👤 Member 2 – Task Guide

🎯 Task Name: Implement "Add Staff" Feature

Module: `staff`
Target User: Admin
Goal: Allow admin to add new Employees or Interns using a form with proper field structure, upload capability, and data validation.

✅ Your Responsibilities

You will create the **Add Staff** page, which should include:

1. A **model** to store all staff details.

2. A **form** for admin to input new staff info.

3. A **template** for a clean and professional UI.

4. A **view** to handle form display and saving logic.

5. A **URL route** to access the add staff page.

🛠️ Where to Work

Component	Location
Model	`staff/models.py`
Form	`staff/forms.py`
View	`staff/views.py`
Template	`templates/staff/add_staff.html`
URL	`staff/urls.py`

🧍 Form Fields to Include

These fields must be present in the Add Staff form:

🧍 Basic Information

- **Full Name**

- **Role/Position** → Dropdown: `Employee`, `Intern`

- **Department** → Dropdown or Text Input

- **Date of Joining**

- **Employment Type** → Dropdown: `Full-time`, `Part-time`, `Internship`, `Contract`

- **Reporting Manager** → Optional text or dropdown

📞 Contact Details

- **Email Address**

- **Phone Number**

- **Emergency Contact**

📍 Personal Details

- **Date of Birth**

- **Gender** → Dropdown: Male / Female / Other

- **Address**

- **ID Proof Upload** (file upload – Aadhar, PAN, etc.)

📁 Documents (All Optional)

- Resume Upload

- Offer Letter Upload

- ID Proof Upload

- Photo Upload

📜 Status & Notes

- **Current Status** → Dropdown: `Active`, `On Leave`, `Resigned`, etc.

- **Admin Notes or Remarks** → TextArea

🧭 Step-by-Step To-Do List

1. **Create Staff Model**

   - Include all fields mentioned above.

   - File upload fields should be handled with proper `MEDIA` config.

2. **Design Staff Form**

   - Use Django's `ModelForm`.

   - Apply `required=True/False` as appropriate.

   - Add basic validation (e.g. email, date, etc.)

3. **Build Add Staff View**

   - Only accessible to logged-in admin.

- Handle GET (form display) and POST (form save).

- Show success message on submit.

4. **Create Template**

- Build a modern and clean form UI.

- Use labels, placeholders, and section headers (Basic Info, Contact, etc.).

- Display file upload buttons clearly.

5. **Add URL**

- Map a URL like `/staff/add/` to the view.

6. **Test Form**

- Add a few dummy entries via UI.

- Confirm files are uploaded.

- Make sure all fields save correctly.

⚠️ Notes

- **Use Bootstrap** classes or existing design system.

- Do not include user authentication — only link staff to admin.

- Validate file size/type for uploads (optional but good to have).

- Group form fields using `<fieldset>` and headers in template for clean UX.