



# PaperWeight's User Manual (Customer Area)

Prepared by:

FATbit Technologies



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## Customer's Signup/Place First Order

Customer can signup/register on the website by placing the first order on the website. In this way customer will be able to sign up on the website as well as the first order will be placed simultaneously.

See screenshot given below:

**PaperWeight** HOW IT WORKS? LATEST ORDERS TOP WRITERS FAQ BLOG My Account

### Find a Writer for your Essay

Submit your paper details and get price offers from professionals academic writers

Place your order now!

**Place New Order** It's Free, Fast & Safe

Email 7 Days Type of paper Pages(in numeric) **Continue**

9 Completed Work 20 Qualified Writers 0 Writers On-line Now 4.3 Writers Star Ratings

After filling the details on the Home page, user will get automatically generated password in the email and also get redirected to the Order page having four steps.

**First Step:** Customer has to fill order details such as:

1. Personal Information
2. Basic Information
3. Additional Information
4. Request a Specific writer

Registered customer can invite writers with whom he worked earlier.

Please see the screenshot given below:

- Dashboard
- My Orders
- My Profile
- Payments
- Messages
- Reviews
- Support

Change Order

My Account

Order id #2073122629

1

2

3

4

Fill in Order Details

Order Bidding

Choose writer & Reserve money

Track Progress

Basic Information

\*Type of paper

Narrative, Descriptive and Reaction/Response

\*Topic

Documentary of film artist

\*Pages

12

\*Order Budget (in USD)

500

Additional Information

\*Discipline

Art & History

\*Type of service

New add

\*Format or citation style

MLA

\*Paper instructions

A2

Upload additional material

Choose File

No file chosen

+

Max file upload limit for single file 10MB and total upload size upto 30MB.

You can upload only .jpg, .jpeg, .png, .pdf, .docx, .doc, .txt and .xls files.

Request a specific writer

Invite writer

☒ I agreed term & conditions

PUBLISH FOR WRITERS

By clicking on "Publish for writers" button you are agreeing to our Terms and Conditions

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QUICK LINKS

- Thesis Help
- Research Paper Help
- PaperWeight Help
- PaperWeight Writers
- Paper Writing Help

QUICK LINKS

- Samples
- One Hour PaperWeight
- Resources
- Blog
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- Personal Statement Help

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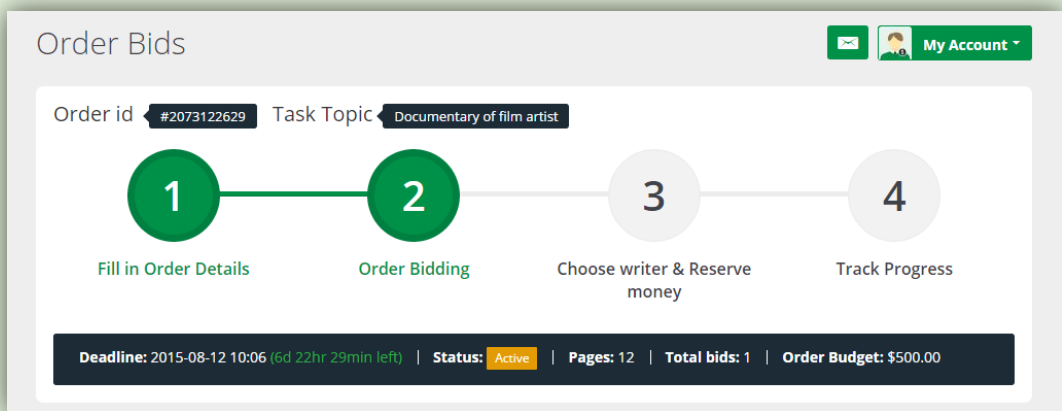
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**Second Step:** In the second step, Customer can view the status and details of the order.

Admin will review the order details and can mark the order either approved or declined.

If order gets approved by admin, then order will be shown to the writers in the “Browse Order” section of their dashboard.

Now writers will be able to post bid on the order.



Customer can do following with the order details:

1. **Change Order details:** Customer can change order details until there is no bid on the order. If customer changes the details after having bid on the order, then the order will get cancelled automatically and a new order will be generated where customer can change details and again the order will be sent to admin for approval.
2. **Upload Additional Material:** Customer can upload multiple documents for the order.
3. **Extend Deadline:** Customer can extend the deadline of the task from this tab.
4. **Cancel order:** Customer can cancel the order from this section.

Please see the screenshot:

Order Detail

TYPE OF PAPER:	Narrative, Descriptive and Reaction/Response
TOPIC :	Documentary of film artist
PAGES:	12 pages / 10800 words
DISCIPLINE:	Art & History
TYPE OF SERVICE:	New add
FORMAT OR CITATION STYLE:	MLA
PAPER INSTRUCTIONS	A2
ADDITIONAL MATERIALS (FILES)	No files uploaded.

Change Order Details
Upload Additional Material
Extend Deadline
Cancel Order

Once the order gets approved from admin, Customer will get a notification over email that the order is verified by admin and also all the writers will get a notification on their respected emails that a new order is placed.

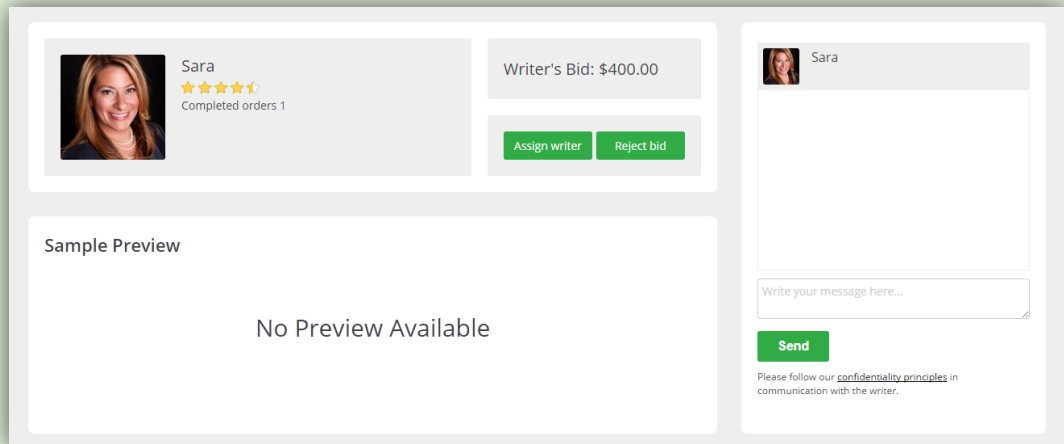
Customer can view the bids on the order in the given section:

Total bids 1

WRITER	RATING	PRICE	PREVIEW	STATUS
<b>Sara</b> Completed orders 1	★★★★★	\$400.00	Not available	<span>Pending</span> <a>Bid Details</a>

You may request the writers to provide short previews for the order so you can check their writing skills

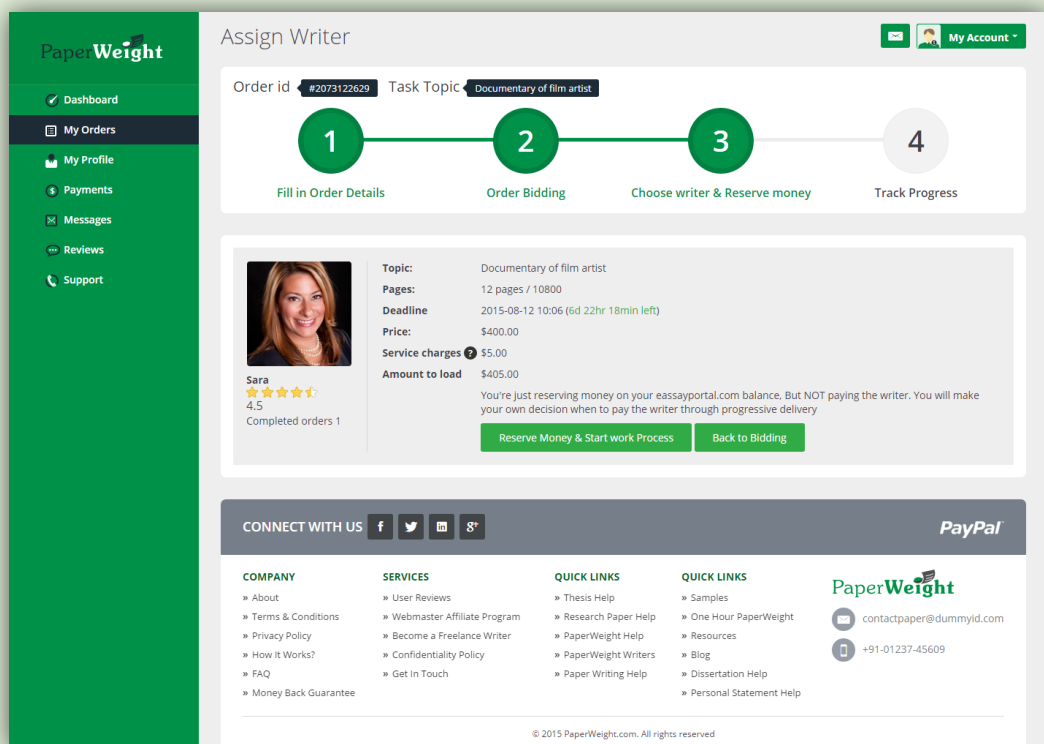
Customer can view details of the bid by click on the link “Bid Details”



Bid Detail section will consist of Writer's Profile and Sample preview section. Customer can either assign the writer or reject bid from this section.

Customer can also communicate with the writer with using the chat section on the right side.

**Third Step:** When customer is going to assign any writer, then it will display the following section:



Customer can view the bid details such as bid price in this section. Customer will need to reserve money for starting the work progress. Reserved money will be saved in the Admin's reserved amount. Note: This money will not be transferred to writer's account until the completion of the order.

If customer has sufficient amount in his wallet then money will get reserved in admin's wallet else he has to load funds from PayPal. Please see the screenshot given below:

The screenshot displays a user interface for managing a bid. On the left, there is a profile for 'Sara' with a 4.5-star rating and one completed order. The main section shows bid details: Topic (Documentary of film artist), Pages (12 pages / 10800), Deadline (2015-08-12 10:06 (6d 22hr 18min left)), Price (\$400.00), Service charges (\$5.00), and Amount to load (\$405.00). Below these details are two green buttons: 'Reserve Money & Start work Process' and 'Back to Bidding'. A note states: 'You're just reserving money on your eassayportal.com balance, But NOT paying the writer. You will make your own decision when to pay the writer through progressive delivery'. At the bottom, there is a section titled 'LOAD MONEY TO YOUR CURRENT BALANCE' with a note: 'You can load maximum \$7885 amount to your wallet from PayPal!'. It includes a 'Payment method' dropdown set to 'PayPal', an 'Amount to be loaded\*' input field with '\$ 405', and a green 'Load' button. To the right of the 'Load' button are logos for MasterCard, VISA, American Express, and DISCOVER. A disclaimer at the bottom reads: 'By clicking "Load" button, you agree to the Money Back Guarantee. Terms and Conditions and Privacy Policy.'

**Fourth Step:** The last and final step of placing order is the “Track progress”

Once the amount gets reserved in Admin's wallet, Customer can view the progress on the order in this section. Customer can view the work in the sample preview section.

Please see the screenshot given below:



PaperWeight

Dashboard

My Orders

My Profile

Payments

Messages

Reviews

Support

Order Process

My Account

Order id: #2073122629

Task Topic: Documentary of film artist

1

2

3

4

Fill in Order Details

Order Bidding

Choose writer & Reserve money

Track Progress

Deadline: 2015-08-12 10:06 ( 5d 22hr 12min left )

Status: In Progress

Pages: 12

Total bids: 1

Steven

Not rated yet

Completed orders 0

Type of paper:

Topic:

Pages:

Discipline:

Type of service:

Format or citation style:

Paper Instructions

Additional material (files)

Narrative, Descriptive and Reaction/Response

Documentary of film artist

12 pages / 10800 words

Art & History

New add

MLA

A2

No files uploaded.

View Files

Upload Additional Material

Extend Deadline

Mark as Finished

Cancel Order

Back to Orders

Assigned writer

Sara

★★★★★

Completed orders 1

\$405.00

In Progress

Sample Preview

No Preview Available

Sara

Online

Write your message here...

Send

Please follow our [confidentiality principles](#) in communication with the writer.

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Once the order gets completed, Writer will upload the final document or files. After uploading the file writer can mark the order as finished.

Customer can view the final document or files in the “View Files” section. If customer gets satisfied with the work done, then he/she can mark the order as finished and If not then he can request to writer for revision. For this purpose, writer will get some extended time for the completion of order.

Still after the revision, customer gets unsatisfied then in this situation admin will resolve the dispute offline.

After completion of order successfully, both (Customer and Writer) will be able to write a review and give rating to each other on the same page. Please see the screenshot given below:

The screenshot displays the PaperWeight user interface. On the left is a green sidebar with navigation links: Dashboard, My Orders, My Profile, Payments, Messages, Reviews, and Support. The main content area is titled 'Order Process' and shows a progress bar with four steps: 1. Fill in Order Details, 2. Order Bidding, 3. Choose writer & Reserve money, and 4. Track Progress. Below the progress bar, it states 'Order Completed On: 2015-08-05 12:08 | Status: Finished | Pages: 12 | Total bids: 1'. The 'Assigned writer' section shows a profile for Sara, who is online, with a rating of 5 stars and a completed orders count of 2. It also displays a payment of \$405.00 and a 'Finished' status. The 'Rate & Review' section allows users to rate the user and write a review. The footer includes social media links, a PayPal logo, and a list of company services and quick links.

**PaperWeight**

Dashboard  
My Orders  
My Profile  
Payments  
Messages  
Reviews  
Support

**Order Process**

Order id: #2073122629 Task Topic: Documentary of film artist

1 Fill in Order Details 2 Order Bidding 3 Choose writer & Reserve money 4 Track Progress

Order Completed On: 2015-08-05 12:08 | Status: Finished | Pages: 12 | Total bids: 1

**Assigned writer**

Sara  
5 stars  
Completed orders 2

\$405.00  
Finished

**Rate & Review**

Rate this User

Delivery: 5 stars  
Communication: 5 stars  
Quality: 5 stars

Write a Review

0 / 300 characters max

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## Customer's Dashboard

It consist of following sections given below:

1. **Statistics:** Customer can view statistics such as:
  - Total Orders in Biddings
  - Total Orders in Progress
  - Total Completed Orders
  - Total Wallet Credit
  - Total Reserved Amount (In Admin's Wallet)
2. **Profile Information**
3. **Recent Messages sent by Writers**
4. **Latest Activity:** It will show the orders having bids placed by writers.
5. **Pending Payment:** It will show the list of money withdrawal requests sent to admin for approval.
6. **Orders:** It will show the orders which are In-Progress and Completed

Customer can place new order from the dashboard using link "Place New Order"

**PaperWeight**

Dashboard

Need an expert writer? There are 20 writers waiting for you. [PLACE NEW ORDER](#)

ORDERS IN BIDDING 1 | ORDERS IN PROGRESS 0 | COMPLETED ORDERS 1 | MY WALLET CREDIT \$5000.00 | RESERVED AMOUNT 0.00

**Steven Smith**  
Not rated yet  
Registered: 2015-08-05  
Steven@dummyid.com

**RECENT MESSAGES**  
How are you?  
BY SARA  
2015-08-05 15:28

**Latest Activity**

ORDER NO.	TOPIC	STATUS	TYPE OF PAPER	PAGES (WORDS)	DEADLINE	BIDS	WRITER
#9531232481	Documentary	Pending	Comparison/Contrast	15 pages (0 words)	2015-08-15 12:30 ()	1	Sara

**Pending Payments**

S. NO.	AMOUNT REQUESTED	DATE	COMMENTS
1.	\$500.00	2015-08-05 16:28	--

## Orders

COMPLETED

IN PROGRESS

ORDER NO.	TOPIC	STATUS	TYPE OF PAPER	PAGES (WORDS)	AMOUNT PAID	CLIENT
#2073122629	Documentary of film artist		12 pages (10800 words)	2015-08-05 12:08	\$405.00 of \$405.00	Sara

## My Orders

- Dashboard
- My Orders**
- My Profile
- Payments
- Messages
- Reviews
- Support

### My Orders

My Account

ORDER NO.	TOPIC	STATUS	TYPE OF PAPER	PAGES (WORDS)	DEADLINE	BIDS	ACTION
#9531232481	Documentary	Active	Comparison/Contrast	15 pages (13500 words)	2015-08-15 12:30 (9d 22hr 27min left)	1	<a href="#">View Order</a>

### In progress

ORDER NO.	TOPIC	TYPE OF PAPER	PAGES (WORDS)	DEADLINE	AMOUNT PAID	WRITER	ACTION
No Order Found!!							

### Completed

ORDER NO.	TOPIC	TYPE OF PAPER	PAGES (WORDS)	COMPLETED ON	AMOUNT PAID	WRITER	ACTION
#2073122629	Documentary of film artist	Narrative, Descriptive and Reaction/Response	12 pages (10800 words)	2015-08-05 12:08	\$405.00 of \$405.00	Sara	<a href="#">View Order</a>

### Cancelled

ORDER NO.	TOPIC	TYPE OF PAPER	PAGES (WORDS)	DEADLINE	ACTION
No Order Found!!					

### Invites Sent

ORDER NO.	TOPIC	STATUS	TYPE OF PAPER	PAGES (WORDS)	DEADLINE	WRITER	ACTION
No Order Found!!							

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It will show the list of orders having following status:

1. In-Progress
2. Completed
3. Cancelled
4. Invites sent to writers

## My profile

**PaperWeight**

My Account

Dashboard  
My Orders  
**My Profile**  
Payments  
Messages  
Reviews  
Support

User ID: #195413  
Email ID: Steven@dummysid.com  
First Name: Steven  
Last Name: Smith  
Time zone: Select  
Subscription: ☐ Selected Offers and Deals ☐ Service news ☐ Promotions and Special Features  
Save Profile

YOU WILL BE SEEN AS Steven  
Not rated yet  
0 Orders In Progress  
1 Orders Completed  
Deactivate Account

**Change Password**

Enter current password:  Required for changing current password  
Choose new password:  Fill this field to change current password  
Re-enter new password:  Fill this field to change current password  
Save

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Customer can change his auto generated password, profile image and also able to edit profile details from this section.

Customer can also deactivate the account from this section.

## Payments

### Fund Withdrawal Request

Customer can view the list of fund withdrawal requests in this section with status of the request.

Fund Withdrawal Requests				
S. NO.	AMOUNT REQUESTED	DATE	COMMENTS	STATUS
1.	\$500.00	2015-08-05 16:28	--	Pending

### Transaction History

We will show a list of transaction history. We will show amount loaded from PayPal and Withdraw from the wallet.

Transaction history							
S. NO.	DATE	PARTICULARS	DEBIT	CREDIT	BALANCE	STATUS	MODE
1.	2015-08-05 12:57	Funds Deposited, Transaction ID: 5K372984GM896682U	-	\$5,000.00	\$5,000.00	Completed	PayPal
2.	2015-08-05 11:53	Funds Paid for OrderID: <a href="#">#2073122629</a>	\$405.00	-	\$0.00	Completed	Wallet
3.	2015-08-05 11:53	Funds Deposited, Transaction ID: 79A23823E69928105	-	\$405.00	\$405.00	Completed	PayPal

### Load Funds

This section will be used for loading funds from PayPal.

**Load Funds**

**LOAD MONEY TO YOUR CURRENT BALANCE**

You can load maximum \$0 amount to your wallet from PayPal!

Payment method ☒ PayPal


Amount to be loaded \*

Load


By clicking "Load" button, you agree to the [Money Back Guarantee](#), [Terms and Conditions](#) and [Privacy Policy](#).

## Withdraw Funds

Using this section, customer can send fund withdrawal request to admin.



### Withdraw Funds




REQUEST FOR WITHDRAWAL

Amount\*

Details\*

Details



Include your PayPal email, wire transfer details.



Request withdrawal

## Messages

Customers can send reply to writers using this section. Customer can filter the messages by:

- All
- Read
- Unread
- Starred

Messages

 My Account

All

Read

Unread

Starred

★ ● Sara

#2073122629

Updated: 2 Hours ago

How are you?

- Dashboard
- My Orders
- My Profile
- Payments
- Messages**
- Reviews
- Support

## Messages

My Account

All
Read
Unread
Starred

<
BACK

Me

Hi Sara

2 Hours ago

Sara

Hello

2 Hours ago

Sara

How are you?

2 Hours ago

Enter your message here...

Send

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## Reviews

This section will show the reviews given by writers after order completion.

The screenshot shows the 'Reviews' section of a user dashboard. On the left is a green sidebar with the 'PaperWeight' logo and navigation links: Dashboard, My Orders, My Profile, Payments, Messages, Reviews (highlighted), and Support. The main content area is titled 'Reviews' and shows a specific review for order #2073122629, 'Documentary of film artist (Narrative, Descriptive and Reaction/Response - 12 pages)'. The review includes a writer's profile picture, a 5-star rating, and a message: 'Thank you for your cooperation!'. Below the review is a 'CONNECT WITH US' section with social media icons for Facebook, Twitter, LinkedIn, and Google+. To the right of these icons is a 'PayPal' logo. Further down, there are four columns of links: COMPANY (About, Terms & Conditions, Privacy Policy, How it Works?, FAQ, Money Back Guarantee), SERVICES (User Reviews, Webmaster Affiliate Program, Become a Freelance Writer, Confidentiality Policy, Get In Touch), QUICK LINKS (Thesis Help, Research Paper Help, PaperWeight Help, PaperWeight Writers, Paper Writing Help), and another QUICK LINKS column (Samples, One Hour PaperWeight, Resources, Blog, Dissertation Help, Personal Statement Help). The footer includes the PaperWeight logo, contact email (contactpaper@dummysid.com), phone number (+91-01237-45609), and a copyright notice: © 2015 PaperWeight.com. All rights reserved.

## Support

For connecting with admin, customer can send his message using this section.

The screenshot shows the 'Support' section of a user dashboard. It features a form for sending a message to the admin. The form has four input fields: 'User Name\*' (containing 'Steven'), 'Subject\*', 'Phone:\*', and a large 'Message' text area. A green 'Submit' button is located at the bottom right of the form. The top right of the dashboard shows a 'My Account' link. The footer of the dashboard includes the PaperWeight logo, contact email (contactpaper@dummysid.com), phone number (+91-01237-45609), and a copyright notice: © 2015 PaperWeight.com. All rights reserved.