

User Manual

Employee Database (EmpDat)

Team One CS2450-601

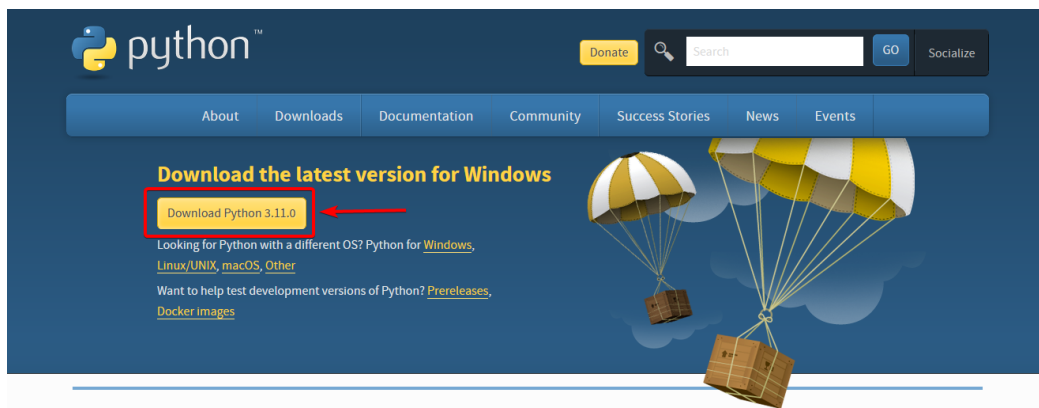
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Installing Python

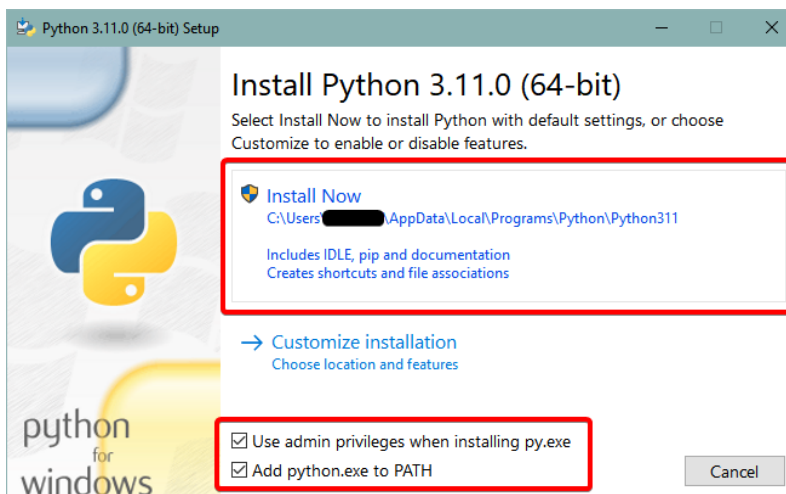
EmpDat requires Python to be installed on the computer in order to run the program.

1. Using your preferred web browser, go to the [official Python website](https://www.python.org/downloads/windows/) and go to the [download section for windows](https://www.python.org/downloads/windows/).
2. Click on the yellow button labeled “Download Python 3.11.0” and this will download a ~24MB executable to install python on the current computer.



NOTE: Depending on your current system, you may need to install either the Windows x86 installer or the Windows x64 installer.

3. From your browser's download section or the downloads folder in the File Explorer, run the installer when it has finished downloading.
4. Once the installer pops up you will be prompted with an Install button, Custom Installation and two checkboxes at the bottom.



Before pressing the “Install Now” button, check the two boxes at the bottom labeled, **“Use admin privileges when installing py.exe”** and **“Add python.exe to PATH”**.

After the two boxes have been checked, press the Install Now button.

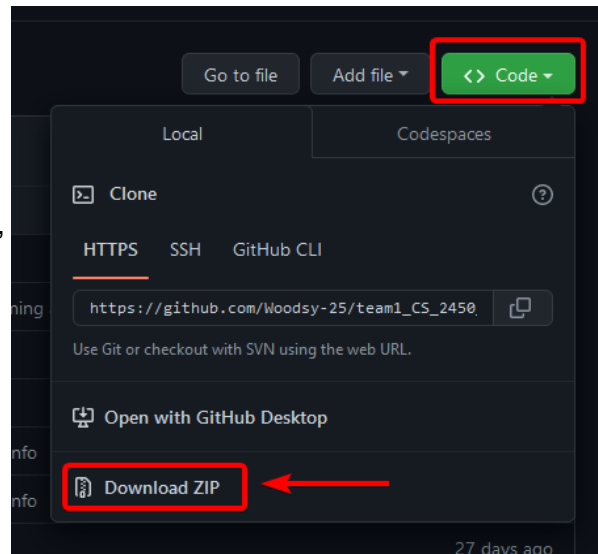
5. After the installation is finished you will be prompted to “Disable path length limit”. This will allow python to bypass the 260 character limit so that python can use long path names. **Select this option.**

Installing Employee Database

EmpDat is an employee database/directory/payroll program. It provides a searchable directory of employees, options for adding, editing, and deleting employees, and the ability to generate and export payroll and directory reports.

1. Open your preferred browser, go to the project repository for EmpDat at this link: https://github.com/Woodsy-25/team1_CS_2450_601

2. To download the program, select the green “Code” button near the top right of the window and a dropdown should appear with the option “Download ZIP”, select this option and the program should start downloading. This download is ~160 KB in size.



3. After having the program be installed extract the zip file in a location of your choosing. This can be done by right clicking the zip file and clicking “Extract All” and selecting a location.
4. Run main.py and it will install some dependencies before launching.

Logging into the Program

Everytime you start the program you will be prompted to log into the program before you can use any functions. To log into the program, type in your employer-issued username and password into the respective fields and then press the “Login” button.

This will then take you to either the Admin page or the Employee page based on the permissions on your account given by the company.

Home Screen

After logging into the program you will be taken to the home screen. There will be some differences based on whether you have employee permissions or admin permissions.

Employee Home Screen

If your account has employee permissions, you will be brought to this screen.

A - Profile: This tab shows your information that is located in the database.

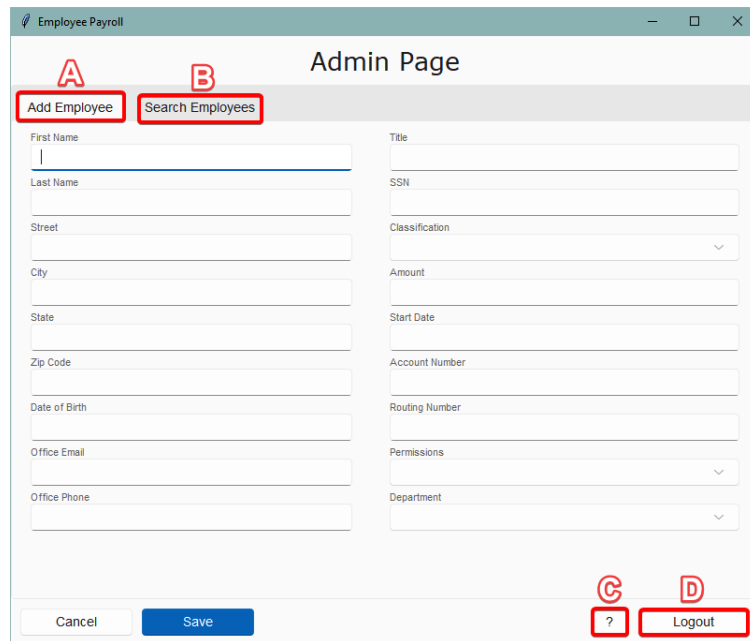
B - Directory: This tab will show a list of all the employees and information about them with the ability to search.

C - Help Section: This button will take you to the help section of the program.

D - Logout: This button will log out of the current account and take you back to the login screen.

Admin Home Screen

If your account has admin permissions, you will be brought to this screen.



The screenshot shows the 'Admin Page' window with two tabs: 'Add Employee' (labeled A) and 'Search Employees' (labeled B). The 'Add Employee' tab is active, displaying a form with various input fields. At the bottom right, there are three buttons: a question mark icon (labeled C), a 'Logout' button (labeled D), and a 'Save' button (highlighted with a red box).

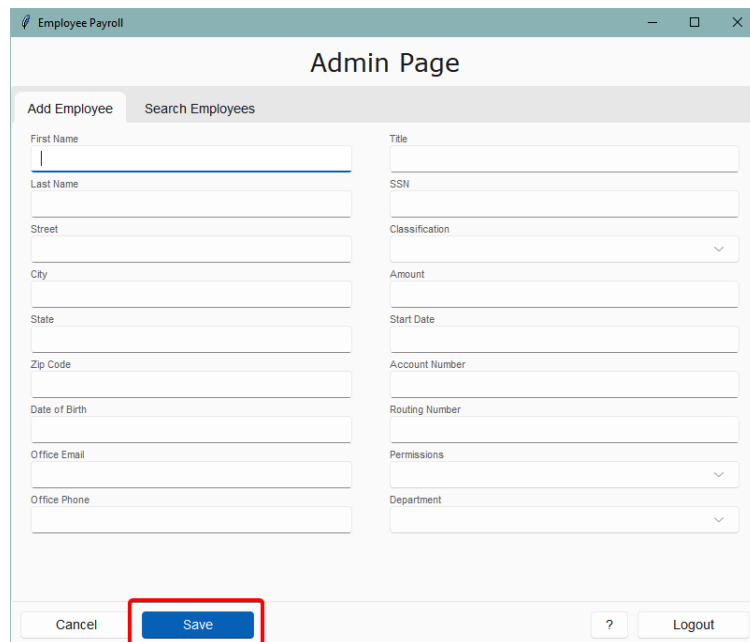
A - Add Employee: This tab will have many empty fields for admins to add new employees and information about them.

B - Search Employee: This tab will show a list of all the employees and information about them with the ability to search and export the database.

C - Help Section: This button will take you to the help section of the program.

D - Logout: This button will log out of the current account and take you back to the login screen.

Add Employee



The screenshot shows the 'Admin Page' window with the 'Add Employee' tab selected. The form contains various input fields. At the bottom, there are three buttons: 'Cancel', 'Save' (highlighted with a red box), and a question mark icon. The 'Logout' button is also visible.

*Note: This feature is only available to account with **administrator** privileges.*

To add an employee, navigate to the Add Employee tab at the top. Here, enter the new employee's information in the respective fields and then click save. After clicking save, you will get a prompt saying the employee was added and can now be accessed in the directory.

Edit Self Information

Employees without admin permissions have the ability to edit their own information.

To edit your information, navigate to the Profile page and press the “Edit” button at the bottom left of the program. Once pressed, the fields showing your information will become editable.

Employees are only able to change the “First Name”, “Last Name”, “Street”, “City”, “State”, “Zip Code”, and “Title” fields.

Once changed, press the blue “Save” button on the bottom left to update your information in the database.

The screenshot shows a web application window titled "Employee Payroll". Inside, the "Employee Page" has two tabs: "Profile" and "Directory". The "Profile" tab is active, displaying two main sections: "Personal Information" and "Pay Stub".

Personal Information:

- First Name: Issie
- Last Name: Scholard
- Street: 11 Texas Court
- City: Columbia
- State: Missouri
- Zip Code: 65218
- Title: Engineering Associate

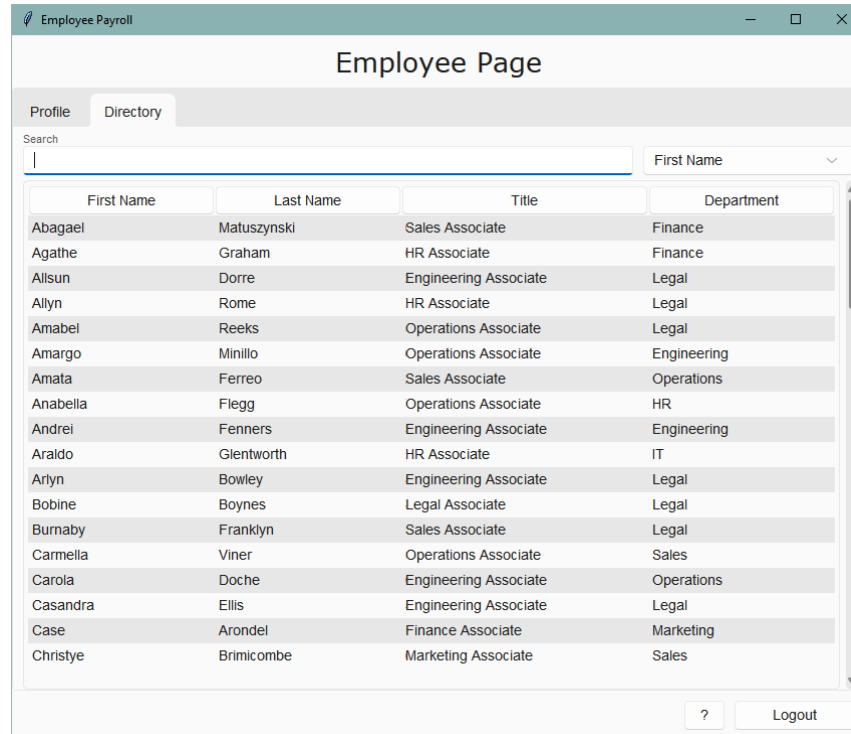
Pay Stub:

- Payment Classification: Hourly
- Hourly Rate: \$91.06 /hour
- Payment Amount: \$3360.11

At the bottom left, there is a red-bordered button labeled "Edit" with a red arrow pointing to it. To the right of the "Edit" button are two smaller buttons: a question mark "?" and a "Logout" button.

Employee Directory

By clicking on the Directory tab if you are an Employee or the Search Employee tab if you are an admin, you will be taken to the Employee Directory. Here is a list displaying all of the employees in the database with their “First Name”, “Last Name”, “Title”, and “Department”. This is organized alphabetically by First Name the first time you access this page.

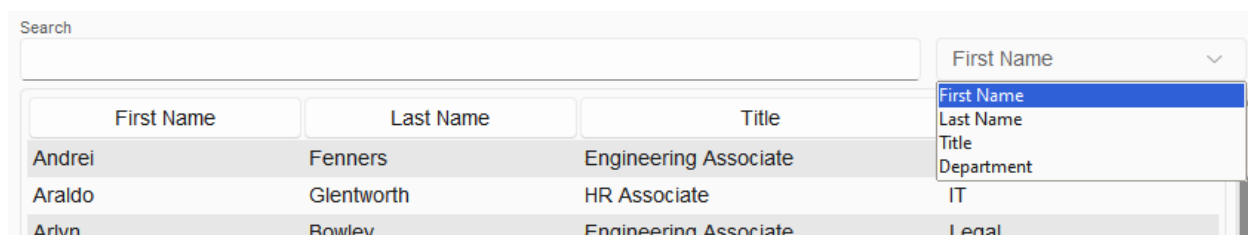


The screenshot shows a web application window titled "Employee Payroll" with a sub-header "Employee Page". Below the header are two tabs: "Profile" and "Directory", with "Directory" being the active tab. A search bar is located below the tabs, followed by a dropdown menu currently set to "First Name". Below the search bar is a table with four columns: "First Name", "Last Name", "Title", and "Department". The table contains 20 rows of employee data, sorted alphabetically by first name. At the bottom right of the page, there are two buttons: a question mark icon and a "Logout" button.

First Name	Last Name	Title	Department
Abagael	Matuszynski	Sales Associate	Finance
Agathe	Graham	HR Associate	Finance
Allsun	Dorre	Engineering Associate	Legal
Allyn	Rome	HR Associate	Legal
Amabel	Reeks	Operations Associate	Legal
Amargo	Minillo	Operations Associate	Engineering
Amata	Ferreo	Sales Associate	Operations
Anabella	Flegg	Operations Associate	HR
Andrei	Fenners	Engineering Associate	Engineering
Araldo	Glentworth	HR Associate	IT
Arlyn	Bowley	Engineering Associate	Legal
Bobine	Boynes	Legal Associate	Legal
Burnaby	Franklyn	Sales Associate	Legal
Carmella	Viner	Operations Associate	Sales
Carola	Doche	Engineering Associate	Operations
Cassandra	Ellis	Engineering Associate	Legal
Case	Arondel	Finance Associate	Marketing
Christye	Brimicombe	Marketing Associate	Sales

Search Employee

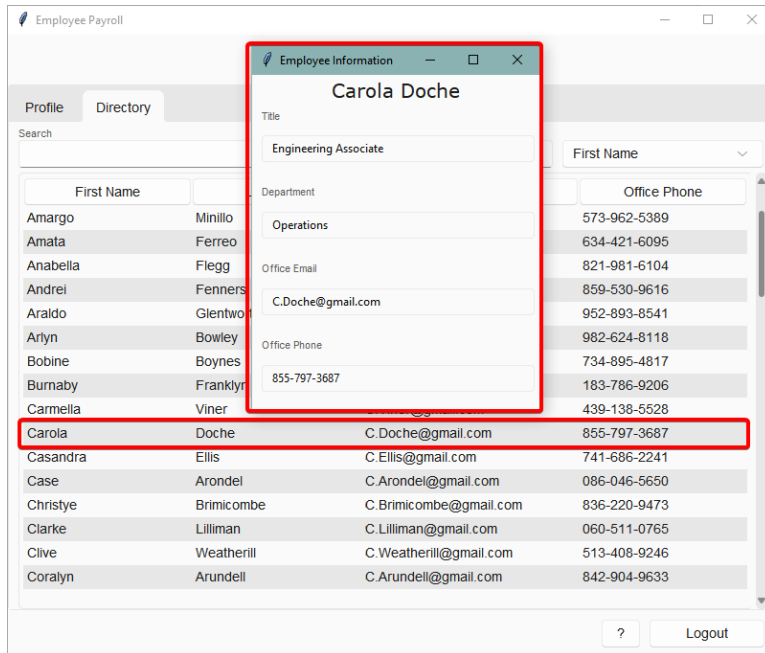
On the Directory page, there is the ability to search through the database with the search bar and the search filter dropdown. The search filter is defaulted to “First Name”. To change it, select the drop down and different filters will come up to select to search by. After selecting a filter, you can type in the search bar and will dynamically update the database to reflect the current search.



This screenshot shows the search interface. A search bar is at the top left. To its right is a dropdown menu currently showing "First Name". The dropdown menu is open, displaying a list of search filters: "First Name", "Last Name", "Title", and "Department". Below the search bar and dropdown is a table showing the results of a search. The table has columns for "First Name", "Last Name", and "Title". The first three rows of the table are visible, showing the first names "Andrei", "Araldo", and "Arlyn".

First Name	Last Name	Title
Andrei	Fenners	Engineering Associate
Araldo	Glentworth	HR Associate
Arlyn	Bowley	Engineering Associate

View Employee



To view an employee in the database, navigate to the Directory page.

Find an employee that you want to view and **double click** the row that they are on.

A pop-up window will appear showing more information about the employee. It will show you their full Name at the top with their “Title”, “Department”, “Office Email”, and “Office Phone”.

Edit Employee

*Note: This feature is only available to account with **administrator** privileges.*



If you are an admin and are viewing an employee there will be a few more options available to you.

There will be a Deactivate Employee which will deactivate the employee so they don't show up on the directory by default but are still in the database.

The other option is Edit Employee which will allow you to change the information of the selected Employee.

After pressing the Edit button on the Employee Information window, the window will close and you will be brought to the Edit Employee screen on the main window. Here you can modify any information related to that employee. After you are done changing any information you can press the “Save” button to take you back to the directory.

Employee Payroll Admin Page

Edit Employee | Search Employees

First Name Carola	Title Engineering Associate
Last Name Doche	SSN 718-96-7458
Street 820 Blackbird Crossing	Classification Hourly
City Houston	Amount 65.06
State Texas	Start Date 1/6/2017
Zip Code 77234	Account Number 67303731
Date of Birth 9/23/1993	Routing Number 908995581
Office Email C.Doche@gmail.com	Permissions Employee
Office Phone 855-797-3687	Department Operations

Cancel **Save** ? Logout

Export Database

*Note: This feature is only available to account with **administrator** privileges.*

Employee Payroll Admin Page

Add Employee | Search Employees

Search: First Name: ☐ Active Only

First Name	Last Name	ID	Title	Department	Office Email	Office Phone
Abagael	Matuszynski	62-1927856	Sales Associate	Finance	A.Matuszynski@gmail.com	727-664-1953
Agathe	Graham	64-1857388	HR Associate	Finance	A.Graham@gmail.com	937-052-1487
Ailsun	Dorre	27-6024380	Engineering Associate	Legal	A.Dorre@gmail.com	522-961-8637
Ailyn	Rome	75-4213681	HR Associate	Legal	A.Rome@gmail.com	362-592-6085
Amabel	Reeks	58-5924013	Operations Associate	Legal	A.Reeks@gmail.com	631-730-4929
Amargo	Minillo	63-2380694	Operations Associate	Engineering	A.Minillo@gmail.com	573-962-5389
Amata	Ferreio	27-0365206	Sales Associate	Operations	A.Ferreio@gmail.com	634-421-6095
Anabeta	Flegg	78-2666234	Operations Associate	HR	A.Flegg@gmail.com	821-981-6104
Andrei	Fenners	37-3055508	Engineering Associate	Engineering	A.Fenners@gmail.com	859-530-9616
Araldo	Glentworth	16-3431739	HR Associate	IT	A.Glentworth@gmail.com	952-893-8541
Arlyn	Bowley	89-7922101	Engineering Associate	Legal	A.Bowley@gmail.com	982-624-8118
Bengt	O'Gavin	07-2336423	Legal Associate	Finance	B.O'Gavin@gmail.com	103-869-8544
Berni	Whittam	80-1251478	Finance Associate	IT	B.Whittam@gmail.com	357-750-2392
Bobine	Boynes	81-1945870	Legal Associate	Legal	B.Boynes@gmail.com	734-895-4817
Bondy	Gullis	36-5620019	Finance Associate	HR	B.Gullis@gmail.com	130-625-1519
Burnaby	Franklyn	50-9589604	Sales Associate	Legal	B.Franklyn@gmail.com	183-786-9206
Camella	Viner	34-1470643	Operations Associate	Sales	C.Viner@gmail.com	439-138-5528
Carola	Doche	06-4413296	Engineering Associate	Operations	C.Doche@gmail.com	855-797-3687

Export CSV Hint: Inactive employees are marked in red ? Logout

Admins have the ability to export the database to save to another location. To export the database, navigate to the Search Employee tab and there should be a button at the bottom left labeled “Export CSV”.

After pressing the button up you can choose a location for it to be saved and naming the file. After pressing save, a copy of the database .csv file will be saved at the selected location.