

User Manual Employees System:

Hello mate let me introduce you to our system.

This system is responsible for all the actions an employee can do and to manage the work schedule.

System instructions:

There are already several employees registered in the system, as well as a HR manager with the following id and password:

id: 318856994

password: 123456

the HR manager has access to all of the functionality of the system.

In the starting screen you will be asked to log in using your id and password.

After that you will continue to the main menu, in this menu you will have 12 different options (as a HR manager) to choose from.

You can:

1. See your availability schedule
2. Change your availability schedule
3. Start shift
4. End shift
5. Mid-shift actions
6. Logout
7. Register a new employee
8. Certify employee to a role
9. Create shift
10. View employee's details
11. Edit employee details
12. Delete employee

Options 1-6 are for any employee, and HR managers have access to options 7-12 as well.

For example, if you want to create shift:

1. You will choose option 9 "create shift", where you will enter the time of the shift you want to create by writing the day and the time of the shift. For example: 05/10/2023 evening.
2. Then you will be asked to specify which employees will work in the shift in each position, from the availability schedule of each one of them. (make sure to have at least one employee for every job position you have in the store)
3. After that the shift will be created and you will return to the main menu.

Whenever you want to exit the system you will have just to enter the word: "goodbye".

For non-manager employees, the options are limited.

For example:

1. You will have to ask the HR manager to register you has a new employee first.
2. Then you can log in to the system with your id and password.
3. If you want to enter the shift you want to work in the upcoming week, you will choose option 2. Change my availability schedule.
4. After that you can add the time in which you want to work in.
5. In case you will need to modify your availability schedule, you can remove a time slot from your availability schedule.

Every employee has the same password, 123456 (nobody will want to hack the system anyway).

The data for the system loaded itself in the building of the system, so you will have a list of employees already in the system, the ids of the employees are:

234567891, 123456789, 345678912, 456789123, 789123456,
891234567, 012345678, 123456780, 234567801, 345678012,
456780123, 567801234, 147258369, 258369147.

For most of the things you will want to do in the system you have an example in the menu on how to do them and how to write your input.

Thank you for using our wonderful system, if you will have problems using the system you can contact us in one of the options below:

1. Phone- 0547524687
2. Mail- SupportCenter@gmail.com
3. Our site- <https://www.ForEveryQuestionAnAnswer.com>