

2014

Salary Management

User Manual

Sunil Thapa



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# HOW TO SET UP THE SYSTEM

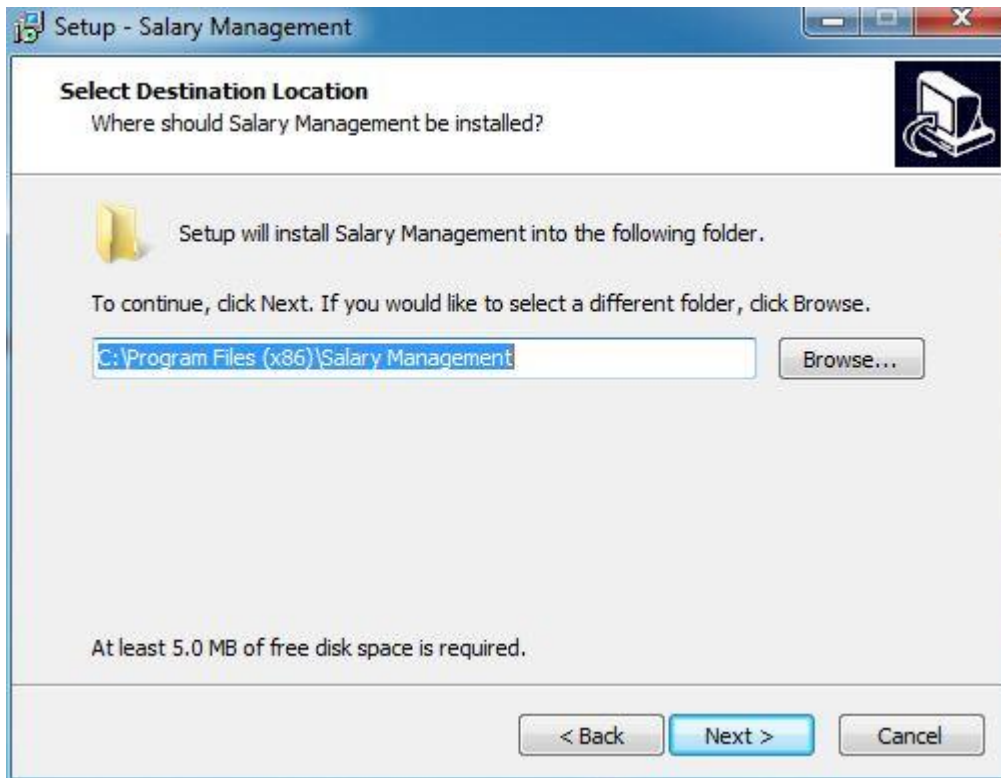
**Step 1:** An installer file of the software will be provided to you in a CD-ROM. Copy the installer file to your computer system. The installer file looks like this:



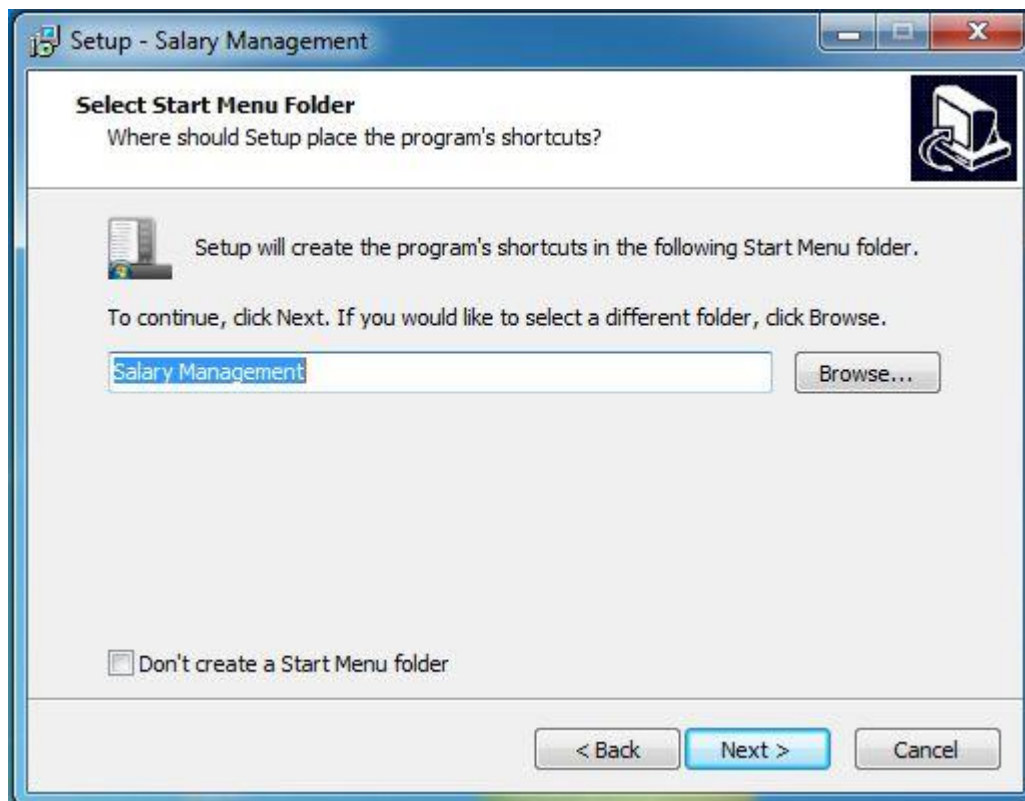
**Step 2:** Double click the installer file. A screen will appear. The screen looks like this:



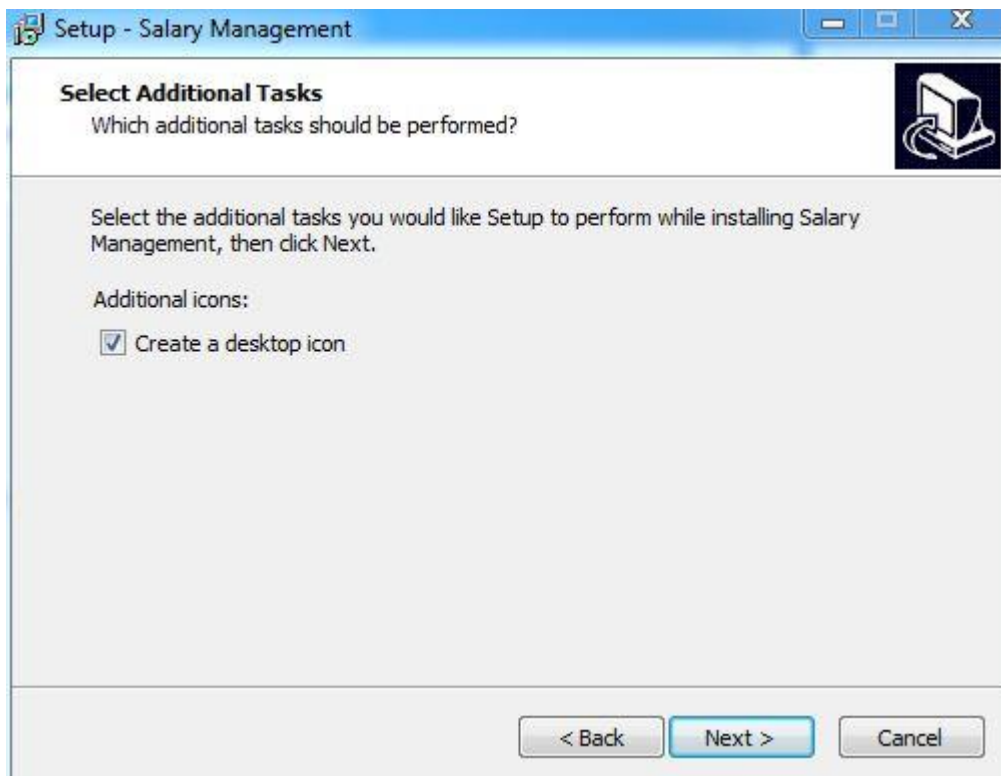
**Step 3:** Click on the '**Next**' button. Another screen will appear. The screen looks like this:



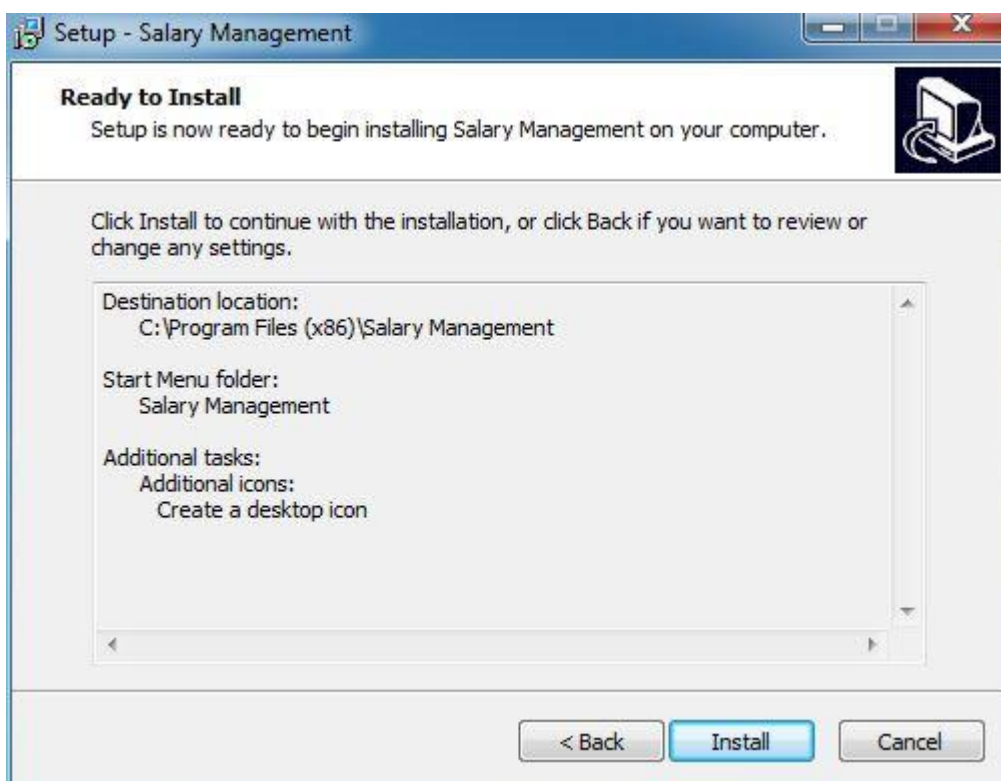
**Step 4:** Select the folder you want to install the software in. By default, it will be installed in the C drive but if you want to select another folder, click on 'Browse' button and select folder you want to install. Then Click in '**Next**' Button and next form will appear which looks like this:



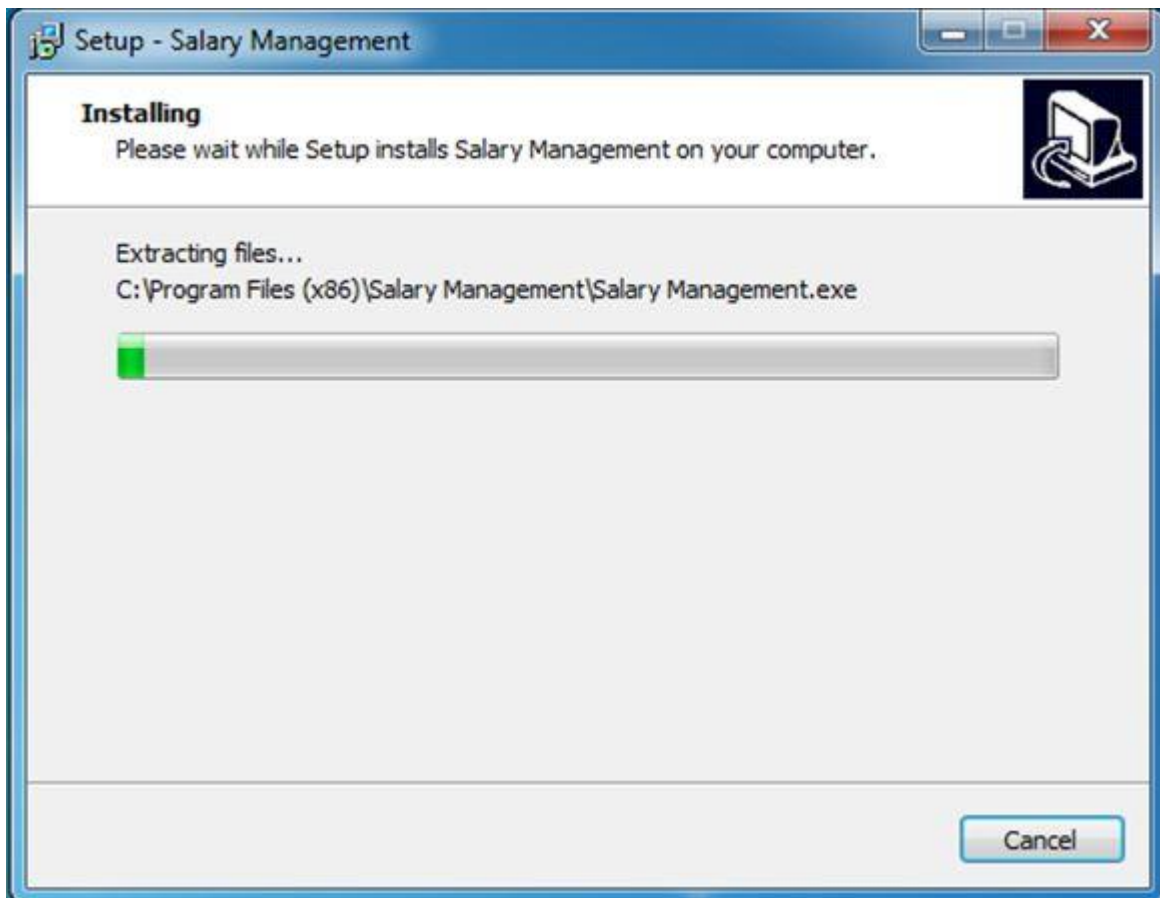
**Step 5:** Change the folder name or change the location if you want. Click on 'Browse' button and change folder you want to place this software in start menu. If you do not like to create shortcut in start menu then check '**don't create a start menu folder**'. Click in 'Next' Button and next form will appear which looks like this:



**Step 6:** If you would like to create shortcut in desktop then check the checkbox else leave it unchecked. Then click in '**Next**' Button and next form will appear which looks like this:



**Step 7:** If you would like to install this software in your computer then click in 'Install' Button and installation process will appear which looks like this:



After that this form is shown.



**Step 8:** If you would like to launch salary management then check the checkbox else leave it unchecked. Then click in 'Finish' Button and salary management software is launched.



# HOW TO START WITH THE SYSTEM

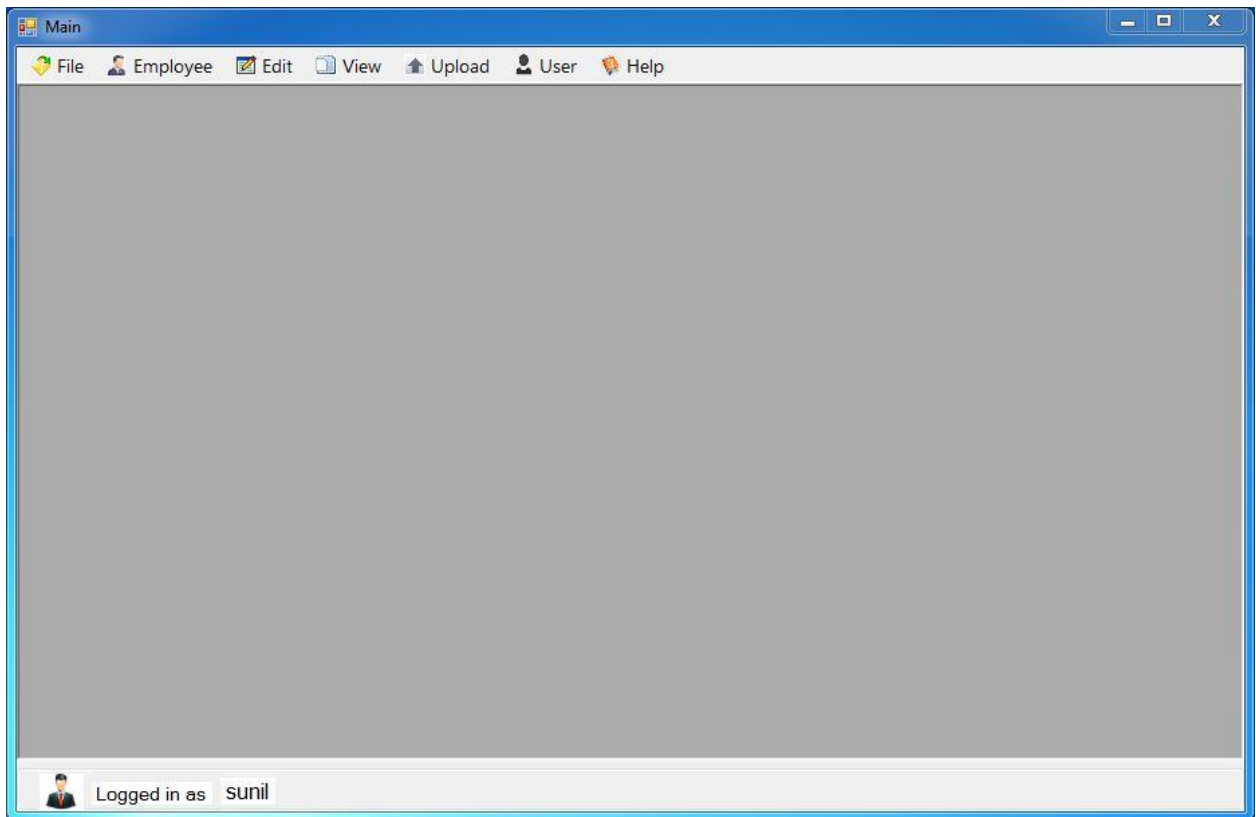
**Step 1:** After the icon has been selected, a Log In form will appear. The Log In form will look like this:



The screenshot shows a window titled "Log\_In" with a standard Windows-style title bar. The main content area has a dark blue header with a white wavy line. On the left, there is a 3D illustration of a white figure standing next to a large yellow dollar sign. In the center, the text "Salary Management System v 1.0" is displayed in a large, black, serif font. On the right, there is a globe made of various Euro banknotes. Below the header, on the left, is a brown money bag with a dollar sign. To the right of the bag, there is a "User Login" section. This section includes an icon of three people, the text "User Login", two input fields labeled "User Name" and "Password", and two buttons: "Enter" (with a blue arrow icon) and "Exit" (with a red power button icon). Below the money bag, there is a welcome message: "Welcome to Salary Management v1.0 Use valid username and password to enter this application as an administrator. Username and password can be change once you log in."

**Step 2:** Enter both Username and Password that 'admin' and click on the 'Log In' button.

**Step 3:** After you have been successfully logged in, a new Main Menu form will appear. This form will look like this:



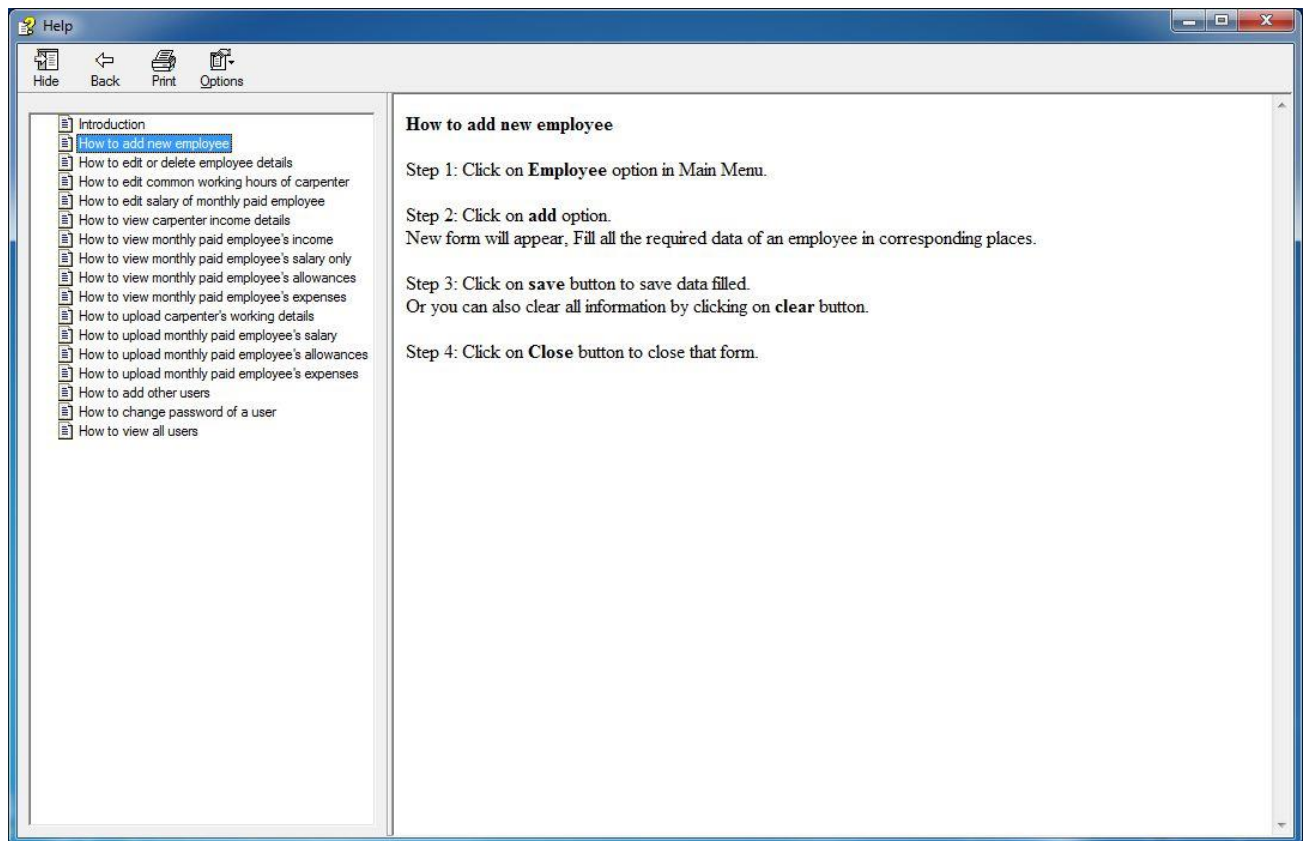
**Step 4:** Select the option that you want to use and click on it to open it.

**Step 5:** If you want to stop using the software and log out, click on the 'Exit' option inside file menu Or close the program to exit.

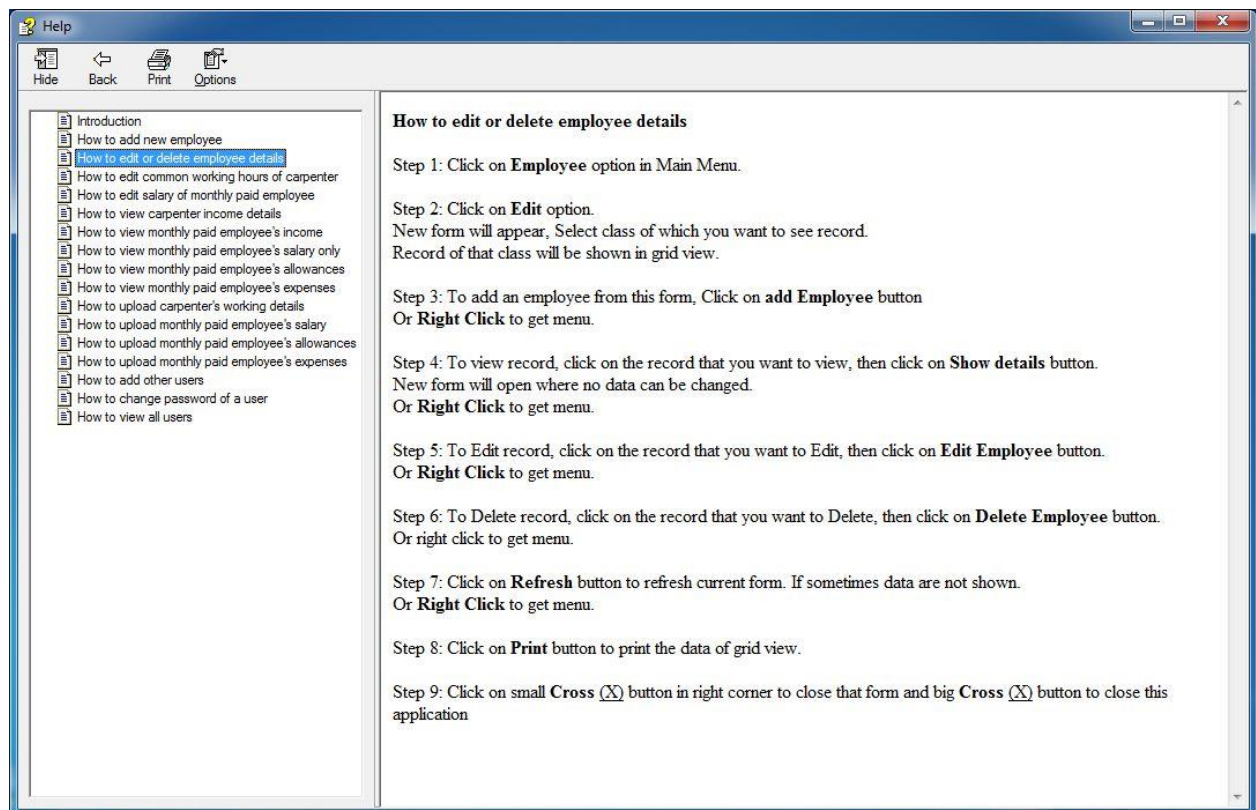
**Step 6:** For further assistance on how to use the options provided in the Main Menu, onscreen help is provided. Click on 'help' menu and then click on 'how to' to open help.

# ONSCREEN HELP

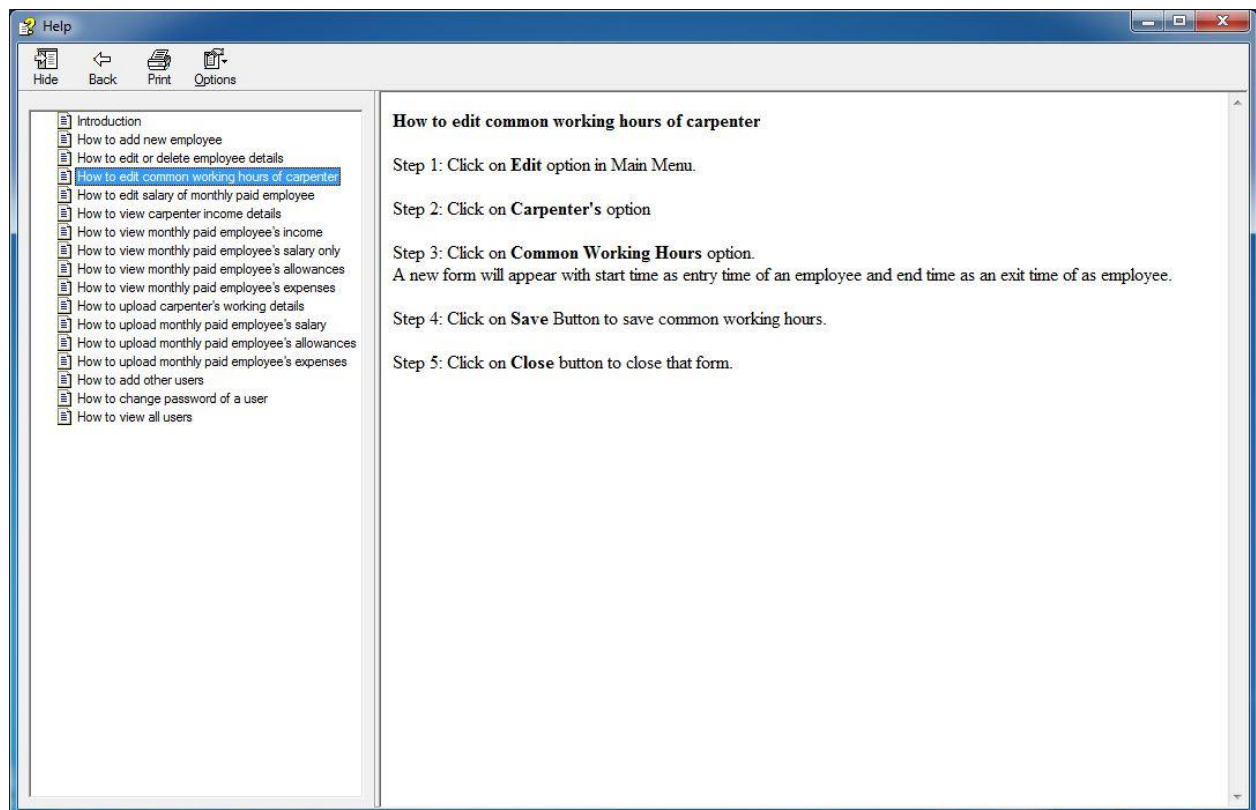
## Help to add new employee



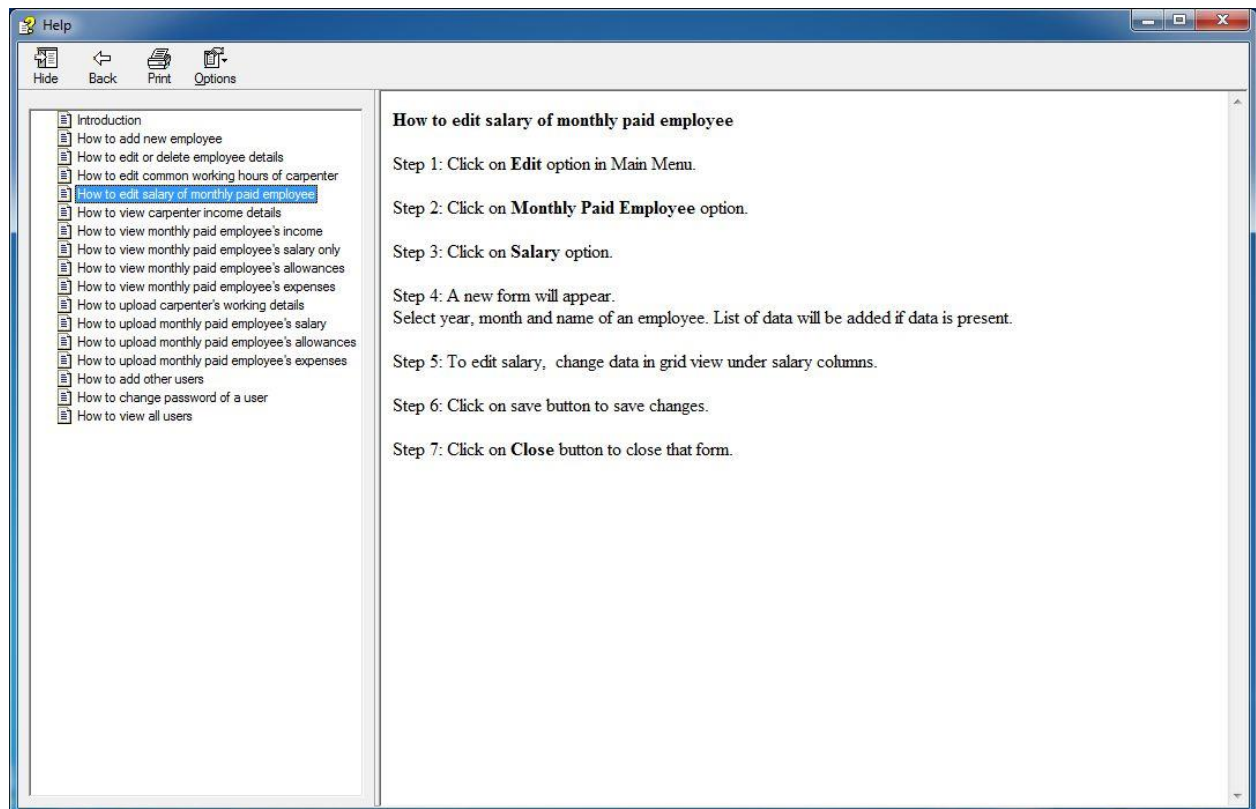
## Help to edit or delete employee's details



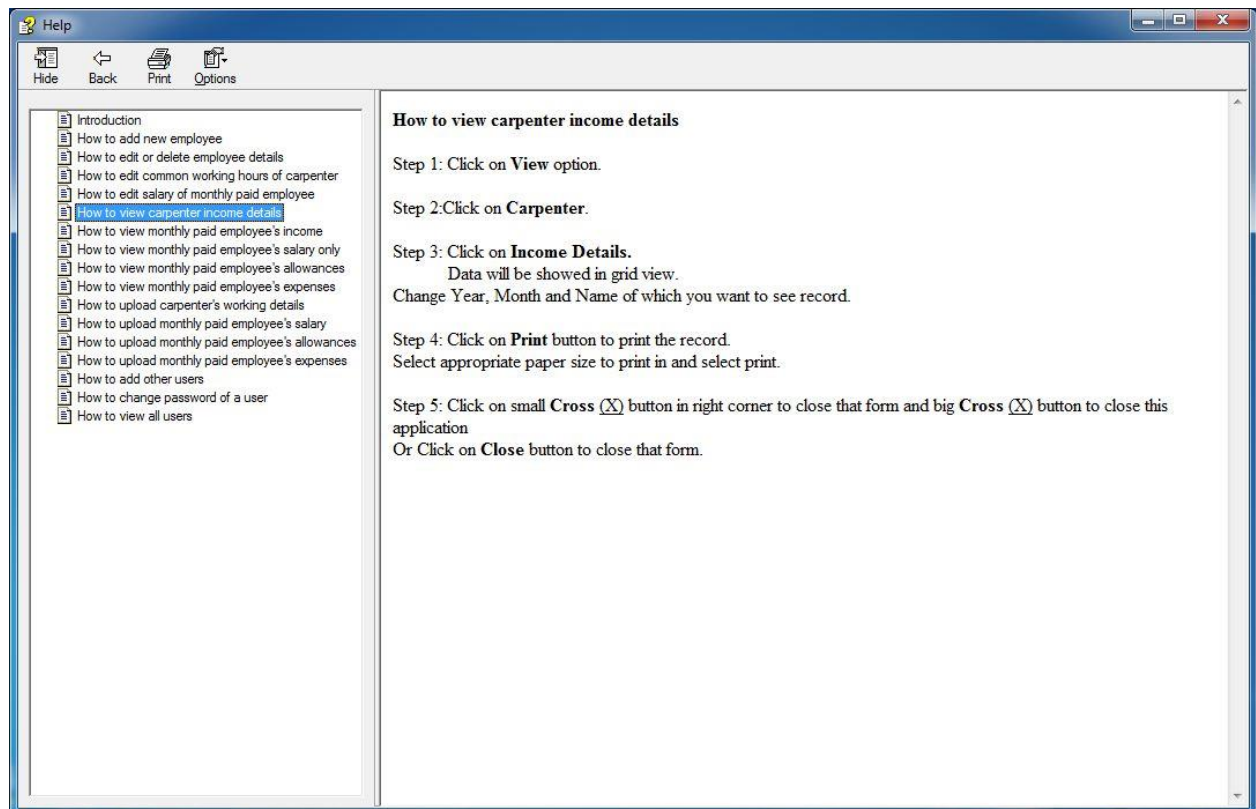
## Help to edit common working hours of carpenter



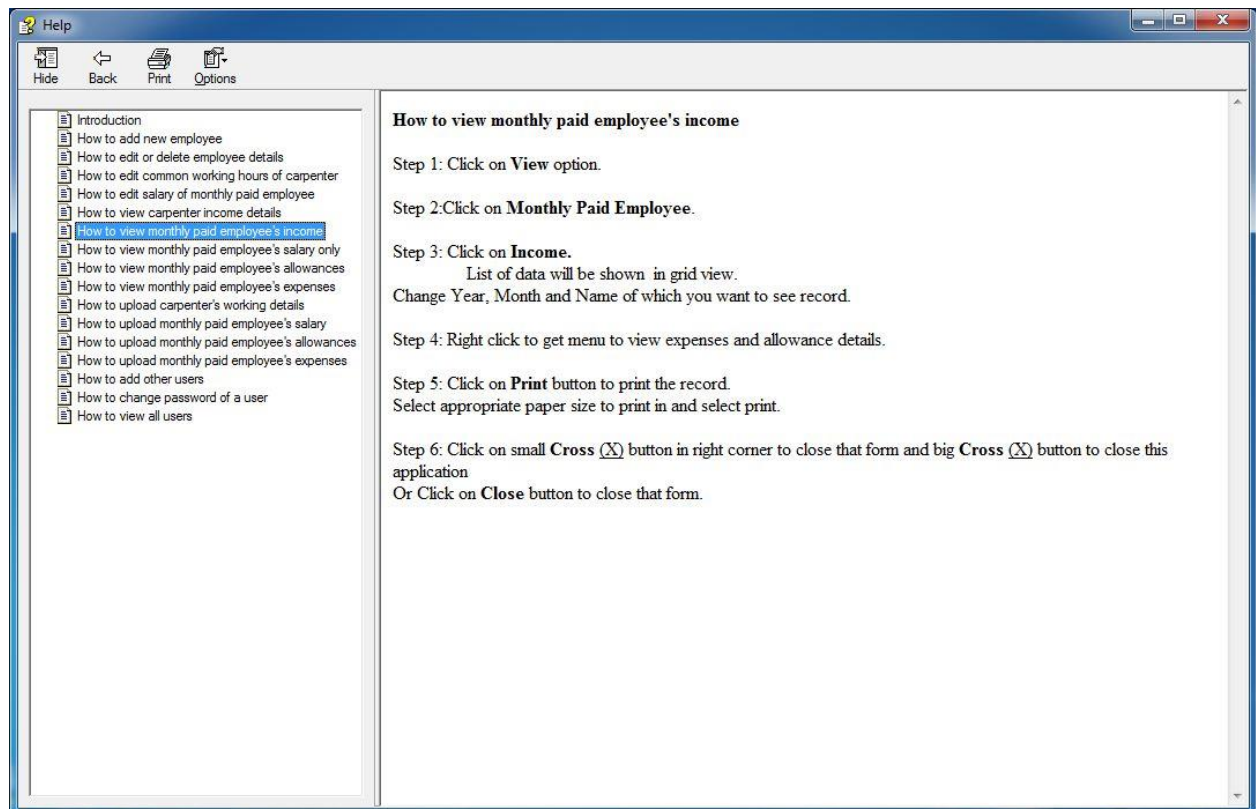
## Help to edit salary of monthly paid employee



## Help to view carpenter income details

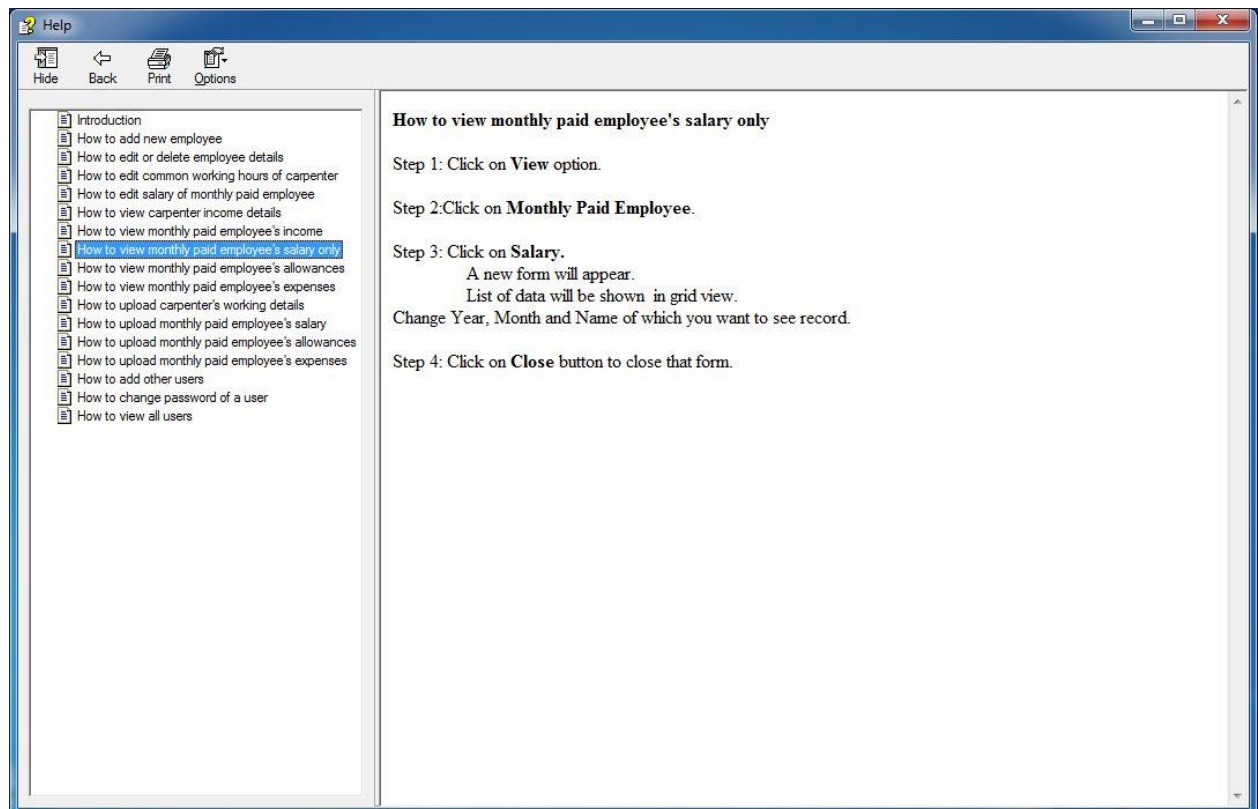


## Help to view monthly paid employee's income

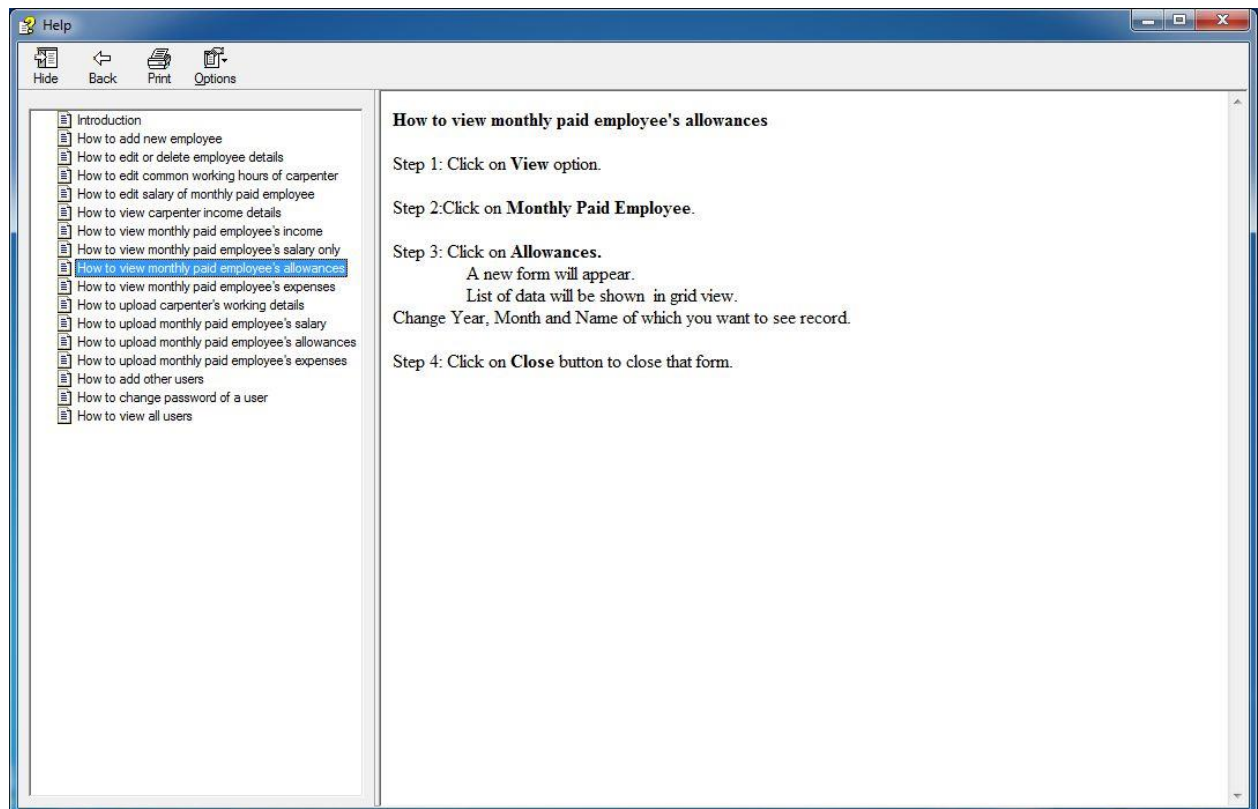




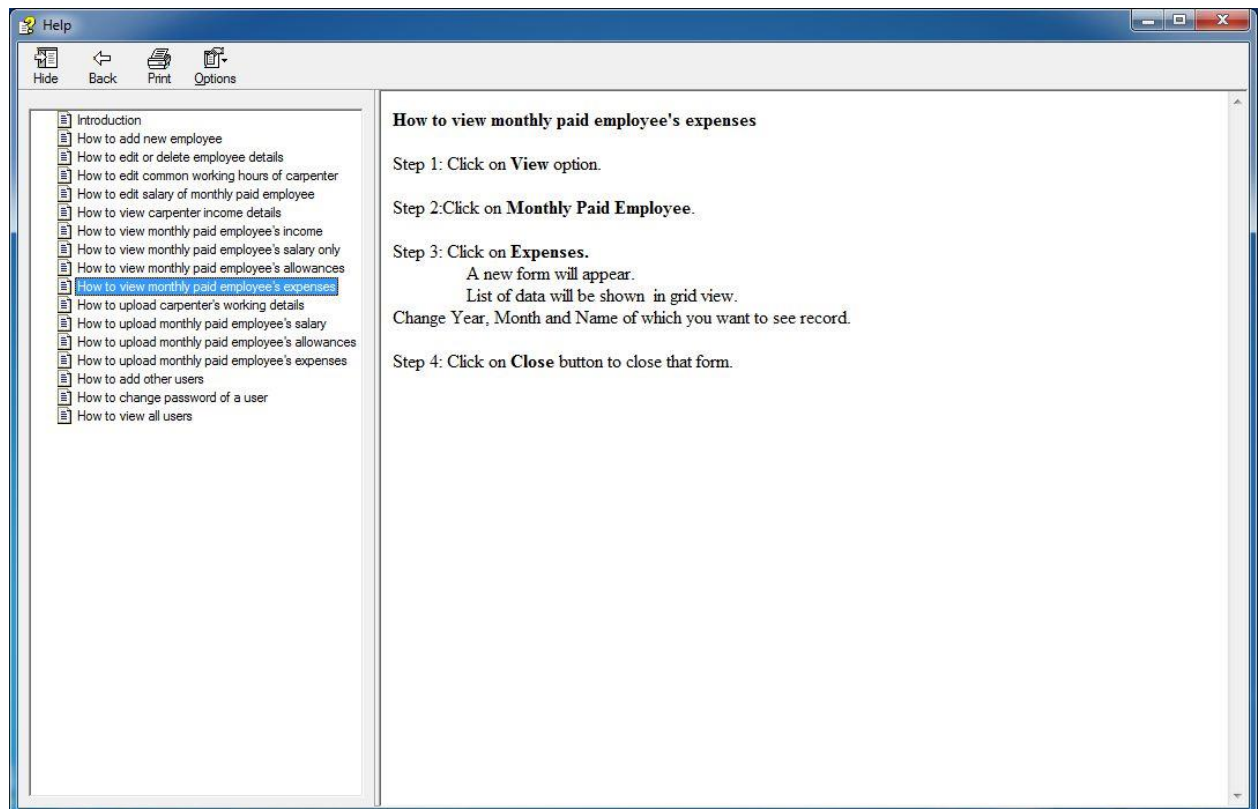
## Help to view monthly paid employee's salary only



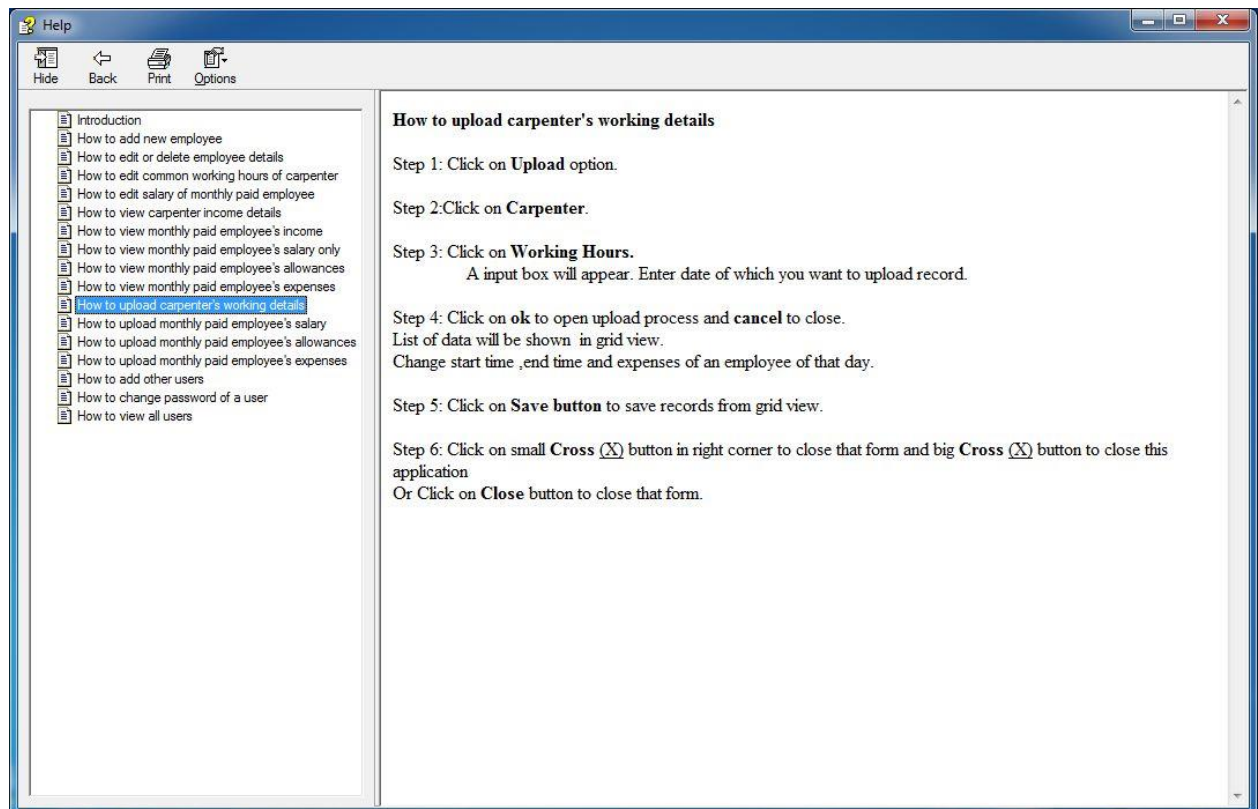
## Help to view monthly paid employee's allowances



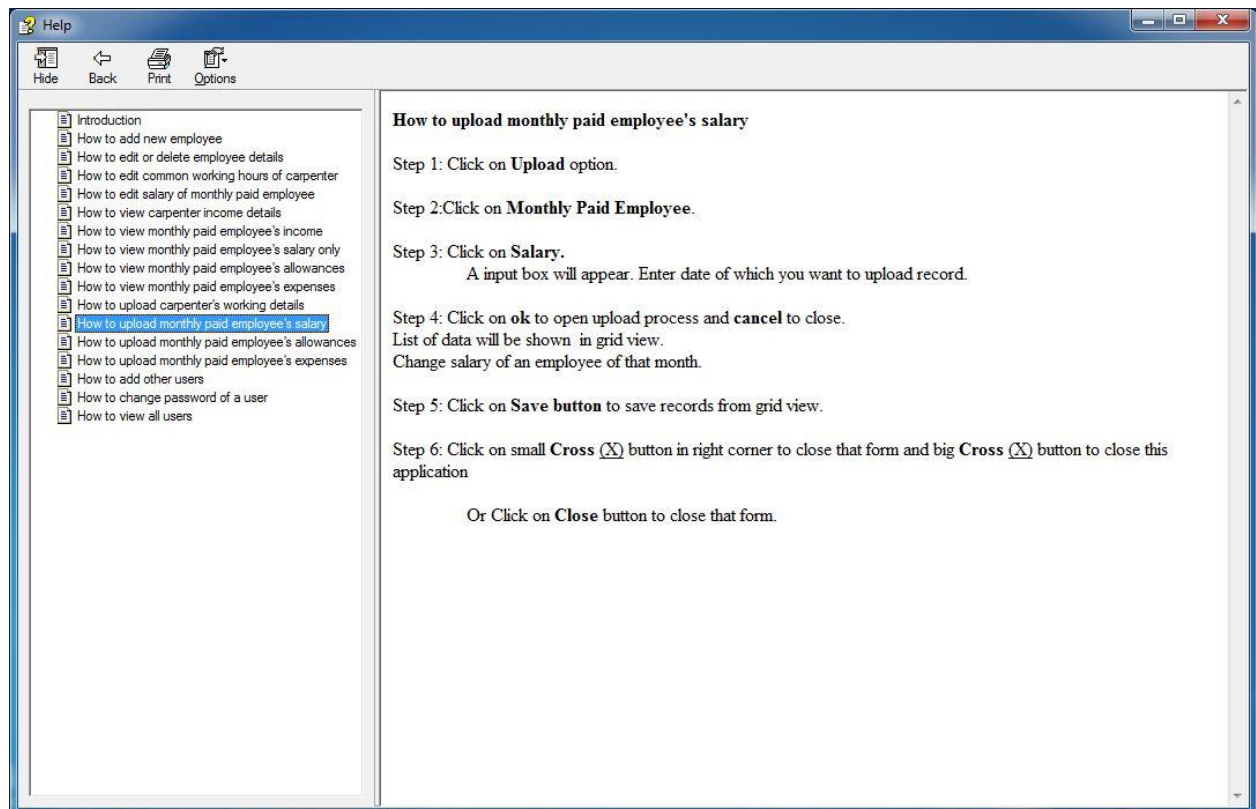
## Help to view monthly paid employee's expenses



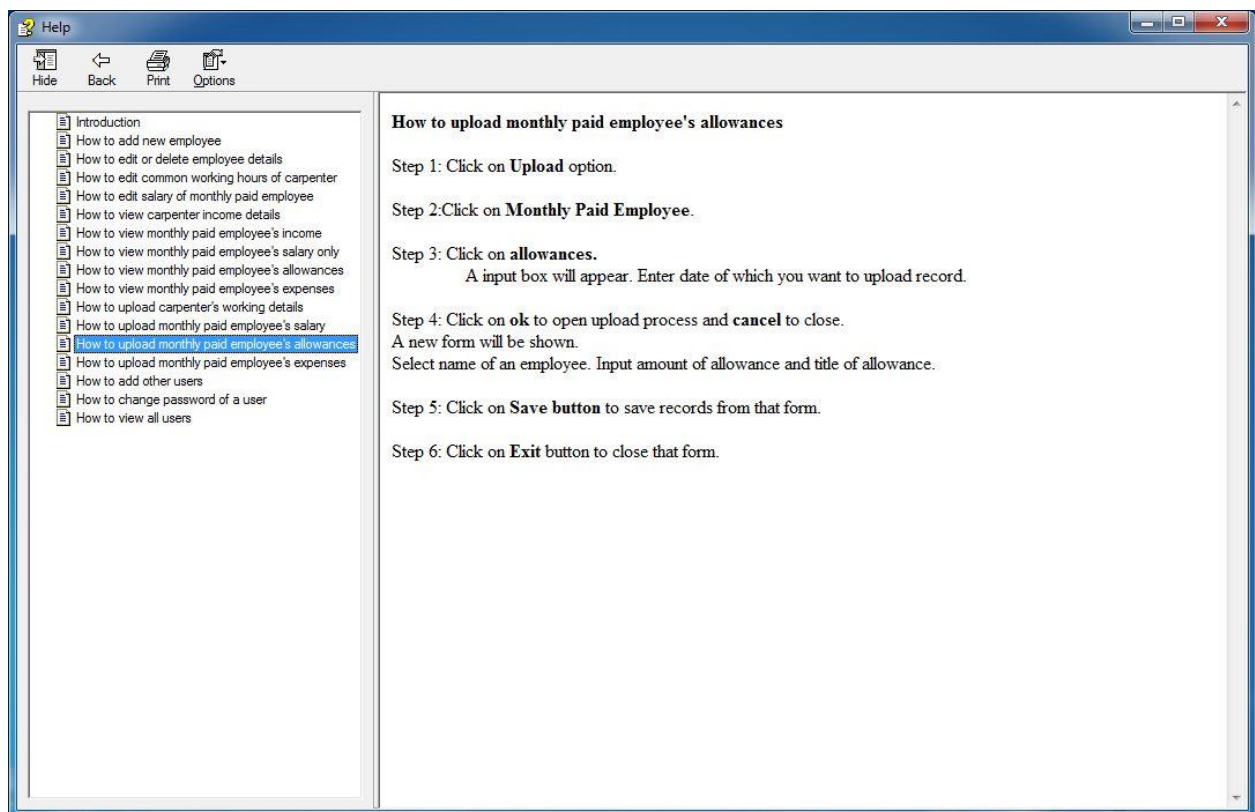
## Help to upload carpenter's working details



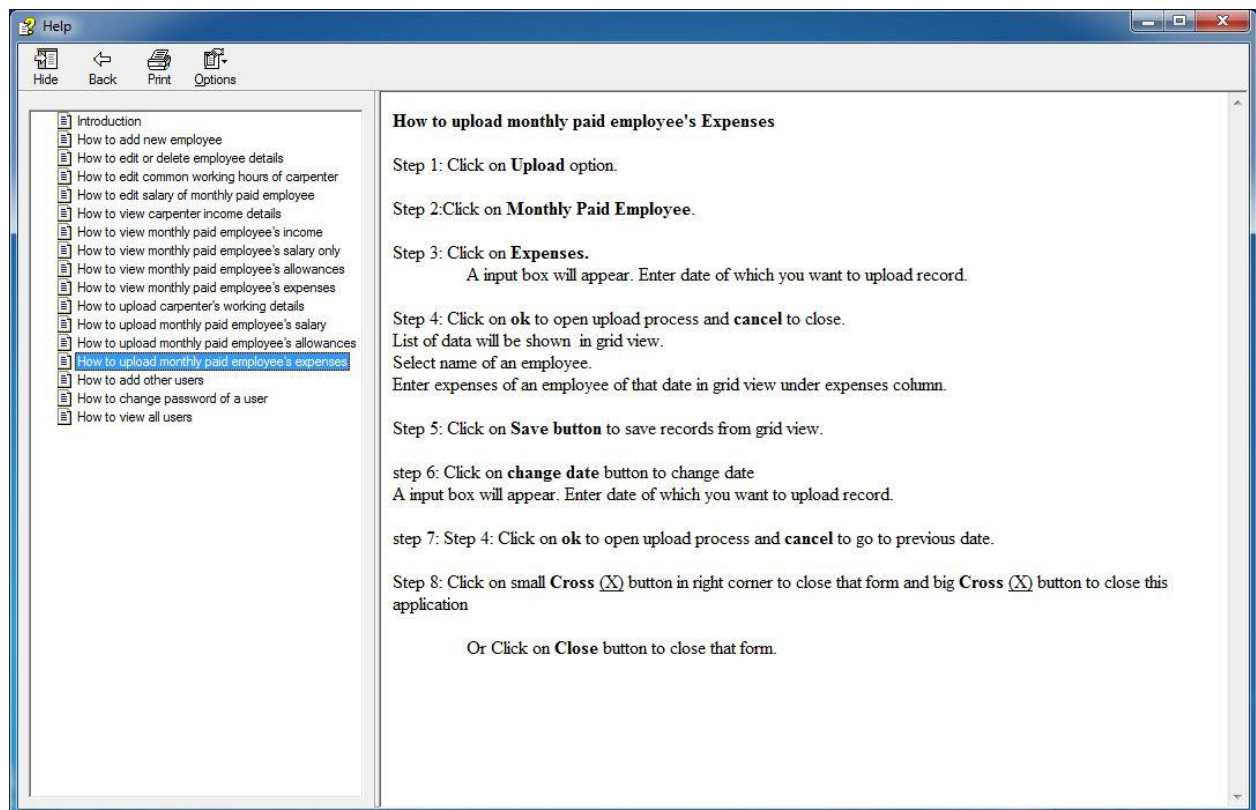
## Help to upload monthly paid employee's salary



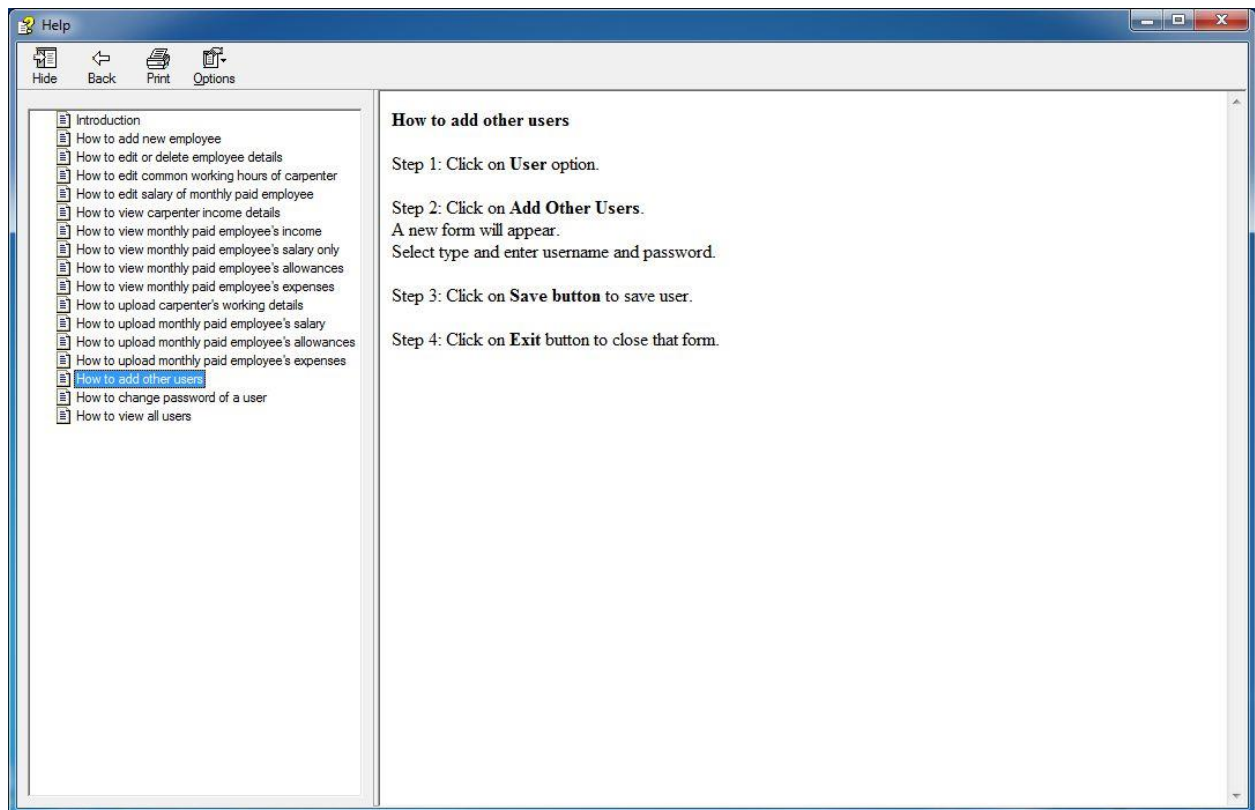
## Help to upload monthly paid employee's allowances



## Help to upload monthly paid employee's expenses

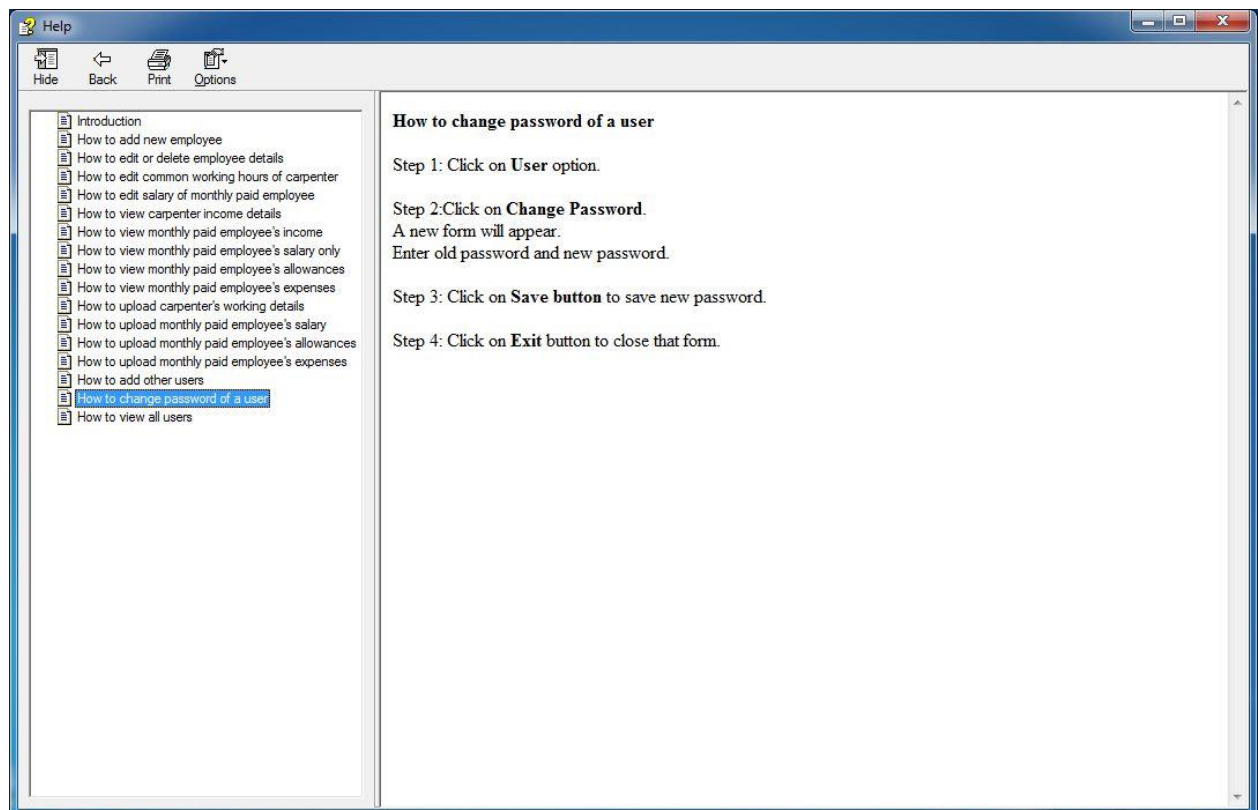


## Help to add other users

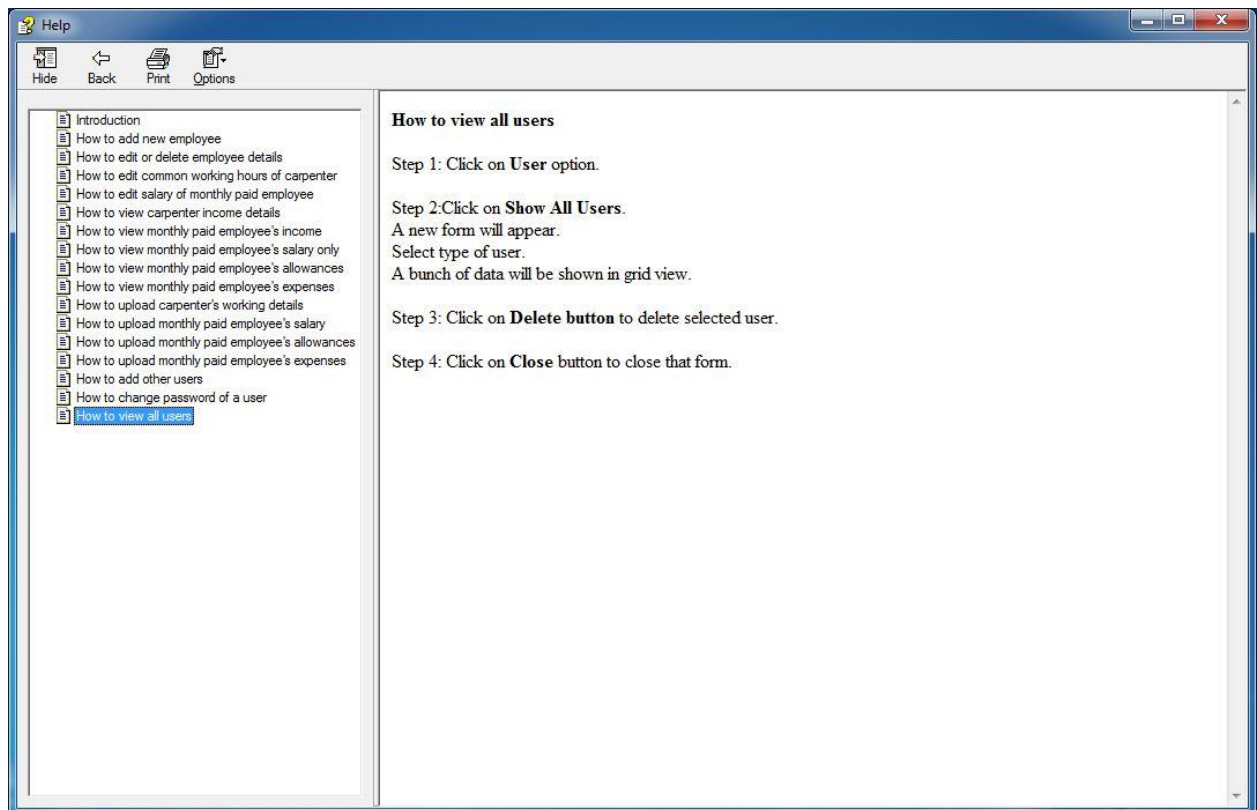




## Help to change password of a user



## Help to view all users



# PRINTING A REPORT

**Step 1:** Click on Print button to print a document.

Year: 2014  
Month: December  
Name: sachin tendulkar

HYear	HMonth	Emp_Id	Employee_Name	EClass	Salary	Allowance	Expenses(RS)
				Total	0	0	0
				Total Income	0		
				Net Income	0		

Basic Salary	0	Total Expenses	0
Total Allowance	0	Net Income	0
Total Income	0		

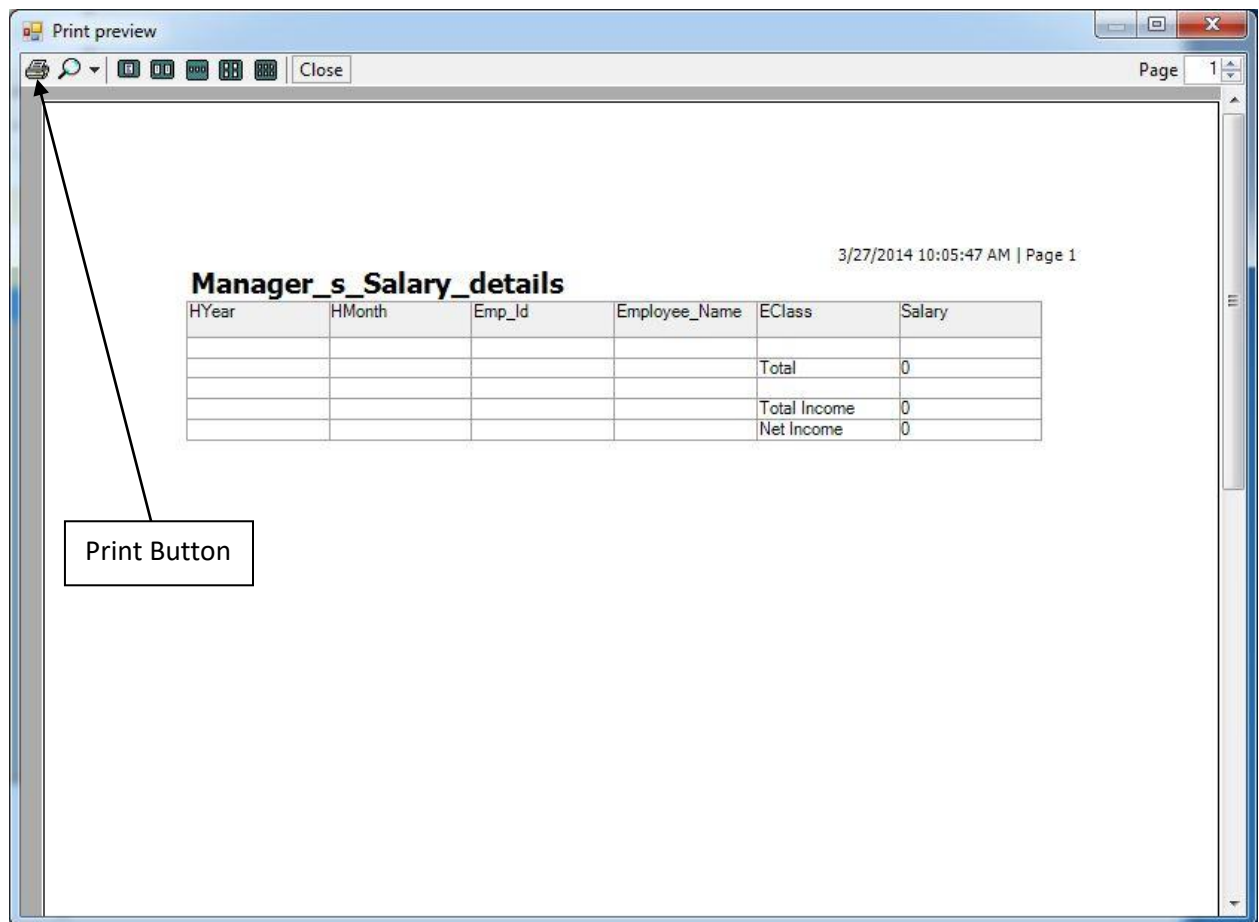
Print Close

Logged in as sunil

Print Button

**Step 2:** The following screen appears after you click on print button. Select required size , orientation and margins.





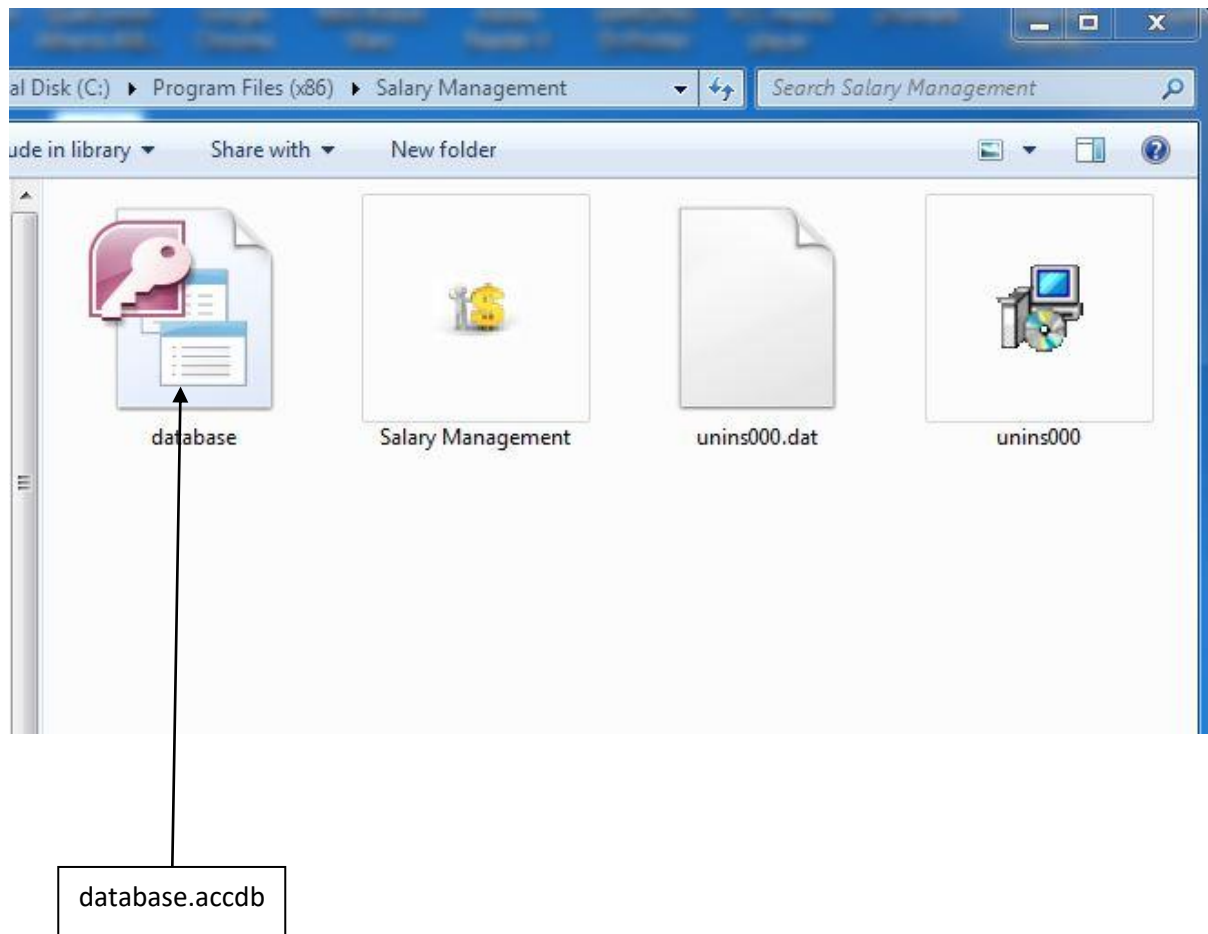
**Step 4:** Click on the 'Print' button and the report is printed.

## BACKUP OF DATA

**Step 1:** Open the installation directory\* of the software. By default, the installation directory is

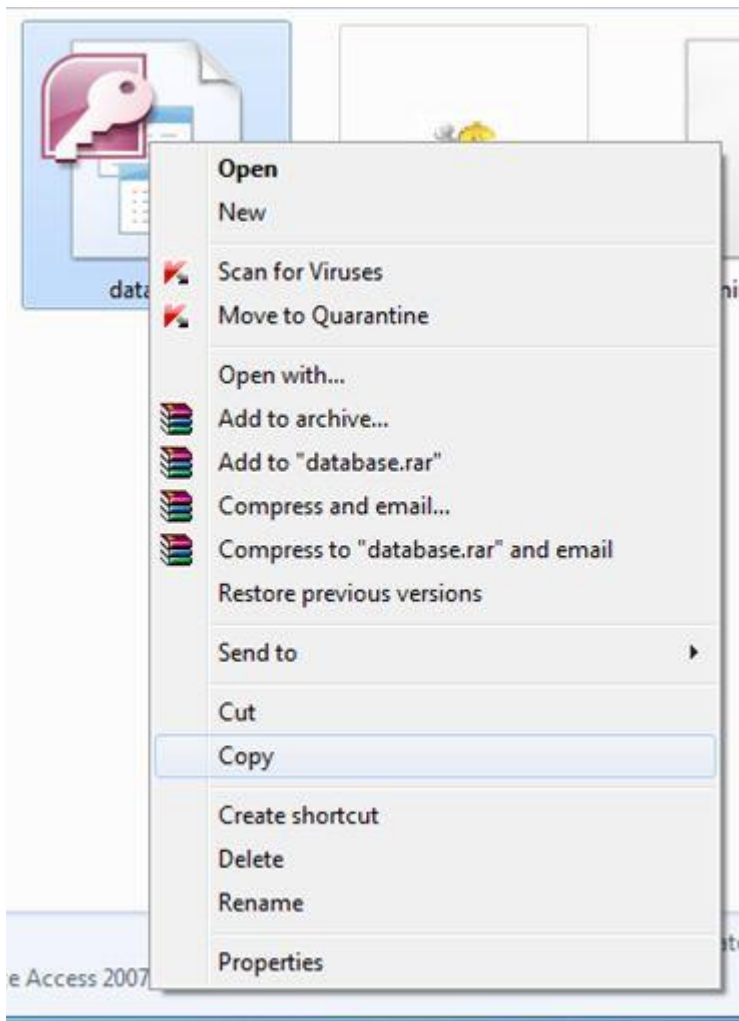
‘C:\Program Files (x86)\Programers\Salary Management’.

**Step 2:** Select the file named ‘Database’ having the extension ‘.accdb’.



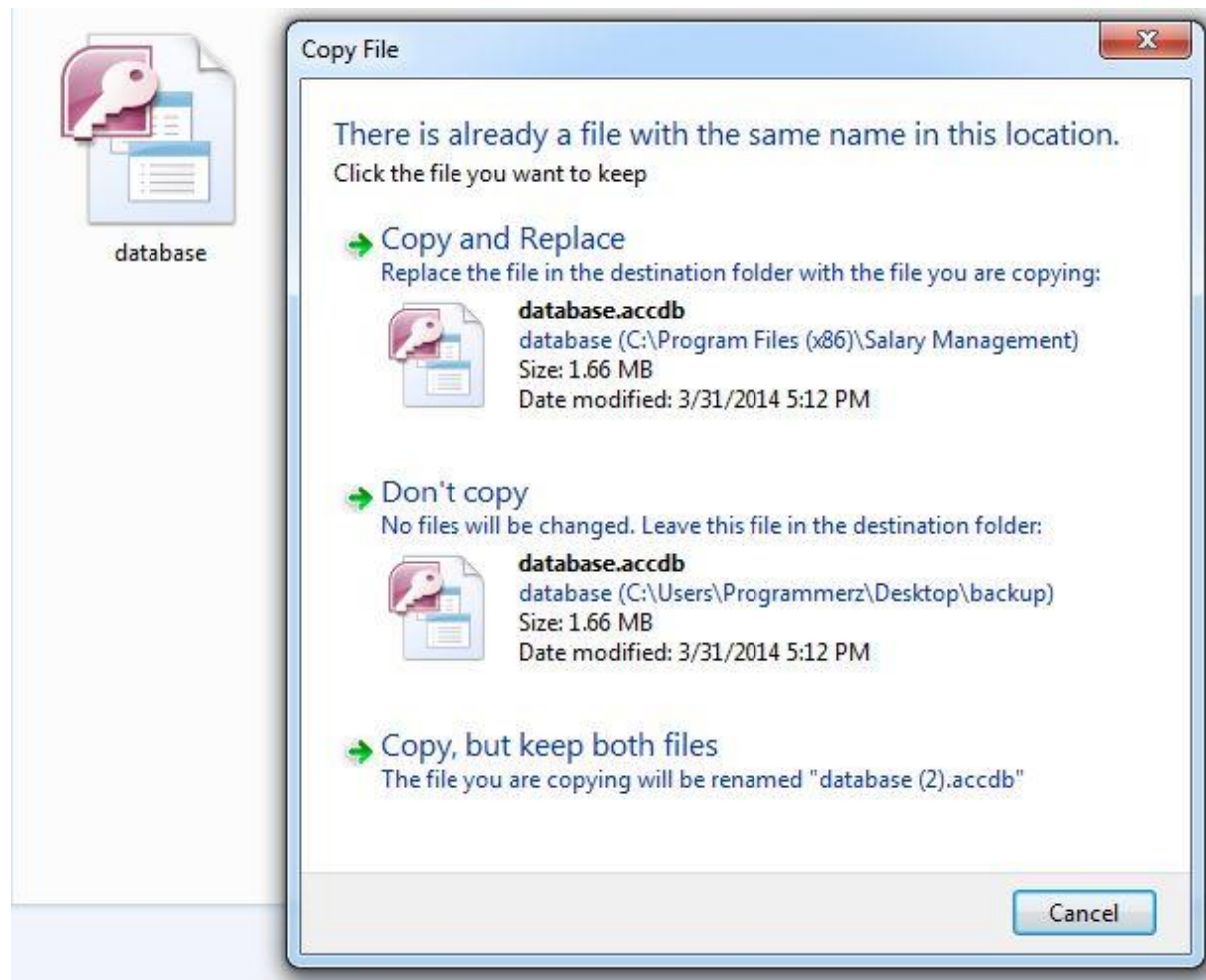
installation directory\* : the folder where you have installed the software

**Step 3:** Right click the file and select the 'Copy' option.



**Step 4:** Open the external source where you want to store your backup. Right click and select the 'Paste' option.

**Step 5:** If a previous backup is present on the source, copy and replace the existing file with the new file. Backup is complete.



**Step 6:** It is advised to backup the file on a weekly basis or more frequently if required. This ensures the safety of your data from being lost.



## RESTORATION OF DATA

**Step 1:** Open the external source where you have stored the backup of the file.

**Step 2:** Right click the file and select the 'Copy' option.

**Step 3:** Open the installation directory of the software.

**Step 4:** Right click and select the 'Paste' option. Your file has been successfully restored.