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| |  | | --- | |  |     **Media Bazaar App**  User Manual Developed by:Icon  Description automatically generated Employees are the driving force behind an organization's success. The more efficient they are, the better the organization thrives. Media Bazaar App gives that much needed boost in efficiency for employees in the Media Bazaar Shop, with features that are targeted to make employees' everyday tasks quick and easy.  In this Manual you will find all the information to give you a quick view into the Media Bazaar App and provides you with all you need to make use of all the features the app offers. |

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# General Information

## Application overview

Managing employee requests and schedules over emails, paper trails or online forms, and keeping track of them with excel sheets can be a hassle. This is particularly the case when you are a growing business with most employees are in different spaces and constantly rotating around the shop.

With Media Bazaar App you can easily:

# Getting Started

## Installation

When you download the Media Bazaar folder you can install the app following these steps.

1. Open Media Bazaar.application
2. Click install button
3. Installation could take a while, wait till end of the installation
4. Type “Media Bazaar” to the Search bar of Windows search bar
5. Open the app at the top of the results

## Logging In (for all users)

When You open the app, the first thing you see is the login page. It contains 2 text fields for username and password and 1 login button. If you follow this, then you can successfully login.

1. Type your username in the first field
2. Type your password in the second field
3. If correct credentials are entered, you will login to manager or employee version of the app depend on the type of your account

# Using the application

## For managers

It contains the tabs Login, Schedule, Re-shelfing, Holiday/Sick, Employee Management, Settings. Each tab reserved for different tasks.

### Schedule

At the top a department must be selected to access a schedule, the week selection will only display shifts for the corresponding week.

In the submenu below you can select the information to assign a new shift for an employee. The employee, the shift, the department, and the date of the shift are required information. After adding or removing a shift, changes must be saved by pressing the button, changes are otherwise discarded. If you wish to remove a shift, you must select the shift from the view and click the “Remove shift” button.

### Re-Shelfing

You select the product to be shelved, for which department this product is needed, and amount of the product should be delivered. You can add a specification as well, but it is not a required field. After clicking the green button, request will be sent by the system to the relevant department.

### Products

Managers can add and remove products from the product page.

### Employee Management

When you click the employee management tab, you can see the button See Info and a table that displays a list of all existing employees.

### See employee info

When you select one of the employees in the table and click the See info button a new panel appear at the right of the screen with the information of this employee. Clicking cancel button close the panel.

### Settings

The systems requires that you enter your old password in the first textbox and a new password in next 2 fields. The system validates the current password and validates that the new passwords fields are the same. If the process is successfully done, the system informs the user that their password has been changed.

## For Employees

It contains the tabs Login, Schedule, Re-shelfing, Holiday/Sick, Settings. Each tab reserved for different tasks.

### Schedule

At the top a department must be selected to access a schedule, the week selection will only display shifts for the corresponding week.

### Re-Shelfing

You select the product to be shelved, for which department this product is needed, and amount of the product should be delivered. You can add a specification as well, but it is not a required field. After clicking the green button, request will be sent by the system to the relevant department.

### Products

Depot workers can see and manage the change amount of every single products. They can also see and reply all re-shelfing requests.

### Settings

The systems requires that you enter your old password in the first textbox and a new password in next 2 fields. The system validates the current password and validates that the new passwords fields are the same. If the process is successfully done, the system informs the user that their password has been changed.

## For admin

It contains the tabs Login and Employee Management. Each tab reserved for different tasks.

### Employee Management

When you click the employee management tab, you can see 4 different buttons (Add, Edit, Remove, See Info), each buttons have different functions, and a table that displays a list of all existing employees.

#### Add new employee

When you click the add button a new panel appear at the right of the screen. If you fill all the required fields and click the save button, a new employee will be added the system successfully. Clicking cancel button close the panel and you lost all the information you typed.

#### Edit existing employee

When you select one of the employees in the table and click the edit button a new panel appear at the right of the screen with the information of this employee. If you fill all the required fields and click the save button, a new employee will be edited on the system successfully. Clicking cancel button close the panel and you lost all the information you typed.

#### Remove employee

When you type one of the employee’s employee ID in the text box in the upper left corner and click the remove button the employee will be removed on the system successfully.

### See employee info

When you select one of the employees in the table and click the See info button a new panel appear at the right of the screen with the information of this employee. Clicking cancel button close the panel.