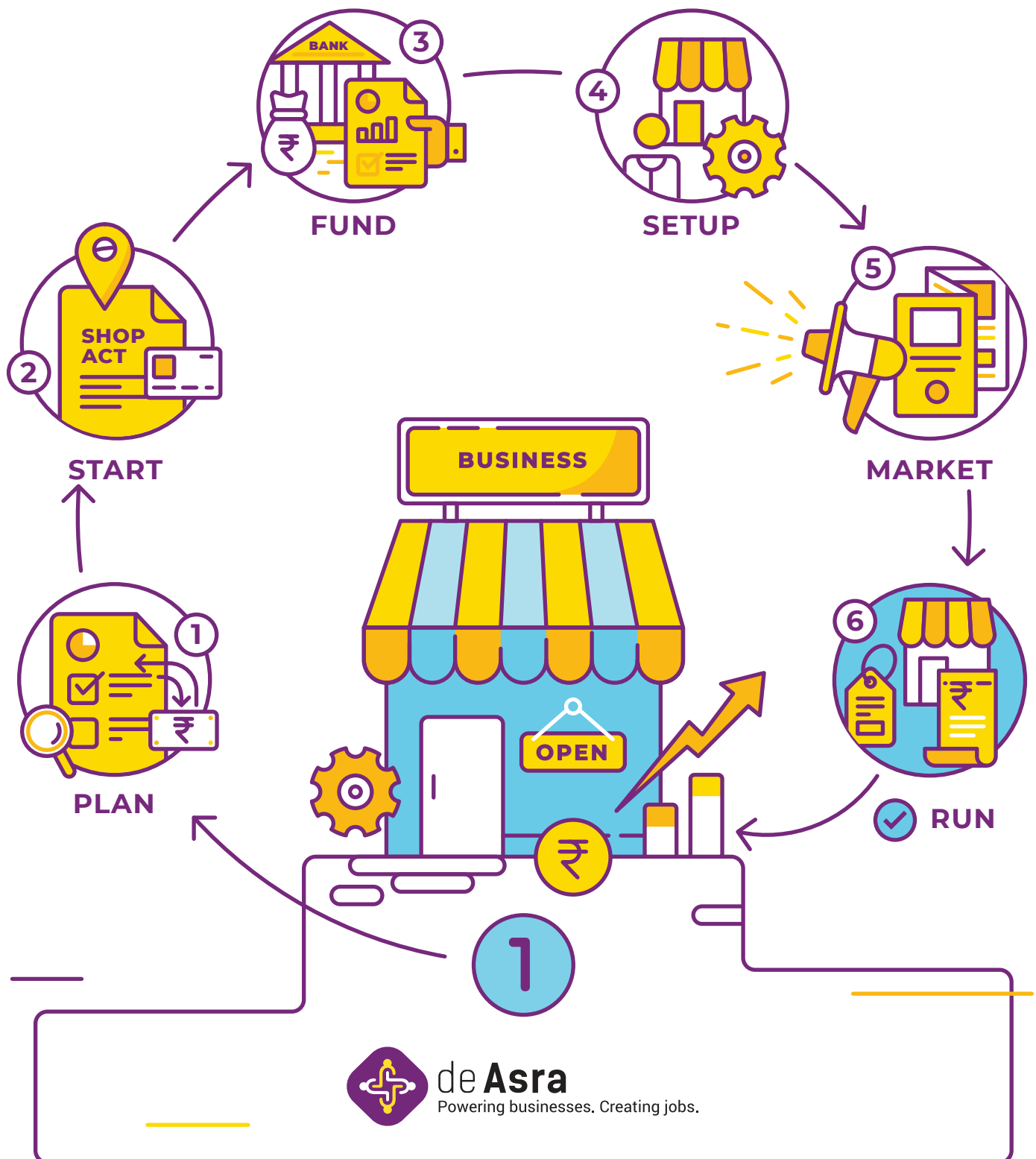


TASK MANAGEMENT CHECKLIST





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Task Management

1. Introduction

deAzzle Web is a one-stop solution for small businesses to organize themselves and grow, as it helps automate key business processes. deAzzle Smartbiz is a Business Digitalization software aimed to simplify the business functions like managing prospects, enquiries, complaints and internal tasks. By automating or digitizing the processes, a business is able to save cost and efforts by reducing the manual and offline tasks.

2. How deAzzle helps Businesses

- It adds all the enquiries/complaints/prospects/tasks at one place
- It assigns the tasks to the staff
- The staff gets an SMS for every assigned task
- It edits/updates/closes tasks
- It never lets anyone miss any operational task in the business
- It adds/edits/updates team members and tracks their leaves

3. How to setup your business with deAzzle web

- Go to <https://smartbiz.deazle.in/sign-in>
- Click on 'New Registration'
- Fill up the 'Seller Registration' form with 'Name' and 'Mobile Number'
- Your account is thus created
- Now 'Login' to the panel with mobile number and OTP which is sent on the same mobile no.
- Go to 'To-Do' list, add and manage

4. List Of Documents For KYC (Only If Online Payment Is A Requirement)

Once you register your business on deAzzle Smartbiz, set up a payment method, for which you will need to get your KYC done. The payment merchant and the documents are listed below:

Payment Merchant: Instamojo

You need to upload the following documents in order to have your KYC done on Instamojo

- Scanned copy of Shop Act/Udyog Aadhar/Company Registration Certificate
- Scanned copy of current account cheque book's front-page details
- Scanned copy of business PAN Card/ Proprietor PAN Card



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5. Packages And Pricing

Free for one year.

6. Turn Around Time (TAT)

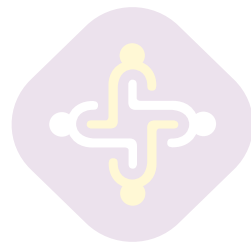
Following is the TAT for all deliverables under this service:

- deAzzle Smartbiz registration: 5 to 7 mins

7. Deliverables

You will get the following deliverables:

- deAzzle Web business account to manage your business tasks



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Good Luck For Your Business.



deAsra Foundation

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