

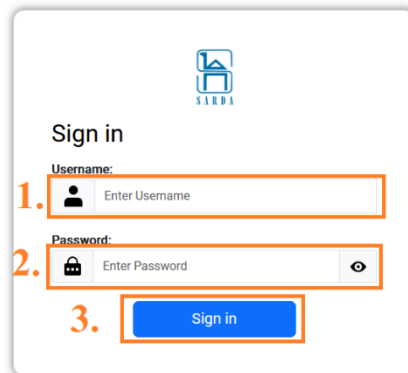
Bidi Casebox Godown admin User Manual

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How to sign in to the admin panel:

1. Open link “<https://tasks.org.in/admin>” in your browser.
2. Enter your Username and password.

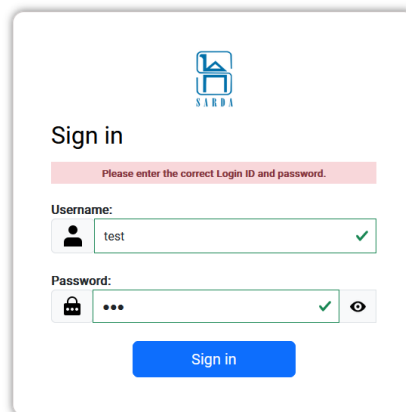


The image shows a 'Sign in' form with the SARDA logo at the top. Below the logo, the text 'Sign in' is displayed. There are two input fields: 'Username:' and 'Password:'. The 'Username:' field is highlighted with an orange box and labeled '1.' with a user icon. The 'Password:' field is highlighted with an orange box and labeled '2.' with a lock icon. A blue 'Sign in' button is highlighted with an orange box and labeled '3.'.

3. Click on the “Sign in” button.

Trouble shoot:

1. Unable to login



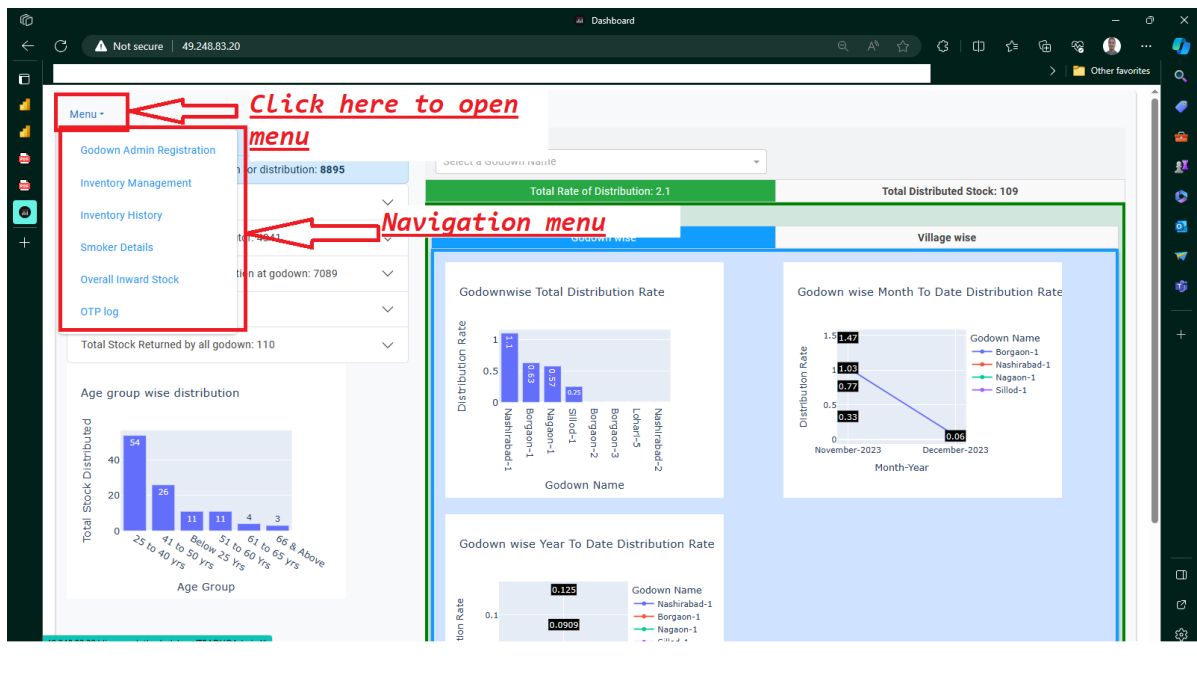
The image shows a 'Sign in' form with the SARDA logo at the top. Below the logo, the text 'Sign in' is displayed. A red error message bar reads 'Please enter the correct Login ID and password.' Below this, there are two input fields: 'Username:' and 'Password:'. The 'Username:' field contains the text 'test' and has a green checkmark. The 'Password:' field contains three dots and has a green checkmark. A blue 'Sign in' button is at the bottom.

Please ensure the entered username and password are correct. Also, please note that only admins will be able to login to the admin panel. The distributor cannot login to the admin panel.

How to navigate across admin panel:

Click on the menu button to open a menu. Click on options in the menu to navigate across the admin panel.

i. From dashboard:



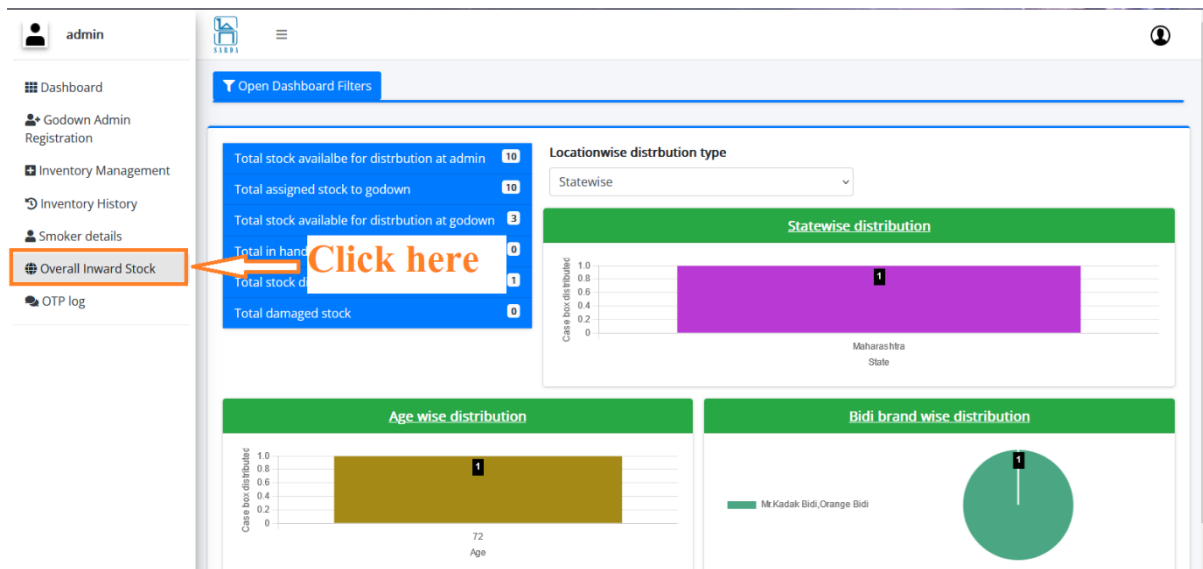
ii. From other admin panel pages:

The screenshot shows the "Distributor Registration" page. The navigation menu is highlighted with a red box and labeled "Navigation menu". A red arrow points to the "Menu" button, labeled "Click here to open menu". The page displays a table of distributors with columns: User ID, Status, State, District, Assigned Taluka, Assigned City/Village, First Name, Last Name, and Mobile Number. Each row has an "Edit" button.

User ID	Status	State	District	Assigned Taluka	Assigned City/Village	First Name	Last Name	Mobile Number	Edit
Aaland1SA	Active	Maharashtra	Sambhaji Nagar	Sillod	Aland	Somnath	Aher	9922401042	Edit
Adgaon1RN	Active	Maharashtra	Sambhaji Nagar	Fulambri	Adgaon	Rushikesh	Nakil	8983420040	Edit
Dahigaon1LK	Active	Maharashtra	Sambhaji Nagar	Kannad	Dahigaon	Lakhan	Kapote	9860305094	Edit
Ajinta1LP	Active	Maharashtra	Sambhaji Nagar	Sillod	Ajinta	Lalchand	Patil	9922404043	Edit

How to manage the overall inward stock:

1. Select Overall inward stock option from menu.



2. These will open overall inward stock page.

3. Click on “+Add” button to “Received” or register “Damaged” stock.

The screenshot shows the 'Godown Overall Inward Stock' form. The '+Add' button is highlighted with a red box and an arrow pointing to it, with the text 'Click Here' next to it. The form includes the following fields and components:

- Buttons:** '+Add', 'Total returned quantity: 0', 'Total damaged quantity: 0', 'Total quantity available for distribution: 5', and 'Export table data to Excel'.
- Form Fields:** 'Stock updation type', 'Date of stock received/damaged' (with a date picker), 'Quantity', and 'Created Date'.
- Table:** A table showing stock updates with columns for Stock updation type, Date of stock received/damaged, Quantity, and Created Date.

Stock updation type	Date of stock received/damaged	Quantity	Created Date
Stock Assigned		10	2023-10-09 05:36:18
Stock Received	10-Oct-2023	5	2023-10-09 05:36:55

4. After clicking on “+Add” button will open Overall Inward Stock Form.

Please note that:

Assigned stock: Assigned stock by head administrator.

For fields details:

A. Stock updation type:

a. Stock Received: To add stock to overall stock.

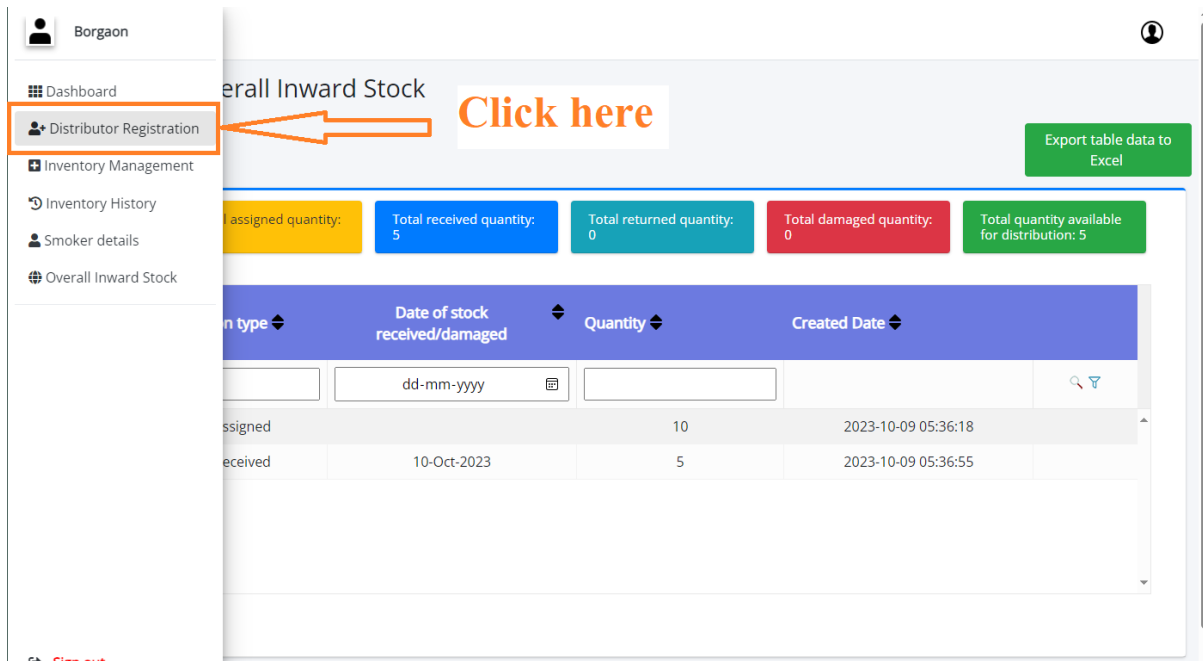
b. Register Damaged Stock: To register damaged stock.

B. Quantity

C. Date of stock received / damaged stock identified.
Click on “Save” button.

How to create Distributor Logins:

1. Select Distributor Registration option from menu.

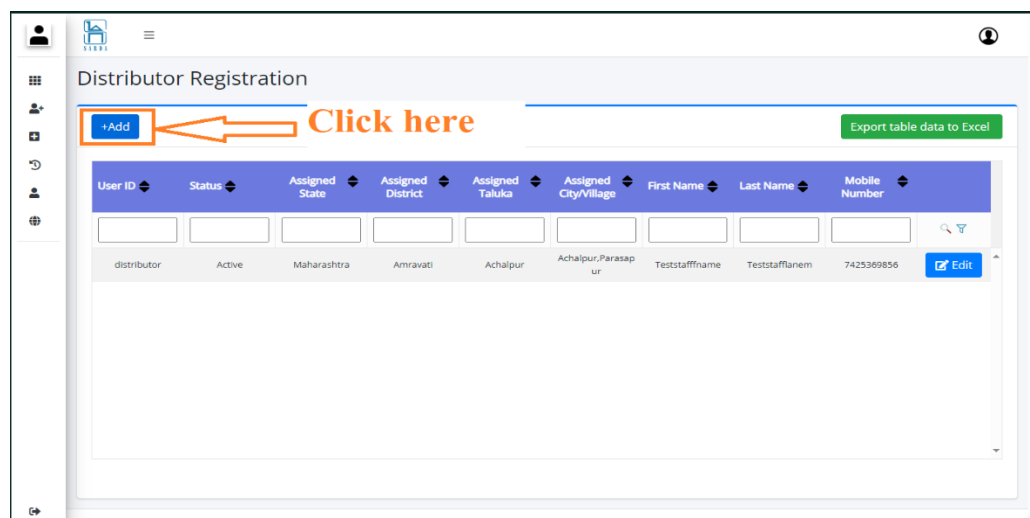


2. These will open Distributor Registration page.

3. In table on page you can view all distributor logins of your Godown.

4. To create distributor login:

a. Click on “+Add” button

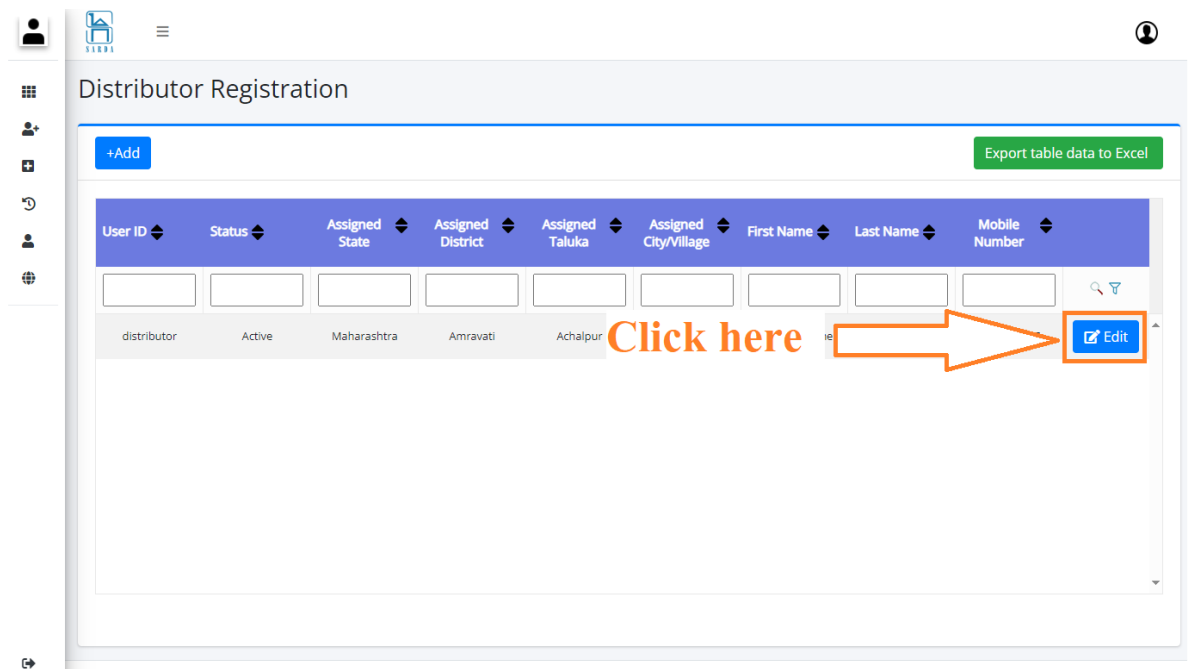


b. Clicking on button will open Distributor Registration Form

- c. Fill all the fields in the form.
- d. Please note that you cannot assign the same village to another distributor login. After assigning village to distributor login that village option will be not visible while assigning village to another distributor login.
- e. Click on the “Save” button to create distributor login.

5. To edit distributor login details:

- a. Click the edit button on the distributor's row in tables whose login details you want to edit.



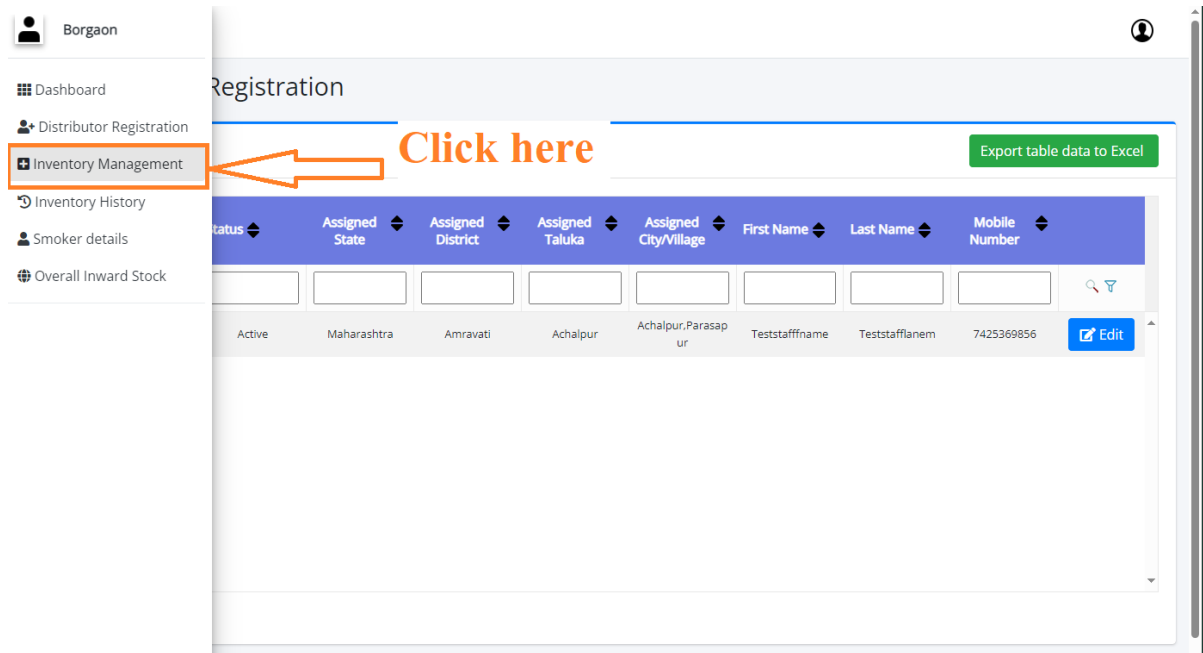
The screenshot shows the 'Distributor Registration' interface. It features a table with the following columns: User ID, Status, Assigned State, Assigned District, Assigned Taluka, Assigned City/Village, First Name, Last Name, and Mobile Number. The first row of data shows a distributor with the following details: distributor, Active, Maharashtra, Amravati, Achalpur, and a partially visible last name 'se'. An orange arrow points to the 'Edit' button in the last column of this row, with the text 'Click here' written in orange next to it. The interface also includes a '+Add' button, an 'Export table data to Excel' button, and a sidebar with various icons.

User ID	Status	Assigned State	Assigned District	Assigned Taluka	Assigned City/Village	First Name	Last Name	Mobile Number
distributor	Active	Maharashtra	Amravati	Achalpur			se	

- b. Clicking on button will open Staff Registration Edit Form
- c. Update the details.
- d. Click on the “Update” button to save the details.

How to assign inventory to distributor:

1. Select Inventory Management option from menu.



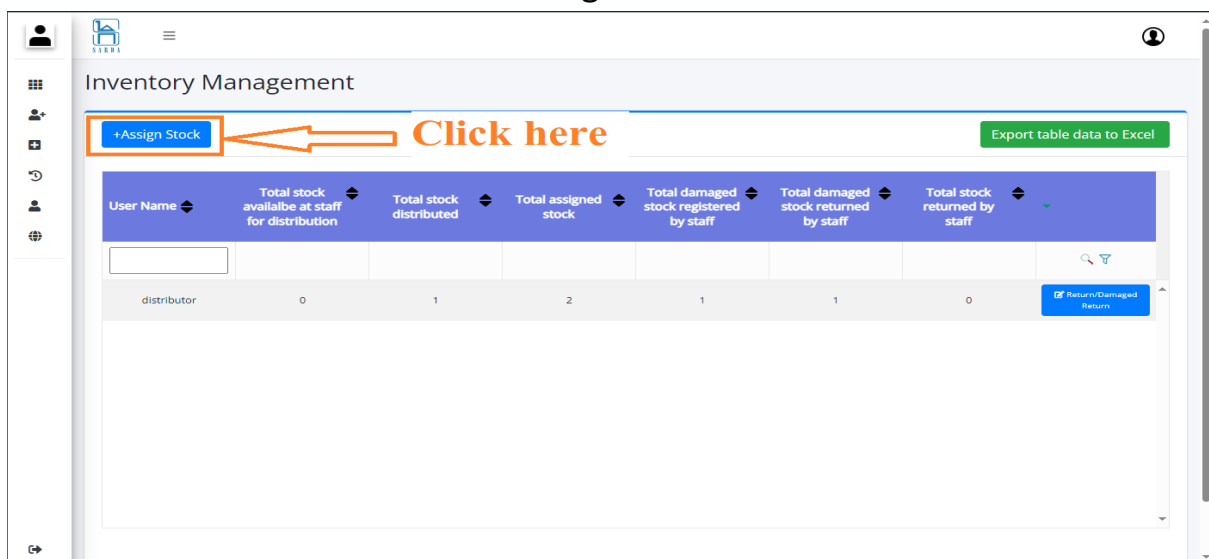
2. These will open Inventory management page.

3. You can view the stock assigned to each distributor and can also manage stock of each distributor.

4. To manage stock:

a. Assign stock to Godown

i. Click on "+Assign stock" button.



ii. This will open Inventory Management Form

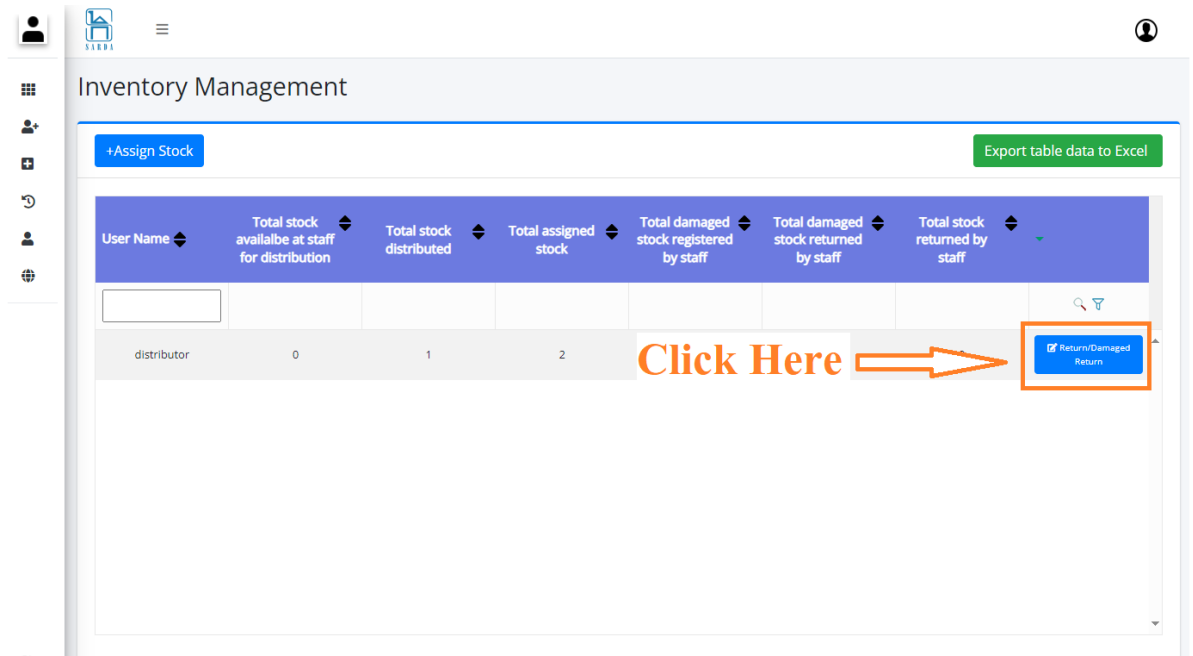
iii. In the form:

1. User ID: Select User ID of distributor.

2. Enter Number of stocks
3. Click on “Save” button.

5. Manage ”Return” and ”Damaged return” stocks:

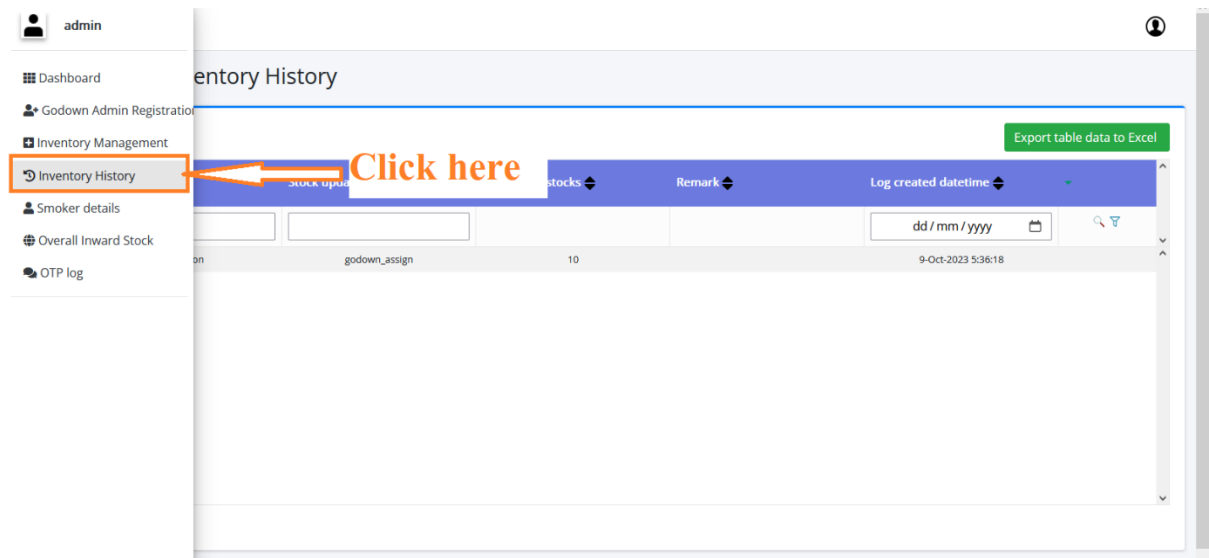
- a. From the table on the Inventory management screen click on ”Return/Damaged return” button.



- b. This will open Inventory Management Form
- c. Select stock updation type:
 - i. Return stock
 - ii. Return damaged stock
- d. Enter number of stocks.
- e. Select remark.
- f. Click on “Save” button.

How to view inventory management history:

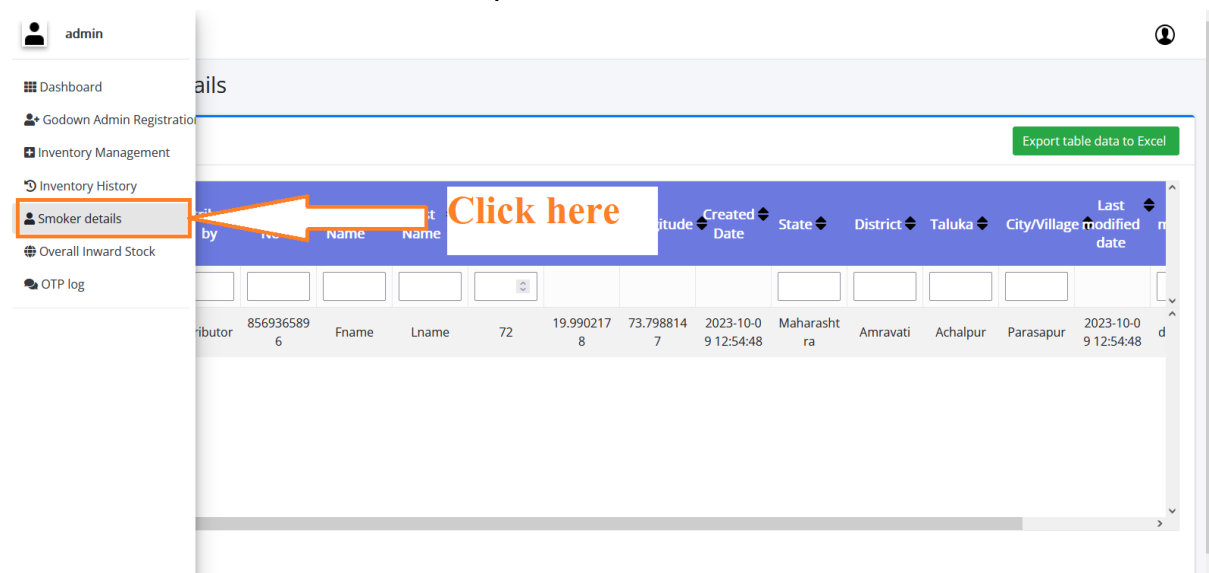
1. Select Inventory History option from the menu.



2. These will open Inventory history page.
3. In the table you can view inventory history.

How to view smoker details:

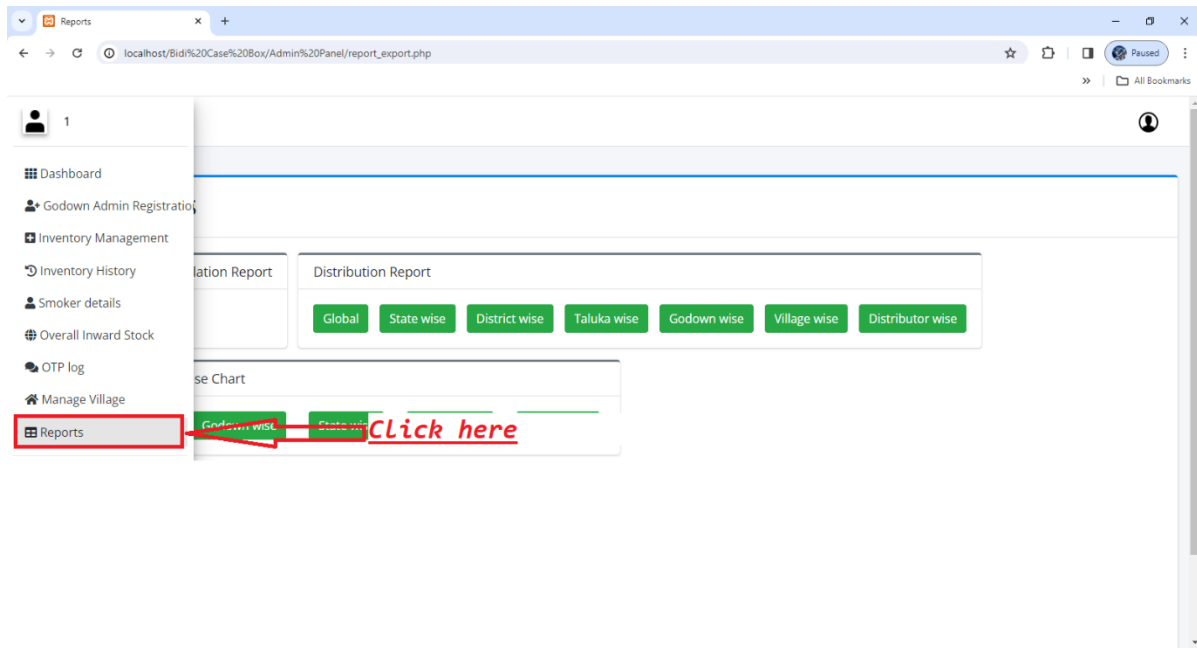
1. Select Smoker Details option from the menu.



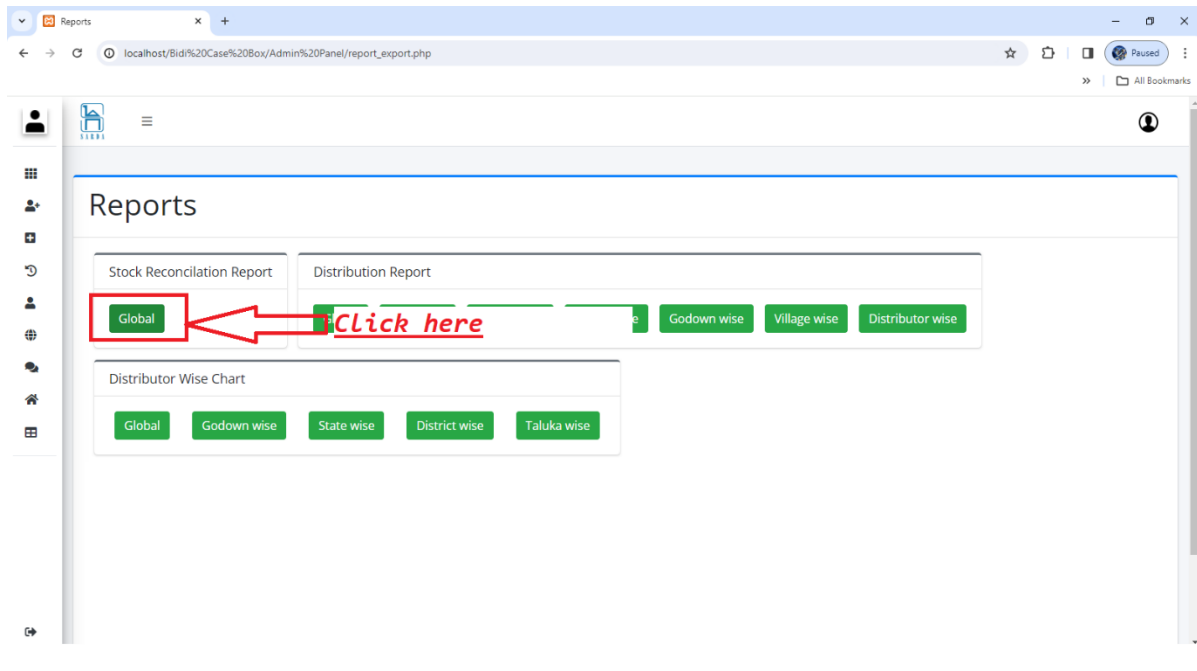
2. These will open the Smoker Details page.
3. In the table you can view Smoker Details filled by distributors of all Godown.

How to download reports:

1. Select the “Reports” option from the menu.



2. Click on the report which you have to download.



3. Fill in the filter form and click on the “Generate Report” button to download the report.

The screenshot shows a web browser window with the URL `localhost/Bid/%20Case%20Box/Admin/%20Panel/SRR_form.php?SSR=17028759458385SR`. The page title is "Stock reconciliation Report Generation Form". The form contains the following elements:

- From Date***: A date picker showing 16-10-2023.
- To Date***: A date picker showing 18-12-2023.
- Godown***: A dropdown menu with the text "Please select Godown."
- Generate Report**: A blue button highlighted with a red box. A red arrow points to it with the text "Click here".

A red asterisk indicates mandatory fields. The footer shows "Copyright © 2022-23 Sarda Groups. All rights reserved."