|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Main Page Name** | **Additional Pages, Sections and Summary** | **Section Details** |  |  |
|  |  |  |  |  |
| **Page 1: Dashboard** |  |  |  |  |
|  | **The first page has three sections:** |  |  |  |
|  | 1. Summary of key factors |  |  |  |
|  | 1. Announcements |  |  |  |
|  | 1. Important tables |  |  |  |
|  |  |  |  |  |
|  | **Section 1:   Summary of Key Factors** |  |  |  |
|  |  | It should include and display the following stats and info: |  |  |
|  |  | Revenue: (In-Progress Orders): Funds that will be acquired from all Incomplete Orders. |  |  |
|  |  | Revenue: (Complete Orders): Funds Acquired from all Paid and Completed Orders. |  |  |
|  |  | Tips: Paid by customers for workers. |  |  |
|  |  | Bonuses: Paid by admin to workers. |  |  |
|  |  | Deductions: Penalties hit by admin. |  |  |
|  |  | Total Payout: Total Funds Earned by All the Workers for completed Orders including tips, bonuses deductions. |  |  |
|  |  | Company Profit: funds from completed orders – (minus) total payout and bonuses. Funds from in-progress orders – (minus) total payout and bonuses. |  |  |
|  |  | **Orders Summary:** |  |  |
|  |  | All New Orders pending admin approval |  |  |
|  |  | New Messages: All New Messages |  |  |
|  |  | New Files: All New Files |  |  |
|  |  | Deadline Approvals: These are in-progress orders wherein workers have requested and extension either from admin or customer. |  |  |
|  |  | New Announcements: All new Announcements |  |  |
|  |  | **Workers Summary:** |  |  |
|  |  | Total Workers: number of workers who have passed the quiz test and have access to their accounts. |  |  |
|  |  | Active Workers: All workers who have passed the quiz and have loggin to the app at least once in the previous working day. |  |  |
|  |  | Workers with Issues: Workers whose accounts are limited, blocked or disabled. |  |  |
|  |  | New Workers: Workers who have been hired in the past 4 weeks. |  |  |
|  |  | Sub-Admins: My Employees who will manage this website with me. |  |  |
|  |  |  |  |  |
|  | **Section 2:   Announcements** |  |  |  |
|  |  | Admin gives these to workers and sub-admins. |  |  |
|  |  | Each announcement has a heading, date, time and message. |  |  |
|  |  | Each announcement is separated by a line break. |  |  |
|  |  | Announcements are written in the templates section and will be discussed in detail there only. |  |  |
|  |  | Announcements will be DISPLAYED here in the dashboard page. |  |  |
|  |  | 1. This section should appear with a heading: “IMPORTANT ANNOUNCEMENTS FROM THE ADMIN” |  |  |
|  |  | 1. This should be followed by a heading (admin will create one for each announcement) |  |  |
|  |  | 1. This should be followed by date and time of posting this announcement |  |  |
|  |  | 1. This should be followed by the actual announcement |  |  |
|  | **Section 3:   Important Tables** |  |  |  |
|  | **This page has two main pages** |  |  |  |
|  | 1. Orders page with 15 tabs |  |  |  |
|  | 1. A Specific Order Details Page with 5 tabs |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Page 1:   Orders Page with 15 tabs** |  |  |  |
| **Page 2: Orders Page** |  | This page is divided into three sections and third section has several tabs. |  |  |
|  |  | First section has a search feature where user can search orders based on month and year filter. |  |  |
|  |  | Second section has a search feature where user can search orders based on Order ID --- Worker’s Name --- Order Title --- Order Text |  |  |
|  |  | The third section has several tabs. These tabs reflect the journey or workflow of each order. Each of these tabs will display orders based on the criteria chosen in section 1 and section 2 above. |  |  |
|  |  | By default, however, each of these tabs will display ALL ORDERS of CURRENT month and year. |  |  |
|  |  | If user chooses another month or year, the result should display all orders of that month as they appeared on the last day, one minute before midnight. For instance, if user chooses August 2017, then results should display all orders as they appeared on August 31, 2017 @ 23:59pm EST (Eastern Standard Time). |  |  |
|  |  | Each tab-button will display two notifications. |  |  |
|  |  | 1. Total orders being displayed in that tab |  |  |
|  |  | 1. Total NEW ORDERS being displayed in that tab. New orders will be defined as those orders that came-in after last click/View on that particular tab. |  |  |
|  |  | All tables should have a sort button in each column. |  |  |
|  |  | In responsive (cell phone) view, each table should have rows that can be collapsed/hidden with user scrolls from left to right. |  |  |
|  |  | Below are definitions of each tab. These definitions will help sort and filter all orders. |  |  |
|  |  | Orders Pending Admin Approval: These orders are those that the customer has just ordered. Admin will approve these orders and then they will be available for workers to bid and claim. |  |  |
|  |  | Available Orders: These are orders that workers have not yet claimed or placed bid upon or have “declined” to work on. |  |  |
|  |  | Open bids: These are orders wherein workers have placed bids. All orders with bids will appear here irrespective of worker role. |  |  |
|  |  | Hidden Orders: These are orders which ALL WORKERS in the FIRST STAGE of ALL GROUPS have declined to work on. Or admin has changed order status to “Hidden” (see Order Details page) |  |  |
|  |  | Pending Orders: These are orders in-progress. All in-progress orders will appear here irrespective of worker role. |  |  |
|  |  | Pending Late Orders (worker Self-Assigned deadline): These are orders in-progress but their due date (as given by the worker himself/herself) has passed. All late orders will appear here irrespective of worker role. |  |  |
|  |  | Pending Late Orders (Customer’s deadline): These are orders in progress but their due date (as given by the customer) has passed. All late orders will appear here irrespective of worker role. |  |  |
|  |  | Orders Completed (Pending Admin Approval): These are orders completed by the workers and waiting for admin approval. All completed orders will appear here. |  |  |
|  |  | Orders Completed (Sent to Customer): These are orders completed by the workers and approved by admin and THEN sent to customer. All orders sent-to-customers will appear here. |  |  |
|  |  | Pending Rewrites: These Orders are those where the customer is not satisfied with the product and wants us to edit/revise it. All Rewrite Orders will appear here irrespective of worker role. |  |  |
|  |  | Rewrite Orders Completed (Pending Admin Approval): These are Rewrite Orders completed by the workers and waiting for admin approval. All completed Rewrite orders will appear here. |  |  |
|  |  | Rewrite Orders Completed (Sent to Customer): These are rewrite orders completed by the workers and approved by admin and THEN sent to customer. All rewrite orders sent-to-customers will appear here. |  |  |
|  |  | Cancelled: these are orders in-progress, or pending admin approval, and customer is given partial (or complete) refund depending on the stage the order was in when the order was cancelled. |  |  |
|  |  | Disputes: these are orders customer has raised dispute and wants compensation/redress by company. This could be due to order being late, order being of very poor quality, or order being plagiarized. |  |  |
|  |  | Refunded: these are completed orders and customer has won the dispute. |  |  |
|  |  |  |  |  |
|  | **Page 2:  A Specific Order Details Page with 5 tabs.** |  |  |  |
|  |  | This page will appear once user clicks on any “Order ID”. |  |  |
|  |  | This page is divided into 5 tabs. Each tab has several different sections which we will discuss here in detail. |  |  |
|  | **Tab 1:   Order Information Tab** |  |  |  |
|  |  | This tab is divided into two sections. |  |  |
|  |  | The first section will display all the information ordered by the customer. |  |  |
|  |  | The second section will allow user to perform the following actions: |  |  |
|  |  | **Change Order Status:** Admin can manually change the status of this order. This will prompt the order to appear in a different tab of Orders page (shown above). Following Order Statuses will be displayed in a dropdown menu and user can select anyone from them: |  |  |
|  |  | Orders Pending Admin Approval ------- Available Orders ------- Open bids ------- Hidden Orders ------- Pending Orders ------- Pending Late Orders (worker Self-Assigned deadline) ------- Pending Late Orders (Customer’s deadline) ------- Orders Completed (Pending Admin Approval) ------- Orders Completed (Sent to Customer) ------- Pending Rewrites ------- Rewrite Orders Completed (Pending Admin Approval) ------- Rewrite Orders Completed (Sent to Customer) ------- Cancelled ------- Disputes ------- Refunded. |  |  |
|  |  | If admin selects “Hidden Orders” as the order’s status, then this order will appear in the hidden orders for all workers. |  |  |
|  |  | An email will be dispatched to the worker(s) and message left in the messages section too in following events. |  |  |
|  |  | 1. Approval of worker’s bid |  |  |
|  |  | 1. Late orders of both kinds. |  |  |
|  |  | 1. Rewrites Posted |  |  |
|  |  | 1. Order Cancelled |  |  |
|  |  | 1. Order Disputed |  |  |
|  |  | 1. Order Refunded |  |  |
|  |  | **Give Bonus/Penalty:** Admin can give bonus funds to a particular worker or multiple workers. Admin will perform the following actions: |  |  |
|  |  | * Select worker from the team that has worked on this order. Admin can select multiple workers from the team. |  |  |
|  |  | * Select action (between bonus or penalty). |  |  |
|  |  | * Write total Amount. This amount will be added/subtracted to each selected worker and will appear in the accounts tab as “Bonus” or “Penalty”. |  |  |
|  |  | * Give Reasons for the bonus or penalty in text box. |  |  |
|  |  | An email will be dispatched to the worker(s) and message left in the messages section too. |  |  |
|  |  | **Force Assign**: This feature will allow admin to assign this order to a particular worker of any group. He can select group and then role and then worker and also provide reasons or send a note in text box provided. Following actions will be performed if this action is taken and approved: |  |  |
|  |  | * Funds for this order will be deducted from this particular worker. |  |  |
|  |  | * Funds for this order will be added to the worker who has been assigned this task. |  |  |
|  |  | * Admin will select group from the list. Then select role and then worker. Give reasons as well if needed. |  |  |
|  |  | * An email will be dispatched to the worker(s) and message left in the messages section too. |  |  |
|  |  | **Request Revision:** Admin can reassign this order to a particular worker or multiple workers. Admin will perform the following actions: |  |  |
|  |  | 1. Select worker from the team that has worked on this order. Admin can select multiple workers from the team. |  |  |
|  |  | 1. Give reasons for this revision. |  |  |
|  |  | 1. An email will be dispatched to the worker(s) and message left in the messages section too. |  |  |
|  |  | **Return to Available:** This will make this particular order available to others. Following actions will be performed if this action is taken and approved: |  |  |
|  |  | * Funds for this order will be deducted from this particular worker. |  |  |
|  |  | * This order will disappear from this worker’s pending assignment tab. |  |  |
|  |  | * If this worker role is based in first stage of group, then this order becomes available and open to all workers in first stage of ALL groups. |  |  |
|  |  | * However, if this worker-role is NOT based on first stage of group, then this order will become available and open to all workers in existing stage for THIS GROUP ONLY. |  |  |
|  |  | * An email will be dispatched to the worker(s) and message left in the messages section too. |  |  |
|  |  | **Order Breakup:** Large Orders can be broken up into small ones so that can they can be completed quickly. |  |  |
|  |  | * Admin will manually breakup the main file, provided by researcher, into smaller multiple files. |  |  |
|  |  | * Admin will then upload the files. |  |  |
|  |  | * Each uploaded file will become a sub-order of this order. What this means is that for each file, both admin and worker can perform ALL the actions of a normal order, i.e. claim, bid, decline, return to available etc. |  |  |
|  |  | * Each sub-order will have its own extended ID. For instance, if order’s Id is 218666 then extended id can be 218666-1, 218666-2, 218666-3. |  |  |
|  |  | **Review Deadline Request**: Worker can request deadline extension. |  |  |
|  |  | * Admin can approve/decline his request. |  |  |
|  |  | * Admin can also provide an alternative deadline. |  |  |
|  |  | * An email will be dispatched to the worker(s) and message left in the messages section too. |  |  |
|  |  | **Download Order Summary**:   The user can download section 1 above in PDF format. |  |  |
|  | **Tab 2:   Messages Tab** |  |  |  |
|  |  | Admin can send messages to: |  |  |
|  |  | 1. Sub-admin. (if multiple sub-admins, then user can select from dropdown) |  |  |
|  |  | 1. Team working on this order. (if multiple sub-members, then user can select from dropdown) |  |  |
|  |  | 1. Customer of this order |  |  |
|  |  | The message will be spell-checked. |  |  |
|  |  | Messages can be inserted from the pre-written message templates (this section is discussed in detail below) |  |  |
|  |  | Admin can also send messages privately to a worker that no other worker can see. |  |  |
|  |  | A warning message should appear warning the user to not share personal info. |  |  |
|  |  | User can upload files by first selecting them and then uploading them one by one. |  |  |
|  |  | Messages to be filtered with both keywords and numbers appearing in sequence (like phone number). |  |  |
|  |  | If an order has many messages they should be distributed across multiple pages. For easy loading of webpages, 6-7 messages should appear in one page. |  |  |
|  |  | Each message should give the following info: |  |  |
|  |  | * To: Full name of user (customer; admin; team) with role (customer; admin; researcher, writer, proofreader etc) |  |  |
|  |  | * From: Full name of user (customer; admin; team) with role (customer; admin; researcher, writer, proofreader etc) |  |  |
|  |  | * Date: |  |  |
|  |  | * Time: |  |  |
|  |  | * Message |  |  |
|  |  | Admin can view all messages |  |  |
|  |  | Worker can only view messages addressed to the worker or sent from the worker |  |  |
|  |  | Worker cannot view messages sent from admin to admin |  |  |
|  |  | Worker cannot view messages sent from admin to customer |  |  |
|  |  | Worker cannot view messages sent from admin to worker (privately) |  |  |
|  |  | 1. Following events will trigger messages/emails |  |  |
|  |  | 1. Check separate doc document for email list and content |  |  |
|  | **Tab 3:   Files Tab** |  |  |  |
|  |  | The files tab has three sections |  |  |
|  |  | 1. Uploading main file |  |  |
|  |  | 1. Uploading additional files |  |  |
|  |  | 1. Files data table |  |  |
|  | **Section 1:** |  |  |  |
|  |  | In the first section, admin will have to upload the main file for the order. Admin does this incase the worker fails to do so at his end. |  |  |
|  |  | Admin will choose the group, and the role of the worker. Once done he will then upload the file by performing the following actions. |  |  |
|  |  | * Admin needs to provide additional info (user can later edit this info by clicking the edit button): |  |  |
|  |  | The main title must be |  |  |
|  |  | * different from what the customer gave when he ordered the paper. A script needs to be in place to ensure this is true. |  |  |
|  |  | * at least 4 words and maximum 15 words. A script needs to be in place to ensure this is true. |  |  |
|  |  | The "Alternate" title must be |  |  |
|  |  | * Different from what the customer gave when he ordered the paper.   Different from the main title above  A script needs to be in place to ensure this is true. |  |  |
|  |  | * Completely different (i.e., re-worded and re-ordered). A script needs to be in place to ensure this is true. |  |  |
|  |  | * At least 4 words and maximum 15 words. A script needs to be in place to ensure this is true. |  |  |
|  |  | The user must provide three keywords: |  |  |
|  |  | * Each keyword must be separated by comma and space. A script needs to be in place to ensure this is true. |  |  |
|  |  | * Example: Great Depression, 1929, Black Tuesday |  |  |
|  |  | User must then provide two subject categories from the dropdown list |  |  |
|  |  | User must copy paste the bibliography in a text box. |  |  |
|  | **Section 2:** |  |  |  |
|  |  | 1. In the second section, admin can upload additional material for the worker or the client. |  |  |
|  |  | 1. Admin will choose the whether the files are for: |  |  |
|  |  | * Workers |  |  |
|  |  | * Customer |  |  |
|  |  | * Admin |  |  |
|  |  | Admin can choose multiple options |  |  |
|  |  | Once done he will then upload the file(s) by performing the following actions. |  |  |
|  |  | * Attach file(s) |  |  |
|  |  | * Upload file(s) |  |  |
|  | **Section 3:** |  |  |  |
|  |  | Files data table will be displayed based on the group it is currently employed in. If a group has three roles than each role will be given a separate column to identify the files uploaded by each group member. |  |  |
|  |  | Admin will get a separate column |  |  |
|  |  | Customer will also get a separate column |  |  |
|  |  | The main order file uploaded by each worker will be highlighted separately. |  |  |
|  |  | Additional support files uploaded by each worker will not be highlighted in any way. |  |  |
|  |  | Each uploaded file will be accompanied by the following data: |  |  |
|  |  | 1. User Full Name: |  |  |
|  |  | 1. File Name: xxxx |  |  |
|  |  | 1. File Type: pdf, docx etc |  |  |
|  |  | 1. File Size: 22kb |  |  |
|  |  | 1. Upload time: 10-7-19 23:00 EST |  |  |
|  |  | 1. If worker/client/admin needs to discuss a file with the client or the admin or teammate; the user can just click the message icon next to the file. A new message window should appear (including a direct link to the specific file so the recipient knows to which file is being referred). |  |  |
|  | **Tab 4:   Bidding Tab and Client History** |  |  |  |
|  |  |  |  |  |
|  |  | This tab displays one date-table before a bid is accepted. |  |  |
|  |  | This table displays all the bids made by workers. It shows the following data |  |  |
|  |  | * Worker’s Full Name |  |  |
|  |  | * Worker’s Role |  |  |
|  |  | * Worker’s Group |  |  |
|  |  | * Deadline Given by this Worker |  |  |
|  |  | * Customer’s Deadline |  |  |
|  |  | * This Worker’s Previous History with customer. This column should display clickable Order IDs completed for this worker. |  |  |
|  |  | * Message this Worker |  |  |
|  |  | * Assign button |  |  |
|  |  | Once admin assigns this order by accepting a bid; the following two tables will be displayed: |  |  |
|  |  | * Order Summary of each order completed for this customer |  |  |
|  |  | * The original bids data table from where the bid was accepted. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Tab 5:   Client Review** |  |  |  |
|  |  | This tab displays “Order Incomplete. Complete the order for Customer Feedback” until the order is incomplete. An order is considered complete only after it has been through the entire workflow of a group. |  |  |
|  |  | This tab displays “no reviews yet” after order is complete and until the customer gives reviews. |  |  |
|  |  | Once customer gives his reviews, those reviews should appear in this tab with a maximum of 5 stars after each of the following 5 attributes.   More “colored stars” indicate “higher quality”. For instance, 4 stars out of 5 in “Research skills” would indicate a superior quality than a 2 star for the same attribute. |  |  |
|  |  | * Research Skills |  |  |
|  |  | * Writing Quality |  |  |
|  |  | * Meeting Deadlines |  |  |
|  |  | * Clarity in Communication |  |  |
|  |  | * Promptness in Communication |  |  |
|  |  |  |  |  |
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| **Page 3: Place New Order** |  |  |  |  |
|  | The third page has three sections: |  |  |  |
|  | Section 1:   Order Information | The first section allows customer to provide details about his/her order. Details, like academic level, paper type, subject or discipline, topic of paper, DETAILED paper instructions, and citation style. |  |  |
|  |  | Please note that list for “paper type” and “subject or discipline” can be taken from: <https://secure-research-payment.com/order/place_order/academon/custom> |  |  |
|  | Section 2:  Calculate Prices | The second section allows customer to calculate prices. |  |  |
|  |  | Please note that if customer selects single space than both pricing and word count per page doubles. |  |  |
|  |  | 1. For sources: please note that customer may request one (1) free source for every one (1) page of text that he orders. For example, if customer order 20 pages of text, customer can request up to 20 sources for free. |  |  |
|  |  | * 1. EXTRA SOURCES: There is an additional cost of $1 per each extra source that exceeds the number of pages that customer orders. For example, if customer orders 10 pages and request 15 sources, there will be a total additional cost of $5 for the 5 extra sources. |  |  |
|  | Section 3:  Order Summary | The third section summaries the order or first two sections and then leads to the payment gateway. |  |  |
|  |  | After payment is made, an order ID is assigned to the order |  |  |
| **Page 4: Messages** |  |  |  |  |
|  | This page is divided into two sections and two popups. |  |  |  |
|  |  | First Section has a search feature where user can search orders based on month and year filter. |  |  |
|  |  | Second Section displays a table with following columns: |  |  |
|  |  | * *Order Number*: this is assigned when order is paid for. Clicking on this order ID opens a popup and user can see order info summary |  |  |
|  |  | * *Messages*: Here a numerical-summary of all messages can be seen. The summary is sorted by user roles; admin, customer, team etc. |  |  |
|  |  | * The first row here should display total new/unread messages. |  |  |
|  |  | * The second row here breaks down the new/unread messages as per role. |  |  |
|  |  | * The third row here sums the total number of messages. |  |  |
|  |  | * *Date*: Date as to when the last message was sent in this order. |  |  |
|  |  | * *Status*: the current status of this order: In-progress, Completed, Rewrite etc. |  |  |
|  |  | The First Popup: |  |  |
|  |  | * The first popup as mentioned above is linked to order number or Order ID. This is assigned when order is paid for. Clicking on this order ID opens a popup and user can see order info summary. |  |  |
|  |  | The Second Popup: |  |  |
|  |  | This second popup is already discussed above in order details page. Copy pasting the details here again: |  |  |
|  |  | Admin can send messages to: |  |  |
|  |  | 1. Sub-admin. (if multiple sub-admins, then user can select from dropdown) |  |  |
|  |  | 1. Team working on this order. (if multiple sub-members, then user can select from dropdown) |  |  |
|  |  | 1. Customer of this order |  |  |
|  |  | The message will be spell-checked. |  |  |
|  |  | Messages can be inserted from the pre-written message templates (this section is discussed in detail below) |  |  |
|  |  | Admin can also send messages privately to a worker that no other worker can see. This is done when admin specifically selects a user from the two dropdown. |  |  |
|  |  | A warning message should appear warning the user to not share personal info. |  |  |
|  |  | User can upload files by first selecting them and then uploading them one by one. |  |  |
|  |  | Messages to be filtered with both keywords and numbers appearing in sequence (like phone number). |  |  |
|  |  | If an order has many messages they should be distributed across multiple pages. For easy loading of webpages, 6-7 messages should appear in one page. |  |  |
|  |  | Each message should give the following info: |  |  |
|  |  | * To: Full name of user (customer; admin; team) with role (customer; admin; researcher, writer, proofreader etc) |  |  |
|  |  | * From: Full name of user (customer; admin; team) with role (customer; admin; researcher, writer, proofreader etc) |  |  |
|  |  | * Date: |  |  |
|  |  | * Time: |  |  |
|  |  | * Message: |  |  |
|  |  | Admin can view all messages |  |  |
|  |  | Worker can only view messages addressed to the worker or sent from the worker |  |  |
|  |  | Worker cannot view messages sent from admin to admin |  |  |
|  |  | Worker cannot view messages sent from admin to customer |  |  |
|  |  | Worker cannot view messages sent from admin to worker (privately) |  |  |
| **Page 6: Files** |  |  |  |  |
|  |  | **This page is divided into three sections.** |  |  |
|  |  | First Section has a search feature where user can search orders based on month and year filter. |  |  |
|  |  | Second Section user can further filter the search based on the following: |  |  |
|  |  | * *Order ID*: this is assigned when order is paid for. |  |  |
|  |  | * *File Name*: given to it when uploading |  |  |
|  |  | * *File Type*: pdf, doc, image etc |  |  |
|  |  | * *File size*: |  |  |
|  |  | Third Section is a table that displays each file with following attributes: |  |  |
|  |  | * *Name*: xxxx |  |  |
|  |  | * *Type*: xxxxx |  |  |
|  |  | * *Size*: xxxx |  |  |
|  |  | * *Date and Time of uploading*: xxxxx |  |  |
|  |  | The table shows order ID and Paper title in the first row of the order. |  |  |
|  |  | The table shows the user roles in the second role. While admin and client will remain same in all tables, of all orders. Worker roles will change based on the group it is assigned to. |  |  |
|  |  | The final file, which is what each worker worked on and uploaded separately in the upload section; it will be colored or highlighted separately/differently. |  |  |
| **Page 7:   Monitoring Files and Messages** |  |  |  |  |
|  |  | This page is divided into two sections/tabs. Each tab/section has its own table. |  |  |
|  |  | The goal of this page is to allow admin to view the files and messages before sending them to customer or worker. |  |  |
|  |  | Admin can edit message being viewed. |  |  |
|  |  | Admin can also send message to the sender or receiver if admin wants or decides to send message. |  |  |
|  |  | Once admin has edited or reviewed all the files/messages, admin can mass select files/messages and send them with one click. |  |  |
| **Page 8:   Quiz** |  |  |  |  |
|  |  | This page is divided into 4 main tabs or sections |  |  |
|  |  | First section is “Create Quiz” |  |  |
|  |  | This section allows user to create new quiz or add-to or edit existing quiz. |  |  |
|  |  | User selects whether he wants to start new quiz or use existing one |  |  |
|  |  | If user selects existing quiz then he is asked whether he wants to add new questions to existing quiz or edit previously added questions. |  |  |
|  |  | If new quiz is selected by, user adds title of new quiz. |  |  |
|  |  | He adds/edits existing time for the quiz in minutes |  |  |
|  |  | He is then asked if he wants to add reference text. If he selects, yes, then he is allowed to upload a text or image file. The image file will be displayed on the screen in the form of text (like google books shows pages of books) |  |  |
|  |  | He is then asked to type questions and add options for answers. User selects the correct answer while creating options. Correct answer can be one or multiple options |  |  |
|  |  | Users then adds TOTAL marks and PASSING marks for each question |  |  |
|  |  | If in the beginning user chose “edit previously added questions” he is asked to “Delete Question and End Editing” and “Delete Question and Move to Next Question”. For all other options, he is given two buttons of, “Submit and Start New Question” “Submit and End Quiz”. |  |  |
|  |  | Second Section is “Assign Quiz” |  |  |
|  |  | User is asked to select event from downdown menu as to when a quiz should appear |  |  |
|  |  | Event: |  |  |
|  |  | * Upon Signup: when user signs up for the first time. He is directed to the quiz page. |  |  |
|  |  | * Upon Completion of All Assigned Quizzes: this quiz will be instructions plus questions on “how to use this website”, “best practices etc” |  |  |
|  |  | * Upon Promotion: When user level is upgraded |  |  |
|  |  | * Upon Demotion: When user level is downgraded |  |  |
|  |  | He is then asked to enter date and time of the quiz |  |  |
|  |  | Date and time: |  |  |
|  |  | * Instantly: Instantly when an event occurs |  |  |
|  |  | * Choose date and time manually: |  |  |
|  |  | Then he is asked to provide the exact quiz for the options chosen above. |  |  |
|  |  | Lastly, he can select user from list who he wants to assign a quiz to. |  |  |
|  |  | Third Section: admin (sub-admin) can also take quiz. Display of quiz for admin and worker will be the same. |  |  |
|  |  | The first page of “take quiz” section will display all the quizzes assigned to this user in boxes. The box will display the following info: |  |  |
|  |  | * *Quiz number*: 1, 2, 3 etc. |  |  |
|  |  | * *Quiz Title*: this is assigned when quiz is created |  |  |
|  |  | * *Number of questions*: |  |  |
|  |  | * “Take now” button |  |  |
|  |  | When user clicks on take now button; the quiz is opened in a separate tab on the browser. And displays the info exactly as shown on the UI. |  |  |
|  |  | Once user completes and passes all quizzes assigned to him; he is taken to a page where he has to take an essay test. |  |  |
|  |  | Page one shows essay summary. |  |  |
|  |  | Clicking on order ID, user will be taken to page details. |  |  |
|  |  | Ordinary Details Page should appear WITHOUT the following buttons: |  |  |
|  |  | * Claim |  |  |
|  |  | * Bid |  |  |
|  |  | * Request Deadline Extension |  |  |
|  |  | * Request Revision |  |  |
|  |  | * Return to Available |  |  |
|  |  | * Request for Additional Pages |  |  |
|  |  | * Request for Team |  |  |
|  |  | Only “download order summary” button should appear. |  |  |
|  |  | Once user clicks on order details page, the clock should start ticking based on deadline. |  |  |
|  |  | Only the following tabs are accessible (based on order details page described above): |  |  |
|  |  | * Order Details Page |  |  |
|  |  | * Upload Files Page |  |  |
|  |  | Forth Section: Check Results |  |  |
|  |  | This section first allows admin to filter the test results based on (1) time and date and (2) user list. |  |  |
|  |  | The first page of “Check Results” section will display all the quizzes assigned to this user in boxes. The box will display the following info: |  |  |
|  |  | * *Quiz number*: 1, 2, 3 etc. |  |  |
|  |  | * *Quiz Title*: this is assigned when quiz is created |  |  |
|  |  | * *Number of questions*: |  |  |
|  |  | * “Check Results” button |  |  |
|  |  | When user clicks on “Check Results” button; the result is opened in a separate tab on the browser. And displays the info exactly as shown on the UI. |  |  |
|  |  | Admin can also check essay by clicking on essay box. |  |  |
|  |  | Clicking on this box will take admin to Order Details page. |  |  |
|  |  | Ordinary Details Page should appear WITHOUT the following buttons: |  |  |
|  |  | * Claim |  |  |
|  |  | * Bid |  |  |
|  |  | * Request Deadline Extension |  |  |
|  |  | * Request Revision |  |  |
|  |  | * Return to Available |  |  |
|  |  | * Request for Additional Pages |  |  |
|  |  | * Request for Team |  |  |
|  |  | Only “download order summary” button should appear. |  |  |
|  |  | Only the following tabs are accessible: |  |  |
|  |  | * Order Details Page |  |  |
|  |  | * Upload Files Page. |  |  |
|  |  | * Admin can view the file worker uploaded here. |  |  |
|  |  | * Admin can also see when the user uploaded it and whether the order was late. |  |  |
|  |  |  |  |  |
| **Page 9:   Payments** |  |  |  |  |
|  |  | This page has two sections |  |  |
|  |  | The first section displays all the users with following info |  |  |
|  |  | * Complete Name: Taken from user profile |  |  |
|  |  | * Username: Taken from user profile |  |  |
|  |  | * Email: Taken from user profile |  |  |
|  |  | * Gross Total: Gross total is combined total from all roles, including bonus and deduction and tips. |  |  |
|  |  | * Check Details (button): this button takes the user to “Detailed Worker Profile” discussed below. |  |  |
|  |  | * The second section has two main tabs. |  |  |
|  |  | Each tab has three main sections. |  |  |
|  |  | * First Tab |  |  |
|  |  | The First Section shows details of “pending orders payout”. |  |  |
|  |  | “Pending orders” are those orders which this worker has not completed and are in progress. |  |  |
|  |  | The details include: |  |  |
|  |  | * The “role” or multiple “roles” this worker has assumed |  |  |
|  |  | * The total orders completed in that role |  |  |
|  |  | * The total payout for that role |  |  |
|  |  | * And then the aggregate total of all three items above. |  |  |
|  |  | The Second Section shows details of “completed (but in progress) orders payout”. |  |  |
|  |  | “completed (but in progress) orders payout” are those orders which this particular worker has completed but they are in progress with another worker. |  |  |
|  |  | The details include: |  |  |
|  |  | * The “role” or multiple “roles” this worker has assumed |  |  |
|  |  | * The total orders completed in that role |  |  |
|  |  | * The total payout for that role |  |  |
|  |  | * And then the aggregate total of all three items above. |  |  |
|  |  | The Third Section shows details of “completed (sent to customer) orders payout”. |  |  |
|  |  | “completed (sent to customer) orders payout” are those orders which all workers have completed and they have been sent to customer. |  |  |
|  |  | The details include: |  |  |
|  |  | * The “role” or multiple “roles” this worker has assumed |  |  |
|  |  | * The total orders completed in that role |  |  |
|  |  | * The total payout for that role |  |  |
|  |  | * And then the aggregate total of all three items above. |  |  |
|  |  | Second Tab: |  |  |
|  |  | This tab shows accounting details of the above three summaries. Each summary has its own table, which shows the following information. Users can download the PDF of this detailed accounting statement |  |  |
|  |  | Order’s Number: this is assigned then order is paid for by client |  |  |
|  |  | Order’s Topic: information taken from order details |  |  |
|  |  | Outcome: outcome can be the following |  |  |
|  |  | * Pending |  |  |
|  |  | * Payout |  |  |
|  |  | * Bonus |  |  |
|  |  | * Tip |  |  |
|  |  | * Penalty |  |  |
|  |  | * Refund |  |  |
|  |  | Total: total funds for this order in the outcome category mentioned above |  |  |
|  |  | Date: time and date of uploading this order |  |  |
|  |  | Total Orders Payout: aggregate total of all “orders ids” and “outcomes” |  |  |
|  |  | Total Number of Orders: sum of total number of orders |  |  |
| **Page 10:   New Order Calculations** |  |  |  |  |
|  |  | This page has two sections. |  |  |
|  |  | The first section summarizes the data in a table. |  |  |
|  |  | The second section creates the data. This can be done when user clicks on “Create New Package” button. |  |  |
|  |  | After clicking a popup is opened and admin has to fill following fields: |  |  |
|  |  | * *Package Title*: admin will enter this manually |  |  |
|  |  | * *Timeframe*: this is the time when order will be due. Time will start after order is paid for by client. |  |  |
|  |  | * *Max Number of Pages*: the client cannot order more pages than the amount mentioned here. |  |  |
|  |  | * *Cost Per Page*: |  |  |
|  |  | * *Cost for Each Additional Source*: this concept is described previously in “place new order page” |  |  |
|  |  | * *Cost per PowerPoint Slide*: |  |  |
|  |  | * *Cost for Statistical Analysis*: amount entered here will be in percentage and will be added to the total of the order. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Page 11: Create Workflow** |  |  |  |  |
|  |  | This page has four sections |  |  |
|  |  | **Section One** will allow admin to create levels. |  |  |
|  |  | When user clicks on this tab, user sees a data table and a button. |  |  |
|  |  | Admin is able to create a new level by clicking on “Create New Level” button. |  |  |
|  |  | After clicking a popup is opened and admin has to fill following fields: |  |  |
|  |  | *New Level Name*: admin will enter this manually |  |  |
|  |  | **Section Two** will allow admin to create Roles. |  |  |
|  |  | When user clicks on this tab, user sees a data table and a button. |  |  |
|  |  | Admin is able to create a new role by clicking on “Create New Role” button. |  |  |
|  |  | After clicking a popup is opened and admin has to fill following fields: |  |  |
|  |  | *New Role Name*: admin will enter this manually |  |  |
|  |  | **Section three** will allow admin to Create Salary, Commission, daily bids, daily claims for each level and role specified above. |  |  |
|  |  | When user clicks on this tab, user sees a data table and a button. |  |  |
|  |  | Admin is able to create this by clicking on “Create -----” button. |  |  |
|  |  | After clicking a popup is opened and admin has to fill all the fields: |  |  |
|  |  | *Please note that “create new package” and this is linked and connected.* |  |  |
|  |  | **Section four** will allow admin to create team, workflow and order-access |  |  |
|  |  | When user clicks on this tab, user sees a data table and a button. |  |  |
|  |  | Admin is able to create a new team and workflow by clicking on “Create New Team” button. |  |  |
|  |  | After clicking a popup is opened and admin has to fill following fields: |  |  |
|  |  | *New Team Name*: admin will enter this manually |  |  |
|  |  | Admin will continue to select roles until he feels the team is complete. |  |  |
|  |  | This flow will determine who will gain access FIRST to an order after it is posted by customer and approved by admin. |  |  |
|  |  | Once the first role claims a paper (or is assigned one) then work will only be distributed within this team and other teams cannot access/view this order once it is claimed or assigned. |  |  |
|  |  | Only in case, the first role rejects or declines an order after accepting it, then it is open to all workers in all teams. |  |  |
|  |  | ONCE the first role has completed and uploaded the file only then the second role/worker (within the team) will be given access. |  |  |
|  |  |  |  |  |
| **Page 12: User Profiles** |  |  |  |  |
|  |  | This page has two sections. |  |  |
|  |  | First section summarizes user profiles in three tables: admin, worker, client |  |  |
|  |  | When user clicks on “details” or “click here” button at the end of each profile, it takes the user to section two or user profile details IN A NEW TAB. |  |  |
|  |  | Workers table includes several tabs based on various filters: |  |  |
|  |  | * Potential Recruits: these are users who have given tests or in the process of giving tests |  |  |
|  |  | * All Workers: |  |  |
|  |  | * New Workers Accounts: opened within the last 30 days. |  |  |
|  |  | * One Role Accounts: workers with one role |  |  |
|  |  | * Multiple Roles Accounts: workers with multiple role |  |  |
|  |  | * Mediated Workers: Workers whose messages and files are being checked by admin. |  |  |
|  |  | * Blocked Accounts: workers whose accounts are blocked |  |  |
|  |  | * Limited Accounts: workers whose accounts are limited. |  |  |
|  |  | * Each tab will include basic info of the worker as displayed in the UI |  |  |
|  |  | Second Section for WORKERS |  |  |
|  |  | Detailed info of the worker profile will include at least three tables and 5 buttons |  |  |
|  |  | Buttons |  |  |
|  |  | *Roles and teams*: Admin can assign/remove-from roles and teams as well. |  |  |
|  |  | *Account Active*: quiz and essay was approved and user can now claim or bid on orders. |  |  |
|  |  | *Account Mediated*: admin is checking files and messages |  |  |
|  |  | *Account Limited*: user cannot pick new orders or bid on them. He can however complete al pending orders. |  |  |
|  |  | *Account Blocked*: user cannot login. |  |  |
|  |  |  |  |  |
|  |  | The first table will give details of when exactly this user was: |  |  |
|  |  | * Assigned to a team and role |  |  |
|  |  | * Assigned a level |  |  |
|  |  | The second table will give details of when exactly this user had an: |  |  |
|  |  | * *Account Active*: quiz and essay was approved and user can now claim or bid on orders. |  |  |
|  |  | * *Account Mediated*: admin is checking files and messages |  |  |
|  |  | * *Account Limited*: user cannot pick new orders or bid on them. He can however complete al pending orders. |  |  |
|  |  | * *Account Blocked*: user cannot login. |  |  |
|  |  | Third table is preceded by a search feature wherein user can filter the third table based on time and month. By default, two tables will appear of current and past month. |  |  |
|  |  | * This third table will summarize worker performance for each order. |  |  |
|  |  |  |  |  |
|  |  | Second Section for ADMINS |  |  |
|  |  | The basic admin table includes basic info like full name, joining date etc. When user clicks on profile details; admin profile is divided into three basic sub-sections. |  |  |
|  |  | First Subsection: |  |  |
|  |  | First subsection includes a table with the following info: |  |  |
|  |  | * Full Name |  |  |
|  |  | * Email |  |  |
|  |  | * Phone |  |  |
|  |  | * Signup Date |  |  |
|  |  | * Membership Approval Date |  |  |
|  |  | Second Subsection: |  |  |
|  |  | This subsection has two tables. |  |  |
|  |  | The first table has two columns |  |  |
|  |  | * In the first column the responsibilities are outlined. |  |  |
|  |  | * In the second column there is a yes/no feature. |  |  |
|  |  | * “Yes” means admin has access to this feature/responsibility and “no” means admin does not have access to this feature/responsibility. |  |  |
|  |  | * For super admin, there is default options of “yes” for user profiles; always. |  |  |
|  |  | The second table is data table that indicates the date and time as to when the responsibilities in the first table were assigned or removed. |  |  |
|  |  | Third Subsection: |  |  |
|  |  | The third section has a search feature where the user can search for performance of any month in any particular year. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Page 13: Pre-Written Templates** |  |  |  |  |
|  |  | This page has 4 tabs. |  |  |
|  |  | The first tab shows two data table. |  |  |
|  |  | * The first table displays data of all templates being used currently |  |  |
|  |  | * The second table displays data of announcements |  |  |
|  |  | User can |  |  |
|  |  | * edit the info in both tables; |  |  |
|  |  | * disable or remove the announcement/template, and |  |  |
|  |  | * delete the entire template/announcement from the data table. |  |  |
|  |  | The second tab has one form page. |  |  |
|  |  | Depending on the options chosen in the two dropdown menus, namely, “Send to” and “Send on Event”, this form will display remaining different options and choices for users. |  |  |
|  |  | For announcement, user will select: |  |  |
|  |  | * Title of announcement |  |  |
|  |  | * Type Message |  |  |
|  |  | * Attach file (if needed and this is optional) |  |  |
|  |  | Select data and time of posting this announcement |  |  |
|  |  |  |  |  |
|  |  | For other options chosen above, user will: |  |  |
|  |  | Select from dropdown menu, either “document type” or “citation style” or “option in messages section.” |  |  |
|  |  | If the chosen item is either “document type” or “citation style”; then another downdown menu will appear wherein user will select the specific type of style. |  |  |
|  |  | * Type a message |  |  |
|  |  | * Attach the required file |  |  |
|  |  | * Upload the file |  |  |
|  |  | The third tab displays (1) a button “add new document type” and (2) a data table displaying all “document types” created. |  |  |
|  |  | The data table gives option of editing and deleting the “document type.” |  |  |
|  |  | When user clicks on the button “add new document type”; a pop up is opened and user can do the following: |  |  |
|  |  | * Give name to the document type |  |  |
|  |  | * Attach file |  |  |
|  |  | * Upload file |  |  |
|  |  | The forth tab displays (1) a button “add new citation style” and (2) a data table displaying all “citation styles” created. |  |  |
|  |  | The data table gives option of editing and deleting the “citation style.” |  |  |
|  |  | When user clicks on the button “citation style”; a pop up is opened and user can do the following: |  |  |
|  |  | * Give name to the citation style |  |  |
|  |  | * Attach file |  |  |
|  |  | * Upload file |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Page 14: My Profile** |  |  |  |  |
|  |  | This page has two tabs. |  |  |
|  |  | The first tab has a form and user can fill it and edit it. |  |  |
|  |  | * Full Name: |  |  |
|  |  | * Email: |  |  |
|  |  | * Cell No: |  |  |
|  |  | * Alternative Number: |  |  |
|  |  | * Address: |  |  |
|  |  | * Country: |  |  |
|  |  |  |  |  |
|  |  | The second tab allows user to edit his login password. |  |  |
|  |  | Old Username: |  |  |
|  |  | * New Username: |  |  |
|  |  | * Old Password: |  |  |
|  |  | * New Password: |  |  |
|  |  | * Retype Password: |  |  |
|  |  |  |  |  |