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REAL LIFE COORDINATION SYSTEM

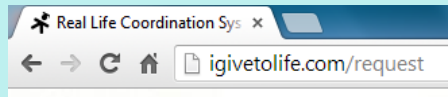
User Manual

For Area Coordinators

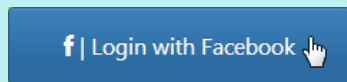
"We don't think you need a manual, but just in case..."

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:

mabellelanuza@gmail.com

Password:

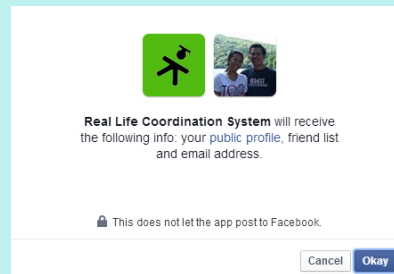
☒ Keep me logged in

Log In

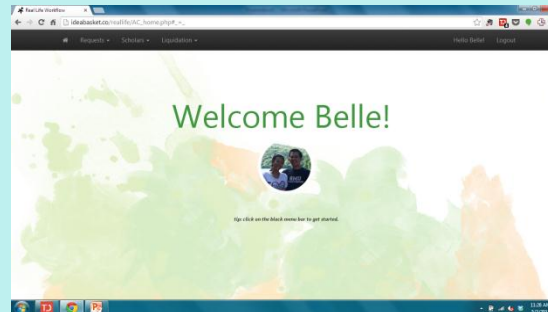
 or [Sign up for Facebook](#)

[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

AC (Area Coordinator) submits a funding request via the system. AC can see the request as an 'Open' request.

Step AC01

AC sees the request as 'Rejected', with the reason for rejection from Real Life Staff. AC marks ticket as 'Completed'

Step AC02

Both Area Coordinator and Real Life Staff can see the request with status 'COMPLETED'.

Step AC03

Real Life Staff Tasks

RLS (Real Life Staff) decides whether to 'Approve' or 'Reject' the 'Open' request from AC. This is done every Tuesday noon.

Step RLS01

reject

approve

Real Life Staff marks request as 'Rejected'

Real Life Staff marks Request as Approved

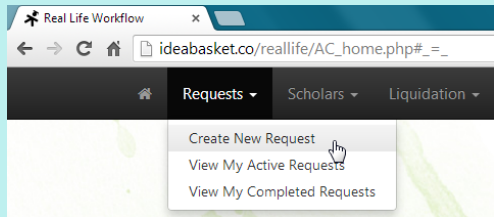
Real Life Staff generates a file for EN Finance Dept.

Step RLS02

Step RLS03

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.)

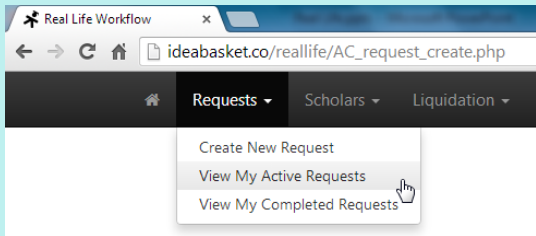
create new request

	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'



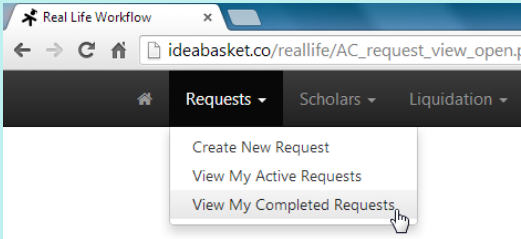
2 Click on the tab 'Open Requests' to view the requests that are waiting for approval from Real Life Staff. You can still cancel these tickets. Click on the tab 'Unapproved requests' to view your Rejected requests. Once you have seen rejected tickets and why they were rejected, you can 'complete' the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



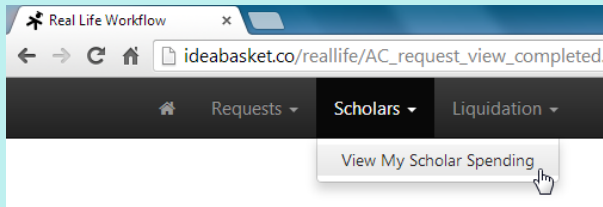
2 Click on the tab 'Completed Requests' to view the requests that have gone thru full processing. You can view its history by clicking on the 'View History' button.

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.

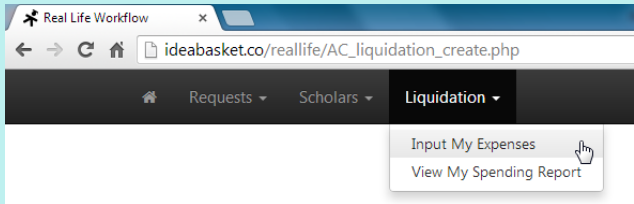
scholar spending



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'.

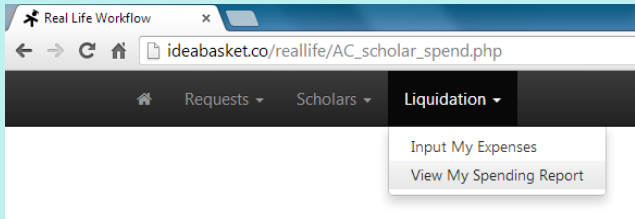
liquidate my expenses

	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

