**User Manual**

“I For Work”

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# 1.0 How to create an account

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1. Open the ‘I For Work’ app on your mobile device.
2. Fill in all your details in the given fields and once you have finished entering, press the “Sign Up” button and your account will be created. You can use your email address and newly created password to sign into your account (Section 2.0)

# 2.0 How to log in to your account

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1. Open the ‘I For Work’ app on your mobile device.
2. Enter your email address and password in the given fields and press the “Sign In” button. Once you do, you will be signed in to your account which will take you to your dashboard (Section 4.0)

# A screenshot of a cell phone Description automatically generated3.0 If you forget your password...

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1. In the Sign In page, press the circled “Forgot password?” text
2. In the password recovery page, enter your email address and press “Submit”, you will be sent a token code in your email, once you have received it, press the “Token Code” button.
3. In this page you will enter your email and the token code you have received, press the “Submit” button and then press the “Next” button.
4. In this page you will be able to create a new password, fill in the fields with your new password and re-enter your new password and press “Submit” button. Now your password has been changed.

4.0 Your dashboard explained

This is your cart, once you have accepted a quote from a service provider, the payable amount for the service will be added to your cart where you can pay the given amount.

Press this button to log out of your account.

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Press this button to create a new service request (See Section 5.0 for details)

Once you send out a service request, service providers will respond with a quote for the job, you will find their responses here.

Here you will find all the quotes from service providers you have accepted to select them as your preferred service prover to get the job done.

Here you will find all the jobs that are currently in progress.

Here you will find all the jobs that service providers have listed as ‘Completed’, here you must also confirm the completion of a job.

Here you will find all the active service requests you have sent.

This is your account page, you will find your email, name, phone number, address, etc. here.

Here you will find your payment history.

Here you will find the history of all the completed jobs you had requested for.

# 5.0 Create new service request

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1. First select the category of service you would like to get done from the first drop down list.
2. Then select the sub-category of services from the second drop down list.
3. Give a little bit of detail about the job you are seeking to get done in the Job Description section and press the “Next” button
4. Press the start and end date sections to open up a calendar where you can select the date you want your job to start and the date you would like it finished by.
5. Enter your preferred price range in the Price Range field and press the “Send Request” button when you’re done
6. This indicates your request has been sent and now you can return back to your dashboard to view any incoming requests (See Section 4.0)