Employee Management Website

1. Overview

This website allows users to manage employee records and view sales performance reports. It is designed for ease of use, with clear navigation and intuitive controls.

2. Access

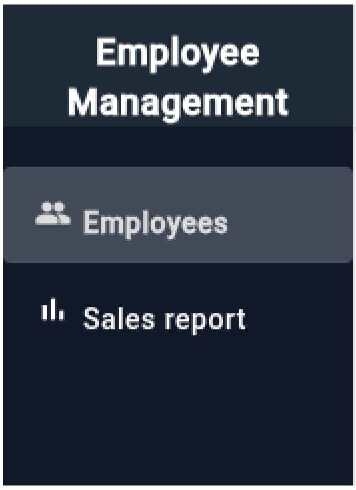
No login is required. All features are available directly from the homepage.

3. Main Features

Navigation Menu

The application includes a collapsible side menu that provides access to the main sections:

- **Employees**
- **Sales Report**

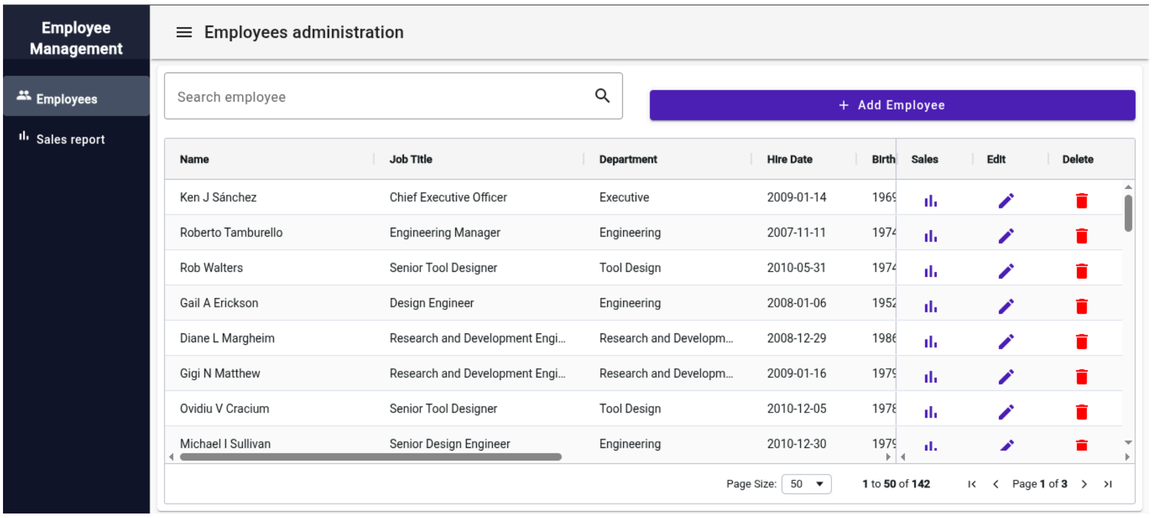


Users can show or hide the side menu by clicking the **menu icon** located in the top toolbar. This allows for a cleaner interface when working within a specific section.

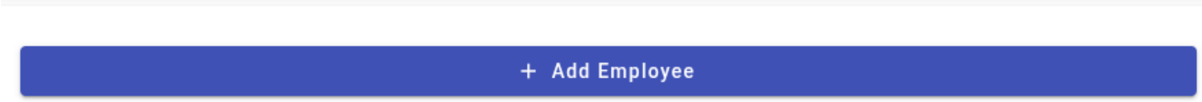
Employees page

The **Employees** page displays a list of all currently active employees in a grid. On this page, you can:

- Display a list of all currently active employees in the system.

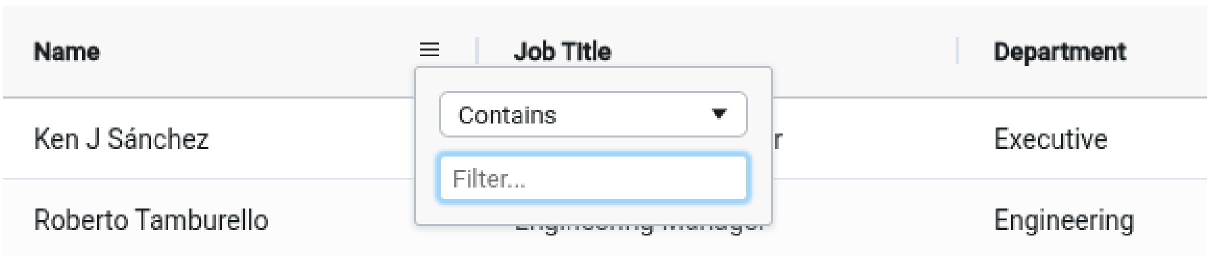


- Add a new employee using the **Add Employee** button.



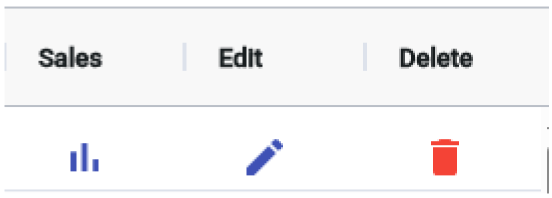
- Use the **search input** to quickly find specific employees

- Filter or sort data within the grid for easier navigation.



- Navigate between pages using the **pagination controls** at the bottom of the grid.

- Grid Action Buttons: Each employee row in the grid includes the following action buttons:
  - Sales: Opens the employee's individual sales report, displaying data from the most recent month in which they had recorded sales.
  - Edit: Opens the employee's information in update mode.
  - Delete: Removes the employee from the system (a confirmation dialog is shown before completing the action) .

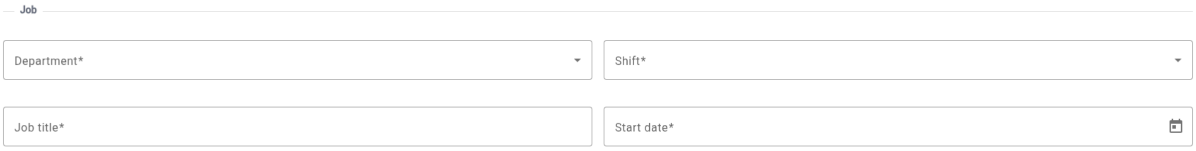


Add / Edit page

This page allows you to create a new employee or update the information of an existing one. The form is divided into three sections:

1. Personal Information
   - First Name *
   - Middle Name
   - Last Name
   - Birthdate *
   - Phone Number *
   - Email Address *

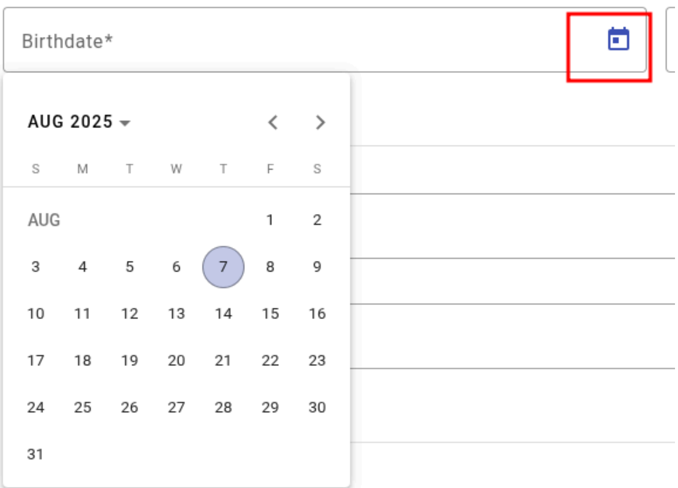
2. Job Information
   - Department *
   - Shift *
   - Job Title *
   - Start Date *



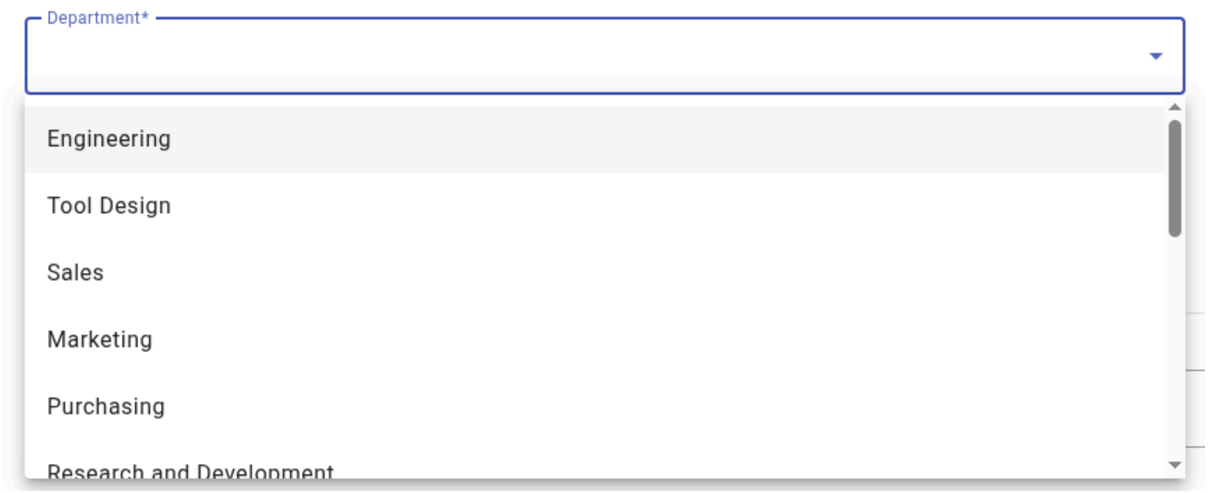
3. Address Information
    - Country *
    - State *
    - City *
    - Postal Code *
    - Address Line 1 *
    - Address Line 2

Fields marked with an asterisk **(*)** are required. If left empty, the field will be highlighted in red to indicate that input is needed.

The fields **Birthdate and Start date** include a calendar picker that can be opened by clicking the calendar icon inside the input box:



The fields **Department, Shift, Country, and State**, use dropdown menus that allow users to select from a list of options:



Fields such as **Phone Number** and **Email** are automatically validated to ensure they contain valid values.

The **Cancel and Save** buttons are located in the top-right corner. It cancels the operation and returns you to the employee list without saving changes. The **Save** button becomes active only when all required fields are correctly filled.

When clicked the button save:

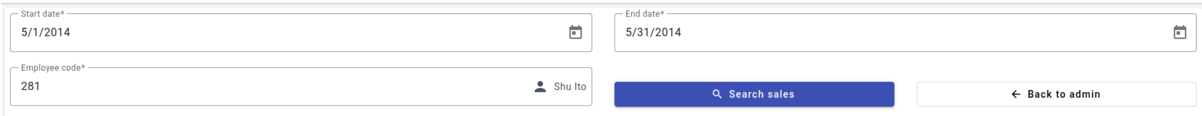
- The employee record is saved
- A success message appears
- The system returns to the employee list

Sales Report page

This section displays a detailed sales report for a selected employee. The user must first enter the required information in the search area:

- Start and end date: Define the date range for the report.
- Employee code: Identifies the employee whose sales will be displayed.

The search button becomes active once all required fields are filled. If the user accessed this page from the Employee management screen, a **Back to admin** button will also be visible next to the Search button.



Once a valid search is submitted, two summary indicators are displayed:

- Total Sales: The total amount of sales for the selected date range.
- Average of sales per day: The average daily sales over the period.

Below the summary, a table (grid) displays the list of sales transactions within the selected period. Each row includes the following information:

Order date	Status	Account #	Bill to Address	Subtotal	Tax	Freight cost	Total
05/01/2014 12:00 AM	Shipped	10-4020-000509	6500 East Grant Road	28,733.58	2,766.42	864.50	32,364.50
05/01/2014 12:00 AM	Shipped	10-4020-000473	Prime Outlets	2,567.05	252.89	79.03	2,898.96
05/01/2014 12:00 AM	Shipped	10-4020-000293	Sports Store At Park City	26,261.24	2,544.51	795.16	29,600.91
05/01/2014 12:00 AM	Shipped	10-4020-000672	4635 S. Harrison Blvd.	45,786.98	4,442.09	1,388.15	51,617.22
05/01/2014 12:00 AM	Shipped	10-4020-000059	70259 West Sunnyview ...	12,563.68	1,206.72	377.10	14,147.50
05/01/2014 12:00 AM	Shipped	10-4020-000311	Mountain Square	19,322.03	1,863.98	582.49	21,768.50
05/01/2014 12:00 AM	Shipped	10-4020-000624	25250 N 90th St	28,139.25	2,707.72	846.16	31,693.13
05/01/2014 12:00 AM	Shipped	10-4020-000023	60025 Bollinger Canyon ...	6,653.26	626.54	195.80	7,475.60
05/01/2014 12:00 AM	Shipped	10-4020-000005	482505 Warm Springs Bl...	9,003.91	858.36	268.24	10,130.51
05/01/2014 12:00 AM	Shipped	10-4020-000648	Corp Ofc Accts Payable	40,248.86	3,929.66	1,228.02	45,406.54
05/01/2014 12:00 AM	Shipped	10-4020-000113	25472 Marlay Ave	845.34	83.41	26.06	954.81

At the bottom of the table, a **totals row** is shown, summarizing all numeric columns.

Total				220,125.18	21,282.30	6,650.72	248,058.19