User Instructions for Operating the HR System

Introduction

This guide provides step-by-step instructions for using the HR system. Follow these instructions to navigate through the system efficiently, whether you are an HR Manager or a non-manager employee. Please note that the Default HR Manager user ID is 0.

Accessing the System

1. **Start the Application:**
   - Run the application to access the main menu.
2. **Enter Your User ID:**
   - When prompted, enter your user ID.
   - If you are an admin, enter **0**.
   - To exit the system, enter **-1**.

For HR Managers (Default HR Manager User ID: 0)

Main HR Menu

Once logged in as an HR Manager, you will see the following options:

1. **Employee Functions**
2. **Schedule and Shift Functions**
3. **Logout**

Employee Functions

To manage employees, select **1** from the main HR menu. You will see the following options:

1. **Add Employee**
   - Follow the prompts to add a new employee.
   - Confirm the employee details to complete the addition.
2. **Remove Employee**
   - Select the employee to remove from the system.
3. **View Available Employees**
   - Display the list of all available employees.
4. **Update Employee Information**
   - Select an employee and update their position or other details.

5. **Return to Main HR Menu**
    ○ Go back to the main HR menu.

Schedule and Shift Functions

To manage schedules and shifts, select **2** from the main HR menu. You will see the following options:

1. **Create Shift**
    ○ Follow the prompts to create a new shift.
    ○ Confirm the shift details to complete the creation.
2. **Update Shift Requirements**
    ○ Modify the requirements for existing shifts.
3. **Print Weekly Schedule**
    ○ Display the weekly schedule for the branch.
4. **Return to Main HR Menu**
    ○ Go back to the main HR menu.

Logging Out

To log out and return to the main menu, select **3** from the main HR menu.

For Non-Manager Employees

Non-Manager Menu

Once logged in as a non-manager employee, you will see the following options:

1. **Add Shift Limitation**
    ○ Add limitations to your shift availability.
2. **Remove Shift Limitation**
    ○ Remove existing limitations on your shift availability.
3. **View Shift Limitations**
    ○ Display your current shift limitations.
4. **Logout**
    ○ Log out and return to the main menu.

Adding/Removing/View Shift Limitations

- To add a shift limitation, select **1** and follow the prompts.
- To remove a shift limitation, select **2** and follow the prompts.
- To view your current shift limitations, select **3**.

Logging Out

To log out and return to the main menu, select **4** from the non-manager menu.

Exiting the System

- To exit the system at any time, enter **-1** when prompted for your user ID.

Troubleshooting

- If you encounter an invalid input error, ensure you are entering a number where required.
- If an employee is not found, verify the entered ID and try again.

By following these instructions, you should be able to navigate and use the HR system effectively.