MGM MEDICAL COLLEGE

Employee Administration Software

Version 1.01

USER GUIDE

Designed & Developed by

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About the Developer

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About the Software

This Software is built on the dynamic and secure - Java Technology. This is a User Defined Software & fulfils all the User Requirements with an Easy User Interface.

The User Interface of this Software is developed on the Java FX Technology, known for building one of the most interactive user environments for end user applications. The data storage for this application i.e. the database for this software used is a high end database technology – SQLite. The database of this application is included on the Software installation directory where the software is installed on the system.

This software is built for the Microsoft Windows Distributions for the following versions :

1. Microsoft Windows 7
2. Microsoft Windows 8
3. Microsoft Windows 8.1
4. Microsoft Windows 10

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 WARNING

1. For obtaining appropriate outcomes of the Software Usage, strictly follow this User Guide.

2. Do not Delete or Modify the Software's Installation Directory, doing so may make the Software Non-Workable.

3. Such user actions may also result in the loss of Database records which further cannot be relocated.

If, in the occurrence of Above Situation, contact the Software developer for further assistance.

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Getting Started

Installing the Software

The Software application comes bundled as a Standard Windows MSI Application Installer File, named, MGMMC Emp Admn.msi

1. Click on the installer file MGMMC Emp Admn.msi to start the Software Installation Wizard.
2. If prompted for administrator installation permission, click on Yes.
   NOTE : The default Installation Directory is :
   %Windows Installation Directory% / Program Files / MGMMC Emp Admn

Starting the Application

After the installation process being successful, a Shortcut icon for the application can be located on the User's Desktop. If unable to locate in any circumstances, follow the steps below –

1. Click on the Start Menu.
2. Search the menu for MGMMC Emp Admn Application
3. Double click to open the Application

OR

1. Click on the start Menu
2. Click on All Programs (For Windows 7 Only)
3. Find a folder named Unknown, Single click it to view an application named MGMMC Emp Admn.
4. Double click to open the Application

HOME PAGE

The home page is presented with the login facility for the user to login. The user can login with the password as set to the system with username as <u>admin</u>. The application always has a Clock & Current date being displayed on the top right region of the application window.

After Logging in, at very first the Application window displays an Overview of Employees that are in service.

NOTE : Only the Employees that are under Active Service are displayed on this Window.

2.1 Deleting an Employee Record

The Employee Overview Window consists of a hidden function to delete an employee record from the database.

NOTE : This function is Intentionally kept hidden in order to avoid faulty deletions and loss of data.

<u>Steps to Delete Employee Record</u> :

1. Navigate to the Employee Details Tab.
2. Scroll down to locate the desired Employee record to be deleted.
3. On, Locating the Employee Record, Right Click anywhere on the entire row of the desired employee.
4. Click on Delete option.
5. Confirm your deletion.

Employee Registration

The Employee Registration Window is divided into six important parts and holds a form cancel and back button on every stage of form filling progress for easier usage.

NOTE : Usage of the Cancel button in middle of the form filling process may result into clearing of entered and unsaved data.

3.1 Personal Details

- The Personal Details page has form fields describing the Personal Details of the Employee.

- The image of the Employee can be uploaded on the image field by choosing the image from the desired directory from the UPLOAD IMAGE Dialog box.

- It is Mandatory to fill up all the fields and upload the image of the employee on this form section in order to proceed to the next page of the registration form.
  NOTE : The Telephone Number Fields are Optional Fields therefore can be left out blank.

- If all the above requirements are fulfilled, then the form will proceed to the next page.

3.2 Additional Information

- This form section includes the additional details of the employee such as, the date, designation, department & nature of appointment on Joining the Present Institution and present designation.

- The MET Training details of the employee can be filled in here if available.

- Other details like the number of research publications in Index Journals are optional to be filled.

3.3 Ex-Army Personnel Registration

- This Section of the registration form is intended for the employees that have served the Army.

- It can be used on the Page 2 of the Registration Form as a Check Box.

- If the Box is "Checked" from the "Unchecked state then a dialog box will pop up to fill the service record of the employee in Army.

- It necessary to select a Designation from the given choices & fill up all the fields appropriately for the "ADD" button to be enabled to store the data. This procedure of adding the Ex-Army data can be done as many times by using several options from the designation choices.

- In order to Save the data & Close the dialog box, it is necessary to click the "Finish" button.

  NOTE : If the Check Box is "Unchecked" from the "Checked" state then the Ex-Army Data Record of the employee that was filled, will be cleared.

3.4 Qualification & Experience

- This is the third section of the registration form.

- The Qualification & Experience Details of the Employee are to be filled up in the respective fields.

- The qualification table has three criterias as MBBS / MSC, MD / DNB / PhD & DM / M Ch.

- Similarly the experience table has six criterias namely TUTOR, JUNIOR RESIDENT, SENIOR RESIDENT, ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR & PROFESSOR.

- It is mandatory to fill up an Entire row if it is to be considered & saved properly.

3.5 Uploading Documents

- The Document Uploading is the last part of the registration form.

- The document uploading consists of uploading seven types of documents necessary to complete the employee registration process.

- The documents to be uploaded are as follows :
  1. Address Proof
  2. MBBS Degree Certificate
  3. PG Degree Certificate
  4. Appointment Order
  5. Experience Certificate
  6. Relieving Order from Previous Institution
  7. Joining Report at Present Institution

- The address proof has a choice to be selected amongst which the user desires to upload. The choices for the address proof are as, Aadhar Card, PAN Card, Electricity Bill, Passport and Voter ID Card.

- All the documents except for the PG Degree Certificate & Experience Certificate are mandatory to be uploaded.

- It is also necessary to fill in the document number of every uploaded document in order to proceed the form completion.

- On successful document uploading, a cancel mark (✖) is shown before the document number field. This is an option to remove the uploaded file.

- For this process to become easier, a few signs are displayed at the right side of the window ahead or the respective documents, described as below :

	Document Number	Document	Sign	Document Necessities
1	Filled	Uploaded	✅	Fulfilled
2	Not Filled	Uploaded	⚠️	Not Fulfilled
3	Filled	Not Uploaded	⚠️	Not Fulfilled

- Once all the uploaded documents are marked as "Fulfilled", the form saving and printing procedure can be started.

- Now by clicking the Add Employee button, the process for employee registration and form printing can be done.

3.6 Generating Employee Registration Form

- On clicking the "Add Employee" button, the Employee data filled registration form is now saved to the database.

- This will be acknowledged by a Message stating Successful Employee Registration.

- After this message is viewed, a new Dialog box will appear.

- This is the dialog box that will be used to save the Employee's Registration form wherever the user chooses to save.

- After selecting a location by the user, the Registration form is stored with the Internal Employee Unique Identification Number & the First and Last name of the Employee.

- After the Registration form is generated, it will be opened up with the System's Default Application to view PDF Files.

3.7 The Employee Registration Form

- The faculty registration form is generated in the following structure
  a. Page 1 – Employee's Personal details, Additional Details & MET Details
  b. Page 2 – Qualification & Experience details, Number of research Publications in Index Journals, Ex-Army Personnel Details
  c. Page 3 – Document Enclosure Information
  d. Page 4 – Declaration Form
- This form is saved in a PDF format and can be further used for Paperless Form (E-Form) or can be printed to a hard copy.

Employee Record Updation

The Employee Record Updation Window is a functionality of the software to update the employee details or to change the service status of an employee.

NOTE : Only the Updation of the Employee's Personal details, Present Department & Designation can be done.

4.1 Updating Employee's Basic Details

- The Update Employee Details Tab has the function to update the employee's personal details.

- To get an employee's details, enter the first name or the mobile number of the employee whose details are to be changed or updated & click on Search button or hit Enter.

- Now the Employee's details (as filled during the registration process) are loaded on the respective fields.

- After the details of the employee are loaded, the user can continue to edit or add the desired details.

  NOTE : Modification of the details should be done with appropriate care, as if any mistake occurs then it will be also affected on the employee's details in the database.

- After filling up the desired fields or modifying the required data, click on the Update button apply the modifications in the database and complete the Employee details updation process.

4.2 Updating Employee's Service Record

- This window enables the user with a functionality to change the service status of an employee from In Service to Retired or vice versa.

- To use this function, type the first name or the mobile number of the desired employee in the search field, and hit Enter or click on search button.

- If the employee record is found, then the employee's data is filled ahead of the respective fields.

- The employee's current service status can be seen at the bottom of the window.

- Now to change the service status, click on "Change Status" button.

- Now the service status is updated and shown against the service status field.

Administration Tools

Administration Tools are functions to manage the entire software functions and somewhere ease the usage. These tools are very important by security point of view for this software.

5.1 The User Log

- The user log is an overview tool to keep a track of the user's login & logout traces on the software.
- The user log displays the user activity spans with details listed with Login Date & Time, Logout Date & Time & the total time span the user was active on the software.

5.2 Help & Support

- The help & support window can be accessed from the administration window.
- This window gives the information about the software version, release, developer, customer support and the important article "User Guide".
- The User Guide is accessible always for the user when an issue is to be referenced.
- Also the support helpline details for any further assistance is detailed in the help & support window.

5.3 Changing the Password

- This utility can be used to change the user password when required for security reasons.

- To access this utility, On the Administration Tab, Click on the Gear / Settings Icon ( ).

- Now to change the user password, enter the current password,

- Type in a new password, re-type the new password.

- Now click on 'Change Password" button to change the user password.

- If the current password is wrong, then the password will not be changed.

5.4 Importing & Exporting database to & from Excel

- Excel formats are worldwide used formats for easy data handling. Hence the software provides features for importing & exporting the data from the software to Excel formats.

- To Export the data from the software to Excel, click on the "Export Employee data to Excel Workbook" button.

- A dialog box appears, select the location where you want save the exported data file and click on save.

- A file with the name – "Employee Data – Exported" is generated on the selected location

- To Import the data to the software from Excel, Click on the "Import Employee Data from Excel Workbook" button.

- A dialog box appears, select the excel file from which you want to import the data to the software and click on open.

- The data will now be imported to the database on the software.

    NOTE : To Import the data to software, it is mandatory to create the data in the given importing format

- The format for the importing excel data sheet is as below :
    1. First Name
    2. Middle Name
    3. Last Name
    4. Gender
    5. Date of Birth (Format : DD/MM/YYYY)
    6. Age
    7. Email
    8. Mobile
    9. Res Code
    10. Tel (Res)
    11. Off (Code)
    12. Tel (Off)
    13. Present Address Line 1
    14. Present Address Line 2
    15. Present Address City
    16. Present Address State
    17. Present Address Pincode
    18. Permanent Address Line 1
    19. Permanent Address Line 2
    20. Permanent Address City

21. Permanent Address State
22. Permanent Address Pincode
23. Date of Joining
24. Joining Designation
25. Present Designation
26. Department
27. Nature of Appointment
28. International Journals
29. National Journals
30. State Journals
31. In Service

5.5 Printing Blank Registration & Declaration Forms

- These functions can be used to generate sample / blank Employee Registration Form or the Declaration Form.
- To generate the blank Employee Registration Form, Click on the "Print Blank Registration Form" button.
- A PDF form will open using the system default application.
- Click Print to print the form.
- To generate the blank Declaration Form, Click on the "Print Blank Declaration Form" button.
- A PDF form will open using the system default application.
- Click Print to print the form.

5.6 Database Backup & Restoration

- This is a very important function of the software. It is important that the database remains backed up.

- This would stand up as a precautionary measure and also a perspective.

- To Backup Database :
    - On the Administration Tab, Click on "Create a Database Back-Up".
    - A dialog box appears, select a location where you want to save the backup file of the database.
    - Now click on Save.
    - A backup file of the database is created on the selected location.

- To Restore Data from Backup Database :
    - On the Administration Tab, Click on "Restore from Database Backup".
    - A dialog box is opened, locate and select the previously backed up database file.
    - Now click on Open.
    - The data from the database is recovered.

Troubleshooting

For troubleshooting, always keep a track of messages that pop up on performing data insertions in the software. Also while modifying data on the software.

All the errors and problems of this software are totally resolved to the End User stage, but for easier user interaction, every message that is shown is easily understandable and intractable.

The solution to every problem is described in the User Guide.

If the problem persists then, contact the developer for further assistance.