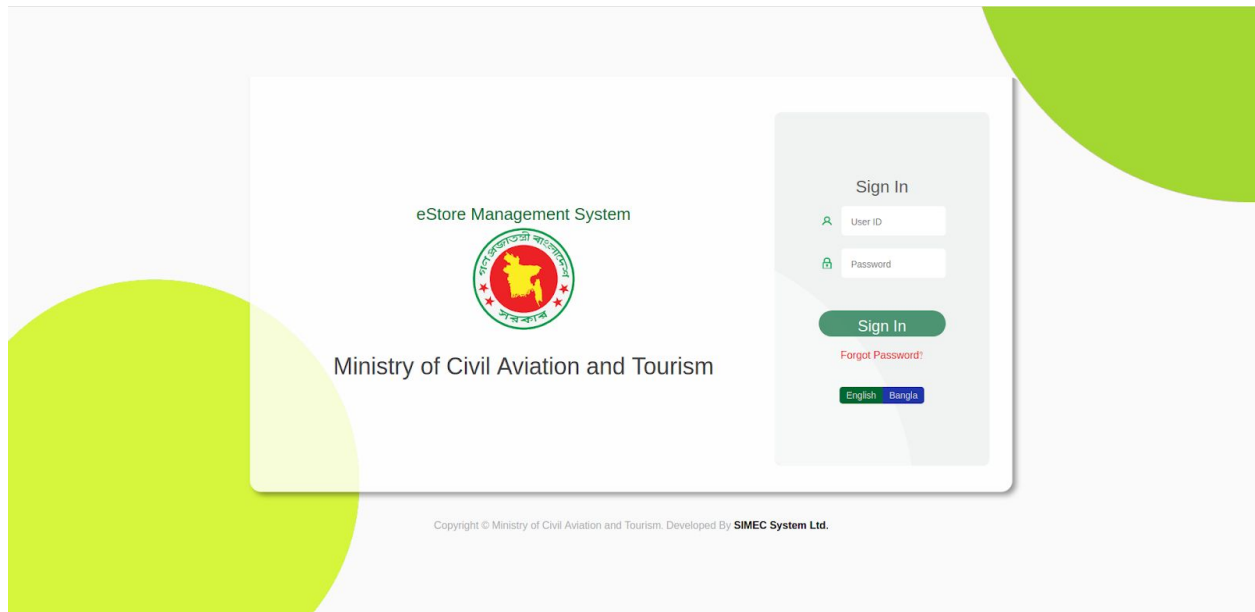


Employee User Manual

Visit This Link : <http://mocatestore.gov.bd/login>

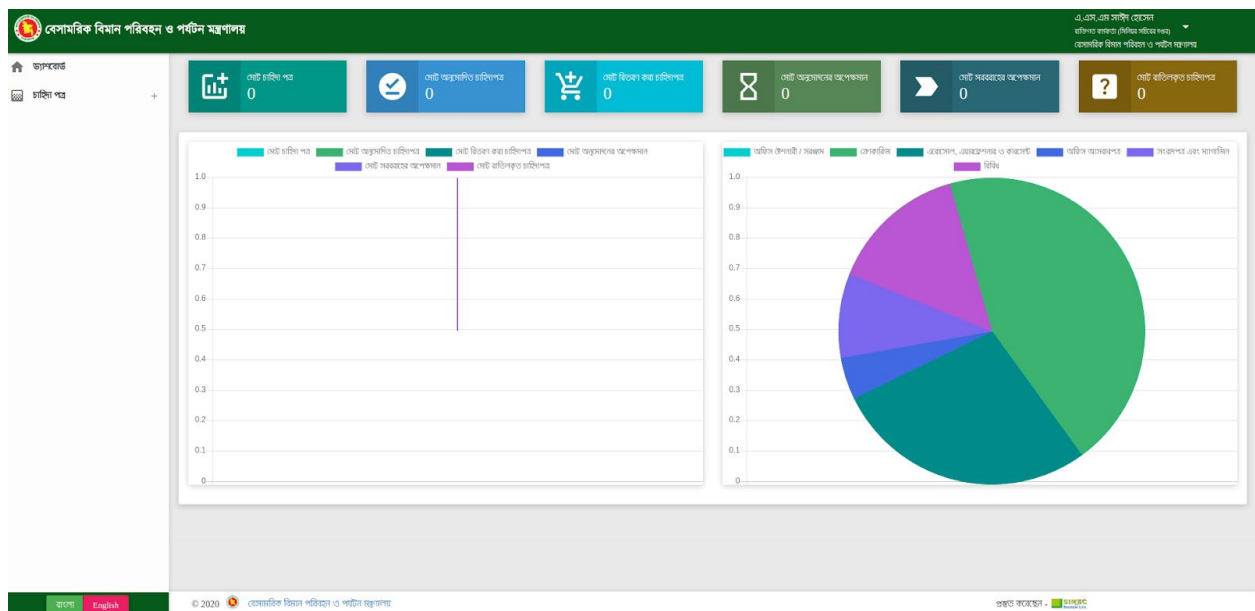
Step 01:

First Employee Needs to Login with his Credentials.



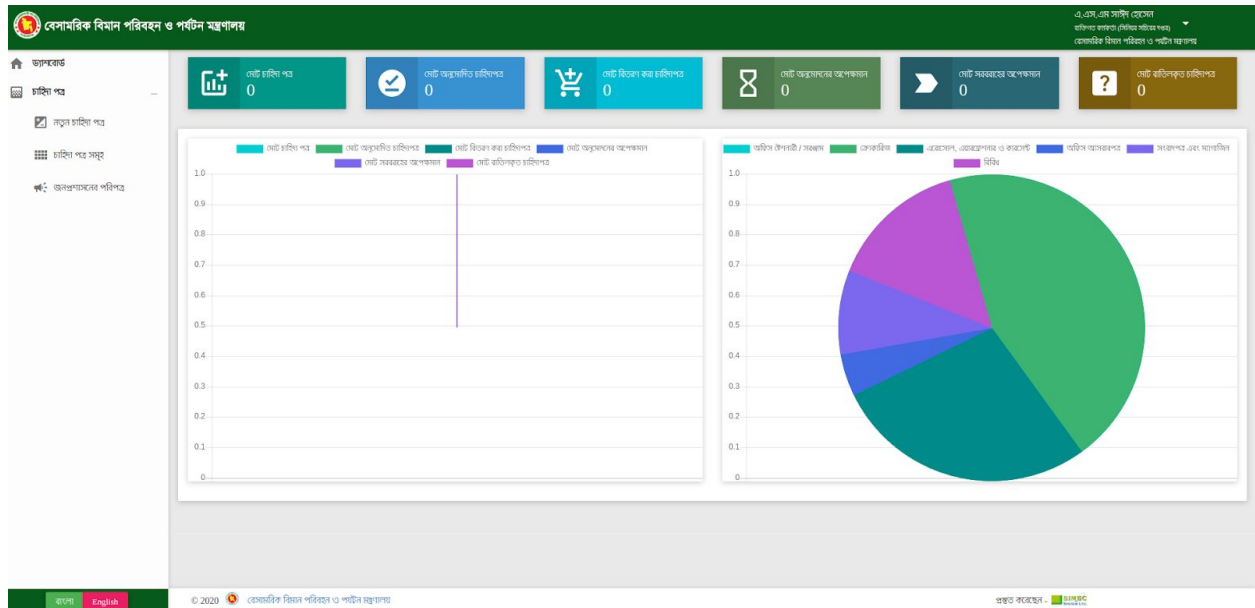
Step 02:

After Login you will be redirected to DashBoard.



Step 03:

Now you can find a menu bar on your left. Click on “চাহিদাপত্র” >>
Menu will collapse.



Step 04:

Now Click on “নতুন চাহিদাপত্র” to create Requisition

The 'নতুন চাহিদাপত্র' (New Requisition) form is displayed. It includes fields for 'সংখ্যা' (Quantity) and 'তারিখ' (Date), a dropdown for 'পণ্য প্রকারভেদ' (Product Category), and a text input for 'মন্তব্য / প্যাক' (Remarks / Pack). There are buttons for 'সংশোধন' (Edit) and 'সবটি বিবৃতি' (All Details). Below the form, there are tabs for 'মন্তব্য / প্যাক', 'প্রদায়ক', 'পূর্ণতা পরিচালনা', 'অনুমোদিত মন্তব্য', and 'চাহিদা পরিচালনা'.

- Select Category
- Select Single / Multiple Product(s)
- Place Quantity
- Submit the Requisition

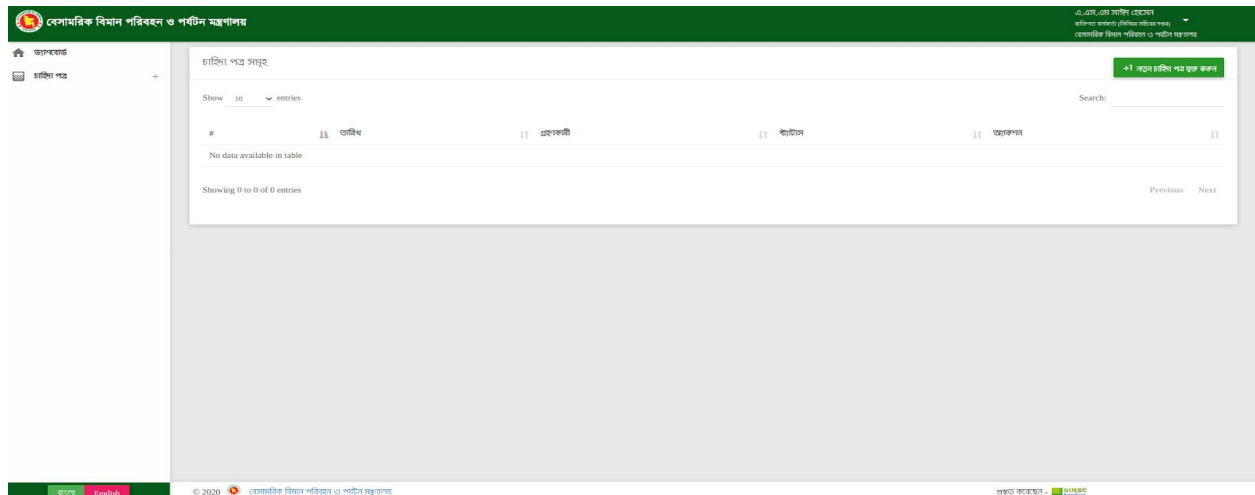
Step 05:

Approver will approve the Requisition and After approval you will receive an OTP in your mobile phone.

Please Show your Message to Store and Receive your Required products.

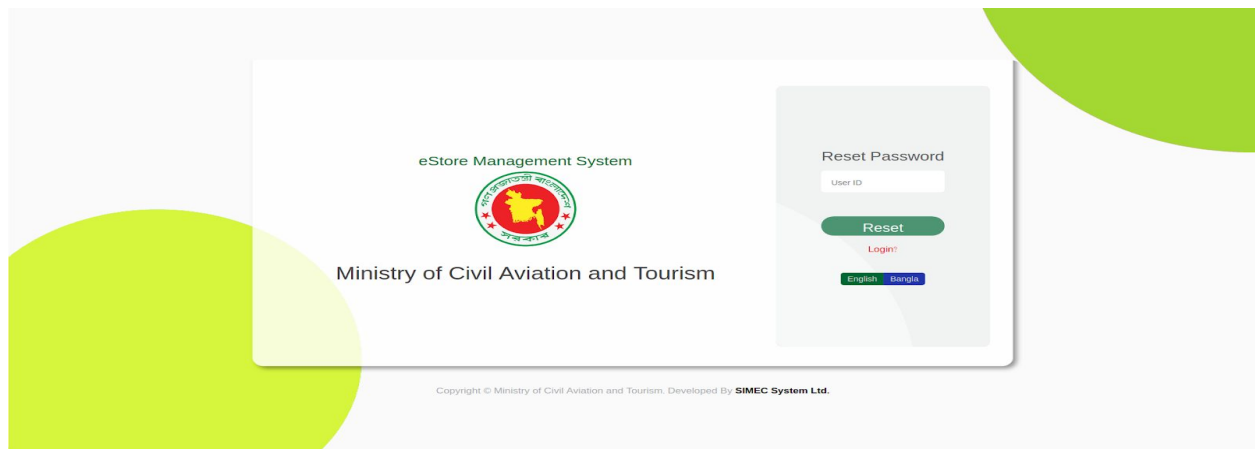
Step 06:

Click “চাহিদা পত্র সমূহ” Link to see your Previous Requisitions status.



If you Forgot your Password

Please click the forgot password link in the Login Page, then place your phone number to reset your password.



You will receive your new Password on your mobile phone.