Hiway

Platform Instructions PDF

Content

1. Introduction

The following document should provide any Hiway user with the minimum needed information to operate within the platform. The most asked questions and answers are all documented below, and we motivate anyone to get in touch if you still encounter a problem.

The Hiway platform is a showcase of what the Hiway protocol can do in terms of online work and trust. As the platform is in its first stages, we recognize the fact that some action can feel unclear, we would like to apologize in advance and are more than happy to receive any feedback.

Please reach out at help@hiway.io for any further assistance

Best,

Hiway

2. Account

2.1 Registering your account

Welcome to Hiway!
Register an account using your own name. After registering your account you can start browsing for jobs or set up a company and start hiring.

2.2 Setting up your account

Whether you are a freelancer looking for a job or you have   a company and you are looking to hire people. It's always you that will be interacting with other people. So let's set up your profile first:

1. Hover on the image in the top right
2. Click *Profile*
3. Click *Change my profile*
4. Update your details
5. Click *Save all changes*

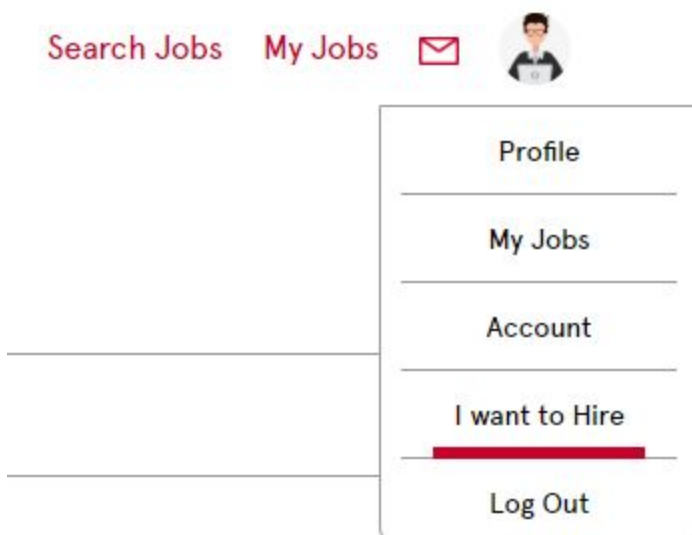That's it. You are all set.

James Hendricks
Web Designer
User
Change my profile

2.3 Switching to employer view

If you are looking to hire people then you will need to switch to the employer view. When logged in on the top right click on your profile image and select "I want to Hire".

Search Jobs   My Jobs   ✉   👤

Profile

My Jobs

Account

I want to Hire

Log Out

You are then taken to the Employer Environment where you can create your company and start hiring.

2.4 Setting up your company

Setting up your company is easy:

1. Set your company name & email address
2. Fill out your Wallet & Billing information
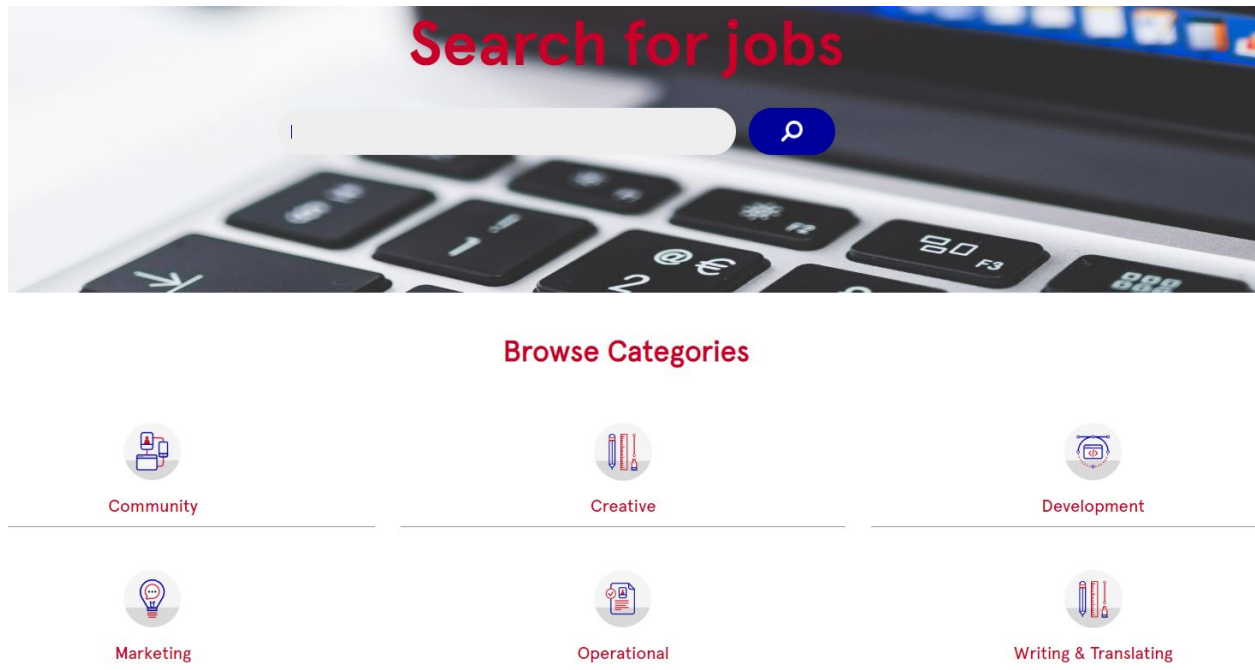3. Update your company profile

You are all set to post jobs now! See how to do this in section 5. Hiring People.

3. Jobs

3.1 Searching jobs

First click Search Jobs in the header on the top right. Then you can search jobs by entering search terms or clicking the different categories below the search bar:

3.2 Job details

On the job detail page you can find all detail information about the job. If you have any questions you can hit the contact button and talk to job owner. You can see who posted the job below the job title, in this case below "Business Intelligence" you see this job was posted by "Charlene Bakker". Clicking on her name or on the contact button on the right will bring you to her profile or message environment. Communication about the job and payments will always be with the job owner.

Business intelligence

Posted by Charlene Bakker

Description | **FAQ**

Specifications

Category

Operational > Business Intelligence

Rewards

Reward: 8000 WAY per job

Difficulty

Intermediate

Skills

data BI analist presentation English Dutch

Languages

Dutch English

Preferred Startdate

January 1 1970

Location

Netherlands

Description

We have 3 companies working together, from out Romania, The Netherlands and the United Kingdom.

We would like to have a clear vision from all of the data and how to centralise things or how to make movements in the right position, based on our data.

In Romania there is a factory and that we should finetune a bit more. All the goods that are coming in and what actually a product costs us, are things what we would like to know.

Are you the perfect fit for this analysation, then please send me a message.

I'm interested

Save for later **Save**

Send a message **Contact**

Share job link **Copy**

Dutch Event Group
Blockchain

About the company

From

Member since Nov 2019

Respond +/- Unknown

Rating: ★★★★★

What other freelancers say

Companies that Charlene Bakker Recruits for:

Companies

Dutch Event Group

When clicking on the job owners profile you will also see what companies the job owner is currently recruiting for.

3.3 How to show interest

When you like a job you can:

- Apply by clicking *I'm interested*
- Bookmark the Job to *Save* it for later
- *Contact* the Job poster
- *Copy* the url to the job

I'm interested

Save for later	**Save**
Send a message	**Contact**
Share job link	**Copy**

It's always good practice to send an application via our message system before applying on a job.

3.4 Rewards

There are 2 ways to receive rewards on Hiway:
- By being paid per hour. You submit your hours worked in a timesheet and your employer pays you based on the contract
- By completing the job. You can receive partial payments or the payment as a whole.

Specifications

Category

Development > Website Builders & CSM

Rewards

Hourly reward: 1000 WAY

Hours per week: 20

Contract Duration: 52 weeks

Rewarded every: 1 weeks

Difficulty

Intermediate

Specifications

Category

Development > Data Analysis

Rewards

Reward: 800 WAY per job

Difficulty

Intermediate

3.5 Accepting jobs

If you've been selected for a job the employer will send you a job offer. You can view the job offer under *My Jobs, Job Offers.*
If everything looks good you can click *Accept* and *sign* the contract. More information on signing contracts you can read under [4. Blockchain payments](#).

My Jobs

Bookmarked	Applied	Job Offers	Active jobs	Completed

James Hendricks
Web Designer

online

Job Offers

Data analyst

Dutch Event Group
Status:

View Accept

3.6 Submitting your worked hours

Submitting hours through the following steps::

1. Go to My Jobs
2. Click Active Jobs
3. Click Actions
4. Click Payments & History
5. Fill out your hours and click Submit

Date	Description	Hours
2019-12-02	Build framework	8
2019-12-03	Build framework	8
2019-12-04	Develop API's	8
2019-12-05	Develop API's	8
2019-12-06	Develop API's	4
2019-12-07		0
2019-12-08		0
	Total	36

On the top of the Payments & History page you can also see how much funds there are in the escrow contract and how much you've totally earned so far. If you've worked less then contracted during a week you can send funds back to the employer filling out the amount and clicking refund. Note that you will pay a small transaction fee.

Job Status

Funds in the Escrow Contract:	400 WAYs
Total Earned:	0 WAYs

You have sufficient funds in the Escrow Contract to get paid for next payment.

	Refund Now

Timesheet

Date	Description	Hours
2019-12-02	Build framework	8

You can also download set invoice details and download them. You can read how to do this in 4.4 Invoices.

4. Blockchain payments

4.1 Metamask

All interactions with our smart contract are initiated via Metamask. Download Metamask here and learn how to set it up here.

Once you've setup your wallet don't forget to set your wallet address under *Account*, *Wallets* to be able to initiate transactions and receive payments or refunds.

4.2 How our smart contract works

Our escrow smart contract is designed in a way that you can only send funds to the other party. Your employer can pay you but cannot send funds to himself. On the other hand you can refund your employer but not claim rewards yourself.

4.3 Job life cycle

These are the steps that happen after you've been chosen for a job:
1. Employer sends a job offer
2. Employer makes a deposit into the smart contract
3. Freelancer accepts the job offer and signs the smart contract
4. Freelancer starts working
5. Freelancer submits hours (or completes the job)
6. Employer Pays the timesheet
7. If the job continues Employer makes a new deposit into the smart contract
8. Repeat from step 4
9. Once the job is finished the employer makes the last payment
10. The employer completes the job

Employer	Send Job Offer			Pay Timesheet		Complete Job
	Make Escrow Deposit			Make **New** Escrow Deposit	Repeat	
Freelancer		Accept Job Offer	Work	Receive Payment		
			Submit Timesheet			

4.4 Invoices

After a timesheet has been paid you will see status paid on the right with a pdf icon next to it. After clicking on it a new window will open with the invoice for that payment in PDF.

As a Freelancer you can set details for you invoices by clicking on your *profile on the top right*, then *Account* and then *Billing.*
As an Employer you can set details for you invoices by clicking on your *profile on the left right*, then *Account* and then *Billing.*

5. Hiring People

5.1 Posting Jobs

On the top left you have the "Post a Job" button.

Now you are only 3 steps away from posting a job:

Step 1: job highlights

- 1. Fill out the title of the job
- A short description people will see below the title (max 90 characters)
- Select job categories from list

Step 2: job details

- Fill out the full job description
- Add skills related to the job
- Select the difficulty of the job
- Select location (if local) and required languages
- Upload an image related to your job/company

Step 3: job payment details

- Select how you want to pay. You can either:
    - Pay per hour worked, where you select:
        - Hourly reward
        - Currency (from dropdown)
        - Hours per week
        - Contract duration
        - Preferred start date
        - Payment interval
    - Pay per completed job, where you select:
        - Reward for completing the job
        - Currency (from dropdown)
        - Completion deadline

You can now review your job, edit anything if you want and submit when ready.

5.2 Hiring freelancers

Click on *My Jobs* to view everything related to your jobs, freelancers and payments.

- Under Open Vacancies you can see freelancers that have applied on your job. You have the option to:
    a. Send them a message
    b. Send them a job offer ($)
    c. Reject them for the job

My Jobs

Open Vacancies	Pending Job Offers	Active Jobs	Completed Jobs

online

Open Vacancies

Developer ✕

Applicants

Simon Rikmenspoel
Developer ✉ ⓢ ✕

Hiway Inc
Recruiting

When clicking on job offer ($) you can review and edit the payment details and send the job offer to the freelancer. Before the job offer is sent out you are asked to make an escrow deposit for the first payment period. The amount of this deposit depends on the payment option you choose:
Pay per hour = Hourly rate * Hours per week * Amount of weeks that is paid at once
Pay per job = Amount for the completion of the whole job

Some important details about this deposit:
- Until the job offer is accepted you can always cancel your job offer and send your deposited funds back
- If the freelancer declines the job offer you can send your funds back
- Deposited funds are kept in escrow until you sent them to the freelancer
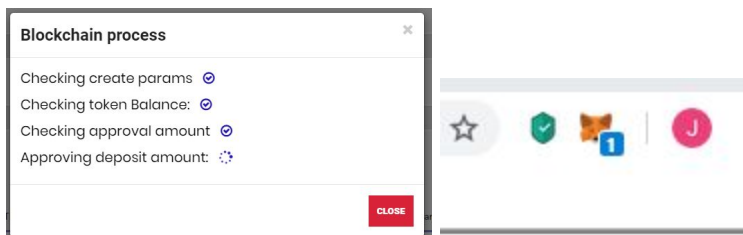- Freelancer can never claim funds unless you allow this

Job Offer for Hiway Inc
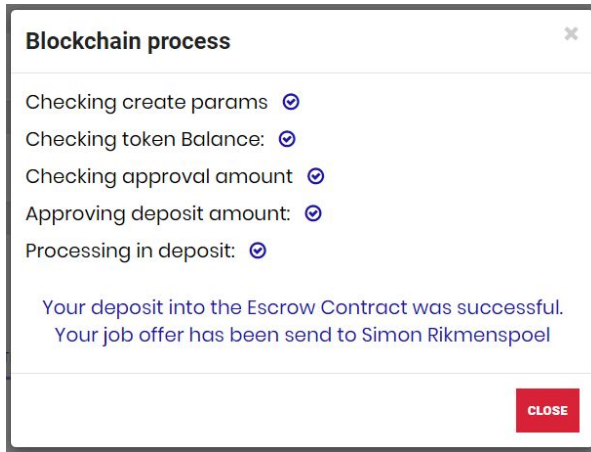Here you can make some changes to the initial job, and do a new job offer.

Initial Job		Job Offer
Pay per Hour	Reward Selection	Pay per Hour
40	Hours per week	40
4	Contract Duration	4
1	Rewarded every X Weeks	1
10	Hourly Reward	10 WAY
2019-12-09	Start Date	2019-12-09

Go Back   **Submit Offer**

Deposits and all other transactions are initiated by Metamask. Read more about this in 4. Blockchain Payments

After clicking deposit you have to sign 2 transactions. It could be that this screen looks stuck, in that case look at Metamask on the top right, sometimes a "1" shows up and you have to click on it to be able to sign the second transaction:

Once the deposit is successful you will receive the following message:

Blockchain process ✕

Checking create params ⊘
Checking token Balance: ⊘
Checking approval amount ⊘
Approving deposit amount: ⊘
Processing in deposit: ⊘

Your deposit into the Escrow Contract was successful.
Your job offer has been send to Simon Rikmenspoel

CLOSE

5.3 Paying freelancers

In the Active Jobs section under My Jobs you can click *Actions* and then *Payments & History*. This will take you to the payment environment where you can see payment details.

For pay per hour:
You can see the different timesheets on the right and see the details of the timesheet on the left. If everything is correct you can click on *Pay Now* and start the payment.

After you've made the payment you will see the current timesheet now has the status *paid* on the right.

Timesheet

Date	Description	Hours
2019-12-09	Worked on Hiway Platform	8
2019-12-10	Worked on Hiway Platform	8
2019-12-11	Worked on Hiway Platform	8
2019-12-12	Performed QA's	8
2019-12-13	Worked on Hiway Platform (bugfixes)	8
2019-12-14		0
2019-12-15		0
	Total	40

Logs

2019-12-09 ~ 2019-12-15	Paid

If the job continues after this week please deposit the payment for the next payment interval into the smart contract. You can do this at the top of the page:

Job Status

Your funds in the Escrow Contract: 0 WAYs

Total amount paid to Freelancer: 400 WAYs

You have insufficient funds in the Escrow Contract to pay for next payment. Please deposit 400.

| 400 | Deposit Now |

The needed amount has been prefilled for you. Click *Deposit Now* to start the next deposit. You will need to *Sign* two transactions in Metamask for this.

Once done both you and the Freelancer can see there are enough funds in the Escrow Contract for the next payment interval:

Job Status

Your funds in the Escrow Contract: 400 WAYs

Total amount paid to Freelancer: 400 WAYs

You have sufficient funds in the Escrow Contract to pay for next payment.

| | Deposit Now |

For pay per job:

For pay per job there are no timesheets details. It works the same way as for pay per hour and you can choose to pay the whole amount all at once after completing the job. Or pay in smaller installments.

Invoices

You can also download set invoice details and download them. You can read how to do this in 4.4 Invoices.