

# User Manual

## Getting Started

1. Run the main method in the main class.
2. Log into the system using the hremmployee account:
  1. Username: aja000
  2. Password: pa33word
3. Type n to get full access.
4. You can now add new users to the system to explore other functionality.

## Logging In.

### Basic Access Employees

1. Basic level employees will see the main menu as soon as the system confirms your username and password.
2. If you are having trouble logging in, contact a member of HR to ensure you have been correctly added to the system.

### Higher Level Users (Managers, HR Employees, and Directors)

1. If you are a higher level user, you will be able to log into the system with both basic and higher level privatises.
2. Once you log in, the system will ask if you would like basic level access.
3. By entering y the system will treat you as a basic level employee, and you will not be able to perform higher level commands.
4. To return to privileges, log out, then log back in and press n when asked if you would like basic access.

## Using the menus.

1. The system mainly works through a text based interface.
2. Enter the number preceding the command to be taken to the next step.
3. Some menus will ask you if you are done entering information before returning to the main menu. Simply enter y or n.

## Personal Details Documents

- Personal details documents are accessible to the employee they pertain to and members of HR.
- Employees can change their own Personal Details documents, but not create them.
- These documents must be created by a user with HR employee level access, (HR employees and the director of HR).

## Annual Reviews

- Annual review documents are created by the employee that is being reviewed.
- The first reviewer is always the employee's direct superior.
- In order to create the document the employee must first have a second reviewer assigned to them by a member of HR.
- Reviewers can enter reviewer mode which will stay in place until they log out of the system. This will allow them to edit review documents for employees they are assigned to.
- Once the document is created, the three members of the review can all edit the document.
- Once the review is considered complete, all three members should sign the review by entering their name.
- A completed and fully signed review becomes read only, and cannot be edited further.