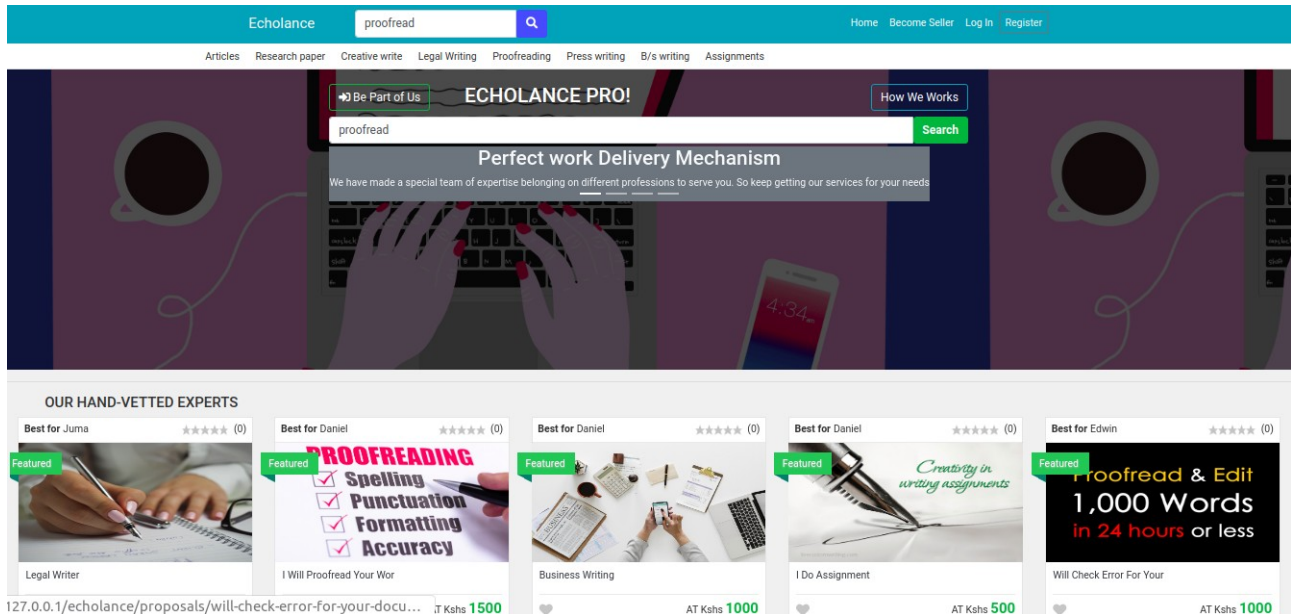# HOW ECHOLANCE WORK!!
{user guide}

1. Home:

Contains top navigation with search, home, register, login and be affiliate link. The purpose of this page is to display content such as our vetted expert's work, the most relished grouping, generally its core is to inform visitor of what we do.

a). Register and Login:

Here new user is requested to provide to us details to helps us set your account. Once registration is done you should confirm your email and send confirmation mail. The mail contain activation link, follow that link to ensure your are logged in to the work page. For login, use credential used during registration that is username and password, Both are modal

2. Work page:

This is for logged user, and display all loaded jobs and their details such as number of offer issued by other experts, time for task due, and budget. for laptop users once you hover over each job a button appear use that button to **send offer.** Offer means that you have verified that you can handle that task. More about offer will be discussed below. Left side is the expert profile displayed with picture and description of what they do. If you click on each you are directed to the owner and can view more details.

3. Send offer process:

This is the action place for Echolance expert, few steps are followed to ensure that we vet those whose wish to do our work.

Once click on the **send offer** as discuss above, then modal/ popup is displayed select your profile (if select profile does not appear note that the system cannot approve you capable of doing that assignment you can contact us if you think that is a mistake)

Progress to the details modal, for details modal just confirm that you will handle that assignment. A confirmation alert will appear just say OK and go ahead. You will be directed to the request page with details about such as offer remaining for you that day and a navigation with two tabs named offer listed (Active) and (send offers) where the new offer will be displayed.

4. what happen about acceptance of offer:

Now please wait for job assignment admin to approve, you will receive notification and email that your offer has been accepted click on it and start working NOTE that you are timed, action such as delay may nullify your work **be time conscious.** Wait for approval of the submitted work. if no revision your account is credited money else you must make sure that your work is as instructed.

Above is the notifications at the navigation make sure you refresh if email has been sent and notification has not been received.
Click on the notification to be directed to the order interaction and start working immediately.

5. Work interaction process:

Order interaction process, display details such as timer for when the order should be submitted make sure you adhere. The chat are displayed with your shared files. After you complete the work use send order approve button to submit it, make sure all emphasized features are observed to avoid revision that may result to negative rating to you (expert) by our client.

Order has various states such as pending- once verified but still waiting go ahead, progress- once the expert timer start reading. Delivered – once expert complete and send for approve. Completed- after the work is verified and approved, expert is happy to get their pay now.

6. work submission:

make sure your work is submitted but if there is need for revision admin will have to chat about it to you make sure that you comply so that client can have confidence with you: **in short make your profile attractive.**

7. Payment and Rating.

If the job is approved our system rate you between the range of 1- 5 and comment, make sure you replies to the rating this will be a good interaction

if expert navigate to their dashboard then they can compute monthly earning and wait for the balance to increase once payment day is reached.

My Contacts

Work for | Assigned To

Client Name

Daniel
User Profile | History

Daniel
User Profile | History

	Positive Rating	Country
	100%	Mombasa
	Recent Delivery	Member since
	May 01, 2020	March 10, 2019

Orders Completed	Delivered Orders	Orders Cancelled
2	0	0

Sales In Queue	Open Purchases	Balance	Monthly
0	0	Ksh 0	Ksh 2300

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FOR ADMIN SELLER:

1. How to post work:
A special link is available to the job admin where they can click on the button to post new request also at the job page there is a button to help direct admin to this page. Follow instruction on how to post job.

Echolance | Search Products | 🔍 | 🏠 🔔 ▾ ✉ ▾ 👤 Daniel ▾

Post A New Request To The Expert Community

Request Title

Request Descriptions

Choose File | No file chosen   0 /380 Max

Chose A Category

Select A Category ▾

One You place Your Order, How long could it take
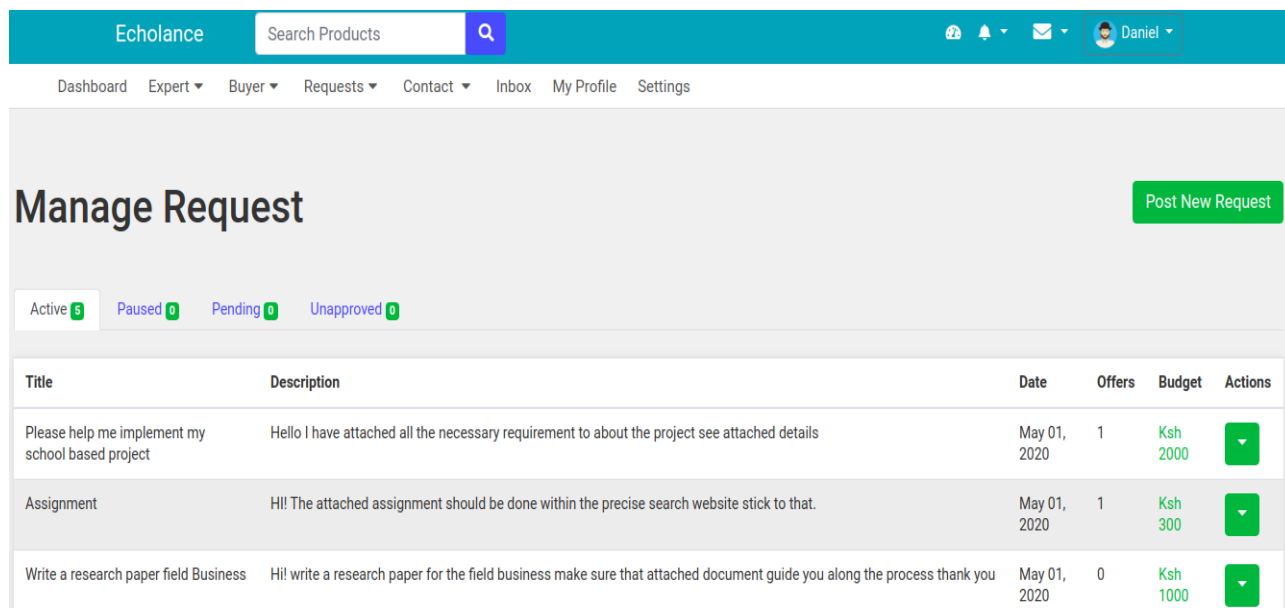
○ 1 Day ○ 2 Days ○ 3 Days ○ 4 Days ○ 5 Days

What is Your Budget For this services

Ksh | 100 Minimum

Post Request

2. How to accept offer.

Once there is new offer from the expert that they have posted, as an admin you should progress to the manage request page and view the active. If there is count on the request offer then navigate to action and select view

3. After click view offers :

new window will be opened with list of all who have send the offers. If assignment just required one individual to be done. Just select the highly rated and click **Order now** . Popup will be displayed

The modal mentioned above, its purpose is to select and approve the amount that will be subtracted and credited to the expert. Please note that this is within the system, expert has still some work to do for the money to be transfer to their account

Select A Payment Method To Order ✕

THIS ORDER IS RELATED TO THE FOLLOWING REQUEST: X
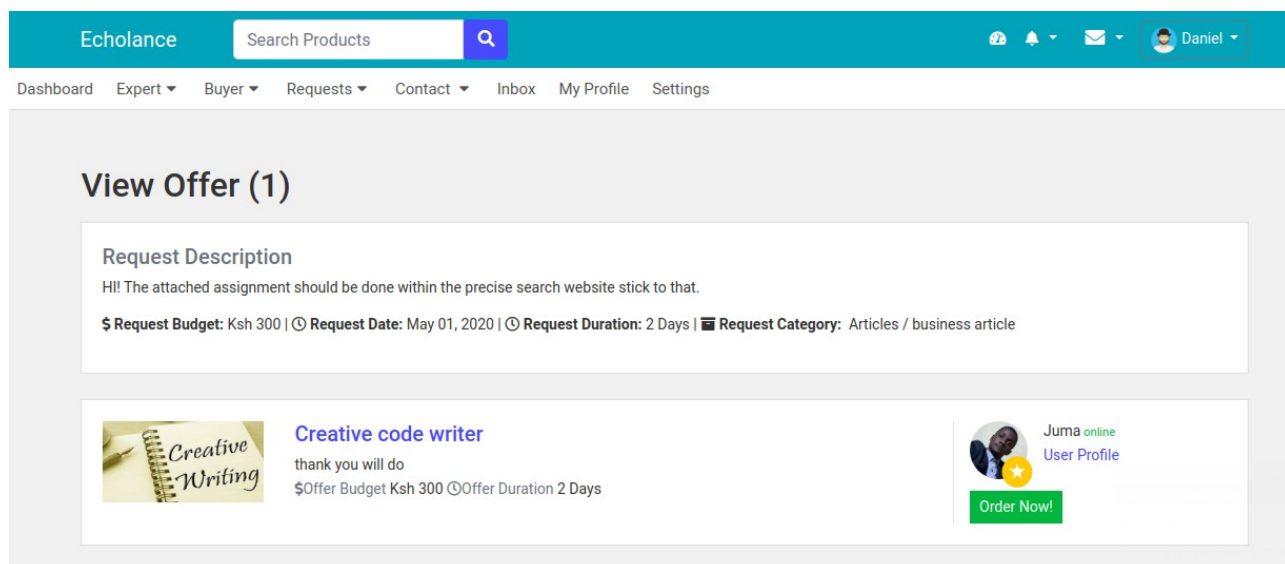
"HI! The attached assignment should be done within the precise search website stick to that."

View Offer ▾

Shopping Balance

Amount Spent - **Ksh 300**

Close   Pay With Shopping Balance

if the process goes through successfully, and you progress by clicking pay with shopping balance then, an email is send to expert who quoted the assignment and notification also via system once they log in.

Admin is directed to the order activity page. Its purpose is just to send a go a head for timer to start counting and also approve work once expert upload. By approving now the expert is credited the money and will be ready for withdraw after a duration of 10 day (can change based on our agreement.)::

Echolance   Search Products 🔍   🏠 🔔 ▾ ✉ ▾ 👤 Daniel ▾

Order: # 766803352: Progress   Progress

Creative code writer   **Ksh 300**
Seller : Juma | Order: #766803352 | Date :May 01, 2020

Item	Number	Duration	Amount
Creative code writer	1	2 Days	Ksh300
			Total Ksh300

Description

thank you will do

Seller should Deliver your order Before This Duration!

1	23	7	41
Day	Hrs.	Mint.	Sec.

SELLER WILL ONLY GET STARTED AFTER YOU SUBMIT THIS INFORMATION!

Juma Requests following information befor getting started!

thank you for viewing my profile about research paper once you find it interesting consider having me as your expert

Daniel
start working

!………………………………………………………………………………………...!
THE END THANK YOU:: compiled by ====== www.agilestorm.com
!………………………………………………………………………………………...!