

User Manual

For

ComGo(Common Goods Chain)

Release Date	:	17-oct-19
Version Number	:	2.0
Document Reference Id	:	UM-BC-ComGo-02
Prepared By	:	Kuldeep Narvekar

Cateina Technologies,
Shop No. 7,8, JK Tower, Ground Floor,
Phirojshah Nagar Road, Vikhroli (East), Mumbai,
Maharashtra, 400083

All rights reserved. The copyright in this work vests with Cateina Technologies Pvt Ltd (hereinafter referred as Cateina). No part of this work, can be reproduced, stored in whole or in part, or transmitted in any form or by any means of electronic, mechanical, photocopying or otherwise, or used or disclosed without the prior express written consent of Cateina.

[Intro](#)

[Overview](#)

[User Login](#)

[Private User Registration](#)

[Organization Registration](#)

[Change Password](#)

[Profile](#)

[View Pending Organizations](#)

[View Organization Profile](#)

[View Users](#)

[Set Rules](#)

[Update User Details](#)

[Update Organization Details](#)

[Pre-Publish](#)

[Add Project](#)

[Edit Project](#)

[View Project](#)

[Edit Project Supporters](#)

[Edit Project Past Events](#)

[View Milestones](#)

[Add Milestone](#)

[View Activities](#)

[Add Activity](#)

[Send For Approval](#)

[View Project \(Board\)](#)

[Approve or Reject Activities](#)

[Approve Project](#)

[Publish Project](#)

[Post Publish \(Users\)](#)

[Post Publish Project Profile](#)

[View Projects\(Organization\)](#)

[Donate Page](#)

[Donor List Page](#)

[Donation by Foundation](#)

[Expense Page](#)

[Add Expense](#)

[Edit Expense](#)

[Expense Page\(Request Fund\)](#)

[Fund Release](#)

[Add Proof](#)

[View Proof](#)

[Validation](#)

[View Proof \(Validator\)](#)

[TODO \(CRM\)](#)

[Donor List \(CRM\)](#)

[Communication](#)

[Close Activity](#)



Intro

Lack of transparency in fund movement from donor to beneficiary, lack of proper controls (governance, technology) to monitor projects and complicated record keeping and long-running the audit process has to lead to decreasing donor trust, lack of accountability, a huge rise in fraud incidents and money laundering and increase the cost of the audit. The donors have no visibility about how the donations are spent. They have no idea about the impact created by their donations. The NGOs find it difficult to manage the projects and the funds deployed. They spend a lot of time on administrative work.

The goal of Comgo platform is to build a blockchain based solution to solve some of the charity sector's key business challenges including lack of transparency, audit readiness and accountability. With an objective, to improve current business processes and procedures related to Customer/Donor Relationship Management, Project Management, Auditing, and Governance.

The 3 Pillars of the ComGo platform are:

- Transparency
Build a better relationship and customer experience by increasing the level of openness and communication to donors about project status and outcomes.
- Auditability
Increase audit readiness and decrease the cost of auditing by creating simplified reconciliations using distributed ledgers and greater confidentiality using immutable ledgers.
- Accountability
Build accountability by implementing real time monitoring capabilities and digitalization of supply chain processes from charities to suppliers.

Please refer to Google Chrome



Overview

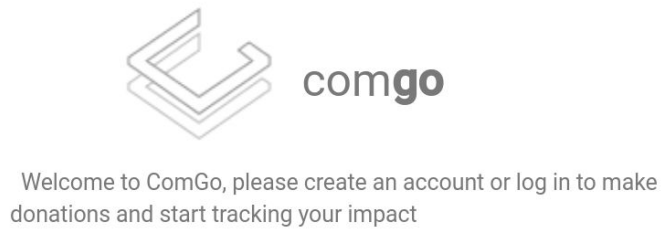
The process of ComGo starts with users or organization registering into the system. After registration the user Logging into the system. The Organization name of organization should be unique. To Login user submits his username and password if the details are validated the user is then logged in to the system. For the creation of the aforementioned accounts, the following details would have to be provided. At the first login of the Organization they have to submit the following four documents to complete their profile by going into the user profile column in their account. The organization statues Document, their Last Audit Report, and the Last Activity report. After the Organization user has submitted the required documents and the submitted documents are verified by the ComGO team the organization account can be approved by the team.

After the ComGo team verifies the account of the Organization can log-in to the ComGO system.

After that Organization grant rules to users. After rules has been granted user who has permission to create project is now able to create new projects. After the new project's minimum requirements have been completed (that at least one milestone and activity exist for the project). The project can then be sent to the board approval, after the project has been approved by the board, after the project has been approved by board users then the user who has publish permission decides if it wants to publish the project or not, publishing a project means that a potential donor is able to view the project on his log-in into the account. After the board's approval, the project can be published on the ComGo system. (once a project has been published it cannot be edited in this version of the system). The published project is now visible to users on the system for donations. Users then donates money for a project. Also Organizations can donate money. Users can also view the amount that has been donated to the project until then and the fund goal of the project. The amount that user donate is allocated to the respective project. The user who has add expense rule allocated then adds expenses to the project after which it requests funds to achieve respective milestones of a project, the user who has release fund rule assigned then releases funds. The user then releases funds to complete the milestones and activities defined in the project. The user who has submit proof permission then submits proof of the completed activities with Invoices or receipts of the funds spent on Comgo. The assigned validator of the project then validates the proof submitted and If the activity had previously been assigned a secondary validator then the NGO has to submit the details of the validator while publishing the project this can be done either by sending an SMS (YES/NO) or by clicking on the portal. Users has the option to donate using Paypal. After

users has donated the money the customer relationship manager sends detailed reports periodically to users regarding the use of their donations on the project of their choice

User Login



Sign in us ?

User Name *

Password *

☐ Remember Me [Forgot Password?](#)

[Log In](#)

OR

Don't have an account?
[Create an account](#)

Here the user can enter the Username and Password of their registered account after validation of which they are logged-in to ComGo.

The admin of comgo can login from here.

Organizations and Private Users can register after clicking on create a account link.

Private User Registration



CREATE AN ACCOUNT

User Type *
Private User

First Name
0 / 80

First Surname
0 / 80

Second Surname
0 / 80

User Name *

Password *

Password (Confirm) *

Email *

Id Number *
0 / 15

Country * Country C... Contact Number *
0 / 15

0 / 80

User Name *

Password *

Password (Confirm) *

Email *

Id Number *
0 / 15

Country * Country C... Contact Number *
0 / 15

Address *
0 / 80

Zip Code *
0 / 5

City *
0 / 30

CREATE AN ACCOUNT

Already have an account?
[Login](#)

1. For registering a new private user. The user clicks on create account link from login page.

User name should be unique.

First, select the user type as private user. Possibilities are specified below.

The user has to fill following the details.

1. User Type
2. First Name
3. First Surname
4. Second Surname
5. Username
6. Password
7. Confirm Password
8. Email
9. ID Number
10. Country
11. Country Code & Contact Number
12. Address
13. Zip code
14. City

After the user submits these details he receives a welcome Email.

Organization Registration



CREATE AN ACCOUNT

User Type *
Organization ▼

Organization *
0 / 40

User Name *

Password *

Password (Confirm) *

Email *

Id Number *
0 / 15

Country * ▼ Country C... ▼ Contact Number *
0 / 15

Domain Name * .ledgeropen.com

CREATE AN ACCOUNT

For registering a Organization.The user clicks on create account link from login page.

User name and Organization name should be unique.

First, select the user type as organization. Possibilities are specified below.

The user has to fill following the details.

1. User Type
2. Organization
3. Username
4. Password
5. Confirm Password
6. Email
7. Id Number
8. Country
9. CountryCode
10. Contact Number
11. Domain Name

After the Organization submits these details he receives a welcome Email.

Change Password



RESET YOUR PASSWORD

Old Password

New Password

Password (Confirm)

RESET MY PASSWORD

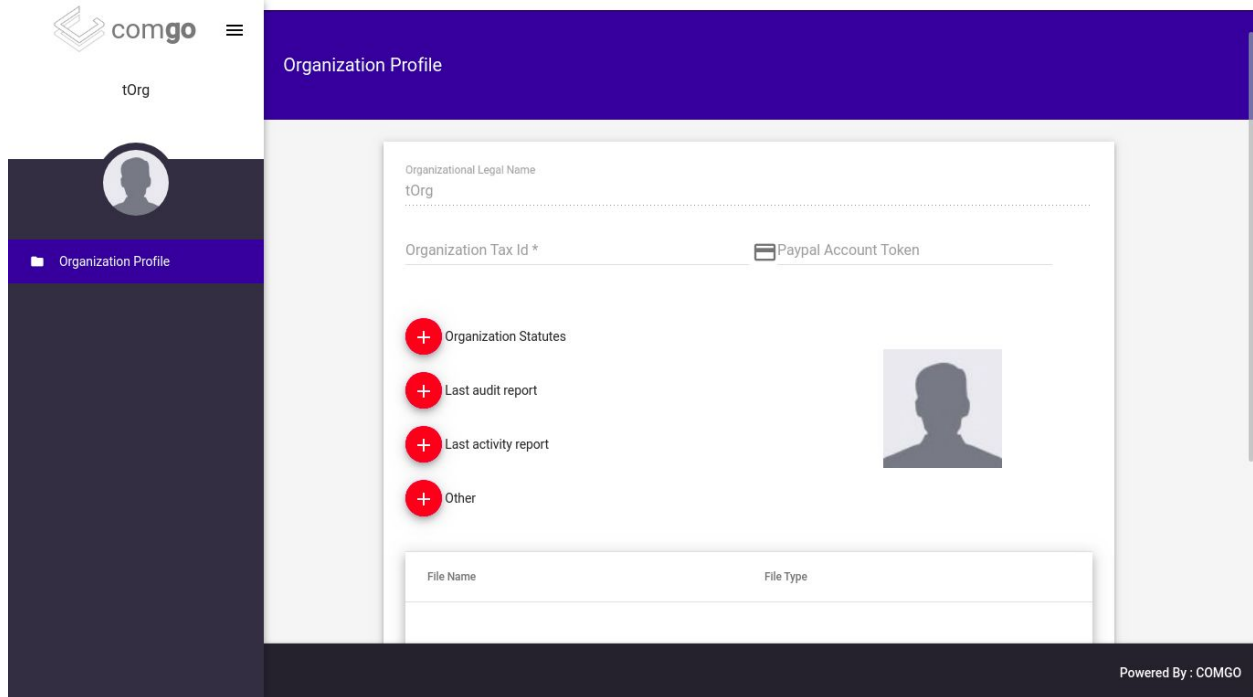
[Go back to login](#)

There are few fields they mean as following:

1. OldPassword – Enter otp if first time login else Enter old password.
2. Password – New Password.
3. Confirm Password – Confirm Entered Password

Here user need to fill all the fields and then need to click on RESET MY PASSWORD button.

Profile



The screenshot shows the 'Organization Profile' page. On the left is a dark sidebar with the 'comgo' logo and a user profile icon. The main content area has a purple header 'Organization Profile'. Below this, there's a form with the following fields:

- Organizational Legal Name: tOrg
- Organization Tax Id *: (empty)
- Paypal Account Token: (empty)
- Four red circular buttons with '+' icons, labeled: Organization Statues, Last audit report, Last activity report, and Other.
- A placeholder image for a profile picture.
- A table with two columns: File Name and File Type.

At the bottom right of the page, it says 'Powered By : COMGO'.

The profile page demonstrates for Organization and ComGo admin.

The organization would have to submit this form otherwise the organization is not able to access the application.

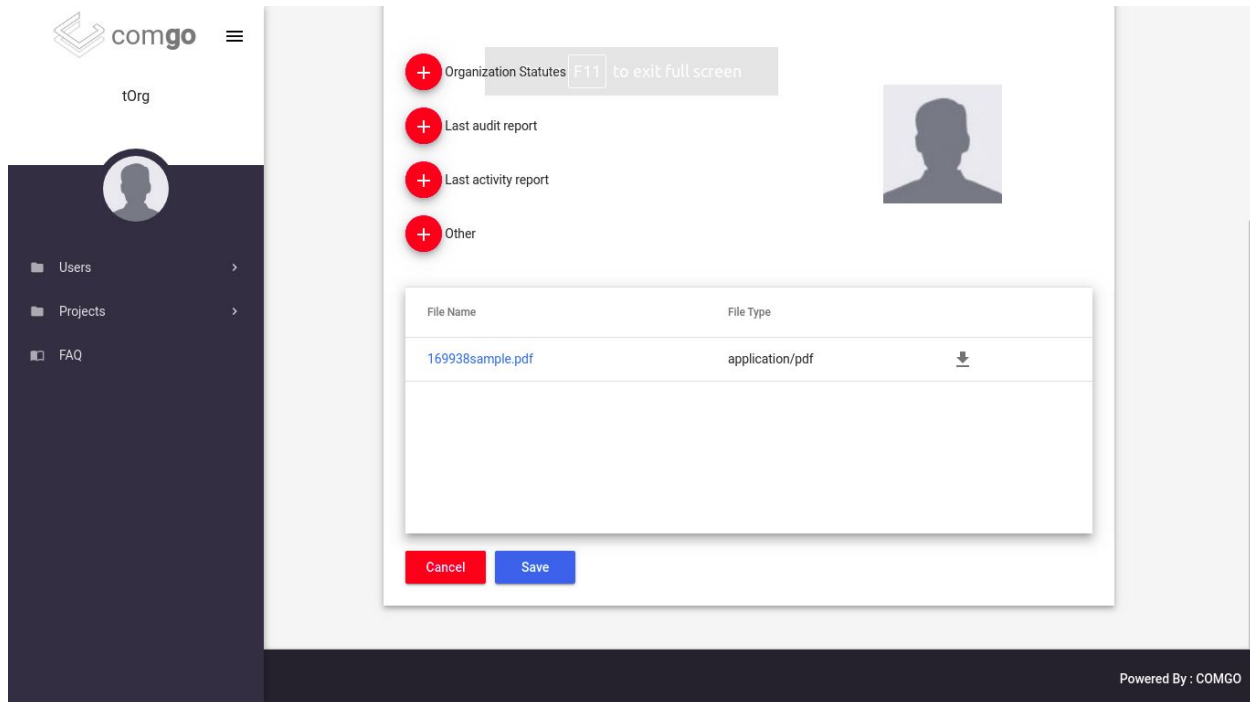
There are few fields they mean as following:

1. Organization Legal Name - Name of the organization.
2. Organization Tax Id - Id of the Organization.
3. PayPal Account Token - Paypal token(appears only for foundation admin)
4. Organization Statues - File
5. Last audit report - File
6. Last activity report - File

7. Other - File

We have also provided table to download the uploaded documents of that organization.

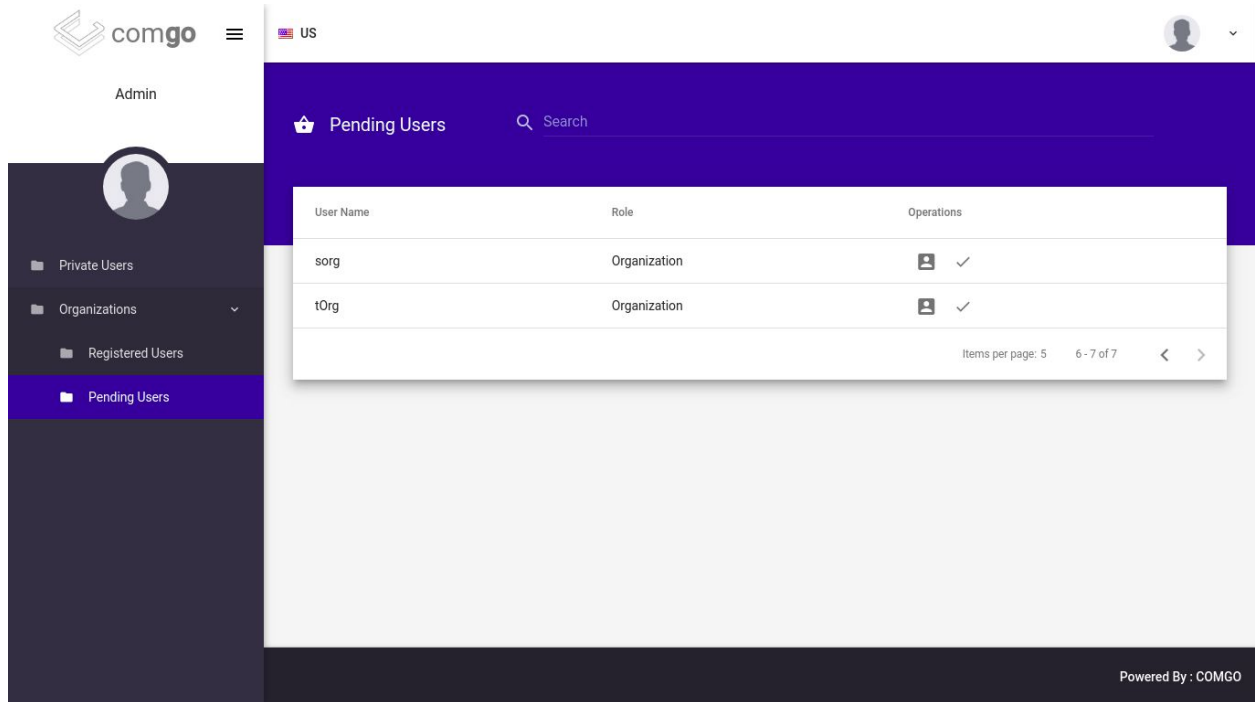
If they are Organization they can submit profile and comgo admin can only view profile and approve the Organization.



The screenshot displays the COMGO application interface. On the left is a dark sidebar with the 'comgo' logo and a user profile icon labeled 'tOrg'. Below the profile are menu items: 'Users', 'Projects', and 'FAQ'. The main content area has a light gray background. At the top, there's a header with a red '+' icon, the text 'Organization Statutes', a 'F11' button, and the instruction 'to exit full screen'. Below this is a list of items, each with a red '+' icon: 'Last audit report', 'Last activity report', and 'Other'. To the right of this list is a placeholder for a user profile picture. A modal window is open in the center, showing a table with two columns: 'File Name' and 'File Type'. The table contains one row with the file name '169938sample.pdf' and the file type 'application/pdf'. A download icon is visible next to the file type. At the bottom of the modal are 'Cancel' and 'Save' buttons. The footer of the application states 'Powered By : COMGO'.

File Name	File Type
169938sample.pdf	application/pdf

View Pending Organizations





comgo

Admin

US

Pending Users

Search

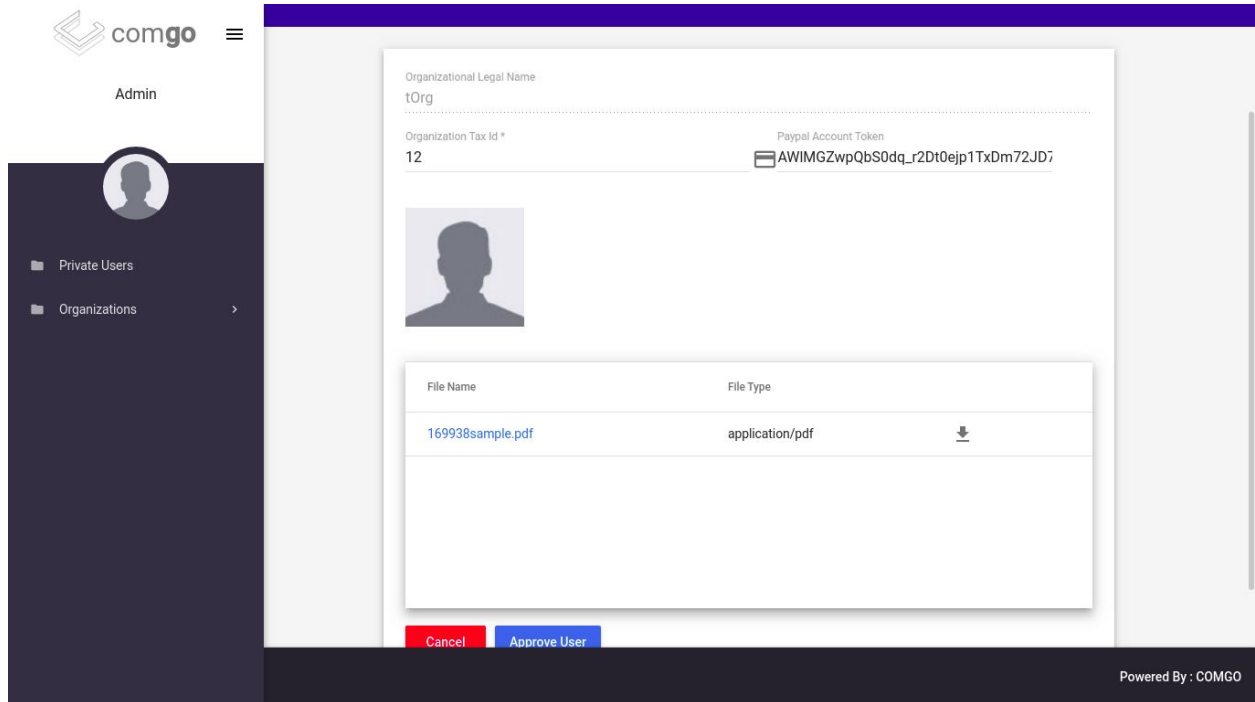
User Name	Role	Operations
sorg	Organization	 ✓
tOrg	Organization	 ✓

Items per page: 5 6 - 7 of 7 < >

Powered By : COMGO

This screen is visible to comgo admin from which it can approve the pending organization or can view the profile by clicking on view profile button and can approve user from there.

View Organization Profile



The screenshot shows the Comgo Admin interface. On the left is a dark sidebar with the Comgo logo, a user profile icon, and navigation links for 'Private Users' and 'Organizations'. The main content area is white and displays the 'Approve User' modal. The modal contains the following information:

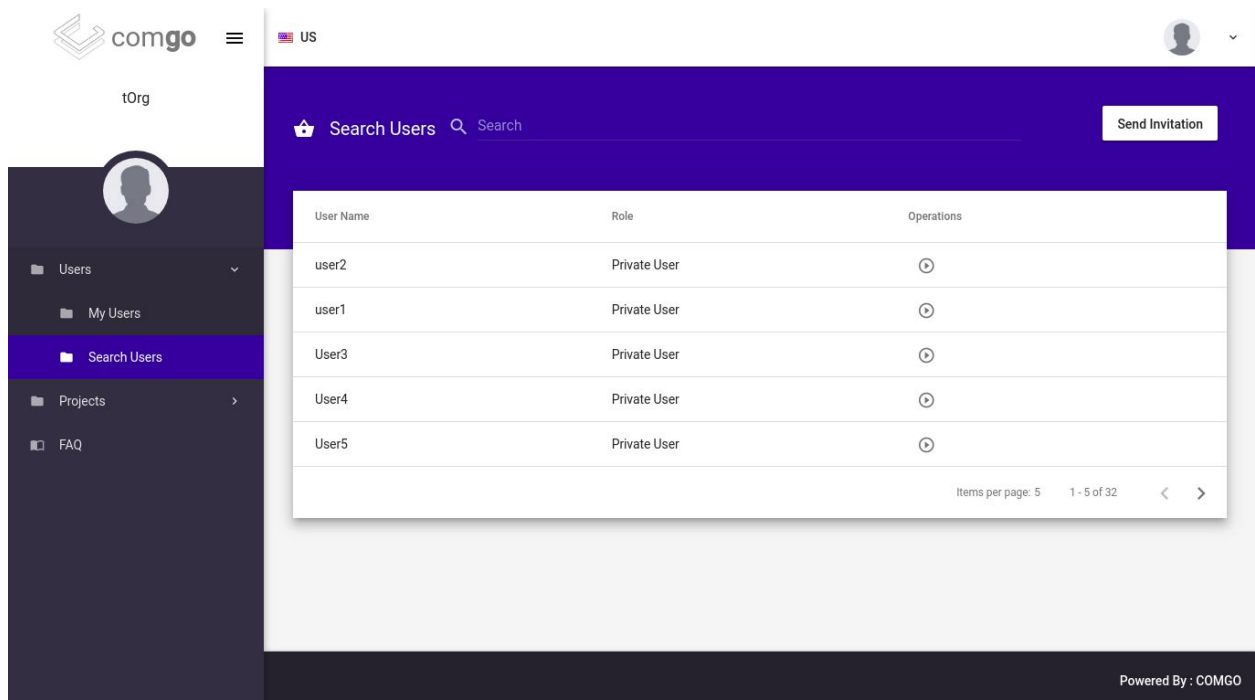
- Organizational Legal Name: tOrg
- Organization Tax Id *: 12
- Paypal Account Token: AWIMGZwpQbS0dq_r2Dt0ejp1TxDm72JD7
- A placeholder image for the user profile.
- A table with the following data:

File Name	File Type
169938sample.pdf	application/pdf
- At the bottom of the modal are two buttons: 'Cancel' (red) and 'Approve User' (blue).

The footer of the interface says 'Powered By : COMGO'.

This screen is visible to comgo admin from which it can approve the organization it views the profile and then approves the organization.

View Users



The screenshot shows the Comgo Admin interface for the 'View Users' screen. The sidebar on the left has a user profile icon and navigation links for 'Users', 'My Users', 'Search Users' (highlighted), 'Projects', and 'FAQ'. The main content area is white and displays the 'View Users' screen. The screen has a dark blue header with the following elements:

- Search Users: Search
- Send Invitation button

Below the header is a table with the following data:

User Name	Role	Operations
user2	Private User	ⓘ
user1	Private User	ⓘ
User3	Private User	ⓘ
User4	Private User	ⓘ
User5	Private User	ⓘ

At the bottom of the table, there is a pagination control: 'Items per page: 5 1 - 5 of 32' with left and right arrows.

The footer of the interface says 'Powered By : COMGO'.

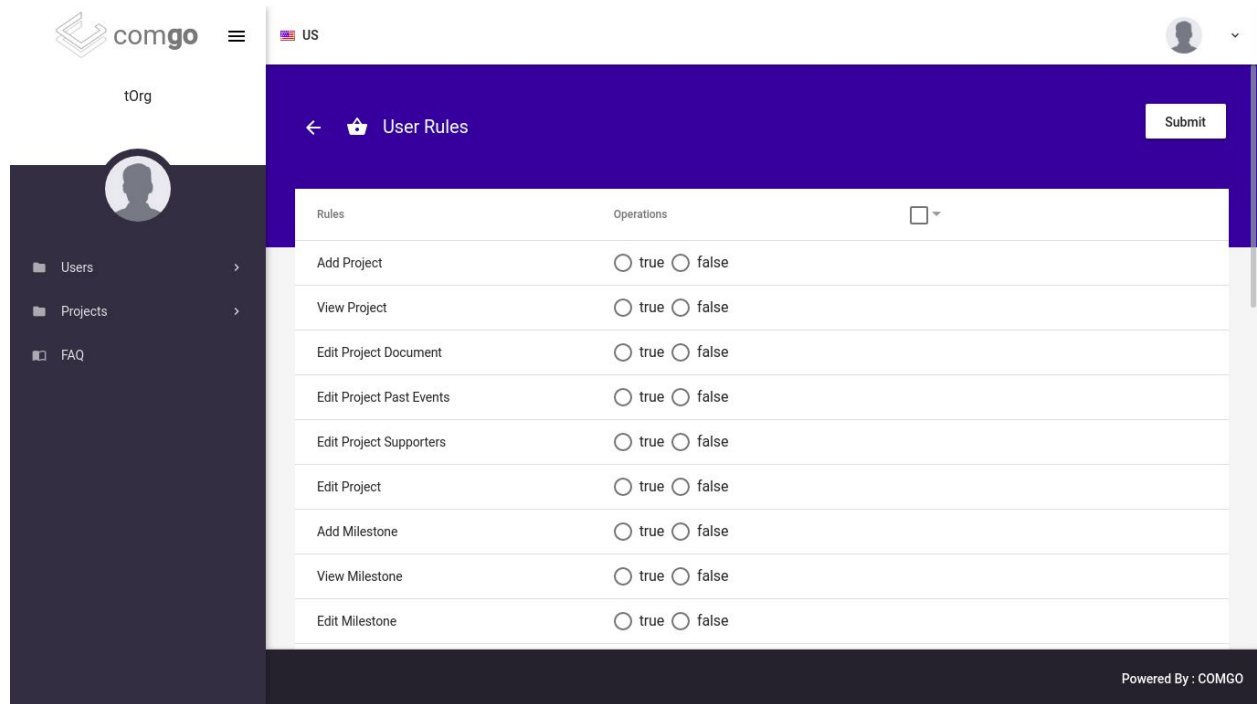
This page is visible to organization.

From here Organization sets rules to private users which it need to work on project.

Organization can search for user or it can invite the user.

After clicking on the icon it can assign rules to the user.

Set Rules



comgo tOrg

US

User Rules

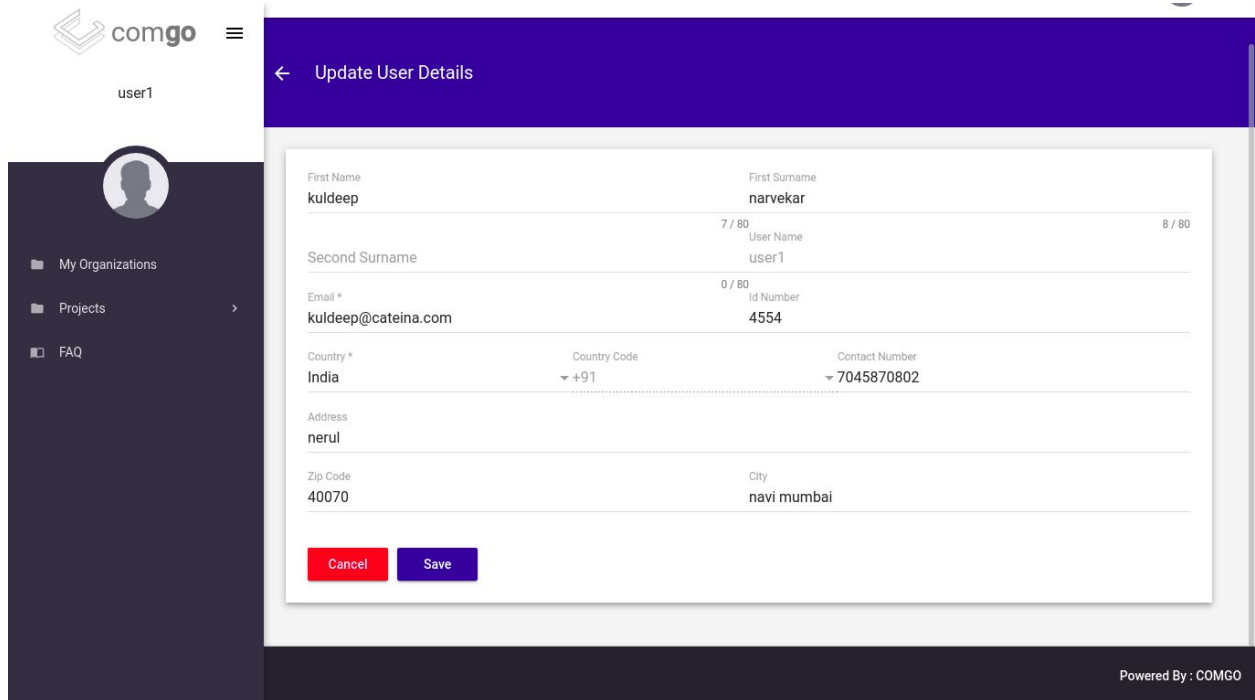
Submit

Rules	Operations
Add Project	<input type="radio"/> true <input type="radio"/> false
View Project	<input type="radio"/> true <input type="radio"/> false
Edit Project Document	<input type="radio"/> true <input type="radio"/> false
Edit Project Past Events	<input type="radio"/> true <input type="radio"/> false
Edit Project Supporters	<input type="radio"/> true <input type="radio"/> false
Edit Project	<input type="radio"/> true <input type="radio"/> false
Add Milestone	<input type="radio"/> true <input type="radio"/> false
View Milestone	<input type="radio"/> true <input type="radio"/> false
Edit Milestone	<input type="radio"/> true <input type="radio"/> false

Powered By : COMGO

**This Page appears for organization from which it can assign rules to the user.
The user can perform different operations as per the rules.**

Update User Details



comgo

user1

My Organizations

Projects

FAQ

Update User Details

First Name
kuldeep

First Surname
narvekar

Second Surname

Email *
kuldeep@cateina.com

Country *
India

Country Code
+91

Contact Number
7045870802

Address
nerul

Zip Code
40070


City
navi mumbai

Cancel Save


Powered By : COMGO

This is update Private user details page. Here user can edit its details after getting registered. But they cannot change username which is unique.

Update Organization Details

 comgo

tOrg



Users

Projects

FAQ

US

Update User Details

Organization *	User Name	
tOrg	tOrg	
Email *	Id Number	
kuldeep@cateina.com	1234	
Country *	Country Code	Contact Number
India	+91	7045870802

Cancel

Save

Powered By : COMGO

This is update Organization details page. Here organization can edit its details after getting registered.

But they cannot change username and organization name which is unique.



Pre-Publish

Type	Name	SDG	Project Budget	Fund Goal	Status	Operation
	proj4		15,000.00 USD	12,000.00 USD	Not Initiated	
	proj5		14,000.00 USD	12,000.00 USD	Not Initiated	
	kproj3		15,000.00 USD	10,000.00 USD	Not Initiated	

Here the user can view the list of projects that are not published.

Users can Create a project by clicking on Projects and then my projects.

Under which the organizations are listed.

Click on any organization goto prePublish Projects then the user gets to this screen

After clicking on add project button the user can create project using that organization

Users who has been assigned rules by that organization can work on that project.


Add Project Button appears only if add project rule has been assigned to the user by the selected organization from navigation.

In this page project status can be Project Created,Project Modified,Project Approved


In SDG there is only first SDG's shown to view all SDG's just keep your mouse pointer on it.

Here is one search bar, you can search project details based on following parameters.

Add Project



user1



My Organizations

Projects

FAQ

ADD PROJECT

Project InfoSDGDocuments/ImagesMap

Project Type *

Project Name *0 / 60

Project Budget *

Fund Goal *0 / 15

NGO *tOrg

Organizations0 / 15

Country *

Currency *

Start Date *

End Date *

Description *0 / 2000


☐ Manual Allocation of Funds

Cancel

Save

Fill all mandatory fields*

Powered By : COMGO


US
user1

← ADD PROJECT

Project Info


















SDG

Documents/Images

Map

Click on SDG icons to select / deselect the Sustainable Development Goals


Sustainable Development Goals

Cancel
Save

Fill all mandatory fields*

Powered By : COMGO


US
user1


← ADD PROJECT

Project Info


SDG

Documents/Images

Map



To change image click here



Project Documents

+

Not available

Past Events (PDF)

+

Not available

Project Supporter Logo

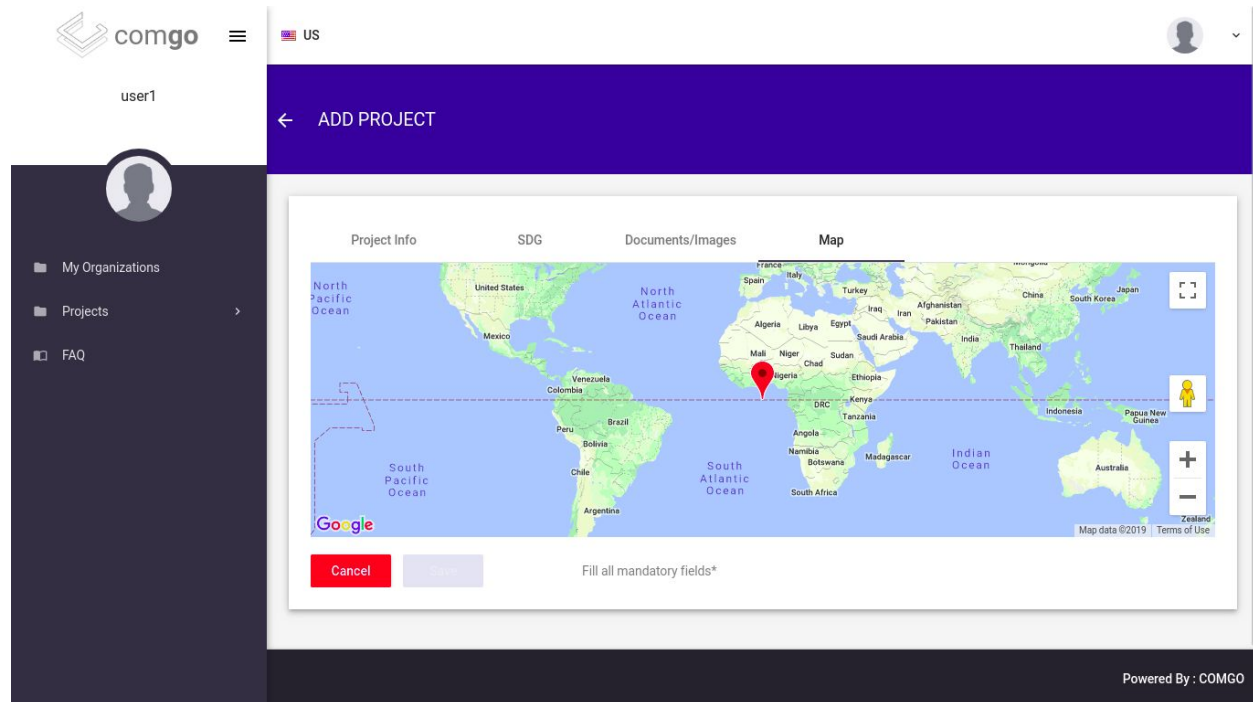
+

Not available

Cancel
Save

Fill all mandatory fields*

Powered By : COMGO



The above screens are how a user can add a new project in ComGO.

To add a new project the user would have to submit the following details: -

1. Project Type
2. Project Name
3. Project Budget
4. Fund Goal
5. NGO
6. Organizations
7. Country
8. Currency
9. Start Date
10. End Date
11. Description

Additionally, the user can add Project Documents, Past Events and Project Supporters Files.




Additionally, the user can, select from multiple sustainable development goals that the project might work for, upload images for the project and select from map the area that the project would work in.


An NGO is the selected organization from the menu.

In Organization field user can add multiple organizations who the user want to include in the project.

Edit Project

 comgo

user1



My Organizations

Projects

FAQ

Health Care

Project Info

SDG

Documents/Images

Map

Project Type *

Health Care

Project Name *

Health Care

Project Budget *

25000

Fund Goal *

20000

NGO *

tOrg

Country *

United States

Currency *

USD

Start Date *

10/17/2019

End Date *

10/31/2019

Description *


Provide Medication and help to Patients.

☐ Manual Allocation of Funds


Cancel

Update

Powered By : COMGO

 comgo

user1







- My Organizations
- Projects
- FAQ














Health Care

Project InfoSDGDocuments/ImagesMap

Sustainable Development Goals




Sustainable Development Goals




CancelUpdate

Powered By : COMGO

 comgo

user1





- My Organizations
- Projects
- FAQ

US

Health Care

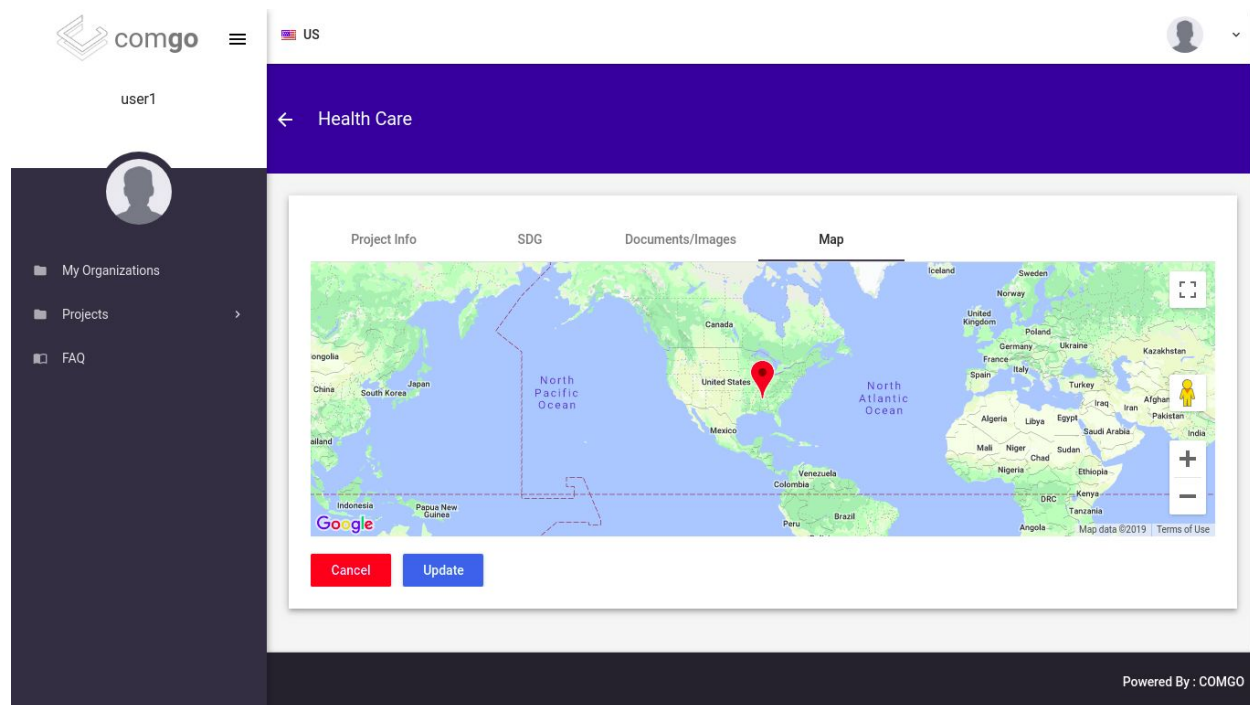
Project InfoSDGDocuments/ImagesMap



To change image click here

CancelUpdate

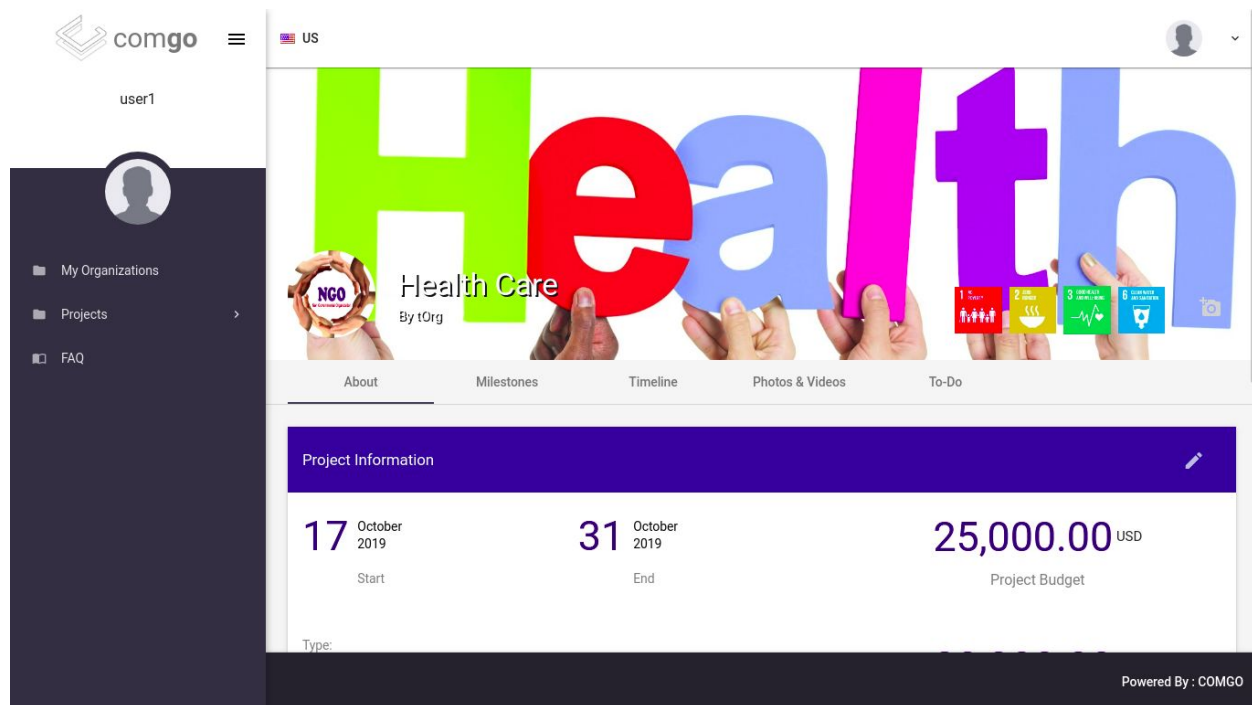
Powered By : COMGO



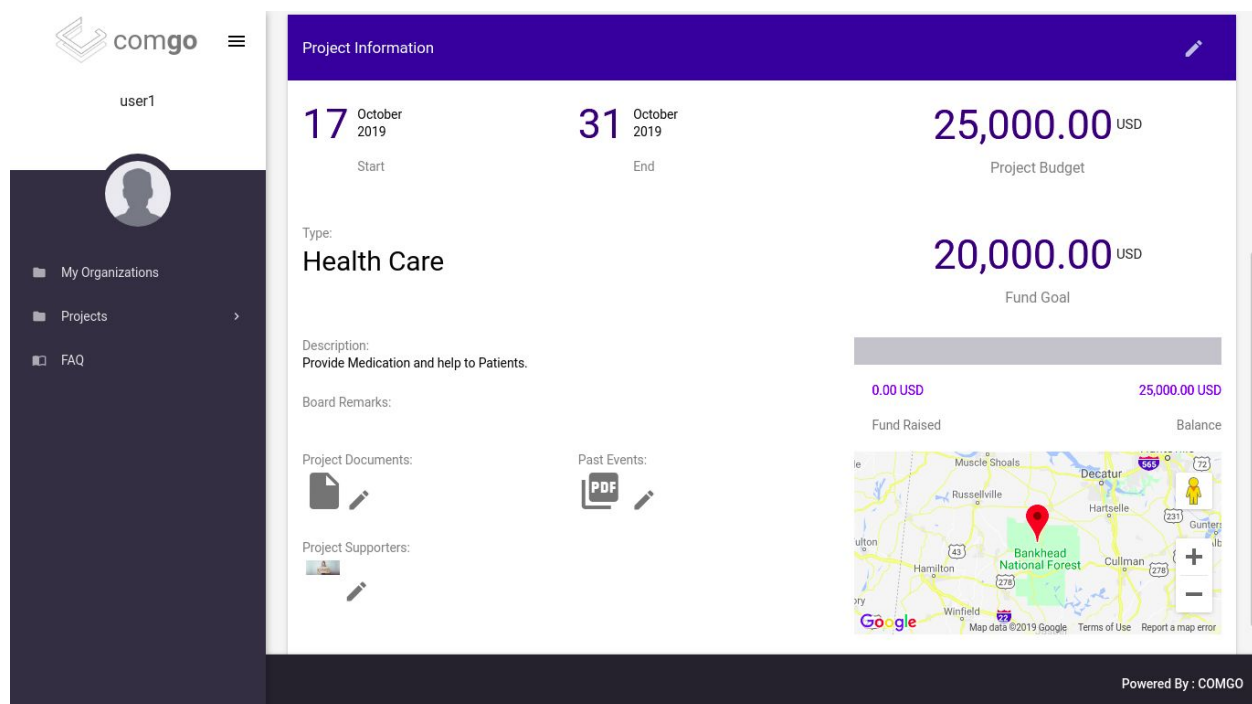
The above screens only appers to the user who has edit project rule by th organization.

The above screens are how a user can edit a project details but except ngo name.
User can also change project image from edit project.

View Project



The screenshot shows the 'View Project' page for a project named 'Health Care'. The page features a sidebar on the left with navigation options: 'My Organizations', 'Projects', and 'FAQ'. The main content area displays the project details, including the project name 'Health Care', the start date '17 October 2019', the end date '31 October 2019', and the project budget '25,000.00 USD'. The page is powered by COMGO.



The screenshot shows the 'View Project' page for a project named 'Health Care'. The page displays detailed information about the project, including the project name 'Health Care', the start date '17 October 2019', the end date '31 October 2019', and the project budget '25,000.00 USD'. The page also shows the fund goal '20,000.00 USD', the description 'Provide Medication and help to Patients.', the board remarks, project documents, past events, project supporters, and a map of the project location. The page is powered by COMGO.

This is the page where the user can view the full details of a single project by clicking on a project from the Pre-Publish or Post-Publish page.

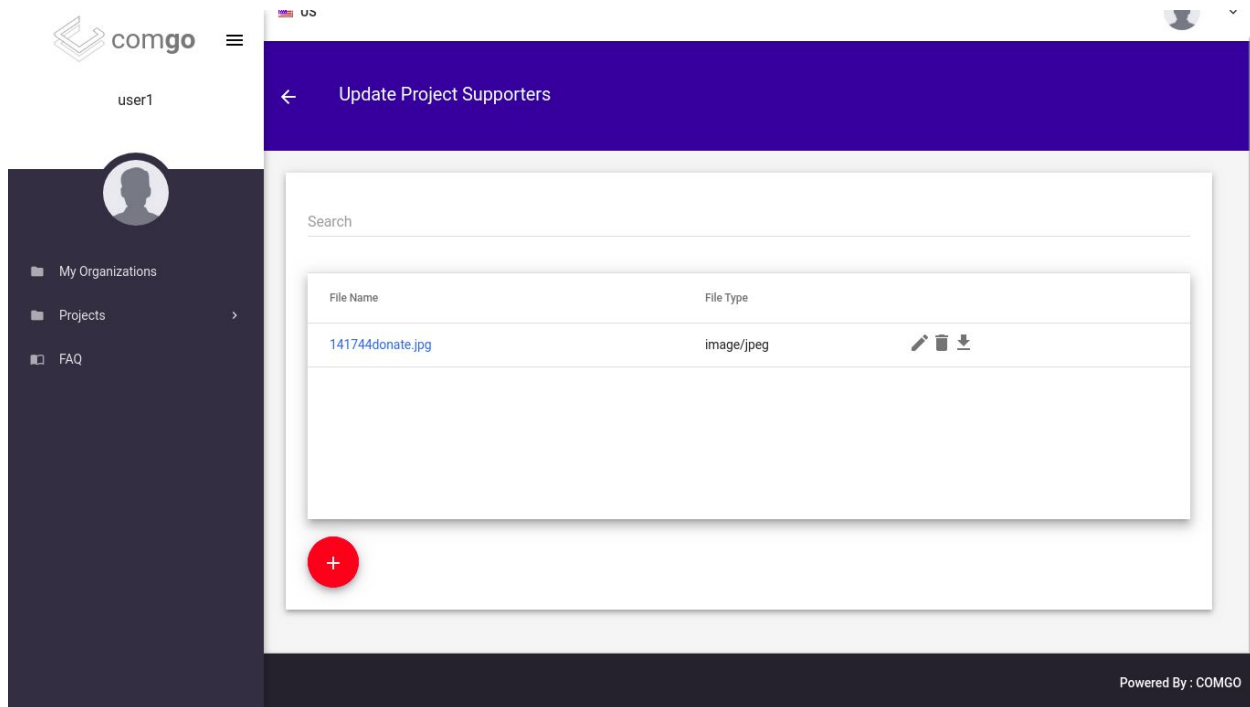
The page contains the following elements: -

1. Start Date
2. End Date
3. Project Budget
4. Fund Goal
5. Fund Raised
6. Project Documents
7. Past Events
8. Project Supporters
9. Project Location
10. Milestones Tab
11. Timeline Tab
12. Media for the Project (Photos & Videos) Tab
13. To-Do Tab

User can also edit project by clicking on edit project button.

This Button only appears to the user who has edit project rule assigned by the organization.

Edit Project Supporters

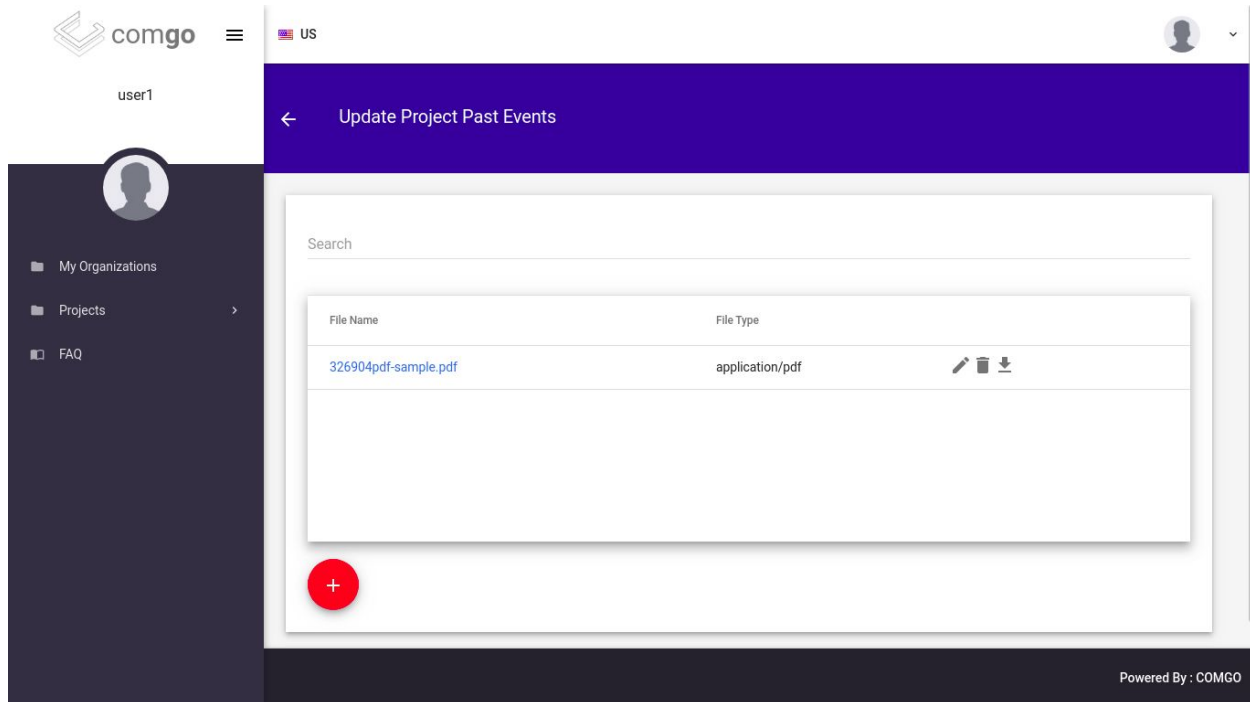


The screenshot shows the 'Update Project Supporters' page in the COMGO application. The interface includes a sidebar with navigation options: 'My Organizations', 'Projects', and 'FAQ'. The main content area features a search bar and a table with columns for 'File Name' and 'File Type'. A single file is listed: '141744donate.jpg' with a file type of 'image/jpeg'. To the right of the file name are icons for edit, delete, and download. A red circular button with a white plus sign is located at the bottom left of the table area. The footer of the application indicates 'Powered By : COMGO'.

File Name	File Type
141744donate.jpg	image/jpeg

From this page user can add, edit and download project supporters files.

Edit Project Past Events



The screenshot shows the 'Update Project Past Events' page in the COMGO application. The interface includes a dark sidebar on the left with navigation links: 'My Organizations', 'Projects', and 'FAQ'. The main content area has a purple header bar with a back arrow and the title 'Update Project Past Events'. Below the header is a search bar and a table with two columns: 'File Name' and 'File Type'. The table contains one row with the file name '326904pdf-sample.pdf' and the file type 'application/pdf'. To the right of the file type are icons for edit, delete, and download. A red circular button with a white plus sign is located at the bottom left of the table area. The footer of the page indicates 'Powered By : COMGO'.

user1

US

← Update Project Past Events

Search

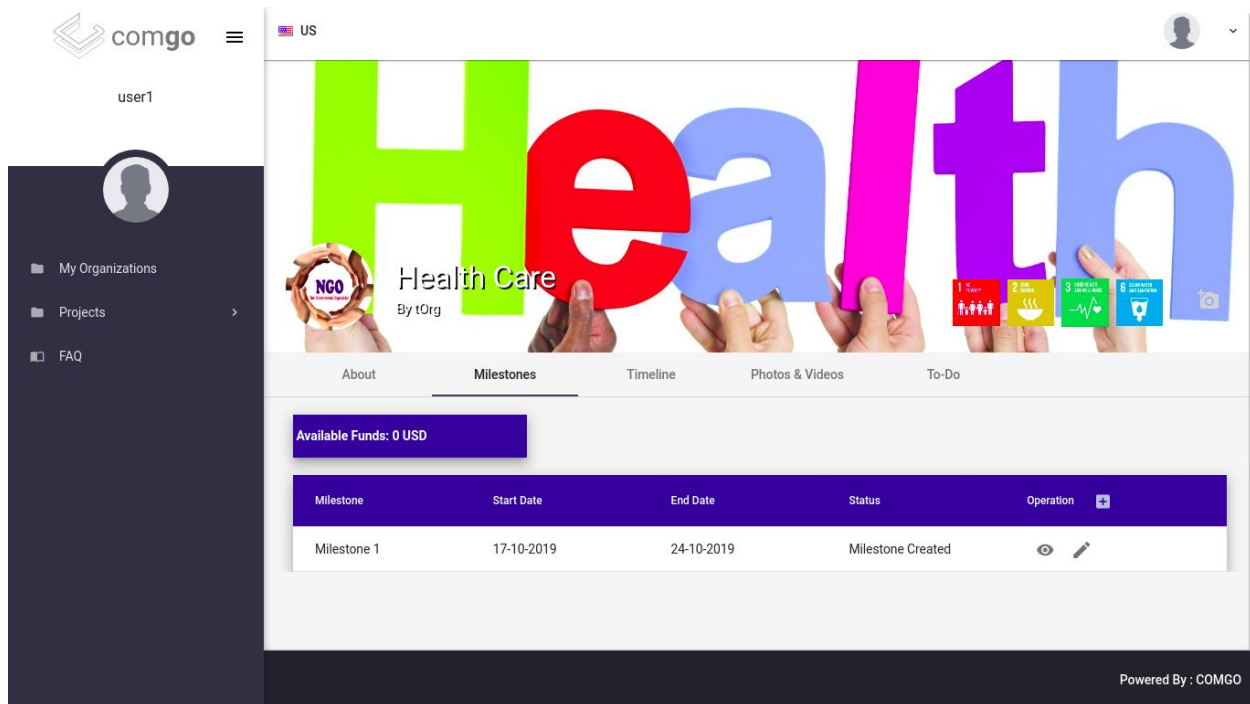
File Name	File Type
326904pdf-sample.pdf	application/pdf

+

Powered By : COMGO

From this page user can add, edit and download project past events files.

View Milestones



comgo user1

US

Health Care By tOrg

About Milestones Timeline Photos & Videos To-Do

Available Funds: 0 USD

Milestone	Start Date	End Date	Status	Operation
Milestone 1	17-10-2019	24-10-2019	Milestone Created	View Edit

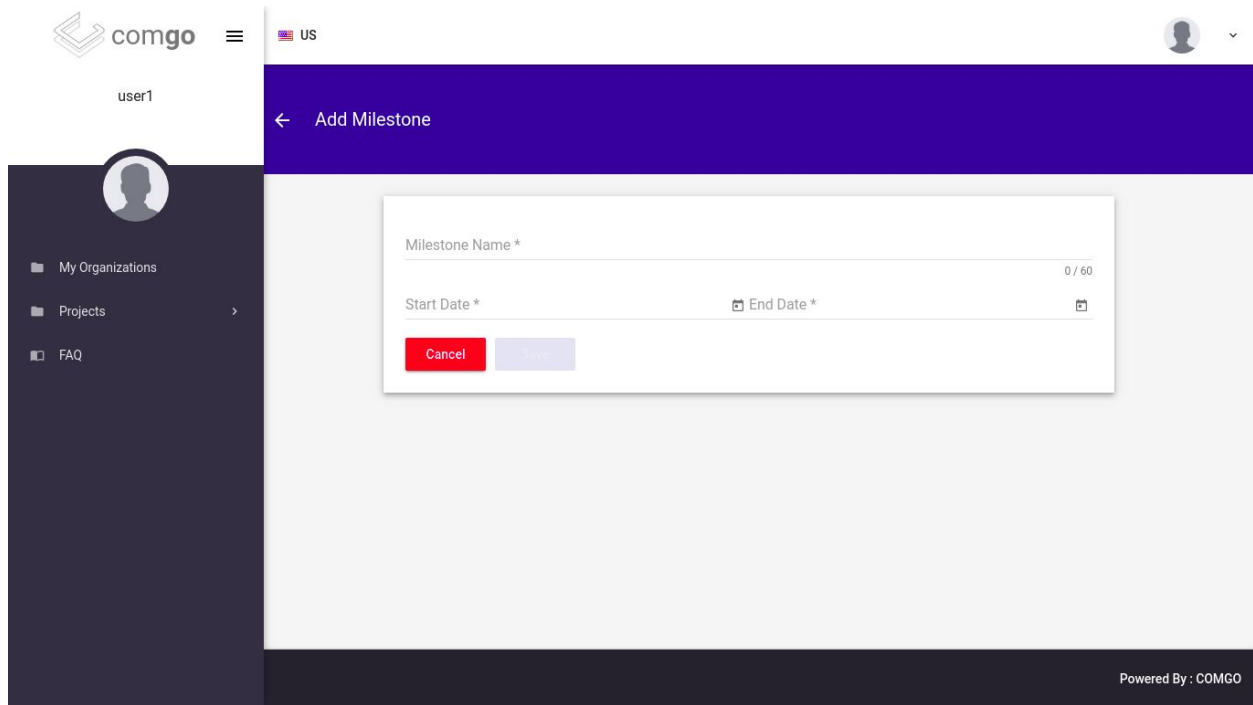
Powered By : COMGO

In this page user can view list of milestones, Start Date, End Date and Operation column.

Here are few buttons and icons they mean as following:

1. Add Milestone - On clicking this button, user can add a new milestone - This icon appears only if user has add milestone rule assigned by the selected organization.
2. Edit Milestone - On clicking this icon user, can edit the milestone.- This icon appears only if user has edit milestone rule assigned by the selected organization.
3. View Activities - On clicking this icon, user can see the activities under a milestone.

Add Milestone



The screenshot shows the 'Add Milestone' form within the COMGO application. The interface includes a top navigation bar with the COMGO logo, a hamburger menu, a language selector set to 'US', and a user profile icon. A left sidebar contains navigation links for 'My Organizations', 'Projects', and 'FAQ'. The main content area features a purple header with a back arrow and the title 'Add Milestone'. The form itself is a white modal with three required fields: 'Milestone Name *' (with a character count of 0 / 60), 'Start Date *', and 'End Date *' (with a calendar icon). At the bottom of the form are 'Cancel' and 'Save' buttons. The footer of the application states 'Powered By : COMGO'.

user1

← Add Milestone

Milestone Name * 0 / 60

Start Date * End Date *

Cancel Save

Powered By : COMGO

In this page user can add new milestone.

For adding milestone, you must have to fill the following details:

1. Milestone name
2. Start date
3. End date



View Activities

The screenshot displays the COMGO interface for viewing activities. The sidebar on the left contains navigation links: "My Organizations", "Projects", and "FAQ". The main content area features a banner image with the word "Health" in large, colorful letters, held by hands. Below the banner is a table of activities.

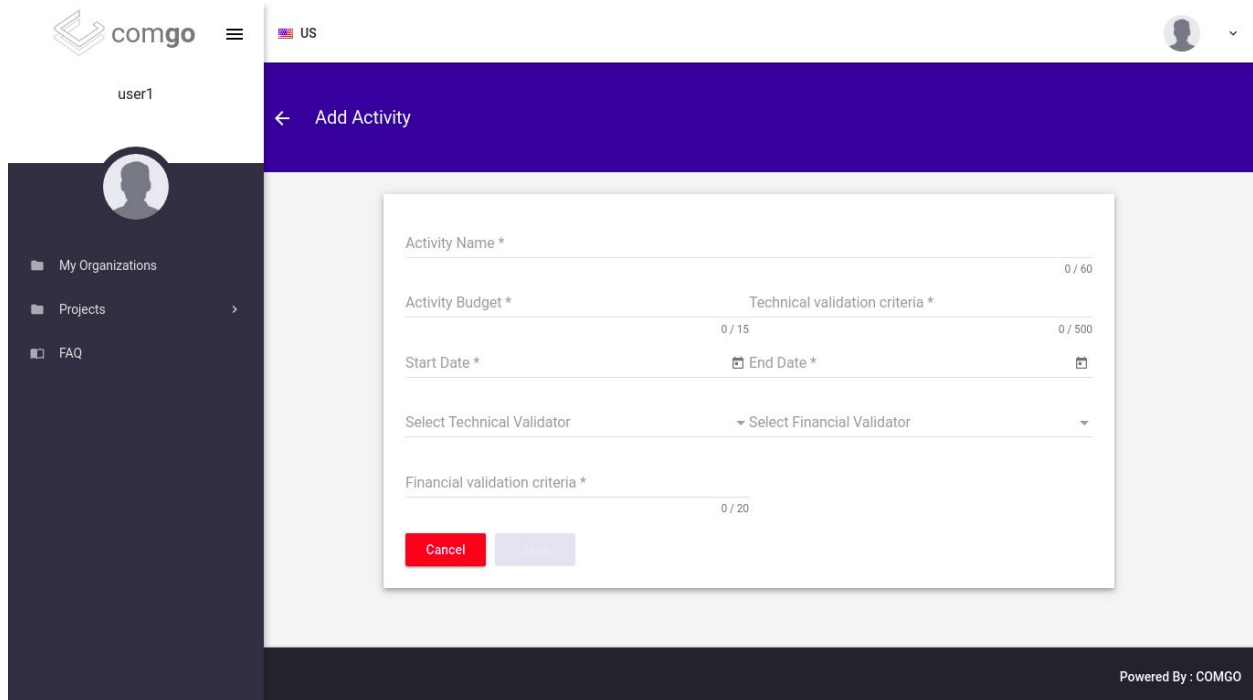
Activity	Start Date	End Date	Funds	Status	Remarks	Operation
Importing Medicin...	17-10-2019	19-10-2019	100.00 USD	Activity Created	No Remarks Added	✓

Here you can see the list of activities.

There are few buttons and icons they mean as following.

1. Add Activity - On clicking this button, user can add activity - This icon appears only if user has add activity rule assigned by the selected organization.
2. Edit Activities - On clicking this icon, user can edit activity - This icon appears only if user has edit activity rule assigned by the selected organization.
3. Send for Approval - This icon appears only if user has send for approval rule assigned by the selected organization.

Add Activity



The screenshot shows the 'Add Activity' modal in the COMGO application. The modal is a white box with a light gray border, centered on a dark blue background. It contains several input fields and dropdown menus. The fields are: 'Activity Name *' (0 / 60), 'Activity Budget *' (0 / 15), 'Technical validation criteria *' (0 / 500), 'Start Date *' (calendar icon), 'End Date *' (calendar icon), 'Select Technical Validator' (dropdown), 'Select Financial Validator' (dropdown), and 'Financial validation criteria *' (0 / 20). At the bottom of the modal are two buttons: 'Cancel' (red) and 'Save' (gray). The background shows a sidebar with 'My Organizations', 'Projects', and 'FAQ' options, and a top navigation bar with the COMGO logo and a user profile icon.

Activity Name * 0 / 60

Activity Budget * 0 / 15

Technical validation criteria * 0 / 500

Start Date * End Date *

Select Technical Validator Select Financial Validator

Financial validation criteria * 0 / 20

Cancel Save

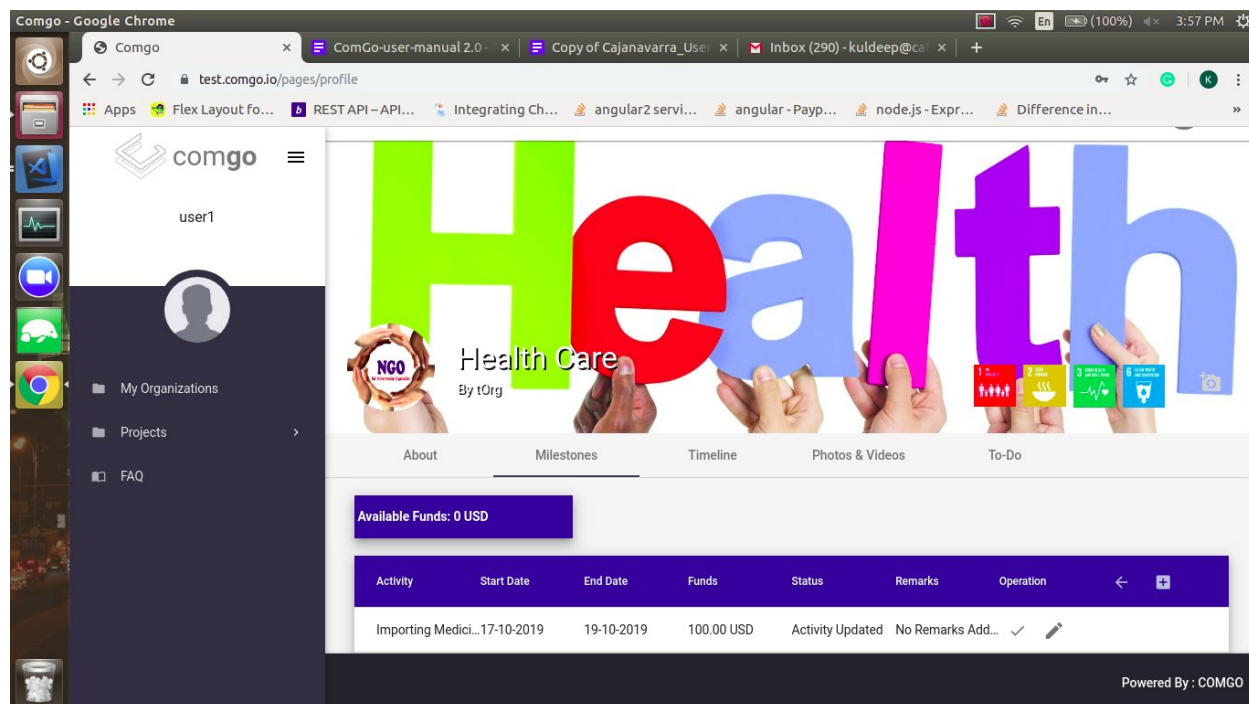
Powered By : COMGO

In this modal page user can add new activity.

For adding an activity, you have to fill the following details:

1. Activity name
2. Activity budget
3. Technical Validation Criteria
4. Start date
5. End date
6. Select Technical Validator
7. Select Financial Validator
8. Financial Validation Criteria

Send For Approval

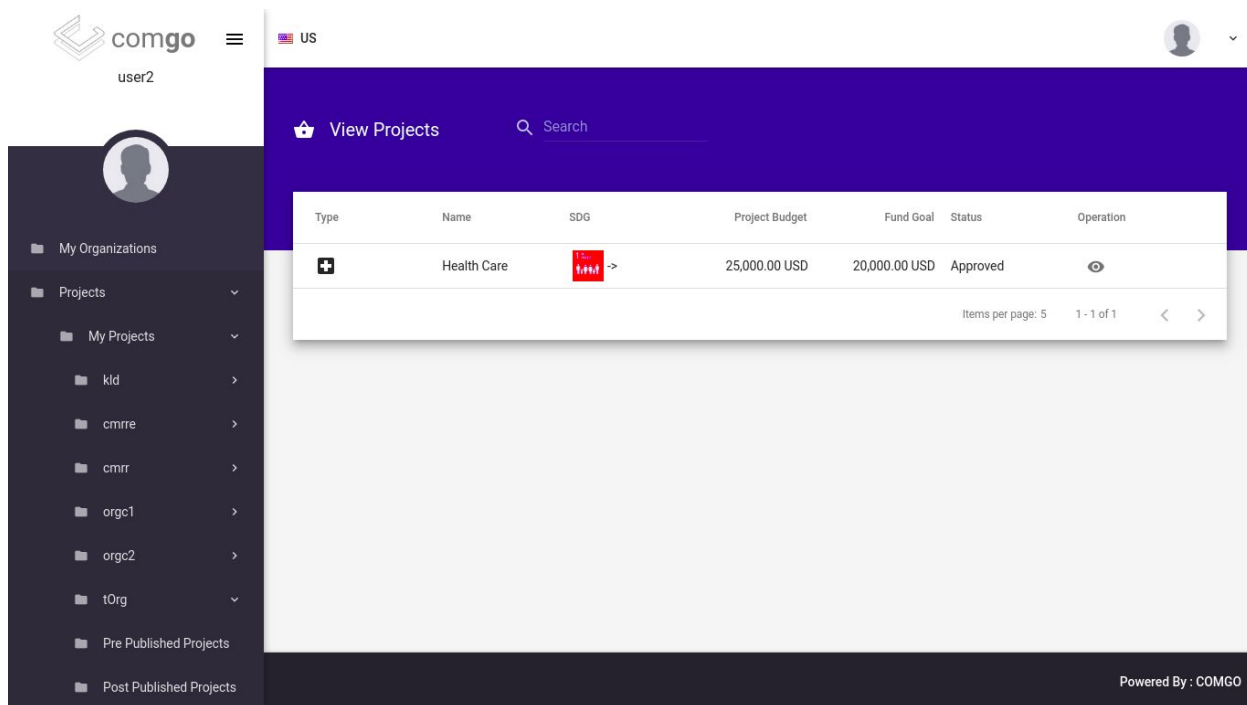


Here you can see the list of activities.

There are few buttons and icons they mean as following.

1. Add Activity - On clicking this button, user can add activity - This icon appears only if user has add activity rule assigned by the selected organization.
2. Edit Activities - On clicking this icon, user can edit activity - This icon appears only if user has edit activity rule assigned by the selected organization.
3. Send for Approval - This icon appears only if user has send for approval rule assigned by the selected organization.



View Project (Board)



comgo user2

US

View Projects Search

Type	Name	SDG	Project Budget	Fund Goal	Status	Operation
+	Health Care		25,000.00 USD	20,000.00 USD	Approved	

Items per page: 5 1 - 1 of 1

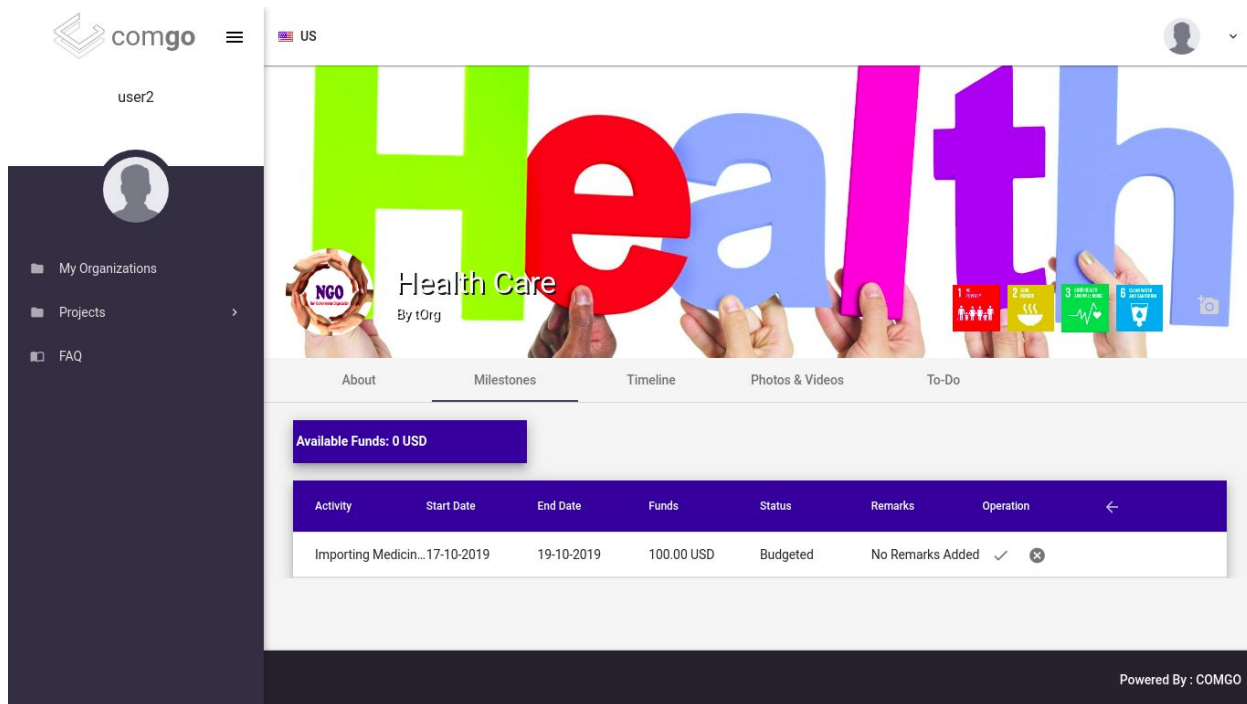
Powered By : COMGO

Here you can see, the list of pre published projects.

There are few icons they mean as following.

1. View Projects - On clicking this icon, you can see the project in detail. In that user will approve or reject the activities. From ToDo tab user can **Approve** the project by clicking on Approve Project icon.

Approve or Reject Activities



The screenshot shows the COMGO web application interface. The top navigation bar includes the COMGO logo, a menu icon, the user 'user2', and a language selector set to 'US'. The left sidebar contains navigation links for 'My Organizations', 'Projects', and 'FAQ'. The main content area displays a project titled 'Health Care' with a banner image of hands holding up the word 'Health'. Below the banner, there are tabs for 'About', 'Milestones', 'Timeline', 'Photos & Videos', and 'To-Do'. A purple box indicates 'Available Funds: 0 USD'. Below this is a table of activities:

Activity	Start Date	End Date	Funds	Status	Remarks	Operation
Importing Medicin...	17-10-2019	19-10-2019	100.00 USD	Budgeted	No Remarks Added	✓ ✕

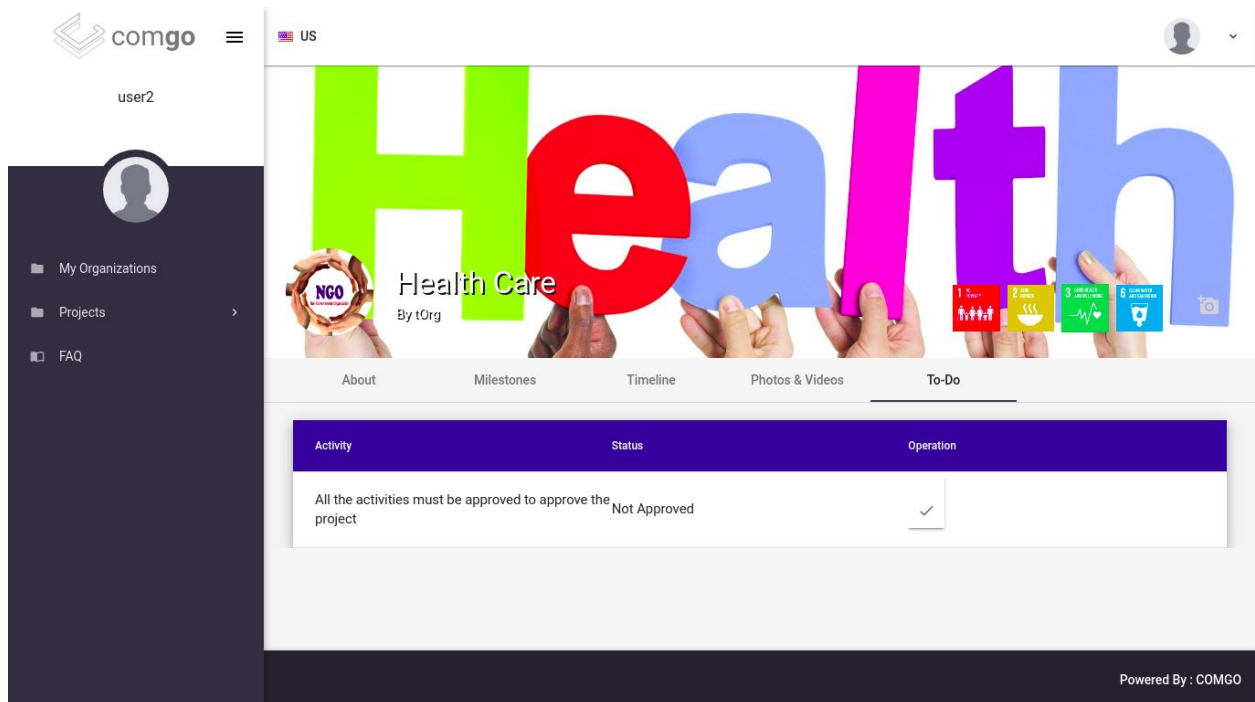
The bottom right corner of the interface states 'Powered By : COMGO'.

This project demonstrates only for the user who has send for approval rule assigned by the organization . Here you can see the activities of the project.

There are two buttons as follows.

- Approve:- On clicking this button, activities gets **approved**.If all the activities are approved usercan approve the project.
- Reject:- On clicking this button activities gets **rejected**.

Approve Project



The screenshot shows the COMGO project management interface. The sidebar on the left contains navigation links: My Organizations, Projects, and FAQ. The main content area displays the 'Health Care' project page. The header of the project page includes the project title 'Health Care' and a 'By tOrg' label. Below the header, there are tabs for 'About', 'Milestones', 'Timeline', 'Photos & Videos', and 'To-Do'. The 'To-Do' tab is currently selected, showing a table of activities.

Activity	Status	Operation
All the activities must be approved to approve the project	Not Approved	<input type="checkbox"/>

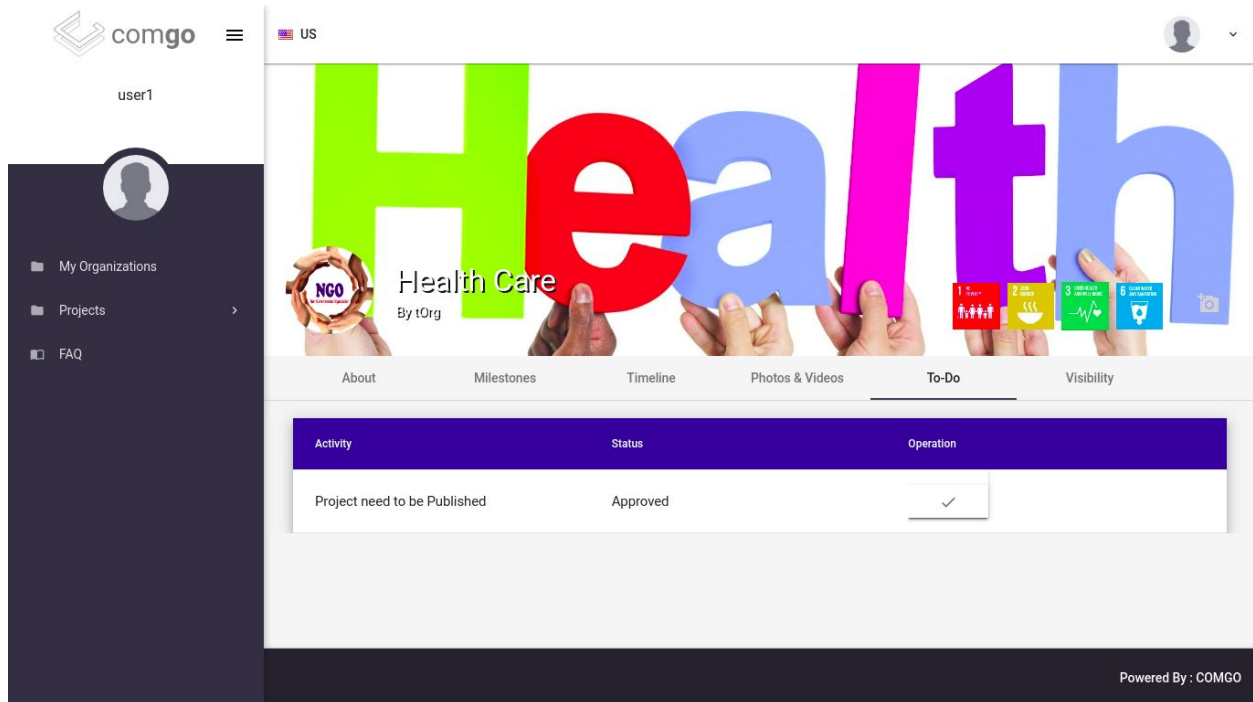
Powered By : COMGO

The approve project is visible only for the user who has Approve Project rule assigned by the organization


There is button under the To-Do column it mean as follows.

- Approve:- On clicking this button, project gets **approved** after this user who has publish project rule assigned can publish the project.

Publish Project



The screenshot shows the COMGO web application interface. On the left is a dark sidebar with a user profile icon and the text 'user1'. Below the profile are links for 'My Organizations', 'Projects', and 'FAQ'. The main content area has a header with the 'comgo' logo, a language selector set to 'US', and a user profile icon. Below the header is a banner image with the word 'Health' in large, colorful letters. Overlaid on the banner is a 'Health Care' project card with an 'NGO' icon and the text 'By tOrg'. Below the banner is a navigation bar with tabs: 'About', 'Milestones', 'Timeline', 'Photos & Videos', 'To-Do', and 'Visibility'. The 'To-Do' tab is active, showing a table with the following data:

Activity	Status	Operation
Project need to be Published	Approved	

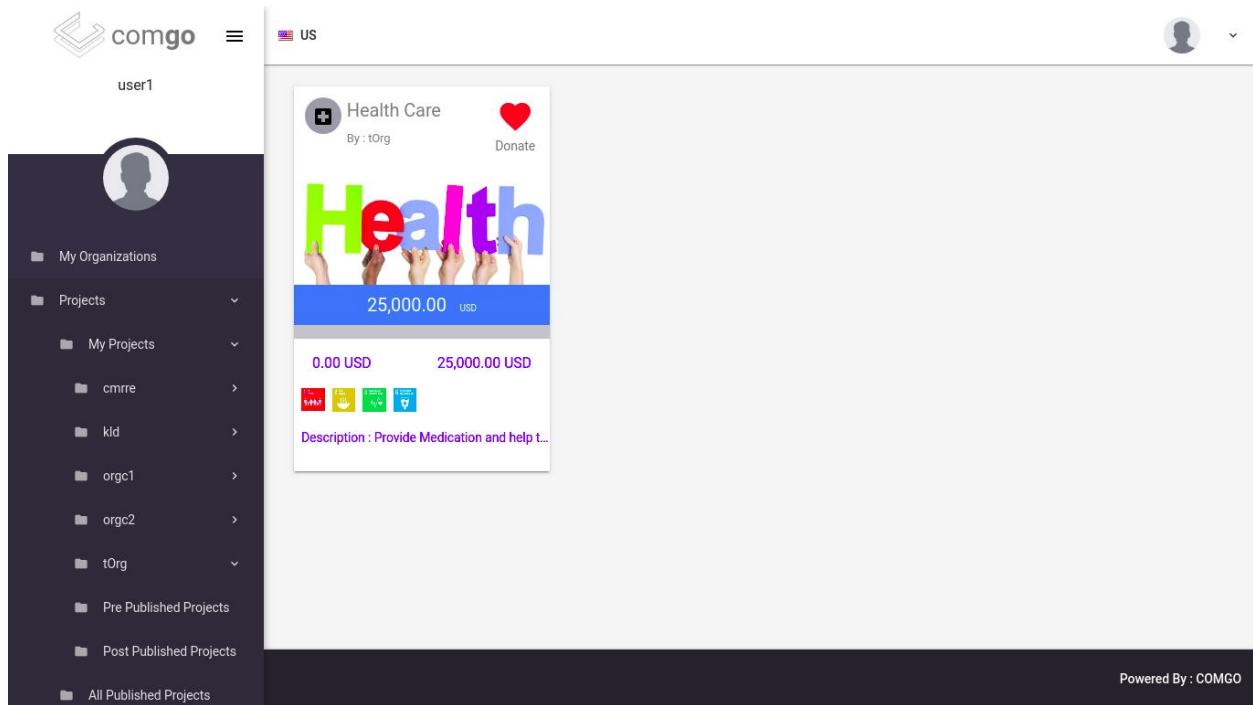
At the bottom right of the application, it says 'Powered By : COMGO'.

Here you can see, the **approved** project. Under the to-do column of the project the user can access the publish project button.

The approve project is visible only for the user who has Publish Project rule assigned by the organization

Publish button - On clicking this button, you can **publish** the project for **all users**.

Post Publish (Users)



This page demonstrates for Users.

Here you can see, the list of **published** projects. Here you can see the following columns

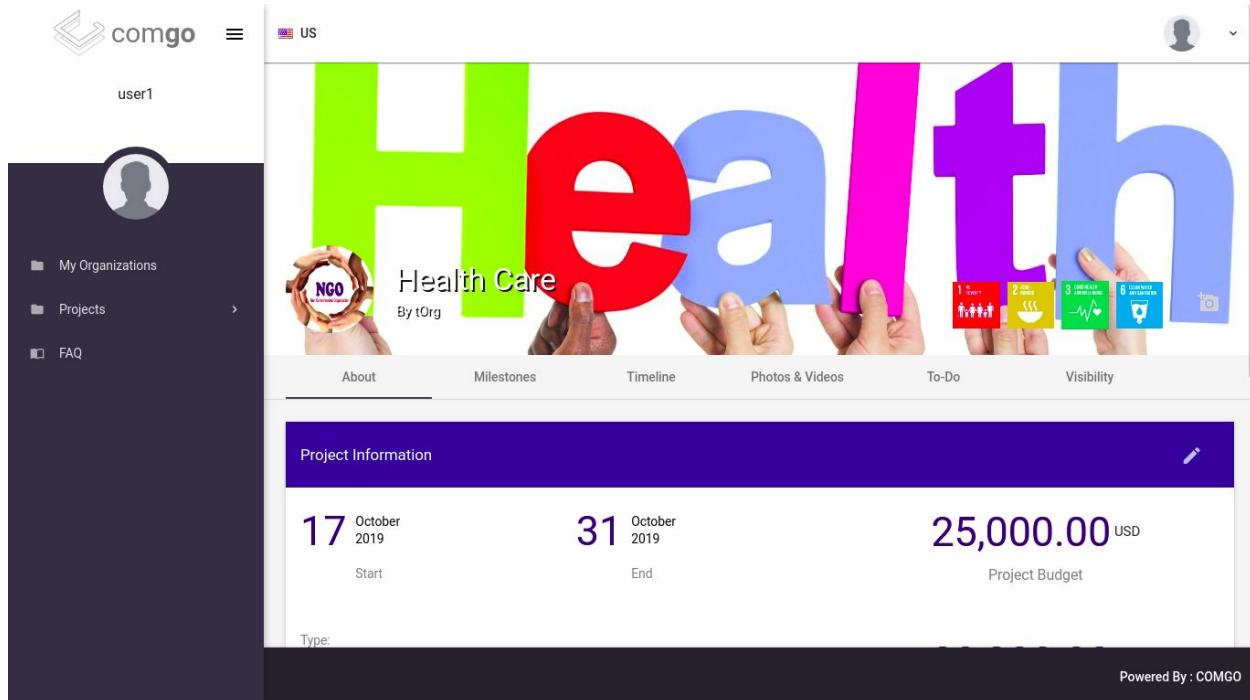
Project type, Project Name, SDG, Project Budget, Fund Raised, Description.

There are few icons they mean as follows:

View Project - On clicking the image, you can view the complete project.

Donate- On Clicking the icon user or organization can donate to the project.

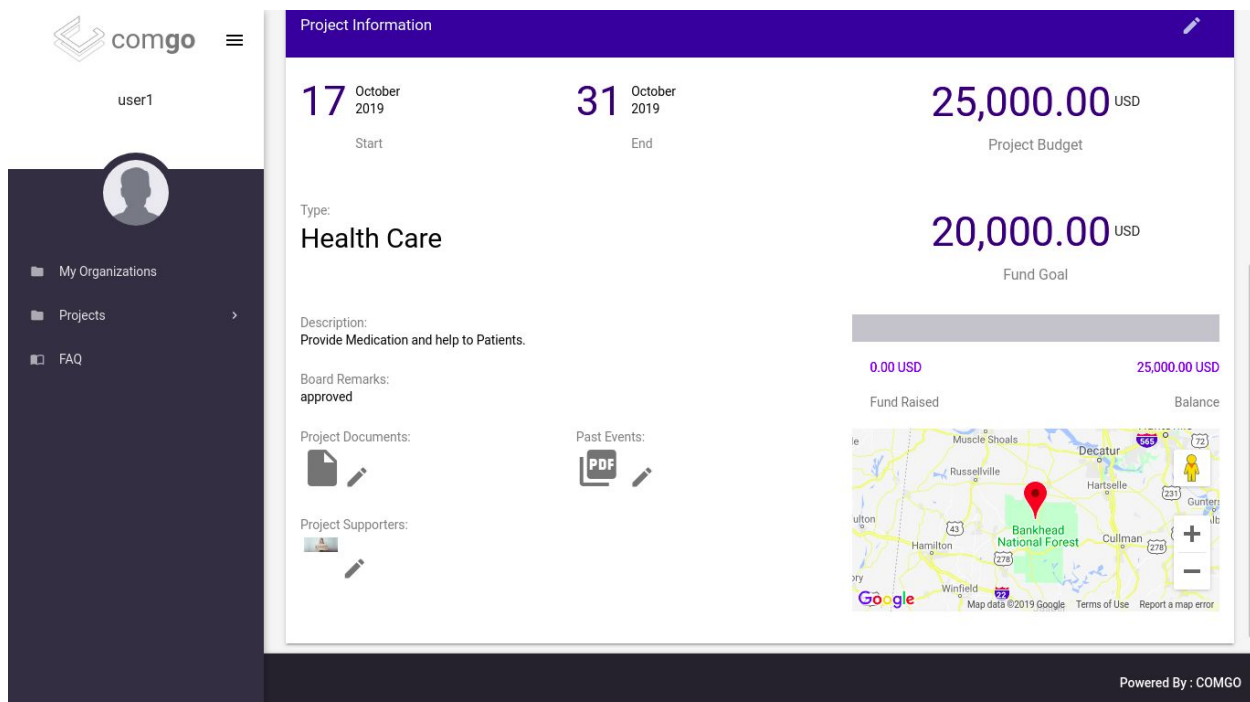
Post Publish Project Profile



The screenshot shows the 'Health Care' project profile on the COMGO platform. The header features the project name 'Health Care' with a large, colorful 'Health' graphic. Below the header, there are tabs for 'About', 'Milestones', 'Timeline', 'Photos & Videos', 'To-Do', and 'Visibility'. The 'About' tab is selected, displaying the following information:

- Project Information:**
 - Start:** 17 October 2019
 - End:** 31 October 2019
 - Project Budget:** 25,000.00 USD

The footer indicates 'Powered By : COMGO'.



This screenshot provides a more detailed view of the 'Health Care' project profile. The 'Project Information' section includes the start and end dates (17 October 2019 to 31 October 2019) and the project budget (25,000.00 USD). Below this, the 'Type' is listed as 'Health Care', and the 'Fund Goal' is set at 20,000.00 USD. The 'Description' states: 'Provide Medication and help to Patients.' The 'Board Remarks' are 'approved'. The 'Project Documents' section shows a PDF icon, and the 'Past Events' section shows a PDF icon. The 'Project Supporters' section shows a user icon. A map of the Bankhead National Forest area is displayed, showing the project location. The 'Fund Raised' section shows a progress bar from 0.00 USD to 25,000.00 USD. The footer indicates 'Powered By : COMGO'.

This is the page where the user can view the full details of a single project by clicking on project card from Post-Publish Projects Page.

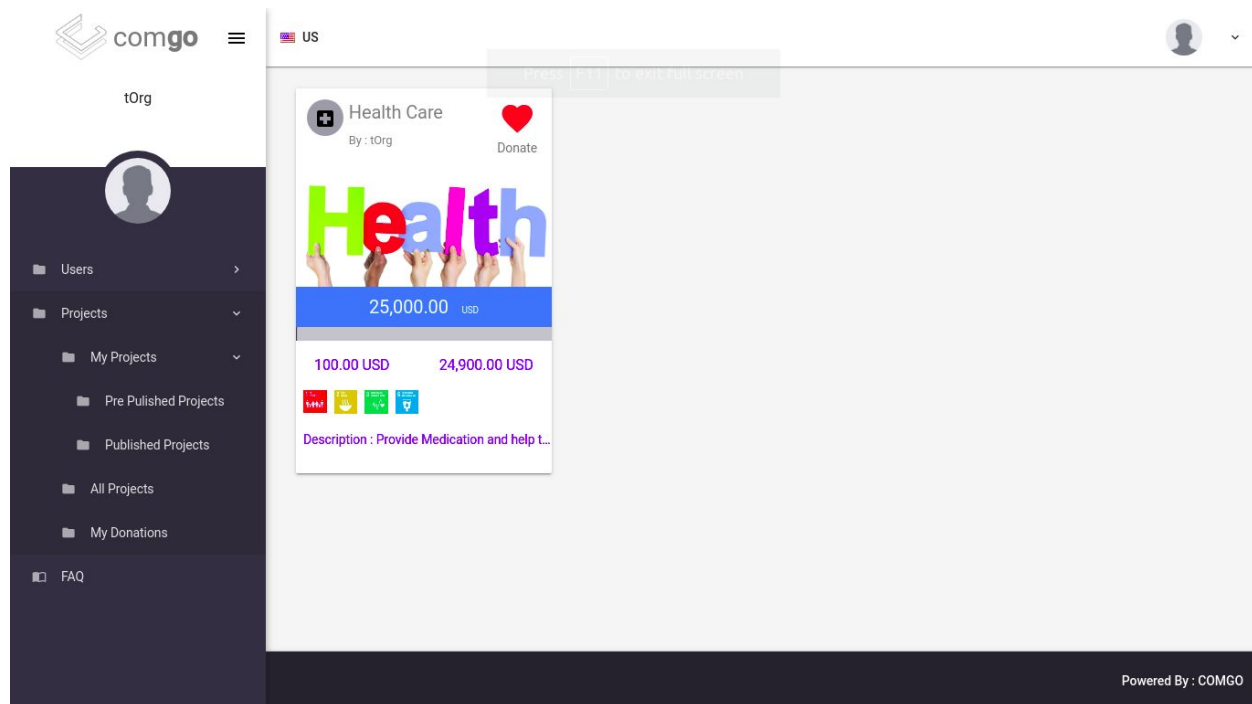
The page contains the following elements: -

1. Start Date
2. End Date
3. Project Budget
4. Fund Goal
5. Fund Raised
6. Past Events(User can edit and download Project Past Events)
7. Project Supporters(User can edit and download Project Supporters)
8. Project location
9. Milestones Tab
10. Timeline of the Project
11. Photos and videos Tab
12. To-Do

User can also edit project by clicking on edit project button.

This Button only appears to the user who has edit project rule assigned by the organization.

View Projects(Organization)

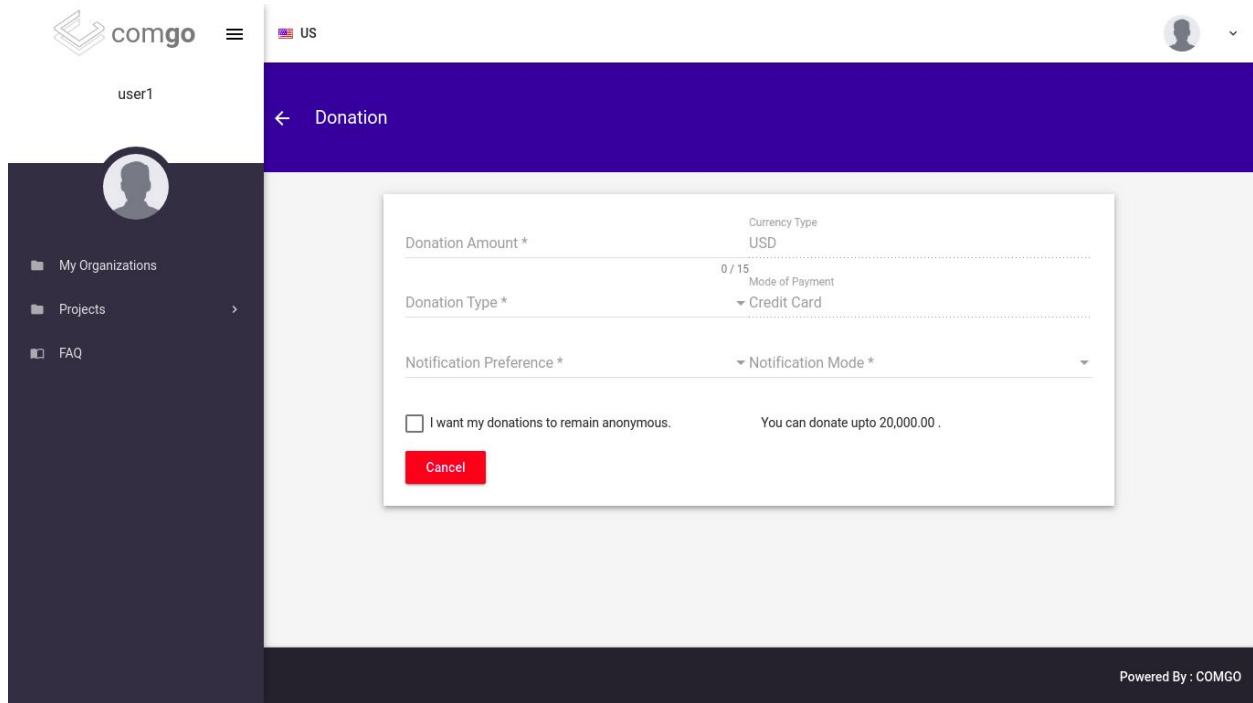


This is the page where organization can view the its published projects which can be donated by clicking on the heart icon on the top right side of each project.

Each project tile contains: -

1. Project Name
2. NGO Name
3. Project Image
4. Project Budget
5. Fund raised progress bar
6. Fund raised amount
7. Donate Icon - By clicking on the heart icon user will get redirected to Donate Page.
8. Software Development Goals of the Project
9. Description.

Donate Page

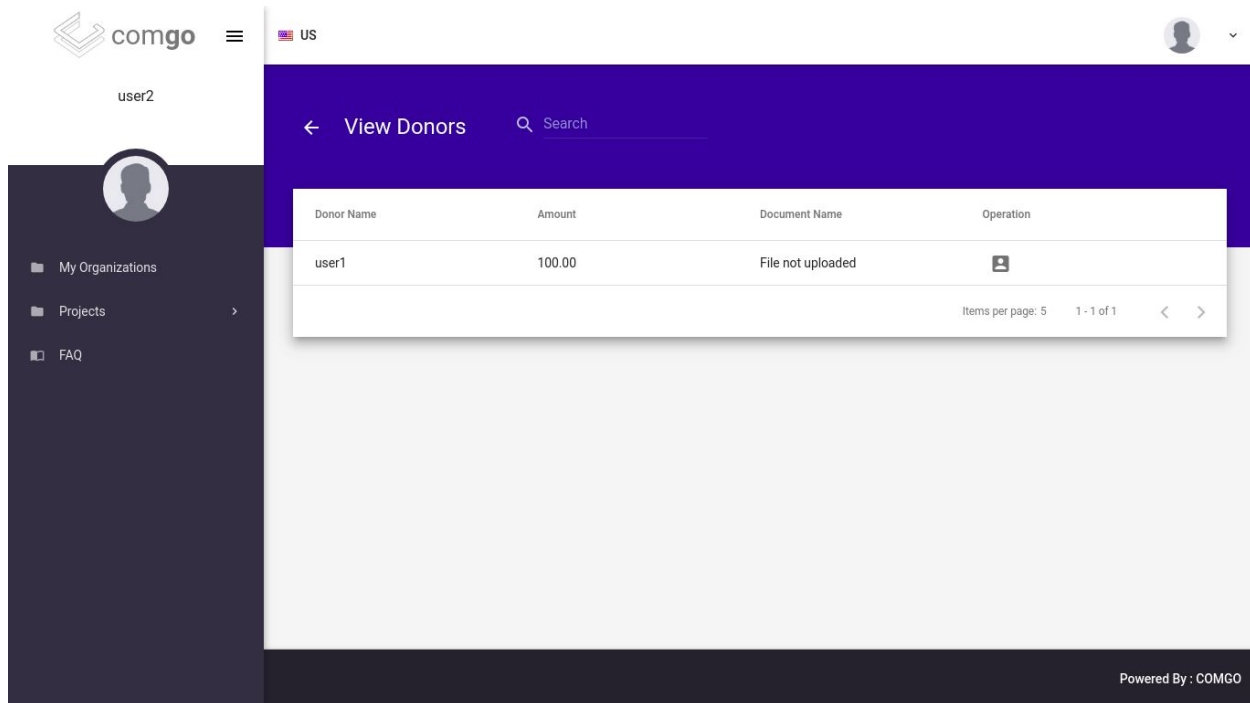


The screenshot shows the Comgo Donate Page. At the top, there is a header with the Comgo logo, a hamburger menu, a language selector set to 'US', and a user profile icon labeled 'user1'. Below the header is a purple navigation bar with a back arrow and the text 'Donation'. On the left side, there is a dark sidebar with a user profile icon and three menu items: 'My Organizations', 'Projects', and 'FAQ'. The main content area is a light gray box containing a donation form. The form has the following fields: 'Donation Amount *' (with a value of '0 / 15'), 'Currency Type' (set to 'USD'), 'Donation Type *', 'Mode of Payment' (set to 'Credit Card'), 'Notification Preference *', and 'Notification Mode *'. Below these fields, there is a checkbox labeled 'I want my donations to remain anonymous.' and a text label 'You can donate upto 20,000.00 .'. A red 'Cancel' button is located at the bottom left of the form. At the bottom right of the page, there is a footer that says 'Powered By : COMGO'.


This is the page where the donor can donate to a project the donor needs to fill out the following details to complete a donation: -

1. Donation Amount
2. Currency Type
3. Donation Type
4. Mode of Payment
5. Notification Preference
6. Notification Mode

Donor List Page



The screenshot shows the 'Donor List Page' in the COMGO application. The interface includes a top navigation bar with the COMGO logo, a hamburger menu, a language selector set to 'US', and a user profile icon labeled 'user2'. A left sidebar contains navigation links for 'My Organizations', 'Projects', and 'FAQ'. The main content area has a purple header with a back arrow, the text 'View Donors', and a search bar. Below this is a table with the following data:

Donor Name	Amount	Document Name	Operation
user1	100.00	File not uploaded	

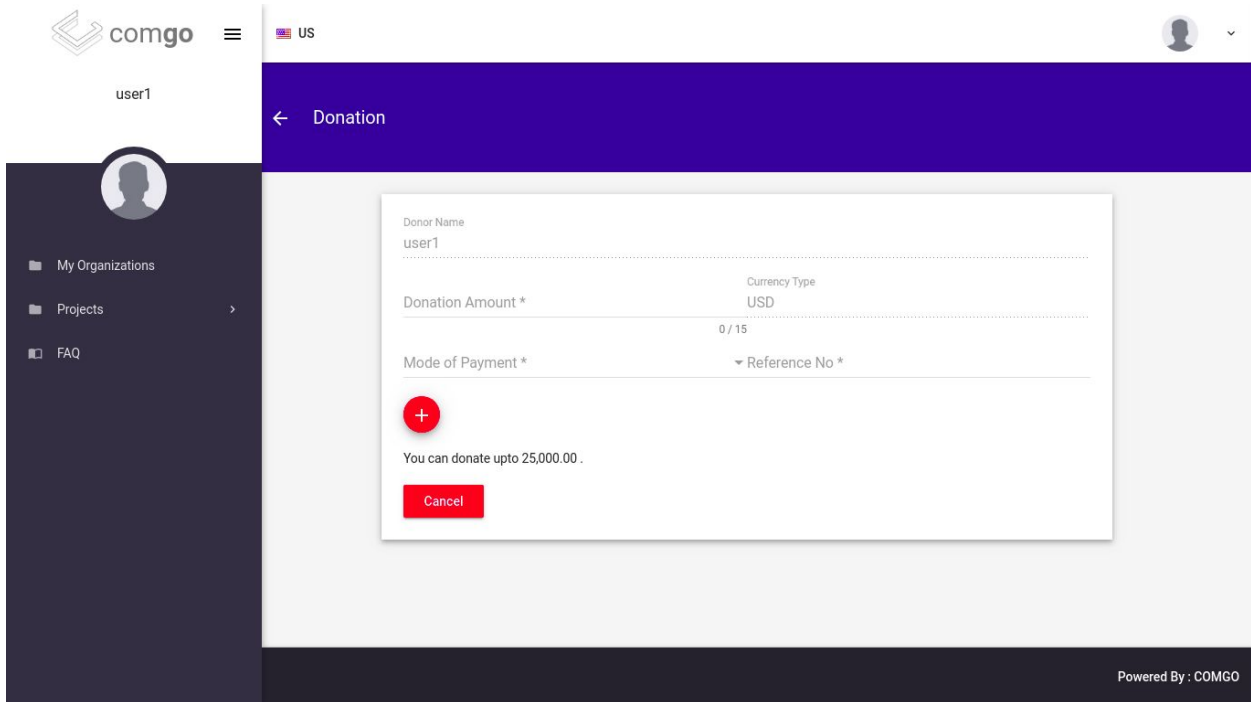
At the bottom right of the table, it says 'Items per page: 5' and '1 - 1 of 1' with navigation arrows. The footer of the page states 'Powered By : COMGO'.

This page contains the following elements: -

1. Donor Name
2. Donation Amount
3. Document Name
4. Operation

After clicking on the icon user can view the donor details.

Donation by Foundation

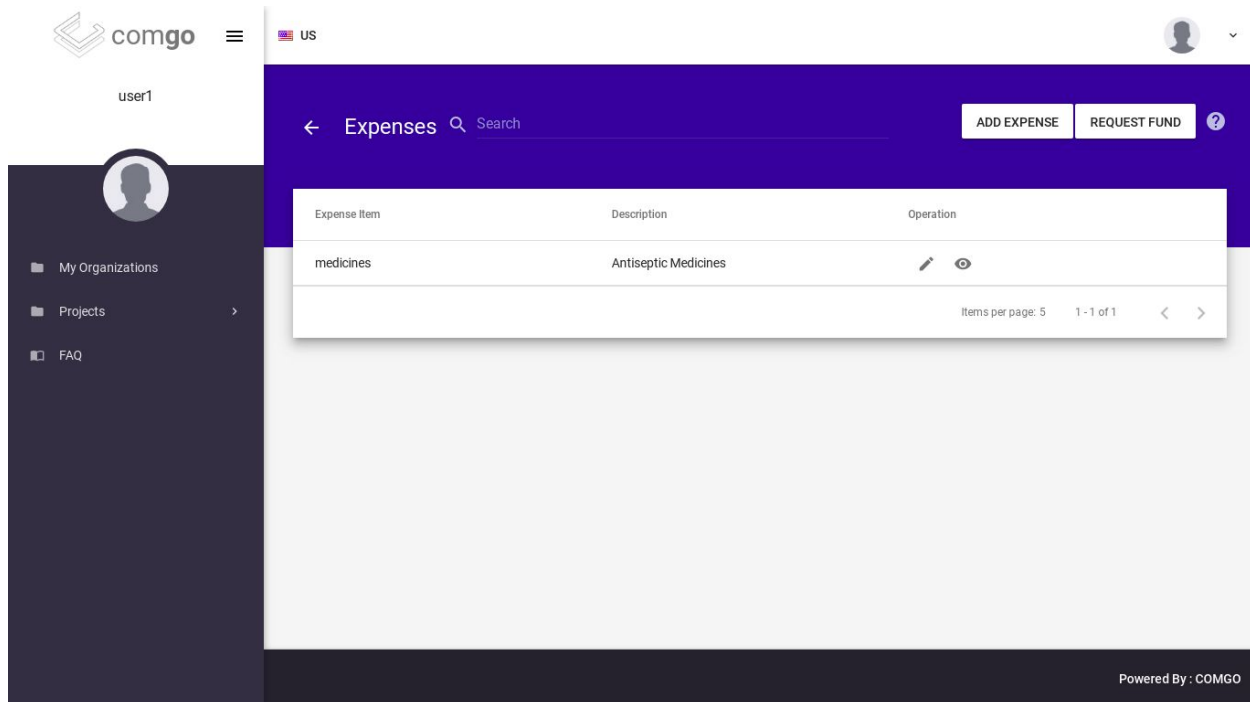


This Page appears only to the users who has donation rule assigned: -

1. Donor Name
2. Donation Amount
3. Currency Type
4. Mode of Payment
5. Reference No

The users can also add file while donation if needed.

Expense Page



The screenshot displays the 'Expense Page' interface. On the left, a sidebar contains a user profile for 'user1' and navigation links for 'My Organizations', 'Projects', and 'FAQ'. The main header area includes the 'comgo' logo, a language selector set to 'US', and a user profile icon. Below the header, the 'Expenses' section features a search bar, 'ADD EXPENSE', and 'REQUEST FUND' buttons. A table lists expenses with columns for 'Expense Item', 'Description', and 'Operation'. The table contains one entry: 'medicines' with the description 'Antiseptic Medicines'. The 'Operation' column for this entry shows edit and view icons. At the bottom right of the table, it indicates 'Items per page: 5' and '1 - 1 of 1'. The footer of the page states 'Powered By : COMGO'.

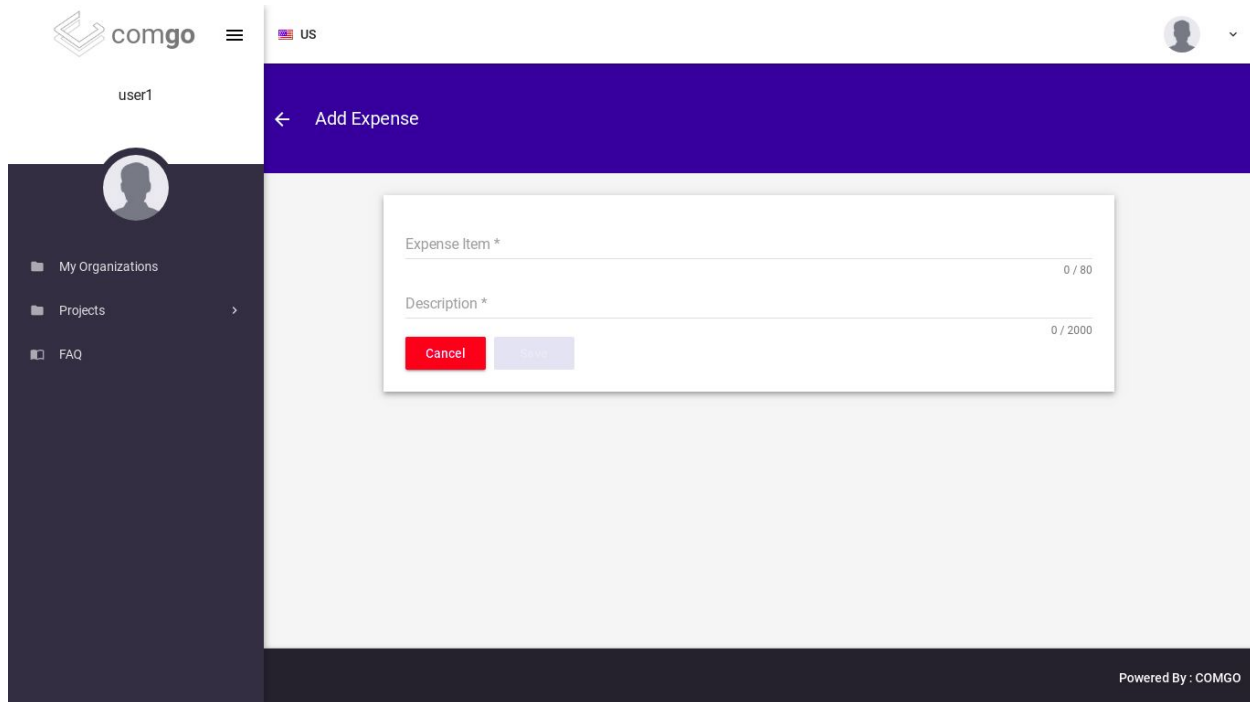
This page demonstrates after clicking on view expense from view activities table.

Here you can see the list of expenses.

There are few icons they mean as following:

1. Add Expense - On Clicking this icon, user can edit expense - This button appears only if user has add expense rule assigned by the selected organization.
2. Edit Expense - On Clicking this icon, user can edit expense - This icon appears only if user has edit expense rule assigned by the selected organization.
3. View Proof - On clicking this icon, user can view the proof list.
4. Request Funds - On clicking this button user can request funds from the foundation - This icon appears only if user has request funds rule assigned by the selected organization.

Add Expense



The screenshot shows the 'Add Expense' form within the COMGO application. The interface includes a top navigation bar with the COMGO logo, a user profile icon labeled 'user1', and a language selector set to 'US'. A left sidebar contains navigation links for 'My Organizations', 'Projects', and 'FAQ'. The main content area features a purple header with a back arrow and the title 'Add Expense'. Below this, a form is displayed with two required text input fields: 'Expense Item *' (with a character count of 0 / 80) and 'Description *' (with a character count of 0 / 2000). At the bottom of the form are two buttons: a red 'Cancel' button and a grey 'Save' button. The footer of the application indicates it is 'Powered By : COMGO'.

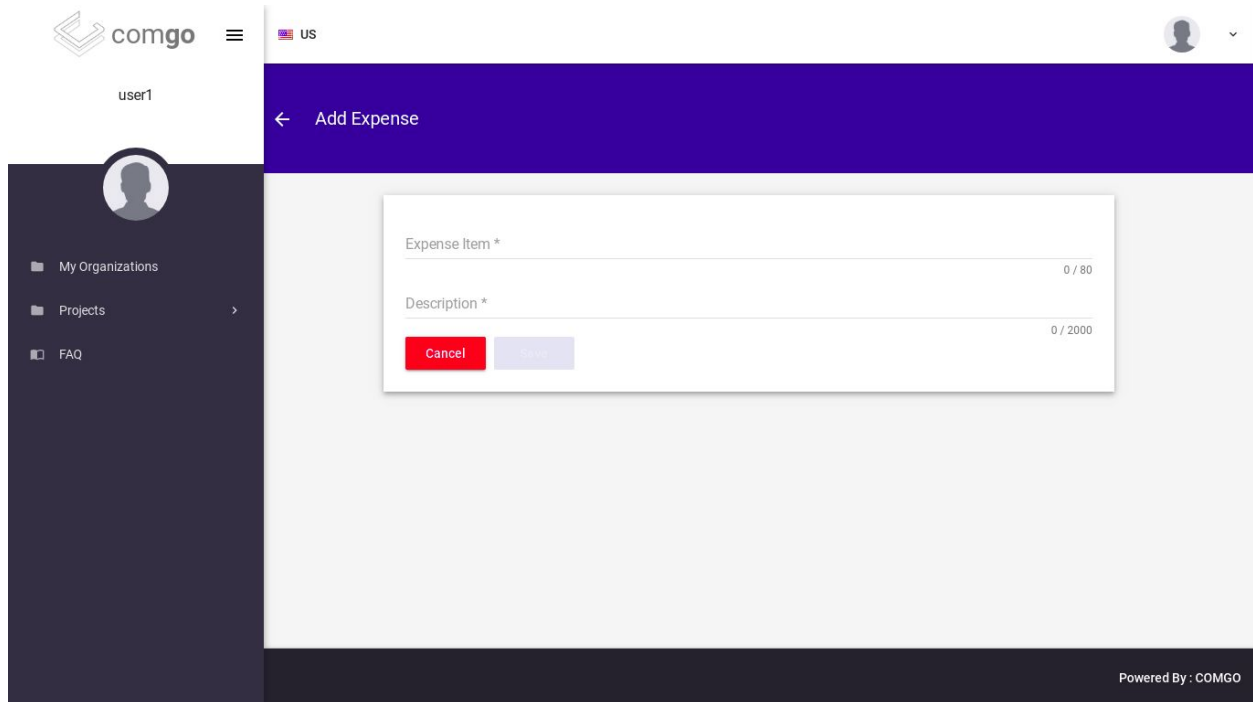
This page appears only if user has add expense rule assigned by the selected organization.

After funds have been donated to a project the user has to add expenses to the activity. On Submission of this form expense get added.

The add Expense page contains the following fields: -

1. Expense Name
2. Description

Edit Expense



The screenshot shows the 'Edit Expense' form within the COMGO application. The interface includes a top navigation bar with the COMGO logo, a hamburger menu, a language selector set to 'US', and a user profile icon. A left sidebar contains navigation links for 'My Organizations', 'Projects', and 'FAQ'. The main content area features a purple header with a back arrow and the text 'Add Expense'. Below this, a form is displayed with two required text input fields: 'Expense Item *' (with a character count of 0 / 80) and 'Description *' (with a character count of 0 / 2000). At the bottom of the form are two buttons: a red 'Cancel' button and a grey 'Save' button. The footer of the application states 'Powered By : COMGO'.

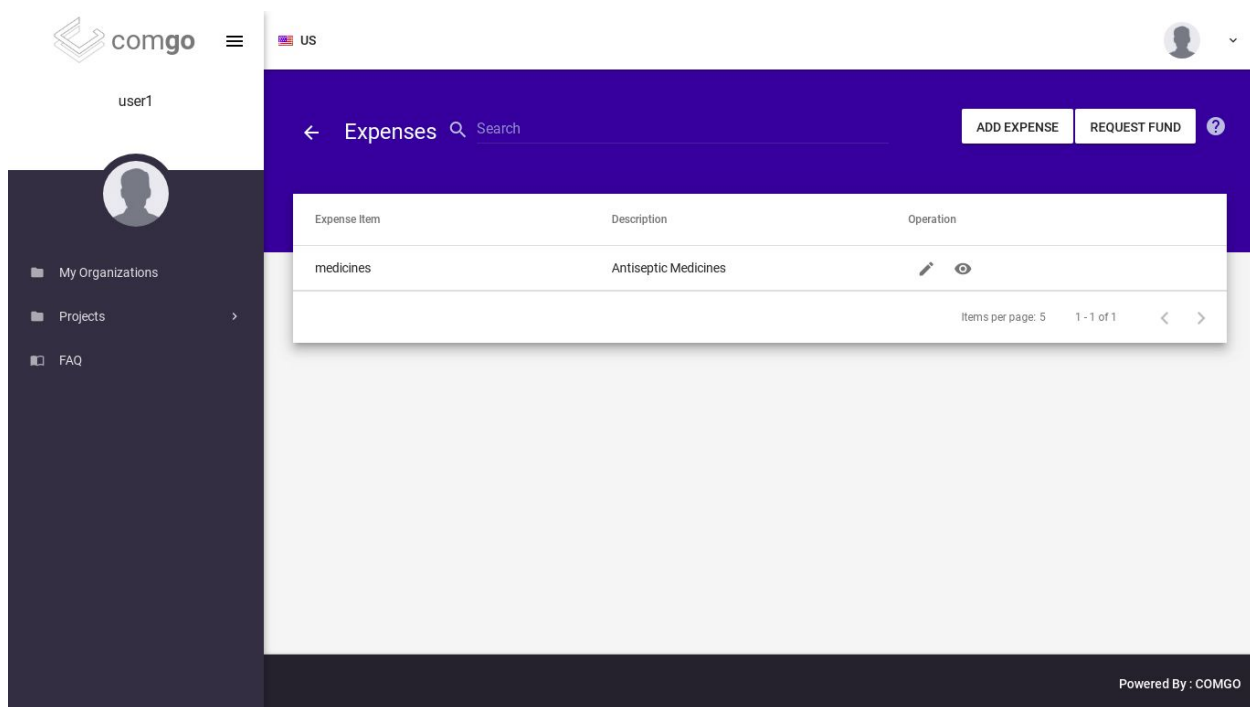
This page appears only if user has edit expense rule assigned by the selected organization.

On Submission of this form expense getedited.



The edit Expense page contains the following fields: -

1. Expense Name
2. Description

Expense Page(Request Fund)



The screenshot shows the 'Expense Page (Request Fund)' interface. The top navigation bar includes the 'comgo' logo, a user profile icon labeled 'user1', and a language selector set to 'US'. The main header area contains a back arrow, the text 'Expenses', a search bar, and two buttons: 'ADD EXPENSE' and 'REQUEST FUND'. Below this is a table with the following structure:

Expense Item	Description	Operation
medicines	Antiseptic Medicines	 

At the bottom right of the table, there are pagination controls: 'Items per page: 5' and '1 - 1 of 1'. The footer of the page states 'Powered By : COMGO'.

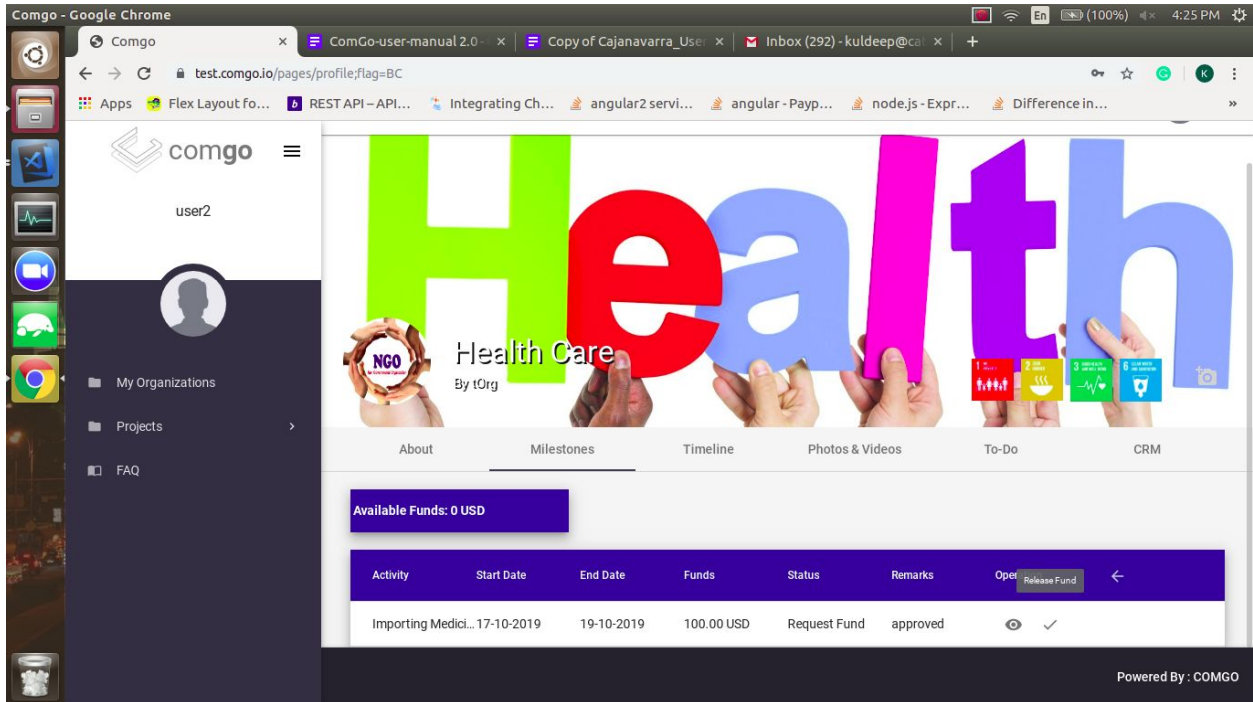
This page demonstrates after clicking on view expense from view activities table.

Here you can see the list of expenses.

There are few icons they mean as following:

1. Add Expense - On Clicking this icon, user can edit expense - This button appears only if user has add expense rule assigned by the selected organization.
2. Edit Expense - On Clicking this icon, user can edit expense - This icon appears only if user has edit expense rule assigned by the selected organization.
3. View Proof - On clicking this icon, user can view the proof list.
4. Request Funds - On clicking this button user can request funds from the foundation - This icon appears only if user has request funds rule assigned by the selected organization.

Fund Release



Comgo - Google Chrome

test.comgo.io/pages/profile;flag=BC

comgo

user2

My Organizations

Projects

FAQ

Health

Health Care

By tOrg

About Milestones Timeline Photos & Videos To-Do CRM

Available Funds: 0 USD

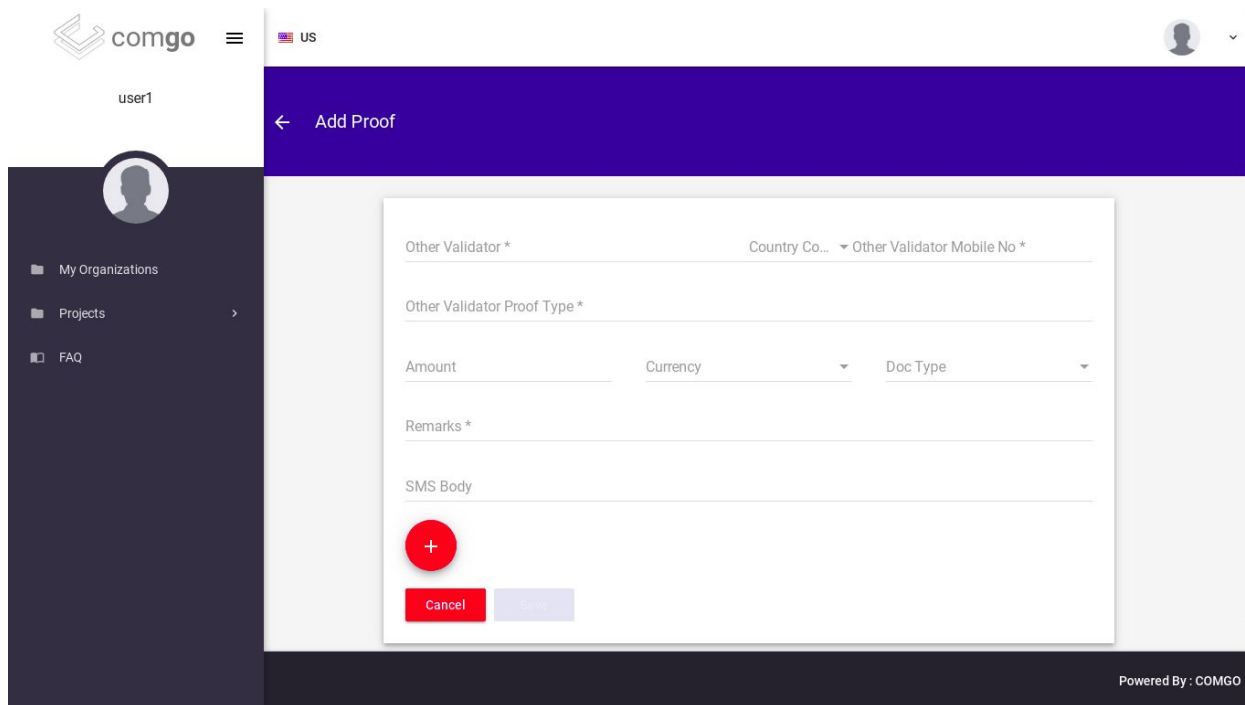
Activity	Start Date	End Date	Funds	Status	Remarks	Open Release Fund
Importing Medici...	17-10-2019	19-10-2019	100.00 USD	Request Fund	approved	✓

Powered By : COMGO

The following page is users if funds requested for an expense.

Release Fund - This icon appears only if user has release fund rule assigned by the selected organization.

Add Proof



This page appears only if user has add proof rule assigned by the selected organization.

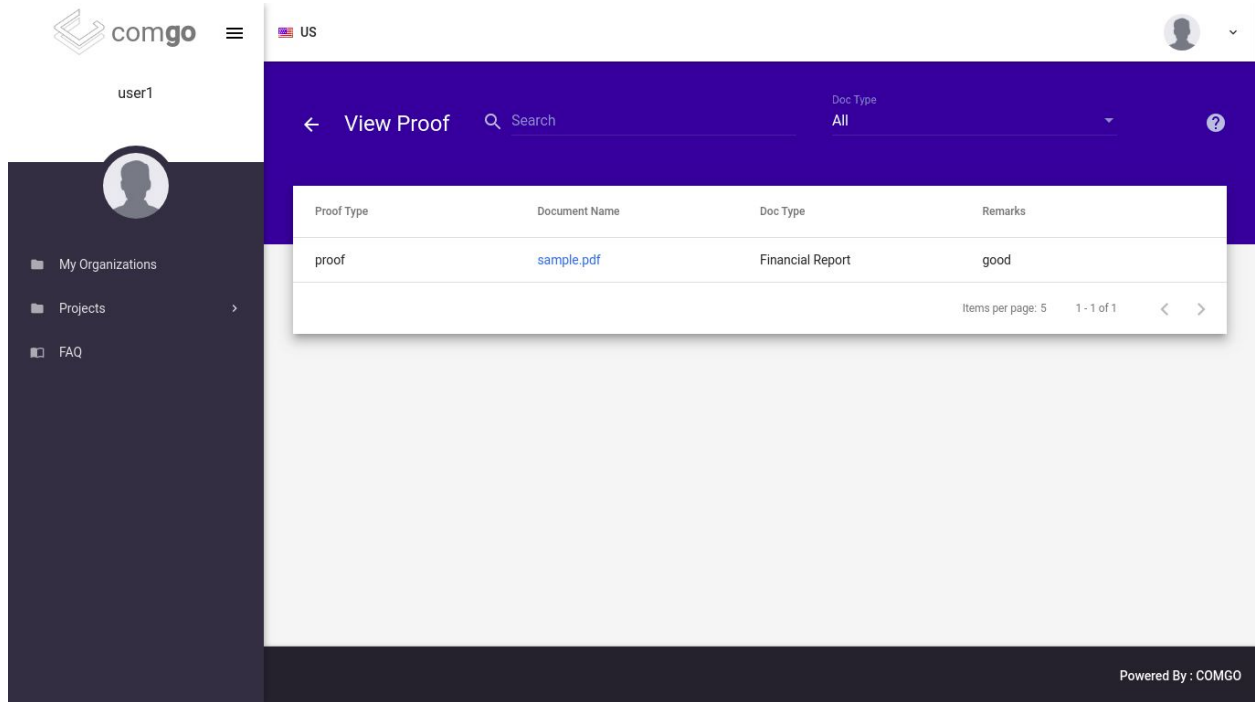
Here you can specify the secondary validator that is supplier.

User has to fill following details:

1. Other Validators
2. Country
3. Other Validator Mobile No
4. Other Validator Proof Type
5. Amount
6. Currency Type
7. Doc Type
8. Remarks
9. SMS Body
10. Upload Document (Proof Ex.Bills, etc)

On submission of Proof Validators gets notified by sms.

View Proof



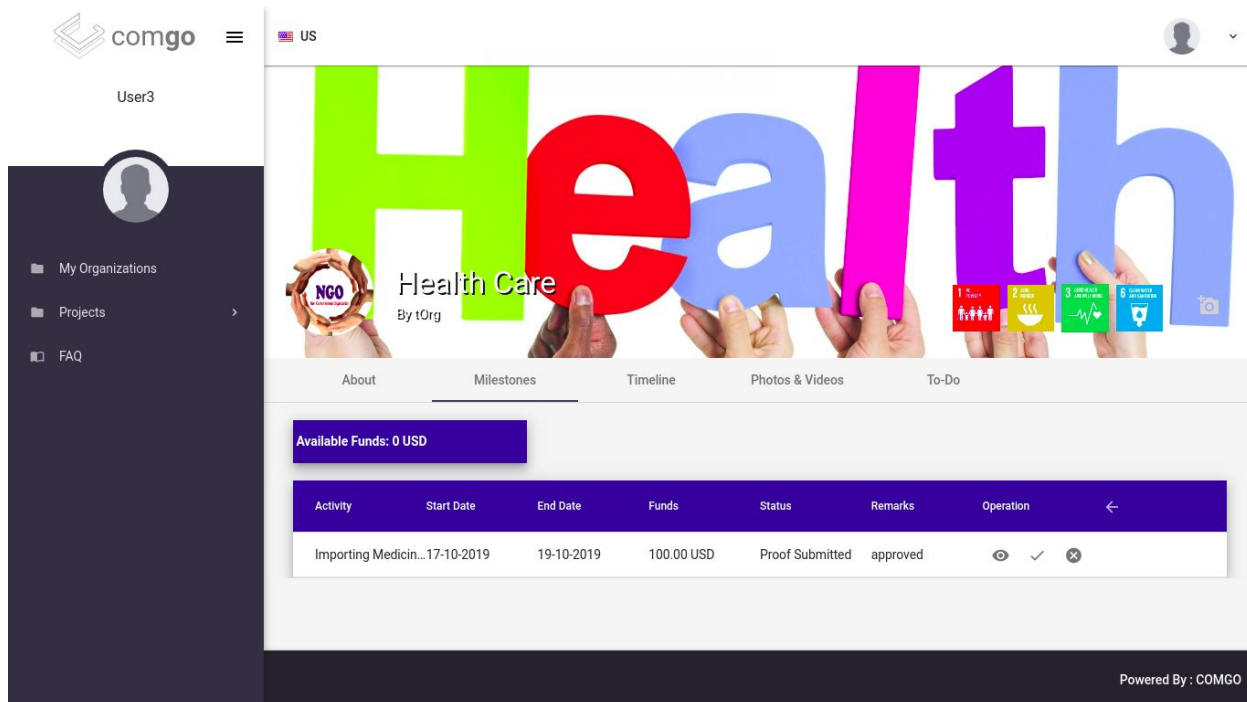
The screenshot shows the 'View Proof' page in the COMGO application. The interface includes a sidebar with navigation links: 'My Organizations', 'Projects', and 'FAQ'. The main content area displays a table of proof records. The table has four columns: 'Proof Type', 'Document Name', 'Doc Type', and 'Remarks'. A single record is visible with the following details:

Proof Type	Document Name	Doc Type	Remarks
proof	sample.pdf	Financial Report	good

Below the table, there is a pagination control showing 'Items per page: 5' and '1 - 1 of 1'. The footer of the application indicates 'Powered By : COMGO'.

Here you can view the list of proofs.
On clicking a proof, you can download and view it.

Validation



comgo US

User3

My Organizations

Projects

FAQ

Health Care

By tOrg

About Milestones Timeline Photos & Videos To-Do

Available Funds: 0 USD

Activity	Start Date	End Date	Funds	Status	Remarks	Operation
Importing Medicin... 17-10-2019	19-10-2019	100.00 USD	Proof Submitted	approved	View Proof	Validate

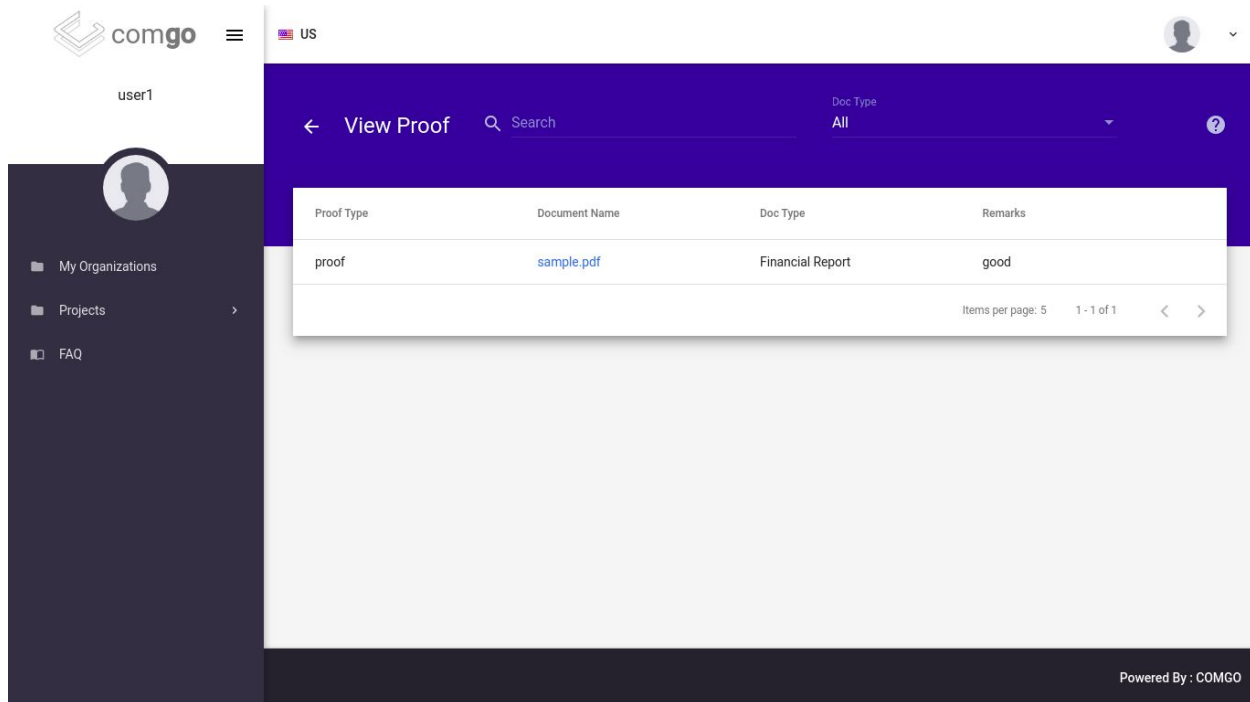
Powered By : COMGO

This page demonstrate only for validator.

There are few icons they mean as following:

1. View Proof - On clicking on this icon, user can see the list of proofs.
2. Validate - On clicking on this icon, user can validate the activity - This button appears only if user has approve/reject rule assigned by the selected organization and it has been selected as a validator
3. Reject – On clicking this icon user can reject the activity - This button appears only if user has approve/reject rule assigned by the selected organization and it has been selected as a validator

View Proof (Validator)



The screenshot shows the 'View Proof' interface for a validator. The interface includes a sidebar with a user profile and navigation links: 'My Organizations', 'Projects', and 'FAQ'. The main content area has a purple header with 'View Proof', a search bar, and a 'Doc Type' dropdown set to 'All'. Below the header is a table with the following data:

Proof Type	Document Name	Doc Type	Remarks
proof	sample.pdf	Financial Report	good

At the bottom right of the table, it says 'Items per page: 5' and '1 - 1 of 1'. The footer of the page reads 'Powered By : COMGO'.

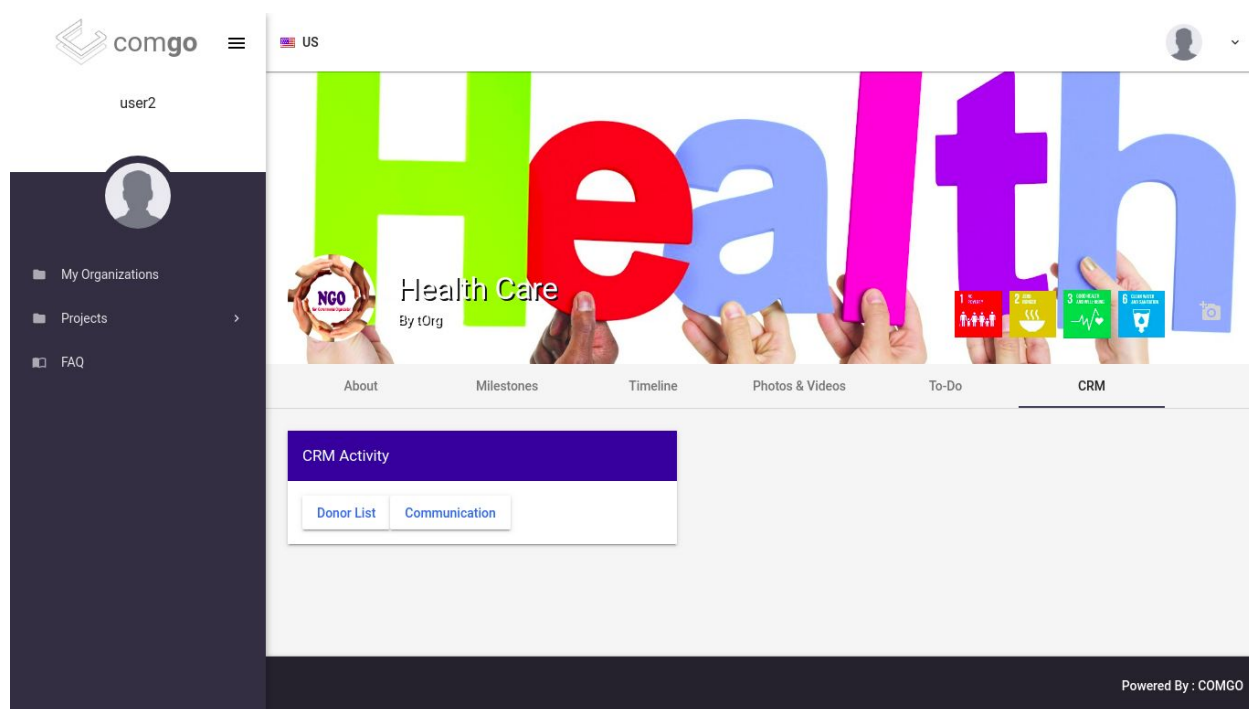
This page demonstrates only for Validator.

Here you can see the list of proofs.

This page contains one icon: -

On clicking the eye icon of expense from view expense user can view the proof submitted for an expense.

TODO (CRM)

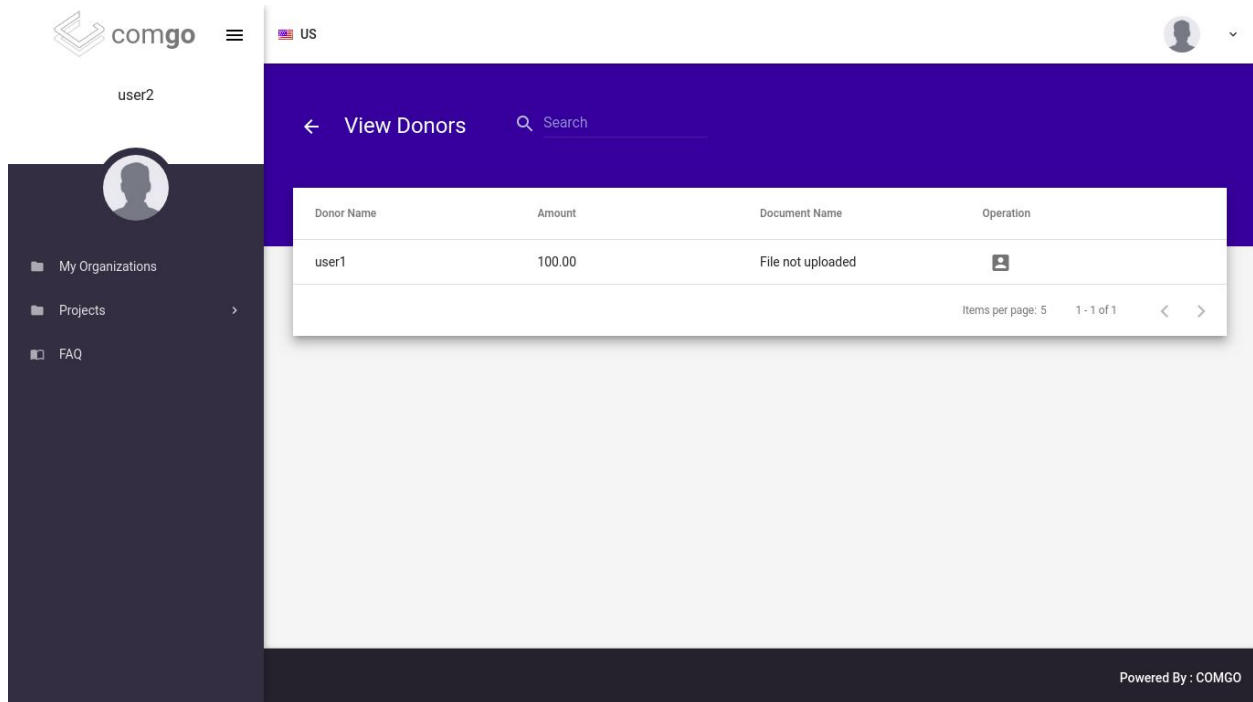



This page demonstrates only for user who has CRM rule assigned by the organization.

Here you can see three buttons, they mean as follows:

1. Donor List - On clicking this button, you can see the list of all donors who have donated to this project.
2. Communication - On clicking this button, you can **send** the **email** and **SMS** to the donors.

Donor List (CRM)



Donor Name	Amount	Document Name	Operation
user1	100.00	File not uploaded	

Items per page: 5 1 - 1 of 1

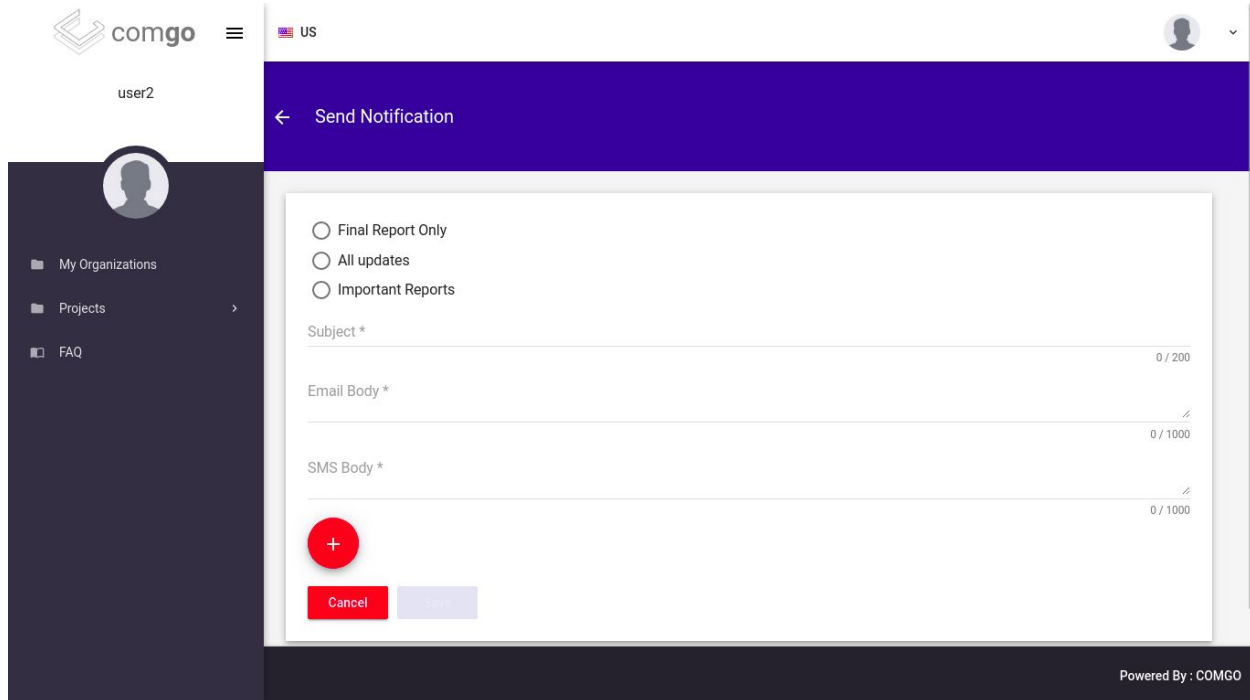
Powered By : COMGO

This page contains the following elements: -

1. Donor Name
2. Donation Amount
3. Document Name
4. Operation

After clicking on the icon user can view the donor details.

Communication



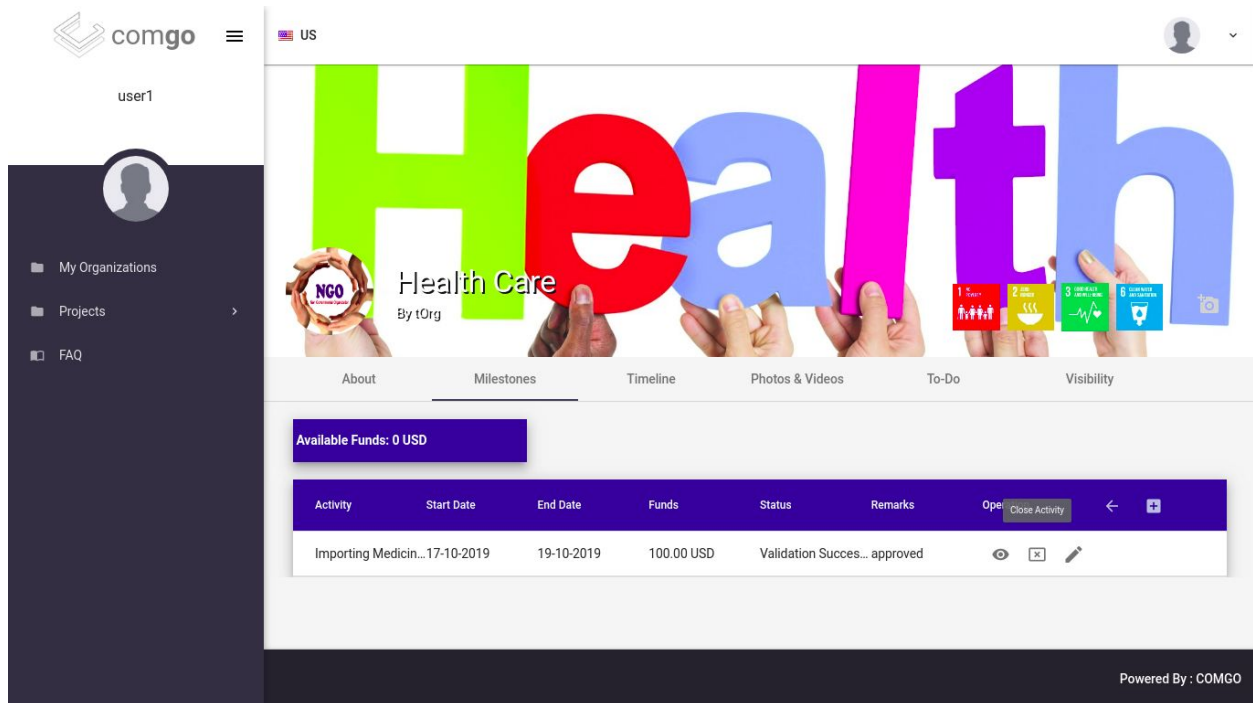
The screenshot displays the 'Send Notification' interface within the COMGO system. The interface includes a top navigation bar with the COMGO logo, a hamburger menu, and a language selector set to 'US'. A user profile icon labeled 'user2' is visible in the top right. A left sidebar contains navigation links for 'My Organizations', 'Projects', and 'FAQ'. The main content area is titled 'Send Notification' and features three radio button options: 'Final Report Only', 'All updates', and 'Important Reports'. Below these are three text input fields: 'Subject *' (with a 0 / 200 character limit), 'Email Body *' (with a 0 / 1000 character limit), and 'SMS Body *' (with a 0 / 1000 character limit). A red circular button with a white plus sign is positioned below the input fields. At the bottom of the form are two buttons: a red 'Cancel' button and a grey 'Send' button. The footer of the interface states 'Powered By : COMGO'.

This page demonstrates only for user who has CRM rule assigned by the organization. In this page the user can send notifications to the donors regarding the status of the project.

To send a notification the CRM has to fill out the following details

1. Subject of the notification
2. E-Mail Body
3. SMS Body
4. Upload Documents for the email

Close Activity



The screenshot shows the COMGO interface for a user named 'user1'. The left sidebar contains navigation links: 'My Organizations', 'Projects', and 'FAQ'. The main content area displays a banner for 'Health Care' with the word 'Health' in large, colorful letters. Below the banner, there are tabs for 'About', 'Milestones', 'Timeline', 'Photos & Videos', 'To-Do', and 'Visibility'. A purple bar indicates 'Available Funds: 0 USD'. Below this, a table lists activities with columns for Activity, Start Date, End Date, Funds, Status, Remarks, and Action. The table contains one entry: 'Importing Medicin...' with a start date of '17-10-2019', an end date of '19-10-2019', funds of '100.00 USD', and a status of 'Validation Succes... approved'. The 'Action' column for this entry includes icons for 'View Proof', 'Close Activity', and 'Edit'. The footer of the page states 'Powered By : COMGO'.

Activity	Start Date	End Date	Funds	Status	Remarks	Action
Importing Medicin...	17-10-2019	19-10-2019	100.00 USD	Validation Succes... approved		View Proof, Close Activity, Edit

This page demonstrate only for user who has close activity rule assigned by organization

There are few icons they mean as following:

View Proof - On clicking on this icon, user can see the list of proofs.

Close Activity- On clicking on this icon, user can validate the activity - This button appears only if user has close activity rule assigned by the selected organization.