

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

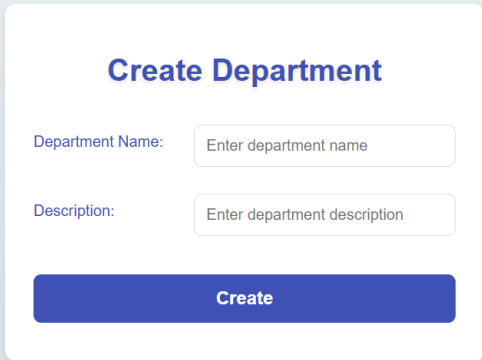
Create Department

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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

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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