

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

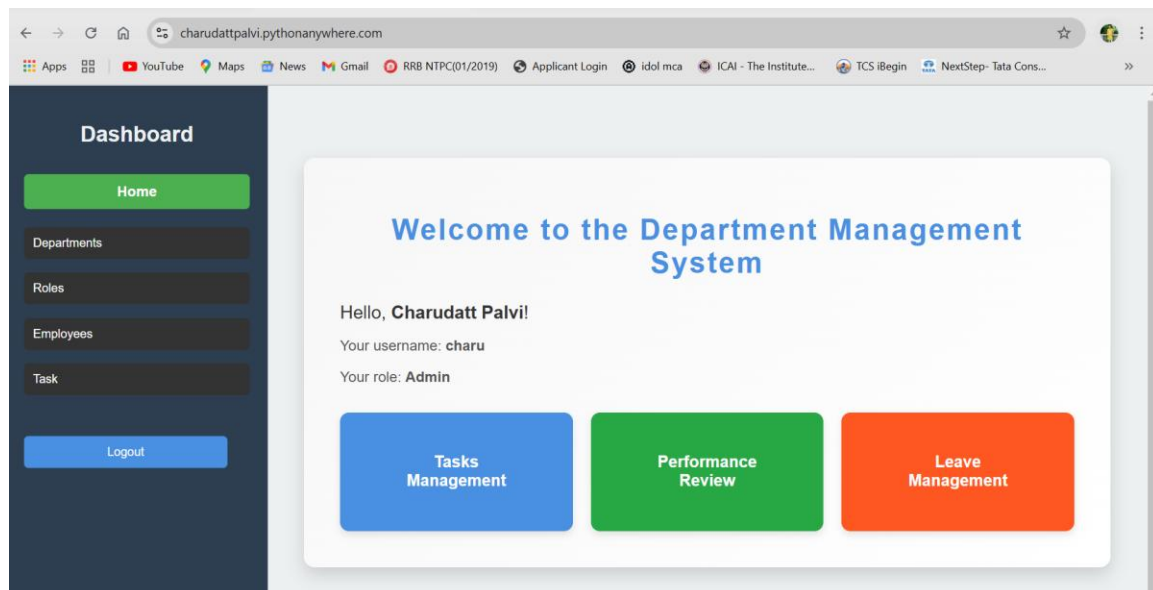
The system is hosted locally or on a server. To access it, follow these steps:

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.

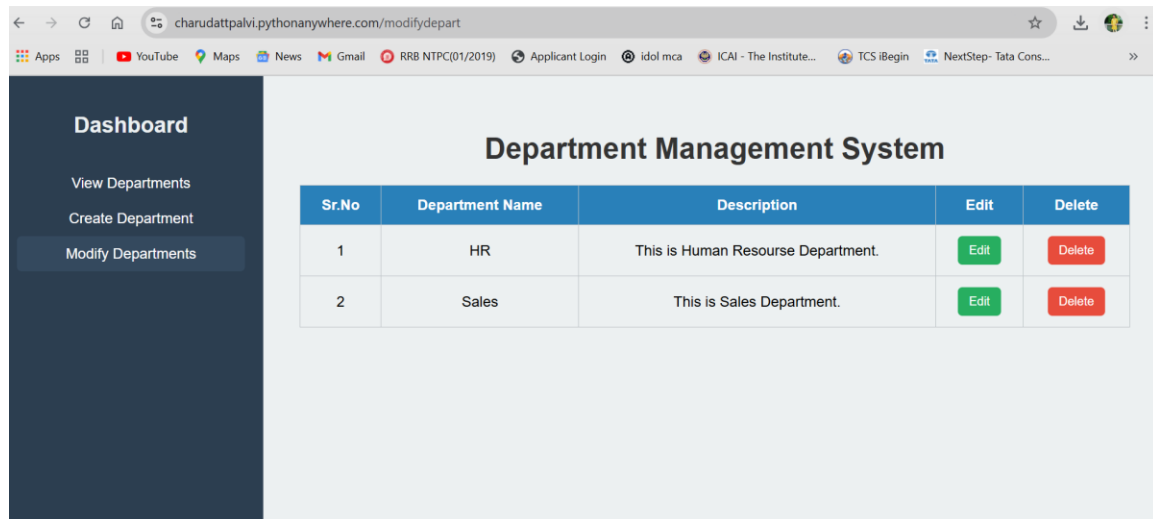


3. Features and Instructions of Department:-

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.

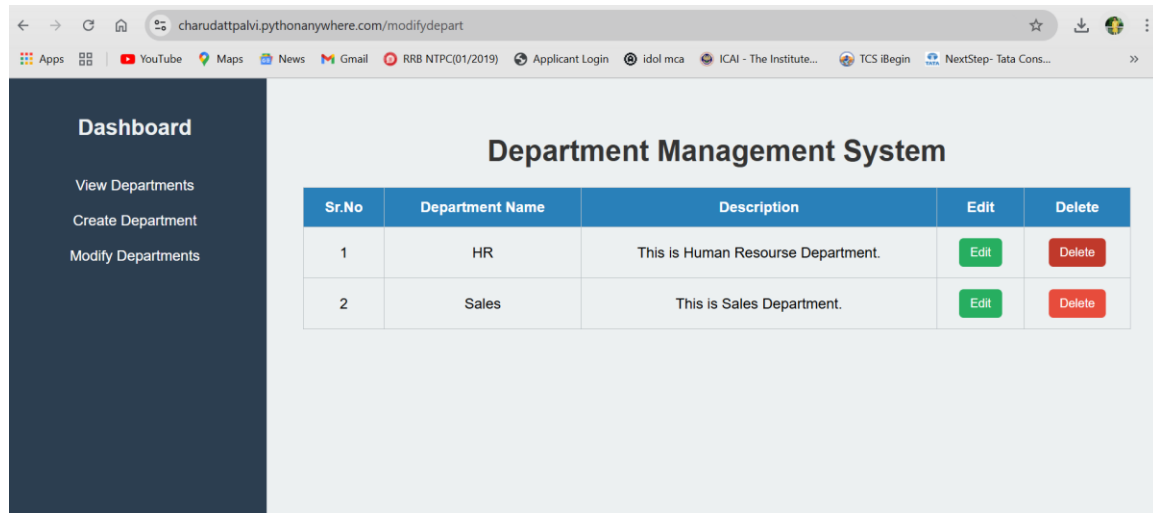
The screenshot shows a web browser at the URL `charudattpalvi.pythonanywhere.com/update/1`. The sidebar is identical to the previous screenshot, with 'Create Department' highlighted. The main content area features a white box with a blue border titled 'Update Department'. Inside this box, there are two 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.

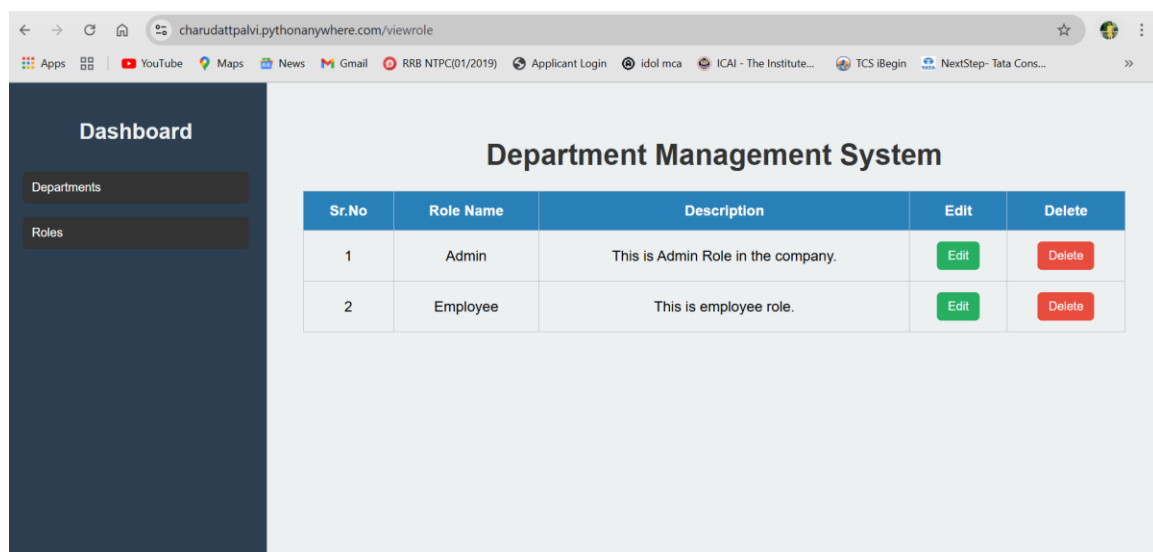


4. Features and Instructions of Role:-

4.1 View Roles

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

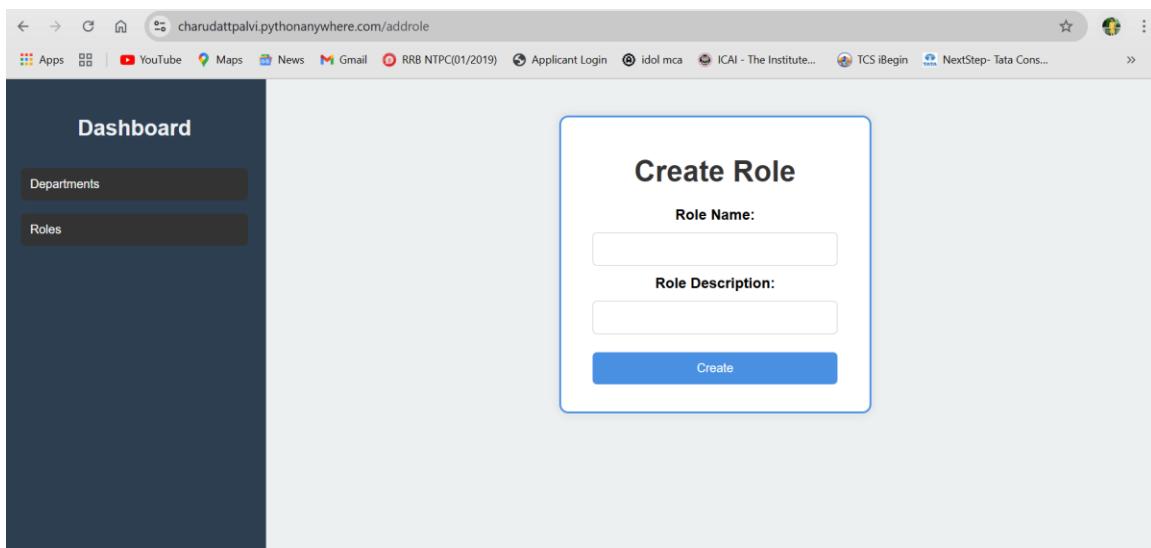
1. Go to the homepage (`https://charudattpalvi.pythonanywhere.com/viewrole`` or `http://127.0.0.1:8000/viewrole``).
2. The table will display the following details:
 - Role ID
 - Role Name
 - Description
3. Options to Edit or Delete a role are also displayed.



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.

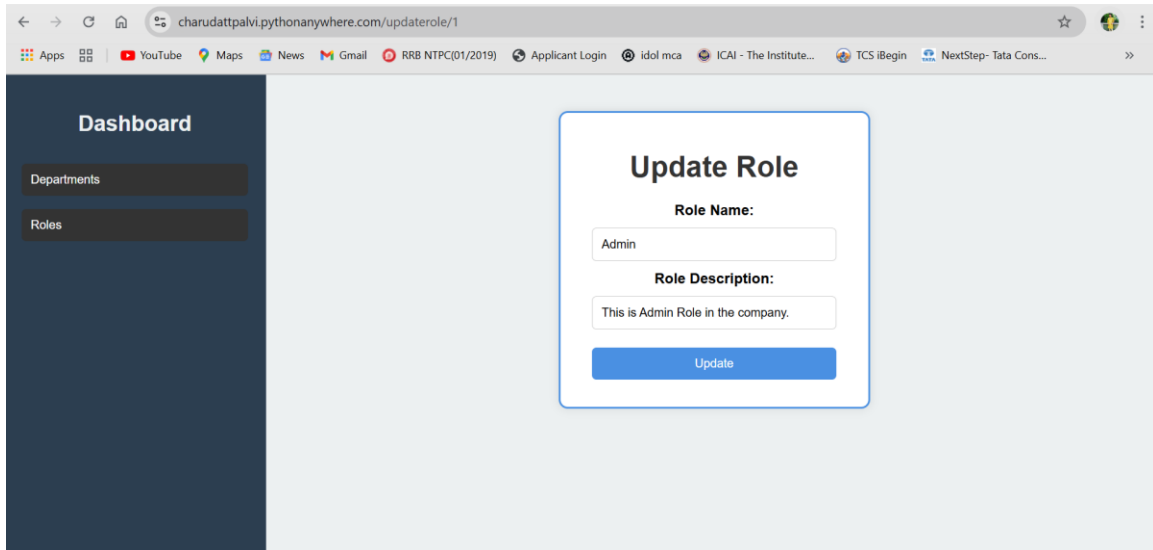


The screenshot shows a web browser window with the URL `charudattpalvi.pythonanywhere.com/addrole`. The browser's address bar and tabs are visible at the top. On the left, there is a dark blue sidebar with the word 'Dashboard' at the top. Below it, there are two buttons: 'Departments' and 'Roles'. The '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 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:

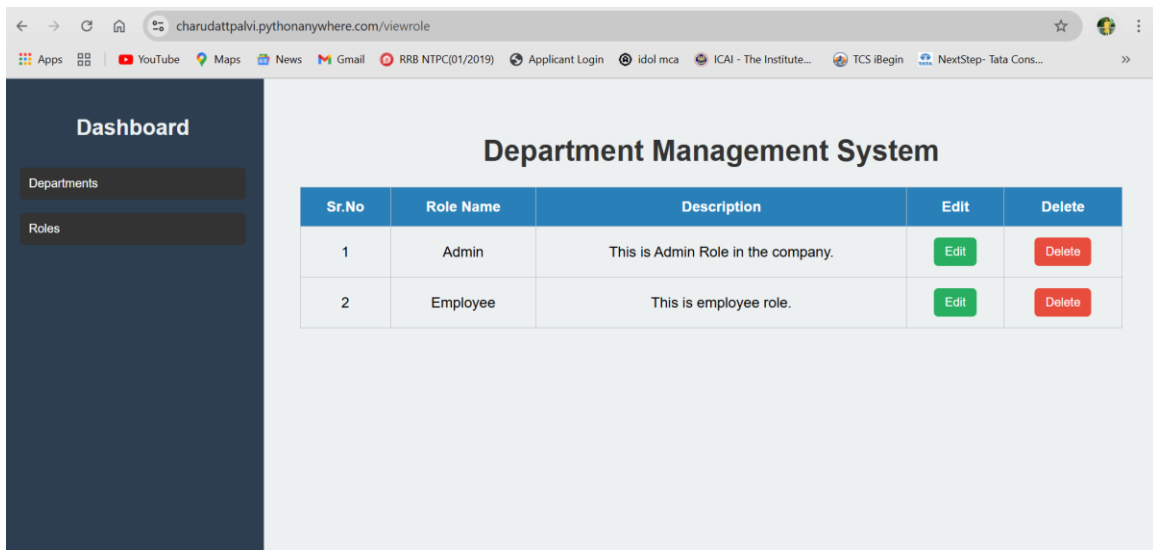
1. On the homepage, locate the role you want to update.
2. Click on the **'Edit'** button in the corresponding row.
3. Modify the fields in the form:
 - Role Name
 - Role Description
4. Click on the **'Update'** button to save the changes.
5. The updated details will be reflected in the list.



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.



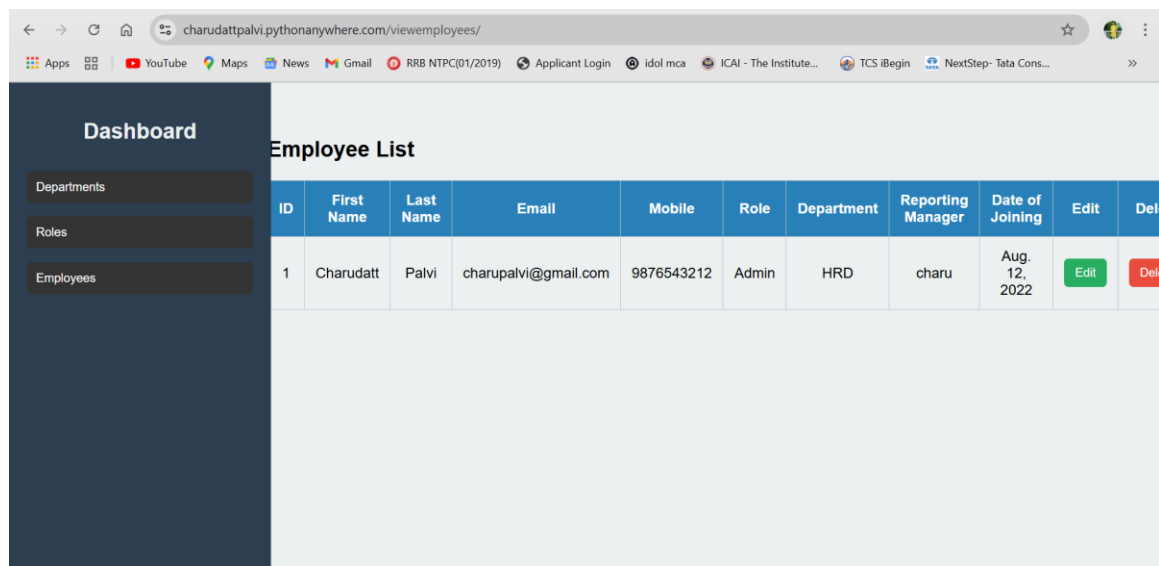
5. Features and Instructions of Employee:-

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.



The screenshot shows a web application interface. On the left is a dark blue sidebar with a 'Dashboard' header and three buttons: 'Departments', 'Roles', and 'Employees'. The main content area has a header 'Employee List' above a table. The table has 12 columns: ID, First Name, Last Name, Email, Mobile, Role, Department, Reporting Manager, Date of Joining, Edit, and Delete. There is one row of data for an employee named Charudatt Palvi.

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**

- Click on the **Create** button.
- 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:

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

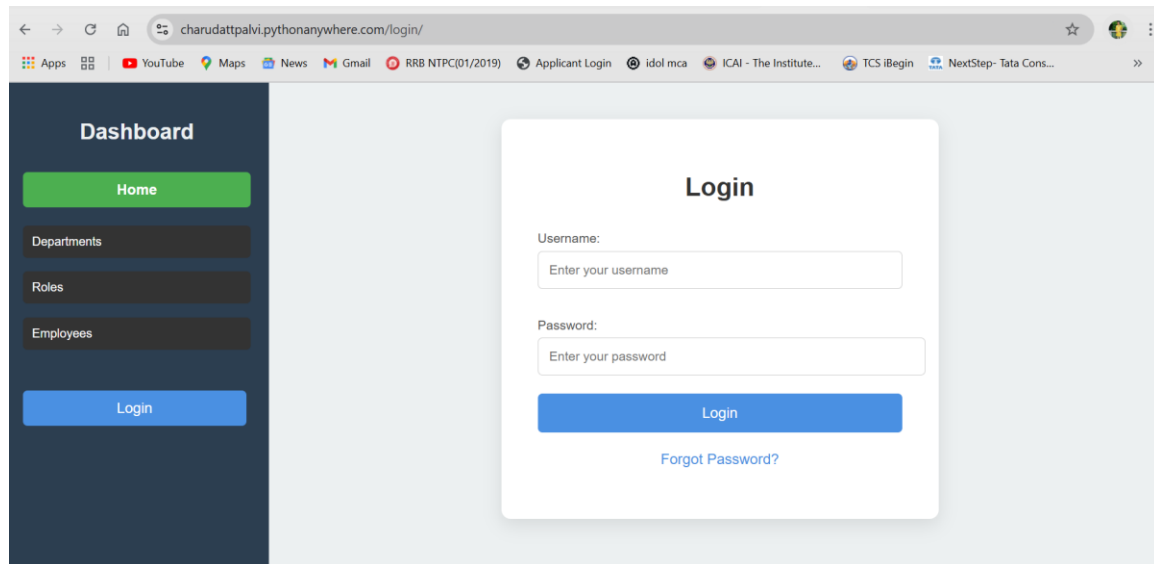
First Name	Last Name	Email	Mobile	Role	Department	Reporting Manager	Date of Joining	Edit	Delete
Charudatt	Palvi	charupalvi@gmail.com	9876543212	Admin	HRD	charu	Aug. 12, 2022	Edit	Delete

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`).



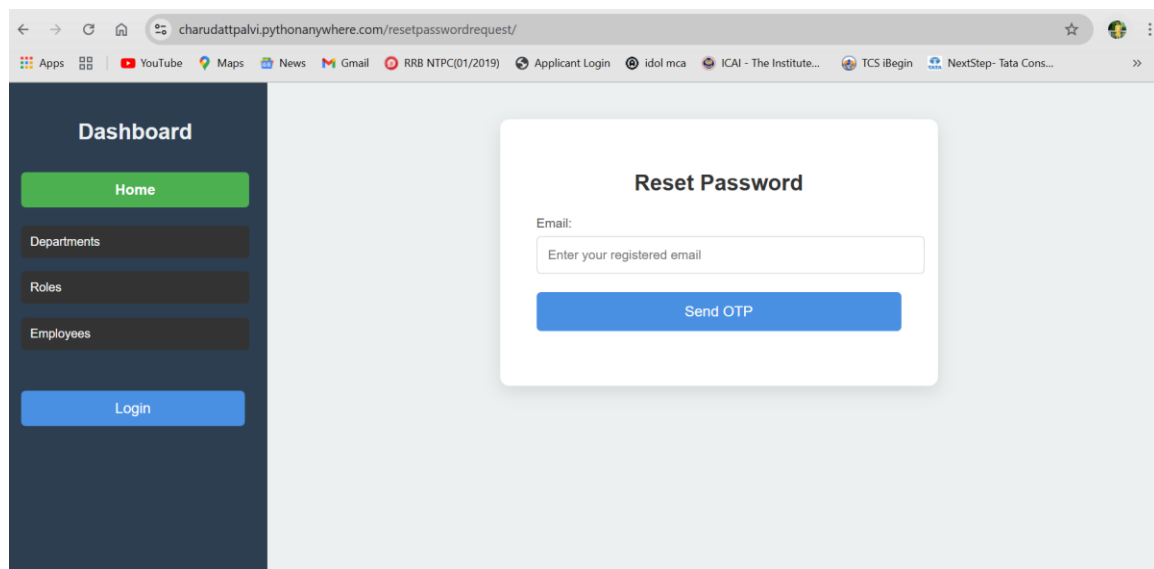
The screenshot shows a web browser window with the URL `charudattpalvi.pythonanywhere.com/login/`. The browser's address bar and tabs are visible at the top. On the left side, there is a dark blue sidebar labeled "Dashboard" containing a green "Home" button, three dark buttons for "Departments", "Roles", and "Employees", and a blue "Login" button. The main content area is light gray and features a white "Login" form. The form has two input fields: "Username:" with the placeholder "Enter your username" and "Password:" with the placeholder "Enter your password". Below these fields is a blue "Login" button and a blue link labeled "Forgot Password?".

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``).

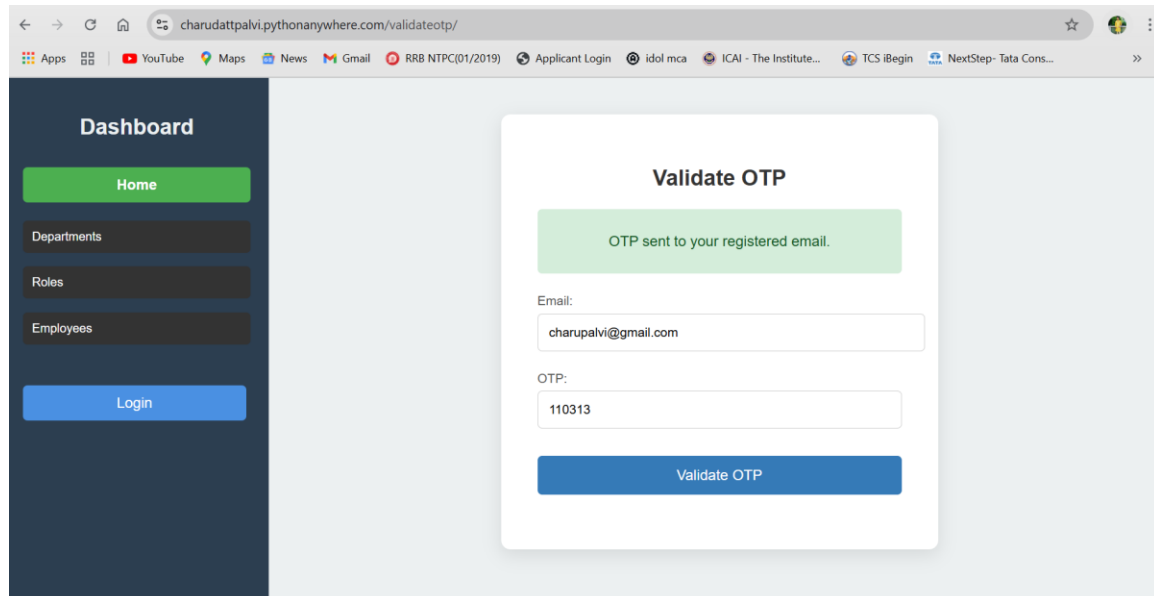


The screenshot shows a web browser window with the URL `charudattpalvi.pythonanywhere.com/resetpasswordrequest/`. The browser's address bar and tabs are visible at the top. On the left side, there is a dark blue sidebar labeled "Dashboard" containing a green "Home" button, three dark buttons for "Departments", "Roles", and "Employees", and a blue "Login" button. The main content area is light gray and features a white "Reset Password" form. The form has one input field: "Email:" with the placeholder "Enter your registered email". Below this field is a blue "Send OTP" button.

6.3 Validate OTP Request

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

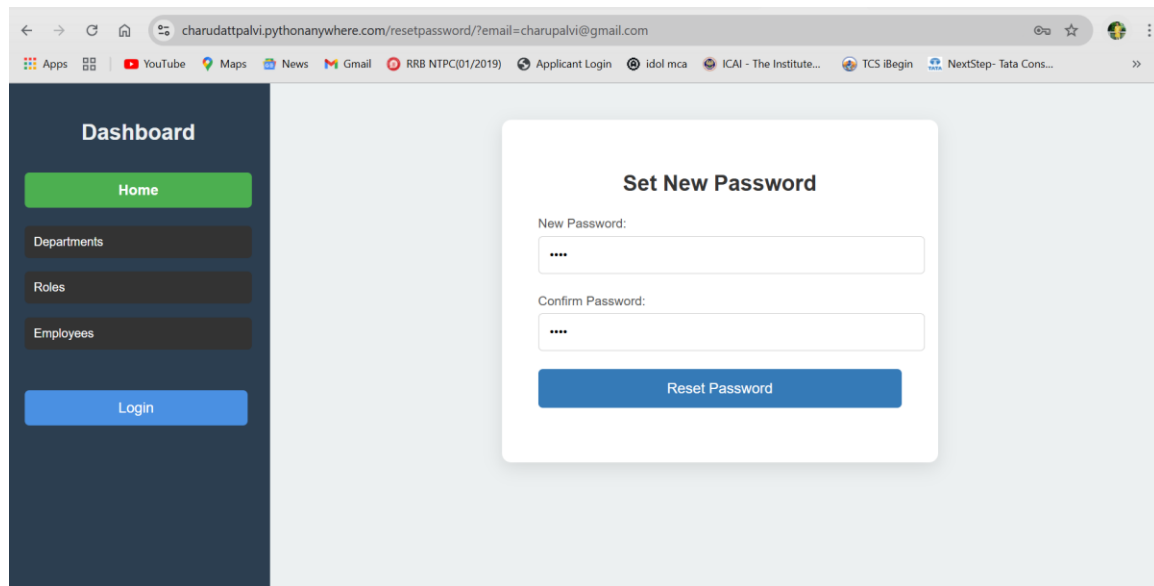
1. Go to the homepage (`https://charudattpalvi.pythonanywhere.com/validateotp` or `http://127.0.0.1:8000/validateotp`).



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 box titled "Validate OTP". Inside this box, a green message states "OTP sent to your registered email." Below this, there are two input fields: "Email:" with the value `charupalvi@gmail.com` and "OTP:" with the value `110313`. A blue "Validate OTP" button is at the bottom of the form.

6.4 Set New Password

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

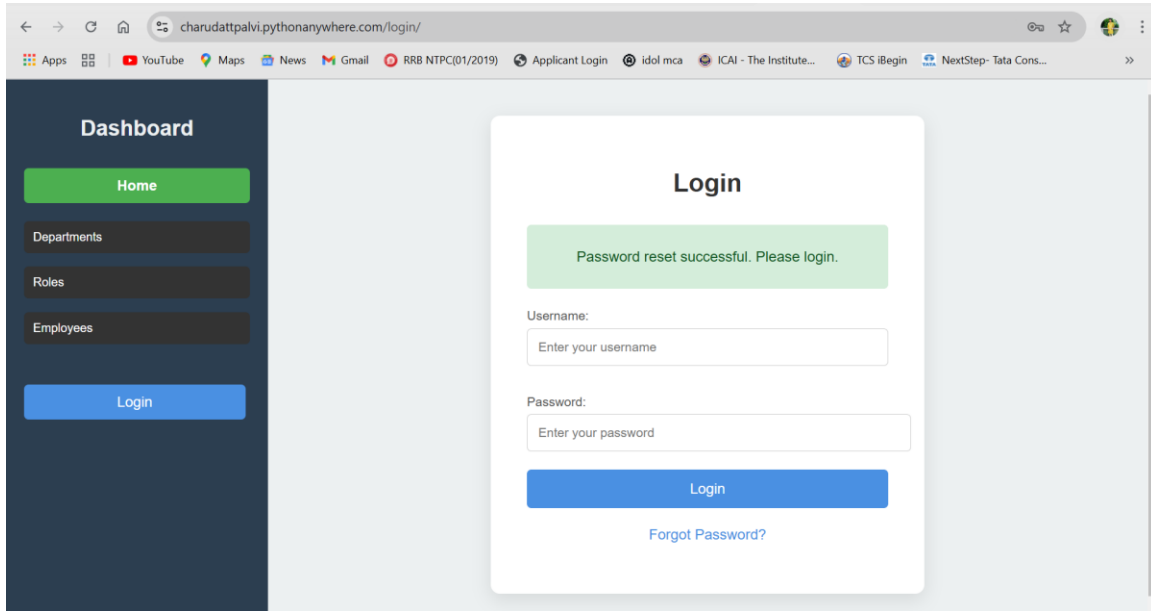


The screenshot shows a web browser window with the URL `charudattpalvi.pythonanywhere.com/resetpassword/?email=charupalvi@gmail.com`. The sidebar is identical to the previous screenshot. The main content area contains a white box titled "Set New Password". It has two input fields: "New Password:" and "Confirm Password:", both masked with four dots. A blue "Reset Password" button is located at the bottom of the form.

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`).

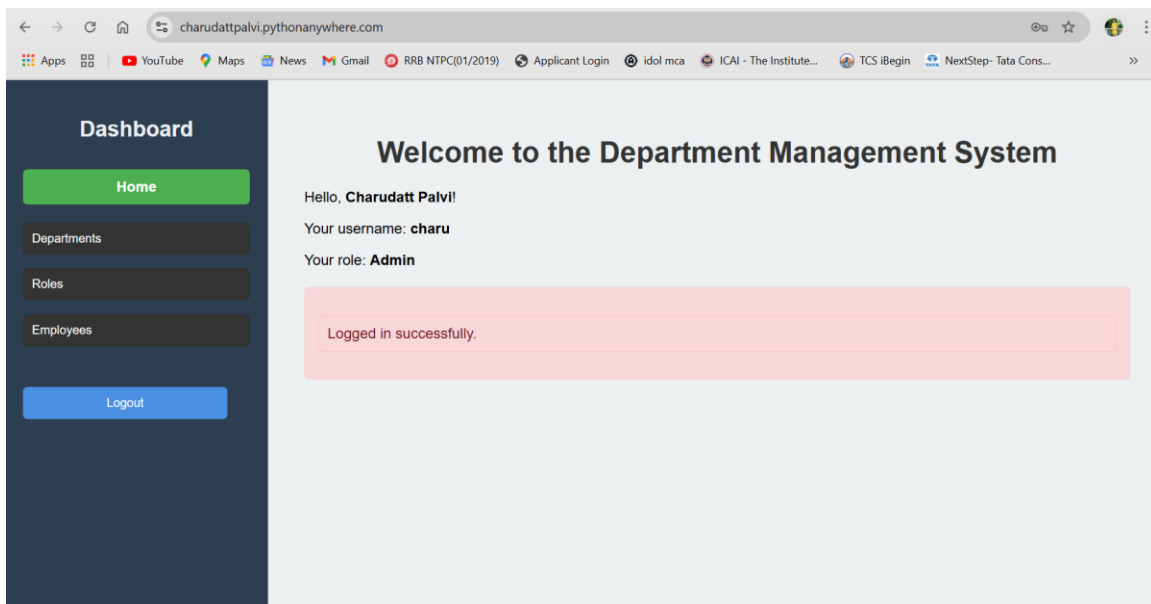


The screenshot shows a web browser at the URL `charudattpalvi.pythonanywhere.com/login/`. On the left is a dark blue sidebar with the title "Dashboard" and a menu containing "Home" (highlighted in green), "Departments", "Roles", "Employees", and a "Login" button at the bottom. The main content area is 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:" and "Password:", each with a placeholder "Enter your username" and "Enter your password" respectively. 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 "Department Management System" at the URL `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 welcome message: "Welcome to the Department Management System". Below this, it says "Hello, Charudatt Palvi!" followed by "Your username: charu" and "Your role: Admin". A pink message box at the bottom states "Logged in successfully."

7. Features and Instructions of Task Management:-

7.1 View Task Management

The view task page displays a list of all active Task management in a tabular format. To view Tasks:

1. Go to the homepage (`https://charudattpalvi.pythonanywhere.com/viewtasks` or `http://127.0.0.1:8000/viewtasks`).
2. The table will display the following details:
 - Task ID
 - Employee Name
 - Task Title
 - Start Date
 - End Date
 - See Details
 - Status
 - Action
 - Edit
 - Delete
3. Options to See Details, Mark Completed, Edit or Delete Task, Filter and Graph are also displayed.

The screenshot shows a web browser at the URL 127.0.0.1:8000/viewtasks/. The page has a dark sidebar on the left with a 'Dashboard' section containing links for Home, Departments, Roles, Employees, Task, View Tasks, Add Task, and Logout. The main content area is titled 'Task Management' and includes buttons for 'Create Task', 'Leave Management', and 'Performance Review'. Below these is a table with 10 columns: Sr. No, Employee Name, Task Title, Start Date, End Date, See Details, Status, Action, Edit, and Delete. The table contains three rows of task data. Below the table are filter sections for 'Filter By Employee' (a dropdown menu), 'Filter By Status' (radio buttons for Pending, In Progress, and Completed), and 'Filter by Date Range' (date pickers for From and To). A 'Task Statistics' section on the right shows: Total Tasks: 3, Completed: 1, In Progress: 0, and Pending: 2.

Sr. No	Employee Name	Task Title	Start Date	End Date	See Details	Status	Action	Edit	Delete
1	Charudatt Palvi	Auto assignment	Jan. 4, 2025	Jan. 20, 2025	See Details	Pending	Mark Completed	Edit	Delete
2	Anvi Patil	Project Analysis	Jan. 8, 2025	Jan. 11, 2025	See Details	Completed	Completed	Edit	Delete
3	Anvi Patil	Project Testing	Dec. 20, 2024	Dec. 28, 2024	See Details	Pending	Mark Completed	Edit	Delete

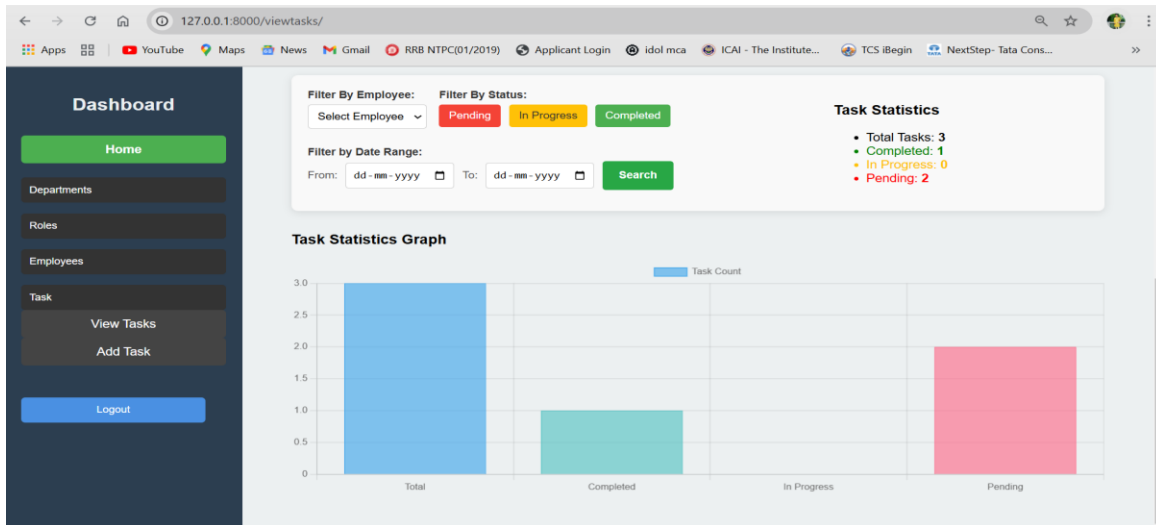
Filter By Employee: Select Employee

Filter By Status: Pending In Progress Completed

Filter by Date Range: From: dd-mm-yyyy To: dd-mm-yyyy Search

Task Statistics

- Total Tasks: 3
- Completed: 1
- In Progress: 0
- Pending: 2



7.2 Add a New Task

To create a new task:

1. Navigate to the 'Add Task' page by clicking on '**Create Task**' in the sidebar.
2. Fill in the form fields:
 - **Task Title**: Enter Task Name
 - **Task Description**: Enter Task Description
 - **Priority**: High, Medium or Low
 - **Task Type**: Individual or Team
 - **Start Date**
 - **End Date**
 - **Assign To**: Select employee from dropdown

3. Click on the **Add Task** button.

The screenshot shows the 'Add Task' form in the web application. The sidebar is the same as in the previous screenshot. The main content area has a header 'Add Task'. Below it are form fields: 'Task Title' (text input), 'Description' (text area), 'Priority' (dropdown menu with '-- Select Priority --'), 'Task Type' (dropdown menu with '-- Select Task Type --'), 'Start Date' (date picker), 'End Date' (date picker), and 'Assign To' (dropdown menu with '-- Select Employee --'). At the bottom is a blue 'Add Task' button.

7.3 Edit a Task

To edit a task:

1. Navigate to the 'Edit Task' page by clicking on **'Edit'** in the task list.
2. Edit the form fields:
 - **Task Title**: Enter Task Name
 - **Task Description**: Enter Task Description
 - **Priority**: High, Medium or Low
 - **Task Type**: Individual or Team
 - **Start Date**
 - **End Date**
 - **Assign To**: Select employee from dropdown
3. Click on the **Update Task** button.

The screenshot shows a web browser window with the URL `127.0.0.1:8000/edit_task/2/`. The browser's address bar and tabs are visible at the top. The page has a dark blue sidebar on the left with the title 'Dashboard' and a 'Logout' button. The main content area is titled 'Edit Task' and contains a form with the following fields:

- Task Title:** A text input field containing 'Auto assignment'.
- Description:** A text area containing 'This task description is for auto assignment task.'
- Priority:** A dropdown menu with 'High' selected.
- Task Type:** A dropdown menu with 'Team' selected.
- Start Date:** A date input field with the placeholder 'dd-mm-yyyy' and a calendar icon.
- End Date:** A date input field with the placeholder 'dd-mm-yyyy' and a calendar icon.
- Status:** A dropdown menu with 'Pending' selected.
- Assign To:** A dropdown menu with 'Charudatt Palvi' selected.

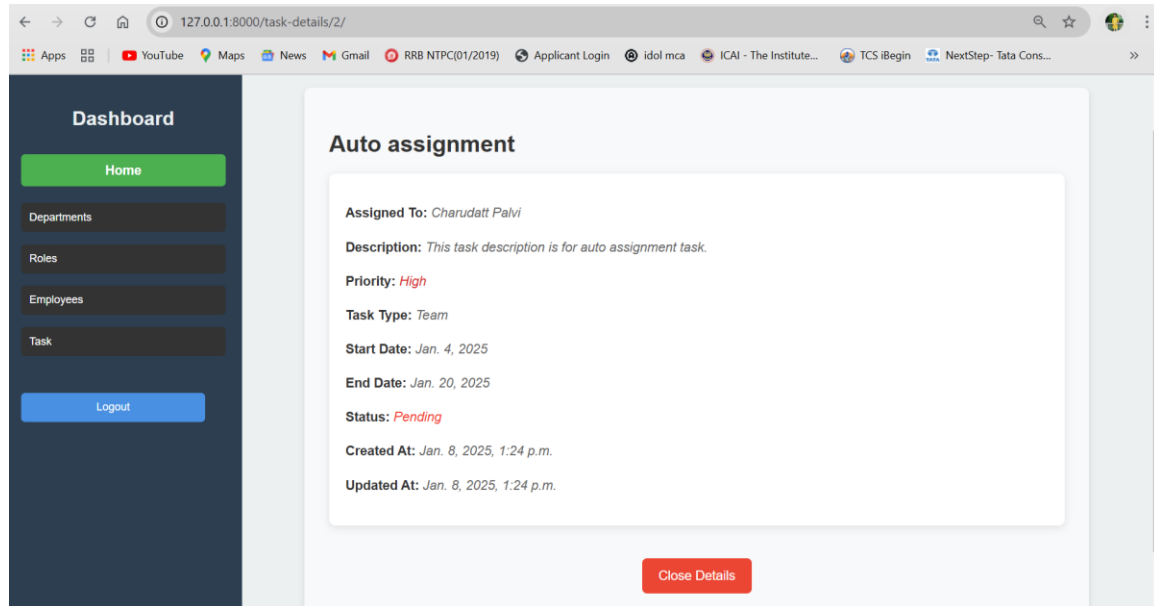
At the bottom of the form is a blue button labeled 'Update Task'.

7.4 View Task Details

To view a task details:

1. Navigate to the 'See Details' page by clicking on '**See Details**' in the task list.

The task detail displays the details of tasks.

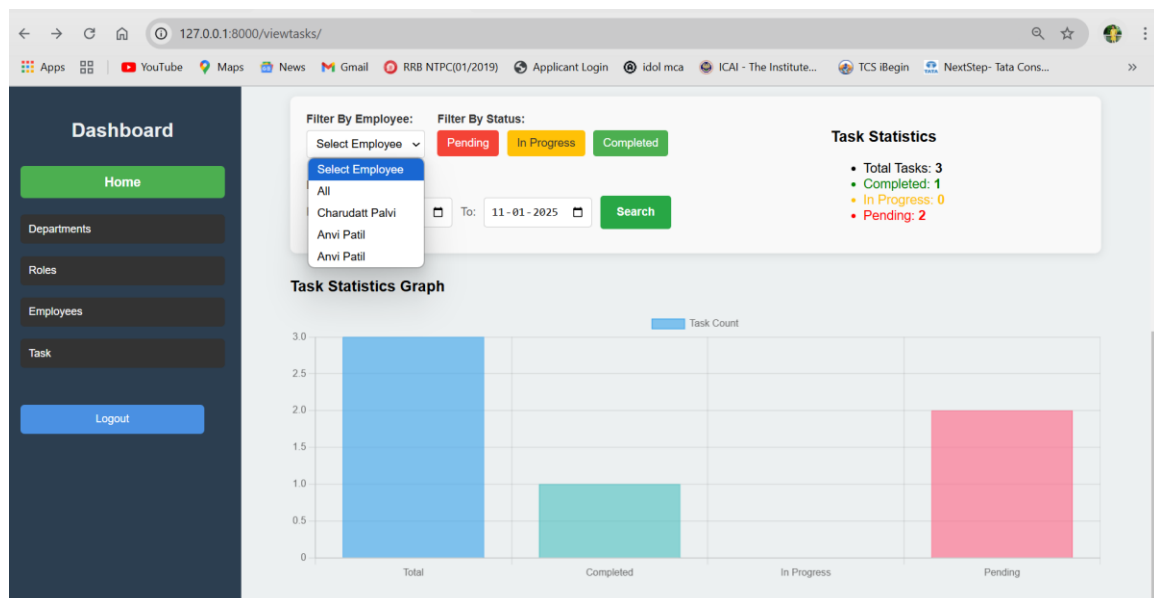


7.5 Filter Task

To filter a tasks:

1. Select filtration which you require from the filter options.

The task detail displays the details of tasks.

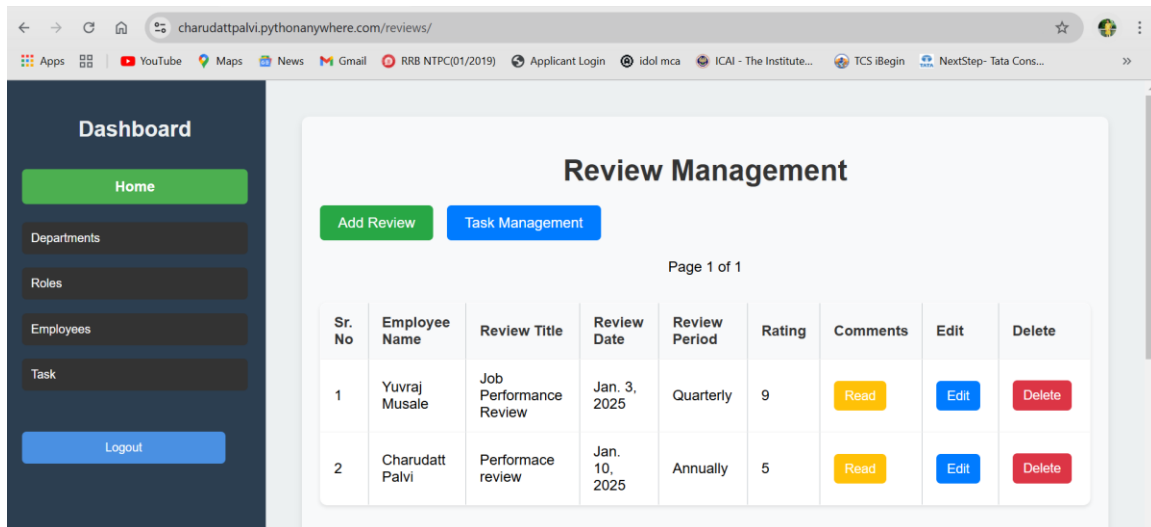


8. Features and Instructions of Performance Review:-

8.1 View Performance Review

The performance review page displays a list of all active Performance Review in a tabular format. To view Reviews:

1. Go to the review page (`https://charudattpalvi.pythonanywhere.com/reviews` or `http://127.0.0.1:8000/reviews`).
2. The table will display the following details:
 - Review ID
 - Employee Name
 - Review Title
 - Review Date
 - Review Period
 - Rating
 - Comments
 - Edit
 - Delete
3. Options to Read comments, Edit or Delete Review, Filter and Statistics are also displayed.



Sr. No	Employee Name	Review Title	Review Date	Review Period	Rating	Comments	Edit	Delete
1	Yuvraj Musale	Job Performance Review	Jan. 3, 2025	Quarterly	9	Read	Edit	Delete
2	Charudatt Palvi	Performance review	Jan. 10, 2025	Annually	5	Read	Edit	Delete

charudattpalvi.pythonanywhere.com/reviews/

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

Dashboard

Home

Departments

Roles

Employees

Task

Logout

Filter By Employee:
Select Employee

Filter By Period:
All Periods

Filter by Date Range:
From: dd-mm-yyyy To: dd-mm-yyyy

Filter by Rating:
All Ratings

Apply Filters

Statistics

Period	Number of Reviews	Rating Range	Number of Employees
Monthly	0	1-5	1
Quarterly	1	6-8	0
Annual	1	9+	1

8.2 Add a New Review

To create a new review:

1. Navigate to the 'Add Review' page by clicking on '**Add Review**' on top on performance review page.

2. Fill in the form fields:

- ****Employee Name****: Select Employee Name
- ****Rating****: Enter the performance rating of employee
- ****Review Period****: Monthly, Quarterly or Annually
- ****Review Title****: Enter review title
- ****Comments****
- ****Review Date****

3. Click on the ****Add Review**** button.

charudattpalvi.pythonanywhere.com/addreview/

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

Dashboard

Home

Departments

Roles

Employees

Task

Logout

Add Review

Employee: Select Employee

Rating: 5

Review Period: Monthly

Review Title: Enter review title

Comments: Enter additional comments

Review Date: dd-mm-yyyy

Add Review

Back to Reviews

8.3 Update a Review

To update a review:

1. Navigate to the 'Update Review' page by clicking on **'Edit'** on performance review page.

2. Fill in the form fields:

- **Employee Name**: Select Employee Name
- **Rating**: Enter the performance rating of employee
- **Review Period**: Monthly, Quarterly or Annually
- **Review Title**: Enter review title
- **Comments**
- **Review Date**

3. Click on the **Update Review** button.

The screenshot shows a web application interface for editing a review. On the left is a dark blue sidebar with a 'Dashboard' header and several menu items: 'Home' (highlighted in green), 'Departments', 'Roles', 'Employees', 'Task', and a 'Logout' button at the bottom. The main content area is titled 'Edit Review' and contains the following form fields:

- Employee:** A dropdown menu with 'Charudatt Palvi' selected.
- Rating:** A horizontal slider with a blue bar and the number '5' at the end.
- Review Period:** A dropdown menu with 'Annually' selected.
- Review Title:** A text input field containing 'Performance review'.
- Comments:** A text area containing 'This review is job performance review about charudatt.'
- Review Date:** A date input field with the placeholder 'dd-mm-yyyy' and a calendar icon.

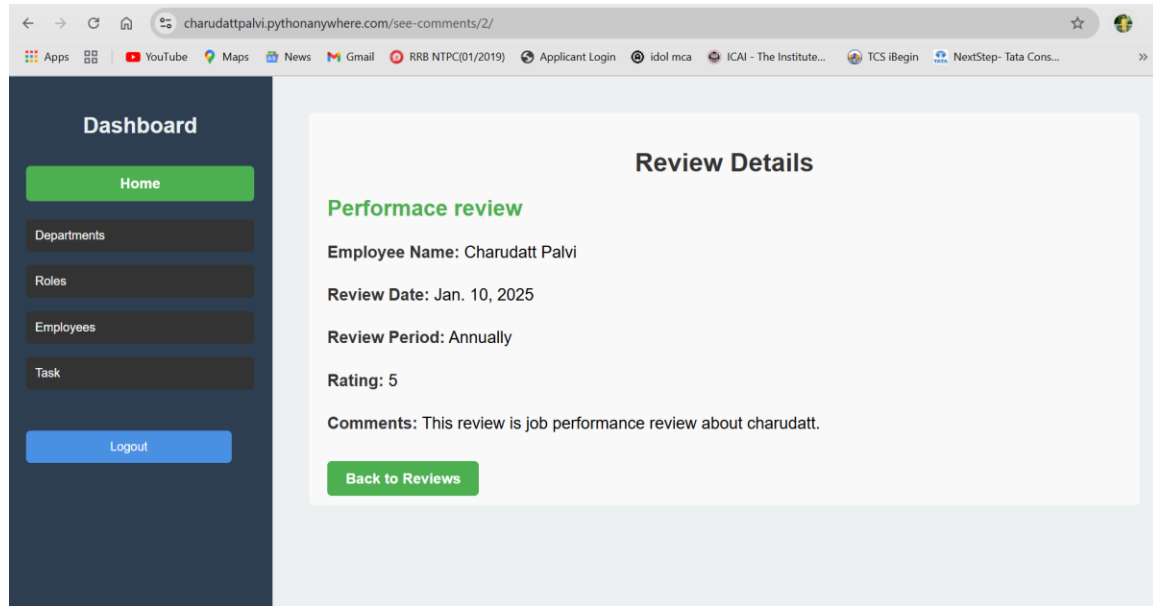
At the bottom of the form is a large blue button labeled 'Update Review' and a smaller blue link labeled 'Back to Reviews'.

8.4 Read Comment

To read comments:

1. Navigate to the 'Comments' page by clicking on **'Read'** in the Review List.

The comments displays the details of comments.

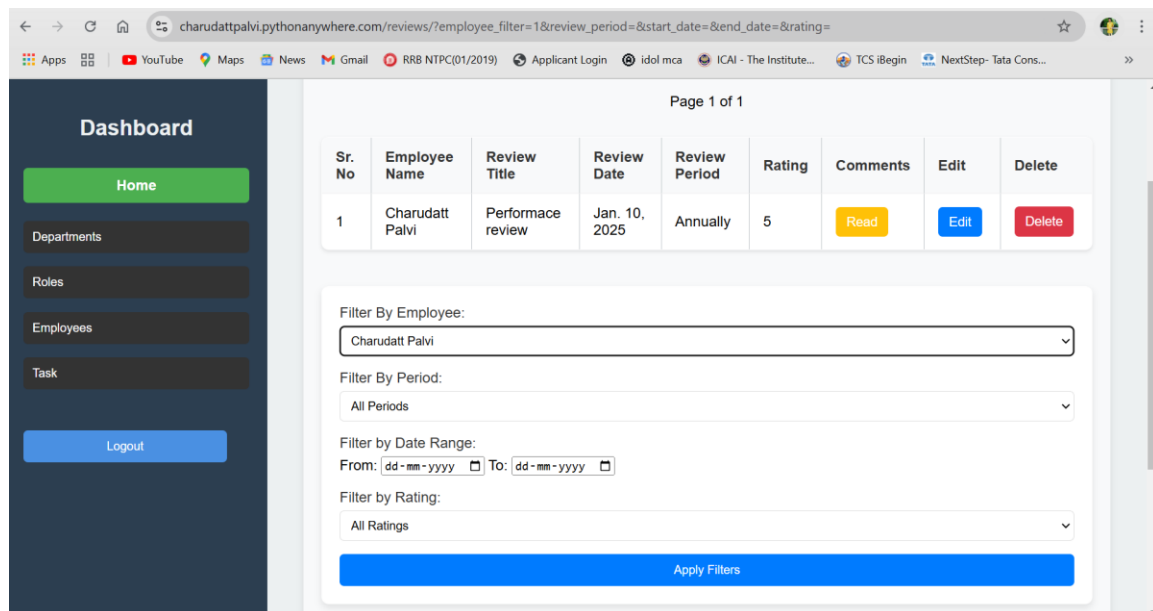


8.5 Filter Reviews

To filter a reviews:

1. Select filtration which you require from the filter options.

The review list displays the details of review.



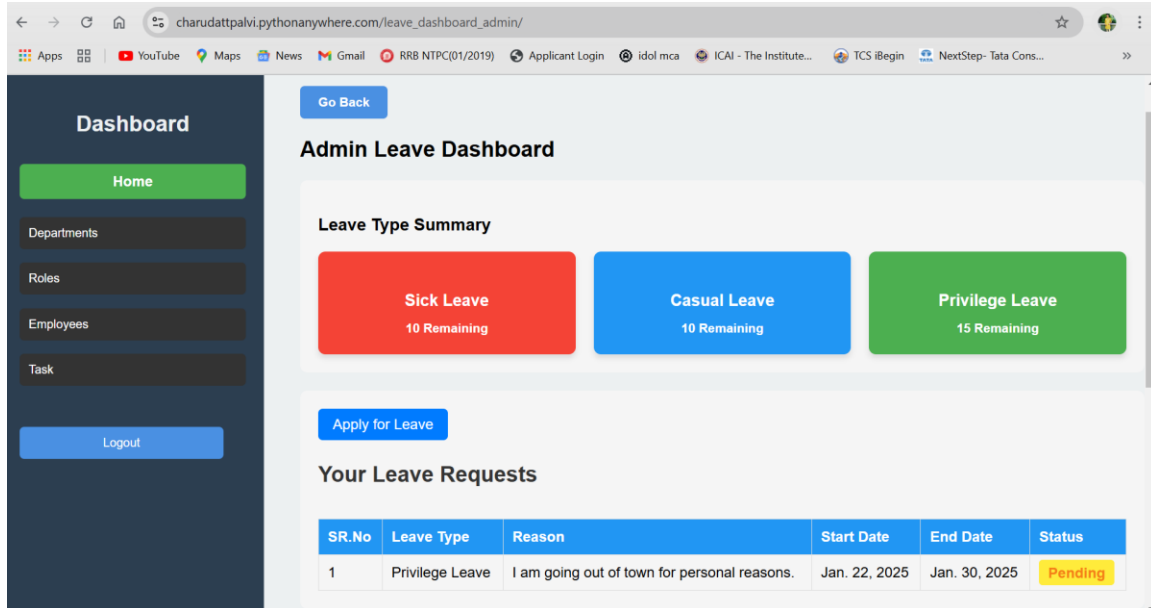
9. Features and Instructions of Leave Management:-

9.1 View Leave Management of Admin

The Admin leave management page displays a list of all active employee leaves in a tabular format. To view leaves:

1. Go to the Admin leave dashboard page

(`https://charudattpalvi.pythonanywhere.com/leave_dashboard_admin`` or `http://127.0.0.1:8000/leave_dashboard_admin``).



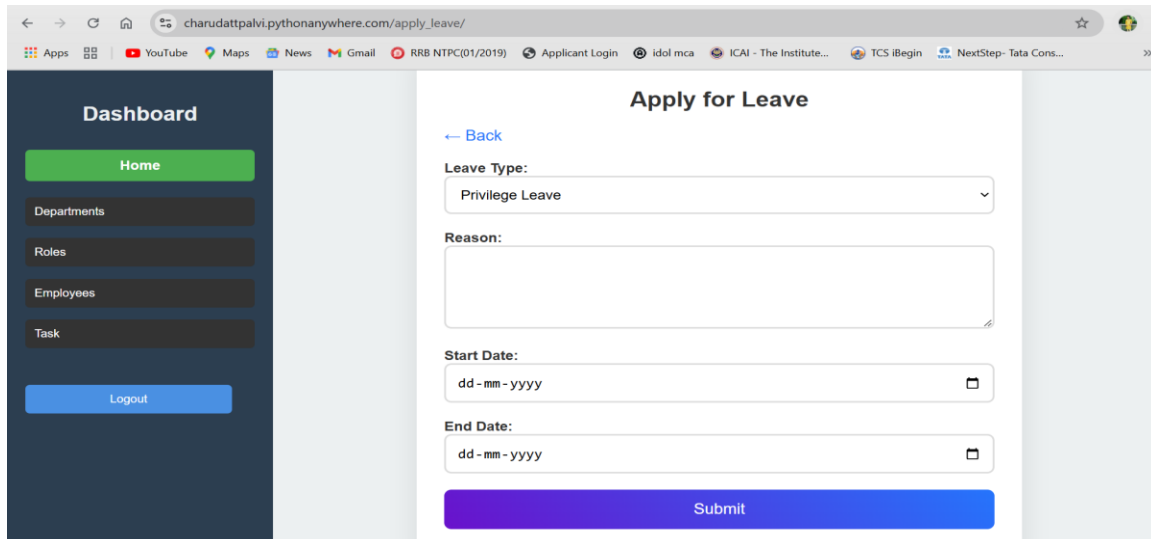
The screenshot shows the 'Admin Leave Dashboard' page. On the left is a dark sidebar with a 'Dashboard' header and a 'Logout' button. The main content area has a 'Go Back' button at the top. Below it is a 'Leave Type Summary' section with three colored boxes: 'Sick Leave' (10 Remaining, red), 'Casual Leave' (10 Remaining, blue), and 'Privilege Leave' (15 Remaining, green). Below this is an 'Apply for Leave' button. The 'Your Leave Requests' section contains a table with one row of data.

SR.No	Leave Type	Reason	Start Date	End Date	Status
1	Privilege Leave	I am going out of town for personal reasons.	Jan. 22, 2025	Jan. 30, 2025	Pending

9.2 Apply for Leave

To apply for leave:

1. Navigate to the 'Apply Leave' page by clicking on ****Submit**** on top on Your Leave Request Table.



The screenshot shows the 'Apply for Leave' form. It has a 'Back' button at the top left. The form fields are: 'Leave Type' (a dropdown menu currently showing 'Privilege Leave'), 'Reason' (a text area), 'Start Date' (a date picker showing 'dd-mm-yyyy'), and 'End Date' (a date picker showing 'dd-mm-yyyy'). At the bottom is a large blue 'Submit' button.

9.3 View Applied Leaves of Employee

To view applied leaves of employee:

The screenshot shows a web application interface for managing leaves. On the left is a dark sidebar with a 'Dashboard' header and navigation links: Home (highlighted in green), Departments, Roles, Employees, Task, and a Logout button. The main content area has a top table with columns: SR.No, Leave Type, Reason, Start Date, End Date, and Status. It contains one entry for a 'Privilege Leave' by 'rohit' from Jan. 22, 2025 to Jan. 30, 2025, with a 'Pending' status. Below this is a blue 'Add Leave Quota' button. Further down is a section titled 'Pending Leave Requests of Employees' containing a table with columns: SR.No, Employee, Leave Type, Reason, Start Date, End Date, Status, and Action. This table lists three pending requests: 1. Sick Leave by rohit (Jan. 11-14, 2025), 2. Casual Leave by yuvraj (Jan. 15-27, 2025), and 3. Privilege Leave by charu (Jan. 22-30, 2025). Each entry has a yellow 'Pending' status and a green 'Edit' button.

SR.No	Leave Type	Reason	Start Date	End Date	Status
1	Privilege Leave	I am going out of town for personal reasons.	Jan. 22, 2025	Jan. 30, 2025	Pending

[Add Leave Quota](#)

Pending Leave Requests of Employees

SR.No	Employee	Leave Type	Reason	Start Date	End Date	Status	Action
1	rohit	Sick Leave	I am having cold, so please approve of my sick leave.	Jan. 11, 2025	Jan. 14, 2025	Pending	Edit
2	yuvraj	Casual Leave	Due to personal problems i would like to take leave.	Jan. 15, 2025	Jan. 27, 2025	Pending	Edit
3	charu	Privilege Leave	I am going out of town for personal reasons.	Jan. 22, 2025	Jan. 30, 2025	Pending	Edit

9.4 Approve or Reject Leave Request of Employees

To create a new review:

1. Navigate to the 'Approve or reject request' page by clicking on **'edit'** on the list of pending leaves request of employees.

The screenshot shows the 'approve_or_reject_leave' page. The sidebar is identical to the previous screenshot. The main content area displays a modal titled 'Approve or Reject Leave Request'. Inside the modal, the following details are shown: Employee: rohit, Leave Type: Sick Leave, Reason: I am having cold, so please approve of my sick leave., Start Date: Jan. 11, 2025, and End Date: Jan. 14, 2025. Below these details is a form with the label 'Action:' and a dropdown menu currently set to 'Approve'. At the bottom of the modal are two buttons: a blue 'Submit' button and a grey 'Cancel' button.

Approve or Reject Leave Request

Employee: rohit
Leave Type: Sick Leave
Reason: I am having cold, so please approve of my sick leave.
Start Date: Jan. 11, 2025
End Date: Jan. 14, 2025

Action:

[Submit](#) [Cancel](#)

9.5 Allot Leave Quota to Employees

To allot leave quota to employee:

1. Navigate to the 'Add Leave Quota' page by clicking on '**Add Leave Quota**' on top of the list of pending leave request of employee.

Leave Quota Management

Select Employee:

Enter SL Quota:

Enter PL Quota:

Enter CL Quota:

Sr.No	Employee Name	SL Quota	PL Quota	CL Quota	Edit
1	charu	10	15	10	<input type="button" value="Edit"/>
2	rohit	10	10	10	<input type="button" value="Edit"/>

9.6 Edit Leave Quota to Employees

To edit leave quota to employee:

1. Navigate to the 'Edit Leave Quota' page by clicking on '**Edit**' button in the list.

Edit Leave Quota for 'charu'

Sick Leave (SL):

Privilege Leave (PL):

Casual Leave (CL):

9.7 View Leave Management of Employee

The Employee leave management page displays a list of all leaves in a tabular format. To view leaves:

1. Go to the Employee leave dashboard page

(`https://charudattpalvi.pythonanywhere.com/leave_dashboard_employee/` or `http://127.0.0.1:8000/leave_dashboard_employee/`).

The screenshot shows the 'Employee Leave Dashboard' with a sidebar menu on the left containing 'Dashboard', 'Home', 'Departments', 'Roles', 'Employees', 'Task', and a 'Logout' button. The main content area has a 'Go Back' button and an 'Apply for Leave' button. Under 'Leave Type Summary', there are three cards: 'Sick Leave' (10 Remaining), 'Casual Leave' (10 Remaining), and 'Privilege Leave' (10 Remaining). Below this, the 'Your Leave Requests:' section contains a table with one pending request.

SR.No	Leave Type	Reason	Start Date	End Date	Status	Action
1	Sick Leave	I am having cold, so please approve of my sick leave.	Jan. 11, 2025	Jan. 14, 2025	Pending	Edit

2. After Admin, HR or Manager approves or rejects the request the employee cannot edit that leave request anymore and after leave is approved employee leave quota of that type of leave is subtracted from leave type summary.

This screenshot shows the same dashboard after the leave request has been approved. The 'Sick Leave' card now shows '9 Remaining'. The table in the 'Your Leave Requests:' section shows the status as 'Approved' and the 'Action' column is 'N/A'.

SR.No	Leave Type	Reason	Start Date	End Date	Status	Action
1	Sick Leave	I am having cold, so please approve of my sick leave.	Jan. 11, 2025	Jan. 14, 2025	Approved	N/A

9.8 Apply for Leave

To apply for leave:

1. Navigate to the 'Apply Leave' page by clicking on **'Submit'** on top on Your Leave Request Table.

The screenshot shows a web browser at the URL `charudattpalvi.pythonanywhere.com/apply_leave/`. On the left is a dark blue sidebar with a 'Dashboard' header and buttons for 'Home' (green), 'Departments', 'Roles', 'Employees', 'Task', and 'Logout' (blue). The main content area is titled 'Apply for Leave' and includes a blue '← Back' link. The form contains the following fields: 'Leave Type' (a dropdown menu currently showing 'Privilege Leave'), 'Reason' (a large text area), 'Start Date' (a date picker showing 'dd-mm-yyyy'), and 'End Date' (a date picker showing 'dd-mm-yyyy'). At the bottom of the form is a large blue 'Submit' button.

9.9 Edit for Leave

To edit for leave:

1. Navigate to the 'Edit Leave' page by clicking on **'Update Request'** in the list of your list request.

The screenshot shows a web browser at the URL `charudattpalvi.pythonanywhere.com/edit_leave/1/`. The sidebar is identical to the previous form. The main content area is titled 'Edit Leave Request'. The form fields are: 'Leave Type' (a dropdown menu showing 'Sick Leave'), 'Reason' (a text area containing the text 'I am having cold, so please approve of my sick leave.'), 'Start Date' (a date picker showing 'dd-mm-yyyy'), and 'End Date' (a date picker showing 'dd-mm-yyyy'). At the bottom is a green 'Update Request' button.

10. 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.

11. 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.