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MODULE 1: MEMBERSHIP MANAGEMENT

1.1 Membership Types & Tiers

- Create unlimited custom Membership Types (e.g., General Member, Life Member, Patron Member, Associate Member) with full display names, colour codes, and descriptions.
- Each type can have a specific list of associated benefits stored in full detail.
- Types can be marked active/inactive and reordered by display priority.

1.2 Membership Duration Plans

- Create multiple Duration Plans per membership type (e.g., 30-Day, Annual, 3-Year, Lifetime).
- Lifetime memberships can be flagged separately for permanent access.
- Each combination of Type + Duration = a unique Membership Plan with its own price.
- Plans can be marked as "Recommended" to highlight them on the frontend.

1.3 Member Onboarding — Fully Automated Pipeline

- When a member self-registers online and pays via the gateway, the system:
    - Automatically creates their user account.
    - Assigns them their Membership Type and plan.
    - Generates and emails a Membership Certificate (with QR code).
    - Generates and makes available a downloadable Member ID Card (with QR code).
    - Logs the financial transaction.
    - Sends an automated welcome email.
    - Zero human intervention required at any step.

1.4 Member Onboarding — Manual (Offline) Pipeline

- Admin can manually create a member profile without any payment gateway transaction.
- Used for: cash-paying members, physically enrolled members, rural communities.
- After manual creation, admin can instantly:

- Approve their membership.
- Issue their Member ID Card.
- Issue their Membership Certificate.
- Issue their Appointment Card.
- Issue Achievement Certificates for milestones.

1.5 Intelligent Donor-to-Member Conversion

- Any donor who makes a financial contribution (online or offline) can be flagged and automatically converted into a registered Member.
- The system detects the donor's email in the payment record and cross-references with the members table.
- Eliminates the need for manual data re-entry for repeat donors.

1.6 Member Profile — Full Data Points Captured

- Full name, Gender, Date of Birth, Father's Name, Mother's Name, Spouse's Name.
- Photo, Blood Group, PAN Number, Aadhaar Number.
- Full address, City, State, Pincode, Country.
- Occupation, Organization.
- Referral source.
- LinkedIn, Facebook, Instagram, Twitter social profiles.
- Emergency contact, login credentials tied to their unique user account.

1.7 Member Subscription Automation (Recurring)

- Subscriptions via Razorpay are tracked per member.
- The system tracks subscription_id, current period end date, and status.
- Auto-renewal logic handles member expiry without any admin action.

1.8 Bulk Member Upload

- Dedicated bulk upload tool allows importing hundreds of members simultaneously via CSV/spreadsheet.

1.9 Document Generation Per Member (All QR-Code Verified)

Each of the following documents is generated on-demand from within the admin panel. Every document carries an encrypted QR code that, when scanned, hits the live database and confirms:

- ✅ The document is real.
- ✅ Who it was issued to.
- ✅ When it was issued.
- ✅ Whether it is still valid.

Documents available per member:

- Member ID Card — Professional card with photo, designation, blood group, expiry date, and QR verification code.
- Membership Certificate — Official certificate of membership, bearing NGO stamp, authorized signature, and QR code.
- Achievement Certificate — Issuable for any milestone (e.g., "For Outstanding Contribution to the cause of..."), fully personalized with custom title and description. Bears stamp, signature, and QR code.
- Appointment Card — Official appointment/designation confirmation document.
- Custom Certificates — Additional certificates of any type can be generated using the Document Template engine.

1.10 Member Designation System

- Define internal hierarchical designations (e.g., President, Secretary, Treasurer, Executive Member) with permission levels and descriptions.
- Assign members to designations.

1.11 Membership Status Lifecycle

- Full status tracking: PENDING → ACTIVE → EXPIRED / INACTIVE / REJECTED.
- Admin can manually approve, reject, or expire memberships.
- Membership auto-approve toggle available.

MODULE 2: HR & PAYROLL MANAGEMENT SYSTEM (HRMS)

2.1 Employee Master Records

- Every data point captured:
    - Employee Code (auto-assigned), Full Name, Photo, Date of Birth, Blood Group.
    - Father's Name, Aadhaar Number (with document upload), PAN Number (with document upload).
    - Department, Designation, Employment Type (Full-Time, Part-Time, Contract, Intern).
    - Joining Date, Leaving Date.
    - Base Salary.
    - Bank Account Number, IFSC Code, Bank Name.
    - PF (Provident Fund) enabled flag, ESIC (Employee State Insurance) enabled flag.
    - Working days per month (configurable).
    - Home Address.
    - Emergency Contact.
    - Linked Salary Structure.
    - Linked Work Schedule.
    - Late Grace Minutes (configurable per employee).
    - Late Penalty Amount (configurable per employee).
    - Half-Day Threshold in Minutes (configurable per employee).
    - Geofence Override (can be enabled/disabled per individual employee).

2.2 Device-Bound Attendance Authentication

- When an employee first registers on the Employee Portal, their device is fingerprinted using a unique device_token.
- The token is mathematically bound to their account.
- Any future punch-in attempt must originate from the same device bearing the same token.
- If a different device is detected, the punch is automatically rejected and an Attendance Violation is logged.

2.3 Selfie-at-Punch Authentication

- The system can require employees to take a live selfie at both punch-in and punch-out.

- The selfie image URL (selfie_in_url, selfie_out_url) is stored against every attendance record.
- HR can review selfie photos to verify identity at any time.

2.4 GPS Geofencing

- HR can define exact office GPS coordinates (latitude & longitude) with a configurable radius (default: 150 metres).
- Can be configured globally for the entire organisation or toggled per individual employee.
- Geofence compliance is recorded per attendance punch (geofence_in_ok, geofence_out_ok).
- Option to hard-block outside-geofence punches or simply flag them as violations.
- The IP address and GPS coordinates of every punch are permanently stored for audit purposes.

2.5 Attendance Record (Full Detail Per Punch)

Each attendance entry stores:

- Date, Punch-In Time, Punch-Out Time.
- GPS coordinates at punch-in and punch-out.
- GPS accuracy score at punch-in and punch-out.
- IP address at punch-in and punch-out.
- Device User Agent at punch-in and punch-out.
- Selfie photo at punch-in and punch-out.
- Geofence compliance status.
- Late flag and number of late minutes.
- Half-Day flag.
- Manual Override flag (if admin corrected the record).
- Status (Present, Absent, Leave, Half-Day, Holiday, Weekend).

2.6 Attendance Violation Logging

- Any fraudulent, outside-geofence, or suspicious punch attempt is permanently logged as an Attendance Violation.
- Each violation record stores: Employee, date/time of attempt, reason, IP address, GPS coordinates, device user agent.
- HR can review the complete violation history from the admin panel.

2.7 Manual Punch Override

- HR and Admins can manually correct or override a punch for exceptional circumstances (e.g., field visit, forgot to punch out).
- Every override records: admin who performed it, the reason, and the

corrected timestamp.

2.8 Bulk Attendance Upload

- Dedicated CSV upload tool for bulk-importing historical attendance data.

2.9 Work Schedules

- Define multiple named Work Schedules (e.g., "General Shift", "Night Shift", "Half-Day Saturday").
- Configure: Working days of the week, Start time, End time, Half-day cutoff time, Grace minutes.
- Assign schedules to individual employees.
- One schedule can be marked as the default.

2.10 Holiday Calendar

- Create and manage a full yearly Holiday Calendar.
- Supports: National Holidays, Optional Holidays.
- Can restrict specific holidays to specific employee groups.
- Holidays are automatically excluded from attendance and leave calculations.

2.11 Leave Management

- Leave Types: Casual Leave (CL), Sick Leave (SL), Earned Leave (EL), and custom types.
- Leave Quotas: Assign annual leave quotas per employee per leave type.
- System automatically tracks used_days vs total_days in real time.
- Leave Requests submitted by employees contain: Type, From Date, To Date, Reason, Supporting Document upload.
- HR can: Approve, Reject (with a rejection reason), or modify leave requests.
- LOP (Loss of Pay) days are automatically calculated for excess leaves.
- Paid/Unpaid leave distinction tracked per request.

2.12 Salary Structures

- Create named, reusable Salary Structures (e.g., "Fresher Band", "Manager Band", "Senior Band").
- Each structure stores the full CTC (Cost To Company) and a detailed JSON breakdown of all salary components (Basic, HRA, Special Allowance, Conveyance, Medical, etc.).
- Assign one salary structure to multiple employees.

2.13 Payroll Processing

- Monthly payrolls are created per organisation, per month-year.
- The Payroll engine automatically pulls each employee's:
    - Salary Structure.
    - Present days from Attendance records.
    - Approved leaves (LOP deduction).
    - Bonus, Advances.
    - PF and ESIC deductions (if enabled).
    - Approved Expense Claim amounts (TA/DA reimbursements rolled into payroll).
    - Allowance Details.
- Automatically calculates: Gross Salary, Total Deductions, Net Salary per employee.
- Payroll has a Draft → Processed → Paid lifecycle.

2.14 Salary Slips (Dynamic, Auto-Generated PDF)

- A separate, individually-numbered Salary Slip is generated for every Payroll Item (per employee, per month).
- PDF version stored and accessible by both the employee and HR.
- Can be directly emailed to the employee.

2.15 Offer Letters (Auto-Generated)

- Create and issue official Offer Letters to new hires.
- Captures: Candidate Name, Designation, Department, Joining Date, Offered Salary.
- Full rich-text content for Roles & Responsibilities and Terms & Conditions.
- Auto-generates a numbered PDF using the NGO's official letterhead.
- Can be emailed directly from the admin panel.

2.16 Appointment Letters (Auto-Generated)

- Issue formal Appointment Letters to confirmed employees.
- Full HTML content editable by the admin.
- Auto-generates a numbered PDF.

2.17 Employee ID Cards

- Generate a professional Employee ID Card with photo, employee code, designation, blood group, and QR verification code directly from the employee's profile page.

2.18 Employee Documents Vault

- Store and manage multiple official documents per employee (Aadhaar Card, PAN Card, Experience Certificates, Educational Certificates, etc.).
- Each document has a Type, Title, and File URL.

2.19 Expense Claims / TA & DA Management (Employee Self-Service)

- Employees submit claims directly from their self-service portal.
- Each claim captures: Amount, Category (Travel, Meals, Accommodation, etc.), Purpose, Expense Date, Receipt Upload.
- HR workflow: Review → Approve/Reject (with rejection reason) → Set Payout Mode (Cash/Bank Transfer) → Mark Paid.
- Approved claims can be automatically rolled into the next payroll cycle.

2.20 Interns Sub-Module

- Each employee flagged as an intern gets an additional Intern Profile.
- Captures: Institute Name, Internship Start Date, End Date, Stipend, Supervisor Name, Project Title.

2.21 Volunteer Staff Sub-Module

- Full management of volunteer staff within the HR module.
- Generate Volunteer ID Cards with QR code verification.

MODULE 3: FINANCIAL MANAGEMENT

3.1 Donations — Online Gateway Integration

- Razorpay: Full integration including Subscription support, Webhook secret verification.
- Cashfree: Full integration.
- PhonePe: Full integration.
- Admin can set the Active Payment Gateway from the settings panel without any code changes.
- Each NGO can configure their own payment gateway credentials (multi-tenant isolated).

3.2 Donations — Offline / Cash Entry

- Admin can log any offline cash or cheque donation directly.
- Captures: Donor Name, Email, Phone, PAN (for 80G), Address, Amount, Method, Transaction Date.
- Instantly generates an 80G Compliant Donation Receipt upon logging.

3.3 80G Tax-Exempt Donation Receipts

- Auto-generated PDF receipt for every donation (online and offline).
- Carries: NGO's official Registration Number, PAN Number, 80G Registration Number, 80G validity dates, FCRA Number.
- Bears the NGO's authorized stamp and signature (uploaded by admin).
- Embedded with a unique QR code for authenticity verification.
- Can be emailed directly to the donor.

3.4 Payment Ledger & Reporting

- Full payment ledger filterable by: Type (Donation, Membership Fee, Event Registration), Status, Date Range, Campaign.
- Supports donor-level detail: Pan number, address (for 80G certificate generation).

3.5 Campaigns (Fundraising)

- Create targeted Fundraising Campaigns with:
    - Rich-text Description + Content, Category, Tags.
    - Goal Amount and automatic tracking of Raised Amount vs. Goal (progress bar).
    - Featured Image and optional Video URL.

- Campaign start and end dates.
- Urgency flag ("Mark as Urgent").
- Featured flag (shows on homepage).
- Status lifecycle: Draft → Active → Completed / Cancelled.
- Anonymous donor support.
- Campaign Updates: Post progress updates to the campaign page to keep supporters engaged.
- Campaign Donor Wall: View all donors against a specific campaign.
- Full SEO: Meta Title, Meta Description fields.

3.6 Project Budget Tracking

- Create Projects with a defined budget, start date, end date, and status (Planned, In Progress, Completed, On Hold, Cancelled).
- Link expenses to specific projects.
- Real-time tracking of budget vs spent.

3.7 Expense Tracking (Organisation-Level)

- Log all operational expenses by category.
- Link expenses to specific projects.
- Stores approval trail (approved by, approved at).
- Attach digital receipt image to each expense.

3.8 Deposit Schemes & Micro-Finance (SHG Support)

- Create named Deposit Schemes (e.g., "Gram Savings Scheme", "Monthly Recurring Deposit").
- Scheme Types: Simple (lump-sum) or Recurring (monthly contribution).
- Full description, benefits, and Terms & Conditions per scheme.
- Depositor Management:
    - Register individual Depositors with Name, Aadhaar Number (unique identifier), Phone, Email, Address.
    - Aadhaar-based uniqueness prevents duplicate depositor records.
- Deposit Records:
    - Log each individual deposit transaction: Amount, Payment Mode (Cash/Cheque/UPI), Payment Date, Remarks.
    - Auto-generates a unique Receipt Number per deposit.
    - Instantly generate a printable Deposit Receipt per transaction.
    - Full deposit history per depositor, per scheme.

MODULE 4: EVENTS MANAGEMENT

4.1 Event Creation

- Full event details: Title, Slug, Description, Rich Content, Category, Tags.
- Venue name and full address (supports online events with a Meeting Link).
- Start and End Date/Time.
- Featured Image.
- Max Participants cap.
- Status lifecycle: Draft → Published → Ongoing → Completed → Cancelled.
- Featured flag (highlighted on frontend).

4.2 Multi-Tier Event Ticketing

- Create multiple Ticket Tiers per event (e.g., General: ₹500, VIP: ₹2,000, Students: Free).
- Each tier has its own name, description, price, and quantity cap.
- Real-time sold count tracked per tier.

4.3 Event Registrations

- Track all registrations with: Registration Number, Member or Guest details (name, email, phone), notes.
- Registration status lifecycle: Pending → Confirmed → Cancelled → Attended.
- Online payment integration for paid registrations.
- Ticket tier assigned to each registration.

4.4 Event Check-In System

- Dedicated Live QR Check-In page for the event day.
- Scan the attendee's registration QR code to instantly confirm attendance.
- Records the precise checked_in_at timestamp.

4.5 Event Analytics

- Per-event analytics page showing registration counts, revenue, attendance rate.

MODULE 5: CMS (CONTENT MANAGEMENT SYSTEM) & WEBSITE

5.1 Website Settings (Complete Control)

The Website Settings panel is the control room for the NGO's entire public website. Sub-settings include:
Identity & Branding:

- Site Name, Tagline.
- Header Logo (separate from admin logo), Footer Logo, Favicon.
- Primary Colour, Secondary Colour, Accent Colour, Text Colour, Background Colour, Surface Colour, Border Colour.
- Custom Header Background Colour, Footer Background Colour, Top Bar Background Colour.

Typography:

- Heading Font, Body Font, Accent Font (configurable independently from Google Fonts).
- Font Size Scale (Small / Medium / Large).

Theme & Layout:

- Theme Template selector (e.g., Emerald, Classic, Bold).
- Navigation Style (Solid, Transparent, Frosted Glass).
- Footer Style (Dark, Light, Minimal).
- Border Radius style (Sharp, Rounded, Pill).
- Home Section Order: Drag-and-drop reordering of all homepage sections.
- About Section Order: Same control for the About page.
- Toggle individual homepage sections ON/OFF.
- Sticky Header toggle.
- Mobile Bottom Navigation Bar toggle (with configurable items).

Contact & Social:

- WhatsApp Number (shows floating button on website).
- Office Address, Contact Email, Contact Phone.
- Facebook, Instagram, Twitter, LinkedIn, YouTube URLs.

Donation Widget:

- Show/Hide Donate button in the header.
- Show/Hide 80G Badge on donation forms.
- Show Quick-Amount buttons on donation forms.
- Set custom quick-select donation amounts (e.g., ₹500, ₹1000, ₹2000, ₹5000).

Features/Pages Toggle:

- Toggle ON/OFF individual public pages: Volunteer Page, Impact Page, Partners Page, Reports/Transparency Page, FAQ Page, Media Page,

Newsletter Page, Careers Page.
- Toggle Trust Wall, Birthday Section, Membership Section, Volunteer CTA Section, Announcements Bar.

Legal & Footer:
- Footer About text, Copyright text, Footer Text.
- Legal Pages (Privacy Policy, Terms of Service, Refund Policy) — rich text, managed in-dashboard.
- Social Embed feeds (e.g., Instagram Wall embed).
- Gallery Video section embed.

Compliance Badges:
- Individually toggle showing/hiding on website: CIN Number, 80G Number, 12A Number, FCRA Number, Darpaan ID.

Analytics & Tracking:
- Google Analytics 4 (GA4) Measurement ID integration.
- Google Tag Manager (GTM) ID integration.
- Google Search Console Verification tag.
- Facebook/Meta Pixel ID integration.
- Microsoft Clarity ID integration.
- AdSense ID integration.

Custom Code Injection:
- Custom CSS injection (scoped to this NGO's website only).
- Custom JavaScript injection.
- Custom <head> script injection.

5.2 Multi-Language Translation System

- Set a Default Language for the website.
- Enable multiple languages simultaneously.
- The system stores a translations_json blob with all translated content.
- A translation_status JSON tracks which content has been translated.
- AI-powered automatic translation handles all published content automatically.
- auto_language_switching can be enabled to auto-detect visitor's browser language.

5.3 SEO Settings (Dedicated Page)

- Manage Meta Title and Meta Description globally.
- Meta Keywords management.
- Open Graph (OG) Image upload for social sharing previews.
- Twitter Handle association.
- Google Search Console verification code.
- NIC Code association.

5.4 Hero Slider Management

- Create multiple fullscreen hero slides.
- Each slide: Title, Subtitle, Description, Background Image, Background Video (with mute control), Primary CTA Button, Secondary CTA Button.
- Slides have a display order, active/inactive toggle.
- Slider Type (Text overlay, Image card, Video loop).
- Link a slide directly to a specific Donation Campaign.

5.5 About Section Management

- Manage the About Us page content directly from the dashboard.
- Sections: Title, Subtitle, Description, Mission Statement, Vision Statement.
- Upload a Featured Image and video embed.
- Set key numbers that auto-display: Years of Service, Total Beneficiaries, Total Volunteers, Total Projects.

5.6 Programs Management

- Create and manage your NGO's core Impact Programs (e.g., Education, Healthcare, Livelihood).
- Full details: Name, Slug, Short Description, Long Description, Category, Icon, Featured Image.
- Track Goal Amount and Raised Amount per program.
- Track Beneficiary Count per program.
- Featured and Active toggles, custom display order.
- Programs appear on the public website.

5.7 News & Press Release Management

- Publish News Articles and Press Releases with:
    - Title, Slug (auto-generated), Excerpt (short summary shown in listings).
    - Full rich-text content body.
    - Featured Image.
    - Assigned Author (from Author profiles).
    - Category and Tags.
    - View count tracking.
    - Estimated Read Time.
    - Featured flag.
    - Published/Draft status with a scheduled publish date.
    - Full SEO: Meta Title, Meta Description, OG Image, Canonical URL.

5.8 Blog Management

- Manage Blog Posts for long-form thought leadership content.
- Separate from News, with independent Author profiles.
- Blog Categories with colours.
- Same full SEO and author controls as News.
- Author profiles link directly to Team Member profiles.

5.9 Author Management

- Create dedicated Author Profiles for all blog/news contributors.
- Each author: Name, Slug, Photo, Designation, Bio, Long-form "About" content.
- Social profile links: Twitter, LinkedIn, Website.
- Authors are linked to their respective posts and (optionally) to their Team Member profile.

5.10 FAQ Management

- Create FAQs with Question, Answer, Category.
- Toggle individual FAQs to show on the Homepage or only on the FAQ page.
- Display order control.

5.11 Gallery Management

- Upload and manage Photo Gallery images.
- Each image: Title, Description, Category, Tags.
- Display order and active/inactive toggle.
- Images are categorizable and filterable on the public frontend.

5.12 Gallery Video Section

- Embed a video gallery or YouTube playlist section on the website from website settings.

5.13 Team Members Management

- Create profiles for all Team Members (Board, Staff, Advisors).
- Each profile: Name, Slug, Designation, Bio, Long-form Content page, Photo, Email, Phone.
- Category (e.g., "Board of Directors", "Core Team", "Advisory Board").
- Social profile links: Facebook, Twitter, LinkedIn.
- Display order and active toggle.

- Each team member can optionally be linked to a Blog Author profile.

5.14 Testimonials Management

- Collect and display Testimonials from beneficiaries, donors, and volunteers.
- Each testimonial: Name, Designation, Content, Photo, Star Rating (1-5).
- Featured/Approved/Display order controls.

5.15 Trust Wall (Social Proof Engine)

- A dedicated Trust Wall with categorised social proof posts:
    - Types: Testimonial, Impact Story, Volunteer Story, Donor Story, Beneficiary Story.
- Each entry: Author Name, Designation, Location, Photo, Written content, Star Rating.
- Featured flag, Approved flag, Display order.
- The entire Trust Wall can be enabled/disabled from website settings.

5.16 Impact Statistics

- Create and manage quantified Impact Stats that display prominently on the website.
- Each stat: Label (e.g., "Children Educated"), Value (e.g., "12,500"), Suffix (e.g., "+"), Icon.
- Display order and active toggle.

5.17 Partners & Sponsors

- Manage a logo wall of Partners and Sponsors.
- Each entry: Name, Logo Image, Website URL, Description.
- Display order and active toggle.

5.18 NGO Values

- Define and publish your organisation's core Values (e.g., Integrity, Compassion, Transparency).
- Each value: Icon, Title, Description, Sort Order.

5.19 NGO Journey (Timeline)

- Build an interactive timeline of your organisation's History and Milestones.
- Each milestone: Year, Title, Description, optional Image.
- Sort order controlled.

5.20 NGO Awards

- Showcase all Awards and Recognitions received.
- Each award: Title, Issuing Authority, Year, Description, Certificate Number, Image.

5.21 Support Leaders

- Feature prominent donors, patrons, and supporters who back your NGO's cause.
- Contribution Types: Donor, Patron, Volunteer, Advisor, Ambassador, Sponsor.
- Each entry: Name, Designation, Organisation, Photo, Contribution Type, Contribution Amount, Description, Anonymous flag, Featured flag, Since Year.

5.22 CMS Pages (Custom Static Pages)

- Create fully custom static pages (e.g., Privacy Policy, Transparency Reports, Annual Reports).
- Rich-text editor for page content.
- Publish status toggle and publication date.
- Full SEO: Meta Title, Meta Description, Meta Keywords.
- Pages accessible via custom slugs.

5.23 CMS Blocks (Content Snippets)

- Manage reusable content snippets (CmsBlock) identified by a unique identifier key.
- Used to update specific sections of the website that aren't managed by other modules.

5.24 Navigation Menu Builder

- Build and manage the website's navigation menus (Header, Footer) visually.
- Menu items stored as a structured JSON, supporting nested dropdowns.

5.25 Page Content Editor (Per-Page Hero Content)

- Each major template page (Home, About, Programs, Contact, etc.) has its own Template Page Content record.
- Editable fields: Hero Kicker text, Hero Title, Hero Subtitle, Hero Description, Hero Image, Hero Video URL, Intro Title, Intro Text, Primary CTA Button,

Secondary CTA Button.
- Custom Sections JSON for advanced content blocks.
- Full SEO per page.

5.26 Social Media Embeds

- Configure Social Embed feeds (e.g., Instagram grid, Twitter feed wall) to automatically display live social content on the website.

5.27 Announcements Bar

- Create time-limited Announcements that appear as a banner bar on the website.
- Audience targeting: All visitors / Members only / Public.
- Types: Notice, Alert, Event, Offer.
- Pin important announcements to keep them at the top.
- Set an expiry date after which the announcement auto-hides.
- Attach an image or a PDF to the announcement.

5.28 Letterhead Management

- Upload an official organisational Letterhead image.
- Configure top and bottom margin in pixels to ensure all generated PDFs (offer letters, appointment letters) print correctly within the letterhead boundaries.

5.29 Media Library

- Central Media Library for all uploaded assets.
- Organised by file type and category.
- Metadata: File Name, File Type, MIME Type, File Size, Alt Text, Uploader, Upload Date.

5.30 Image Tools

- Built-in Image Processing Tools in the admin dashboard for quick image editing without external software.

5.31 Transparency Page

- Dedicated Transparency Portal page for the website showing financial accountability data to the public.

MODULE 6: BENEFICIARY & PROGRAM TRACKING

6.1 Beneficiary Registration

- Register individual Beneficiaries with complete profiles:
  - Name, Father's Name, Gender, Date of Birth.
  - Phone, Email.
  - Full Address, City, State, Pincode.
  - Beneficiary Category (e.g., Destitute Child, Rural Women, Senior Citizen).
  - Photo upload.
  - Status: Active, Inactive, Graduated.
- Beneficiaries can be linked to their own User Account for portal access.

6.2 Program Assignment

- Assign beneficiaries to specific Impact Programs.
- Track the number of beneficiaries impacted per program.

MODULE 7: SURVEY & FIELD DATA COLLECTION

7.1 Dynamic Survey Form Builder

- Create fully customisable Survey Forms with dynamic field structures.
- Forms are built using a JSON field schema (supports text, number, radio, checkbox, dropdowns, dates, etc.).
- Each form has: Title, Slug, Description.
- Login requirement toggle (public submissions vs. login-only).

7.2 Surveyor Management

- Create and manage Surveyors (field data collectors).
- Each surveyor is assigned to a specific survey form.
- Separate login credentials per surveyor (username + password hash).
- Surveyor profile: Name, Email, Phone, Date of Birth.
- Track last login date per surveyor.
- Active/Inactive status.

7.3 Survey Response Collection & Analysis

- All submissions stored as structured JSON (response_data) with respondent metadata.
- Responses are tagged with the specific Surveyor who collected them and the exact submission timestamp.
- Admin can view all collected responses, filter by form, and export.

MODULE 8: EVENTS & COMMUNITY

(Already detailed in Module 4. Additional items:)

8.1 Event Ticket Tiers

- Multi-tier paid event management with individual tier quotas.

8.2 Event Registrations — Member + Guest Support

- Members can register using their profile; non-members can register as guests with name/email/phone.

MODULE 9: CAREERS, VOLUNTEERS & INTERNSHIPS

9.1 Career Listings (Full-Stack ATS)

- Post Job Openings with:
    - Title, Department, Location, Job Type (Full-Time, Part-Time, Contract, Internship, Volunteer).
    - Experience range (min/max years).
    - Salary Range (displayed or hidden).
    - Full description, Requirements, Benefits.
    - Photo upload per listing.
    - Application deadline, Number of openings.
    - Status: Open, Closed, Paused.
    - Option to redirect applicants to an external application URL.

9.2 Career Application Tracking (ATS)

- Review all incoming applications per job listing.
- Each application captures: Applicant Name, Email, Phone, City, Experience Years, Current Organisation.
- Resume/CV upload, Cover Letter, LinkedIn URL, Portfolio URL, Applicant Photo.
- Application status lifecycle: Pending → Shortlisted → Interviewed → Offered → Rejected / Withdrawn.
- Internal notes per application.

9.3 Volunteer Opportunities

- Publish dedicated Volunteer Opportunity listings.
- Captures: Title, Description, Requirements, Benefits, Location, Category, Commitment hours, Available positions, Application deadline.
- Separate from career listings to clearly distinguish paid vs. volunteering roles.
- Applications processed independently.

9.4 Volunteer Records Management

- Maintain a permanent Volunteer Registry.
- Each volunteer: Name, Code, Email, Phone, Date of Birth, Address, Skills, Photo, Emergency Contact.
- Track: Join Date, End Date, Status (Active, Inactive, Completed).
- Track total Hours Logged per volunteer.
- Link volunteers to their User account.

- Generate Volunteer ID Cards with QR code verification.

9.5 Internship Opportunities

- Post Internship Listings separately from both Jobs and Volunteering.
- Captures: Duration, Stipend, Location, Positions, Status.

9.6 Internship Application Tracking

- Track: Applicant details, College, Course, Year of Study, Skills, Motivation, Resume.
- Application status lifecycle: Pending → Accepted → Rejected.

9.7 Intern Records (Internal HR)

- Once an internship application is approved, a detailed Intern Profile is created under the HR module.
- Tracks: Institute Name, Project Title, Supervisor, Stipend, Start/End Dates.
- Generates Internship Completion Certificates (with QR code) upon completion.

MODULE 10: E-LEARNING & CAPACITY BUILDING

10.1 Course Management

- Create and publish Online Courses for beneficiaries and the public.
- Course master data: Title, Slug, Subtitle, Program Type, Difficulty Level (Beginner / Intermediate / Advanced).
- Language of instruction, Time to Complete.
- Certificate availability flag.
- Partner Logo, Enrollment Count.
- Rich-text "About" and "Project" content blocks.
- Career Outcomes description.
- Active/Draft toggle.

10.2 Course Structure (Deep Sub-Features)

Each course contains multiple structured sections:

- Learning Objectives: Multiple bullet points of what the learner will achieve.
- Skills Taught: List of specific skills the course imparts (shown on certificates).
- Tools & Technologies: Specific tools/software taught in the course.
- Modules: Course is divided into ordered modules, each with: Order, Title, Duration, Thumbnail, Description.
- Instructors: Each course has assigned instructors: Name, Photo, Title, Bio, Key Statistics (e.g., "50,000 learners mentored").
- Course Testimonials: Success stories from past learners (Name, Quote, Date).
- Trusted Company Logos: Logos of companies whose employees or partners recommend this course.
- Course FAQs: Common questions about the specific course.

10.3 Scholarship Programs

- Create and manage Scholarship Programs with full detail:
    - Title, Subtitle, Banner Image.
    - Status: Open, Closed, Renewal Open.
    - Education Level (School / Undergraduate / Postgraduate).
    - Category (General, SC/ST, Female, Minority, etc.).
    - Application Deadline.
    - Rich-text "About" content.
    - Custom CTA Button text and link.

10.4 Scholarship Deep Sub-Features

- Highlights: Key benefit bullet points (e.g., "₹50,000 scholarship amount", "Covers all tuition fees").
- Tracks: Multiple scholarship tracks within one program (e.g., "Merit Track" vs "Need-Based Track"), each with their award amount and their own eligibility criteria points.
- Eligibility Points: Specific, nested criteria per track.
- Application Steps: Numbered step-by-step application instructions shown to applicants.
- Document Categories: Groups of required documents (e.g., "Academic Documents" → Mark Sheet, Transfer Certificate; "Income Documents" → Ration Card, Income Certificate).
- Timeline: Key dates listed as a timeline (Application Opens, Last Date to Apply, Interview Date, Result Date, Fund Disbursement Date).
- FAQs: Scholarship-specific frequently asked questions.

10.5 Mentorship Programs

- Create comprehensive Mentorship Profiles for experienced professionals who will guide beneficiaries.
- Profile data: Name, Slug, Domain (Industry), Format (1-on-1, Group), Status (Accepting, Waitlist, Closed).
- Mentor's Photo, Role (e.g., "Senior Software Engineer at Google"), Bio, LinkedIn URL.
- Rating and Review Count, Starting Price.
- Max Mentee Capacity.

10.6 Mentorship Deep Sub-Features

- Included Items: List of exactly what's included in the mentorship (e.g., "Weekly 1-hour video calls", "Resume review", "Mock interviews").
- Tiers: Multiple engagement tiers per mentor (e.g., "Basic: ₹2,000/month", "Premium: ₹5,000/month"), each with a full deliverables list.
- Outcomes: Measurable career/life outcomes beneficiaries can expect.
- Roadmap: Phase-by-phase structured mentorship plan (Phase 1: Assessment, Phase 2: Skill Building, Phase 3: Job Placement).
- Testimonials: Before/After success stories from past mentees (Mentee Name, Before Role, After Role, Quote).
- Company Logos: Logos of companies where past mentees have been placed.
- FAQs: Mentorship-specific questions.

10.7 Mentorship Applications

- Public can apply to specific mentors through the website.
- Application: Name, Email, Phone, Dynamic custom form data (JSON payload).
- Application status lifecycle: New → Under Review → Scheduled → Approved → Enrolled → Rejected / Waitlisted.
- Admins can add internal notes per application.

MODULE 11: COMMUNICATIONS & ENGAGEMENT

11.1 Email Communications & Log

- All transactional emails (welcome, receipt, certificate, payroll slip) are sent through your own SMTP server.
- Every outgoing email is permanently logged: Recipient, Subject, Body, Status, Provider, Sent At, Delivered At, Opened At, Failure details.
- Complete audit trail of all email communications.

11.2 SMS Communications & Log

- SMS notifications (OTP, alerts) sent via configured SMS provider.
- Every outgoing SMS is permanently logged: Recipient, Message, Status, Provider, Sent At, Delivered At, Failure details.
- Complete audit trail of all SMS communications.

11.3 Newsletter Subscribers

- Collect newsletter subscribers directly from the website's subscription form.
- Track: Email, Name, Source (how they subscribed), Active/Inactive status.
- Export subscriber list for email campaigns.

11.4 Push Notifications (PWA)

- The admin portal is a Progressive Web App (PWA).
- Admins can subscribe to receive real-time Web Push Notifications for critical alerts (new member, new donation, leave requests, etc.).
- Push notification subscriptions are stored per admin device.

11.5 Announcements Broadcasting

- Broadcast targeted announcements to specific audiences (all visitors, members only).

11.6 Birthday Automation Templates

- Create Birthday Message Templates for automatically wishing members on their birthdays.
- Three channels supported: Email, SMS, WhatsApp.
- Multiple templates can be created; one can be marked as default.

- Template content: Subject and rich-text body with dynamic variable support.

11.7 Enquiries Management

- All contact form submissions from the website are stored as Enquiries.
- Each enquiry: Name, Email, Phone, Subject, Message.
- Status: Unread, Read, Replied.
- Admin can write and store a Reply directly in the dashboard (with reply timestamp).

11.8 In-System Activity Log (Audit Trail)

- The platform maintains a comprehensive Activity Log for every action taken inside the system.
- Each log entry records: Who performed the action, Which entity was affected, What the action was, IP address, Device user agent, and a description.
- Provides full accountability for all admin operations.

MODULE 12: DOCUMENT TEMPLATE ENGINE

12.1 Custom Document Templates

- Create custom Document Templates for any document type: ID_CARD, CERTIFICATE, RECEIPT, LETTER.
- Templates store a full JSON configuration defining the document's visual layout, fonts, positions of fields (logo, stamp, signature, QR code, text fields).
- Mark templates as active/default.
- Multiple templates per type allow for A/B design options.

12.2 Document Builder (Visual Editor)

- A dedicated Visual Document Editor with:
  - Left sidebar: Component palette (add text blocks, image placeholders, shapes, QR codes).
  - Canvas: Drag-and-drop WYSIWYG design surface.
  - Right sidebar: Properties panel for precise positioning (X, Y, Width, Height, font, colour, border).

12.3 NGO Branding Assets for Documents

- Configure exact pixel positions for the Logo, Stamp, and Signature on all generated documents.
- Stamp Position X/Y, Stamp Width/Height.
- Signature Position X/Y, Signature Width/Height.
- Logo Position X/Y, Logo Width/Height.

MODULE 13: WEBSITE ANALYTICS & SEO

13.1 Google Analytics 4 (GA4)

- Native GA4 Measurement ID integration.
- Track real-time visitor behaviour, conversion funnels, campaign attribution.

13.2 Google Tag Manager (GTM)

- Native GTM Container ID integration.
- Manage all tracking tags without code changes.

13.3 Google Search Console Verification

- Verify domain ownership with GSC directly from website settings.

13.4 Facebook / Meta Pixel

- Native Meta Pixel integration for retargeting and conversion tracking.

13.5 Microsoft Clarity

- Heatmap and session recording integration for UX analysis.

13.6 Google AdSense

- Native AdSense publisher ID integration for approved NGO monetisation.

MODULE 14: CONFIGURATION & SETTINGS

14.1 NGO Profile Settings

- Full NGO master profile management: Name, Registration Number, PAN, 80G Number (with validity dates), 12A Number, FCRA Number, Darpaan ID, Founded Year.
- Primary Contact Name, Email, Phone.
- Complete address.
- Subscription plan visibility (Standard, Pro, Enterprise).
- Pay Day configuration for automated payroll.
- National Holiday pre-load.
- Membership Auto-Approve toggle.
- 80G Eligibility toggle.

14.2 Payment Gateway Configuration

- Configure Razorpay (Key ID, Key Secret, Webhook Secret, Subscription ID).
- Configure Cashfree (App ID, Secret Key).
- Configure PhonePe (Merchant ID, Salt Key, Salt Index).
- Select the Active Payment Gateway from a dropdown.

14.3 SMTP Email Configuration

- Configure your own SMTP mail server to send all emails from your NGO's own domain (e.g., hello@yourngo.org).
- Settings: SMTP Host, Port, User, Password, From Address, From Name.

14.4 Google OAuth (Member Login)

- Allow Members to log into the Member Portal using their Google Account.
- Configure Google OAuth credentials (Client ID, Client Secret, Redirect URI).
- Option to restrict Google login to specific email domains (e.g., only @yourngo.org accounts).
- Each NGO can have their own custom OAuth credentials for full white-labelling.

14.5 Attendance Settings (Geofencing Control Panel)

- Geofence Enabled/Disabled toggle.

- Office GPS Latitude and Longitude.
- Office Radius in Metres.
- Selfie Required toggle.
- Block Outside Geofence (hard block vs. soft flag).

14.6 Leave Quota Management

- Set annual leave quotas per employee, per leave type (Casual, Sick, Earned).
- Full HR control dashboard for quota management.

14.7 Translation Management

- Manage the website's multi-language setup directly from the dashboard.
- View translation completion status per language.
- Manual override of auto-translations where needed.

14.8 Reports

- Access a suite of operational reports across the platform for data-driven decision-making.

MODULE 15: ACCESSIBILITY, REACH & DIGITAL CREDIBILITY

15.1 AI-Powered Bhashini Multi-Language Translation (22 Languages)

- The public website integrates with AI-powered Bhashini (Government of India's official National Language Translation Mission).
- Supports 22 all official Indian languages.
- IP based language - Location tracking.
- Entire website content — blogs, programs, campaigns, donation forms — is automatically translated.
- Zero manual effort from the NGO admin.
- Breaks language barriers, enabling outreach to rural and tribal communities in their native languages.

15.2 Verified QR Code Anti-Fraud System (All Documents)

- Every single document generated by the platform — without exception — carries an encrypted, unique QR code.
- Scanning the QR code performs a live database check and confirms:
    - The document is genuine and has not been tampered with.
    - The exact person it was issued to.
    - The date and time of issuance.
    - Whether the document is still valid or has expired.
- This eliminates the possibility of anyone issuing counterfeit documents in your NGO's name.
- Documents protected: Member ID Cards, Employee ID Cards, Volunteer ID Cards, Membership Certificates, Achievement Certificates, Donation Receipts, Salary Slips, Offer Letters, Appointment Letters, Course Certificates, and all custom certificates.

15.3 Custom Domain with Auto-SSL

- Full custom domain mapping (e.g., www.yourngo.org).
- Both naked domain (yourngo.org) and www.yourngo.org are supported automatically.
- SSL certificates via Let's Encrypt are automatically provisioned and auto-renewed.
- Visitors always see the padlock icon — a critical trust signal for donors.