

COMPONENTS OF akoyaGO



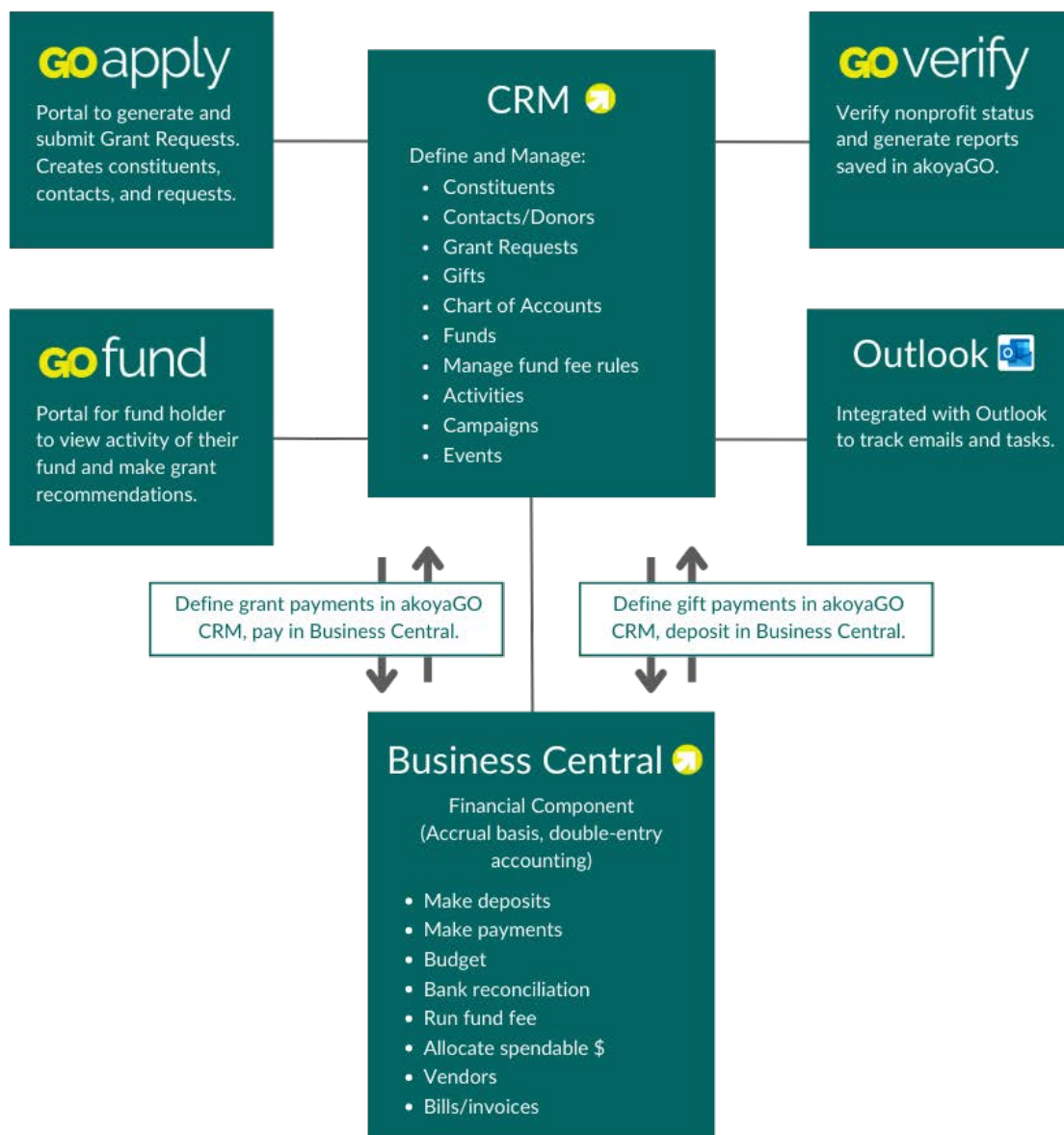
A QUICK REFERENCE GUIDE FOR akoyaGO

INTRODUCTION

This guide gives a brief overview of the different components of akoyaGO.

DEFINITION

These are the major components of akoyaGO.



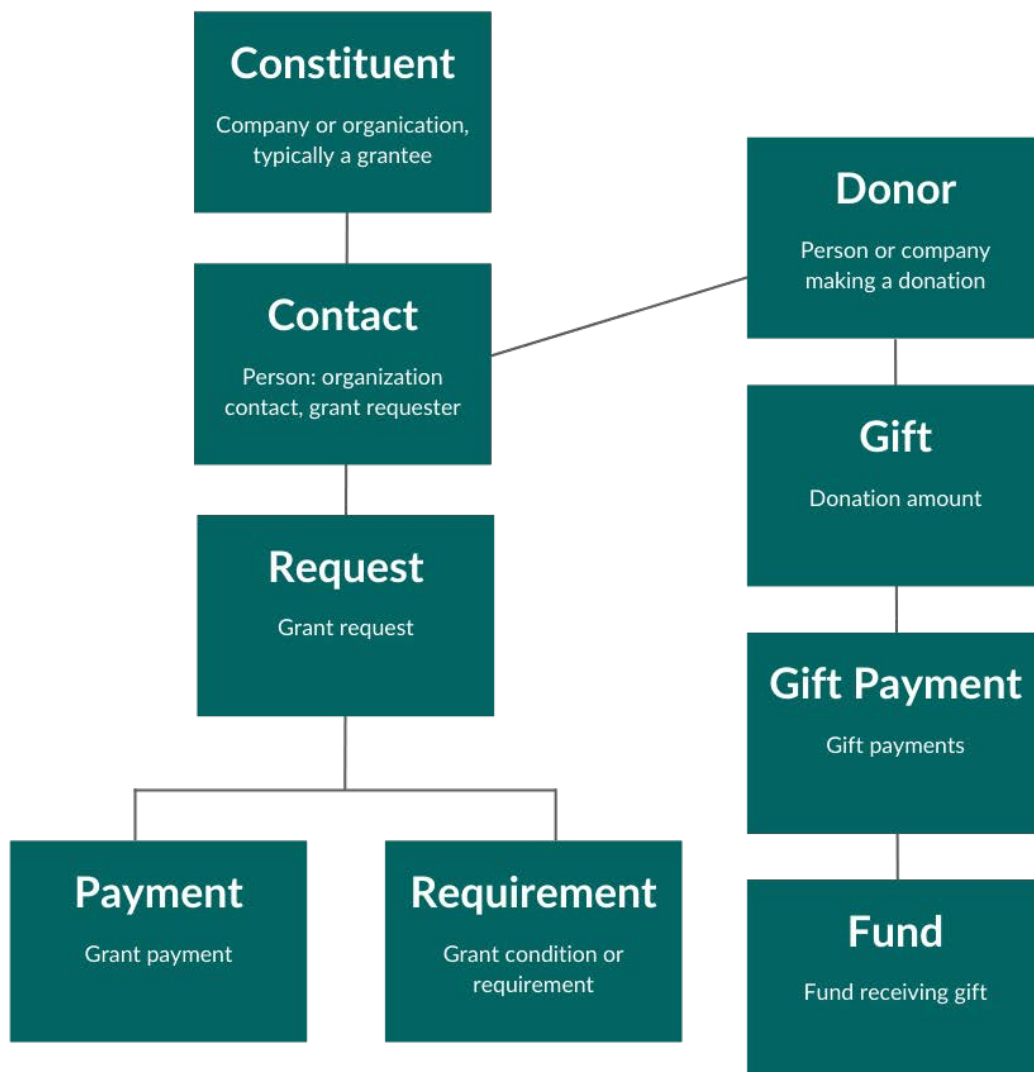
OVERVIEW

akoyaGO has 4 major components. Each component is considered a **workplace** in akoyaGO.

- **CRM:** Contact and Constituent relationship management is integral with akoyaGO. Having all parts of our database linked provides the ability to understand your data and helps you develop strategies for fundraising and managing grants.
- **Grants Management:** Grants management covers grant requests and scholarships. Key features in this workplace includes programs, concepts, proposals, funding opportunities as well as tracking outcomes to better determine the success of your grant programs.
- **Donor Management:** Donor management covers fundraising and gifts. Key features include managing your donor gifts as well as developing prospects and donor opportunities. To aid in this process there are interest areas, campaigns, and event management.
- **Fund Management:** Fund management covers your funds, accounts, and interfund transactions. All accounting related features are part of this component.

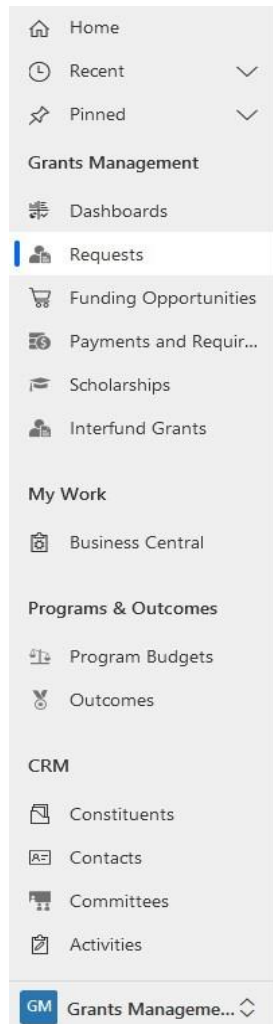
ENTITIES

Data components in akoyaGO are referred to as entities. The major entities and their relationships are shown below.

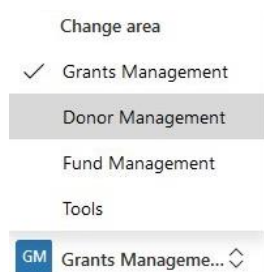


NAVIGATING

To make navigation between components easier, the navigation bar to the left of your screen allows you to navigate to different workplaces and entities. The navigation bar has constant links at the top and workplace.



The bottom part of the navigation bar remains consistent. It groups entities related to the workplace, such as Constituents and Contacts. The example below shows the Grants Management workplace and lists entities such as Requests, Payments, and Scholarships.



To change your workplace, click on the workplace name at the bottom of the navigation bar. It will display all workplaces. Select the workplace you want to use, and the workplace will change and display entities related to that workplace.

If you have any questions, please contact support@akoyago.com or 877-767-6703 and we're happy to help!