



UNIVERSITY RESEARCH AND
DEVELOPMENT CENTER
RESEARCH PAPER

Document No. FM-URD-006
Revision No. 00
Effectivity Date November 3, 2020

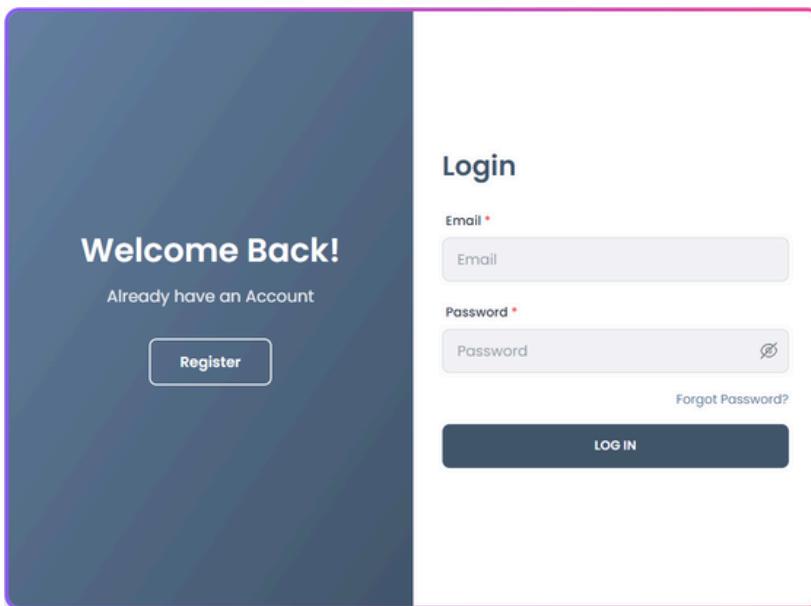


PATHFINDER

USER MANUAL

 <p>UNIVERSITY OF SAINT LOUIS Tuguegarao City, Cagayan</p>	<p>UNIVERSITY RESEARCH AND DEVELOPMENT CENTER</p> <hr/> <p>RESEARCH PAPER</p>	<p>Document No. FM-URD-006</p> <p>Revision No. 00</p> <p>Effectivity Date November 3, 2020</p>
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GENERAL USER MANUAL



Welcome Back!

Already have an Account

[Register](#)

Login

Email *

Password *



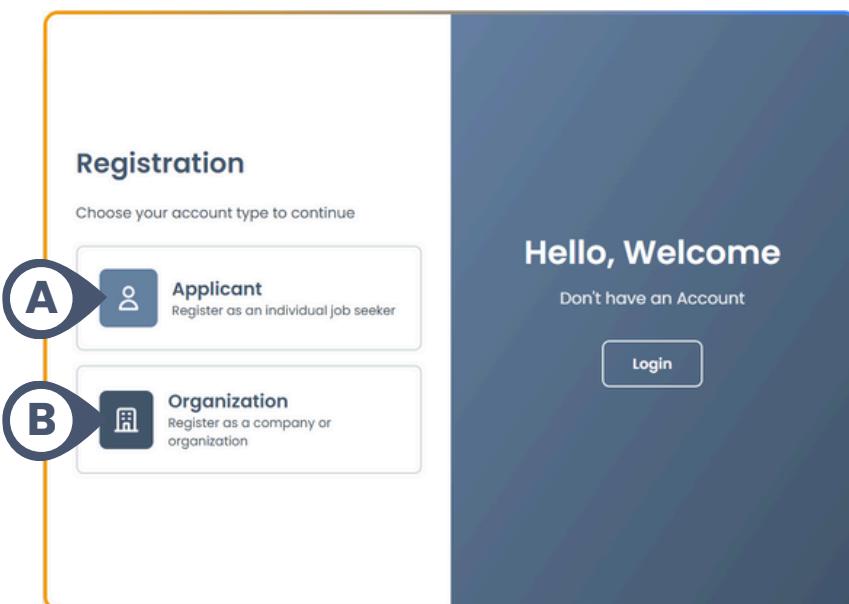
[Forgot Password?](#)

[LOG IN](#)

Figure 1. Login page

Figure 1 shows the login page for both the applicant and the organization. You will need to enter the email and password you used during registration.

If you still don't have an account, you need to click the **Register button** which will transition you to choose your account type shown in Figure 1.2.



Registration

Choose your account type to continue



Applicant

Register as an individual job seeker



Organization

Register as a company or organization

Hello, Welcome

[Don't have an Account](#)

[Login](#)

On this page, you need to select what account type you are registering for:

- A. Applicant account
- B. Organization account

An applicant account allows you to register to trainings or apply for career opportunities. On the other hand, organization account allows you to post training and career opportunities.

Figure 1.2. Choose Account Type

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Create Account

L Organization Logo (Optional) Choose Logo Accepted formats: JPEG, PNG, GIF, WebP (Max 5MB)

A Organization Name* Enter organization name 0/100

B Region* Select Region

C Province* Select Region first

D City/Municipality* Select Province first

E Barangay* Select City/Municipality first

I Street Address (Optional) House/Building Number, Street Name 0/100

J Website URL (optional) Enter website URL 0/100

F Email* Enter your email address

K Phone Number Enter 11-digit phone number

H Upload PDF Requirement (Required) * Permits, Documents, etc. Choose PDF File Accepted format: PDF only (Max 10MB)

G Password* Enter your password 
*Must be at least 8 characters, and include a number, a lowercase letter, and an uppercase letter.

Confirm Password* Re-enter your password 

[Accept all terms and conditions.](#)

REGISTER

ORGANIZATION USER MANUAL

Upon clicking the organization as your account type, it will direct you to the registration page for an organization account, as shown in Figure 2. You are required to input the following fields:

- A. Organization name
- B. Region
- C. Province
- D. City/ municipality
- E. Barangay
- F. Email
- G. Password and
- H. Upload a PDF requirement for the verification of your credibility as an organization.

It is only optional to input in the following fields:

- I. Street address
- J. Website URL
- K. Phone number and
- L. Upload a logo

After filling up all required fields, you need to click the check box indicating that you accept the terms and conditions, then click the register button to successfully create your account.

Figure 2. Organization Registration Page

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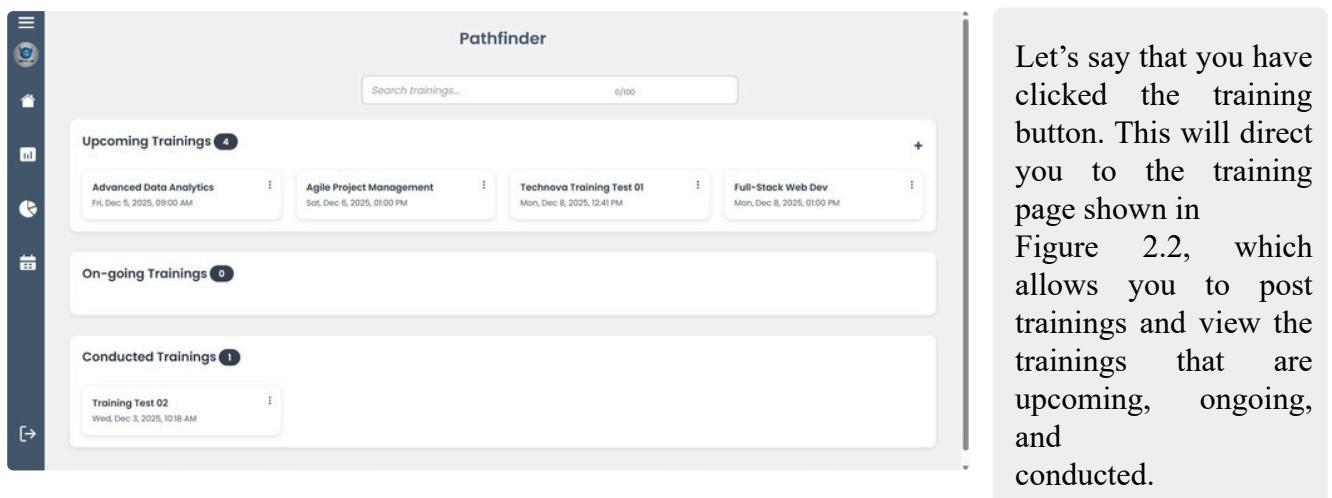
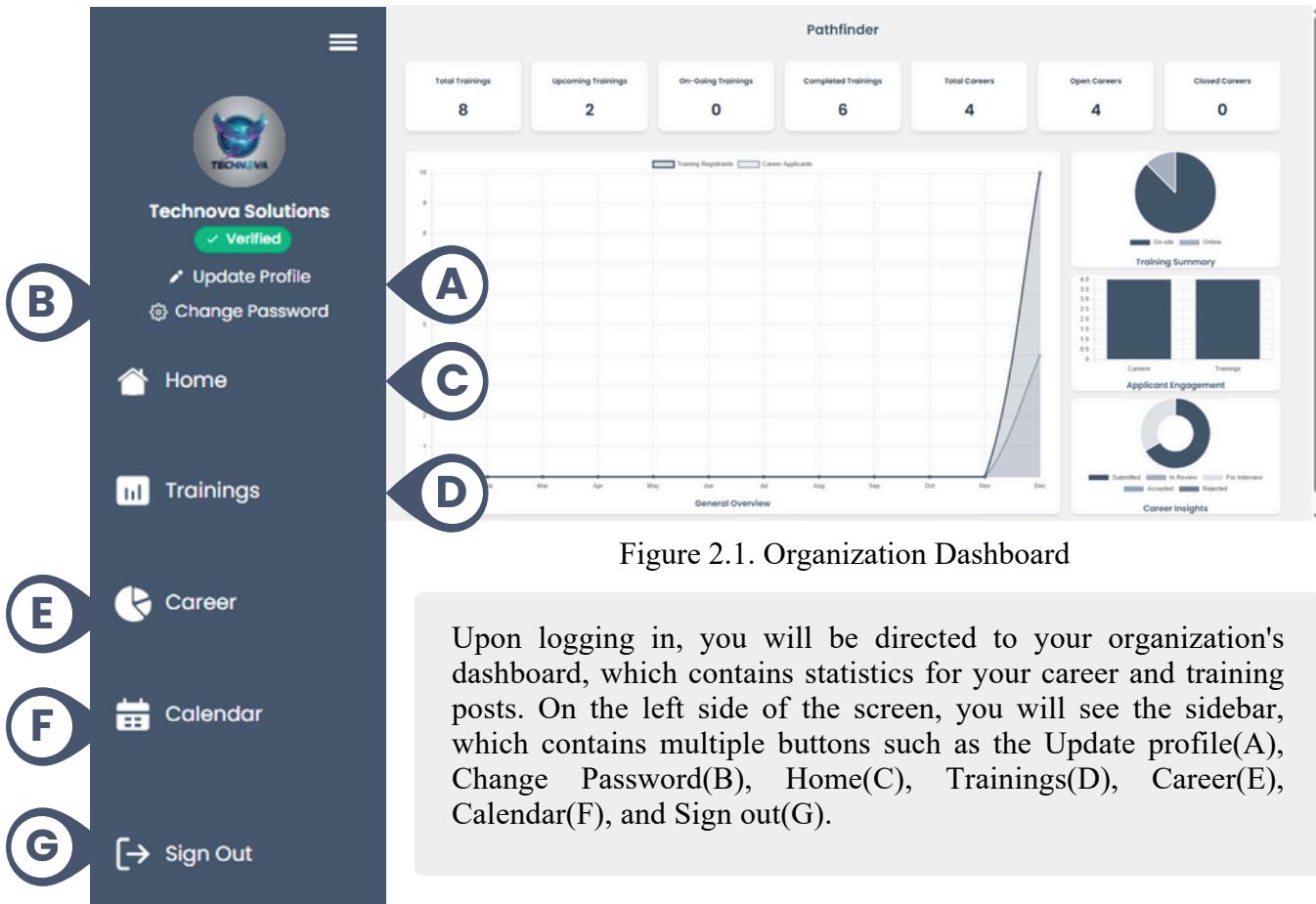
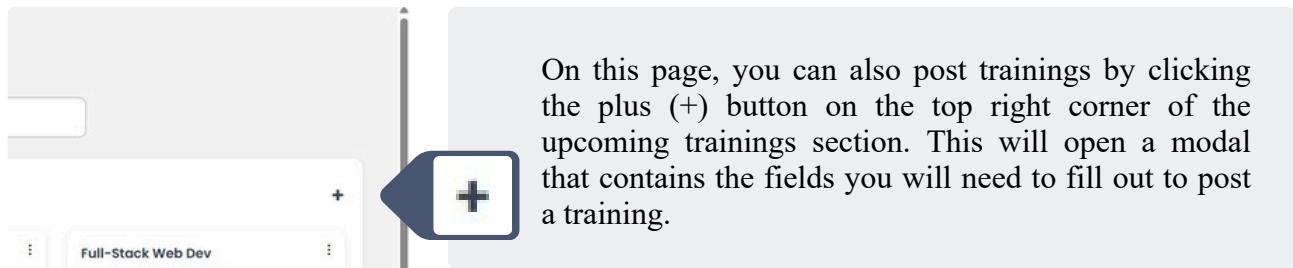


Figure 2.2 Organization Training Page

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Post Training

Title 0/100

Description 0/1000

Select Dates Add Date

Tags 0/50

C Agile API CSS Data Analytics Data Processing HTML Kanban React

D Add Tag

Post

Figure 2.2.1 Organization training page - post training modal

The initial fields displayed in the post training modal, as shown in the Figure 2.2.1, are

- A**. Title,
- B**. Description
- C**. Dates and
- D**. Tags

In order to schedule a training session, you need to select a date. After selecting the date/s for the training, click the **Add Date** button. This will trigger the display of the start and end time fields and the onsite/online radio buttons shown in Figure 2.2.2.

Select Dates

Add Date

Sat, Dec 6, 2025 ×

Start Time	End Time
<input type="text" value="---:--- ---"/> 🕒	<input type="text" value="---:--- ---"/> 🕒
<input type="radio"/> On-Site	<input type="radio"/> Online

Figure 2.2.2 Post training modal - schedule a training session

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On-Site Online

Location

0/100

Figure 2.2.3 Post training modal - On-site

On-Site Online

Training Link

0/100

Figure 2.2.4 Post training modal - Online

On-site and online are two options for the implementation of training. If you choose on-site, the location input field will show, but if you choose online, the training link field will display. After filling all fields, you will select or input a tag related to your training post. Then, click post to post your training.

Full-Stack Web Dev

Web Development

Description: Intensive bootcamp covering React, Node.js, and database management for modern web applications.

Schedule/s:

December 8, 2025 at 01:00 PM – 05:00 PM <input checked="" type="radio"/> Online https://meet.google.com/abc-defg-hij	December 9, 2025 at 08:00 AM – 05:00 PM <input type="radio"/> On-Site Technova Center, Tuguegarao City
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Figure 2.2.5 shows the training modal containing the details of the training and the list of registrants there is. Under the certificate column is the issue certificate button, which is only enabled if the registrant has scanned the QR code made available during the duration of the training.

Registrants (1)

Search by name, ID, or status... Refresh

<input type="checkbox"/>	CERTIFICATE TRACKING ID	FULL NAME	REGISTRATION DATE	STATUS	SCHEDULE ATTENDANCE	CERTIFICATE
<input type="checkbox"/>	48	Jude Andrei Pascolan	Dec 06, 2025	Registered (0/2)	Dec 8, 01:00 PM <input type="radio"/> Dec 9, 08:00 AM <input type="radio"/>	<input type="button" value="Issue Certificate"/>

Issue Certificates to Selected

Figure 2.2.5 Training modal with Registrant list

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Full-Stack Web Dev

Web Development

Description: Intensive bootcamp covering React, Node.js, and databases.

Schedule/s:

December 8, 2025 at 01:00 PM – 05:00 PM
 Online
<https://meet.google.com/abc-defg-zhij>

December 9, 2025 at 08:00 AM – 05:00 PM
 On-Site
Technova Center, Tuguegarao City

December 8, 2025 at 01:00 PM – 05:00 PM
 Online
<https://meet.google.com/abc-defg-zhij>

December 9, 2025 at 08:00 AM – 05:00 PM
 On-Site
Technova Center, Tuguegarao City

training test

December 5, 2025 at 05:45 PM – 07:00 PM

On-Site

To have a copy of the generated QR code, you need to click the card of the schedule that is ongoing and it will open the QR modal shown in Figure 2.2.6.



Expires at: December 5, 2025 at 07:00 PM GMT+8

Scan this QR code with your device camera to check in for attendance.

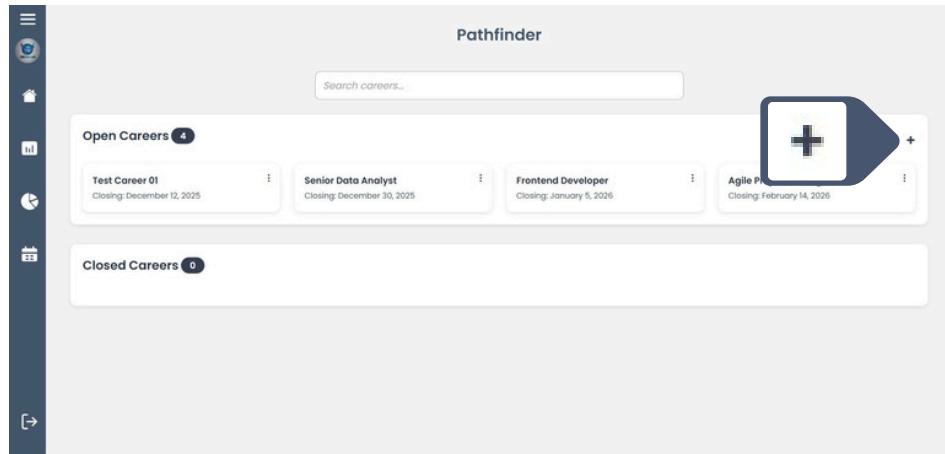
Note: Only registered applicants can successfully scan and record attendance.

Download QR Code

Figure 2.2.6. QR modal

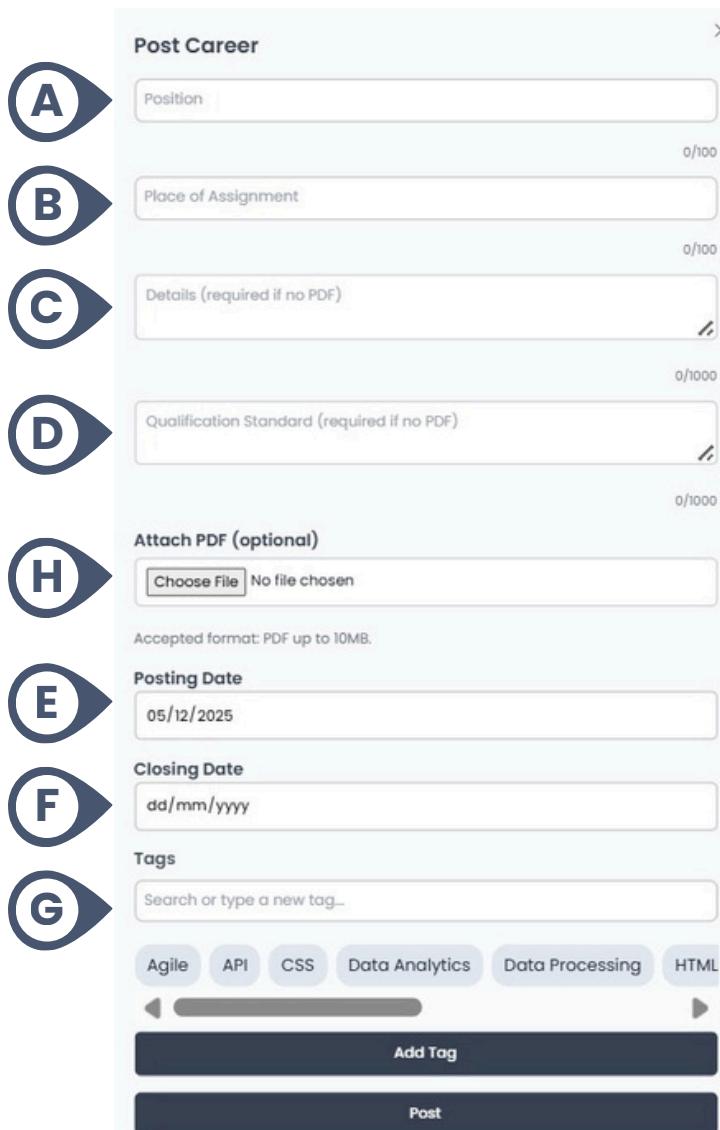
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Figure 2.3 shows the organization's career page that can be accessed by clicking the career button in the sidebar. On this page, you can view the open and closed career opportunities, as well as post a career opportunity.



The screenshot shows the 'Pathfinder' career page. On the left is a sidebar with icons for Home, Help, and Logout. The main area has a search bar labeled 'Search careers...'. Below it, there are two sections: 'Open Careers' (4) and 'Closed Careers' (0). The 'Open Careers' section contains four items: 'Test Career 01' (Closing: December 12, 2025), 'Senior Data Analyst' (Closing: December 30, 2025), 'Frontend Developer' (Closing: January 5, 2026), and 'Agile P...' (Closing: February 14, 2026). To the right of the 'Open Careers' section is a large blue button with a white plus sign and a '+' icon.

Figure 2.3 Organization career page



The 'Post Career' modal is divided into several sections:

- A:** Position (text input field)
- B:** Place of Assignment (text input field)
- C:** Details (required if no PDF) (text input field)
- D:** Qualification Standard (required if no PDF) (text input field)
- E:** Posting Date (date input field showing 05/12/2025)
- F:** Closing Date (date input field showing dd/mm/yyyy)
- G:** Tags (text input field for searching tags and a list of tags: Agile, API, CSS, Data Analytics, Data Processing, HTML)
- H:** Attach PDF (optional) (button to choose file, showing 'No file chosen')

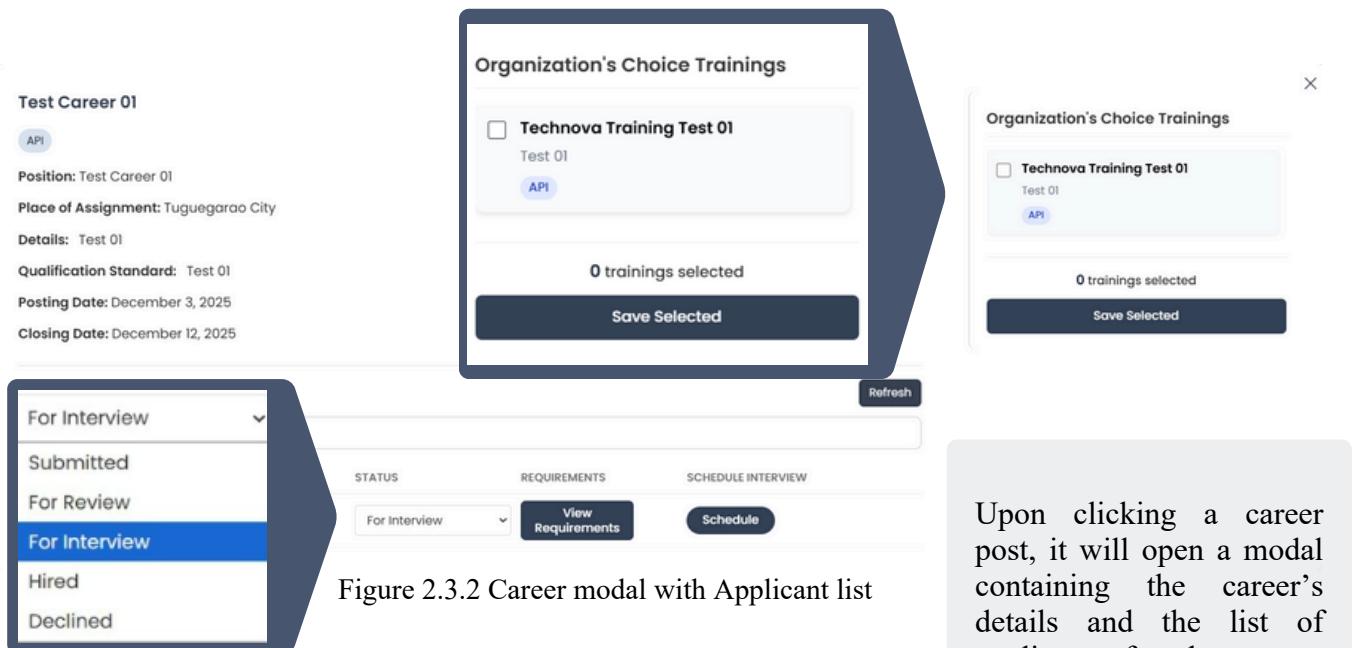
In order to post a career opportunity, you need to click the plus (+) button on the top right corner of the open careers section. By doing so, it will open a modal that contains multiple fields that need to be filled, such as the

- Career position
- Place of assignment
- Details
- Qualification standard
- Posting and
- Closing dates and
- Tags.

You can also upload a PDF(H) that contains an in-depth description of the career opportunity. You can also add a new tag by simply typing the tag and clicking the add tag button. After filling up all required fields, you can now create a career post by clicking on the post button.

Figure 2.3.1 Organization career page - post career modal

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The screenshot shows a career posting for 'Test Career 01' with various details like position, place of assignment, and closing date. A dropdown menu for applicant status is open, showing options: Submitted, For Review, For Interview (which is selected and highlighted in blue), Hired, and Declined. A modal window titled 'Organization's Choice Trainings' is displayed, listing 'Technova Training Test 01' with a checkbox and an 'API' button. Below the list, it says '0 trainings selected' and has a 'Save Selected' button.

Figure 2.3.2 Career modal with Applicant list

Schedule Interview for Jerald Bon Harris Agustin

Date & Time:

dd/mm/yyyy --:-- --

On-Site Online

Email CC:

cc@example.com

Action:

Schedule only Schedule and Email

Submit

Figure 2.3.3 Schedule interview modal

Upon clicking a career post, it will open a modal containing the career's details and the list of applicants for the career. You have the ability to change the applicant's status by simply clicking among the options: Submitted, For review, For interview, Hired/Declined. If you clicked the for interview status, this will open another modal that allows you to schedule the interview, as shown in Figure 2.3.3.

On the top right corner of Figure 2.3.2 is the **Organization's choice training section**, where in you can choose among the trainings that has similar tags with the career opportunity that you want your applicants to register for to make them more competent for the position.

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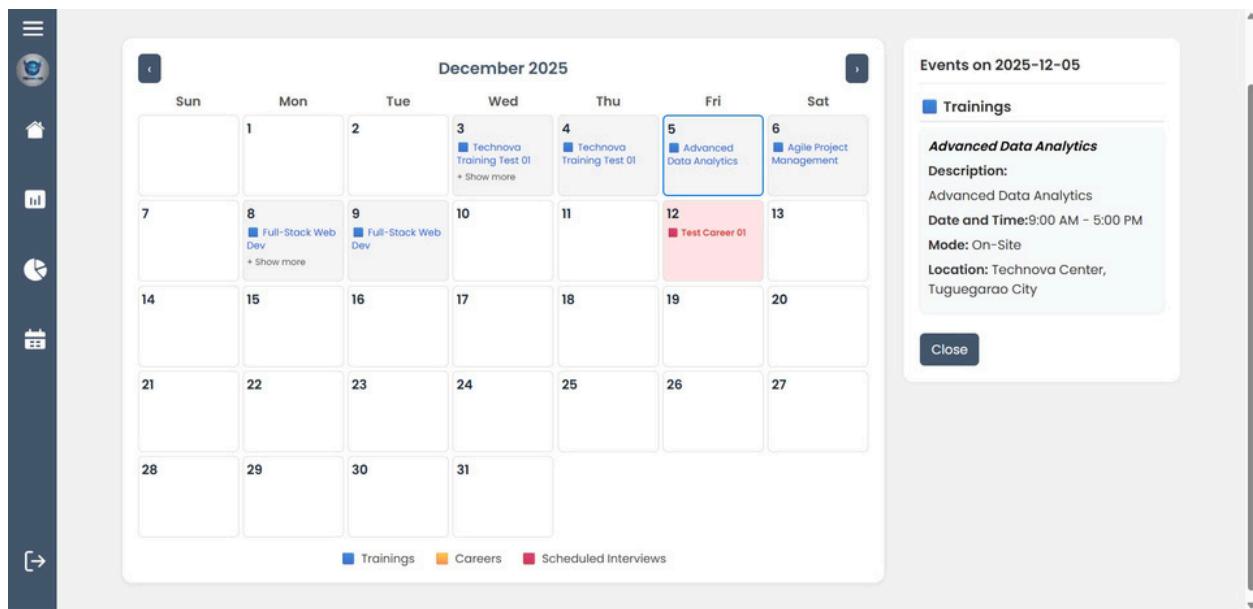


Figure 2.4. Organization calendar page

Figure 2.4 shows the calendar page that can be accessed by clicking on the calendar button on the sidebar.

Events on 2025-12-05

■ Trainings

Advanced Data Analytics

Description:

Advanced Data Analytics

Date and Time: 9:00 AM – 5:00 PM

Mode: On-Site

Location: Technova Center,
Tuguegarao City

Close

Figure 2.4.1. Events panel for training

Events on 2025-12-12

■ Scheduled Interviews

Test Career 01

Applicant: Jerald Bon Harris
Agustin

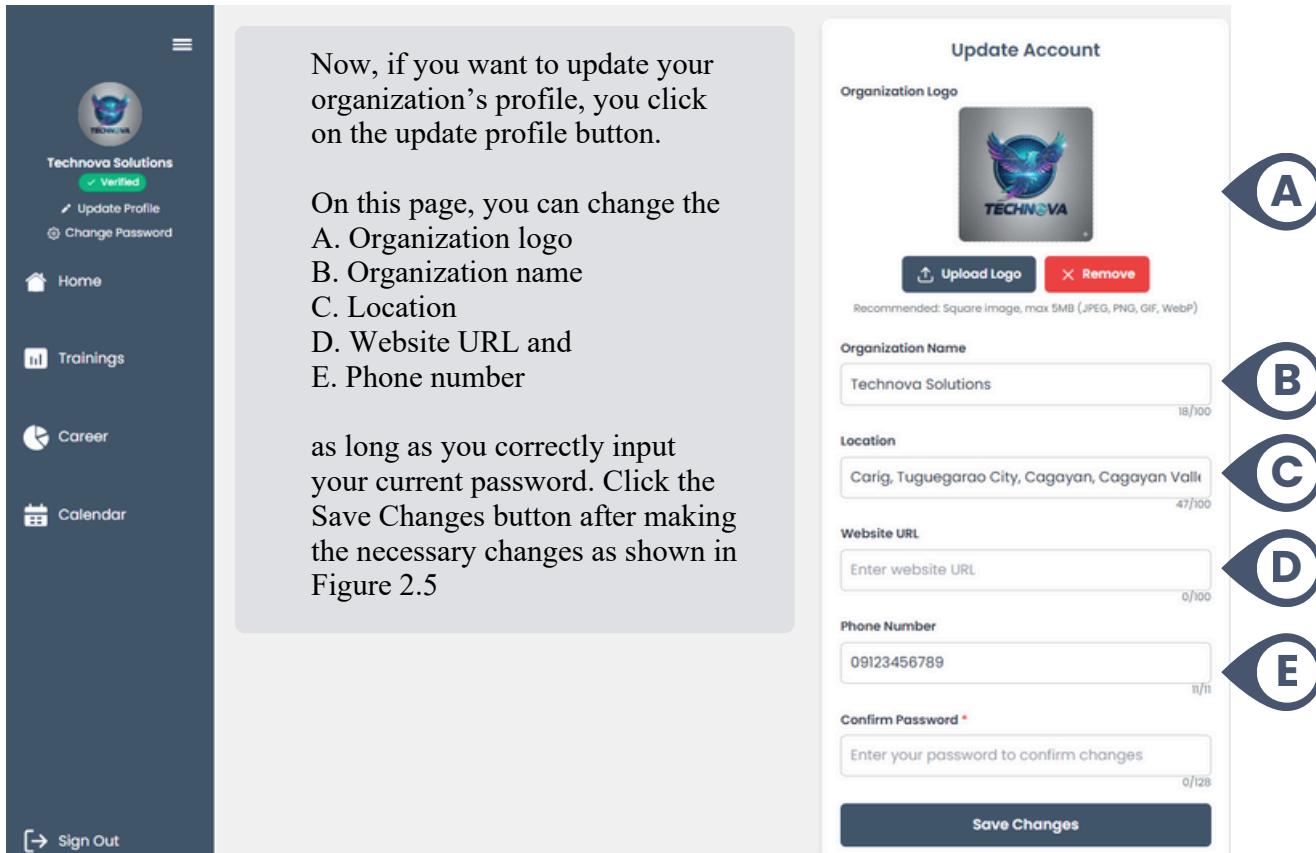
Time: 11:10 PM

Close

Figure 2.4.2. Events panel for career

In this page, you can see the events that you scheduled displayed on the day of their implementation for training posts shown in Figure 2.4.1, while for career posts, you will see the day that you have scheduled an interview shown in Figure 2.4.2.

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Now, if you want to update your organization's profile, you click on the update profile button.

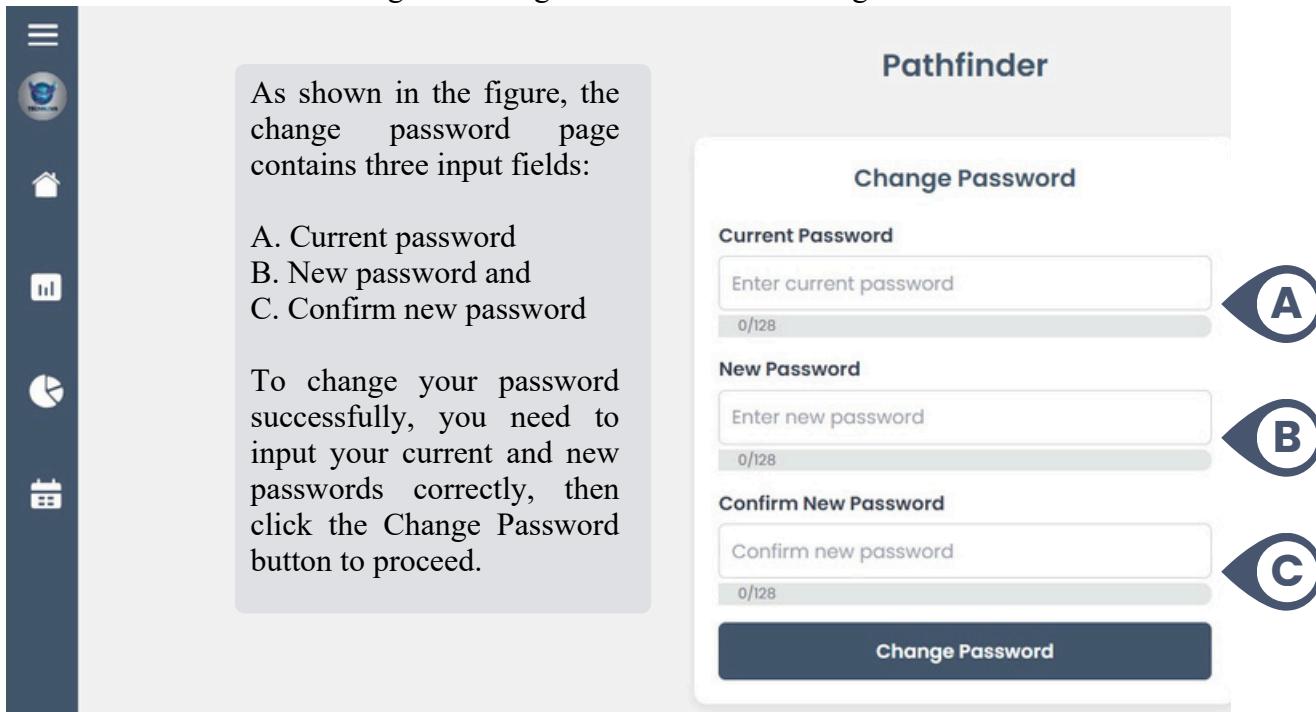
On this page, you can change the

- Organization logo
- Organization name
- Location
- Website URL and
- Phone number

as long as you correctly input your current password. Click the Save Changes button after making the necessary changes as shown in Figure 2.5

A
B
C
D
E

Figure 2.5 Organization account setting



As shown in the figure, the change password page contains three input fields:

- Current password
- New password and
- Confirm new password

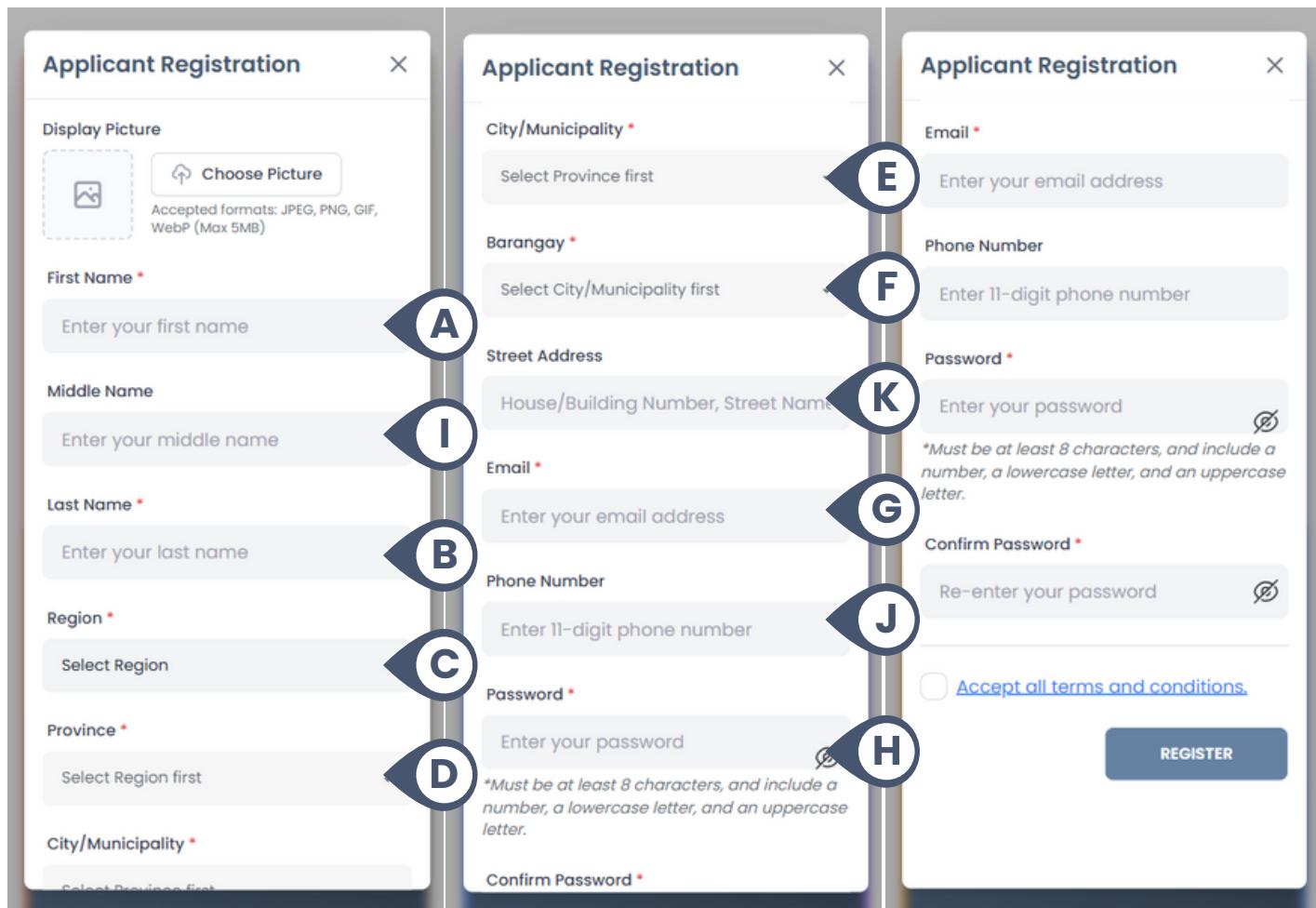
To change your password successfully, you need to input your current and new passwords correctly, then click the Change Password button to proceed.

A
B
C

Figure 2.6 Organization change password page

Lastly, you can log out by simply clicking the sign-out button located in the sidebar, as shown in Figure 2.1.

APPLICANT USER MANUAL



A Display Picture
B First Name *
C Middle Name
D Last Name *
E Region *
F Province *
G City/Municipality *
H Barangay *
I Street Address
J Email *
K Phone Number
L Password *
M Confirm Password *
N Accept all terms and conditions.
O REGISTER

Figure 3. Applicant registration page

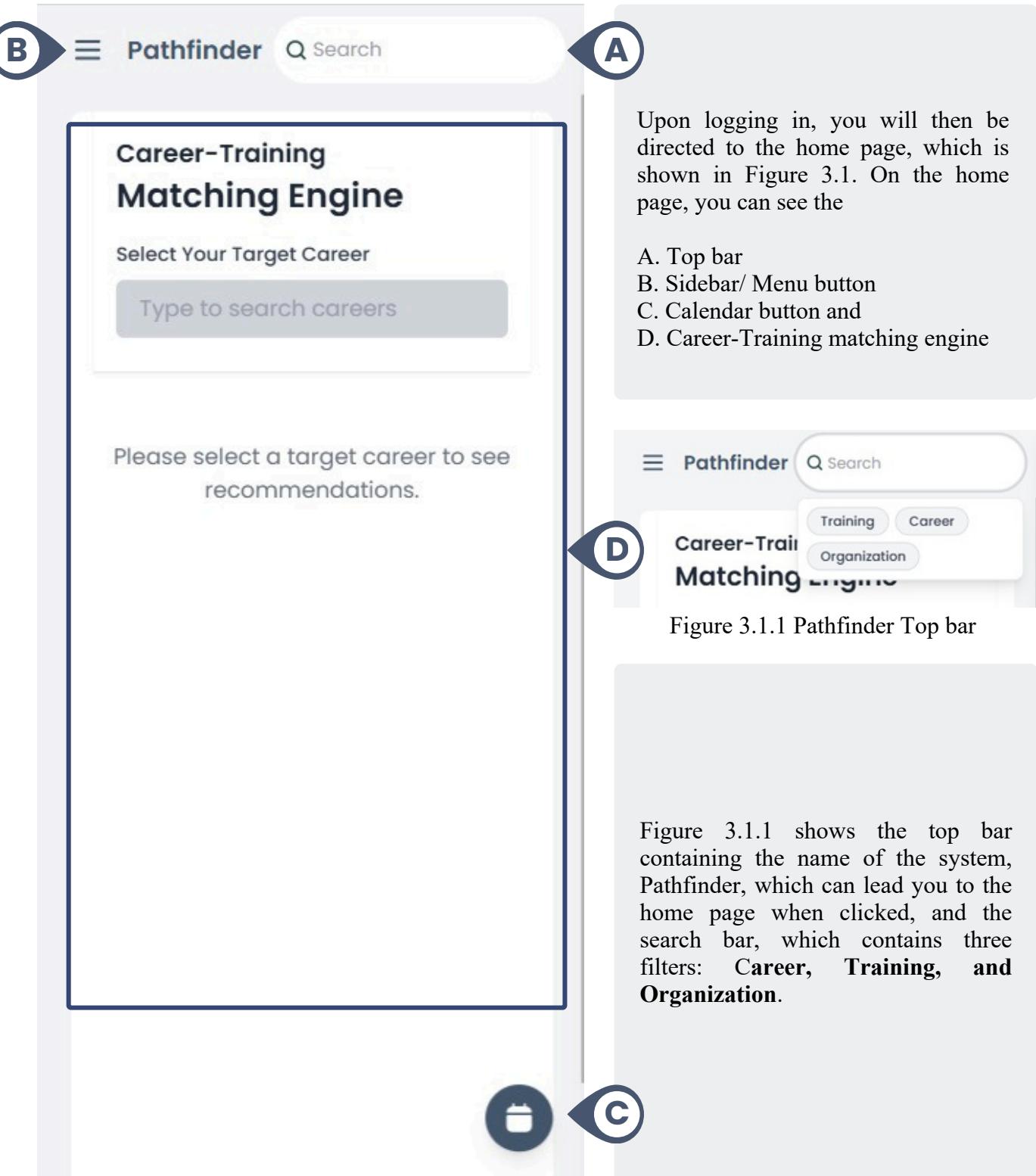
Upon clicking the applicant as your account type, Figure 3 shows the registration page for an applicant account. You are required to input in the following fields:

- A. First Name
- B. Last Name
- C. Region
- D. Province
- E. City/ Municipality
- F. Barangay
- G. Email and
- H. Password

while it is only optional to input the Middle Name(I), Phone Number(J), and Street Address(K) fields.

After filling up all required fields, you need to click the check box indicating that you accept the terms and conditions stated, then click the register button to successfully create your account. After creating your account, go to your email account and click Verify Email in order to log in. After doing so, you can now log in by inputting your verified email address and password.

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Upon logging in, you will then be directed to the home page, which is shown in Figure 3.1. On the home page, you can see the

- A. Top bar
- B. Sidebar/ Menu button
- C. Calendar button and
- D. Career-Training matching engine

Please select a target career to see recommendations.

C

D

Figure 3.1 Applicant Home Page

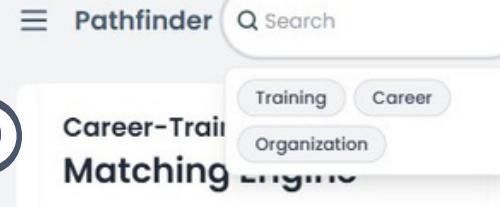


Figure 3.1.1 Pathfinder Top bar

Figure 3.1.1 shows the top bar containing the name of the system, Pathfinder, which can lead you to the home page when clicked, and the search bar, which contains three filters: **Career**, **Training**, and **Organization**.

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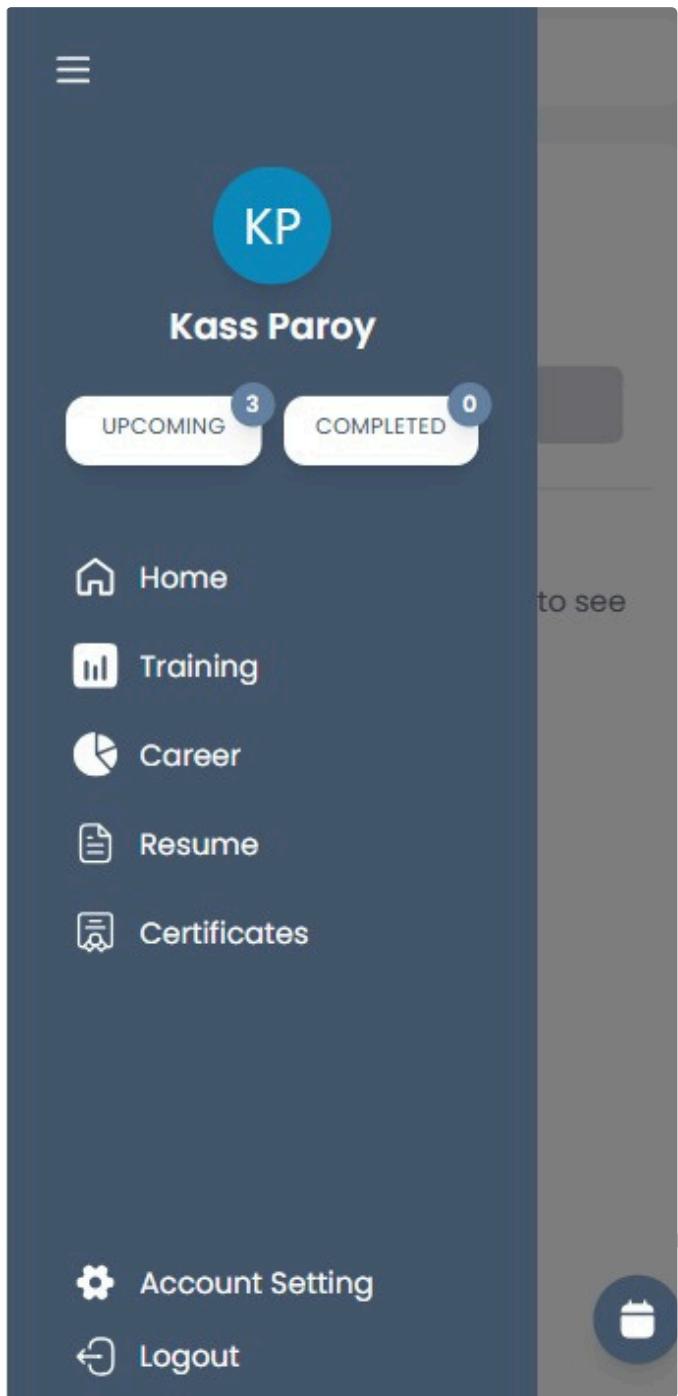


Figure 3.1.2 Applicant Sidebar

The sidebar contains multiple buttons that will lead you to specific pages, such as the

- Profile page
- Training page
- Career page
- Resume editor page
- Certificates page
- Account settings and
- Logout

shown in Figure 3.1.2.

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

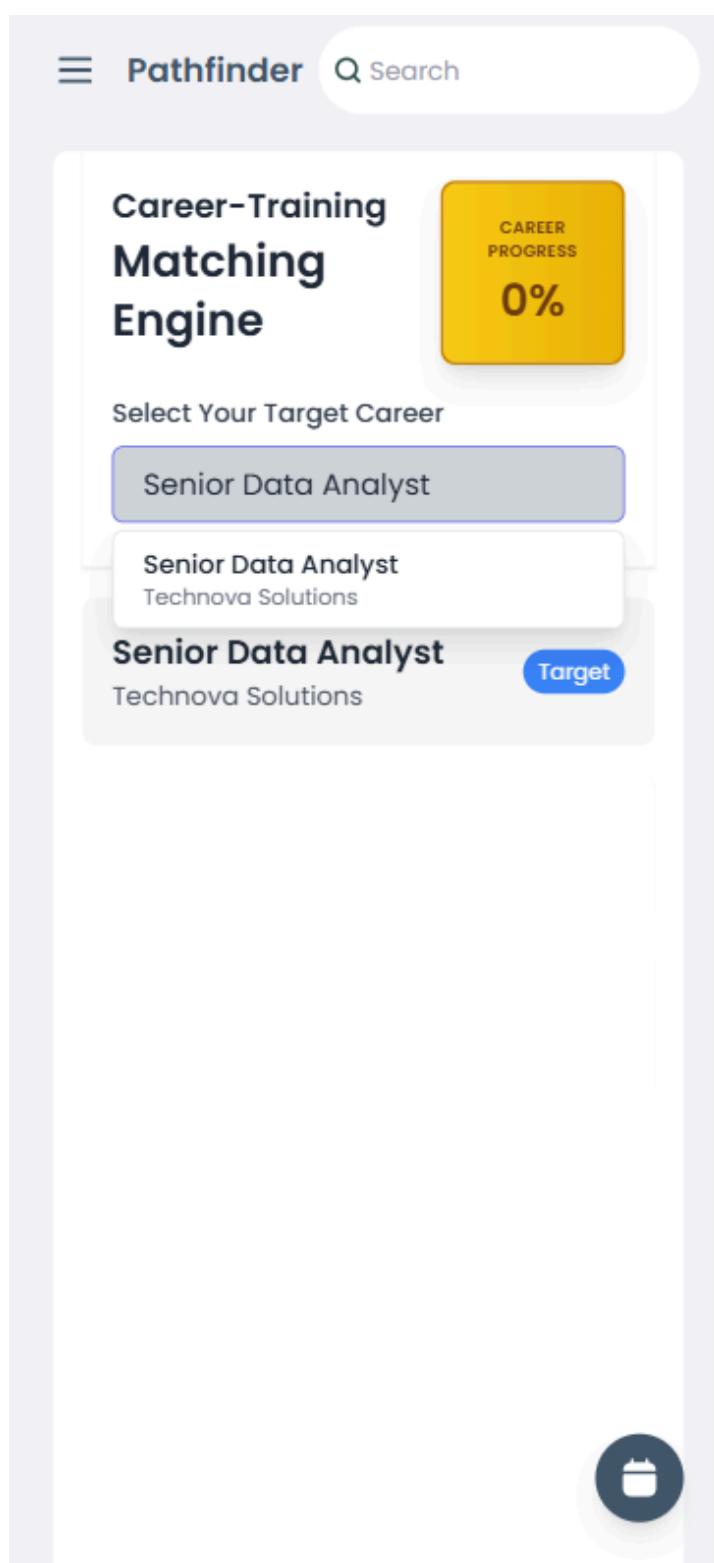
Upcoming Events
on Friday, December 5, 2025

Advanced Data
Analytics
Technova Solutions

Figure 3.1.3 Calendar Sidebar

On the other hand, Figure 3.1.3 shows the calendar sidebar, which displays your registered training on the day of its implementation and applied career on the day of its scheduled interview. You can click on the days with a blue circle to check the events scheduled on that day.

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Career-Training Matching Engine

Select Your Target Career

Senior Data Analyst

Senior Data Analyst
Technova Solutions

Senior Data Analyst
Technova Solutions Target

Figure 3.1.4 shows the career-training matching engine, which allows you to select or input your target career. After selecting or inputting your target career, the target career will be displayed. The target career will have a target badge to differentiate it from the other careers displayed.

In the top right corner, the percentage of the number of organization choice trainings you have taken is shown.

Frontend Developer

Organization: Technova Solutions

Place of Assignment: Tuguegarao city

Details: Build responsive web interfaces for our main e-commerce platform

Qualification Standard: Proficient in React/Vue, HTML/CSS, 2+years exp.

Posting Date: December 3, 2025

Closing Date: January 5, 2026

APPLY

Recommended Trainings

Advance UI/UX Training

★ Org's Choice

Technova Solutions

Figure 3.1.5. Target Career Modal

Clicking any of the careers will open a modal that contains the details of that career and the recommended training that has similar tags to the career shown in Figure 3.1.5. An org's choice badge will also be displayed, indicating that the organization favors that training.

Figure 3.1.4. Career-Training Matching Engine

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☰ Pathfinder Q Search



Kass Paroy
0800604@usl.edu.ph

My Activity

- [Career](#)
- [Training](#)

Senior Data Analyst

Posting Date: Dec 3, 2025

Closing Date: Dec 30, 2025

Applied Date: Dec 4, 2025

<input checked="" type="radio"/> For Review Dec 4, 2025	<input type="radio"/> For Interview —	<input type="radio"/> Hired —	<input type="radio"/> Declined —
--	--	----------------------------------	-------------------------------------

Next, let us delve into the different pages that can be accessed in the sidebar.

Let's begin with the profile page. In order to go to the profile, you need to click your profile or your name in the sidebar, as shown in Figure 3.1.2. Upon doing so, you will now see your activities, which can be found in your profile page, as shown in Figure 3.2.

Figure 3.2 Pathfinder Profile page

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My Activity

Career **Training**

Senior Data Analyst

Posting Date: Dec 3, 2025
Closing Date: Dec 30, 2025
Applied Date: Dec 4, 2025

<input checked="" type="radio"/> For Review	<input type="radio"/> For Interview	<input type="radio"/> Hired	<input type="radio"/> Declined
Dec 4, 2025	—	—	—

Details: Lead data initiatives and provide actionable insights to stakeholders

Place of Assignment: Tuguegarao city

Qualification Standard: Bachelors in CS/Math, 5+ years exp in SQL/Python

Posting Date: Dec 3, 2025, 12:00 AM
Closing Date: Dec 30, 2025, 12:00 AM

[View Requirement](#)

Figure 3.2.1 Profile Page - Career Tab

For the career events, you have the ability to view your submitted document, and interview details will also show as long as the organization has scheduled it. On the other hand, for training events, the dropdown will reveal the details of the training and the issued certificate button, which allows you to download the certificate issued for the training.

There are 2 tabs present on this page, which are the career tab and the training tab. Each tab contains the respective career and training events you have applied for or registered for. The tabs contain the statuses for each event shown in Figures 3.2.1 and 3.2.2. You can also click the event, which will trigger a dropdown containing the details of that event.

My Activity

Career **Training**

Advanced Data Analytics

Schedule: December 5, 2025

<input checked="" type="radio"/> Registered	<input type="radio"/> Ongoing	<input type="radio"/> Completed	<input type="radio"/> Certified
Dec 4, 2025	—	—	—

Details: Advanced Data Analytics

Schedules

Session 1
 December 5, 2025 | 9:00 AM - 5:00 PM
 Mode: On-Site
 Location: Technova Center, Tuguegarao City

[Certificate Unavailable](#)

Figure 3.2.2 Profile Page - Training Tab

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The screenshot shows a mobile application interface. At the top, there is a header with a menu icon, the text "Pathfinder", and a search bar. Below the header, the word "Training" is displayed in a large, bold font. Underneath, there are two training posts listed in cards:

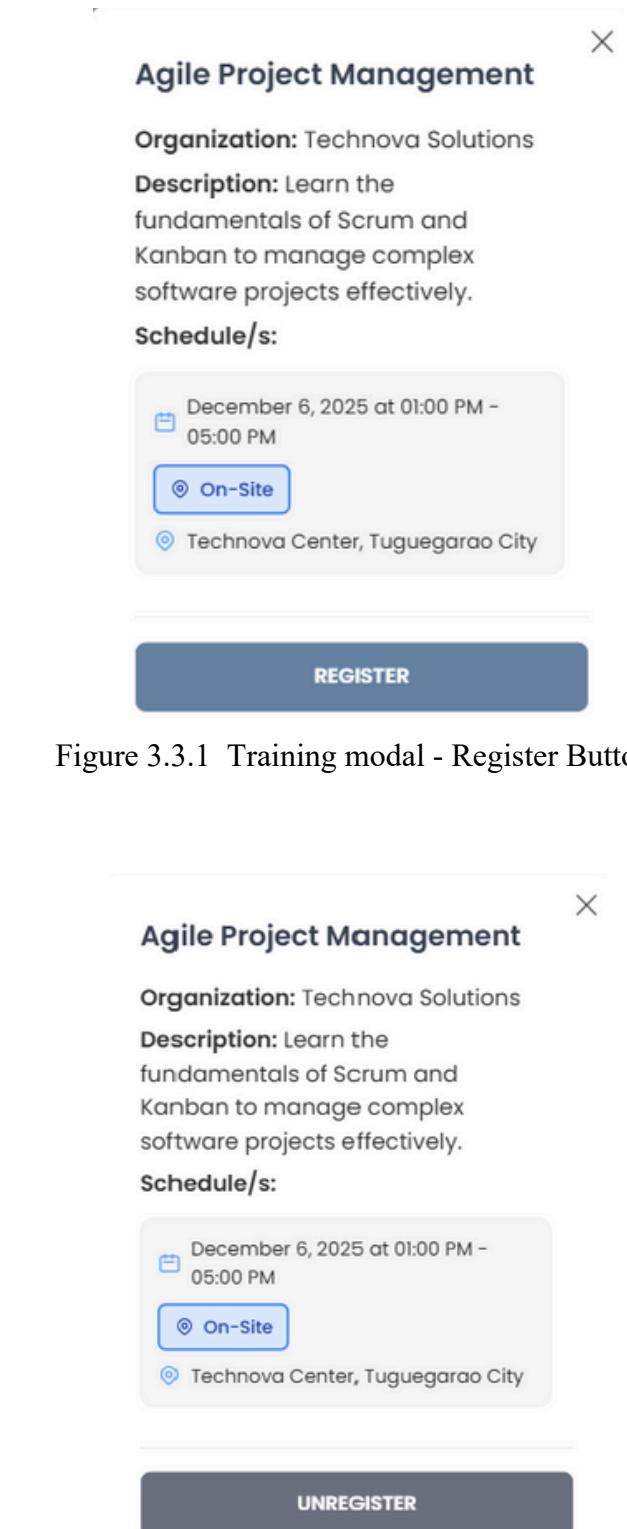
- Agile Project Management** by Technova Solutions
- Full-Stack Web Dev** by Technova Solutions

A modal window is open for the "Agile Project Management" training. The modal has a close button (X) in the top right corner. It contains the following information:

- Title:** Agile Project Management
- Organization:** Technova Solutions
- Description:** Learn the fundamentals of Scrum and Kanban to manage complex software projects effectively.
- Schedule/s:**
 - December 6, 2025 at 01:00 PM - 05:00 PM
 - On-Site
 - Technova Center, Tuguegarao City
- REGISTER** button at the bottom

At the bottom of the main screen, there is a large blue circular button with a white icon.

Figure 3.3. Training page

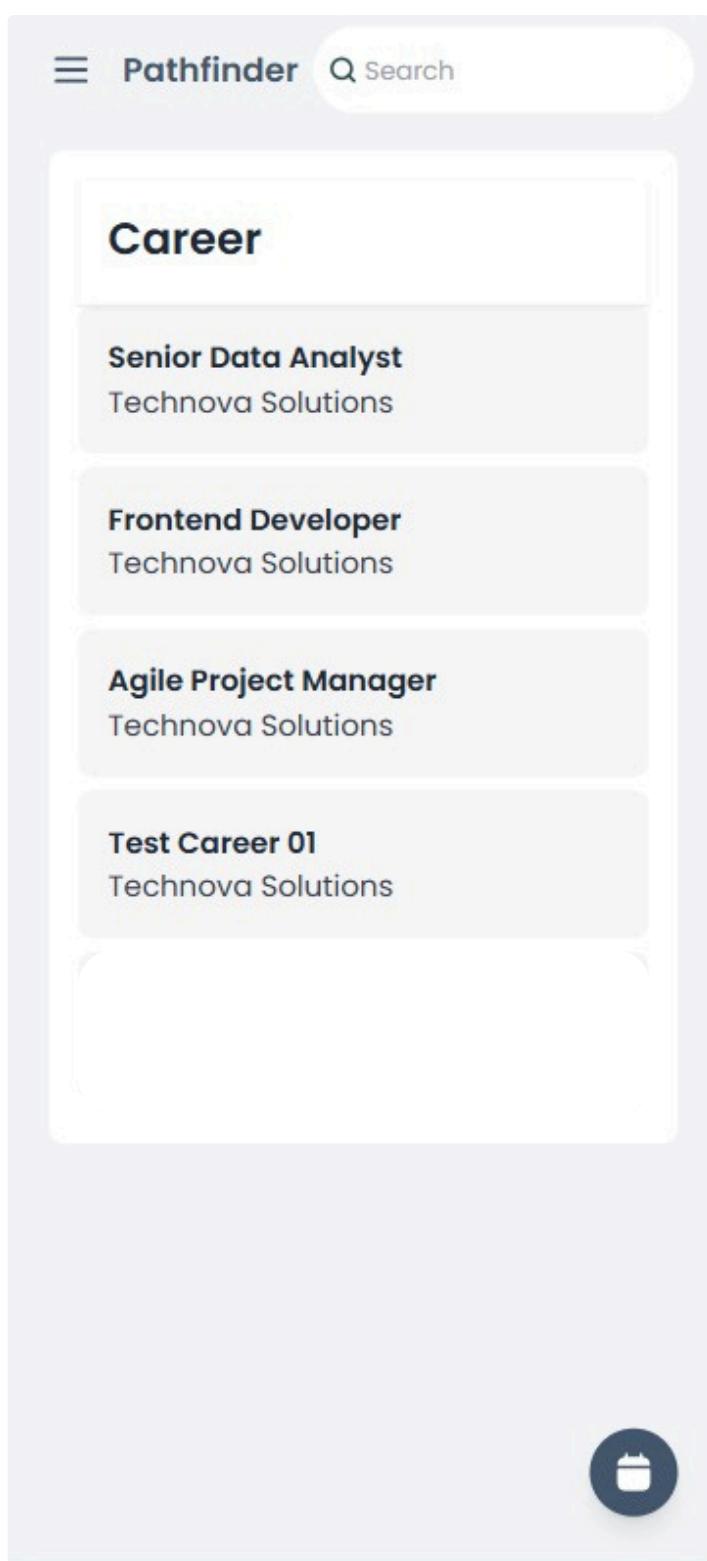


The screenshot shows a modal window for the "Agile Project Management" training. The modal has a close button (X) in the top right corner. It contains the following information:

- Title:** Agile Project Management
- Organization:** Technova Solutions
- Description:** Learn the fundamentals of Scrum and Kanban to manage complex software projects effectively.
- Schedule/s:**
 - December 6, 2025 at 01:00 PM - 05:00 PM
 - On-Site
 - Technova Center, Tuguegarao City
- UNREGISTER** button at the bottom

Figure 3.3.2. Training modal - Unregister Button

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The screenshot shows a career page with the following details:

- Career** section header.
- Senior Data Analyst** position at Technova Solutions.
- Frontend Developer** position at Technova Solutions.
- Agile Project Manager** position at Technova Solutions.
- Test Career 01** position at Technova Solutions.

Figure 3.4 Career Page

Frontend Developer

Organization: Technova Solutions

Place of Assignment: Tuguegarao city

Details: Build responsive web interfaces for our main e-commerce platform

Qualification Standard: Proficient in React/Vue, HTML/CSS, 2+years exp.

Posting Date: Dec 3, 2025, 8:00 AM

Closing Date: Jan 5, 2026, 8:00 AM

APPLY

Figure 3.4.1 Career Modal - Apply Button

Apply for Frontend Developer

Upload PDF Requirements

CHOOSE FILE

No file chosen

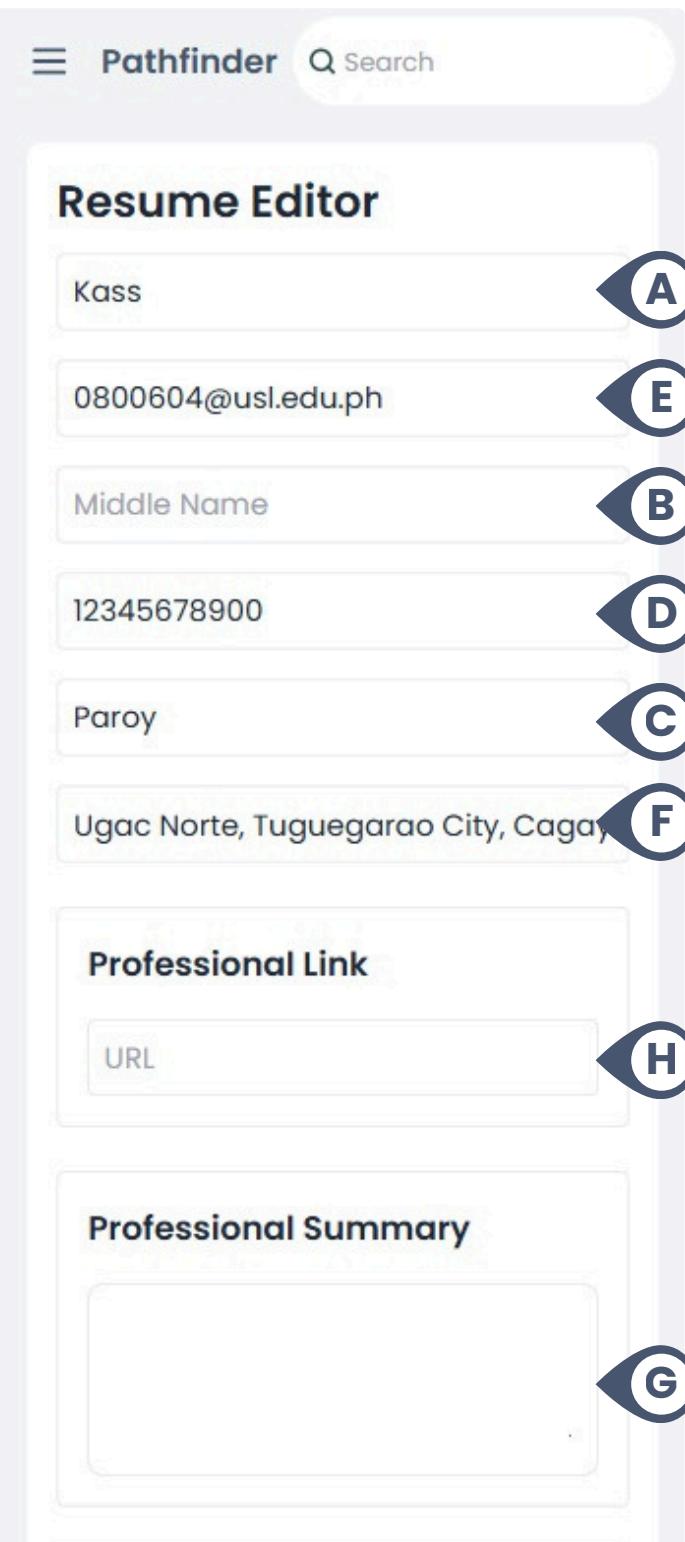
CANCEL

SUBMIT

Figure 3.4.2 Submit Requirement Modal

Figure 3.4 shows the career page. In the career page, you will see all the career opportunities posted by the organizations. You can click a career opportunity to view the details and apply by clicking the Apply button shown in Figure 3.4.1. Upon clicking the apply button, it will open another modal (Figure 3.4.2), which will require you to submit the consolidated PDF file for the requirements the organization wants to be submitted. By doing so, this will solidify your application for that specific career. Only if you have submitted the requirement will the system accept your application.

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The resume editor page shown in Figure 3.5 allows you to generate your own resume by simply filling in the fields for each section.

On this page, we have fields for

- A. First name
- B. Middle name
- C. Last name
- D. Phone number
- E. Email and
- F. Address

that reflect the inputs you provided during registration. If you left the input field empty during registration, the field in the resume page will also be empty.

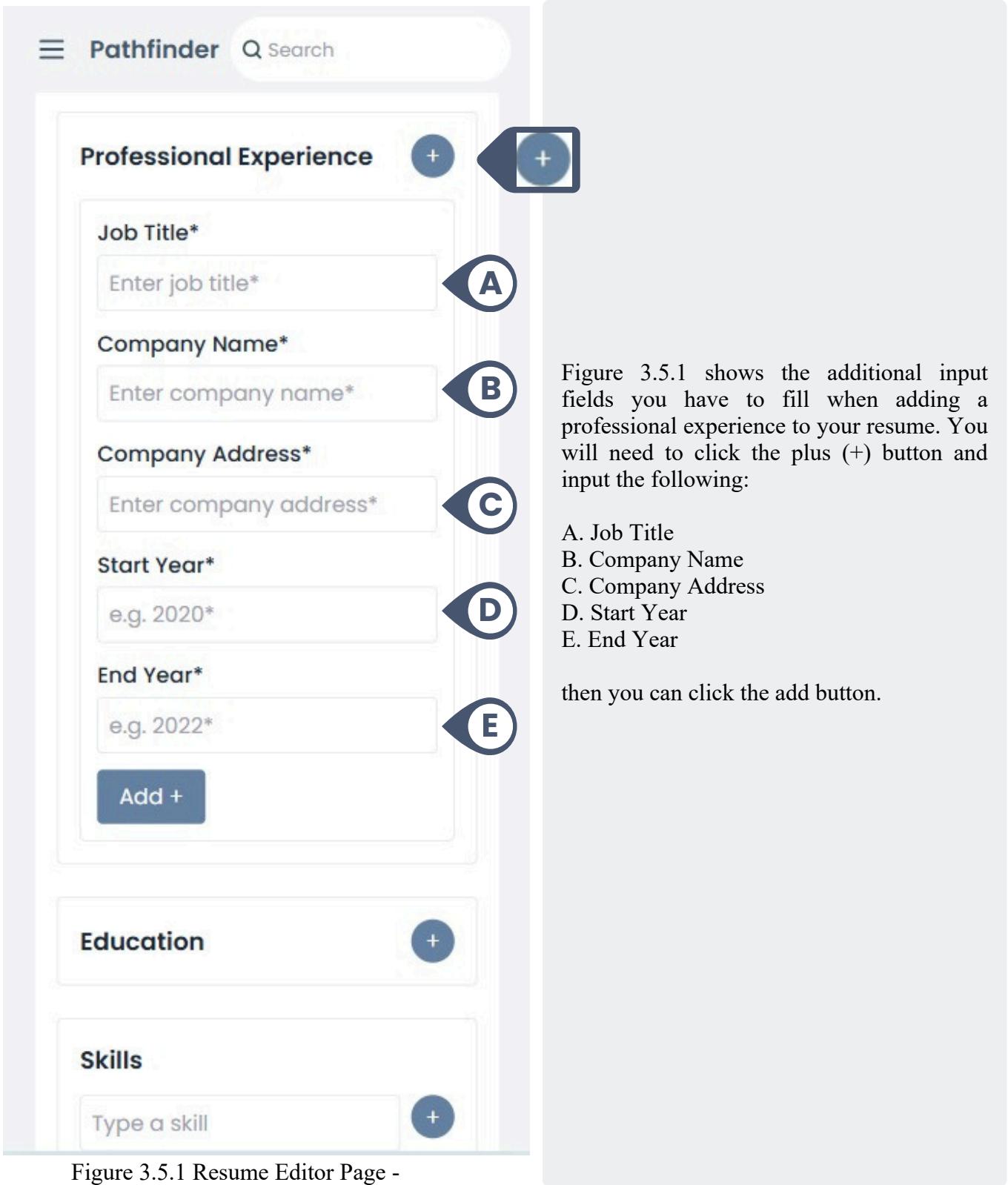
There are also input fields for

- G. Professional Summary
- H. Professional Link

Professional Experience, Education, and Skills.

Figure 3.5. Resume Editor Page

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The screenshot shows the 'Pathfinder' resume editor interface. At the top left is the university logo and name. To the right, there are sections for 'UNIVERSITY RESEARCH AND DEVELOPMENT CENTER' and 'RESEARCH PAPER'. On the far right, document details are listed: Document No. FM-URD-006, Revision No. 00, and Effectivity Date November 3, 2020.

The main area is titled 'Professional Experience' and features a large blue '+' button. Below it are five input fields with labels A through E pointing to them:

- A. Job Title*: An input field labeled 'Enter job title*'.
- B. Company Name*: An input field labeled 'Enter company name*'.
- C. Company Address*: An input field labeled 'Enter company address*'.
- D. Start Year*: An input field labeled 'e.g. 2020*'.
- E. End Year*: An input field labeled 'e.g. 2022*'.

Below these fields is a blue 'Add +' button. Further down the page, there are sections for 'Education' and 'Skills', each with its own '+ button'.

Figure 3.5.1 Resume Editor Page -
Professional Experience

Figure 3.5.1 shows the additional input fields you have to fill when adding a professional experience to your resume. You will need to click the plus (+) button and input the following:

- A. Job Title
- B. Company Name
- C. Company Address
- D. Start Year
- E. End Year

then you can click the add button.

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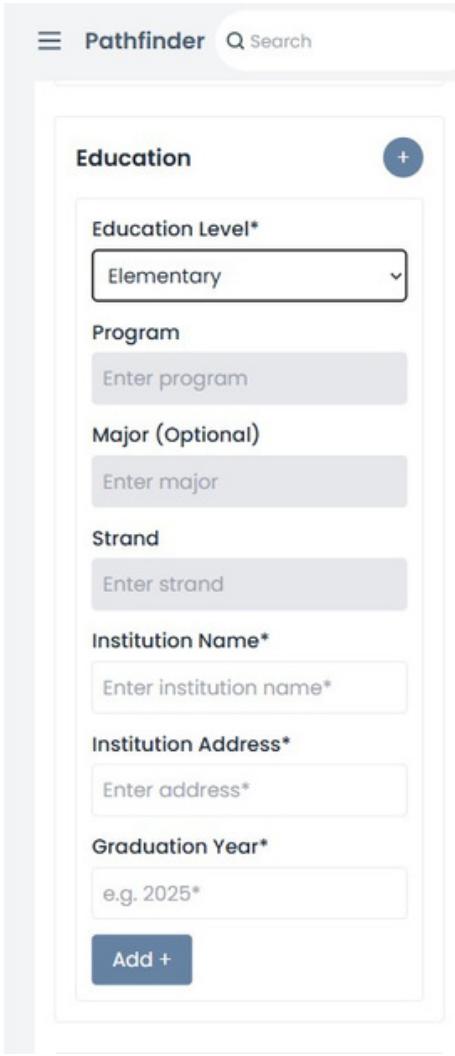


Figure 3.5.2.1
Educational background
Elementary/ High school

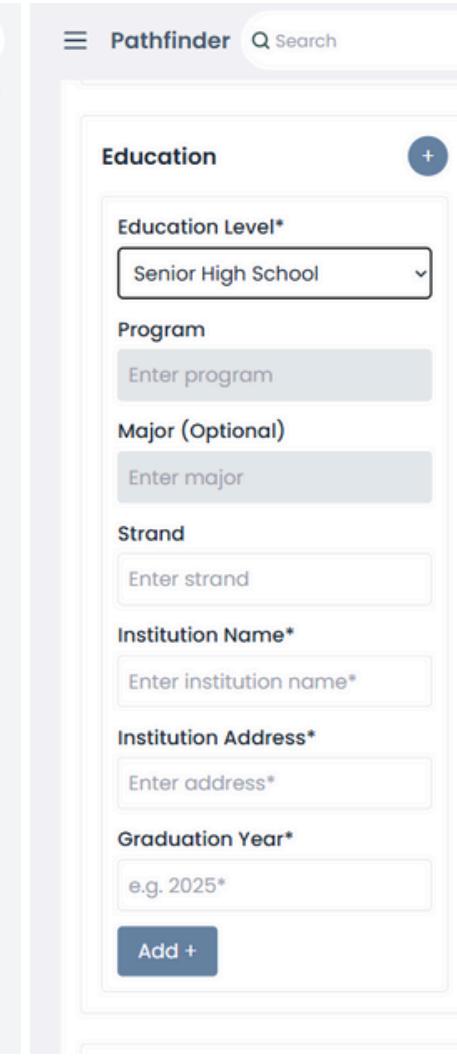


Figure 3.5.2.2
Educational background
Senior high school

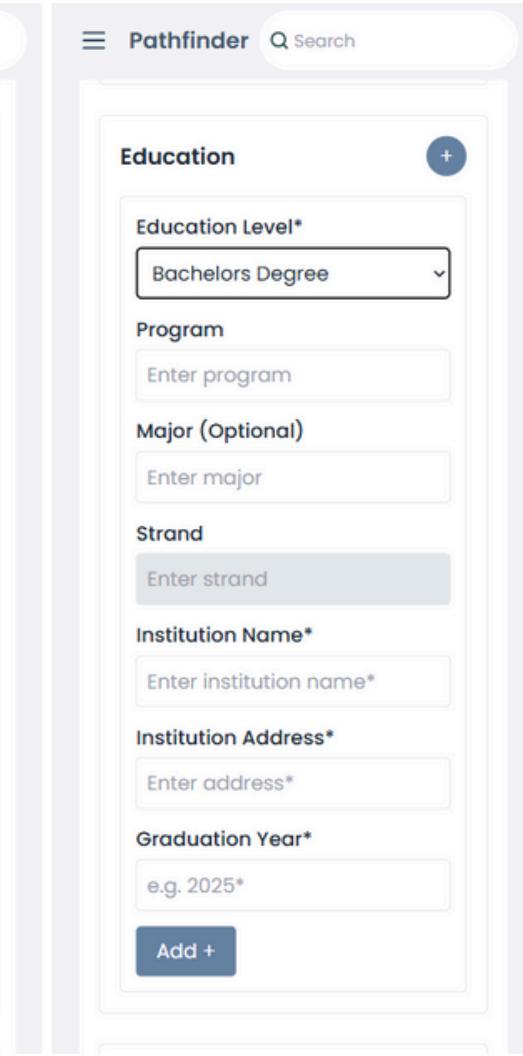


Figure 3.5.2.3
Educational background
Bachelor's Degree/ Master's
Degree/ Doctorate

On the other hand, Figure 3.5.2.1 shows the additional input fields varying based on the educational level when adding an educational background. If you choose elementary or high school, you will need to input the institution name, address, and the graduation year(Figure 3.5.2.1), but if you choose senior high school, the input field for strand will be enabled(Figure 3.5.2.2). The rest of the educational level options will require you to input in the program field and the rest of the fields, except the strand field, as shown in Figure 3.5.2.3. The major field will be enabled, but it is only optional. After entering everything you want to appear in your resume, click the download resume button, located on the bottom right of the page, to open a modal showing a preview of the resume you'll download.

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☰ **Pathfinder** 🔍 Search

+ X

Upload Certificates

Certificate Title*

CHOOSE FILE
No file chosen

Certificate Preview

Upload

Select certificates to appear in the resume.

Manage Selection ▾

Certificate of Completion

This is to certify that **Kassandra Paroy** has completed the training: **Apex Training Test 01**

Deadline: Training 01-11
Deadline: 2020-11-30

Apex Training

ⓧ

As shown in Figure 3.6, the certificate page allows you to upload certificates you have obtained outside the system. You will need to input the title of the training and select the image of the certificate to be uploaded, and click the upload button. The certificate page will also display the certificates issued by the organization for the training you have attended within the system. The checkbox found on the lower left of each certificate card indicates whether that certificate will be included in the certificate section of your resume. If the checkbox is checked, then the certificate title will be displayed, and if the checkbox is not checked, then it will not be displayed.

Figure 3.6 Pathfinder - Certificates page

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☰ Pathfinder Search

Account Setting



Upload Picture

∅

∅

∅

SAVE CHANGES

On the lower part of the sidebar, the account setting button can be found(Figure 3.1.2). The account setting page shown in Figure 3.7 allows you to change your personal information, including your password. You can successfully change all the fields present except your email by correctly inputting your current password in the current password field. After that, you can now click the save changes button.

Lastly, you can log out by simply clicking the logout button located in the sidebar, as shown in Figure 3.1.2.

Figure 3.7. Account Setting

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ADMIN USER MANUAL

Admin Login

Email *

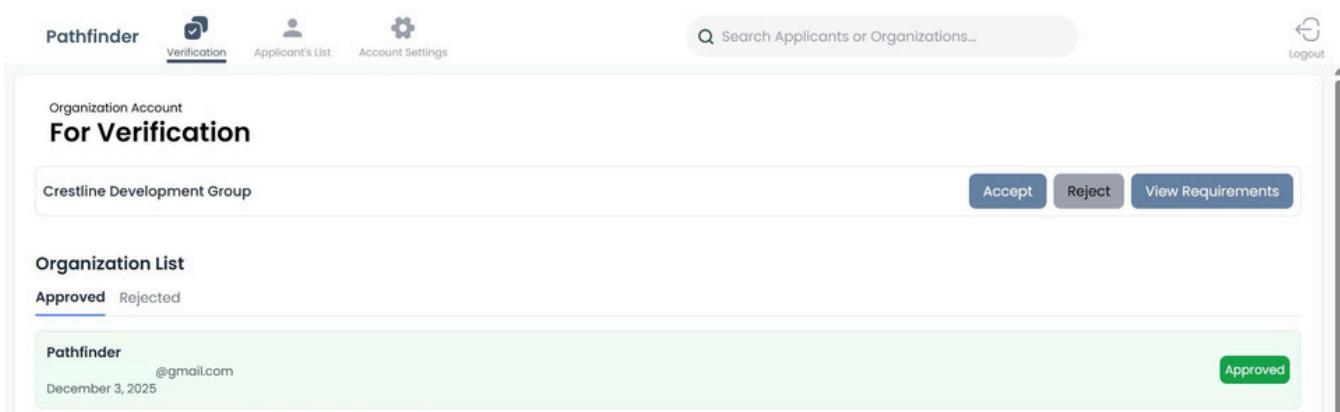
Password *

∅

LOG IN

Figure 4 shows the login page for the admin of the system. You need to input your credentials, email and password, to successfully log in to the system.

Figure 4. Admin Login page

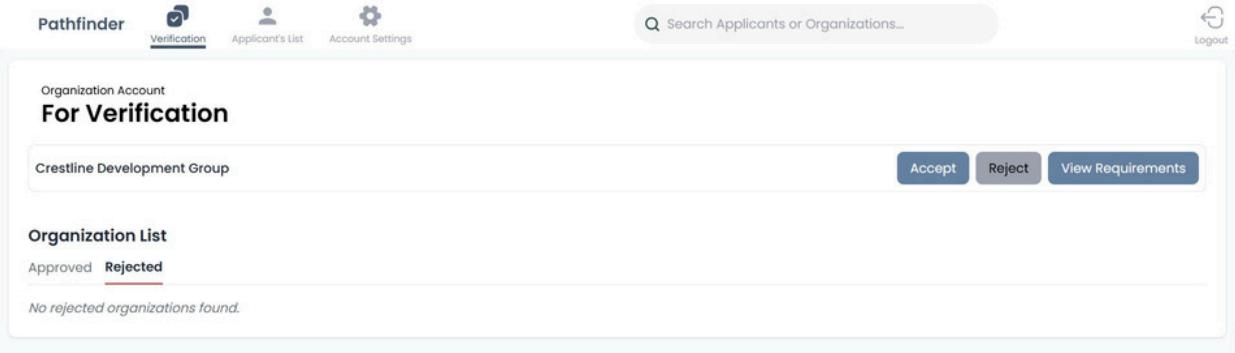


The screenshot shows the Admin Verification Page. At the top, there are navigation links: Pathfinder, Verification (which is underlined), Applicant's List, and Account Settings. A search bar says "Search Applicants or Organizations..." and a Logout button is on the right. Below this, a section titled "Organization Account For Verification" lists "Crestline Development Group". To the right of this list are three buttons: "Accept", "Reject", and "View Requirements". Underneath this, there is a "Organization List" section with tabs for "Approved" (which is underlined) and "Rejected". A single entry in the approved list is shown: "Pathfinder" with the email "@gmail.com" and the date "December 3, 2025". To the right of this entry is a green "Approved" button.

Figure 4.1 Admin Verification Page - Approved Tab

After logging in, you will be directed to the verification page, which contains organization accounts that need to be verified. Before accepting or rejecting an organization, you first need to view the requirements submitted. Below the verification list are the organization lists for accepted and rejected organizations. The figure above shows the accepted tab.

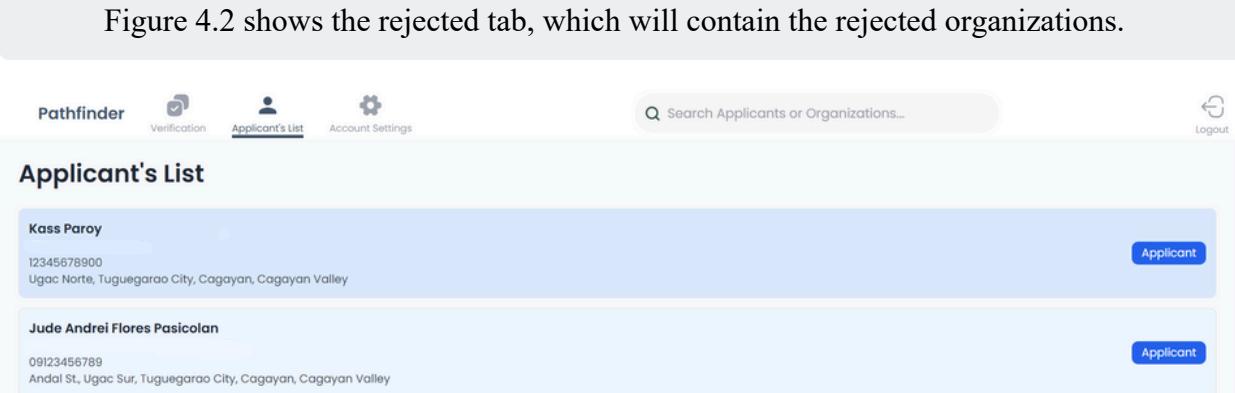
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The screenshot shows the 'Verification' section of the admin interface. At the top, there are tabs for 'Pathfinder', 'Verification' (which is selected), 'Applicant's List', and 'Account Settings'. A search bar at the top right contains the placeholder 'Search Applicants or Organizations...'. On the far right, there are 'Logout' and 'Logout' buttons. The main content area is titled 'Organization Account For Verification' and shows a single entry for 'Crestline Development Group'. Below this, under 'Organization List', there is a table with columns 'Approved' and 'Rejected'. The 'Rejected' column has a red underline. The table displays the message 'No rejected organizations found.'

Figure 4.2 Admin verification page - rejected tab

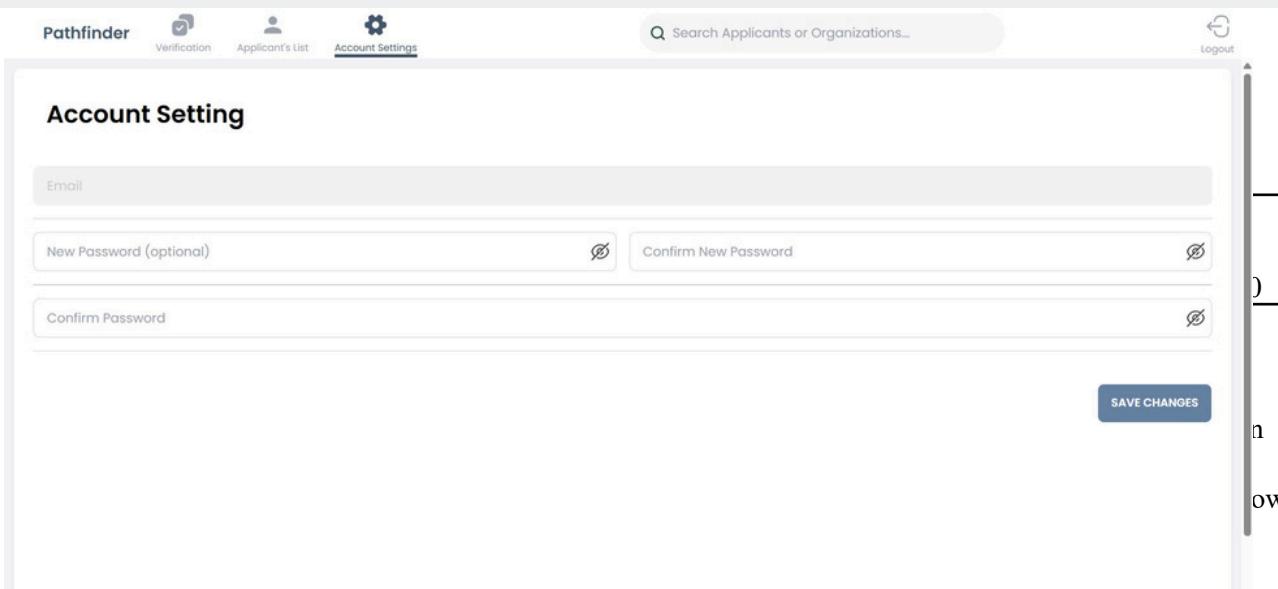
Figure 4.2 shows the rejected tab, which will contain the rejected organizations.



The screenshot shows the 'Applicant's List' section of the admin interface. At the top, there are tabs for 'Pathfinder', 'Verification', 'Applicant's List' (which is selected), and 'Account Settings'. A search bar at the top right contains the placeholder 'Search Applicants or Organizations...'. On the far right, there are 'Logout' and 'Logout' buttons. The main content area is titled 'Applicant's List' and lists two applicants: 'Kass Paroy' and 'Jude Andrei Flores Pasicolan'. Each applicant entry includes their name, address, and a blue 'Applicant' button.

Figure 4.3 Admin applicant's list

The applicant list can be accessed by clicking the applicant list button located on the top bar. On this page, you can see the list of applicants who have registered in the system, as shown in Figure 4.3.



The screenshot shows the 'Account Setting' section of the admin interface. At the top, there are tabs for 'Pathfinder', 'Verification', 'Applicant's List', and 'Account Settings' (which is selected). A search bar at the top right contains the placeholder 'Search Applicants or Organizations...'. On the far right, there are 'Logout' and 'Logout' buttons. The main content area is titled 'Account Setting' and contains fields for 'Email', 'New Password (optional)', 'Confirm New Password', and 'Confirm Password'. A 'SAVE CHANGES' button is located at the bottom right.

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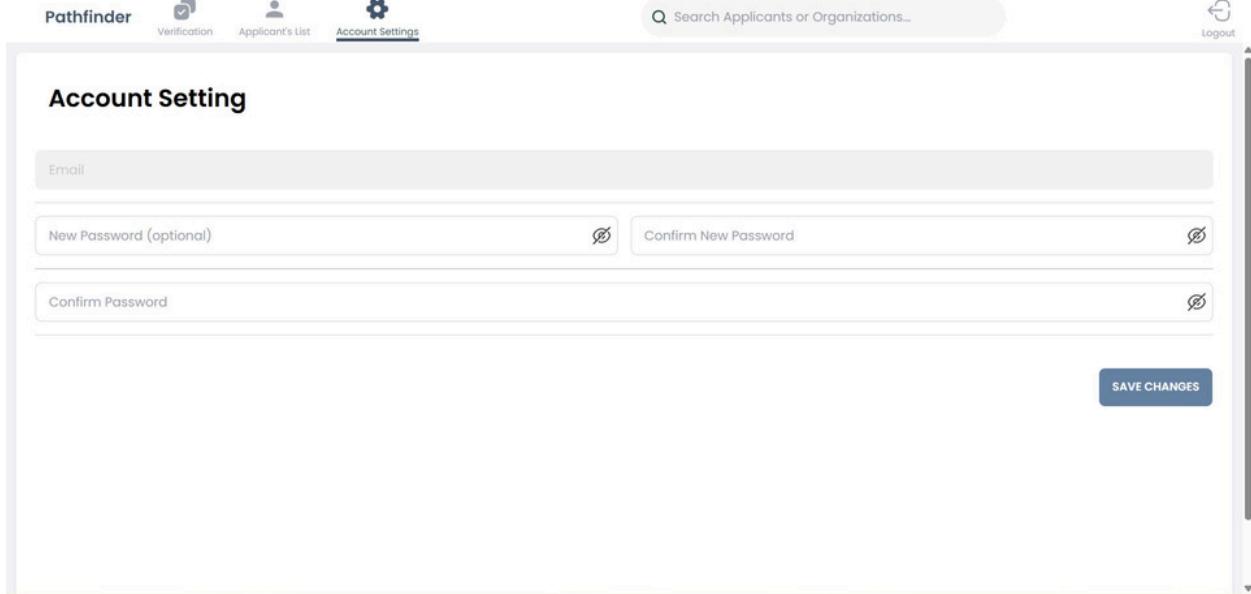


Figure 4.4 Admin Account setting

On the other hand, Figure 4.4 shows the account settings, which can also be accessed on the top bar. On this page, you can change your password by correctly inputting your new password in the confirm new password field and by inputting your current password in its respective field. After doing so, you can now successfully change your password by clicking on the save changes button.