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)
3. Manage Trucks – Opens the [Truck Management Menu](#_Truck_Management_Menu)  //TODO
4. Manage Transports – Opens the [Transport Management Menu](#_Transport_Management_Menu) //TODO
5. Manage Documents – Opens the [Document Management Menu](#_Document_Management_Menu) //TODO

## 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)
    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 //TODO

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

Print:

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

Options:

## 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 //TODO

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

Print:

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

Options:

## Truck Management Menu //TODO

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_//TODO)
  2. Delete truck – Initiates the [Truck Removal process](#_Truck_Removal_//TODO)

## Transport Management Menu //TODO

Main function:  
//fill

Print:  
תמונה שמכילה טקסט

התיאור נוצר באופן אוטומטי

Accessed through:  
[Main Menu](#_Main_Menu)

Options:

1. Add transport order - //fill
2. Create new transport - //fill
3. Update transport - //fill
4. Get pending transport - //fill
5. Get in progress transport - //fill
6. Get complete transport - //fill

## Document Management Menu //TODO

Main function:  
//fill

Print:  
תמונה שמכילה טקסט

התיאור נוצר באופן אוטומטי

Accessed through:  
[Main Menu](#_Main_Menu)

Options:

1. Get transport document - //fill
2. Get destination document - //fill

# 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)

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)

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)

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 //TODO

Main function:

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

Process Description:

## Truck Removal //TODO

Main function:

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

Process Description: