

Instructions

Hi and welcome to Super Lee employee's module.

The system includes two main types of employees: **managers** and **regular employees**, every type of employees has a unique menu which they can use to achieve many tasks.

Regular employees includes general worker, cashier, store keeper, shift manager, driver and corona inspector, in addition every regular employee can be a shift manager if he completes a qualifying course.

- **Accessing the system:**

To access the system as an employee, you have to press login in the welcome menu and enter your id number.

If you are a regular employee, the system will show your menu immediately, on other hand if you are a manager the system will show you a brief of the next seven days that includes missing shifts and employees based on shifts structure, then the system will show your menu.

- **Regular employee menu:**

The menu contains several options:

1. Show my personal information – prints personal and work data.
2. Print constraints – prints employee's constraints.
3. Add constraint – employee enters day and shift time in addition to the reason, the system enters new constraint to employee's constraints list.
4. Delete constraint – employee enters day and shift time, the system deletes new constraint from employee's constraints list.
5. Update constraint's day – employee enters day and shift time in addition to the new day, the system updates constraint.
6. Update constraint's reason – employee enters day and shift time in addition to the new reason, the system updates constraint.
Constraints are permanent, unless employee chooses to delete it.
7. Show weekly shifts – prints shifts in the next seven days that employee assigned to.
8. Show monthly shifts – prints shifts in the next 31 days that employee assigned to.
9. Logout – returns to the welcome menu.

- **Manager menu:**

The menu contains several options:

1. Show my personal information – prints personal and work data.
2. Create employee – manager enters new employee personal data includes bank account and contract terms, the system adds new employee to employee's list.

3. Upgrade employee to shift manager – In addition to employee's job title, manager can upgrade every employee to shift manager after he finishes a qualifying course.
Every shift has to include a shift manager.
4. Create new shift – manager enters date and shift time, the system create a new shift.
5. Update shift – manager can assign employees to shift based on their job titles and qualification, manager has to enter date and shift time in addition to employee's id and job title.
Manager can assign any regular employee, even if he has a constraint, although the system will send a warning message for that.
6. Delete shift – manager can delete shifts, he has to enter date and shift time.
7. Print shift – prints shift's date, day and shift time in addition to employees assigned.
8. Cancel shift appointment – removes employee from a shift, manager has to enter shift's details and employee's id.
9. Update shifts structure – manager can update shifts structure base on need, he has to enter job title and number of assigned employees in addition to shift day and shift time.
10. Print shifts structure – prints shifts structure.
11. Update employee's bank data – manager can update employee's bank details.
12. Update employee's contract data - manager can update employee's contract details.
13. Delete employee – manager can delete an employee by entering his id.
14. Logout – returns to welcome menu.

▪ **General notes:**

1. Employee can enter as many as constraints he wants.
2. Manger has a full control on assigning employees to shifts, the system will warn him if he assign an employee with a constraint but it will not prevent him.
3. The system will suggest employees to the manager based on their constraints.
4. The system includes number of employees that you can use:
 1. Employee1: id: 123456789, job title: regular employee (cashier)
 2. Employee2: id: 111111111, job title: regular employee(driver) with qualifications to be shift manager.
 3. Employee3: id: 987654321, job title: manager.