Cowriehub LLC Website

Consultant Account & Dashboard

Account Overview

This is an account for consultants who will offer services under marketing packages on the website ,to the authors on Cowriehub's website.

Consultant Signup Form

Signup Flow

Any user on Cowriehub's website can apply to be a consultant with a link to the signup form.

The signup form will have the following:

1. Dropdown of Skills/ Specialization. Any other skills that are not found in the default dropdown can be added in the OTHER section of this form.
2. Phone Number
3. Educational Background: Institution and Year of completion
4. Certificate to prove skills if any. (upload)
5. ID type (National ID, Passport, Drivers License) + ID upload
6. Selfie Verification
7. Description or brief summary on their specialization and portfolio
8. Portfolio upload (any files of their work)
9. Accept Terms and Conditions (they should be able to view and read)
10. Sign up

AFTER SIGN-UP

1. Applicant gets a message from Cowriehub:

Thank you for your application! Cowriehub will review your application in the next 24-48 hours. You will be notified in your email on the status of your application after this review.

2. Cowrie Hub Admin gets notified on application via email
3. Applications can be viewed/ reviewed, approved or rejected from the admin dashboard of the backend.
4. The applicant can only add their payment details after they are approved by Cowriehub. They log in to do this.

UPDATES TO CONSULTANT ACCOUNT DETAILS BY CONSULTANT

All updates to the ID card, application details in the account are subject to review and verification by Cowriehub.

RECEIVING JOBS

Once Cowriehub receives jobs via purchases of marketing packages, the chief marketing consultant assigns them to consultants. Notifications of new jobs are received in the dashboard inbox as well as email of the consultant. The consultant can accept or reject the job under the PENDING JOBS section of the dashboard.

JOB PAGES

All jobs should have job pages. The details on the job pages are as follows:

1. JOB NO.   // The auto-generated number for the job
2. AUTHOR NAME   // Name of the author who bought the package
3. BOOK PAGE LINK   // the link to the book page of the book being marketed
4. AUTHOR PAGE LINK   // link to the author's page
5. SERVICE: // the service to be executed by consultant

6. MARKETING PACKAGE purchased // link to marketing package bought.

EXECUTING JOBS

Before the execution of the job, the consultant accepts the job. The job moves to the ACTIVE JOBS section of the dashboard.

During the execution of the job, the consultant can access the sales stats of the author for the period of the campaign.

ENGAGING THE AUTHOR DURING EXECUTION OF JOBS

The consultant should be able to chat with the author during the execution of the job. He can ask questions, send attachments all within Cowriehub.

DRAFTS

The consultant should be able to upload unfinished work as drafts. This is accessible to the Cowriehub team to review in the course of the execution period.