

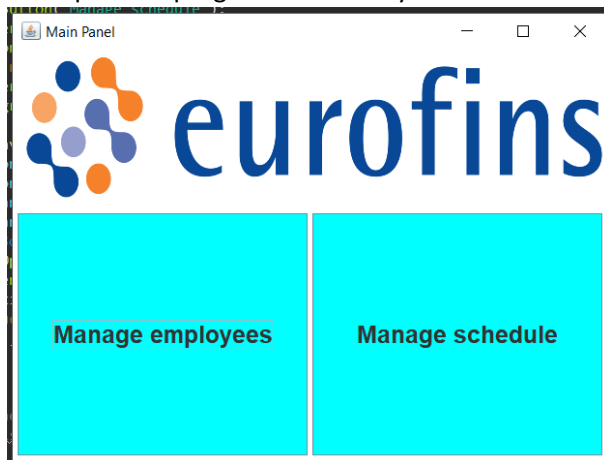
User guide for the Eurofins Work-Schedule manager.

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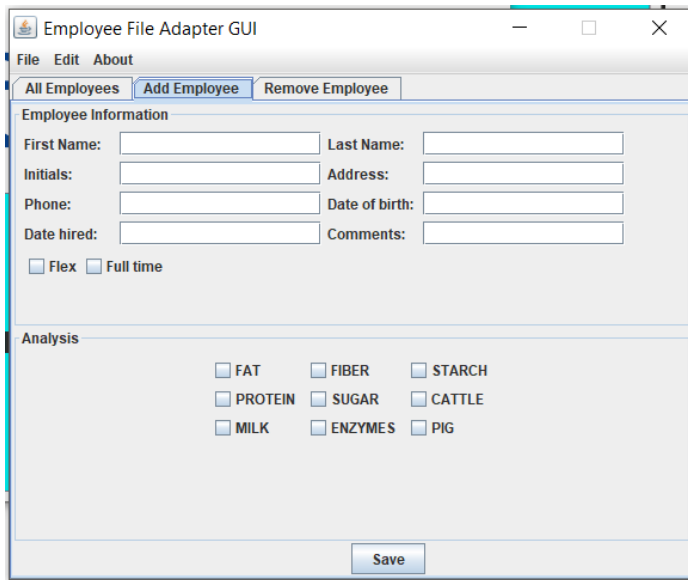
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How do I add an employee to the database?

1. You open the program and then you choose **manage employees**.

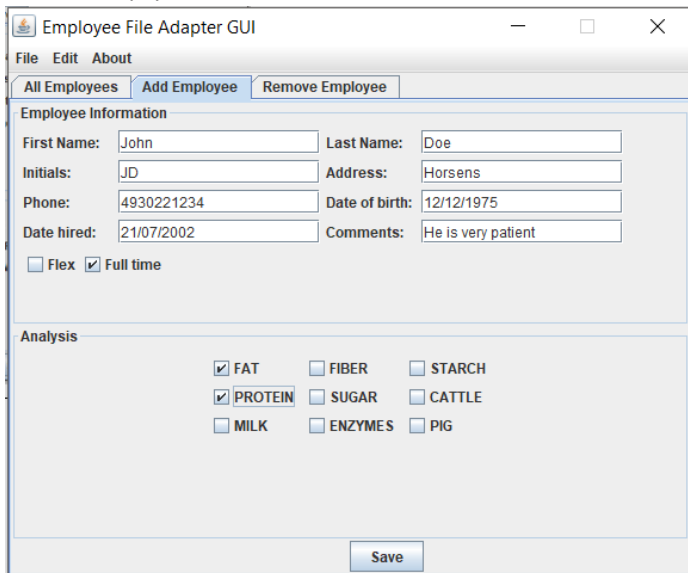


2. In the new window that appears select the “Add employee” tab.



The screenshot shows the 'Employee File Adapter GUI' window. The 'Add Employee' tab is selected. The 'Employee Information' section contains text boxes for First Name, Last Name, Initials, Address, Phone, Date of birth, Date hired, and Comments. Below these are checkboxes for 'Flex' and 'Full time'. The 'Analysis' section contains checkboxes for FAT, FIBER, STARCH, PROTEIN, SUGAR, CATTLE, MILK, ENZYMES, and PIG. A 'Save' button is at the bottom.

3. Fill the empty text field with the desired content and then select the analysis for that employee.

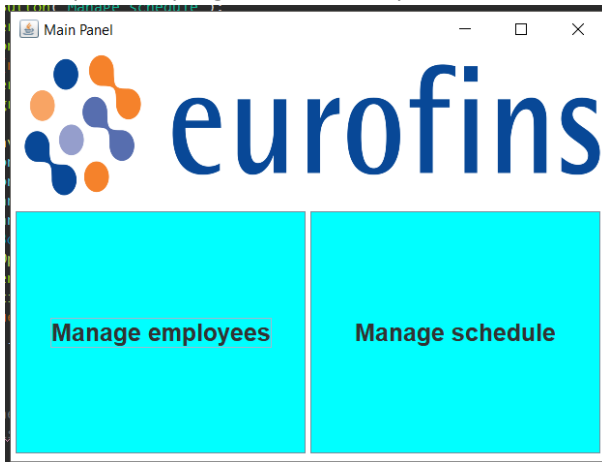


The screenshot shows the 'Employee File Adapter GUI' window with the 'Add Employee' tab selected. The 'Employee Information' section is filled with data: First Name: John, Last Name: Doe, Initials: JD, Address: Horsens, Phone: 4930221234, Date of birth: 12/12/1975, Date hired: 21/07/2002, and Comments: He is very patient. The 'Full time' checkbox is selected. In the 'Analysis' section, the 'FAT' and 'PROTEIN' checkboxes are selected.

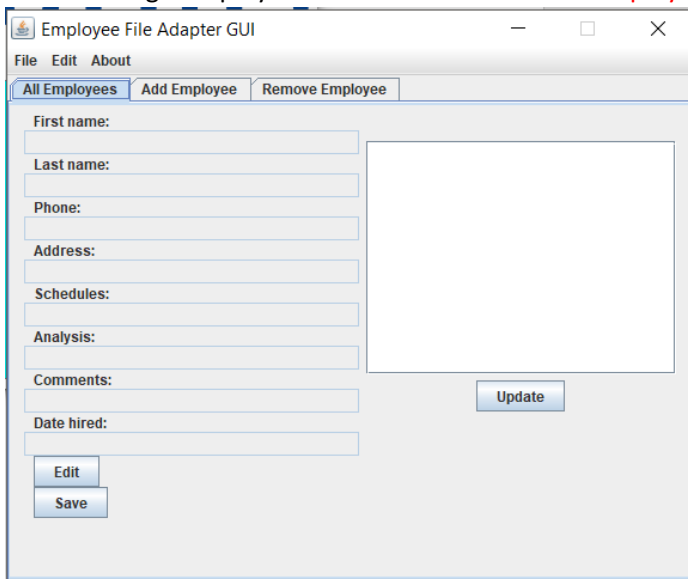
4. Press the “Save” button to finish the operation.

How do I see the employee list?

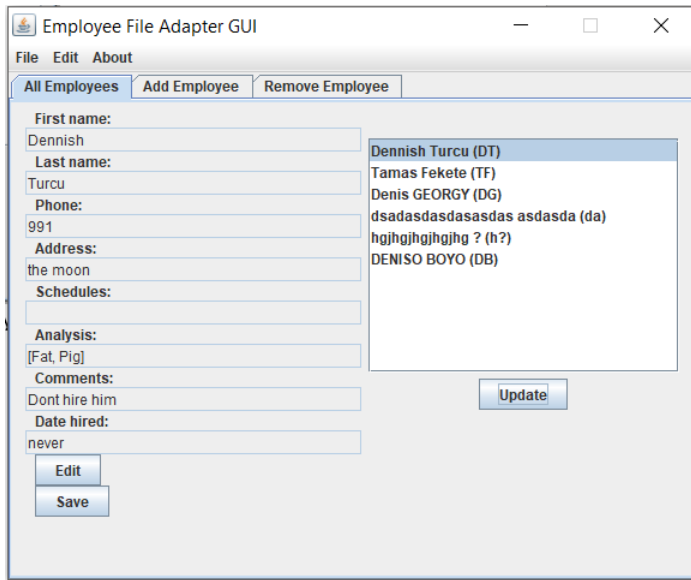
1. You open the program and then you choose **manage employees**.



2. In the manage employees window select the **"All employees"** window.



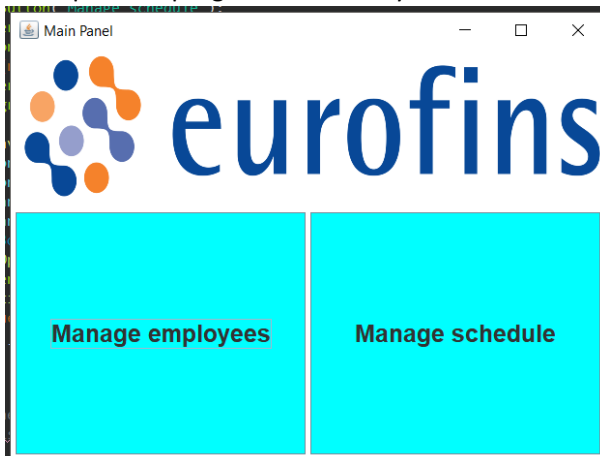
3. Click the “**Update**” button in order to see the employees list.



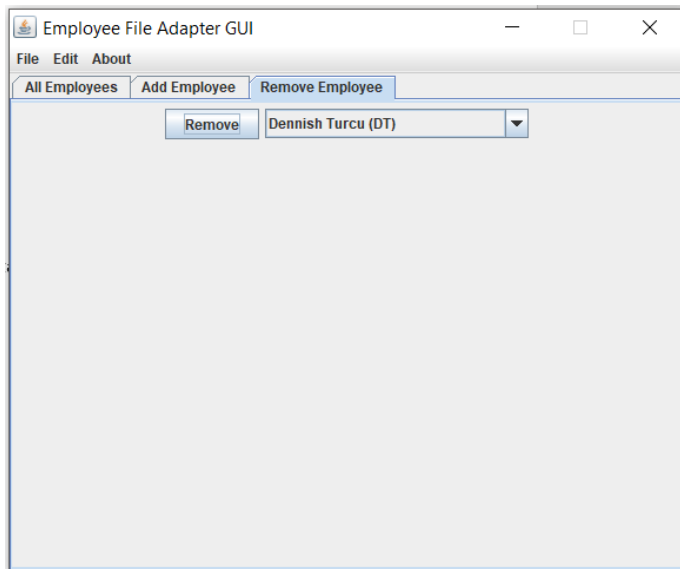
The screenshot shows a window titled "Employee File Adapter GUI" with a menu bar (File, Edit, About) and three tabs: "All Employees", "Add Employee", and "Remove Employee". The "All Employees" tab is active. On the left, there are input fields for employee details: First name (Dennish), Last name (Turcu), Phone (991), Address (the moon), Schedules (empty), Analysis (Fat, Pig), Comments (Dont hire him), and Date hired (never). Below these are "Edit" and "Save" buttons. On the right, a list of employees is displayed: Dennish Turcu (DT), Tamas Fekete (TF), Denis GEORGY (DG), dsadasdasdasdas asdasda (da), hgjhghghghghg ? (h?), and DENISO BOYO (DB). An "Update" button is located below the list.

How do I remove an employee?

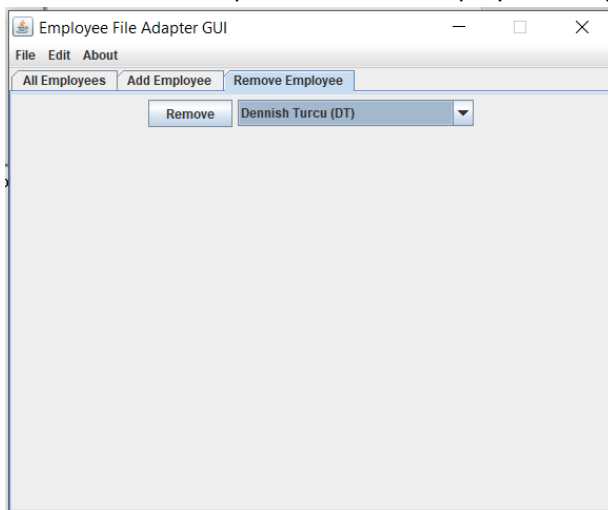
1. You open the program and then you choose **manage employees**.



2. In the new window select the “Remove employee” tab.

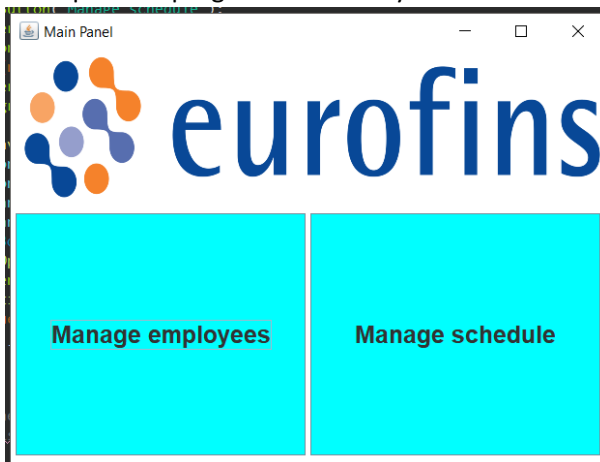


3. Select from the drop-down list the employee that you wish to remove and then click “Remove”.



How do I create a schedule?

1. You open the program and then you choose **manage schedule**.



2. In the new window select the **“Create Schedule”** tab.

The screenshot shows a window titled 'Manage Schedule'. It has two tabs: 'View Schedule' and 'Create Schedule', with 'Create Schedule' being the active tab. Below the tabs is a text input field for 'Name of schedule:' followed by a 'Create' button. The main area contains a table with the following structure:

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week Type	Analysis	No. Persons	No. Persons	No. Persons	No. Persons	No. Persons	No. Persons
L	Fat	2	2	2	2	2	1
L	Protein	2	2	2	2	2	1
S	Fat	3	3	3	2	2	1
S	Protein	2	2	2	2	2	1
All	Fiber	1	1	1	1	1	1
All	sugar	1	1	1	1	1	1

To the right of the table is an 'Add row' button. At the bottom of the window, there is a text input field for 'Choose date of schedule:', a text input field for 'Add a comment:', and a label 'Select the schedule type:' followed by three radio buttons labeled 'L', 'S', and 'S'.

- Fill the blank field with the desired data and make sure to select the schedule type and to add new rows to the template so you can see them in the view schedule.

Manage Schedule

View Schedule Create Schedule

Name of schedule: Week before Christmas Create

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week Type	Analysis	No. Persons	No. Persons	No. Persons	No. Persons	No. Persons	No. Persons
L	Fat	2	2	2	2	2	1
L	Protein	2	2	2	2	2	1
S	Fat	3	3	3	2	2	1
S	Protein	2	2	2	2	2	1
All	Fiber	1	1	1	1	1	1
All	sugar	1	1	1	1	1	1
S	Protein						

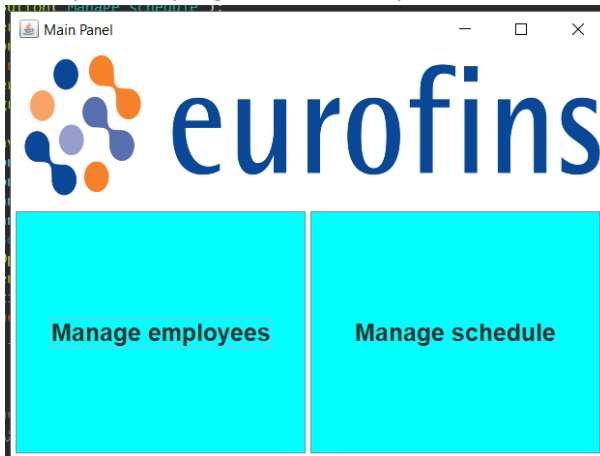
Add row

Choose date of schedule: 12/12/2012 Add a comment This week is loaded Select the schedule type : ☐ L ☒ S

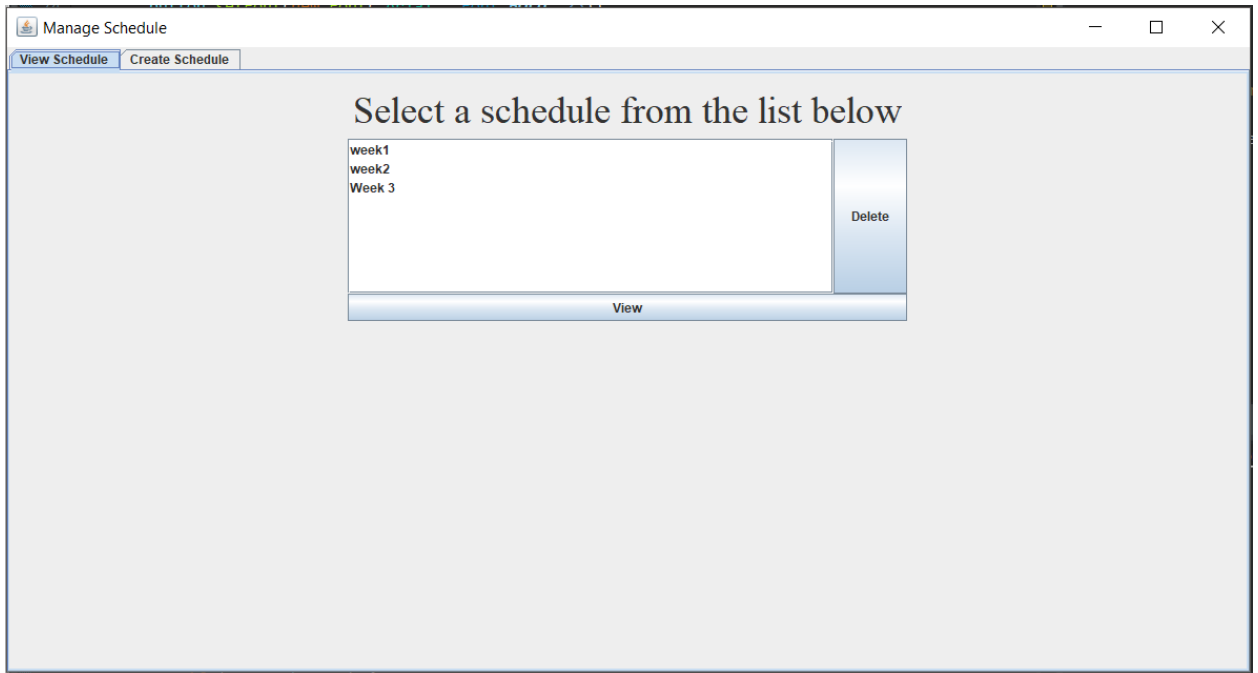
- Hit "Create" to finish the operation.

How do I visualize a schedule?

- You open the program and then you choose **manage schedule**.



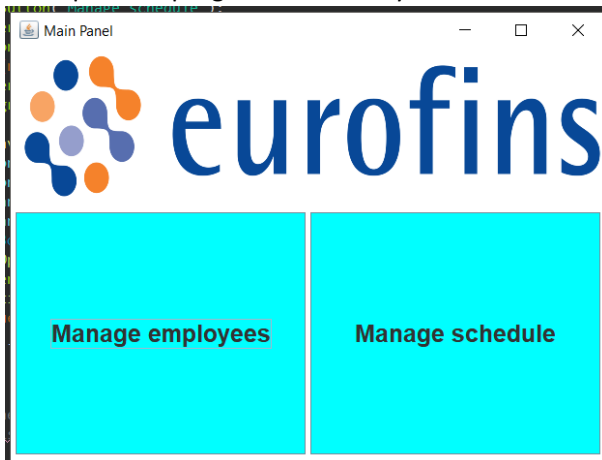
2. In the new window that appears select the “View schedule” tab.



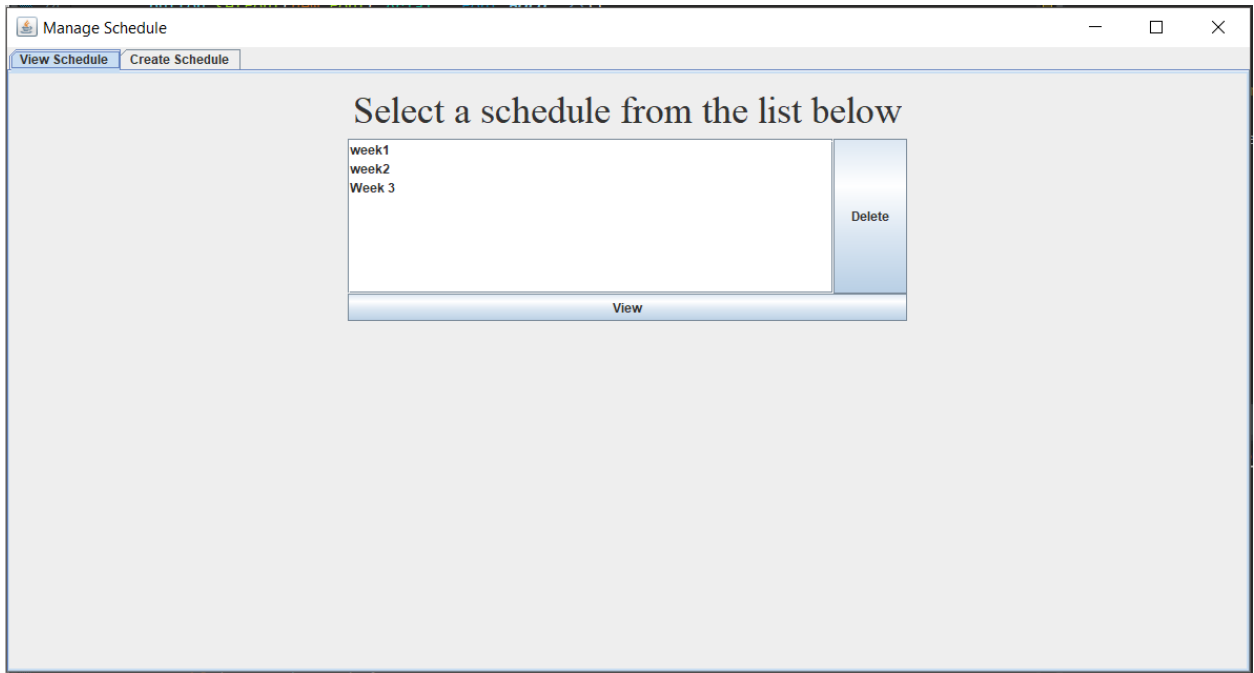
3. Here select a schedule from the list and click “**View**” to view the schedule. You can also click “**Delete**” to delete the selected schedule.

How do I assign employees to a schedule?

1. You open the program and then you choose **manage schedule**.



2. In the new window that appears select the “View schedule” tab.



3. Here select a schedule from the list and click “View” to view the schedule.
4. In the new window that appears we can notice that some cells have negative numbers on top of them, that means that there is a need for employees to be assigned corresponding to the number. Click on a cell with a negative number in order to see the employee list with that analysis.

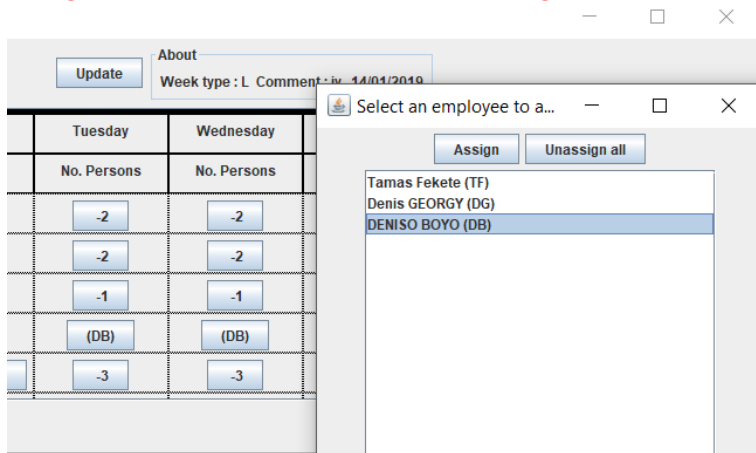
Assign employees to schedule

Update

About
Week type : L Comment : jy 14/01/2019

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Analysis	No. Persons	No. Persons	No. Persons	No. Persons	No. Persons	No. Persons
Fat	-2	-2	-2	-2	-2	-1
Protein	-2	-2	-2	-2	-2	-1
Fiber	-1	-1	-1	-1	-1	-1
Sugar	-1	(DB)	(DB)	-1	-1	-1
Pig	(h?)(DT)(DG)	-3	-3	-3	-3	-3

- In the new window that appears select the employees that you want to assign and then hit the “Assign” button. You can also hit the “Unassign all” button to unassign all the employees .



- Now the employee has been assigned, in order to see the changes hit the “Update” button.

