



**DFPS**

**MAY 2025**

# **USER MANUAL**

**DFPS: DIGITAL  
FREELANCERS PROFILE  
MANAGEMENT SYSTEM OF  
GENERAL SANTOS CITY**



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The **Digital Freelancers Profile Management System** is a cloud-based system designed to support the **digital freelancer community in General Santos City**. This system enables digital freelancers to showcase their skills and portfolios. This platform will also **improve marketability and visibility** for potential clients and investors and offer the **Local Government Unit** a **dashboard** that shows the **distribution and status of digital freelancers** in General Santos City. Furthermore, it intends to provide significant information to the freelancers and the LGU.

This user manual is intended for **administrators and freelancers** using the Digital Freelancers Profile Management System. The manual includes the **major business responsibilities** inside the system and describes **simple actions to assist users**. It contains thorough instructions for **system features, user roles, and functionality available** to administrators and freelancers. The manual's goal is to help users make the best use of the platform.

## User Roles

- **Freelancers:** Individuals who create and manage their profiles and portfolios on the platform.
- **Administrators:** Users responsible for managing and overseeing the system's operations, including the LGU officials who utilize the dashboard for monitoring and analysis.



# System Requirements

To ensure smooth and uninterrupted access to the Digital Freelancers Profile Management System (DFPS), users are advised to meet the following hardware requirements. Meeting or exceeding these specifications will help optimize system performance and provide a seamless user experience.

## Minimum System Requirements

- **Processor:** Intel Pentium 4 processor or later (SSE3 capable)
- **Memory:** 4 GB DDR4 RAM or 8 GB DDR3 RAM
- **Storage:** 128 GB or 256 GB
- **Graphics:** Integrated graphics
- **Operating System:** Microsoft Windows 10
- **Internet Connection:** At least a 5 Mbps broadband connection

## Recommended System Requirements

- **Processor:**
  - **Intel:** Core i5 minimum, Core i7 preferred
  - **AMD:** Ryzen 5 Quad Core minimum, Ryzen 7 preferred
- **Memory:** 8 GB minimum (16 GB preferred)
- **Storage:** 500 GB minimum
- **Graphics:** Integrated graphics
- **Operating System:** Microsoft Windows 10
- **Internet Connection:** 100 Mbps connection

## Required Software

- **Web Browser:**
  - Google Chrome (latest version recommended)
  - Alternative supported browsers: Mozilla Firefox, Microsoft Edge (latest versions)
- **Productivity Applications:**
  - PDF Reader (e.g., Adobe Acrobat Reader or equivalent)
  - Office Suite (e.g., Microsoft Office or LibreOffice) for viewing or downloading reports, if required



# Accessing the Website

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## Freelancer Portal

<https://capstone-app-profile-production.up.railway.app/>

The DFPS user portal allows freelancers to register, manage their profiles, upload resumes and portfolios, view announcements, and track events. The platform is accessible via any modern web browser for easy and secure profile management.

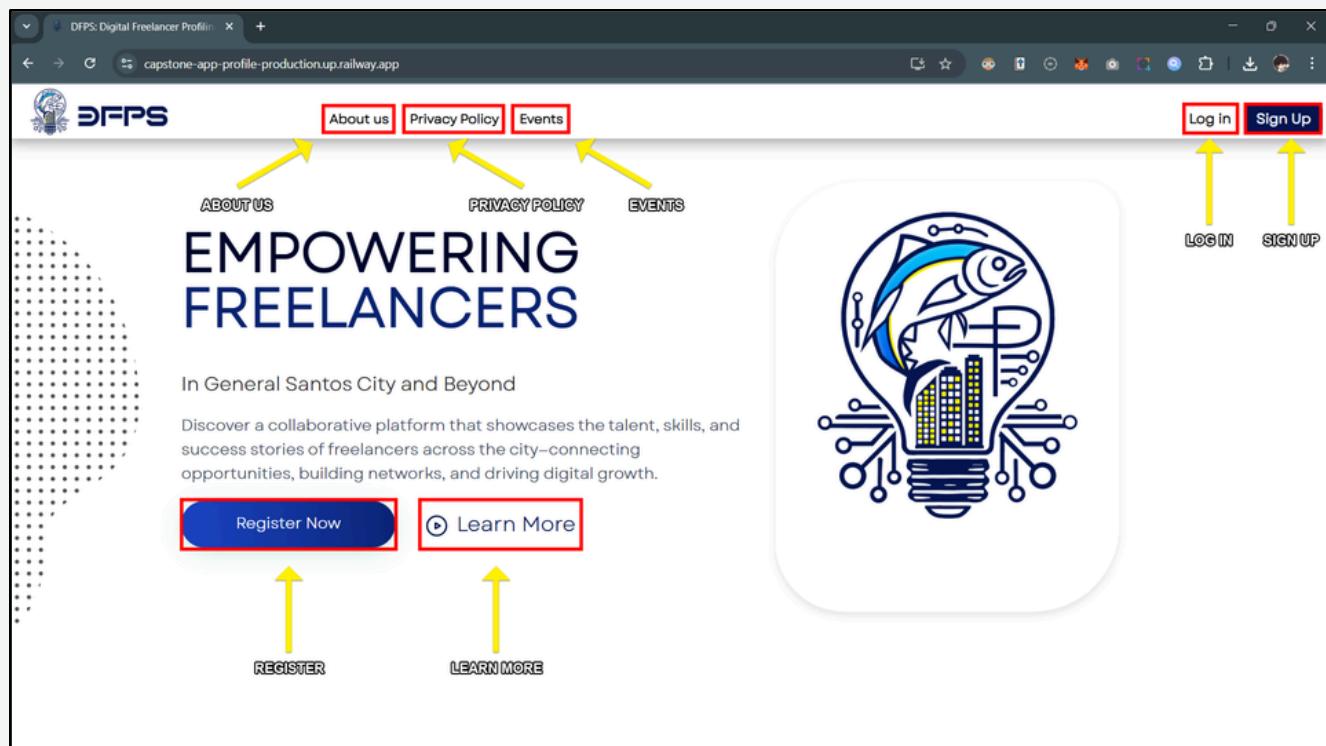
## Admin Portal

<https://capstone-app-profile-production.up.railway.app/admin>

The DFPS admin portal enables authorized administrators to verify users, manage accounts, post announcements, oversee events, and access analytics dashboards. Admin functions are protected and available through any up-to-date web browser.

# Landing Page

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To create an account, click the **Sign Up button** on the screen to open the registration page. After visiting the site URL or logging out, users are taken to the **index page (landing page)**. The top navigation bar provides access to **About Us**, **Privacy Policy**, **Events**, and **Sign Up**.



## About Us Page

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The screenshot shows the 'About Us' page of the DFPS website. At the top, there's a navigation bar with links for 'About us', 'Privacy Policy', and 'Events'. On the right side of the header are 'Log In' and 'Sign Up' buttons. The main content area has a title 'About Us' and a paragraph about the team's expertise and mission. Below this, there are sections for 'Development Vision', 'Organizational Vision', 'Mission', and 'Quality Policy', each with a brief description.

The **About Us** page displays the **local government unit's quality policy, vision, creator information, and contact details** for reaching the site administrator or LGU.

## Privacy Policy

The **Privacy Policy** page explains **how your data is collected, processed, and your data rights**, and also provides the contact information of the data privacy officer.

The screenshot shows the 'Privacy Policy' page of the DFPS website. The page has a navigation bar with 'About us', 'Privacy Policy', and 'Events' links. It features a title 'Privacy Policy' and a sub-section 'Scope'. The 'Scope' section describes the principles and safeguards DFPS - Digital Freelancer Profiling System observes as a personal data controller. It lists three main points: (1) collection of personal data from persons who access or use this website, including any micro-site therein (the "Website"); (2) processing and protection of such personal data, data sharing and outsourcing; and (3) protection of the rights of the data subject with respect to the personal data provided on this Website for purposes of direct marketing and profiling.

## Login Page

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The screenshot shows the 'Login' page of the DFPS website. The page has a navigation bar with 'About us', 'Privacy Policy', and 'Events' links. On the right side of the header are 'Log In' and 'Sign Up' buttons. The main form is titled 'Login' and contains fields for 'Username' and 'Password'. There are also 'SIGN UP' and 'Forgot your password?' links. A 'LOG IN WITH GOOGLE' button is located at the top left of the form. Below the form, there are links for 'Don't have an Account?' and 'Forgot your password?'. Arrows point from the text labels 'LOG IN WITH GOOGLE', 'USERNAME', 'PASSWORD', 'LOG IN', 'SIGN UP', 'Forgot your password?', and 'Forgot Password?' to their corresponding UI elements.

To access your account, click the **Login** button on the main page. You can sign in by entering your **registered email and password**, or choose the **Login with Google** option for quick and secure access using your **Google account**.



## Guest Event Page

The screenshot shows the DFPS Digital Freelancer Profile website. On the left, there's a sidebar with 'Events' and a date 'May 17, 2025'. Below it is a large image of a crowd at a concert. To the right is a 'LIST OF EVENTS' section with a red border containing event details: 'Tech Event #5 in Gensan' (Event Title), 'Sarangani Highlands Garden' (Event Location), 'Organizer 5' (Event Organizer), and a description about innovation, technology, and leadership. A yellow arrow points from the top center to this section. On the far right is a 'FILTERS' panel with a red border containing a search bar, date filters for start and end dates, sorting options (Latest or Oldest), and search/reset buttons. Yellow arrows point from the top right to the 'FILTERS' header and from the bottom right to the 'SEARCH BY FILTERS' and 'RESET FILTERS' buttons.

The **Events page** displays all **publicly available events** with **search, date, and sorting filters** on the right panel. Clicking on an event redirects users to a **detailed event view**.

## Detailed Event View

The screenshot shows the detailed event view for 'Tech Event #5 in Gensan' on March 17, 2025, at 5:28 p.m. It includes event details like location, organizer, and tags. A central modal dialog box asks 'Would you like to log in or continue as a guest?' with two buttons: 'Continue as Guest' and 'Log In'. Yellow arrows point from the bottom right to the 'CONTINUE AS GUEST' button and from the bottom left to the 'Log In' button. Another yellow arrow points from the right side to the 'LOGIN FREELANCER' text.



## Detailed Event View

When accessing the event page as a guest, users are prompted to either **log in** or **proceed as a guest**; choosing to proceed as a guest allows users to view the page without logging in, **however, they are unable to record attendance.**

The screenshot shows a web browser window for 'DFPS: Digital Freelancer Profil'. The URL is 'capstone-app-profile-production.up.railway.app/events/guest/5/'. The page features a header with the DFPS logo, 'About us', 'Privacy Policy', 'Events', 'Log in', and 'Sign Up'. Below the header is a large image of a crowd at an event. Overlaid on the image is the event title 'Tech Event #5 in Gensan' and the date 'March 17, 2025, 5:28 p.m.'. A red box highlights the event details section, which includes a 'Back' button, the location 'Sarangani Highlands Garden', the date 'March 17, 2025, 5:28 p.m.', the organizer 'Organizer:', and event tags 'Networking' and 'Technology'. Yellow arrows point from labels to specific fields: 'BACK' points to the 'Back' button, 'EVENT DATE AND TIME' points to the date field, 'EVENT ORGANIZER' points to the organizer field, and 'EVENT TAGS' points to the tags field. Another yellow arrow points from the label 'EVENT TITLE AND DESCRIPTION' to the event title and date area.

This page displays **detailed information** about the selected event, including the **event date, time, organizer, tags, and the full event description.**



# Freelancer Registration

**Sign Up**

Account Information  
Enter your login details, including your email and password.

Personal Information  
Fill in personal details such as your address and contact information.

Freelancer Information  
Provide your freelancer profile, skills, and areas of expertise.

Finishing Up  
Complete the final steps and submit your information to finish.

SIGN UP WITH GOOGLE

Sign Up with Google

Or

Enter Username  
Enter Email  
Enter Password  
Re-Enter Password

Register ← REGISTER  
Already have an account? Login ← LOGIN

SIGN UP

The **user registration** allows users to conveniently register using their **Google account** or manually create an account by entering their **username, email address, and password**.

**Personal Information**

Account Information  
Enter your login details, including your email and password.

Personal Information  
Fill in personal details such as your address and contact information.

Freelancer Information  
Provide your freelancer profile, skills, and areas of expertise.

Finishing Up  
Complete the final steps and submit your information to finish.

FIRST NAME  
LAST NAME  
MIDDLE NAME  
SUFFIX  
Full Name

Add Profile Picture

DATE OF BIRTH  
GENDER  
REGION  
CITY / MUNICIPALITY  
STREET

CONTACT NUMBER  
CHECK IF APPLICABLE  
PROVINCE  
BARANGAY  
BUILDING, HOUSE NO.  
ZIP CODE

Present Address  
Province:  
Barangay:

Next ← NEXT  
Already have an account? Login ← LOGIN



## Freelancer Registration

After providing the required account information, users are redirected to the **personal information** form to complete their registration. This form requests details such as **full name, address, birthday, phone number, gender, and an option to upload a profile image**. A success message will appear once the details are validated.

Account Information  
Enter your login details, including your email and password.

AFFILIATION: Select an affiliation

SPECIALIZATION: Select a specialization

LANGUAGE: Click to select options

Personal Information  
Fill in personal details such as your address and contact information.

MAIN SKILLS: Click to select options

SUB SKILLS: Select Main Skill first

Freelancer Information  
Provide your freelancer profile, skills, and areas of expertise.

CLIENT: Client e.g. Company A

Work Experience (Optional) If none, please leave it blank

ADD CLIENT: +

Country: Select a country

Date: dd/mm/yyyy

File Uploads  
Resume: We accept PDF, DOC, and DOCX files.

COUNTRY:

Project Uploads +

Title

Description

Project File: We accept only PDF files.

DATE:

DELETE:

Upload File:

No file selected

Previous

Next

After submitting personal information, users are directed to provide their **background information**, including **affiliation, specialization, languages, primary and secondary skills, resume, recent project, and work experience**. Users select their specialization and skills from drop-down menus, choose languages, **upload their resume and project (PDF)**, and enter **previous client details such as name, country, and year**.



# Freelancer Registration

The screenshot shows the final step of the registration process titled "Complete Your Registration". On the left, there is a vertical navigation bar with four sections: "Account Information" (checkmark), "Personal Information" (checkmark), "Freelancer Information" (checkmark), and "Finishing Up" (circle). The main area contains a message: "Please review and confirm that you accept the Privacy Policy to proceed with completing your registration." Below this is a checkbox labeled "I have read and agree to the Privacy Policy" with a red border. To the right of the checkbox are two buttons: "TERMS AND CONDITION" and "Submit". A yellow arrow points from the "TERMS AND CONDITION" button to the "Submit" button.

After entering all required account information, users will be presented with the **Terms and Conditions**. Upon agreeing, a **pop-up message** displaying the **Privacy Policy** will appear.

The screenshot shows a pop-up window titled "Privacy Policy". The window contains the text: "Learn how we collect, use, and protect your information. Your privacy is important to us." Below this is a table with several items, each with a yellow arrow pointing to its corresponding link: "SCOPE" (Scope), "DATA PRIVACY RIGHTS" (Data Privacy rights), "DATA WE COLLECT AND USE" (Data We Collect and Use), "HOW WE USE PERSONAL DATA" (How We Use Personal Data), "PERSONAL DATA RETENTION" (Personal Data Retention), "TERMS OF USE" (Terms of Use), "CONTACT US" (Contact Us), and "DOWNLOAD PDF" (Download PDF). The "Scope" section is expanded, showing the following text: "This Privacy Policy describes the principles and safeguards DFPS - Digital Freelancer Profiling System observes as a personal data controller as it pursues: 

- (1) collection of personal data from persons who access or use this website, including any micro-site therein (the "Website");
- (2) processing and protection of such personal data, data sharing and outsourcing;
- and (3) protection of the rights of the data subject with respect to the personal data provided on this Website for purposes of direct marketing and profiling.

" The term "Processing" is defined as follows: "The term "Processing" follows the meaning under Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012" ("DPA") which refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data." At the bottom right of the pop-up is a "Confirm" button with a yellow arrow pointing to it.



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## Freelancer Dashboard

The screenshot shows the 'Events' section of the dashboard. It features a header with a welcome message 'Hello TestUser!' and a date 'May 27, 2025'. Below this is a cartoon illustration of a person working at a desk. The events are organized into three tabs: 'Upcoming' (highlighted with a red border), 'Attended', and 'Previous'. Each tab displays event cards with details like the event name, date, location, and RSVP status. A 'Read More' button is present in each card.

On the dashboard, users see a **welcome message** with their name and current date. The **sidebar** provides navigation to key pages, while the main section organizes events into **Upcoming, Attended, and Previous tabs**, showing **event details, RSVP status, and a Read More option**.

The screenshot shows the 'Suggested for you' and 'Event Calendar' sections. The 'Suggested for you' section includes a photo of a group, a title '3d modeling', a date 'April 30, 2025, 11:43 p.m.', a location 'City Hall Drive, Fatima, Dadiangas West, General Santos, Soccsksargen, 9500, Philippines', and a description about 3D Event Designer. The 'Event Calendar' section shows a calendar for May 2025 with specific event markers. The 'Events' section lists events for May 27, including 'Tech Event #4 in Gensan', 'Sample Event', and 'Tech Event #5 in Gensan'. The bottom right corner shows 'ANNOUNCEMENTS' and 'EVENTS' sections.



## Freelancer Dashboard

Below the events, the “**Suggested for you**” section displays recent announcements with images, titles, timestamps, locations, descriptions, and tags. On the right, an **Event Calendar** highlights scheduled events by type, with a list beneath showing today’s and upcoming events for the next seven days, including their times and titles.

## Freelancer Profile

The screenshot shows the Freelancer Profile page with the following sections:

- PERSONAL INFORMATION:** Displays profile photo, name (Khem Bhem), bio, location (SOCCSKSARGEN, South Cotabato, General Santos City, Lagao, Sentan, 092, 9500), join date (April 16, 2025, 6:04 p.m.), and specialization (Digital Marketing). It includes a "Edit Profile" button and a "HIDE / UNHIDE BUTTON".
- RESUME:** A "Resume" section with a "resumes/L..." link and a "EDIT PROFILE" button.
- Portfolio:** A section titled "Portfolio" with a "ADD PORTFOLIO" button. It shows a sample work entry for "The Starry Night" and a "SEE MORE PORTFOLIO" button.
- Language:** A section titled "Language" with a "Bengali (India)" entry and a "ADD LANGUAGE" button. It also has a "See More" button.

The **Freelancer Profile page** offers a comprehensive overview of the user's professional background and achievements, displaying their **basic information (name, profile photo, bio, specialization, location, and contact details)** at the top.

On the right, users can access and **upload their resume and manage languages**. The page also features a **Portfolio section** showcasing sample works with descriptions.

The screenshot shows the Freelancer Profile page with the following sections:

- Work History:** A section titled "Work History" with a "ADD WORK HISTORY" button. It shows a sample entry for "Beyoncé Giselle Knowles" (Feb. 14, 2009, South Korea) and a "See More" button.
- Skills:** A section titled "Skills" with a "ADD WORK HISTORY" button. It shows sample skills like "Business Strategy" (Business & Finance) and "Network Administration" (IT & Networking) and a "See More Skills" button.
- LANGUAGE:** A vertical section on the right showing "Bengali (India)" and a "ADD LANGUAGE" button.



## Freelancer Profile

The Work History section lists previous job experiences, including **company names and locations**. Under **Skills**, users can **view and manage their areas of expertise** relevant to their field.

The screenshot shows the 'Certificates' and 'Events' sections of the Freelancer Profile. The 'Certificates' section displays two entries: 'Cisco' (March 6, 2024) and 'DevCon' (July 11, 2023). Each entry includes a thumbnail, the certificate title, date received, and the issuing organization. A red box highlights this section. A yellow arrow labeled 'CERTIFICATES' points to it. Below this is a 'See More Certificates' button. The 'Events' section is divided into 'Attended' and 'Previous' tabs. It shows four event thumbnails: 'Tech Event #11' (Location: General Santos City, Read More), 'Tech Event #10 in Gensan' (Location: Sarangani Highlands, Read More), 'Tech Event #9 in Gensan' (Location: Robinsons Place, Read More), and 'Tech Event #8 in Gensan' (Location: KCC Mall of Gensan, Read More). A red box highlights this section. A yellow arrow labeled 'EVENTS' points to it. Below this is a 'See More Events' button.

The **Certificates** section highlights credentials or training programs completed, showing the **certificate title and date received**. At the bottom, the **Events** section summarizes participation in **Attended and Previous events**, listing event **titles, dates, and locations**.

## Freelancer Edit Profile

When the user clicks on **Edit Profile**, they are **directed to the Personal Information section**.



# DFPS

# Freelancer Module

## Freelancer Edit Profile

The screenshot shows the 'Personal Information' section of the profile edit page. On the left sidebar, under 'Personal Info', there is a red box around the 'Address' option. The main content area has a red box around the 'Personal Info' form. Inside this form, four input fields are labeled: 'FIRST NAME' (containing 'Khem'), 'LAST NAME' (containing 'Bhem'), 'MIDDLE NAME' (containing 'Hey'), and 'SUFFIX NAME' (containing 'Suffix'). A yellow arrow points from the 'Address' option in the sidebar to the 'FIRST NAME' field. Another yellow arrow points from the 'PERSONAL INFORMATION' label at the bottom right of the main content area to the 'PERSONAL INFORMATION' label at the top center of the page.

...where they can manage and update their basic personal details, including input fields for **First Name, Last Name, Middle Name, and Suffix**.

The screenshot shows the 'Home Address' section of the profile edit page. On the left sidebar, under 'Personal Info', there is a red box around the 'Address' option. The main content area has a red box around the 'Address' form. This form includes dropdowns for 'Region' (set to 'SOCCSKSARGEN (Region XII)'), 'Province' (set to 'South Cotabato'), 'City' (set to 'General Santos City'), and 'Barangay' (set to 'Lagao'). It also has input fields for 'STREET' (containing '092') and 'BUILDING, HOUSE NO.' (containing 'Santan'). A yellow arrow points from the 'Address' option in the sidebar to the 'Region' dropdown. Another yellow arrow points from the 'ADDRESS' label at the bottom right of the main content area to the 'ADDRESS' label at the top center of the page.

In the Address section of the Edit Profile page, users can update their complete home address, selecting **Region, Province, City, and Barangay** from dropdowns and entering their **Street, Building/House No., and Postal Code**. After making changes, clicking Save updates their location details for accurate profiling.



## Freelancer Edit Profile

The screenshot shows the 'Additional Info' section of the 'Edit Profile' page. A red box highlights the 'Additional Info' field, which contains a dropdown for 'Gender' (set to 'Female') and a text area for a 'Quote' (containing the text 'Don't force people to comeback kasi kung mahal ka talaga babalikan ka, pero kung marupok ka babalikan mo.'). To the right, a green box highlights the 'Contact Number' field (containing '09164333382'). Below these fields is a 'Pronouns' input field. Arrows point from labels ('BIRTHDAY', 'GENDER', 'CONTACT NUMBER', 'PRONOUNS', 'QUOTE') to their respective form elements. A 'SAVE' button is at the bottom right.

In the Additional Information section of the Edit Profile page, users can update personal details such as **Birthday**, **Gender**, **Contact Number**, **Pronouns**, and a customizable **Quote**.

The screenshot shows the 'Profile Picture' section of the 'Edit Profile' page. A red box highlights the 'Profile Picture' field, which contains a placeholder image of a pink-haired character and a 'ADD / CHANGE PROFILE PICTURE' button. To the right, a green box highlights the 'Save' button. Arrows point from labels ('PROFILE PICTURE', 'PROFILE PICTURE') to their respective form elements. A 'SAVE' button is at the bottom right.

The **Profile Picture section** lets users upload or update their photo by clicking the image placeholder, then confirming changes with the Save button.



## Freelancer Edit Profile

The screenshot shows the 'Edit Background' section of the DFPS Freelancer Profile. On the left sidebar, under 'Personal Info', there is a 'Background' option which is highlighted with a red box and a yellow arrow pointing to it from the bottom labeled 'BACKGROUND'. The main area contains fields for 'Affiliation' (dropdown menu with 'None') and 'Specialization' (dropdown menu with 'Digital Marketing'). A yellow arrow points to the 'AFFILIATION' field. Below these fields is a message: 'Can't find your Affiliation or Specialization? [Send us a ticket](#)' with a yellow arrow pointing to the link. To the right of the message is a 'SEND TICKET' button. At the bottom right of the main area is a 'SAVE' button with a yellow arrow pointing to it. A yellow arrow also points to the 'Save' button.

The Edit Background section allows users to manage their **Affiliation** and **Specialization** by selecting from dropdown options, with an option to "**Send us a ticket**" if a needed choice is missing.

## Manage Resume

The screenshot shows the 'Resume' section of the DFPS Freelancer Profile. On the right side, there is a box titled 'Resume' with a red border. Inside the box, there is a file icon with a blue and white design, a 'DELETE RESUME' button, and a file path 'resumes/'. A yellow arrow points to the 'DELETE RESUME' button. Below this box are sections for 'Portfolio' (with a '+'), 'Language' (with a '+'), and 'Work History' (with a '+'). A yellow arrow points from the 'DELETE RESUME' button towards the 'RESUME' label at the bottom of the resume section. The main profile area shows a user named 'Khem Bhem' with a pink hair icon, a bio, and contact information.

The **Resume** section lets users **upload, view, or remove their resume file**; **clicking the file downloads it**, while clicking the “**X**” **prompts for confirmation before deletion**. If no resume is uploaded, users are prompted to add one to complete their profile.



DFPS

Freelancer Module

## Manage Language

Bengali (India)  
Basic: Minimal understanding and communication

Cebuano  
Basic: Minimal understanding and communication

English  
Basic: Minimal understanding and communication

**Add New Language**

Language: Click to select options  
Can't find your language? [Send us a ticket](#)

**SELECT LANGUAGE**

**Cancel** **CANCEL** **SUBMIT** **Submit**

**LIST OF LANGUAGES**

In the **Languages section**, freelancers can **add new languages to their profile or delete existing ones as needed**. This feature allows users to accurately showcase their language proficiencies, helping clients understand their communication abilities. To add a language, **click the Add button**, select the desired language, and save.

## Manage Projects

The Amazing Project of Popmart: Hirono  
Created by contemporary artist Lang, Hirono is a complex character. Through Hirono Lang aims to highlight the subtle fluctuations of life, its ups and downs, and attempts to freeze in time the elusive feelings that reveal our true character - love, joy, sadness, fear, kindness, cowardice and others.

THE SMarT  
This is the phone and smart

test  
aasada

**EDIT PROJECT**

**DOWNLOAD** **DELETE**

**PROJECT DESCRIPTION**

**UPLOAD PDF FILE**



## Manage Projects

In the **Projects section**, freelancers can manage their projects by **adding new entries, deleting or updating existing projects, and viewing detailed information** about each project. This feature helps users showcase their recent work and relevant experience to potential clients.

## Manage Skills

The screenshot shows the 'Skills' section of the DFPS Freelancer Module. At the top, there's a 'LIST OF SKILLS' with two items: 'Business Strategy' and 'Network Administration'. Below this is a modal window titled 'Skills' with the sub-tittle 'Add New Skill'. It contains two input fields: 'Main Skill:' and 'Sub Skills:', both with placeholder text 'Click to select options'. There are also buttons for 'Cancel', 'SUBMIT', and 'SEND TICKET'. To the right of the modal, there are 'ADD NEW SKILLS' and 'DELETE' buttons. The entire 'Skills' section is enclosed in a red box, and yellow arrows point from the 'Skills' list to the 'Main Skill:' field and the 'ADD NEW SKILLS' button.

The **Skills section** enables freelancers to **add new skills** to their profile or **delete existing ones**. This allows users to keep their skillset up to date and accurately represent their areas of expertise.

## Manage Past Experience

The screenshot shows the 'Work Experiences' section of the DFPS Freelancer Module. At the top, there's a 'LIST OF EXPERIENCES' with two entries: 'Beyoncé Giselle Knowles' and 'Sean John Combs'. Below this is a modal window titled 'Work Experiences' with the sub-tittle 'Add New Experience'. It contains three input fields: 'Client' (placeholder 'Client e.g. Company A'), 'Country' (dropdown menu), and 'Date' (date picker). There are also buttons for 'SUBMIT' and 'COUNTRY TICKET'. To the right of the modal, there are 'ADD NEW CLIENT' and 'DELETE' buttons. The entire 'Work Experiences' section is enclosed in a red box, and yellow arrows point from the 'Work Experiences' list to the 'Client' field and the 'SUBMIT' button.



## Manage Past Experience

In the **Past Experience** section, freelancers can **add** or **delete** entries related to **their previous professional experiences**. This feature allows users to maintain an up-to-date record of their work history and showcase relevant experience to potential clients.

## Manage Certificates

The Certificates section allows freelancers to manage their uploaded certificates, including adding new certificates, updating or editing details, viewing certificate information, and deleting certificates as needed.

## Announcements

The **Announcements page** provides users with **important updates, notifications, and relevant information directly from the system administrators**. This section helps freelancers stay informed about current opportunities, policy changes, and events within the community.



## Announcements

**Announcements** for the **current day appear at the top**, followed by suggested announcements and their details. A **search filter on the right** allows users to find **specific announcements, reset filters, or filter by date and tags**. All other announcements are listed after the suggested ones.

## Events



## Events

The **Events page** offers a comprehensive overview of all platform events, with the **Events for You section providing personalized recommendations based on the user's skills and interests.** On the right side, users can utilize powerful filters and sorting tools, including a **search bar, date range, status filters, and options to sort events by latest or oldest**, making it easy to find relevant events

Today's Events

Tech Event #4 in Gensan Moved  
May 27, 2025, 8:37 p.m. to May 27, 2025, 10:17 p.m.

📍 Robinsons Place Gensan  
🕒 Webex  
Organizer: Organizer 4  
Created At: March 17, 2025, 5:28 p.m.  
Join us at Tech Event #4 happening in General Santos City to discuss innovation, technology, and leadership.  
*This event was moved, check the date and address again.*

Page 1 of 1

← TODAY'S EVENTS

All Events

Sample Event Moved  
May 29, 2025, 12:44 a.m. to May 29, 2025, 12:44 a.m.

📍 General Santos City Hall  
Organizer: CEMCDO  
Created At: May 24, 2025, 12:44 a.m.  
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It w...  
*This event was moved, check the date and address again.*

← ALL EVENTS

The **Today's Events section highlights activities scheduled for the current date**, keeping users updated in real time. The **All Events section lists every event—upcoming and past**—with key details such as title, venue, platform, organizer, date, and a brief description.



## Event Detail

The screenshot shows the Event Detail page for "Tech Event #5 in Gensan". The banner at the top displays the event name and a "Moved" status. The sidebar on the left includes icons for profile, home, and notifications, along with links for "DATE TIME AND TAGS" and "SHARE EVENT". The main content area contains the event title, date, location, virtual platform, and a description. A "Share Event" button with social media icons is also present.

The **Event Detail Page** provides comprehensive information about the selected event, including its **title**, **description**, **date and time**, **location**, **organizer**, **event tags**, and **the virtual platform** if applicable. A prominent banner at the top displays the event name, schedule, and status (such as "Moved").

The screenshot shows the Event Detail page with the "RSVP" section on the left and a map location on the right. The RSVP section displays current responses: Interested: 31, Attending: 34, Not Attending: 35. It includes a dropdown menu for selecting interest levels and a "Submit RSVP" button. The map location section shows a map of General Santos with the event location marked, and a "Get Directions in Google Maps" button.

On the left panel, users can view and interact with the **RSVP section** to indicate their **interest**, **attendance**, or **non-attendance** before the event date. If the event is currently happening (the date is today), **the RSVP option automatically updates to allow users to record their attendance directly**. Additional features include a map location with directions, a social media share panel, and a summary of current RSVP responses.



## Settings

The screenshot shows the 'Change Password' form within the 'Settings' module. The form includes fields for 'Old password', 'New password', and 'New password confirmation'. Buttons for 'Cancel' and 'Change Password' are at the bottom. A 'CHANGE PASSWORD' button on the left sidebar is highlighted with a red box and a yellow arrow pointing to it.

The **Change Password** page allows users to update their account password securely. To change your password, **enter your old password, then type your new password** and confirm it in the fields provided. Click **Change Password** to save your new password.

The screenshot shows the 'Create a New Support Ticket' page. It features a 'Ticket Subject' dropdown menu with a red box and a yellow arrow pointing to it. Below the dropdown is a 'Your Tickets' section with three categories: Open, In Progress, and Closed. An 'OPEN TICKET' row contains a 'Profile Update' entry with a status of 'Open'. A 'CREATE SUPPORT TICKET' button is located above the ticket list, and a 'View Conversation' button is at the bottom right of the ticket card.

The Support Ticket page **allows users to request assistance or report issues within the system**. To create a new support ticket, **select a subject** from the Ticket Subject dropdown and **click the Create Ticket button**.

Below, the page organizes your tickets into three categories: Open, In Progress, and Closed. You can easily view the status of your tickets, and for more details or follow-up, click the **View Conversation** button on any ticket to see or continue the discussion with support.



## Admin Dashboard

The **Admin Dashboard** provides administrators with an overview of key statistics and analytics for the platform. At the top, **summary cards** display the total number of **freelancers, skills, languages, specializations, events created, and support tickets**. A **sidebar** on the left allows quick navigation to sections such as Events, Profiling, Geolocations, and Support.

The screenshot shows the Admin Dashboard interface. On the left is a sidebar with navigation links: Dashboard (selected), Events, Profiling (with a red badge '1020'), Geolocations, Support, Site Settings, Sites, and Social Accounts. An arrow labeled 'SIDEBAR' points to the sidebar area. In the center, there's a navigation bar with Home, Profiling, Profiles, and a search bar. Below it is a dashboard section with summary cards for Total Skills (1015 Freelancers), Total Languages (113 Skills), Total Specializations (50 Languages), and Total Events Created (12 Specializations). Arrows point from these card labels to their respective counts. Below these are filters for 'Filter by Tag' (All Tags) and 'Filter by Event Name' (All Events), with an 'Apply Filters' button. A large red box highlights the 'Attendance Report Analytics' section, which contains a bar chart titled 'Attendance Per Event' showing attendance counts for various tech events. To the right of the chart are three summary boxes: 'Overall Number of Unique Attendees' (1003), 'Number of PWD Unique Attendees' (498), and 'Number of 4Ps Unique Attendees' (510). Arrows point from the chart labels to the corresponding data values. An arrow labeled 'ATTENDANCE REPORT ANALYTICS' points to the chart area. At the bottom right is a box labeled 'OVERALL UNIQUE ATTENDANCE' with a yellow arrow pointing to it.

The dashboard features a **filter section where admins can filter data by tag or event name**. Central to the page is the **Attendance Report Analytics chart**, showing **attendance counts for each event**. On the right, statistics summarize the **overall number of unique attendees**, as well as the **number of attendees identified as PWD** (Persons with Disabilities) and **4Ps** (Pantawid Pamilyang Pilipino Program) members.



## Admin Dashboard



This section of the admin dashboard presents **detailed analytics on event participation and demographics**. Summary cards display the **converted attendance, total RSVPs, and average RSVPs per event**. The RSVP and Attendance Comparison Report visualizes the breakdown of interested, attending, and not attending RSVPs alongside actual attendance figures.



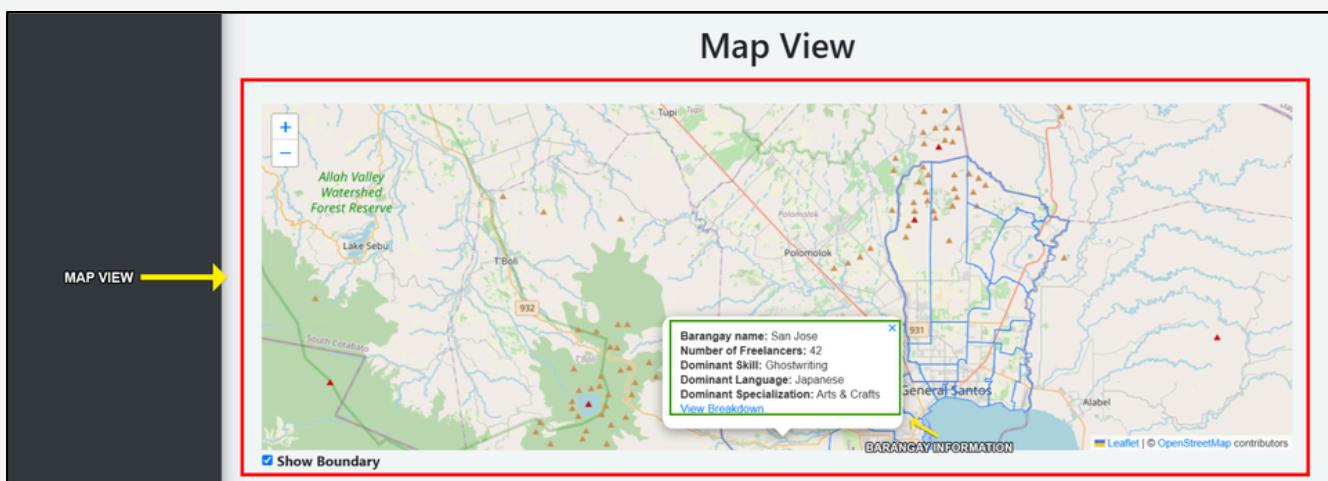
The **Gender Ratio Report** provides a graphical representation of attendee gender distribution, including counts for Male, Female, and Other categories, as well as the **overall attendance total by gender**. These analytics help administrators track engagement and understand participant demographics at a glance.



## Admin Dashboard



The **Age Range Distribution section** presents a bar chart visualizing the age distribution of participants across **five categories: 20 Below, 20-29, 30-39, 40-49, and 50+.** Below the chart, summary cards display the **count of individuals in each age group**, helping administrators easily monitor and analyze the demographic makeup of event attendees by age.



The **Map View provides a geographic overview of freelancer distribution** by barangay. Users **can hover over each barangay to view key information**, including the number of freelancers, dominant skill, language, and specialization in that area. This feature helps administrators and users visualize trends and concentrations of freelancers within the region.



# Admin Dashboard

## Support Tickets

SUPPORT TICKET ➔

Filter by Status All Statuses

Ticket #1 - Profile Update Open

Latest Message: No messages yet

From: N/A on

[View](#)

« 1 »

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The **Support Tickets section** allows users to track and manage their support requests. Tickets **can be filtered by status, such as open, in progress, or closed**. Each ticket displays **its subject, current status, and the latest message**, with a View button for accessing detailed conversation history and updates regarding the request.

## Charts

DEMOCRAPHICS CHARTS ➔

### Demographics

User Charts

Comprehensive insights on user join rate.

[View Charts](#)

Gender Chart

View data distribution by gender.

[View Chart](#)

Region Chart

Explore data distribution by region.

[View Chart](#)

Province Chart

View data for different provinces.

[View Chart](#)

City Chart

Analyze data based on cities.

[View Chart](#)

Barangay Chart

View data based on barangays.

[View Chart](#)

BACKGROUND INFORMATION CHARTS ➔

### Background Information

Skills Chart

Insights on skills distribution.

[View Chart](#)

Language Chart

Analyze data based on languages.

[View Chart](#)

Specialization Chart

Analyze specializations and trends.

[View Chart](#)

EVENTS CHARTS ➔

### Events

Event Chart

View insights and data related to events.

[View Chart](#)

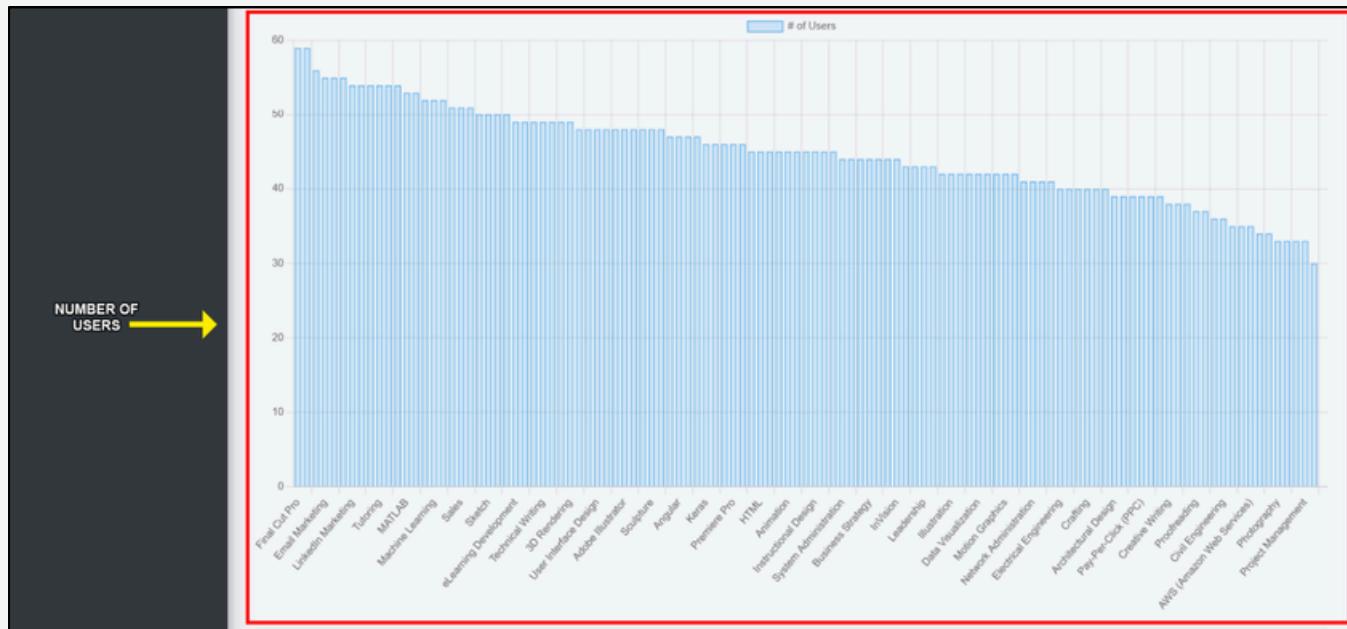


# Charts

The **Charts section** serves as a central site map for accessing various data visualizations within the system.

The screenshot shows the 'Skills Chart' page. At the top, there are 'Location Filters' for Region, Province, City, and Barangay, each with dropdown menus. Below that is a 'Skill Filter' section with a large list of skills like 3D Animation, Adobe Photoshop, and Python. A 'Search' button is at the bottom left of the filter area. Arrows point from the text 'LOCATION FILTERS' to the dropdown menus and from 'SEARCH FILTER' to the search button.

Most analytics charts in the system feature **powerful filtering options** to help users customize the data they view. **Location filters**—such as Region, Province, City, and Barangay—allow users to focus results on specific geographic areas. Category or skill filters enable users to select **relevant topics, skills, or criteria** to narrow down the data even further.



This chart displays the **number of users associated with each skill, category, or selected attribute on the platform**. Each vertical bar represents a specific option, with the **height indicating the total number of users** linked to that item. This visualization helps users and administrators **quickly compare the popularity or distribution** of different skills, categories, or attributes across the community.



# Charts

---

**Analysis of Skills Distribution Chart**

This section provides insights into the trends and patterns observed in the Skills Distribution Chart.

- There are a total of **5060** skill users.
- The most common skill is Final Cut Pro with **59** skill users.
- The least common skill is None with **0** skill users.
- Final Cut Pro represents **59** profiles, which is **1.17%** of the total skill users.
- React Native represents **59** profiles, which is **1.17%** of the total skill users.
- PyTorch represents **56** profiles, which is **1.11%** of the total skill users.
- Email Marketing represents **55** profiles, which is **1.09%** of the total skill users.
- SEO (Search Engine Optimization) represents **55** profiles, which is **1.09%** of the total skill users.
- No strong skill associations were found for suggesting combined-skill events.

**EXPORT TO PDF** **ANALYSIS OF SKILLS DISTRIBUTION CHART** **EXPORT TO EXCEL**

Export to PDF Export to Excel

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The **Analysis section** below each chart **provides a summary of key trends and patterns observed in the data**. Users can **export** both the analysis and chart data to **PDF or Excel** for reporting and further analysis.

# Manage Accounts

---

Select account to change | DFPS

capstone-app-profile-production.up.railway.app/admin/profiling/account/

DFPS Tech - DFPS

attackshark

Dashboard

Events

Profiling 1020

Accounts 1020

Affiliations

Languages

Profiles

Projects

Skills

Specializations

Tags

Geolocations

Support

Site Settings

Home Profiling Profiles Search Profiles...

Accounts Home > Profiling > Accounts SEARCH BY FILTERS ADD ACCOUNT **Add account**

is verified join date  FREELANCER ACCOUNTS

----- Go 0 of 100 selected **SELECT ACTION**

<input type="checkbox"/>	Username	Email	Is verified	Join date	Last login	Profile	Notify User
<input type="checkbox"/>	seanne.canete	seanne.canete@msugensan.edu.ph	<input checked="" type="radio"/>	May 22, 2025, 12:54 a.m.	May 22, 2025, 1:04 a.m.	No Profile	Notify
<input type="checkbox"/>	kimbeme14xd	kimbeme14xd@gmail.com	<input checked="" type="radio"/>	May 17, 2025, 5:28 p.m.	May 22, 2025, 12:54 a.m.	<a href="#">View Profile</a>	Notify
<input type="checkbox"/>	TestUser	xdkimbeme14@gmail.com	<input checked="" type="radio"/>	April 16, 2025, 6:04 p.m.	May 22, 2025, 1:26 a.m.	<a href="#">View Profile</a>	Notify
<input type="checkbox"/>	attackshark	ak@email.com	<input checked="" type="radio"/>	April 14, 2025, 9:05 a.m.	May 22, 2025, 1:13 a.m.	No Profile	Notify
<input type="checkbox"/>	test-coop	1@msugensan.edu.ph	<input checked="" type="radio"/>	April 4, 2025, 3:33 p.m.	-	<a href="#">View Profile</a>	Notify
<input type="checkbox"/>	kimberlyclaire.baylon	kimberlyclaire.baylon@msugensan.edu.ph	<input checked="" type="radio"/>	April 2, 2025, 5:25	April 2, 2025, 5:25	<a href="#">View</a>	Notify

The **Manage Accounts** page allows administrators to **view, search, filter, and manage freelancer accounts**. Admins can add new accounts, perform bulk actions, verify account status, and **access individual profiles for further review or notification**.



## Notify Missing Requirements

The Notify Missing Profile Items page allows administrators to select which required items (such as Resume or Projects/Portfolio) are missing from a user's profile and quickly send a notification email prompting the user to complete their profile.

## View Projects

Project Title	Project Description	Project File (PDF)	Created At	Owner
The ID	This is the ID my new masterpiece	projects/id.pdf	May 22, 2025, 1:17 a.m.	Seanne Canete
The Starry Night	The Starry Night, often called simply Starry Night, is an oil-on-canvas painting by the Dutch Post-Impressionist painter Vincent van Gogh. Painted in June 1889, it depicts the view from the east-facing window of his asylum room at Saint-Rémy-de-Provence, just before sunrise, with the addition of an imaginary village.	projects/Lecture-2-Relational-Model.pdf	April 16, 2025, 6:03 p.m.	Khem Bhem
k	u	projects/Resume_Besana.pdf	April 4, 2025, 3:33 p.m.	seanne Canete
hehehehehhe	test test test	projects/testtetes.pdf	April 2, 2025, 5:33 p.m.	Kimberly Claire Baylon

The Projects page displays a list of freelancer projects, including the project title, description, project file (PDF), date created, and owner. Administrators can view, select, and perform bulk actions such as deletion to efficiently manage submitted projects.



## View Profile

**PROFILE INFORMATION**

**CERTIFICATES**

The **Profile Information** page displays the freelancer's personal details, including their **name, gender, date of birth, contact number, email, address, quote, and pronouns**. On the right, the **Certificates section** lists earned **certificates with options to download each certificate**, allowing for easy access and verification of the freelancer's credentials.

**FREELANCER PROJECTS**

**FREELANCER RESUME**

**BACKGROUND INFORMATION**

**EXPORT FREELANCER PROFILE TO PDF**

This page displays a **freelancer's projects** and **resume** with options to download each file. The **Background Information section** summarizes the user's **affiliation, specialization, skills, languages**, and past experiences. Users can also **export their complete profile to PDF** for sharing or record-keeping.



## Events

---

Title	Start Date and Time	End Date and Time	Location Type	Is Published	Is Cancelled	Guest Link	View Statistics
Sample Event	May 24, 2025, 12:44 a.m.	May 26, 2025, 12:44 a.m.	Physical	<span style="color: green;">✓</span>	<span style="color: red;">✗</span>	<a href="#">Copy Link</a>   <a href="#">Generate QR Code</a>	<a href="#">View Statistics</a>
Tech Event #5 in Gensan	May 21, 2025, 5:27 p.m.	May 21, 2025, 7:27 p.m.	Both	<span style="color: green;">✓</span>	<span style="color: red;">✗</span>	<a href="#">Copy Link</a>   <a href="#">Generate QR Code</a>	<a href="#">View Statistics</a>
Tech Event #4 in Gensan	May 20, 2025, 5:27 p.m.	May 20, 2025, 7:27 p.m.	Physical	<span style="color: green;">✓</span>	<span style="color: red;">✗</span>	<a href="#">Copy Link</a>   <a href="#">Generate QR Code</a>	<a href="#">View Statistics</a>
Tech Event #11	April 20, 2025, 8 p.m.	April 22, 2025, 5 p.m.	Physical	<span style="color: green;">✓</span>	<span style="color: red;">✗</span>	<a href="#">Copy Link</a>   <a href="#">Generate QR Code</a>	<a href="#">View Statistics</a>

The **Events page** allows administrators to view and **manage all events, including their titles, schedules, location types, publication and cancellation statuses**. Users can filter and **search events, add new events, export event lists, view event statistics, and generate guest links or QR codes for easy sharing and access**.

---

## Add Events

The Add Event page **allows administrators to create new events** by entering details such as the **event title, description, image, and organizer**.



## Add Events

The **Event Date tab** allows administrators to specify the **start date and time as well as the end date and time for the event**. Accurate entry of these details ensures correct scheduling and visibility of the event on the platform.

The **Location Type tab** allows administrators to specify whether the event is **physical, virtual, or both** by selecting the appropriate option from the dropdown menu.

The **Virtual Details tab** allows administrators to enter the **virtual URL, specify the virtual platform, and provide additional details for online or hybrid events**.



## Add Events

---

The **Tags tab** allows administrators to **add relevant keywords or tags to an event**, making it easier to categorize and search for events based on specific topics or themes.

The **Status tab** allows administrators to set the event's publication status by **marking it as Published, Moved, or Cancelled**.

## Event Statistics





## Event Statistics

The **Overall Event Statistics section** provides visual summaries of platform events, including charts for attendance per event, **RSVP and attendance comparison, gender ratio, and age range distribution**. These analytics help administrators quickly assess participation and demographic trends across all events.

Total Number of Attendees:	1003
Number of PWD attendees:	498 (49.65%)
Number of 4Ps attendees:	510 (50.85%)
RSVP to Attendance Conversion:	1000 (147.28%)
Percentage of freelancers with matching skills:	8.18%

[Download PDF Report](#)    [Download Excel Report](#)

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Below, the **Overall Other Event Statistics** section lists key figures such as total attendees, **PWD and 4Ps attendees, RSVP-to-attendance conversion, and the percentage of freelancers with matching skills**. Users can **download** these reports in **PDF or Excel format** for further analysis and documentation.

## Announcements

Announcements | Home > Events > Announcements

[ADD ANNOUNCEMENT](#) [+ Add Announcement](#)

SEARCH FILTERS

0 of 2 selected

Title	Author	Created At	Address
3d modeling	attackshark	April 30, 2025, 11:43 p.m.	City Hall Drive, Fatima, Dadiangas West, General Santos, Soccsksargen, 9500, Philippines
New Update on the Location for OJT students	attackshark	April 19, 2025, 6:46 p.m.	General Santos, Soccsksargen, 9500, Philippines

2 Announcements

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The **Announcements page** allows administrators to **add, search, filter, and manage announcements**. Announcements are displayed in a list with details such as **title, author, creation date, and address, and admins can perform actions like delete or export on selected items**.



## Add Announcements

The screenshot shows the 'Add Announcement' form. The 'General' tab is selected. The 'Title' field is labeled 'Title \*' and contains placeholder text 'The title of the announcement.' The 'Content' field is labeled 'Content \*' and contains placeholder text 'The content or details of the announcement.' The 'Image' field has a 'Choose File' button and placeholder text 'Optional image related to the announcement.' The 'Address' field has a checkbox 'Enable Map Drop Pin' and placeholder text 'Leave blank if there is no location.' To the right of the form, there are three green buttons: 'Save' (top), 'Save and add another' (middle), and 'Save and continue editing' (bottom). Arrows point from each button to its corresponding action: 'SAVE' points to 'Save', 'SAVE AND ADD ANOTHER' points to 'Save and add another', and 'SAVE AND CONTINUE EDITING' points to 'Save and continue editing'. Labels above the buttons are 'ANNOUNCEMENT TITLE', 'ANNOUNCEMENT CONTENT', 'ADD IMAGE', and 'ADD LOCATION ADDRESS'.

To **add an announcement**, administrators enter the **announcement title**, **content**, **optional image**, and **location address**, then save or continue editing as needed.

The screenshot shows the 'Add Announcement' form with the 'Tags' tab selected. The 'Tags' field is labeled 'Tags \*' and contains a placeholder text 'Skills or categories associated with the announcement. Hold down "Control", or "Command" on a Mac, to select more than one.' To the right of the form, there are three green buttons: 'Save' (top), 'Save and add another' (middle), and 'Save and continue editing' (bottom). An arrow points from the 'ADD TAGS' label to the 'Tags' input field.

Tags can also be added to **categorize the announcement**, making it easier for users to find relevant updates on the platform.



# Record Management

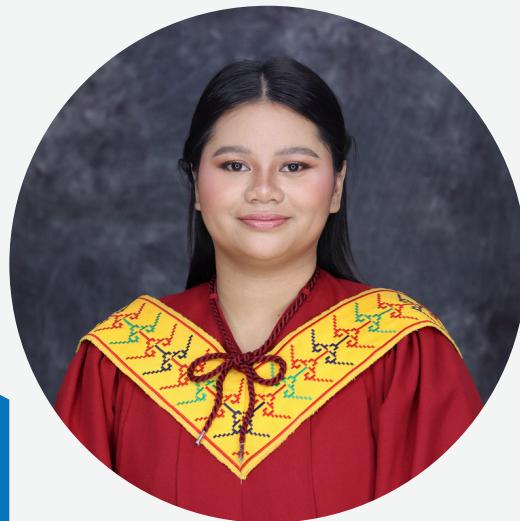
The screenshot shows the DFPS Admin Module interface. On the left is a sidebar with navigation links: Dashboard, Events, Profiling (selected), Accounts (with 1019 items), Affiliations, Languages, Profiles, Projects, Skills (selected), Specializations, Tags, Geolocations, Support, and Site Settings. The main content area is titled 'Skills' and shows a list of skills. At the top right of the main area are buttons for 'Add Skill' and 'View Skills Chart'. Below these are sections for 'SEARCH BY FILTERS' and 'DELETE / EXPORT ACTION'. The main list is titled 'LIST OF FREELANCER SKILLS' and contains the following data:

Skill Name	Skill Description	Main Skill
3D Animation	blend technical knowledge of complicated digital animation software with creative techniques	Video & Animation
3D Modeling	creating digital representations of objects, characters, environments, and scenes using specialized software and techniques	Video & Animation
3D Rendering	create immersive experiences that showcase ideas with exceptional detail.	Engineering & Architecture
Accounting	manage financial transactions, analyze financial data and generate financial reports.	Business & Finance
Adobe Illustrator	a software application for creating drawings, illustrations, and artwork using a Windows or MacOS computer	UI/UX Design
Adobe Photoshop	image editing, retouching, creating image compositions, website mockups, and adding effects.	UI/UX Design
Adobe XD	create a variety of designs, including: Initial concept sketches for digital products. Wireframes for desktop and mobile devices.	UI/UX Design

## Example: Skills Table

The **Record Management section** allows administrators to efficiently add, edit, or delete records across various tables, such as **Skills, Specializations, Tags, Languages, and Affiliations**. For each table, users can **create new entries by providing required information, update existing records, or remove outdated data as needed**.

A **searchable and filterable list** displays all current records, making it easy to find, review, and manage information in bulk.



## *Kimberly Claire Baylon*

Kimberly Claire Baylon is a graduate of Bachelor of Science in Information Technology, major in Database, at Mindanao State University - General Santos City. As a member of the capstone project team, she contributed to the development of system diagrams, documentation, and prototypes, applying her skills in database analysis and project documentation to ensure the quality and coherence of the project deliverables.

## *Seanne Cañete*

Seanne Cañete is a graduate of Bachelor of Science in Information Technology, major in Database, from Mindanao State University – General Santos City. As a member of the capstone project team, Seanne developed the system, created technical diagrams, and contributed to filling gaps in the project documentation, ensuring the overall functionality and completeness of the deliverables.



## *Bridget Nicolette Jose*

Bridget Nicolette Jose earned her degree in Bachelor of Science in Information Technology, major in Database, from Mindanao State University - General Santos City. As part of the capstone project team, she was actively involved in the writing and revision of Chapters 1 through 5, and contributed to the creation of the use case diagram, user testing, and related documentation. Her contributions helped ensure the project's overall clarity, consistency, and technical precision.



## Azlan Tomindug

Azlan Tomindug is a graduate of Bachelor of Science in Information Technology, major in Networks, from Mindanao State University – General Santos City. As a member of the capstone project team, he was responsible for composing and editing major sections of the manuscript, particularly Chapters 1 to 3, as well as making revisions in Chapter 4. He also played a key role in identifying user testing respondents and analyzing user testing results, contributing to the comprehensive evaluation and refinement of the system.

## Dr. Lumer Jude P. Doce

Dr. Lumer Jude P. Doce is the Chairperson of the IT/Physics Department at the College of Natural Sciences and Mathematics, Mindanao State University - General Santos City. As the adviser of the capstone project team, he provided invaluable guidance throughout the development of the Digital Freelancers Profile Management System. His expertise in information systems and commitment to research excellence contributed significantly to the quality and success of the project. Dr. Doce also offered thoughtful feedback and insights that greatly enhanced the clarity and comprehensiveness of this user manual.



The **Digital Freelancers Profile Management System (DFPS)** was developed as part of the **Capstone Requirement for the Bachelor of Science in Information Technology** program at **Mindanao State University – General Santos City (MSU Gensan)** during the 2024–2025 academic year, under the supervision of **Dr. Lumer Jude Doce**. This innovative system is designed to meet the evolving needs of the digital freelancer community and the Local Government Unit (LGU) in General Santos City by providing an integrated platform for profile management, opportunity discovery, and workforce analytics.

BSIT students **Kimberly Claire Baylon, Azlan Tomindug, Bridget Nicolette Jose and Seanne Cañete** combined their expertise to design and implement DFPS. Through effective collaboration and dedication, the team addressed the challenges of streamlining freelancer registration, profile validation, and event participation, while introducing robust data management and reporting features to support both freelancers and administrators.

The developers are proud to present DFPS, confident in its capacity to improve the visibility, connectivity, and professional growth of digital freelancers in the city. They complete this project with a strong sense of accomplishment, having gained valuable experience in system development and a commitment to leveraging technology for community empowerment.