

Job4pwd

SYSTEM MANUAL

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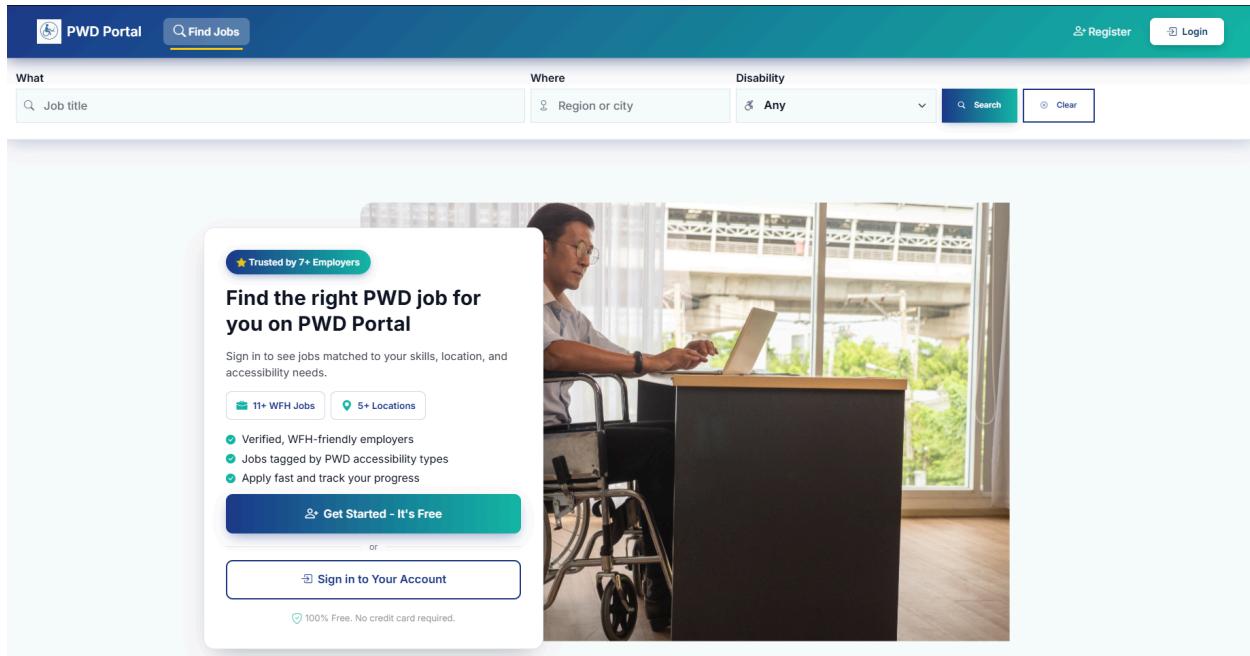
INTEGRATIVE PROGRAMMING INF-231

Introduction

Welcome to the Job4PWD System Manual — a comprehensive guide for users on how to navigate and utilize the Job4PWD website. This manual provides instructions on creating and managing an account, specifically designed to help persons with disabilities find jobs suited to their abilities. It also assists both users and administrators in efficiently accessing and managing the system's features.

Landing Page





This section introduces the Job4PWD website — an online platform dedicated to providing job opportunities and training for persons with disabilities (PWD). The homepage gives users access to registration, login, and job search features.

Authentication Pages

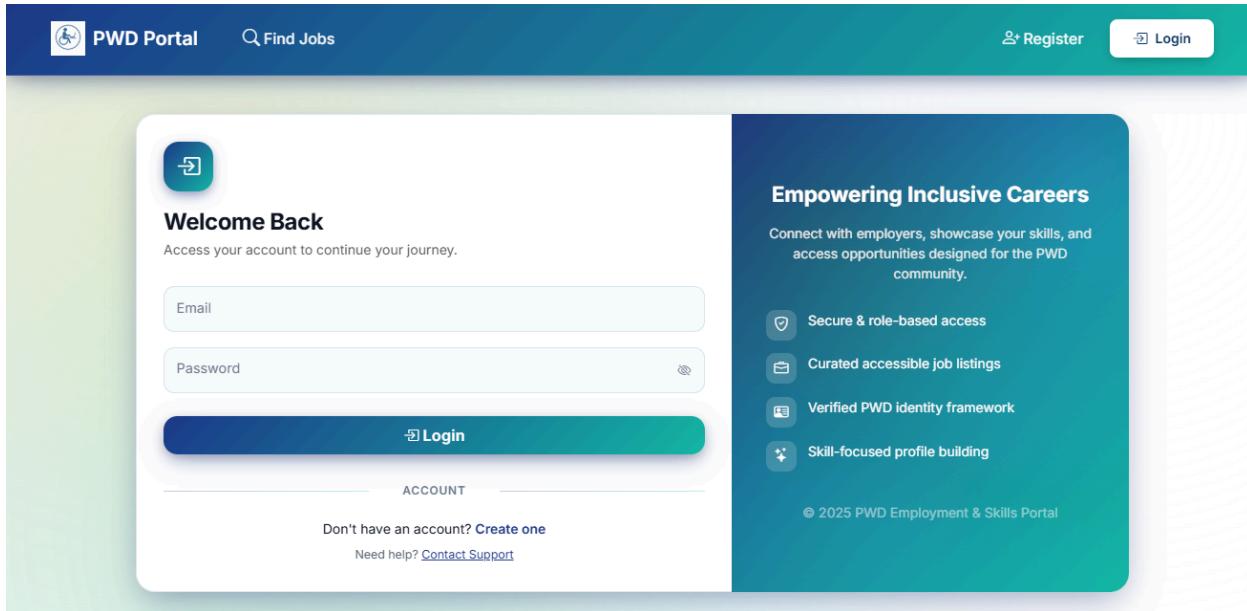


Figure 1.1: Login Page (show fields for email/password).

This figure shows the login interface where registered users can securely access their accounts by entering their email address and password. The login form ensures authorized access and protects user data.

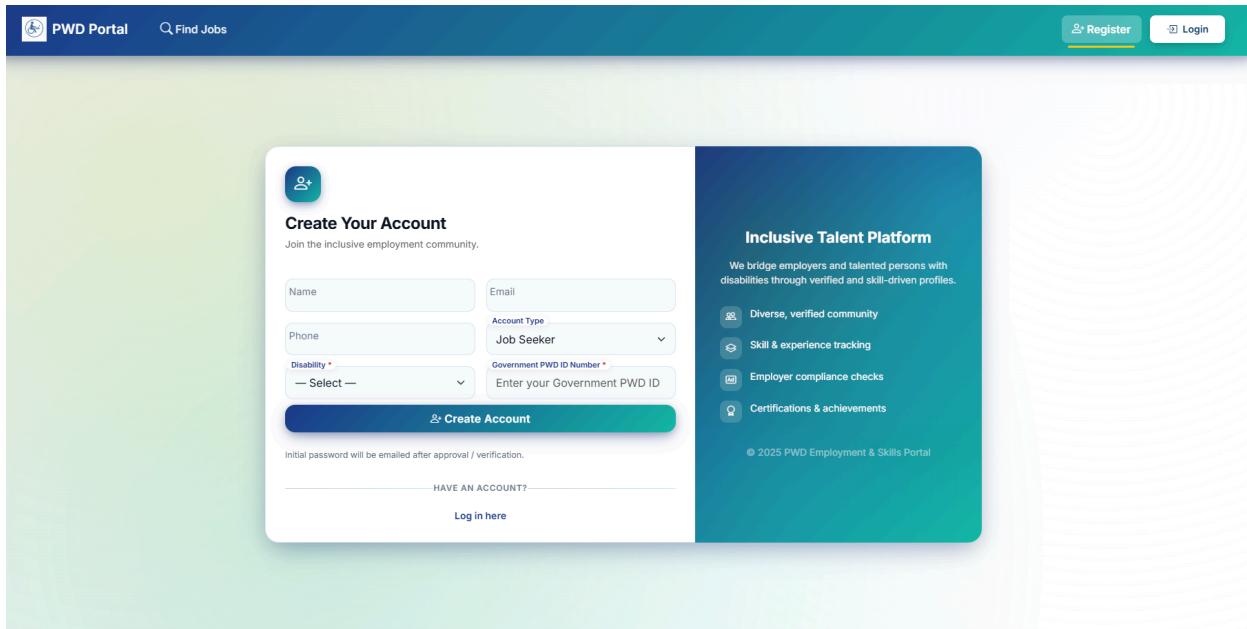


Figure 1.2: Register as Job Seeker

This figure presents the registration page for job seekers. It allows new users to create their accounts by filling out essential details such as full name, email address, password, and disability category. The purpose of this page is to gather necessary information that personalizes each user's experience and helps the platform suggest suitable job opportunities.

The screenshot shows the 'Create Your Account' page of the PWD Portal. At the top, there is a navigation bar with the 'PWD Portal' logo, a search bar labeled 'Find Jobs', and buttons for 'Register' and 'Login'. The main form is titled 'Create Your Account' with the sub-instruction 'Join the inclusive employment community.' It contains several input fields: 'Company Owner First Name', 'Company Owner Middle Name', 'Company Owner Last Name', 'Email', 'Phone', and a dropdown menu for 'Account Type' set to 'Employer'. Below these are fields for 'Company Name', 'Business Email', 'Company Website' (with a placeholder 'https://...'), 'Company Phone', 'Contact Person Name', 'Contact Person Phone' (with a placeholder '11-digit mobile number'), and 'Business Permit #'. A large blue button at the bottom left says 'Create Account'. Below the form, a note states 'Initial password will be emailed after approval / verification.' At the bottom, there is a link 'HAVE AN ACCOUNT?' and a 'Log in here' button. To the right of the form, a teal sidebar titled 'Inclusive Talent Platform' lists features: 'Diverse, verified community', 'Skill & experience tracking', 'Employer compliance checks', and 'Certifications & achievements'. The sidebar also includes the text 'We bridge employers and talented persons with disabilities through verified and skill-driven profiles.' and the copyright notice '© 2025 PWD Employment & Skills Portal'.

Figure 1.3: Register as Employer

This figure displays the registration form specifically designed for employers who wish to post job openings on the platform. The page collects important information such as company name, email address, contact number, and password. This registration ensures that all employers on the platform are verified and committed to providing fair and accessible job opportunities for PWDs.

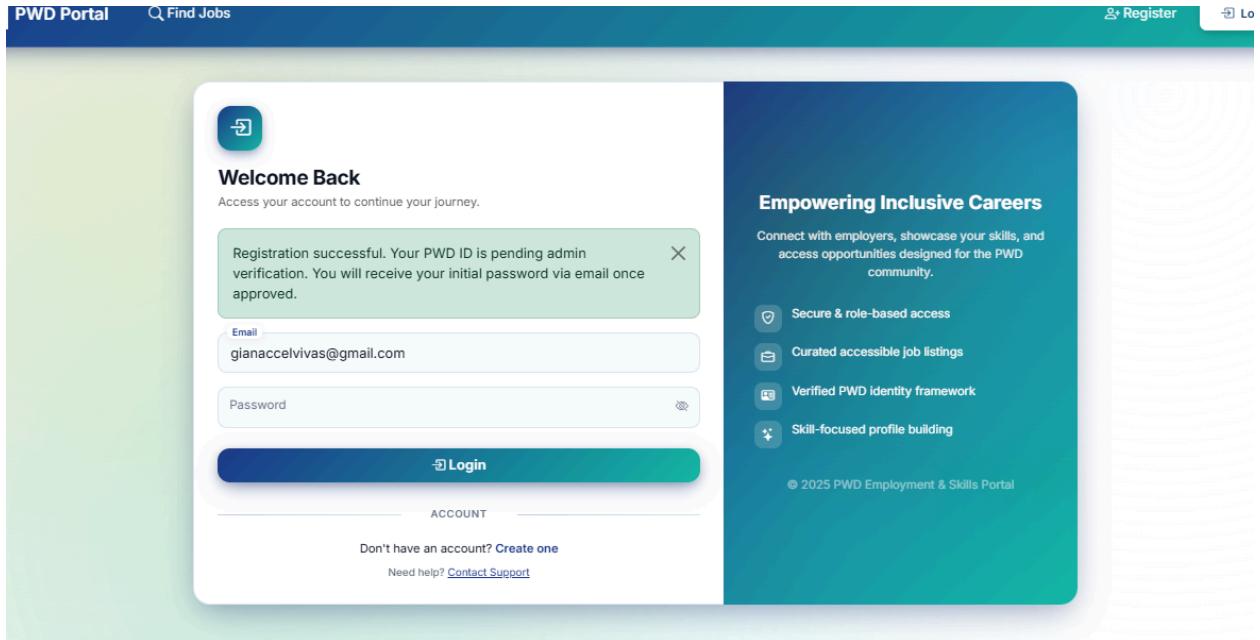
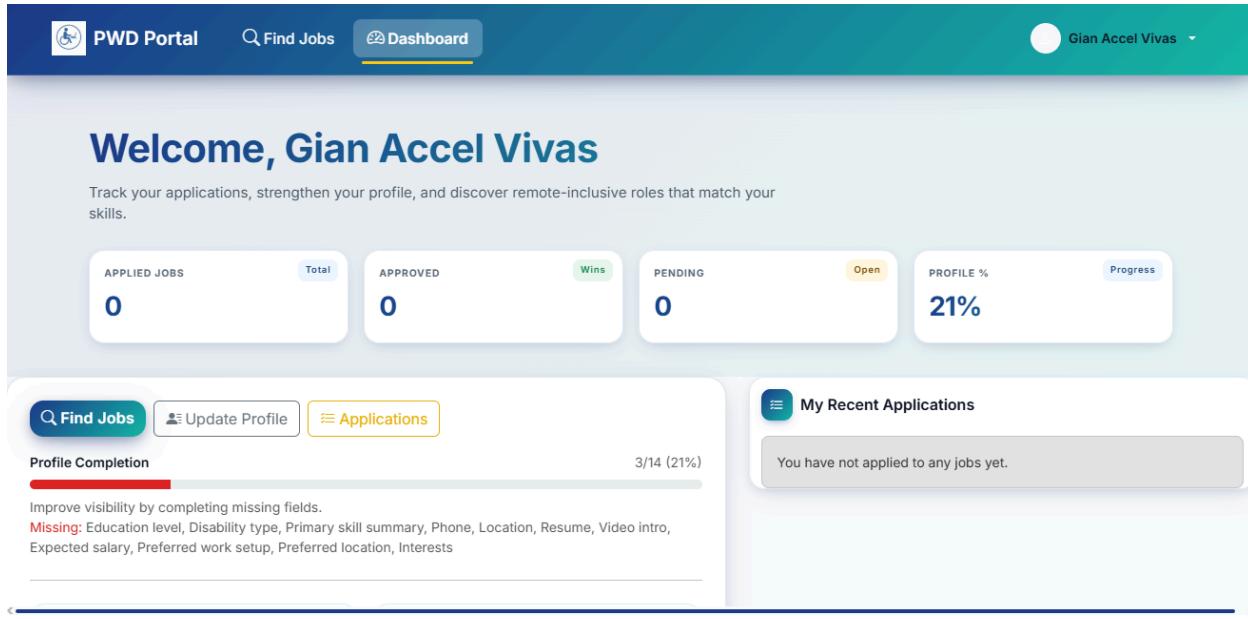


Figure 1.4: Registration Confirmation Page

This figure illustrates the confirmation screen shown after successful account registration. It confirms that the user has completed the sign-up process and now has to wait for a verification email or password provided by the admin for account activation.

Job Seeker Dashboard



The screenshot shows the 'PWD Portal' Job Seeker Dashboard. At the top, there are navigation links: 'PWD Portal', 'Find Jobs' (which is the active tab), and 'Dashboard'. A user profile for 'Gian Accel Vivas' is on the right. The main header says 'Welcome, Gian Accel Vivas'. Below it, a message encourages tracking applications and strengthening the profile. Four key metrics are displayed in cards: 'APPLIED JOBS' (0), 'APPROVED' (0), 'PENDING' (0), and 'PROFILE %' (21%). Below these are three buttons: 'Find Jobs' (highlighted in teal), 'Update Profile', and 'Applications' (highlighted in yellow). A progress bar for 'Profile Completion' shows 3/14 (21%) with a note about missing fields: Education level, Disability type, Primary skill summary, Phone, Location, Resume, Video intro, Expected salary, Preferred work setup, Preferred location, and Interests. To the right, a section titled 'My Recent Applications' shows a message: 'You have not applied to any jobs yet.'

Figure 1.5: Job Seeker Dashboard

This figure displays the main dashboard interface for job seekers after logging in. It provides an overview of recommended jobs, recent applications, and key navigation menus such as *Jobs* and *Profile*. The dashboard acts as the central hub where users manage their job search activities and track progress conveniently.

Job Search and Application

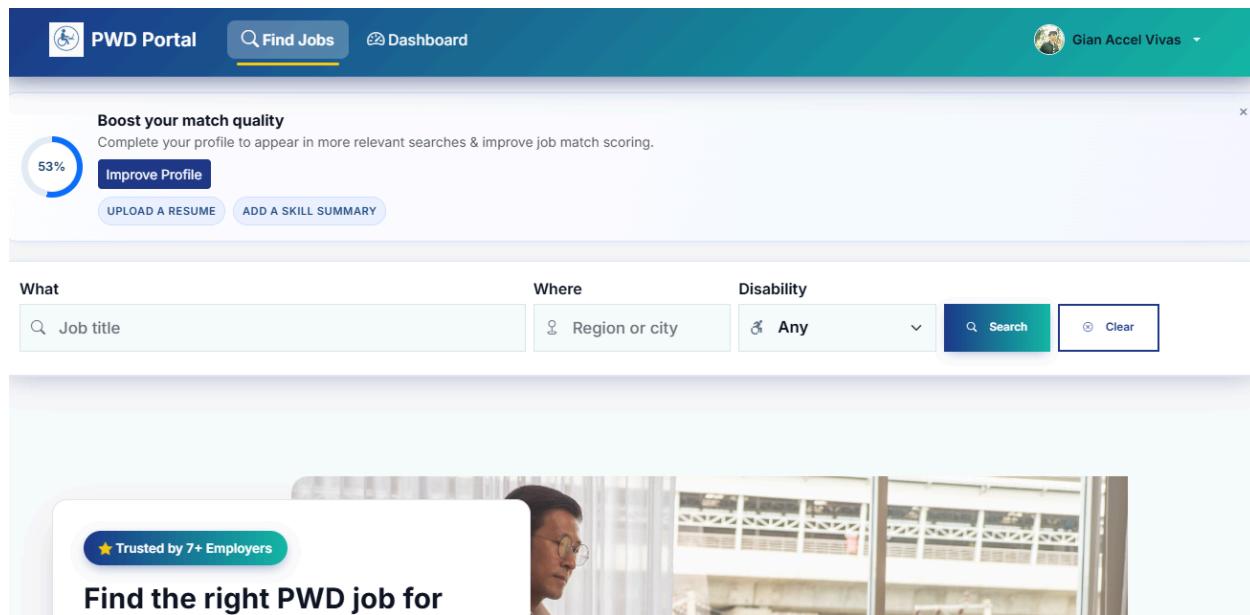


Figure 1.6: Job Search Page

This figure shows the search interface where users can look for available jobs based on specific criteria such as job title, location, or disability type. The filter options help users find suitable job listings efficiently.

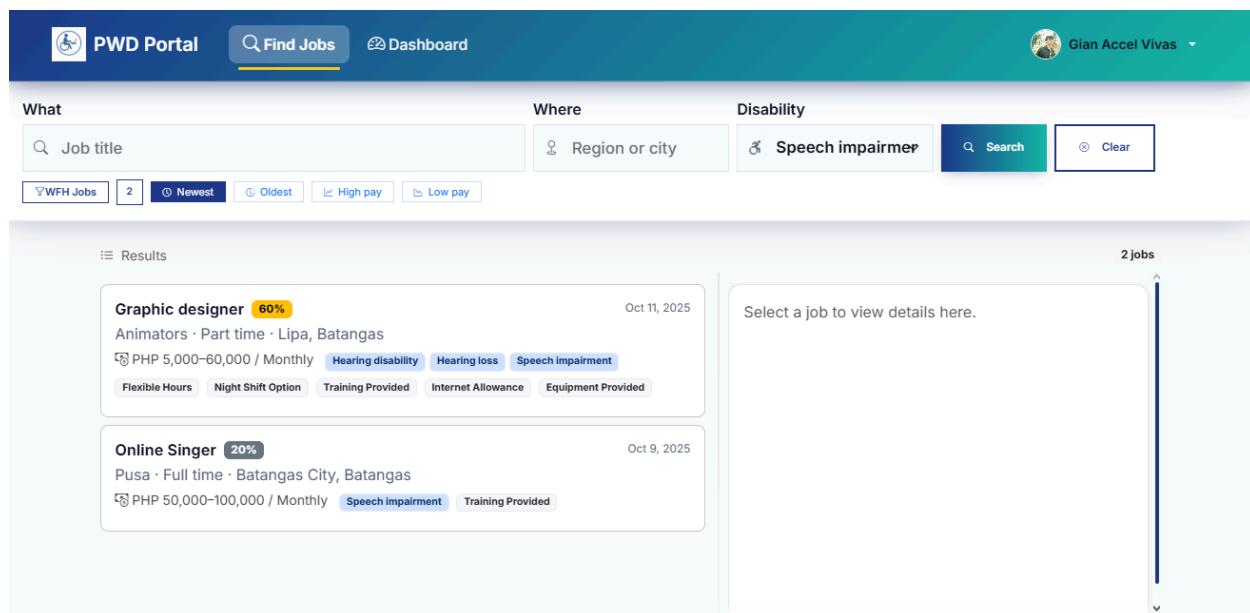
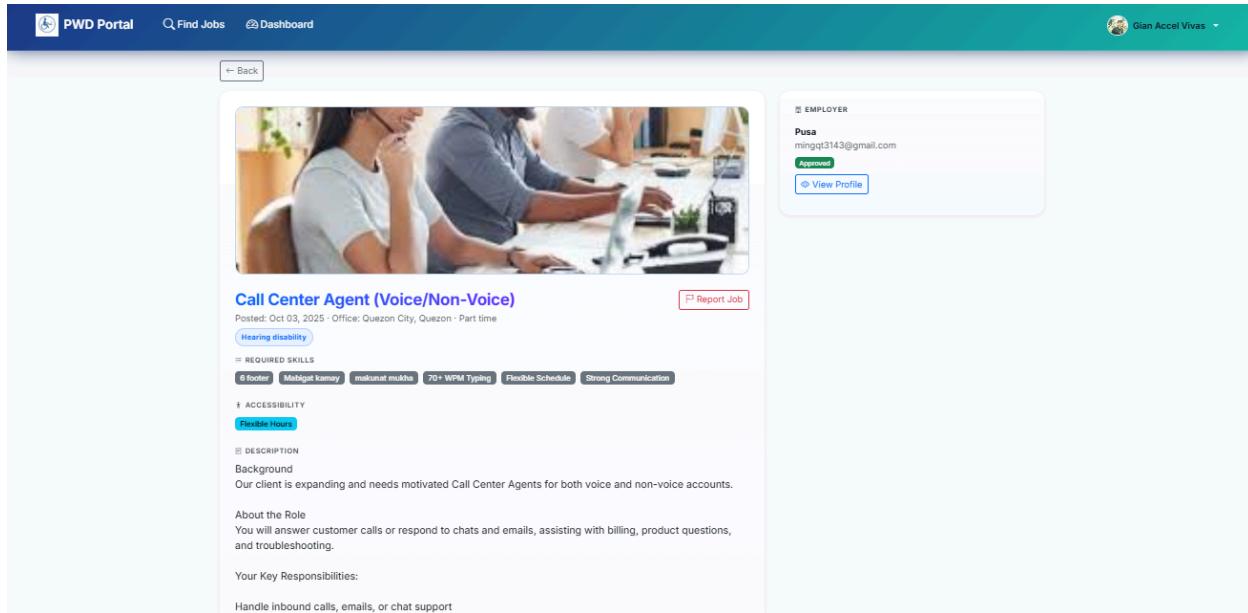


Figure 1.7: Search Results Page

This figure displays the list of job opportunities that match the user's search filters. Each result typically includes job title, company name, location, and a short job description. This page allows users to browse and select job postings that match their qualifications.



The screenshot shows a job listing for a 'Call Center Agent (Voice/Non-Voice)' position. The job was posted on Oct 03, 2025, in Quezon City, Quezon, and is part-time. It requires a hearing disability and lists skills such as 6 footer, Mabigat kanyey, makunat mukha, 70+ WPM Typing, Flexible Schedule, and Strong Communication. Accessibility is noted as flexible hours. The job description mentions that the client is expanding and needs motivated Call Center Agents for both voice and non-voice accounts. The role involves answering customer calls or responding to chats and emails, assisting with billing, product questions, and troubleshooting. Key responsibilities include handling inbound calls, emails, or chat support. The employer is listed as 'Pusa' with the email mingqt3143@gmail.com, and there is an 'Approve' button and a 'View Profile' link. The page also includes a 'Report Job' button and a 'Back' link.

Figure 1.8: Job Details Page

This figure presents the full details of a selected job, including the company profile, job requirements, and offered benefits. The page also includes an *Apply Now* button to allow users to submit their applications directly.

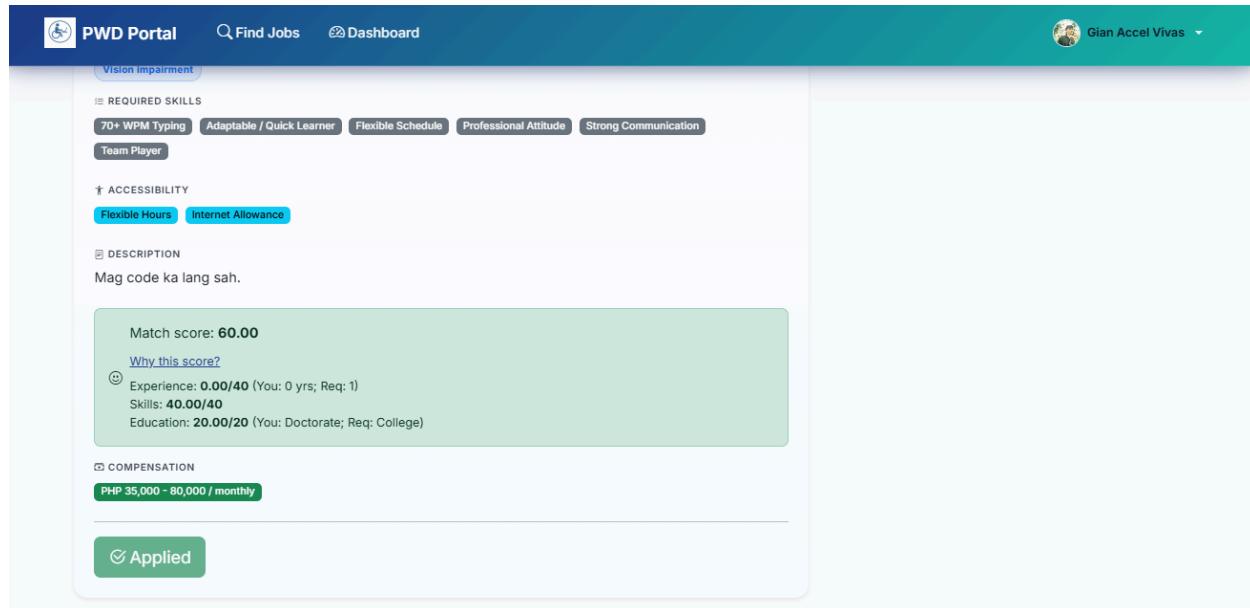


Figure 1.9: Application Confirmation

This figure displays a confirmation message or pop-up that appears after a successful job application. It assures the user that their application has been submitted.

Profile Management

The screenshot shows a user's profile page on the PWD Portal. The profile section includes a photo, name (Gian Accel Vivas, PWD: Verified), and basic info (Doctorate, 0 years, LIPA, BATANGAS, CALABARZON, REMOTE). It also shows a summary to add professional strengths and a list of profile details like typing speed, adaptability, and communication skills. The applications section lists two job applications: 'Coder' (Approved, 60%, 2025-10-19) and 'hahh' (Pending, 60%, 2025-10-19). The work experience section shows 'Chiefmate' at Stott (2007-06 - 2023-07). The certifications section indicates 'No certifications listed'.

Figure 1.10: View Profile Page

This figure displays the user's personal profile page, containing basic details such as name, contact information, skills, and disability type. It also includes a section for viewing uploaded documents like résumés or certificates.

The screenshot shows the Edit Profile page. The left side contains the 'Edit Profile' section with fields for basic information (Full Name: Gian Accel Vivas, Gender: Male, Date of Birth: 07/16/1986, Phone: 38 yrs, Region: CALABARZON, Province: BATANGAS, City: LIPA, Full Address, Educational Attainment: Doctorate, Primary Skill Summary / Bio). The right side contains the 'DISABILITY & SUPPORT' section (Disability (short desc): Vision impairment, Disability Type: Vision impairment, Severity: Mild, Assistive Devices: comma separated, PWD ID Number: ****8546 (locked)). The bottom section contains 'PREFERENCES (MINI RESUME)' (Expected Salary: PHP, Preferred Work Setup: Remote, Preferred Location: City/Region, Interests: comma separated, Accessibility Preferences: checkboxes for various options like Flexible Hours, Night Shift Option, Training Provided, Internet Allowance, Equipment Provided, General / Soft Skills: checkboxes for various skills like 70+ WPM Typing, Flexible Schedule, Team Player, Professional Attitude, Strong Communication, Adaptable / Quick Learner). A note at the bottom states: 'Check the soft skills that apply to you to improve matching with employer requirements.'

Figure 1.11: Edit Profile Page

This figure shows the editable version of the profile page, where users can update their information. They can modify their contact details, skills, and upload a new résumé. The page ensures that user data remains up-to-date and accurate for employers to review.

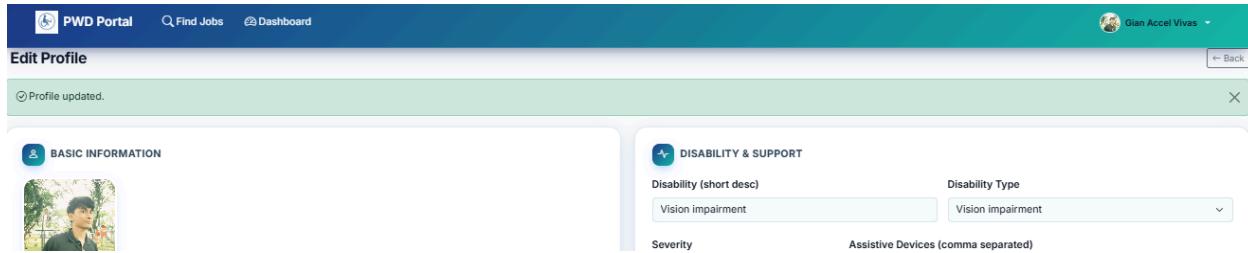


Figure 1.12: Profile Update Confirmation

This figure presents the notification or alert confirming that the user's profile changes have been successfully saved. It provides assurance that all modifications were recorded in the system database.

Employer Dashboard

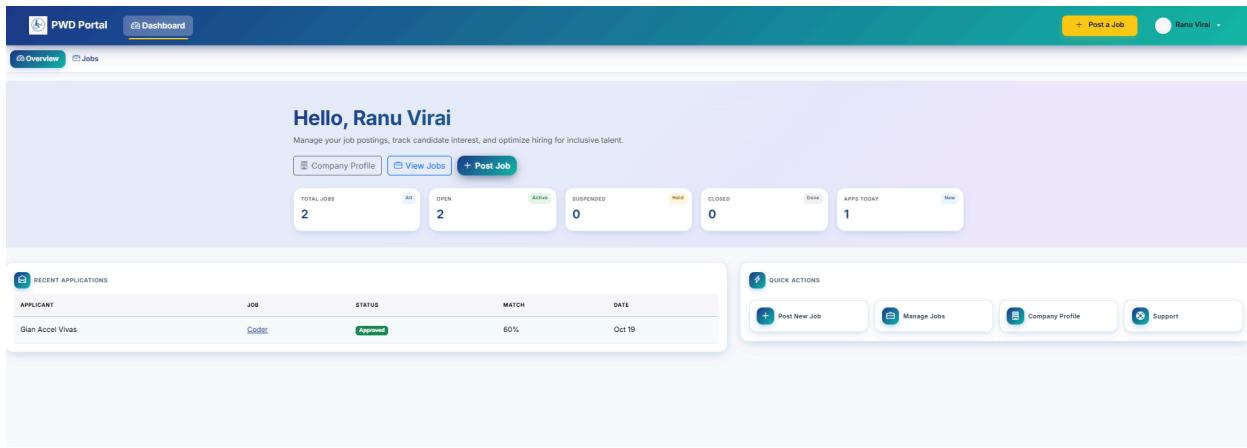
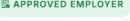


Figure 2.1: Employer Overview Page

This figure shows the main dashboard for employers after logging in. It provides an overview of job postings, and recent applicants. Employers can easily navigate between posting new jobs and reviewing applications.

PWD Portal  Dashboard  + Post a Job  Ranu Viral 

Create Job Posting

Please fill out the form to publish a new job opportunity.

Be specific Show salary Tag support

0% COMPLETE

Job Title * Employment Type *

 Location & Compensation

City * Region / Province *
 Salary Currency * PHP
 Salary Period *  JOB IMAGE (OPTIONAL)
 No file chosen
 PNG / JPG / GIF / WEBP up to 2MB

Leave salary blank if confidential. Providing a range increases applicant trust.

 Skills & Qualifications

Experience (years) * Education Requirement * Additional Skills (comma separated)

Select *Any* if all education levels are accepted.

Please select at least one skill or add skills in the text field.

Select at least one PWD category for this job.

 LEARNING DISABILITY  VISION IMPAIRMENT  COMMUNICATION DISORDER  INTELLECTUAL DISABILITY  ORTHOPEDIC DISABILITY
 CHRONIC ILLNESS  HEARING LOSS  SPEECH IMPAIRMENT  HEARING DISABILITY  PHYSICAL DISABILITY

Select at least one PWD category this job is intended for.

Please select at least one Applicable PWD Category.

 Accessibility & Inclusion

Select at least one Accessibility & Inclusion tag.

 FLEXIBLE HOURS  NIGHT SHIFT OPTION  TRAINING PROVIDED  INTERNET ALLOWANCE  EQUIPMENT PROVIDED

Please select at least one Accessibility & Inclusion tag.

 Description & Publish

Role Description *

Outline responsibilities, tools used, schedule, success metrics, team structure, growth path.

 Create Job  Cancel

Figure 2.2: Add Job post Page

This figure displays the page where employers can add new job openings by entering details such as job title, description, qualifications, salary range, and disability inclusivity level. The page allows employers to submit job listings for approval before publishing them on the platform.

JOB	TYPE	PWD TYPES	SALARY	STATUS	POSTED	ACTIONS
Graphic designer Lipa, Batangas	Work From Home · Part time	Hearing disability, Hearing loss, Speech impairment	PHP 5,000-60,000 / Monthly	OPEN	Oct 11, 2025	<input type="checkbox"/>

Figure 2.3: Jobs Post Management Page

This figure shows the *Job Post Management Page*, which allows employers or administrators to oversee all job listings posted on the Job4PWD platform. The page provides an organized table view of job postings that includes essential details such as job title, company name, posting date, location, and current status.

Applicant	Match %	Status	Actions	Applied
Gian Accel Vivas Doctorate	60%	PENDING	<input type="checkbox"/>	Oct 19, 2025

Figure 2.4: Applicant Management Page

This figure shows the list of applicants who have applied for a specific job post. Employers can view applicant details, download résumés, and manage the hiring process directly from this page.

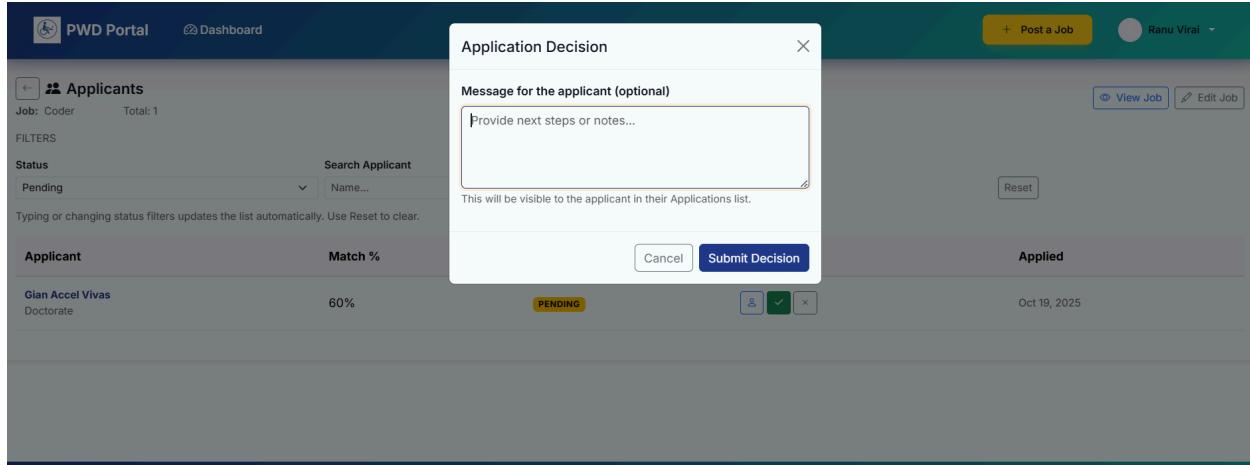


Figure 2.5: Applicant approval form

This figure presents the *Applicant Approval Form*, a dedicated interface that allows employers to review and evaluate job applications submitted by PWD job seekers. The form displays comprehensive applicant details such as full name, contact information, résumé or uploaded documents, disability category, and the position applied for.

Figure 2.6: Edit Job Page

This figure displays the *Edit Job Page*, where employers can update or modify details of an existing job post within the Job4PWD platform. The page provides editable fields such as Job Title, Job Description, Qualifications, Location, Salary Range, and Employment Type. Employers can also adjust accessibility requirements or indicate if the position is open to specific disability categories.

Admin Panel



Figure 3.1: Admin Dashboard View

This figure displays the admin interface where system administrators monitor all platform activities. It includes key metrics such as total users, job posts, and active employers. The dashboard provides tools for maintaining system integrity and performance.

COMPANY	BUSINESS EMAIL	PHONE	PERMIT NO.	STATUS	ACTIONS
Barek Company Man Glerry C - diray223@gmail.com	mingasd@gmail.com	0129481284	7877467gg854678	PENDING	View Edit
Fox May blaw sah - mayblaw1@gmail.com	nba@2k.com	09291192929	asdasdwdqwd123	APPROVED	View Edit
Animators Renu Viral - ranuviral@gmail.com	ranuviral@gmail.com	(none)	123456RanuVray	APPROVED	View Edit
Pusa Joyce Levine Lejardo - joycejeliee@gmail.com	nba@2k.com	(none)	KSZ2912123551	APPROVED	View Edit
Aso Dayet A. Alcantara - dayet@gmail.com	(none)	(none)	21321323esdesd	APPROVED	View Edit
Pusa Dayet Na Employer - mingq3143@gmail.com	mingq3143@gmail.com	09291192929	KSZ291d	APPROVED	View Edit
NBA Employer - employer3@gmail.com	nba@2k.com	09291192929	MA2955AS	APPROVED	View Edit
NU Dayet A. Alcantara - dayet@gmail.com	(none)	(none)	KSZ291	APPROVED	View Edit

Figure 3.2: Employers Management Page

This figure illustrates the *Employers Management Page*, a section of the Job4PWD administrative interface designed to manage all registered employer accounts on the platform. It displays a structured table containing key employer information such as Company Name, Contact Person, Email Address, Registered Date, and Account Status (e.g., Active, Pending, or Suspended).

Through this page, administrators can efficiently view, verify, edit, or deactivate employer accounts to maintain platform integrity and ensure that only legitimate organizations can post job openings. Search and filter tools allow admins to locate specific employers quickly. Additionally, verification options may include reviewing business permits or credentials before approval.

Figure 3.3: Create Employer Page

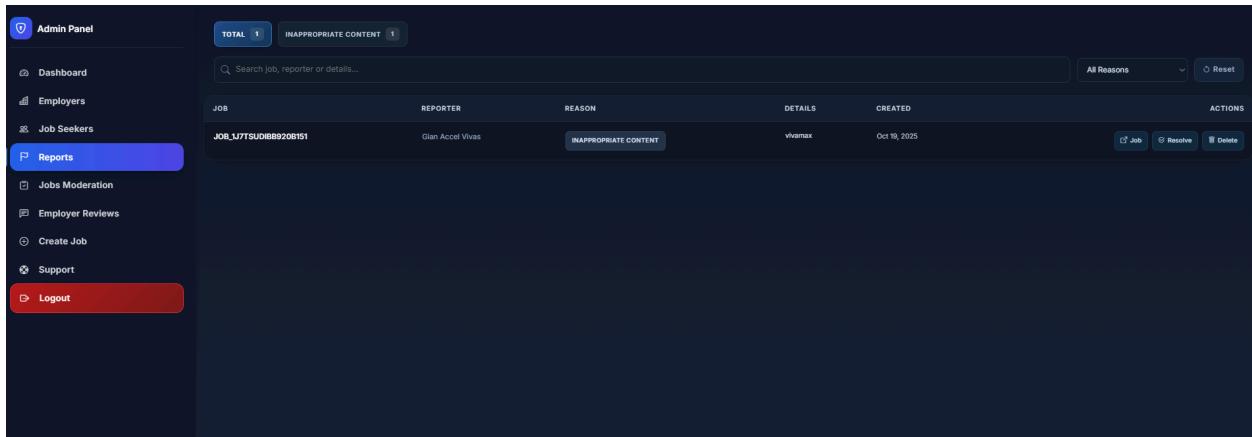
This figure shows the *Create Employer Page*, which allows administrators to register new employers or organizations on the Job4PWD platform. The page features a structured form with input fields such as **Company Name**, **Contact Person**, **Email Address**, **Password**, **Company Address**. Additional options may include uploading specifying accessibility commitments to ensure inclusivity in hiring.

Job Seekers									
TOTAL 12		NONE 2		PENDING 1		VERIFIED 6		REJECTED 3	
<input type="text" value="Search name or email..."/> All Status Work Setup Accessibility Reset									
Lebron James	lebronjames@gmail.com	****3123	PENDING	ACTIVE	—	—	View		
Gian Accel Vivas	accelvivas@gmail.com	****8546	VERIFIED	ACTIVE	Remote	Equipment Provided, Flexible Hours, Internet Allowance, Night Shift Option, Training Provided	View		
Ejay	ejaydimayuga28@gmail.com	****2016	VERIFIED	ACTIVE	—	—	View		
Kristian Diether Alcantara	mingchancutie@gmail.com	****3124	VERIFIED	ACTIVE	Remote	Equipment Provided, Flexible Hours, Internet Allowance, Night Shift Option, Training Provided	View		
Asd	asd@asd.com	****A123	VERIFIED	ACTIVE	—	—	View		
Btan	tanbermedic48@gmail.com	****1203	REJECTED	ACTIVE	—	—	View		
Lebron James	lebronjames1@gmail.com	****d222	VERIFIED	ACTIVE	—	—	View		
Kristian Diether Alcantara	jobseekers5@gmail.com	****3123	VERIFIED	ACTIVE	—	—	View		
manuel glenn biray	biray@gmail.com	—	REJECTED	ACTIVE	—	—	View		
Malupiton	maloptk@gmail.com	—	NONE	ACTIVE	—	—	View		
Stephen Hawlings	shn123@gmail.com	—	REJECTED	ACTIVE	—	—	View		
Job Seeker	jobseeker@gmail.com	—	NONE	ACTIVE	—	—	View		

Figure 3.4: Job Seekers Management Page

This figure displays the *Job Seekers Management Page*, a vital component of the Job4PWD administrative panel that enables administrators to oversee all registered job seeker accounts on the platform. The page presents a well-organized table listing important user details such as **Full Name**, **Email Address**, **Disability Type**, **Registration Date**, and **Account Status** (e.g., Active, Pending, or Disabled).

From this interface, administrators can efficiently **view**, **verify**, **update**, or **deactivate** user accounts as needed. The page may also include **search** and **filter** functionalities, allowing the admin to quickly locate specific users or sort them based on disability category or activity status. Additionally, the admin can inspect user profiles to ensure that all information provided is accurate and appropriate for the platform's standards.



The screenshot shows the 'Reports' section of the Admin Panel. The left sidebar has a 'Reports' section with sub-options: Jobs Moderation, Employer Reviews, Create Job, Support, and Logout. The main area shows a table with the following data:

JOB	REPORTER	REASON	DETAILS	CREATED	ACTIONS
JOB_1J7TSUD8B9208151	Gian Accel. Vivas	INAPPROPRIATE CONTENT	vivamax	Oct 19, 2025	Job Resolve Delete

At the top, there are buttons for 'TOTAL 1' and 'INAPPROPRIATE CONTENT 1'. There is also a search bar and a dropdown for 'All Reasons' with a 'Reset' button.

Figure 3.5: Reports Management Page

This figure presents the *Reports Management Page*, a core section of the Job4PWD administrative panel that provides access to reports related to platform activity.

Jobs Moderation					REVIEW, APPROVE OR REJECT JOB POSTINGS BEFORE THEY GO LIVE.	
TOTAL 13		PENDING 0	APPROVED 12	REJECTED 1	Create Job	
<input type="text" value="Search job title or company"/> All Apply Reset						
JOB	EMPLOYER	POSTED	MODERATION	DECISION	Approve	Save
Coder Vision impairment	Animators	Oct 19, 2025	APPROVED	Reason: Approved by admin on creation	Approve	Save
Artist Vision impairment	Pusa	Oct 15, 2025	APPROVED	Decided: Oct 15, 2025 13:23	Approve	Save
JOB Communication disorder	Pusa	Oct 13, 2025	APPROVED	Decided: Oct 13, 2025 15:41	Approve	Save
Graphic designer Hearing disability Hearing loss Speech impairment	Animators	Oct 11, 2025	APPROVED	Decided: Oct 11, 2025 13:04	Approve	Save
Online Singer Speech impairment	Pusa	Oct 9, 2025	APPROVED	Decided: Oct 9, 2025 17:56	Approve	Save
Virtual Sales Representative (Remote) Physical disability	Pusa	Oct 3, 2025	APPROVED	Decided: —	Approve	Save
Virtual Project Manager (Remote) Physical disability	Pusa	Oct 3, 2025	APPROVED	Decided: —	Approve	Save
Content Writer Physical disability	Pusa	Oct 3, 2025	APPROVED	Decided: —	Approve	Save
Call Center Agent (Voice/Non-Voice) Physical disability	Pusa	Oct 3, 2025	APPROVED	Decided: —	Approve	Save

Figure 3.6: Jobs Moderation Page

This figure illustrates the *Jobs Moderation Page*, an essential administrative interface within the Job4PWD platform responsible for reviewing and validating job postings submitted by employers before they are made publicly visible. The page features a structured list or table displaying each job post's Title, Company Name, Date Submitted, Status (e.g., Pending, Approved, or Rejected), and action buttons for View, Approve, or Reject.

Figure 3.7: Create Job (as Admin) Page

This figure shows the *Create Job (as Admin) Page*, a feature in the Job4PWD administrative panel that allows system administrators to manually add or publish new job postings on behalf of verified employers. The page contains a structured form with fields such as Job Title, Company Name, Job Description, Qualifications, Location, Salary Range, Employment Type, and Disability Category. There may also be options to mark the job as *Active*, *Pending*, or *Closed* based on its posting status.

ID	Employer	Reviewer	Rating	Comment	Status	Created	Actions
1	Pusa #USR_1J5STL1HNF2D40513	Kristian Diether Alcantara minghancutie@gmail.com	5/5	GALING NETO SAH	Approved	Oct 15, 2025 12:49	<button>Approve</button> <button>Hide</button> <button>Delete</button>

Figure 3.8: Employer Reviews Page

This figure presents the *Employer Reviews Page*, a section of the Job4PWD platform dedicated to displaying and managing feedback or evaluations given by job seekers to employers. The page typically lists reviews in a table or card layout showing details such as Employer Name, Reviewer (Job Seeker), Rating, Comments, and Date Submitted. This section allows users and administrators to monitor how employers are performing in terms of inclusivity, communication, and fairness during the hiring process.

TICKET	SUBJECT	NAME / EMAIL	STATUS	CREATED
TCK-0ec277223c	Password Reset Problem	Rene Viral renesviral@gmail.com	Open	Sep 18, 2025 10:01
TCK-921ebe0c37	Job Posting Issue	Bian tanbenedict@gmail.com	Open	Sep 22, 2025 10:00
TCK-47a23b6f87	Password Reset Problem	Joye Janice Legarde joyejanice@gmail.com	Open	Sep 22, 2025 10:14
TCK-439a5c5fb0	Account Suspension	Ronan Oliver Bray ronaoy23@gmail.com	Open	Sep 22, 2025 10:08
TCK-ef7daa595b	Job Posting Issue	Kristian Diether Alcantara mingchancutie@gmail.com	Open	Sep 22, 2025 09:53
TCK-4d9233e1e9	Account Suspension	Job Seeker jobseeker@gmail.com	Open	Sep 18, 2025 11:29

Ticket Details #TCK-df7daa595b

Subject: Job Posting Issue
Name: Kristian Diether Alcantara
Email: mingchancutie@gmail.com
User Role: Open
Status: Open
Message: scammer po yong employer nyo
Created: Sep 22, 2025 09:53
Updated: Oct 14, 2025 10:42

Open Pending Resolve Close Delete

Send Reply Recipient Email (override) Original: mingchancutie@gmail.com

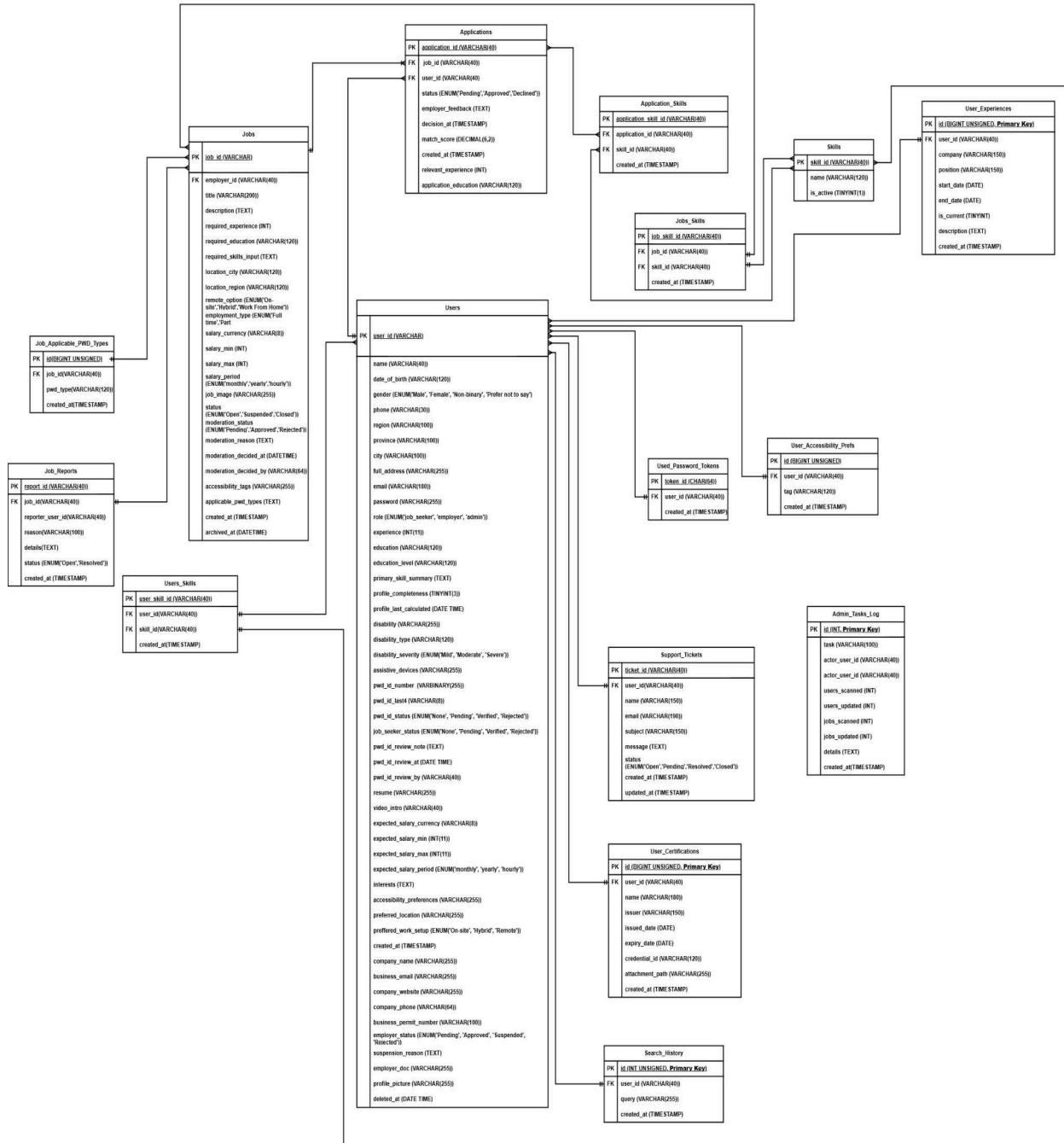
Leave blank to use ticket email (mingchancutie@gmail.com)
if left empty, original email is used.

Reply Message
Type your response...

Figure 3.9: Support Tickets Page

This figure displays the *Support Tickets Page*, a crucial component of the Job4PWD platform that allows administrators to manage user-submitted inquiries, issues, or requests for assistance. The page typically presents a structured list or table showing details such as Ticket ID, User Name, Email Address, Subject or Issue Type, Date Submitted, and Status (e.g., Open, In Progress, or Resolved).

Entity Relationship Diagram



Flowchart

