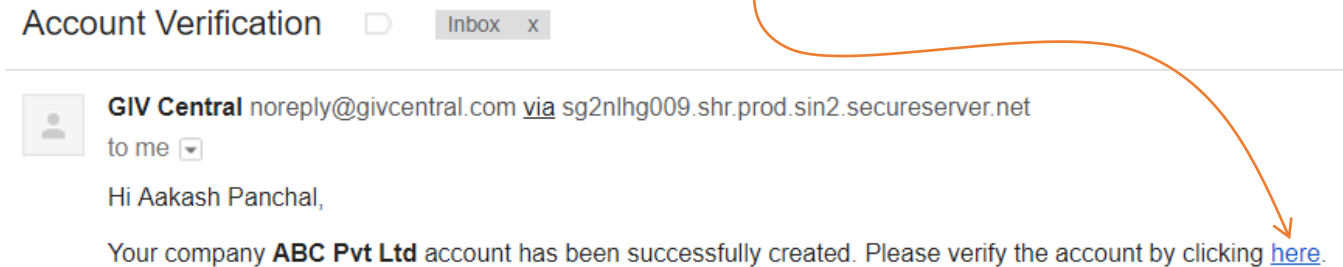


GIV CENTRALTM

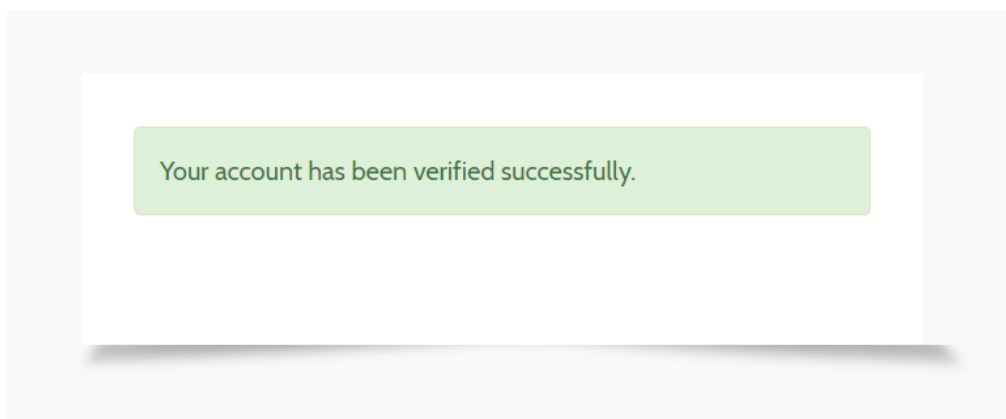
D1-1137, Vasant Kunj, New Delhi-110070

Software Procedure

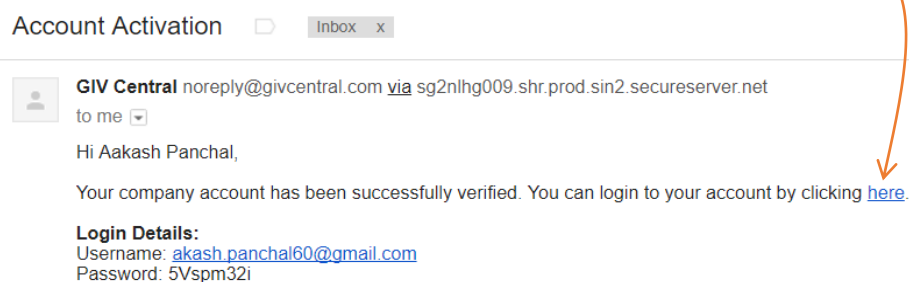
Step 1. Company receives the verification link at the provided email Id.



➔ The link will take you to a page where a message “your account has been verified” will popup.



Step 2. After verification, you will receive the login details via email, you can login to your account by clicking “[here](#)”



➔ The link will take you to a page where you have to, **type your username and password into the fields provided and click on “Login to your Account.”**

Account Activation



Inbox x



GIV Central noreply@givcentral.com via sg2nlhg009.shr.prod.sin2.secureserver.net

to me ▾

Hi Aakash Panchal,

Your company account has been successfully verified. You can login to your account by clicking [here](#).

Login Details:

Username: [akash.panchal60@gmail.com](#)

Password: 5Vspm32i

ABC PRIVATE LIMITED



Username



password

Login to your account

Step 3. You will now be logged into your GIV Central company account, after Login you will see the Create Committee page, Fill up all mandatory fields in this form. Don't forget to click the 'Create' button after you are done.

Company Admin ABC Admin Administrator

Create Committee

Committee Name

CSR Policy

Member Structure

Charter Formation No f...sen No f...sen No f...sen

Finance Document. Operation Document. Executive Document.

Assign Annual Budget [Click here to assign budget](#)

Committee Meeting Details

Frequency

MOM(Minutes of the meetings) No file chosen

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Step 4. After creating Committee Successfully, you will be redirected at Budget allocation page, here you have to Assign Annual Planned Budget. Fill up all mandatory fields in this form. Don't forget to click the 'Assign' button after you are done.

Company Admin ABC Admin Administrator

Assign Annual Planned Budget

Total Program Amount

Total Administrative Amount

Year

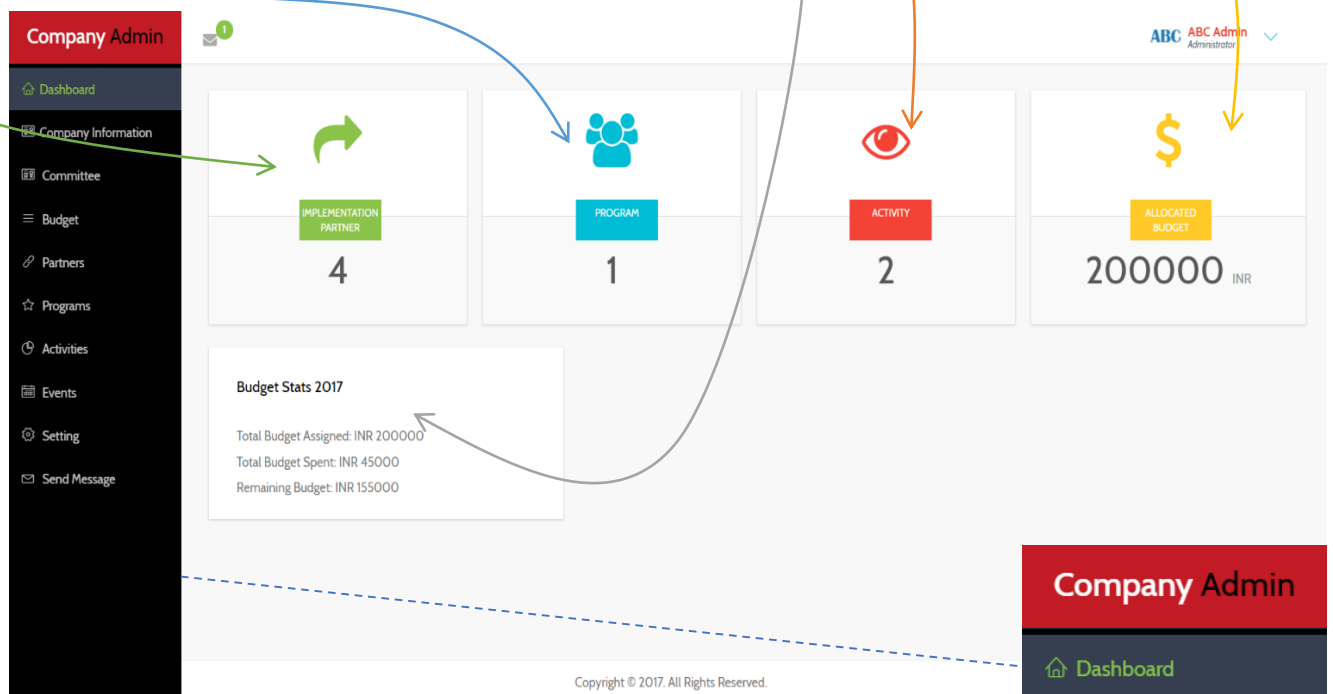
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After the Success of Step 4 you will be redirected at your Dashboard and your committee submission and budget allocation request sent to CSR Head for approval. After the approval you can have access to all other features of this panel.

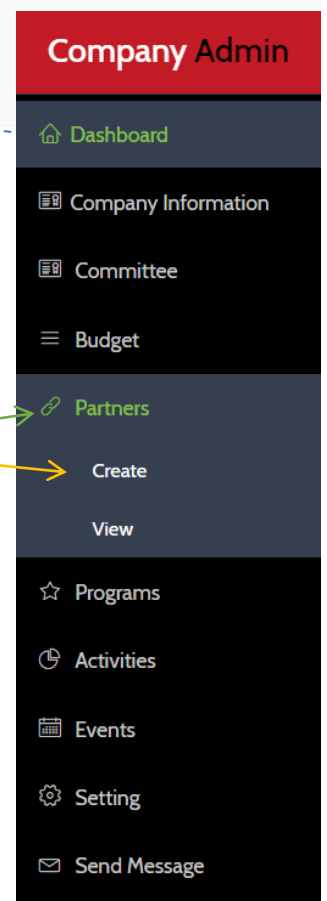
Company Dashboard

Dashboard Components:

1. TOTAL IMPLEMENTATION PARTNER
2. TOTAL PROGRAM
3. TOTAL ACTIVITY
4. TOTAL ALLOCATED BUDGET
5. CURRENT YEAR BUDGET STATS



Step 5. Click "Partner" in the menu, next Click "Create", to add details about implementation partner.



Step 6. Now you will see the Create Implementation partner page, Fill up all mandatory fields in this form. Don't forget to click the 'Create' button after you are done.

Company Admin ABC Admin Administrator

Create Implementation Partner

Name:

Address:

Profile:

Website:

Contact Person:

Name:

Coordinates:

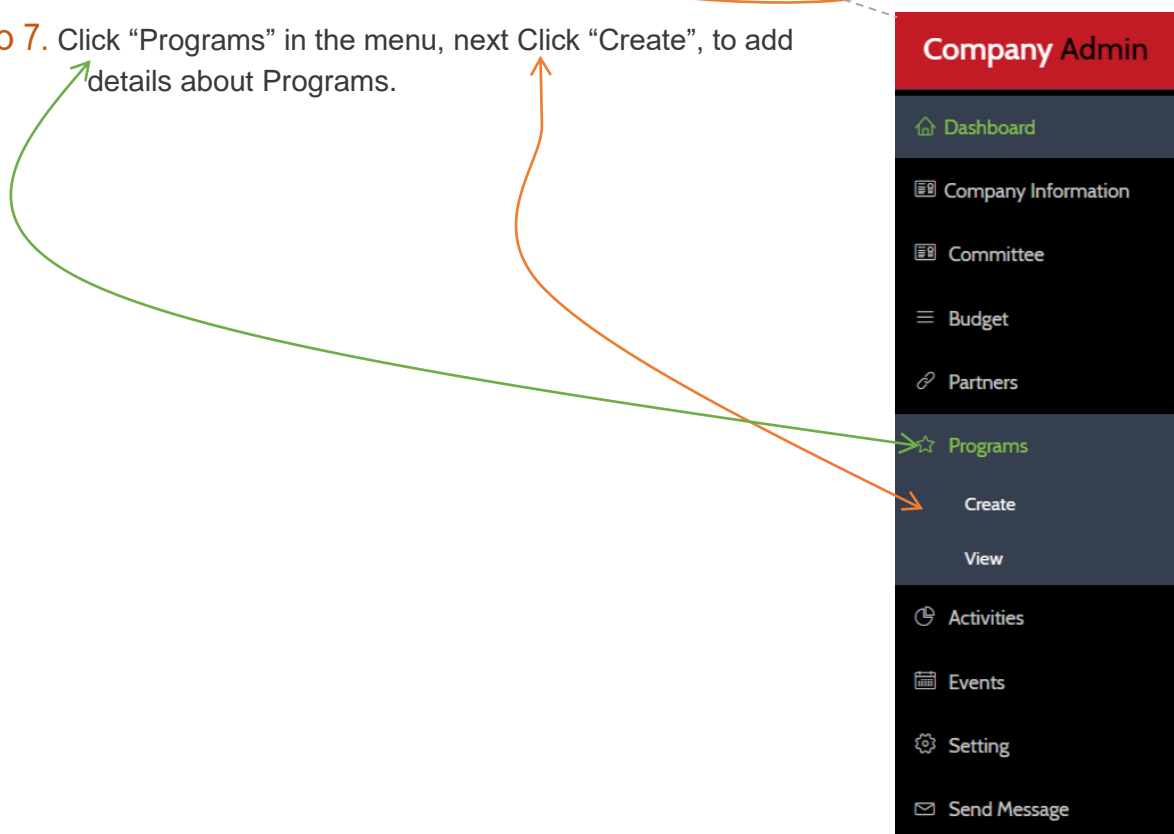
ORG Documents: No file chosen

Start Date:

End Date:

Sector:

Step 7. Click "Programs" in the menu, next Click "Create", to add details about Programs.



Step 8. Now you will see the Create Program page, Fill up all mandatory fields in this form. Don't forget to click the 'Create' button after you are done.

Company Admin

Dashboard

Company Information

Committee

Budget

Partners

Programs

Activities

Events

Setting

Send Message

Create Program

Program Name

Program Brief/Desc

Choose File | No file chosen

Please upload a file(if you have a description in document)

Start Date

End Date

Program Location

Program Main Sector

Select Program Main Sector

Program Sub Sector

Select Program Sub Sector

Total Program Cost

Program Goal-(Overall Metrics)

Expected Outcome-(Specific Metrics)

Implementation Partner

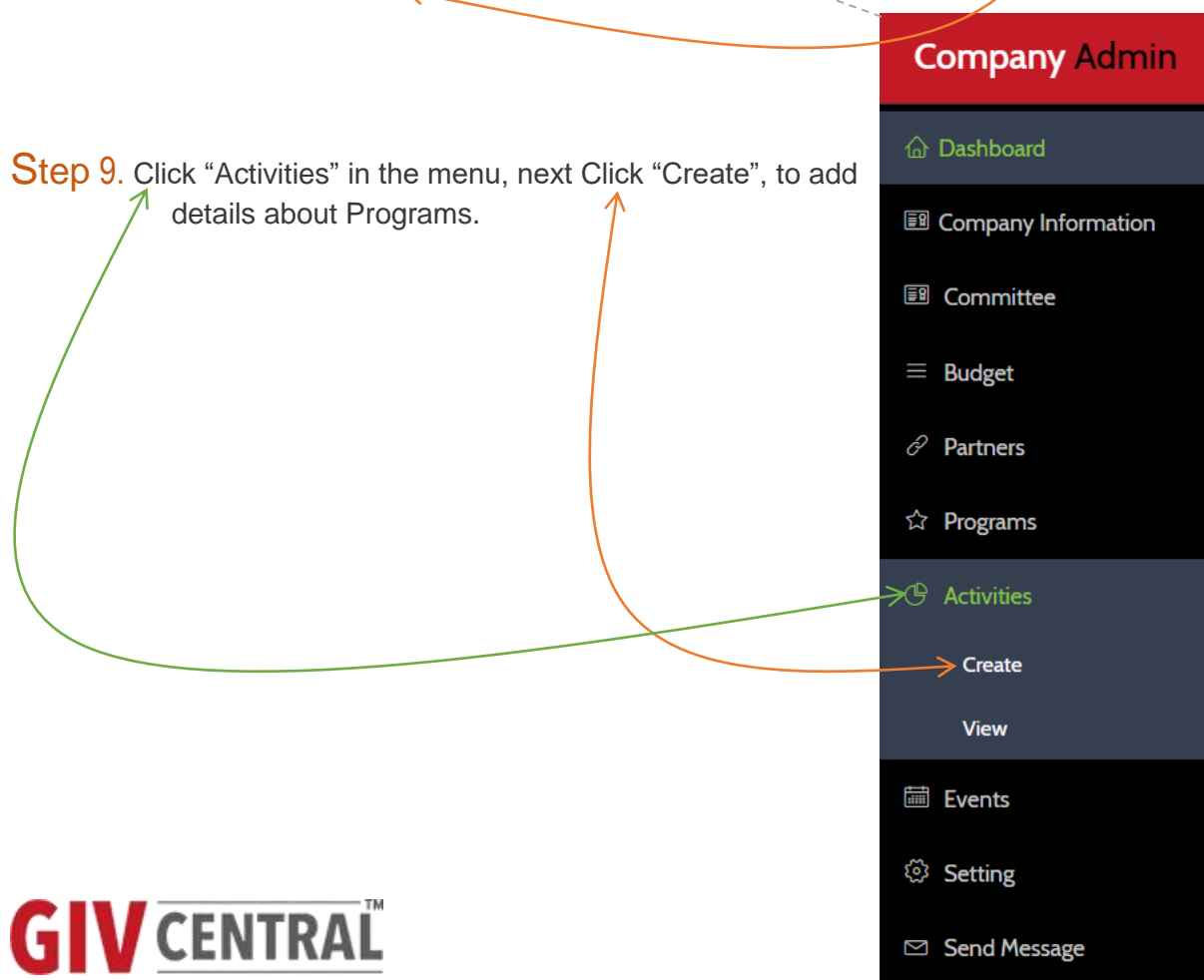
Select Implementation Partner

Frequency

Monthly

Create Cancel

Step 9. Click "Activities" in the menu, next Click "Create", to add details about Programs.



Step 10. Now you will see the Create Activity page, Fill up all mandatory fields in this form. Don't forget to click the 'Create' button after you are done.

Company Admin

Create Activity

Select Program:

Activity Name:

Activity Description:

Please upload a file(if you have a description in document)

Target Beneficiaries:

Direct:

Indirect:

State:

Activity Location:

Start Date:

End Date:

Total Activity Cost:

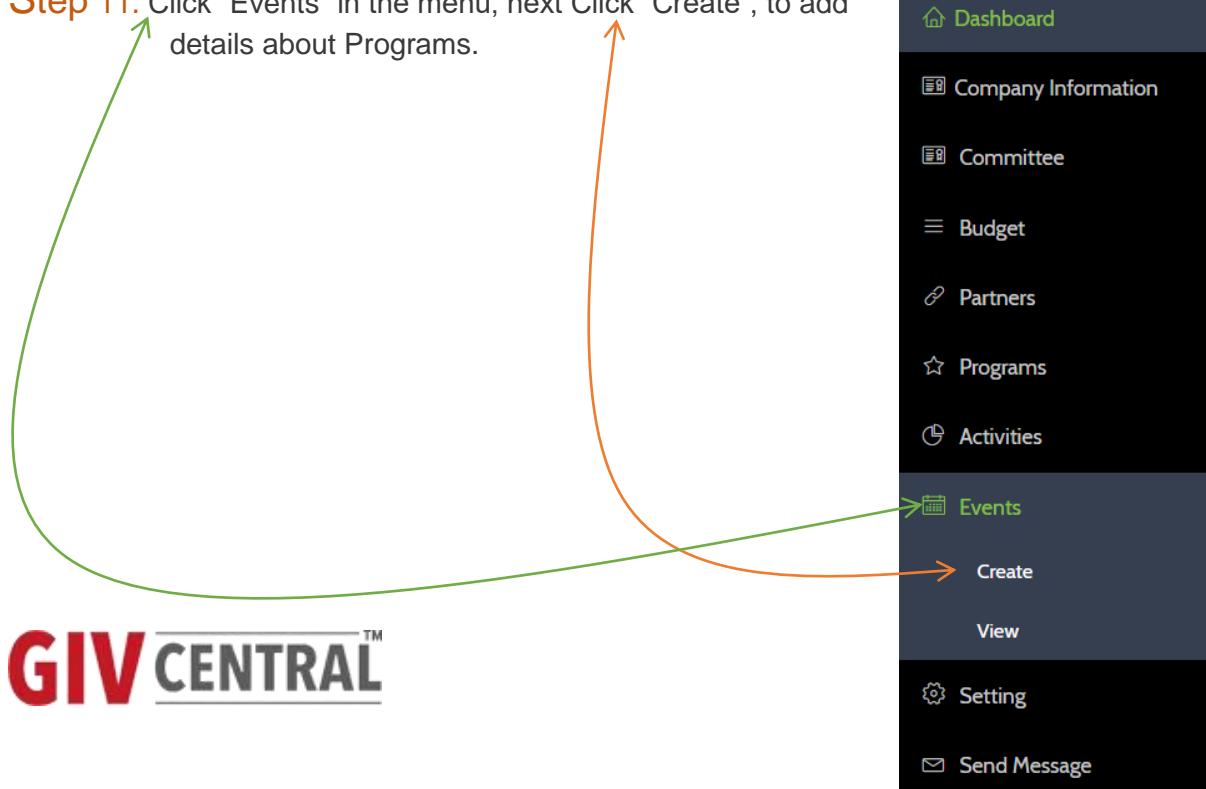
Activity Sector:

Activity Goal-(Overall Metrics):

Activity Outcome-(Specific Metrics):

Frequency:

Step 11. Click "Events" in the menu, next Click "Create", to add details about Programs.



Step 10. Now you will see the Create Event page, Fill up all mandatory fields in this form. Don't forget to click the 'Create' button after you are done.

Company Admin

Dashboard

Company Information

Committee

Budget

Partners

Programs

Activities

Events

Create

View

Setting

Send Message

Create Event

Select Program: Select Program

Select Activity: Select Activity

Event Name: Event Name

Event Brief: Event Brief

State: Select State

Sector: Sector

Start Date: Start Date

End Date: End Date

Total Cost: Total Cost

Target Beneficiaries:

Direct: Numbers Detail

Indirect: Numbers Detail

Event Goal-(Overall Metrics): Activity Goal-(Overall Metrics)

Event Outcome-(Specific Metrics): Activity Outcome-(Specific Metrics)

Frequency: Monthly

Create Cancel