

# User Manual

## *Project Team:*

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## Employee Management System

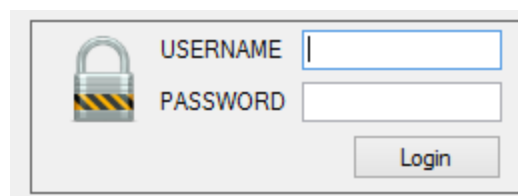
This software has the following functionalities:

- Add an employee record
- Add other users
- Modify an existing record
- Delete an employee record
- Undo the previous deletions
- A quick search which searches by names
- Extensive Search module
- A back-up and Restore module
- Generate Feedback module

## Launching the application:

- Make sure that the username of the database server is **emsadmin** and the password is **ptls**. (For changing the default values, refer to **“Connection to database”** of Developer manual).
- The initial build of database just requires the presence of a database of the name **“ems”** in the server and there is **no need to import the file to the database**. The user (emsadmin) needs to have the permissions to modify **ems** database.
- If you want to connect to a remote database, then change the ip address in the file **server** which is in the same folder as the application.
- Go to Debug folder and Run the **ems.exe** application.
- Login: The username is **“admin”** and password is **“admin”** for the **admin**.

## Login:

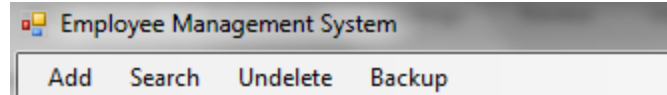
A login dialog box with a light gray background. On the left side, there is a padlock icon with a yellow and black diagonal hazard stripe. To the right of the icon, the text 'USERNAME' is followed by a text input field. Below 'USERNAME', the text 'PASSWORD' is followed by another text input field. At the bottom right of the dialog, there is a button labeled 'Login'.

Administering any management system is must hence we have a Login process by which individual access to this software is controlled by identifying and authenticating the user through the credentials presented by the user. This software supports two types of users each with different privileges:

- Admins
- Supplementary Users

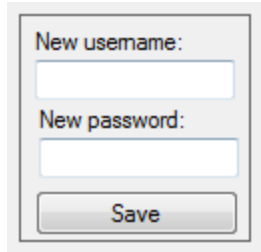
While Supplementary Users can not add or modify records of employees, admins can. By logging in, a display message is shown whether logged in or not. Also user name is shown as a label who is logged in after logging in.

These functionalities can be selected from the menu strip available on the top of open up form after logging in as a valid user as shown:



### **ADD Module:**

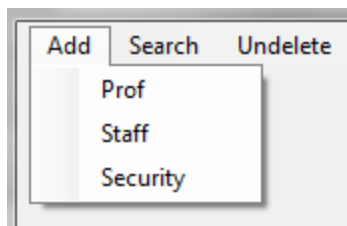
Firstly admin can add other users as shown into the database so that these user can also get admin privileges. Adding new user can be by selecting add option in menu strip



A small rectangular form with a light gray border. It contains two text input fields. The first field is labeled "New username:" and the second field is labeled "New password:". Below the second field is a button labeled "Save".

Note: The username and password to the supplementary users is set by the admin and provided to the user to access the software for secure access.

Also user can add employees who typically are professors, security guards and other staff members first by selecting the type of employee he wants to add as shown:



A screenshot of a software interface showing a menu. The menu has three main sections: "Add", "Search", and "Undelete". Under the "Add" section, there is a list of options: "Prof", "Staff", and "Security".

#### I. **Adding Professors**

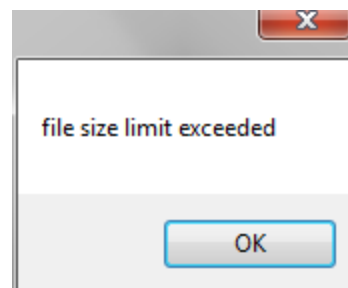
On clicking Prof in the menu list then a panel will be visible on the form as shown:

Where the admin is required to fill in the respective fields with proper valid data like Name, DOB, Starting date etc. must be entered, Mobile, Salary field one can't enter alphabetical input etc. In such case an error is shown

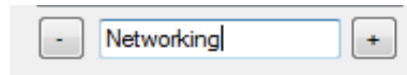
in the bottom left corner of the form as shown:

Mobile is given an absurd value(Input for mobile has to in numbers)  
Name must be entered

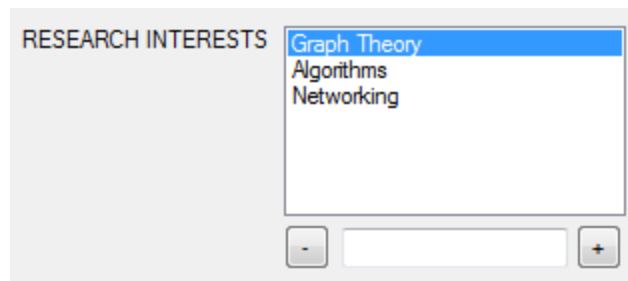
If picture size more than the specified limit is chosen then an error is shown as:



The research interests are included by entering in the text field present between – and + buttons and click + button present at the right of text field as shown:



Then the entered field gets added to the Research Interest text field. Also to delete any research field the user has to first select it in the Research interest text field and then after the text gets selected user has to click the – button present to the left of text field as shown:



Finally if all required details are entered correctly then on clicking save button the record will be added to the database and a success message is shown in the bottom left corner.

## II. **Adding Security guards**

On clicking guard from the menu list then a panel will be visible on the form as shown:

The form contains the following fields and controls:

- Personal Information:**
  - TITLE: Dropdown menu
  - NAME: Text input
  - DOB: Date picker (09 March 2013)
  - MOBILE: Text input
  - SALARY: Text input (0)
  - START DATE: Date picker (09 March 2013)
  - LEAVES: Text input (0)
  - PICTURE: Image upload area with an **UPLOAD** button
  - ROLE: Dropdown menu (security)
- Working Details:**
  - PLACE: Text input
  - DAY: Dropdown menu
  - START TIME: Time picker (16:56:08)
  - END TIME: Time picker (16:56:08)
- Actions:**
  - Save** and **Delete** buttons at the bottom left.
  - button next to the SALARY field.
  - +** button next to the END TIME field.

Admin is required to fill in the respective fields with proper valid data like Name, DOB, Starting date etc. must be entered, Mobile, Salary field one can't enter alphabetical input, picture size should not exceed limit etc. In such case an error is shown in the bottom left corner of the form.

For entering the working details the working days and corresponding working times must be entered and finally click + button so that day-time slot is entered in the database. Also to delete any day-time slot the user has to first select it in the Research interest text field and then after the text gets selected user has to click the – button present to the left of text field as shown:

Monday	16:00:00	23:00:00	Barak Hostel
Tuesday	07:00:00	14:00:00	Barak Hostel
Thursday	07:00:00	14:00:00	Barak Hostel

-

PLACE

DAY

START TIME

END TIME

+

Finally if all required details are entered correctly then on clicking save button the record will be added to the database and a success message is shown in the bottom left corner.

### III. Adding Other Staff Members

On clicking guard from the menu list then a panel will be visible on the form as shown:

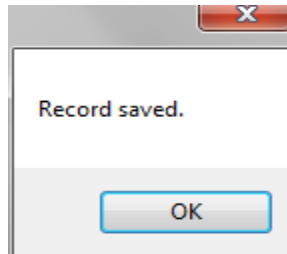
TITLE 
NAME 
DOB 
MOBILE 
SALARY 
START DATE 
LEAVES 
PICTURE 
ROLE

CATEGORY 
LOCATION 
RESPONSIBILITY 
DEPARTMENT

On entering all the required details like name, DOB, department, category,

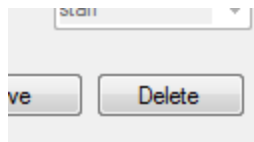


location, responsibility etc. correctly and then on clicking save button the record will be added to the database and a success message is shown in the bottom left corner as shown:



## Delete Module:

We can delete any employee record from the data base by first searching it from the data base using either quick search or extensive search module the employee's record will be shown in the panel from where by clicking delete button as shown:



## Search Module:

Firstly, the user has to select the employee type which he want to search for i.e., either he is **professor**, **security guard** or **technical staff** etc. then different search fields get activated. This document clearly enumerates different search fields with clear illustrations. -

Then a search filter by profession i.e., employee type can be used by selecting from the '**employee combobox**'

The names from the search are available in '**Results**' combo box the required employee can be selected to view his/her details.

### I. **Professor search**

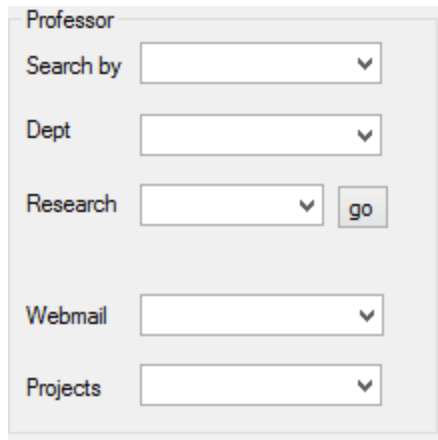
The attributes available for professor search are

- By name
- By department
- By his/her webmail id
- By research interests.

A search based on multiple research interests is also feasible by this software.

All the professors in the data base are listed in the 'Result' combo box as

soon as employee type is selected as professors. By selecting the required name in the drop down menu of 'Result' combo box all his details will be displayed in respective fields as shown.



Professor

Search by

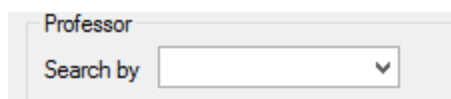
Dept

Research

Webmail

Projects

Further level of filtering is made available by selecting search either by department or research interest fields respectively in '**search-by**' combobox.



Professor

Search by

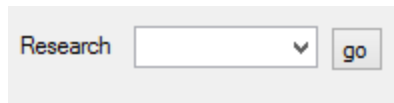
- i. If department is selected as search filter then list of all available departments will be displayed in '**Dept combobox**' by selecting required department all the professors names will be displayed in the 'name combobox' hence required professor can be selected to view his/her details.



Dept

- ii. If field (research interest field) is selected as search filter then all the available research interest are displayed in the '**research combobox**'. The admin can select any number of research fields as his keys (also the fields selected are displayed below) and then click 'go' then all the professors whose research interest matches with any of given fields are displayed in

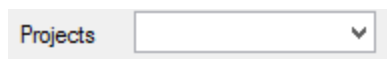
the 'name combobox'.

A search filter interface for 'Research'. It consists of a text input field, a dropdown arrow, and a 'go' button.

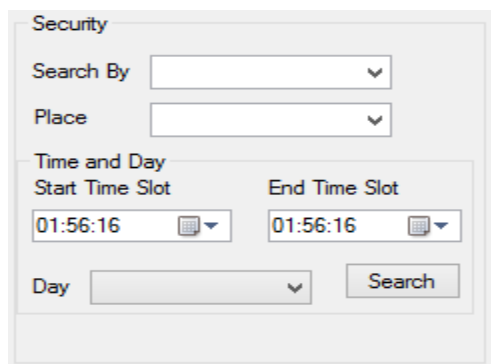
- iii. If webmail is selected as search filter then the professor data base can be searched by using this webmail id which is selected from the **‘Webmail’ combobox** which gets activated and results are shown in ‘Results’ combobox.

A search filter interface for 'Webmail'. It consists of a text input field and a dropdown arrow.

- iv. Finally we can also use search by Projects which are currently ongoing by professors by selecting Projects in the **‘Projects’ combobox**.

A search filter interface for 'Projects'. It consists of a text input field and a dropdown arrow.

## II. Security Guard search

A search interface for 'Security Guard'. It includes a 'Search By' dropdown, a 'Place' dropdown, a 'Time and Day' section with 'Start Time Slot' and 'End Time Slot' dropdowns (both showing '01:56:16'), a 'Day' dropdown, and a 'Search' button.

A security guard can be searched by selecting the **‘Search By’** combobox :

- By place of his duty
- By time and day of his duty.

The screenshot shows a window titled 'Security'. Inside, there is a label 'Search By' followed by a dropdown menu with a downward arrow.

- i. By selecting the place in 'Search By' combobox the **'Place' combobox** is activated and loaded with all the available place stored in the data base. Hence by selecting a place of duty the corresponding security guard's names are loaded in the 'Results' combobox.

The screenshot shows a window titled 'Place'. Inside, there is a label 'Place' followed by a dropdown menu with a downward arrow.

- ii. By selecting the **time and date** in 'Search By' combo box the user should select the **time slots** of guard's working hours and **day** so that corresponding security guard's names are loaded in the 'Results' combo box.

The screenshot shows a window titled 'Time and Day'. It contains two time slot selectors: 'Start Time Slot' and 'End Time Slot', both showing '01:56:16'. Below these is a 'Day' dropdown menu and a 'Search' button.

All the security guards in the data base are listed in 'Result' combobox as soon as corresponding filters are selected.

### III. **Staff**

The Staff can be searched using the **quick find** which searches by name directly.

## **Match Projects:**

This module will read an input file from project's folder (input.txt). The format of the file should be:

1st line: Department

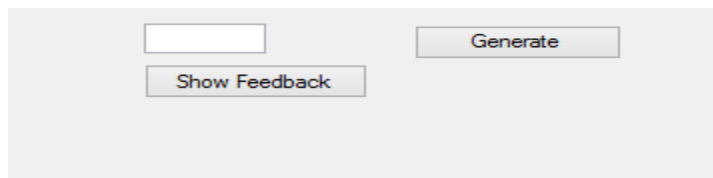
2nd line: <Student>:<Project-Area>

nth line: <Student>:<Project-Area>

An output file will be created (output.txt) which will match students with projects.

## Feedback Module:

The feedback module is the special feature of the software. The professor can get a feedback of his course using this utility.

A screenshot of a software interface for the Feedback Module. It features a light gray background. On the left, there is a small, empty rectangular text box. To the right of the text box is a button labeled "Generate". Below the text box is another button labeled "Show Feedback".

**Generate** button generates the number of passwords mentioned in the textbox. The number of passwords required are mentioned in the text box. These passwords are generated in a file in the same folder as the application.

The student can login into the website hosted in the server (copy the fcbk folder to your web server www folder) to give the feedback using the password generated, write the feedback and submit the form.

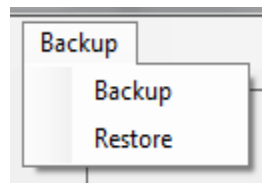
The feedback can be viewed by pressing the **Show Feedback** button. The feedback is shown in a message box.

## Back-up and Restore Module:

The user also has the privilege of having a backup of the database so that the data can be restored back if the database is deleted accidentally. The user can also have different versions of backup so that any version can be restored at any

point of time.

The admin can create backup by clicking Backup in menu strip (as shown below) so that a file dialog box appears from which user can select the location of backup file.



For restoring the database back, on clicking Restore in menu strip a file dialog box appears from which user can select which back up to restore, upon which a message box saying that restore is successful is shown.

This software is also able to restore from the previous exit if the application quits abruptly.