

User Documentation for Department Management System

Introduction

This document provides user guidance on managing the Department Management System. The system allows users to perform CRUD (Create, Read, Update, Delete) operations on department data.

Features

The system supports the following features:

- View all departments.
- Create a new department.
- Edit department details.
- Soft-delete departments (mark them as inactive).

Usage Instructions

1. Home Page

The Home Page displays a list of all active departments. Each department entry provides the following information:

- Department Name
- Description
- Edit and Delete options

Buttons and links:

- 'Create Department' button: Navigate to the page to add a new department.
- 'Edit' link: Update the department's details.
- 'Delete' link: Soft-delete a department.

Link: <https://sauinternship.pythonanywhere.com/>

Department Management				
Create Department				
SR. NO	DEPARTMENT NAME	DESCRIPTION	EDIT	DELETE
1	IT	IT department often comprises specialized teams, each focusing on distinct areas of technology and support	Edit	Delete
2	Mechanical	A Mechanical Department is a core function in industries related to engineering, manufacturing, construction, and maintenance. It focuses on the design, development, operation, and maintenance of mechanical systems and equipment.	Edit	Delete
3	Sales	Sales Department is a critical function within an organization, responsible for generating revenue by selling products or services to customers. Its primary focus is on building relationships, identifying opportunities, and closing deals to achieve business growth.	Edit	Delete

2. Create Department

To add a new department, follow these steps:

1. Navigate to the Create Department page by clicking the 'Create Department' button.
2. Fill in the required fields:
 - Department Name
 - Description
3. Click 'Create' to save the department.

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

Create Department

Department Name:

Description:

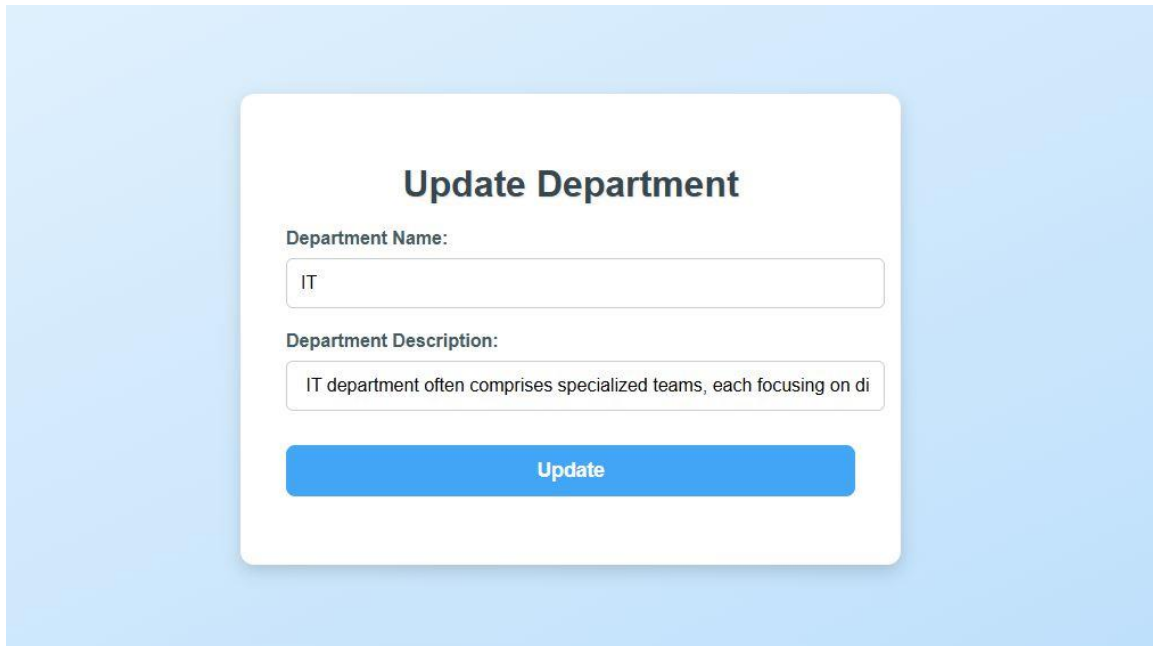
Create

3. Update Department

To update an existing department:

1. Click the 'Edit' link in the respective row of the department on the Home Page.
2. Update the 'Department Name' and/or 'Description' fields.
3. Click 'Update' to save the changes.

Link: <https://sauinternship.pythonanywhere.com/edit/1>



The screenshot shows a web form titled "Update Department" centered on a light blue background. The form is a white card with rounded corners. It contains two text input fields. The first field is labeled "Department Name:" and contains the text "IT". The second field is labeled "Department Description:" and contains the text "IT department often comprises specialized teams, each focusing on di". Below these fields is a blue button with the text "Update" in white.

4. Delete Department

To soft-delete a department:

1. Click the 'Delete' link in the respective row of the department on the Home Page.
2. The department will be marked as inactive and will no longer appear in the list of active departments.

Department Management				
Create Department				
SR. NO	DEPARTMENT NAME	DESCRIPTION	EDIT	DELETE
1	IT	IT department often comprises specialized teams, each focusing on distinct areas of technology and support	Edit	Delete
2	Mechanical	A Mechanical Department is a core function in industries related to engineering, manufacturing, construction, and maintenance. It focuses on the design, development, operation, and maintenance of mechanical systems and equipment.	Edit	Delete
3	Sales	Sales Department is a critical function within an organization, responsible for generating revenue by selling products or services to customers. Its primary focus is on building relationships, identifying opportunities, and closing deals to achieve business growth.	Edit	Delete

1. Role Page

The Home Page displays a list of all active role. Each role entry provides the following information:

- Role Name
- Description
- Edit and Delete options

Buttons and links:

- 'Create Role' button: Navigate to the page to add a new role.
- 'Edit' link: Update the role's details.
- 'Delete' link: Soft-delete a role.

Link: <https://sauinternship.pythonanywhere.com/>

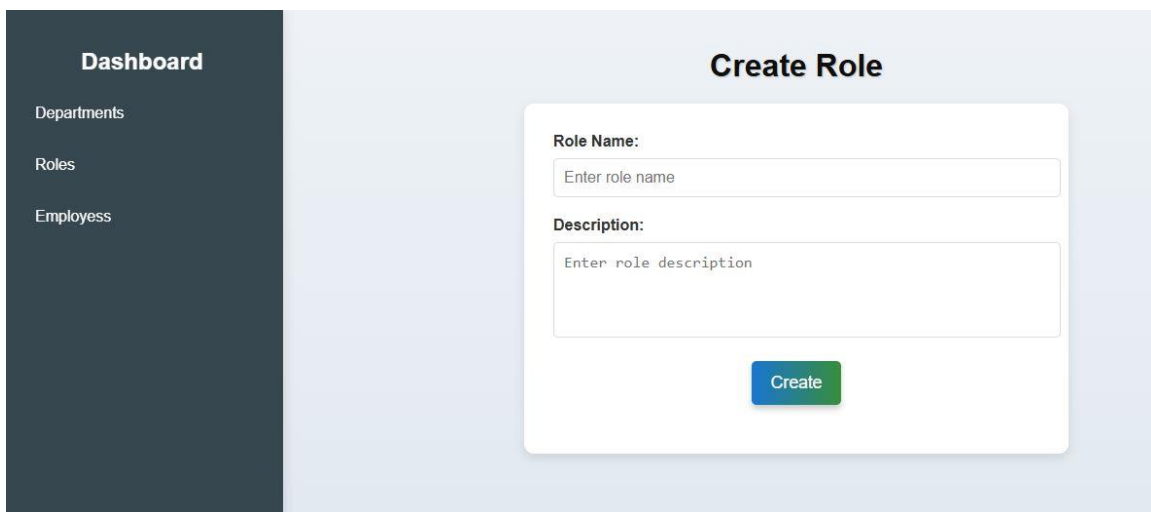
Dashboard	Roles List				
	Create Role				
	SR.NO	ROLE NAME	DESCRIPTION	EDIT	DELETE
	1	Admin	this is admin role	Edit	Delete

2. Create Role

To add a new role, follow these steps:

1. Navigate to the Create Role page by clicking the 'Create Role' button.
2. Fill in the required fields:
 - Role Name
 - Description
3. Click 'Create' to save the role.

Link: <https://sauinternship.pythonanywhere.com/addrole>



The screenshot shows a web application interface. On the left is a dark sidebar with the title 'Dashboard' and three menu items: 'Departments', 'Roles', and 'Employess'. The main content area has a light blue background and is titled 'Create Role'. It contains a white form with two input fields: 'Role Name:' with a placeholder 'Enter role name' and 'Description:' with a placeholder 'Enter role description'. Below the form is a green 'Create' button.

3. Update Role

To update an existing role:

1. Click the 'Edit' link in the respective row of the role on the Home Page.
2. Update the 'Role Name' and/or 'Description' fields.
3. Click 'Update' to save the changes.

Link: <https://sauinternship.pythonanywhere.com/updaterole/1>

Dashboard
Departments
Roles
Employess

Update Role

Role Name:

Role Description:

Update

4. Delete Role

To soft-delete a role:

1. Click the 'Delete' link in the respective row of the role on the Home Page.
2. The role will be marked as inactive and will no longer appear in the list of active role.

Dashboard
Departments
Roles
Employess

Roles List

Create Role

SR.NO	ROLE NAME	DESCRIPTION	EDIT	DELETE
1	Admin	this is admin role	Edit	Delete

View Employees

The homepage displays a list of all active employees in a tabular format. To view employees:

1. Go to the homepage ('<https://sauinternship.pythonanywhere.com/viewemployees/>')
2. The table will display the following details:
 - Employee ID
 - First Name
 - Last Name
 - Email
 - Mobile Number
 - Role

- Department
- Reporting Manager
- Date of Joining
- Username
- Password

Options to Edit or Delete a employee are also displayed

Dashboard		Employee List							
Home									
Departments									
Roles									
Employess									
Login									
		LAST NAME	EMAIL	MOBILE	ROLE	DEPARTMENT	REPORTING MANAGER	DATE OF JOINING	EDIT
		chalke	chalkesayali614@gmail.com	8291690992	Admin	IT		Jan. 10, 2025	Edit Delete

Add a New Employee

To create a new employee:

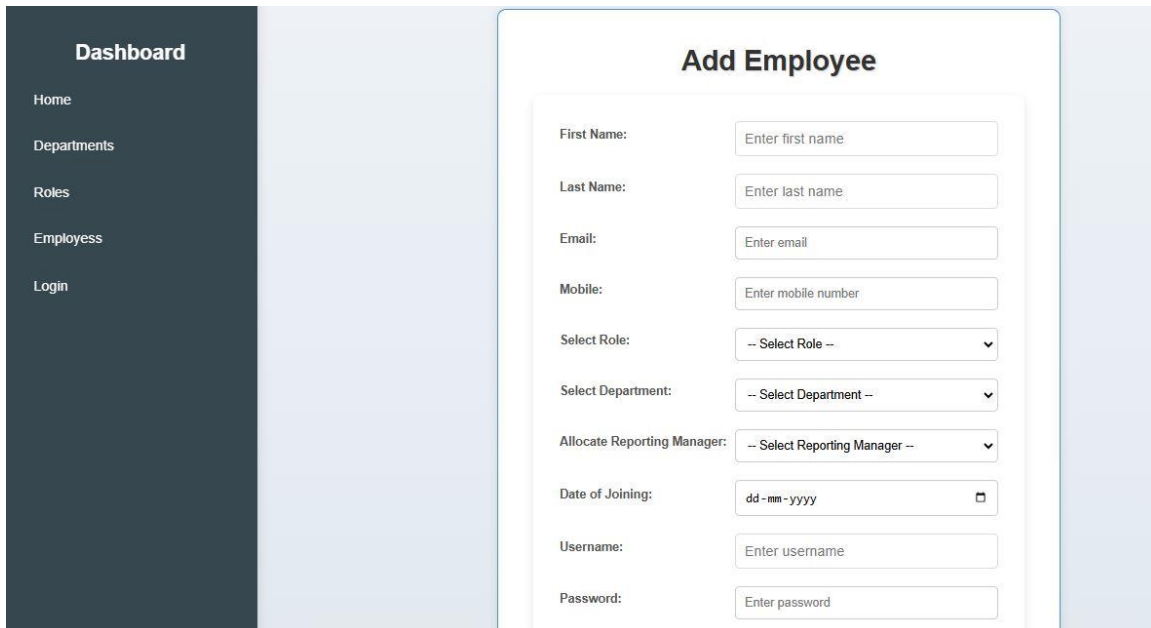
1. Navigate to the 'Add Employee page by clicking on '**'Create Employee**' in the sidebar.
2. Fill in the form fields:

- Employee Name: Enter the name of the employee.
- Employee Description: Enter a short description.

- Employee First Name
- Employee Last Name
- Employee Email
- Employee Mobile Number
- Employee Role
- Employee Department
- Employee Reporting Manager
- Employee Date of Joining
- Employee Username
- Employee Password

3. Click on the Create button.

4. The new employee will now appear in the list



The screenshot shows a web application interface. On the left is a dark sidebar with the title 'Dashboard' and a list of menu items: 'Home', 'Departments', 'Roles', 'Emploeyss', and 'Login'. 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).

Edit/Update a Employee

To update a employee's details:

1. On the homepage, locate the employee you want to update.

2. Click on the Edit button in the corresponding row.

3. Modify the fields in the form:

- Employee Name
- Employee Description
- Employee First Name
- Employee Last Name
- Employee Email
- Employee Mobile Number
- Employee Role
- Employee Department

- Employee Reporting Manager
 - Employee Date of Joining
- Click on the Update button to save the changes.
 - The updated details will be reflected in the list

Dashboard

- Home
- Departments
- Roles
- Employs
- Login

Update Employee

First Name:

Last Name:

Email:

Mobile:

Select Role:

Admin

Select Department:

IT

Allocate Reporting Manager:

-- Select Reporting Manager --

Date of Joining:

Update Employee

Delete a Employee

To delete a Employee:

- On the homepage, locate the employee you want to delete.
- Click on the ****Delete**** button in the corresponding row.
- The employee will no longer appear in the list.

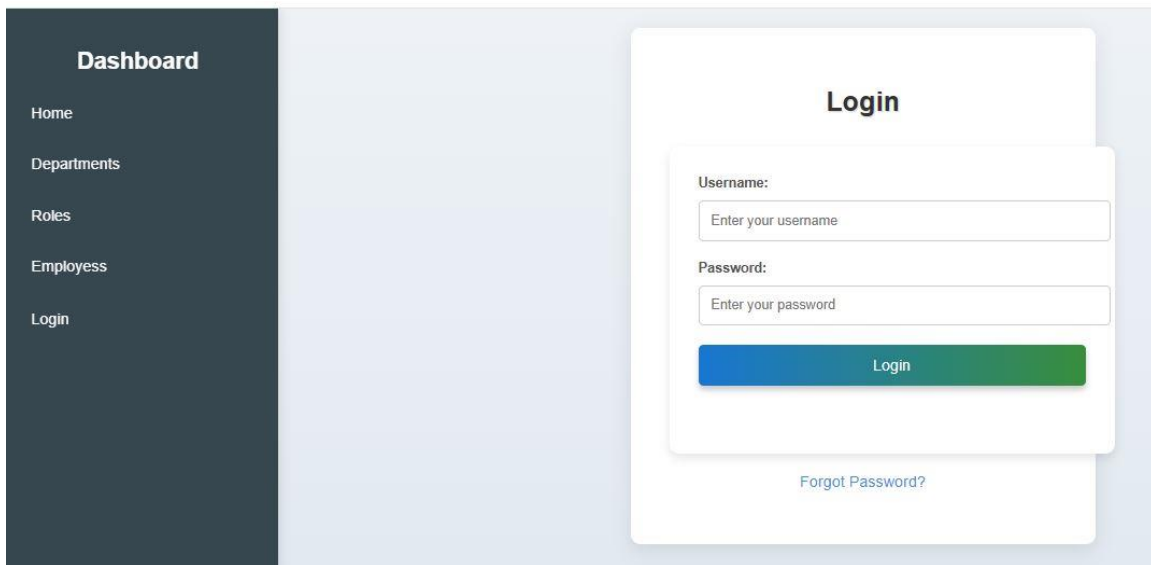
Dashboard	Employee List									
	FIRST NAME	LAST NAME	EMAIL	MOBILE	ROLE	DEPARTMENT	REPORTING MANAGER	DATE OF JOINING	EDIT	DELETE
<ul style="list-style-type: none"> Home Departments Roles Employs Login 	sayali	chalke	chalkesayali614@gmail.com	8291690992	Admin	IT		Jan. 10, 2025	Edit	Delete

Features and Instructions of Login/Password Reset:-

Login User

The login displays a login form. To view login form

1:Go to the homepage ('https://sauinternship.pythonanywhere.com/login/')



The screenshot shows a web application interface. On the left is a dark blue sidebar with the title 'Dashboard' and a list of links: Home, Departments, Roles, Employess, and Login. The main content area has a light blue background. In the center-right, there is a white card titled 'Login'. Inside the card, there are two input fields: 'Username:' with a placeholder 'Enter your username' and 'Password:' with a placeholder 'Enter your password'. Below these fields is a blue button with the text 'Login'. At the bottom of the card, there is a link that says 'Forgot Password?'.

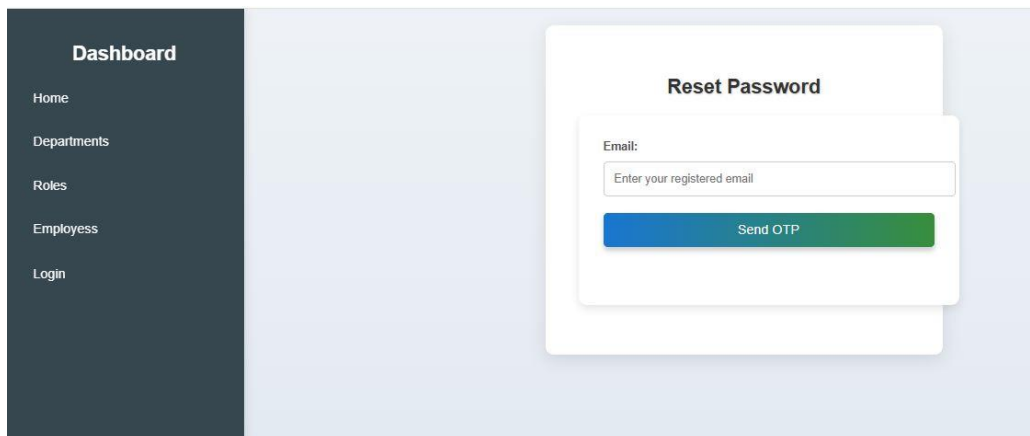
Reset Password Request

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

To view reset password form:

1. Go to the homepage

('https://sauinternship.pythonanywhere.com/resetpasswordrequest/')



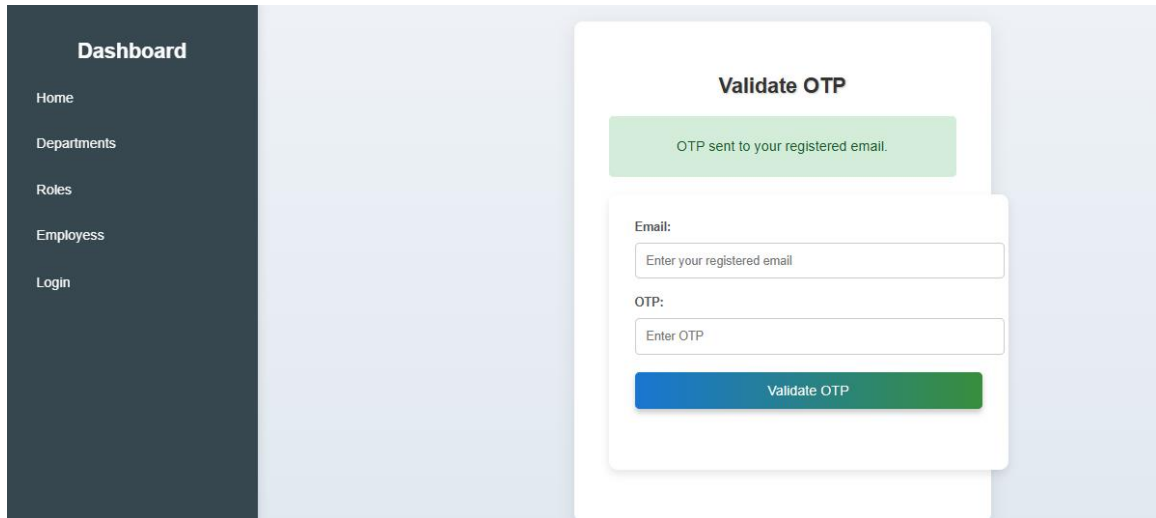
The screenshot shows the same web application interface as the previous one. The sidebar is identical. The main content area features a white card titled 'Reset Password'. Inside this card, there is an 'Email:' label above an input field with the placeholder 'Enter your registered email'. Below the input field is a blue button with the text 'Send OTP'.

Validate OTP Request

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

OTP form:

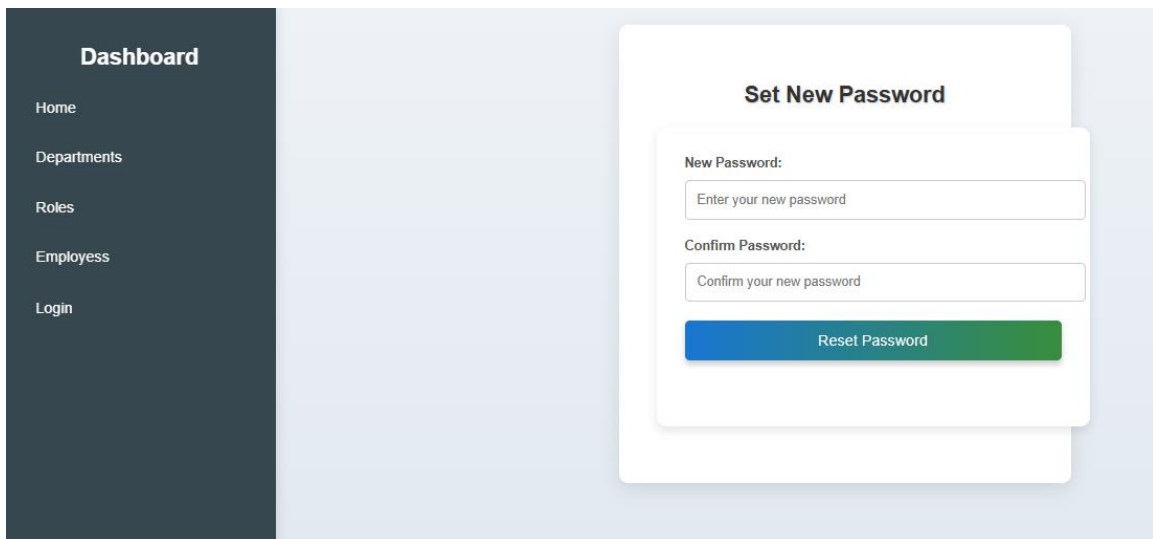
1. Go to the homepage('https://sauinternship.pythonanywhere.com/validateotp/')



The screenshot shows a web application interface. On the left is a dark blue sidebar with the title "Dashboard" and a list of links: Home, Departments, Roles, Employess, and Login. The main content area has a light blue background. In the center is a white card titled "Validate OTP". At the top of the card is a green message box that says "OTP sent to your registered email." Below this are two input fields: "Email:" with the placeholder "Enter your registered email" and "OTP:" with the placeholder "Enter OTP". At the bottom of the card is a blue button with the text "Validate OTP".

Set New Password

The Set New Password displays a new password form . To view set new password form:

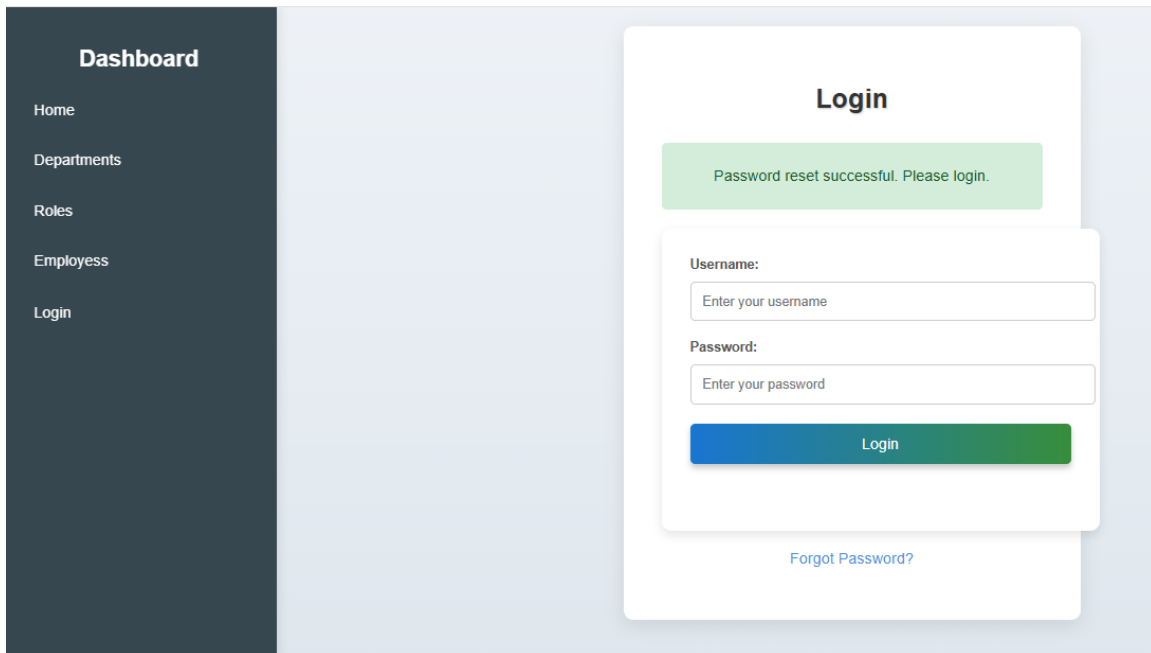


The screenshot shows the same web application interface as the previous one. The sidebar is identical. The main content area features a white card titled "Set New Password". This card contains two input fields: "New Password:" with the placeholder "Enter your new password" and "Confirm Password:" with the placeholder "Confirm your new password". At the bottom of the card is a blue button with the text "Reset Password".

Login Page with password reset message

The login displays a login form. To view login form

Go to the homepage('https://sauinternship.pythonanywhere.com/login/')

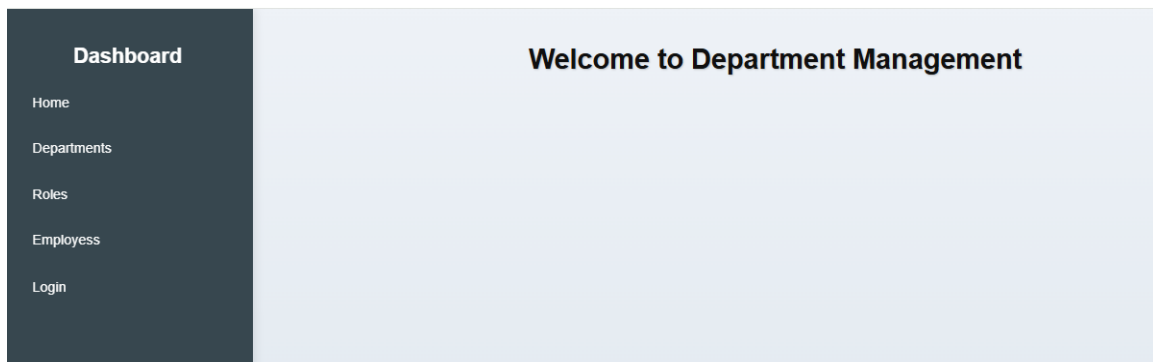


The screenshot shows a web application interface. On the left is a dark blue sidebar with the word "Dashboard" at the top and a list of links: "Home", "Departments", "Roles", "Employess", and "Login". The main content area has a light blue background. In the center, there is a white login card. At the top of the card is the title "Login". Below the title is a green message box that says "Password reset successful. Please login.". Underneath the message box is a login form with two input fields: "Username:" with a placeholder "Enter your username" and "Password:" with a placeholder "Enter your password". Below the password field is a blue button with the text "Login". At the bottom of the card is a link that says "Forgot Password?".

Home Page after login success

The home page displays a username and role. To view home page form:

1. Go to the homepage('https://sauinternship.pythonanywhere.com/home/')



The screenshot shows the same web application interface as before, but the main content area now displays "Welcome to Department Management" in bold black text. The sidebar remains the same with the "Dashboard" header and the list of links: "Home", "Departments", "Roles", "Employess", and "Login".

Technical Details

- The system uses Django for backend processing.
- Templates are designed using HTML and CSS.
- Data is stored in the database and managed using Django ORM.