Bidi Casebox Application User Manual

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# Initial App Setup:

- 1. Download and install the app:
  - a. Open the Chrome browser on your Android phone. (Please note: the primary preferred browser is Chrome, and the secondary is Firefox.)

<pre>nttps://tasks.org.in/app</pre>
<u>1</u>

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c. A login page will be opened.

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	25 tasks.org.in/App/logir	+	1	:

\$	ian in			
•••	Downloa wait	ding app for	offline use please	e
		Sign in		
			4	

d. After the login page is opened, it will start downloading important files. Please note that this download process is one-time only.



e. After the download is complete, you can install the app. To install the app, click on the three dots, as shown in the figure below.

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	asks.org.in/App/logir	+ 1 :
	stall Bidi Case Box App <sup>ks.org.in</sup>	Instal
		Click Here
Sig	ın in	
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<b></b>	Enter Password	Ο
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f.	Then click	on the	install	app option.	The app	y will	be
	installed	to your	mobile	device.			

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Now you can open an app from your mobile device app list or from your Chrome browser by searching for the URL <a href="https://tasks.org.in/app">https://tasks.org.in/app</a>.

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- 2. Login to the app:
  - a. On the login page, enter your username and password and click on the "Sign in" button.

Sig	n in	R D A	<u>Enter usern</u>
	name:		<u> </u>
*	test		~
Pass	word:		
			<ul><li>•</li></ul>
<u>ick to</u> E I <u>gn in</u>	Sig	n in	Enter passw

## 3. Enable location access:

After logging in, enable location page will be opened.



Click on the OK button. After clicking on the Ok button, the app will ask for location access.

Please note that the steps below may vary from mobile to mobile. Below steps are common steps.

a. Turn on GPS:

To turn on the GPS open Notification Area from Status bar



Now the notification area will be opened click on GPS icon to enable the GPS.



After selecting the option refresh the page by clicking on top three dots in the browser.



10:30 AM   0.0KB/s	ß			🕲 🚮	82		
☆ º≅ tasks.c	$\rightarrow$	☆	<u>+</u>	()	C		
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Access to the enable location	Ð	History					
steps:	≤	Downloa	ads				
Chrome & Fire	*	Bookmarks					
Common step	Ē	Recent t	abs				
Step 1: Open App.	<	Share			0		
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a character of the	J	Add to H	lome s	creen			
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Step 2: Tap :	\$	Settings					
icon is in the	?	Help and	d feedb	ack			
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From the menu, click on the refresh button, as shown below.

b. Change site settings:

Click on browser top three dots as shown below.



Select Settings option.

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steps:	⊻	Downloads						
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Settings page will be opened.

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G	Google services	
Basics		
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Payme	ent methods	
Addre	sses and more	
Privac	y and security	
Safety	check	
Notific	cations	
Them	e	
Advand	ced	
Home	page	
		•

From the settings page, select Site settings.

10:30 AM   0.0KB/s 🖄	
← Settings	0
Addresses and more	
Privacy and security	
Safety check	
Notifications	
Theme	
Advanced	
Homepage On	
Toolbar shortcut	
Accessibility	
Site settings	<u>Click here</u>
Languages	
Downloads	
About Chrome	
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Now select Location.

10:30	0 AM   0.0KB/s 🖉 🔛 🛱 🖓 🖬 😰	
←	Site settings	3
:=	All sites	
Permis	ssions	
•	Location Ask first	
	Camera Blocked	
Ŷ	Microphone Blocked	
(0)	Motion sensors Allowed	
۰	Notifications Ask first	
۵	NFC devices Ask first	
ψ	USB Ask first	
Ċ	Clipboard Ask first	
_	Virtual reality	

Enable the switch as shown below.



Click on android settings.

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Cam Ask fi came	rst bel	ore allos ommens	ving site ded)	es to use	e your		•
To le came	t Chro	Androic	k her	gs.	era, als	io tum or	1
			(	۲			

Select "App permissions".

12:42 PM   0.	🛛 इस 🚥				
←	App info	0			
Chrome Version: 120.0.6099.193					
Storage		560MB >			
Data usag	e	47.2MB >			
Battery Ch	i <u>ck here</u>	2.2% >			
App permissions Manage permissions related to location, storage, phone, messages, and contacts.					
Notificatio	ons	Yes >			
Restrict d	ata usage	Mobile data $\geq$			
Battery sa	ver 🕴	AIUI Battery saver 🗦			
Foros	< Ø	es Clear data			
1	۲	•			

Select Location



Select "Allow only while using the app"

Also check whether the https://tasks.org.in site is in the allowed list, as shown in the below figure on location page.

2:18 F	PM   2.0KB/s 🕼		🗑 🖧 🖬 😨
←	Location		Q :
Locati Ask be (recom	<b>on</b> fore allowing sites to mended)	know your loca	ation 🐠
Allowe	ed - 1		^
0	https://tasks.org	.in	
		•	1
	- (		•

If it is on the blocked list, then click on the site and select the allow option.

2:18 P	M   0.0KB/s 🕫		8	9 Åad 📼	Ð
÷	Location			Q	:
	ore allowing site nended)	es to know j	your locatio	on 🗬	•
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0	Allow		<u>Click he</u>	re	
۲	Block				
			Remove	Cance	el
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After selecting the option, refresh the page by clicking on the top three dots in the browser.



From menu click on refresh button as shown below



After refreshing the page, the following notification may come.



Click on button as shown in above figures.

After enabling location app will redirect to the "Home" page.

### 4. App navigation:

To navigate across the app, use the app menu. To open the app menu, click on the three lines on the top bar, as shown below.



This will open the navigation menu, as shown in the below figure.

12:44 PM   1.0KB/s 🖄	₩ +
	alid + 🛈 🗜
Welcome, test	Your username
A Home	CLick to navigate to home page
Let Enter Smoker details	Click to start filling smoker details
Damage case box     Smoker Details Log	Click to navigate to damage casebox registraion page Click to navigate
🎝 Upload data	to smoker details Log page
Total No of records remaining for sync: 1 New Records: 1 Updated Records: 0	This number shows the total number of records remaining to upload This number shows the number of new smoker records need to upload
This number shows the number of updated smoker records need to upload	ups. All rights
🕩 Sign out	
	•

### 5. Home page:

After enabling location access, the home page will be opened.

10:48 AM   0.1KB/s 🛠 🐻 🖧 🖬 🛞	
Home Refresh Data	
Start Distribution	
10 Total inward	
9 Total stock available for distribution	
1 Total stock distributed	
<b>0</b> Total damaged stock registered	
<b>D</b> Total damaged stock returned	
0 Total stock returned	

On the home page:

- 1. Total inward: Total stock assigned to distributor by Godown administrator.
- 2. Total stock available for distribution
- 3. Total stock distributed: Total stock distributed by the logged-in distributor.

- 4. Total damaged stock registered: Total damaged stock registered by the logged-in user.
- 5. Total damaged stock returned: Total damaged stock returned by logged-in distributor to Godown administration.
- 6. Total stock returned: Total stock returned by logged-in distributors to Godown administration.

Click on the refresh data button on home page to refresh the data.



Click on the "start distribution" button to enter smoker details.

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☆ tasks.org.in/App/hom	+	1	:
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Home	Refr	esh Data	
CLick here Start Distributio			
<b>10</b> Total inward			
9 Total stock available for dis	stributic	'n	
1 Total stock distributed			
<b>0</b> Total damaged stock regist	ered		
<b>0</b> Total damaged stock return	ned		
<b>0</b> Total stock returned			
	•		

Distribution area selection:

1. Select distribution area:

After clicking on the start distribution button on the home page, the Select Distribution Area page will be opened. If the distribution area was previously selected, then a validated mobile number page will be opened. On page, select state. District. Taluka Village, and click on the save button.

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25 tasks.org.in/App/sele	+		
Ξ.	٩		
Select distribution	area		
* Indicate	s mandatory fields		
Distribution State*			
Maharashtra ×	×		
Distribution District*			
Akola	×		
Distribution Taluka*			
Akola ×	×		
Distribution City/Village*			
Akola - Patur Road >>	×		
Save			
	•		

After the save button is clicked, the validate mobile number page will be opened, and the distribution area will be saved. You can view the selected distribution area on the validate mobile number page at the top, as shown below.

10:55 AM   0.0KB/s 🕼 🔀 👬 📶 💷					
Validate Mobile Number					
Selected Distribution Area: Change					
State: Maharashtra District: Akola Taluka: Akola Village: Akola - Patur Road					
* Indicates mandatory fields Seeicted distribution area We sent you a 4-digit code at +918806267612					
+91 8806267612 Edit					
Please Enter 4-digit code(OTP)*					
Please enter code (OTP)					
Resend code in 00:00 Resend Code Verify & Proceed					

### 2. Change the distribution area:

To change the distribution area, click on the change button on the validate mobile number page, as shown below.

10:55 AM   0.0KB/s 🖄	8				
Validate Mobile Number					
Selected Distribution Area	: Change				
Village: Akola - Patur Road	Click on this button to change the distribution area				
* Indicat	es mandatory fields				
Code Verification We sent you a 4-digit code at +918806267612	ı				
+91 8806267612	Edit				
Please Enter 4-digit code(OT	P)*				
Please enter code (OTP)					
Resend code in 00:00	Resend Code				
Verify & Procee	ed				
	•				

After clicking on the change button on the validate mobile number page, a select distribution area page will be opened. Select the distribution area and click on the save button. The distribution area has been changed.

# Stock Distribution:

- 1. Validate mobile number page:
  - a. Validate mobile number:

Validating the mobile number is essential to fill out the smoker's details. To validate the mobile number, enter the mobile number in the field on the validate mobile number page. After entering the number click on the request OTP button.

	٩
Validate Mobile Numb	er
Selected Distribution Area:	Change
State: Maharashtra District: Akola Taluka: Akola Village: Akola - Patur Road	
* Indicates manda	tory fields
Enter mobile number* Please enter mobile no	
Request OTP Click ho Enter mobile nu	

OTP will be sent to the entered mobile number. Please note that OTP will be valid for 10 minutes.

Enter the sent OTP and click on the Verify & Proceed button. If the OTP is valid, then the smoker details page will be opened.

10:51 AM   0.0KB/s ∕ Validate Mobile Nur	nber
Selected Distribution Area:	Change
State: Maharashtra District: Akola Taluka: Akola Village: Akola - Patur Road	
* Indicates m	nandatory fields
<b>Code Verification</b>	
We sent you a 4-digit code at +918	
+91 8 12	Edit
Please Enter 4-digit code(OTP)*	
Please enter code (OTP)	
Aesend code in 02:55	
Verify & Proceed	<u>Click to</u> <u>validate</u> <u>entered OTP</u>
	•

b. Edit mobile number:

To edit the mobile number, click on the edit button as shown below.

	ed Distribution Area:	Change
	Maharashtra	
	t: Akola	
Taluka: Villago	: Akola : Akola - Patur Road	
	the disease	mandatory fields
	e Verification nt you a 4-digit code at 12	
+91	8	Edit
	8 12 Enter 4-digit code(OTP)	
Please		)*
Please Pleas	Enter 4-digit code(OTP)	)*

#### c. Resend an OTP to mobile number:

If the OTP is not received on the entered mobile number, then first please check if the entered mobile number is correct or not. If it is correct, then click on the resend code button, which will be visible after 3 minutes after the OTP code is sent to the entered mobile number.



- d. How many times can I send an OTP to the same mobile number?Up to four times, you can send an OTP to the same mobile number.
- e. If mobile number is validated, then will I have to send OTP again to that mobile number?

No if mobile number is validated then will not require to resend OTP to fill smoker details.

- f. Information about notification on validate mobile number page:
  - *i.* OTP notification:

11:17 AM   0.4KB/s 💯	🗑 🖧 🖬 🗇
tasks.org.in/App/valid	+ 1 :
	٢
/alidate Mobile Nu	umber
Selected Distribution Area:	Change
State: Maharashtra	
District: Akola	
Taluka: Akola	
Village: Akola - Patur Road	
* Indiantas	
* Indicates	s mandatory fields
	s mandatory fields
Enter mobile number*	✓ e reached for the
Enter mobile number* 8 2 Maximum verification attempts were	✓ e reached for the
Enter mobile number* 8 2 Maximum verification attempts were entered mobile number. Please c	✓ e reached for the

The above notification will be visible if you are trying to send an OTP to the same mobile number more than four times.

*ii.* Network error:



The above notification is visible if you are trying to send or validate the OTP without an internet connection. Please check your mobile internet connection.



The above notification will be visible if there are no stock available for distribution at distributor. You can check available stock for distribution at app home page.

*iv.* Smoker details filling in progress by another distributor:



The above notification will be visible if entered mobile number is validated from another distributor login.

Entered mobile number smoker details can only be entered from distributor login from which it is validated.

v. Smoker details filled by another user:



The above notification will be visible if entered mobile number details are entered and uploaded by another distributor. Please note that entered mobile number details can only be updated from the distributor login from which they are uploaded.

vi. After clicking on validate mobile number, I get a notification that "This is a different device":



The above notification will be visible if the user tries to enter the data from a different device or a different browser other than the one device browser from which he was first logged in.

To resolve the above issue, fill in the data from the browser where the user was initially logged in.

2. Enter smoker details page:

After validating the mobile number, the Enter Smoker Details page will be opened.

Enter smoker details as shown below.

	* Indicate	s manda	atory field	5
Mobile number				
8 2				
Enter first name	•			
Test			~	
Enter last name*				
Test			~	
Enter Age*				
× 30			8	
Enter Bidi brand	use*			
× Orange Bidi			۵	]
Combined photo Case Box*	of Smoker, B	idi bar	ıdal and	
Click to Open C	amera			

To take smoker image click on Click to Open camera button.

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☆ tasks.org.in/App/ente	+	1	:
LITTEL OHIOKEL GETAL	IJ		
* Indicates	manda	tory field	is
Mobile number			
8 2			
Enter first name*			
Test		~	
Enter last name*			
Test		~	
Enter Age*			
× 30		8	
Enter Bidi brand use*			
× Orange Bidi		8	
Combined photo of Smoker, Bid Case Box*	li ban	dal and	J
Click to Open Camera	<u> </u>	Lick h	ere
	◄		

11:20 AM   0.0KB/s 🖉 🐻 👘 📶 🕬
☆ tasks.org.in/App/ente + 1 :
Allow camera? Chrome needs camera permission for Continue this site
Enter Age*
Please select an option.
Enter Bidi brand use*
Please select an option.
Combined photo of Smoker, Bidi bandal and Case Box*

Click on the Capture image button to take the image.

If chrome notification visible as shown in above figure, then click on the continue button.

If want to retake the image and discard the current image, click on "Discard the image and take another" button.



Click on the save button.

a. Facing error while opening camera:

Below is the message that will be visible if camera permission is not provided:



To enable the camera please follow the below steps: Click on browser top three dots as shown below.



Select Settings option.



Settings	page	will	be	opened.
Sectings	P 4 6 4		00	openeu.

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0	Sync On	
G	Google services	
Basics		
Searc Google	h engine	
Passv	word Manager	
Paym	ent methods	
Addre	esses and more	
Privac	cy and security	
Safety	/ check	
Notific	cations	
Them	e	
Advan	ced	
Home	page	
		•

From the settings page, select Site settings.

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← Setting	gs		0
Addresses and m	nore		
Privacy and secu	rity		
Safety check			
Notifications			
Theme			
Advanced			
Homepage On			
Toolbar shortcut			
Accessibility			
Site settings	$\leq$	Click he	re
Languages			
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About Chrome			
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Select camera.	
	by enabling the switch.
	• •
Click on android s	ettings.
Select "App permis	● ● ● sions". 1242PM 10.00840 ● ■ Car CD
	App info     C       Chrome     Version: 120.0.6093.193       Storage     560MB >       Data usage     47.2MB >       Battery     2.2% >       Jennemation     2.2% >       Pummations     40.0000, eterage, >       App permission     Marge permission       Marge permission     Yes >





Select	"Allow	only	while	using	the	app"
		,		0		



- 3. Update smoker details page:
  - a. Update the entered or uploaded smoker details

To update the smoker details, enter the mobile number in validator mobile number page if mobile number data is filled and whether uploaded or not the update smoker details page will be opened with previous entered smoker details.

	* Indicates mandatory field
The mobile numb	er already exists in the records.
Mobile number	
8 2	
Enter first name*	
Soham	
Enter last name*	
Ambekar	
Enter Age*	
× 36	0
Enter Bidi brand	use*
× Mr.Kadak Bid	i 🛛

Please note you can update all details except smoker photo.

Click on update button to update the smoker details.

- 4. Upload smoker details page:
  - a. Upload the offline saved smoker data:

When smoker details are filled out, they are not yet uploaded. They are saved on your device. They are required to be uploaded, and only then will distribution be considered completed.

To upload smoker details, navigate to the upload smoker details page. To navigate, open the menu.

Click to	12:44 PM   1.0KB/s & ⊠ and ™ ↑ • tasks.org.in/App/valid + •	:
<u>open</u> Validate Mobile Nu <u>menu</u>	Welcome, test	
Selected Distribution Area: Change	<ul> <li>A Home</li> <li>▲+ Enter Smoker details</li> <li>Change</li> </ul>	
State: Maharashtra District: Akola Taluka: Akola Village: Akola - Patur Road	Damage case box      Smoker Details Log      Upload data <u>click here</u>	
* Indicates mandatory fields	Total No of records remaining for sync: 1 New Records: 1 Updated Records: 0	
Please enter mobile no		
	ups. All rights	
_		

On the upload smoker details page can see the records that need to be uploaded.

12:45 PM   0.3KB/s 🖄				140 au	all 760		
	<b>≏</b> ⊽ task	ks.org.in//	App/uplo	+ (	ı :		
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U	Upload Data						
	Upload /	All Data					
	Search	ו:					
	Sr. No.	t∔ Mob	ile No ↑↓	Upload	ţ↓		
	<b>e</b> <sup>1</sup>	8	2	Uploa	d		
	Village Name Akola - Patur Road						
	First Name Soham						
	Last Na	me Ambel	kar				
	<b>Age</b> 36						
	Bidi Brand Mr.Kadak Bidi						
<b>Distributed Date Time</b> 2023-12-13 12:43:37							
	Record	Update	ed				
Showing 1 to 1 of 1 entries							
Previous 1 Next							
	1		$\bigcirc$	•			

Click the upload all button to bulk upload all the records, or click the upload button in the upload column on each record to upload each record one by one.

1:	2:45 PM   0.3KE	🕅 🖧 🖬 📅						
Û	25 tasks.o	+ 1 :						
\$ 1	RDA							
U	Upload Data							
Lupload All Data								
	Search:							
	Sr. No. ↑↓	Mobile No 斗	Upload    ↑↓					
	<b>9</b> <sup>1</sup>	8 2						
	Village Name Akola - Patur Road							
	First Name Soham							
	Last Name	Ambekar						
	<b>Age</b> 36							
	Bidi Brand Mr.Kadak Bidi							
Distributed Date Time 2023-12-13 12:43:37								
	Record	Updated						
Showing 1 to 1 of 1 entries								
	F	Previous 1 N	ext					
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# 5. Smoker details log page:

On smoker details log page distributor can view details of all the smoker's data that is filled by it till date.

If the row is green, then data is uploaded. If the record row color is red, then data is not uploaded.



To navigate to smoker details log page open menu and click on smoker details log.

### 6. Enter the damage case box details page:

a. Register the damaged stock:

Navigate to Enter the damage case box details page. To navigate open menu and select Damage case box.



On the page enter the quantity of box to be registered as damaged and take photo of damaged box by clicking on Click to open camera button and take photo.



Click on the Save button. The damaged box has been registered. You can view the total damaged registered stock on home page.

### 7. In-app notification information:

a. Account inactivated:



If the above notification is visible, it means that your account has been deactivated by the Godown administrator.

# 8. Steps to clear the browser cache:

To clear the browser cache, click on the lock icon in the browser address bar, as shown below. On some mobiles, an icon can be a lock icon.



Then	from	the	menu	click	on	cookies	and	site	data.
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4:34 PM   0.1KB/s 🖉 👘 👘 👘					
🞽 tasks.org.in					
â	Connection is secure				
٩	Cookies and site data				
ホ	Permissions Camera – Turned off in Android settings				
Ð	Last visited today				
¢	About this page Learn about its source and topic				
Please enter the number of damaged stoc Upload photo of damaged case box* Click to Open Camera					
Save					

After that click on bin icon and select delete to clear browser cache.

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🞽 tasks.org.in						
← Cookies and site data						
Cookies and other site data are use for example, to sign you in or to pe manage cookies for all sites, see S	rsonalise ads. To					
S 13 MB stored data						
* Indica	ates mandatory fields					
Quantity of damaged stock*	Click here					
Please enter the number o	f damaged stoc					
Upload photo of damaged c	ase box*					
Click to Open Camera						
Save						
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9. I am getting error as close any bubble or overlay from other applications:



The above error may occur if following application or open:

- i. Quick ball for Redmi/Mi, Oppo
- ii. quick gestures for OnePlus
- iii. Active Edge for Google Phone
  - iv. Knuckle Gesture for Huawei
  - v. Edge screen for Samsung

Please go to the mobile settings and search for the feature name. Turn off that feature.

Also please clear the chrome data if above issue is not resolved by following below common steps:

- 1. Open mobile settings
- 2. Search apps
- 3. Select Apps Option
- 4. Then select Manage apps.
- 5. Search Chrome
- 6. Select Storage
- 7. Select Clear Data
- 8. Select Manage Space and click on clear data.