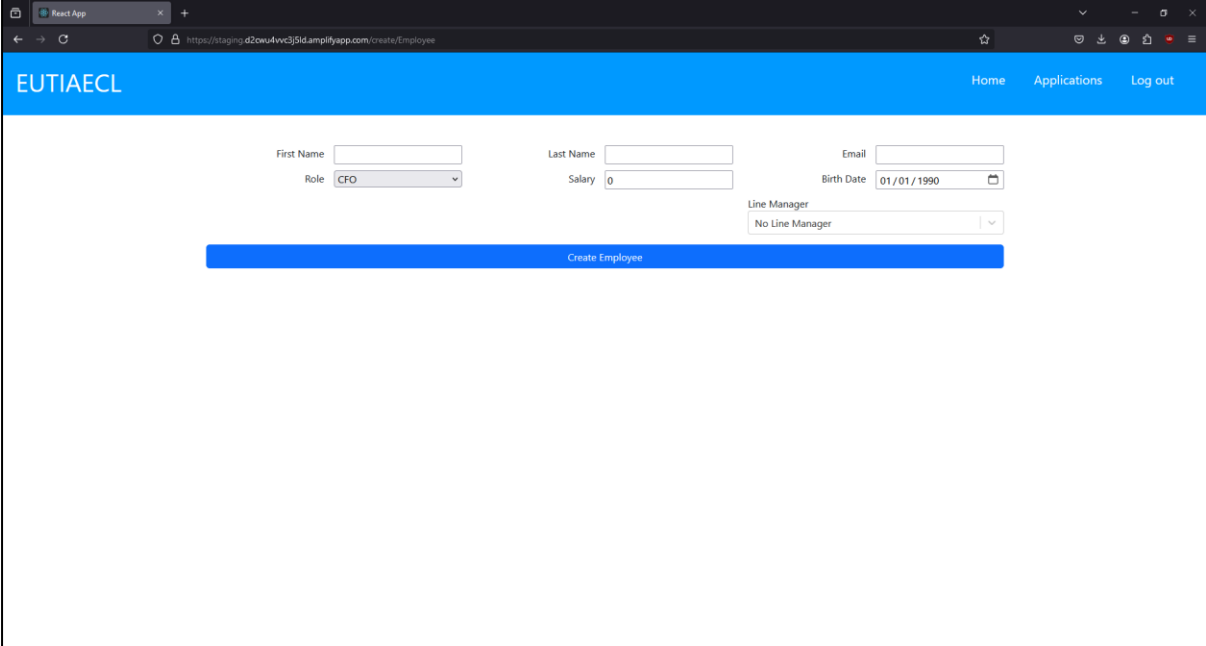


Afterwards an overlay will open for options to select a page to navigate to.



# Creating a new employee

First navigate to the “Create Employee” page.



Here details for a new employee can be entered after which a new employee can be created. The validation rules for the fields are as follows:

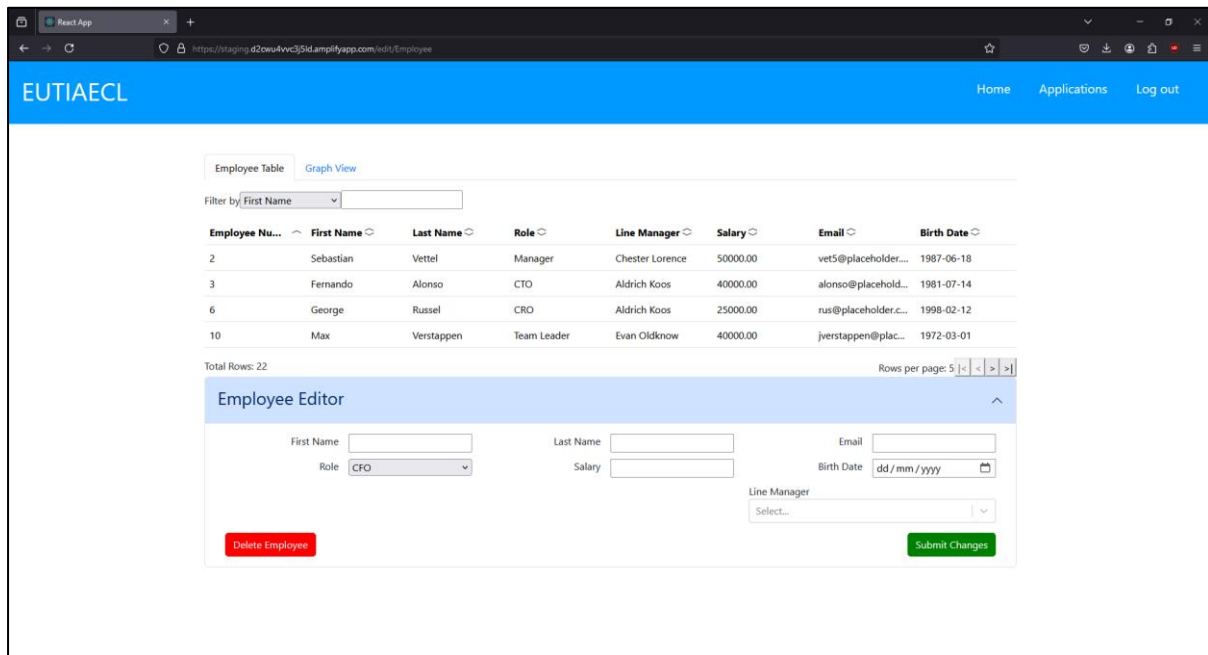
- **First Name:** Must contain text without numbers and be at most 50 characters long.
- **Last Name:** Must contain text without numbers and be at most 50 characters long.
- **Email:** Must contain text that is at most 50 characters long.
- **Role:** An employee can be assigned to any of the available roles.
- **Salary:** Must be a number greater than or equal to 0
- **Birth Date:** The date may not be in the future.
- **Line Manager:** A line manager is required unless the employee has the **Role** CEO or Unassigned.

The page will let you know what is invalid if anything entered is invalid.

After entering valid details for the employee, “Create Employee” can be clicked to create the new employee which will be added to the database.

# Edit Employees

First navigate to the “Edit Employees” page.

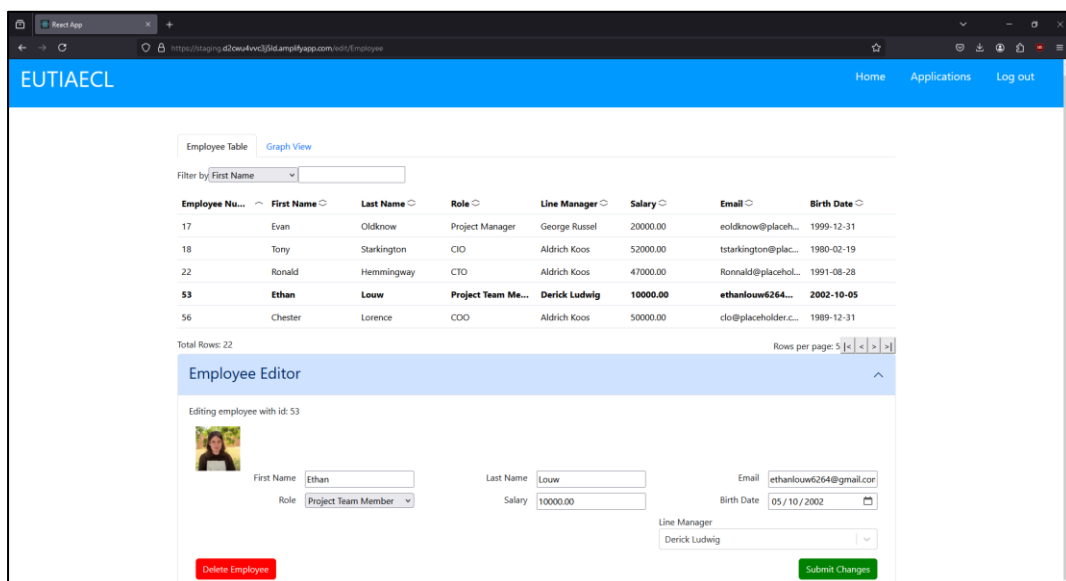


By default, the “Edit Employees” page will show a table containing all the employee data, and an editing form. There is an option to view and select employees from a hierarchal tree diagram.

## Using the table

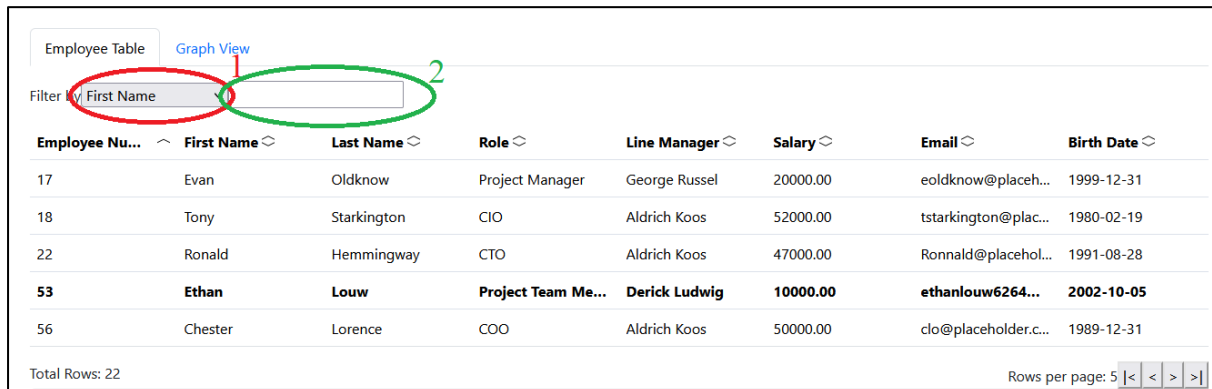
### Selecting an employee using the table

The table allows for selecting an employee to edit. To select an employee, click on their row in the table. The row will now be in bold and their details will be in the editing form.



## Searching for an Employee

Searching for an Employee can be used by the “Filter by” input field and dropdown box.



Employee Table [Graph View](#)

Filter by First Name

Employee Nu...	First Name	Last Name	Role	Line Manager	Salary	Email	Birth Date
17	Evan	Oldknow	Project Manager	George Russel	20000.00	eoldknow@placeh...	1999-12-31
18	Tony	Starkington	CIO	Aldrich Koos	52000.00	tstarkington@plac...	1980-02-19
22	Ronald	Hemmingway	CTO	Aldrich Koos	47000.00	Ronnald@placehol...	1991-08-28
53	Ethan	Louw	Project Team Me...	Derick Ludwig	10000.00	ethanlouw6264...	2002-10-05
56	Chester	Lorence	COO	Aldrich Koos	50000.00	clo@placeholder.c...	1989-12-31

Total Rows: 22 Rows per page: 5

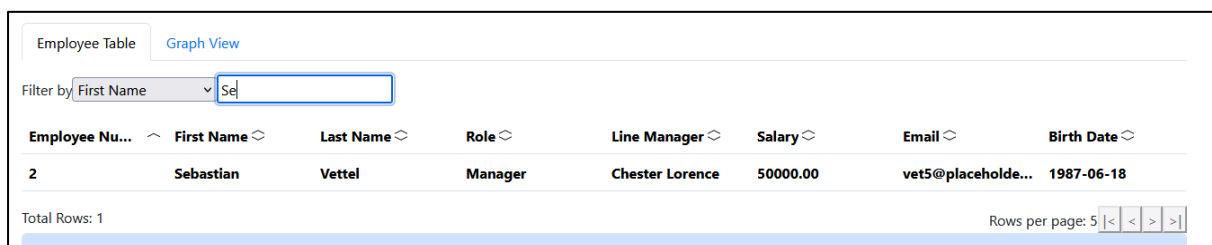
1. Dropdown to select item to filter by
2. Value to filter by

First select a field to filter by, then enter the value to filter that field to.

### Filter field options:

- First Name
- Last Name
- Employee Number
- Role
- Line Manager

### Example Search



Employee Table [Graph View](#)

Filter by First Name Sebastian

Employee Nu...	First Name	Last Name	Role	Line Manager	Salary	Email	Birth Date
2	Sebastian	Vettel	Manager	Chester Lorence	50000.00	vet5@placeholde...	1987-06-18

Total Rows: 1 Rows per page: 5

## Sorting the table

The table can be sorted by the values of the fields. Each column of the table has a sort option. To sort the table simply click the column name.

Employee Nu...	First Name	Last Name	Role	Line Manager	Salary	Email	Birth Date
18	Tony	Starkington	CIO	Aldrich Koos	52000.00	tstarkington@plac...	1980-02-19
11	Thomas	Schumacher	Supervisor	Derick Ludwig	29000.00	tschumacher@plac...	1987-03-13
64	Tara	Smith	Assossciate Manag...	Fernando Alonso	20000.00	tsmith@placehold...	1990-01-01
2	Sebastian	Vettel	Manager	Chester Lorence	50000.00	vet5@placeholde...	1987-06-18
22	Ronald	Hemmingway	CTO	Aldrich Koos	47000.00	Ronnald@placehol...	1991-08-28
Total Rows: 22							Rows per page: 5  < < > >

1. First name is being sorted in descending order
2. Role is not being sorted

Next to each column name is either a single or double arrow. If the arrow is pointing upwards and downwards, the column is not being sorted. If the arrow is pointing downwards, the column is being sorted in descending order. If the arrow is pointing upwards, the column is being sorted in ascending order.

To switch between ascending and descending order, simply click the column name that is being sorted and the arrow and sorting will be switched.

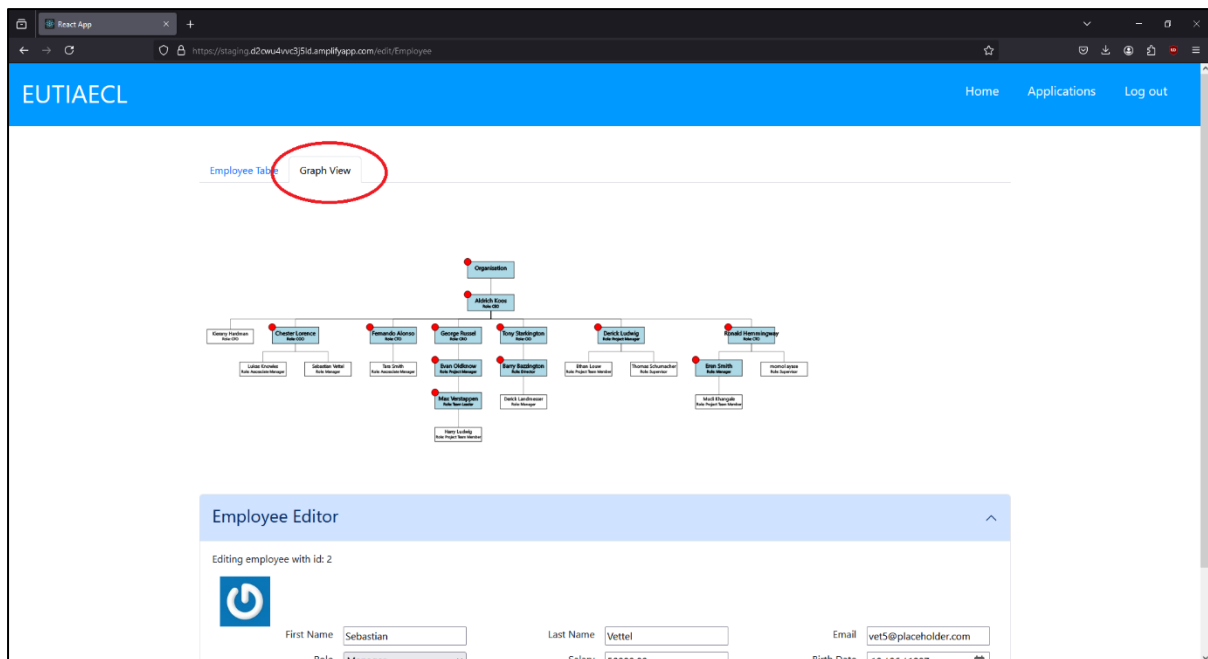
## Navigating table pages

Filter by First Name							
Employee Nu...	First Name	Last Name	Role	Line Manager	Salary	Email	Birth Date
18	Tony	Starkington	CIO	Aldrich Koos	52000.00	tstarkington@plac...	1980-02-19
11	Thomas	Schumacher	Supervisor	Derick Ludwig	29000.00	tschumacher@plac...	1987-03-13
64	Tara	Smith	Assossciate Manag...	Fernando Alonso	20000.00	tsmith@placehold...	1990-01-01
2	Sebastian	Vettel	Manager	Chester Lorence	50000.00	vet5@placeholde...	1987-06-18
22	Ronald	Hemmingway	CTO	Aldrich Koos	47000.00	Ronnald@placehol...	1991-08-28
Total Rows: 22							Rows per page: 5  < < > >

To navigate table pages, use the buttons in the bottom right corner of the table. Buttons:

- |< Returns to the first page
- < Goes one page back
- > Goes one page forward
- >| Goes to the last page

## Using the tree graph



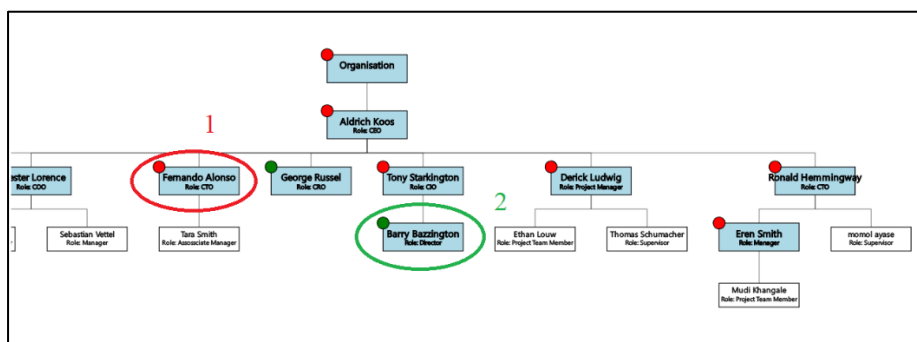
Click on “Graph View” on the “Edit Employees” page will display a hierarchal tree graph of the employees. To switch back to the table view, click “Employee Table” next to “Graph View”

## Selecting an employee

Click on an employee’s box on the graph will select them for editing.

## Expanding/Collapsing hierarchies

Employees that are the line manager to other employees have their boxes in blue with a red or green circle at the top right of their boxes. Red circles are used when the hierarchy is expanded, green circles are used when the hierarchy is collapsed.



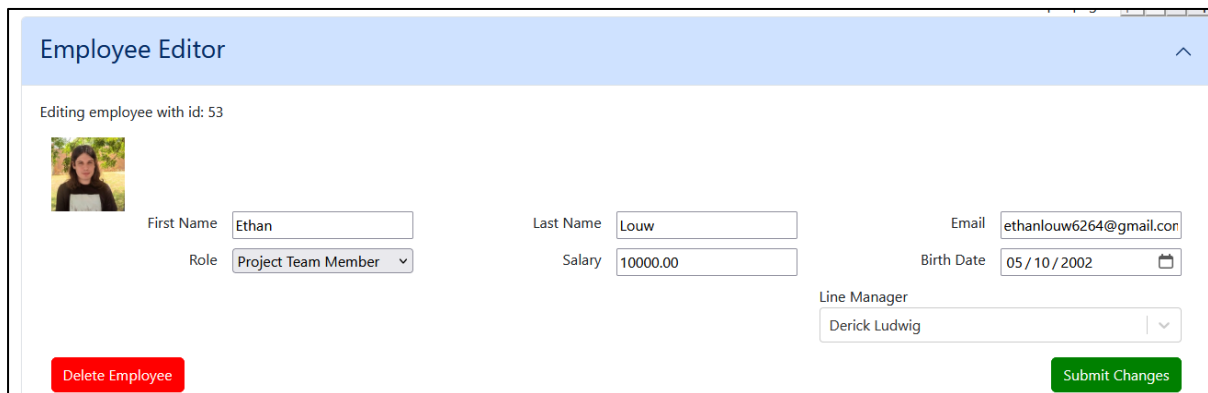
1. Expanded Hierarchy
2. Collapsed Hierarchy

To expand a collapsed Hierarchy, click the green circle. To collapse an expanded Hierarchy, click the red circle.



## Editing selected employee

Once an employee has been selected using the table or tree graph, their details can be edited.

The screenshot shows a web application window titled "Employee Editor". Below the title bar, it says "Editing employee with id: 53". On the left, there is a small square profile picture of a woman. To the right of the picture are several form fields: "First Name" with the value "Ethan", "Last Name" with the value "Louw", "Email" with the value "ethanlouw6264@gmail.com", "Role" with a dropdown menu showing "Project Team Member", "Salary" with the value "10000.00", and "Birth Date" with the value "05 / 10 / 2002" and a calendar icon. Below these fields is a "Line Manager" dropdown menu showing "Derick Ludwig". At the bottom left is a red button labeled "Delete Employee", and at the bottom right is a green button labeled "Submit Changes".

After selecting an employee to edit, their details will be shown in the “Employee Editor” form. Here the following can be seen:

- **Gravatar Profile Picture** linked to employee email
- **First Name** of the employee
- **Last Name** of the employee
- **Email** of the employee
- The **Role** of the employee
- **Salary** of the employee
- **Birthdate** of the employee
- **Line Manager** of the employee

These fields can be edited and once changes have been made, the “Submit Changes” button can be clicked to update the employee details.

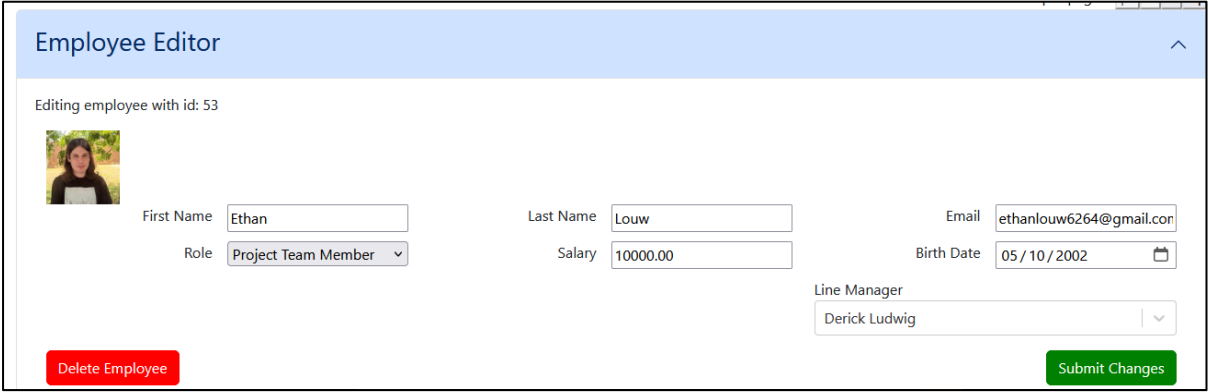
The fields are validated as follows:

- **First Name:** Must contain text without numbers and be at most 50 characters long.
- **Last Name:** Must contain text without numbers and be at most 50 characters long.
- **Email:** Must contain text that is at most 50 characters long.
- **Role:** An employee can be assigned to any of the available roles.
- **Salary:** Must be a number greater than or equal to 0
- **Birth Date:** The date may not be in the future.
- **Line Manager:** A line manager is required unless the employee has the **Role** CEO or Unassigned.

The page will let you know what is invalid if anything entered is invalid.

## Deleting an Employee

After selecting an employee, they can be deleted.



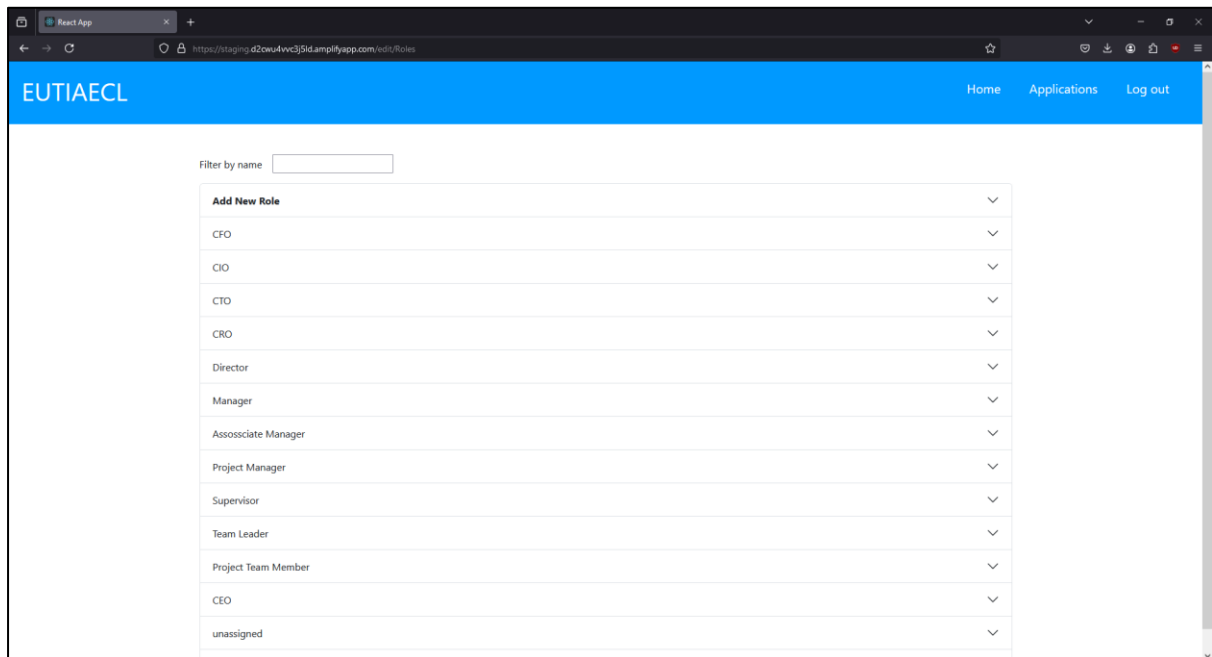
The screenshot shows a web application titled "Employee Editor" with a light blue header. Below the header, it says "Editing employee with id: 53". On the left, there is a small profile picture of a woman. To the right of the picture are several form fields: "First Name" with the value "Ethan", "Last Name" with "Louw", "Email" with "ethanlouw6264@gmail.com", "Role" with a dropdown menu showing "Project Team Member", "Salary" with "10000.00", "Birth Date" with "05 / 10 / 2002" and a calendar icon, and "Line Manager" with a dropdown menu showing "Derick Ludwig". At the bottom left is a red button labeled "Delete Employee", and at the bottom right is a green button labeled "Submit Changes".

To Delete an employee, click “Delete Employee”. A confirmation will ask whether you are sure you would like to delete the Employee. **THIS CAN NOT BE UNDONE.**

When an employee is deleted, everyone they are line manager to gets the deleted employee’s line manager.

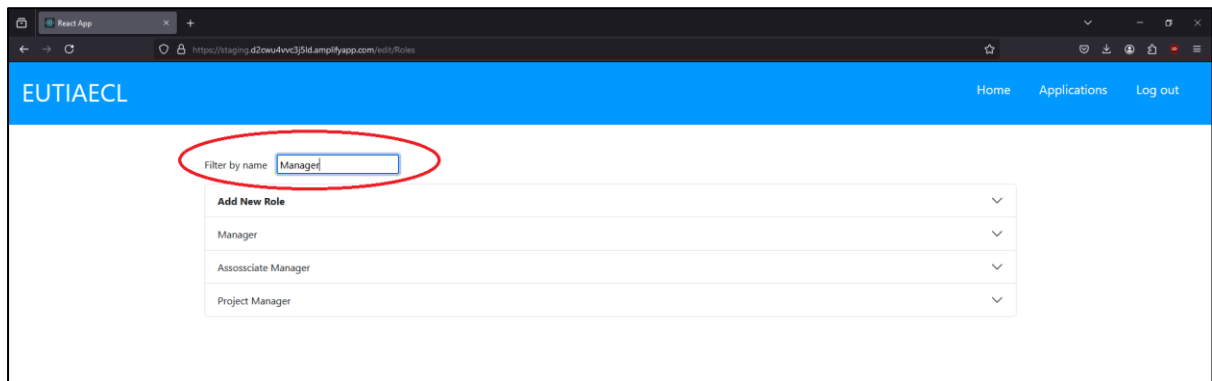
# Role Editing

First navigate to the “Edit Roles” page.



On the “Edit Roles” page there will be a collapsed list of the roles of the organization.

## Searching for a role



Typing the name of the role in the “Filter by name” input box will filter the roles to those that match the entered characters.

## Editing a role



The screenshot shows a web interface for editing roles. At the top, there is a search bar labeled "Filter by name" with the text "Manager" entered. Below this is a list of roles. The first role, "Manager", is selected and highlighted in blue. To the right of the role name is a downward arrow icon. Below the role name, there is a form for editing the role. The form has two fields: "Name" and "Description". The "Name" field contains the text "Manager". The "Description" field contains the text "Manages specific teams or projects". Below the form, there are two buttons: a red "Delete Role" button and a green "Submit Changes" button. Below the form, there is a list of other roles: "Assosciate Manager" and "Project Manager". Each role in the list has a downward arrow icon to its right.

Clicking on the name of the role expands an editor for that specific role. Here the name and description can be altered. Once the changes have been made “Submit Changes” can be clicked to update the role.

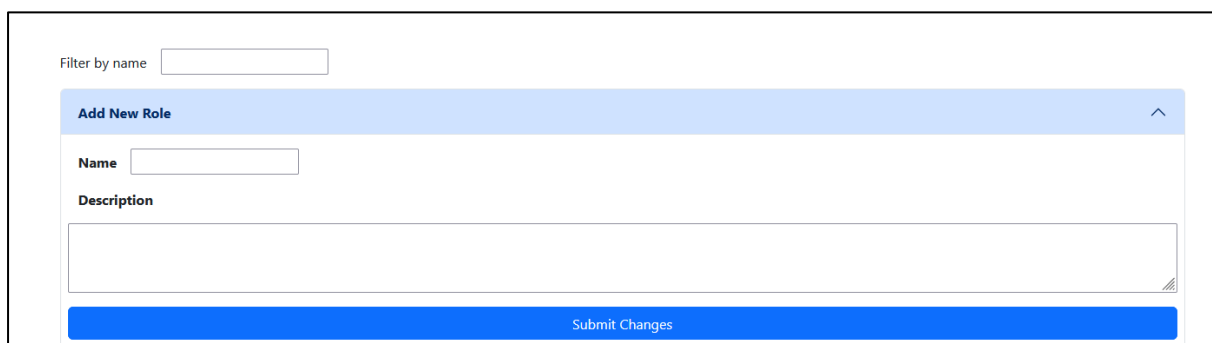
The role name is validated to ensure that no role can have the same name as a different role.

## Deleting a role

A role can be deleted by clicking “Delete Role” a popup confirmation will ask if you are sure you wish to delete the role. **THIS CAN NOT BE UNDONE.**

All employees that had that role will have their role changed to unassigned.

## Creating a new role



The screenshot shows a web interface for creating a new role. At the top, there is a search bar labeled "Filter by name" which is empty. Below this is a list of roles. The first role, "Add New Role", is selected and highlighted in blue. To the right of the role name is an upward arrow icon. Below the role name, there is a form for creating a new role. The form has two fields: "Name" and "Description". The "Name" field is empty. The "Description" field is empty. Below the form, there is a blue button labeled "Submit Changes".

Clicking on “Add New Role” at the top of the list will expand an editor that allows for the creation of a role. Here the role name and description can be entered.

The role name is validated to ensure that no role can have the same name as a different role.