User Guide for the HR_Mudol System

Introduction

This guide provides clear and simple instructions for using the HR_Mudol employee management system. It is designed for new users with no prior experience.

How to Start the System

- Run the Main class located in the HR_Mudol package.

- The system will launch and display the login screen.

Login Information

The system includes three predefined users:

1. **HR Manager**

    o Name: Rami Levi

    o ID: 111111111

    o Password: admin

2. **Shift Manager**

    o Name: Yossi Cohen

    o ID: 222222222

    o Password: shiftadmin

3. **Regular Employee**

    o Name: Dana

    o ID: 123456789

    o Password: pass

Additional Regular Employees:

- IDs from 200000000 to 200000014

- Passwords are pass1, pass2, pass3, ..., pass15

After Logging In

Depending on the user's role, a different menu will be displayed.

HR Manager Menu Options

1. Manage Employees: Add, remove, update bank account, or change salary of employees.

2. View Shifts History: Display history of shifts either for the last week or a specific date range.

3. Generate Reports: Create weekly, employee-specific, or shift-specific reports.

4. Manage Weekly Shifts: Assign roles and employees to weekly shifts.

5. Manage Roles: Create new roles, assign or remove employees to/from roles.

6. Display Dashboard: Show an overview of the branch's employees, roles, and shifts.

7. Logout: Return to the login screen.

Example:

- Selecting 1 allows the HR manager to add a new employee to the system.

- Selecting 5 allows creation of a new role like "Cashier".

Shift Manager Menu Options

1. My Profile Management Console: Access the regular employee menu to manage personal information.

2. Shift Management Console: Manage weekly shifts by adding/removing employees or handling cancellations.

3. Logout: Return to the login screen.

Shift Management Console Details:

- 1: Remove an employee from an assigned shift.

- 2: Add an employee to an available shift.

- 3: Transfer a cancellation card (shift cancellation authority).

- 0: Exit to the previous menu.

Example:

- Selecting 2 lets a shift manager assign an available employee to a vacant shift.

Regular Employee Menu Options

1. View My Shifts: See upcoming shifts assigned to you.

2. Submit Weekly Constraints: Submit availability for the upcoming week.

3. Edit Existing Constraints: Modify previously submitted availability.

4. View Submitted Constraints: View the constraints you have already submitted.

5. View Contract Details: See your employment contract details.

6. View Available Roles: View roles you are eligible for.

7. View Personal Details: View your personal profile information.

8. Change Password: Update your account password.

9. Exit: Logout and return to the login screen.

Example:

- Selecting 8 allows an employee to change their password.

Important Notes

- If an invalid ID or password is entered, the system will display an error message and return to the login screen.

- Logout will return the user to the login screen.

- Access to features depends on the user's role:

  o HR Managers have full administrative permissions.

  o Shift Managers can manage shifts but not employee records.

  o Regular Employees can only manage their own data and shift availability.

End of User Guide