

# User Manual for the Employee Management System CLI

## Overview

This document provides instructions on how to navigate and utilize the console-based user interface for the employee management system. This system allows administrative users and regular employees to manage shift schedules, employee roles, and other related tasks.

## Getting Started

### Launching the System

To start the system, run the Main class. Upon launch, you will be greeted with:

```
Welcome to The SuperLi system!
```

### Logging In

1. **Choose a Branch:** Initially, you will be prompted to log into a branch by entering a branch ID (0-8).
2. **Employee Authentication:** Enter your employee name and ID to authenticate. Depending on your role (HR manager or regular employee), you will have access to different functionalities.

### Initialization

We Initialize the system with 9 Branches (0-8) & 9 corresponding HR managers.

For the  $i$ 'th branch, The Managers username is "name{i}" and Id is  $i$ .

E.g for branch 5, the HR manager's username is 'branch5' & Id is '5'.

# Using the System

## Common Actions for All Users

- **Submit Availability for Shift:** Enter the date and time to submit your availability for shifts.
- **Remove Availability for Shift:** Enter the date and time to remove your availability.

## Administrative Actions

If you log in as an HR manager (admin), you will have additional options:

- **Add/Remove Shift to/from Schedule:** Manage the scheduling of shifts by adding or removing them.
- **Add/Remove Employee to/from Shift:** Assign or unassign employees to specific shifts.
- **Manage Employee Roles and Details:** Add new employees to the branch, assign roles, set salaries, or terminate employment.
- **Shift Reports:** Generate reports showing employees assigned to shifts, required roles for shifts, and available employees for shifts.
- **System Configuration:** Set the last date for submitting shift availabilities.

# Action Manual

## 1. Submit Availability for Shift

- **Purpose:** Allows an employee to declare their availability to work on a specific shift.
- **Procedure:**
  1. Choose this option from the menu.
  2. Enter the date of the shift (format: yyyy-mm-dd).
  3. Specify the shift time (M for Morning or E for Evening).
- **Feedback:** The system will confirm the successful submission of your availability.

## 2. Remove Availability for Shift

- **Purpose:** Enables an employee to withdraw previously submitted availability for a specific shift.
- **Procedure:**
  1. Select this action.
  2. Input the date and time of the shift for which you want to remove your availability.
- **Feedback:** Confirmation of the removal of your availability.

## Additional Administrative Actions (For HR Managers)

Administrative users have access to more complex functionalities, including managing shifts, employees, and system settings.

## 3. Add a Shift to Schedule

- **Purpose:** To schedule a new shift and define the required roles and number of employees needed.
- **Procedure:**
  1. Enter the date and time for the new shift.
  2. For each role, specify the number of employees required.
- **Feedback:** Confirmation that the shift has been added to the schedule.

## 4. Remove a Shift from Schedule

- **Purpose:** Allows removal of a previously scheduled shift.
- **Procedure:**
  1. Input the date and time of the shift to be removed.
- **Feedback:** Confirmation of shift removal.

## 5. Add Employee to Shift

- **Purpose:** Assign an employee to a specific shift.
- **Procedure:**
  1. Enter the shift's date and time.
  2. Input the employee's ID and select their role for the shift.
- **Feedback:** Notification of successful assignment.

## 6. Remove Employee from Shift

- **Purpose:** De-assign an employee from a shift.
- **Procedure:**
  1. Specify the shift's date and time.
  2. Enter the employee's ID.
- **Feedback:** Confirmation of the employee's removal from the shift.

## 7. Print Employees in Shift

- **Purpose:** Generate a list of all employees scheduled for a specific shift.
- **Procedure:**
  1. Input the shift date and time.
- **Feedback:** Displays the list of assigned employees.

## 8. Print Required Employees for Shift

- **Purpose:** Show the number and roles of employees required for a particular shift.
- **Procedure:**
  1. Select the shift date and time.
- **Feedback:** Outputs the requirements for the shift.

## 9. Print Available Employees for Shift

- **Purpose:** List all employees who have submitted their availability for a specific shift.
- **Procedure:**
  1. Choose the shift date and time.
- **Feedback:** Displays the names and roles of available employees.

## 10. Add/Recruit New Employee to Branch

- **Purpose:** Hire and add a new employee to the system.
- **Procedure:**
  1. Enter the employee's name, ID, employment type, salary, and bank account ID.
- **Feedback:** Confirmation of the employee being added to the system.

## 11. Remove/Fire Employee from Branch

- **Purpose:** Terminate an employee's position within the branch.
- **Procedure:**
  1. Provide the employee's ID.
- **Feedback:** Notification of employee termination.

## 12. Assign New Role to Employee

- **Purpose:** Update or change an employee's role within the organization.
- **Procedure:**
  1. Input the employee's ID and select the new role.
- **Feedback:** Confirmation of role assignment.

## 13. Set Last Date for Submitting Shifts

- **Purpose:** Establish a deadline for all employees to submit their availability.
- **israelite:**
  1. Enter the final date for shift submission.
- **Feedback:** Acknowledgment that the date has been set.

## 14. Log Out

- **Purpose:** Safely end the user session.
- **Procedure:** Choose this option to log out.
- **Feedback:** Confirmation that you have been logged out.

## 15. Exit System

- **Purpose:** Completely shut down the system.
- **Procedure:** Select this to close the application.
- **Feedback:** "Exiting System, Goodbye!"

## Navigation

- **Action Selection:** After logging in, the system will display a list of available actions based on your role. Input the number corresponding to your desired action.
- **Logging Out and Exiting:** You can log out or exit the system by selecting the appropriate action from the menu.

## Error Handling

The system provides feedback when actions fail, such as during login or when invalid inputs are entered. Follow the prompts to correct any issues.

**e.g**   `Failed to log in. Invalid employee ID.`