**OJT Profiling System**

User Manual

Version 1.0  
Date: May 2025  
Collaboration of BSIT 2D and 2B

**1. Introduction**

1.1 System Overview

The OJT Profiling System is a web-based platform designed to:

* Track and manage student On-the-Job Training (OJT) records
* Facilitate communication between trainees, coordinators, and administrators
* Generate reports for monitoring and evaluation

1.2 Who Should Use This Manual

This manual is for:

* Trainees: Students undergoing OJT
* Coordinators: Faculty members overseeing OJT programs
* Administrators: System manager

1.3 Technical Requirements

To use the system, you need:

* A computer or mobile device
* Internet connection
* Web browser (Google Chrome or Mozilla Firefox recommended)

**2. Getting Started**

2.1 How to Access the System

1. Open your web browser
2. Enter the system URL: [Insert URL]
   * *Alternative:* Scan the QR code below! [QR Code Image] (example lang if gagawa tayo for easy access sana)

2.2 Login Instructions

1. On the login page:
   * Enter your PLP Gmail account.
   * Enter your Password
2. Click "Login"

*Note:* Initial passwords are provided by your administrator.

**3. User Guides**

**3.1 Trainee Guide**

Profile & Worklog

* View your OJT status and completion percentage on the dashboard.

Submit Requirements

1. Go to Submission Updates.
2. Upload documents (PDF/JPEG).
3. Track status:
   * ✅ Approved
   * ❌ Rejected (with comments)
   * ⏳ Pending

Daily Activity

* Log tasks under "Daily Task”

Records & Notifications

* Export attendance (PDF/XLSX).
* Check real-time notifications for updates.

**3.2 Coordinator Guide**

Dashboard

* Monitor:
  + Total trainees
  + Corporate partners
  + Pending actions

Communication

* Approve/reject trainee submissions.
* Post announcements.

Trainee Management

* Masterlist: Export trainee data (PDF/XLSX).
* Track deployments by corporate partner.

Corporate Partners

* Edit company profiles and contacts.

**3.3 Admin Guide**

User Management

* Add trainees, coordinators and assign sections.
* Manually or bulk upload trainees via CSV/Excel.

Corporate Partners

* Manage MOAs and partner details.

System Settings

* Configure:
  + Required documents
  + Deadlines

Master Controls

* Backup data and archive records.

**4. Troubleshooting**

| **Issue** | **Solution** |
| --- | --- |
| **Login failed** | **Verify credentials → Contact admin** |
| **Page error** | **Refresh browser or switch to Chrome/Firefox** |
| **Form issues** | **Check required fields → Resubmit** |

**Support: 📧 [Email] | 📞 [Phone]**

**POSSIBLE CONTENT OF OUR MANUAL  
  
DAMI PA KULANG HERE AND NEED PA MADOUBLE CHECK DAHIL MARAMI PA MAGIGING CHANGES SA PROCESS NG SYSTEM NATIN. FOR SURE MAIIBA AND MADADAGDAGAN PA TO. BASTA SINIMULAN KO LANG PARA MAY EARLY GUIDE US KAPAG GUMAWA NA TALAGA TAYO NG MANUAL NATIN.**