

Secure - Advanced - Reliable

Face Recognition OJT Monitoring

Advanced AI-powered attendance tracking system for
Polytechnic University of the Philippines - Unisan

99.9%
ACCURACY

MONITORING

Real-time
UPDATES



Need Help?

Get Started

Contents

OJT Web Portal System

On-the-Job Web Portal System is a comprehensive web-based platform developed specifically for the Polytechnic University of the Philippines Unisan, Quezon Campus to streamline and modernize the management of student internship programs. This system represents a significant advancement from traditional manual processes, providing an integrated digital solution that addresses the administrative, coordination, and monitoring needs of the institution's OJT program.

Here are some key features and aspects of OJT Monitoring System:

Core Features:

- 1. GPS-Based Attendance Tracking:**
 - Records trainee attendance based on location to ensure presence at assigned training sites.
- 2. Face Recognition Technology:**
 - Verifies trainee identity to prevent impersonation and improve attendance accuracy.
- 3. Digital Journal Submission:**
 - Allows trainees to submit accomplishment reports online for easy monitoring and review.
- 4. Performance Evaluation Forms:**
 - Enables supervisors to assess trainee performance using standardized digital forms.
- 5. Real-Time Monitoring Dashboards:**
 - Displays up-to-date attendance, reports, and evaluations for efficient monitoring.
- 6. Web & Mobile Platform:**
 - Provides accessible system use through web browsers and mobile devices.

Features:

- 1. User Authentication and Role Management:**
 - Controls access for students, supervisors, and administrators.
- 2. GPS-Based Attendance Tracking:**
 - Records trainee attendance with location verification.
- 3. Face Recognition Verification:**
 - Confirms trainee identity during attendance logging.
- 4. Digital Journal Submission:**

Allows trainees to submit daily or weekly accomplishment reports online.
- 5. Performance Evaluation Module:**

Enables supervisors to assess trainee performance using standardized forms.
- 6. Real-Time Monitoring Dashboard:**

Displays attendance, journal status, and evaluation progress.

7. Web and Mobile Access:

Provides system access through web browsers and mobile devices.

8. Report Generation:

Generates attendance, performance, and completion reports.

9. Notification System:

Sends reminders for attendance, journal submissions, and evaluations.

10. Data Security and Backup:

Protects records and ensures data recovery.

User Login

Where should I Login?

- Click or copy and paste the link in your device's browser.

<https://ojtportal.pupunisan.site/index.php>

Prerequisites:

- Ensure you have internet connection.
- Open a web browser

Instructions:

1. Click **"Get Started"** or scroll down to the bottom of the page



2. Choose appropriate roles
3. Enter username and password

Intern Registration

Where should I Register?

- Click or copy and paste the link in your device's browser.

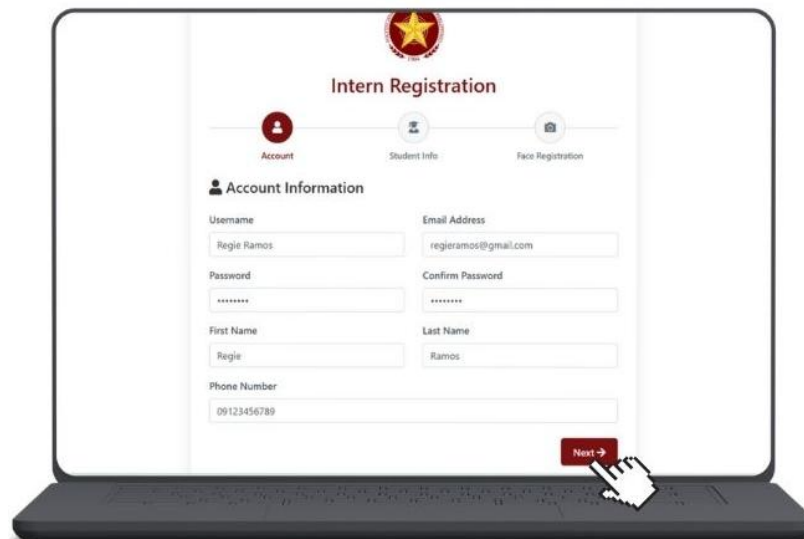
<https://oitportal.pupunisan.site/index.php>

Prerequisites:

- Ensure you have internet connection.
- Open a web browser

Instructions:

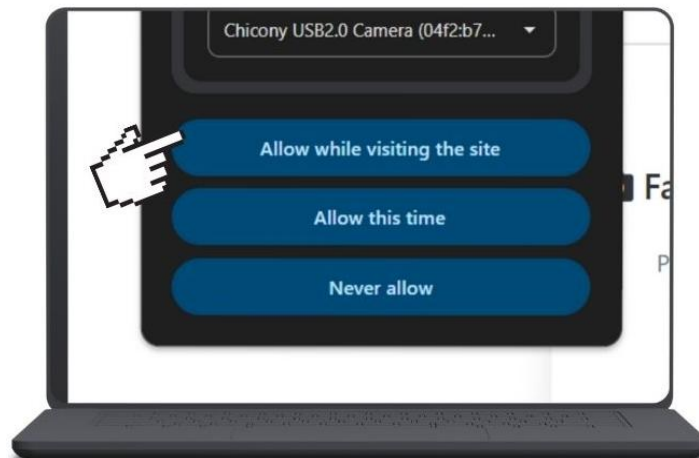
1. Click **"Get Started"** or scroll down to the bottom page
2. Find intern card and then click **"Register"**



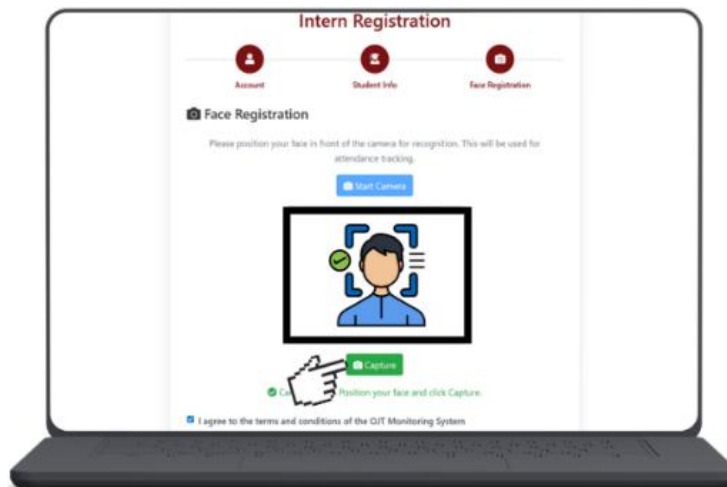
3. Fill all the account information then click **"Next"**
4. Do the same for student information then click **"Next"**
5. Click **"Start Camera"**



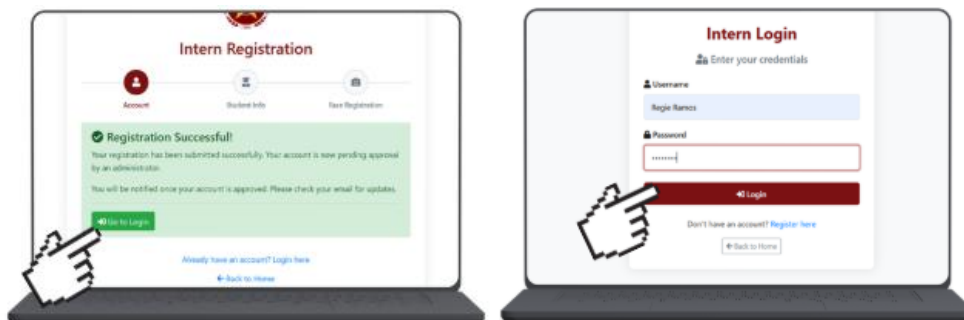
- After that, there will be a prompt that says you have to allow permissions. Click **“Allow while visiting the site”**. Then you will need to capture your face to register in the system.



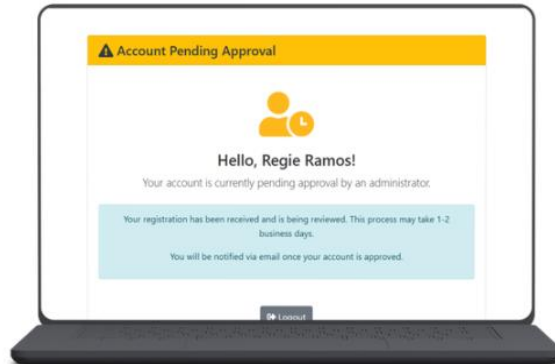
- Click the **“Capture”** button.



- After you click **“Capture”** button, there will be a message that says **“Registration Successful”**.
- Click **“Go to Login”** button to go back to the login page.



10. Then fill the username and password fields to login your account. It will show if your account is still in pending for approval.



Intern Attendance(Clock In & Clock Out)

Where should I clock in & clock out?

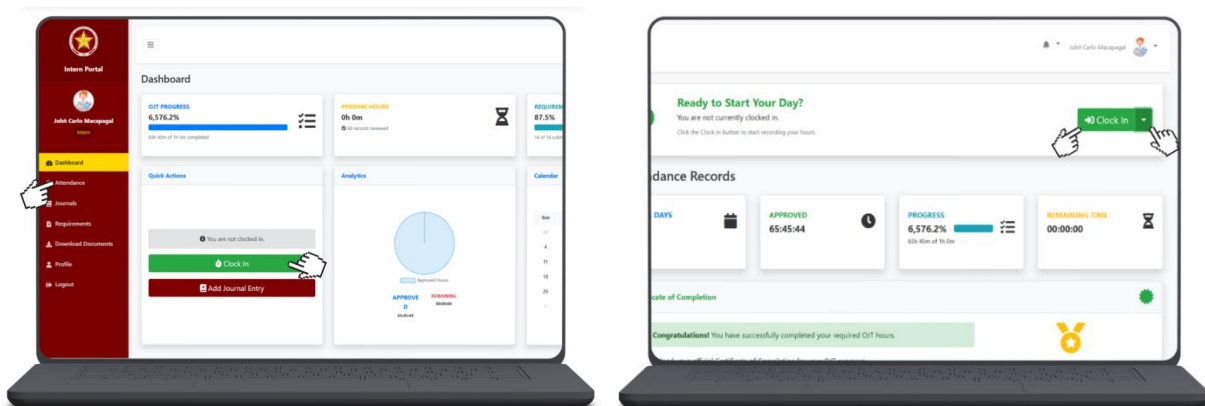
- After you have logged in to your intern account.

Prerequisites:

- Ensure you have internet connection.
- Open a web browser.
- Make sure you have successfully logged in to your account.
- Make sure that you are in well lighted place.

Instructions:

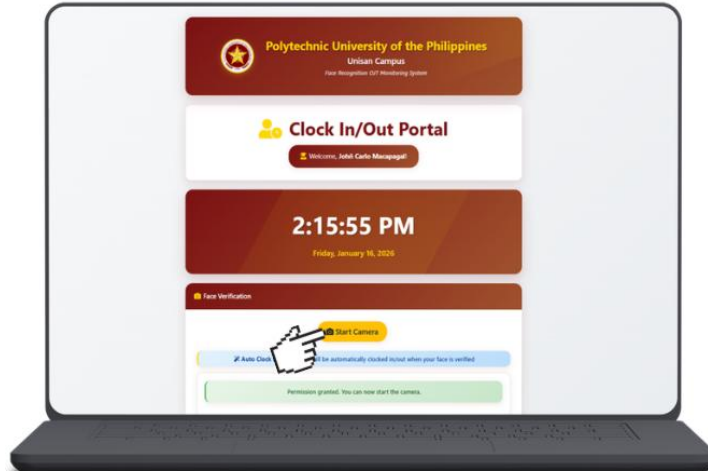
1. After you've logged in to your account, you will be redirected to dashboard page. Click "Clock in" go to Attendance in the side bar to clock in.



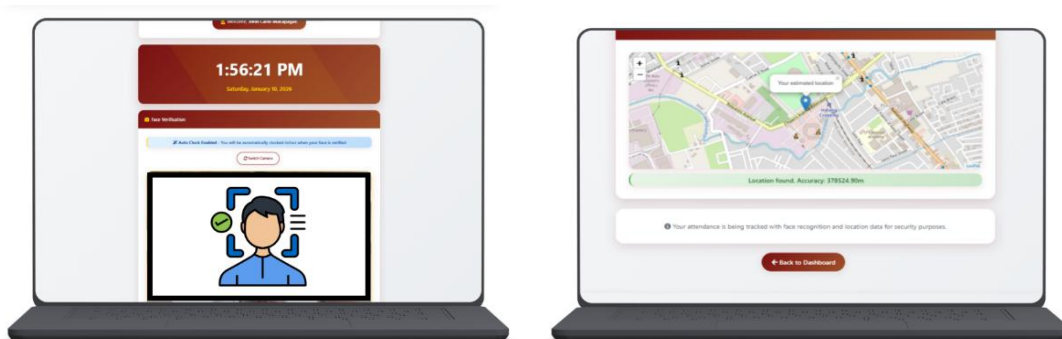
Note: Before you clock in, there are three types of clock in. You can see the three types of clock in if you click the arrow down besides the clock in button. The regular clock in have **face recognition** and **geolocation tagging**. The emergency clock in is for the devices that have a **problem** in their camera or their location. The on-field is for the interns that are on field.

A. Regular Clock In

1. If you chose **Regular Clock in**, this will be the the interface. Click **“Start Camera”**. Click **“Allow while visiting the site”** if it request for permission for camera and location.

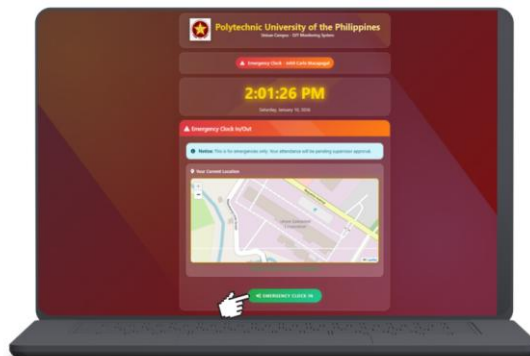


2. The face recognition has an auto-clock in function that automatically clocks in when your face is detected. Place your face in the frame. Then wait for it to clock in.



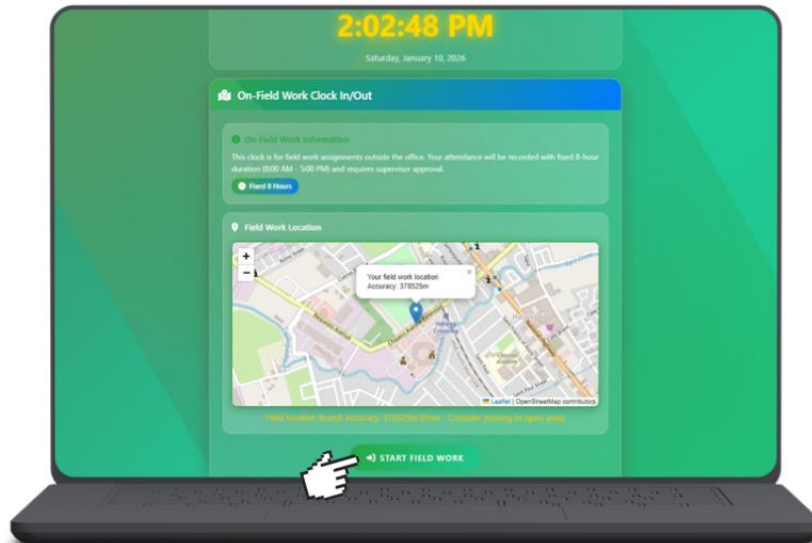
B. Emergency Clock In

1. If you used **Emergency Clock In**, click **“Emergency Clock In”**



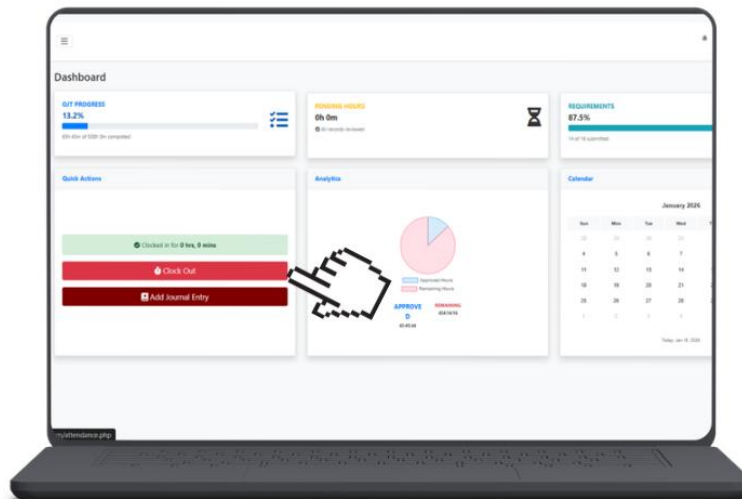
C. On-Field Clock In

1. If you are using on-field clock in, click **“Start Field Work”**.

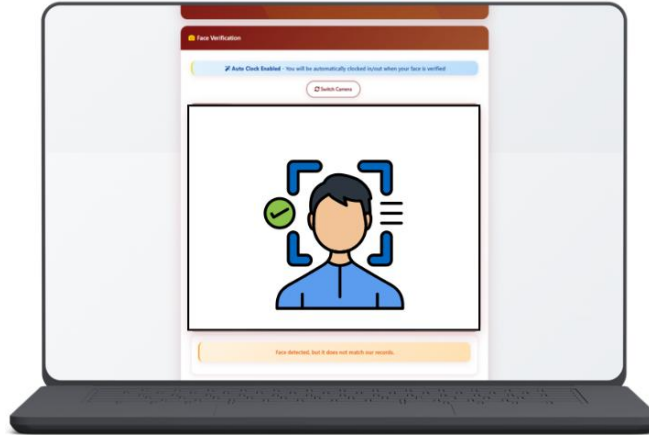


D. Regular Clock Out

1. Log In to your account. You will be redirected to dashboard then click **“Clock Out”**.

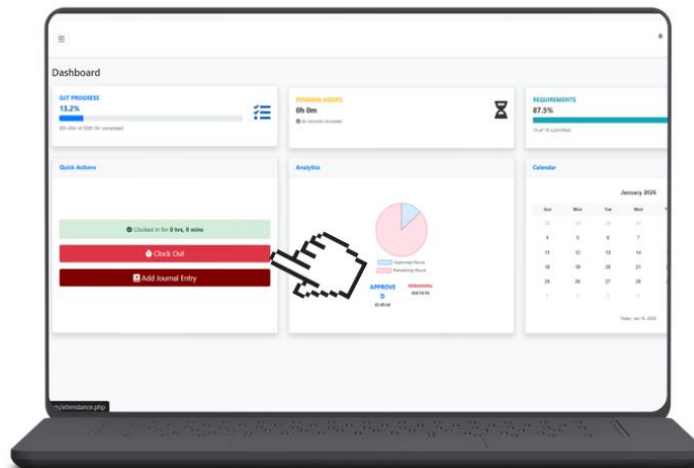


2. Click **“Clock Out”** again
3. The face recognition has auto-clock in function that automatically clocks out you after your face is recognized.

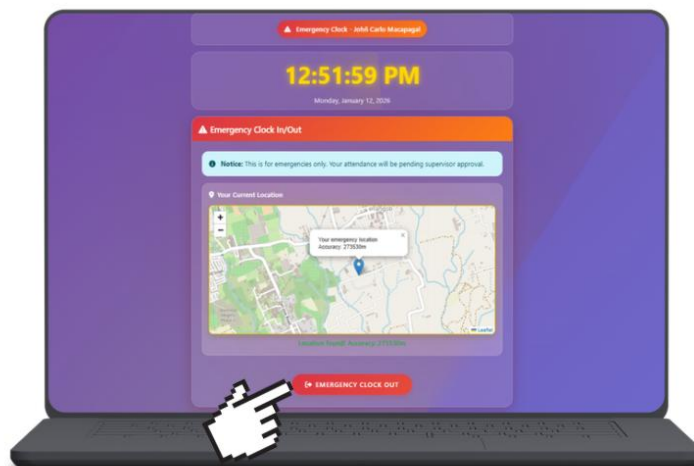


E. Emergency Clock Out

1. Log In to your account. You will be redirected to dashboard then click **“Clock Out”**

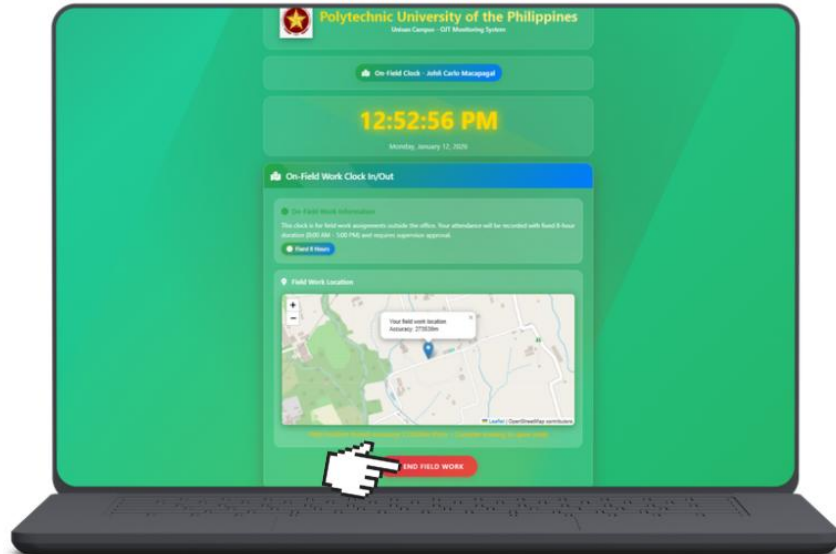


2. Click **“Clock Out”** again.
3. Click **“Emergency Clock Out”**.



F. On-Field Clock Out

1. Log In to your account. You will be redirected to dashboard then click **“Clock Out”**.
2. Click **“Clock Out”** again.
3. Click **“End Field Work”**.



Intern's Journal Submission

Where should I submit my journals?

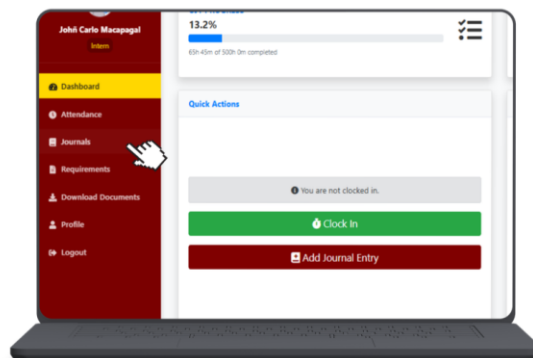
- Login to your intern account.

Prerequisites:

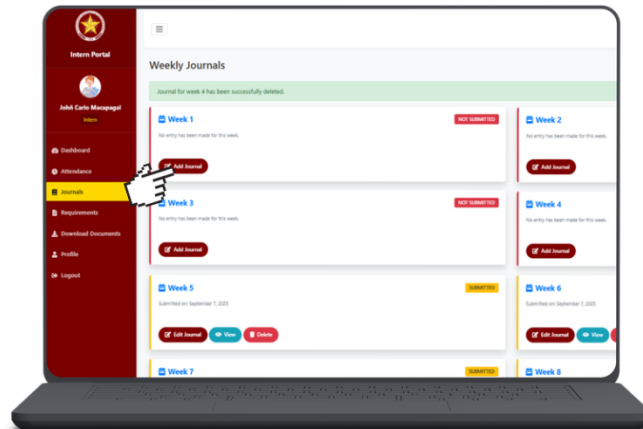
- Ensure you have internet connection.
- Open a web browser.
- Make sure you have successfully logged in to your account.

Instructions:

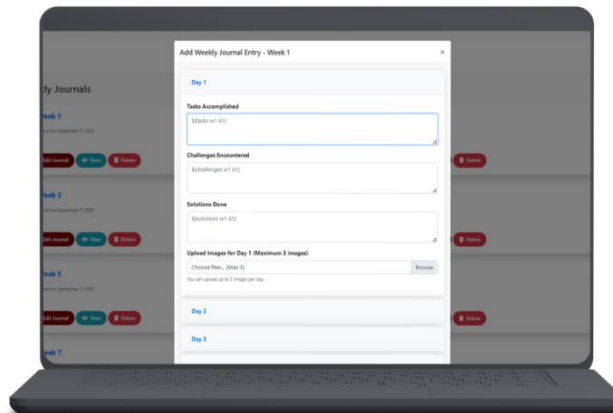
1. Click **“Journals”** in the sidebar.



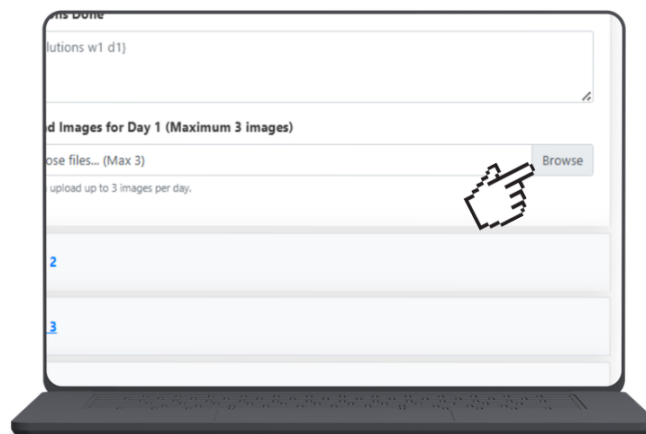
2. Click **“Add Journal”**.



3. Fill **“Tasked Accomplished”**, **“Challenges Encountered”**, **‘Solutions Done’**.



4. Click **“Browse”** for uploading images as your documentation.



5. Then select the image that you want to upload.

6. Then click **“Save Journal”**.

Managing Intern's Journal

Where should I manage my journals?

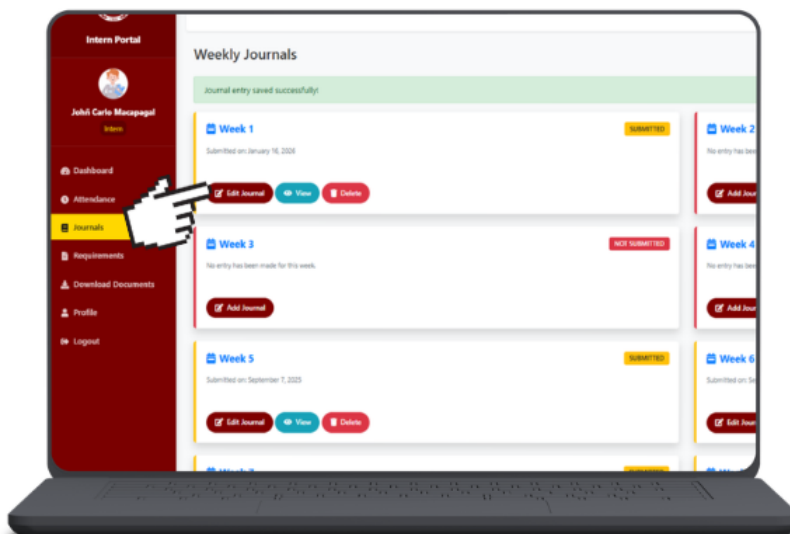
- In the journals page.

Prerequisites:

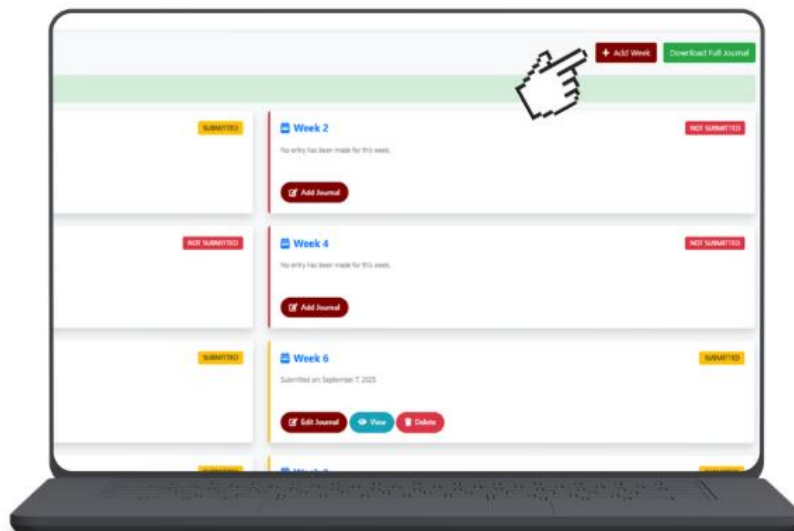
- Ensure you have internet connection.
- Open a web browser.
- Make sure you have successfully logged in to your account.

Instructions:

1. You can edit, view, and delete your journal details in this page.



2. You can add week by clicking “Add Week” button. Full journal is also downloadable by clicking “Download Full Journal” button.



Submission of Requirements

Where should I submit my requirements?

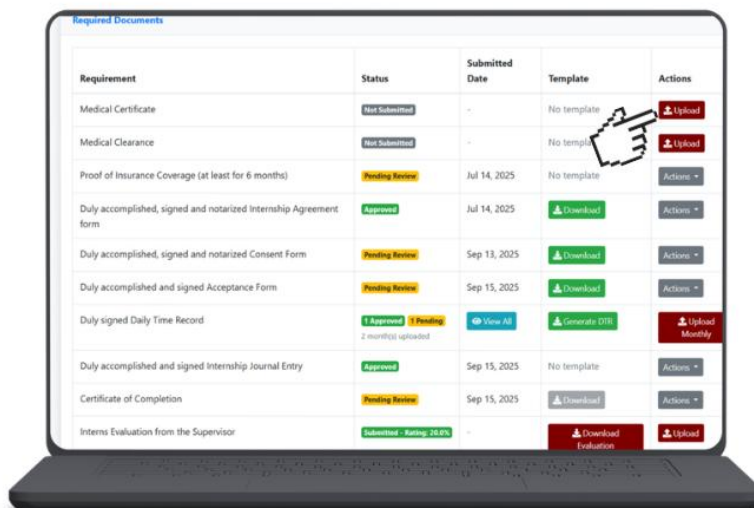
- In the requirements page.

Prerequisites:

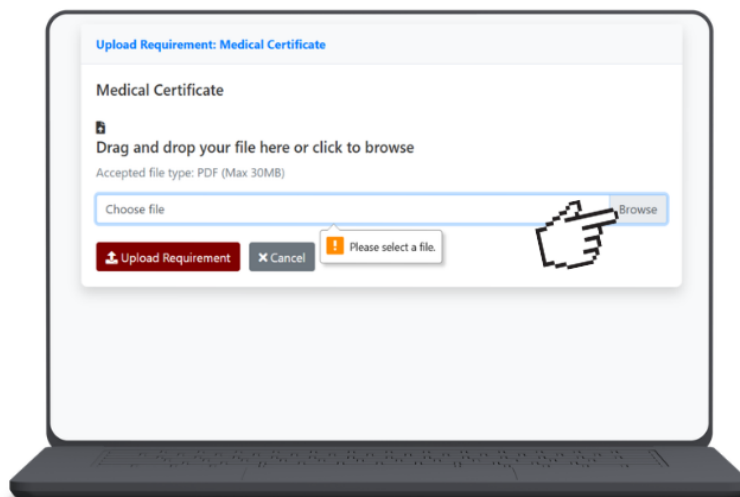
- Ensure you have internet connection.
- Open a web browser.
- Make sure you have successfully logged in to your account.

Instructions:

1. Click **“Upload”** button in the one of the requirements.

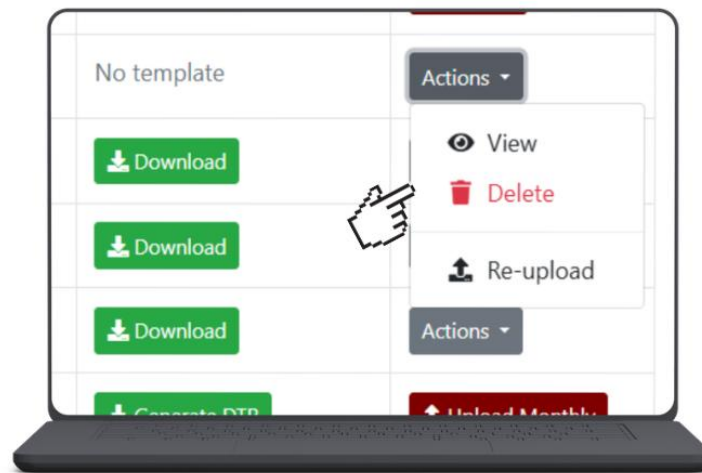


2. Click **“Browse”** button.

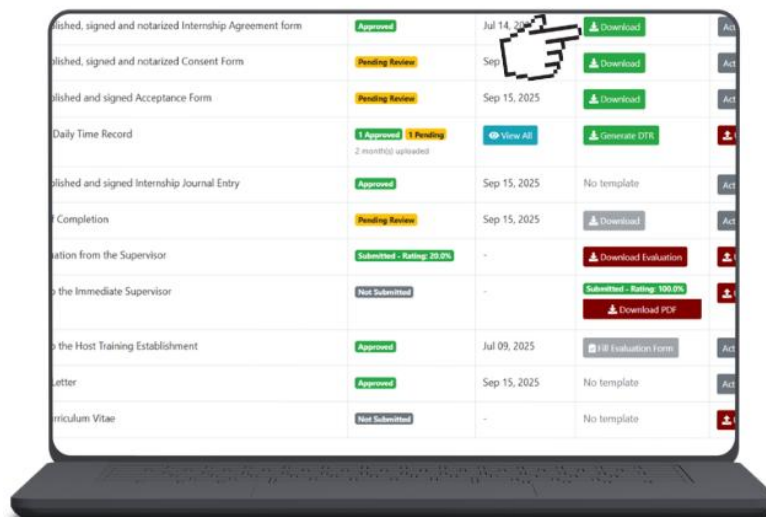


3. Select your requirements file in your device.
4. Click **“Upload Requirements”**.

You can view, delete, or re-upload your requirements by clicking the “**Actions**” dropdown.



You also have downloadable requirements that is provided by your instructor.



Downloading Documents

Where should I download documents?

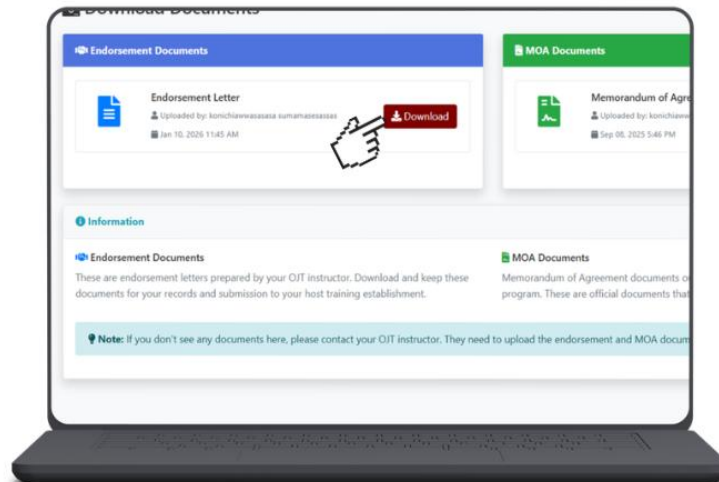
- In the download documents page.

Prerequisites:

- Ensure you have internet connection.
- Open a web browser.
- Make sure you have successfully logged in to your account.

Instructions:

1. Go to Download Documents page. You can download Endorsement Letter and Memorandum of Agreement by clicking “**Download**” button.



Downloading DTR

Where should I download my DTR?

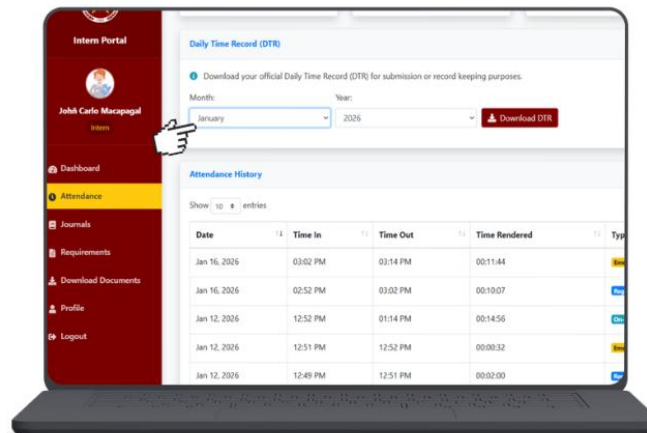
- In the attendance page.

Prerequisites:

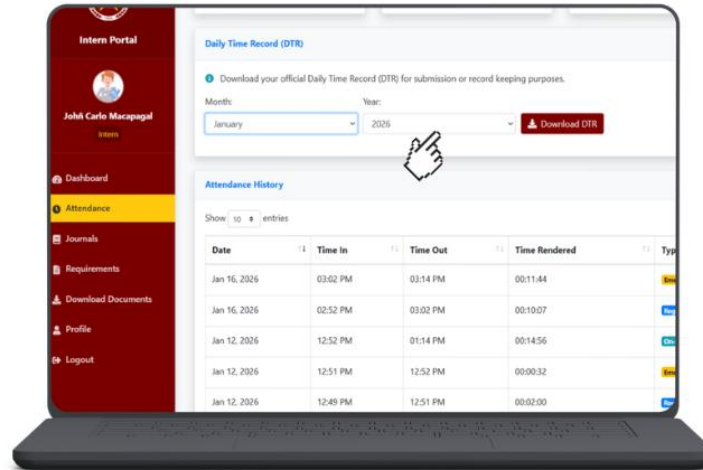
- Ensure you have internet connection.
- Open a web browser.
- Make sure you have successfully logged in to your account.

Instructions:

1. Go to Attendance page.
2. Click and select the month you want to download your dtr.



3. Click and select the year you want for your dtr.



4. Click "Download DTR" button to download your dtr.

