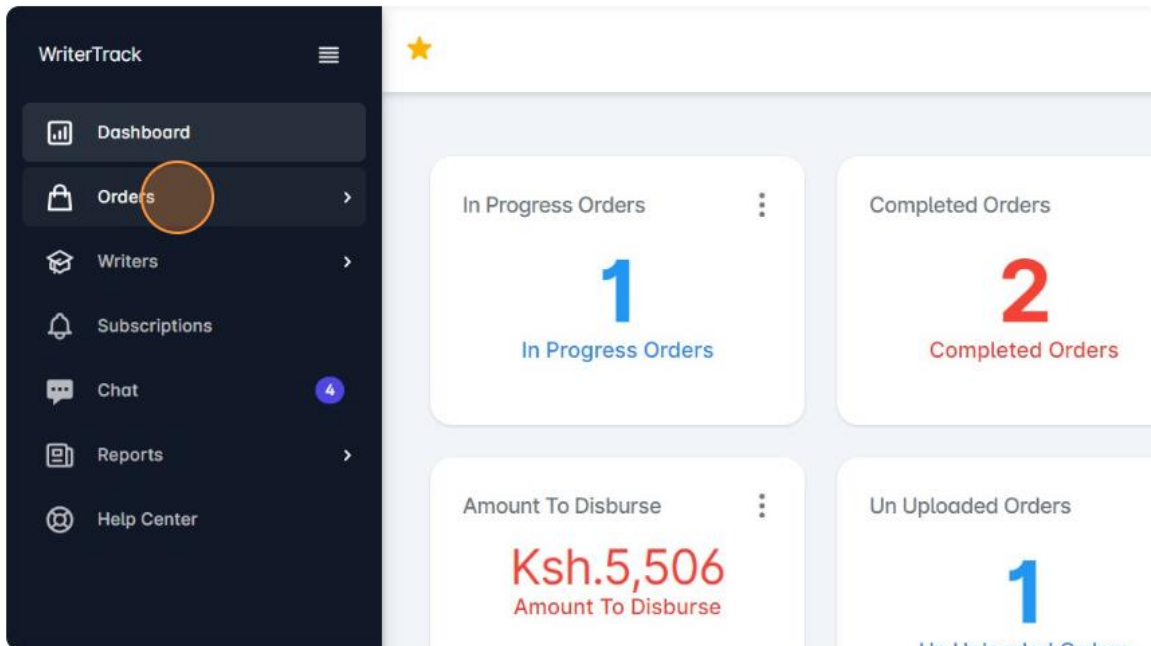


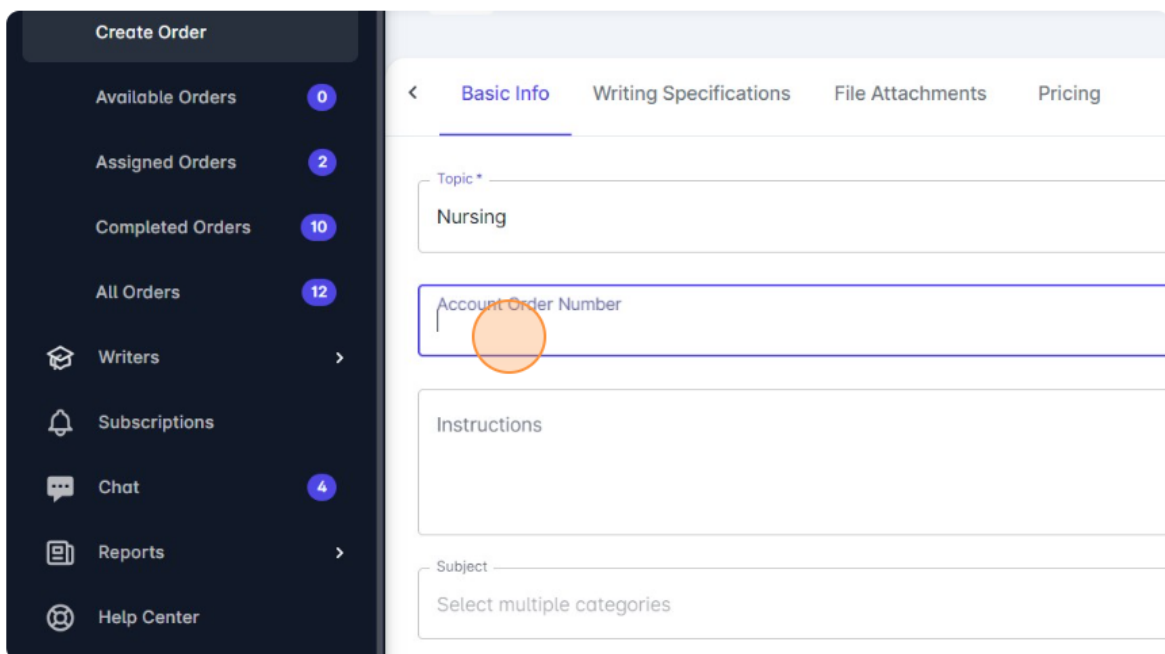
Guide on Order Creation (Employer)

3 Click "Orders"



The screenshot shows the WriterTrack dashboard. On the left, a dark sidebar menu contains the following items: Dashboard, Orders (highlighted with an orange circle), Writers, Subscriptions, Chat (with a blue badge '4'), Reports, and Help Center. The main content area features four summary cards: 'In Progress Orders' with a large blue '1', 'Completed Orders' with a large red '2', 'Amount To Disburse' showing 'Ksh.5,506' in red, and 'Un Uploaded Orders' with a large blue '1'.

7 Click the Create Order button and create an order with the correct writing specifications




The screenshot shows the 'Create Order' form. The left sidebar menu is identical to the previous screenshot. The main form area has a top navigation bar with tabs: 'Basic Info' (selected), 'Writing Specifications', 'File Attachments', and 'Pricing'. Below the tabs are four input fields: 'Topic *' containing 'Nursing', 'Account Order Number' (highlighted with an orange circle), 'Instructions', and 'Subject' with a placeholder 'Select multiple categories'.

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Click "Add" When done and the order will be submitted for bidding

Next Subscription
1 days : 20 hours


Employer

Add

hments Pricing >