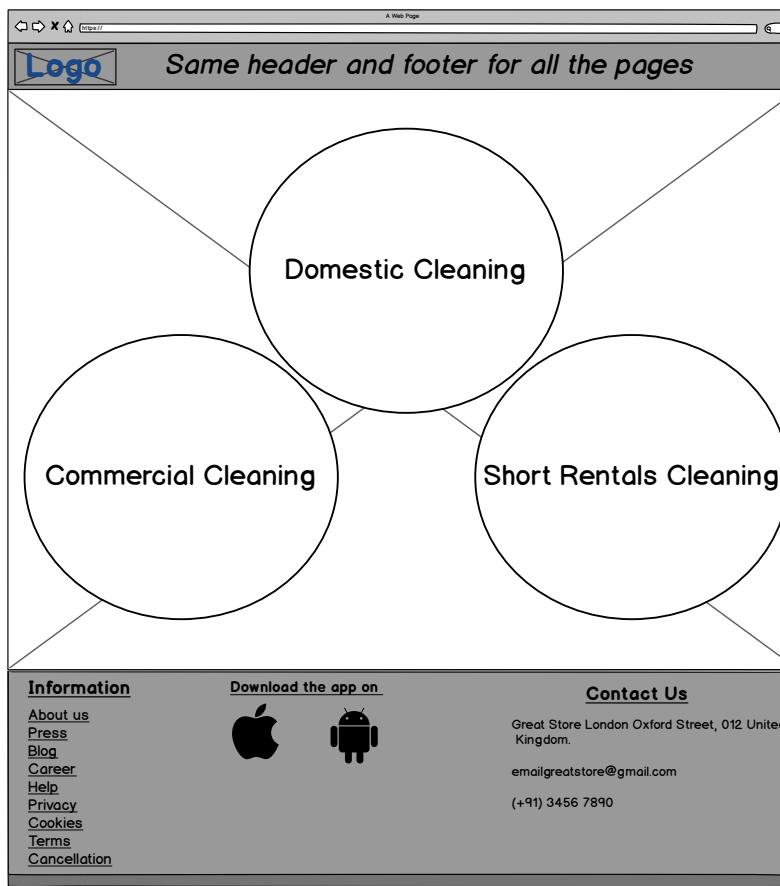
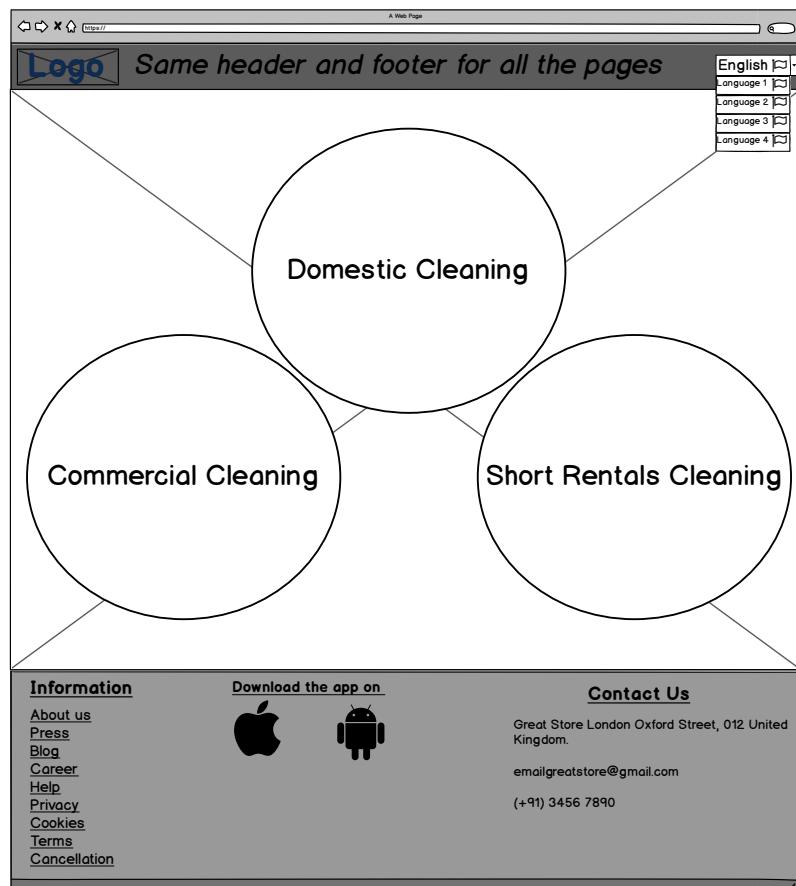


Users Side Home Page



Page 3 Requirement Document (Home Page)

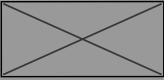
- Upon opening the mobile web/ mobile application, user will be landed on the home page. (MUST)
- Home Page will consist of three circles – one for Domestic Cleaning, one for Commercial Cleaning and one for Short Rentals Cleaning. Each circle will take the user into the main site for the cleaning type (MUST)
 - The homepage will also have the following: -language flags at the top left corner – English, French, Spanish, Portuguese, Polish, Chinese, Japanese, Turkish, Russia, German. (MUST HAVE, HOWEVER CAN WE HAVE THE FLAGS AUTOMATED SO THAT DEPENDING ON THE COUNTRY WHERE THE APP IS OPENED, THE FLAG WILL BE LOCATION SENSITIVE AND WILL SHOW THE CORRECT FLAG)
 - To change the language users will have a drop-down button on the top form where users will be able to change the language.
 - For all clients outside the locations / languages chosen, Google translate will be enabled on the website and app so that anybody in any location can see the website and app in their own language to enable more cleaners and clients to be on board worldwide.
- Upon opening the mobile web/ mobile application, user will be landed on the home page. (MUST)
- Home Page will consist of three circles – one for Domestic Cleaning, one for Commercial Cleaning and one for Short Rentals Cleaning. Each circle will take the user into the main site for the cleaning type (MUST)
 - The homepage will also have the following: -language flags at the top left corner – English, French, Spanish, Portuguese, Polish, Chinese, Japanese, Turkish, Russia, German. (MUST HAVE, HOWEVER CAN WE HAVE THE FLAGS AUTOMATED SO THAT DEPENDING ON THE COUNTRY WHERE THE APP IS OPENED, THE FLAG WILL BE LOCATION SENSITIVE AND WILL SHOW THE CORRECT FLAG)
 - To change the language users will have a drop-down button on the top form where users will be able to change the language.
 - For all clients outside the locations / languages chosen, Google translate will be enabled on the website and app so that anybody in any location can see the website and app in their own language to enable more cleaners and clients to be on board worldwide.
2. User Homepages for domestic, commercial and short-term rentals

A Web Page
https://

Logo

Same header and footer for all the pages

Requirements



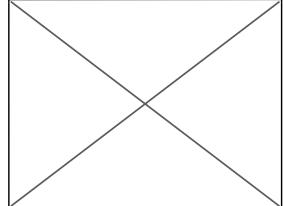
Must be passionate about a clean environment



Must be authorised to work in the country you are applying to

Benefits

Best rates in the market - Earn £ XX per hour + tips
(this will be adopted to international rates)



Friendly working environment

Apply

Best rates in the market - Earn £ XX per hour + tips
(this will be adopted to international rates)

Apply Now

Information

About us
Press
Blog
Career
Help
Privacy
Cookies
Terms
Cancellation

Download the app on



Contact Us

Great Store London Oxford Street, 012 United Kingdom.
emailgreatstore@gmail.com
(+91) 3456 7890

Page 15 Requirement Document (Cleaner Homepage)

Once the cleaner enters the homepage, then they will see 3 headings/ blobs –

1. Requirements (SHOULD HAVE)
Must be passionate about a clean environment
Must be authorised to work in the country you are applying to
Must have paid cleaning experience
2. Benefits (MUST)
Best rates in the market - Earn £ XX per hour + tips (this will be adopted to international rates) – the content will be provided separately
Friendly working environment

Same header and footer for all the pages

Title

Become and Ocha Cleaner

Select Country
Enter First Name
Enter Last Name
Enter Date of Birth
Contact No.
Email Address
*Select Gender
Enter Post Code/ Zip Code
Enter Full Address
Experience
*Cleaning Experience
*What Cleaning are you available for?
Domestic
Hotel Cleaning
End of tenancy cleaning
Office Cleaning
Other Cleaning
*Eligibility
I have right to work in the country that I live in
I have a National Insurance Number or equivalent
I do not have a criminal record
I have a bank account
Take a picture of yourself holding the passport
Upload your right to work documentation
Read and accepted our TERMS AND CONDITIONS and PRIVACY POLICY
Submit Request

Same header and footer for all the pages

Same header and footer for all the pages

Title

Become and Ocha Cleaner

Select Country
Enter First Name
Enter Last Name
Enter Date of Birth
Contact No.
Email Address
*Select Gender
Enter Post Code/ Zip Code
Enter Full Address
Experience
*Cleaning Experience
*What Cleaning are you available for?
Domestic
Hotel Cleaning
End of tenancy cleaning
Office Cleaning
Other Cleaning
*Eligibility
I have right to work in the country that I live in
I have a National Insurance Number or equivalent
I do not have a criminal record
I have a bank account
Take a picture of yourself holding the passport
Upload your right to work documentation
Read and accepted our TERMS AND CONDITIONS and PRIVACY POLICY
Submit Request

Alert
Thank you for signing up your applications has been successfully submitted for review.

Okay

Same header and footer for all the pages

Page 15 and 16 Requirement Document (Apply)

- Once the cleaner clicks apply, there will be taken to another page where they will log-in to be able to fill in the application (this should be a free text field or drop down). On this page the cleaner will create a username (email address) and password – they can also log in via facebook, insta, etc so that they will be able to fill in the application.
- o Application should have: Country applicant lives in (drop down), First name (free text), Last name(free text), Date of Birth (drop down), mobile phone (free text), Email,Gender (drop down) (Male/Female/Other), Address , How much experience do you have (drop down) (below 1 year, 1-2 years, 2-5 years, 5 years or more), What cleaning have you done previously (drop down) -residential, commercial, industrial, end of tenancy, short term rental (air bnb)), available for – domestic/ short-term rental or commercial cleaning (this should be a tick box which allows more than one tick) Company status – sole – trader, private limited company, agency staff, other (please include description box)
 - o Eligibility (tick box)- o I have the right to work in the country that I live in
 - o I have insurance or I don't have insurance but I will purchase it prior to starting work, (there should be a tick box for each)
 - o I have a bank account
 - o I do not have a criminal record
 - o Upload documents – this functionality should allow the cleaners to take a photo of their documents via a mobile phone and this can be uploaded with their application to the admin panel
 - o Take a picture of yourself holding the passport
 - o Upload your right to work documentation
 - o Upload a copy of your insurance
 - o Accept terms and conditions
 - There should be a functionality for the documents to be uploaded via the cleaner taking a photograph with their mobile phone or via scanning from their desktop computer*
 - There should be a box for the cleaners to accept terms and conditions
 - Submit button.
 - Cleaner profile will be approved/rejected by the Admin.
- For CEOs we have to get the application via email and we need to verify if happy and we will use onfido – to link to our system to do a background check.
- Once the cleaner submitted their application, they should be able to see a timeline of events:
1. Application under review 2. Application Passed 3. Ready to start
- Once cleaners have been approved they will gain access to a cleaners dashboard/ profile.
- Login (must)
- If the cleaner is already registered with the application, they can use the registered credentials to login into the application.
 - After login, cleaner will be landed to cleaner dashboard.
 - Cleaner can also use forget password functionality in case the password has been forgotten.

Same header and footer for all the pages

Title

Become and Ocha Cleaner

Enter Email
Password
Confirm Password
Continue
OR
Continue With Facebook Continue With Instagram
Already have an account LogIn

Same header and footer for all the pages

T&C

Title

T&C

Agree

Same header and footer for all the pages

Same header and footer for all the pages

Title

Log In

Enter Email

Password

[Forgot Password](#)

Don't have an account [Register](#)

[Continue With Facebook](#) [Continue With Instagram](#)

Same header and footer for all the pages

Same header and footer for all the pages

Title

Forgot Password

Enter Registered Email

[Go Back to Login Page](#)

Same header and footer for all the pages

Page 16 Requirement Document (Login)

If the cleaner is already registered with the application, they can use the registered credentials to login into the application.

After login, cleaner will be landed to cleaner dashboard.

Cleaner can also use forget password functionality in case the password has been forgotten.

Same header and footer for all the pages

Title

Forgot Password

Password reset link has been sent to your registered email ID

[Go Back to Login Page](#)

Same header and footer for all the pages

Same header and footer for all the pages

Title

Recover Password

New Password

Confirm Password

Same header and footer for all the pages

Same header and footer for all the pages

Title

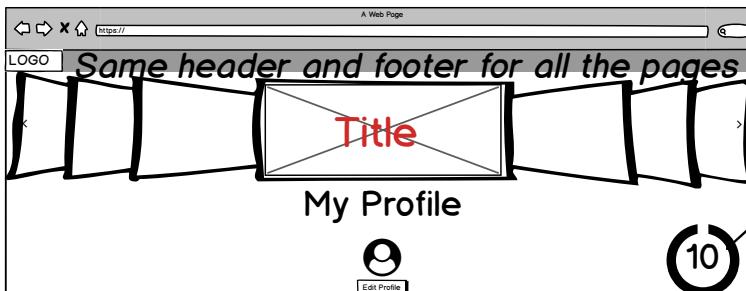
Recover Password

New Password

Confirm Password

Your password has been successfully updated

Same header and footer for all the pages



FEBRUARY 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Job preference

The number of miles that you are willing to travel away from their postcode / zip-code

+ 10 -

Select cleaning preference type Domestic Commercial Short-term rental

Past jobs, Upcoming jobs

Past jobs		Upcoming jobs	
	User Name Type of Cleaning Time		User Name Type of Cleaning Time
	User Name Type of Cleaning Time		User Name Type of Cleaning Time
	User Name Type of Cleaning Time		User Name Type of Cleaning Time
View More		View More	

Page 16 Requirement Document (Cleaner Profile)

Once Admin has accepted the client application, the cleaner should be able to see the following headings which will not be grayed out anymore and can be filled in:

Calendar – where the cleaner can mark their availability or unavailability, if they are available to work 24/7 hours and their holidays or sick leave

Job preference function – here cleaners specify 1) The number of miles that the cleaner is willing to travel away from their postcode / zip-code the areas they are willing to travel for work to (this should be integrated with the cleaners address in cleaner details below) 2) cleaning preference type – in regards to the types of cleaning they want to do – only domestic, commercial, short-term rental 3) availability - to do 24h cleaning

Past jobs, Upcoming jobs – this will include the functionality to 1) accept or REJECT the clean and 2) job details – name of user, address, type of clean, time of clean, any cleaning instructions, property access details etc. 3) ability to clock in and out of the job + to indicate that the cleaner is on the way to the clean – see live tracking pg.10 4) the availability to change the booking

Chat with Users via Website, Email, WhatsApp

Cleaner details – name, email, phone number, documents, bank details, password etc.

Payments dashboard – including bank details section and the ability to amend

Maps – there will be a functionality where cleaners will be tracked on the day of their clean so that the customer can see when the cleaner is arriving (like uber)

Full Listing of jobs – in case there are other jobs within the city that the cleaner lives so that they can accept – if they want to work beyond the areas they have said they want to work in above

Reviews received - Cleaner will also be able to view their reviews and ratings.

Cleaner details:

Name

Phone Number

Address

Experience (this can flow from the application form)

Gender (this can flow from the application form)

Type of Service Provided (this can flow from the application form)

Change Password – Cleaner can change the password from this section

Cleaner Views and Accepts Bookings (must)

Cleaner can accept/reject the cleaning service as soon as they see it in their

email, WhatsApp, text app notification. The cleaner should be taken automatically into the website or app once they click accept/ reject on their email or WhatsApp, text

If the cleaner rejects the booking – they should use a drop down to indicate why they rejected – e.g. time, distance, sick,

Cleaner can view the received bookings raised by users in the past jobs / upcoming jobs section

Cleaner will be able to view the booking details i.e.

Username

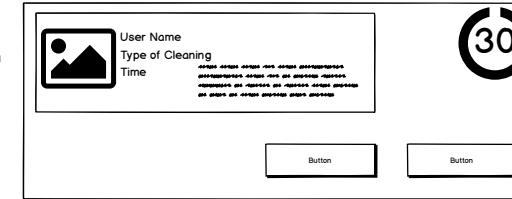
Phone Number, etc. (the number should stay secret while the user is contactable)

Type of Cleaning Service

Time of clean

Address

There should be a functionality for the client to contact the user once the booking has been confirmed and also for the user <phone number between the cleaner and the user should be hidden> to contact the cleaner once their cleaning has been confirmed.



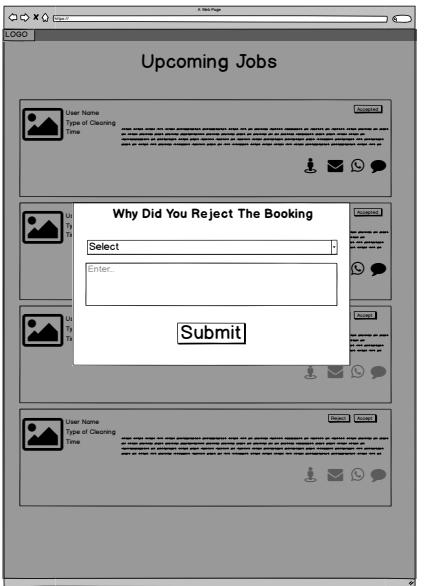
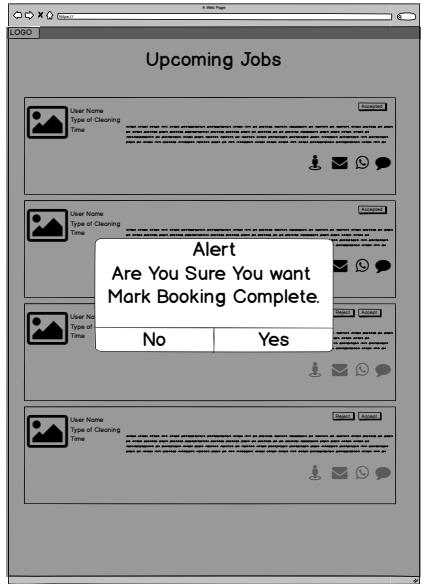
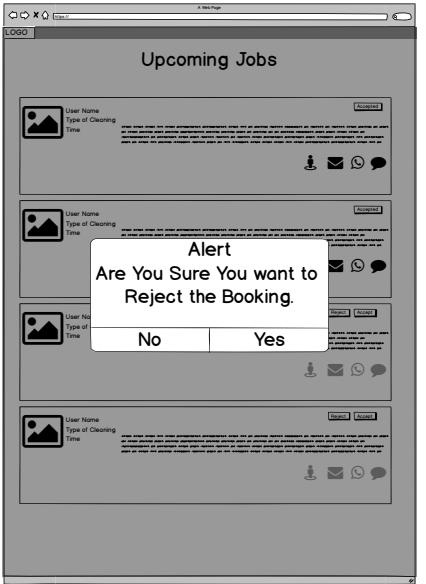
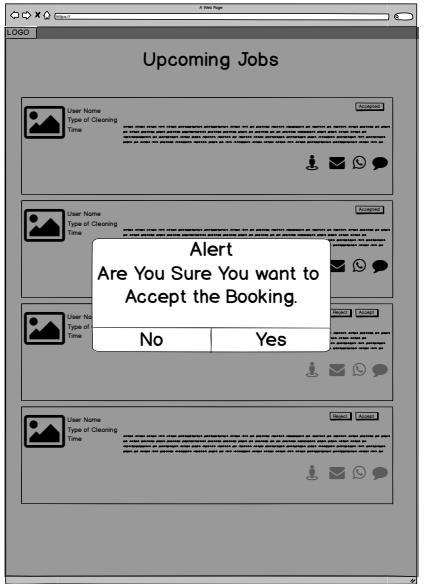
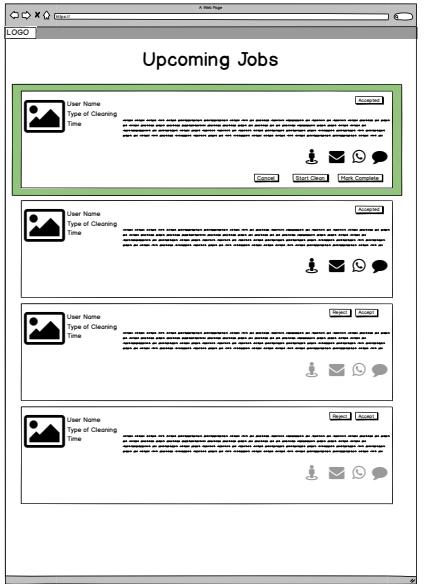
Once Admin has accepted the client application, the cleaner should be able to see the following headings which will not be grayed out anymore and can be filled in:

- Calendar - where the cleaner can mark their availability or unavailability; if they are available to work 24/7 then they can do this.
- Job Details - here cleaner can specify the number of miles that the cleaner is willing to travel away from their postcode / zip-code the areas they are willing to travel for work to (this should be integrated with the cleaners address in cleaner details below)
- Cleaning preference type - in regards to the types of cleaning they want to do - only domestic, commercial, short-term rental etc.
- Availability - 10-24 hours

Post jobs Upcoming jobs - this will include the functionality to 1) accept or REJECT the clean and 2) job details - name of user, address, type of clean, time of clean, any cleaning instructions, privacy, access details etc.

- 3) ability to click in and out of the job to indicate whether the cleaner is on the way to the clean - see live tracking pg 10 4) the ability to change the booking status

- Chat with Users via Website, Email, WhatsApp
- Cleaner details - name, email, phone number, documents, bank details, password etc.
- Payments dashboard - showing booked details section and the ability to amend.
- Map - will be a function where cleaner will be able to see the day of their clean so that the customer can see when the cleaner is arriving (like uber).
- Full Listing of jobs - in case there are other jobs within the city that the cleaner lives so that they can accept - if they want to work beyond the areas they have said they want to work in above.
- Review received - Cleaner will also be able to view their reviews and ratings.
- Cleaner details:
 - Name
 - Address
 - Experience (this can flow from the application form)
 - Gender (this can flow from the application form)
 - Type of Service Provided (this can flow from the application form)
 - Other Services - cleaner can choose what services they offer
- Cleaner Views and Accepts Bookings (must):
 - Cleaner can accept/reject the cleaning service as soon as they see it in their email, WhatsApp, text app notification. The cleaner should be taken automatically into the website or app once they click accept/ reject on their email or WhatsApp, text.
 - If the cleaner rejects the booking - they should use a drop down to indicate why they rejected - e.g. time, distance, sick,
 - Cleaner can view the received bookings raised by users in the past jobs / upcoming jobs section
 - Cleaner will be able to view the booking details i.e.
 - Username
 - Phone number, etc. (the number should stay secret while the user is contacted)
 - Type of Cleaning Service
 - Address
- There should be a functionality for the client to contact the user once the booking has been confirmed and also for the user <phone number> between the cleaner and the user should be hidden> to contact the cleaner once their cleaning has been confirmed



Page 16, 17 and 18 Requirement Document (Cleaner Profile)

Once Admin has accepted the client application, the cleaner should be able to see the following headings which will not be grayed out anymore and can be filled in:

- Calendar – where the cleaner can mark their availability or unavailability, if they are available to work 24/7 hours and their holidays or sick leave
- Job preference function – here cleaners specify 1) the number of miles that the cleaner is willing to travel away from their postcode / zip-code the areas they are willing to travel for work to (this should be integrated with the cleaners address in cleaner details below) 2) cleaning preference type - in regards to the types of cleaning they want to do – only domestic, commercial, short-term rental 3) availability - to do 24h cleaning
- Past jobs, Upcoming jobs – this will include the functionality to 1) accept or REJECT the clean and 2) job details – name of user, address, type of clean, time of clean, any cleaning instructions, property access details etc. 3) ability to clock in and out of the job + to indicate that the cleaner is on the way to the clean – see live tracking pg.10 4) the availability to change the booking
- Chat with Users via Website, Email, WhatsApp
- Cleaner details – name, email, phone number, documents, bank details, password etc.
- Payments dashboard – including bank details section and the ability to amend
- Maps – there will be a functionality where cleaners will be tracked on the day of their clean so that the customer can see when the cleaner is arriving (like uber)
- Full Listing of jobs – in case there are other jobs within the city that the cleaner lives so that they can accept – if they want to work beyond the areas they have said they want to work in above
- Reviews received - Cleaner will also be able to view their reviews and ratings.
- Cleaner details:
 - Name
 - Phone Number
 - Address
 - Experience (this can flow from the application form)
 - Gender (this can flow from the application form)
 - Type of Service Provided (this can flow from the application form)
 - Change Password – Cleaner can change the password from this section
- Cleaner Views and Accepts Bookings (must)
 - Cleaner can accept/reject the cleaning service as soon as they see it in their email, WhatsApp, text app notification. The cleaner should be taken automatically into the website or app once they click accept/ reject on their email or WhatsApp, text
 - If the cleaner rejects the booking – they should use a drop down to indicate why they rejected – e.g. time, distance, sick,
 - Cleaner can view the received bookings raised by users in the past jobs / upcoming jobs section
 - Cleaner will be able to view the booking details i.e.
 - Username
 - Phone Number, etc. (the number should stay secret while the user is contactable)
 - Type of Cleaning Service
 - Time of clean
 - Address
 - There should be a functionality for the client to contact the user once the booking has been confirmed and also for the user <phone number between the cleaner and the user should be hidden> to contact the cleaner once their cleaning has been confirmed.

A Web Page

User Name	Type of Cleaning	Time	Status
[User Pic]	[Type]	[Time]	Rejected
[User Pic]	[Type]	[Time]	Completed
[User Pic]	[Type]	[Time]	Rejected
[User Pic]	[Type]	[Time]	Completed

Past Jobs

A Web Page

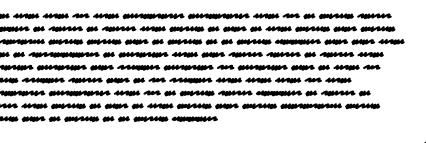
User Name	Type of Cleaning	Time	Status
[User Pic]	[Type]	[Time]	Completed
[User Pic]	[Type]	[Time]	Completed
[User Pic]	[Type]	[Time]	Completed
[User Pic]	[Type]	[Time]	Completed

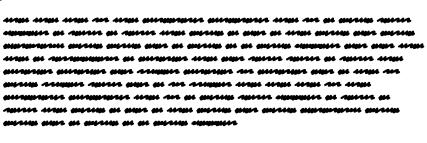
Past Jobs

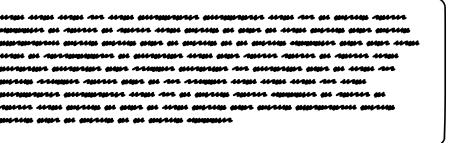
A Web Page
https://

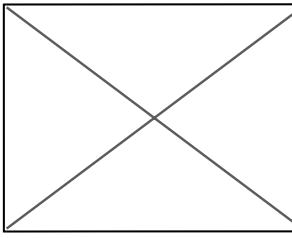
Inbox


User Name

Time


Time


Time


Time







 User Name
 Type of Cleaning
 Time





Start

Mark Complete

Cancel

Page 16, 17 and 18 Requirement Document (Cleaner Profile)

Once Admin has accepted the client application, the cleaner should be able to see the following headings which will not be grayed out anymore and can be filled in:
 Calendar – where the cleaner can mark their availability or unavailability, if they are available to work 24/7 hours and their holidays or sick leave

- Job preference function – here cleaners specify 1) The number of miles that the cleaner is willing to travel away from their postcode / zip-code the areas they are willing to travel for work to (this should be integrated with the cleaners address in cleaner details below) 2) cleaning preference type - in regards to the types of cleaning they want to do – only domestic, commercial, short-term rental 3) availability - to do 24h cleaning
- Past jobs, Upcoming jobs – this will include the functionality to 1) accept or REJECT the clean and 2) job details – name of user, address, type of clean, time of clean, any cleaning instructions, property access details etc. 3) ability to clock in and out of the job + to indicate that the cleaner is on the way to the clean – see live tracking pg.10 4) the availability to change the booking
- Chat with Users via Website, Email, WhatsApp
- Cleaner details – name, email, phone number, documents, bank details, password etc.
- Payments dashboard – including bank details section and the ability to amend
- Maps – there will be a functionality where cleaners will be tracked on the day of their clean so that the customer can see when the cleaner is arriving (like uber)
- Full Listing of jobs – in case there are other jobs within the city that the cleaner lives so that they can accept – if they want to work beyond the areas they have said they want to work in above
- Reviews received - Cleaner will also be able to view their reviews and ratings.
- Cleaner details:
 - Name
 - Phone Number
 - Address
 - Experience (this can flow from the application form)
 - Gender (this can flow from the application form)
 - Type of Service Provided (this can flow from the application form)
 - Change Password – Cleaner can change the password from this section
- Cleaner Views and Accepts Bookings (must)
 - Cleaner can accept/reject the cleaning service as soon as they see it in their email, WhatsApp, text app notification. The cleaner should be taken automatically into the website or app once they click accept/ reject on their email or WhatsApp, text
 - If the cleaner rejects the booking – they should use a drop down to indicate why they rejected – e.g. time, distance, sick,
 - Cleaner can view the received bookings raised by users in the past jobs / upcoming jobs section
 - Cleaner will be able to view the booking details i.e.
 - Username
 - Phone Number, etc. (the number should stay secret while the user is contactable)
 - Type of Cleaning Service
 - Time of clean
 - Address

There should be a functionality for the client to contact the user once the booking has been confirmed and also for the user <phone number between the cleaner and the user should be hidden> to contact the cleaner once their cleaning has been confirmed.

My Account Control Panel

Same header and footer

The wireframe illustrates the layout of the My Account Control Panel. It features a sidebar on the left with a logo, navigation links (My Profile, My Calendar, My Payment, My Future Cleans, My Past Cleans, My Messages, My Details, Support, FAQ, Log-Out), and a 'Job preference' section. The main content area includes tabs for 'My Details' (with sub-sections for Experience, Eligibility, Cleaning Availability, and Bank Details), 'Bank Details', and 'Post jobs / Upcoming jobs' (listing recent cleaning tasks). A modal window for updating bank details is also shown.

My Details

Select Country
Enter First Name
Enter Last Name
Enter Date of Birth
Contact No.
Email Address
Enter Post Code/ Zip Code
Enter Full Address
Experience
*Cleaning Experience
*What Cleaning are you available for?
*Eligibility
*Bank Details

Bank Details

Enter Account Holder Name
Enter Account Number / IBAN
Enter Bank Code

Post jobs / Upcoming jobs

Post jobs
Upcoming jobs

View More

My Details

Select Country
Enter First Name
Enter Last Name
Enter Date of Birth
Contact No.
Email Address
*Selected G
Enter Post Code/ Zip Code
Enter Full Address
Experience
*Cleaning Experience
*What Cleaning are you available for?
*Eligibility
*Bank Details

Bank Details

Enter Account Holder Name
Enter Account Number / IBAN
Enter Bank Code

My Details

Select Country
Enter First Name
Enter Last Name
Enter Date of Birth
Contact No.
Email Address
*Selected G
Enter Post Code/ Zip Code
Enter Full Address
Experience
*Cleaning Experience
*What Cleaning are you available for?
*Eligibility
*Bank Details

Bank Details

**** 0000
Update Banking Details

My Details

Select Country
Enter First Name
Enter Last Name
Enter Date of Birth
Contact No.
Email Address
*Selected G
Enter Post Code/ Zip Code
Enter Full Address
Experience
*Cleaning Experience
*What Cleaning are you available for?
*Eligibility
*Bank Details

Bank Details

**** 0000
Update Banking Details

