[Client](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.w6sxlg9wz9tf)

[Registration](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.io1ycxiqlqjj)

Sign In

[Text Check](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.ezynwk3qgays)

[Payment](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.d2wlokegl4de)

[Editor](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.8v7ax4z422cc)

[Registration and Sign In](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.oo80esdfggum)

[Text Editing](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.wlsrnm5mugdq)

[Complaint](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.ndyjd7a82fz)

[Administrator](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.eeao4cqwqov9)

[[Registration and Sign In](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.oo80esdfggum)](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.24r35gva7igo)

[Work with editors](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.k3ab26k7s651)

[Text corrections quality control](https://docs.google.com/document/d/1jyp0t9aDSWOmXG00F5BVMq8bipQwRQ3pzXe1yKfVrE8/edit#heading=h.k2p5pwdnktq7)

Work with editors` complaints

**Client**

**Registration**

There are two ways of registration for now: with google-account or e-mail address. The registration page on main menu is available through "Sign Up" and "Get your text checked for free". If the registration is proceeded with an e-mail address, the system will send account activation message to that e-mail. If it is done through google-account, the activation goes automatically. After successful activation the client receives free symbols to be able to run the service itself. The user`s balance is displayed exactly with those received symbols.

**Login**

There are two ways of registration for now: with google-account or e-mail address. Sign In is available on main page through "Log In" button. After successful login to the system the website automatically forwards the user from main page to his personal homepage.

**Text check**

Page "Submit new text" opens automatically if the user signed in. We can also click "Check new text". The text that needs to be checked must go in main text field. The client can add comments in additional text area, which can help editor to work with it. There is also another option which counts number of inserted symbols next to "Submit for correction" button. All letters and numbers including spaces and line breaks are considered as symbols. The client will be charged for each symbol.

Client can track text correction status after sending it to editor. He doesn’t need to refresh the page: results will be uploaded automatically. If the client closes page earlier, then results will be sent to his email.

The client can review results and leave his feedback during the week. Only administrator can see that information.

**Payment**

Client can choose one among three offered options of symbol numbers and purchase in advance more symbols through the link "Get more characters!".

Also, if the number of characters is over the paid text size, a client is offered to pay the difference which is equal to 2500 symbols.

**Editor**

**Registration and Login**

Editors` accounts are created by administrator. For system sign in editor must use the same page as a client, using Username and password provided by administrator. After successful sign in to the system, website automatically forwards user from main page to his personal homepage.

We recommend editors to use Chrome browser, so that they can get voice message about new text in queue.

**Text correction**

Page "Requests queue" opens automatically, if the user logged in. The "Queue" button also helps to open it. This page shows all new texts to be corrected from old ones to newest. For now, system lets to take new text from the queue, which means that material will be removed from that page and attached to editor who has taken it.

On editing page editor must correct text if needed and add comments to completed work, which will be seen by user; or he can return it back to line. There is a time limit for text correction.

**Complaint**

Editor also can mark the text as a problem clicking "Mark inappropriate", with reason included in explanation (for example, text is not in English or includes abusing text). In this case the text will not be returned to line until an administrator processes message with a problem text.

**Administrator**

**Registration and Login**

Role of administrator may be applied through the Database to a client or to an editor as well. Login to the system is processed in a regular way. If user has an additional role of administrator, it will be displayed on his homepage as “Administration”.

**Work with proofreaders**

Working with proofreaders, administrator needs to go to the page “Editors”. On that page he can create new proofreaders and delete old ones. Proofreaders cannot be totally removed. While creating a proofreader all required fields must be filled and picture uploaded. Suggested size for a picture is 500х500px.

**Text correction quality control**

For this moment administrator responsibilities include manual text correction quality control. It is proceeded on the page “Requests”. The work that`s been done need to be rated from 1 to 5. This information is collected for each editor and then administration can decide to remove editor.

**Work with editors` complaints**

Work with editors` complaints on users` texts is proceeded on "Reports" page. Administrator can return the text back to a line through "Text is normal" keyboard or return it to user. Herewith administrator has a right to decide if used symbols will be returned to user or not; with attached comment of his decision which is seen by user.