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REAL LIFE COORDINATION SYSTEM

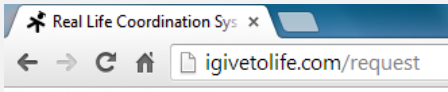
User Manual

For Area Coordinators

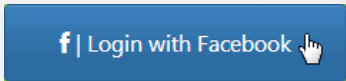
"We don't think you need a manual, but just in case..."

Getting Started

- 1 Open your browser, and go to <http://igivetolife.com/request>



- 2 Click "Login with Facebook"



- 3 Enter your Facebook login details and click "Log In"

Facebook Login

Email:

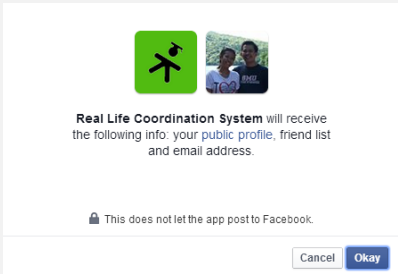
Password:

☒ Keep me logged in

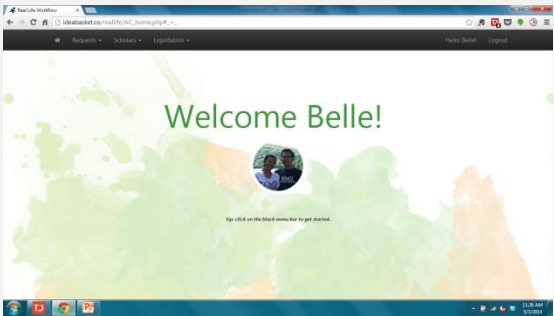
or [Sign up for Facebook](#)

[Forgot your password?](#)

- 4 You will see this screen, click "Okay".

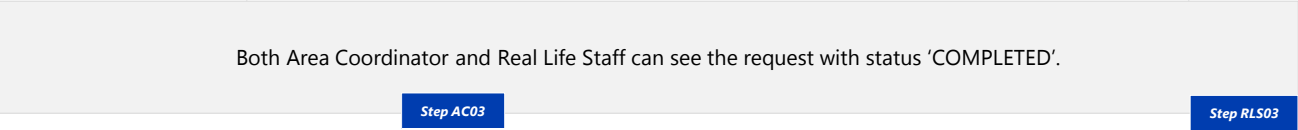
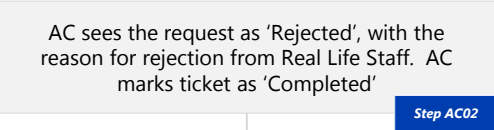
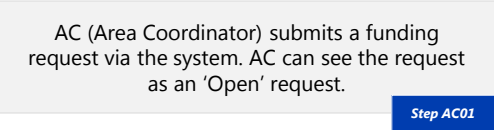


- 5 Congratulations! You are now logged in.

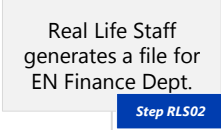
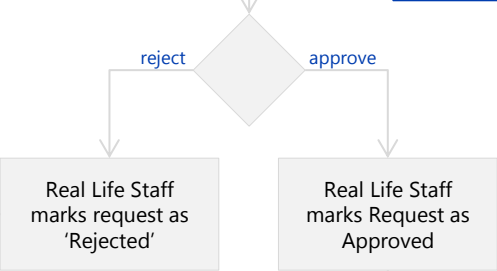
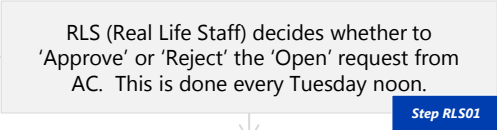


How the Request Process works:

Area Coordinator Tasks

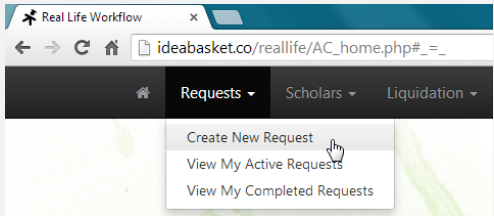


Real Life Staff Tasks



Step AC01: Create a Request:

1 Using the top menu, click 'Requests' → 'Create New Request'



2 Select 'Scholar Name', 'Category' and 'Details' from the selections available. Type in the Amount Requested and any other comments to help Real Life Staff decide. Once done, click 'Submit Request'. (Hint: You can make multiple requests by clicking on the arrow icon on the right side to add new lines.)

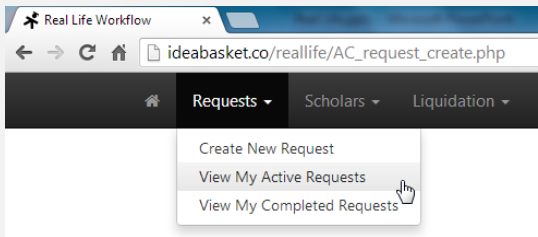
create new request

| | SCHOLAR NAME | CATEGORY | DETAILS | AMOUNT | COMMENTS |
|---|--|--|---|----------------------------------|--|
| 1 | <input type="text" value="Liam Lanuza"/> | <input type="text" value="Miscellaneous"/> | <input type="text" value="Books and Reading Mate"/> | <input type="text" value="450"/> | <input type="text" value="Noli Me Tangere"/> |

Submit Request

Step AC02: View Open or Rejected Requests:

1 Using the top menu, click 'Requests' → 'View My Active Requests'



2 Click on the tab 'Open Requests' to view the requests that are waiting for approval from Real Life Staff. You can still cancel these tickets. Click on the tab 'Unapproved requests' to view your Rejected requests. Once you have seen rejected tickets and why they were rejected, you can 'complete' the request.

my active requests

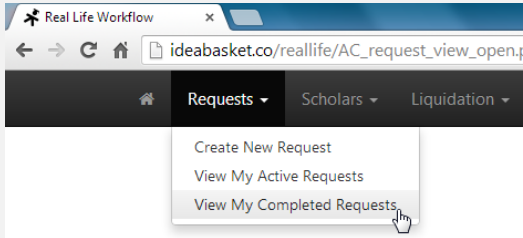
Open Requests

Unapproved Requests

| ID # | SCHOLAR | CATEGORY | DETAILS | AMOUNT | DESCRIPTION | DATE REQUESTED | AVAILABLE ACTIONS |
|------|-------------|----------------|-----------------------------|--------|-------------|----------------|---------------------------------|
| 7-2 | Liam Lanuza | Reimbursements | Books and Reading Materials | 988 | hello world | 2014-05-02 | <button>cancel request</button> |
| 7-1 | Liam Lanuza | Tuition & Fees | Tuition and Fees | 1234 | | 2014-05-02 | <button>cancel request</button> |

Step AC03: View Completed Requests:

1 Using the top menu, click 'Requests' → 'View My Completed Requests'



2 Click on the tab 'Completed Requests' to view the requests that have gone thru full processing. You can view its history by clicking on the 'View History' button.

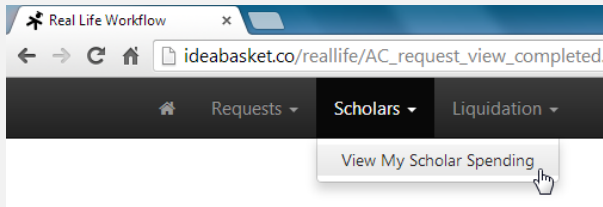
my completed requests

Completed Requests

| ID # | SCHOLAR | CATEGORY | DETAILS | AMOUNT REQUESTED | AMOUNT APPROVED | DATE REQUESTED | AVAILABLE ACTIONS |
|--------------------------------------|----------------|----------------|-------------------------|-------------------|-----------------|----------------|------------------------------|
| 1-1 | Liam Lanuza | Tuition & Fees | Tuition and Fees | 1000 | 1000 | 2014-05-01 | view history |
| Description: Tuition for Liam Lanuza | | | | Rejection Reason: | | | |
| 2-1 | Frances Lanuza | Miscellaneous | Graduation Requirements | 200 | 200 | 2014-05-01 | view history |
| Description: Graduation Fees | | | | Rejection Reason: | | | |

View Scholar Spending:

- 1 Using the top menu, click 'Scholars' → 'View My Scholar Spending'



- 2 A listing of your scholars will be shown – with data on their spending levels. A green bar (like below) means spending levels are in good shape. Yellow/Red bars will be shown if the spending levels are near or over the threshold already.

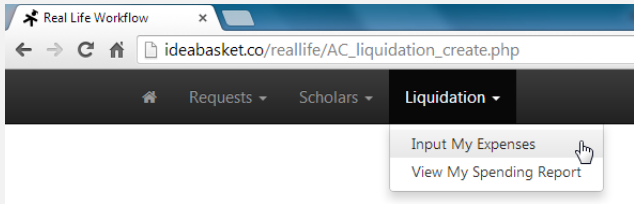
scholar spending



| | | | | | |
|-----------------------------|--------------|---|---------|-----------------------------|-----------|
| Name: | Lanuza, Adam | Area: | Bacolod | Level: | COLLEGE |
| Max Spend for Level: | Php 50000 | Status: | ACTIVE | Total Spend to Date: | Php 29945 |
| Remaining Balance: | Php 20055 | <div><div>allowance: Php29400</div><div>others:</div></div> | | | |

Input Liquidation Expenses:

1 Using the top menu, click 'Liquidation' → 'Input My Expenses'



2 Input the purpose of the expense, the amount, the expense date and any additional comments. Once done, click 'Submit Liquidation'.

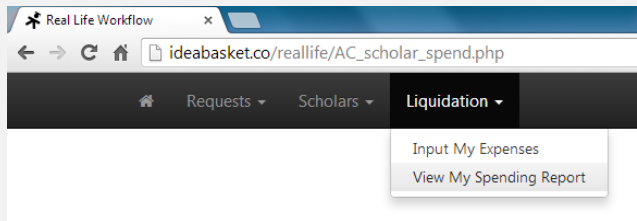
liquidate my expenses

| | Purpose | Amount | Expense Date | Description |
|---|--------------|--------|--------------|-----------------------------------|
| 1 | House Visits | 200 | 2014/05/01 | House Visit of Scholar in College |

Submit liquidation

View My Cash Flow:

1 Using the top menu, click 'Liquidation' → 'View My Spending Report'



2 A running cash flow information of all your expenses and all the deposits from real Life will be shown. The most recent transaction will be displayed as the top most entry.

my cash flow

| Expenses & Deposits | | | | | | |
|---------------------|--|---------------------|------------|---------|---------|---------|
| # | PURPOSE/DESCRIPTION | POSTED | EXPENSED | DEPOSIT | EXPENSE | BALANCE |
| 3 | Deposit from REAL LIFE <i>Monthly Allowance to ACs</i> | 2014-05-03 08:09:56 | 2014-05-01 | 2000.00 | | 1400.00 |
| 2 | Communication Allowance for Life Coach / Area Coord... <i>Provided Allowance for Life Coach</i> | 2014-05-03 08:08:54 | 2014-05-02 | | -500.00 | -600.00 |
| 1 | House Visits <i>House Visit of Scholar</i> | 2014-05-03 08:08:54 | 2014-05-01 | | -100.00 | -100.00 |

Getting Additional Help:

Contact Real Life Staff
Or contact Web Support at icdlanuza@gmail.com

