

USER MANUAL

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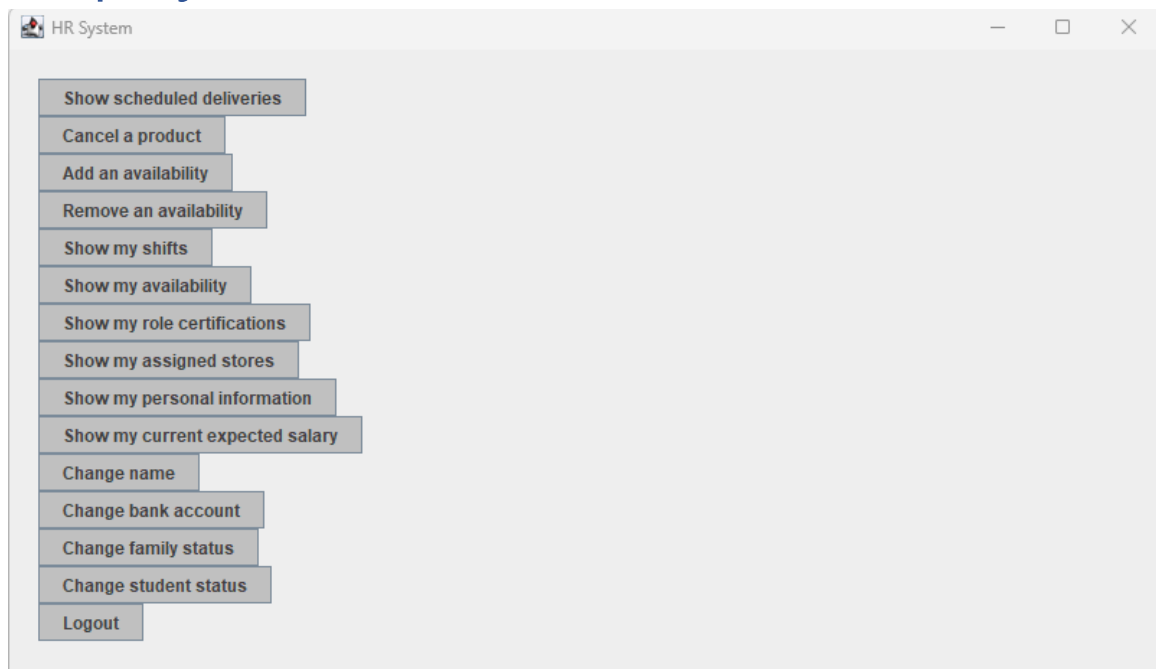
Introduction

HR system was created as a solution for handling employee & their data, shifts & schedules and job certifications & organization.

The system provides an interface for the different types of employees & their permissions. Each employee has access to a variety of actions and is capable of handling its availability, shifts, and personal information.

This manual explains each action an employee (HR Manager included) can do.

Employee Guide



Add Availability

Purpose: Adding an availability for a shift, in a specified store.

Required Data:

1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name] / "drivers"

A screenshot of a web application window titled "Add an availability". The window contains a form with three input fields. The first field is labeled "Shift's Date (dd-mm-yyyy):", the second is labeled "Shift's Type (morning / evening):", and the third is labeled "store / 'drivers':". Below the input fields are two buttons: "Done" and "Back".

Remove Availability

Purpose: Removing an availability from a shift in a specified store.

Required Data:

1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name] / "drivers"



The screenshot shows a dialog box titled "Remove an availability". It contains three input fields: "Shift's Date (dd-mm-yyyy):", "Shift's Type (morning / evening):", and "store / 'drivers':". Below the input fields are two buttons: "Done" and "Back".

View Shifts

Purpose: Viewing all assigned shifts per store, in the format:

[date (dd-mm-yyyy)] –[type (morning / evening)], as [role]

View Availability

Purpose: Viewing all submitted availabilities per store, in the format:

[date (dd-mm-yyyy)] –[type (morning / evening)]

Change Personal Information

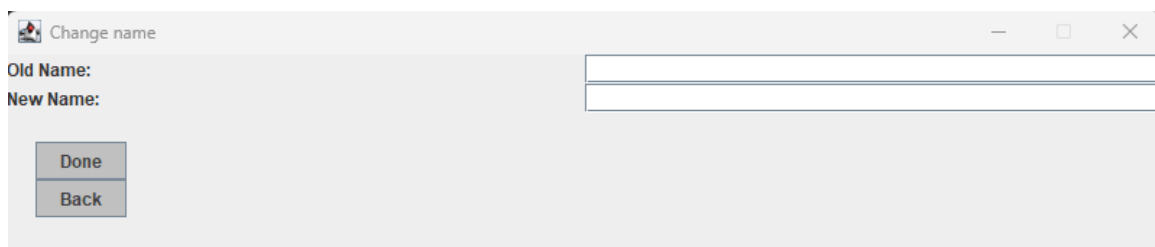
Change Name

Purpose: Changing the name

Required Data:

1. Old name
2. New Name

- **Important!** The old name MUST be the same, including capital letters.




The screenshot shows a dialog box titled "Change name". It contains two input fields: "Old Name:" and "New Name:". Below the input fields are two buttons: "Done" and "Back".

Change Bank Account

Purpose: Changing the bank account number

Required Data:

1. Old bank account number
2. New bank account number

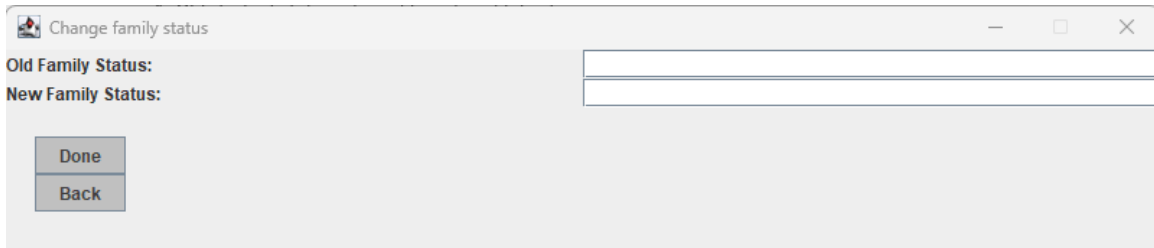
A screenshot of a web form titled "Change bank account". The form has a title bar with a close button. It contains two input fields: "Old Bank Account:" and "New Bank Account:". Below the input fields are two buttons: "Done" and "Back".

Change Family Status

Purpose: Changing the family status

Required Data:

1. Old family status – [Married / Divorced / Single / Widowed]
2. New family status – [Married / Divorced / Single / Widowed]


A screenshot of a web form titled "Change family status". The form has a title bar with a close button. It contains two input fields: "Old Family Status:" and "New Family Status:". Below the input fields are two buttons: "Done" and "Back".

Change Student Status

Purpose: Changing the student status

Required Data:

1. Old student status – [yes / true / no / false]
2. New student status – [yes / true / no / false]

A screenshot of a web form titled "Change student status". The form has a title bar with a close button. It contains two input fields: "Were you a student before? (yes / no):" and "Are you a student now? (yes / no):". Below the input fields are two buttons: "Done" and "Back".

View Role Certifications

Purpose: Viewing all role certifications as a list.

View Store Certifications

Purpose: Viewing all stores certifications as a list.

View Personal Information

Purpose: Viewing personal information saved in the system.

View Current Expected Salary

Purpose: Viewing the current expected salary, calculated according to assigned shifts.

Cancel a Product

Purpose: Canceling a product during a shift, using a canceling card.

Only an HR Manager & Shift Manager are allowed to use this.

Required Data:

1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name]
4. Product id



The screenshot shows a dialog box titled "Cancel a product". It contains four input fields for the following labels: "Product ID:", "Shift's Date (dd-mm-yyyy):", "Shift's Type (morning / evening):", and "store / 'drivers':". Below the input fields are two buttons: "Done" and "Back".

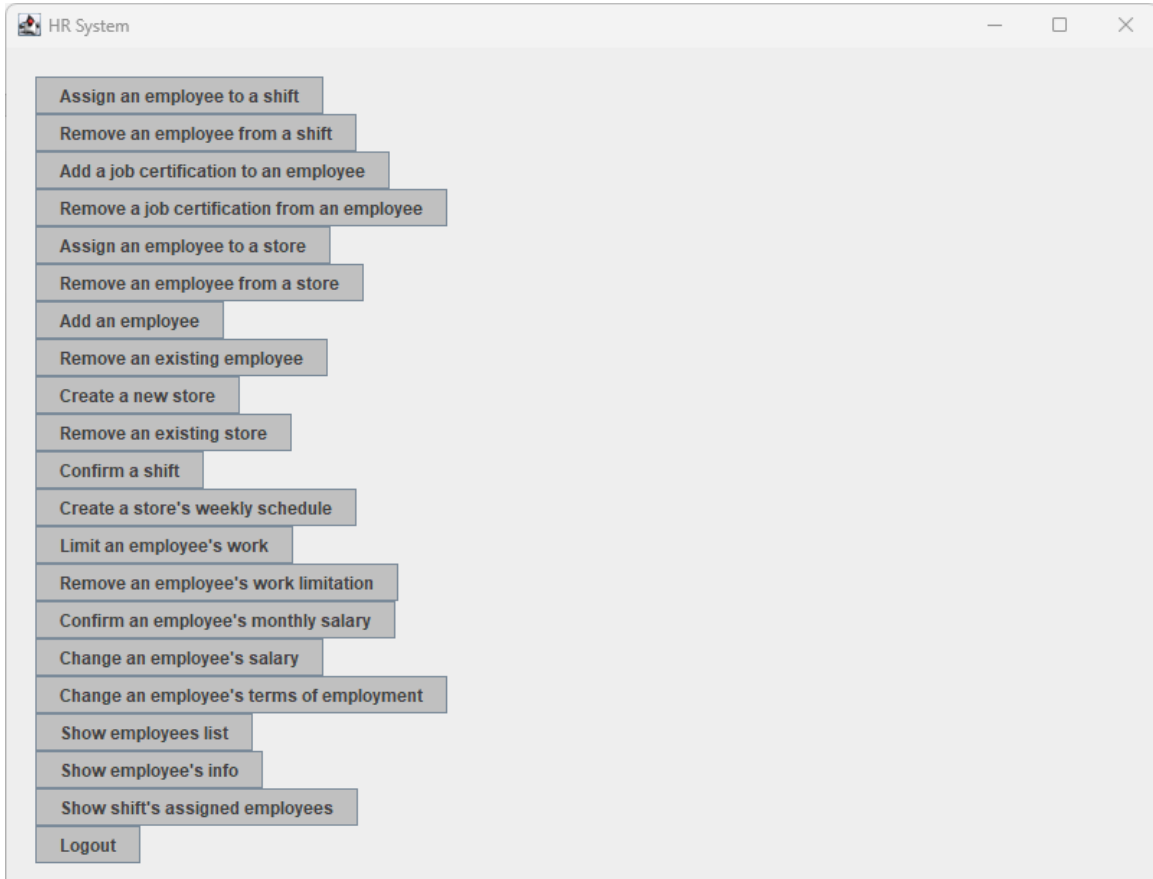
View Scheduled Deliveries

Purpose: Viewing the scheduled deliveries for a shift.

Required Data:

1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name]

HR Manager Guide



Assign an Employee to a Shift

Purpose: Assigning an available employee to a shift.

Required Data:

1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name] / "drivers"
4. Employee id
5. Role –
[Cashier / Storekeeper / Security / Cleaning / Usher / General / ShiftManager / Driver]


A screenshot of a web application window titled "Assign an employee to a shift". The window contains a form with five input fields. The labels for the fields are: "Employee ID:", "Shift's Date (dd-mm-yyyy):", "Shift's Type (morning / evening):", "store / 'drivers':", and "Role:". The input fields are empty. At the bottom left of the form, there are two buttons: "Done" and "Back".

Remove an Employee from a Shift

Purpose: Removing an employee assignment from a shift.

Required Data:

1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name] / "drivers"
4. Employee id
5. Role –
[Cashier / Storekeeper / Security / Cleaning / Usher / General / ShiftManager / Driver]



The screenshot shows a web form titled "Remove an employee from a shift". It contains five input fields for "Employee ID:", "Shift's Date (dd-mm-yyyy):", "Shift's Type (morning / evening):", "store / 'drivers':", and "Role:". Below the fields are two buttons: "Done" and "Back".

Add Job Certification

Purpose: Adding a job certification to an employee.

Required Data:

1. Employee id
2. Role –
[Cashier / Storekeeper / Security / Cleaning / Usher / General / ShiftManager / Driver]



The screenshot shows a web form titled "Add a job certification to an employee". It contains two input fields for "Employee ID:" and "Role:". Below the fields are two buttons: "Done" and "Back".

Remove Job Certification

Purpose: Removing a job certification from an employee.

Required Data:

1. Employee id
2. Role –
[Cashier / Storekeeper / Security / Cleaning / Usher / General / ShiftManager / Driver]



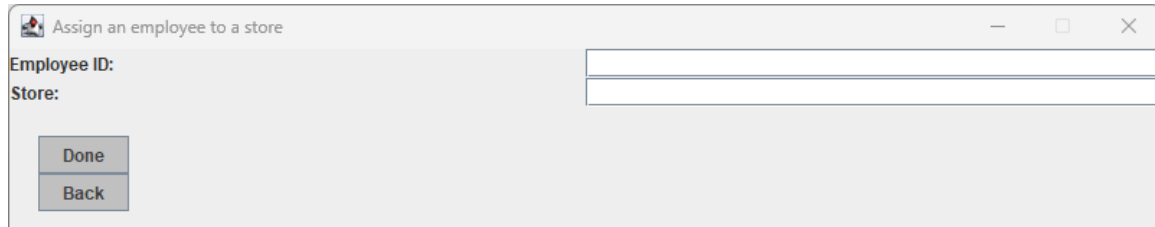
The screenshot shows a web form titled "Remove a job certification from an employee". It contains two input fields for "Employee ID:" and "Role:". Below the fields are two buttons: "Done" and "Back".

Add Store Certification

Purpose: Adding a store certification to an employee.

Required Data:

1. Employee id
2. Store's name



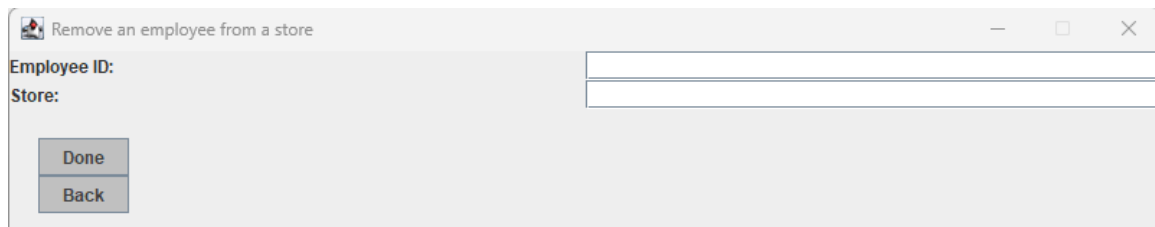
A screenshot of a software window titled "Assign an employee to a store". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. The main area contains two input fields: "Employee ID:" and "Store:". Below these fields are two buttons: "Done" and "Back".

Remove Store Certification

Purpose: Removing a store certification from an employee.

Required Data:

1. Employee id
2. Store's name



A screenshot of a software window titled "Remove an employee from a store". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. The main area contains two input fields: "Employee ID:" and "Store:". Below these fields are two buttons: "Done" and "Back".

Add an Employee

Purpose: Adding a new employee to the system.

Required Data:

1. Id
2. Name
3. Bank account number
4. Salary
5. Terms of employment
6. Family status - [Married / Divorced / Single / Widowed]
7. Student status – [yes, true, no, false]
8. Password



A screenshot of a software window titled "Add an employee". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. The main area contains several input fields: "Employee ID:", "Employee Name:", "Bank Account Number:", "Salary:", "Terms of Employment:", "Employment Date (dd-mm-yyyy):", "Family Status:", "Is the employee a student?:", and "Password:". Below these fields are two buttons: "Done" and "Back".

Remove an Employee

Purpose: Removing an existing employee from the system.

Required Data:

1. Employee id


A screenshot of a software window titled "Remove an existing employee". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar, there is a label "Employee ID:" followed by a text input field. At the bottom left of the window, there are two buttons: "Done" and "Back".

Create a Store

Purpose: Creating a new store from the system.

Required Data:

1. Store's name


A screenshot of a software window titled "Create a new store". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar, there is a label "Store:" followed by a text input field. At the bottom left of the window, there are two buttons: "Done" and "Back".

Remove a Store

Purpose: Removing an existing store from the system.

Required Data:

1. Store's name

A screenshot of a software window titled "Remove an existing store". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar, there is a label "Store:" followed by a text input field. At the bottom left of the window, there are two buttons: "Done" and "Back".

Confirm a Shift

Purpose: Confirm a shift (Checking if the shift has a shift-manager)

Required Data:

1. Shift's date – [dd-mm-yyyy]
2. Shift's type – [Morning / Evening]
3. Store – [Store's name] / "drivers"

A shift that's not confirmed 24 hours ahead – will send a notification mail to HR Manager's mail : **206494015.322527375.hrmanager@gmail.com**

Email's Password: **bengurion111**



Confirm a shift

Shift's Date (dd-mm-yyyy):

Shift's Type (morning / evening):

store / "drivers":

Done

Back

Create a Weekly Schedule

Purpose: Create a weekly schedule for a store

Required Data:

1. First day of the week - [dd-mm-yyyy]
2. Store's name
3. Morning shift's starting time – [hh:mm]
4. Morning shift's ending time – [hh:mm]
5. Evening shift's starting time – [hh:mm]
6. Evening shift's ending time – [hh:mm]



Create a store's weekly schedule

Week's First Date (dd-mm-yyyy):

store / "drivers":

Morning Start Time (hh:mm):

Morning End Time (hh:mm):

Evening Start Time (hh:mm):

Evening End Time (hh:mm):

Done

Back

Limit an Employee's Work

Purpose: Limiting an employee's work – restricting them from adding an availability

Required Data:

1. Employee id
2. Shift's date – [dd-mm-yyyy]
3. Shift's type – [Morning / Evening]
4. Store – [Store's name] / "drivers"



Limit an employee's work

Employee ID:

Shift's Date (dd-mm-yyyy):

Shift's Type (morning / evening):

store / "drivers":

Done

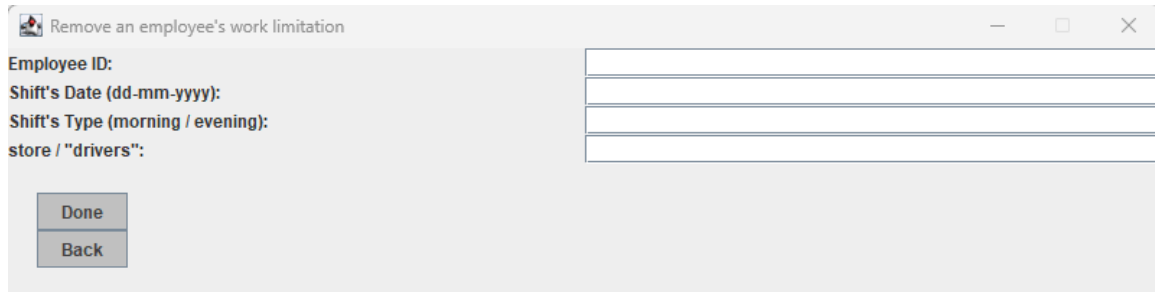
Back

Remove Employee's Work Limitation

Purpose: Removing an employee's work limitation

Required Data:

1. Employee id
2. Shift's date – [dd-mm-yyyy]
3. Shift's type – [Morning / Evening]
4. Store – [Store's name] / "drivers"



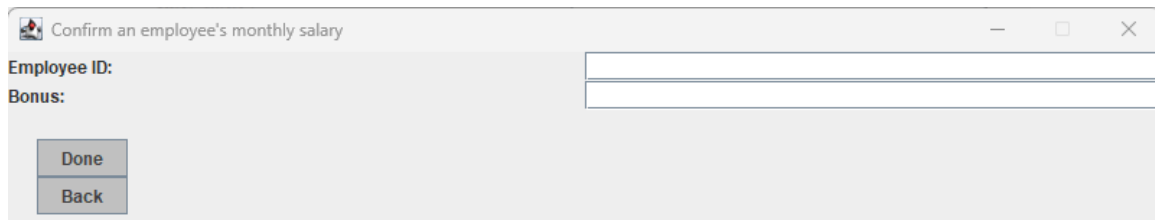
The screenshot shows a web form titled "Remove an employee's work limitation". It contains four input fields: "Employee ID:", "Shift's Date (dd-mm-yyyy):", "Shift's Type (morning / evening):", and "store / 'drivers':". Below the input fields are two buttons: "Done" and "Back".

Confirm Employee's Salary

Purpose: Confirming an employee's salary at the end of the month, with an option to add a bonus.

Required Data:

1. Employee id
2. Bonus (0 if not needed)



The screenshot shows a web form titled "Confirm an employee's monthly salary". It contains two input fields: "Employee ID:" and "Bonus:". Below the input fields are two buttons: "Done" and "Back".

Change Employee's Information

Change Salary

Purpose: Changing an employee's salary.

Required Data:

1. Old salary
2. New salary



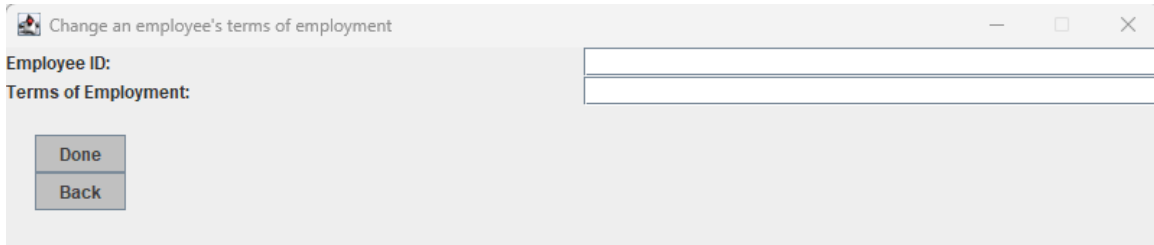
The screenshot shows a web form titled "Change an employee's salary". It contains three input fields: "Employee ID:", "Old Salary:", and "New Salary:". Below the input fields are two buttons: "Done" and "Back".

Change Terms of Employment

Purpose: Changing an employee's terms of employment.

Required Data:

1. New terms of employment



The screenshot shows a web application window with the title "Change an employee's terms of employment". Inside the window, there are two input fields: "Employee ID:" and "Terms of Employment:". Below these fields, there are two buttons: "Done" and "Back".

View Employees

Purpose: Viewing all existing employees, in the format: [id] – [name]

View Employee's Information

Purpose: Viewing an employee's information.

View Shift's Assigned Employees

Purpose: Viewing all of a shift's assigned employees.

Loaded Data

The system is loaded with data for example use. The data is:

Stores: Tel Aviv, Beer Sheva, Rishon Le Zion, Raanana, Haifa, Ashkelon, Ashdod, Eilat, drivers.

Schedules: Each of the stores has a weekly schedule for the 2.7.23 – 8.7.23 week.

The loaded data is generated automatically & randomly – there are 150 employees & 100 drivers generated. Each employee gets random jobs certifications and assigned to random stores.

In addition, each employee gives random availability to shifts & gets assigned.