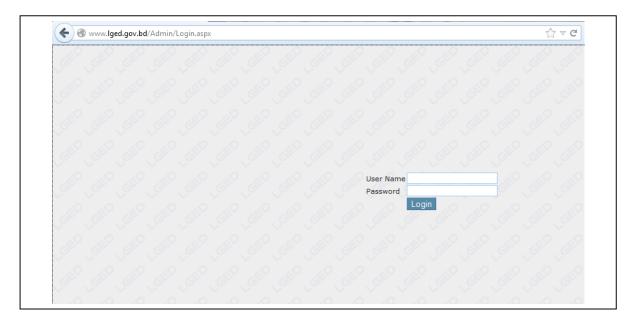
User Manual of Updating of LGED Website for Unit

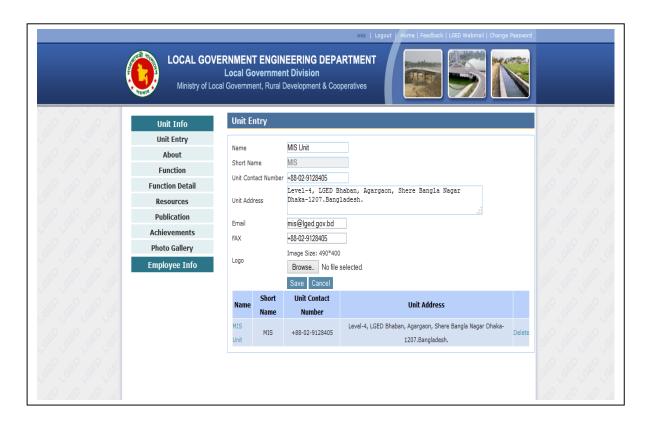
LGED web portal has given access to Unit Admin to upload information of each unit at LGED website.

How to use?

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



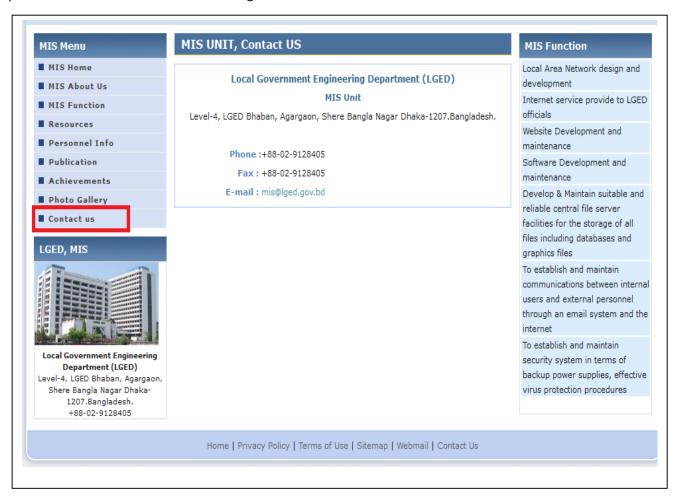
- 2. Please type your **User Name** and **Password** and click on **Login**.
- 3. The following window will appear:



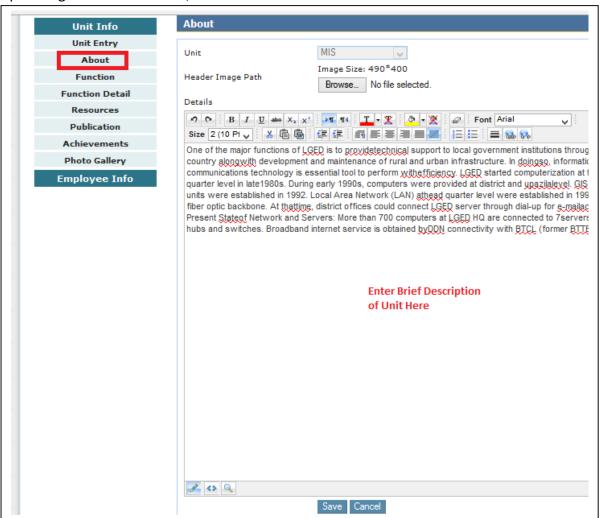
4. Firstly, change your password and re-enter to the page.

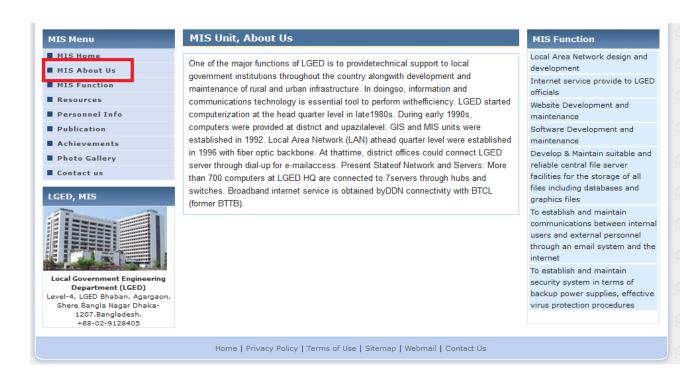


5. **Unit Entry** page contains Unit Contact Information covering Address, Phone Number, Email, etc. Enter the information in respective boxes and click on **Save** to add or update those information.

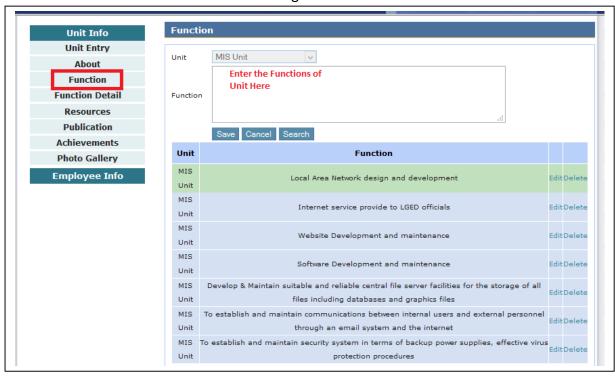


6. Click on **Unit Info> About** .To add header image, click on Browse and select the image (size must be less than 490x400 pixels). Enter brief description about unit in Details text box. After uploading these information, click on **Save** button.



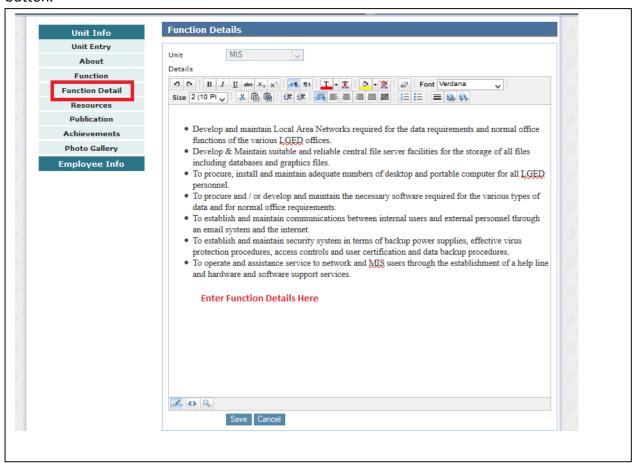


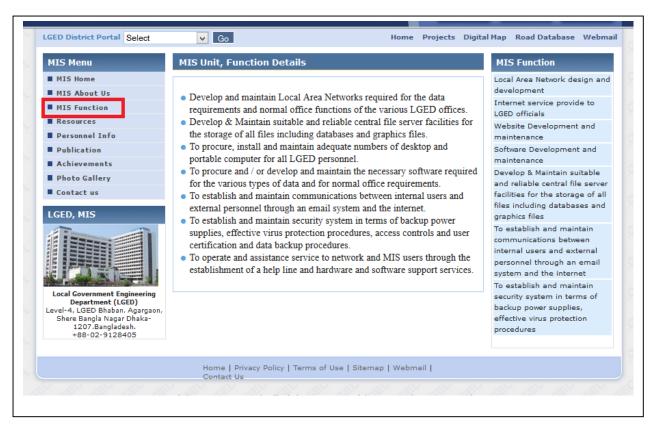
7. Click on **Unit Info> Function**, the following screen will appear where you can add unit functions. Click on Save button after entering each function.



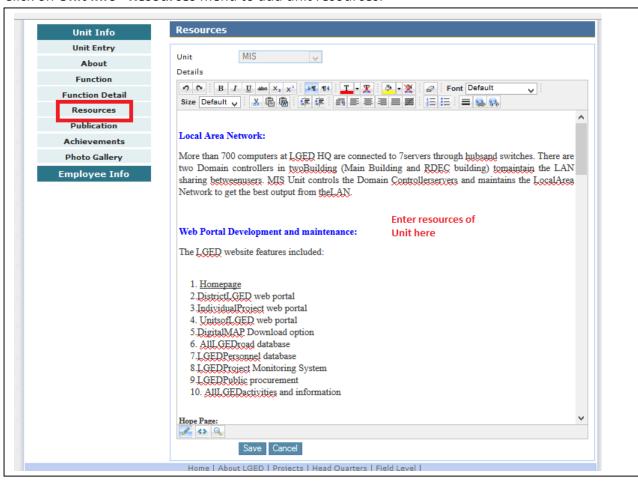


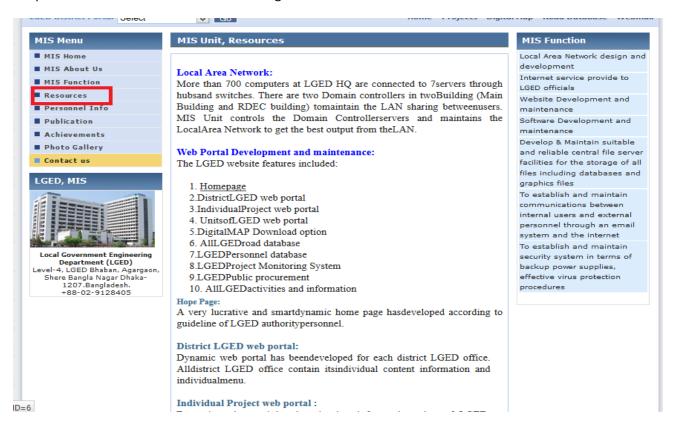
8. Click on **Unit Info> Function Detail**. Enter function details in Details text box and click on Save button.





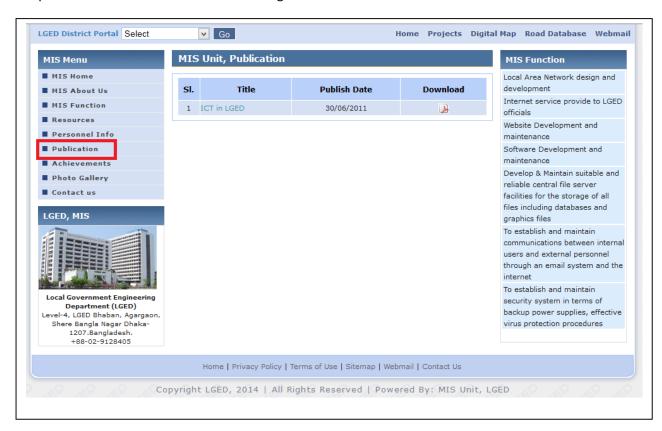
9. Click on **Unit Info> Resources** menu to add unit resources.



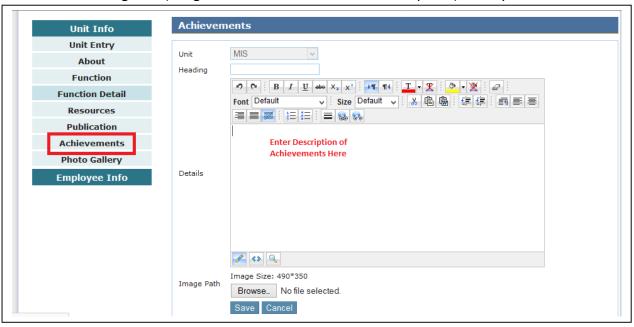


10. Click on **Unit Info> Publication** to upload various documents, reports and books related to unit. Enter Material Title, Publish Date and click on Browse to select the file. Finally, click on Save.





11. Click on **Unit Info> Achievements** to add unit achievements. To add image, click on Browse and select the image file (image size must be less than 490x350 pixels). Finally click on **Save**.

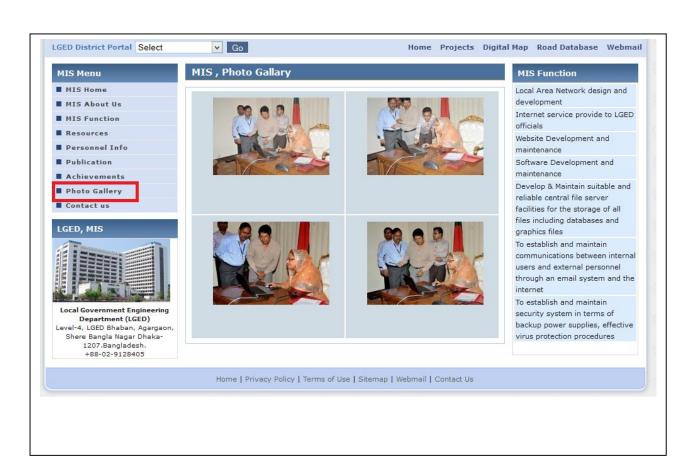


12. Click on the **Unit Info>Photo Gallery** to create unit photo gallery where you can upload photos. Enter **Gallery Name** and click on **Save.**

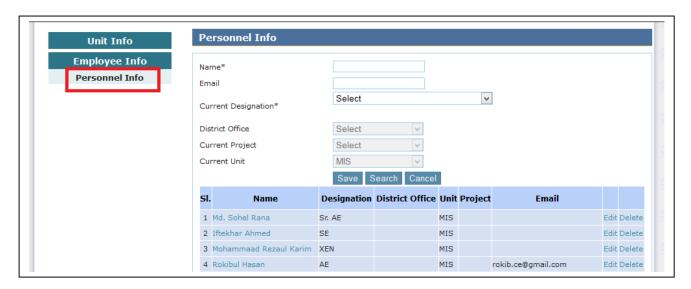


13. After creating the unit photo gallery click the Add Image link to upload images to the photo gallery. You can upload four images at a time. Click Browse button to select images (image size must be less than 1MB) and then click the first Save button to upload them to the photo gallery. After uploading, you can see those images listed below with caption text box. Write or update caption to caption box. To delete images, just select the delete checkbox of every image that you want to delete. Finally, click that second Save button.





14. Select **Employee Info> Personnel info** and enter the personal information of unit key-officials. Click on **Save** after providing information of each personnel.





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