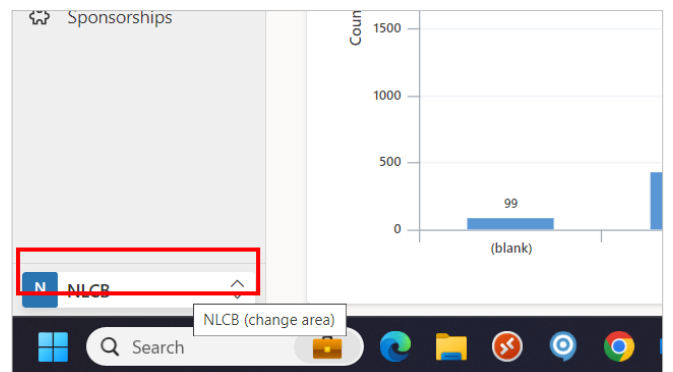


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 - 1.3. Add New Organisation File..... 3
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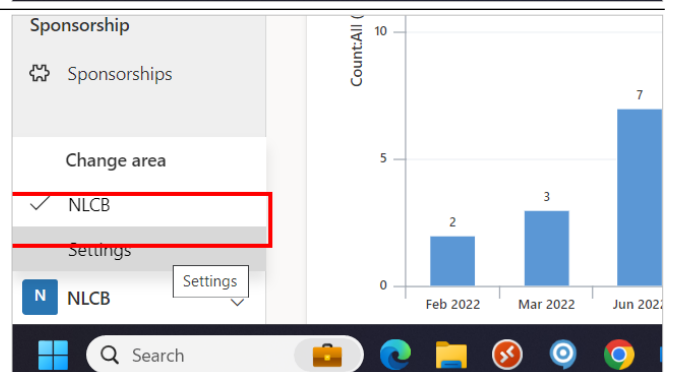
1. Setup Tables

1.1. Create Organisation Type

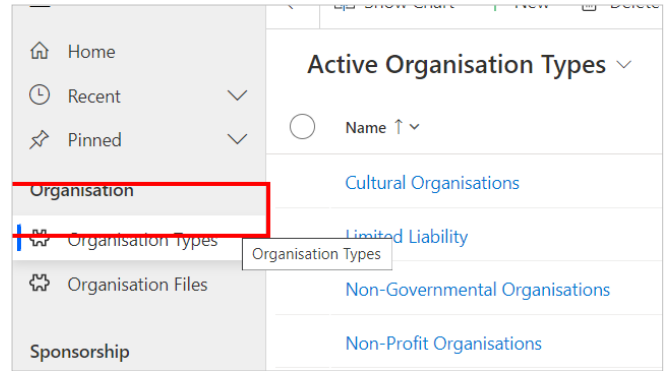
Click on the button **NLCB (change area)**



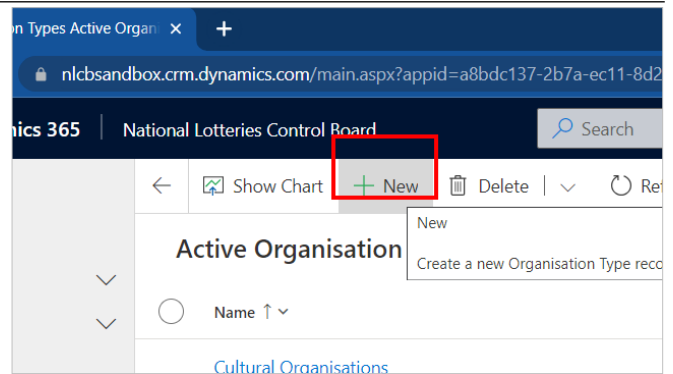
Click on the item **Settings**



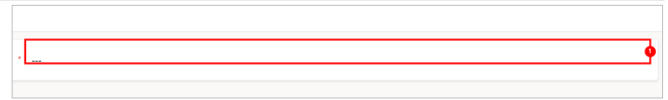
Click on the item **Organisation Types**



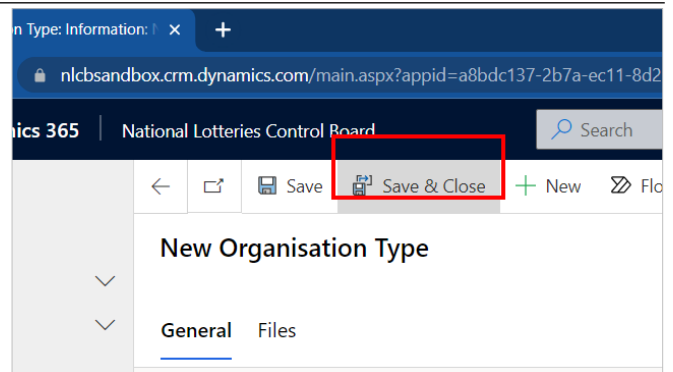
Click on the menu item **New**



1. **Name:** Input name of organisation type

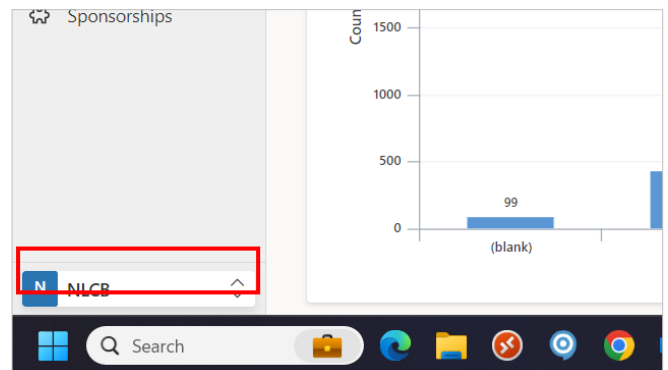


Click on the menu item **Save & Close**



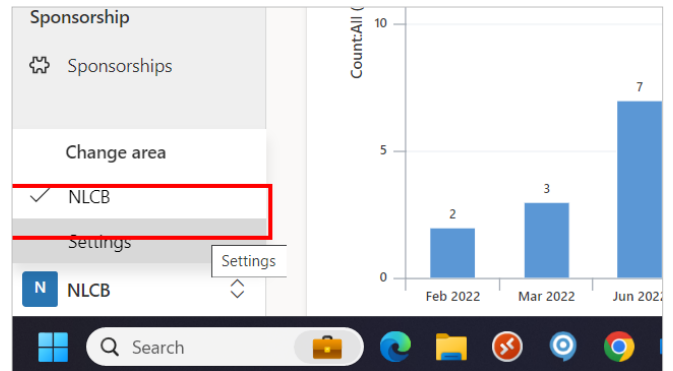
1.2. Update an Organisation Type

Click on the button **NLCB (change area)**

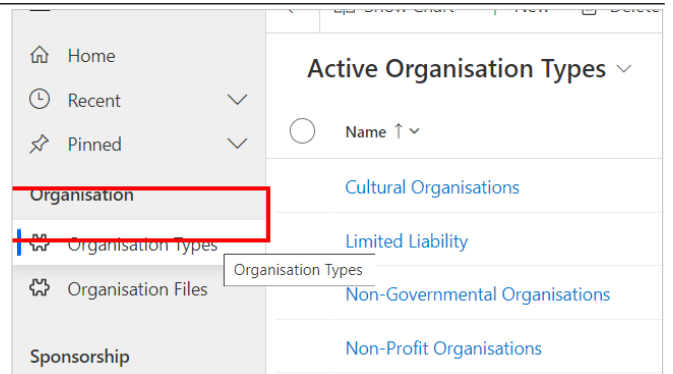


NLCB Sponsorship

Click on the item **Settings**



Click on the item **Organisation Types**



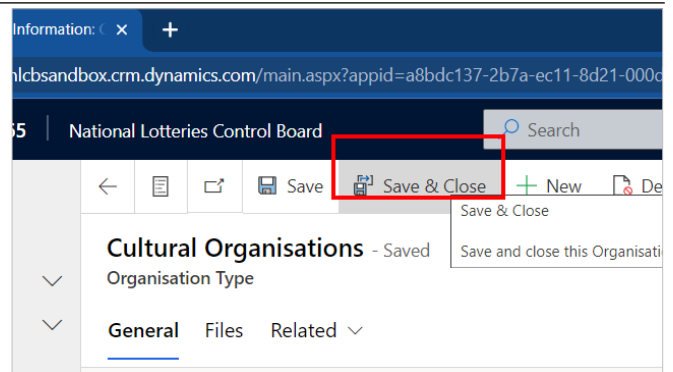
1. **Name:** Open an existing organisation type by clicking on the link in the Name column



1. **Name:** Update the name of the organisation type

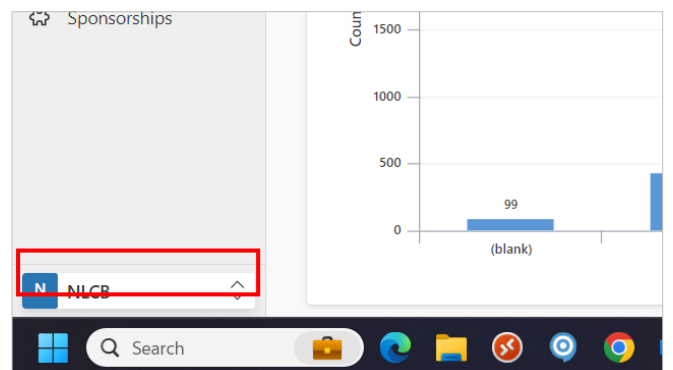


Click on the menu item **Save & Close**



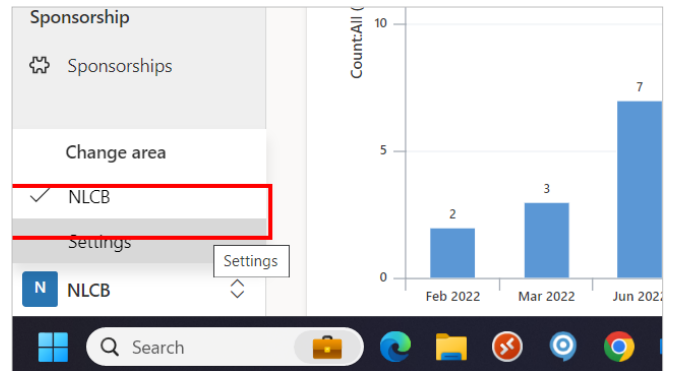
1.3. Add New Organisation File

Click on the button **NLCB (change area)**

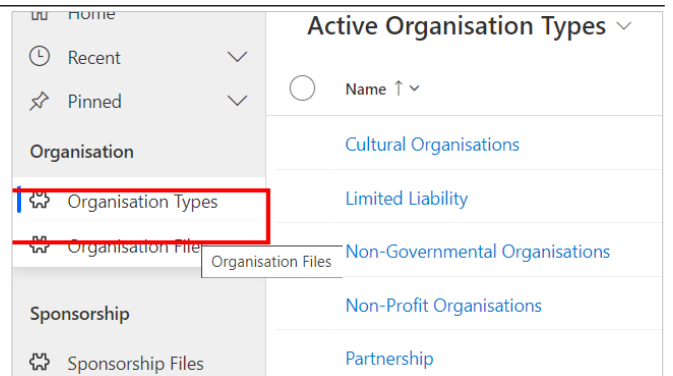


NLCB Sponsorship

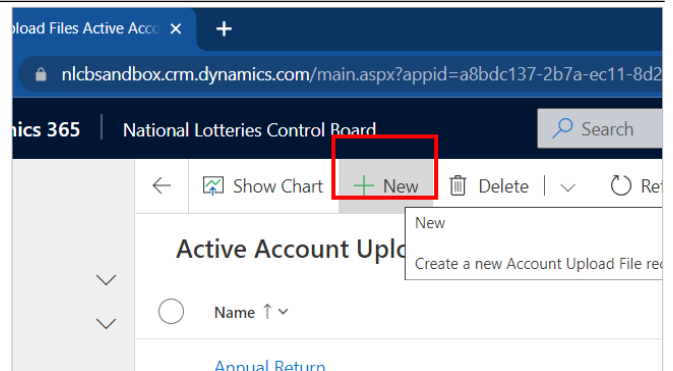
Click on the item **Settings**



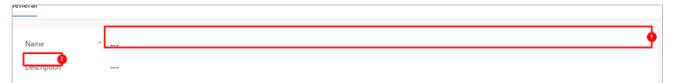
Click on the item **Organisation Files**



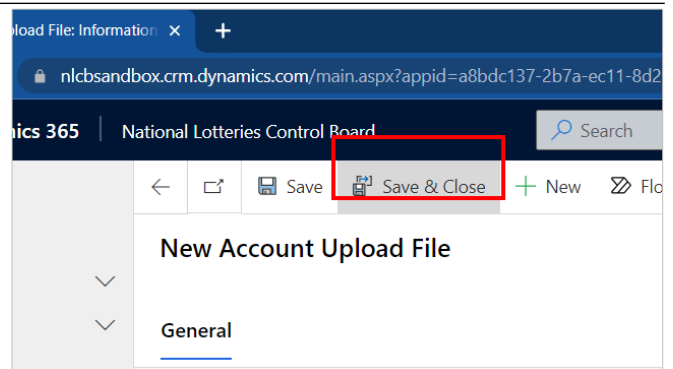
Click on the menu item **New**



1. **Name:** Input name of the organisation support file
2. **Description:** (Optional) Input a description for the supporting file

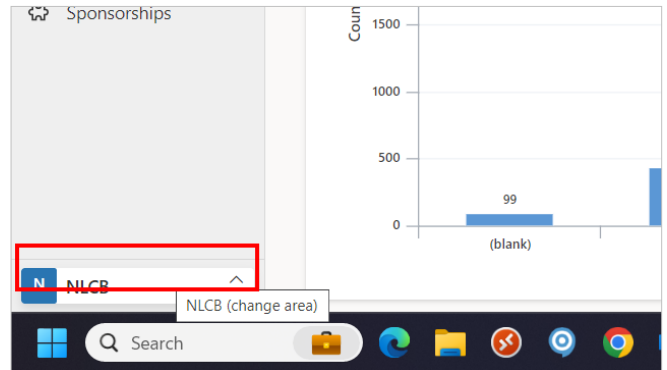


Click on the menu item **Save & Close**

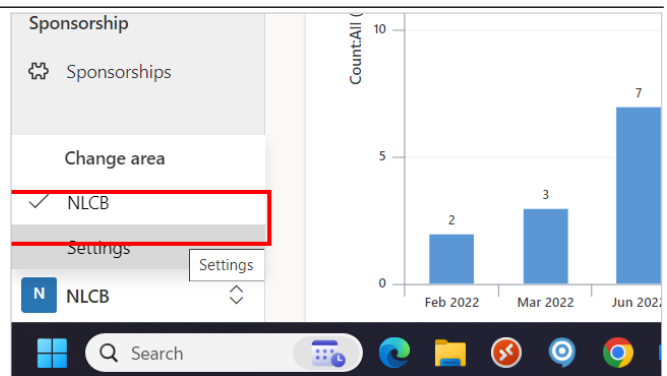


1.4. Update an Organisation File

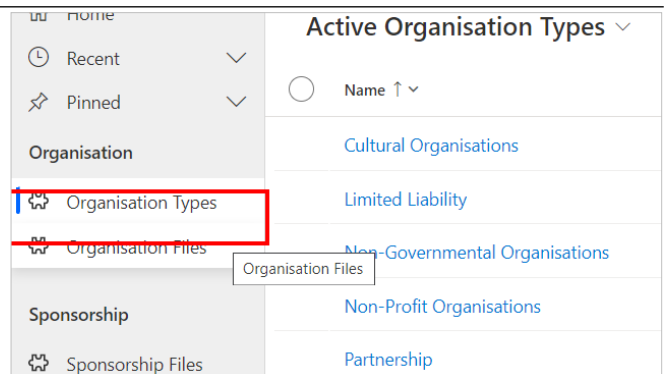
Click on the button **NLCB (change area)**



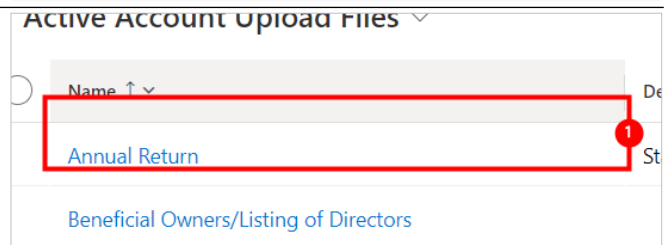
Click on the item **Settings**



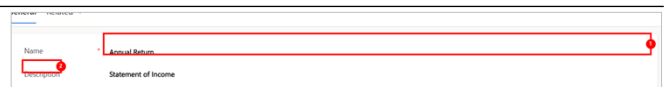
Click on the item **Organisation Files**



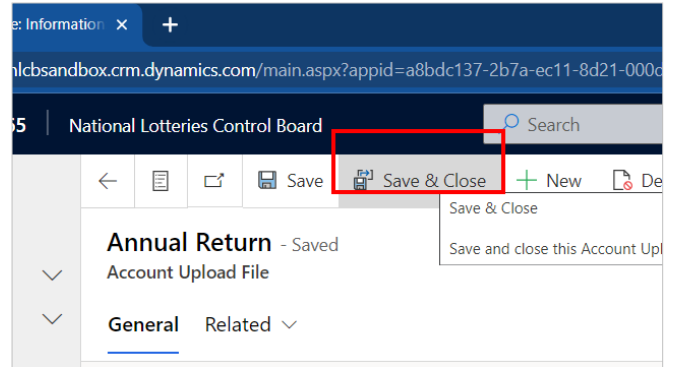
1. **Name:** Open an existing organisation file name by clicking on the link in the Name column



1. **Name:** Update the name of the organisation support file
2. **Description:** (Optional) Update the description for the file if necessary

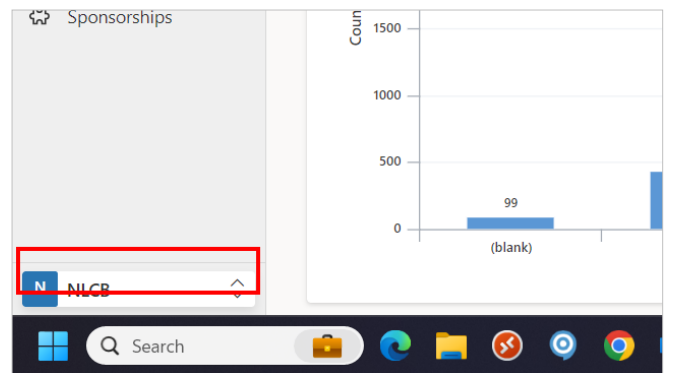


Click on the menu item **Save & Close**

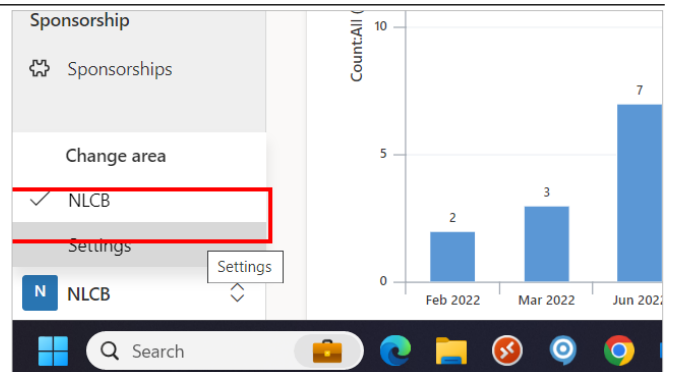


1.5. Add Organisation File Record

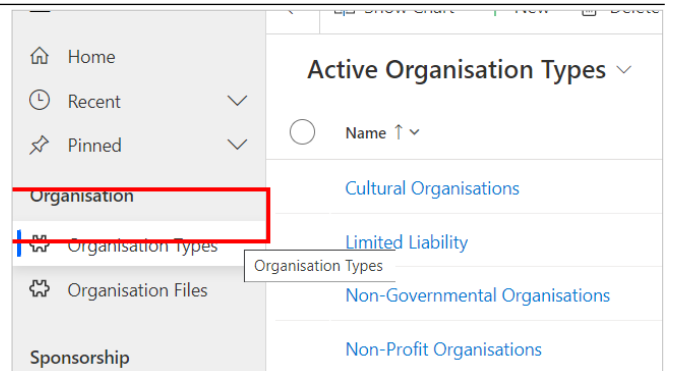
Click on the button **NLCB (change area)**



Click on the item **Settings**



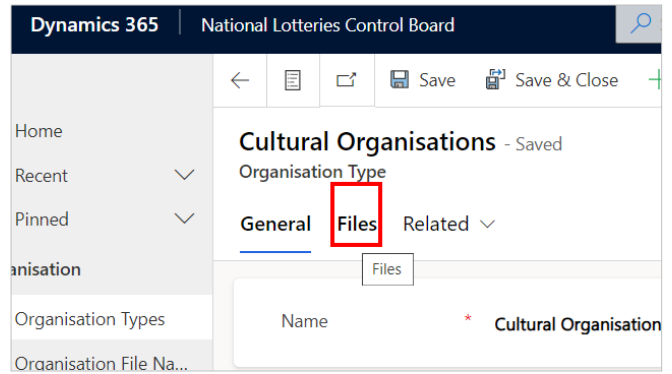
Click on the item **Organisation Types**



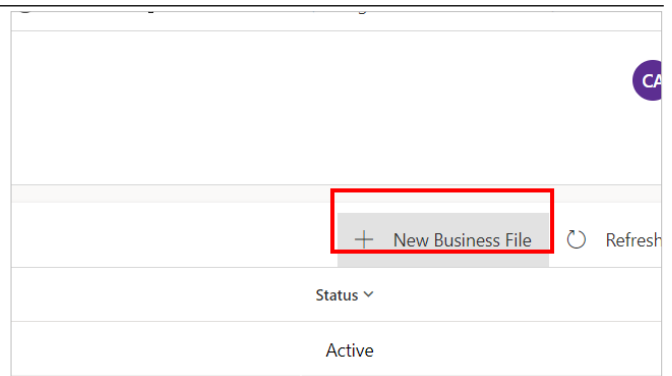
1. **Name:** Open an existing organisation type record by clicking on the link in the name column



Click on the item **Files**



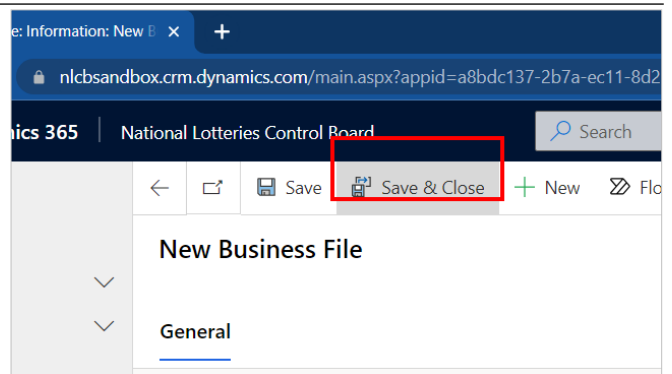
Click on the menu item **New Business File**.



1. **Organisation Upload File:** Choose a file to be uploaded by businesses with the selected organisation type

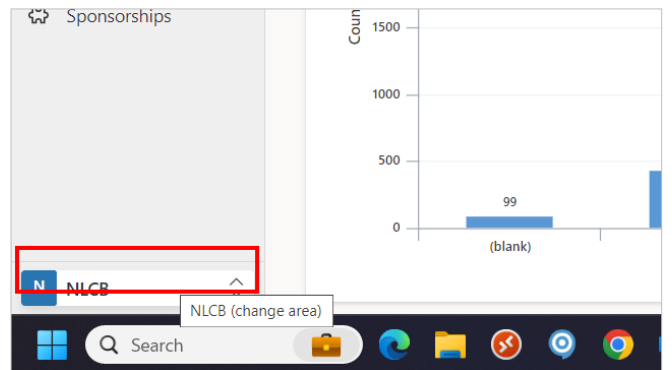


Click on the menu item **Save & Close**



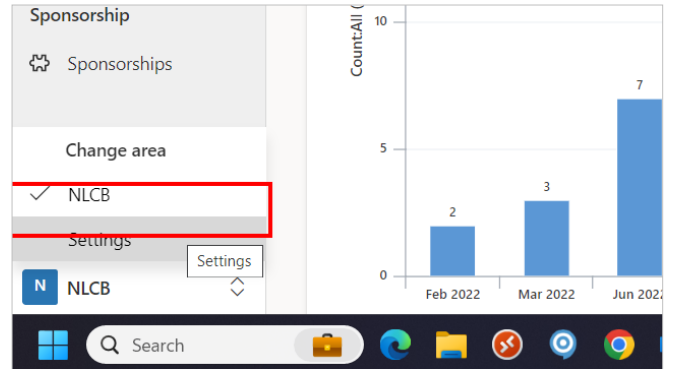
1.6. Remove Organisation File Record

Click on the button **NLCB (change area)**

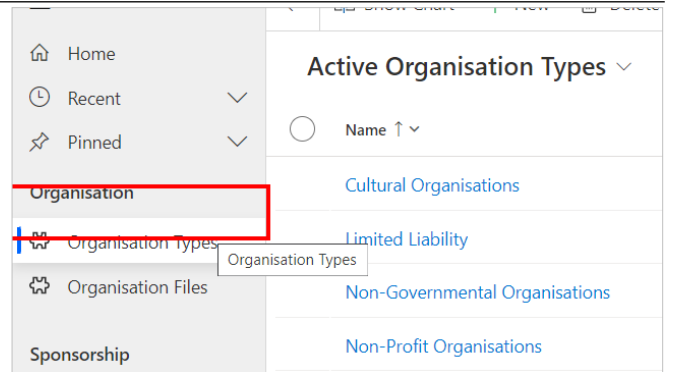


NLCB Sponsorship

Click on the item **Settings**



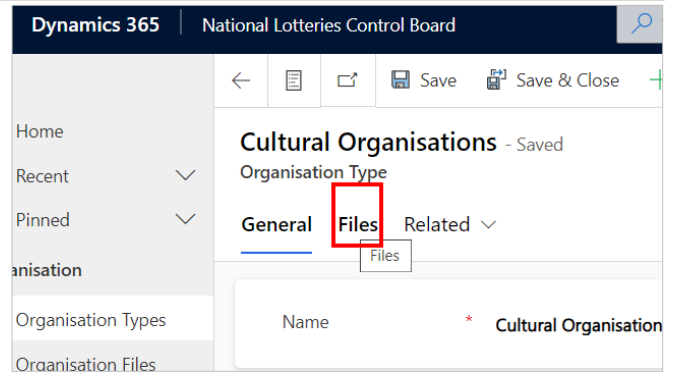
Click on the item **Organisation Types**



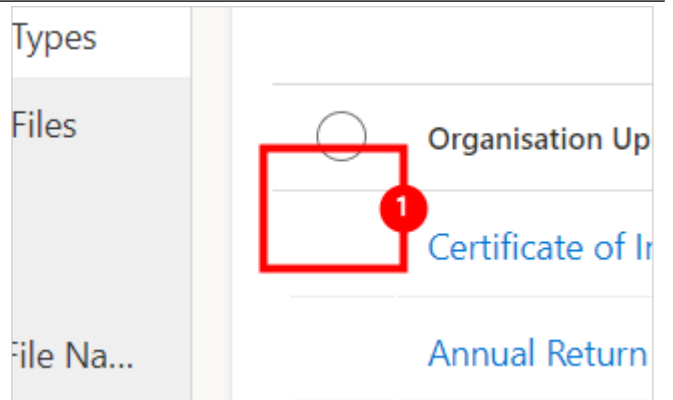
1. **Name:** Open an existing organisation type by clicking on the link in the name column



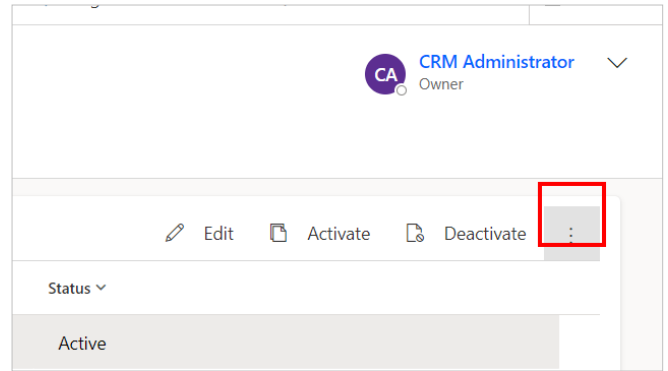
Click on the item **Files**



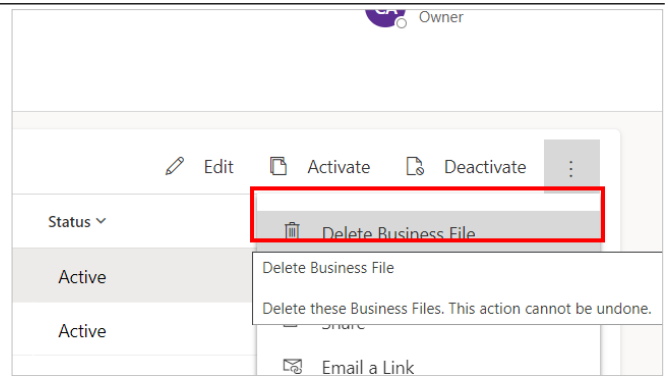
1. **Files:** Select an existing organisation upload file record



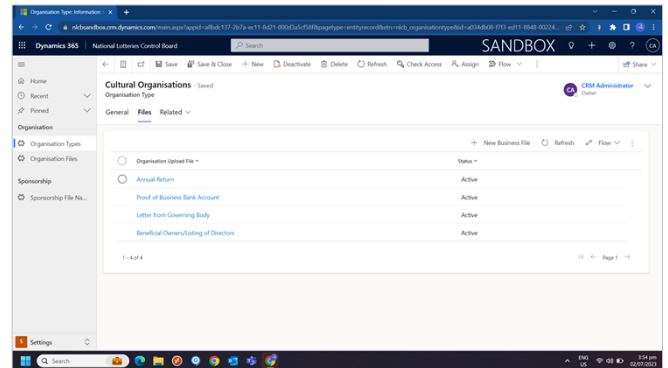
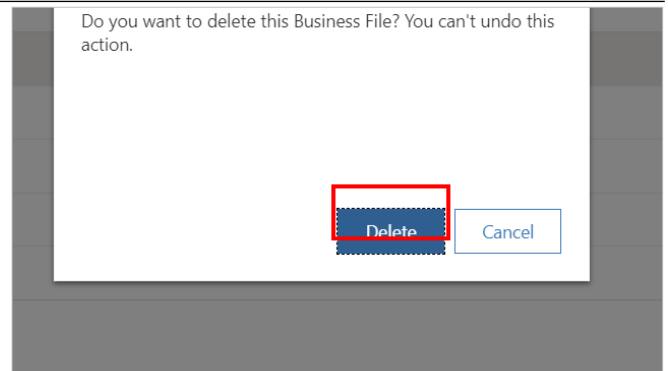
Click on the menu item **More commands for Business File**



Click on the menu item **Delete Business File**

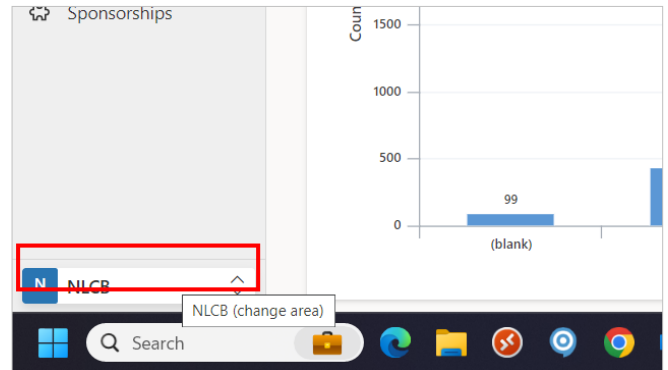


Click on the button **Delete**

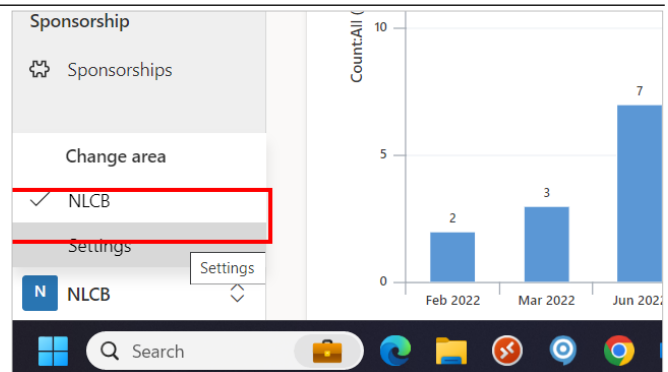


1.7. Add New Sponsorship File

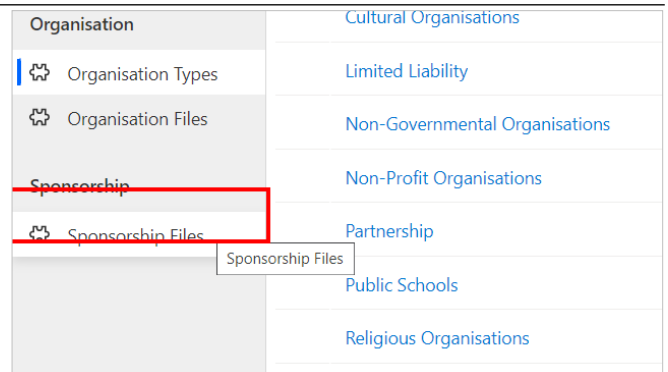
Click on the button **NLCB (change area)**



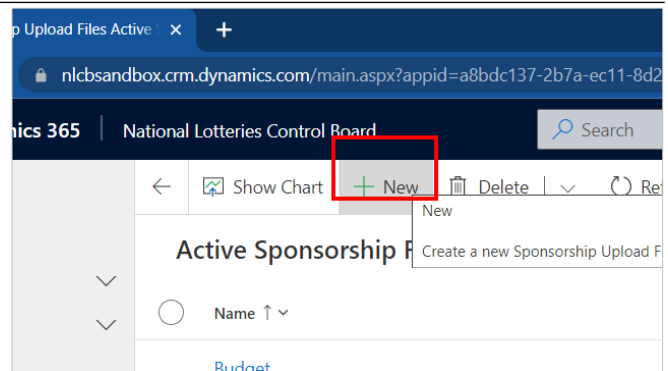
Click on the item **Settings**



Click on the item **Sponsorship Files**



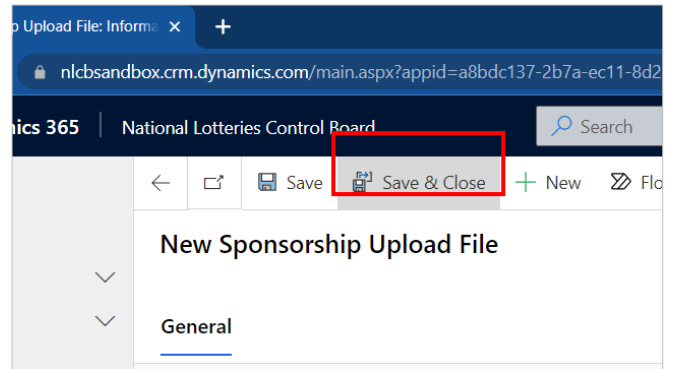
Click on the menu item **New**



1. **Name:** Input name of new sponsorship support file
2. **Description:** (Optional) Input a description for the sponsorship support file

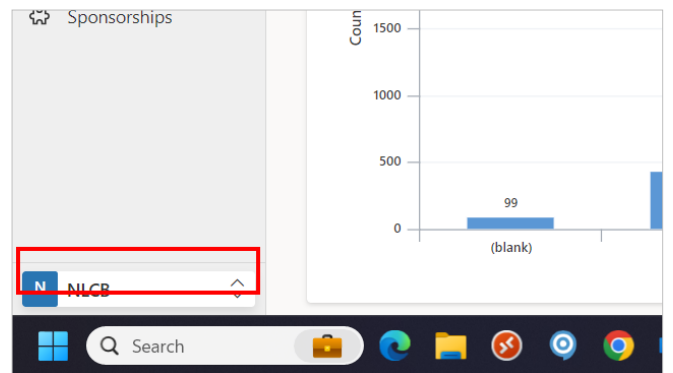


Click on the menu item **Save & Close**

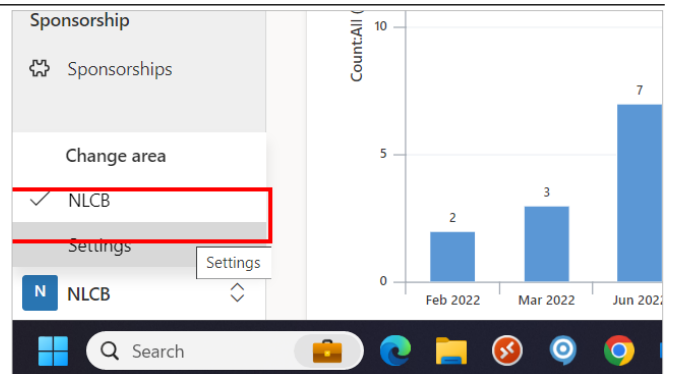


1.8. Update a Sponsorship File

Click on the button **NLCB (change area)**



Click on the item **Settings**



Click on the item **Sponsorship Files**



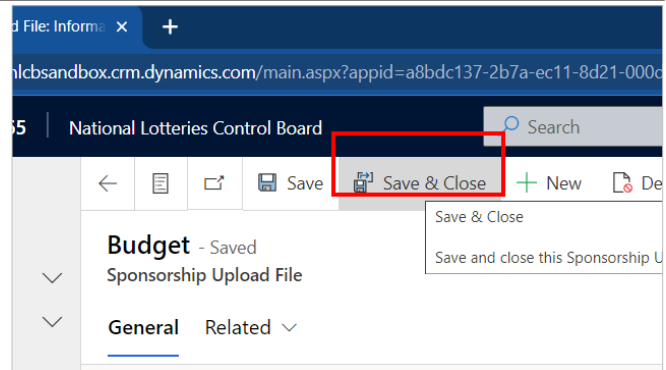
- Name:** Open an existing sponsorship file record by clicking on the link in the Name column



1. **Name:** Modify name of the file as necessary
2. **Description:** Modify the description for the file if necessary



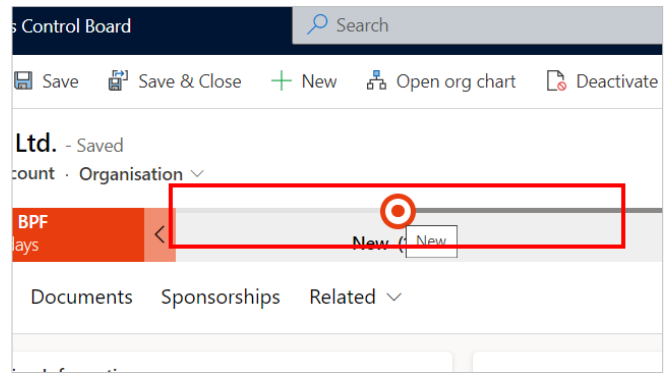
Click on the menu item **Save & Close**



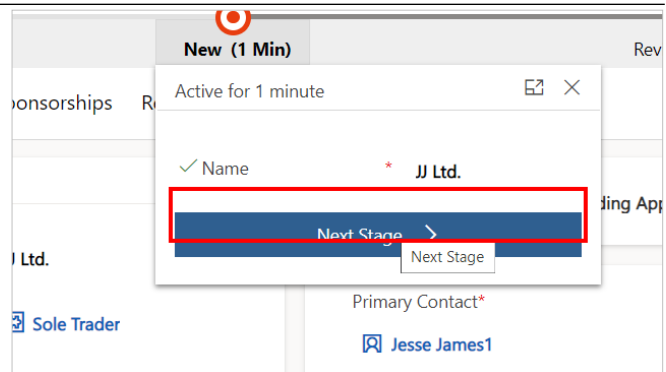
2. Organisation Registration

2.1. Approve or Reject Organisation

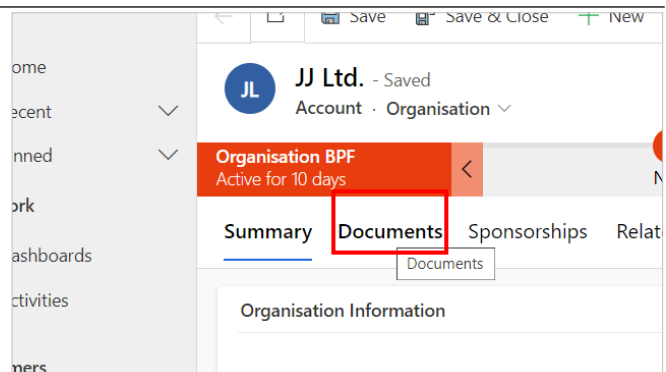
Click on the New Stage



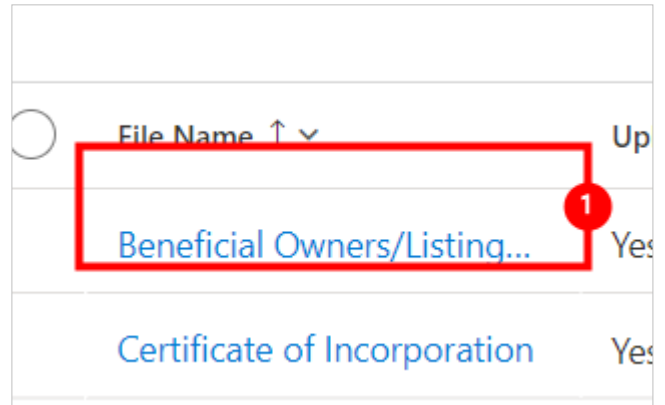
Click on the button **Next Stage**



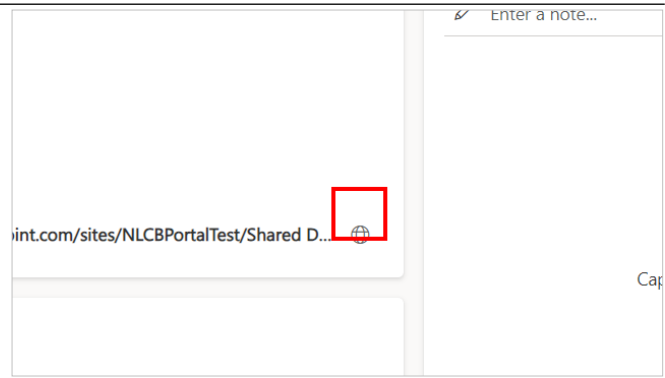
Click on the item **Documents**



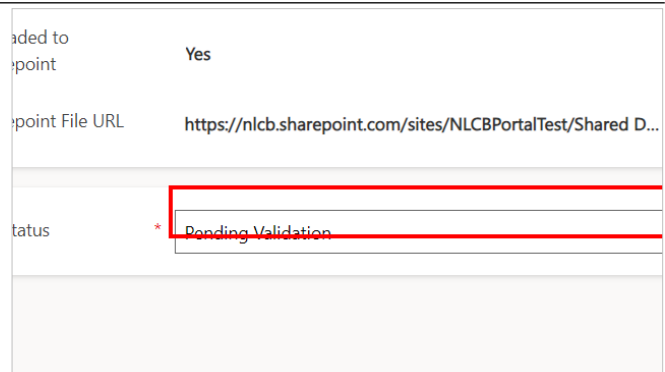
1. **File Name:** Open a file record by clicking on the link in the File Name column



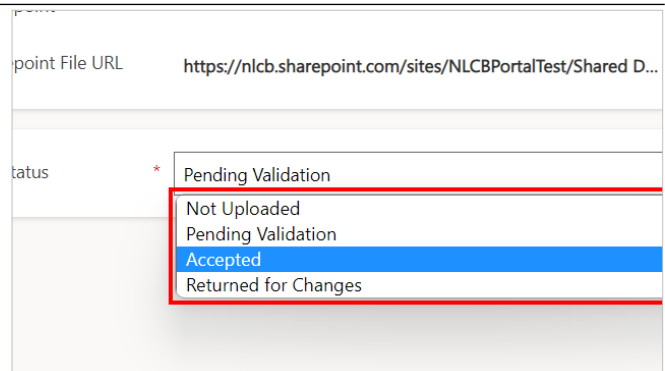
Click on **Sharepoint File URL**



Click on the field **File Status**

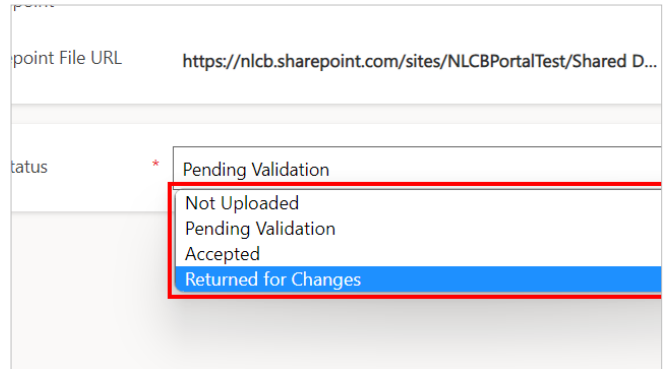


Click on the item **Accepted** in the list or

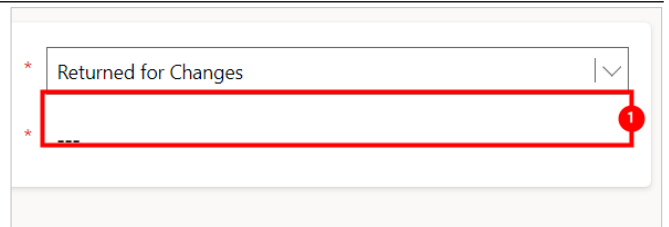


NLCB Sponsorship

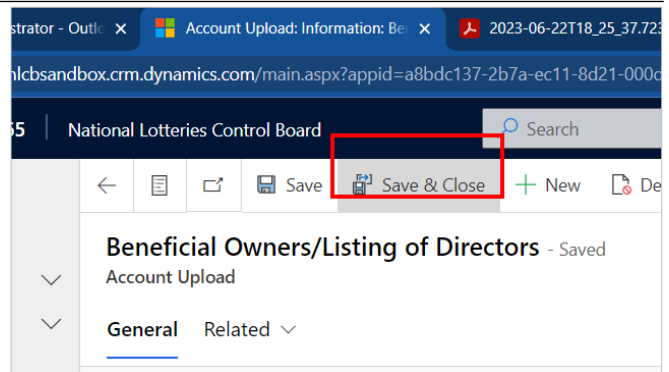
Click on the item **Returned for Changes** in the list



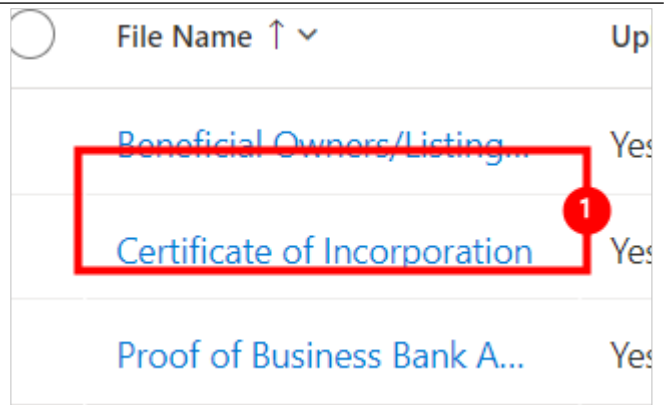
- 1. **Reason for Return:** If Returned for Changes is chosen then input a Reason for Return



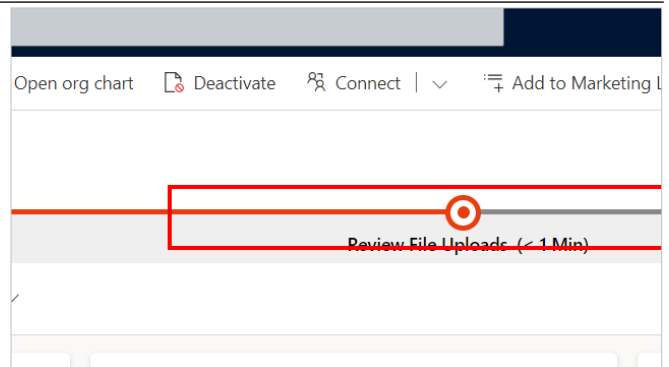
Click on the menu item **Save & Close**



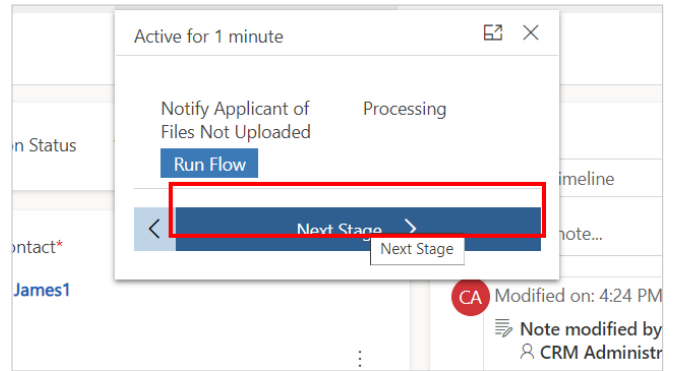
- 1. **File Name:** Repeat the last 7 steps for the remaining documents



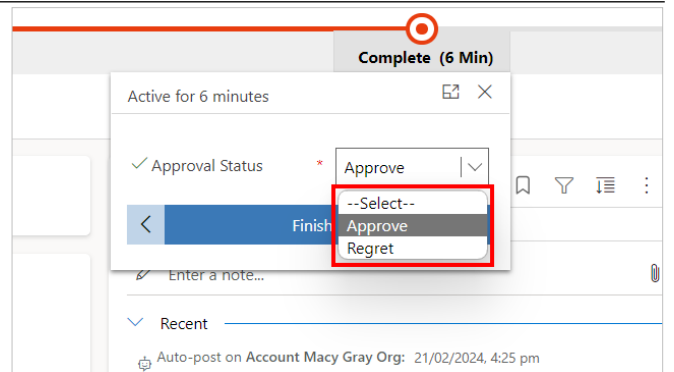
Click on the **Review File Uploads** stage



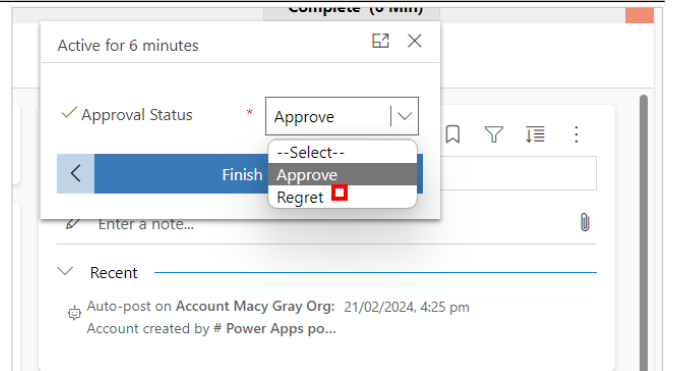
Click on the button **Next Stage**



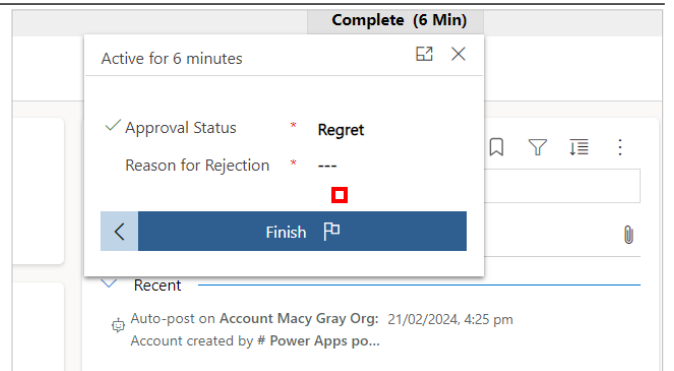
Click on the field **Approval Status**



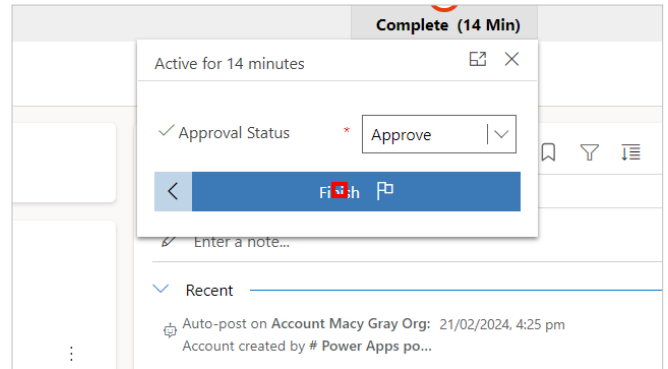
Click on **Approved** in the List or



Click on **Regret** and enter a **Reason for Rejection**



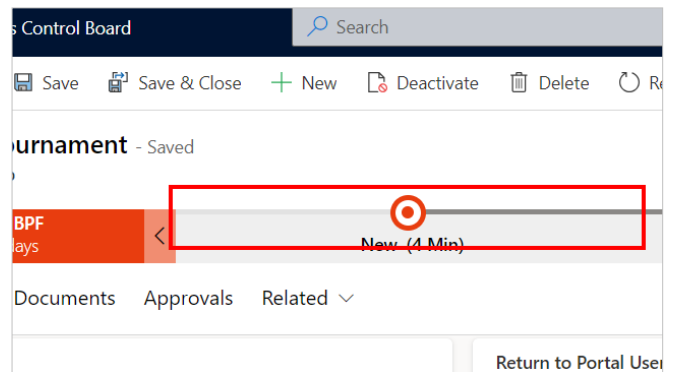
Click on the **Finish** button



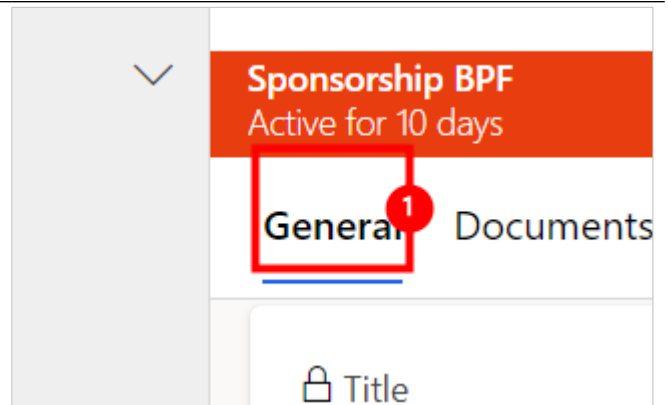
3. Sponsorship Request

3.1. Sponsorship New Stage

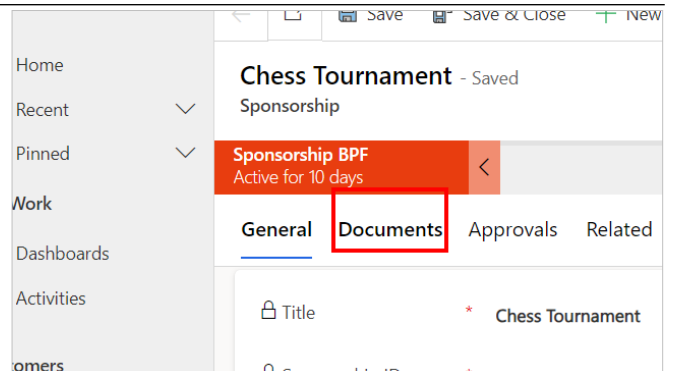
Click on the New Stage



1. **General:** Review the sponsorship data in the General tab



Click on the item **Documents**



NLCB Sponsorship

1. **File Name:** Open a sponsorship file record by clicking on the link in the File Name column

File Name ↑	Up
Budget	Yes
Sponsorship Proposal	Yes

Click on **File URL**

nt	Enter a note...
int.com/sites/NLCBPortalTest/Shared D...	Cap

Click on the field **File Status**

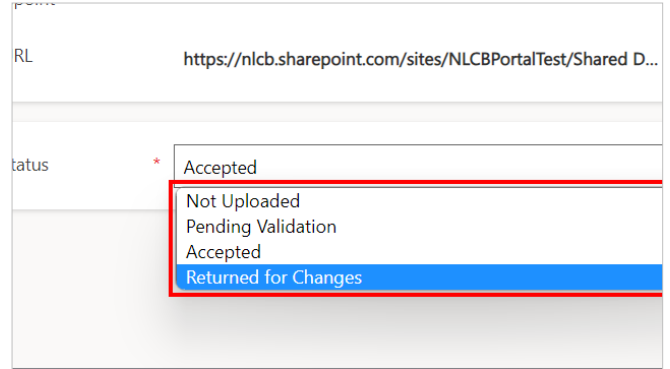
aded to point	Yes
URL	https://nlcb.sharepoint.com/sites/NLCBPortalTest/Shared D...
tatus *	Pending Validation

Click on the item **Accepted** in the list or

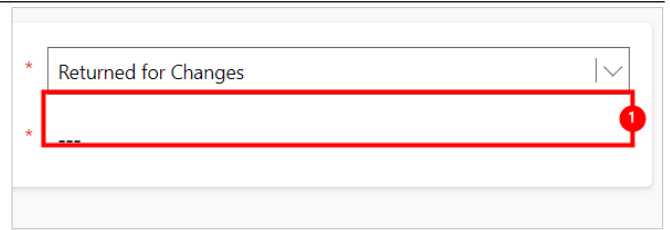
URL	https://nlcb.sharepoint.com/sites/NLCBPortalTest/Shared D...
tatus *	<ul style="list-style-type: none"> Pending Validation Not Uploaded Pending Validation Accepted Returned for Changes

NLCB Sponsorship

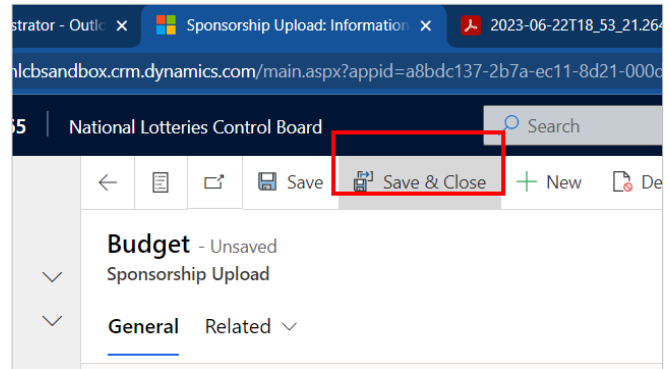
Click on the item **Returned for Changes** in the list



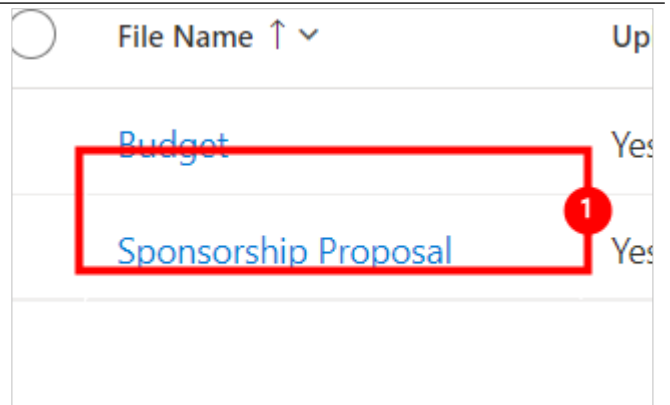
1. **Reason for Return:** If Returned for Changes is chosen then input a Reason for Return



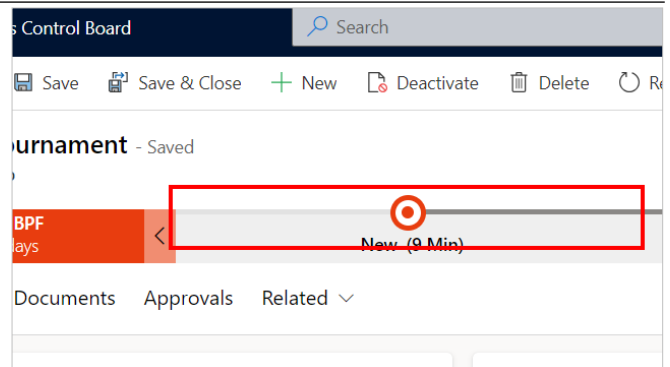
Click on the menu item **Save & Close**



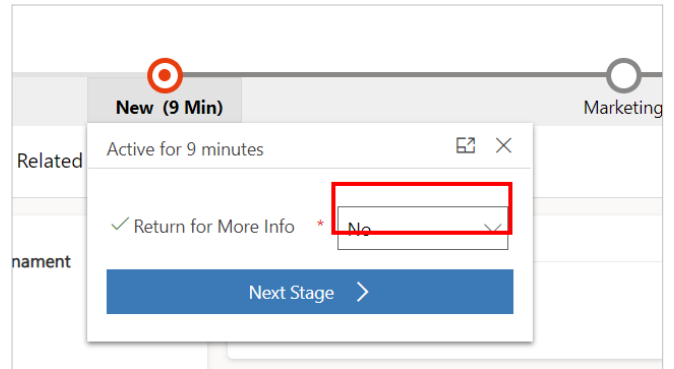
1. **File Name:** Repeat the last 7 steps for the remaining documents



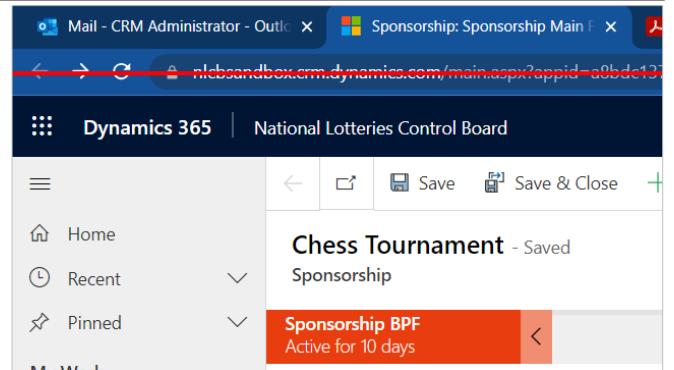
Click on the New Stage



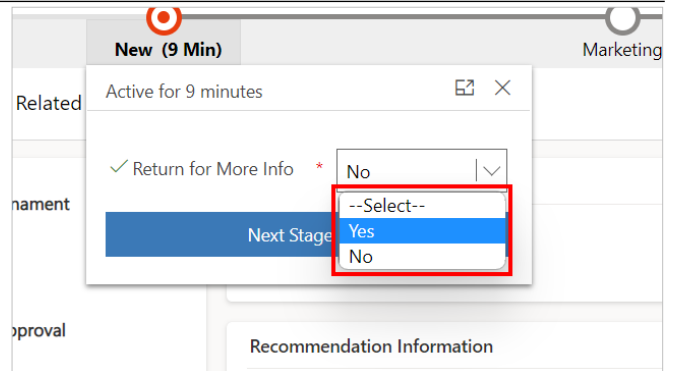
Click on the field **Return for More Info**



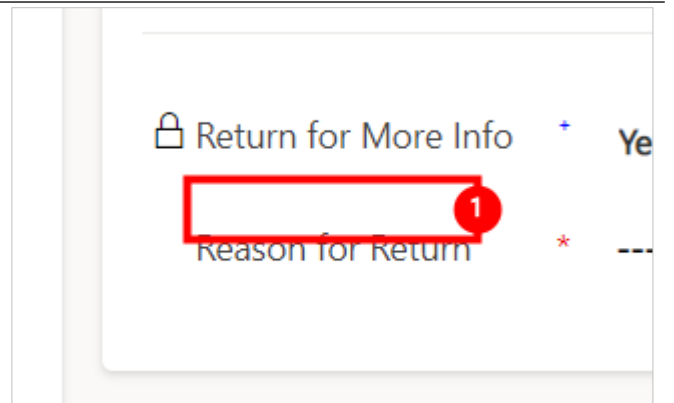
Click on the item **No** in the list or



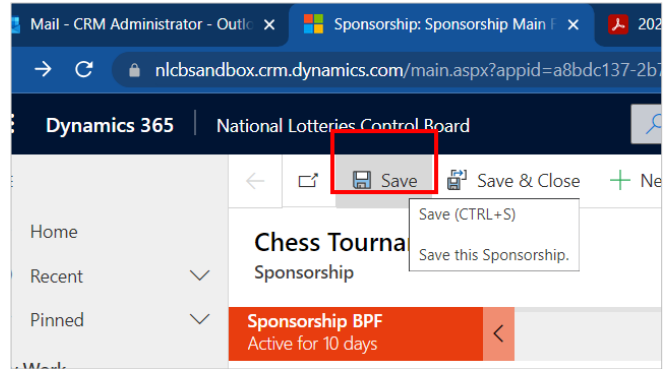
Click on the item **Yes** in the list



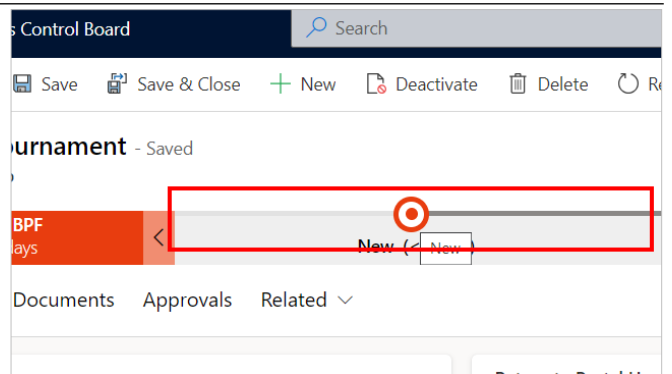
1. **Reason for Return:** If Yes was chosen then input a Reason for Return



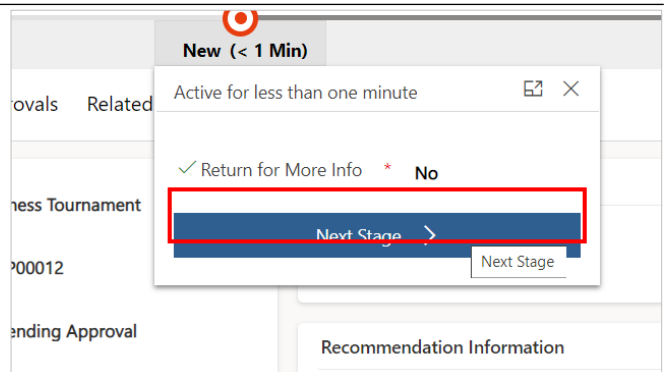
Click on the menu item **Save**



Click on the New Stage

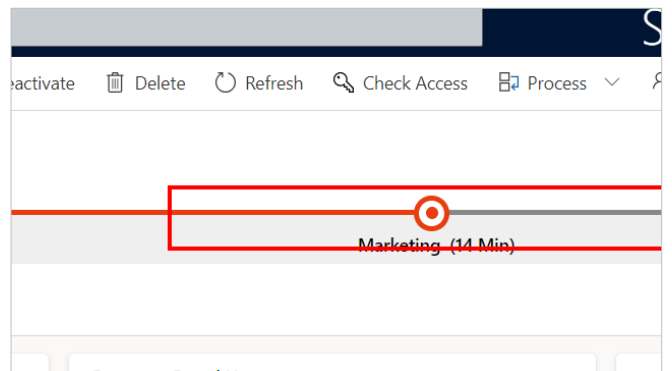


Click on the button **Next Stage**

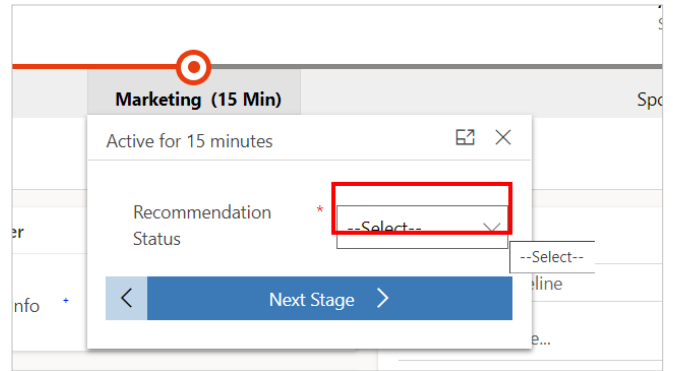


3.2. Sponsorship Marketing Stage

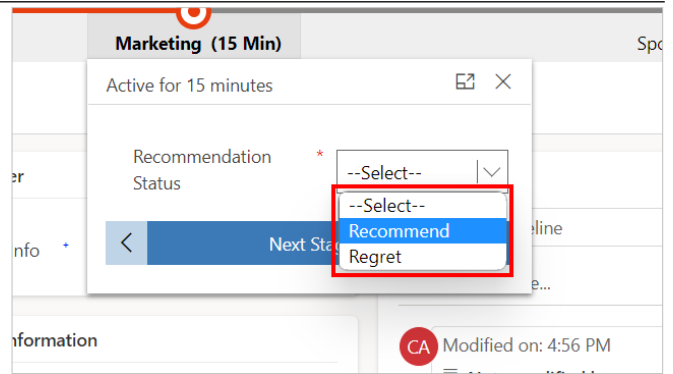
Click on the **Marketing stage**



Click on the field **Recommendation Status**

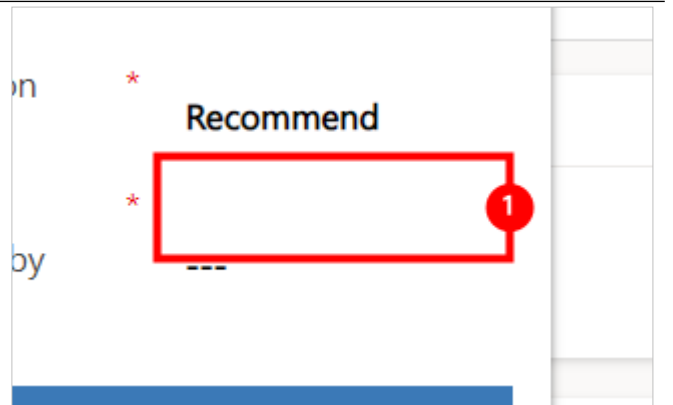


Click on the item **Recommend** in the list

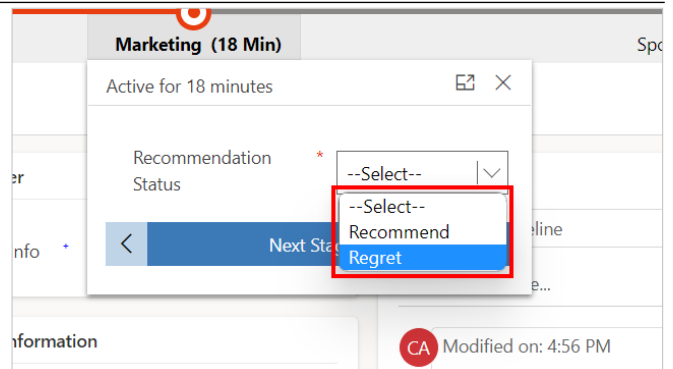


Enter amount recommended by MPRO

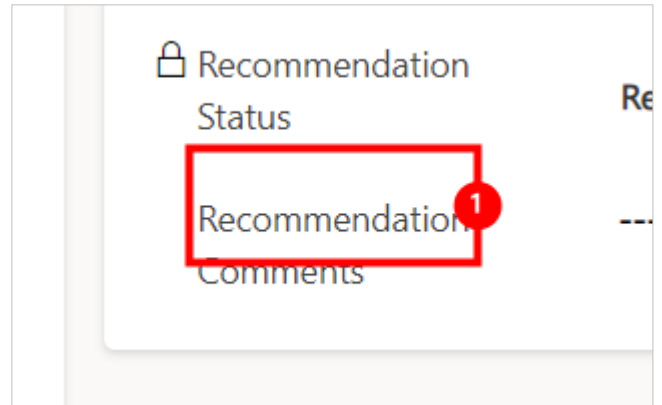
1. **Amount Recommended by MPRO:** Enter amount recommended by MPRO



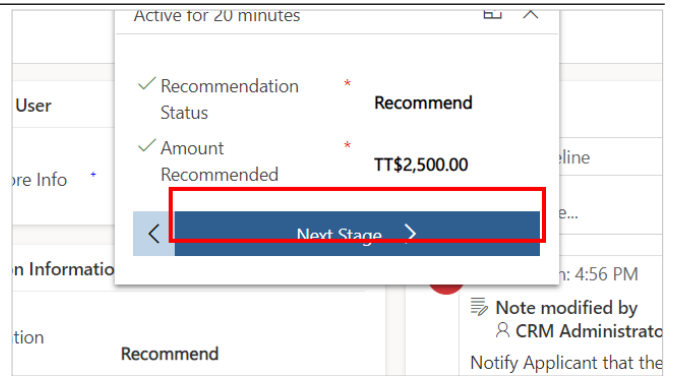
or Click on the item **Regret** in the list



1. **Recommendation Comments:** (Optional)
Input Recommendation Comments

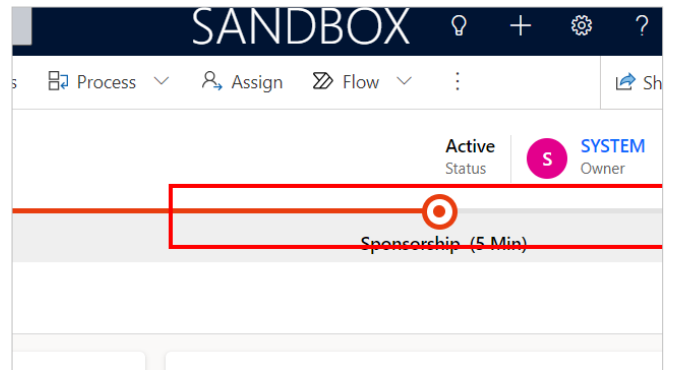


Click on the button **Next Stage**

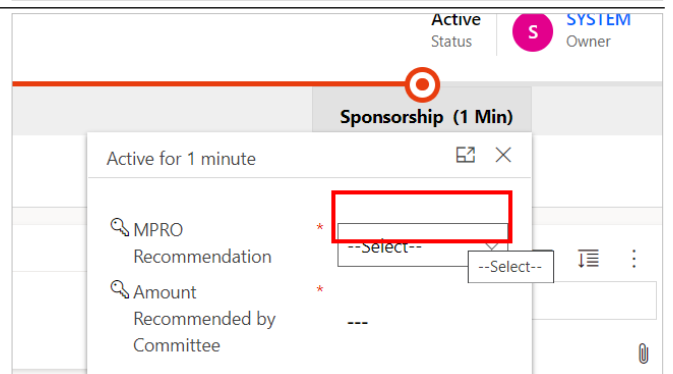


3.3. Sponsorship Sponsorship Stage

Click on the Sponsorship Stage

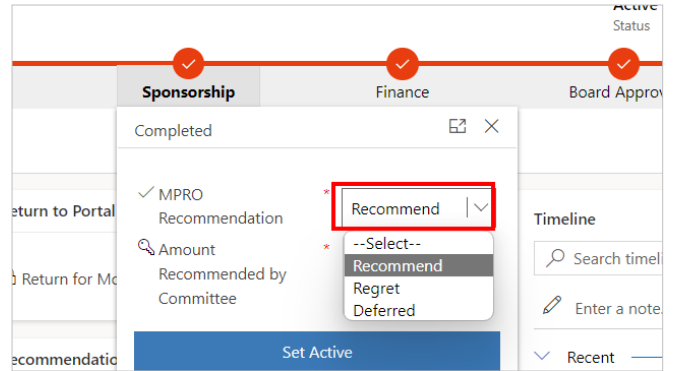


Click on the field **MPRO Recommendation**

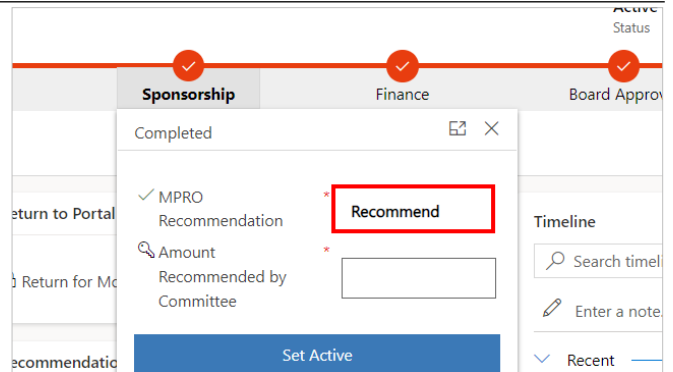


NLCB Sponsorship

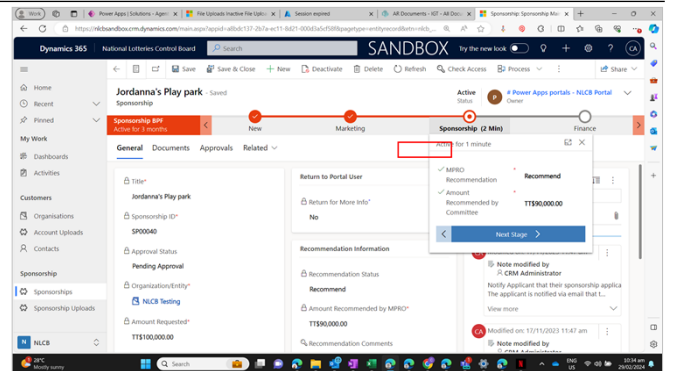
Click on the item **Recommend** in the list



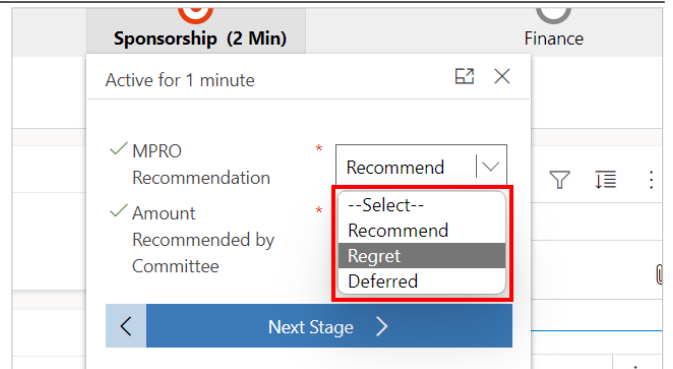
Enter the **Amount Recommended by Committee**



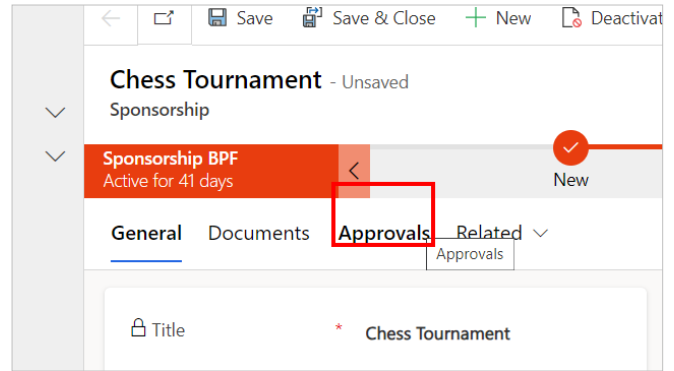
Click **Next Stage**



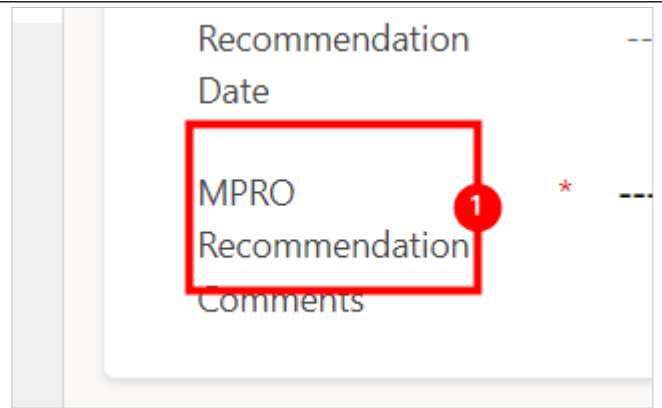
Or Click on the item **Regret** in the list



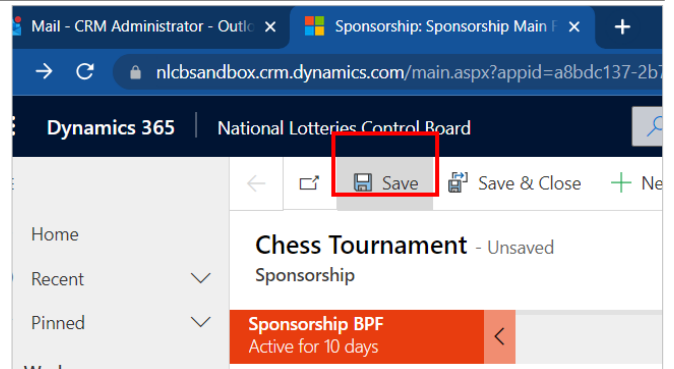
Click on the item **Approvals**



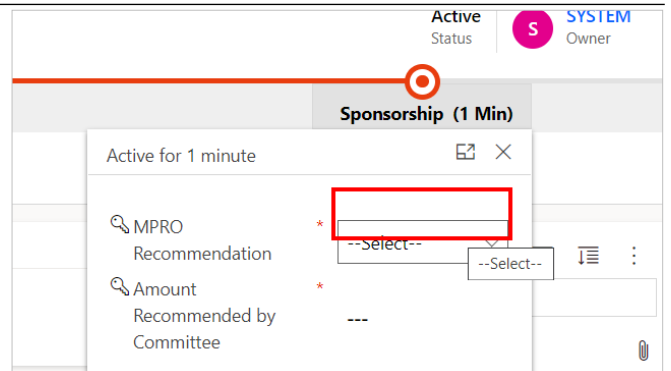
1. **MPRO Recommendation Comments:** Input a reason for recommending Regret



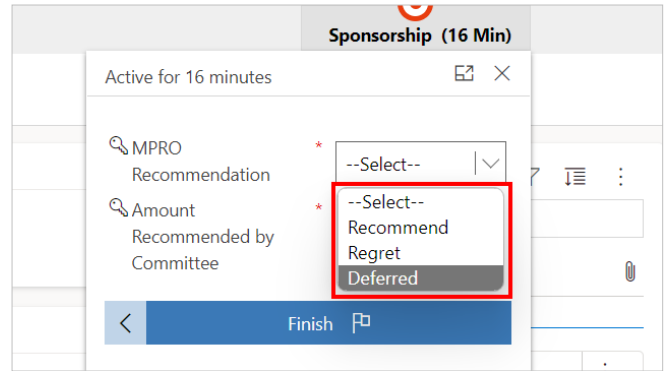
Click on the menu item **Save**



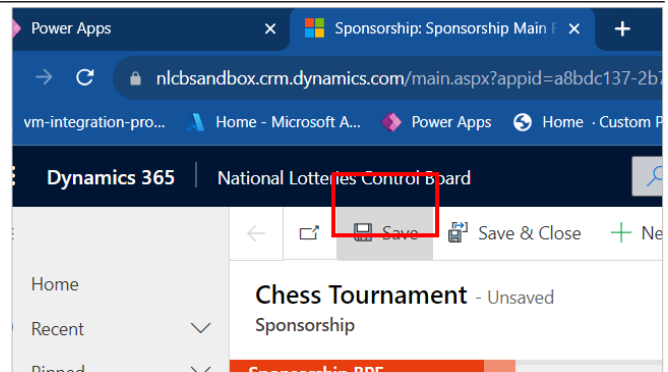
Or click on the field **MPRO Recommendation**



Click on the item **Deferred** in the list

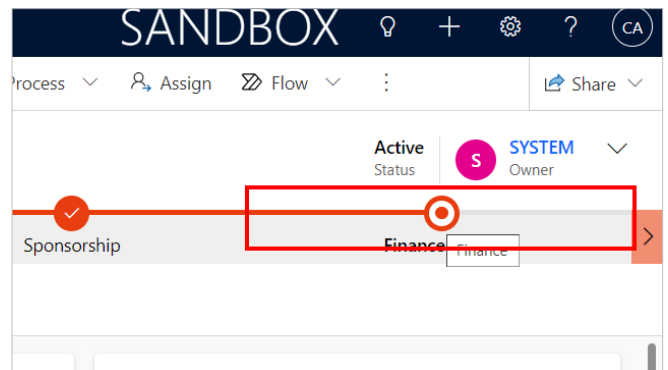


Click on the menu item **Save**

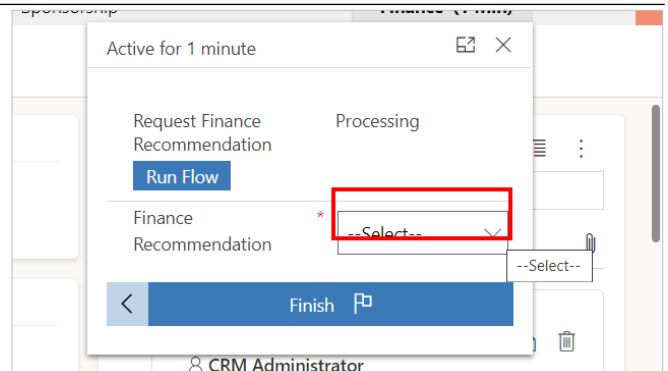


3.4. Sponsorship Finance Stage

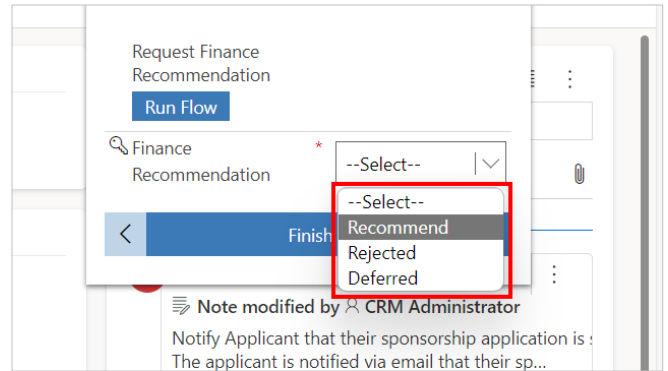
Click on the **Finance** stage



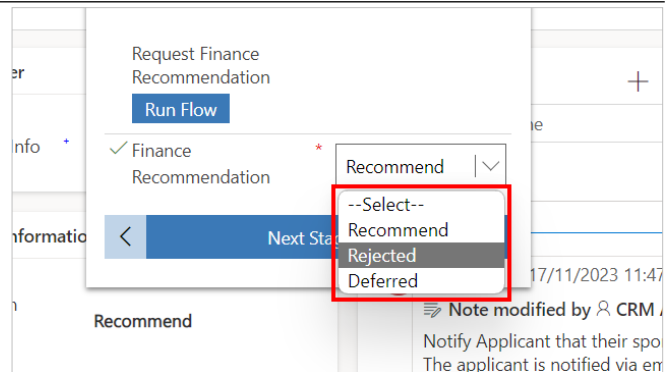
Click on the field **Finance Recommendation**



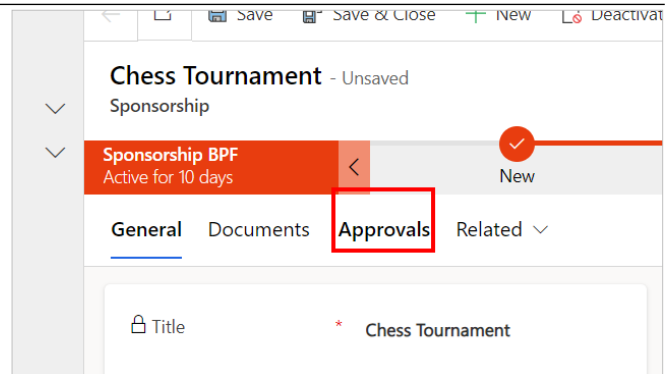
Click on the item **Recommend** in the list



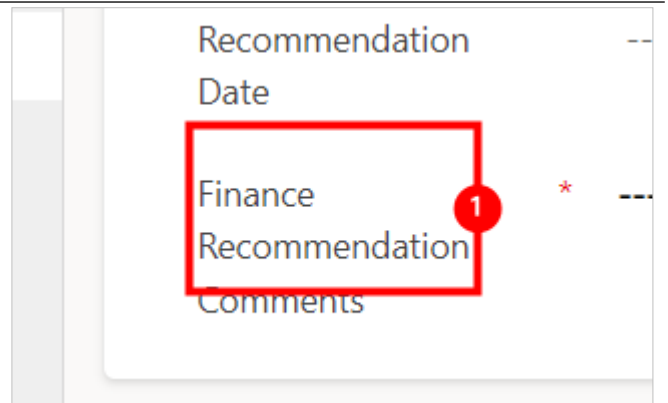
Or Click on **Rejected** item in the list



Click on the item **Approvals**

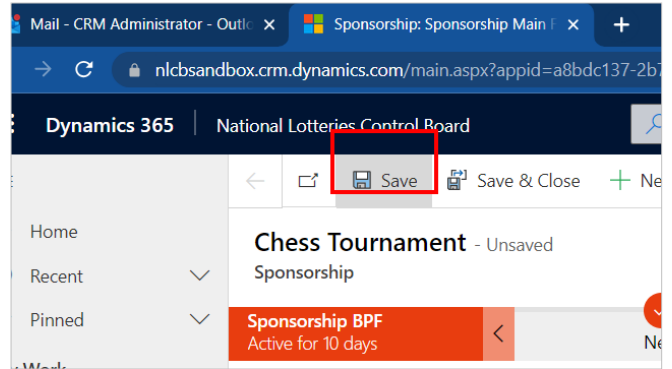


1. **Finance Recommendation Comments:**
Input reason for finance recommending Rejection

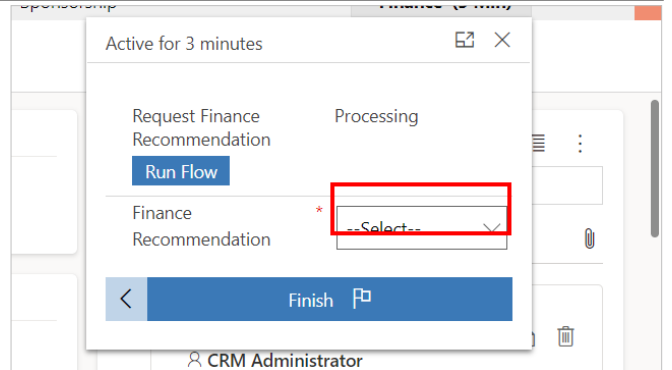


NLCB Sponsorship

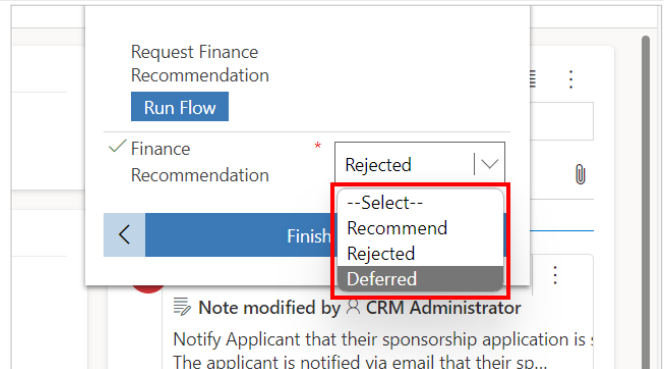
Click on the menu item **Save**



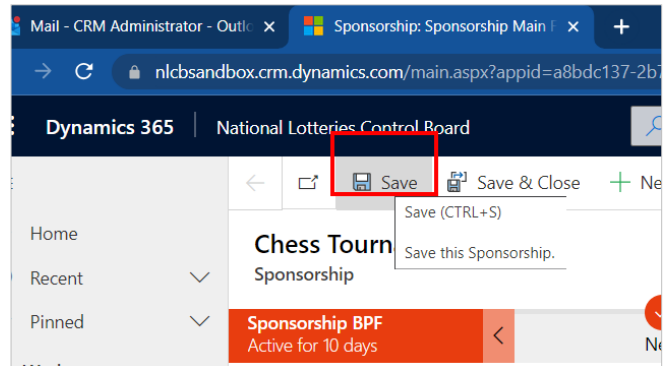
Or Click on the field **Finance Recommendation**



Click on **Deferred** item in the list

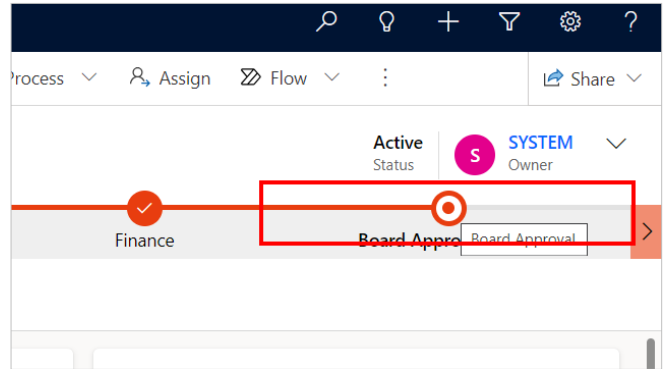


Click on the menu item **Save**

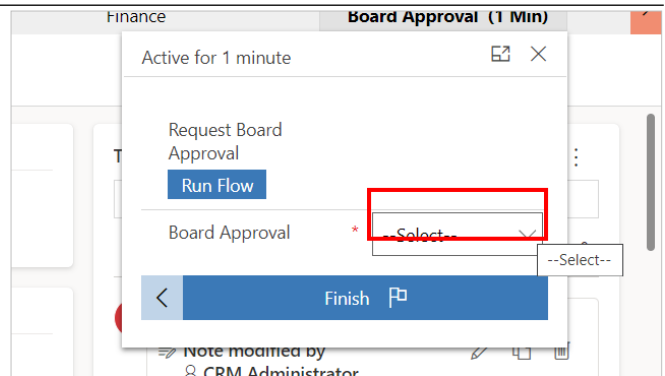


3.5. Sponsorship Board Approval Stage

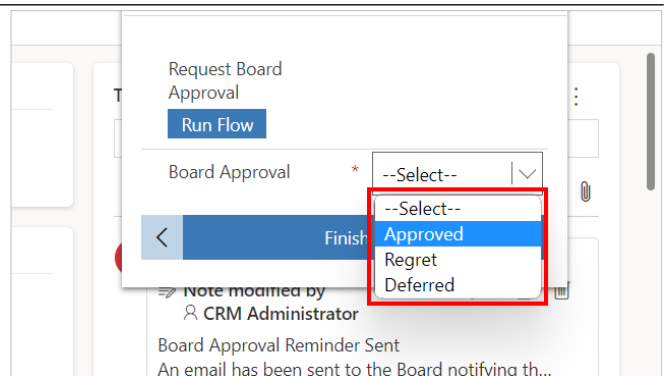
Click on the **Board Approval** stage



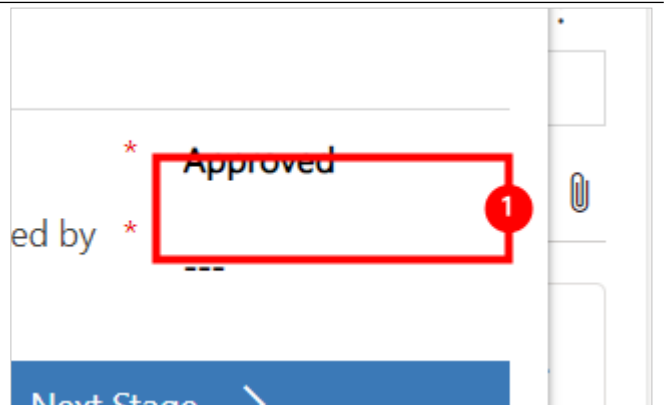
Click on the field **Board Approval**



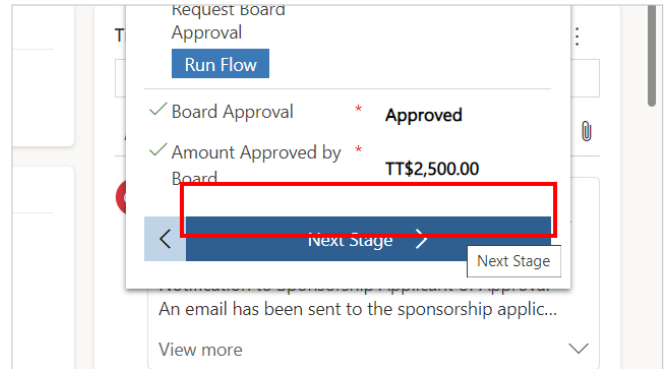
Click on the item **Approved** in the list



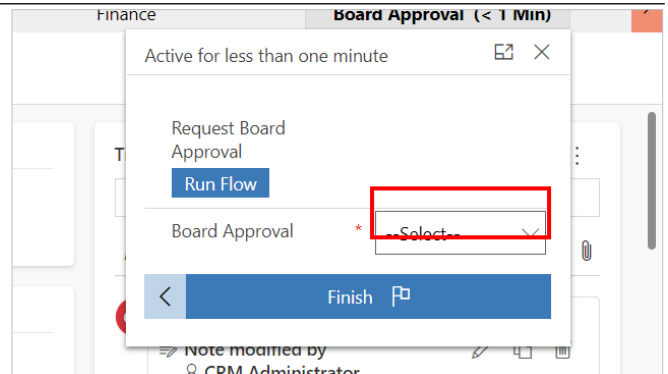
1. **Amount Approved by Board:** Input the amount approved by the board



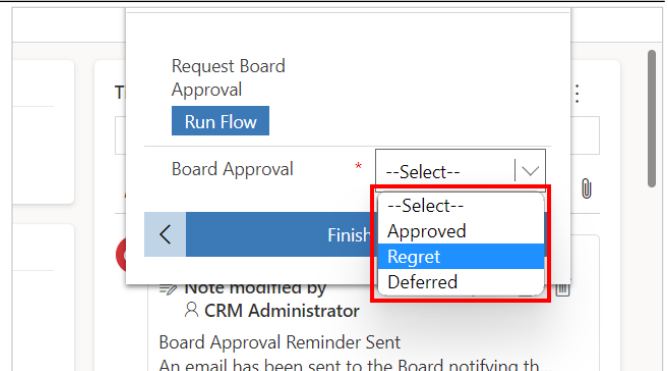
Click on the button **Next Stage**



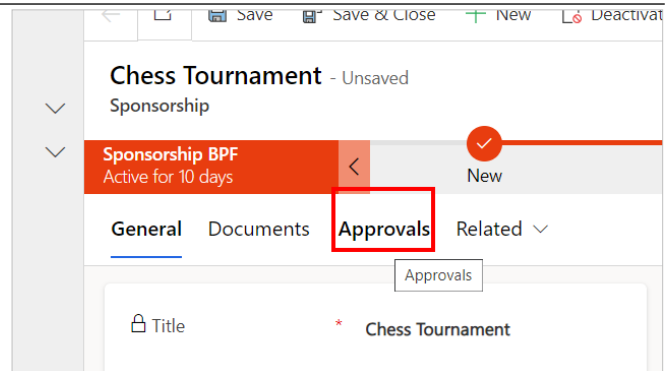
Or click on the field **Board Approval**



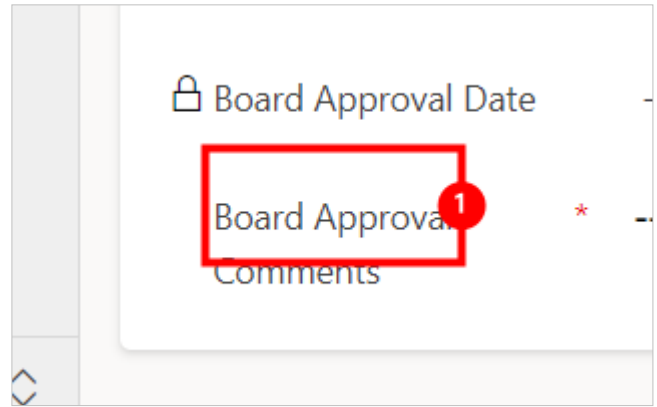
Click on the item **Regret** in the list



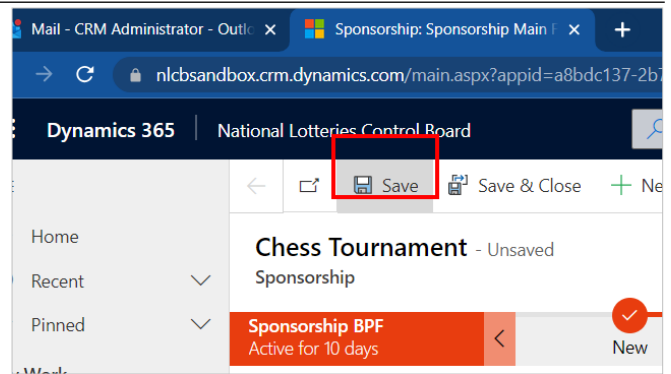
Click on the item **Approvals**



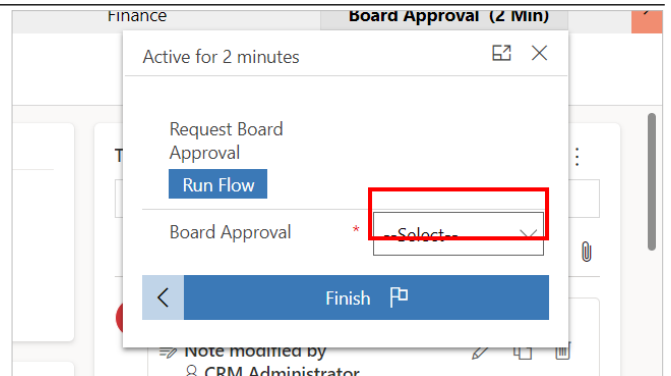
- 1. **Board Approval Comments:** Input reason for Board's Regret



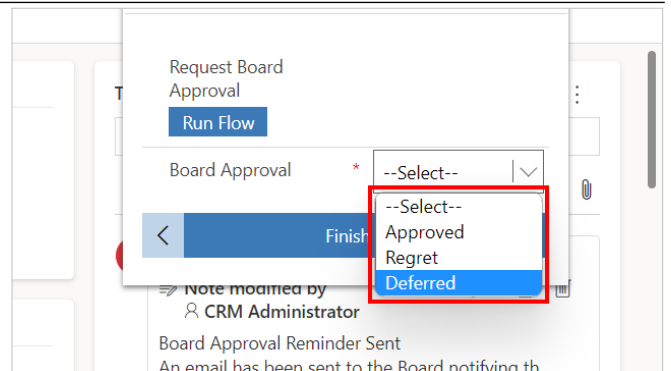
Click on the menu item **Save**



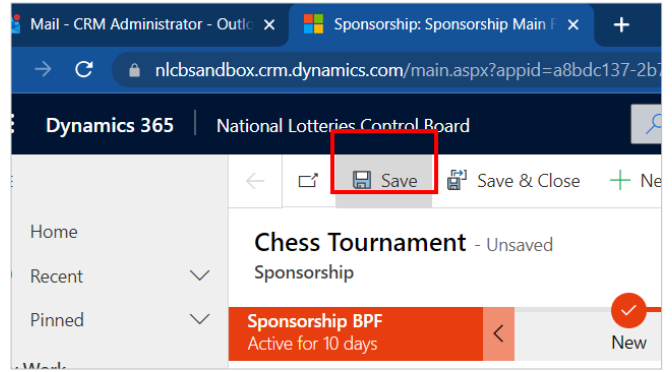
Or click on the field **Board Approval**



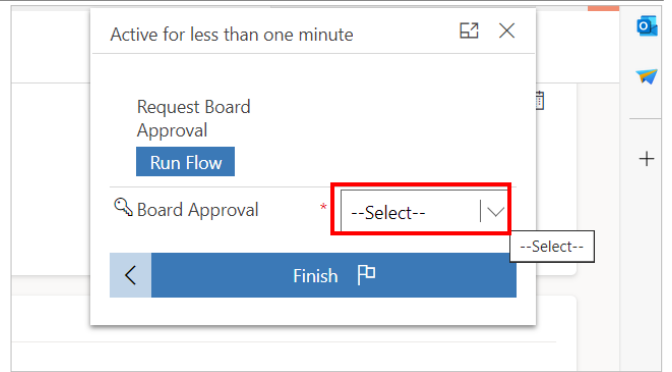
Click on the item **Deferred** in the list



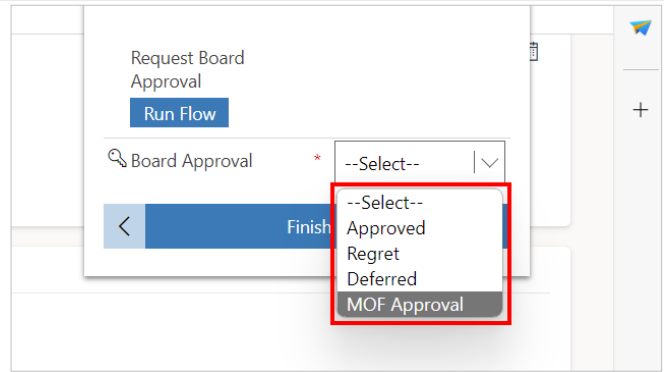
Click on the menu item **Save**



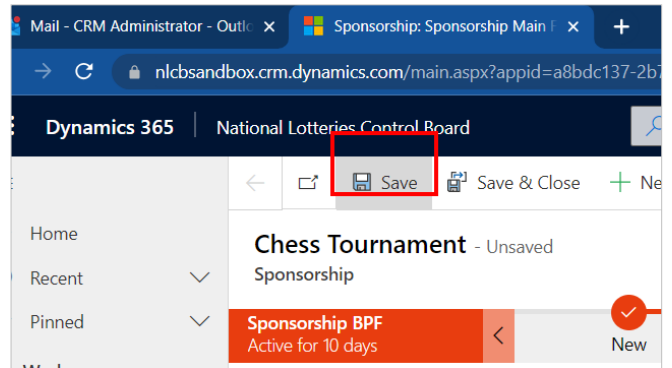
Or Click on the field **Board Approval**



Click on the item **MOF Approval** in the list

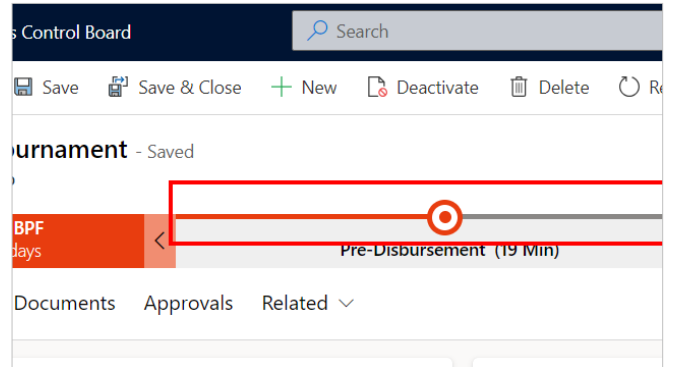


Click on the menu item **Save**

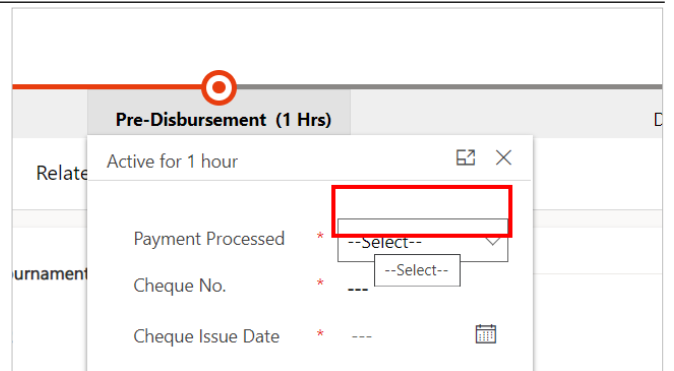


3.6. Sponsors. Pre-Disbursement

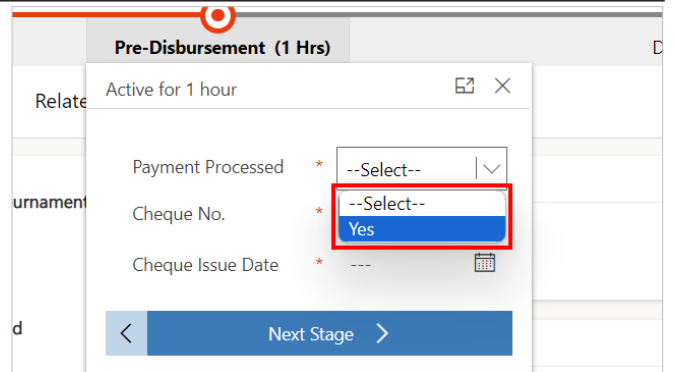
Click on the **Stage: Pre-Disbursement**



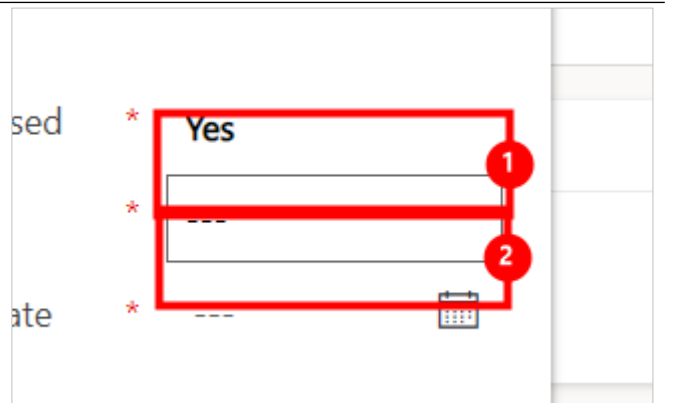
Click on the field **Payment Processed**



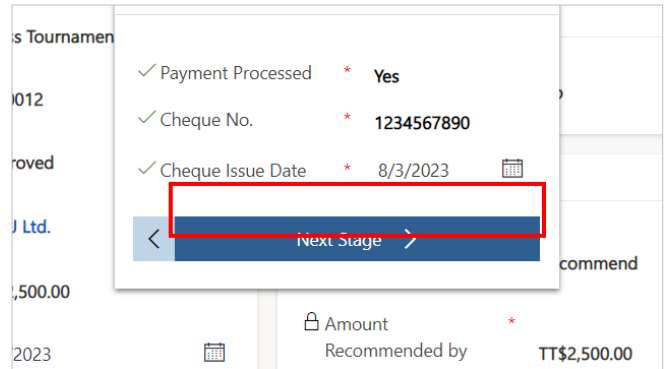
Click on the item **Yes** in the list



1. **Cheque No.:** Enter cheque ID number
2. **Date of Cheque Issue Date:** Enter Check Issue Date

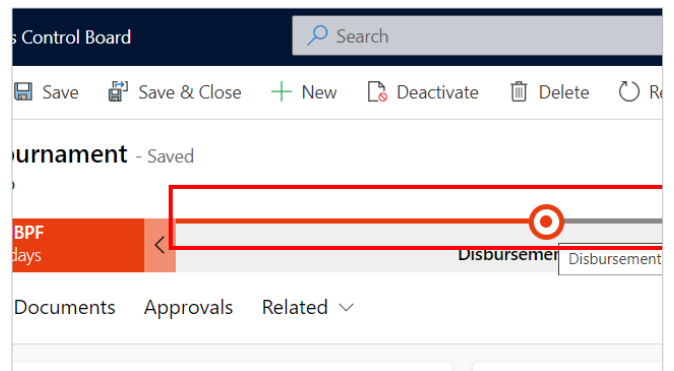


Click on the button **Next Stage**

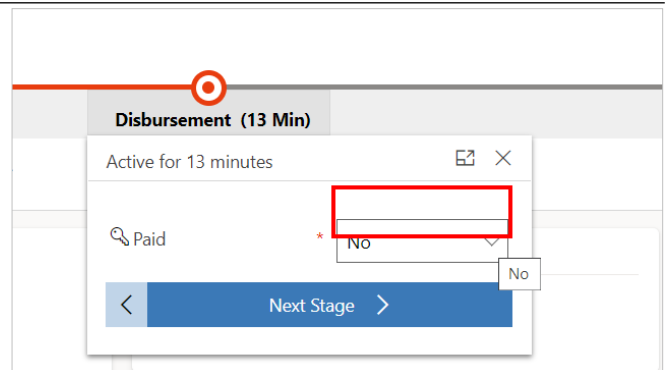


3.7. Sponsors. Disbursement

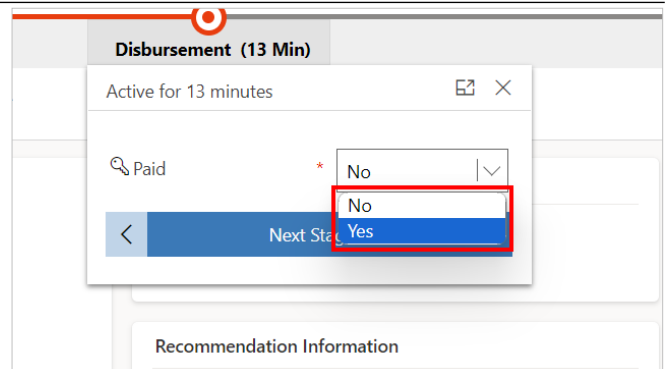
Click on the **Stage: Disbursement**



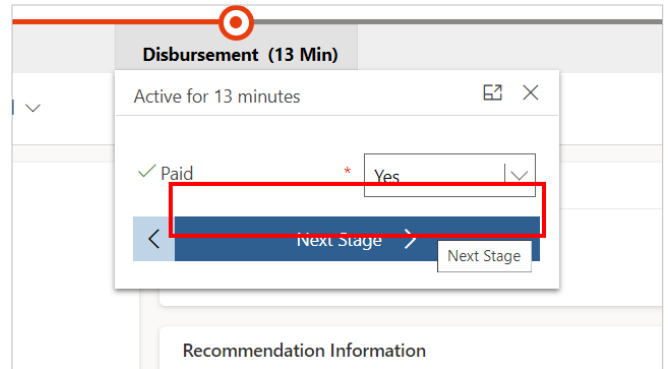
Click on the field **Paid**



Click on the item **Yes** in the list

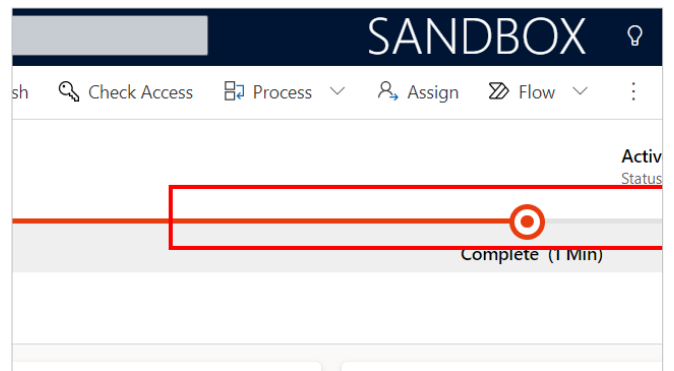


Click on the button **Next Stage**

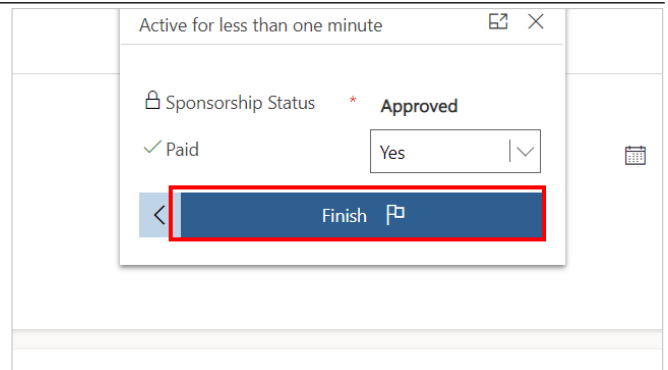


3.8. Sponsorship Complete Stage

Click on the **Stage: Complete**



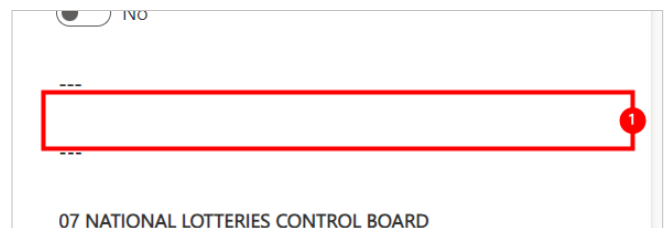
Click on the button **Finish**



4. Finance - Sponsorship Voucher

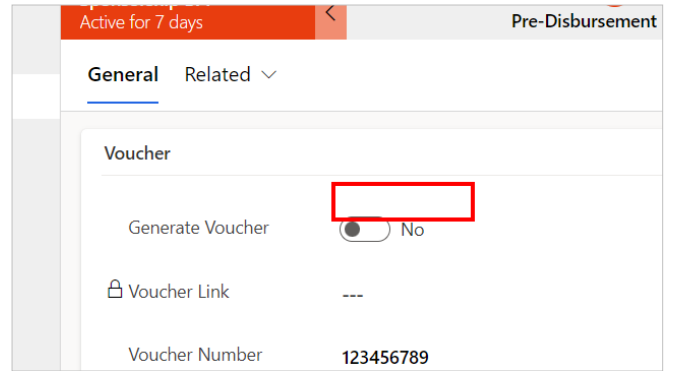
4.1. Sponsorship Generate Voucher

1. **Voucher Number:** Enter voucher number

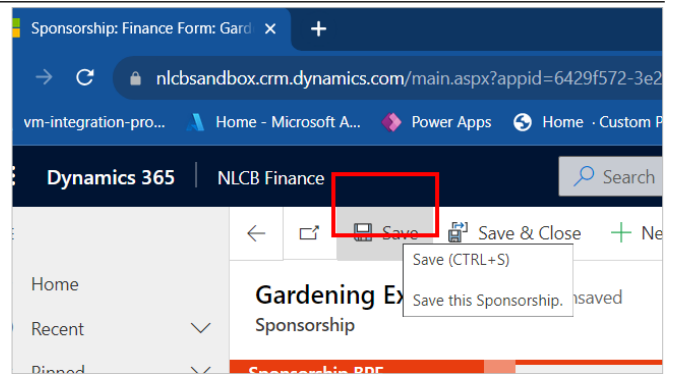


NLCB Sponsorship

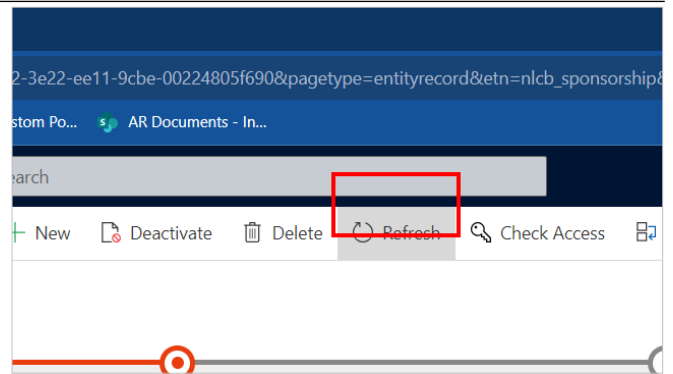
Toggle the field **Generate Voucher to Yes**



Click on the menu item **Save**



Click on the menu item **Refresh**



Click on **Voucher Link**

