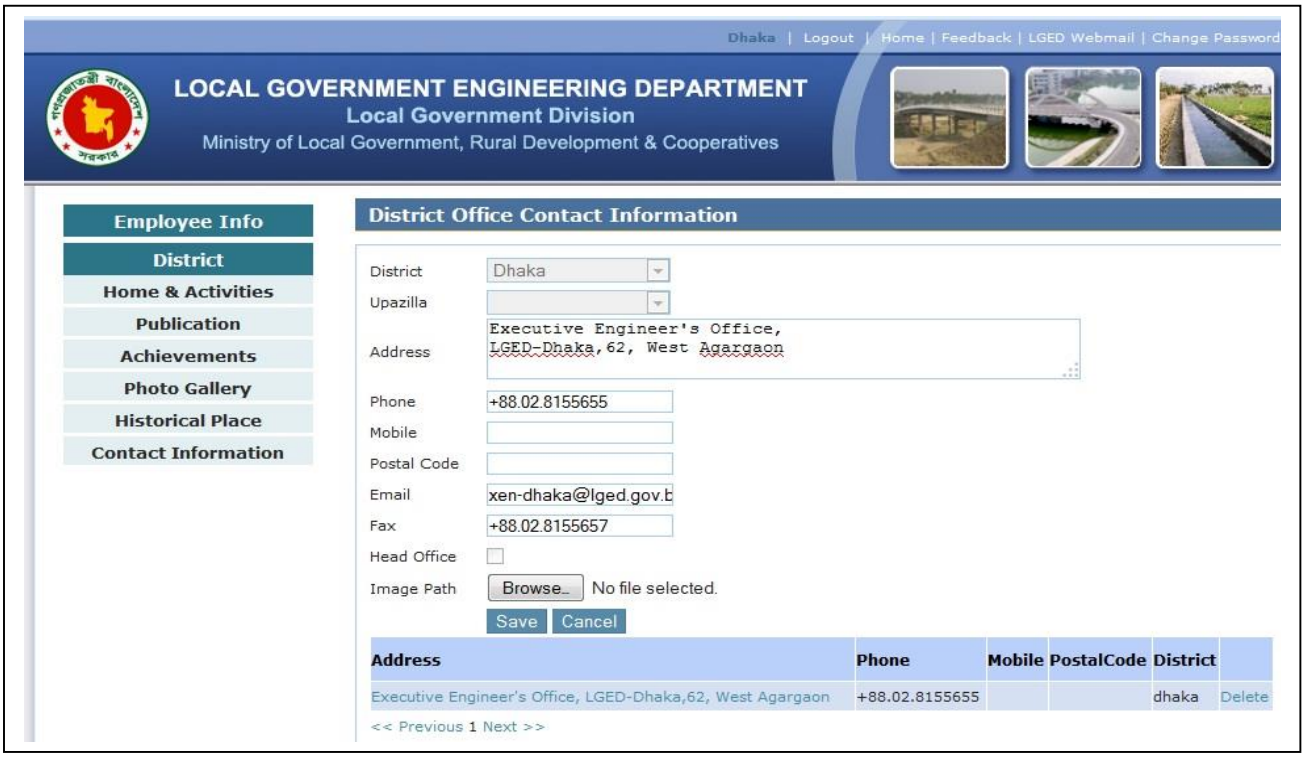
User Manual of updating of LGED Website for District

LGED web portal has given access to District Admin to upload information of each district at LGED website.

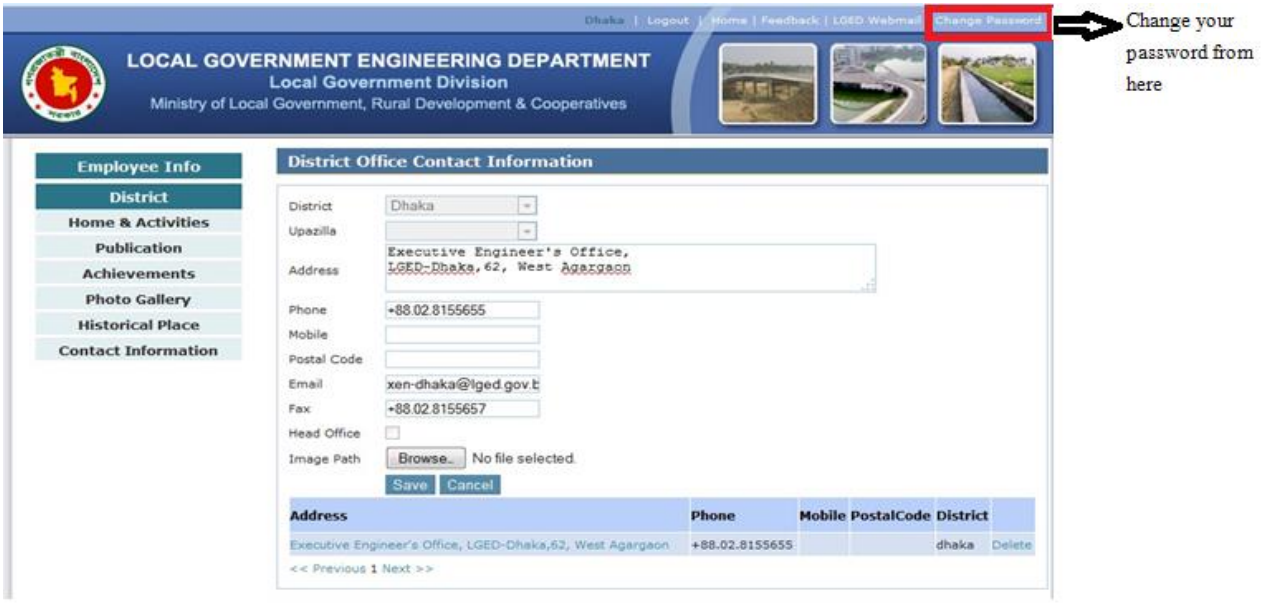
How to use?

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 window:

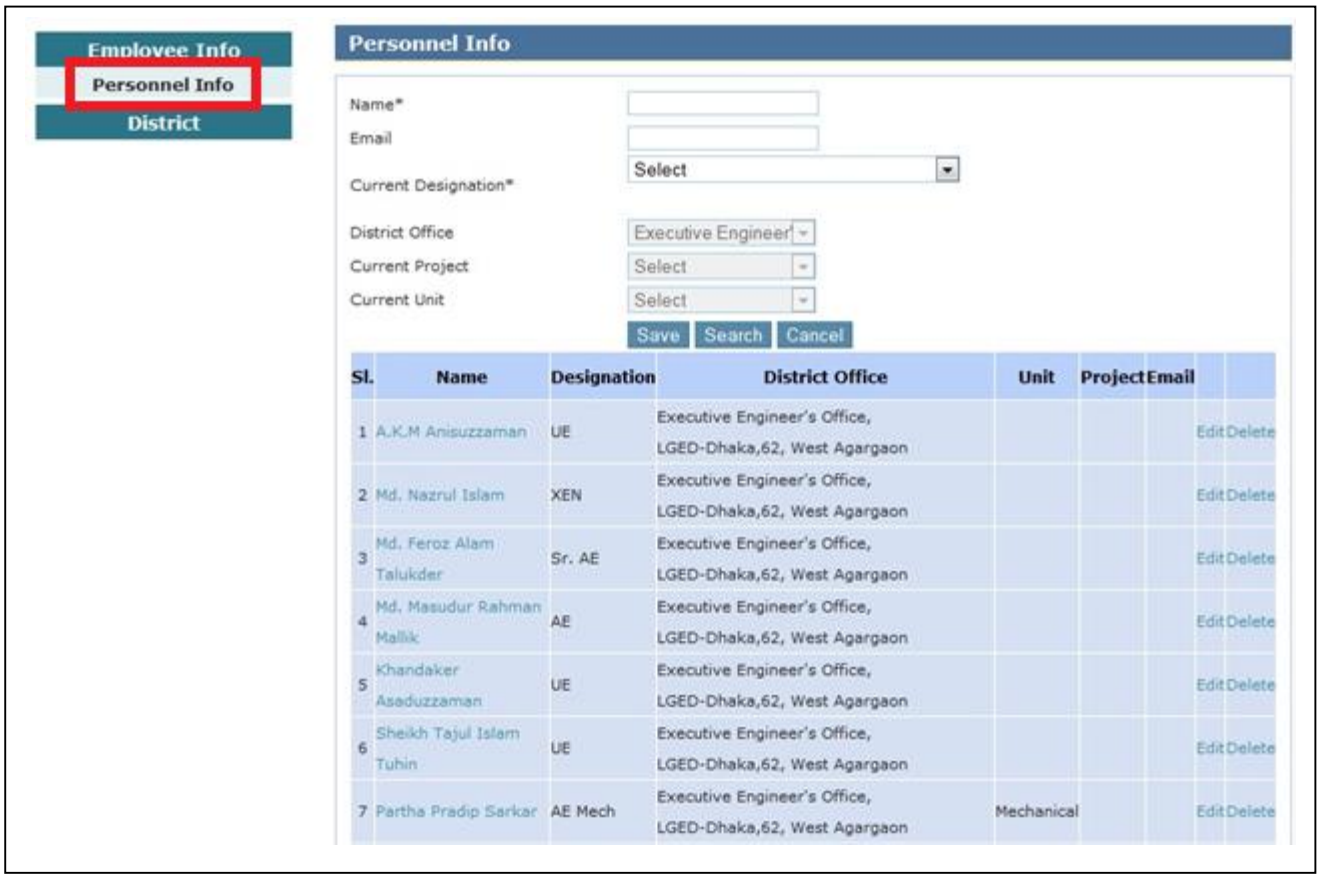
2. Please type your **User Name** and **Password** and click on **Login**.
3. The following window will appear:



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

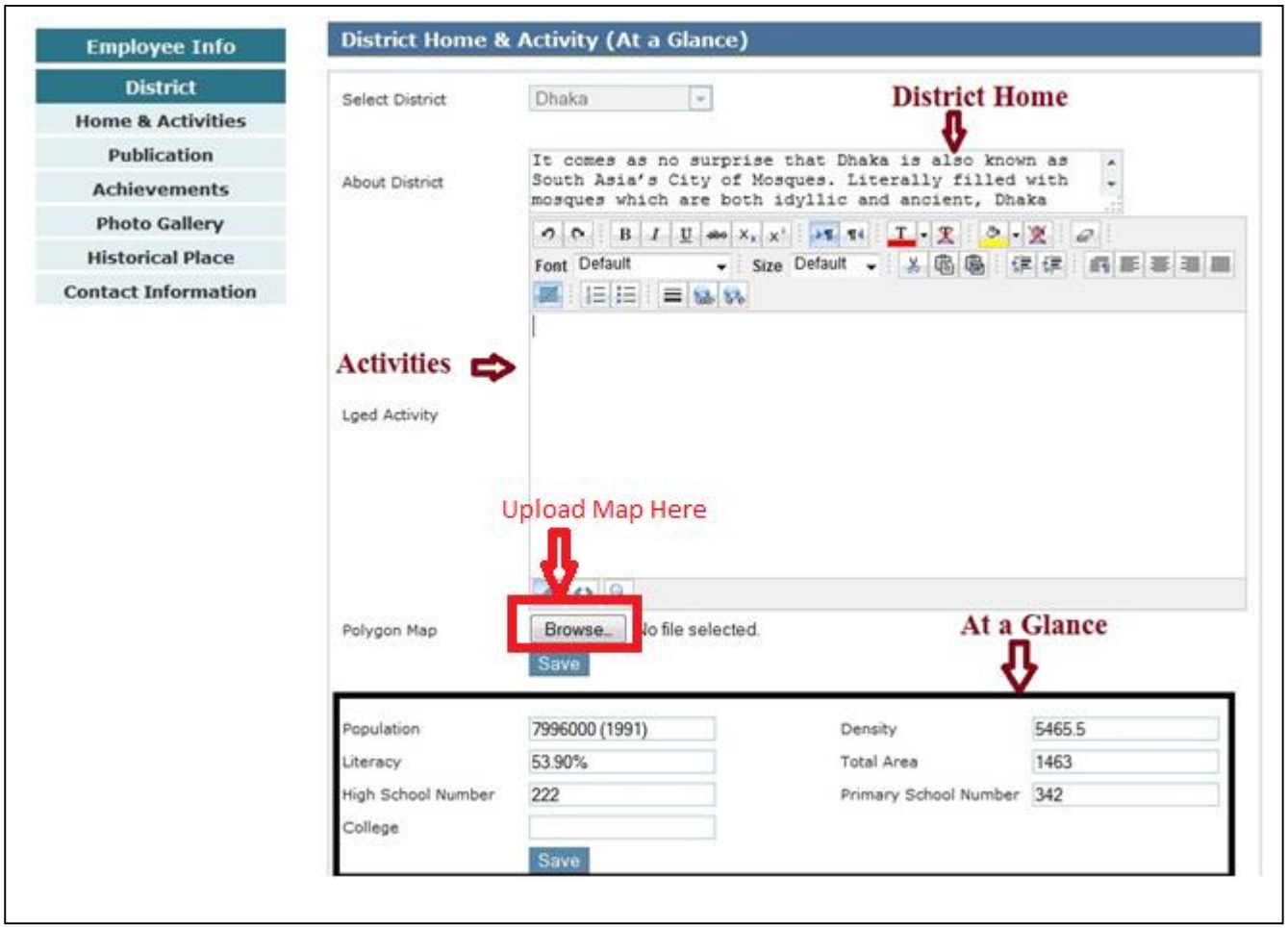


5. This page contains District Office Contact Information covering Address, Phone Number, Email, Mobile Number and Office Image. Enter the information in respective boxes and click on **Save** to add or update those information.
6. Click on **Employee Info> Personnel info**. The following screen will appear where you can add/update the personal information of key personnel of your office. Click on Save after providing information of each personnel.



Output of the Web Portal will be as following:

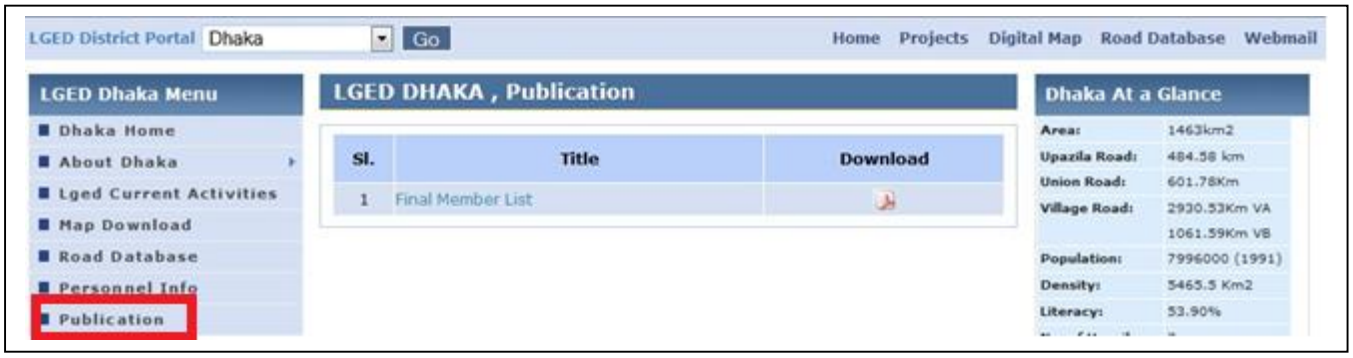
7. Click on **District> Home & Activities.** To update District Home/About, enter updated information at **About District** text box. To update District's Current Activities, enter the information at **LGED Activity** text box and Upload District **Polygon map**. Fill up **At a glance** information to show the major indicators of District. Finally, click on **Save.**



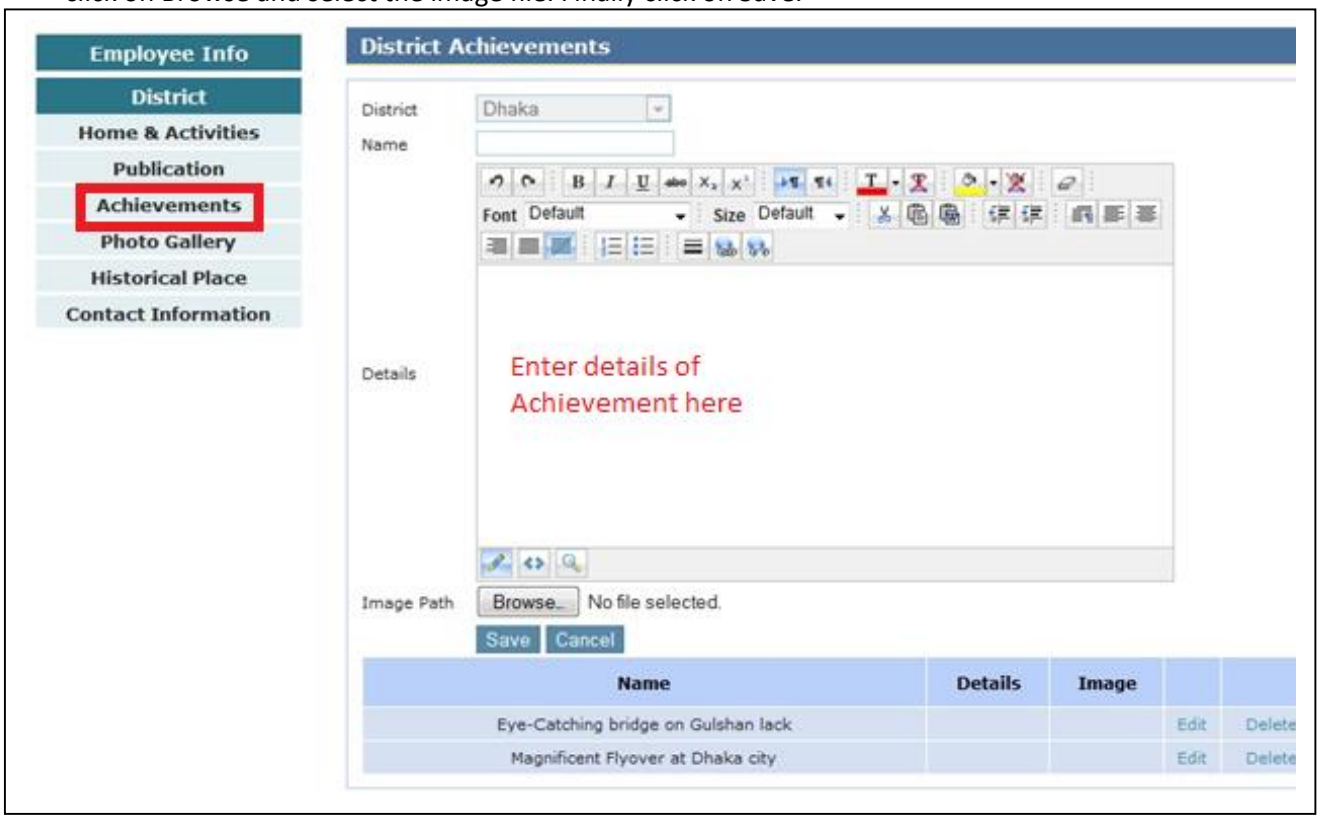
Output of the Web Portal will be like this:

8. Click on **District> Publication** to upload various publications, documents and others information of your district (.pdf/ .doc format). Enter publication title and date then click on Browse to select the publication file. Finally click on Save.

Output of the Web Portal will be as following:



9. Click on **District> Achievements** and provide information about the achievements of your district office. Enter the name of achievement work in Name box. Type details in Details box. To upload image, click on Browse and select the image file. Finally click on Save.



Output of the Web Portal will be as following:

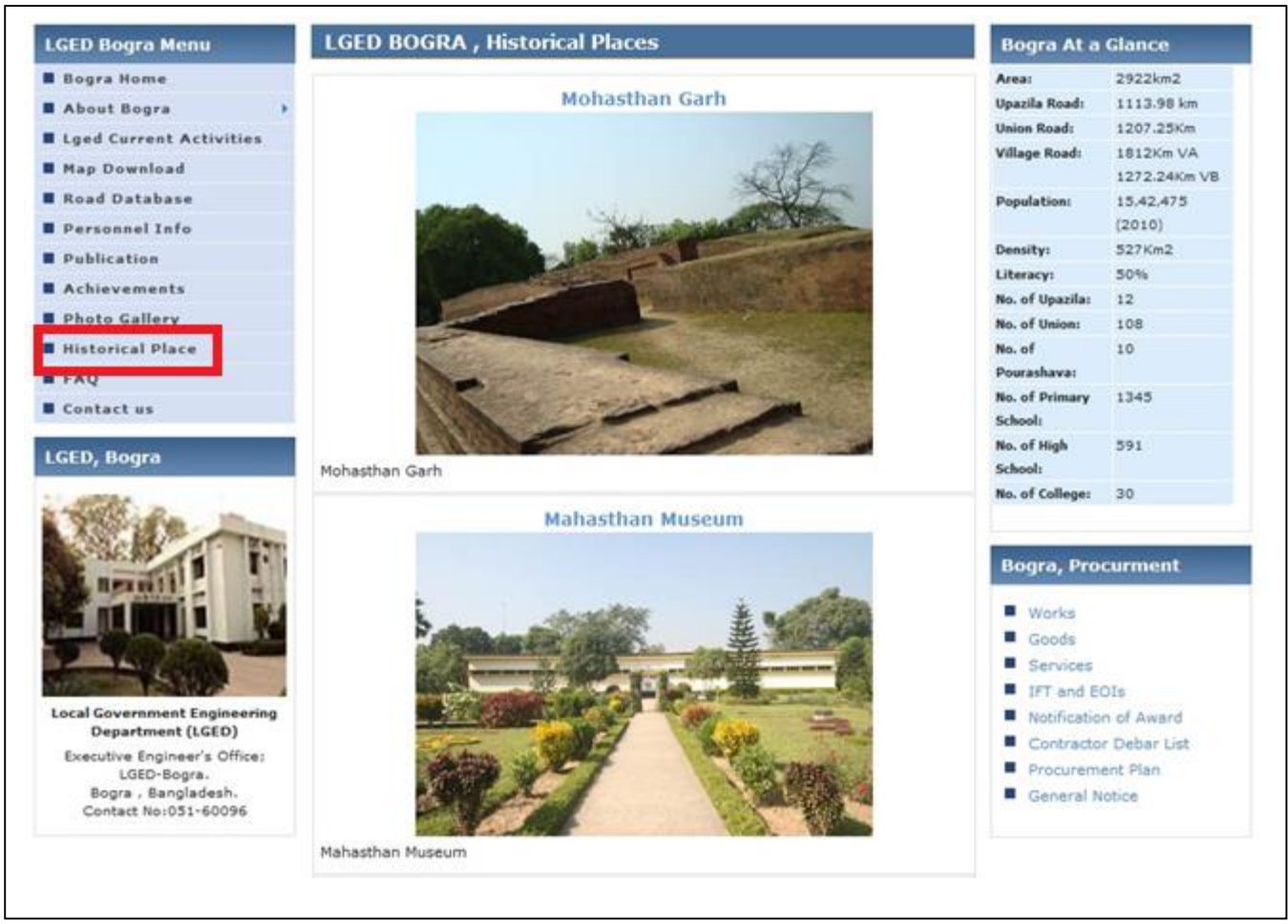
10. Select **District> Photo Gallery**, you will see the following screen.
    - **Create Photo Gallery:** Enter **Gallery Name** then click on **Save**.

    - **Add Photo/Image to Gallery:** Click **Add Image** link button to upload Images. Image size must be less than 1MB. Click on Save after uploading the images.

Output of the Web Portal will be as following:

11. Click on **District> Historical Place** and enter the information of historical places of your district. Type name in the **Name** box. To add photo/image, click on **Browse** and select the image file (Image size must be less than 1MB). Give brief description about the place at **Place Details** box and add any other website reference link for that place in the **Ref.Url** box.

Output of the Web Portal will be as following:



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