INQ

TNQ FL Flow User Guide

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Dashboard:

After logged in, it navigates to dashboard page which contains the entire count of Invoice Pending for Approval, Invoices, Pending Repairs and Declined Repairs. By clicking each container it will navigates to their respective pages.



(Fig 1.1: Dashboard page)

Statement Upload:

Statement can be uploaded either by admin or freelancer. Only after uploading, statement can be generated.

							2	James Kelly - Free
nes Kelly							Home / Fre	elancer Statement U
rd	III FREELAN	ICER STATEME	INT UPLOAD					
nt Upload								
Statements				P				
listory	Customer	Name		Process	Secret			
atement List	Select	Custome	ər 🔽	Select the process				
itatement List								
	Add							
	Show 10	✓ entries					Coursely	
							search:	
	0	ld 🗸	Freelancer Name 🗘	Customer Name 单	Article ID / Journal ID / Chapter No 🔅	Book Name / Journal Name 🗘	Process ¢	Quantity \$
	\$	Id 🗸	Freelancer Name 🌵	Customer Name ©	Article ID / Journal ID / Chapter No 🔶	Book Name / Journal Name 🌣 Journal 12	Process ¢ Copyediting	Quantity ¢ 7138
	\$	Id 🗸 13 12	Freelancer Name © James Kelly James Kelly	Customer Name 🌩 Elsevier Elsevier	Article ID / Journal ID / Chapter No © 5967 YMTHE 100364 XINN	Book Name / Journal Name 🔹	Process © Copyediting Copyediting	Quantity ¢ 7138 5381
	•	1d 🗸 13 12 11	Freelancer Name © James Kelly James Kelly	Customer Name	Article ID / Journal ID / Chapter No 0 5967 YMTHE 100364 XNN 100350 XNN	Book Name / Journal Name Journal 12 Journal 11 Journal 10	Process © Copyediting Copyediting Copyediting	Quantity • 7/38 - 5381 - 6495 -
	¢	ld ↓ 13 12 11 10	Freelancer Name • James Kelly James Kelly James Kelly James Kelly	Customer Name Elsevier Elsevier Elsevier Elsevier Elsevier Elsevier	Article ID / Journal ID / Chapter No	Book Name / Journal Name) Journal 12 Journal 11 Journal 10 Journal 9	Process © Copyediting Copyediting Copyediting Copyediting	Quantity • 7138 - 5381 - 6495 - 5435 -
	•	1d ↓ 13 12 11 10 9	Preelancer Name • James Kelly	Customer Name © Elsevier Elsevier Elsevier Elsevier Elsevier	Article ID / Journal ID / Chapter No 0 5967 YM/HE 00084 X0NN 100350 X0NN 0 4610 STF0DE 0 4606 STF0DE 0	Book Name / Journal Name) Journal 12 Journal 10 Journal 10 Journal 19 Journal 8	Process © Copyediting Copyediting Copyediting Copyediting Copyediting	Quantity • 7/38 - 5381 - 6495 - 5435 - 5444 -
	¢	Id ▼ 13 12 12 1 10 9 8 1	Preelancer Name (*) James Kelly James Kelly James Kelly James Kelly James Kelly	Customer Name © Elsovier Elsovier Elsovier Elsovier Elsovier Elsovier	Article ID / Journal ID / Chapter No 0 5967 YM/HE 00384 XNN 00385 XNN 100359 XNN 00359 XNN 0 4600 STFODE 0 0 1781 OMTN 0 0	Book Name / Journal Name / Journal 12 Journal 10 Journal 10 Journal 10 Journal 3 Journal 3	Process © Copyediting Copyediting Copyediting Copyediting Copyediting Copyediting	Quantity ¢ 7/38 5381 5381 6495 5435 6 5444 6 5064 6

(Fig 2.1: Statement Upload List Page)

In add page, we have to download the sample document where we can select the Customer, Process, Category, UOM, Book Name, Chapter No., Journal Name, Article ID, J ID, Assigned Date, Delivery Date and Quantity. In add page, we have to upload the document.

INC						🗿 Kanimozhi Pu	igazhvendan - Freelancer
(2) Kanimozhi Pugazhvendan		Add Freelancer Statement Dat	a	×		Home / Free	elancer Statement Upload
Dashboard Statement Upload	FREELANCER STATEMENT UPL	File* Choose File No file chosen					
Pending Statements							
4 Invoice History	Customer Name						
4 Repair Statement List	Select Customer						
Decline Statement List							
	Add						
	Show 10 v entries					Search:	
	🗢 ld 🚽 Free				me / Journal Name 🗦	Process ¢	Quantity ‡
	897 Kanin					Copyediting	125
	896 Kanin					Language Editing	100
	895 Kanin					Copyediting	75
	894 Kanin					Language Editing	50
	893 Kanin	Down	oad Sample File Save	Close		Copyediting	25
	892 Kanim	ozhi Pugazhvendan Pearlcons	6	Book6		Copyediting	125

(Fig 2.2: Statement Upload Add Page)

In edit page, we can update the Customer, Process, Book Name, Chapter No., Journal Name, Article ID, Chapter ID, Assigned Date, Delivery Date and Quantity. Also we can delete the statement by clicking delete button.

INQ					Kanimozhi Pugazhvendan - Freelancer
Kanimozhi Pugazhvendan		Edit Statement		×	Home / Freelancer Statement Upload
4 Dashboard	FREELANCER STATEMENT UPL	Pearlcons	Copyediting	•	
Statement Upload Pending Statements		Book Name *	Chapter # *	_	
Invoice History	Customer Name	Book12	12	_	
4 Repair Statement List	Select Customer	Assigned Date * Delivery Do	ate* Quantity*		
Decline Statement List	Add	26-01-2023 🗖 28-01-	-2023 🗖 125		
	Show 10 ventries			ime / Journal Name 🗢	Search:
	1 902 Kani				Copyediting 125
	1901 Kani				Language Editing 100
	2 900 Kani		Save Delete	Close	Copyediting 75
	8 99 Kanin	nozhi Pugazhvendan Pearls	77	Journall	Language Editing 50

(Fig 2.3: Edit page of Statement Upload)

Pending Statements:

After generated by checker, statement will reflect in pending statement list. Freelancer can check the status of the statement by clicking the status (Pending).

TNQ							Kanimo:	hi Pugazhvendan - Freelanc
Kanimozhi Pugazhvendan								Home / Pending List
4 Dashboard	PENDING STA	ATEMENT LIST						
D Statement Upload	S.No	Statement ID	Customer Name	Month	Amount	Invoice Number	Status	Action
Pending Statements	1	232	Pearls	02-2023	\$5850	0	Pending	•
db Invoice History								_
Repair Statement List								
Decline Statement List								
							A stinute Minut	
							Go to Settings to a	
				2023 © TNQ. All R	ights Reserved			

(Fig 3.1: Pending Statement List)

By clicking action icon in the statement, freelancer will navigate to the detail calculation of the statement. Here they can approve the statement or send repair to the checker for correction. We can also ask any queries/doubts to checker via the chat by clicking the chat icon.

2								2	Kanimozhi Pugaz	hvendan - F
endan									Home / Individ	lual Freelan
	INVOICE	DETAILS								
	Freelance	er Name: Kanimozhi Puç	azhvendan		Month : Februa	ary -				
	Custome	er Name: Pearls			Category: Journ	nal				
	S.No	Journal Name	Article ID / Journal ID /	Process	Assigned Date	Delivery Date	Quantity	UOM	Unit Rate	Amount
	1	Journall	33	Language Editing	26-01-2023	28-01-2023	50	Word Count	\$13	\$65
	3	Journal1	55	Language Editing	26-01-2023	28-01-2023	50	Word Count	\$13	\$1,50
	4	Journal?	66	Language Editing	26-01-2023	28-01-2023	100	Word Count	\$13	\$1.3
	5	Journal1	77	Language Editing	26-01-2023	28-01-2023	50	Word Count	\$13	\$6
	6	Journal2	88	Language Editing	26-01-2023	28-01-2023	100	Word Count	\$13	\$1,3
									Gross Amount	\$5,8
									Total Amount	\$5,8
	6 Conf	Journal2	8 8	Language Editing	26-01-2023	28-01-2023	100	Word Count	\$13 Gross Amount Total Amount	
					Status			Activat	e Windows	
		C 110				C	-	Go to Sel	kento activat	e Mind
		S.No.		Employeer Statement Con	tatus	Commen	ts	Go to Sea	cton By O activat	e Winc

(Fig 3.2: Pending Statement calculation page)

If the freelancer send the statement for repair to the checker they have to enter the reason for repair. Checker will check the reason and correct the changes and send back to the freelancer which reflects in pending statements.

TECHNOLODIE		Repair Entry				0			
Kanimozhi Pugazhvendan		Reason for Repair		×					
Ф Dashboard	INVOICE DETAILS	Please fill the reason for Repair							
Statement Upload	Freelancer Name: Kanimozhi Pug								
Pending Statements Invoice History	Customer Name: Pearls								
🗢 Repair Statement List	S.No Journal Name				Date			Amount	
D Darling Statement List					2023		\$13		
Contraction of the statement list					2023	Word Count	\$13	\$1,300.00	
					2023		\$13	\$650.00	
	4 Journal2				2023			\$1,300.00	
					2023				
					2023		\$13	\$1,300.00	
							Gross Amount	\$5,850.00	
							iotal Amount	33,830.00	
			Send	Close					
			อเนเนร						
	S.No.					Go to Sett	ings _i to activa	te Windows.	
		Fr				Kar			

(Fig 3.3: Repair Entry page in Pending Statement)

Freelancer will approve the statement by clicking confirm button. It shows a pop up to enter the invoice date. After entering by clicking send button the statement navigates to the manager for approval.

TECHNOLODIE		Invoice Date					0	Kanimozhi Puga	thvendan - Freeland	er
Kanimozhi Pugazhvendan		Date *			×			Home / Indivi	dual Freelancer Tas	ks
4 Dashboard	INVOICE DETAILS	dd-mm-yyyy								l
A Statement Upload	Freelancer Name: Kanimozhi Pug									
Pending Statements Invoice History	Customer Name: Pearls									
Repair Statement List	S.No Journal Name					Date			Amount	
	1 Journal1					2023		\$13		
Decline Statement List						2023	Word Count	\$13	\$1,300.00	
	3 Journal1					2023	Word Count	\$13	\$650.00	
	4 Journal2					2023	Word Count	\$13	\$1,300.00	
	5 Journal1					2023	Word Count	\$13	\$650.00	
	6 Journal2					2023	Word Count	\$13	\$1,300.00	
								Gross Amount	\$5,850.00	
								Total Amount	\$5,850.00	
				Submit	Close					
	S No.		Ctrat	have		Commente	Go to Sett	ings to activa	te Windows	
	5.No.		Statement Comm			comments	Go to set	ningajto activa	te windows.	

(Fig 3.4: Invoice Date Entry in Pending Statement)

Freelancer can view the detailed status with date & time and the action done by below the statement in every pages.

			Total Amount	\$5,500.00
View Invoice PDF				
Confirm Send For Repair				
	Status			
S No.	Status	Commonte	Antion Dr.	
3.NO.	Status Freejancer Statement Generated on 15 02 2022 12:00:15	comments	Kanimozhi	
2	Checker Verified the Statement on 15 02 2023 15:01:05		Kanimozhi	
2	Ereelancer Sent the Statement for Renair on 15-03-2023 13:03:51	test	EL OOD 1	
4	Checker Approved the Renair on 15-03-2023 13:09:26	(Car	Kanimothi	
	Ercelancer Generated TNO/EL0001/22-23/01 Dated 13-03-2023 on 15-03		NAME OF A DESCRIPTION O	
5	2023 15:01:06		Kanimozhi Pugazhvendan	
6	Manager Approved the Invoice on 15-03-2023 13:59:49		Sakthivel	
7	Budget Request Raised on 15-03-2023 13:59:49		Sakthi	
8	Budget Officer Sent the Invoice for Repair on 15-03-2023 14:39:48	test	kani	
9	Operation Head Approved the Repair	test	Sakthi	
10	Budget Officer Sent the Invoice to Special Approver on 15-03-2023		kani	
10	14:55:24		kani	
11	Special Officer Sent the Invoice for Repair on 15-03-2023 14:46:20	test	kani	
12	Budget Officer Approved the Repair	test	kani	
13	Special Officer Approved the Invoice on 15-03-2023 14:51:16		Sakthi	
14	Operation Head Approved the Invoice on 15-03-2023 14:55:24		Sakthi	
15	Accounts Officer Accounted the Invoice on 15-03-2023 14:59:46		SHENBAGAVALLI S.	
			Activate Windows	
			Activate Windows	e Windows

(Fig 3.5: Statue of the Statement)

Invoice History:

Invoice History will reflects the overall invoices done by the freelancer.

INQ							Kanimozh	i Pugazhvendan - Freela
Kanimozhi Pugazhvendan							,	Iome / Invoice History
Dashboard		STORY						
Statement Upload	S.No	Statement ID	Customer Name	Month of Year	Amount	Invoice	Status	Action
Pending Statements	1	229	Pearlcons	02-2023	₹ 3500	TNQ/FL0001/22-23/01	Paid	0
nvoice History Lepair Statement List	2	230	Pearls	02-2023	₹8017	TNQ/FL0001/22-23/02	Accounted	۲
ecline Statement List								
				2023 © TNG). All Rights Reserved			

(Fig 4.1: Invoice History List Page)

By clicking the view icon freelancer can view the statement details and the status of the statement.

INQ									Kanimozhi P	ugazhvendan - Freelancer
(2) Kanimozhi Pugazhvendan									Home / In	ndividual Freelancer Tasks
Dashboard	INVOICE DETA	us								
I Statement Upload	Freelancer Na	ne: Kanimozhi Pugazhve	endan			Month : February -				
Pending Statements Invoice History	Customer Nan	e: Pearlcons				Category: Book				
A Repair Statement List	S.No	Book Name	Chapter No	Process	Assigned Date	Delivery Date	Quantity	UOM	Unit Rate	Amount
Decline Statement List	1 2 3	Book1 Book2 Book3	1 2 3	Copyediting Copyediting Copyediting	26-01-2023 26-01-2023 26-01-2023	28-01-2023 28-01-2023 28-01-2023	25 75 125	Word Count Word Count Word Count	\$12 \$12 \$12 Gross Amount Addition(+) Tax Deductions(-) Total Amount	\$300.00 \$900.00 \$1,500.00 \$2,700.00 \$810.00 \$10.00 \$3,500.00
	View Ir	Send For Repair)							
					Stat	us				
		5.No. 1 2		Free Che	Status lancer Statement Generated on 1 cker Verified the Statement on 15	5-03-2023 13:00:15 5-03-2023 15:01:06	Comments	Go to	Settings to activ Kanimozhi	ate Windows
		3		Freelanc	er Sent the Statement for Repair	on 15-03-2023 13:03:51	test		FL0001	

(Fig 4.2: Invoice Detail Page)

Repair Statement:

Repair Statement page reflects the statement that has been send for repair to the checker.

INQ					Kanimozhi Pugazhvendan - Freelancer
Kanimozhi Pugazhvendan					Home / Repair List
4 Dashboard	■ REPAIR STATEMENT LIST				
4 Statement Upload	S No	Statement ID	Amount	Status	Action
4 Pending Statements	1	229	₹3,500	Prosessing	
4 Invoice History					
4 Repair Statement List					
Decline Statement List					
					Activate Windows
			2023 © TNQ. All Rights Reserved		Go to Settings to activate Windows.

(Fig 5.1: Repair Statement List)

By clicking edit icon, it reflects the detail description of the repair statement.

INQ						Kanimozhi Pugazhvendan - Freelancer
Kanimozhi Pugazhvendan						Home / Repair List
4 Dashboard	■ REPAIR LIST					
4 Statement Upload	Statement ID	Customer Name	Month	Amount	Repair Description	Repair Status
Pending Statements	229	Pearlcons	02-2023	₹3,500	test	Processing
4 Invoice History						
4 Repair Statement List						
4 Decline Statement List						
						A stimute Marineleure
						Activate windows
	2023 © TNQ. All Rights Reserved					ee to betangs to dearate windows.

(Fig 5.2: Repair Statement with Description)

Declined Statement List:

It reflects the list of declined statements.

INQ				Kanimozhi Pugazhvendan - Freelancer
(Kanimozhi Pugazhvendan				Home / Decline Repair List
4 Dashboard	DECLINE STATEMENT LIST			
4 Statement Upload	S.No	Statement ID	Amount	Status
Pending Statements	1	212	0.00	Declined
4D Invoice History	2	219	0.00	Decilined
4 Repair Statement List				
4 Decline Statement List				
		2023 ©	TNQ. All Rights Reserved	

(Fig 6.1: Declined Statement List)