

WorkMarket

an ADP Company



A more human resource.™

ONBOARDING

A TRAINING GUIDE FOR WORKERS

V 1.0 - Last Update 04/15/19

ONBOARDING

We realize that using a new software can be challenging. This onboarding guide is designed to walk you through all the necessary steps for being able to complete work and get paid.

FIRST LOGIN

After you've registered, learn more about accessing your account and navigating the dashboard.

FINANCE

Learn more about tax information, documentation and setting up accounts to withdraw your earnings.

MOBILE

Learn more about downloading our mobile app and what features are available while you're on the go.

LABOR CLOUDS

Learn more about labor clouds and how to join them.

NOTIFICATIONS

Learn more about configuring your platform notifications.

ASSIGNMENTS

Learn more about the assignment dashboard and lifecycle.

YOUR PROFILE

Learn more about your worker profile and how to update it.

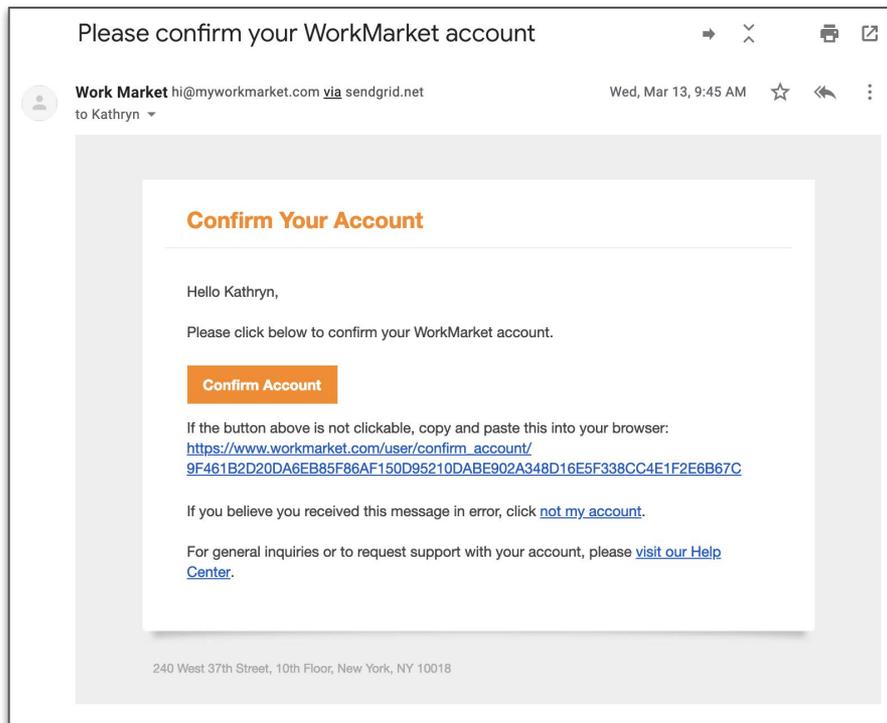


FIRST LOGIN

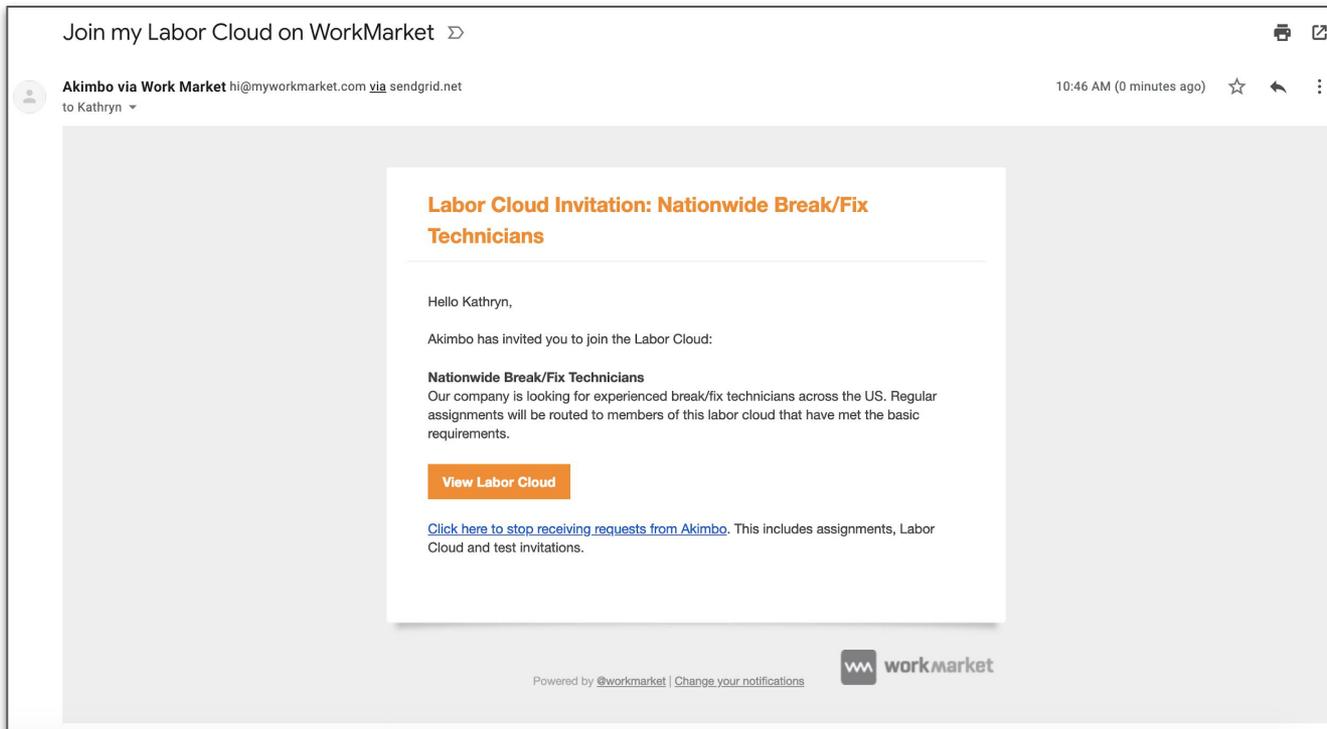
First Login - Confirmation Email



Upon registering, you will receive a confirmation link to your email. This link validates that your email is active and functioning. You must follow this link in order to login, otherwise you will receive an error. If you do not see a link in your inbox within a minute or so after registering, please check your spam as these automated messages will occasionally get marked in error.



In addition to the confirmation email, you will also receive a labor cloud invitation email. Labor clouds help clients organize their freelancers based on the type of work they do. They also help confirm that each one meets all of their requirements to work. You will need to confirm your email and login to the platform before you're able to follow the link in the labor cloud invitation. We'll discuss this in more detail shortly.



Join my Labor Cloud on WorkMarket >

Akimbo via Work Market hi@myworkmarket.com via sendgrid.net
to Kathryn

10:46 AM (0 minutes ago) ☆ ↶ ⋮

Labor Cloud Invitation: Nationwide Break/Fix Technicians

Hello Kathryn,

Akimbo has invited you to join the Labor Cloud:

Nationwide Break/Fix Technicians
Our company is looking for experienced break/fix technicians across the US. Regular assignments will be routed to members of this labor cloud that have met the basic requirements.

[View Labor Cloud](#)

[Click here to stop receiving requests from Akimbo.](#) This includes assignments, Labor Cloud and test invitations.

Powered by @workmarket | [Change your notifications](#)



First Login - Onboarding Steps



Once you have followed the confirmation link and logged into your account, you will be prompted to complete 3 onboarding steps. These steps are designed to help complete your profile by collecting basic information about you and your skill set. All of the information you provide in these steps can be modified at any time.

The image displays four sequential screens of the onboarding process:

- Profile Information:** Shows a profile picture of a woman with a blue "ADD PHOTO" button below it.
- Location:** Shows a map with the address "123 Main Street, New York" and a "BACK" button at the bottom.
- Expertise:** Shows fields for "Industry", "Job Title", and "Skills", with a "BACK" button at the bottom.
- Done!:** Shows a progress bar with four steps: "Profile Information", "Location", "Work Categories", and "Done!". The "Done!" step is highlighted with an orange circle. Below the progress bar, it says "Great! You are now ready to search and apply for assignments." and "A few tips before you get started:" followed by a list of tips: "Complete your banking information", "Complete your tax information", and "Add additional skills to your profile". There are "BACK" and "GET STARTED" buttons at the bottom.

First Login - Onboarding Steps



Profile Information



ADD PHOTO

First Name *

Cynthia

Last Name *

Doe

Email Address *

Cyndoe@gmail.com

Phone Number *

Country

USA (+1)

Number

(212) 555-1234

CONTINUE

1

First, you will be asked to provide some basic contact information. This will include your name, email and phone number. You can also upload a picture in this step.

First Login - Onboarding Steps



Location



Address *

123 Main Street, New York, NY, United States



There are 17 assignments available near you.

BACK

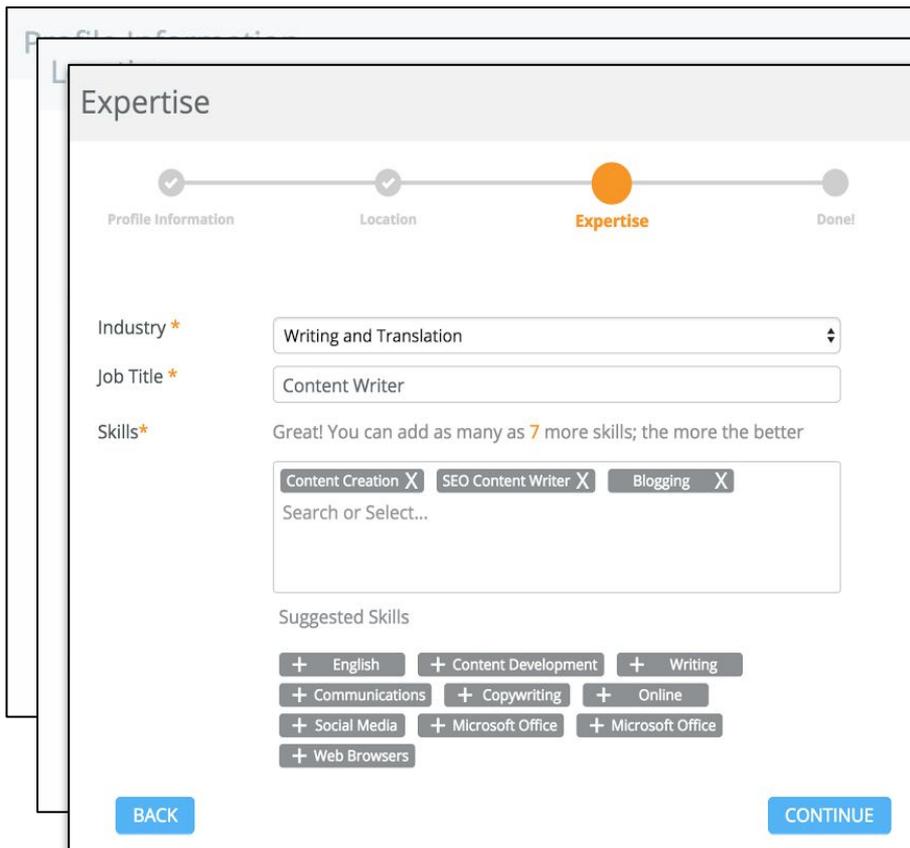
CONTINUE

1

First, you will be asked to provide some basic contact information. This will include your name, email and phone number. You can also upload a picture in this step.

2

Next, you will be asked to provide your location. Please note, you will need to enter your full address as it appears in Google. This allows the system to provide you with the most precise results. We recommend entering your postal code and selecting the corresponding city/state from the dropdown. You can then enter your street address and select from the menu.



Expertise

Profile Information Location **Expertise** Done!

Industry * Writing and Translation

Job Title * Content Writer

Skills* Great! You can add as many as 7 more skills; the more the better

Content Creation X SEO Content Writer X Blogging X

Search or Select...

Suggested Skills

- + English + Content Development + Writing
- + Communications + Copywriting + Online
- + Social Media + Microsoft Office + Microsoft Office
- + Web Browsers

BACK CONTINUE

1

First, you will be asked to provide some basic contact information. This will include your name, email and phone number. You can also upload a picture in this step.

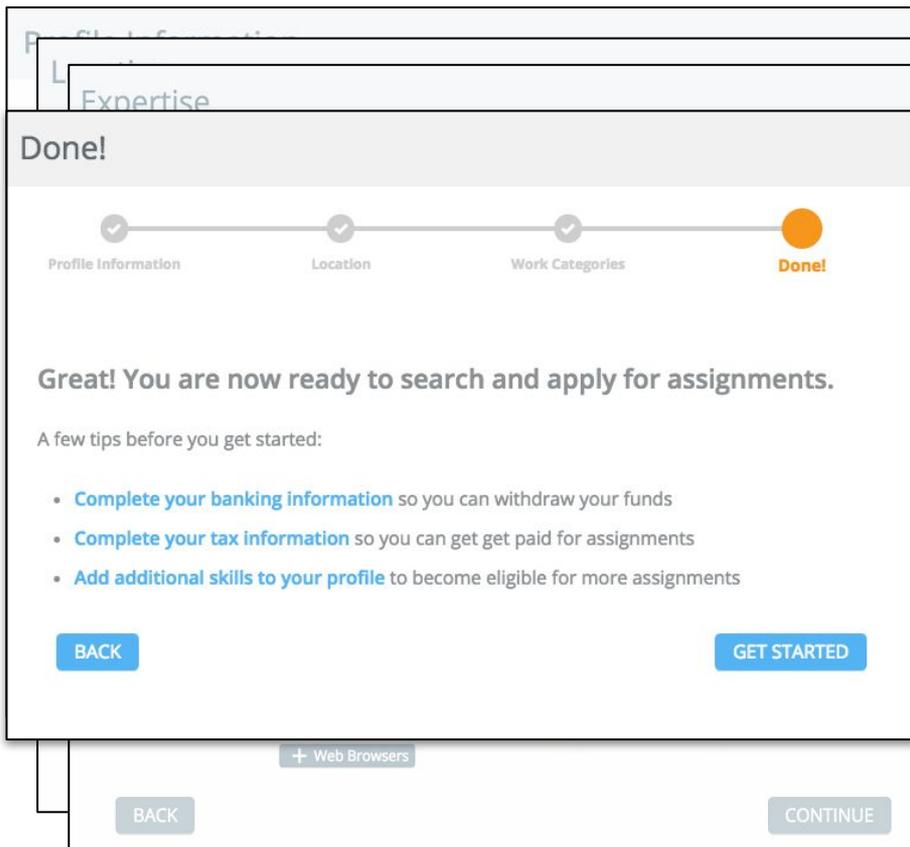
2

Next, you will be asked to provide your location. Please note, you will need to enter your full address as it appears in Google. This allows the system to provide you with the most precise results. We recommend entering your postal code and selecting the corresponding city/state from the dropdown. You can then enter your street address and select from the menu.

3

The expertise step will request basic information about your professional experience. You will be asked to select your industry, provide a job title and select up to 10 skills. Please note, you do not need to select from our menu of job titles and skills, you can provide your own.

First Login - Onboarding Steps



1

First, you will be asked to provide some basic contact information. This will include your name, email and phone number. You can also upload a picture in this step.

2

Next, you will be asked to provide your location. Please note, you will need to enter your full address as it appears in Google. This allows the system to provide you with the most precise results. We recommend entering your postal code and selecting the corresponding city/state from the dropdown. You can then enter your street address and select from the menu.

3

The expertise step will request basic information about your professional experience. You will be asked to select your industry, provide a job title and select up to 10 skills. Please note, you do not need to select from our menu of job titles and skills, you can provide your own.

4

At this point, you've completed your onboarding steps and will now be granted full access to your account. You can change the information you've provided at any time. This final prompt provides links to the next tasks to be completed - your tax information and bank information.



FINANCE

Each user is required to provide tax information prior to withdrawing any payments. Each tax season, WorkMarket will provide you with an earnings report and a 1099-MISC (when applicable). Requiring verified tax information ensures that we have the necessary information to issue you these documents.

workmarket kathryn+demovideos@workmarket.com

1

Settings
Privacy Statement

2

- Company Overview
- Employees
- Tax Information**
- Tax Documentation
- Payment Options
- Blocked Companies

Work Market Information

- Work Market W9
- Data Privacy
- Electronic Delivery Consent of IRS Information Tax Returns

Tax Information

If you earn income on the WorkMarket Platform, we are required by law to report your earnings to your tax authority. You must provide your tax information in order to have constructive receipt and to withdraw funds from your account. If you need more information, please view [IRS W9 Instructions](#)

How do you report to your tax authority? As a business As an individual

Which country do you reside in? - Select -
United States
Canada
Other

3

Tax Information

If you earn income on the WorkMarket Platform, we are required by law to report your earnings to your tax authority. You must provide your tax information in order to have constructive receipt and to withdraw funds from your account. If you need more information, please view [IRS W9 Instructions](#)

How do you report to your tax authority?

- As a business
 As an individual

Which country do you reside in?

* Social Security Number

* First Name

As shown on your income tax return

Middle Name

As shown on your income tax return

* Last Name

As shown on your income tax return

* Address

Number, street, and apt. or suite no.

* City

* State

* Zip Code

* Federal Tax Classification Individual / Sole Proprietor

Do you have a business name or disregarded entity name that is different than the name that you provided above, such as a "doing business as (DBA)" name?

- Yes No

* Please select how you'd like to receive your tax documents.

Receive documents electronically
 Receive paper versions to the address I have provided in WorkMarket Settings.

SUBMIT

Tax information is only required for workers located in the US and Canada. Please note, tax information takes about **2-4 business days to verify** and may be updated at any time after it has been returned as rejected or verified. The system will create a W9 for you each time you update your tax information which will be available to download under the [Tax Documentation](#) section or mailed to you at the provided address.

To update your tax information,
[click here](#)

Once you have provided tax information, you can add a financial account to withdraw your funds. WorkMarket offers 3 payment account options to users located in the US & Canada -

- Bank Account
 - Must be verified through confirmation of 2 small deposits, takes 2-3 business days to complete
 - Takes 2-3 business days for funds to clear after transfer
- PayPal
 - \$1 transfer fee
 - Funds will be available the same day if transferred before cut-off
- WorkMarket Visa
 - Only account with an auto-withdraw option
 - Funds will be available the same day if transferred before cut-off

For those users located outside of the US & Canada, you may use either PayPal or Hyperwallet. For more information about Hyperwallet, [click here](#).

Manage Payment Accounts Learn more					
Method	Account	Type	Country	Status	Action
Work Market Visa Card <small>Questions? Call 866-395-9200</small>	WM Card	Visa Card	USA	Active automatic withdrawal: Off	How to Deactivate

To update your payment account,
[click here](#)

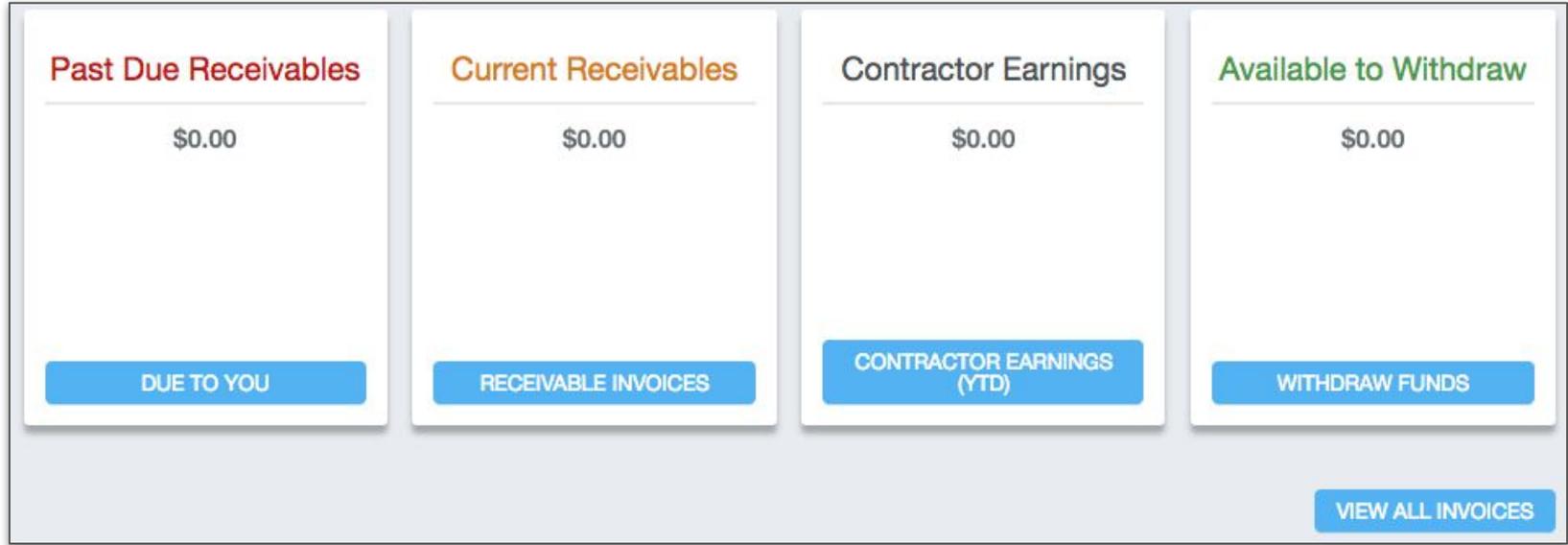
WorkMarket provides you with a payment center to easily track your earnings and withdrawals. In order to withdraw your earnings, you will need verified tax information and a verified financial account. Continue reading to learn more about how payments work.

- Talent Profile
 - My Profile
 - Tests
 - Labor Clouds
 - Worker Services
- Work
 - My Work
 - Find Work
 - Calendar
 - Meetings
- Payments
 - Overview**
 - Accounts
- Reports
 - Overview
 - New Report

2

1

Past Due Receivables \$0.00 DUE TO YOU	Current Receivables \$0.00 RECEIVABLE INVOICES	Contractor Earnings \$0.00 CONTRACTOR EARNINGS (YTD)	Available to Withdraw \$0.50 WITHDRAW FUNDS
--	--	--	---



Past Due Receivables - refers to any invoices that have not been paid and the scheduled due date has passed

Current Receivables - refers to any invoices that are coming due, but have not reached their due date

Contractor Earnings - refers to the total amount of payments you have withdrawn within the current calendar year

Available to Withdraw - refers to payments you have been paid, but have not yet withdrawn

NOTE: All invoices are the responsibility of the client to pay.

To view your Payment Center,
[click here](#)

- Talent Profile
 - My Profile
 - Tests
 - Labor Clouds
 - Worker Services
- Work
 - My Work
 - Find Work
 - Calendar
 - Rating
- Payments
 - Overview**
 - Accounts
- Reports
 - Overview
 - New Report

Past Due Receivables \$0.00 DUE TO YOU	Current Receivables \$0.00 RECEIVABLE INVOICES	Contractor Earnings \$0.00 CONTRACTOR EARNINGS (YTD)	Available to Withdraw \$0.50 2 WITHDRAW FUNDS
--	--	--	---

Withdraw Funds

Funds earned on the Work Market platform are available for withdrawal via electronic transfer (ACH) to your bank account, PayPal account, or WM Visa Card. Requests received by 4pm EST will be processed the same business day. It may take 2-3 business days to complete the transfer depending on your bank's policies and holiday schedule.

Transfer to: **3**
Add a financial account

Available to withdraw: \$0.50 USD

Amount to withdraw: USD **4**

Transfer to Visa card: \$0.50 USD

5
WITHDRAW FUNDS

By clicking "Withdraw Funds", you are reaffirming that you have read and agree to the [Work Market Terms of Use Agreement](#).

To view your transaction history, click "Contractor Earnings" to access your [payment ledger](#). Any pending transactions will show up at the top. All other payments and withdrawals will show up as they would in a bank statement. For your convenience, this information can be exported to a csv. Please note, we process all transfer requests around **4pm EST Monday-Friday**.



MOBILE

For your convenience, WorkMarket offers a mobile application for both iOS and Android devices. The following actions can be completed using the app -

- Applying for assignments
- Updating and completing assignments
- Withdrawing funds
- Updating your profile

Please note, all screenshots contained within this guide are from the desktop site **not** the mobile application.

Click the icons below to download



Google play



LABOR CLOUDS

As mentioned earlier, upon registration, you will receive an invitation in your email to join a labor cloud. You may follow the link in the email or access the labor cloud through your notification dropdown within the platform

Clients create labor clouds to connect with talent about their potential opportunities relevant to the talent's experience and skill set. Many times, they will route their assignments directly to labor clouds, so membership will be key to receiving the latest opportunities.

AcmeCo via Work Market hi@myworkmarket.com via sendgrid.net to Kathryn

1:51 PM (0 minutes ago)

Labor Cloud Invitation: Break/fix Technicians

Hello Kathryn,

AcmeCo has invited you to join the Labor Cloud:

Break/fix Technicians
This labor cloud is for break/fix technicians. We will be paying hourly and can be negotiated.

[View Labor Cloud](#)

[Click here to stop receiving requests from AcmeCo.](#) This includes assignments, Labor Cloud and test invitations.

Powered by @workmarket | [Change your notifications](#)

Notifications [View All](#)

- AcmeCo invited you to the Labor Cloud: Break/fix Technicians 4 minutes ago
- AcmeCo invited you to the Labor Cloud: Break/fix Technicians 5 minutes ago
- sent you an assignment: APPOINTMENT - AP Installation Assist - No more than 6 hours onsite 19 hours ago
- AcmeCo invited you to the Labor Cloud: Break/fix Technicians a day ago
- W.I. Polo invited you to the Labor Cloud: IP Phone Installers - W.I. Polo 3 days ago

You have 7 pending Labor Cloud invitations. [VIEW INVITATIONS](#)

Kathryn
Profile Completeness

[MANAGE PROFILE](#)

Labor Clouds
Find work by becoming more visible to hiring managers
7 Invitations

[BROWSE LABOR CLOUDS](#)

Assignments
Manage your work.

[MY WORK](#)

[VIEW PAYMENTS & INVOICES](#)

WorkFeed™ - Find Great Work Near You

Title, Keyword, or Company 11743 100.00 mi All Industries

All Today Tomorrow Next 7 days [SEARCH](#)

20 assignments available near you.

APR 26 Network Tech- Ozone Park, NY Queens, NY \$81.82 Posted 1 hour ago [APPLY](#)

FastFunds eligible [in](#) [f](#) [t](#) [w](#) [m](#) [e](#)

Break/fix Technicians

Overview

This labor cloud is for break/fix technicians. We will be paying hourly and can be negotiated.

Requirements for Membership

Fulfilled Requirements:

- ✓ Minimum satisfaction rate of 80%

Missing Requirements:

- ✗ Agreement: **NDA Contract** [VIEW](#)
- ✗ Passed a background check [ADD](#)

1

2

You do not meet all the requirements for joining this Labor Cloud, but you can apply anyway. You will apply as an **individual worker**.

[APPLY >](#)

You were added to this Labor Cloud on 07/20/2019.

[DECLINE](#) [JOIN](#)

About

Industry Focus:
Technology and Communications

Managed by:
Jake Moorcott
AcmeCo

DEMO

Stats

07/20/2018
CREATED

0
MEMBERS

[Block AcmeCo](#)
[Report a Concern](#)

Many times, the labor cloud will have certain requirements you must meet in order to join. Click the link next to the requirement listed in red to complete the requirement. Once the requirements have all been met, click "Apply" in the upper right corner.



NOTIFICATIONS

WorkMarket offers several options for notifications, each include customizable settings allowing you to select what you receive alerts about. Options include email, dashboard, push and SMS notifications.

Notification Settings				
Worker Assignment Notifications	Email	Notification	Push	SMS
General Assignment Settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invites to take on assignments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment not available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointment set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment approved for payment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment completed on your behalf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rating added to assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question answered	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attachment added	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliverable rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliverable late	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note added	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment cancelled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alert status change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Status change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminders				
Reminder to confirm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminder to check in	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminder to submit deliverable(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requests and Approvals				
Budget change added	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget request approved/declined	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonus added	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonus request approved/declined	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense added	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense request approved/declined	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negotiation approved/declined	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

workmarket

Notifications

View All 😊

You have 7 pending Labor Cloud invitations. [VIEW INVITATIONS](#)

Kathryn
Profile Completeness

Labor Clouds
Find work by becoming more visible to hiring managers
7 Invitations

Assignments
Manage your work

assignment: Assistance needed with Move/Lift of Interactive Whiteboard
14 hours ago

assignment: Assistance needed with Move/Lift of Interactive Whiteboard
14 hours ago

AcmeCo invited you to the Labor Cloud: Break/fix Technicians
20 hours ago

AcmeCo invited you to the Labor Cloud:

workmarket

Notifications

Message	Date	
Whiteboard sent you an assignment: Assistance needed with Move/Lift of Interactive	Apr 24, 2019 @ 8:05PM	Archive
Whiteboard sent you an assignment: Assistance needed with Move/Lift of Interactive	Apr 24, 2019 @ 8:00PM	Archive
Whiteboard sent you an assignment: Assistance needed with Move/Lift of Interactive	Apr 24, 2019 @ 7:58PM	Archive
AcmeCo invited you to the Labor Cloud: Break/fix Technicians	Apr 24, 2019 @ 1:51PM	Archive
AcmeCo invited you to the Labor Cloud: Break/fix Technicians	Apr 24, 2019 @ 1:48PM	Archive
sent you an assignment: APPOINTMENT - AP Installation Assist - No more than 6 hours onsite	Apr 23, 2019 @ 6:47PM	Archive
AcmeCo invited you to the Labor Cloud: Break/fix Technicians		
W.I. Polo invited you to the Labor Cloud:		

SETTINGS

Notification Settings

Worker Assignment Notifications

	Email	Notification	Push	SMS
General Assignment Settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invites to take on assignments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment not available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointment set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment approved for payment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment completed on your behalf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rating added to assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question answered	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attachment added	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliverable rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliverable late	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note added	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment cancelled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alert status change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Status change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminders				
Reminder to confirm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminder to check in	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminder to submit deliverable(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requests and Approvals				
Budget change added	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget request approved/declined	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonus added	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonus request approved/declined	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense added	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense request approved/declined	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negotiation approved/declined	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To view your Notification Settings, [click here](#)



ASSIGNMENTS

Assignments are the core function that allows you to interact with clients within WorkMarket. Clients route assignments to you to provide the following information -

- Scope of work
- Scheduling
- Pricing
- Documents

Through each assignment, you can log your hours on site, communicate with your client and provide all deliverables required for payment. Each individual assignment is a contract of work and will move through a variety of stages as you complete your work.

Macy's Installation in NE Akimbo Candidates: Kathryn Internal Owner: James Hughes	Available	Jan 26 08:00 AM EST	Farmingdale, NY 11735	\$0.91
Apply				Assign. ID: 5235246018

Assignments - Dashboard



Your “My Work” dashboard is the command center for all of your work. You will be able to view your assignment invitations, as well as all completed assignments from this view. Using a variety of filters and sorting options, you can easily locate and view any assignment associated with your account.

The screenshot displays the 'My Work' dashboard in the workmarket application. The interface includes a sidebar with navigation options, a main content area with filters and search, and a list of assignments.

Navigation Sidebar:

- Talent Profile
 - My Profile
 - Tests
 - Labor Clouds
 - Worker Services
- Work
 - My Work**
 - Find Work
 - Calendar
 - Ratings
- Payments
 - Overview
 - Accounts
- Reports
 - Overview
 - New Report

Main Content Area:

My Work

Keyword Search: Search my assignments

Date Filter: Scheduled Date, Custom Range

Advanced filters: Any Internal Owner, All Bundles, Any Assigned Worker, Any Assigned Vendor

Filters: Assigned to me, Followed by me

Statuses: All, Alert, Available, Assigned, Pending Approval

Assignment List:

Assignment Title	Status	Start Date	End Date	Location	Rate
Server Swap - First Bank - Hunt... <small>technologies</small>	Active	Apr 08 12:00 PM EDT	Huntington, NY 11743	\$1.00	
Test on completed	Complete	Mar 08 04:00 PM EST		\$66.88	
Test Budget Assignment	Active	Mar 18 02:00 PM EDT		\$93.77	
Test - Disable Negotiation	Active	Feb 27 09:00 AM EST		\$119.27	
2 Test for Kristina @ WM - DIData	Available	Feb 15 09:00 AM EST		\$1.00	

Assignment Details:

- Server Swap - First Bank - Hunt...:** Internal Owner: admin. Statuses: FASTFUNDS ELIGIBLE, DELIVERABLE LATE, WORKER CONFIRMED, WORKER LATE. Assign. ID: 5805625442
- Test on completed:** Internal Owner: Sandbox Admin. Report ID#: 123. Assign. ID: 2577741102
- Test Budget Assignment:** Internal Owner: Sandbox Admin. Status: PAYMENT STOPPED. Report ID#: 33333. Assign. ID: 9597261247
- Test - Disable Negotiation:** Internal Owner: Sandbox Admin. Report ID#: ABC. Assign. ID: 4848075201
- 2 Test for Kristina @ WM - DIData:** Internal Owner: Adrienne. Statuses: AUTO ASSIGN, FASTFUNDS ELIGIBLE. Assign. ID: 3348240613

Footer: Updated Apr 25, 2019 at 10:44 AM. Page 1 of 1.

Each assignment goes through a series of different statuses before it can be paid. You can view the current status of any of your assignments by opening the assignment and looking in the orange status box in the upper right hand corner. The basic statuses include -

- **Sent/Available** - You have been invited to the assignment, but have not yet been selected to complete it
- **Assigned** - You have been selected and assigned to complete the assignment
- **In Progress** - You have started the work and uploaded some of the required deliverables for approval
- **Pending Approval** - You have completed the work and submitted all documentation and deliverables to the client for review and approval for payment
- **Invoiced** - The assignment payment terms have started and you are now awaiting payment as indicated by the scheduled payment date
- **Paid** - You have been paid for your services and the assignment is now closed

Statuses	
All	
Alert	2
Available	1
Assigned	3
Pending Approval	1



YOUR PROFILE

Your profile allows you to provide information about your skills and professional experience. While some of the information is gathered upon your first login, you choose to provide further details or modify existing information at any point. Information you choose to include could be -

- Skills & tools you have
- Products you work with
- Certifications, Licenses or Insurance

In general, any information you feel will help you get the job can be displayed somewhere on your profile.

The screenshot shows the WorkMarket user profile for Abe Johansson. The profile includes a navigation sidebar on the left with categories like Work, Talent, Payments, and Reports. The main content area displays the user's name, contact information, and a 'Satisfaction' section with a 97% rating. Below this, there are sections for 'Labor Clouds' and 'Tests'.

WorkMarket

Abe Johansson
Abe Youal
New York, NY 10018
workmarketdemo@gmail.com

Satisfaction 97%

AB	Yours
3 Mo. All	
Paid Assign	43 176
Cancelled	4 6
Abandoned	5 6
On-Time	94%
Deliverables	98%

SEE RATINGS

Labor Clouds
Your Public Labor Clouds

- DEMANO "TALENT POOL"
- EDELMAN "MICRO-INFLUENCER" LABOR CLOUD
- MY TALENT POOL
- INTELLIGENT TECHNICIANS
- TALENT POOL WITH REQUIREMENTS
- Your Private Labor Clouds
- WORKER PROFILE FIELDS PRIVATE - MBO
- ACC
- COMM-WORKS PRIVATE
- MY FAID WORKERS
- MY TALENT
- SHALLED AIR TECHNICIANS
- THE BEST WORKERS
- TSH GLOBAL NY
- TSH GLOBAL FINTR

Tests

Dell Compellent Certified Technicians	Passed (75%)
Independent Contractor (IC) Compliance Questionnaire	Passed (100%)
Advanced Security Test	Failed (0%)
Experienced AV Test	Failed (0%)

Your Profile - Updating



1 My Profile

2 EDIT PROFILE

3 SEE RATINGS

To update your profile, [click here](#)

Talent Profile

- My Profile
- Test
- My Skills
- Work Services
- Work
- My Work
- Find Work
- Calendar
- Ratings
- Payments
- Overview
- Accounts
- Reports
- Overview
- New Report

Profile Settings

- Contact Information
- Profile Photo
- Job Title And Skills
- Password Change
- Notifications Settings
- Additional Background
- Overview & Employment
- Rates & Travel
- Working Hours
- Certifications
- Licenses
- Insurance
- Languages
- Background Check
- Drug Test
- Industries
- Products
- Tools

Contact Information

First Name:

Last Name:

Email:

Secondary Email:

Work Phone: ext.

Mobile Phone:

Enable SMS notifications

Timezone:

Update your location:

The more accurate your address, the better we can target assignments or contractors for you.

Address:

City or Town:

State/Province:

Postal Code:

Country:

	3 Mo.	All
Overall Satisfaction		100%
Paid Assign	1	30
Cancelled	0	3
Abandoned	0	4
On-Time		84%
Deliverables		100%



For more information,
please visit our [Help Center](#)

For Support,
please call 212-229-WORK (9675) option 3