



**ST. CECILIA'S COLLEGE-CEBU, INC.**

*LASSO Supervised School*

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# **DRAWN SYSTEM**

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## **A. INTRODUCTION**

The Drawn Commission Management System is a smart, user-friendly platform designed to bring artists and clients together in a seamless creative ecosystem. It makes commissioning artwork simple, transparent, and efficient

Clients can easily post project requests, set budgets, and review multiple offers, ensuring they find the perfect artist for their vision.

For artists, the system is a one-stop hub to explore open commissions, submit proposals, track accepted projects, and showcase their portfolio. Every step, from submitting an offer to delivering finished artwork, is streamlined to save time and reduce friction, letting artists focus on what they do best: creating.

Administrators maintain the integrity of the platform by overseeing user accounts, monitoring ongoing projects, and ensuring smooth operation. This oversight guarantees a professional, safe, and reliable environment for everyone involved.

By combining convenience, transparency, and accountability, the Drawn Commission Management System transforms the way creative projects are commissioned and completed—making the process smoother, faster, and more rewarding for both clients and artists.

## **B. SIGNIFICANCE**

The Drawn Commission Management System addresses a real challenge in the creative world: connecting artists with clients in a way that's efficient, transparent, and fair. Traditionally, finding the right artist or managing multiple commissions can be time-consuming and confusing, often relying on scattered emails, social media messages, or unreliable word-of-mouth. This system changes that.

For clients, it ensures access to a pool of talented artists, offering clear project descriptions, budgets, and timelines, making the decision-making process faster and more informed. For artists, it opens up new opportunities to showcase their skills, submit offers, and manage multiple projects without losing track of deadlines or commitments.

Administrators benefit too—having a centralized platform for oversight means faster problem-solving, better accountability, and a safer community overall. By bringing structure and transparency to every interaction, the system reduces misunderstandings, promotes trust, and elevates the professionalism of the creative marketplace.

Ultimately, this system is more than just a tool—it's a bridge between creativity and opportunity, empowering artists and clients to collaborate confidently, efficiently, and successfully.

## C. BENEFACTORS

The primary benefactors of the Drawn Commission Management System are the people at the heart of the creative process: the artists, the clients, and the platform administrators.

1. **Artists:** This system gives artists a professional stage to showcase their talent, manage multiple projects seamlessly, and connect with clients who value their skills. By streamlining offers, submissions, and artwork management, artists can focus more on creativity and less on administrative chaos.
2. **Clients/Commissioners:** For clients, the platform offers clarity and confidence. They can easily post project descriptions, set budgets, and track offers from artists. The system ensures transparency in communication, reduces the risk of misunderstandings, and helps clients find the right artist for the right project every time.
3. **Administrators:** Administrators act as the backbone of the system, ensuring a safe, organized, and efficient platform. With easy tools for monitoring accounts, approving projects, and managing disputes, they maintain a professional, trustworthy environment that benefits the entire community.
4. **The Broader Creative Community:** Beyond individual users, the system indirectly benefits the wider creative ecosystem. By professionalizing commissions and encouraging fair, organized collaboration, it raises industry standards, builds credibility for emerging artists, and nurtures a thriving, connected creative marketplace.

In short, this system isn't just a digital tool—it's a support network that empowers everyone involved, helping talent flourish and projects succeed.

## D. FLOWCHART

## E. MANUAL (INSTRUCTIONS)

### Instructions for Using the Drawn System

Welcome to the **Drawn System**, your all-in-one platform for managing art commissions, connecting artists and buyers, and overseeing creative projects from start to finish. This guide will help you navigate the system efficiently, regardless of your role.

### 1. Getting Started

#### 1. Launching the Program

- Open the system on your device.
- The system will automatically check for existing users.
- If no users exist, you will be prompted to create the **first Admin account**, which is necessary to manage the platform.

#### 2. Admin Setup

- Enter a **name**, **email**, and **password**.
- Choose an **account status**: Active or Unavailable.
- The system registers this account as an Admin, granting full privileges to manage users, commissions, and artworks.

- Once the Admin account is created, you can log in and start managing the system.

### 3. Logging In

- Input your **username** and **password** at the login prompt.
- If your account has been **Suspended** or **Terminated**, you will see a notice explaining the status. Suspended users must contact Admins for further actions.
- Successful login takes you to a dashboard that corresponds to your role: Admin, Artist, or Buyer.

### 4. Registering a New User

- Choose the **Register** option in the main menu.
- Provide your **username**, **email**, and **password**.
- Select **account status** and **role**:
  - **Artist**: Provide a portfolio link showcasing your work.
  - **Buyer**: Enter a project budget for future commissions.
- The system checks for duplicate usernames or emails to prevent conflicts.

## 2. Admin Dashboard

Admins oversee system management and ensure smooth operations for both artists and buyers.

### Available actions:

- **Manage Users:**
  - Add new Admins.
  - Update user account statuses (Active, Unavailable, Suspended, Terminated).
  - Delete user accounts when necessary.
  - View all registered users in a structured table format.
- **View Offers:** Browse all offers submitted by artists, including status and pricing.
- **Check Commissions:** Review each commission, approve or deny submissions, and maintain workflow.

**Tip:** Always confirm actions when changing statuses or deleting accounts to avoid accidental mistakes.

## 3. Artist Dashboard

Artists can explore opportunities, submit proposals, and deliver artwork efficiently.

### Options available:

- **View Open Commissions:** Browse all currently available commissions submitted by buyers.
- **Submit Offer:** Place a bid on a commission, specifying your proposed price.
- **View My Offers:** Track the status of all offers submitted.
- **View Accepted Commissions:** Identify which offers have been accepted by buyers.
- **Upload Artwork:** Submit finished work for accepted commissions, attaching the file and an optional description.
- **View My Artworks:** Access a history of your delivered work for reference or portfolio purposes.

**Tip:** Always double-check file paths and include clear descriptions when uploading artwork to ensure proper delivery and tracking.

## 4. Buyer Dashboard

Buyers can submit commission requests, manage proposals, and monitor project completion.

### Actions you can perform:

- **Create Commission:** Define a new project with a description, budget, and deadline.
- **View My Commissions:** Monitor the status of each commission you've created.

- **View Offers for a Commission:** See which artists have submitted proposals for your projects.
- **Accept or Reject Offers:** Choose the best artist for your commission and communicate decisions through the system.
- **Update Commission Status:** Mark commissions as Open, In Progress, or Completed to maintain clarity on workflow.
- **View Delivered Artworks:** Review finalized work submitted by artists for completed projects.

**Tip:** Review offers carefully to ensure pricing, timelines, and artistic style meet your expectations.

## 5. General Navigation

- Menu prompts guide you through every action. Follow instructions carefully.
- When prompted for numeric input (like selecting a dashboard option), enter a valid number.
- Confirm all critical actions such as updating statuses, deleting users, or approving commissions to avoid accidental changes.
- Use **Logout** to safely exit your dashboard or **Exit** from the main menu to close the program completely.

## 6. System Best Practices

- Maintain strong, unique passwords for all accounts.
- Periodically check the system for updates on commissions and offers.
- Admins should monitor the platform to ensure fairness, timely approvals, and quality submissions.
- Artists should update portfolios regularly and provide accurate descriptions for delivered artworks.
- Buyers should provide clear project details, budgets, and deadlines to attract suitable artists.
- Regularly backup important records and verify artwork uploads to prevent loss or mismanagement.

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## 7. Troubleshooting & Support

- **Login Issues:** Double-check username and password; if your account is suspended or terminated, contact an Admin.
- **Invalid Input:** Only enter numbers where prompted. Non-numeric input may result in errors.
- **Artwork or Commission Issues:** Confirm all fields are correctly filled and that deadlines or budgets are realistic.
- **Further Assistance:** Admins can review all system activities and provide guidance or resolve account-related issues.