

## User Guide:

Upon opening Easy HR, you will be greeted by the following screen:

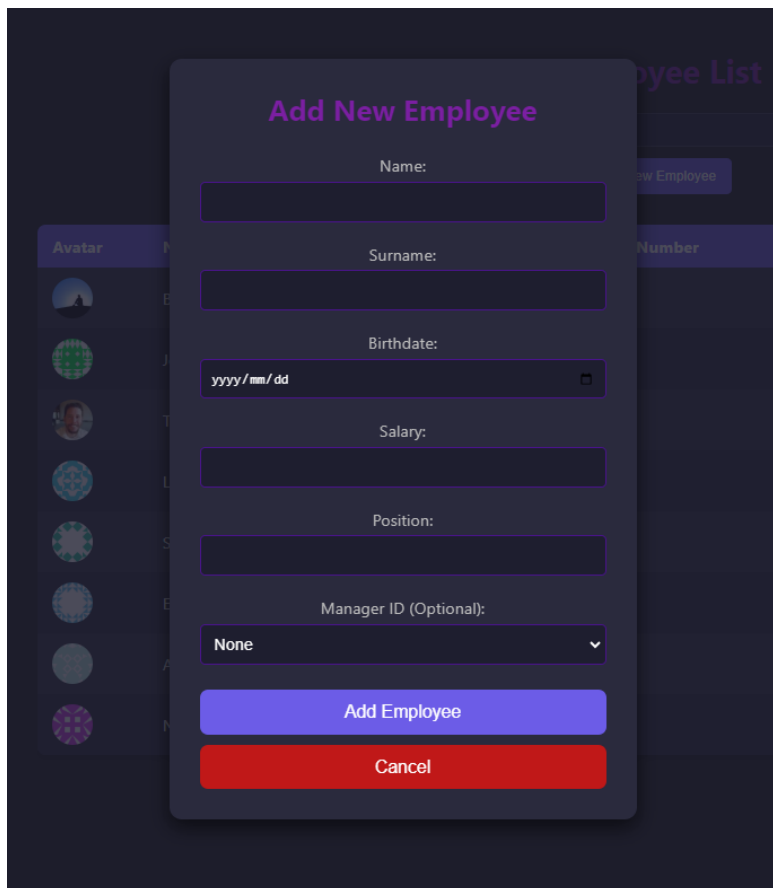
Avatar	Name	Surname	Birthdate	Employee Number	Salary	Position	Manager ID
	Brian	Gates	29/08/2003	1275957	100000	CEO	
	John	Doe	29/09/1999	8374491	90000	SEO Manager	1275957
	Tim	Scott	12/05/2001	8710017	80000	Marketing Director	1275957
	Liam	Carter	06/01/2000	6690752	40000	DevOps	1275957
	Sophia	Bennett	03/08/1980	3363136	35000	Team Manager	6690752
	Ethan	Collins	21/06/2001	3453323	35000	Team Manager	6690752
	Ava	Morgan	25/11/1997	1349055	20000	Dev	3363136
	Noah	Sullivan	01/12/2000	7689536	20000	Dev	3363136

You can use the Filters bar on the left to filter the table data by your requirements.

You can also search for any field or term in any field using fuzzy search in the search bar.

By clicking on the headings of the table, you can sort the results in ascending or descending order using any of the fields.

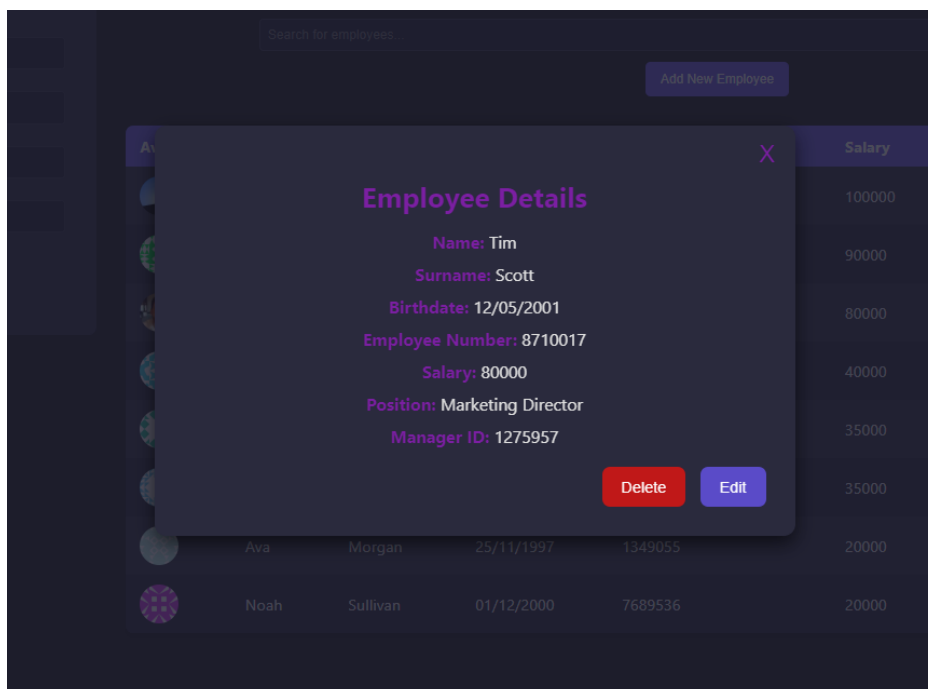
You can click on the “Add New Employee” button to add an employee using the form below:



The image shows a modal form titled "Add New Employee" overlaid on a blurred background of an employee list. The form contains the following fields and controls:

- Name:** A text input field.
- Surname:** A text input field.
- Birthdate:** A date picker with a placeholder "yyyy/mm/dd" and a calendar icon.
- Salary:** A text input field.
- Position:** A text input field.
- Manager ID (Optional):** A dropdown menu with "None" selected.
- Buttons:** A blue "Add Employee" button and a red "Cancel" button.

Or you can click on any of the employee rows to view the employee details:



The image shows a modal titled "Employee Details" overlaid on a blurred background of an employee list. The modal displays the following information for an employee:

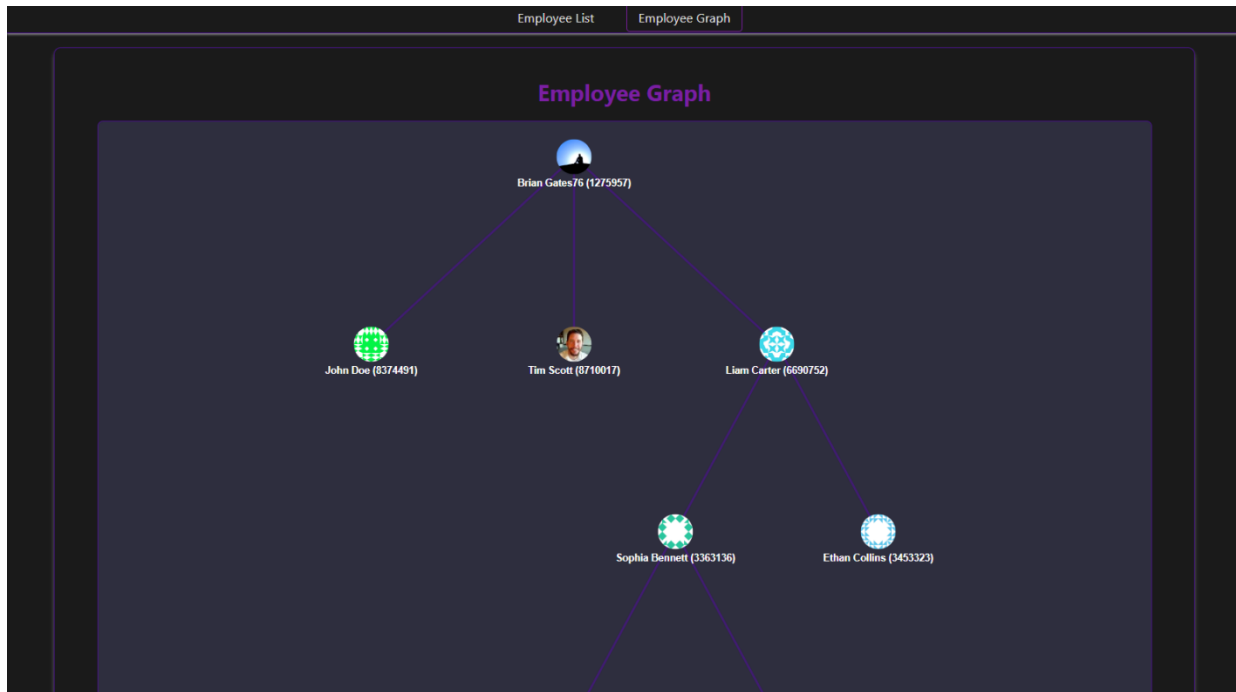
- Name:** Tim
- Surname:** Scott
- Birthdate:** 12/05/2001
- Employee Number:** 8710017
- Salary:** 80000
- Position:** Marketing Director
- Manager ID:** 1275957

At the bottom right of the modal are two buttons: a red "Delete" button and a blue "Edit" button. The background shows a table with columns for Avatar, Name, Surname, Birthdate, Employee Number, and Salary.

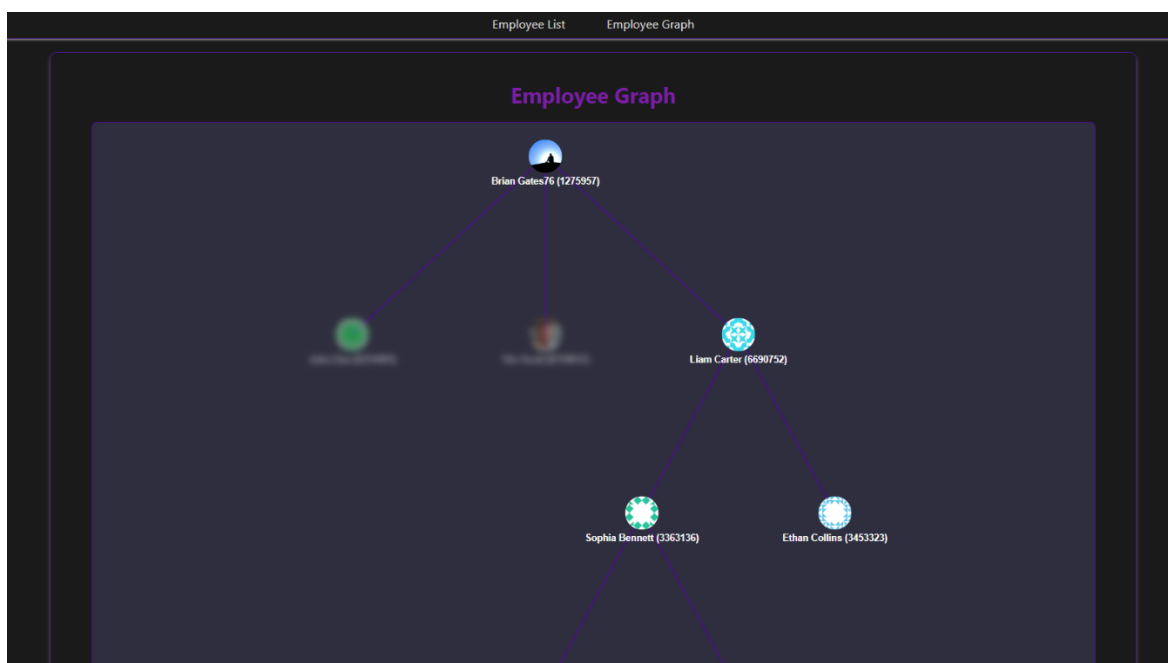
Avatar	Name	Surname	Birthdate	Employee Number	Salary
[Avatar]	Tim	Scott	12/05/2001	8710017	80000
[Avatar]	Ava	Morgan	25/11/1997	1349055	20000
[Avatar]	Noah	Sullivan	01/12/2000	7689536	20000

Form this window, you can click on “Edit” to change any of the employees’ details, or you can click on “Delete” to delete the employee.

From the Home page, you can also click on the “Employee Graph” at the top to view a graph view of the employee structure like below:



If you want to see who is the manager or descendants of a specific employee, you can hover over their node to blur everything except that:



Clicking on any employee node brings up the View Employee Module as before.