

## End User Documentation: Department Management System

### Introduction

The Department Management System allows users to manage departments efficiently. Users can create, update, and delete department details through a user-friendly interface.

### Features

The Department Management System provides the following functionalities:

- - View a list of active departments.
- - Create a new department by providing a name and description.
- - Update existing department details.
- - Mark a department as inactive (delete functionality).

### Getting Started

To access the system, follow these steps:

1. Navigate to the homepage.
2. Use the provided links to perform actions such as creating or managing departments.

<https://krishnainternship.pythonanywhere.com/> (for live server)

Management

Create Department

Create Department

Sr. No	Department Name	Description	Edit	Delete
1	IT	The IT (Information Technology) Department is a critical division within an organization responsible for managing and maintaining its technology infrastructure, ensuring seamless operations, and supporting business objectives.	Edit	Delete
2	sales	The Sales Department is a vital division of any organization, responsible for generating revenue by promoting and selling products or services.	Edit	Delete
3	HR	The Human Resources (HR) Department is a crucial part of an organization, responsible for managing the workforce and ensuring that the company operates efficiently while fostering a positive workplace culture	Edit	Delete

## Using the Features

### Viewing Departments

1. Open the homepage to view the list of active departments.
2. The table displays details such as department name and description.

link: <https://krishnainternship.pythonanywhere.com/>

Management

Create Department

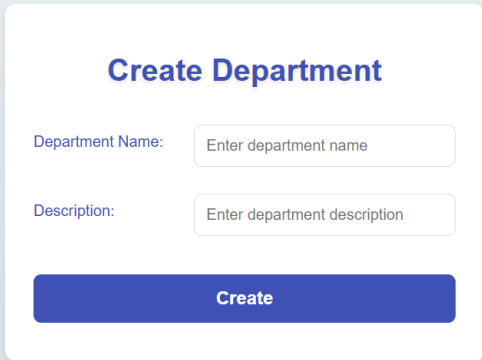
Create Department

Sr. No	Department Name	Description	Edit	Delete
1	IT	The IT (Information Technology) Department is a critical division within an organization responsible for managing and maintaining its technology infrastructure, ensuring seamless operations, and supporting business objectives.	Edit	Delete
2	sales	The Sales Department is a vital division of any organization, responsible for generating revenue by promoting and selling products or services.	Edit	Delete
3	HR	The Human Resources (HR) Department is a crucial part of an organization, responsible for managing the workforce and ensuring that the company operates efficiently while fostering a positive workplace culture	Edit	Delete

### Creating a Department

1. Click the 'Create Department' link or button.
2. Fill in the 'Department Name' and 'Description' fields.
3. Click 'Create' to save the new department.

Link: <https://krishnainternship.pythonanywhere.com/createdepartment>

A screenshot of a web form titled "Create Department" in blue text. The form is white with rounded corners and is centered on a light blue background. It contains two input fields: "Department Name:" with a placeholder "Enter department name" and "Description:" with a placeholder "Enter department description". Below these fields is a blue button with the text "Create" in white.

### Updating a Department

1. Click the 'Edit' link next to the department you wish to update.
2. Update the 'Department Name' and 'Description' fields.
3. Click 'Update' to save the changes.

Link:

<https://krishnainternship.pythonanywhere.com/edit/1>

Update Department

Department Name:

IT

Department Description:

The IT (Information Technology) Department is a critical division within

Update

Deleting a Department

- 1. Click the 'Delete' link next to the department you wish to remove.
- 2. The department will be marked as inactive and no longer displayed in the active list.

Notes

Deleted departments are not permanently removed; they are marked inactive for data retention purposes.

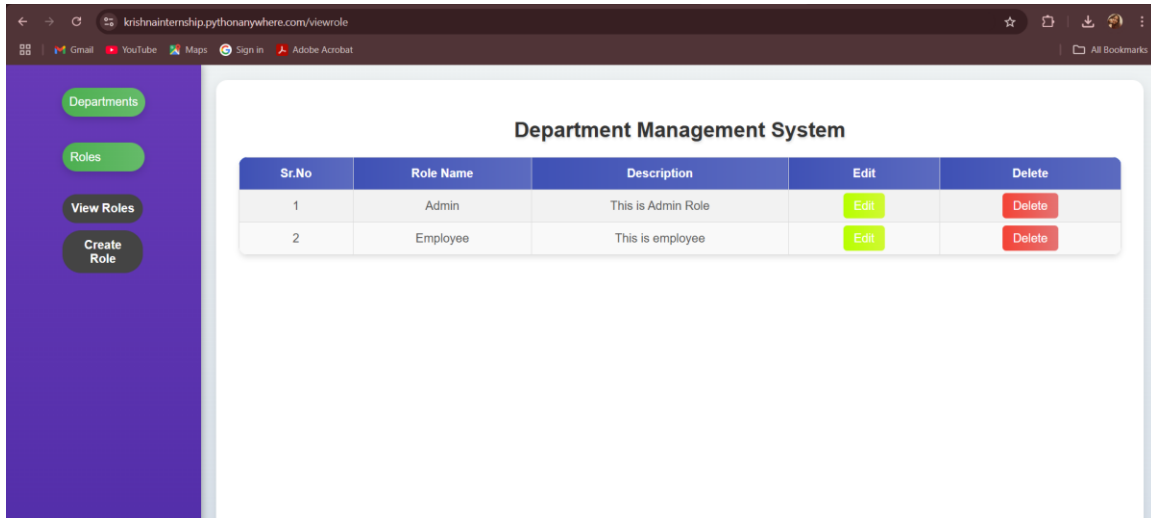
Department Management

Create Department

Sr. No	Department Name	Description	Edit	Delete
1	IT	The IT (Information Technology) Department is a critical division within an organization responsible for managing and maintaining its technology infrastructure, ensuring seamless operations, and supporting business objectives.	Edit	Delete
2	sales	The Sales Department is a vital division of any organization, responsible for generating revenue by promoting and selling products or services.	Edit	Delete
3	HR	The Human Resources (HR) Department is a crucial part of an organization, responsible for managing the workforce and ensuring that the company operates efficiently while fostering a positive workplace culture	Edit	Delete

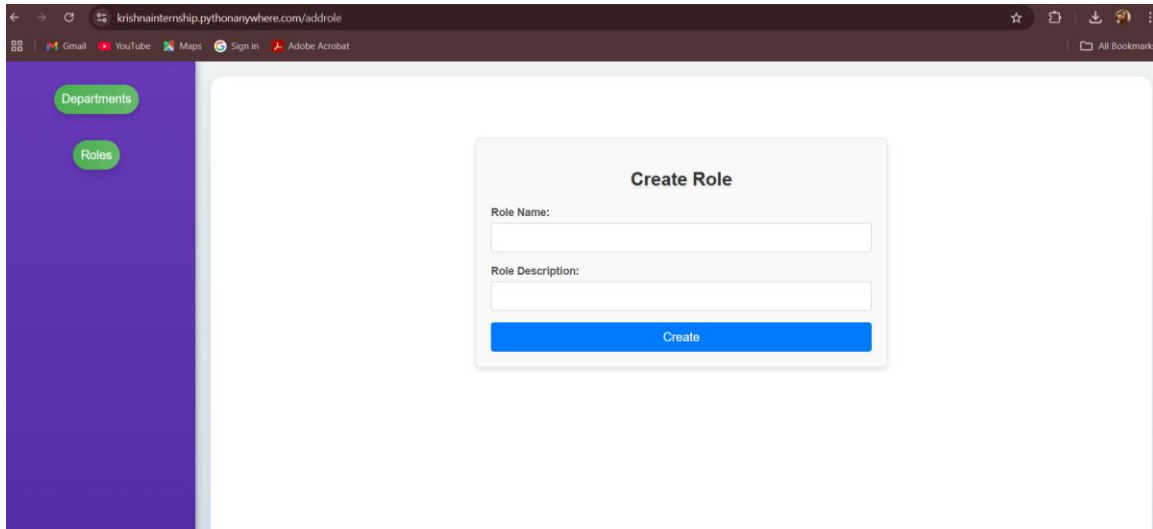
## Viewing Roles

1. Open the homepage to view the list of active Roles.
2. The table displays details such as role name and description.



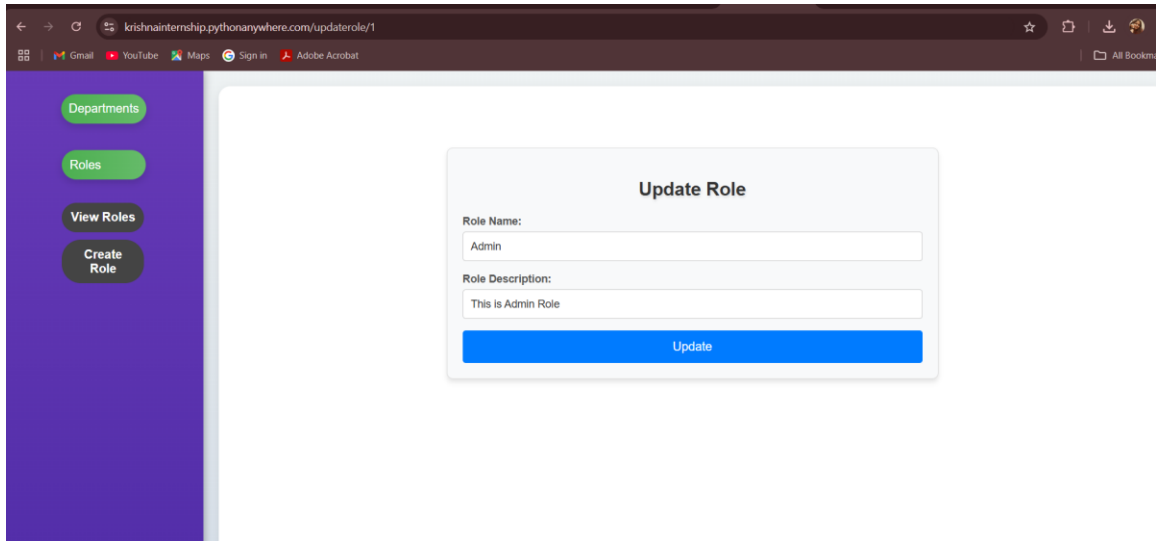
## Creating a Role

1. Click the 'Create Role' link or button.
2. Fill in the 'Role Name' and 'Description' fields.
3. Click 'Create' to save the new Role.



## Updating a Role

1. Click the 'Edit' link next to the role you wish to update.
2. Update the 'Role Name' and 'Description' fields.
3. Click 'Update' to save the changes.



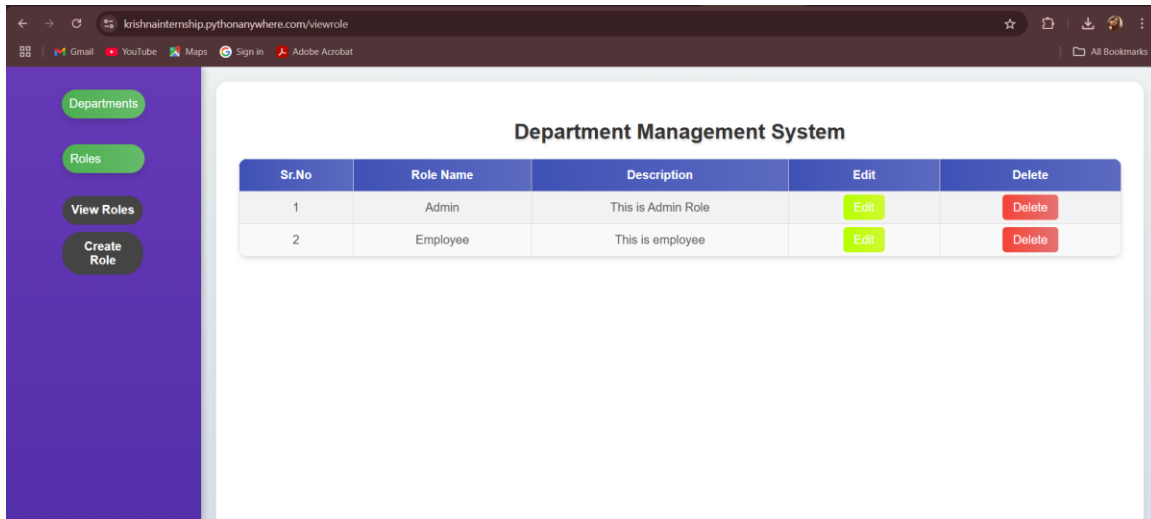
The screenshot shows a web browser window with the URL `krishnainternship.pythonanywhere.com/updaterole/1`. On the left is a purple sidebar with buttons: 'Departments' (green), 'Roles' (green), 'View Roles' (dark grey), and 'Create Role' (dark grey). The main content area displays a light grey box titled 'Update Role'. Inside this box, there are two text input fields: 'Role Name:' with the value 'Admin' and 'Role Description:' with the value 'This is Admin Role'. Below these fields is a blue button labeled 'Update'.

## Deleting a Role

1. Click the 'Delete' link next to the Role you wish to remove.
2. The Role will be marked as inactive and no longer displayed in the active list.

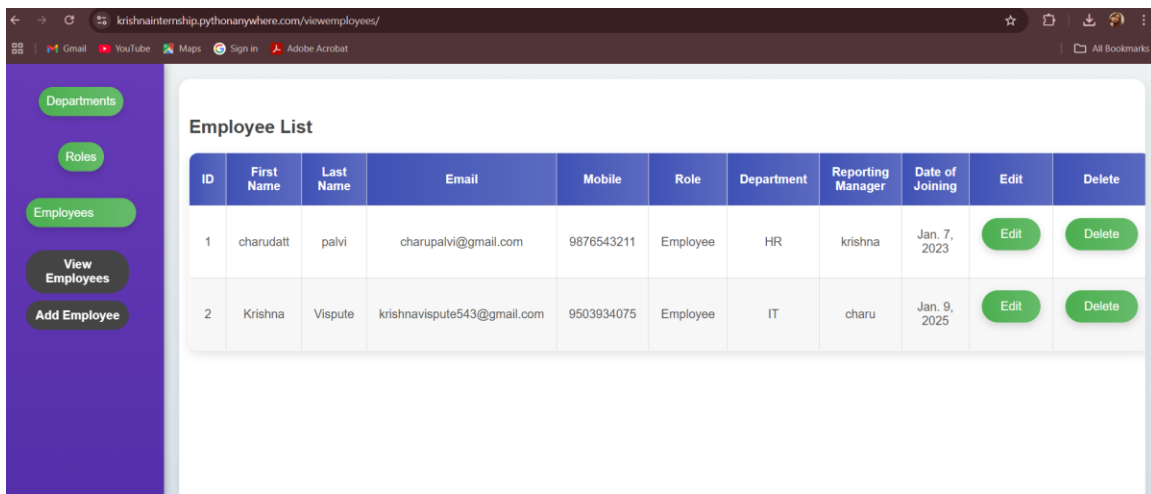
## Notes

Deleted Roles are not permanently removed; they are marked inactive for data retention purposes.



## Viewing Employees

1. Open the homepage to view the list of active Employees.
2. The table displays details such as employee name and email etc.



## Adding an Employee

1. Click the 'Add employee' link or button.
2. Fill all the fields.
3. Click 'Create' to add new employee.

The screenshot shows a web browser at the URL `krishnainternship.pythonanywhere.com/addemployee/`. On the left is a purple sidebar with buttons for 'Departments', 'Roles', 'Employees', 'View Employees', and 'Add Employee'. The main content area is titled 'Add Employee' and contains a form with the following fields: 'First Name' (text input), 'Last Name' (text input), 'Email' (text input), 'Mobile' (text input), 'Select Role' (dropdown menu), 'Select Department' (dropdown menu), 'Allocate Reporting Manager' (dropdown menu), 'Date of Joining' (date picker), 'Username' (text input), and 'Password' (text input).

## Updating an Employee

1. Click the 'Edit' link next to the employee you wish to update.
2. Update the needed fields.
3. Click 'Update' to save the changes.

The screenshot shows a web browser at the URL `krishnainternship.pythonanywhere.com/updateemployee/1/`. The sidebar is the same as in the first image. The main content area is titled 'Update Employee' and contains a form with the following fields: 'First Name' (text input with value 'charudatt'), 'Last Name' (text input with value 'palvi'), 'Email' (text input with value 'charupalvi@gmail.com'), 'Mobile' (text input with value '9876543211'), 'Select Role' (dropdown menu with value 'Employee'), 'Select Department' (dropdown menu with value 'HR'), 'Allocate Reporting Manager' (dropdown menu with value 'krishna'), and 'Date of Joining' (date picker). At the bottom of the form is a green button labeled 'Update Employee'.

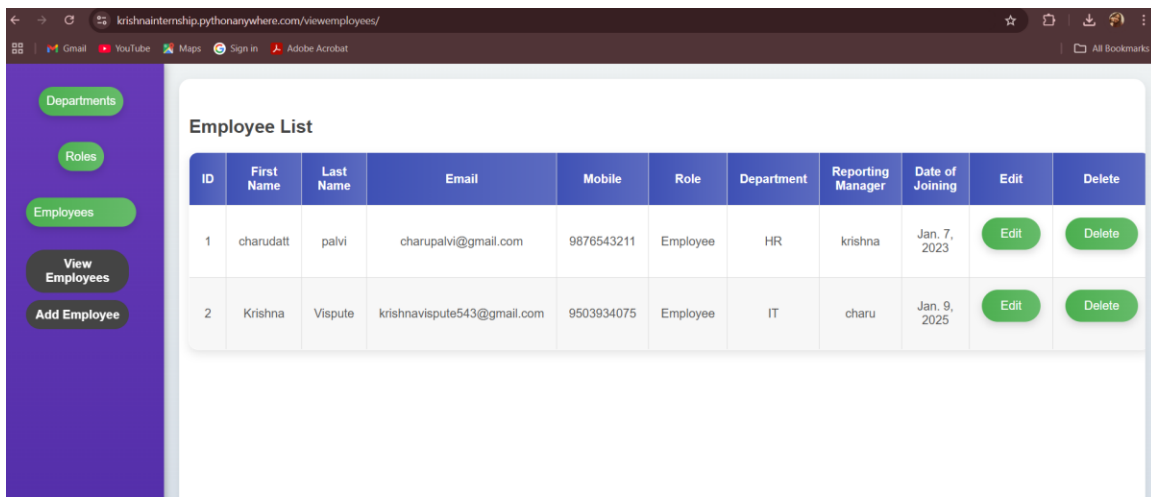


## Deleting an employee

1. Click the 'Delete' link next to the employee you wish to remove.
2. The Employee will be marked as inactive and no longer displayed in the active list.

## Notes

Deleted Roles are not permanently removed; they are marked inactive for data retention purposes.



The screenshot shows a web application interface for managing employees. The sidebar on the left contains navigation links: Departments, Roles, Employees, View Employees, and Add Employee. The main content area is titled 'Employee List' and contains a table with the following data:

ID	First Name	Last Name	Email	Mobile	Role	Department	Reporting Manager	Date of Joining	Edit	Delete
1	charudatt	palvi	charupalvi@gmail.com	9876543211	Employee	HR	krishna	Jan. 7, 2023	Edit	Delete
2	Krishna	Vispute	krishnavispute543@gmail.com	9503934075	Employee	IT	charu	Jan. 9, 2025	Edit	Delete