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**Managerial Application**

**User Manual**

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**System Requirements**

We recommend any computer capable of running the latest version of Windows or macOS. You will also need a stable internet connection.

**3**

**Use**

This application is for the general management of employees within a company, with functions regarding schedules, payment, and employee info.

To Add a Job to the Database:

Hit the “Click to add Job” button on the main menu. Enter the desired job title and wage, then click submit. This will add the job to the database so you can assign it to employees in the other functions.

To Add an Employee to the Records:

Hit the “Click to add employee” button on the main menu. Enter the employee’s last name, first name, job title, SSN, and optionally their address and phone number. Once filled out with no warnings, submit and the employee will be added.

To View Employee Records:

Hit the “Click to Retrieve Employee information” button on the main menu. This will display a chart of all the employees in the database currently.

To Add Employee Shifts:

Hit the “Add an Employee Shift” button on the main menu. Enter the time the shift starts and ends, the date, employee ID, then submit. This adds the shift to the schedule.

To View the Employee Schedule:

Hit the “Click to see Employee Schedule” button on the main menu. This will display the schedule for all employees.

To Add Employee contacts:

Hit the “Add an Employee Contact” button on the main menu. Enter the name, address, phone number, of the contact, and then the ID of the employee. This will add the contact to the list.

To View the Employee Contacts:

Hit the “Just in Case” button on the main menu. This will display the emergency contacts and their information.