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17. **REGISTRATION**

Users can register with flance to post project and get project.

Users can register either as freelancer or employer

1. **LOGIN**

User can login into the system.

1. **PROJECTS / JOBS**
   1. **POST PROJECTS**

Employer have to provide required skills and basic information for job . Employers can also make his job as “*featured*” . This featured project will help employer to get more and valid bid for his posted job. Employer can choose type of job.

Employer can post two types of jobs

* + 1. Hourly
    2. Fixed
  1. **BID PROJECT**

Freelancer can choose his matching project and can bid on the project.

* 1. **INVITE FREELANCERS**

Employers can invite freelancers to bid on their posted project.

* 1. **SOCIAL MEDIA SHARING**

Employers or freelancers can share the posted project on social media . i.e – facebook, twitter and googleplus. These feature help employer to get more bid on the project .

* 1. **FAVOURITE**

This feature help both employer and freelancer to that you are interested.

1. **MILESTONE**

Flance allow milestone system by which employer can make payment part by part depends on freelancer requested milestone.

“Milestone features is only allowed for fixed projects.”

**How it works ?**

When a freelancer bid on a project then he set his milestone.

Employer can see freelancers milestone and have an option to *accept* or *request for new milestone*.

1. **TIME TRACKER**

Time tracker is used for hourly projects for tracking freelancer activities.

1. **WALLET**

Flance provide wallet system . All payment and receipts are managed through wallet. Users can track each transaction through transaction history.

1. **TRANSACTION**

Users can see all his transactions in his transaction history . transaction history provide date filtration that enable users to filter the transaction between dates or on a given dates.

1. **MESSAGES**

Messaging system for users. Users can communicate and discuss on a project with each other through messages.

1. **FREELANCER PROFILE**

The freelancer profile :

**OVERVIEW**

Here freelancer will provide his overview.

**PORTFOLIO**

Freelancers can upload his portfolio of projects he worked on. This help freelancers to get hired by employers .

**EDUCATIONAL DETAILS**

Freelancers can add their educational details to attract employers .

**WORK EXPERIENCE**

Freelancers can add their work experience to attract employer.

**CERTIFICATES**

Freelancers can add their certificates to attract employer.

**SKILLS**

Freelancers can add their skills to find matching jobs for freelancers. Also employer will see freelancer skills for their posted job.

**EMAIL AND PHONE VERFICATION**

Freelancers can verify their email and phone to gain employer trust.

**RATING AND REVIEW**

Freelancer rating and review will be given by employer after complete of a project will be visible here . This help employer to find the work quality and other attributes of the freelancers.

1. **CONTEST**
   1. **Post contest**

Employer can post contest and get entries from the freelancers who are interested in their contest. Freelancer participate in the contest and make entry. Employer can then see all the entry and award a entry.

* 1. **Apply contest**

Freelancers can apply on a contest by adding his entry. Once the freelancer apply on contest , then employer can see his entry and decide the winner. A freelancer can make more than one entry on a single contest.

* 1. **Featured contest**

Employer can mark a contest as featured during contest posting. A featured contest will help employer to get more entry on a contest. Featured contest are always visible on top of the search that enable more click by freelancers. So freelancers can apply on it.

* 1. **Contest entry marker**

The contest entry marker is new feature in flance . It enable both employers and freelancers to mark a point on an entry and also can add comment to that given mark/point. By this maker feature employer can clearly define what he needs in a design and what he not. Employer can mark a point of an entry.

* 1. **Comment on entry marker**

Freelancers and employers can add comment on a marker and also change the color of marker that indicate the status of point marked.

* 1. Contest entry filter option

Currently , flance provide two type of filteration for contest entry

By View ( status of contest)

Sorting option

1. **MULTI LANGUAGE**

Flance provide 4 languages . English, Arabic, Spanish, Swedish

1. **RATING AND REVIEW**

Rating and review are essential part of any freelancing websites . We provide rating and review system for both employers and freelancers with different attributes for both freelancer and employer . Rating and reviews are performed from both (employer and freelancer ) side after complete of a project. This rating and reviews are then visible in freelancers and employers public profile page.

1. **NOTIFICATION ALERT**

This feature will notify both freelancers and employers for any updates .

1. **SEARCH**
   1. **Freelancers**

Employers can search for freelancers through system . The search system provide advanced filter option for freelancers like skills, country , name etc. that help employers to get the right freelancers suited for his project.

* 1. **Contest**

Freelancers can search for contest through system . The search system provides advance filter option for contest. It will help freelancers to search contest matching his skills.

* 1. **Projects**

Freelancers can search for projects through system. The search system provides advance filter option for projects. It will help freelancers to find projects matching his skills. Its advance filter option will help freelancer to get suitable projects.

1. **DASHBOARD**
   1. **Freelancer**

Freelancer dashboard will show the information of his bidded projects , total amount earned through project , total bidded project.

Freelancer dashboard will also show available bids in his account.

* 1. **Employer**

Employer dashboard will show all the statics of his posted jobs, total spend on project, escrow view (the amount in escrow) .

If also show the total posted projects and recent project posted by him.

**ADMIN**

1. **Dashboard**

Dashboard will show the statics of

Members/Users,

Registration

Project

Financial graph

**b. Project management**

All projects will be managed from this management. You can see all open , active , pending , etc . projects from this management.

You can also check the transaction related with a project and can see the bid list and more. You can change the status of a project from project management.

* 1. **Admin user control**

Admin can control admin user from user control panel .

What admin can do from admin control panel ?

* + - * Admin can create new admin user
      * Admin can assign a role to new user
      * Admin can edit / delete existing admin user
      * Admin can create new role
      * Admin can assign role to other users
  1. **SKILLS MANAGEMENT**

Admin can manage all skills (that are visible on frontend ) from this management

Admin can :

Add new skill

Edit existing skill

Delete existing skills (not recommended)

* 1. **CATEGORY MANAGEMENT**

Admin can manage all category (that are visible on frontend ) from this management

Admin can :

Add new category

Edit existing category

Delete existing category (not recommended)

* 1. **LOCATION MANAGEMENT**

Admin can manage location from this management.

Admin can :

Add new city

Edit city

Delete city (not recommended)

* 1. **TESTIMONIALS MANAGEMENT**

Admin can manage all testimonials from this management

Admin can :

Add new testimonial

Edit existing testimonial

Delete testimonial

* 1. **BANNER MANAGEMENT**

Admin can manage websites banners on home page from this management

Admin can :-

Add new banner

Edit banner

Delete banner

* 1. **NEWSLETTER MANAGEMENT**

Admin can management newsletter from this management

Admin can send emails to all users

* 1. **PARTNER MANAGEMENT**

Admin can manage partner from this management which are visible in home page.

* 1. **EMAIL TEMPLATE MANAGEMENT**

Admin can manage email templates from this management.

These are the automated mail send by the system.

Note : *Don’t modify key in the body other parts may be changed*

Admin can :

Add new template

Edit template (don’t edit template keys Ex. {USER} )

Delete template (Not recommended)

* 1. **MEMBER MANAGEMENT**

All registered users can be managed from this management .

Admin can :

Edit profile

See public profile

Close an account

Add fund to a user wallet manually

Export as CSV

See education detail

See portfolio

* 1. **FAQ MANAGEMENT**

Admin can manage all faq from this management

Admin can :

Add new faq

Edit existing faq

Delete faq

Add faq category

Edit faq category

Delete faq category

* 1. **FUND MANAGEMENT**

Admin will be able to manage all funds from this management

Admin can:

Manage all escrow payments

Manage all withdraw request

See profit

See all transaction date with details

Manage all disputes

Manage all wallets

Track all transaction details of a wallet

This management provide a proper track for all transaction made either by admin or user. All transactions can easily be managed with a very simple interface.

* 1. **CONTEST MANAGEMENT**

Admin can see and manage all contest from this management

Admin can :

See all contest with status

See all entry

Can award to an entry

* 1. **BID PLAN**

Admin can manage bid plan from this management

Admin can :

Add new plan

Edit existing plan

Delete a plan

* 1. **CONTEST MANAGEMENT**

Admin can manage content from this management

Admin can:

Add new page

Edit existing page

Delete page (not recommended)

* 1. **META MANAGEMENT**

Admin can manage meta information for page from this management

Admin can :

Add new meta section

Edit existing meta section

* 1. **SITE SETTINGS**

All website settings are management from this management

Admin can :

Change website name

Change logo

Change favicon

Change admin email

Change all social media page links

Change API Detail

Change website rate like commission , bonus etc.

Change Payment API Detail (paypal)

Change email settings like email header and email footer .

This header and footer are send with each mail send through system.

* 1. **CONTACT US MANAGEMENT**

Admin can manage all user contacts from this section .

Admin can :

See all contact request from users

Send reply to contacted user