

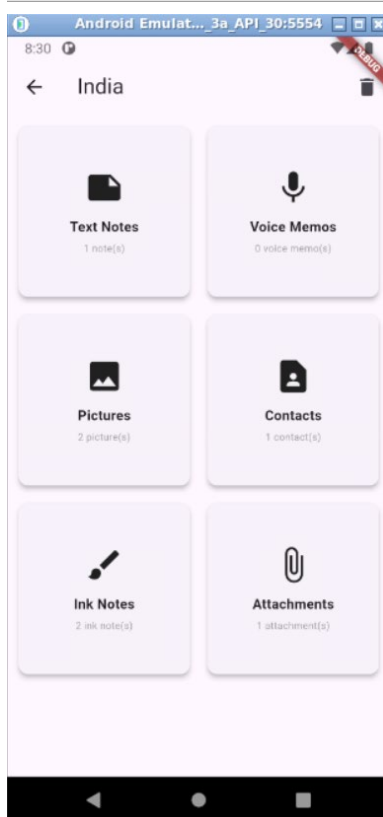
# Usage Guide for the Case Manager App

## Introduction

The **Case Manager** app is a comprehensive mobile solution designed for field agents and business professionals who need to manage and organize various project or case-related data effectively. The app's focus is to make it easy to capture, store, and organize different types of information on the go, ensuring that you have quick access to all relevant documents, notes, and multimedia associated with a project.

Each **Case** serves as a digital folder where you can store various objects, including text notes, voice memos, scanned documents, images, contacts, and multimedia files. The app supports **importing contacts** and **document scanning** and offers powerful sharing options, including **NFC Bump Share**, **Airdrop**, and **Email Sharing**. Future updates will add advanced features like **object hyperlinking**, **data search** within a case, and **biometric security** to prevent unauthorized access.

Feature step-by-step.



# Understanding Object Types in the Case Manager

The app supports six distinct types of objects, which you can add, manage, and share within each case:

## 1. Text Notes:

- Used to store simple textual information.
- Great for creating reminders or jotting down ideas.

## 2. Voice Memos:

- Allows recording audio clips for quick notes or interviews.
- Useful for capturing verbal instructions or ideas on the go.

## 3. File Attachments:

- Includes scanned documents, blueprints, invoices, memos, and A4 letters.
- Supports importing and scanning business cards or larger documents.
- Ideal for project-specific files like action memos and architectural diagrams.

## 4. Contacts:

- Two options: **Add from Device** (pull from your phone's contacts) or **Create New Contact**.
- Store relevant contact information within each project.
- The "**Share My Contact**" feature allows quick sharing of your own details.

## 5. Digital Pen Ink Texts:

- Use a stylus or your finger to handwrite notes on a digital canvas.
- Supports **text recognition** using Google ML Kit for converting handwritten notes into searchable text.

## 6. Multimedia:

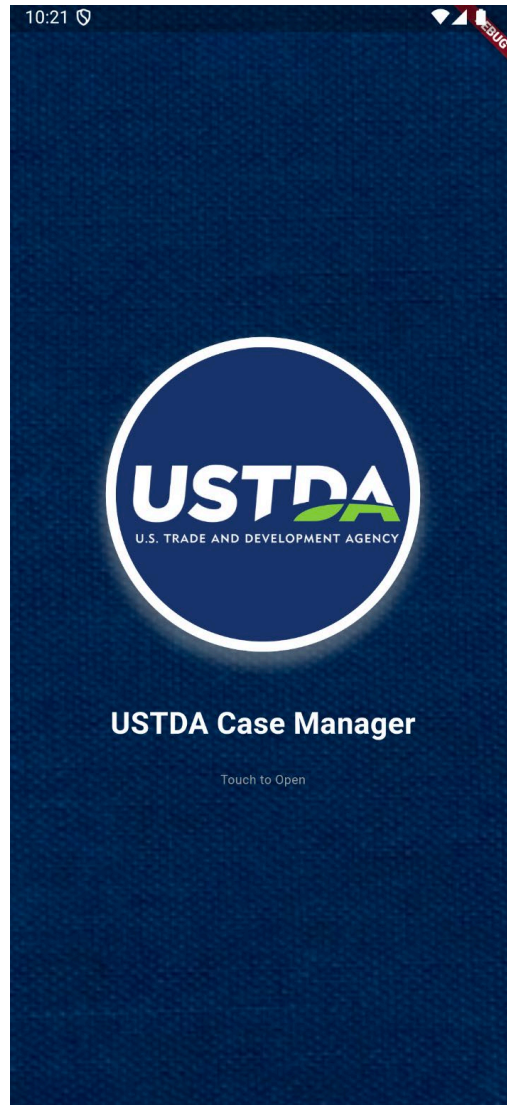
- Capture photos, record videos, or import from the device's gallery.
  - Useful for attaching images of documents, site inspections, or relevant media.
-

# Getting Started with Case Manager

## Step 1: Creating a New Case

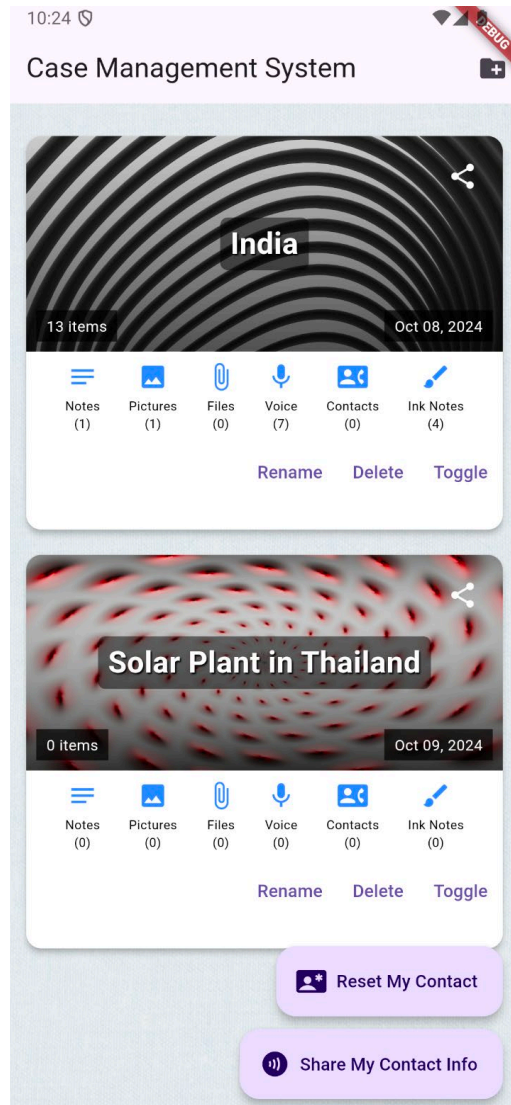
### 1. Open the App:

- Tap the **Case Manager** icon on your device. Tap on the binder screen to open the app. In the future, this screen will have biometric authorization screen to prevent unauthorized access to private information.



### 2. Navigate to the Main Screen:

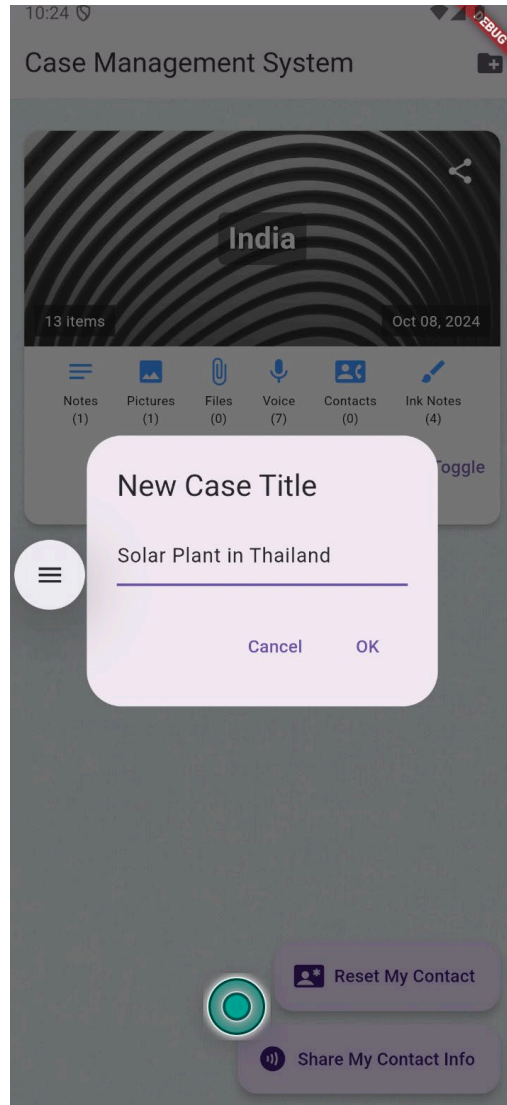
- You will see a list of existing cases or an empty screen if no cases have been created yet.



### 3. Create a New Case:

- Tap on the "+" (plus) button or "Create New Case".

- Enter a **Case Name** (e.g., "Project A").



- Tap **Save** to create the case.

#### 4. **View the New Case:**

- The case will now appear in your list of cases on the main screen.

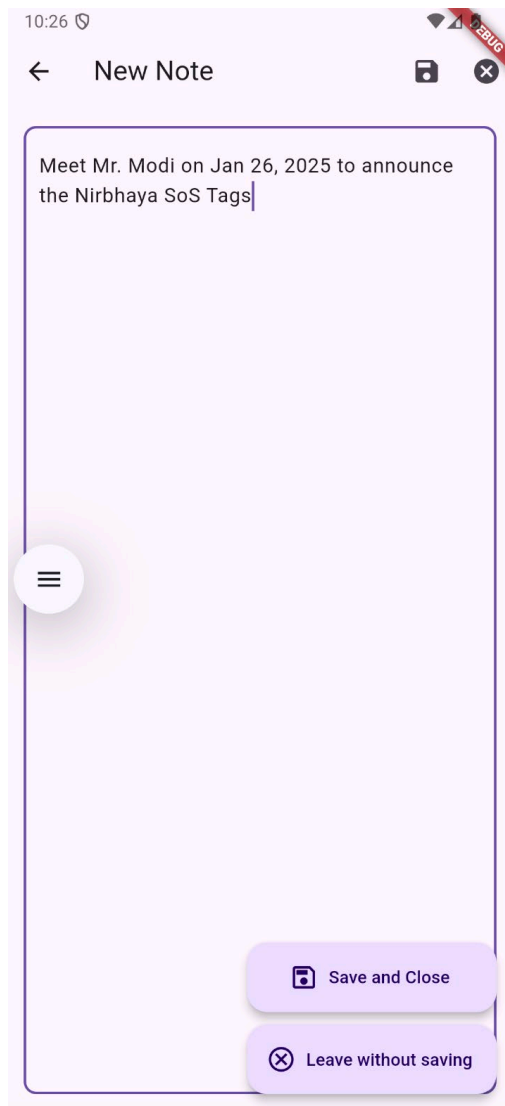
---

## Step 2: Adding and Managing Different Object Types

### 1. **Text Notes:**

- Select the case where you want to add a note.
- Tap the **"Text Note"** button.

- Enter the text you want to save.

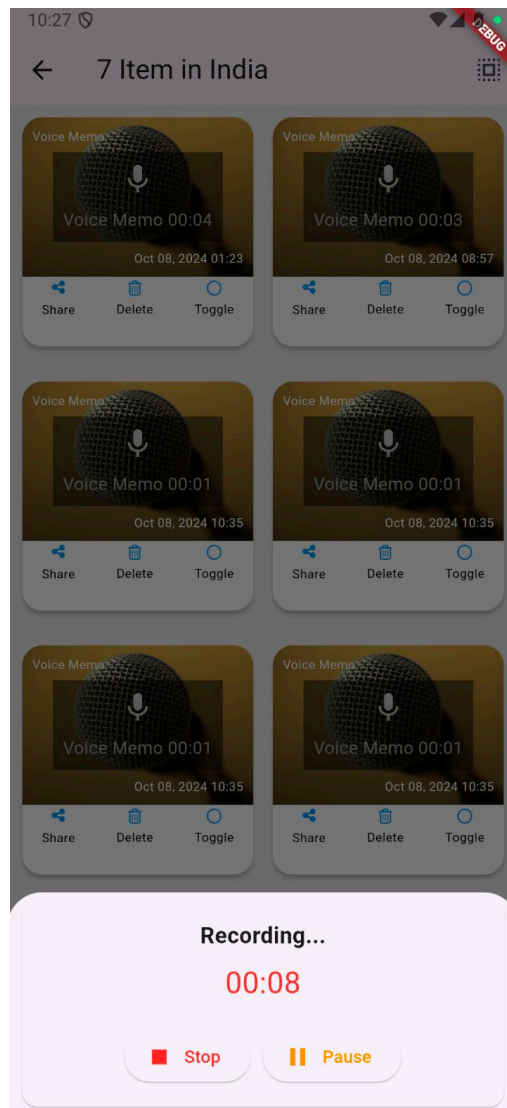


- Tap **Save** to store the note.
- The text note will be listed under the selected case.

## 2. Voice Memos:

- Select the case and tap the "**Voice Memo**" button.
- Tap the **Record** button to start recording.

- Speak into the microphone to capture your memo.

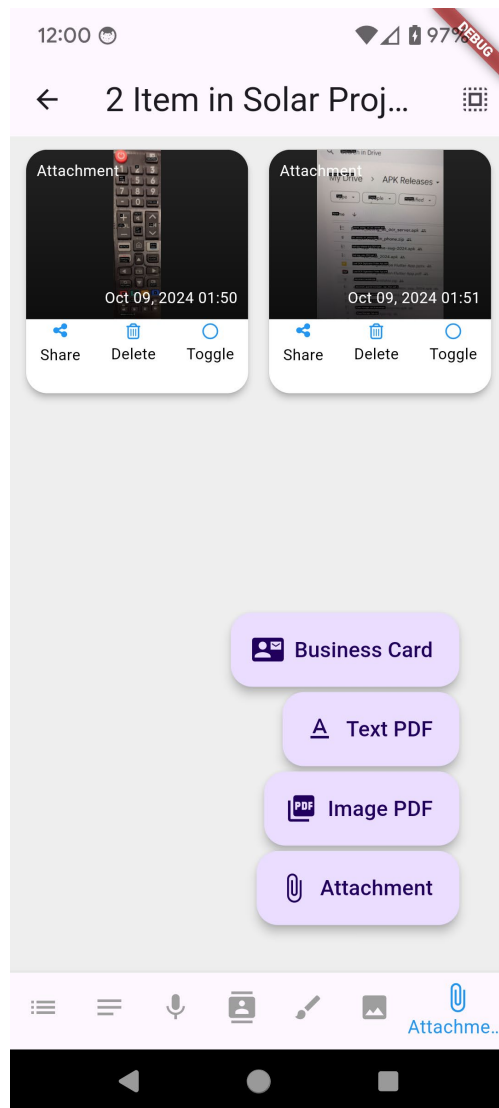


- Tap **Stop** to end the recording.
- The memo will be saved and displayed within the current case.

### 3. File Attachments:

- Go to the case and tap on "**File Attachments**".
- Choose to **Scan Document**, **Upload File**, or **Capture Photo**. ImagePDFs do NOT do any OCR: they only provide image PDFs. But when you scan for Text PDFs and Business Cards, the OCR detection and overlaid texts are automatic.

- Select or scan the document you want to add (e.g., blueprints or business cards).



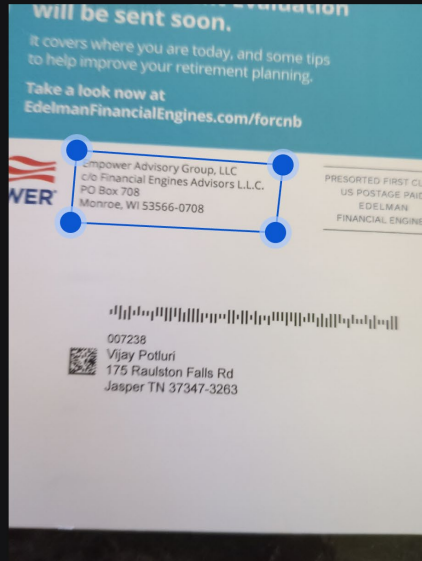
- The file will be saved under the current case – you can see OCR and document cropping.



12:00

97%

← Crop & Rotate



Automatic crop

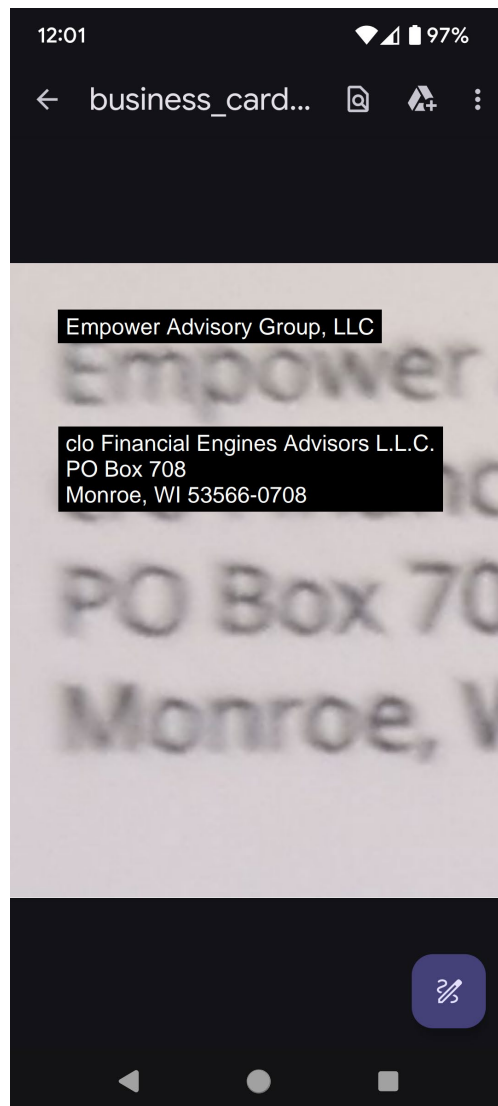


No crop



Rotate

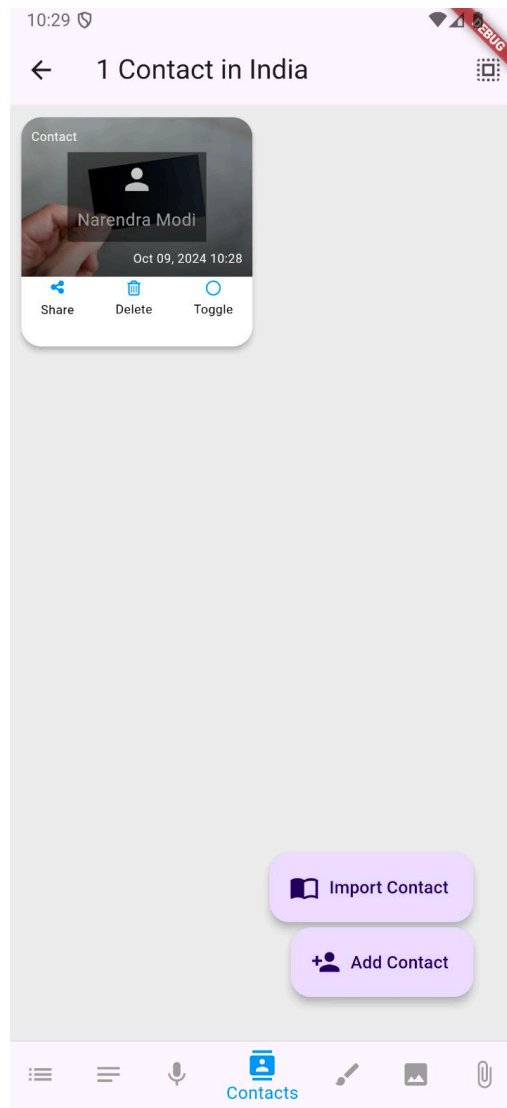
Apply



#### 4. **Contacts:**

- Navigate to the desired case.
- Tap on "**Contacts**".

- Choose to **Add from Device** (import an existing contact) or **Create New Contact**.



- Fill in the contact details (Name, Phone, Email, Photo etc.) and tap **Save**.

10:28

× Create contact Save

Add picture

First name  
Narendra

Last name  
Modi

Company

Phone

Label  
Mobile

Email  
+91-9000011234

Label  
Home

Email

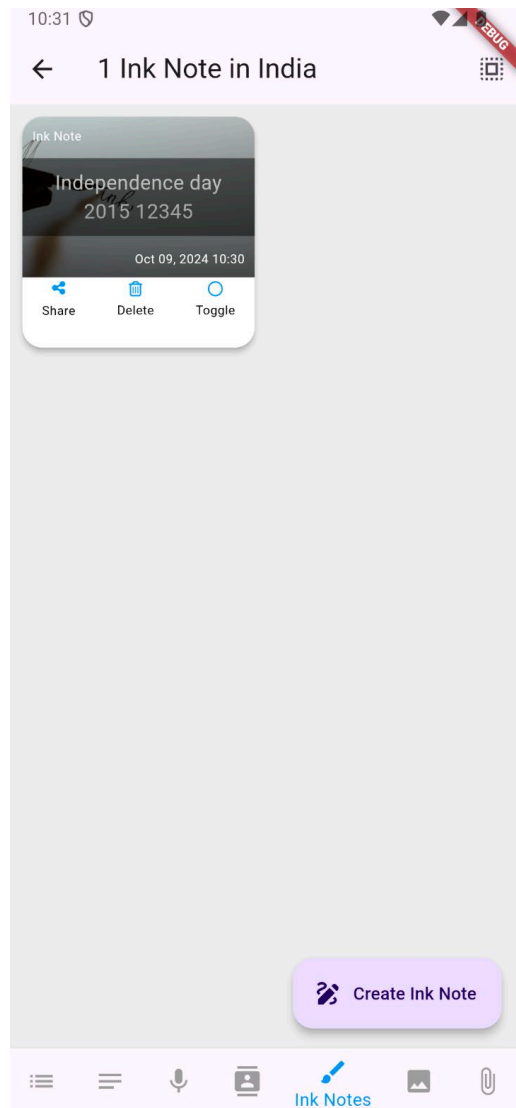
## 5. Digital Pen Ink Texts:

- Tap "**Inking Notes**" within the selected case.
- Use your finger or stylus to draw or write.
- Use the **Pen** or **Eraser** tool as needed.

- Text will be dynamically recognized and converted if possible.



- Tap **Save** to store the ink text.



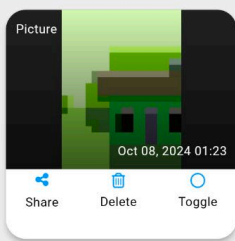
## 6. Multimedia:

- Tap "**Multimedia**" in the selected case.
- Choose **Capture Photo**, **Record Video**, or **Import from Gallery**.
- Select or capture the desired image or video.
- The media file will be saved under the current case. Edit it in place with cropping, filters, rotations if necessary.

10:31



← 1 Item in India



 Capture Camera

 Pick from Gallery





---

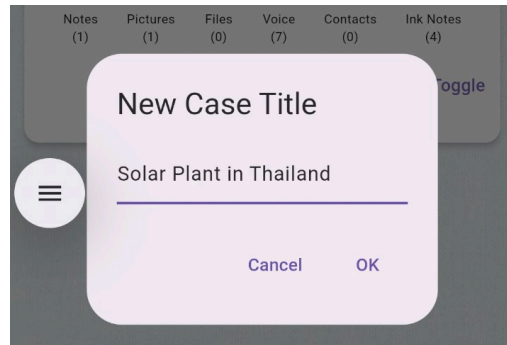
## Step 3: Managing and Organizing Cases

### 1. Editing a Case:

- Open the case you want to modify.
- Tap the **"Edit"** button.



- Change the case name.



- Tap **Save** to apply changes.

## 2. Deleting a Case:

- Open the case you want to delete.
- Tap on the "**Delete**" button. You can "toggle" (aka select and deselect entire gallery of cases in bulk to delete or share)
- Confirm the deletion. The case and all its objects will be removed.

## 3. Linking Objects within a Case (Future Feature):

- The app will soon allow you to **hyperlink** objects (e.g., link a text note to a related file attachment; or link a voice memo to a contact etc).

## 4. Search within a Case (Future Feature):

- You will be able to **search** through the text, ink notes, and metadata to quickly find relevant information.

---

# Step 4: Sharing and Exporting Cases

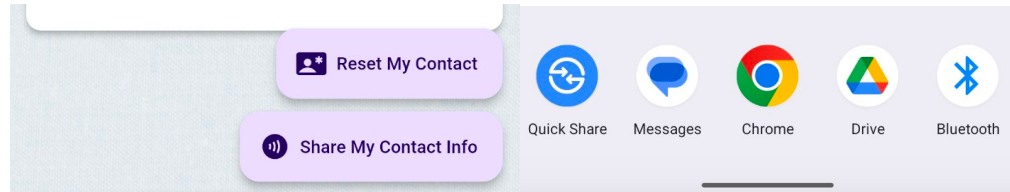
## 1. Export a Case:

- Tap the "**Export**" button on the case details page.
- A **JSON file** containing all objects (e.g., notes, memos, and images) will be generated.
- Choose a method to share or save the file (e.g., email or cloud storage).

## 2. Bump Share Your Contact:

- Tap on the "**Share My Contact**" option on the main screen.

- Choose **NFC, Airdrop, or Email/Messaging**.
- Bring your device close to another NFC-enabled device or select a contact method.



---

## Step 5: Security and Biometric Authorization (Future Feature)

### 1. **Enable Biometric Security:**

- In future releases, enable **biometric authentication** to lock and secure your app.
- This ensures that if your device is lost or stolen, unauthorized users cannot access sensitive data.

### 2. **Activate Biometric Authorization:**

- Open the **Settings** menu.
- Tap on **Security** and select **Enable Biometric Authorization**.
- Follow the on-screen prompts to complete the setup.

Once enabled, the app will require your fingerprint, face, or other biometric data for access.