

Smart Governance System of Trade Organizations

Prepared by

TechTrioZ Solutions

TO(s) User Manual



ABOUT

Smart Governance System of Trade Organizations



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1. Project Overview:

Smart Governance System of Trade Organizations

Welcome to the Ministry of Commerce Record-Keeping System, a comprehensive platform designed to streamline information management for the Ministry of Commerce, Bangladesh. This system enables efficient communication and collaboration among three distinct roles: Admin, Approver, and Organization.

User Roles:

Organization:

- Uploads committee information.
- Files/ Reports (Upload My Files/ Reports, Upload Applications, Investigation Reports, Inspection Reports, Voting information)
- Notifications
- Notices
- Administrator
- Manage Cases
- Upload Gallery Photo
- Engages with the approval process.

Login Options

Users can log in using:

- Registered mobile numbers with OTP verification.
- Email credentials.

1.2 Workflow Overview

Organization:

- Uploads various information.
- Can see latest update of any TO related works
- Participates in the approval process.

Logging In:

- Visit the Ministry of Commerce Record-Keeping System website: <u>https://moc.techtrioz.xyz/</u>
- Click on the "Login" option.
 Choose your preferred login method:
- Registered Mobile Number: Enter your mobile number and verify with OTP.

Mobile No	Enter Mobile Nu	umber	
	Generate OTP		

Email: Enter your email credentials



Organization Role Guide

After successful login, you will be see to your organization's dashboard.

1. Dashboard

The dashboard displays key metrics:

- Total Submitted Reports.
- Total Pending Reports.
- Total Accepted Reports.
- Committee members info



2. Files/Report

2.1 My Files/ Report

Navigate to the "My Files/Reports" section

• Click on "Add New File" to submit new applications or files.

• Fill in the required details, attach a scanned copy of the reports and save.

Dashboard	APlease submi	t the scanned hard o	copy documen	ts within 7 days	of the eve	ent.	
V Files/Report	My Files						
Applications						Add	New File
₩Inspection Reports	Submitted By	Category	Due Date	Submission Date	Hard Copy	Status	Action
> Profile A Notifications (11)	Profile image	Financial report	22/04/2024	22/04/2024	0	Approved	٩
■ Notices 0Committee Information	Profile image	Audit Report	22/04/2024	22/04/2024	×	Rejected	Q
Administrator Manage Cases	Profile image Navana Osman	Annual General Panel Resolution	22/04/2024	22/04/2024	Ø	Approved	Q
Manage Jobs Manage Gallery	Profile image Navana Osman	Election report	22/04/2024	22/04/2024	9	Approved	٩

• Click action view for details of application

Application Details

File Type : FinancialSubmission Date : April 22,report2024, 8:47 am



File Name :

বাংলাদেশ ঔষধ শিল্প সমিতি আর্থিক প্রতিবেদন ২০২৪

Yearly Payment :

20000

File Details

নির্ধারিত সময়ে আর্থিক প্রতিবেদন ২০২৪ পেস করা হলো

Files/Attachments

File 1713775674_197.pdf

Notifications

Date : 2024-04-22 Your file was successfully updated hard copy as deposited.

Date : 2024-04-22 Your file was successfully approved.

2.2 Applications

In this section trade organizations can do application. For this click on "Add New Application",

Then select the application type **"Others".** After that fill out the form with a scanned copy of their application documents

My Applications

Application 7	Гурө	Title/Subject					
Select		Enter Title					
D Select অডিট রিপোর্ট - A অন্যান্য - Othen বাাষক সাধারণ সঙ নির্বাচন রিপোর্ট - I আর্থিক প্রতিবেদন	ndit Report 's ৰ ৰেজুলেশন - An Election repo - Financial re	inual General Panel R)rt eport	esolution				
Uploaded Files	:						
Choose File	No file cho)S0n	Uplo	ad File			

Submit

2.3 Investigation Reports

In this section trade organization will see records of the investigation reports of the TO

😗 Dashboard	Investigation Reports (তদন্ত-প্রতিবেদন)						
✓ Files/Report	#	Office	Summery	Session Year	Attachments		
Applications	1	Mr. Hasib, Associate secretary	test	2023	Por		
LINSPECTION REPORTS							

Back

2.4 Inspection Reports

In this section trade organization will see records of the inspection reports of the TO

🚯 Dashboard	Insj	Inspection Reports (তদন্ত-প্রতিবেদন)					
∨ Files/Report	#	Office	Summerv	Session Year	Attachments		
My Files/Reports			,				
Applications							
👫 Investigation Reports							
Inspection Reports							
Voting Information							

2.5 Voting information

In this section trade organizations will upload their voting information by fill up all the info by clicking on **"Add New"** button

Dashboard	Voting Inform	nation			
/ Files/Report				Bacl	
My Files/Reports					
Applications	Total Members	Vote Cast	Session	Election Date	
Investigation Reports	Enter total membe	Enter vote cast	Enter session	mm/dd/yyyy	
Inspection Reports					
Voting Information	President Name	President Mobile	Office Secretary	Office Secretary	
Profile	Enter president nan	Enter president m	Name	Mobile	
≗My Profile			Enter office secreta	Enter office secre	
PChange Password	Attachmont				
A Notifications	Attacimient				
Produceduoid	Choose File N				
🖀 Notices 🧿					
Committee Information	Caus				
	Save				

3. My Profile

Access the "My Profile" section:

- Update your personal information.
- Click on "Save" to apply changes.

🚯 Dashboard	My Profile		
> Files/Report	User Name		
\sim Profile	obor riumo		
۲. My Profile	Organization Name		
Change Password	Organization Name Bangla		
🗘 Notifications 11	organization Nume Dangia		
🚍 Notices 0	User Email		
Committee Information	Ucor Mobilo		
Administrator	Oser Mobile		
🖪 Manage Cases	User Photo	Choose File No file chosen	
🖀 Manage Jobs		₽Profile image	
🖆 Manage Gallery		Update	
[→ Logout			

Change Password

- In the "Change Password" section, enter your current password and the new password.
- Click on "Change Password" to update your login credentials.

😗 Dashboard	Change Passw	ord			
> Files/Report	User Name				
√ Profile					
AMy Profile	Old Password*				
Change Password	New Decoverde				
🗘 Notifications 🔟	New Passworu*	Enter New Password			
🚍 Notices 🧿	Confirm Nøw	Enter Confirm New Password			
Committee Information	Password*				
Administrator		Update			
🖾 Manage Cases					
🚍 Manage Jobs					
🖪 Manage Gallery					

[→ Logout

4. Notifications

- Check the "Notifications" section for updates and notifications related to your work
- Stay informed about the progress of submitted files or any additional information.

Dashboard	No	tification	5	
My Files/Applications	S#	Date	Title/Subject	Action
A My Profile	1	9 March	Dear Trade Organization, Your running committee will be	
Change Password		2024	expired on 2024-04-30, please take initiative.	
A Notifications 1	2	14 February,	Your application was successfully approved. test	Go to File/Application
Committee Information		2024		Details
🖀 Manage Jobs				
[→ Logout				

5. Committee Info

- Navigate to the "Committee Info" section
- Fill out the session year & expiration date then click on Add New Committee button.

Dashboard	Committee Information					
Hy Files/Applications	Ente	r Session year	Enter Expiry date	·		
은 My Profile	20	24	04/30/2024	I Update	e Committee	
Change Password						
🗘 Notifications 1						
(i) Committee Information	S#	Session Year	Expiry Date	Total Members	s Status	Action
🖀 Manage Jobs	1	2024	2024-04-30	2	Pending	View Details
[→ Logout					<u> </u>	

• View action button for add new members

Manage Committee Members

		Back
You will not add member after approved the com	imittee.	
Name Bangla	Designation Bangla	
Enter Name	Enter Designation	
Name English	Designation English	
Enter Name	Enter Designation	
Business Name Bangla	Phone	
Enter Business Name	Enter Phone	
Business Name English	Email	
Enter Business Name	Enter Email	
About Me	Choose File No file chos	Sen
	Submit	

6. Manage Jobs

Access the "Manage Jobs" section:

Submit

Trade organization will post here, if they have any job vacation, then it will goes to Admin/Approver for verify

• Fill the necessary field for details of job and attach pdf/image of job circular

Dashboard	Manage Jobs		
> Files/Report	Title Bangla		Back
> Profile	Enter Title		
🗘 Notifications	Summary Bangla		
🖴 Notices 🔕			
Committee Information			
Administrator			le
🖾 Manage Cases	Details Bangla		
🚍 Manage Jobs			
🖪 Manage Gallery			10
[→ Logout	Size : 612X337 PX	Expiry Date	
	Choose File No file chosen	mm/dd/yyyyy	F

7. Administrator View

In this section trade organization will view their administrator info and its status records

Dashboard	Administrator				
> Files/Report	#	Title	From	То	Status
> Profile					
♠ Notifications 💷	1	Mr. Jalai Yousuf, Additional Secretary	2024-04-23	2024-06-22	Expired
🖴 Notices 0					
Committee Information					
Administrator					
🖾 Manage Cases					
🖀 Manage Jobs					
🖾 Manage Gallery					
[→ Logout					

8. Manage Cases

In this section trade organization will view their cases info and its status records

🚯 Dashboard	Manage Cases					
> Files/Report				Case	Order	
> Profile	#	TO Name	Title	No.	Date	Attachment
¢ Notifications ¹¹	1	Bangladesh Pharmaceutical Industry Association	Mr. Ashik, Additional Secretary	01113	2024-04- 20	Q
🖴 Notices 🧿						
Committee Information	2	Bangladesh Pharmaceutical	আব্দুর রাহমান, অতিরিক্ত সচিব	૨ <i>૦</i> ২8_ <i>0</i> 8	2024-04-	Q
Administrator		Industry Association			23	
🖴 Manage Cases						
🖴 Manage Jobs						

9. Manage Gallery

From this section, trade organization

- Will upload their event photos by making albums, then it will wait for the approve from the admin panel
- Click on Add New button then fill up Album Title both Bangla and English and choose an Album Cover Photo
- Then Click on the +Add Photo for adding photos and press on submit. It will go to the admin/ approver for verify.

🚯 Dashboard	Manage Gallery
> Files/Report	Back
> Profile	Album Title Bangla Album Title English Album Cover Photo
♠ Notifications 0	Enter Title Enter Title Choose File No file chosen
🖴 Notices 0	Unload Album Photo
Committee Information	
Administrator	+ Add photo
ピ Manage Cases	
🛢 Manage Jobs	Submit
🕒 Manage Gallery	
[→ LogOut	

This guide is designed to help users navigate and utilize the Ministry of Commerce's Smart Governance System of Trade Organizations. Version

1.1, 05.05.24.