



SSR Donor Management System

User Guide

Manage donors, donations, mosque collections, Gift Aid, and reports

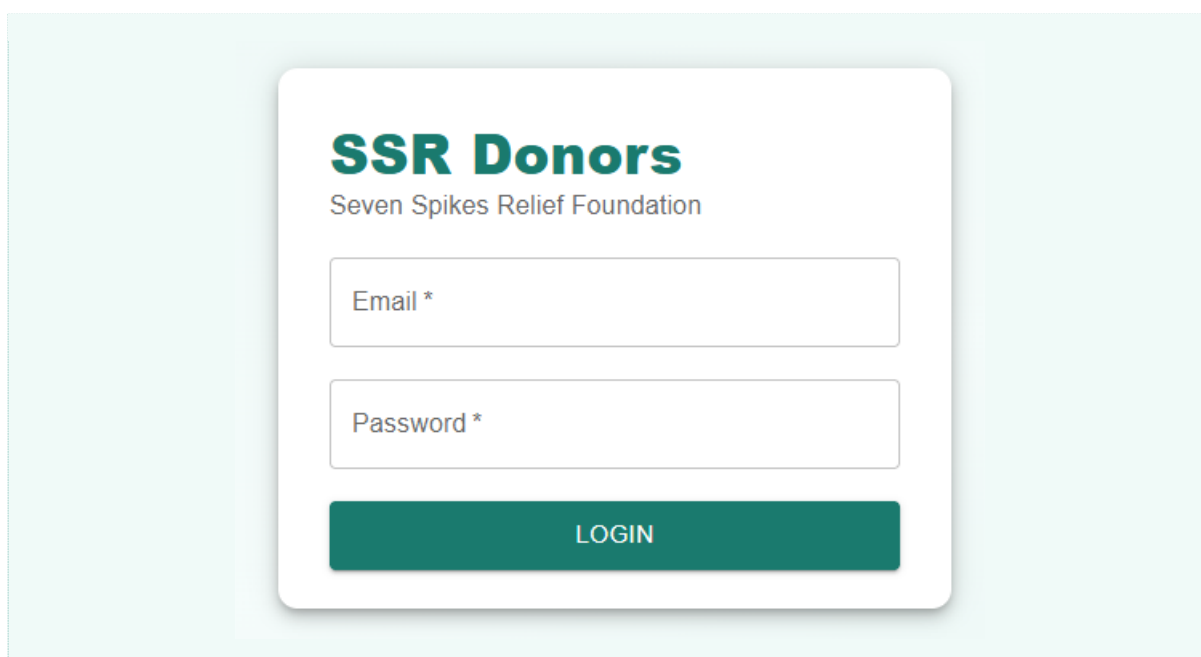
Version 1.0 • 2026

1. Getting Started

The SSR Donor Management System is a web-based platform that manages all donor records, donations, mosque collection events, Gift Aid declarations, and financial reports for Seven Spikes Relief Foundation.

1.1 How to Access

- Open your browser and go to <https://donors.ssrprojects.online/login>
- Enter your email address and password.
- Click Sign In.

A screenshot of the SSR Donors login page. The page has a light teal background. In the center is a white rounded rectangle containing the login form. At the top of the form, it says "SSR Donors" in bold teal, followed by "Seven Spikes Relief Foundation" in a smaller teal font. Below this are two input fields: "Email *" and "Password *". At the bottom of the form is a dark teal button with the word "LOGIN" in white capital letters.

SSR Donors
Seven Spikes Relief Foundation

Email *

Password *

LOGIN

1.2 User Roles

There are three types of users:

Role	Permissions
 Admin	Access to Donors, Donations, Mosque Events, Reports, Gift Aid, and Settings. Cannot access Migration tab or manage Super Admin accounts.
 Manager	Access to Donors, Donations, Mosque Events, and Reports. Cannot access Settings or Gift Aid.

1.3 Session & Security

- Your session automatically expires after 30 minutes of inactivity.
- A warning appears 5 minutes before logout — click anywhere to stay signed in.
- To change your name or password, click your username in the top bar to go to your Profile page.

2. Donors

The Donors page is the central record for all individuals who have donated to SSRF. Every donor has a profile with personal details, address, Gift Aid status, and full donation history.

SSR Donors

Haytham [admin](#)

Donors [+ ADD DONOR](#)

Search donors

Showing 1-50 of 2,147 donors

Full Name	Email	Mobile	Post Code	Gift Aid	Source	Actions
Yusuf Mamsa	y.mamsa19@gmail.com	07716495545	E10 6NU	No	Donorly Import	Edit Delete
Rabia Aslam	rabia1618@gmail.com	07810161903	HP2 6NB	No	Donorly Import	Edit Delete
Francesca Tagliamonti	francescaa1@yahoo.com	07484683109	E4 8EG	No	Donorly Import	Edit Delete
Sayed Ahmed	sayed.ahmedlondon83@gmail.com	07957408579	E14 6LY	No	Donorly Import	Edit Delete
salman arshad	sarmad_17@hotmail.com	07933426016	NG8 3LS	No	Donorly Import	Edit Delete
Veronika Egle	veronika.offices@gmail.com	7586549962	PA1 2JU	No	Donorly Import	Edit Delete
Maryam Fatemi	fatemirika@gmail.com	07306855224	SW9 8FU	No	Donorly Import	Edit Delete

2.1 Searching & Filtering

- Use the search box to find donors by name or email.
- Use the Gift Aid filter to show only Gift Aid-eligible donors.
- The list shows total donated amount and Gift Aid status for each donor.

2.2 Adding a Donor

- Click the + Add Donor button (top right).
- Fill in: Title, First Name, Last Name, Email, Mobile, and Address.
- Use the Postcode field — the system auto-fills Town and County via UK postcode lookup.
- Click Save.

Add Donor

DETAILS

GIFT AID

Title ▼

First Name *

Last Name

Email

Mobile

House Number

Address Line 1

Address Line 2

Town

County

Post Code

VERIFY

Notes

CANCEL

SAVE

2.3 Editing a Donor

- Click the pencil icon on any donor row to open the Edit dialog.
- All fields can be updated including address and Gift Aid tab.

2.4 Donor Profile Page

- Click any donor name to open their full profile.
- The profile shows: personal details, total donated, Gift Aid status, and complete donation history.
- Use the Edit button on the profile to update donor information.

The screenshot displays the 'SSR Donors' interface. On the left is a sidebar menu with options: Dashboard, Donors (selected), Donations, Mosques, Mosque Events, Gift Aid, Reports, and Settings. The main content area is titled 'SSR Donors' and shows the profile for 'Yusoof Mamsa'. At the top right of the profile area are 'EDIT' and '+ ADD DONATION' buttons. The profile is divided into several sections: 'Donor Details' containing email, address, mobile, town, county, and post code; 'Gift Aid Status' showing 'Not eligible' and 'Covers Past 4 Years: No'; 'Total Donated' (£0.00); 'Total Gift Aid' (£0.00); and 'Donation Count' (0). At the bottom, a table header is visible with columns: Date, Amount, Gift Aid Value, Fund, Payment Method, and Source.

Date	Amount	Gift Aid Value	Fund	Payment Method	Source
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2.5 Deleting a Donor

Donors are soft-deleted (not permanently removed). A deleted donor no longer appears in the list but their records are preserved in the database.

3. Donations

The Donations page lists all individual donations received — whether added manually, imported via CSV, or received via the Gravity Forms webhook.

Date	Donor Name	Amount	Gift Aid	Fund	Payment Method	Source	Actions
2026-03-13	MOHAMMED FAYADH MIAH	£25.00	-	General	Card	Gravity Forms Import	
2026-03-13	IMRAN KASUJEE	£1,000.00	£250.00	General	Card	Gravity Forms Import	
2026-02-02	MOHAMED MASHAAL	£500.00	£125.00	General	Card	Gravity Forms Import	
2026-01-30	FARUQUE GANI	£500.00	£125.00	General	Card	Gravity Forms Import	
2026-01-12	BLANDINE BOURGEOIS	£50.00	-	General	Card	Gravity Forms Import	
2026-01-10	TASQEEN AHMED	£200.00	£50.00	General	Card	Gravity Forms Import	
2026-01-09	SANA SOHAIL	£100.00	-	General	Card	Gravity Forms Import	
2026-01-09	AQILA SOHAIL	£100.00	-	General	Card	Gravity Forms Import	

3.1 Filtering Donations

- Filter by date range, payment method, or donation source.
- Search by donor name.
- Each row shows: donor name, amount, Gift Aid value, payment method, source, and date.

3.2 Adding a Donation

- Click + Add Donation.
- Start typing the donor name — the system autocompletes from existing donors.
- Fill in: amount, date, fund, payment method, and cause.
- Gift Aid value is calculated automatically (amount × 25%) — no manual entry needed.
- Click Save.

Add Donation

Donor *

Type at least 1 character to search donors

Donation Date *

06/14/2026

Amount (GBP) *

Payment Method

Fund

Campaign

Frequency

Notes

CANCEL

SAVE

3.3 Payment Methods

Method	Description
Cash	Physical cash payment
Cheque	Cheque payment
Bank Transfer	Direct bank transfer
Standing Order	Regular automated bank payment
Direct Debit	Automated direct debit
Online	Online payment via website
Card	Card payment in person
Other	Any other payment method

3.4 Webhook — Automatic Donations

 When a donor completes a donation via the SSRF website (Gravity Forms), it is automatically sent to the system via webhook and appears in the Donations list. No manual entry needed.

4. Mosque Collection Events

The Mosque Events module manages Friday collection events at mosques. Each event records the collection breakdown, generates a Receipt PDF and Certificate PDF, and links to any associated SSR Store sales.

Receipt No.	Date	Mosque	Cause	Total Donations	Sales	Pledged	Actions
SSR-EVT-2026-796	06/06/2026	Khadijatul Kubra Mosque	Surgical Operations I...	£707.14	-	-	[Icons]
SSR-EVT-2026-795-B	06/06/2026	Alum Rock Masjid	Surgical Operations I...	£4,435.99	-	£2,020.00	[Icons]
SSR-EVT-2026-795	05/06/2026	UKIM Masjid Ibrahim	Jumu'ah collection for...	£3,418.65	-	£360.00	[Icons]
SSR-EVT-2026-794	05/06/2026	Bexley Islamic Centre	Jumu'ah collection for...	£800.00	-	-	[Icons]
SSR-EVT-2026-793	29/05/2026	Dartford Masjid and Islamic Centre	Jumu'ah collection for...	£1,804.68	-	£1,080.00	[Icons]
SSR-EVT-2026-792	22/05/2026	Al-Muzzamil Masjid	Jumu'ah collection for...	£5,862.82	-	-	[Icons]
SSR-EVT-2026-791	22/05/2026	Khadijatul Kubra Mosque	Jumu'ah collection for...	£468.30	-	-	[Icons]
SSR-EVT-2026-790	22/05/2026	Wanstead Library	Jumu'ah collection for...	£4,528.15	-	-	[Icons]

4.1 Managing Mosques

Before adding events, mosques must be registered in the system.

- Go to Mosques from the sidebar.
- Click + Add Mosque and fill in: Name, Address, City, Postcode, Imam Name, and Phone.
- The system checks for duplicate mosque names automatically.
- Click the eye icon on any mosque to view its profile and event history.

Add Mosque

Mosque Name *

Address

Postcode City

Imam Name

Phone Email

Notes

CANCEL SAVE

Name	Phone	Events	Actions
Aberdeen Mosque and Community Centre	-	1	[Icons]
Aberdeen Mosque and Islamic Centre	-	3	[Icons]
Abu Zahra Foundation	-	1	[Icons]
Al-Falah Masjid	-	1	[Icons]
Al-Muzzamil Masjid	-	1	[Icons]
Al-Muzzamil Mosque	-	1	[Icons]
Alhidaya Masjid	-	1	[Icons]
Alum Rock Masjid	-	2	[Icons]

4.2 Adding a Collection Event

- Click + Add Event on the Mosque Events page.
- Select the mosque from the searchable dropdown.
- Enter the Event Date and Cause (e.g. "Food and water in Gaza").
- Enter the collection breakdown: Cash, Clover, SUNMI, Cheque, Web/Bank, and Pledged.
- Optionally add a Receipt Suffix (B, C...) if this is a second event at the same mosque on the same day.
- Optionally link an SSR Store offline sale by entering the Sale ID.
- Click Preview Receipt or Preview Certificate to review the PDFs before saving.
- Click Save Event.

4.3 Collection Breakdown Fields

Field	Description
Cash	Physical cash collected
Clover	Collected via Clover card terminal
SUNMI	Collected via SUNMI terminal
Cheque	Cheque payments received
Web / Bank	Online or bank transfer payments
Pledged	Promised but not yet received — shown separately, not included in Total Received
Sales (SSR Store)	Linked SSR Store sale — auto-fetched when Sale ID is entered

4.4 How Totals Are Calculated

Total Collected = Cash + Clover + SUNMI + Cheque + Web/Bank
Total Donation = Total Collected – Sales Total
Total Received = Total Donation + Sales Pledged is displayed separately and not included in any total.

4.5 Receipt Numbers

Each event is assigned a unique receipt number in the format SSR-EVT-YYYY-NNN (e.g. SSR-EVT-2026-503). The number is generated automatically and cannot be changed after saving — except by a Super Admin.

 *Super Admins can edit a receipt number from the event details dialog. The system checks for duplicates before saving.*

4.6 Downloading Receipt & Certificate

- Click the receipt icon or certificate icon in the Actions column of any event.
- The PDF generates and downloads automatically.
- Alternatively, use Preview Receipt / Preview Certificate from the Add/Edit dialog to review before saving.

4.7 Viewing Event Details

- Click the eye icon on any event row to open the Event Details dialog.
- The dialog shows all collection fields, totals, cause, date, and receipt number.
- Click the mosque name in the dialog to navigate directly to that mosque in the Mosques page.

5. Gift Aid

The Gift Aid page manages HMRC Gift Aid declarations and generates the HMRC-compliant Excel export for tax reclaim submissions.

SSR Donors

Gift Aid

ELIGIBLE DONORS HMRC REPORT

Search eligible donors

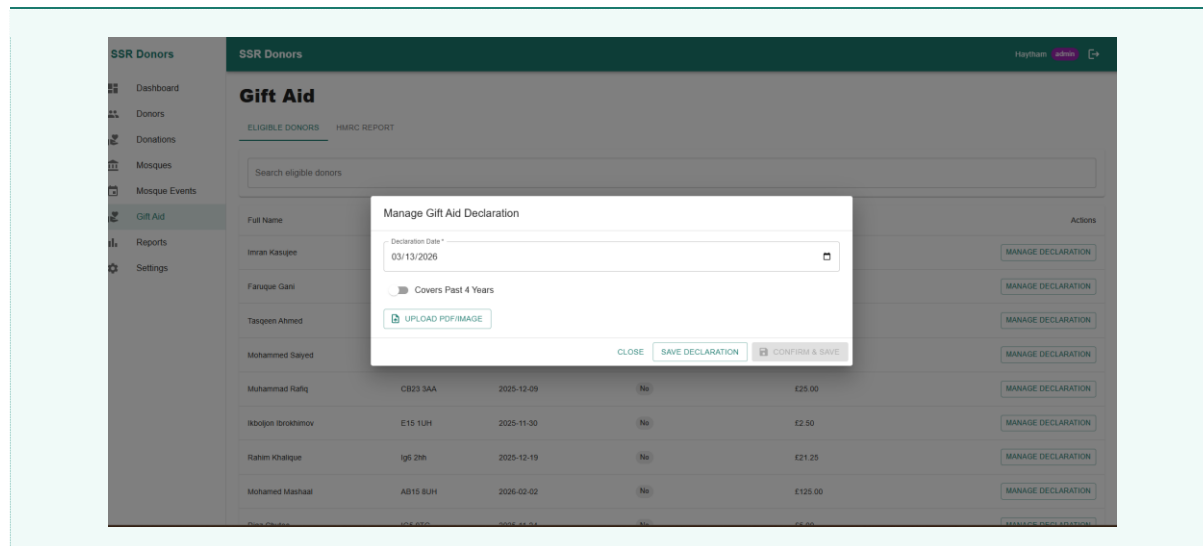
Full Name	Post Code	Declaration Date	Covers Past 4 Years	Total Gift Aid	Actions
Imran Kasjee	E18 2DF	2026-03-13	No	£250.00	MANAGE DECLARATION
Faruque Gani	IG7 5PQ	2026-01-30	No	£125.00	MANAGE DECLARATION
Tasqeen Ahmed	IG8 8LH	2026-01-10	No	£50.00	MANAGE DECLARATION
Mohammed Sayed	E6 1DW	2026-01-04	No	£25.00	MANAGE DECLARATION
Muhammad Rafiq	CB23 3AA	2025-12-09	No	£25.00	MANAGE DECLARATION
Ikboljon Ibrokhimov	E15 1UH	2025-11-30	No	£2.50	MANAGE DECLARATION
Rahim Khalique	IG6 2hh	2025-12-19	No	£21.25	MANAGE DECLARATION
Mohamed Mashaal	AB15 8UH	2026-02-02	No	£125.00	MANAGE DECLARATION

5.1 Eligible Donors Tab

- Shows all donors who have a valid Gift Aid declaration.
- Each row shows: donor name, declaration date, whether it covers past 4 years, and total Gift Aid value.

5.2 Managing Declarations

- Click the declaration icon on any donor to open the Manage Declaration dialog.
- Set the declaration date.
- Toggle "Covers past 4 years" if applicable.
- Upload a scanned copy of the signed form (PDF or image).
- Use the OCR button to automatically extract declaration details from a scanned form (requires Anthropic API key).



5.3 HMRC Report Tab

- Select a date range for the report.
- Click Download Excel to generate the HMRC-format Gift Aid report.
- The export includes all eligible donations within the selected period.

 Gift Aid value is always calculated server-side as amount × 25%. It is never manually entered.

6. Reports

The Reports page provides financial analysis across donors, donations, and mosque collections. All reports can be exported to Excel.

SSR Donors Haytham admin

Donations by Fund

Date From: mm/dd/yyyy Date To: mm/dd/yyyy

Fund	Total Amount	Total Gift Aid	Donation Count
Emergency Response	£4,085.00	£0.00	13
General	£2,795.03	£528.75	19
Sales and Activities	£481.00	£0.00	9
Most Needy/Sadaqah	£154.00	£0.00	5
UK/Lilaah	£10.00	£0.00	1

Donations by Payment Method

Date From: mm/dd/yyyy Date To: mm/dd/yyyy

Payment Method	Total Amount	Donation Count
Other	£4,730.00	28
Card	£2,795.03	19

Donor Growth

Month	New Donors
2025-07	71
2025-08	83

6.1 Donor Reports Tab

- **By Fund** — Total donations grouped by fund/cause with Gift Aid breakdown.
- **By Payment Method** — Total donations grouped by payment type.
- **Donor Growth** — Monthly chart showing new donors added over the last 12 months.

6.2 Mosque Events Reports Tab

- **Summary Cards** — Total events, total donations, total sales, and total pledged.
- **Collections by Mosque** — Ranking of mosques by total donations received.
- **Monthly Collections Trend** — Month-by-month breakdown of collection totals.

SSR Donors

Reports

DONOR REPORTS **MOSQUE EVENTS REPORTS**

EXPORT TO EXCEL

Total Events: 191, Active Mosques: 123, Total Donations: £960,789.27, Total Sales: £0.00, Total Pledged: £95,840.00, Grand Total: £960,789.27

Collections by Mosque

#	Mosque	City	Events	Total Donations	Total Sales	Pledged	Grand Total
1	Muslim Cultural & Welfare Association of Sutton (MCWAS)	-	3	£49,729.44	-	£13,880.00	£49,729.44
2	Ar-Rawdah Community Centre	-	1	£41,817.00	-	-	£41,817.00
3	East London Mosque	-	4	£38,167.96	-	-	£38,167.96
4	Shahjalal Mosque and Islamic Centre	-	1	£34,784.13	-	-	£34,784.13
5	Falkirk Islamic Centre	-	3	£29,925.48	-	£2,400.00	£29,925.48
6	Bracknell Masjid	-	2	£29,887.82	-	£2,280.00	£29,887.82
7	Belmont and Sutton Muslim Association	-	4	£25,192.20	-	£1,450.00	£25,192.20
8	Southend Masjid	-	4	£22,297.48	-	£3,440.00	£22,297.48
9	Hockwell Ring Masjid	-	4	£21,961.40	-	£3,240.00	£21,961.40
10	UKIM Masjid Ibrahim	-	5	£21,915.58	-	£360.00	£21,915.58
11	Canterbury Mosque	-	4	£21,896.55	-	-	£21,896.55
12	Bracknell Islamic Cultural Society	-	2	£21,419.43	-	£180.00	£21,419.43

6.3 Exporting to Excel

- Click the Export to Excel button (top right of Reports page).
- Select which sheets to include in the export.
- Optionally apply a date range filter.
- Click Export — the file downloads automatically.

Sheet Name	Contents
By Fund	Total donations grouped by fund
By Payment Method	Totals by payment type
Donor Growth	Monthly new donor counts
Donors List	Full donor list with contact details and totals
Collections Detail	Row-by-row event data: Receipt No., Date, Mosque, Cash, Clover, SUNMI, Cheque, Web/Bank, Pledged, Total Donation, Sales, Total Received
Mosque Collections Ranking	Mosque totals sorted by total received
Mosque Monthly Trend	Monthly collection totals across all mosques

7. Settings

The Settings page (accessible to Admins and Super Admins) contains system configuration and data migration tools.

7.1 User Management

- Super Admins can create, edit, and manage all user accounts.
- Admins can manage Manager accounts but cannot see or edit Super Admin accounts.
- Email changes can only be made by a Super Admin.

8. Your Profile

8.1 Updating Your Name

- Click your username in the top bar.
- Edit your display name and click Save.

8.2 Changing Your Password

- On the Profile page, scroll to the Change Password section.
- Enter your current password, then your new password twice.
- Click Change Password.

 Screenshot: Profile page

8.3 Email Changes

 Email addresses can only be changed by a Super Admin. Contact your system administrator if you need to update your login email.

9. Quick Reference

Receipt Number Format

SSR-EVT-YYYY-NNN (e.g. SSR-EVT-2026-503)

With suffix: SSR-EVT-YYYY-NNN-B (e.g. SSR-EVT-2026-503-B)

Key URLs

System	URL
Donor Management System	https://donors.ssrprojects.online
SSR Store	https://store.ssrprojects.online
OMS (Orphan Management)	https://orphan.ssrprojects.online
Remote Work Tracker	https://tracker.ssrprojects.online

Action Icons Reference

Icon	Action
 Eye	View details / profile
 Pencil	Edit record
 Bin	Delete record
 Receipt	Download Receipt PDF
 Certificate	Download Certificate PDF
 Checkbox	Select for bulk action

Gift Aid Rules

- Gift Aid = donation amount × 25% — calculated automatically.
- Donor must have a valid Gift Aid declaration on file.
- Declaration can cover donations made in the past 4 years.
- HMRC report is generated from the Gift Aid tab.

Need Help?

For system support, contact your Super Admin or the system administrator at Seven Spikes Relief Foundation.

Email: info@sevenspikesrelief.org.uk

Website: <https://sevenspikesrelief.org.uk>