

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:

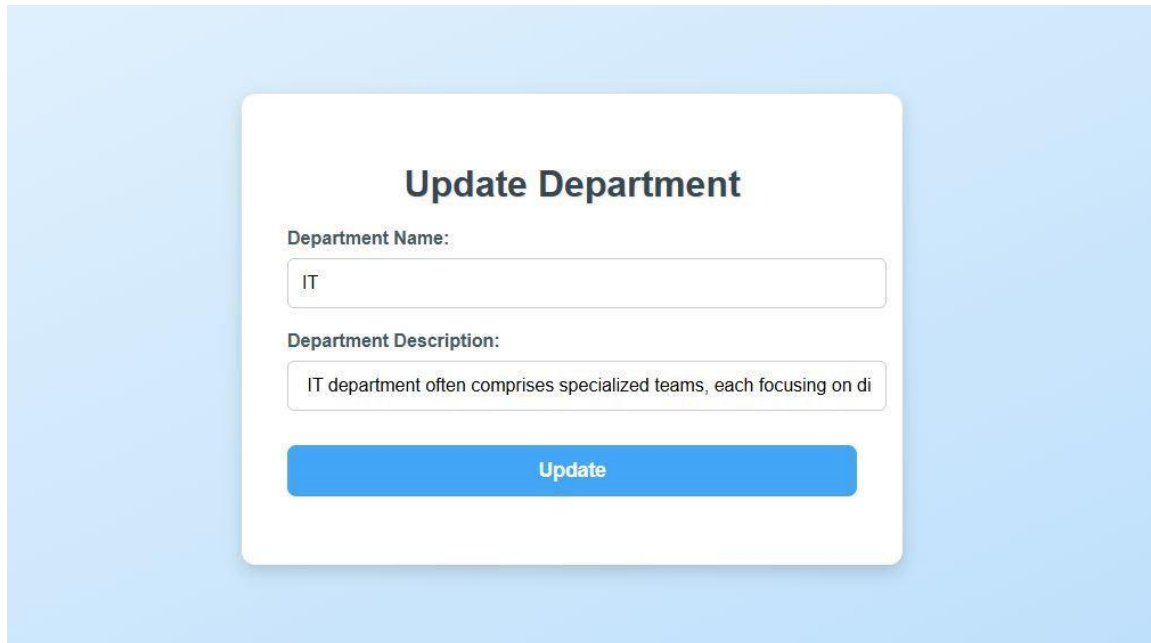
[Create](#)

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>

A screenshot of a web application interface for updating a department. The form is titled "Update Department" in bold black text. Below the title, there are two input fields. The first is labeled "Department Name:" and contains the text "IT". The second is labeled "Department Description:" and contains the text "IT department often comprises specialized teams, each focusing on di". At the bottom of the form is a blue button with the text "Update" in white. The entire form is centered on a light blue background.

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/>

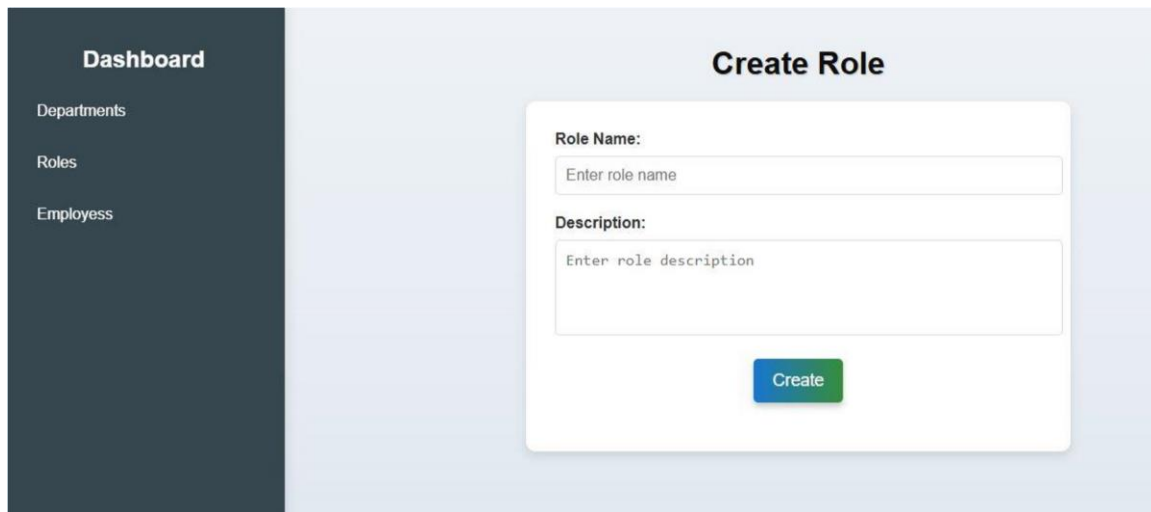
Dashboard	Roles List				
	Departments	Roles	Employess	Create Role	
SR.NO	ROLE NAME	DESCRIPTION	EDIT	DELETE	
1	Admin	this is admin role	Edit	Delete	

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	90								
Departments									
Roles		LAST NAME	EMAIL	MOBILE	ROLE	DEPARTMENT	REPORTING MANAGER	DATE OF JOINING	EDIT
Employess		chalke	chalkesayali614@gmail.com	8291690992	Admin	IT		Jan. 10, 2025	Edit
Login									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

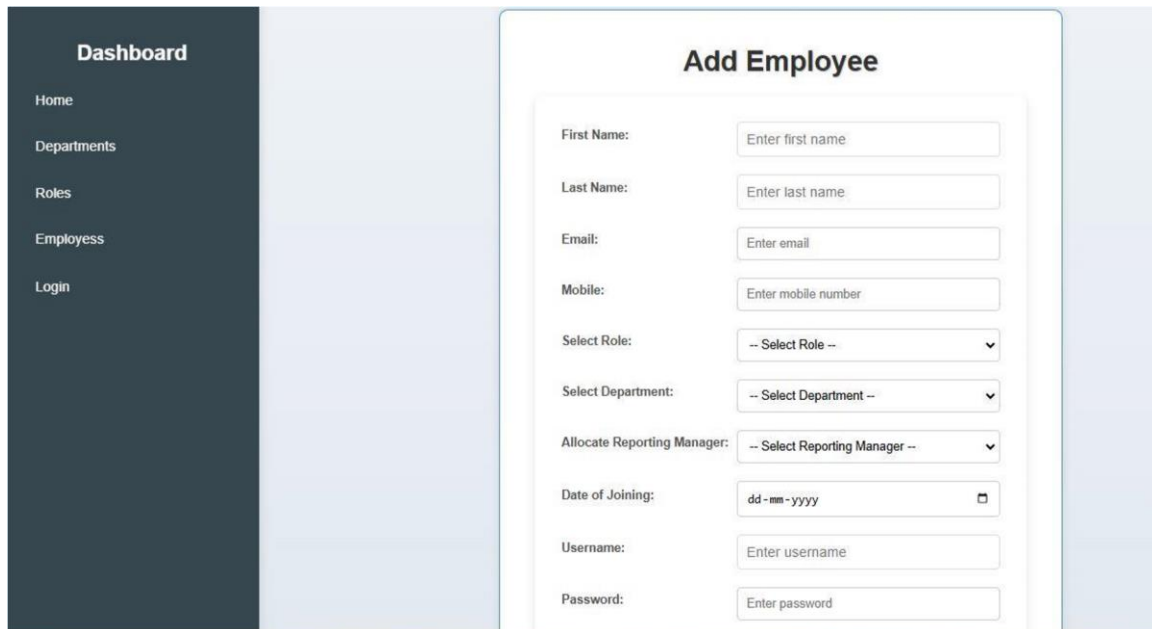
-Employee Date of Joining

-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', 'Employs', 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

4. Click on the Update button to save the changes.

5. The updated details will be reflected in the list

Dashboard

- Home
- Departments
- Roles
- Emplyess
- Login

Update Employee

First Name:

Last Name:

Email:

Mobile:

Select Role:

Select Department:

Allocate Reporting Manager:

Date of Joining:

Update Employee

Delete a Employee

To delete a Employee:

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

Dashboard

- Home
- Departments
- Roles
- Emplyess
- Login

Employee List

[Create Employee](#)

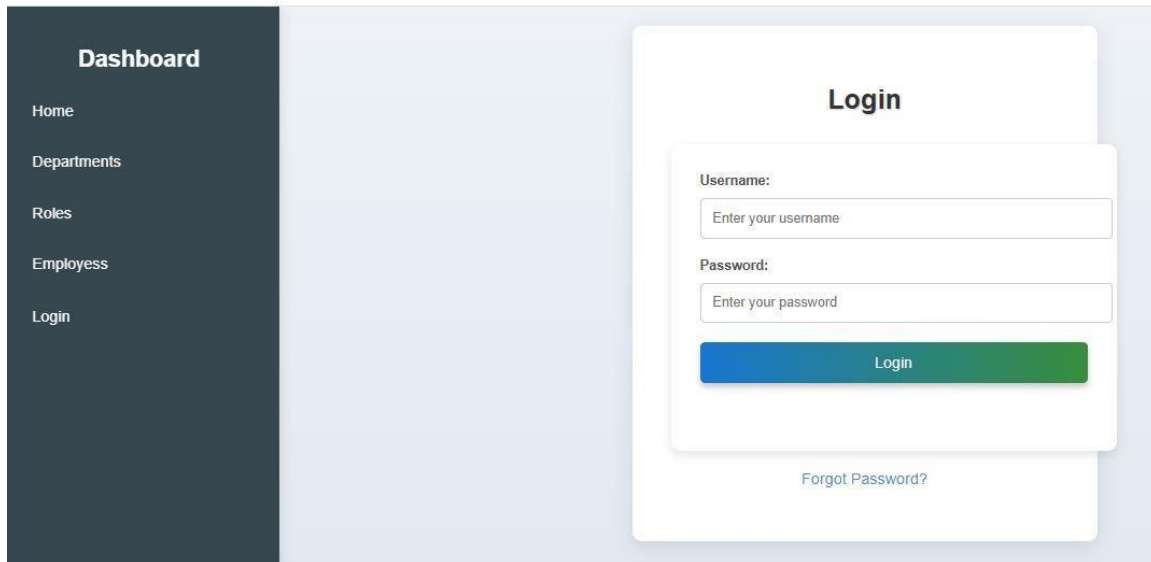
FIRST NAME	LAST NAME	EMAIL	MOBILE	ROLE	DEPARTMENT	REPORTING MANAGER	DATE OF JOINING	EDIT	DELETE
sayali	chalke	chalkesayali614@gmail.com	8291690992	Admin	IT		Jan. 10, 2025	Edit	Delete

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 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 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?".

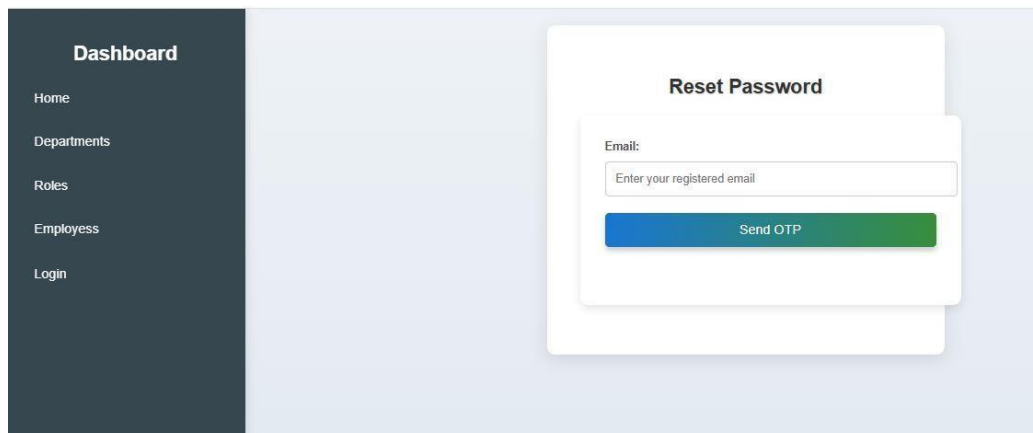
Reset Password Request

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/>')

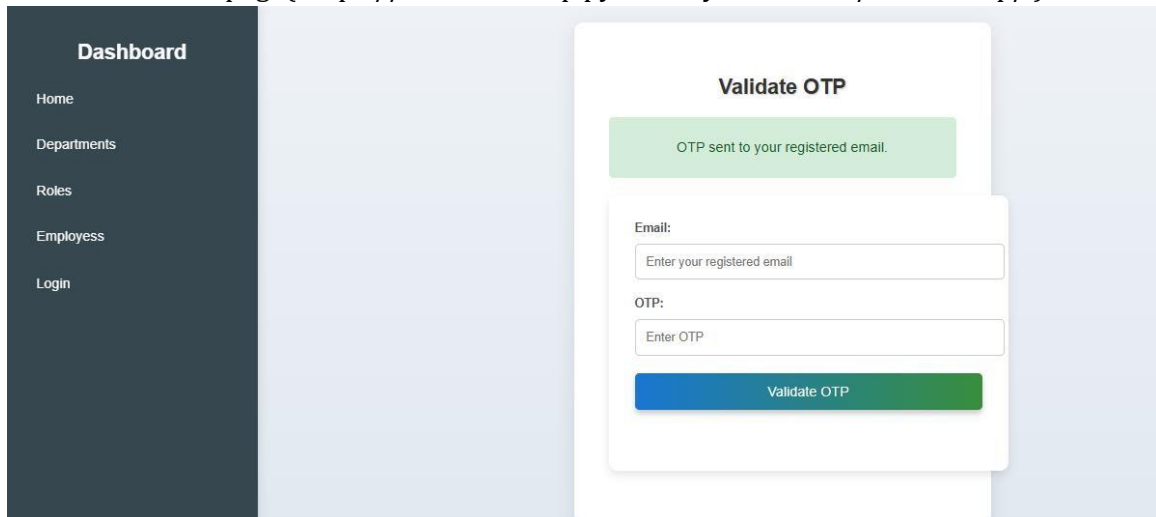


The screenshot shows the same web application interface as before. The sidebar is identical. The main content area now displays a white card titled "Reset Password". Inside the card, there is one input field labeled "Email:" with a placeholder "Enter your registered email". Below this field is a blue 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:

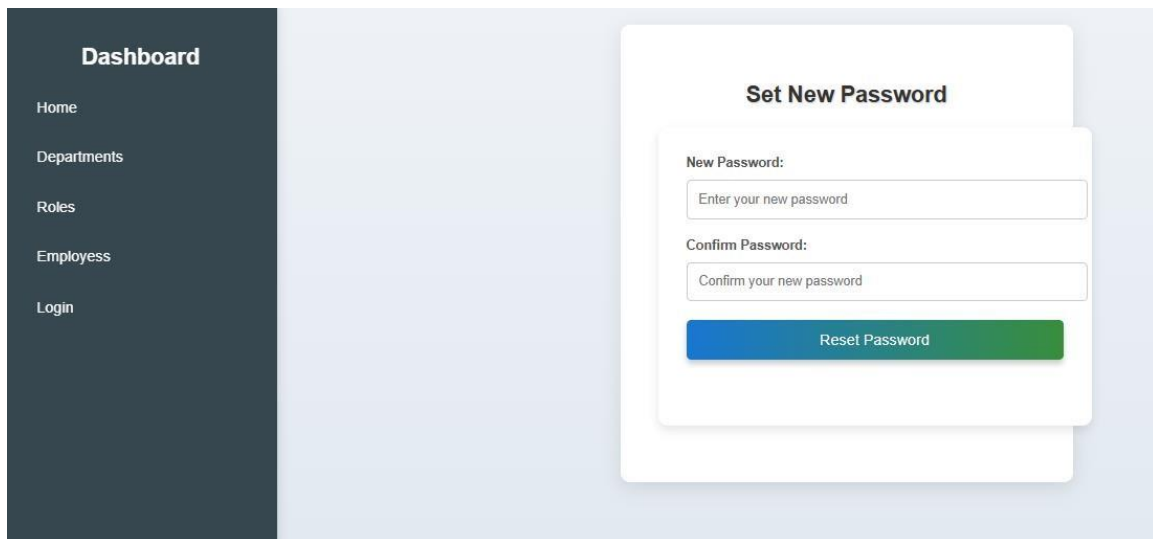
1. Go to the homepage('https://sauinternship.pythonanywhere.com/validateotp/')



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, there 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 a placeholder 'Enter your registered email' and 'OTP:' with a placeholder 'Enter OTP'. At the bottom of the card is a blue button with a green gradient that says 'Validate OTP'.

Set New Password

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

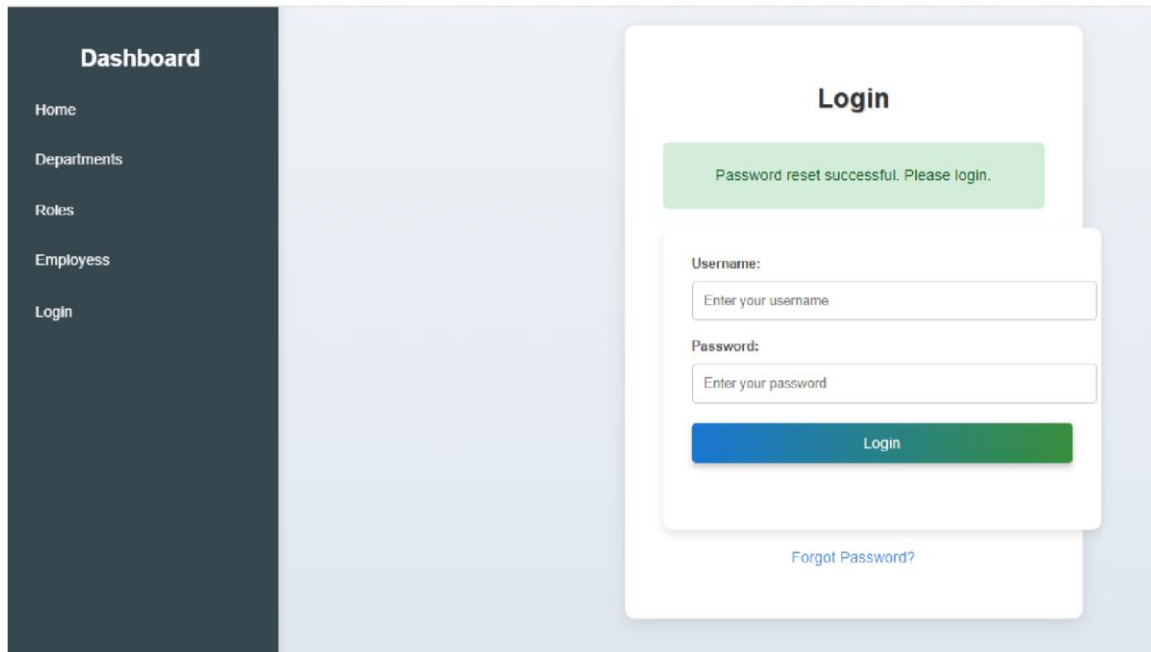


The screenshot shows the same web application interface as the previous one. The sidebar is identical. The main content area features a white card titled 'Set New Password'. It contains two input fields: 'New Password:' with a placeholder 'Enter your new password' and 'Confirm Password:' with a placeholder 'Confirm your new password'. At the bottom of the card is a blue button with a green gradient that says '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/')

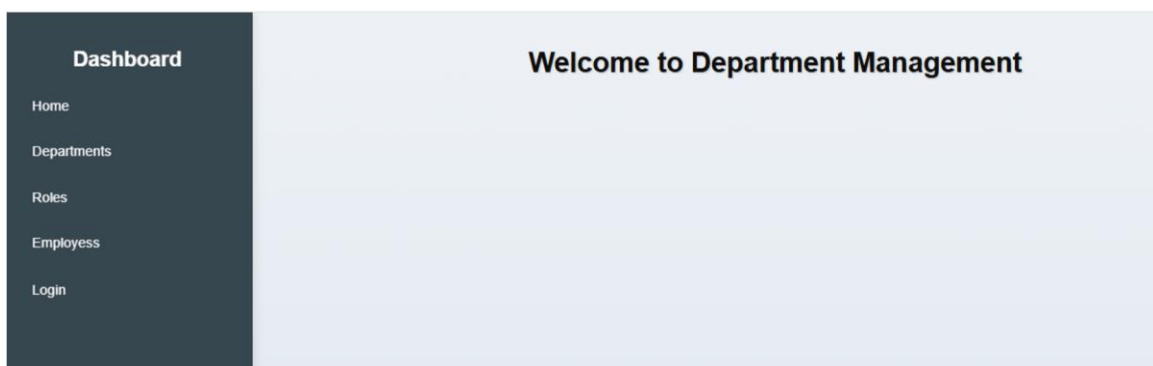


The screenshot shows a web application interface. On the left is a dark blue sidebar with the title "Dashboard" and a list of links: "Home", "Departments", "Roles", "Employess", and "Login". The main content area is light blue and features a white "Login" form. At the top of the form is a green message box that says "Password reset successful. Please login." Below this are input fields for "Username:" (with placeholder "Enter your username") and "Password:" (with placeholder "Enter your password"). A blue "Login" button is positioned below the password field. At the bottom of the form 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" title and navigation links.

Features and Instructions of Task Management:-

View Task Management

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

1. Go to the homepage ("https://sauinternship.pythonanywhere.com/home/")
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	sayali chalke	task 1	Jan. 1, 2025	Jan. 10, 2025	See Details	Pending	Mark Completed	Edit	Delete

Filter By Employee:

Select Employee ▾

Filter By Status:

[Pending](#)[In Progress](#)[Completed](#)

Filter by Date Range:

From:

dd-mm-yyyy

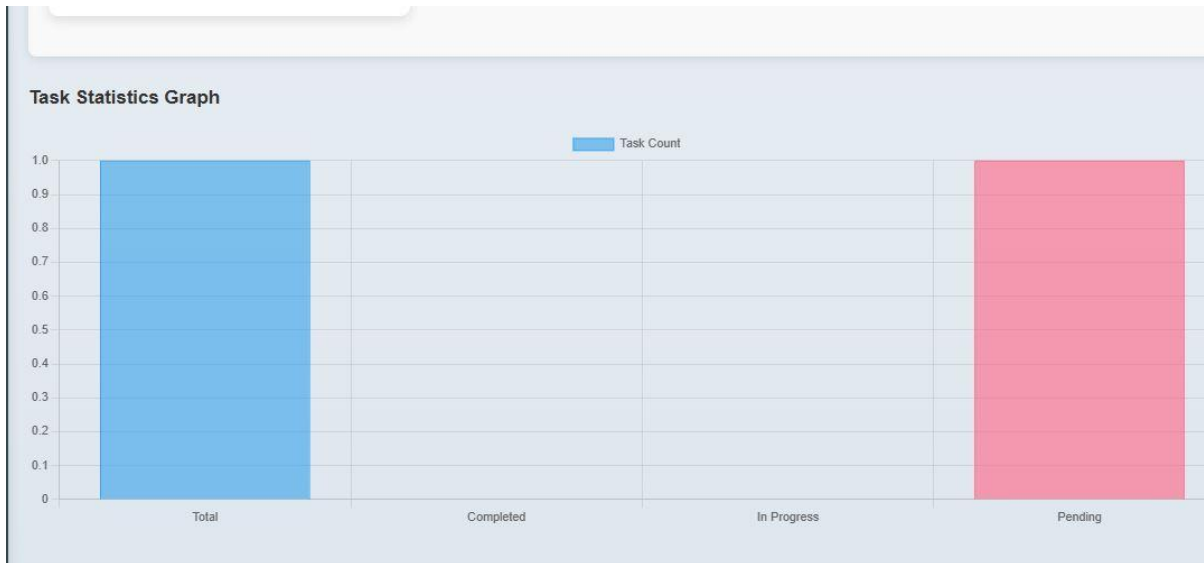
To:

dd-mm-yyyy

[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.

Dashboard

- Home
- Departments
- Roles
- Employess
- Task
- Login

Add Task

Task Title:

Description:

Priority:

Task Type:

Start Date:

End Date:

Assign To:

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.

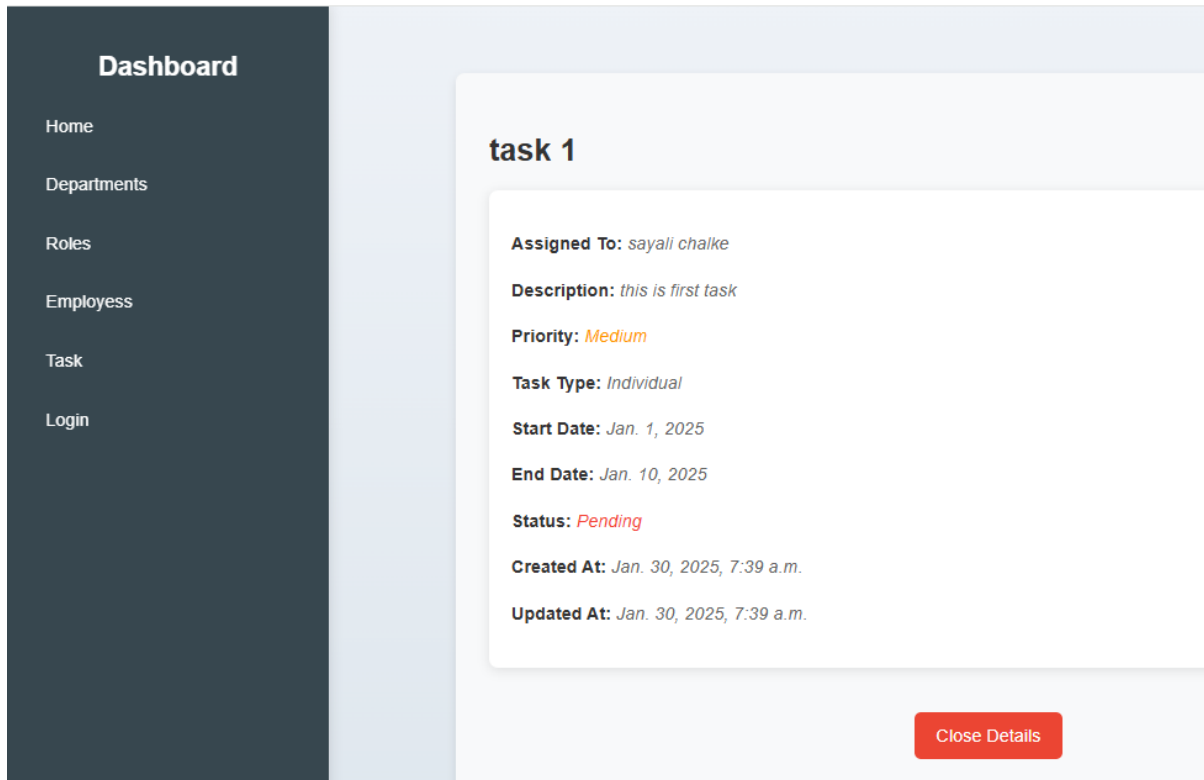
The screenshot shows a web application interface. On the left is a dark sidebar with the title 'Dashboard' and a list of menu items: Home, Departments, Roles, Employess, Task, and Login. The main content area on the right is titled 'Edit Task'. It contains a form with the following fields: 'Task Title' with the value 'task 1'; 'Description' with the value 'this is first task'; 'Priority' set to 'Medium'; 'Task Type' set to 'Individual'; 'Start Date' set to '01-01-2025'; 'End Date' set to '10-01-2025'; 'Status' set to 'Pending'; and 'Assign To' set to 'sayali chalke'. At the bottom of the form is a green button labeled '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.

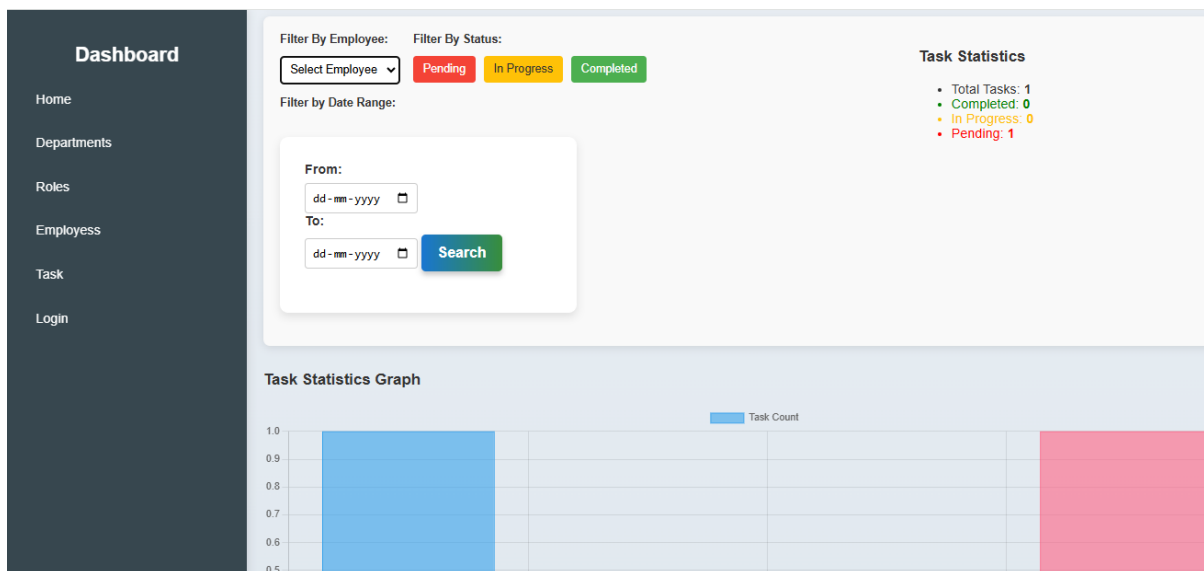


Filter Task

To filter a tasks:

1. Select filtration which you require from the filter options.

The task detail displays the details of tasks.



Features and Instructions of 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 (`https://sauinternship.pythonanywhere.com/reviews/``).
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.

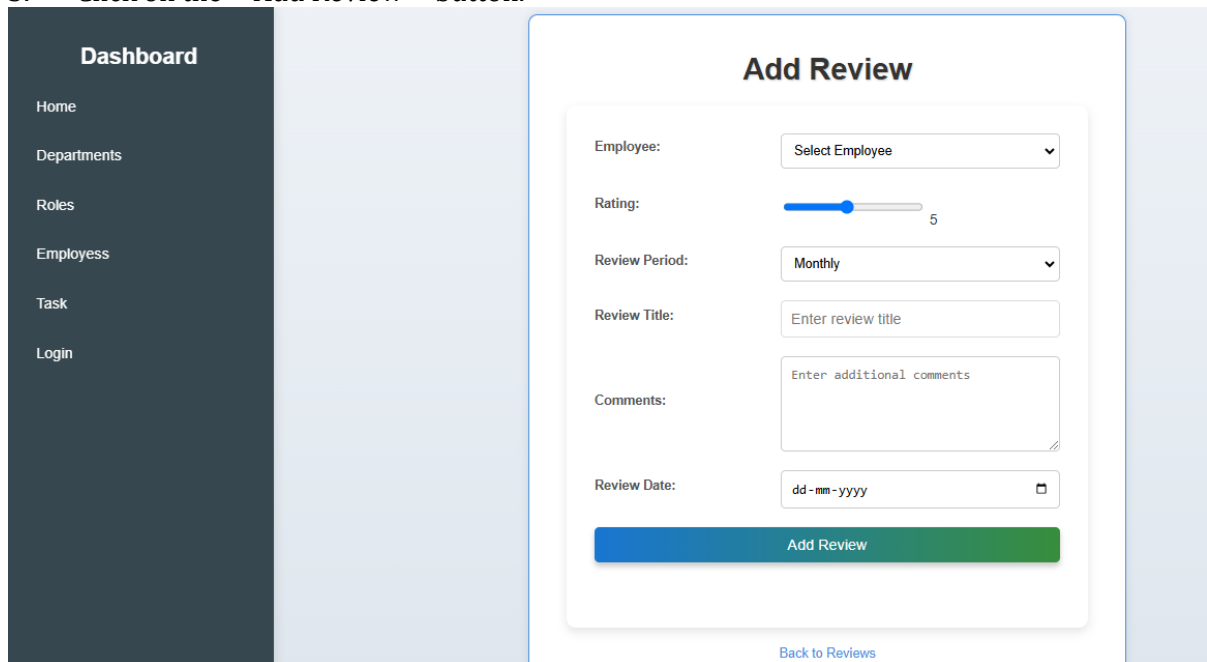
The screenshot displays the 'Review Management' interface. On the left is a dark sidebar with a 'Dashboard' menu containing links to Home, Departments, Roles, Employpess, Task, and Login. The main content area has a header with 'Add Review' and 'Task Management' buttons, and 'Page 1 of 1' text. Below is a table with columns: SR. NO, EMPLOYEE NAME, REVIEW TITLE, REVIEW DATE, REVIEW PERIOD, RATING, COMMENTS, EDIT, and DELETE. The first row shows a review by 'sayali chalke' with a rating of 9. The 'COMMENTS' cell contains a 'Click to See' button. The 'EDIT' and 'DELETE' columns have 'Edit' and 'Delete' buttons respectively. A filter overlay is shown in the bottom right, with sections for 'Filter By Employee' (a dropdown), 'Filter By Period' (a dropdown), 'Filter by Date Range' (with 'From' and 'To' date pickers), and 'Filter by Rating' (a dropdown). An 'Apply Filters' button is at the bottom of the overlay.

SR. NO	EMPLOYEE NAME	REVIEW TITLE	REVIEW DATE	REVIEW PERIOD	RATING	COMMENTS	EDIT	DELETE
1	sayali chalke	job	Jan. 7, 2025	Monthly	9	Click to See	Edit	Delete

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 dashboard on the left with a sidebar menu containing: Dashboard, Home, Departments, Roles, Employess, Task, and Login. The main content area displays the 'Add Review' form. The form includes the following fields: 'Employee' (a dropdown menu with 'Select Employee' as the placeholder), 'Rating' (a slider set to 5), 'Review Period' (a dropdown menu with 'Monthly' as the selected option), 'Review Title' (a text input field with the placeholder 'Enter review title'), 'Comments' (a text area with the placeholder 'Enter additional comments'), and '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 'Add Review' button. Below the form, there 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.

Dashboard

- Home
- Departments
- Roles
- Employess
- Task
- Login

Edit Review

Employee: sayali chalke

Rating: 9

Review Period: Monthly

Review Title: job

Comments: this is job review

Review Date: dd-mm-yyyy

Update Review

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.

Dashboard

- Home
- Departments
- Roles
- Employess
- Task
- Login

Review Details

job

Employee Name: sayali chalke

Review Date: Jan. 7, 2025

Review Period: Monthly

Rating: 9

Comments: this is job review

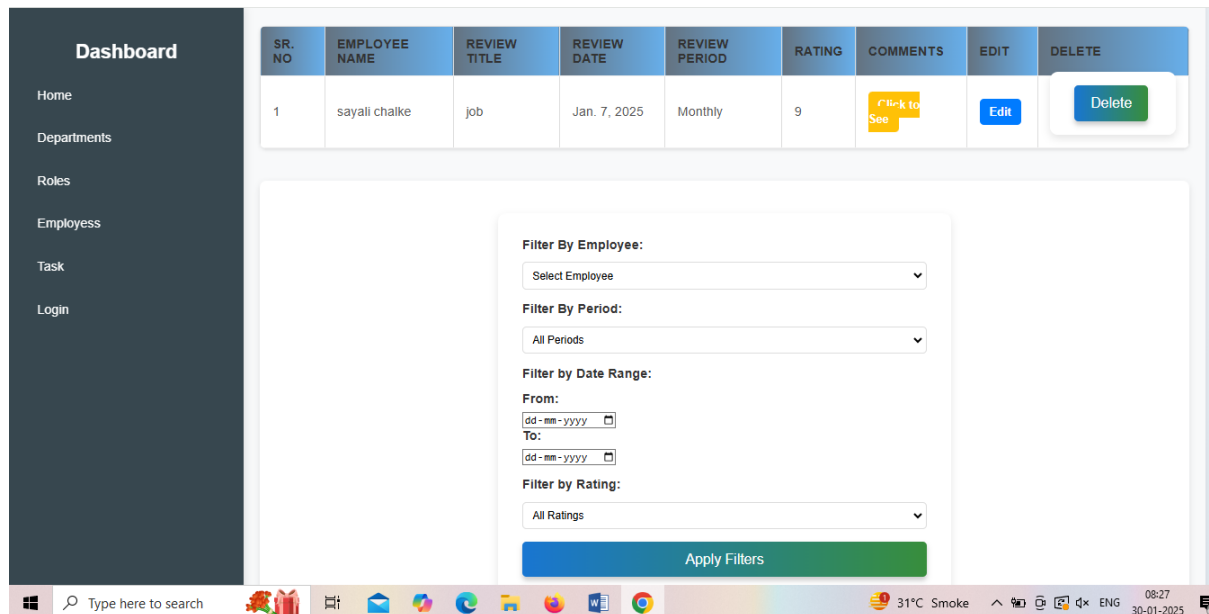
Back to Reviews

Filter Reviews

To filter a reviews:

1. Select filtration which you require from the filter options.

The review list displays the details of review.



The screenshot shows a dashboard with a sidebar on the left containing links: Home, Departments, Roles, Employess, Task, and Login. The main content area has a table at the top with columns: SR. NO, EMPLOYEE NAME, REVIEW TITLE, REVIEW DATE, REVIEW PERIOD, RATING, COMMENTS, EDIT, and DELETE. The first row shows a review for 'sayali chalke' with a rating of 9. Below the table is a filter panel with sections: 'Filter By Employee:' (a dropdown menu), 'Filter By Period:' (a dropdown menu), 'Filter by Date Range:' (with 'From:' and 'To:' date pickers), and 'Filter by Rating:' (a dropdown menu). An 'Apply Filters' button is at the bottom of the filter panel. The Windows taskbar is visible at the bottom of the screen.

SR. NO	EMPLOYEE NAME	REVIEW TITLE	REVIEW DATE	REVIEW PERIOD	RATING	COMMENTS	EDIT	DELETE
1	sayali chalke	job	Jan. 7, 2025	Monthly	9	Click to See	Edit	Delete

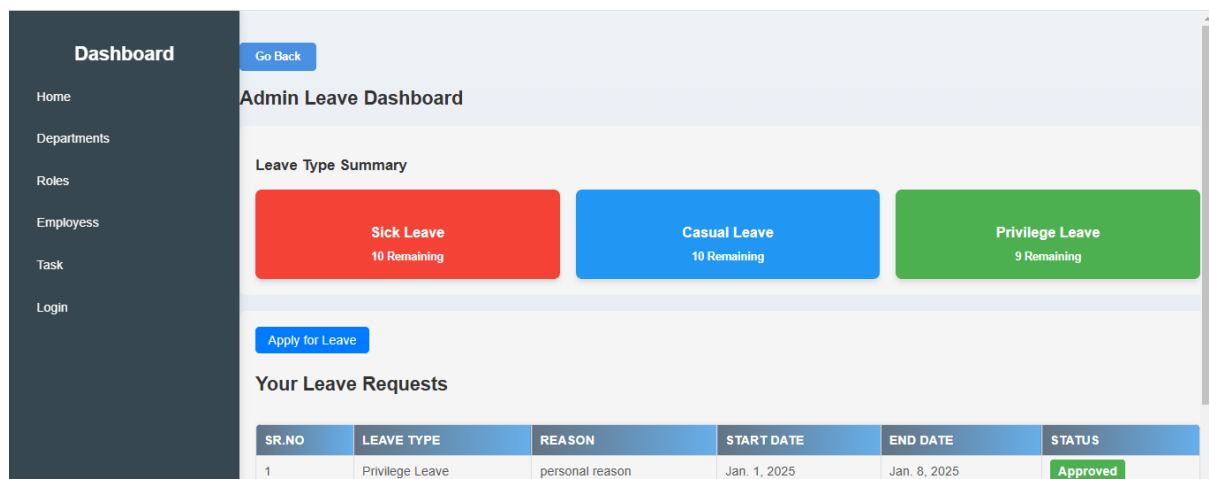
Features and Instructions of Leave Management:-

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

(https://sauinternship.pythonanywhere.com/leave_dashboard_admin/).



The screenshot shows the 'Admin Leave Dashboard'. It has a sidebar with links: Home, Departments, Roles, Employess, Task, and Login. The main content area includes a 'Go Back' button, the title 'Admin Leave Dashboard', and a 'Leave Type Summary' section with three colored boxes: 'Sick Leave 10 Remaining' (red), 'Casual Leave 10 Remaining' (blue), and 'Privilege Leave 9 Remaining' (green). Below this is an 'Apply for Leave' button and a 'Your Leave Requests' section with a table.

SR.NO	LEAVE TYPE	REASON	START DATE	END DATE	STATUS
1	Privilege Leave	personal reason	Jan. 1, 2025	Jan. 8, 2025	Approved

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.

Dashboard

[Home](#)
[Departments](#)
[Roles](#)
[Employess](#)
[Task](#)
[Login](#)

Apply for Leave

[← 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

Dashboard

[Home](#)
[Departments](#)
[Roles](#)
[Employess](#)
[Task](#)
[Login](#)

Sick Leave
10 Remaining

Casual Leave
10 Remaining

Privilege Leave
9 Remaining

Apply for Leave

Your Leave Requests

SR.NO	LEAVE TYPE	REASON	START DATE	END DATE	STATUS
1	Privilege Leave	personal reason	Jan. 1, 2025	Jan. 8, 2025	Approved
2	Privilege Leave	personal reason	Jan. 1, 2025	Jan. 10, 2025	Pending

Add Leave Quota

Pending Leave Requests of Employees

SR.NO	EMPLOYEE	LEAVE TYPE	REASON	START DATE	END DATE	STATUS	ACTION
1	sayali	Privilege Leave	personal reason	Jan. 1, 2025	Jan. 10, 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.

The screenshot shows a dashboard with a sidebar menu on the left containing: Dashboard, Home, Departments, Roles, Employpess, Task, and Login. The main content area displays a form titled "Approve or Reject Leave Request". The form contains the following fields: Employee: sayali, Leave Type: Privilege Leave, Reason: personal reason, Start Date: Jan. 1, 2025, and End Date: Jan. 10, 2025. Below these fields is an "Action:" label followed by a dropdown menu currently set to "Approve". At the bottom of the form are two buttons: "Submit" (green) and "Cancel" (grey).

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 dashboard with a sidebar menu on the left containing: Dashboard, Home, Departments, Roles, Employpess, Task, and Login. The main content area displays a form titled "Leave Quota Management". The form contains the following fields: "Select Employee:" with a dropdown menu showing "Select Employee", "Enter SL Quota:", "Enter PL Quota:", and "Enter CL Quota:". Below these fields is a "Save Quota" button (green). Below the form is a table with the following data:

SR.NO	EMPLOYEE NAME	SL QUOTA	PL QUOTA	CL QUOTA	EDIT
1	sayali	10	10	10	Edit

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.

The screenshot shows a web application interface. On the left is a dark sidebar with a 'Dashboard' header and links for Home, Departments, Roles, Employpess, Task, and Login. The main content area has a light blue background. A white modal box is centered, titled 'Edit Leave Quota for 'sayali''. Inside the modal, there are three input fields: 'Sick Leave (SL):' with the value '10', 'Privilege Leave (PL):' with the value '10', and 'Casual Leave (CL):' with the value '10'. At the bottom of the modal are two buttons: a blue 'Update Quota' button and a grey 'Cancel' button.

View Leave Management of Employee

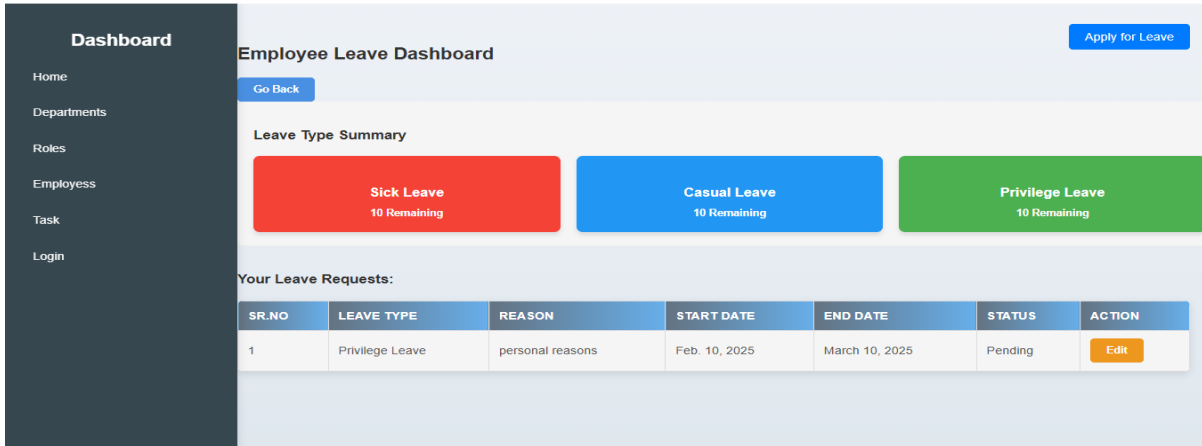
The Employee leave management page displays a list of all leaves in a tabular format. To view leaves:

1. Go to the Employee leave dashboard page
(https://sauinternship.pythonanywhere.com/leave_dashboard_employee/).

The screenshot shows the 'Employee Leave Dashboard' page. It has a dark sidebar with a 'Dashboard' header and links for Home, Departments, Roles, Employpess, Task, and Login. The main content area has a light blue background. At the top right is a blue 'Apply for Leave' button. Below it is a 'Go Back' button. The 'Leave Type Summary' section contains three colored boxes: a red box for 'Sick Leave' with '10 Remaining', a blue box for 'Casual Leave' with '10 Remaining', and a green box for 'Privilege Leave' with '10 Remaining'. Below this is a section titled 'Your Leave Requests:' which contains a table with the following data:

SR.NO	LEAVE TYPE	REASON	START DATE	END DATE	STATUS	ACTION
1	Privilege Leave	personal reasons	Feb. 10, 2025	March 10, 2025	Pending	Edit

1. 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.



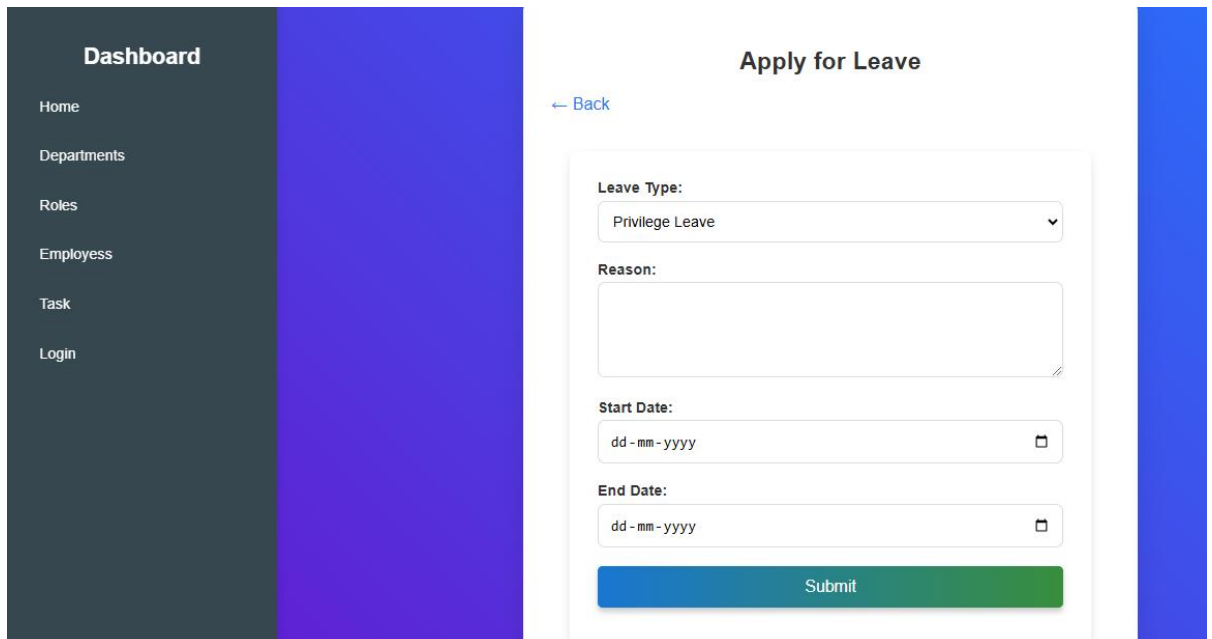
The screenshot shows the 'Employee Leave Dashboard'. On the left is a dark sidebar with a 'Dashboard' header and links for Home, Departments, Roles, Employpess, Task, and Login. The main content area has a light blue header with 'Employee Leave Dashboard' and an 'Apply for Leave' button. Below this is a 'Go Back' button. The 'Leave Type Summary' section contains three colored boxes: a red box for 'Sick Leave' with '10 Remaining', a blue box for 'Casual Leave' with '10 Remaining', and a green box for 'Privilege Leave' with '10 Remaining'. The 'Your Leave Requests:' section features a table with columns: SR.NO, LEAVE TYPE, REASON, START DATE, END DATE, STATUS, and ACTION. The table contains one row with SR.NO 1, LEAVE TYPE Privilege Leave, REASON personal reasons, START DATE Feb. 10, 2025, END DATE March 10, 2025, STATUS Pending, and an ACTION button labeled 'Edit'.

SR.NO	LEAVE TYPE	REASON	START DATE	END DATE	STATUS	ACTION
1	Privilege Leave	personal reasons	Feb. 10, 2025	March 10, 2025	Pending	Edit

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.

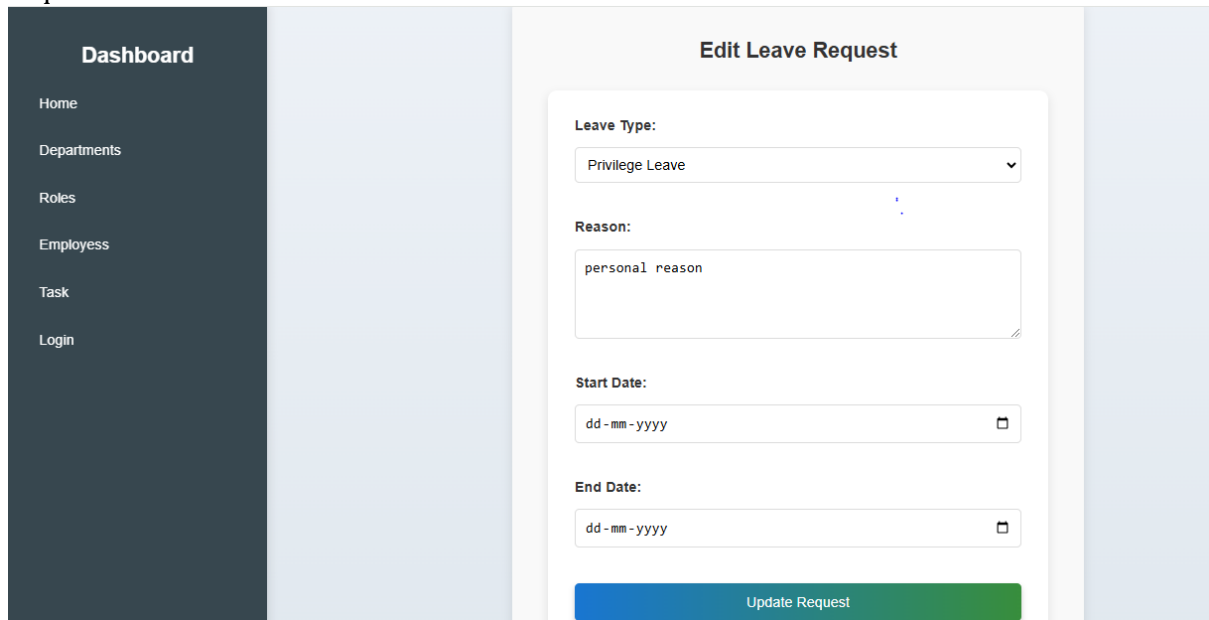


The screenshot shows the 'Apply for Leave' form. On the left is the same dark sidebar as in the previous screenshot. The main content area has a light blue header with 'Apply for Leave' and a '← Back' link. The form itself is white and contains the following fields: 'Leave Type:' with a dropdown menu showing 'Privilege Leave'; 'Reason:' with a large text area; 'Start Date:' with a date input field showing 'dd - mm - yyyy' and a calendar icon; 'End Date:' with a date input field showing 'dd - mm - yyyy' and a calendar icon; and a green '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.



The screenshot displays a web application interface for editing a leave request. On the left is a dark sidebar with a 'Dashboard' header and a list of navigation links: Home, Departments, Roles, Employpass, Task, and Login. The main content area is titled 'Edit Leave Request' and contains a form with the following fields: 'Leave Type' (a dropdown menu currently showing 'Privilege Leave'), 'Reason' (a text area containing 'personal reason'), 'Start Date' (a date input field showing 'dd - mm - yyyy' with a calendar icon), and 'End Date' (a date input field showing 'dd - mm - yyyy' with a calendar icon). At the bottom of the form is a green button labeled 'Update Request'.

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.