

Bidi Casebox Application User Manual

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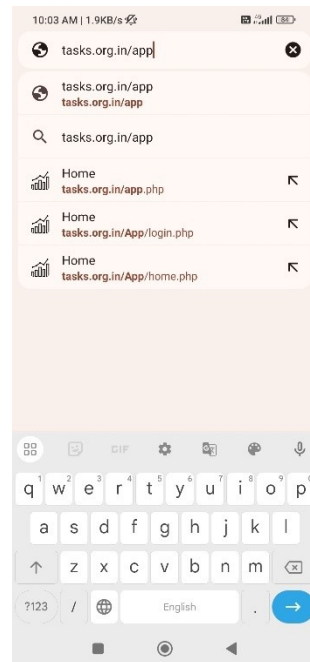
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Initial App Setup:

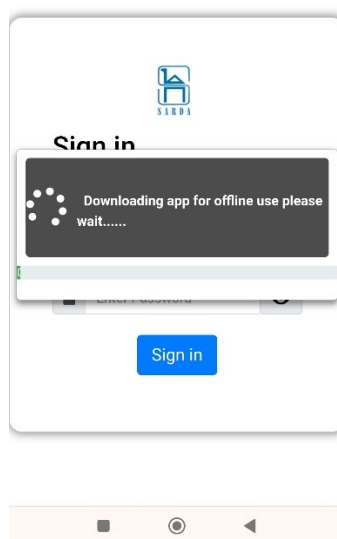
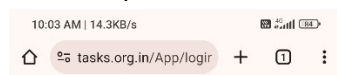
1. Download and install the app:

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

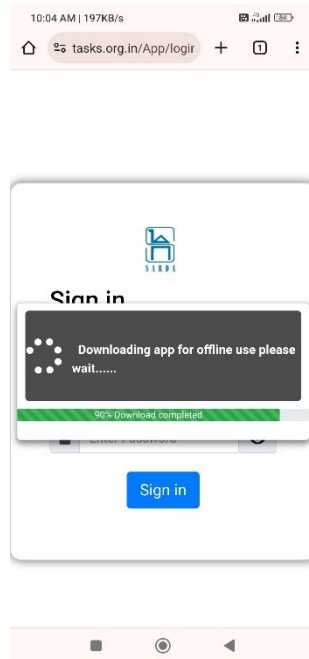
b. Search for the URL <https://tasks.org.in/app>



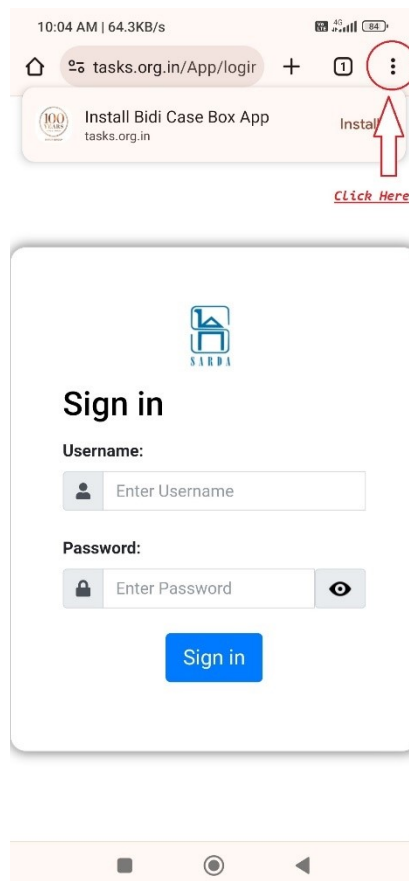
c. A login page will be opened.



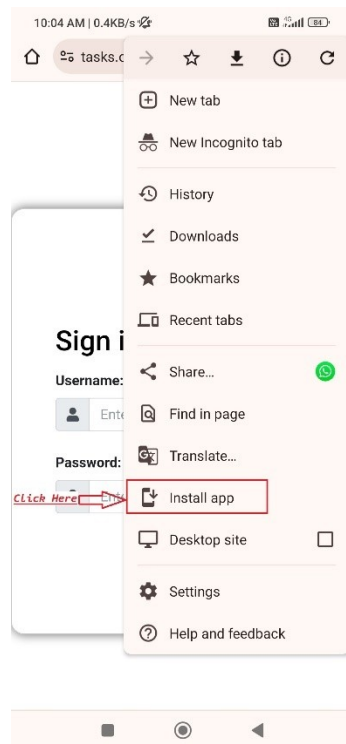
- d. After the login page is opened, it will start downloading important files. Please note that this download process is one-time only.



- 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.



- f. Then click on the install app option. The app will be installed to your mobile device.



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

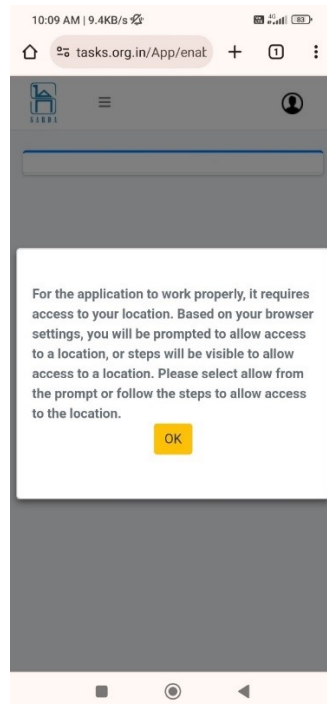
2. Login to the app:

- a. On the login page, enter your username and password and click on the "Sign in" button.



3. Enable location access:

After logging in, enable location page will be opened.

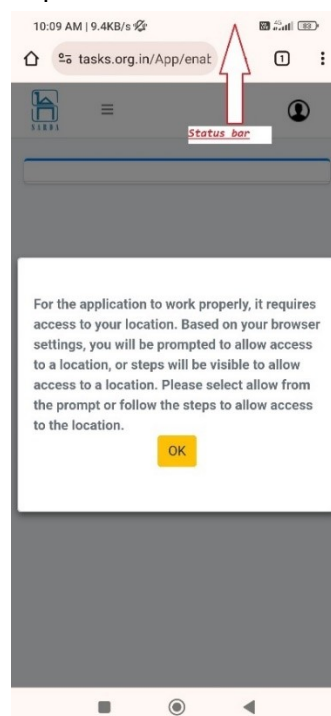


Click on the OK button. After clicking on the Ok button, the app will ask for location access.

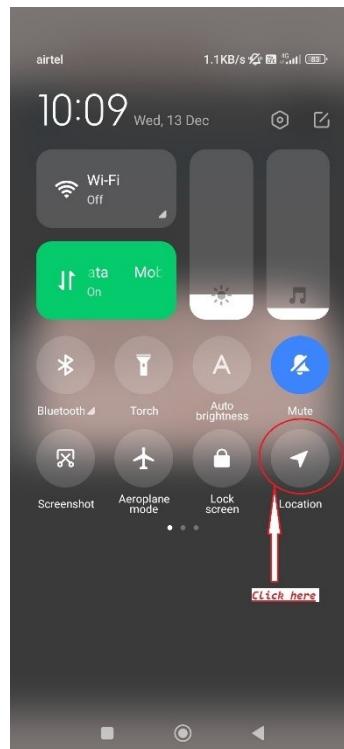
Please note that the steps below may vary from mobile to mobile. Below steps are common steps.

a. Turn on GPS:

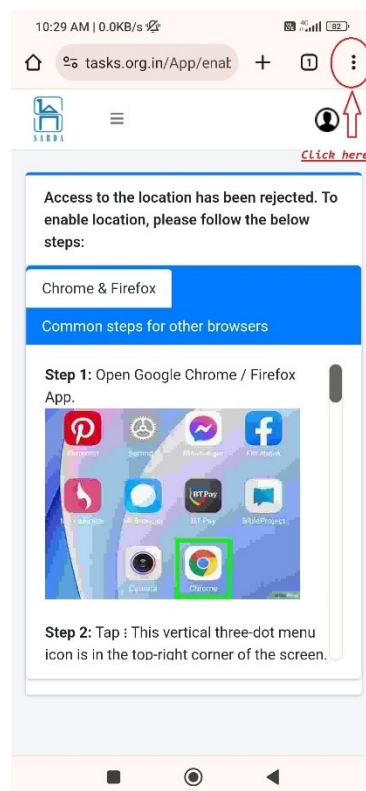
To turn on the GPS open **Notification Area** from **Status bar**



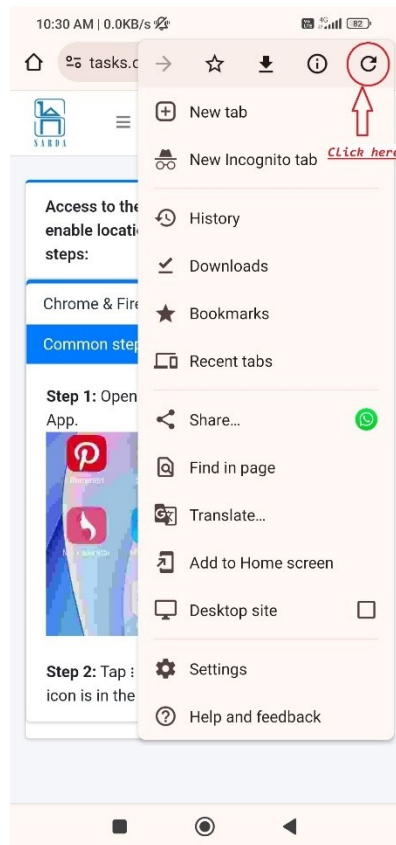
Now the notification area will be opened click on GPS icon to enable the GPS.



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

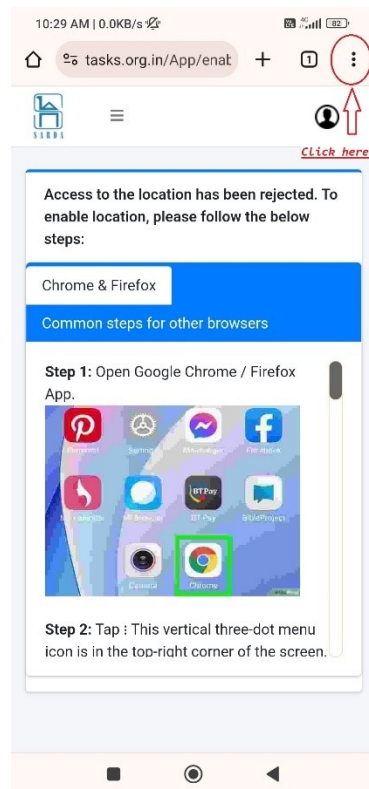


From the menu, click on the refresh button, as shown below.

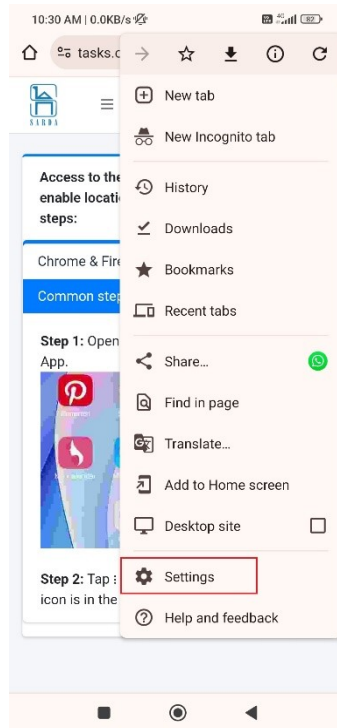


b. Change site settings:

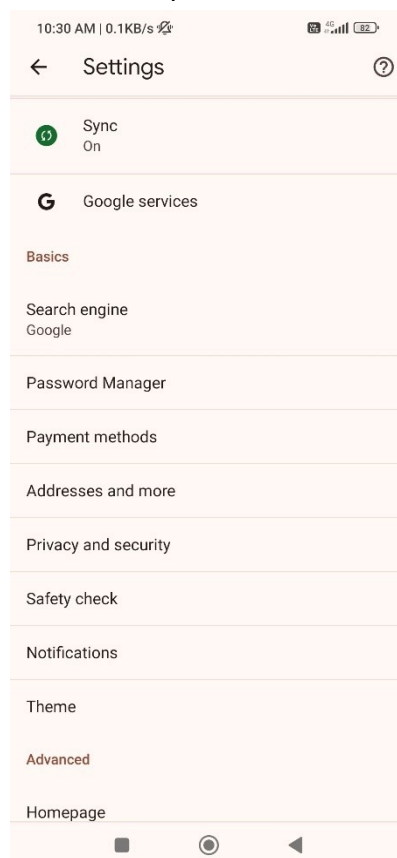
Click on browser top three dots as shown below.



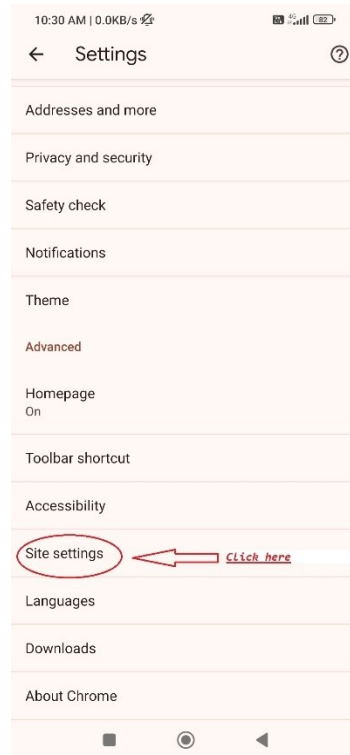
Select **Settings** option.



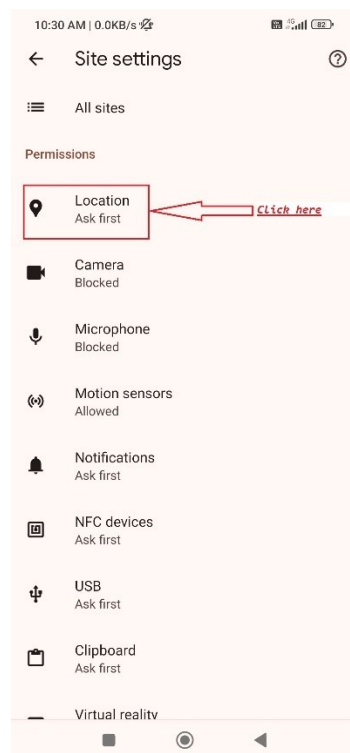
Settings page will be opened.



From the settings page, select Site settings.



Now select Location.



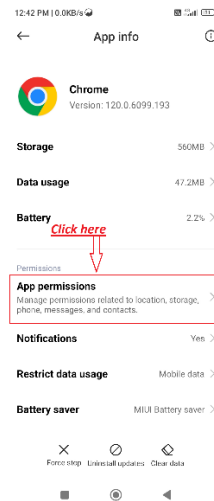
Enable the switch as shown below.



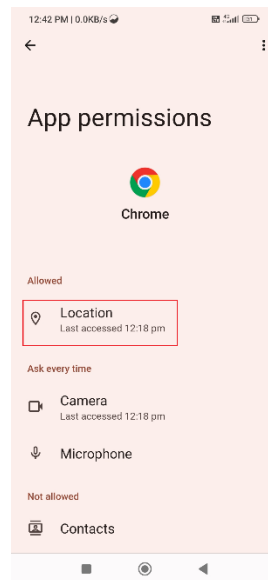
Click on android settings.



Select “App permissions”.

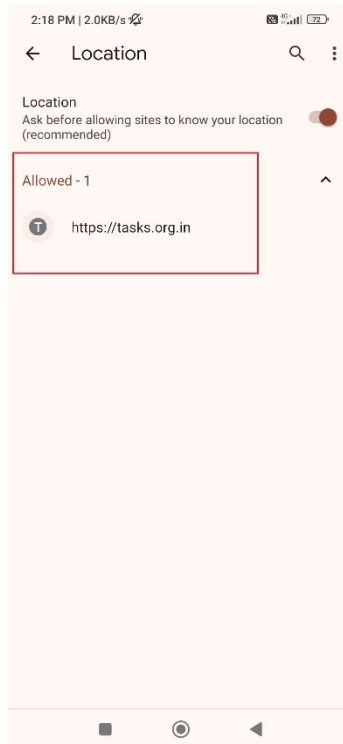


Select Location

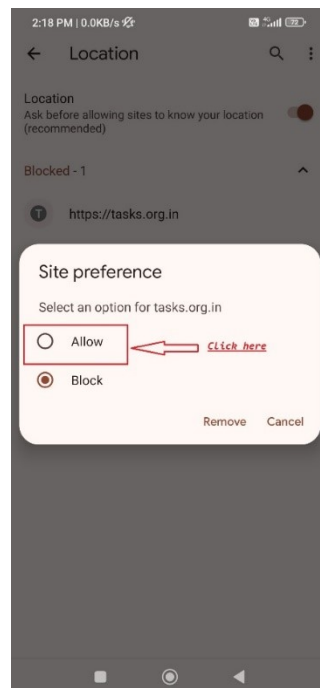


Select “Allow only while using the app”

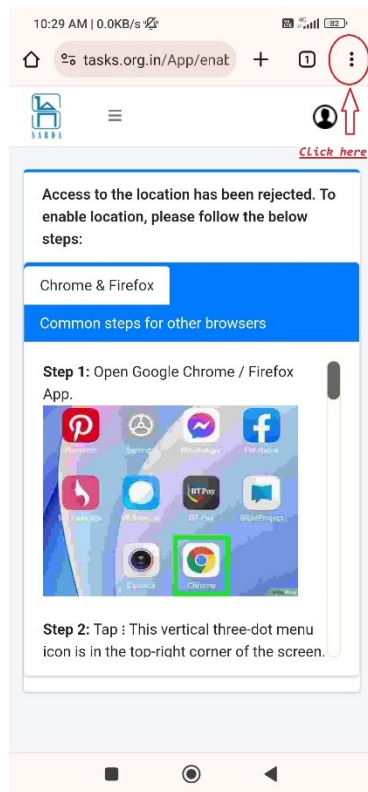
Also check whether the <https://tasks.org.in> site is in the allowed list, as shown in the below figure on location page.



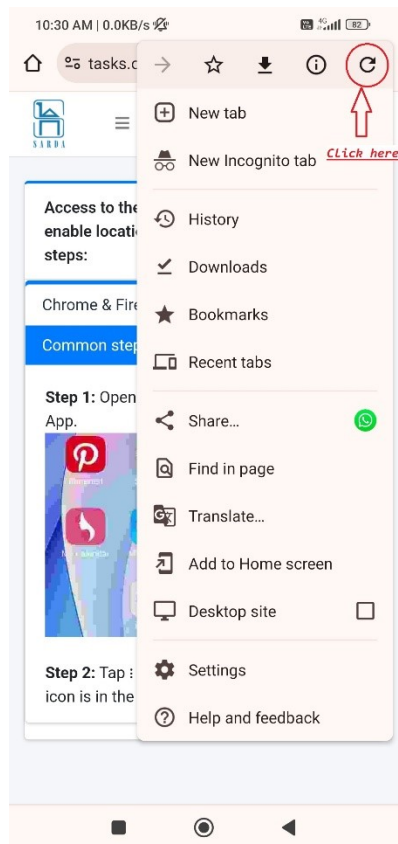
If it is on the blocked list, then click on the site and select the allow option.



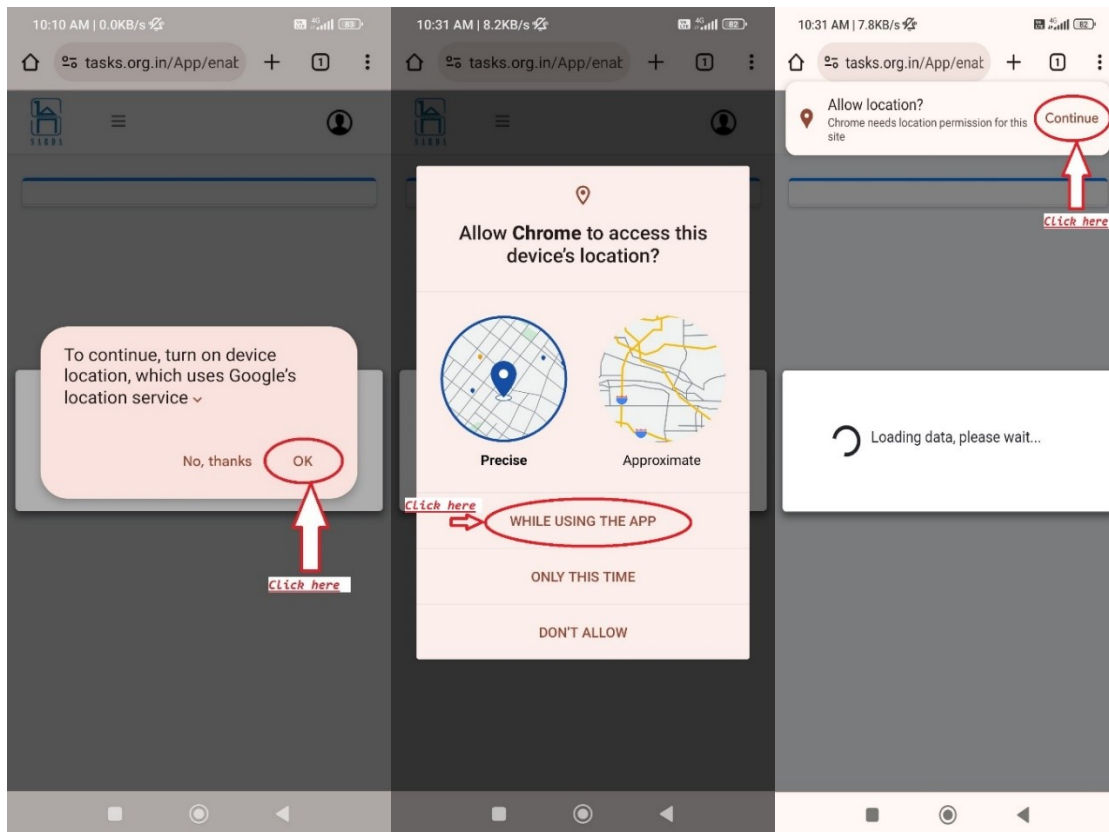
After selecting the option, refresh the page by clicking on the top three dots in the browser.



From menu click on refresh button as shown below



After refreshing the page, the following notification may come.

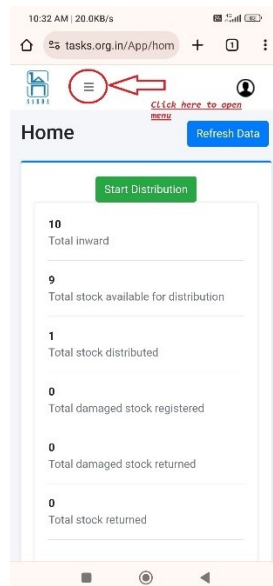


Click on button as shown in above figures.

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.

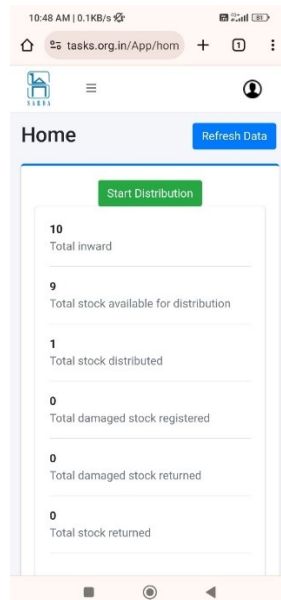


This will open the navigation menu, as shown in the below figure.



5. Home page:

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

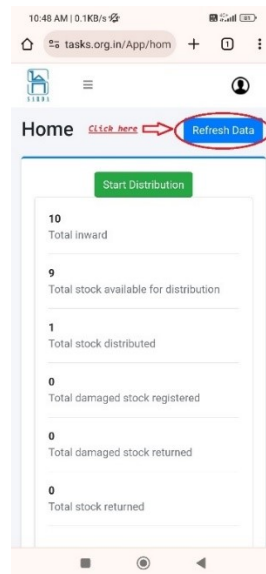


On the home page:

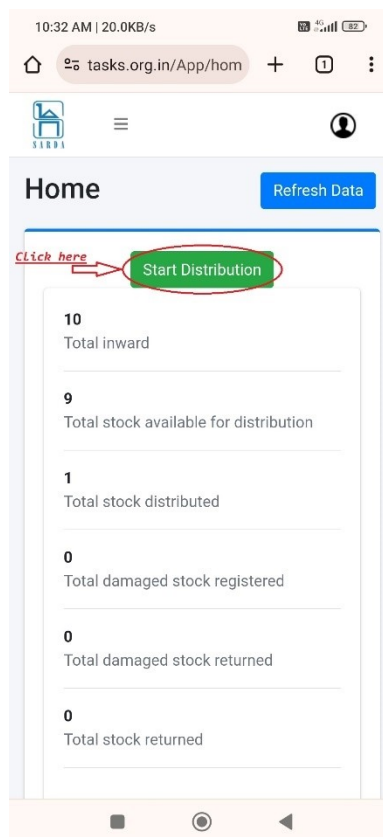
1. Total inward: Total stock assigned to distributor by Godown administrator.
2. Total stock available for distribution
3. Total stock distributed: Total stock distributed by the logged-in distributor.

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.



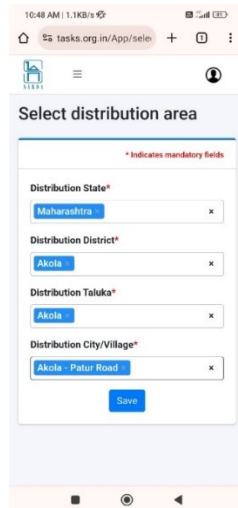
Click on the "start distribution" button to enter smoker details.



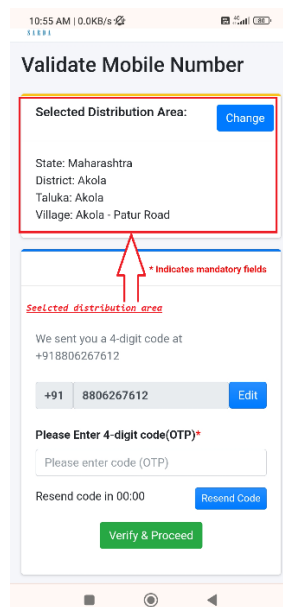
Distribution area selection:

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.



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.



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

Validate Mobile Number

Selected Distribution Area: [Change](#)

State: Maharashtra
District: Akola
Taluka: Akola
Village: Akola - Patur Road

Click on this button to change the distribution area

* Indicates mandatory fields

Code Verification

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](#)

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.

Validate Mobile Number

Selected Distribution Area: [Change](#)

State: Maharashtra
District: Akola
Taluka: Akola
Village: Akola - Patur Road

* Indicates mandatory fields

Enter mobile number*

Please enter mobile no

[Request OTP](#)

Click here

Enter mobile number

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 Number

Selected Distribution Area: [Change](#)

State: Maharashtra
District: Akola
Taluka: Akola
Village: Akola - Patur Road

* Indicates mandatory fields

Code Verification

We sent you a 4-digit code at
+918 12 12

+91 8 12 12 [Edit](#)

Please Enter 4-digit code(OTP)*

Please enter code (OTP)

Resend code in 02:55

[Enter OTP here](#) [Verify & Proceed](#) [Click to validate entered OTP](#)

b. Edit mobile number:

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

10:51 AM | 0.0KB/s

Validate Mobile Number

Selected Distribution Area: [Change](#)

State: Maharashtra
District: Akola
Taluka: Akola
Village: Akola - Patur Road

* Indicates mandatory fields

Code Verification

We sent you a 4-digit code at
+918 12 12

+91 8 12 12 [Edit](#)

Please Enter 4-digit code(OTP)*

Please enter code (OTP)

Resend code in 02:55

[Verify & Proceed](#)

[Click on edit button to edit the mobile number](#)

- 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.

The screenshot shows a mobile application interface with a status bar at the top displaying '10:55 AM | 0.0KB/s' and a battery level of 89%. The main heading is 'Validate Mobile Number'. Below this, there is a section for 'Selected Distribution Area' with a 'Change' button. The area details are: State: Maharashtra, District: Akola, Taluka: Akola, and Village: Akola - Patur Road. A red asterisk indicates mandatory fields. The 'Code Verification' section shows a message: 'We sent you a 4-digit code at +918 2'. Below this is a field with '+91', '8', and '2', and an 'Edit' button. The instruction 'Please Enter 4-digit code(OTP)*' is followed by a text input field containing 'Please enter code (OTP)'. A 'Resend Code' button is highlighted with a red box and a red arrow pointing to it. Below the button, a green button labeled '& Proceed' is visible. A red arrow points from the text 'Click on button to resend the OTP to entered mobile number' to the 'Resend Code' button.

- 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:*

The screenshot shows a mobile browser interface for the 'Validate Mobile Number' page. At the top, the status bar shows the time as 11:17 AM and data usage as 0.4KB/s. The address bar displays 'tasks.org.in/App/valid'. The page header includes a logo, a menu icon, and a user profile icon. The main content area is titled 'Validate Mobile Number'. Below the title, there is a section for 'Selected Distribution Area' with a 'Change' button. The selected area is listed as: State: Maharashtra, District: Akola, Taluka: Akola, and Village: Akola - Patur Road. A red asterisk indicates mandatory fields. The 'Enter mobile number*' field contains the number '8' followed by a masked area and '2', with a green checkmark indicating it is valid. Below the input field, a red-bordered box contains the message: 'Maximum verification attempts were reached for the entered mobile number. Please contact admin.' A blue 'Request OTP' button is located below the message box.

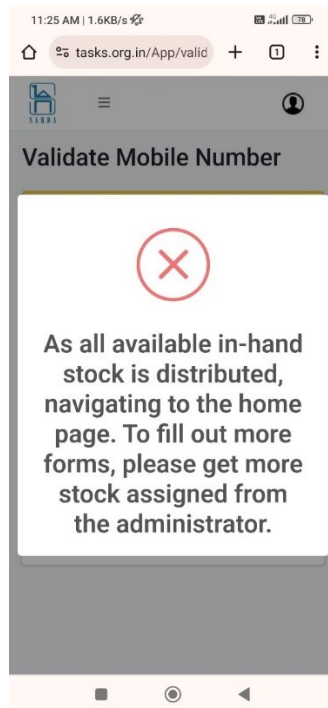
The above notification will be visible if you are trying to send an OTP to the same mobile number more than four times.

ii. *Network error:*

The screenshot shows the same 'Validate Mobile Number' page, but with a network error. The status bar at the top shows 'No internet connection'. A black error message box with a red exclamation mark icon is displayed in the center of the page. The message reads: 'No internet connection is available. Internet access is required to validate a mobile number. Please enable the internet and refresh the page.' The background of the page is dimmed. The 'Selected Distribution Area' section shows: State: Maharashtra, District: Sambhaji Nagar, and Taluka: Soygaon. The 'Enter mobile number*' field contains the number '7058628978' with a green checkmark. A blue 'Request OTP' button is visible below the input field.

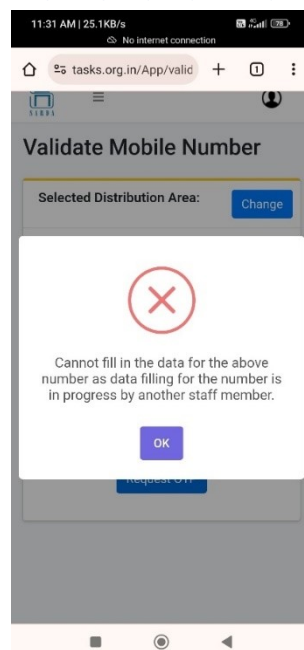
The above notification is visible if you are trying to send or validate the OTP without an internet connection. Please check your mobile internet connection.

iii. *No stock available:*



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.

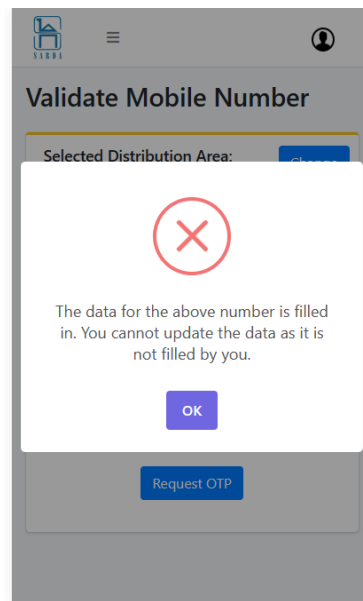
iv. *Smoker details filling in progress by another distributor:*



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

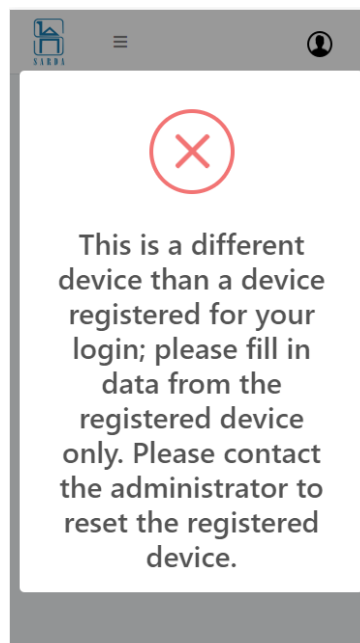
Entered mobile number smoker details can only be entered from distributor login from which it is validated.

- 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":*



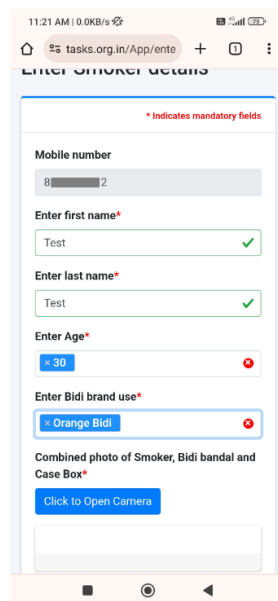
The above notification will be visible if the user tries to enter the data from a different device or a different browser other than the one device browser from which he was first logged in.

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.



11:21 AM | 0.0KB/s

tasks.org.in/App/ente

Enter Smoker details

* Indicates mandatory fields

Mobile number

8 2

Enter first name*

Test ✓

Enter last name*

Test ✓

Enter Age*

30 ✗

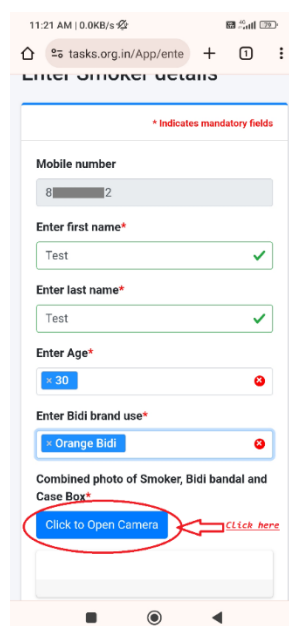
Enter Bidi brand use*

Orange Bidi ✗

Combined photo of Smoker, Bidi bandal and Case Box*

Click to Open Camera

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



11:21 AM | 0.0KB/s

tasks.org.in/App/ente

Enter Smoker details

* Indicates mandatory fields

Mobile number

8 2

Enter first name*

Test ✓

Enter last name*

Test ✓

Enter Age*

30 ✗

Enter Bidi brand use*

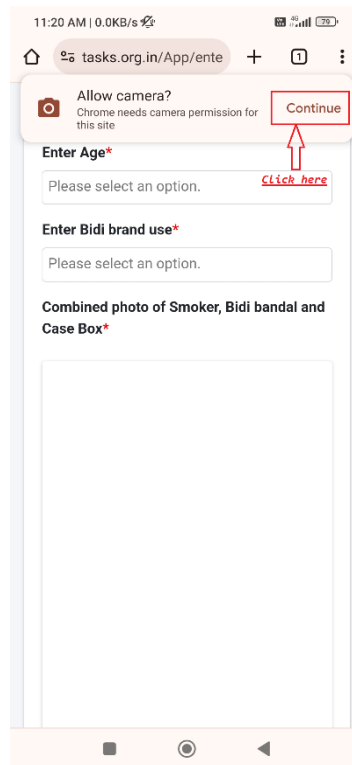
Orange Bidi ✗

Combined photo of Smoker, Bidi bandal and Case Box*

Click to Open Camera

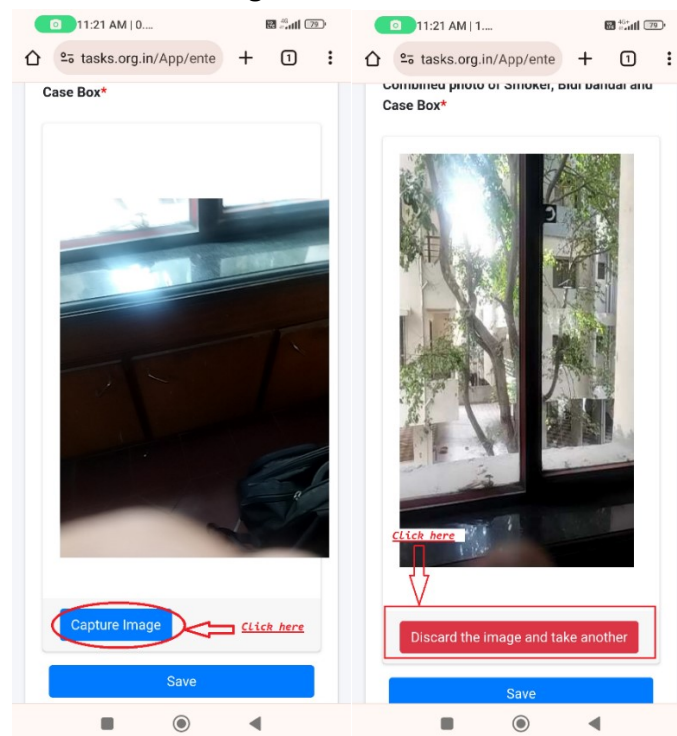
Click here

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.

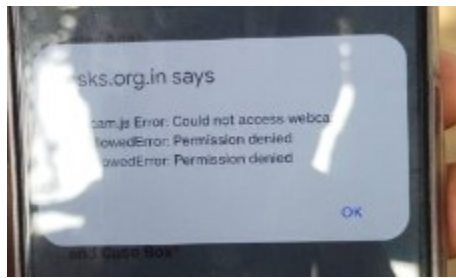
If want to retake the image and discard the current image, click on “Discard the image and take another” button.



Click on the save button.

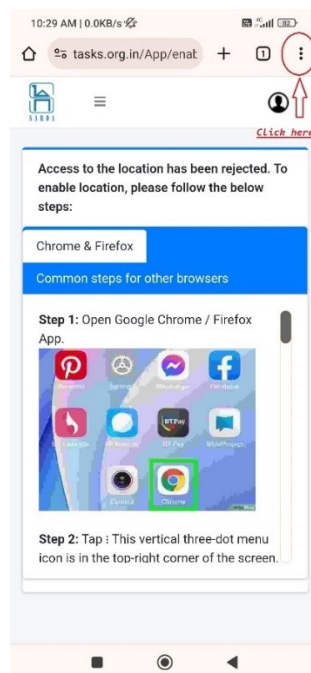
a. Facing error while opening camera:

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

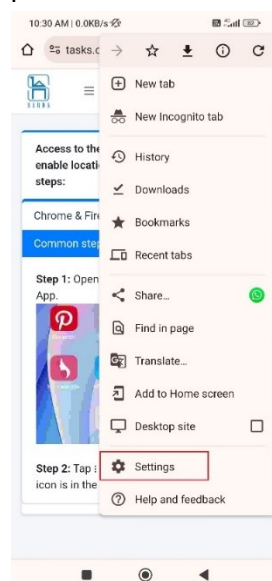


To enable the camera please follow the below steps:

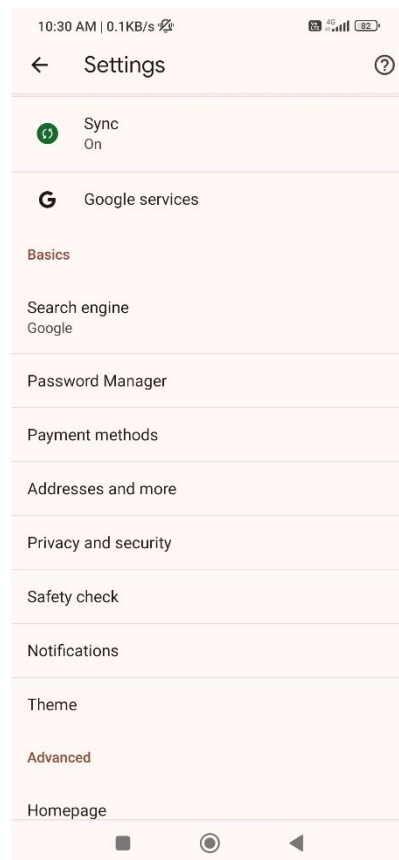
Click on browser top three dots as shown below.



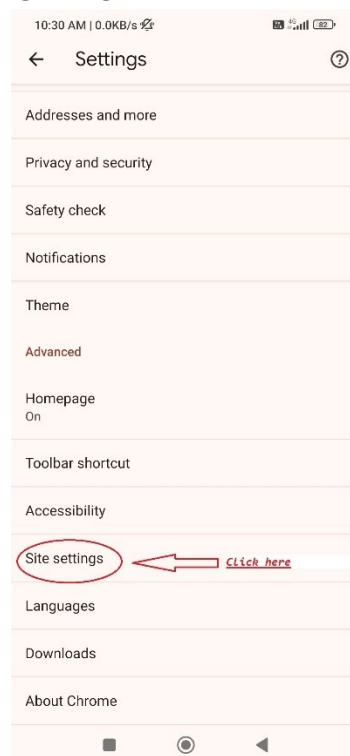
Select **Settings** option.



Settings page will be opened.

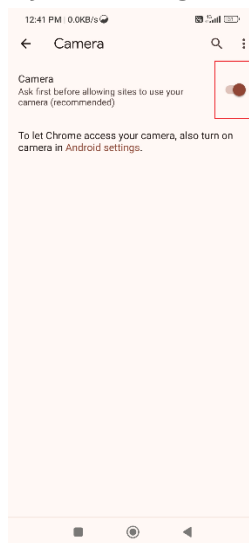


From the settings page, select Site settings.

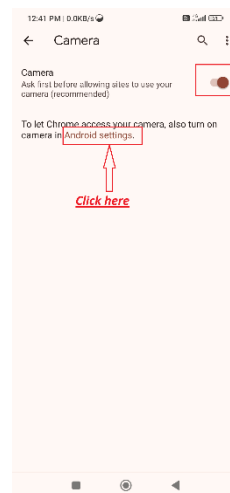


Select camera.

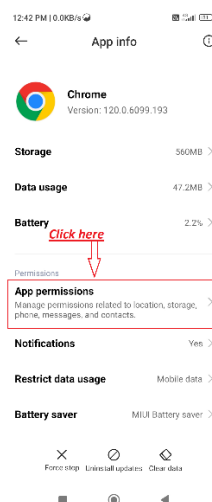
Enable the camera by enabling the switch.



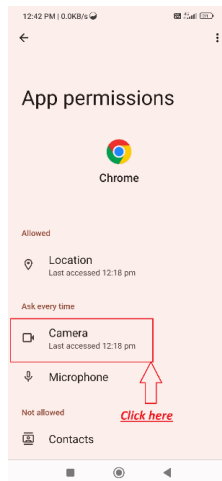
Click on android settings.



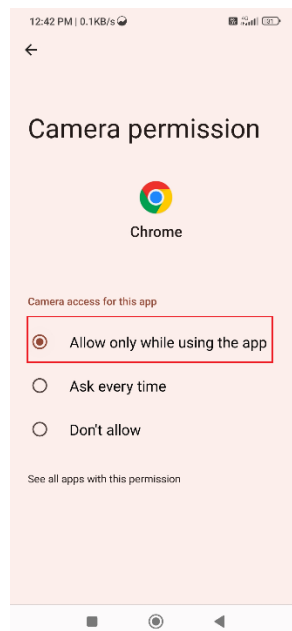
Select “App permissions”.



Select Camera



Select “Allow only while using the app”



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.

12:45 PM | 15.2KB/s

Update Smoker Details

* Indicates mandatory fields

The mobile number already exists in the records.

Mobile number

012

Enter first name*

Soham

Enter last name*

Ambekar

Enter Age*

36

Enter Bidi brand use*

Mr.Kadak Bidi

Combined photo of Smoker, Bidi bandal and Case Box*

Please note you can update all details except smoker photo.

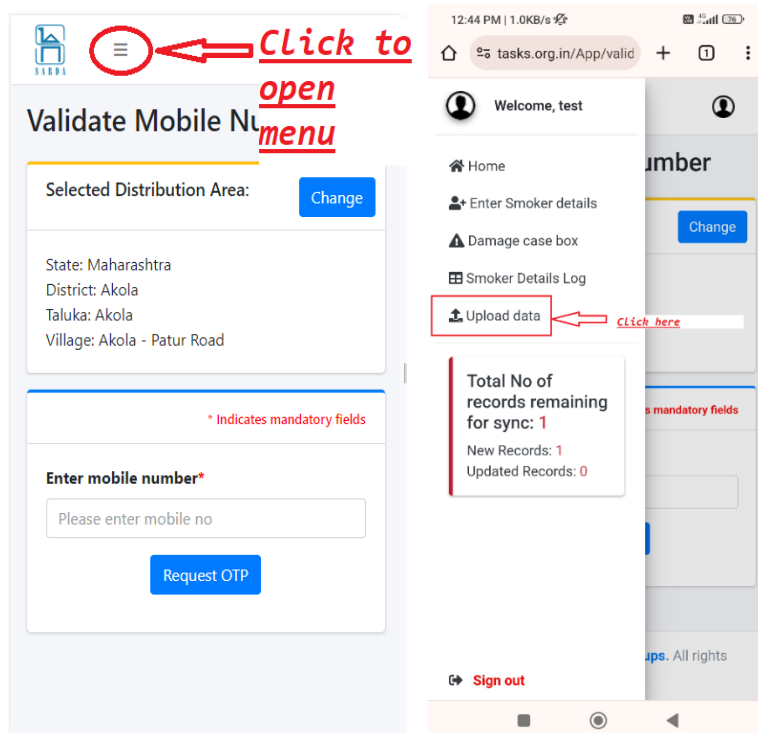
Click on update button to update the smoker details.

4. Upload smoker details page:

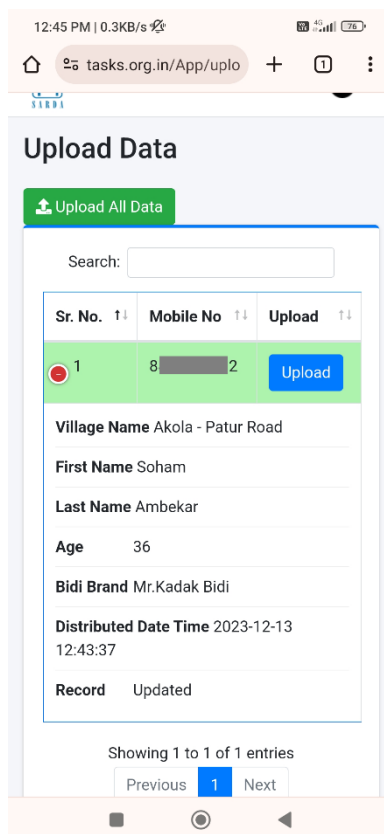
a. *Upload the offline saved smoker data:*

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.

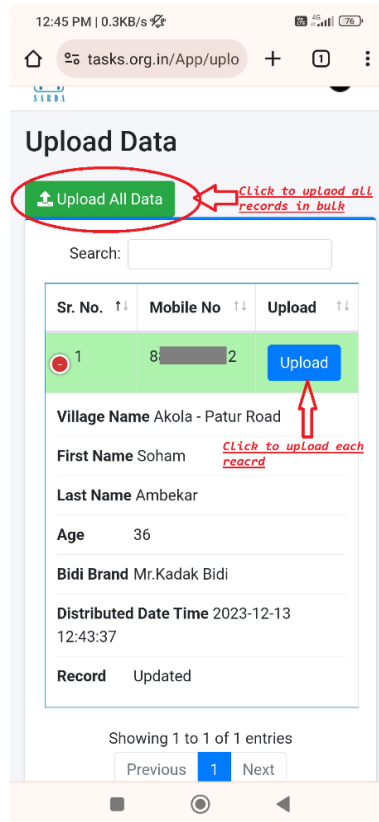
To upload smoker details, navigate to the upload smoker details page. To navigate, open the menu.



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



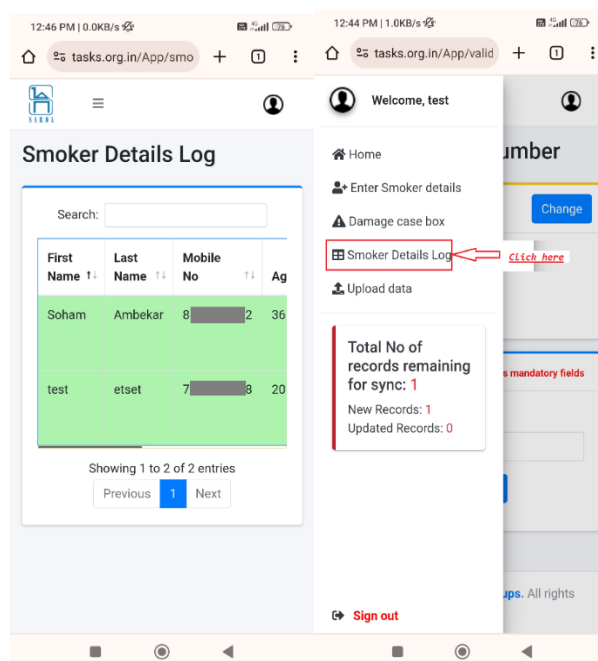
Click the upload all button to bulk upload all the records, or click the upload button in the upload column on each record to upload each record one by one.



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.

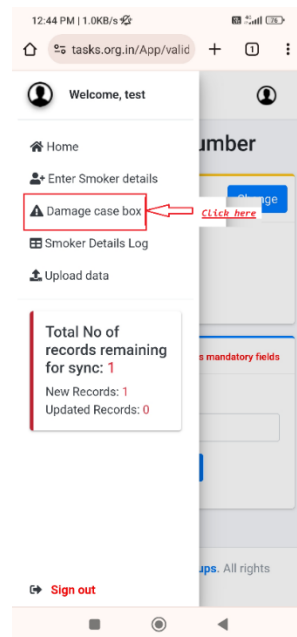


To navigate to smoker details log page open menu and click on smoker details log.

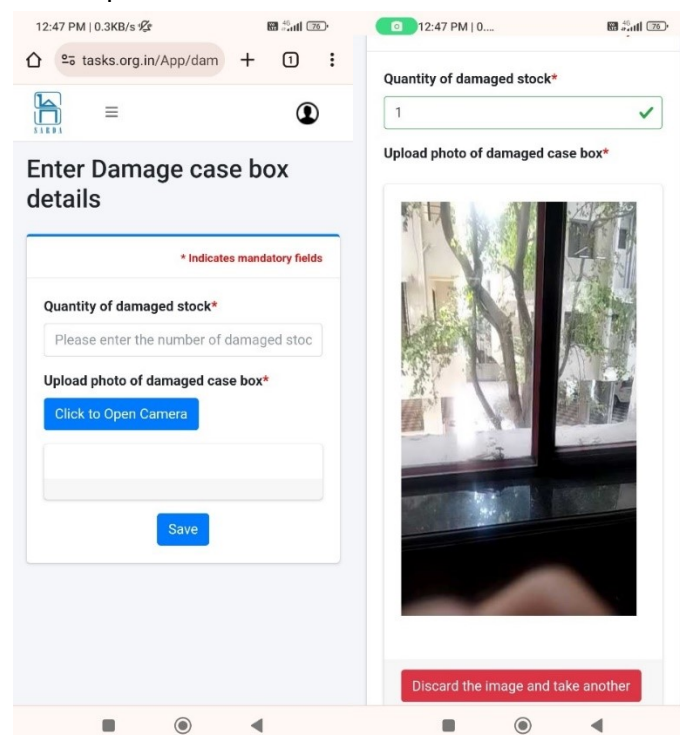
6. Enter the damage case box details page:

a. Register the damaged stock:

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



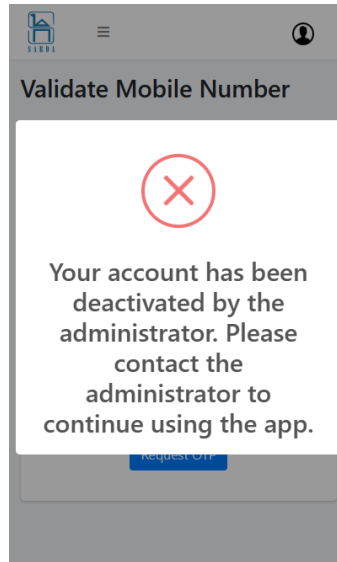
On the page enter the quantity of box to be registered as damaged and take photo of damaged box by clicking on Click to open camera button and take photo.



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:

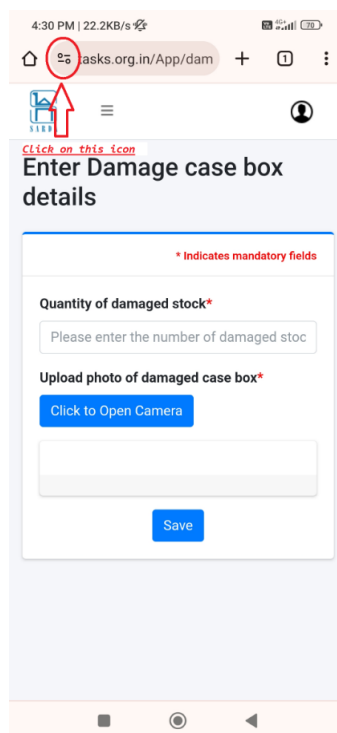
- a. Account inactivated:



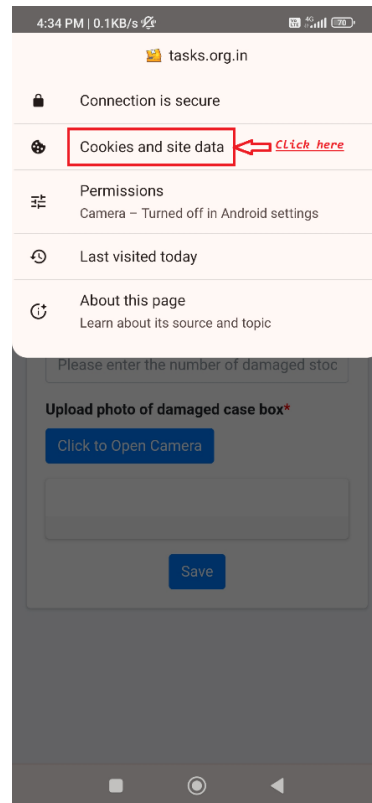
If the above notification is visible, it means that your account has been deactivated by the Godown administrator.

8. Steps to clear the browser cache:

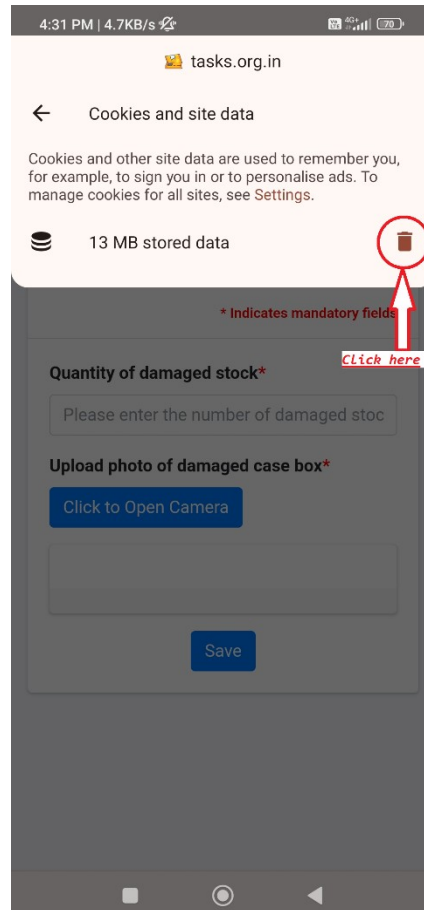
To clear the browser cache, click on the lock icon in the browser address bar, as shown below. On some mobiles, an icon can be a lock icon.



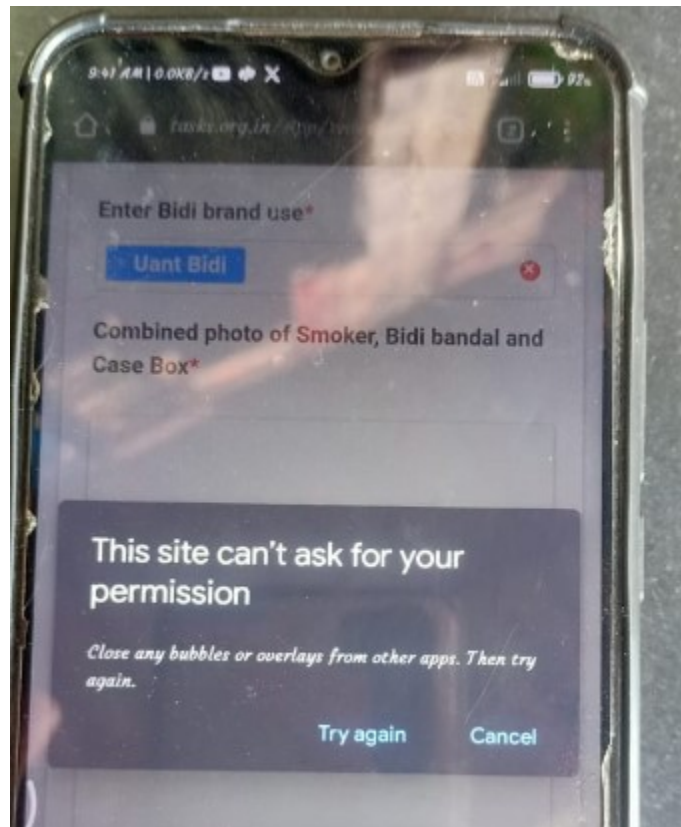
Then from the menu click on cookies and site data.



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



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.