

# User Manual

## 1. Getting Started

Launch the application and ensure all employee and payroll files exist.

## 2. Menu Operations

- Add Employee – Create a new record
- Compute Payroll – Run payroll for one or all employees
- Update Record – Modify employee or salary details
- Backup Data – Create recovery copy
- Generate Reports – View salary summaries

## 3. Exit and Save

Ensure all changes are saved before exiting the program. Backups are created automatically.