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/` (for live server)

This will open the homepage of the Department Management System
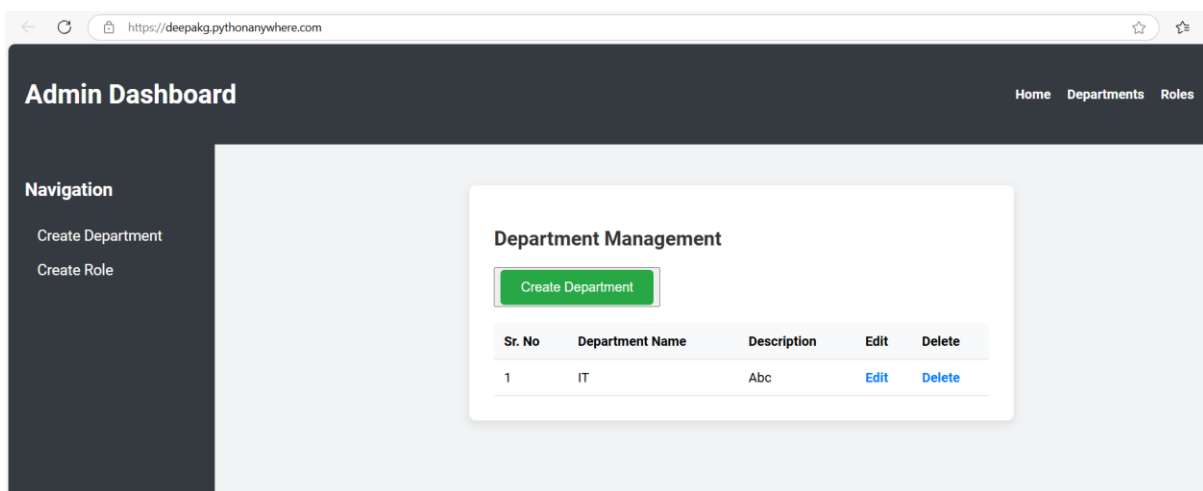
3. Features and Instructions for Departments

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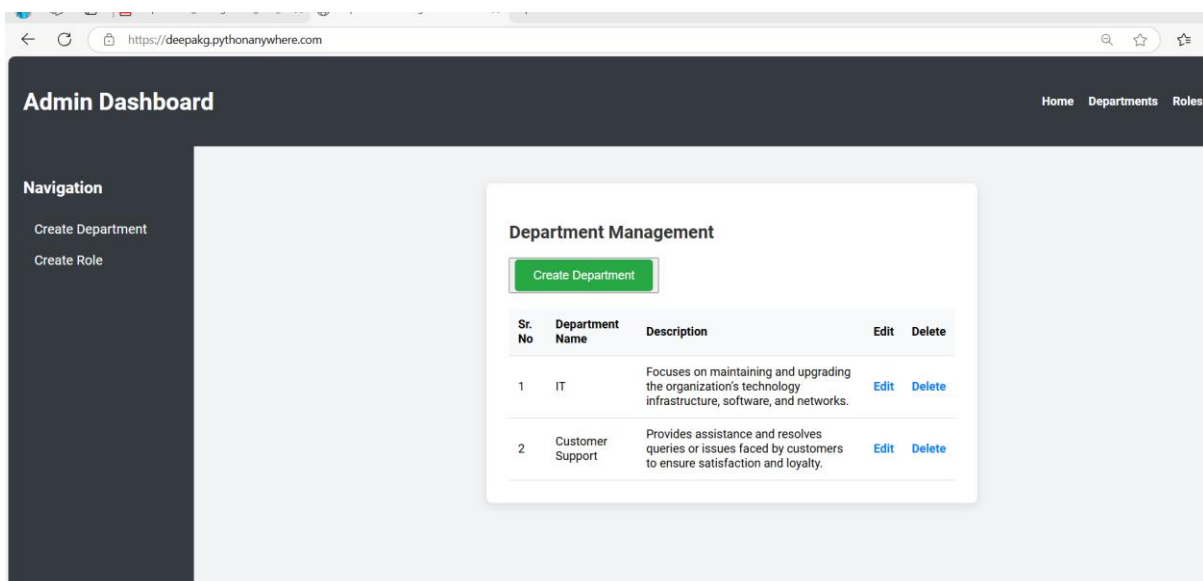
.Go to the homepage (`https://deepakg.pythonanywhere.com/modifydepart`)

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:

   o **Department Name**: Input the name of the department.

   o **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.

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.

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.

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**
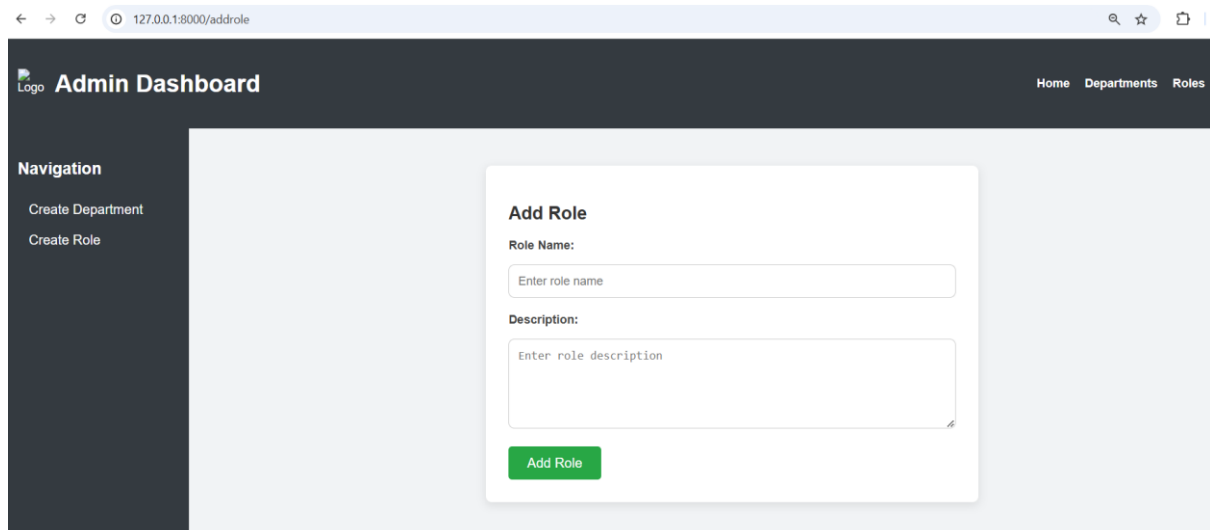
- **Role Name**

- **Description**

3 Edit and Delete options are available for each role in the list.
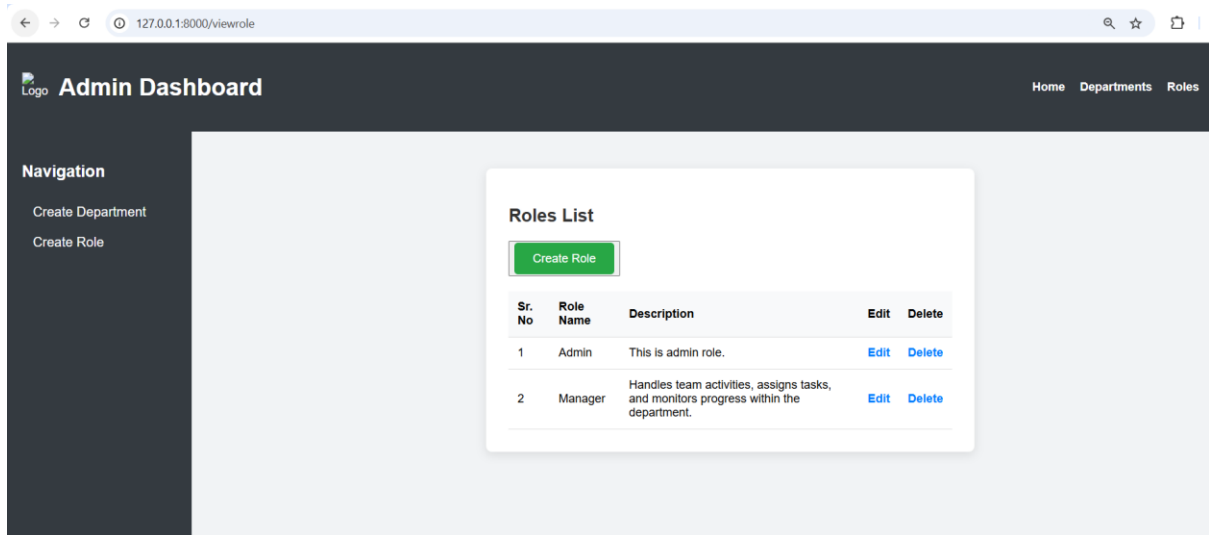
4.2 Adding a New Role

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.

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.