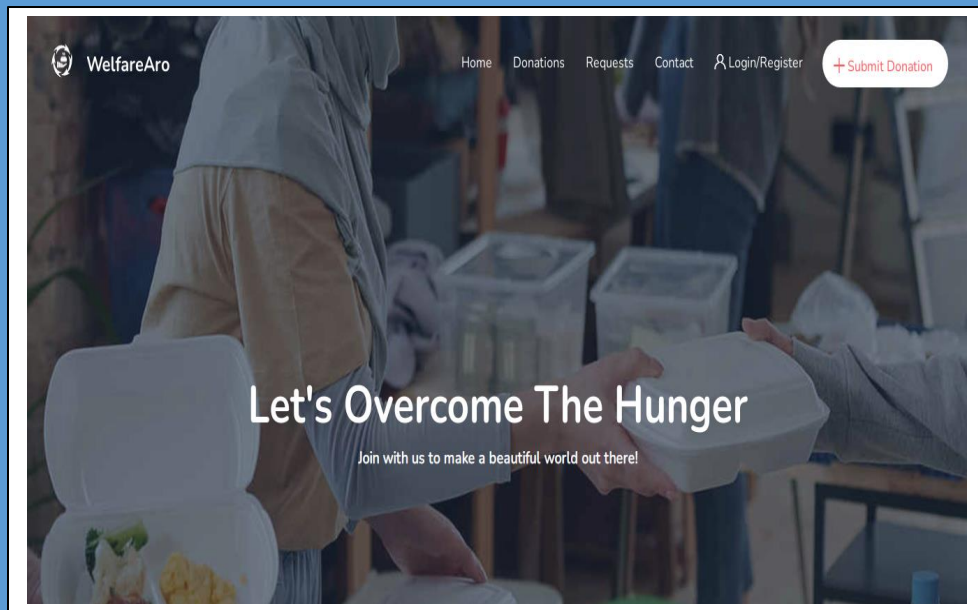


WELFAREARO

User Guide



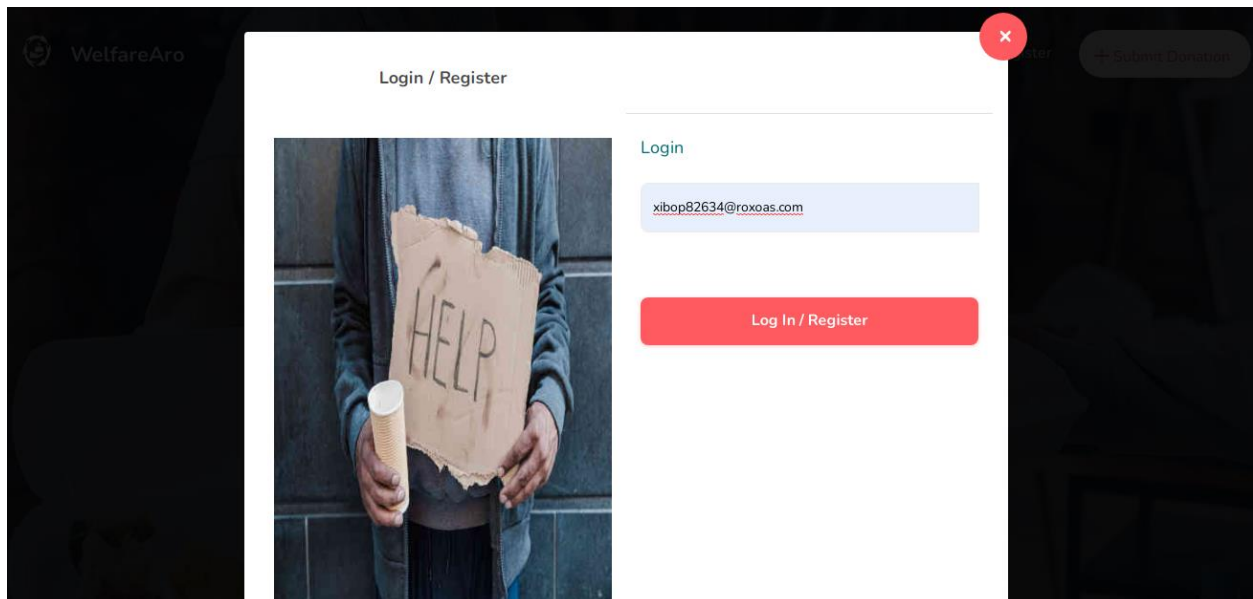
1 How to Login/Register

1.1 Click on “Login/Register” button

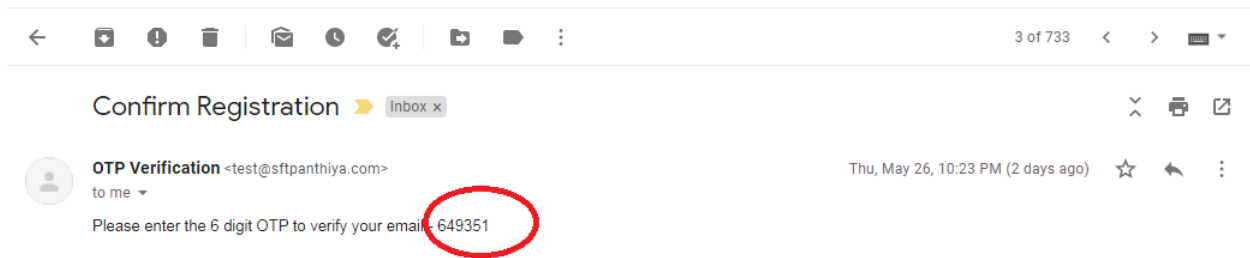


1.2 Enter your email and click on “Login/Register” button

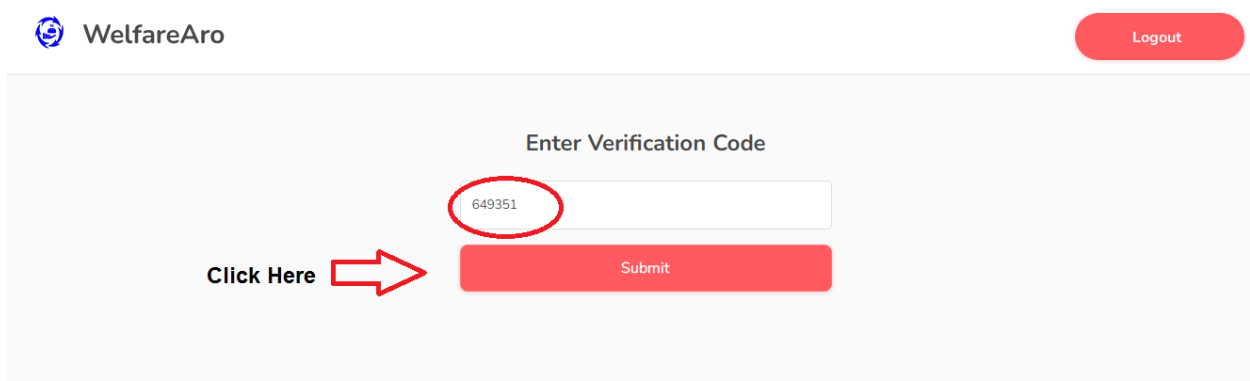
Tip – Don't use your personal email to this, create a brand new email



1.3 Go to your email and copy/memorized the OTP code



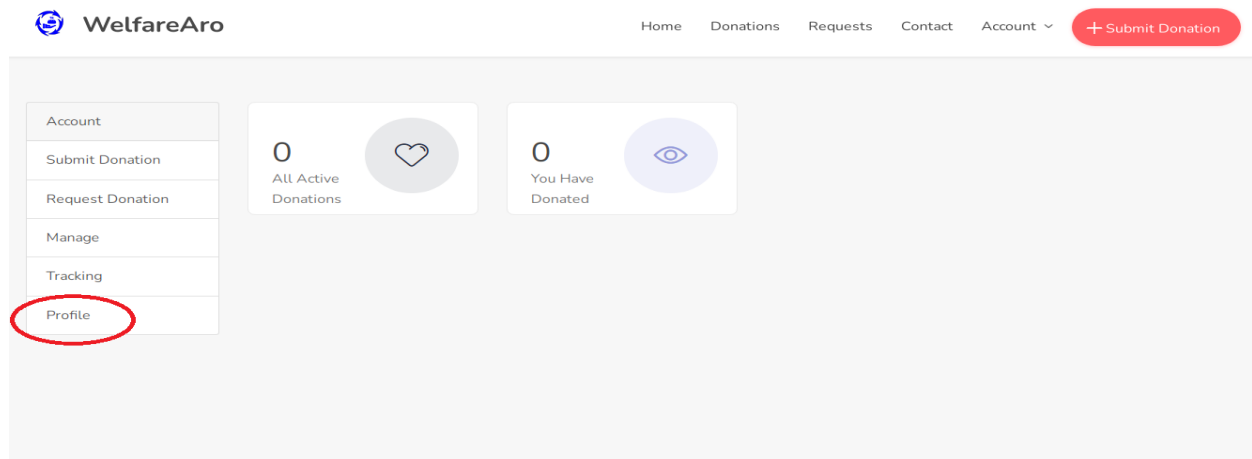
1.4 Enter your Verification Code/OTP and click “Submit” button



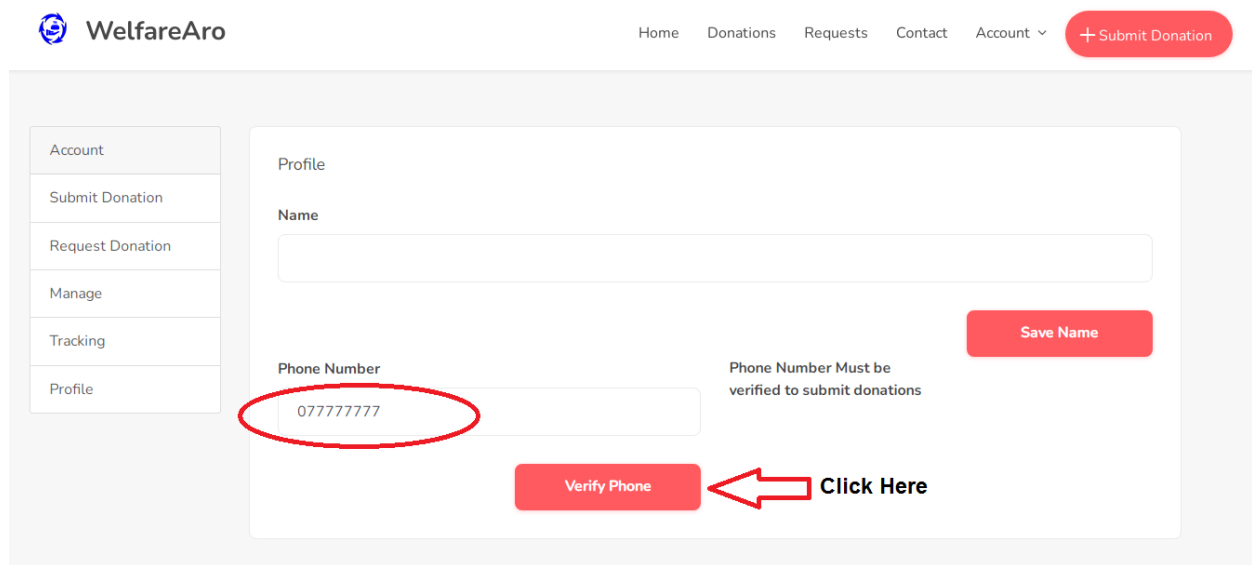
2 How to Mobile Verify an Account

You need to mobile verify your account before you post any post or claim any donation.

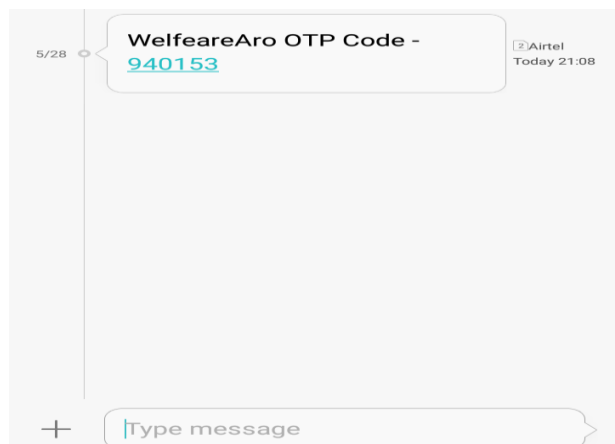
2.1 Click on “Profile” tab on your account page.



2.2 Enter your phone number and click on “Verify Phone” button



2.2 You will get a OPT in to your mobile like below



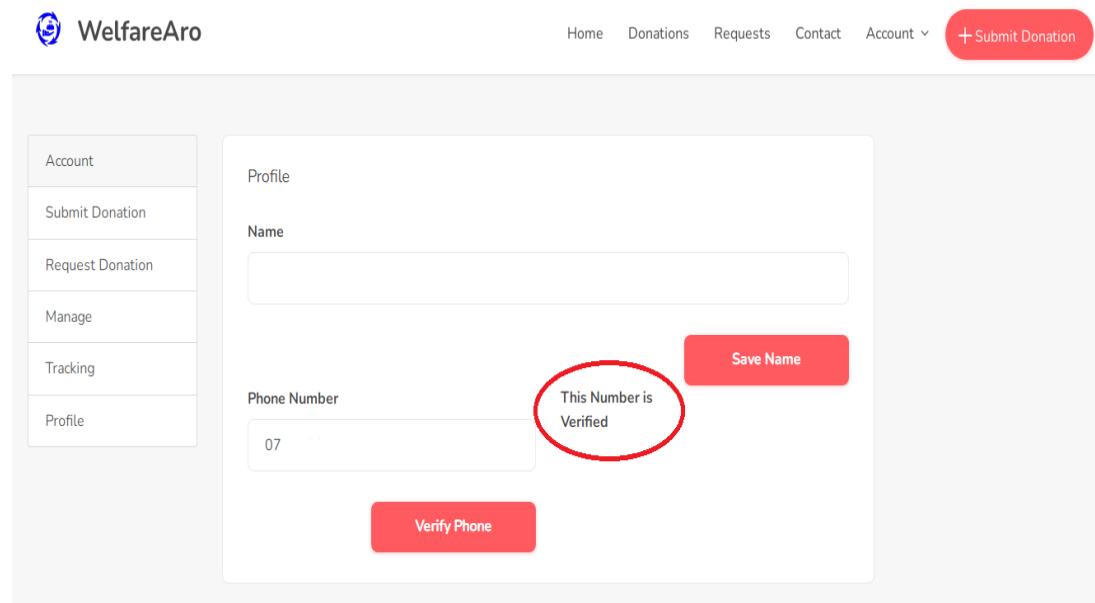
2.3 Enter that OPT on “SMS OTP Verification” form and click “Submit” Button

The screenshot shows the WelfareAro website interface. On the left is a sidebar menu with options: Account, Submit Donation, Request Donation, Manage, Tracking, and Profile. The main content area is titled 'Profile' and contains a 'Name' input field, a 'Phone Number' input field with the value '0754714182', and a 'Verify Phone' button. A red 'Save Name' button is also present. A modal window titled 'SMS OTP Verification' is open, prompting the user to 'Enter Six Digit OTP Code' with an input field and 'Submit' and 'Close' buttons. The top navigation bar includes 'Home', 'Donations', 'Requests', 'Contact', 'Account', and a red '+ Submit Donation' button.

2.4 Then click “Ok” button on “Done” pop-up

The screenshot shows the same WelfareAro website interface, but with a 'Done!' pop-up modal displayed in the center. The pop-up features a green checkmark icon, the text 'Done!', and 'Number Verified!'. Below this is an 'OK' button. The background content, including the profile form and sidebar, is dimmed. The top navigation bar remains the same.

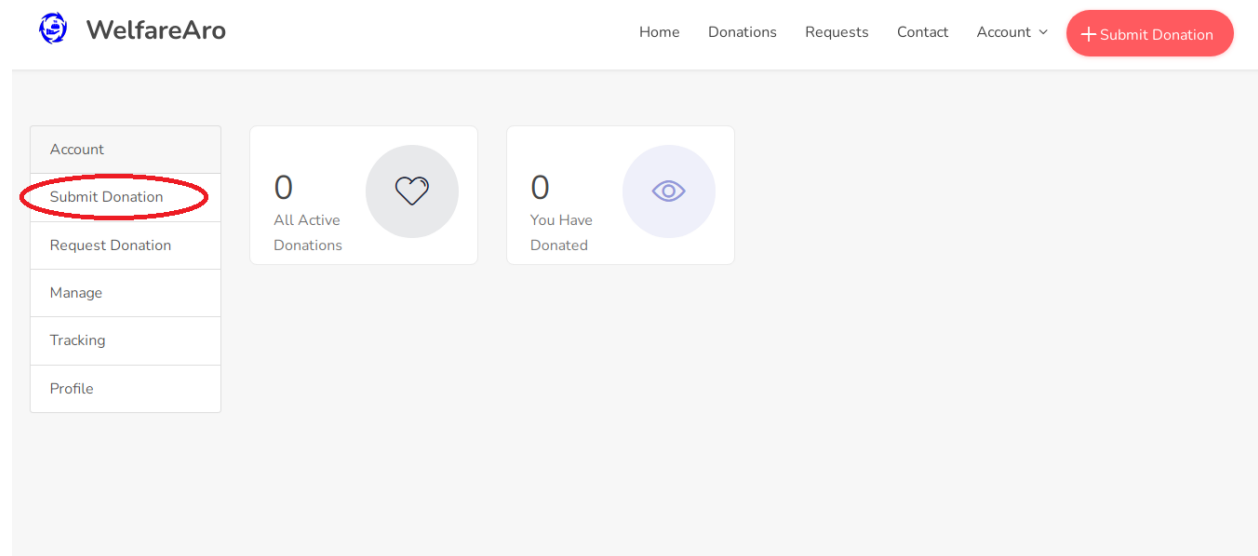
Now your account is mobile verified.



The screenshot shows the WelfareAro mobile verification interface. At the top, there is a navigation bar with the WelfareAro logo, links for Home, Donations, Requests, Contact, and Account, and a red button labeled '+ Submit Donation'. On the left, a sidebar menu contains links for Account, Submit Donation, Request Donation, Manage, Tracking, and Profile. The main content area is titled 'Profile' and contains a 'Name' field, a 'Phone Number' field with the prefix '07', a 'Save Name' button, and a 'Verify Phone' button. A red circle highlights the text 'This Number is Verified' next to the phone number field.

3 How to Post a Donation

3.1 Go to your account and click on “Submit Donation” tab



The screenshot shows the WelfareAro account dashboard. At the top, there is a navigation bar with the WelfareAro logo, links for Home, Donations, Requests, Contact, and Account, and a red button labeled '+ Submit Donation'. On the left, a sidebar menu contains links for Account, Submit Donation, Request Donation, Manage, Tracking, and Profile. The 'Submit Donation' link is circled in red. The main content area displays two statistics: '0 All Active Donations' with a heart icon and '0 You Have Donated' with an eye icon.

3.2 Fill donation form and click “Submit” button. If you want you can add an image but it is not necessary.

The screenshot shows the 'Submit Donation' form on the WelfareAro website. On the left is a sidebar menu with options: Account, Submit Donation, Request Donation, Manage, Tracking, and Profile. The main form area is titled 'Submit Donation' and contains the following fields:

- Title:** A text input field containing 'My Donation'.
- Description:** A text area containing 'I want to donate' followed by a list: 'Item 1', 'Item 2', 'Item 3', and 'Item 4'.
- Type:** A dropdown menu currently showing 'Dry Foods'.
- District:** A button labeled 'Hambantota'.
- Area / City:** A button labeled 'Weeraketiya'.
- Donation Image:** A text input field for an image URL, with an 'Upload' button next to it.
- Submit:** A large red button at the bottom right.

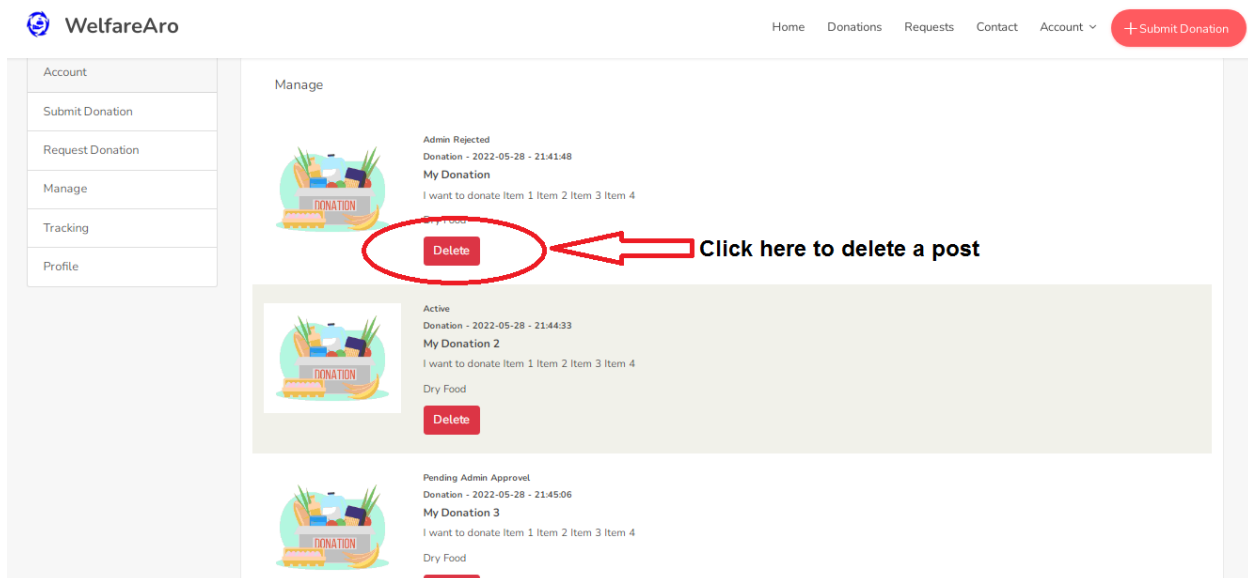
After you submit a post our team will review and approve your post within 24 hours, after that your post will appear on “Donation” page.

You can check your post status in “Manage” tab on your account.

The screenshot shows the 'Manage' page on the WelfareAro website. The sidebar menu on the left has the 'Manage' option circled in red. The main content area, titled 'Manage', displays a list of donation posts with their status:

- Admin Rejected:** The first post, 'My Donation', is marked as 'Admin Rejected' with a red circle and an arrow pointing to it from the text 'Status of the post'. It includes a 'Delete' button.
- Active:** The second post, 'My Donation 2', is marked as 'Active' and includes a 'Delete' button.
- Pending Admin Approval:** The third post, 'My Donation 3', is marked as 'Pending Admin Approval' and includes a red bar at the bottom.

3.3 To delete your post first go to “Manage” tab and click on “Delete” button in front of the relevant post.



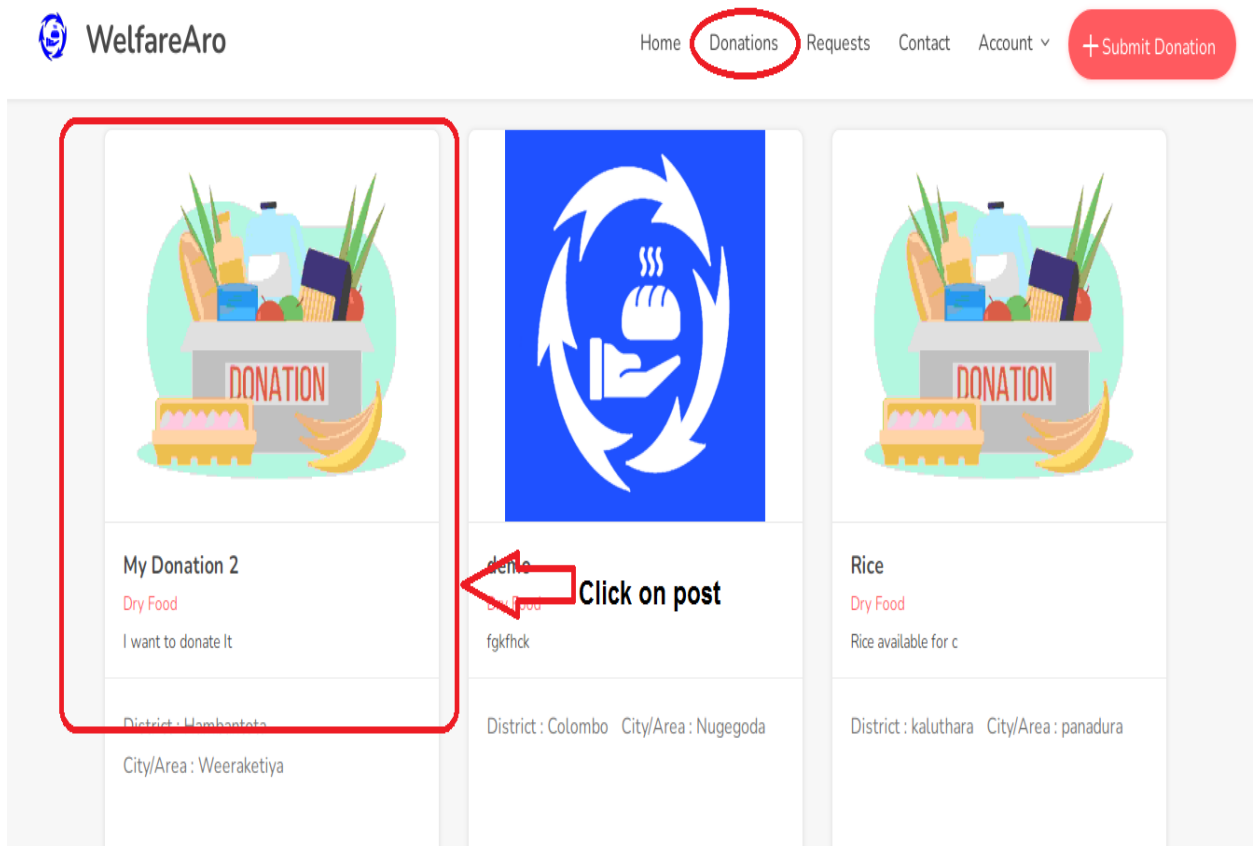
4 How to Request a Donation

You need to get our manual approval to post a request a donation post. Please contact us via welfarearo@gmail.com. After we approve your request you can post requests same as you post donations and we don't allow to upload pictures.

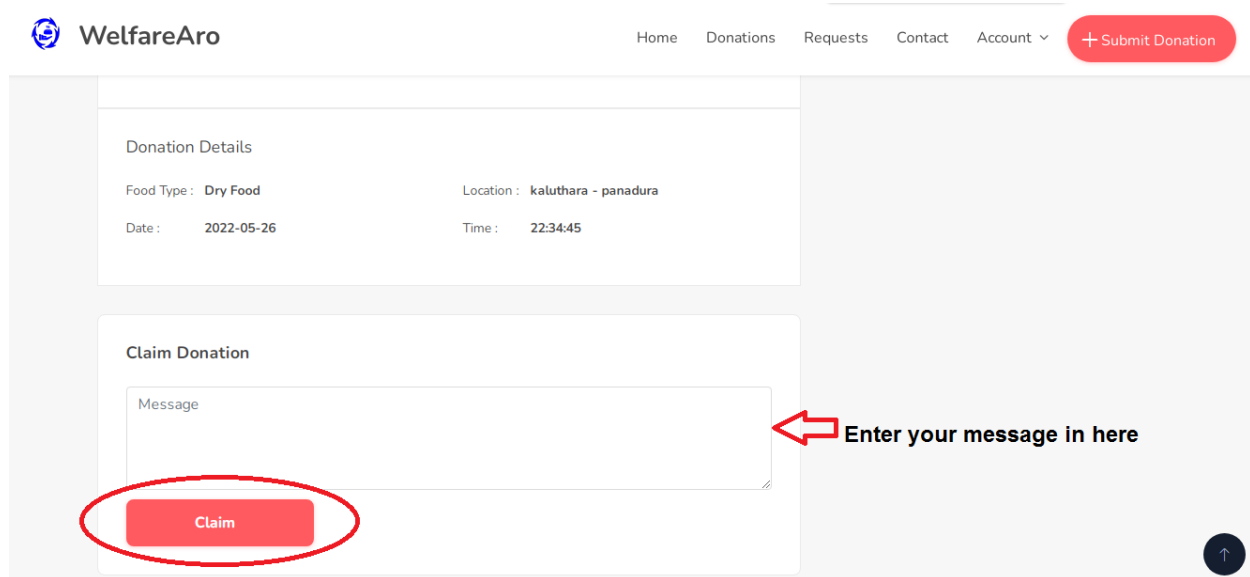
5 How to Claim a Donation

5.1 First you need to log in to your account and mobile verify it.

5.2 Then go to “Donation” page and click on the post you want to claim.



5.3 Scroll down and enter a message if you want and it is not necessary, after that click on “Claim” button.



You can check your claims status in “Tracking” tab on your account.

The screenshot shows the WelfareAro website interface. The top navigation bar includes links for Home, Donations, Requests, Contact, Account, and a red button labeled '+ Submit Donation'. On the left, a sidebar menu lists Account, Submit Donation, Request Donation, Manage, Tracking (highlighted with a red circle), and Profile. The main content area is titled 'Tracking' and 'Your Claims'. It features a 'Show 25 entries' dropdown, a search bar, and export options: Copy, CSV, Excel, PDF, and Print. Below these is a 'Column visibility' dropdown. A table displays one claim entry with columns: Donation Title, District, City, Status, Donator Name, and #. The entry shows 'Rice' as the donation title, 'kaluthara' as the district, 'panadura' as the city, and 'Not Approved Yet' as the status. The donator's name is 'Nuhas'. At the bottom, it says 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' navigation links.

6 How to Approve or Reject a Claim

6.1 First you need to log in to your account and click on “Manage” tab.

6.2 Then you can see claim requests on your donations. You can accept only one claim request for a donation post. You can click “Approve” button to approve or “Reject” button to reject a claim request. Once you approve or reject a claim you can’t undo it.

The screenshot shows the WelfareAro website interface with the 'Manage' tab selected. The top navigation bar is the same as in the previous screenshot. The sidebar menu lists Account, Submit Donation, Request Donation, Manage (highlighted with a red circle), Tracking, and Profile. The main content area is titled 'Manage' and shows a claim request for a donation. The donation is titled 'My Donation' and is for 'Dry Food'. The status is 'Admin Rejected' with a timestamp of '2022-05-28 - 21:41:48'. There is a 'Delete' button. Below this, there is a section for 'My Donation 2' which is 'Active' with a timestamp of '2022-05-28 - 21:44:33'. It also has a 'Delete' button. To the right of this section, there is a box containing claim request details: 'Claim Request By : User-0037', 'Phone Verified : Yes', 'Phone Number : 0754714182', and 'Claim Message : Please give it to me'. At the bottom of this box are two buttons: 'Approve' (green) and 'Reject' (red), both highlighted with a red rectangle.