A. Add a Contact.
   a. Administrator selects "Contacts" tab.
   b. Administrator left clicks the "Create Contact" button.
   c. Administrator types in the contact information for the employee being created into the appropriate fields.

      Fields Include:

      - First Name:Jesse
      - Last Name:Pinkman
      - Telephone:1-505-654-3434
      - Email:jpinkman@vamanos.com
      - Birthday:05/15/1985
   d. Administrator left clicks "Save" to save new employee.
   e. A new record with the above information is created in the database.
   f. A dialog appears confirming the addition.

B. Edit an existing Contact.
   a. Administrator selects "Contact" tab.
   b. Administrator clicks in the search bar (next to the magnifying glass).
   c. Administrator enters "Cornish" (This is the last name).
   d. A list appears displaying all users with "Cornish" in any field (ex: name, phone number, email, etc.).
   e. Administrator selects the entry with the name "Conrad Cornish".
   f. The right side of the window will be populated with "Conrad Cornish".
   g. The Administrator left clicks the "Edit Contact" button.
   h. Administrator changes the telephone from "911" to "1-900-656-1224".
   i. Administrator also changes the birthday from "01/01/1900" to "01/01/1970".
   j. Administrator changes email from ccornish@miners.com to Cornishriotinto.com
   k. Administrator clicks save.
   l. A window appears explaining that the email field is incorrect.
   m. Administrator changes the email field to Cornish@riotinto.com.
   n. Administrator clicks save.
   o. A window appears confirming the save.

C. Remove an existing contact.
   a. Administrator selects "Contacts" tab.
   b. Administrator selects the search bar (next to the magnifying glass at the top).
   c. Administrator enters "Cornish" into the search bar.
   d. Administrator selects the entry with the name "Conrad Cornish".
   e. Administrator the window beside the contact list is populated with "Conrad Cornish" 's contact information

f. Administrator clicks "Delete".

g. A dialog appears to confirm the deletion.

h. Administrator clicks "Yes".

i. The record is now deleted from the database.

j. All fields are now empty.

D. Add a new department.

    a. Administrator selects "Departments" tab.

    b. Administrator left clicks the "Create New Department" button.

    c. Administrator enters the following information.

        i. Department Name: Accounting

        ii. Department Telephone:1-888-555-5555

        iii. Department Email:acct@vamanos.com

    d. Administrator left clicks "Add Employee" button.

    e. Administrator searches for the name "Walter White" and selects the name returned.

    f. Administrator left clicks "Ok" button to add employee to department's employee list.

    g. The list is now updated with the name "Walter White".

    h. Administrator left clicks "Save" button to create the department and is returned to list of existing departments.

E. Edit an existing department.

    a. Administrator selects "Departments" tab.

    b. Administrator selects "Accounting" from the list of possible departments.

    c. The contact in formation for that department and employees in that department are populated.

    d. Administrator left clicks the "Edit Selected Department" button.

    e. Administrator left clicks "Add Employee to Department" button

    f. An employee search window appears. The name "Hank Schrader" is selected from the list.

    g. Administrator clicks "Add".

    h. The name "Hank Schrader" now appears in the list.

    i. Administrator left clicks the "Save" button.

    j. The changes are saved to the database.

    k. Administrator is returned to the edit department screen.

F. Delete an existing department.

    a. Administrator selects "Departments" tab

    b. Administrator selects "Accounting" from the list of departments.

    c. The department contact information and list of employees in the department are retrieved from the database.

    d. Administrator left clicks "Delete" button.

    e. A dialog appears asking the user to confirm the deletion.

    f. Administrator left clicks "Yes" button to delete department and returns to new list of existing departments.

        g.   The department and its associations are deleted from the database.

        h.   Administrator is returned to the "Departments" screen.

G. Add a new report.

        a.   Administrator selects "Reports" tab

        b.   Administrator left clicks "Create" button.

        c.   Administrator enters the following information:

            i. Start Date : 01/01/2012

           ii. End Date:06/01/2012

          iii.   Dimensions: Operating System

          iv.   Metric: Unique Visits

            v. The sort and filter fields are left empty.

        d.   Administrator left clicks "Create report" button.

        e.   Administrator is returned to the "Report" menu.

H. Delete an existing report.

        a.   Administrator selects "Reports" tab

        b.   Administrator left Clicks "Delete a Report" button.

        c.   Administrator selects "Daily" report from list of reports.

        d.   A dialog appears asking if the employee wants to delete the "Daily" report.

        e.   Administrator left Clicks "Yes" button.

        f.   The report is deleted.

I.   Send a report.

        a.   Administrator selects "Reports" tab.

        b.   Administrator selects the "Weekly Report" report.

        c.   Administrator left clicks "Send Report" button.

        d.   Administrator clicks "Add employees to send".

        e.   A dialog appears with the list of employees.

        f.   Administrator selects "John Doe" and clicks add.

        g.   "John Doe" is now added to the receipts.

        h.   Administrator clicks "Add departments to send"

        i.   A dialog appears with the list of all possible departments.

        j.   Administrator selects the "IT" department and clicks "Add".

        k.   Repeat Steps 4,5, and 6 till all employees intended to be sent to are added to send list.

        l.   The list of receipts is updated to include the "IT" department.

        m. Administrator clicks "Send".

        n.   The associated report is generated and sent to all the associated email addresses.

        o.   A dialog appears to confirm the successful send.

J.   Edit report

        a.   Administrator selects "Settings" Tab.

        b.   Administrator selects "MySQL" from combobox beside "SQL Database Type:".

c. Administrator types "hrreports05.ku.edu" into the text field beside "SQL Server:".

d. Administrator types "HR_Reports" into the text field beside "SQL Database Name:".

e. Administrator types "hramdin" into the text field beside "SQL Username:".

f. Administrator types "password" into the text field beside "SQL Password:".

g. Administrator types "mail.ku.edu" into the text field beside "Email Server:".

i. Administrator types "suzyq" into the text field beside "Email Username:".

j. Administrator types "ccr" into the text field beside "Email Password:".

k. Administrator then left clicks "Save Changes".

l. settings for the SQL server and email server are now saved saved.