YO!GIGS
Marketplace For Professionals

On-Demand Service Business Software

Yo!Gigs is an all-in-one software purpose-built for handyman & Freelance businesses

Tasker Manual

Table of Content

1.

1. SignUp

On click of Sign Up button available at top navigation bar on home page, user will redirect to the Registration page. See the screenshot of the page below:

2.

Select **I'm a Tasker** and complete the signup form to register to the site. Customer can also Signup with Facebook and Google by clicking on **Login with Facebook** or **Login with Google** buttons.

Upon successful submission of sign up form, system will send an email notification to the entered email address to activate the account and user will redirect to the login page, see the screenshot below:

After activating the account, system will display Complete Your Tasker Profile page which contain 5 steps to complete the Tasker Profile.

3.

In Step 1, tasker need to complete his/her personal information. See the screenshot of Step 1 below:

4.

On click of Next button from the Step 1, tasker will redirect to the Step 2 of the page. In Step 2, tasker needs to complete the types of tasks he/she can perform with hourly price of the task type. Tasker can add multiple task types. See the screenshot of the Step 2 below:

On click of Next button from Step 2, tasker will redirect to the Step 3 of Complete Profile page. In step 3, tasker need to upload at least one document that will send to the admin to approve the account. Tasker can upload multiple documents as well. See the screenshot of the Step 3 below:

5.

On click of Save button from the Step 3 of Complete Profile page, all the information including uploaded documents will be sent to admin for approval. Tasker can't access his/her dashboard till admin approves his account.

After admin approves the tasker account, he/she will get an email for the same with link to the step 4 (Quiz). Clicking on the link will send tasker to Step 4 of Complete Profile page. See the screenshot below:

Quiz

In order to proceed with the registration, we would like you to take a test.
It will help determine your skill level.
You will have 2 minute for **3 Questions in total**.
There are tasks on general knowledge.
You have **only 500 attempt(s)** left to complete the test.
You must give at least 2 correct answers, failing of which your account may be disabled.

Take it seriously as you have only one attempt to answer each question.
Make sure nothing disturbs you during the next 2 minutes.

Start Test Now

Tasker needs to pass the quiz to complete the profile. Once passed, he/she will be redirected to the Step 5 of Complete Profile page. Please see the screenshot below:

Congrats!

Congratulations!
Your registration is complete.
Thank you

Continue

7.
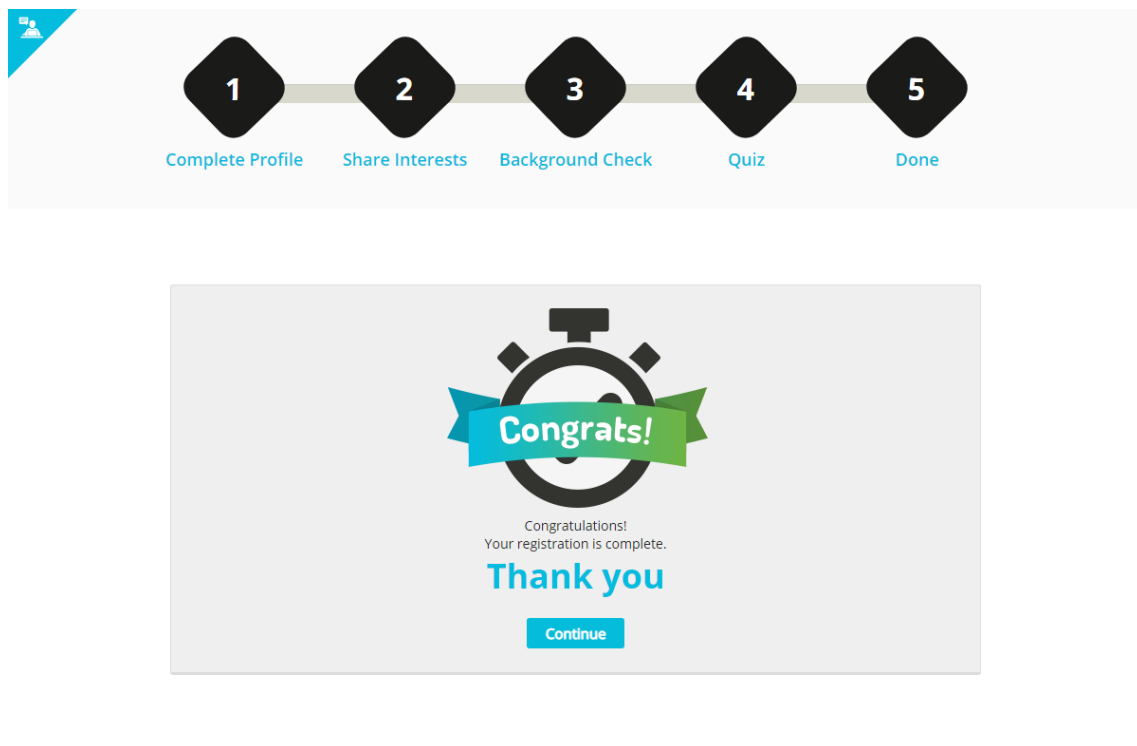
2. Login

On click of Login button available at top navigation bar on home page, user will redirect to the Login page. See the screenshot below

Tasker can either enter registered username or email address with correct password to login to the system. Tasker can also Login with Facebook and Google by clicking on **Login with Facebook** or **Login with Google** buttons.

3. Forgot Password

On click of Forgot Password link from Login page, user will redirect to the Forgot Password page. See the screenshot below:

After submitting the registered and correct email address, tasker will get an email notification with reset password link to reset the password. After resetting the password, tasker can login with the new password.

4. My Dashboard

After successful login to the system, tasker will redirect to the My Dashboard page from where he/she can his/her personal details, wallet credits, task details etc. See the screenshot of the page below:

9.
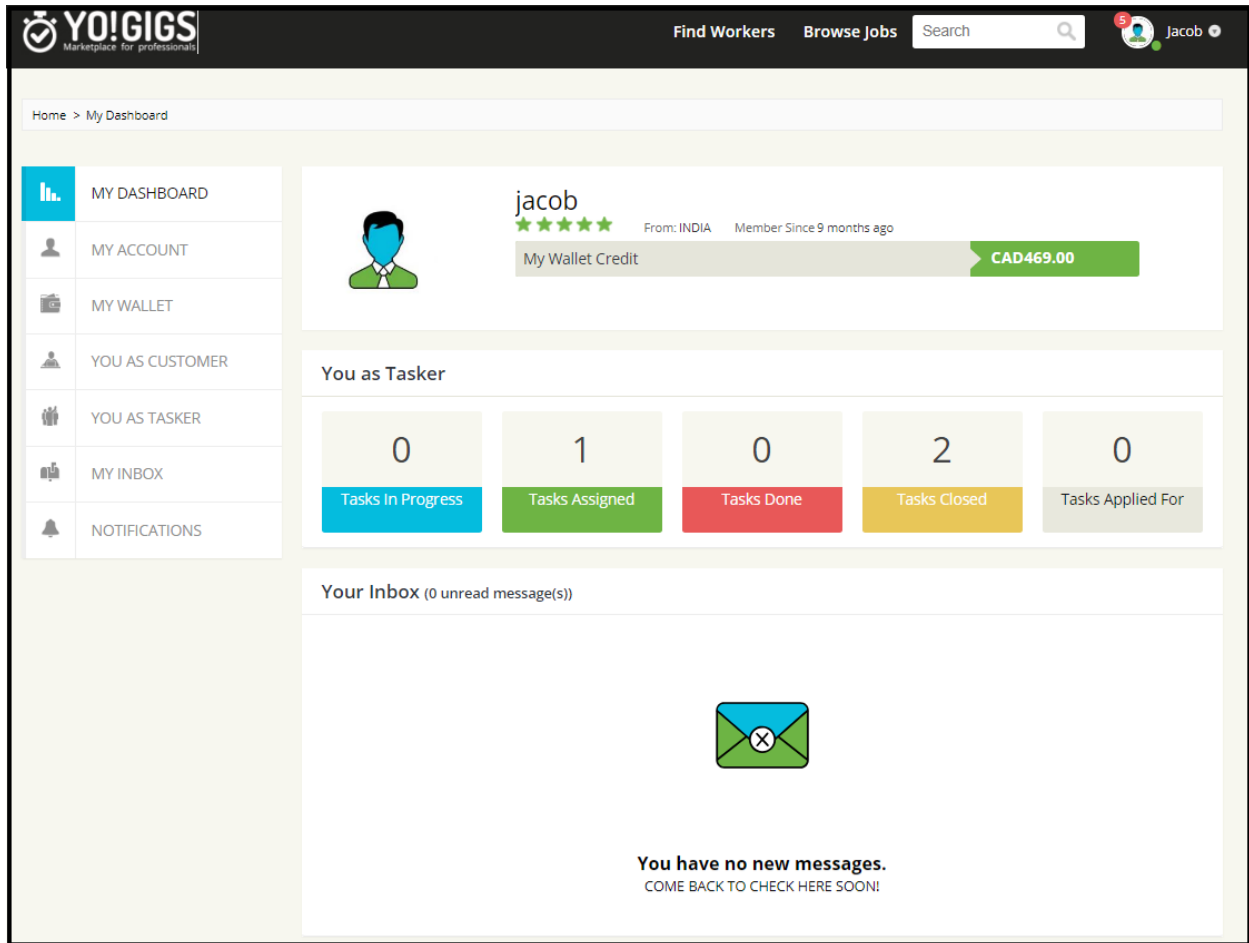
4.1   Top Right Navigation Bar

On click of customer's name or profile picture, top right navigation bar will open, see the screenshot below:
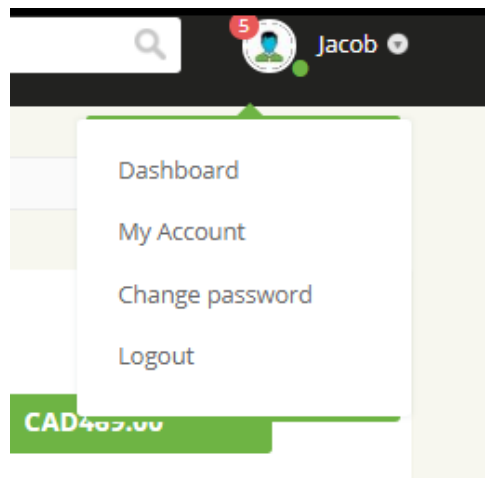
Under this top navigation bar, you can do the following actions:

- On click of red icon, tasker will redirect to the notification page and number on the icon shows the number of unread notifications.
- On click of green icon, tasker status will be changed to offline and vice versa. Offline status will be displayed in red icon. If tasker is online then customers can see the start chat button on tasker's profile page and can chat with him/her. See the screenshot below:
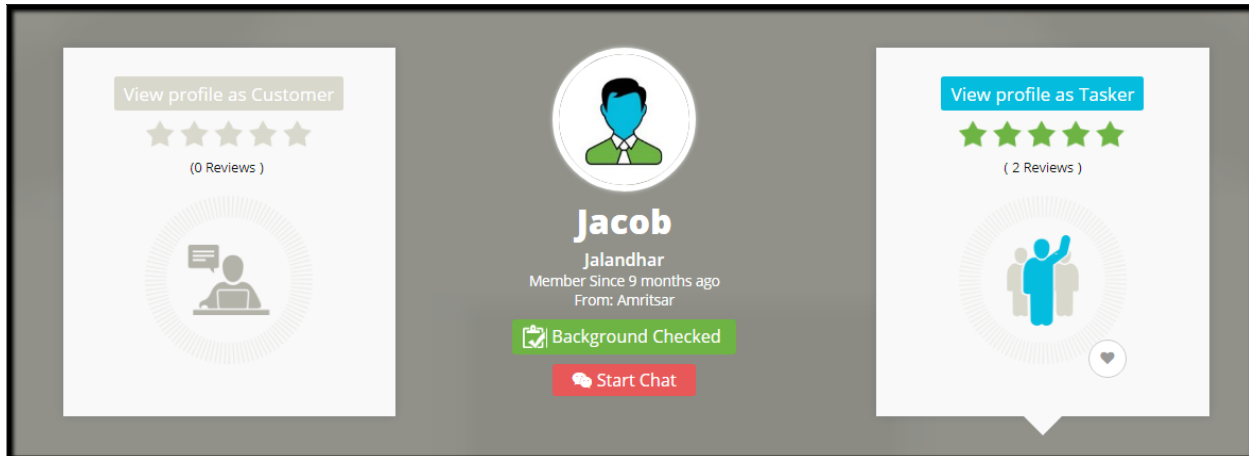
- On click of Dashboard option, tasker will redirect to the My Dashboard page.
- On click of My Account option, tasker will redirect to the My Account page. See section 5 for more details.
- On click of Change Password option, tasker will redirect to the Change Password page from there he/she can change his/her password. See the screenshot of the page below:
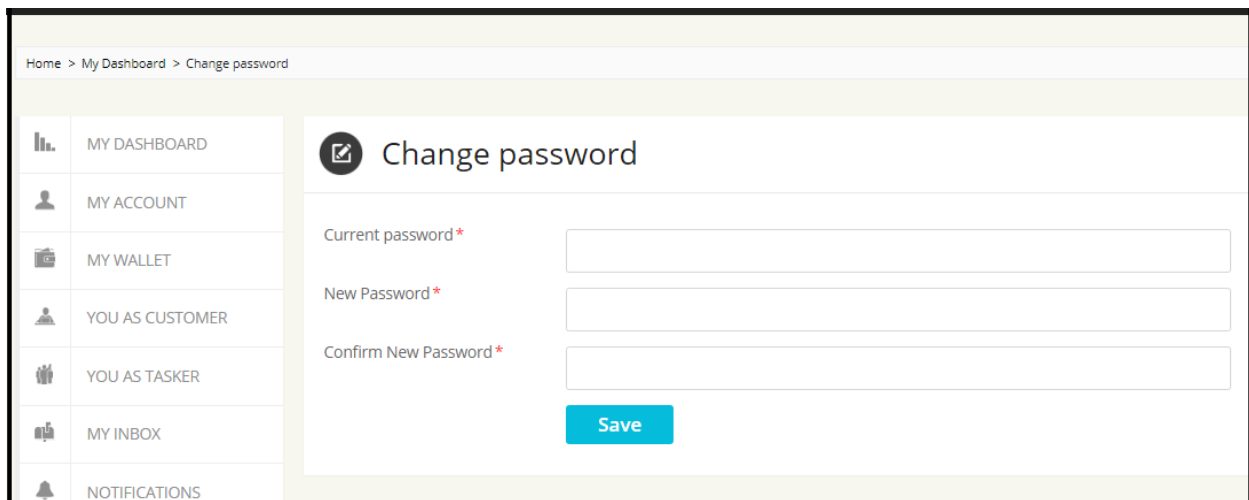
- On click of Logout option, tasker will log out from the system and redirect to the login page.

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4.2 Basic Details Section

Under this section, tasker can see his/her basic details like name, average rating, wallet credits etc. See the screenshot of the section below:
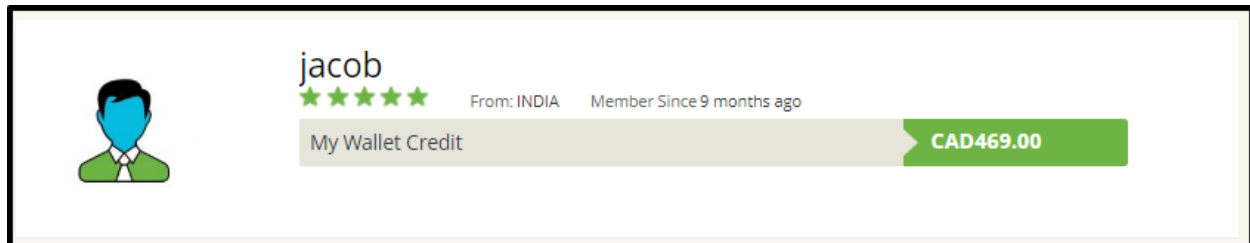
4.3 Task Details Section

Under this section, tasker can see his/her following task details:
- Number of tasks in progress.
- Number of tasks assigned by the customers but tasker hasn't yet confirmed.
- Number of completed tasks by tasker but not mark as closed by customer.
- Number of closed tasks by both parties (tasker & customer).
- Number of active tasks in which tasker has applied/bidded.

See the screenshot of the section below:
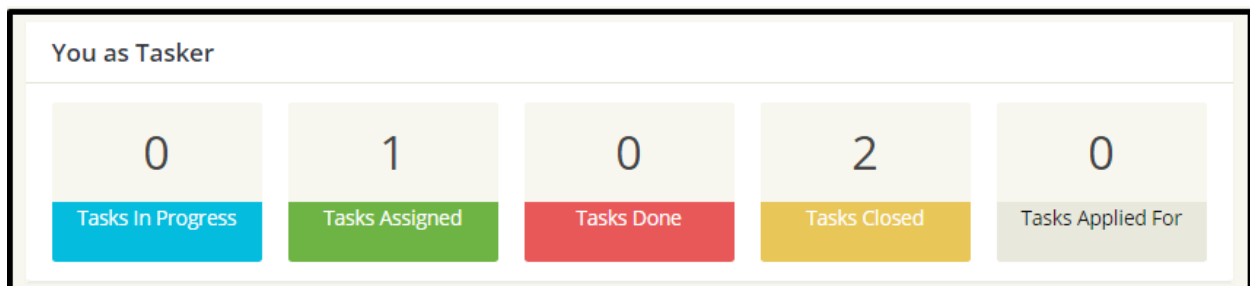
4.4 Your Inbox Section

Under this section, tasker can see all the unread recent received messages. On click of User's Name or message, tasker will redirect to the Chat History page with that user. See the screenshot of Your Inbox section and Chat History page below:
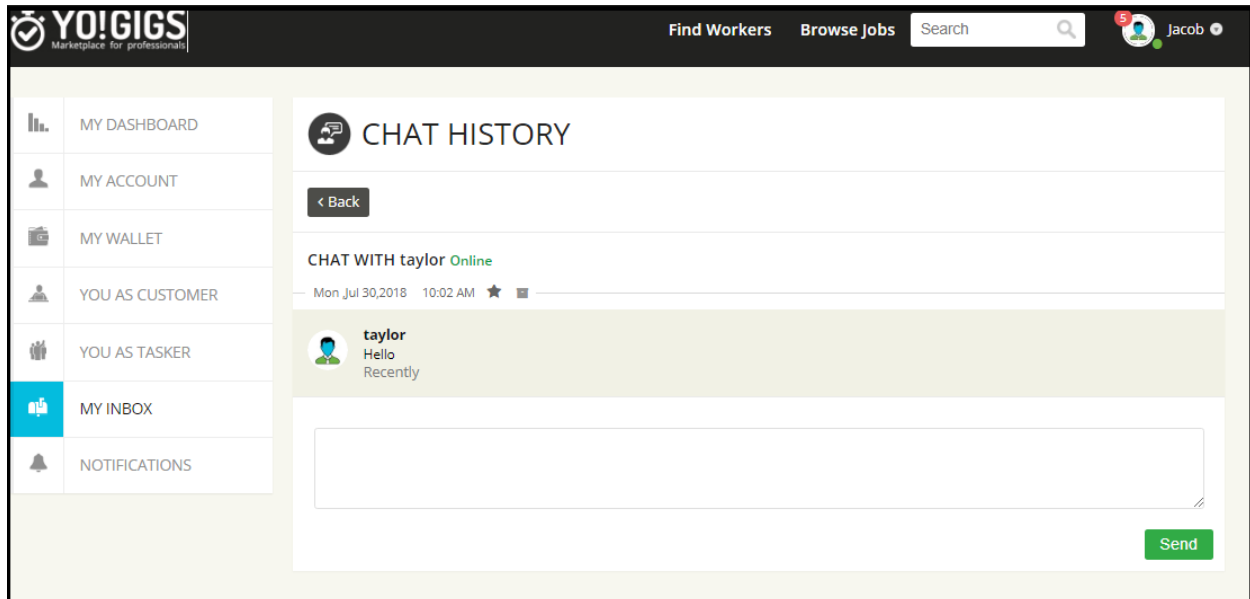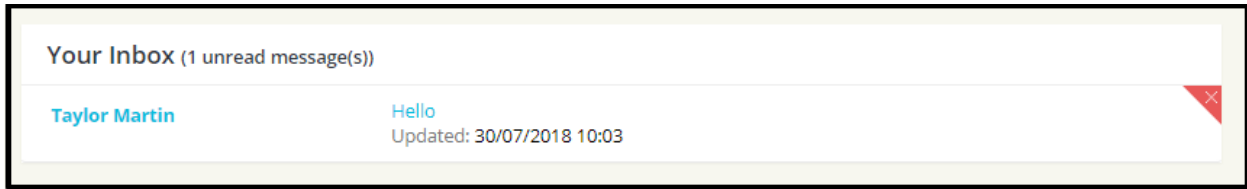
5. My Account

On click of My Account menu from the side navigation bar, three options will be displayed which are -- **Edit Account Info, Edit Interests** and **View Profile.** See the screenshot of the navigation bar below:
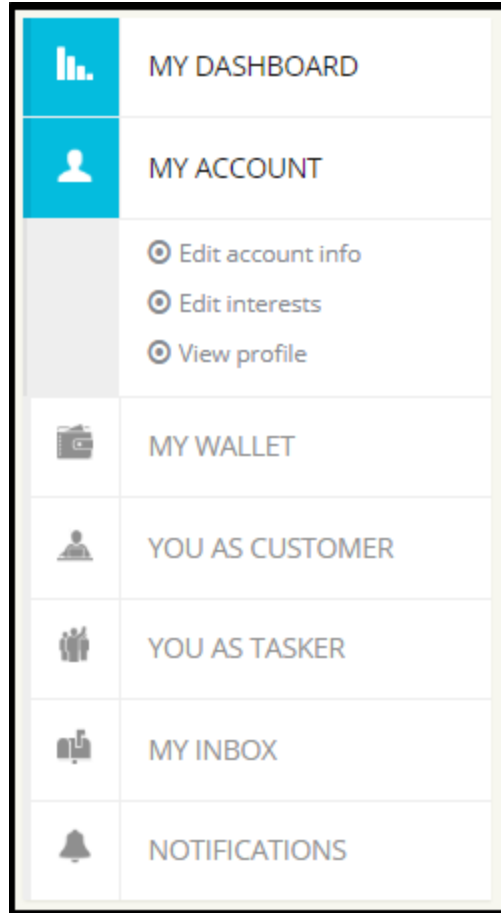
5.1   Edit Account Info

On click of Edit account info option, tasker will redirect to the Edit Account Info page from where he/she can change his/her profile information. See the screenshot of the page below:

5.2   Edit Interests

On click of Edit Interests option, tasker will redirect to the Edit Interests page from where he/she can add/edit/delete his/her services/tasks types. See the screenshot of the page below:
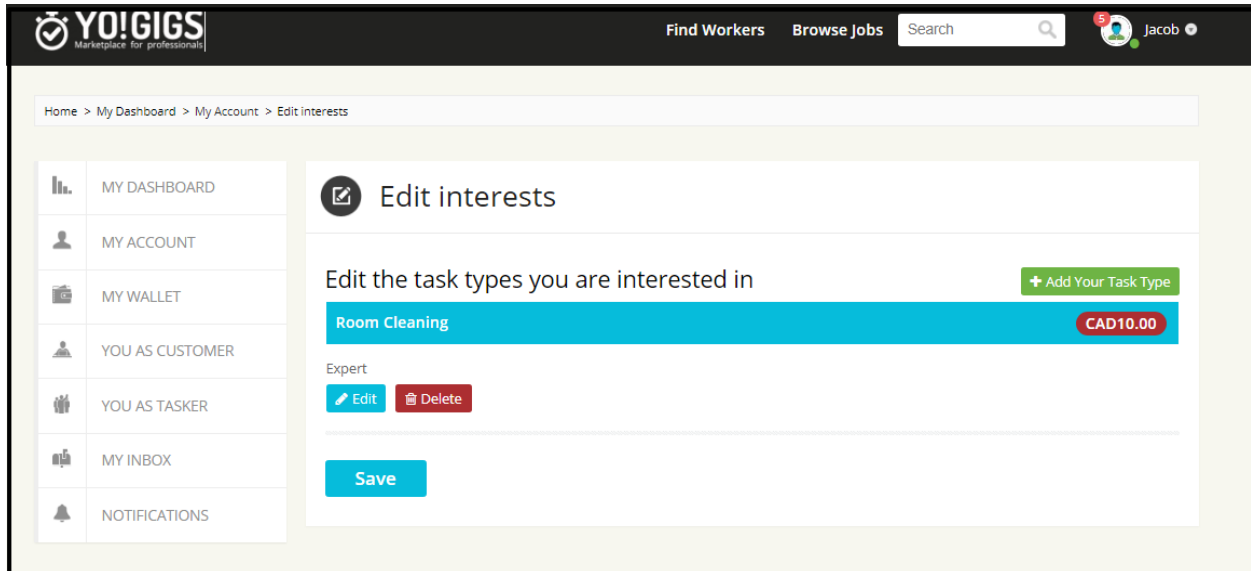
5.3   View Profile

On click of View Profile option, tasker will redirect to his/her front end Profile View page from where he/she can view his/her basic details, average rating, task types interest in, reviews on the completed tasks etc. See the screenshot of the page below:

YO!GIGS
Marketplace for professionals

Find Workers   Browse Jobs   Search   Jacob

View profile as Customer
★ ★ ★ ★ ★
(0 Reviews)

Become a Customer

Jacob
Jalandhar
Member Since 9 months ago
From: Amritsar

Background Checked

View profile as Tasker
★ ★ ★ ★ ★
(2 Reviews)

Task Types Interested In:

Room Cleaning   CAD10

Expert

Reviews (2) for jacob

	Posted by: **andy**	★★★★★	View task
	Excellent work was done.		

	Posted by: **taylor**	★★★★★	View task
	Very good work done.		

Worked mostly on
Room Cleaning   (1 Task(s) done)
Other Cleaning   (1 Task(s) done)

1	0	2
Tasks Assigned	Tasks Done	Tasks Closed

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6. My Wallet

On click of My Wallet menu from the side navigation bar, five options will be displayed which are:

    6.1   Transaction History
    6.2   Scheduled Transactions
    6.3   Withdraw Funds
    6.4   Deposit Funds
    6.5   Manage Accounts

See the screenshot of the side navigation bar with expanded My Wallet menu:
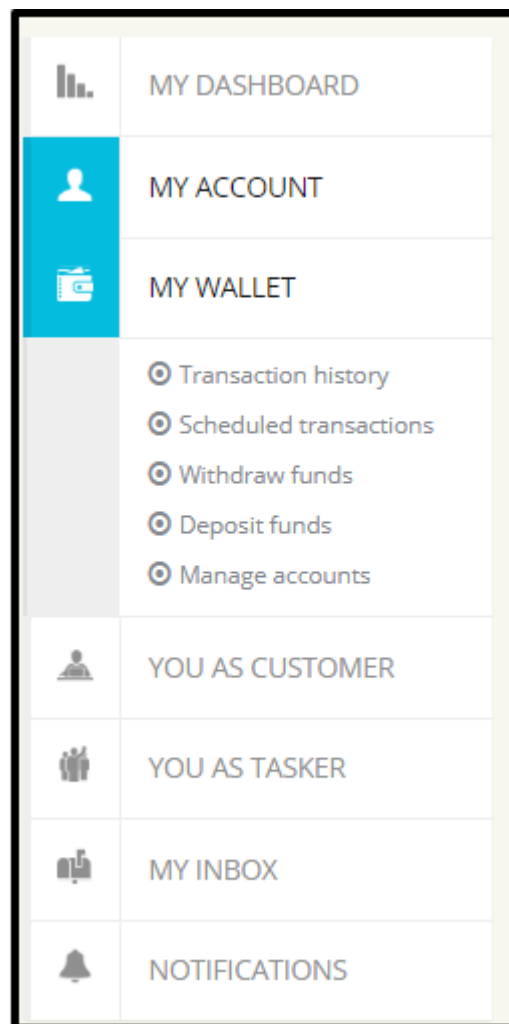
6.1. Transaction History

On click of Transaction History option, tasker will redirect to the My Wallet (Transaction History) page where he/she can see basic account details, all the past transaction history (credit & debit) and able to download it in csv file. Only the transactions listed on the current page can

be downloaded by clicking on **Click Here** link on the page. See the screenshot of the page below:

6.2. Scheduled Transactions

On click of Scheduled Transactions option, tasker will redirect to the My Wallet (scheduled transactions) page from where he/she can view pending withdrawal requests. Also, tasker can download the transactions listing by clicking on **Click Here** link. See the screenshot of the page below:
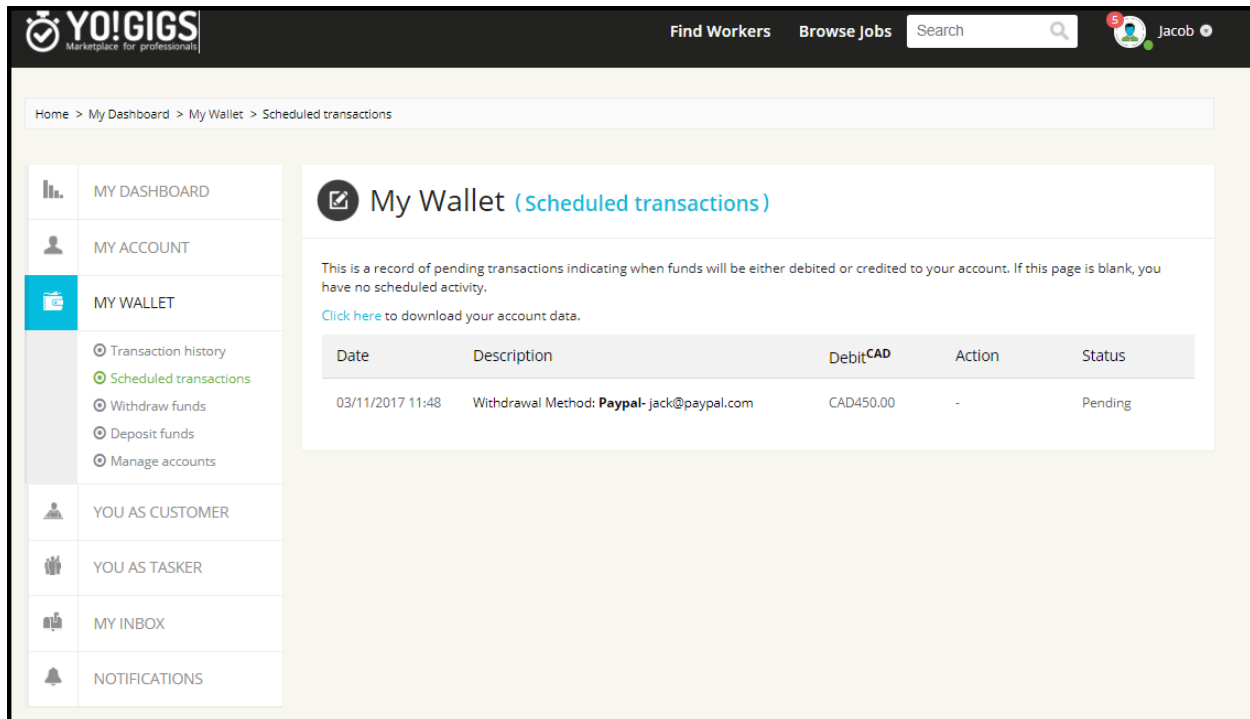
6.3. Withdraw Funds

On click of Withdraw funds option, tasker will redirect to **My Wallet (withdraw funds)** page from where he/she can add withdrawal requests. If there is pending withdrawal requests then tasker can't add new request until admin approve/reject the previous request. Also, withdrawal amount should be greater than zero and less than available wallet credits. See the screenshot of the page below:
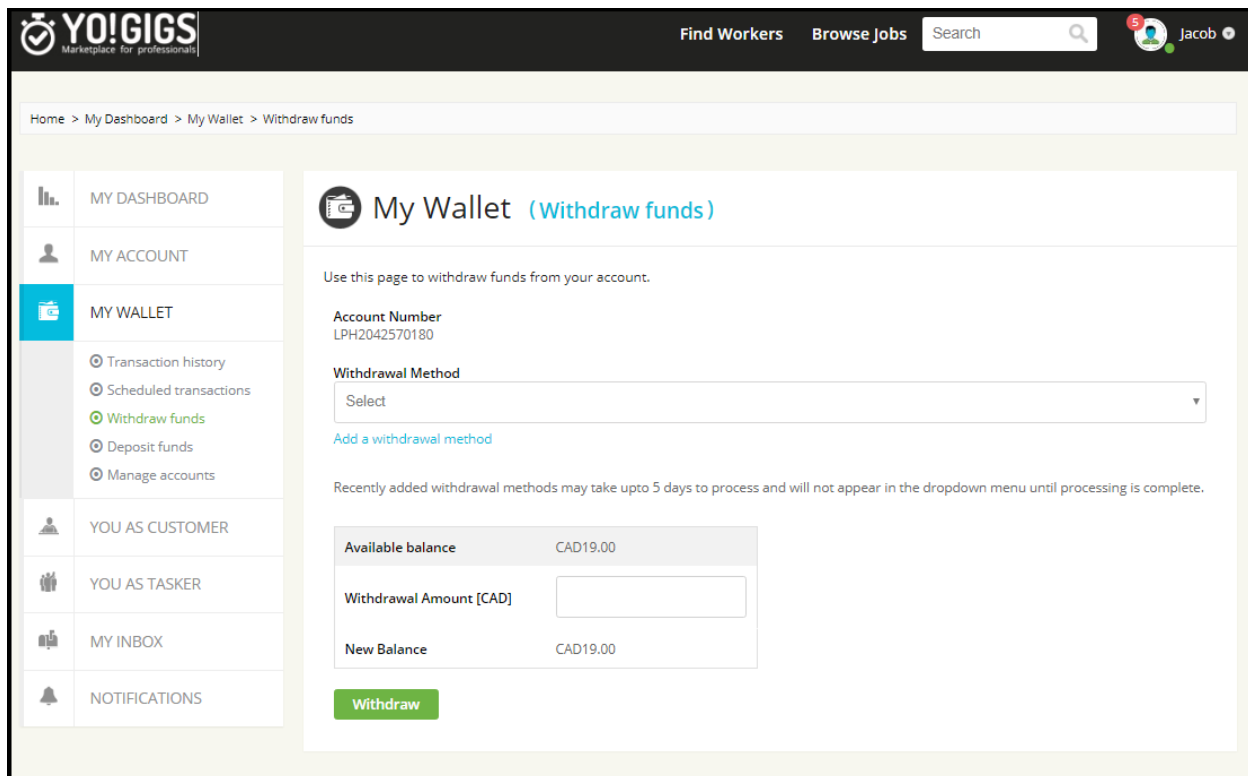
If there is no withdrawal method added by tasker then he/she can add withdrawal method by clicking on **Add a Withdrawal Method** link.

6.4.   Deposit Funds

On click of Deposit Funds option, tasker will redirect to **My Wallet (Deposit Funds)** page and able to add credits to his/her wallet. The actual money will be transferred to admin account while virtual money (credits) will be added to tasker wallet account. See the screenshot of the **My Wallet (Deposit Funds)** page below:
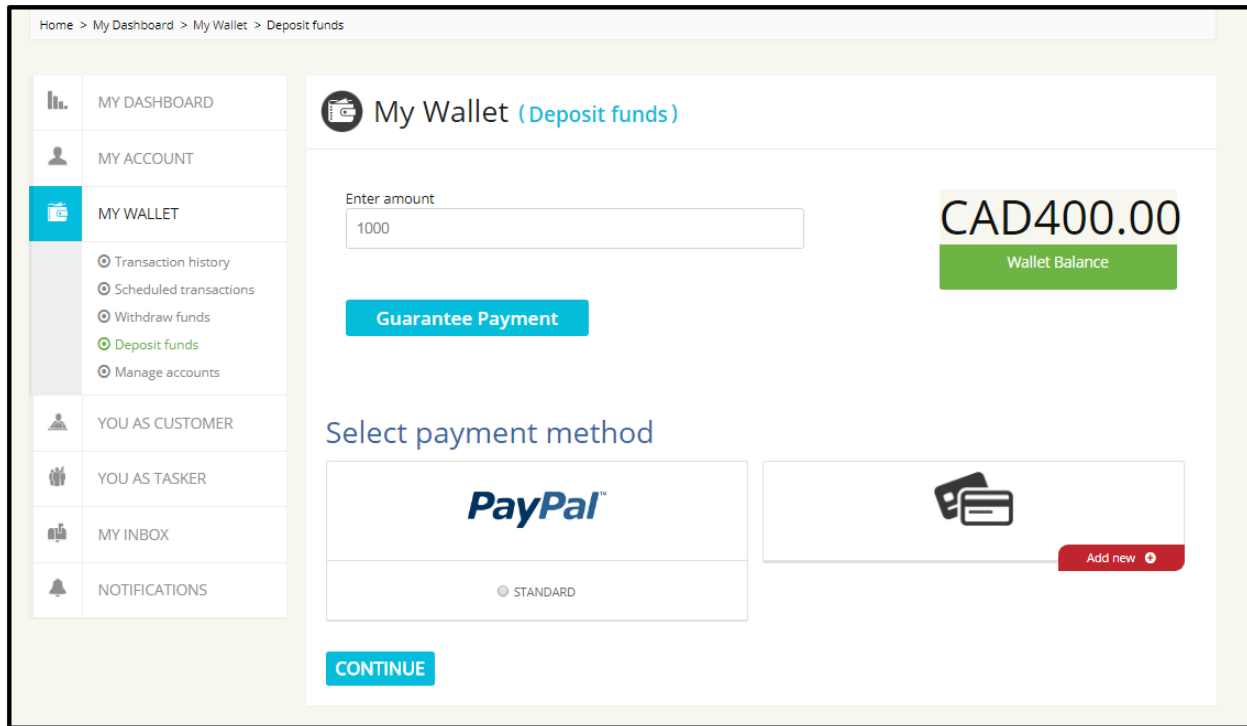
The amount limit & available payment gateways will be managed by admin.

6.5.   Manage Accounts

On click of Manage Accounts option, tasker will redirect to **My Wallet (manage Accounts)** page and able to manage his/her paypal account, credit card accounts and bank accounts. See the screenshot of the page below:

My Wallet (Manage accounts)

Manage the financial accounts to be used when making withdrawals or payments on Let People Help.

Authenticate Your Credit Card: This allows you to make online payments via Let People Help. To enter a new credit card and start authentication process, click "Enter New Credit Card" below. You will have the option of starting authentication process while entering credit card details.

PayPal Accounts	Action
taylor@dummyid.com	Delete Set Default

Credit Card Accounts	Action

No accounts available

Enter New Credit Card

Bank Accounts (for withdrawals)	Action
ICICI	Pending Delete

Enter New Bank Account

For paypal account, no need of admin approval. But for credit card accounts and bank accounts, tasker can only use after admin approval.
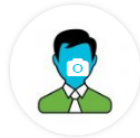
7. You As Customer

On click of You As Customer menu, tasker will see an option to become a customer. Tasker need to fill the Account Info form to become a customer. See the screenshot of the page below:

8. You As Tasker

On click of You As Tasker menu from the side navigation bar, three option will be displayed which are:

8.1   Browse Tasks
8.2   My Tasks
8.3   Favorite Customers

8.1.   Browse Tasks

On click of Browse Tasks option, tasker will redirect to the Tasks Listing page on front end and can apply to the relevant tasks. See the screenshot of the page below:

8.2.   My Tasks

On click of My Tasks option, tasker will redirect to the My Tasks page from where he/she can manage all the tasks. See the screenshot of the page below:
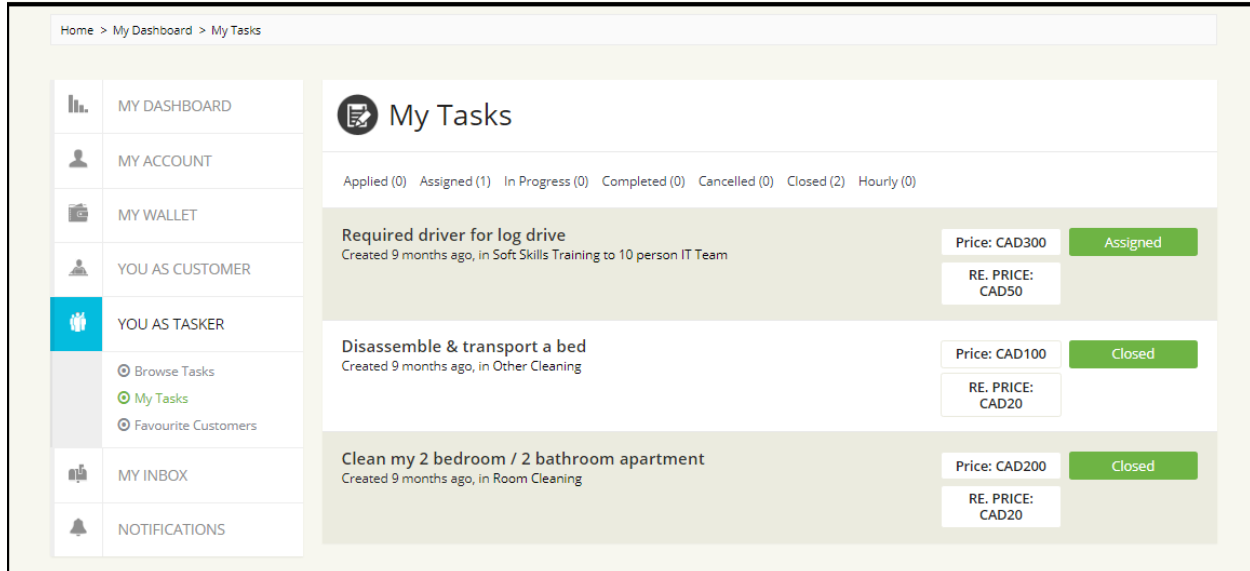
The top section of the page shows the number of tasks in various statuses. See the details below:

- **Applied:** Number of tasks in which tasker has bidded/applied.
- **Assigned:** Number of tasks assigned to the taskers by customer but not yet confirmed by tasker.
- **In Progress:** Number of tasks assigned to the tasker and confirmed by the tasker as well.
- **Completed:** Number of tasks marked as completed by taskers but not by customer.
- **Cancelled:** Number of cancelled tasks.
- **Closed:** Number of tasks marked as completed by both taskers and customer. Payment of these tasks will be transferred to taskers.
- **Hourly:** There are 2 types of tasks can be posted in the site --- Bid or Hourly. Here tasker can see number of hourly tasks in which he/she has been applied.

Below are the tasks details in each status and the operations that Tasker can do:

8.2.1.   Active Tasks

Those tasks which has been posted by customer and tasker hasn't yet applied. See the screenshot of the page:

Need Painter

Created **24 minutes** ago, in **Room Cleaning**

TASK DESCRIPTION

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.

Send Proposal

$ Offer price
CAD100.00

Bidding Close by
20/08/2018 03:31

When do you want this task done
31/08/2018 03:31

City for the task
New York

Task Location
123 Broadway, New York, NY 10006, USA
Tasker Location
123 Broadway, New York, NY 10006, USA

Category of the task
Room Cleaning

CAD10.00

by taylor

★★★★☆

From: Mohali
Member Since 9 months ago

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type a...
Expand

Reviews for taylor

harry

Tasker can send proposal to the active tasks. See the screenshot of the Send Proposal page:

27.

8.2.2. Assigned Tasks

After getting the bids by the taskers and assigned task to one of the taskers, task status will be changed to Assigned. See the screenshot of the page below:

Need Painter

Created 52 minutes ago, in Room Cleaning

Assigned

$ **Offer price**
CAD100.00

⧗ **Bidding Close by**
20/08/2018 03:31

📅 **When do you want this task done**
31/08/2018 03:31

📍 **City for the task**
New York

📍 **Task Location**
123 Broadway, New York, NY 10006, USA
Tasker Location
123 Broadway, New York, NY 10006, USA

Category of the task
Room Cleaning

CAD10.00

TASK DESCRIPTION

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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Messages posted

jacob
★★★★★

Bid amount CONFIRM Decline
CAD100

From AMRITSAR   Member Since 9 months ago   Tasks Done 0   Tasks Closed 2

by taylor

★★★★½

From: Mohali
Member Since 9 months ago

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type a...
Expand

Reviews for taylor

harry
★★★★★
Great Client.

Tasker need to confirm the Assigned tasks to start working on it.

29.

## 8.2.3.   In Progress Tasks

After confirming the task by tasker, the status of the task will be changed to In Progress. See the screenshot of the In Progress task below:

Tasker can do the following actions on the In Progress Tasks:

- Mark the task as completed to complete the task. Tasker will get paid once customers will review the task and mark as closed from their end.
- Cancel the task as tasker may not be available to complete the task. Any dispute raised by tasker or customer will be handled by admin offline.
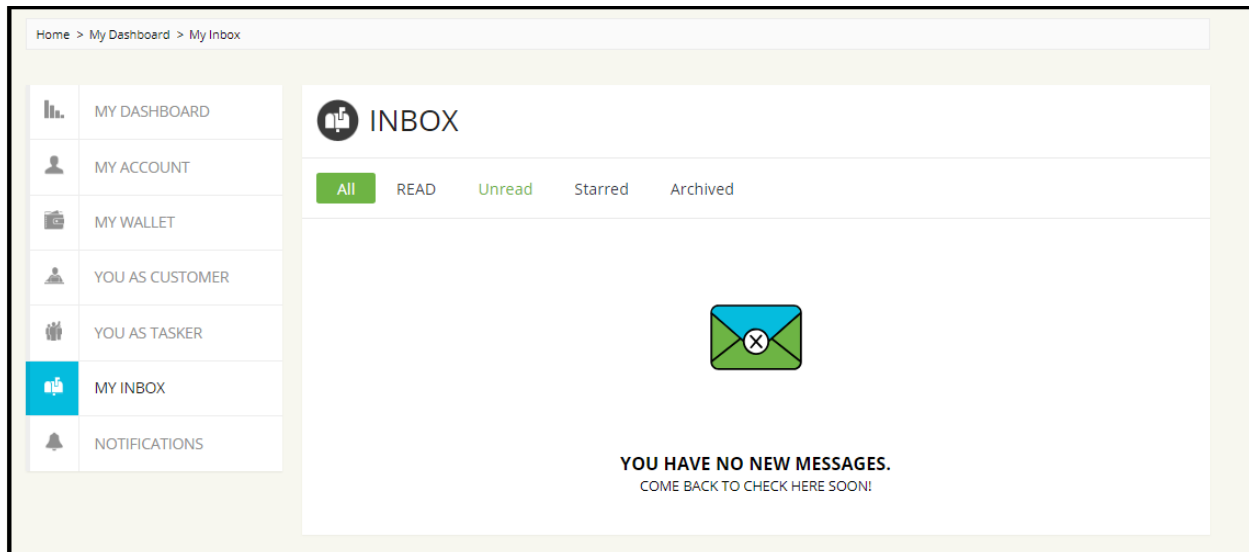
8.3. Favorite Customers

Tasker can mark the customers as favorite from their profile page which will be listed under Favorite Customers page. See the screenshot of the page below:
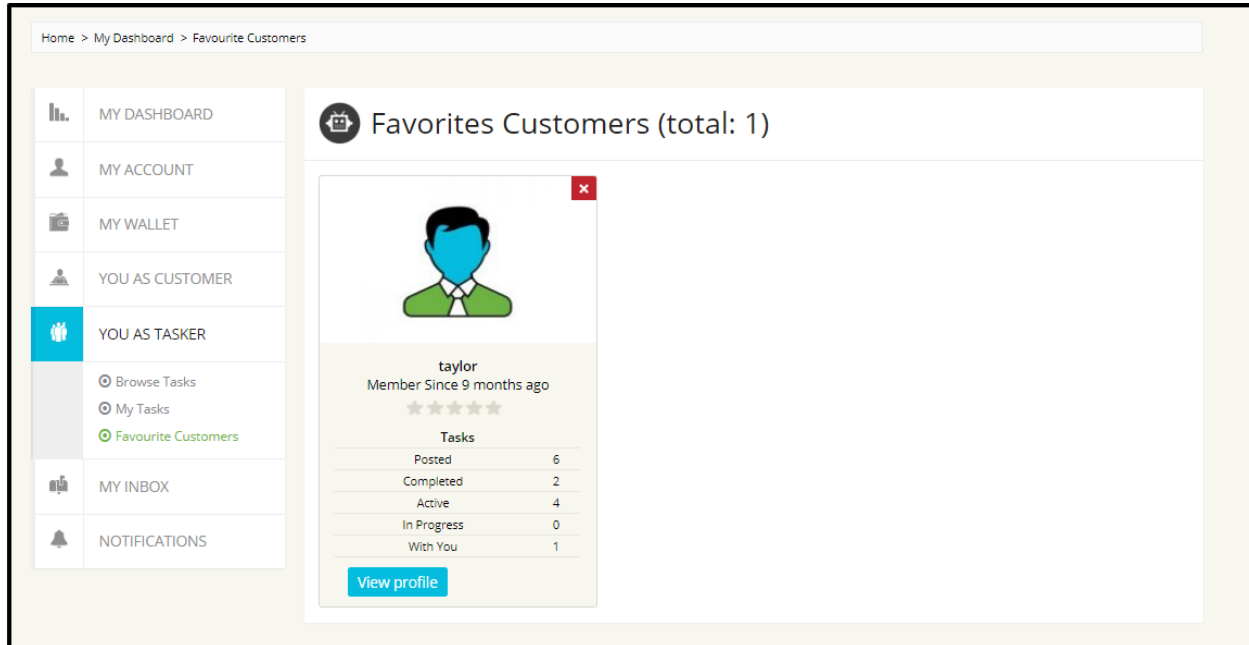
9. My Inbox

On click of My Inbox menu, tasker will redirect to the Inbox page from where he/she can view all messages (Read, Unread, Starred & Archived). See the screenshot of the page below:
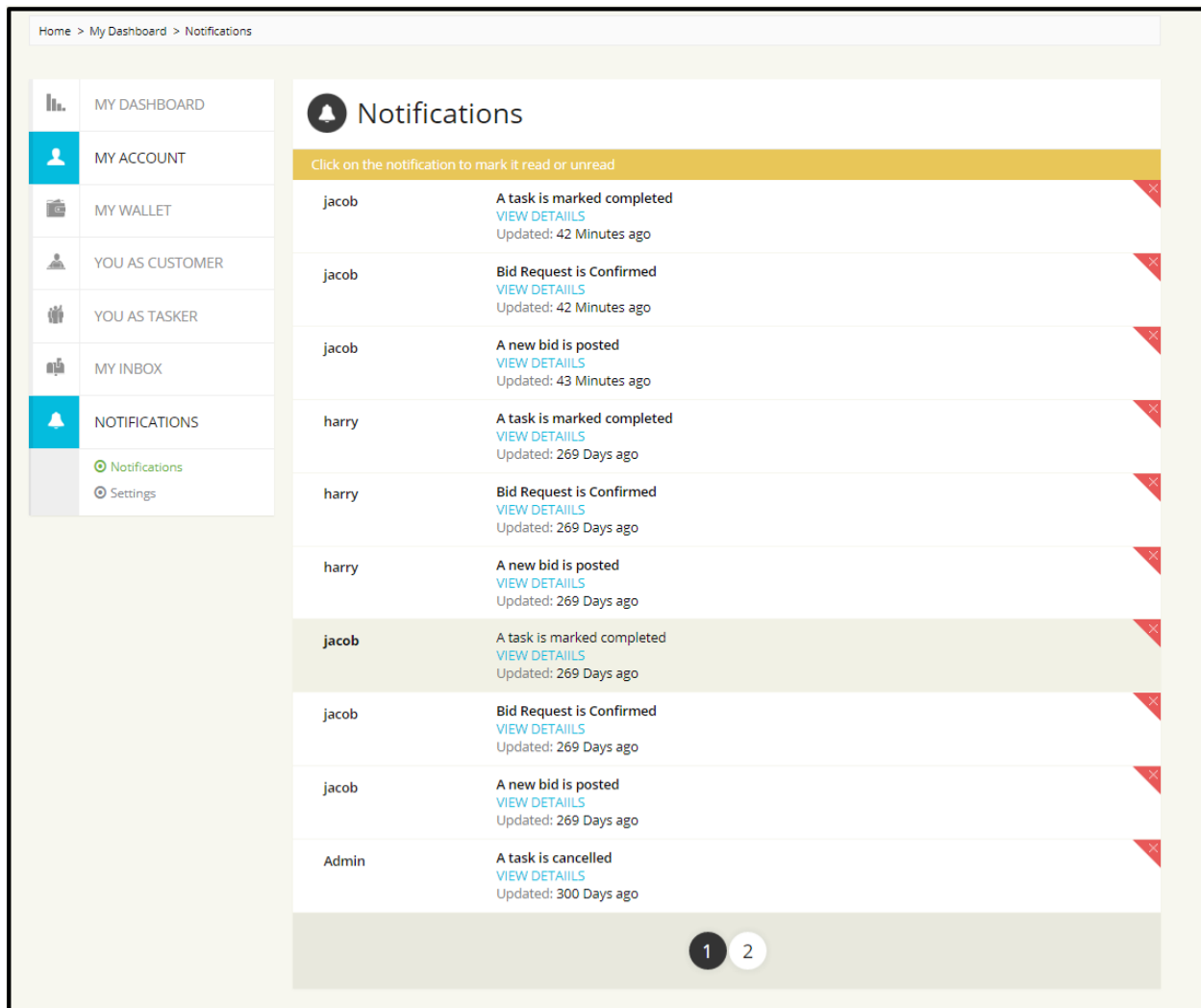
10. Notifications

On click of Notifications menu from the side navigation bar, two options will be displayed which are:

10.1 Notifications

10.2 Settings

10.1. Notifications

On click of Notifications option, notification page will be open and tasker can see all the notifications (read/unread). See the screenshot of the page below:

10.2. Settings

On click of Settings option, tasker will be redirect to the Notification Settings page from where he can choose what kind of notifications he/she wants to receive. See the screenshot of the page below:

Tasker can also deactivate his/her account by clicking on Deactivate Account option from the page. Tasker will not able to login to the account once deactivated.

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