EMS User Guide

January 2019 - Ghanan Jeeva

How to use the EMS

Main Menu

This simplistic Main Menu gives you access to all major functionality to the Employee Management System. Here, you can:
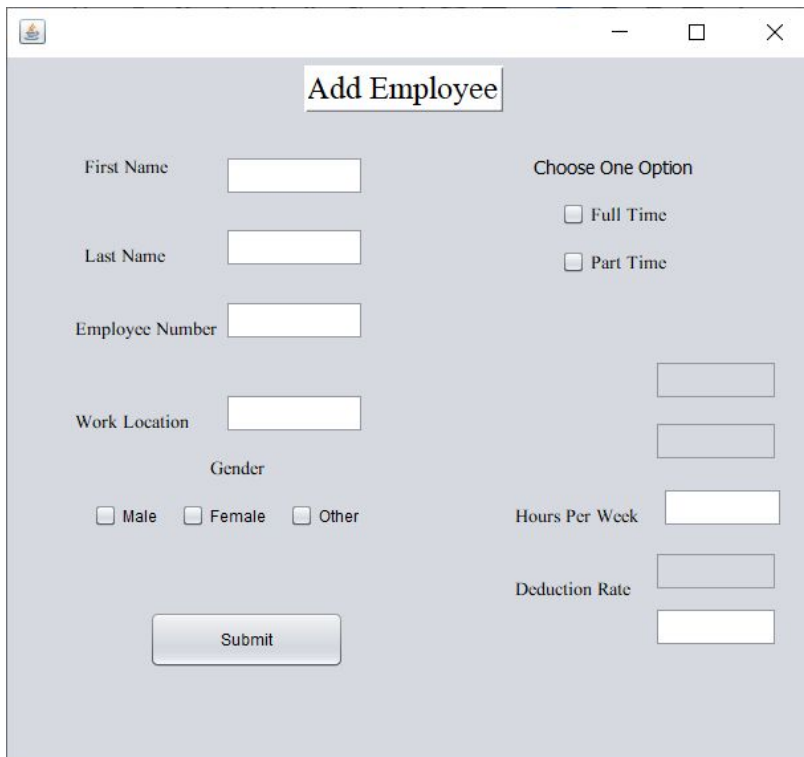
- Add new employees
- Search for existing employees already in the database
- Edit the employee info for employees in the database
- Remove employees in the database

- List All the Employees in the database
- Save database data to a .txt file
- Load employee data from a .txt file

The Main Menu is split into eight main sections:

1. **Add Employee**

The Add Employee panel can be accessed by clicking the "Add Employee" button in the top-left corner of the main menu.

Here, you can add new employees to the database.

On the left hand side, information pertaining to the personal info of the employee can be inputted. Make sure to check **only 1** option in the gender section.

On the right hand side , information pertaining to the employees wage and work related info can be inputted. Upon the choosing of the full time or part time option, the appropriate fields regarding work information will be enabled.

Finally, click the "Submit" button to add the employee to the database.

Please note that the appropriate type of information is required to be inputted into each data field.

2. Search Employee

To access the information of existing employees in the database, the Search Employee function can be used. This can be accessed in the Main Menu panel under the Add Employee button, and consists of an information field in which the required employee's employee number can be inputted, and an enter button to initiate the search.

To search for an employee, the desired employee's employee number can be entered into the data field, and pressing the enter button will display the employee's information in the table below the search bar. If the employee number requested is not in the database, the View Employee Data pane would remain blank.

3. Edit Employee

To access and edit the information of existing employees in the database, the Edit Employee function can be used. This can be accessed in the Main Menu panel under the Remove Employee button, and consists of an information field in which the required employee's employee number can be inputted, and the enter button to initiate the search.

The Edit Employee panel works very similarly to the Add Employee panel, in which there are fields in which employee data can be inputted. However, whatever employee information currently held in the database is shown in the text fields.

To edit the employee data, select the desired field, delete the existing data shown in the text field, and enter in the new data.

To save any changes, click the "Submit" button.

4. Remove Employee

To remove an employee, first search for the desired employee in the search bar as per the instructions in the Search Employee section, and then clicking the Enter button on the right of the panel where information is inputted. This will remove the employee and all associated information from the hash table. A prompt for if the action is successful will appear following the removal of the employee.

5. List All Employees

To access the information of all existing employees in the database, the List All Employees function can be used. This can be accessed in the Main Menu panel under the Search Employee button, and contrary to Search Employee, does not consist of an information field in which the required employee's employee number can be inputted, since all employees will be displayed.
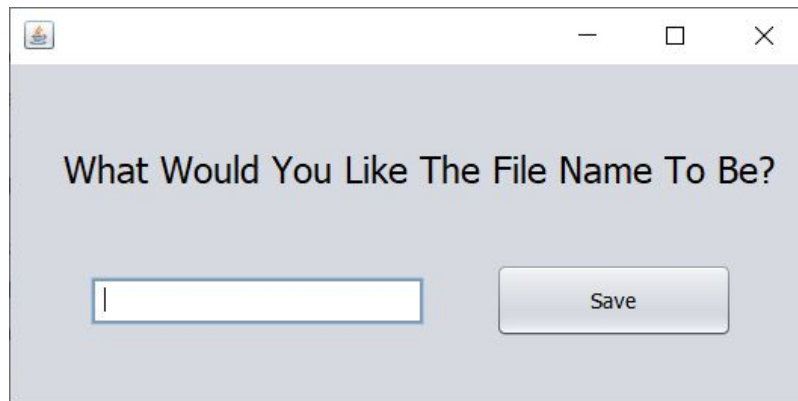
6. Save To File

If the EMS application needs to be closed, or data needs to be transferred to another instance of the EMS data can be saved to a .txt file for long-term storage and data transport.

To start, click on the "Save To File" button on the bottom-left of the main menu, which will open the window shown below. Enter the desired file name in the text field to the left of the save button and click "Save" when the desired file name is entered.

7. Load From File
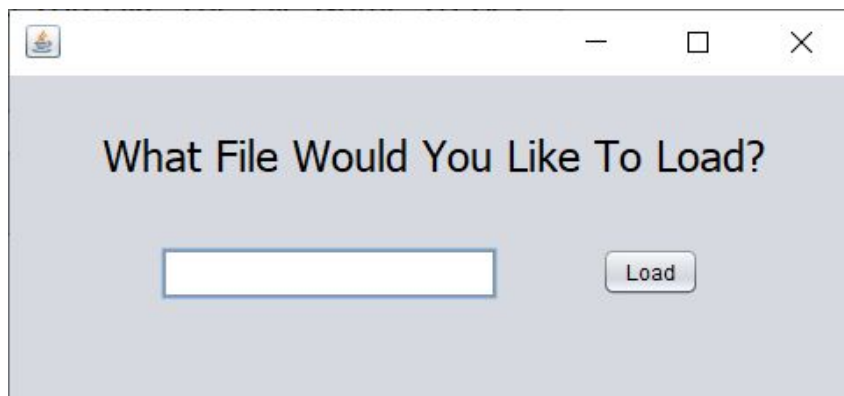
When starting up a new instance of the EMS, or if accessing database data on a different computer, saved data can be loaded from an appropriate .txt file.

To start, click on the "Load To File" button located on the bottom-right of the main menu, which will bring up the window shown above. Enter the desired file name in the text field to the left of the load button and click "Load" when the desired file name is entered.