

End User Documentation for Department Management System

1. Overview

The Department Management System is a web application built with Django, aimed at streamlining the management of departmental data. It provides users with an intuitive interface to carry out the following operations:

- Browse through a list of active departments.
- Create a new department.
- Update the details of an existing department.
- Perform a soft delete to mark a department as inactive without permanent removal.

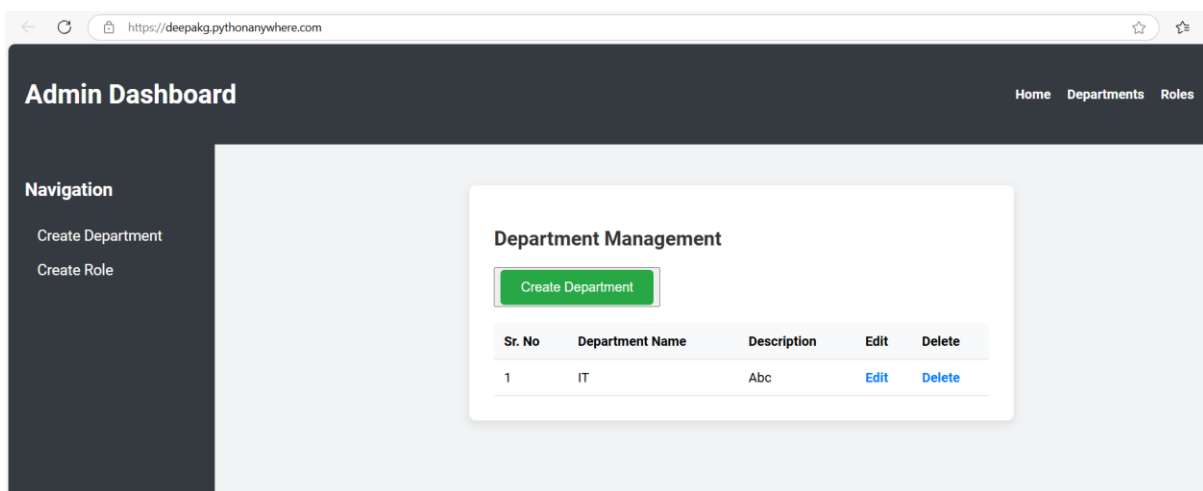
2. Accessing the System

You can use the system on your computer or from a server. Follow these steps:

1. Open any web browser (like Chrome, Firefox, or Edge).
2. Type the given URL in the address bar and hit Enter.

[https://deepakg.pythonanywhere.com/`](https://deepakg.pythonanywhere.com/) (for live server)

This will open the homepage of the Department Management System



3. Features and Instructions for Departments

3.1 Viewing Departments

The homepage offers a detailed table of all active departments. Here's how to view them:

Step 1: Access the Homepage

Use one of the following URLs to open the homepage:

.Go to the homepage (<https://deepakg.pythonanywhere.com/modifydepart`>)

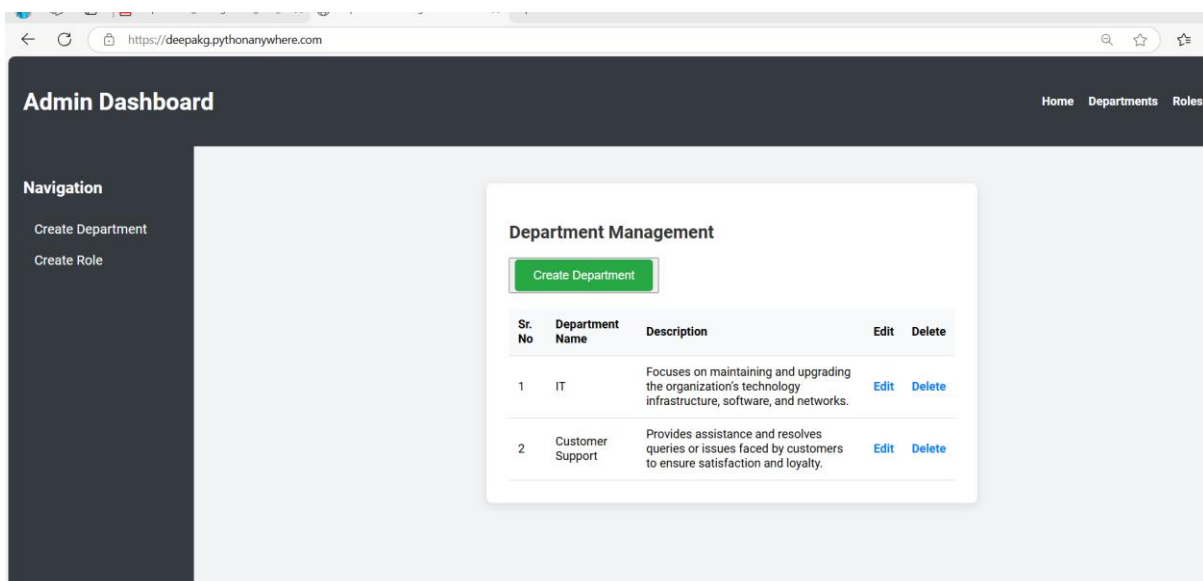
Step 2: Explore the Table

The table displays the following details for each department:

- **Department ID**
- **Department Name**
- **Description**

Step 3: Manage Departments

Options to **Edit** or **Delete** a department are available in the table for easy management.



3.2 Adding a New Department

Follow these steps to add a new department:

1. Go to the '**Create Department**' page by selecting the option from the sidebar menu.
2. Complete the form by providing the following details:
 - **Department Name:** Input the name of the department.
 - **Department Description:** Provide a brief description of the department.

3. Press the **Create** button to submit the form.
4. The newly added department will be displayed in the list of departments.

The screenshot shows a web browser window with the URL <https://deepakg.pythonanywhere.com/createdepartment>. The page is titled 'Admin Dashboard' and has a navigation menu on the left with 'Create Department' and 'Create Role'. The main content area features a 'Create Department' form with two input fields: 'Department Name' and 'Description'. A green 'Create' button is at the bottom of the form.

3.4 Deleting a Department

To perform a soft delete for a department:

1. Navigate to the homepage and find the department you wish to remove.
2. Select the **Delete** option in the same row as the department.
3. The department will be hidden from the list and marked as inactive.

The screenshot shows the 'Admin Dashboard' with a 'Department Management' section. It includes a 'Create Department' button and a table with two departments: IT and Customer Support. Each row has 'Edit' and 'Delete' links.

Sr. No	Department Name	Description	Edit	Delete
1	IT	Focuses on maintaining and upgrading the organization's technology infrastructure, software, and networks.	Edit	Delete
2	Customer Support	Provides assistance and resolves queries or issues faced by customers to ensure satisfaction and loyalty.	Edit	Delete

3.3 Editing a Department

To update a department's information:

1. On the homepage, find the department to edit.
2. Click the **Edit** button in its row.
3. Update the **Department Name** and **Description** fields.
4. Press the **Update** button to save changes.
5. The new details will appear in the list.

The screenshot shows a web browser window with the address bar displaying '127.0.0.1:8000/edit/3'. The page is titled 'Admin Dashboard' and has a dark sidebar on the left with a 'Navigation' section containing 'Create Department' and 'Create Role'. The main content area features a white box titled 'Update Department'. Inside this box, there is a 'Department Name' field with the value 'IT' and a 'Department Description' field with the text 'Focuses on maintaining and upgrading the organization's technology infrastructure, software, and networks.' Below these fields is a green 'Update' button.

4. Features and Instructions for Roles

4.1 Viewing Roles

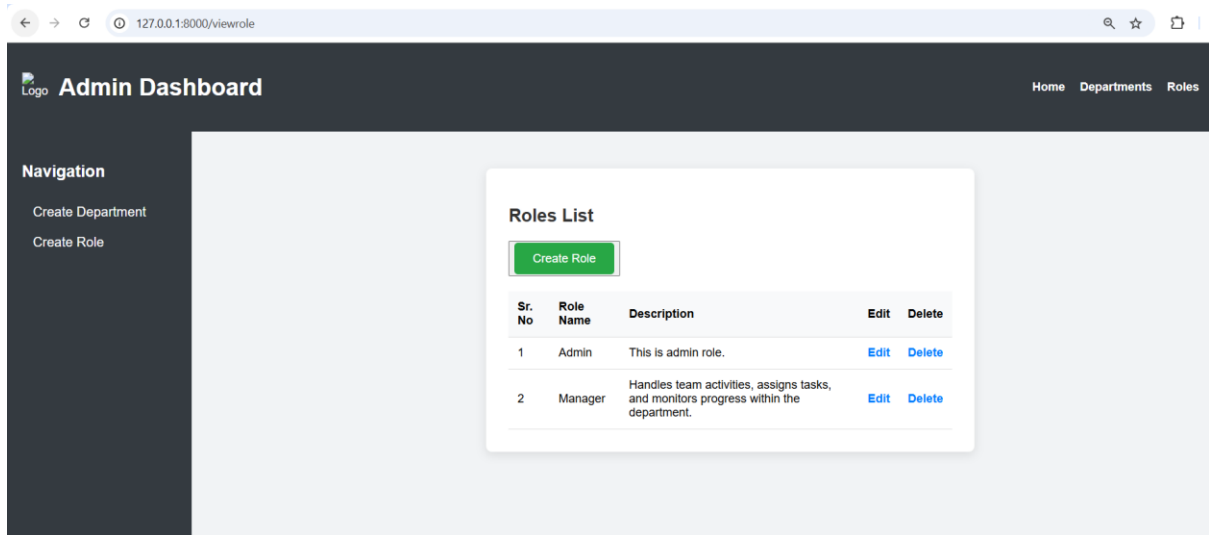
You can see all active roles on the homepage.

1. Visit the homepage using one of these links:
2. • <https://deepakg.pythonanywhere.com/viewrole>
3. • <http://127.0.0.1:8000/viewrole>

2 The table shows:

- **Role ID**
- **Role Name**
- **Description**

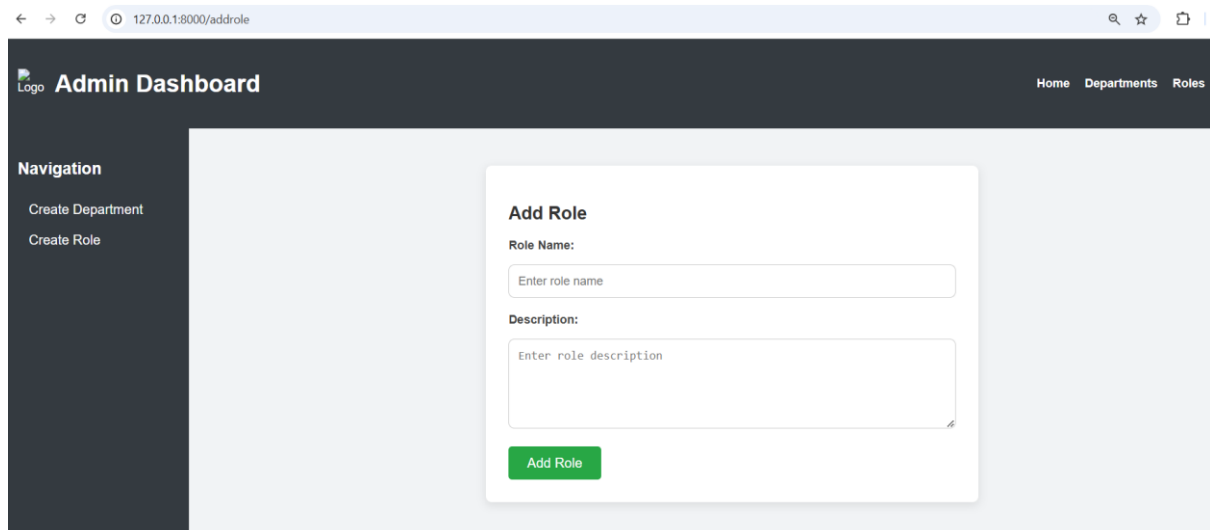
3 Edit and Delete options are available for each role in the list.



4.2 Adding a New Role

To add a role:

1. Go to the **Create Role** page from the sidebar.
2. Enter the **Role Name** and a brief **Description** in the form.
3. Click **Create** to save.
4. The new role will be listed.



4.3 Editing a Role

To update role details:

1. Find the role on the homepage.

2. Click **Edit** next to it.
3. Update the **Role Name** and **Description** fields.
4. Hit **Update** to save changes.
5. The updated role will appear in the list.

The screenshot shows a web browser at the URL 127.0.0.1:8000/updaterole/1. The page is titled 'Admin Dashboard' and has a navigation menu on the left with 'Create Department' and 'Create Role'. The main content area displays a form titled 'Update Role'. The form has two input fields: 'Role Name' with the value 'Admin' and 'Role Description' with the value 'This is admin role.'. Below the fields is a green 'Update' button.

4.4 Deleting a Role

To remove a role:

1. Locate the role on the homepage.
2. Click **Delete** next to it.
3. The role will be hidden from the list.

The screenshot shows a web browser at the URL 127.0.0.1:8000/viewrole. The page is titled 'Admin Dashboard' and has a navigation menu on the left with 'Create Department' and 'Create Role'. The main content area displays a table titled 'Roles List'. Above the table is a green 'Create Role' button. The table has five columns: 'Sr. No', 'Role Name', 'Description', 'Edit', and 'Delete'. There are two rows of data: one for 'Admin' and one for 'Manager'.

Sr. No	Role Name	Description	Edit	Delete
1	Admin	This is admin role.	Edit	Delete
2	Manager	Handles team activities, assigns tasks, and monitors progress within the department.	Edit	Delete