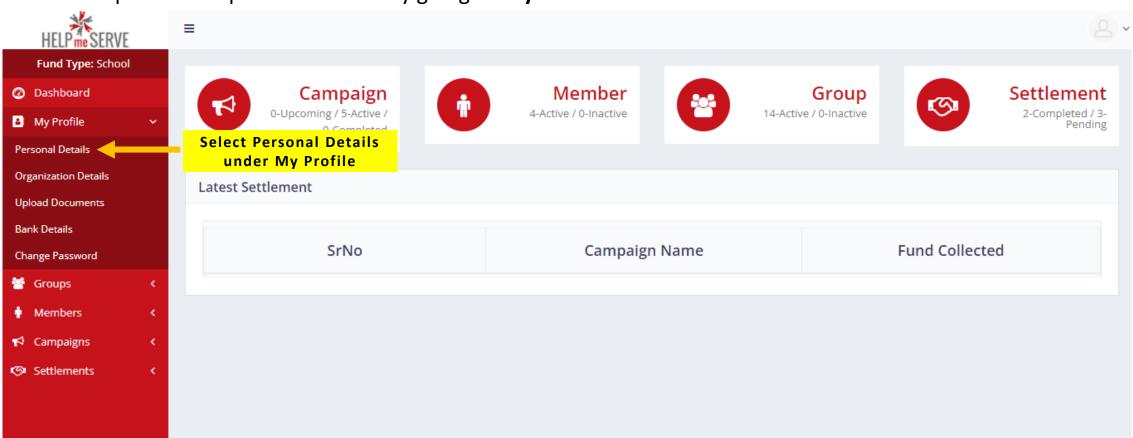




SR. NO.	TITLE	SLIDE NO.
1	MY PROFILE – PERSONAL DETAILS	3
2	MY PROFILE – ORGANIZATION DETAILS	5
3	MY PROFILE – UPLOAD DOCUMENTS	7
4	MY PROFILE – BANK DETAILS	9
5	MY PROFILE – CHANGE PASSWORD	11
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11	CAMPAIGN – ADD CAMPAIGN (MULTIPLE FUND)	28



MY PROFILE – PERSONAL DETAILS



User can update their personal details by going to **My Profile > Personal Details**



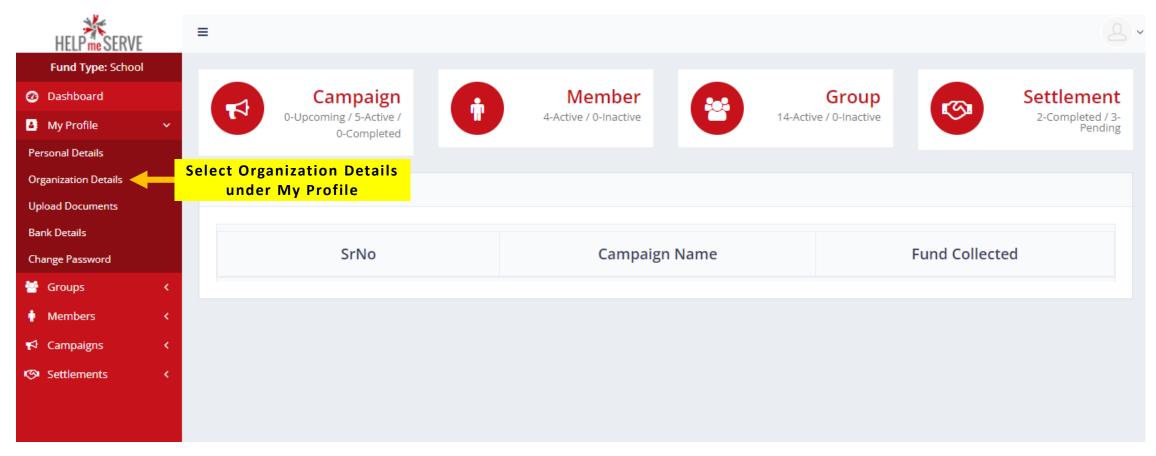
Enter details like Full Name, Email Id, Mobile Number & Alternate Mobile Number. Click on **Update Personal Detail**

HELPmeSERVE	≡	<u>a</u> •
Fund Type: School		
🙆 Dashboard	Fundraiser	
🔺 My Profile 🛛 <		
警 Groups 🛛 🗸	My Profile > Personal Details	
🛉 Members 🛛 🔇	Personal Details Enter Full Name	Enter Email Id
📢 Campaigns 🛛 🔇		
🕫 Settlements 🛛 🔇	Full Name	Email
	Swapnil	swapnil@gmail.com
	Mobile Number	Alternate Mobile Number
	9220222800	9324680714
Enter Mobile Number	Click on Update Personal Detail	te Personal Detail Enter Alternate Mobile Number



MY PROFILE – ORGANIZATION DETAILS

User can update their organization details by going to **My Profile > Organization Details**





- Enter details like Organization Name
- Select Fund Category
- Enter Registration Number
- Enter Organization Address
- Click on Update Organization Detail

HELP me SERVE	≡		2 -
Fund Type: School			
🐼 Dashboard	Fundraiser		
🛃 My Profile 🛛 <			
🚰 Groups 🛛 🖌	My Profile Organization Details		
🛉 Members 🗸	Organization Details Enter Organization		
📢 Campaigns 🛛 🔇	Name	Select Fund Category	
🕫 Settlements 🛛 🔇	Organization Name	Fund Category	Registration Number
	Wockhadt Foundation	School	67878556
	Organization Address		Enter Registration Number
	street 25		
Enter Organizat Address	ion		10
	Click on Update Organization Detail	Update Organisation Detail	



MY PROFILE – UPLOAD DOCUMENTS

HELPmeSERVE 2. ≡ Fund Type: School Member Settlement ② Dashboard Campaign Group ŕ 22 Ś 0-Upcoming / 5-Active / 14-Active / 0-Inactive 2-Completed / 3-4-Active / 0-Inactive My Profile Pending 0-Completed Personal Details **Organization Details** Select Upload Documents Upload Documents under My Profile Bank Details SrNo **Campaign Name** Fund Collected Change Password 🚰 Groups Members A Campaigns Settlements

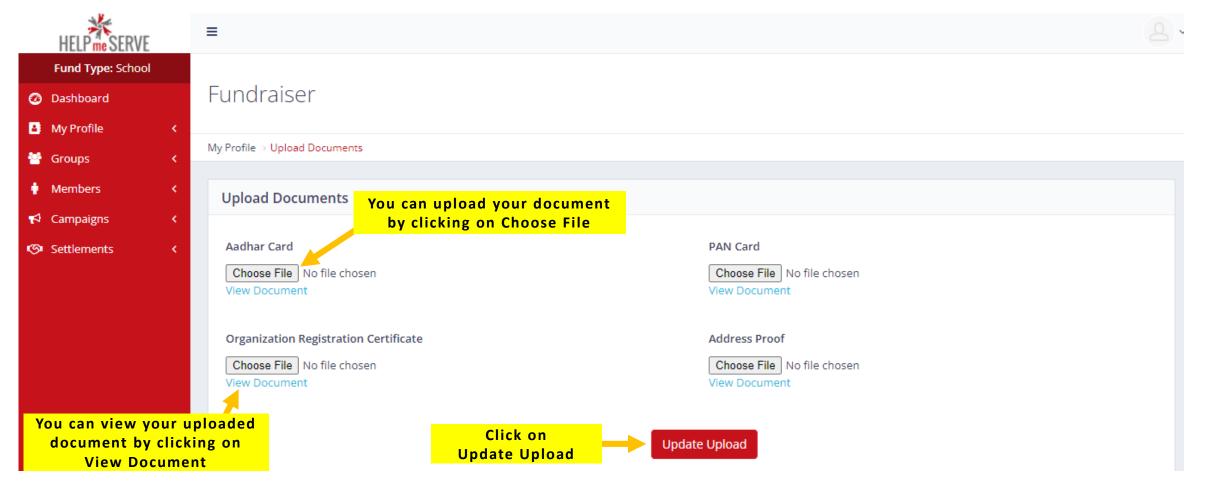
User can upload their documents by going to My Profile > Upload Documents



User can upload documents like Aadhar Card, PAN Card, Organization Registration Certificate & Address Proof.

Click on Update Upload

You can view the documents, you have uploaded by clicking on "View Document" (your document will open in the next tab)





MY PROFILE – BANK DETAILS

User can update their bank details by going to My Profile > Bank Details

HELP me SERVE	=								8
Fund Type: School									
🕐 Dashboard			Campaign	f	Member		Group		Settlement
My Profile	~	R	0-Upcoming / 5-Active / 0-Completed		4-Active / 0-Inactive	U	14-Active / 0-Inactive	S	2-Completed / 3- Pending
Personal Details									
Organization Details		Latest Set	tlement						
Upload Documents									
Bank Details		ect Bank nder My P							
Change Password			STN0		Campai	gn Name		Fund Collect	ted
😁 Groups	<								
🛉 Members	<								
📢 Campaigns	<								
🐼 Settlements	<								



User can enter details like -

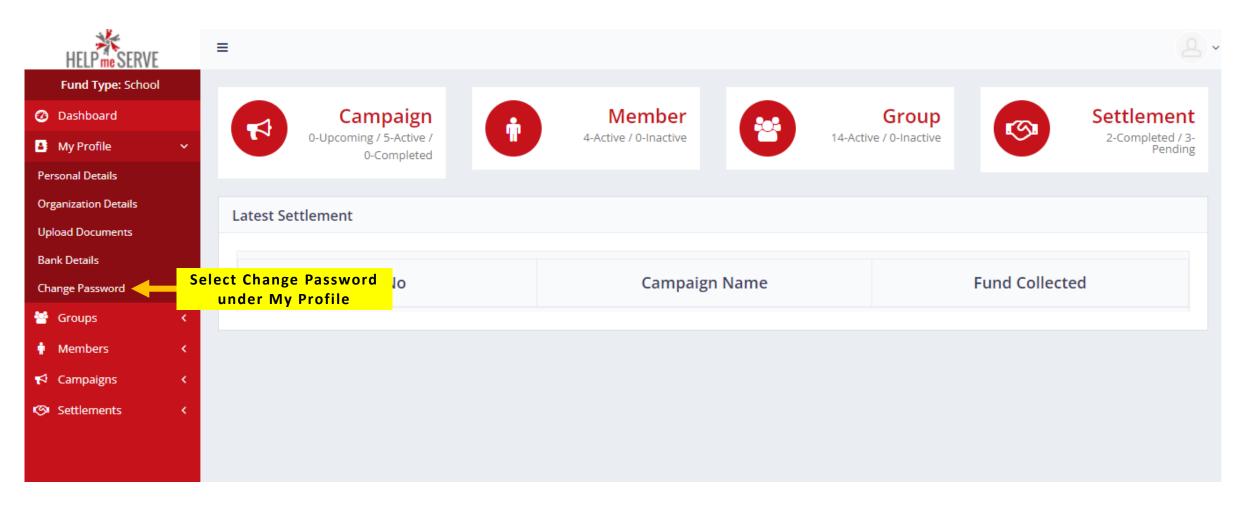
- Enter Bank Account Number
- Enter Account Name Holder
- Enter IFSC Code
- Upload Cancelled Cheque
- Click on Update Bank Details to save the bank details.

HELP	≡			2 ~
Fund Type: School				
🕜 Dashboard	Fundraiser			
🔺 My Profile 🛛 <				
😁 Groups 🛛 🖌	My Profile → Bank Details			
🛉 Members 🛛 <	Bank Details			
📢 Campaigns 🛛 <		ank Account	Enter	r Account Holder
🐼 Settlements 🛛 🔇	Bank Account Number		Account Holder Name	Name
	101		swapnil	
	IFSC Code		Cancelled Cheque Upload Choose File No file chosen	Upload Cancelled Cheque by clicking on Choose File
			Click Here To View Document	by checking on choose the
En		ck on Bank Detail	Jpdate Bank Detail	



MY PROFILE – CHANGE PASSWORD

User can change their password by going to My Profile > Change Password





- Enter New Password
- Confirm your new password
- Click on Save

HELPmeSERVE	≡	8.
Fund Type: School Ø Dashboard My Profile	Change Password	
 Groups Members 	Fundraiser > Change Password	
	Change Password Enter New Password Enter New Password Confirm Password Enter Confirm Password	
	assword Click on Save Save	



GROUP – GROUP LIST

User can add new group or change the group name by going to Group > Group List

HELPmeSERVE	≡		2.
Fund Type: School			
🤣 Dashboard	Campaign 0-Upcoming / 0-Active /	Member 0-Active / 0-Inactive 3-Acti	Group
🕹 My Profile 🛛 <	0-Upcoming / 0-Active / 0-Completed	0-Active / 0-Inactive 3-Acti	ve / 0-Inactive 0-Completed / 0- Pending
😁 Groups 🛛 🗸			
Group List	Select Group List under Groups		
🛉 Members 🛛 <			
📢 Campaigns 🛛 🔇	SrNo	Campaign Name	Fund Collected
🔊 Settlements 🛛 <	51140	Campaign Name	Fund concetted

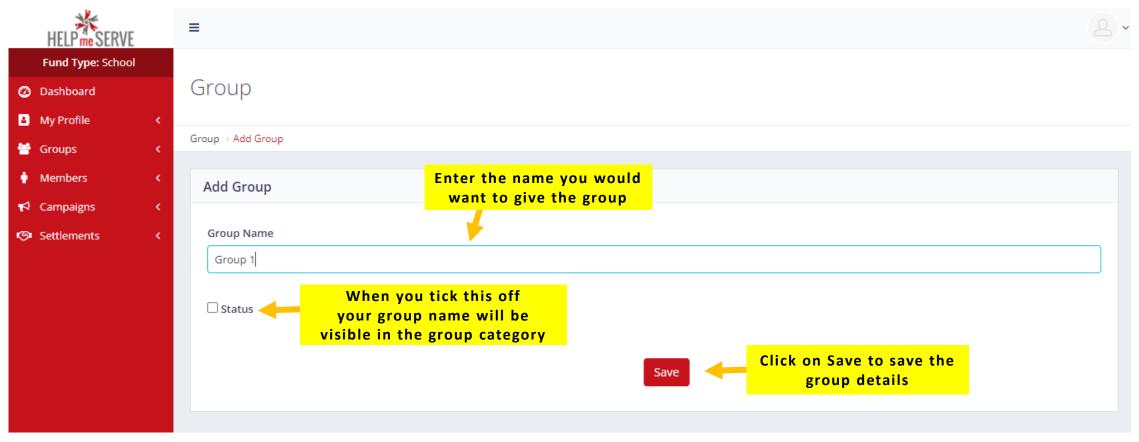


Click on Add Group to create New Group. Click on the Edit button to edit your existing group.

HELP me SERVE		≡			2.	~
Fund Type: School Image: Sector of the sector of	< < <	Groups	Total: 14Page 1 🗸 of 2Record Per Page : 10 🗸	Click on Add Group To Create a New Group + Add Group		
📢 Campaigns	< <	Search Group > Group List Group	Q Search			
		1 2	Name New Group Group 2	Status Active Active	Actions	
					Click on the Click	



Enter the **name** you would want to give the group. **Tick** the box to enable the group name in group category Click **Save** to save the group details.





MEMBERS – MEMBERS LIST

User can add new members to their campaign's group by going to Members > Members List

HELP me SERVE	≡							2
Fund Type: School								
🕜 Dashboard		Campaign	i	Member		Group	1 33	Settlement
🛓 My Profile 🛛 🔇		0-Upcoming / 0-Active / 0-Completed		0-Active / 0-Inactive		3-Active / 0-Inactive		0-Completed / 0- Pending
😁 Groups 🛛 <								
🛉 Members 🗸 🗸	Latest Se	ttlement						
Member List	Select Membe under Mem							
Member Bulk Upload		SrNo		Campaig	n Name		Fund Collecte	bd
📢 Campaigns 🛛 🔇		51100		campug	, in traine		runa concete	
Settlements <								



Click on Add Member to add a New Member.

HELP ne SERVE	≡					<u>د</u> •
Fund Type: School						
🕐 Dashboard	Members	- Add Mombor	on Add Member to			
🔺 My Profile 🛛 <		ac	ld a new member			
😁 Groups 🛛 🔸						
🛉 Members 🛛 <	Member → Member L	ist				
📢 Campaigns 🛛 🔇	Member					
🛯 Settlements 🛛 <						
	ID	Member Image	Name	Group Name	Status	Actions

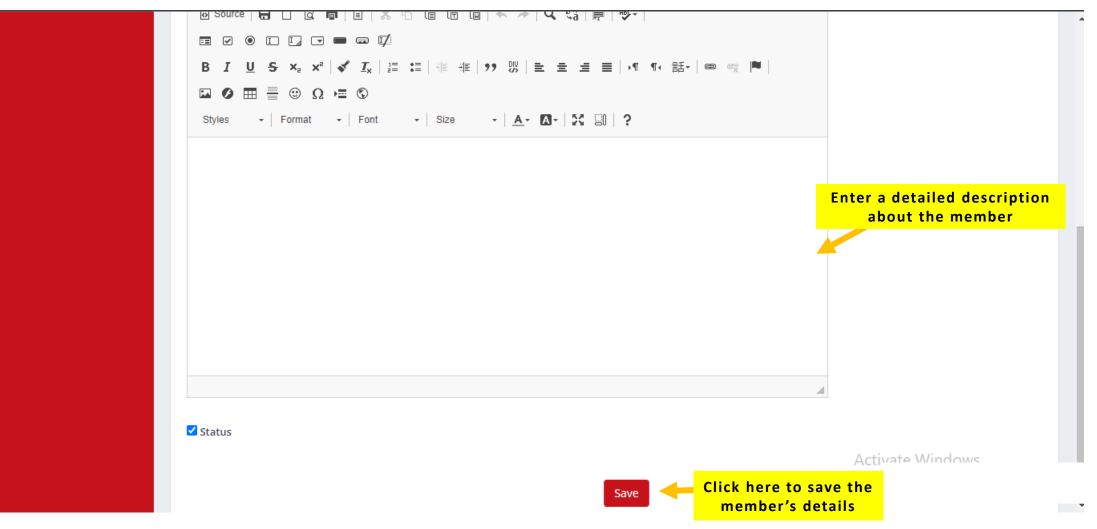


Enter **Member's name** Select the **group** in which the member belongs to Upload the member's picture by clicking on **Choose file**

HELP	≡		2 .
Fund Type: School Ø Dashboard	Member		
🎒 My Profile 🛛 🔇	Member > Add Member		
Sroups <	Add Member Enter the name of the member		Select the group from the drop down where you want to
▼ Campaigns く ③ Settlements く	Member Name	Select Group	add the member
	Member Image Choose File No file chosen Click here to uploa member's picture		
	About \bigcirc Source		



Enter a detailed description about the member Click here to save the details of the members





MEMBERS – MEMBERS BULK UPLOAD

User can add bulk members to their campaign's group by going to Members > Members Bulk Upload

HELPmeSERVE	≡						2.
Fund Type: School Oashboard My Profile	Campaign 0-Upcoming / 0-Active / 0-Completed	•	Member 0-Active / 0-Inactive	(2)	Group 3-Active / 0-Inactive	(3)	Settlement 0-Completed / 0- Pending
 Groups Members Members 	Latest Settlement						
Member List Member Bulk Upload	Select Member Bulk Upload under Members		Campaig	gn Name		Fund Collecte	d
🔊 Settlements 🛛 <							



- Select the group where you want to add the members.
- Upload the excel file of the bulk upload by clicking on Choose File
- Click on import to upload the file

HELP me SERVE		9.
Fund Type: School Image: Observe of the second s	Member Bulk Upload	
🚰 Groups 🛛 🖌	Member > Add Member	
🛉 Members 🗸	Add Member	
r Campaigns < ♥ Settlements <	Select Group Select Group Group 2	
	Download XL Format	



Once you click on **Download XL Format**, A new excel file will open. Here you can enter the details of multiple members like:

- Member Name
- Their Description
- Their Image

X	<u>∎ ⊟ 5 ° ∂ -</u> ∓	Member_file.xlsx - Excel (Product Activation Failed)		? 🗹 – 🗗 🗙	
	FILE HOME INSERT P	AGE LAYOUT FORMULAS DATA REVIEW	VIEW		Sign in 🔎
	Calibri aste v Format Painter Clipboard Γ₂		Wrap Text General Merge & Center	ormat as Cell Insert Delete Format	Sort & Find &
	i4 • : X •	fx			~
		В	С	D E F G H	H I J K
1	Name	About	Member_Image		
2	Shruti Nambiar	Shruti is currently working full time in a café and she also wants to complete her graduation but she is the sole breadwinner of the family and doesn't have money to fulfill hear dream of getting a graduation degree.		Insert their picture	
_3	Gaurav Ganguly	Gaurav works as a labourer at a construction site. He wants to complete his education and pursue his dream of becoming IAS but he cannot afford the fees.			
4	Swati Sharma	Swati works very hard whole day so she can provide for her sisters and brothers. She also wants to go to school but being the elder sister, she needs to go out with her mother and work as a labourer.			
5					
7		Enter Their Description			



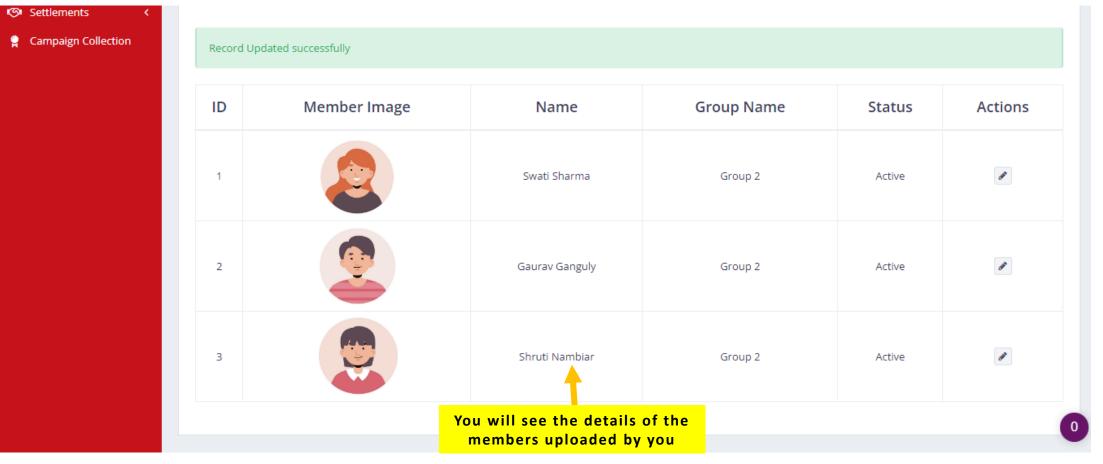
- Select the group where you want to add the members.
- Upload the excel file of the bulk upload by clicking on Choose File
- Click on import to upload the file

HELPmeSERVE	≡	2 -
Fund Type: School		
Profile Status:-> Active	Member Bulk Upload	
🧭 Dashboard		
🔒 My Profile 🛛 <	Member → Add Member	
😤 Groups 🛛 <	Add Member Select Group from	
🛉 Members 🛛 <	the drop down	
📢 Campaigns 🛛 🔇	Select Group Choose Memb	er File:
🛯 Settlements 🛛 🗸	Group 2 Choose File	Member_file.xlsx
Campaign Collection		d your member excel file
	Import	Click on import to upload the bulk member details



After you have imported the excel file, Go to: Members > Members List

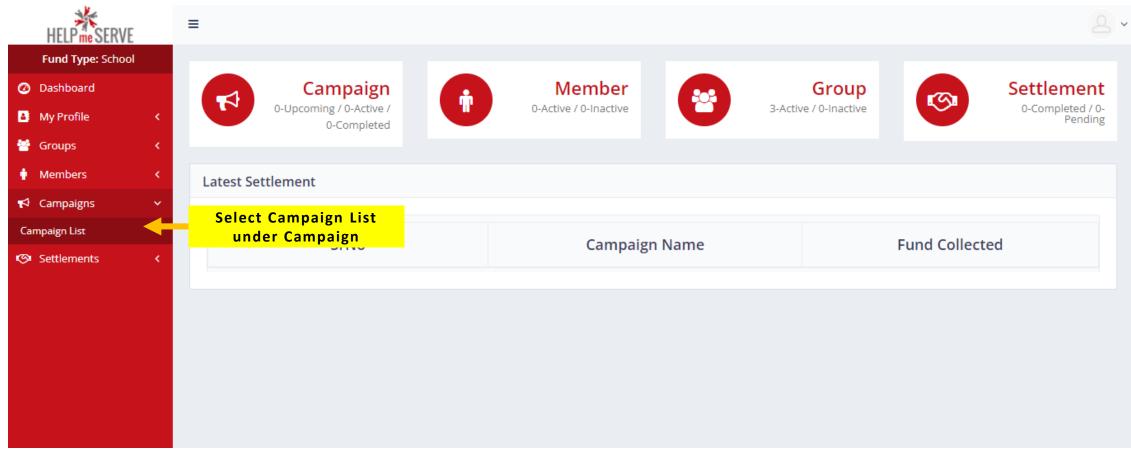
You can see the details of the members upload by you.





<u>CAMPAIGNS – CAMPAIGN LIST</u>

User can see their campaign or add new campaign by going to Campaign > Campaign List





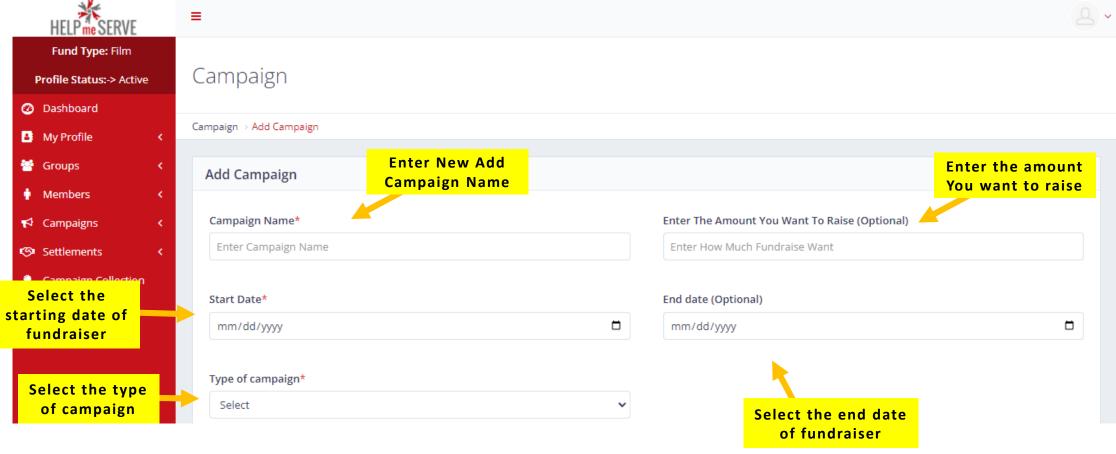
Click on Add Campaign to create New Campaign.

HELPmeSERVE	=	Click on Add Campaign To				8.
Fund Type: School		Create a New Campaign				
🧭 Dashboard	Campaigns + Add Campaign					
🔺 My Profile 🛛 <						
😁 Groups 💦 <						
🛉 Members 🛛 <	Campaigns > Campaign List					
📢 Campaigns 🛛 <	Campaigns					
🕫 Settlements 🛛 <						
	ID Campaign Name	Amount Raise	Туре	Start & End Date	Status	Actions



CAMPAIGN – ADD NEW CAMPAIGN (SINGLE FUND)

- Enter the Name of Campaign
- Enter the amount you want to raise. (PS.: You can also choose not enter the amount)
- Select the **Type of Campaign** (**Single**: Creating campaign for a single group, **Multiple**: Creating campaign for multiple group of people)
- Select the starting date of fundraiser
- Selecting the end date of the fundraiser is optional.



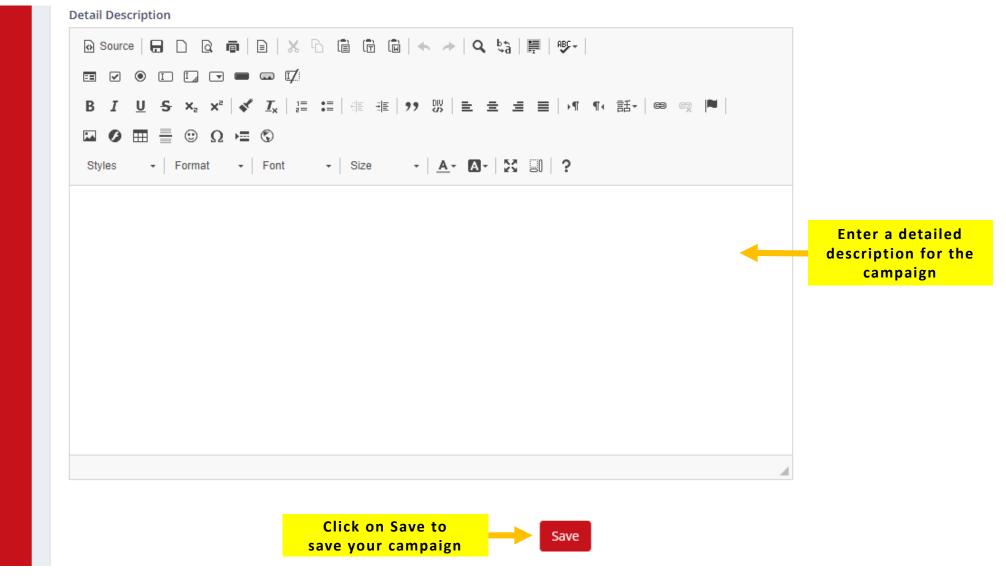


- Upload Feature Image for the campaign
- Upload Necessary Images for the campaign.
- Enter Short Description for the campaign.





- Enter **Detailed Description** for the campaign.
- Click on **Save** to save your campaign





<u>CAMPAIGN – ADD NEW CAMPAIGN (MULTIPLE FUND)</u>

- Enter the Name of Campaign
- Enter the amount you want to raise

- Select the **Type of Campaign (Single**: Creating campaign for a single group, **Multiple**: Creating campaign for multiple group of people)

- Select the starting date of fundraiser

HELPme SERVE	≡	2.
Fund Type: School Ø Dashboard	Campaign	
🛃 My Profile 🛛 <	Campaign → Add Campaign	
 Groups Members 	Add Campaign Enter New Add	Enter the amount
 ♥ Campaigns Settlements 	Campaign Name	You want to raise
	Fundraiser 1	500000
Select the starting date of	Start Date	End date
fundraiser	01/11/2022	og/12/2022 of fundraiser
Select the type of campaign	Type of campaign Multiple	Select Group Select Group you want to create the campaign for



- Select the end date of the campaign
- Upload Feature Image for the campaign
- Upload Necessary Images for the campaign.
- Enter Short Description for the campaign.





- Enter **Detailed Description** for the campaign.
- Click on **Save** to save your campaign

