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### **Operating Instructions for the Employee System – "Soper Li" Chain Store**

The system goal is to aid management in all that regards manpower including tending to working schedule demands.

The system support registration of new employees, editing their information, adding working schedule, and preforming alterations on existing shifts by keeping a record of employee and shifts information.

#### **The system structure:**

The system structure includes a main menu with options for operations to choose from.

Each operation contains it's own sub menu and instructions for which data is needed in order to complete the operation chosen.

#### **Operating Instructions in details:**

1. In order to run the system, enter the following command in the cmd:

Java -jar adss2020\_v10.jar

2. In the main screen you will have the following options for operations:

- a. Register employee.
- b. Edit employee details.
- c. Display employees.
- d. Add shift.
- e. Edit employee in shift.
- f. Display shift.
- g. Load data.
- h. Delete employee.
- i. Delete shift.
- j. Exit.

After making a choice by entering a number compatible with the operation that you wish to preform, a sub menu adjusted to each action shall open.

In each sub menu you will be asked if you wish to proceed with the action, that is your opportunity to regret and return to the previous menu, any answer different than "Y" will return you to the previous menu.

Pay attention! An index must be entered, and if the index is out of bound the menu will repeat itself until a proper index has been entered.

2.a. First the new employee detail must be entered, the menu will specify which detail to enter at any time.

Afterward a sub menu will be opened for entering the employee role, an employee must have a role in order to be registered, failing to enter a roll will result in failing to register the employee.

In addition an employee can have a number of roll that he/she may preform, but only one shall be chosen for a shift, also when entering an input less than 0 for bank account, salary and vacation days will be overwritten by the system, and this employee detail will be set as 0.

Constrains are not to be added at this phase, but are alterable (as any other detail) in the "Edit employee details" option in the main menu.

The next phase is to match the new employee ID to the employee existing record, if the ID does not exist in the record the registration will be committed, otherwise a fail message will be received.

2.b. A menu of option will display on the screen, you must choose an employee detail you wish to alter, such as: bank account, salary, role...

Then, an ID is required in order to recognize the employee in question.

Pay attention: an ID can not be changed, and an employee can not be left without a role – this action will not be allowed, entering an index of option out of bound will result in the menu repeating itself.

Only if the employee exist in the record, the changes will be committed.

2.c. All the information regarding to the employees in record will be printed to the screen.

2.d. Enter a date in the format specified, and choose the shift kind: Morning or Evening by entering an index.

Pay attention: entering an index out of bounds will result in failure of the action.

We understand that shifts are rarely entered in full so when adding a shift, a shift manager is not mandatory, but in order for the shift to actually occur the shift manager must be added to the shift staff before it's due date.

If the shift date and kind does not exist on the schedule history the operation will be committed successfully.

2.e. First a date and shift kind – Morning or Evening – must be entered.

Then the system shall search for the working schedule in question, if the working schedule exist in record and it's due date haven't passed you may proceed with the action.

Enter an ID as specified and a roll of the employee – this will only be possible if the employee exist in record, otherwise the action shall fail.

2.f. All the information regarding working schedule in record will be printed to the screen.

2.g. There is an option to initialize the system with a few registered employees and working schedule.

As stated above, all employee details are modifiable (besides ID) and working schedule are modifiable if the date have not passed.

To see the employee and working schedule just choose display employee or display shift in the main menu, in addition this information is elaborated below.

2.h. Firstly enter the employee ID, the system will check if the employee exist in the employee record, if so the employee will be deleted from the employee record and all future shifts.

2.i. A date, and shift kind – Morning or Evening – will be asked to entered, if the shift did not occur and exist in the working schedule history, the shift will be deleted.

2.j. Last, choosing the exit option will exit the system gracefully.

**2.g. – Initializing the system:**

Employee information:

Name	ID	Roles	Salary	Bank account	Vacation days	Constraints
Barak	1	Cashier	10,000	11111	25	None
Lin	2	Store_Keeper, Shift_Maneger	13,000	22222	28	SUNDAY=Morning
Inbar	3	Cashier, Driver	12,000	33333	22	FRIDAY=Evening
Nir	4	Driver	8,000	44444	24	None
Alex	5	Shift_Maneger	15,000	55555	30	None

Working schedule Information:

Date	Shift	Employee in shift
2020-05-15	Evening	None
2020-06-12	Evening	None
2020-05-27	Evening	None
2020-06-07	Morning	None
22-05-2020	Morning	None

\*Entering later than the date stated in the shift above will result by the specific shift not being committed.