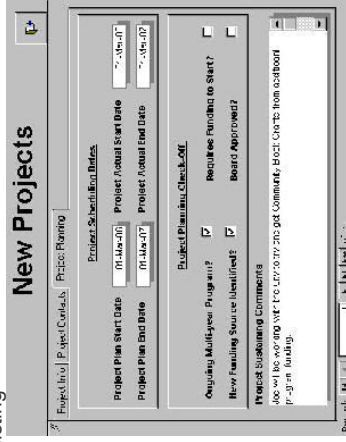


## Proposal Management Features

**Proposal Management** menu allows the organization to control and management the early steps to fund program management with several features and components. Both the **New & Proposal/Project Status Profile** screens use the **Tabs features**, and included some of the following features.

- User intuitive creation and edit screens
- Tracking for funding request amount and grant by dates
- Various Proposal/Project description and notes
- Quick combo selection box for Project searches
- Project Planning tab with multiple dates and check listing



- Proposal submission data fields for various dates and contact info

## UjimaSuites Support

**Ujima Consultants** fully supports all its applications. Online help files and application tutorials come on all CD licenses. There is a User support phone line and email communications. Additional training is available with specific arrangements and the **FORUM**, which is an User Group support organization. The **FORUM** member agencies and professional practitioners also reviewed **DonoVol** for revision and enhancement to the application.

## Administration and Reports

A multiple report menu exist, which is organized in easy to use sub-screens with reports by each module of **DonoVol**. Reports that cover volunteer tasks for service level accounting. Volunteer and Donation reports that show in-kind matching for grant fund purposes. System Administrator can make global category changes and control user access and printing can be limited.

## DonoVol System Requirements

To effectively use the **DonoVol** application, **UJIMA Consultants** recommends the following as minimum hardware requirements, based on testing in the lab as well as actual real time Agency use.

- A Pentium III or better CPU with a processing capacity of 466 MHz plus.
- 128 Megabytes of RAM memory.
- A CD-DRIVE is required to install this application.
- 10 Megabytes of Hard disk space for the **DonoVol** code, help files and online manual.
- 1 Megabytes of Hard disk space for the **DonoVol** Sample Data files.
- 10 Megabytes of Hard disk space for the User growth in **DonoVol** Data files.
- There is an additional space requirement for other UjimaSuites applications and Sample Data files that are elected for installation.
- Minimum disk space for **DonoVol** operation with temp file creation requires 25 Megabytes.

This version of **DonoVol** requires Windows 95 or later and Microsoft Access 2000 is loaded on your workstation or server (run-time version available with CD license).

## User and Technical Support

**UJIMA Consultants** administers **DonoVol** and **The FORUM**, a User Organization. **UJIMA** provides a full range of professional consulting and technical services. **UJIMA maintains** application training and user manuals Other **UjimaSuites** are also available.

**UJIMA Consultants** can be contacted at:

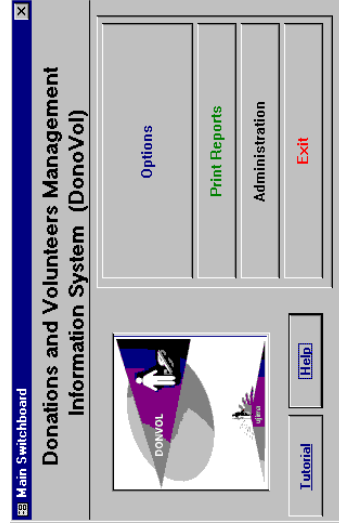
**UJIMA Consultants**  
128 24<sup>th</sup> Avenue  
Seattle, Washington 98122  
206-568-5452 - Fax: 206-329-6359

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**Email [Consultants@Ujima.Biz](mailto:Consultants@Ujima.Biz)**

Revised 08/20/05

# DonoVol

## Contributions and Funding Monitoring Management Information System Application



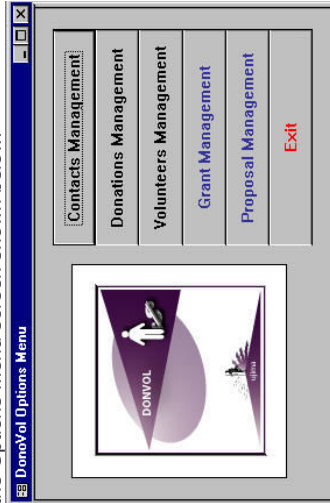
## Ujima Consultants, Administrator

*DonoVol... The database that hears the voice of the folks who give to the programs.*

## DonoVol Functionality

DonoVol allows organization to have accurate and standard management of contributions and funding.

- Contact, Volunteer & Donor tracking is made quick by this database, with easily learned screens.
- Grant management and Proposal activities can be monitored and scheduled in multiple ways.
- The application provides detailed development information with easy to use tab screens.
- All the above functions are easily accessible from the Options Menu screen shown below.

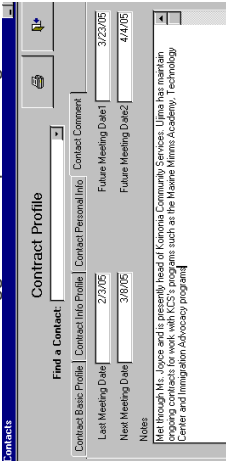


DonoVol also allows for ease of use with graphical user-friendly screens that are accessed from clearly titled buttons. All that's needed is a click of the mouse or by tabbing to the desired button.

There are administrative controls that allow for editing categories created by an agency. Users can also control for multiple meetings dates with contacts or enter critical billing for program grant funding.

Contact Management module allows the user to have quick records of all telephone, email or letter contacts regarding funding activities, including:

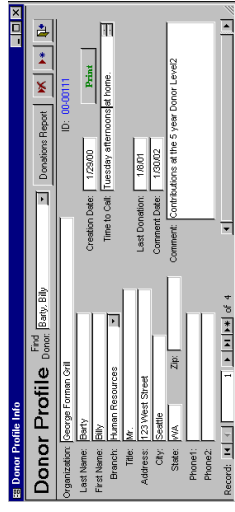
- Numerous data field to precisely describe your contacts including personal interests.
- Detail notes logged to multiple meeting dates.



## Donor Features

The Donor tracking module of the application is easy to use and not cumbersome like the more expensive application. It's just right for the organizations that are small to midsize offices, yet has the features to enhance your donor management efforts.

The Donor profile provides the vitality for this module. It allows the creating and linking of donor to various contributions. Plus the module provides contract information and an instant letter of contributions. Other functionality of this module included:

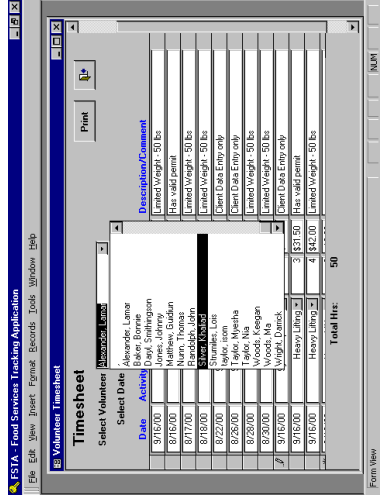


- Donation information can be tracked by date, type and dollar value.
- The Donor source can be track with contact data and donation type.
- Multiple reports and charts for review of contribution value.

## Volunteer Features

This module has functionality that allows for volunteer profile typing, time sheets, required permit and license tracking. Volunteer activities can be skills indexed for work tasks. There is also a feature to manage time availability for agency services or events.

- **Volunteer Profile** features include:
  - The Volunteer Menu allows the user to navigate to labor tracking and detail data.
  - Labor tracking is completed in an easy to use time sheet that gives quick access to volunteers, hours, skills and comments.



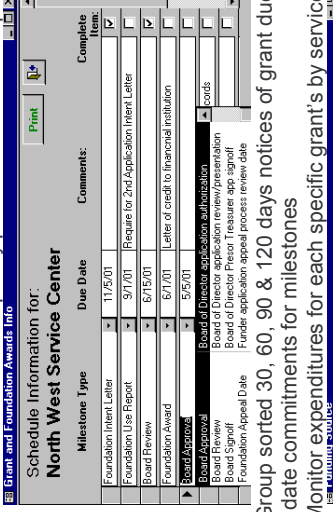
- The detail Volunteer information screen has fields for profile data, certifications, licenses & permits, and assigning skills.
- Aids in critical management of volunteers' licenses to help avoid incidents of operation stoppage or insurance problems.
- **Volunteer** time sheet input screen also allows for control of "In-Kind" contribution time, units and recording a related comment.

## Grant Management Features

**Grant Management** menu allows the user to track and management the fund raising components of the organizations. **The Fund Source Profile** screens use **Tab** features, enabling the user to get to multiple screens quickly and keeping the screen presentation concise and easy.

The Tab features help the organizations to track grants and foundation fund development based on the concepts of **Contacts** and **Follow-up** information. The tabs help monitors the following:

- Initial **Grant** Contract information.
- Examine multiple grants using a quick combo selection.
- Each **Grant** can be monitored specific program service expenditures that are funded.
- User controls discrete **Grant** tracking by critical event date.
- Milestone items can be quickly printed & checked completion.



- Group sorted 30, 60, 90 & 120 days notices of grant due date commitments for milestones
- Monitor expenditures for each specific grant's by services.

- 9 Canned reports with export features for Excel, CSV, Word & HTML