

SOP – Handling & Uploading Client Changes (Revisions)

? Objective

Ensure **all client-requested changes** are:

- Properly documented
- Safely stored
- Clearly communicated
- Correctly tracked in ClickUp

No data loss. No missed instructions. No confusion.

? Scope

Applies to:

- All Fiverr website projects
 - All revision / change requests (1st, 2nd, 3rd... onwards)
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?? Core Rules (Non-Negotiable)

- ☐ Never overwrite old files
 - ☐ Never rely only on chat memory
 - ☐ Never skip screenshots
 - ☐ Every change request must have its **own folder**
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? Step-by-Step Process

? Step 1: Create Changes Folder (Mandatory)

In the project Google Drive:

- For first revision:

changes_1

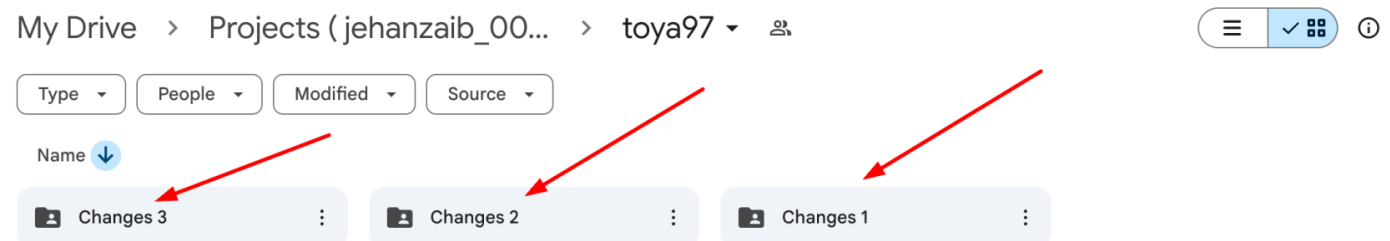
- For second revision:

changes_2

- Continue sequentially:

changes_3, changes_4 ...

☐ Never rename or reuse an old changes folder.



? Step 2: Capture Client Messages (Proof Required)

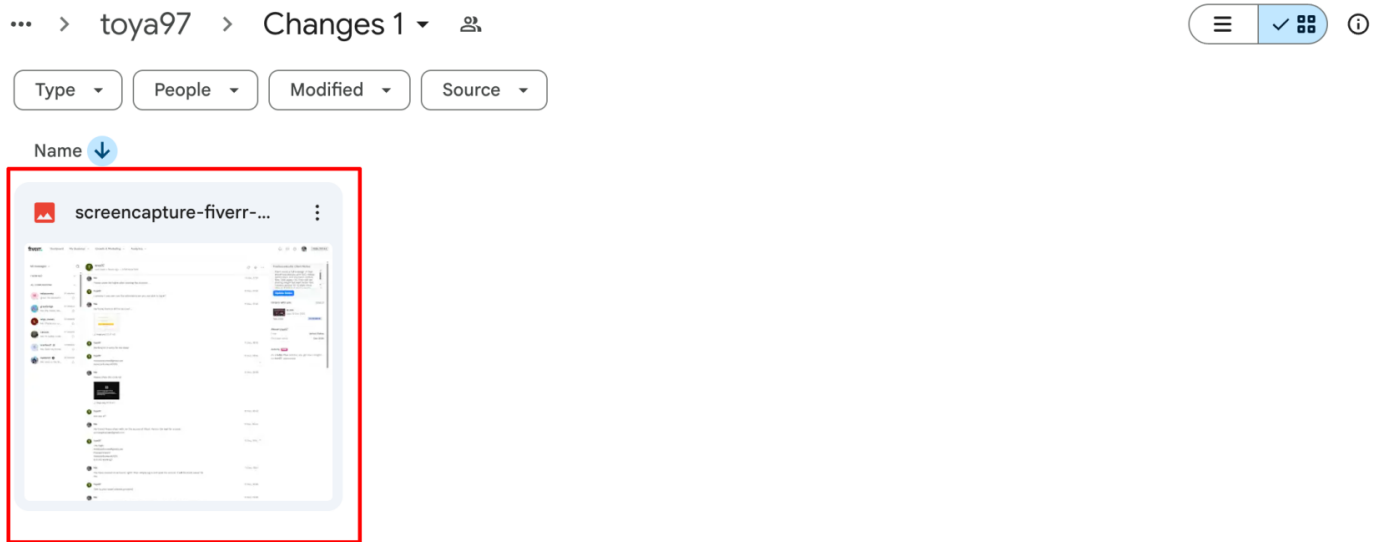
Take **screenshots** of:

- Fiverr **Order Chat**
- Fiverr **Inbox / Conversation Chat** (Using Go Full Page Extension.)

These screenshots must clearly show:

- Client instructions
- Date & time
- Any links or files mentioned

☐ Screenshots are mandatory even if the message is “simple”.



? Step 3: Download All New Client Data

Download **everything** the client sent, including:

- Images
- PDFs
- Docs
- Links (save in a text file if needed)
- Voice notes (if any)

☐ Do NOT rely on external links staying active.

? Step 4: Upload Data to Changes Folder

Upload the following into the relevant changes_X folder:

- All downloaded files
- All chat screenshots
- Any notes or clarifications (if required)

Upload using the Upastra Drive And client folder only **account only**

(no personal accounts allowed).

? Step 5: Discord Update (Carl-bot – Mandatory)

In the **client's Discord thread** → **Activity** section:

- Use **Carl-bot quick commands only**
- Do **NOT** type manual messages

Use the command matching the change round:

/changes1 → First round

/changes2 → Second round

/changes3 → Third round

...

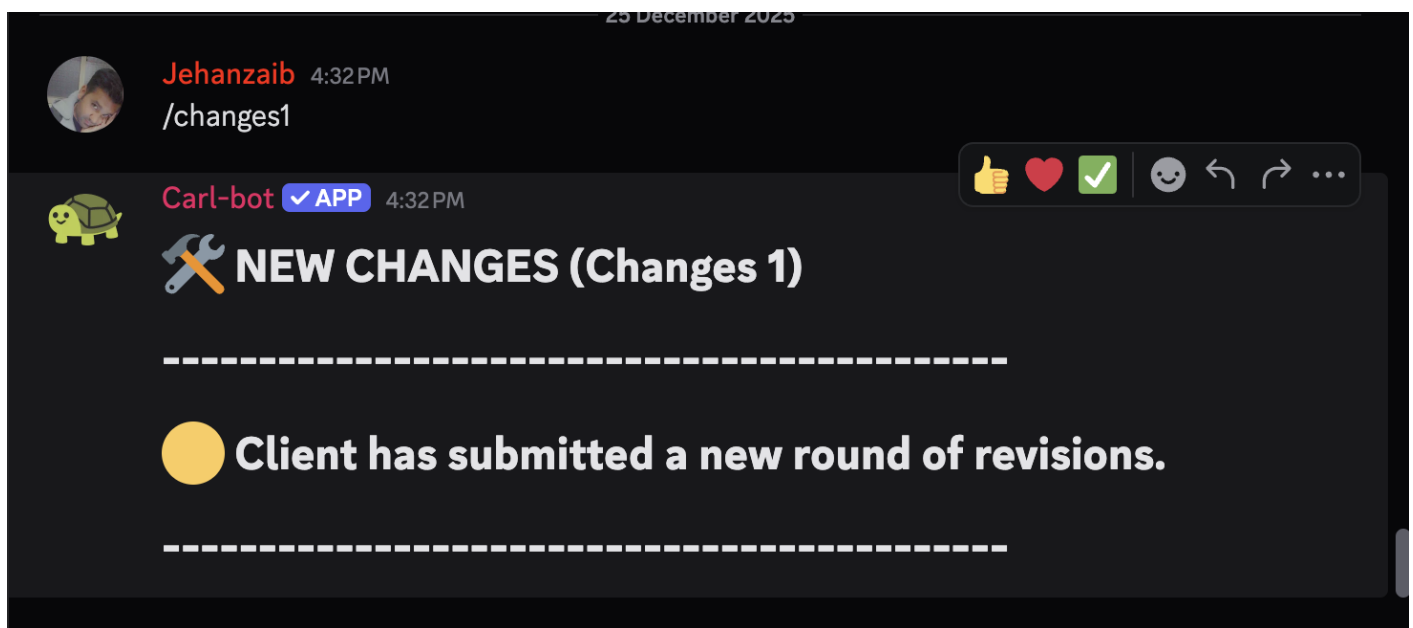
/changes10 → Tenth round

☐☐ Carl-bot already contains predefined messages.

Rules:

- Command number must match the Drive folder (changes_1, changes_2, etc.)
- Always use the next sequential command
- Never reuse or skip a number

☐ If a change round is not logged via Carl-bot, it is **not considered an official revision**.

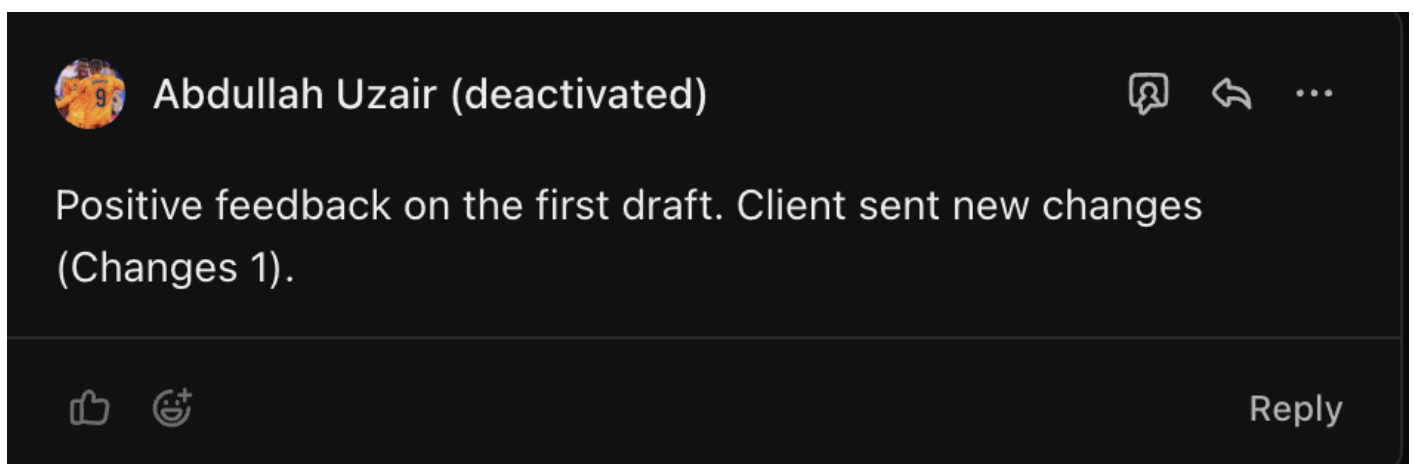


? Step 6: Update ClickUp Activity

In the **ClickUp task** → **Activity** / **Comments** section:

- Add a short update: **Changes : 1** , **Changes : 2**

Note: For First draft reply also add the positive, negative or moderate feedback from the client based on the client messages.



? Step 7: Update Project Status

Finally:

- Change the task status to:

New Changes

☐ Do not move the status before all previous steps are completed.

? Quality Check (Before Status Change)

Confirm all are done:

- - Changes folder created ✓
- - Screenshots taken ✓
- - Data downloaded ✓
- - Files uploaded ✓
- - Discord updated ✓
- - ClickUp updated ✓

If even ONE item is missing → stop.

Revision #2

Created 25 December 2025 11:12:18 by Jehanzaib

Updated 25 December 2025 11:36:12 by Jehanzaib