

Payroll Calculator Web Application's User Manual

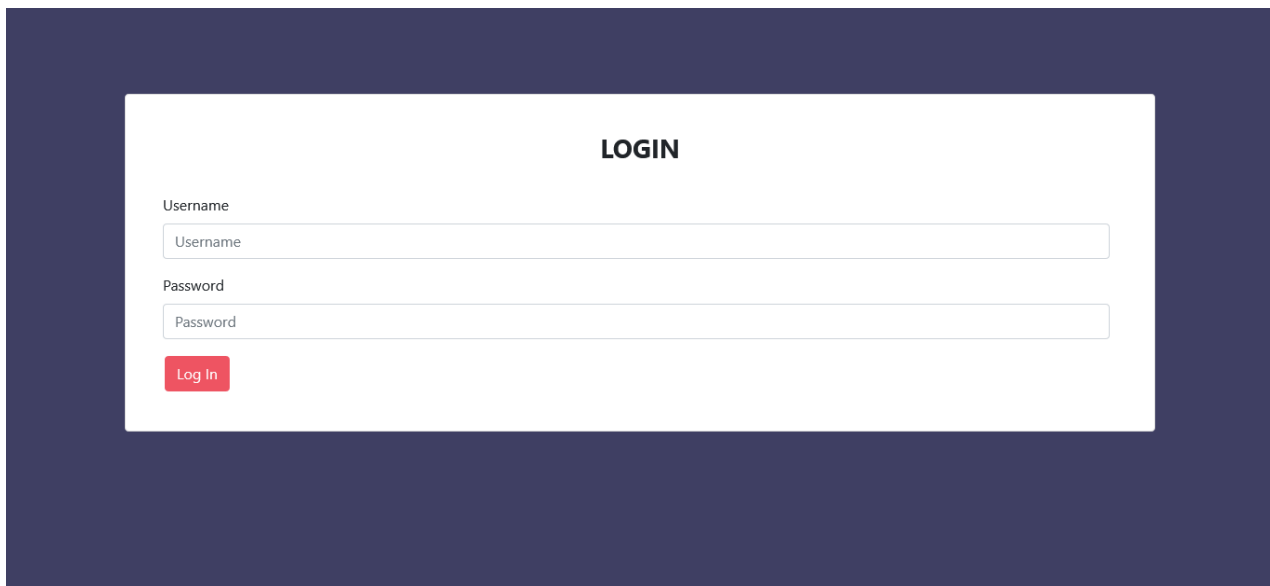
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1. Login page

In order to access the web application, the user must first log in; the login page is shown in Figure 1. Suppose the user tries to access, for example, the allowance page before logging in into the system. The system will redirect the page to the login page. After the user logs in, the system will redirect the user to the page the user tried to access before logging in.

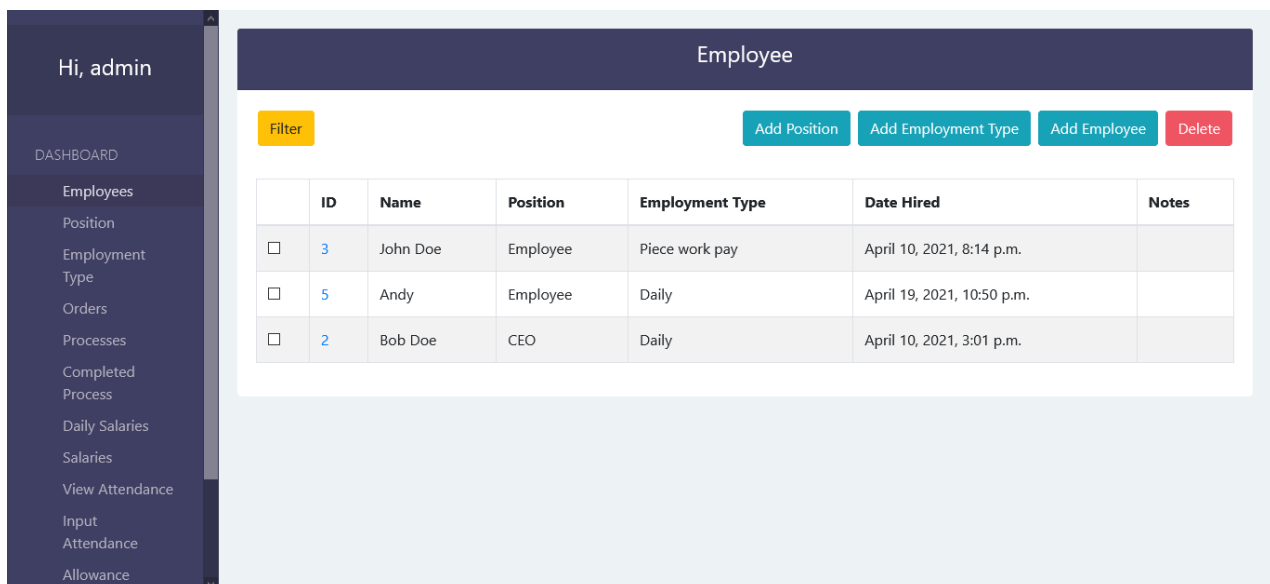
A screenshot of a login page with a dark blue background. A white rectangular box in the center contains the title "LOGIN" in bold. Below the title are two input fields: "Username" and "Password", each with a placeholder text of the same name. Below the password field is a red "Log In" button.

LOGIN

Username

Password

Figure 1 Login page

A screenshot of a web application interface. On the left is a dark blue sidebar with a user greeting "Hi, admin" and a list of menu items: DASHBOARD, Employees, Position, Employment Type, Orders, Processes, Completed Process, Daily Salaries, Salaries, View Attendance, Input Attendance, and Allowance. The main content area has a dark blue header with the title "Employee". Below the header are four buttons: "Filter" (yellow), "Add Position" (teal), "Add Employment Type" (teal), "Add Employee" (teal), and "Delete" (red). Below the buttons is a table with 7 columns: ID, Name, Position, Employment Type, Date Hired, and Notes. The table contains three rows of data.

Hi, admin

DASHBOARD

- Employees
- Position
- Employment Type
- Orders
- Processes
- Completed Process
- Daily Salaries
- Salaries
- View Attendance
- Input Attendance
- Allowance

Employee

	ID	Name	Position	Employment Type	Date Hired	Notes
<input type="checkbox"/>	3	John Doe	Employee	Piece work pay	April 10, 2021, 8:14 p.m.	
<input type="checkbox"/>	5	Andy	Employee	Daily	April 19, 2021, 10:50 p.m.	
<input type="checkbox"/>	2	Bob Doe	CEO	Daily	April 10, 2021, 3:01 p.m.	

Figure 2 View employee page

2. Employee pages

2.1. View employee page

If the user directly goes to the login page, the first page that is displayed by the system after the user logs in is the employee page; the employee page is shown in Figure 2. It shows all employees' personal information (first and last name, position, employment type, date hired, and notes if there is any). Other information about the employee can be seen on the edit page, to go to the edit page refer to edit employee section 2.3.

2.2. Add employee page

The user can add an employee by clicking on the “Add Employee” button, which is located on the upper right of the view employee page (Figure 2). After the user input all the required fields correctly in the add employee page, the user can click on the “Create” button to add it. The add employee page is shown in Figure 3.



Figure 3 Add employee page

2.3. Edit employee page

The user can edit an employee's data by clicking on the employee's ID the user wants to edit. The ID is located on the left side of the rows in the view employee page (Figure 2). The system will then redirect the page to the edit employee page with that ID. The edit employee page is shown in Figure 4.

Figure 4 Edit employee page

2.4. Delete employee

The user can delete one or more employees by ticking the checkbox of the employee the user wants to delete (red box in Figure 6), located on the left side of the rows in the view employee page (blue box in Figure 6). Then click the “Delete” button, located on the upper right of the employee page. The delete confirmation pop-up will then show up (Figure 5) in the upper of the page. Click the “Delete” button in the confirmation pop-up to delete them from the database, or click the “Close” button to cancel.

Figure 5 Delete confirmation pop up

After deleting one or more employees, a success message will be shown in the upper part of the page; the screenshot of the message is shown in Figure 7. If nothing is selected, the system will show a different message, shown in Figure 8.

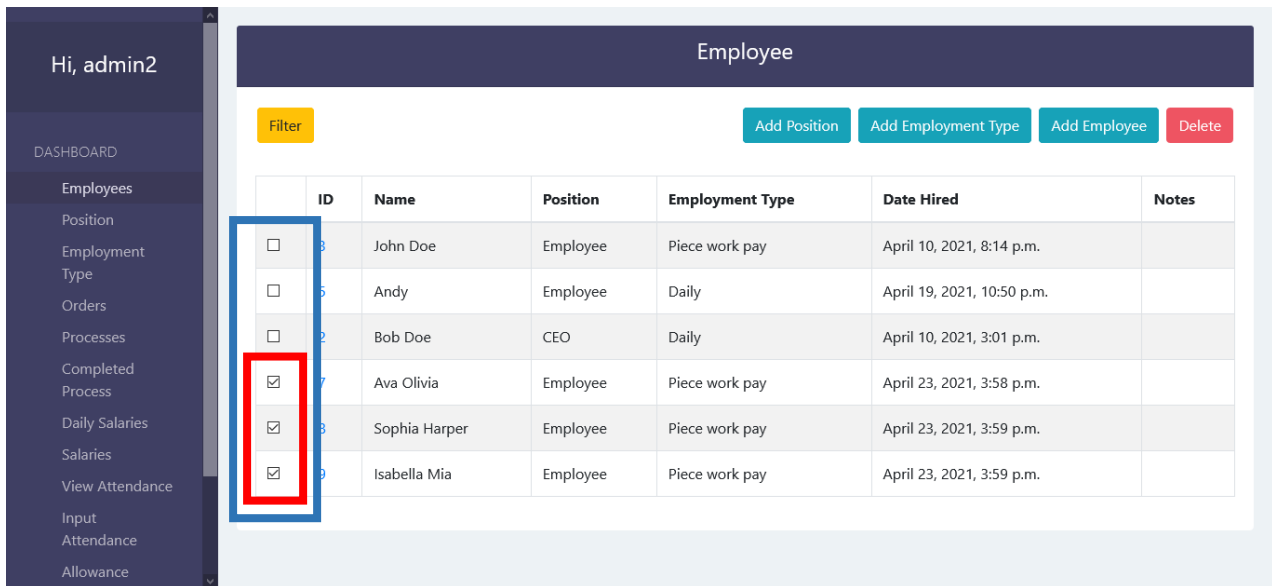


Figure 6 Checkbox

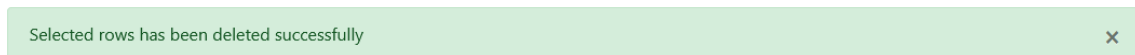


Figure 7 Delete successful message



Figure 8 Nothing is selected message

2.5. Filter employee

The user can filter the employee based on the employee's first name, last name, phone number, email, address, position ID, employment type ID, notes containing some word or character, date hired greater than or equal to the entered date, and/or date hired less than or equal to the entered date. To filter them, the user has to click on the "Filter" button, located in the upper left of the employee page (Figure 2). The filter part will then show up, and the user can enter the fields the user wants to filter then click the "Search" button. The employee page with the filter part is shown in Figure 9.

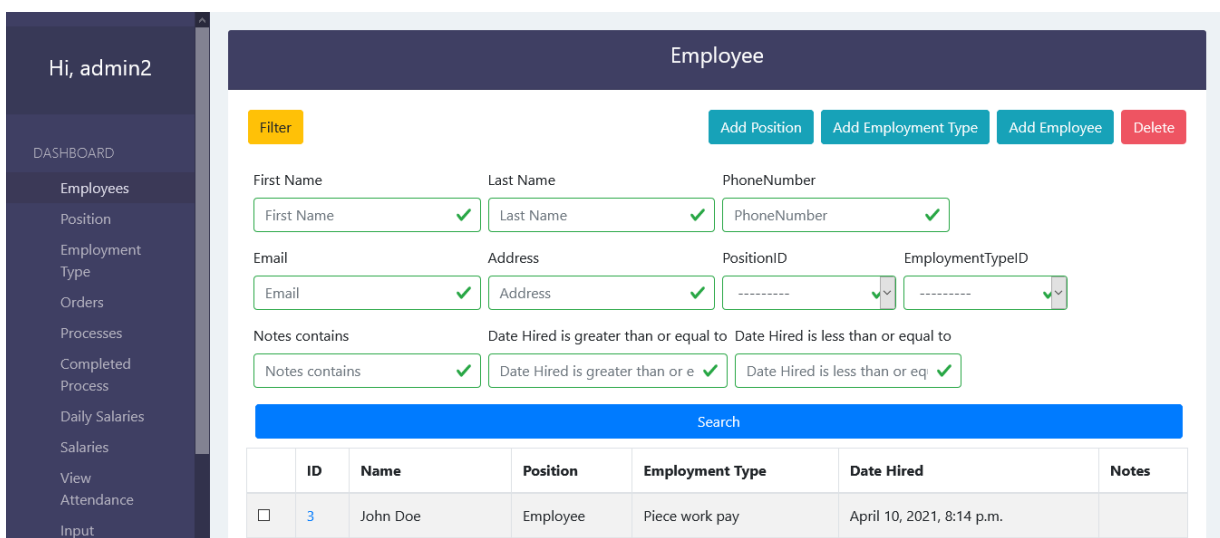


Figure 9 Employee page with the filter part

3. Position pages

To edit a position name, the user will need to click on the ID of the position, which is located on the left side of the position page (Figure 10). The system will redirect the page to the edit page. After the user is done editing it, click on the “Update” button to save the changes. The system will redirect the page back to the view position page. The process to add and delete position is similar to the process to add and delete employee.

The position page (Figure 10), add (Figure 11), and edit (Figure 12) position pages are shown below:

	ID	Position Name
<input type="checkbox"/>	1	CEO
<input type="checkbox"/>	2	Head of Director
<input type="checkbox"/>	3	Employee

Figure 10 View position page

Figure 11 Add position page

4. Employment type pages

The steps to add, edit, and delete employment type are similar to the steps to add, edit, and delete employee. The employment type page, add, and edit employment type pages are shown in Figure 13, Figure 14, and Figure 15, respectively.

Figure 12 Edit position page

5. Order pages

The steps to add, edit, and delete order are similar to the steps to add, edit, and delete employee. The “View Process” button will redirect the page to all the processes of that particular order, shown in Figure 18. The order page, add, and edit order pages are shown in Figure 16, Figure 20, and Figure 21, respectively. The filter part for

orders is shown in Figure 17, and the filter part for processes of order is shown in Figure 19.

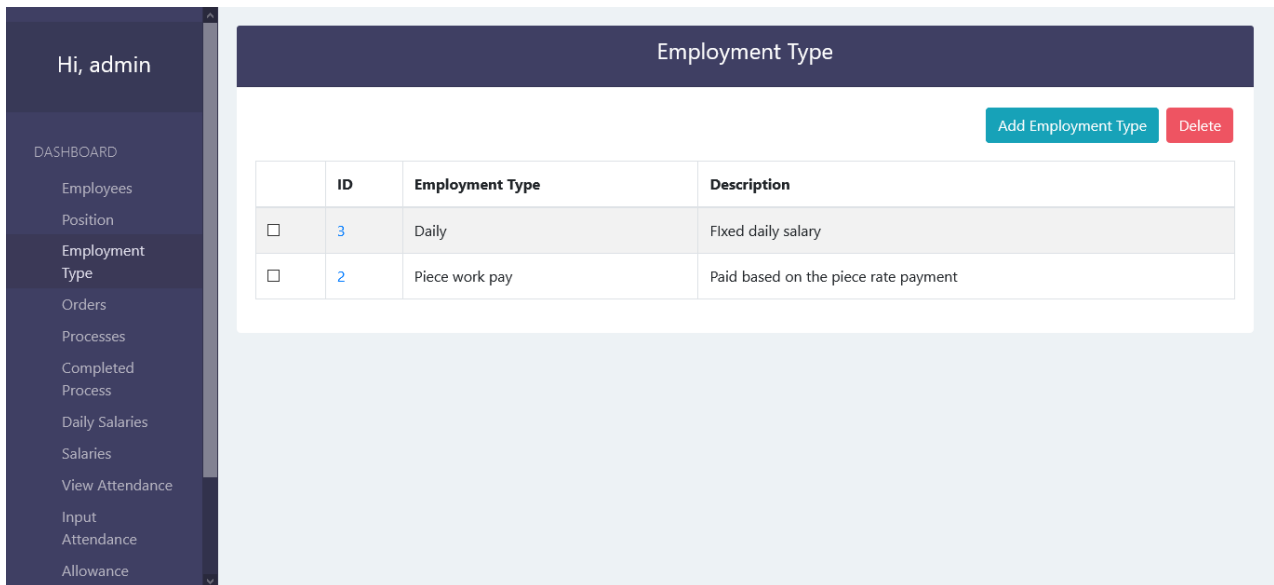


Figure 13 View employment type page

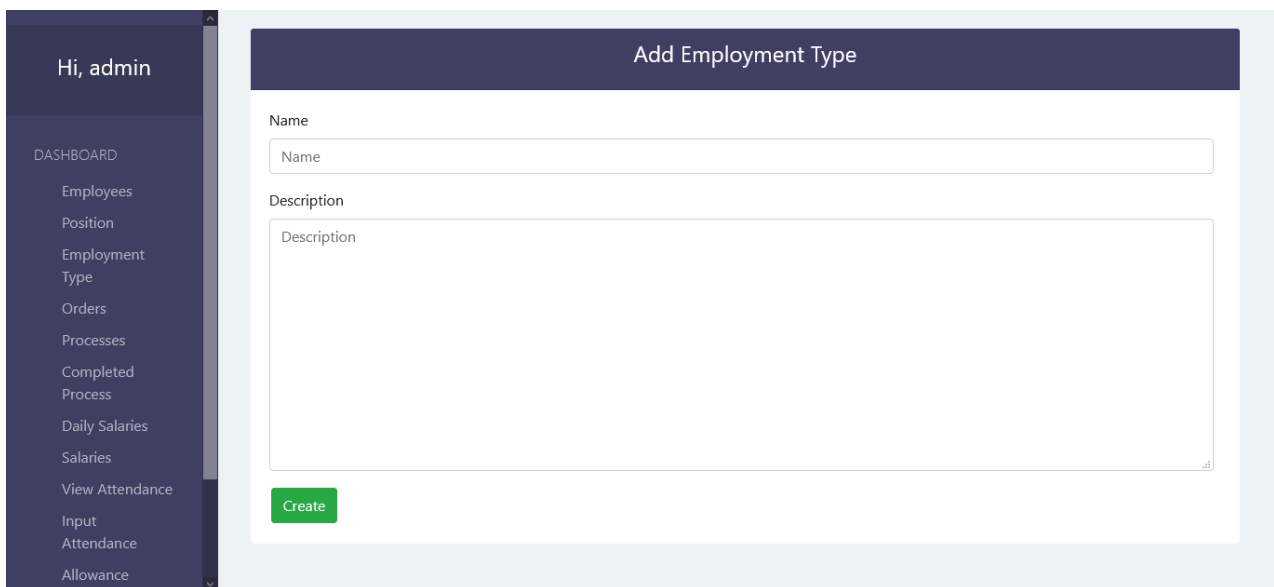


Figure 14 Add employment type page

6. Process pages

The steps to add, edit, and delete process are similar to the steps to add, edit, and delete employee. The user can click on the order code (shown in Figure 22 red box) to see the processes of that particular order. The process page, add, and edit process pages are shown in Figure 22, Figure 24, and Figure 25, respectively. The filter part for processes is shown in Figure 23. The processes of a particular order page are shown in Figure 18, and the filter for it is shown in Figure 19.

Hi, admin

DASHBOARD

Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance
Allowance

Edit Employment Type

Name

Piece work pay

Description

Paid based on the piece rate payment

Update

Figure 15 Edit employment type page

Hi, admin

DASHBOARD

Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance

Order

Filter
Add Order
Delete

	ID	Order Code	Order Name	Quantity	Description	Date Created	Last Modified	Action
<input type="checkbox"/>	8	SC0001	Short White Socks	5,000	All size	April 22, 2021, 9:27 p.m.	April 22, 2021, 9:28 p.m.	<div>View Process</div>
<input type="checkbox"/>	7	JE2021	Long Jeans	1,500		April 22, 2021, 9:26 p.m.	April 22, 2021, 9:26 p.m.	<div>View Process</div>
<input type="checkbox"/>	6	SK1001	Skirt 1001	2,000	Skirt with 1001 printed on both sides	April 22, 2021, 9:24 p.m.	April 22, 2021, 9:24 p.m.	<div>View Process</div>
<input type="checkbox"/>	5	AK1001	T-shirt 1001	3,000	T-shirt with 1001 printed on it	April 22, 2021, 9:23 p.m.	April 22, 2021, 9:23 p.m.	<div>View Process</div>

Figure 16 View order page

Code contains ✓

Name ✓

Description contains ✓

Date Created is greater than ✓

Date Created is less than or equal to ✓

Search

Figure 17 Order filter part

Hi, admin

DASHBOARD

Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance
Allowance

Process of Order SC0001

Filter
Add Process
Delete

	ID	ID Order Code	Process Name	Payment/unit	Quantity	Description
<input type="checkbox"/>	6	8 SC0001	Front stitches	1.00	5,000	
<input type="checkbox"/>	7	8 SC0001	Rear stitches	1.20	5,000	

Figure 18 View process of order page

Name contains
Description contains
Price is greater than or equal to
Price is less than or equal to

Name contains ✓
Description contains ✓
Price is greater than or equal to ✓
Price is less than or equal to ✓

Search

Figure 19 Process of order filter part

Hi, admin

DASHBOARD

Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance

Add Order

Code
Code
Name
Name
Quantity
Quantity
Description
Description

Figure 20 Add order page

Hi, admin

DASHBOARD
Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance

Edit Order

Code

SC0001

Name

Short White Socks

Quantity

5000

Description

All size

Figure 21 Edit order page

Hi, admin

DASHBOARD
Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance
Allowance

Process

Filter
Add Process
Delete

	ID	ID Order Code	Process Name	Payment/unit	Quantity	Description
<input type="checkbox"/>	7	8 SC0001	Rear stitches	1.20	5,000	
<input type="checkbox"/>	6	8 SC0001	Front stitches	1.00	5,000	
<input type="checkbox"/>	3	1 AAA	Hand stitches	2.00	200	Both left and r...
<input type="checkbox"/>	2	2 Ak506a	Piping	2.00	300	
<input type="checkbox"/>	1	1 AAA	Running stitches	1.00	1,000	

Figure 22 View process page

OrderID

Name contains

Description contains

Price is greater than or equal to

Name contains

Description contains

Price is greater than or equal to

Price is less than or equal to

Price is less than or equal to

Search

Figure 23 Process filter part

Figure 24 Add process page

Figure 25 Edit process page

7. Completed process pages

The steps to add, edit, and delete completed process are similar to the steps to add, edit, and delete employee. The completed process page, add, and edit completed process pages are shown in Figure 26, Figure 32, and Figure 33, respectively. The filter part for completed processes is shown in Figure 27. The user can click on the process name (shown in Figure 26 red box) to see the completed processes of that particular process. The completed processes of a particular process page is shown in Figure 28, and the filter part for it is shown in Figure 29.

Note:

- The quantity must be an integer greater or equal to 1 and less or equal to the

process quantity minus the total completed process quantity all employees have done.

Hi, admin
DASHBOARD
Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input
Attendance
Allowance

Completed Process

Filter

Add Completed Process Delete

	ID	ID Process Name	ID Employee Name	Quantity	Date Recorded
<input type="checkbox"/>	8	7 Rear stitches	3 John Doe	200	April 22, 2021, 9:43 p.m.
<input type="checkbox"/>	7	6 Front stitches	5 Andy	1,000	April 22, 2021, 9:43 p.m.
<input type="checkbox"/>	4	2 Piping	5 Andy	50	April 22, 2021, 5:46 p.m.
<input type="checkbox"/>	3	3 Hand stitches	3 John Doe	200	April 11, 2021, 10:59 p.m.
<input type="checkbox"/>	2	1 Running stitches	3 John Doe	500	April 10, 2021, 8:16 p.m.

Figure 26 View completed process page

ProcessID
EmployeeID
Date Recorded is greater than or equal to:
Date Recorded is less than or equal to:

▼

▼

Date Recorded is greater than or equal to:

✓

Date Recorded is less than or equal to:

✓

Search

Figure 27 Completed process filter part

Hi, admin
DASHBOARD
Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input
Attendance
Allowance

Completed Process of Process Rear stitches (Qty:5000)

Filter

Add Completed Process Delete

Total Completed Process Qty: 200 out of 5000

	ID	ID Process Name	ID Employee Name	Quantity	Date Recorded
<input type="checkbox"/>	8	7 Rear stitches	3 John Doe	200	April 22, 2021, 9:43 p.m.

Figure 28 View completed process of a particular process page

EmployeeID Date Recorded is greater than or equal to: Date Recorded is less than or equal to:

Figure 29 Completed process of a particular process filter part

The user can also click on the employee name (shown in Figure 26 blue box) to see the completed processes of that particular employee. The completed processes of a particular employee page is shown in Figure 30, and the filter part of it is shown in Figure 31.

Hi, admin

DASHBOARD

- Employees
- Position
- Employment Type
- Orders
- Processes
- Completed Process
- Daily Salaries
- Salaries
- View Attendance
- Input Attendance
- Allowance

Completed Process of John Doe

	ID	ID Process Name	Quantity	Date Recorded
<input type="checkbox"/>	8	7 Rear stitches	200	April 22, 2021, 9:43 p.m.
<input type="checkbox"/>	3	3 Hand stitches	200	April 11, 2021, 10:59 p.m.
<input type="checkbox"/>	2	1 Running stitches	500	April 10, 2021, 8:16 p.m.

Figure 30 View completed process of an employee page

ProcessID Date Recorded is greater than or equal to: Date Recorded is less than or equal to:

Figure 31 Completed process of an employee filter part

Figure 32 Add completed process page

Figure 33 Edit completed process page

8. Daily salary pages

The steps to add, edit and delete daily salary are similar to the steps to add, edit and delete employee. Each employee can only have one record of daily salary, and not all employees have to have daily salary (for example, employees who are only paid based on the work they did). The daily salary page, add, and edit daily salary pages are shown in Figure 34, Figure 35, and Figure 36, respectively.

Hi, admin

DASHBOARD

Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance
Allowance

Daily Salary

Add Daily Salary
Delete

	ID	ID Employee	Daily Salary	Notes	Last Modified
<input type="checkbox"/>	1	2 Bob Doe	300.00		April 22, 2021, 9:46 p.m.

Figure 34 View daily salary page

Hi, admin

DASHBOARD

Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance

Add Daily Salary

Employee ID

Daily Salary

Daily Salary

Notes

Notes

Create

Figure 35 Add daily salary page

Figure 36 Edit daily salary page

9. Allowance pages

The steps to add, edit, and delete allowance are similar to the steps to add, edit, and delete employee. The allowance page, add, and edit allowance pages are shown in Figure 37, Figure 39, and Figure 40, respectively. The allowance filter part is shown in Figure 38.

	ID	ID Employee	Allowance Amount	Date	Description
<input type="checkbox"/>	1	2 Bob Doe	150.50	April 16, 2021	Bonus
<input type="checkbox"/>	4	3 John Doe	15.00	April 9, 2021	
<input type="checkbox"/>	3	3 John Doe	10.00	April 15, 2021	Overtime

Figure 37 View allowance page

Figure 38 Allowance filter part

Hi, admin

DASHBOARD

- Employees
- Position
- Employment Type
- Orders
- Processes
- Completed Process
- Daily Salaries
- Salaries
- View Attendance
- Input Attendance
- Allowance

Add Allowance

Employee

Amount

Description

Date

Create

Figure 39 Add allowance page

10. Deduction pages

The steps to add, edit, and delete deduction are similar to the steps to add, edit, and delete employee. The deduction page, add, and edit deduction pages are shown in Figure 41, Figure 43, and Figure 44, respectively. The deduction filter part is shown in Figure 42.

Hi, admin

DASHBOARD

- Employees
- Position
- Employment Type
- Orders
- Processes
- Completed Process
- Daily Salaries
- Salaries
- View Attendance
- Input Attendance
- Allowance

Edit Allowance

Employee

3 | John Doe

Amount

10.00

Description

Overtime

Date

2021-04-15

Update

Figure 40 Edit allowance page

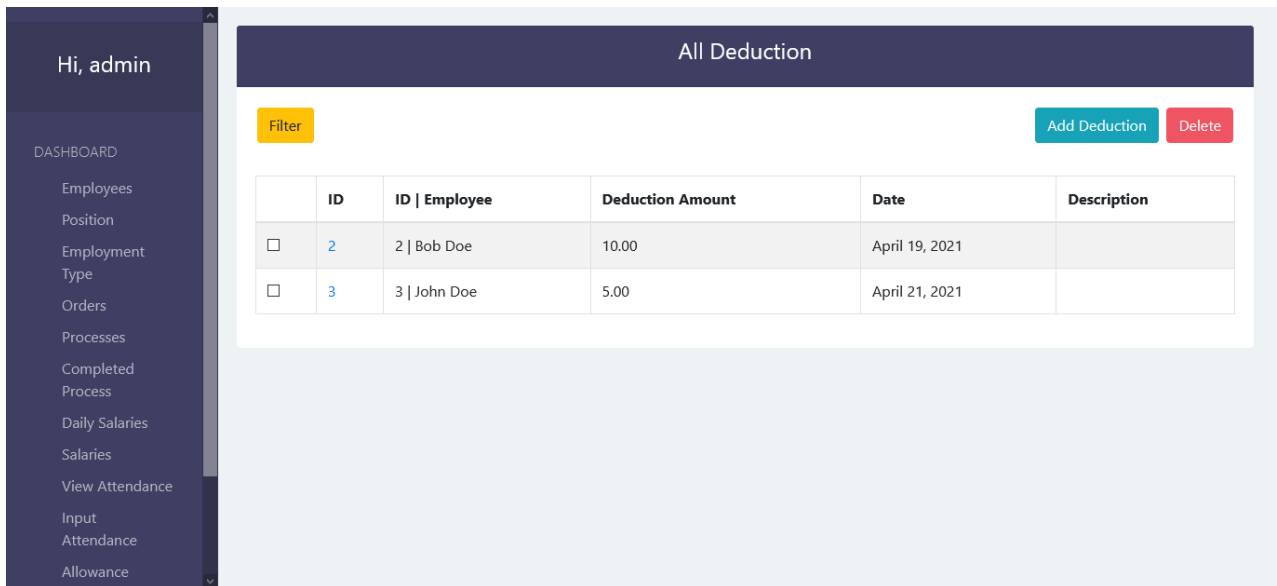


Figure 41 View deduction page

EmployeeID Description contains Date is greater than or equal to Date is less than or equal to

✓
 ✓
 ✓
 ✓

Search

Figure 42 Deduction filter part

The screenshot shows the 'Add Deduction' page. The sidebar is identical to Figure 41. The main content area has a header 'Add Deduction' and a form with the following fields:

- Employee:
- Amount:
- Description:
- Date:

At the bottom of the form is a green 'Create' button.

Figure 43 Add deduction page

Figure 44 Edit deduction page

11. Attendance record pages

The steps to edit and delete attendance records are similar to the steps to edit and delete employee. The attendance page and edit attendance pages are shown in Figure 45 and Figure 47, respectively. The attendance filter part is shown in Figure 46. The user can click on the employee (shown in Figure 45 red box) to view all attendance records of that particular employee. The attendance records of a particular employee page is shown in Figure 48, and its filter is shown in Figure 49. To add attendance records, the user must first input the employee and the date range; the page is shown in Figure 50. After inputting those data, the user has to click on the “Input” button, and the system will redirect the user to the add attendance page, which is shown in Figure 51. Considering the payroll system is used by a business that employs piece-rate payment, and most of these businesses pay their employees by the week. The system’s default date range in Figure 50 page is the previous six days calculated from today. For example, if the user tries to input the attendance records on Saturday, 24th April 2021, the system’s default date range is Monday, 19th April 2021 to Saturday, 24th April 2021. In addition, the default attendance percentage is set to 100.

Note:

- Each employee can only have one record of attendance on the same day.
- The attendance percentage must be greater or equal to 0 and less or equal to 100 ($0 \leq \text{attendance percentage} \leq 100$). Attendance percentage zero means the person is absent,

attendance percentage less than 100 means the person is late, and attendance percentage of 100 means the person is on time.

- The attendance percentage will be multiplied with the salary of the employee, so it will affect the salary of the employees.

Hi, admin
DASHBOARD
Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance

Attendance Record

Filter Input Attendance Delete

	ID	Date	ID Employee	Attendance	Status
<input type="checkbox"/>	14	April 22, 2021	2 Bob Doe	100%	On time
<input type="checkbox"/>	13	April 21, 2021	2 Bob Doe	100%	On time
<input type="checkbox"/>	12	April 20, 2021	2 Bob Doe	100%	On time
<input type="checkbox"/>	11	April 19, 2021	2 Bob Doe	100%	On time
<input type="checkbox"/>	10	April 18, 2021	2 Bob Doe	100%	On time
<input type="checkbox"/>	9	April 17, 2021	2 Bob Doe	100%	On time

Figure 45 View attendance page

EmployeeID
Date is greater than or equal to
Date is less than or equal to
Percentage is greater than or equal to

Percentage is less than or equal to

Search

Figure 46 Attendance filter part

Hi, admin2

DASHBOARD

Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance
Allowance

Edit Attendance Record

Employee

5 | Andy

Date

2021-04-22

Percentage

100

Update

Figure 47 Edit attendance page

Hi, admin2

DASHBOARD

Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance

Attendance Record of Andy

Filter

Input Attendance
Delete

	ID	Date	Attendance	Status
<input type="checkbox"/>	15	April 17, 2021	90%	Late
<input type="checkbox"/>	16	April 18, 2021	100%	On time
<input type="checkbox"/>	17	April 19, 2021	0%	Absent
<input type="checkbox"/>	18	April 20, 2021	100%	On time
<input type="checkbox"/>	19	April 21, 2021	100%	On time
<input type="checkbox"/>	20	April 22, 2021	100%	On time

Figure 48 View attendance of a particular employee page

Date is greater than or equal ✓

Date is less than or equal to ✓

Percentage is greater than ✓

Percentage is less than or ✓

Search

Figure 49 Attendance of a particular employee filter part

Figure 50 Input employee and attendance date page

Date	Percentage	Delete
2021-04-17	100	<input type="checkbox"/>
2021-04-18	100	<input type="checkbox"/>
2021-04-19	100	<input type="checkbox"/>
2021-04-20	100	<input type="checkbox"/>
		<input type="checkbox"/>

Figure 51 Add attendance page

12. Salary pages

After inputting the completed processes, daily salary if there is any, and the attendance records of all the employees, the system can calculate the salary of each employee automatically. To view the salary of all the employees, the user must first enter the date range of the wage the user wants to calculate. After choosing the date, the user can click on the “Fetch” button, and the system will automatically calculate the employees’ salary. The input salary date page is shown in Figure 52, and the salary page is shown in Figure 53. The user can also view the PDF file of the calculated salary by clicking on the “View PDF” button or download it by clicking on the “Download PDF” button. The example of the salary PDF file is shown in Figure 54.

The user can also view the salary details of an employee by clicking on the employee (shown in Figure 53 red box). The salary details page is shown in Figure 55. It can also be viewed as a PDF file by clicking on the “View PDF” button or download the PDF file by clicking on the “Download PDF” button. The example of the salary details PDF is shown in Figure 56.

Hi, admin2

DASHBOARD

- Employees
- Position
- Employment Type
- Orders
- Processes
- Completed Process
- Daily Salaries
- Salaries
- View Attendance
- Input Attendance
- Allowance

Salary

From
2021-04-18

To
2021-04-23

Fetch

Figure 52 Input salary date range page

Hi, admin

DASHBOARD

- Employees
- Position
- Employment Type
- Orders
- Processes
- Completed Process
- Daily Salaries
- Salaries
- View Attendance
- Input Attendance
- Allowance

Salary from 2021-04-17 to 2021-04-22

ID	Employee	Salary	Piece rate payment	Allowance	Deduction	Total
3	John Doe	0	240.00	0	-5.00	235.0
5	Andy	0	1,100.00	0	0	1,100.0
2	Bob Doe	1,800.0	0	0	-10.00	1,790.0

Total = 3,125.0

View PDF Download PDF

Figure 53 View salary page

Salary from 2021-04-17 to 2021-04-22					
ID Employee	Salary	Piece rate payment	Allowance	Deduction	Total
3 John Doe	0	240.00	0	-5.00	235.0
5 Andy	0	1,100.00	0	0	1,100.0
2 Bob Doe	1,800.0	0	0	-10.00	1,790.0
Total = 3,125.0					

Figure 54 Salary PDF example

Hi, admin
DASHBOARD
Employees
Position
Employment Type
Orders
Processes
Completed Process
Daily Salaries
Salaries
View Attendance
Input Attendance
Allowance

Salary of Andy from 2021-04-17 to 2021-04-22

Attendance: 5.9 days

Order Code	Process Name	Quantity		Payment/unit	Total
Ak506a	Piping	50	X	2.00	100.00
SC0001	Front stitches	1,000	X	1.00	1,000.00

Total piece rate payment : 1,100.00
Daily salary X 5.9 : 0
Allowance : 0
Deduction : 0
Total : 1,100.0

View PDF
Download PDF

Figure 55 View salary details of an employee page

Salary of Andy from 2021-04-17 to 2021-04-22

Attendance: 5.9 days

Order Code	Process Name	Quantity	Payment/unit	Total
Ak506a	Piping	50	2.00	100.00
SC0001	Front stitches	1,000	1.00	1,000.00

Total piece rate payment : 1,100.00
Daily salary X 5.9 : 0
Allowance : 0
Deduction : 0
Total : 1,100.0

Figure 56 Salary details PDF file example

13. Choose date user interface

The user interface of choosing the date is shown below (Figure 57). The user can directly click on the date.

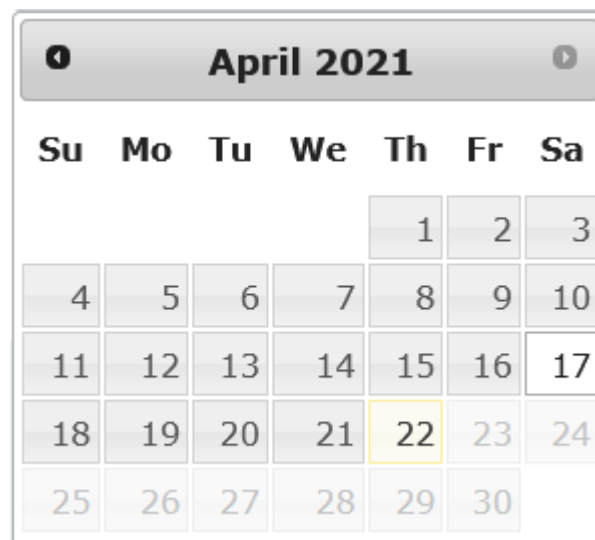


Figure 57 Choose date user interface

14. Django admin dashboard

Authorized users with staff and superuser status can manage users and change the password of a user. To go to the admin dashboard, remove payrollApp/ and everything after it in the URL, then change it to admin/. For example for this URL, <https://payroll-calculator-system.herokuapp.com/payrollApp/employee/> change it to <https://payroll-calculator-system.herokuapp.com/admin/>

calculator-system.herokuapp.com/admin/. Then login using the account with staff and superuser status.

14.1. Change password page

To can change the password of the user, first, log into the Django admin dashboard using the account which password you want to change. Then click on “CHANGE PASSWORD”, which is located on the upper right of the page (Figure 58). The change password page is shown in Figure 59.



Figure 58 Django admin dashboard

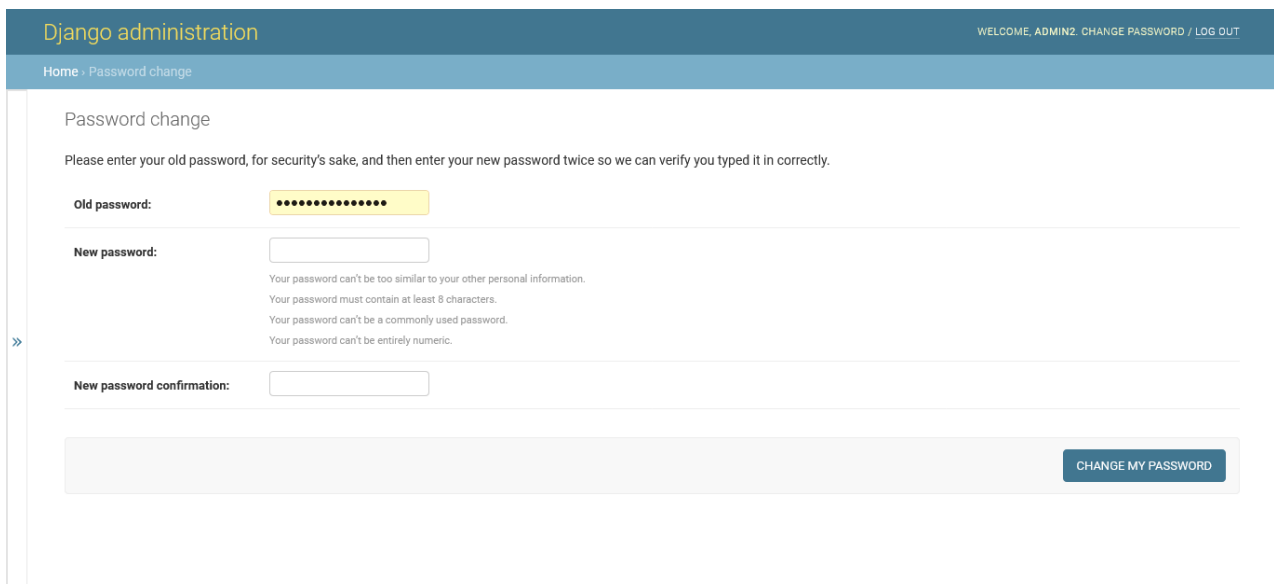


Figure 59 Change password page

14.2. Edit user page

To change the users' information, first, log into the Django admin dashboard. Click on “Users” > choose the user whose information wants to be changed. The change user page is shown in Figure 60.

Django administration WELCOME, ADMIN. VIEW SITE / CHANGE PASSWORD / LOG OUT

Home · Authentication and Authorization · Users · admin2

Change user

Username:
Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.

Password: **algorithm:** pbkdf2_sha256 **iterations:** 216000 **salt:** 2c8FOe***** **hash:** f1SHlQ*****
Raw passwords are not stored, so there is no way to see this user's password, but you can change the password using [this form](#).

Personal info

First name:

Last name:

Email address:

Permissions

☒ **Active**
Designates whether this user should be treated as active. Unselect this instead of deleting accounts.

Figure 60 Change user page

14.3. Add user page

To add a user, first, log into the Django admin dashboard. Then, click on “Users” and click on “ADD USER”, which is located in the upper right of the page. The add user page is shown in Figure 61.

Django administration WELCOME, ADMIN2. VIEW SITE / CHANGE PASSWORD / LOG OUT

Home · Authentication and Authorization · Users · Add user

Add user

First, enter a username and password. Then, you'll be able to edit more user options.

Username:
Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.

Password:
Your password can't be too similar to your other personal information.
Your password must contain at least 8 characters.
Your password can't be a commonly used password.
Your password can't be entirely numeric.

Password confirmation:
Enter the same password as before, for verification.

Figure 61 Add user page