



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**

Prepared for: -

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Document Details

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| 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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Abbreviation & Meaning

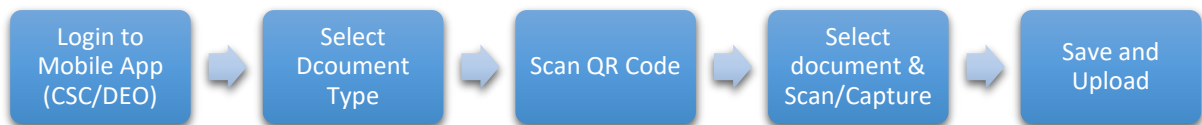
- ✓ **DocScanner:** *The Nagaland Building and Other Construction Workers' Welfare Board has developed a Mobile Application to scan the documents from mobile app which will ease and eliminate the hassle of scanning documents from external devices or additional scanner. It is simple and easy to use, which 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.*

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 NBOCW WB Document Scanner Mobile App.

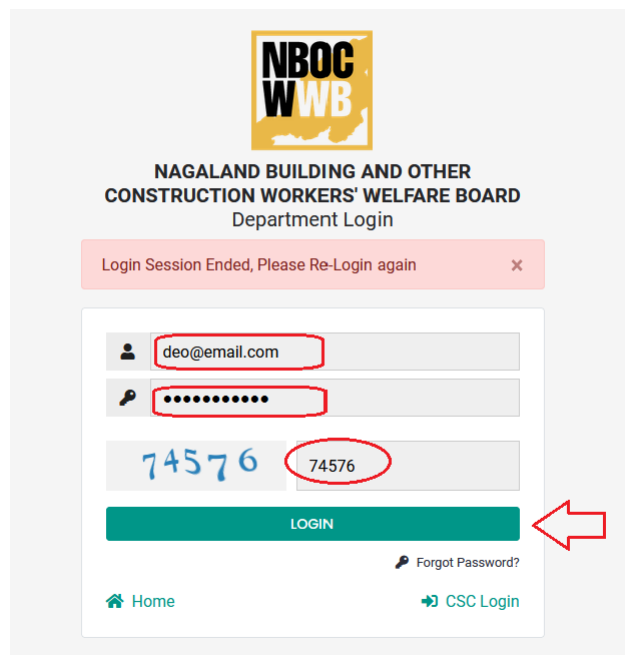
2. PROCESS

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



3. DOWNLOAD AND INSTALL MOBILE APP

3.1. Login to CSC/DEO Dashboard.



**NBOC
WWB**

**NAGALAND BUILDING AND OTHER
CONSTRUCTION WORKERS' WELFARE BOARD**
Department Login

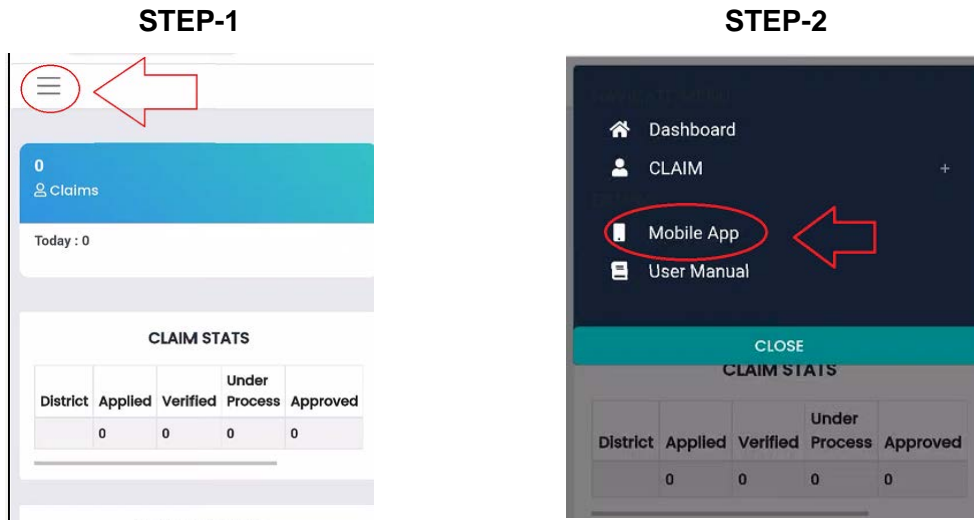
Login Session Ended, Please Re-Login again ×

LOGIN

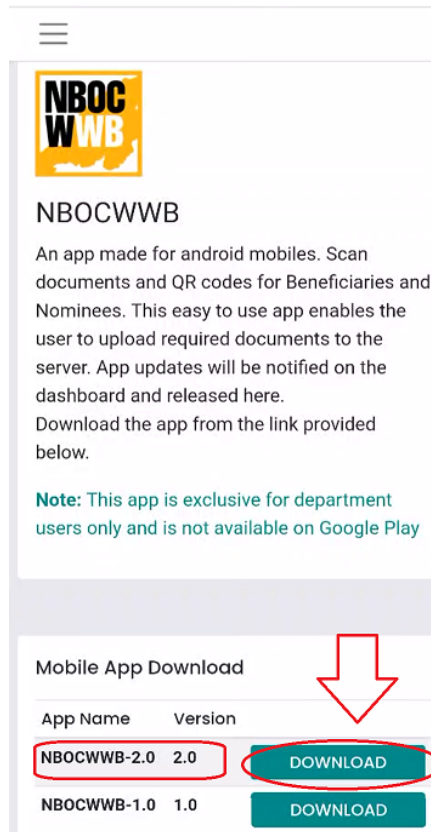
[Forgot Password?](#)

[Home](#) [CSC Login](#)

3.2. Navigate to MENU > Mobile App



3.3. Select the latest Mobile App and click on Download.



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**.

The screenshot shows the 'CLAIMS' application interface. On the left is a dark sidebar menu with 'CLAIMS' at the top, followed by 'Claims' (circled in red), 'CASH DEPOSITS', 'MIS REPORT', 'EXTRAS', 'MOBILE APP', and 'USER MANUAL'. The main area has a search bar and a 'LIST OF CLAIMS' table. The table has columns: Claim ID, Claim Date, Fund, Total Benef., Status, Status Date, District, Fiscal Year, and Actions. The first row is highlighted, and its 'View' and 'OPTIONS' buttons are circled in red. A red arrow points to the 'View' button.

| Claim ID | Claim Date | Fund | Total Benef. | Status | Status Date | District | Fiscal Year | Actions |
|------------|------------|------------------------------|--------------|----------|------------------------|----------|-------------|--------------|
| CE22080006 | 09-08-2022 | Children Education Allowance | 1 | Applied | 09-08-2022 12:13:50 pm | Kohima | 2022-2023 | View OPTIONS |
| CE22080003 | 05-08-2022 | Children Education Allowance | 1 | Approved | 08-08-2022 12:53:44 pm | Kohima | 2022-2023 | OPTIONS |
| CE22080004 | 05-08-2022 | Children Education Allowance | 1 | Approved | 05-08-2022 12:32:32 pm | Kohima | 2022-2023 | OPTIONS |
| CE22080001 | 04-08-2022 | Children Education Allowance | 1 | Approved | 04-08-2022 03:18:04 pm | Kohima | 2022-2023 | OPTIONS |
| CE22080002 | 04-08-2022 | Children Education Allowance | 1 | Approved | 04-08-2022 03:35:03 pm | Kohima | 2022-2023 | OPTIONS |

4.2. Generate QR Code for Scan

The screenshot shows the details of a claim. It includes a 'Claim Status' table, a 'Beneficiary List' table, and a 'Nominee List' table. The 'Document Upload QR' column in the 'Nominee List' table is highlighted with a red box, and a red arrow points to it. Below the tables, a text instruction says: 'Click on "View" to generate the QR Code for Scan from Mobile App'.

| Status | Date | Remark | Updated by |
|---------|------------------------|--------|---------------------------------------|
| Applied | 09-08-2022 12:13:50 pm | | ALC, Asst Labour Commissioner, Kohima |

| FID | Benef ID | Reg No | Name | Scheme | Amount | Payment Date | Ref No | Fiscal Year | Bank Imported? |
|------------|------------|-------------------|------------------|------------------------------|--------|--------------|--------|-------------|----------------|
| 2208090002 | 2207110192 | NBOCW/KMA/22/0002 | Carroll Gottlieb | Children Education Allowance | | | | 2022-2023 | No |

| Name | DOB | Class | Claim Form Front | Claim Form Back | Cumulative/ID Card | Result | Supporting Documents | Birth Certificate | Aadhaar Card | Document Upload QR | Edit |
|---------|------------|---------|------------------|-----------------|--------------------|--------|----------------------|-------------------|--------------|--------------------|------|
| Justine | 24-06-2014 | Class B | -- | -- | -- | -- | -- | View | View | View | |

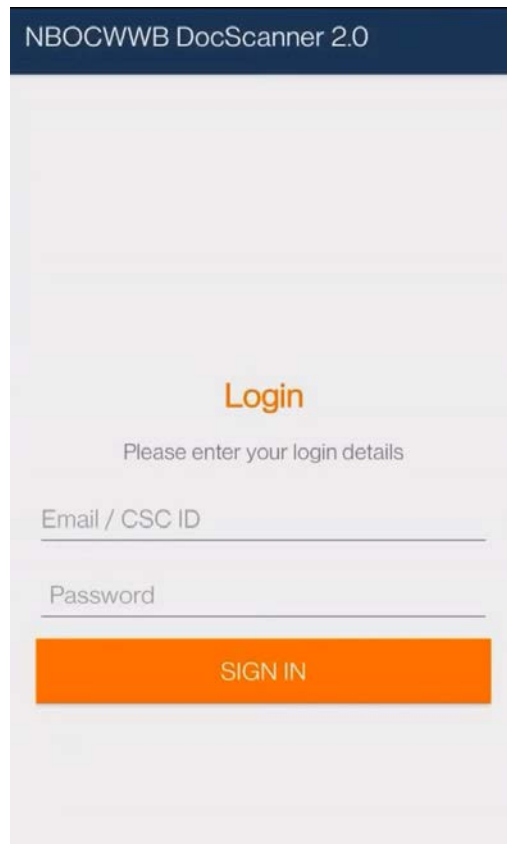
Click on "View" to generate the QR Code for Scan from Mobile App

Scan the QR Code



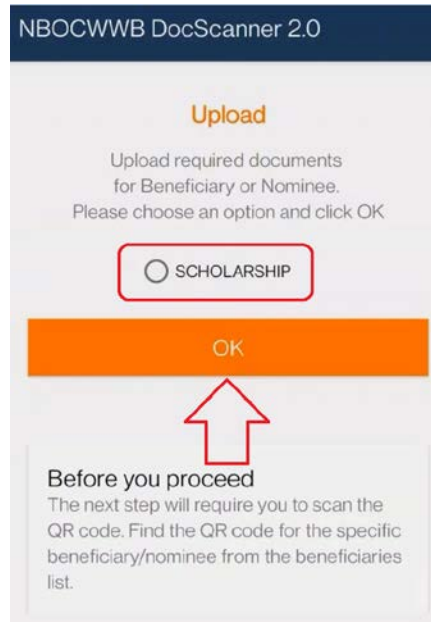
4.3. Login to Mobile App

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

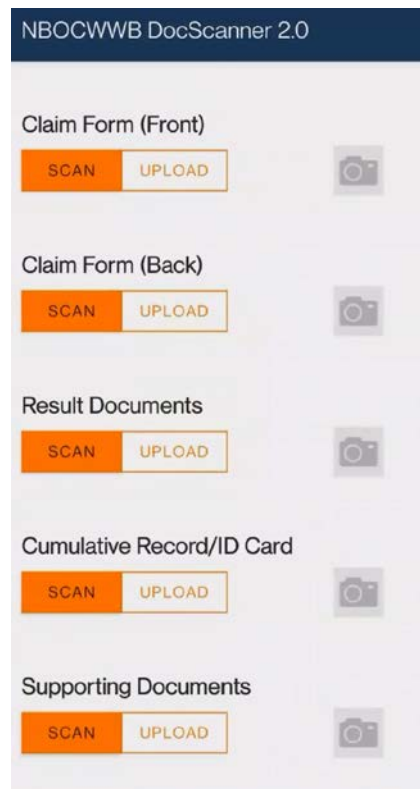
The image shows a mobile app login screen. At the top, there is a dark blue header with the text "NBOCW WB DocScanner 2.0" in white. Below the header, the word "Login" is written in orange. Underneath, it says "Please enter your login details" in a smaller font. There are two input fields: "Email / CSC ID" and "Password". Below these fields is a large orange button with the text "SIGN IN" in white.

4.4. Scan QR code and Upload Document.

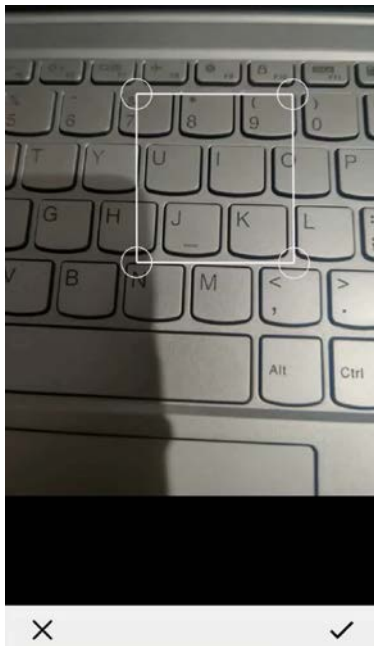
Select the Scholarship and scan the QR code generated from the Portal against the claim ID, which you wish to upload the documents.



Select the desire document to upload



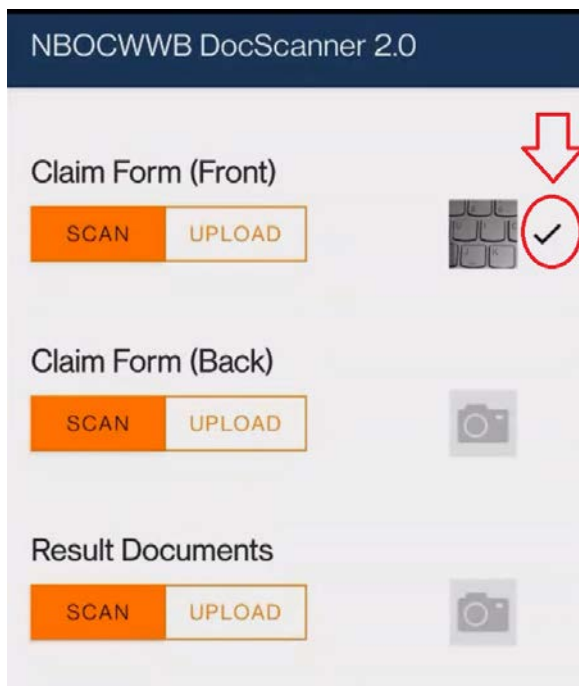
Crop and resize document



Contrast, Rotate and Accept



Upload Confirmation



4.5. Verify Upload

Nominee List

| Name | DOB | Class | Claim Form Front | Claim Form Back | Cumulative/ID Card | Result | Supporting Documents | Document Upload QR | |
|-------|------------|---------|---|-----------------|--------------------|--------|----------------------|----------------------|----------------------|
| Tracy | 20-06-2020 | Class 1 |  | -- | -- | -- | -- | View | Edit |

For any technical issue contact the Helpdesk.

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