



# PaperWeight's User Manual (Admin Area)

Prepared by:

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## Features

- Marketplace for customers, where they can compare writers on the basis of experience, skills & ratings before hiring
- Free registration/membership for both Customers and Writer
- Customer's Signup with placing first order from homepage
- Writer's Sign-up, Login & Forgot Password
- Payment Gateway Integration – *PayPal*
- Post Reviews & Ratings after order completion
- Internal Chat System for Users
- Notifications for logged in writers/customers
- Social Media Sharing via Facebook, Twitter and Email to Friend
- Email Notification & Alert - *Mandrill and Mail Chimp Integration for sending out emails.*
- Spam mail filter/Captcha in the Contact Form
- FAQs listing & Website Testimonials
- Responsive Design for PCs, Tablets and Smart Phones
- SEO Friendly URLs

## Order Module

- Following are the order status: Bidding, In Progress, Pending, Pending Approval, Cancelled and Finished
- Status (Pending Approval): When admin's approval is pending on the place order
- Status (Bidding): After approval from Admin, Order's status changes to Bidding. Customers can view total bids on the order and also will be able to view bid details. Writers can Place bid on the order as per order's budget
- Status (In-Progress): When customer assign the order to a writer, the status changes from Bidding to In-Progress

- Status (Cancelled): If customer cancel the order in any situation, Status changes to Cancelled
- Status (Finished): Writer can mark the order as Finished, after uploading the file of work done. Status changes to Finished, when customer also mark it finish from his/her end
- Status (Pending): When a customer invites a writer for a private task, the status will be pending.
- Customers have the option to upload additional material
- Customers have ability to extend deadline of the order
- Customer can preview the content of the order shared by writer

## Search Features

- Keyword Search with Auto-suggest system
- Search for Writer/Filtering by Completed Order, Paper Type and Ratings
- Search for Orders/Filtering by Pages, Deadline and Type of Papers

## Customer Module

- Customers can do Private Messaging with writers through Inbox system
- Option to write reviews and give Star ratings for writers
- Ability to invite specific writer for the order
- Update Profile & Account Settings
- Ability to view Latest activity, Pending Payments and Orders (In Progress and Completed) from the Dashboard of the account
- Load funds via PayPal and Able to view the transaction history
- Can send fund withdrawal request to admin from the account
- Filter the messages of writers by Read, Unread and Starred
- Ability to give Star rating and Review to the writer once order gets finished

## Writer Module

- Browse the recent orders placed by customer
- Can view the statistics of the orders such as: Orders in Progress, Orders in Bidding and Completed Orders
- Ability to view total earnings from the dashboard of the account
- Update Profile & Account Settings
- Filter the messages of customers by Read, Unread and Starred
- Can send fund withdrawal request to admin from the account
- Ability to give Star rating and Reviews to the customer once order gets finished
- Ability to view Pending approval from customers, Pending Payments and Orders (In Progress and Completed) from the Dashboard of the account

## Payment Module

- Customers can load funds via PayPal
- Both customers and writers can request for fund withdrawal request to admin
- Both can view the transaction history in the account
- Both customer and writer can check the status of the fund withdrawal request

## Reviews & Ratings and Comments Features

- Both customer and writer can post review and star rating to each other once order gets completed
- Reviews & Ratings for completed orders

## Backend/Admin Key Features

- Admin user has full control over all modules
- Manage Users (Customers & Writers) and their Profile & Account activities
- Can mark the reviews as Featured and also able to decline the inappropriate reviews

- Manage Orders awaiting approval
- Ability to verify the grammar test given by writers
- Manage Pending cancellation requests
- Manage Blog Categories, Blog posts, Blog Comments and Blog Contributions
- Money Management (Total Credits, Total Money paid, Total Earnings and Reserved Amount)
- Manage Funds withdrawal Requests
- Ability to change currency in the website
- Ability to customize Homepage blocks or modules
- Ability to customize the e-mail templates
- Can set the date format and time zone
- Can set the wallet limit
- Can set the percentage of service
- Manage Languages, Countries, Service fields, Discipline, Paper Type, Academic degrees and Citation Style
- Manage questions and answers for grammar test

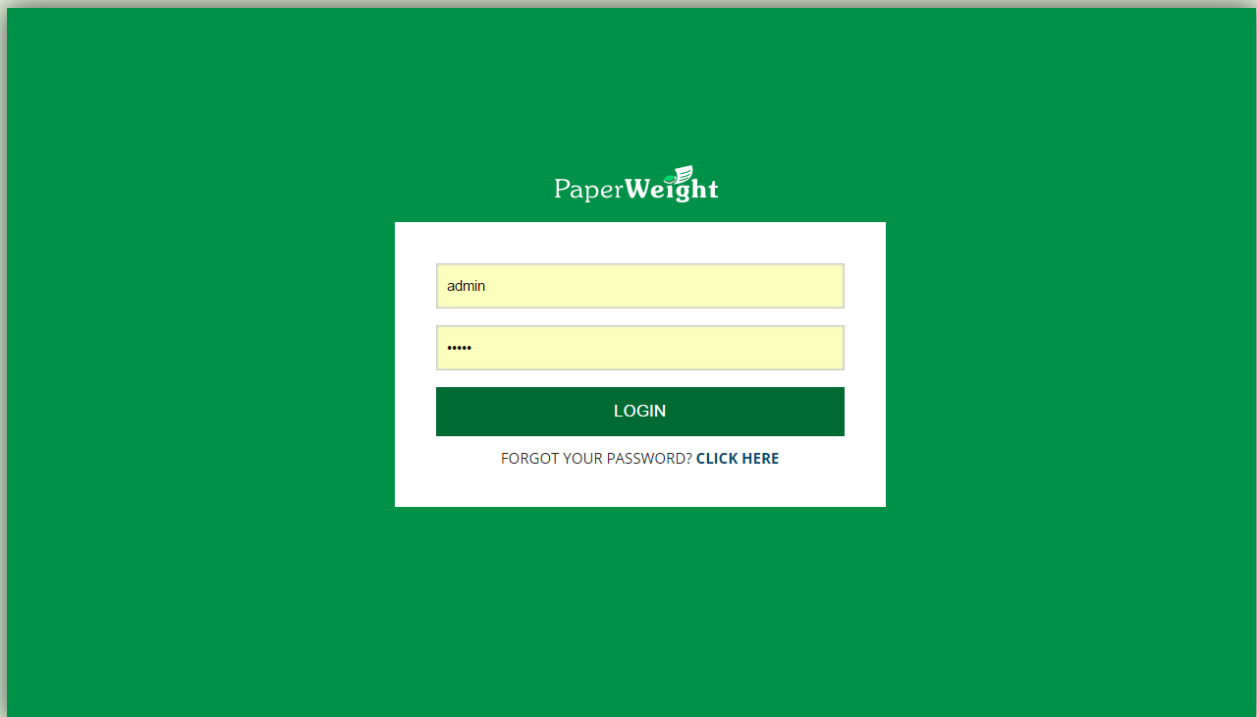
## Content Management System

- Ability to manage(add/edit/delete) Content on the site pages
- Ability to manage Menus and Links of the pages
- Ability to manage Images on the pages
- Ability to manage FAQs Categories & FAQs Listing
- Testimonials Management

## Admin Screen

To have access to backend features user need to visit admin panel.

URL: <http://paperweight.4demo.biz/manager/>



PaperWeight

admin

\*\*\*\*\*

LOGIN

FORGOT YOUR PASSWORD? [CLICK HERE](#)

Following are login details:

Username: admin

Password: admin



After login, Admin will be able to view the Dashboard area of the backend. Please see the screenshot given below:

WELCOME ADMIN
 

2015-07-31 12:28:00

DASHBOARD

ORDERS

BLOG MGNT

MONEY MANAGEMENT

USERS

CMS

SETTINGS

GRAMMAR TEST MANAGEMENT

CHANGE PASSWORD

/ Dashboard

## Dashboard

9

ORDERS COMPLETED

20

WRITERS ACTIVE

0

WRITERS ONLINE NOW

59

REGISTERED USERS

ORDERS AWAITING APPROVAL

View All

S.No.	Order ID	Orders Topic	Deadline Date	Approved By Admin	Status	Action
1	#4129126012	test	2015-08-06 15:24		Pending approval	<div>Preview</div> <div>Bids</div>
2	#3086721831	topiv	2015-08-05 14:16		Pending approval	<div>Preview</div> <div>Bids</div>
3	#2933271502	Documentary of film artist	2015-08-05 13:55		Pending approval	<div>Preview</div> <div>Bids</div>

PENDING WITHDRAWAL REQUEST

View All

S.No.	User	Amount	Date	Status	Action
No Pending Request Found					

USERS AWAITING GRAMMER TEST APPROVAL

View All

S.No.	Email	User Status	Is Email Verified	Verified by Admin	Action
No records found					

ACCOUNTS DEACTIVATED BY USERS

View All

S.No.	Email	User Type	User Status	Action
No records found				

PENDING CANCELLATION REQUESTS

S.No.	Order ID	Order Topic	Deadline	Posted On	Action
No records found					

Note: All the times are according to server time. Current server time is 2015-07-31 12:28:00

PaperWeight

**On Dashboard Screen:** Admin can view statistics for the following:

1. Total Completed Orders
2. Total Active Writers
3. Total Writers Online Now
4. Total Registered Users

Dashboard is for having quick access of the main sections of the admin area which are mentioned below:

**Orders Awaiting Approval:** Admin can view the list of recent orders created by customers. Admin can approve the order from this section and also able to view the order details and total bids on the order.

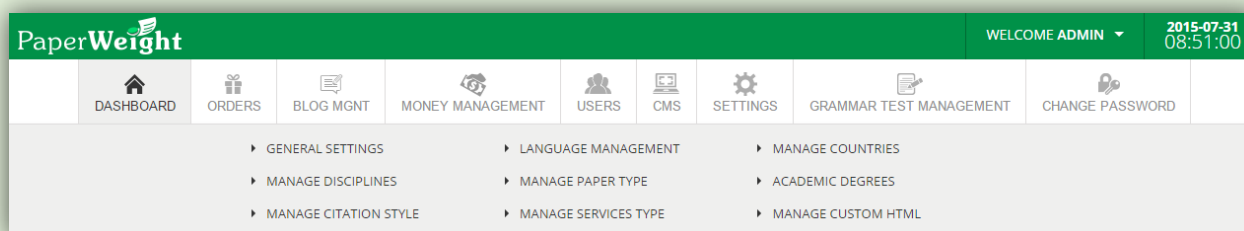
**Accounts Deactivated by Users:** Admin can view the list of users who deactivated the account by themselves. Admin can also view the details of the users from this section.

**Pending Withdrawal Request:** Admin can view the withdrawal request sent by both customers and writers. Admin can either approve or reject the request from the dashboard.

**Pending Cancellation Requests:** When a customer or writer requests for cancelling the order, the list of request will be shown here. Admin will manually resolve the dispute.

## System Settings

Admin's first step is to setup system settings. See given below screenshot:



Click on Settings tab will open a dropdown menu having following links:

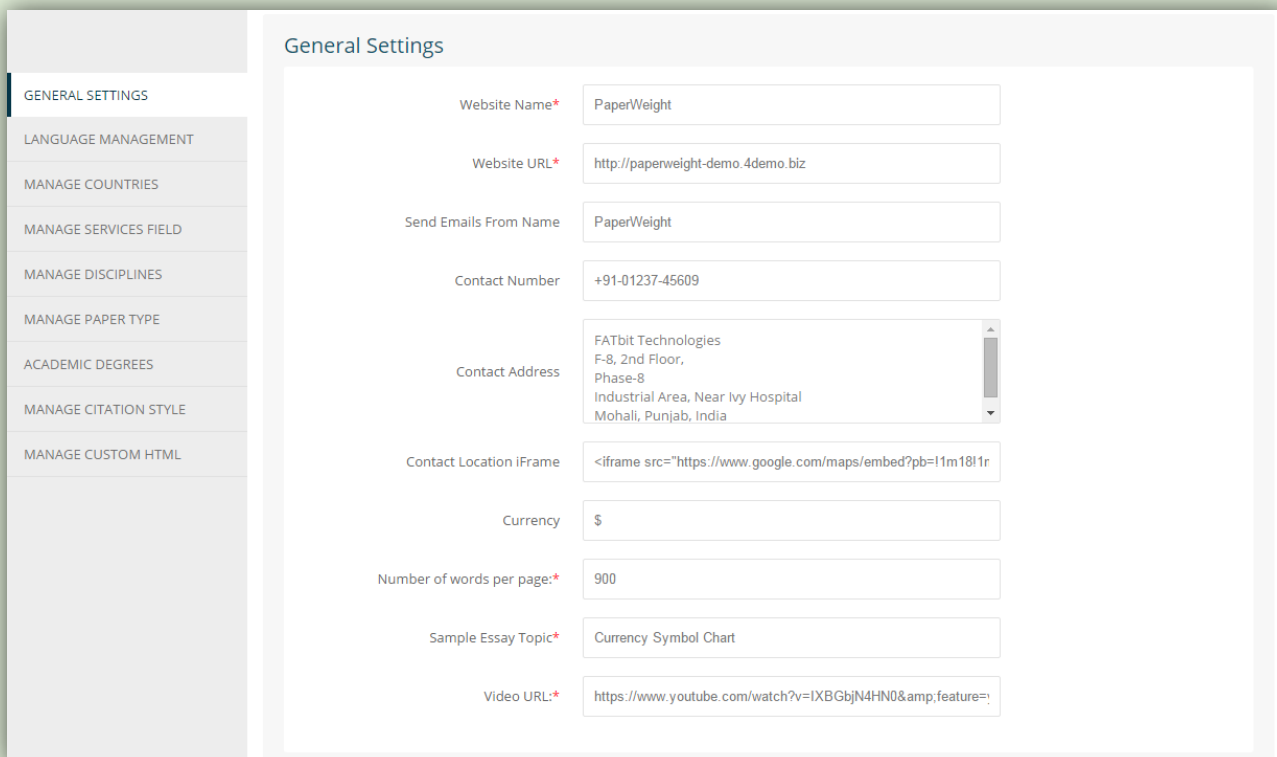
- General Settings
- Language Management
- Manage Countries
- Manage Disciplines
- Manage Paper Type

- Manage Academic Degrees
- Manage Citation Style
- Manage Service Type
- Manage Custom HTML

## Manage General Settings

This includes management of following sections:

1. General Settings: Admin can manage basic settings of the website from this section such as Website's Name and URL, Contact Address for Contact us form, Currency, Video's URL for the Home page and Sample essay topic.



GENERAL SETTINGS
LANGUAGE MANAGEMENT
MANAGE COUNTRIES
MANAGE SERVICES FIELD
MANAGE DISCIPLINES
MANAGE PAPER TYPE
ACADEMIC DEGREES
MANAGE CITATION STYLE
MANAGE CUSTOM HTML

### General Settings

Website Name\*

PaperWeight

Website URL\*

http://paperweight-demo.4demo.biz

Send Emails From Name

PaperWeight

Contact Number

+91-01237-45609

Contact Address

FATbit Technologies  
F-8, 2nd Floor,  
Phase-8  
Industrial Area, Near Ivy Hospital  
Mohali, Punjab, India

Contact Location iFrame

<iframe src='\"https://www.google.com/maps/embed?pb=11m181r...\"'

Currency

\$

Number of words per page:\*

900

Sample Essay Topic\*

Currency Symbol Chart

Video URL:\*

https://www.youtube.com/watch?v=IXBGbjN4HN0&feature=...

2. Email Settings: Admin can manage email settings from this section:
  - Administrator Email ID: It will be the Admin's Personal ID for getting notification on new order, registration of customer or writer and for various other purposes.

### Email Settings

Administrator Email ID*	<input type="text" value="adminpaperweight@dummyid.com"/>
Send Emails From*	<input type="text" value="paperweight@dummyid.com"/>
Contact Email Address*	<input type="text" value="contactpaper@dummyid.com"/>

3. PayPal Settings: Admin can add/edit Merchant ID and Currency of PayPal in this section.

### Paypal Settings

Paypal Merchant Id*	<input type="text" value="gurnam_merchant@dummyid.com"/> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 2px;">Paypal Merchant Id</div>
Paypal Currency*	<input type="text" value="USD"/>

4. Date Format Settings

### Date Formats Settings

Date Format	<input type="text" value="Y-m-d"/> ▼
Timezone	<input type="text" value="Africa/Blantyre"/> ▼

Time According To Africa/Blantyre = 2015-08-02 07:10

5. Social links Settings: Admin can add links of the social media pages in this section.

**Social Links Settings**

Facebook URL*	<input type="text" value="http://www.facebook.com/cxgf"/>
Twitter URL*	<input type="text" value="https://twitter.com/"/>
Google+ URL*	<input type="text" value="https://plus.google.com/+Fatbit/posts"/>
Linked In URL*	<input type="text" value="https://www.linkedin.com"/>

6. Grammar Test Settings: Admin can manage the grammar test which is the third step of Writer's signup process. Admin can set the Quiz time, No. of Questions and No. of correct answer require. Admin can manage the questions and answers in Grammar test management tab of navigation bar.

**Grammar Test Settings**

Quiz Time (in Minutes):*	<input type="text" value="1"/>
Number of question to be display:*	<input type="text" value="10"/>
Number of Correct Answer Require:*	<input type="text" value="1"/>

7. Wallet Settings: Admin can set the limit on Customer's wallet in this section.

**Wallet Settings**

Wallet Limit*	<input type="text" value="5000"/>
---------------	-----------------------------------

- Commission Settings: Admin can set the commission on each order which a customer will place on the website. In the screenshot, 20% is admin's commission on each order and \$5 is service charge.

### Commision Settings


Service Charge Percentage:\*

Service Charge for Customer:\*

## Language Management

Admin can manage the languages from this section. Admin can add new languages or Edit the existing languages. Admin can also search for any language using filters such as Keyword and Status of the language (Active or Inactive).

The active languages will be shown in the “Languages Known” section of writer’s signup process. Writer needs to select multiple languages known to him/her while filling personal details on the frontend of website.



WELCOME ADMIN
2015-08-02 07:27:00

DASHBOARD
ORDERS
BLOG MGNT
MONEY MANAGEMENT
USERS
CMS
SETTINGS
GRAMMAR TEST MANAGEMENT
CHANGE PASSWORD

GENERAL SETTINGS
LANGUAGE MANAGEMENT
MANAGE COUNTRIES
MANAGE SERVICES FIELD
MANAGE DISCIPLINES
MANAGE PAPER TYPE
ACADEMIC DEGREES
MANAGE CITATION STYLE
MANAGE CUSTOM HTML

Language Management
ADD LANGUAGE

### Language Listing

S.No.	Language	Action
1	Arabian	<input type="button" value="Edit"/> <input type="button" value="Active"/>
2	Chinese	<input type="button" value="Edit"/> <input type="button" value="Active"/>
3	English	<input type="button" value="Edit"/> <input type="button" value="Active"/>
4	French	<input type="button" value="Edit"/> <input type="button" value="Active"/>

## Manage Countries

Admin can manage countries from this section. Admin can add new country or Edit the existing country. Admin can also search for any country using filters such as Keyword and Status of the Country (Active or Inactive).

Customer needs to select country from the dropdown while placing first order on the frontend of website.

The screenshot displays the 'Manage Countries' page in the PaperWeight admin system. The top header shows the user is logged in as 'WELCOME ADMIN' on '2015-07-31 12:13:00'. The sidebar on the left lists various management options, with 'MANAGE COUNTRIES' currently selected. The main content area features a search bar with a 'Keyword (in name)' input field and a 'Does not matter' status dropdown, accompanied by 'Search' and 'Reset' buttons. Below the search bar is a table titled 'Countries Listing' with columns for 'S.No.', 'Country Name', and 'Action'. The table lists eight countries: America, Australia, Canada, China, India, Japan, London, and Nagaland, each with an 'Edit' button and an 'Active' status indicator.

S.No.	Country Name	Action
1	America	Edit Active
2	Australia	Edit Active
3	Canada	Edit Active
4	China	Edit Active
5	India	Edit Active
6	Japan	Edit Active
7	London	Edit Active
8	Nagaland	Edit Active

## Manage Service Field

Admin can manage work fields from this section. Admin can add new work field or Edit the existing work field. Admin can also search for any work field using filters such as Keyword and Status of the work field (Active or Inactive).

Customer needs to select work fields from the dropdown while placing first order on the frontend of the website.

**PaperWeight** WELCOME ADMIN 2015-08-02 07:30:00

DASHBOARD ORDERS BLOG MGNT MONEY MANAGEMENT USERS CMS SETTINGS GRAMMAR TEST MANAGEMENT CHANGE PASSWORD

GENERAL SETTINGS  
LANGUAGE MANAGEMENT  
MANAGE COUNTRIES  
**MANAGE SERVICES FIELD**  
MANAGE DISCIPLINES  
MANAGE PAPER TYPE  
ACADEMIC DEGREES  
MANAGE CITATION STYLE  
MANAGE CUSTOM HTML

Service Field Management

ADD WORK FIELD

Keyword (in name) Service Field Status Search Reset

Service Field Listing

S.No.	Service Field	Action
1	Editing	Edit Active
2	Goldburg	Edit Inactive
3	New add	Edit Active
4	ReWRITE	Edit Active
5	Rewriting	Edit Active
6	Royal	Edit Active
7	Royalty	Edit Active
8	Second New Add	Edit Active
9	Writing from scratch	Edit Active

DISPLAYING RECORD 1 TO 9 OF 9 1

Note: All the times are according to server time. Current server time is 2015-08-02 07:30:00 PaperWeight



## Manage Disciplines

Admin can manage disciplines from this section. Admin can add disciplines or Edit the existing disciplines. Admin can also search for any disciplines using filters such as Keyword and Status of the disciplines (Active or Inactive).

Customer needs to select discipline in the additional information section while placing order from the frontend.

The screenshot shows the PaperWeight admin interface. The top navigation bar is green with the PaperWeight logo and a welcome message for Admin. The sidebar on the left lists various management options, with 'MANAGE DISCIPLINES' highlighted. The main content area is titled 'Manage Disciplines' and includes a search filter with a keyword input and a status dropdown. Below the search filter is a table listing disciplines with their S.No., names, and action buttons (Edit, Active/Inactive). The table shows 6 records, with the first 5 being 'Active' and the 6th being 'Inactive'.

S.No.	DISCIPLINES	Action
1	Art & History	Edit Active
2	Education	Edit Active
3	Health & Social Science	Edit Active
4	Law	Edit Active
5	Qc/Qa	Edit Inactive
6	Society & Culture	Edit Active

DISPLAYING RECORD 1 TO 6 OF 6 1

## Manage Paper Type

Admin can manage Paper Type from this section. Admin can add Paper Type or Edit the existing Paper Type. Admin can also search for any Paper Type using filters such as Keyword and Status of the Paper Type (Active or Inactive).

Customer needs to select Type of paper in the basic information section while placing order from the frontend.

The screenshot displays the 'Manage Paper Type' section of the PaperWeight admin interface. The top header shows the user is logged in as 'WELCOME ADMIN' on '2015-08-02 07:53:00'. The sidebar on the left contains navigation links: DASHBOARD, ORDERS, BLOG MGMT, MONEY MANAGEMENT, USERS, CMS, SETTINGS, GRAMMAR TEST MANAGEMENT, and CHANGE PASSWORD. The main content area has a breadcrumb trail 'Manage Paper Type' and a title 'Manage Paper Type'. A search bar with 'Keyword (in name)' and a 'Paper Type Status' dropdown is present, along with 'Search' and 'Reset' buttons. A table titled 'Paper Type Listing' shows the following data:

S.N.	Paper Type	Action
1	Accumulative	<a href="#">Edit</a> <a href="#">Active</a>
2	Argumentative & Persuasive	<a href="#">Edit</a> <a href="#">Active</a>
3	comparison/contact	<a href="#">Edit</a> <a href="#">Inactive</a>
4	Comparison/Contrast	<a href="#">Edit</a> <a href="#">Active</a>
5	Narrative, Descriptive and Reaction/Response	<a href="#">Edit</a> <a href="#">Active</a>
6	Research Papers	<a href="#">Edit</a> <a href="#">Active</a>
7	Wild Card	<a href="#">Edit</a> <a href="#">Active</a>

At the bottom right, it indicates 'DISPLAYING RECORD 1 TO 7 OF 7' and '1'.

## Manage Academic Degrees

Admin can manage academic degrees from this section. Admin can add academic degrees or Edit the existing academic degrees. Admin can also search for any academic degrees using filters such as Keyword and Status of the academic degrees (Active or Inactive).

Writer needs to select highest academic degrees in the personal information section of the Writer's Signup process.

The screenshot displays the PaperWeight Admin Dashboard. The top navigation bar includes the PaperWeight logo, a 'WELCOME ADMIN' dropdown, and the date/time '2015-08-02 07:57:00'. Below this is a menu with icons for DASHBOARD, ORDERS, BLOG MGNT, MONEY MANAGEMENT, USERS, CMS, SETTINGS, GRAMMAR TEST MANAGEMENT, and CHANGE PASSWORD. A left sidebar lists various management options, with 'ACADEMIC DEGREES' highlighted. The main content area is titled 'Manage Academic Degrees' and includes a search bar with a 'Keyword (in name)' input field, a 'Does not matter' dropdown, and 'Search' and 'Reset' buttons. Below the search bar is a table titled 'Degrees Listing' with columns for S.No., Academic Degree Name, and Action. The table lists six degrees: Bachelor's Degree, Doctoral Degree, Associate Degree, Experience-Based Degree, Master's Degree, and Diploma, each with 'Edit' and 'Active' buttons. A pagination bar at the bottom right shows 'DISPLAYING RECORD 1 TO 6 OF 6' and a page number '1'.

S.No.	Academic Degree Name	Action
1	Bachelor's Degree	<a href="#">Edit</a> <a href="#">Active</a>
2	Doctoral Degree	<a href="#">Edit</a> <a href="#">Active</a>
3	Associate Degree	<a href="#">Edit</a> <a href="#">Active</a>
4	Experience-Based Degree	<a href="#">Edit</a> <a href="#">Active</a>
5	Master's Degree	<a href="#">Edit</a> <a href="#">Active</a>
6	Diploma	<a href="#">Edit</a> <a href="#">Active</a>

DISPLAYING RECORD 1 TO 6 OF 6 1

## Manage Citation Style

Admin can manage citation style from this section. Admin can add citation style or Edit the existing citation style. Admin can also search for any citation style using filters such as Keyword and Status of the citation style (Active or Inactive).

Customer needs to select citation style in the additional information section while placing new order for writers.

The screenshot shows the PaperWeight admin dashboard. The top navigation bar includes links for DASHBOARD, ORDERS, BLOG MGNT, MONEY MANAGEMENT, USERS, CMS, SETTINGS, GRAMMAR TEST MANAGEMENT, and CHANGE PASSWORD. The left sidebar lists various settings categories, with 'MANAGE CITATION STYLE' selected. The main content area is titled 'Manage Citation Style' and features a search bar with a text input for 'Keyword (in name)', a dropdown menu set to 'Does not matter', and buttons for 'Search' and 'Reset'. Below the search bar is a table titled 'Citation Style Listing' with columns for S.No., Citation Style, and Action. The table lists three entries: 1. APA, 2. MLA, and 3. VPN, each with 'Edit' and 'Active' buttons. A footer bar indicates 'DISPLAYING RECORD 1 TO 3 OF 3' and shows '1' records.

S.No.	Citation Style	Action
1	APA	<a href="#">Edit</a> <a href="#">Active</a>
2	MLA	<a href="#">Edit</a> <a href="#">Active</a>
3	VPN	<a href="#">Edit</a> <a href="#">Active</a>

## User Management

Admin can manage all the users (Customers & Writers) under the tab named "Users". Admin can manage following sections under the User tab:

The screenshot shows the PaperWeight admin dashboard with the 'USERS' tab selected in the top navigation bar. The interface is identical to the previous screenshot, but the 'USERS' tab is highlighted, indicating the user management section is active.

PaperWeight

WELCOME ADMIN

2015-08-02  
10:13:00

DASHBOARD

ORDERS

BLOG MGMT

MONEY MANAGEMENT

**USERS**

CMS

SETTINGS

GRAMMAR TEST MANAGEMENT

CHANGE PASSWORD

/ User Management

## User Management

Keyword (in email and name)
 Select User Type
User Status
Is Email Verified

SearchReset

### User List

S.No.	Name	Email	User Type	User Ratings	Is User Featured	User Status	Is Email Verified	Verified by Admin	Action
1	mmm@dummyid.com	mmm@dummyid.com	Customer	No Rating!			--		<button>Details</button>
2	timcook7025@gmail.com	timcook7025@gmail.com	Customer	No Rating!			--		<button>Details</button>
3	vijay@dummyid.com	vijay@dummyid.com	Customer	No Rating!			--		<button>Details</button>
4	pop@dummyid.com	pop@dummyid.com	Customer	No Rating!			--		<button>Details</button>
5	justinpervin@gmail.com	justinpervin@gmail.com	Customer	No Rating!			--		<button>Details</button>
6	poojadummy@dummyid.com	poojadummy@dummyid.com	Customer	No Rating!			--		<button>Details</button>
7	poojakat@dummyid.com	poojakat@dummyid.com	Customer	No Rating!			--		<button>Details</button>
8	mi@dummyid.com	mi@dummyid.com	Customer	No Rating!			--		<button>Details</button>
9	poojak@dummyid.com	poojak@dummyid.com	Customer	No Rating!			--		<button>Details</button>
10	pooja kathpal	pooja@dummyid.com	Customer	No Rating!			--		<button>Details</button>

DISPLAYING RECORD 1 TO 10 OF 65

1

2

3

4

5

6

7

Note: All the times are according to server time. Current server time is 2015-08-02 10:13:00

PaperWeight

On Click tab “USERS” will open the above page where admin can view the list of users (Customers & Writers).

Admin can manage following sections of the user:

1. Search: Admin can search for any user using filters:
  - Keyword (Email id or Name)
  - User Type (Customer or Writer)
  - User's Status (Active or Inactive)

- Email verified (Yes or No)
- 2. List of Users: Elements of a user in the list are explained below:
  - Name
  - Email ID
  - User Type (Customer or Writer)
  - User Rating: The rating will be given by both customer and writer to each other after the completion of order.
  - Is User Featured: Admin can mark any user as featured. If admin mark any writer as featured, the writer's profile will be shown in the list of "Top Writers" on the Frontend for public view.
  - User Status: Admin can set the status as active or inactive
  - Is Email Verified: This section is only for writers as they need to verify their account. If email is verified, it will show a green tick.
  - Verified By Admin: User will not be able to access his/her account until admin verify the user. On click red button will verify the user. System will automatically sent notification to user once verification approved by admin.
  - Action: Details
- 3. View Details: Admin can view following details of any user.

### Customer's Details

Admin can view personal details of a customer.

- Impersonate Link: This link will redirect the admin to customer's account on frontend.
- List of Orders: It will show the list of orders placed by customer
- Change Password: Admin can change password of a user
- Link of Wallet Transactions: It will show the list of transactions done by customer either via PayPal or Wallet. Admin can add wallet transaction to the customer's account. Admin can either debit or credit money from user's account.

Please view the screenshot of Customer's details given below:


**PaperWeight**
WELCOME ADMIN
2015-08-02 10:41:00

DASHBOARD
 ORDERS
 BLOG MGNT
 MONEY MANAGEMENT
 **USERS**
 CMS
 SETTINGS
 GRAMMAR TEST MANAGEMENT
 CHANGE PASSWORD

/ User Management System / Customer Details

dewei@dummysid.com
 View Wallet Transactions

Customer Details

Customer Email	dewei@dummysid.com
Customer Name	dewei cong
Profile Photo	 Completed orders 1
Is Featured	<input type="checkbox"/>
Customer Status	<input checked="" type="checkbox"/>
Impersonate Link	<span>Login As User Impersonation</span>
Registration Date	2015-07-14 18:32:26
Subscription	No Subscription!

S.No.	Order ID	Orders Topic	Customer Username	Order Posted Date	Deadline Date	Approved By Admin	Status	Action
1	#1575926332	Data Structure	dewei@dummysid.com	2015-07-29 11:46	2015-08-05 11:46	<input checked="" type="checkbox"/>	Active	<span>Edit</span> <span>Preview</span> <span>Bids</span>
2	#2234913079	Your secret talent	dewei@dummysid.com	2015-07-14 15:04	2015-07-28 15:02	<input checked="" type="checkbox"/>	Finished	<span>Edit</span> <span>Preview</span> <span>Bids</span>

DISPLAYING RECORD 1 TO 2 OF 2
 1

Change Password for this Customer

New Password\*

Confirm New Password\*

Submit

Note: All the times are according to server time. Current server time is 2015-08-02 10:41:00
 PaperWeight


## Writer's Details

Admin can view personal details of a writer.

- Impersonate Link: This link will redirect the admin to writer's account on frontend.
- List of Orders: It will show the list of orders placed by customer
- Change Password: Admin can change password of a user
- Link of Wallet Transactions: It will show the list of transactions done by customer either via PayPal or Wallet. Admin can add wallet transaction to the customer's account. Admin can either debit or credit money from user's account.
- View professional details such as Academic Degree, Name of the University, Degree, Graduation year and Writer's CV

Please view the screenshot of Writer's details given below:

The screenshot displays the PaperWeight User Management System interface. The top navigation bar is green with the PaperWeight logo and a welcome message for Admin. Below the navigation bar, the breadcrumb trail shows 'User Management System / Writer Details'. The main content area is titled 'Cameron' and includes a 'View Wallet Transactions' button. A table lists the writer's details, and a profile photo is shown. To the right, a sample diploma from York University is displayed.







Writer Name	Cameron Jobs
Gender	Male
Writer Reference Id	#269772
Writer Email	cameron@dummyid.com
Country	Australia
City	Perth
Zip Code	
Phone	0061857854785
Profile Photo	

Completed orders: 1

**YORK UNIVERSITY**  
 The Chancellor and Senate of York University  
 Peter Ale  
 who has completed to the satisfaction of the  
 the course of study appointed by the statutes  
 Bachelor  
 and grant all the honours, rights and priv

**STONG COLLEGE**












Citation Styles	APA, MLA		
Native Language	English, French,	Academic Degree	Associate Degree
Email Verified		Name of University	Perth University
User Verified by Admin		Degree	Degree in writing skills
Writer Status		Graduation year	2008
Impersonate Link	Login As User Impersonation	Writer CV	Cameron Jobs&rsquo; drive, passion, and analytical mind make him ideally suited for the Information. Technology profession. His distinguished career includes Blogger, Writer. Leading roles in Perth Technology Center as a senior technology Writer and consulting.
Is Featured			
Is Expeirienced			
Test Passed			
Registration Date	2015-07-18 18:30:37		

## Content Management System

Content on the website can be easily manageable by using CMS tab provided in the backend area. Admin can manage the Content pages, Email templates, Home Page and Infotips from the CMS tab.

See screenshot given below:

PaperWeight							WELCOME ADMIN		2015-08-02 10:56:00	
 DASHBOARD	 ORDERS	 BLOG MGNT	 MONEY MANAGEMENT	 USERS	 CMS	 SETTINGS	 GRAMMAR TEST MANAGEMENT	 CHANGE PASSWORD		
▶ MANAGE CONTENT PAGES			▶ MANAGE HOME PAGE			▶ EMAIL TEMPLATE				
▶ MANAGE INFOTIPS										

## Manage Content Pages

Here various Webpages are listed with action like edit, delete and add new CMS webpage. Admin can search for pages using filters such as Search by Page Title, Page Content and Page Status. Keyword based search option is also listed.

See screenshot given below:

WELCOME ADMIN ▾
 2015-08-02 11:00:00

DASHBOARD
 ORDERS
 BLOG MGNT
 MONEY MANAGEMENT
 USERS
 CMS
 SETTINGS
 GRAMMAR TEST MANAGEMENT
 CHANGE PASSWORD

Manage Content Pages
 Manage Home Page
 EMAIL TEMPLATE
 Manage Infotips

/ Content Management System

## Content Management System

[Add CMS Pages](#)

[Search](#)
[Reset](#)

### Pages Listing

S.No.	Page Title	Action
1	About	<a href="#">Edit</a> <a href="#">Active</a>
2	Become a Freelance Writer	<a href="#">Edit</a> <a href="#">Active</a>
3	How It Works?	<a href="#">Edit</a> <a href="#">Active</a>
4	Blog	<a href="#">Edit</a> <a href="#">Active</a>
5	Confidentiality Policy	<a href="#">Edit</a> <a href="#">Active</a>
6	Get In Touch	<a href="#">Edit</a> <a href="#">Active</a>
7	Dissertation Help	<a href="#">Edit</a> <a href="#">Active</a>
8	FAQ	<a href="#">Edit</a> <a href="#">Active</a>
9	PaperWeight Help	<a href="#">Edit</a> <a href="#">Active</a>
10	PaperWeight Writers	<a href="#">Edit</a> <a href="#">Active</a>
11	Paper Writing Help	<a href="#">Edit</a> <a href="#">Active</a>
12	Personal Statement Help	<a href="#">Edit</a> <a href="#">Active</a>
13	Privacy Policy	<a href="#">Edit</a> <a href="#">Active</a>
14	Research Paper Help	<a href="#">Edit</a> <a href="#">Active</a>
15	Resources	<a href="#">Edit</a> <a href="#">Active</a>
16	Samples	<a href="#">Edit</a> <a href="#">Active</a>
17	Terms & Conditions	<a href="#">Edit</a> <a href="#">Active</a>
18	Thesis Help	<a href="#">Edit</a> <a href="#">Active</a>
19	User Reviews	<a href="#">Edit</a> <a href="#">Active</a>
20	Webmaster Affiliate Program	<a href="#">Edit</a> <a href="#">Active</a>

DISPLAYING RECORD 1 TO 20 OF 31
 [1](#)
[2](#)

Note: All the times are according to server time. Current server time is 2015-08-02 11:00:00

PaperWeight

27

## Manage Homepage

Admin can manage all the elements of Home Page from this section.

Please see the screenshot given below:

The screenshot displays the PaperWeight admin dashboard. The top navigation bar includes links for DASHBOARD, ORDERS, BLOG MGNT, MONEY MANAGEMENT, USERS, CMS, SETTINGS, GRAMMAR TEST MANAGEMENT, and CHANGE PASSWORD. The left sidebar shows options for Manage Content Pages, Manage Home Page (selected), EMAIL TEMPLATE, and Manage Infotips. The main content area is titled 'Home Page Management' and features a search bar with 'Search Block Title...' and 'Search Page Name...' fields, along with 'Submit' and 'Reset' buttons. Below the search bar is a table listing 8 home page blocks, each with an 'Edit' button.

S.No.	Block Title	Page Name	Action
1	Find a Writer for your Essay	Home Page	<a href="#">Edit</a>
2	How it works?	Home Page	<a href="#">Edit</a>
3	Why choose us?	Home Page	<a href="#">Edit</a>
4	Place New Order	Home Page	<a href="#">Edit</a>
5	Reviews	Home Page	<a href="#">Edit</a>
6	Our writers	Home Page	<a href="#">Edit</a>
7	Recent Blog Posts	Home Page	<a href="#">Edit</a>
8	Submit Your Instructions to Writers for <span>&lt;span&gt;FREE!!</span> <span>&lt;/span&gt;</span>	Home Page	<a href="#">Edit</a>

Note: All the times are according to server time. Current server time is 2015-08-02 12:54:00

## Email Templates

This included management of various email templates which is sent to customers and writer for various notification purposes. Actions like edit, delete and search can be performed by admin for a particular template. See screenshot given below:

**PaperWeight** WELCOME ADMIN 2015-08-02 11:02:00

DASHBOARD ORDERS BLOG MGNT MONEY MANAGEMENT USERS CMS SETTINGS GRAMMAR TEST MANAGEMENT CHANGE PASSWORD

Manage Content Pages  
Manage Home Page  
**EMAIL TEMPLATE**  
Manage Infotips

### Email Templates

#### Templates Listing

S.No.	Email Template	Subject	Action
1	24 Completed after file uploaded.	24 Completed after file uploaded.	Edit
2	24 Hrs to Upload the revised milestone file notification to writer	Revision on order #{order_ref_id}	Edit
3	Assign Writer and reserved amount notification to customer	You have assigned your order #{order_ref_id} to {user_screen_name}	Edit
4	Assigned writer notification other writers	Order #{order_ref_id} by {user_first_name} closed	Edit
5	Assigned writer notification to writer	You are the winning bidder for order #{order_ref_id}	Edit
6	Autodebit limit is extended 24 hrs	Autodebit limit is extended 24 hrs	Edit
7	Bid changed notification to customer	{user_screen_name} has changed bid for #{order_ref_id}	Edit
8	Bid remove notification to customer	{user_screen_name} has withdrawn their Bid from #{order_ref_id}	Edit
9	Cancelled order notification	Order #{order_ref_id} by {user_first_name} closed	Edit
10	Confirmation email on registration	Your account details for {website_name}	Edit
11	Contact Us Email	{website_name}	Edit
12	Customer Email Verification	Email Address change verification from {website_name}	Edit
13	Email to request account deactivation	You have deactivated your account.	Edit
14	Extend deadline notification	Deadline extended on #{order_ref_id}	Edit
15	Extend deadline notification to customer	Deadline extended on #{order_ref_id}	Edit
16	Forgot Password Email	Request for PaperWeight.com Password Change	Edit
17	Funds withdrawal confirmation	Withdrawal of funds requested at {website_name}	Edit
18	Funds withdrawal request	Withdrawal of funds requested at {website_name}	Edit
19	Invitation to a writer	Order invitation at {website_name}	Edit
20	New bid placed notification to admin	{user_screen_name} has placed bid on #{order_ref_id}	Edit

DISPLAYING RECORD 1 TO 20 OF 59 1 2 3

Note: All the times are according to server time. Current server time is 2015-08-02 11:02:00 **PaperWeight**

## Grammar Test Management

Admin can add questions and answers for the grammar test that a writer will need to pass for the successful registration on the website. Writer need to pass the grammar test in the 3<sup>rd</sup> step of writer's signup process. Admin can set the question as active or inactive, Add new question and options for the answer.

**PaperWeight** WELCOME ADMIN 2015-08-02 11:10:00

DASHBOARD ORDERS BLOG MGNT MONEY MANAGEMENT USERS CMS SETTINGS GRAMMAR TEST MANAGEMENT CHANGE PASSWORD

Questions And Answers

ADD QUESTION

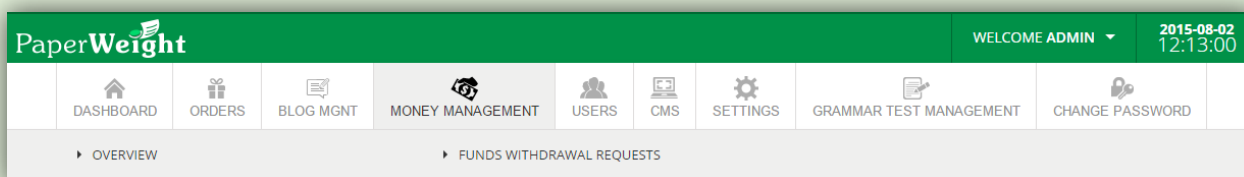
Keyword (in name) Question Status Search Reset

**Questions List**

S.No.	Questions	Action
1	Are you hungry? - _____.	Edit Inactive
2	Did you have any problems ----- our house?	Edit Active
3	Do you like school? - _____.	Edit Active
4	Do you want another drink? - _____.	Edit Inactive
5	Have you ----- been to London?	Edit Inactive
6	Have you been back to the house ----- you grew up?	Edit Inactive
7	How ----- have you and your family lived in this flat?	Edit Inactive

## Money Management

Admin can manage all monetary factors in this section.



When a customer place an order, it will be reviewed by Admin. If admin approves the order then the order's status will change from pending approval to bidding. Approved order will be displayed in the list of "Browse Orders" tab of writer's account. Customer has to pay the order's total before assigning order to any writer.

### Sections in the Money Management tab:

**Total Credit:** This section will store all the amount loaded from PayPal to System. Initially the order's total amount will be placed under this section. Click on the section will show the list of credit details.

**Reserved Amount:** Once the order gets completed successfully, Order's amount will get transferred to this section automatically. Note: If any order gets cancelled either by customer or writer, then admin can transfer the reserved amount to "Total Earning Section" and will handle the dispute manually. Admin can view the list of reserved amount details list. Cancelled order will have a link "Transfer to earnings".

**Total Earnings:** This section will show the total earnings or commission earned by Admin on the orders. Admin can view the list of commission and also Admin's Transaction history.

**Total Money Paid:** This section will show the amount paid to writer or customer as a withdrawal request approved.

Admin can view the Transaction summary in last 24 hours from this section and also able to view the list of Fund Withdrawal requests sent by either customer or writer.

Please see the screenshot given below:

**PaperWeight**
WELCOME ADMIN
2015-08-02 11:13:00

DASHBOARD
ORDERS
BLOG MGNT
MONEY MANAGEMENT
USERS
CMS
SETTINGS
GRAMMAR TEST MANAGEMENT
CHANGE PASSWORD

Home / Money Management

## Money Management

### Transaction Summary

**Total Credit**  
**\$3,970.00**  
 Amount Loaded from Paypal to System

**Total Money Paid**  
**\$0.00**  
 Amount Paid to writer and user as withdrawal approved

**Total Earnings**  
**\$232.00**  
 Total Commission Earned

**Reserved Amount**  
**\$10.00**  
 Total Reserved Amount

### Transaction Summary - Last 24 Hrs

**Total Credit**  
**\$0.00**  
 Amount Loaded from Paypal to System

**Total Money Paid**  
**\$0.00**  
 Amount Paid to writer and user as withdrawal approved

**Total Earnings**  
**\$0.00**  
 Total Commission Earned

**Reserved Amount**  
**\$0.00**  
 Total Reserved Amount

### Withdrawal Requests - Pending Approval

S.No.	User	Amount requested	Date	Status	Action
No records found					

Note: All the times are according to server time. Current server time is 2015-08-02 11:13:00
 PaperWeight



## Fund Withdrawal Request

Admin can view all the fund withdrawal requests sent by users in this section. Admin can either approve or reject the request. Admin can search the request by using following filters: Pending, Approved and Rejected and also search by Name or Email. Admin can “View Details” or “Update the request”

View details will show the comment in a pop-up, given by user while sending request.

See screenshot given below:

The screenshot shows the 'Funds Withdrawal Requests' page in the PaperWeight admin interface. The page has a green header with the PaperWeight logo and a navigation bar with icons for Dashboard, Orders, Blog Mgmt, Money Management, Users, CMS, Settings, Grammar Test Management, and Change Password. The main content area is titled 'Funds Withdrawal Requests' and includes a search bar with a keyword field and a request status dropdown. Below the search bar is a table titled 'Withdrawal Requests List' with columns for S.No., User (User Email Id), Amount requested, Date, Status, and Action. The table contains two rows of data.

S.No.	User (User Email Id)	Amount requested	Date	Status	Action
1	machakw@dummyid.com (machakw@dummyid.com)	\$100.00	2015-08-02 12:16	Pending	<a href="#">View details</a> <a href="#">Update</a>
2	camrina@dummyid.com (camrina@dummyid.com)	\$500.00	2015-07-29 13:57	Declined	<a href="#">View details</a> <a href="#">View transaction summary</a>

On Click “Update” will redirect the admin to withdrawal request form. Here admin can either debit or credit money from user’s account and also able to change the status of the request form “Pending” to either “Approved” or “Rejected”.

Please see the screenshot given below:

WELCOME ADMIN
2015-08-02 12:19:00

DASHBOARD
ORDERS
BLOG MGNT
MONEY MANAGEMENT
USERS
CMS
SETTINGS
GRAMMAR TEST MANAGEMENT
CHANGE PASSWORD

/ Funds Withdrawal Requests / Update

## Funds Withdrawal Requests

### Withdrawal Request Form

User ID	#135240
Username	machakw@dummyid.com
Amount requested	\$100.00
Amount available	\$500
Status*	<div>Select</div>
Transaction ID*	<input type="text"/>
Comments	<input type="text"/>
<div>Submit</div>	

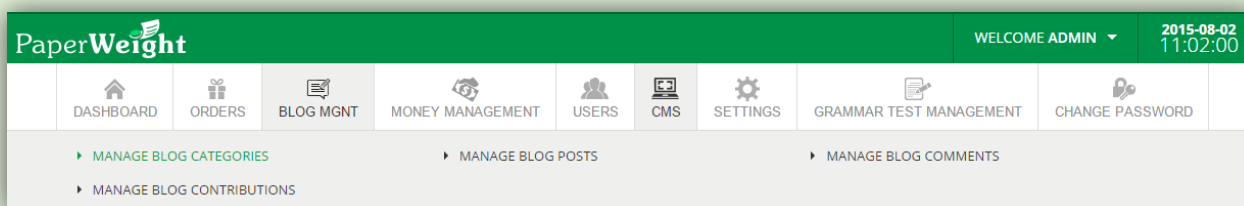
Note: All the times are according to server time. Current server time is 2015-08-02 12:19:00

PaperWeight

## Blog Management

Admin can add a blog into the system which will be shown in the front end under Blog tab. Admin can change the status of the blogs to active or inactive. Admin can manage following sections of blog:

1. Categories
2. Posts
3. Contributions
4. Comments



## Blog Contribution

This section will show the list of contribution requests send by users from the frontend by filling contribution form in the blog area. Users can send a contribution request with details of the blog post from the frontend but the post will not be shown on the frontend until admin approves the contribution request. Admin have the option to download the content file attached in the request.

By default, the status of the contribution is pending. Admin can set the status of the blog contribution as (Approved/Rejected/Published)

1. By updating the status to Approved, user will get a notification on the email that the post is approved but still not published on the blog.
2. By updating the status to Rejected, user will be notified regarding the rejection of the post contribution.
3. By updating the status to Published, admin will need to add a new post using the content uploaded by user so that the post will be shown in the blog list on frontend.

## Blog Post

This section will show the list of blog posts having “Published” status i.e. shown on the frontend. Admin can also add a new post from here using “Add New Post” link.

See the screenshot given below:

**PaperWeight** WELCOME ADMIN 2015-08-02 11:07:00

DASHBOARD ORDERS BLOG MGNT MONEY MANAGEMENT USERS CMS SETTINGS GRAMMAR TEST MANAGEMENT CHANGE PASSWORD

### Blog Posts

[Add New Post](#)

**Blog Posts Filters**

Search Post Title... Select Post Category Select Post Status [Search](#) [Reset](#)

S. No.	Post Title	Post Category	Post Status	Action
1	What Practices a Professional Web Designer Never Misses?	Websites,	Published	<a href="#">Edit</a> <a href="#">Delete</a>
2	Great Web Designers Focus on Detail and Balance	Websites,	Published	<a href="#">Edit</a> <a href="#">Delete</a>
3	Developing a Unique Website Identity With Human Touch	Websites,	Published	<a href="#">Edit</a> <a href="#">Delete</a>
4	How to Create a Clean and Neat Web Design	Websites,	Published	<a href="#">Edit</a> <a href="#">Delete</a>
5	Getting the Best Website Made for Your Small Business	Websites,	Published	<a href="#">Edit</a> <a href="#">Delete</a>
6	Post1		Draft	<a href="#">Edit</a> <a href="#">Delete</a>

## Blog Categories

Admin can manage the categories of blog posts in this section. Admin can set the status of the blog as Active or Inactive. Admin can also add new category using the link “Add New Category”. Admin can also make sub categories while adding a new category. Admin can search for any category using following filters: Category Title, Status (Active/Inactive).

See the screenshot given below:

**PaperWeight**
WELCOME ADMIN
2015-08-02 11:08:00

DASHBOARD
 ORDERS
 **BLOG MGNT**
 MONEY MANAGEMENT
 USERS
 CMS
 SETTINGS
 GRAMMAR TEST MANAGEMENT
 CHANGE PASSWORD

## Blog Categories

Add New Category

**Blog Categories Filter**



SearchReset

S. No.	Category Title	Category Description	Category SEO Name	Category Parent	Category Status	Action
1	Test category	test cat	test-category	--	Inactive	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Websites		websites	--	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## Blog Comments

When a user post a comment on any blog post, we are showing a notification on the frontend “Comment is awaiting moderation”. If admin approves the comment, it will be shown on frontend under the blog post.

Admin can either Approve or Delete the comment.

## Order Management

Admin can manage Orders and Rating & Review on the order completion from this section.

**PaperWeight**
WELCOME ADMIN
2015-08-02 12:19:00

DASHBOARD
 **ORDERS**
 BLOG MGNT
 MONEY MANAGEMENT
 USERS
 CMS
 SETTINGS
 GRAMMAR TEST MANAGEMENT
 CHANGE PASSWORD

ORDERS MANAGEMENT
 RATINGS & REVIEW MANAGEMENT

## Manage Orders

Admin can view list of all the orders in this section. Admin can search for any order by using following filters.

**PaperWeight** WELCOME ADMIN 2015-08-02 12:56:00

DASHBOARD ORDERS BLOG MGNT MONEY MANAGEMENT USERS CMS SETTINGS GRAMMAR TEST MANAGEMENT CHANGE PASSWORD

Orders Management / Orders Management

Ratings & Reviews Management

### Orders Management

Keyword (in name) In Progress Search Reset

#### Order Listing

S.No.	Order ID	Orders Topic	Customer Username	Order Posted Date	Deadline Date	Approved By Admin	Status	Action
1	#1195516149	The most beautiful thing you have seen	Kiwidinok	2015-07-14 15:48	2016-08-31 15:48	✓	In Progress	Edit Preview Bids
2	#3018913233	Why you will never tell a lie	kestejoo	2015-07-14 15:42	2016-07-28 15:41	✓	In Progress	Edit Preview Bids
3	#1146419456	The longest moment you ever had	Achak	2015-07-14 15:28	2016-07-31 15:27	✓	In Progress	Edit Preview Bids
4	#1952155323	The meaning of color	abayomi	2015-07-14 15:15	2016-07-31 15:14	✓	In Progress	Edit Preview Bids

Admin can edit the details of the order, can preview the order and also able to view the list of bids on the order.

## Ratings & Reviews Management

Admin can view the list of ratings given by customer and writer to each other after the completion of order.

Admin can mark any review as a Featured for displaying it on the Home Page of the website in the "Reviews section".

Please see the screenshot given below:

**PaperWeight**

WELCOME ADMIN
2015-08-02 13:21:00

DASHBOARD

ORDERS

BLOG MGNT

MONEY MANAGEMENT

USERS

CMS

SETTINGS

GRAMMAR TEST MANAGEMENT

CHANGE PASSWORD

Orders Management

Ratings & Reviews Management

Manage Ratings & Reviews

Search

Reset

Ratings List

S.No.	Order ID	Customer Ratings	Customer Comments	Writer Ratings	Writer Comments
1	2268017195	Customer Name : pamela  Delivery Ratings : ★★★★★  Communication Ratings : ★☆☆☆☆  Quality Ratings : ★☆☆☆☆	awesome writer will definitely hire again...Delivery A+, Communication A+, Quality A+  <div>Mark as featured</div>	Writer Name : Cameron  Delivery Ratings : ★★★★★  Communication Ratings : ★★★★★☆  Quality Ratings : ★★★★★	awesome customer will definitely hire again...Delivery A+, Communication A+, Quality A+  <div>Mark As Featured Here</div>