**Script: Core Concept: Purpose Areas**

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| Script |
| Welcome to the AmpliFund Core Concept video focused on Purpose Areas |
| Purpose Areas are an additional level of categorization for grouping award/grant dollars. They give you the ability to report on groupings of your grant dollars across all opportunities, awards or grants |
| In AmpliFund, there are multiple ways for you to interact with purpose areas such as: administration, opportunities, applicant portal, budget categories, budget line items, expenses and custom reports |
| Now that we know the basics of Purpose Areas, let's dive into AmpliFund and create a Purpose Area. When we log into AmpliFund, we will land on our calendar page. Here we can navigate to Administration, then Lists and then Purpose Areas. |
| This would take me to a list of any Purpose Areas that have been entered. To add a Purpose Area, click on the plus icon in the top right on the icon tool bar. |
| As you can see the only required field is the name. I have entered a name and then I’ll click create. This would be another good area of the system to align internally on naming conventions. |
| Congratulations, you’ve just entered your Purpose Area. If you want to add any more Purpose Areas manually, you can click again on Administrations, then Lists, then Purpose Areas and finally the plus icon. |
| Through this video, you’ve learned how to enter purpose areas. For additional instructional documentation, please visit our support site. Thank you! |