

# 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

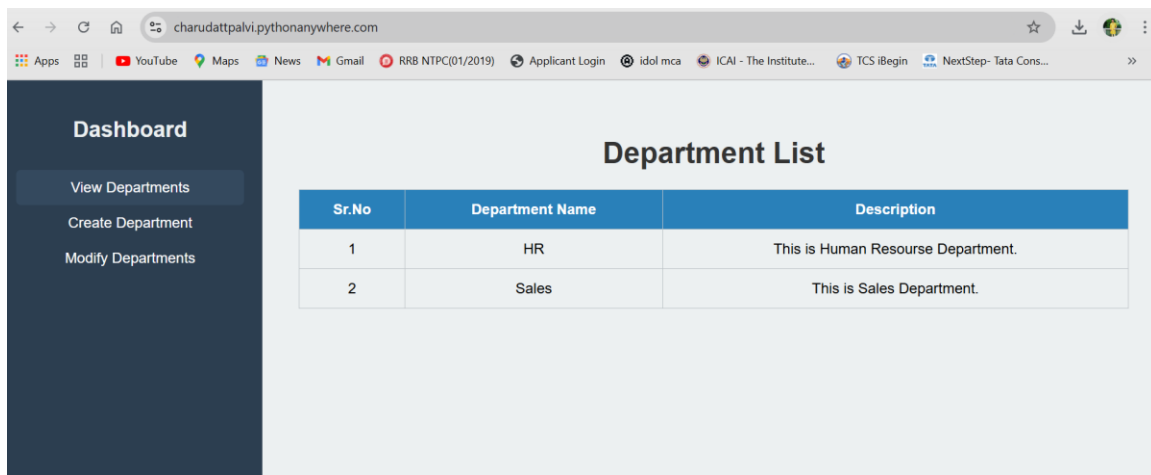
The system is hosted locally or on a server. To access it, follow these steps:

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

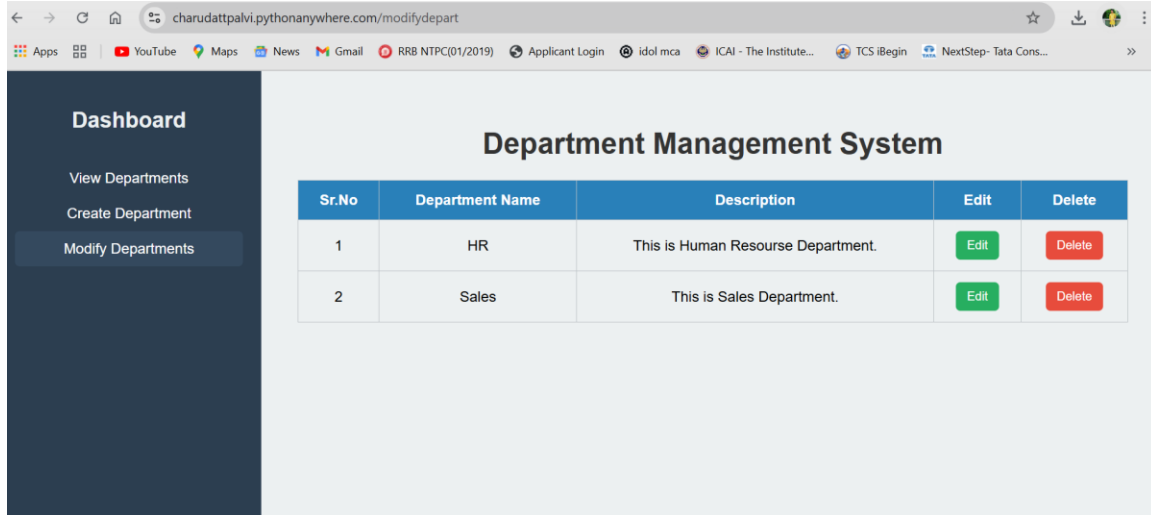
The homepage displays a list of all active departments in a tabular format. To view departments:

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.



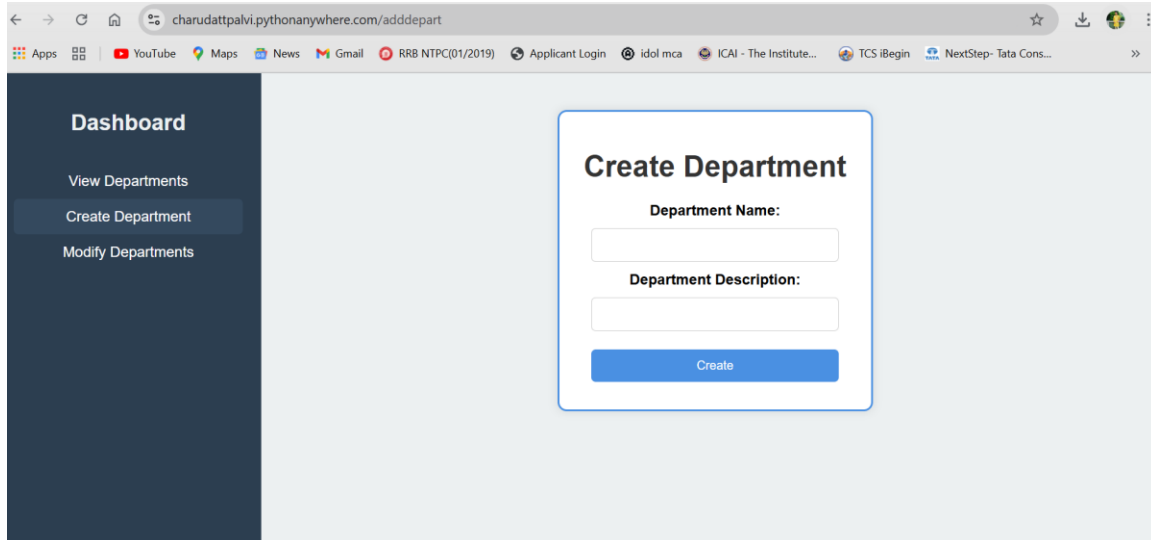
The screenshot shows a web application titled "Department Management System". On the left is a dark sidebar with a "Dashboard" header and three menu items: "View Departments", "Create Department", and "Modify Departments" (which is highlighted). The main content area has a light blue header with the 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 green "Edit" and red "Delete" buttons.

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.

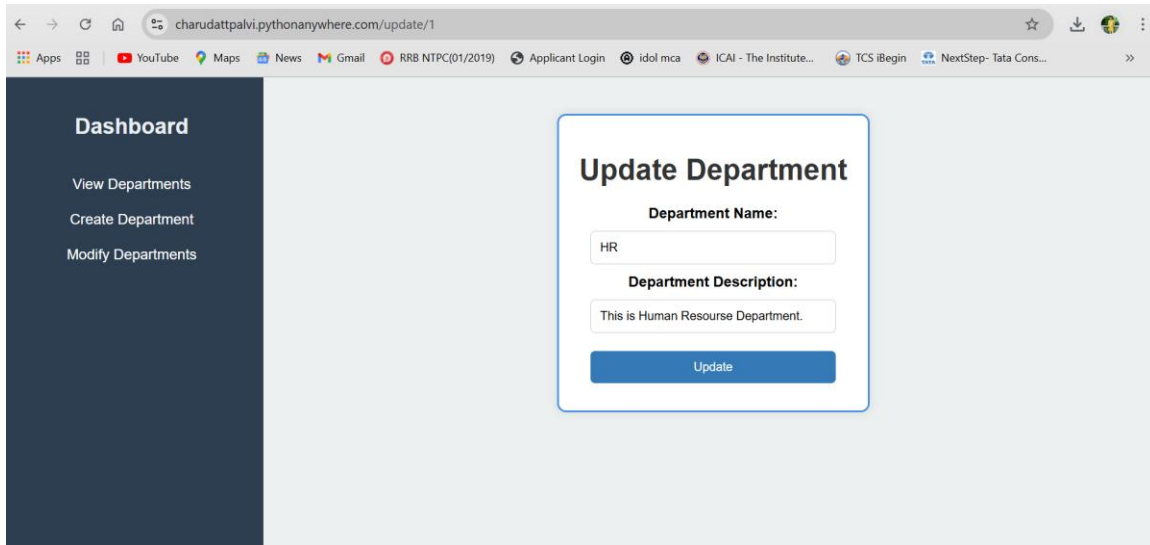


The screenshot shows the "Create Department" page. The sidebar is the same as in the previous screenshot, but "Create Department" is now highlighted. The main content area has a light blue header with the title "Create Department". Below the header is a form with two input fields: "Department Name:" 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.

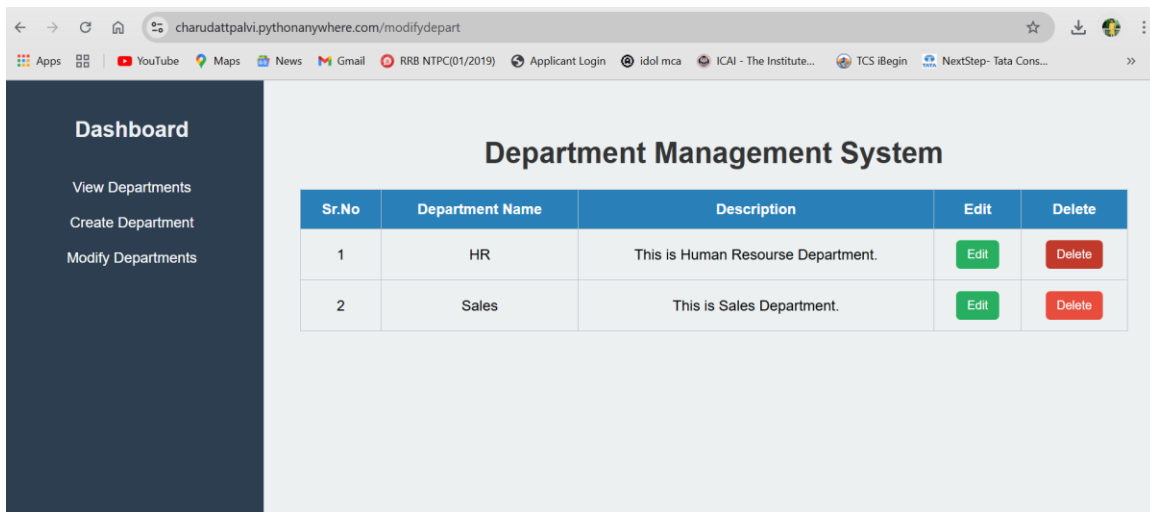


The screenshot shows a web browser window with the URL `charudattpalvi.pythonanywhere.com/update/1`. The page has a dark blue sidebar on the left with the title 'Dashboard' and three links: 'View Departments', 'Create Department', and 'Modify Departments'. The main content area is light blue and contains a white box titled 'Update Department'. Inside this box, there are two text input fields. The first is labeled 'Department Name:' and contains the text 'HR'. The second is labeled 'Department Description:' and contains the text 'This is Human Resourse Department.' (note the typo 'Resourse'). 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 window with the URL `charudattpalvi.pythonanywhere.com/modifydepart`. The page has a dark blue sidebar on the left with the title 'Dashboard' and three links: 'View Departments', 'Create Department', and 'Modify Departments'. The main content area is light blue and contains 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.	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Sales	This is Sales Department.	<a href="#">Edit</a>	<a href="#">Delete</a>

## 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.