

# 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

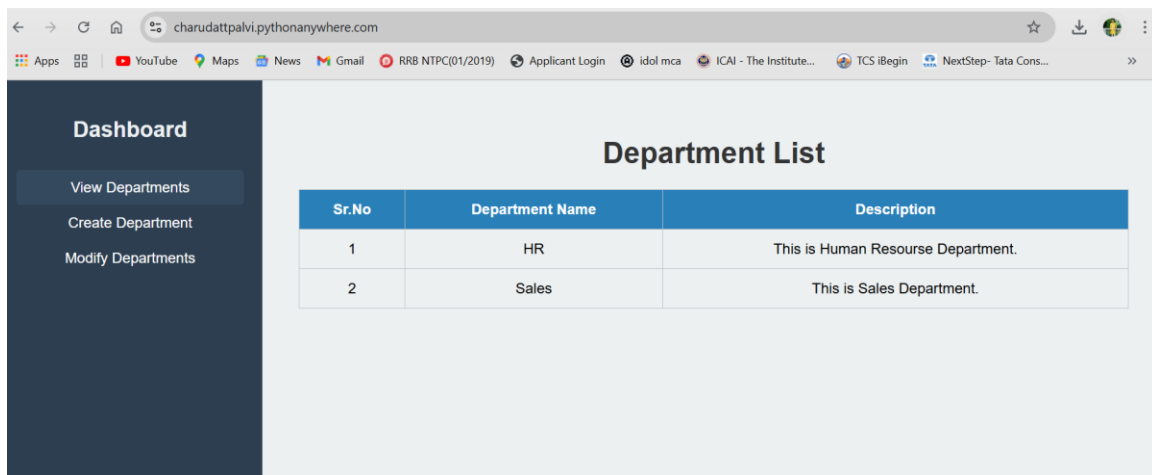
The system is hosted locally or on a server. To access it, follow these steps:

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

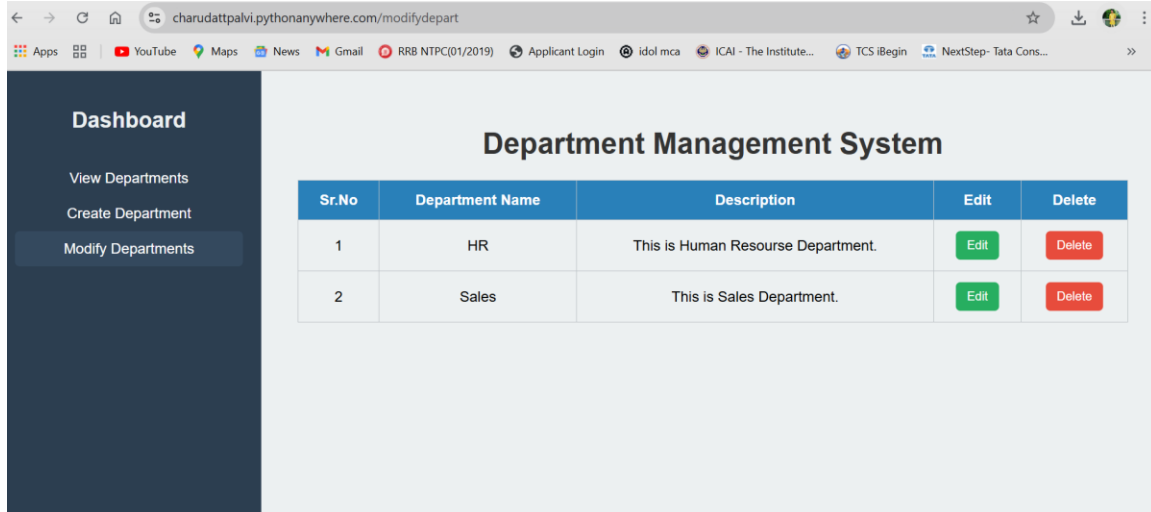
The homepage displays a list of all active departments in a tabular format. To view departments:

1. Go to the homepage (``https://charudattpalvi.pythonanywhere.com/`` 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.



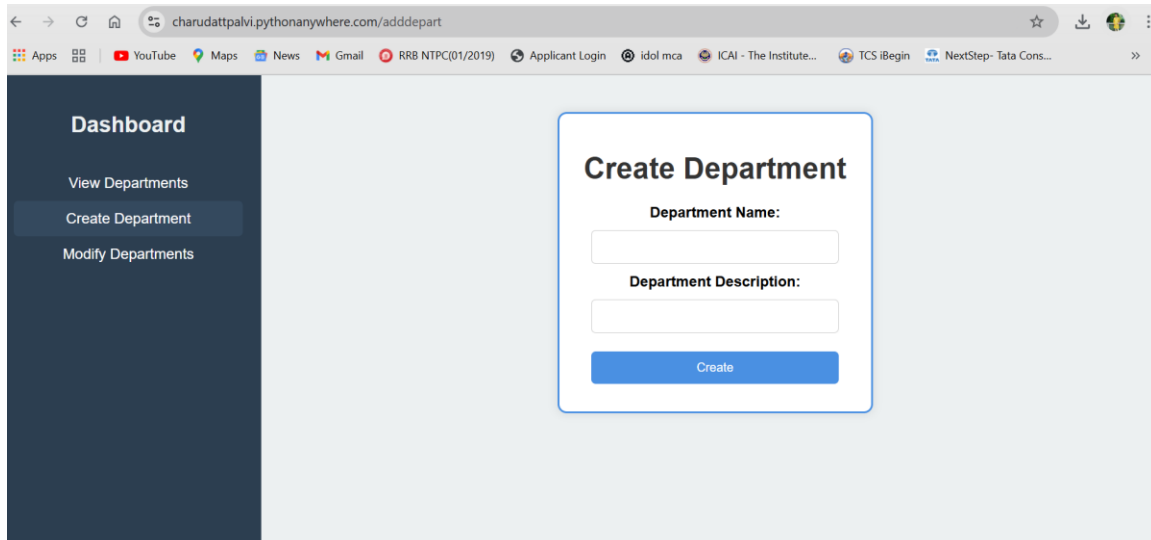
The screenshot shows a web application interface for 'Department Management System'. On the left is a dark sidebar with a 'Dashboard' header and three menu items: 'View Departments', 'Create Department', and 'Modify Departments' (which is highlighted). The main content area has a light blue header with the title 'Department Management System'. Below the header is a table with five columns: 'Sr.No', 'Department Name', 'Description', 'Edit', and 'Delete'. The table contains two rows of data: one for 'HR' (Human Resource Department) and one for 'Sales' (Sales Department). Each row has a green 'Edit' button and a red 'Delete' button.

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 the 'Create Department' page. The sidebar is the same as in the previous screenshot, but 'Create Department' is now highlighted. The main content area has a light blue header with the title 'Create Department'. Below the header is a form with two input fields: 'Department Name' and 'Department Description'. At the bottom of the form is a blue 'Create' button.

### 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 window with the URL `charudattpalvi.pythonanywhere.com/update/1`. The browser's address bar and tabs are visible. On the left, there is a dark blue sidebar with the text 'Dashboard' and three links: 'View Departments', 'Create Department', and 'Modify Departments'. The main content area is light gray and features a white box titled 'Update Department'. Inside this box, there are two input fields: 'Department Name' with the value 'HR' and 'Department Description' with the value 'This is Human Resourse Department.' (note the typo). Below these fields is a blue 'Update' button.

### 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 window with the URL `charudattpalvi.pythonanywhere.com/modifydepart`. The browser's address bar and tabs are visible. On the left, there is a dark blue sidebar with the text 'Dashboard' and three links: 'View Departments', 'Create Department', and 'Modify Departments'. The main content area is light gray and features a white box titled 'Department Management System'. Inside this box is a table with the following data:

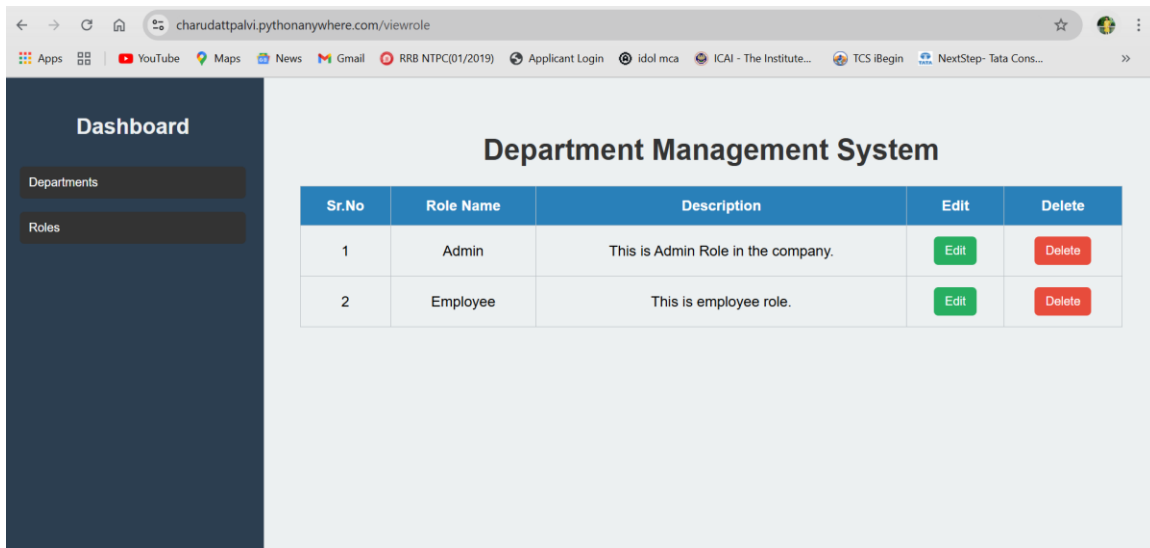
Sr.No	Department Name	Description	Edit	Delete
1	HR	This is Human Resourse Department.	<button>Edit</button>	<button>Delete</button>
2	Sales	This is Sales Department.	<button>Edit</button>	<button>Delete</button>

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



### 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 title "Dashboard" and two menu items: "Departments" and "Roles". The main content area is light gray and features a white box with a blue border titled "Create Role". Inside this box, there are two input fields: "Role Name:" and "Role Description:". Below these fields is a blue button labeled "Create".

#### 4.3 Edit/Update a Role

To update a role's details:

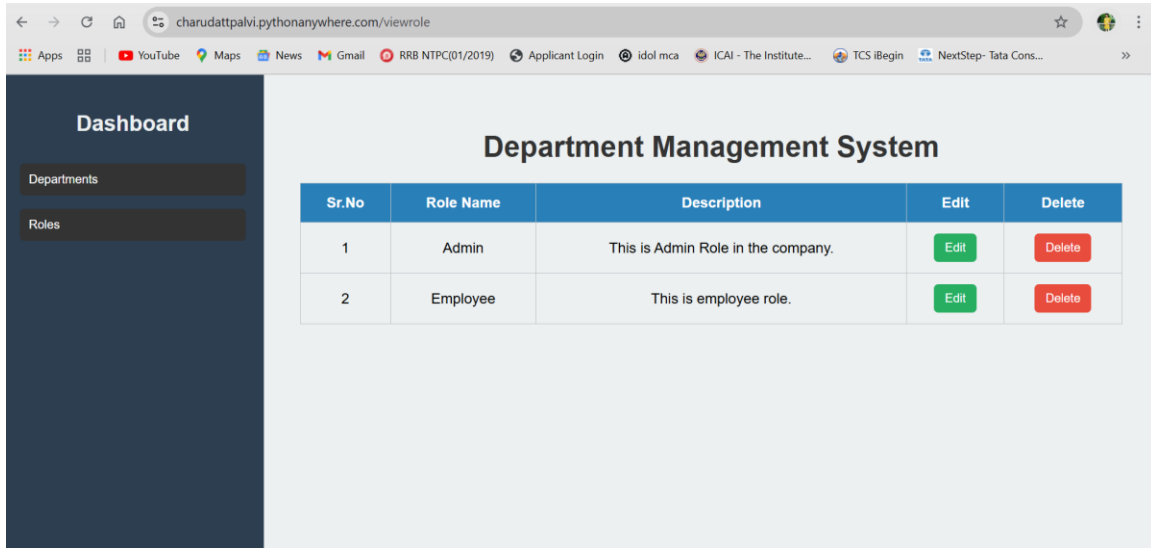
1. On the homepage, locate the role you want to update.
2. Click on the **\*\*Edit\*\*** button in the corresponding row.
3. Modify the fields in the form:
  - Role Name
  - Role Description
4. Click on the **\*\*Update\*\*** button to save the changes.
5. The updated details will be reflected in the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

The screenshot shows a web browser window with the URL `charudattpalvi.pythonanywhere.com/updaterole/1`. The browser's address bar and tabs are visible at the top. On the left, there is a dark blue sidebar with the title "Dashboard" and two menu items: "Departments" and "Roles". The main content area is light gray and features a white box with a blue border titled "Update Role". Inside this box, there are two input fields: "Role Name:" (containing the text "Admin") and "Role Description:" (containing the text "This is Admin Role in the company."). Below these fields is a blue button labeled "Update".

#### 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/`` or `http://127.0.0.1:8000/``).

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.

charudattpalvi.pythonanywhere.com/addemployee/

Apps | YouTube | Maps | News | Gmail | RRB NTPC(01/2019) | Applicant Login | idol mca | ICAI - The Institute... | TCS iBegin | NextStep- Tata Cons...

### Dashboard

- Departments
- Roles
- Employees
  - View Employees
  - Add Employee

### Add Employee

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.



charudattpalvi.pythonanywhere.com/updateemployee/1/

Dashboard

Departments

Roles

Employees

## 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.

charudattpalvi.pythonanywhere.com/viewemployees/

Dashboard

Departments

Roles

Employees

## 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	<button>Edit</button>	<button>Delete</button>

### 6. 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.

## 7. 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.