

# Employee Management System Version 2.0 User Manual

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## Home Screen Layout:

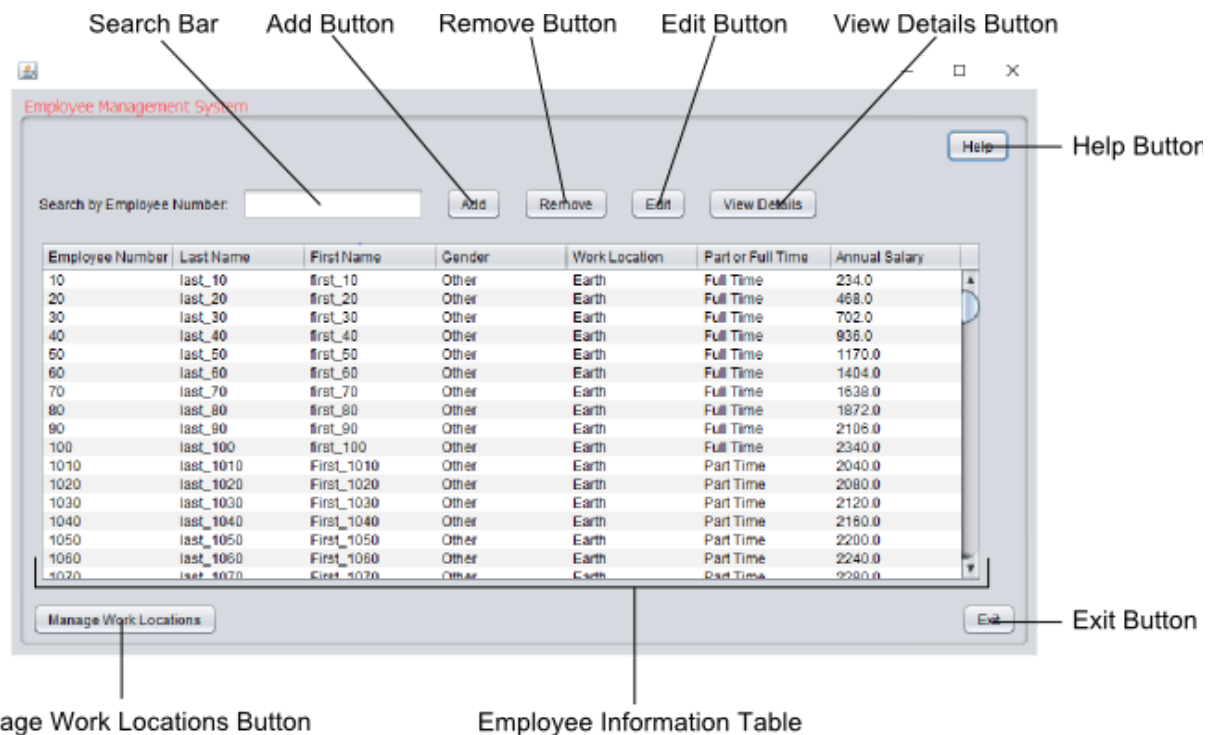


Figure 1 - Home Screen Layout

## Searching the Employee Information Table by Employee Number:

1. Type the beginning of an employee number into the **Search Bar**.
2. The **Employee Information Table** will automatically filter the employees in the database and display employees with employee numbers that begin with the searched employee number.

*In the figure below, typing the number "4" into the **Search Bar** displays all employees with employee numbers starting with "4" in the **Employee Information Table**.*

Employee Management System

Search by Employee Number:

Employee Number	Last Name	First Name	Gender	Work Location	Part or Full Time	Annual Salary
40	last_40	first_40	Other	Earth	Full Time	936.0
420	Pan	Alicia	Female	Earth	Full Time	120000.0
4700	47	Agent	Male	Earth	Full Time	1.0E8
41	last_41	first_41	Other	Earth	Full Time	959.4
42	last_42	first_42	Other	Earth	Full Time	982.8
43	last_43	first_43	Other	Earth	Full Time	1006.199999999...
4	last_4	first_4	Other	Earth	Full Time	93.6
44	last_44	first_44	Other	Earth	Full Time	1029.6
45	last_45	first_45	Other	Earth	Full Time	1053.0
46	last_46	first_46	Other	Earth	Full Time	1076.399999999...
47	last_47	first_47	Other	Earth	Full Time	1099.8
48	last_48	first_48	Other	Earth	Full Time	1123.199999999...
49	last_49	first_49	Other	Earth	Full Time	1146.6

## Adding Employees:

1. Add employees by pressing the **Add Button**, which will open the **Add Employee Wizard**.
2. Follow instructions on the **Add Employee Wizard** to add an employee to the system, or click cancel to cancel adding an employee.

Add Employee Wizard

To add an Employee, fill out all required fields and click "Add".

Employee Number:

First Name:

Last Name:

Deduction Rate:

Gender:

Work Location:

Part or Full Time Status: ☒ Part-Time ☐ Full-Time

Hourly Wage:

Hours Per Week:

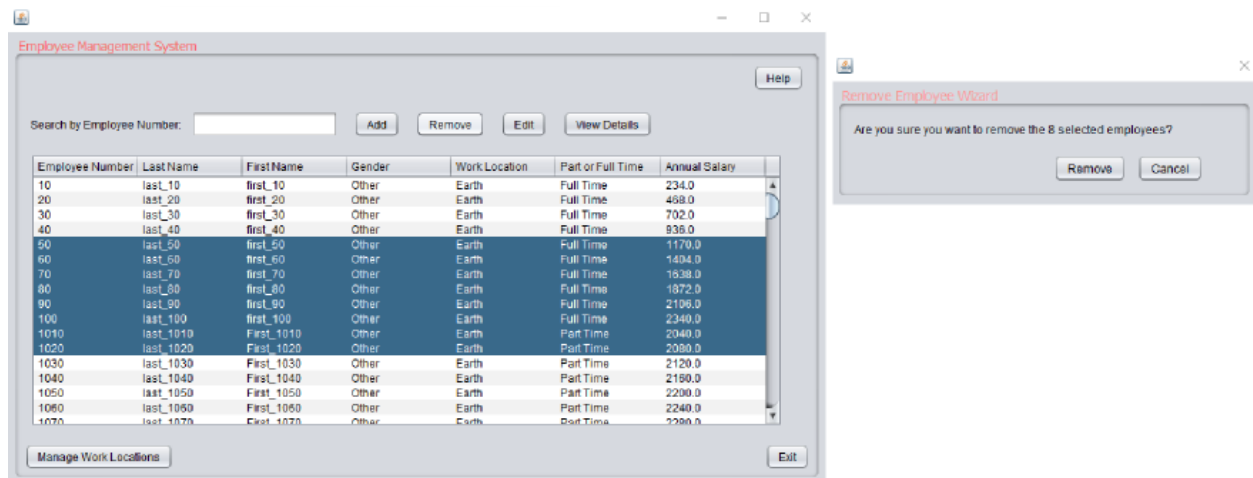
Weeks Per Year:

## Removing Employees:

Users can remove employees in 2 ways.

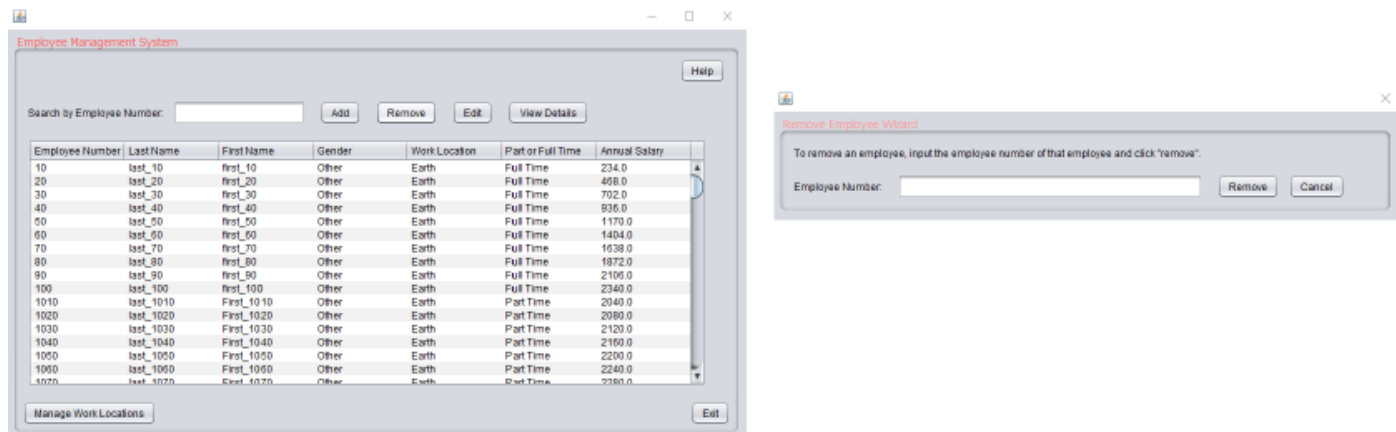
### *Removing by Selecting Employees from the **Employee Information Table***

1. Select a range (1 or more) of employees from the **Employee Information Table**.
2. Click the **Remove Button**.
3. A **Popup confirmation window** will open. Click “Remove” to remove the selected employees, or “Cancel” to cancel removal.



### *Removing by Searching by Employee Number*

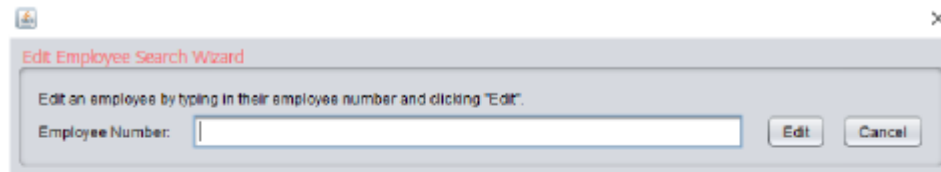
1. Deselect any selected employees in the **Employee Information Table** by clicking outside the table.
2. Click the **Remove Button**.
3. In the **Popup Remove window**, input the employee number of the employee to be removed and click “Remove” to remove the employee, or “Cancel” to cancel removal.



## Editing Employees:

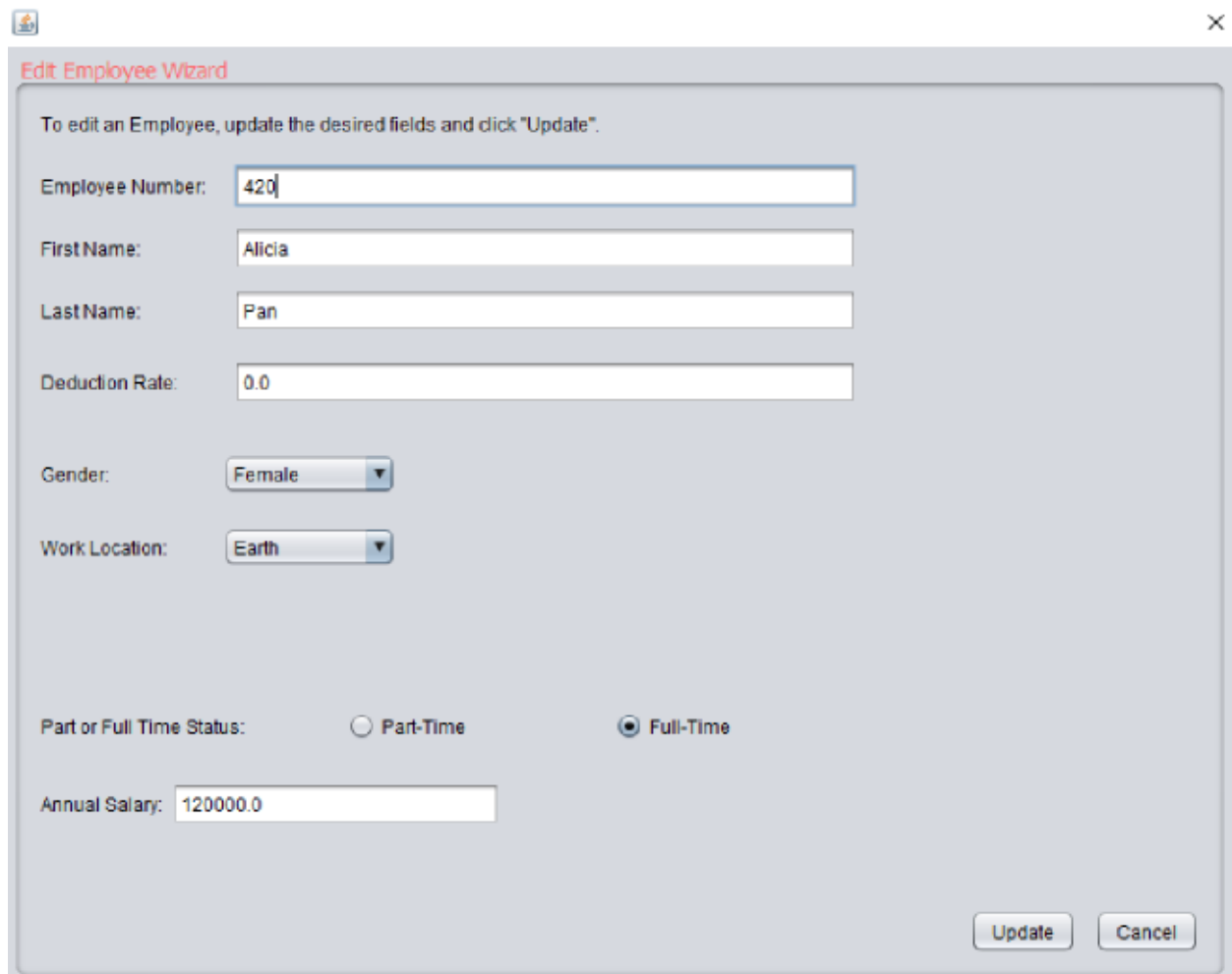
Users can edit an employee's information by

1. Selecting an employee in the **Employee Information Table** and clicking the **Edit Button**,
  - a. OR clicking the **Edit Button** with no employee selected and searching by employee number in the **Popup Search Window** for the employee to be edited and clicking "Edit".



The screenshot shows a small dialog box titled "Edit Employee Search Wizard" with a close button (X) in the top right corner. Inside the dialog, there is a text instruction: "Edit an employee by typing in their employee number and clicking 'Edit'." Below this instruction is a text input field labeled "Employee Number:" which is currently empty. To the right of the input field are two buttons: "Edit" and "Cancel".

2. In the **Popup Edit Window**, employee information can be edited.
3. To save the edits, click the "Update" button. To cancel edits, click "Cancel".



The screenshot shows a larger dialog box titled "Edit Employee Wizard" with a close button (X) in the top right corner. Inside the dialog, there is a text instruction: "To edit an Employee, update the desired fields and click 'Update'." Below this instruction are several form fields:

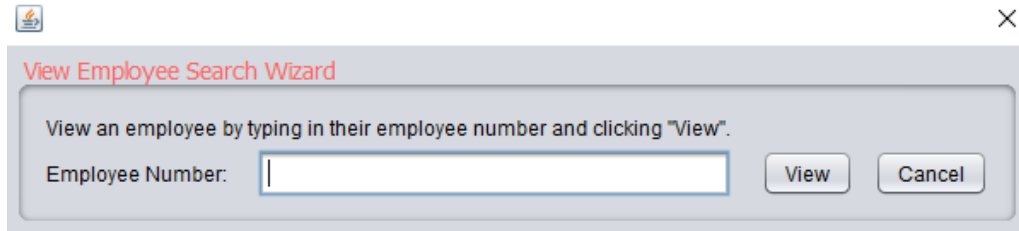
- Employee Number:** A text input field containing the value "420".
- First Name:** A text input field containing the value "Alicia".
- Last Name:** A text input field containing the value "Pan".
- Deduction Rate:** A text input field containing the value "0.0".
- Gender:** A dropdown menu with "Female" selected.
- Work Location:** A dropdown menu with "Earth" selected.
- Part or Full Time Status:** Two radio buttons. "Part-Time" is unselected, and "Full-Time" is selected.
- Annual Salary:** A text input field containing the value "120000.0".

At the bottom right of the dialog are two buttons: "Update" and "Cancel".

## Viewing Employee Details:

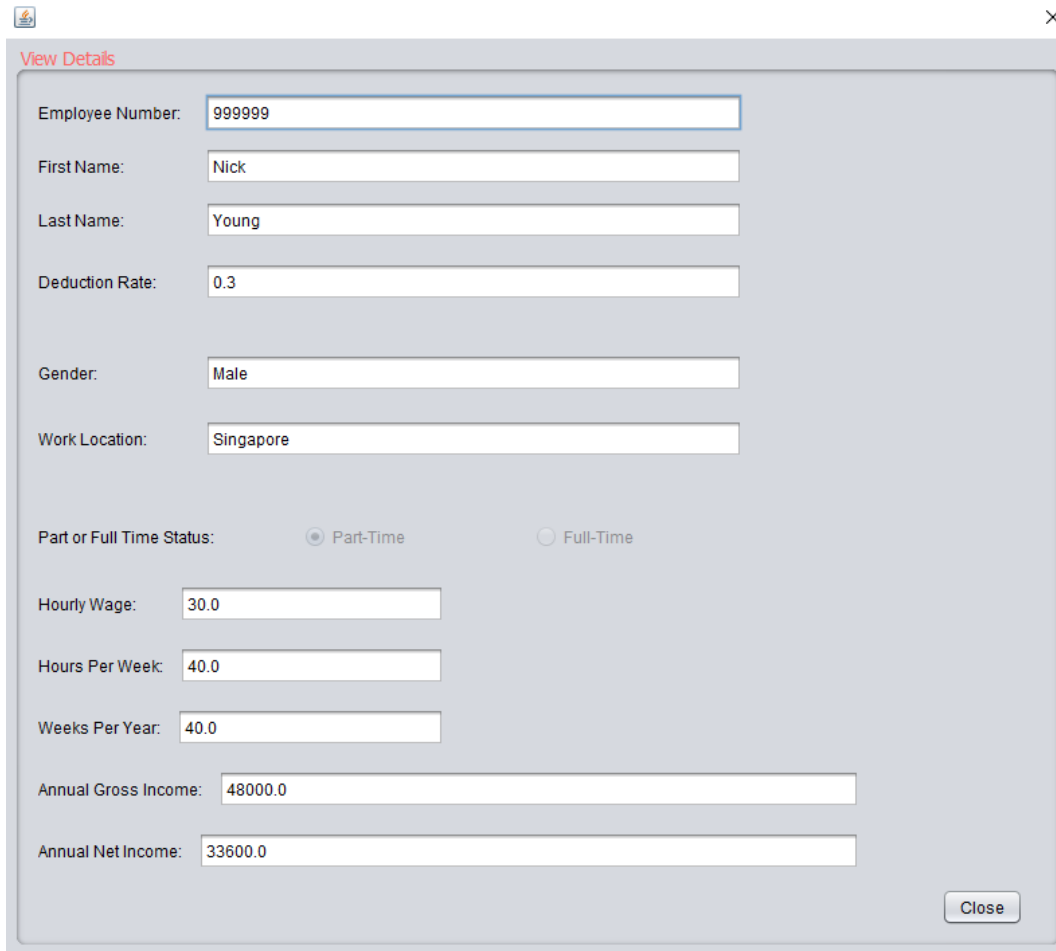
Users can view all of an employee's information (Including annual gross and net income) by:

1. Selecting an employee in the **Employee Information Table** and clicking the **View Details Button**,
  - a. OR clicking the **View Details Button** with no employee selected and searching by employee number in the **Popup Search Window** for the employee to be edited and clicking "View".



A small dialog box titled "View Employee Search Wizard" with a close button (X) in the top right corner. It contains a text instruction: "View an employee by typing in their employee number and clicking 'View'." Below this is a text input field labeled "Employee Number:" with a cursor inside. To the right of the input field are two buttons: "View" and "Cancel".

2. In the **Popup View Window**, all employee information will be displayed.
3. To close the window, click "close".



A larger dialog box titled "View Details" with a close button (X) in the top right corner. It displays employee information in a form layout. The fields are as follows:

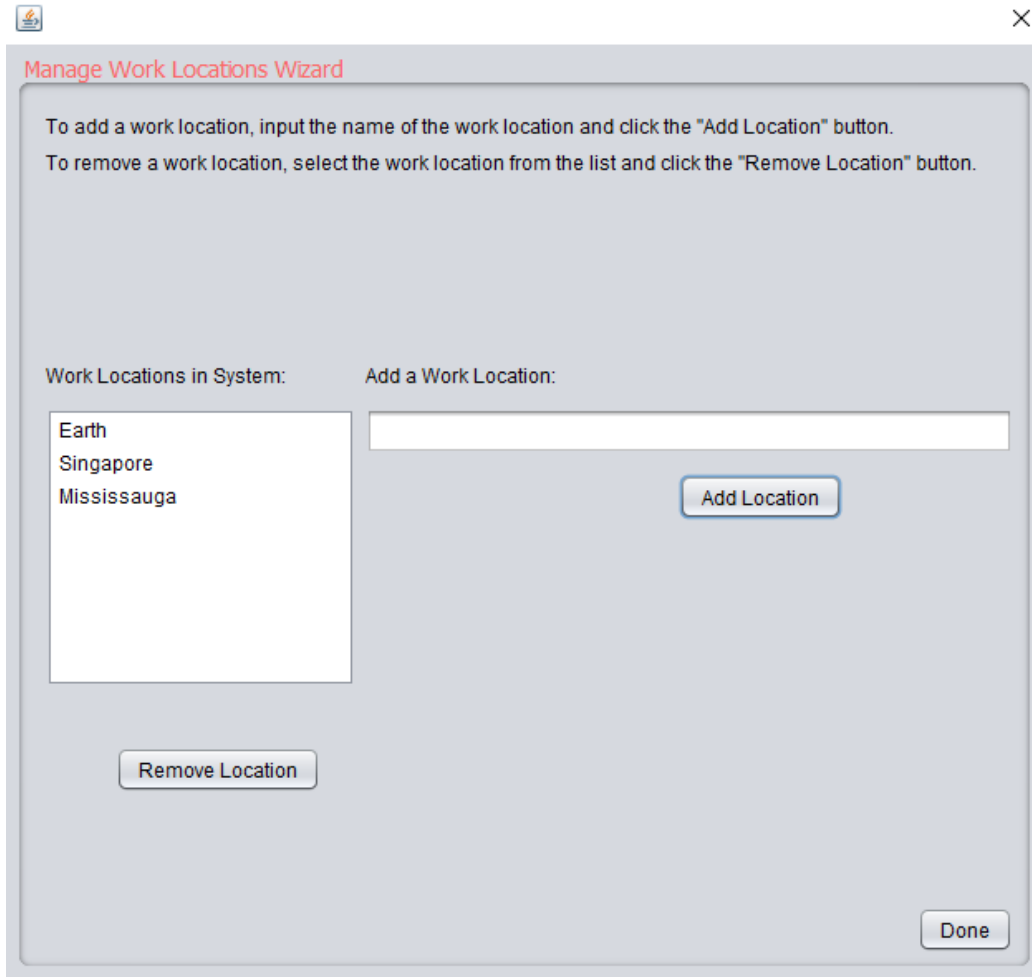
Employee Number:	999999
First Name:	Nick
Last Name:	Young
Deduction Rate:	0.3
Gender:	Male
Work Location:	Singapore
Part or Full Time Status:	<input checked="" type="radio"/> Part-Time <input type="radio"/> Full-Time
Hourly Wage:	30.0
Hours Per Week:	40.0
Weeks Per Year:	40.0
Annual Gross Income:	48000.0
Annual Net Income:	33600.0

A "Close" button is located in the bottom right corner of the dialog box.

## Adding and Removing Work Locations:

Users can add and remove work locations using the **Manage Work Locations Wizard**. Open the **Manage Work Locations Wizard** by:

1. Clicking the **"Manage Work Locations"** button on the **Home Screen**.



The screenshot shows a window titled "Manage Work Locations Wizard" with a close button (X) in the top right corner. Inside the window, there are two columns of instructions:

- Work Locations in System:** A list box containing "Earth", "Singapore", and "Mississauga". Below this list is a "Remove Location" button.
- Add a Work Location:** A text input field with an "Add Location" button to its right.

At the bottom right of the window is a "Done" button.

### *To Add a Work Location:*

1. Input the name of the work location in the "Add a Work Location" text field.
2. Click "Add Location".

### *To Remove a Work Location:*

1. Select a range of work locations (1 or more) from the list of work locations under "Work Locations in System".
2. Click "Remove Location".

*NOTE: If a work location is removed, employees associated with the removed work location will now contain "ERROR: null" under the employee's "Work Location" attribute. To resolve this error, each employee with an "ERROR: null" work location attribute must be edited and updated with a valid work location. See "Editing Employees" for details on how to edit employee information.*

When finished managing work locations, click "Done" to exit the **Manage Work Locations Wizard**.

## Help:

Users can bring up the *Employee Management System Version 2.0 User Manual* at any time by clicking the **Help Button** on the **Home Screen**.

## Exiting the System:

To exit the system and ensure all employees and work locations are saved properly,

1. Click the **Exit Button**.

*NOTE: Clicking the "X" button in the top right hand corner of the **Home Screen** window will **NOT** save any changes made in the system!*

## Saving and Loading Employees and Work Locations:

- The Employee Management System saves employees and work locations automatically upon exiting the system.
- The system loads the employees and work locations from the save file generated upon exiting the previous session.
- The system saves to a file named "readMe.txt".
- In the event of a corrupted save file, the system will clear itself and all previous employee and work location data.