**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

Description automatically generated with medium confidence

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

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.   
  
On Client’s/Support’s end, they will have the option to share a note/ file or both.

All orders Revision will be available in form of a list which will include the following components:

* Order ID
* Note + File (if attached) from the Client/Support’s end
* Revision Marked On (Date and Time)
* Deadline (Here the deadline will be re-set by the Support/Client)
* Order Details
* Revision Status (Valid, Corrected, Invalid)
* In case of revision being invalid, the writer can also mark it invalid **(NEEDS TO BE DSICUSSED FURTHER)**
* Update (after submission, the order will be sent to Pending Approval Window and a notification will be shared with the proofreader/supervisor for detailed analysis. If accepted, it will move to complete, if not it will move to Corrections Needed window)—**NEEDED FURTHER DISCUSSION (SHOULD IT BE SENT DIRECTLY OR TO PENDING APPROVAL WINDOW AND SHOULD WE ADD REVISION SUBMITTED ON TIME AS WELL AND KEEP RECORD OF REVISIONS MARKED ON WRITER’S PORTAL)**

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

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

If the revision is invalid,

Completed

This will show a complete list of orders from beginning till end. The orders will be visible in form of a list with the following components:

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
10. Writer’s Deadline (Since we will have 5 deadlines, here we will mention writer’s deadline only… a timer showing number of hours and minutes is more suitable here) (the types of deadlines we will have include writer’s deadline, corrections deadline, revision deadline, proofreader’s deadline and support/actual deadline).
11. Status (Every order will have 7 types of status from available, requested, assigned, pending approval, correction marked, revision marked and completed).
12. Feedback Received (Updated by Supervisor/Support)
13. Order Files (These will include only the final order file that has been shared with the client).

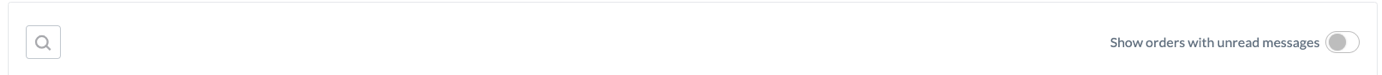
Last 20 orders will show in list by default to avoid overcrowding… the rest can be accessed by clicking next.

**Now Coming to the Filters Available:**

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



* 1. My Orders (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. Pending Approval
  2. Corrections Marked
  3. Revision Marked
  4. Completed – Filter can be applied between a date range and order id.

**(NEED TO FURTHER DISCUSS THE DESIGN FOR REVISION, CORRECTIONS MARKED TABS)**

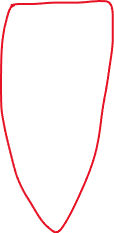
**Now Coming to Main Side Panel**

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. Complaints

**A screenshot of a computer

Description automatically generated with medium confidence**



1. Check-in window will be a visible big button available for every writer that they will have to click upon the start of their shift (If could enable/disable the check-in button based on the time a writer’s shift is supposed to start, it will be great, with a margin of 15 minutes.
   1. For example, a writer from the night shift will only be able to check-in after 12 am and within 12:15. Not the window outside of it.
   2. Portal will auto-checkout after 8 hours assigned shift. If someone missed their check-in, that will be marked as absent for the day.
2. Attendance Logs will include the name of writer, date, time of check-in and check-out, Status slot with 3 options (Late, On-time, Approved Late)
3. Monthly Roaster.. It will be in calendar form of the specific month showing off-days in yellow, approved late in Green, late check-in as Red and Leaves in purple.
4. Client Scores… This will show a listicle view of all the client’s score a writer has received. The list will include  
   -Order ID (clickable link that will take the writer to order details)

-score received

-note from client

-mark a dispute (if the writer does not agree with the score, they can mark a dispute which will be shared directly with support and the resolution will be shared)

-Resolution

-Status (Approved, Cancelled, Dispute Marked)

1. Finances: This will include 3 windows showing completed orders for the month with stats are the bottom end of the page, a deduction window that will show deductions applied with stats at the bottom end of page and a bonuses window with stats at the bottom of the page.

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.