



myKANISA PLATFORM MANUAL (ADMIN)

myKanisa 1

Church Management Platform

Highlights:

- Church Admins Collaboration. (Privileges)
- Member Registration (with email notification)
- Children Registration.
- Department/Group Management.
- Service & Attendance Management.
- Audio devotion clips & video live-streaming.
- Finances as per finance category Management.
- Bank Record Management (Deposits & Withdrawals).
- Appointments & Reservations Management.
- Events & Announcement Management.
- Service Seat Reservation
- Member In-App Messaging.
- Administrator Activity Log Monitoring.
- Free Bulk SMS (With filter feature)
- Generate Reports
- myKanisa App for your Church Members. (Free)



Key Advantages



Management

myKanisa enables you to easily collaborate with other church administrators in management and neatly record your church data/information. You also get to generate reports that are analyzed and neatly presented.

Communication

Get your church members informed of church activities. Enable them to send messages, book appointments and seats in services, interact with church video and audio devotional contents and give their church contributions.



Automation

Your church members can automatically register to your church from wherever they are and they can join church departments virtually. Your ushering team can also capture church attendance by name by simply scanning church members ID QR code



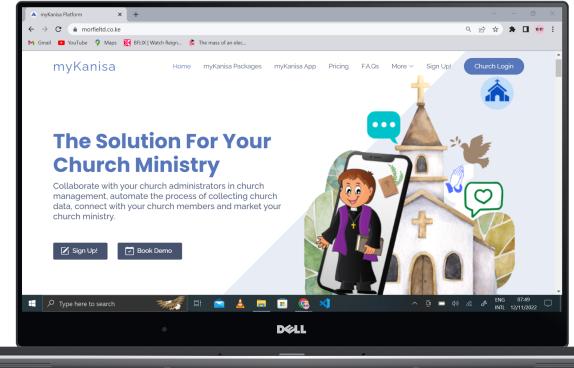
myKanisa Website

Our website has the URL: <u>www.morfieltd.co.ke</u>.

On the website you can get all the information you may want in order to get you started. We have FAQs, Guides, Pricing, Contact info and many more.

Visit our website today and bring your church to order by signing up on myKanisa platform. Our prices are relatively fair and you stand to benefit from bonuses such as limited free bulk SMS which is renewable every month, free email and app push notifications.

If you feel the church package is not a good fit for you, you can enroll as an online minister and start spreading your faith by publishing devotional contents, getting followers, receiving donations and having private chats with your followers.

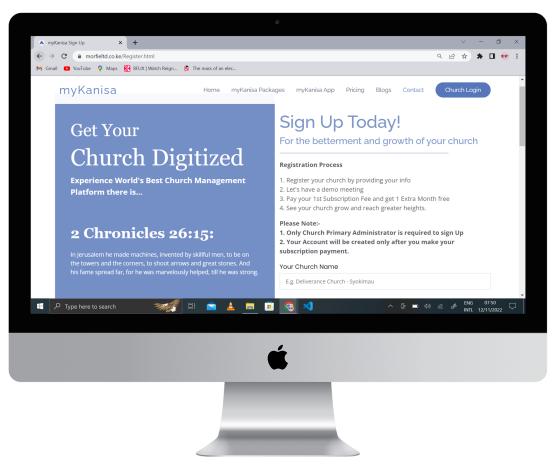


Sign Up

To sign up and be successful in using myKanisa Church Solution, you must fulfill the following requirements:

- Have a tablet/laptop/desktop in your church.
- Have access to internet connectivity
- Be your church primary or top administrator

Once you fill our online sign up for and pay the 1st month subscription fee, you will get 1 extra month free to get you started.



Start Using myKanisa Admin Platform

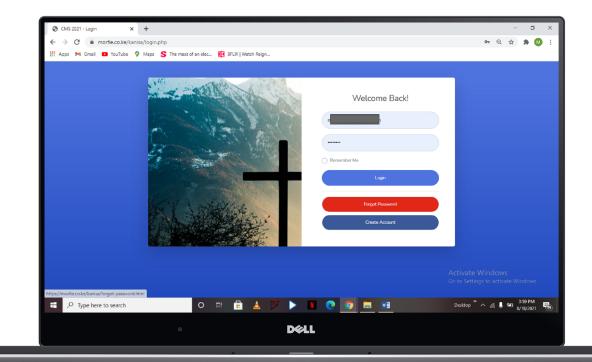
myKanisa Website

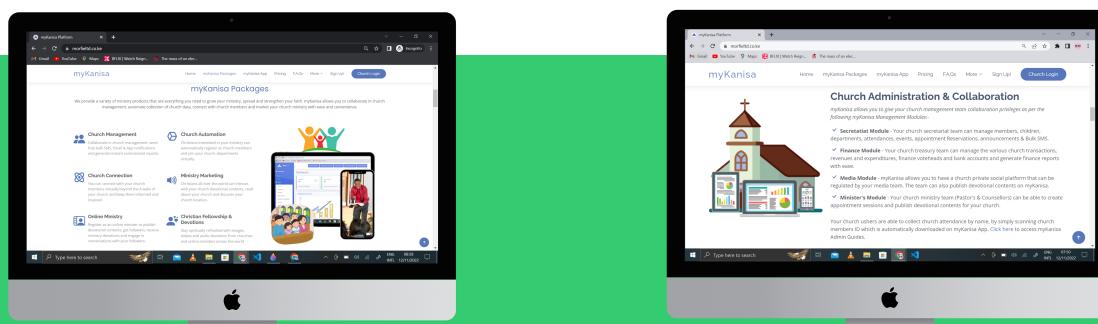
- myKanisa website contains all the summarized info about myKanisa Platform. You access the website through the URL: <u>www.morfieltd.co.ke</u>.
- In the website home page, there is a login button that directs you to a login page of myKanisa Platform. Therefore to access the platform you'll be required to first access the website.

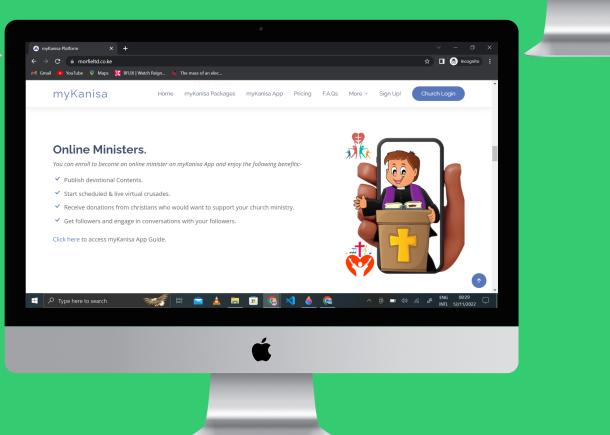


Login

- You can only login to myKanisa Platform if your church is registered by myKanisa and if you are a registered church administrator. The primary administrators have the authority to give and deny management privileges to other church secondary administrators.
- In case you forget the password, you should press the forgot password button where you'll be directed to a page that will require you to provide your email address and a password reset will be sent to your email.
- If you are not registered/approved you will get a generic error when trying to login.



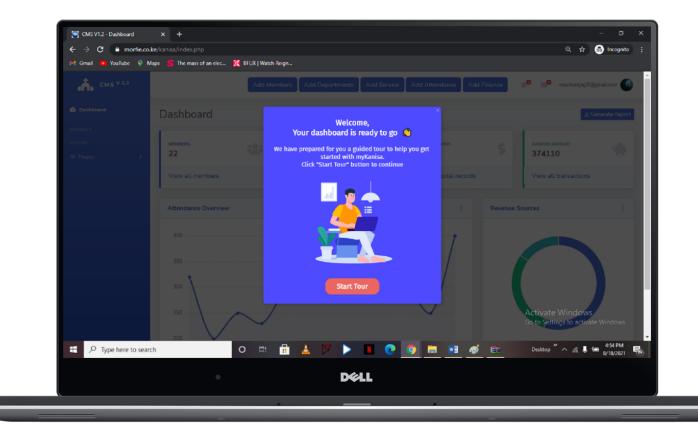




Discover myKanisa Platform

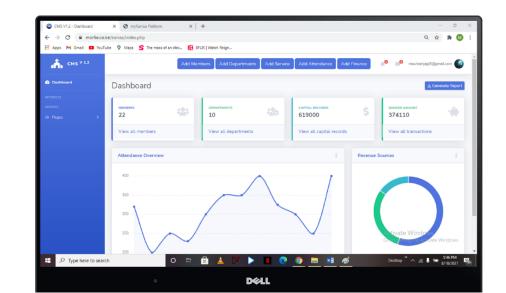
Welcome/Tour Pop-Up

- Once you login to myKanisa Platform we have organized a tour just to show you the major features with just simple clicks.
- The organized tour will help you maneuver through myKanisa Platform during your first login. You will not go through the tour for your subsequent logins using your device.
- You can opt out the tour by closing the welcome/tour pop-up by pressing the X /close icon at the far top right.



Dashboard

- The dashboard is the page you meet every time you login to your church account. It is meant to provide you with the at-a-glance views of key-performance indicators (KPI's) and the quick access buttons.
- At the very top of the dashboard we have the quick access buttons/ frequently used buttons that will enable you to input data fast. (Add member, department, service, attendance and finance buttons). Other buttons are found in their data tables which are accessed from your left hand labeled "Pages >" press to open up.
- On your right hand side top of the dashboard we have the notification and message icon which are used to quickly access registration approval requests and messages respectively. At the far right where we have your email address provides you access to your profile, settings and activity log. At the center we have attendance and Revenue-expenditure ratio graphs which will provide you with insight and analytics of your church performance.



myKanisa Platform Tables

Member Table

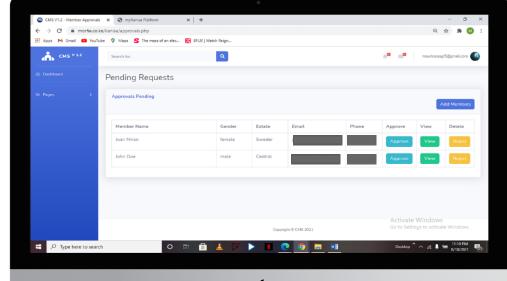
- The member table contains a list of members with their details, that you have registered in your church. To provide you with a better interface that is easy to maneuver, we have organized the list of members in pages.
- In this page we have the ScanQR, Edit, View and Delete buttons. The ScanQR enables you to give church ushers the privilege to automatically record church attendance by scanning church member ID QR code. The Edit button enables you to edit the member details, view button enables you to view member details and the delete button enables you to delete a registered member.
- The generate report button enables you to generate member details reports, this can either be an excel or PDF report. The Bulk SMS button enables you to send SMS to an individual, group (with filters like marital status, departments/ministries and/or estates) or to all church members. The Add member button enables you to add new members. When you add a member they automatically receive a registration email/SMS message.

👯 Apps M Gmail 💶 You	Tube 💡 Maps S The mass	of an elec 🐹	BFLIX Watch Reign						
슈 CM5 V 1.2	Search for		٩				00	mauricenjag	i5@gmail.com 🚇
	Registered Me	mbers		🛓 Genera	ite Report				■ Bulk Sms
	Registered Church Me	mbers							dd Members
	Member Name	Gender	Estate	Email	Phone	scanQr	Edit	View	Delete
	Faith gitau	female	LANDO			ScanQR	Edit	View	Delete
	Nahashon Miano	male	MAENDELEO			NoScan	Edit	View	Delete
	Martin Ndegwa	male	Kerugoya			ScanQR	Edit	View	Delete
	Stanley Kihara	male	Thiba North			NoScan	Edit	View	Delete
	John Kamau	male	Thiba South			NoScan	Edit	View	Delete
	Ricardo Kinaro	male	Zimmerman	Nyachaericardo@gmail.com	799071606	NoScan	Activat (Edit) Set	e Windov tin Viewarti	VS



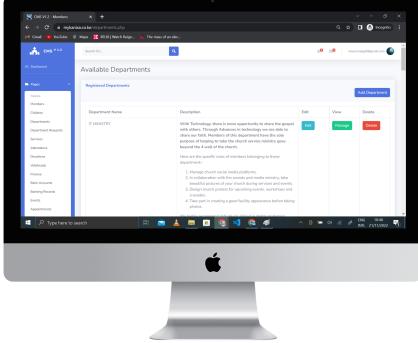
Approval Requests Table

- This table contains the members who have registered to be members of your church through myKanisa App and are still awaiting your approval before they can become true members. The church members cannot be able to login to your church app account without their administrator's approval.
- There are the view, approve and reject buttons in the table. The view button is used to view the member details, the approve is used to approve a member and have them registered in your church and the reject is meant to reject the member. When a member is approved he/she receives a confirmation email/SMS of approval.
- You may be able to access this page through the notification icon in the dashboard or in the pages section. Everytime a new member requests approval, there is a badge on the notification icon that counts the number of new requests.



Department Table (View & Manage)

- The department table contains the registered departments in your church. By departments we mean church ministries/groups such as Praise & Worship, Youth, Sunday School etc. When adding a department you are required to give a description of the department. This allows your church members to be able to understand the functions of the department. In this table you can be able to view all the departments in your church and edit their names and descriptions. To access members in a department and add more members you should click the manage button.
- You can only delete a department if the members in that department are deleted. The "manage" tables have <u>members in the respective departments and their respective roles</u>. You can also be able to add members, edit

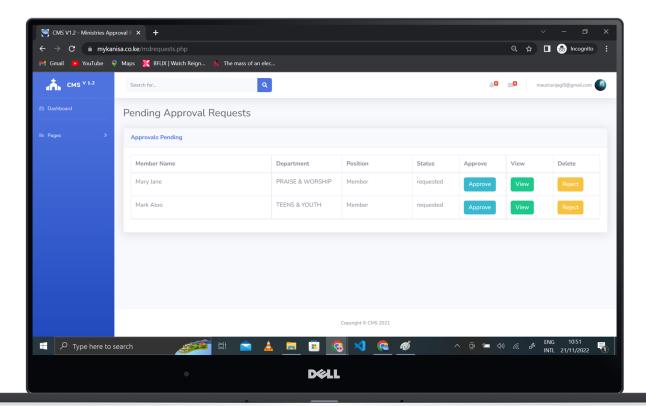


ent. You can also generate an instant report of a department and

	ke/kanisa/mdt.php ube 💡 Maps 💲 The mass of an elec 🧖 BFLIX Watch Reign			२ 🛧 🛸 🔕 🗄
Apps M Gmail 1 Your	Search for		4 ⁰ =0	mauricenjagi5@gmail.com 🚳
Dashboard	PRAISE AND WORSHIP	💐 Generate Repor	t	Bulk Sms
III Pages >	Registered PRAISE AND WORSHIP Members			Add Members
	Member Name	position	Edit	Delete
	Dylane Njeru	Chair Person	Edit	Delete
	lan Aori	Secretary	Edit	Delete
	patricia kagunya	Treasurer	Edit	Delete
	felix kinaro	Teacher	Edit	Delete
	Ephraim Maina	Member	Edit	Delete
	Mark Benjamin	Member		vate Windows Se <mark>ttOglete</mark> a <mark>ctivate Windows</mark>
ا ج Type here to searc	ch O 🖽 🛱 📥 🚩 I	> II 😳 🧿 🖬 🕫	Desktop	" へ 点 🌡 (4) mo 😵 19/2021 💭

Department Request Table.

- This table contains members who have requested to join certain church departments but are pending your approval. A member cannot join a particular church department before the approval of the church administrators.
- You can be able to view a member's details before approving the members by clicking on the view button. When you are convinced that the member qualifies to be a member of the department, you can click approve to approve them else you can delete the member.



Service Table

- This is the table that contains all the recorded services in your church. When you add a service you have the option to choose whether the service will be physical or online. If you choose online the service will be livestreamed on myKanisa App only and will not appear in your attendance table and also members will not be able to book seats in the service. If you choose physical, the video of the service will appear in the livestream, members will be able to book seats and you'll also be able to capture attendance of the service.
- In the description section, we recommend that you state the theme of the service and acknowledge the preachers of the service. This will give those interacting with your services a better understanding of what they entail and may prompt them to watch the livestream video or purpose to attend the service.
- For the purpose of audits you may be able to generate reports of service as per the date filters of your preference. The report can either be in excel or pdf format.

🔛 Apps M Gmail 🖬 You	Tube 💡 Maps S The mass of an ele	c R BFLIX Watch R	eign						
▲ СМ5 ^{V 1.2}	Search for		٩			4	0 0	mauricenjag	pi5@gmail.com
	Services								🛓 Generate Repo
	All services							I	Add Service
	Service Name	Time	Date	Venue	Capacity	Description	Edit	View	Delete
	ENGLISH SERVICE	08:00:00 - 00:00:00	2021-08- 18	Main Church	800	THEME: MATTHEW 7:7 Rev. Micah will head the service.	Edit	View	Delete
	KIKUYU SERVICE	07:00:00 - 00:00:00	2021-08- 20	Youth hall	10	Thaburi 139:5-6 ŨthiữrữrữkĨirie na mĩena yothe, ũkamenyerera na hinya waku.	Edit	View	Delete
	Morning Youth Meeting	19:27:00 - 21:27:00	2021-07- 07	Main Church	5	Rev. Grace will be preaching	Edit	View	Delete
	English Service	03:00:00 - 00:00:00	2021-07- 01	Main Church	300	Theme will be from Matthew 7:7	Edit Se	te Window tti <mark>n View a</mark> cti	WS ivate Delate ovrs

Attendance Table.

- This is the table that contains all the attendances recorded in your church. For you to record an attendance, you must first record a physical service so as to tag the service for which you are recording attendance.
- The attendance is classified into four, that is: Adults, Youth, Children and the Differently Abled. The system automatically computes the totals for you. You can be able to edit, view or delete attendance using the edit, view and delete buttons respectively. You also add a new record using the add button at the top.
- You can generate a pdf or excel report of attendance with date filters using the generate report button.

🧥 СМ5 ^{У 1.2}	Search for		٩						mauricenjagi5@gmail.com	
Dashboard	Attendance	e Records							🛓 Generate Re	eport
Pages >	Member attende	ance records							Add new record	d
	Date	Service	Adults	Youth	PWD	Children	Total	Edit	View Delete	
	2021-08-20	AFTERNOON YOUTH FELLOWSHIP	76	76	32	40	224	Edit	View Delete	
	2021-08-20	AFTERNOON YOUTH FELLOWSHIP	0	50	5	6	61	Edit	View Delete	
	2021-08-18	ENGLISH SERVICE	100	150	20	200	470	Edit	View Delete	J
	2021-08-18	ENGLISH SERVICE	500	200	23	32	755	Edit	View Delete	
	2021-06-25	Morning Teens Service	20	30	4	12	66	Edit	View ate Windows	
	2021-06-22	English Youth Service	60	70	6	20	156	Edit S	View Delete	WS.
Type here to search	2021-06-22	English Youth Service	60	70	6	20	156	Edit	^e View Clive Delete [°] ∧ <i>(i</i> , ↓ dø) 📾 3-24 Al 8/20/20	M 1021

myKanisa 19

Automated Attendance Table.

- This table is developed from data collected by the ushers using myKanisa App. If an usher has been given the privilege to ScanQR from the members table by the administrator, he/she can be able to capture attendance by scanning the church members ID and their names will automatically update in this table.
- This table will help you accurately count the attendance and classify them as per the attendance table (Adults, Youth, Children and Differently Abled). When scanning the QR code the usher can also capture the temperature of the church member, which helps keep in line with the Covid-19 guidelines. This feature is however optional
- You can generate reports of these members and this will help you have clear records by name of your church attendance and identify the active and inactive church members.

🛓 Generate Repor						
				records	Individual attendanc	
					Attendance per service	
Delete	Edit	corded Time	Temperature Reco	Service Name	Member Name	
Delete	02 15:18:56 Edit	2021-06-02 15	37	service number 1	Mark Benjamin	
Delete	20 03:44:37	2021-08-20 03	35	AFTERNOON YOUTH FELLOWSHIP	Mike Doe	
Delete	20 03:45:15	2021-08-20 03	36	AFTERNOON YOUTH FELLOWSHIP	Martin Ndegwa	
Delete	20 03:46:37 Edit	2021-08-20 03	36	KIKUYU SERVICE	Maurice Njeru	
Delete	20 03:49:14 Edit	2021-08-20 03	36	KIKUYU SERVICE	Stanley Kihara	
	Activate Windo					
1	20 03:46:37 Edd 20 03:49:14 Edd Activate Win	2021-08-20 03 2021-08-20 03	36	AFTERNOON YOUTH FELLOWSHIP KIKUYU SERVICE	Maurice Njeru	

Devotions Table

- It is important to keep your church members engaged with sermons, prayers, devotions, songs, moral stories etc. That's the function of devotions, you are able to upload audio clips of all these devotional contents and write devotional messages to allow your church members to read and listen to the devotional audio clip.
- When adding a devotion, you'll be required to name the author of the devotion, title and description. This will help you catch your audience's attention as they interact with the devotion.

CMS V 1.2	Search for		New Devotion		×	¢۵	00	mauricenja	igi5@gmaiLcom 🚺
	Devotions		Title:						
	All Devotions		Author Name:	Туре:					Add Devotion
	Title	Туре	eg Pst Edwin		•	Author	Edit	View	Delete
	A PLEDGE FOR YOUR DAY	sermon	Brief Description:		dc73e35d.mp3	Pst. Edward	Edit	View	Delete
	MY HEART, YOUR HOME	story			:, Your	Women of Faith	Edit	View	Delete
			Church: Morfie Demo Church	Upload Audio: Choose File No file chose					
			Morfie Demo Church 🗸						
				Close					
= 🔎 Type here to	search 🦽	55	🛛 🛋 📥 🔳 🛙	🧟 🗙 🔕 🗉	ø	^ @ %	• 4») <i>(</i> 7,	J ^a EN INT	G 10:53 TL 21/11/2022

Vote-heads table

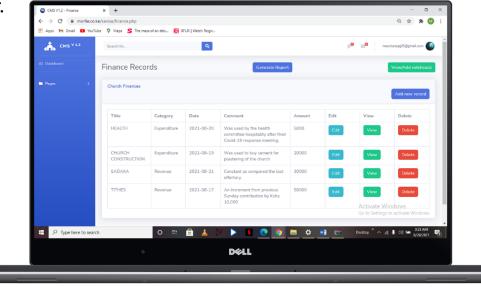
- Vote-heads are the finance categories/accounts that you have created to organize/classify your church finances. They include:- tithe, offertory, thanksgiving, hospitality, utilities etc. Voteheads can be classified into either revenues or expenditures. For example; tithe and offertory are revenues while hospitality and utilities are expenditures.
- myKanisa enables you to record your finances by classifying them to their respective voteheads and thus does summation of finances per votehead. You can add a votehead using the add votehead button and view records of a specific votehead by pressing the view button in the votehead table.
- The existence of voteheads helps the system develop the church statement of accounts as it classifies the finances to the various voteheads.

см 5 ¥ 1.2	Search for	٩		≜ ⁰ ≥0	mauricenjagi5@gmail.com 🧕
Dashboard	Available Voteheads				
Pages	Registered Voteheads				Add Votehead
	Votehead Name	Category	Edit	View	Delete
	HEALTH	Expenditure	Edit	View	Delete
	OFFERTORY	Revenue	Edit	View	Delete
	CHURCH CONSTRUCTION	Expenditure	Edit	View	Delete
	SADAKA	Revenue	Edit	View	Delete
	TITHES	Revenue	Edit	View	Delete
					vate Windows Settings to activate Windows
Type here to s	search O 🖽 🔒	🛓 🚩 🕨 🔳 💽	9 🛤 🔿 💀	💼 Desktop	~ /点 🖡 小前 🎟 3:25 AM 8/20/2021
		,			

Finance Table

- The finance table is where the church revenues and expenditures are fed. The table is dependent on the voteheads registered. For the purpose of having a clear record of bank transactions, we have linked the finance table with the bank records table. When feeding the revenues and expenditures you will be required to state the mode of payment/transaction. When you choose cash, the record will only be recorded in the finance table only, but when you choose cheque, bank transfer or mobile money, you'll be required to give the bank details to which the money is being deposited to or withdrawn from and the record will be added to the bank transaction table. If it was a revenue, it will be added as a bank deposit, if it was an expenditure it will be added as a bank withdrawal. Example: When you pay your church electricity utility bill via means of cheque, the finance record is an expenditure but also a withdrawal in your church bank account therefore for clear bank reconciliation the amount should also be captured well in your bank transaction table.
- In this table, you can add finance by pressing the top right button. You can add/view available vote heads from the top green button. You can also edit, view or delete a finance record using the edit, view and delete buttons respectively. In the finance table, you can generate reports of revenues, expenditures and/or statements of

accounts as per the date filters you prefer.



Bank Account Table

- myKanisa allows you to register your various bank accounts and see the transactions for every bank account. The bank accounts you register on myKanisa App will ease your process of performing bank reconciliation for each bank account separately and also will inform you of the activities taking place in each account.
- When adding a bank account you will be required to state the name of the Bank Account and its account number. You can edit details of a bank account by clicking on the edit button and you can also view the transaction records of a bank account by clicking the view button.
- myKanisa allows you to generate reports of bank account transactions for each bank account.

CMS ^{V 1.2}	Search for	٩		4 0 - 2	amauricenjagi5@gmaiLcom
Dashboard	Available Bank Acocunt	ts			
Pages >	Registered Accounts				Add Account
	Account Name	Account No	Edit	View	Delete
	EQUITY BANK	12435783	Edit	View	Delete
	KCB Development	1234567890	Edit	View	Delete
📕 🔎 Type here to	search 🥂 🏹		ght © CMS 2021	<u>^ 6</u> 🛥 석))	<i>@</i> ENG 11:45 ■ INTL 21/11/2022
		Ú.			

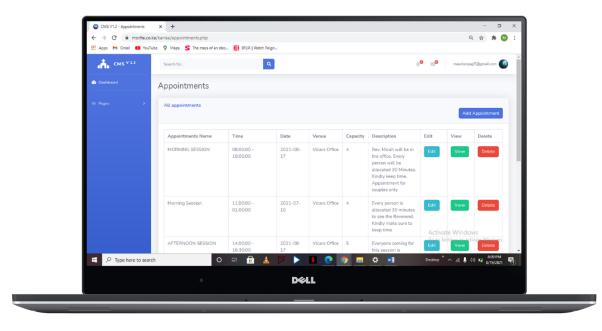
Transactions Table

- This table contains all the bank transaction records of a church. The records are classified as either withdrawals or deposits. Please note that if you received a revenue and paid an expenditure via Mobile Money, Cheque or Bank Transfer the record you added on the finance table will be automatically recorded on the bank transaction table. This therefore means that this table allows you to only record manually initiated bank transactions. For example, physically visiting a bank to deposit or withdraw cash.
- When recording a deposit, there is a slot to fill in the amount collected and the amount you deposited/transacted then the system autocomputes the amount not banked from the total collection. You can add these records using the add record button at the top right. The system requires one to provide the transaction receipt code and the name of the person making the transaction when recording a new transaction.
- You can generate both excel and pdf reports of the bank transaction by clicking the generate report button.

CMS V 1.2	Search for		٩				# 0		mauricenjag	i5@gmail.com
Dashboard	Transactions									≛ Generate Report
■ Pages →	Available banking records	i.							I	Add Record
	Title	category	Collected	Transacted	Unbanked	Date	Receipt Number	Edit	View	Delete
	Equity Bank	deposit	50000	30000	20000	2021-08-14 05:30:47	M7KT8VJ4	Edit	View	Delete
	Equity Bank	withdrawal	0	50000	0	2021-07-10 09:59:16	FI03MS0OW	Edit	View	Delete
	Equity Bank	deposit	100000	70000	30000	2021-07-10 09:56:31	M7KT8VJ4	Edit	View	Delete
	Equity Bank	withdrawal	0	20000	0	2021-06-27 15:15:38	NJKSDCHIO	Edit	View	Delete
	Equity Bank	deposit	50000	40000	10000	2021-06-27 15:14:10	SJHNVEO		e Windov tir <mark>gViewic</mark> ti	VS va <mark>te<mark>Delete</mark>ovis</mark>
Type here to search		D 🗏 🖥	🔺 🖻		0	a 🔹	(B	Desktop *	^ @. ↓ ₫	0) 🖬 8:07 PM 8/19/2021 🖣
				D¢LL						

Appointment Table

- This is the table that contains all the recorded appointments in your church. It is linked to myKanisa App such that future appointments can be viewed by Church members to enable them to book space to attend an appointment in advance.
- When adding an appointment, you will be required to state the title of the appointment, the start and end time of an appointment, the duration each appointment session should take, the venue of the appointment and type. myKanisa will be able to auto compute how many appointments sessions as per your duration per each appointment session. In the type section you can choose the type of appointment you would like to have as either physical, online or both. When you choose both or online you will be required to enter a meeting link which members planning to book spaces will use to attend the appointment session.
- For the purpose of audits, you may be able to generate reports for the appointment sessions as per the date filters of your preference.



Reservations/Bookings Table

- This table contains all the reservations/bookings made by your church members to attend a service or an appointment. The table informs you of the service/appointment name, the time and date and the number of bookings made.
- You may be able to delete a booking from the table. This table is meant to help you identify those coming for services or appointments and you'll be able to serve better with that information.

Dashboard	Existing Reservations					
	Reservations(Bookings/Appointm	ents)				
	Name	Service/Appointment	Title	Seats Booked	Time	Delete
	Maurice Njeru	Appointment	AFTERNOON SESSION	1	2021-08-15 16:42:4	Delete
	Maurice Njeru	Service	ENGLISH SERVICE	3	2021-08-15 16:42:3	Delete
	Faith gitau	Appointment	MORNING SESSION	1	2021-07-14 13:49:3	Delete
	Faith gitau	Service	ENGLISH SERVICE	1	2021-07-14 13:48:03	Delete
	Maurice Njeru	Service	KIKUYU SERVICE	4	2021-07-07 11:54:4	Delete
					Activate Wind Go to Settings to a	
+ D Type here to se	arch O 🛱	t 🛱 🛓 🚩 🕨 🔳	0 🗊 🚍 🗘	w B	Desktop " ^ 🌈 🌷	(신) 도 용:10 PM (신) 도 용/19/2021
		-				

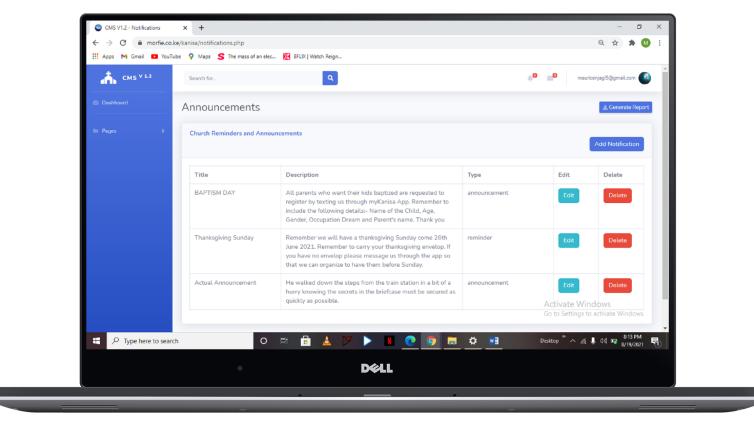
Events Table

- This is the table that contains all the recorded events in your church. It is linked to myKanisa App such that future events can be viewed by your church members to enable them to anticipate to attend. Church members can set reminders to attend the event and will receive a message notification to remind them.
- In this table you can be able to add events using the add record button. In the description section, you can get to
 describe more about the event to encourage your church members to attend and also to target a specific niche
 group. myKanisa allows you to add the pin location of where the event will be taking place so that church
 members are informed and can be able to get directions from google maps.
- You may be able to generate a PDF report without the description section of the service or an Excel report with all the event data using the generate report button.

🛄 Apps M Gmail 🛄 YouTu	ube 💡 Maps 💲 The mass of an	elec 🕅 BFLIX Watch Reign						
슈 CM5 Y 1.2	Search for	٩			4	0 _0	mauricenjag	5@gmail.com 🚳
Dashboerd	Event Records							Generate Report
I≣ Pages →	Church Events						Ad	d new event
	Event	Description	Venue	Capacity	Time	Edit	View	Delete
	FAITH'S WEDDING	Come and have fun. Food will be in plenty and dancing	Main Church	500	2021-07-17 -> 10:00:00 - 12:47:00	Edit	View	Delete
	MEGA CHURCH HARAMBEE	The harambee is to help the church finish toilet construction. Kindly come with your contribution cards. Lunch will be provided.	Church Ground	1000	2021-09-01 -> 11:00:00 - 17:00:00	Edit	View	Delete
	Maendeleo	The Bishop will be in attendance. Also carry your notebooks, bibles and pens. If we pray together we go far and God blesses us even more. Have a lovely night.	Sunday School Hall	500	2021-06-26 -> 21:53:00 - 21:55:00	Edit	View	Delete
	TALENT SHOW	The Bishop will be in attendance. Also carry your notebooks, bibles and pens.	Youth hall	800	2021-09-01 - > 21:50:00 - 21:55:00	Go to Set Edit	tings to acti View	ate Windows. Delete
Type here to search	ch	o 🖽 🖶 🛓 🚩 🕨	N 💽	o 📰	۵ 🖬 📾	Desktop *	^ @ # d) 📾 326 AM 8/20/2021 🖣

Notification Table

- This is the table that contains all the recorded notices in your church. Notices can either be announcements or reminders. It is linked to myKanisa App such that the announcements/reminders can be viewed by Church members to enable them to get informed. When you add a notification, church members get a push notification informing them of the notice.
- In this table you can be able to add notifications using the add notification button. You can also be able to generate reports with all the notices data using the generate report button.



Messages Table

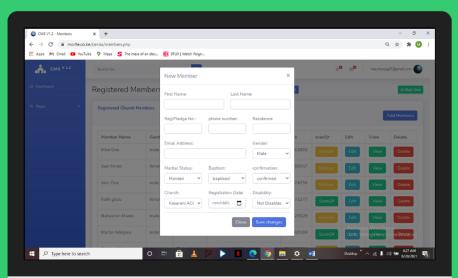
- This table contains all the messages sent to your church through myKanisa App by church members.
- You will find a reply and delete button on this page. The reply button is used to reply to messages and the delete is used to delete the messages. When you reply to a message, the status of the message changes to replied, this helps you identify replied and non replied messages. The reply is usually delivered to the Church member's email address.
- You may be able to access this page through the message icon on the dashboard or in the pages section. Everytime a new member sends a message, there is a badge on the message icon that counts new messages.

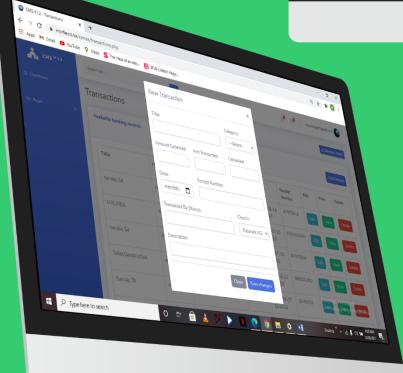
CMS V1.2 - Messages ← → C ■ morfie.co.k	× + e/kanisa/messages.php					Θ	- ¤	× : 0
	be 💡 Maps 💲 The mass of an ele	c 🕅 BFLIX Watch	i Reign			~		
СМ5 У 1.2	Search for		۹	¢.	• <mark>••</mark> •	mauricenjag	i5@gmail.com	
Dashboard	Messages							
■ Pages →	Direct Messages							
	Member Name	Title	Message	Time	Status	Reply	Delete	
	koimbra jh	nothing important	this is a trial test message	2021-08-13 18:06:44	replied	Reply	Delete	
	Nahashon Miano	Thanksgiving Sunday	Nahashon miano to have a Thanksgiving Sunday on 11th july 2021	2021-07-10 10:16:55		Reply	Delete	
	Francis Gate	Baptism day	Njeri mine	2021-07-10 10:12:30		Reply	Delete	
	Maurice Njeru	Fellowship reminder	The venue of our fellowship	2021-06-29 11:13:05	replied	Reply	Delete	
	Maurice Njeru	BAPTISM DAY	Child's name: Stephen, 5, Doctor, Wambui and Michael	2021-06-28 13:35:57		Reply	Delete	
	Edward Mwendiah	Baptism	Kindly requests my child to be baptized on Sunday 4th July	2021-06-27 15:32:33	Activat Go to Se		va <mark>te Pelfitfov</mark> is	
E $\mathcal P$ Type here to search	h O	Ħ 🔒	🛓 😕 🕨 🚺 💽 🗖 🗧 K	≎ 📲	» Desktop	^ <i>i</i> 🖡 🖞 d	8:11 PM 0) 🖙 8/19/2021	5
			D¢LL					

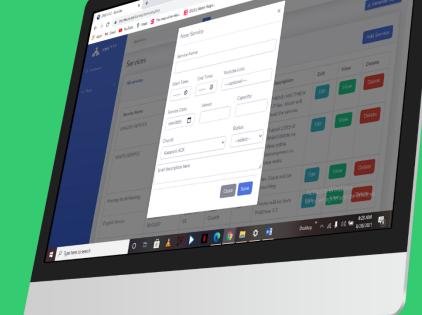
Social Feed Table

- myKanisa allows your church members to interact by publishing posts, liking and commenting on other posts or even making their published posts public. You are supposed to be in control of conversations being undertaken by your church members and have the ability to edit or delete posts published by your church members.
- Your church members can be able to report posts that they feel defying or those that they feel do not align with your church terms and conditions. You will be able to see these reports in the message table.

CMS V 1.2	Search for	٩	≜ 0 ≊	🔎 mauricenjagi5@gmail.com 🚳 🗍		
Dashboard	Posts					
E Pages >	Guest Feed Posts					
	Member Name	Message	Date/Time Posted	Delete		
	Fredrick Kaemba	It's time you make your move!	2022-10-11 08:32:02	Edit Delete		
	Ole Lemayian	I was asked which feature I like most. The answer is simple. The Bible Study Reminder feature and the notepad.	2022-10-02 12:19:41	Edit Delete		
	Mary Jane	I am in love with this product. And I hear there are more superb updates coming soon What a wonderful time to be alive.	2022-10-02 12:16:01	Edit Delete		
	Michael Mwangi	Today's Verse of the Day.	2022-10-02 07:56:54	Edit Delete		
	Michael Mwangi	myKanisa truly comes with a lot of convenience. To make it better one can choose the type of appointment they are booking (online/physical). If you choose online you will get a meeting link on your email. Truly convenient.	2022-09-30 07:23:04	Edit Delete		
Type here to sea	Fredrick Kaemba	Wishing you all a Happy Friday, #mykanisafamily	2022-09-30 07:18:48 ^ টি 🖼 🕼	ENG 11:11		







Q # # 🕖 :

0 0

0

Profile & Auxiliary Features

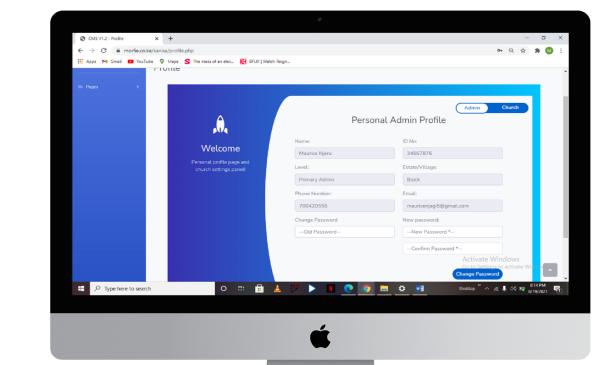
Privilege Table

- myKanisa allows you to collaborate in management with your other church administrators. There are 5 management modules myKanisa gives you to enable collaboration, namely:
 - Secretariat Module: This module allows your church secretariat team to access tables/features that are custom for the secretariat job.
 - Finance Module: This module is for your treasury/finance team. The team can be able to access finance accounts, bank accounts, finance and transaction records.
 - Media Module: myKanisa allows you to communicate & market your ministry through publishing of devotional posts. Your church media team can get access to features limited to ministry media marketing and social platforms.
 - Pastor's Module: Pastor's module allows your church to access features that will enable them to create meeting appointment sessions, view booked appointments and interact with church members.
 - Custom Module: This module allows you to customize the administrator's privileges as per your preferences.



Profile (Admin)

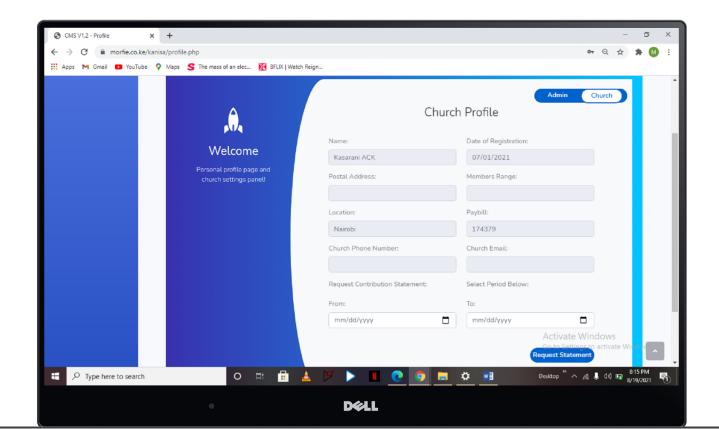
- You can access the profile from the dashboard by pressing the top right icon next to your email address. In the profile page, you can be able to access the admin profile and the church profile using a toggle button labeled admin and church.
- In the admin profile, all your details that you used to register are displayed, this includes your level of administration. (Either primary or secondary)



• It is in this section that you are able to change your password and use a new password when logging in.

Profile (Church)

- In the church profile, all your church details that you provided when registering are displayed, this includes your church paybill numbers.
- It is in this section that you are able to request for a contribution statement of money sent to your church via the church paybill number. This statement will be sent to the administrator's email address. The report is generated using date filters, therefore you will be required to state the date you're requesting the statements.



Settings

- On this page you can add your church social media links in order to link them with myKanisa App for your church members to discover. You can also attach your church external payment site link so that it can be added in the church contribution section on myKanisa App.
- myKanisa also allows you to add a description for your church so that those people browsing to get a church can be able to read about your church and understand your church better. We recommend that you add your church mission and vision in this section. To beautify and personalize the myKanisa App, you can also add your church's cover photo and profile photo which will be displayed to your church members when they login to your church.
- You can also attach your church pin location to allow those browsing to find a church to discover your church through myKanisa church finder feature.

🧥 СМS ^{V 1.2}	Search for	٩			🙏 🖸 mauricenjagi5@gmail.com	
	Customize your Settings here				Profile P	
	Primary Profile Info					
	Church Name:		Location:		Co-ordinates:	
	Morfie Demo Church		Nairobi		-1.28638, 36.81722	
	Registration Date:	Members Ra	Members Range:		Postal Address:	
	2021-07-01	1 - 100	1 - 100		123-546	
	Paybill/Till No:	Church Phor	Church Phone Number:		Church Email Address:	
	174379	0987654321		morfie@ho	morfie@hotmail.com	
	Social Links (Copy paste your social links from	the browser to avoid ty	ypo's and errors)			
	Facebook: Twitter:		Instagram:			
	https://www.facebook.com/morfieltd	https://twi	https://twitter.com/LtdMorfie		https://www.instagram.com/morfieltd/	
	Youtube:	Church Website Link:		Online Paym	Online Payment Checkout Link:	
	https://www.voutube.com/watch?v=		ow morfieltd co ke		ENG 11:14	
于 🖉 🦯 Type here to	search 🛛 🧊 🖾 🔁	🔺 🥫 🔳	🔂 刘 🗔 🍕	· 0	🖼 🕼 🕼 d ^a INTL 21/11/20	

Frequently Asked Questions (FAQs)

FAQs

What is required of me to register my church to use myKanisa Platform?

• If you are your church's primary administrator, you are required to visit our website <u>www.morfieltd.co.ke</u> and sign up to use myKanisa Solution. Our customer support team will contact you after reviewing your church details and will walk with you through the journey to have the platform on-board in your church.

Do you offer training to the church administrator so that they can comfortably use the platform?

- Yes we do offer training, both physical and virtual training depending on the customer's request. The training takes at most 3 hours and mostly entails on how to perform church data entry, interact with myKanisa Platform and analyze/consume church information using myKanisa as a tool of measure.
- After the training we will award your church with a myKanisa certificate to identify your church as myKanisa Competent.

How much does the platform cost?

• The solution's pricing is dependent on your church capacity (active membership) and is billed monthly. We evaluate your church capacity based on the storage you occupy on our server and the activity/traffic of your church members on myKanisa App.

If you gave more questions regarding to the usage of myKanisa Solution, visit our website FAQ's section through the link: <u>myKanisa F.A.Qs (morfieltd.co.ke)</u> or by contacting our support team using the email address: <u>support@morfieltd.co.ke</u>

Thank You spread the Faith!



myKanisa 41