

## **User's Guide 326639838-322720137:**

Before you start using the system you are prompted with a question rather to load the pre made data to the system, if you choose not to load them you'd only have access to the admin's account at login information's of ID:-1 and Password: "admin" . at first login of any account you'd be asked to choose a password considering that your initial password is your username. The admin can create remove and manage branches plus fire or uploaded to the system a worker's resignation plus all the actions of the tiers bellow

If you load the system's pre-made data you'd get extra accounts:

Branch manager with the login info of: id:22 and password: "Benjamin" of the Tel Aviv branch.

the branch manager can manage the logistics of his employees. Which includes: creating and managing shifts, updating a worker's work agreement information and manage the information that is relevant only to his branch.

Workers that can only manage their information use vacation days and update their current preferences for shifts. You can log in with the next accounts:

- 1,"Alfred"-roles:cashier
- 2,"Benjamin"-roles:cashier
- 3,"Casey"-roles:delivery
- 4,"Daniel"-roles:cleaner
- 5,"Emily"-roles:cleaner
- 6,"Francis"-roles: Quartermaster
- 7,"George"-roles: Quartermaster
- 8,"Hanna"-roles:packer
- 9,"Ian"-roles:packer
- 10,"Kelly"-roles:delivery
- 11,"Kelly"-roles:shift manager
- 12,"Louis"-roles:butcher
- 13,"Margo"-roles:delly man
- 14,"Nathan" -roles:guard
- 15,"Oliver"-roles:guard

All in the Tel Aviv branch and all in 2 shifts one of tomorrow evening and on of the day after tomorrow morning. And all are in an on going shift

\*if you load it on Friday it will all delay by one day cause Saturday is a rest day and if its Thursday it will add 2

\*\*if you check on Saturday then loading todays shift will be problematic...

before you can use the system you'd have to log in with id and password. You can close the system in this step too.

## **Commands:**

- 0) command list
- 1) logout
- 2) change password
- 3) Show your information
- 4) Show your Constraints
- 5) Set bank number
- 6) use vacation days
- 7) set your Constraints
- 8) show your roles
- 9) join branch
- 10) show your shifts
- 11) altar on going shift
- 12) add license

### **BM and HR Only Commands:**

- 13) Set a worker's global wage
- 14) Set a worker's hourly wage
- 15) Set if a worker is full time job employee or not
- 16) Set a worker's vacation days
- 17) Reset a worker's vacation days
- 18) work on shift
- 19) change a worker's optional roles
- 20) set half a day off
- 21) set a full day off
- 22) set the deadline for your branch workers constraints
- 23) set your branch's minimal workers for a shift
- 24) show your branch's information
- 25) remove a worker from your branch
- 26) add a worker to your branch

### **HR Only Comands:**

- 27) add a worker
- 28) show branches
- 29) add branch
- 30) remove branch
- 31) enter a worker's resignation
- 32) fire a worker
- 33) create a Branch manager
- 34) set a branch manager

-1) Exit- Exit the module

### **Commands explanation:**

- 1) close the system
- 0) print the commands list
- 1) logout of your account
- 2) youd be asked to enter the old password and the new password and if the old password matches and the new password is legal the password will be changed
- 3) prints the information of the worker that is logged in
- 4) prints a 7 by 2 array of whether he can, can't or wants to be in a shift that day of the week. There can also be inactive for a shift that doesn't exist
- 5) youd be asked the enter the new bank account and then the system will update it.
- 6) Youd be ask to choose how many vacation days to use and if you have enough youd use them.
- 7) Youd be asked to choose the shift in the next week you want to update its constraints and to what you want to change it to and then it will be updated.
- 8) Prints the list of roles of the current worker.
- 9) Youd be asked to choose a branch you want to work at
- 10) Youd get the next shifts you have in a chosen range of dates
- 11) If you are a shift manager in an on going shift he can change the role of a worker
- 12) Youd be asked to enter what type of license you wanna add to your account
- 13) Youd be asked to chose a worker and a new wage and if he is full time it will update it
- 14) Youd be asked to chose a worker and a new wage and if he is not full time it will update it
- 15) Youd be asked to choose a worker and change if he is a full time worker or not
- 16) Youd be asked to choose a worker and a new amount of vacation days to set as the annual vacation days
- 17) Youd be asked to choose a worker to reset his current vacation days back to the annual amount
- 18) Youd be asked to create or choose a shift and then youd be able to see the available workers for each shift youd be able to add workers to the shift remove workers show the shift info and check if the shift has the minimal requirements
- 19) Youd be able to choose a worker and a role to add to his abilities.
- 20) You can choose a day and if dayshift or night shift to set as a half rest day
- 21) You can choose a day to set as a rest day
- 22) Youd be asked a day to make the weekly deadline to set constraints
- 23) Youd be able to choose a minimum number of workers needed for a role in every shift.
- 24) Print the info of the branch this BM manages
- 25) Choose a worker to remove from your branch

- 26) Choose a worker to add your branch
- 27) add a new worker to the system
- 28) show all branches
- 29) add a new branch
- 30) choose a branch to close
- 31) choose a worker to enter a he's resignation
- 32) choose a worker to fire
- 33) create a Branch manager
- 34) Choose a worker and a branch to set a branch manager