

By Vivek Kushal Chakraborty

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MASTER-MANAGER

- Made by Vivek Kushal Chakraborty
- Master-Manager is made with a Dynamic thinking at its backend combined with a Simple and Intuitive design at its frontend.
- Master-Manager is an Employee Management Software aimed towards Schools, MNCs, Business and other institutions who require a simple and effective solution to the manage their employee's data.
- The Greatest advantage of Master-Manager is its instigation with Microsoft Excel. Master-Manager not only stores all of its data in MS Excel but can also Export and Import data to and from an Excel Workbook. This makes it hugely scalable and fast adaptable.
- Please send us your thoughts about Master-Manager through this <u>Google-form</u> we will be delighted to receive your feedback.

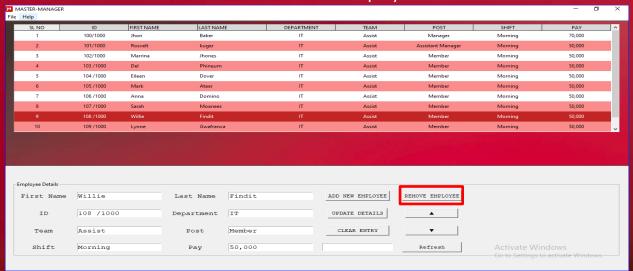


HELP

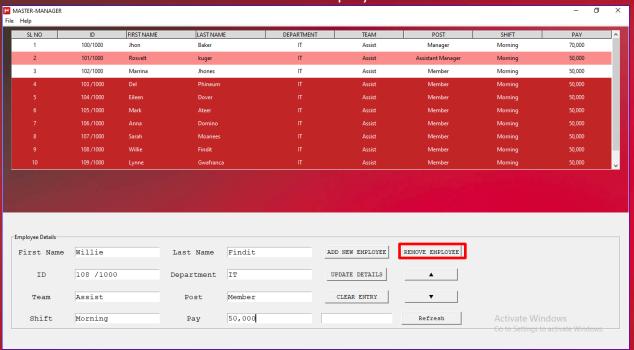
1. <u>ADD EMPLOYEE:</u> To add a new Employee record to the database just fill all the required fields and press the "ADD NEW EMPLOYEE" button in the Employee Details Tab.



2. <u>REMOVE SINGLE EMPLOYEE RECORD:</u> To remove a employee record first select the desired employee record from the selection pane and then click on the "<u>REMOVE EMPLOYEE</u>" button in the Employee Details tab.



3. <u>REMOVE MANY EMPLOYEE RECORDS</u>: To remove more than one Employee Record just Press and hold Ctrl and click on the desired records then click on the "REMOVE EMPLOYEE" button in the Employee Details tab.



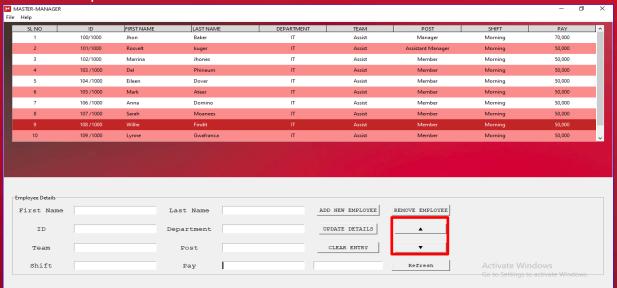
4. <u>UPDATE DETAILS:</u> To update an Employee's record first select the disered record and change from the details tab then click on the "UPDATE DETAILS" button present in the same Employee Details tab.



5. <u>CLEAR ENTRY:</u> To clear the Entry boxes just click on the "<u>CLEAR ENTRY</u>" button in the Employee Details tab.

Employee Details			
First Name	Last Name	ADD NEW EMPLOYEE	REMOVE EMPLOYEE
ID	Department	UPDATE DETAILS	A
Team	Post	CLEAR ENTRY	▼
Shift	Pay		Refresh

6. MOVE EMPLOYEE RECORD UP OR DOWN: To move a record up or down simply just click on the desired record and then click on the Up or Down arrow in the Employee details tab or press the Left or Right keyboard arrow to move the record up or down.



7. <u>REFRESH VIEW:</u> To refresh the records view clickon the "REFRESH" button in the Employee Details tab.



8. <u>Search:</u> To search any detail or record just type your search quary in the "SEARCH BOX" and press Enter or click on the Search button beside.

