Bidi Casebox Godown admin User Manual

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Sr.No.	Title

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.
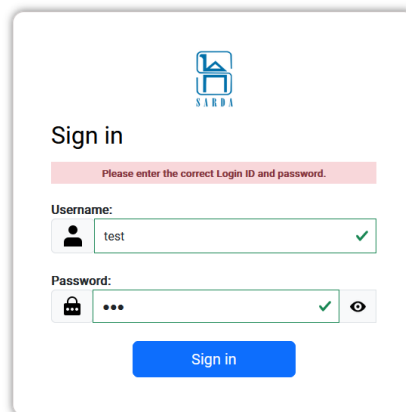
3. Click on the "Sign in" button.

Trouble shoot:
1. Unable to login

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.
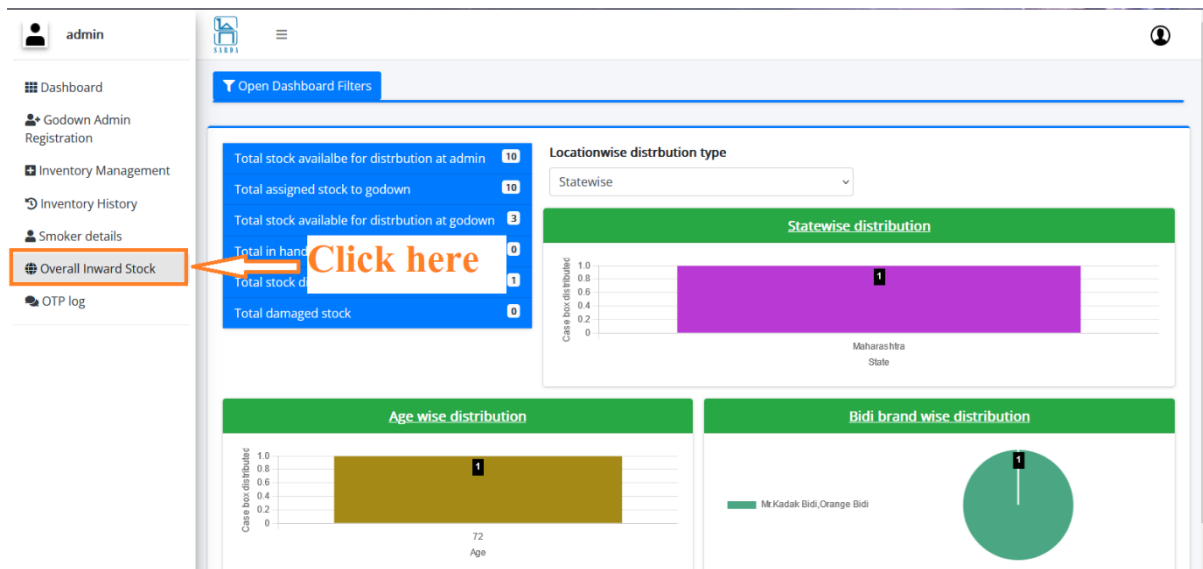
i. From dashboard:
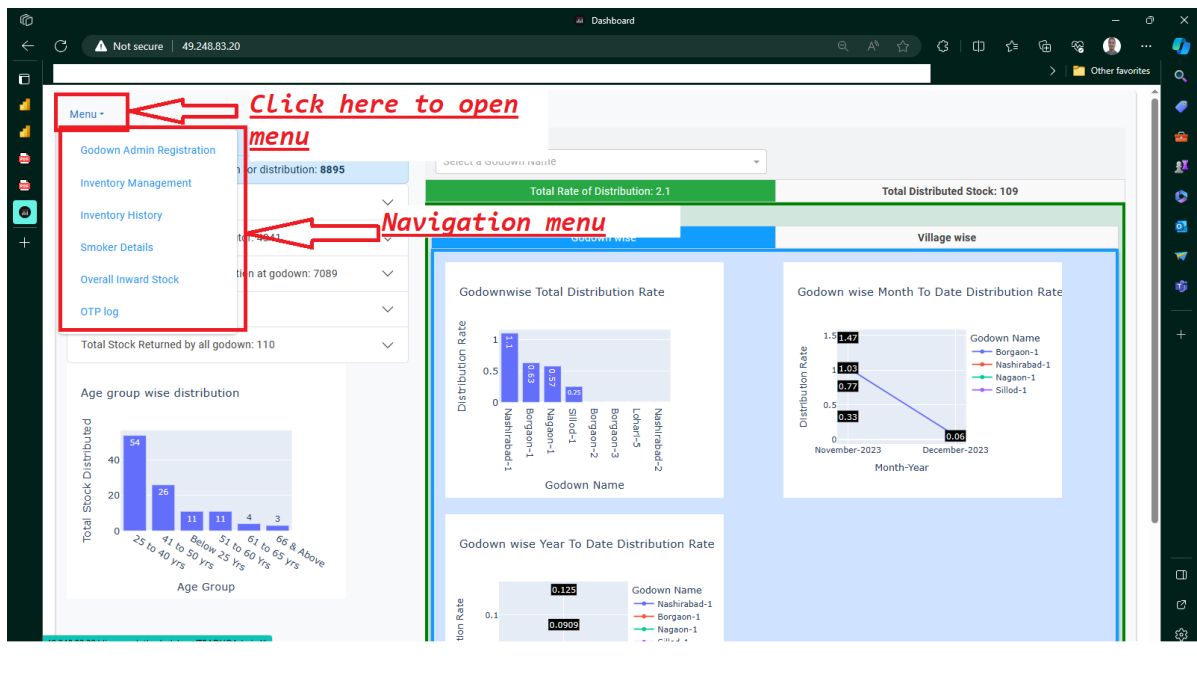
ii. From other admin panel pages:

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.

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.
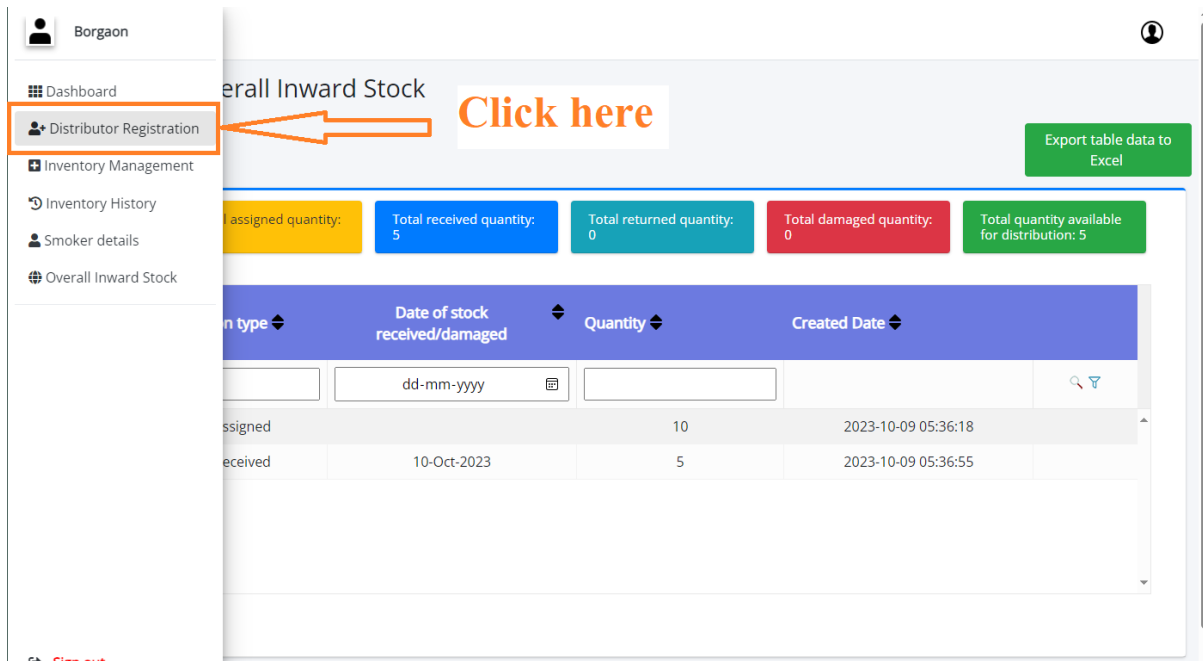
2. These will open Distributor Registration page.
3. In table on page you can view all distributor logins of your Godown.
4. To create distributor login:
   a. Click on "+Add" button

   b. Clicking on button will open Distributor Registration Form

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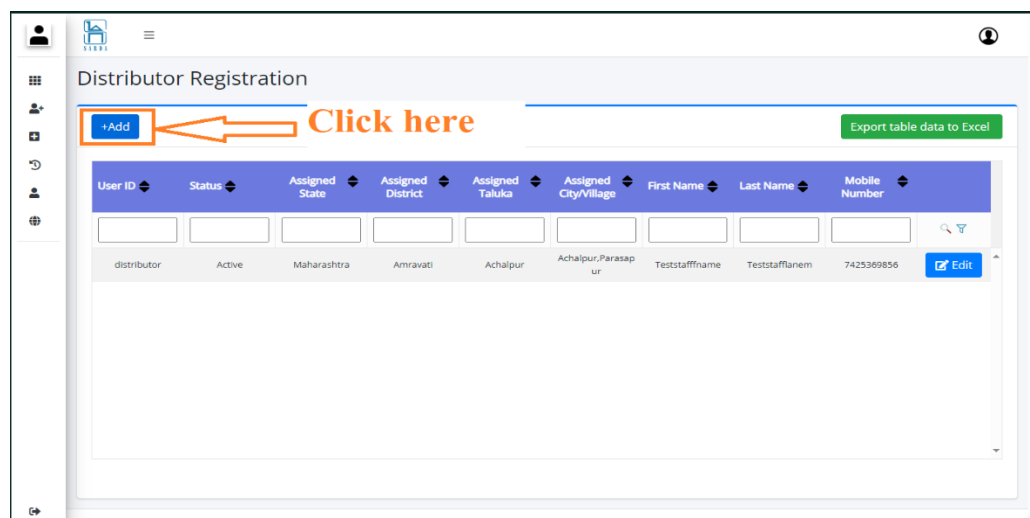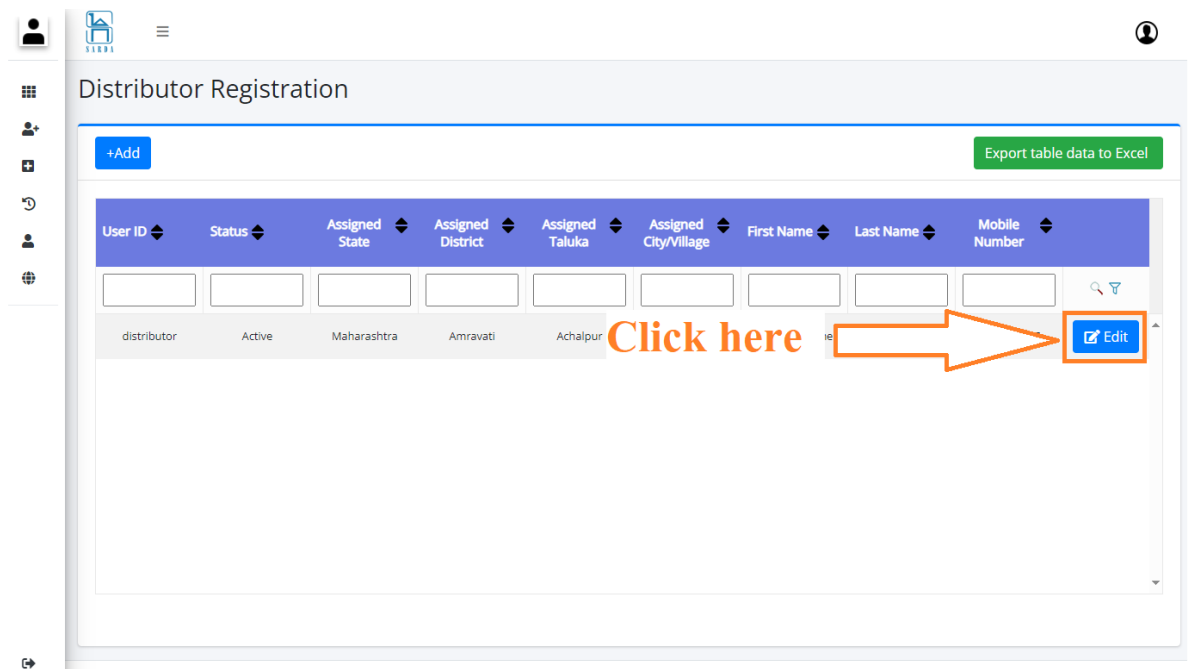d. Please note that you cannot assign the same village to another distributor login. After assigning village to distributor login that village option will be not visible while assigning village to another distributor login.
e. Click on the "Save" button to create distributor login.

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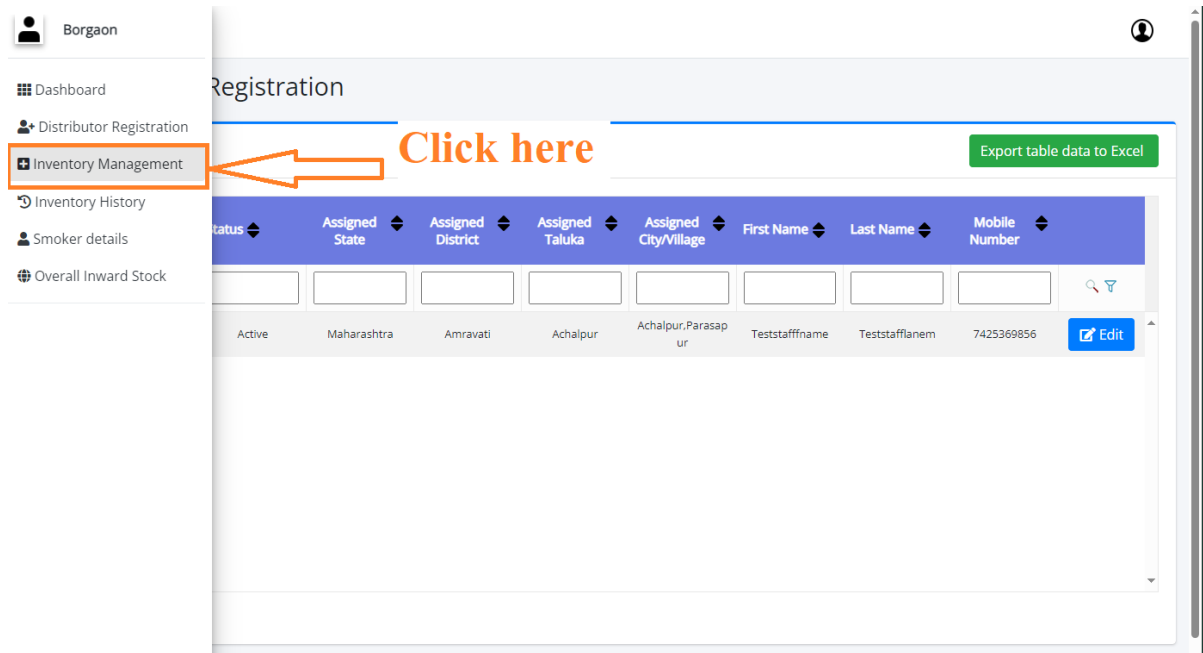   a. Click the edit button on the distributor's row in tables whose login details you want to edit.

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:

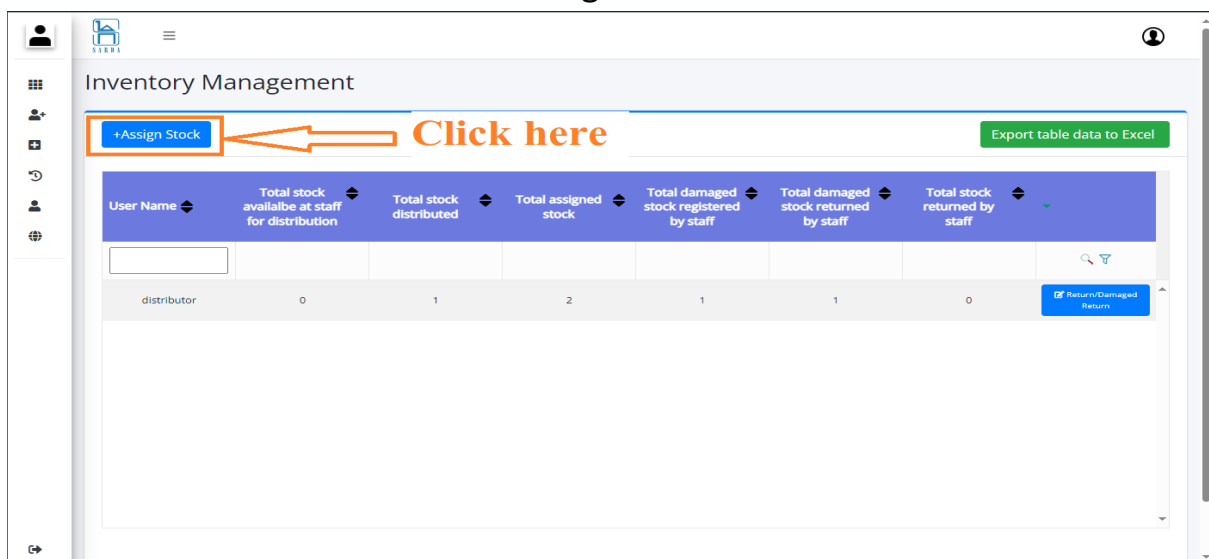1. Select Inventory Management option from menu.

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.
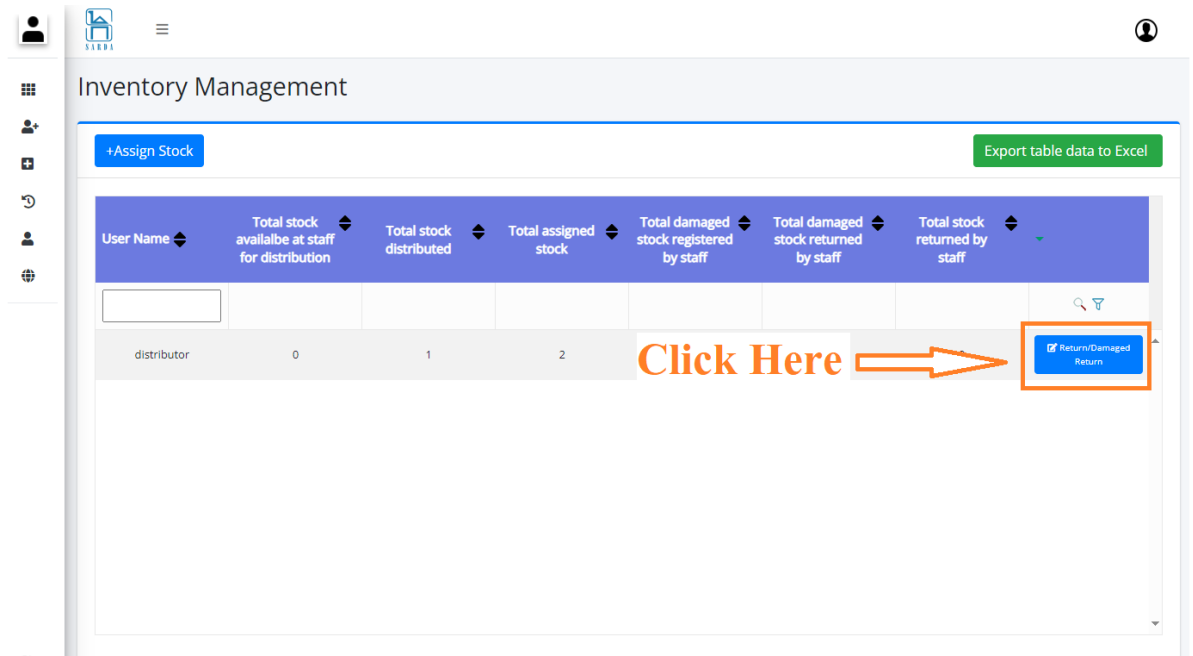

    ii. This will open Inventory Management Form
  iii. In the form:
      1. User ID: Select User ID of distributor.

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.

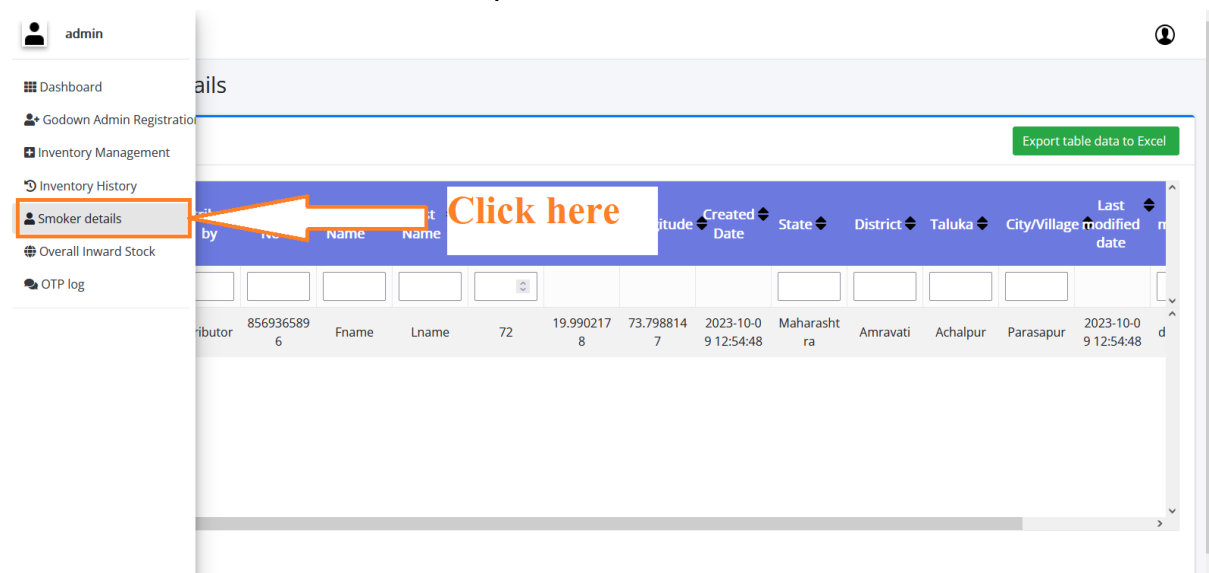**How to view inventory management history:**

1. Select Inventory History option from the menu.
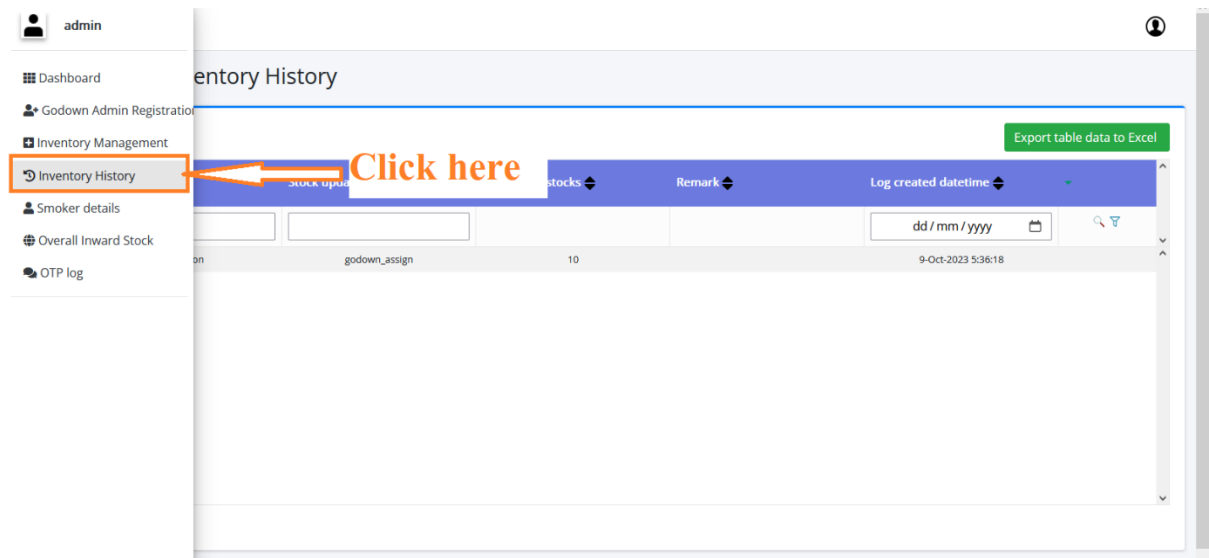
2. These will open Inventory history page.
3. In the table you can view inventory history.
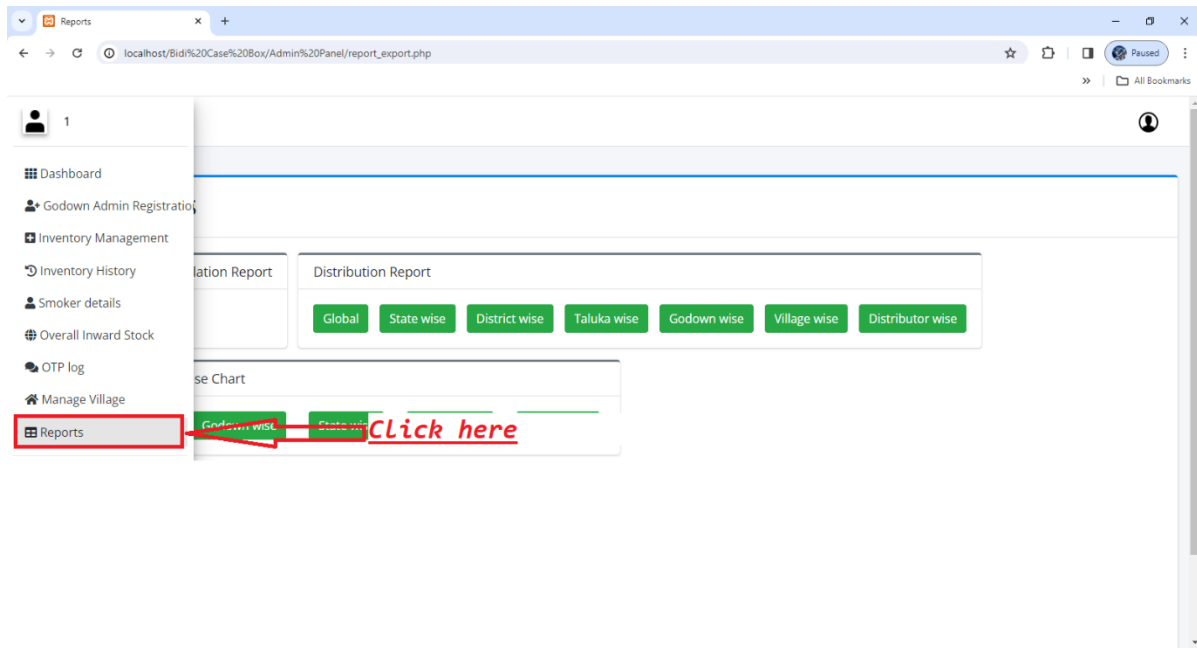
How to view smoker details:

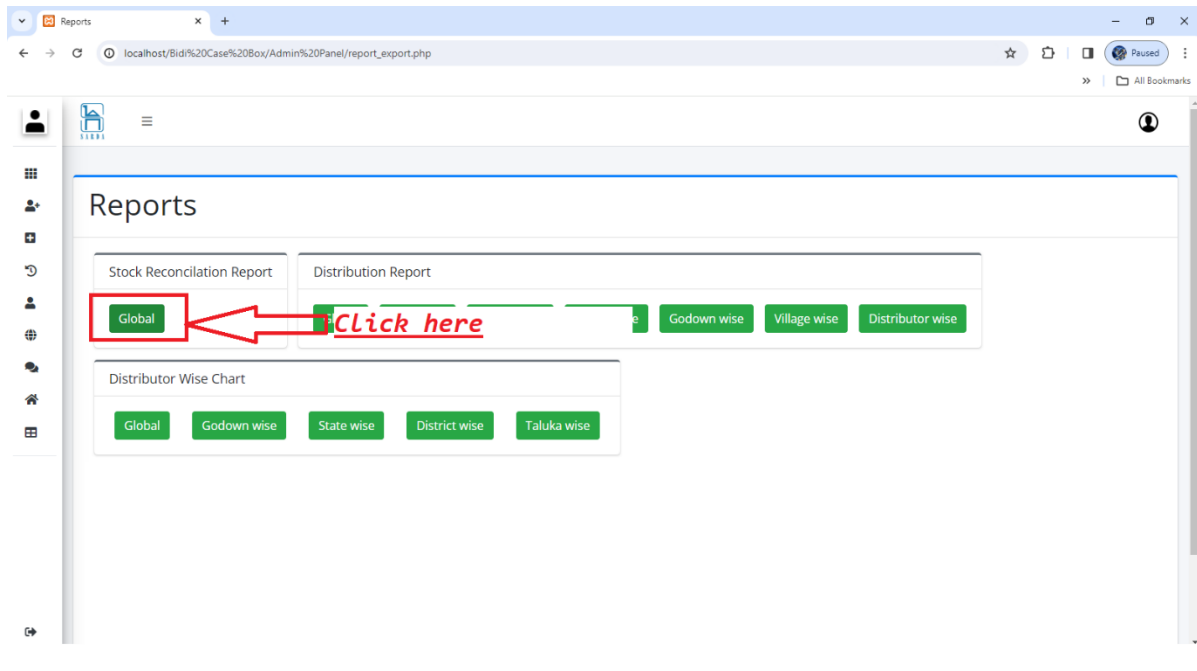1. Select Smoker Details option from the menu.

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.