**Order Management Admin Panel**

* New Orders
* Requested Orders
* In-Progress
* Pending Approvals
* Completed

**New Orders**

Publish

Writer’s DDL

Order Detail

**Order Details**

* This should be a clickable button.
* When pressed, it'll show the complete details of that order.
* The details should be editable by the admin.

**Writer's DDL**

* Admin could set the deadline of order for the writers.
* Only the admin's deadline will be shown on the writers' portal.

**Publish**

* This should be a clickable button.
* When this button is pressed, the order should move to the Writer's panel -> Browse Work.

**Requested Orders**

Order ID

Username

DDL

Requested By

Assign To

**Order** **ID**

* Order ID will be shown here for the requested orders.
* It should be clickable.
* Upon clicking, it would show the complete order details to the admin.

**Username**

* It'll show the nickname of the client.

**Requested By**

* Only the names of the three writers who requested the order should be shown here.

**Assign To**

* There should be a dropdown feature here.
* The dropdown feature would show the list of all writers to the admin.
* Admin will choose one of the writers to assign the order.
* Once the order is assigned, the order will vanish from the [Requested Orders] section and will move to [New Orders] of the Writer's panel and also to the [In-Progress] of the admin panel.
* The assigned Writer would be notified about the assigned order via the notification feature in their panel.

**In-Progress**

Assigned To

Assigned By

Order ID

**Order ID**

* It should be clickable.
* Upon clicking, it would show the complete order details to the admin.

**Assigned To**

* This would show the Writer's name, who has been assigned to this order.
* The name of the assigned Writer should have a dropdown feature.
* If the dropdown is clicked, all writers' names should be shown.
* If the order is re-assigned to another writer from this button, then the complete order and its detail should move to that newly assigned writers' panel.
* The newly assigned Writer would also be notified about the assigned order via the notification feature in their panel.
* The previous order writer should be notified in their panel about re-assigning it.

**Assigned By**

* This would reflect the admin's name, who assigned the order to the Writer.
* If another admin re-assigned the order in this [In-Progress] section, that admin name would be reflected here.

**Pending Approval**

Writer’s Name

Status

Order ID

**Order ID**

* It should be clickable.
* Upon clicking, it would show the complete order details and the order files submitted by the Writer to the admin.

**Writer's Name**

* Name of the assigned Writer.

**Status**

* This will have a dropdown feature of [Approve] and [Reject].
* If the order is approved, then the order will vanish from [Pending Approval] and will move to [Completed Orders] of the Client Dashboard as well as to [Completed Orders] of the Admin Panel and Writer's Panel.
* If the status is rejected, a pop-out window will be opened showing a note space for explanation, a file uploading option, a deadline setting method, and the submit button.
* When the submit button of that pop-out is pressed, the order will vanish from [Pending Approval] and move to [Revision] of the Writer and Admin panels.
* The Writer would be notified for Revision marked in his notification panel and notification bell icon.

**Completed**

Status

Assigned By

Writer’s Name

Order ID

**Order ID**

* It should be clickable.
* Upon clicking, it would show the complete order details and the order files submitted by the Writer to the admin.

**Writer's Name**

* This would reflect the assigned Writer's name who completed the order.

**Assigned By**

* This would reflect the admin user's profile name who assigned this order to the Writer.

**Status**

* This would reflect the current status of the order, which would be completed.