

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.