GigToDo

GIGTODO DOCUMENTATION

Foreword

After years of handling support tickets for our famous GigToDo Software, it became clear to us that users are more interested in understanding the "why" more than the "how". Meaning that it is not just enough to tell them where to find features. GigToDo is the first ever complete script for any entrepreneur to become a "virtual landlord" or "webmaster" in the freelance arena regardless of your location. By the use of virtual landlord, we mean the "owner of freelance marketplace. Most features described can be seen only in a signed-in dashboard.

The use of "Us", "Our", "We" and "I" refers to Pixinal Studio - the Pioneer behind the GigToDo Script.

Disclaimer

1) Using this documentation does not automatically amount to perfect configurations. It depends on your individual attention to details provided in this documentation.
2) Though we have tried to make the script bug-free, using this documentation does not guarantee the GigToDo script as completely bug free. All thanks to our steroid support that is available for technical challenges and bug fixes https://help.GigToDoscript.com
3) This documentation remains the sole property of Pixinal Studio (https://www.pixinal.com) and must not be reproduced, altered, copied in part or used for commercial purposes.
4) We reserve the right as Pixinal Studio Team to make changes to this documentation at any time without prior notice served to the end users.
5) This guide does not replace the video tutorials and our library of knowledge. It only supplements the available resources we have on YouTube and our website.

GigToDo

Table of Content

(A)   Installation:

To get off the ground, we need to do the installation first

1. At this point, you must have extracted the contents of the folder downloaded.

2. Next to the documentation folder is a GigToDo.zip folder. That is the folder we will upload into our server.

3. Head over to your server and create a new MySQL database and a new MySQL user. Give all the newly created database privileges to the newly created MySQL user.

4. Once step 3 is completed, head over to your file manager section.

5. Upload the GigToDo.zip into the root of your domain in the file manager section

6. Extract the files

7. Open a new tab on your browser and type in the domain name.

8. At this point, you should now see the installation script.

9. Fill in the fields with the info you created earlier.

10. **Note:** In order for the GigToDo script to function perfectly, you will require a purchase code. If you purchased from codecanyon, please simply use the purchase code form your downloads section, however, if you purchase from either Alkanyx, Pixinal Store, or Codester, please click/copy paste this link: https://tawk.to/chat/5b9f4621c666d426648ad14c/default

Here is the detailed guide https://youtu.be/vgDBCZjTVP8

(B) The GigToDo Ecosystem

There are series of recurring processes that the GigToDo users and admin goes through and it starts with Admin setup at the backend of the website. There are three components of the GigToDo Platform:

(i) G2D Admin: Admin, otherwise called the webmaster is the controller of the entire website through the admin panel. He controls how the platform should work and how users will operate

(ii) G2D Platform: This is the actual website that will be seen by users and any website visitor. Three separate activities go on here which are Services, Digital product and Affiliate system. All these will be explained in just a moment.

(iii) User: These comprise seller/freelancer, buyer and affiliate that form the ecosystem of GigToDo
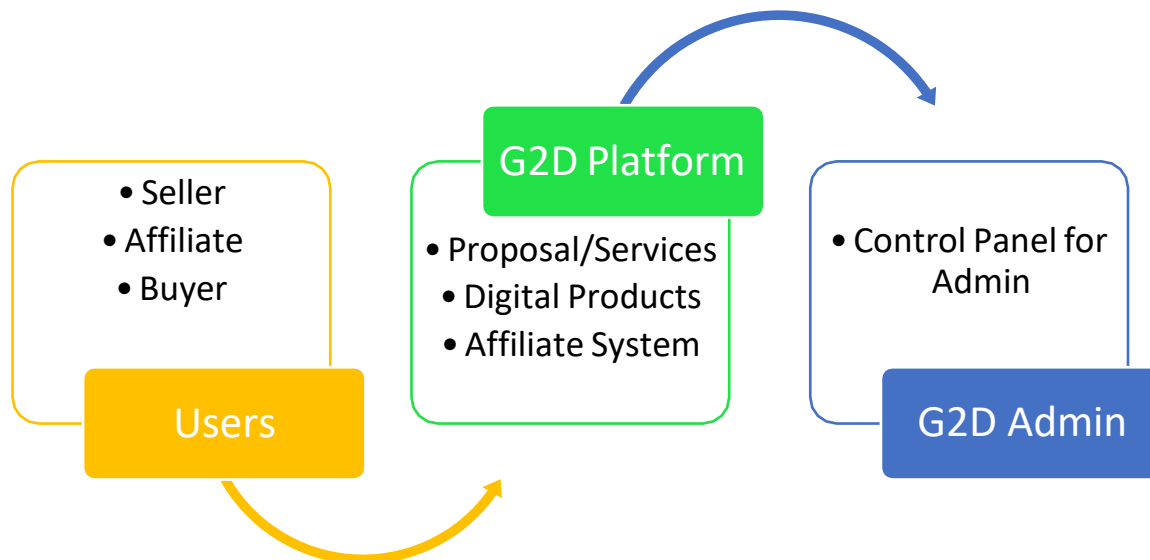
(C) G2D Admin Total Control

GigToDo Admin can control the existence and journey of the user in this section; Apart from seeing user name, email, confirmation status, seller level and date of registration, Admin can perform the following duties;

Admin's Control Duties Over Users: (your-domain/admin/all-users)

a) **Funds flow:** Admin controls the entire payment settings, pay-in and payout of funds

b) **User's Details:** Admin can verify the details of the user including full name, order details, earnings, IP addresses, language, country and location, and more. This will assist admin in any investigation on user, verify the true source of affiliate link sharer etc.

c) **Verify Seller Email:** In situations where user has challenges when confirming signup, admin can control the process entirely by registering user in one click.

d) **Login As User:** Admin can wholly login as user and operate account as if a user. This is necessary for admin to fully control every aspect of the seller.

e) Change Seller Balance: A GigToDo Admin can grant credit to their hard-working users to buy with it.

f) **Block / Ban User:** This is where admin can limit the access of the user. Admin can *Ban /deactivate* user and admin can login from backdoor to **reactivate**.

Block vs. D**eactivate**

The difference is that *blocking* is supposed to prevent user from logging into account dashboard temporarily, possibly for admin to investigate that account on issues such as trademark or copyright flags raised by other users. However, when user account is *deactivated*, the user can successfully log into dashboard but

a) Your profile and services won't be shown on GigToDo anymore.

b) Any open orders will be cancelled and refunded.

c) You won't be able to re-activate your proposals/services.

d) You won't be able to restore your account.

With above taken into consideration, none of these two limitations is intended to actually delete user. This is for future uncertain cases that may arise against Admin from that user

(D) The Levels System:

The GigToDo script follows the level system where a new user becomes a new seller. All the three users (buyer, seller, and affiliate) will have level status because one person can best-fit all three user roles. Subject to conditions such as; number of completed orders, number of positive

rating, cancellation frequency etc., a new seller can graduate to level 1, level 2, level 3 upwards in that order.
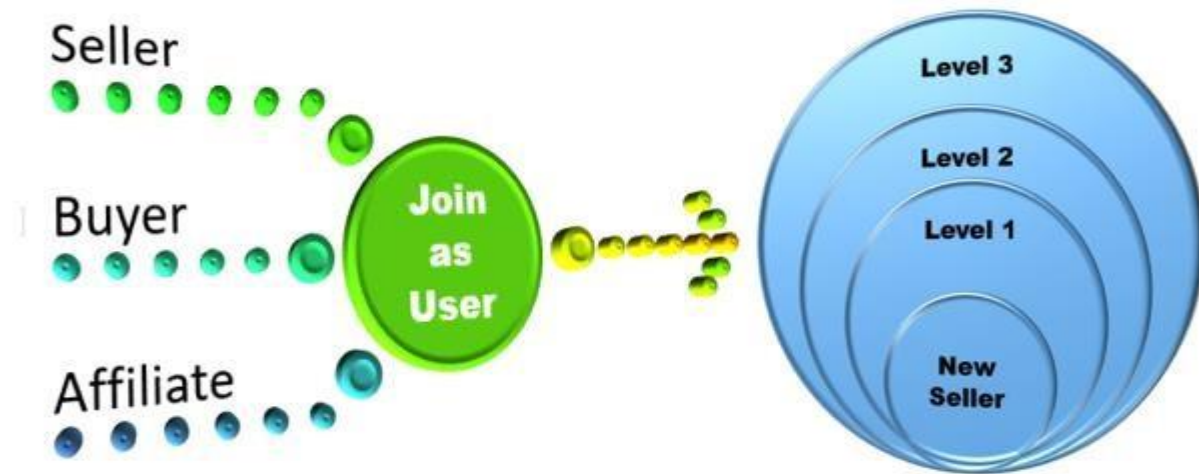
GigToDo Admin can configure and edit levels (e.g. New seller, Level 1, Level 2, and Pro-Rated) as seen below. **(your-domain/admin/seller-levels)**

⚡ Seller levels

View Seller Skills

Seller Level Id	Seller Level Title	Edit Seller Level
1	Pro Rated	✏ Edit
2	Level 2	✏ Edit
3	Level 1	✏ Edit
4	New Seller	✏ Edit

(E)   Dispute System & Temporal Holding Agent

It all begins with a dilemma or uncertainties about users

Dilema from seller: What if a buyer buys my service, received the work, and then decided to run away with the money?

Dilema from Buyer: What if I pay the money first to buyer and the seller run away with it without doing or delivering the work? What if I don't like the work?

Due to these dilemma and other reasons, a dispute may arise leading to cancellation of an order.

Admin Resolves (Option One): Escrow

a) When a buyer pays money for a service, the system prevents funds from getting to seller though seller will see that money has been paid in his or her dashboard.
b) That money withheld by the system goes to the admin account. For example, if **Bruce** buys with PayPal, then the money will go to your G2D admin's PayPal account and transactions will be recorded under accounting in admin's panel. Same for stripe, Coinpayment etc.
c) When Seller submits work, money is still held by admin because there could be a dispute later on. This way, Admin is acting as a temporal holding agent pending the completion of work

In summary, Admin is acting temporarily as a withholding agent in trust (Escrow) for Buyer and seller. Money appears in seller balance only when admin decides that seller qualifies to withdraw based on payment settings.

Admin Resolves (Option Two): Cancellation

a) If for some reasons a dispute arises between buyer and seller, one party will have to cancel the order using the cancellation menu that appears after purchase and the other party will have to approve the cancellation for a unanimous agreement to be reached.
b) Unfortunately, the misunderstanding could last and remain unresolved among them. In this case, a ticket could be opened with details by any aggrieved party and admin will rule in favor or against a particular user using evidences like messages, order submitted, IP addresses to verify the true location, files and documents attached etc.

(F) The GigToDo Workflow

GigToDo is a marketplace script for freelance services and digital products. GigToDo is a platform that helps employers find and hire talent for their projects. The service facilitates meetings between employers and freelancers who can aid them in brand building or their marketing efforts, providing

them with access to a vast pool of highly-qualified freelancers. GigToDo is just the right platform that an employer (i.e. individuals and Companies) on the hunt for a freelancer need. You can find just about any product or service you need–all starting at $5. The system works by hosting freelancers where they will post their services and work samples. Buyers simply have to look up the best one that would suit their needs. Common services include logo design, contract writing, code debugging, business card designs and even hiring a virtual assistant. Do you want to manage and control your very own freelance marketplace empire? A place whereby users in need of certain services can go on and instantly find other users providing those services at very affordable rates? Well, if your answer is yes, then this script is very ideal for you. With the right marketing and planning, this script can equip you to having the best freelance marketplace in the world.
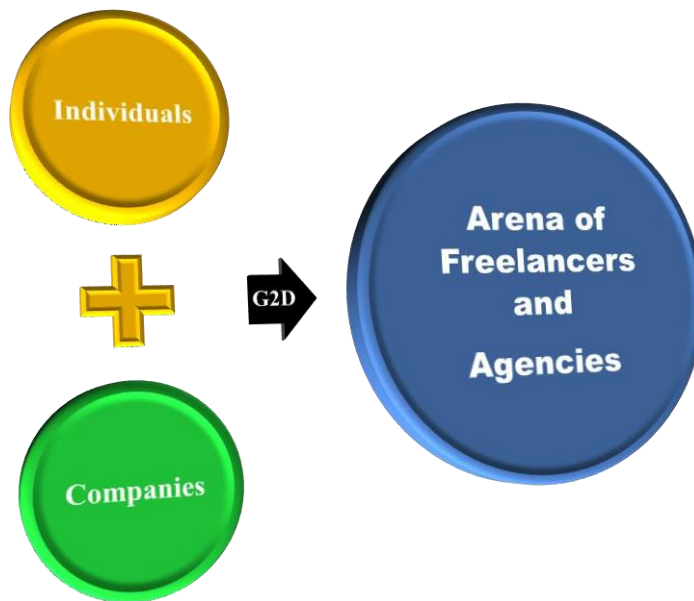
(G) General Conditions

Certain conditions must be set right otherwise, many activities might not work smoothly. It involves the work of Admin and User.

Admin Conditions/Settings:

Under Payment Settings	Details

General Condition **NB: "**Actions taken here by Admin will impact seller conditions below."	1. **Gateway Activation/Deactivation:** Whatever gateways that Admin activates will appear on marketing site for users and vice versa.
	2. **Days Before Withdrawal:** Means number of days before revenue earned can be available for withdrawal.
	3. **Minimum Proposal Price:** Any minimum price at $5 or above should work. At the time of this documentation, we have restricted minimum price to $5 because most payment gateways consider $5 as a realistic amount for a company to receive or payout.
	4. **Minimum Withdrawal Limit:** That is the lowest amount a G2D Admin can set for users to request withdrawal. It must be $5 or more
	5. **Featured Proposal:** Three things can happen here: (1) Price you want to charge sellers in order to get their proposals featured, (2) Number of days you'd want featured proposals to be featured, and (3) Allow Featured Proposal Request While Creating a Proposal (YES/NO)
	6. **Processing Fee:** either a fixed or percentage fee that buyers must pay for Admin to process order will be configured here before purchase is made. The base value is a non-zero whole number. Ex. 1, 2 etc.
Automatic & Manual	7. Regardless of the payout settings (for manual or automatic) payment from buyer will always split according to how admin set it under payment settings menu.
	8. Admin must set payout to either manual or automatic condition before commencement of transaction **(your-domain/admin/Settings / General Settings)**
User Level System	9. The G2D Admin must configure level system before admitting users onto the platform.
	10. G2D system will automatically upgrade users in the level system upon conditions that admin configure first, the number of orders, number of positive reviews over negative review and cancellation rate

Ex.: A new seller upgrades to top rank level 1 after completing <u>15 orders</u> and obtaining a general review of <u>50% positive ratings</u> with <u>low cancellation</u>. As soon as these basic conditions are met, the seller upgrades to next upper level automatically.

(your-domain/admin/Settings / Payment Settings)

If Automatic Payout is Set

11. Number of days before withdrawal must be set. Ex, 5 means 5 days
12. A specific date or "Any day of the month" option must be set for payment.
13. Based on general date settings for payout, Admin must ensure enough fund is available in respective gateway accounts prior to payout.
14. As soon as user (seller or affiliate) makes a withdrawal, payment will be approved without the intervention of Admin

If Manual Payout is Set

15. Number of days before withdrawal must be set. Ex, 5 means 5 days
16. Admin must be ready to manually pay users outside the platform.
17. A specific date or "Any day of the month" option must be set for payment at **(your-domain/admin/Settings / Payment Settings)**
18. Based on general date settings for payout, Admin must ensure enough fund is available in respective gateway accounts prior to payout.
19. Even after payment, the G2D system does not recognize it since everything happened outside the platform.
20. The only way to complete the manual payout cycle in G2D platform is to head over to is to **(your-domain/admin/payout/ "pending")** to approve.

User Dashboard Troubleshooting Conditions

Gateway Availability:	**21.** Whatever gateways that Admin activates MUST appear in three places
	
	    a) Under User Account settings
	    b) At checkout
	    c) Under Revenue in **Dashboard/Selling/Revenue**
	
	22. Before a seller will request for withdrawal, payment method must be set at under user Account settings

Days Before Withdrawal:	**23.** Even though work was approved by buyer, money for seller or affiliate will not be available until withdrawal day set by admin is due.

Minimum Proposal Price:	**24.** User will be required to buy or sell at a minimum price set by admin in the following areas
	
	    a) When posting a request
	    b) When creating a proposal
	    c) When making services featured
	    d) During checkout

Minimum Withdrawal Limit:	**25.** When amount available in the personal balance under Revenue (Dashboard/Selling/Revenue) is lower than minimum withdrawal set by G2D Admin, the withdrawal buttons will NOT be active. **26.** Withdrawal is only possible when user has the minimum amount
Featured Proposal:	**27.** If Admin activates it, Seller can select "featured" and pay for the service to be featured **28.** Duration for featured proposal will be displayed during featuring
Processing Fee:	**29.** The fee specified by admin will add-up to the actual value of the service or product.

(H) Admin Pages Menu:

In this section, we allow admin to create custom pages and add contents that will be valuable to users of GigToDo website. Some of these pages include site policies, terms, rules, code of conduct and more. It can be done from this path; **(your-domain/admin/pages)**

(I) Blog Feature

Admin can post articles as a way of adding value to website users and to improve SEO. Couple of setups such as categories setting, article insertion and posting can be done by admin.

1. What are the functions of the blog feature?
2. How will admin setup the blog?

User Dashboard	While logged in, user can comment on the blog, edit or delete their own comments and view the comments of others on the same blog post without ability to delete each other's post.
Admin Blog menu:	Admin can insert, edit, preview and delete categories/comments. For example, Admin can set categories of blog to represent each of the categories of the site like graphic design. Path here **(your-domain/admin/Blog/ "categories" = "post" = "comment"**

(J) Feedback Feature

This feature allows the Admin to gather the ideas and comments from users to improve the site.

1. How will admin gather ideas from users to improve GigToDo platform?
1. How to remove abusive comments?

User Dashboard This footer menu feature allows users who logged in to submit ideas that the GigToDo platform needs. Other users can equally comment on ideas submitted by co-users.

Admin Feedback menu Admin has the ability to view both ideas and comments. Submissions that may be abusive can be deleted by admin.

(your-domain/admin/feedback/ "ideas" = "comments"

(K)   Proposals/Services Feature

User can create unlimited proposals to cover three types of activities (services, products and mentoring). The proposals can be featured and top rated

User Dashboard

All users who desire to sell can submit proposals by clicking *"add a proposal"* available in the logged-in home menu or **dashboard/selling/my proposal/add a proposal**

1. **Service:** Seller wishing to provide service will have all the pricing options (fixed or packaged).
2. **Product:** During product creation, sellers can activate that they want to sell products for instant download. When this option is checked, there will be only one pricing system (fixed price) and delivery days will be zero.
3. **Live Mentoring (for video plugin users):** During proposal creation where user selects video session category, pricing system will change to minutes and a section for scheduling a video call or screenshare will be visible. See details under plugins.

Admin Proposals/ Services menu

When proposals are created, admin has to decide whether such proposals should be live automatically or must come to admin for approval first. Go to item 7 of **(your-domain/admin/settings/general settings/seller settings menu)**

From proposal/service menu, admin can approve or reject proposal, view proposals, make proposals featured, make it top rated, pause a proposal and delete proposal.

Before proposals are approved, admin usually verify whether the content of the proposal is in line with the website policies and restricted words considered by admin to be prohibited.

(L)   Accounting Feature

Transactions passing through the GigToDo platform undergoes a basic arithmetic splitting. This means, whatever commission is set by admin for seller and affiliate, the amount will automatically split respectively. Admin allows users to manage all their funds, orders and transactions in a View-Only mode. Admin has sales and expense accounting reports capturing every aspects of transactions.

1) Why Sales has remained one but twice recorded?
2) What do these elements (sales, gross profit, net profit etc) mean?

User Dashboard	User has access to accounting dashboard to view *"Orders Completed", "Delivered Orders", "Orders Cancelled", "Sales In Queue", "Open Purchases", "Balance",* and *"Earnings (Month)"*.

(a) **Buyer:** Every transaction detail is available under the buying menu here "*dashboard/buying*". Here Buyer can *"manage orders"* or *"purchase"* here **dashboard/buying/"orders"="purchase".**

Since a buyer creates orders, we provide buyers with ability to manage all orders such as *"active orders", "orders delivered", "completed order status"* and *"cancelled order status"* at a glance. Purchases menu shows the entire transaction history of the buyer including the date, payment method and proposal bought

(b) Seller: As long as a seller receives orders from existing and prospective buyers, we provide seller with ability to manage all orders such as "active orders", "orders delivered", "completed order status" and "cancelled order status". We also provide a button for viewing all these menus at a glance. **dashboard/selling/"revenue".**

(c) **Affiliate:** Affiliates earn commission so in addition to the main logged-in dashboard, they also have a referral report detailing the *"approved earning", "pending earning",* and *"declined earning".*

User Referral: dashboard/my referrals/"user referrals".
Proposal referral: dashboard/my referrals/"proposal referrals".

Admin Accounting: (TOM and ATO scenarios)

The complete flow of accounting report in GigToDo script has been grouped for accounting purposes explained below in **Accounting/sales.** Using a TOM and ATO scenarios will make understanding better.

(a) Total Sales: The total amount that buyers paid into your business for services rendered by your sellers. Example, TOM bought $100 worth of service from level 1 seller – ATO so total sales will be $100.

Sales has remained one but twice recorded

Though buyer paid for $100, it records $200 and shows two transactions with same ID. This might appear confusing but it shouldn't be. The GigToDo system follows double entry accounting concept which allows transactions to be recorded twice (Single Dr: Single Cr). Sales has remained one but twice recorded. Here is the rationale:

We are faced with a situation where buyer sold but the money routes through an admin before getting to seller (who must also account for sales using the same transaction ID). As a result, sales occurred between (*only admin appeared twice below*);

(1) Admin and Seller (this is where commission profit is separated)

(2) Admin and Buyer (this is where processing fees are separated)

Inasmuch as sales reflect as two, the splitting point is where only admin has transactions from two people (buyer and seller). In summary, there is no hidden fee. Your $200 was a reflection of sales split so that we can take fee and commission easily. After sales, you will notice that it narrows to gross profit on the basis of single sale value in normal way.

(b) **Cost of sales:(this is not seen within your dashboard).** This is the unavoidable cost associated with the sales. I will say it is the amount you must pay out to sellers without excuse. The GigToDo system flows in a way that the withdrawal request or Payout Admin will approve for the seller is directly associated with that particular sales so the basic accounting has already been done for you; for example, TOM bought $100 worth of service from seller – ATO and Admin will charge 20% for each sale. Total sales is already $100 so the cost of sales will by $80 (amount expected to be approved as Payout) with $20 as gross profit.

(c) **Gross Profit:** This is equal to [sales – the cost of sales]. If all other conditions remain constant, then gross profit is same as the value of your commission 20% or $20.

(d) **Expenses:** This follows the assumption that we spend money to make more money. What if the buyer was convinced to purchase because you the admin, gave out a discount code? That discount will affect your gross profit since you decided to offer that amount so that you can make sales happen. Example, admin offers a $10 discount on all items bought under the category graphic design. This cost will affect your gross profit or commission. It is very important to note that expenses are custom decisions admins will make so it will reflect in accounting books only and only if we add such line of expense into accounting books. Go to **(your-domain/admin/accounting/expenses/add the expense).** Take coupon for instance,

describe and add amount. After that expense value will automatically reduce the net value.

(e) Net Profit: As long as there are no expenses, then your gross profit will remain the same as net profit. If you want to boast as a business, then you need to refer to your net profit and not sales.

The system tries to display individual records that made up sales so that it can guide your operations.

Side notes:

1) Expenses incurred by sellers (ex.) coupons and affiliate links the issue are custom as well and naturally supposed to reduce the Payout that must be approved by the admin to freelancer/seller.
2) Expense incurred by admin to make more sales is also custom so value will automatically reduce the net value belonging to admin.
3) With the logic explained above, the system automatically do basic math to arrive at what you see under sales.
4) Fees are automatically added to actual price before you see as sales. So when you pay sellers and affiliates, the remaining is admin commission and fees combined

TOM and ATO case is based on a single transaction. You could have recurrent transactions but the principle is the same.

(M) Admin Reports / Inbox Messages Menu

Admin Reports: This section takes care of red flag reports from users in areas such as;

a) *"order"* (e.g., where order wasn't completed on time),

b) *"message"* (e.g., where words in message could either be abusive or in violation of website admin policies, and

c) *"proposal"* (e.g., where proposals are accused of piracy or plagiarism and others claim ownership to it.

Inbox Messages menu: Here, Admin can simply track the real-time conversation history among users. It displays "Sender", "Receiver", "Message Content", "Attachment Updated".

(N) Reviews Feature

This has up to 5***** rating based on user satisfaction. Users working as buyer, seller and admin have opportunity to review and rate so that it will motivate others to work.

1. How does the review system work?
2. How to control or remove reviews?

User Dashboard	Buyer and seller can only have access to review feature after a successful/unsuccessful purchase/sale After a buyer makes a purchase and approves work, admin system will send a notification for buyer and seller to review (optional) and rate each other.

Admin Reviews

By default, reviews can be positive, negative and most recent. While it is good to review, in error, there could be cases where a buyer may rate a seller low and vise-versa. From the review menu, admin can add review to seller of their choice, and delete reviews when

requested by buyer or seller. All can be done from **(your-domain/admin/review/"insert review"="view reviews"** section.

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(O) Requests Feature

GigToDo platform has millions of sellers a buyer can contact and this becomes easier with our powerful search filter. However, the search results can be overwhelming because many buyers can have similar tags and search results can still be too many for buyer. To lessen the issues of contacting seller one by one, which is time consuming and the doubt of making the right seller choice, we implemented this feature. Some questions are;

1. How does a buyer create a request?

2. How does created requests or bidding work?

User Dashboard	Any user who signup can post requests. When posting a request, a user will select the *"post a request"* button. Clicking that will bring a pop-up form to fill details like; request title, request details, category to post request to, duration within which work must be complete and budget. After that you submit and admin must review and approve.

Admin Buyer Requests Menu

Our powerful algorithm will notify admin of a buyer request for approval. Since buyer selected a specific category, admin has to decide whether approved requests must appear before "all sellers" or "sellers in relevant category chosen by buyer." The admin setup is found at the 12th item under **(your-domain/admin/Settings/general settings/seller setting sub-menu)**

GigToDo

(P)   **Admin Restricted Words/ Alerts**
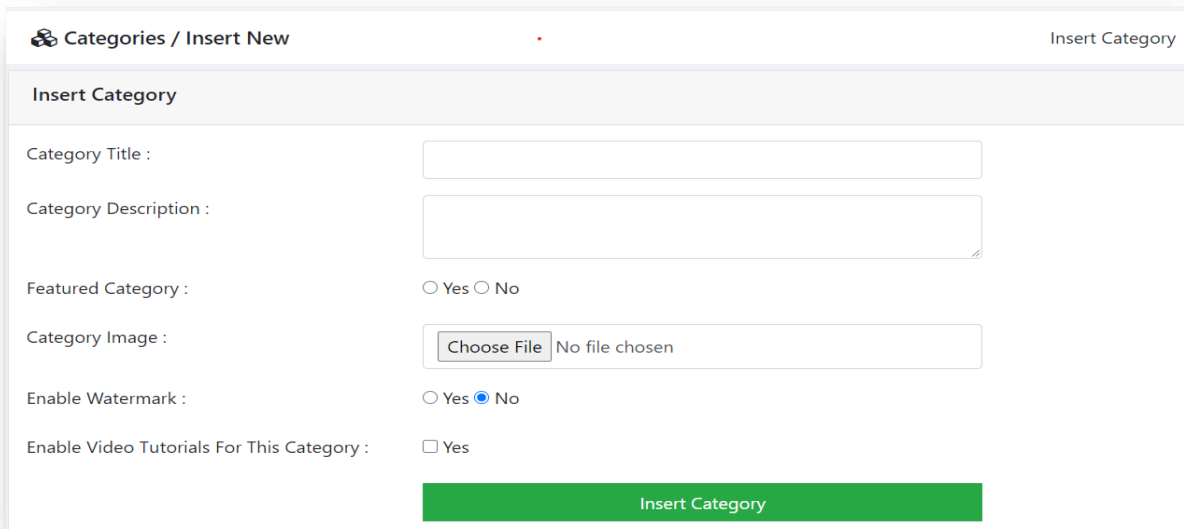
Admin Restricted Words:

a) These are keywords that admin can use to easily track violators of platform policies.

b) For example, if admin prohibits sharing of skype id or email, admin can insert keywords like "@gmail.com" to track emails and "skype" to track words having skype in them.

c) Choice of words depends on GigToDo Admin and policies. Admin gets alert for violation

Admin Alerts: as the name suggests, it is simply an alert telling admin that restricted words were used by users in a conversation.

(Q) Admin Categories & Sub Categories

Admin Categories Setup: It guides how Admin can create a category. From Image below, a GigToDo user must enter

a) **category type** (e.g., Graphic design),

b) category description (e.g., for all graphic design services),

c) **Featured category** (will make parent categories to appear on home menu bar),

d) **Category image**, (something attractive with light weight for SEO purposes).

e) **Enable watermark** (to protect instant download products when money hasn't been paid yet.

Admin Sub Categories: This feature helps Admin to configure and classify sub categories under the parent heading

   a) **Sub Category Title** (is the title to display to users)

   b) **Sub Category Description** (description that is SEO friendly)

   c) **Select A Parent Category** (you will select a parent category configured earlier

Enable video plugin for this Sub Category: When video plugin is enabled, it gives you extra function for a video category you may choose. See Details under Plugins

(R) Admin Delivery Times/ Seller Languages

Admin Delivery Times: From image below, Admin can customize as well as restrict the maximum delivery time for seller proposals. For instance,

   a) Delivery time title of "Up to 24 hours" means a proposal delivery time of "1 Day"

   b) Delivery time title of "Up to 5 Days" means a proposal delivery time of "5 Days"

Admin Seller Languages: Admin can setup languages option that users can pick from

(S) Admin Customer Support

This feature is an automated ticketing system with series of modules for managing tickets right from initiation to completion; **(your-domain/admin/ support settings),**

Support Settings

a) Admin must put From/ Reply Email, Page Heading, and Page Short Description
b) Insert Inquiry Type such as "bug", "account setting", Order challenge" etc and these headings will be available for user when opening tickets.
c) A place to authenticate that messages are not spam by the help of Google Recaptcha Site Key and Google Re captcha Secret Key **(your-domain/admin/ general settings)**

Support Requests

a) We have **OPEN** which sends automatic message to user that we acknowledged the ticket.

b) We have **REPLY** module where user can communicate in an interface, and attack files

c) We also have **CLOSE** which send message to user that issue has been resolved and ticket closed.

(T) Coupon Feature

In GigToDo platform, Coupons are special offers to persuade buyers to purchase specific services. It can be applied on special occasions like valentine, Christmas, New year, birthday and many more. It is worth noting that a coupon amount is an amount seller or admin pledges to pay his/her customers measured This will be treated as an expense to reduce the revenue of seller and admin respectively (see details under accounting feature).

User Dashboard	Seller dashboard is well crafted to allow sellers make courtesy contacts with their existing and prospective buyers.
	Steps to Activate a Coupon
	(1) Go to Dashboard
	(2) Hover mouse over the selling item to drop down other features
	(3) From the drop-down features, click "create a coupon" to reveal the diagram below

Admin Coupons: It has same steps as seller so we have explained the variables

1. **Coupon Title:** This is where a seller can decide attractive title base on season and events like Christmas, New year, Black Friday, Special offer for bulk purchase and many more.

2. **Coupon Price:** This price can be a discount price in percentage (e.g. 10 for 10%) or a fixed price (e.g. 10 for $10).

3. **Coupon Code:** The discount is recognised by a code. for example, a code for Christmas can be made like Xmas or Xmas2020 or X-2020.

4. **Coupon Limit:** It is the seller who can give this code to buyers to buy at a limit. Code can be used by buyer once, twice, thrice, etc base on how the seller wish to promote his/her proposal.

5. **Select a proposal/service:** Select the proposal you want to apply coupon on. Note that you can apply one coupon to one project at a go

 Then boooom! Your coupon will be issued to take care of your needs.

(E) Other Features

Admin Slides

This is the slide that appears in seller logged-in dashboard. You can upload a banner our acceptable image extension and place a backlink that will redirect users to your desired destination page when clicked on.

Admin Terms & Conditions:

A place to add business terms and operating policies

Admin View Orders:

From here, Admin can view ongoing orders, read Order Conversation Between Buyer & Seller, download files associated with conversation and abort the order when suspicious

Admin Files:

This is the repository for all manner of files from messages, proposals and orders. The files include images, audios, videos and documents.

Admin Knowledge Bank:

This is the brain of content and here, Admin can create, edit and insert categories and write articles under them for users to benefit. Admin can also delete articles or change images for the articles**.**

Admin Roles Access: Here, Admin can add new staff, create username and password for them, assign roles to them, restrict them from certain tasks that are not related to them, etc

(V) Plugins And API:

(i) Jwplayer API

This API will assist videos to play in the home slide. It also protects the video from being downloaded by viewers, Below are the steps.

1. Go to this link https://www.jwplayer.com

2. Click **get started** or click the top right button to drop-down menus. One of them is signup menu.

3. Complete signup and confirm your mail. That will send you to your dashboard.

4. Look for **player** among the left buttons and click it open.

5. Create your player and save. As soon as you save, you will see a code generated below the sample video. Copy code and paste at admin panel here **(your-domain/admin/ general settings)**.

Test by uploading a video at layout section of website admin panel and you will feel the magic

(ii) Google ReCaptcha API

This section is required for customer support to work flawlessly since user must pass recaptcha for ticket to be sent. In order to add google reCaptcha in admin panel **(your-domain/admin/ general settings).** Please do the following:

1) Go to this link: https://www.google.com/recaptcha/intro/v3.html (log in if you're not) You might see an option on top right that says "Admin Console" click on that.

2) Locate the plus "+" sign on the right

3) Type out a label. It could be the name of your website. Just something to remember this reCaptcha

4) Next choose any of the reCaptcha types

5) Now, type out your domain name (eg. example.com)

6) Finally Accept Terms of Service and hit submit

7) Once that is done, copy the reCaptcha key and secret and paste in backend admin panel (so Settings => General Settings)

(iii) Facebook API

This is all about how to configure Facebook login on the site **(your-domain/admin/ general settings)**.

1. First Login To Facebook.

2. Go to https://developers.facebook.com/apps/

3. Add a new app.

4. Click setting dropdown menu and open "basic".

5. Paste your website url in the apps domains field

6. You must provide a valid privacy policy url in privacy policy url Field

7. Click on "add platform" and select "website"

8. Give your website url in the given field and click on save changes Note: Make sure your app is live

 9. Copy the app id and app secret and paste in the admin panel general settings section, in their respective fields. If after all this you still get an error, you will have to do the following additional steps:

10. Go back to https://developers.facebook.com/apps/ and choose your app.

11. Click the dropdown on Facebook login and choose settings.

12. Make sure "Embedded Browser OAuth Login" is set to yes

13. Add the following in the Valid OAuth Redirect URIs text box: http://yourWebsite.com/fb-callback Note: if your domain name includes "https or www" include that in number 13.

(iv) Google API

This is all about how to configure google login on the site **(your-domain/admin/ general settings)**.

1. First login into Google.

2. Go to https://console.developers.google.com/projectselector/apis/library .

3. Create Project.

4. Click on the menu icon on the top left corner and hover your mouse on APIs & Services.

5. Click on library

6. In the library screen, search for "google plus api" and choose the first option and enable it.

8. On the left section of your screen, click on credentials then click on OAuth consent screen tab. Fill in the info and hit save.

9. Click back on credentials and create credentials.6. Choose OAuth Consent Screen and product name which is on the second field.

10. Go back to the credentials screen and click on create credentials and choose OAuth Client id.

11. Select the web application option and give it a redirect url (at this moment, this is the second option) this way http://yourwebsite.com/g-callback and click on create.9. Finally, you will receive the OAuth client ID and client secret. Paste these in the admin panel's genral settings section, in their respective fields.

(v) Currencies Converter API

1. Go to free.currencyconverterapi.com
2. Click on "Get Your Free API Key"
3. Enter your email and authenticate with the google recaptcha on the next screen, then click on "Get Your Free API Key".
4. This will send you an email with your free Currency API Key. If you want better and faster

results, you can of course purchase paid. However, free works fine most of the time.

5. In your email, you will see text like this: "Before you can use the API key, you need to verify your email. Click here to verify" So please go ahead and verify your email. API won't work unless you do this step. 6. Copy your API key in your email and head to **(your-domain/admin/ api settings)**.

7. In API settings screen, scroll down to Currency Settings Setting and do the following:

8. Set Enable Currency Converter to "Yes", Enter your API key in the next field and enter your prefered country currency code.

9. In the server URL section, add this URL if you get the free API: **https://free.currconv.com.**

NOTE: The free plan is for testing purposes and is subject to downtimes. For production and live software, please consider going for the paid plans.

How to get Google Login Api (optional feature)

(W) Plugins

(i) Video Plugin: This adds an extra module to the categories and enhance video calling and screenshare among users (buyer and seller). This is ideal for mentors, teachers, coaches etc., and its available here ------https://youtu.be/NFVrseR-d8M

(ii) Gateway Plugin: This feature allows admin to block local video uploads and provide alternative means to uploading video such as YouTube and Vimeo embedding. Below are the benefits of the G2D Gateway Plugin
1. It saves your server from getting full up since local video uploads are blocked
2. Provids alternative means for uploading videos that will save you money
3. It add extra payment gateway 2checkout to make business flexible

(iii) GigToDo Notifier plugin: With this plugin, users will get text messages when the following happens:
- Inbox Message Received
- Order Status updated
- Admin Responded to ticket
- Order Received
- Proposal Approved or Declined
- Order delivery Running Late
- Order Ratings Received

- and a lot more..

With this plugin, both the buyers and sellers are constantly in the loop, and efficiency is improved significantly.

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<p align="center">The End</p>