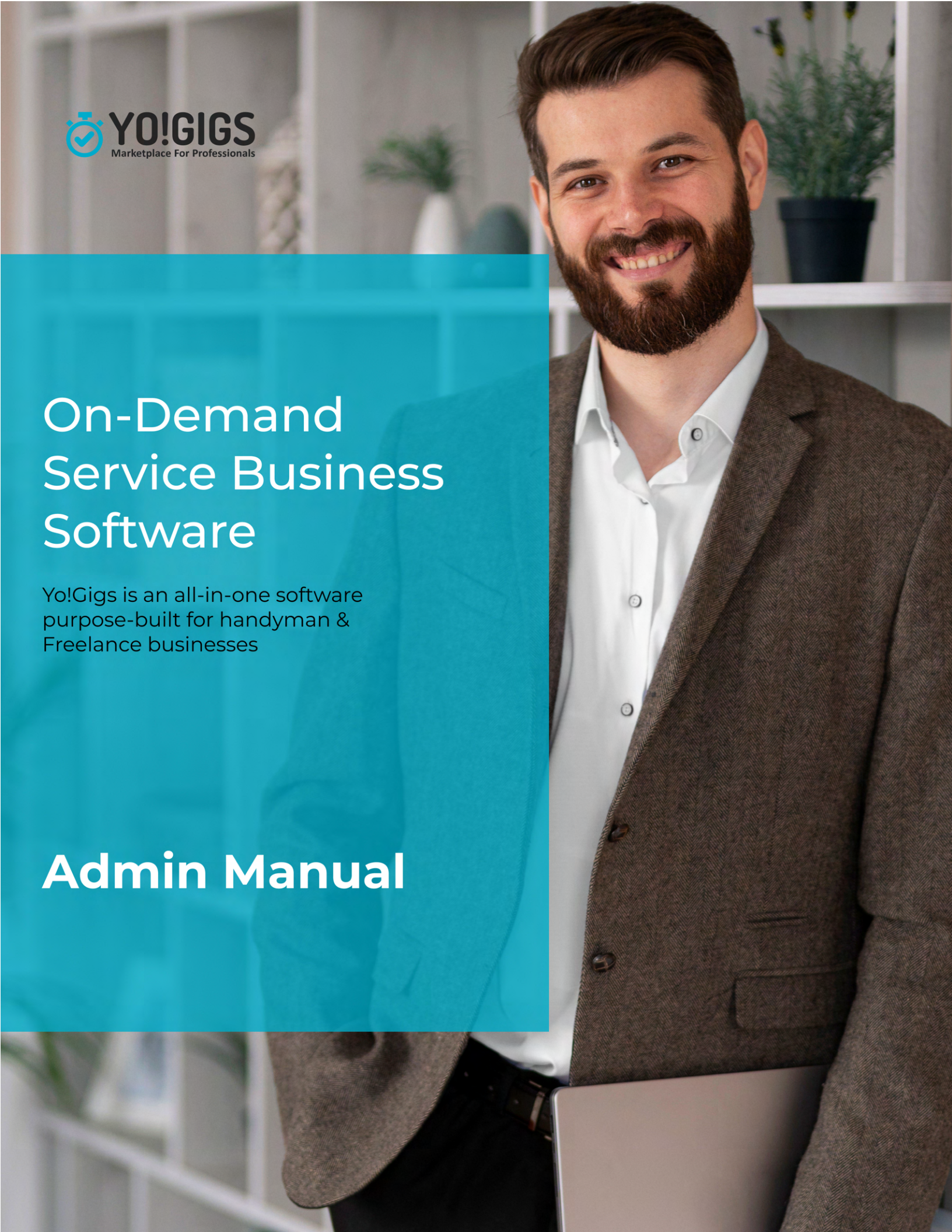


# On-Demand Service Business Software

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

## Admin Manual





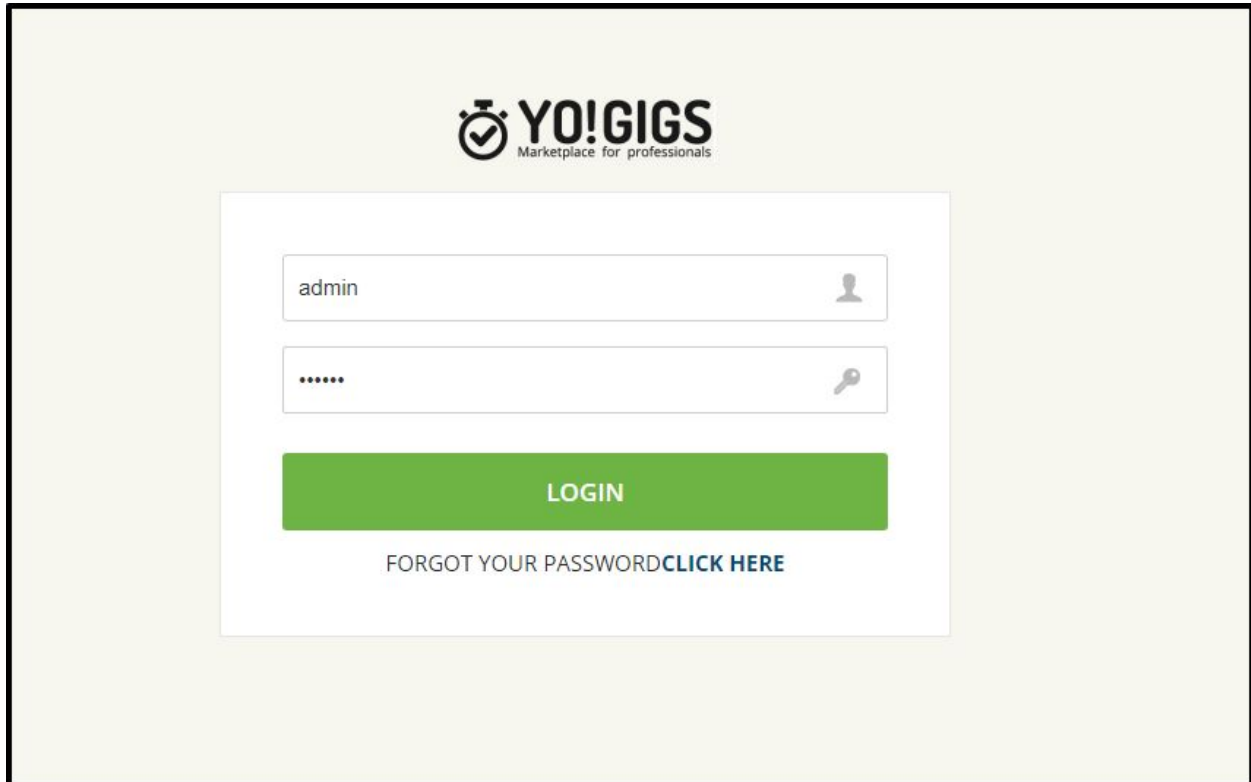
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## 1. Admin Login:

Admin can login into system by using the Login form and manage the website features from back end. Please see the screenshot below:



Below is the admin login credentials:-

**Username:** admin

**Password:** 123456

Click on Login button to login to the admin area

### Forgot Password

If admin forgot his/her account password then he can use Forgot Password to reset it. On click of **CLICK HERE** link, admin will redirect to the Forgot Password page to reset the password. Steps to reset the password is given below:

**Step 1:** Enter admin's registered email address

**Step 2:** Enter Security code display on the screen (admin can change it as well) and click on Submit button

**Step 3:** Click on password reset link that admin receives on his/her registered email address.

## 2. Dashboard

Dashboard page is divided into multiple section. Details of all sections are listed below:

### Navigation Bar

At top, a navigation bar highlighting Dashboard option means that you're on Dashboard page. Admin can access all the backend pages with the help of navigation bar. It displays on all the backend pages. See the screenshot below:

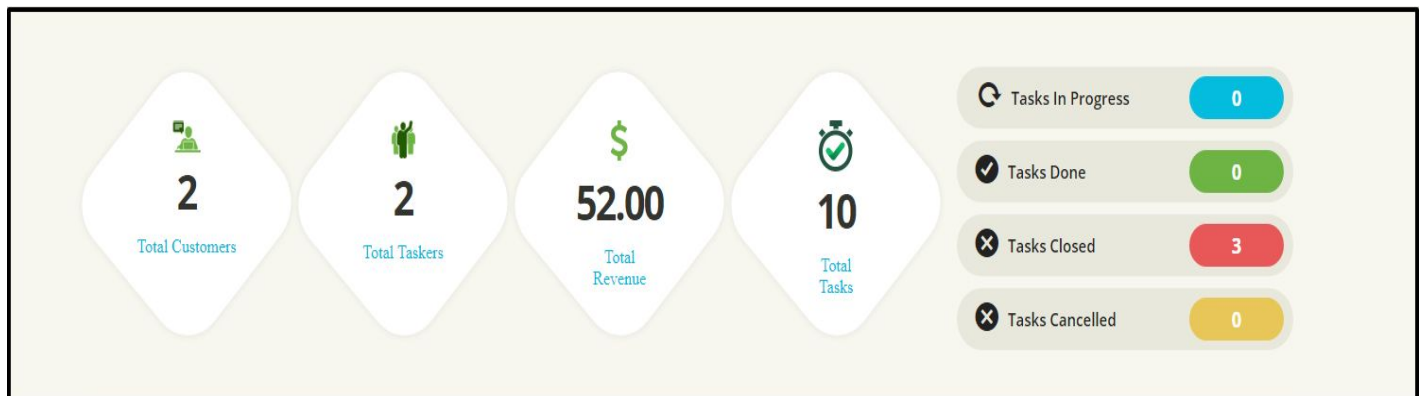


### First Section:

It displays the following information:

- Total Customers on the website
- Total Taskers on the website
- Total Revenue generated till the time on the website
- Total tasks of the site irrespective of the tasks status.
- Number of tasks in Progress.
- Number of task has been completed by customers.
- Number of task has been closed by taskers.
- Number of task has been cancelled by taskers.

See the screenshot below:



### Pending Users

In this section, list of last 5 pending Users (taskers) have been displayed. Whenever new taskers complete signup and submit their documents for review, admin will receive an email notification. Admin can review the documents of the taskers and approve their accounts. See the screenshot of this section below:



Pending User <span style="float: right;">View all</span>			
Username	Email ID	Approval Status	Document
 John Arey	john@dummysid.com	Pending	View Documents

Actions on this section are:

- On click of **View all** button, admin will redirect to the Pending Users Listing page where admin can view all the pending taskers request.
- On click of **View Documents** button, list of files that tasker has uploaded will be displayed on a popup. Admin need to download the files to review.
- On click of **Pending** button, a confirmation message on popup will display with Ok and Cancel buttons. Clicking on Ok will approve the tasker's account. Clicking on Cancel button will hide the popup. On admin approval, tasker will receive an email notification for the same and he/she can attempt quiz & start applying to the jobs.

### Search Tasks:

In this section, admin can search & filter tasks by:

- Keyword in search bar
- Select task category (system fetch all the task categories that created in the site. See section 5.4 for more details)
- Select task type (fixed / biddable / private)
- Select task status (Inactive / active / assigned / In progress / completed / closed / cancelled / draft / completed but not approved) See [section 5.1](#) for more details.

On click on **Search** button, search result will be displayed on the Tasks Listing Page

Search task

---

Keyword (in name)

Select Task Kind ▼

Select Task Type ▼

Select Task Status ▼

Search

### Pending Withdrawal Request

In this section, admin can see last 5 pending withdrawal requests of the users. If admin wants to send the requested money to the User's bank account then he can approve the request otherwise reject the request. See the screenshot below:

Pending Withdrawl Requests View All

Username	Amount	Date	Status	Action
Jacob Doe	450	03/11/2017 11:48	Pending	<span style="background-color: #00bcd4; padding: 2px 5px; border-radius: 5px;">Details</span> <span style="background-color: #00bcd4; padding: 2px 5px; border-radius: 5px; margin-left: 5px;">Approve Request</span> <span style="background-color: #f44336; padding: 2px 5px; border-radius: 5px; margin-left: 5px;">Reject</span>

Admin can do the following actions on the pending withdrawal requests:

- **Details:** On click on details button, admin will redirect to the detail page of Funds Withdrawal Request and review all the wallet details of the user.
- **Approve Request:** On click of Approve Request button, system will ask admin to enter transaction id, comment (optional) and Approve the request. Also, admin can check Send email notification to user checkbox to send email notification to the user. User will also receive system notification for the same.
- **Reject:** On click of Reject button, system will open Decline Withdrawal form that contains comment box, Send email notification to user checkbox and Submit button. Clicking on submit button will decline the Withdrawal request of user. User will also receive system notification for the same.

On click of View All button, admin will redirect to Fund Withdrawal Request Management page where he/she can view all the withdrawal requests by all the users.

### Inappropriate Task

In this section, system displays the list of last 5 tasks that have been reported as inappropriate by the registered users. See the screenshot below:

Inappropriate Task						<a href="#">View All</a>
Task ID	Task Name	Reported By	Task Kind	Task Status	Action	
2679828239	Babysitter Require	John Arey	Soft Skills Training to 10 person IT Team	Active	<a href="#">View Comment</a>	<a href="#">Remove</a>

Admin can do the following actions on the reposted tasks:

- **View Comment:** To view comment of the user who reported the task.
- **Remove:** To remove the reported task from the list
- **Task Status:** To change the task status (Active/Inactive).

On click of View All button, admin will redirect to Inappropriate Task page where he/she can view all the inappropriate tasks list reported by user.



### 3. Quiz

Admin can manage the quiz questions and answers from this page. Tasker need to attempt quiz to complete the signup process. After admin approval on taskers signup request, taskers will be redirected to quiz page to attempt it. For quiz settings, please refer [section 11.2.5](#). Please see the screenshot below:

Questions And Answers

ADD QUESTION

Keyword (in name) Question Status Search Reset

Questions List

S.N.	Questions	Action
1	Are you hungry? - _____.	Edit Inactive
2	Did you have any problems ----- our house?	Edit Inactive
3	Do you like school? - _____.	Edit Active
4	Do you want another drink? - _____.	Edit Active
5	Have you ----- been to London?	Edit Active
6	Have you been back to the house ----- you grew up?	Edit Active
7	hi	Edit Inactive
8	how do you do	Edit Active
9	how many days are in leap year?	Edit Active
10	How often do you see your parents? - When I ____.	Edit Active

Displaying Records 1 to 10 of 38 Go to: 1 2 3 4

#### Search & Filter

- Search bar to enter the search keyword
- Question Status to select status of the Q/A. It could be active or inactive.
- Search button to search questions as per entered search keyword.
- Reset button to clear the search criteria and display the default list of questions.

#### Add Question

On click on **Add Question** button, admin will redirect to the add/update question page. The form fields of add/update question are:

- **Question:** To enter question title.
- **Options 1 to 4:** To enter one correct and 3 incorrect answers

- **Answer:** To enter correct option number (1/2/3/4)
- **Question Status:** To select question status (active/inactive). By default, it is inactive. Only active questions will be randomly selected by the system in the quiz.
- **Submit button:** To save the Q/A.

Actions on the added questions on this page are:

- **Edit button:** On click on Edit button, admin will redirect to the add/update question page with filled form fields as per the previous state. Admin can update the fields and save it using submit button.
- **Change status:** Short option to change the status of question from active to inactive and vice versa.
- **Pagination:** It displays how many records (questions) are currently showing on the page and option to go to Next and/or Previous page by clicking on Page Number.

## 4. CMS (Content Management System)

On click of CMS option from Navigation bar, system will display the following options:

- 5.1 Manage Content Pages
- 5.2 Manage Testimonials
- 5.3 Manage Interests
- 5.4 FAQ Management
- 5.5 Email Template Management
- 5.6 Background Checklist
- 5.7 Manage Countries
- 5.8 Manage Cities
- 5.9 Manage Banners
- 5.10 Manage CMS Blocks

### 4.1 Manage Content Pages

On click of Manage Content Pages option, admin will redirect to the CMS page where he/she can manage the content of static pages like Terms and Conditions, Privacy Policy etc. Please see the screenshot below:

The screenshot shows a web interface titled 'CMS'. It contains a table with three columns: 'S.N.', 'CMS Page Title', and 'Action (English French Spanish)'. The table lists three static pages: 'About Taskers', 'Terms & Conditions', and 'Content Policy'. Each row has three 'Edit' buttons corresponding to the languages.

S.N.	CMS Page Title	Action (English French Spanish)
1	About Taskers	<a href="#">Edit</a> <a href="#">Edit</a> <a href="#">Edit</a>
2	Terms & Conditions	<a href="#">Edit</a> <a href="#">Edit</a> <a href="#">Edit</a>
3	Content Policy	<a href="#">Edit</a> <a href="#">Edit</a> <a href="#">Edit</a>

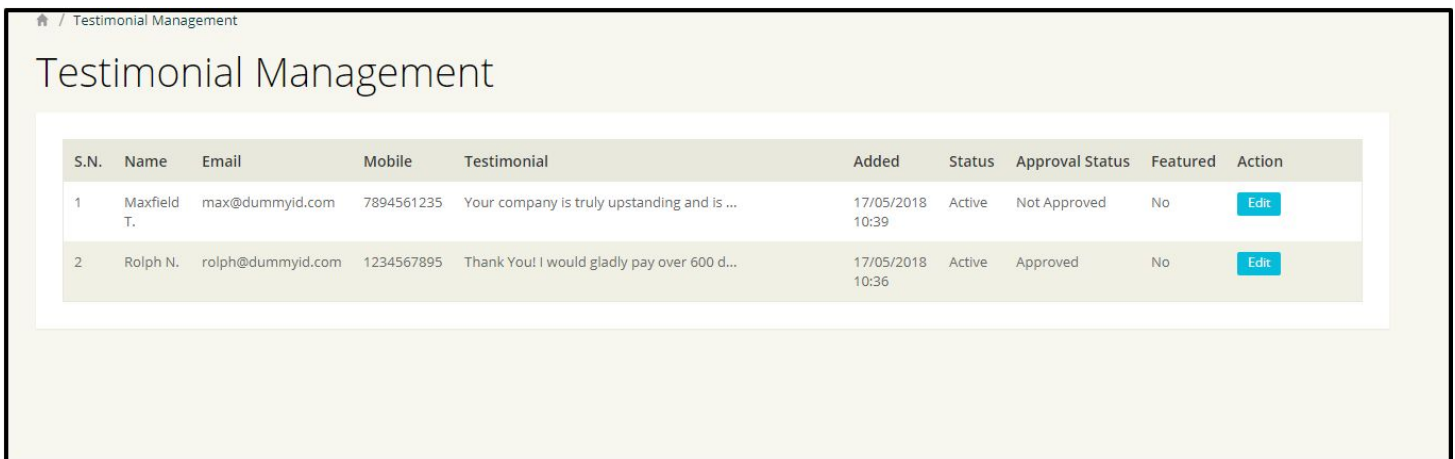
Below is the list of actions that admin can do from this page:

- Edit button: To edit content of the static page in Primary Language (English). On click on Edit button, admin will redirect to the Edit page form where admin can update the text of the page with few other fields:
  - Select page language
  - Enter page URL slug
  - Enter Meta Title of the page
  - Enter Meta Keywords of the page. Admin can add multiple meta keywords by entering next keyword in new line.

- Enter Meta Description of the page
- Enter Title of the page
- Description: Basic text editor to enter the content of the page.
- Click on **Submit** button to save the changes.

#### 4.2 Manage Testimonials

On click on Manage Testimonial option, admin will be redirect to the Testimonial page where he can view list of testimonials added by the user from front end. Admin can approve or reject the testimonial, upon approval it will start displaying on the Testimonial page (<http://demo.yo-gigs.com/testimonials>). Please see the screenshot of the page below:



S.N.	Name	Email	Mobile	Testimonial	Added	Status	Approval Status	Featured	Action
1	Maxfield T.	max@dummyid.com	7894561235	Your company is truly upstanding and is ...	17/05/2018 10:39	Active	Not Approved	No	<a href="#">Edit</a>
2	Rolph N.	rolph@dummyid.com	1234567895	Thank You! I would gladly pay over 600 d...	17/05/2018 10:36	Active	Approved	No	<a href="#">Edit</a>

On click of **Edit** button, admin can update the testimonial data which are:

- Title of the testimonial
- Email address of the user who posted the testimonial.
- Mobile Number of the user who posted the testimonial.
- Landline (phone number) of the user who posted the testimonial.
- Testimonial text
- Testimonial status (active/inactive). Only active testimonials will display on front end.
- Testimonial Approval from admin so that it will start displaying on front end.
- Testimonial to be Featured or not.
- Click on **Submit** button to save the changes.

#### 4.3 Manage Interests

Admin can manage additional questions/options that display on Step 2 - Share Interest tab on Complete Your Tasker Profile page. These interest will display on the tasker profile page after complete the signup process. Please see the screenshot of the page below:

## Complete Your Tasker Profile

Select the task types you are interested in

Select task type \* Enter your hourly rate(CAD) \*

Justify your charges \*

**Add**

1. This is for testing

Checkbox 1
 Checkbox 2
 Checkbox 3

Checkbox 4
 Checkbox 5

**Next**

On click of Manage Manage Interests option, admin will redirect to the Manage Interests page where he can manage interests. Please see the page screenshot below:

### Interests Management Add Question

**Search Task**

Search
Reset

**INTEREST LIST**

S.N.	Question	Question Type	Action
1	Radio button interest testing	Radio Buttons	<span style="background-color: blue; color: white; padding: 2px 5px;">Edit</span> <span style="background-color: green; color: white; padding: 2px 5px;">Active</span>
2	This is for testing	Checkboxes + Textarea	<span style="background-color: blue; color: white; padding: 2px 5px;">Edit</span> <span style="background-color: green; color: white; padding: 2px 5px;">Active</span>
3	Testing	Checkboxes	<span style="background-color: blue; color: white; padding: 2px 5px;">Edit</span> <span style="background-color: green; color: white; padding: 2px 5px;">Active</span>



### **Add Interest**

On click of **Add Question** button, Interests Setup Form will be open in new page from where admin can add a new interest. Forms fields are:

- Select Interest type (Checkboxes, Checkboxes + Textarea, Radio Buttons, Radio Buttons + Textarea, Textarea)
- Select status of the interest (active/inactive). Only active interests will display on Complete Your Tasker Profile page.
- Enter Interest Title in English or other configured languages
- Enter options of the interest in English or other languages. In case of multi options like checkboxes or radio buttons, admin can add next option in new line.
- Click on submit button to add a new interest.

### **Search & Filter**

- Search bar to enter the search keyword
- Select Interest status to filter the data. Options could be active or inactive.
- Search button to search interests as per entered search keyword.
- Reset button to clear the search criteria and display the default list of interests.

Actions on the added interests on this page are:

- **Edit button:** On click on Edit button, admin will redirect to the add interest page with filled form fields as per the previous state. Admin can update the fields and save it using submit button.
- **Change status:** Short option to change the status of interest from active to inactive and vice versa.
- **Pagination:** It displays how many records (questions) are currently showing on the page and option to go to Next and/or Previous page by clicking on Page Number.

Please see the screenshot of the page below showing how the configured interest will display on Tasker's profile page:

**View profile as Customer**  
★★★★★  
(0 Reviews )  
Become a Customer

**Jacob**  
Jalandhar  
Member Since 7 months ago  
From: Amritsar  
Background Checked

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

**Task Types Interested In:**  
Room Cleaning CAD10

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

**Reviews (2) for jacob**

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

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

**This is for testing**  
Checkbox1 Checkbox2 Checkbox3

Do you hold any kind of certification?  
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.

#### 4.4 FAQ Management

On click of FAQ Management, admin will redirect to the FAQ Super Category Listing page where the list of FAQ super categories will be displayed. Please see the screenshot of page below:

🏠 / Faq Categories

## Faq Categories Add Faq Category

S. No.	Category Name	Status	Action
1	Client Resources	Inactive	<a href="#">Edit</a> <a href="#">Manage Faq Subcategories</a>
2	bg	Active	<a href="#">Edit</a> <a href="#">Manage Faq Subcategories</a>
3	HG	Active	<a href="#">Edit</a> <a href="#">Manage Faq Subcategories</a>
4	New Faq Category Setup..!!	Active	<a href="#">Edit</a> <a href="#">Manage Faq Subcategories</a>
5	How to register as a customer	Inactive	<a href="#">Edit</a> <a href="#">Manage Faq Subcategories</a>
6	sign up procedure	Inactive	<a href="#">Edit</a> <a href="#">Manage Faq Subcategories</a>
7	retest	Inactive	<a href="#">Edit</a> <a href="#">Manage Faq Subcategories</a>
8	test retest	Inactive	<a href="#">Edit</a> <a href="#">Manage Faq Subcategories</a>
9	Registration	Inactive	<a href="#">Edit</a> <a href="#">Manage Faq Subcategories</a>
10	wefwe	Inactive	<a href="#">Edit</a> <a href="#">Manage Faq Subcategories</a>

Displaying Records 1 to 10 of 19    Go to: 1 2

### Add FAQ Super Category

On click of Add FAQ category, admin will redirect to the Add FAQ Category Page. Fields of the Add FAQ Category form are:

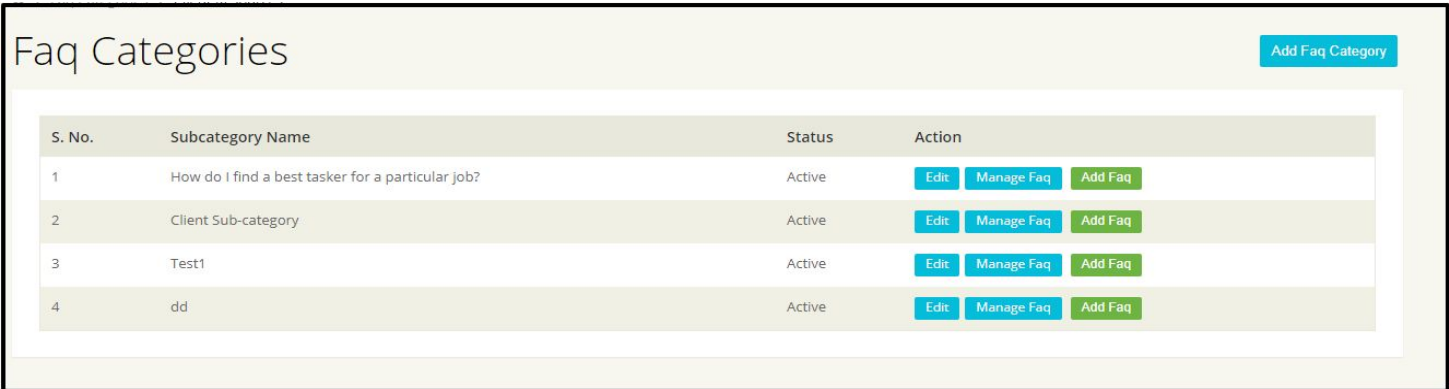
- FAQ Title in all languages that has been configured in Language Management option under Settings option.
- Select parents category if admin wants this category to be display some other category on front end. To create a super category, leave it blank.
- FAQ category status (active/inactive)
- Click on **Submit** button to add a new FAQ category.

### Edit FAQ Category

On click of **Edit** button, admin will redirect to the Add FAQ Category Page with last saved filled data in Add FAQ Category form. Admin can do the changes in it and save it by using **Submit** button.

### Manage FAQ Subcategories

On Click of Manage FAQ subcategories button, admin will redirect to the FAQ Subcategories page where the list of FAQ subcategories will be displayed. Please see the screenshot below:



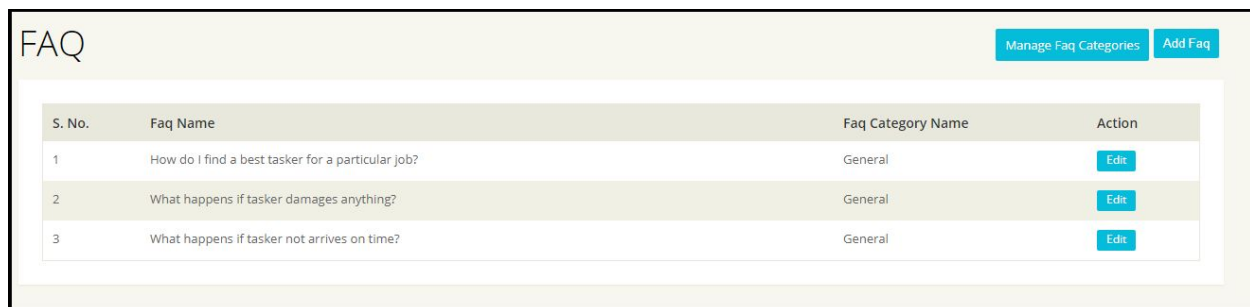
From the FAQ subcategories page, admin can manage FAQs subcategories and add FAQ under subcategories.

**Note:**

1. Admin can't add FAQs under parent categories. It can only be added under sub categories.
2. Admin can't create categories under FAQ subcategories.

**Manage FAQ**

On Click on Manage FAQ, admin will redirect to the FAQ Listing page where all the FAQ under that subcategory will be displayed. Admin can manage FAQs of the selected subcategory from this page. Please see the screenshot of the page below:



**Add FAQ**

On click of Add Faq button, admin will redirect to the add FAQ page from where admin can fill the form fields of Add FAQ. Form fields are:

- Select FAQ Category: By default, the subcategory in which admin wants to add FAQ will be selected. Admin can change it as well.
- FAQ Question in all the languages.
- FAQ Answer in all the languages.

- Select FAQ status (active/inactive): Only active FAQ will be displayed on the front end.
- Click on **Submit** button to save the FAQ.

On click of **Manage FAQ Categories** button, admin will redirect to the Super categories Listing page.

On click of **Edit** button in front of FAQ, admin can do changes in the FAQ and save it using Submit button.

#### 4.5 Email Template Management

On click on Email Template Management option, admin will redirect to the Email Templates page where all the Email templates listing will be displayed. Admin can't add new email template, only content of available email templates can be edited by admin. These emails will be sent to user at various actions like sign up, forgot password etc. Please see the screenshot of the page below:



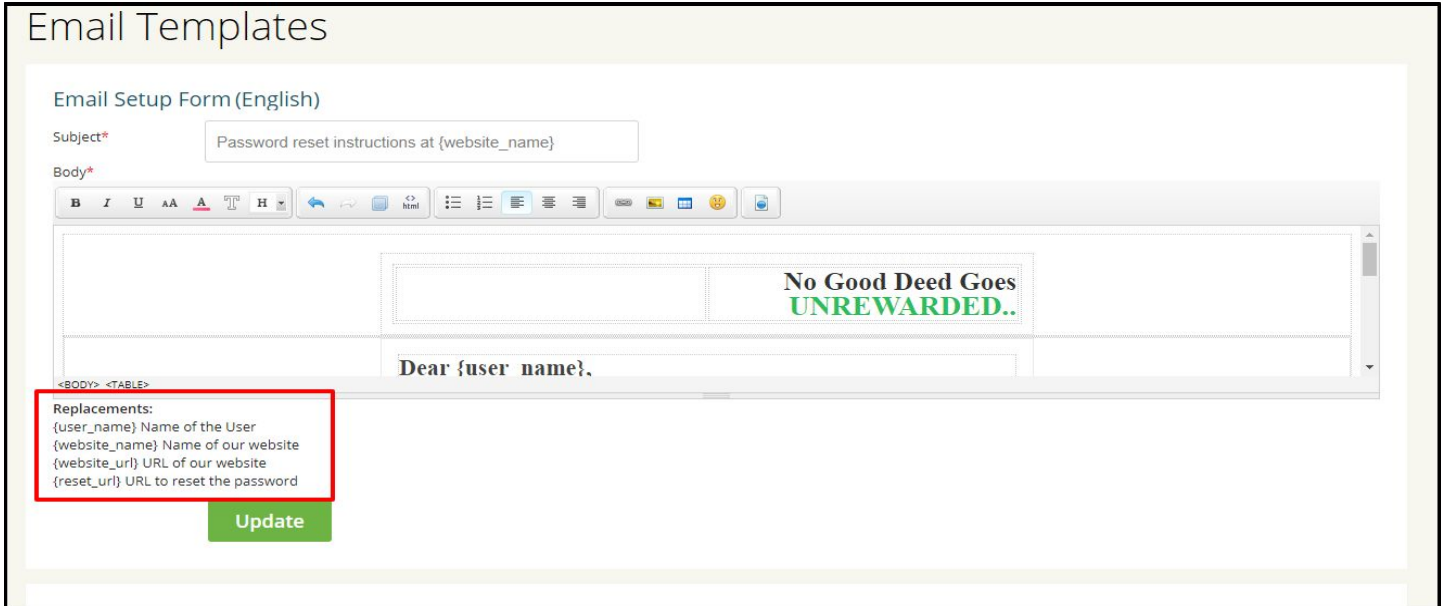
## Email Setup Form

S.N.	Template Name	Email Subject	English	French	Spanish
1	Forgot Password Email	Password reset instructions at {website_name}	Edit	Edit	Edit
2	Email Confirmation on Registration	Email Verification at {website_name}	Edit	Edit	Edit
3	New message notification	{website_name}: You have a new message from {sender}	Edit	Edit	Edit
4	Task invitation	Task invitation	Edit	Edit	Edit
5	Task cancelled notification	Task cancelled	Edit	Edit	Edit
6	Task completed notification	Task completed	Edit	Edit	Edit
7	Task closed notification	Task closed	Edit	Edit	Edit
8	Task incomplete notification	Task not completed	Edit	Edit	Edit
9	Contact us	Contact us	Edit	Edit	Edit
10	Task added notification	Task added	Edit	Edit	Edit
11	Bid added notification	Bid added	Edit	Edit	Edit
12	Task assigned notification	Task assigned	Edit	Edit	Edit
13	Bid request status notification	Bid {status}	Edit	Edit	Edit
14	Promotional notification	Promotions	Edit	Edit	Edit
15	Funds withdrawal request	Withdrawal of funds requested at {website_name}	Edit	Edit	Edit
16	Contribution Published Notification	Contribution Published Notification	Edit	Edit	Edit
17	Can't find type for edit interest	Can't find type for edit interest	Edit	Edit	Edit
18	Testimonials request to admin	Testimonials request to admin	Edit	Edit	Edit
19	Testimonials request to user	Testimonials request to user	Edit	Edit	Edit
20	Testimonial Approve Notification	Testimonial Approved	Edit	Edit	Edit
21	Notification on Document Approval	Congratulations! Your documents has been approved.	Edit	Edit	Edit
22	Email to user upon Approval/Rejection of Fund Withdraw Request	Funds Withdrawal request {request_status} by admin	Edit	Edit	Edit
23	Task Marked as Inappropriate, Email to Admin	Task reported as inappropriate	Edit	Edit	Edit
24	Congratulations email for customer regarding Review received	You have received a review	Edit	Edit	Edit
25	Congratulations email for tasker regarding Review received	You have received a review	Edit	Edit	Edit
26	Additional information updated for a task	Additional information updated for a task	Edit	Edit	Edit
27	Deactivate Account	Deactivate Account Request {website_name}	Edit	Edit	Edit
28	Forgot Password Email for Admin	Password reset instructions at {website_name}	Edit	Edit	Edit
29	Document Submission From Tasker	Document Submission at {website_name}	Edit	Edit	Edit
30	Email to Block user	Blocked for login at {website_name}	Edit	Edit	Edit
31	Email to Admin For Block user	User Blocked for login at {website_name}	Edit	Edit	Edit

From this page, admin can edit the existing Email Templates by clicking **Edit** button.

Form fields of Edit Email Template are:

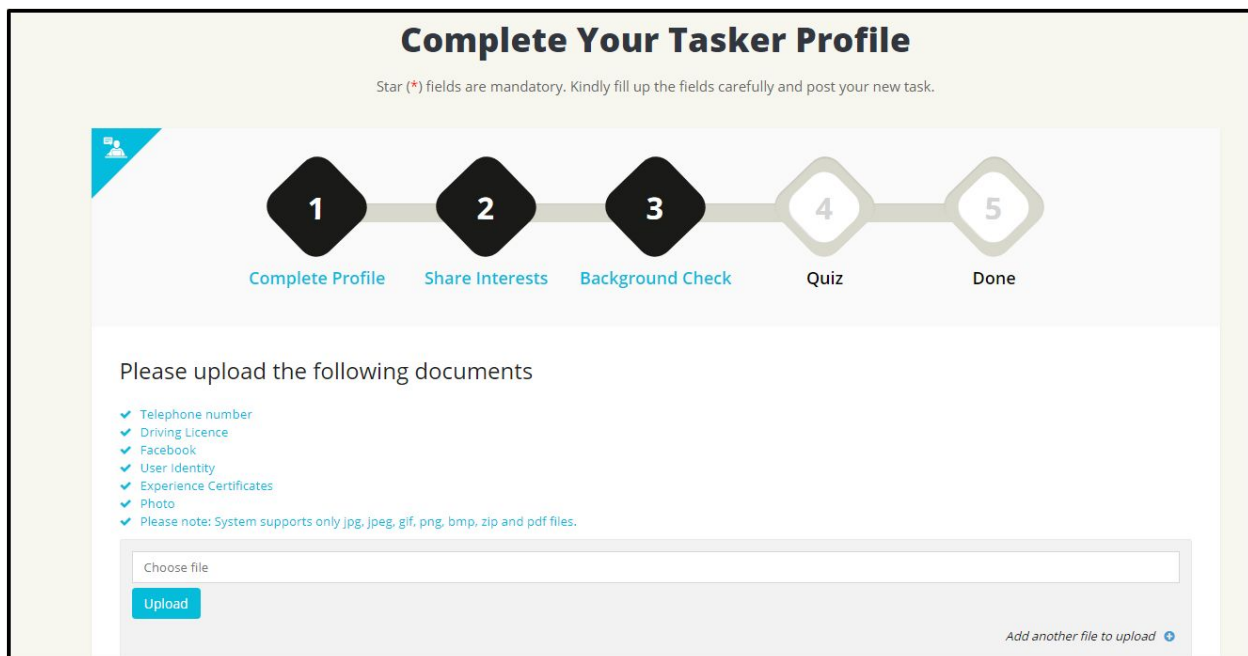
- Enter subject of the Email
- Enter body of the Email by using a basic text editor.
- Click on Update button to save the changes.



**Note:** By default, all email templates contain few dynamic data like User's Name etc and admin can replace it with other dynamic data by using Replacements suggestion provided on the page. See the screenshot above.

#### 4.6 Background Checklist

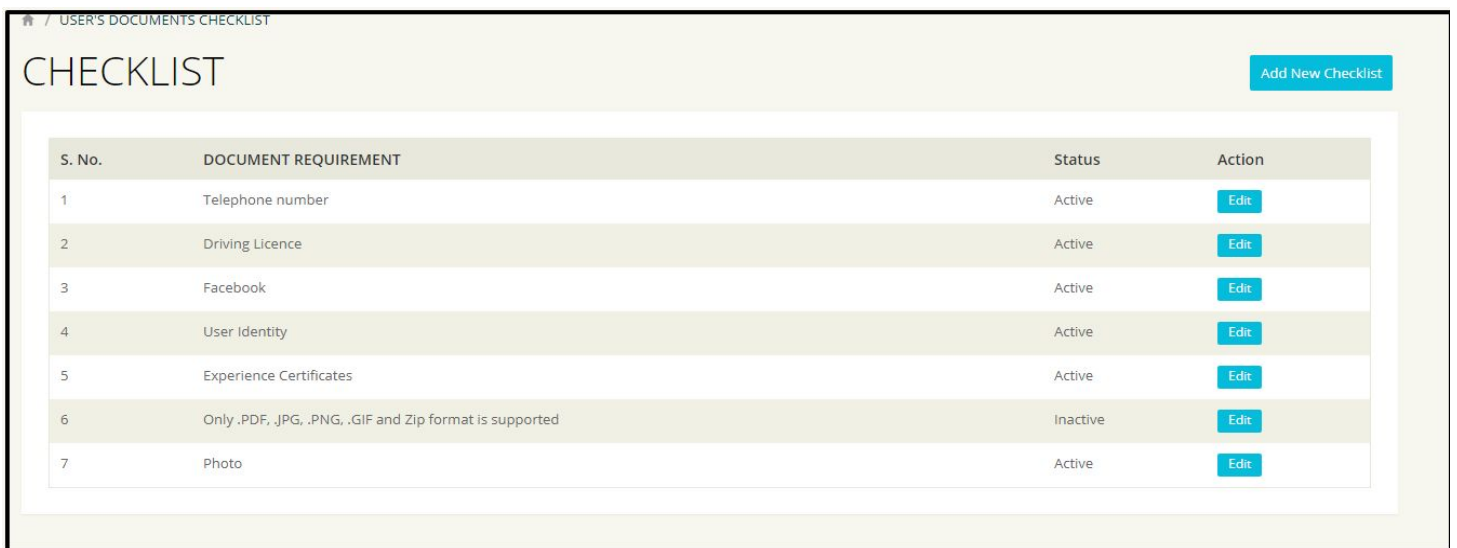
From this page, admin can define what all kind of documents he wants to check before approving the tasker account. All the active list of documents will be displayed on the Step 3 of Complete Tasker Profile page on front end. See the screenshot of page below:



Taskers need to upload their document files in one of the following supported file formats:

- PDF
- JPG or JPEG
- PNG
- GIF
- ZIP

On click of Background checklist option, admin will redirect to the User's Document Checklist page where all the document checklist will be displayed that admin wants taskers to upload during the Completing Profile process. Please see the screenshots below:



S. No.	DOCUMENT REQUIREMENT	Status	Action
1	Telephone number	Active	<a href="#">Edit</a>
2	Driving Licence	Active	<a href="#">Edit</a>
3	Facebook	Active	<a href="#">Edit</a>
4	User Identity	Active	<a href="#">Edit</a>
5	Experience Certificates	Active	<a href="#">Edit</a>
6	Only .PDF, .JPG, .PNG, .GIF and Zip format is supported	Inactive	<a href="#">Edit</a>
7	Photo	Active	<a href="#">Edit</a>

### Add Checklist

On click of Add New Checklist button, admin will redirect to the add new checklist page. Form fields of the page are:

- List Description to enter the title/description of the checklist in configured languages
- Checklist Status (active/inactive): Only the active checklist will display on front end.
- Submit **button** to add the checklist.

On click of **Edit** button, the checklist form will be prefilled with existing data and admin can do the changes and save it using Submit button.

### 4.7 Manage Countries

On click of Manage Countries, admin will redirect to the Country Management page from where he can define all the countries which he wants to display on Country Select Box field on

Signup page and User Account Area on front end. Please see the screenshot of the back end page below:

**Country Management** Add Country

Search Country

Search Country Name.. Country Status Submit Show All

S.N.	Country Name	Status	Action
1	Australia	Active	<span>Edit</span> <span>Cities</span>
2	Cameroon	Inactive	<span>Edit</span> <span>Cities</span>
3	Canada	Inactive	<span>Edit</span> <span>Cities</span>
4	Chicago	Inactive	<span>Edit</span> <span>Cities</span>
5	China	Inactive	<span>Edit</span> <span>Cities</span>
6	Colombia	Inactive	<span>Edit</span> <span>Cities</span>

### Add Country

On click of Add Country button, admin will redirect to the Country Setup page. Country setup form fields are:

- Country Name
- Country code
- Country status: Only active country will display on front end.
- Submit button to add country

### Search Country

- Search country by name by using search bar.
- Filter country by country status
- Submit button to search countries as per entered keyword and selected filter
- Show All to display all the countries.

### Edit Country

On click on Edit button, admin will redirect to Edit country page where form is pre filled by the existing country data. Admin can do changes and save it using Submit button.

### Cities of the Country

On click on Cities button, admin will redirect to the City Listing page where all the cities under the selected country will be display. Operations of the Cities will be explained in next section.

#### 4.8 Manage Cities

On click of Manage Cities option, admin will redirect to the City Listing page from where he/she can add new city, edit existing cities etc. Only the active list of cities under the selected country will display on front end at Signup page, User Account page and Post a Task page. Please see the screenshot of the pages below:

The screenshot shows a user registration form. At the top, there are two options: "I'M A CUSTOMER" (with a laptop icon) and "I'M A TASKER" (with a person icon), separated by "OR". Below these is a link: [Need a help in deciding?](#). There are two login buttons: "Login with facebook" (blue) and "Login with Google" (red). Below these is another "OR" separator. The form fields are: "First Name\*", "Last Name\*", "Your Email\*", "User Name\*", "Country\*" (dropdown menu), "City\*" (dropdown menu), "Password\*", and "Confirm Password\*". A red rectangular box highlights the "Country\*" and "City\*" dropdown menus.



**Title\***  
Summarize your task.

**Task Type\***  
-Select-

**Task Online/Offline Status\***  
Offline

**Task location\***  
Enter an address like '123 Main St, San Francisco, CA

**Where Does The Tasker Need To Go**  
Enter an address like '123 Main St, San Francisco, CA  
[Add another location](#)

**Task Needs To Be Accomplished In City\*** [Show all cities](#)

**Relevant Images**  
[Choose File](#) | No file chosen  
IMAGE SIZE RESTRICTION  
[Add another image](#)

**Task Details\***  
Make sure to include all the details required to get the task done.

**Special instructions**

## Cities Management [Add City](#)

Search city name. Country: Select Country City Status

[Submit](#) [Show All](#)

### Cities List

S.N.	City Name	Country Name	Status	Action
1	Amritsar	INDIA	Active	<a href="#">Edit</a>
2	Atlanta	United States	Active	<a href="#">Edit</a>
3	belfast	Unite Kingdom	Active	<a href="#">Edit</a>

### Add City

On click of Add City button, admin will redirect to the City Setup page. City setup form fields are:

- Select Country
- City Name

- City Image
- Select city status
- Submit button to add city

### Search City

- Search city by name by using search bar.
- Filter cities by country
- Filter cities by status
- Submit button to search cities as per entered keyword and selected filter
- Show All to display all the cities

### Edit Country

On click on Edit button, admin will redirect to Edit city page where form is pre filled by the existing city data. Admin can do changes and save it using Submit button.

## 4.9 Manage Banners

On click of Manage Banners option, admin will redirect to the Banners Listing page from where he/she can edit existing banners etc. These banners will display on the homepage of the website just below the Navigation bar. Please see the screenshot of the page below:

BANNERS MANAGEMENT			
S. No.	BANNER NAME	BANNER STATUS	Action
1	Home Page Header SlideShow/Banner	Active	<a href="#">Edit</a> <a href="#">BANNER IMAGES</a>

### Edit Banner

On click of Edit button, admin will redirect to edit the Banner Name and status of the Home page or other pages banner.

### Banner Images

On Click on Banner Images button, admin will redirect to the Banner Images listing page of the selected Banner where he can add new banner images, edit existing ones etc.



### Add Banner Image

On click of Add New button, admin will redirect to Add Banner Image page. Form fields of the page are:

- Banner image title in configured languages
- Banner Image description in configured languages
- Banner Display order: In case of multiple banner images (slider), admin can set the display order of images.

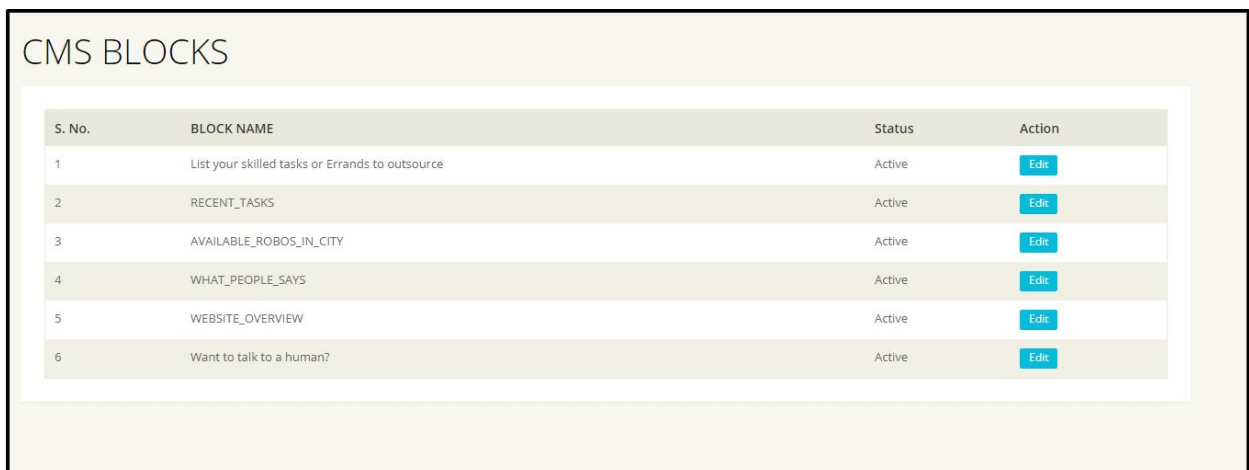
**Note:** Recommended banner size should be of 1580 x 690.

On click of **Edit** button, admin can edit the banner image fields like title etc.

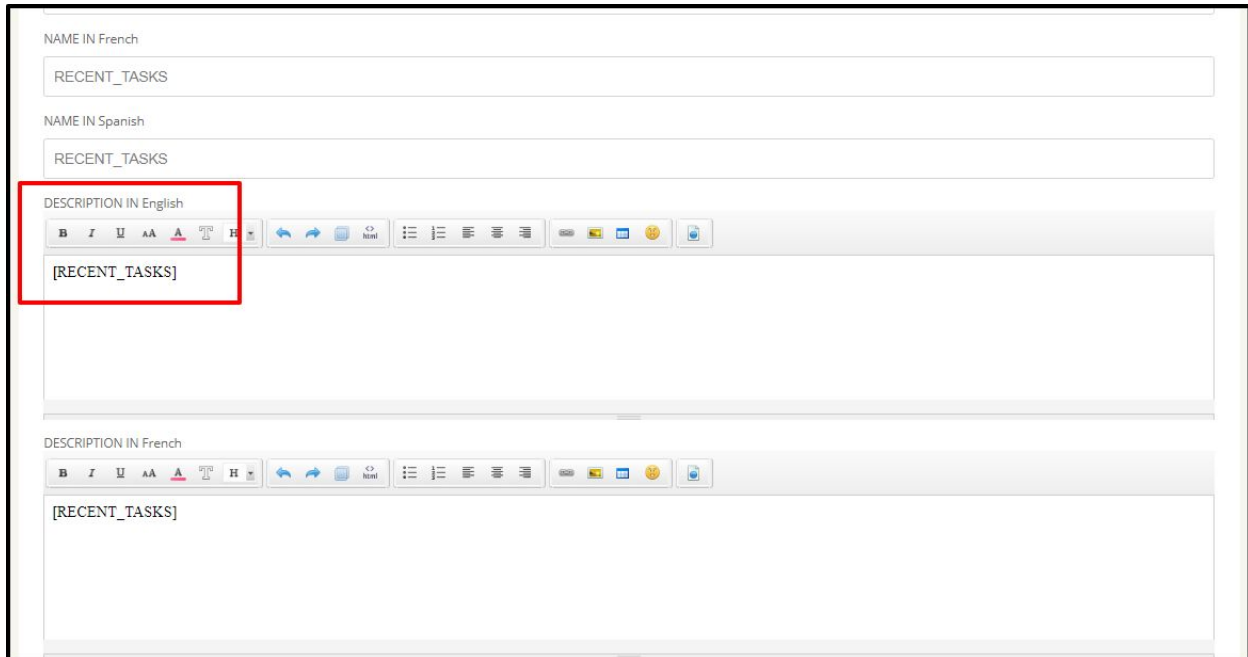
On click of Delete button, admin can delete the banner image.

### 4.10 Manage CMS Blocks

On click of Manage CMS Blocks, admin will redirect to the CMS Blocks listing page where he/she can edit the existing CMS blocks. These CMS blocks display on the Home page of the website. Please see the screenshot of the page below:

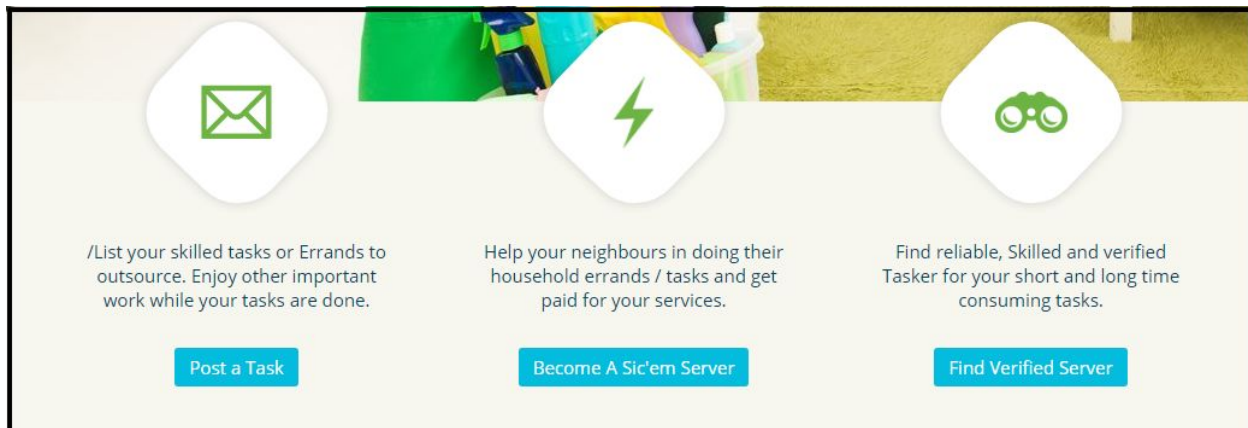


On click of **Edit** button, admin will redirect to the Block Setup page with pre filled data. Admin can make change and save it. Few of the blocks only contain short code in their description field, please don't remove it. See the screenshot below:



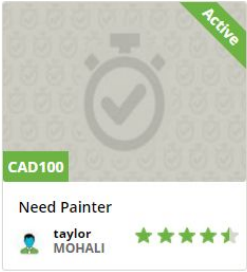
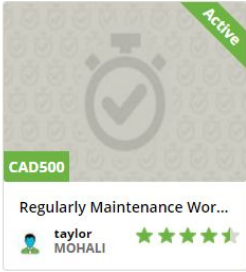
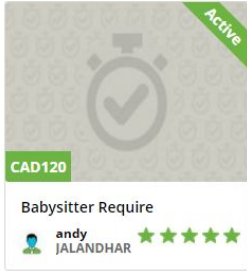

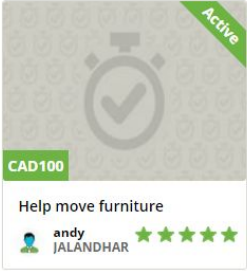
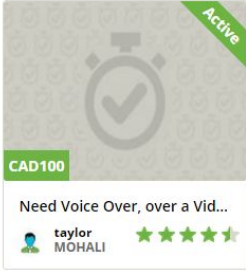
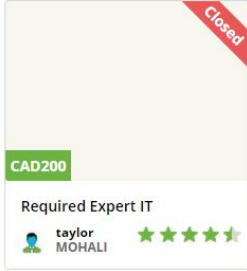

Here is the list of block name and screenshots of Home page sections where these blocks display:

**List your skilled tasks or Errands to outsource**



## RECENT\_TASKS

### Recent Tasks

*More Tasks here...* Load More

Please note title of the section “Recent Tasks” will be managed in [Label Management](#).

## AVAILABLE\_ROBOS\_IN\_CITY

### Tasker's are Available in **These Cities**

We Are Spreading Fast!



Amritsar 1



Chandigarh 1

## WEBSITE\_OVERVIEW



Want to talk to a human?

Like to know more. Just Ask?

Request to Talk

## 5. Task Management

On click of Task MGT. option from Navigation bar, system will display the following options:

- 5.1 Task List
- 5.2 Inappropriate Task
- 5.3 Categories

### 5.1 Task List

On click of Task List option, admin will redirect to the Task Listing Page where he can view all the tasks posted by customers, task details etc. Please see the screenshot of the page below:

### Task Management

**Search Task**

Search

Reset

**Task List**

S.N.	Task ID	Task Title	Task kind	Is Task Private	Task Type	Task Status	Other Status	Customer name	Action
1	2752655318	Need Painter	Room Cleaning	No	Biddable Tasks	Active	Offline	taylor	<a href="#">Details</a> <a href="#">Transactions</a>
2	1423297672	Regularly Maintenance Worker Required	Room Cleaning	No	Biddable Tasks	Active	Offline	taylor	<a href="#">Details</a> <a href="#">Transactions</a>
3	7670979720	Rehmitter Require	Soft Skills Training to 10 person IT Team	No	Biddable Tasks	Active	Offline	andy	<a href="#">Details</a> <a href="#">Transactions</a>
4	1940419972	Need Painter	Room Cleaning	No	Biddable Tasks	Active	Offline	taylor	<a href="#">Details</a> <a href="#">Transactions</a>
5	2302633971	Required driver for log drive	Soft Skills Training to 10 person IT Team	No	Biddable Tasks	Assigned	Online	andy	<a href="#">Details</a> <a href="#">Transactions</a>
6	1084351902	Help move furniture	Room Cleaning	No	Biddable Tasks	Active	Offline	andy	<a href="#">Details</a> <a href="#">Transactions</a>
7	2765952994	Need Voice Over, over a Video	Soft Skills Training to 10 person IT Team	No	Fixed Price Tasks	Active	Online	taylor	<a href="#">Details</a> <a href="#">Transactions</a>
8	1669371281	Required Expert IT	Room Cleaning	No	Biddable Tasks	Closed	Online	taylor	<a href="#">Details</a> <a href="#">Transactions</a>
9	2734825020	Disassemble & transport a bed	Other Cleaning	No	Biddable Tasks	Closed	Offline	andy	<a href="#">Details</a> <a href="#">Transactions</a>
10	5471598558	Clean my 2 bedroom / 2 bathroom apartment	Room Cleaning	No	Biddable Tasks	Closed	Offline	taylor	<a href="#">Details</a> <a href="#">Transactions</a>

### Search & Filter Tasks



- Search tasks by keyword
- Select Task category
- Select task type (fixed/biddable/private)
- Select task status. It could be-
  - **Inactive:** Inactive tasks will not display on front end page. Only admin and customer who created the task can view it.
  - **Active:** All the active tasks will display on the Browse Jobs page, link of the page is <http://demo.yo-gigs.com/task/listing> Taskers can apply to active jobs.
  - **Assigned:** When customer accepts an offer/bid placed by taskers and pay the money (bid amount plus reimbursement amount defined at the time of posting job) to admin account then those tasks will be marked as Assigned by the system. The money will keep in Reserved amount till the task will be mark as completed by both tasker and customer end.

**Special Case:** In case, there are multiple bids received on a task and customer has assigned task to a tasker1. Suppose tasker1 has declined the Assigned Job offer, then customer again assigned the same task to tasker2 and he has accepted it. Reserved amount as per the bid price of tasker1 plus reimbursement will be transferred back to the wallet of the customer. For tasker2 the process remains same like upon successful task completion money will be sent to his wallet account and commision will be sent to admin wallet.

**Please note,** admin can only assign task to a tasker upon his rejection/decline admin can further assign the same task to another tasker.

- **In Progress:** When the task has been assigned to tasker by customer and tasker will give his final confirmation then those jobs status will be changed to In Progress. See the screenshot below:

## Regularly Maintenance Worker Required

Created 7 months ago, in [Room Cleaning](#)


### TASK DESCRIPTION

Regularly Maintenance Worker Required. Need long term.

### Special instructions

Extra hours work is paid extra.

### Messages posted



**jacob**

★★★★★

Bid amount CONFIRM Decline

**CAD500**

From **AMRITSAR** Member Since 7 months ago Tasks Done 0 Tasks Closed 2 ✉

- **Completed:** Once taskers will mark the tasks as completed from their end, the status of those jobs will be changed to Completed. See the screenshot of the section below:

## Regularly Maintenance Worker Required

Created 7 months ago, in [Room Cleaning](#)

**Reimbursements:** CAD100.00

ADDITIONAL EXPENSES

Comments

Submit

✓ In Progress

- Mark as completed
- CANCEL TASK

---

**Offer price**  
CAD500.00

---

**Bidding Close by**  
18/11/2020 10:45

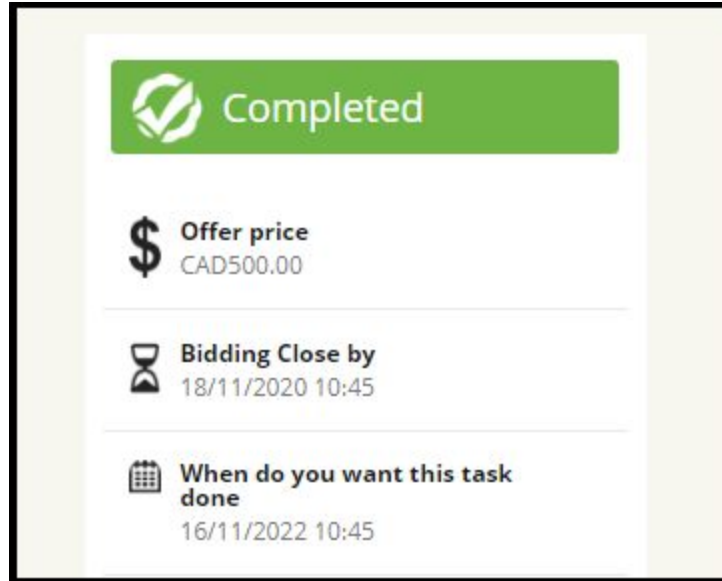
---

**When do you want this task done**  
16/11/2022 10:45

---

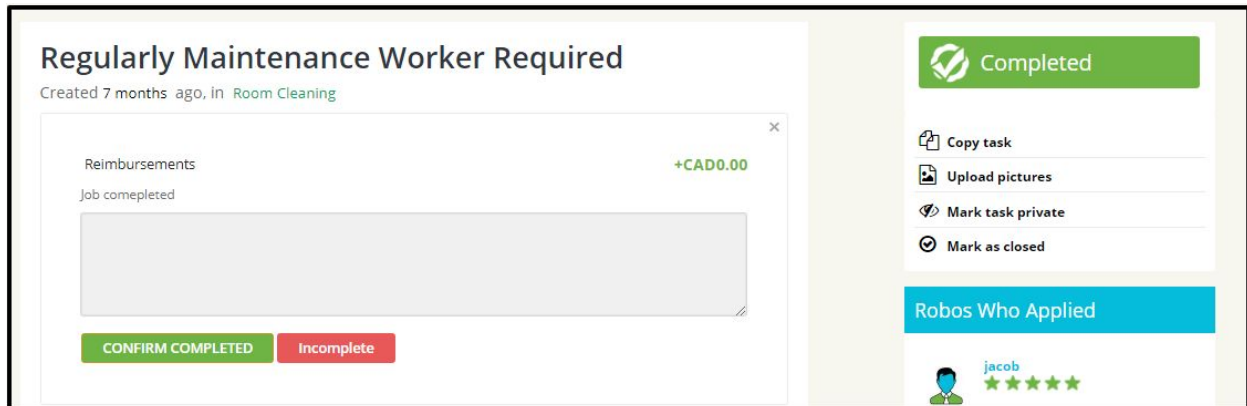
**City for the task**  
Chandigarh

Before Completed



Tasker marked job as completed

- **Closed:** When customer will mark the task as completed/closed and release the payment that was paid at the time of assigning the task. The status of those jobs will be changed to Closed. See the screenshots below:



Before & After

**Regularly Maintenance Worker Required**  
Created 7 months ago, in Room Cleaning

**TASK DESCRIPTION**  
Regularly Maintenance Worker Required. Need long term.

**Special instructions**  
Extra hours work is paid extra.

**Messages posted**

From AMRITSAR Member Since 7 months ago Tasks Done 0 Tasks Closed 3

**Tasker Profile:** jacob, Phone: 9988466589, jacob@dummyid.com, 5 stars, Bid amount CAD500, Assigned

**Task Status:** Closed

**Robos Who Applied:** jacob, 5 stars, Bid amount CAD500

**Offer price:** CAD500.00

**Bidding Close by:**

- **Completed but not approved:** If tasker mark the task as completed but customer mark it as incomplete then status of those jobs will be changed to Completed but not approved. The payment that customer paid to admin at the time of assigning the task will not be released to his wallet by the system. Admin will check and decide to whom the payment should be sent.
- **Cancelled:** In Progress tasks either cancelled by taskers or customers will be marked as Cancelled by the system. See the screenshot below:

**In Progress**

Mark as completed

CANCEL TASK

- **Draft:** When customer click on Save button rather than Post a Job button from Post a job page, then those tasks will be marked as Draft tasks. See the screenshot of the section below:

**Required Tasker Details**

Age range: 20 to > 60 Gender: Doesn't matter

Tasker should be from city: Doesn't matter City: [input]  Does it require transferring from one part to other part of the city?

**PREVIEW** **POST A TASK** **SAVE**

- **Other Status:** This status has been set by the customer whether the task will be done online or offline.

On click on **Search** button, search result will be displayed on the same page  
 On click on **Reset** button, system will clear the searched criteria and display all the tasks.

Other actions that admin can do on each task are:

- Change the **status** of the task. Status could be: Inactive, Active, Assigned, In progress, Completed, Closed, Cancelled, Draft & Completed but not Approved. Admin has the rights to change the task status from any state to another. Please note system will not perform any actions if admin will change the status of a task. Like by selecting Completed status of a task will not transfer money to the tasker and admin wallet of a In progress task, it should be done by admin manually.
- Click on **Details** button to view the task details. From tasks details page, admin can view the bids on the tasks by taskers and can change the task status as well. Please see screenshot of the task detail page below:

### Regularly Maintenance Worker Required

**Task Details**

Task Title	Regularly Maintenance Worker Required	User Name	Taylor Martin
Task Kind	Room Cleaning	User Email	taylor@dummysid.com
Task Posted On	06/11/2017 10:47	User Type	You as Customer
Task Assign By	18/11/2020 10:45		
Task City	Chandigarh		
Task Description	Regularly Maintenance Worker Required. Need long term.		
Task Instruction	Extra hours work is paid extra.		
Task Amount	500.00		
Task Reimbursements	100.00		
Task Type	Biddable Tasks		
Task Status	<input type="text" value="Assigned"/>		
Task Assigned On	29/05/2018 02:48		
Other Status	Offline		
Task Deadline	16/11/2022 10:45		
Task Bids	<a href="#" style="border: 2px solid red; padding: 2px 5px;">View Bids</a>		

From task details page, admin can view all the bids placed by the taskers on that job. Please see the screenshot of the View bids page below:

## Task Management

**SEARCH BID**

Keyword (in name)  Bid Status

**BIDS LIST**

S.N.	Bidder Name	Bid Status	Bid Amount	Bid Date	Bid Comments
1	Jacob Doe	Declined	500.00	29/05/2018 02:45	testing
2	Harry Tim	Assigned	600.00	29/05/2018 02:45	bid

From the Bid Listing Listing page, admin can search bids by Bidder Name (Taskers) or selecting Bid Status (Assigned / Declined) and view the result on the same page. Admin can also change the bid status.

- Click on **Transactions** button will redirect to the transactions page where all the transaction happened during completing the selected task will be displayed. Please the screenshot below:

## Task Transactions

**Task Transactions List**

S.N.	Date	Username	Debit	Credit	Status	Mode
1	03/11/2017 11:59	harry	-	CAD789.00	Completed	Wallet
2	03/11/2017 11:59	taylor	CAD820.00 (Extra Expenses: CAD200.00)	-	Completed	Wallet
3	03/11/2017 11:59	Administrator	-	CAD31.00	Completed	Wallet
4	03/11/2017 11:58	taylor	-	CAD200.00	Completed	PayPal
5	03/11/2017 11:56	taylor	-	CAD20.00	Completed	PayPal
6	03/11/2017 11:56	taylor	-	CAD600.00	Completed	PayPal

### 5.2 Inappropriate Task

On click of Inappropriate Task option, admin will redirect to the Inappropriate task listing page from where admin can see list of tasks has been reported as inappropriate by the users.

## Inappropriate Task

### Inappropriate task List

S.N.	Task ID	Task Title	Task kind	Task Status	Clappi name	Reported By	Action
1	2752655318	Need Painter	Room Cleaning	Active	Taylor Martin	Jacob Doe	<a href="#">View Comment</a> <a href="#">Remove</a>

Admin can do the following actions on the reported tasks:

- View Comment: To view comment of the user who reported the task.
- Remove: To remove the reported task from the list
- Task Status: To change the task status (Active/Inactive).

### 5.3 Categories

On click of Categories option, admin will redirect to the Categories listing page where admin can manage task categories. Front end users can only created tasks under active categories.

**Note:** If any category will mark as inactive by the admin, all the tasks under that category will available on Browse Jobs page, link is <http://demo.yo-gigs.com/task/listing> but when users click on Task title to go to task detail page system will redirect them to the 404 page.

Please see the screenshot of the page below:

Categories

ADD CATEGORIES

Search Category

Search Category Name... Category Status Search Show All

S. No.	Category Name	Suggested hourly rate	Status	Action
1	Cleaning	CAD15.00	Active	<a href="#">Edit</a> <a href="#">Manage Child Categories</a>
2	Online Services	CAD5.00	Active	<a href="#">Edit</a> <a href="#">Manage Child Categories</a>
3	Soft Skills Training	CAD10.00	Active	<a href="#">Edit</a> <a href="#">Manage Child Categories</a>

### Search & Filter Task Categories



- Search categories by keyword
- Select category status (active/inactive)

On click on **Search** button, search result will be displayed on the same page

On click on **Show All** button, system will clear the searched criteria and display all the task categories.

### Add Task Category

On click of Add Categories button, admin will redirect to the Add Category page, the form fields on the page are:

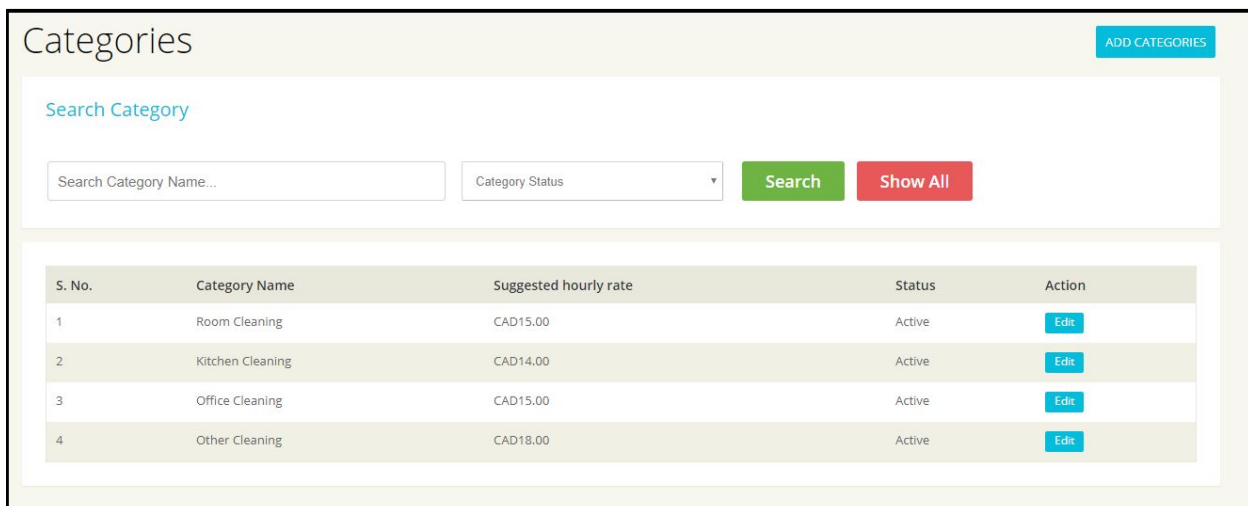
- Category Name in all languages
- Select Parent Category if admin wants to add new category as child category.
- Select category status.
- Suggested hourly rate of the category that displays to users when they select this category from front end. User can change the price as well.
- Submit button to add the category.

### Edit Category

On click of **Edit** button, admin will redirect to the Add Category page with pre filled data in the form fields. Admin can do the changes and save it by using Submit button.

### Manage Child Categories

On click of **Manage Child Categories** button, admin will redirect to the Subcategories listing page of the respective parent category. From subcategories listing page, admin can manage subcategories. Please see the screenshot of the page below:



S. No.	Category Name	Suggested hourly rate	Status	Action
1	Room Cleaning	CAD15.00	Active	<a href="#">Edit</a>
2	Kitchen Cleaning	CAD14.00	Active	<a href="#">Edit</a>
3	Office Cleaning	CAD15.00	Active	<a href="#">Edit</a>
4	Other Cleaning	CAD18.00	Active	<a href="#">Edit</a>

### Add Sub Category

On click of **Add Categories** button, admin will redirect to the Add Subcategory page, the form fields on the page are:

- Subcategory Name in all languages

- By default, the super category in which admin wants to add new subcategory will be selected. Admin can change it as well.
- Select subcategory status.
- Suggested hourly rate of the subcategory that displays to users when they select this category from front end. User can change the price as well.
- Submit button to add the subcategory.

### **Edit Sub Category**

On click of **Edit** button, admin will redirect to the Add subcategory page with pre filled data in the form fields. Admin can do the changes and save it by using Submit button.

## 6. Blog Management

On click of Blog MGT. option from Navigation bar, system will display the following options:

- 6.1 Manage Blog Categories
- 6.2 Manage Blog Posts
- 6.3 Manage Blog Comments
- 6.4 Manage Blog Contributions

### 6.1 Manage Blog Categories

On click of Manage Blog Categories option from Navigation bar, admin will redirect to the Blog Categories Listing page where admin can manage all the blog categories (parent & child). All the blog active blog categories will display on front end blog pages. Here is the URL of the blog page: <http://demo.yo-gigs.com/blog> . Please see the screenshot of the page below:

S. No.	Category Title	Category Description	Category SEO Name	Category Parent	Category Status	Action
1	Testing		testing	Cleaning	Inactive	<a href="#">Edit</a>
2	Cleaning		cleaning	--	Active	<a href="#">Edit</a>

### Add New Blog Category

On click of Add Categories button, admin will redirect to the Add Category page, the form fields on the page are:

- Category Title
- Category SEO Name
- Select Category Status
- Select Parent Category if admin wants to add new category as child category.
- Meta Title
- Meta Keywords: Use new line to enter multiple keywords
- Meta Description
- Meta Others
- Submit button to add category.

### Search & Filter Blog Categories

- Search categories by keyword
- Select category status (active/inactive)
- Select parent category if admin wants to search child categories of selected parent category.

On click on **Search** button, search result will be displayed on the same page

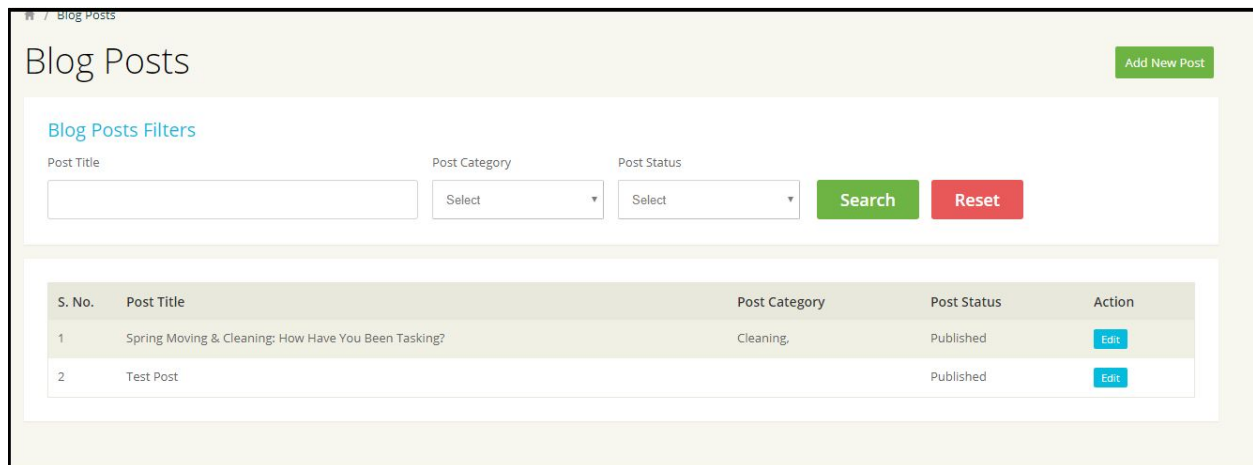
On click on **Reset** button, system will clear the searched criteria and display all the blog categories.

### Edit Category or Subcategory

On click of **Edit** button, admin will redirect to the Add Category page with pre filled data in the form fields. Admin can do the changes and save it by using Submit button.

## 6.2 Manage Blog Posts

On click of manage Blog Posts, admin will redirect to the Blog Posts Listing page where admin can manage the posts. Please the screenshot of the page below:



The screenshot displays the 'Blog Posts' management page. At the top right, there is a green 'Add New Post' button. Below this is a 'Blog Posts Filters' section containing three input fields: 'Post Title', 'Post Category' (with a dropdown menu), and 'Post Status' (with a dropdown menu). To the right of these fields are two buttons: a green 'Search' button and a red 'Reset' button. Below the filters is a table with the following data:

S. No.	Post Title	Post Category	Post Status	Action
1	Spring Moving & Cleaning: How Have You Been Tasking?	Cleaning,	Published	<a href="#">Edit</a>
2	Test Post		Published	<a href="#">Edit</a>

### Add Blog Post

On click of **Add New Post** button, admin will redirect to the Add Blog Post page, the form fields on the page are:

- Post Title
- System will automatically create Post SEO Name which admin can change as well.
- Post Short Description
- Post Content
- Post Header Image
- Post Status (Draft/Published)
- Post Comment Status (Not Open/Open)
- Select Categories
- Meta Title

- Meta Keywords
- Meta Description
- Meta Others
- Click on Submit button to add the post.

### Search & Filter Blog Posts

- Search posts by keyword that system matches with the post title.
- Select post category if admin wants to search posts of the selected category.
- Select status (Draft/Published)

On click on **Search** button, search result will be displayed on the same page

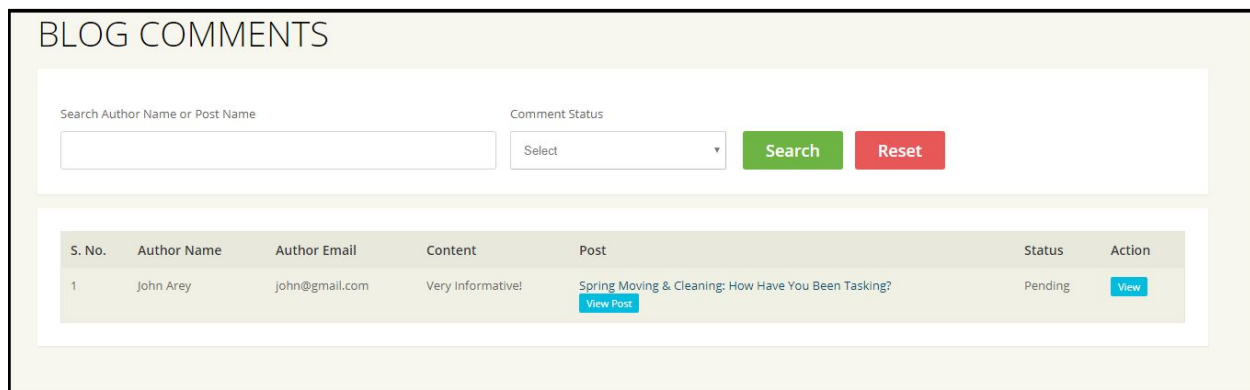
On click on **Reset** button, system will clear the searched criteria and display all the blog posts.

### Edit Blog Post

On click of **Edit** button, admin will redirect to the Add Post page with pre filled data in the form fields. Admin can do the changes and save it by using Submit button.

## 6.3 Manage Blog Comments

On click of Manage Blog Comments option, admin will redirect to the Blogs Comments Listing page where admin can manage all the comments. Please see the screenshot of the page below:



S. No.	Author Name	Author Email	Content	Post	Status	Action
1	John Arey	john@gmail.com	Very Informative!	Spring Moving & Cleaning: How Have You Been Tasking? <a href="#">View Post</a>	Pending	<a href="#">View</a>

### Search & Filter Blog Comments


- Search posts by keyword that system matches with the post title or author of the blog post.
- Select comment status (pending / approved / declined) to filter the searched result.

On click on **Search** button, search result will be displayed on the same page

On click on **Reset** button, system will clear the searched criteria and display all the blog comments.

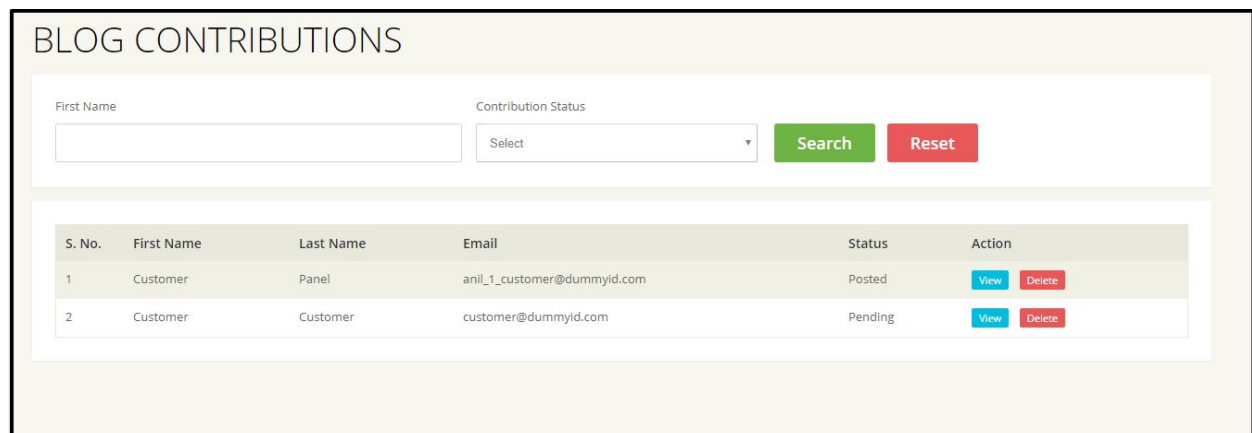
On click of **View Post** button, admin will redirect to the blog post front end page.

On click of **View** button under action section, admin will redirect to the Blog Comment detail page where admin can change the comment status (Pending / Approved / Declined). Please see the screenshot of the page below:



#### 6.4 Manage Blog Contributions

On click of Manage Blog Comments option, admin will redirect to the Blogs Comments Listing page where admin can manage all the comments. Please see the screenshot of the page below:



S. No.	First Name	Last Name	Email	Status	Action
1	Customer	Panel	anil_1_customer@dummysid.com	Posted	<a href="#">View</a> <a href="#">Delete</a>
2	Customer	Customer	customer@dummysid.com	Pending	<a href="#">View</a> <a href="#">Delete</a>

#### Search Blogs

- Search by First Name of the customer who requested the blog contribution
- Select contribution status to filter the result.

On click on **Search** button, search result will be displayed on the same page

On click on **Reset** button, system will clear the searched criteria and display all the blog contributions.

On click of **View** action button, admin will redirect to the Blog Contribution detail page where admin can change the status (Pending / Approved / Posted / Rejected).

On click of **Delete** button, a delete popup will come for confirmation to delete the selected blog contribution.



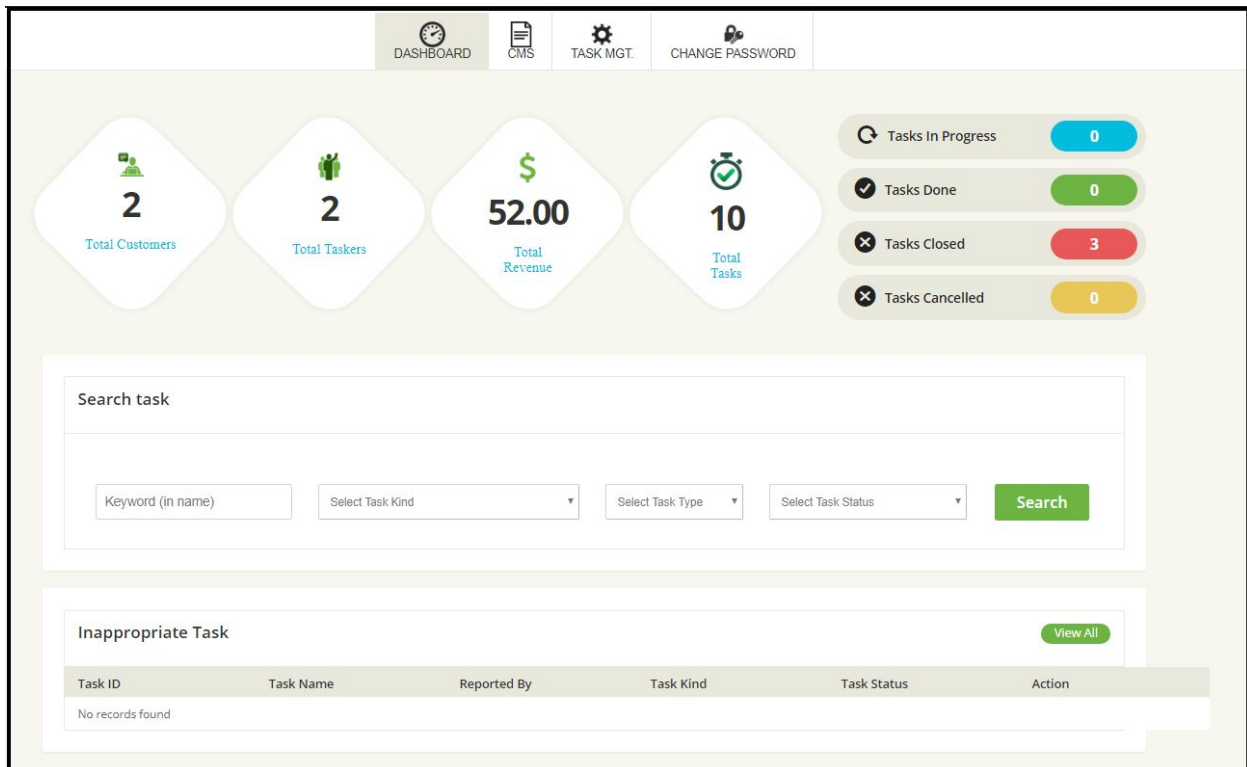
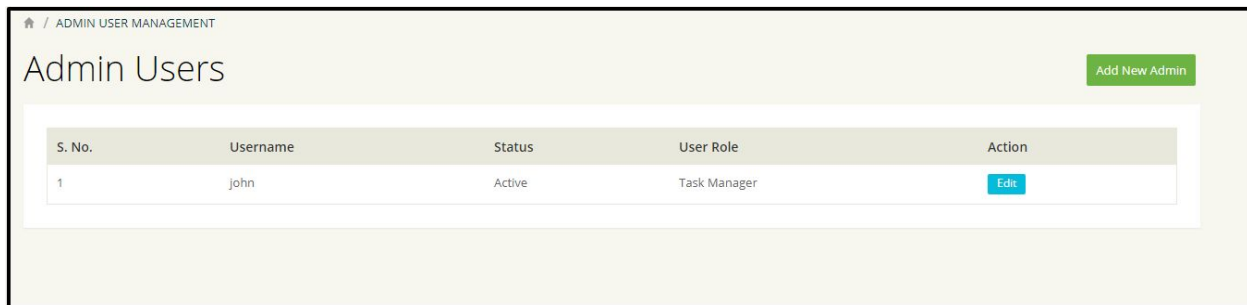
## 7. Admin Users

On click of Admin Users option from Navigation bar, system will display the following options:

- 7.1 Admin Users Listing
- 7.2 Admin Role Management

### 7.1 Admin Users Listing

On click of Admin Users Listing Option, admin will redirect to the Admin Users Listing page where admin can manage all the sub admin users. Every user has linked with a defined role (explained in next section) to access the limited features given to that role. Please see the screenshot of the pages below:



### Add Sub Admin

On click of Add New Admin button, admin will redirect to the Create admin user page where the form will be displayed. Form fields are:

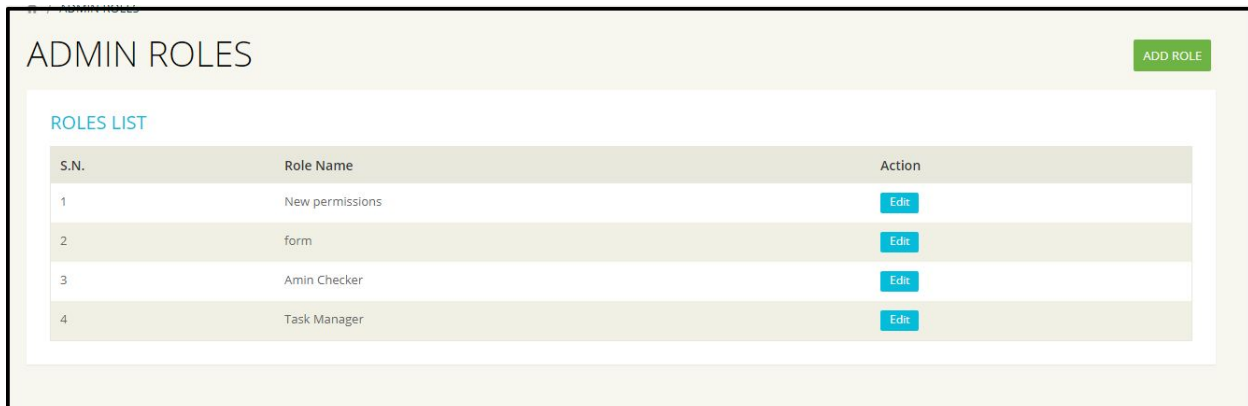
- Username of the sub admin
- Sub admin user's email
- Password
- Confirm Password
- Select User Role: Admin need to create the role first. Please see the below section for how to create new admin role. As per the selected role, system will give permissions to the user.
- Status (active/inactive)

On click of **Submit** button, a new admin user will be created.

On click of **Cancel** button, admin will redirect to the Admin Users Listing page.

### 7.2 Admin Role Management

On click of Admin Role Management option, admin will redirect to the Admin Roles Listing Page where admin can define new roles with specific permissions. Please see the screenshot of the page below:



S.N.	Role Name	Action
1	New permissions	<a href="#">Edit</a>
2	form	<a href="#">Edit</a>
3	Amin Checker	<a href="#">Edit</a>
4	Task Manager	<a href="#">Edit</a>

### Add Role

On click on Add Role button, admin will redirect to the Admin Role Setup Page where the form fields of Add Role are:

- Enter Role Name
- Set Permissions: There are 3 types of permissions that admin can assign to the new rol which are:
  - No access: Default permission on all the features listed on this page. It means users can't access that feature
  - Read Only: Users can only view the listings of that feature but can't do editing on it.
  - Read/Write: Users can do all the operations of that feature.
- List of features on the page are:

- Manage Tasks
- Coupon Management
- Fund Withdrawal Management
- System settings
- CMS Management
- Category Management
- FAQ Management
- User's document checklist
- Email Template Management
- Quiz Control
- Blog Management
- User Management
- Language Management
- Country-City Management
- Money Management
- Wallet Transactions
- Banners Management
- CMS Blocks
- Manage Interest
- Manage Testimonials
- URL Rewrite
- Reports Management

Click on **Submit** button to add a new Admin Role.

## 8. Users

On click of Users option from Navigation bar, system will display the following options:

- 8.1 Users Listing
- 8.2 Pending Approval Taskers
- 8.3 Deactivate Account Requests

### 8.1 Users Listing

On click of On click of Users Listing Option, admin will redirect to the Users Listing page where admin can manage all the front end users (customers and taskers). Only active users can login to the system. Inactive users can't login to the system, their tasks will not be displayed on the Browse Jobs page, all the reviews posted by them will be hidden from the completed tasks. Admin need to make sure that there user is not involved in any of the active jobs before deactivating any user. Please see the screenshot of the page below:

### User Management System

**Search Users**

**User List**

S.N.	Name	Email	Is User Customer	Is User Tasker	User Status	Action
1	Harry Tim	harry@dummyid.com	❌	✅	Active ▾	<a href="#">Details</a>
2	Andy Murry	andy@dummyid.com	✅	❌	Active ▾	<a href="#">Details</a>
3	Jacob Doe	jacob@dummyid.com	❌	✅	Active ▾	<a href="#">Details</a>
4	Taylor Martin	taylor@dummyid.com	✅	❌	Active ▾	<a href="#">Details</a>

#### Search Users

- Admin can search users by using email and name of the user
- Admin can select User Type as Customer / Tasker / Both and filter the Users.
- Admin can select User Status as Active / Inactive and filter the Users.

On click of **Search** button, search result will be displayed on the same page

On click on **Show All** button, system will clear the searched criteria and display all the Users Listing.


From **User Status select box**, admin can change the status of user from active to inactive and vice versa.

On click of **Details** action button, admin will redirect to the User's detail page. Please see the below screenshot for more details:

# Andy Murry

[View Wallet Transactions](#)

## USER DETAILS

User Email	andy@dummyid.com
Username	Andy
User Full Name	Andy Murry
User Type	Customer
Preferred Language	English
DOB	12/09/1981 (d/m/Y)
Date of joining	03/11/2017 11:24 (d/m/Y)
Phone	9988655898
Profile Photo	
Street Address	Chandigarh
City	Jalandhar
ZipCode	160055
Country	INDIA
User Status	Active
User Description	Need help for few tasks.

## USER BANK DETAILS

S.N.	Contact Name	Account Number	Bank Name	Bank City	Zip Code	Account Added On	Bank Account Status
No records found							

## USER CREDIT CARDS DETAILS

S.N.	CC NUMBER
No records found	

## USER PAYPAL ACCOUNTS DETAILS

S.N.	PP EMAIL ADD.
No records found	

## USER TASK LIST

S.N.	Task ID	Task Title	Task kind	Task Type	Task Status	Posted By	Assigned To	Action
1	2679828239	Babysitter Require	Soft Skills Training to 10 person IT Team	Biddable Tasks	Active	andy	—	<a href="#">Details</a>
2	2302633971	Required driver for log drive	Soft Skills Training to 10 person IT Team	Biddable Tasks	Assigned	andy	—	<a href="#">Details</a>
3	1084351902	Help move furniture	Room Cleaning	Biddable Tasks	Active	andy	—	<a href="#">Details</a>
4	2734825020	Disassemble & transport a bed	Other Cleaning	Biddable Tasks	Closed	andy	jacob	<a href="#">Details</a>

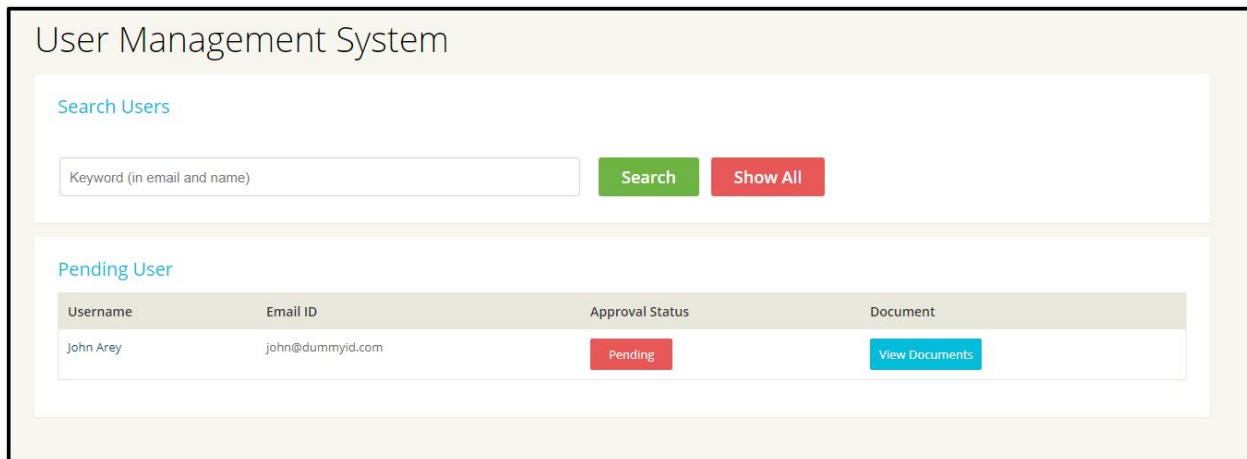
## USER LAST 10 LOGIN DETAILS:

S.N.	Date Time	IP Address
1	06/11/2017 07:04	192.168.0.1
2		

Below is the list of operations that admin can do from the User Details page:

- View all the information of the user including Basic details, account details, tasks list, last login details.
- Can change the status of the user.
- In case of tasker, admin can view the tasker information like submitted documents, change quiz status, check background and approve the account.
- In case of customer, admin can view all the posted task and can change the status of the the tasks. Clicking on **Details** button will redirect the admin to Task Details page.
- On click of Wallet Transactions, admin will redirect to the Wallet Transaction page of that user from where he can view all the transactions done by that user.

## 8.2 Pending Approval Taskers



The screenshot shows the 'User Management System' interface. At the top, there is a 'Search Users' section with a text input field labeled 'Keyword (in email and name)', a green 'Search' button, and a red 'Show All' button. Below this is a 'Pending User' section containing a table with the following data:

Username	Email ID	Approval Status	Document
John Arey	john@dummyid.com	Pending	<a href="#">View Documents</a>

### Search Pending Users

- Admin can search users by using email and name of the user
- On click of **Search** button, search result will be displayed on the same page
- On click on **Show All** button, system will clear the searched criteria and display all the Pending Users Listing.

On click of **View Documents** button, list of files that tasker has uploaded will be displayed on a popup. Admin need to download the files to review.

On click of **Pending** button, a confirmation message on popup will display with Ok and Cancel buttons. Clicking on Ok will approve the tasker's account. Clicking on Cancel button will hide the popup. On admin approval, tasker will receive an email notification for the same and he/she can attempt quiz & start applying to the jobs.

### 8.3 Deactivate Account Requests

On click of Deactivate Account Requests option, admin will redirect to the Deactivate Requests Listing page. Please see the screenshot of the page below:

User Deactivate Account Requests

User List

S.N.	Name	Email	Reason	Requested On	User Status	Action
1	John Arey	john@dummyid.com	Please deactivate my account.	21/05/2018 10:06	Active	<a href="#">Details</a>

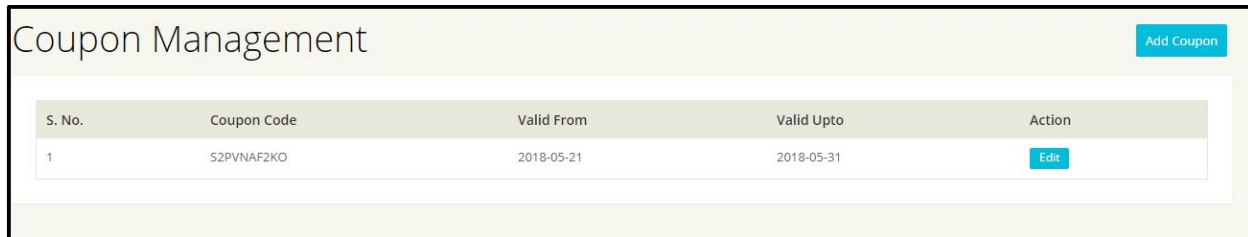
Action buttons on the page are:

- Admin can change the User's status (active/inactive). Inactive users can't login to the system, their tasks will not be displayed on the Browse Jobs page, all the reviews posted by them will be hidden from the completed tasks. Admin need to make sure that there user is not involved in any of the active jobs before deactivating any user.
- Admin can view the details of the user by clicking on Details button.



## 9. Coupons Management

On click of Coupons Mgt option, admin will redirect to the coupons listing page. Please see the screenshot of the page below:



The screenshot shows a web interface titled "Coupon Management". In the top right corner, there is a blue button labeled "Add Coupon". Below this is a table with the following columns: "S. No.", "Coupon Code", "Valid From", "Valid Upto", and "Action". The table contains one row with the following data: S. No. 1, Coupon Code S2PVNAF2KO, Valid From 2018-05-21, Valid Upto 2018-05-31, and an "Edit" button in the Action column.

S. No.	Coupon Code	Valid From	Valid Upto	Action
1	S2PVNAF2KO	2018-05-21	2018-05-31	<a href="#">Edit</a>

### Add Coupon

On click of Add Coupon button, admin will redirect to the Add Coupon page. Form fields on the page are:

- Discount: Amount of a discount will be added in the field
- In Percentage: Whether admin wants discount in percentage or not.
- Valid From and To date fields
- Maximum numbers of uses: Admin will define the number of times a user can use the coupon code.
- City: On which city admin wants to avail the discount coupon. By default, All cities option will be selected.
- Associated customer: Admin can find and add list of users that can only avail the benefits of the coupon.
- For New User: Select Yes if the discount coupon is applicable to only new users.
- Status of the coupon.

On click of Submit button, system will create a random coupon code.

On click of Edit button, admin can make the changes in the exiting coupon and save it by using Submit button.

## 10. Money management

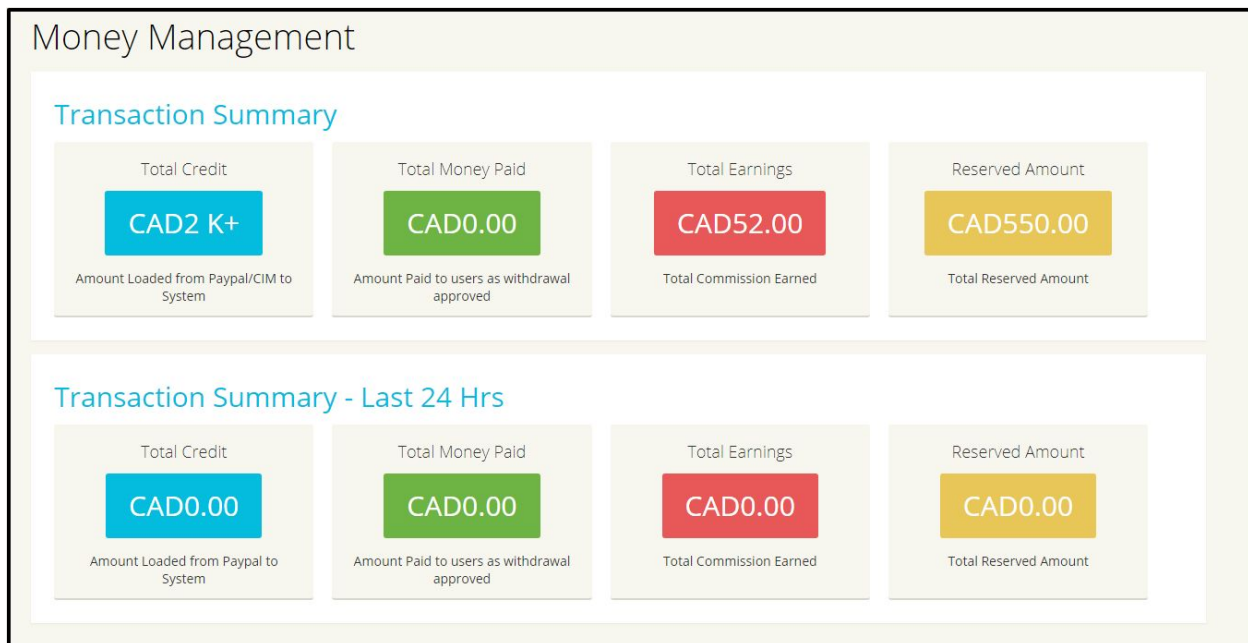
On click of Money Management option from Navigation bar, system will display the following options:

- 10.1 Overview
- 10.2 Fund Withdrawal Requests

### 10.1 Overview

On click of Overview option, admin will be redirect to the Money Management Summary page. There is only one actual money transaction happen in the system for a task when customer assign a task to a tasker. At that time customer will actually pay the real money from his bank account / credit card (depends upon the payment gateway) to admin Business Account if he don't have sufficient amount in his virtual wallet. Rest all transactions in the system will be virtual transactions in which virtual money will be transferred from one account to another, it could be in between admin & customer wallets or admin & tasker wallets.

Please see the screenshot of the **Overview** page below:



The page displays the Transaction summary into 2 sections - **Total transaction summary** of the system and **Last 24 hours transaction summary** of the system.

#### Total Credit

It shows the total amount added by the users into the system. On click of the CAD 2k+ button, admin will redirect to the Credit Details Listing page where admin can view list of

user who have actually credited the money to the system. Please see the screenshot of the page below:

Total Money Credit : CAD2260.00

Keyword (name)

**Credit details List**

S.No.	Username	Credit Amount	Transaction Mode	Date
1	taylor	CAD100.00	Paypal	06/11/2017 11:42
2	taylor	CAD300.00	Paypal	06/11/2017 11:26
3	andy	CAD550.00	Paypal	06/11/2017 06:13
4	taylor	CAD200.00	Paypal	03/11/2017 11:58
5	taylor	CAD620.00	Paypal	03/11/2017 11:56
6	jacob	CAD120.00	Paypal	03/11/2017 11:40
7	taylor	CAD50.00	Paypal	03/11/2017 11:39
8	taylor	CAD320.00	Paypal	03/11/2017 11:36

From Total Money Credit Page, admin can do the following operations:

- Admin can search by Username of the users.
- Admin can click of the username to see the details of the user.

### Total Money Paid

It shows the total amount paid to the users by the admin on withdrawal requests. On click of the [CAD0.00] button, admin will redirect to the Total Money Paid page where admin can view list of users whose withdrawal requests have been approved. Please see the screenshot of the page below:

Total Money Paid : CAD450

Keyword (in name)

**Paid detail List**

S.No.	Username	Amount Paid	Admin Comment	Date
1	jacob	450	Approved	21/05/2018 11:08

From Total Money Paid Page, admin can do the following operations:

- Admin can search by username of the users.
- Admin can click of the username to see the details of the user.

### Total Earnings

It shows the total commision amount that admin has earned. On click of the [CAD52.00] button, admin will redirect to the Total Money Earnings page where admin can view order/task wise commision list and transaction history of the same . Please see the screenshot of the page below:

Total Money Earning : CAD52.00

#### Commission List

S.No.	Order Id	Task Posted By	Task Assigned To	Amount Earned	Date
1	#1669371281	Taylor	Harry	CAD31.00	03/11/2017 11:59
2	#2734825020	Andy	Jacob	CAD5.00	03/11/2017 11:43
3	#5471598558	Taylor	Jacob	CAD16.00	03/11/2017 11:39

#### Admin's Transaction History

S.No.	Username	Notes	Debit	Credit	Transaction Date
1	Taylor	Task Closed, Task ID: #1669371281	-	CAD31.00	03/11/2017 11:59
2	Andy	Task Closed, Task ID: #2734825020	-	CAD5.00	03/11/2017 11:43
3	Taylor	Task Closed, Task ID: #5471598558	-	CAD16.00	03/11/2017 11:39

From Total Money Earnings Page, admin can do the following operations:

- Admin can search by username of the users.
- Admin can click on Order ID/Task ID to view the task details.
- Admin can click of the username to see the details of the user.

### Reserved Amount

Once the task has been assigned to the tasker, task amount will be deducted from the customer account and add it to the Reserved Amount which displays under this section. On click of the [CAD550.00] button, admin will redirect to the Total Reserved Amount page where admin can view task/order wise reserved amount details. Please see the screenshot of the page below:

Total Reserved Amount : CAD0

Search
Reset

[Reserved Amount details List](#)

S.No.	Task Id	Username	Reserved Amount	Task Status	Date	Action
1	#2302633971	andy	CAD550.00	Assigned	03/11/2017 12:05	--

From Total Reserved Amount Page, admin can do the following operations:

- Admin can search by username of the users or Task Id.
- Admin can search task by order/task status.
- Admin can click on Order ID/Task ID to view the task details.
- Admin can click of the username to see the details of the user.

Similarly, admin can view all the details under Last 24 hours transaction summary section.

## 10.2 Fund Withdrawal Requests

On click of Fund Withdrawal Requests option, admin will redirect to the Fund Withdrawal Requests Listing page where admin can approve or reject the requests. Fund Withdrawal requests basically generated by the front end users to request admin to transfer the real money to their configured/requested payment method.

If admin approves the request then the requested amount will be deducted from the user's wallet. Please see the screenshot of the page below:

FUND WITHDRAWAL REQUEST MANAGEMENT

User	Amount	Date	Status	Action
Jacob Doe	CAD450	03/11/2017 11:48	Approved	<a href="#">Details</a>

Admin can do the following actions on the pending withdrawal requests:

- **Details:** On click on details button, admin will redirect to the detail page of Funds Withdrawal Request.

- **Approve Request:** On click of Approve Request button, system will ask admin to enter transaction id, comment (optional) and Approve the request. Also, admin can select Send email notification to user checkbox to send email notification to the user.
- **Reject:** On click of Reject button, system will open Decline Withdrawal form that contains comment box, Send email notification to user checkbox and Submit button. Clicking on submit button will decline the Withdrawal request of user.

## 11. Settings

On click of Settings option from Navigation bar, system will display the following options:

- 11.1 Language Management
- 11.2 Settings
- 11.3 Label Management
- 11.4 Manage URL Rewrite

### 11.1 Language Management

On click of Language management option, admin will redirect to the Language Management page from where admin can activate/deactivate languages on click on Action button. Please see the screenshot of the page below:

S. No.	LANGUAGE	Action
1	English	DEACTIVATE
2	French	Activate
3	Spanish	Activate

### 11.2 Settings

On click of Settings option, admin will redirect to the Settings page from where admin can update all the website settings. Settings page will be further divided into 4 tabs which are:

**11.2.1 General Settings:** Under General Settings tab, admin can set following settings:

- **Website Name:** The website name will display on the footer of frontend. Admin need to enter this name in this field. See the screenshot below:

Discover      Tasks           Want to know more?      WORTH KNOWING

Contact Us      Browse Tasks      Blog      FAQ

Post a Task      Blog Contribution      Terms & Conditions

Apply On Task      Sitemap      Content Policy

Testimonials



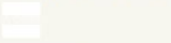




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- **Website URL:** The URL which will be entered by the user to access the website. Admin need to enter it in this field.
- **Currency:** Front end currency will be managed from this field. Admin should enter currency short code in capital letters as few payment gateways will accept currency code in capital letters.
- **Date Format:** Admin will select a date format from the available options. All the dates on the front end will display as per selected date format.
- **Time Zone:** Admin will select a time zone from the available options. All the time on the front end will display as per the selected time zone.
- **Wallet Limit:** Admin will define the wallet limit in this field. This wallet
- **Service Commision in %:** Admin will enter the commission percentage amount that he wants to deduct from the tasker's account for each task. This amount will be paid to admin once customer mark the task as completed.
- **Copyright Year:** The copyright year that displays on the footer of the website will enter in this field.
- **Header Extra:** The HTML code of another header can be placed in this field. It will display at the top of all website pages.
- **Footer Extra:** The HTML code of another footer can be placed in this field. It will display at the bottom of all website pages.
- **Google Analytics:** Admin can copy and paste the Google Analytics code in this field.
- **Frontend Logo:** Logo displays on homepage header will be uploaded here.
- **Frontend Inner Pages Logo:** Logo displays on header of all website pages except homepage will be uploaded in this field.
- **Frontend Mobile Logo:** Logo display when user open the site on mobile browser will be uploaded in this field.
- **Backend Logo:** Logo displays on header of back end admin panel pages will be uploaded in this field.
- **Footer Logo:** Logo displays on footer of back end admin panel pages will be uploaded in this field.
- **Favicon Logo:** Logo displays on web browser tabs will be uploaded in this field.
- **Admin Login Logo:** Logo displays on the admin Login page (<http://demo.yo-gigs.com/manager/admin/loginform>) will be uploaded in this field.
- **Submit button:** To save the changes of this page.

Please see the screenshot of the page below:



## Settings

General Settings	Website Name*	<input type="text" value="YoGigs"/>
Email Settings	WEBSITE URL*	<input type="text" value="http://demo.yo-gigs.com"/>
Social Media Settings	CURRENCY	<input type="text" value="CAD"/>
Payment Settings	Date Format	<input type="text" value="d/m/Y"/>
Quiz Settings	Time Zone	<input type="text" value="America/Argentina/Buenos_Aires"/>
Task Settings		Now, according to America/Argentina/Buenos_Aires = 21/05/2018 11:50
	Wallet Limit*	<input type="text" value="1000000"/>
	SERVICE COMMISSION IN (%)*	<input type="text" value="5"/>
	COPYRIGHT YEAR*	<input type="text" value="2017"/>
	HEADER EXTRA	<div style="border: 1px solid #ccc; height: 40px;"></div>
	FOOTER EXTRA	<div style="border: 1px solid #ccc; height: 40px;"></div>
	GOOGLE ANALYTICS	<div style="border: 1px solid #ccc; height: 40px;"></div>
		Note: Login to your Google Analytics account and after creating your web site profile copy and paste the analytics code into this field.
	FRONTEND LOGO	<input type="button" value="Choose File"/> No file chosen BEST FIT DIMENSIONS: 177X44 
	FRONTEND INNER PAGES LOGO	<input type="button" value="Choose File"/> No file chosen BEST FIT DIMENSIONS: 177X44 
	FRONTEND MOBILE LOGO	<input type="button" value="Choose File"/> No file chosen BEST FIT DIMENSIONS: 40X40 
	BACKEND LOGO	<input type="button" value="Choose File"/> No file chosen BEST FIT DIMENSIONS: 177X44 
	FOOTER LOGO	<input type="button" value="Choose File"/> No file chosen BEST FIT DIMENSIONS: 269X63 
	FAVICON LOGO	<input type="button" value="Choose File"/> No file chosen BEST FIT DIMENSIONS: 16X16 
	ADMIN LOGIN LOGO	<input type="button" value="Choose File"/> No file chosen BEST FIT DIMENSIONS: 269X63 
		<input type="button" value="Submit"/>

**11.2.2 Email Settings:** Under Email Settings tab, admin can set following settings:

- **Administrator Email Address:** The email address in which admin wants to receive all the email notifications.
- **Send Emails from Name:** Admin will need to add his/her name or company name. This name will be shown as a sender of the emails that will be sent to frontend users from admin end.
- **Send Emails from Email:** Admin will need to add the email address from which the email will be sent to frontend users from admin.
- **Contact Email Address:** Admin will need to add the email address on which he wants the front end users to contact him. All the contact form submissions will be received to this email address.
- **Email Send by:** Admin needs to select an option that used to send emails in the system.
- **Mandrill API Key:** If admin wants to send emails via Mandrill then he needs to add Mandrill API key in this field.
- **Postmark API Key:** If admin wants to send emails via Postmark then he needs to add Postmark API key in this field.
- **SMTP Host:** If SMTP method is selected, you need to configure account on hosting server and add SMTP account details.
- **SMTP Username:** Add SMTP Username which was shared by hosting service provider.
- **SMTP Password:** Add SMTP Password which was shared by hosting service provider.
- **SMTP Port:** Add SMTP Port number which was shared by hosting service provider.
- **SMTP Secure:** Select the SMTP security that admin wants to use in the platform.
- **Submit button:** To save the changes.

Please see the screenshot of the page below:

## Email SETTINGS

- General Settings
- Email Settings
- Social Media Settings
- Payment Settings
- Quiz Settings
- Task Settings

Administrator Email Address\*

Send Emails From Name

SEND EMAILS FROM EMAIL\*

CONTACT EMAIL ADDRESS\*

HELP EMAIL ADDRESS\*

EMAIL SEND BY  
 PHP     Mandrill     PostMark  
 Smtp

Please save your settings & [click here](#) to test Mail settings. This will send Test Email to Site Owner Email - yogigs\_admin@dummyid.com

MANDRILL API KEY

POSTMARK API KEY

SMTP Host:

SMTP username:

SMTP Password:

SMTP Port:

SMTP Secure:  ssl     tls

[Submit](#)

**11.2.3 Social Media Settings:** Under social media tab, admin can set following settings:

- **Enable login with Facebook?:** Select Yes if admin wants users to login via Facebook
- **Enable login with Google?:** Select Yes if admin wants users to login via Google
- **Facebook API Key:** Admin can get the secret key by Login into his Facebook account. It will be used for authentication and other Facebook related plugins support.
- **Google API Client ID:** This is the application Client Id used to Login. This id will be generated while creating Google account so that user can sign up using Google.

- **Google API Secret:** This is the Google Plid client secret key used for authentication.
- **Google API Key:** Admin needs to enter Google API key that used for
- **Google Map API Key:** Admin needs to enter Google Map API key that used for Google map integration.
- **Google Recaptcha Site Key:** Admin needs to enter the Recaptcha site key used in generating captcha here.
- **Google Recaptcha Secret Key:** Admin needs to enter the Recaptcha secret key used in generating captcha here.
- **Social Media URLs**
  - **Facebook URL:** Enter your Facebook Page link that will display on Footer Social Media icons.
  - **Twitter URL:** Enter your Twitter Page link that will display on Footer Social Media icons.
  - **Google+ URL:** Enter your Google+ Page link that will display on Footer Social Media icons.
  - **LinkedIn URL:** Enter your LinkedIn Page link that will display on Footer Social Media icons.
- **Submit button:** To save the changes.

Please see screenshot of the page below:

## SOCIAL MEDIA SETTINGS

- General Settings
- Email Settings
- Social Media Settings
- Payment Settings
- Quiz Settings
- Task Settings

### Social Media Login

Enable login with facebook?  Yes  No

Enable login with google?  Yes  No

FACEBOOK API KEY

GOOGLE API CLIENT ID

GOOGLE API SECRET

GOOGLE API KEY

Google Map Api Key

### Google Recaptcha Key

GOOGLE RECAPTCHA SITE KEY\*

GOOGLE RECAPTCHA SECRET KEY\*

### Social Media Sharing

Facebook URL\*

Twitter URL\*

Google+ Uri\*

Linked In Uri\*

[Submit](#)

**11.2.4 Payment Settings:** Under Payment Settings tab, admin can set following Settings:

- **PayPal Settings**
  - **Enabled:** Select Yes if admin wants to enable Paypal as a payment method for customers to pay. If enabled then fill the paypal business account details in below fields.
  - **Mode:** Mode could be Live or Test. If you want to test the payment flow etc on the site, select the mode as Test.
  - **Paypal Merchant ID:** Enter Paypal Business Account email address in this field.

- **Paypal Currency:** Enter shortcode of the currency in capital letters in which you want all the payments to be completed.
  - **Authorize.net Settings**
    - **Enabled:** Select Yes if admin wants to enable Authorize as a payment method for customers to pay. If enabled then fill the paypal business account details in below fields.
    - **Mode:** Mode could be Live or Test. If you want to test the payment flow etc on the site, select the mode as Test.
    - **Authorize Login ID:** Enter the ID that you received from Authorize.net team.
    - **Authorize Trans key:** Enter the Trans Key that you received from Authorize.net team.
- **Submit Button:** To save the changes.

Please see screenshot of the page below:

Payment SETTINGS

<ul style="list-style-type: none"> <li>General Settings</li> <li>Email Settings</li> <li>Social Media Settings</li> <li style="background-color: #f2f2f2;">Payment Settings</li> <li>Quiz Settings</li> <li>Task Settings</li> </ul>	<h3>Paypal Settings</h3> <p>ENABLED <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Mode <input type="radio"/> Live <input checked="" type="radio"/> Test</p> <p>PAYPAL MERCHANT ID* <input type="text" value="wzyprimary@dummyid.com"/></p> <p>PAYPAL CURRENCY* <input type="text" value="CAD"/></p> <hr/> <h3>Authorize.net Settings</h3> <p>ENABLED <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Mode <input type="radio"/> Live <input checked="" type="radio"/> Test</p> <p>AUTHORIZE LOGIN ID* <input type="text" value="4DfAX2T9zD"/></p> <p>AUTHORIZE TRANS KEY* <input type="text" value="6XK7L2YEgyjE396C"/></p> <p style="text-align: center;"><b>Submit</b></p>
--	--

**11.2.5 Quiz Settings:** Under Quiz Settings tab, admin can set following Settings:

- **Quiz Duration (In Minutes):** Admin can set the quiz time duration in this field. Only the defined time duration will be given to the tasker to attempt the quiz.
- **Quiz Questions:** Numbers of quiz questions that admin wants in the quiz will be defined here.
- **Quiz Attempts:** How many times the same user can attempt the quiz will be defined here.

- **Minimum Correct Answer Required to Pass Quiz:** Number of correct answer required to pass the quiz will be defined here.
- **Submit button:** To save the changes.

Please see screenshot of the page below:

**QUIZ SETTINGS**

General Settings	Quiz Duration ( In Minutes )*	2
Email Settings	Quiz Questions*	3
Social Media Settings		Minimum question should be 2
Payment Settings	Quiz Attempts*	500
Quiz Settings	Minimum Correct Answer Required To Pass Quiz*	2
Task Settings		

**Submit**

**11.2.6 Task Settings:** Under Task Settings tab, admin can set following settings:

- **Home Page task status:** Admin can select which kind of tasks he want to show on Home page Recent Tasks section. If no options has been selected then all tasks will be display on that section.
- **Browse Task Status:** Admin can select which kind of tasks he want to show on Browse Jobs page. If no options has been selected then all tasks will be display on the page.
- **Submit button:** To save the changes.

Please see screenshot of the page below:

**TASK SETTINGS**

General Settings	Home Page task status	<input type="checkbox"/> Inactive	<input type="checkbox"/> Active	<input type="checkbox"/> Assigned
Email Settings		<input type="checkbox"/> In Progress	<input type="checkbox"/> Completed	<input type="checkbox"/> Closed
Social Media Settings		<input type="checkbox"/> Cancelled	<input type="checkbox"/> Draft	<input type="checkbox"/> Completed but not approved
Payment Settings	Browse task status	<input type="checkbox"/> Inactive	<input type="checkbox"/> Active	<input type="checkbox"/> Assigned
Quiz Settings		<input type="checkbox"/> In Progress	<input type="checkbox"/> Completed	<input type="checkbox"/> Closed
Task Settings		<input type="checkbox"/> Cancelled	<input type="checkbox"/> Draft	<input type="checkbox"/> Completed but not approved

**Submit**

### 11.3 Label management

On click of Label Management option, admin will redirect to the Label Management page. The page list out all the Labels that have used on the frontend of the site. Admin can search and Edit languages of the labels. Please see screenshot of the page below:

#### LABEL MANAGEMENT

**Search Variable**

Search
Reset

S. No.	Phrase Variable	Action
1	PHRASE_PREFERRED_LANGUAGE	<a href="#">Edit</a>
2	PHRASE_THANK_YOU_FOR_MAKING_THE_PAYMENT_PLEASE_WAIT_FOR_SOMETIME_IF_THE_TASK_STATUS_IS_STILL_PENDING_OR_YOU_CAN_CONTACT_YOGIGS_ADMIN@DUMMYID.COM_FOR_THE_SAME.	<a href="#">Edit</a>
3	PHRASE_COUNTRYE*	<a href="#">Edit</a>
4	PHRASE_THANK_YOU_FOR_MAKING_THE_PAYMENT_PLEASE_WAIT_FOR_SOMETIME_IF_THE_TASK_STATUS_IS_STILL_PENDING_OR_YOU_CAN_CONTACT_&quot;:CONF_ADMIN_EMAIL_ID.&quot;_FOR_THE_SAME.	<a href="#">Edit</a>
5	PHRASE_THANK_YOU_FOR_MAKING_THE_PAYMENT_PLEASE_WAIT_FOR_SOMETIME_IF_THE_TASK_STATUS_IS_STILL_PENDING_OR_YOU_CAN_CONTACT_INFO@DUMMYID.COM_FOR_THE_SAME.	<a href="#">Edit</a>
6	PHRASE_DIRECT_HIRE	<a href="#">Edit</a>
7	PHRASE_TRANSACTION_STATUS	<a href="#">Edit</a>
8	PHRASE_UPDATE_PAYPAL_TRANSACTION	<a href="#">Edit</a>
9	PHRASE_PAYPAL_TRANSACTION_ID	<a href="#">Edit</a>
10	PHRASE_TASKER_BIDDABLE_AMOUNT	<a href="#">Edit</a>
11	PHRASE_BIDDABLE_AMOUNT PHRASE_BIDDABLE_AMOUNT	<a href="#">Edit</a> <a href="#">Edit</a>
12	PHRASE_PAYPAL_API_SIGNATURE	<a href="#">Edit</a>
13	PHRASE_PAYPAL_PASSWORD	<a href="#">Edit</a>
14	PHRASE_PAYPAL_EMAIL_SUCCESSFULLY_UPDATED!	<a href="#">Edit</a>
15	PHRASE_STANDARD_PAYPAL	<a href="#">Edit</a>
16	PHRASE_ENTER_VALID_PAYPAL_EMAIL_ADDRESS	<a href="#">Edit</a>
17	PHRASE_PAYPAL_EMAIL	<a href="#">Edit</a>
18	PHRASE_ENTER_PAYPAL_EMAIL_ADDRESS	<a href="#">Edit</a>
19	PHRASE_PAYPAL_EMAIL_ADDRESS*	<a href="#">Edit</a>
20	PHRASE_PAYPAL_EMAIL_ADDRESS	<a href="#">Edit</a>

Displaying Records 1 to 20 of 1538    Go to: 1 2 3 4 5 6 7 8 9 10 11 ...

#### Search Labels

Admin can search labels by entering keyword in the search bar. On click of Search button, system will match the entered keyword with Phase Variable or labels and display the result on the same page.

#### Edit Label

On click of Edit button in front of a phase variable, admin will redirect to Label Setup form from where he / she can add label in configured languages. This will change the Label text from front end of the site wherever it has been used. Please see screenshot of the Label Setup form below:



**LABEL SETUP FORM**

Phrase Variable	PHRASE_RECENTLY_POSTED_TASKS
English*	<input type="text" value="Recently Posted Tasks"/>
French*	<input type="text" value="Tareas Nuevo"/>
Spanish*	<input type="text" value="Tareas Nuevo"/>

On click of Submit button, all the changes will be saved into the system and applied to the front end.

On click of Cancel button, admin will redirect to the Label Management without saving changes.

#### 11.4 Manage URL Rewrite

On click of Manage URL Rewrite option, admin will redirect to the URL Management page from where admin can create and manage custom URL of the website page. When admin create custom URL of the page it will overwrite the original URL of the page.

Please see the screenshot of the page below:

URL Management System Add URL Rewrite

Search URL

Original Url  Custom Url  Search

Custom URL List

S.N.	Original Url	Custom Url	Action
1	user/profile/1	customer/customer	<a href="#">Edit</a>
2	user/profile/1/1	customer/tasker	<a href="#">Edit</a>
3	task/detail/1	website-development	<a href="#">Edit</a>
4	website-development	website-development-1	<a href="#">Edit</a>
5	task/detail/2	water-tank-cleaning	<a href="#">Edit</a>
6	task/detail/3	english-soft-skills-training-to-it-team	<a href="#">Edit</a>
7	user/profile/2	customer2/customer	<a href="#">Edit</a>
8	user/profile/2/1	customer2/tasker	<a href="#">Edit</a>
9	task/detail/4	opencart-theme-integration	<a href="#">Edit</a>
10	user/profile/3	ramin/customer	<a href="#">Edit</a>

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Admin can search for URL by using Original URL and custom URL keywords.

### Add Custom URL

On click of Add URL Rewrite. Admin will redirect to the Add URL page from where admin need to fill the mandatory fields of form to add Custom URL. Please see the form fields below:

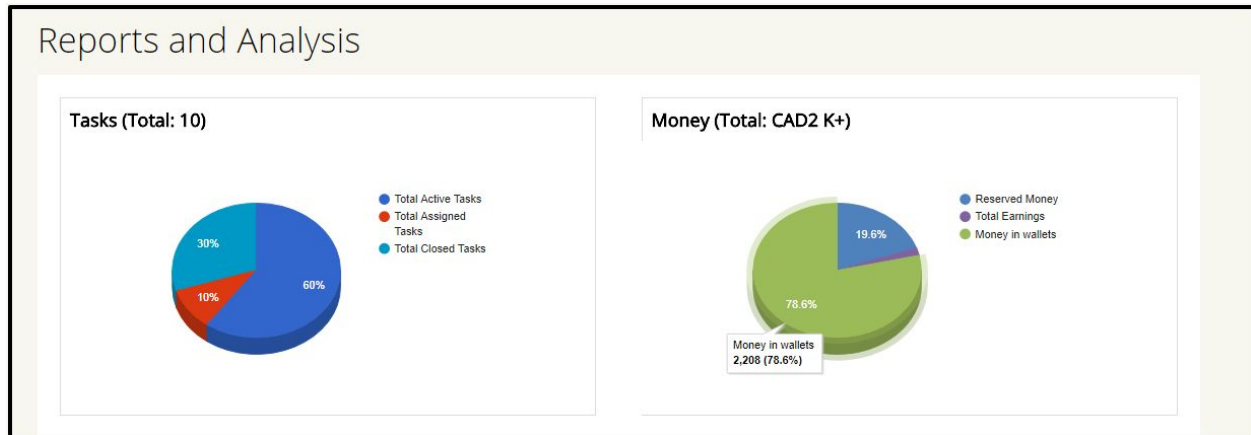
- **Create URL Rewrite:** A select box with options - Custom (to create custom URL of static pages), For task (to create custom URL of Task pages) and For Task category (to create custom URL of Task Categories)
- **Search Task or Task Category:** If admin has select either For Task or For Task Category option in Create URL Rewrite field then this field will display. Admin can search for task or task category by start typing the name of the task or category. System will find all the tasks or task categories start by the entered name and admin can select anyone. System will fetch the original URL of the selected task or task category.
- **Original URL:** Either system will fetch the original URL (only in case of task or task category selected by admin in the above field) of the page or admin will enter it manually.
- **Custom URL:** Admin will enter the new custom URL that he wants for the selected page.

### **Edit Custom URL**

Admin can edit custom URL by clicking on **Edit** button and redirect to the Edit URL page where admin can change original and custom URL of the exiting Rewrite URL. By clicking on **Save** button, system will save the changes.

## 12. Reports

On click of Reports option from Navigation bar, admin will redirect to the Reports and Analysis page from where admin can view various graphical reports. Please see screenshot of the first section of the page below:



### Pie Chart Tasks Report

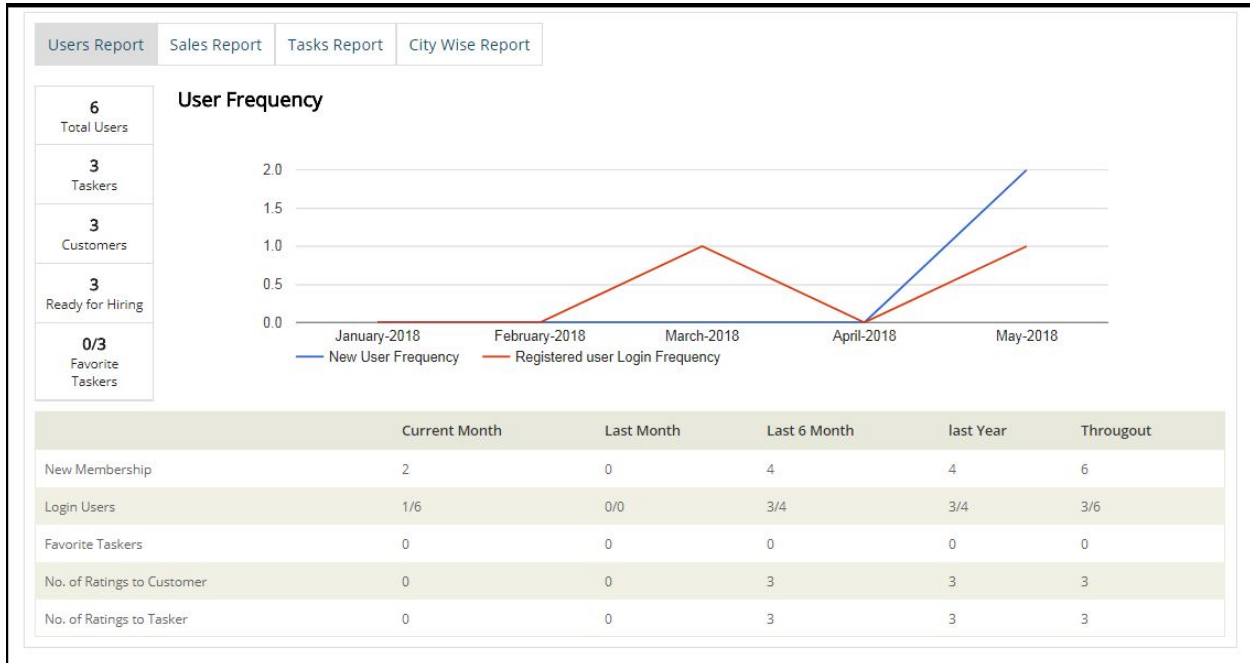
In this section, total number of tasks in the website has been represented in pie chart. Admin can easily check how many tasks (in percentage and number) are in which state.

### Pie Chart Money Report

In this section, admin can easily check amount & percentage of money in various stages. It could be total admin earnings, total money reserved which will release to either customer or tasker wallet and total money in the users wallet.

### Users Report

In this section, admin can view various kind of Users related reports. Please see the screenshot of the section below:

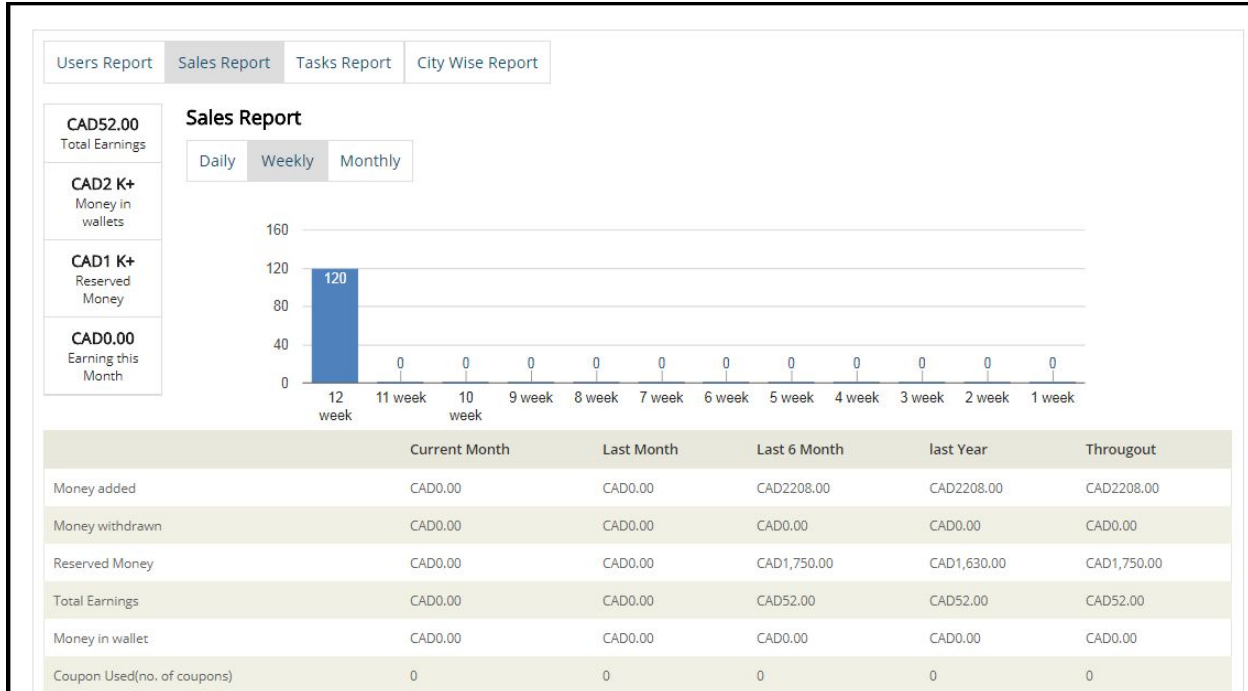


Users Frequency Report shows how many new users have been registered to the site and how many existing registered users have been used the site in the given period of time.

Also, admin can view various users details of current month, last month, last 6 month, last year and throughout in a tabular form.

### Sales Report

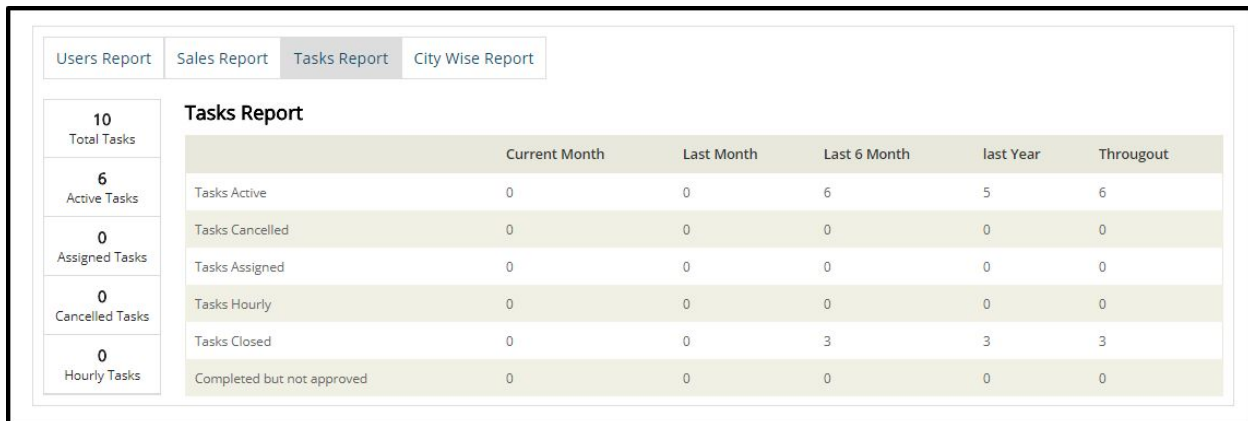
In this section, admin can view various kind of Sales related reports. Please see the screenshot of the section below:



Admin can view column chart representation of Daily, Weekly and Monthly report of sales generated by the system etc.

### Tasks Report

In this section, admin can view number of active, cancelled, assigned, hourly, closed and closed but not approved tasks of current month, last month, last 6 months, last year and throughout the site. Please see the screenshot of the section below:



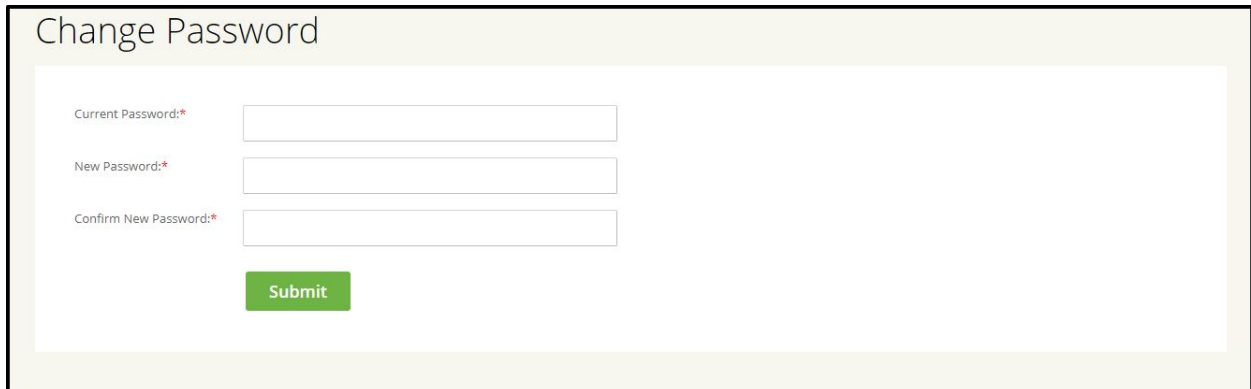
### City Wise Report

In this section, admin can view tasks and money details of the selected city in tabular form. Admin can change the city from the city selectbox. Please see the screenshot of the section below:

Users Report	Sales Report	Tasks Report	City Wise Report			
<b>Select City</b> <input type="text" value="Chandigarh"/>						
	Current Month	Last Month	Last 6 Month	last Year	Throughtout	
Tasks Active	0	0	2	2	2	
Tasks Cancelled	0	0	0	0	0	
Tasks Assigned	0	0	0	0	0	
Tasks Completed	0	0	0	0	0	
Tasks Closed	0	0	0	0	0	
Tasks Bidable	0	0	2	2	2	
Tasks Private	0	0	0	0	0	
Tasks Hourly	0	0	0	0	0	
Tasks Fixed Price	0	0	2	2	2	
Money Added in wallet	CAD0.00	CAD0.00	CAD789.00	CAD789.00	CAD789.00	
Money Withdrawn	CAD0.00	CAD0.00	CAD0.00	CAD0.00	CAD0.00	
Reserved Money	CAD0.00	CAD0.00	CAD0.00	CAD0.00	CAD0.00	
Money in wallet	CAD0.00	CAD0.00	CAD789.00	CAD789.00	CAD789.00	
Coupons Used(Amount)	CAD0.00	CAD0.00	CAD0.00	CAD0.00	CAD0.00	

### 13. Change Password

On click of Change Password option from the Navigation bar, admin will redirect to the Change Password page from where he / she change change the admin account password. Please see the screenshot of the page below:



The screenshot shows a web form titled "Change Password" with a light green header. The form contains three input fields: "Current Password:\*", "New Password:\*", and "Confirm New Password:\*". Below the fields is a green "Submit" button.

Change Password

Current Password:\*

New Password:\*

Confirm New Password:\*