USER GUIDE

HRM & Task Allocation Application

I. Overview

- The HRM & Task Allocation application includes the following pages: Home, Manage, Account, Staff List (only for managers and admins), Setting, Logout.
- Before logging in, please configure the settings first (a configuration window will automatically appear when the application runs). Restart the app to begin.

II. Instructions

1. Login

- Each account in the database has specific permissions and different functionalities.
- Manager Account:
  + User name: boss01
  + Password: 123456
- Staff Account:
  + User name: staff01
  + Password: 123456
- If you select the 'Remember me' option, the password will be saved for the next login.
- If you forget your password, select 'Forgot password' and enter the required information along with the secret answer to reset the password to: 0000

2. Navigation Bar

2.1. Staff

- Select Home to view task information, accept tasks, discuss tasks, submit tasks, etc.
- Select Manage to view information about received evaluations.
- Select Account to view personal information.
- Select Logout to log out.
- Select Setting to configure settings.

2.2. Manager/Admin

- Select Home to view task information, assign tasks to employees, evaluate employee tasks, etc.
- Select Manage to view employee scores.

- Select Account to view personal information.
- Select Logout to log out.
- Select Setting to configure settings.
- Select Staff List to view and manage employee information.

III. Information about the Application

1. Staff

a. Home

i. You can filter tasks by time and click 'Apply' to apply the filter.
ii. Display ongoing and completed tasks. Double click on a task to view detailed information.
iii. In the task details section, you will find task information and functionalities: accept task, request resource, submit task, and provide feedback on the task.

b. Manage

i. Display the total score of the employee in the 'Total Mark' section.
ii. A chart shows the employee's total score by month (filterable).
iii. Table view shows detailed evaluation information.

c. Account

i. Display user information.
ii. Click 'Edit' to adjust user information.
iii. Click 'Change password' to change the password.

d. Setting

i. Configure the database. Click 'Apply' to apply the settings (can be run over LAN).

e. Logout

i. Click to log out.

2. Manager/Admin

   a. Home

   i. Display task information. Click on each task to view details and take actions.
   ii. Display the employee information table by task.
   iii. Display task requests created by employees.
   iv. A chart shows task status.

   b. Manage

   i. Display employee evaluation table by month (selectable month and employee for detailed view through a chart).

   c. Account

   i. Similar to the Staff Account section.

   d. Setting

   i. Similar to the Staff Setting section.

   e. Staff List

   i. Display all employee information (filterable by name, department, position).
   ii. Click the 'Edit' button to edit employee information.
   iii. Click the 'Delete' button to remove an employee from the list.
   iv. Click the 'Add' button to add a new employee.

   f. Logout

   i. Similar to the Staff Logout section.