

User Instructions for Employee Module

Quick Start

The module entry point is from the “Employee Module Main Menu” screen where the user can navigate to the desired part. The system is preloaded with an Admin user with all the system permissions, the user id is 123456789.

Overview

The employee module is responsible for managing the employees, shifts, and system permissions. - The employee management supports viewing, editing, and creating employees. - The Shift management supports viewing, editing, and creating shifts. - The Assignment management supports assigning and remove employees to shifts. - The Availability management supports mark employees as available or unavailable for shifts.

Employee Management Instructions

Overview

The Employee Management allows you to manage employees, roles, and permissions within the system. Different options are available based on user permissions.

Getting Started

1. When you start the Employee Management, you’ll see a main menu with numbered options.
2. Enter the number corresponding to your desired action and press Enter.

Features

Employee Management

- **View All Employees:** See a list of all employees in the system
- **View Employee Details:** Enter an employee’s Israeli ID to see their complete information
- **Create Employee:** Add a new employee to the system (requires CREATE_EMPLOYEE permission)
- **Update Employee:** Modify an existing employee’s information (requires UPDATE_EMPLOYEE permission)
- **Deactivate Employee:** Deactivate an employee in the system (requires DEACTIVATE_EMPLOYEE permission)

Role Management

- **View All Roles:** See a list of all roles in the system

- **View Role Details:** Enter a role name to see its complete information
- **Create Role:** Create a new role in the system (requires CREATE_ROLE permission)
- **Clone Role:** Create a new role based on an existing one (requires CREATE_ROLE permission)
- **Add Role to Employee:** Assign a role to an employee (requires ROLE_PERMISSION)
- **Remove Role from Employee:** Remove a role from an employee (requires ROLE_PERMISSION permission)

Permission Management

- **View All Permissions:** See a list of all permissions in the system
 - **Create Permission:** Add a new permission to the system (requires CREATE_PERMISSION permission)
 - **Add Permission to Role:** Assign a permission to a role (requires ADD_PERMISSION_TO_ROLE permission)
 - **Remove Permission from Role:** Remove a permission from a role (requires REMOVE_PERMISSION_FROM_ROLE permission)
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Shift Management Instructions

Overview

The Shift Management System allows you to create, update, and manage shifts for employees. Different actions are available depending on your permissions.

Getting Started

1. From the main menu, select the **Shifts** option by entering the number 2 and pressing Enter.
2. You will enter the Shift Management System and see a list of shift-related actions.

Features

Shift Management

- **View All Shifts:** Display a list of all scheduled shifts in the system.
- **View Shift Details:** Enter a shift ID to view the full details of a specific shift.
- **Add Shift:** Manually create a new shift (requires CREATE_SHIFT permission).
- **Add Weekly Shifts:** Generate a full week's schedule of shifts automatically (requires CREATE_SHIFT permission).

- **Edit Shifts:** Modify the details of an existing shift (requires UPDATE_SHIFT permission).
 - **Delete Shifts:** Remove an existing shift from the schedule (requires DELETE_SHIFT permission).
 - **Back to Main Menu:** Return to the Employee Module main menu.
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Assignment Management Instructions

Overview

The Assignment Management System allows you to assign employees to specific shifts and manage their participation. Different actions are available depending on your permissions.

Getting Started

1. From the main menu, select the **Assignment Board** option by entering the number 3 and pressing Enter.
2. You will enter the Assignment Management System and see a list of assignment-related actions.

Features

Assignment Management

- **Assign Employees to a Shift:** Select a shift and assign employees based on their roles and availability (requires ASSIGN_EMPLOYEE permission).
 - **Remove Employee from Shift:** Remove an employee who has already been assigned to a shift (requires REMOVE_EMPLOYEE_FROM_SHIFT permission).
 - **Back to Main Menu:** Return to the Employee Module main menu.
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Availability Management Instructions

Overview

The Availability Management System allows employees to mark their availability for upcoming shifts. This helps shift managers assign employees according to their availability status.

Getting Started

1. From the main menu, select the **Availability Board** option by entering the number 4 and pressing Enter.

2. You will enter the Availability Management System and see a table listing the shifts for the week.
3. You can update your availability by selecting a shift number and marking yourself as available or not available.

Features

Availability Management

- **View Weekly Availability:** See a list of all your upcoming shifts and current availability status.
 - **Update Availability:** Select a shift by its number and mark yourself as Available (Y) or Not Available (N).
 - **Save Changes:** After updating, availability will be saved automatically.
 - **Back to Main Menu:** Return to the Employee Module main menu.
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General

Starting the System

1. The system will display: “Initializing Employee Module System...”
2. You will be prompted with: “Do you want to load data? (y/n) ==>”
 - Type **y** and press Enter to load data from files (recommended for normal operation)
 - Type **n** and press Enter to start in minimal mode with only the Admin user
3. System Initialization:
 - If you chose to load data, the system will load from data files in the “./data” directory
 - If you chose minimal mode, only the Admin user will be available
 - The system will display a confirmation message upon successful initialization
4. User Selection:
 - In minimal mode, you will automatically log in as the Admin user (ID: 123456789)
 - In normal mode, you will be prompted to select a user:


```
Pick an employee to start the CLI with:      0. Admin      1. Shira Steinbuch      2. Ramzi Abd Rabo      3. Kochava Shavit      Enter your choice:
```
 - Enter the number (0-3) corresponding to your choice and press Enter
5. The Main Menu will appear, displaying a welcome banner with the current date and logged-in user information.

Using the Main Menu

The Main Menu displays options based on your user permissions:

1. **Employees** - Manage employee information (requires VIEW_EMPLOYEE or EDIT_EMPLOYEE permission)
2. **Shifts** - Manage shifts (requires VIEW_SHIFT or EDIT_SHIFT permission)
3. **Assignment Board** - Manage employee assignments to shifts (requires ASSIGN_EMPLOYEE permission)
4. **Availability Board** - Manage employee availability (requires UPDATE_AVAILABLE permission)
5. **Exit** - Exit the system

Enter the number corresponding to your desired action and press Enter.

Errors

- **Error initializing system:** Check that the data directory exists and contains valid data files
- **Invalid choice:** Make sure you enter a valid option number from the displayed menu
- **Permission denied:** The current user does not have the required permissions for the selected action

Data and Messages info

- Required fields are marked with an asterisk (*) or highlighted
- Error messages appear in red text
- Success messages appear in green text
- Warning messages appear in yellow text
- Press Enter when prompted to continue to the next screen
- The System date format is dd-MM-yyyy (e.g 02-05-2025)

System Permission List

Permission	Category	Description
CREATE_EMPLOYEE	Employee Management	Allows creating new employees in the system with full details.
UPDATE_EMPLOYEE	Employee Management	Allows modifying existing employee information such as name, salary, and employment terms.
DEACTIVATE_EMPLOYEE	Employee Management	Allows marking an employee as inactive in the system.

Permission	Category	Description
DELETE_EMPLOYEE	Employee Management	Allows permanent removal of an employee record from the system.
EDIT_EMPLOYEE	Employee Management	Allows editing employee information (alias for updating fields).
VIEW_EMPLOYEE	Employee Management	Allows viewing employee information without editing rights.
CREATE_ROLE	Role Management	Allows creating new roles in the system and cloning existing ones.
EDIT_ROLE	Role Management	Allows editing existing role details.
ROLE_PERMISSION	Role Management	Allows assigning and removing roles from employees.
ADD_PERMISSION_TO_ROLE	Role Management	Allows adding specific permissions to a role.
REMOVE_PERMISSION_FROM_ROLE	Role Management	Allows removing specific permissions from a role.
CREATE_PERMISSION	Role Management	Allows creating new permission types in the system.
EDIT_PERMISSION	Role Management	Allows editing the properties of a permission.
GET_ROLES	Role Management	Allows viewing all existing roles in the system.
ROLE_REQUIRED	Role Management	Indicates a role requirement for a certain operation (internal system use).
CREATE_SHIFT	Shift Management	Allows creating new shifts individually or by week.
UPDATE_SHIFT	Shift Management	Allows modifying existing shift information.
REMOVE_SHIFT	Shift Management	Allows deleting shifts from the system.
GET_SHIFT	Shift Management	Allows viewing shift information and shift lists.
EDIT_SHIFT	Shift Management	Allows editing shift details (alias for updating fields).
VIEW_SHIFT	Shift Management	Allows viewing shift information without editing rights.

Permission	Category	Description
ASSIGN_EMPLOYEE	Assignment Management	Allows assigning employees to shifts.
UPDATE_AVAILABLE	Availability Management	Allows marking availability for shifts.

Tṛ	ID	Tṛ	Module	☞ Sub-Module	☞ Functional / Non-Functional	Tṛ	Description	☞ Priority	☞ Risk	☞ Status
	RQ-HR-1		HR	Employee	Functional		המערכת צריכה לשמור לכל עובד: שם, ת"ז, פרטי חשבון בנק, שכר, תנאי העסקה, תאריך תחילת העסקה וסניף	MH	Low	Done
	RQ-HR-2		HR	Employee	Functional		המערכת צריכה לתמוך בעדכון פרטי עובד במערכת	MH	Low	Done
	RQ-HR-3		HR	Employee	Functional		המערכת צריכה לתמוך בהוספת עובד חדש למערכת	MH	Low	Done
	RQ-HR-4		HR	Employee	Functional		המערכת צריכה לתמוך בשינוי סטטוס של עובד ללא פעיל	MH	Low	Done
	RQ-HR-5		HR	Shift Role Permission	Functional		המערכת תאפשר למנהל לשבץ עובדים למשמרות	MH	High	Done
	RQ-HR-6		HR	Shift Availability Role	Non-Functional		המערכת תציג למנהל את תפקידי העובדים והאילוצים במסך השיבוצים למשמרות	MH	Low	Done
	RQ-HR-7		HR	Shift Availability	Non-Functional		המשמרות יחולקו למשמרת בוקר ומשמרת ערב	MH	Low	Done
	RQ-HR-8		HR	Shift	Functional		המערכת תאפשר קביעת תפקידים נדרשים למשמרת	MH	High	Done
	RQ-HR-9		HR	Shift Role	Functional		המערכת תבדוק כי בכל משמרת יש עובד בתפקיד מנהל משמרת	MH	Low	Done
	RQ-HR-10		HR	Shift Role	Functional		המערכת צריכה להתריאה אם משמרת לא עומדת בסף העובדים הנדרש	NTH	Low	Done
	RQ-HR-11		HR	Shift	Non-Functional		המערכת תאפשר למנהל להגדיר את שעות משמרת	NTH	Low	Done
	RQ-HR-12		HR	Availability	Functional		המערכת צריכה לשמור לכל עובד את השעות והימים שבהם הוא יכול לעבוד	MH	High	Done
	RQ-HR-13		HR	Availability	Functional		המערכת תשמור את היסטוריית השיבוצים למשמרות	MH	High	Done
	RQ-HR-14		HR	Availability	Functional		המערכת צריכה לתמוך בהגשת אילוצים ע"י העובדים	MH	High	Done
	RQ-HR-15		HR	Availability	Non-Functional		המערכת צריכה לאפשר לעובדים להגיש משמרות עד יום חמישי	NTH	Low	Done
	RQ-HR-16		HR	Availability Shift	Functional		המערכת תאפשר הגדרת ימים ללא עבודה בסידור	NTH	Low	Done
	RQ-HR-17		HR	Role	Functional		המערכת צריכה לתמוך במספר תפקידים לעובד	MH	Low	Done
	RQ-HR-18		HR	Role	Functional		המערכת צריכה לשמור רשימת תפקידים לכל עובד	MH	Low	Done
	RQ-HR-19		HR	Role Permission	Functional		המערכת תאפשר למשתמש בעל הרשאות מתאימות לקבוע תפקידים הנדרשים לכל משמרת	MH	High	Done
	RQ-HR-20		HR	Role Permission	Functional		המערכת תאפשר למשתמש בעל הרשאות מתאימות לעדכן את השיבוץ למשמרות	NTH	High	Done
	RQ-HR-21		HR	Role	Functional		המערכת תאפשר יצירת תפקידים חדשים	MH	Low	Done
	RQ-HR-22		HR	Role Permission	Functional		המערכת תאפשר שינוי הרשאות לעובדים	MH	Low	Done
	RQ-HR-23		HR	Permission	Functional		המערכת תתמוך בהרשאות למשתמשים	MH	High	Done

מס	נושא	שאלה
1	מערכת אילוצים	האם העובד נותן אילוצים קבועים? כגון סטודנט שלא יכול לעבוד בימים ספציפים
2	מערכת אילוצים	האם העובד נותן אילוצים כל שבוע מחדש?
4	מנהל משמרת	האם כל מנהל משמרת מוסמך להעביר כרטיס ביטולים ולנהל את הצוות או שיכול להיות שהוא מוסמך רק לאחד מהם?
5	תנאי העסקה	האם תנאי העסקה הם רשימת סגורה וקבועה או משתנים בין כל עובד ?
6	שכר	האם השכר קבוע לכל עובד או שיש חישוב שכר משתנה
7	מערכת אילוצים	האם צריך לתמוך בהחלפת משמרות בין עובדים?
8	מערכת הרשאות	אילו הרשאות קיימות במערכת?
9	מערכת הרשאות	אילו הרשאות יש לכל תקפיד בחברה?

