# User Documentation for Department Management System

This document provides guidance on how to use the Department Management System (DMS). It includes details on various functionalities, such as viewing, adding, editing, and deleting departments.

## Viewing Departments

1. Navigate to the homepage of the application.
2. All active departments are displayed in a table format.
   - Columns include Sr.No, Department Name, Description, Edit, and Delete.
3. Use the sidebar menu to navigate to other features.

## Adding a Department

1. Click on 'Create Department' in the sidebar menu.
2. Fill in the required details in the form:
   - Department Name
   - Description
3. Click on the 'Submit' button to add the department.
4. The newly added department will now appear on the homepage.

## Editing a Department

1. Locate the department you wish to edit from the list on the homepage.
2. Click the 'Edit' button next to the department.
3. Modify the necessary details in the form provided.
4. Click on 'Submit' to save the changes.
5. The updated details will now be reflected on the homepage.

## Deleting a Department

1. Locate the department you wish to delete from the list on the homepage.
2. Click the 'Delete' button next to the department.
3. The department will be marked as inactive and will no longer appear in the active departments list.

## Navigation and Responsiveness

1. The sidebar provides quick links to:
   - Create Department
   - View Departments
   - Reports
   - Settings
2. The system is responsive and adjusts its layout for different screen sizes:
   - Sidebar becomes horizontal on smaller screens.
   - Table and content adjust for readability on mobile devices.