

Bangladesh Bureau of Statistics

Cluster 2009, Agriculture Wing

Admin Guide

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1 GENERAL OVERVIEW

1.1. Purpose of This Document

This document is designed for the purpose of providing users detailed guides on how to utilize the system to perform:

- New User Creation
- Changing password.
- User Privilege
- Cluster Upload

1.2. Definitions of Terms

Terms	Definitions
BBS	Bangladesh Bureau of Statistics

2 New User Creation

2.1. Introduction

This feature allows user to create user for accessing the digitization admin panel. Here are the primary steps:

- Accessing "SysAdminLogin" page.
- Accessing "Security"
- Accessing "User Interface"
 Click "New User Creation".
 Provide requested information
 Click "Register" Button.

2.2. Prerequisites

For New User Creation successfully, you should remember this information

carefully:

- Username
- E-mail Address
- Mobile
- Country

2.3. Function Flowchart



2.4. User Guide

Admin Panel ≡	ເ⇔ Log out
Security	
Reports	
User Interface	
New User Creation	
Cluster Information	
	www.bbs.gov.bd Developed by Synesis IT Consortium.

Click on the tab **"New User Creation"** in the navigation bar on the top part of Admin Panel Homepage & Enter required information $\stackrel{\longrightarrow}{\longrightarrow}$ Click Register Button $\stackrel{\longrightarrow}{\longrightarrow}$ check email address for account verification.

loin Admin Panel ≡			
Security			
Reports		User Registration	
User Interface			
·····New User Creation		User Name	۵
Cluster Information		Email Address	@
		Password	a,
		Confirm Password	a,
		Mobile Number	Ľ
		Organigation	
		Select Country	•
		Select Role	•
		Register	
	www.bbs.gov.bd Developed by Synesis IT Consortium.		

Provide user and password (which you've received in the mail). The screen shall display as the following

Input the Username and Password. [1]

Click on "Sign In" button. [2]

	ADMIN LOG	IN
Email Address		
Password		
Back to home	Sign	In Reset Password

3 Forgot Password

3.1. Introduction

This feature allows user to recover forgotten password for accessing the digitization search engine. Here are the primary steps:

- Accessing "SysAdminLogin" page.
- Accessing "Reset password"
- Provide requested information to "email address".
- Check email and click provided link.

3.2. Prerequisites

For recovering password successfully, you should remember this information carefully:

- Username
- E-mail Address

3.3. Function Flowchart



3.4. User Guide

	ADMI	N LOGIN	
Email Address			
Password			
Back to home		Sign In	Reset Password

After Clicking on Sign In tab will display following login page. For recovering password click on **"Reset password"** \implies enter email address \implies check email.

	ADMIN LOG	IN
Email Address		
Password		
Back to home	Sign	In Reset Password

Provide user and password (which you've received in the mail). The screen shall display as the following

Input the Username and Password. [1]

Click on "Sign In" button. [2]

	ADMI	N LOGIN	
mail Address			
Password			
Back to home		Sian In	Reset Password

4. Security

Click on "Security" \rightarrow "Registered User" \rightarrow "Action Edit Icon" \rightarrow "Save Changes"

loi Admin Panel ≡					🕞 Log out
Security	User Type	Update Member Activity	×		
Coging History		User Name ClusterAdmin		Search	Q
Registered User	User Name	Email		ry Date	
Cluster Information	ClusterAdmin Bahar Tutul Bahar Tutul S. M. Emrul Baha	clusteradmin@gmail.com Phone No. 0171 Designation Admin Entry Date Nov 20, 2018 @ Is Active		0/2018 12:00:00 AM 4/2018 12:00:00 AM 9/2018 12:00:00 AM 9/2018 12:00:00 AM	
	www.bbs.gov.bd Developed by Syne	esis IT Consortium.	Close Save changes		

5. Cluster Information

5.1 Cluster Upload

Click on **"Cluster Information"** \rightarrow User Interface \rightarrow Cluster Upload

Admin Panel ≡			
Security		Cluster Upload	
Cluster Information			
User Interface		Cluster Number	B
Zila Information		Select Division	• B
Upazila Information			
		Select Zila	•
Union Information		Select City Corporation	• 📑
CityCorporation Information			
Mouza Information		Select Upazila/Thana	•
Cluster Upload		Select Municipality	•
		Select Ward/I Injon	T
		Select Mouza	•
		Choose File No file chosen	2
		Description	Ē
	www.bbs.gov.bd	Upload	
	Developed by Synesis IT Consortium.		

5. 2 Cluster Division Information Upload

Click on **"Cluster Information"** User Interface — Division Information

í in Panel ≡			
Security		Cluster Division Information	
Cluster Information			
User Interface		Geo Code of Division	
Division Information			_
Zila Information		Division Name Bangla	E
Upazila Information		Division Name English	Ē
Municipality Information			
		Description	
CityCorporation Information			
Mouza Information		_	11
Cluster Upload		Save	
Reports			
	www.bbs.gov.bd Developed by Synesis IT Consortium.		
E 2 Cluste		an Unload	
5. 5 Cluste	r Zha Informatio	on upload	
Click on "Clust	er Information"	 User Interface — Z 	Zila Inform

í in Panel ≡			
Security		Cluster Zila In	formation
Cluster Information			
User Interface		Select Division	• 🗈
Division Information			
Zila Information		Geo Code of Zila	B
Upazila Information		Zila Name Bangla	Ē
Municipality Information			
		Zila Name English	È
CityCorporation Information		Description	
Mouza Information			B
Cluster Upload			1
Reports		Save	
	www.bbs.gov.bd		
	bereioped by syncara in Consolitum.		

5. 4 Cluster Upazila/Thana Information Upload Click on **"Cluster Information"**→ User Interface → Upazila/Thana Information

Admin Panel ≡					🕞 Log o
Security Cluster Information		Cluster Upazila/Thana Information			
User Interface		Select Division	•	È	
Zila Information		Select Zila	۳	È	
Municipality Information		Select City Corporation	•	Ľ	
Union Information CityCorporation Information		Geo Code of Upazila/Thana		B)	
Mouza Information		Upazila/Thana Name Bangla		Ê	
Cluster Upload		Upazila/Thana Name English		È	
		Description	li	Ľ	
		Save			
	www.bbs.gov.bd Developed by Synesis IT Consortium.				

5. 5 Cluster Municipality Information Upload

Click on **"Cluster Information"** User Interface — Municipality Information

loo Admin Panel ≡				
Security		Cluster Municipality Information		
Cluster Information				
User Interface		Select Division	*	Ľ
Division Information				
Zila Information		Select Zila	*	Ē
Upazila Information		Select City Corporation	*	ľ
Municipality Information				
		Select Upazila/Thana	*	È
CityCorporation Information		Geo Code of Municipality		a
Mouza Information				
Cluster Upload		Municipality Name Bangla		Ľ
Reports		Municipality Manage Tapality		
		Municipality Name English		
		Description		_
				È
			11	
		Save		
	www.bbs.gov.bd Developed by Synesis IT Consortium.			

5. 6 Cluster Union/Ward Information Upload

Click on **"Cluster Information"** User Interface \rightarrow Union/Ward Information

Admin Panel ≡				
Security		Cluster Union/Ward Information		
Cluster Information				
User Interface		Select Division		È
Zila Information		Select Zila	•	ľ
Upazila/Thana Information		Select City Corporation	•	Ŀ
Union/Ward Information		Select Upazila/Thana	•	È
CityCorporation Information		Select Municipality	•	È
Cluster Upload		Geo Code of Union/Ward	Ē	Ŀ
		Union/Ward Name Bangla	E	Ê
		Union/Ward Name English	E	ľ
		Description	E	ł
		Submit		
	www.bbs.gov.bd Developed by Synesis IT Consortium.			

5. 7 Cluster City Corporation Information Upload Click on **"Cluster Information"**→ User Interface —City Corporation Information

li Admin Panel ≡				
Security		Cluster City Corporation Information		
Cluster Information				
User Interface		Select Division	•	ŀ
Division Information			_	
Zila Information		Select Zila	*	Ē
Upazila/Thana Information		Geo Code of CityCorporation		È
Municipality Information				
		CityCorporation Name Bangla		Ľ
CityCorporation Information		CityCorporation Name English		B
Mouza Information			'	-
Cluster Upload		Description		_
Reports				Ĕ
			11	
		Save		
	www.bbs.gov.bd			
	Developed by Synesis IT Consortium.			

5. 8 Cluster Mouza Information Upload

Click on **"Cluster Information"** User Interface — Mouza Information

Admin Panel ■			C Log
Security	Cluster Mouza Information		
Cluster Information			
User Interface	Select Division	• 🖺	
Division Information	Select Zila	• •	
Upazila/Thana Information Municipality Information	Select City Corporation	•	
Union/Ward Information	Select Upazila/Thana	• 🖺	
Mouza Information	Select Municipality	•	
Cluster Upload	Select Ward/Union	•	
	Geo Code of Mouza	Đ	
	Mouza Name Bangla	ß	
	Mouza Name English	B	
	Description	6	
	Submit		
	www.bbs.gov.bd Developed by Synesis IT Consortium.		

6 Reports

6.1 Login History

Click on "Security"	"Reports"	"Login History"	"Print"	

Admin Panel ≡																					C	► Lo	g ou
Security Reports		Jser Login Hi	story													Searc	ch					Q	٤
	User Type	User Name	Login Da	ate	IP	Client	Platform	n													Lo	ocatio	n
Cluster Information	Admin	ClusterAdmin	01/03/20 PM	19 04:01:54	::1	Mozill Safari	a/5.0 (Wi /537.36	ndows	NT 10.	.0; Wi	n64; x6	4) Apple	WebKit/	537.36	KHTML	, like G	Becko) Cl	hrome/7	1.0.3578.	98	IP	5	
	Admin	ClusterAdmin	01/03/20 PM	19 03:59:19	::1	Mozill Safari	a/5.0 (Wi (537.36	ndows	NT 10.	.0; Wi	n64; x6	4) Apple	WebKit/	537.36	(KHTML	, like C	Becko) Cl	hrome/7	1.0.3578.	98	IP	t	
	Admin	ClusterAdmin	01/03/20 PM	19 03:56:49	::1	Mozill Safari	a/5.0 (Wi /537.36	ndows	NT 10.	. 0 ; Wi	n64; x6	4) Apple	WebKit/	537.36	(KHTML	, like G	Becko) Cl	hrome/7	1.0.3578.	98	IP	t	
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	Admin	ClusterAdmin	01/03/20 PM	19 02:49:54	::1	Mozill Safari	pzilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTM afari/537.36						(KHTML	ITML, like Gecko) Chrome/71.0.3578.98						t			
			« (1 2	3	4 5	6	7	8	9	10	11	12	13	14	15	16	17	18		48	>	»
	Print	v.bd																					

6.2 Registered User

	Security"	Reports	Regis	sterea (Jser" — "Pi	rint	
🝥 Admin Panel	=						► Log out
Security	User Type Soloct Lice	vr Turne	v				
Reports Loging History	Generiose	а туре			Search		Q
Registered User	User Name	Email	Phone No.	User Type	Entry Date	IsActive	Action
Cluster Information	ClusterAdmin	clusteradmin@gmail.com	0171*******	Admin	11/20/2018 12:00:00 AM	4	2 8
_	Bahar Tutul	tutulaiub@gmail.com	01840052203	Admin	12/24/2018 12:00:00 AM	ď	8 🗑
	Bahar Tutul	synesisitbd@gmail.com	01840052203	User	12/09/2018 12:00:00 AM	d.	2 🗉
	S. M. Emrul Bahar	d@g.com	01840052203	User	12/09/2018 12:00:00 AM		2 î
	Print	Consortium.					

6.3 Cluster Details

Click on **"Cluster Information"** → **"Reports"** → **"Cluster Details"** → **"Print"**

• security • Cluster information • Description Security Se	Admin Panel ≡													🕩 Log
Cluster Information Cluster Plastory Search Cluster Information Cluster Plastory Search	C Security													
User Interface Cluster No Name Upload Date Division District City Corporation Upacita/Than Municipality Union/Word Mouca Description Is Active Activ	Cluster Information	🔲 Clu	ister Histor	y						Sea	arch			Q
Reports Cluster Name Upload Dae Division District City Corporation Uppzda/Thans Municipality Unicol/Word Mouza Description Is Active A Cluster Details 10105 Barishal_A polijhara_1 12/22/201 0105 BARISAL biolision BARISAL DIVISION BARISAL DIVISION BARISAL DIVISION BARISAL DIVISION BARISAL DIVISION AGAILJHARA AGAILJHARA RATNAPU R MOHANKA R CHAR DHALESH CHAR DHA	User Interface													
Cluster Details 10105 Barishal_A goljhara_1 12/22/201 805.33.2 DIVISION BARISAL BARISAL	Reports	Cluster No	Cluster Name	Upload Date	Division	District	City Corporation	Upazila/Thana	Municipality	Union/Word	Mouza	Description	Is Active	Action
10106 Barishal_A 12/13/201 BARISAL BARISAL BARISAL AGAILJHARA Image: State	Cluster Details	10105	Barishal_A goiljhara_1 0105	12/22/201 8 05:33:20 PM	BARISAL DIVISION	BARISHAL		AGAILJHARA		RATNAPU R	Mohanka Thi		¢.	8 % i
10107 Barishal_A golijhara_1 12/10/201 8 04:18:24 BARISAL DIVISION BARISAL BARISAL AGAILJHARA Sole GAILA KALUPAR A Testing Image: Sole Image: Sole Sole Sole GAILA KALUPAR A Testing Image: Sole Image: Sole S		10106	Barishal_A goiljhara_1 0106	12/13/201 8 06:20:47 PM	BARISAL DIVISION	BARISHAL		AGAILJHARA		RATNAPU R	CHAR DHALESH WAR		*	8 🐠 1
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10525 Barishal_A 12/10/201 BARISAL BARISHAL AGAILHARA RAJIHAR RAJIHAR DER AK DER AK Testing Image: Comparison of the compa		10108	Barishal_A goiljhara_1 0108	12/10/201 8 04:19:26 PM	BARISAL DIVISION	BARISHAL		AGAILJHARA		GAILA	PURBA KATHIRA	Testing	A	2 🐠 1
« < 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 33		10525	Barishal_A goiljhara_1 0525	12/10/201 8 04:20:10 PM	BARISAL DIVISION	BARISHAL		AGAILJHARA		RAJIHAR	RAMANAN DER AK	Testing	A	2 🐠
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