



DFPS

MAY 2025

USER MANUAL

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



DEVELOPERS:
BAYLON, KIMBERLY CLAIRE
CAÑETE, SEANNE
JOSE, BRIDGET NICOLETTE
TOMINDUG, AZLAN

ADVISER:
LUMER JUDE DOCE



1 INTRODUCTION

**2 SYSTEM
REQUIREMENTS**

3 GETTING STARTED

4 GUEST MODULE

**7 FREELANCER
MODULE**

**23 ADMIN
MODULE**

**38 AUTHOR
BIO NOTES**



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

Freelancer Portal

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

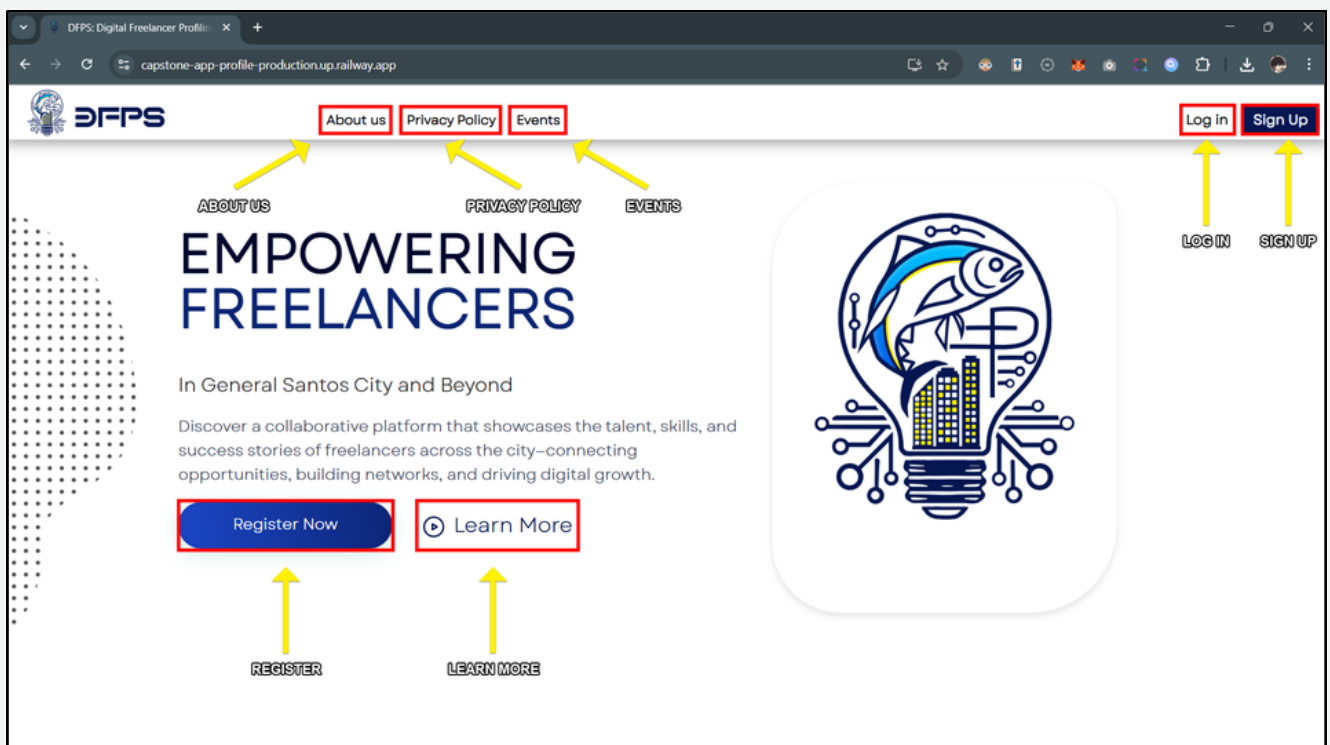
The DFPS user portal allows freelancers to register, manage their profiles, upload resumes and portfolios, view announcements, and track events. The platform is accessible via any modern web browser for easy and secure profile management.

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.

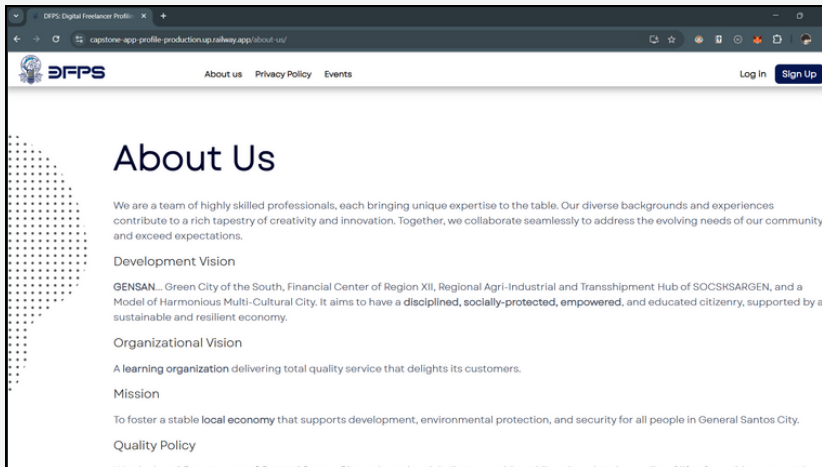
Landing Page



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**.



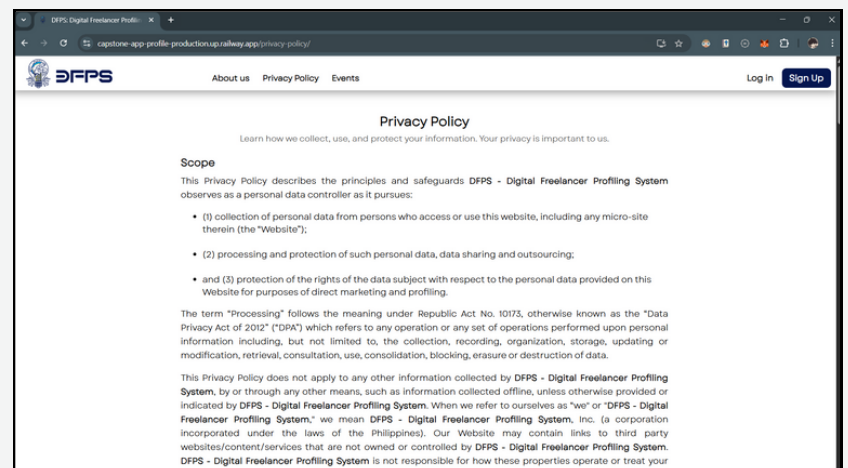
About Us Page



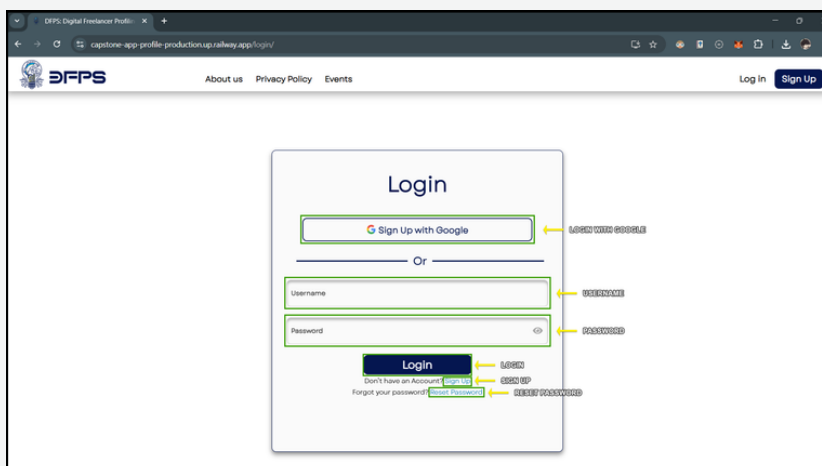
The **About Us** page displays the **local government unit's quality policy, vision, creator information, and contact details** for reaching the site administrator or LGU.

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.



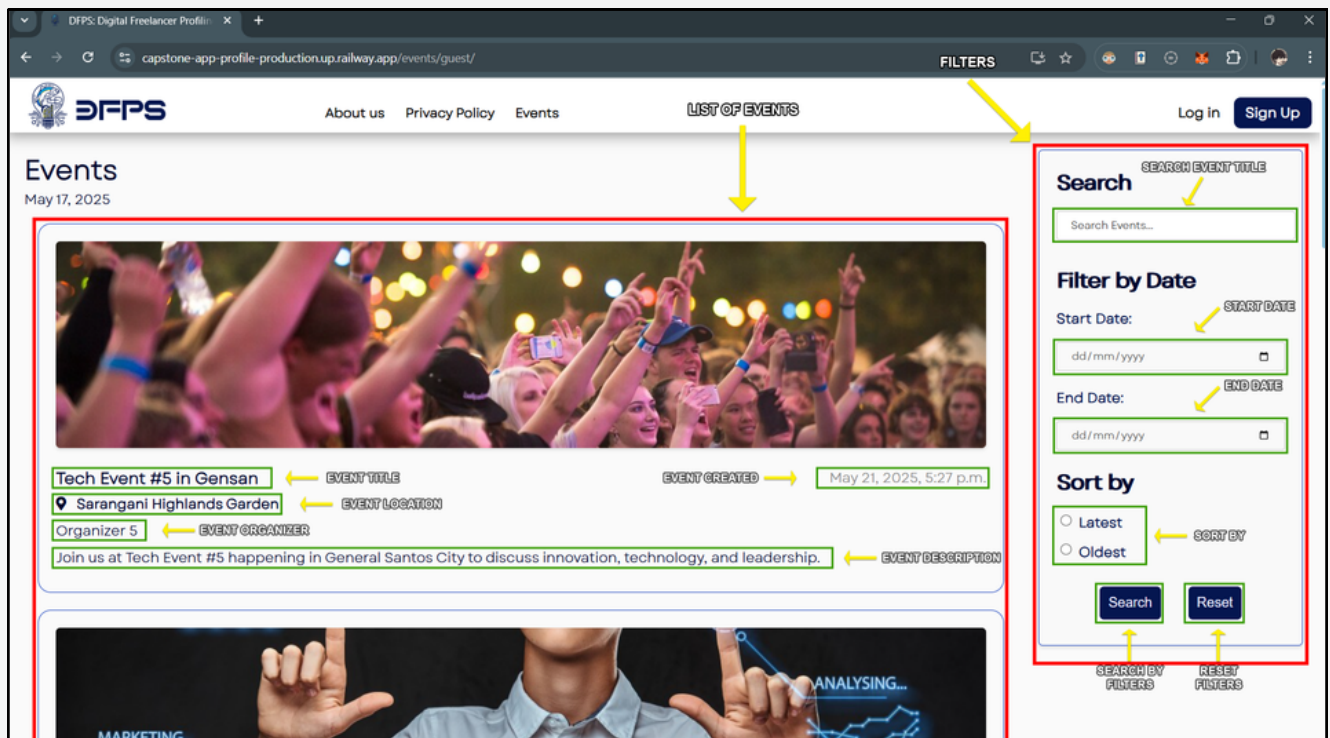
Login Page



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**.

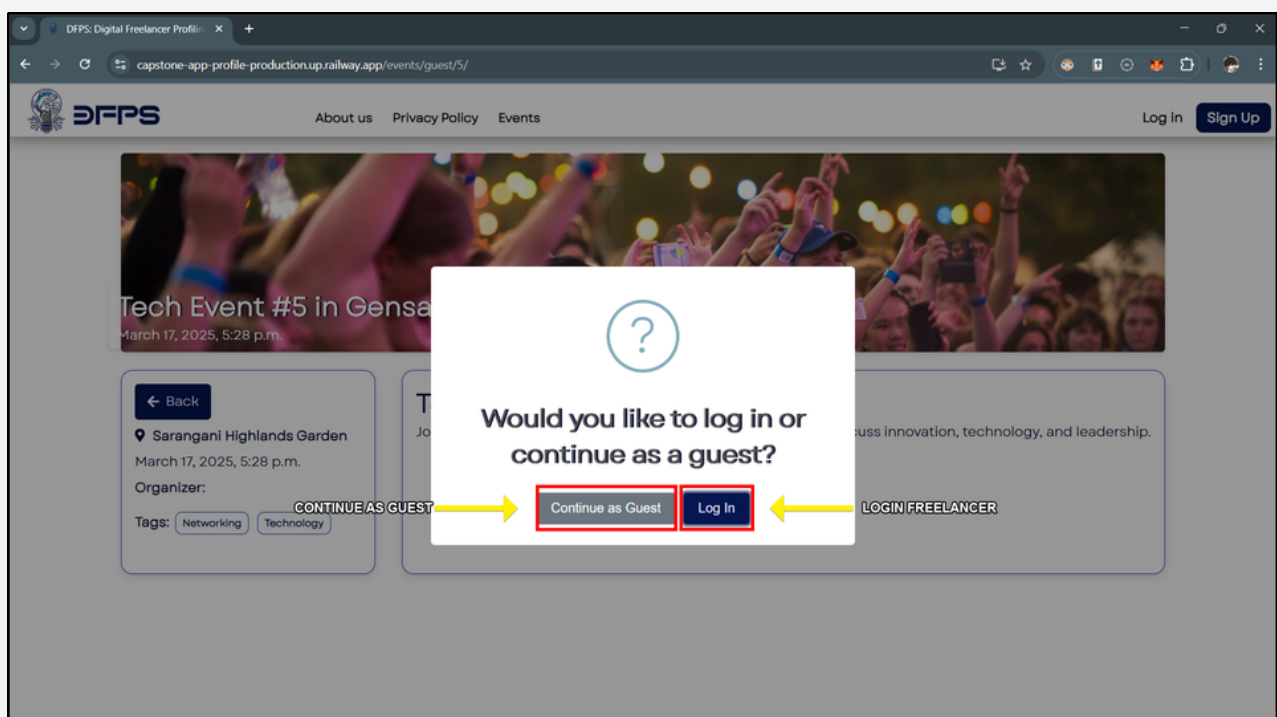


Guest Event Page



The **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**.

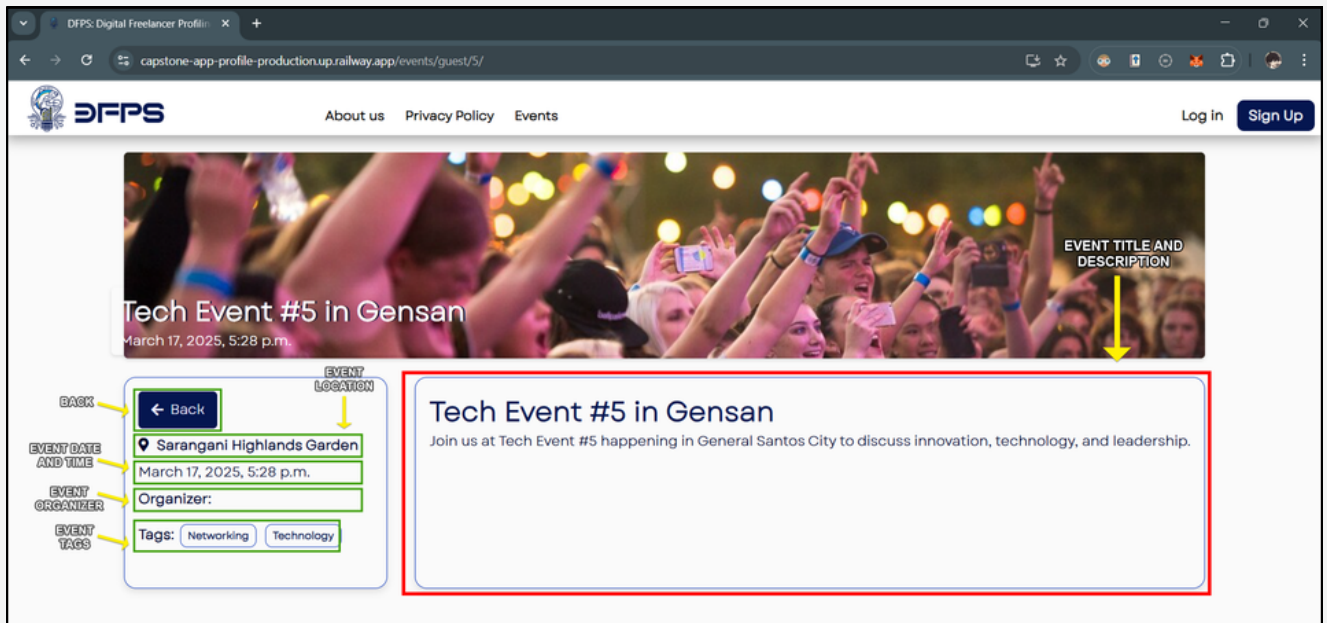
Detailed Event View





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.**



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



Freelancer Registration

The screenshot shows the 'Sign Up' page of the DFPS application. On the left, a progress indicator shows four steps: Account Information (selected), Personal Information, Freelancer Information, and Finishing Up. The main content area is titled 'Sign Up' and contains two registration paths. The first path, 'SIGN UP WITH GOOGLE', is highlighted with a green box and an arrow pointing to a 'Sign Up with Google' button. The second path, 'Or', leads to a manual registration form with fields for 'Enter your username', 'Enter your email', 'Enter Password', and 'Confirm Password'. These fields are outlined in green. To the right of these fields, yellow arrows point to each field with labels: 'ENTER USERNAME', 'ENTER EMAIL', 'ENTER PASSWORD', and 'RE-ENTER PASSWORD'. Below the password fields are 'Register' and 'Login' buttons, with a yellow arrow pointing to 'Register' labeled 'REGISTER' and another pointing to 'Login' labeled 'LOGIN'. A 'Sign Up' label with an arrow points to the bottom of the registration area.

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**.

The screenshot shows the 'Personal Information' page of the DFPS application. On the left, the progress indicator shows 'Account Information' completed and 'Personal Information' selected. The main content area is titled 'Personal Information' and contains a profile picture placeholder (a grey circle with a red box around it) and an 'Add Profile Picture' button. Below this is a 'Full Name' section with four fields: 'First Name', 'Last Name', 'Middle Name', and 'Suffix', each outlined in green. To the right of these fields, yellow arrows point to each field with labels: 'FIRST NAME', 'LAST NAME', 'MIDDLE NAME', and 'SUFFIX'. Below the name fields is an 'Additional Information' section. It includes a 'Date of Birth' field (dd/mm/yyyy) with a calendar icon, a 'Contact Number' field, a 'Gender' dropdown menu, and checkboxes for 'Person with Disability (PWD)' and 'Pantawid Pamilyang Pilipino Program (4Ps)'. To the right of these fields, yellow arrows point to each field with labels: 'DATE OF BIRTH', 'GENDER', 'CONTACT NUMBER', and 'CHECK IF APPLICABLE'. Below the additional information is a 'Present Address' section. It includes a 'Region' dropdown menu, a 'Province' dropdown menu, a 'City/Municipality' dropdown menu, a 'Barangay' dropdown menu, a 'Building, House No.' field, a 'Street' field, and a 'ZIP Code' field. To the right of these fields, yellow arrows point to each field with labels: 'REGION', 'CITY / MUNICIPALITY', 'STREET', 'PROVINCE', 'BARANGAY', 'BUILDING, HOUSE NO.', and 'ZIP CODE'. At the bottom of the form are 'Next' and 'Login' buttons, with a yellow arrow pointing to 'Next' labeled 'NEXT' and another pointing to 'Login' labeled '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.

The screenshot displays the 'Freelancer Information' registration form. On the left, a vertical progress bar indicates the steps: Account Information (completed), Specialization (completed), Personal Information (current step), Freelancer Information, and Finishing Up. The main form area is titled 'Freelancer Information' and contains several sections:

- Freelancer Detail:** Includes dropdown menus for 'Affiliation' and 'Specialization', and text input fields for 'Language', 'Main Skills', and 'Sub Skills'.
- Work Experience:** Features a table with columns for 'Client', 'Country', and 'Date'. A '+ ADD CLIENT' button is present. The 'Client' field contains 'Client e.g. Company A'. The 'Country' field has a dropdown menu. The 'Date' field has a text input with a date format 'dd/mm/yyyy' and a calendar icon.
- File Uploads:** Includes a 'Resume' section with a text input and an 'Upload File' button. Below it is a 'Project Uploads' section with a 'Title' input, a 'Description' input, and a 'Project File' section with an 'Upload PDF' button.

At the bottom of the form are 'Previous' and 'Next' buttons.

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

Step 4: Finish Registration

capstone-app-profile-production.up.railway.app/finish-registration/

DFPS About us Privacy Policy Events Log in Sign Up

Complete Your Registration

Please review and confirm that you accept the Privacy Policy to proceed with completing your registration.

☐ I have read and agree to the Privacy Policy

Submit

TERMS AND CONDITION

SUBMIT

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

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.

Step 4: Finish Registration

capstone-app-profile-production.up.railway.app/finish-registration/

DFPS

Privacy Policy

Learn how we collect, use, and protect your information. Your privacy is important to us.

SCOPE	Scope
DATA PRIVACY RIGHT	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
DOWNLOAD PDF	Download PDF

Scope

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" 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.

Confirm

CONFIRM

Finishing Up



Freelancer Registration

Step 4: Finish Registration

capstone-app-profile-production.up.railway.app/finish-registration/

DFPS About us Privacy Policy Events Log in Sign Up

Complete Your Registration

Please review and confirm that you accept the Privacy Policy to proceed with completing your registration.

☐ I have read and agree to the Privacy Policy

Submit

TERMS AND CONDITION

SUBMIT

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

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.

Step 4: Finish Registration

capstone-app-profile-production.up.railway.app/finish-registration/

DFPS

Privacy Policy

Learn how we collect, use, and protect your information. Your privacy is important to us.

SCOPE	Scope
DATA PRIVACY RIGHT	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
DOWNLOAD PDF	Download PDF

Scope

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" 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.

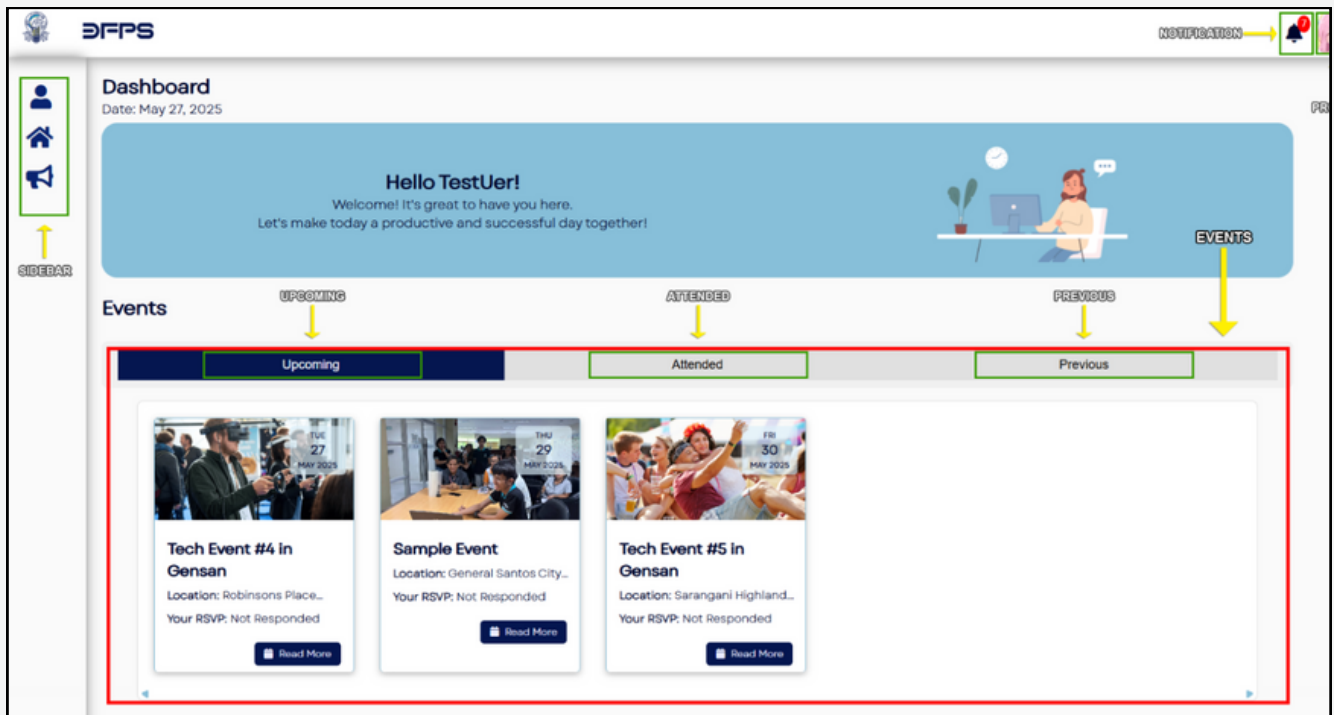
Confirm

CONFIRM

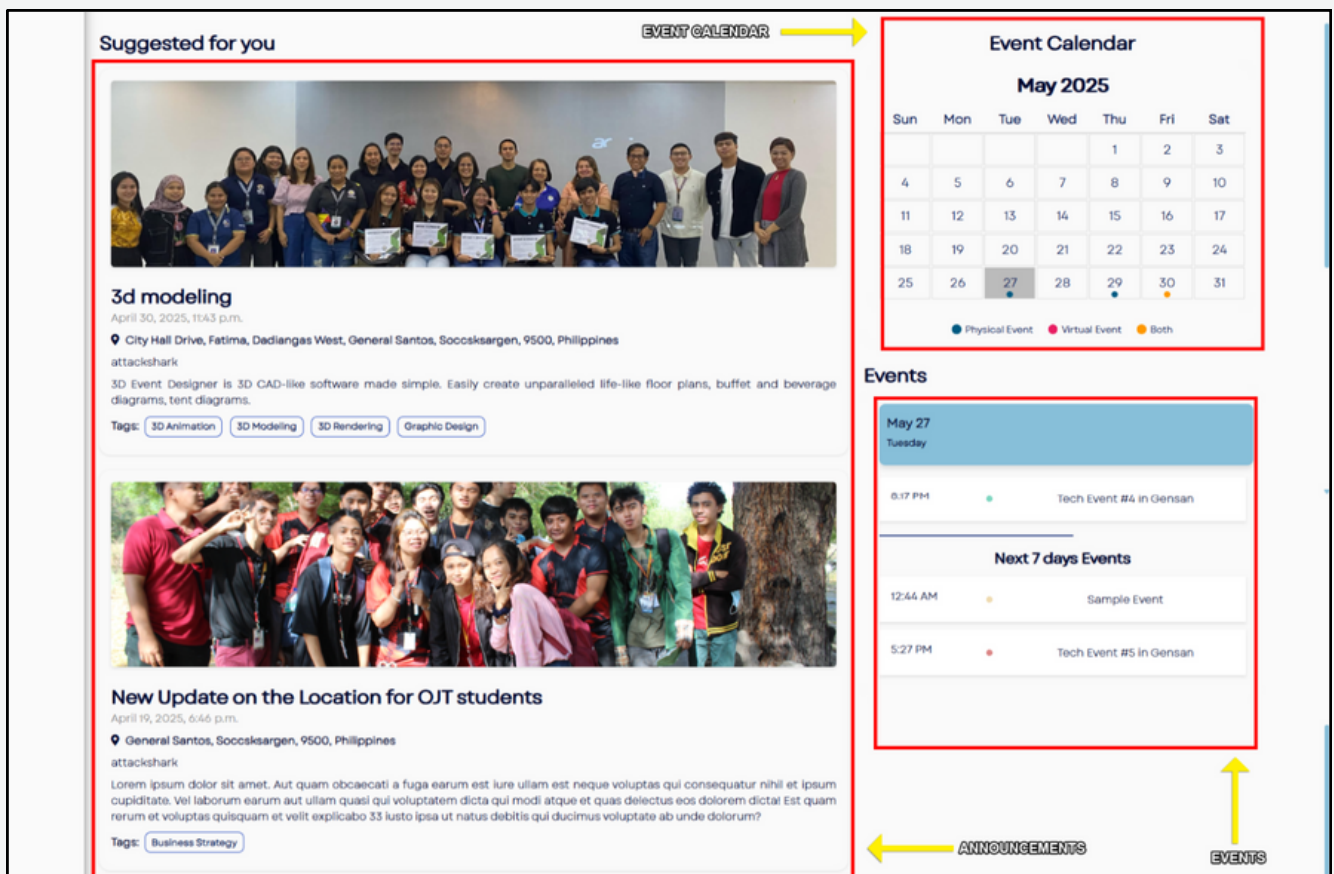
Finishing Up



Freelancer Dashboard



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**.

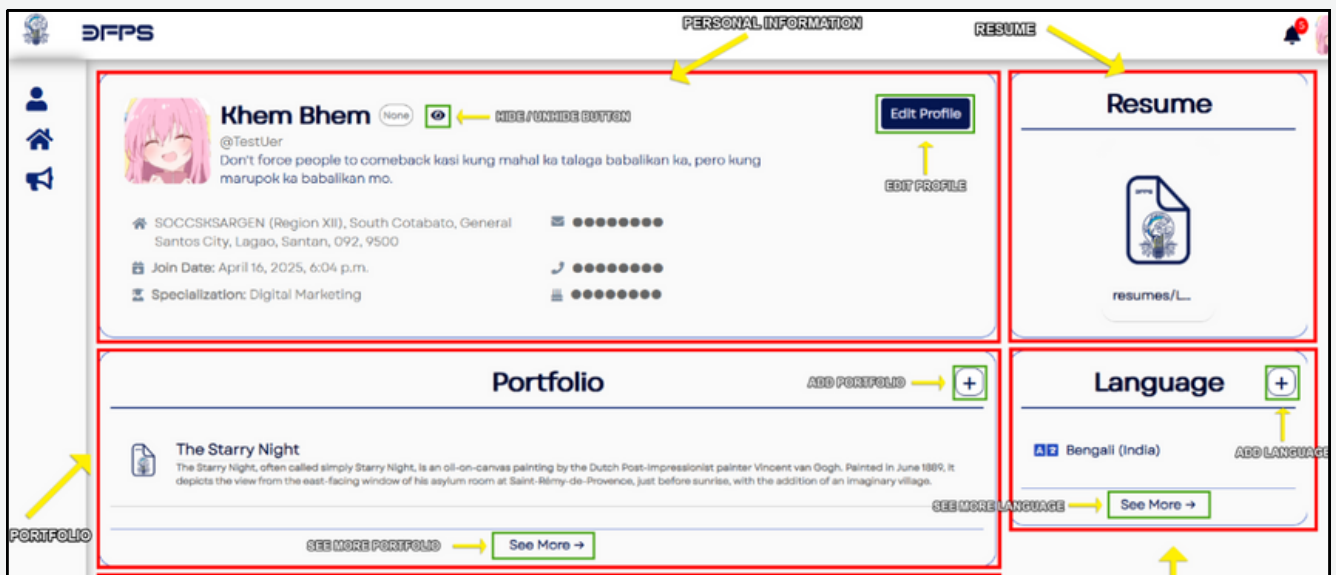




Freelancer Dashboard

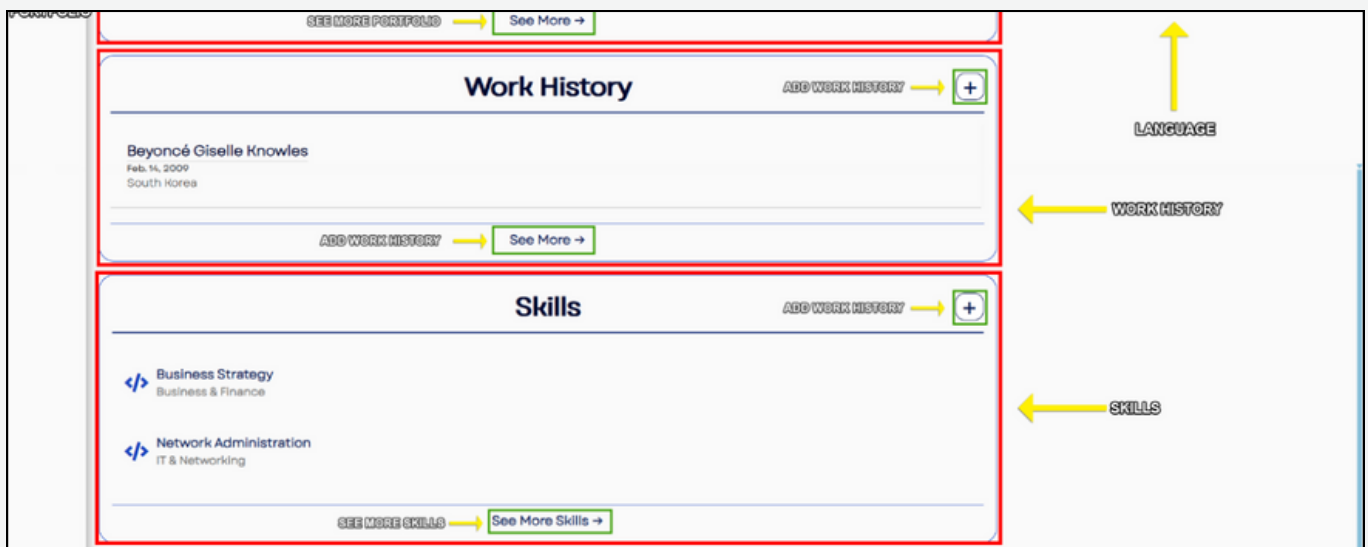
Below the events, the “**Suggested for you**” section displays recent announcements with images, titles, timestamps, locations, descriptions, and tags. On the right, an **Event Calendar** highlights scheduled events by type, with a list beneath showing today’s and upcoming events for the next seven days,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

Freelancer Profile



The **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.





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 displays two sections of a Freelancer Profile. The top section, titled "Certificates", is highlighted with a red border and contains two entries: a Cisco certificate from March 6, 2024, and a DevCon certificate from July 11, 2023. A yellow arrow labeled "CERTIFICATES" points to this section. The bottom section, titled "Events", is also highlighted with a red border and shows a grid of four "Tech Event" cards (Tech Event #11, #10, #9, and #8) with their respective dates and locations. A yellow arrow labeled "EVENTS" points to this section. Both sections include "See More" links and "Add" buttons.

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**.



Freelancer Edit Profile

The screenshot shows the 'PERSONAL INFORMATION' section of the DFPS Digital Freelancer Profile. The left sidebar contains a menu with 'Personal Info' (selected), 'Address', 'Additional Info', 'Profile Picture', and 'Background'. The main content area is titled 'Personal Info' and includes the instruction 'Update your basic personal details.' Below this, there are four input fields for 'Full Name': 'First Name' (containing 'Khem'), 'Last Name' (containing 'Bhem'), 'Middle Name' (containing 'Hay'), and 'Suffix' (containing 'Suffix'). Each field has a yellow arrow pointing to it with its respective label below. A 'SAVE' button is located at the bottom right of the form, with a yellow arrow pointing to it. The URL in the browser is 'capstone-app-profile-production.up.railway.app/edit_profile/1020/'.

...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 DFPS Digital Freelancer Profile. The left sidebar contains a menu with 'Personal Info', 'Address' (selected), 'Additional Info', 'Profile Picture', and 'Background'. The main content area is titled 'Address' and includes the instruction 'Update your Address details.' Below this, there are several input fields for 'Full Address': 'Region' (dropdown menu showing 'SOCCSKSARGEN (Region XII)'), 'Province' (dropdown menu showing 'South Cotabato'), 'City' (dropdown menu showing 'General Santos City'), 'Barangay' (dropdown menu showing 'Lagao'), 'Street' (text input field containing '092'), 'Building/House No.' (text input field containing 'Santan'), and 'Postal Code' (text input field containing '9500'). Each field has a yellow arrow pointing to it with its respective label below. A 'SAVE' button is located at the bottom right of the form, with a yellow arrow pointing to it. The URL in the browser is 'capstone-app-profile-production.up.railway.app/edit_profile/1020/'.

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. The left sidebar has a menu with 'Additional Info' highlighted. The main content area is titled 'Additional Info' and contains fields for 'Birthday' (05/06/2002), 'Gender' (Female), 'Contact Number' (09164333382), 'Pronoun', and 'Quote' (Don't force people to comeback kasi kung mahal ka talaga babalikan ka, pero kung marupok ka babalikan mo.). A red box highlights the 'Additional Info' section, and yellow arrows point to the 'Additional Info' menu item, the 'Birthday' field, the 'Gender' dropdown, the 'Contact Number' field, the 'Pronoun' field, and the 'Quote' text area. 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. The left sidebar has a menu with 'Profile Picture' highlighted. The main content area is titled 'Profile Picture' and contains a placeholder image of a pink-haired anime girl. A red box highlights the 'Profile Picture' section, and yellow arrows point to the 'Profile Picture' menu item, the 'Add / Change Profile Picture' button, the placeholder image, and the 'Save' button. The text 'Add Profile Picture' is visible below the placeholder image.

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

DFPS: Digital Freelancer Profile

capstone-app-profile-production.up.railway.app/edit_profile/1020/

DFPS

Personal Info
Manage your personal details

Address
Update your address information

Additional Info
Add extra details about yourself

Profile Picture
Change your profile photo

Background
Edit your background information

Edit Background
Edit your affiliation and specialization.

Affiliation
None
The affiliation or organization associated with this background information.

Specialization
Digital Marketing
The specialization associated with this background information.

SAVE → **Save**

Can't find your Affiliation or Specialization? [Send us a ticket.](#) → **SEND TICKET**

BACKGROUND

EDIT BACKGROUND

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

DFPS: Digital Freelancer Profile

capstone-app-profile-production.up.railway.app/profile/page/

DFPS

Khem Bhem (None) **Edit Profile**

@TestUer
Don't force people to comeback kasi kung mahal ka talaga babalikan ka, pero kung marupok ka babalikan mo.

🏠 SOCCSKSARGEN (Region XII), South Cotabato, General Santos City, Lagao, Santan, 092, 9500

📅 Join Date: April 16, 2025, 6:04 p.m.

🔗 Specialization: Digital Marketing

Resume

DELETE RESUME

resumes/... **X**

Portfolio **+**

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.

See More →

Language **+**

Bengali (India)

See More →

Work History **+**

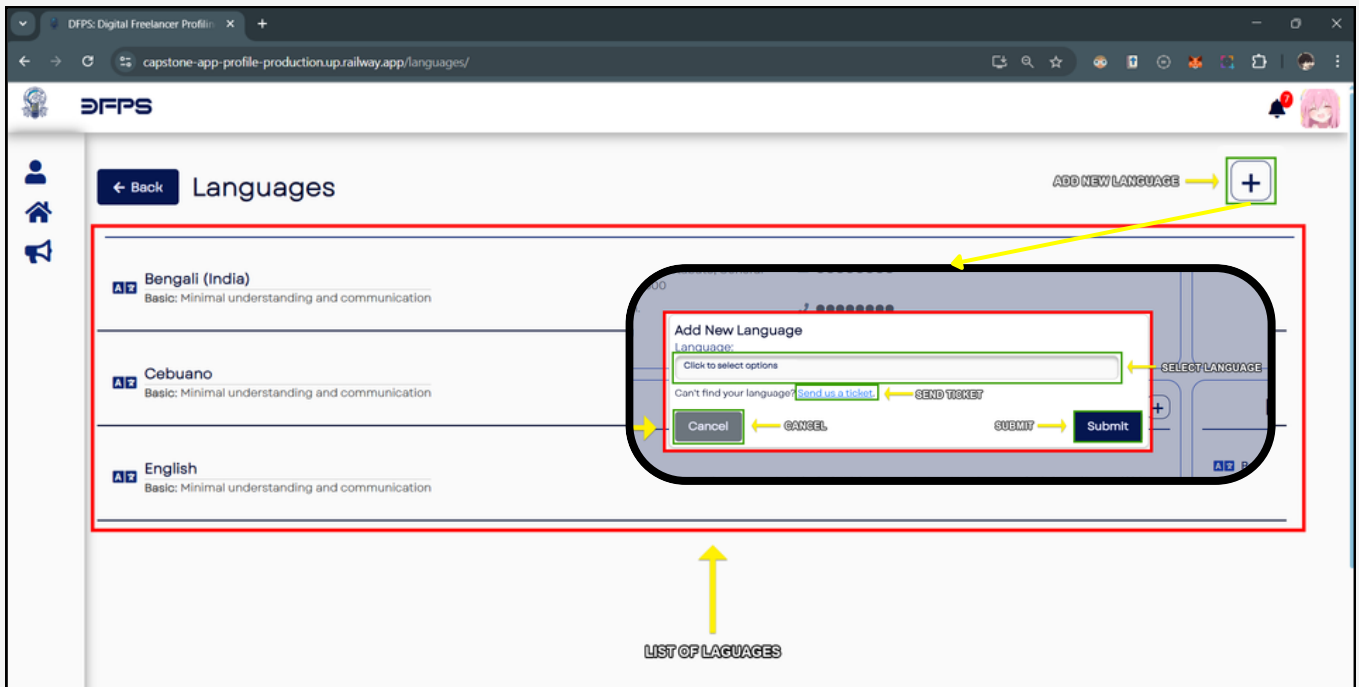
Beyoncé Giselle Knowles

RESUME

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.

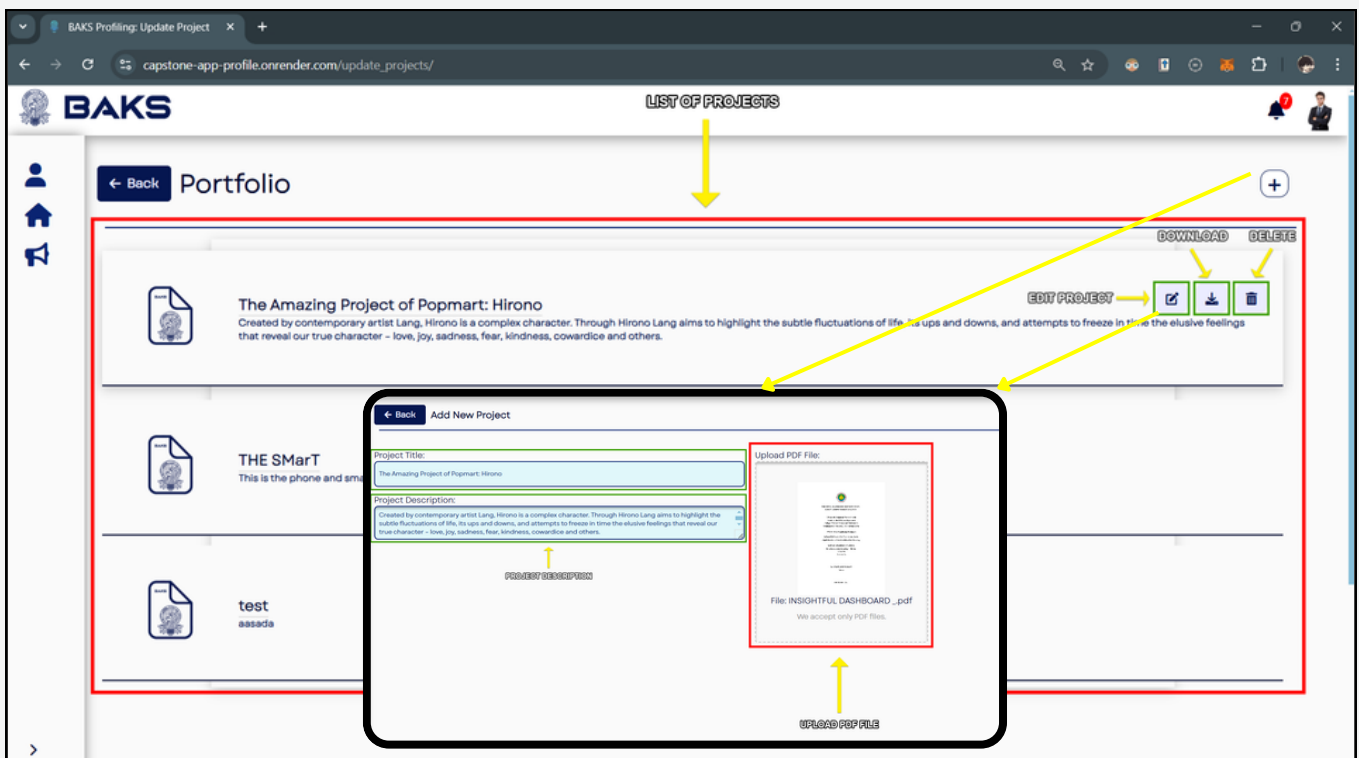


Manage Language



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

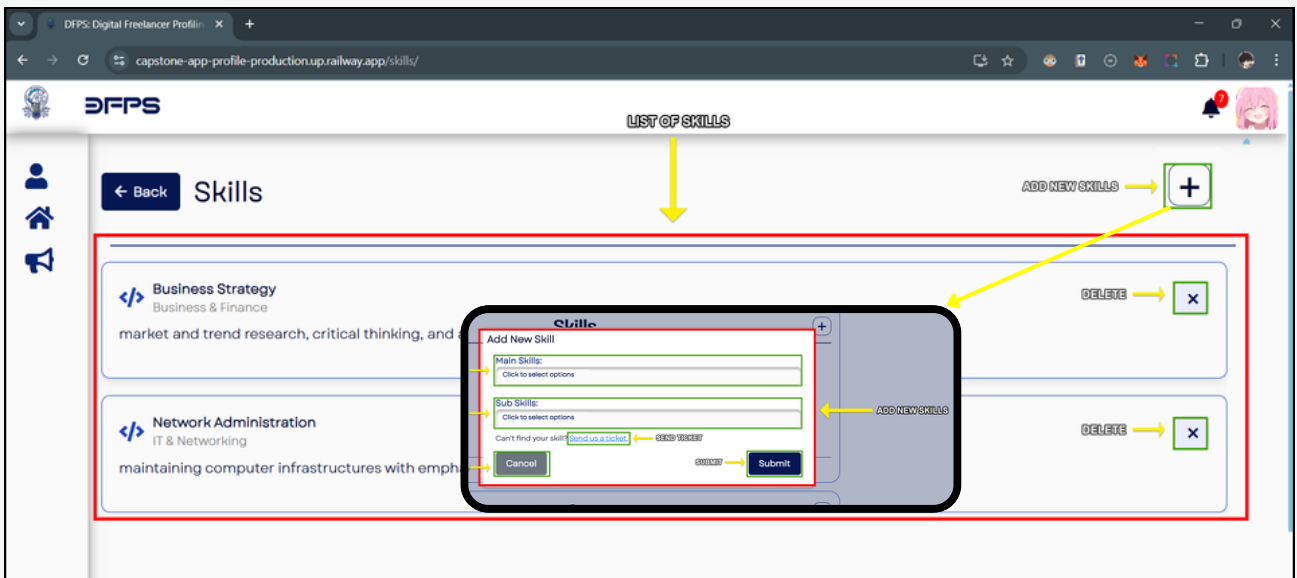




Manage Projects

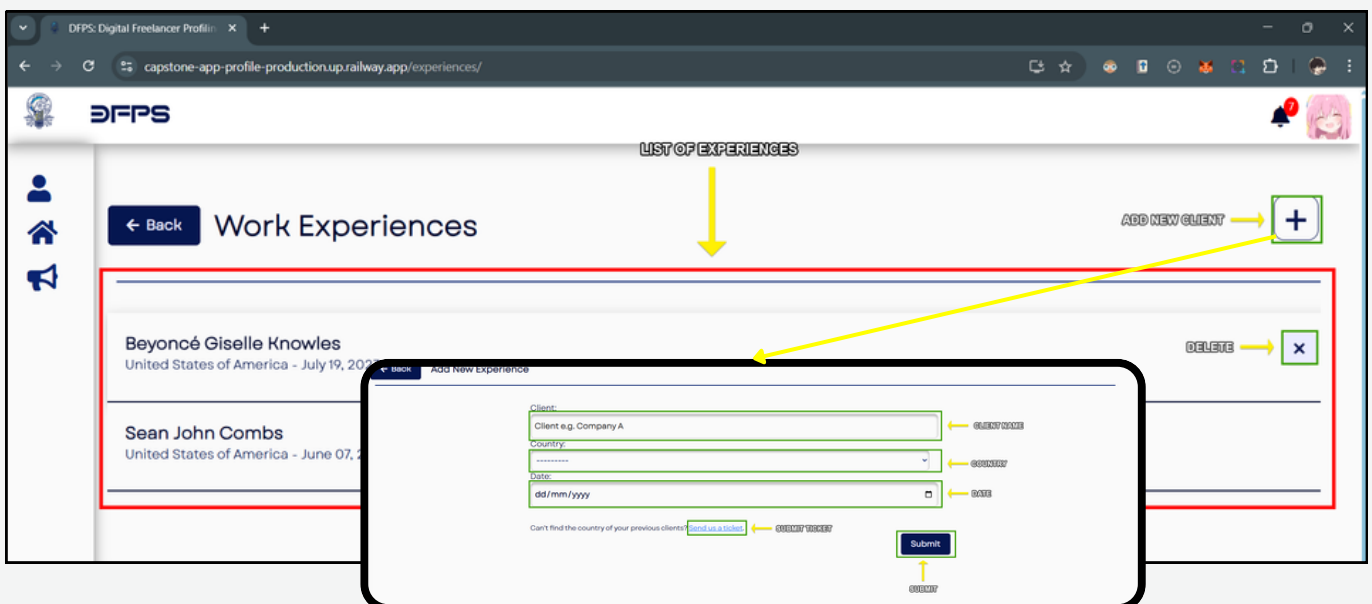
In the **Projects section**, freelancers can manage their projects by **adding new entries, deleting or updating existing projects, and viewing detailed information** about each project. This feature helps users showcase their recent work and relevant experience to potential clients

Manage Skills



The **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

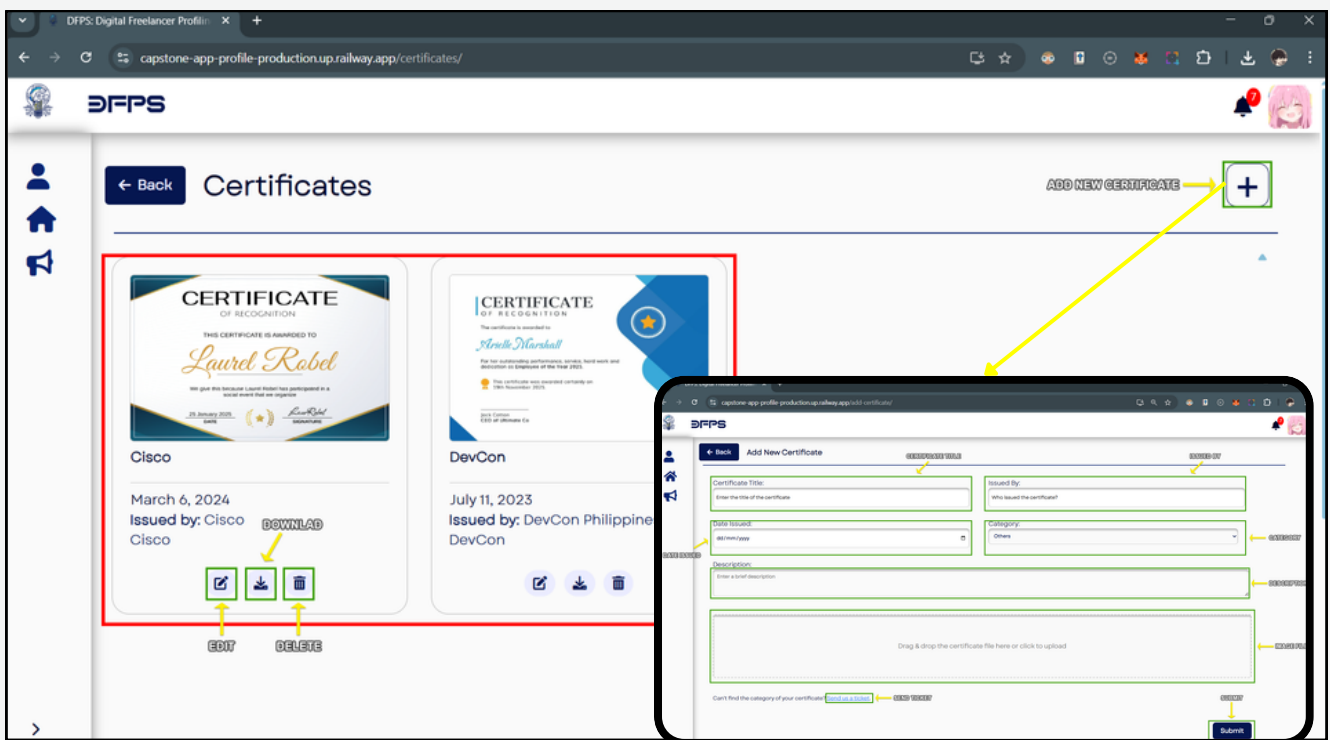




Manage Past Experience

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

The screenshot shows the DFPS Announcements page. The top navigation bar includes 'ANNOUNCEMENTS', 'EVENTS', and 'EVENTS ATTENDED'. The main content area displays a list of announcements. The first announcement is titled '3d modeling' and includes details such as the date created (April 30, 2025, 11:43 p.m.), location (City Hall Drive, Fatima, Dadiangas West, General Santos, Soccsksargen, 9500, Philippines), author (attackshark), and description (3D Event Designer is 3D CAD-like software made simple. Easily create unparalleled life-like floor plans, buffet and beverage diagrams, tent diagrams). The second announcement is titled 'New Update on the Location for OJT'. On the right side, there is a 'Filters' panel with a search bar, date filters (Start Date, End Date), and sort options (Relevance, Latest, Oldest). Annotations with yellow arrows point to various elements: 'ANNOUNCEMENTS' in the top bar, 'ANNOUNCEMENTS' in the main header, 'ANNOUNCEMENT TITLE', 'DATE CREATED', 'LOCATION', 'AUTHOR', 'ANNOUNCEMENT DESCRIPTION', '3d modeling', 'April 30, 2025, 11:43 p.m.', 'City Hall Drive, Fatima, Dadiangas West, General Santos, Soccsksargen, 9500, Philippines', 'Author: attackshark', '3D Event Designer is 3D CAD-like software made simple. Easily create unparalleled life-like floor plans, buffet and beverage diagrams, tent diagrams.', 'New Update on the Location for OJT', 'Filters', 'SEARCH ANNOUNCEMENT TITLE', 'Search announcements...', 'Filter by Date', 'Start Date:', 'dd/mm/yyyy', 'END DATE', 'dd/mm/yyyy', 'Sort by', 'Relevance', 'Latest', 'Oldest', 'SORT BY', 'Apply', 'Reset', 'SEARCH FILTERS', and 'RESET FILTERS'.

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

The screenshot shows the DFPS Events page. The top navigation bar includes 'Announcements', 'EVENTS', and 'EVENTS ATTENDED'. The main content area displays a list of events. The first event is titled 'Tech Event #5 in Gensan' and includes details such as the event date (May 30, 2025, 5:27 p.m. to May 30, 2025, 5:28 p.m.), location (Sarangani Highlands Garden), platform (Skype), organizer (Organizer 5), created at (March 17, 2025, 5:28 p.m.), and description (Join us at Tech Event #5 happening in General Santos City to discuss innovation, technology, and leadership). The event status is 'Moved'. The second event is titled 'This event was moved, check the date and address again.' On the right side, there is a 'Filters' panel with a search bar, date filters (Start Date, End Date), sort options (Latest, Oldest), and filter by status options (All, Active, Cancelled, Moved). Annotations with yellow arrows point to various elements: 'EVENTS FOR YOU', 'EVENT TITLE', 'EVENT STATUS', 'EVENT DATE', 'LOCATION', 'PLATFORM', 'ORGANIZER', 'CREATED AT', 'EVENT DESCRIPTION', 'EVENT UPDATE', 'Filters', 'SEARCH EVENT TITLE', 'Search Events...', 'Filter by Date', 'Start Date:', 'dd/mm/yyyy', 'END DATE', 'dd/mm/yyyy', 'Sort by', 'Latest', 'Oldest', 'SORT BY', 'Filter by Status', 'All', 'Active', 'Cancelled', 'Moved', 'FILTER BY STATUS', 'SEARCH FILTERS', 'Search', 'Reset', and 'RESET FILTERS'.



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, 8:17 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

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.

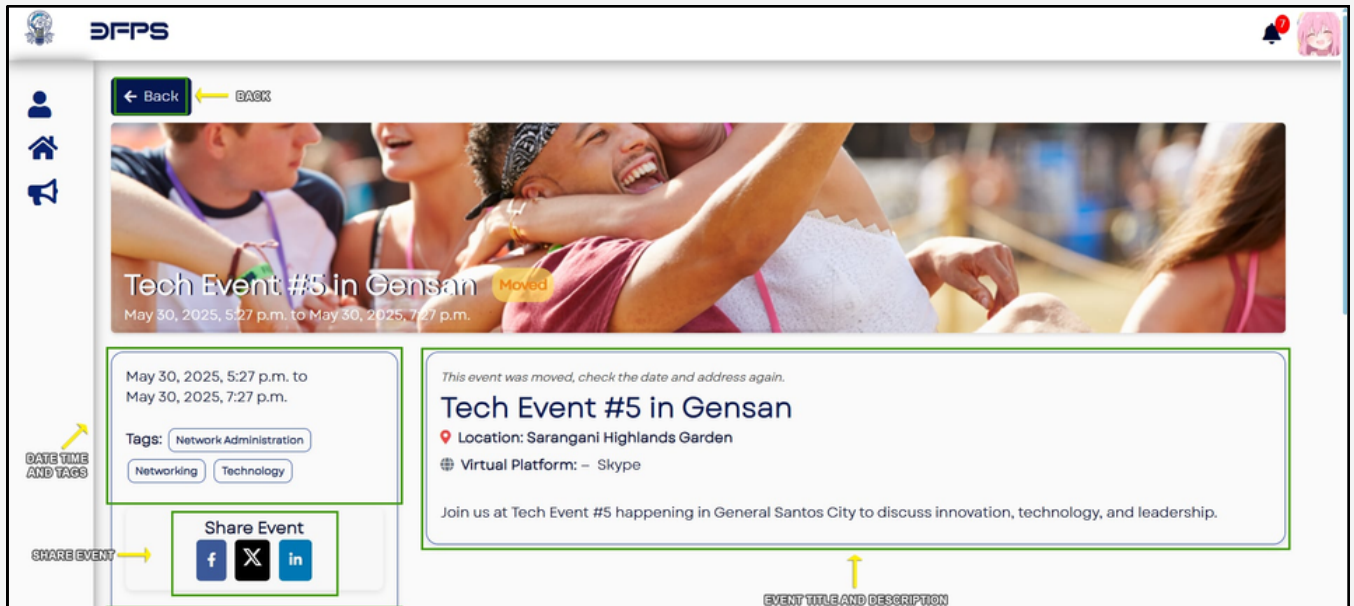
TODAY'S EVENTS

ALL EVENTS

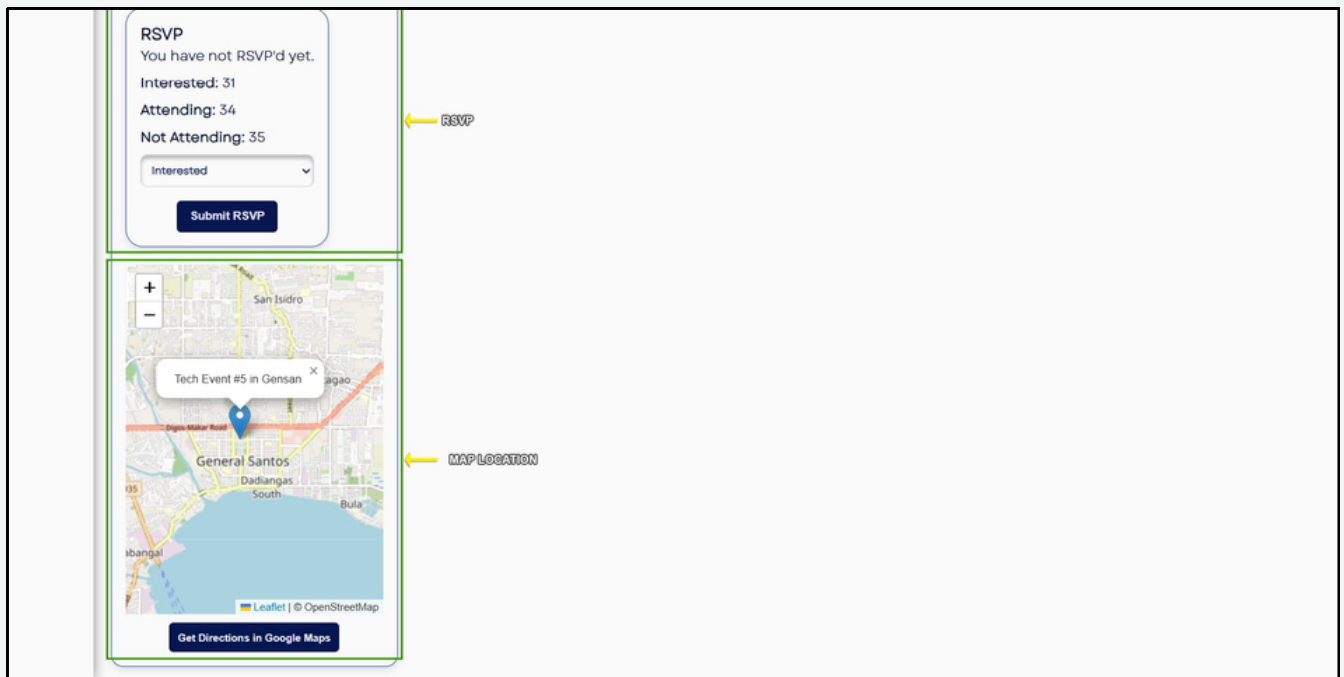
The **Today's Events** section highlights activities scheduled for the current date, keeping users updated in real time. The **All Events** section lists every event—**upcoming and past**—with key details such as title, venue, platform, organizer, date, and a brief description.



Event Detail



The **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”).



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' page. The sidebar on the left has a 'Change Password' link highlighted. The main content area has a title 'Change Password' and three input fields: 'Old password', 'New password', and 'New password confirmation'. Below the fields are two buttons: 'Cancel' and 'Change Password'. Annotations include arrows pointing to the sidebar link, the input fields, and the 'Change Password' button.

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. The top section has a 'Ticket Subject' dropdown menu and a 'Create Ticket' button. Below this is a section titled 'Your Tickets' with three categories: 'Open', 'In Progress', and 'Closed'. Under the 'Open' category, there is a ticket titled 'Profile Update' with the date 'April 18, 2025 21:16' and status 'Open'. A 'View Conversation' button is located at the bottom right of the ticket list. Annotations include arrows pointing to the 'Back' button, the 'Ticket Subject' dropdown, the 'Create Ticket' button, and the 'View Conversation' button.

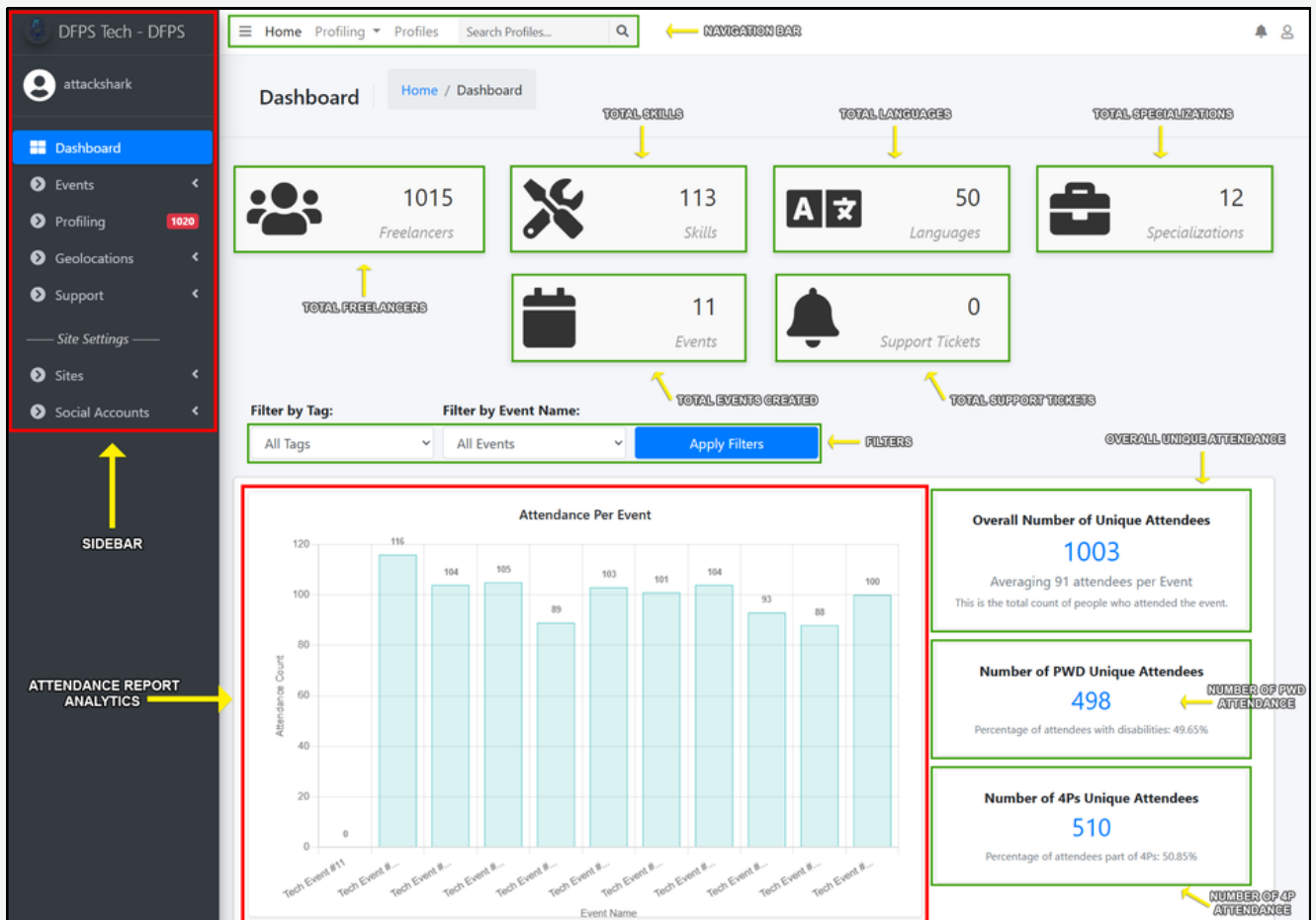
The Support Ticket page **allows users to request assistance or report issues within the system**. To create a new support ticket, **select a subject** from the Ticket Subject dropdown and **click the Create Ticket button**.

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 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.



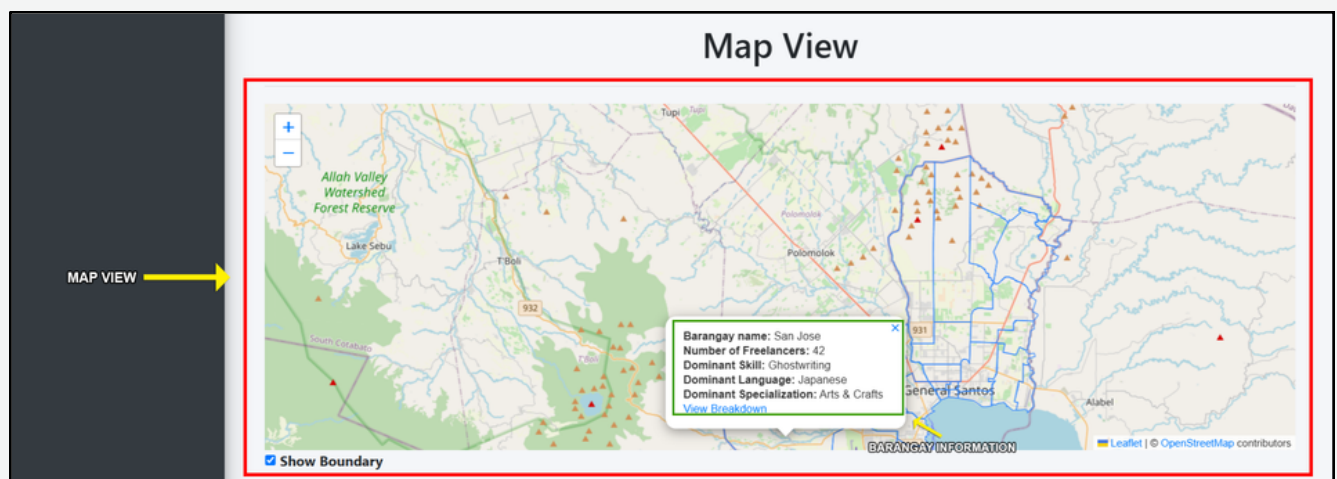
The **Gender Ratio Report** provides a graphical representation of attendee gender distribution, including counts for Male, Female, and Other categories, as well as the **overall attendance total by gender**. These analytics help administrators track engagement and understand participant demographics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

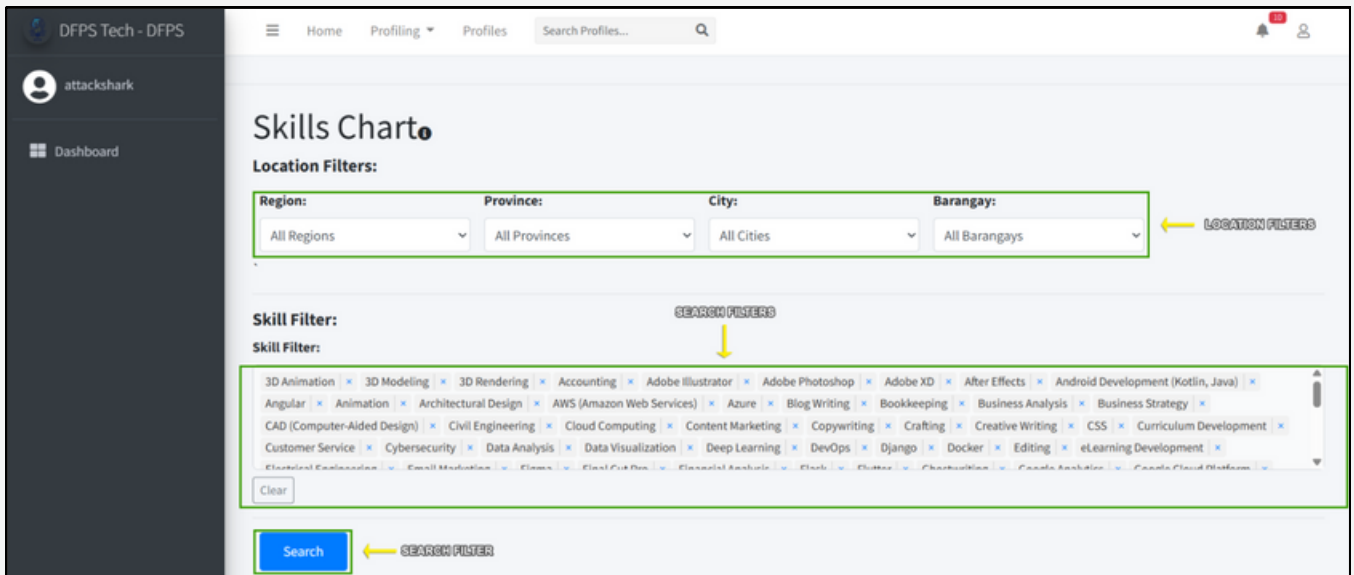
The screenshot shows the 'Support Tickets' section. On the left, a dark sidebar contains the label 'SUPPORT TICKET' with a yellow arrow pointing to the main content area. The main content area has a title 'Support Tickets' and a 'Filter by Status' dropdown menu set to 'All Statuses'. A yellow arrow labeled 'FILTER BY STATUS' points to this dropdown. Below the filter, a ticket card is displayed for 'Ticket #1 - Profile Update' with a green 'Open' status tag. It shows 'Latest Message: No messages yet' and 'From: N/A on'. A blue 'View' button is at the bottom of the card. A red box highlights the entire ticket card area. At the bottom of the main content area, there is a pagination control showing '1' and a footer with 'Copyright © 2025 DFPS Tech 2024. All rights reserved.' and 'Jazzmin version 2.6.1'.

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.

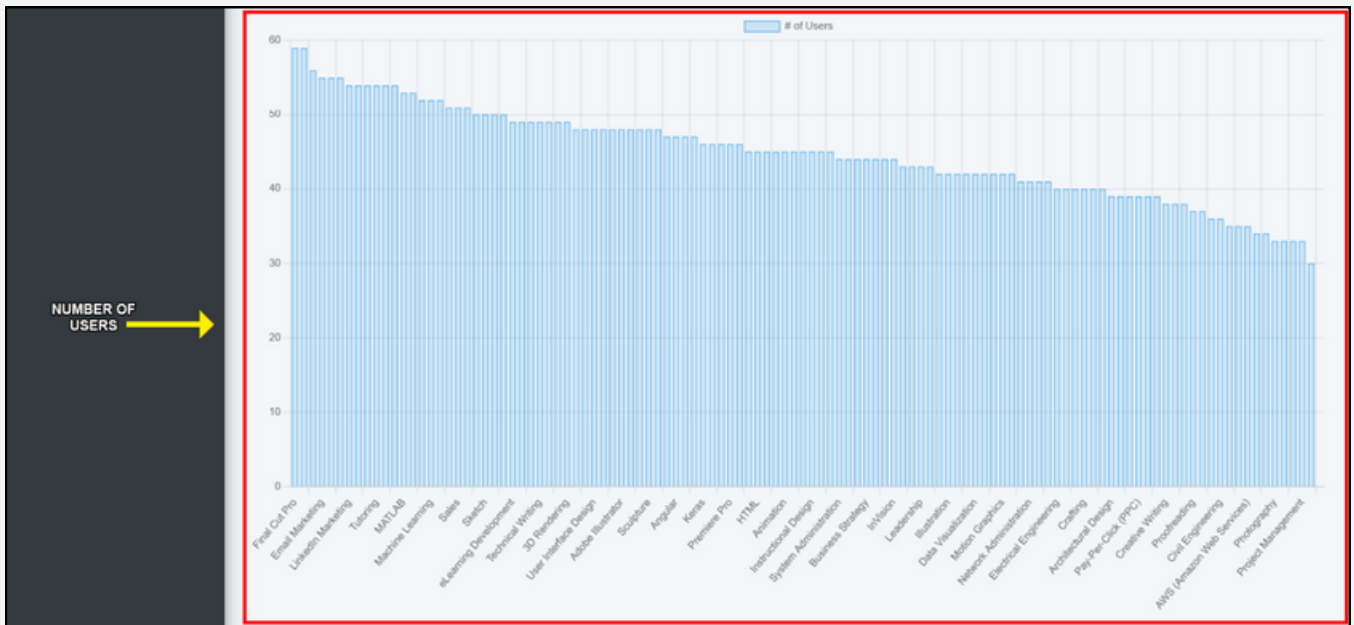
The screenshot shows the 'Charts' section. On the left, a dark sidebar contains three labels: 'DEMOGRAPHICS CHARTS', 'BACKGROUND INFORMATION CHARTS', and 'EVENTS CHARTS', each with a yellow arrow pointing to its respective section. The main content area has a title 'Charts' and is divided into three sections, each highlighted with a red box. The 'Demographics' section contains six charts: 'User Charts' (Comprehensive insights on user join rate), 'Gender Chart' (View data distribution by gender), 'Region Chart' (Explore data distribution by region), 'Province Chart' (View data for different provinces), 'City Chart' (Analyze data based on cities), and 'Barangay Chart' (View data based on barangays). The 'Background Information' section contains three charts: 'Skills Chart' (Insights on skills distribution), 'Language Chart' (Analyze data based on languages), and 'Specialization Chart' (Analyze specializations and trends). The 'Events' section contains one chart: 'Event Chart' (View insights and data related to events). Each chart has a blue 'View Chart' button. The footer of the main content area is empty.



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



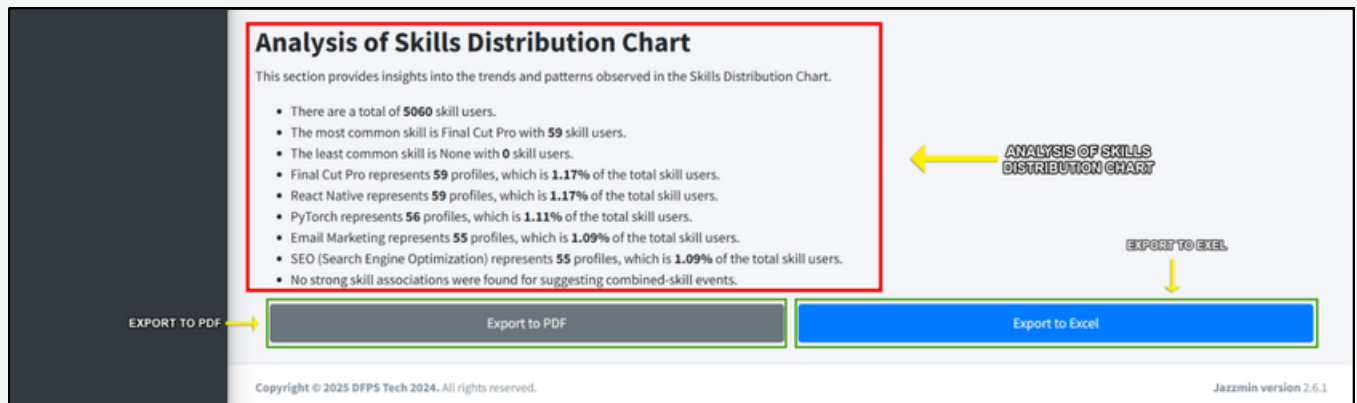
Most analytics charts in the system feature **powerful filtering options** to help users customize the data they view. **Location filters**—such as Region, Province, City, and Barangay—allow users to focus results on specific geographic areas. Category or skill filters enable users to select **relevant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



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

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

is verified join date Search

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

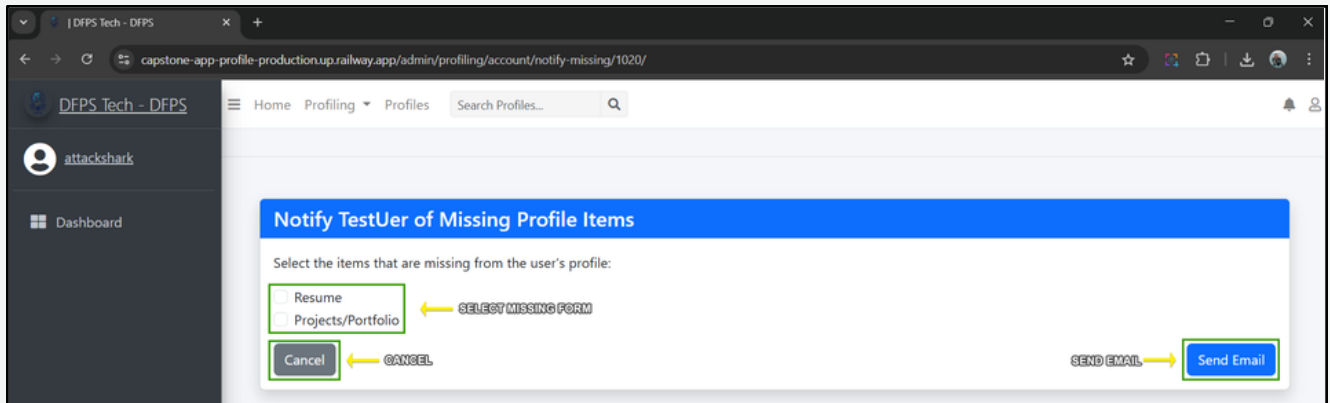
FREELANCER ACCOUNTS

☐	Username	Email	Is verified	Join date	Last login	Profile	Notify User
☐	seanne.canete	seanne.canete@msugensan.edu.ph	○	May 22, 2025, 12:54 a.m.	May 22, 2025, 1:04 a.m.	No Profile	Notify
☐	kimbeme14xd	kimbeme14xd@gmail.com	○	May 17, 2025, 5:28 p.m.	May 22, 2025, 12:54 a.m.	View Profile	Notify
☐	TestUer	xdkimbeme14@gmail.com	●	April 16, 2025, 6:04 p.m.	May 22, 2025, 1:26 a.m.	View Profile	Notify
☐	attackshark	ak@email.com	○	April 14, 2025, 9:05 a.m.	May 22, 2025, 1:13 a.m.	No Profile	Notify
☐	test-coop	1@msugensan.edu.ph	○	April 4, 2025, 3:33 p.m.	-	View Profile	Notify
☐	kimberlyclaire.baylon	kimberlyclaire.baylon@msugensan.edu.ph	○	April 2, 2025, 5:25	April 2, 2025, 5:25	View	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**.

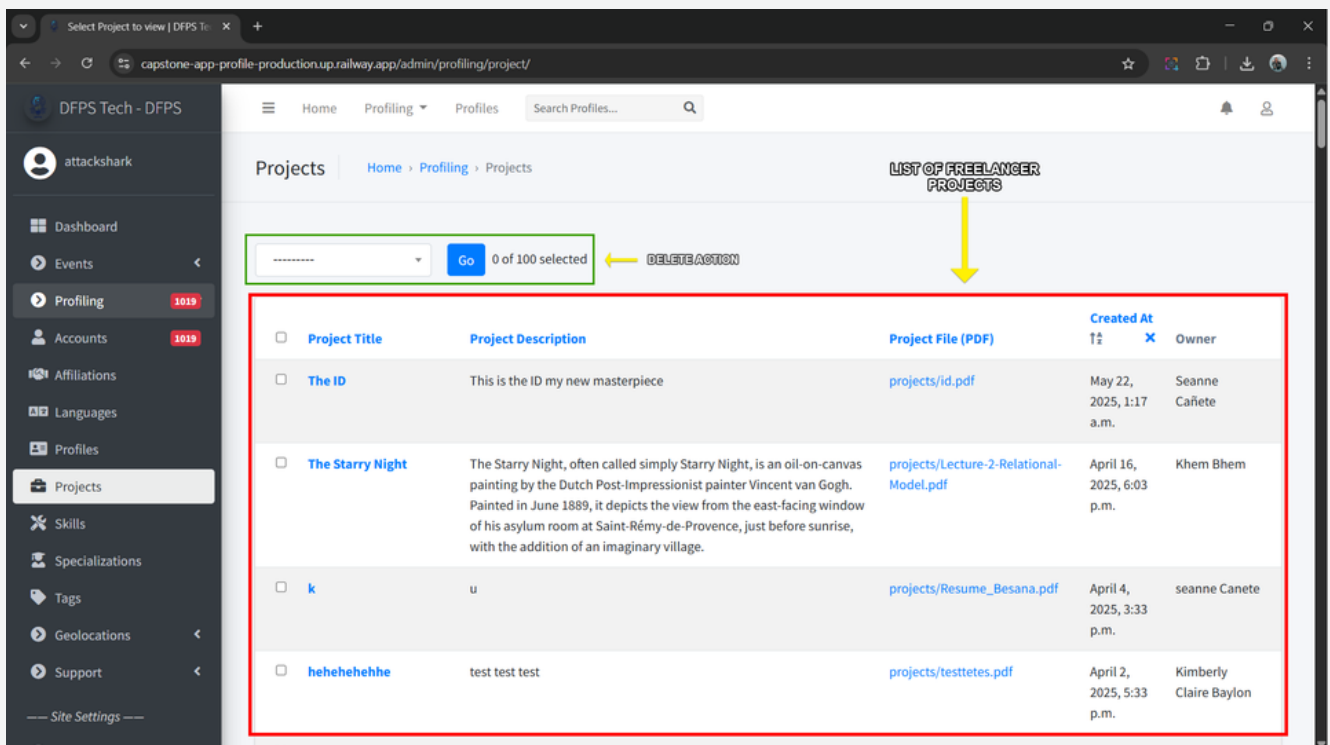


Notify Missing Requirements



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



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

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.

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

DFPS Tech - DFPS

attackshark

Dashboard

Events

Announcements

Events

Locations

Profiling 1019

Geolocations

Support

Site Settings

Sites

Social Accounts

LIST OF EVENTS

Home Profiling Profiles Search Profiles...

Events Home > Events > Events

ADD EVENT Add Event View Event Chart

VIEW EVENT CHART

SEARCH FILTERS

Is Published Is Cancelled Start Date and Time Tags Location Type Search

Go 0 of 12 selected DELETE / EXPORT ACTION

☐	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	☒	☐	Copy Link Generate QR Code	View Statistics
☐	Tech Event #5 in Gensan	May 21, 2025, 5:27 p.m.	May 21, 2025, 7:27 p.m.	Both	☒	☐	Copy Link Generate QR Code	View Statistics
☐	Tech Event #4 in Gensan	May 20, 2025, 5:27 p.m.	May 20, 2025, 7:27 p.m.	Physical	☒	☐	Copy Link Generate QR Code	View Statistics
☐	Tech Event #11	April 20, 2025, 8 p.m.	April 22, 2025, 5 p.m.	Physical	☒	☐	Copy Link Generate QR Code	View Statistics

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

Home Profiling Profiles Search Profiles...

Events Home > Events > Add Event

SAVE

Save and add another

Save and continue editing

SAVE AND CONTINUE EDITING

General Event Date Location Type Physical Location Virtual Details Status Tags Attendances Add Another

EVENT TITLE

Title *

Description *

Event image

Organizer *

Choose File No file chosen

ADD IMAGE

ORGANIZER

EVENT CONTENT

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 **Physical Location tab** allows administrators to select the specific venue for the event from a dropdown list.

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

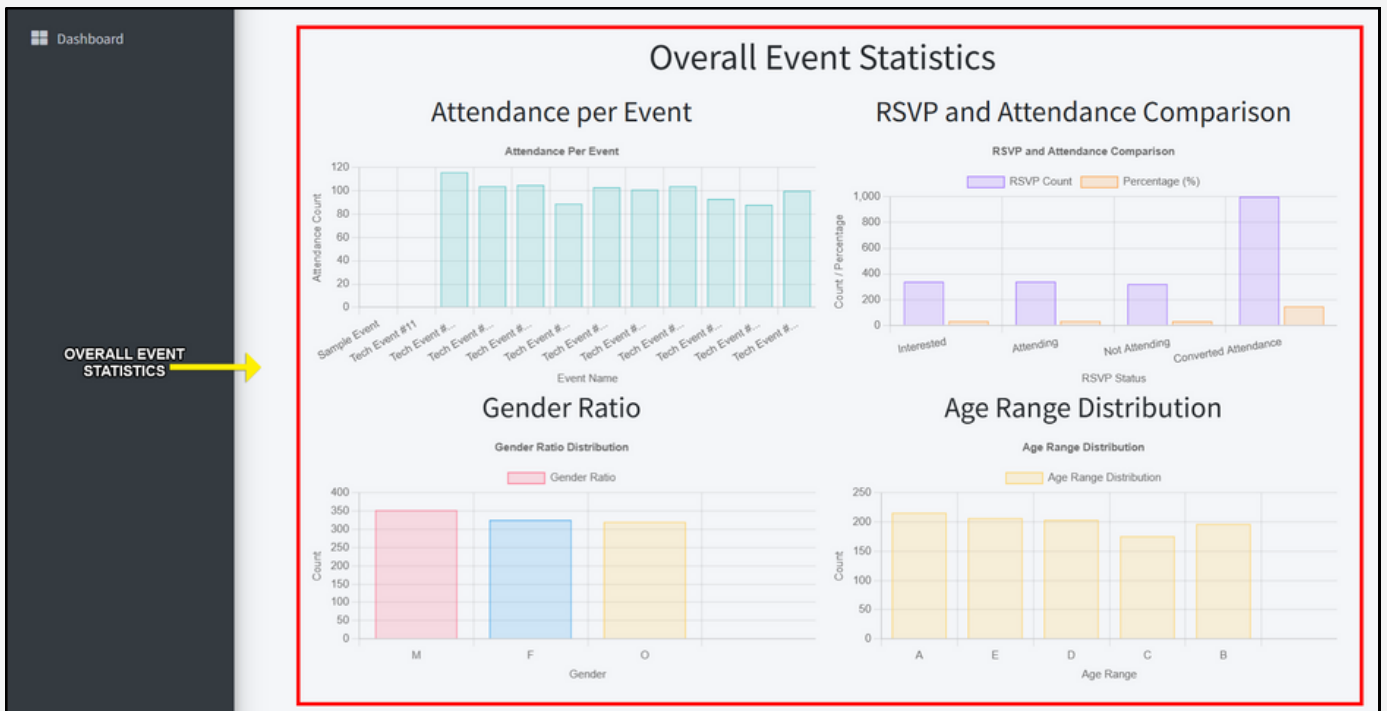
The screenshot shows the 'Add Event' form with the 'Tags' tab selected. The 'Tags' field is highlighted with a green box, and a tooltip explains: 'Skills or categories associated with the event. Hold down "Control" or "Command" on a Mac, to select more than one.' To the right of the field is a '+ ADD TAG' button. On the right side of the form, there are three buttons: 'Save' (green), 'Save and add another' (teal), and 'Save and continue editing' (teal).

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**.

The screenshot shows the 'Add Event' form with the 'Status' tab selected. The 'Status' section contains three checkboxes, each with a tooltip and a yellow arrow pointing to a label on the right: 'Is Published' (Indicates if the event is published.) with a yellow arrow pointing to 'IS PUBLISHED', 'Is Moved' (Indicates if the event has been moved.) with a yellow arrow pointing to 'IS MOVED', and 'Is Cancelled' (Indicates if the event is cancelled.) with a yellow arrow pointing to 'IS CANCELED'. On the right side of the form, there are three buttons: 'Save' (green), 'Save and add another' (teal), and 'Save and continue editing' (teal).

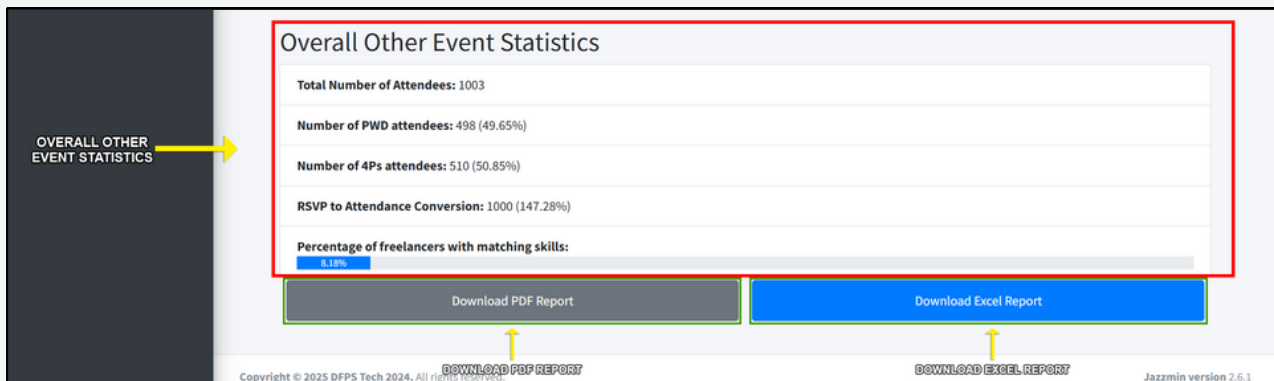
Event Statistics





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.



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

2025 April 19 April 30

Author Tags Created At Search

Go 0 of 2 selected DELETE/EXPORT ACTION

☐	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 NUMBER OF ANNOUNCEMENTS

LIST OF ANNOUNCEMENTS

Copyright © 2025 DFPS Tech 2024. All rights reserved. Jazzmin version 2.6.1

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

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

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



Record Management

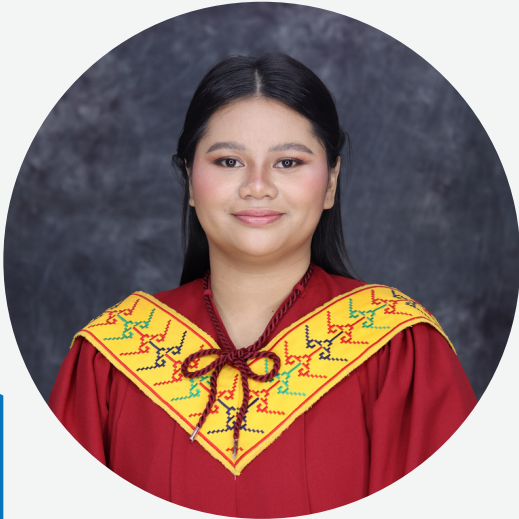
The screenshot displays the 'Skills' management page in the DFPS Admin Module. The interface includes a sidebar with navigation options and a main content area. The main content area features a search bar, a list of skills, and buttons for 'Add Skill' and 'View Skills Chart'. A red box highlights the 'LIST OF FREELANCER SKILLS' table, which 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 compute	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.