



- ★ Chapter 1: User End — Customer Registration Guide
- ★ Chapter 2: User End — Application Function Overview
- ★ Chapter 3: User End — Order Process Guide
- ★ Chapter 4: User End — Artist Registration Guide
- ★ Chapter 5: Entrepreneur End — User (Artist/Technician) Registration Guide
- ★ Chapter 6: Entrepreneur End — Application Function Guide
- ★ Chapter 7: Entrepreneur End — Order Acceptance Process

A diverse lifestyle platform for urban entertainment and artists — discover, share, and shine every moment.

A diverse lifestyle platform for urban entertainment and artists — discover, share, and shine every moment.

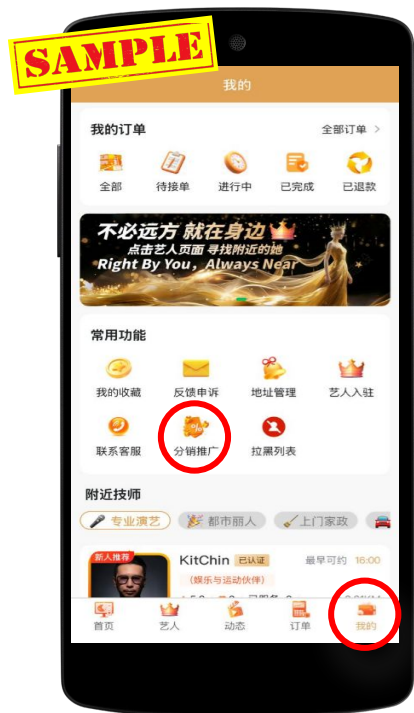


User End - User Registration Guide

This process guides you on how to use the Urbania User End smoothly: iOS / Android mobile user registration | Basic Settings | Distribution Promotion | Artist Registration

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Chapter 1: User End — iPhone User Registration Guide



- ❑ Go to the **【Me】** interface
- ❑ Click **【Distribution】**
- ❑ Join Urbania User End through **“QR Code”** or **“Invitation Link”**

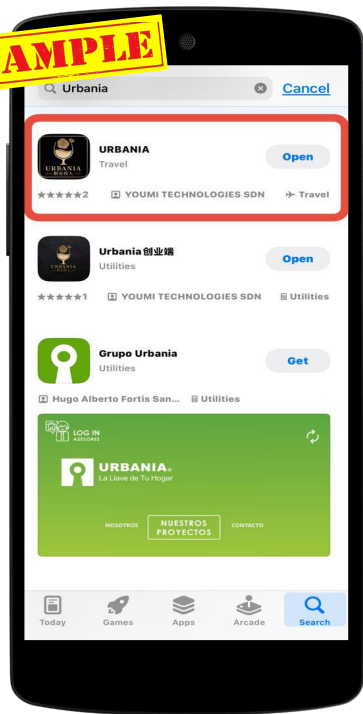


- ❑ After successfully scanning the QR code or clicking the link, the page will appear as shown. Follow the instructions to enter your mobile number
- ❑ Obtain and enter the SMS verification code
- ❑ Complete verification and **agree** to the platform's privacy and rules to successfully **log in** to the Urbania User End.



Chapter 1: User End — iPhone User Registration Guide

SAMPLE

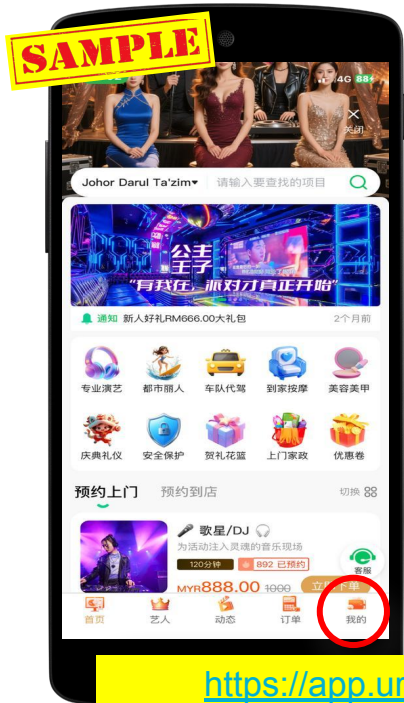


- ❑ Once you have completed registration, if you are using an iPhone, it is recommended that you go to the App Store to download the *Urbania App* for a smoother and more complete experience.

Download method:

- ❑ Open the App Store
 - ❑ Enter in the search bar: Urbania
 - ❑ Find the “URBANIA” User End as shown in the left image
 - ❑ Click “Open / Download”
-
- ❑ After downloading, you can conveniently:
 - ❑ View orders
 - ❑ Manage personal information
 - ❑ View earnings and withdrawals
 - ❑ Use the security center and other functions

Chapter 1: User End — Android User Registration Guide



- ❑ Register as a user via the following link
- ❑ Click **Me** to go to the login page

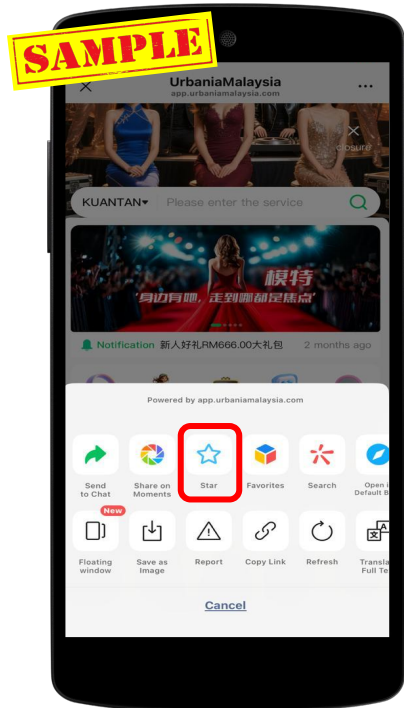
<https://app.urbaniamalaysia.com/h5/>
 **Can bind multimedia accounts such as: WeChat / FB etc.



- ❑ After entering the browsing page, please complete the following steps in order:
 - ❑ Enter your mobile number
 - ❑ Click to **obtain** and **enter** the SMS verification code
 - ❑ Tick to agree to the **'Platform Privacy and Rules'**
 - ❑ Click **Login** to complete the login
- ❑ Once verification is successful, you can smoothly enter the URBANIA User End to use the services.



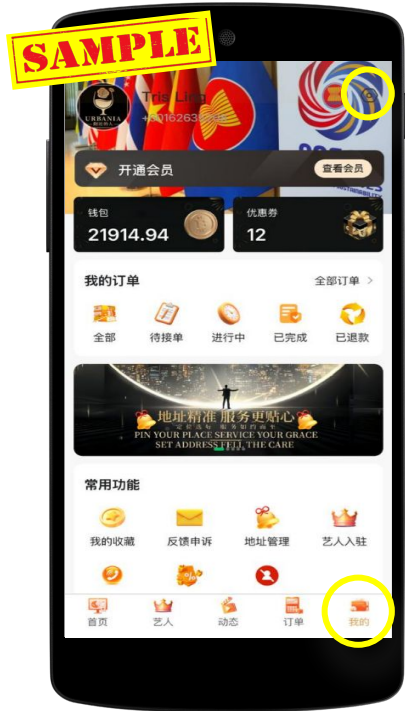
Chapter 1: User End — Android User Registration Guide




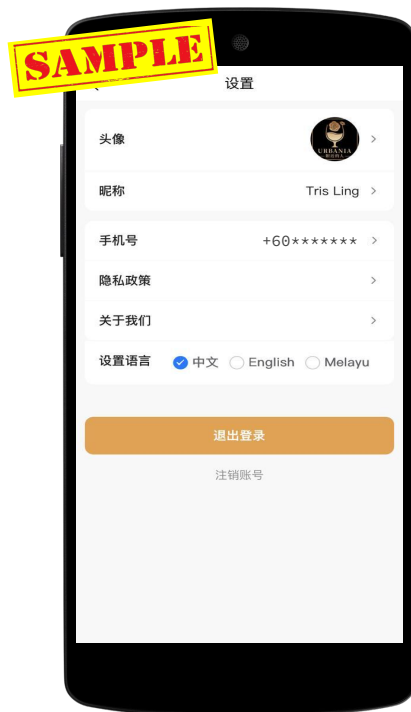
- ❑ Currently, the **Urbania User App is not available for the Android system.** To ensure you can still smoothly use all the platform's features, please follow the steps below:
 - ❑ After entering the Urbania platform in a browser, please bind your social media accounts (like WeChat or Facebook). <https://app.urbaniamalaysia.com/h5/>
 - ❑ After binding, you can maintain account status and avoid re-logging in every time. Customers can easily complete:
 - ❑ Order notifications
 - ❑ View service details
 - ❑ View historical orders and reviews
- ❑ This ensures that Android users can also obtain a smooth Urbania user experience.

(The left image is an example; it is recommended for customers to click **【Star / Favorite】** to bookmark the page for quick access to the platform later.)

Chapter 1: User End — Basic Settings Guide

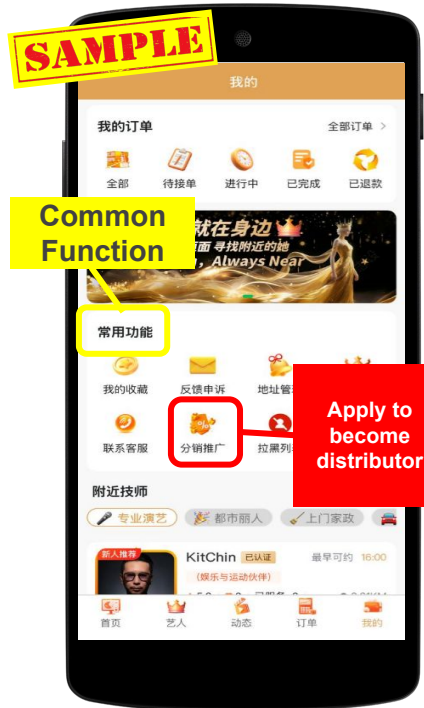


- ❑ In the **【Me】** interface
- ❑ In the upper right corner, click **【 Settings】**



- ❑ Click **【Avatar】** or **【Nickname】** to enter the editing page and modify personal information
- ❑ Click **【Phone Number】** to change or verify
- ❑ Click **【Privacy Policy】** to view relevant terms and content
- ❑ Click **【About Us】** to learn about the platform introduction and related information
- ❑ Choose interface language **【Chinese/English/Malayu】**
- ❑ Click **【Sign Out】** to log out of the current account
- ❑ If you need to delete your account, click **【Delete Account】**

Chapter 1: User End — 【Me】 Distribution Promotion Guide



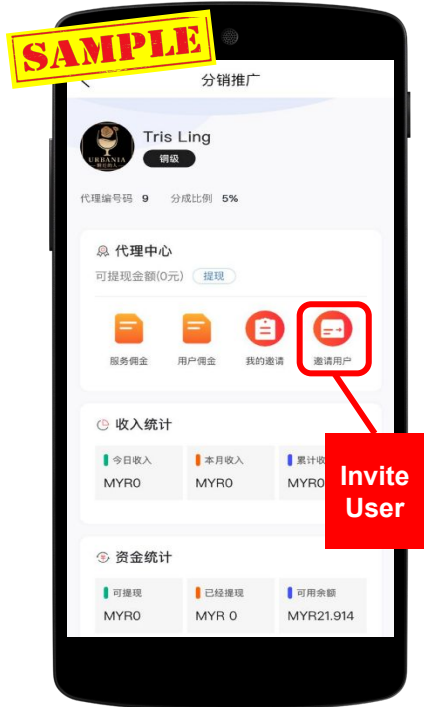
- ❑ Go to the 【Me】 interface, under commonly used functions
- ❑ Click 【Distribution】 to apply to become a user promoter
- ❑ Just share and you can earn money! You earn 5% commission for every downline's spending!



- ❑ Fill in real information as required in the table and submit the application

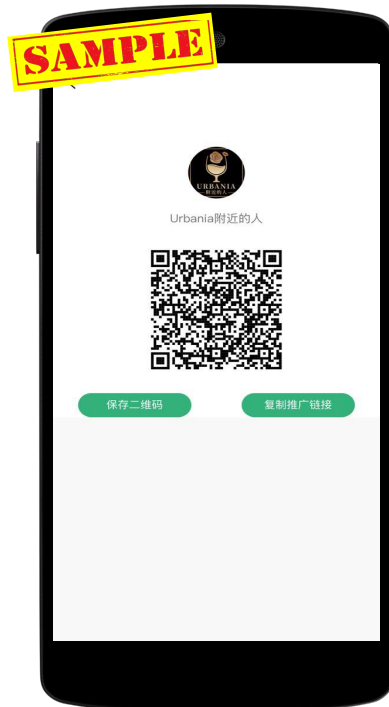


Chapter 1: User End — 【Me】 Distribution Promotion Guide



After successfully becoming a user promoter, the page will appear as shown

- Service & User Commission: You can withdraw your service commission
- My Invitation: You can view the commission your business partners bring to you
- Invite Users: Share QR code or invitation link to invite friends to join the platform



- Click **Invite Users**
- Share QR code or invitation link to invite friends to join the platform

Note: This invitation code/link is only applicable for inviting users



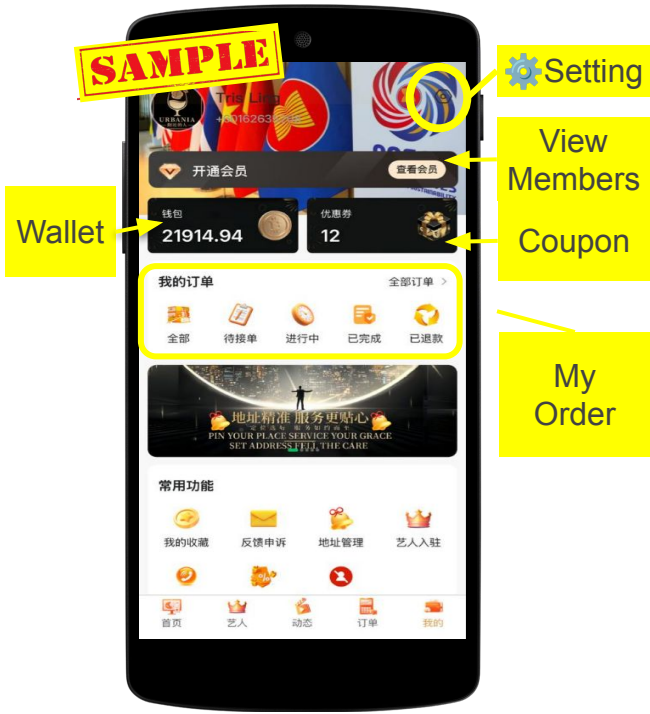
User End - Application Function Overview

This chapter will briefly introduce the main functions of the Urbania User End, including the basic operation guides for the 【Me】 page, 【Artist】 page, and dynamic page.

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Chapter 2: User End — 【Me】 Function Guide

—附近的人—



SAMPLE

Setting

View Members

Coupon

Wallet

My Order

- ❑ Click **Settings** to change your profile picture, nickname, mobile number, understand platform agreements, and set language changes.
- ❑ Click **Join Membership** to enjoy more benefits
- ❑ Click **Wallet** to view wallet balance or recharge
- ❑ Click **Coupons** to view and use coupons
- ❑ Click **My Orders** to view all order records

Chapter 2: User End — 【Me】 · Activate Membership Guide

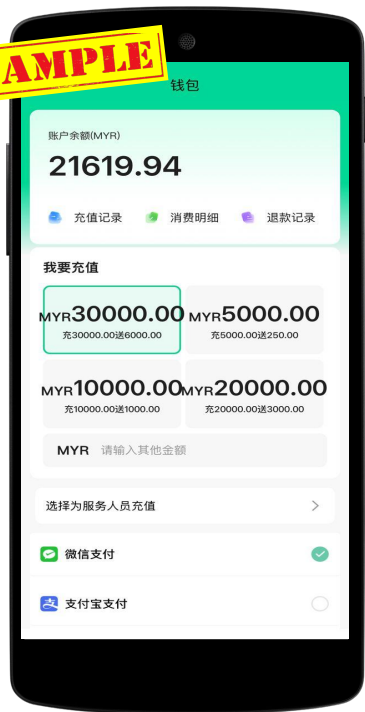
SAMPLE



- ❑ In the 【My】 page, click 【View Members】
 - ❑ Activating membership will grant you multiple exclusive privileges.
- ❑ The platform offers three types of membership packages: **monthly, quarterly, and annual.**
- ❑ After selecting a package, click【**Open Now**】to complete the payment to start enjoying membership rights.

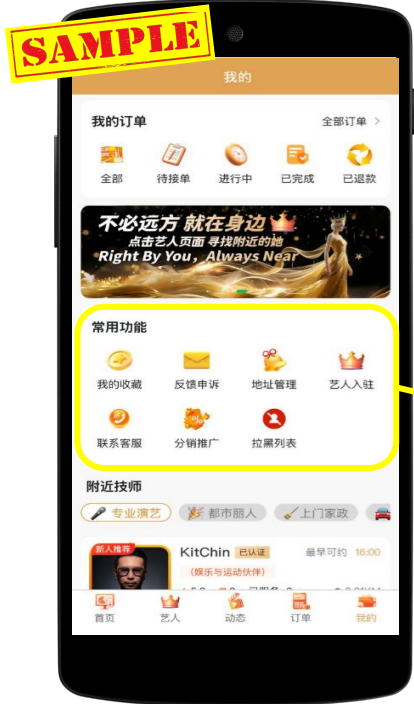
Chapter 2: User End — 【Me】 · Wallet Recharge Guide

SAMPLE



- ❑ In the 【My】 page, click 【Wallet】
 - ❑ Recharge Instructions
 - ❑ Choose the amount to recharge, or enter a different amount.
 - ❑ After selecting the payment method, you can complete the recharge.
 - ❑ Note:
 - ❑ The top-up amount will be credited instantly and can be used for order payments on the platform.
 - ❑ The top-up amount cannot be withdrawn and is limited to consumption on the platform.
 - ❑ The platform offers periodic top-up promotions, specific details are subject to the latest announcements.

Chapter Two: User End — 【Me】 · Common Functions Guide



Common Functions

- ❑ **My collection:** Follow artists and directly book appointments with them
- ❑ **Feedback:** Share user feedback
- ❑ **Address:** Pre-set service addresses for a convenient ordering process
- ❑ **Artist in residence:** Apply to become an artist/technician and monetize your skills
- ❑ **Contact:** Click to immediately contact customer service
- ❑ **Distribution:** Share a QR code or invitation link to invite friends to join the platform, you can also view commission details and partner list
- ❑ **Blocked List:** Displays the artists you have blocked

Chapter Two: User End — 【Homepage】 · Function Guide



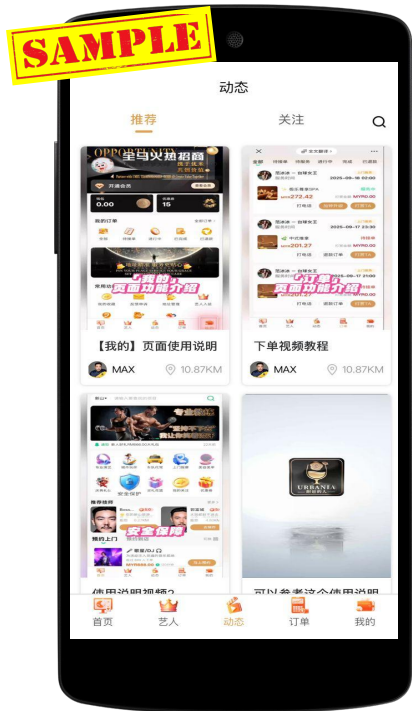
1. **Carousel Ads:** Regularly updated activity themes, click to enter activity details.
2. **Regions and Search:** First select the service area, then input the desired service for searching.
3. **Marquee Ads:** Showcases five popular projects, each image can directly link to the corresponding project page.
4. **Ad Reminder:** Displays the latest promotional information from the platform, it is recommended to pay attention to collect coupons.
5. **Project Icon Area:** Contains nine categories of entertainment services and coupon entrances, click to go directly to the corresponding project.
6. **Appointment Options:** Can choose between **Door-to-door or shop** appointment, and switch the display method.
7. **Contact Customer Service:** Provides two methods of contact, via phone or WhatsApp consultation.
8. **Navigation Bar:** Quickly switch and browse the main page functions.
9. **Project Details:** Click on any project to view service descriptions, purchase instructions, and more information.


Chapter Two: User End — 【Artists】 · Function Guide



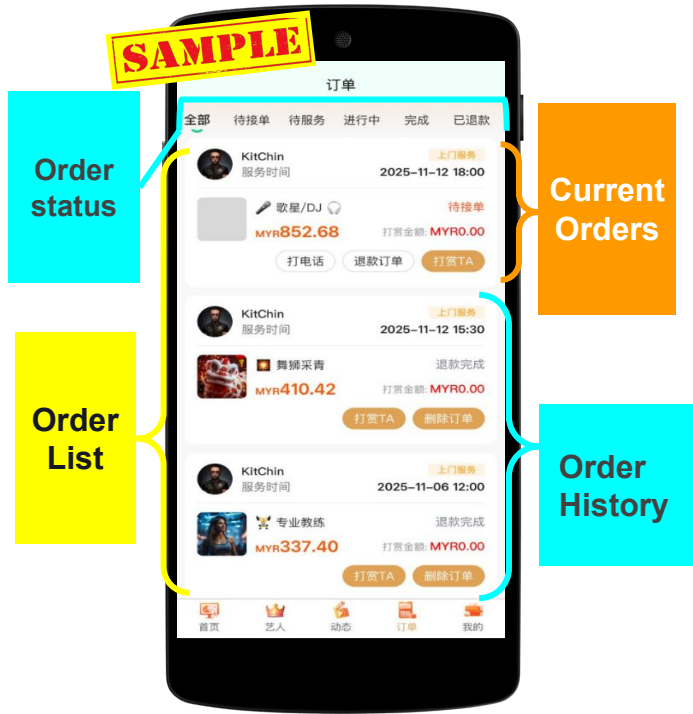
- ❑ **Region:** Search service areas
- ❑ **Search:** Search for artist names
- ❑ **List|Map:** View nearby artists
- ❑ **Filter Bar:**
 - ❑ Swipe left and right to quickly search nine main categories
 - ❑ You can filter to find artist faster
- ❑ **Artist Images:** Click to view artist images
- ❑ Click **【Introduction】** to view artist profiles and the services and qualifications they provide
- ❑ Click **【Book】** to immediate book services with that artist

Chapter Two: User End — 【Newsfeed】 · Function Guide



- ❑ **Newsfeed** content displays artists' life photos and short videos, helping users understand their everyday life and personality.
- ❑ Artists publish their dynamics themselves, with content updated in real-time, allowing users to better feel the artist's style and lifestyle.
- ❑ If you like a certain artist's dynamics, you can click **【Follow】** to receive their latest updates promptly.
- ❑ Click the **search**  in the upper right corner to quickly find artists or related content.
- ❑ Users can judge the artist's temperament and style based on newsfeed, helping to choose a more suitable service provider.
- ❑ **Summary:** The newsfeed page is like the artist's social circle; it is recommended for users to keep an eye on it for more interaction, improving the sense of reassurance in their choices.

Chapter Two: User End — 【Orders】 · Function Guide



- ❑ **Order List:** You can scroll up and down to view order records
- ❑ **Order Status:** Click to view the status of the orders
- ❑ **Current Orders:** You can check the latest status of this order
 - ❑ Click 【Phone】 to contact the service artist for this order
 - ❑ Click 【Back your money】 to cancel and refund this order
 - ❑ Click 【Tips】to give a tip to that artist
- ❑ **Order History:**
 - ❑ Click 【Tips】 to give a tip to the service artist for this order
 - ❑ Click 【Delete Order】 to remove this order from the order records



User End - Order Process Guide

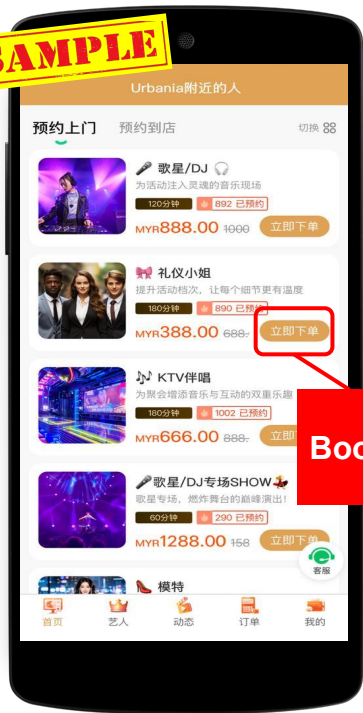
The order page is not only your service record but also a security tracking and interaction center. You can clearly understand the order progress, track the artist in real-time, extend time or upgrade services and tip when satisfied.

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Chapter Three: User End — 【Orders】 Process Guide

SAMPLE



- ❑ You can go to 【Homepage】 and click 【Book】 to learn more about service details and purchase notes

**It is recommended to understand details before placing an order*

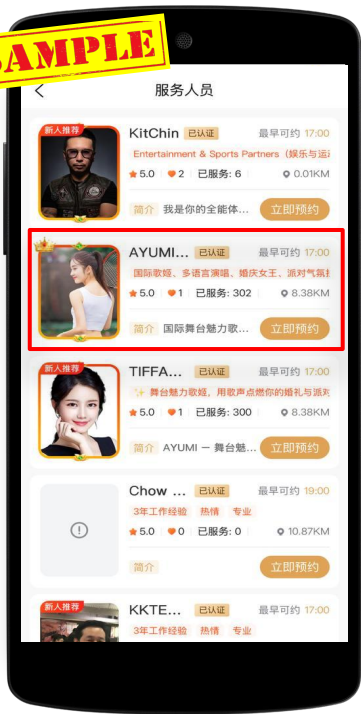
SAMPLE



- ❑ Click 【Book】 to Book the selected service

Chapter Three: User End — 【Orders】 Process Guide

SAMPLE



- After selecting the artist, you can click on the【Book】 button.

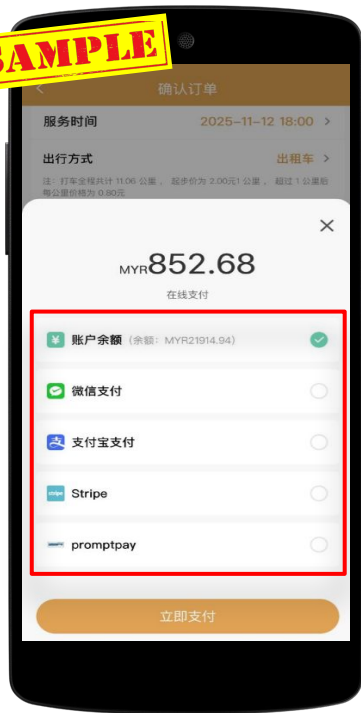
SAMPLE



- Enter the **service address**, **service time**, and order remarks (if any) to place the order.
***Make sure to enter the correct contact format**

Chapter Three: User End — 【Orders】 Process Guide

SAMPLE



- ❑ After choosing **【Account Balance】** as the payment method, click **【Pay】** to complete the payment.

SAMPLE



- ❑ Once the order is successfully placed, you can choose **【View Order】** or **【Return】** to select other service items.

Chapter Three: User End — 【Orders】 Process Guide

SAMPLE

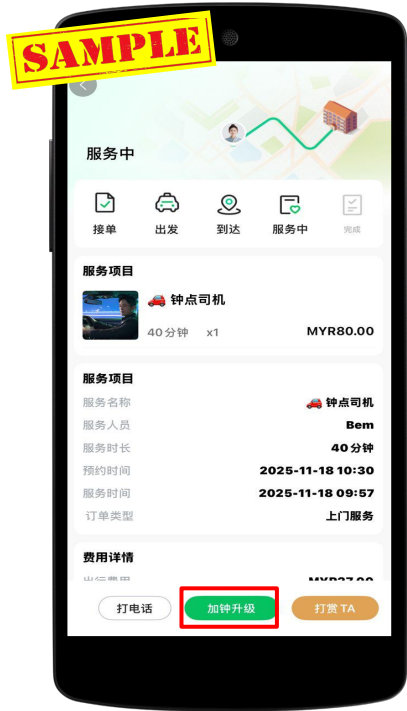


- ☐ Select **【View Order】** to bring up your order records. You can click on the current order again to check the order status.

SAMPLE

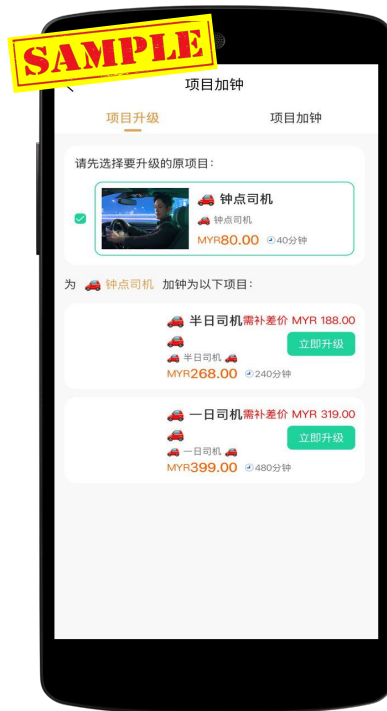


- ☐ After entering the current order page, you can view the **order progress** and monitor the artist's location in real-time on the map.
- ☐ The map will show the distance between both parties, ensuring safer and more transparent services.
- ☐ This is one of the important mechanisms the platform uses to ensure the safety of both artists and clients.



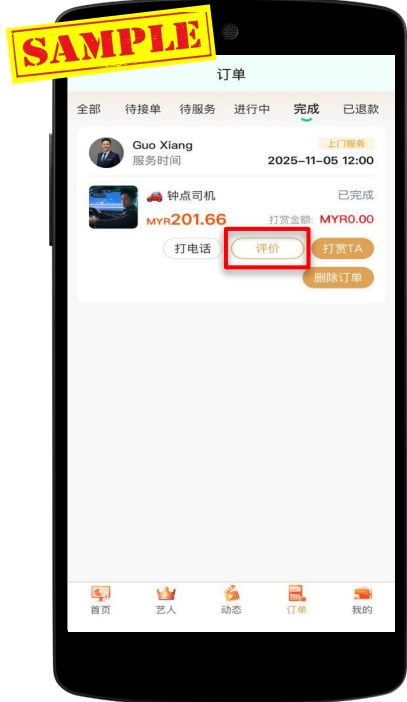
☐ During the project, you can choose **【Extend Service】** to prolong the duration.

☐ ⚠ Please be sure to confirm with the artist before extending, as they may have other appointments.



☐ In the orders, you can also choose to **upgrade to other professional services provided by the artist**, switch flexibly, and experience more diverse services.

Chapter Three: User End — 【Orders】 Process · Artist Rating Guide



- Click **【Evaluate】** to assist the platform in effectively collecting relevant data, thus continually optimizing service quality and artist professionalism.



- Rate the overall satisfaction with the artist's service through **star ratings**.
- You can choose the corresponding Review tags (e.g., good service, good attitude) to further elaborate on your service experience.
- Fill in a review of no less than 15 words so the platform can better understand your needs and provide more effective assistance.
- After completing the above content, click **【Submit】** to finish the review.

SAMPLE



- ❑ Every order comes with a detailed bill, transparent fees that are easy to understand.
- ❑ Based on your service experience, you can also click **【Tips】** to encourage and support the artist.

SAMPLE



- ❑ Choose or input the amount.
- ❑ Select a payment method.
- ❑ Click **【Tips Now】** to complete the payment.

Chapter Three: User End — 【Orders】 Process · Cancel Order Guide



Select
【Back your money】



Choose or input the reason for cancelling the order, then click 【Submit】 to proceed.

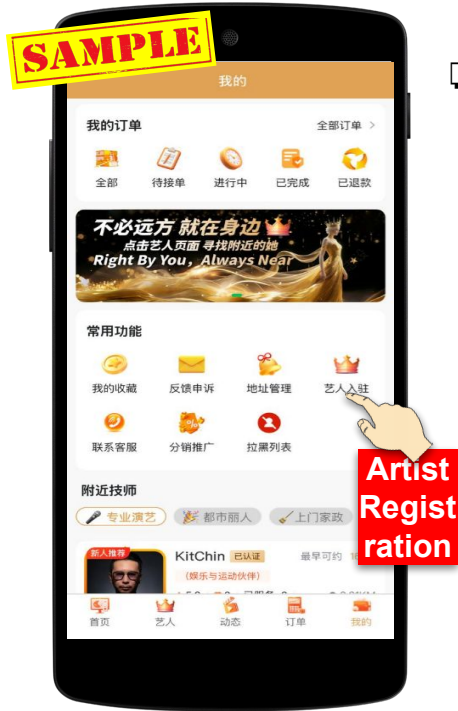


User End - Artist Onboarding Guide

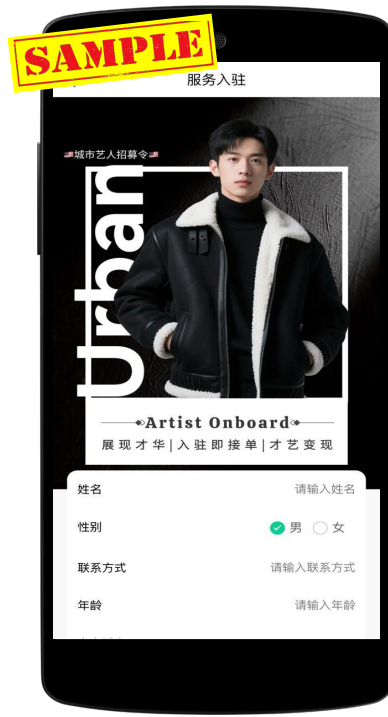
This chapter will explain how artists can complete the registration process, allowing you to quickly monetize your talents and build connections on the platform.

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Chapter 4: User End — 【Me】 · Artist Onboarding Guide



- ❑ Select **【Me】** in the bottom navigation bar on the homepage, and click **【Artists in residence】** in the **【Common Features】** area to enter the application page.



- ❑ Once on the application page, fill out the following information as required:
 - ❑ Enter your **real name, gender, and age**
 - ❑ Fill in your **mobile phone number**
 - ❑ Fill in the **city you hope to take orders or develop in**
 - ❑ Upload a **recent clear photo of yourself**
- ❑ After completing the above information, click **【Submit】** to finalize the registration application.



Entrepreneurial End - Registration Guide

This chapter will explain how artists can complete the registration process and gradually set up their personal information.

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Chapter 5: Entrepreneurial End — Artist Registration



➤ After successfully registering for **【User Promotion】** and **【Artist Registration】** on the “User End” app, you can download the Urbania Entrepreneurial End app using the link below

➤ **Urbania Entrepreneurial End Android:**
<https://www.pgyer.com/urbaniachuangyeduan>

➤ **Urbania Entrepreneurial End iOS:**
<https://apps.apple.com/app/id6751221120>

📌 Mini Icon: The login interface after downloading the Urbania Entrepreneurial End.
Artists/technicians must log in to their accounts before they can start taking orders and using various functions.



Chapter 5: Entrepreneurial End — Artist Registration

SAMPLE



- Once you enter the Urbania Entrepreneurial End app, you may adjust the language settings according to your personal preference.
- Please select the correct country code:
 - Malaysia: +6
 - China: +86
- Then enter your **mobile phone number** to receive the SMS verification code to complete logging into the Urbania Entrepreneurial End app.



Chapter 5: Entrepreneurial End — Artist Registration

SAMPLE



➤ Click the ID card image on the profile picture to upload the artist's

【NRIC *Front】

➤ Click the national emblem side image to upload the artist's **【NRIC *Back】**

➤ Click the selfie image to upload the artist's **【Selfie Photo】**

➤ Click **【Next】** to go to the next registration page



**for foreigner, please upload a passport in the profile area



Chapter 5: Entrepreneurial End — Artist Registration

SAMPLE

个人信息认证

身份证认证 信息认证

加入商家 UrbaniaJohor >

技师邀请码 请输入技师邀请码

真实姓名 请输入姓名

身份证号 请输入身份证号

出生年月 2025-11-15 >

性别 请选择性别 >

所在城市 请输入所在城市

从业年份 请选择从业年份 >

提交和基本信息一致的真实头像和手持身份证照片

上传手持身份证照片，请全部露脸和身份证正面信息清楚可见

加入商家

输入商家邀请码

6 2 2 4 2 5

立即加入

➤ After completing the **【Join Merchant】**, **【Technician Invitation Code】**, and personal information submission, you can wait for backend review.

➤ **【Join Merchant】** filling instructions:

- **【Join Merchant】** is the technician's entry code, and this section must be filled with the corresponding general agent code of the state to continue registration.
- State general agent codes:

JOHOR	622425
MELAKA	571297
SEREMBAN	171428
K.LUMPUR	221835
GENTING KL	516967

SELANGOR	899768
IPOH	836992
PENANG	934261
KUANTAN	193633
SINGAPORE	462858



Chapter 5: Entrepreneurial End — Artist Registration

SAMPLE

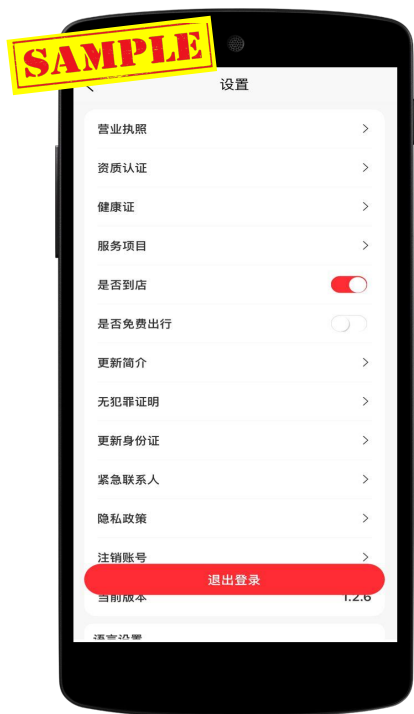



- After completing the **【Join Merchant】**, **【Technician Invitation Code】**, and personal information submission, you can wait for backend review.
 - **【Technician Invitation Code】** filling instructions:
 - Newly joined artists must obtain and enter the accurate **【Artist Invitation Code】** from their referrer when filling out registration information; otherwise, the registration process cannot be completed. This invitation code can be viewed by the referrer in their Entrepreneurial End app:
 - **Referrer's invitation code query path:**
Entrepreneurial End App **【Mine】**→**【Distribution】**→**【Invite Technician】**
- *This page will display the referrer's exclusive artist invitation code.*



Chapter 6: Entrepreneurial End — Artist Data Settings

Instructions ***Must Read After Approval**



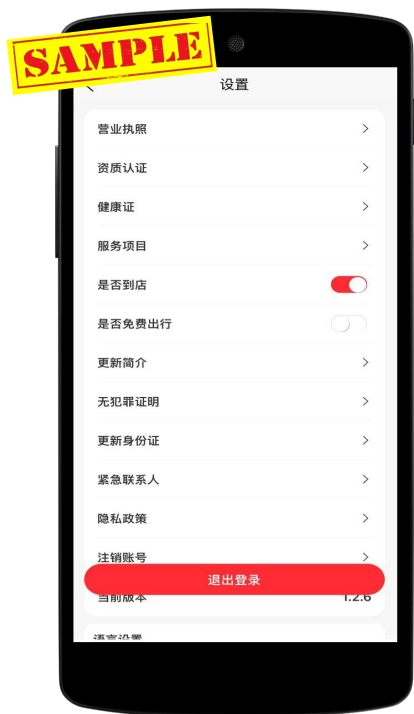
After backend approval, go to 【My】→ click  in the upper right corner
→ set and upload all information according to the instructions, including:


- **Business license** such as SSM certificate / MBBJ license
- Upload relevant **qualification certificates** according to the service type, such as driver's license (GDL & PSV) / technician resume / professional qualification proofs
- **Health certificate** such as KKM license / medical examination report / accident insurance or liability insurance *Valid for no less than three months



Chapter 6: Entrepreneurial End — Artist Data Settings

Instructions ***Must Read After Approval**



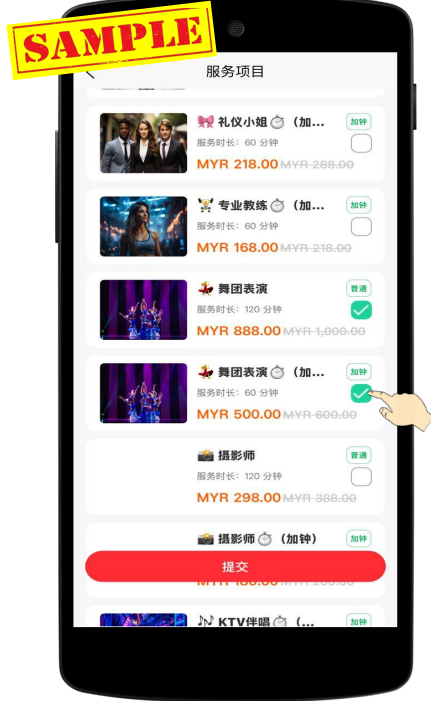
Click  in the upper right corner → set and upload all information according to the instructions, including:


- **Whether to go to the store:** This option only applies to businesses with physical storefronts. If the service can only be offered in-store, please enable this function to limit the orders to “Is To Shop.” If you provide mobile services, there is no need to enable this.
- **Whether free travel:** It is generally not recommended to enable this function. Enabling it means that technicians/artists do not charge customers for transportation costs, and all transportation expenses are borne by the technicians/artists. The platform defaults to having customers pay for transportation; thus, please keep it turned off to avoid unnecessary losses.



Chapter 6: Entrepreneurial End — Artist Data Settings

Instructions ***Must Read After Approval**



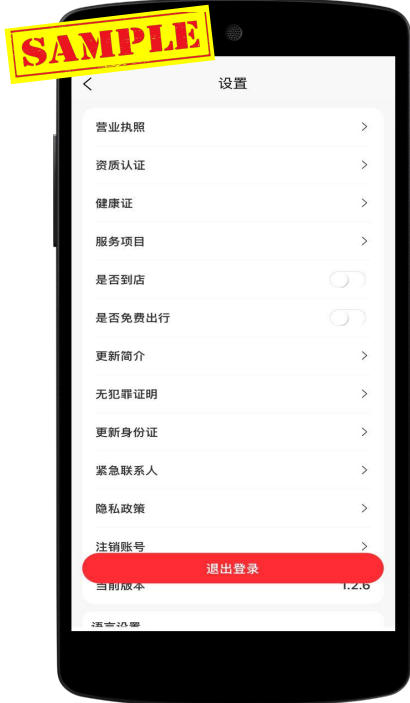
Click  in the upper right corner → set and upload all information according to the instructions, including:


- In **【Service Items】**, each item has both “Normal” and “Extra Time” options; **you must tick both** to provide extra time services.



Chapter 6: Entrepreneurial End — Artist Data Settings

Instructions ***Must Read After Approval**



Click  in the upper right corner → set and upload all information according to the instructions, including:

- **Update Introduction:** Enter a basic background introduction, including specialties, professional skills, or personal features, to help customers better understand your service capabilities.
- Upload an official certificate of no criminal record to ensure service safety and credibility.
- If needed, you may re-upload and update your ID card information in the **【Update ID Card】** section.
- Provide the name and contact number of an emergency contact to enhance safety assurance.



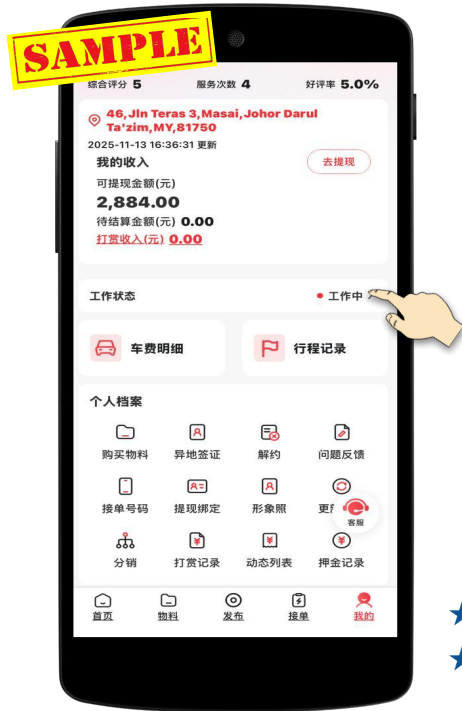


Entrepreneurial End - Platform Application Function Guide

This chapter will explain how to use core functions such as the “My Page” and “Homepage,” and supplement the operational instructions for material functions and publishing functions.

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Chapter 6: Entrepreneurial End — 【My】 Page · Function Guide



- On the 【Mine】 page, you can check information like the current location address, account information, my income, etc.
- Click 【Withdraw】 to instantly withdraw amounts and view withdrawal records.
- Click 【Working Status】 to toggle whether you want to accept orders.
- Click 【Fare】 or 【Records】 for easy verification.

- ★ Artists can only apply for withdrawal on the 1st, 11th, and 21st of each month.
- ★ The withdrawal amount must be no less than RM300 and will be credited to your linked bank account on the fourth day after application.



Chapter 6: Entrepreneurial Side — My Page · Function Guide

SAMPLE



- Go to the **【Mine】** page; in the **【Personal Profile】** feature, the following functions are not yet available:
- **Materials:** This feature will be online soon, allowing you to directly purchase materials needed for work on the platform.
 - **Remote:** Not yet available for qualification applications for working in different cities.



Chapter 6: Entrepreneurial Side — My Page · Function Guide



- Go to Mine Page, in the personal profile section,
 - Click on **[Termination]** to submit an application to exit the platform, applicable for cases where cooperation will not continue. (⚠️ Reminder: **Termination** will affect order acceptance and income functions, please proceed with caution)
 - If you encounter system anomalies, order acceptance issues, or income questions, you can submit feedback in the **[Feedback]** section, and the customer service will follow up.
 - Click on **[Order Num]** to set or view the virtual number you use to receive customer calls on the platform (to protect the privacy of your real phone number).



Chapter 6: Entrepreneurial Side — My Page · Bank Card Binding Guide

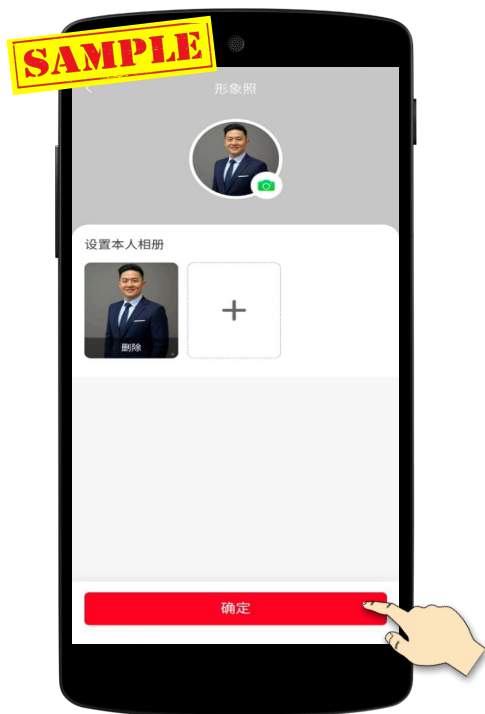


- Go to **[Mine]** Page, click on **[Withdrawal]**, and select Bind Bank Card.
- Fill in the relevant information as per system instructions and click Confirm to complete the binding.
- This step is for monthly income settlement; artists can apply for withdrawals on the 1st, 11th, and 21st of each month.
- Each withdrawal amount must not be less than RM300 and will be deposited into your bound bank account on the fourth day after the application.

When you are eligible for withdrawal, go to Mine Page, click on Withdrawal to proceed.



Chapter 6: Entrepreneurial Side — My Page · Profile Photo Guide



- Go to **[Mine]** Page, click on **[Photo]**, and upload your profile photo.
- To ensure professionalism and enhance exposure, it is recommended to follow these guidelines:
 - Only upload your own photo; photos of other people are not advised.
 - It is suggested to upload at least two or more lifestyle photos to fully showcase your image.
- A good profile photo helps enhance your exposure and order acceptance rate.



Chapter 6: Entrepreneurial Side — My Page · Function Guide

SAMPLE



- Go to **[Mine]** Page, in the personal profile section,
 - Click on **[Time]** to view the system log time.
 - Click on **[Distribution]** to view your distribution status and income details.
**Detailed explanations are attached on the next page*
 - Click on **[Reward]** to view the historical reward records from clients to you.
 - Click on **[Dynamic]** to edit or delete your published posts, such as promotional content, work displays, etc.
 - **[Deposit]** are not yet open.



Chapter 6: Entrepreneurial Side — My Page · Apply for Artist Promotion Guide



- Go to **[Mine]** Page, click on **[Distribution]** to enter the application page.
*As shown in the left image
- Fill in your real name, phone number, and reason for application before submitting the application.
- Once approved, you can operate on this page, such as:
 - **My Invitations:** view invitation records
 - **Invite Technician:** find technician invitation codes
 - **Invite User:** invitation QR code for users



Just share, and you can earn money! You can earn a 5% reward for every downstream earnings!



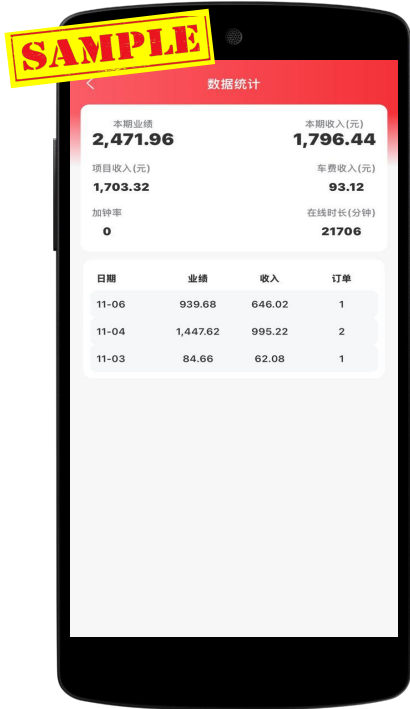
Chapter 6: Entrepreneurial Side — Home Page · Function Guide



- After entering Home Page, the top will display your level, including performance, Integral, Add Clock rate, and other upgrade-related information, making it easy for you to know your current growth status at any time.
- In the middle section of the home page, there are multiple function shortcuts (such as data, Integral, Capital and etc.).



Chapter 6: Entrepreneurial Side — Home Page · Shortcut Function Guide



➤ After clicking **[Data]**, the page will display your overall operational performance for this period, mainly including the following data:

○ **Overview data at the top (summary for this period)**

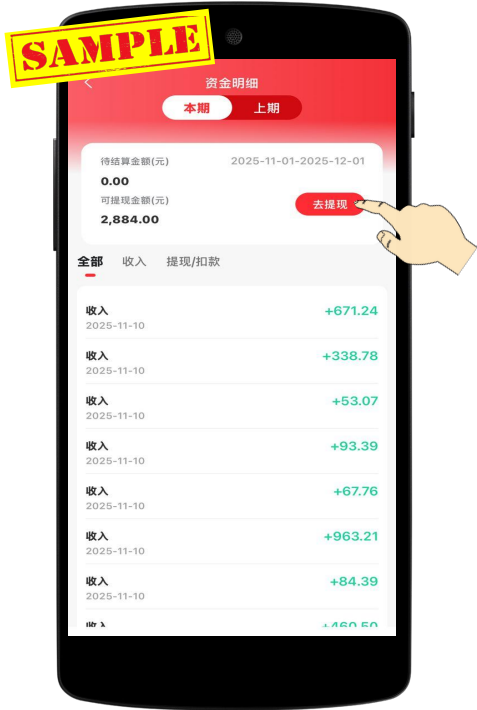
- **Current Performance:** total performance amount for all orders.
- **Current Income:** actual income after deducting the platform share.
- **Project Income:** total income from service projects.
- **Fare Income:** total fare included in the orders.
- **Add Clock Rate:** proportion of overtime orders to total orders this period.
- **Online Time:** total number of minutes you maintained an order-accepting status in the App this period.

➤ **The daily details table below helps you clearly understand the daily performance trend.**

- Shows daily performance, income, and order quantity by date



Chapter 6: Entrepreneurial Side — Home Page · Shortcut Function Guide

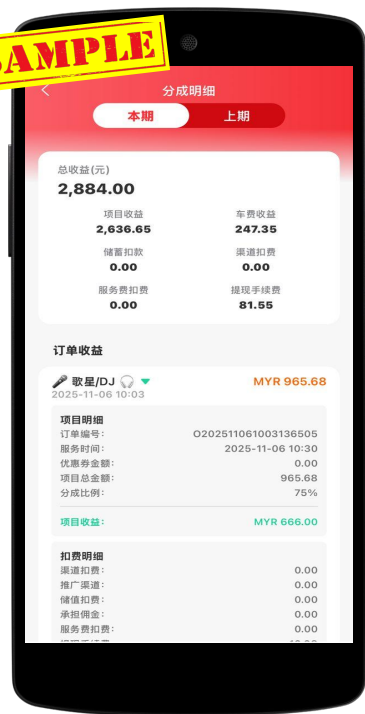


- Click on **[Capital]** to view all income and withdrawal-related records:
 - Switch between **current** and **Last**: view data for the current and previous settlement periods.
 - **Pending Settlement Amount**: amounts that have not yet entered a withdrawable status.
 - **Withdrawable Amount**: amounts that can be immediately applied for withdrawal, click on **Withdraw** to operate.
 - **Income**: detailed income generated from each order.
 - **Withdrawal / Deduction**: all applied withdrawal or system deduction records.
- This helps you keep track of your income and withdrawal planning at any time.



Chapter 6: Entrepreneurial Side — Home Page · Shortcut Function Guide

SAMPLE



- On the Home Page, click on **[Divided]** Details to view project income, fare earnings, deduction items, and distribution records for each order, to quickly understand the composition of personal income.
- **Current / Previous:** can switch to view distribution data for the current and previous settlement periods.
 - **Total Income:** displays total income for this period, project income, fare income, and various deduction situations, helping you quickly understand overall income.
 - **Order Earnings:** presents each order's project type, order amount, distribution ratio, and final income for easy viewing of each order's earnings structure.
 - **Deduction Details:** lists channel deductions, stored value charges, service fees, etc., that occurred in the order, making it easy for you to understand the actual net income.



Chapter 6: Entrepreneurial Side — Home Page · Shortcut Function Guide

SAMPLE



- On the Home Page, click on **[Fare]** to view fare income amounts for current and last period, as well as the actual fare and corresponding time generated from each order, making it easy for you to understand all fare-related records.



Chapter 6: Entrepreneurial Side — Home Page · Shortcut Function Explanation

SAMPLE




- On the Home Page, click on **[Records]** to view the details of each travel order, including order time, amount, and pick-up/drop-off addresses, making it easy for you to review service records at any time.



Chapter 6: Entrepreneurial Side — Home Page · Shortcut Function Explanation



- Return to Home Page, click on **[Location]**, and set the area where you can provide services.
- You can choose:
 - **Manual Setting: Select your service range yourself**
 - **Set Auto Location: The system updates automatically according to your current location**
-  This function allows clients to see artists that are closer when placing an order, thereby enhancing your exposure and order acceptance rate.




Chapter Six: Entrepreneurial End - [Home] · Shortcut Function Description

SAMPLE



- Return to the [Home] interface, click [Time Settings] to set the time periods during which you can provide services.
- It is recommended to first click [Inverse], then choose the times you can serve, and finally click [Save Now].
 - **Red time slots: Your designated 'busy times' during which you cannot accept orders.**
 - **White time slots: You can accept orders normally; customers can place orders during this period.**
 - **Gray time slots: Times that have been booked by customers, which cannot be changed or canceled.**

 **Friendly Reminder:** The system can only set service time for up to four days in advance, Please remember to regularly enter Time Settings to update your order-accepting time, to ensure smooth order acceptance.



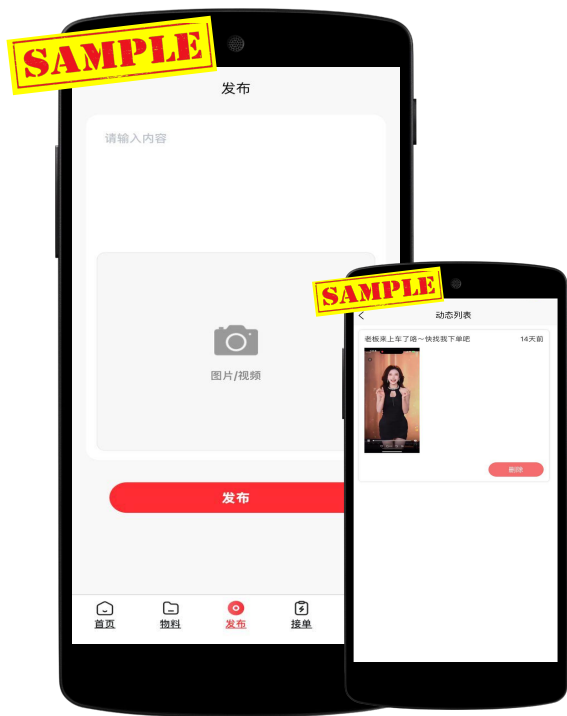
Chapter Six: Entrepreneurial End - [Materials] · Functionality



➤ **Materials: The feature has not yet been launched, please stay tuned.**



Chapter Six: Entrepreneurial End - [Release] Page · Function Description



- Go to the [Publish] page, enter the content, and upload photos or short videos, then click [Publish] to complete.
- Newsfeed can be used to showcase daily life and talents, enhancing personal image and customer engagement.

📌 If you need to edit or delete published content, you can go to [Mine] → [Dynamic] to perform the operation.





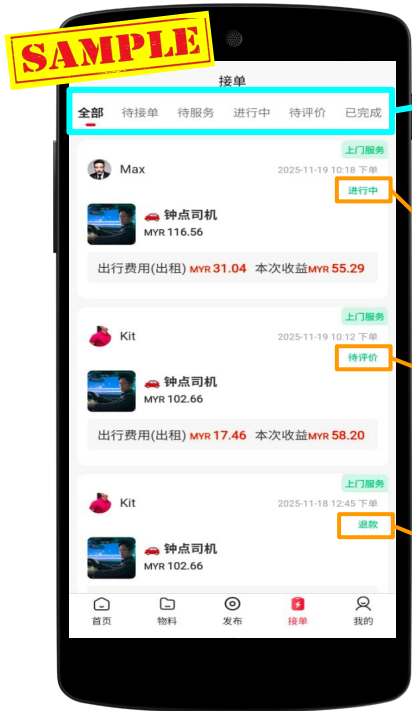
Entrepreneurial End - Order Acceptance Process

This chapter will explain the complete order acceptance process, along with the standard operating procedures (SOP) for various labels and check-in steps during the service process.

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Chapter Seven: Entrepreneurial End - [Order Acceptance]

Page · Function Description



On the **[Order]** page, you can view the status of all orders, including: Pending Order, Pending Service, Ongoing, Pending Evaluation, Completed, and Cancelled allowing you to keep track of each order's progress.

The page displays user information, order time, service type, and price for quick order confirmation.

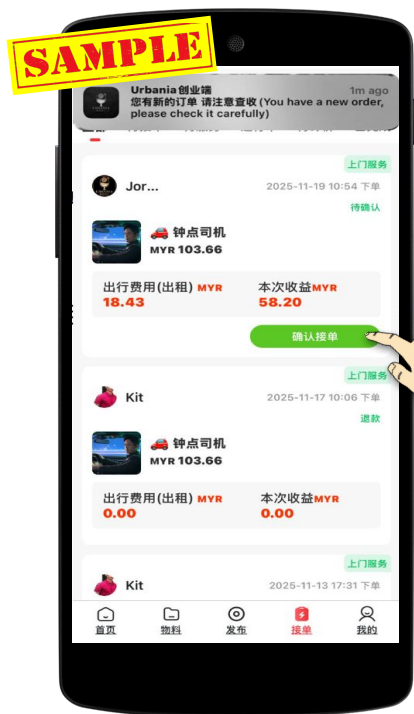
Each order will also display travel costs and the final earnings for this time, assisting you in understanding income composition clearly.

Different order statuses will be differentiated by labels, enabling you to quickly handle orders requiring action.



Chapter Seven: Entrepreneurial End - [Order Acceptance]

Page · Function Description




- When there is a new order, the system will remind the technician/artist via SMS and phone call; click [Confirm Order] to view order details.



Chapter Seven: Entrepreneurial End - [Order Acceptance]

Page · Function Description



- On the order details page, the artist/technician can view the service items, duration, price, transportation fee, client information, service address, and order status.
-  Before clicking [Confirm Order], please confirm the location and appointment details with the client via the platform phone to avoid any discrepancies.




Chapter Seven: Entrepreneurial End - [Order Acceptance]

Page · Function Description

SAMPLE



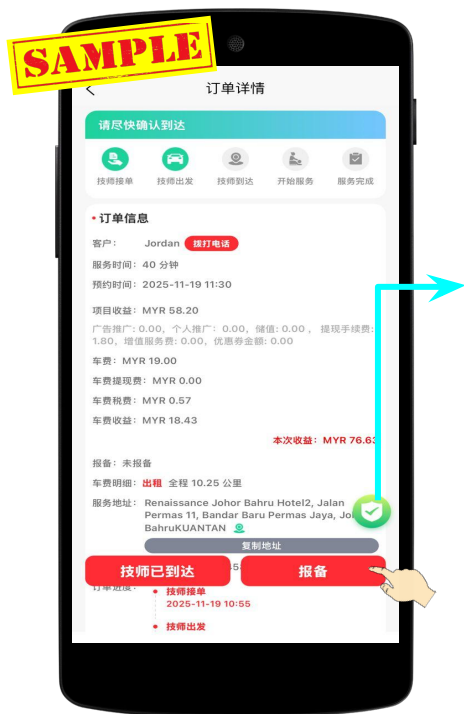
- Before prepare heading to the client's location, be sure to click [Technician Departing]. Doing so ensures:
 - The system will record your departure time, ensuring the subsequent service process runs smoothly.
 - Clients can know from the order status that the technician has departed, increasing their peace of mind and reducing misunderstandings.
 - The platform can track your status for itinerary support, allowing assistants to provide help if necessary.
 - Avoid being late or causing disputes due to not updating your status (e.g., the client might think you haven't taken action yet).

 **Friendly Reminder:** Please verify the address again before departure, and if in doubt, you can contact the client using the platform phone.




Chapter Seven: Entrepreneurial End - [Order Acceptance]

Page · Function Description



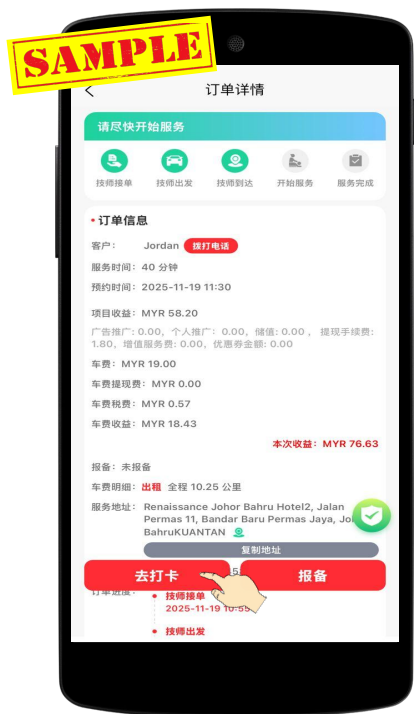
➤ After the technician/artist arrives, please click [Technician Has Arrived] and immediately report your arrival by uploading a photo as proof, ensuring the system records your actual arrival time and safeguards your subsequent rights.

➤  The green shield represents the [Safety Center], where you can set emergency contacts, enable automatic upload of trip recordings, use virtual numbers to protect privacy, and utilize the one-click distress call function to ensure safety during the service process.



Chapter Seven: Entrepreneurial End - [Order Acceptance]

Page · Function Description



- Click **[Check-in]** to record that you have officially started the service, and the system will automatically start calculating the countdown and service duration based on the check-in time; if necessary, you can also click **[Report]** to upload a photo as proof of starting the service.



Chapter Seven: Entrepreneurial End - [Order Acceptance]

Page · Function Description

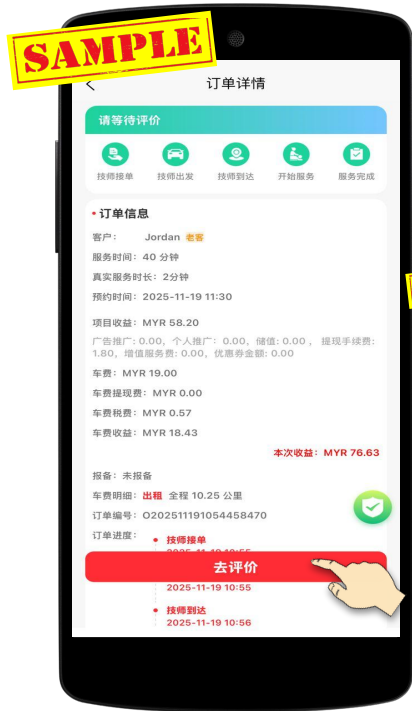


- After starting the service, the countdown will be displayed at the top of the system, making it easy for you to keep track of the remaining time and communicate with customers about whether to extend the service or upgrade.
- If the customer does not need any additional items, click **[Complete Service]** to end this order process after finishing the service.



Chapter Seven: Entrepreneurial End - [Order Acceptance]

Page · Function Description












- After finishing the service, the artist/technician can click **[Evaluate]** to enter the customer evaluation page
- The system will filter out problematic clients based on the artist/technician's evaluation records, thereby ensuring the artists' safety and improving the working environment.

* Here, you can quickly select client behavior, environment, and risk situations and fill in necessary remarks.



Chapter Seven: Entrepreneurial End - Service Marking Operating Procedure (SOP)

-  Order Received - The system alert notification prompts you to check order information in a timely manner.
-  Confirm Address - Use the platform's virtual number to call the client, confirming the location and needs.
-  Departing for Service - Click 'Depart' immediately when you start.
-  Arrival Location - After arrival, take a photo of the destination building or billboard to check in.
-  Communicating Before Starting Service - Introduce yourself briefly to the client and click 'Start Service.'
-  Service In Progress - The system starts a countdown; you can recommend clients choose extensions or upgrade packages.
-  Time Up - After service completion, click 'End Service.'
-  Client Evaluation - After service ends, you can evaluate the client, and the system will shield high-risk clients, prioritizing quality customers.
-  Friendly Reminder: Please ensure to follow the procedural norms so that the platform can protect artists' safety based on complete check-in data.



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