

TRACKPI FREELANCE OUTSOURCING DOCUMENTATION

Objective

The primary objective of this TrackPi Freelance Outsourcing Platform is to enable individuals to quickly and easily access freelance work-from-home opportunities. The platform aims to:

1. Empower individuals with flexible work opportunities by providing sales training and job onboarding within 24 hours.
2. Provide a seamless training-to-job transition through structured learning modules with assessments.
3. Offer a simple and intuitive interface, catering to non-technical users such as housewives and individuals from diverse backgrounds.

Target Audience

Primarily individuals aged 18+ seeking freelance opportunities, including non-IT professionals, housewives, and others looking for flexible work-from-home options.

Features and Modules

1. User Module

1.1 Registration

- A simple form requiring:
 - Name
 - Phone number
 - Email ID
 - Referral source (How you know about us)
 - Password settings
 - Email OTP verification for account creation.

- Designed for non-technical users with a clean and intuitive interface.

1.2 Login

- Username and password fields.
- Forgot Password feature with OTP verification for reset.
- CAPTCHA integration for security.

1.3 Dashboard

- Displays a welcome message after login.
- Provides access to:
 - Social media links (footer or separate page).
 - Contact Us (Customer Care) section.
 - Explore Courses section.

1.4 About Us

- Page explaining company details and providing a downloadable brochure.

1.5 Courses Section

- Main Features:
 - Three sub-sections:
 1. Pre-recorded Videos.
 2. Sales Learning Videos.
 3. Product Knowledge.
 - Restriction: Videos and quizzes must be completed sequentially.
 - For tutorial there exist language selection (English or Malayalam).
 - Assessment Criteria:
 - Minimum passing mark: 45/50.
 - Retake option with reshuffled questions if failed.
 - Notification system to unlock subsequent courses upon completion.

- Start Course Flow:
 - "Start Course" button visible initially.
 - Post-course completion: "Start Onboarding" button enabled until course completion.
- Video Player:
 - Hosted on Vimeo platform with options:
 - Mark Unit Complete.
 - Next Video.
 - Previous Video.

1.6 Onboarding

- Personal details and document upload form:
 - Passport-size photo.
 - Country selection with code.
 - Email and Aadhar validation.
 - Bank account details (with IFSC code).
- Once completed, users are onboarded without re-filling details for new courses.

1.7 FAQ Section

- Addresses common queries about registration, courses, and onboarding.

2. Super Admin Module

2.1 User Management

- Features:
 - CRUD operations for users.
 - Export user details as CSV or filtered data (e.g., by gender).
 - Track user progress (e.g., current course).
 - Reset individual courses on user request.

2.2 Course Management

- CRUD operations for courses:
 - Add, edit, or remove videos via Vimeo ID.
 - Reset options for specific courses.

2.3 Quiz Management

- CRUD operations for quiz questions.

2.4 Onboarding Data

- Export onboarded user data.
- Manage onboarded users' details.

2.5 FAQ Management

- CRUD operations for FAQ content.

Additional Features

1. Security

- Unique phone and email validation during registration.
- CAPTCHA for login protection.

2. Notification System

- Unlock messages for courses.
- Congratulatory messages upon course completion.

3. Responsive Design

- Ensures usability across devices.
- Intuitive UI suitable for non-technical users.

System Design and Flow

1. Registration Flow: User registers → Email OTP verification → Successful registration.

2. Course Progression:

- Start course → Complete video → Attempt quiz → Pass → Unlock next course.
- Fail quiz → Retake with reshuffled questions.

3. Onboarding Flow: Submit details and documents → Admin verification → Onboarding complete.

COCLUSION

The TrackPi Freelance Outsourcing Platform is designed to bridge the gap between job seekers and work-from-home opportunities by offering a streamlined process for training, assessment, and onboarding. With its intuitive interface, comprehensive course modules, and efficient user management, the platform empowers individuals, including non-technical users, to embark on a flexible and rewarding freelance journey.