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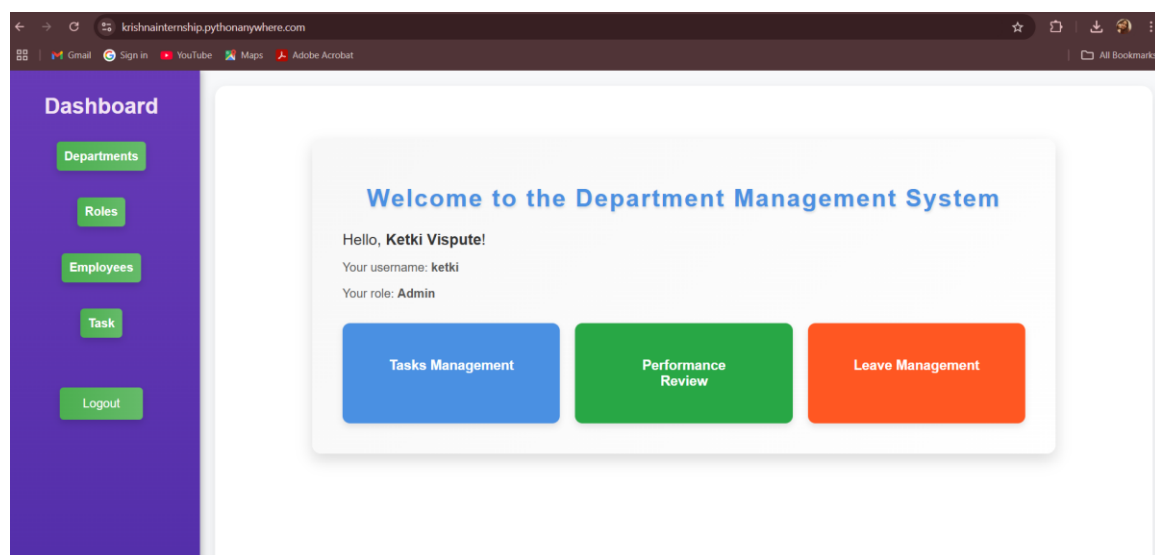
- - View a list of active departments.
- - Create a new department by providing a name and description.
- - Update existing department details.
- - Mark a department as inactive (delete functionality).

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)
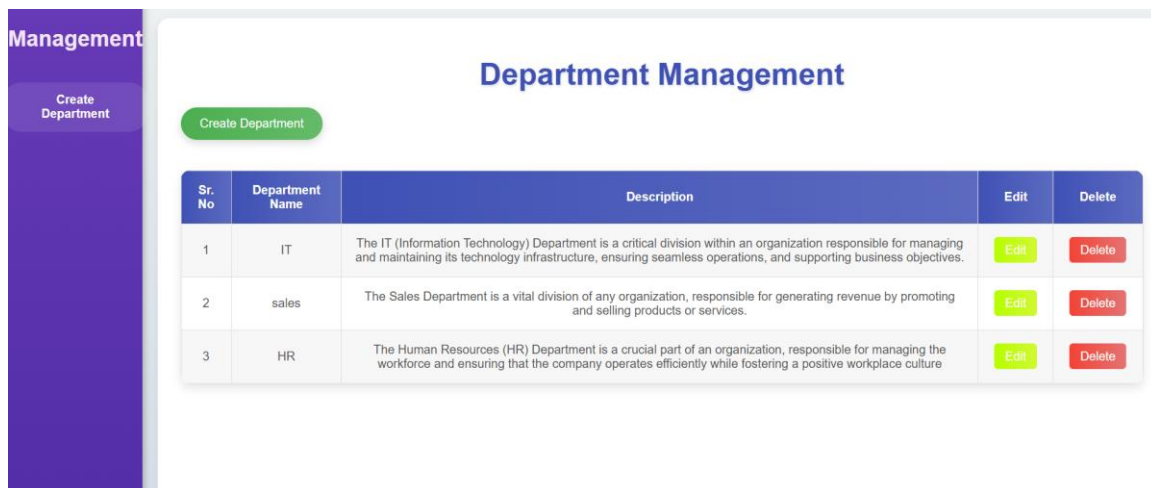
Using the Features

Viewing Departments

1. Open the homepage to view the list of active departments.

2. The table displays details such as department name and description.
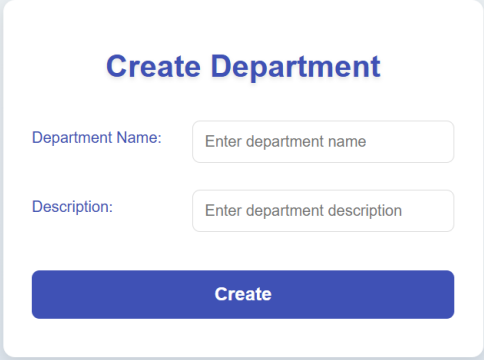
link: https://krishnainternship.pythonanywhere.com/
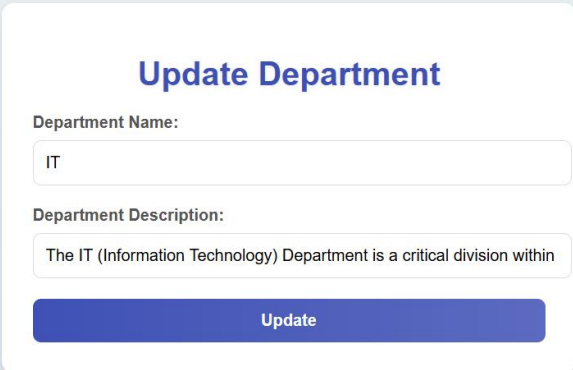

Creating a Department

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

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.

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.
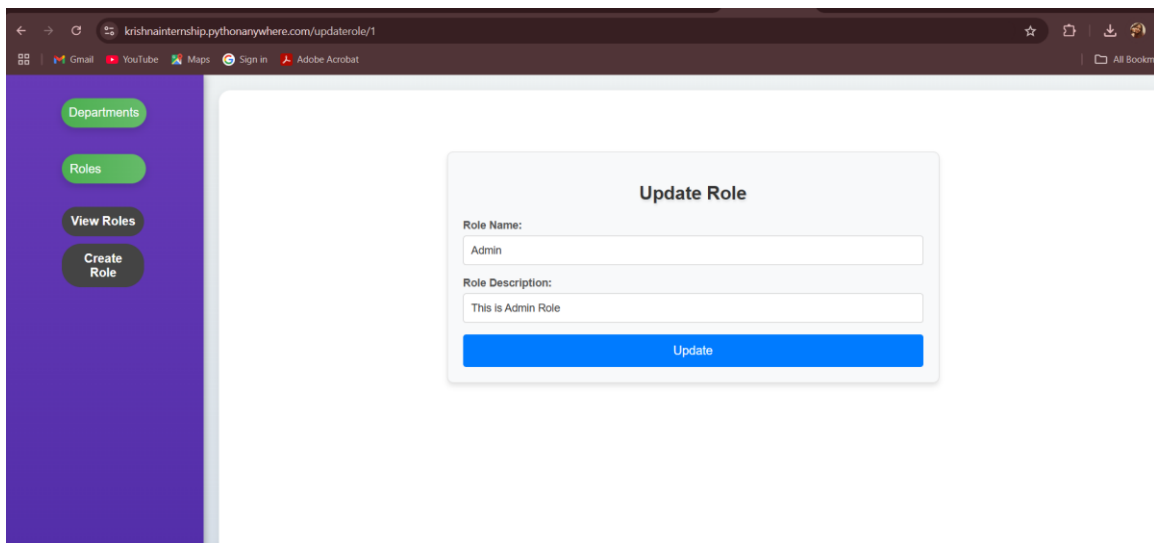2. The table displays details such as role name and description.

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.
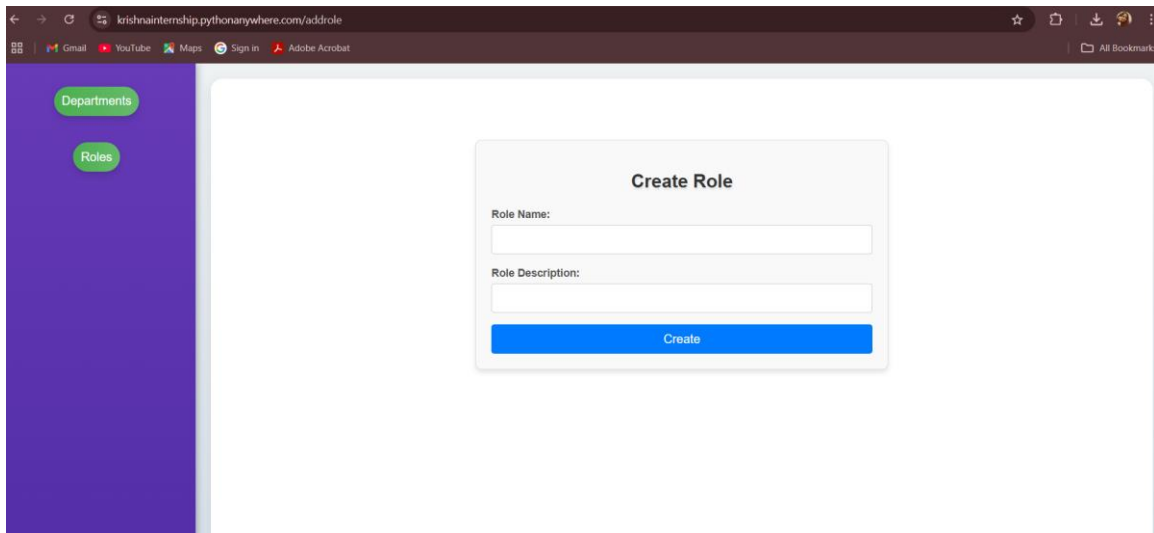
Updating a Role

1. Click the 'Edit' link next to the role you wish to update.

2. Update the 'Role Name' and 'Description' fields.

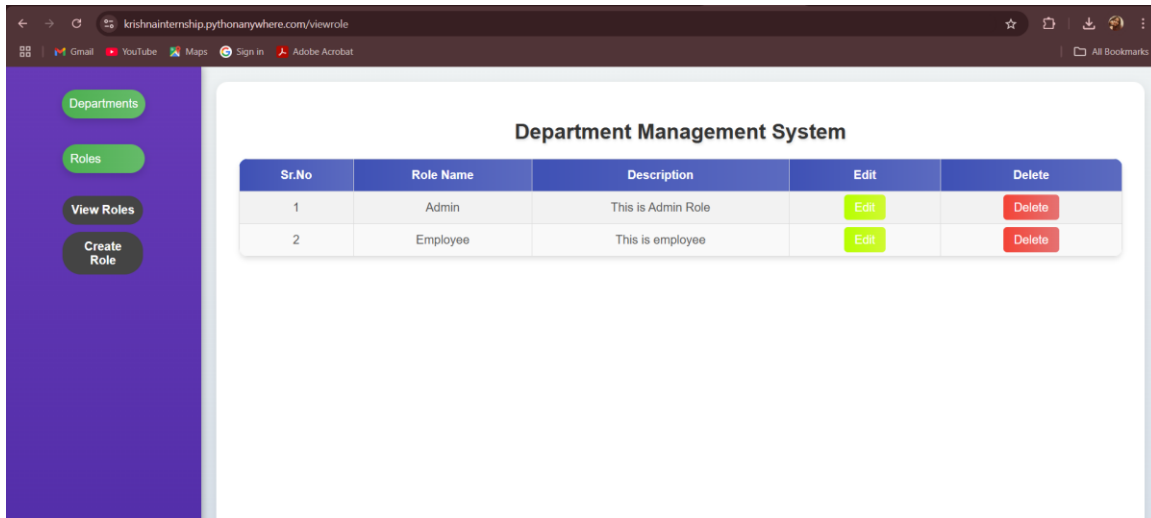3. Click 'Update' to save the changes.

Deleting a Role

1. Click the 'Delete' link next to the Role you wish to remove.

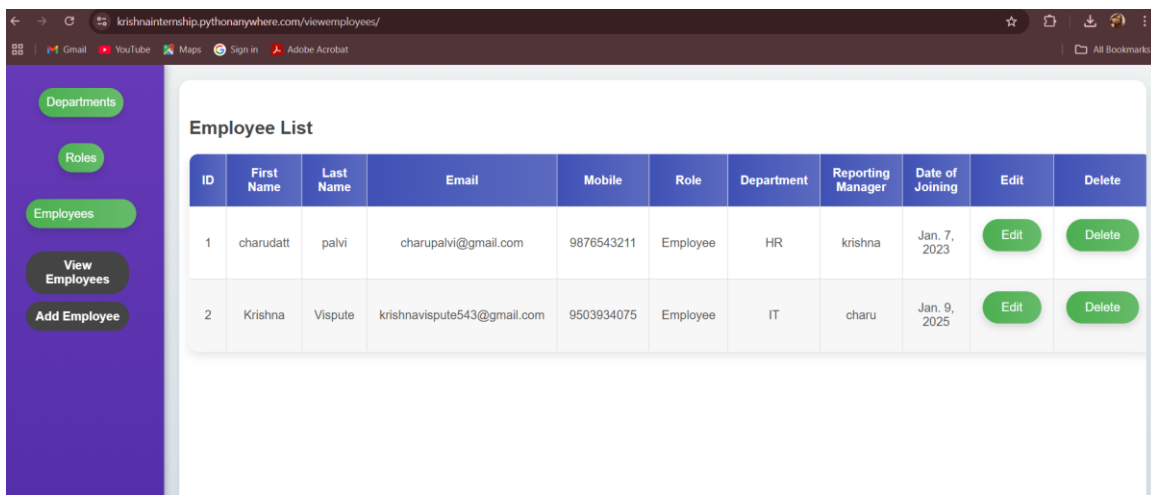2. The Role will be marked as inactive and no longer displayed in the active list.

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.

Updating an Employee

1. Click the 'Edit' link next to the employee you wish to update.

2. Update the needed fields.

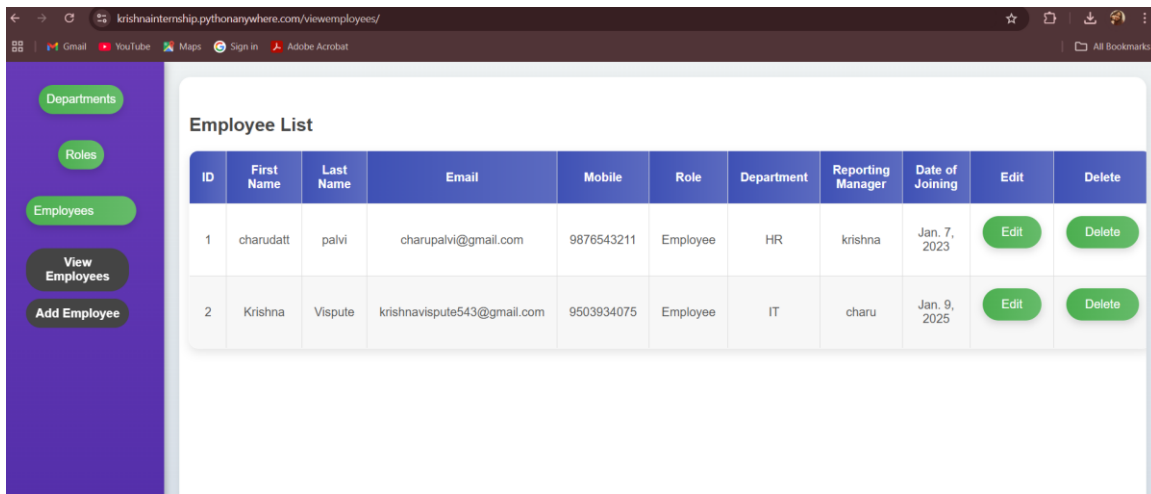3. Click 'Update' to save the changes.

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.

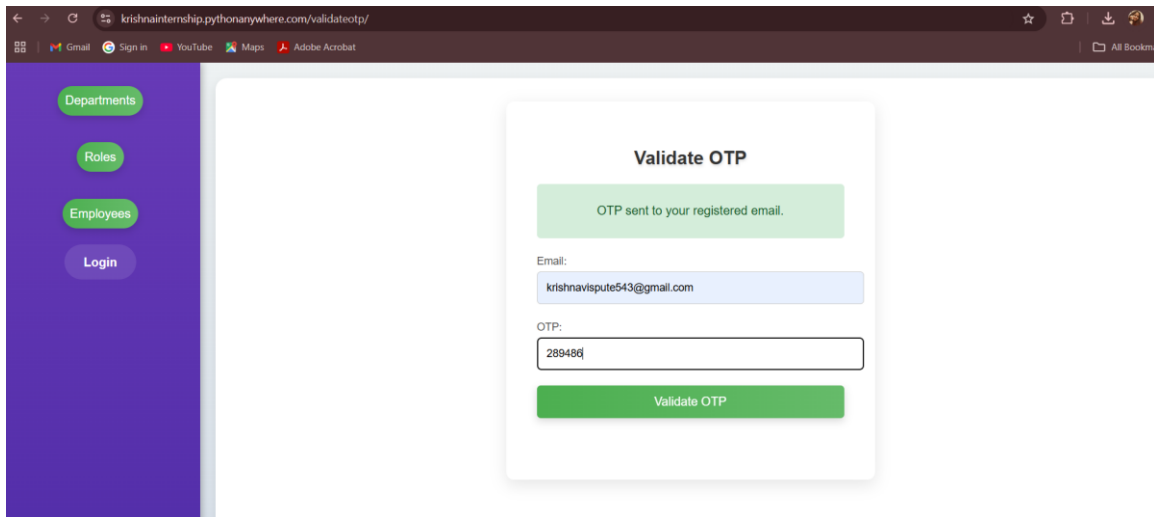## login user

The login displays a login form. To view login form: 1. Go to the homepage

Reset password request

The Reset Password Request displays a email confirmation form to send OTP to that email.

Validate OTP request
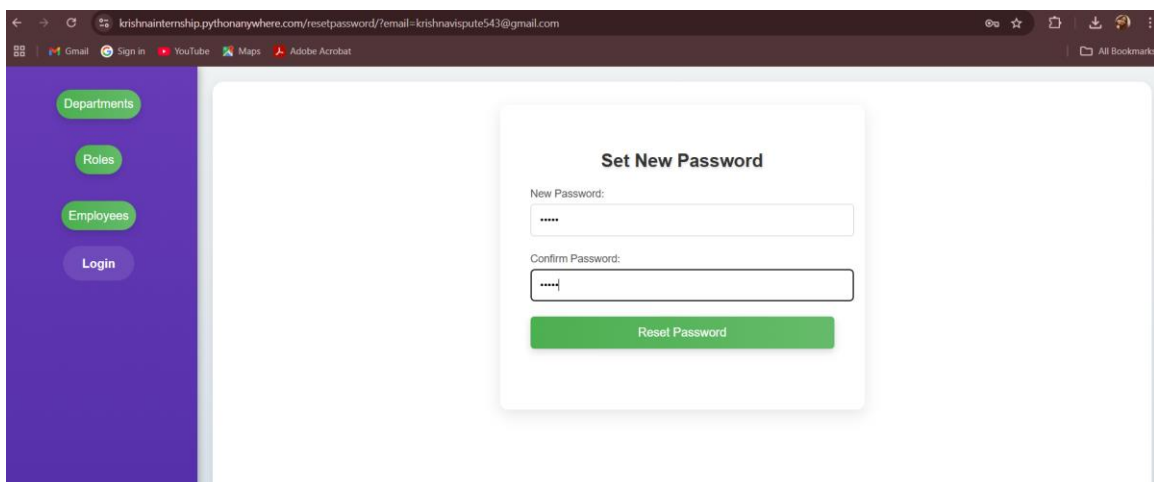
The Validate OTP Request displays a email and OTP confirmation form .

Set New password

The Set New Password displays a new password form .

Login page with password reset message

The login displays a login form.
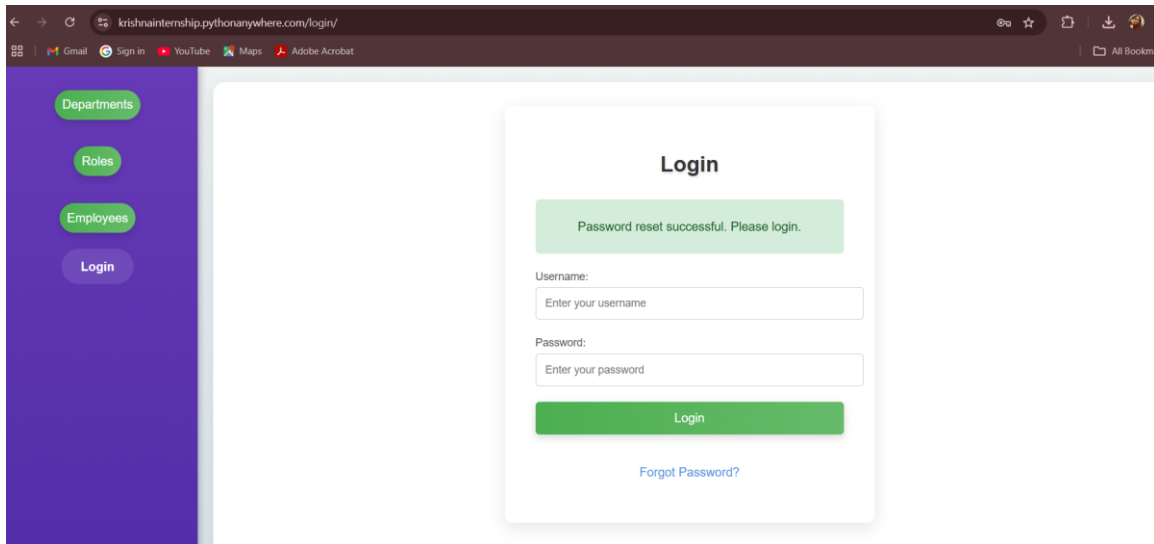
Home page after login success

The home page displays a username and role.
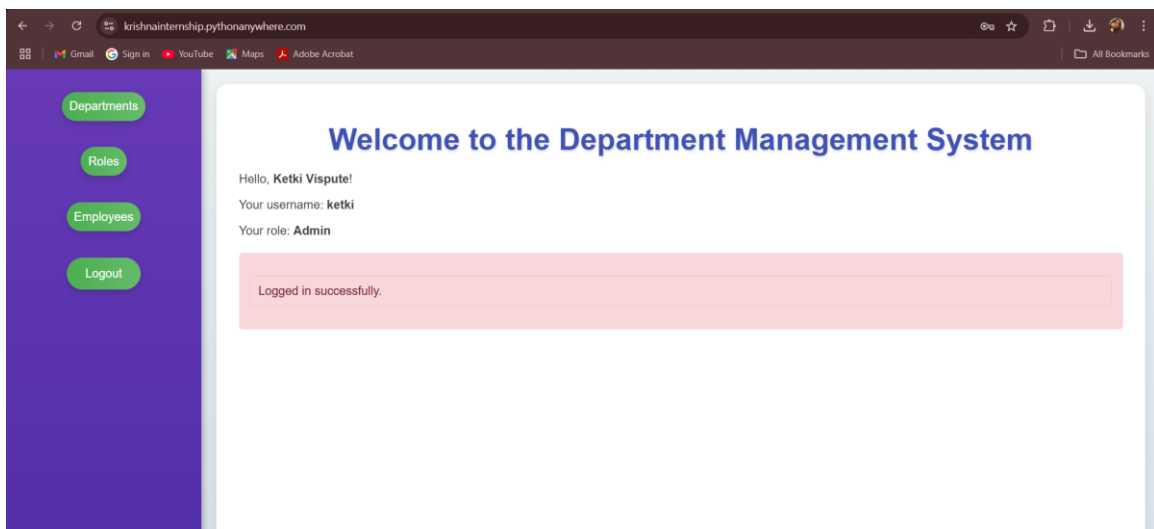
Task Management

View Task

The view task page displays a list of all active Task management in a tabular format.

Tasks:

1. Go to the homepage

2. The table will display the following details:

 - Task ID

 - Employee Name

 - Task Title

 - Start Date

 - End Date

 - See Details

 - Status

 - Action

 - Edit

 - Delete

3. Options to See Details, Mark Completed, Edit or Delete Task, Filter and Graph are also displayed.

Task Statistics Graph
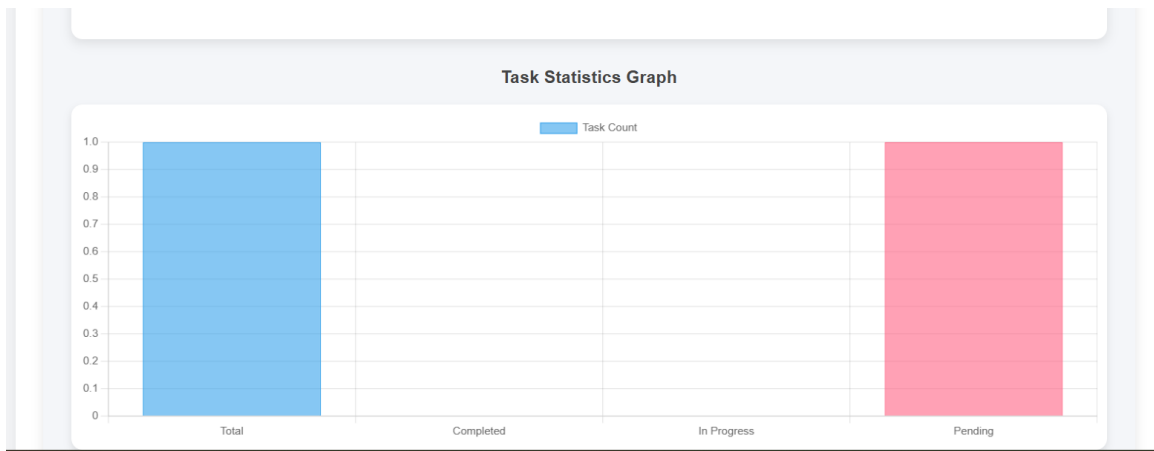
Add a New Task

To create a new task:

1. Navigate to the 'Add Task' page by clicking on **'Create Task** in the sidebar.

2. Fill in the form fields:

- **Task Title**: Enter Task Name

  - **Task Description**: Enter Task Description

  - **Priority**: High, Medium or Low

  - **Task Type**: Individual or Team

  - **Start Date**

  - **End Date**

  - **Assign To**: Select employee from dropdown

3. Click on the **Add Task** button.

Edit a Task

To edit a task:

1. Navigate to the 'Edit Task' page by clicking on **'Edit** in the task list.

2. Edit the form fields:

   - **Task Title**: Enter Task Name

   - **Task Description**: Enter Task Description

   - **Priority**: High, Medium or Low

   - **Task Type**: Individual or Team

   - **Start Date**

   - **End Date**

   - **Assign To**: Select employee from dropdown

3. Click on the **Update Task** button.

View Task Details

To view a task details:

1. Navigate to the 'See Details' page by clicking on **'See Details** in the task list.

The task detail displays the details of tasks.

Filter Task

To filter a tasks:
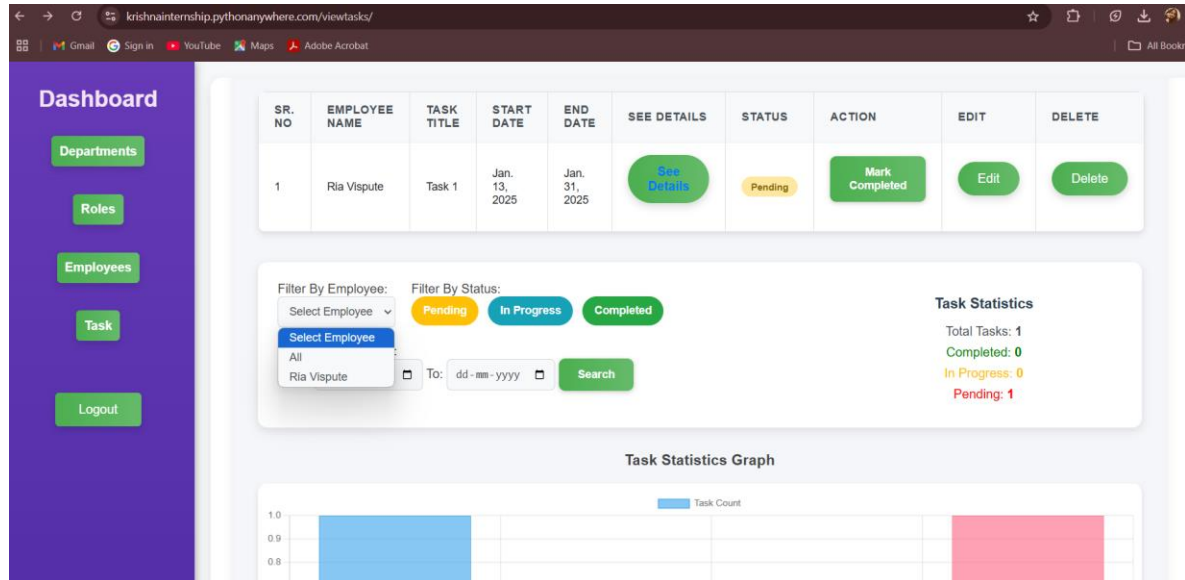
1. Select filtration which you require from the

filter options. The task detail displays the

details of tasks.

Performance Review:-

View Performance Review

The performance review page displays a list of all active Performance Review in a tabular format. To view Reviews:

1. Go to the review page

2. The table will display the following details:

   - Review ID

   - Employee Name

   - Review Title

   - Review Date

   - Review Period

   - Rating

   - Comments

   - Edit

   - Delete

3. Options to Read comments, Edit or Delete Review, Filter and Statistics are also displayed.

Dashboard

Departments

Roles

Employees

Task

Logout

Review Management

Add Review   Task Management

Page 1 of 1

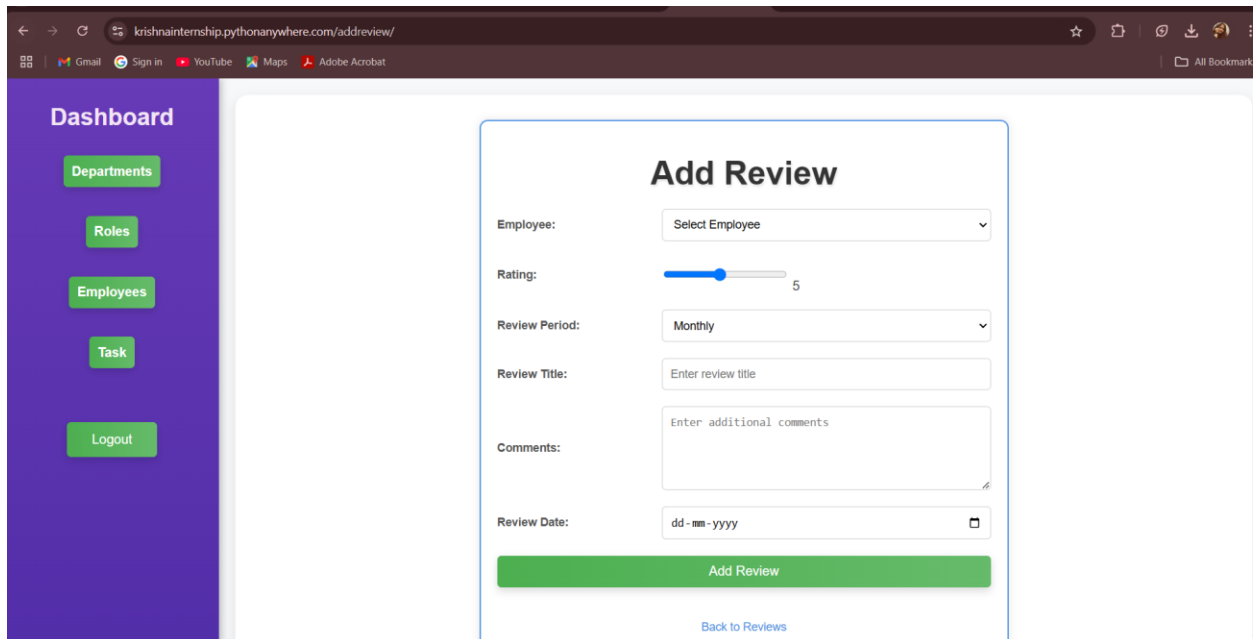| Sr. No	Employee Name	Review Title	Review Date	Review Period	Rating	Comments	Edit	Delete
1	charudatt palvi	Task Performance	Jan. 13, 2025	Monthly	10	View	Edit	Delete

Filter By Employee: Select Employee

Filter By Period: All Periods

Filter by Date Range: From: dd-mm-yyyy To: dd-mm-yyyy

Filter by Rating: All Ratings

Apply Filters

Statistics

Period	Number of Reviews
Monthly	

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| 1 | charudatt palvi | Task Performance | Jan. 13, 2025 | Monthly | 10 | View | Edit | Delete |

Filter By Employee: Select Employee

Filter By Period: All Periods

Filter by Date Range: From: dd-mm-yyyy To: dd-mm-yyyy

Filter by Rating: All Ratings

Apply Filters

Statistics

Period	Number of Reviews
Monthly	1
Quarterly	0
Annual	0

Rating Range	Number of Employees
1-5	0
6-8	0

Add a New Review

To create a new review:

1. Navigate to the 'Add Review' page by clicking on **'Add Review' ** on top on performance review page.

2. Fill in the form fields:

  - **Employee Name**: Select Employee Name

  - **Rating**: Enter the performance rating of employee

  - **Review Period**: Monthly, Quarterly or Annually

  - **Review Title**: Enter review title

  - **Comments**

  - **Review Date**

3. Click on the **Add Review** button.

Update a Review

To update a review:

1. Navigate to the 'Update Review' page by clicking on **'Edit' ** on performance review page.

2. Fill in the form fields:

   - **Employee Name**: Select Employee Name

   - **Rating**: Enter the performance rating of employee

   - **Review Period**: Monthly, Quarterly or Annually

   - **Review Title**: Enter review title

   - **Comments**

   - **Review Date**

3. Click on the **Update Review** button.

Read Comment

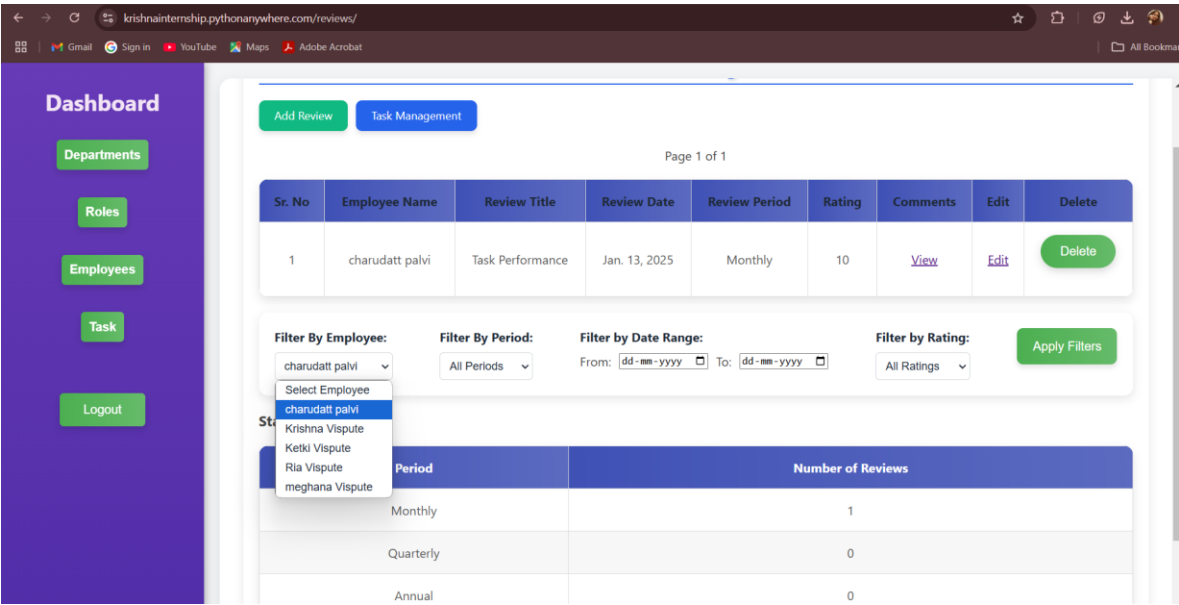To read comments:

1. Navigate to the 'Comments' page by clicking on **'Read** in the Review List. The comments displays the details of comments.
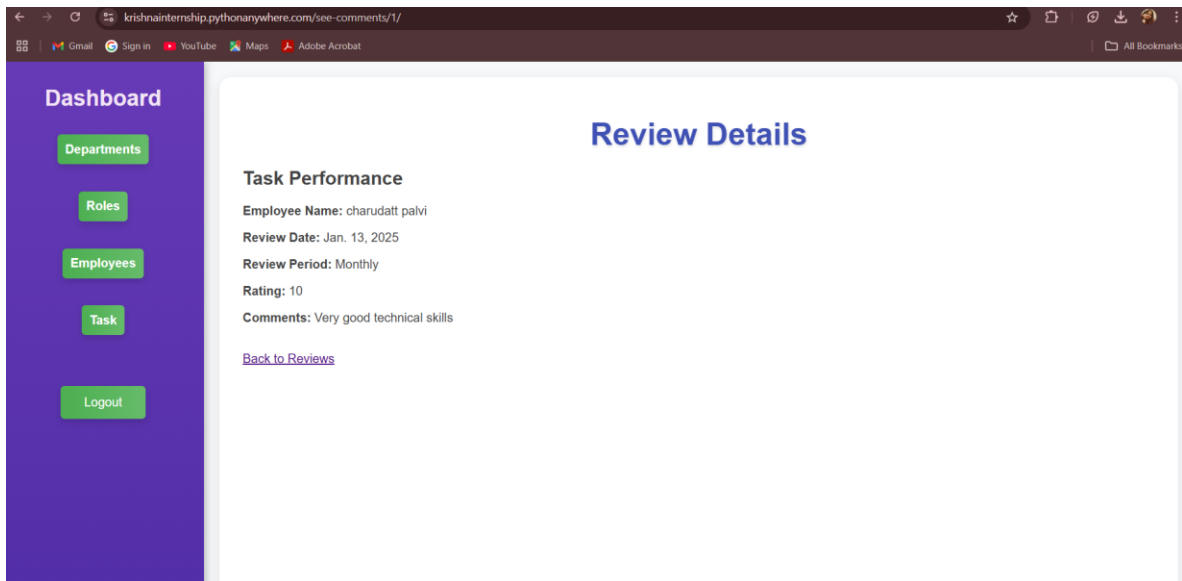
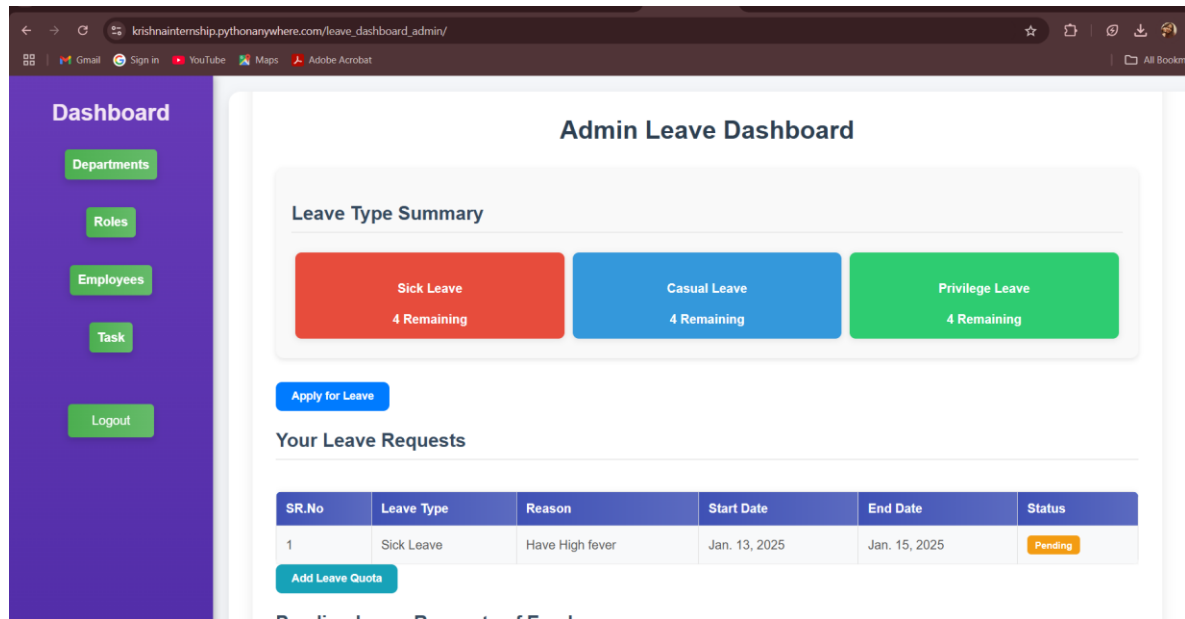## Filter Reviews

To filter a reviews:

1. Select filtration which you require from the filter options. The review list displays the details of review.

Leave Management:-

View Leave Management of Admin

The Admin leave management page displays a list of all active employee leaves in a tabular format. To view leaves:

1. Go to the Admin leave dashboard page

Apply for Leave

To apply for leave:

1. Navigate to the 'Apply Leave' page by clicking on **'Submit' ** on top on Your Leave

Request Table.

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← Back

Leave Type:

Privilege Leave

Reason:

Start Date:

dd - mm - yyyy

End Date:

dd - mm - yyyy

Submit

View Applied Leaves of Employee

To view applied leaves of employee:

Approve or Reject Leave Request of Employees

To create a new review:

1. Navigate to the 'Approve or reject request' page by clicking on
**'edit' ** on the list of pending leaves request of employees.

Allot Leave Quota to Employees

To allot leave quota to employee:

1. Navigate to the 'Add Leave Quota' page by clicking on **'Add Leave Quota' ** on top of the list of pending leave request of employee.
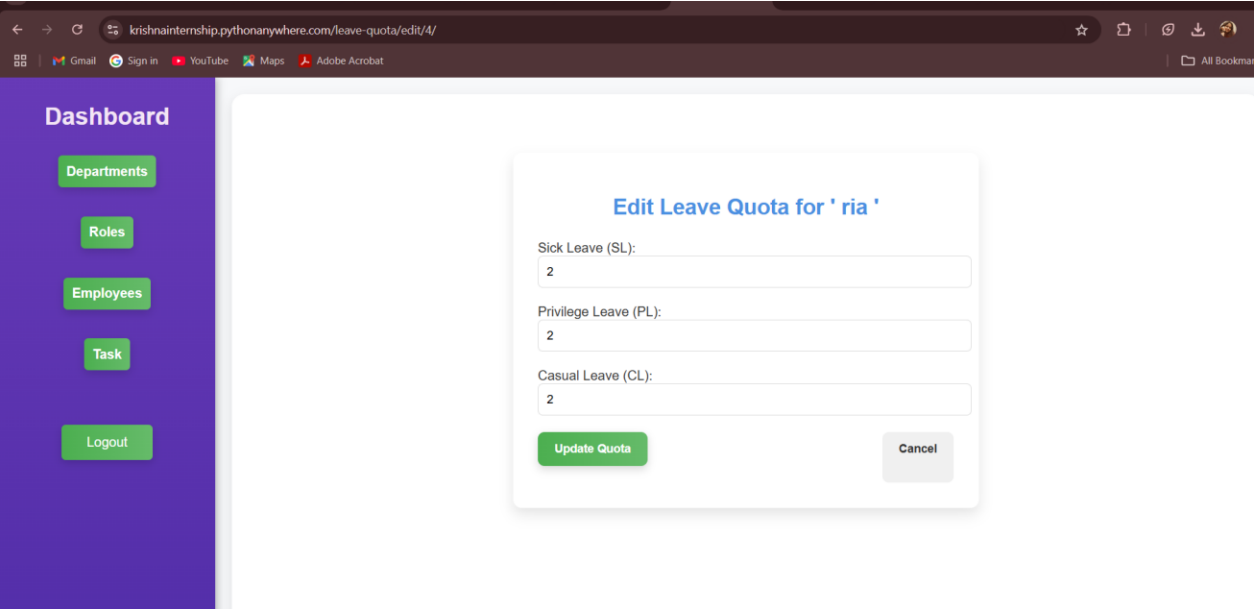

Edit Leave Quota to Employees

To edit leave quota to employee:
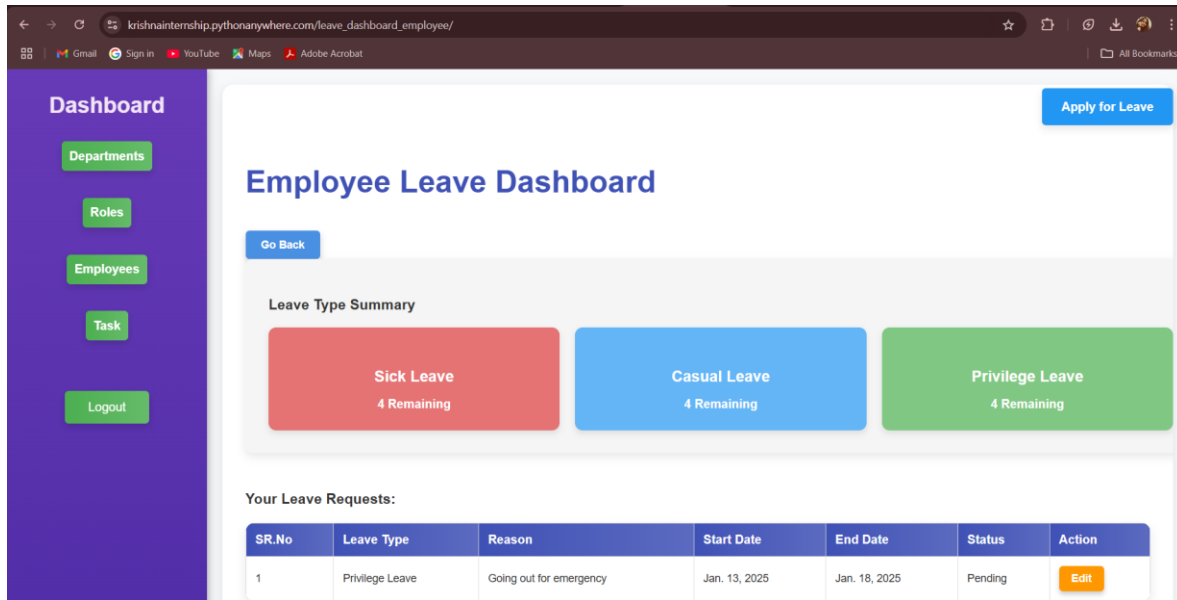
1. Navigate to the 'Edit Leave Quota' page by clicking on **'Edit' ** button in the list.

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Edit Leave Quota for ' ria '

Sick Leave (SL):

2

Privilege Leave (PL):

2

Casual Leave (CL):

2

Update Quota   Cancel

View Leave Management of Employee

The Employee leave management page displays a list of all leaves in a tabular format. To view leaves:
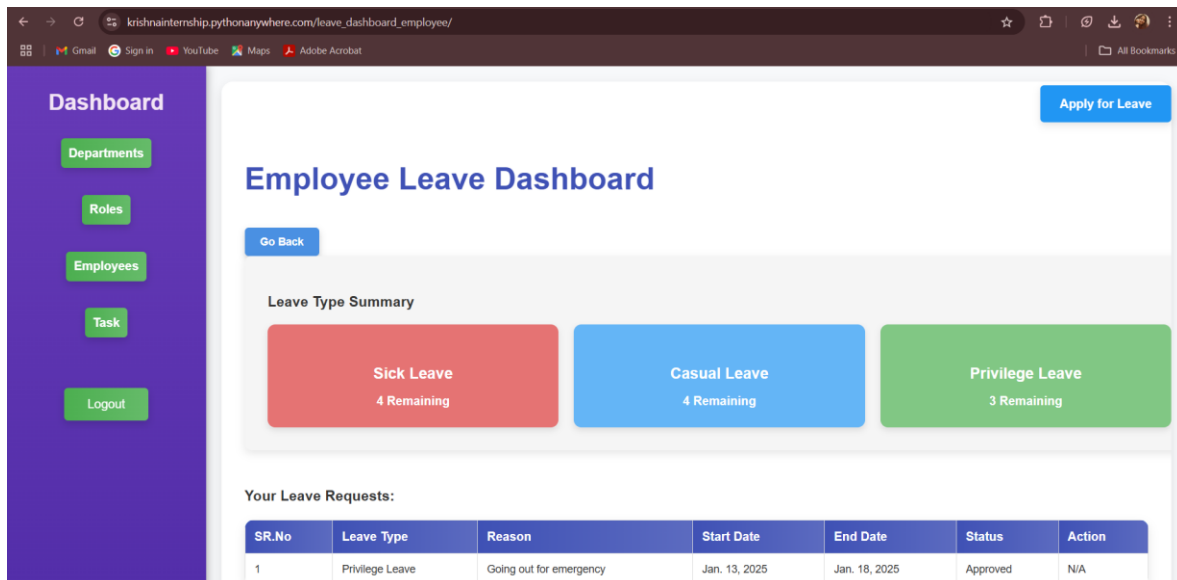
1. Go to the Employee leave dashboard page

2. After Admin, HR or Manager approves or rejects the request the employee cannot edit

that leave request anymore and after leave is approved employee leave quota of that type of leave is subtracted from leave type summary.

Apply for Leave

To apply for leave:

1. Navigate to the 'Apply Leave' page by clicking on **'Submit' ** on top on Your Leave

Request Table.

Edit for Leave

To edit for leave:

1. Navigate to the 'Edit Leave' page by clicking on **'Update Request' ** in the list of your list request.

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Edit Leave Request

Leave Type:

Sick Leave

Reason:

High fever

Start Date:

dd-mm-yyyy

End Date:

dd-mm-yyyy

Update Request