

## 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:

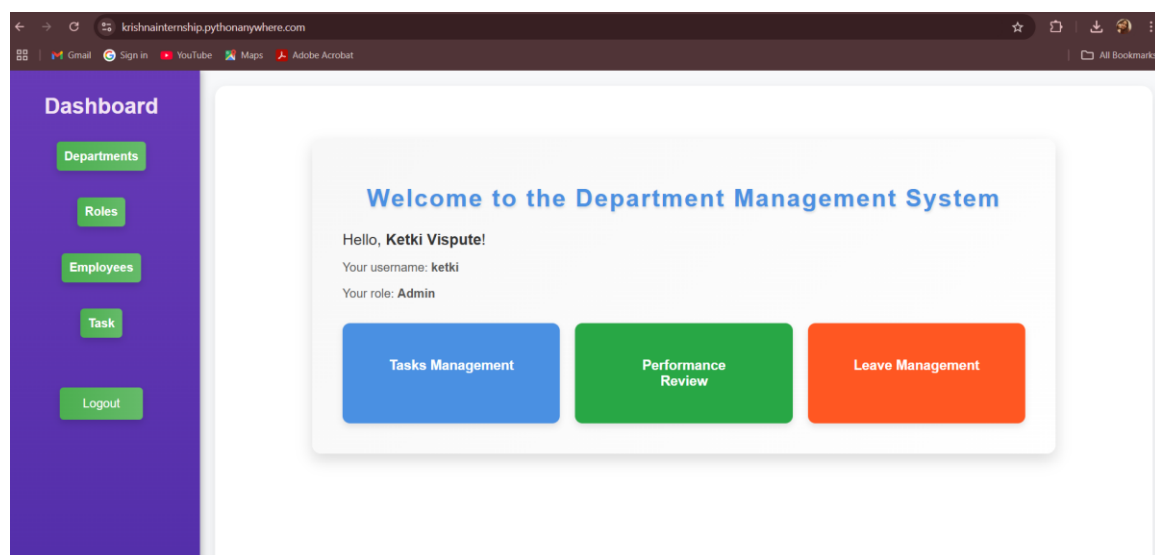
- - View a list of active departments.
- - Create a new department by providing a name and description.
- - Update existing department details.
- - Mark a department as inactive (delete functionality).

### 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)

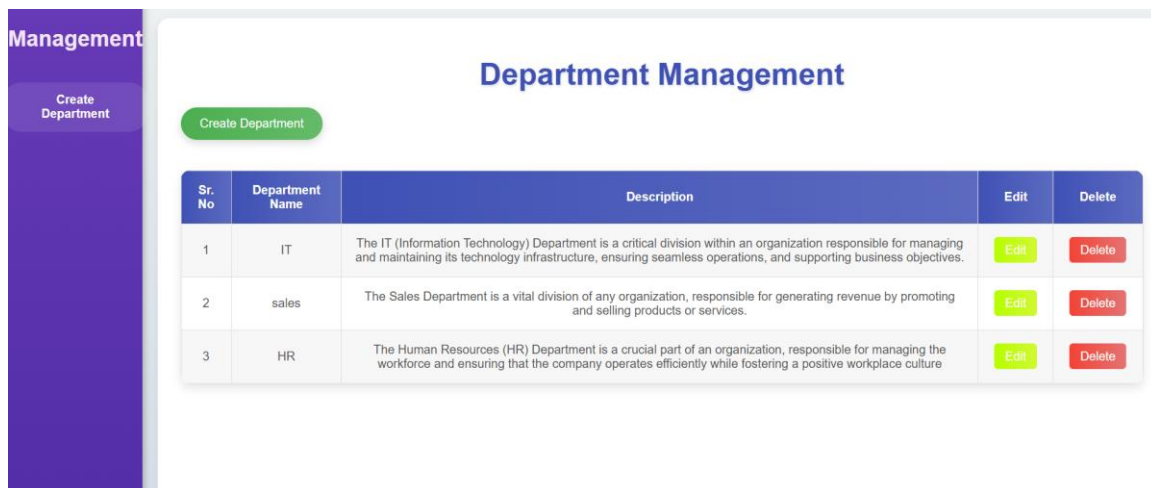


## Using the Features

### Viewing Departments

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

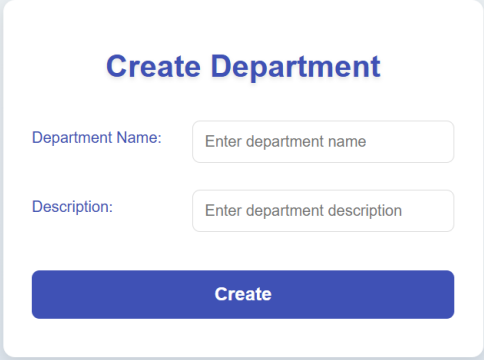
link: <https://krishnainternship.pythonanywhere.com/>



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

### Creating a Department

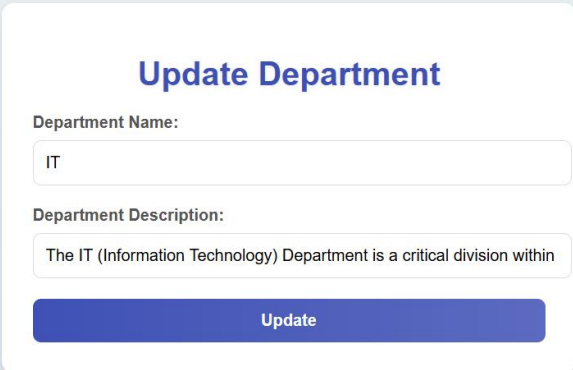
1. Click the 'Create Department' link or button.
2. Fill in the 'Department Name' and 'Description' fields.
3. Click 'Create' to save the new department



A screenshot of a 'Create Department' form. The form is white with rounded corners and a blue shadow, centered on a light blue background. It has a title 'Create Department' in bold blue text. Below the title are two input fields: 'Department Name:' with a placeholder 'Enter department name' and 'Description:' with a placeholder 'Enter department description'. At the bottom 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.



A screenshot of an 'Update Department' form. The form is white with rounded corners and a blue shadow, centered on a light blue background. It has a title 'Update Department' in bold blue text. Below the title are two input fields: 'Department Name:' with the text 'IT' and 'Department Description:' with the text 'The IT (Information Technology) Department is a critical division within'. At the bottom is a blue button with the text 'Update' in white.

### 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

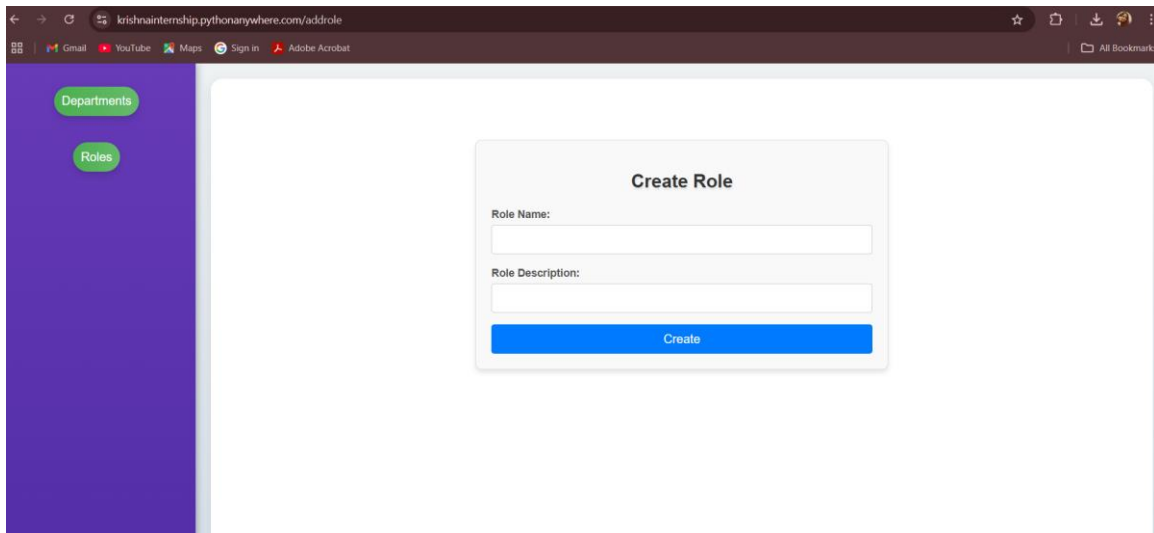
1. Open the homepage to view the list of active Roles.
2. The table displays details such as role name and description.

The screenshot shows a web browser window with the URL `krishnainternship.pythonanywhere.com/viewrole`. The browser's address bar and tabs are visible. On the left side of the page, there is a purple sidebar with a vertical list of buttons: 'Departments' (highlighted in green), 'Roles' (highlighted in green), 'View Roles', and 'Create Role'. The main content area has a white background and is titled 'Department Management System'. Below the title is a table with the following data:

Sr.No	Role Name	Description	Edit	Delete
1	Admin	This is Admin Role	Edit	Delete
2	Employee	This is employee	Edit	Delete

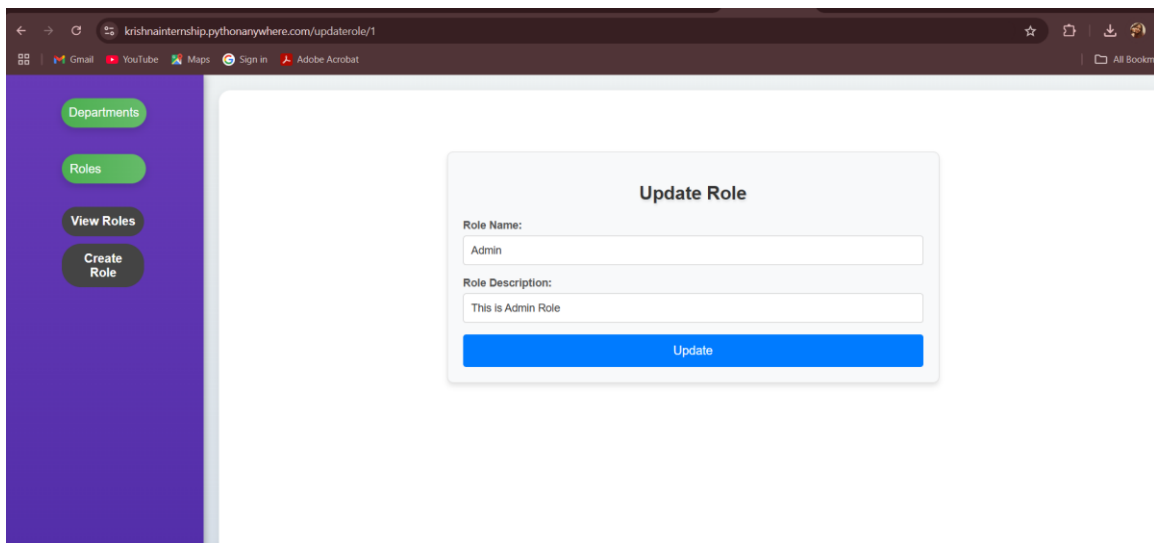
### Creating a Role

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.

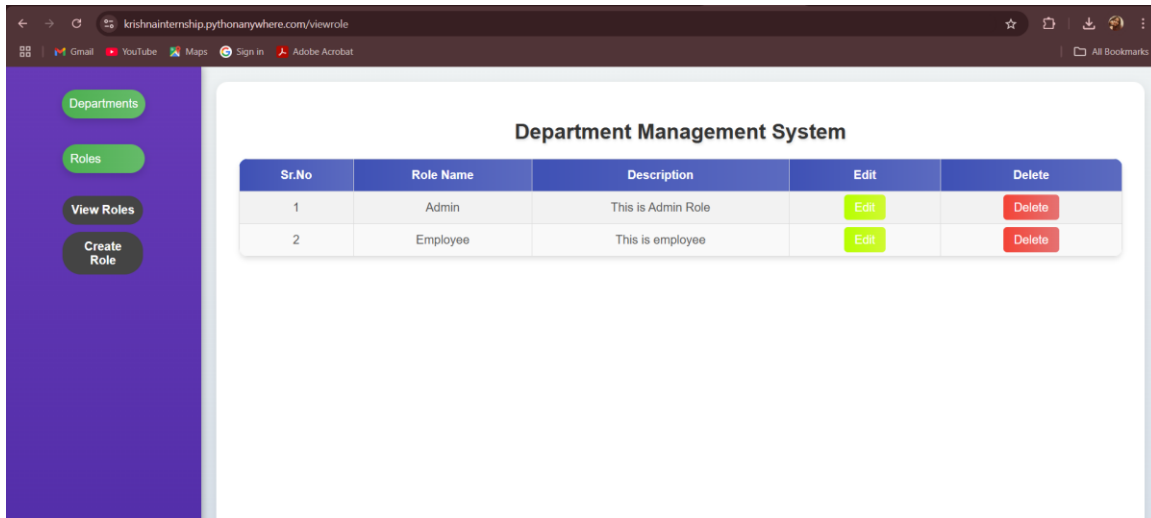


## Deleting a Role

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.

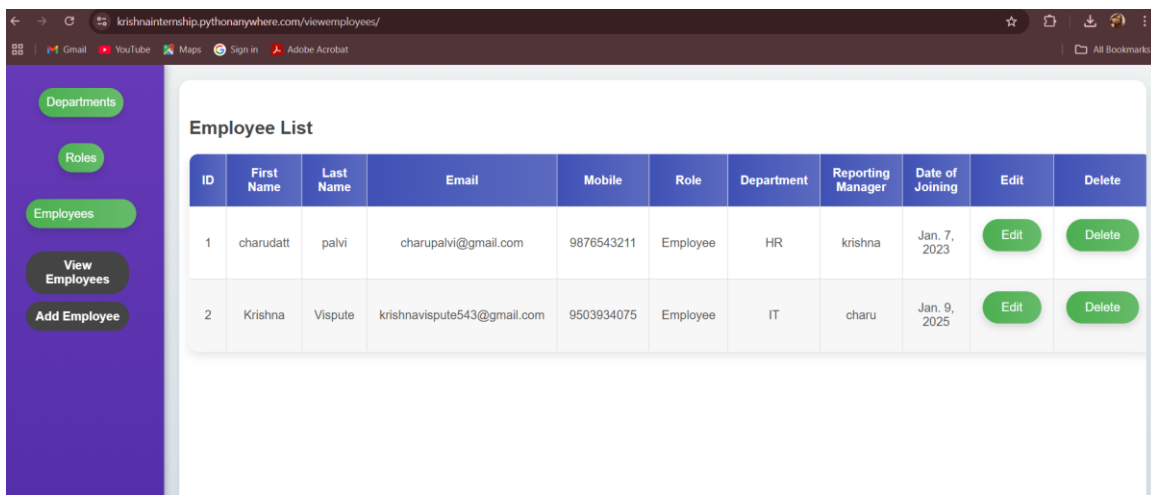
## Notes

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.

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.

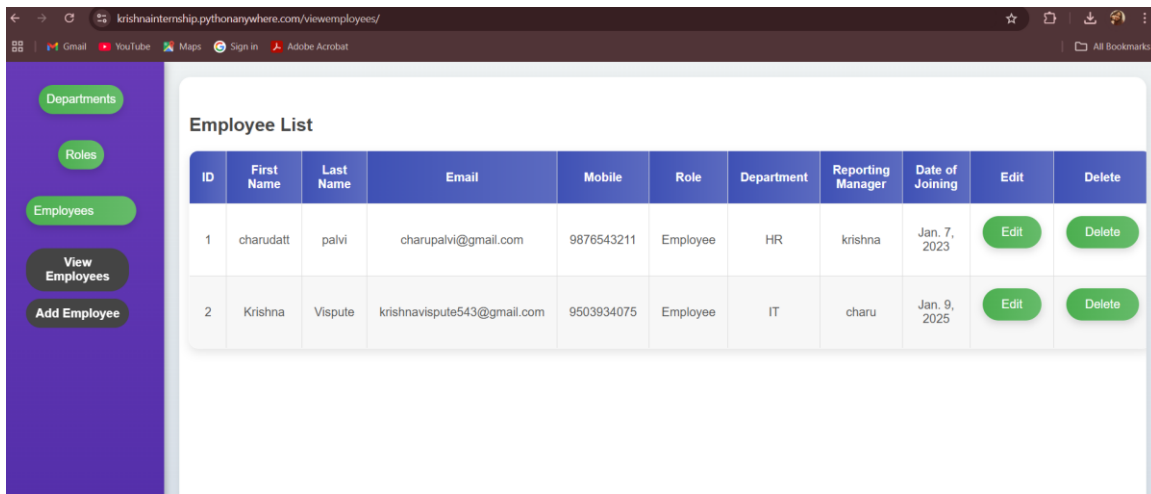
The screenshot shows a web browser at the URL `krishnainternship.pythonanywhere.com/updateemployee/1/`. The sidebar is the same as in the previous image. The main content area is titled 'Update Employee' and contains a form with the following fields: 'First Name' (text input with value 'charudatt'), '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). A green 'Update Employee' button is at the bottom of the form.

## 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 options: Departments, Roles, Employees, View Employees, and Add Employee. The main content area displays an 'Employee List' 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

## login user

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



A screenshot of a web browser showing the login page of a system. The browser's address bar displays the URL `krishnainternship.pythonanywhere.com/login/`. On the left side, there is a vertical purple sidebar with four green buttons labeled "Departments", "Roles", "Employees", and "Login". The main content area is white and features a "Login" form. The form has a title "Login" at the top, followed by a "Username:" label and a text input field with the placeholder "Enter your username". Below this is a "Password:" label and a text input field with the placeholder "Enter your password". A green "Login" button is positioned below the password field. At the bottom of the form, there is a blue link that says "Forgot Password?".

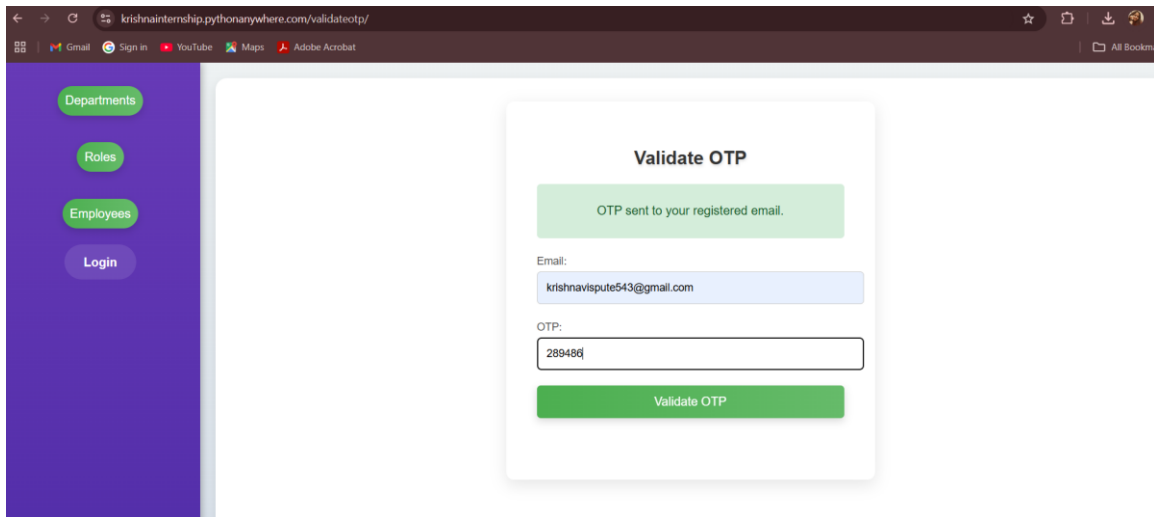
### Reset password request

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

A screenshot of a web browser showing the "Reset Password" page. The browser's address bar displays the URL `krishnainternship.pythonanywhere.com/resetpasswordrequest/`. The left sidebar is identical to the previous screenshot, with buttons for "Departments", "Roles", "Employees", and "Login". The main content area is white and features a "Reset Password" form. The form has a title "Reset Password" at the top, followed by an "Email:" label and a text input field with the placeholder "Enter your registered email". A green "Send OTP" button is positioned below the email field.

### Validate OTP request

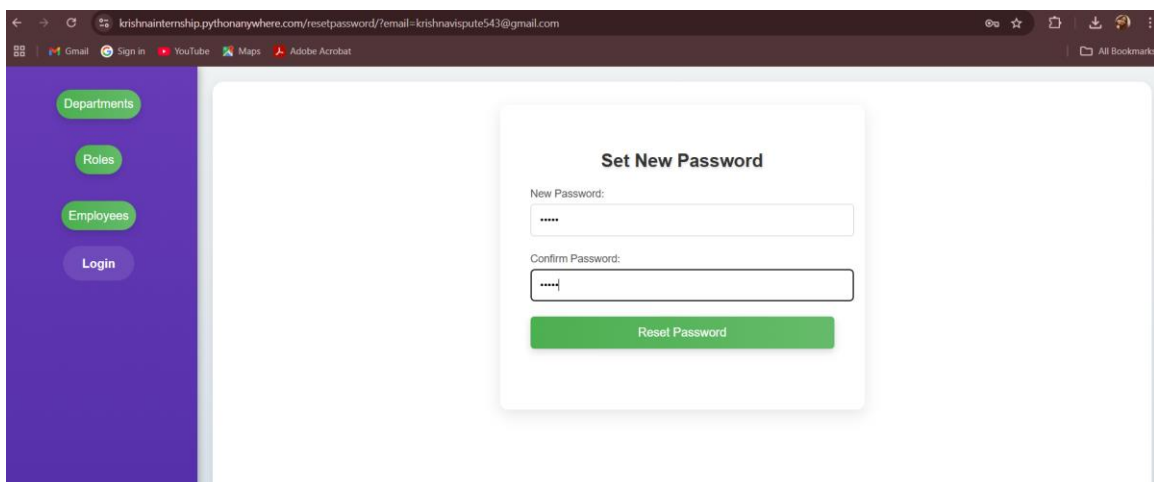
The Validate OTP Request displays a email and OTP confirmation form .



A screenshot of a web browser showing the 'Validate OTP' page. The browser's address bar displays 'krishnainternship.pythonanywhere.com/validateotp/'. On the left, a purple sidebar contains buttons for 'Departments', 'Roles', 'Employees', and 'Login'. The main content area features a white card with the title 'Validate OTP'. Inside the card, a green message box states 'OTP sent to your registered email.' Below this, the 'Email:' field is pre-filled with 'krishnavispute543@gmail.com'. The 'OTP:' field contains the text '289486'. A green 'Validate OTP' button is positioned at the bottom of the card.

## Set New password

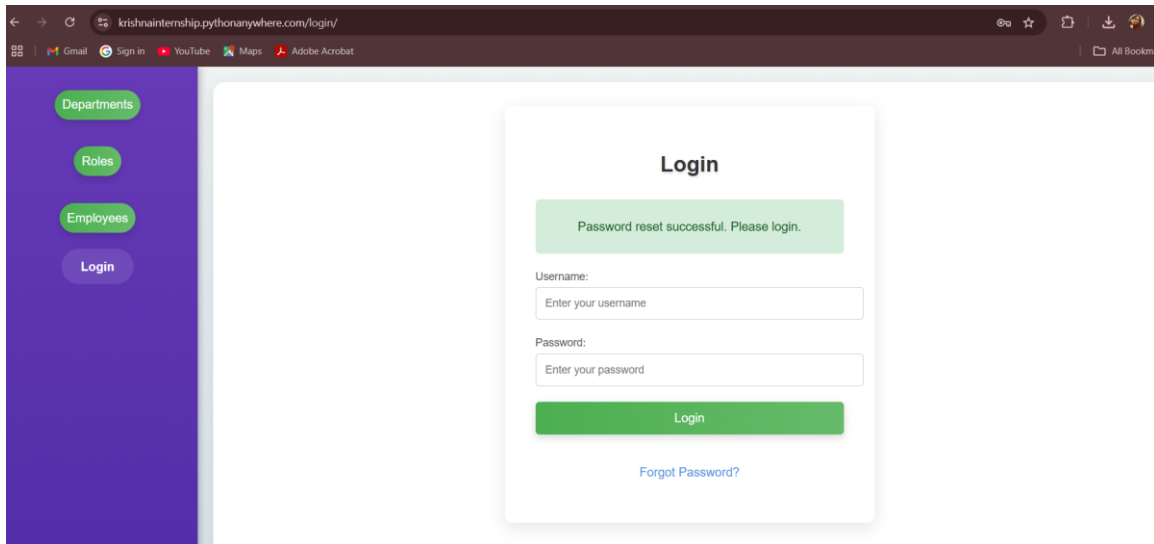
The Set New Password displays a new password form .



A screenshot of a web browser showing the 'Set New Password' page. The browser's address bar displays 'krishnainternship.pythonanywhere.com/resetpassword/?email=krishnavispute543@gmail.com'. The purple sidebar on the left remains the same. The main content area features a white card with the title 'Set New Password'. It contains two input fields: 'New Password:' and 'Confirm Password:', both masked with dots. A green 'Reset Password' button is located at the bottom of the card.

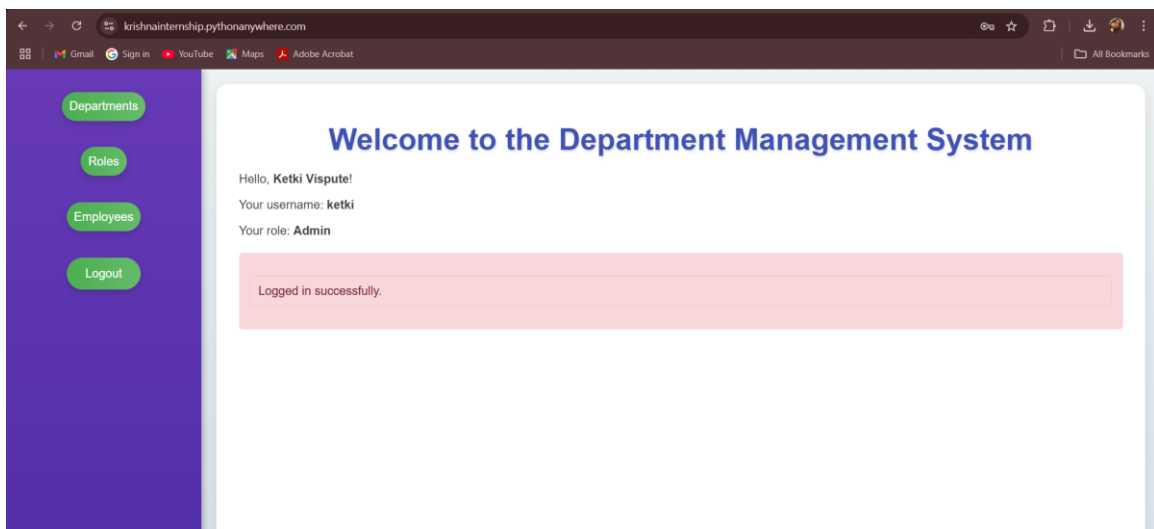
## Login page with password reset message

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 Management**

Create Task Leave Management Performance Review

Page 1 of 1

SR. NO	EMPLOYEE NAME	TASK TITLE	START DATE	END DATE	SEE DETAILS	STATUS	ACTION	EDIT	DELETE
1	Ria Vispute	Task 1	Jan. 13, 2025	Jan. 31, 2025	<a href="#">See Details</a>	Pending	<a href="#">Mark Completed</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

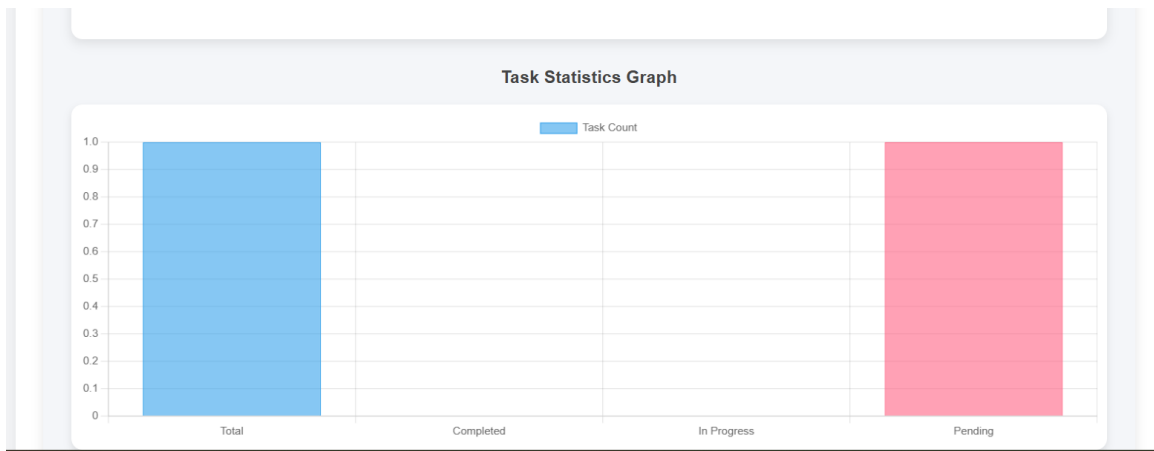
Filter By Employee:

Filter By Status: ☒ Pending ☐ In Progress ☐ Completed

Filter by Date Range: From:  To:  [Search](#)

**Task Statistics**

Total Tasks: 1  
Completed: 0  
In Progress: 0  
Pending: 1



## 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.

The screenshot shows a web browser at the URL `krishnainternship.pythonanywhere.com/addtask/`. On the left is a purple sidebar with the title 'Dashboard' and several green buttons: 'Departments', 'Roles', 'Employees', 'Task', 'View Tasks', 'Add Task', and 'Logout'. The main content area is white and features a form titled 'Add Task'. The form includes the following fields: 'Task Title' (text input), 'Description' (text area), 'Priority' (dropdown menu), 'Task Type' (dropdown menu), 'Start Date' (date picker), 'End Date' (date picker), and 'Assign To' (dropdown menu). At the bottom of the form is a green button labeled 'Add Task'.

## 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.

Dashboard

- Departments
- Roles
- Employees
- Task
- Logout

### Edit Task

Task Title: Task 1

Description: This is task 1

Priority: High

Task Type: Individual

Start Date: dd-mm-yyyy

End Date: dd-mm-yyyy

Status: Pending

Assign To: Ria Vispute

Update Task

## 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.

Dashboard

- Departments
- Roles
- Employees
- Task
- Logout

### Task 1

Assigned To: Ria Vispute

Description: This is task 1

Priority: High

Task Type: Individual

Start Date: Jan. 13, 2025

End Date: Jan. 31, 2025

Status: Pending

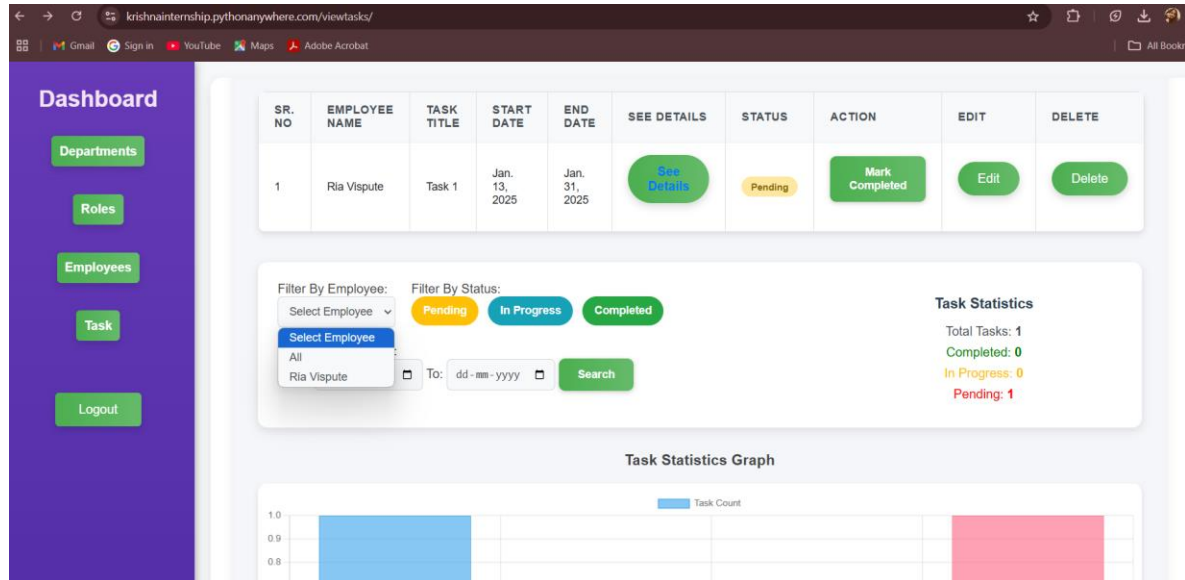
Created At: Jan. 13, 2025, 1:56 p.m.

Updated At: Jan. 13, 2025, 1:56 p.m.

Close Details

## 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

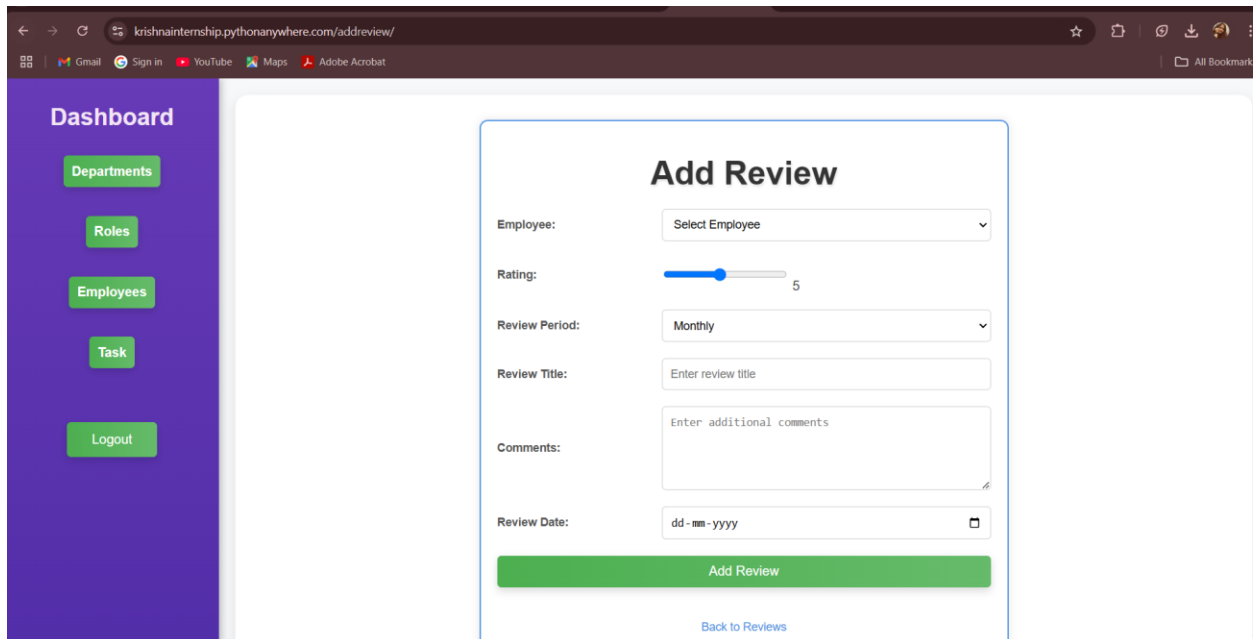
3. Options to Read comments, Edit or Delete Review, Filter and Statistics are also displayed.



## 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.



The screenshot shows a web browser window with the URL `krishnainternship.pythonanywhere.com/addreview/`. The page features a purple sidebar on the left with the title 'Dashboard' and several green buttons: 'Departments', 'Roles', 'Employees', 'Task', and 'Logout'. The main content area is white and contains a form titled 'Add Review'. The form fields are as follows:

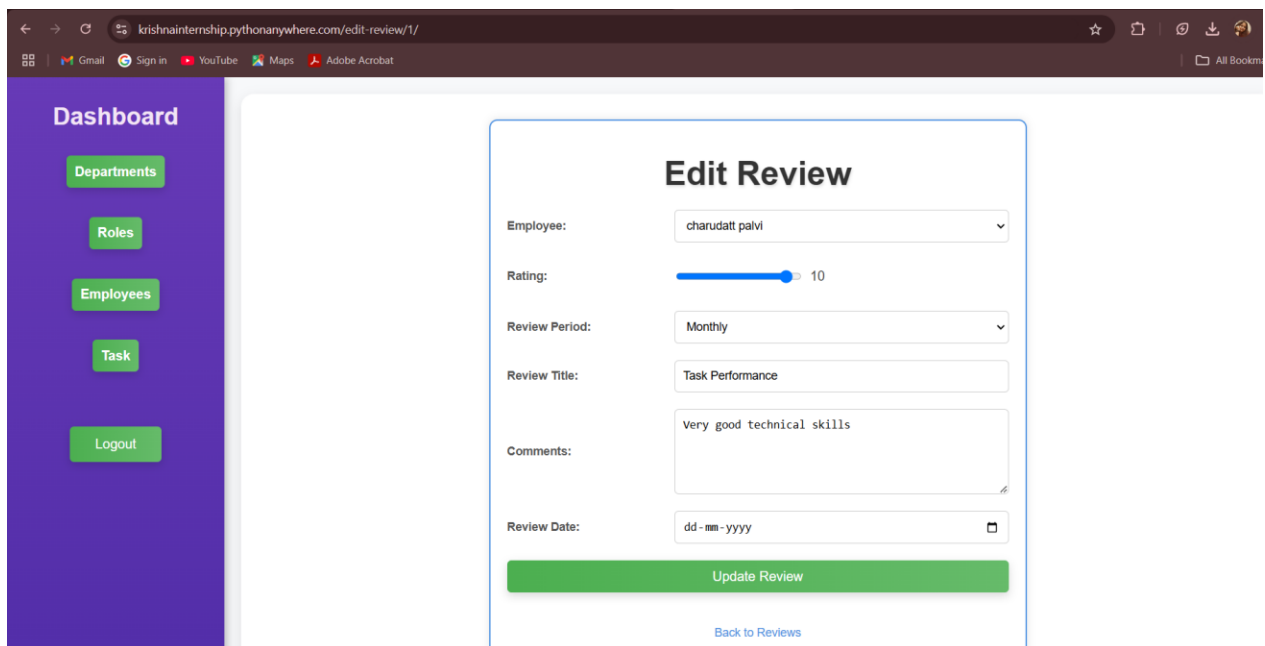
- Employee:** A dropdown menu with the placeholder text 'Select Employee'.
- Rating:** A horizontal slider with a blue bar and a value of 5.
- Review Period:** A dropdown menu with the selected option 'Monthly'.
- Review Title:** A text input field with the placeholder text 'Enter review title'.
- Comments:** A larger text area with the placeholder text 'Enter additional comments'.
- Review Date:** A date input field with the placeholder text 'dd - mm - yyyy' and a calendar icon.

At the bottom of the form is a large green button labeled 'Add Review'. Below this button is a blue link that says 'Back to Reviews'.

## 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.



The screenshot shows a web browser window with the URL `krishnainternship.pythonanywhere.com/edit-review/1/`. The page features a purple sidebar on the left with the title 'Dashboard' and several green buttons: 'Departments', 'Roles', 'Employees', 'Task', and 'Logout'. The main content area is titled 'Edit Review' and contains a form with the following fields:

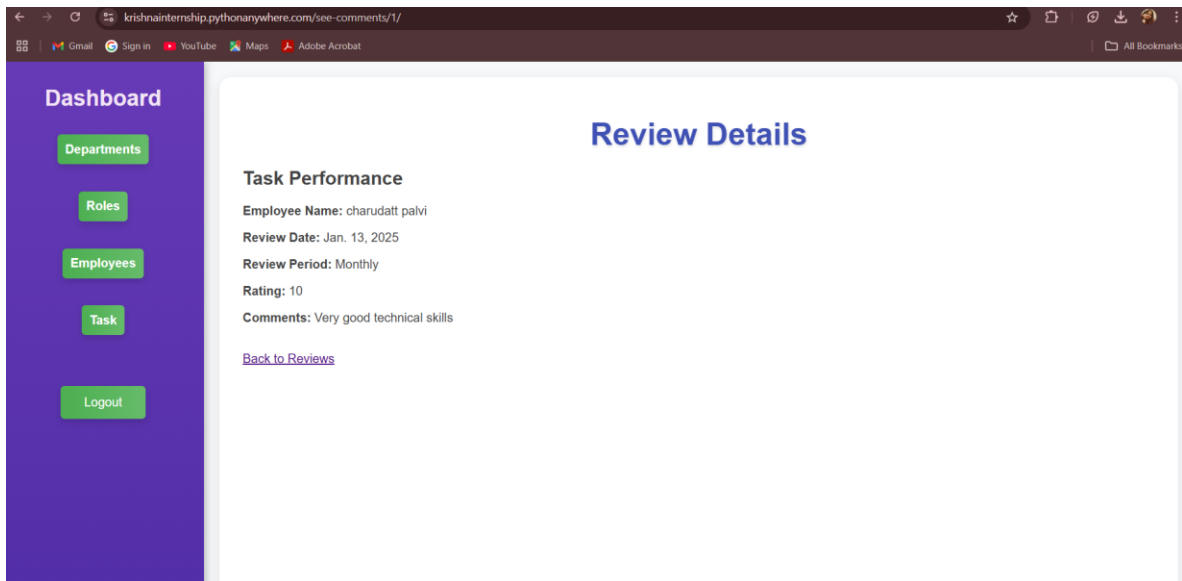
- Employee:** A dropdown menu with 'charudatt palvi' selected.
- Rating:** A horizontal slider bar with a blue track and a white handle, set to the value '10'.
- Review Period:** A dropdown menu with 'Monthly' selected.
- Review Title:** A text input field containing 'Task Performance'.
- Comments:** A text area containing 'Very good technical skills'.
- Review Date:** A date input field with the placeholder 'dd-mm-yyyy' and a calendar icon.

At the bottom of the form is a large green button labeled 'Update Review'. Below this button is a blue link that says 'Back to Reviews'.

## Read Comment

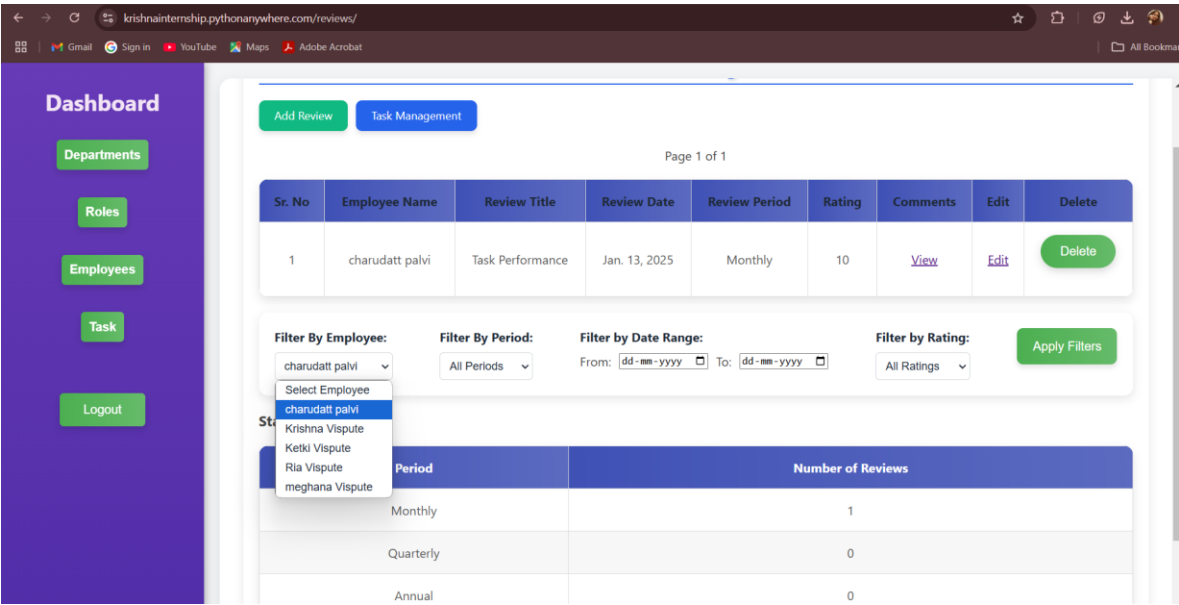
To read comments:

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:



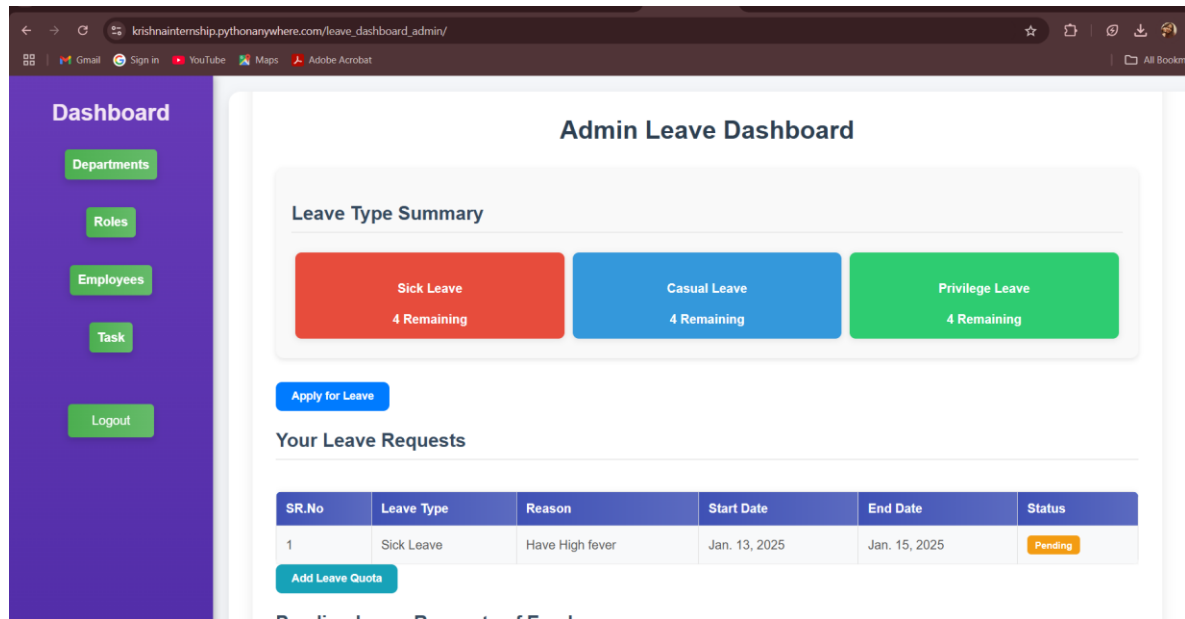
1. Select filtration which you require from the filter options. The review list displays the details of review.

## 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.

← → ↻ [krishnainternship.pythonanywhere.com/apply\\_leave/](https://krishnainternship.pythonanywhere.com/apply_leave/) ☆ 📁 🔄 ⬇️ 🗑️

📧 Gmail 🌐 Sign in 📺 YouTube 🗺️ Maps 📄 Adobe Acrobat 📖 All Bookmarks

### Dashboard

- Departments
- Roles
- Employees
- Task
- Logout

### Apply for Leave

[← Back](#)

Leave Type:

Reason:

Start Date:

End Date:

Submit



## View Applied Leaves of Employee

To view applied leaves of employee:

**Dashboard**

- Departments
- Roles
- Employees
- Task
- Logout

**Leave Status**

- Sick Leave: 4 Remaining
- Casual Leave: 4 Remaining
- Privilege Leave: 4 Remaining

**Apply for Leave**

**Your Leave Requests**

SR.No	Leave Type	Reason	Start Date	End Date	Status
1	Sick Leave	Have High fever	Jan. 13, 2025	Jan. 15, 2025	Pending

**Add Leave Quota**

**Pending Leave Requests of Employees**

SR.No	Employee	Leave Type	Reason	Start Date	End Date	Status	Action
1	ketki	Sick Leave	Have High fever	Jan. 13, 2025	Jan. 15, 2025	Pending	Edit
2	meghana	Privilege Leave	Going out for emergency	Jan. 13, 2025	Jan. 18, 2025	Pending	Edit

## 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.

**Approve or Reject Leave Request**

Employee: meghana  
Leave Type: Privilege Leave  
Reason: Going out for emergency  
Start Date: Jan. 13, 2025  
End Date: Jan. 18, 2025

Action:

**Submit** **Cancel**

## 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.

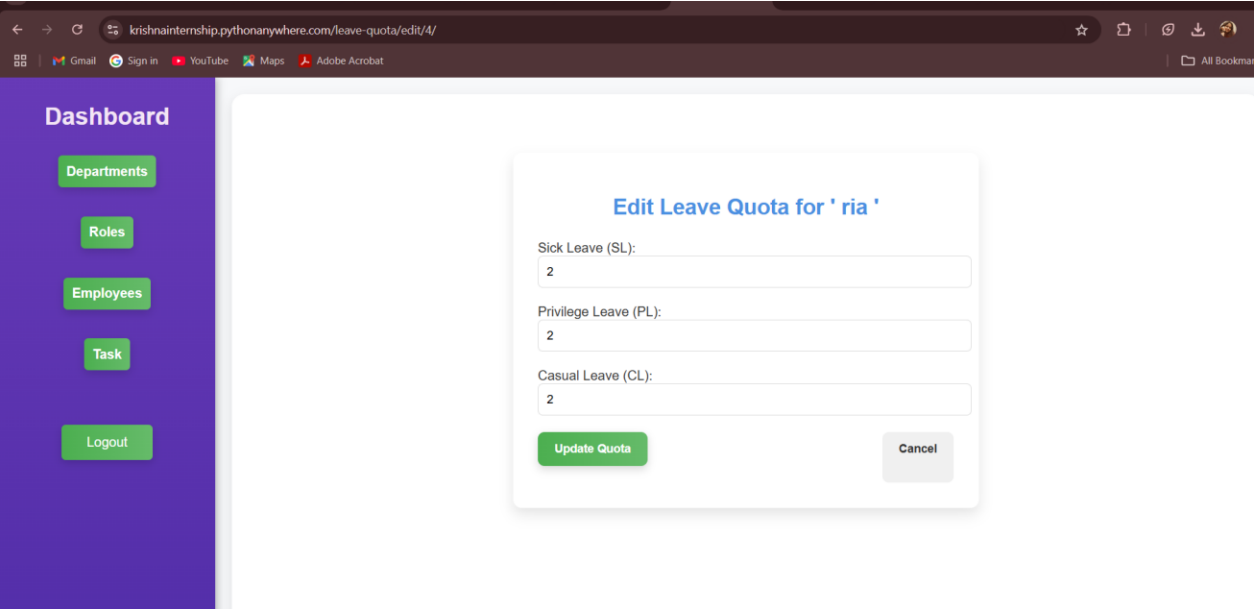
The screenshot shows a web application interface for managing leave quotas. On the left is a purple sidebar with a 'Dashboard' header and five green buttons: 'Departments', 'Roles', 'Employees', 'Task', and 'Logout'. The main content area is titled 'Leave Quota Management' in blue. It contains a form with the following fields: 'Select Employee:' with a dropdown menu, 'Enter SL Quota:', 'Enter PL Quota:', and 'Enter CL Quota:', each followed by a text input field. Below these fields is a green 'Save Quota' button. At the bottom, there is a table with columns: 'Sr.No', 'Employee Name', 'SL Quota', 'PL Quota', 'CL Quota', and 'Edit'. The table contains two rows of data.

Sr.No	Employee Name	SL Quota	PL Quota	CL Quota	Edit
1	ketki	4	4	4	<button>Edit</button>
2	ria	2	2	2	<button>Edit</button>

## Edit Leave Quota to Employees

To edit leave quota to employee:

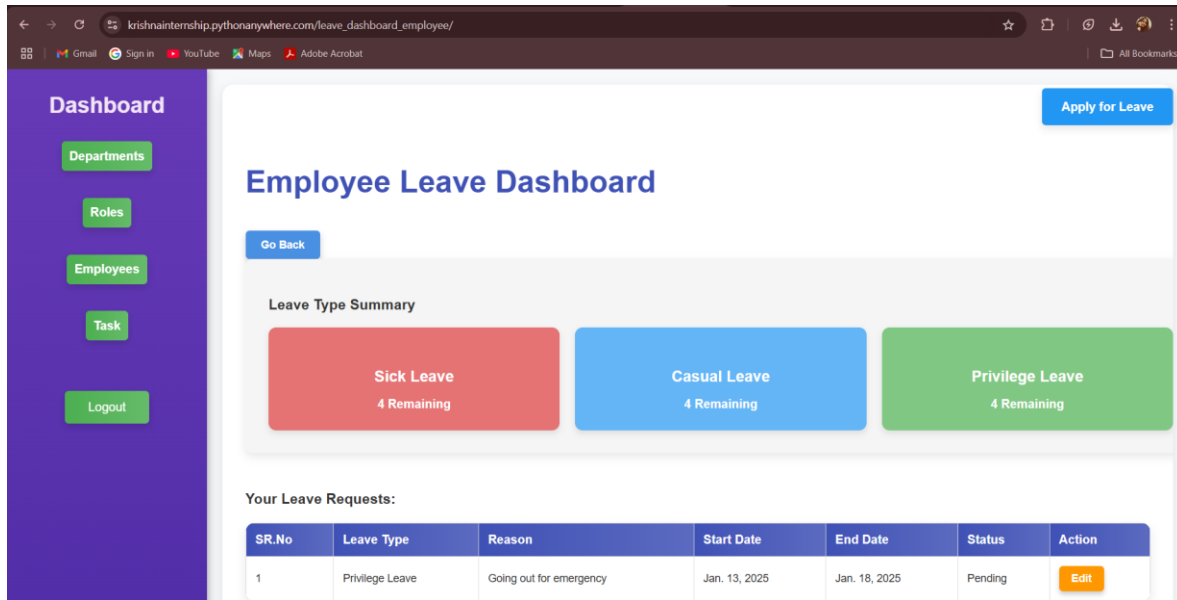
1. Navigate to the 'Edit Leave Quota' page by clicking on '\*\*Edit' \*\* button in the list.



## 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

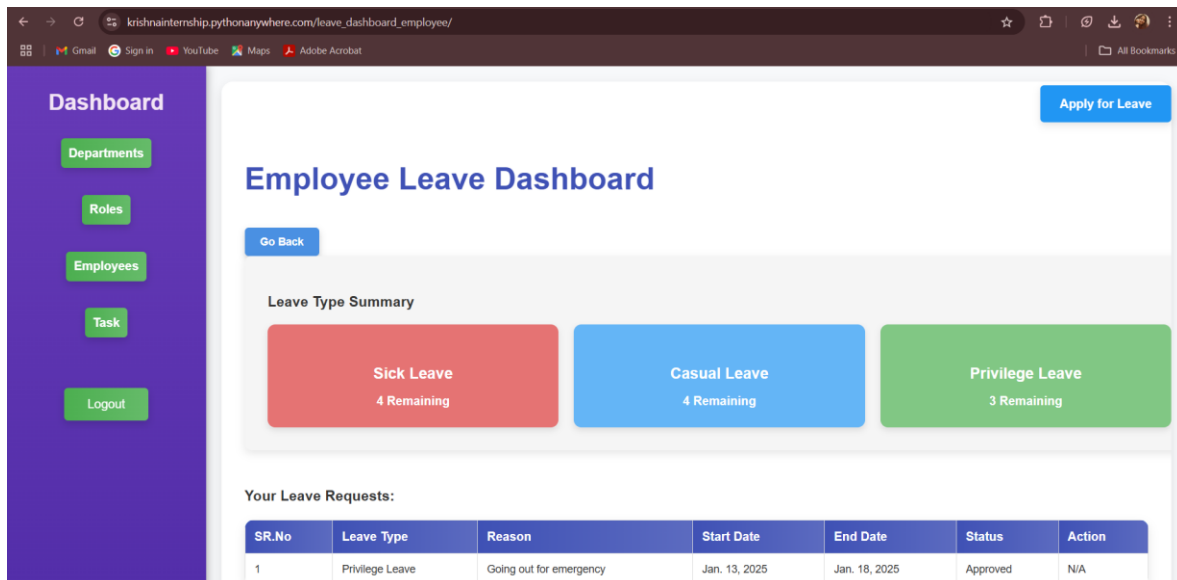


The screenshot shows the 'Employee Leave Dashboard' page. On the left is a purple sidebar with a 'Dashboard' header and buttons for 'Departments', 'Roles', 'Employees', 'Task', and 'Logout'. The main content area has a 'Go Back' button and a 'Leave Type Summary' section with three colored boxes: 'Sick Leave 4 Remaining' (red), 'Casual Leave 4 Remaining' (blue), and 'Privilege Leave 4 Remaining' (green). Below this is a 'Your Leave Requests:' section with a table.

SR.No	Leave Type	Reason	Start Date	End Date	Status	Action
1	Privilege Leave	Going out for emergency	Jan. 13, 2025	Jan. 18, 2025	Pending	<a href="#">Edit</a>

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.



This screenshot shows the same 'Employee Leave Dashboard' after a request has been approved. The 'Privilege Leave' box now shows '3 Remaining' instead of 4. The table below shows the status of the request has changed to 'Approved' and the 'Action' column now displays 'N/A' instead of an 'Edit' button.

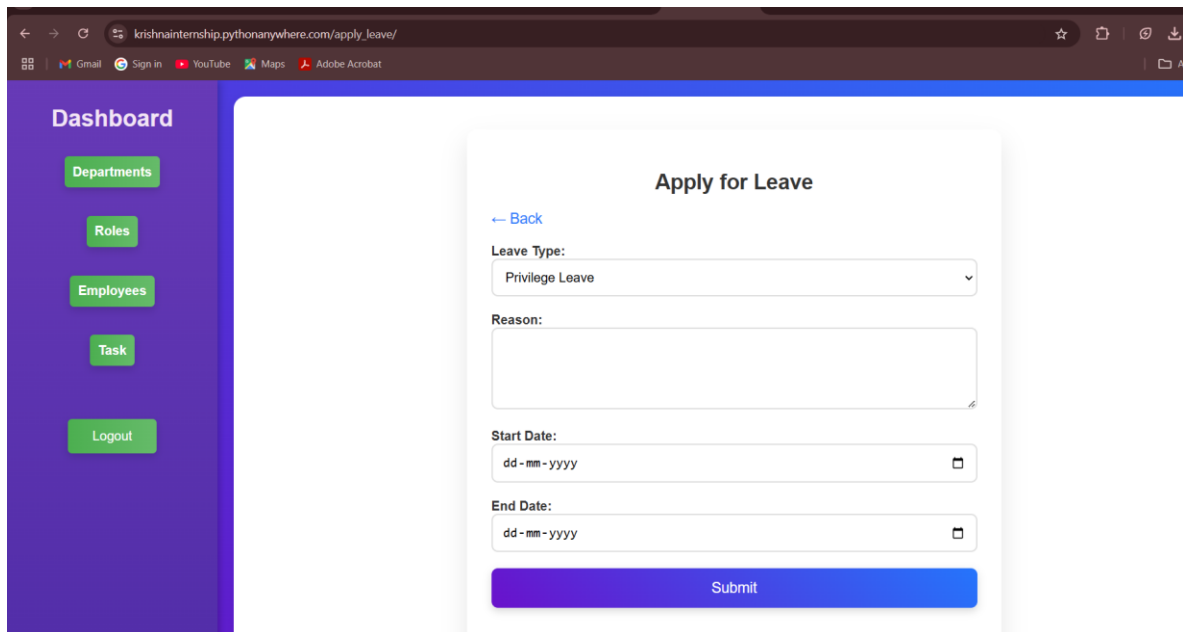
SR.No	Leave Type	Reason	Start Date	End Date	Status	Action
1	Privilege Leave	Going out for emergency	Jan. 13, 2025	Jan. 18, 2025	Approved	N/A

## 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.



The screenshot shows a web browser at the URL `krishnainternship.pythonanywhere.com/apply_leave/`. On the left is a purple sidebar with a 'Dashboard' header and buttons for 'Departments', 'Roles', 'Employees', 'Task', and 'Logout'. The main content area is white and titled 'Apply for Leave'. It contains a '← Back' link, a 'Leave Type:' dropdown menu with 'Privilege Leave' selected, a 'Reason:' text area, 'Start Date:' and 'End Date:' fields with 'dd-mm-yyyy' placeholders and calendar icons, and a large blue 'Submit' button at the bottom.

## 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.

Dashboard

Departments

Roles

Employees

Task

Logout

Edit Leave Request

Leave Type:

Sick Leave

Reason:

High fever

Start Date:

dd-mm-yyyy

End Date:

dd-mm-yyyy

Update Request

