

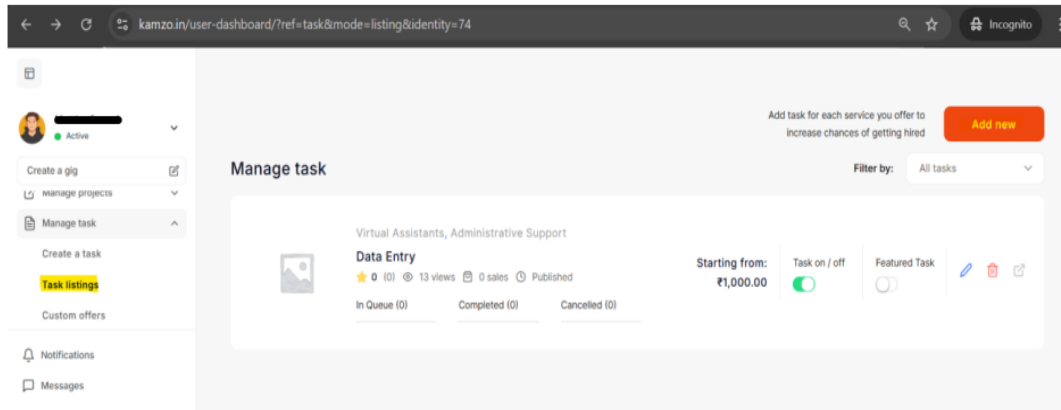
1. Click on **“Create a Gig”** and do your service listing by filling the details like below and keep doing save and update till last and then click **Submit Task**.

The screenshot shows the 'Task introduction' step of the task creation process. The browser address bar displays 'kamzo.in/add-task/?post=16136&step=1'. On the left, a sidebar menu includes options like 'Create a gig', 'Insights', 'Manage projects', 'Manage task', 'Disputes', 'Invoices', 'Notifications', 'Messages', and 'Account balance'. The main form area has tabs for 'Task introduction', 'Task pricing', 'Media/Attachments', and 'Common FAQ's'. The 'Task introduction' tab is active, showing fields for 'Title\*' (Data Entry), 'Choose category\*' (Virtual Assistants), 'Sub-category\*' (Administrative Support), 'State\*' (Andhra Pradesh), and 'City\*' (Hyderabad). Below these is a 'Task introduction' text area with a rich text editor containing a bulleted list of skills: 'Proficiency in MS Excel, Google Sheets, and data entry tools', 'High accuracy and attention to detail', 'Ability to organize and manage large volumes of data', 'Strong written communication and record-keeping skills', 'Prior experience in data entry or administrative work', and 'Ability to work independently with minimal supervision'. A 'Save' button is visible at the bottom right.

The screenshot shows the 'Task pricing' step of the task creation process. The browser address bar displays 'kamzo.in/add-task/?post=16136&step=4'. The sidebar menu is the same as in the previous step. The main form area has tabs for 'Task introduction', 'Task pricing', and 'Media/Attachments'. The 'Task pricing' tab is active, showing fields for 'Package title:' (Data Entry), 'Description:' (Proficiency in MS Excel, Google Sheets, and data entry tools. High accuracy and attention to detail. Ability to organize and manage large volumes of data), 'Price:' (1000), 'Delivery time:' (1 Week), and a 'Featured package' checkbox. Below the form, there are links for 'Add custom features' and 'Add add-ons', and a 'Click "Save"' button.

The screenshot shows the 'Common FAQ's' step of the task creation process. The browser address bar displays 'kamzo.in/add-task/?post=16136&step=4'. The sidebar menu is the same as in the previous steps. The main form area has tabs for 'Task introduction', 'Task pricing', 'Media/Attachments', and 'Common FAQ's'. The 'Common FAQ's' tab is active, showing a text area for 'Common FAQ's' with a placeholder question 'Am i available for night shift?'. Below the text area, there is a 'Click "Save & Update" to submit task' button and a 'Submit task' button.

2. Under **Manage Task**→ **Task Listings**, you can see what all tasks/ services you have listed. You can click **Add new** to add more service listing. Similarly, you can create more tasks/do service listing by clicking on **Create gig/Create a task**.



3. Under **Manage Projects**→ **Explore Projects**, you can look for the projects and Apply.

