Freelancing Job Portal Website Documentation

Overview

This platform is designed to connect businesses with skilled freelancers and provide them with necessary training to enhance their expertise. The website allows users to take video-based courses, pass quizzes, and onboard as verified freelancers. Once onboarded, freelancers can apply for jobs posted by clients on the platform. Super admins have full control over user management, content creation, and data analytics.

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1. User Types

1.1 Common User (Freelancer)

- **Access**: Can register, complete courses, and onboard as a freelancer.
- **Features**:
  - Course progress tracking
  - Apply for freelance jobs after onboarding
  - Access to support and FAQ
  - Access to downloadable content (e.g., company brochure)
  - Completion of quizzes after each course
  - Identity verification (Aadhar and mobile verification)

1.2 Super Admin

- **Access**: Full control over the platform, including user management, content management (courses, quizzes, FAQs), and data export.
- **Features**:
  - Create, edit, and delete users
  - Add/edit/delete courses and quizzes
  - Export user data with filters
  - Manage FAQ content
  - Export onboarding data
  - Analytics and reporting

2. User Flow

2.1 User Registration

- **Details Collected**
  : Users must provide:
  - Full Name (Username)
  - Email Address
  - Phone Number
  - Password

2.2 User Login

- Users log in with their email and password. Upon successful login, they are redirected to their dashboard.

2.3 Dashboard (Freelancer View)

- After login, users are taken to their dashboard where they can:
  - View available courses
  - Track course progress
  - Access support and FAQ
  - Apply for jobs after completing the onboarding process

3. Dashboard for Users (Freelancers)

3.1 Contact or Support Option

- Available on both the dashboard and login page for user inquiries.

3.2 Company Brochure and About Section

- Users can download the company brochure and view the "About" section for more information.

3.3 Welcome Message

- Personalized welcome message for users after logging in.

3.4 Available Courses

- Courses such as sales skills, product knowledge, freelancing tips, etc.
- Users can start and complete courses at their own pace.

3.5 Quizzes After Every Course

- Users must pass a quiz after completing each course. They need to score above a set threshold to continue.

3.6 Previous/Next Video Button

- Navigation buttons for video lessons in the course.

3.7 Shuffling Quiz Questions

- Quiz questions are shuffled each time a user takes the quiz.

3.8 Completion Message/Animation

- Users see a completion animation or message after finishing a course and are redirected to the onboarding page.

3.9 One-Time Onboarding

- After completing the courses, users are guided through a one-time onboarding process where they can set up their freelancer profile.

3.10 Identity Verification

- Users must verify their identity by uploading:
  - Aadhar Card (for Indian users)
  - Mobile Number (for OTP verification)

3.11 FAQ Section

- A detailed FAQ section for troubleshooting and answers to common questions.

4. Course Structure and Functionality

4.1 Course Content

- Each course consists of video lessons, and users can track their progress.

4.2 Quizzes

- Quizzes follow each course. Users must pass the quiz to move forward.

4.3 Certification

- After completing the course and passing the quiz, users receive a certificate of completion.

4.4 Video Navigation

- Users can navigate between course videos using "Previous" and "Next" buttons.

4.5 Course Progress Tracking

- The dashboard shows a progress bar for each course, helping users track their course completion.

5. Super Admin Dashboard

5.1 Create and Delete Users

- Admins can create new users and delete or deactivate existing users.

5.2 Unique User Details

- Admins can view:
  - Registration details (username, email, phone number)
  - Course progress
  - Quiz results
  - Onboarding status
  - Profile verification details

5.3 Export User Data

- **Export Options**: Admins can export user data in formats like CSV or Excel.

- **Filter Options**: Admins can apply filters before exporting the data, including:

  - **Registration Date**: Filter users by the date range of registration.

- **Course Completion Status**: Filter users based on their course completion status (completed/in-progress).
- **Quiz Scores**: Filter users by quiz performance (passed/failed).
- **Onboarding Status**: Filter by the status of onboarding (completed, in progress, pending verification).
- **Profile Verification**: Filter users based on verification status (Aadhar/mobile verified).
- **Freelancer Status**: Filter users who have onboarded as freelancers or not.

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Data Export Fields: Admins can choose specific fields to export, including:

- Username
- Email Address
- Phone Number
- Course Completion Status
- Quiz Scores
- Onboarding Status
- Verification Status
- Date of Registration
- Date of Onboarding

5.4 Course Management

- Admins can manage courses by adding, editing, or deleting content, including uploading new course videos.

5.5 Quiz Management

- Admins can add, edit, or delete quiz questions and answers.

5.6 FAQ Management

- Admins can update, add, or remove FAQ entries.

5.7 Export Onboarding Data

- Admins can export data related to users' onboarding processes, including status, feedback, and completion rates.

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6. FAQ and Support

- **FAQ Section**: Users can find answers to common questions about course participation, troubleshooting, freelancing, and account management.
- **Support Contact**: Users can contact support if their issues are not addressed by the FAQ.

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7. Onboarding Process

7.1 Freelancer Onboarding

- After completing the courses, users can:
  - Set up their freelancer profile
  - Choose job categories (e.g., web development, marketing, etc.)

- Add work experience and skills
- Upload portfolio or work samples

7.2 Identity Verification

- Users must verify their identity by submitting:
  - Aadhar Card (for Indian users)
  - Mobile Number (for OTP verification)

7.3 Profile Review

- Admins review the freelancer profiles after identity verification. Once approved, freelancers can apply for jobs.

7.4 Freelance Job Application

- Freelancers can apply for jobs posted by businesses once their profile is approved.

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8. User Management and Analytics

8.1 User Creation/Deletion

- Super admins can create and manage users, including deletion.

8.2 Analytics

- Admins can track user engagement, course completions, quiz results, and onboarding statuses.

8.3 Export User Data

- As mentioned in section 5, admins can filter and export user data in CSV or Excel formats.

8.4 Profile Verification

- Admins can approve or reject user profiles based on verification and onboarding status.

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9. Additional Features

9.1 Job Board

- A section for businesses to post freelance job opportunities.
- Freelancers can apply for relevant jobs.

9.2 Job Matching Algorithm

- The platform uses an algorithm to match freelancers with the most suitable job listings.

9.3 Payment Integration

- A secure payment system allows freelancers to receive payments for completed work.

9.4 Freelancer Rating and Reviews

- Clients can rate freelancers after completing jobs, which helps build a freelancer's profile and reputation.

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10. Conclusion

This Freelancing Job Portal Website allows users to take courses to improve their skills, onboard as verified freelancers, and start applying for freelance jobs. The platform's robust features, including course management, quizzes, identity verification, and user data export with filters, ensure that freelancers are qualified and businesses can easily find skilled professionals. Super admins have full control over the platform's operations, making it efficient and scalable.