**INSTRUCTIONS**

**IMPORTANT!!!!**

**On Windows OS, please resize window to view all buttons on screen (If applicable)**

1. **Administrator Password**
   1. The default Administrator username and Password is
      1. Username: FECadmin
      2. Password: admin123
2. **Resetting/Changing Admin Password**
   1. At the first window when you open the database, click on the “Reset Admin Password” button
   2. Fill the respective text fields with the proper credentials and new admin password
   3. Click “Continue”
3. **New User**
   1. If you are opening the program for the first time, the program will ask for the Manager’s credentials. All managers are considered administrators for this database.
   2. Before you get to the Main Menu or edit anything, you must set up this account.
   3. This user is not deletable.
4. **Adding Employees**
   1. From the main menu, click “Add Employees”
   2. Fill out the information with the Employee’s current credentials.
   3. Click “Add”

!ATTENTION!   
All credentials can be filled out with any character the user chooses. The ID# may also be a sequence of characters.

1. **Editing Employee**
   1. From the main menu, click “Edit Employees”
   2. Enter proper manager ID# and admin credentials
   3. Enter the ID# of the desired employee to be edited
   4. Edit the desired credentials
   5. Click “Update”  
      !ATTENTION!  
      You may not edit the ID# as it is the only way to identify that employee.  
      If ID# has an error, delete employee and add again properly
2. **Deleting Employee**
   1. From the main menu, click “Edit Employees”
   2. Enter proper manager ID# and admin credentials
   3. Enter the ID# of the desired employee to be edited
   4. Click “Delete User”  
      !ATTENTION!  
      You may not edit the ID# as it is the only way to identify that employee.  
      If ID# has an error, delete employee and add again properly
3. **Creating Schedules**
   1. From the main menu, click “Create Schedule”
   2. Enter proper manager ID# and admin credentials
   3. Enter week# of the current year
   4. Choosing the employee from the drop down, enter each day’s schedule
      1. If employee is OFF on a day, leave time as “OF OF”
   5. Click “Create”
   6. If no more employees are to be added, click “Back”
4. **Editing Schedules**
   1. From the main menu, click “Edit Schedule”
   2. Enter proper manager ID# and admin credentials
   3. Enter week# of desired week to be edited
   4. Choosing the employee from the drop down, edit each day’s schedule
      1. If employee is OFF on a day, leave time as “OF OF”
   5. Click “Update”
   6. If no more employees are to be added, click “Back” or “Main Menu”
5. **Editing Weekly Attendance**
   1. From the main menu, click “Edit Weekly Attendance”
   2. Enter week# of desired week to be edited
   3. Choosing the employee from the drop down, edit your Clock ON/OFF time
      1. If employee is OFF on a day, leave time as “OF OF”
   4. Click “Update”
   5. If no more employees are to be added, click “Back” or “Main Menu”
6. **Editing Customer Attendance**
   1. From the main menu, click “Edit Customer Attendance”
   2. Enter proper manager ID# and admin credentials
   3. Enter week# of desired week to be edited
   4. Choosing the day of the week from the dropdown menu
      1. Enter the customer attendance for each hour of operation
   5. Click “Update”
   6. If no more is to be added, click “Back” or “Main Menu”
7. **Viewing Schedules, Employees, and Attendance**
   1. From the main menu, click the desired data to be viewed
   2. Enter proper manager ID# and admin credentials, if prompted
   3. From the dropdown menu, click desired week
   4. Check the fields you desire to look at in the table
   5. Click “View”
8. **Printing Schedules, Employees, and Attendance**
   1. From the main menu, click the desired data to be viewed
   2. Enter proper manager ID# and admin credentials, if prompted
   3. From the dropdown menu, click desired week
   4. Check the fields you desire to look at in the table
   5. Click “View”
   6. Click the printer icon in the top right-hand corner  
      !ATTENTION!  
      Configure your print settings to the caution labels viewed in the top right-hand corner. If you fail to do so, the print will be skewed.