



Getting Started (Freelancer)

-Version 3.2-

Table of Contents

Sr. no.	Contents	Page no.
0.	Getting Started Guide	1
1.	Visit the platform	1
2.	Create an account	2
3.	Fill the Freelancer registration form	7
3.1	General profile	7
3.2	Skills & preferences	13
3.3	Qualifications	19
3.4	Certifications	19
4.	Wait for the admin's approval	21
5.	Explore your dashboard	23
6.	Review your account settings	24
7.	Find a job	25
8.	Send a proposal	29
9.	Accept the job offer	34
10.	Send a message	37
11.	Complete the job	39
12.	Report an issue	42
13.	Escalate the issue	44
14.	Review the jobs module	46
15.	Direct booking module	47
15.1	Set your availability calendar submodule	47
15.2	Review the direct booking orders	55
15.3	Review the direct booking subscriptions submodule	59

16.	Ready-to-go services module	60
16.1	Service packages submodule	60
16.2	Marketplace services submodule	74
17.	Review the service order submodule	77
18.	Sponsorship plans submodule	79
19.	Review the sponsorship plan orders submodule	83
19.1	Stop the next recurring renewal	83
20.	Start your freelancing journey!	85

Getting Started Guide

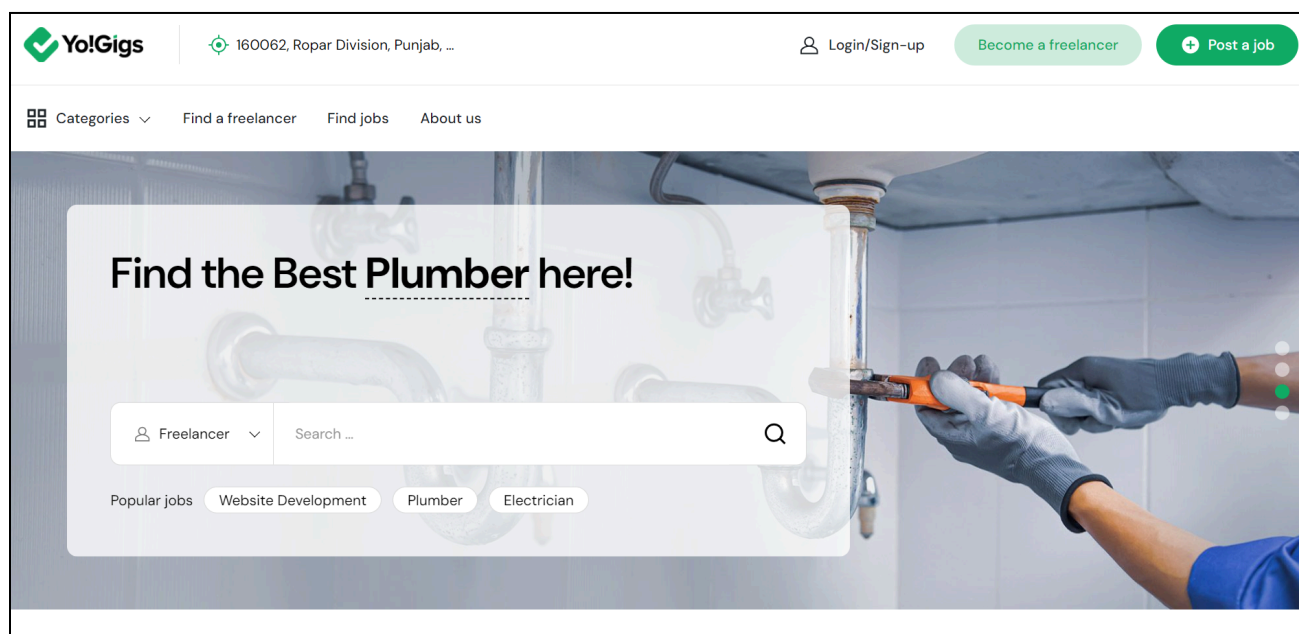
Yo!Gigs is a large freelancing and crowdsourcing marketplace, where every day, businesses of different sizes and independent freelancers from all over the world meet here to attain remarkable things.

If you have decided to join our community of experts by becoming a freelancer to advance your career and grow your earnings, this guide is for you.

Follow the step by step process shared to get started as a freelancer 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 two steps involved in becoming a freelancer on the platform:


1. First, you need to create an account on the platform (where you are automatically added as a client when you fill the **Create an account** form or [sign in via your Gmail or Apple ID](#)).
2. The second step involves filling the [freelancer registration form](#). Once you fill this form, your request to become a freelancer is sent to the platform's admin, who reviews your profile and either accepts the request or rejects it.


There are two places from where you can register as a freelancer on the platform:

- Login/Sign-up button > Create an account link at the bottom of the form
- Become a freelancer button

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

Individual ▼

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.

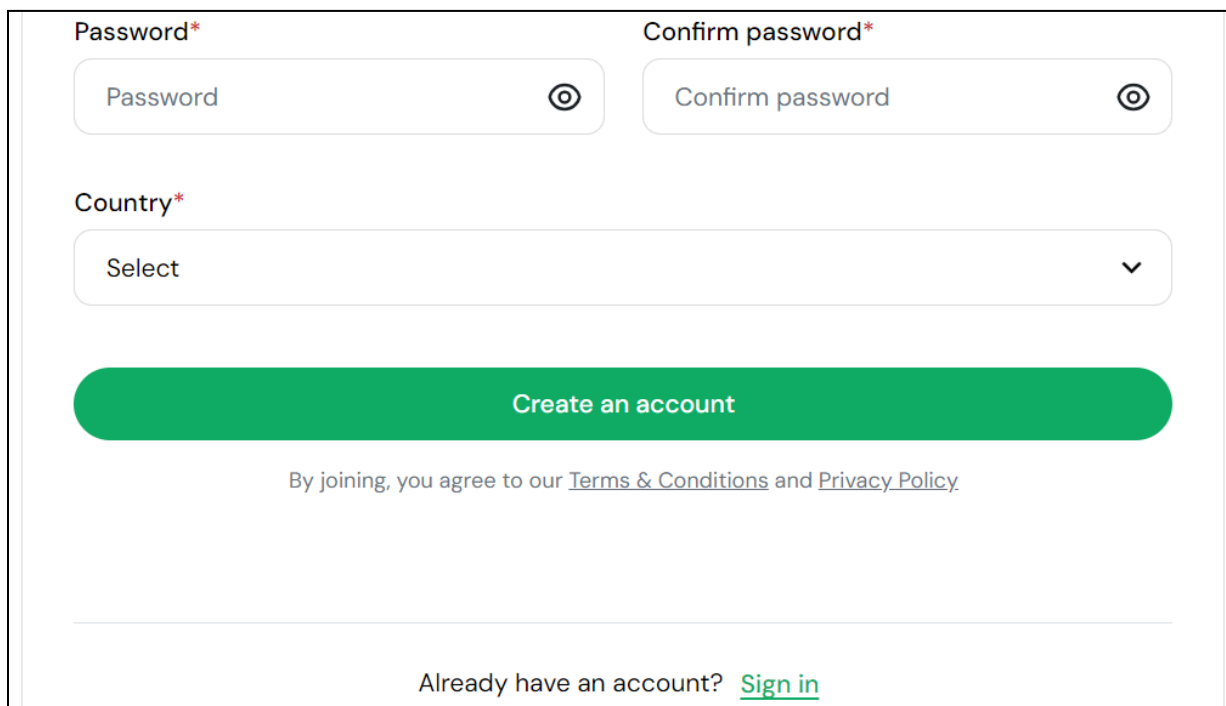
The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.

By default, the option ‘As a freelancer’ will be selected already. If not, select it.

Fill in your details under this form, including:

- **First name*:** Enter your first name.
- **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 update the next fields:



The screenshot shows a registration form with the following elements:


- Password*:** A text input field with a toggle icon (an eye inside a circle) to the right.
- Confirm password*:** A text input field with a toggle icon (an eye inside a circle) to the right.
- Country*:** A dropdown menu with the text 'Select' and a downward arrow icon.
- Create an account:** A large green button with white text.
- Terms & Conditions and Privacy Policy:** A line of text below the button, with 'Terms & Conditions' and 'Privacy Policy' as clickable links.
- Sign in:** A link at the bottom of the form, preceded by the text 'Already have an account?'.

- **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.

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.

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.

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

Once done, click **Create an account**.



Once you complete this step, you will be added as a client on the platform.

Your next step is to fill the [freelancer registration form](#) (provided you have completed any other formalities required based on the [settings configured](#) by the admin).

Signing up via your Gmail/Apple ID

If you follow the process of signing up using your Google or Apple ID to create an account, a client account will be created for you and you will be directed to the client dashboard.

To become a freelancer, you will have to create an account as a freelancer as well, to move ahead with your freelance journey.

There are two ways to do this:

a. Become a freelancer

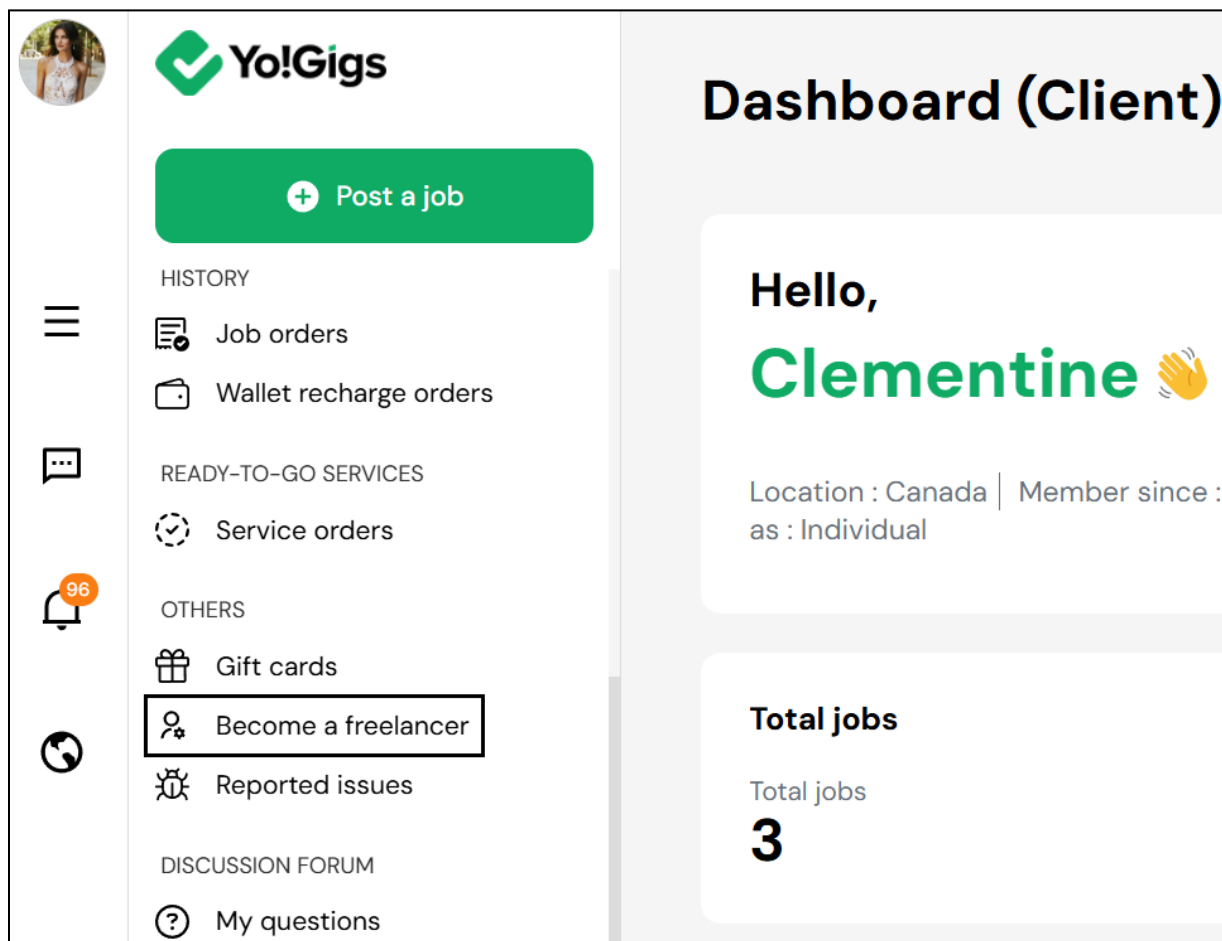
Scroll down to select **Become a freelancer** on the navigation menu.

Select it to request to become a freelancer on the platform.

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.



This will direct you to the [Freelancer registration form](#).

b. Log in as a freelancer

On the left side navigation panel, click the profile icon.

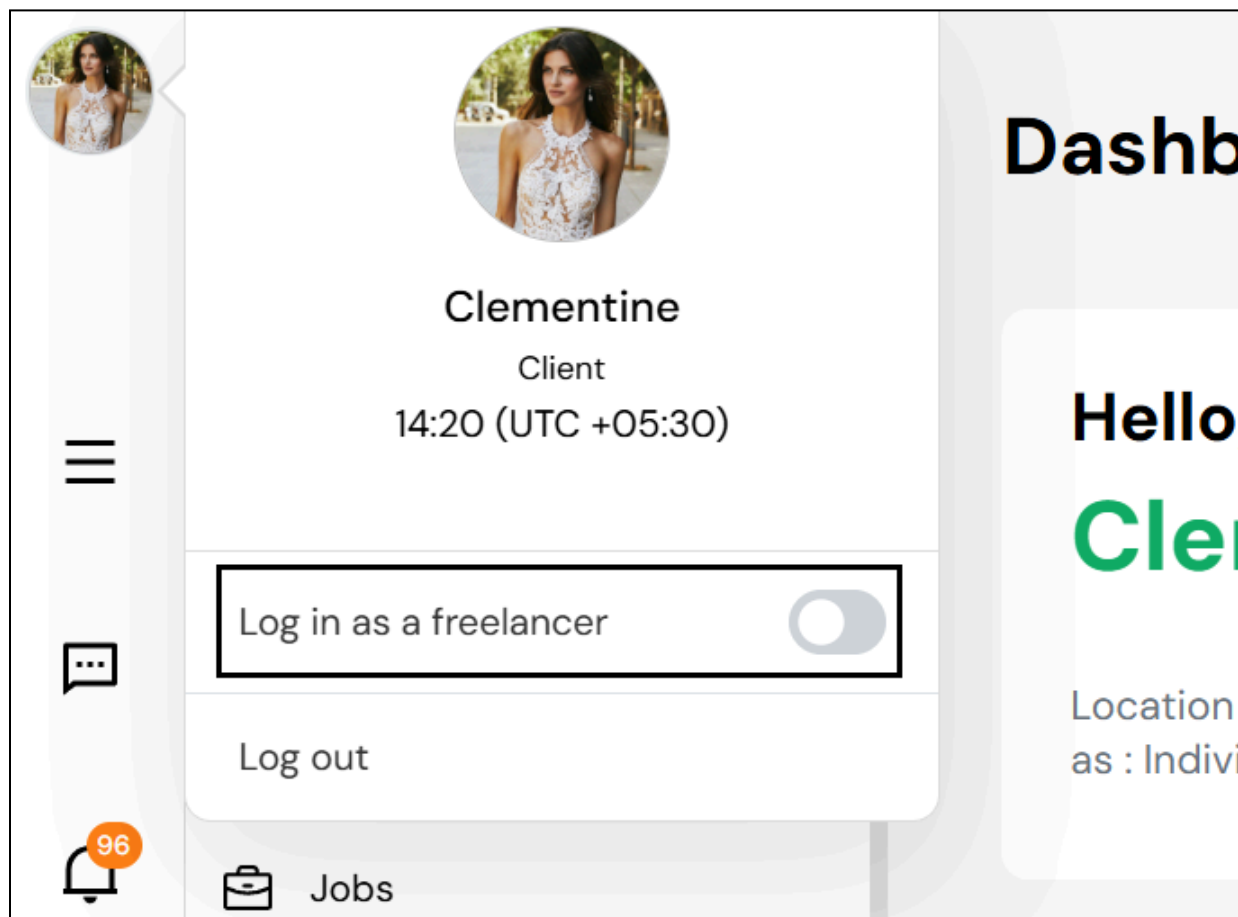
A tiny menu appears.

Turn on ☒ the 'Log in as a freelancer' toggle switch to request to become a freelancer on the platform.

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.



This will direct you to the [Freelancer registration form](#).

Additional points to note

- If the admin has activated the feature where you are **required to verify your email address** after filling the **Create an account** form, you will first have to verify your email address, and then log into your account to go to the [Freelancer registration form](#).
- If the admin has activated the feature where **every registration requires their approval**, you will have to wait for your request to create an account to be approved before you can log in, and fill out the [Freelancer registration form](#).

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.

3. Fill the Freelancer registration form

Once you create your account, you will be directed to the **Freelancer registration form**.

The screenshot shows the 'General profile' tab of the Yo!Gigs registration form. On the left is a sidebar with nine tabs: 1 General profile (active), 2 Skills & preferences, 3 Qualifications, 4 Certificates, 5 Work experience, 6 Achievements, 7 Curriculum Vitae (CV), 8 Designation, and 9 Availability. The main content area is titled 'General profile' and contains a 'Personal information' section with the following fields: First name (Richard), Last name (Hsu), Gender (Select), Timezone (Select), Phone code (Select), and Phone number. There is also a 'Preferred language' dropdown set to 'Select'. To the right of the form is a toggle for 'Auto-translate into other languages' (disabled) and a language dropdown set to 'English'. Below the form is a green button labeled 'Next: Add skills & preferences'. A callout box on the right titled 'Personal information' lists: Full name, email, phone number, timezone, profile picture, a short description, etc.

There are multiple tabs under this form.

***i** The first two tabs (**General profile** and **Skills & preferences**) are **default tabs** added in the system. The tabs that follow these (called **dynamic tabs**), are created by the platform's admin, depending on the information they require from you. Hence, you might come across **different dynamic tabs** in the Freelancer registration form you are filling.*

The default tabs and the first two dynamic tabs have been explored to guide you accordingly.

3.1 General profile

Update all your personal information under this tab, which is broken down into three sections:

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.

Personal information

Some fields under this tab will come prefilled with your personal information you added in the previous step.

Review and update them as needed, and fill the rest of the fields:

- **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.
- **Preferred language*:** Click the field and select your preferred language from the options available.

Scroll down to update the next fields:

Short bio *

Add a brief description about yourself...

Save

- **Short bio*:** Enter a brief description about yourself that will be displayed on your profile where potential clients and other freelancers can see.

Once done, click **Save**.

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.

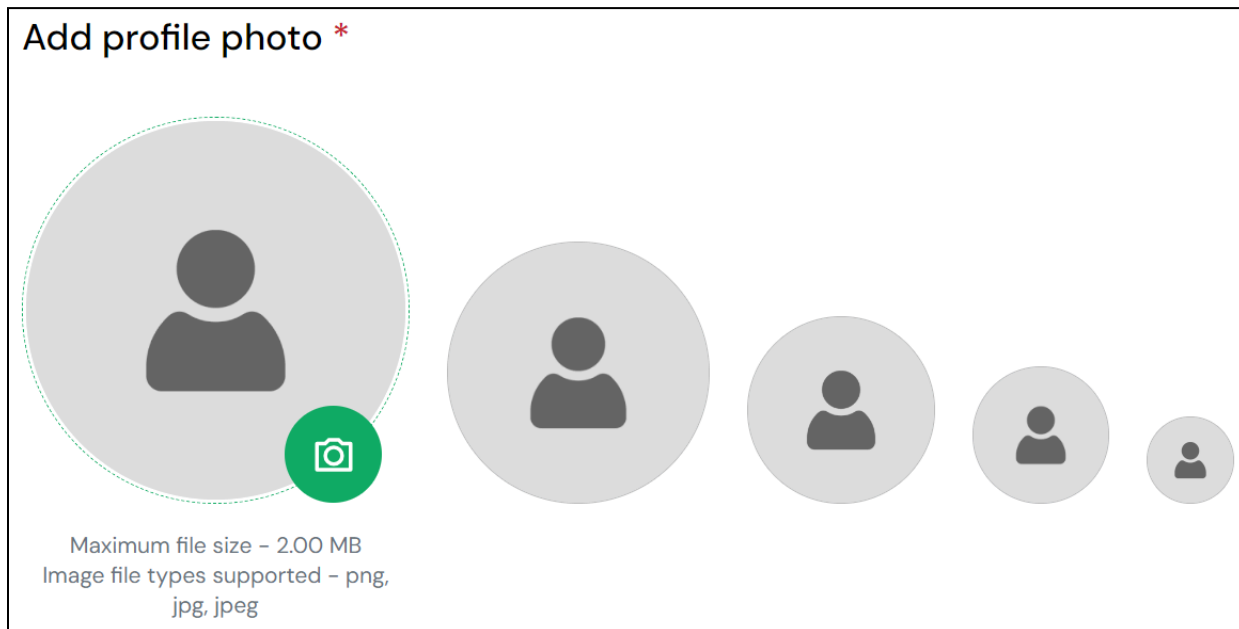
The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

And the information added under this section will be saved.

You can also close the form, and come back later to resume filling your application from here.

Add profile photo

Add your profile photo, which is a mandatory step to become a freelancer on the platform.



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**.

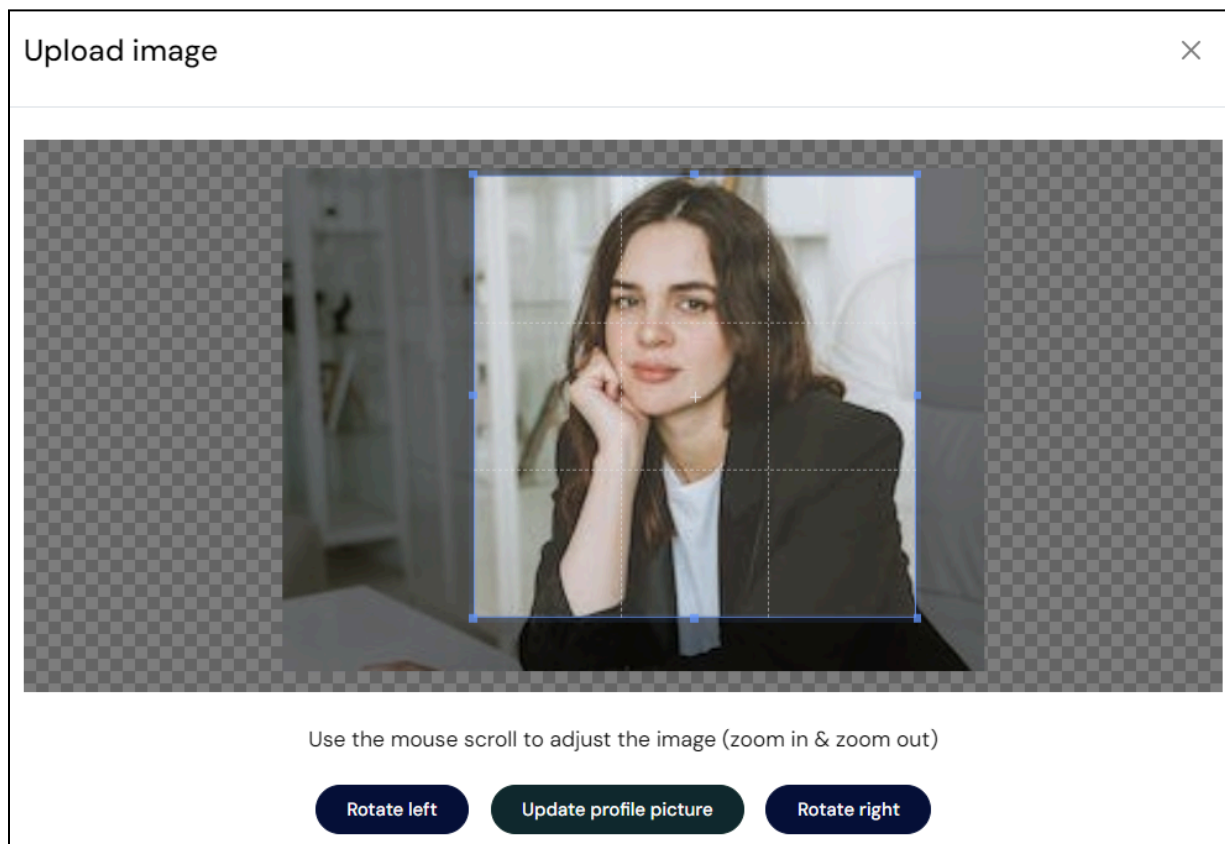
Rotate the image left or rotate it right using the applicable buttons.

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

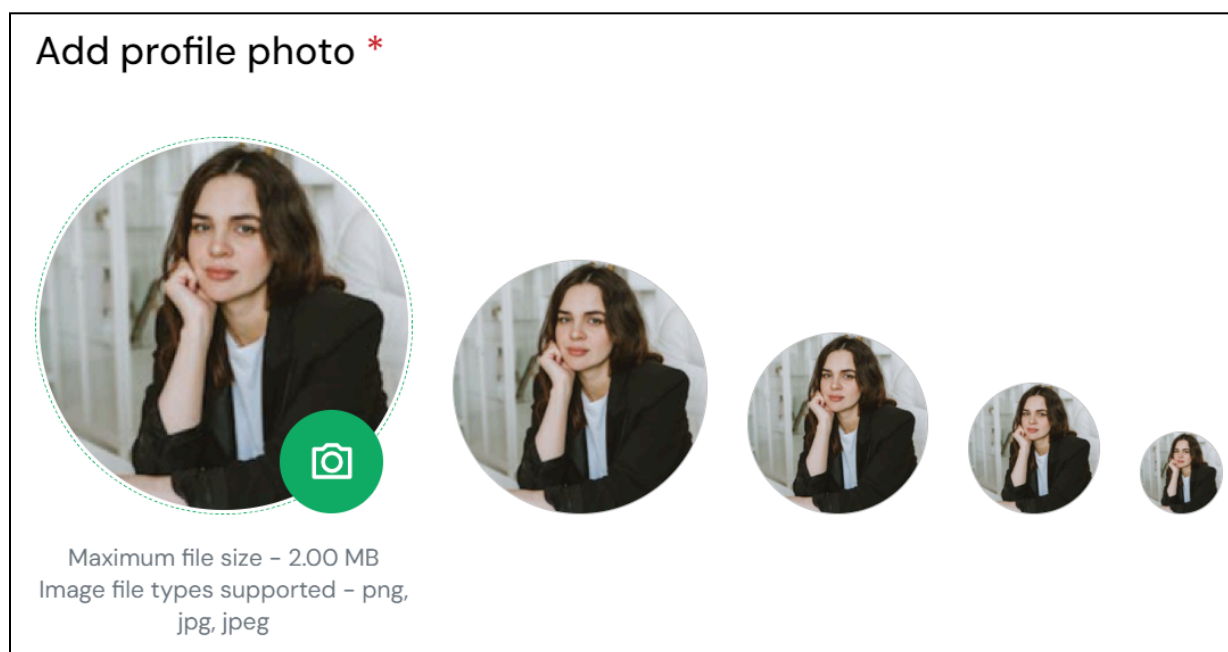
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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



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.

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 *

Select

State *

Select

City *

Select ▼

Zip code *

☐ Set as default

Save

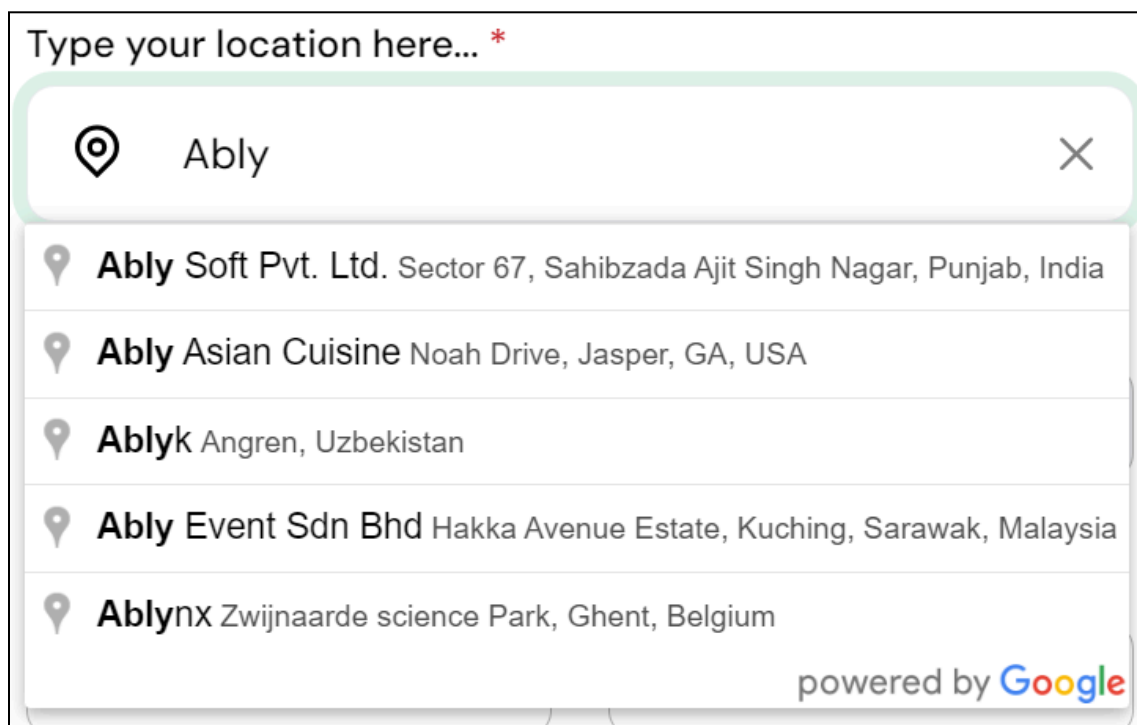
Update the following:

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.

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




The screenshot shows a search input field with the placeholder text "Type your location here... *". The field contains the text "Ably". Below the field, a dropdown list displays five location suggestions, each preceded by a location pin icon:

- Ably Soft Pvt. Ltd. Sector 67, Sahibzada Ajit Singh Nagar, Punjab, India
- Ably Asian Cuisine Noah Drive, Jasper, GA, USA
- Ablyk Angren, Uzbekistan
- Ably Event Sdn Bhd Hakka Avenue Estate, Kuching, Sarawak, Malaysia
- Ablynx Zwijnaarde science Park, Ghent, Belgium

At the bottom right of the dropdown list, it says "powered by Google".

Make your selection from the list.

When you do this, the field under the country and state 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.


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.

Make your selection accordingly.


- **City***: Click the field and select the city.
- **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 the 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 to live.

Once everything is updated, click **Next: Add skills & preferences**.

3.2 Skills & preferences

List down your skills and spoken language under this tab, which is broken down into two sections.

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.

Set up your profile



You can set up more than one skill profile under this section, depending on the number of skill sets you have.

For instance, if you are both a professional programmer and also an expert content creator, you can create two different profiles under this section.

To create one profile, simply update the following fields:

- **Profile category*:** Click the field and select a category that defines the type of services you will be offering.
- **Hourly price (default currency)*:** Enter your hourly rate in the default currency.
- **Profile title*:** Enter your profile title, which will define your expertise.
- **Description:** Enter an extensive description defining your skills, experience and selected profile category.

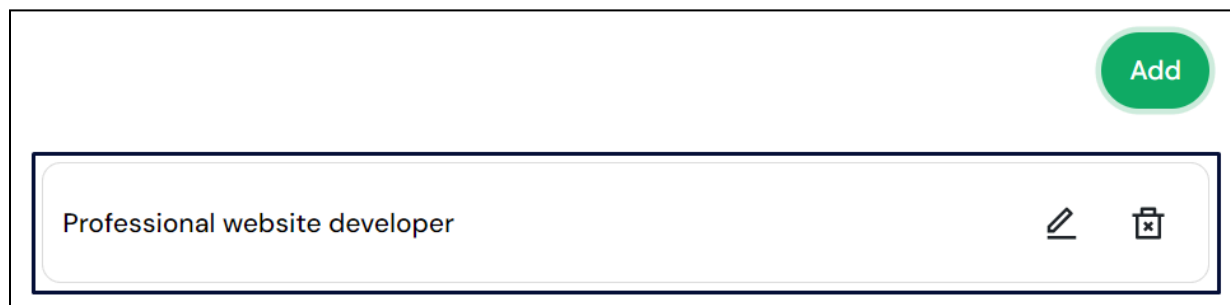
Once done, click **Add**.

And with this, the profile will be added below these fields.



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.

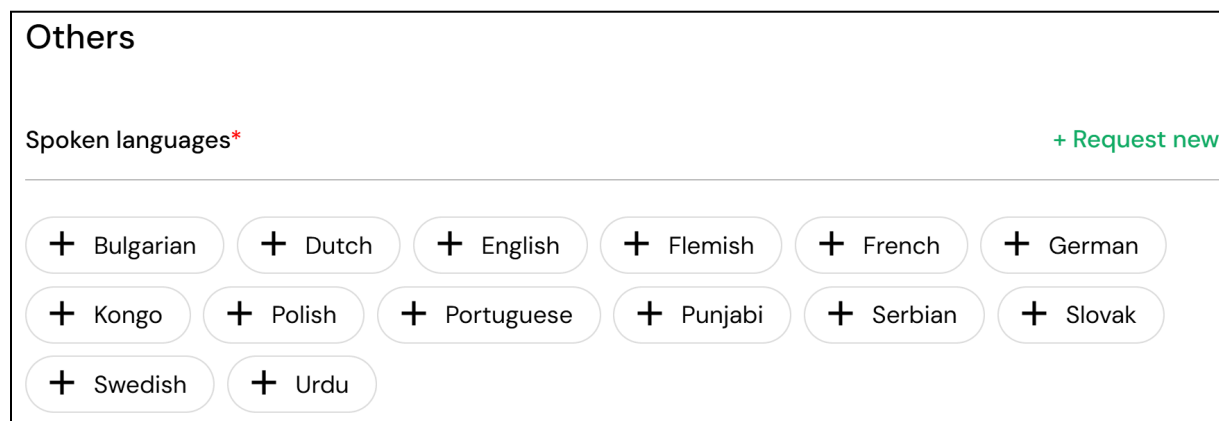


Add as many profiles under this section by filling the fields and clicking **Save** to add it to the list.

Use the **edit button**  beside the profile to edit its details. And use the **delete button**  to delete the profile.

Others

Define the rest of your skills under this section.



- **Spoken languages*:** Select the languages you can speak in, and offer services in, from the available options, by clicking them. 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.

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.

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

i 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 it under your profile. Once approved, go to your **dashboard > profile settings** to update it accordingly.

Scroll down to define the soft skills you possess:

- **Soft skills*:** Select the soft skills you have from the available options, by clicking them. 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.

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.

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

***i** 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 it under your profile. Once approved, go to your **dashboard > profile settings** to update it accordingly.*

Scroll down to define the skills you possess:

***i** This list of skills visible under this section depends on the profiles created in the previous section. For instance, if you created a developer's profile and a writer's profile, all the skills linked to these two profiles will be listed here for you to select.*

- **Skills*:** Select the skills you have from the available options by clicking them. To deselect a skill, click it again.

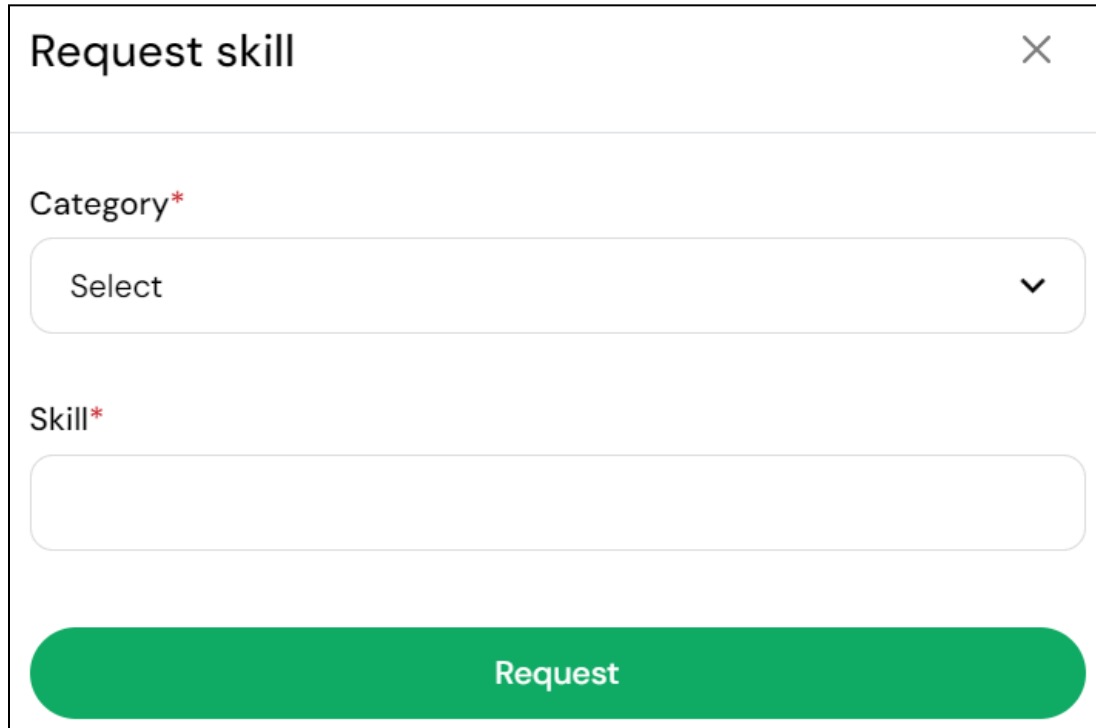
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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.

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).

In both cases, the form is the same.



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 it under your profile. Once approved, go to your **dashboard > profile settings** to update it accordingly.*

After making all the selections, click **Save**.

Then click **Next: Qualifications**.

***i** The next tabs under this form are admin manageable (dynamic tabs) and can be different for you.*

In such a case, simply update the fields with the data requested, complete the form and submit it to become a freelancer on the platform.

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.

3.3 Qualifications

Share your highest qualification details under this tab.

Update the following under this tab:

- **Highest education*:** Select your highest education from the list of options.
- **Institute name*:** Enter the institute name from where you completed this education.

***i** Just like the dynamic tabs, these fields are also dynamic in nature and are admin manageable. Hence, they can be different in your form (if there is a tab named qualifications).*

Once done, click **Submit**.

Then, click **Next: Certifications**.

3.4 Certifications

Share proof of your skills & qualifications under this tab.

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 is only one field that allows you to upload all your document proofs.

To upload a document, click **Choose file**. Select the document from your system and click **Open**. Then, click **Submit** to upload the document.

A new section will appear and the uploaded document will be listed under it.

Upload all the required documents following the same process.



Just like the dynamic tabs, these fields are also dynamic in nature and are admin manageable. Hence, they can be different in your form (if there is a tab named qualifications).

Once done, click **Next: Work experience**.

Fill all the tabs under the form accordingly. By the end of the form, click **Submit** to complete the registration process.

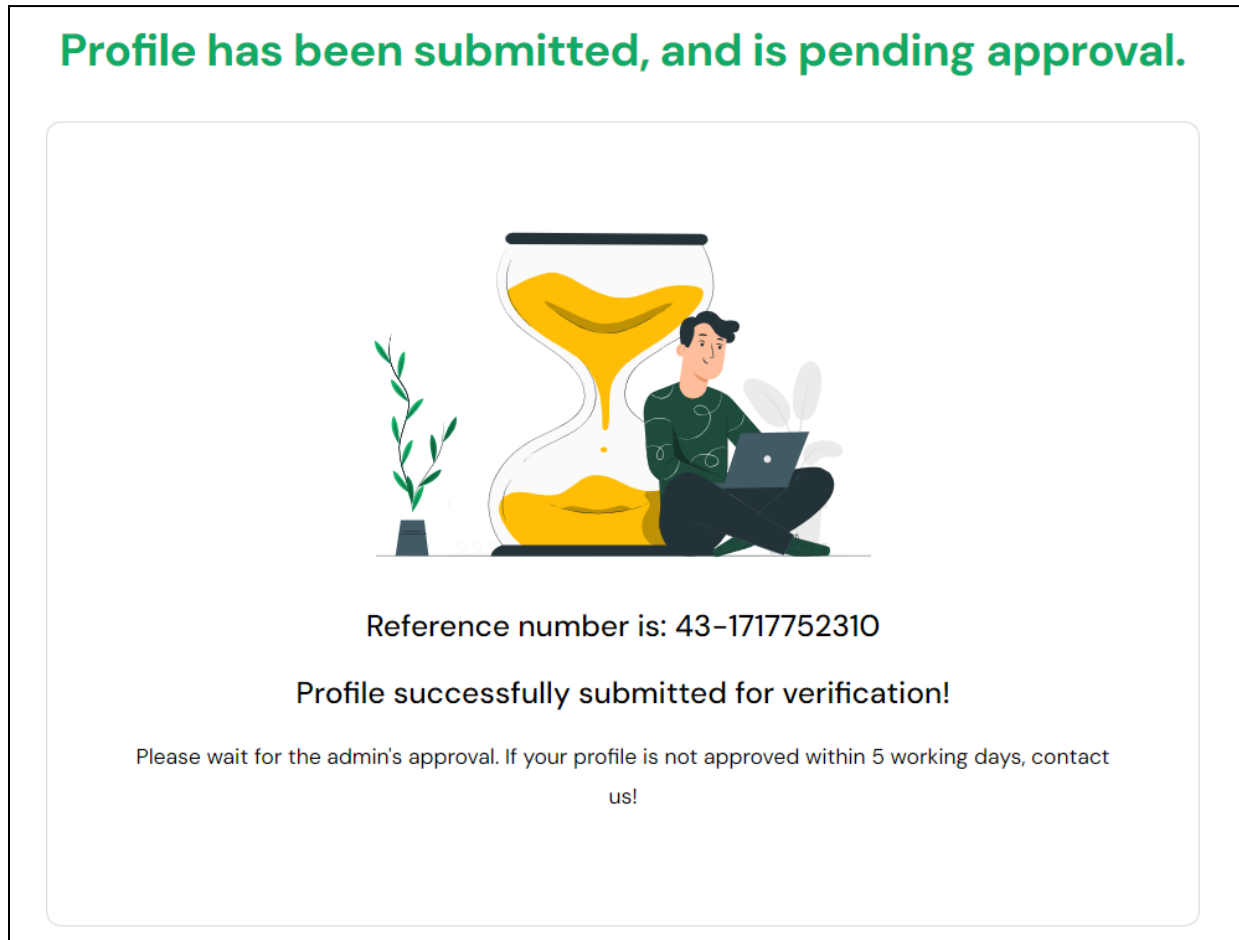
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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.

4. Wait for the admin's approval

After submitting your application, you are directed to the following page asking you to wait for the admin's approval.



You are required to wait for the admin to review your application and share their approval for the same, which might take 5 to 7 working days.

You won't be able to log into your account before this.

Once the admin approves your application, you will be notified about it via your email address.

You can then log into your account and begin your freelancing journey.



In case the admin declines your application, it is probably because they did not find your information complete or genuine.

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.

Update all your details again with proper information and ensure all your uploaded documents are genuine.

Once done, submit it again.

You can resubmit your application only for a set number of times (depends on the settings defined by the admin on the admin dashboard for the same).

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

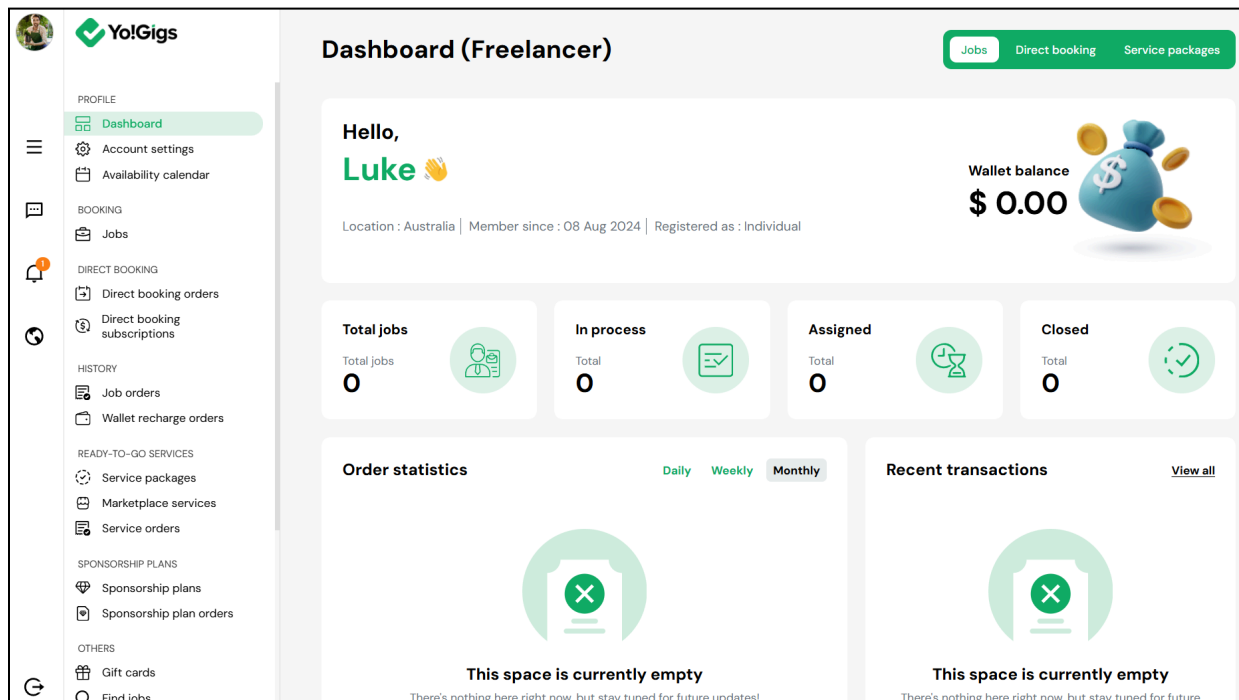
An asterisk (*) next to a label indicates that the information is mandatory.

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






5. Explore your dashboard

Once your application is approved (you will be notified about it in your email), log into your account.

This will direct you 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 freelancer account.

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 your account settings

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.

The first few settings tabs will be the same ones you filled out under the [Freelancer registration form](#). Review the information accordingly and update as required.

With this, you are ready to begin your freelance journey!

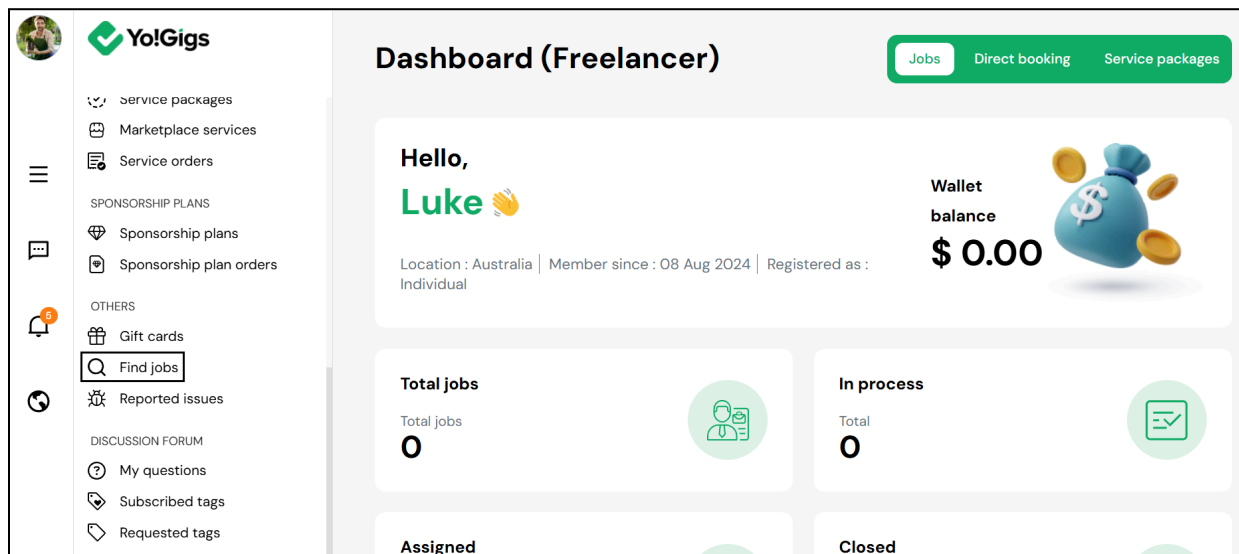
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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

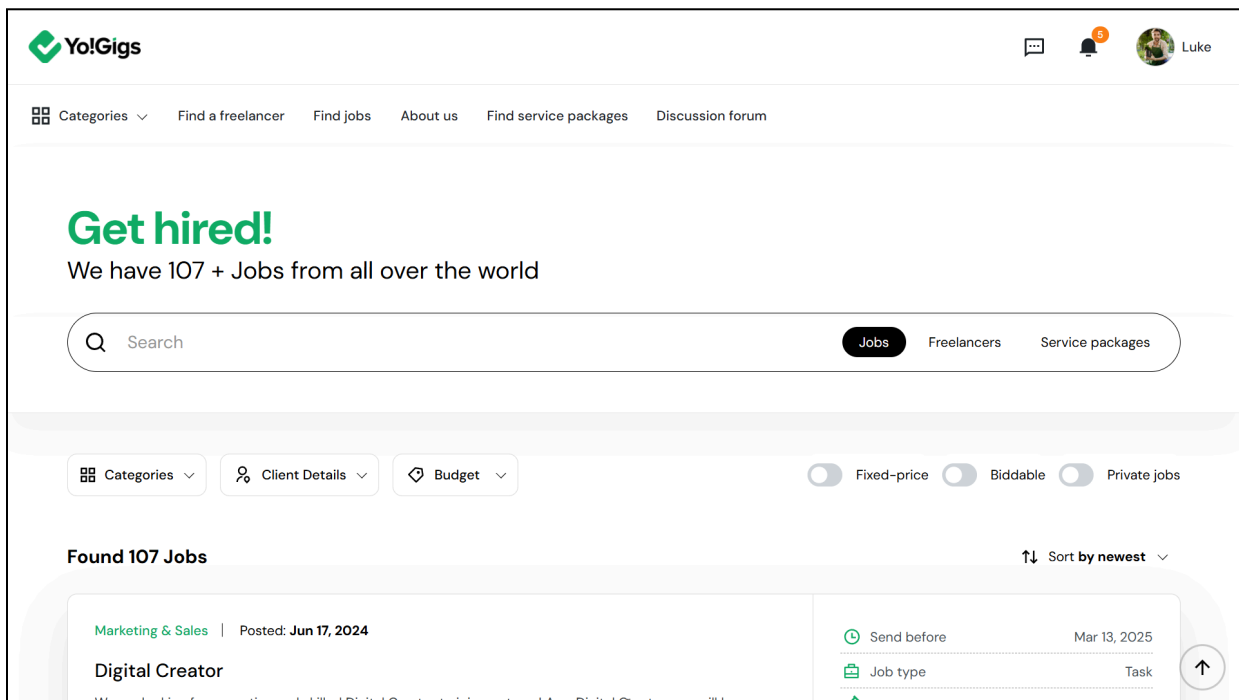
The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.

7. Find a job

On the vertical navigation bar, click **Find jobs** to begin looking for jobs.



The front end job listing page will open in a new tab.



Use the search bar to search for a specific type of job.

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.

Get hired!

We have 107 + Jobs from all over the world

JobsTalents

Categories Client Details Budget

☐ Fixed-price ☐ Biddable ☐ Private jobs

Found 107 Jobs

Sort by newest

Development & IT Services | Posted on: Jun 26, 2024

Software developer

Send before Jun 28, 2024

Job type Task

Narrow down your search results by using the various filters available below the search bar.

Each job posting will have the job title, description, skills required, last date to send a proposal, job type, task type, estimated date and time to complete the job, number of proposals given by other freelancers for the job, budget, and the client details.

And if the job is an on-site job, the location will also be displayed here.

Development & IT Services | Posted: Aug 05, 2024

Take down fake duplicate website

We have a long standing web presence in our local market. Recently someone created a duplicate website to damage our brand. We need help removing this website asap.

HTML/CSS JavaScript MySQL

Nathan Alsop

Canada \$297.00 Spent 6 Job success

Send before Aug 15, 2024

Job type Task

Task type Fixed-price

Estimated date/time Aug 31, 2024 (20:00)

Proposals 1

Budget \$ 50.00

Location Social, Sector 7

View details

To view the complete details and description of a job post, click **View details**, or click the respective job's title.




This will direct you to the respective job post 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.

Desktop App Improvements & Bug Fixes

 Posted by: [Andrew](#)  Posted: Mar 21, 2025  Last date: Mar 31, 2025 [Open](#)

[Proposal \(0\)](#) [Job details](#)

About the job

As a Desktop Application Developer, you will be responsible for identifying and fixing bugs, improving the performance of our existing desktop applications, and implementing new features as needed. You will work with the development team to troubleshoot, debug, and optimize the software for both functionality and user experience. The ideal candidate will have hands-on experience with desktop applications, proficiency in relevant programming languages, and a strong problem-solving mindset.






Job instructions


- Collaborate with the development team to design solutions and implement fixes.
- Ensure applications are optimized for performance, reliability, and security.
- Monitor and troubleshoot user-reported issues, providing quick and effective resolutions.
- Write and maintain clear and concise documentation for software updates and bug fixes.
- Integrate user feedback into ongoing updates and improvements.
- Work with QA teams to verify bug fixes and enhancements.
- Stay up-to-date with industry trends and technologies to improve desktop app performance and functionality.


Skills & expertise required

Fixed-price


\$100.00


 Job type	Project
 Task type	Fixed-price
 Estimated date/time	Mar 31, 2025 (21:00)
 Location	Social, Sector 7
 Job views	1

 [Send proposal](#)



Andrew


 Germany

 0/5 (0)


Review every detail about the job on this page, including the job description, any attachments shared with the job post, the client's details, their job success score, and job history.

Clients with a high job success score are considered good options.


updates and bug fixes.


 [Send proposal](#)

desktop app performance and



Andrew

 Germany

 5.00/5 (132)

231

Job(s) posted

99.5%

Job success

\$ 826.23

Total spent

[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.

Another thing you should keep an eye for includes the client's history including the number of jobs posted till date, the total amount spent till date, and their ratings.

Good clients have a reasonable budget, good ratings and have a few successfully completed jobs. To learn more about the client, click **View profile** below their details.

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.

8. Send a proposal

After reviewing everything (client's details and job details), if you feel that this job is perfect for you, click the **Send proposal** button on the job post page.

A pop-up form asking you to define your proposal terms will appear.

Desktop App Improvements & Bug Fixes

Job profile

Job category & skill requirements defined by the client.

Desktop App Improvements & Bug Fixes

Terms

What is the price you would like to bid for this job?

Job price: \$ 100.00

Job price

Total amount the client will see on your proposal

\$ 100.00

Send proposal ↗ Cancel

This form is divided into three sections.

i. Job profile

This section defines the skills the client requires for this job. There is no field to fill under this section.

ii. Terms

Define your proposal terms under this section.

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.

Terms

What is the price you would like to bid for this job?

Job price: **\$ 100.00**

Job price

Total amount the client will see on your proposal

\$

100.00

12% Admin commission

This is the admin's commission, which is deducted from the amount you set as the price. Only you can see this.

\$

12.00

You'll receive

The estimated amount you will receive after the service fee (admin's commission) is deducted.

\$

88.00

How many days will it take to complete this job? *

Set the time it will take to complete the job

Years

Months

Days

0

0

Days

Review and update the applicable fields:

- **Job price:** This field comes pre-filled with the job price set by the client.

Edit the price as per your requirements.



If the job type is a fixed-price job, this field will not be editable.

- **{percentage}% Admin commission:** This is the admin's commission that will be deducted from the total amount earned from the job.

This amount is derived using the commission rate set by the admin (visible in the label) and the job price defined by you (in the previous field).

In this example, the job price is 100 and the commission rate set is 12%, so the commission is $(12/100) \times 100 = 12$.

You CANNOT edit this field.

- **You'll receive:** This is the amount you will receive when the job is completed.

It is derived by deducting the commission from the job price ($100 - 12 = 88$).

You CANNOT edit this field.

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.

- **How many days will it take to complete this job?***: Define the number of days, months and years it will take for you to complete the job.

Enter 0 in the years and months field, if the amount of time is only in days.

iii. Cover letter

Enter a cover letter and share your CV (along with your work portfolio) with the client to increase your chances of getting selected.

Cover letter

Enter your message to the client *

3000 character(s) left.

Attachments (optional)

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

You may attach up to 5 files, each under the size of 2 MB.

Update the following:

- **Enter your message to the client***: Enter the complete cover letter in this space. Ensure that it falls within the character limit of 3000.
- **Attachments (optional)**: Share your CV, work portfolio and any other documents you feel is important to be considered for this job.

To add an attachment, click **Browse**.

Select the file from your system and click **Open**.

The file will be uploaded and displayed below this field:

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.

Attachments (optional)

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

You may attach up to 5 files, each under the size of 2 MB.

 CV.png
98KB ×

You can upload up to five documents as supporting evidence of your skills.

To remove a document, click **X** beside the document's name and it will be removed.

Review the form one last time.


Desktop App Improvements & Bug Fixes ×

3000 character(s) left.

Attachments (optional)

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

You may attach up to 5 files, each under the size of 2 MB.

 Cv.jpg
18KB ×

[Send proposal](#) ➤ [Cancel](#)

Once everything has been updated, click **Send proposal**.

And your job proposal will be sent to the respective client.

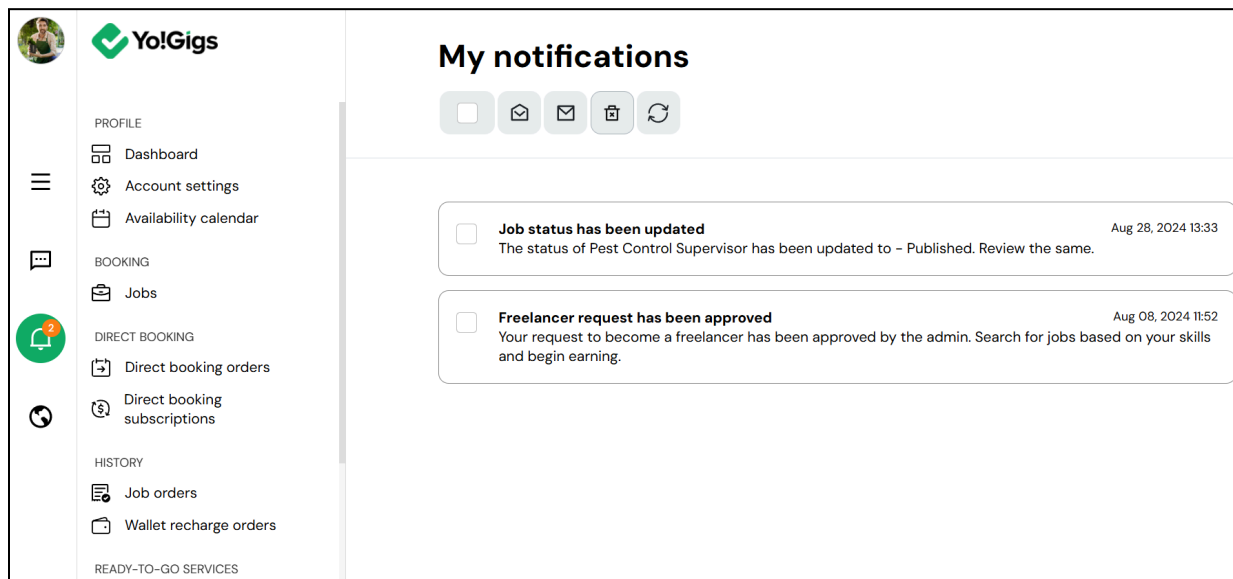
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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.

Wait for the client to review the same.

If the client likes your proposal, they will accept your proposal instantly. When this happens, you will be notified about the change via your email and a notification about the update will be visible on your dashboard.



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.

9. Accept the job offer

Click the notification you received regarding the job's status update and you will be directed to the job post page.

About the job

As a Desktop Application Developer, you will be responsible for identifying and fixing bugs, improving the performance of our existing desktop applications, and implementing new features as needed. You will work with the development team to troubleshoot, debug, and optimize the software for both functionality and user experience. The ideal candidate will have hands-on experience with desktop applications, proficiency in relevant programming languages, and a strong problem-solving mindset.

Job instructions

- Collaborate with the development team to design solutions and implement fixes.
- Ensure applications are optimized for performance, reliability, and security.
- Monitor and troubleshoot user-reported issues, providing quick and effective resolutions.
- Write and maintain clear and concise documentation for software updates and bug fixes.
- Integrate user feedback into ongoing updates and improvements.
- Work with QA teams to verify bug fixes and enhancements.
- Stay up-to-date with industry trends and technologies to improve desktop app performance and functionality.

Fixed-price
\$ 100.00

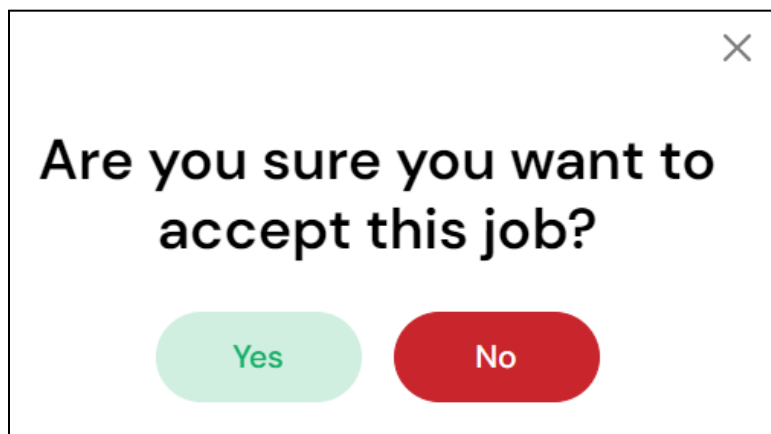
Job type	Project
Task type	Fixed-price
Estimated date/time	Mar 31, 2025 (21:00)
Location	Social, Sector 7
Job views	1
Comments	View

✓ Accept job

X [Reject job](#)

Click **Accept job**.

A confirmation message appears asking you to confirm your action.



Click **Yes** to accept the job.

After accepting the job offer, you can update your job status by marking it as '[On the way](#)' (for in person jobs) or '[Started](#)' (for remote jobs).

- **Mark job as on the way:** When you're en route to start a job (for in-person jobs), mark the job as 'On the way' to notify the client that you are on your way to the location.

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.

About the job

As a Desktop Application Developer, you will be responsible for identifying and fixing bugs, improving the performance of our existing desktop applications, and implementing new features as needed. You will work with the development team to troubleshoot, debug, and optimize the software for both functionality and user experience. The ideal candidate will have hands-on experience with desktop applications, proficiency in relevant programming languages, and a strong problem-solving mindset.

Job instructions

- Collaborate with the development team to design solutions and implement fixes.
- Ensure applications are optimized for performance, reliability, and security.
- Monitor and troubleshoot user-reported issues, providing quick and effective resolutions.
- Write and maintain clear and concise documentation for software updates and bug fixes.
- Integrate user feedback into ongoing updates and improvements.
- Work with QA teams to verify bug fixes and enhancements.
- Stay up-to-date with industry trends and technologies to improve desktop app performance and functionality.

Fixed-price

\$ 100.00

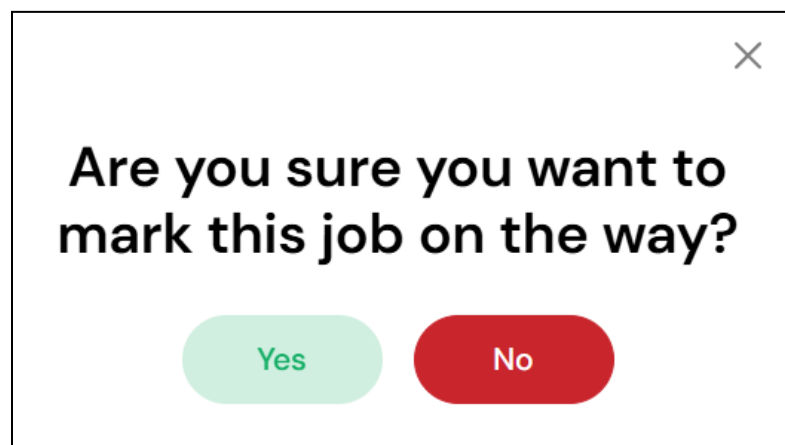
Job type	Project
Task type	Fixed-price
Estimated date/time	Mar 31, 2025 (21:00)
Location	Social, Sector 7
Job views	1
Comments	View

✓ Mark on the way

[Report an issue](#)

To do this, visit the **Job post** page and click **Mark on the way**.

A confirmation message appears asking you to confirm your action.



Click **Yes** to confirm your action.

- **Mark the job as started:** Once you begin working on the assigned task, update the status to mark the job as started.

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.

About the job

As a Desktop Application Developer, you will be responsible for identifying and fixing bugs, improving the performance of our existing desktop applications, and implementing new features as needed. You will work with the development team to troubleshoot, debug, and optimize the software for both functionality and user experience. The ideal candidate will have hands-on experience with desktop applications, proficiency in relevant programming languages, and a strong problem-solving mindset.

Job instructions

- Collaborate with the development team to design solutions and implement fixes.
- Ensure applications are optimized for performance, reliability, and security.
- Monitor and troubleshoot user-reported issues, providing quick and effective resolutions.
- Write and maintain clear and concise documentation for software updates and bug fixes.
- Integrate user feedback into ongoing updates and improvements.
- Work with QA teams to verify bug fixes and enhancements.
- Stay up-to-date with industry trends and technologies to improve desktop app performance and functionality.

Fixed-price

\$ 100.00

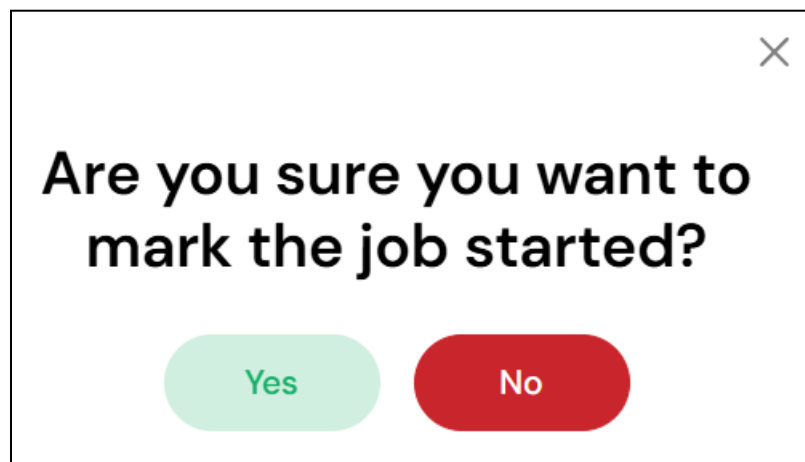
Job type	Project
Task type	Fixed-price
Estimated date/time	Mar 31, 2025 (21:00)
Location	Social, Sector 7
Job views	1
Comments	View

✓ Mark job started

[Report an issue](#)

To do this, visit the **Job post** page and click **Mark job started**.

A confirmation message appears asking you to confirm your action.



Click **Yes** to confirm your action.

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. Send a message

Keep an open communication with the client always. To send the first message, go to **Proposals** (lists all the proposals sent to the client) from the **Job post** page.

Desktop App Improvements & Bug Fixes

 Posted by: Andrew  Posted: Mar 21, 2025  Last date: Mar 30, 2025 Open



Proposal (1) Job details




Luke ★ 0.00/5 (0)

Development & IT services


\$ 100.00 Offer price





Click  and a pop-up chat room will open.

 **Andrew**
Development & IT Services
\$ 100.00 Offer price

Desktop App Improvements & Bug Fixes



This Space Is Currently Empty
There's nothing here right now, but stay tuned for future updates!


 Type a message here... 


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.

Type your message in the field.

Press **Enter** on your keyboard, or click  to send the message.

To attach a file, click , select the file from your system and click **Open**.

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. Complete the job

Once you have completed the job, visit the **Job post** page again.

Job instructions

- Collaborate with the development team to design solutions and implement fixes.
- Ensure applications are optimized for performance, reliability, and security.
- Monitor and troubleshoot user-reported issues, providing quick and effective resolutions.
- Write and maintain clear and concise documentation for software updates and bug fixes.
- Integrate user feedback into ongoing updates and improvements.
- Work with QA teams to verify bug fixes and enhancements.
- Stay up-to-date with industry trends and technologies to improve desktop app performance and functionality.

Estimated date/timeMar 31, 2025 (21:00)

LocationSocial, Sector 7

Job views1

Comments[View](#)

Mark job as complete

[Report an issue](#)

Click **Mark job as complete**. A pop-up form appears.

Desktop App Improvements & Bug Fixes ×

Update job status & comment!

Share your comments & job update

Attachments (optional)

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

You may attach up to 5 files, each under the size of 2 MB.

Submit

Cancel

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.

Update the following:


- **Share your comments & job update:** Enter a message to send to the client to let them know that the job has been completed, along with any other message you want to add.
- **Attachments (optional):** If there is any document that needs to be shared, upload it as an attachment.

Click **Browse**. Select the file from your system and click **Open**. The file will be uploaded and displayed below this field:

Attachments (optional)

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

You may attach up to 5 files, each under the size of 2 MB.

 CV.png
98KB
 ×

You can upload up to five documents that you would like to share.

To remove a document, click **×** beside the document's name and it will be removed.

Click **Submit**.

With this, the job will be marked as completed.

design solutions and implement fixes.

mance, reliability, and security.


ues, providing quick and effective resolutions.


mentation for software updates and bug fixes.


es and improvements.


enhancements.


technologies to improve desktop app performance and


 Estimated date/time Mar 31, 2025 (21:00)

 Location Social, Sector 7

 Job views 1

 Comments [View](#)

 **Completed**

 [Report an issue](#)

If the client finds the work completed as per their requirements and as discussed, they will mark the job as closed and share their feedback for it.

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

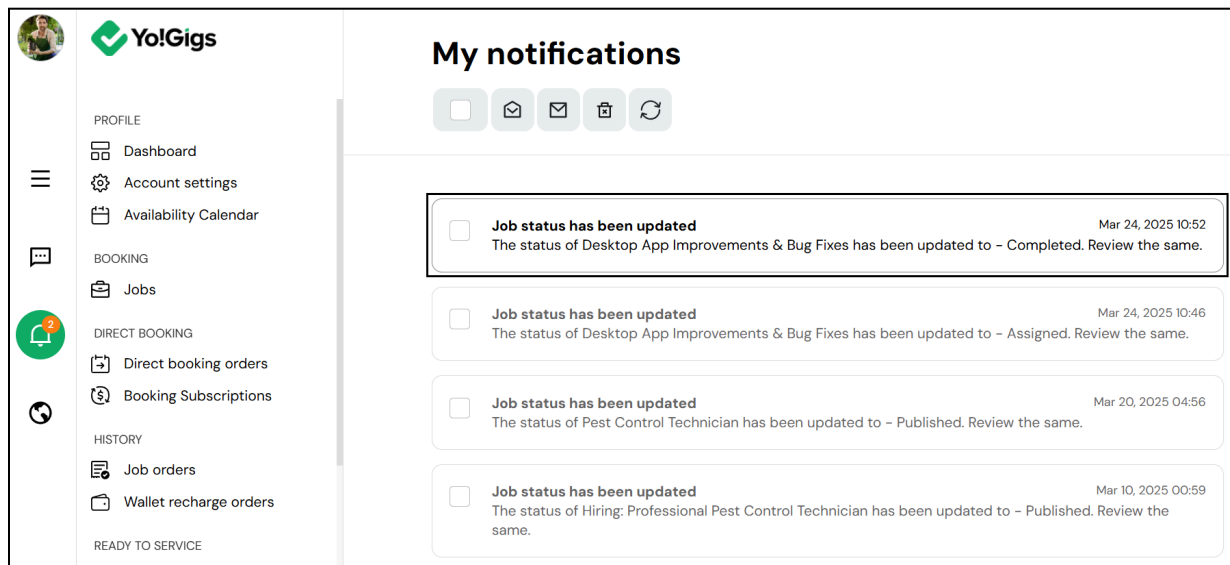
An asterisk (*) next to a label indicates that the information is mandatory.

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

You can review the feedback from your dashboard and share your feedback for the client as well.

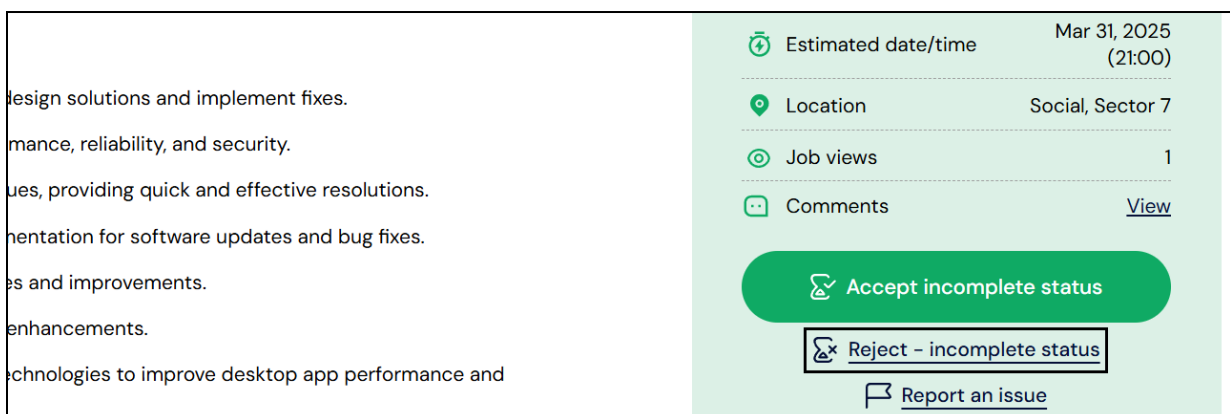
On the other hand, if the client feels that the work isn't completed as discussed or as expected, they can mark the job as incomplete.

In both cases, a notification will be sent to you regarding the same.



Click this notification and you will be directed to the job post page.

In case you feel that you have completed the job properly as per discussions and the selection by the client was wrong, you can reject the income status by clicking the **Reject - incomplete status** link.

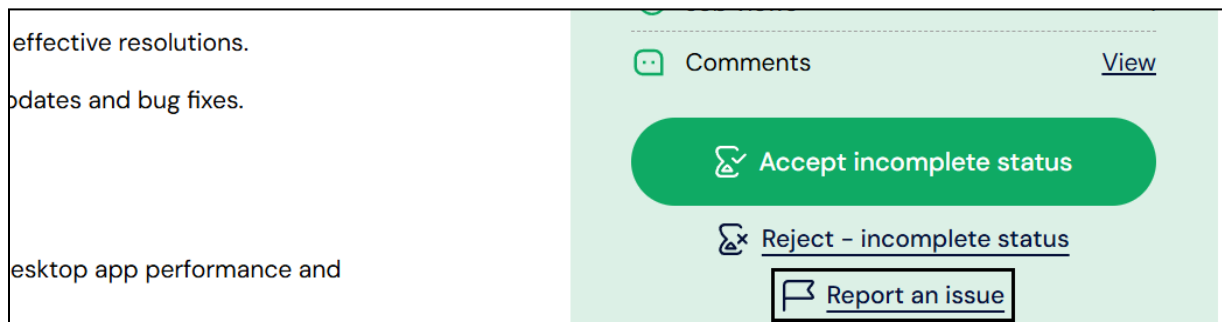


Click **Accept incomplete status** to complete the job properly and submit again.

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. Report an issue

If you have any issues with the client or the job, you can report an issue for the same by clicking the **Report an issue** link on the Job post page.



When you do this, the Report issue pop-up form appears.

Report issue

×

Subject *

Select

▼

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

10

▼

Comment *

Submit

Cancel

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.

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.) you should be given for the work from the dropdown list of options.
- **Comments*:** Enter your comments related to the report being made.

Click **Submit**.

With this, the issue is reported.

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

The client can either resolve the issue by accepting your terms or escalate the issue to the admin.

Review the reported issue's update on your dashboard under the **Reported issues** submodule.

Reported issues

Search by keyword More filters

Client name	Issue title	Issue Type	Reported issue status	Actions
Luke Australia	Seems like a fraud client	Jobs	In Progress	

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.

13. Escalate the issue


In case, the client doesn't agree to your terms and the issue hasn't been sorted yet, you can escalate the issue to the admin of the platform.

You can do this from the **Reported issues** page on your dashboard.

Reported issues

Search by keyword More filters

Client name	Issue title	Issue Type	Reported issue status	Actions
Luke Australia	Seems like a fraud client	Jobs	In Progress	

Click  beside the reported issue, to escalate the issue to the admin.

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

There is only one field in this form.

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

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.

Escalate issue to the support team

Your comment *

Submit

Then, click **Submit**.

And the report will be escalated to the administrator of the platform.

The admin will take action after analyzing everything, and you will be updated regarding the same via your notifications section (and on email).

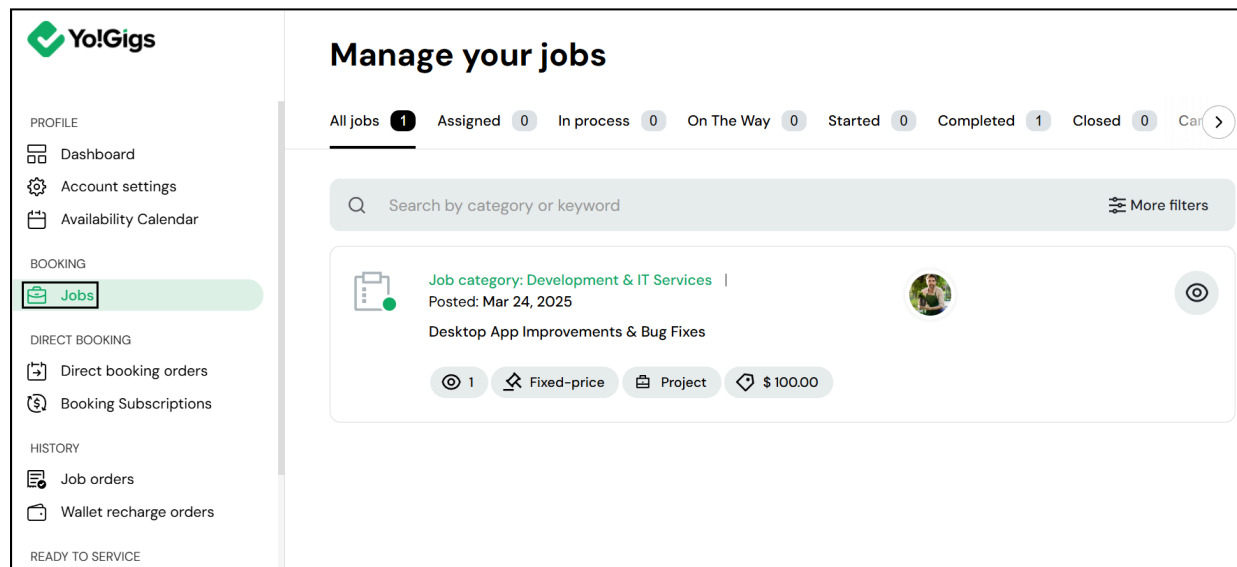
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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.

14. Review the jobs module

Once your job has been completed, review its details under the **Jobs** module.



Keep track of all your jobs here, including the jobs assigned, jobs in process, jobs on the way, 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.

15. Direct booking module

This module allows you to be hired directly by clients based on your marked availability.

By managing your availability, you can decide when you are open for bookings, making it easier for clients to schedule appointments.

Availability is set through the [Availability calendar](#), while bookings are managed under the [Direct booking orders](#) and [Direct booking subscription submodules](#).

15.1 Set your availability calendar submodule

To manage your availability calendar, visit the **Availability calendar** submodule from the left navigation panel.

There are two tabs under this submodule.

Manage your availability calendar

GENERAL **WEEKLY**

Minimum booking duration: 1 Booking before duration: 0

My current time :- 12:55:04(Timezone string +05:30)

	Sun	Mon	Tue	Wed
00:00				
01:00				
02:00				
03:00				


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.

i. General tab

This tab lets you manage your weekly availability by specifying the time slots when you are available for bookings. The availability set here applies to the same time slot for all weeks.

 To manage your availability for a specific date, refer to the [weekly tab](#).

Update the following:

Manage your availability calendar

GENERAL

WEEKLY

Minimum booking duration

Booking before duration

1

0

Auto booking


Save

My current time :- 13:45:49(Timezone string +05:30)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00							

- **Minimum booking duration:** Enter the minimum time slot for which a client can hire you.


For instance, enter 1 to allow bookings for at least one hour.

 *The minimum and maximum duration limits for the respective fields are configured by the platform admin.*

- **Booking Before Duration:** Enter the minimum time before a booking must be made.

For instance, enter 2 if bookings must be made at least 2 hours in advance.

- **Auto booking:** The toggle switch beside auto booking allows you to manage how your direct booking orders are assigned.

When you turn on  this toggle switch, bookings will be assigned to you automatically without requiring approval.

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.

If you leave this off or turn it off , every booking made by a client will require your acceptance before it is assigned to you.



Manage your direct booking orders under the [Direct booking orders submodule](#), accessible from the left navigation panel.

Scroll down to manage your availability calendar.

- **Manage your availability calendar:** To manage your availability, a calendar is available in a tabular format, where the days of the week are listed in the topmost row, and the leftmost column displays 24-hour time slots in one-hour intervals.

Manage your availability calendar							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00							
01:00							
02:00							
03:00							
04:00							
05:00							
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							



If you are visiting this submodule for the first time after creating your account, the calendar view will be empty.

Scroll down to view all available time slots.

To mark your availability on the calendar, select a cell corresponding to the desired day and time.

Drag vertically to mark the time range during which you are available.

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.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00							
01:00							
02:00		X 02:00 - 06:30					
03:00							
04:00							
05:00							
06:00							
07:00							
08:00							
09:00							

The selected slots will be highlighted to indicate your marked availability.



*The selected time slot must exceed the specified **Minimum booking duration**.*

To adjust a selected time range, hover over the start or end of the highlighted time slot, and an up-down arrow appears.

	Sun	Mon	Tue
00:00			
01:00			
02:00		X 01:30 - 06:30	
03:00			
04:00			
05:00			
06:00			
07:00			

Drag to expand the time range or to reduce it accordingly.

You can also move the selected slot as a whole. To do this, select the highlighted field and drag it vertically up or down.

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 remove the marked availability slot, click the 'X' at the top of the selected time slot.

	Sun	Mon	Tue
00:00			
01:00			
02:00		X 01:30 - 06:30	
03:00			
04:00			
05:00			
06:00			

Once removed, that time slot will no longer be marked as available.

To update your availability, select and mark a new time slot following the same process.

Manage your availability calendar							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	X 00:00 - 06:30	X 00:00 - 10:30					X 00:00 - 17:30
01:00			X 01:00 - 16:30	X 01:00 - 06:30	X 01:00 - 09:00	X 01:00 - 11:00	
02:00							
03:00							
04:00							
05:00							
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							

After finalizing your availability, review the calendar to confirm your selections.

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 done, click **Save**.

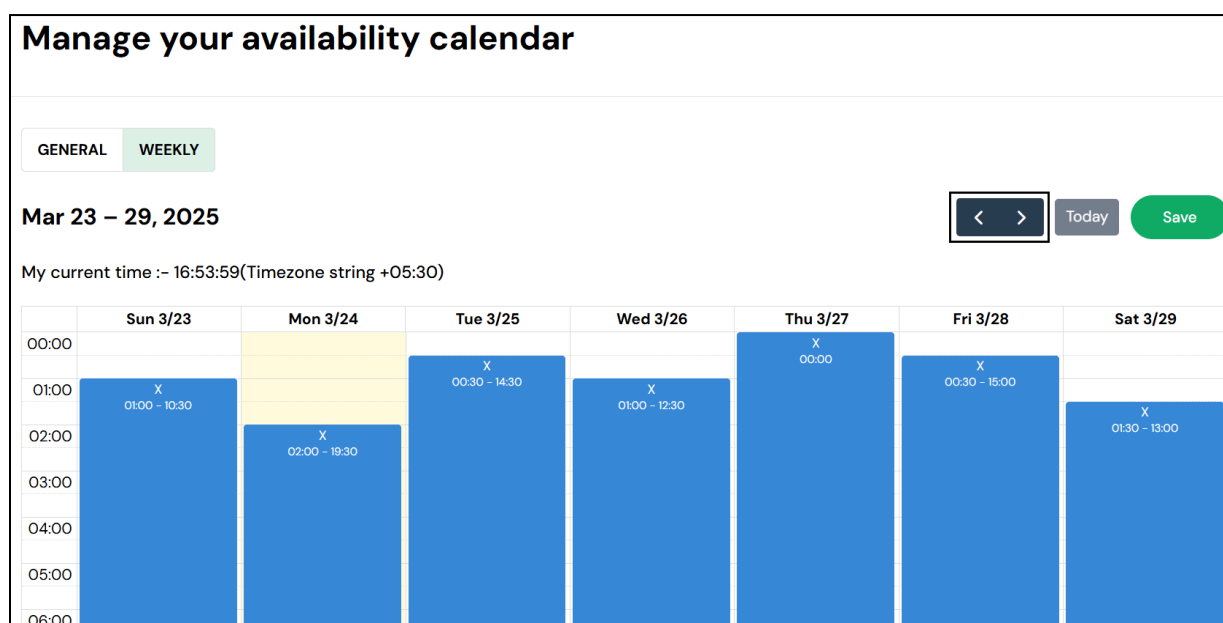
ii. Weekly tab



Click the field next to the **General tab** labeled '**Weekly**' to navigate to the weekly tab.

Under this tab, you can manage your availability for any specific date or time you want to update.

Similar to the [general tab](#), this tab also features a calendar in a tabular format.

In addition, this calendar displays the days of the week along with their corresponding dates in the topmost row, while the leftmost column shows 24-hour time slots in one-hour intervals.



To go to a specific date to update your availability, click the  to move forward in the calendar view or  to go back.

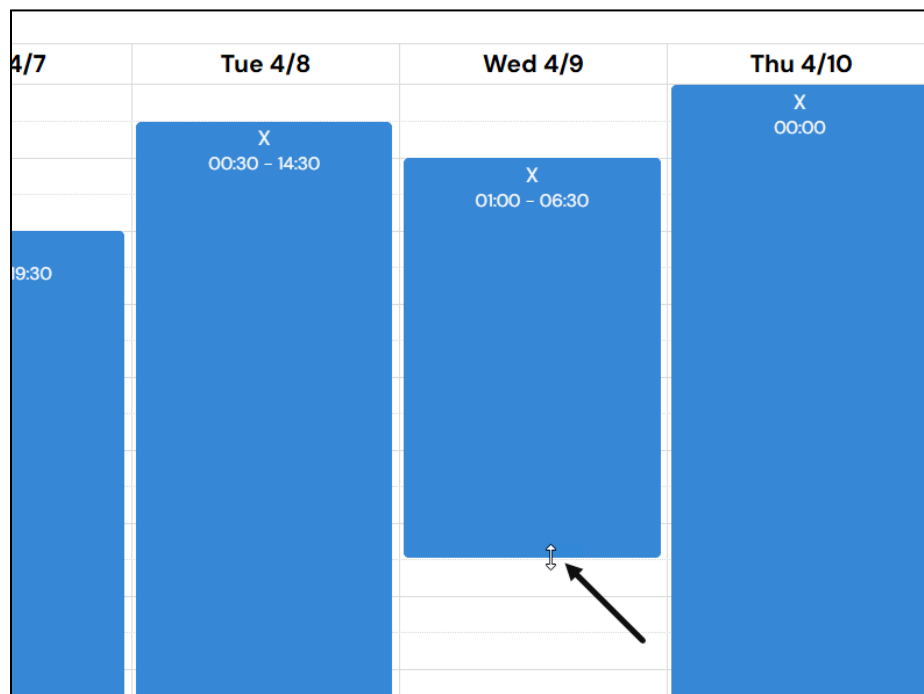
Scroll down to manage your availability calendar.

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.

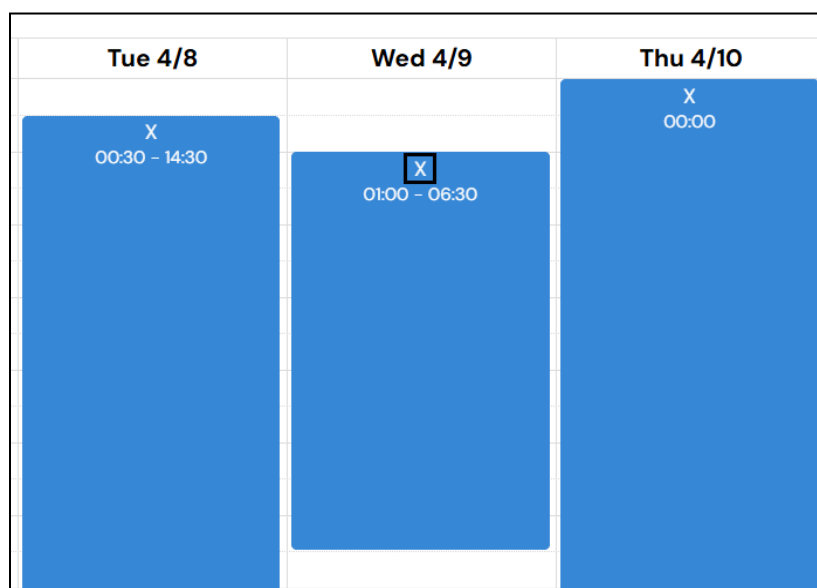
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Manage your availability calendar:** Once you find the date you want to update your availability for, hover over the start or end of the highlighted time slot, and an up-down arrow will appear.



Drag to expand the time range or to reduce it accordingly.

You can also move the selected slot as a whole. To do this, select the highlighted field and drag it vertically up or down.



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 remove the marked availability slot, click the 'X' at the top of the selected time slot.

[illegible]

Once removed, the time slot will no longer be marked as available.

To mark a new time slot, select the cell corresponding to the desired day and time, then drag vertically to mark the time range during which you are available.

The selected slots will be highlighted to indicate your availability.



You cannot add or modify slots for the past dates.

After finalizing your availability, review the calendar to confirm your selections.

Once done, click **Save**.

With this, you can set your availability calendar for clients to view and book your appointment accordingly.

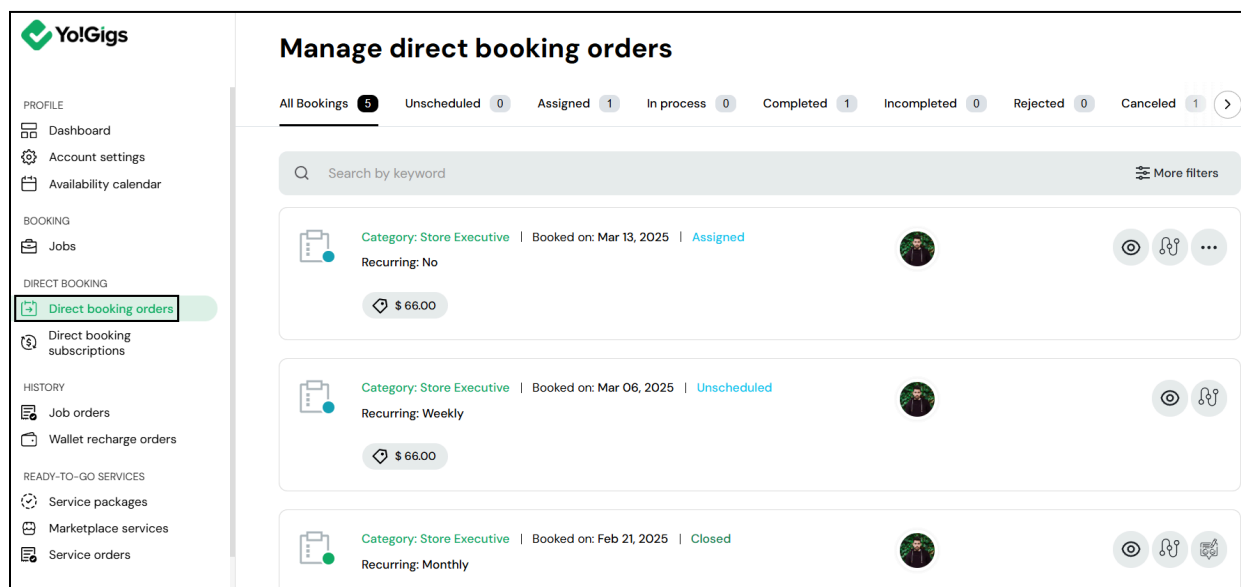
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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.

15.2 Review the direct booking orders

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, incomplete bookings, rejected bookings, canceled bookings, and closed bookings.

Additionally, you can perform the following actions, similar to those available in the **Jobs** module:

- **Accept a direct booking offer:** Once a client books you through direct booking, you can manage it under the [Direct booking orders](#) submodule.



*If the **Auto booking** toggle switch is turned 'on' under the [availability calendar](#) submodule, client bookings will be accepted automatically without requiring your acceptance.*



To accept the direct booking offer, click  beside the assigned booking to open the dropdown menu, then select **Accept offer**.

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.

Manage direct booking orders

All Bookings **3** Unscheduled **0** Assigned **1** In process **2** Completed **0** Incompleted **0** Reject **>**

Search by keyword More filters

Category: Pest Extermination | Booked on: Mar 25, 2025 |
Assigned
Recurring: Weekly

\$ 64.00

Accept offer
Reject offer
Unschedule

Click **Accept offer** and a confirmation message appears asking you to confirm your action. Click **Yes** to confirm your action.

- **Unschedule a direct booking offer:** To do this, click beside the assigned booking to open the dropdown menu, then select **Unschedule**.

Manage direct booking orders

All Bookings **3** Unscheduled **0** Assigned **1** In process **2** Completed **0** Incompleted **0** Reject **>**

Search by keyword More filters

Category: Pest Extermination | Booked on: Mar 25, 2025 |
Assigned
Recurring: Weekly

\$ 64.00

Accept offer
Reject offer
Unschedule

When you do this, a confirmation message appears in the middle of the page. Click **Yes** to confirm your action.

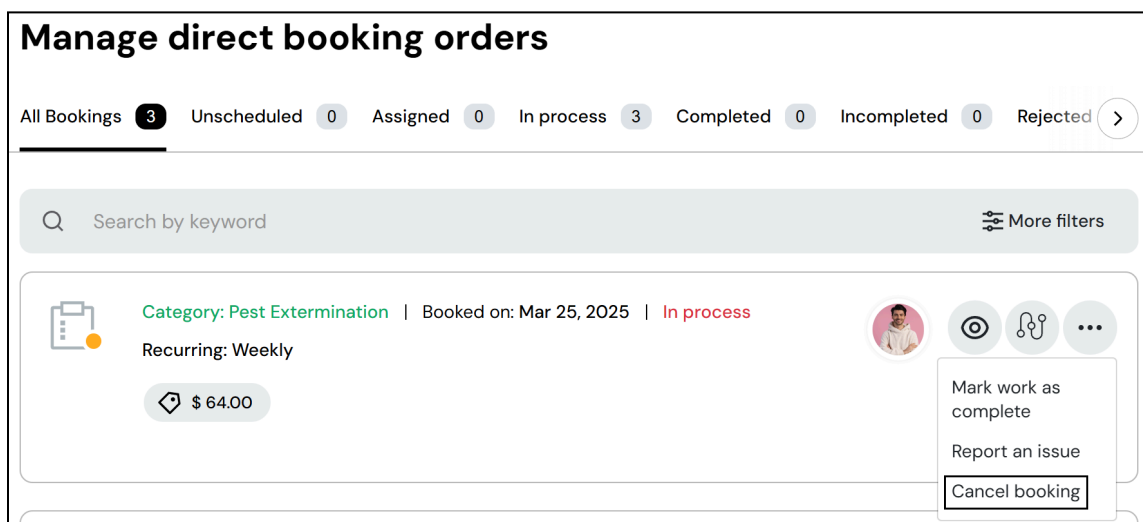
You must wait for the client to reschedule it. Once rescheduled, you will need to accept the booking offer to proceed.

- **Cancel a booking:** To do this, click beside the booking you want to cancel, then select **Cancel booking** from the dropdown menu.

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.

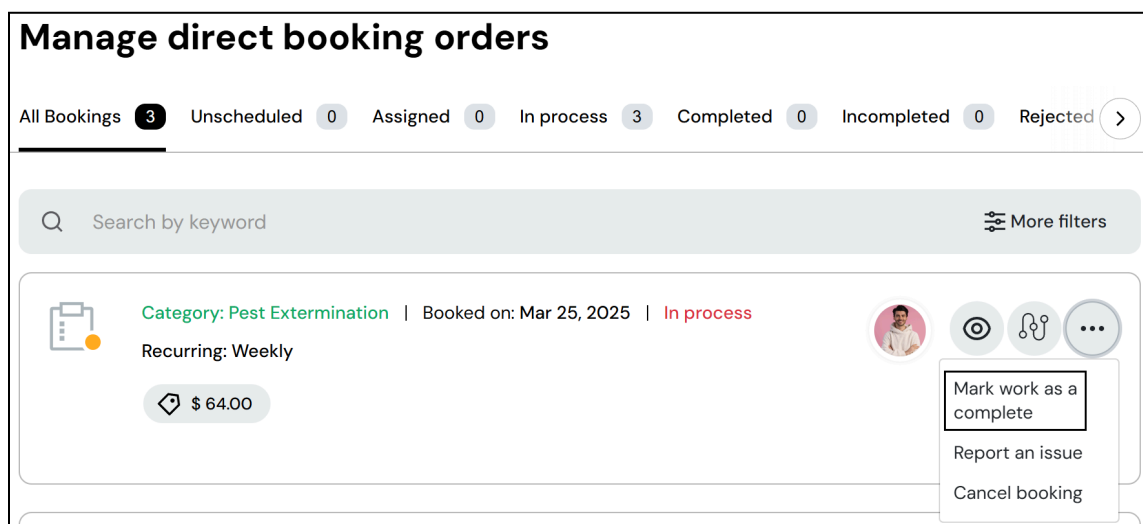
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



When you do this, a confirmation message appears asking you to confirm your action. Click **Yes** to confirm your action.

Once you have finished the work, you can perform the following actions, similar to those available in the **Jobs** module:

- **Mark work as a complete:** To do this, click  beside the completed booking order to open the dropdown menu, then select **Mark work as a complete**.



- **Send feedback:** You can send the feedback to the client once the booking order is completed.

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.

Manage direct booking orders

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

Search by keyword

More filters



Category: Pest Extermination | Booked on: May 25, 2025 |

Closed

Recurring: Weekly

\$ 64.00



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

Feedback
×

Title *

Description *

Submit

Update the following:

- **Stars:** Hover over the stars and click a star to give a rating for the completed direct booking.

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.

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.



- **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.

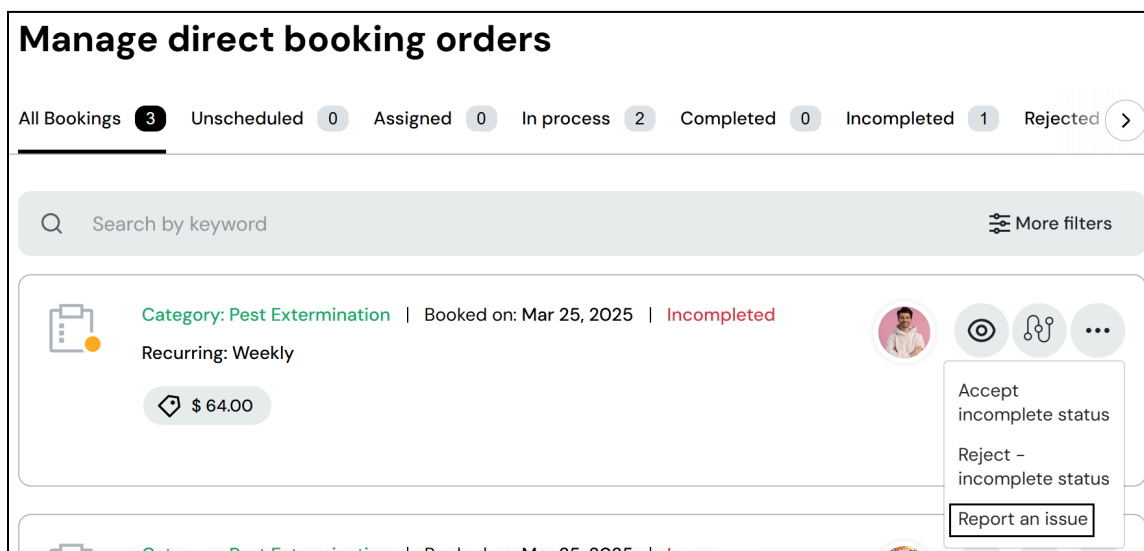
The client will be notified regarding the feedback shared by you.


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.

- **Report an issue with a booking:** If you have any issues with the client or the direct booking, you can report an issue for the same.



To do this, click  beside the completed booking order to open the dropdown menu, then select **Report an issue**.

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

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.

Then, click  beside the reported issue.

15.3 Review the direct booking subscription submodule

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

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

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

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.

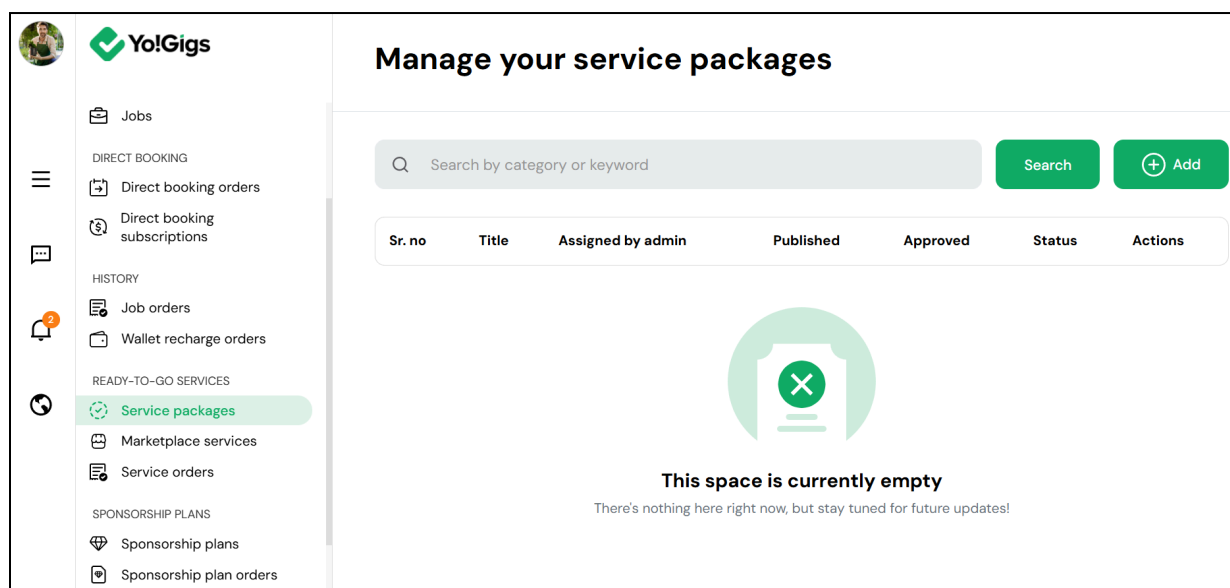
16. Ready-to-go services module

These are predefined service packages that you can create and offer to clients. They allow clients to book your services quickly based on pricing tiers, with different plans designed to meet their specific needs and expectations.

You can create your own [Service packages](#) or add predefined packages provided by the admin from the [Marketplace services submodule](#).

16.1 Service packages submodule

To create a service package, navigate to the **Service packages** submodule from the left navigation panel.



If you are visiting this submodule for the first time after creating your account, the space will be empty.

Begin by setting up your service packages.

To do this, click **Add** from the upper-right corner of the page to open the **Service settings form**.

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.

←

Service settings

⚠

Changes to an existing service will require re-approval.

General >

Other information

Plans

Location

Media

English

Arabic

General

Category

Service types*

Service packages ▼

Identifier*

Status

Active ▼

Save changes

i Any changes you make to the services will require the admin's re-approval before being published on the platform.

There are multiple tabs under this form.

16.1.1 General tab

Update the following.

- **Category:** Select the category.

To do this, click the field and a dropdown list will appear. Multiple categories can be selected from the list.

- **Service types*:** Select the service type for which you want to create the service package.

To do this, click the field and a dropdown list of all the active service types will appear.

Based on the selection the fields under the [Other information tab](#) 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.

- **Identifier*:** Enter the service identifier.

This will be displayed as the service package title for clients on the service packages listing page.

- **Status:** Select the status of the service.

To do this, click the field and select “**active**” to mark the service as active and publish it on the Service packages listing page.

Once done, click **Save changes**.

This will direct you to the next tab, which is the **Other information tab**.

16.1.2 Other information tab

The fields under this tab, located below the **Skills section**, are dynamic and created by the platform admin. They may vary based on the **Service type** selected by you under the [General tab](#).

← **Service settings**

⚠ Changes to an existing service will require re-approval.

General

Other information ! >

Plans !

Location !

Media !

English !

Arabic !

Others information

Skills* + Request new

+ Inspection and Assessment + Integrated Pest Management

+ Problem Solving Abilities + Application Techniques

+ Chemical Application + Identification and Assessment

+ Integrated Pest Management + KN of Pests and Pesticides

+ Pest Identification + Record-Keeping

+ Regulatory Compliance + Safety Protocols

What i need from you?

Note: This field is not visible in language specific tab until you fill the data.

Update the following:

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

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.

Other information

Skills* + Request new

+ Inspection and Assessment

+ Integrated Pest Management

X Problem Solving Abilities

+ Application Techniques

X Chemical Application

X Identification and Assessment

X Integrated Pest Management

+ KN of Pests and Pesticides

X Pest Identification

+ Record-Keeping

+ Regulatory Compliance

+ Safety Protocols

Select the skills required for this service by clicking it.

Scroll down to update the next fields.

What i need from you?

Note: This field is not visible in language specific tab until you fill the data.

What we offer?

B *I* U ☰ ☰

Note: This field is not visible in language specific tab until you fill the data.

The remaining fields under this tab are dynamic and created by the platform admin related to the service type, so they may vary from those shown here.



Scroll down to view each section and update all fields under this tab accordingly, ensuring that mandatory fields are completed to proceed.

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.

Target audience for our service *

B *I* U  

Note: This field is not visible in language specific tab until you fill the data.

Services types

☐ Web Development

☐ Website Design

☐ Website Maintenance

☐ SEO Services

☐ Content Creation



The fields under the language-specific tabs (English, Arabic) will only become visible once data is entered in the respective fields under the **Other information tab**.

Ensure that you update the required details in the **Other information tab** first to enable these fields for translation.

Update until the last field:

After work support

2 Month support 

Save changes

Once done, click **Save changes**.

This will direct you to the next tab, which is the **Service plan setup tab**.


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.

16.1.3 Service plan setup

Under this tab, set up the pricing tiers for your service package.

 The plan names available under this tab are defined by the platform admin and may vary from those shown here, while the rest of the fields remain the same.

Scroll down to view each section and update the fields accordingly.

Each service plan includes the following details:

- **Plan price:** Enter the price of the selected service plan.
- **Time required to complete the service*:** Enter the time you require to complete this service under the following fields:
 - Years

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.

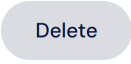
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- Months
- Days
- **Number of revisions included:** Enter the number of revisions included in the plan.
- **Plan description*:** Enter a brief description about the service under the selected plan.
- **Enter the expectations you will meet:** Enter what the client will get under this service plan or what expectations will be met.
- **Order:** Enter the sequence in which these expectations will be displayed to the client.

For instance, if you want it to appear first, enter 1.

- **Add more values:** Click this button to add more fields for specifying the expectations you will meet under the selected plan. You can add multiple fields to clearly outline the deliverables for the client.

The screenshot shows a form titled 'Enter the expectations you will meet'. It contains two rows of input fields. The first row has a text input field and an 'Order' input field. The second row has a text input field, an 'Order' input field, and a 'Delete' button. At the bottom left is an 'Add more values' button.

If you clicked the **Add more values** button by mistake, click  beside the new fields to remove them.

Follow this process to set up each service plan accordingly. You must configure at least one plan to proceed.

Once done, scroll down to the last field and click **Save changes**.

This will direct you to the next tab, which is the **Location tab**.

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.


16.1.4 Location tab

There are two types of services you can create under this form: an **on-site service** or an **online service**.

Make your selection accordingly.


Tell us where and when the job needs to be done


In-person


Online


Your saved address for service *

+ Add



Default

85 Farnell Street ALECTOWN, New South
Wales



Save changes

In-person

There is only one section on the form when this option is selected - **Your saved address for service***

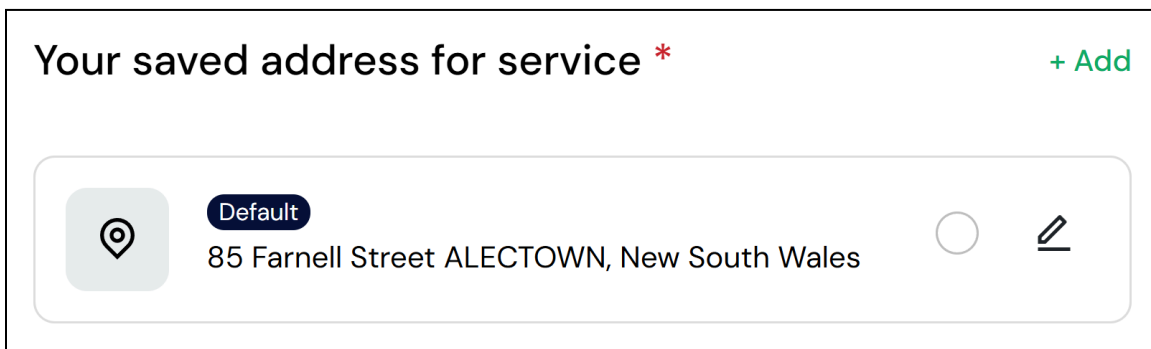
Select or add the address location of the service. This is where you will be working on-site.

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.

Your saved addresses will appear under this section.



Your saved address for service *

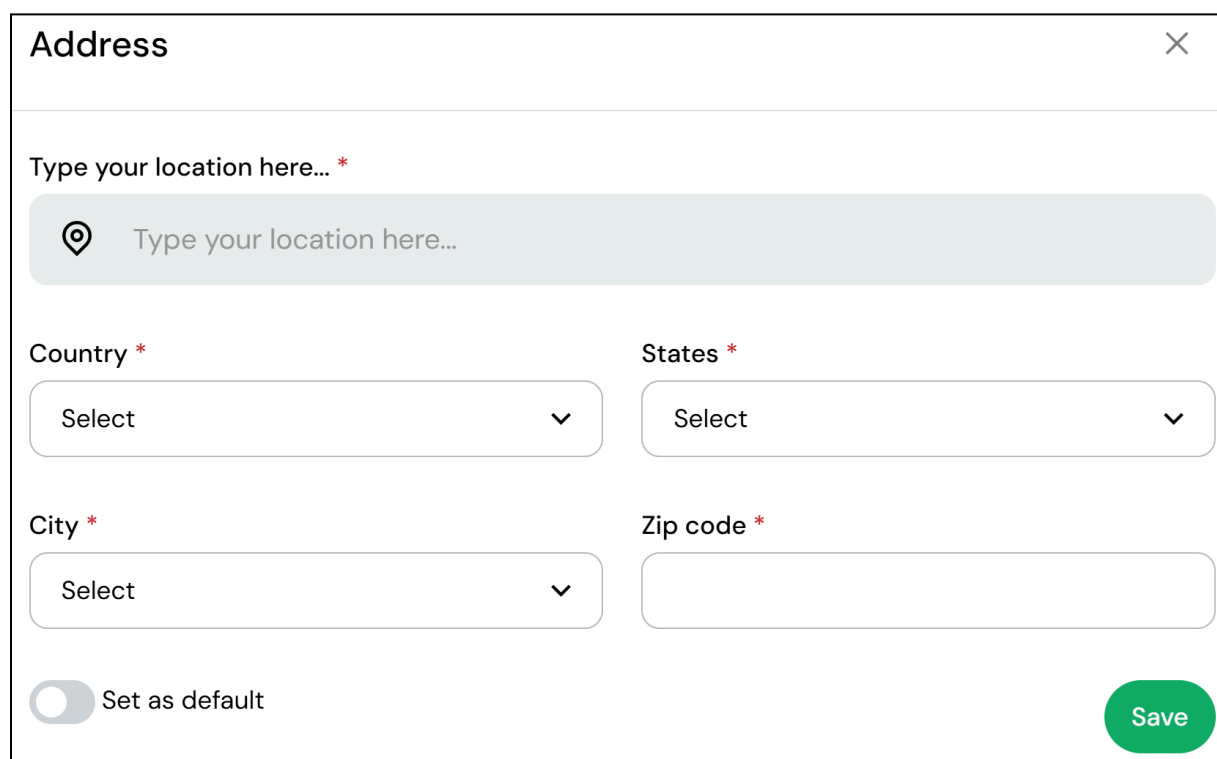
+ Add

Default

85 Farnell Street ALECTOWN, New South Wales

If the service is at a location that is not in the list, add a new address by clicking the **Add** link.

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



Address

Type your location here... *

Type your location here...

Country * States *

Select Select

City * Zip code *

Select

☐ Set as default

Save

The [Add address](#) form is the same everywhere on the platform (refer to 3.1.3 to know how to add an address).

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

Then, select the address where you will provide the service, under this section.


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.

Your saved address for service *


[+ Add](#)




Default

85 Farnell Street ALECTOWN, New South Wales


☐





243 Queen Elizabeth Boulevard

☒




Once done, click **Save changes**. This will direct you to the next tab, which is the **Media** tab.


Online

Select this option if you will provide the service remotely or work from home.

Tell us where and when the job needs to be done



In-person



Online

[Save changes](#)

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 done, click **Save changes**. This will direct you to the next tab, which is the **Media tab**.

16.1.5 Media tab

Under this tab, upload a relevant image for your service. The uploaded media will be displayed on the service packages listing page for your service.

There is only one section on the form - **Upload***

Media setup

Upload*

Choose File

No file chosen

Preferred dimensions 355 × 117

To upload a media file, click **Choose file**. Select the document from your system and click **Open**.


The file will be successfully uploaded.

Upload*


Choose File

No file chosen

Preferred dimensions 355 × 117



20250326133217.png
239KB



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.

And the uploaded media will be added under it.

Images are uploaded directly to the platform; therefore, there is no **Save changes** button under this tab.

To proceed to the next tab, i.e., the **English tab**, click **English** from the left navigation panel in the service settings form.

The screenshot shows the 'Service settings' interface. At the top, there's a back arrow and the title 'Service settings'. Below this is an orange warning banner that reads: 'Changes to an existing service will require re-approval.' The left sidebar contains a list of tabs: General, Other information, Plans, Location, Media, English (highlighted with a grey background and an orange info icon), Arabic (with an orange info icon), and Spanish (with an orange info icon). The main content area is titled 'Service language setup' and has a 'General' section. Under 'General', there is a 'Service name*' field with the value 'Pest control' and a 'Description' field which is currently empty.

16.1.6 English tab

This is the default language data tab. Since English is set as the default language, this tab is called the **English tab**.

Define and manage service-related details in this tab before translating them into other supported languages.

There are three sections under this tab: **General**, **Other information**, and **Plans**. All the details in this tab are pre-filled based on the information added in the previous [General](#), [Other information](#), and [Plans](#) tabs, except one field under the General section - **Description**.

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.

General

Service name*

Pest control

Description

Enter a service description in this field. The provided description will be displayed on the service details page for clients.

Once done, scroll down to review each section and update the fields as needed, ensuring that all mandatory fields are completed before proceeding.

Scroll down to the last field - **Auto-translate to other languages**

☐ Auto-translate to other languages

Save changes

Check mark this to update the secondary language(s) data automatically. With this, the data under the next language tab(s) gets auto-filled.

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.

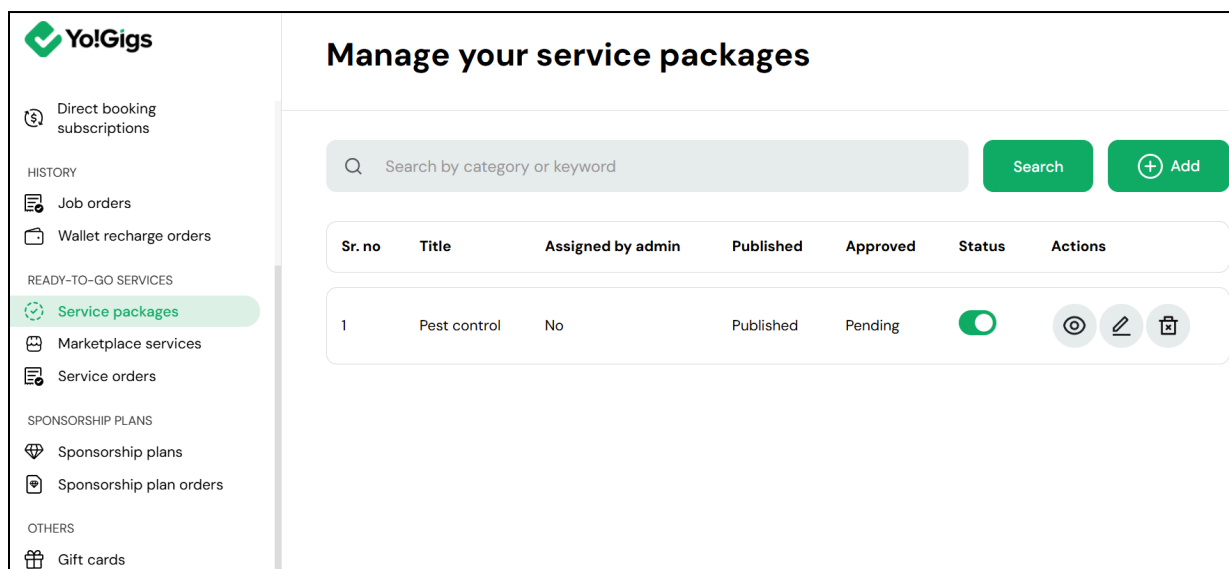
Deselect or leave the checkbox unselected if you want to fill the secondary language(s) data on your own.

Once done, click **Save changes** and you will be directed to the **Service packages** submodule page.

The next tabs after this are the secondary language tab(s) (Arabic and Spanish), and they contain the same fields as the English tab. You can edit the details in these tabs and save them.

*If you opted to have the default language **auto-translated** into the secondary language(s), the Arabic and Spanish tabs will be pre-filled. In this case, review the data in each secondary language tab, make any necessary edits, and click **Save changes**.*

With this, the service package will be added to the list.





Manage your service packages

Search by category or keyword Search + Add

Sr. no	Title	Assigned by admin	Published	Approved	Status	Actions
1	Pest control	No	Published	Pending		

If the platform admin has activated admin approval for service package requests, you must wait for the admin to review your service package and approve it before it is published on the platform.


Following the same steps, add as many service packages to the list as you want.

Use the **Edit button**  beside a service package to edit its information and the **Delete button**  beside it to delete the service package.

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.

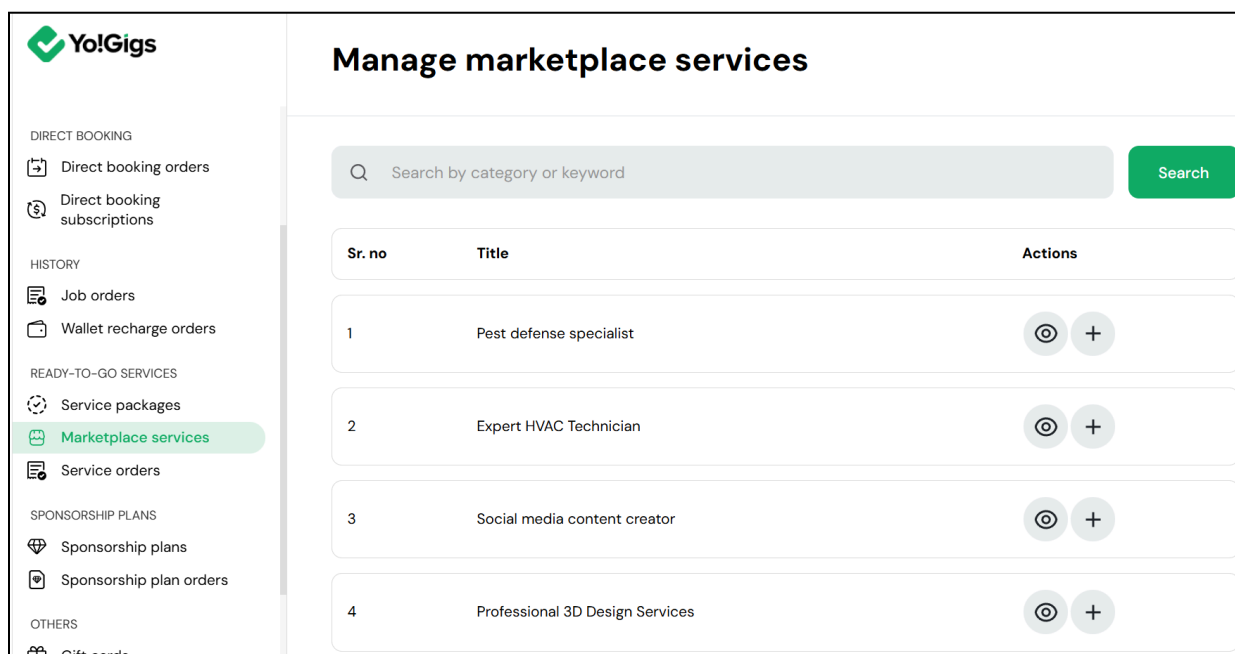
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.









To view the details related to the service added click the **View** button  beside the service.

16.2 Marketplace services submodule


This submodule allows you to add the predefined service packages created by the admin.

To add a service package, navigate to the **Marketplace services** submodule from the left navigation panel.



Sr. no	Title	Actions
1	Pest defense specialist	 
2	Expert HVAC Technician	 
3	Social media content creator	 
4	Professional 3D Design Services	 

Begin by reviewing the service package details before adding them.

To do this, click the **View** button  beside the service whose details you want to check.

After reviewing the details, click the **Plus** button  beside the service package you want to add.

This will direct you to the **Service settings** form.

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.

← Service settings

⚠ Changes to an existing service will require re-approval.

General >

Other information !

Plans !

Location !

Media !

English !

Arabic !

Spanish !

General

Category

✕ Chemical Pest Control

✕ Pest Extermination

Service types*

Service packages

Identifier*

Pest defense specialist

Status

Active ▼

Save changes

The **Service settings** form is the same as the one in the [Service package](#) submodule.

Review and update all relevant information in this form by navigating through the available tabs.

Once all the required details are updated, click **Save changes** to add the service package to your list under the [Service packages](#) submodule.

Yo!Gigs

Direct booking subscriptions

HISTORY

Job orders

Wallet recharge orders

READY-TO-GO SERVICES

Service packages

Marketplace services

Service orders

SPONSORSHIP PLANS

Sponsorship plans

Sponsorship plan orders

OTHERS

Gift cards

Manage your service packages

Q Search by category or keyword

Search

+ Add

Sr. no	Title	Assigned by admin	Published	Approved	Status	Actions
1	Pest defense specialist	No	Published	Pending		
2	Pest control	No	Published	Approved		

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.

If the platform admin has activated admin approval for service package requests, you must wait for the admin to review your service package and approve it before it is published on the platform.

Following the same steps, add as many service packages to the list that you want.

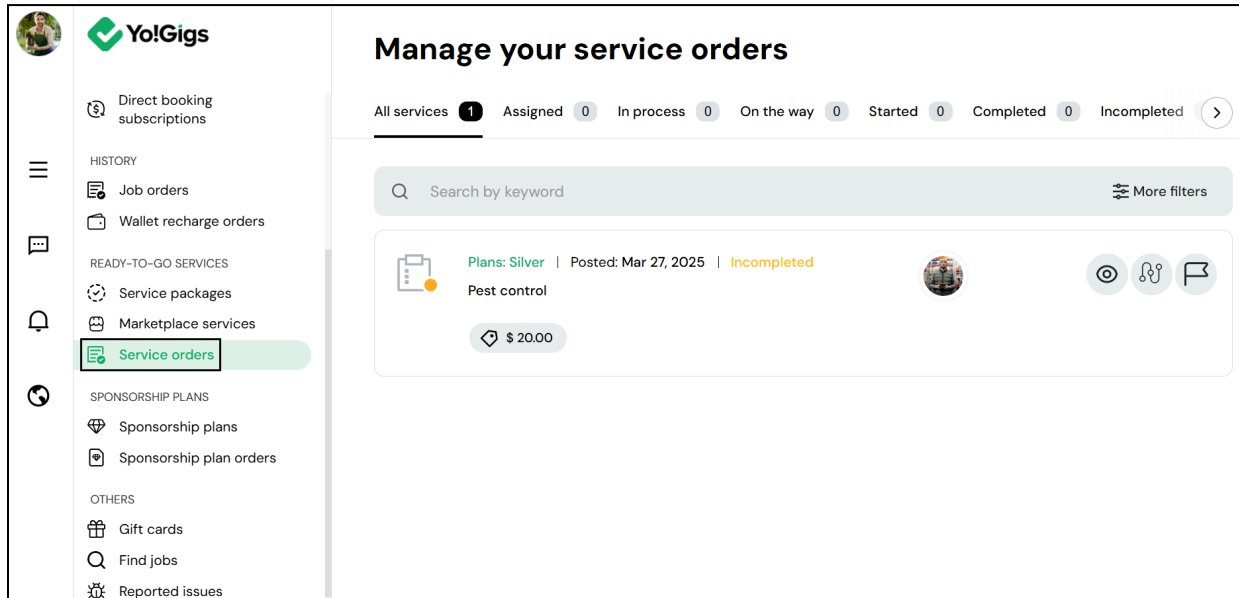
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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.




17. Review the service order submodule

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



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


Once a client purchases your service package, you can perform the following actions, similar to those available in the [Direct booking module](#):


- Accept a service offer:** To do this, click  beside the assigned service to open the dropdown menu, then select **Accept offer**.
- Mark the service as on the way:** To do this, click  beside the in-process service to open the dropdown menu, then select **Mark on the way**.
- Mark the service as started:** Once you begin working on the assigned task, update the status to job started. To do this, click  beside the service to open the dropdown menu, then select **Mark service as started**.

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.

- **Mark work as complete:** To do this, click  beside the completed booking order to open the dropdown menu, then select **Mark work as complete**.
- **Report an issue with a booking:** If you have any issues with the client or the Service package, you can report an issue for the same.

To do this, click  beside the completed service order to open the dropdown menu, then select **Report an issue**.

- **Escalate an issue with an order:** 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.

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.

18. Sponsorship plans submodule

This submodule allows you to become a sponsored freelancer, featuring your profile at the top of the freelancer listing page for greater visibility to clients.

To purchase a sponsorship plan, visit the **Sponsorship plans** submodule from the left navigation panel.

Plan name	Price	Valid for days	Actions
High-value/Exclusive Sponsors	\$ 135.00	55 Days	View Buy
Mid-Tier Sponsorship	\$ 95.00	31 Days	View Buy
Entry-Level Sponsorship	\$ 45.00	20 Days	View Buy

On this page, you will see multiple plans with different pricing tiers and their respective validity in days.

Begin by reviewing the plan details before purchasing them.

To do this, click [View](#) beside the plan whose details you want to check.

A pop-up will appear, displaying the plan details.

You can review the sponsorship plan name, description, price, and validity period in the pop-up.

Compare different plans to choose the one that best aligns with your requirements.

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.

View plan details

×

High-value/Exclusive Sponsors

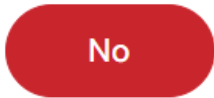
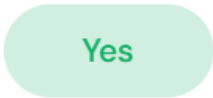
Plan name	High-value/Exclusive Sponsors
Description	This sponsorship plan offers premium exposure for freelancers, ensuring higher visibility on the platform. Sponsored freelancers appear at the top of relevant searches, gaining more opportunities to attract clients. Ideal for professionals seeking to maximize their reach and credibility.
Price	\$ 135.00
Validity for	55 Days

After reviewing the details, click  beside the plan you want to purchase.

When you do this, a pop-up message will appear in the middle of the page.

×

Do you want to go with automatic recurring?



Click **Yes** if you want to go with automatic renewal of the sponsorship plan upon expiry.

The plan will be renewed using your saved payment method.

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.

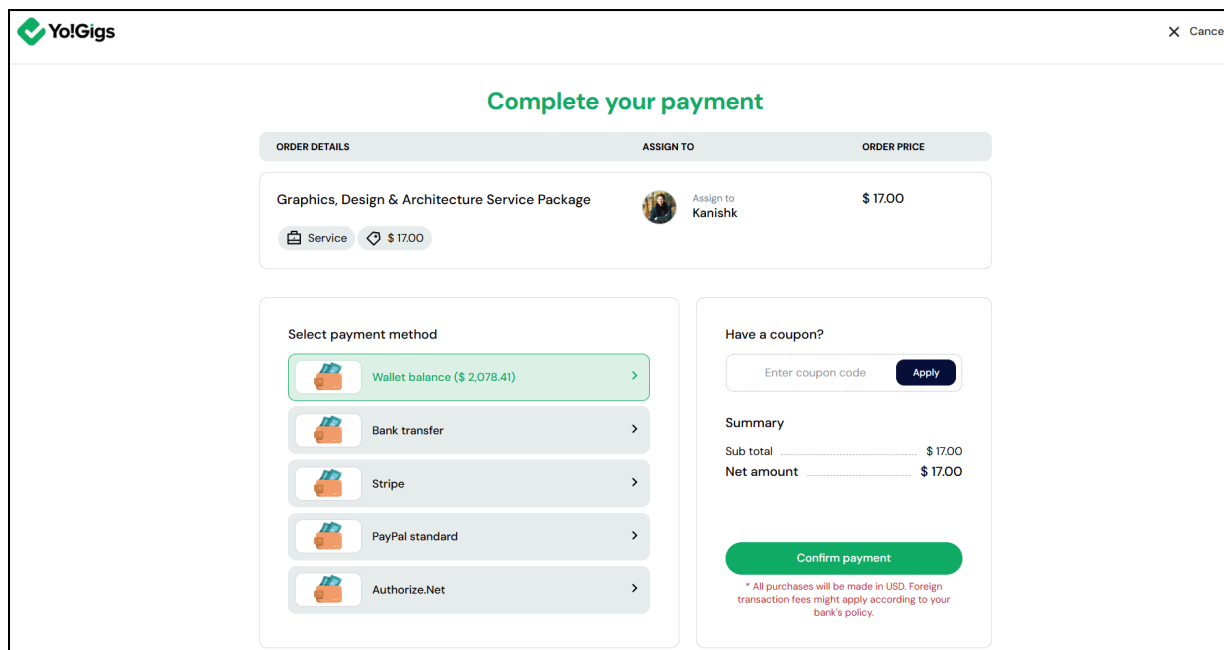
The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.

 To stop the next recurrence, refer to [Stop the next recurring renewal](#) subsection.

Click **No** if you want to make a one-time purchase without automatic renewal.

You will need to repurchase the plan manually after it expires.

Clicking either of these options will direct you to the payment page.



Complete your payment

ORDER DETAILS	ASSIGN TO	ORDER PRICE
Graphics, Design & Architecture Service Package Service \$17.00	Assign to Kanishk	\$17.00

Select payment method

- Wallet balance (\$2,078.41)
- Bank transfer
- Stripe
- PayPal standard
- Authorize.Net

Have a coupon?

Enter coupon code

Summary

Sub total \$17.00

Net amount \$17.00

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

Review the payment details for the plan.

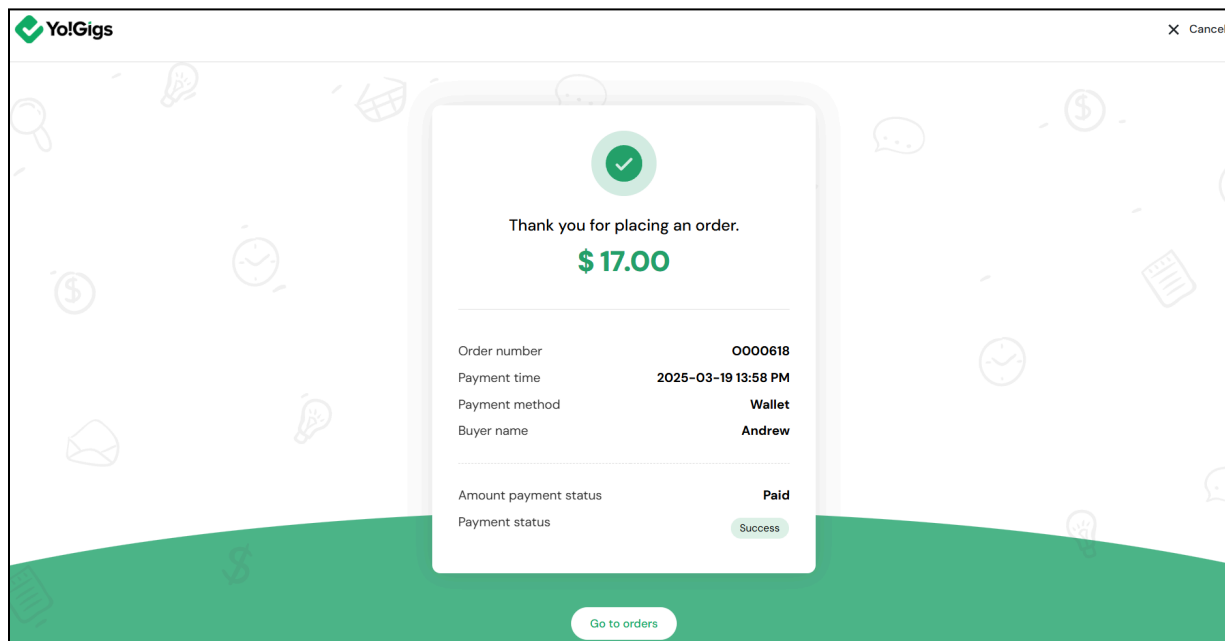
Then, select the payment method and complete the payment accordingly by clicking **Confirm payment**.

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.

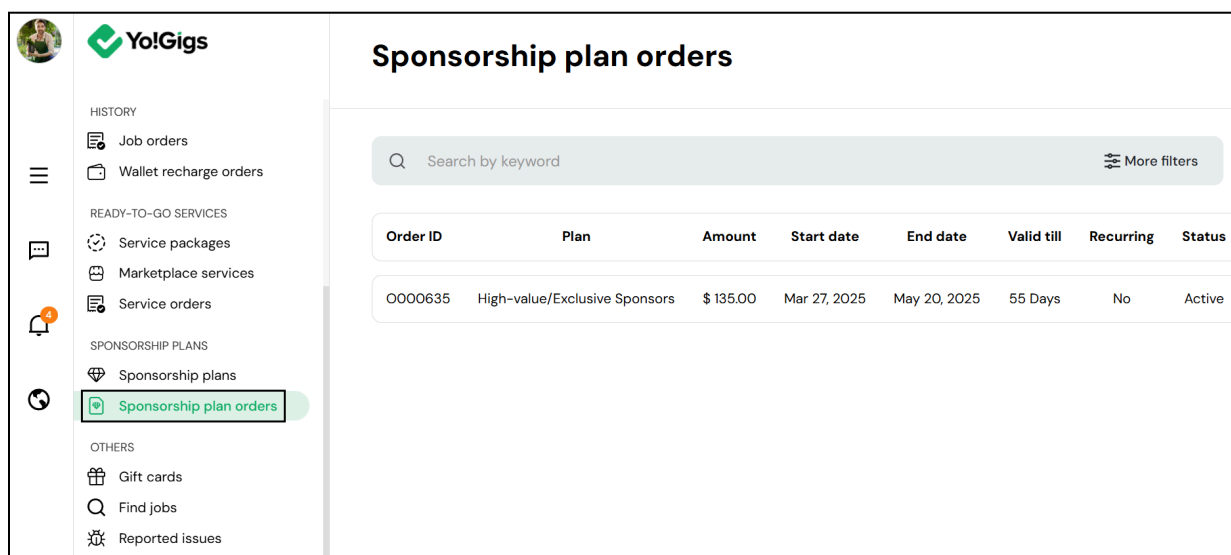
An asterisk (*) next to a label indicates that the information is mandatory.

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



From here, click **Go to orders** to be directed to the [Sponsorship plan orders](#) submodule page.

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



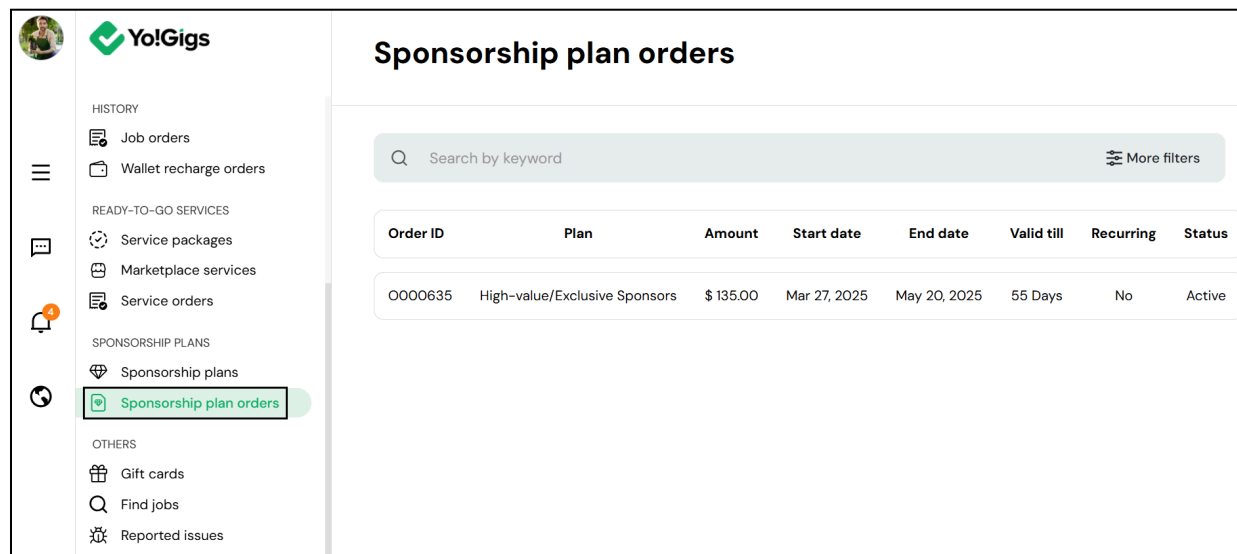
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

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.

19. Review the sponsorship plan orders submodule

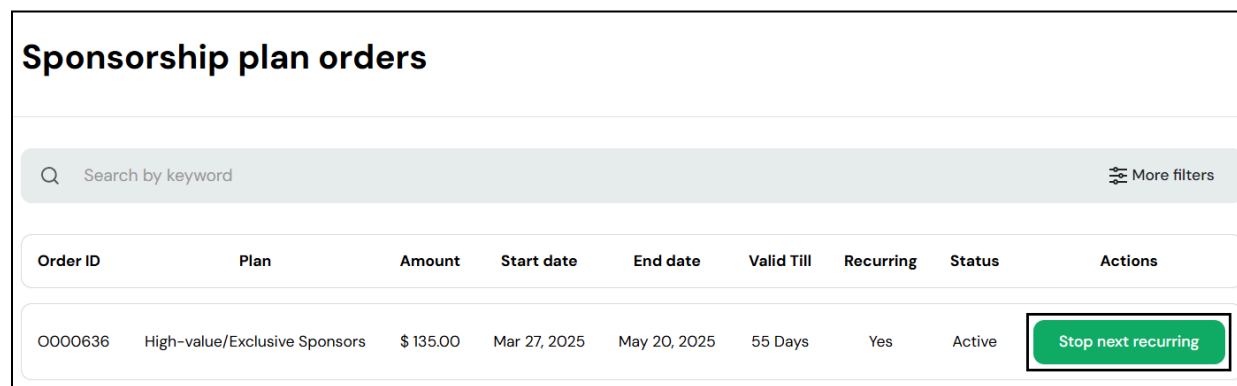
Manage and track all your sponsorship plan orders under the **Sponsorship plan orders** submodule, accessible from the left navigation panel.



On this page, review the start date, end date, and validity of your sponsorship plan.

Stop the next recurring renewal

If you opt for a recurring sponsorship plan, the **Stop next recurring** button will appear next to the subscription plan.



Click this to stop the next recurrence of the plan.

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 do this, a pop-up message will appear at the top of the page.

Click **Yes** to stop the next recurring plan, preventing any further payment deductions.

Once stopped, the recurring payment will be canceled successfully, but the subscription will remain active until its validity expires.

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.

Start your freelancing journey!

With your first job completed, you can move to the next job and continue earning via the platform.

Once in a while, remember to check your profile settings and update it with any new information

Refer to the **Freelancer manual** to know more about all the features the platform has to offer you!

x—x

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.

Yo!Gigs - Online Service Marketplace Solution

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



www.fatbit.com | sales@fatbit.com

[Contact us](#)

+91 95555 96666 / +91 73075 70707

Copyright ©FATbit Technologies (Ably Soft Pvt. Ltd). All Rights Reserved.

The information contained in this document represents the current views, requirements as interpreted by FATbit Technologies for its clients. All information contained within this document is proprietary to us, unauthorized disclosure, distribution of the information contained either in part or as a whole shall not be accepted and shall be considered a breach of Copyright and Intellectual rights.