
DONAID

Organization User Manual

Version
1.0
4/15/202
0

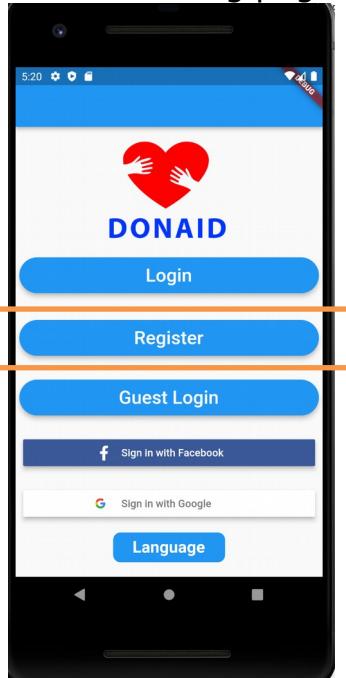
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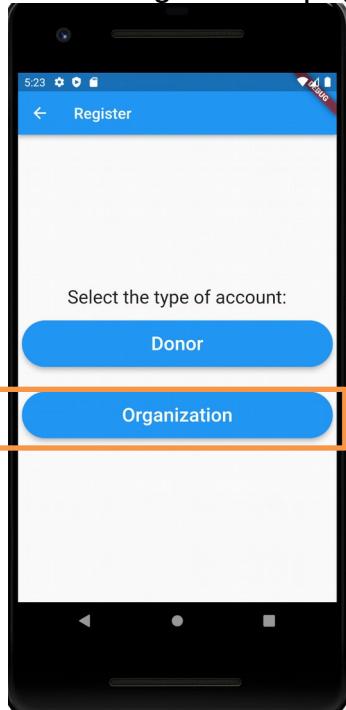
1. Organization General

Register an organization

1. On the landing page click on **Register**



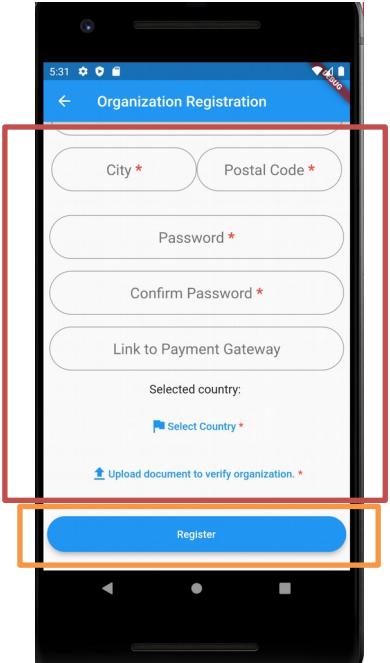
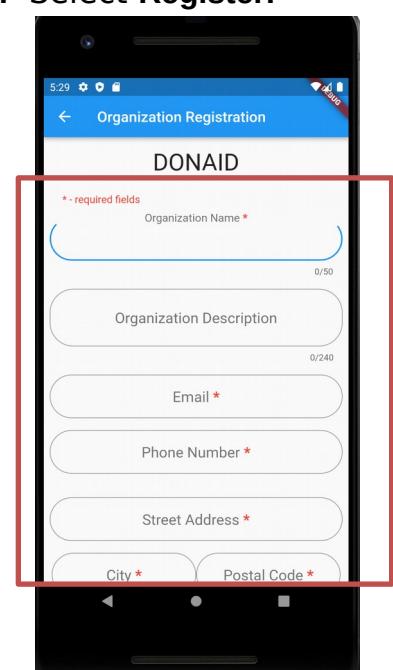
2. On the registration page click on **Organization**



3. Enter the following information:

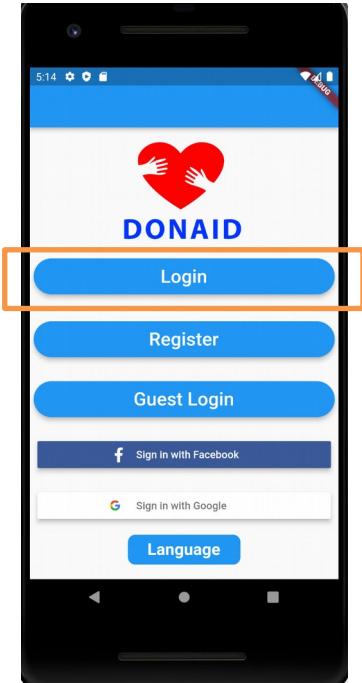
- a. Organization Name
- b. Organization Description (*if you choose to enter it*)
- c. Email

- d. Phone number
 - e. Street Address
 - f. City
 - g. Postal Code
 - h. Password
 - i. Confirm password
 - j. Link to Payment Gateway (*if you are outside the United States*)
 - k. Select Country
 - l. Upload document to verify organization
- 4. Select Register.**



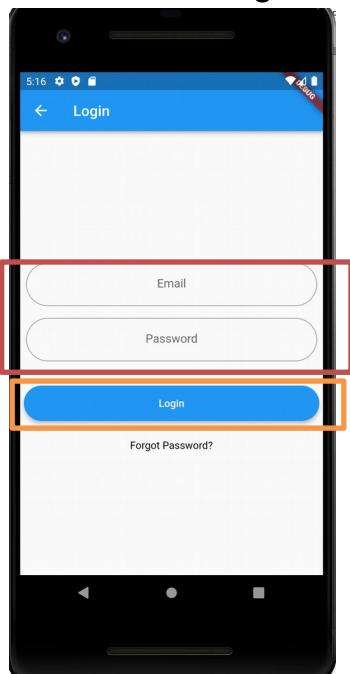
Login Existing Organization

1. On the landing page click on **Login**



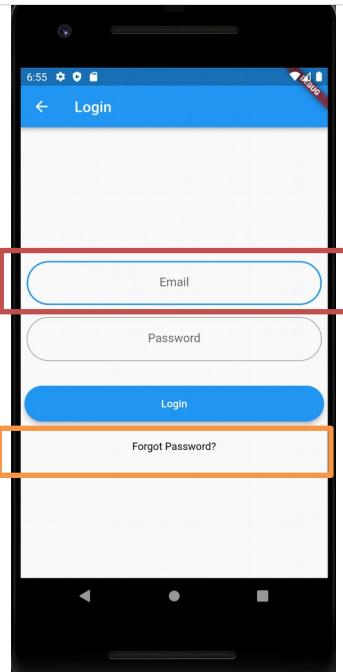
2. Enter the following information:

- a. Email
- b. Password
- c. Select **Login**.

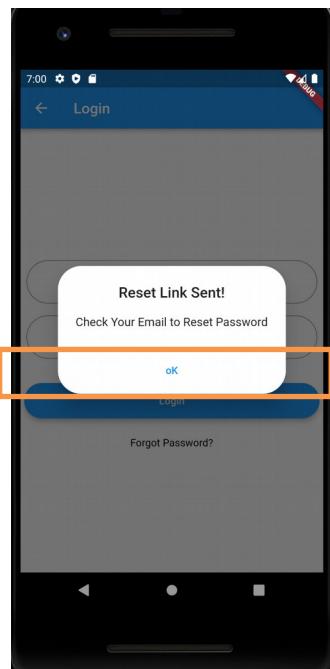


Forgot Password

1. Enter the email
2. On the landing page click on **Forgot Password?**



1. Press **OK** on the popup screen



2. Follow the link on the email

Reset your password for DONAID inbox x

noreply@donaid-d3244.firebaseio.com to me ▾ 7:01 PM (0 minutes ago) ☆ ↗ ⌂ ⋮

Hello,

Follow this link to reset your DONAID password for your [REDACTED] account.

https://donaid-d3244.firebaseio.com/_auth/action?mode=resetPassword&obCode=NWzAQD48k2rPNX-Nv0NK1DbOGQyBVl9lXxAOrfj8D48AAAGAL3WSIg&apiKey=AIzaSyCXEBNOHoGPQ9VDlaOBnGZNi9uGy21Wjo&lang=en

If you didn't ask to reset your password, you can ignore this email.

Thanks,

Your DONAID team

Reply Forward

A screenshot of an email inbox showing a single message. The subject is "Reset your password for DONAID" and the sender is "noreply@donaid-d3244.firebaseio.com". The message body contains a greeting, instructions to follow a password reset link, and a note about ignoring it if it was not requested. The link in the email is also displayed in the message preview. At the bottom, there are standard email interaction buttons for "Reply" and "Forward".

3. Enter your new password
4. Press **SAVE**

Reset your password

for [REDACTED]

New password

[REDACTED]

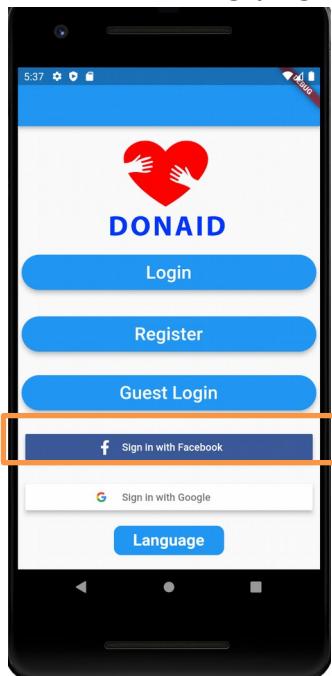
SAVE

Password changed

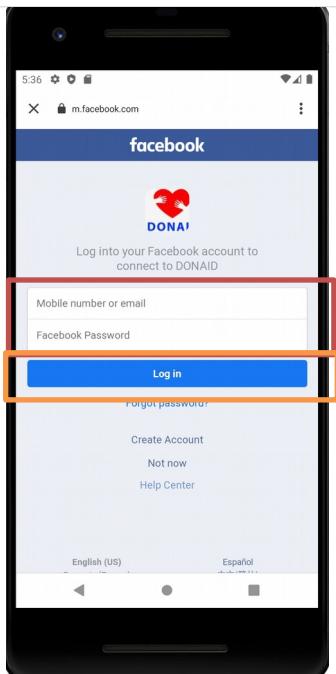
You can now sign in with your new password

Facebook Login

1. On the landing page click on **Sign in with Facebook**

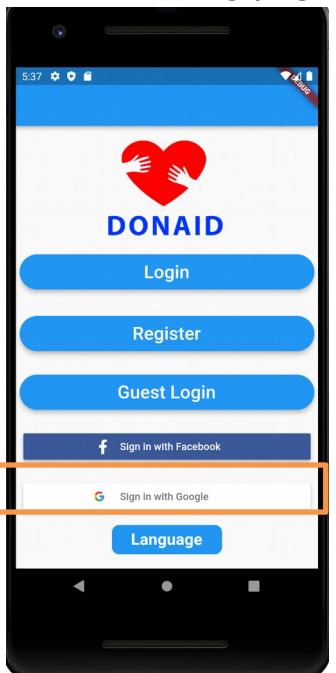


2. Enter the following information:
 - a. Mobile number or email
 - b. Facebook Password
 - c. Select **Login**.

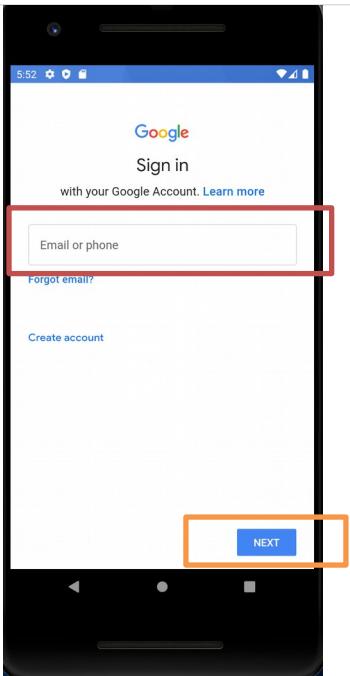


Google Login

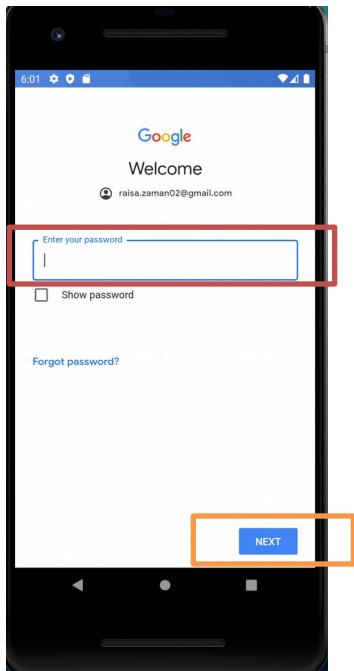
1. On the landing page click on **Sign in with Google**



2. Enter the following information:
 - a. Email or phone
 - b. Select **Next**.

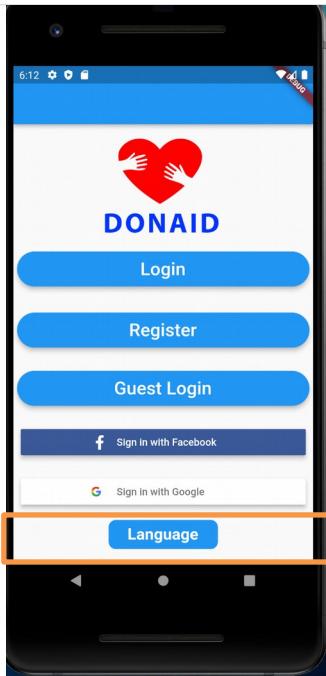


- c. Password
- d. Select Next.

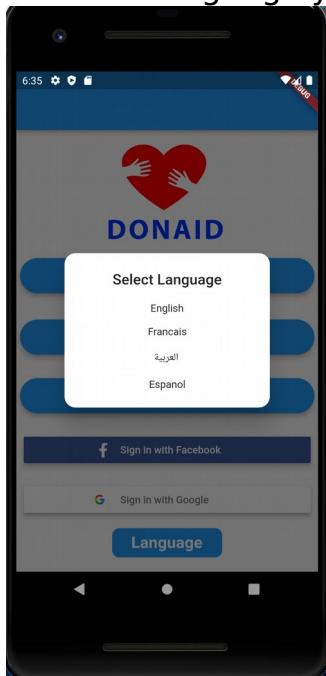


Language Selection

- 3. On the landing page click on **Language**



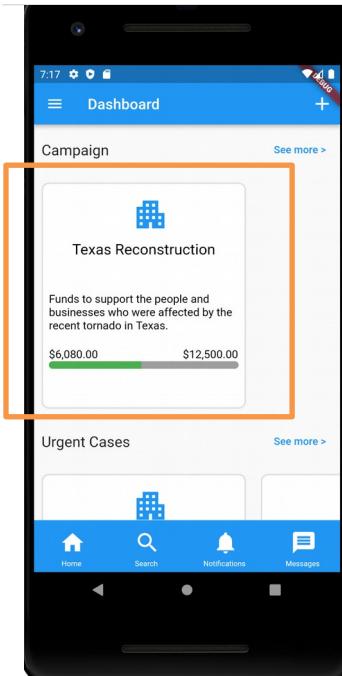
2. Select the language you want.



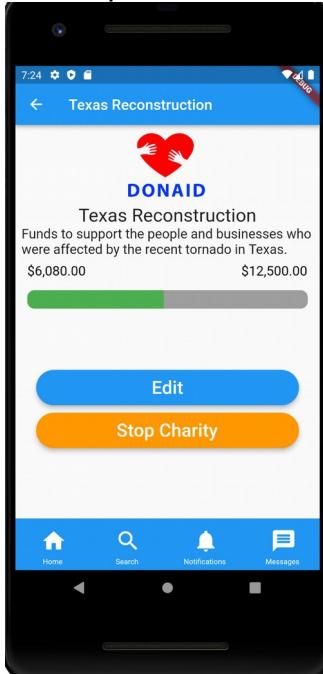
2. Organization Dashboard

Campaign section

1. Select any campaign tile on the home page

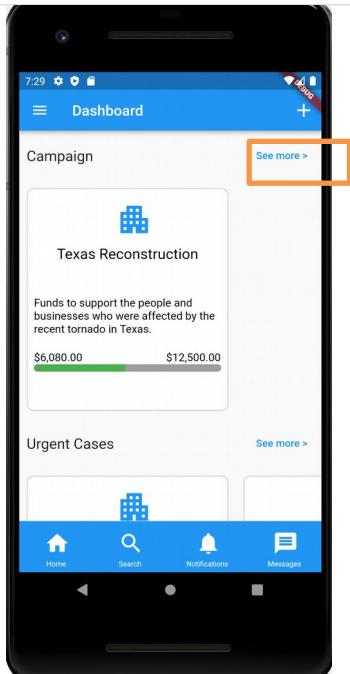


2. Upon selection you will be Redirected to the selected campaign page.

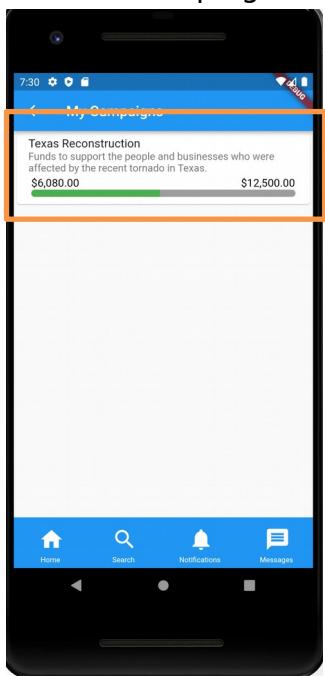


Full Campaign List

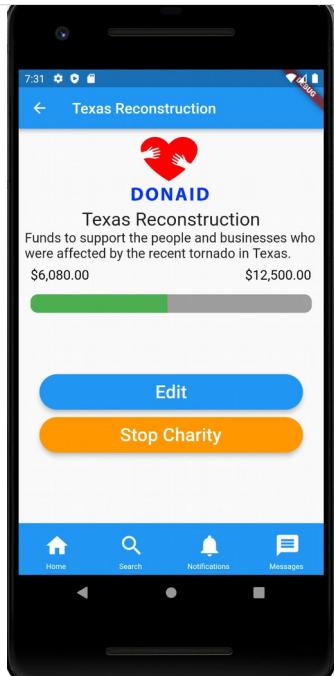
1. Press the **see more** button on the campaign section



2. Select a campaign to view the specific campaign page

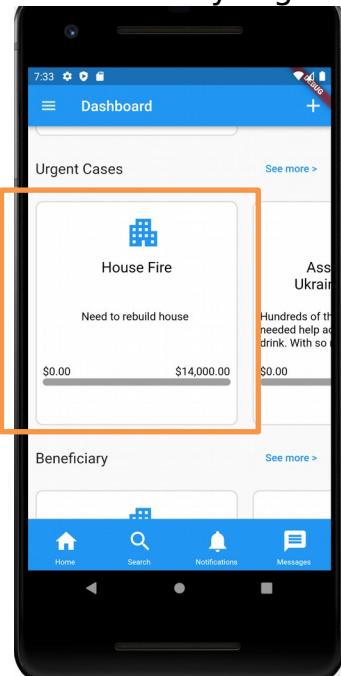


3. Upon selection you will be Redirected to the selected campaign page.

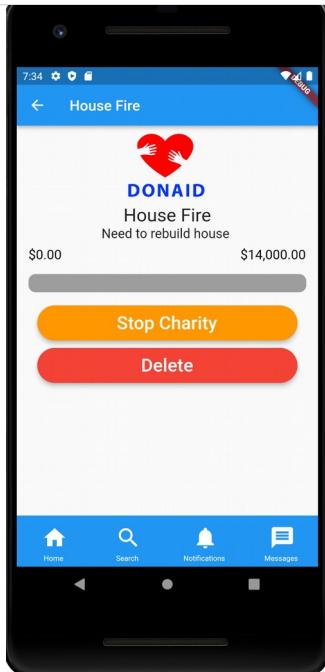


Urgent Case section

1. Select any urgent case tile on the home page

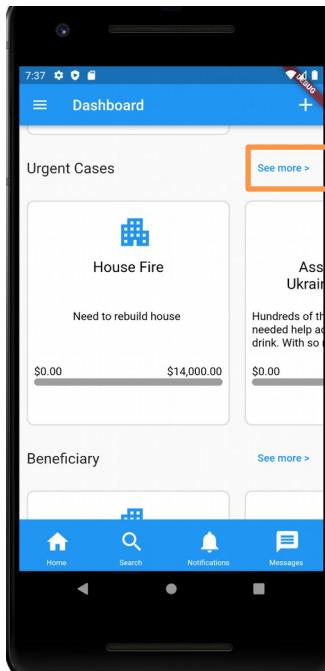


4. Upon selection you will be Redirected to the selected urgent case page.

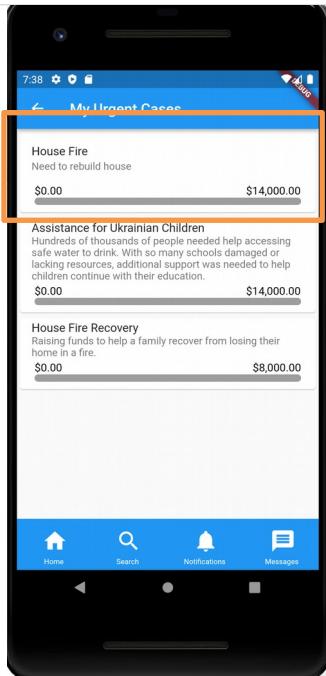


Full Urgent Case List

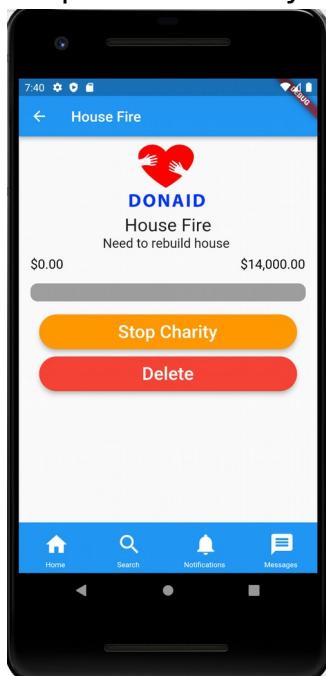
1. Press the **see more** button on the urgent case section



3. Select an urgent case to view the specific urgent case page

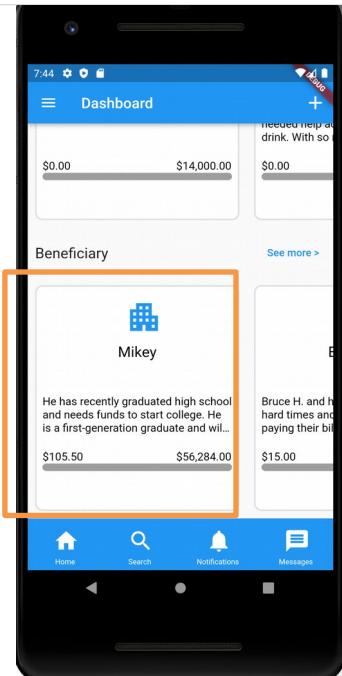


5. Upon selection you will be Redirected to the selected urgent case page.

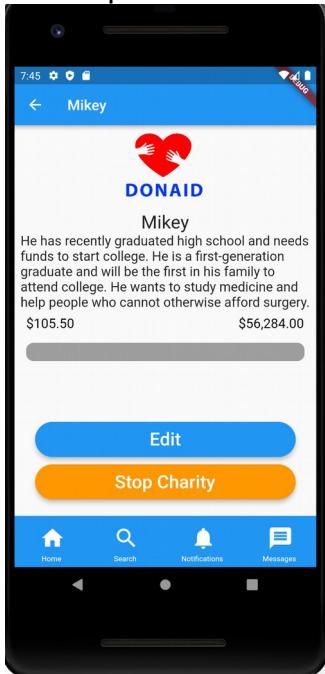


Beneficiary section

1. Select any beneficiary tile on the home page

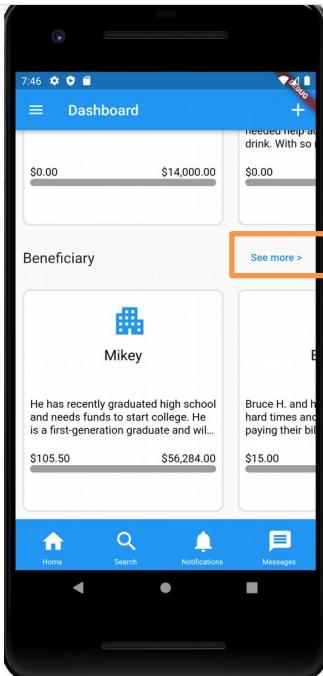


2. Upon selection you will be Redirected to the selected beneficiary page.

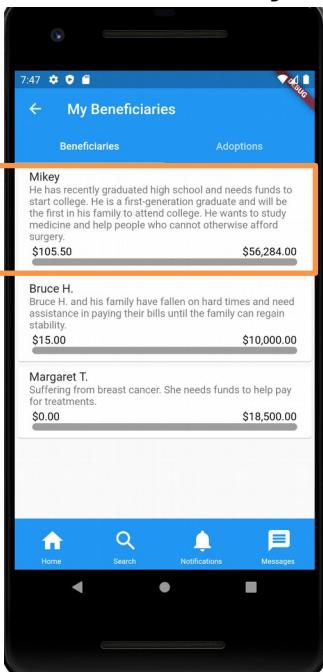


Full beneficiary List

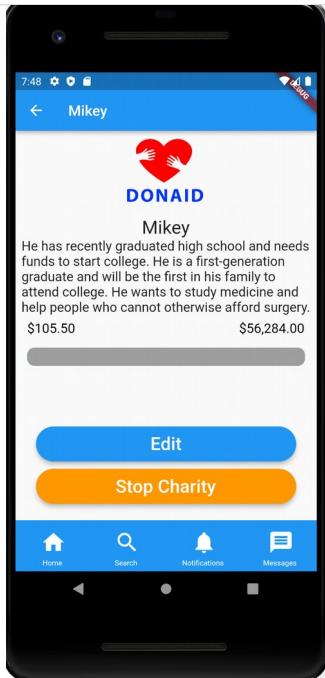
1. Press the **see more** button on the beneficiary section



2. On the **beneficiary** tab select a beneficiary to view the specific beneficiary page

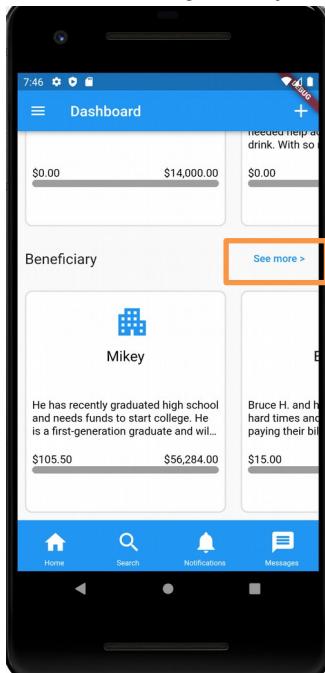


3. Upon selection you will be Redirected to the selected beneficiary page.

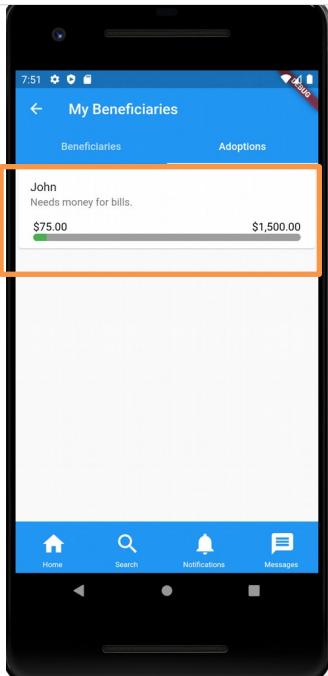


Adoption section

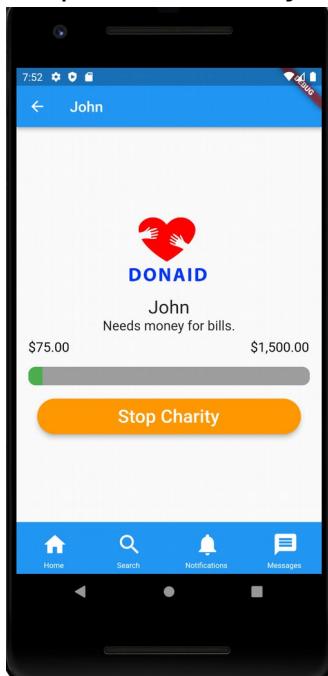
1. Select any adoption from the see more button on the beneficiary section



2. On the **adoption tab** select a adoptable beneficiary to view the specific adoptable beneficiary page



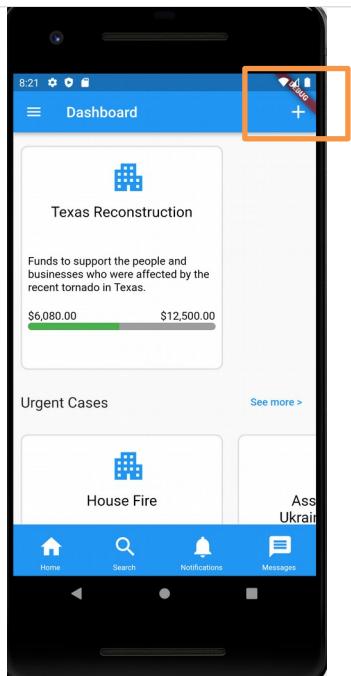
3. Upon selection you will be Redirected to the selected adoptable beneficiary page.



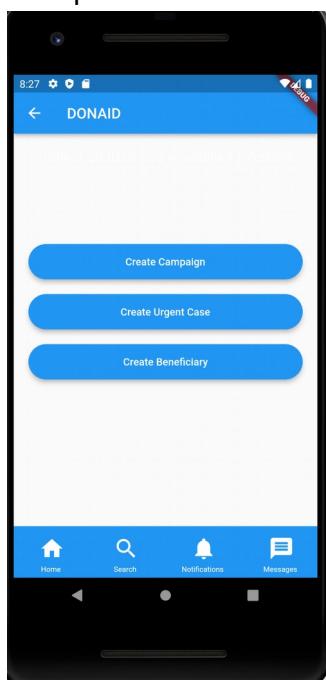
3. Add Charities

Add Campaign

1. Press the + button on the top corner of the home page

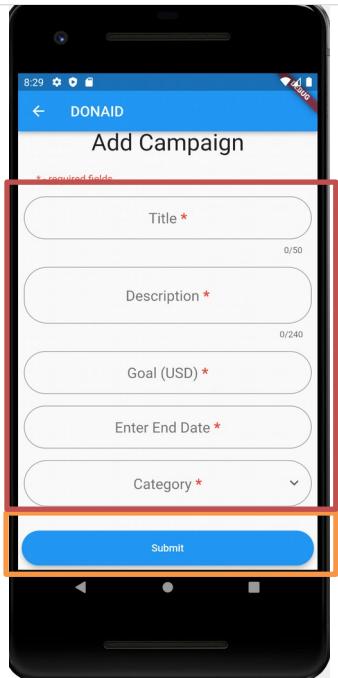


2. Tap on the **Create Campaign button**

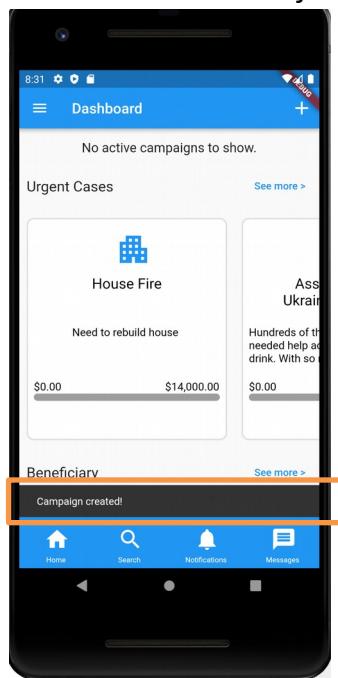


3. Enter the following information:

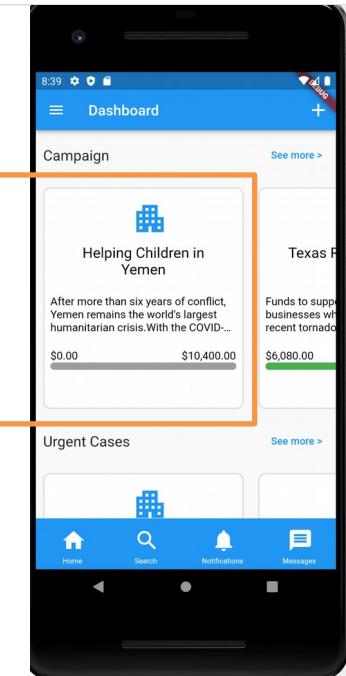
- a. Title
- b. Description
- c. Goal (USD)
- d. Enter end date
- e. Select a category from the drop-down menu
- b. Select **Submit**.



4. After submission you can see a toast message confirming your submission

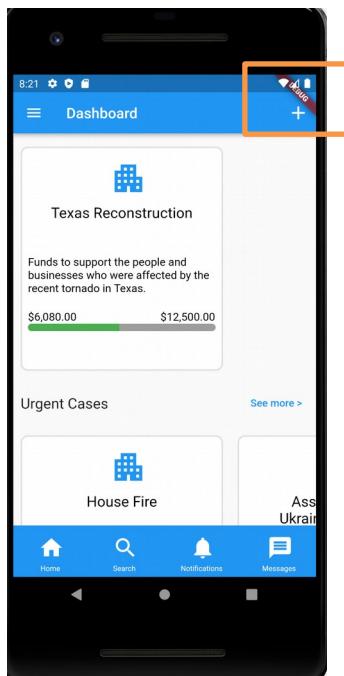


5. Refresh the dashboard screen.
6. You should see the new campaign you added.



Add Urgent Case

1. Press the + button on the top corner of the home page

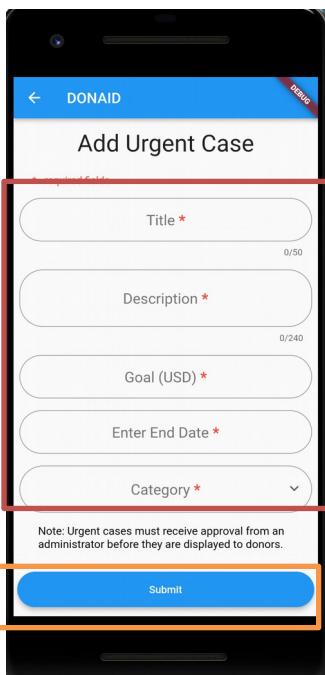


2. Tap on the **Create Urgent Case** button

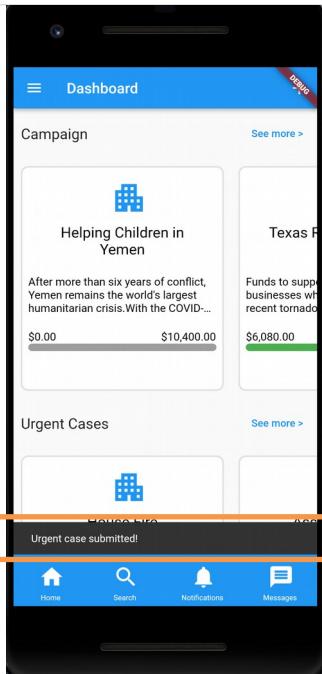


3. Enter the following information:

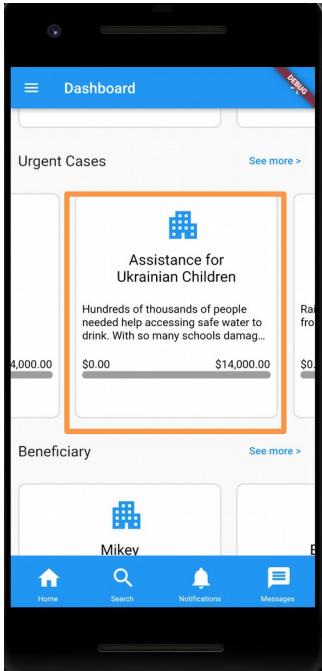
- a. Title
- b. Description
- c. Goal (USD)
- d. Enter end date
- e. Select a category from the drop-down menu
- b. Select **Submit**.



4. After submission you can see a toast message confirming your submission

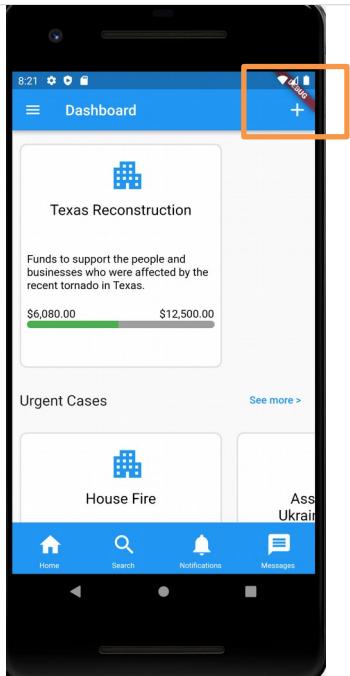


5. Refresh the dashboard screen.
6. You should see the new urgent case you added.

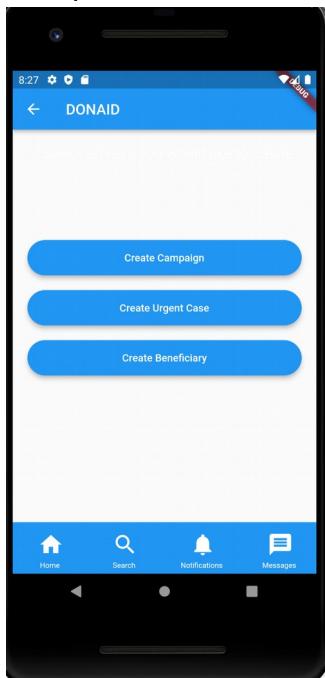


Add Beneficiary

1. Press the + button on the top corner of the home page

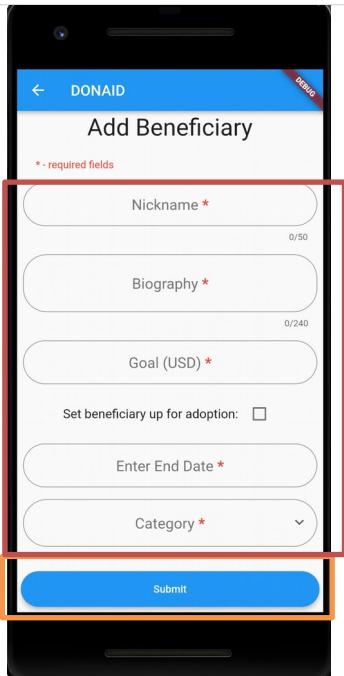


2. Tap on the **Create Beneficiary button**

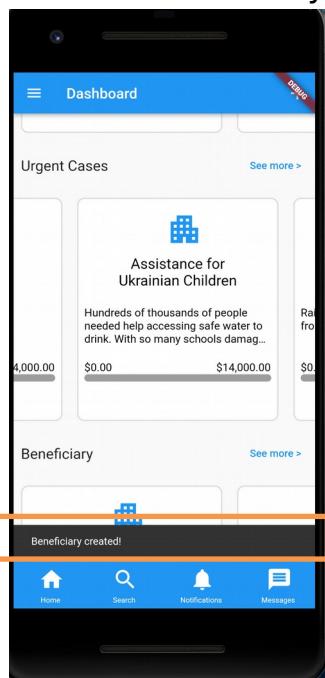


3. Enter the following information:

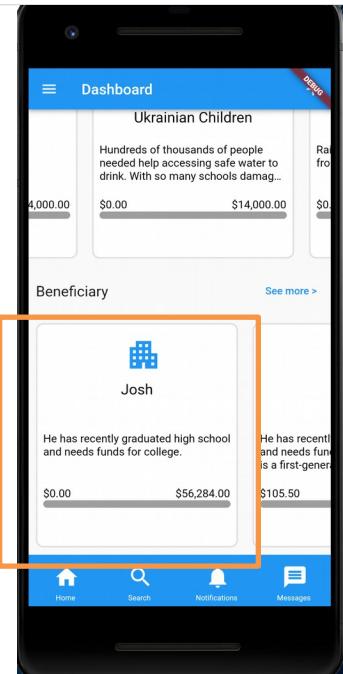
- a. Nickname
- b. Biography
- c. Goal (USD)
- d. Enter end date
- e. Select a category from the drop-down menu
- b. Select **Submit**.



4. After submission you can see a toast message confirming your submission

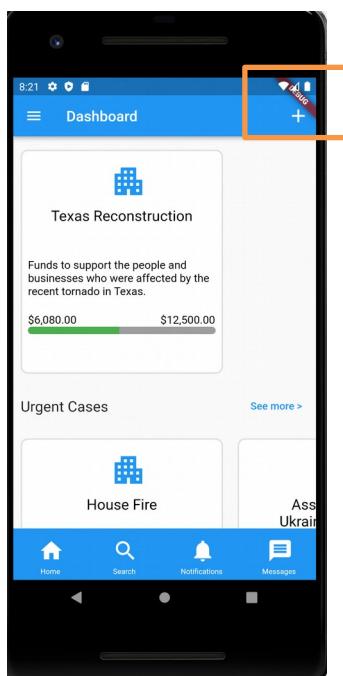


5. Refresh the dashboard screen.
6. You should see the new beneficiary you added.

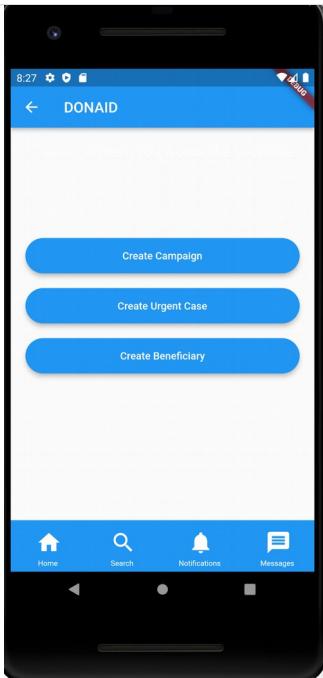


Add Adoptions

1. Press the + button on the top corner of the home page

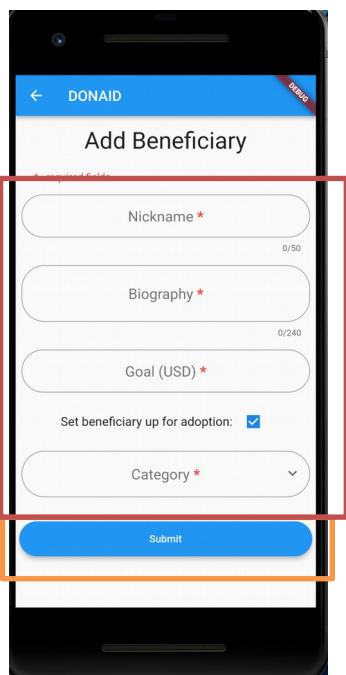


2. Tap on the **Create Beneficiary** button

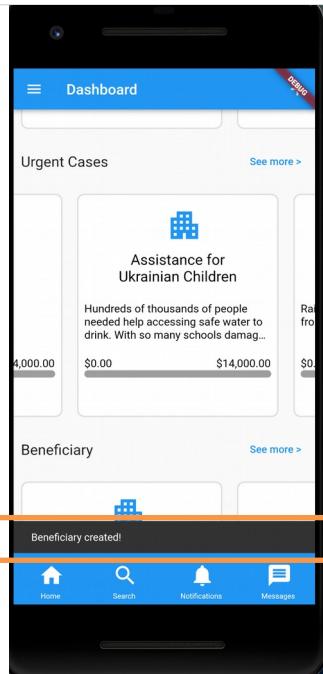


3. Enter the following information:

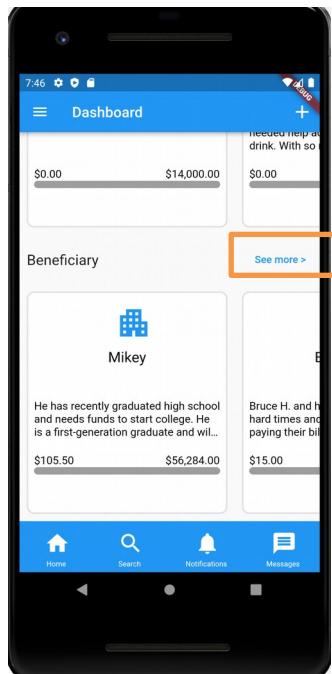
- a. Nickname
- b. Biography
- c. Goal (USD)
- d. Set beneficiary up for adoption
- e. Select a category from the drop-down menu
- b. Select **Submit**.



4. After submission you can see a toast message confirming your submission

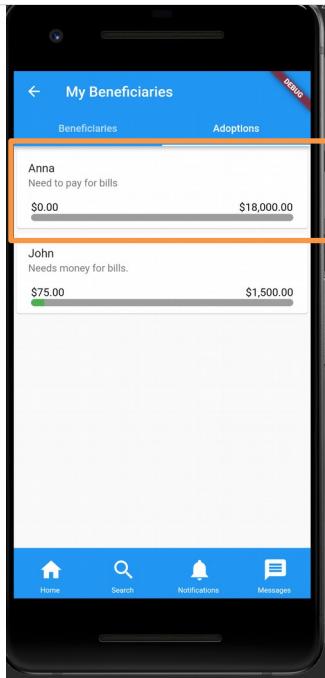


5. Go to the see more for beneficiary



6. Go to the **Adoption** tab

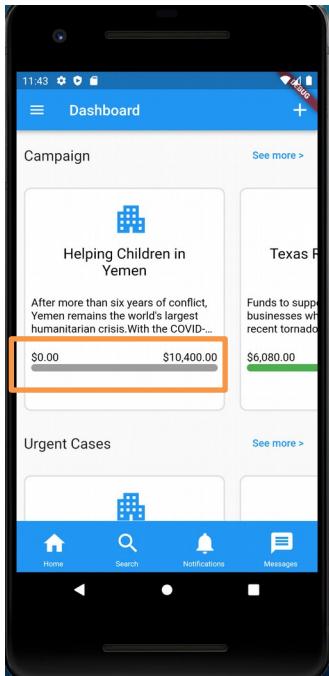
7. You should see the new adoptable beneficiary you added.



4. Delete Charities

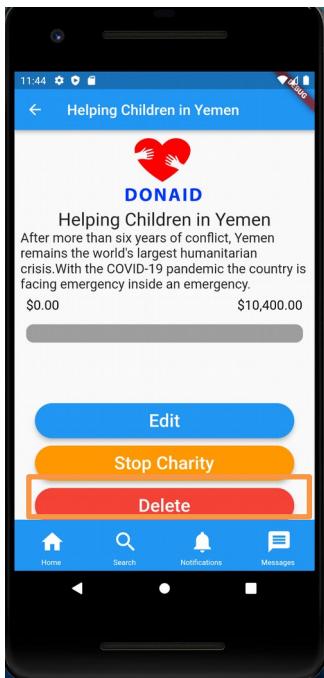
Delete Campaign/Beneficiary/Urgent Case/Adoption

1. You can only delete campaigns/beneficiary/Urgent case/Adoption that have **no donations**.
2. From any pages navigate to the desired campaigns/beneficiary/Urgent case/Adoption page you want to delete.
3. Make sure the charity you picked has 0 donations

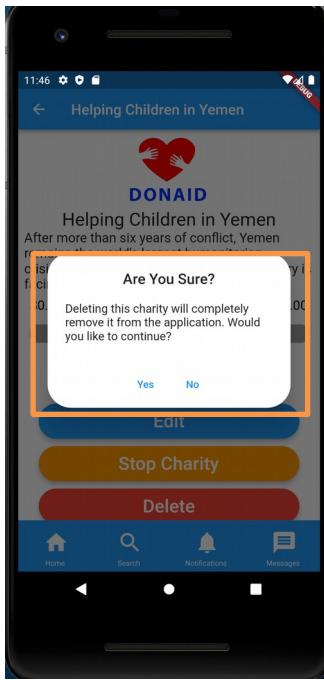


4. Upon clicking on the selected campaigns/beneficiary/Urgent case/Adoption, you will be redirected to the selected campaigns/beneficiary/Urgent case/Adoption page.

- 5.** From the selected campaigns/beneficiary/Urgent case/Adoption page, you can click on the **delete** button to delete the campaigns/beneficiary/Urgent case/Adoption.



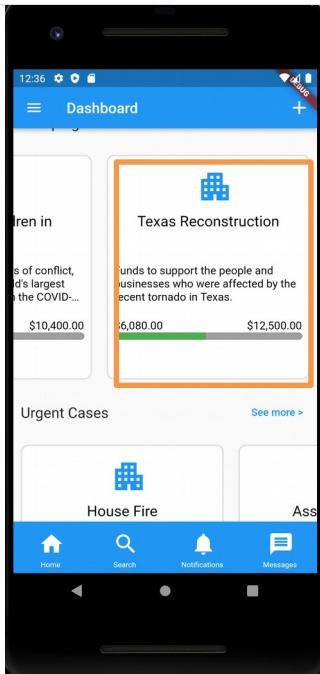
- 6.** A dialog will pop up, you can select **yes** to delete the campaigns/beneficiary/Urgent case/Adoption and **no** to keep the campaigns/beneficiary/Urgent case/Adoption.



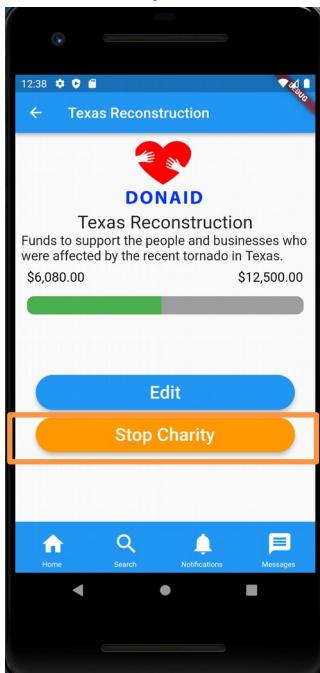
5. Stop Charities

Stop Campaign/Beneficiary/Urgent Case/Adoption

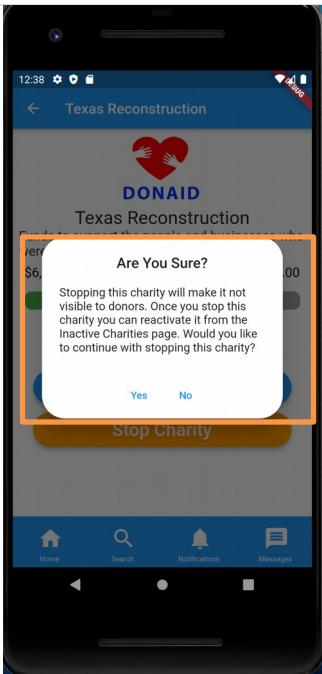
- 1.** From any pages navigate to the desired campaigns/beneficiary/Urgent case/Adoption page you want to stop.



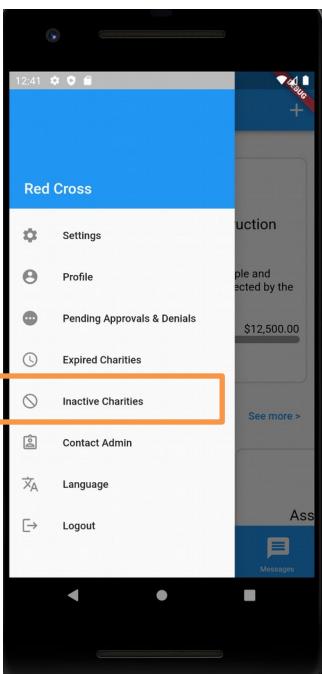
2. Upon clicking on the selected campaigns/beneficiary/Urgent case/Adoption, you will be redirected to the selected campaigns/beneficiary/Urgent case/Adoption page.
3. From the selected campaigns/beneficiary/Urgent case/Adoption page, you can click on the **stop charity** button to stop the campaigns/beneficiary/Urgent case/Adoption.



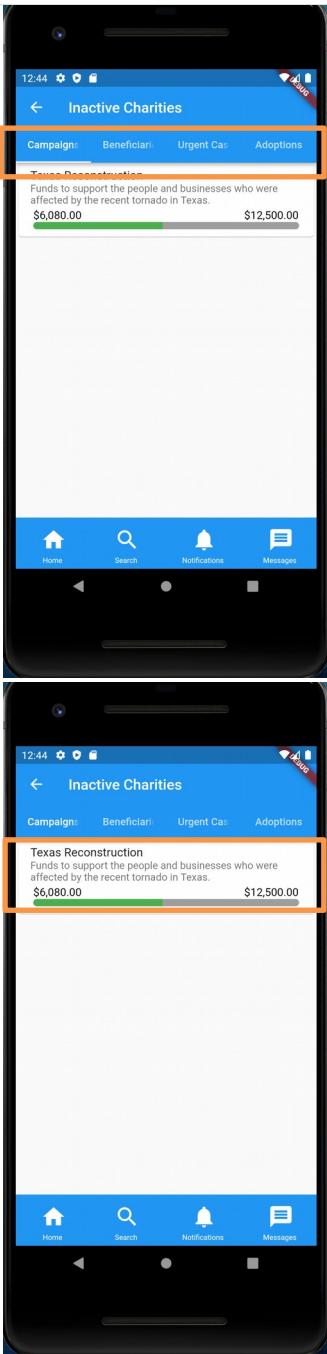
4. A dialog will pop up, you can select **yes** to stop the campaigns/beneficiary/Urgent case/Adoption and **no** to keep the campaigns/beneficiary/Urgent case/Adoption going.



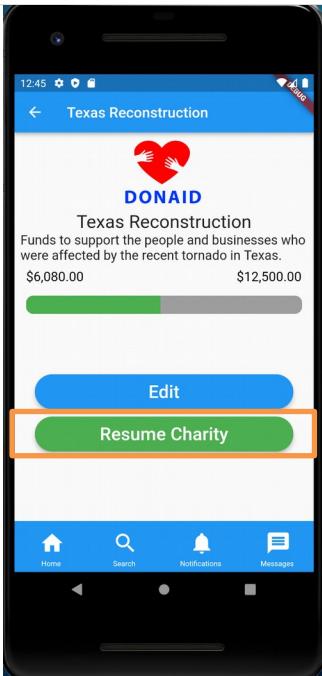
5. You can see you stopped charities under the inactive charities section on the drawer.



6. From the inactive charities page, you can resume your stopped charities.
7. Note: make sure to be in the proper tab before looking for the campaigns/beneficiary/Urgent case/Adoption.



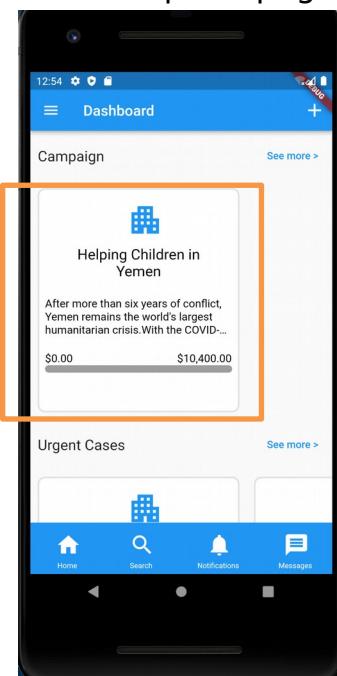
8. Once you click on the campaigns/beneficiary/Urgent case/Adoption you will be redirected to the selected charity page.
9. By clicking on the **resume charity** button, you will reactivate the inactive campaigns/beneficiary/Urgent case/Adoption.



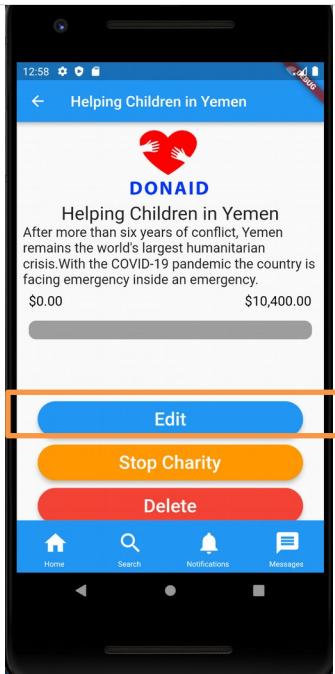
6. Edit Charities

Edit Campaigns/Beneficiary/Adoption with no donations

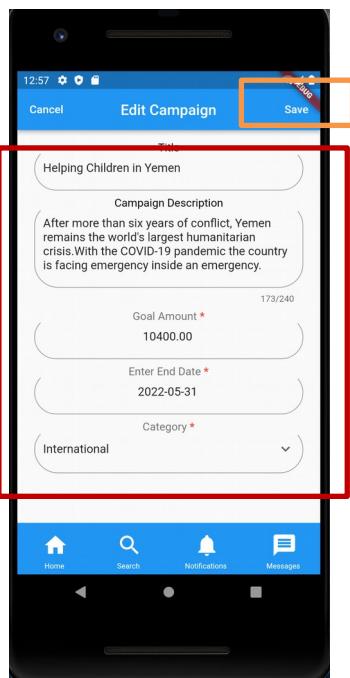
1. Note: you can only edit campaigns, beneficiaries, and adoptions
2. From any pages navigate to the desired campaigns/beneficiary/Urgent case/Adoption page you want to edit.



3. Upon clicking on the selected campaigns/beneficiary/Urgent case/Adoption, you will be redirected to the selected campaigns/beneficiary/Urgent case/Adoption page.
4. From the selected campaigns/beneficiary/Urgent case/Adoption page, you can click on the **Edit** button to edit the campaigns/beneficiary/Urgent case/Adoption.

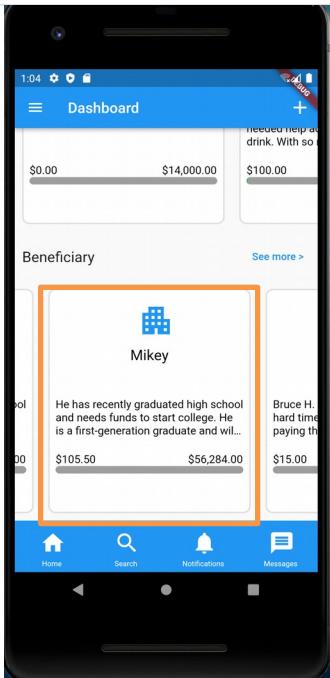


5. In the edit page you can edit any one the following fields:
- Title
 - Campaign Description
 - Goal Amount
 - Enter End Date
 - Category from the drop-down menu
 - Select **Save** to upload the new information

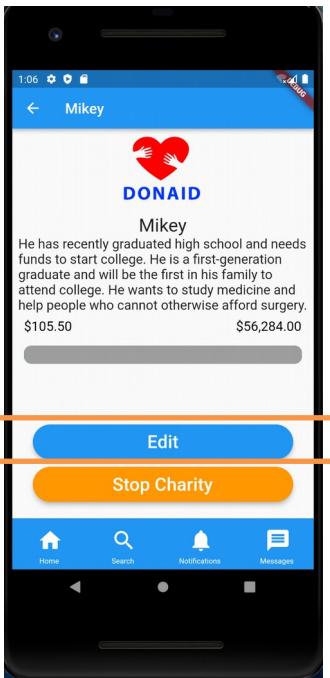


Edit Campaigns/Beneficiary/Adoption with donations

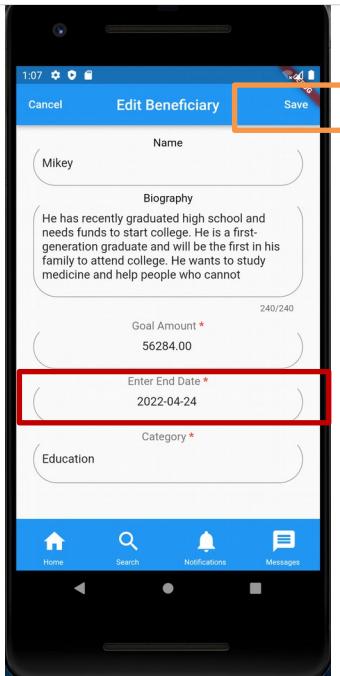
1. Note: you can only edit campaigns, beneficiaries, and adoptions
2. From any pages navigate to the desired campaigns/beneficiary/Urgent case/Adoption page you want to edit.



3. Upon clicking on the selected campaigns/beneficiary/Urgent case/Adoption, you will be redirected to the selected campaigns/beneficiary/Urgent case/Adoption page.
4. From the selected campaigns/beneficiary/Urgent case/Adoption page, you can click on the **Edit** button to edit the campaigns/beneficiary/Urgent case/Adoption.



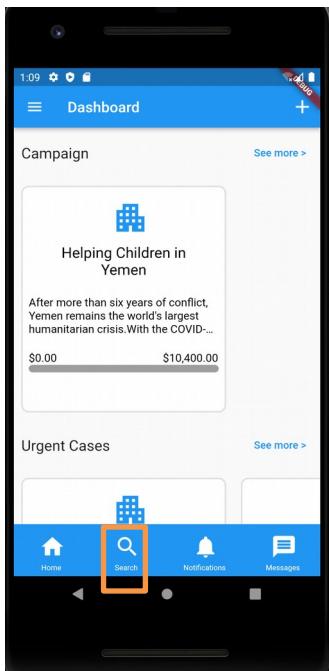
5. In the edit page you can edit any one the following fields:
 - a. Enter End Date
 - b. Select **Save** to upload the new information



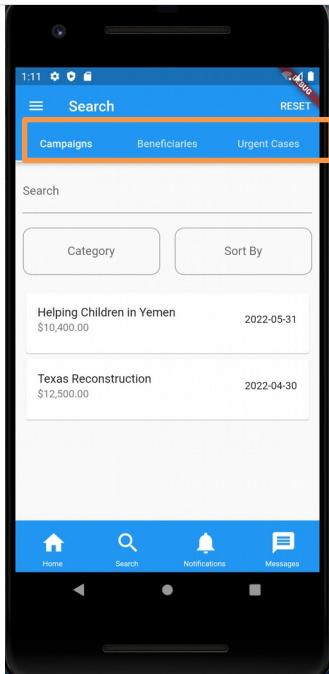
7. Search Charities

Search for Campaign/Beneficiary/Urgent Case

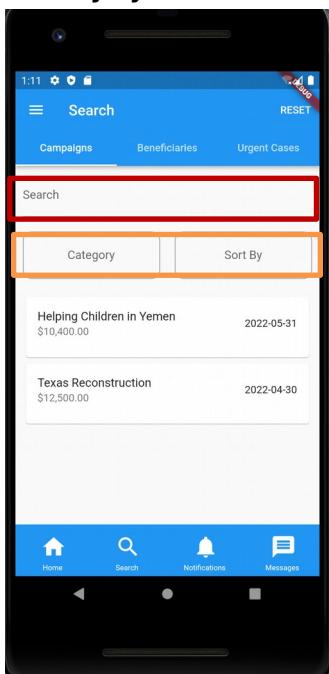
1. Press the **search** button on the bottom navigation bar.



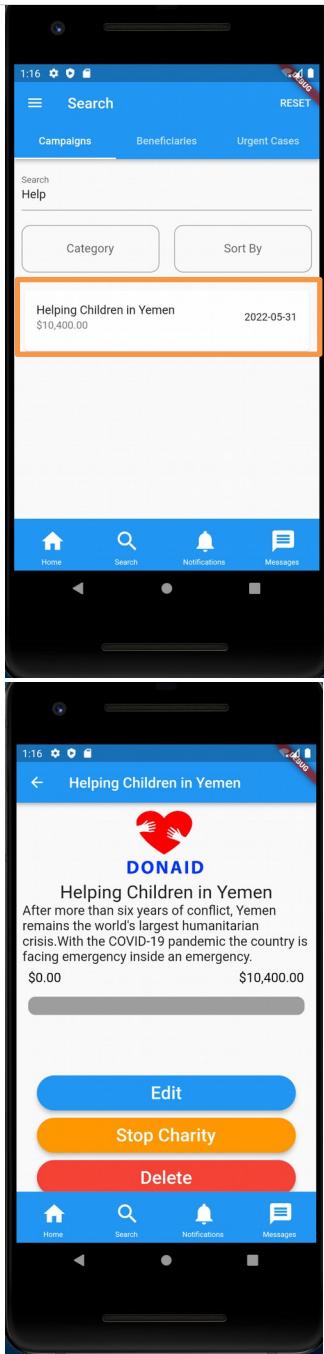
2. Select the specific tab for the type of charity you want to search for.



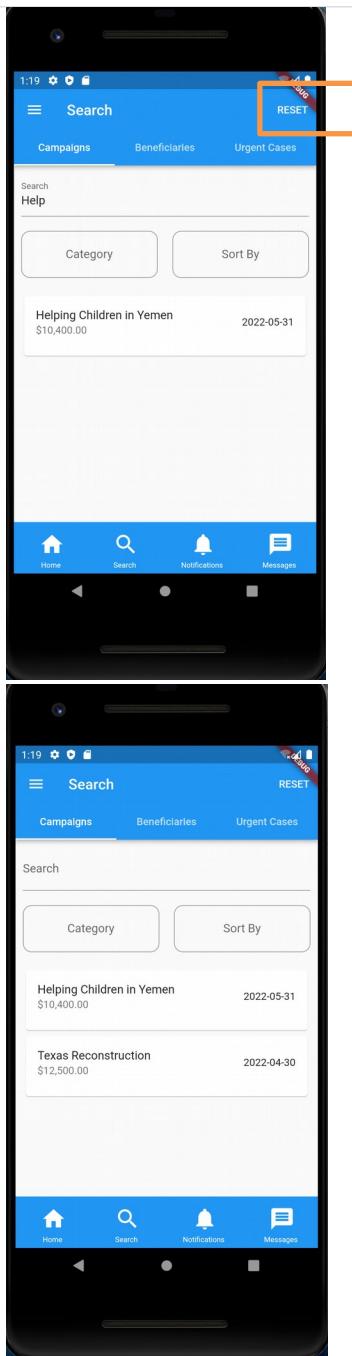
3. Use the search field to search for the Campaigns/Beneficiaries/Urgent Cases
4. You can also use the category drop down menu to filter by specifying category.
5. Finally, you can use the sort option to sort by amount raised and end date.



6. Upon clicking on the Campaigns/Beneficiaries/Urgent Cases you will be redirected to the selected Campaigns/Beneficiaries/Urgent Cases page.



7. You can use the reset button on the top corner to reset the search, category and sort by fields.

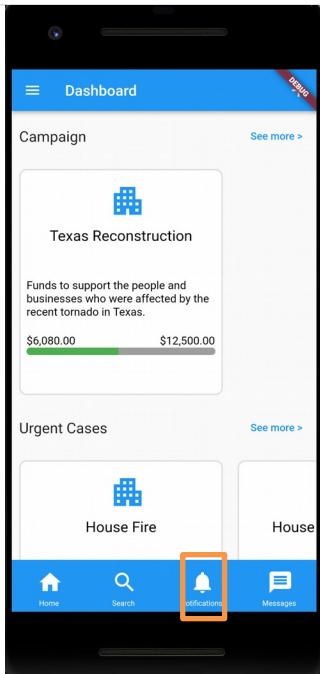


8. Now you are ready to search again.

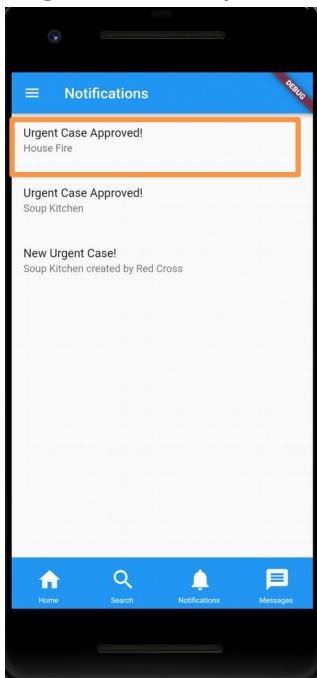
8. Notification

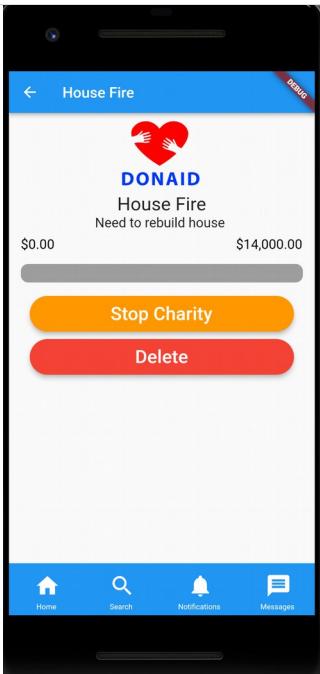
View and delete notification

1. Navigate to the notification page

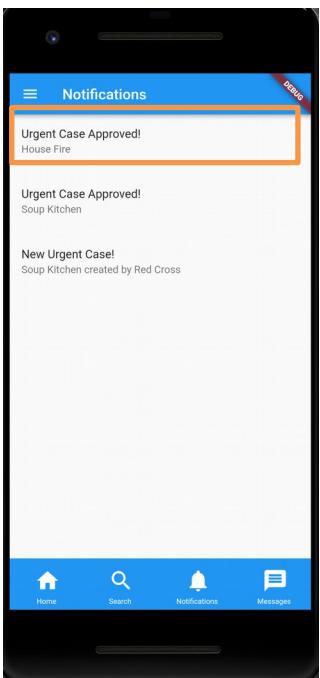


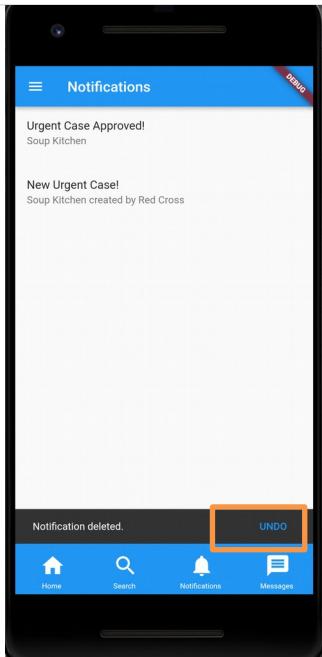
2. Once an urgent case notification is selected you will be redirected to the selected urgent cases profile.





3. You can stop charity or delete from this page.
4. You can swipe the notifications away.
5. If it was a mistake, you can press the **undo** button in the toast message to bring the notification back.

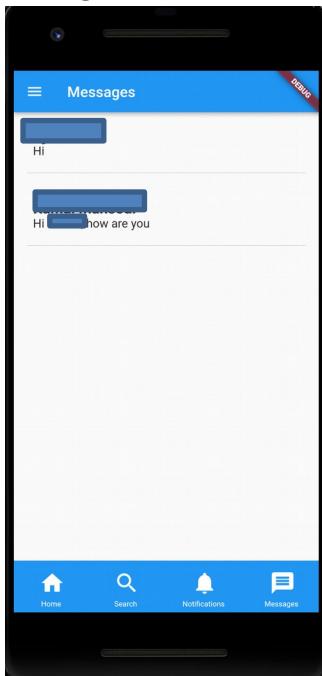




9. Messages

View and delete messages

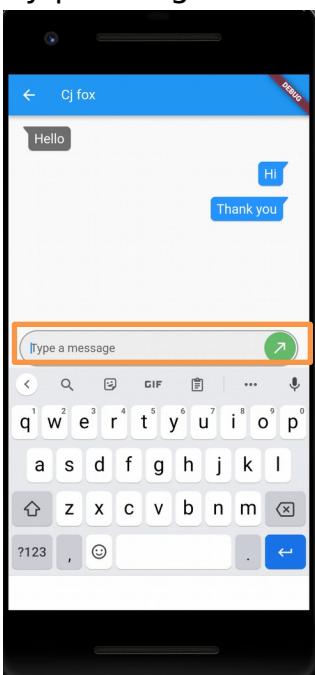
1. Navigate to the messages page



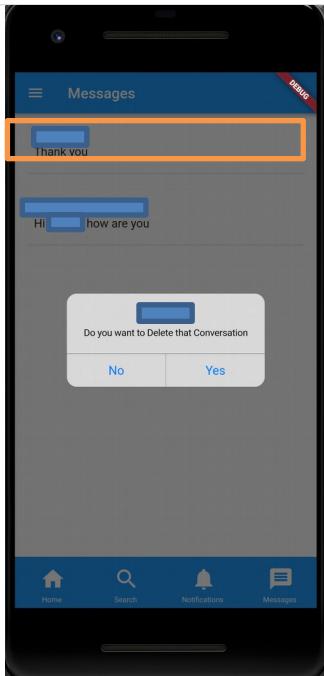
2. By clicking on the specific message, you can open the messages page.



3. By clicking on the **type a message** field, you can type a message.
4. By pressing on the **green arrow**, you can send the message.



5. Hold the message you want to delete, and you will get a confirmation dialog.

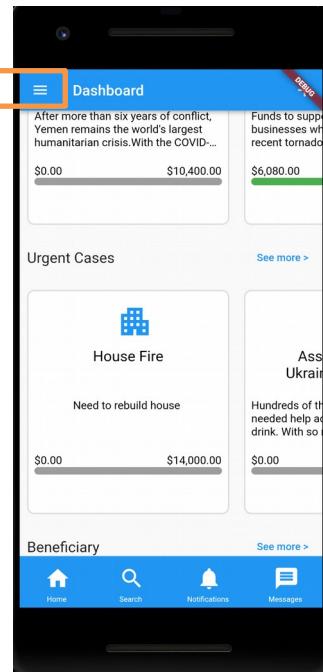


6. Select **yes** to delete and **no** to keep the message.

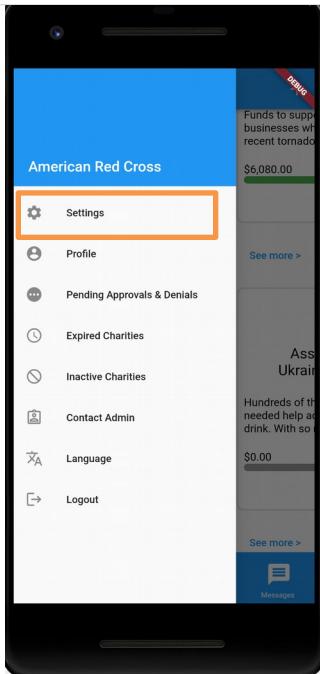
10. Settings

Turn off Urgent Case notification

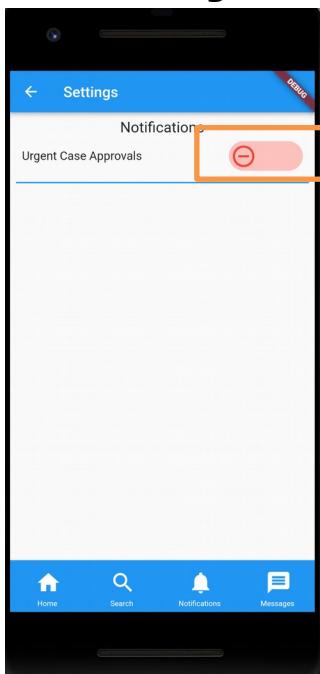
7. Press the **drawer** button on the home page



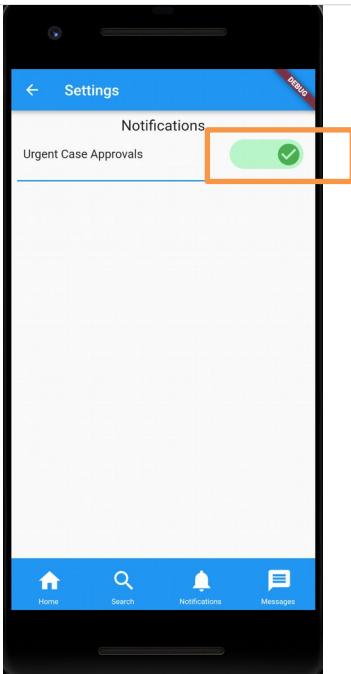
8. Press the **Settings option** on the drawer



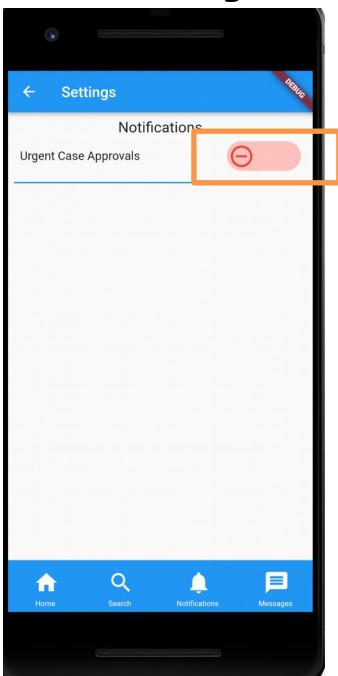
9. Press the Urgent Case Approvals toggle



10. Press the Urgent Case Approvals toggle to turn on notification



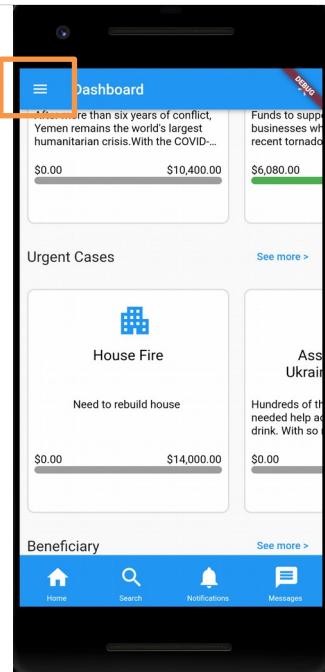
11. Press the **Urgent Case Approvals toggle to turn off notification**



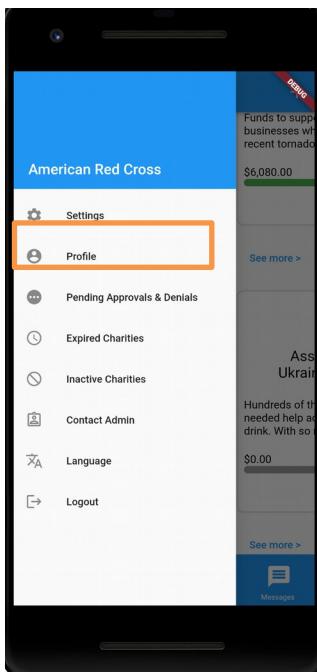
11. Edit Profile

Edit profile

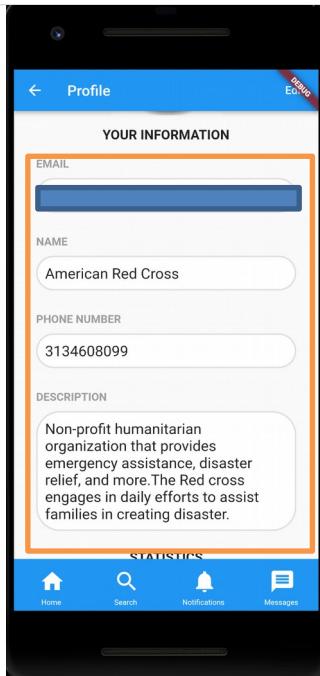
1. Press the **drawer button on the home page**



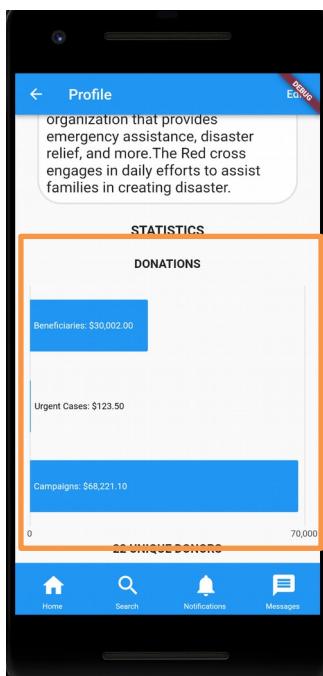
2. Press the **Profile on the drawer**



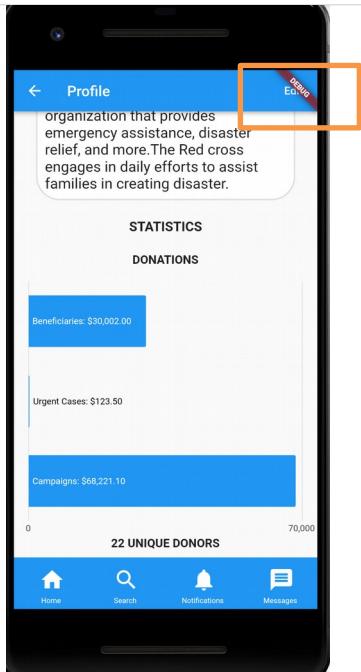
3. See Profile details



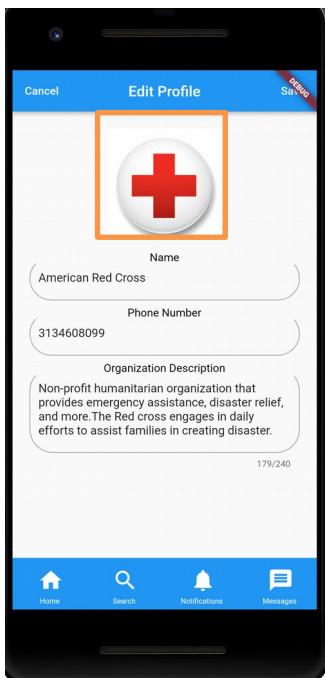
4. See statistics



5. Edit button on the profile page

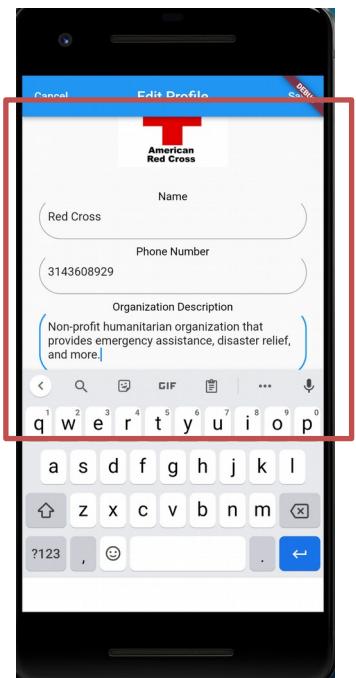


6. Change the profile picture

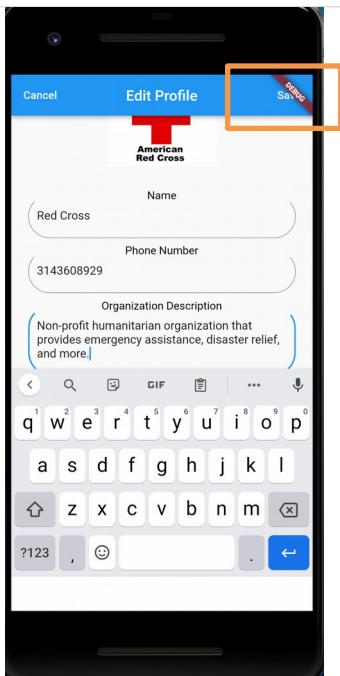




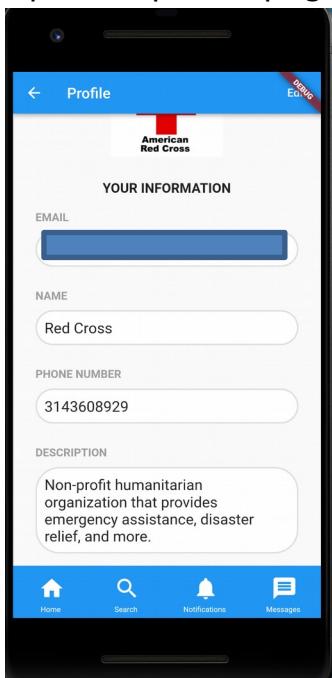
7. You can also update name, phone number and organization description



8. Save the changes



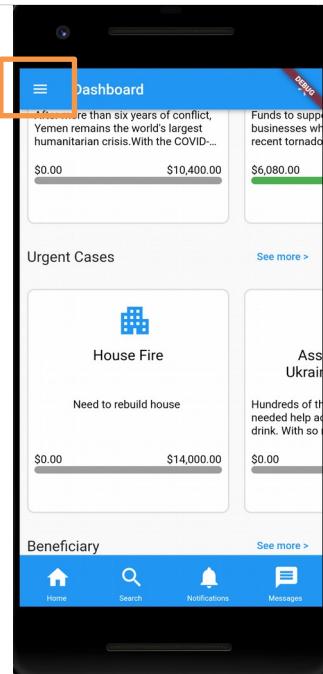
9. Updated profile page



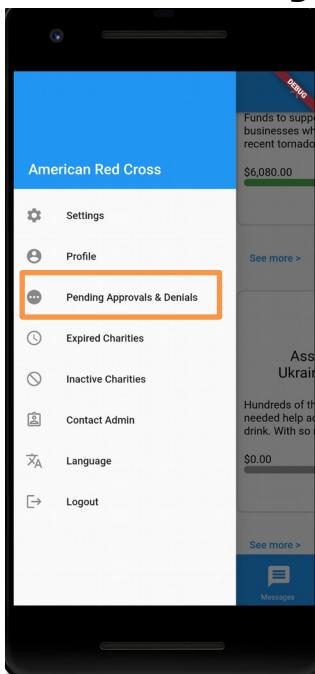
12. View pending Approvals and denials

View admin pending approvals and denials

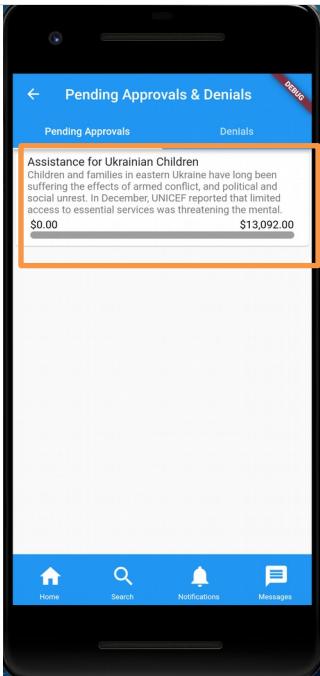
1. Press the **drawer** button on the home page



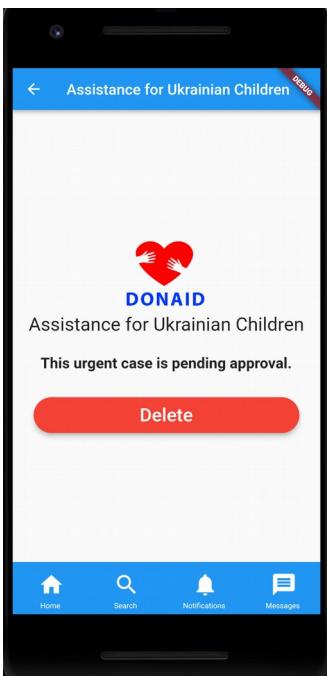
2. Press the **Pending Approvals & Denials** on the drawer



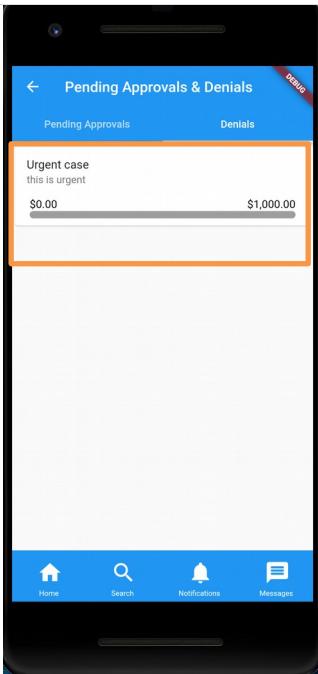
3. On the pending approvals tab, you can see the urgent cases that the admin still needs to approve.
4. You can click on the pending urgent case you want to view



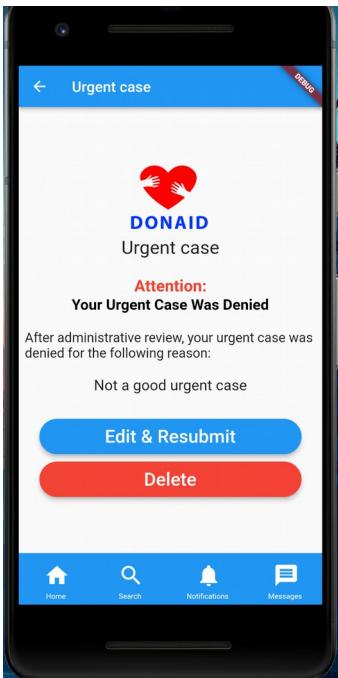
5. You will be able to delete the urgent case from here



6. On the pending denials tab, you can see the urgent cases that the admin has denied.
7. You can select a denied urgent case to view it



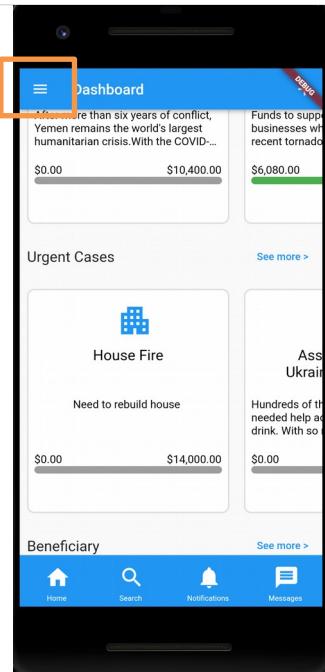
8. You can view the denial reason on this page
9. You will be able to delete or edit and resubmit the urgent case from here



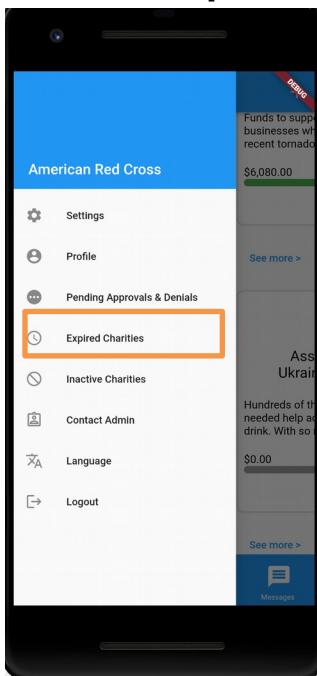
13. View expired charities

View Campaigns with an expired end date

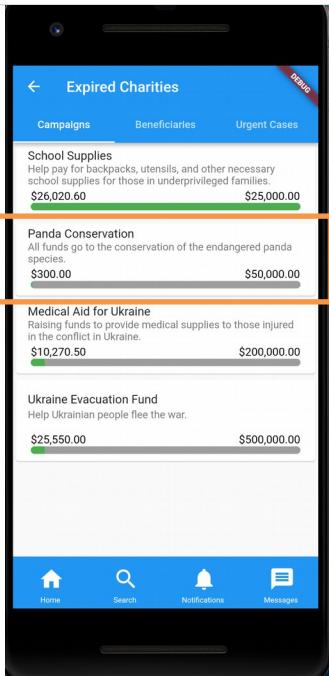
1. Press the **drawer** button on the home page



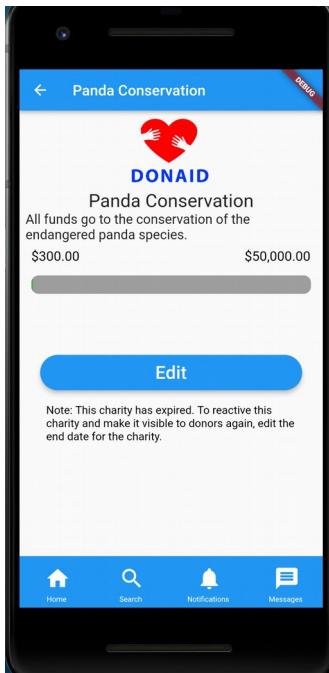
2. Press the **Expired Charities** on the drawer



3. Press the **campaigns** tab to view all the expired campaigns
4. Click on any of them to view the selected campaign page

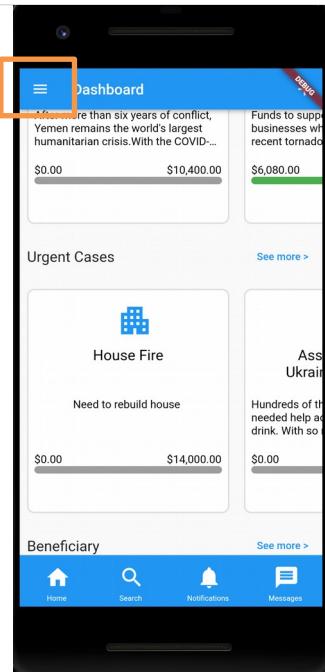


5. You can edit the campaigns **end date** if it has not reached the goal yet.

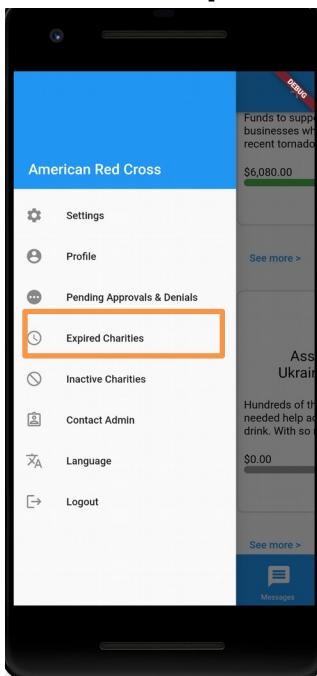


View Beneficiary with an expired end date

1. Press the **drawer** button on the home page

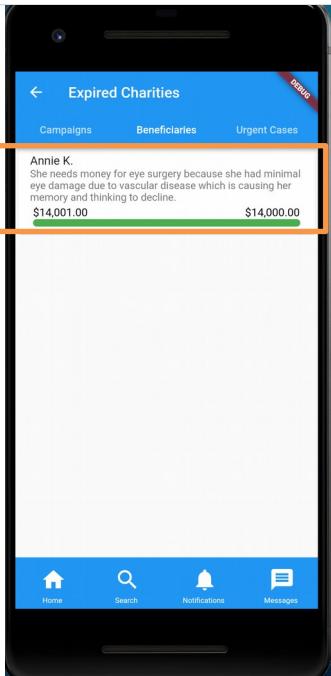


2. Press the **Expired Charities on the drawer**

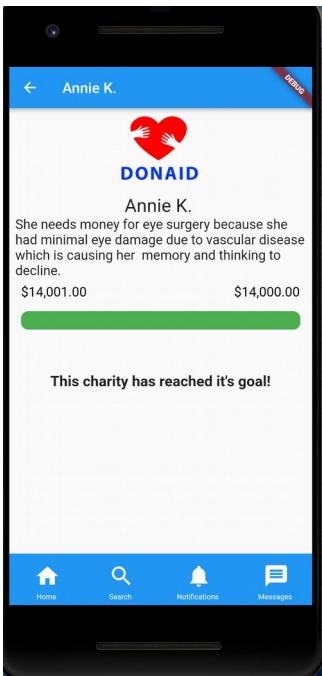


3. Press the **beneficiaries tab to view all the expired beneficiaries**

4. Click on any of them to view the selected beneficiary page

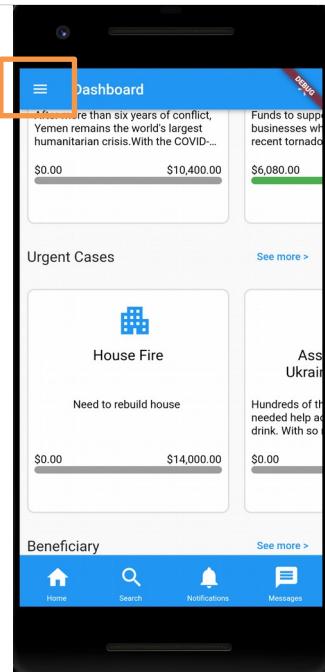


5. You can edit the beneficiaries **end date** if it has not reached the goal yet.

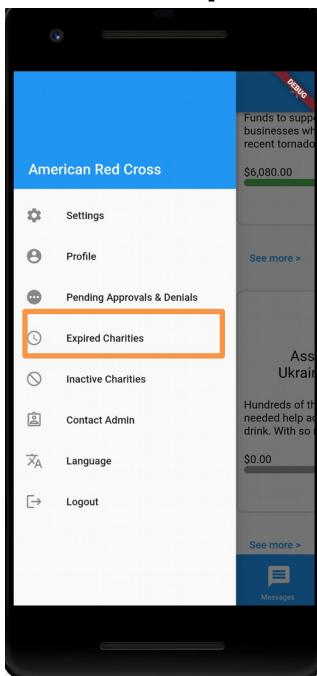


View Urgent cases with an expired end date

1. Press the **drawer** button on the home page

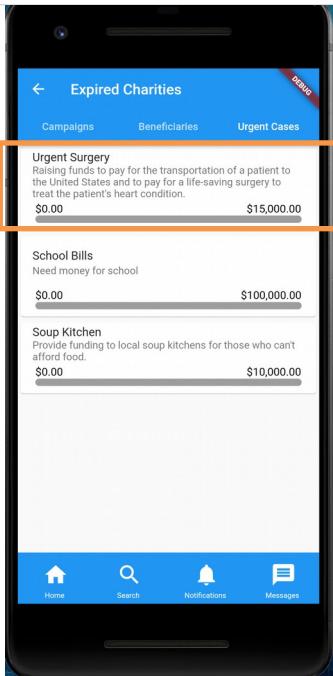


2. Press the **Expired Charities on the drawer**

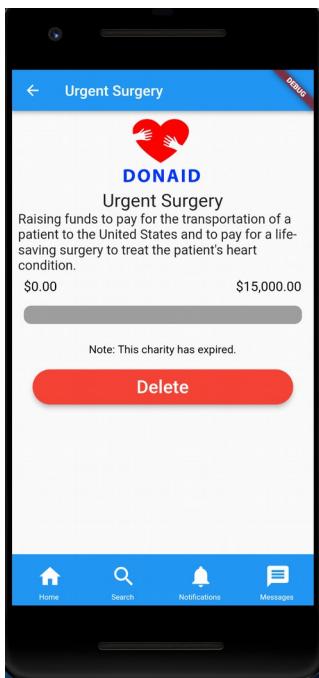


3. Press the **urgent cases tab to view all the expired urgent cases**

4. Click on any of them to view the selected urgent case page



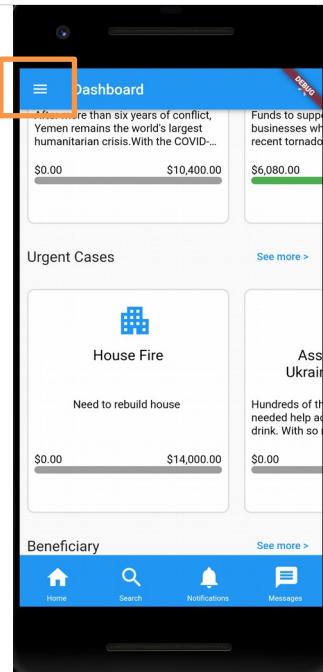
5. You can delete the urgent case.



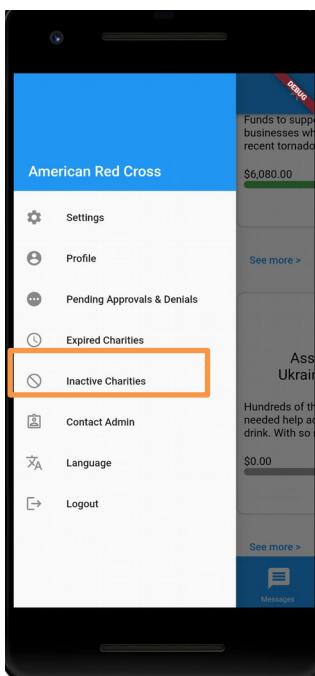
14. View inactive charities

View campaigns that are inactive at this time

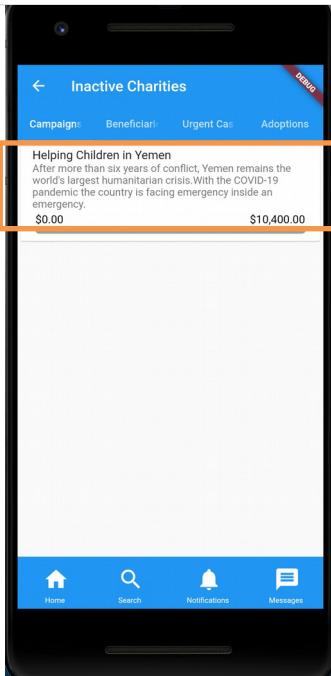
1. Press the **drawer** button on the home page



2. Press the **Inactive Charities** on the drawer



6. Press the **campaigns** tab to view all the inactive campaigns
7. Click on any of them to view the selected campaign page

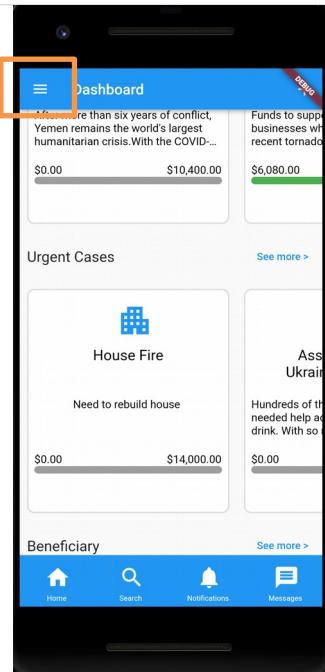


8. You can edit, resume charity, and delete the campaign from this page.

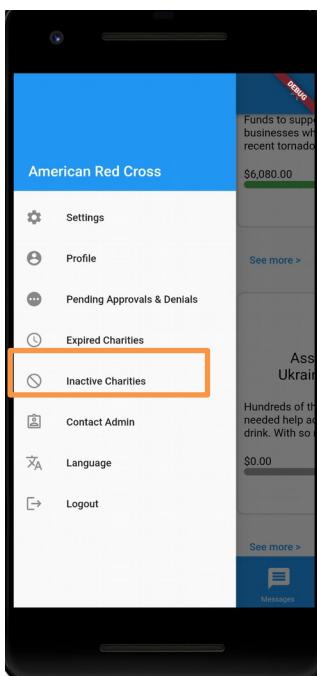


View beneficiaries that are inactive at this time

1. Press the **drawer** button on the home page

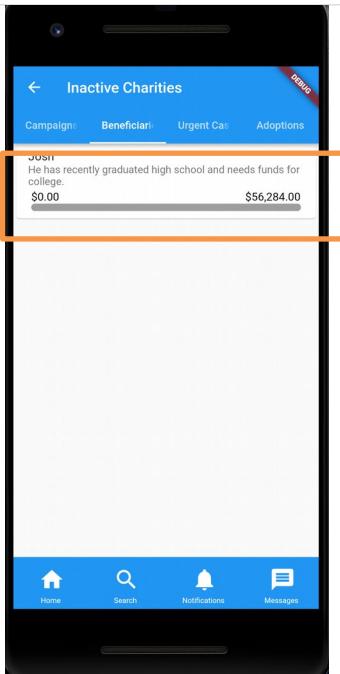


2. Press the **Inactive Charities on the drawer**

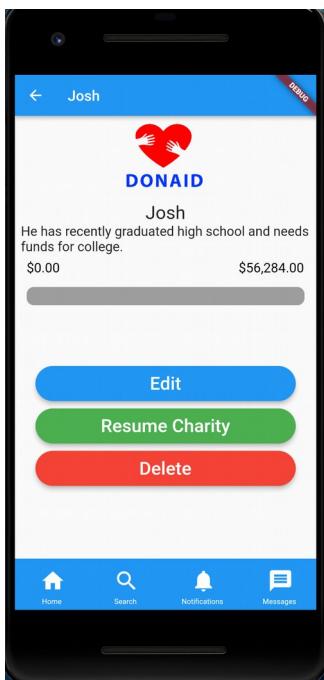


3. Press the **beneficiaries tab to view all the inactive beneficiaries**

4. Click on any of them to view the selected beneficiary page

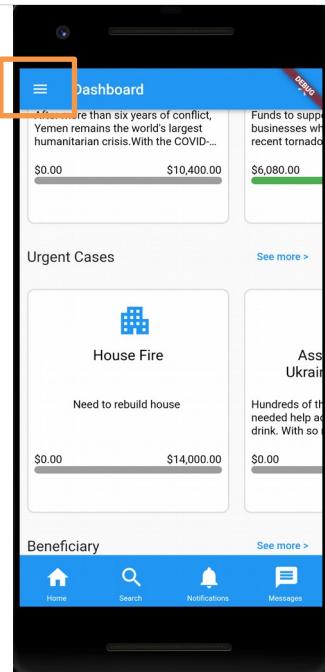


5. You can edit, resume charity, and delete the beneficiary from this page.

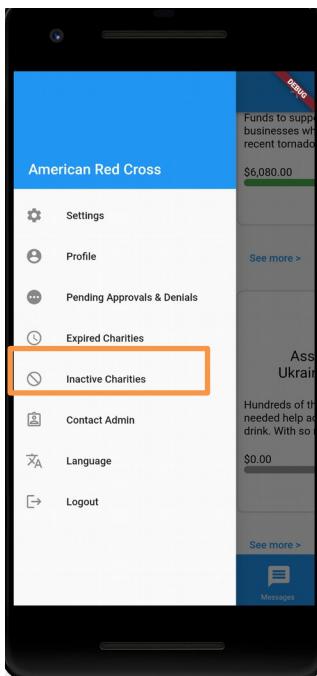


View Urgent Case that are inactive at this time

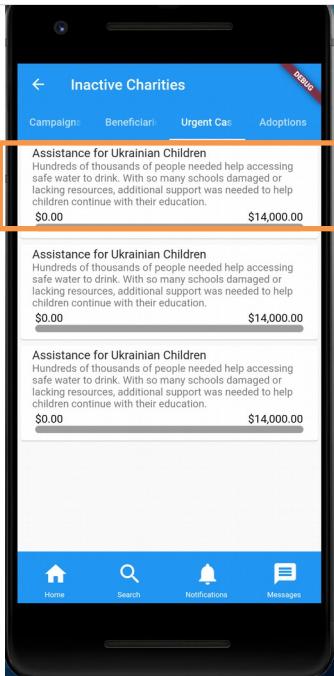
1. Press the **drawer** button on the home page



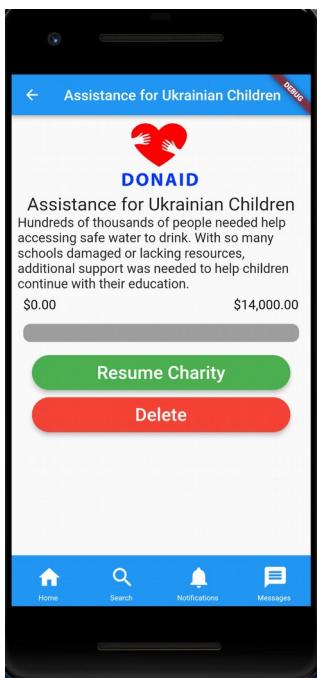
2. Press the **Inactive Charities on the drawer**



- 3. Press the **Urgent Cases** tab to view all the inactive urgent case**
- 4. Click on any of them to view the selected urgent case page**

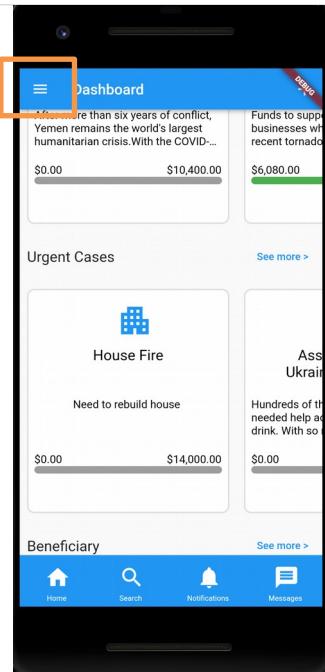


5. You can resume charity and delete the urgent case from this page.

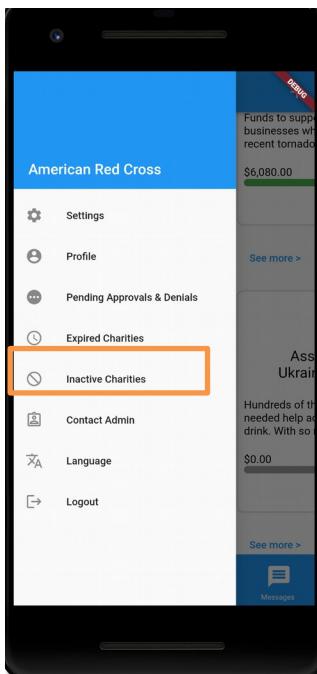


View Adoption that are inactive at this time

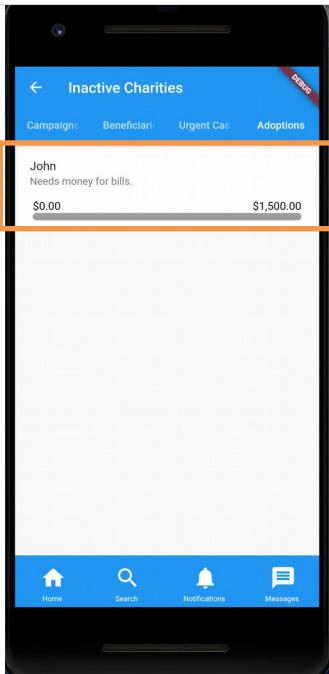
1. Press the **drawer** button on the home page



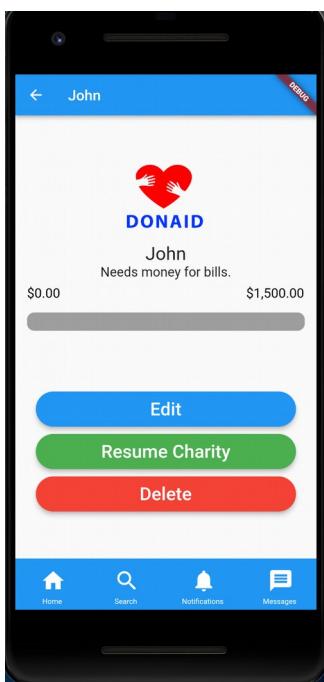
2. Press the **Inactive Charities on the drawer**



- 3. Press the **adoption** tab to view all the inactive adoption**
4. Click on any of them to view the selected adoption page



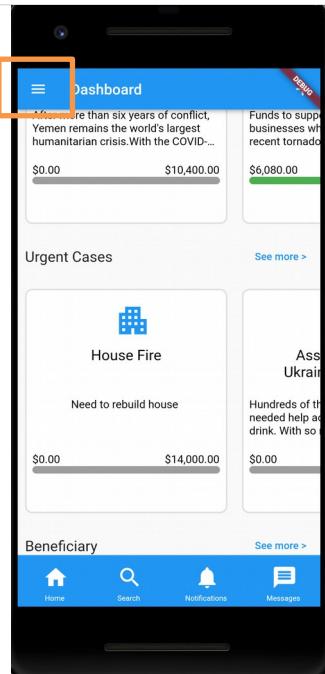
5. You can edit, resume charity, and delete the adoption from this page.



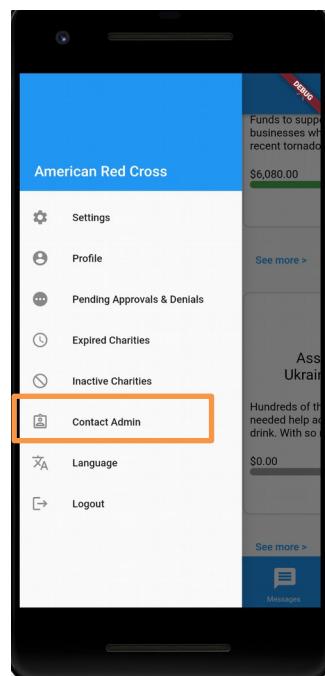
15. Contact Admin

The organization user can contact admin

1. Press the **drawer** button on the home page

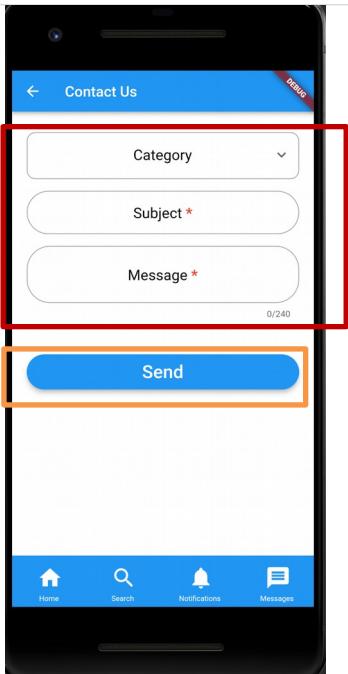


2. Press the **Contact Admin on the drawer**

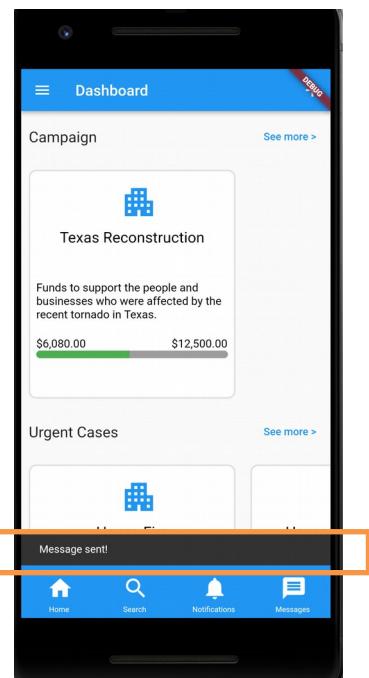


3. Enter the following information:

- a. Category
- b. Subject
- c. Message
- b. Select **Send**.



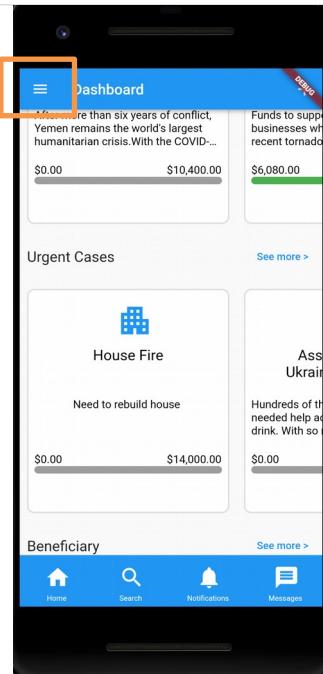
4. After submission you can see a toast message confirming your submission



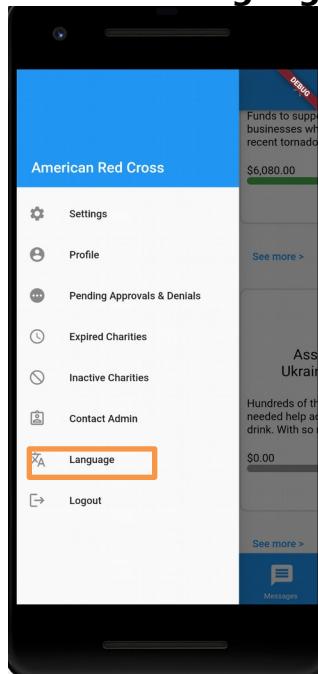
16. Language

Change languages while the organization user is logged in

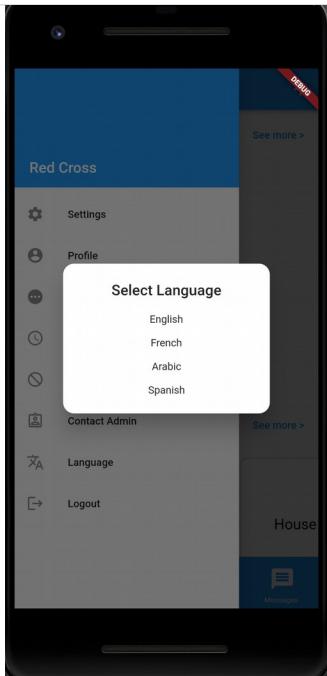
1. Press the **drawer** button on the home page



2. Press the **Language** on the drawer



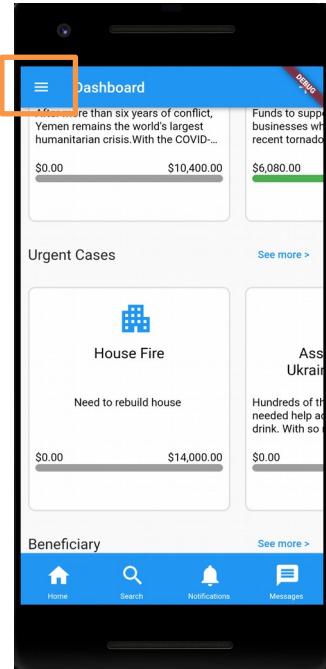
3. Select the language you want to switch to



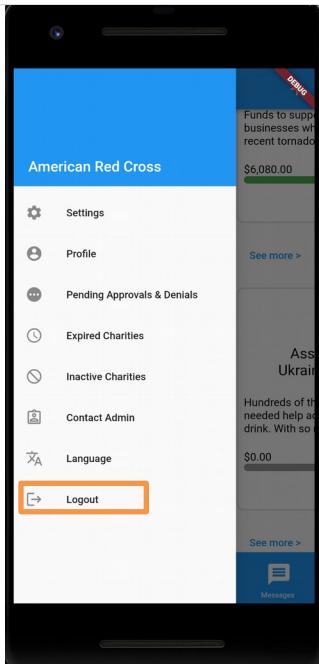
17. Logout

Allow the organization user to logout

1. Press the **drawer** button on the home page



2. Press the **Logout** on the drawer



3. Redirected to the login page

