

# Quickstart: Businesses - Projects

[investorsincommunity.org](http://investorsincommunity.org)

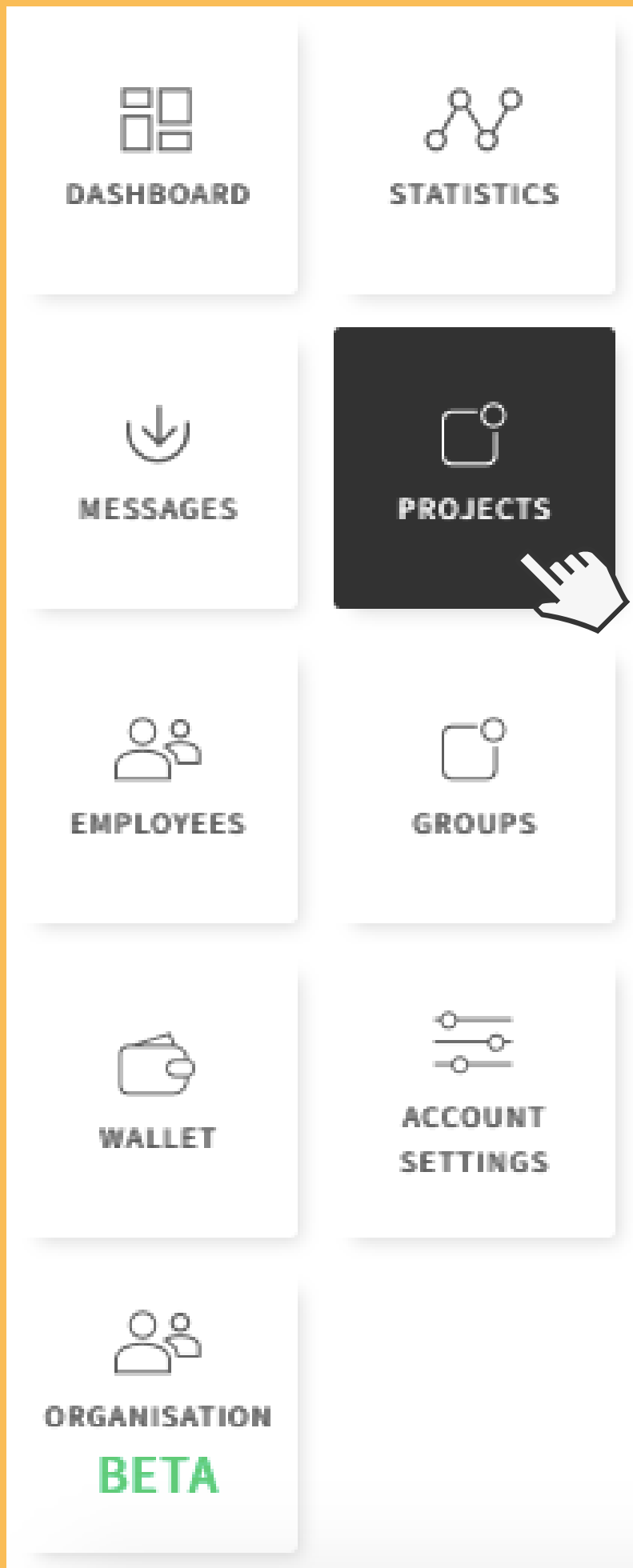


Ordinary people  
doing extraordinary things.

Firstly, ensure you are in your business profile. Do this by selecting switch profile and clicking on your business profile.

The screenshot shows the IIC Business dashboard. At the top left, there is a navigation bar with the IIC logo, the text 'INVESTORS IN COMMUNITY', and links for 'Home', 'Explore', and 'About Us'. Below this is a dark sidebar with a user profile icon and the text 'IIC Business'. The main content area is divided into two sections: 'Sign Offs' and 'Employee Requests'. The 'Sign Offs' section has tabs for 'FUNDS', 'GIFTS', 'SKILLED VOLUNTEERING', and 'VOLUNTEERING'. It features a table with columns for 'USER', 'DONATION', 'PROJECT', and 'SIGNED OFF BY'. A pagination control shows '1' of 1 items. The 'Employee Requests' section has buttons for 'REJECT' and 'ACCEPT' and a table with columns for 'NAME', 'EMAIL', and 'INFO'. A 'Switch Profile' dropdown menu is open in the top right corner, showing options for 'jfkldjlkds's Profile', 'IIC Business's Profile', and 'Personal Profile'. A hand icon points to the 'IIC Business's Profile' option.

Click projects from the side menu.



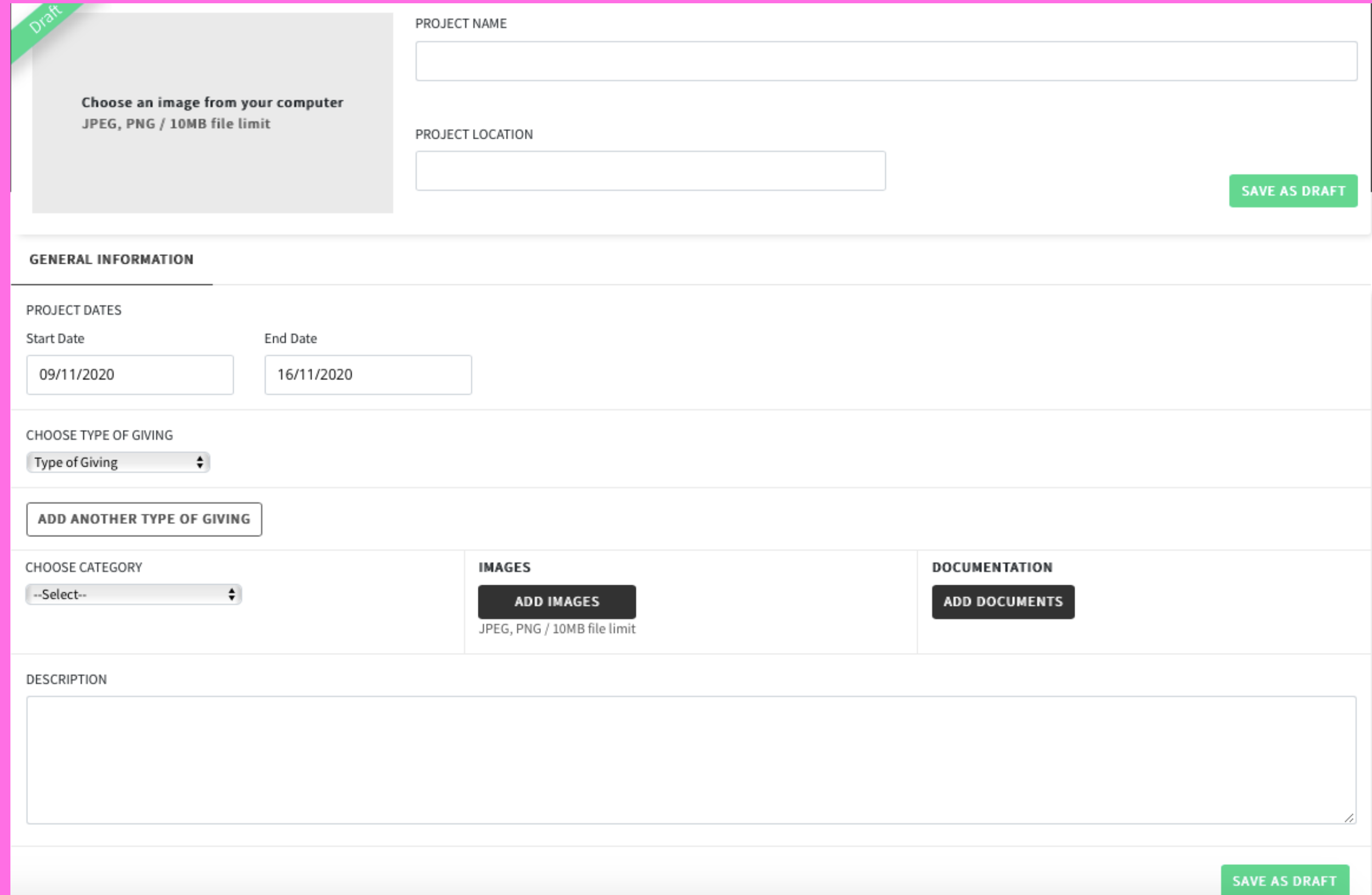
After clicking on projects you should see the screen below. Now click create project.

The screenshot displays the IIC Business dashboard interface. At the top left, the logo and text 'INVESTORS IN COMMUNITY' are visible, along with navigation links for 'Home', 'Explore', and 'About Us'. A 'Switch Profile' button is located in the top right corner. The main header area includes a user profile icon and the text 'IIC Business'. Below this, a sidebar menu contains icons for 'DASHBOARD', 'STATISTICS', 'MESSAGES', 'PROJECTS' (which is highlighted), 'EMPLOYEES', and 'GROUPS'. The main content area features a filter bar with tabs for 'ALL', 'ACTIVE', 'COMPLETED', 'FINISHED', and 'DRAFTS'. A search bar labeled 'SEARCH PROJECTS' is positioned above a table. The table has columns for 'PROJECT NAME', 'TYPE OF GIVING', 'DATES', 'STATUS', and 'STAGE'. A green 'CREATE PROJECT' button is prominently displayed on the right side of the table, with a hand cursor pointing to it. Below the table, there are pagination controls showing a left arrow, a circle with the number '1', and a right arrow.

You will now fill out the details of your project, we have attached a few tips at the end of this document to help you make the best project possible!

Once you have filled out all the details please save as draft, we encourage you to check all the details over to be sure everything is correct as once you have published your project you will not be able to change it!

Also, be sure to save as draft a few times whilst making your project as the session will timeout after some time of inactivity.



The screenshot shows a web form for creating a project. At the top left, there is a green banner with the word "Draft" in white. Below this banner is a grey box with the text "Choose an image from your computer" and "JPEG, PNG / 10MB file limit". To the right of this box are two text input fields: "PROJECT NAME" and "PROJECT LOCATION". A green "SAVE AS DRAFT" button is located in the bottom right corner of this section.

Below the input fields is a section titled "GENERAL INFORMATION". Under this heading, there are two sub-sections: "PROJECT DATES" and "CHOOSE TYPE OF GIVING".

The "PROJECT DATES" section contains two date input fields: "Start Date" with the value "09/11/2020" and "End Date" with the value "16/11/2020".

The "CHOOSE TYPE OF GIVING" section contains a dropdown menu with the text "Type of Giving" and a small downward arrow. Below this dropdown is a button labeled "ADD ANOTHER TYPE OF GIVING".

Below the "CHOOSE TYPE OF GIVING" section is a "CHOOSE CATEGORY" dropdown menu with the text "--Select--" and a small downward arrow.

To the right of the "CHOOSE CATEGORY" dropdown is an "IMAGES" section with a black button labeled "ADD IMAGES" and the text "JPEG, PNG / 10MB file limit" below it.

To the right of the "IMAGES" section is a "DOCUMENTATION" section with a black button labeled "ADD DOCUMENTS".

Below the "CHOOSE CATEGORY", "IMAGES", and "DOCUMENTATION" sections is a "DESCRIPTION" section with a large text area for entering the project description.

At the bottom right of the form, there is a green "SAVE AS DRAFT" button.

Tip: once you have saved as draft you can exit the project and come back to it later if you wish, it will be waiting for you in the project section of your business profile.

You will now see an associate charity tab, please fill in what charity you would like to associate and then select it from the dropdown menu. Once you've done this please click associate charity and then publish.

[ADD ANOTHER TYPE OF GIVING](#)

<b>CHOOSE CATEGORY</b> <input type="text"/>	<b>IMAGES</b> <a href="#">ADD IMAGES</a> JPEG, PNG / 10MB file limit	<b>DOCUMENTATION</b> <a href="#">ADD DOCUMENTS</a>
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**DESCRIPTION**

Exceeded Funds would be spent on something relevant to the project description

**SELECT CHARITY TO ASSOCIATE**

[SAVE AS DRAFT](#) [ASSOCIATE CHARITY](#)



After publishing, your live project will now be on our explore page under projects.

The screenshot shows the 'INVESTORS IN COMMUNITY' website. The navigation bar includes 'Home', 'Explore', and 'About Us'. A search bar is on the left, and a 'Switch Profile' button is on the right. A dropdown menu is open under 'Explore', with 'Projects' selected. Below the navigation, there are filters for 'Live', 'Type of giving', 'Category', and 'Location'. The main content area displays three project cards:

- Project 1:** Category: Volunteering. Title: **Save The Childfren**. Location: Northampton, UK. Deadline: **Feb 10, 2021**. Organization: Ross Charity.
- Project 2:** Category: Funds. Title: **VCCF20 TES Christmas Party**. Location: UK, UK. Deadline: **Dec 31, 2020**. Organization: CHILDRE CHARITY.
- Project 3:** Category: Skilled Volunteering. Title: **IIC How To Guide help**. Location: Sheffield, UK. Deadline: **Nov 19, 2020**. Organization: jfkldjlkds.


At the bottom of the page, there are navigation arrows and a page number '1'.

You will be able to see all your live/completed/draft projects in the projects section of your business profile.

In this section you will also see actions, the next few pages will discuss what actions means.

ALL ACTIVE COMPLETED FINISHED DRAFTS

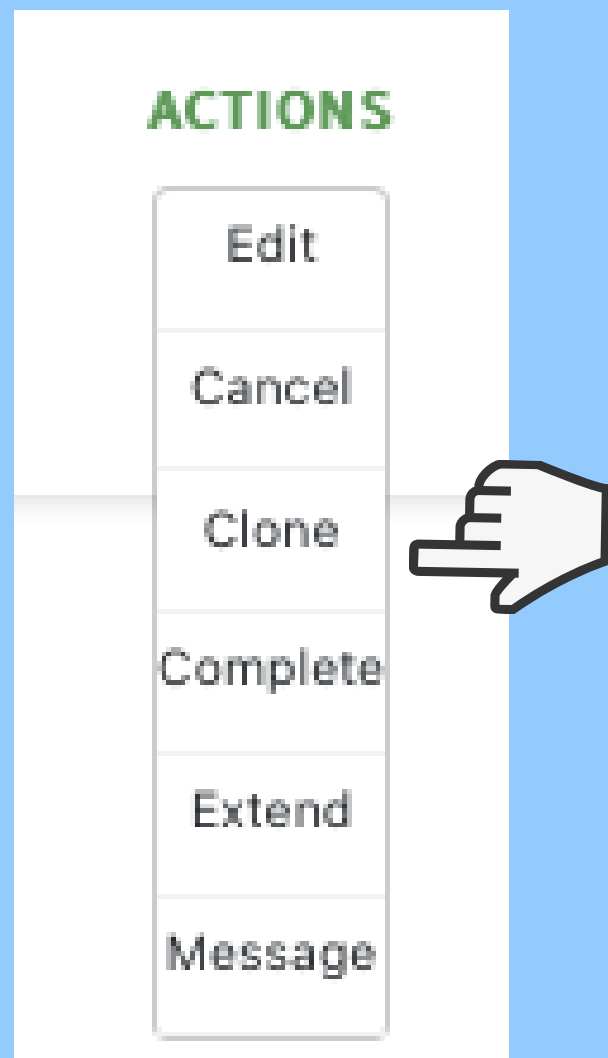
SEARCH PROJECTS CREATE PROJECT

PROJECT NAME	TYPE OF GIVING	DATES	STATUS	STAGE	ACTIONS
Business project	Funds	START: <b>Mon Nov 09 2020</b> END: <b>Fri Nov 20 2020</b>	Draft	New	 <b>ACTIONS</b>

< 1 >



Clone - if you see your project is doing well and you wish to clone it. You should click clone on the actions dropdown menu. This will take you to the create a project page but this time it will be pre-filled, please select what you would like to alter from your previous project such as the date, image, amount, type of giving etc and then click publish. Once again this project will appear in the explore section. You should also associate your charity once again.



**Draft**

**PROJECT NAME** **PREVIEW**

Business project

**PROJECT LOCATION**

Sheffield

**SAVE AS DRAFT** **ASSOCIATE CHARITY**

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**GENERAL INFORMATION** **ADMINS**

**PROJECT DATES**

Start Date: 09/11/2020 End Date: 20/11/2020

**CHOOSE TYPE OF GIVING**

Funds

Minimum Goal £: £1 Maximum Goal £: £100 Required Date: 20/11/2020

Can exceed my goal **DELETE**

**ADD ADDITIONAL ITEMS**

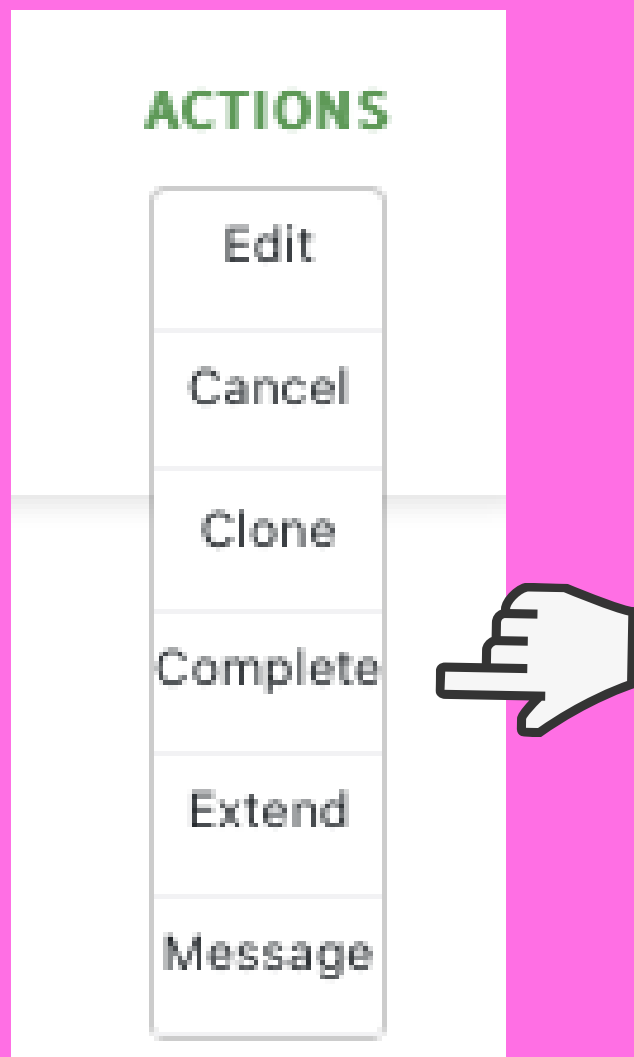
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**CHOOSE TYPE OF GIVING**

Type of Giving **DELETE**

**ADD ANOTHER TYPE OF GIVING**

Complete - when you have received all your funds/gifts/volunteers and you are happy to complete the project, please click complete on the actions dropdown menu. Then add your comments on how the project performed and click complete.



### Project Summary

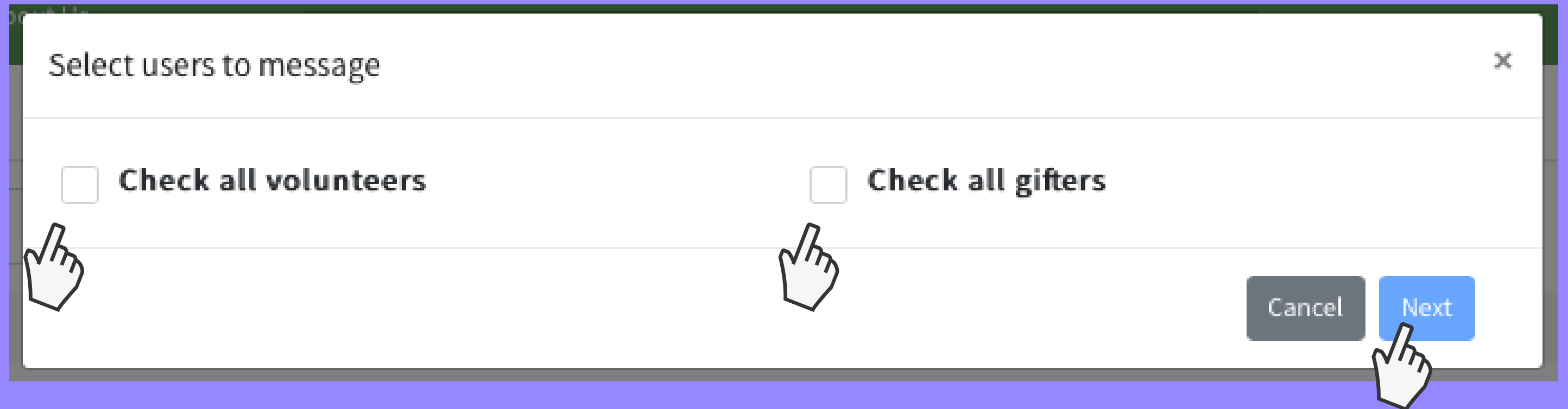
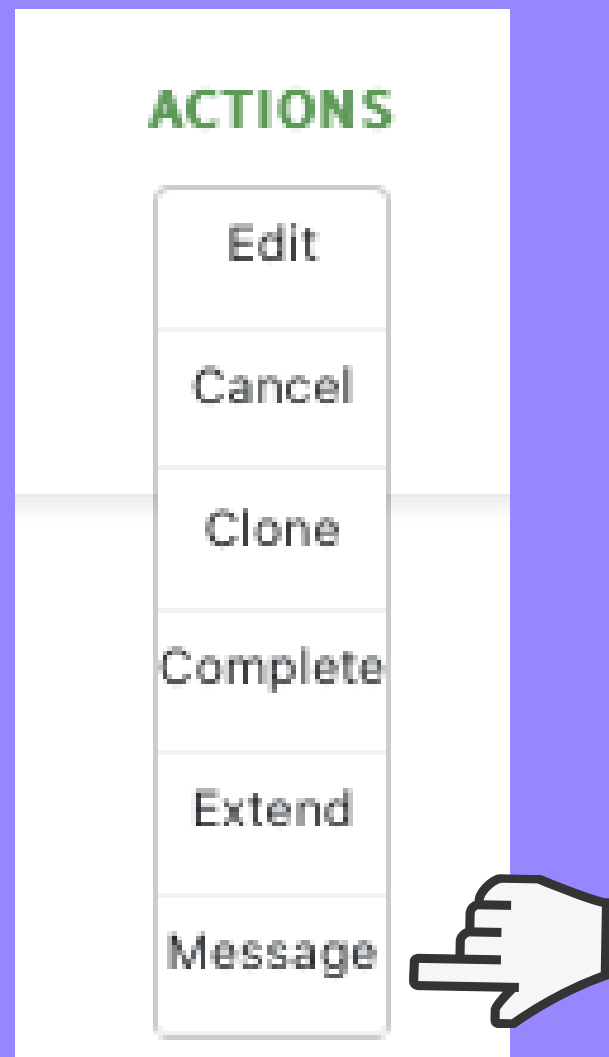
Project Name  
IIC How To Guide help

Start Date	Date Completed
Nov 6, 2020	Nov 6, 2020

Skilled Volunteering Confirmation

NAME	SKILLS	DATES	TIME OFFERED	ACTUAL TIME
< 1 >				
People Volunteered: 0			Hours Volunteered: 0 h	
Add Comments				
<div style="border: 1px solid #ccc; height: 40px;"></div>				
				<span>CANCEL</span> <span>COMPLETE</span>


Message - If you would like to send a message to your project funders/gifters/volunteers then click message from the actions dropdown menu, choose who you would like to message for this specific project and click next.



Extend - to extend your project, please click extend from the actions dropdown menu, then add the date you would like to extend to and click extend.

**ACTIONS**

- Edit
- Cancel
- Clone
- Complete
- Extend
- Message





Extend Project End Date

Project End Date

19/11/2020

Close Extend





Thanks for reading!

Please get in touch if you have more questions.

Contact: [ross.shipman@investorsincommunity.org](mailto:ross.shipman@investorsincommunity.org)

[investorsincommunity.org](http://investorsincommunity.org)



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