

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

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/`` or ``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.

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.

4. 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.

5. Notes

- This system uses a soft delete mechanism, meaning deleted departments 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.