

bKash LMS — User Manual (Test)

Version: 0.1 (Test Build)

This test document is a placeholder user manual you can use to validate your dashboard's "Download User Manual" button. Replace it with your official manual later.

Project	Apou – LMS
Environment	Test / Staging
Generated On	Auto-generated sample
Contact	IT / Admin

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Overview

The LMS streamlines daily meal registration, approvals, vendor operations, and reporting. This test manual outlines common user flows so you can verify navigation and links.

Login & Roles

There are three main portals: Admin, Employee, and Vendor. Role-based permissions ensure users see only relevant menus and actions.

Dashboard KPIs

The Dashboard shows Today's Registrations, Meals Consumed, and Pending Approvals. These numbers respond to your filter selections.

Filters

Use Employee Type, Meal Type, Cafeteria, and a Date Range to slice the data. Click Apply to refresh results; use Reset to clear filters.

Lunch Registration

Employees can register or de-register lunch within cut-off windows. Admins may conduct bulk operations when required.

Ramadan & Eid

Special modules enable Iftar and Sehri during Ramadan and Eid meals with occasion-specific rules.

Intern & Guest

Intern subscriptions (FTC, Intern, New joiner) and Guest subscriptions (HR/Project/Personal) are supported with dedicated forms and lists.

Approvals

When enabled, submissions route to approvers with the ability to approve/reject and leave remarks.

Meal Tokens

Tokens are generated for active registrations and redeemed at cafeterias. Reports track issued and redeemed counts.

Reports & Exports

Use filterable tables and export-to-Excel for audits. Vendors have a separate view for orders and history.

FAQ

If you cannot log in, contact IT. If KPIs look incorrect, broaden your date range or reset filters and try again.