Castor Solutions

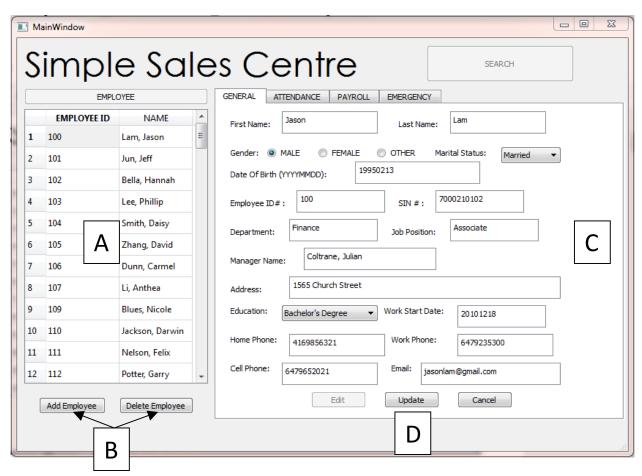## **Simple** Sales Centre Human Resource Software **2013**

Instruction Manual (Updated February 03, 2013)

Thank you for using our software! To provide the most enjoyable experience for you, please take some time to read over this instruction manual, which goes over important and basic steps towards using the software.

General Tab

A: All employees within Simple Sales Centre will be displayed here with their respective employee ID and their last name, first name. Use the scroll bar to view all employees.
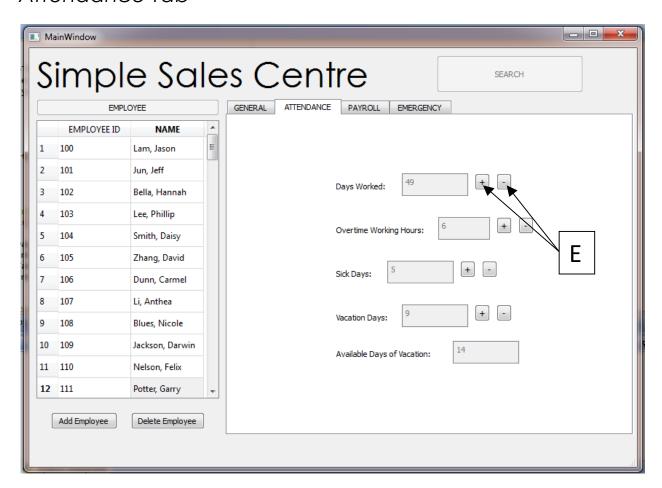
B: Click "Add Employee" to add a new employee and fill in his/her information in the various sections on the right. Click "Delete Employee" to remove the employee selected

C: Enter general employee information in the text fields provided. Certain information can be selected in a scroll-down menu or options

D: Click on "Update" after information is entered to update the save files; Clicking "Cancel" will not save the information. **IMPORTANT: If the program is closed when new information have been entered and you have not clicked "Update", your information will be lost!**

Attendance Tab

E: Use the "+" or "-" buttons to conveniently add or subtract the amount of days

Payroll Tab

Simple Sales Centre

SEARCH

EMPLOYEE

	EMPLOYEE ID	NAME
1	100	Lam, Jason
2	101	Jun, Jeff
3	102	Bella, Hannah
4	103	Lee, Phillip
5	104	Smith, Daisy
6	105	Zhang, David
7	106	Dunn, Carmel
8	107	Li, Anthea
9	108	Blues, Nicole
10	109	Jackson, Darwin
11	110	Nelson, Felix
12	111	Potter, Garry

Add Employee   Delete Employee

GENERAL   ATTENDANCE   PAYROLL   EMERGENCY

General Pay: Overtime Pay: Bonus: Deduction:
$ 175   + $ 11   + $ 25   - $ 0

Total Pay:
= $ 211

F

F: Enter the numerical amounts in the text fields provided to calculate payroll
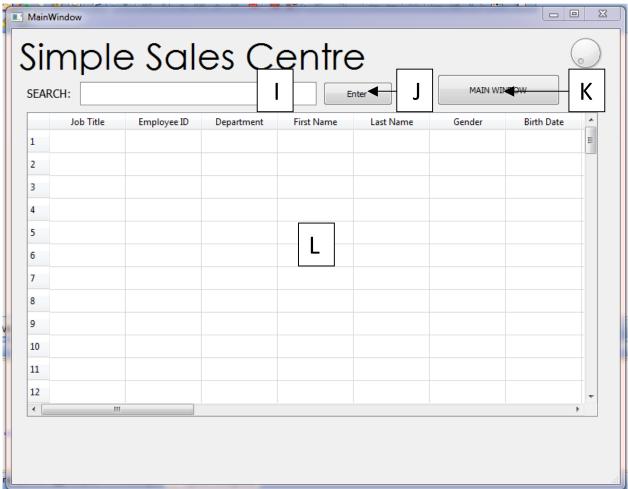
G: Enter the information in the text fields provided, or use the scroll-down menu to select your option.

H: Click on "Update" after information is entered to update the save files; Clicking "Cancel" will not save the information. **IMPORTANT: If the program is closed when new information have been entered and you have not clicked "Update", your information will be lost!**

Search Window

Once the "Search" button is clicked on the main interface window, the search window will open up and this window will be displayed.

I: Enter your search term in this text field

J: After you have entered your term, press enter to allow the program to process your search request.

K: Clicking on "Main Window" will close the search window and return you back to the main window

L: The search results will be displayed here.

Additional Information

- Make sure that the file "WorkIDNumbers.txt" exist in the application folder. Missing this file could result in unique key value being reset to 0.
- Make sure that respective employee profile text files are not manipulated or altered by other users.

That is all, we hope you enjoy the software!

Cheers,

The Castor Solutions Team