

**HR Manager Instructions:**

Upon running the system for the first time you will need to create a HR manager in the system

Enter his Employee details as requested

Employee name

Employee salary

Employee bank account number

Password

After that you will be forwarded to main HR manager window

**Main HR window:**

Chose an option by selecting the corresponding number:

1. Add Branches

Enter branch and branch details:

Branch name

Branch address

Manager name

Manager bank account number

Manager salary

Once all details are entered, the system will create the branch and display the Branch Manager Id

After branch is added, the system will return to main HR manager window

2. Exit

The system will close and logout the manager

**Login:**

Launch the Employee Management System.

Enter your manager ID and password.

If its your first time logging in you will be asked to choose a password

You will be forwarded to main window as for your role

**Manager Instructions**

Chose an option by selecting the corresponding number:

1. Add Employee

fiFrom the main menu, select option 1. Add Employee.

Enter the employee details when prompted:

Employee name

Employee salary

Employee bank account number

Choose at least one role from the list by entering the corresponding number (for multiple roles choose multiple times)

Confirm the addition of roles by selecting 8. No more roles.

You must choose at least one role before proceeding.

The system will confirm the successful addition of the employee and display their Employee ID.

## 2. View Past and Current Weekly Shifts

From the main menu, select option 2. View Past&Current Weekly Shifts.

Select the day of the week or move a week before or a week after, by entering the corresponding number

Choose to view the morning or evening shift by entering M or E.

The system will display the shift details for the selected day and part of the day.

To exit, select 9. Exit.

## 3. Edit Next Week Shifts

From the main menu, select option 3. Edit Next Week Shifts.

Select the day of the week by entering the corresponding number:

Choose to edit the morning or evening shift by entering M or E.

The system will display the shift details for the selected day and part of the day.

Choose an option to edit the shift:

Add Employee

Remove Employee

Add Needed Role

Exit

Follow the prompts to add or remove employees or add needed roles.

To exit editing the shift, select 4. Exit.

From the main menu, select option: 4. Exit, to logout

The system will log you out and display a goodbye message.

## Employee Instructions:

Choose an option by entering the corresponding number

1. Enter the shifts when you aren't available to work:

Enter the number corresponding to the day you want to mark as unavailable.

Enter M/E to mark the morning/evening shift as unavailable.

To exit the CantWorkWindow, select option 7 from the day menu. The system will exit to employee main window

2. Enter your preferable shifts:

Enter the number corresponding to the day you want to set preferences for.

Enter M/E to set the morning/evening shift preference.

To exit the PreferencesWindow, select option 7 from the day menu. The system will exit to the employee main window.

3. Exchange shifts with other employees

Enter the employee's ID you want to exchange shifts with.

Choose the role to fulfill by entering the corresponding number.

To exit the ExchangeWindow, select option 7 from the day menu. The system will exit to the employee main window.

4. Exit system

Logout from system