

Gigwalk

CREATING A NEW PROJECT

Understanding the Dashboard

- Select **Projects** from the menu list on the left-hand side of the page.
- Make sure you are within the **Active** section as shown in the blue bar at the top of the page.
- Select **New Project** from the right side of the blue bar at the top of the page.

The screenshot shows the Gigwalk dashboard interface. At the top left is the Gigwalk logo. Below it is a user profile for Gretchen Ahlstrom with a profile picture and an 'Edit profile' link. To the right of the profile is a teal navigation bar with three tabs: 'Active' (highlighted in blue), 'Drafts', and 'Archived'. A red bracket labeled 'Current Tab' points to the 'Active' tab. On the far right of the teal bar is a search box labeled 'Find projects' and a 'New Project' button with a plus icon, which is circled in red. Below the navigation bar is a table of projects. The table has columns for Project Title, Execution, Status, Due date(s), Locations, and Creator. The first row shows a project titled '3.0 7-11 Display Audit' with a progress bar at 48%, status 'Completed', due date 'March 9 - March 13', 41 locations, and creator 'Lisa MacFarland'. The second row shows 'AMYFEB23TEST' with a progress bar at 100%, status 'Completed', due date 'February 23 - March 2', 1 location, and creator 'Platform Admin'. The third row shows 'AMY MARCH 18 TEST' with a progress bar at 100%, status 'Completed', due date 'March 18 - March 21', 1 location, and creator 'Amy Schrauf'. The fourth row shows 'AMYSTEST January 11 2015 10:53am EST' with a progress bar at 100%, status 'Completed', due date 'January 11 - January 18', 9 locations, and creator 'Amy Schrauf'. The fifth row shows 'Amy's Vitamin Audit' with a progress bar at 100%, status 'Completed', due date 'December 29 - January 5', 9 locations, and creator 'Amy Schrauf'. On the left side of the dashboard is a vertical menu with 'Organizations' at the top, followed by 'Projects' (highlighted with a blue bar), 'Tickets', and 'Resources'. Below these are 'SUPPORT' options: 'FAQ and Help', 'Support', and 'Contact Us'. A red bracket labeled 'Current Dashboard' points to the 'Projects' menu item.

Project Title ▲	Execution ▼	Status	Due date(s) ▼	Locations ▼	Creator ▼
3.0 7-11 Display Audit	48%	Completed	March 9 - March 13	41	Lisa MacFarland
AMYFEB23TEST	100% completed	Completed	February 23 - March 2	1	Platform Admin
AMY MARCH 18 TEST	100% completed	Completed	March 18 - March 21	1	Amy Schrauf
AMYSTEST January 11 2015 10:53am EST	100% completed	Completed	January 11 - January 18	9	Amy Schrauf
Amy's Vitamin Audit	100% completed	Completed	December 29 - January 5	9	Amy Schrauf

Initial Project Set Up

- Enter a **Title**, **Start Date** and **End Date**.
- Select the **Location List** that you would like for this project.
 - For instructions on creating a new location list, see **Creating a Location List**
- Enter a **Description**. Do not add images or other attachments here. This should be an overview of the purpose of the gig and some basic information about what will be required.
- Click on **Create** at the bottom right of the page.
- Below is an example of what the set up page will look like.

The screenshot displays the 'New Project' setup interface. At the top, there are tabs for 'Active', 'Drafts', and 'Archived'. Below these is a search bar for projects and a 'New Project' button. The main form area is titled 'New Project' and contains several fields: a 'Title' field with the text 'Self Serve Example', 'Start Date' and 'End Date' fields with dates '2015-04-13 12:00 AM' and '2015-04-17 11:59 PM', a 'Locations' dropdown menu, and a large text area for the description. A 'Create' button is circled in red at the bottom right.

Building the Project

- You will have the option to include the following items to your project.

- **Take Photo-** Include very detailed instructions on what should be included in the photo and any other specific requirements.
- **Add Question-** You will use this option most often. See the next section for more details.
- **Add Task-** Include directions for a specific task that needs to be completed. The worker will have a button they can click to indicate they've completed the task.
- **Add Hint-** Use this item to provide any additional detail that would be helpful to the worker.

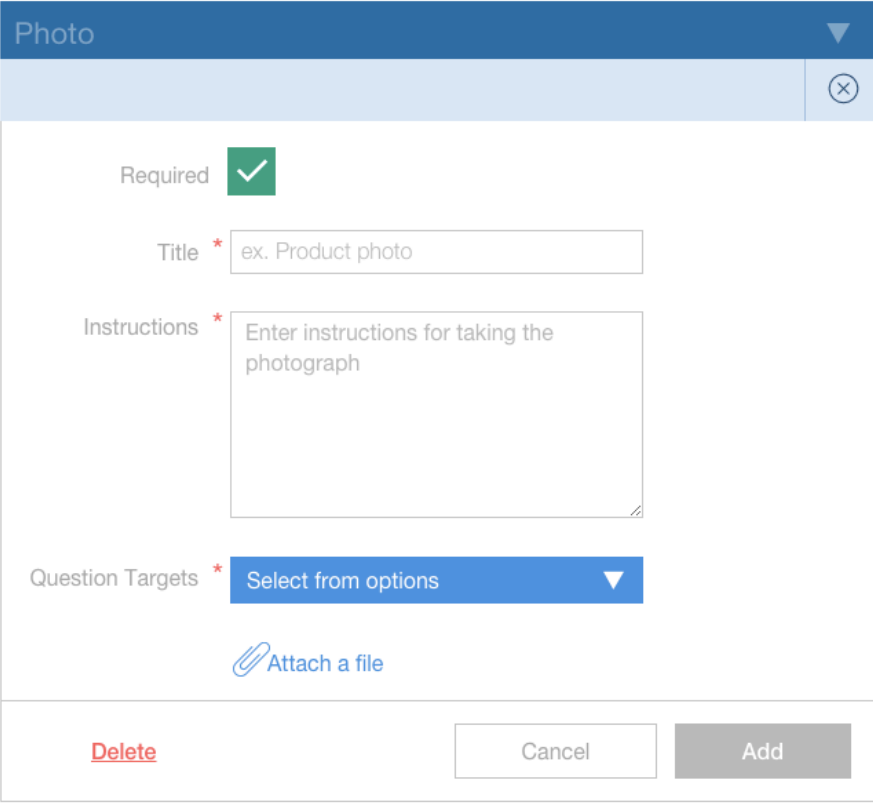
Adding a Question

- If you select **Add Question** you will see the below page.
- The **Required** field is not applicable for crowdsourcing.

- There are 6 different types of questions that you can add: **Multiple Choice, Checkboxes, Numeric Entry, Date, Time and Free Text.**
- Complete the fields that render. This will change depending on the type of question that you selected.
- Click **Add** at the bottom right of the page.
- Repeat this process until you have added each of the questions that you would like to have answered.

The Questions Explained

- **Adding Take a Photo**
 - Choosing the 'take a photo' option will prompt you to fill out a title, instructions, and chose a dropdown item from 'question targets'. Fill in the target of the photo question by choosing 'add one target' from the dropdown, then typing the specific target for the photo.



The screenshot shows a dialog box titled "Photo" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Required:** A green checkmark icon indicating the question is required.
- Title:** A text input field with a red asterisk, containing the text "ex. Product photo".
- Instructions:** A text area with a red asterisk, containing the text "Enter instructions for taking the photograph".
- Question Targets:** A dropdown menu with a red asterisk, currently showing "Select from options".
- Attach a file:** A blue link icon with the text "Attach a file".
- Buttons:** At the bottom, there are three buttons: "Delete" (in red text), "Cancel", and "Add" (in a grey button).

- **Adding a Question**

- Adding a question prompts a dropdown with all the various options, which can be seen below.
- Manually add one target, the same as with taking a photo

The image shows a 'Question' form interface. At the top, there is a blue header with the word 'Question' and a dropdown arrow. Below the header is a light blue bar with a close button (X). The main form area is white and contains the following elements:

- Required:** A green checkmark icon.
- Question Type:** A dropdown menu currently showing 'Multiple Choice'. The dropdown list is open, showing options: 'Multiple Choice', 'Checkboxes', 'Numeric Entry', 'Date', 'Time', and 'Free Text'.
- Title:** A red asterisk indicating a required field.
- Question:** A red asterisk indicating a required field.
- Answer 1:** A red asterisk indicating a required field.
- Mark as exception:** An unchecked checkbox.
- Add another answer:** A blue button.
- Question Targets:** A dropdown menu currently showing 'Select from options'.
- Attach a file:** A blue icon of a paperclip followed by the text 'Attach a file'.

- **Adding a Task**

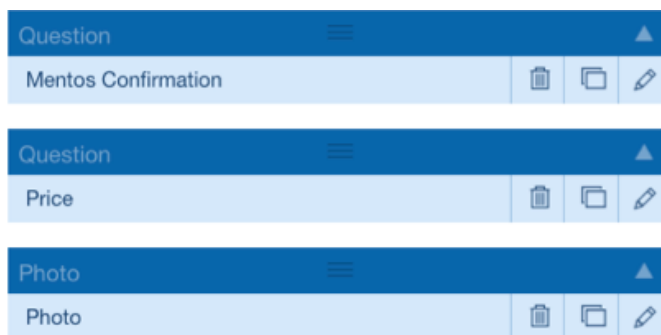
- A task is an action step the Gigwalker needs to take. For example, if you are asking the purpose of the gig is to audit makeup in a pharmacy, a task can be “locate the makeup section of the store”.

- **Adding a Hint**

- A hint is an optional addition to an action step (like taking a photo, answering a question, or carrying out a task). To use the above example, say you were asking folks to audit the makeup area of a pharmacy. If you knew makeup areas of the particular pharmacy were always in the back of the store, the hint could be “Typically located in the back of the store”. You need to be sure the hint comes right after the question it relates to, in order to avoid confusion. Make sure the hint title is the same as the task it correlates to.

Previewing the Project

- Once you have finished adding all of the project questions, tasks, etc. you will want to **Preview** the project.



Choose a type of instruction or use an instruction template.



Time estimate * 15 Minutes ▾



Select 'Preview' Once You Have Added All Of Your Tasks

Example of the **Preview** Screen:

Question

Mentos Confirmation

Please confirm that you were able to locate the Mentos Purefresh item at the location you visited.

Yes

No

✓ Required 2 Total Items

Question

Price

What is the price for one unit of the Mentos Purefresh gum?

\$

✓ Required

Photo

Photo

Please take a photo of the gum set.

✓ Required

Launching the Project

Once you have completed the **Preview** of your project, enter the anticipated number of minutes that the project will take to complete.

When your project is ready, click on the **Launch / Submit Gig for Review** button on the bottom right of the screen.

Take Photo Add Question Add Task Add Hint

Time estimate * Minutes ▾

Save Launch

Select 'Launch' From The Preview Screen Once You Have Reviewed Your Audit