

End User Documentation for Department Management System

1. Overview

The Department Management System is a Django-based web application designed to help users manage departmental information efficiently. It enables users to perform the following actions:

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

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

2. Accessing the System

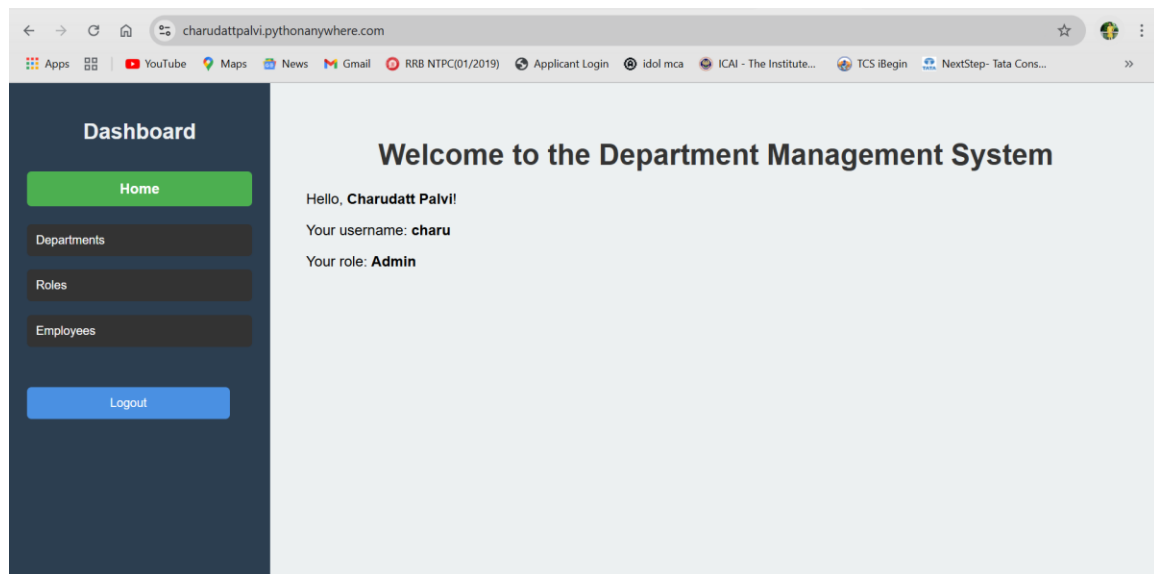
The system is hosted locally or on a server. To access it, follow these steps:

1. Open a web browser (Chrome, Firefox, Edge, etc.).
2. Enter the following URL in the address bar:

``https://charudattpalvi.pythonanywhere.com/`` (for live server)

``http://127.0.0.1:8000/`` (for local server)

This will open the homepage of the Department Management System.

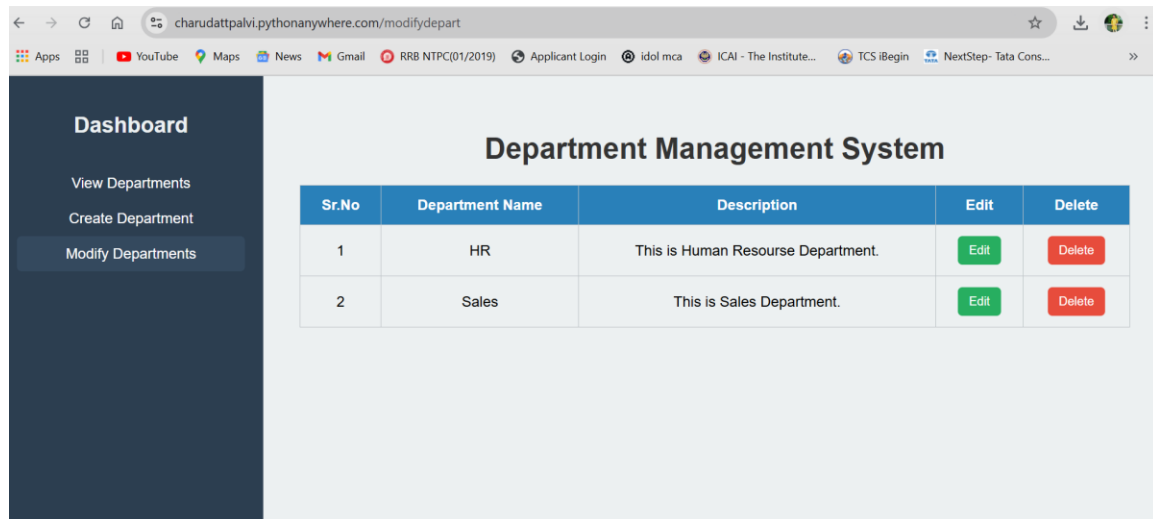


3. Features and Instructions of Department:-

3.1 View Departments

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

1. Go to the homepage (`https://charudattpalvi.pythonanywhere.com/modifydepart` or `http://127.0.0.1:8000/modifydepart`).
2. The table will display the following details:
 - Department ID
 - Department Name
 - Description
3. Options to Edit or Delete a department are also displayed.



Sr.No	Department Name	Description	Edit	Delete
1	HR	This is Human Resource Department.	Edit	Delete
2	Sales	This is Sales Department.	Edit	Delete

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.

The screenshot shows a web browser at the URL `charudattpalvi.pythonanywhere.com/adddepart`. On the left is a dark blue sidebar with the title 'Dashboard' and three links: 'View Departments', 'Create Department' (which is highlighted), and 'Modify Departments'. The main content area is light gray and features a white box with a blue border titled 'Create Department'. Inside this box, there are two input fields: 'Department Name:' and 'Department Description:'. Below these fields is a blue button labeled 'Create'.

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.

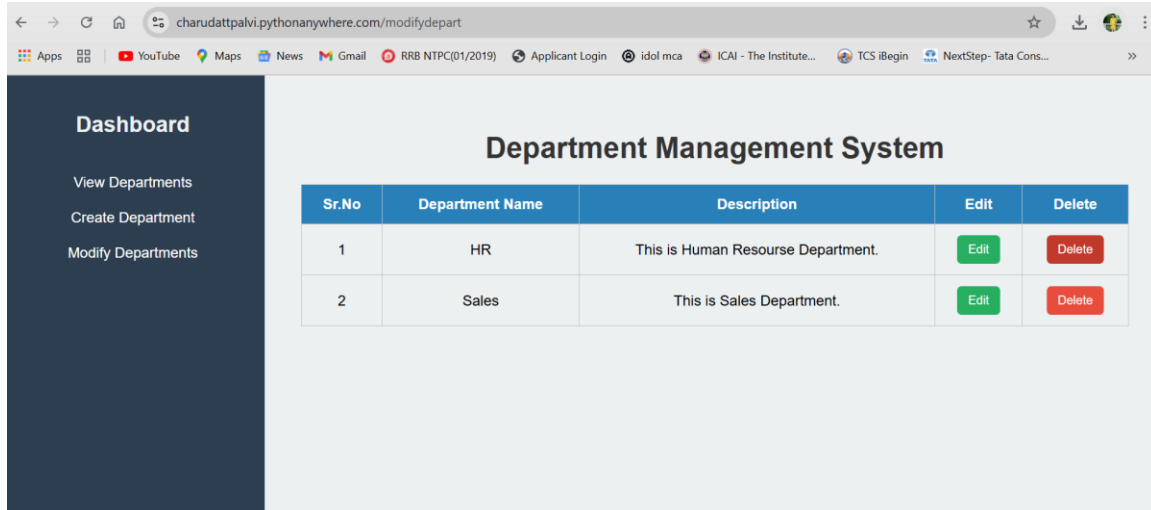
The screenshot shows a web browser at the URL `charudattpalvi.pythonanywhere.com/update/1`. The sidebar is identical to the previous screenshot, with 'Create Department' highlighted. The main content area features a white box with a blue border titled 'Update Department'. Inside, there are two input fields: 'Department Name:' containing the text 'HR' and 'Department Description:' containing the text 'This is Human Resourse Department.' (note the typo). Below these fields is a blue button labeled 'Update'.

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 a web browser at the URL `charudattpalvi.pythonanywhere.com/modifydepart`. The page has a dark blue sidebar on the left with the title "Dashboard" and four menu items: "View Departments", "Create Department", "Modify Departments", and "Delete Department". The main content area is titled "Department Management System" and contains a table with the following data:

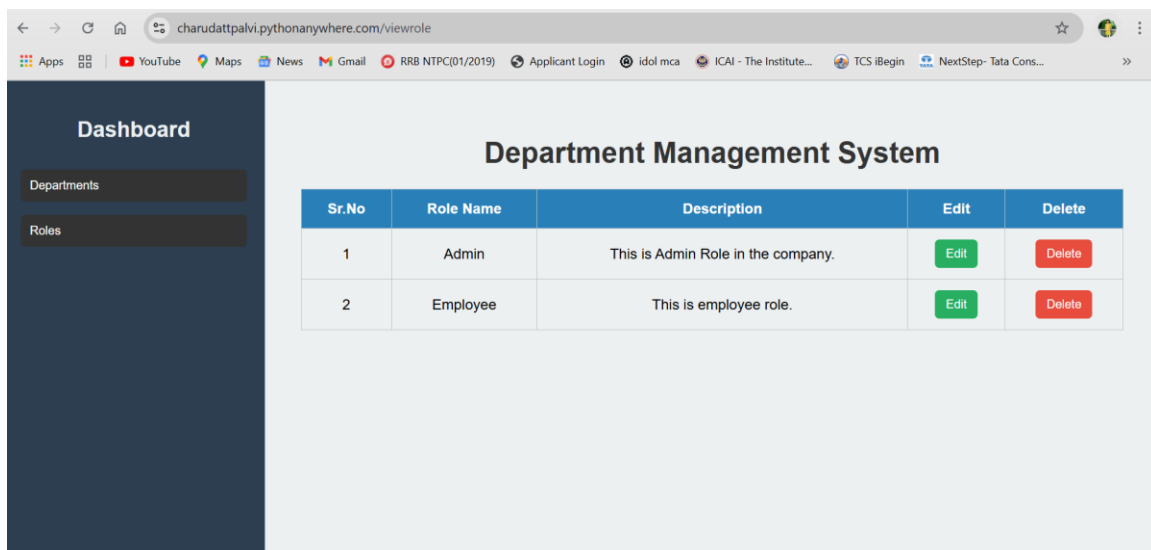
Sr.No	Department Name	Description	Edit	Delete
1	HR	This is Human Resourse Department.	Edit	Delete
2	Sales	This is Sales Department.	Edit	Delete

4. Features and Instructions of Role:-

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://charudattpalvi.pythonanywhere.com/viewrole`` or `http://127.0.0.1:8000/viewrole``).
2. The table will display the following details:
 - Role ID
 - Role Name
 - Description
3. Options to Edit or Delete a role are also displayed.



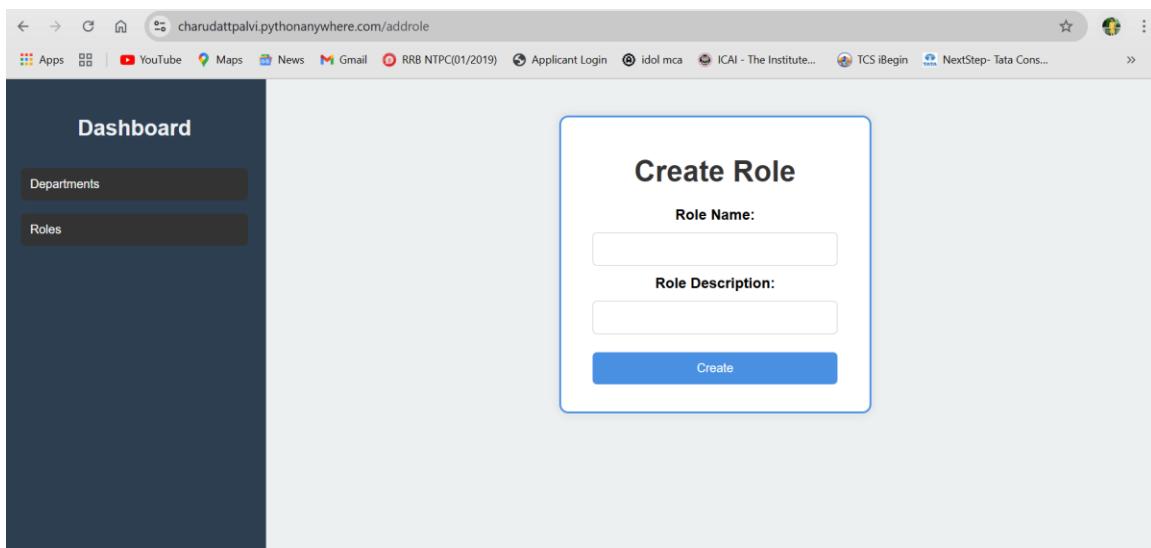
The screenshot shows a web browser at the URL `charudattpalvi.pythonanywhere.com/viewrole`. The page has a dark blue sidebar on the left with the title "Dashboard" and two menu items: "Departments" and "Roles". The main content area is titled "Department Management System" and contains a table with the following data:

Sr.No	Role Name	Description	Edit	Delete
1	Admin	This is Admin Role in the company.	Edit	Delete
2	Employee	This is employee role.	Edit	Delete

4.2 Add a New Role

To create a new role:

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

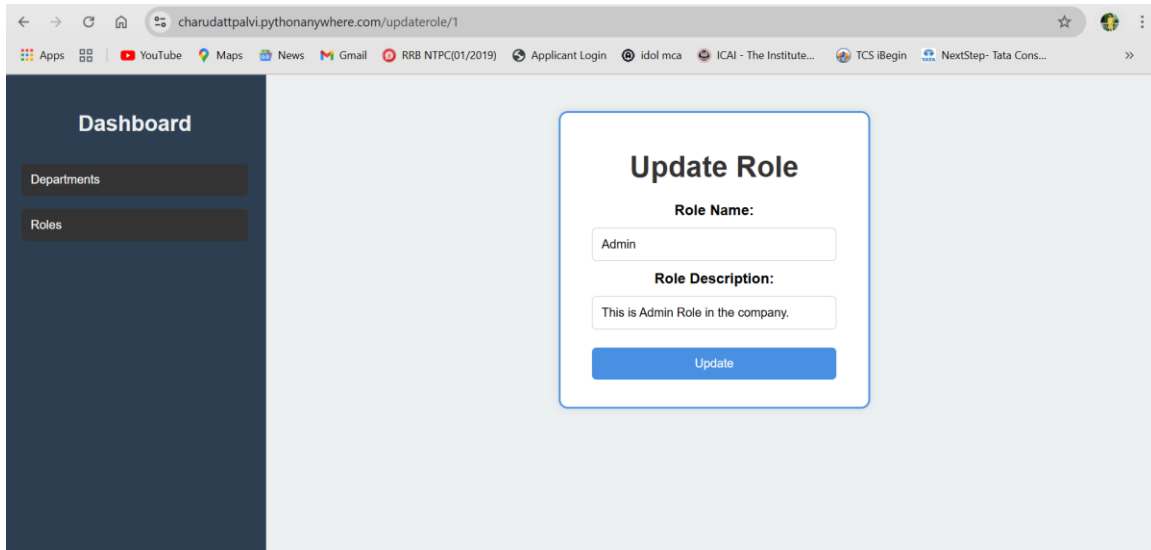


The screenshot shows a web browser window with the URL `charudattpalvi.pythonanywhere.com/addrole`. The browser's address bar and tabs are visible at the top. On the left, there is a dark blue sidebar with the word 'Dashboard' at the top. Below it, there are two buttons: 'Departments' and 'Roles'. The 'Roles' button is highlighted. The main content area is light gray and contains a white box with a blue border titled 'Create Role'. Inside this box, there are two text input fields: the first is labeled 'Role Name:' and the second is labeled 'Role Description:'. Below these fields is a blue button labeled 'Create'.

4.3 Edit/Update a Role

To update a role's details:

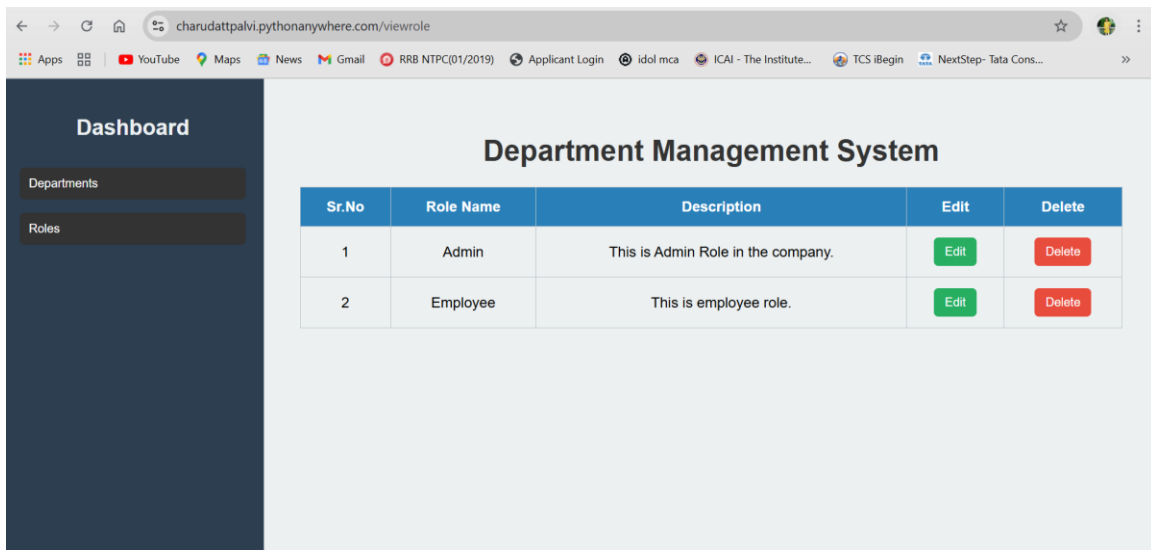
1. On the homepage, locate the role you want to update.
2. Click on the **'Edit'** button in the corresponding row.
3. Modify the fields in the form:
 - Role Name
 - Role Description
4. Click on the **'Update'** button to save the changes.
5. The updated details will be reflected in the list.



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.



5. Features and Instructions of Employee:-

5.1 View Employees

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

1. Go to the homepage (`https://charudattpalvi.pythonanywhere.com/viewemployees` or `http://127.0.0.1:8000/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

3. Options to Edit or Delete a employee are also displayed.

ID	First Name	Last Name	Email	Mobile	Role	Department	Reporting Manager	Date of Joining	Edit	Delete
1	Charudatt	Palvi	charupalvi@gmail.com	9876543212	Admin	HRD	charu	Aug. 12, 2022	Edit	Delete

5.2 Add a New Employee

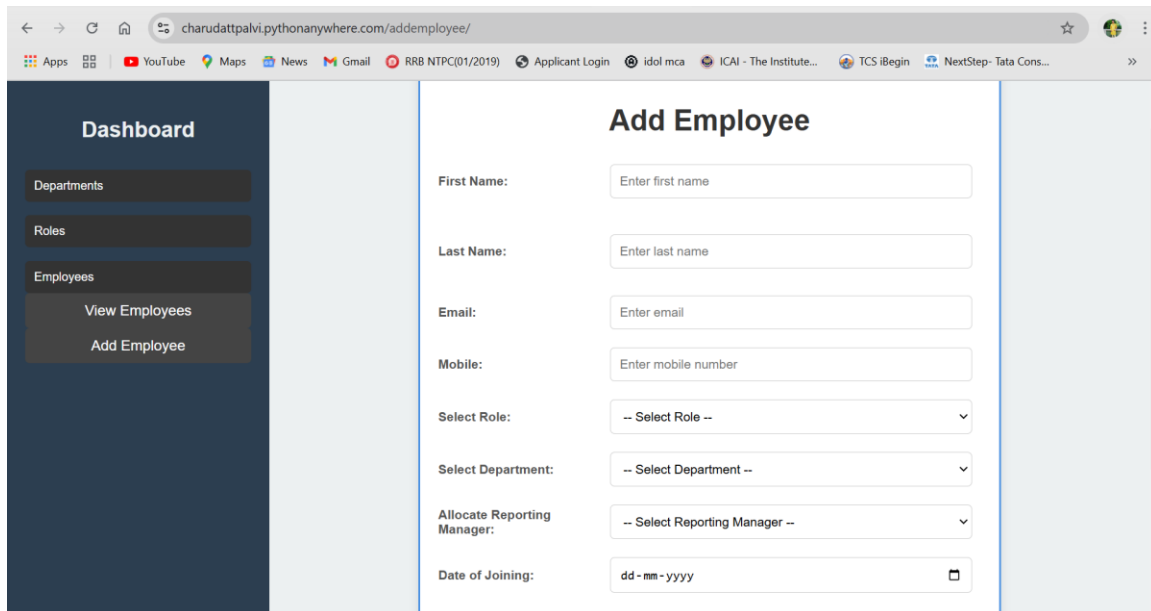
To create a new employee:

1. Navigate to the 'Add Employee' page by clicking on **'Create Employee'** in the sidebar.
2. Fill in the form fields:
 - **'Employee 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 browser window with the URL `charudattpalvi.pythonanywhere.com/addemployee/`. The page has a dark blue sidebar on the left with the following menu items: Dashboard, Departments, Roles, Employees, View Employees, and Add Employee. The main content area is titled 'Add Employee' and contains the following form fields:

- First Name:
- Last Name:
- Email:
- Mobile:
- Select Role:
- Select Department:
- Allocate Reporting Manager:
- Date of Joining:

5.3 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.

Update Employee

First Name:

Last Name:

Email:

Mobile:

Select Role:

Select Department:

Allocate Reporting Manager:

5.4 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.

Employee List

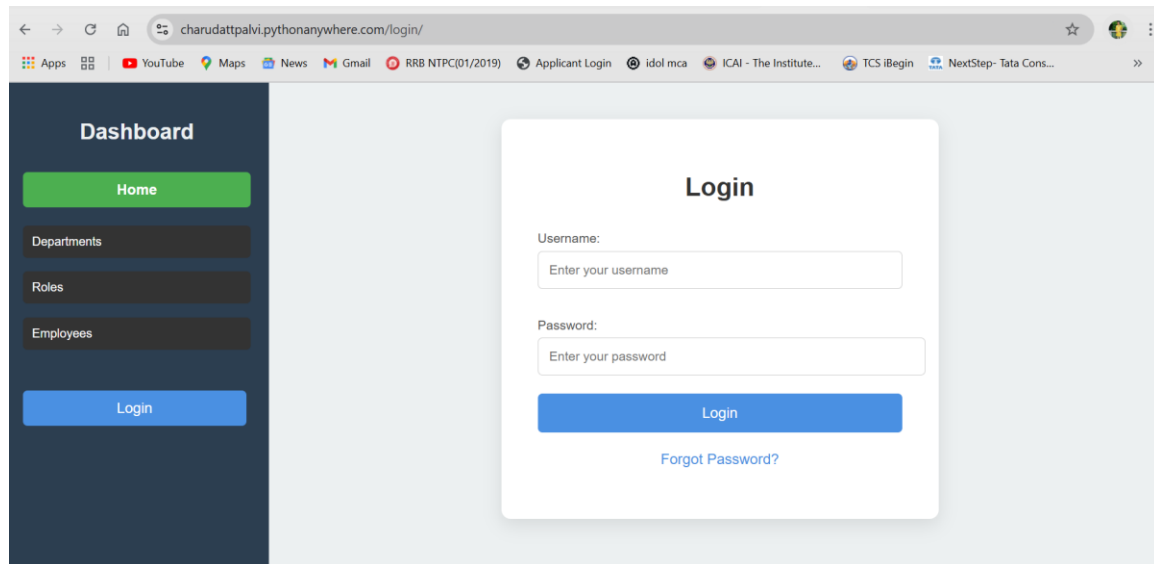
First Name	Last Name	Email	Mobile	Role	Department	Reporting Manager	Date of Joining	Edit	Delete
Charudatt	Palvi	charupalvi@gmail.com	9876543212	Admin	HRD	charu	Aug. 12, 2022	Edit	Delete

6. Features and Instructions of Login/Password Reset:-

6.1 Login User

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

1. Go to the homepage (`https://charudattpalvi.pythonanywhere.com/login` or `http://127.0.0.1:8000/login`).



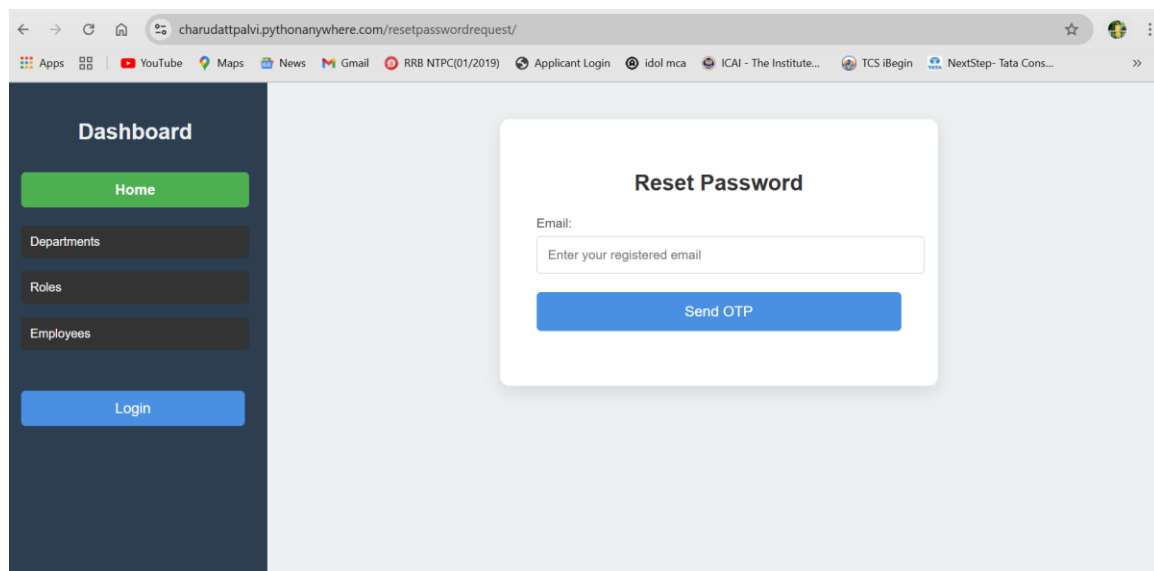
The screenshot shows a web browser at the URL `charudattpalvi.pythonanywhere.com/login/`. On the left is a dark blue sidebar with the title "Dashboard" and a "Home" button. Below it are links for "Departments", "Roles", and "Employees", and a "Login" button at the bottom. The main content area features a white "Login" form with fields for "Username" and "Password", a "Login" button, and a "Forgot Password?" link.

6.2 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://charudattpalvi.pythonanywhere.com/resetpasswordrequest`` or `http://127.0.0.1:8000/resetpasswordrequest``).

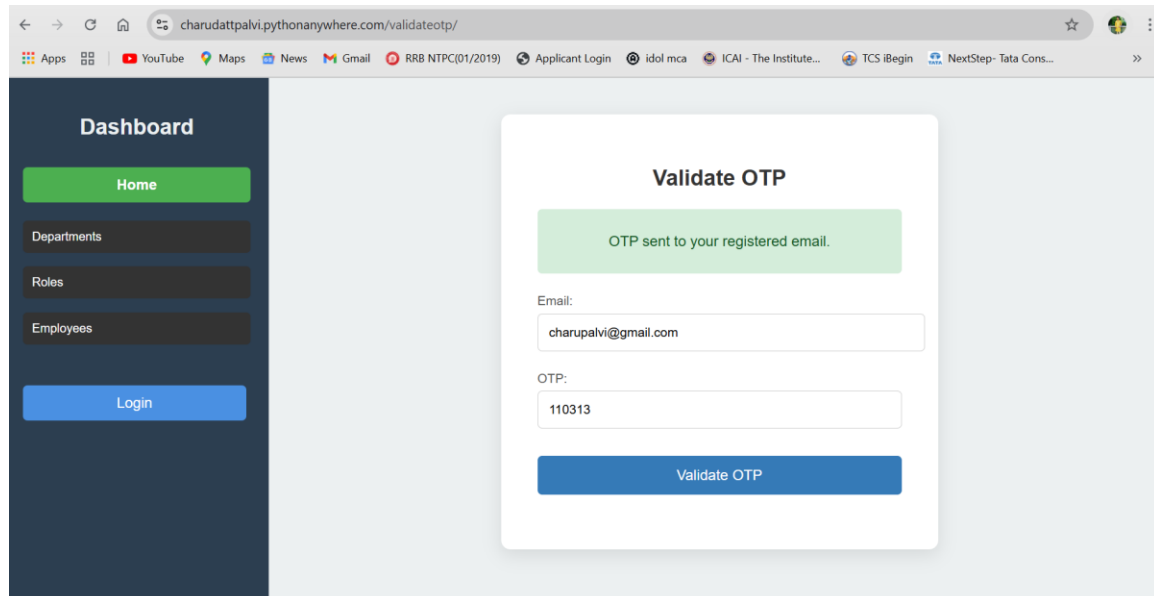


The screenshot shows a web browser at the URL `charudattpalvi.pythonanywhere.com/resetpasswordrequest/`. The sidebar is identical to the previous screenshot. The main content area features a white "Reset Password" form with an "Email" field and a "Send OTP" button.

6.3 Validate OTP Request

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

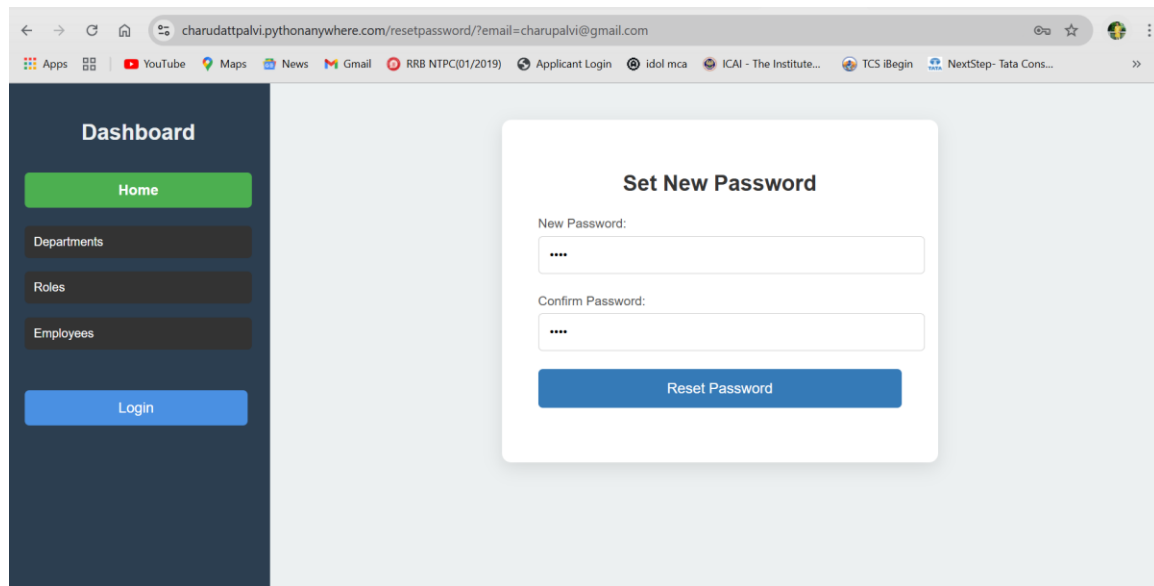
1. Go to the homepage (`https://charudattpalvi.pythonanywhere.com/validateotp` or `http://127.0.0.1:8000/validateotp`).



The screenshot shows a web browser window with the URL `charudattpalvi.pythonanywhere.com/validateotp/`. On the left is a dark blue sidebar with the title "Dashboard" and a "Home" button. Below it are links for "Departments", "Roles", and "Employees", and a "Login" button at the bottom. The main content area is light gray and contains a white card titled "Validate OTP". Inside the card, a green message box says "OTP sent to your registered email.". Below this are two input fields: "Email:" with the value `charupalvi@gmail.com` and "OTP:" with the value `110313`. At the bottom of the card is a blue button labeled "Validate OTP".

6.4 Set New Password

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

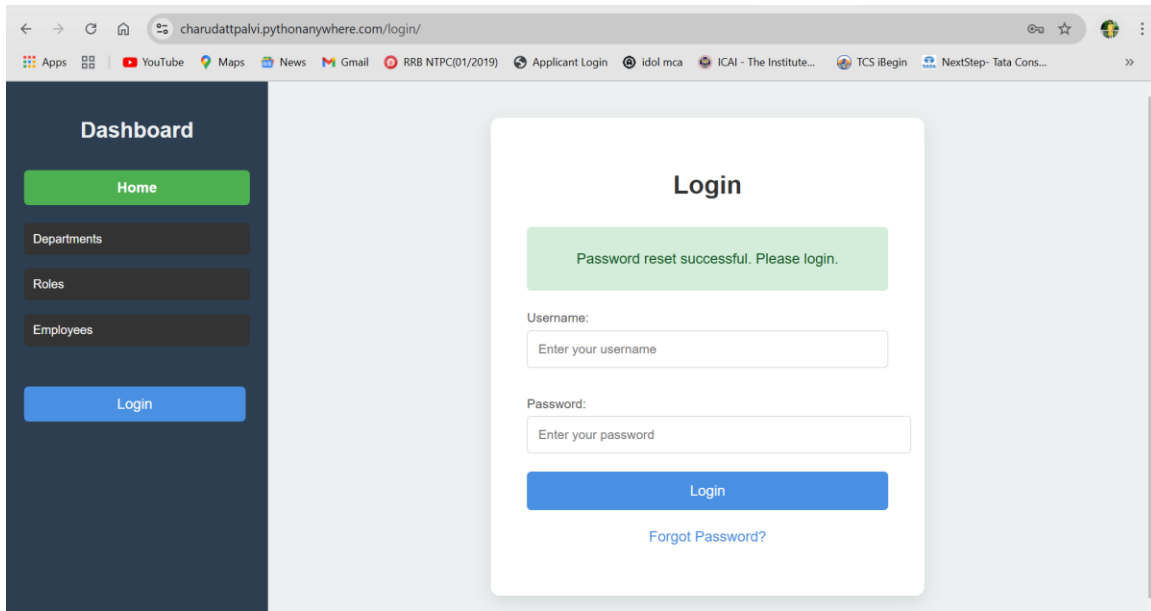


The screenshot shows a web browser window with the URL `charudattpalvi.pythonanywhere.com/resetpassword/?email=charupalvi@gmail.com`. The sidebar is identical to the previous screenshot. The main content area contains a white card titled "Set New Password". Inside the card, there are two input fields: "New Password:" and "Confirm Password:", both containing four dots to represent masked text. At the bottom of the card is a blue button labeled "Reset Password".

6.5 Login Page with password reset message

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

1. Go to the homepage (`https://charudattpalvi.pythonanywhere.com/login` or `http://127.0.0.1:8000/login`).

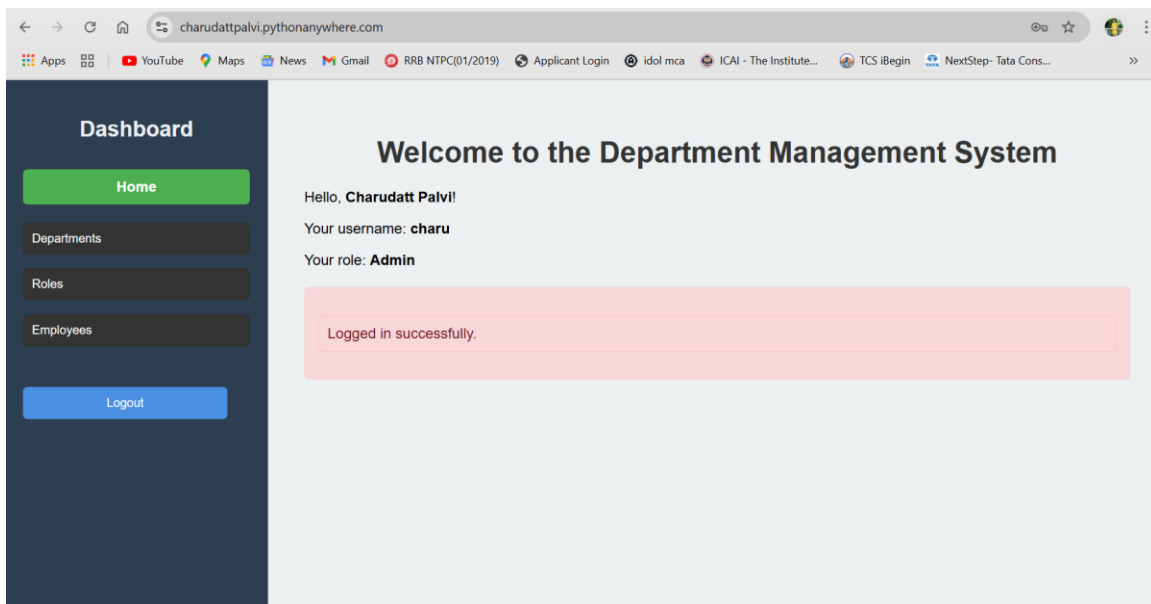


The screenshot shows a web browser at the URL `charudattpalvi.pythonanywhere.com/login/`. On the left is a dark blue sidebar with the title "Dashboard" and a menu containing "Home" (highlighted in green), "Departments", "Roles", "Employees", and a "Login" button at the bottom. The main content area is light gray 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 at the bottom of the form, with a link "Forgot Password?" underneath it.

6.6 Home Page after login success

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

1. Go to the homepage (`https://charudattpalvi.pythonanywhere.com/` or `http://127.0.0.1:8000/`).



The screenshot shows the homepage of the application at `charudattpalvi.pythonanywhere.com`. The sidebar is identical to the login page but includes a "Logout" button instead of "Login". The main content area is light gray and displays a large heading "Welcome to the Department Management System". Below the heading, it says "Hello, Charudatt Palvi!", "Your username: charu", and "Your role: Admin". A pink message box at the bottom of the main content area states "Logged in successfully."

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.

8. Notes

- This system uses a soft delete mechanism, meaning deleted departments or roles can be restored manually from the database.
- For security, ensure CSRF tokens are included in all form submissions.
- Static files (CSS, JS) must be served correctly for a smooth user interface.