

Digital Logbook

**GRAHAQ**



## Mobile Application User Guide

Grahaq Android version 1.1

Powered by



**PLAYMANTIS**  
STUDIO PVT. LTD.

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## Grahaq Android version 1.1

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STUDIO PVT. LTD.

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## Introduction to Grahaq

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*“Grahaq” meaning customer in Hindi, a native language in India.*

Grahaq is a Mobile Application developed by Playmantis Studio Pvt. Ltd. which replaces traditional bookkeeping of everyday visitors with a Digital logbook.

During these difficult times where contact tracing has become very important for the government bodies, businesses and individuals, Playmantis Studio spent some time coming up with easy to use solution for all Small and Medium Businesses to maintain an offline and paperless record of their visitors with time stamps by just scanning a QR code within the app.

Following features makes log keeping very easy:

1. Registration of Visitor (within seconds with auto fill and minimal fields)
2. Display Visitor QR code upon opening the app after registration.
3. All data of Visitors are stored offline their devices so no question of data breaching.
4. Easy registration for Business Owners which also generates QR code when they become customers to others.
5. In-build QR code scanner which is used to scan visitor QR code.
6. Easy export of Visitor logs with just click of a button.

Let's begin with how to get started with “Grahaq – Digital Logbook”.

## Getting Started

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“Grahaq” is Mobile Application and it is free to use and install for all users in across all countries.

In this guide we will talk about how to get started on an Android device using Google’s Play Store services.

Prerequisite to use Grahaq App is as follows:

1. Phone running Android OS 4.4 (Kitkat) and above.
2. Google Play Store installed.
3. Having active internet connection.
4. Min of 15MB of free space.

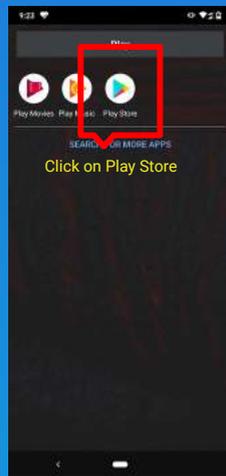
Let’s understand how to download and install the Android app on your phone in next page.

## Downloading Grahaq app

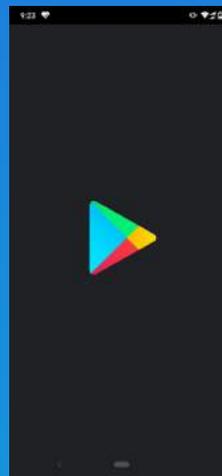
Downloading Grahaq app is very easy and just like any other app on Google's Play Store. Let's follow these basic steps to navigate to Google Play Store and Install "Grahaq - Digital Logbook" app.



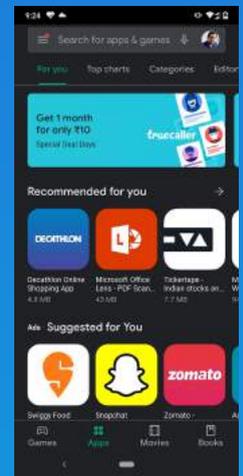
Open all apps



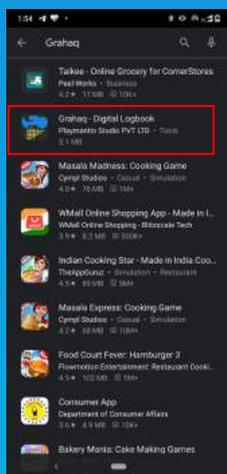
Search for Play Store



Wait for Play Store to load



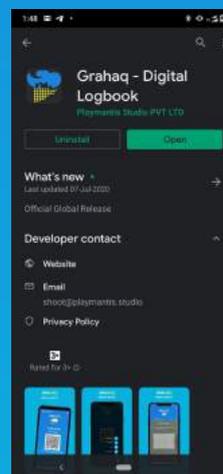
Here we are on the Play Store



Search for Grahaq



Click on Install



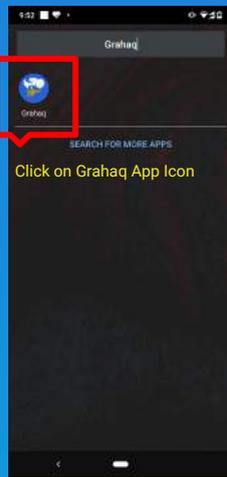
Click on Open

## Recognizing & Opening the App

Once we have downloaded and installed "Graham - Digital Logbook" app from Google Play Store, we will now go ahead learn how to identify "Graham" app and open it. Follow the below simple steps to recognize and open the app:



Open all apps



Search for Graham



Graham is opening



Here we go with Registration

You can now go ahead with Visitor or Business (Company) registration to start using the app. Remember, all data collected in the app is stored within the device storage, so if you uninstall the app you will have to follow all the steps mentioned above to reinstall the app and register again.

In the next section let's understand how to register as Visitor and Company / Business.

# Visitor Registration

## Welcome to Grahaq – Digital Logbook

Visitor Registration is the first step you see after you have successfully Installed and open the Grahaq app.

The registration form is filled by visitor / customer / grahaq one time for the app to generate visitor QR code which will be used by the Businesses to scan and log your visit. All data collected is saved only in your device and not shared with anyone else other than the Businesses who will scan your QR code. The Registration form consists of basic information as shown below which can be filled quickly.

The screenshot shows the 'VISITOR SIGN UP' form with the following fields and annotations:

- Full Name**: An annotation points to the input field with the text 'Enter your Full Name'.
- Phone number (with Country Code)**: An annotation points to the input field with the text 'You can select a phone number that Pops up of enter a different number you prefer'.
- Address (with City, State, Pincode)**: An annotation points to the input field with the text 'Enter your complete Residential address including Door number, Street name, City, State and Pin code'.
- REGISTER →**: An annotation points to the button with the text 'Click on Register button to save your details and generate QR code.'

Below the form, there is a note: 'Note: Your data will be saved and used to generate QR code'. Below the note, there are three links: 'Privacy Policy', 'FAQ', and 'Download User Manual'. A yellow arrow points from the 'REGISTER' button to the 'Register as Business' link.

Switch to Register as Business if you run a business where you attend visitors

# Visitor QR code & how to use it

Upon completing visitor registration in the previous screens, you will be redirected to Visitor QR code screen.

We will automatically generate a QR code with the data you entered, this data is always stored offline and only shared with Businesses who scan your QR code. Next time when you open the app, you be directly taken to this page for making your visits faster and easier.

**switch to Business Mode** ⓘ

**GRAHAQ**

**VISITOR QR CODE**

Shirish Chincholimath

Disclaimer: When the Shopkeeper scans this QR code, your information will be stored on the device.

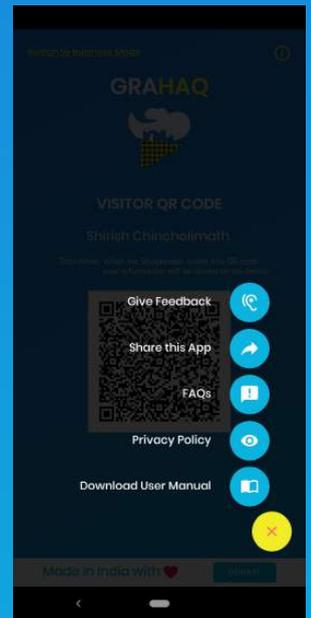
[Edit Profile](#)

Made in India with ❤️ [DONATE](#)

**Callouts:**

- switch to Business Mode: If you own a business where you attend visitors, switch from here to Business mode. You will still be able to generate QR as visitor for your visits.
- ⓘ: Visit Grahaq website to know more
- Shirish Chincholimath: Your entered Full name will be displayed here
- QR code: QR code which contains your data which will be scanned by other businesses you visit.
- Floating Menu: Floating Menu. You can offer donations from here for making your visits easy and fast.

**Bottom Callout:** Grahaq is developed proudly by an Indian Company Playmantis Studio Pvt. Ltd.



Self Explanatory Floating Menu Options

# Company / Business Registration

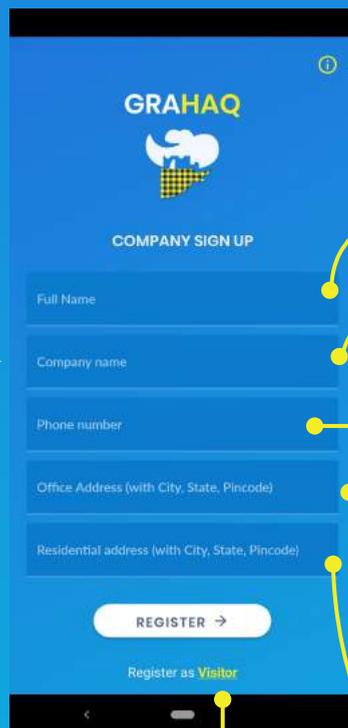
If you are running a Business / Firm / Shopkeeper / Individual entity where your customers visit, then this is where you have to register. By registering as Business, you will have access to QR scanner to scan your visitor QR code. We will also generate a visitor QR code for you which can be used when you visit other Businesses / Firm / Shop. Below are the steps of how to register being a Business owner.

First time when you visit.



Click on Business to visit Business Registration page

Business Registration Screen



Click here to return back to Visitor Registration

Visit Grahaq website to know more

Enter your Full Name

Enter your registered Company Name

You can select a phone number that Pops up of enter a different number you prefer

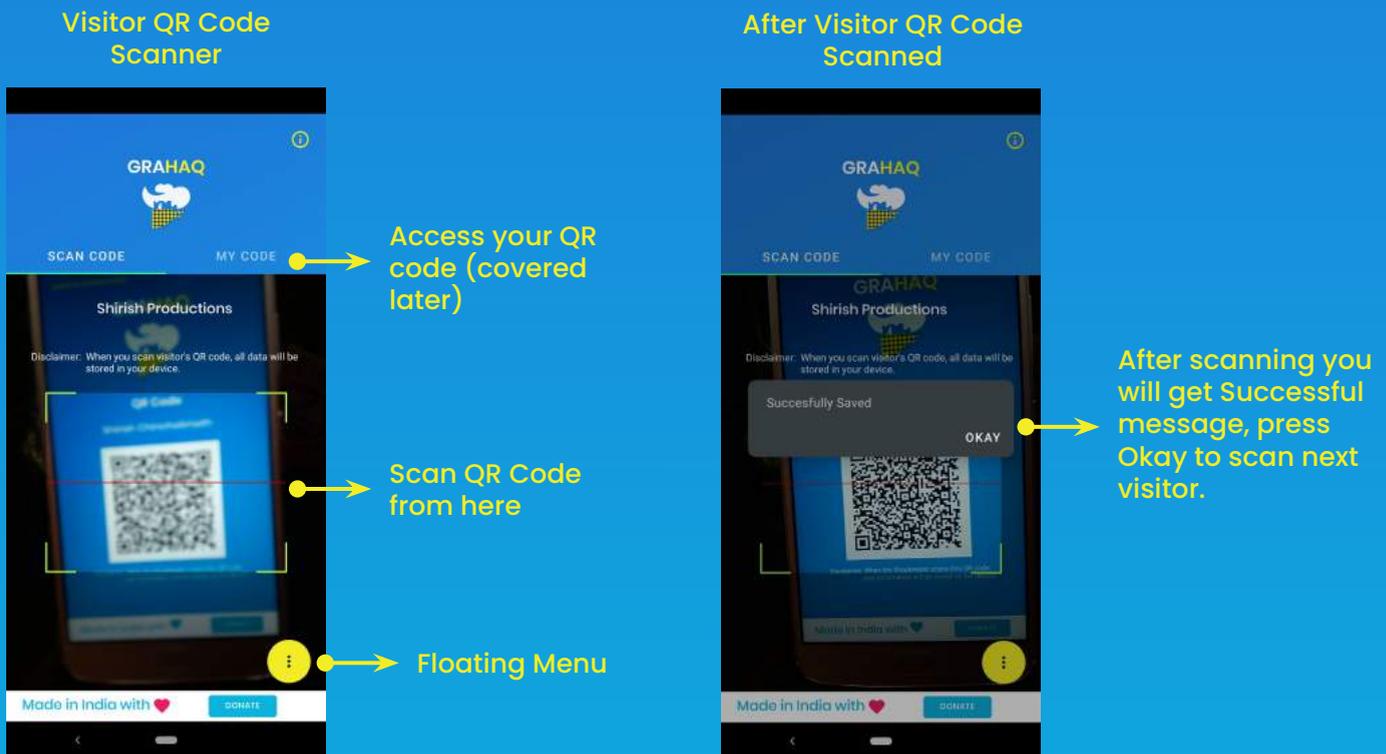
Enter your complete Residential address including Door number, Street name, City, State and Pin code

Enter your complete Office / Business address including Door number, Street name, City, State and Pin code

## Using Scanner to scan visitors

When you complete the Business Registration process, you will have access to QR scanner which we will use to record visitor on your device.

The record will include Full name, Phone number, Address, and time stamp and is saved as CSV file in your device. You can export the data when required from the floating menu which is placed on the right bottom of the screen.



Let's discuss about Floating menu options in the next page and also how to export the same data to your phone.

## Accessing Floating Menu Options

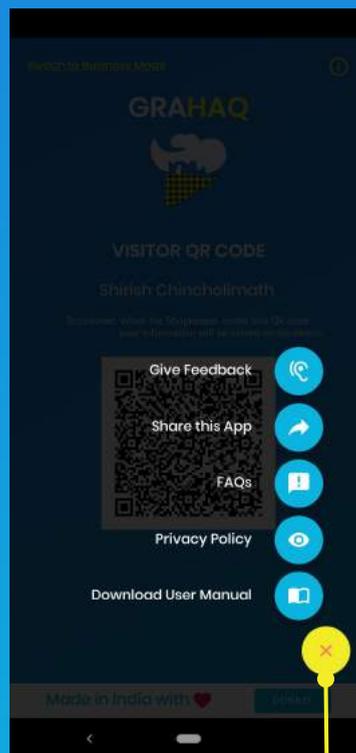
We have an easy way to get access all the additional functionalities by introducing floating menu at the bottom right of the screen. The floating Menu includes very features including links to download user manual, export options for Businesses, access Privacy and FAQs, sharing the app with others and many more. We have listed the steps of how to access floating menu below:

Visitor QR Code Screen



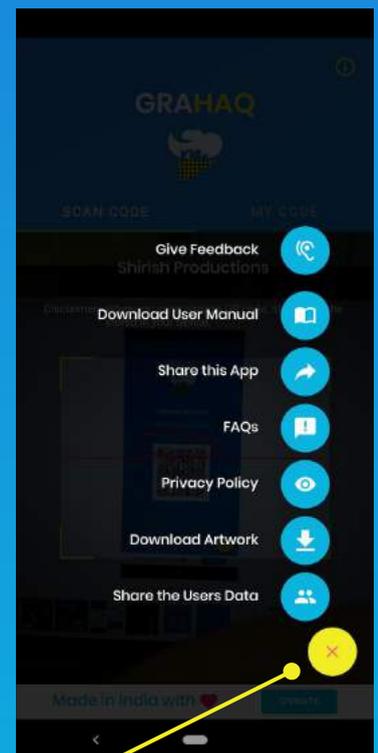
Click here access Floating Menu

Floating Menu Options for Visitor mode



Clicking on x will close the menu

Floating Menu Options for Business mode

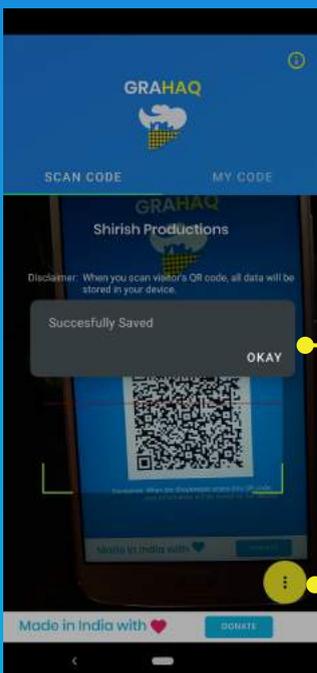


## Sharing User Data as Business

Grahaq has a easy way to share the captured user data with Government officials when required. This feature is only available in Business mode where Business owner scans visitors QR code. All the captured data is saved in a CSV (comma separated values) format which can be opened in any spreadsheet for better format or any text editor.

Follow the steps below to generate a CSV file of all user data scanned from your device:

After Visitor QR Code Scanned

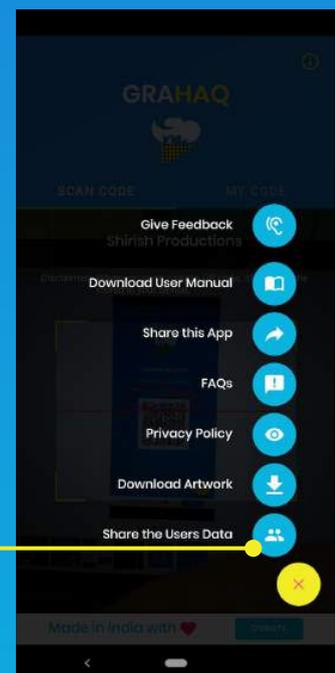


**Step 1:**  
Open scanner and scan visitor QR code

After scanning you will get Successful message, press Okay to scan next visitor.

**Step 2:**  
Click on Floating Menu to open menu options.

Floating Menu Options for Business mode



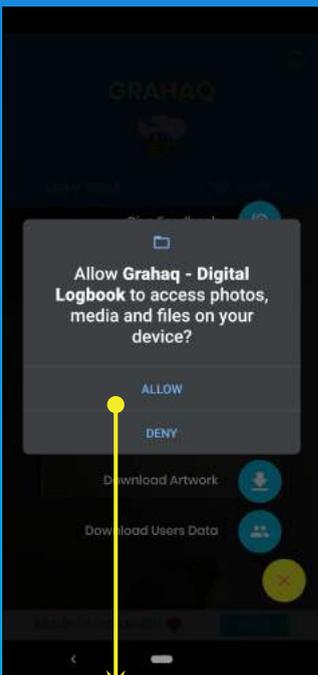
**Step 3:**  
Click on the Share User Data icon to open sharing options

In the next page you will see how the exported data would look like.

## CSV file after sharing

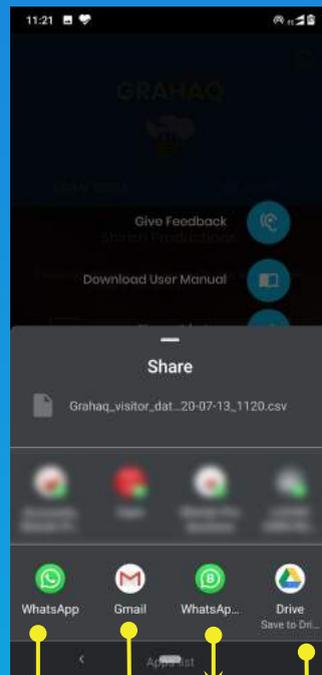
In the previous pages we discussed how to scan visitor QR code and access floating menu. We also discussed which icon to click to share user data with Government officials. Now we will see what happens when you click on the Share User Data icon and how the CSV file looks like and what data will it contain.

Clicking on Share User Data



Click on Allow so that Grahaq app can share the User Data with Government officials

Sharing Options of CSV File



Share on WhatsApp

Share via Email

Share on WhatsApp Business

Save to Google Drive

CSV File after Exporting

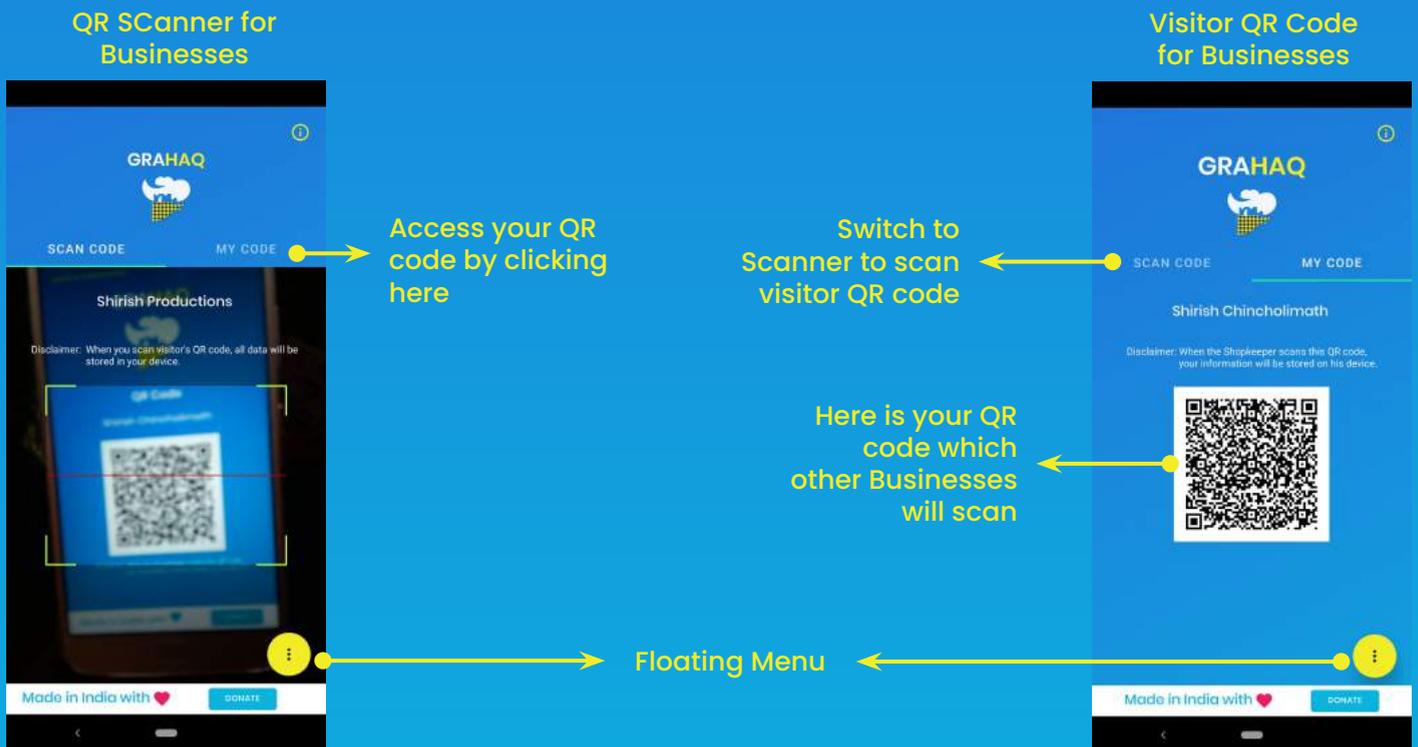
	A	B	C	D	E	F	G	H	I
1	Grahaq - Digital Logbook Android App								
2	Company Name= Arena Animation Belagavi								
3	Owner Name= Amruta C								
4	Office Address= MORE Plaza, 3rd Floor, College Road, Above Yash Mahindra Showroov, Belagavi, Karnataka - 590001								
5	Phone Number= +917483344187								
6	Date of File Generated=2020-07-11_1207								
7									
8	Sl_No	Full_Name	Phone_Numl	Residential_	Visit_Date	Visit_Time			
9	1	Sagar Purohi	9.1992E+11	Major Rama	11/07/20	11:45 AM			
10	2	Vinayak K	9.1974E+11	savanur, Kar	11/07/20	11:46 AM			
11	3	Shrikrishna	9.1741E+11	Belagavi	11/07/20	11:50 AM			
12									
13									
14	Generated by: Grahaq - Digital Logbook Android App v1.0								
15	Developed by: Playmantis Studio Pvt. Ltd								
16	Website:								
17	<a href="https://playmantis.studio/grahaq?utm_source=grahaq-Android-app&amp;utm_medium=visitor_export_csv_sheet">https://playmantis.studio/grahaq?utm_source=grahaq-Android-app&amp;utm_medium=visitor_export_csv_sheet</a>								
18									

All details of the Business owner and his visitors are stored in the CSV for contact tracing for Government officials.

# Displaying My QR Code as Visitor from Business account

As a Business owner you will also visit other Businesses / Offices. We have provided a feature where you can switch the tab to show your QR code to other businesses and like any other visitor QR code, only required information like Name, Phone Number and Residential Address will be captured when Businesses scan your QR code.

Following are the steps how you switch and allow other Businesses to scan your QR code:



## Making Donations

Playmantis Studio Pvt. Ltd. has developed Grahaq for the benefit of the society. The application is for non profit and free to use without any advertisements or indirect benefits.

There has been a lot of efforts put together in building a simple to use application where data security is main priority. This application can be made better with your feedback and support. Your contribution can be in terms of small donation which will help us cover development costs.

To proceed with Donations, please use the following steps:

**Step 1**

Click on Donate button on any of the screen that you are visiting after registration

**Step 2**

Select RayzorPay if you are from India.

Select PayPal if you are not from India.

Enter amount based on the selection

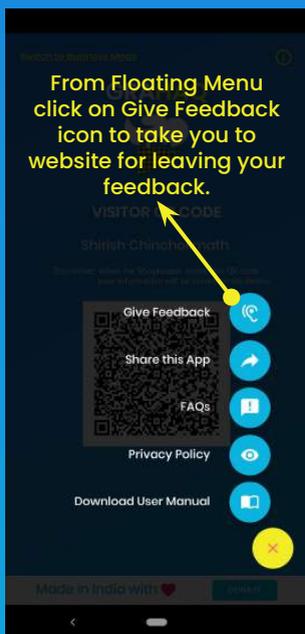
Click on Pay to proceed with the payment.

## Feedback and Help

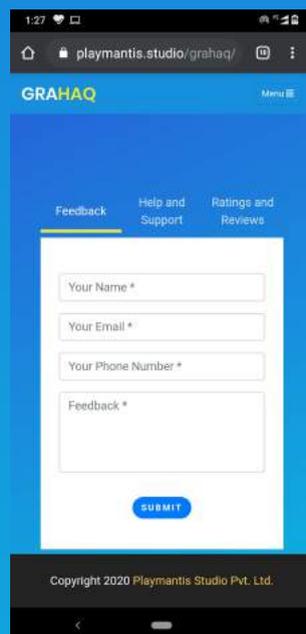
Your support and Feedback can help us develop better features, resolve bugs and make meaningful changes in the application to make it robust.

We have made provision in our website for you to leave feedback or ask for help. We value every email we receive and we promise to get back to you within 48 working hours.

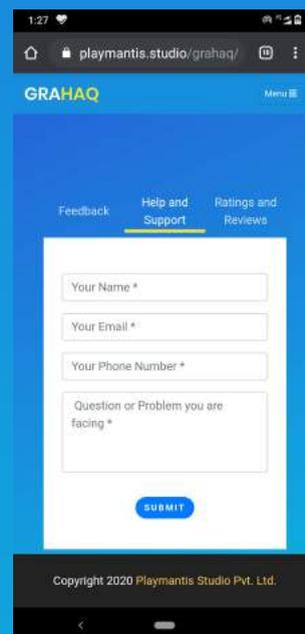
Floating Menu Screen



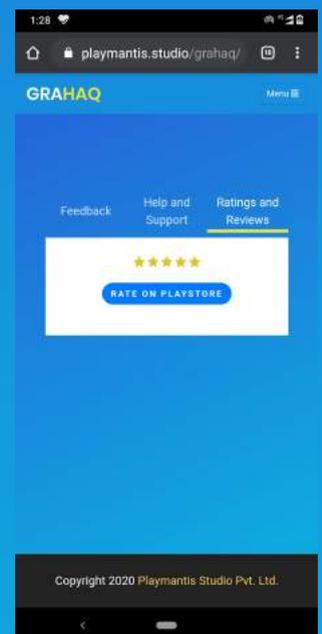
Grahaq Website for Feedback



Grahaq Website for Help and Support



Give Ratings and write Reviews



You can navigate to different tabs to access Feedback, Help and Support and give Ratings and write Review for Grahaq app.

## About Playmantis Studio Pvt. Ltd.

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Playmantis Studio Pvt. Ltd. was formed as a privately held entity on 10th August 2018 with an objective of entering game development and experience providers in the industry.

The name Playmantis was derived from insect Mantis which were considered to have supernatural powers by early civilizations, including Ancient Greece, Ancient Egypt, and Assyria.

Playmantis Studio Pvt. Ltd. is aimed to develop high quality games and experiences for the next generation using latest experiences and technologies like VR, MR, XR and AR however we might also develop games and experiences which supports for native Android and iOS phones, Smart TVs, Windows, Linux and Mac operating systems.

Playmantis Studio would love to expand its presence and interest in India and abroad. We are looking to work on projects in 3D / AR / VR / MR based games & applications, and provide mind blowing experiences for brands and grow together.

Let's explore the opportunities to build business relation and understand how we can fit in each others shoes.

Thanks for reading about Playmantis Studio Pvt. Ltd. waiting to hear back from you soon. Visit <https://playmantis.studio> for more details.