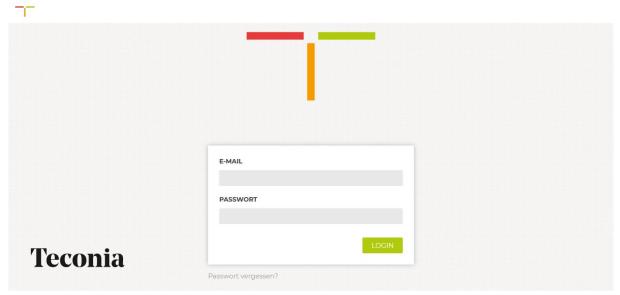Customer Area: Definition: Front end

Navigation:

1. Screen: login

2. Customer Freelance Area:
   a. Header all except login page
      ((Header left)) corner Teconia Logo
   b. Footer all except login page
      ((Footer left)) © by Teconia GmbH – www.teconia.com – support@teconia.com - +41 71 352 32 30
      ((Footer right)) General conditions and data protection
   c.

2.1 In Customer Area:

   d. Buttons for:
      i. Data transfer (drag and drop of single files, multiple files, folders and zip), automatic message when data is being transferred with e-mail and link
      ii. Translation quote request (Form[1]) – data transfer click on window, drag and drop of files. Automatic e-mail to info@teconia.com when process is finished.
      iii. Quotes: Single line information with
         Pos.   Description   Quote Total Price (currency must be selected between $, EUR and CHF),   Icon pdf or View quote
         When Quote is online – automatic e-mail to customer with link for download
         Quotes can also be "uploaded" in pdf form if they are from the digital solutions or consultancy area.

© Teconia GmbH
Poststrasse 3
CH – 9100 Herisau

    iv. Order (order form[2]): Click to order on Quote that is in "Customer area" Quotes or
Order confirmation (input from us) with all necessary data
View orders – icon pdf or view quote

    v. Project overview: per user – visible at first sight:
Status: ordered, confirmed, cancelled, on hold, in progress, finished + date
Groups:
Translation
Consultancy
Digital solutions
By clicking on a project, view, "project chat/messenger", files, manuals (made available by Teconia)

    vi. Invoices – List of invoices with icon for pdf or view online (invoices are uploaded as pdf.

    vii. News / specific newsletter or information for customer different from messenger / chat per project

    viii. Special offers Environment

    ix. Banner at the bottom for advertising

    x. Customer specific Manuals for TQ-Application available. (also download as pdf).

2.2 Freelancer area

e. Buttons for:

    i. Project Info:
1. Number, Price (currency must be selected between $, EUR and CHF), deadline, language combination (either possible to setup with user(freelancer) or to be selected from list (Source, target), Information/Instructions, data transfer (download per click on link or open window for drag and drop data transfer)
2. Workflow: request, confirmation, in progress, finished.
3. Freelancer answer: Status (confirmed, confirmed but with special request example other deadline, rejected) – Status display with f.ex. traffic light button at end of status bar, green , orange (on hold) needs clarification, red = rejected/cancelled.
Finish means, freelancer can no longer make changes to the project. Teconia can reset the project on request by the freelancer
4. Teconia Project manager name = Teconia employee who setup the project
5. Project chat/messenger

    ii. Non-downloadable area to view files for reference only.

Backend (Teconia environment)

Login:

    Overview of all information in groups of area (customer, freelancer) switch between user groups.

User management: admin has:

Possibility to enter new users (freelance area) area), possibility to block/delete users

Possibility to enter new users for Teconia (employees), also possibility to block / delete Teconia employee users

Manage all freelance projects

[1] Information on Quote Request form: see separate file

[2] Information on order form if there has been no quote form: see separate file