Superly – HR + Transport module

Instructions

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# Introductory

* 1. Menus   
     At (almost) each point when using the software you will be greeted by a menu.  
     Example – the Main Menu:  
     תמונה שמכילה טקסט

     התיאור נוצר באופן אוטומטי  
     In order to choose an option out of the menu, simply type in the number associated with the wanted option and press ENTER.   
     For example, opening the Employees Management Menu from the Main Menu would be performed as followed:   
     תמונה שמכילה טקסט

     התיאור נוצר באופן אוטומטי  
     When the whited part is the user input typed using a keyboard.
  2. Exiting   
     When exiting a menu (last option for each menu), the menu which was open before the exited menu will be booted automatically.   
     So when exiting the Employee Management Menu the Main Menu will be booted.  
     Since no menu was open before the Main Menu, exiting the Main Menu will exit   
     the software.
  3. Process Cancellation  
     At each point midst process, entering a “-1” as an input would cancel the process can return to the last menu visited.   
     For example, entering a “-1” midst employee registration would return the software to the Employee Management Menu:  
     תמונה שמכילה טקסט

     התיאור נוצר באופן אוטומטי  
     Notice that operation cancelling from within a menu would result in no change. (as a menu is not a process)
  4. Patience  
     At last what we need from you, the user is to have patience.   
     Read instructions carefully, the software will ask for relevant information when needed, and ask for reentry if the input is illegal.   
     Follow the instructions and you’ll find out using the software is easy and straightforward.

# Menus

## Main Menu

Main function:  
Accessing the whole system

Print:  
תמונה שמכילה טקסט

התיאור נוצר באופן אוטומטי

Accessed through:  
Software boot

Options:

1. Manage Employees – Opens the [Employee Management Menu](#_Employee_Management_Menu)
2. Manage Shifts – Opens the [Shift Management Menu](#_Shift_Management_Menu_1)
3. Manage Trucks – Opens the [Truck Management Menu](#_Truck_Management_Menu)
4. Manage Transports – Opens the [Transport Management Menu](#_Transport_Management_Menu_1)
5. Manage Documents – Opens the [Document Management Menu](#_Document_Management_Menu)

## Employee Management Menu

Main function:  
Managing employees (view existing employees, registering new employees, managing specific employee, removing employees)

Print:  
תמונה שמכילה טקסט

התיאור נוצר באופן אוטומטי

Accessed through:  
[Main Menu](#_Main_Menu)

Options:

* + 1. View Employees – Opens the [Employee Viewer Menu](#_Employee_Viewer_Menu_1)
    2. Register Employee – Initiates the [Employee Registration process](#_Employee_Registration)
    3. Manage Employee – Initiates an ID request process in order to open an [Employee Screen](#_Employee_Screen_//TODO)
    4. Remove Employee – Initiates an [Employee Removal process](#_Employee_Removal)

## Employee Viewer Menu

Main function:  
Show existent employees of any type

Print:  
תמונה שמכילה טקסט

התיאור נוצר באופן אוטומטי

Accessed through:  
[Employee Management Menu](#_Employee_Management_Menu)

Options:

* + 1. Print all Employees – Prints all the employees in the system
    2. Print all Cashiers – Prints all the cashiers in the system
    3. Print all Carriers – Prints all the carriers in the system
    4. Print all Storekeepers – Prints all the storekeepers in the system
    5. Print all Sorters – Prints all the sorters in the system
    6. Print all HR Managers – Prints all the HR managers in the system
    7. Print all Logistics Managers – Prints all the logistics managers in the system
    8. Print all Transport Managers – Prints all the transport managers in the system

## Employee Screen

Main function:  
Manage specific employee (update details, update constraints), calculating employee’s salary and see upcoming shifts

Print:  
תמונה שמכילה טקסט

התיאור נוצר באופן אוטומטי  
(Print may vary based on the employee)

Accessed through:  
[Employee Management Menu](#_Employee_Management_Menu)

Options (may vary based on the type of employee):

1. Print employment conditions – Prints all the employment conditions
2. Update name – Initiates a process to update the name of the employee
3. Update bank details – Initiates a process to update the bank details of the employee
4. Update salary per shift – Initiates a process to update the salary of the employee
5. Update certifications – Initiates a process to update the certifications of the employee
6. Calculate salary – Initiates a process to calculate the salary of an employee for a given time frame
7. Manage work constraints – Initiates the [Update Constraints process](#_Update_Constraints)
8. Print upcoming shift – Prints all the shift the employee is assigned to for the next 30 days

## Shift Management Menu

Main function:  
Manage

Print:  
תמונה שמכילה טקסט

התיאור נוצר באופן אוטומטי

Accessed through:  
[Main Menu](#_Main_Menu)

Options:

* + 1. View incomplete shifts – Prints incomplete shifts of the week to come
    2. View existing shifts – Initiates the [Shifts View process](#_Shift_View)
    3. Add shifts – Initiates the [Shift Creation process](#_Shift_Creation)
    4. Remove shifts – Initiates the [Shift Removal process](#_Shift_Removal)
    5. Manage existing shifts – Initiates Date and Shift type request process in order to open a [Shift Screen](#_Shift_Screen_//TODO)

## Shift Screen

Main function:  
Manage specific shift (view assigned employee, assign employees or remove from assignment, edit wanted counts)

Print:  
תמונה שמכילה טקסט

התיאור נוצר באופן אוטומטי  
(Print may vary based on shift information and type)

Accessed through:  
[Shift Management Menu](#_Shift_Management_Menu_1)

Options:

1. Print shift details – Prints all shift details including assignments for each employee type
2. Update employee count(s) – Initiates the [Update Employee Count for Shift process](#_Update_Employee_Count)
3. Assign employees – Initiate the [Employee Shift Assignment process](#_Employee_Shift_Assignment)
4. Remove employee from assignment – Initiates the [Employee Assignment Removal process](#_Employee_Assignment_Removal)

## Truck Management Menu

Main function:  
Managing store trucks.

Print:  
תמונה שמכילה טקסט

התיאור נוצר באופן אוטומטי

Accessed through:  
[Main Menu](#_Main_Menu)

Options:

* 1. Add truck – Initiates the [Truck Registration process](#_Truck_Registration)
  2. Delete truck – Initiates the [Truck Removal process](#_Truck_Removal)

## Transport Management Menu

Main function:  
Managing transports (view existing transports of any types, adding transport order, creation of new transport, manage transport)

Print:  
תמונה שמכילה טקסט

התיאור נוצר באופן אוטומטי

Accessed through:  
[Main Menu](#_Main_Menu)

Options:

1. Add transport order - Initiates the [Add Transport Order Menu](#_Transport_Management_Menu_3)
2. Create new transport - Initiates the [Create Transport process](#_Add_Transport)
3. Update transport - Initiates the [Update Transport Menu](#_Update_Transport_Menu)
4. Get pending transport - Prints all pending transports.
5. Get in progress transport - Prints all in progress transports.
6. Get complete transport - Prints all complete transports.

## Add Transport Order Menu

Main function:  
Managing creation of new transport order.

Print:  
Text

Description automatically generated

Accessed through:  
[Transport Management Menu](#_Transport_Management_Menu_1)

Options:

1. Add product – Get from user product SN and quantity to add to order.
2. Remove product – Remove product from the order.
3. Update product quantity – Update Quantity of the product in the order.
4. Close order – Close the order and add to the pending orders list.

## Update Transport Menu

Main function:  
Manage specific transport (place truck, place carrier, add order, start transport).

Print:

Text

Description automatically generated

Accessed through:  
[Transport Management Menu](#_Transport_Management_Menu_1)

Options:

1. Place Truck - Initiates the [Place Truck process](#_Place_Truck)
2. Place Carrier - Initiates the [Place Carrier process](#_Place_Carrier)
3. Start transport – Closes all the details of the transport and transfers it for execution.
4. View orders - Prints all pending transport orders.
5. View orders in same area - Prints all in pending transport order in the same shipping area of another transport orders.
6. Add order – Initiates the [Add Order process](#_Place_Carrier_1)

## Document Management Menu

Main function:  
Show existent documents of any type.

Print:  
תמונה שמכילה טקסט

התיאור נוצר באופן אוטומטי

Accessed through:  
[Main Menu](#_Main_Menu)

Options:

1. Get transport document - Initiates the [Get Transport Document process](#_Get_Transport_Document_1)
2. Get destination document – Initiates the [Get Destination Document process](#_Get_Destination_Document_1)

# Processes

## Employee Registration

Main function:  
Register a new employee to the system

Initiation from:  
[Employee Management Menu](#_Employee_Management_Menu)

Process description:  
The process will request the following information from the user:

* ID (must be unique - not existing in the system)
* Name
* Bank details
* Job title (out of a list)
* Starting date (day, month, year)
* Salary per shift
* Certifications (out of a list)

The employee will be registered based on the given information

## Employee Removal

Main function:  
Remove an existing employee from the system

Initiated from:  
[Employee Management Menu](#_Employee_Management_Menu)

Process description:  
The process will request an ID of an existing employee.   
If an existing ID has been submitted, the process will confirm deletion with the user and delete if confirmed

## Shift Creation

Main function:  
Add a new shift to the system

Initiated from:  
[Shift Management Menu](#_Shift_Management_Menu_1)

Process Description:  
The process will request the following information from the user:

* Date
* Shift type (out of a list) (Date and type combination must be unique)
* Maximum number of wanted employees of each type for the shift

The shift will be created based on the given information

## Shift View

Main function:  
 View existing shifts

Initiated from:  
[Shift Management Menu](#_Shift_Management_Menu_1)

Process description:  
The process will request a start date and an end date, will print information for all existing shifts in between the given dates (inclusive)

## Shift Removal

Main function:  
Remove an existing shift from the system

Initiated from:  
[Shift Management Menu](#_Shift_Management_Menu_1)

Process Description:   
Process runs in a loop, enter a “-1” in order to stop the process:  
In each loop iteration the process will request

* Date (must be a future date)
* Shift type

If a shift with given date and type exists the process will delete the shift after a user confirmation is given.

## Truck Registration

Main function:  
Register a new truck to the system

Initiated from:  
[Truck Management Menu](#_Truck_Management_Menu)

Process Description:   
The process will request the following information from the user:

* License Number (must be unique - not existing in the system)
* Truck Model (out of a list)
* Net weight
* Max capacity weight

The truck will be registered based on the given information

## Truck Removal

Main function:  
Remove an existing truck from the system

Initiated from:  
[Truck Management Menu](#_Truck_Management_Menu)

Process Description:

The process will request a license number of an existing truck.   
If an existing license number has been submitted, the process will confirm deletion with the user and delete if confirmed.

## Create Transport

Main function:  
Register a new transport to the system

Initiated from:  
[Transport Management Menu](#_Transport_Management_Menu_1)

Process Description:

The process will request choose a shift from the shifts that exist in the coming month. The user will choose shift from shifts list that will be displayed on the screen.

## Place Truck

Main function:  
Register a truck to specific transport in the system.

Initiated from:  
[Update Transport Menu](#_Transport_Management_Menu_2)

Process Description:

The process will request a license number of an existing truck.   
If an existing license number and a truck is available in the shift of the transport has been submitted, the process will place the truck to the transport.

## Place Carrier

Main function:  
Register a carrier to specific transport in the system.

Initiated from:  
[Update Transport Menu](#_Transport_Management_Menu_2)

Process Description:

The process will request a carrier ID of an existing carrier.   
If an existing carrier ID and a carrier is available in the shift of the transport and can drive on the truck of the transport has been submitted, the process will place the carrier to the transport.

## Add Order

Main function:  
Register an order to specific transport in the system.

Initiated from:  
[Update Transport Menu](#_Transport_Management_Menu_2)

Process Description:

The process will request an order ID of an existing order ID.   
If an existing ID has been submitted, and the addition of order is possible in terms of weight the process will add the order to the transport.

## Get Transport Document

Main function:  
View existing transport document.

Initiated from:  
[Document Management Menu](#_Document_Management_Menu)

Process Description:

The process will request a serial number of an existing transport document.   
If an existing serial number has been submitted, the process will display the document on the screen.

## Get Destination Document

Main function:  
View existing destination document.

Initiated from:  
[Document Management Menu](#_Document_Management_Menu)

Process Description:   
The process will request a serial number of an existing destination document.   
If an existing serial number has been submitted, the process will display the document on the screen.

## Update Employee Count for Shift

Main function:  
Update Max wanted employees for a type of a shift

Initiated from:  
[Shift Screen](#_Shift_Screen)

Process description:  
The user chooses an employee type to update its count.  
Then the user enters the updated amount (can’t be lower than the number of currently assigned employees)  
Count is saved if input is legal

## Employee Shift Assignment

Main function:  
Assign employees or a shift manager to the shift

Initiated from:  
[Shift Screen](#_Shift_Screen_//TODO)

Process description:  
The user chooses out of a list which type of employee they want to assign or if they want to assign a shift manager.   
If an employee type was chosen, all available (not assigned, with constraint for this shift) employees would be shown. In order to assign an employee, the user should input the ID of the wanted employee and save if he’s finished assignment.   
If assignment of a shift manager was chosen, the employee will have to choose a new shift manager out of a list of available shift managers

## Employee Assignment Removal

Main Function:  
Remove employees from assignment to the shift

Initiated from:  
[Shift Screen](#_Shift_Screen_//TODO)

Process description:  
The user chooses out of a list which type of employee they want to remove from assignment.  
All employees of the chosen type who are assigned to the shift are shown.  
In order to remove an employee from assignment the user should input the wanted employee’s ID and save when finished.

## Update Constraints

Main function:  
Update constraints for the employee

Initiated from:  
[Employee Screen](#_Employee_Screen_//TODO)

Process Description:  
The user chooses whether to add or remove constraints.  
If chosen to add constraints, the system will show a list of shifts to come and the user should input indexes matching the wanted shifts, Enter “0” to stop the process and save

If chosen to remove, the system will show a list of shifts already registered to and the user should input index matching the constraints they want to remove, Enter “0” to stop the process and save.