Change Order Status: Admin can manually change the status of this order. This will prompt the order to appear in a different tab of Main-Orders-Page (Titled: “4a. Order-Management”). Following Order Statuses will be displayed in a dropdown menu and user can select anyone from them:

New Orders, Available Orders, Open bids, Hidden Orders, In-Progress Orders, Revision Requests, Late (Workers) Orders, Late (Customer) Orders, Completed Orders, Delivered Orders, Rewrite Requests, Rewrite Orders Completed, Rewrite Orders Delivered, Disputed Orders, Cancelled Orders, Refunded Orders.

If admin selects “New Orders” as the order’s status, then this order will appear in the New Orders tab and await admin approval. Funds will be deducted from all the workers in the entire group.

If admin selects “Available Orders” as the order’s status, then this order will appear in the “Available Orders tab” for all groups first role. Workers in first role in all groups can place bid or claim it. Funds will be deducted from all the workers in the entire group (If its previously assigned). (Email Workers with this updated status).

If admin selects “Hidden Orders” as the order’s status, then this order will appear in the “Hidden Orders Table” in “Available Orders” tab. Funds will be deducted from all the workers in the entire group. (Email Workers with this updated status).

If admin selects “In-Progress Orders” as the order’s status, then this order will appear in one of three sections in that tab (Order appearance will depend on deadline): (1) In-Progress Orders (2) Late (Workers) Orders (3) Late (Customer) Orders. (Email Workers with this updated status).

If admin selects “Revision Requests” as the order’s status, then this order will appear in the “Revision Requests” Table in the “In-Progress” tab. (Email Workers with this updated status).

If admin selects “Completed Orders” as the order’s status, then this order will appear in the Completed Orders section. Once admin delivers this paper, the status will change to delivered orders. (Email Workers with this updated status).

If admin selects “Delivered Orders” as the order’s status, then this order will appear in the Delivered Orders section of the “completed orders tab”.

If admin selects “Rewrite Requests” as the order’s status, then this order will appear in the “Rewrite Requests” Table in the “In-Progress” tab. (Email Workers with this updated status).

If admin selects “Disputed Orders” as the order’s status, then this order will appear in the “Disputed Orders” Table in the “Other Orders” tab. (Email Workers with this updated status).

If admin selects “Cancelled Orders” as the order’s status, then this order will appear in the Cancelled Orders section of the “Other orders tab”. Funds will be deducted from all the workers accounts who worked on this order. (Admin can however give bonus to worker(s) who partially completed this order.) (Email Workers with this updated status).

If admin selects “Refunded Orders” as the order’s status, then this order will appear in the Refunded Orders section of the “Other orders tab”. Funds will be deducted from all the workers accounts who worked on this order. (Admin can give penalty to worker(s) who completed this order for delivering poor quality.) (Email Workers with this updated status).

An email will be dispatched to the worker(s) and message left in the messages section too in following events.

* New Order is Posted/Approved/Made-Available by admin
* Order is claimed by worker
* Approval of worker’s bid
* Late orders of both kinds.
* Revisions/Rewrites Posted
* Order Cancelled
* Order Disputed
* Order Refunded

Download Order Summary:

The user can download section 1 above in PDF format.

Flag Order:

An order is flagged when information is needed from customer. When flagging this order, user can write and send a message to the customer. The message appears in the “Messages section” of this order. Order is un-flagged manually once information is received.

View Worker’s List (Hide-Order):

Admin can view the list of workers who have hidden this order. Table is available in html file: 4b1 Order-Hidden

Reasons from Workers (Return-Order):

Admin can view the list of workers who have returned this order and their reason for returning this order.