

## 2 User Guide Sample (User-guide-sample.md)

### # HR Software User Guide

#### ## Introduction

This guide helps admins and employees navigate the HR software.

#### ## Adding a New Employee

1. Navigate to Dashboard → Employees → Add New
2. Fill in required fields (Name, Email, Department)
3. Click Save

#### ## Managing Payroll

1. Navigate to Payroll → Current Month
2. Review employee payments
3. Confirm and submit payroll

#### ## Troubleshooting

- **\*\*Login issues:\*\*** Reset password using "Forgot Password"
- **\*\*Missing employee records:\*\*** Check if added correctly

#### ## Tips

- Regularly export employee data for backup.
- Enable notifications to track workflow changes.