Creation and Management

To bridge the gap between freelancers and clients seeking services, an efficient **Creation and Management** system is essential. This system provides freelancers to present their skills while enabling clients to find relevant services.

The Creation and Management feature involves three key components:

1. **Categories:**
2. **Media Upload:**
3. **Service Listing Creation Form:**

1.Categories:

List of our main Categories such as 🔗

- [Graphics & Design](#)
- [Digital Marketing](#)
- [Writing & Translation](#)
- [Video & Animatio](#)n
- [Programming & Tech](#)
- [Photography](#)

Graphics & Design 🔗

- **Logo & Brand Identity**
  - Logo Design
  - Business Cards & Stationery
  - Brand Style Guides
- **Art & Illustration**
  - Illustrations
  - Tattoo Design
  - Portraits & Caricatures
- **Web & Mobile Design**
  - Website Design
  - App Design
  - UX/UI Design

Digital Marketing 🔗

- **Social Media Marketing**
  - Social Media Management
  - Social Media Advertising
  - Influencer Marketing
- **SEO (Search Engine Optimization)**
  - On-Page SEO
  - Off-Page SEO
  - Technical SEO

- **Content Marketing**
  - Blog Writing
  - Content Strategy
  - Video Marketing

Writing & Translation 🔗

- **Writing & Editing**
  - Copywriting
  - Creative Writing
  - Proofreading & Editing
- **Translation & Localization**
  - Language Translation
  - Localized Content
  - Subtitling & Transcription
- **Technical Writing**
  - User Manuals
  - Technical Documentation
  - White Papers

Video & Animation 🔗

- **Video Production**
  - Live Action Videos
  - Promotional Videos
  - Testimonials & Interviews
- **Animation**
  - 2D Animation
  - 3D Animation
  - Motion Graphics
- **Video Editing**
  - Post Production
  - Color Grading
  - Sound Editing

Programming & Tech 🔗

- **Web Development**
  - Front-End Development
  - Back-End Development
  - Full Stack Development
- **Mobile Development**
  - iOS Development
  - Android Development
  - Cross-Platform Development
- **Data Science & Analytics**
  - Data Analysis

- Machine Learning
- Business Intelligence

Photography 🔗

- **Event Photography**
  - Wedding Photography
  - Corporate Event Photography
  - Party Photography
- **Commercial Photography**
  - Product Photography
  - Real Estate Photography
  - Fashion Photography
- **Portrait Photography**
  - Family Portraits
  - Headshots
  - Baby & Kids Photography

They will be displayed in the top of out page , under the header .

User can hover upon them to see details (these categories can contain sub categories , and sub categories can contain list of minor sub categories)
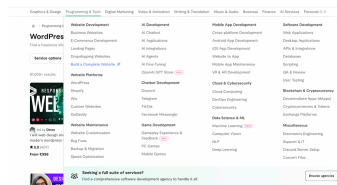
If user click on the main category , new tab will be opened to display the sub categories that included in the main categories with better display style such as card or grid layout .
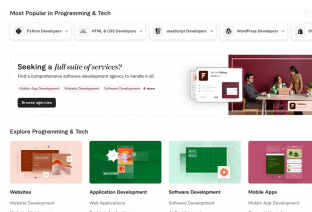
We nedd many filter options for clients to filter out from categories to find the best match freelancer
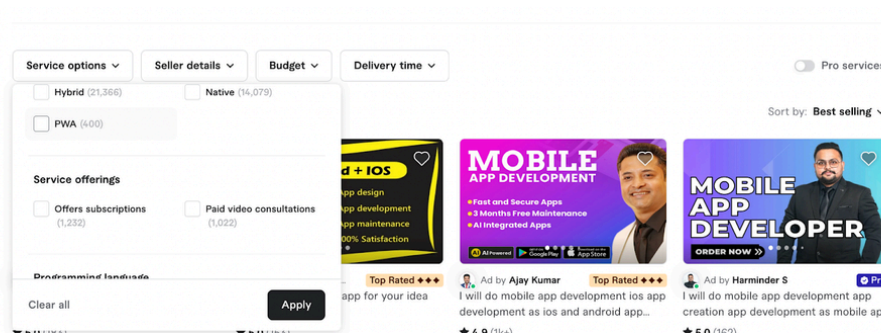
Navigation and Category Structure Design (components) 🔗

1. **Global Navigation Bar:**
   - The **main categories** will be placed in the navigation bar, which serves as a global element positioned just below the header.
   - Each main category will include:
     - A **hover effect** for enhanced interactivity.
     - An **embedded link** to redirect users.

2. **Main Category Interaction:**
   - When a user clicks on a main category, a **new tab** will open displaying the subcategories for that category.

3. **Category Page Layout:**
   - The category page will feature a primary title:

   "Explore [Clicked Main Category]"

   (where `[Clicked Main Category]` is dynamically updated based on the selected main category).
   - Below the title:
     - A list of **subcategories** will be displayed.

4. **Subcategory Sections:**
   - Each subcategory will have a dedicated section structured as follows:
     - **Title** of the subcategory.
     - An **image** representing the subcategory displayed below the title.
     - A list of **minor categories**, each with an embedded link, displayed below the image.

5. **Design Structure Summary:**
   - **Global Navigation Bar:** Main categories with hover effects and links.
   - **Category Page Title:** Dynamic title for the selected main category.
   - **Subcategory Sections:** Each subcategory includes:
   - Title → Image → Minor Categories with links.

2.Media Upload:

Components for portfolio attachments (freelancer):

1. **Upload work**

- The upload work option can be used to upload media after clicking on that there will be another popup of document type.
- You can also drag and drop attachments directly in the upload work popup from your device and also there is a option for browse files.
- Every time there will be uploaded picture thumbnail and the plus symbol to add more media.
- Media should be of the limited size allowed.
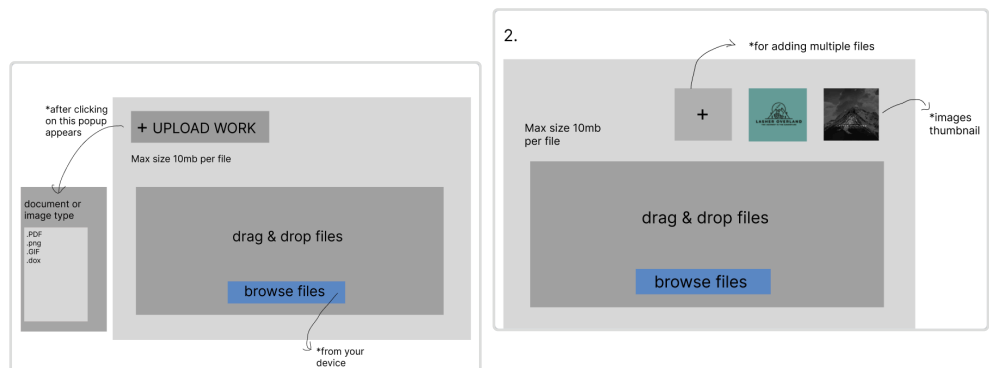
Feature Overview:

Freelancers can upload media files (images/videos) to showcase their work while creating a service listing. The media is validated and attached to the service listing.

Add Media 🔗

- **Purpose:** Allow freelancers to add media while creating a service listing.
  - **Media Upload Input:**
    - File input for selecting files.
    - Accept specific formats (e.g., `.jpg`, `.png`, `.mp4`).
    - Limit the number of files (e.g., maximum of 5 uploads).
    - Validate file size (e.g., maximum 10MB per file).
  - **Preview Section:**
    - Show thumbnails of uploaded images/videos.
    - Option to delete a file before submission.
    - Add multiple files.

Media Display 🔗

- **Purpose:** Showcase media to potential clients when they view a freelancer service.
  - **Slideshow:**
    - Clients can scroll through uploaded images or videos.
  - **Zoom/Fullscreen Option:**
    - Clients can view the media in detail using a zoom or full-screen option.

Upload Limitations: 🔗

- Supported file types: `.jpg`, `.png`, `.mp4`.
- Maximum file size: 10MB per file.
- Maximum number of files: 5 per gig.

Restricted Roles or Actions 🔗

Restricted for Clients: 🔗

- Clients can only view approved media.

Roles For Admins: 🔗

- Admins can restrict or remove inappropriate media.

3.Service/job/projects/gig Listing Creation management:

System Interface and components for Creating User (Freelancer & Client)

Profile Components page

User Profile 🔗

Profile Page (Viewable by Others) 🔗

- **Purpose**: Could showcase freelancers' skills, experience, and availability to potential clients (or) client information to freelancers they've worked with (or are working with) and the organization they belonged to.
- **Design**:
  - **Header Section**:

- Profile picture and full name.
- Company name they are working (optional)
- Job title or tagline (e.g., "Graphic Designer | Logo Specialist").
- Button "edit profile"

- **Review section:**
  - A section showing client reviews and ratings.
  - Average rating (e.g., 4.8/5 stars).

- **Main Sections:**
  - **About Me**: A brief bio or introduction.
  - **Skills**: Displayed as badges (e.g., "UI Design", "JavaScript").
  - **Pricing**:
    - Hourly rate or gig-based pricing structure.
    - A "Contact Me" or "Hire Me" button for clients to initiate a conversation or order.
  - **Portfolio**:
    - Gallery of work samples (images, videos, or links).
    - Ability to view details for each portfolio item.

- **Sidebar**:
  - Availability status (e.g., "Available for work").
  - Social media or LinkedIn links.

Profile Page (Editable by User) 🔗

- **Purpose**: Allow users to customize and update their profiles.
- **Design**:
  - **Form Fields**:
    - Name, address, phone number, tagline, bio, skills (tag-based input).
    - Qualification, Years of Experience, Portfolio samples, Project Categories
    - Portfolio upload section (support for multiple file types and links).
    - Pricing setup with clear project rate fields.

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5. Organization Profile 🔗

Profile Page (Viewable by Others, if applicable) 🔗

- **Purpose**: Display a group of people working as a company and showcasing their services.
- **Design**:
  - **Header Section**:
    - Profile picture (if applicable) and name (or company name).
    - Services provided by this company
    - User (or) Employee count of the company
  - **Main Sections**:

  -
    - **Previous Orders**:
      - A list of completed gigs, including freelancer names and order summaries.
    - **Feedback from Previous Clients**:
      - Reviews left by clients about working with the company.

Profile Page (Editable by Organization Admin) 🔗

- **Purpose**: Allow clients to manage their profiles.
- **Design**:
  - **Form Fields**:
    - Company name
    - Address
    - Company description
    - Contact information (email, phone, optional links to websites or social media).

Validation requirements 🔗

1. Service Title

   o A short, catchy headline summarizing the service.

   o Example: "Front-End Developer." (Input Field Type: Single-line text box.)

2. Service Description

   o A detailed explanation of what the freelancer offers.

   o input Field Type: Multi-line text box.

3. Category and Subcategory

   o Dropdown menus for selecting the primary category and relevant subcategories (e.g., "Graphic Design" > "Logo Design").

   o Field Type: Dropdown selection.

4. Pricing Structure

   o Options for fixed pricing or tiered pricing (basic, standard, premium).

   o Field Type: Number fields or pre-defined pricing tiers.

   o Validation: Prices must be numeric and within a set range.

5. Delivery Time

   o Expected time to complete the service (e.g., 1 day, 3 days, 7 days).

   o Field Type: Dropdown with predefined options.

   o Validation: Required selection.

6. Additional Services

   o Option to add upsells or extras (e.g., "Add Source File for $10").

   o Field Type: List with price input.

   o Validation: Optional but limited to a max of 5 extras.

7. Portfolio Attachment

   o Upload field for attaching sample work or relevant documents.

   o Field Type: File uploader.

   o Validation: Accepted formats (JPG, PNG, PDF), max size 10 MB.

8. Visibility Options

   o Public (visible to all clients) or Private (shared only with specific clients).

   o Field Type: Radio button.

   Actionable Features for Freelancers

   Preview Option: A button to preview the service listing before publishing.

   Edit Published Services: An option to modify existing listings.

Client's Page: Browsing and Selecting Services

For clients, the service listing page should offer a streamlined view of freelancer-created services. The focus should be on clarity, usability, and discoverability.

Page Components

1. Search Bar with Filters
   o Allows clients to search for services using keywords.
   o Filters include:
      Category and Subcategory
      Price Range
      Delivery Time
      Rating (if the system has reviews).
2. Service Cards(or Service Preview)
   o A summarized view of each service, showing:
      Service Title
      Category
      Price Range
      Delivery Time
      Freelancer Name and Rating
   o Actionable Links: Button to view details or initiate contact.
3. Detailed Service Page (when click on
   Clicking on a service card reveals the detailed service page with:
   o Full description.
   o Portfolio samples.
   o Pricing tiers with breakdowns.
   o Freelancer's additional services.
   o Reviews and ratings from past clients.
   o Contact/Order Now button.
4. Ordering and Customization
   o Clients can select the desired service tier, choose extras, and specify requirements.
   o A simple form to detail the specific needs for the service.

Data Needed for Service Listing Form

From Freelancers

1. Basic Service Details
   o Title, Description, and Category.
2. Pricing Structure
   o Base price.
3. Delivery Time
   o Estimated completion duration.
4. Portfolio/Sample Work
   o Uploads to demonstrate capability.

From Clients

When ordering:

1. Service Specifications
   o Custom inputs to guide the freelancer.
2. Deadline
   o Specific deadlines or urgency level.

Additional Features for Enhanced Usability

1. **Review Mechanism**
   o Allow clients to leave reviews for services purchased.
2. **Rating System**
   o Display freelancer ratings on the service listing and search results.

3. Notifications
    o Notify freelancers when clients place orders or make inquiries.
    o Notify clients of updates, such as completion or requested changes.
4. **Analytics for Freelancers**
    o Insights on how many clients viewed or interacted with their listings.