



# Getting Started (Client)

-Version 3.2-

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# Getting Started Guide

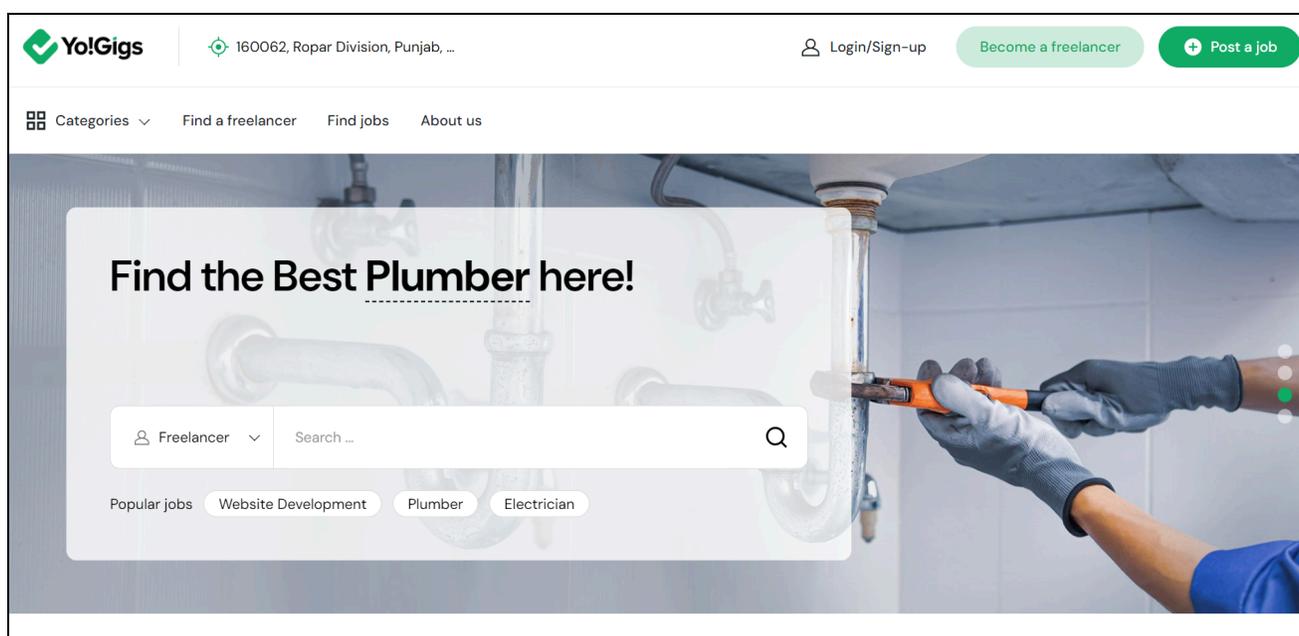
Yo!Gigs is a large freelancing and crowdsourcing marketplace, where every day, businesses of different sizes and independent freelancers from all over the world meet here to attain remarkable things.

If you have been looking for a platform to hire the best experts in the industry, this is the place for you.

Follow the step by step process shared to get started as a client, begin posting jobs and hiring the best talents on this platform.

## 1. Visit the platform

Open a web browser and in the address field, type in the platform's URL to visit the platform's front end home page.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

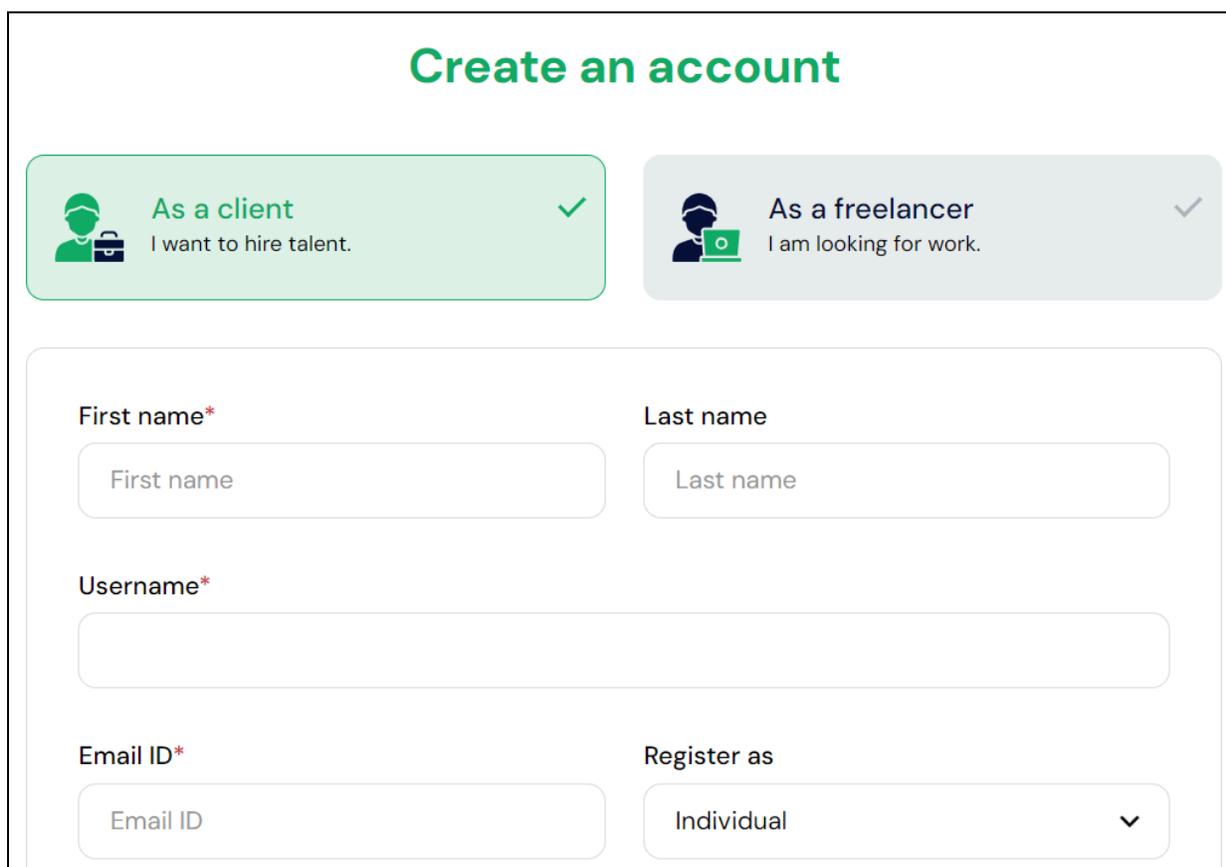
The secondary language setting and tabs are ONLY available if you have selected more than one language for the platform.

## 2. Create an account

There are multiple ways to register as a client on the platform:

- Login/Sign-up button > Create an account link (at the bottom of the form)
- Post a job button (on home page header)
- Find a freelancer > Hover over the selected freelancer profile > select any of the following options:
  - Invite to job
  - View profile > mark as favorite / invite to job / book now

All options will lead you to the **Create an account** page.



**Create an account**

**As a client** ✓  
I want to hire talent.

**As a freelancer** ✓  
I am looking for work.

**First name\***

**Last name**

**Username\***

**Email ID\***

**Register as**

By default, the option **'As a client'** will be selected already. If not, select it.

Fill in your details under this form, including:

- **First name\***: Enter your first name.

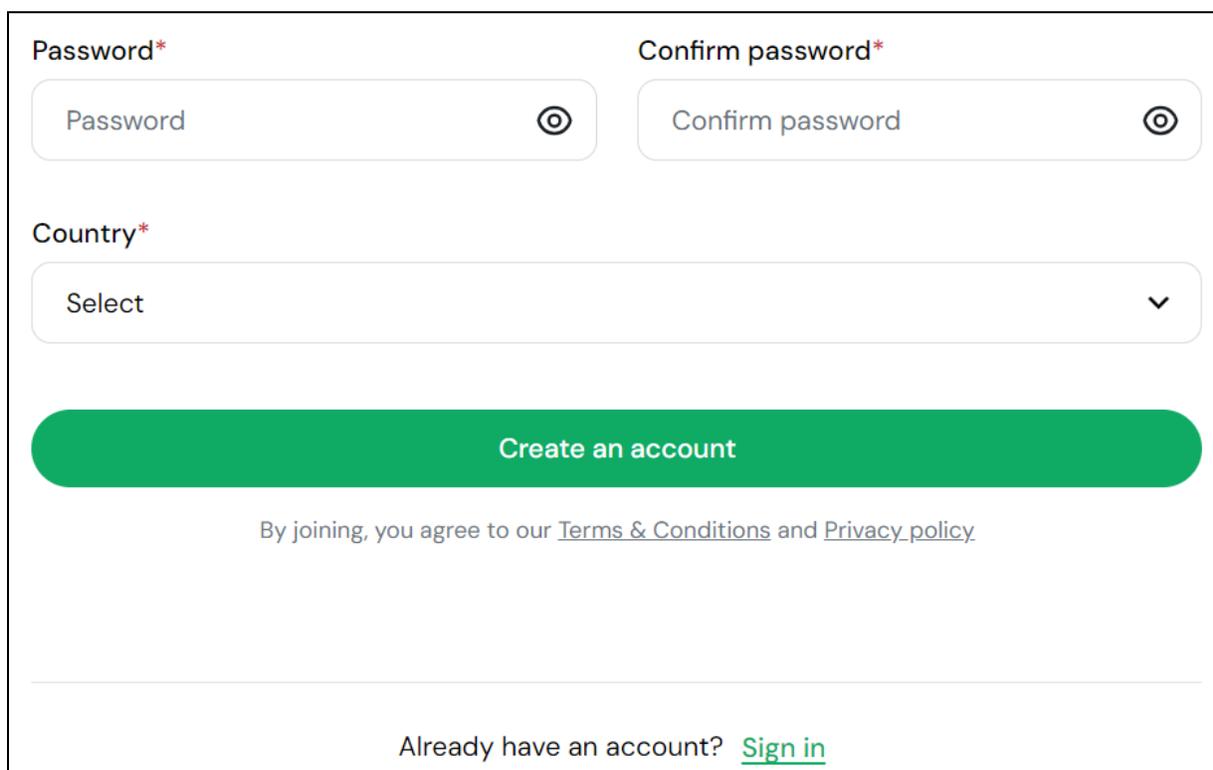
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- **Last name:** Enter your last name.
- **Username\*:** Enter a username.
- **Email ID\*:** Enter your email address.
- **Register as:** Click the field and select if you are registering as an individual or a company from the dropdown list.

Scroll down to edit the next fields:



The screenshot shows a registration form with the following elements:

- Password\*:** A text input field with a label "Password\*" and a toggle icon (an eye with a slash) to the right.
- Confirm password\*:** A text input field with a label "Confirm password\*" and a toggle icon (an eye with a slash) to the right.
- Country\*:** A dropdown menu with the label "Country\*" and the text "Select" inside, with a downward arrow icon on the right.
- Create an account:** A large green button with white text.
- By joining, you agree to our [Terms & Conditions](#) and [Privacy policy](#).**
- Already have an account? [Sign in](#)**

- **Password\*:** Enter an alphanumeric password that is at least 8 characters long.
  -  *The password is case-sensitive, which implies that "A" and "a" will both be considered two different characters.*
- Click  to view the password you typed, which is hidden behind the bullets (●) in the password field. This will reveal the dotted password.
- Click  to hide.
- **Confirm password:** Re-enter the new password you entered in the last field.
- **Country\*:** Click the field and select the country you are currently residing in from the dropdown list.

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Refer to the **Terms & Conditions** and the **Privacy Policy** of the platform by clicking the respective links below the **Create an account** button.

Click **Create an account**.

## Points to note

- If the admin has deactivated the feature where you are **automatically signed into your account** when you click the Create an account button, you will be directed to the login page where you will have to log into your account to move ahead. And if email verification or admin approval is NOT required for the registration, you will be directed to your dashboard.
- If you had selected the option to **sign in using your Google or Apple ID**, you won't have to fill in the create an account form. Instead, your account will be created directly using your applicable credentials. And if email verification or admin approval is NOT required for the registration, you will be directed to your dashboard.
- If the admin has activated the feature where you are **required to verify your email address** after registration and before you can log into your account, you will first have to verify your email address, and then, login into your account to move ahead. And if no approval is required for the registration, you will be directed to your dashboard.
- If the admin has activated the feature where **every registration requires their approval**, you will have to wait for your account to be approved before you can log in.

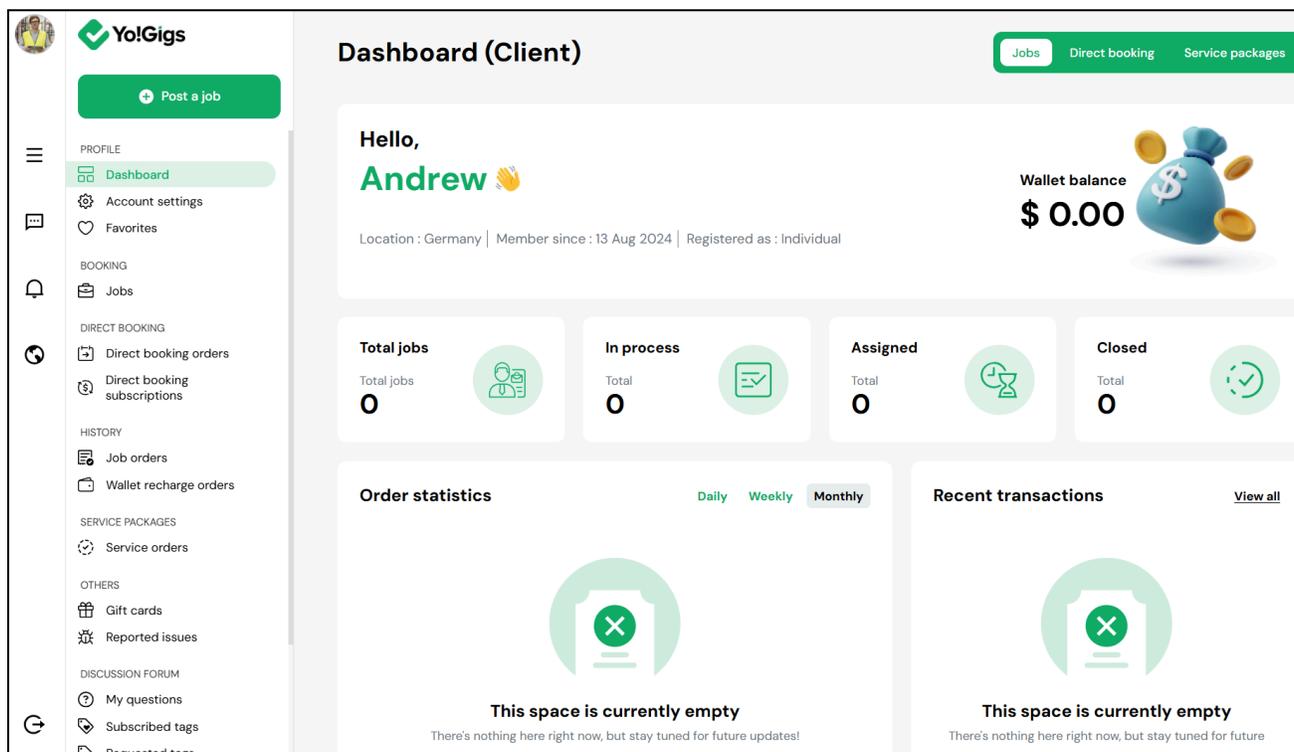
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## 3. Explore your dashboard

When you log into your account, you will be directed to your dashboard.



On the extreme left are a few buttons that allow you to:

- Hide your left side navigation bar 
- Go to your messages 
- Check your notifications 
- Change your language settings 
- Log out 

And on the right side of these buttons is the vertical navigation bar.

In the middle of the page is the dashboard insight section that is filled with various types of charts, graphs, or gauge widgets, which allow you to see, at a glance, the performance of your client account.

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## 4. Update account & payment information

From the navigation bar, go to **Account settings**.

This will direct you to the account settings page, which is divided into two sections - a vertical tabs section and a form section.

Out of the 5 tabs, the first two are important to fill before you can post a job:

### 4.1 General profile

Update all your general profile under this tab, which is broken down into three sections.

#### Personal information

A few fields are prefilled under this section. Review the fields and update the other required information as well:

- **Username\***: This field will be prefilled. Review and/or edit your username.

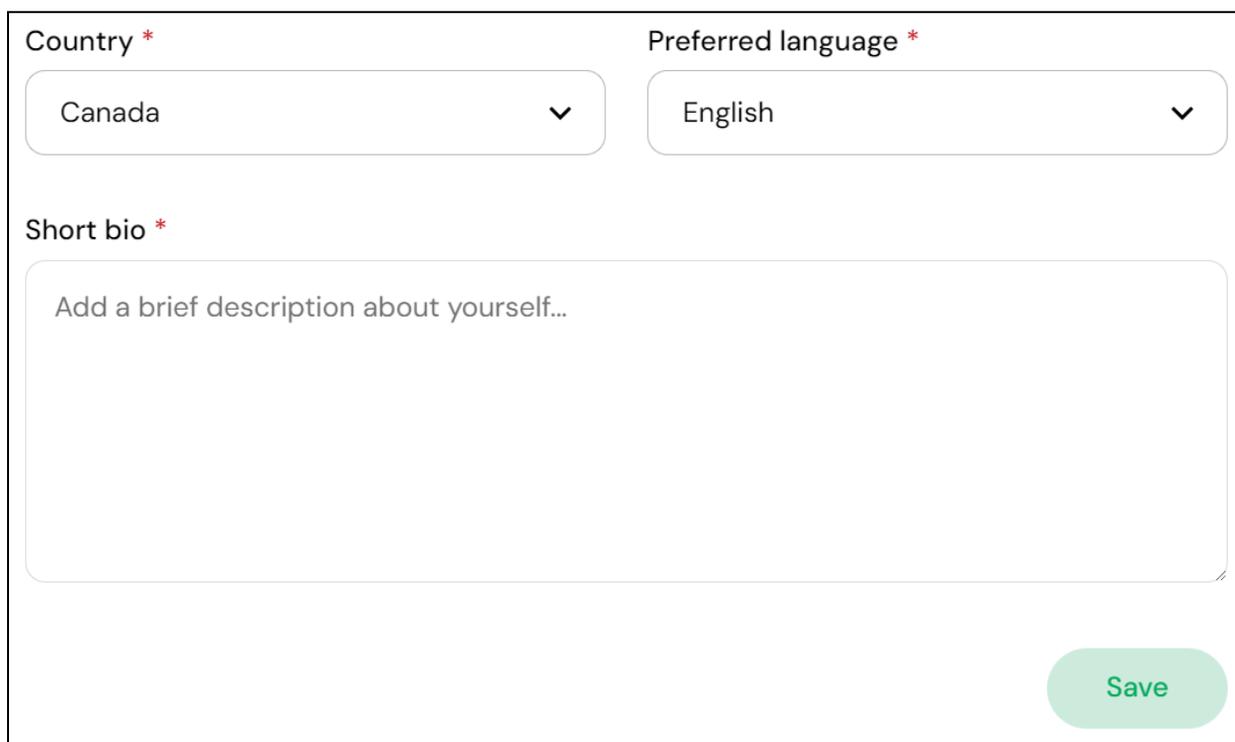
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- **First name\*:** This field will be prefilled. Review and/or edit your first name, if required.
- **Last name:** This field will be prefilled. Review and/or edit your last name.
- **Gender\*:** Click the field and select your applicable gender.
- **Timezone\*:** Click the field and select your current timezone.
- **Phone code\*:** Click the field and select your phone code.
- **Phone number\*:** Enter your phone number.

Scroll down to edit the next fields:



The screenshot shows a form with three main sections. The first section contains two dropdown menus: 'Country \*' with 'Canada' selected and a downward arrow, and 'Preferred language \*' with 'English' selected and a downward arrow. The second section is 'Short bio \*', which is a large text area containing the placeholder text 'Add a brief description about yourself...'. The third section is a green rounded rectangular button labeled 'Save'.

- **Country\*:** Click the field and select the country in which you reside.
- **Preferred language\*:** Click the field and select your preferred language from the options available.
- **Short bio\*:** Enter a brief description about yourself that will be displayed on your profile for freelancers and other clients to see.

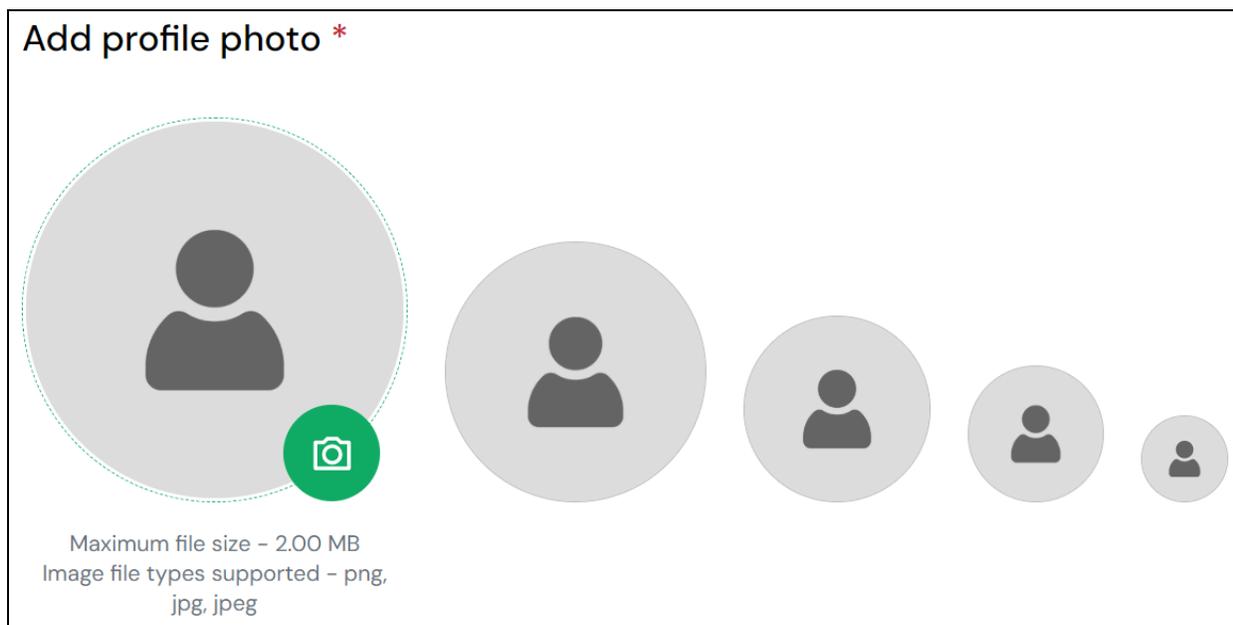
Once done, click **Save**.

And the information added under this section will be saved.

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## Add profile photo

Add your profile photo.



Click  .

Select a picture from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

There are three buttons at the bottom of the form, namely **Rotate left**, **Upload profile picture**, and **Rotate right**.

Rotate the image left or rotate it right using the applicable buttons.

Use the mouse scroll to adjust the image by zooming it in and out accordingly.

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Upload image ×



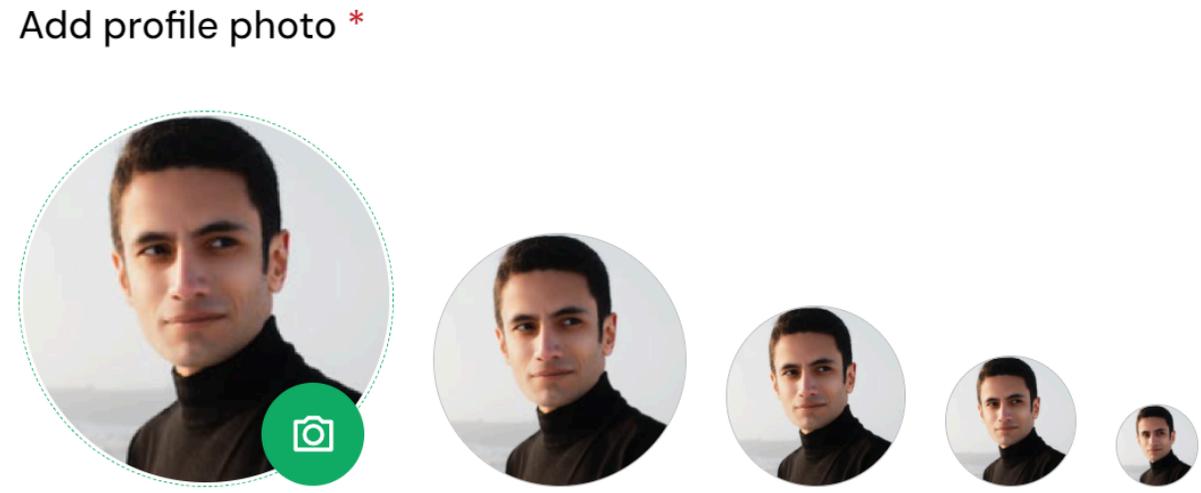
Use the mouse scroll to adjust the image (zoom in & zoom out)

Rotate left Update profile picture Rotate right

The screenshot shows a window titled "Upload image" with a close button in the top right. Inside, a portrait of a man in a black turtleneck is centered. A blue rectangular crop box is overlaid on the image, with a dashed white line indicating the current crop. The background behind the image is a grey and white checkerboard pattern. Below the image, there is a text instruction: "Use the mouse scroll to adjust the image (zoom in & zoom out)". At the bottom, there are three dark blue rounded buttons: "Rotate left", "Update profile picture", and "Rotate right".

Once the image has been edited, click **Upload profile picture**, and the image will be uploaded.

Add profile photo \*



Maximum file size - 2.00 MB  
Image file types supported - png,  
jpg, jpeg

The screenshot shows a window titled "Add profile photo \*". It features a row of five circular profile picture options of varying sizes, all showing the same man in a black turtleneck. The largest circle on the left has a green dashed border and a green camera icon in its bottom right corner. Below the circles, there is text: "Maximum file size - 2.00 MB" and "Image file types supported - png, jpg, jpeg".

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## Your address(es) - (add at least one)

Next, add your current address.

Your address(es) - (add at least one)\* + Add



No results found

Click **Add** from the upper-right corner of the section.

The **Add address** pop-up form appears.

Add address ×

---

Type your location here... \*

📍 Type your location here...

Country \* State \*

Select ▼

Select ▼

City \* Zip code \*

Select ▼

Set as default Save

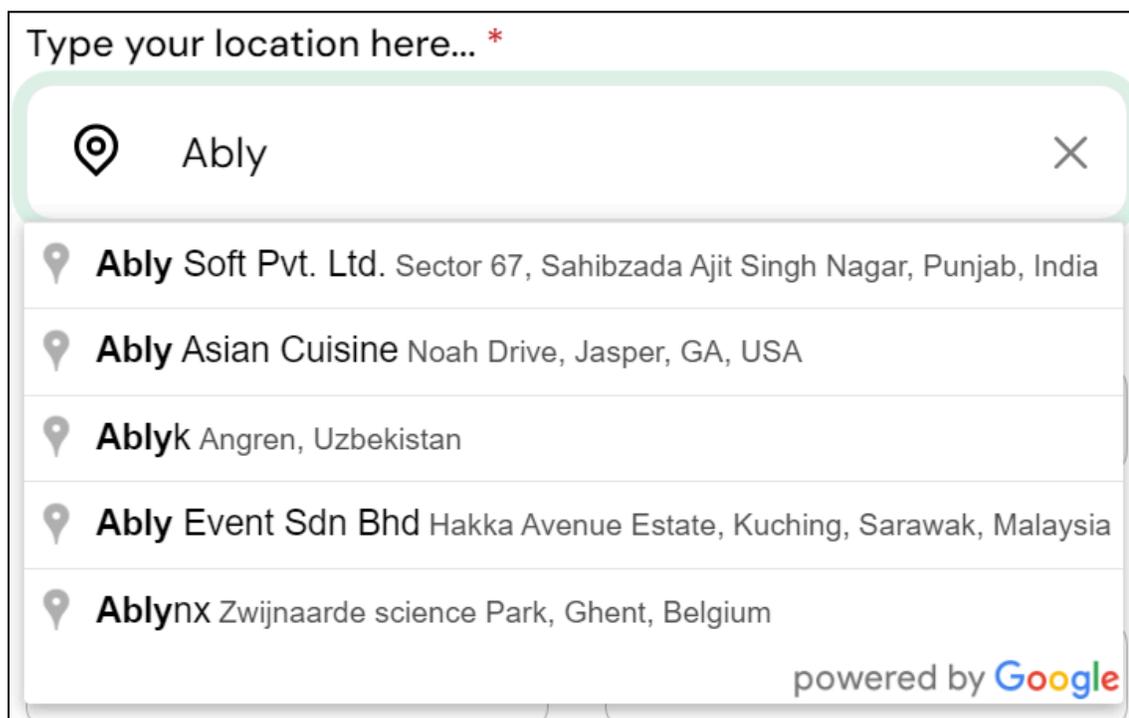
Update the following:

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- **Type your location here...\***: Begin typing your address in this field and the related search results will appear in a dropdown list.



Make your selection from the list.

When you do this, the other fields in the form will automatically get filled with the appropriate data (example - the country field will be updated based on the selected address).

 *If the admin has not activated the Geo-location feature, the list of address suggestions will not appear. In this case, simply add the complete address in this field.*

- **Country\***: If you selected a Google suggested address, this field will be filled automatically and cannot be edited.

On the other hand, if the Geo-location feature was not activated, you will be able to select the country from a list of countries. Make your selection accordingly.

- **State\***: If you selected a Google suggested address, this field will be filled automatically and cannot be edited.

On the other hand, if the Geo-location feature was not activated, you will be able to select the state from a list of states, based on the country selected in the previous field. Make your selection accordingly.

- **City\***: Click the field and select the city.

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- **Zip code\*:** Edit/Enter the zip code.
- **Set as default:** Turn on  this toggle switch to set this address as your default address.

Leave this **off** or turn it **off**  if you do not want to mark it as your default address.

Once done, click **Save**.

The address will be added to this section.

Your address(es) – (add at least one)\* + Add

 Default  
1344, street 10, New Delhi ✎

You can add multiple addresses here, assuming you have multiple different places of business.

## 4.2 Payments

Select the **Payments** tab under **Account settings** to update your payment method.

This is an important step to take before you can start posting jobs and hiring talent on the platform.

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## Account settings

Auto-translate into other languages

English ▾

General profile

**Payments** >

Change credentials

Cookie consent

Delete my account

### Payment settings

Set up your billing method so that you can start your journey instantly and begin to hire the best talents in the industry.

#### Bank details

Bank name \*

Beneficiary/Account holder name \*

Bank account number \*

IFSC code / SWIFT code \*

Bank address

There are two types of payment methods you can set up, including bank transfer and PayPal.

You are required to set up at least one of these methods before you begin your journey.

## Bank details

Update the following:

- **Bank name\***: Enter your bank name.

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- **Beneficiary/Account holder name\***: Enter the bank account's owner name. If it is a business bank account, enter the business name, exactly as it is in the bank documents.
- **Bank account number\***: Enter the bank account number.
- **IFSC code / SWIFT code\***: Enter the IFSC code or SWIFT code, whichever is applicable.
- **Bank address**: Enter the bank address.

Click **Save** to update these details in the system.

## PayPal details

Scroll down to update the PayPal payment details.

### PayPal details

PayPal email address \*

Enter your or your business PayPal email address in the field.

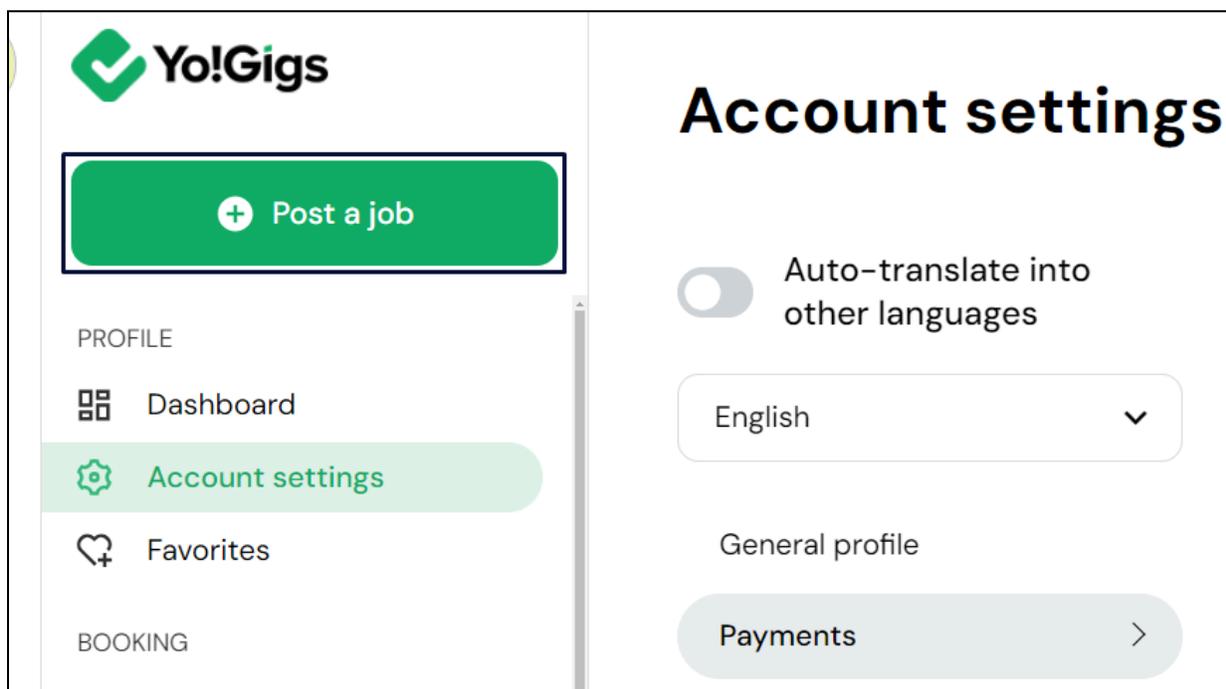
Then, click **Save**.

With this, your profile is ready.

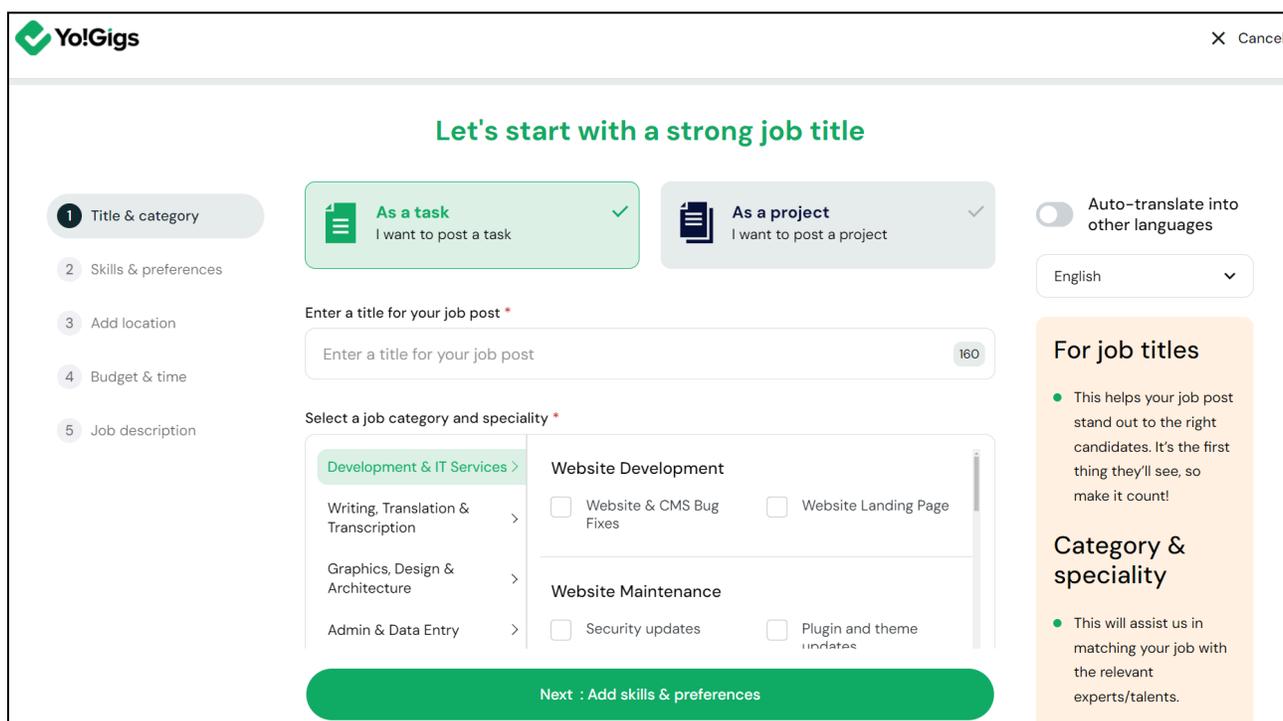
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## 5. Post a job

On the vertical navigation bar, click the **Post a job** button.



This will direct you to the **Create a job post** form.



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There are 5 tabs under this form.

Fill each of them accordingly.

## 5.1 Title & category

There are two kinds of job posts you can create:

- **Task:** A small level job.
- **Project:** A large level job.

Select the type of job you want to post from the top of the form, under this tab. The form is the same for both options.

Once you have selected the job type, begin filling the form:

- **Enter a title for your job post\*:** Enter a short and self-explanatory title for the job post. It should be able to give an idea regarding the kind of skills you are looking for.
- **Select a job category and speciality\*:** Select the category that this job will fall under.

You can select multiple subcategories across different parent categories.

Once done, click **Next: Add skills & preferences.**

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## 5.2 Skills & preferences

Select the skills, soft skills and spoken languages you require for this job:

- **Skills\***: All the applicable skills that fall under the selected parent category and subcategory will be listed here.

Select the skills required for this job by clicking it.

To deselect a skill, click it again.

If a skill you require is not in the list, *depending on the settings configured by the admin*, you will either be able to directly add a skill to the list (using the **Add** link as shown in image below) or request for a skill to be added to the list (using the **Request new** link as shown in image above).

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Skills \* + Add

+ Analytical skills   + Communication   + Content writing   + Proofreading

+ Research skills   + SEO Strategy   + Technical skills

In both cases, the form is the same.

Request skill ×

---

Category\*  
 ▼

Skill\*

Request

Select the category the skill will fall under, and enter the name of the skill.

Then, click Request.

i *If you are requesting the skill, you will have to wait for the admin's approval (which will take some days) before you can select this option for the job post.*

Scroll down to update the next requirement for the job:

Spoken languages\* + Request new

---

+ Bulgarian   + Dutch   + English   + Flemish   + French

+ German   + Kongo   + Polish   + Portuguese   + Punjabi

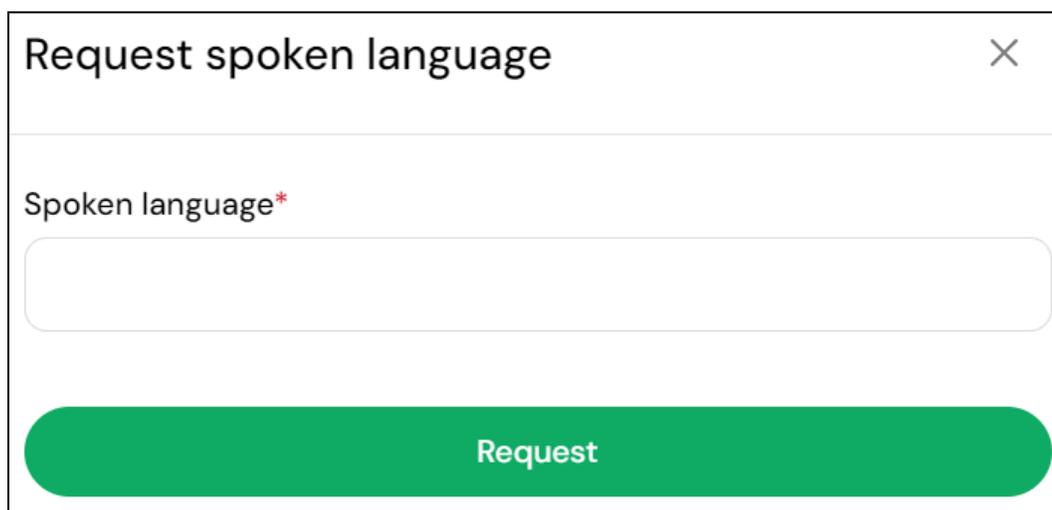
+ Serbian   + Slovak   + Swedish   + Urdu

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- **Spoken languages\***: Select the languages that the candidate should know from the list by clicking it. To deselect a language, click it again.

If a language you require is not in the list, *depending on the settings configured by the admin*, you will either be able to directly add a language to the list (using the **Add** link) or request for a language to be added to the list (using the **Request new** link).

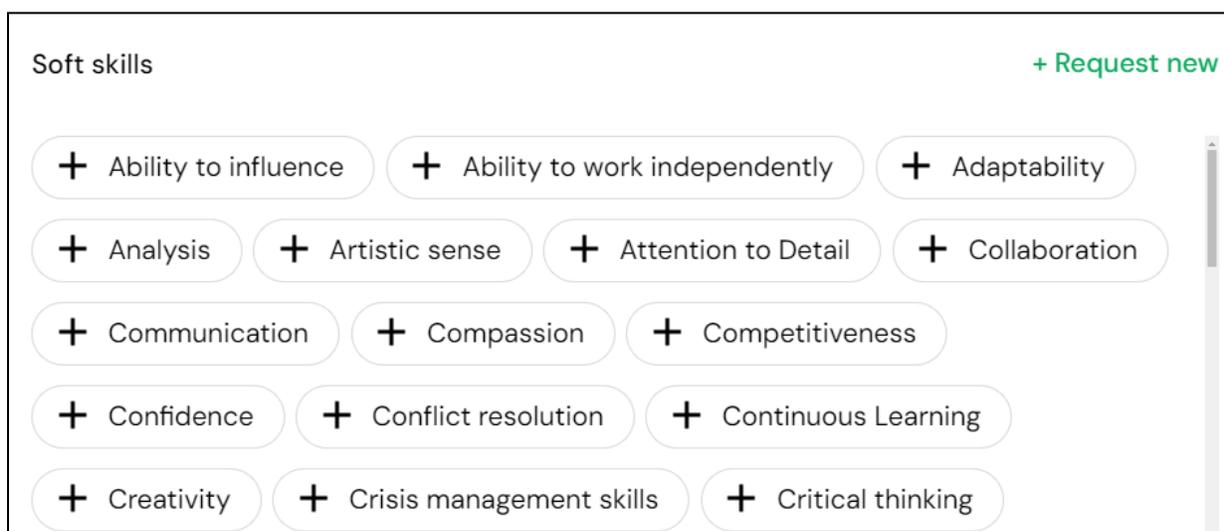
In both cases, the form is the same.



Enter the language in the field, and click **Request**.

 *If you are requesting the language, you will have to wait for the admin's approval (which will take some days) before you can select this option for the job post.*

Scroll down to update the next requirement for the job:



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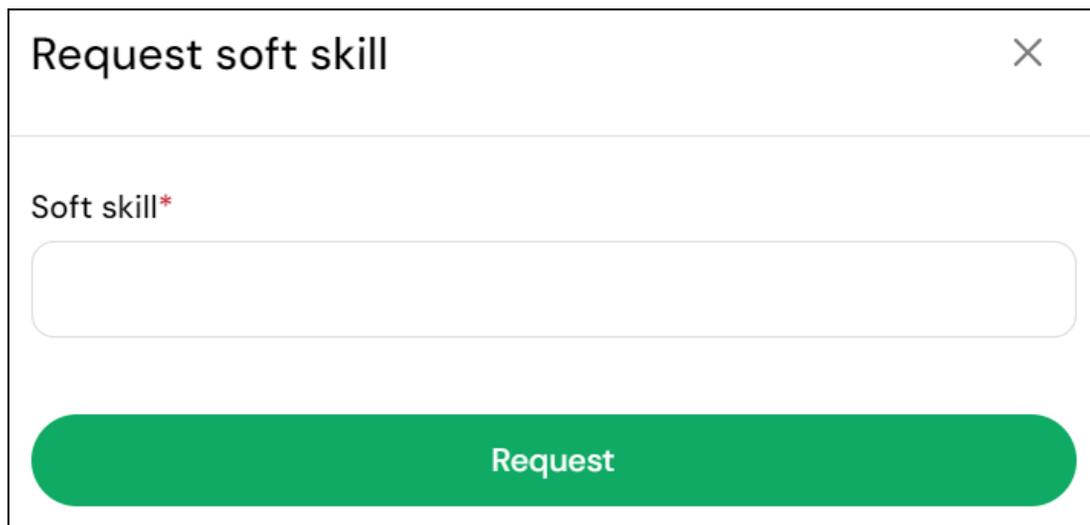
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- **Soft skills\*:** Select the soft skills required from the list by clicking it. To deselect a soft skill, click it again.

If a soft skill you require is not in the list, *depending on the settings configured by the admin*, you will either be able to directly add a soft skill to the list (using the **Add** link) or request for a soft skill to be added to the list (using the **Request new** link).

In both cases, the form is the same.



Enter the soft skill name in the field, and click **Request**.

 *If you are requesting the soft skill, you will have to wait for the admin's approval (which will take some days) before you can select this option for the job post.*

After making all the selections, click **Next: Add location**.

## 5.3 Add location

There are two types of jobs you can create under this form: an on-site job or an online job.

Make your selection accordingly.

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**Tell us where and when the job needs to be done**

✓ Title & category

✓ Skills & preferences

3 Add location

4 Budget & time

5 Job description

**In-person**

Select this if you need the freelancer to be physically present for the job (an offline job or on-site job)

**Online**

Select this if the freelancer can work from home (online job or remote job)

Select the job's location - \*

Default

Ably Soft, ITC 3, Sector 67

○

✎

By when do you need this done?\*

Eg, 17/05/2023

📅

Eg, 6 AM

🕒

Auto-translate into other languages

English ▾

**Recommendations**

- Choose if you want the project completed online or at a specific location.
- Add a proper deadline - including the date and the time before which the task should be completed.

Back

Next : Budget & time

## In-person

There are two sections on the form, when this option is selected:

### i. Select the job's location\*

Select or add the address (location) of the job. This is where the candidate will come to work on-site.

Your saved addresses will appear under this section.

Select the job's location - \* + Add

Default

Ably Soft, ITC 3, Sector 67

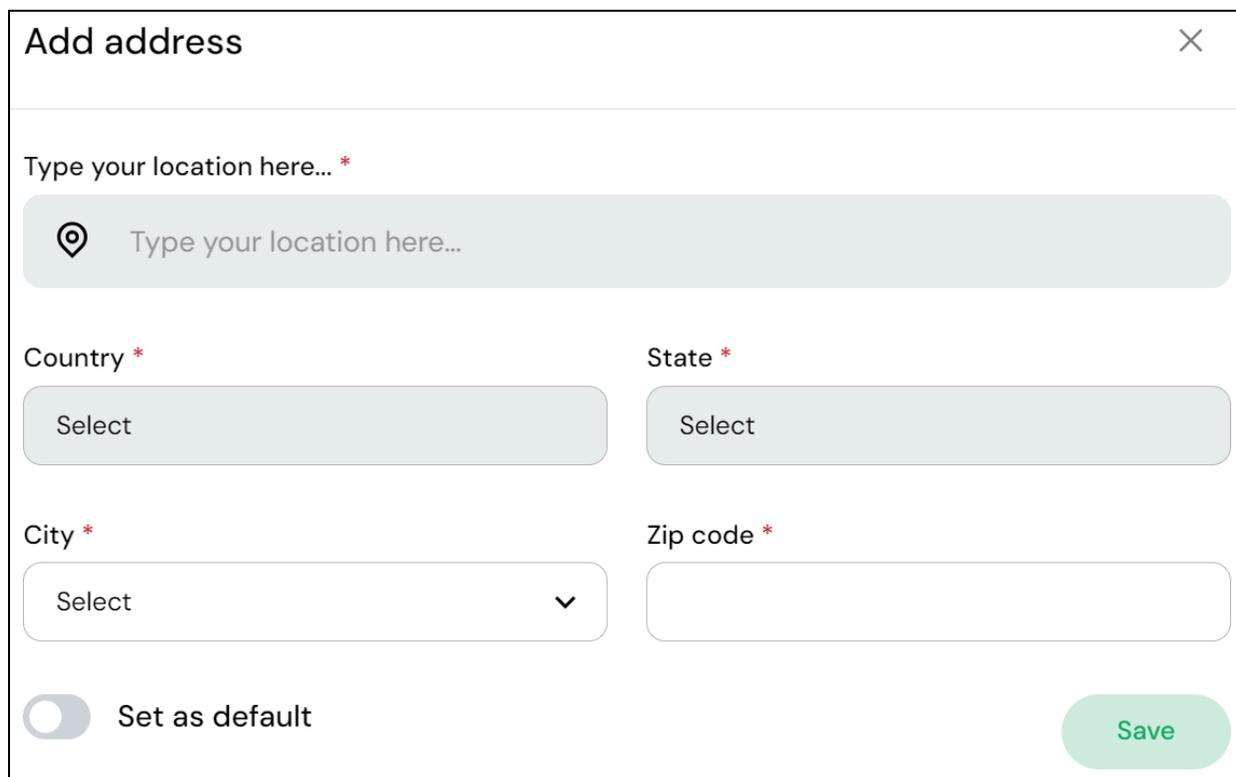
○

✎

If the job is at another location whose location is not added in this list, then add a new address by clicking the link **Add**.

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The **Add address** pop-up form appears.



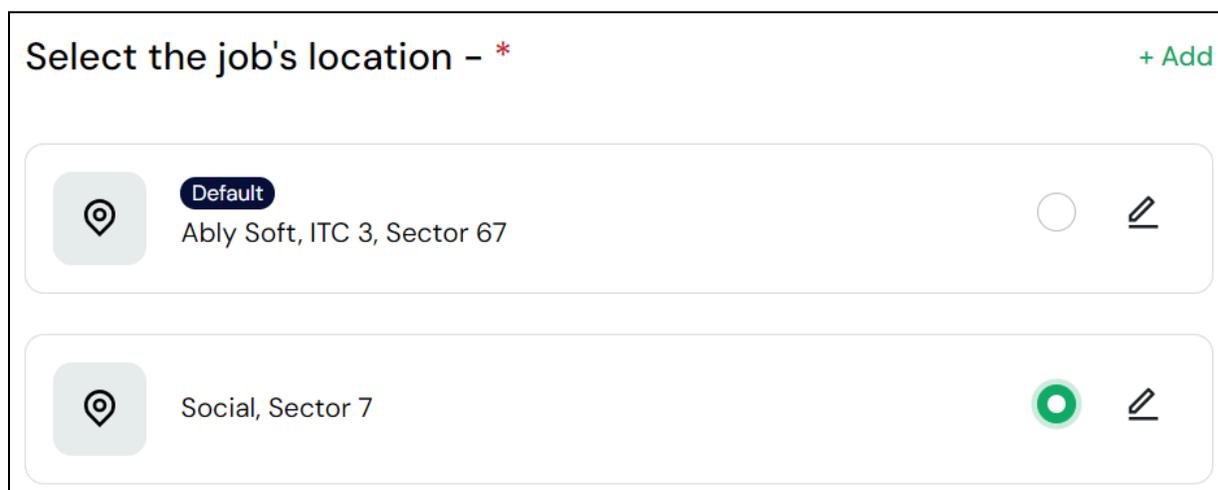
The screenshot shows a pop-up form titled "Add address" with a close button (X) in the top right corner. The form contains the following fields and options:

- A text input field labeled "Type your location here..." with a location pin icon and an asterisk (\*).
- Two dropdown menus: "Country \*" and "State \*", both with "Select" as the current value.
- A dropdown menu for "City \*" with "Select" as the current value and a downward arrow.
- A text input field for "Zip code \*".
- A toggle switch labeled "Set as default" which is currently turned off.
- A green "Save" button in the bottom right corner.

The [Add address](#) form is the same everywhere on the platform (refer to 4.1.3 to know how to add an address).

Add in the details accordingly and click **Save** to add the address.

Then, select the address where the freelancer will have to come to work, under this section.



The screenshot shows a section titled "Select the job's location - \*" with a "+ Add" button in the top right corner. It displays two address cards:

- The first card is labeled "Default" and contains the address "Abyly Soft, ITC 3, Sector 67". It has a radio button that is currently unselected and an edit icon.
- The second card contains the address "Social, Sector 7". It has a radio button that is currently selected (indicated by a green dot) and an edit icon.

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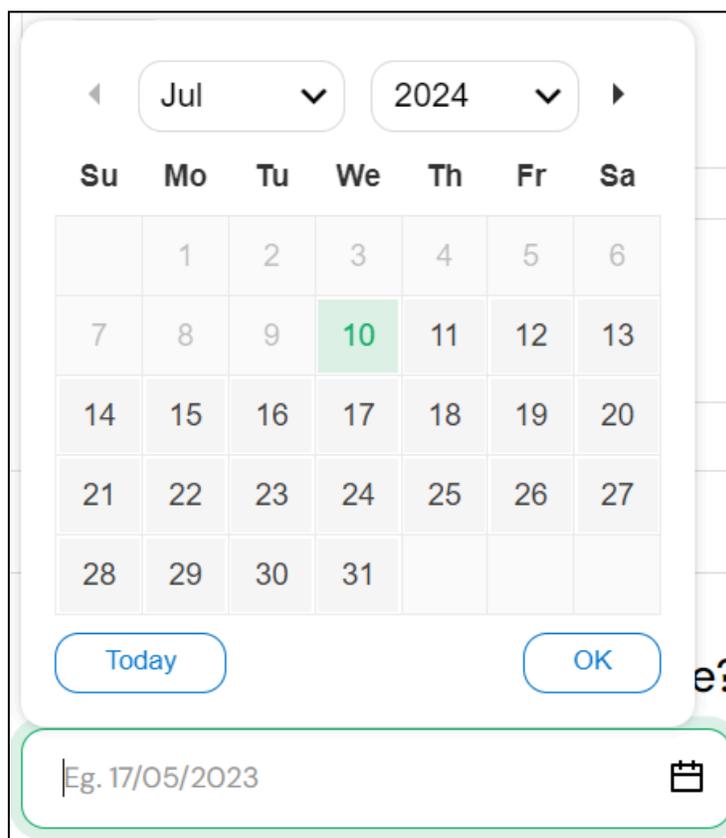
## ii. By when do you need this done?\*

Update the time and date by when you need this task to be done.

By when do you need this done?\*

Eg. 17/05/2023  Eg. 6 AM 

To select the date, click the date field and a calendar appears.



Jul 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Today OK

Eg. 17/05/2023 

Select the date.

If you want to select today's date, click **Today**, and today's date will be selected accordingly.

To select the time, click the time field and a list of different times of the day will appear.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Select the time.

Once done, click **Next: Budget & time.**

## Online

There is only one section on the form when this option is selected - **By when do you need this done?\***

Update the time and date by when you need this task to be done (process is the same as [shared above](#)).

Update the date and time.

Once done, click **Next: Budget & time.**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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## 5.4 Budget & time

There are two types of jobs you can create under this form: a biddable job or a fixed-price job.

Tell us about your budget & the date till when the project will be open.

- Title & category
- Skills & preferences
- Add location
- Budget & time**
- Job description

**Biddable** ✓

Select this to post a biddable job. Freelancers can bid a lower price or even higher price for the job.

**Fixed-price** ✓

Select this to post a fixed-price job. Freelancers will have to get the job done for the price you set.

**Budget for the job (USD)**

Enter the total amount (budget) that you are willing to pay for this job.

\$

**Last date to bid on this job**

Freelancers will be able to share a bid on this job till this date. After this, the job will be marked as expired.

Auto-translate into other languages

English ▼

**Recommendations**

- This will help us match you to the best and available talent within your budget range.
- These ARENT final answers, but this information helps us recommend the right talent for what you need.
- Select the last day till when the job will be displayed as open for freelancers to apply to. **NOTE:** Once you hire someone for the job, this section will be voided.

Back

Next : Job description

A biddable job allows freelancers to bid on the job, defining their price, which can be more or less than the price set by you.

In a fixed-price job, freelancers will have to get the job done for the price set by you.

Make your selection accordingly.

### Biddable

Update the following:

- **Budget for the job (default currency):** Enter the total amount (budget) that you will be paying for this job.
- **Last date to bid on this job:** Select the date till when freelancers can bid on the job.

 *This date has to be a date that falls before the deadline for this job ([By when do you need this done?](#)) as defined in the previous step.*

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once this date crosses, if no freelancer has applied or no freelancer was selected, the job will be marked as expired.

Once done, click **Next: Job description**.

## Fixed-price



**Biddable** ✓

Select this to post a biddable job. Freelancers can bid a lower price or even higher price for the job.



**Fixed-price** ✓

Select this to post a fixed-price job. Freelancers will have to get the job done for the price you set.

**Budget for the job (USD)** \$

Enter the total amount (budget) that you are willing to pay for this job.

**Last date to share a proposal for this job** Eg. 17/05/2023 

Freelancers will be able to share a proposal for this job till this date. After this, the job will be marked as expired.

Update the following:

- **Budget for the job (default currency):** Enter the total amount (budget) that you will be paying for this job.
- **Last date to share a proposal for this job:** Select the date till when freelancers can share their proposal for the job.

 *This date has to be a date that falls before the deadline for this job ([By when do you need this done?](#)) as defined in the previous step.*

Once this date crosses, if no freelancer has applied or no freelancer was selected, the job will be marked as expired.

Once done, click **Next: Job description**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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## 5.5 Job description

Share more information about the job, including the job description, requirements, and instructions.

Update the following:

- Mark job as private:** Turn on  this toggle switch to mark this job as a private job.

A private job won't be published on the job listing page. Instead, you will have to invite freelancers to share their proposals for this job.

Whoever accepts your invitation and shares a proposal for the job, can then be hired, if selected.

Leave this off  to keep this job open for all freelancers.

An open job is published on the job listing page and any freelancer can share their proposal for the same.

- Describe your job\*:** Enter a description of the job sharing your requirements in detail.

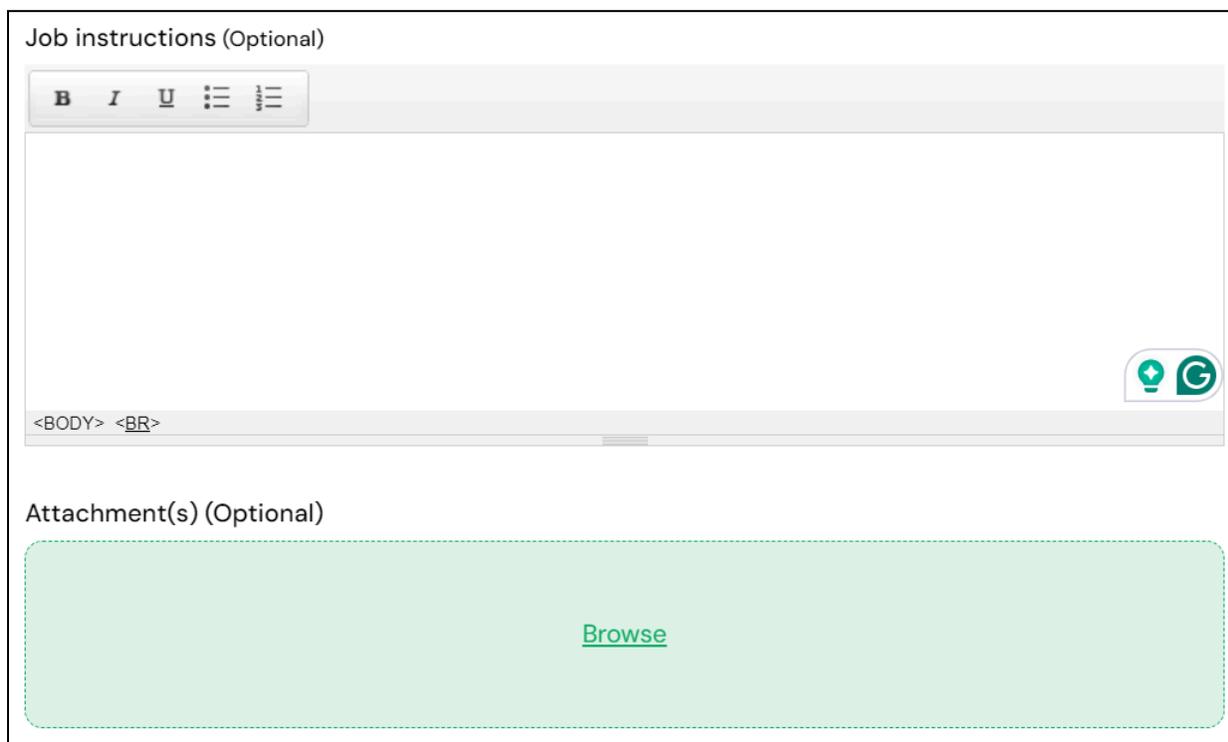
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

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Use the editor tools at the top of the text field to edit your description (add bullet points, bold text, etc.).

Scroll down to update the next fields:

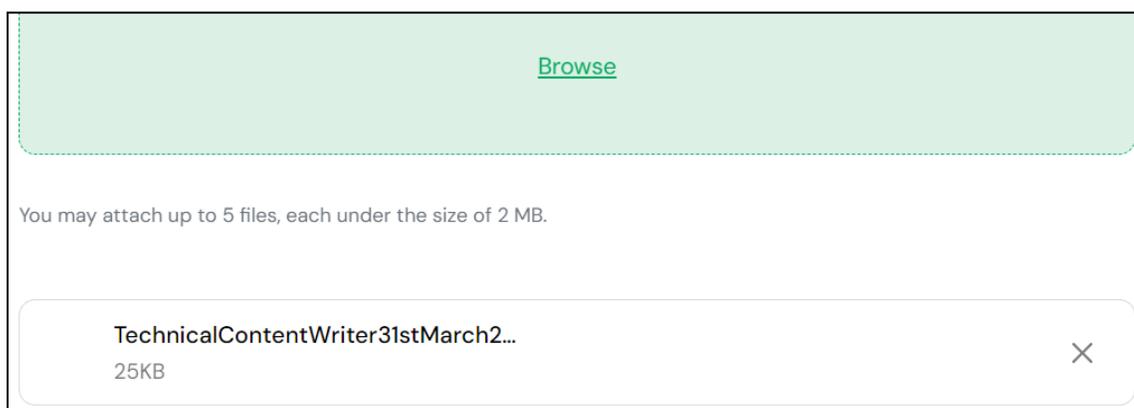


The screenshot shows a form with two main sections. The first section is titled "Job instructions (Optional)" and contains a rich text editor with a toolbar at the top featuring icons for bold (B), italic (I), underline (U), bulleted list, and numbered list. Below the toolbar is a large empty text area. At the bottom right of this area are icons for a lightbulb and a refresh symbol. Below the text area is a code editor showing the HTML tags "<BODY>" and "<BR>". The second section is titled "Attachment(s) (Optional)" and contains a large light green rounded rectangle with a dashed border and a "Browse" link in the center.

- **Job instructions (Optional):** Enter the job instructions.
- **Attachment(s) (Optional):** Upload any attachment(s) that you have to help the freelancer understand your requirements better.

To upload, click Browse, select the file from your system and click open.

The uploaded file(s) will be listed below this section:



The screenshot shows the "Attachment(s) (Optional)" section. At the top is a light green rounded rectangle with a dashed border and a "Browse" link in the center. Below this is a text label: "You may attach up to 5 files, each under the size of 2 MB." Below the text label is a list of uploaded files. The first file is "TechnicalContentWriter31stMarch2..." with a size of "25KB" and a close button (X) on the right.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

To delete an uploaded file, click  beside it.

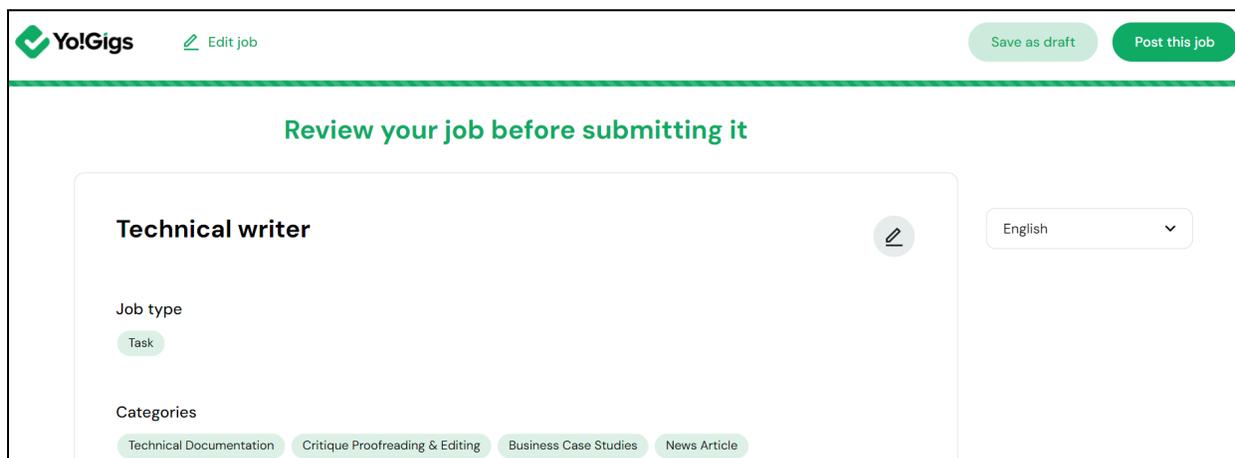
 *You can upload multiple files as attachments. However, you can only upload one file at a time.*

Once done, click **Review job post**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
An asterisk (\*) next to a label indicates that the information is mandatory.  
The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 6. Review & publish the job post

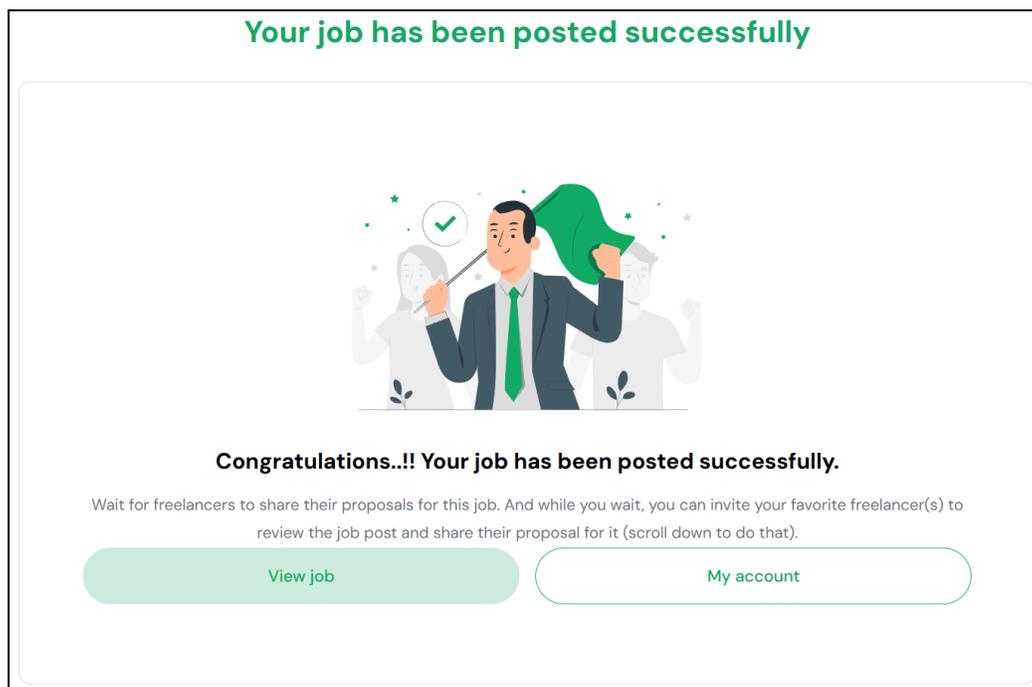
This will direct you to the page where you can review the job post.



Go through all the sections by scrolling through the page.

To edit any information, click  beside it. To edit multiple details under the job, click the **Edit job** link at the top of the page.

Once everything has been reviewed, publish the job by clicking **Post this job**. This will direct you to the following page.



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There are three sections under this page.

## Your job has been posted successfully

This section lets you know that the job has been posted successfully.

You can view the job post page (by clicking **View job**) or go back to your account (by clicking **My account**).

## Favorite freelancers - relevant to the job

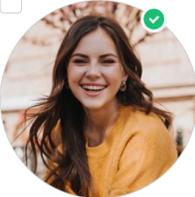
**i** *This section will only be visible if you have marked freelancers who offer the service you are looking for, as your favorite freelancers.*

This section allows you to send invites to your favorite freelancers who offer the services you require for this job.

### Favorite freelancers - relevant to the job

Send an invite for this job to your favorite freelancer(s), who have the relevant skills to complete the job successfully...

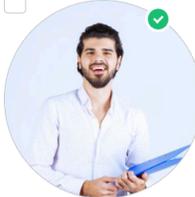
Select all
Send invite ↗



**Diana Wilson**  
Writing, Translation & Tran...

★ 3.67 | 3 Feedback

 5+Jobs    **\$ 23.00**



**Audrey Jim**  
Writing, Translation & Tran...

★ 3.50 | 2 Feedback

 2+Jobs    **\$ 24.00**

Select the freelancer you want to send an invite to, or turn on  the 'Select all' toggle switch to send an invite to all your favorite freelancers.

Once selected, click **Send invite**. And the invites will be sent to them accordingly.

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An asterisk (\*) next to a label indicates that the information is mandatory.

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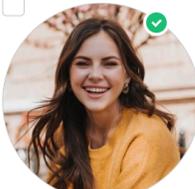
## Recommended freelancers - relevant to the job

This section allows you to send invites to recommended freelancers (experts in the field) who offer the services you require for this job.

### Recommended freelancers - relevant to the job

Send an invite for this job to freelancer(s) from the recommended list below...

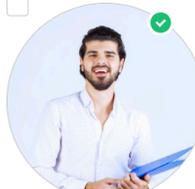
Select all
Send invite ↗



**Diana Wilson**  
Writing, Translation & Tran...

★ 3.67 | 3 Feedback

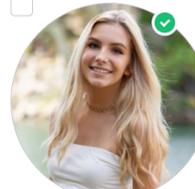
 5+Jobs    **\$ 23.00**



**Audrey Jim**  
Writing, Translation & Tran...

★ 3.50 | 2 Feedback

 2+Jobs    **\$ 24.00**



**Fiona Parker**  
Writing, Translation & Tran...

★ 3.00 | 1 Feedback

 6+Jobs    **\$ 35.00**

Select the freelancer you want to send an invite to, or turn on  the 'Select all' toggle switch to send an invite to all your favorite freelancers.

Once selected, click **Send invite**. And the invites will be sent to them accordingly.

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## 7. Review the proposals & select a candidate

With the job published, you will begin to receive proposals by various freelancers.

Review the proposals you receive and either shortlist a few (if you want to interview them before you choose the final candidate), or simply select a final candidate by hiring them.

To do this, go to the job post page.

### Technical writer – Large project

Posted by: [Nathan Alsop](#) ⌚ Posted on: Jul 09, 2024 📅 Last date: Jul 24, 2024 Open

Proposal (3) Job details

#### About the job

We are looking for a technical content writer who has expertise in BIM and engineering to write content for our blogs.

**\$ 100.00** Fixed-price

📁 Job type Project

Select the **Proposal** tab at the top of the page.

This will direct you to the page listing all the proposals that have been sent for this job up till now.

### Technical writer – Large project

Posted by: [Nathan Alsop](#) ⌚ Posted on: Jul 09, 2024 📅 Last date: Jul 24, 2024 Open

Proposal (3) Job details

All proposals (3) Shortlisted (0) All messages (0)



**Fiona Parker** ★ 3.00/5 (1)  
Writing, Translation & Transcription

**\$ 100.00** Offer price

👁️ 💬 0 ⭐

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

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There are three buttons beside each proposal.

## 7.1 View proposal



Click this to view the proposal terms shared by the respective freelancer.

The **Proposal details** will open up in a pop-up window.

Proposal details
×



**Fiona Parker**  
Writing, Translation & Transcription

**\$ 100.00** Offer price

× Reject

✓ Accept

---

**Proposed date**  
2024-07-10

**Proposed completion**  
Days : 25

**Cover letter**  
Hello hiring manager,  
  
I have gone through your JD and believe I can offer this service to you with the highest quality.  
  
Let us connect to discuss further before you make your decision.  
  
Thank you

<  
Prev

>  
Next

Review the details and either accept or reject the proposal.

Or, review all the proposals without closing this pop-up window by clicking **Next** to view the next proposal and **Prev** to view the previous proposal. After reviewing all, go to the proposal you like the most and [accept it](#).



*You can also shortlist a proposal, if you like more than one proposal and would like to have a conversation with the freelancer before making your decision.*

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To shortlist a proposal, close this pop-up window and mark this proposal as shortlisted using the [Add to shortlist](#) button beside it on the proposals page.

## 7.2 Message



Click this to open the chat room to initiate a conversation between you and the freelancer.



**Andrew**  
Writing, Translation & Transcription

**\$ 100.00** Offer price

---

Technical writer



**This space is currently empty**

There's nothing here right now, but stay tuned for future updates!

+

▶

To send a message, enter it in the **Type a message here...** field. You can also add attachments to the messages by clicking  , selecting the file you want to send from your system, and clicking open.

And the attachment will be added to the message field.

Once the message is ready, click  to send it.

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The freelancer will receive the message and share a revert accordingly.

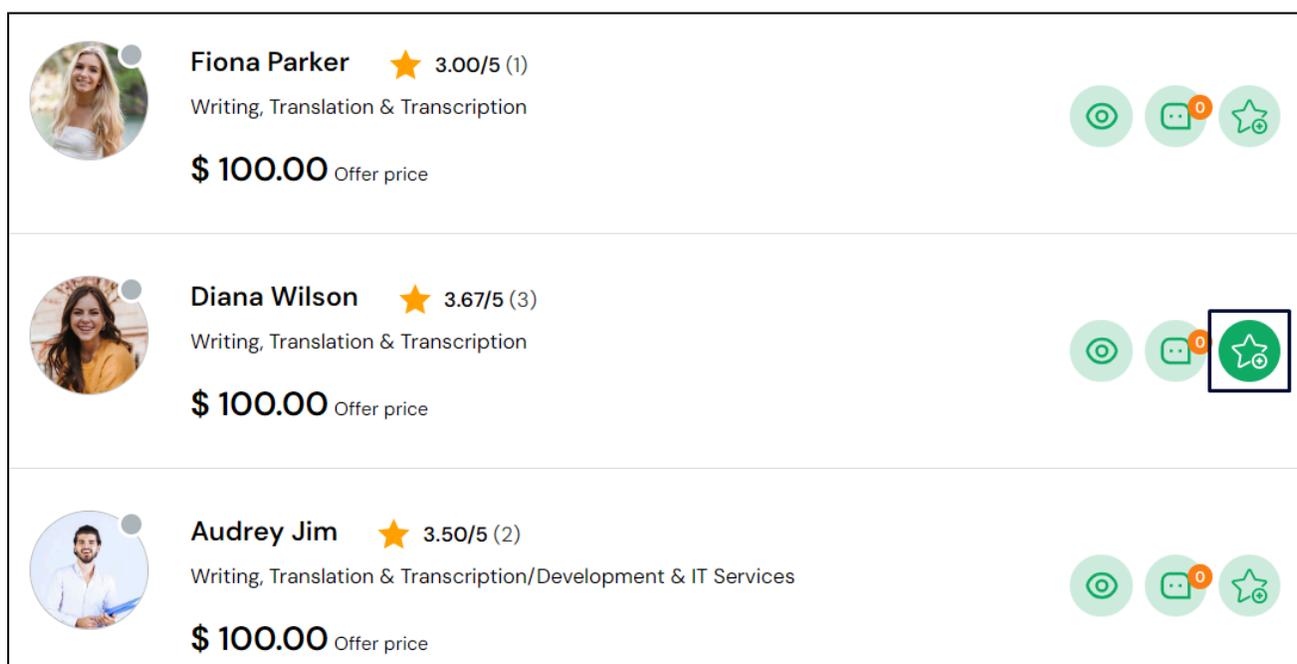
Clear all your concerns via this chat room, before hiring the freelancer.

Navigate to the next (by clicking Next) or previous (by clicking Prev) chat rooms of freelancers who shared their proposal with you.

## 7.3 Add to shortlist

Click this to shortlist a freelancer.

The freelancer you shortlist will be highlighted via this button as shown in the image below.



	<b>Fiona Parker</b> ★ 3.00/5 (1) Writing, Translation & Transcription <b>\$ 100.00</b> Offer price	  
	<b>Diana Wilson</b> ★ 3.67/5 (3) Writing, Translation & Transcription <b>\$ 100.00</b> Offer price	  
	<b>Audrey Jim</b> ★ 3.50/5 (2) Writing, Translation & Transcription/Development & IT Services <b>\$ 100.00</b> Offer price	  

 *The freelancer isn't notified when you shortlist them. This feature simply assists you during your selection process.*

## 7.4 Accept a proposal

Once you decide who to hire, click the **view proposal**  button again.

The **Proposal details** will open up in a pop-up window.

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### Proposal details ×



Diana Wilson  
Writing, Translation & Transcription

**\$ 100.00** Offer price

× Reject

✓ Accept

Click **Accept** to hire the freelancer.

This will direct you to the payment page.

Complete your payment

ORDER DETAILS	ASSIGN TO	ORDER PRICE
<p>Technical writer - Large project</p> <div style="display: flex; gap: 10px; margin-top: 5px;"> <span> Fixed-price</span> <span> \$ 100.00</span> </div>	 <p>Assign to <b>Diana</b></p>	<p><b>\$ 100.00</b></p>

#### Select payment method


Wallet balance (\$ 1,980.41)
>


Bank transfer
>


Stripe
>


PayPal standard
>


Authorize.Net
>

#### Have a coupon?

Apply

#### Summary

Sub total ..... \$ 100.00

Net amount ..... \$ 100.00

Confirm payment

\* All purchases will be made in USD. Foreign transaction fees might apply according to your bank's policy.

Review the payment details for the job.

Then, select the payment method and complete the payment accordingly by clicking **Confirm payment**.

Depending on the payment method selected, you will be directed to the respective payment gateway page where you need to fill the applicable details to make the payment.

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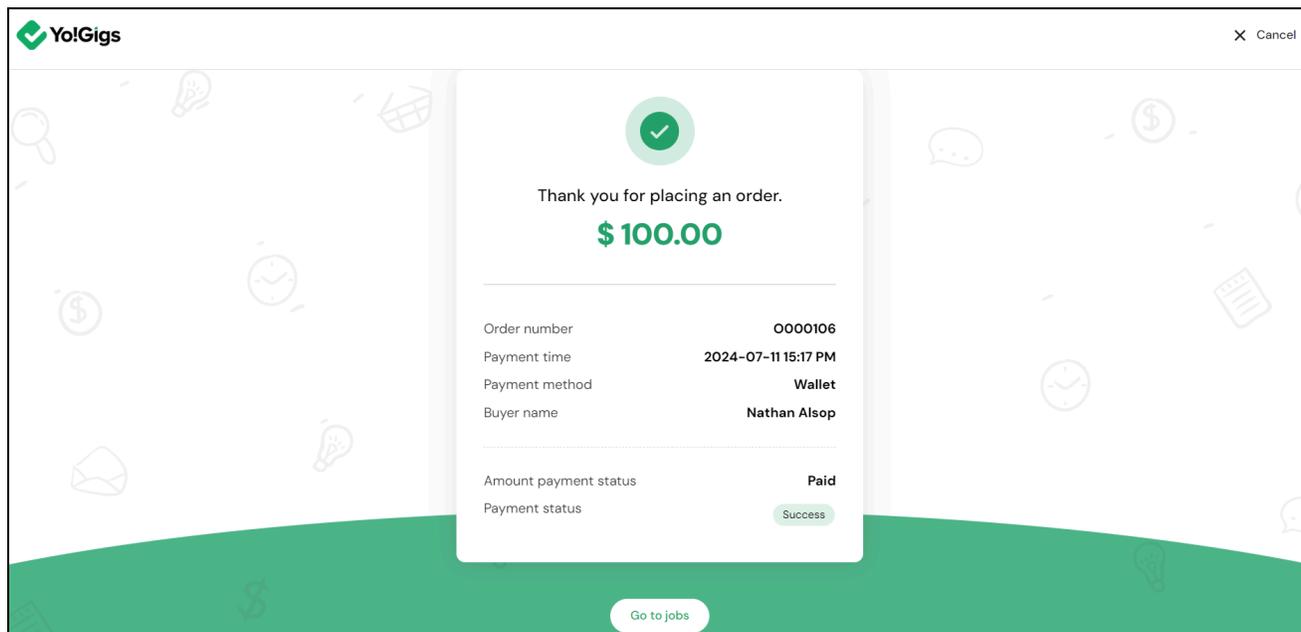
An asterisk (\*) next to a label indicates that the information is mandatory.

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If you selected the wallet payment method, the payment will be made directly by deducting the amount from your wallet balance.

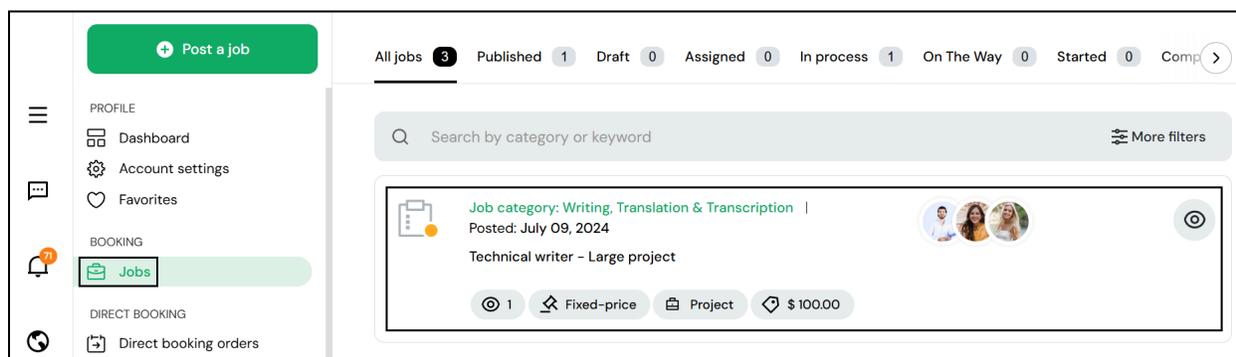
***i** For the bank transfer process, you will have to manually make the payment to the admin's account and update the transaction details on the payment gateway page.*

Once the payment is made from your end, you will be directed to the following page.



From here, go back to the **Jobs** submodule under your dashboard by clicking **Go to jobs**.

Or, close the form and go to the website home page by clicking **Cancel**. Then, go back to your dashboard and select **Jobs**.



***i** The freelancer has the option to reject a job, after this. In such a case, you will have to choose another applicant for the job.*

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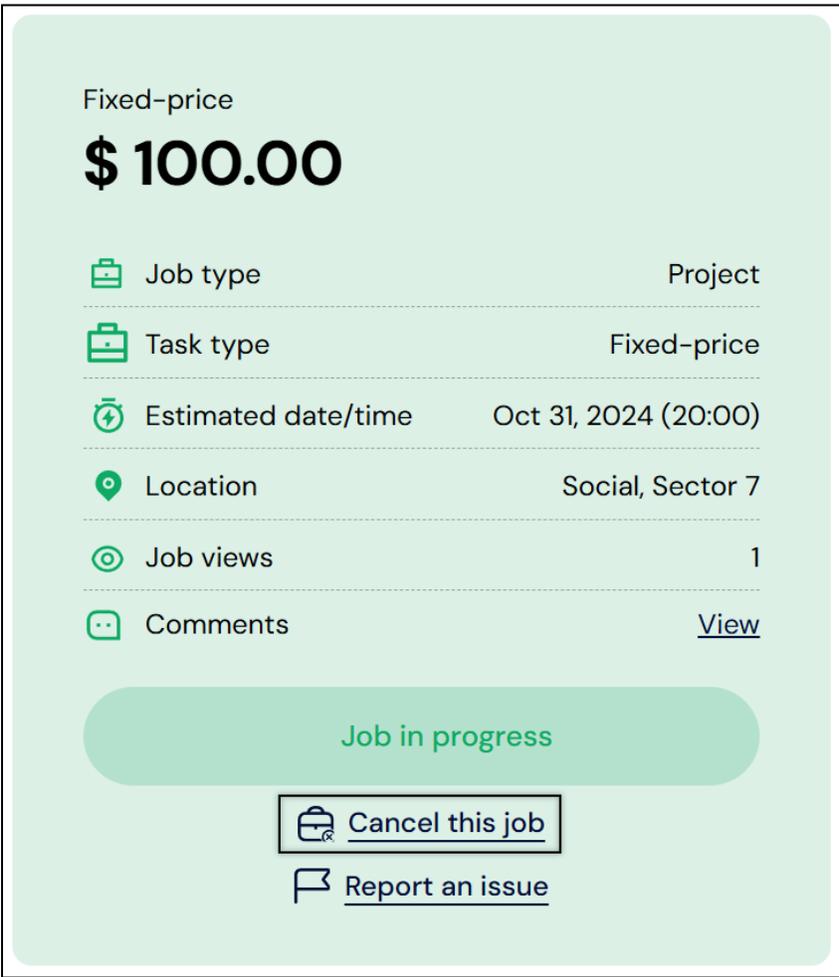
## 8. Cancel the job

Once the job is accepted by the freelancer, you have the option to cancel the job while its status is **Job in progress** or **On the way**.

 *Once the job is marked as started, it cannot be canceled.*

To do this, go to the job post page.

On the right side of this page, you will find the **Cancel this job** link.



Fixed-price

**\$ 100.00**

 Job type	Project
 Task type	Fixed-price
 Estimated date/time	Oct 31, 2024 (20:00)
 Location	Social, Sector 7
 Job views	1
 Comments	<a href="#">View</a>

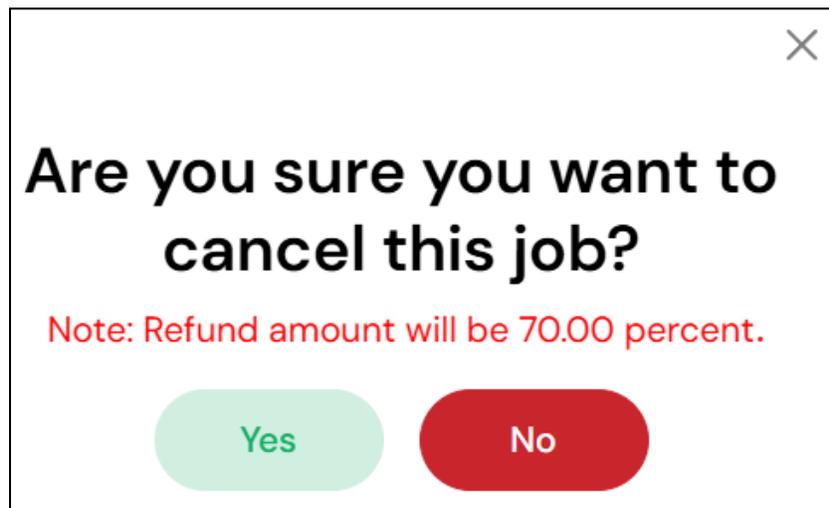
**Job in progress**

 [Cancel this job](#)

 [Report an issue](#)

Click this link, and a confirmation message will appear in the middle of the page.

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Click **Yes** to confirm your action.

And the job will be marked as canceled successfully.

**i** *Canceling the job will release the freelancer from their responsibilities. To hire a new freelancer, you must [review the proposals & select a candidate](#) again.*

Once the job is marked as canceled, the amount you paid when hiring the freelancer will be refunded as a percentage displayed at the time of cancellation.

**i** *The platform admin determines the refund percentage, which may vary depending on when the cancellation occurs.*

**For instance**, if you paid \$100 and the refund percentage has been set to 70%, you will receive a refund of \$70.

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## 9. Review the completed job

Once the freelancer completes the job, you will be notified about it.

Visit the job post page at the front end to view the details.

### About the job

We are looking for a technical content writer who has expertise in BIM and engineering to write content for our blogs.

Topics include:  
 The current state of the BIM industry  
 Overview of GIS mapping  
 Digital Twins Applications to Construction and FM  
 Etc

SOW is to provide a list of titles for these articles for us to choose from and then write the selected ones with relevant images.

We are looking to publish 4 articles on our website to start with and then 1 each week for 3 months. Depending on the results, we will decide if we wish to continue thereafter or not.

You must be a subject matter expert to be considered.

**\$ 100.00** Fixed-price

Job type	Project
Task type	Fixed-price
Estimated date/time	Oct 31, 2024 ( 20:00 )
Location	Social, Sector 7
Job views	1
Comments	<a href="#">View</a>

[Mark job as closed](#)

[Mark job as incomplete](#)

[Report an issue](#)

Click **View** to see the comments left by the freelancer and the timeline of the job's status updates.

### Comments ✕

Total comments: 2

**Diana Wilson**

4 mins ago Completed

Done and shared via message.

**Diana Wilson**

4 mins ago Job In Progress

Job in progress

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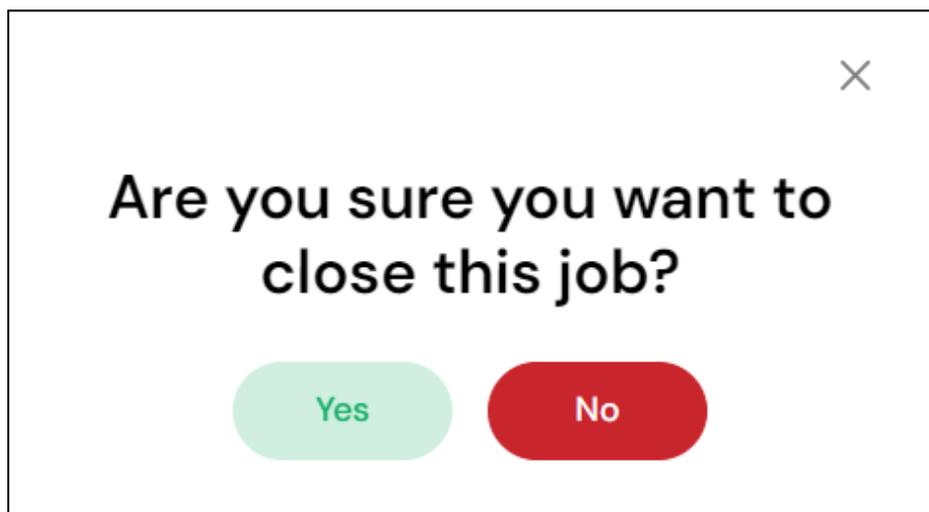
If the work was shared via comments, review it accordingly. If it was shared via the Message center, go there and review the same.

There are multiple options on the job post page, allowing you to take actions accordingly, based on the situation:

## 9.1 Mark job as closed

Click this to accept the completed job and mark it closed.

When you do this, a confirmation message appears in the middle of the page.



Click **Yes** to close the job. And the job will be marked as closed successfully.

Click **No** to cancel the action (in case the [job is incomplete](#), or you want to [report an issue](#) with the freelancer).

Once the job is marked as closed, the amount you paid when hiring the freelancer will be released from escrow and sent to their wallet automatically by the system.

Additionally, a **Feedback** pop-up form will appear on the screen, asking you to share your feedback for the freelancer.

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Feedback
✕

---

★ ★ ★ ★ ★

Title \*

Description \*

Submit

### Update the following:

- **Stars:** Hover over the stars and click a star to give a rating for the job completed by the freelancer.

For example, to give a 4-star rating, click the fourth star from the five stars and a 4-star rating will be selected accordingly.



- **Title\*:** Enter a title for the review you are giving.
- **Description\*:** Enter a detailed description sharing your feedback pointers.

Once done, click **Submit**.



*Once feedback is added, you cannot change it.*

The freelancer will be notified regarding the feedback shared by you.

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And they are also asked to share their feedback for working with you.

As soon as they share their feedback, you are notified about it as well (under the notifications section on your dashboard).

Review the feedback accordingly.

## 9.2 Mark job as incomplete

Select this option if you feel that the job was not completed as per your requirements.

### Technical writer – Large project ×

Update job status & comment!

Share your comments & job update

Attachments (optional)

Drag & drop the file here, or [Browse](#) for your file

Submit Cancel

A pop-up will appear.

Update the following:

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An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Share your comments & job update:** Enter your message regarding the change in status and what you are expecting from the freelancer under this form.
- **Attachment(s) (Optional):** Upload any attachment(s) that you have to help the freelancer understand your requirements better.

To upload, click Browse, select the file from your system and click open.

The uploaded file(s) will be listed below this section:

Click **Submit**.

With this, the freelancer will be notified about the same.

The freelancer can then either accept the incomplete status, complete the task and submit it again.

Or, they can reject the incomplete status.

 *In some cases, freelancers can also report an issue if they feel that everything was completed, however, you are asking for more than what they are being paid for. ([explained further](#)).*

If the freelancer accepts the incomplete status, and completes the task, you can mark it closed.

If the freelancer rejects the incomplete status, you will again get the same options, where you can either [mark the job as closed](#), [mark the job as incomplete](#), or [report an issue](#) with the freelancer.

Decide accordingly.

## 9.3 Report an issue

Click this if you want to report an issue with the freelancer.

The **Report issue** pop-up form will appear.

## Report issue ✕

Subject \*

Select ▾

Select the percentage of total amount the freelancer will be given \*

10 ▾

Comment \*

### Update the following:

- **Subject\*:** Select the subject of the issue from the predefined list of issues as set by the admin.  
  
To do this, click the field and a dropdown list with all options will appear. Make your selection.
- **Select the percentage of total amount the freelancer will be given\*:** Select the percentage of the total amount (10%, 50%, 100%, etc.) the freelancer should be given for the work from the dropdown list of options.
- **Comments\*:** Enter your comments related to the report being made.

### Click Submit.

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With this, the issue is reported.

**i** Once an issue has been reported, the job cannot be marked as closed, incomplete or completed.

Update the issue if required, by clicking **Update reported issue** on the job post page.

The screenshot displays a job post interface with the following details:

- \$ 50.00** Offer price
- Job type:** Task
- Task type:** Biddable
- Estimated date/time:** Dec 31, 2024 ( 16:00 )
- Job views:** 1
- Comments:** [View](#)

At the bottom, there is a green button labeled **Issue reported** and a button labeled **Update reported issue** which is highlighted with a blue border.

By clicking this, the **Report issue** form will appear again with the information you previously filled.

Update the information as per your requirements and click **Submit**.

Both the platform's admin and the respective freelancer will be able to view the issue reported and take action against it.

The freelancer can either resolve the issue by accepting your terms or sharing their own terms.

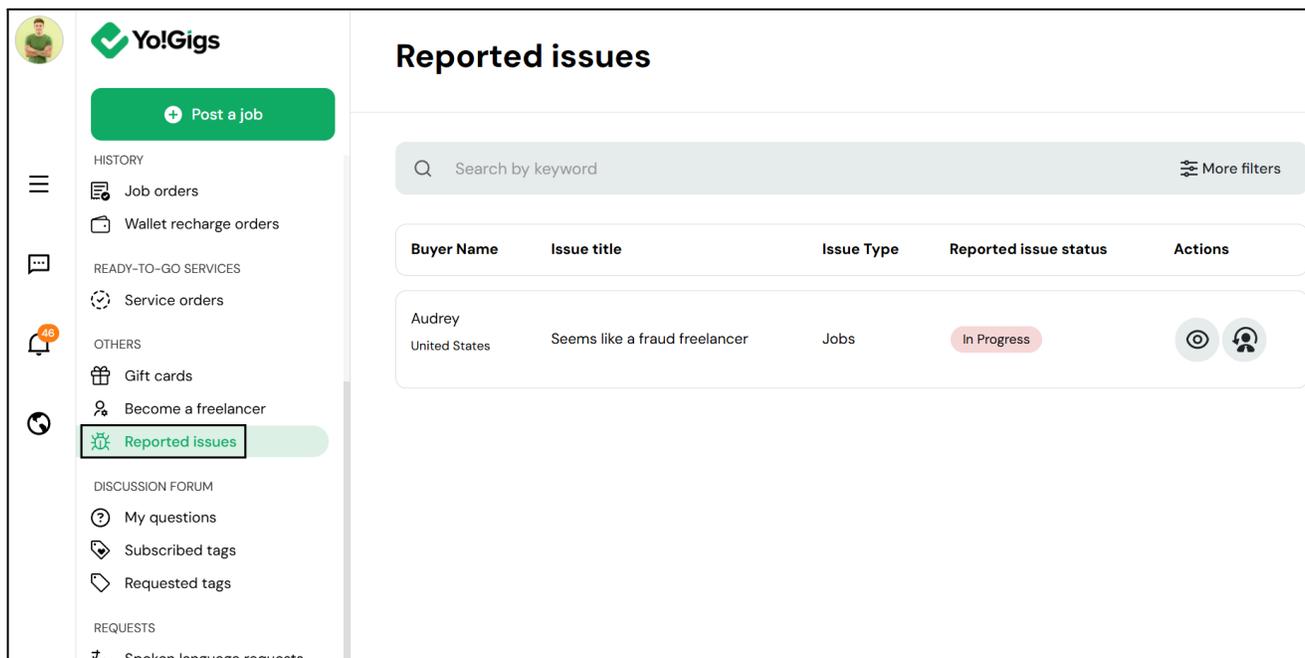
Additionally, the freelancer also has the option to escalate the issue to the admin.

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Review the reported issue's update under the **Report issues** submodule, accessible from the left navigation panel.



## 9.4 Escalate the issue

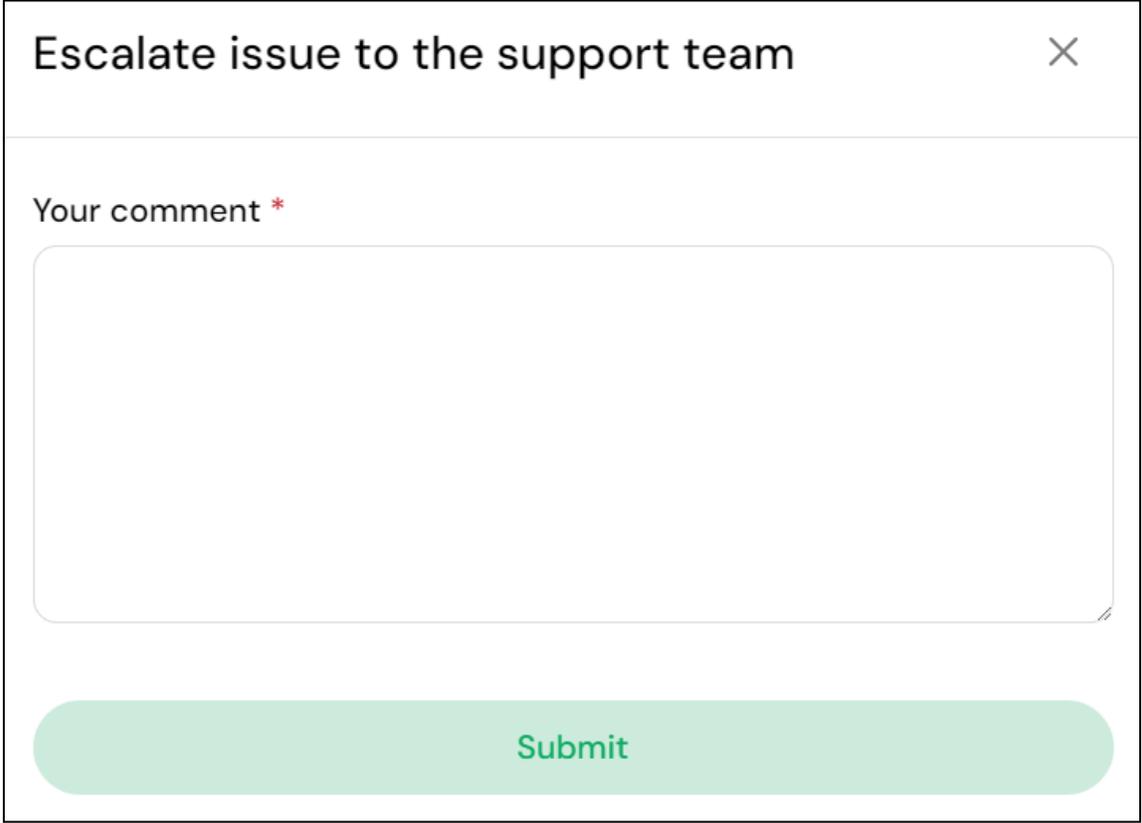
In case, the freelancer doesn't agree to your terms and the issue hasn't been resolved yet, you can escalate the issue to the support team (administrator of the platform).

To do this, go to the **Reported issues** page on your dashboard.

Click  beside the reported issue.

With this, the **Escalate issue to the support team** pop-up form appears.

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Escalate issue to the support team

Your comment \*

Submit

There is only one field in this form.

Add your comments regarding the report and its escalation in the field provided.

Then, click **Submit**.

And the report will be escalated to the administrator of the platform. The admin and the freelancer will be notified about the escalation.

Since the admin's interference is needed, the admin will analyze everything and decide on an appropriate action.

Whatever action is taken, both you and the freelancer will be updated regarding the same via your notifications section (and on email).

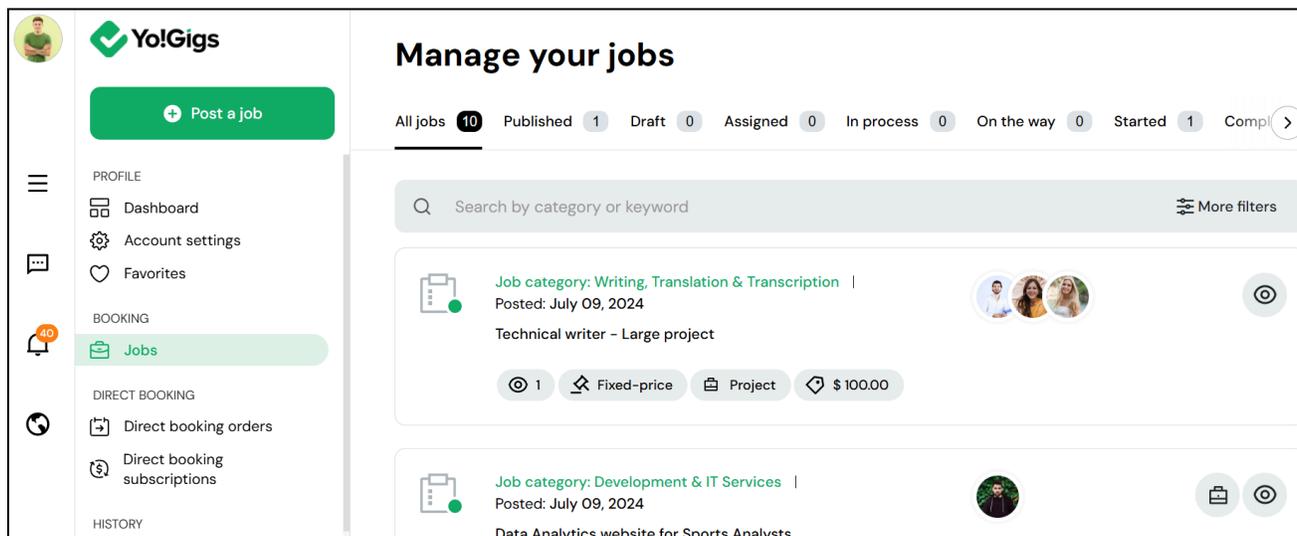
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 10. Review the jobs submodule

Manage and track all your jobs under the **Jobs** submodule, accessible from the left navigation panel.



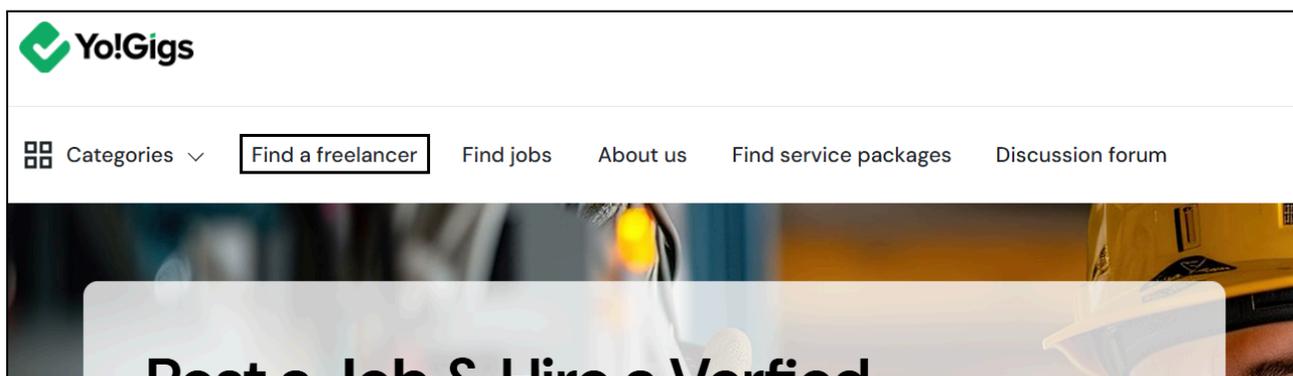
Keep track of all your jobs here, including the jobs published, jobs saved as drafts, jobs assigned, jobs in process, on-the-way jobs, jobs started, jobs completed, jobs closed, and jobs canceled.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

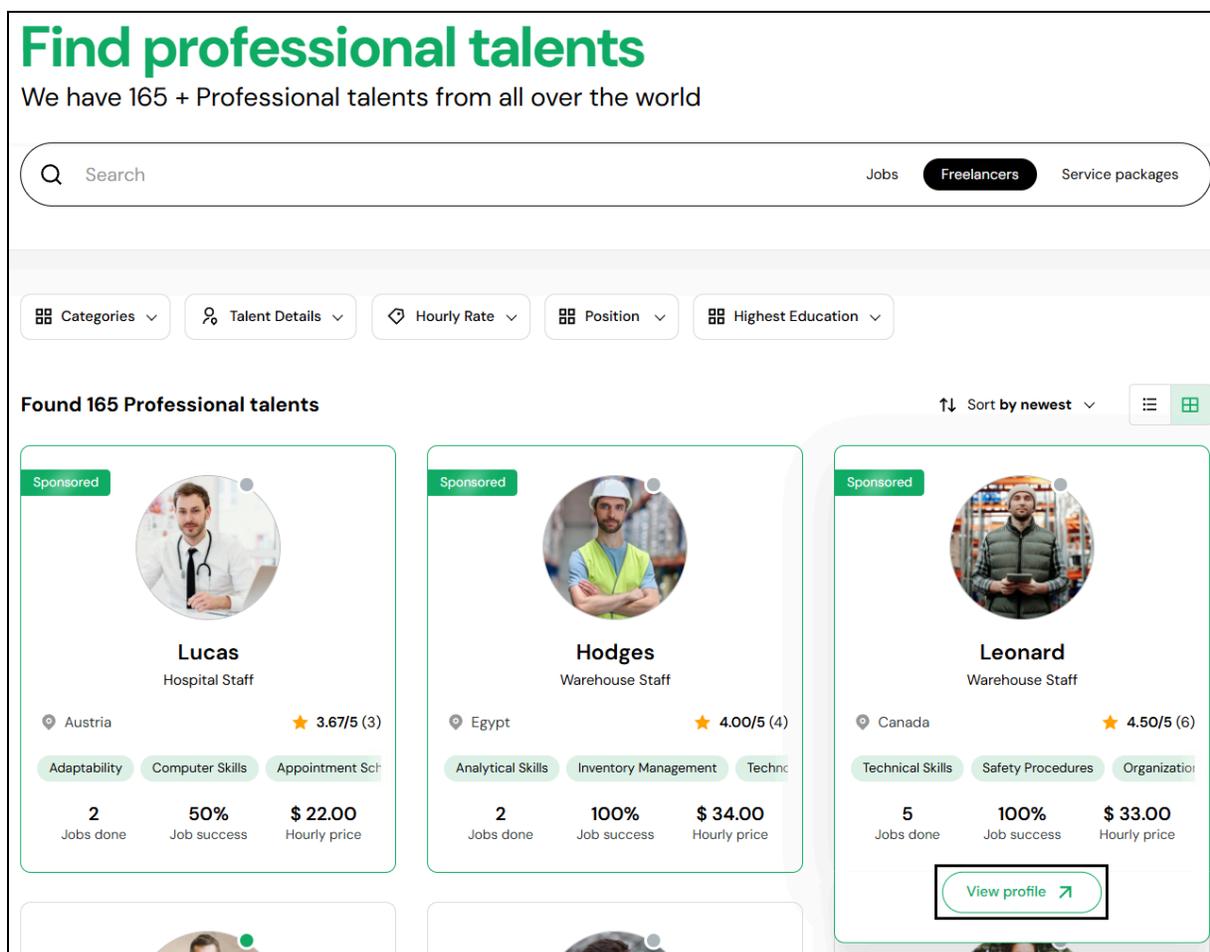
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 11. Direct booking services



On the platform's home page, select **Find a freelancer** to open the freelancer listing. Use the search field to find freelancers, and apply the filters below to refine your results.

When you find a freelancer, hover over their profile and select **View profile**.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

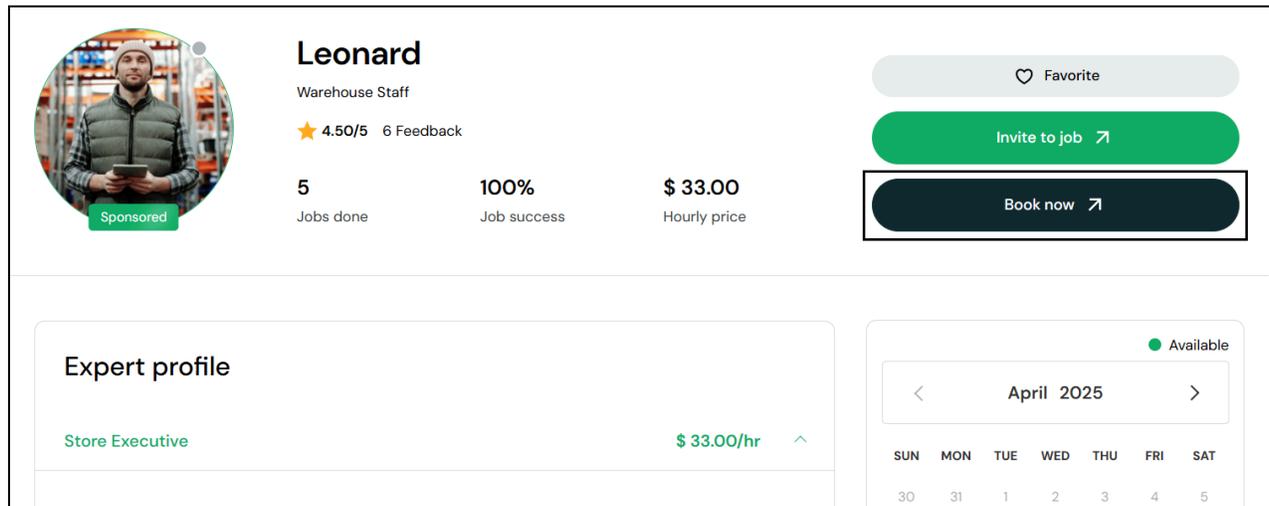
An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

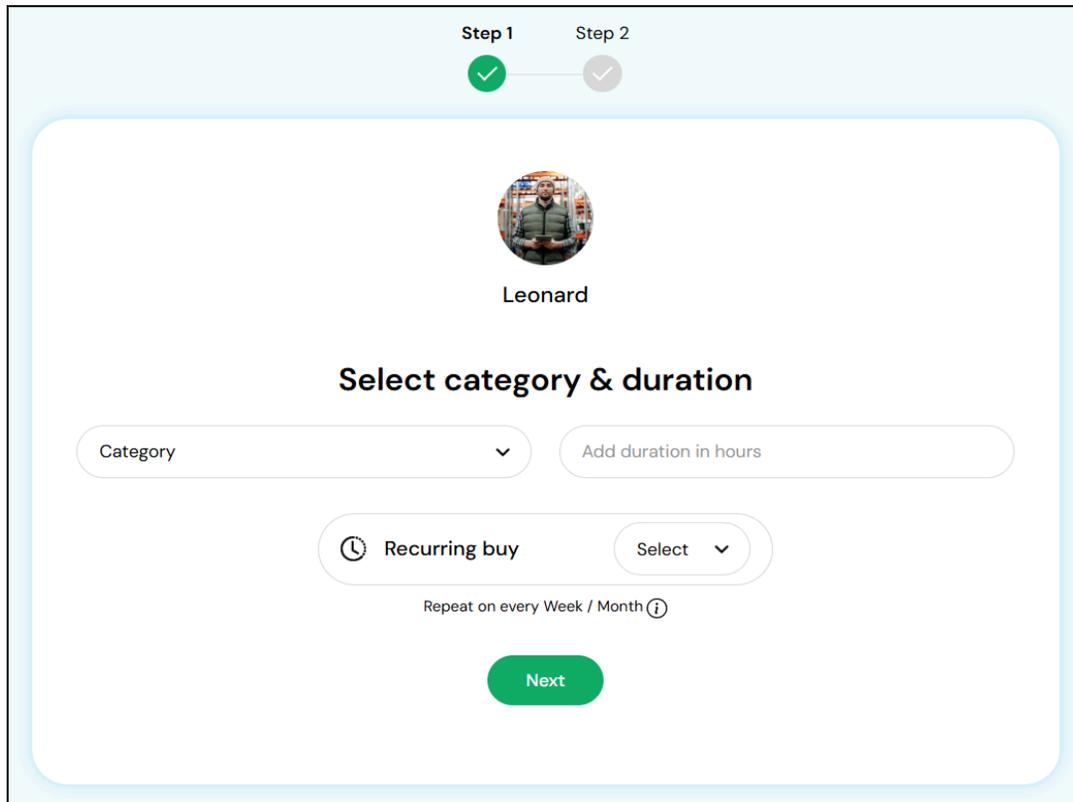
The freelancer's profile page will open, where the client can directly book the freelancer.

## 11.1 Book the freelancer

To do this, click the **Book now** button on the profile page.



This will direct you to the booking page.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

There are two steps involved in booking a freelancer directly:

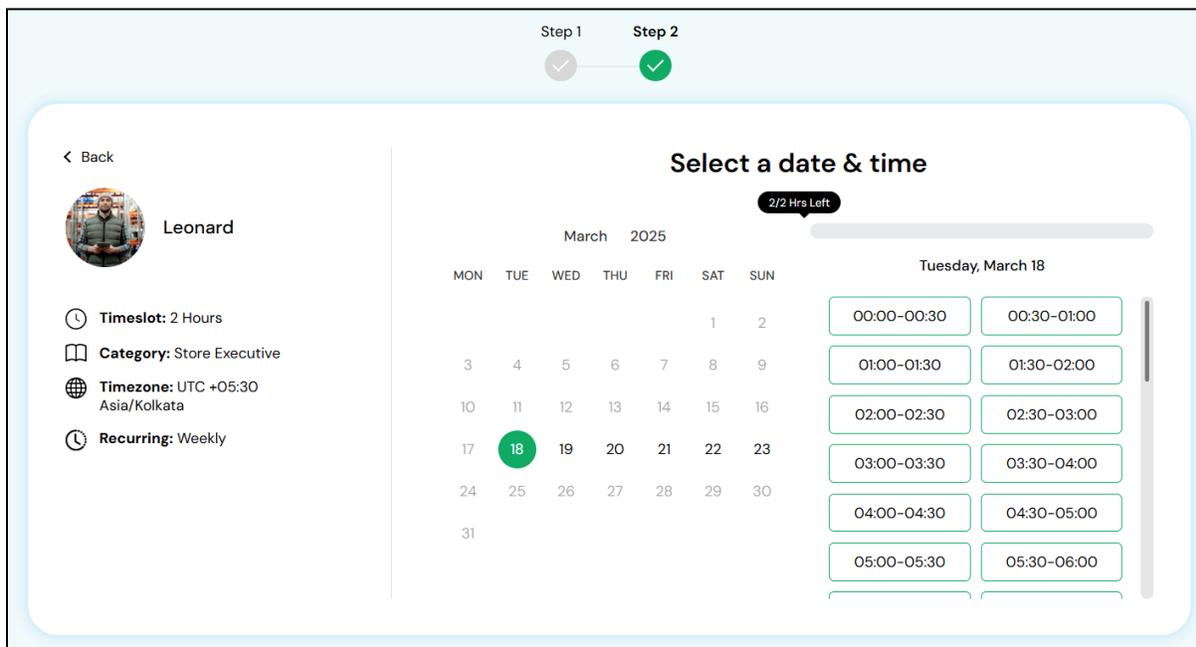
## Step 1: Select category & duration

Under the first step, update the fields accordingly:

- **Category:** Select the category for which you want to book the freelancer.  
To do this, click the category field, and a list of available categories added by the freelancer will appear.
  - **Add duration in hours:** Enter the duration in hours for which you want to book the freelancer.  
For instance, if you want to book a freelancer for **2 hours**, enter **2** in the field.
  - **Recurring buy:** If you want this booking to repeat, set a schedule.  
To do this, click the select field and a list of options will appear.
    - **Week:** Select this option to repeat your booking every week.
    - **Month:** Select this option to repeat your booking every month.
-  *Leave this option unselected if you do not want the booking to recur.*

Once done, click **Next** to proceed to the next step.

## Step 2: Select a date & time



Under this step, set the date and time for your booking:

- **Monthly calendar:** A calendar view is provided in the middle of this page to help you choose the preferred date for booking.

Select a date. Once you select a date, the available time slots will change based on the freelancer's availability.

 *If you have chosen the recurring buy option (weekly or monthly), the same date will be booked automatically for the next week or month. The amount will be deducted for each recurring booking accordingly.*

 *Manage your recurring direct booking cancellations under the [Direct booking > Direct booking subscription](#).*

- **Select the time slot:** Available time slots for the selected date will be displayed in 30-minute intervals.

Scroll down to view all the available hours shared by the freelancer. Then, click on the desired time slot for which you want to book a freelancer.

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0/2 Hrs Left

Wednesday, March 18

10:00-10:30	10:30-11:00
11:00-11:30	11:30-12:00
12:00-12:30	12:30-13:00
13:00-13:30	13:30-14:00
14:00-14:30	14:30-15:00

Book Now

Based on the duration you entered, select time slots that add up to the total duration in 30-minute intervals.

**For instance**, if you entered 2 hours as the booking duration, you need to select four 30-minute time slots (e.g., 10:00-10:30, 10:30-11:00, 11:00-11:30, and 11:30-12:00).

Once you have selected the date and time, click **Book now** to proceed. This will direct you to the checkout page.

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## 11.2 Complete your payment

Complete your payment

ORDER DETAILS	ASSIGN TO	ORDER PRICE
Leonard  <div style="display: flex; gap: 5px;"> <span> Direct booking</span> <span> \$ 66.00</span> </div>	 Assign to Leonard	\$ 66.00

**Select payment method**

- Wallet balance (\$ 1,814.41)
>
- Bank transfer
>
- Stripe
>
- PayPal standard
>
- Authorize.Net
>

**Have a coupon?**

Apply

**Summary**

Slot 1 ..... 2025-03-19 10:00 - 12:00

Category ..... Store Executive

Duration ..... 2 Hours

Hourly price ..... \$ 33.00

Recurring ..... Weekly

Sub total ..... \$ 66.00

Net amount ..... \$ 66.00

Confirm payment

\* All purchases will be made in USD. Foreign transaction fees might apply according to your bank's policy.

Review the payment details for directly booking the freelancer.

Then, select the payment method and complete the payment accordingly by clicking **Confirm payment**.

Once the payment is made from your end, you will be directed to the following page.

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Order number	O000645
Payment time	2025-03-17 11:42 AM
Payment method	Wallet
Buyer name	Nathan Alsop
Amount payment status	Paid
Payment status	Success

From here, go back to the **Direct booking orders** submodule by clicking **Go to orders**.

Or, close the form and go to the website home page by clicking **Cancel**. Then, go back to your dashboard and select **Direct booking orders**.

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**Yo!Gigs**

[+ Post a job](#)

Account settings  
Favorites

BOOKING  
Jobs

DIRECT BOOKING  
**Direct booking orders**  
Direct booking subscriptions

HISTORY  
Job orders  
Wallet recharge orders

READY TO SERVICE  
Ready To Service Orders

### Manage direct booking orders

All Bookings **7** | Unscheduled **0** | Assigned **3** | In process **1** | Completed **0** | Incompleted **0** | Rejects **>**

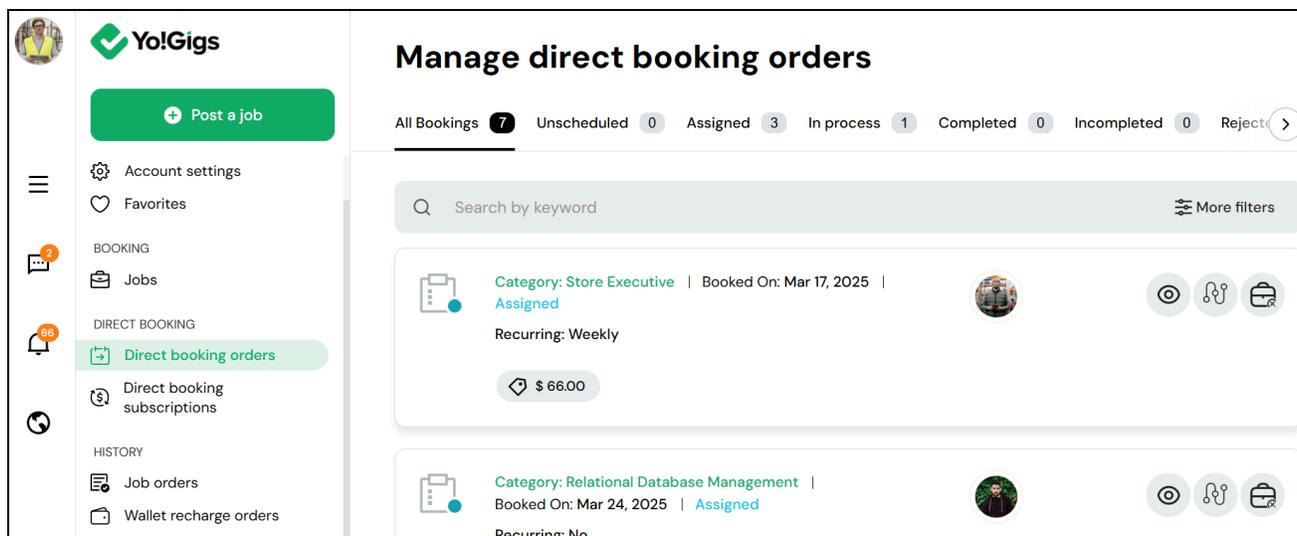
Search by keyword More filters

- Category: Store Executive** | Booked On: Mar 17, 2025 | **Assigned**  
Recurring: Weekly  
\$ 66.00
- Category: Relational Database Management** | Booked On: Mar 24, 2025 | **Assigned**  
Recurring: No  
\$ 13.00

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 12. Review the direct booking orders submodule

Manage and track all your booked orders under the **Direct booking orders submodule**, accessible from the left navigation panel.



Keep track of all your direct booking orders here, including unscheduled bookings, assigned bookings, in-process bookings, completed bookings, incompleted bookings, rejected bookings, canceled bookings, and closed bookings.

### 12.1 View the direct booking details

To view the details of your direct booking, click  beside the booked order.

The order details will appear in the middle of the page.

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Order details		×
Category	Store Executive	
Duration	2 Hr(s)	
Freelancer	Leonard	
Status	Assigned	
Booked on	2025-03-18 11:16:50	
Recurring	Weekly	
Slots	2025-03-18 10:00 - 12:00	

Track all details related to your booking order here, including the selected category, entered duration, booked freelancer, booking status, booking date and time, recurrence status, and booked time slots.

## 12.2 Reschedule the direct booking order

A freelancer can accept, reject, or unschedule the direct booking. If they reject it, you must choose another applicant.

However, if they unschedule your booking, you can reschedule it again for a different time slot with the same freelancer.

To do this, click  beside the unscheduled booking order and select **Reschedule** from the dropdown menu.

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**Manage direct booking orders**

All Bookings **8** | Unscheduled **2** | Assigned **2** | In process **1** | Completed **0** | Incompleted **0** | Rejected **0** >

Search by keyword More filters

Category: Store Executive | Booked On: Mar 17, 2025 | **Unscheduled**

Recurring: Weekly

\$66.00

Reschedule  
Cancel booking

This will direct you to the [Select a date & time](#) page.

From here, follow the same steps as you did earlier to [select a date & time](#) while booking the freelancer.

- i** The freelancer will again have the option to accept, reject or unschedule the booking.  
The freelancer can also unschedule the next recurring booking (weekly or monthly) anytime before it occurs. In such cases, you will need to reschedule the booking.

## 12.3 Cancel the direct booking

You can cancel your direct booking order anytime before the booked time slot with the freelancer.

- i** Once the booking is marked as completed by the freelancer, you can no longer cancel it.

To do this, click  beside the booked order.

## Manage direct booking orders

All bookings **11** | Unscheduled **0** | Assigned **3** | In process **2** | Completed **1** | Incompleted **0** | Rejected **0** >

Search by keyword More filters

**Category: Store Executive** | Booked on: Mar 17, 2025 | **Assigned**

Recurring: Weekly

\$ 66.00

🎯
👤
📅

Or if you do not find this button, click and select **Cancel booking** from the dropdown menu.

**i** *The cancel button is visible next to orders with the 'Assigned' status. For all other statuses, an action button appears instead, and you can cancel your booking by clicking 'Cancel booking' from its dropdown menu.*

## Manage direct booking orders

All Bookings **8** | Unscheduled **2** | Assigned **2** | In process **1** | Completed **0** | Incompleted **0** | Rejected **0** >

Search by keyword More filters

**Category: Store Executive** | Booked On: Mar 17, 2025 | **Unscheduled**

Recurring: Weekly

\$ 66.00

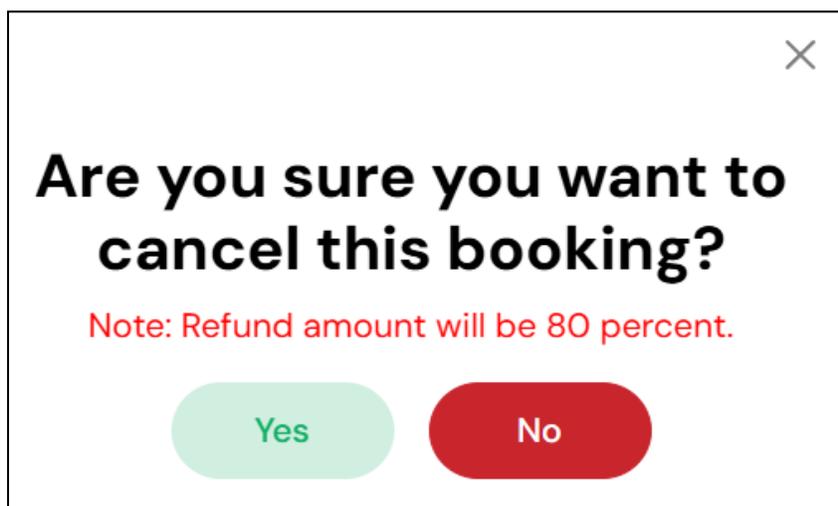
🎯
👤
⋮

Reschedule

Cancel booking

When you do this, a confirmation message appears in the middle of the page.

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Click **Yes** to cancel the booking.

And then it will be marked as canceled successfully.

 *Canceling the booking will release the freelancer from the appointment. To book a new freelancer, you must follow the [Direct booking](#) process again.*

Once the booking is marked as canceled, the amount you paid when booking the freelancer will be refunded as a percentage displayed at the time of cancellation.

 *The platform admin determines the refund percentage, which may vary depending on when the cancellation occurs.*

**For instance**, if you paid \$60 and the refund percentage is 80%, you will receive a refund of \$48.

 *If you cancel an assigned recurring booking (**weekly** or **monthly**), the freelancer will be released from the appointment, including all future occurrences.*

*However, if you cancel an in-process recurring booking (**weekly** or **monthly**), the freelancer will only be released from the upcoming selected slot, not from the next scheduled occurrence.*

*To cancel the next scheduled booking as well, refer to [cancel booking subscription](#).*

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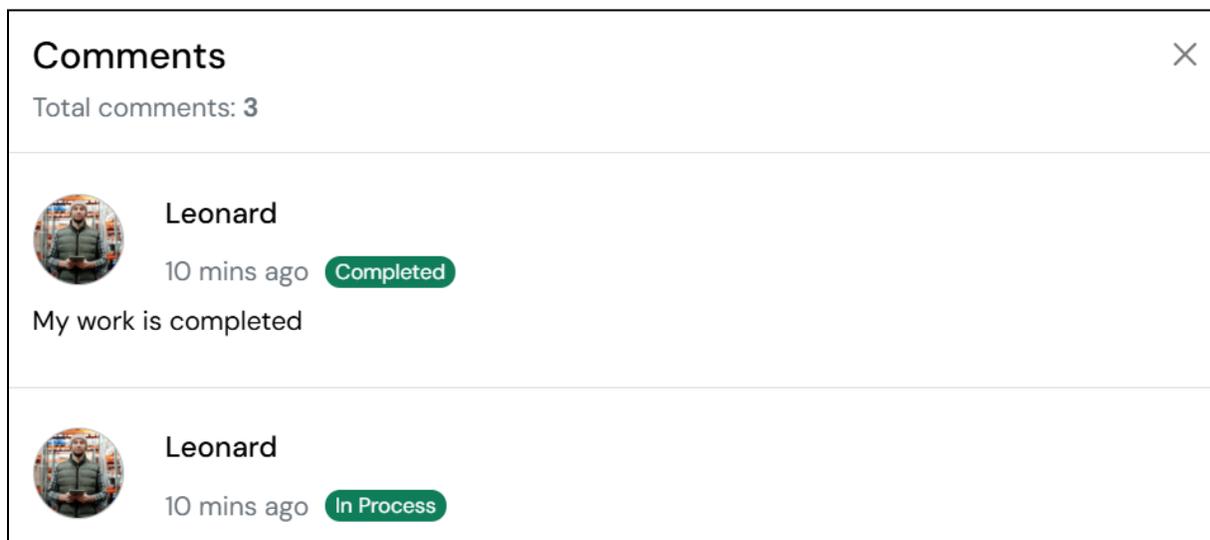
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 13. Review the completed bookings

Once the freelancer completes the scheduled appointment and marks it as **Completed**, you can view the comments they have left.

To do this, click  beside the completed booking.

When you do this, a comments pop-up will appear.



Here, you can review the status of your work progress and check if the freelancer has shared any important Comments related to your booking.

Once the freelancer have finished the work, you can perform the following actions, similar to those available in the [Jobs](#) module:

- **Mark work as closed:** To accept the completed work and mark it as closed, click  beside the completed order, then select **Mark work as closed** from the dropdown menu.

- **Send feedback:** You can send the feedback to the freelancer once the job is closed.

To do this, click the **send feedback button**  beside the closed job.

- **Mark work as incomplete:** Select this option if you feel that the work was not completed as per your requirements.

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To do this, click  beside the completed order to open the dropdown menu, then select **Mark work as incomplete**.

- **Report an issue:** If you encounter any problems with your **Direct booking order**, you can report an issue to notify the platform admin and the freelancer.

To do this, click the **Report an issue button** , or click  beside the order and select **Report an issue** from the dropdown menu.

- **Escalate the issue:** To do this, go to the **Reported issues** page on your dashboard.

Then, click  beside the reported issue.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 14. Review the direct booking subscriptions submodule

Manage and track all your direct booking subscriptions under the **Direct booking subscriptions submodule**, accessible from the left navigation panel.

All recurring direct bookings (**weekly or monthly**) will appear on this page.

The screenshot displays the 'Manage direct booking subscriptions' interface. On the left is a navigation menu with options like 'Post a job', 'Account settings', 'Favorites', 'BOOKING', 'DIRECT BOOKING', and 'HISTORY'. The main area shows a summary of subscription counts: Active (6), Completed (0), and Canceled (0). Below this is a search bar and a table of subscriptions.

Freelancer	Category	Type	Start date	End date	Status	Actions
Leonard	Store Executive	Weekly	Mar 17, 2025	Mar 25, 2025	Active	
	Full Game Creation	Weekly	Mar 10, 2025	Mar 17, 2025	Expired	

Keep track of all your direct booking subscriptions here, including active, completed, and canceled subscriptions.

### Cancel a direct booking subscription

You can cancel your **Direct booking subscription** anytime before the next billing cycle. Canceling a subscription will prevent future charges and release the freelancer from all upcoming scheduled appointments under that subscription.

To do this, click the **Cancel button**  beside the order.

A **Cancel subscription pop-up form** will appear.

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### Cancel subscription ✕

**Comments\***

Note: Add comments/reasons why you are cancelling the booking.

[Submit](#)

Update the following:

- **Comments\***: Enter your comments related to canceling the subscription.

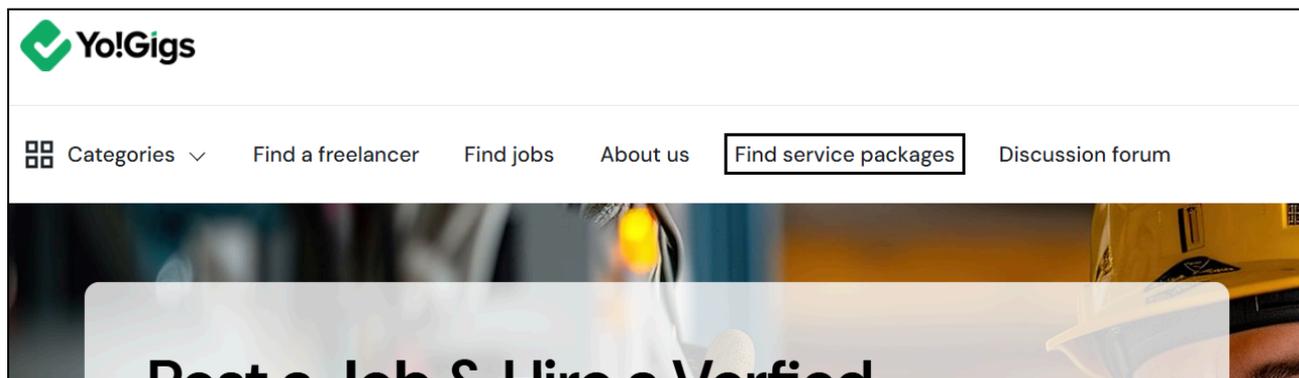
Click **Submit**.

With this, your subscription will be marked as canceled, and no further bookings will be scheduled under it.

 *View and manage your previously occurred appointments under the [direct booking order submodule](#).*

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 15. Ready-to-go services



On the platform's front end home page, click **Find service packages** to open the service listing page.

Browse available ready-to-go services and compare your options. Use the search field to find service packages, and apply the filters below to narrow your results.

**Find services**

We have 38 + Services from all over the world

Search Jobs Freelancers **Service packages**

Categories Service Details Budget Service Types

**Found 38 Service** Sort by newest

**SEO Content Writing Service**

We provide high-quality, SEO-optimized content that boosts your online visibility and engages your audience. Our expert content...

**\$ 10.00**  
Price

**Graphics, Design & Architecture Service Package**

We provide innovative and high-quality graphic design, branding, and architectural solutions for businesses and individuals...

**\$ 10.00**  
Price

[View details](#)

**Plumbing Service**

We provide professional plumbing solutions for residential and commercial properties. From emergency repairs to complete plumbing...

**\$ 9.00**  
Price

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

When you find a package, hover over it and select **View details** to open the details page.

## Graphics, Design & Architecture Service Package

Posted by: [Kanishk](#)
⌚ Posted: Feb 25, 2025



Silver
Gold
Platinum

\$ 10.00

Logo & branding basics (logo + color palette)

1-page brochure or flyer design

Basic floor plan sketch

Social media post template

**Completion** : 25 Day

**Total revision** : 1

Buy

### About the service

We provide innovative and high-quality graphic design, branding, and architectural solutions for businesses and individuals. Whether you need a stunning brand identity, eye-catching marketing

Kanishk

📍 Belgium

★ 4.17/5 (23)

↑

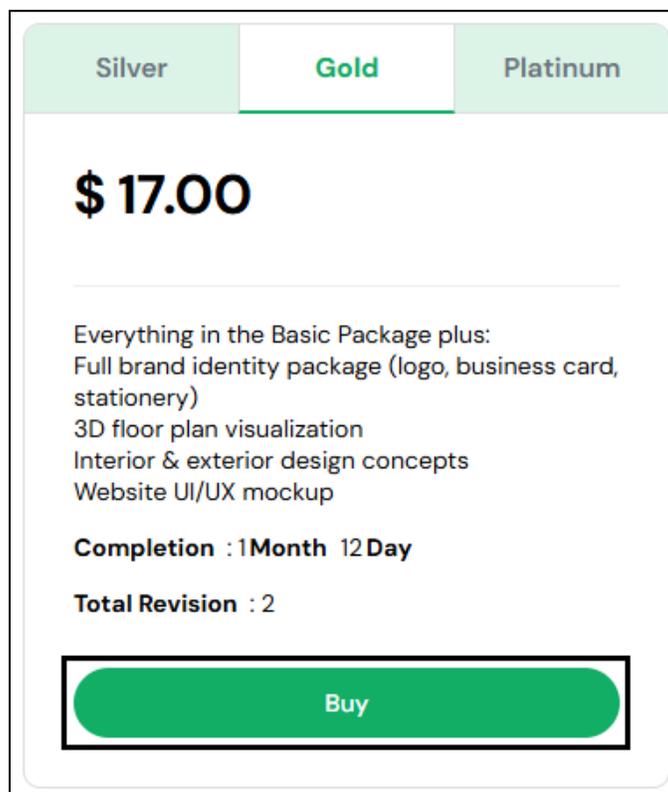
Go through all the sections by scrolling through the page to review all the details before making the purchase, including the pricing plans.

**i** *The plans visible on this page are managed by both the platform admin and the freelancer. A maximum of three plans can be added, each offering a set of features catering to different needs.*

Review each plan's details by switching between the tabs.

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## 15.1 Buy a ready-to-go service



Silver Gold Platinum

**\$ 17.00**

Everything in the Basic Package plus:  
Full brand identity package (logo, business card, stationery)  
3D floor plan visualization  
Interior & exterior design concepts  
Website UI/UX mockup

**Completion : 1Month 12Day**

**Total Revision : 2**

Buy

**i** *The plan names, their sequence, and the number of available plans may vary based on the settings defined by the admin.*

Once you have selected the package that best suits your requirements, click **Buy** to proceed. This will direct you to the payment page.

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## Complete your payment

ORDER DETAILS	ASSIGN TO	ORDER PRICE
<p>Graphics, Design &amp; Architecture Service Package</p> <p> Service  \$ 17.00</p>	<p> Assign to Kanishk</p>	<p>\$ 17.00</p>

### Select payment method

-  Wallet balance (\$ 11,504.38) >
-  Bank transfer >
-  Stripe >
-  PayPal standard >
-  Authorize.Net >

### Have a coupon? [View Coupons](#)

Apply

### Summary

Sub total ..... \$ 17.00

Net amount ..... \$ 17.00

Confirm payment

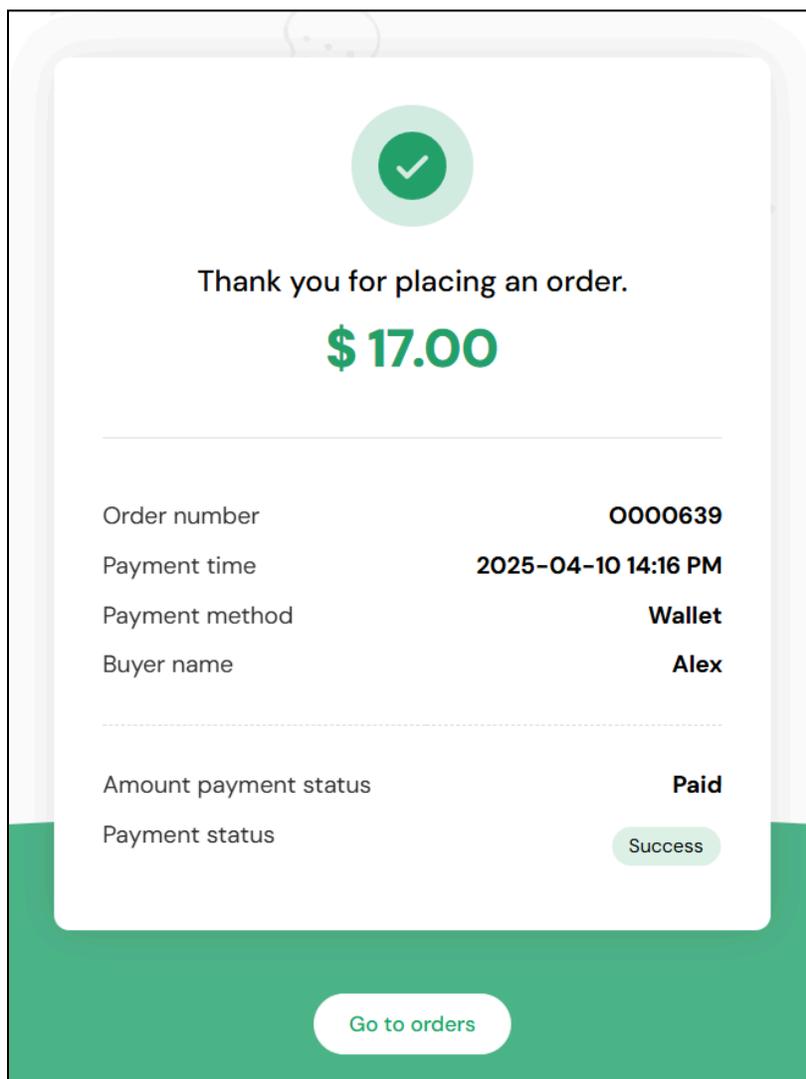
\* All purchases will be made in USD. Foreign transaction fees might apply according to your bank's policy.

Review the payment details for the service package.

Then, select the payment method and complete the payment accordingly by clicking **Confirm payment**.

Once the payment is made from your end, you will be directed to the following page.

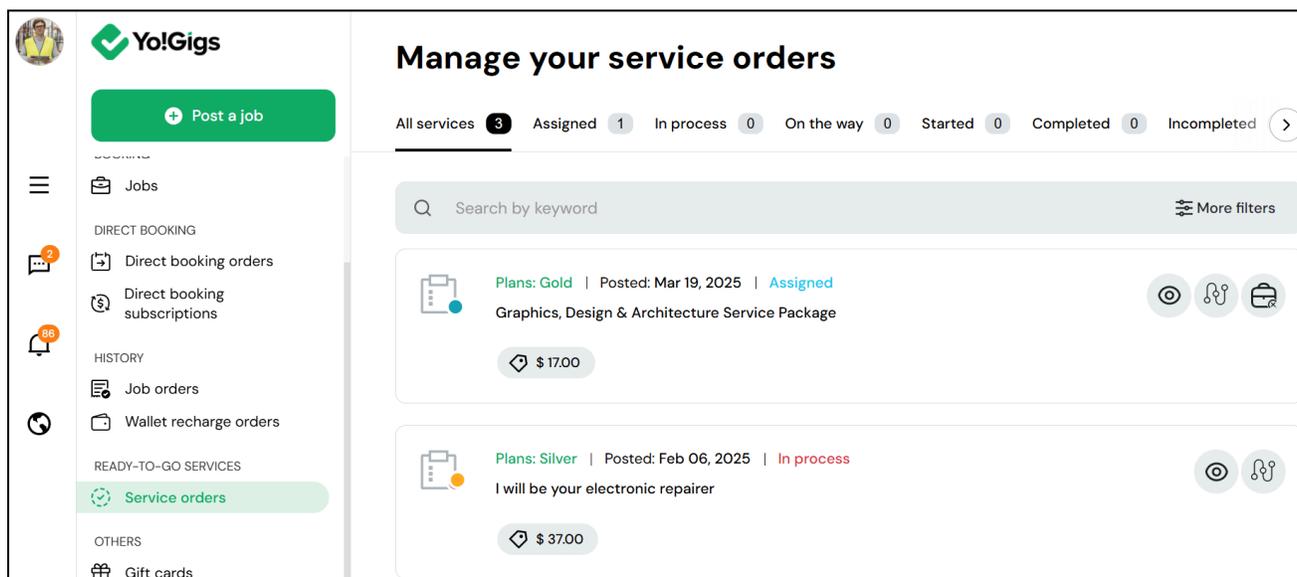
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



From here, go back to the **Service orders submodule** by clicking **Go to orders**.

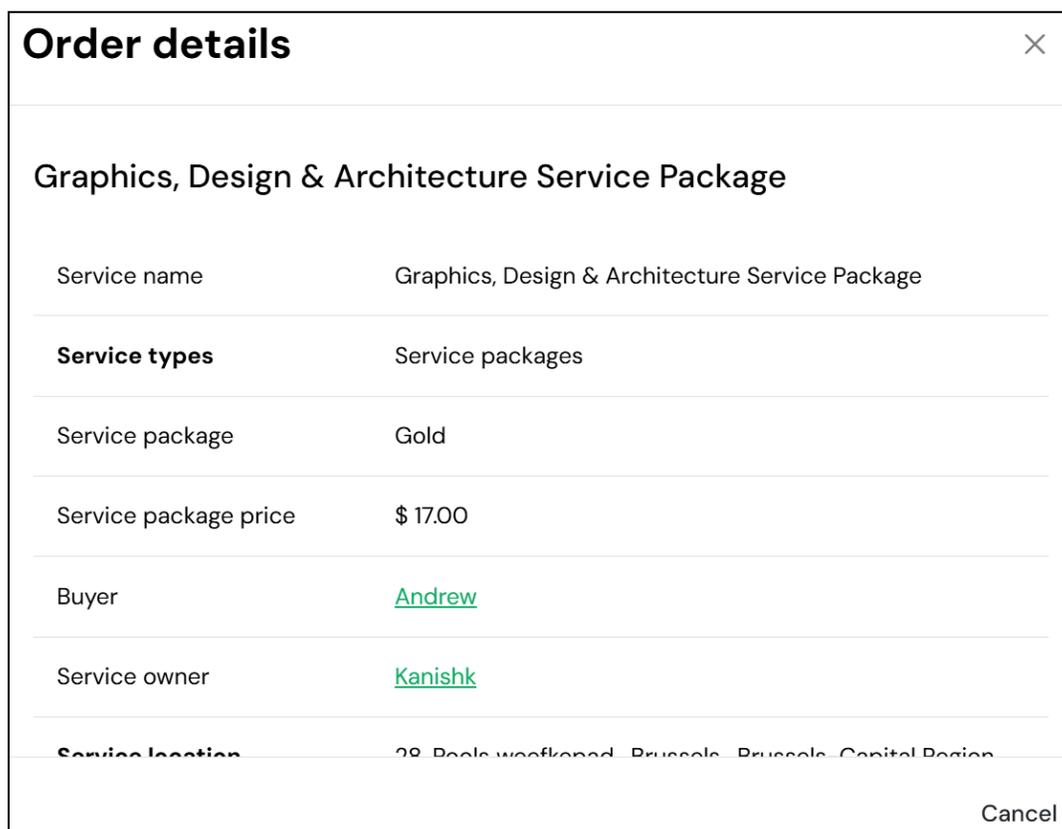
Or, close the form and go to the website home page by clicking **Cancel**. Then, go back to your dashboard and select **Service orders**.

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**i** The freelancer has the option to reject a service request. In such a case, you will have to choose another applicant for your requirement.

To view the details of your service order, click  beside the service. When you do this, the order details will appear in the middle of the page.



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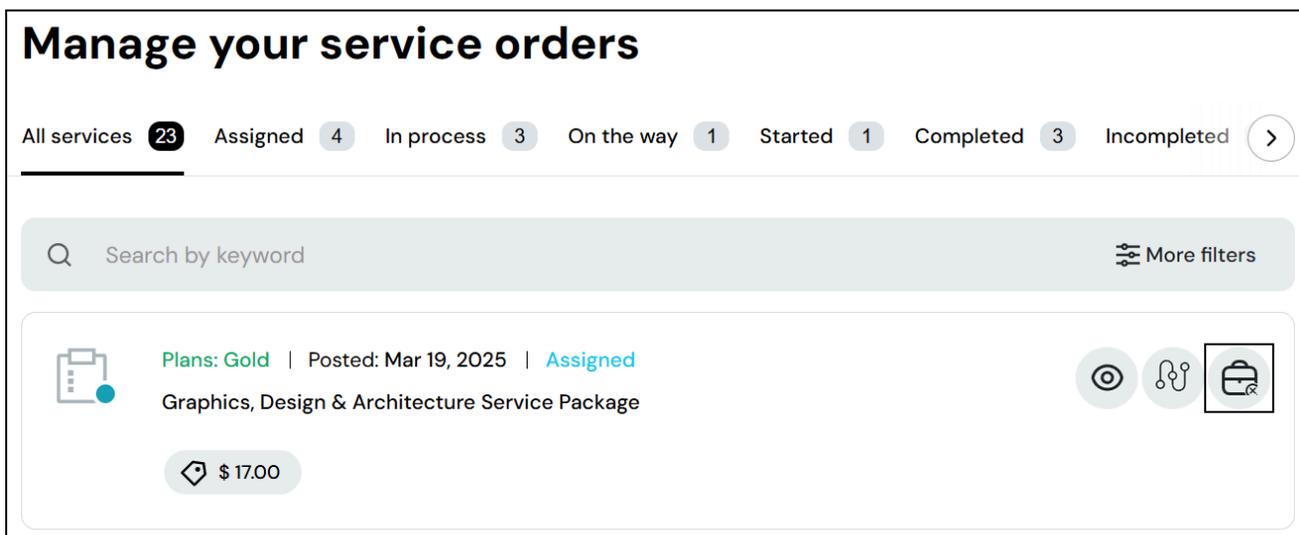
Track all details related to your service order here. Scroll down to view all available details.

## 15.2 Cancel a ready-to-go service

You can cancel a service only when its status is **In process** or **On the way**.

 *Once the service is marked as started, cancellation is not allowed.*

To do this, click  beside the service order.



Or if you do not find this button, click  and select **Cancel service** from the dropdown menu.

 *The Cancel button is visible next to orders with the 'Assigned' status. For all other statuses, an action button appears instead, and you can cancel your booking by clicking 'Cancel booking' from its dropdown menu.*

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## Manage your service orders

All services **3** Assigned **0** In process **1** On the way **0** Started **0** Completed **0**

Search by keyword More filters

Plans: Gold | Posted: Mar 19, 2025 | In process

Graphics, Design & Architecture Service Package

\$ 17.00

Report an issue  
Cancel service

When you do this, a confirmation message appears in the middle of the page.

×

## Are you sure you want to cancel this service?

Note: Refund amount will be 70.00 percent.

Yes
No

Click **Yes** to cancel the service.

And then it will be marked as canceled successfully.

**!** *Canceling the service will release the freelancer from their responsibilities. To purchase a new service, you must visit the [ready-to-go services](#) listing page again.*

Once the service is marked as canceled, the amount you paid when purchasing the service will be refunded as a percentage displayed at the time of cancellation.

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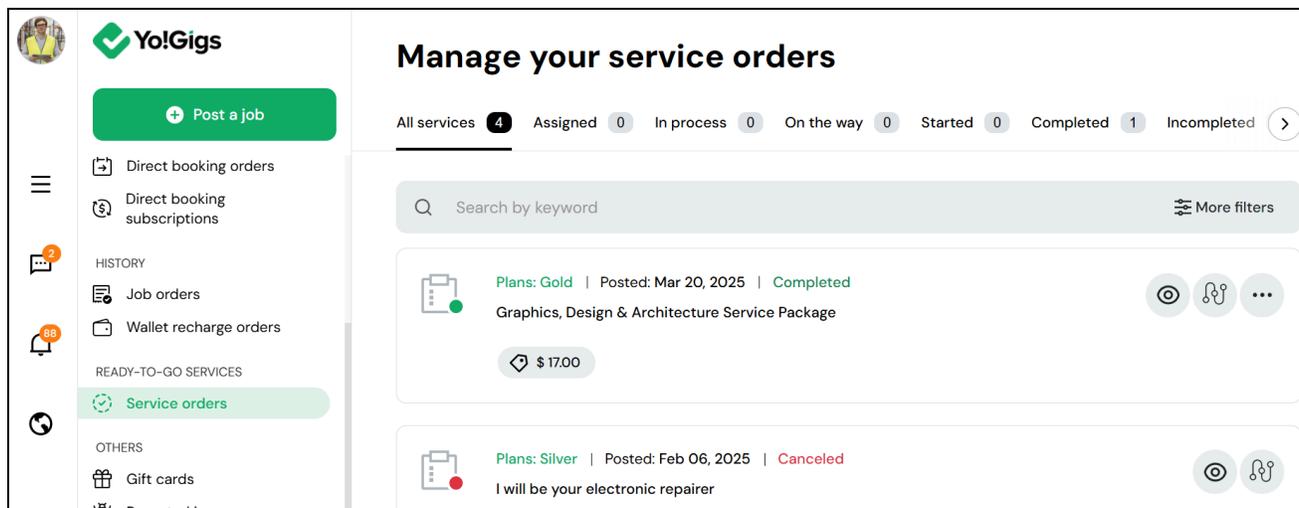
 *The platform admin determines the refund percentage, which may vary depending on when the cancellation occurs.*

**For instance,** if you paid \$17 and the refund percentage is 70%, you will receive a refund of \$13.60

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## 16. Review service orders submodule

Manage and track all your service orders under the **Service orders submodule**, accessible from the left navigation panel.



Keep track of all your service-related orders here, including assigned services, in-process services, on-the-way services, completed services, incompleted services, rejected services, canceled services, and closed services.

### Review the completed services

Once the freelancer completes the work and marks it as **Completed**, you can view the comments they have left.

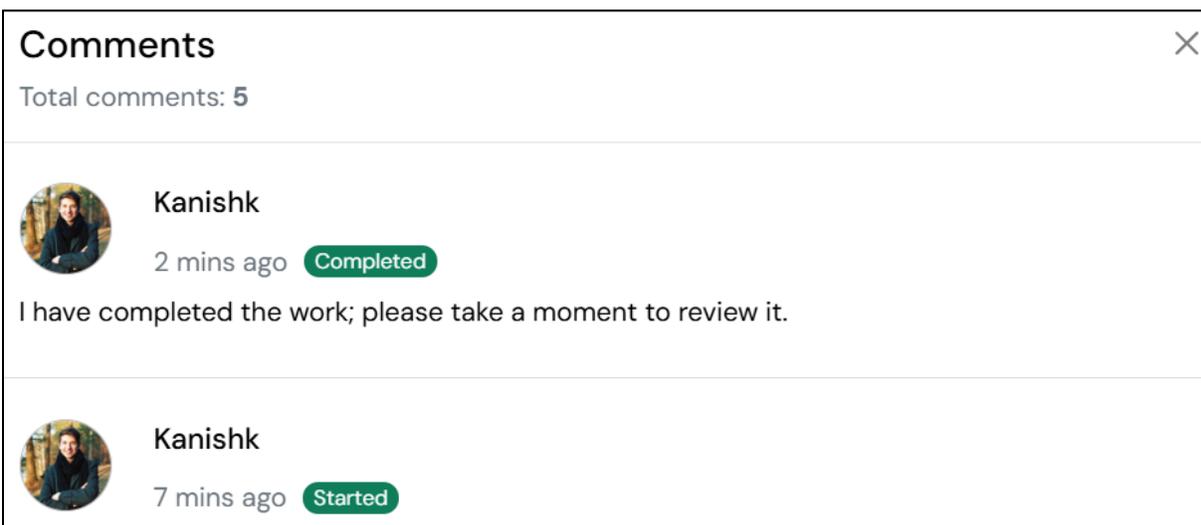
To do this, click the **timelines and comments button**  beside the completed work.

When you do this, a comments pop-up will appear.

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Here, you can review the status of your work progress and check if the freelancer has shared any important messages related to your booking.

The actions required to complete a service order are the same as those available in the [Direct booking order](#) submodule.

You can perform the following actions:

- **Mark service as closed:** Select this to accept the completed work and mark it closed. To do this, click  beside the completed order to open the dropdown menu, then select **Mark work as closed**.
- **Send feedback:** You can send the feedback to the freelancer once the service order is closed.

To do this, click the **send feedback button**  beside the closed service order.

- **Mark work as incomplete:** Select this option if you feel that the service order was not completed as per your requirements.

To do this, click  beside the completed order to open the dropdown menu, then select **Mark work as incomplete**.

- **Report an issue:** If you encounter any problems with your **Service order**, you can report an issue to notify the platform admin and the freelancer.

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To do this, click the **Report an issue** button , or click  beside the order and select **Report an issue** from the dropdown menu.

- **Escalate the issue:** To do this, go to the **Reported issues** page on your dashboard.

Click  beside the reported issue.

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## Get your work done by the best professionals in the industry!

Keep posting jobs and hiring the best talents from the platform and get all your requirements fulfilled on time, and at the best rates.

Refer to the **Client User Manual** to know more about all the features the platform has to offer you!

x—x

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# Yo!Gigs - Online Service Marketplace Solution

Visit <https://www.yo-gigs.com/> to know more!



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