

## End User Documentation for Department and Role Management System

### 1. Overview

The Department and Role Management System is a Django-based web application designed to help users manage departmental and role-related information efficiently. The system allows users to:

- View a list of active departments and roles.
- Add a new department or role.
- Edit an existing department's or role's details.
- Delete (soft delete) a department or role.

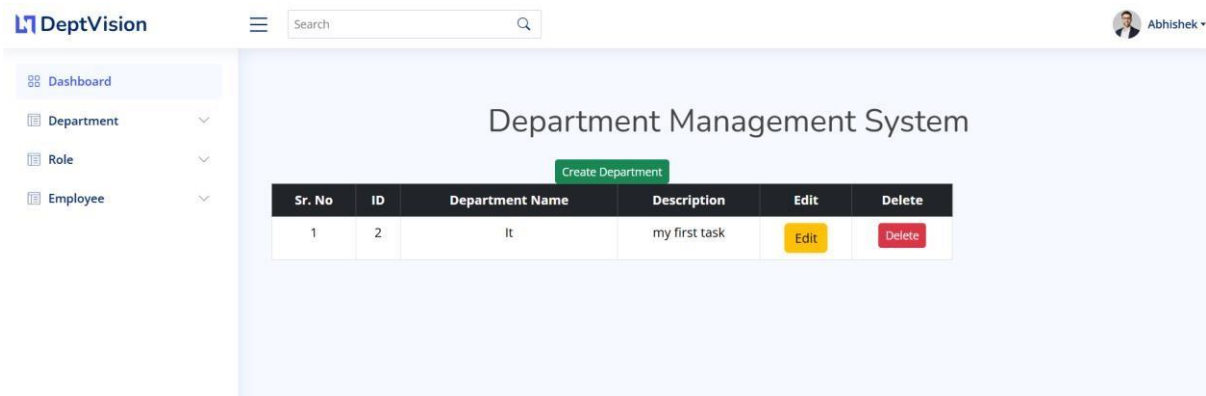
This document provides detailed instructions on how to use the system effectively.

### 2. Accessing the System

The system can be hosted locally or on a server. To access it, follow these steps:

1. Open a web browser (Chrome, Firefox, Edge, etc.).
2. Enter the following URL in the address bar:
  - <https://abhishekn27.pythonanywhere.com/> (for live server)
  - <http://127.0.0.1:8000/> (for local server)

This will open the homepage of the Department and Role Management System.



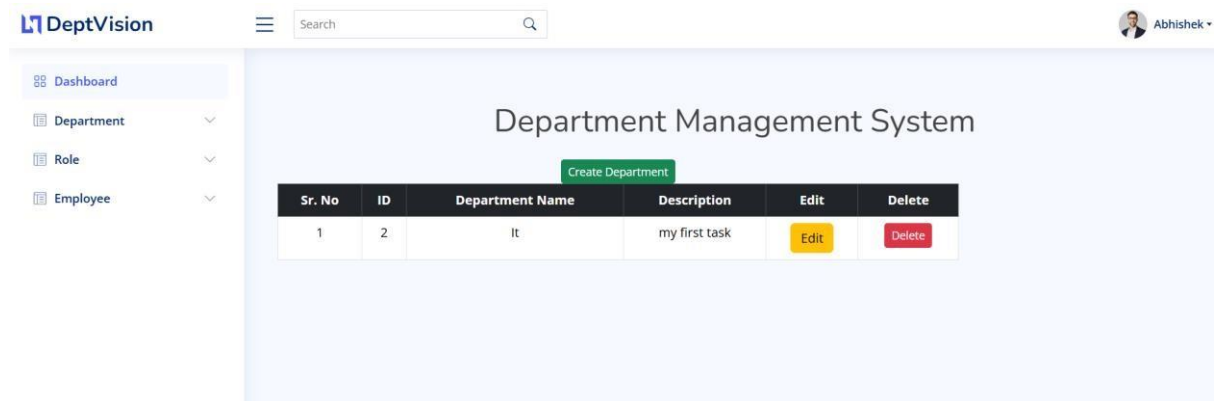
### 3. Features and Instructions for Departments

#### 3.1 View Departments

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

- Go to the homepage (<https://abhishekn27.pythonanywhere.com/> (for live server)
- 1. <http://127.0.0.1:8000/>.
- 2. The table will display the following details:
  -

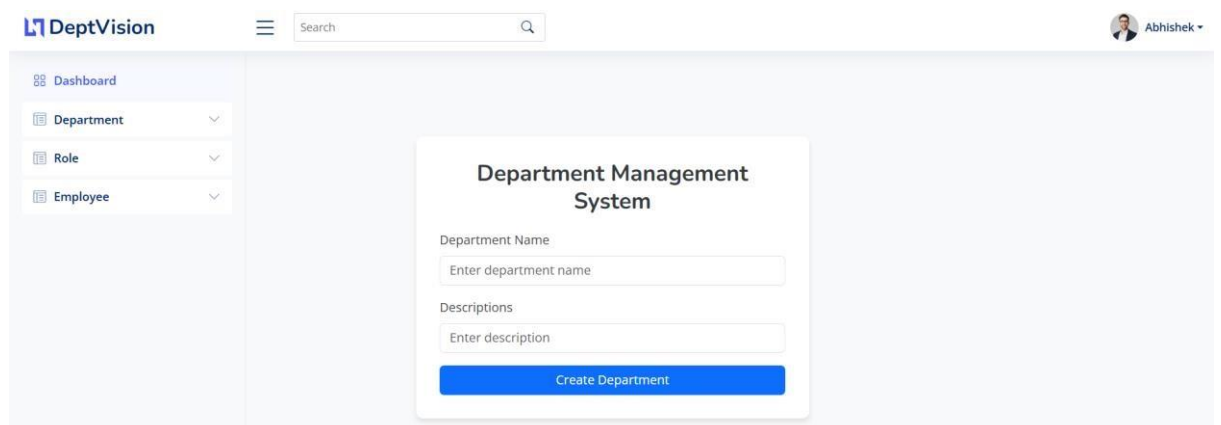
- - Department ID
  - Department Name
  - Description
3. Options to Edit or Delete a department are also displayed.



### 3.2 Add a New Department

To create a new department:

1. Navigate to the '**Create Department**' page by clicking on '**Create Department**' in the sidebar.
2. Fill in the form fields:
  - **Department Name:** Enter the name of the department.
  - **Department Description:** Enter a short description.
3. Click on the **Create** button.
4. The new department will now appear in the list.



### 3.3 Edit/Update a Department

To update a department's details:

-

○

1. On the homepage, locate the department you want to update.
2. Click on the **Edit** button in the corresponding row.
3. Modify the fields in the form:

**Department Name**

**Department Description**

4. Click on the **Update** button to save the changes.
5. The updated details will be reflected in the list.

The screenshot shows the 'DeptVision' application interface. On the left is a sidebar with navigation links: Dashboard, Department, Role, and Employee. The main content area is titled 'Department Management System' and features a 'Create Department' link. Below this is a form with two input fields: 'Department Name' containing the text 'It' and 'Descriptions' containing the text 'my first task'. An 'Edit' button is positioned at the bottom right of the form.

### 3.4 Delete a Department

To delete (soft delete) a department:

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

The screenshot shows the 'DeptVision' application interface. On the left is a sidebar with navigation links: Dashboard, Department, Role, and Employee. The main content area is titled 'Department Management System' and displays a table with the following data:

Sr. No	Department Name	Description	Edit	Delete
1	It	my first task	<a href="#">Update</a>	<a href="#">Delete</a>

○

## 4. Features and Instructions for Roles

### 4.1 View Roles

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

1. Go to the homepage (<https://abhishekn27.pythonanywhere.com/> (for live server)
2. <http://127.0.0.1:8000/>.
3. The table will display the following details:

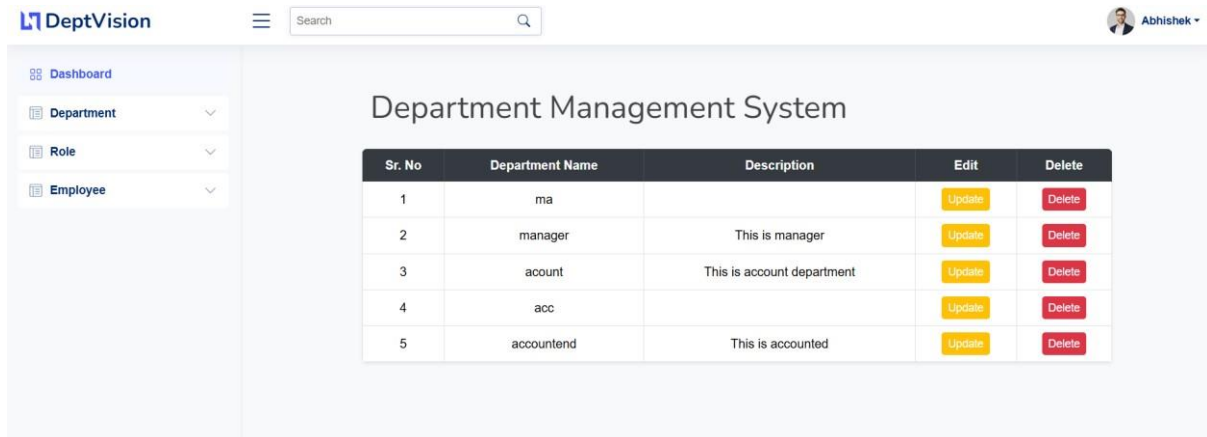
Role ID

○

Role Name ○

Description

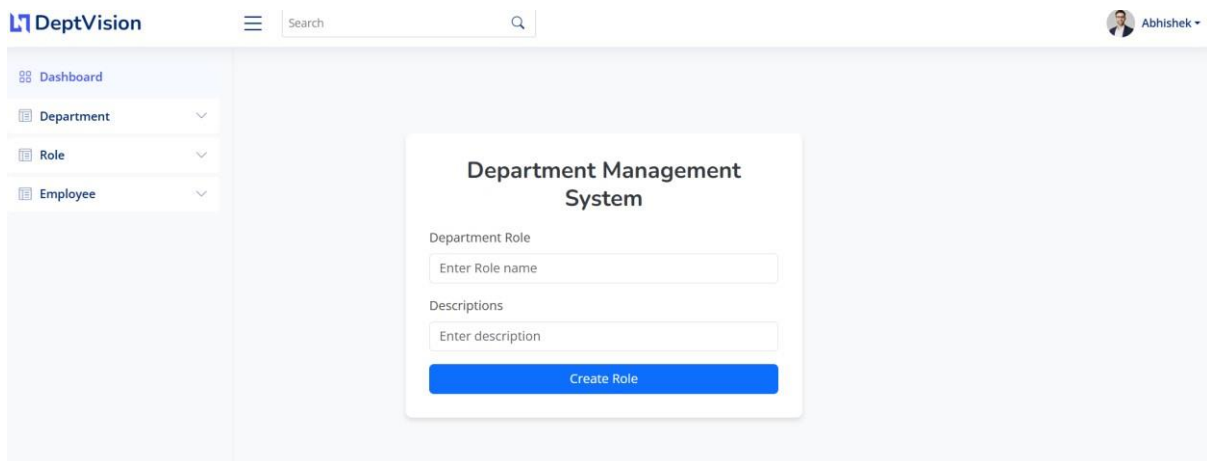
- Options to Edit or Delete a role are also displayed.



#### 4.2 Add a New Role

To create a new role:

- Navigate to the '**Create Role**' page by clicking on '**Create Role**' in the sidebar.
- Fill in the form fields:
  - Role Name:** Enter the name of the role.
  - Role Description:** Enter a short description.
- Click on the **Create** button.
- The new role will now appear in the list.

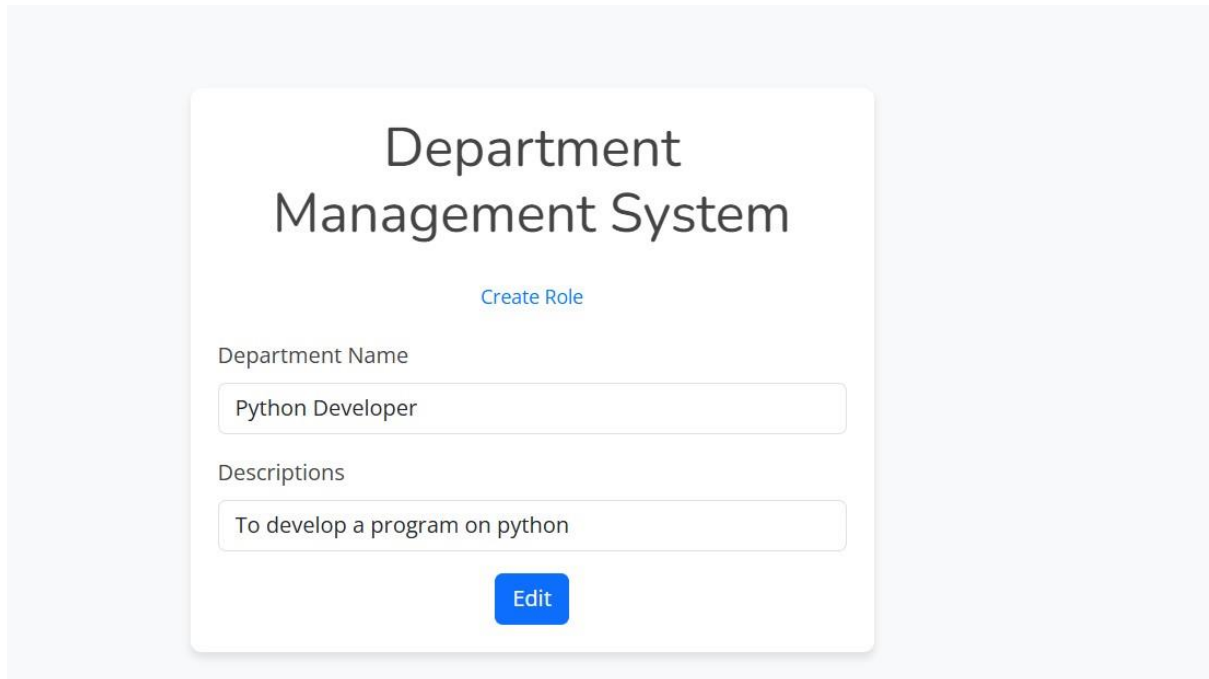


#### 4.3 Edit/Update a Role

To update a role's details:

- On the homepage, locate the role you want to update.
- Click on the **Edit** button in the corresponding row.

3. Modify the fields in the form:
  - **Role Name** ○
  - Role Description**
4. Click on the **Update** button to save the changes.
5. The updated details will be reflected in the list.



The screenshot shows a web form titled "Department Management System". Below the title is a link "Create Role". The form has two input fields: "Department Name" with the value "Python Developer" and "Descriptions" with the value "To develop a program on python". At the bottom of the form is a blue "Edit" button.

#### 4.4 Delete a Role

To delete (soft delete) a role:

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



The screenshot shows a confirmation dialog with the text "Are you sure you want to delete the following?". Below this text, the role name "Python Developer" is displayed in red, followed by its description "To develop a program on python". At the bottom are two buttons: "Confirm Delete" (red) and "Cancel" (grey).

## 5. Error Handling

- If an operation cannot be completed (e.g., due to missing data), the system will display an error message.
- Ensure that all required fields are filled before submitting forms.

### 5.1 View Employees

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

to the homepage (<https://abhishekn27.pythonanywhere.com/> (for live server)

<http://127.0.0.1:8000/>). Local server

1. 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**

2. Options to **Edit** or **Delete** an employee are also displayed.

### 5.2 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 First Name:** Enter the first name of the employee. ○ **Employee Last Name:**  
Enter the last name of the employee.

○ **Employee Email:** Enter the email of the employee.

○ **Employee Mobile Number:** Enter the mobile number of the employee.

○ **Employee Role:** Select the role of the employee. ○ **Employee Department:** Select  
the department the employee belongs to. ○ **Employee Reporting Manager:** Select

- the reporting manager (optional). ○ **Employee Date of Joining:** Enter the employee's date of joining. ○ **Employee Username:** Choose a unique username.
  - **Employee Password:** Choose a secure password.
3. Click on the **Save** button.

**Create Employee**

First Name <input type="text" value="Enter first name"/>	Last Name <input type="text" value="Enter last name"/>
Username <input type="text" value="Enter username"/>	Password <input type="password" value="Enter password"/>
Email <input type="text" value="Enter email"/>	Mobile <input type="text" value="Enter mobile number"/>
Department <div style="border: 1px solid #ccc; padding: 2px;">Select a department ▼</div>	Role <div style="border: 1px solid #ccc; padding: 2px;">Select a role ▼</div>
Reporting Manager <div style="border: 1px solid #ccc; padding: 2px;">None ▼</div>	Date of Joining <div style="border: 1px solid #ccc; padding: 2px;">dd-mm-yyyy </div>

4. The new employee will now appear in the list.

### 5.3 Edit/Update an Employee

To update an 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 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 **save** button to save the changes.

## Update Employee

First Name	Last Name
<input type="text" value="charu"/>	<input type="text" value="palvi"/>
Email	Mobile
<input type="text" value="nishadabhishek200027@gmail.coi"/>	<input type="text" value="7208665472"/>
Department	Role
<input type="text" value="Hr"/>	<input type="text" value="Hr"/>
Reporting Manager	Date of Joining
<input type="text" value="Abhishek Nishad"/>	<input type="text" value="10-05-2023"/>

5. The updated details will be reflected in the list. **5.4 Delete an Employee**

To delete an 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.

## Delete Employee

Are you sure you want to delete **charu palvi**?

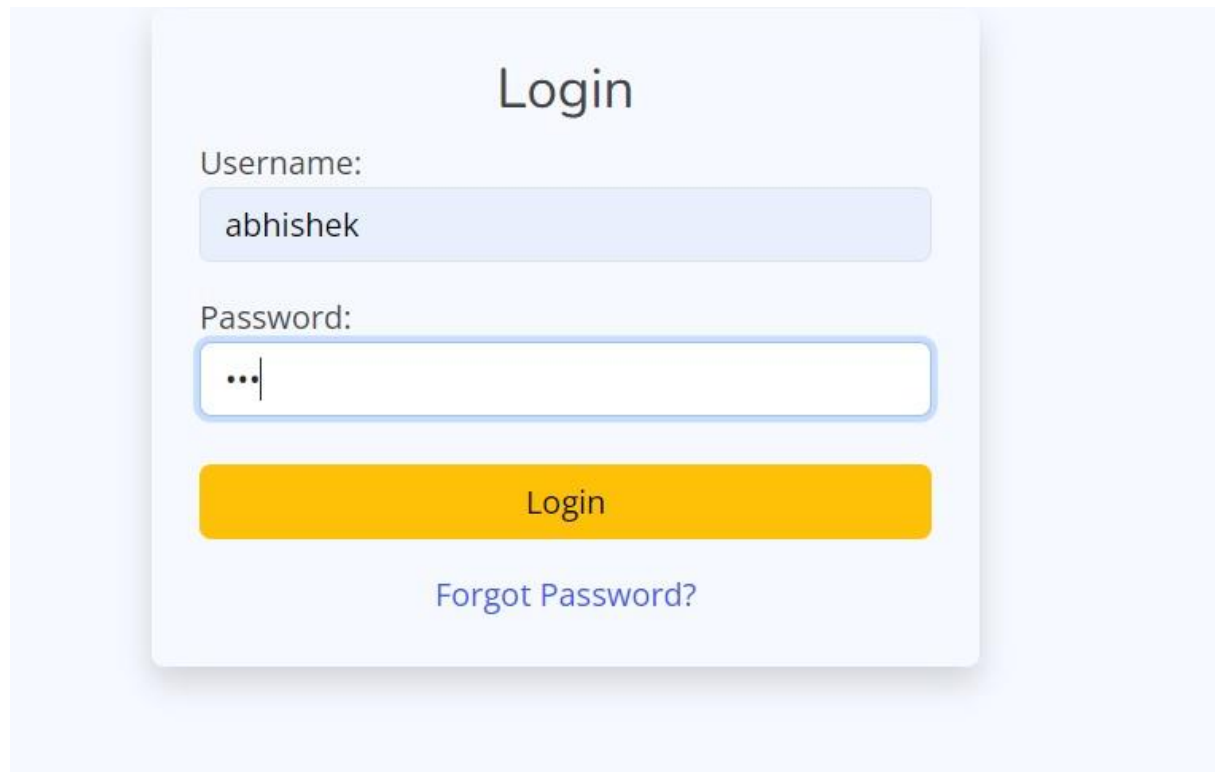
## 6. Features and Instructions of Login/Password Reset

### 6.1 Login User

The login displays a login form. To view the login form:

Go to the homepage (<https://abhishekn27.pythonanywhere.com/> (for live server)

<http://127.0.0.1:8000/>). Local server

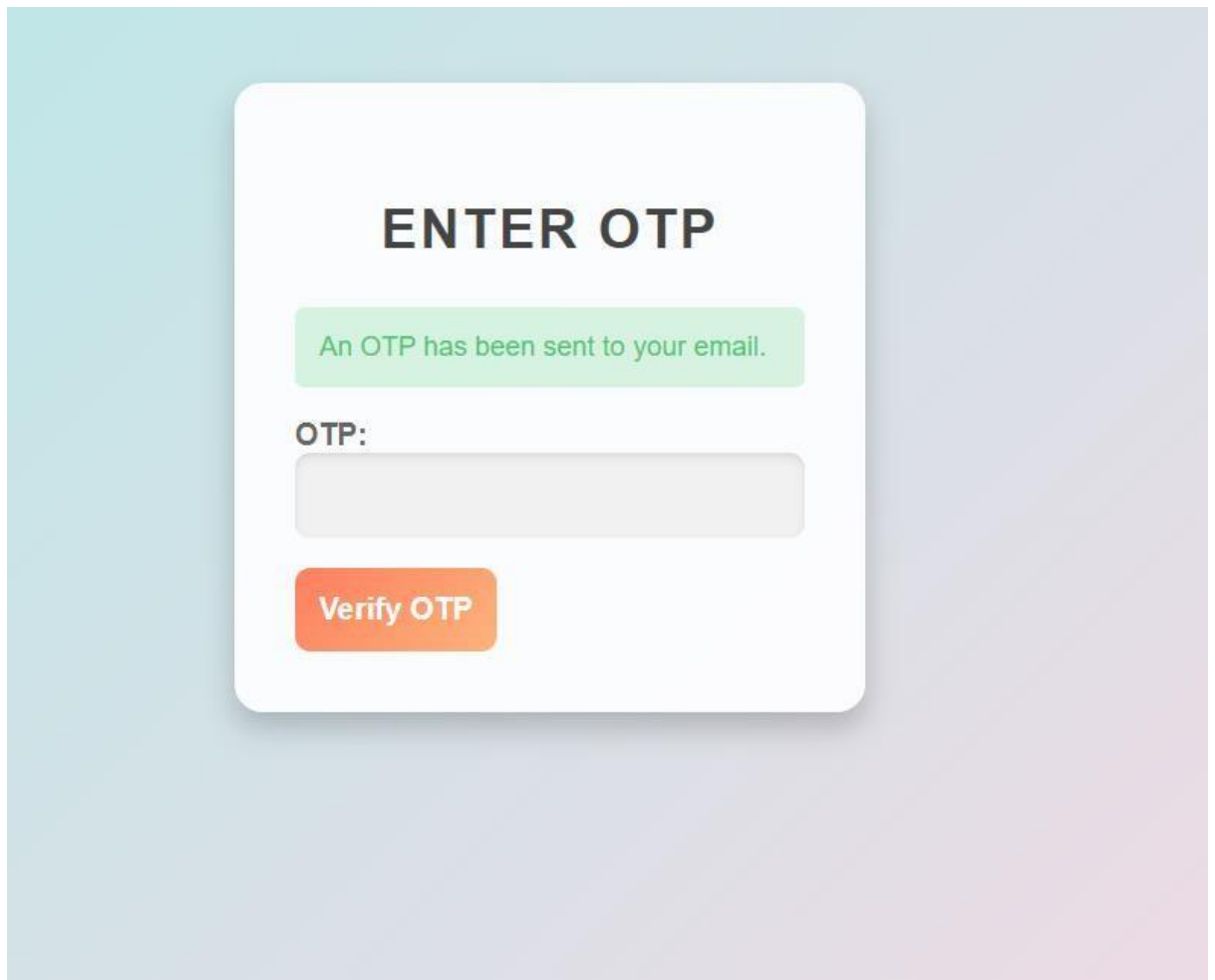
A screenshot of a web application's login form. The form is titled "Login" in a large, dark font. Below the title, there are two input fields: "Username:" and "Password:". The "Username:" field contains the text "abhishek". The "Password:" field is empty and shows a password mask (three dots). Below the input fields is a large yellow button labeled "Login". At the bottom of the form, there is a link labeled "Forgot Password?". The form is set against a light blue background with a subtle shadow effect.

### 6.2 Reset Password Request

The Reset Password Request displays an email confirmation form to send OTP to that email. To view the reset password form:

Go to the homepage (<https://abhishekn27.pythonanywhere.com/> (for live server)

<http://127.0.0.1:8000/>). Local server



### 6.3 Validate OTP Request

The Validate OTP Request displays an email and OTP confirmation form. To view the Validate OTP form:

Go to the homepage (<https://abhishekn27.pythonanywhere.com/> (for live server)

<http://127.0.0.1:8000/>). Local server

### 6.4 Set New Password

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

1. Go to the homepage:

(<https://abhishekn27.pythonanywhere.com/> (for live server)

<http://127.0.0.1:8000/>). Local server

### Reset Password

New Password:

Confirm Password:

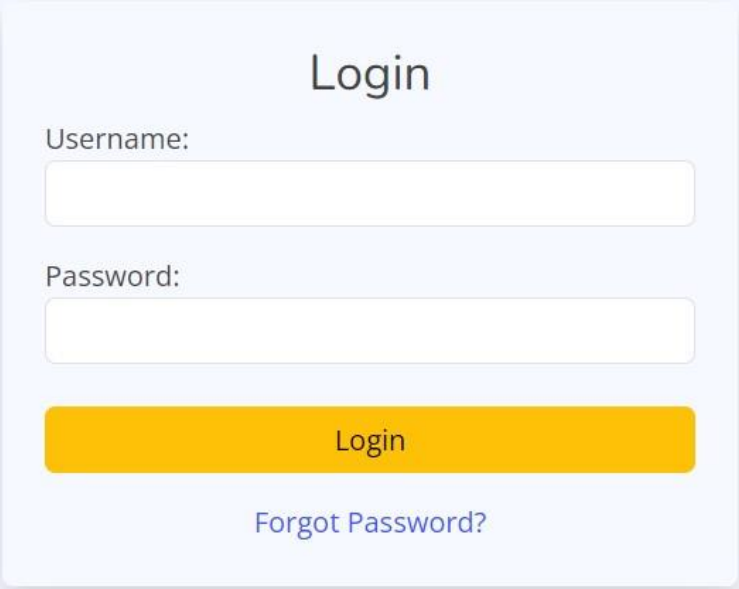
## 6.5 Login Page with Password Reset Message The

login displays a login form. To view the login form:

1. Go to the homepage:

(<https://abhishekn27.pythonanywhere.com/> (for live server) <http://127.0.0.1:8000/>).

Local server

A screenshot of a login form titled "Login" centered on a light blue background. The form is a white box with rounded corners and a subtle shadow. It contains two input fields: "Username:" and "Password:", each with a white input box. Below the password field is a yellow "Login" button. At the bottom of the form is a blue link that says "Forgot Password?".

Login

Username:

Password:

Login

[Forgot Password?](#)

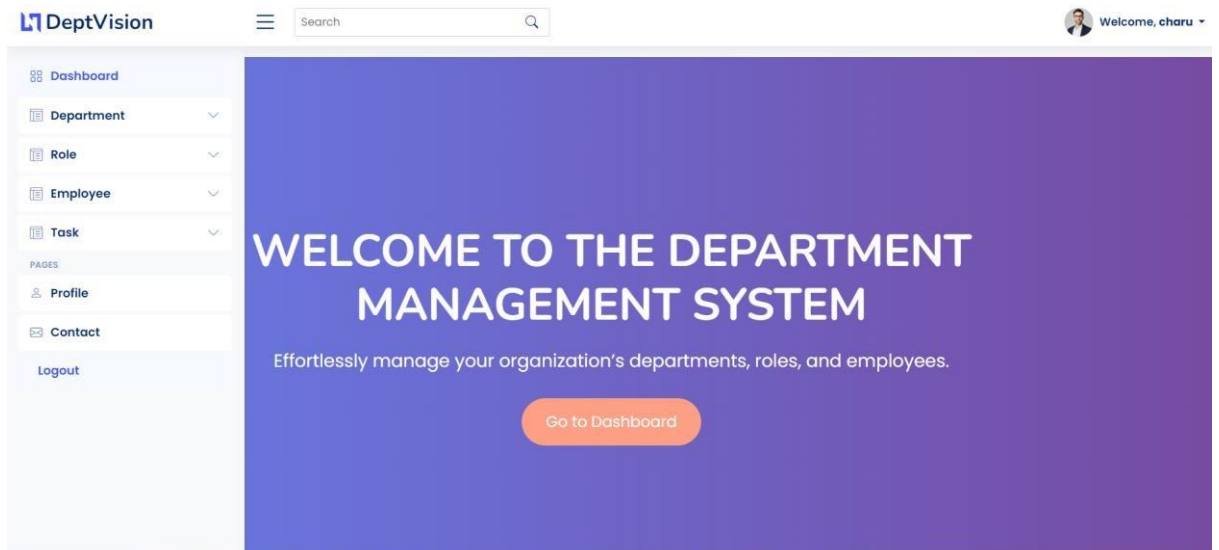
## 6.6 Home Page After Login Success

The home page displays the username and role. To view the home page:

1. Go to the homepage:

(<https://abhishekn27.pythonanywhere.com/> (for live server) <http://127.0.0.1:8000/>).

Local server



## 6. View Tasks

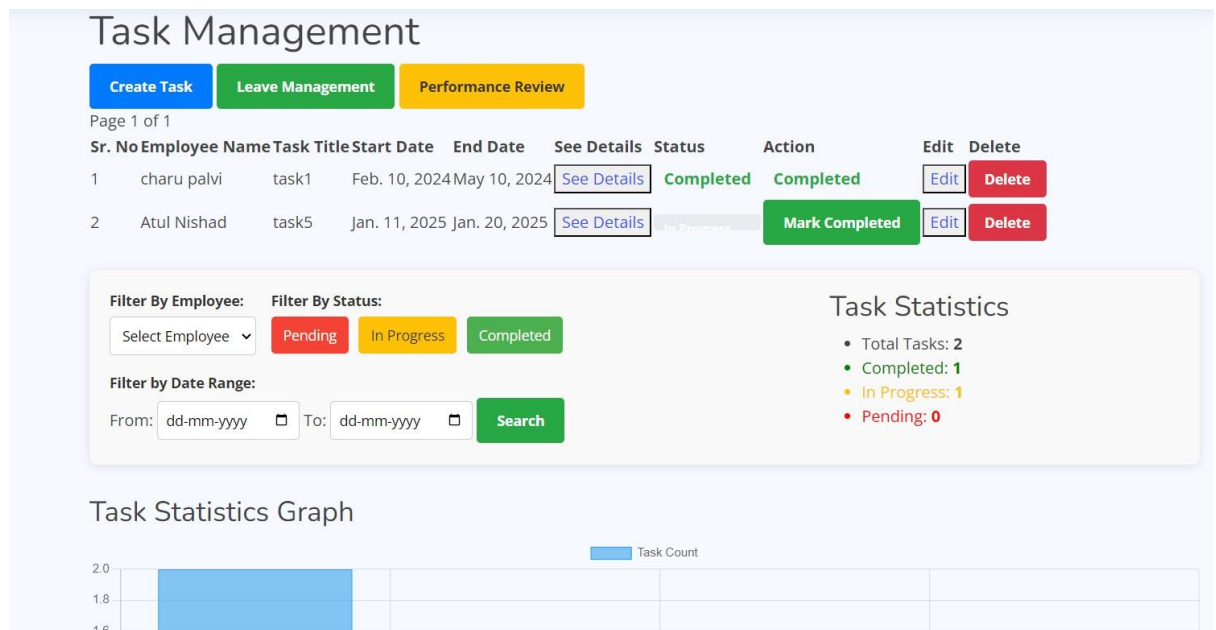
The homepage displays a list of tasks assigned to the reporting manager. To view tasks:

1. Navigate to the homepage:
  - o Live Server:  
<https://abhishekn27.pythonanywhere.com/dashboard/tasks>
  - o Local Server:  
<http://127.0.0.1:8000/dashboard/tasks>
2. The table will display the following details:
  - o **Task Title** o **Description** o **Priority** o **Task Type** o **Assigned To (Employee)** o **Start Date** o **End Date** o **Status**
3. You can filter tasks by:
  - o **Employee** (e.g., assigned employee) o **Status** (Pending, In Progress, Completed)
  - o **Date Range** (Start Date and End Date)
4. **Pagination:** The tasks are displayed with 10 tasks per page.
5. Task statistics are shown:

Total Completed Tasks

Total In Progress Tasks

- Total Pending Tasks



6. Options to view task details, edit, delete, or mark a task as completed are

available. **6.2. Add a Task**

To create a new task:

1. Navigate to the '**Create Task**' page from the sidebar or menu.
2. Fill in the form fields:
  - **Title:** Enter the task title.
  - **Description:** Provide a detailed description of the task. ○ **Priority:** Set the task priority (e.g., High, Medium, Low).
  - **Task Type:** Select the type of task (e.g., Bug, Feature, Improvement). ○ **Start Date:** Enter the start date for the task. ○ **End Date:** Enter the deadline for the task.
  - **Assigned To:** Select the employee to whom the task is assigned.
3. Click '**Add Task**' to add the task.

## Add Task

Task Title:

Task6

Description:

Discriptions of task

Priority:

Medium

Task Type:

Individual

Start Date:

10-02-2023

End Date:

10-04-2023

Assign To:

Atul Nishad

Add Task

- The new task will now appear in the task list.

### 3. Edit/Update a Task

To update an existing task:

- Locate the task you want to edit on the homepage.
- Click the 'Edit' button for the task.
- Modify the fields in the form:
  - Title
  - Description
  - Priority
  - Task Type

- **Start Date**

**End Date**

**Status** (Pending, In Progress, Completed) 4.

Click '**Update Task**' to update the task.

**Edit Task**

**Task Title:** Task6

**Description:** Discriptions of task

**Priority:** Medium

**Task Type:** Individual

**Start Date:** dd-mm-yyyy

**End Date:** dd-mm-yyyy

**Status:** Pending

**Assign To:** Atul Nishad

**Update Task**

5. The updated details will reflect in the task list.

#### 4. Delete a Task

To delete a task:

1. Locate the task you want to delete on the homepage.
2. Click the '**Delete**' button for the task.



- The task will be permanently removed and will no longer appear in the list.

The screenshot shows a web application interface for Task Management. A confirmation dialog box is displayed in the foreground, asking "Are you sure you want to delete this task?" with "OK" and "Cancel" buttons. The background shows the application header with a welcome message "Welcome, abhishek". Below the header, there are three buttons: "Create Task", "Leave Management", and "Performance Review". The main content area displays a table of tasks with columns: Sr. No, Employee Name, Task Title, Start Date, End Date, See Details, Status, Action, Edit, and Delete. The table contains three rows of data. Below the table, there are filters for Employee, Status, and Date Range. To the right, there is a "Task Statistics" section showing counts for Total Tasks, Completed, In Progress, and Pending tasks.

Sr. No	Employee Name	Task Title	Start Date	End Date	See Details	Status	Action	Edit	Delete
1	charu palvi	task1	Feb. 10, 2024	May 10, 2024	<a href="#">See Details</a>	Completed	Completed	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Atul Nishad	task5	Jan. 11, 2025	Jan. 20, 2025	<a href="#">See Details</a>	In Progress	Mark Completed	<a href="#">Edit</a>	<a href="#">Delete</a>
3	Atul Nishad	Task6	Feb. 10, 2023	April 10, 2023	<a href="#">See Details</a>	Pending	Mark Completed	<a href="#">Edit</a>	<a href="#">Delete</a>

Filter By Employee:  Filter By Status:

Filter by Date Range: From:  To:

Task Statistics

- Total Tasks: 3
- Completed: 1
- In Progress: 1
- Pending: 1

## 5. Mark a Task as Completed

To mark a task as completed:

- Locate the task on the homepage.
- Click the '**Mark as Completed**' button.
- The task's status will be updated to '**Completed**'.

Sr. No	Employee Name	Task Title	Start Date	End Date	See Details	Status	Action	Edit	Delete
1	charu palvi	task1	Feb. 10, 2024	May 10, 2024	<a href="#">See Details</a>	Completed	Completed	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Atul Nishad	task5	Jan. 11, 2025	Jan. 20, 2025	<a href="#">See Details</a>	In Progress	Mark Completed	<a href="#">Edit</a>	<a href="#">Delete</a>
3	Atul Nishad	Task6	Feb. 10, 2023	April 10, 2023	<a href="#">See Details</a>	Pending	Mark Completed	<a href="#">Edit</a>	<a href="#">Delete</a>

## 6. View Task Details

To view detailed information about a task:

- Locate the task on the homepage.
- Click the '**Details**' button for the task.
- You will be redirected to a page displaying:
  - Task Title
  - Description

- Priority

Task Type

Assigned Employee

- Start Date ○

End Date ○

Status

## Task6

**Assigned To:** *Atul Nishad*

**Description:** *Discriptions of task*

**Priority:** *Medium*

**Task Type:** *Individual*

**Start Date:** *Feb. 10, 2023*

**End Date:** *April 10, 2023*

**Status:** *Pending*

**Created At:** *Jan. 11, 2025, 11:13 a.m.*

**Updated At:** *Jan. 11, 2025, 11:13 a.m.*

Close Details

## 7. Error Handling

If an error occurs while managing tasks:

- A friendly error message will be displayed.
- Check your input fields for correctness or try again later.

## 8 View Reviews

The homepage displays a list of all reviews in a paginated format. Reviews can be filtered and searched based on various criteria. To view reviews:

1. Navigate to the homepage:
  - Live Server: <https://abhishekn27.pythonanywhere.com/dashboard/>
  - Local Server: <http://127.0.0.1:8000/dashboard>
2. The table will display the following details:
  - **Employee Name**
  - **Review Period** (Monthly, Quarterly, Annually)
  - **Review Title**
  - **Rating**
  - **Comments**
  - **Review Date**
  - **Reviewer Name**
3. **Filters and Search Options:**
  - Filter by **Department, Employee, Review Period, Date Range, or Rating**.
  - Search for employees by their **First Name** or **Last Name**.
4. Options to **Edit** or **Delete** a review are displayed for authorized users.

Add ReviewTask Management

Page 1 of 1

Sr. No	Employee Name	Review Title	Review Date	Review Period	Rating	Comments	Edit	Delete
1	charu palvi	Good keep working hard	Jan. 22, 2025	Annually	7	<button>Click to See</button>	<button>Edit</button>	<button>Delete</button>
2	Abhishek Nishad	this job review of abhishek	Jan. 2, 2025	Annually	10	<button>Click to See</button>	<button>Edit</button>	<button>Delete</button>

Filter By Employee:

Select Employee

Filter By Period:

All Periods

Filter by Date Range:

From:  To:

Filter by Rating:

## 2. Add a New Review

To create a new review:

1. Navigate to the **Add Review** page by clicking on "Add Review" in the sidebar.
2. Fill in the form fields:
  - **Employee:** Select the employee for whom the review is being created.
  - **Rating:** Enter a rating (1-10).
  - **Review Period:** Choose from Monthly, Quarterly, or Annually.
  - **Review Title:** Provide a title for the review.
  - **Comments:** Enter feedback or comments.
  - **Review Date:** Specify the date of the review.
3. Click on the **Add review** button.

## Add Review

Employee:

charu palvi

Rating:

7

Review Period:

Monthly

Review Title:

Good keep working hard

Comments:

I like ur work

Review Date:

10-05-2024

Add Review

[Back to Reviews](#)

4. The new review will now appear in the list on the homepage.

Add ReviewTask Management

Page 1 of 1

Sr. No	Employee Name	Review Title	Review Date	Review Period	Rating	Comments	Edit	Delete
1	charu palvi	Good keep working hard	Jan. 22, 2025	Annually	7	<a href="#">Click to See</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Abhishek Nishad	this job review of abhishek	Jan. 2, 2025	Annually	10	<a href="#">Click to See</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
3	charu palvi	Good keep working hard	May 10, 2024	Monthly	7	<a href="#">Click to See</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

3. Edit/Update a Review

To update an existing review:

- On the homepage, locate the review you want to update.
- Click on the **Edit** button in the corresponding row.
- Modify the form fields:
  - Employee
  - Rating
  - Review Period
  - Review Title
  - Comments
  - Review Date

Edit Review

Employee:

charu palvi

Rating:

7

Review Period:

Annually

Review Title:

Good keep working hard

Comments:

qwertyuiopasdfghjklzxcvbnm

Review Date:

dd-mm-yyyy

Update Review

Back to Reviews

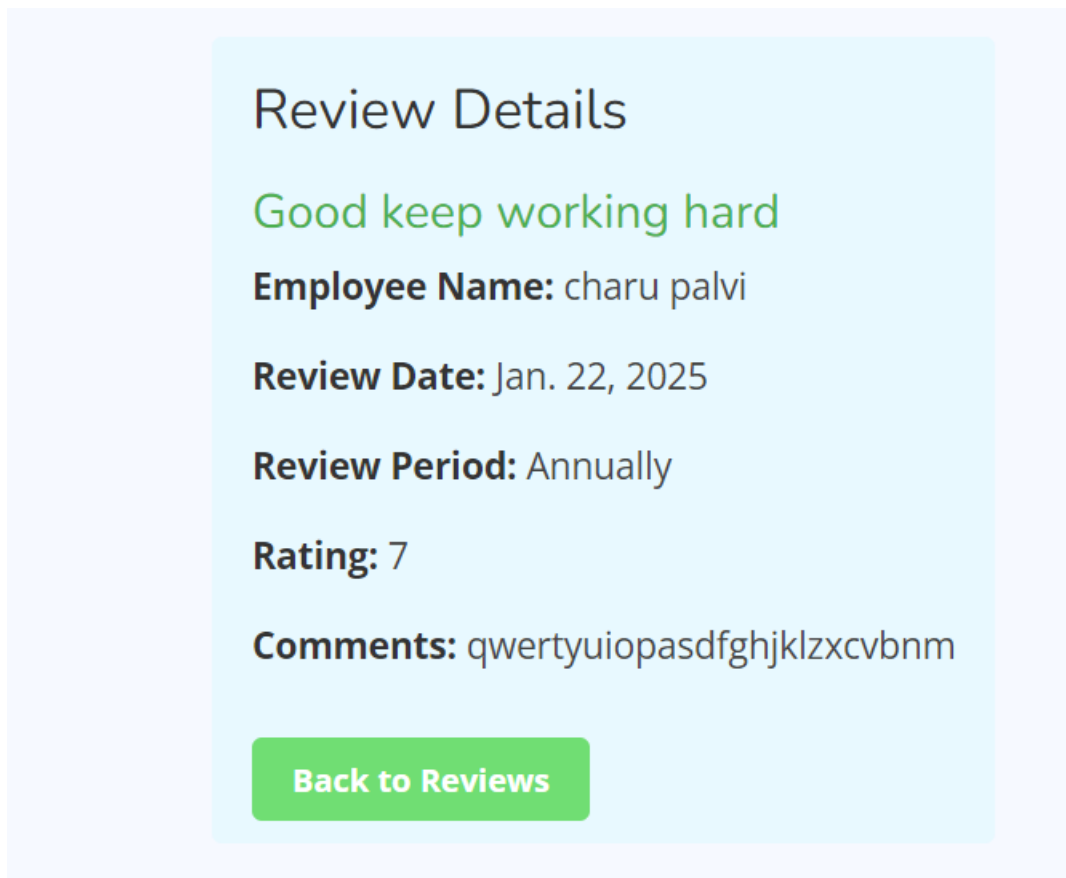
4. Click on the **Add Review** button to apply changes.

5. The updated review details will be reflected in the list.

#### 4. View Comments

To see the detailed comments for a review:

1. On the homepage, locate the review whose comments you want to view.
2. Click on the **View Comments** button in the corresponding row.
3. The detailed comments will be displayed on a new page.



#### 5. Delete a Review

To delete a review:

1. On the homepage, locate the review you want to delete.
2. Click on the **Delete** button in the corresponding row.
3. The review will be removed from the list.

127.0.0.1:8000 says

Are you sure you want to delete this review?

OK

Cancel

Welcome, abhisl

	Review Date	Review Period	Rating	Comments	Edit	Delete
hard	Jan. 22, 2025	Annually	7	<div>Click to See</div>	<div>Edit</div>	<div>Delete</div>

## Leave Management System Documentation

### Leave Dashboard

#### Accessing the Leave Dashboard

- **URL:**
  - **Live Server:** <https://abhishkn27.pythonanywhere.com/>
  - **Local Server:** <http://127.0.0.1:8000/>
- **Steps:**
  1. Log in to the system with your credentials.
  2. Based on your role:
    - **Admin:** Access the **Admin Leave Dashboard**, displaying pending leave requests, leave quotas, and summaries.
    - **Employee:** Access the **Employee Leave Dashboard**, showing your leave applications, pending requests, and leave quota.

#### Dashboard Features

- **Admin View:**
  - Pending leave requests for approval or rejection.
  - Leave quotas of all employees.
  - Leave type summary showing the count of each leave type.

Admin Leave Dashboard

Leave Type Summary

Sick Leave  
9 Remaining

Casual Leave  
10 Remaining

Privilege Leave  
10 Remaining

Apply for Leave

Apply for Leave

Your Leave Requests

SR.No	Leave Type	Reason	Start Date	End Date	Status
1	Sick Leave	i have a fever	May 10, 2023	June 10, 2023	Approved
2	Sick Leave	i have a fever	May 10, 2023	June 10, 2023	Pending

Add Leave Quota

Pending Leave Requests of Employees

SR.No	Employee	Leave Type	Reason	Start Date	End Date	Status	Action
1	abhishek	Sick Leave	i have a fever	May 10, 2023	June 10, 2023	Pending	Edit

- **Employee View:**
  - List of your leave applications.
  - Summary of remaining leave quotas:
    - Sick Leave
    - Casual Leave
    - Privilege Leave

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## 5.2 Apply for Leave

### Steps to Apply for Leave

1. Navigate to the **Apply Leave** page.
2. Fill in the required details:
  - **Leave Type:** Select from available options based on your remaining quota.
  - **Reason:** Provide a reason for the leave.
  - **Start Date:** Specify the start date.
  - **End Date:** Specify the end date.



## Apply for Leave

Leave Type:

Privilege Leave



Reason:

i have fever



Start Date:

15-01-2025



End Date:

17-01-2025



Submit

3. Click **Submit**.
  - If the selected leave type exceeds your quota, an error will be displayed.
4. The leave application will be submitted for approval.
  - **Admin Role:** Redirected to the Admin Leave Dashboard.
  - **Employee Role:** Redirected to the Employee Leave Dashboard.

Add Leave Quota

### Pending Leave Requests of Employees

SR.No	Employee	Leave Type	Reason	Start Date	End Date	Status	Action
1	abhishek	Sick Leave	i have a fever	May 10, 2023	June 10, 2023	Pending	Edit



### 5.3 Edit Leave

## Approve or Reject Leave Request

**Employee:** abhishek

**Leave Type:** Sick Leave

**Reason:** i have a fever

**Start Date:** May 10, 2023

**End Date:** June 10, 2023

Action:

Approve



Submit

Cancel

### Steps to Edit a Leave Application

1. Go to the **Employee Leave Dashboard**.
2. Locate the leave request you want to edit.
3. Click on the **Edit** button.
4. Update the fields:
  - **Leave Type**
  - **Reason**
  - **Start Date**
  - **End Date**
5. Click **submit** to update the leave request.

### 5.4 Approve or Reject Leave (Admin/Manager)

#### Steps to Manage Leave Requests

1. Go to the **Admin Leave Dashboard**.
2. Locate the pending leave request.

3. Click on **Approve/Reject**.

SR.No	Leave Type	Reason	Start Date	End Date	Status
1	Sick Leave	i have a fever	May 10, 2023	June 10, 2023	Approved
2	Sick Leave	i have a fever	May 10, 2023	June 10, 2023	Pending

4. Select an action:
  - **Approve:** The leave request will be marked as approved.
  - **Reject:** The leave request will be marked as rejected.
5. Save the action. The leave status will be updated.

## Leave Quota Management

### View Leave Quotas

- Go to the **Leave Quota Management** page.
- View the remaining leave quotas for all employees.

Pending Leave Requests of Employees							
SR.No	Employee	Leave Type	Reason	Start Date	End Date	Status	Action
1	abhishek	Sick Leave	i have a fever	May 10, 2023	June 10, 2023	Pending	Edit

### Edit Leave Quota

1. Navigate to the **Edit Leave Quota** page for a specific employee.
2. Update the quotas for:
  - Sick Leave
  - Casual Leave
  - Privilege Leave
3. Save the changes.

## 7. Troubleshooting

If you encounter issues, try the following steps:

- **Page Not Loading:** Ensure the server is running. Start it using the command:
  - `python manage.py runserver` for local server or check internet connection for live server.
- **Data Not Displayed:** Confirm that the database has the data you are looking for.
- **Form Errors:** Ensure all required fields are filled before submitting.

