

USER GUIDE

USER GUIDE: CONTRACTOR

IN A NUTSHELL

freelancesupermarket.com is a professional networking website, showcasing the best and worst of freelance services in the UK. Our members are made up of freelance contractors, recruitment agents, recruitment agencies, end clients, Umbrella Companies and Accountancy Service Providers (ASP).

The majority of our users are contractors, both new to the market and long term professionals. They visit the website for daily freelance news and features, to apply for freelance jobs, to submit feedback to recruitment and payroll service providers and to network and connect with other users.

BENEFITS TO YOU

- Profile & showcase your services on our national freelance directory.
- Request feedback from your clients and climb our contractor league tables.
- Search & apply for contract jobs and allow end clients to contact you direct.
- Provide instant feedback to recruitment agents, agencies, umbrellas and ASPs.
- Network and connect with other users with our internal messaging system.
- Access our take home calculators, freelance news, features, blog and forum.
- Sign up or request a call back from an Umbrella or Accountancy Service Provider.
- Receive our weekly email newsletter & hot contract jobs bulletin.

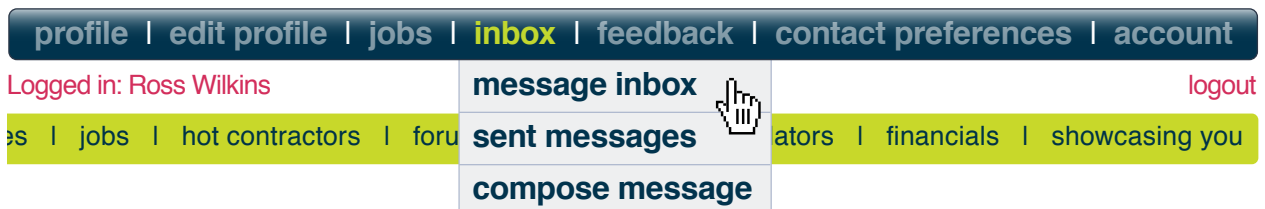
YOUR ACCOUNT

To make full use of freelancesupermarket.com, you will need to sign up and create an account. Once you have logged in for the first time, the four red buttons at the top of the screen will change to a thin blue Account Toolbar.

YOUR ACCOUNT TOOLBAR

From here you are able to edit your profile, manage your contract history, send and receive messages, request client / agency feedback and much more.

Please see below for a brief description of your account toolbar functions.



The screenshot shows a dark blue account toolbar with the following links: profile | edit profile | jobs | **inbox** | feedback | contact preferences | account. Below the toolbar, the user is logged in as Ross Wilkins. A dropdown menu is open under the 'inbox' link, showing options: message inbox (with a hand cursor), sent messages, and compose message. The background of the page is light blue with a green header and footer.

PROFILE

The profile screen is your online shop window. Use your profile to showcase the services you provide and tell potential customers just how great you are. To view your current profile, click on the 'profile' link located to the far left hand side of your account toolbar.

Please note that when updating your profile not all of your details will be visible to other users. Fields in dark blue will be visible on your profile; fields in light blue will NOT be visible.



EDIT PROFILE

You can manage the information contained in your online profile by clicking on the 'edit profile' link located near the left hand side of your account toolbar. A drop down menu should appear for each function.

Personal – contact details, location and job title

Professional – description of the services you provide including skills and qualifications

Picture – for best results, use a 192 x 203 pixel image (JPEG, GIF or PNG only).

After updating each section, please click the green update button to save your details before moving on the next page.

JOBS

The jobs section is used to manage your online CV and job history. Contractors find this section very useful as a way of recording their freelancing career to date in a single, secure, encrypted space. Please note that only certain fields are visible in your public profile, these are highlighted in dark blue.

Click on the 'jobs' link located in the middle of your account toolbar to add a new job to your contract history. It is important that you include the Client Line Manager's name and email address for each contract that you add.

When you have completed your latest freelance job, an automated email will be sent to your line manager asking for feedback on your services. **Direct client feedback counts as double in our scoring system** and therefore acts as an incentive to include details of your client within each contract job.

INBOX

Click on the 'inbox' link located in the middle of your account toolbar to display your message options. The message centre operates in the same way as your usual email account, allowing you to send / receive messages and view sent messages.

Our internal messaging system allows you to contact other members in a structured and controlled way. Please note you can only send a message to those members who wish to be contacted by contractors. On each user profile page there is a contact preferences section, this will display whether the user wishes to be contacted by each user group.

FEEDBACK

If you would like to provide feedback for an individual or company, you can do so by clicking the 'provide feedback' button in the top section of their online profile. To locate a user, please type their name into one of the red search boxes that are found on every page of the website.

If you would like to provide feedback for an individual or company **and cannot find them in our freelance directory**, click on the 'feedback' link located in the middle of your account toolbar. The following menu will appear:

Provide feedback – enter the email address of the individual or company

Request feedback – from clients, agencies and agents you have worked with

Create a profile – ask us to create a user profile for an individual or company

CONTACT PREFERENCES

You can control which user groups are able to contact you through our internal messaging system. Click the contact preferences link located near the right of your account toolbar and update the radio buttons as required. Your contact preferences are visible to other users on your profile page.

ACCOUNT

You can change your account details and password by clicking on the 'account' link located to the far right hand side of your account toolbar.