



Seller Registration & Task Posting Guide

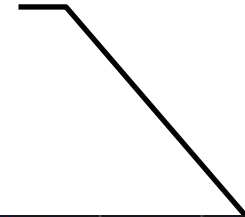
Introduction

- Taskr is a micro-services marketplace where sellers can list their jobs or tasks and get orders to complete those tasks.
- Services can be offered starting from Rs. 500 / Rs. 1000 and extra tasks can be offered in multiples of Rs. 500.



Step 1: Register

Click this link to get to the registration page



HOME POST NEW TASK BLOG REGISTER LOG IN

taskr.in

Begin to search by typing here... Everywhere

Graphic Designing Online Marketing Kartrocket Tasks Product Data Creation & Photography Other

AN ONLINE WORKPLACE WHERE BUSINESSMEN ASSIGN TASKS
STARTING FROM RS. 500 TO TALENTED FREELANCERS

Seeking Work? Looking to Hire?

POST A TASK ASSIGN A TASK

Step 2: Sign Up

You can either enter your username and E-mail and click register


Or you can sign up with one of your favorite social networking sites


Register - Taskr


USERNAME:

E-MAIL:

Connect with:

 Connect with Facebook

 Connect with Google

 Connect with Twitter

ENTER CODE

A password will be emailed to you.

REGISTER

Step 3: Get Password from Email

Hi anky,

We are thrilled to have an amazing person like you on board our online marketplace! Do you wish to:

- Grow your business?**
Grow your organization by assigning tasks to several skilled freelancers in every business category!
- Increase your business visibility?**
Be it online marketing techniques or offline marketing strategies, you name it and you would have Taskr at your service to create your brand awareness.
- Enhance the look and feel of your website?**
Don't think your website is appealing enough? Wish to impress you customers with the first look itself? Several talented graphic and web designers would aid you in the same.

If so, then this is the perfect place for you! Taskr has some really awesome creative, talented, skilled and technical services to meet all your business desires.

We provide you with a platform to **CONNECT. WORK. GROW** with like-minded people!

Kindly use the below credentials to login to the world of Taskr :

Your username: anky
Your password: lbnhOf3IH8W4

[LOGIN HERE](#)

HAPPY TASKING

This is the username and password you will use to login to Taskr to manage your account. If you registered with a social network, you can simply login by clicking that button again on the login screen.

Step 4: Login

HOME POST NEW TASK BLOG REGISTER LOG IN

Begin to search by typing here... Everywhere

Kartrocket Tasks Product Data Creation & Photography Other


Login - Taskr


USERNAME:


PASSWORD:

Keep me logged in

Connect with:

 Connect with Facebook

 Connect with Google

 Connect with Twitter

GOOGLE AUTHENTICATOR CODE

Click the login button to be taken to the login screen and then either enter the username and password you got on your email and click Sign In, or click one of the social networks that you used to login.

Step 5a: Enter Personal Information

PERSONAL INFO

Are You :

Your Full Name:

Your Location:

New Password:

Repeat Password:

Contact number:

PayPal Email:

Profile Description:

Profile Avatar: No file chosen
max file size: 2mb. Formats: jpeg, jpg, png, gif

- My Tasks
- Payments
- My Shopping
- My Sales
- My Messages
- Personal Info**
- Reviews/Feedback

Fill out your personal details

Click on Personal Info on the Right Menu

Step 5b: Enter Bank A/c Information

BANK DETAILS

Name on Bank Account:

Bank Name:

Bank Branch Name:

Account No:

IFSC Code:

Currency:

Fill in your Bank A/c details for transferring funds to your A/c after successful delivery of order

Step 6a: Post a Task

The image shows a screenshot of the taskr.in website's 'Post a new Task' form. The navigation bar at the top includes links for WP-ADMIN, HOME, POST NEW TASK, BLOG, TASKR, and LOG OUT. The taskr.in logo is in the top left. Below the navigation bar, there are categories: Graphic Designing, Online Marketing, Kartrocket Tasks, and Product Data Creatio. The main heading is 'Post a new Task'. The form fields are: Job Title (with a text area containing 'I Will'), Nature of task (with a dropdown menu set to 'Digital delivery'), Job Price (with a dropdown menu set to 'Select Price'), and Category (with a dropdown menu set to 'Select Category'). There are four callout boxes with arrows pointing to specific parts of the form: 'Click on Post New Task' points to the navigation bar; 'Fill out the information needed. Example: I will "create 2 logos" for Rs. X' points to the Job Title field; 'Select the nature of your task if it can be delivered digitally eg: Graphic designing. Or Physically eg: Photography. In case of physical delivery, simply list your service free of cost and wait till the buyer gets in touch with you.' points to the Nature of task dropdown; and 'Next select the category in which you want to list your task. Make sure you pick the right category so your customers can reach you.' points to the Category dropdown.

WP-ADMIN HOME **POST NEW TASK** BLOG TASKR LOG OUT

taskr.in

Graphic Designing Online Marketing Kartrocket Tasks Product Data Creatio

Post a new Task

Job Title
min - 40 characters and max - 80 characters

I Will

Nature of task: Digital delivery

Job Price: Select Price

Category: Select Category

taskr.in

Click on Post New Task

Fill out the information needed.
Example: I will "create 2 logos" for Rs. X

Select the nature of your task if it can be delivered digitally eg: Graphic designing. Or Physically eg: Photography. In case of physical delivery, simply list your service free of cost and wait till the buyer gets in touch with you.

Next select the category in which you want to list your task. Make sure you pick the right category so your customers can reach you.

Step 6b: Post a Task

Description

Min: 120 chars. Max: 1200, allowed

This is where you describe your task. Make sure you write about how well you perform this service.

Instructions to buyer

Maximum 450 chars. allowed

Provide detailed instructions to the customer on what is needed from them when they order.

So if you're providing a logo, they will need to provide the concept and samples. If you're providing SEO, the customer needs to give you keywords, etc.

Pick a task location near your physical location. This is important only for physical tasks such as Photoshoots, Manufacturing, etc.

Job Location

Step 6c: Post a Task

Tags

Tags should be comma separated

Max Days to Deliver

Instant Delivery File No file chosen
Only *.zip Files allowed to be uploaded

Images No file chosen
 No file chosen
 No file chosen
 No file chosen
 No file chosen

Image Dimension, Width:682px, Height:459px and Size should be 2 MB(Max.)

Enter number of days you will take to deliver the order. Note, if you don't deliver by this time-period, Taskr will auto-cancel your order.

Enter tags so your task shows up in searches

If you're providing a digital file that should instantly be available to the customer on purchase, you should provide it here.

This is where you should showcase your work – feel free to upload samples of your work or any other images to spruce up your job listing.

Step 6d: Post a Task

If you have a video for your task, or if you're providing video creation services, you can include YouTube video links here.

The more videos or pictures you provide for your job and sample work, the higher are the chances your customers will order your task.

Youtube Video Link #1

Youtube Video Link #2

Step 6e: Post a Task

For an extra ₹ 500* I will:

For an extra ₹ 500* I will:

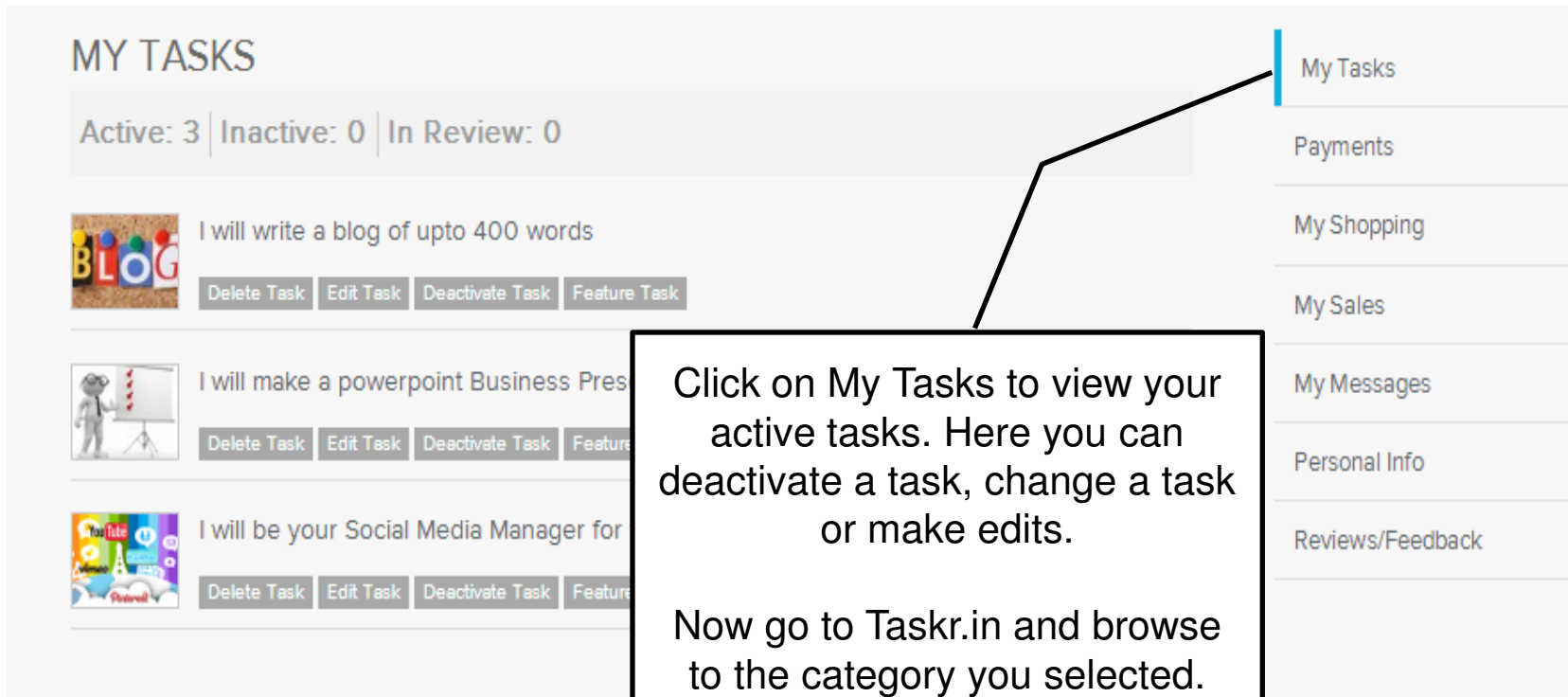
POST THE TASK →

Here you can add extras for your task in multiples of Rs. 500. This is a great feature if you're offering a variable service.

For example, if you offer 250 Social Bookmarks for Rs. 500. You can charge an extra of Rs. 1000 and make it 750 bookmarks. Or an extra of Rs. 5000 and add additional link building services, etc.

Once you are done, click on "Post Task"

Step 7: Review Your Task




The screenshot shows a user interface for 'MY TASKS'. At the top, it displays 'Active: 3 | Inactive: 0 | In Review: 0'. Below this, there are three task cards. Each card has a small icon, a description, and four buttons: 'Delete Task', 'Edit Task', 'Deactivate Task', and 'Feature Task'. A callout box with a black border and white background is positioned over the 'Deactivate Task' button of the first task card. A line from the 'My Tasks' menu item in the right sidebar points to the callout box.

MY TASKS


Active: 3 | Inactive: 0 | In Review: 0

BLOG I will write a blog of upto 400 words

Delete Task Edit Task Deactivate Task Feature Task

 I will make a powerpoint Business Pres

Delete Task Edit Task Deactivate Task Feature

 I will be your Social Media Manager for

Delete Task Edit Task Deactivate Task Feature

My Tasks

Payments

My Shopping

My Sales

My Messages

Personal Info

Reviews/Feedback

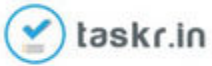
Click on My Tasks to view your active tasks. Here you can deactivate a task, change a task or make edits.

Now go to Taskr.in and browse to the category you selected. This task should show up automatically.

Step 8: View Your Task

Taskr > Jobs > I Will create an Innovate logo for your business

I Will create an innovate logo for your business



PURCHASE NOW 7500.00

Contact Seller

0% **2 DAYS**
JOB RATING DELIVERY IN

ORDERS IN QUEUE: 0

SELLER RATING: 0%

VIEWS: 4

ash Taskr

I Will create an Innovative logo for your business. You need to give me the details of your company and the way you perceive your brand.

created 0 hours, 8 min, 25 sec ago | 0 ratings for job | 0 likes for this job | Like this Job

Checkout my extra Tasks

I Will Give you the PSD file as well. In \$1,000.00

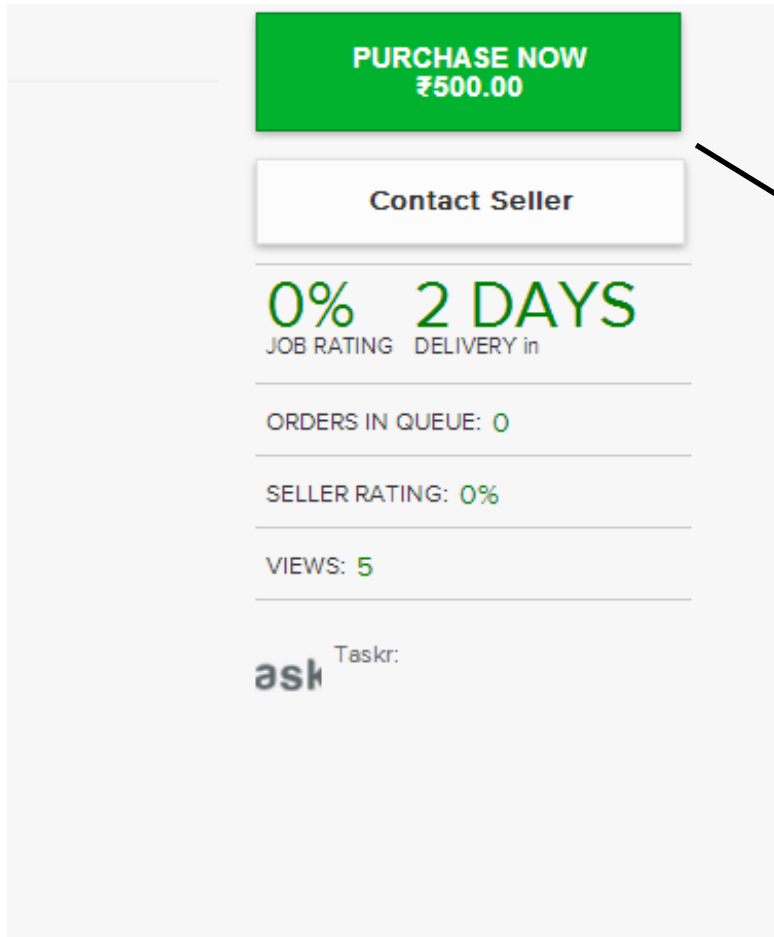
Job Videos

Beginners Guide to A...
BEGINNERS GUIDE
TASKER
PART 1

This is how your job posting will look to end customers.

If there are any changes you want to make, you can go back to My Tasks, and edit the listing to your satisfaction.

Step 9a: Fulfill Orders



The screenshot displays a job listing interface. At the top, there is a green button labeled "PURCHASE NOW ₹500.00". Below it is a white button labeled "Contact Seller". Underneath the buttons, the job rating is shown as "0% JOB RATING" and the delivery time as "2 DAYS DELIVERY in". Further down, the interface shows "ORDERS IN QUEUE: 0", "SELLER RATING: 0%", and "VIEWS: 5". At the bottom left, the Taskr logo is visible, consisting of the word "ask" in a bold, lowercase font and the word "Taskr:" in a smaller, regular font.

Customers will click “Purchase Now” and proceed to payment.

Or they can contact you by clicking “Contact Seller”. If they contact you, you will get an email notification and then you can respond to their questions via Taskr after logging into My Account area.

Step 9b: Fulfill Orders

MY SALES

Active Jobs (1) Delivered (0) Completed (0) Cancelled (0)

I Will create an innovate logo for your business
Sold on: Wed 11th of June 2014 ♦ Expected Delivery: Fri 13th of June 2014 ♦ Order ID: #24

Request Mutual Cancellation Mark as Delivered Cancel Order Contact Buyer Conversation Page

Instructions for the buyer: Please give in the proper descriptions and specifications.

My Tasks
Payments
My Shopping
My Sales
My Messages
Personal Info
Reviews/Feedback

Click on Manage Sales and you will see all the orders you have pending. From here you can go to conversation page, or contact buyer or mark the order as delivered.

If for some reason you feel you cannot fulfill the order, you simply can mark it cancelled or request a mutual cancellation to prevent a downgrade in your rating.

Step 10: Check Pending Payment

MY PAYMENTS

[Withdraw Money](#) [Transactions](#)

Your Current Balance is: ₹0.00

Pending Withdrawals

No withdrawals pending yet.

Pending Incoming Payments

shivya_gupta	I Will create an innovate logo for your business	11-Jun-2014 17:07:43	₹500.00
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My Tasks

Payments

My Shopping

My Sales

My Messages

Personal Info

Reviews/Feedback

Once, you have received an order, till you deliver the same, you can view your pending incoming payments

Step 11: Conversation Page

Conversation #24 - I Will create an innovate logo for your business



The order has been sent to the seller.
11-Jun-2014 17:07:43

Message:

Attach File:

Choose File

No file chosen

SEND

This is where your customer interaction will take place. You can get feedback on the delivery of the order, or you can clarify the customer's requirements in depth before you start the Task.


This is also the area where you can attach your file and complete Step 9b: Fulfill Orders

Step 12: Await Buyer Confirmation

Taskr > My Account > Sales

MY SALES

Active Jobs (0) **Delivered (1)** Completed (0) Cancelled (2)



I Will create an innovate logo for your business
Sold on: Wed 11th of June 2014 ♦ Expected Delivery: Fri 13th of June 2014 ♦ Order ID: #26

[Request Mutual Cancelation](#) *Waiting for the buyer to confirm.* [Contact Buyer](#) [Conversation Page](#)

Instructions for the buyer: Please give in the proper descriptions and specifications.

- My Tasks
- Payments
- My Shopping
- My Sales**
- My Messages
- Personal Info
- Reviews/Feedback

After marking the order as delivered, await buyer confirmation. If the buyer does not confirm in 5 days, the order would be auto-marked as complete and the amount would get credited to your virtual balance.

Step 13a: Check Payment

Taskr > [My Account](#) > Payments

MY PAYMENTS

[Withdraw Money](#) [Transactions](#)

Your Current Balance is: ₹400.00

Pending Withdrawals

No withdrawals pending yet.

Pending Incoming Payments

No payments pending yet.

- My Tasks
- Payments**
- My Shopping
- My Sales
- My Messages

Click on Payments to see your current outstanding balance from Taskr.

Balance will be added here only once orders are successfully delivered.

Step 13b: Check Payment

MY PAYMENTS

Withdraw Money Transactions

Transactions

Check transaction history. Taskr would credit the balance in your virtual balance after deducting our commission of 20%.

Fee taken for job: I Will create an innovate logo for your business	11-Jun-2014 12:16:40	-₹100.00
Payment received for job: I Will create an innovate logo for your business	11-Jun-2014 12:16:40	+₹500.00

My Tasks

Payments

My Shopping

My Sales

My Messages

Personal Info

Reviews/Feedback

Step 14a: Withdraw Money

Taskr > My Account > Payments

MY PAYMENTS

Withdraw Money Transactions

My Tasks
Payments
My Shopping
My Sales

Request Withdrawal

Your Current Balance is: ₹3,100.00

Withdraw amount: ₹

PayPal Email:

Once you have an accumulation of Rs. 2500 in your account, you can put in a request to withdraw money.

If you are a paypal (non-Indian) account holder, you can enter your paypal email address. Otherwise, simply enter the amount you want to withdraw, and we will transfer to your bank account.

Step 14b: Withdraw Money

The screenshot displays the 'MY PAYMENTS' interface. At the top, there are tabs for 'Withdraw Money' and 'Transactions'. Below this, the current balance is shown as ₹100.00. The 'Pending Withdrawals' section contains one entry: a request from 11-Jun-2014 12:18:49 for ₹3,000.00, with a 'Close Request' button. A callout box points to the ₹3,000.00 amount, stating: 'The pending withdrawal amount would reflect here. If you wish to close this request till you accumulate more balance, you can do so.' The 'Pending Incoming Payments' section below shows 'No payments pending yet.' On the right side, a vertical menu includes 'My Tasks', 'Payments' (highlighted), 'My Shopping', 'My Sales', 'My Messages', 'Personal Info', and 'Reviews/Feedback'.

Step 15: Repeat Process

If you possess multiple skills, you can repeat the process and create more tasks to grow your business on Taskr.in!

All Posted Tasks

Task card for data upload. The image shows a computer monitor with a glowing globe of data points above it. A yellow 'EXPRESS' tag is in the top left. A green price tag at the bottom right shows ₹500.00.

★★★★★ (0)

I will upload data on your Kartrocket Store...

Task card for newsletter design. The image shows a collage of photos and text. A green price tag at the bottom right shows ₹500.00.

★★★★★ (0)

I will design a professional high quality newslett...

Task card for E-train training. The image features the text 'E-train' in large blue letters. A green price tag at the bottom right shows ₹1,000.00.

★★★★★ (0)

I will provide basic training to Kartrocket client...

Task card for Facebook likes. The image shows several blue thumbs-up icons. A green price tag at the bottom right shows ₹500.00.

★★★★★ (0)

I will provide real Facebook Likes 1500 Only for R...

Task card for training. The image shows a close-up of a computer keyboard with a 'Help!' key highlighted. A green price tag at the bottom right shows ₹500.00.

★★★★★ (0)

I will provide training for Kartrocket platform...

Task card for banner design. The image has a pink background with text 'MULTIPLE ATTEMPTS' and 'PACKAGES & PLANS:'. A green price tag at the bottom right shows ₹1,000.00.

★★★★★ (0)

I will design 10 concept banners for you...

Task card for Shiprocket training. The image shows a diagram with 'SHIPROCKET' in the center, surrounded by logos for Amazon, Flipkart, and others. A green price tag at the bottom right shows ₹500.00.

★★★★★ (0)

I will provide Shiprocket Training...

Task card for plagiarism-free content. The image shows a person's hands typing on a black keyboard. A green price tag at the bottom right shows ₹500.00.

★★★★★ (0)

I will provide plagiarism Free Content Writing Ser...



THANK YOU