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**Welcome to Super-Lee system, in this tutorial we will guide you through the general use of the application.**

**Description:**

In this module you will be able to access and manage all aspects of Super-Lee. Only a worker with the proper job description will be able to access the relevant functionality. You will be able to add employees to the system, create and manage their shifts. You will be able to manage the inventory for every branch and order missing items from suppliers. You will also be able to manage the deliveries of the missing items from suppliers who do not come to the branches.

**Menus and options:**

Login menu:

Will give you two options:

- Login.
- Back.

Main menu:

- Employee Menu
- Suppliers Menu
- Inventory Menu
- Delivery Menu
- Exit

**Employee Menu:**

If the ID and the password were correct:

If the logged in user is a **human resources manager**, the following menu will show:

1. Change personal details.
2. Show Personal details.
3. Change another employee's personal detail.
4. Show another employee's personal detail.
5. Remove an employee.
6. Register an employee.

7. Create a shift.
8. Update a shift.
9. History of Shifts.
10. View a shift.
11. Logout.

If the logged in user is a **regular employee**, the following menu will show:

1. Change personal details.
2. Show personal details.
3. Logout.

Changing personal details:

If you wish to change your personal details you will be shown following menu:

1. Change your first name.
2. Change your last name.
3. Change your bank account.
4. Change you salary.
5. Change your terms of employment.
6. Add a new constraint.
7. Remove a constraint.
8. Add a job.
9. Back.

If you chose 1-5, you will be asked to give a new first name / last name / bank account / salary / terms of employment, according to what you've entered.

If you chose 6, you will be shown the add constraints menu.

If you chose 7, you will be shown the change constraints menu.

If you chose 8, you will be guided to choose job from a given list of jobs that the you can't already do, when choosing the option of driver you will be asked to insert your license type.

If you chose 9, you will be shown the previous menu.

Changing another employee's personal details:

If you wish to change another employee's personal details you will be asked to give the ID of the employee whose details you wish to change.

Once you've entered a valid (meaning that the employee is registered to the system) employee's ID you will be shown following menu:

1. Change "ID" first name.
2. Change "ID" last name.
3. Change "ID" bank account.
4. Change "ID" salary.
5. Change "ID" terms of employment.
6. Add a new constraint.
7. Remove a constraint.

8. Add a job.
9. Back.

If you chose 1-5, you will be asked to give a new first name / last name / bank account / salary / terms of employment, according to what you've entered.

If you chose 6, you will be shown the add constraints menu.

If you chose 7, you will be shown the change constraints menu.

If you chose 8, you will be guided to choose job from a given list of jobs that the employee can't already do, when choosing the option of driver you will be asked to insert the license type.

If you chose 9, you will be shown the previous menu.

#### Showing personal details:

If you wish to see your personal details, the following information will be printed to your screen:

Employee Details:

First Name: "your first name".

Last Name: "your last name".

ID: "your ID".

bankAccount: "your bank account".

salary: "your salary".

termsOfEmployment: "your terms of employment".

startDate: "your start day of employment".

#### Showing another employee's personal details:

If you wish to see another employee's personal details you will be asked to give the ID of the employee whose details you wish to see.

Once you've entered a valid employee's ID (meaning that the employee is registered to the system), you will be shown following information:

Employee Details:

First Name: ""ID's" first name".

Last Name: ""ID's" last name".

ID: ""ID's" ID".

bankAccount: ""ID's" bank account".

salary: ""ID's" salary".

termsOfEmployment: ""ID's" terms of employment".

startDate: ""ID's" start day of employment".

#### Removing an employee:

If you wish to remove an employee from the system, you will be asked to give the ID of the employee that you wish to remove.

Once you've entered a valid employee's ID (meaning that the employee is registered to the system), you will be shown following line:

ID ' "given ID" ' has been successfully removed.

#### Registering an employee:

If you wish to register a new employee to the system, you will be guided to give the following information:

first name, last name, ID, password, Bank Account, salary, termsOfEmployment.

You have the option to go back to the menu and not adding the employee, by pressing "-1", at almost any given moment.

When you are asked to insert "termsOfEmployment", you have the option to enter "-1", if you don't want to add terms of employment.

If you all of the information you have entered is valid, you will be shown the next line:

The employee ' "first name" "last name" ' has been successfully registered.

After the employee is registered successfully, you will be asked to insert a constraint (the day and hours he/ she can work at) or type -1, if you don't want to add a constraint.

You will also be asked to choose a job that the employee can do, from a given list of jobs, or press -1, if you don't want to add a job.

#### Creating a shift:

If you wish to create a new shift, you will be guided to give the following information:

year, month, day, time of shift (morning shift or evening shift), branch.

At any given moment, you have the option to press -1, in order to go back to the menu and cancel the shift.

If there isn't an available shift manager, you will not be able to create the shift.

You will then be asked to choose a job from a given list jobs and the amount of employees that you want doing that job. You will be shown the amount of employees that the system was able to add to the shift, considering all of the employees' constraints and jobs.

(you will be able to add as many jobs and employees as you like).

#### Updating a shift:

If you wish to update/ remove a shift, you will be guided to choose a shift from a given list of shifts that are scheduled to take place in the future.

#### History of shifts:

If you wish to see the history of the shifts, you will be shown all of the information of the shifts that are in the system.

#### Viewing a shift:

If you wish to view the details of a specific shift, you will be guided to choose a shift from a given list of shifts. You will then be shown the following details: the name of the branch where the chosen shift is taking place, the shift manager, the date, the time and all of the employees that work during that shift and their job.

## **Suppliers Menu**

### **Main menu:**

- Add supplier
- Show information
- Change supplier details
- Remove supplier
- Exit

### **Adding a new supplier:**

\* If you wish to add a new supplier you will be guided to add the following details:

- Supplier details- mandatory.
- Contact details- mandatory, which contain contact name, phone number and email address.
- Contract details- mandatory, which contain delivery days (if has), items (if included) and quantity list (if agreed).

### **Showing information:**

\* The following details can be shown:

- Suppliers, contacts, contracts, items in contracts and quantity list agreements.

### **Changing details:**

\* The following changes can be done:

- Bank account change, payment terms change and contact details change.
- Contact removal.

\* Please notice: if the wished contact person is the only contact with the supplier, deletion can't be executed.

\* The following details can be added:

- Contracts.
- Contact.

### **Supplier removal:**

\* This option will only remove supplier's contacts. It will not clear all data collected in order to keep the system backed-up for previous buyings and contracts.

### **Inventory Menus:**

Welcome to Inventory menu

1. Product Menu management system
2. Reports system
3. Damaged | Expired Products management system
4. Category management
5. Discount management
6. Periodical orders management
7. Back

### **Product Menu management system:**

#### **Adding a product to the current stock:**

add a Product Instance to the stock note that you need to provide a unique Serial Number and a Stock Product ID if no Stock Product is related to the product instance use "2)Define a new Product in the Stock system"

#### **Define new Product in the Stock system:**

use this option when you want to define a Stock Product to the the Stock system e.g: the store just started to sell "Bamba", means that you need to supply "Bamba" with a unique Product ID and and a Category related (use category id '0' if you want to use the default category), also note you should supply the product location (where to product is located in the store e.g: "2B" where 2 represents row and B is the column) after that you can add product to the current stock(1) using the "Bamba" unique Product ID

#### **Remove a specific Product from the system:**

Removes a Products Instance from the system by supplying the Product Instance Serial Number

#### **Remove all Product records from the system:**

this option will delete the Stock Product from the system when supplying a Product ID note that all the Product Instances related to this Stock Product will also be removed.

#### **Update Product minimum amount:**

this option will set a Minimum storing amount for a specific product after providing a valid Product ID, note that if the sum of Stock Product related instances is below this minimum amount a warning message will appear.

6. Edit product details - used to edit a Stock Product details such as - name, selling price etc..

#### Edit product details:

used to edit a Stock Product details such as - name, selling price etc..

#### Reports system:

##### General stock report

calling the general stock report will make a general stock report which specify the following information for each Stock Product: Product ID, Product Name, Category ID, Category Name, Total Quantity, Storage Quantity, Store quantity, Minimum storing amount.

##### Report by category

calling the report by category option will generate a report with the same details as General Stock Report but will show only Stock Products related to given category, note that you can generate this report for more than 1 category if needed.

#### Damaged | Expired Products management system:

##### Report damaged product

in order to report a damaged product you will need to supply a valid product serial number, after reporting the product the related Stock Products quantity will decrease by 1 and the product will be marked as "damaged"

##### Print damaged/expired products report

using this method the system will generate a report with all the damaged/expired products.

##### Refresh the expired list

using "Refresh the expired list" the system will scan all the products expired dates and will set the expired products as damaged without a need to manually scan and report each product.

#### Category management:

##### Display all store categories

will display for each category the following: Category ID, Category Name, Parent Category ID.

##### Add new category

will create a new category after providing : Category ID, Category Name, Parent

Category ID (use 0 as default parent if no need to connect with a parent category).

Delete category

will delete a category with a given category id

Edit category

will allow you to edit the category information (parent category, and category name)

Discount management:

Enter new product discount

using this option you can add a discount on a specific Stock Product by providing a Product ID, you should specify the discount percentage with number from 0 - 100.

Enter new category discount

using this option you can add a discount to a group of Stock Products related to the same category, you should specify the discount percentage with number from 0 - 100 and a valid category id.

Cancel product discount

will cancel any discounts related to this product.

Cancel category discount

will cancel any discounts related to a category.

Periodical orders management:

Display all periodical orders

Displaying all periodical order of the chosen branch, to the screen.

Add new periodical order

Adds a new periodical order to the current branch. The user has to choose a date for the order to be placed, products to order and their amount.

Edit a periodical order

Edit a periodical order. The user can change products, amounts and days of delivery. Changing order can be done at most a day before the order is placed.

Remove a periodical order

The user has to choose a periodical order to remove. the system remove it from orders schedule.



### Display orders history

Displaying all of the orders placed.

### Next day

This operation is a simulation for passing time in order to test the system.

\* please notice: there is no option to go back in time, only forward.

### Choose branch

This option allows the user to change branch.

### **Delivery Menu:**

In this part the system works in a step by step manner and less through menus:

1. The system will display all orders that are awaiting delivery sorted by the date created. The system will ask you to choose what order you would like to process a delivery for.
2. The system will then ask you during which shift you would like to make your delivery, ensuring there is a driver on shift who can drive the delivery truck and a storekeeper on shift at the branch awaiting the delivery.  
Note: If an invalid key is inserted an error message named "illegal input" will appear on the screen. The system will then wait for you to re-enter the desired location index number.
3. At this point, the system will offer you the option of adding another order to the delivery, you can do so by inputting the number 1, the system will display all orders left for delivery. The next option given is to finish the delivery, when there are no new destinations or products you would like to add. Accessing this option by inserting 2.  
Note: If you have chosen to add an order that you have already chosen for this delivery the system will not allow this and you will be asked to choose again.
4. The system will now calculate the weight of the delivery and look for a truck and driver to carry out the delivery. If there is no truck capable of carrying the weight or no driver suitable to drive the truck found, you will have the option of editing your delivery as explained in the next section. If everything checks out your delivery is now created and the system will bring you back to the main menu, where you can decide to create a new delivery or exit.

### Issue handling:

If the delivery could not be created because of the weight of the truck or the lack of a driver, the system prints a message to the screen explaining the delivery is over-weight and offers a few options to edit the delivery:

1. You can remove an order, thus removing all products associated to that order.  
Access to this option is given by pressing 1 in the issues menu. The system will print to the screen all the orders you have chosen for this delivery. The orders will be numbered and you can choose the one you would like to remove by inserting the number next to the name. After removal a message acknowledging the action will be printed to the screen. The system will then recalculate the weight. If there is still a weight problem the system will open the issues menu again.

2. You can remove certain products associated to a certain order by inserting the number 2. You will be asked to choose from what order you would like to remove products, the orders you have chosen will be printed to the screen. Choose the destination by inserting the number written next to the destination name. After choosing a destination, all products associated to the destination will be printed to the screen in numbered order. Choose the product you would like to remove by inserting the number printed next to the name of the product. After removal a message acknowledging the action will be printed to the screen. The system will then recalculate the weight. If there is still a weight problem the system will open the issues menu again.

**Supported applications:**

The system supports Java 11 and Hibernate 5.5.

Database used is Sqlite.

**For Testing purpose:**

ID's for login:

- Manager: 9
- Logistics Manager: 8
- Store-Keeper: 1000
- Shift Manager: 200