

## Guidelines for credit calculation:

The credit calculator will ask the donors 8 questions. 7 are compulsory and one will be optional. The 3rd question asking about the material of the garment is optional.

a) Type (Male (M) or Female (F)) -

b) Top/Bottom

c) **Material (optional and dropdown) –**

- **Dropdown options:** Cotton, denim, silk, wool, leather, polyester and other.
- However, if the donor answers the question, he will be awarded an additional 5 points. This instruction will be provided to the donor by a small star above the word ‘material’. When the donor clicks on it, a small dialogue will tell him: ‘+5 for answering the question’.
- If the donor selects ‘other’ then give him the option to type the material. But allocate him the same point as ‘cotton’ for the time being. (Allot him +5 also because he answered the material question even if he chose ‘other’)
- And if the person doesn’t state the material then also take the base point of cotton and then calculate the total points. (for eg: if the person doesn’t answer the material then follow the point chart of the ‘cotton’ garment given in the excel sheet)

d) Item – dropdown

- Different materials have different dropdowns according to the clothes made by those materials. For eg- cotton has shirt as an item but wool has sweater or scarf.
- Each material has an option of ‘others’ where a basic minimum base point has been provided. By clicking on ‘others’ a ‘type’ option will open where the person can type the name of other item.

e) Age – dropdown – (4 options are there)

f) Size – (3 options are there)

- XS and S are clubbed together. Other two options are M and L.

g) Brand – ‘type option’

- i.e; the person will type the name of the brand.
- give an option of 'don't know' ---- but if a person selects 'don't know' then deduct 2 points from total )

h) Upload picture

i) At last there will be an option of ‘Add’ or ‘New’. ‘Add’ means the person will keep on donating the garments of same measurement as before. Then the question about his gender and age can be omitted. Eg: if a person A fills the above details for donating the garment and then the next item also belongs to him then he again doesn’t need to answer his gender and his age. These 2 question can be omitted. Therefore, the order of the question for his next donation will be top/bottom, material, item, size, brand and upload picture.

Now suppose the person A will donate next set of garments belonging to his mother B. Then he will click on ‘New’. Then again he has to fill the details once from the scratch. It is because he is submitting garments of different measurement or of different person. After that he can

click just on 'Add' till he is doesn't change the person. When he again needs to change the person, he needs to click on 'New'.

### **Example for calculation of points:**

**If a person selects cotton pant, age 4-8, size S then total =  $60 + 1.5 + 1 = 62.5$**

### **Generation of serial numbers for each garment:**

When the person will create his account, there will be an option of selecting donation area. There will be 3 options Institution (it means School), Society and Corporate.

Letter I – stands for Institution. Similarly, S = Society and C = Corporate.

The serial number generated will be of 10 letters. First letter will be donation area (I,S or C). 2<sup>nd</sup> and 3<sup>rd</sup> will be the name of institution or school. Even if the school name has more than 2 words, we will allot them two letter code while registering. 4<sup>th</sup> and 5<sup>th</sup> letter will be the initials of the name of the person. 6<sup>th</sup> letter will be the month, 7<sup>th</sup> and 8<sup>th</sup> letter will be the year, and 9<sup>th</sup> and 10<sup>th</sup> letter will be the number of his donation.

Eg: A student named Ajay Kumar from St. Xavier donated 6 garments in feb 2022. Then the serial number will be:

ISXAKF2206

Where, I = institution, SX = St Xavier, AK = Ajay Kumar, F= feb, 22 = year 2022 and 06 = 6<sup>th</sup> number garment.