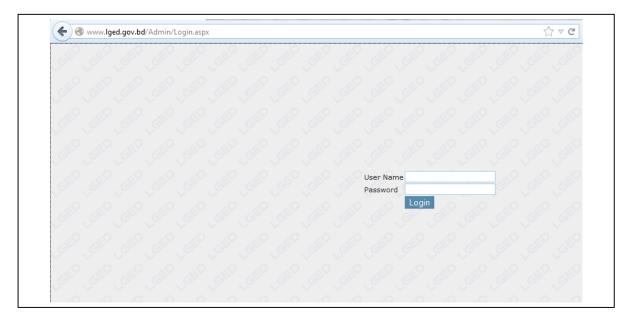
# **User Manual of Updating of LGED Website for Project**

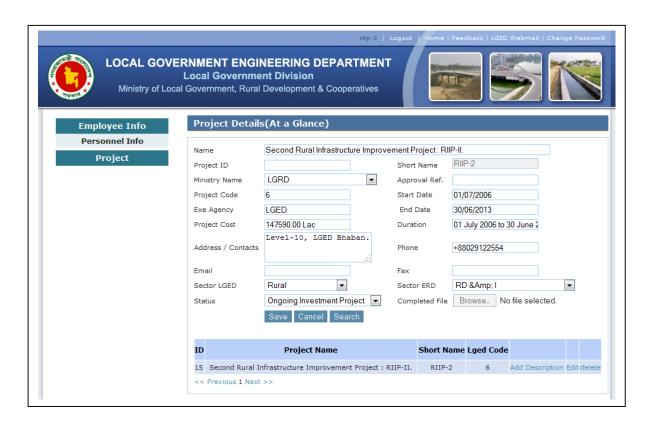
LGED web portal has given access to Project Admin to upload information of each project at LGED website.

### How to use?

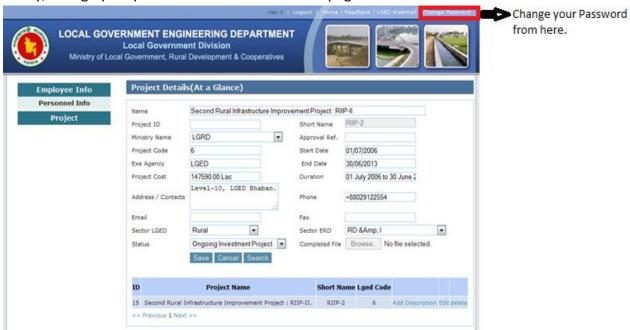
1. Please type <a href="www.lged.gov.bd/Admin/Login.aspx">www.lged.gov.bd/Admin/Login.aspx</a> to the address bar of your Internet browser like Mozilla Firefox, Internet Explorer etc. and you will get the following screen:



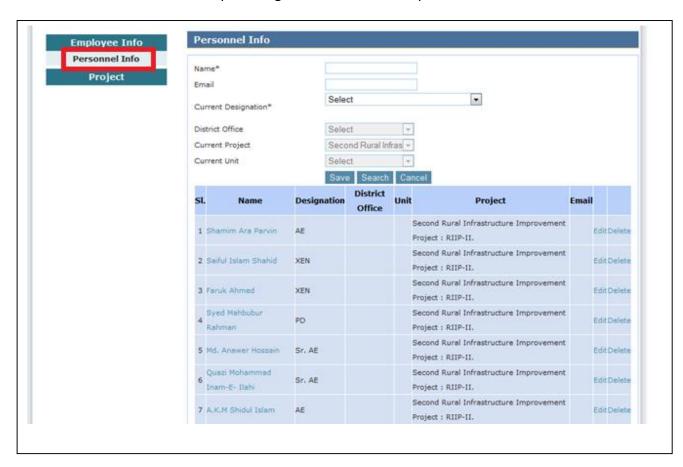
- 2. Please type your **User Name** and **Password** and click on **Login**.
- 3. The following window will appear:



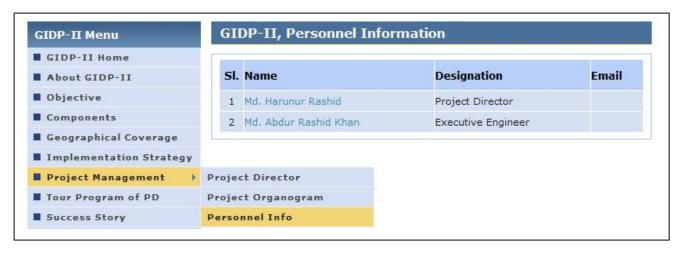
4. Firstly, change your password and re-enter to the page.



- 5. This page contains Project Contact Information covering Address, Phone Number, Email, Mobile Number, Project Duration, etc. Enter the information in respective boxes and click on **Save** to add or update those information.
- 6. Select **Employee Info> Personnel info** and enter the personal information of project key-officials. Click on **Save** after providing information of each personnel.



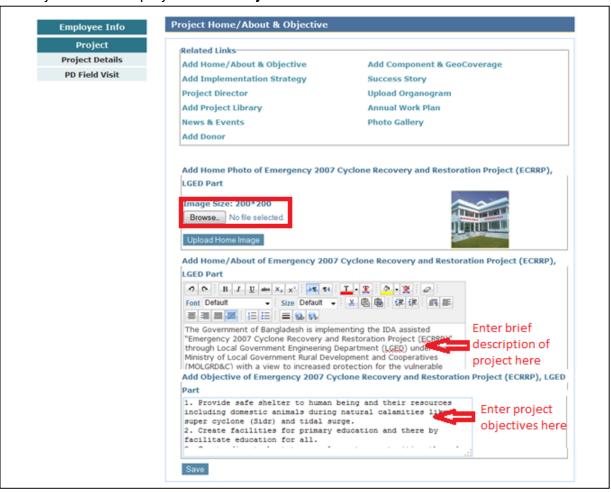
Output in the Web Portal will be as following:



7. Select **Project Menu> Project Details**. Here you can update Project Name, Project ID, Ministry Name, Project Short Name, Project Duration, Project Budget, Project Contact Address, Project Phone No. and Fax No., Project Email Address, Project Sector Information, Project Status, etc. After uploading all these information, click on **Save** button.



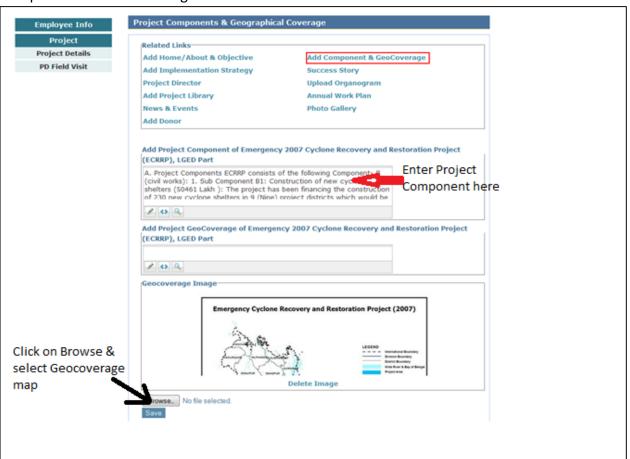
8. Click on Project Menu> Project Details> Add Description> Add Home Photo, the following screen will appear where you can add project home page photo. Home page photo size must be less than 200x200 pixels. Enter brief description of the project at Add Home/About text box and objectives of the project at Add Objective text box.

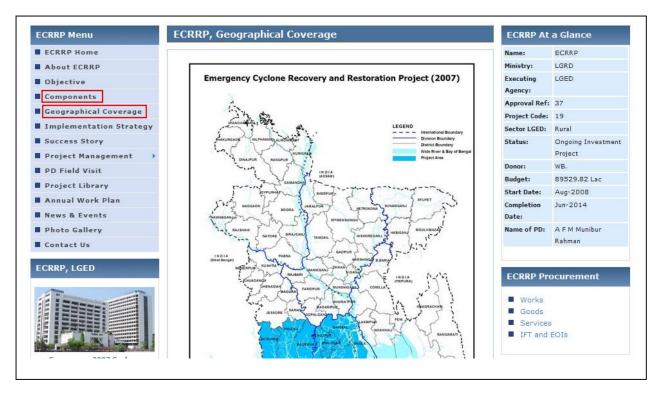


#### Output in the Web Portal:

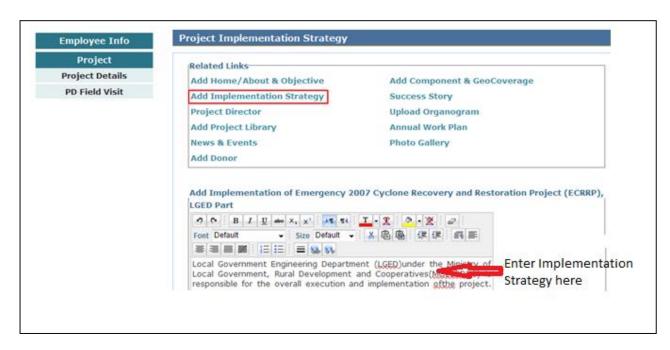


9. Click on **Project Menu> Project Details> Add Description> Add Component & GeoCoverage** and the following window will appear with several forms, where you can update Project Component and GeoCoverage information.



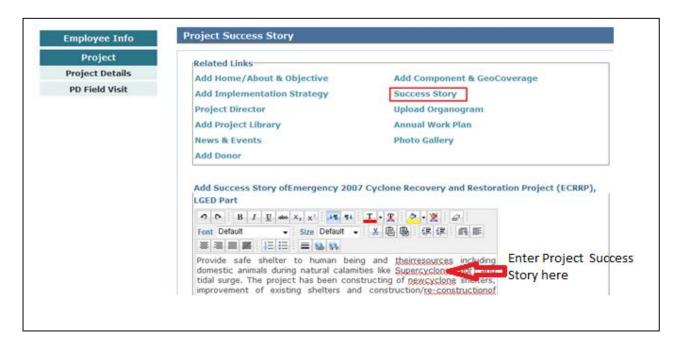


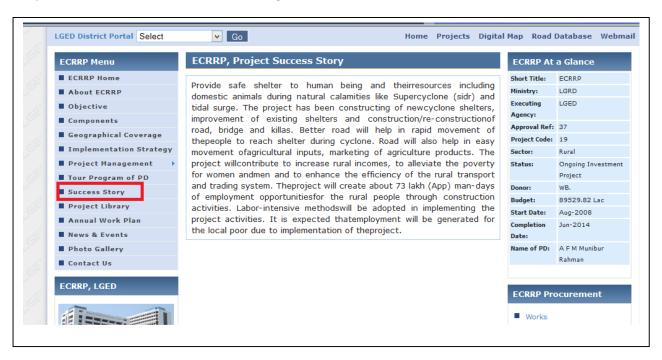
10. Click on **Project Menu> Project Details> Add Description> Add Implementation Strategy** menu to update Project Implementation Strategy information.



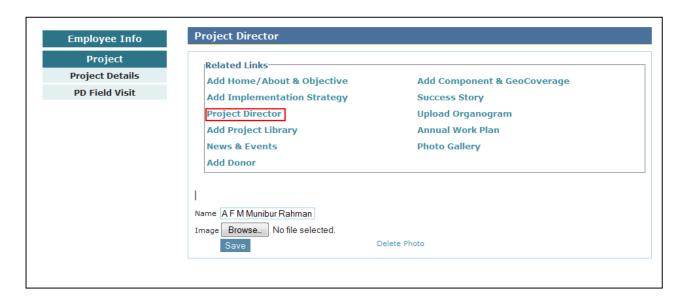


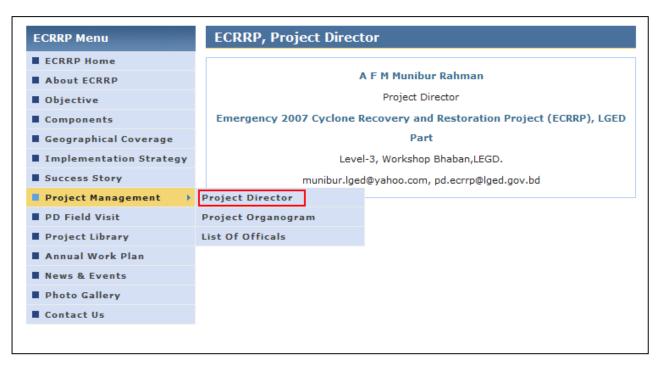
11. Click on **Project Menu> Project Details> Add Description> Success Story** menu to update Project success story.





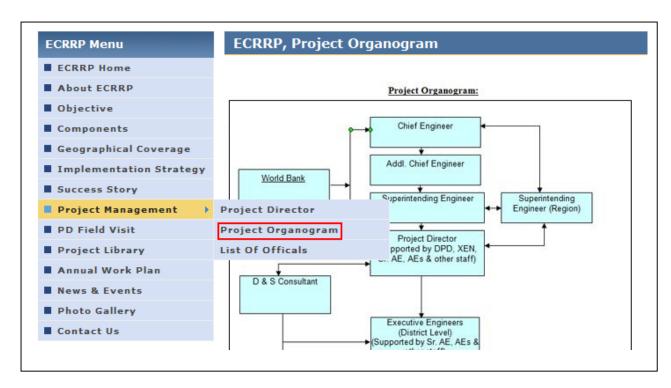
12. Click on **Project Menu> Project Details> Add Description> Project Director** to update the Project Director name and photo. Enter name of the Project Director and click on Browse to select the image file.





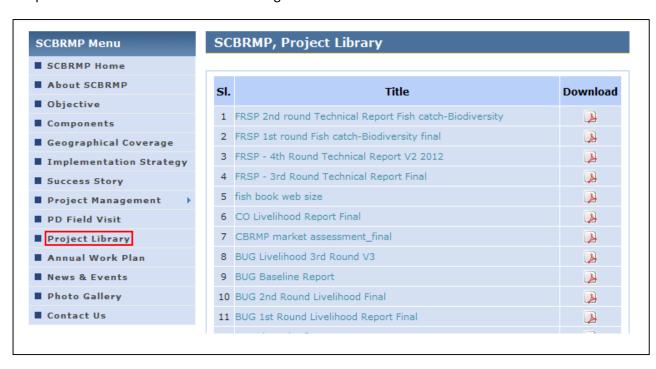
13. Click on **Project Menu> Project Details> Add Description> Upload Organogram** menu to update the Project Organogram. The project organogram **image size must be equal or less than 450x450 pixels**.



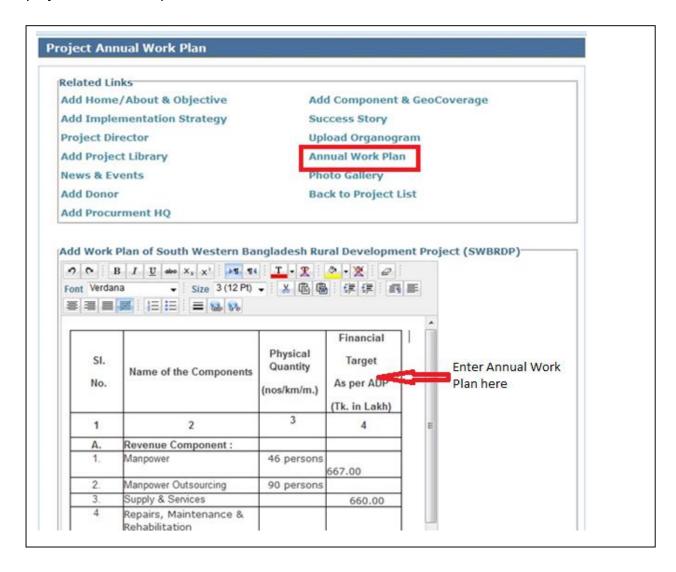


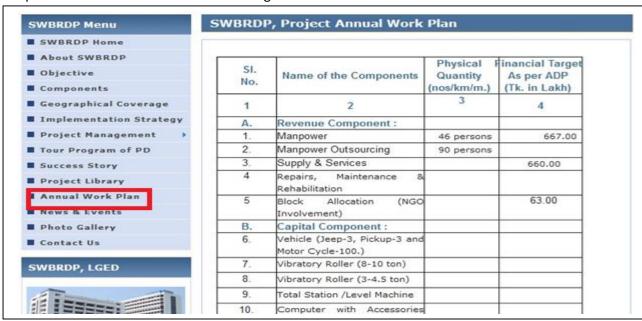
14. Click on **Project Menu> Project Details> Add Description> Add Project Library** to upload various Project related documents, reports and books to the Project Library section. Enter Material Title and click on Browse to select the file. Finally, click on Save.



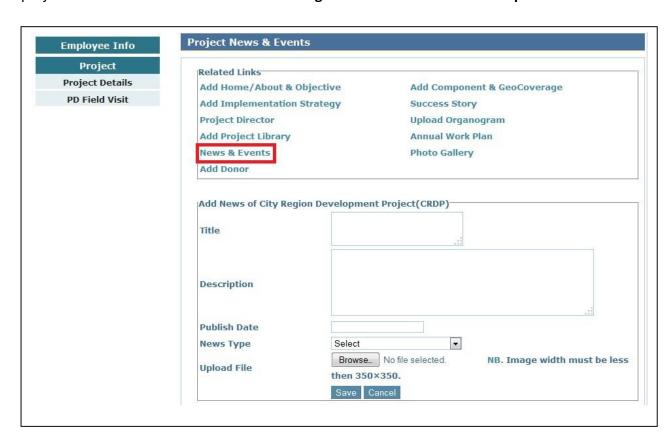


15. Click on **Project Menu> Project Details> Add Description> Annual Work Plan** to update project annual work plan information.



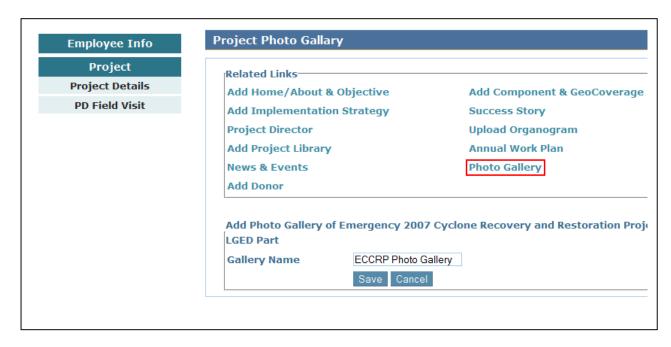


16. Click on the **Project Menu> Project Details> Add Description> News & Events** to add/update project news and event information. The image must be less than 350x350 pixels.





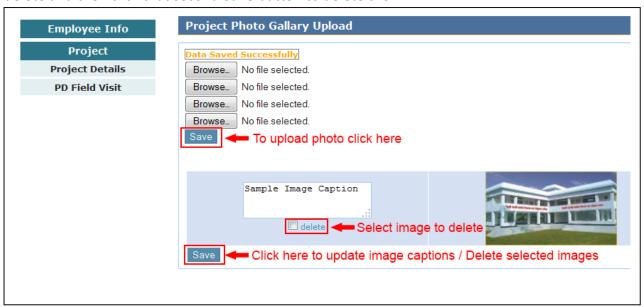
17. Click on the **Project Menu> Project Details> Add Description> Photo Gallery** to create project photo gallery where you can upload project photos. Enter **Gallery Name** and click on **Save.** 



18. After creating the project photo gallery the window will look like below. Now click the **Add**Image link to upload project images to the project photo gallery.

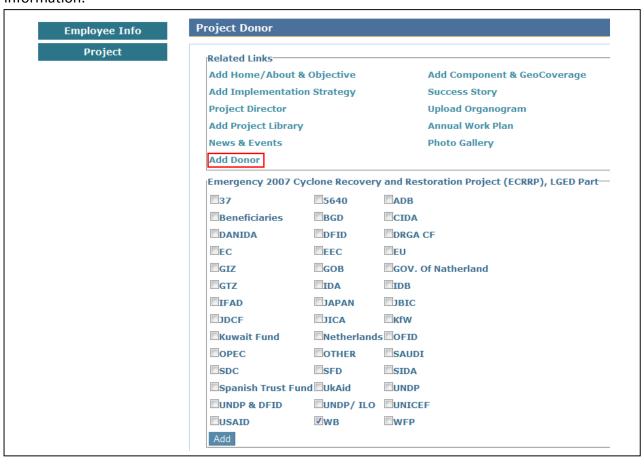


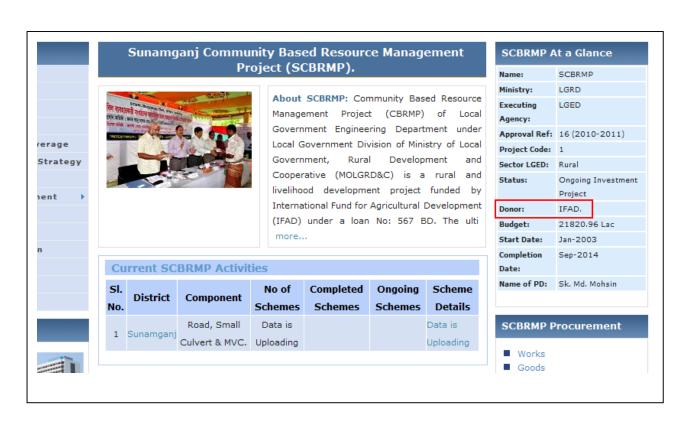
19. After clicking the **Add Image** link following window will appear where you can upload four images at a time. Click **Browse** button to select images (image size must be less than 1MB) and then click the first **Save** button to upload them to the photo gallery. After uploading, you can see those images listed below with **caption** text box. Write or update caption to the caption box which is in the left side of every image. Then click the second **Save** button to save those captions. To delete images, just select the delete checkbox of every image that you want to delete and then click that second **Save** button to delete them.





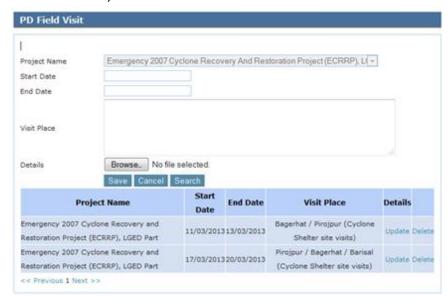
20. Click on the **Project Menu> Project Details> Add Description> Add Donor** to select project donor from the donor list. After selection click the **Add** button below to update donor information.





21. Click on **Project Menu> PD Field Visit** to provide PD field visit information. Enter visit start date, end date and visit place. To upload the details file regarding the field visits, click on Browse and select the file. After that, click on Save button.





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