Map for Writer’s Portal

1. For every writer we will be providing the login credentials, created by us via manager portal.
2. Every writer will have a nick name assigned.
3. Once the writer signs up, he will see his working portal.
4. Menu visibilities for the writer should include:
   1. Available orders
   2. Order In Progress
   3. Corrections Marked
   4. Revision Marked
   5. Completed



A screenshot of a computer

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Except for the Completed Orders, all other menu icons will have a small numbers in front to make sure the writer is aware of things pending in each slot. Something like this:



In the right top corner, add a notification icon as well that will show all notifications to a writer that include query response, order assigned, corrections needed, revision requested, deduction marked, and client score received.

Also add Writer’s Rating in that corner (Depending on Client’s score, the average score of each writer will be shown out of 5).



1. The side menu will be explained later.

Now coming to the specifications:

1. Available Orders Window

Components that a writer should see include:

1. Order ID
2. Subject
3. Order Title
4. Academic Level
5. Page Number/Word Count
6. Service Type
7. Citation Style
8. Sources
9. Details
   1. Clickable button
   2. Should show all the details along with Order Description and the Files attached by the client.
10. Writer’s Deadline.
11. Status 🡪 Available, Requested, Reserved
    1. Normal status will be Available
    2. If requested by the writer then status for that particular writer will change from Available to Requested but for all other writers it will still be shown as Available
    3. If the order is already requested 3 times by other writers, the status for everyone will be Reserved and Point 12 will be disabled.
12. Request this Order
    1. Clickable button to request the work.

Work Flow:

The requested order will be sent to Admin 🡪 Requested Orders for approval

1. Order In Progress

Once the order has been assigned, it will start showing in My Order’s Window of the writer

This window will show all the orders that are in progress in form of a list. These orders will be sorted in terms of shorter to longer deadline.

10 orders will show in list by default to avoid overcrowding… the rest can be accessed by clicking next.

That list will include:

1. Order ID
2. Subject
3. Order Title
4. Academic Level
5. Page Number/Word Count
6. Service Type
7. Citation Style
8. Sources
9. Details
   1. Clickable button
   2. Should show all the details along with Order Description and the Files attached by the client.
   3. Query panel (A side panel for chatting)
      1. These messages will be done between admin and the writer.
      2. Attach file option for every msg should be available
10. Writer’s Deadline.
11. Status 🡪 In Progress
12. Submit Work
    1. Check plagiarism
       1. The completed file will be uploaded and the system will provide a downloadable plagiarism report
    2. Order submission
       1. Order file (Submission filed)
       2. Plagiarism file (Submission field)
       3. Message for the client field
       4. A submit order button

Notes for developer: One the order is submitted; the status will change from In Progress to Pending Approval.

1. Correction Marked

Submitted order will go to Admin 🡪 Pending Approval

Pending Approval section is already shared with you.

outlook of this page will exactly be like My Orders with additional following fields:

* Note + File (if attached) from the admin
* Correction Deadline

10 orders will show in list by default to avoid overcrowding… the rest can be accessed by clicking next.

Once the order is updated, it will again go back to “Pending Approval” tab. It will be checked again and the status will be decided by admin.

1. Revision Needed

If any revision is needed in the order, Support/client will mark a revision on the order. The revision will be sent in form of client’s note and files attached.

* The revision section will include all fields from “Orders in Progress” along with these additional sections:
* Note + Files Attached from the Client
* Revision Marked (Date and Time)
* Revision Deadline
* A drop down menu to select Revision Status (set only by Admin)
  1. Valid
  2. Corrected
  3. Invalid
* Update (This will be a clickable button for the writer to submit the revised file.
  + Note for the Client
  + Files Submission Field

Note: After submission of revision, the order will go back again to the Completed orders section.

1. Completed

This will show a complete list of orders from beginning till end. The orders will be visible in form of a list.

It will include all the sections from Available Orders Window along with the additional Fields:

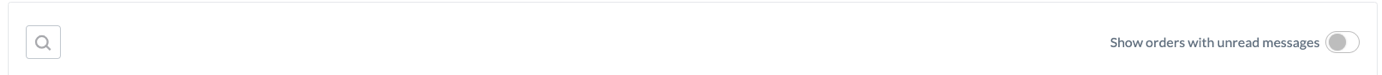
1. Feedback Received (Updated by Admin or Client)
2. Final Files (These will include only the final order file that has been shared with the client).

Now Coming to the Filters Available:

* 1. Available orders- A writer can filter orders based on subject and deadline, order id, available and show reserved orders, like the picture shown below.



* 1. Orders in Progress (Add 2 filters as show in the image below. The orders with messages in the Query Panel can be filters using the button on the right)





* 1. Corrections Marked- Search Filter
  2. Revision Marked- Search Filter
  3. Completed – Filter can be applied between a date range and order id.

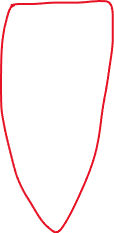
Now Coming to Main Side Panel

The side menu should include:

1. Check-in window
2. Attendance logs
3. Monthly Roaster
4. Client’s scores
5. Finances (pages completed, bonuses and Deductions)
6. Leave Requests
7. Disputes

A screenshot of a computer

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1. Check-in box
   1. Clickable Button

Note: Clicking the button will start shift timing of a writer. The button will be enabled/disabled based on the time a writer’s shift, with a margin of 15 minutes. Portal will auto-checkout after 8 hours assigned shift. If someone missed their check-in, that will be marked as absent for the day.

1. Attendance Logs
   1. Name of writer, date
   2. Time of check-in and check-out
   3. Status slot with 3 options (Late, On-time, Approved Late)

Note: Late and On-time status will be set automatically but Approved Late will only be set by Admin.

1. Monthly Roaster
   1. Calendar View showing off-days in yellow, approved late in Green, late check-in as Red and Leaves in purple.
2. Client Scores
   1. Order ID (clickable link that will take the writer to order details)
   2. Client Score
   3. Note from Client
   4. Mark a dispute

-Clickable Button to mark a dispute.

-It will include Order ID, Client’s Score, Client’s Note, text field and file attachment field.

Note: If the writer does not agree with the score, they can mark a dispute which will be shared directly with Admin and the resolution will be shared to writer and a Notification will be shared in Notification bar)

* 1. Resolution (Note from Admin)
  2. Score Status (Approved, Cancelled, Dispute Marked)-> To be set by Admin

1. **Finances**

This will include 3 windows showing:

1. completed orders for the month with stats are at the bottom end of the page.
2. A deduction window that will show deductions applied with stats at the bottom end of page.
3. Bonuses window with stats at the bottom of the page.

Note: These will further be divided into this month’s/Overall stat. The default view will be for the current month. The writer can access complete stats by choosing the complete stats tabs for all 3 options and can further sort the range by applying filters.

1. **Leave Request**

The writer can view current/past request for leaves in form of a list. The components in the list will include:

1. Date
2. Type of Leave
3. Reason for Leave
4. Status (Approved, Pending, Denied).

The box to mark the leave will also include these things. After choosing the date or range for the leaves, type of leave (full, half-day), reason for the leave, it will go directly to supervisor.

1. **Complaints**

We can replicate the complaint design of LS, especially finance related issues, issues with interfaces and other needed.

For instructions, queries and all other order related issues, we have query panel in the order so no need for that. For client’s scores, again we have that in the client score window.