Nagaland Building and Other Construction Workers' Welfare Board

Department of Labour, Government of Nagaland

Nagaland, Kohima

Install DocScanner App

&

Upload Claim Document Using Mobile App
Version – 1.0

Document Details

Version	Date	Description	Author
1.0	9-Aug-2022	Install DocScanner App and Upload Claim Documents using Mobile App (CSC & DEO Users)	NK Square Infotech Pvt. Ltd.

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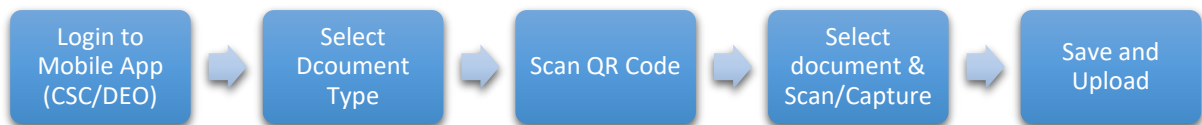**NK Square Infotech Private Limited**

Abbreviation & Meaning

- ✓ **DocScanner**: *The Nagaland Building and Other Construction Workers' Welfare Board has developed a Mobile Application to scan the documents from mobile app which will ease and eliminate the hassle of scanning documents from external devices or additional scanner. It is simple and easy to use, which will also enhance the productivity of the Data Entry Operator or CSC (Common Service Centre's) users. Currently the mobile application is only supporting in android platform.*

- ✓ **QR Code**: *Quick Response Code is refer to the QR code which is use to connect mobile application and NBOCWWB Portal using a custom API.*

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1. INTRODUCTION

The purpose of this document is to provide a step-by-step instruction for the CSC's and DEO to upload claim documents using the NBOCWWB Document Scanner Mobile App.
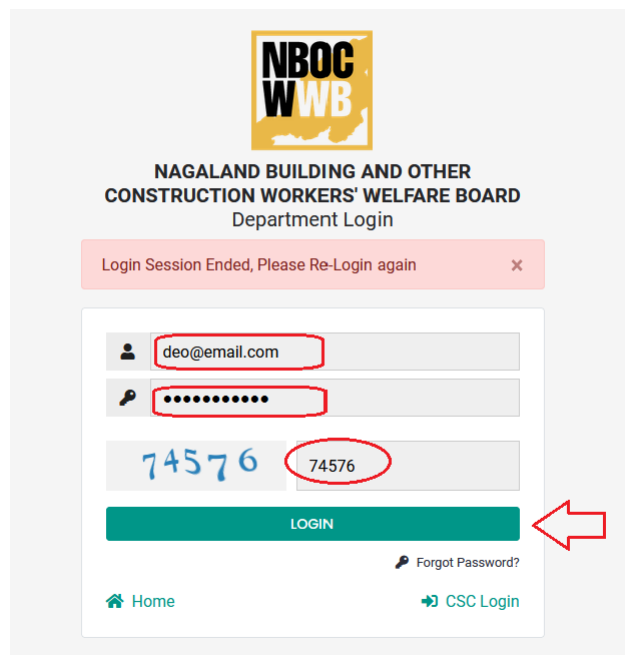
2. PROCESS

The process from NBOCWWB office, which need to be, execute to complete the claim process.

Login to Mobile App (CSC/DEO) → Select Dcoument Type → Scan QR Code → Select document & Scan/Capture → Save and Upload

3. DOWNLOAD AND INSTALL MOBILE APP

3.1. Login to CSC/DEO Dashboard.

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3.2.   Navigate to MENU > Mobile App

STEP-1   **STEP-2**
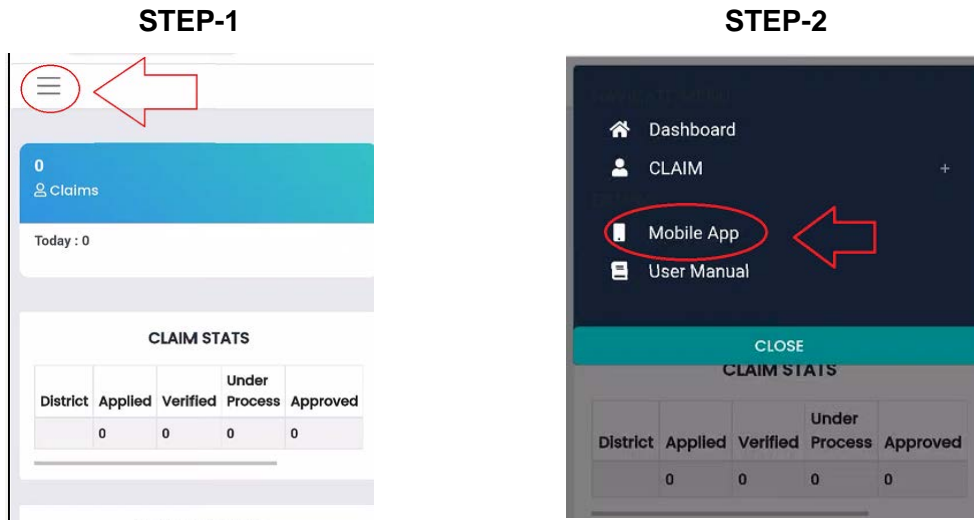
3.3.   Select the latest Mobile App and click on Download.

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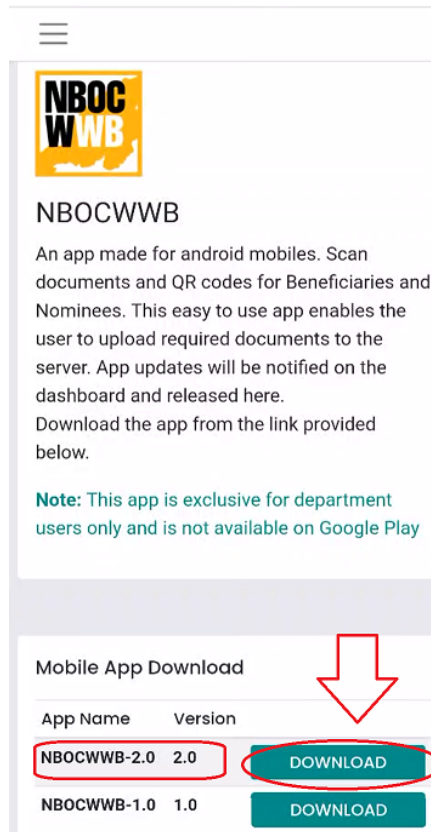
4. UPLOAD DOCUMENT USING MOBILE APP

NOTE: Please note that CSC or DEO can only upload the claim documents which the user have applied. CSC/DEO cannot upload the documents of other claim(s) application, which is applied by a different users.

4.1.   Open the Claim

Go to **CLAIM > Claims**   and **OPTIONS > View.**

4.2.   Generate QR Code for Scan

Click on "View" to generate the QR Code for Scan from Mobile App

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Scan the QR Code

4.3. Login to Mobile App

Login to mobile app using your user ID and password (i.e. CSC and DEO).

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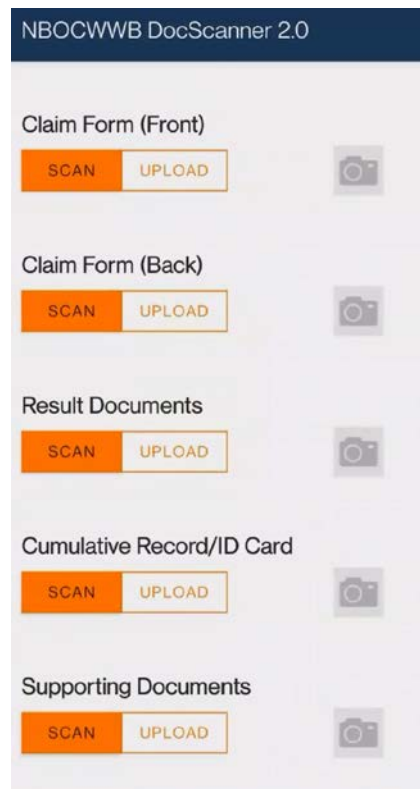**NBOCW Welfare Board**
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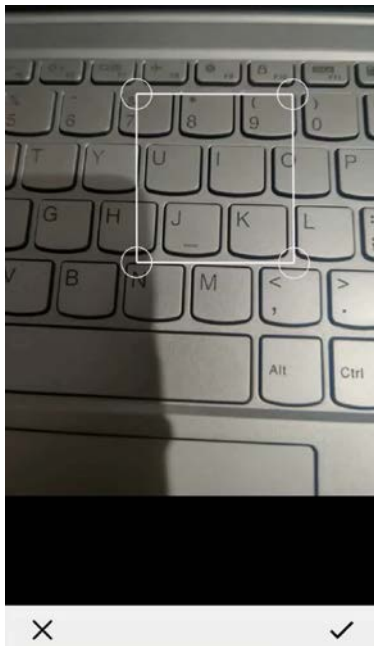
4.4. Scan QR code and Upload Document.

Select the Scholarship and scan the QR code generated from the Portal against the claim ID, which you wish to upload the documents.
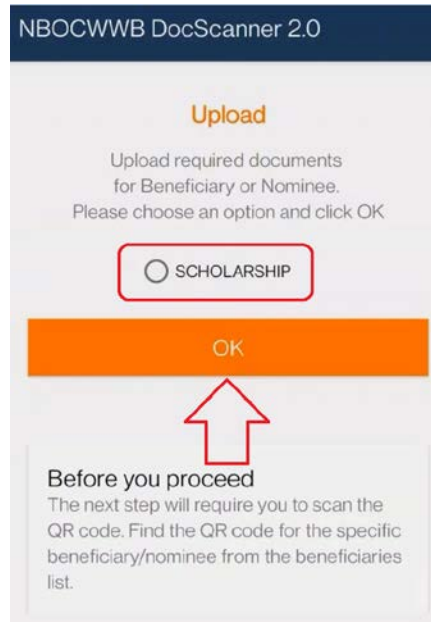
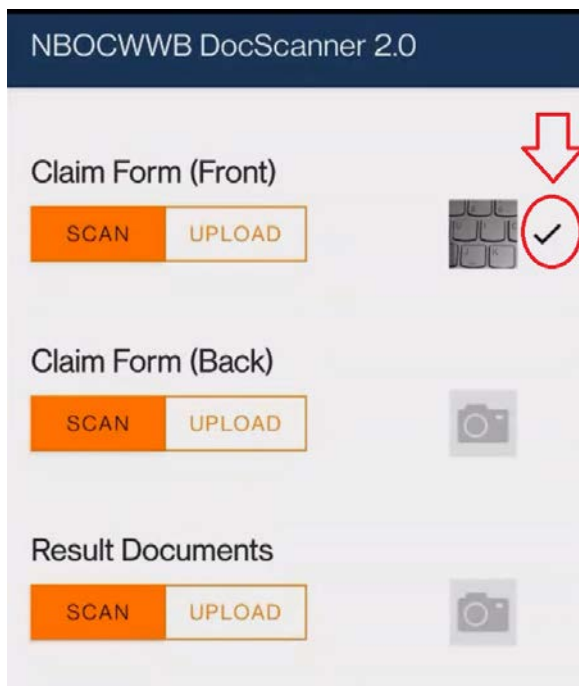Select the desire document to upload

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Crop and resize document

Contrast, Rotate and Accept

Upload Confirmation

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4.5. Verify Upload

For any technical issue contact the Helpdesk.

LINK : https://nbocw.nagaland.gov.in/HELPDESK/

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