

Employee Management System User Guide

Introduction

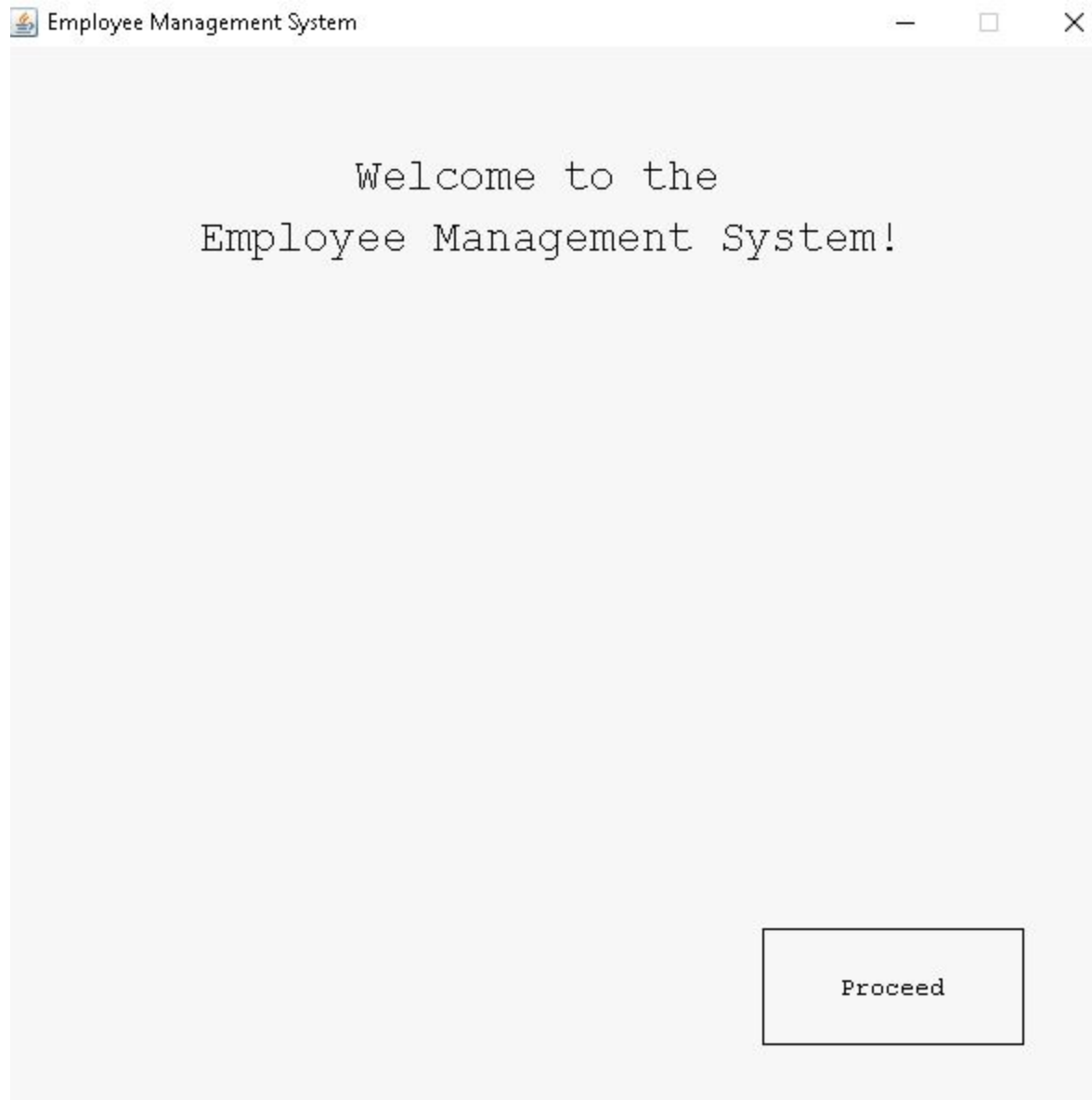
This employee management system (EMS) is a program that allows you to store employees in an organized database. It was made in java with the JFrame GUI package. The program allows you to do the following: add, remove, search, edit, list, save, and load. This guide will ensure that the user will be familiar with all these functions, by highlighting what each individual feature provides and how to use them. As such, the documentation is divided into composite parts that correspond to program functionality. We recommended you get started with installation to begin running the EMS.

Installation

1. Install Java.
2. Install an IDE (Preferably Netbeans)
3. Open the project called "EmployeeManagementSystem"
4. In the file directory of the IDE, navigate to and open: EmployeeManagementSystem » src » EMS1 » MainJFrame.java
5. Press the 'run' button.

Startup

Upon running the program, you will be greeted to a welcome screen of the program. Upon clicking the proceed button, the main menu will be accessible.



Main Menu

In this interface, you are given the option to select from a series of functions, or to exit the program. Employees in the running EMS are also shown in a table. They can be selected and edited using the corresponding buttons.

The screenshot shows a window titled "Employee Management System" with a menu bar containing "File" and "Menu". The main content area is titled "Employee List". At the top, there is a "User Manual" button, a search input field, and a "Search" button. Below these is a table with the following headers: "Employee Number", "First Name", "Last Name", "Gender", and "Deduction Rate". The table body is empty. At the bottom, there are three buttons: "Add Employee", "Remove", and "Edit".

Employee Number	First Name	Last Name	Gender	Deduction Rate
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Add Employee

In order to add an employee, you must click on the button labelled "Add Employee" in the home screen. Afterwards, this interface will appear and the general required information for employees will be visible.

It is here that you will be able to input the information of the employee you wish to add to the program.

If the employee you wish to add is a part-time employee, selecting the part-time button will open another set of boxes that must be filled in. This information is exclusive to part-time employees.

It is important to keep in mind that all boxes *must* be filled in; there are no optional information sections. Failure to do this will result in the notification "Invalid Input!" that appears when you

press the “confirm” button. It is also important to ensure that all the boxes are *correctly* filled in. The following information must be inputted as numeric values: Employee Number and Age. For part-time employees, Deduction Rate, Hourly Wage, Hours Per Week, and Weeks Per Year. For full-time employees, the Deduction Rate and Salary.

Failure to meet these specifications will also result in the error message on the right. No units are required for any of the numeric values stated. Deduction Rate for both part-time and full-time employees must be inputted as decimal percentage values, so a deduction rate of 23% for example must be inputted as 0.23. Hourly wage and salary are in dollars. As for First Name and Last Name, there are no specifications as to what characters are allowed and not allowed.

The following images are examples of inputs that would successfully add an employee to the system

The screenshot shows a window titled "Employee Management System" with a menu bar containing "File" and "Menu". The main content area is titled "Add Employee". There are two tabs: "Full Time Employee" (selected) and "Part Time Employee". The form fields are: "Employee Number", "First Name", "Last Name", "Gender" (with radio buttons for M, F, and Other:), "Deduction Rate", "Location", and "Salary". At the bottom, there are three buttons: "Return", "Clear All", and "Add Employee".

Full-time Employee Example

The screenshot shows a window titled "Employee Management System" with a menu bar containing "File" and "Menu". The main content area is titled "Add Employee". There are two tabs: "Full Time Employee" and "Part Time Employee" (selected). The form fields are: "Employee Number", "First Name", "Last Name", "Gender" (with radio buttons for M, F, and Other:), "Deduction Rate", "Location", "Hourly Wage", "Hours per Week", and "Weeks per Year". At the bottom, there are three buttons: "Return", "Clear All", and "Add Employee".

Part-Time Employee Example

Once you have successfully added an employee, this pop-up window will appear, and clicking “Ok” will return you to the home screen.

Note: If you decide to add another employee with the same employee number as a previous employee, it will overwrite the old employee!

Remove Employee

In order to remove an employee, you must first select an employee to remove and then click on the button labelled "Remove Employee" in the home screen. Afterwards, this interface will appear asking you for the employee number of the employee that you wish to remove.

List Employee

Employees are listed in the main display menu. To access this menu at any time, you must click on Menu >> Display Employees to reach the main menu.

Search and Edit Employee

In order to search for the information of a specific employee, and/or edit that information, you must go to the display employee menu and select the search field. An employee number must be inputted and an employee profile will be shown. You can also edit an employee by selecting an employee in the list and then clicking the "Edit" button

Employee Management System

File Menu

Employee List

User Manual

Search

Employee Number	First Name	Last Name	Gender	Deduction Rate
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Add Employee Remove Edit

If there are any errors in the edits, then this error message will appear

These errors can be the result of information left blank, or incorrect input values. **Keep in mind, age, hourly wage, deduction rate, yearly salary, hours per week, and weeks per year are all numerical values.**

Once you have successfully edited an employee, this pop-up window will appear, and clicking "Ok" will return you to the home screen.

Note: If you have a full-time employee (or part-time) and you try to update information exclusive to the other type of employee (e.g. hourly wage for full-time employees), although the edit will appear successful, it will not save the hourly wage to the employee as that is not an attribute for

full-time employees, so if you were to search for the same employee again, it will still show the hourly wage as 0.

Save

The save function allows you to save the current list of employees to a separate notepad file on your PC. In order to save your database, you must click on the button labelled “Save” in the home screen. Afterwards, this interface will appear asking you to name the saved file.

Once you have successfully saved an employee, this pop-up window will appear, and clicking “Ok” will return you to the home screen.

Below is an example of what the saved notepad file looks like. This file not meant to be informative on it's own, but loading this file back into the employee management system will import all saved employees into your program.

Load

The load function allows you to load a saved list of employees into the program. In order to load your database, you must click on the button labelled “Load” in the home screen. Afterwards, this interface will appear asking you to input the name of the file you wish to load.

Once a file has been successfully loaded, you are able to use the list of employees from that file in the employee management system. This means that you can further add or remove employees, edit existing employees, etc. This pop-up window will appear confirming a successful load.

Note: Loading a non-existent file will appear successful, but nothing will actually be loaded.

This is the format of the data stored in the .txt files with all the employees and its information

```
102010&Colin&Wu&Male&0.25&Mississauga&100000.0  
383722&Howard&Dong&Male&0.35&Mississauga&100.0&40.0&30.0  
END
```