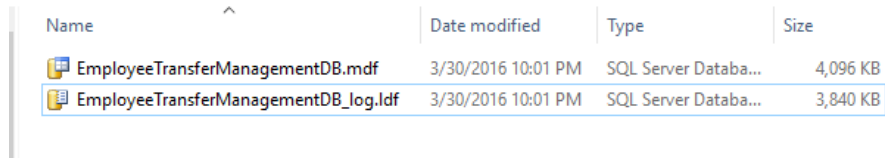


## I. How to install environment

### ➤ On Windows

- Install **Java SE8**: <https://java.com/en/download/>
- Install **Microsoft SQL Server 2014**: <https://www.microsoft.com/en-us/download/details.aspx?id=42299>
- Open **EmpTransferApp/database**

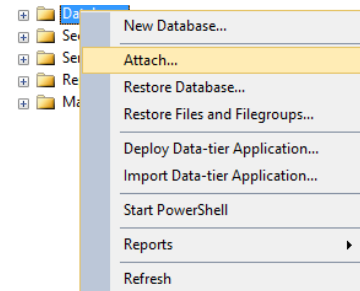


Name	Date modified	Type	Size
EmployeeTransferManagementDB.mdf	3/30/2016 10:01 PM	SQL Server Databa...	4,096 KB
EmployeeTransferManagementDB_log.ldf	3/30/2016 10:01 PM	SQL Server Databa...	3,840 KB

◦ Copy

**EmployeeTransferManagementDB.mdf** and  
**EmployeeTransferManagementDB\_log.ldf**

- Paste the 2 files to “C:\Program Files\Microsoft SQL Server\MSSQL12.SQLEXPRESS\MSSQL\DATA”
- Open **Start Menu -> SQL Server 2012 Management Studio**
- Right click **Databases** → Choose **Attach...**



- Browse to “C:\Program Files\Microsoft SQL Server\MSSQL12.SQLEXPRESS\MSSQL\DATA” and attach 2 files:  
**EmployeeTransferManagementDB.mdf** and  
**EmployeeTransferManagementDB\_log.ldf**
- Close **SQL Server 2012 Management Studio**

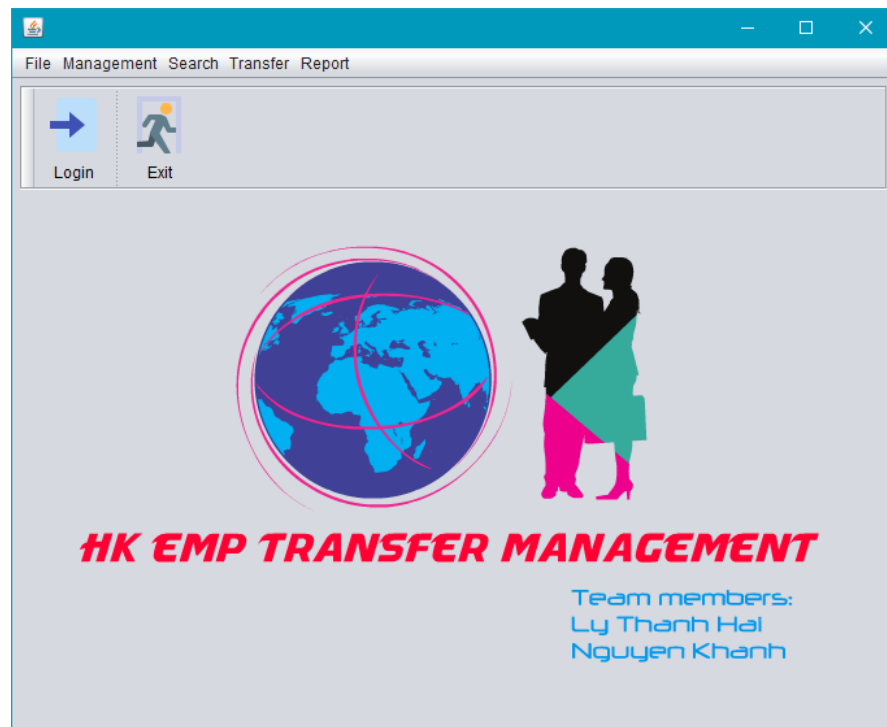
## II. How to use EMP Transfer Application

### 1) General function:

This is the function that all admins can use; include HR, Project Manager, President.

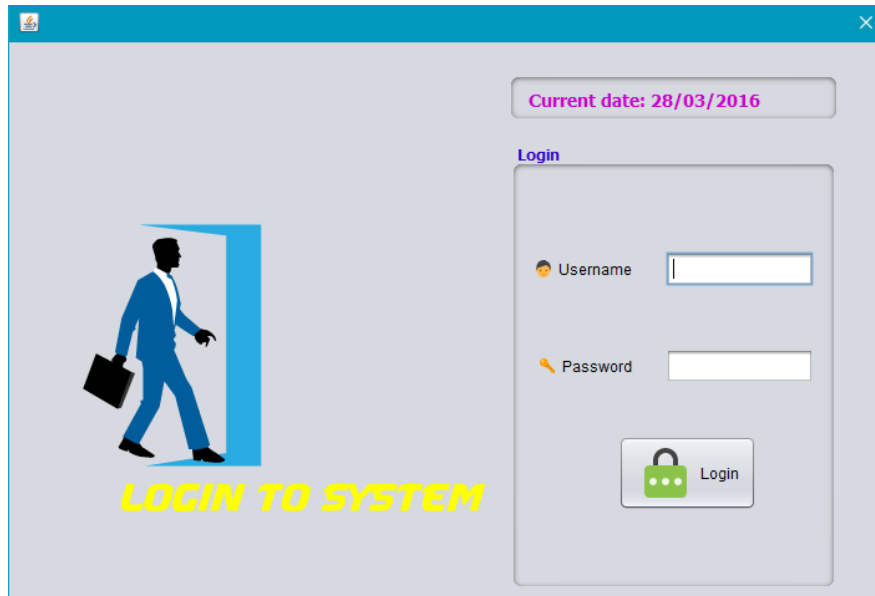
**a) Open EMP Transfer Application**

- Right click **EmpTransferApp.zip** and choose Extract here
- Open **EmpTransferApp** folder
- Double click **run.bat**
- (Or you can use Command Prompt, navigate to **EmpTransferApp** folder, then type “java -jar EMPtranfermanagement.jar”)
- Once opened, Main windows will appear



**b) Login**

- Click on **Login** button (or File → Login)



- Type your **username** and **password** then click **Login** button
- The username and password for demo version is as follow
  - President account
    - ❖ Username: president
    - ❖ Password: 123
  - Human resource manager account
    - ❖ Username: hr
    - ❖ Password: 123
  - Project manager account
    - ❖ Username: pm
    - ❖ Password: 123

**c) Search for Employee**

- Select menu **Search -> Employee**.
- Search Employee window will open.

## Employee Transfer Management

**Search**

Search by: ☒ All ☐ EMPID ☐ Name ☐ Project ID ☐ Free on

ID	Name	Position	Skill	Current Pro...	Start Date	End Date
EMP004	e	Trưởng phò...	Java .Net	Project 2	2016-03-20...	2016-03-30...
EMP001	a	Trưởng phò...	Java .NetH...			
EMP002	c	Kế toán	Java .Net			
EMP003	d	Giám đốc	Java .NetH...			
EMP005	a	Giám đốc				
EMP007	h	Thủ quỹ	Java .Net			

**Employee Detail**

ID: EMP002 Name: c

Skill: ☒ Java ☒ .NET ☐ HTML 5 ☐ SQL

Current Project:

From date: To date:

Email: c Phone: c

**Transfer History**

id	employ...	fromPr...	toProje...	status	approv...	startDa...	endDate
TRF003	EMP002	PRJ001	PRJ002	Approv...		2016-0...	2016-0...

**Transfer**

Project ID:

Start Date:

End Date:

☐ I've read these information carefully and want to recruit this employee to my project.

- In the left panel, you can Search for employee:
  - If you want to show all employees, just select **All**, then click
  - If you want to search for employee(s) by ID, Name or by Project that the employee(s) in, select **EMPID/Name/Project ID** and field in the text box your search condition, then click
  - If you want to search for employee(s) that free on a day, choose **Free on**, click , pick a day and click
- Employee(s) that match your search condition will be shown on the table below.
- When you select an Employee, his/her detail will be shown on the right panel.
- In this form, if you are logged in as a PM, you can request a transfer too. Just select an Employee that you need on the table, enter the Project ID that you need that employee to join in, pick date range, and send your request.

**d) Search for Transfer records**

- Select menu **Search** → **Transfer Records**
- Search Record window will open

The screenshot shows a window titled "Search Record" with a blue header bar. Inside the window, there is a "Search Term" input field and a "Search" button with a magnifying glass icon. Below this, there is a "Search By" section with two columns of radio buttons. The first column has options: ☒ EMPID, ☐ From Project, ☐ To Project, and ☐ All. The second column has an option: ☐ Date, followed by "From Date" and "To Date" input fields, each with a calendar icon. Below the search options is a "Result" section containing a table with the following headers: Transfer ID, EMPID, From Project, To Project, Status, Approve By, Start Date, and End Date. The table body is currently empty. At the bottom right of the window is a "Close" button with a red X icon.

- Type your search term, it could be **Employee Id**, **From Project Id**, **To Project Id**, or **Date range** from date and to date.
- You can choose **All** to select every record in database
- Click **Search** button
- Record list will appear in **Result table**


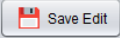

**2) Use software as Human Resource Manager**

**a) Manage employees**

- Select menu **Management** -> **Manage Employee**.
- Employee Management form will open.

## Employee Transfer Management


ID	Name	Position	Skill
EMP001	a	Trưởng phòng	Java .Net HTM...
EMP002	c	Kế toán	Java .Net
EMP003	d	Giám đốc	Java .Net HTM...
EMP004	e	Trưởng phòng	Java .Net
EMP005	a	Giám đốc	
EMP007	h	Thủ quỹ	Java .Net

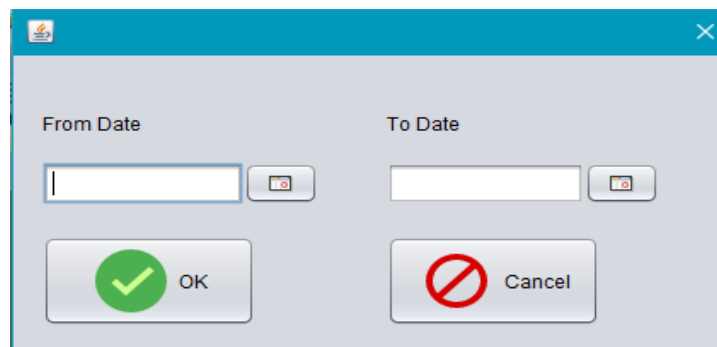
- In this form, you can **Add, Edit or Delete Employee**.
  - Add: Pick an ID for new employee and fill employee's information in Employee Information panel, then click 
  - Edit: Choose an ID from ComboBox, and Employee's detail will be shown on Employee Information panel, edit what you want and click  to save data.
  - Delete: Choose an ID from ComboBox, and Employee's detail will be shown on Employee Information panel, click  to delete employee.
- All change will be update on the table that shows all employee's information.

### b) Create new transfers

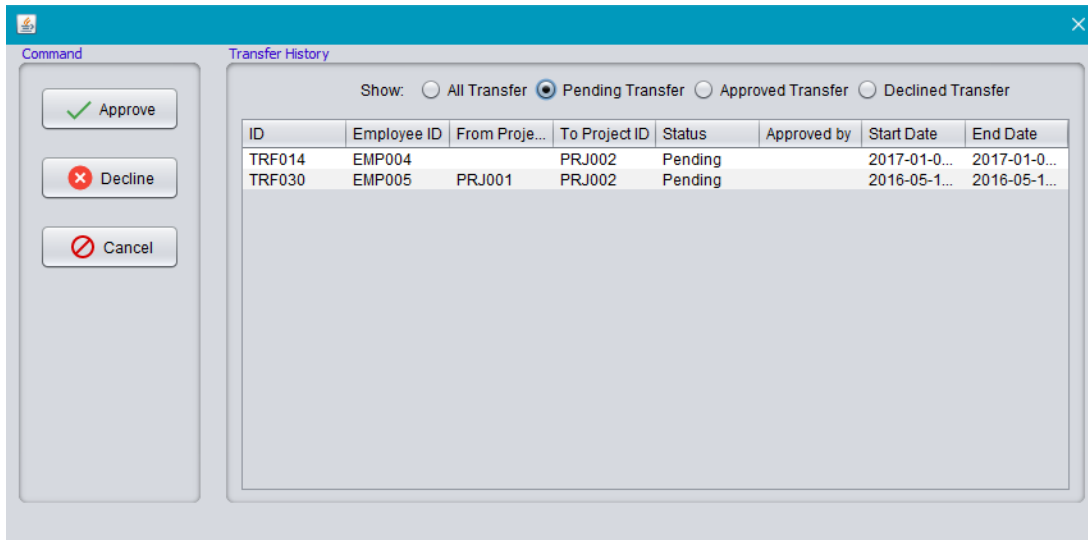
- From Main window, select **Transfer** → **New Transfer**
- Create A New Transfer window will open

Note: Only PM can Request, only HR can Approve

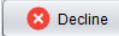
- Search for employee
  - If you want to find all employees that are free in particular date range, choose **Free from date** radio button. Then select the start date and end date.
  - If you want to find all employees that is currently working in particular project, choose **Current Project ID** from dropdown list.
  - If you want to find employee that have one or more skill such as Java, SQL, .NET, HMTL, choose **Skill** option.
  - You can select all employees that are not working on any project today, by choosing **All Free at Today** option.
- Click 
- All the employee will appear in **Employee list**
- Choose Project Id of the project you want to transfer into
- Choose one employee in the **Employee list**
- Click on **Request** button
- **Select date range window** will open

A screenshot of a 'Select date range' dialog box. It has a blue title bar with a close button. The main area is light gray. It contains two input fields: 'From Date' and 'To Date'. Each field has a small calendar icon to its right. Below the 'From Date' field is a button with a green checkmark and the text 'OK'. Below the 'To Date' field is a button with a red 'X' and the text 'Cancel'.

- Choose **From Date** and **Start Date**, then click **OK**
- c) **Approve transfers**
- Select menu **Transfer -> Transfer Approval**.
  - Transfer Approval form will open.

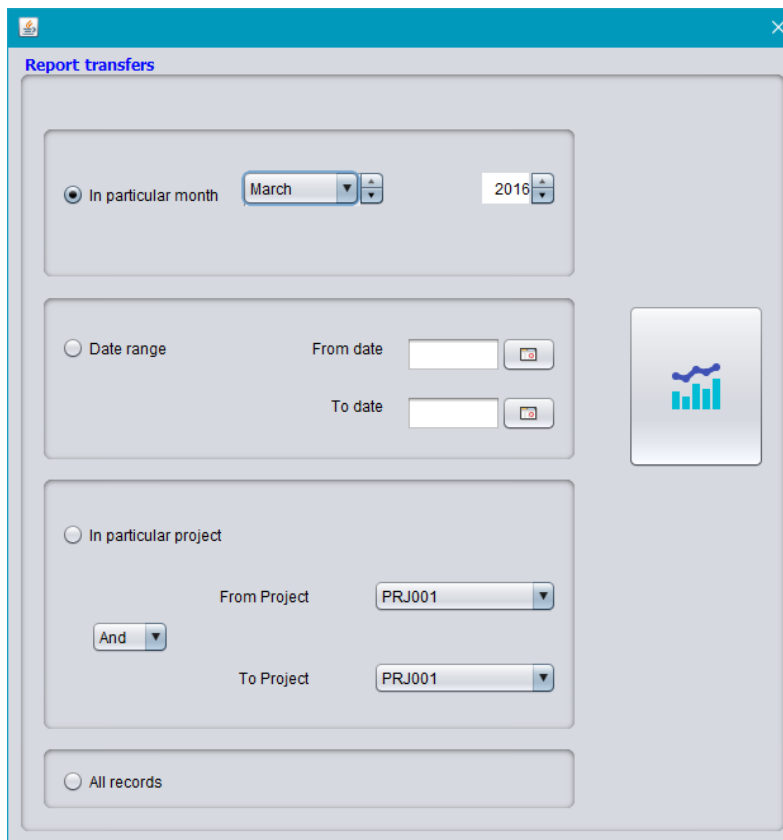


ID	Employee ID	From Project ID	To Project ID	Status	Approved by	Start Date	End Date
TRF014	EMP004		PRJ002	Pending		2017-01-01	2017-01-01
TRF030	EMP005	PRJ001	PRJ002	Pending		2016-05-01	2016-05-01


- In Transfer History panel, you can show **All Transfer/Pending Transfer/Approved Transfer/Declined Transfer**. Select a **Record** that you want **Approve** or **Decline**, then click  or .

d) **Generate report**

- From Main window, select **Report** menu → **Generate Report**
- Report transfers** window will open



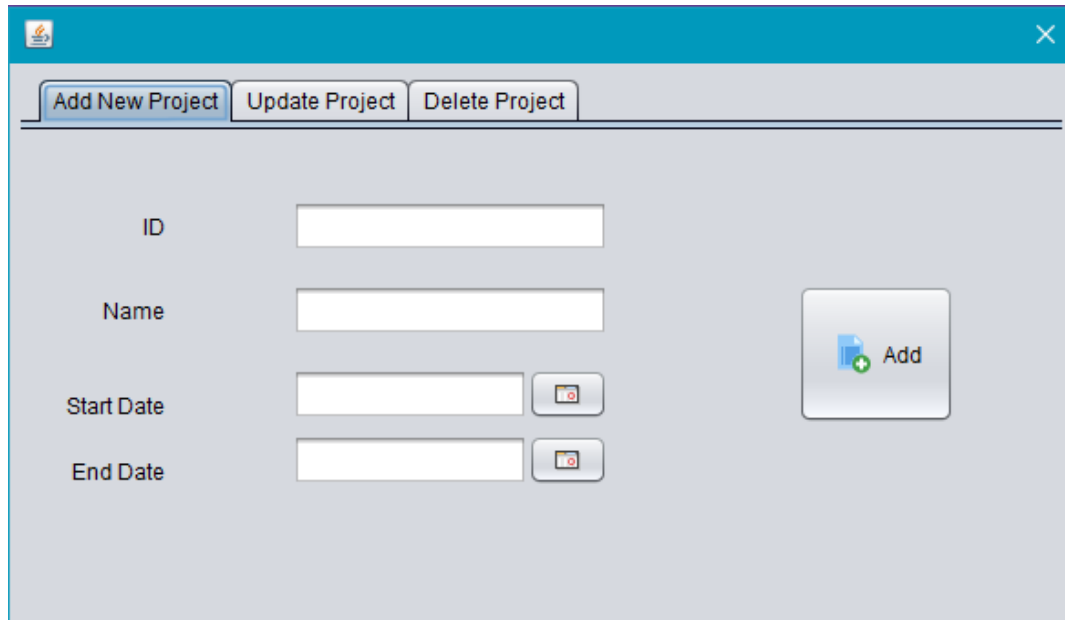


- If you want to print all transfer records in particular month, choose **In particular month** option, then select **month** and **year**
- If you want to print all transfer records that happened in a date range, choose **Date range** option, then select **From date** and **To date**
- If you want to print all transfer records that happened in particular projects
  - Choose **In particular project** option
  - Select **From Project id**
  - Select **To Project id**
  - Select **And / Or**
- If you want to print all transfer records in database, choose **All records**
- Click 

### 3) Use software as Project Manager

#### a) Manage Project

- From Main window, select **Management** → **Manage Project**



The screenshot shows a software window titled "Manage Project" with a blue header bar and a close button (X) in the top right corner. Below the header, there are three tabs: "Add New Project" (highlighted in blue), "Update Project", and "Delete Project". The main area of the window is light gray and contains four input fields with labels to their left: "ID", "Name", "Start Date", and "End Date". Each input field is a white rectangle. To the right of the "Start Date" and "End Date" fields are small calendar icons. On the right side of the window, there is a button with a blue folder icon, a green plus sign, and the text "Add".


- If you want to add new project, click on **Add New Project** tab

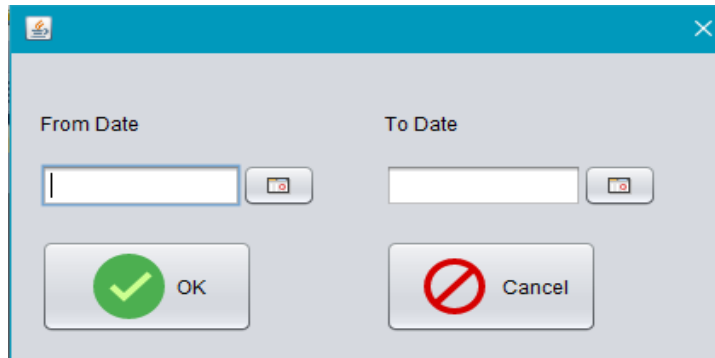
## Employee Transfer Management

- Enter **ID**, **Name**, choose **Start Date**, **End Date**
    - Click **Add**
  - If you want to update project, click on **Update Project** tab
    - Choose **Project Id** from dropdown list
    - Enter new **Name**, new **Start Date**, new **End Date**
    - Click **Update**
  - If you want to delete project, click on **Delete Project**
    - Choose **Project Id** of project you want to delete
    - Click **Delete**
- b) Request transfer (option 1):** You can Request transfer through **Search for Employee** function. See **IX – 1 – c**.
- c) Request transfer (option 2)**
- From Main window, select **Transfer** → **New Transfer**
  - Create A New Transfer window will open

- Search for employee
  - If you want to find all employees that is free in particular date range, choose **Free from date** radio button. Then select the start date and end date.
  - If you want to find all employees that is currently working in particular project, choose **Current Project ID** from dropdown list.
  - If you want to find employee that have one or more skill such as Java, SQL, .NET, HTML, choose **Skill** option.

### *Employee Transfer Management*

- You can select all employees that are not working on any project today, by choosing **All Free at Today** option.
- Click 
- All the employee will appear in **Employee list**
- Choose Project Id of the project you want to transfer into
- Choose one employee in the **Employee list**
- Click on **Approval** button
- **Select date range window** will open

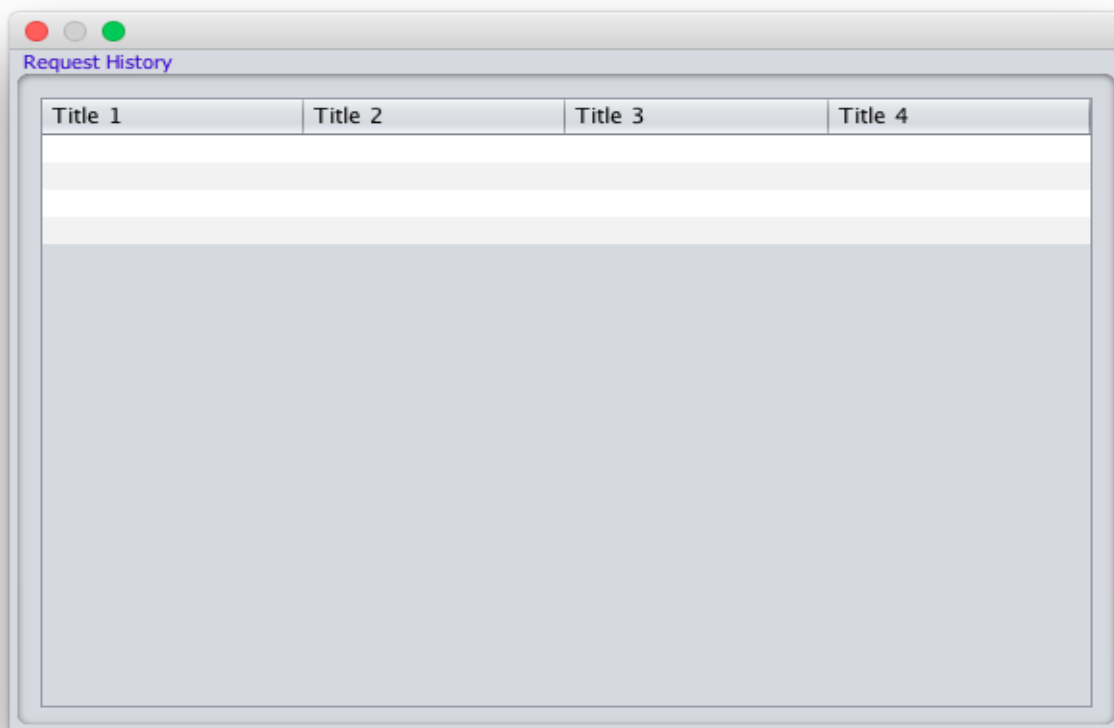
A screenshot of a 'Select date range window' dialog box. The window has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains two columns. The left column is labeled 'From Date' and has a text input field with a vertical cursor and a small calendar icon to its right. The right column is labeled 'To Date' and has a similar text input field and calendar icon. At the bottom, there are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red prohibition sign icon.

- Choose **From Date** and **Start Date**, then click **OK**

**d) Transfer Requests Log**

Use this form when you want to see what Request Transfer you have made

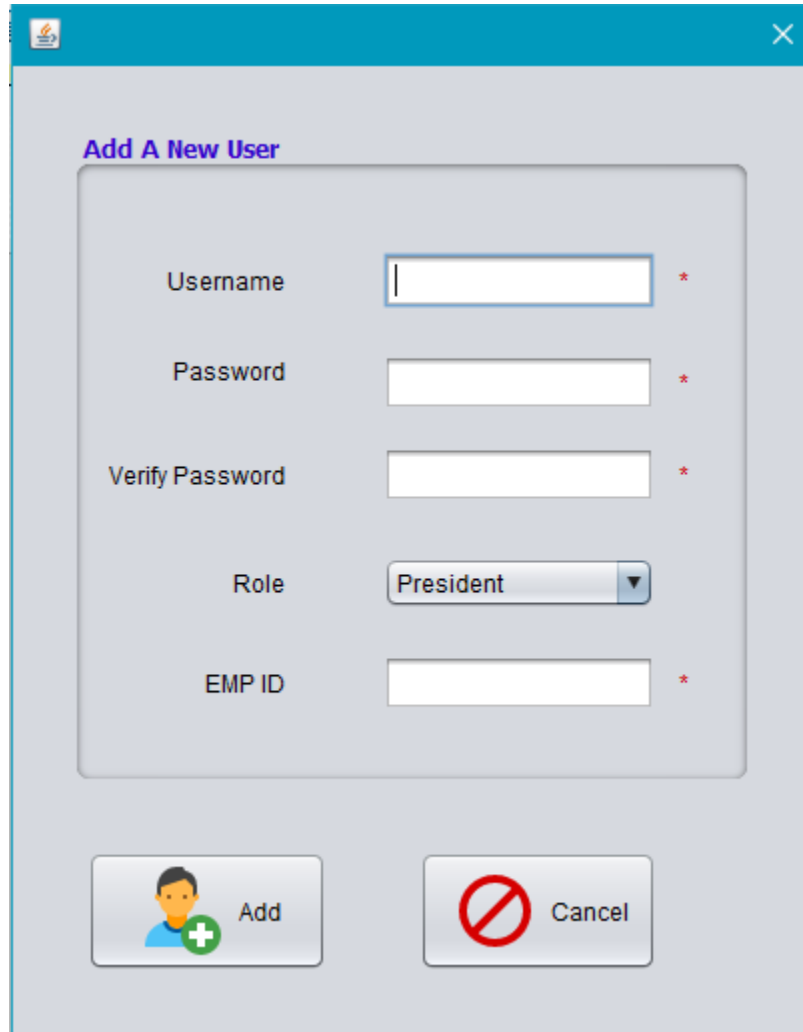
- Choose menu Transfer -> Transfer Request Logs
- Request Logs windows will open



#### 4) Use software as President

##### a) Add new user

- From Main window, select menu **File** → **Add User**
- **Add A New User** window will open



- Type in user information, every fields cannot be empty.
- Choose a role, it could be President, HR, Project Manager
- Click on **Add**.


##### b) Generate reports

- From Main window, select **Report** menu → **Generate Report**
- **Report transfers** window will open

The screenshot shows a software window titled "Report transfers" with a close button in the top right corner. The window contains four main filter sections, each with a radio button:

- In particular month:** Includes a dropdown menu set to "March" and a year selector set to "2016".
- Date range:** Includes "From date" and "To date" text boxes, each with a calendar icon to its right.
- In particular project:** Includes a dropdown menu set to "PRJ001" for "From Project", a dropdown menu set to "PRJ001" for "To Project", and a small dropdown menu labeled "And" between them.
- All records:** A simple radio button option.

On the right side of the window, there is a square button with a blue bar chart icon.

- If you want to print all transfer records in particular month, choose **In particular month** option, then select **month** and **year**
- If you want to print all transfer records that happened in a date range, choose **Date range** option, then select **From date** and **To date**
- If you want to print all transfer records that happened in particular projects
  - Choose **In particular project** option
  - Select **From Project** id
  - Select **To Project** id
  - Select **And / Or**
- If you want to print all transfer records in database, choose **All records**
- Click 

## Limitation and Enhancement

### **1. Limitation**

- EMP Transfer Management is limited to process transfer of one department only, there is no transfer between locations, departments
- EMP Transfer Management is currently only offline desktop application, does not work on Internet

### **2. Enhancement**

- EMP Transfer Management will be handed up to all departments of HK Corporations
- EMP Transfer Management will become web application, work on Server and Client over Internet