

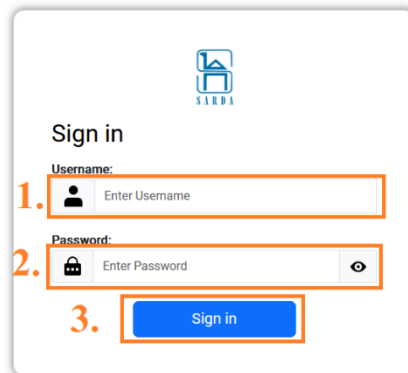
Bidi Casebox H0 admin User Manual

Index

Sr.No.	Title
1.	<u>How to sign in to the admin panel</u>
2.	<u>How to navigate across admin panel</u>
3.	<u>How to manage the overall inward stock</u>
4.	<u>How to create Godown admin Logins</u>
5.	<u>How to assign inventory to Godown</u>
6.	<u>How to view inventory management history</u>
7.	<u>How to view smoker details</u>
8.	<u>How to view OTP Log</u>
9.	<u>How to add new village</u>
10.	<u>How to download reports</u>

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.

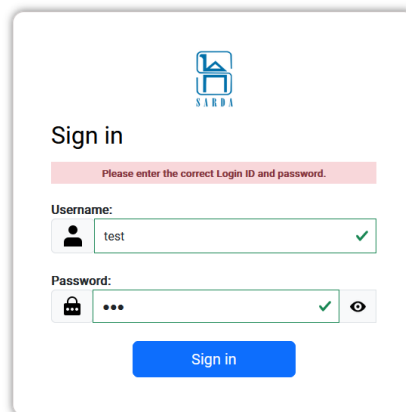


The image shows a 'Sign in' form for SARDA. It includes a SARDA logo at the top. Below the title 'Sign in', there are two input fields: 'Username:' and 'Password:'. The 'Username:' field is highlighted with an orange box and a red '1.' next to it. The 'Password:' field is highlighted with an orange box and a red '2.' next to it. Below these fields is a blue 'Sign in' button, which is highlighted with an orange box and a red '3.' next to it.

3. Click on the “Sign in” button.

Trouble shoot:

1. Unable to login



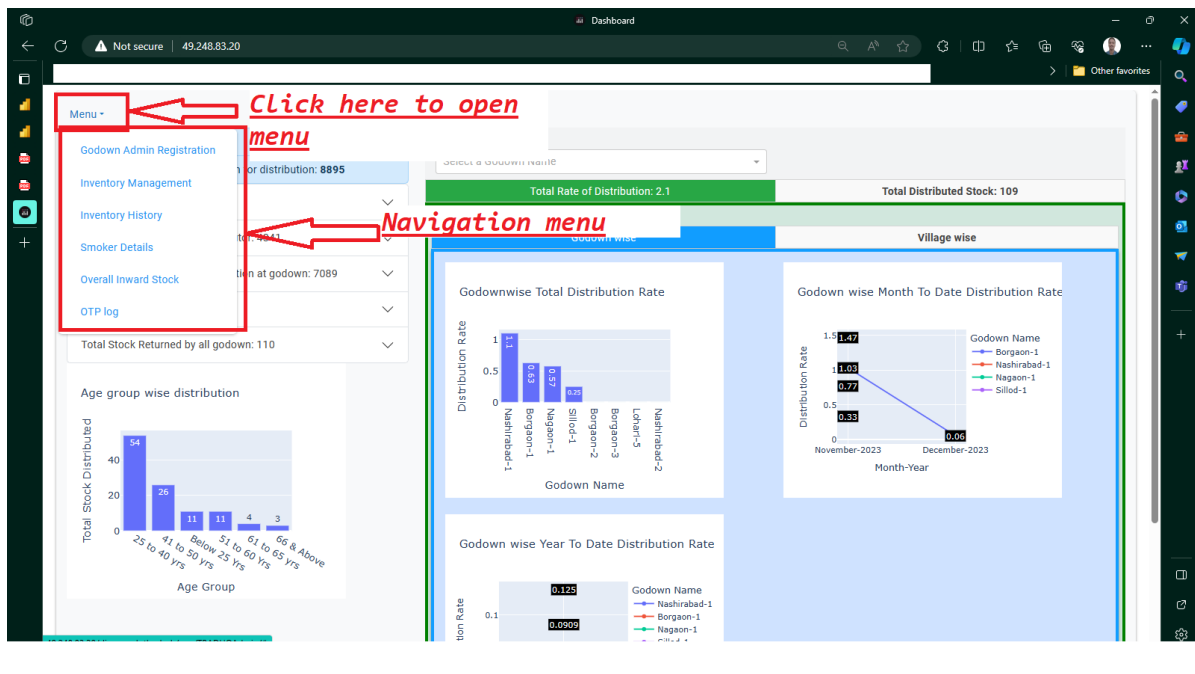
The image shows the 'Sign in' form after an unsuccessful login attempt. A red error message bar at the top reads 'Please enter the correct Login ID and password.' The 'Username:' field now contains the text 'test' and has a green checkmark at the end. The 'Password:' field contains three dots and also has a green checkmark at the end. The blue 'Sign in' button remains 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 'Godown Admin Registration' page. A red box highlights the 'Menu' button in the sidebar, with an arrow pointing to it and the text 'Click here to open menu'. Another red box highlights the 'Navigation menu' in the main content area, with an arrow pointing to it and the text 'Navigation menu'.

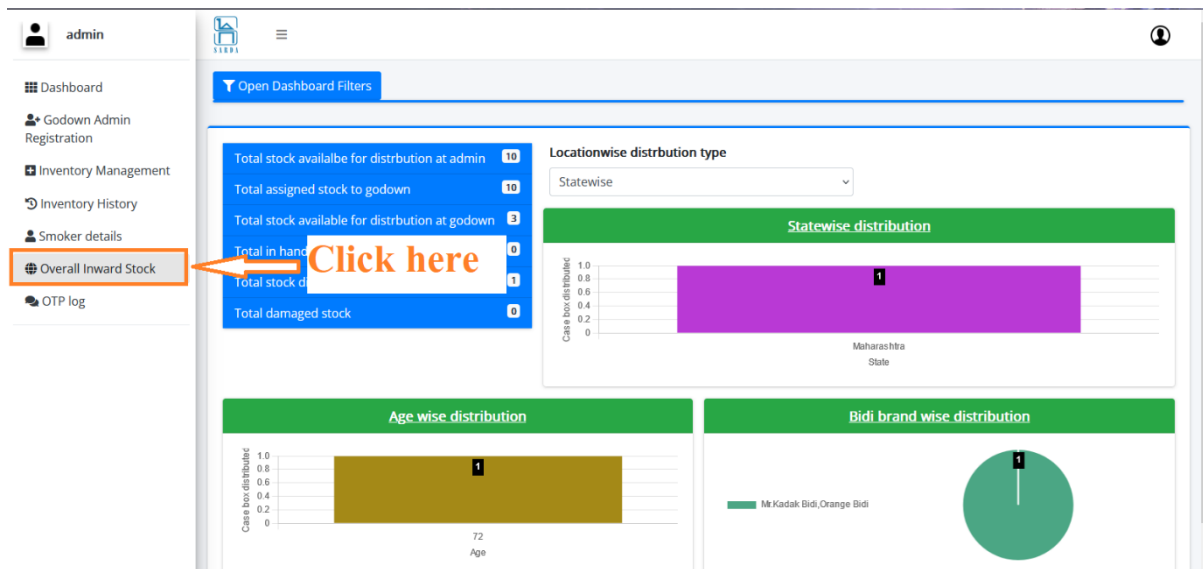
Godown Admin Registration Table:

User ID	Status	Assigned Godown	First Name	Last Name	Mobile Number	
godown1	Active	Borgaon-1	Kiran	Patil	7774036571	Edit
godown2	Active	Borgaon-2	Hemant	Joshi	7620489612	Edit
Borgaon3AK	Active	Borgaon-3	Amol	Kulkarni	7066944200	Edit
Borgaon4SM	Active	Borgaon-4	Sudhir	Malge	8888336275	Edit
Sillod15P	Active	Sillod-1	Sushil	Pandit	8849995775	Edit
Sillod2DS	Active	Sillod-2	Dnyaneshwar	Sonawane	9011346952	Edit
Sillod3MY	Active	Sillod-3	Mukesh	Yadav	7774079239	Edit

Pages: 1 2 Next Last 1 of 2

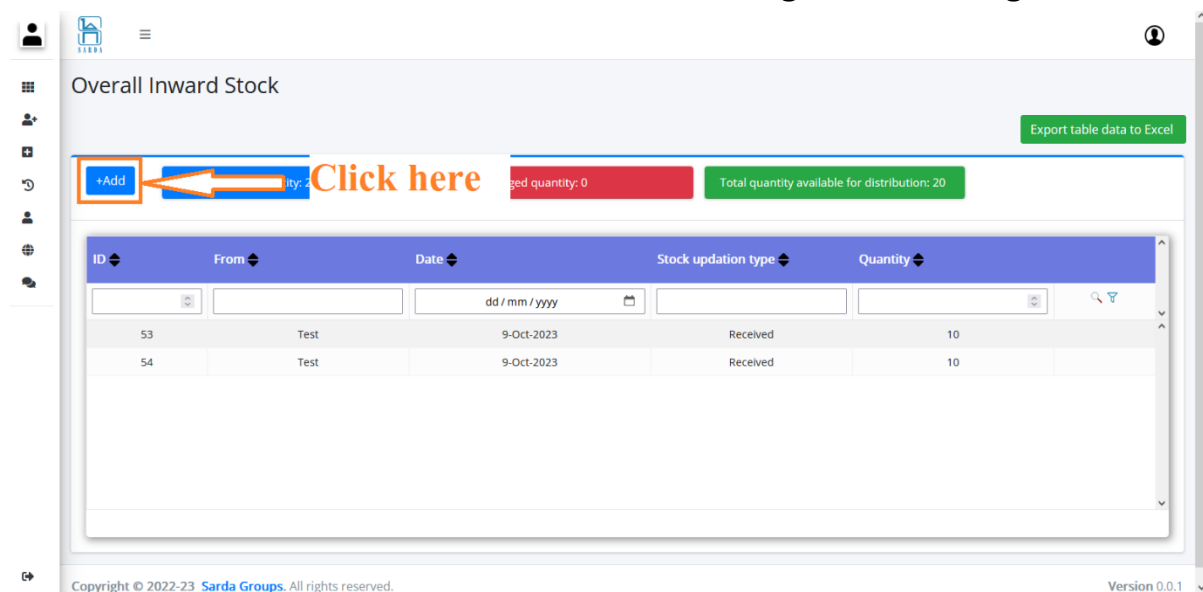
How to manage the overall inward stock:

1. Select Overall inward stock option from menu.



2. These will open overall inward stock page.

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



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

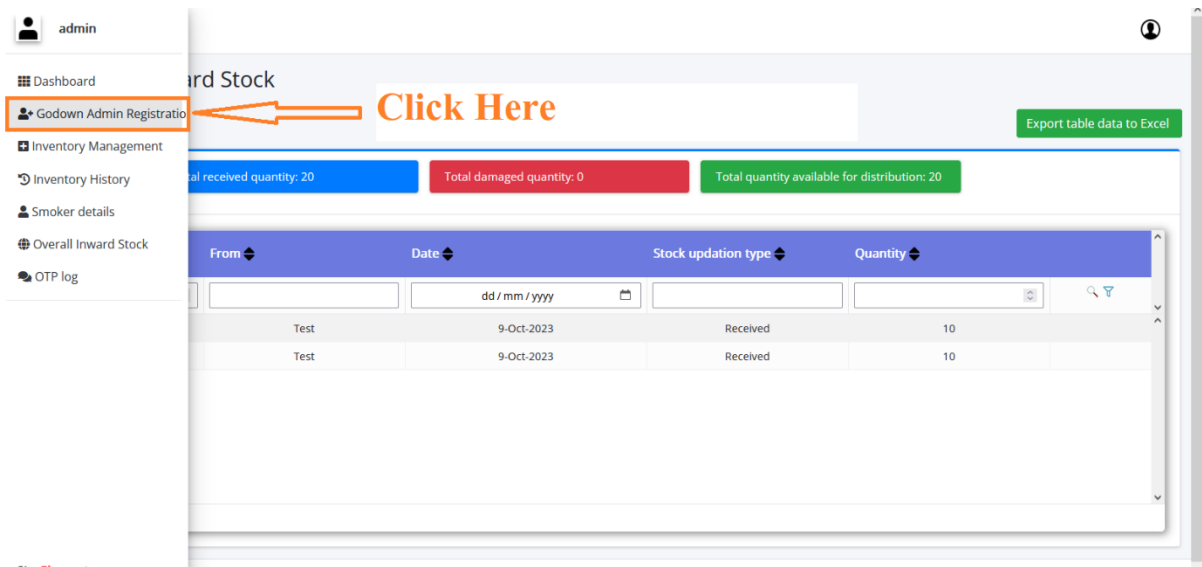
For fields details:

- i. Stock updation type:
 - a. Received: To add stock to overall stock.
 - b. Damaged: To register damaged stock.
- ii. From: Name of company from which stock is received
- iii. Quantity
- iv. Date of stock received / damaged stock identified

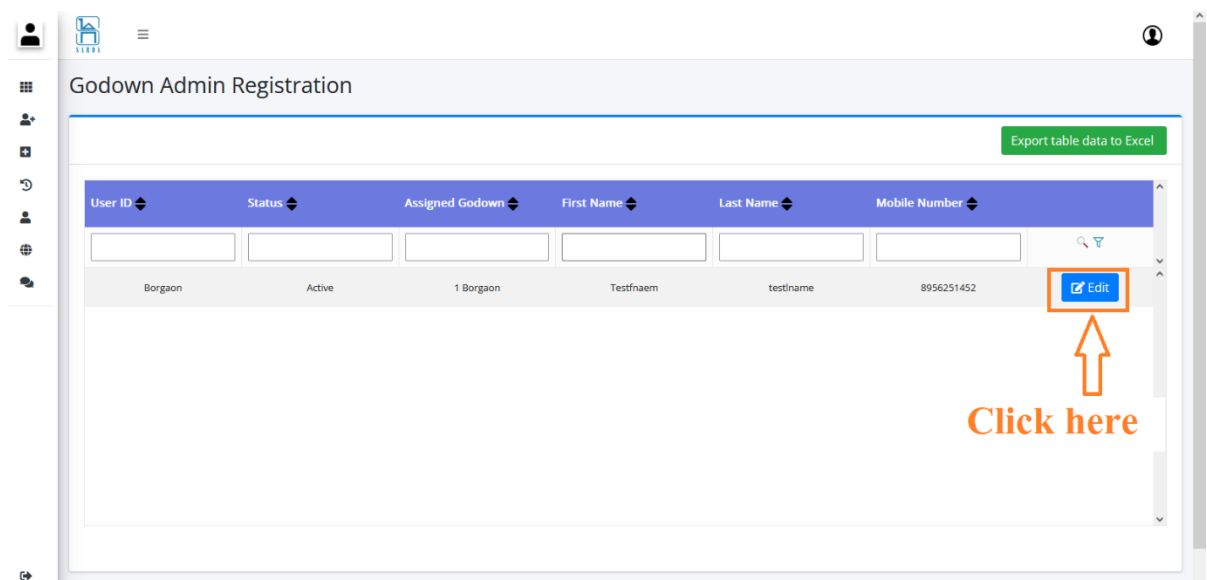
5. Click on “Save” button.

How to create Godown admin logins:

1. Select Godown Admin Registration option from menu.



2. These will open Godown Admin Registration page.
3. In table you can view all the created Godown admin logins.
4. Click on “Edit” button in table to edit the Godown admin account details.



5. Clicking on “Edit” button will open form.

Godown Admin Registration Edit Form

Godown Admin Registration / Godown Admin Registration Edit Form

* Indicates mandatory fields

First name*
testfnaem

Last name*
testfname

Mobile number*
8956251452

Assign Godown*
1 Bargaon

User ID*
Borgaon

☐ Change Password

Status*
Active

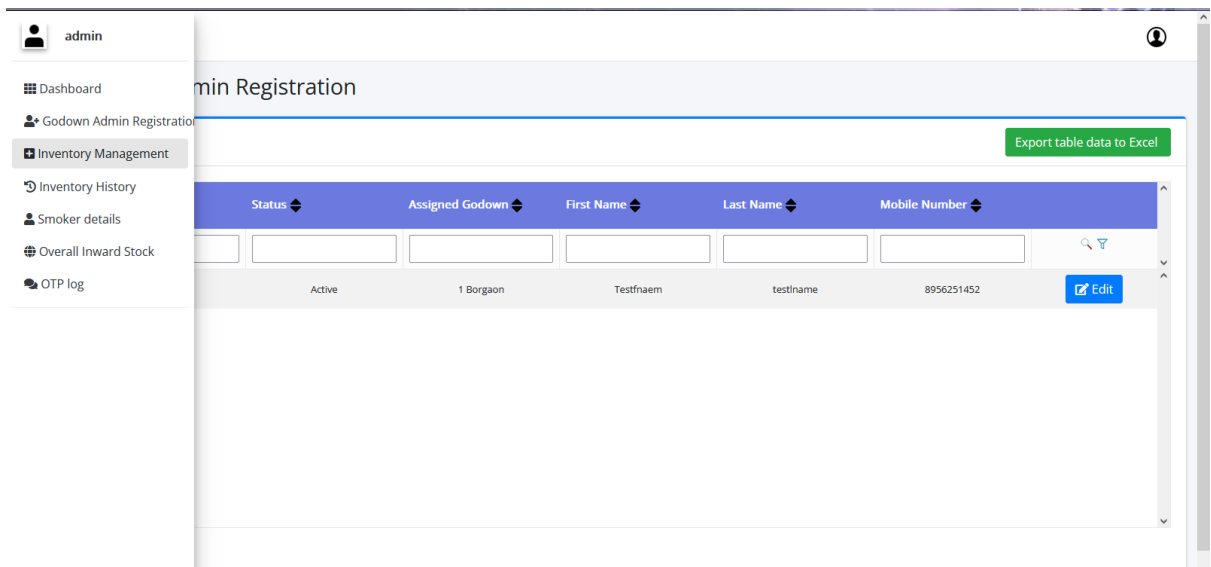
Update

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You can update first name, last name, mobile number, user id and password. Click on “Update” button to update the login details.

How to assign inventory to Godown:

1. Select Inventory Management option from menu.



2. These will open Inventory management page.

3. In page there are two tabs:

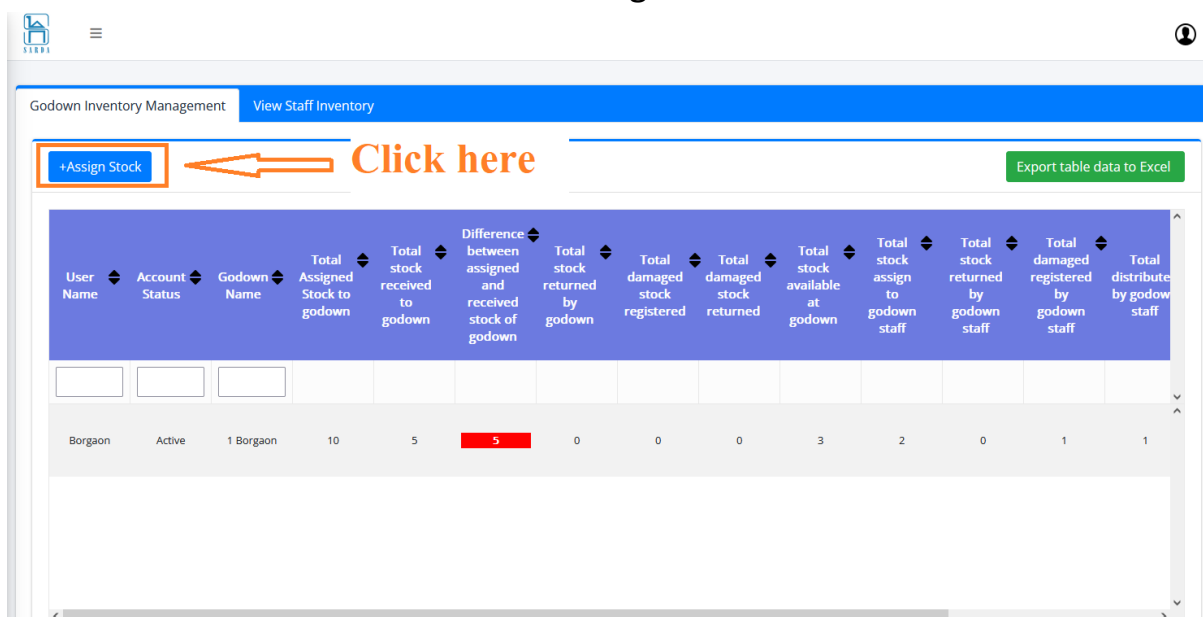
- a. Godown Inventory Management
- b. View Staff Inventory:

a. Godown Inventory Management: In these tab you can view the stock assigned to Godown and can also manage stock of each godown.

To manage stock:

A. Assign stock to godown

a. Click on “+Assign stock” button.



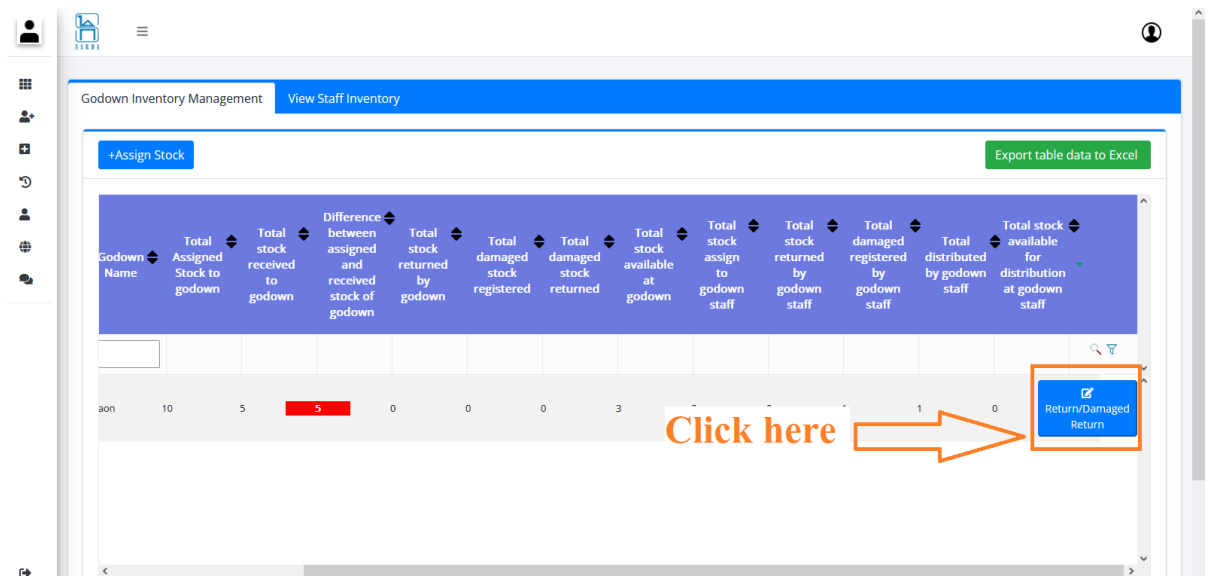
b. This will open Godown Inventory Management Form

c. In the form:

- i. Godown Name: Select Godown name.
- ii. Enter Number of stocks
- iii. Click on “Save” button.

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

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



b. This will open Godown 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.

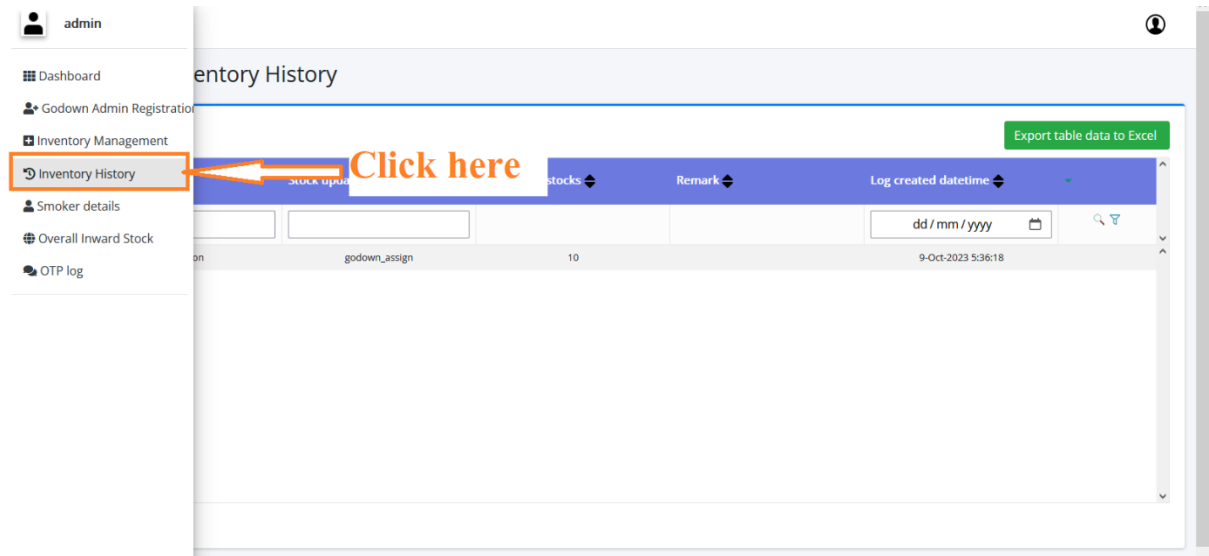
b. View Staff Inventory:

Click to view stock of all the Godown staff.



How to view inventory management history:

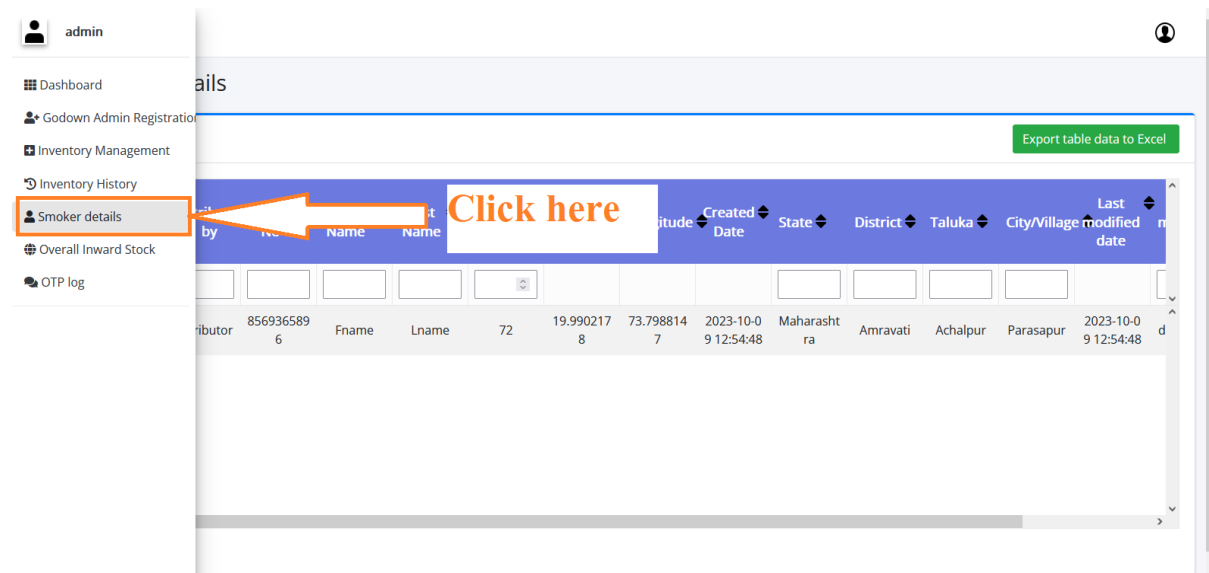
1. Select Inventory History option from the menu.



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

How to view smoker details:

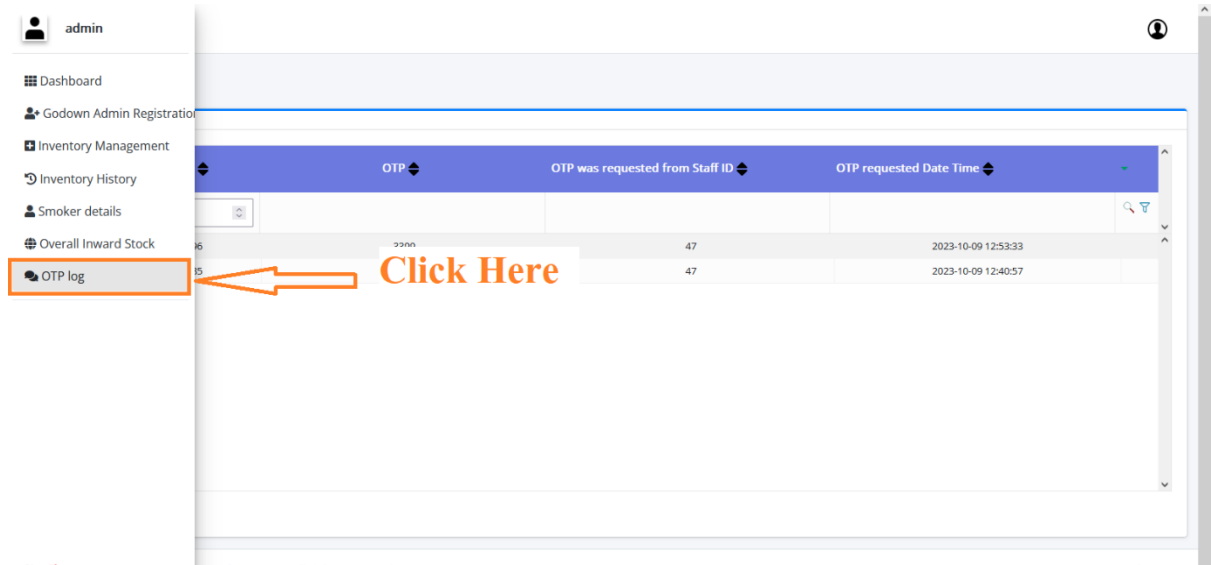
1. Select Smoker Details option from the menu.



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 view OTP log:

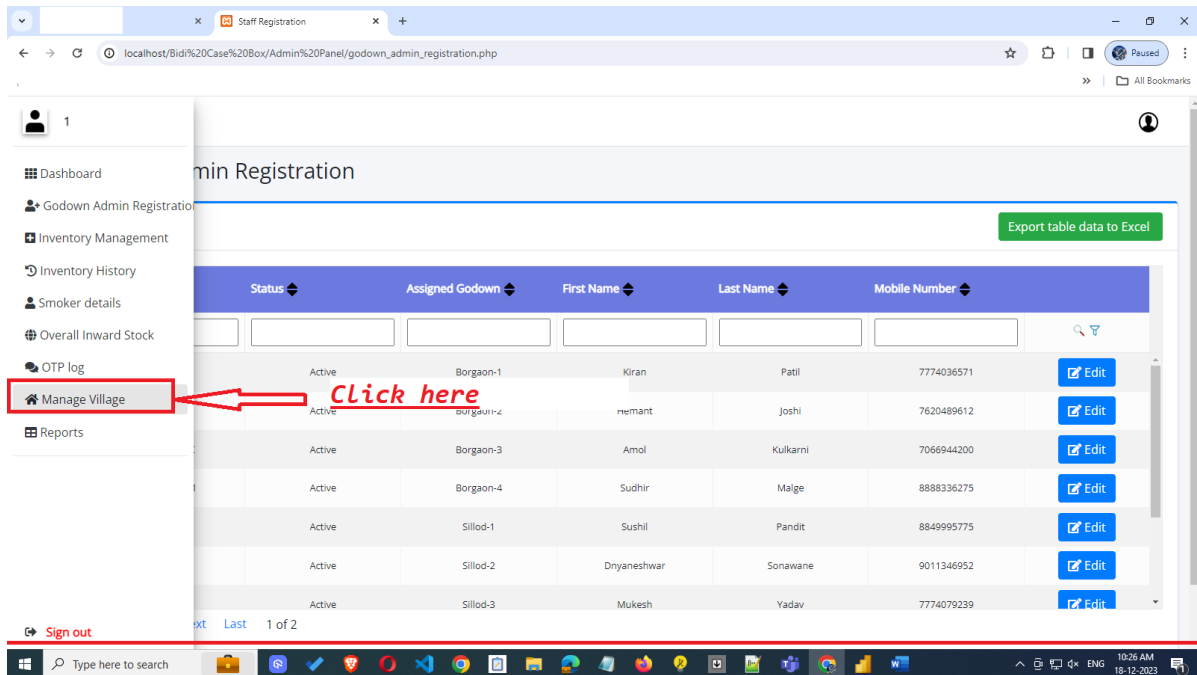
1. Select OTP log option from the menu.



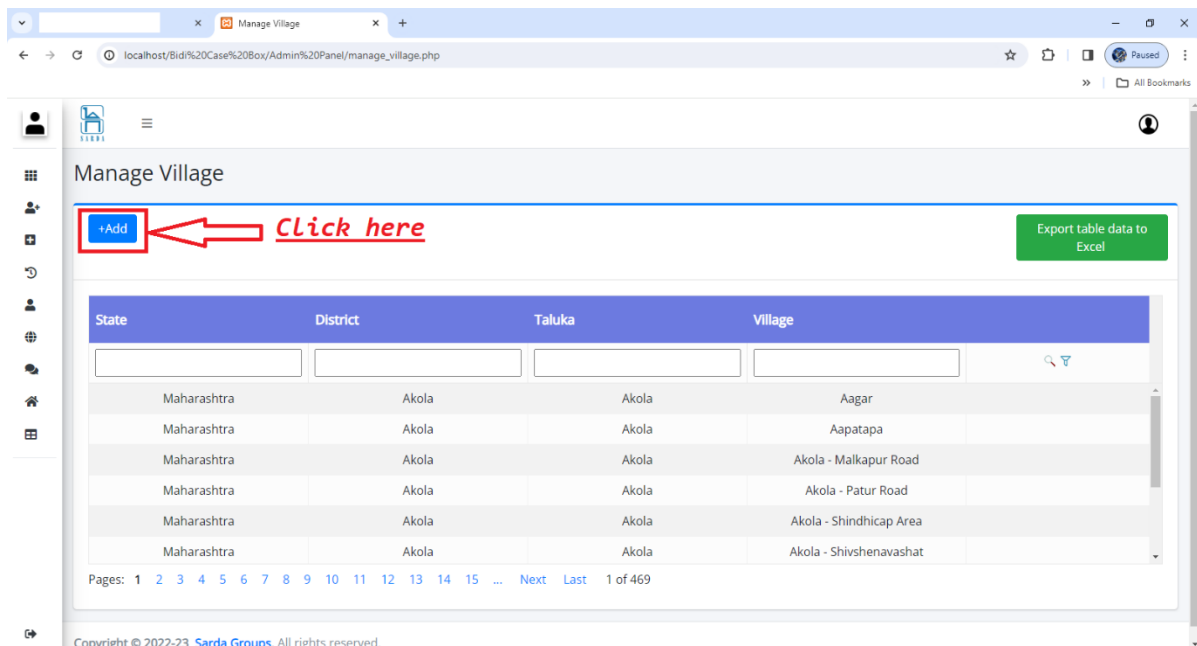
2. These will open OTP log page.

How to add a new village:

1. From the menu, click on “Manage Village.”



2. To add a new village, click on the “Add” button.



3. Fill in the form and click on the save button to add a new village.

The screenshot shows a web browser window with the address bar displaying 'localhost/Bid/%20Case%20Box/Admin/%20Panel/manage_village_form.php'. The page title is 'Add Village Form'. The form contains the following fields:

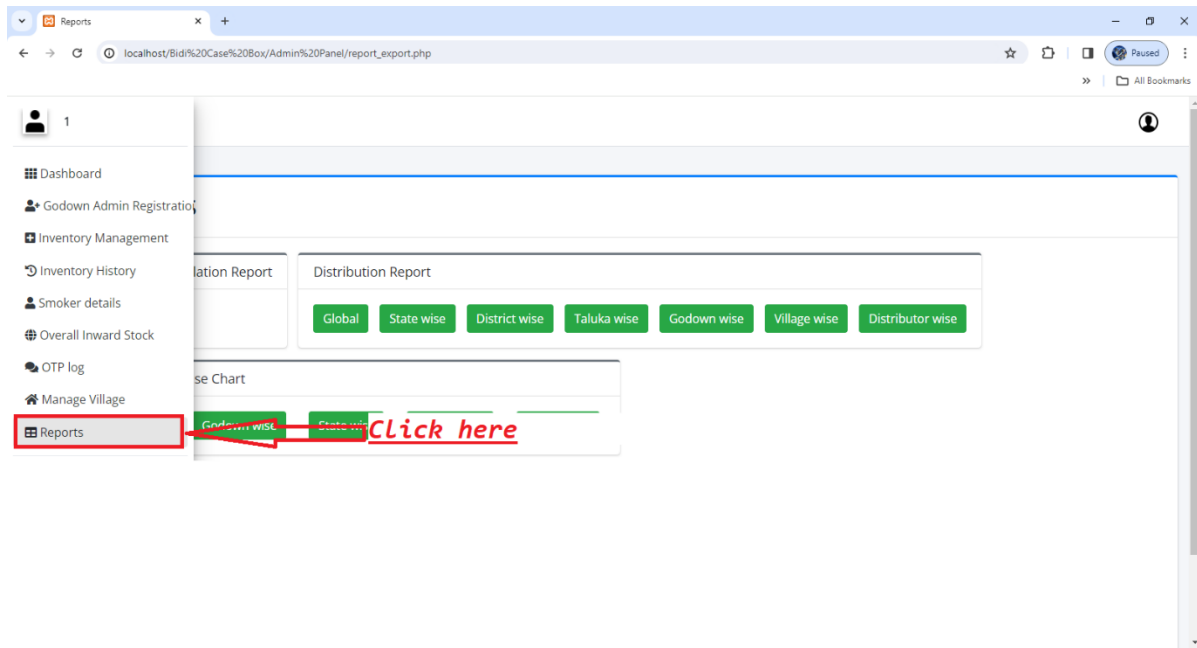
- State*: Maharashtra
- District*: Akola
- Taluka*: Akola
- Godown*: Borgaon-1
- City/Village Name*: Test

A red box highlights the 'Save' button, with a red arrow pointing to it and the text 'Click here'.

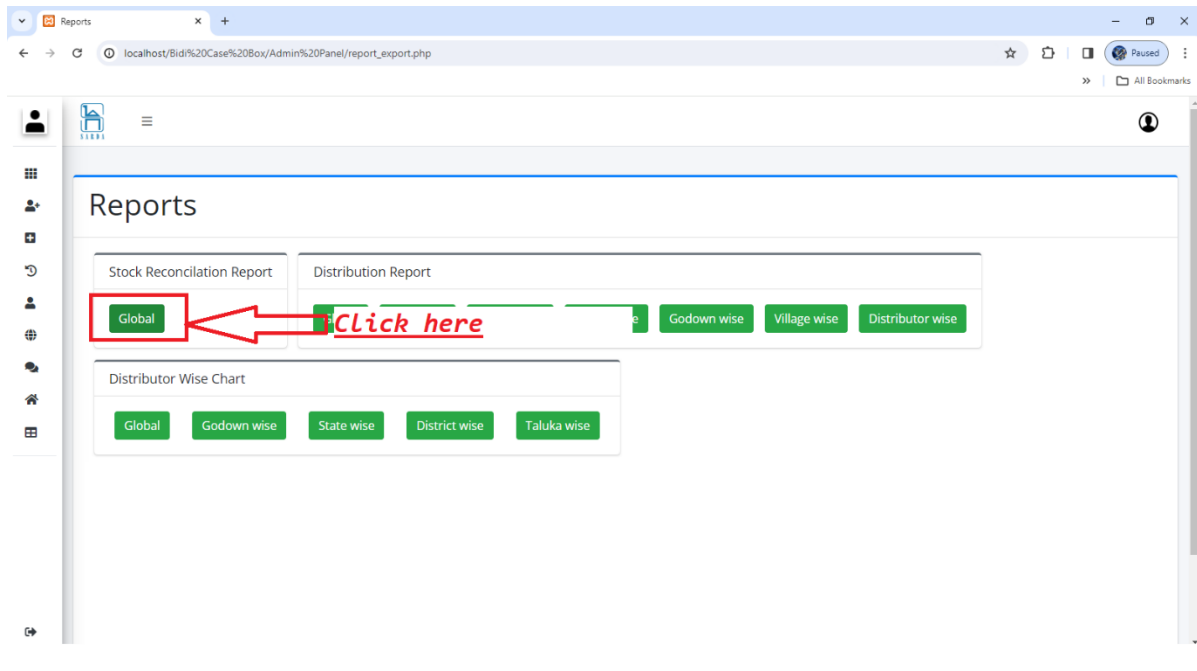
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How to download reports:

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 with white text.

A red arrow points to the "Generate Report" button with the text *Click here*. A red asterisk indicates mandatory fields.

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