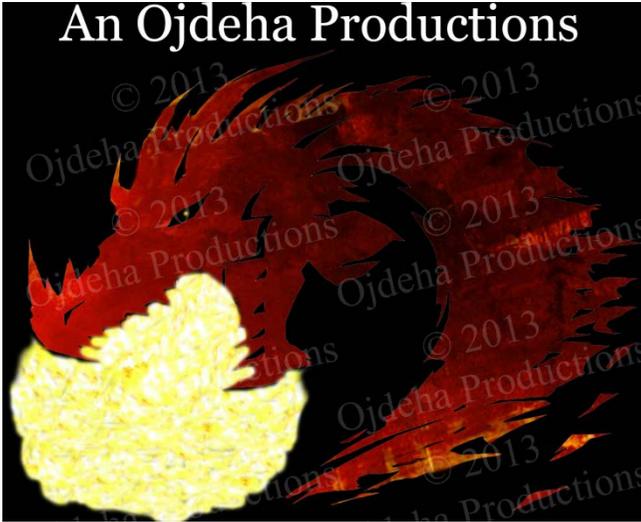


An Ojdeha Productions



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# Introduction

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Welcome to the EMS user manual! Thank you for purchasing a copy of our innovative Employee Management System software. Run an effective business! Add employee profiles to get started. After that it's as simple as a scan of a card to check in and check out employees! Apart from keeping track of employee check in times, you can also update, delete and search employee profiles! You can even create employee payrolls!

## *Main functions of the EMS:*

- Check-In & Check-Out Employees
- Create/Update/Delete Employee Profiles
- Searching Employee Profiles
- Create Employee payrolls

## *The EMS Features:*

- High-tech card reading technology
- Professional management system
- Efficient and fast software
- Virtually error and bug free software

Visit us @ <http://employeemanagementsystem.weebly.com>

Do you have what it takes to manage your employees? Find out today!

# Hardware

Our EMS provides a very high-tech and enjoyable card reading experience. The following hardware has been included in your package.

<i>Hardware</i>	<i>Details</i>
<p style="text-align: center;"><b>Card Reader 2.0</b></p> 	<ul style="list-style-type: none"> <li>• USB Interface</li> <li>• Read RFID / Proximity Card</li> <li>• Can Read First 10 digits of the RFID / Proximity Cards</li> <li>• No driver needed for Windows</li> <li>• Plug and Play</li> <li>• Material: Hard Plastic</li> <li>• Diagnostic Power LED</li> <li>• Built-in operating buzzer</li> <li>• Powered directly from USB (no need for external power supply)</li> <li>• Dimension: 104 x 68 x 10 mm (L x W x H)</li> </ul>
<p style="text-align: center;"><b>10 Smart Cards</b></p> <p style="color: red;"><b>10pcs</b> 125Khz RFID Proximity ID Card</p> <p style="color: red; font-size: 2em;"><b>10X</b></p> 	<ul style="list-style-type: none"> <li>• Pre-programmed with unique 10-digit ID number in each card</li> <li>• Operation Frequency : 125Khz</li> <li>• Standard : EM4100 compatible</li> <li>• Compatible with all ID door access devices or ID reader</li> <li>• Contactless transmission of data and supply energy</li> <li>• Ideal for use in ID and access control</li> <li>• With card ID printing</li> <li>• Size : 85 x 55 x 0.8 mm</li> <li>• Colour : White</li> <li>• Quantity : 10</li> <li>• Material : PVC</li> <li>• Operation Temperature : -40°C to 85°C</li> <li>• Waterproof</li> </ul>

# Installation

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This is it! Aren't you excited? You are? Great! Let's get started.

**Step 1:** Insert your EMS CD into your computer's CD drive.

**Step 2:** A window should appear. Click 'run setup.exe'.

**Step 3:** A message will appear. Choose to 'install'.

**Step 4:** Once the installer has finished installing the program, the program will launch. You will also find a new EMS shortcut button that has appeared on your desktop.

**Step 5:** You're all done! 😊

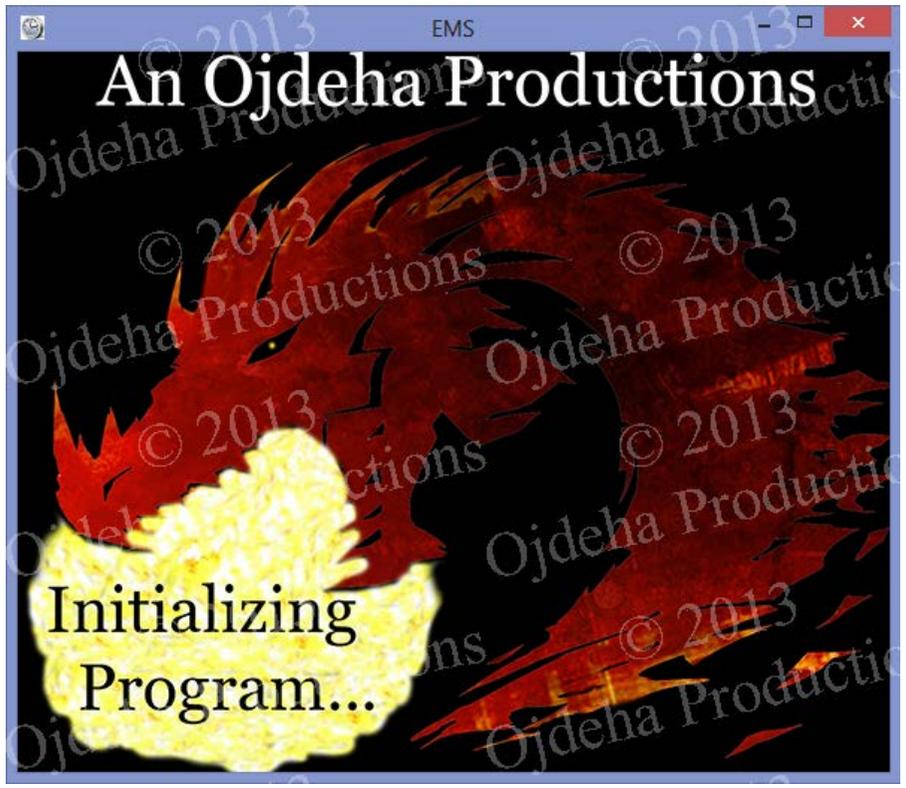
Note: When using the program, connect your card reader to your computer via a USB port. As it acts as a hidden HID device, please remove it only once you have finished using the program and shut down your computer.

Now, skip to our tutorial to learn how to use your new EMS! 😊

# Tutorial

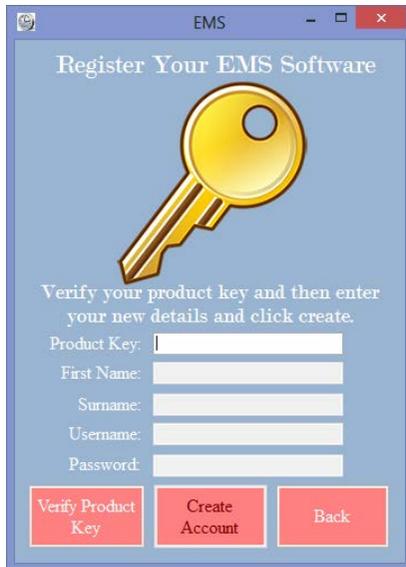
**Step 0:** Connect your card reader to your computer via a USB port. If this is the first time using the program, you may need to wait a few seconds for the device to install. Once again, remember to only remove this device after you have exited the program and shut down your computer.

**Step 1:** If the program is not open, double click the new shortcut button that should have appeared on your desktop after installation. The Splash Screen should display for 3 seconds before the login page appears.





**Step 2:** If it is your first time using the program, you will need to register your copy. If this is not your first time using the program, skip to step 5. Click on the register button to be taken to the register page.

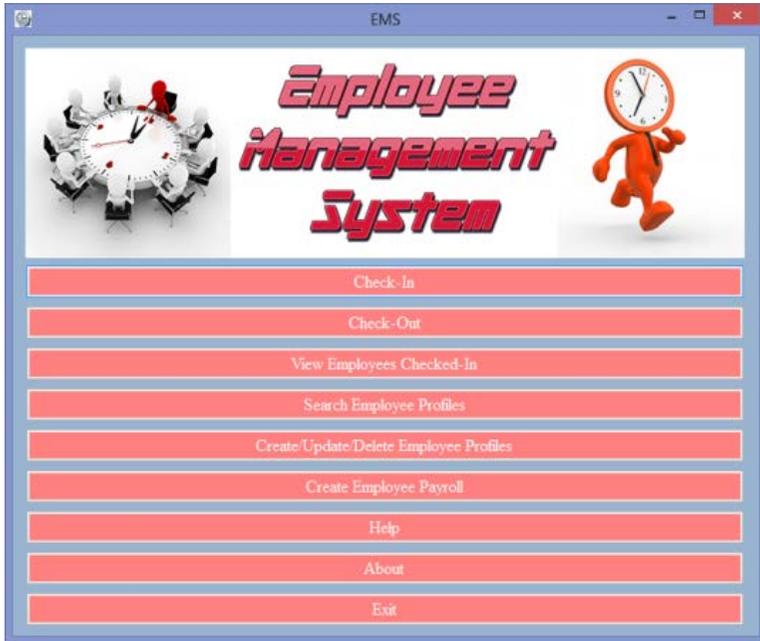


**Step 3:** You will need to verify your product key. Locate your product key that you will have received on a sticker inside your physical copy of the program. Enter your product key and click verify product key.

**Step 4:** Now you will be able to enter details to create an account in the four previously disabled textboxes. Enter your details and remember to choose a username and password that you can remember. Click create. You will see a message appear stating “Account Created”. Once you click ok, the program will redirect you to the login page.



**Step 5:** Enter your username and password and click login to gain secure access to the system.

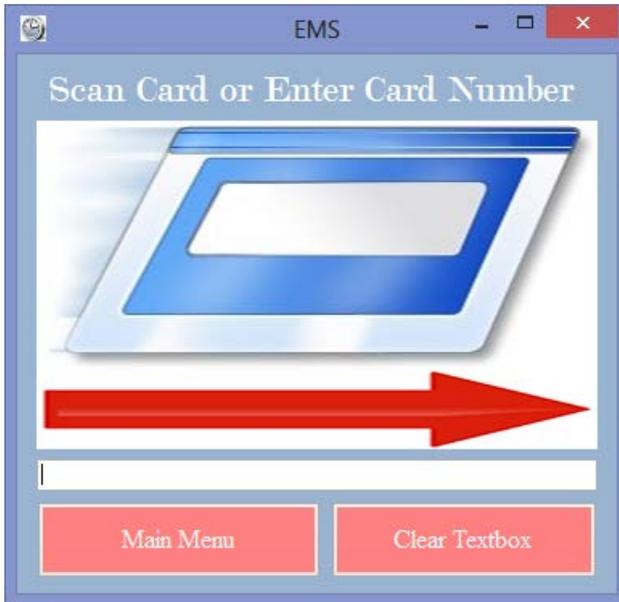


**Step 6:** You can now choose from a variety of processes to carry out. You will now need to jump to the step that corresponds to your favoured process. However, it is advised to continue in chronological order if this is your first time.

<i>Process</i>	<i>Step Number</i>
Check-In Employee	7
View Employees Checked-In	10
Check-Out Employee	13
Search Employee Profiles	16
Create/Update/Delete Employee Profiles	20
Create Employee Payrolls	23
About	25
Help	27
Exit	26

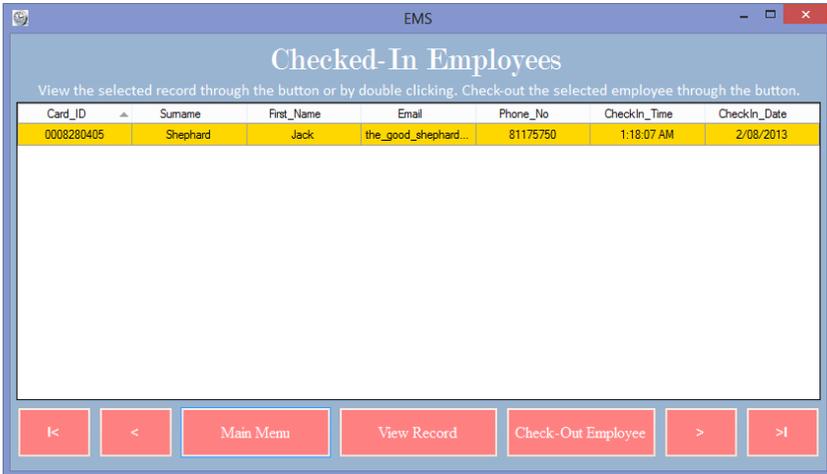
**Step 7:** Click Check-In from the EMS menu to begin.

**Step 8:** This is the fun part. Choose the smart card of the employee you wish to check –in and simply scan it by hovering the card over the card reader. Note: The program will only continue once an existing card number has been entered.



**Step 9:** A message should have appeared stating “Employee Checked-In”. Now click ok to be redirected to the EMS menu. Congratulations! You’ve Checked-In an employee!

**Step 10:** Click on the View Employees Checked-In button to be directed to a page with the list of checked-in employees. Here you can confirm that an employee has been successfully checked in and view other essential information. Use the navigation buttons (arrow heads) to navigate through the records.



**Step 11:** Click on View Record or double click on a record to view the selected record individually and then click the button to return to the checked in employees page.

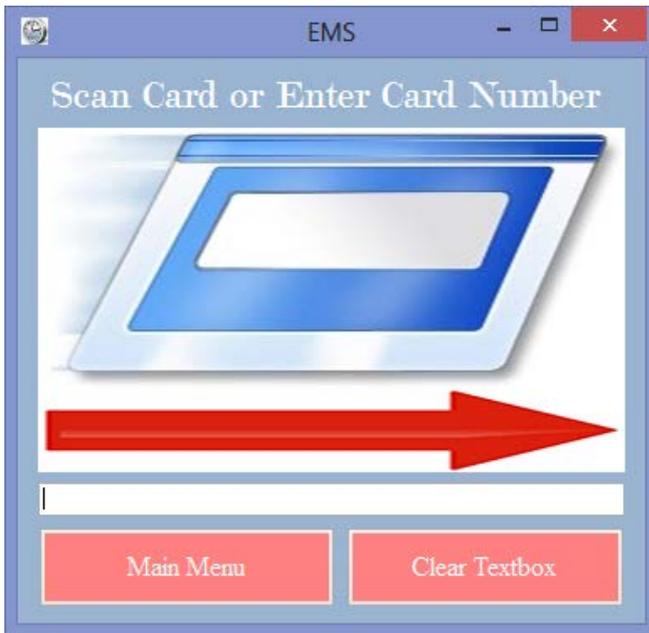


**Step 12:** You could check out the employee within the checked-in employees page, but for now click Main Menu to be taken back to the EMS menu.

**Step 13:** Checking-out an employee? Are you sure? Ok, let's do it. Click Check-Out from the EMS menu to begin.

**Step 14:** Choose the smart card of a checked-in employee you wish to check-out and simply scan it by hovering the card over the card reader.

*Note:* The program will only continue once an existing card number has been entered that corresponds to a checked-in employee. To see the list of checked-in employees, click View Checked-In Employees from the EMS menu.



**Step 15:** A message should have appeared stating "Employee Checked-Out". Now click ok to be redirected to the EMS menu. Congratulations! You've Checked-Out an employee!

You must be having the time of your life right about now, but the fun doesn't end there!

**Step 16:** Are you a windows explorer? Because it's time to search and discover! Click on the Search Employee Profiles button on the EMS menu to be directed away from that terrible joke to the employee search page.

Employee Search

Choose your search by and begin searching keywords. You can view a profile through the button or by double clicking.

Search Keyword(s):  Clear Search By: Surname

Card_ID	Title	First_Name	Surname	Date_of_Birth	Email	Postcode	Suburb	Address	Phone_No	Hourly_Rate	Checked_In
0000610921	Miss	Kate	Austen	3/08/1979	freckles@...	2112	Danagar ls...	8 Moonsvil...	81175750	19	<input checked="" type="checkbox"/>
0009348081	Mr	Daniel	Faraday	8/10/1969	its_faraday...	8164	Carlingford	15 Weston...	84487478	17	<input type="checkbox"/>
0000622636	Mr	James	Ford	20/07/1969	sawyer_or...	1934	Double Bay	27 Wentw...	82234123	25	<input type="checkbox"/>
0008967615	Mr	Desmond	Hune	17/04/1969	dezmon@...	8848	Dunday	7 Wisteria ...	82201265	30	<input type="checkbox"/>
0008950562	Mr	Sayid	Jarrah	17/01/1969	sayid-jar@...	5711	Clovely	1 Sunnyvill...	84456042	26	<input type="checkbox"/>
0008950743	Mr	Jin-Soo	Kwon	4/08/1968	jin-soo-wat...	2376	East Ryde	25 North R...	83304837	20	<input type="checkbox"/>
0008950987	Mrs	Sun-Hwa	Kwon	7/11/1973	miss_suns...	2376	East Ryde	25 North R...	83304837	18	<input type="checkbox"/>
0008940606	Mr	John	Locke	13/05/1945	smoky@g...	2157	Correla	4 Dove Ro...	89932314	21	<input type="checkbox"/>
0008967224	Mr	Hugo	Reyes	28/04/1973	hurley@g...	9955	Minto	28 Wattle ...	84445337	30	<input type="checkbox"/>
0008280405	Mr	Jack	Shephard	14/07/1966	the_good_...	4301	Lane Cove	2 Woronor...	81175750	22	<input checked="" type="checkbox"/>

< < Main Menu View Profile > >

**Step 17:** If all is well, the employee search page will have appeared. You can now search for an employee by entering a surname in the Search Keywords textbox or you can change your search type by changing the Search By option and search by first name instead. Once again, use the navigation buttons (arrow heads) to navigate through the records.

Card Number:	0008280405	Postcode:	4301
Title:	Mr	Suburb:	Lane Cove
Surname:	Shephard	Phone No:	81175750
First Name:	Jack	Address:	2 Woronora Way
Date Of Birth:	14/07/1966	Status:	Checked In
Hourly Rate:	\$22		
Email:	the_good_shephard@gmail.com		

Return To Employee Search

**Step 18:** You can also view an individual employee profile page by clicking the [View Profile](#) button or double clicking on a record and then click the button to return to the employee search page.

**Step 19:** Click on the [Main Menu](#) button to be taken back to the EMS menu.

**Step 20:** Ever wished to have a superhuman ability? Well, you now have the chance to play god. Just remember to use your powers for the greater good. Click on the [Create/Update/Delete Employee Profiles](#) button to begin.

Card ID	Title	Surname	First Na...	DOB	Email	Postcode	Suburb	Address	Phone_No	Hourly_Rate	Checked-In?
0000610921	Miss	Austen	Kate	3/08/1979	freckles@g...	2112	Danag...	8 Moo...	81175750	19	False
0009348081	Mr	Faraday	Daniel	8/10/1969	its_faraday...	8164	Carling...	15 We...	84487478	17	False
0008280405	Mr	Shepherd	Jack	14/07/1966	the_good_...	4301	Lane C...	2 Wor...	81175750	22	True
0000622636	Mr	Ford	James	20/07/1969	sawyer_or_...	1934	Double...	27 We...	82234123	25	False
0008950743	Mr	Kwon	Jin-Soo	4/08/1968	jin-soo-watt...	2376	East R...	25 Nor...	83304837	20	False
0008950987	Mrs	Kwon	Sun-Hwa	7/11/1973	miss_sunsh...	2376	East R...	25 Nor...	83304837	18	False
0008940606	Mr	Locke	John	13/05/1945	smoky@g...	2157	Cornela	4 Dov...	89932314	21	False
0008950562	Mr	Jarrah	Sayid	17/01/1969	sayid-jar@...	5711	Clovely	1 Sunn...	84456042	26	False
0008967224	Mr	Reyes	Hugo	28/04/1973	hurley@gm...	9955	Minto	28 Wa...	84445337	30	False
0008967615	Mr	Hune	Desmond	17/04/1969	dezmon@y...	8848	Dunday	7 Wiet...	82201265	30	False

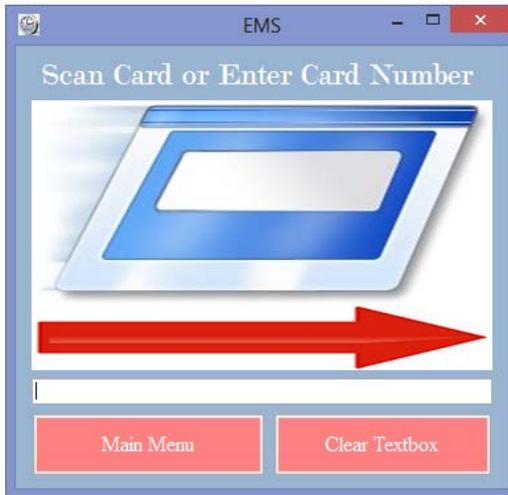
**Step 21:** Creating, updating and deleting employee profiles is made easy:

- **Create:** To create records click clear boxes and then simply enter valid information in all input boxes and click [Create Account](#).
- **Update:** To update an existing account, choose an account from the list, alter information in the boxes and click [Update Account](#).
- **Delete:** To delete an existing account, choose an account from the list, click [Delete Account](#) and confirm you action.

**Step 22:** Once you’ve finished playing god on the employee profiles page, click the [Main Menu](#) button to return to the EMS menu.

**Step 23:** Its payday. Click on [Create Employee Payrolls](#) to get started.

**Step 24:** Scan or enter the card number of an employee.



**Step 25:** Now you will need to enter the number of hours the employee has worked for the week (normal, time-half and overtime hours). After that click [Create Payroll](#).



The screenshot shows a window titled "EMS" with a blue border. Inside the window, the title "Annual Employee Payroll" is centered at the top. Below the title, there are several input fields with labels and values:

Card No:	0008280405
First Name:	Jack
Surname:	Shephard
Hourly Rate: \$	22
Normal Hours Worked:	1560
Time-Half Hours Worked:	1040
Overtime Hours Worked:	520
Total Hours Worked:	3120
Gross Pay: \$	91520.00
Tax Deducted: \$	8320.00
Net Wage: \$	83200.00

At the bottom of the form, there are two red buttons: "Main Menu" on the left and "Save As..." on the right.

**Step 26:** The employee payroll page will now appear containing the employee's payroll information. You can now choose to save the payroll as a text file by clicking Save As. When you're done, click Main Menu to be taken back to the EMS menu.

**Step 25:** Want to learn more about us and the EMS program? Click About to be taken to the homepage of our website!

**Step 26:** Finished using the program? Click Exit from the EMS menu. *Note:* Remember to shut down your computer before you take out the card reader.

**Step 27:** If you need help with the program you can click help from the EMS menu to be directed to the downloadable user manual from our EMS website. But if you're reading this, you've already finished the tutorial. So why are you still here? Class just ended.

You are now an official employee manager!

You're Welcome.

# Troubleshooting

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## *Avoiding Hardware Malfunctions*

When using the program, connect your card reader to your computer via a USB port. As it acts as a hidden HID device, please remove it only once you have finished using the program and shut down your computer.

## *Avoiding Errors*

Do Not enter apostrophes (') within textboxes throughout the program as they can disrupt the queries within the program's code and result in an error. Although all other possible errors found, including unexpected inputs within textboxes, have been accounted for and dealt with for your convenience, we have a little advice on avoiding 'potential' problems.

## *Play it safe: A message from Ojdeha Productions*

Avoid potential problems throughout the program by entering the 'right' kind of input in any textbox. For example, if you are told to enter your name, you do not need to enter numbers (although this will not give you an error). It is also best not to repeatedly click on buttons, although we do not believe doing so will give you errors, it may or may not freeze the program (depending on your computer's processing power and other programs you may be running simultaneously).

## *Found any other problems?*

If you find any errors or simply want to give us feedback, please contact us about it immediately through our website so that we can resolve the issue.

## Final Words

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We would like to take this moment to thank you for using our product. Like us on facebook, tweet us, email us or contact us through our website

@ <http://employeemanagementsystem.weebly.com/>

Have fun managing your employees! 😊

*Sincerely, the Bill Gates of Ojdeha productions,*

A handwritten signature in black ink that reads "Bill Gates". The signature is written in a cursive, slightly slanted style.

Farbod Nabavieh