



User Manual

Digital Archive for DGFP

(FOR ADMIN USERS)



Shukhi Jibon



PATHFINDER

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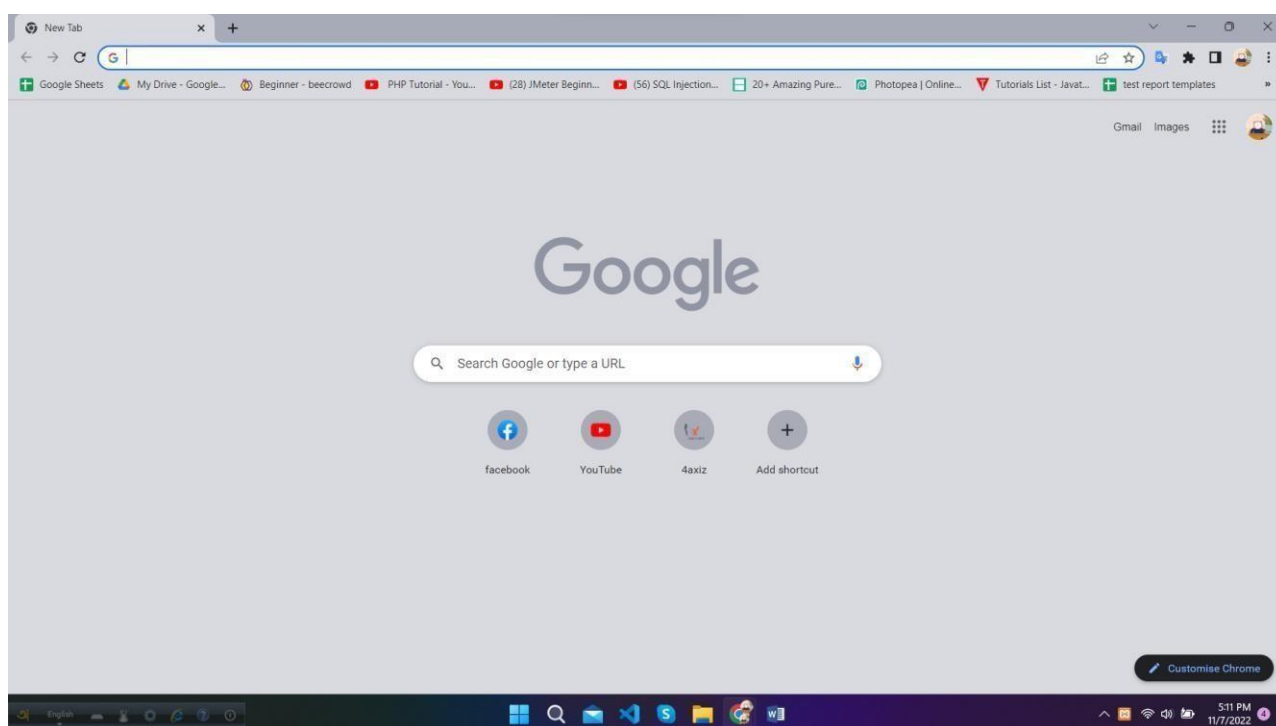
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Digital Archive access

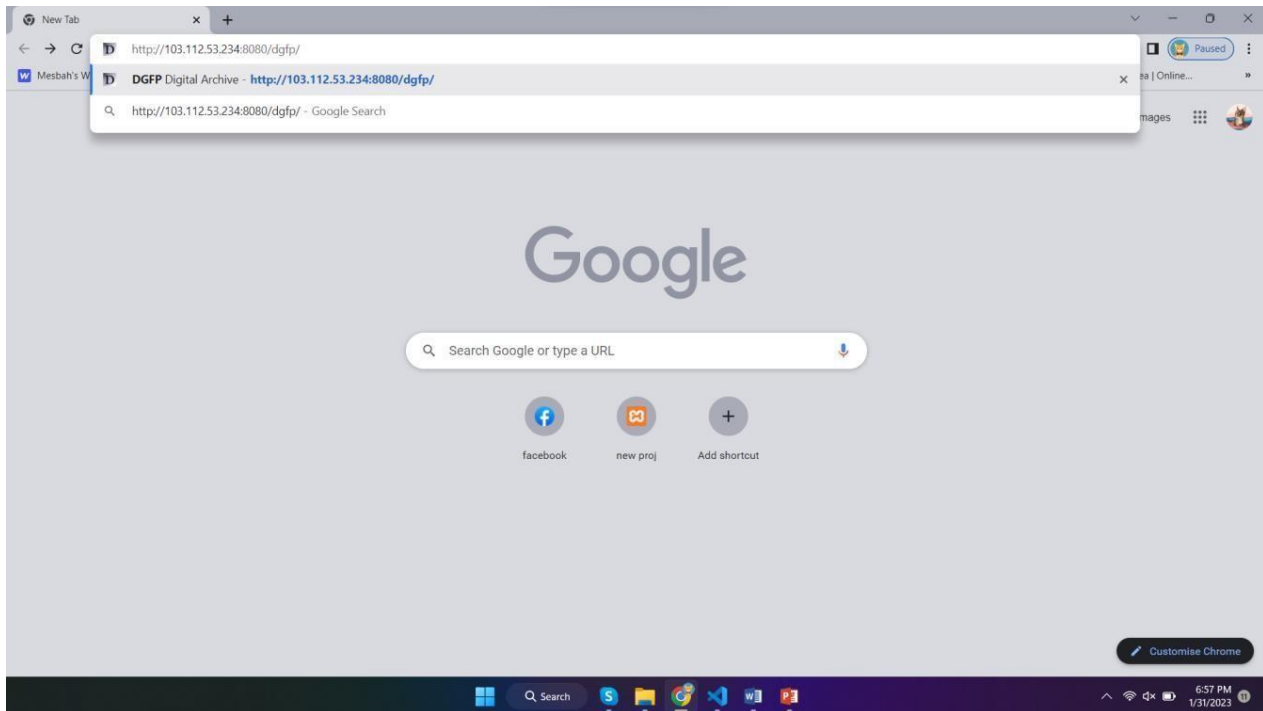
In Bangladesh, the Directorate General of Family Planning (DGFP) has a long history of producing technical documentation on population and development, maternal, newborn, and child health, and family planning issues. The directorate has been creating, distributing, and disseminating different kinds of policy guidelines, training materials, SBCC materials, reports, newspaper articles, newsletters, etc. since Bangladesh gained its independence. DGFP IEM Unit maintains a "Resource Center," which is a collection of written and audio-visual materials, at the DGFP building in Kawran Bazar. By launching an online Digital Archive, DGFP recently extended its services into the digital sphere. The USAID Shukhi Jibon project provided DGFP with both financial and technical support. This archive will provide a secure framework for the documents' storage in future. This also creates an immense opportunity for public health professionals, researchers, academia, and program managers, to have quick, online access to the knowledge materials that have been produced by the DGFP. Currently, the USAID Shukhi Jibon project is working closely for continuous enrichment of the archive to uphold the technical credibility of the directorate.

Connect Digital Archive inside DGFP network:

D-space is a web-based Archiving system and it requires internet connection. So, open a browser like Chrome and be sure that you are connected to the internet.



Type the URL <https://dgfp.gov.bd/> for access Directorate General of Family Planning (DGFP) webpage and go to Digital Archive hyperlink and press enter.



You will see the home page of Digital Archive. Here, you will see the all-page's links in The main menu. The settings and other important links are given in the side-menu in right side. You can search any data by filtering name, any keyword, author name and date. You can use the shortcut buttons of Document, Report, Training, Publications, Projects and tools to enter this page directly. In this page, you will also see Units and recently added files.



DGFP Digital Archive

পরিবার পরিকল্পনা অধিদপ্তর

Home Units Titles Subjects Video Gallery Photo Gallery Contact Us Submissions

Search Login



About Digital Archive

In Bangladesh, the Directorate General of Family Planning (DGFP) has a long history of producing technical documentation on population and development, maternal, newborn, and child health, and family planning issues. The directorate has been creating, distributing, and disseminating different kinds of policy guidelines, training materials, SBCC materials, reports, newspaper articles, newsletters, etc. since Bangladesh gained its independence. DGFP IEM Unit maintains a "Resource Center," which is a collection of written and audio-visual materials, at the DGFP building in Kawran Bazar. By launching an online Digital Archive, DGFP recently extended its services into the digital sphere. The USAID Shukhi Jibon project provided DGFP with both financial and technical support. This archive will provide a secure framework for the documents' storage in future. This also creates an immense opportunity for public health professionals, researchers, academia, and program managers, to have quick, online access to the knowledge materials that have been produced by the DGFP. Currently, the USAID Shukhi Jibon project is working closely for continuous enrichment of the archive to uphold the technical credibility of the directorate.

Official Documents

Reports

Training

Publications

Projects

Tools

Unit of Directorate General of Family Planning

Select a unit to browse its collections.

- [Admin Unit](#)
- [Audit Unit](#)
- [Clinical Contraception Services Delivery Program \(CCSDP\)](#)
- [Field Services Delivery Program \(FSDP\)](#)
- [Finance Unit](#)
- [Information, Education & Motivation \(IEM\) Unit](#)
- [Logistics & Supply \(LS\) Unit](#)
- [Management Information System \(MIS\) Unit](#)
- [Maternal & Child Health Services \(MCHS\) Unit](#)
- [Planning Unit](#)

Recently Added



[DGFP Digital Archive User manual](#)

4axiz IT Ltd (2023-01-01)

[View more](#)

Important Links

[Directorate General of Family Planning](#)
[Ministry of Health and Family Welfare](#)
[Digital Archive of BHE](#)
[Digital Archive of IEM](#)
[Digital Archive of IPHN](#)
[Digital Archive of MoHFW](#)
[Online SBCC Material Approval](#)

Search

[Advanced Search](#)

Browse

[Units & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account

[Login](#)
[Register](#)

Discover

Author
[4axiz IT Ltd \(1\)](#)
Subject
[Technical Report \(1\)](#)
[Tools \(1\)](#)
[... View More](#)
Date Issued
[2023 \(1\)](#)
Has File(s)
[Yes \(1\)](#)

This Digital Archive Powered by



PATHFINDER

Register new user:

For security reason, you must be logged in to upload any file or data. And the system will identify an author by the registered information while uploading any items. Also, It helps us to search a data by author name. If you are previously registered, you can directly log in to the system and access any data. Otherwise, You can't login to the system. Please register to the system by following the instruction given below:

Click **Register** button on right side menu under **My Account** section.

managers, to have quick, online access to the knowledge materials that have been produced by the DGFP. Currently, the USAID Shukhi Jibon project is working closely for continuous enrichment of the archive to uphold the technical credibility of the directorate.

Official Documents

Reports

Training

Publications

Projects

Tools

Units & Collections

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

My Account

- [Login](#)
- [Register](#)

Unit of Directorate General of Family Planning

Select a unit to browse its collections.

You will see user registration page. Insert Email Address and then click **Register** button. (Need online access to digital archive for successful registration)





DGFP Digital Archive

পরিবার পরিকল্পনা অধিদপ্তর

[Home](#) [Units](#) [Titles](#) [Subjects](#) [Video Gallery](#) [Photo Gallery](#) [Contact Us](#) [Submissions](#)

 [Login](#)

DGFP Digital Archive → New user registration

New user registration

Verify Email →
 Create Profile →
 Finished

Register an account to subscribe to collections for email updates, and submit new items to DSpace.

Email Address:
This address will be verified and used as your login name.

Register


Search

 Go

[Advanced Search](#)

Browse

- [Units & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

Login:

If you are previously registered, please login to the system by following the instruction given below. Otherwise You have to register first to log in.

- Click on **Login** button from right side of top bar.



You will see login page. Insert User email id and password and then click on **Sign in** button.



After successful login you will see your **user name** on right side of top bar of home page.



Create new group (Admin Only)

In D-space, Groups are created to gather some users for different projects. Here, admin will Create a group and add users as group member. Now, the group member can easily upload Data in D-space which will be separated for his particular group. Now, please follow the instruction given below to create a group:

First you have to login as administrator then click on **Groups** button on right menu under **Access Control** section

The screenshot shows the DSpace Admin interface. On the left, the 'Units in DSpace' page is visible, listing various units such as 'Clinical Contraception Services Delivery Program (CCSDP)', 'Field Services Delivery Program (FSDP)', 'Information, Education & Motivation (IEM)', 'Logistics & Supply (LS)', 'Management Information Systems (MIS)', 'Maternal Child & Reproductive Health Services Delivery Program (MCRHSDP)', and 'Planning'. Below this, there is a 'Recently Added' section with items like 'School Health Duration 1 min' and 'আগামী ০৭ সেপ্টেম্বর ২০২২ তারিখ দিন ব্যাপী Digital Archive Development of DGFP শেষক এক কর্মশালা অনুষ্ঠিত হবে'.

On the right, the navigation menu is shown. The 'Access Control' section is expanded, and the 'Groups' link is highlighted with a hand cursor. Other sections in the menu include 'My Exports', 'Logout', 'Profile', 'Submissions', 'Context', 'Administrative', 'Content Administration', and 'Registries'.

You will see the group management page. Click on **Click here to add a new Group** link.

The screenshot shows the 'Group management' page in DSpace. The page has a navigation bar at the top with links for 'Home', 'Units', 'Authors', 'Titles', 'Subjects', 'Videos Gallery', 'Photo Gallery', and 'By Issue Date'. The user profile 'Profile: anis.ahammed | Logout' is visible in the top right corner.

The main content area is titled 'Group management' and includes the following sections:

- Actions:**
 - Create a new group: [Click here to add a new Group.](#)
 - Browse groups: [Click here to browse Groups.](#)
 - Search for groups:
- Search results:**

Now showing items 1-15 of 28 [Next Page](#)

ID	Name	Members	Community / Collection
<input type="checkbox"/> 683d7e6d-33df-41ac-838b-a2486d65ba0b	Anonymous	-	
<input type="checkbox"/> e55bd25c-f343-4013-be3a-8a00bdce4d26	Administrator	1	

On the right side, there is a 'Search DSpace' section with a search box and a 'Go' button. Below it is a 'Browse' section with links for 'All of DSpace', 'Units & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'. At the bottom right, there is a 'My Account' section with a link for 'My Exports'.

Now you will see Group Editor page. Insert new group name and then click **Save** button.

The screenshot shows the 'Group Editor: new group' page. At the top, there is a navigation bar with links: Home, Units, Authors, Titles, Subjects, Videos Gallery, Photo Gallery, By Issue Date. On the right, it says 'Profile: anis ahammed | Logout'. Below the navigation bar, there is a breadcrumb trail: DGFP Digital Archive → Manage Groups → Edit group. The main content area has a title 'Group Editor: new group' and a form with 'Change group name: New Group'. Below that is a search field 'Search members to add:' with buttons 'E-People...', 'Groups...', 'Save', and 'Cancel'. A hand is pointing at the 'Save' button. On the right side, there are two panels: 'Search DSpace' with a search box and 'Go' button, and 'Browse' with links for 'All of DSpace', 'Units & Collections', and 'By Issue Date'.

If you want to add user to this group during group creation click on **E-People** button.

This screenshot is similar to the previous one, but the hand is pointing at the 'E-People...' button in the 'Search members to add:' section. The 'Browse' panel on the right now includes an additional link: 'Authors'.

You will see user add options like below. Click on **Add** button to add user to the new group and then click **Save** button to create new group with users.

The screenshot shows the 'Group Editor: new group' page with a list of users. The list has columns for ID, Name, and Email. Each row has an 'Add' button. A hand is pointing at one of the 'Add' buttons. Below the list are 'Save' and 'Cancel' buttons. The right side of the page has a 'Search DSpace' panel and a 'Browse' panel with links for 'All of DSpace', 'Units & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'. Below that is a 'My Account' panel with links for 'My Exports', 'Logout', 'Profile', and 'Submissions'. At the bottom is an 'Administrative' panel with links for 'Control Panel', 'Access Control', 'People', and 'Groups'.

ID	Name	Email	Action
25add432-613d-4b69-a992-1882b00622d8	anis_ahammed	anis@4axiz.com	Add
6f5a18a5-68a3-4496-ab1a-0a5fd6d2fa42	Bijoy_Ahammed	anis4axiz@gmail.com	Add
c61940f2-d731-49ba-a2f7-b435efc50a89	Israt_Sultana	israt.4axiz@gmail.com	Add
41972b46-e5d4-4f25-a92b-00c67836c3bb	Nasir_Uddin	nasir@4axiz.com	Add
d080a207-3d14-4638-9a8a-e4f2969a0f19	newuserd080a207-3d14-4638-9a8a-e4f2969a0f19	newuserd080a207-3d14-4638-9a8a-e4f2969a0f19	Add

Unit & Collection

Create Unit

Creating unit is one of the most important parts of the system. It works like a program or project and all the collections & data are stored under these units. Arranging your collection into units will help you to find any data easily. Now, please follow the instruction given below to create a unit:

After login you have to click on **Create community** on right menu under **Context** section (here, the term 'Community' addresses Units)



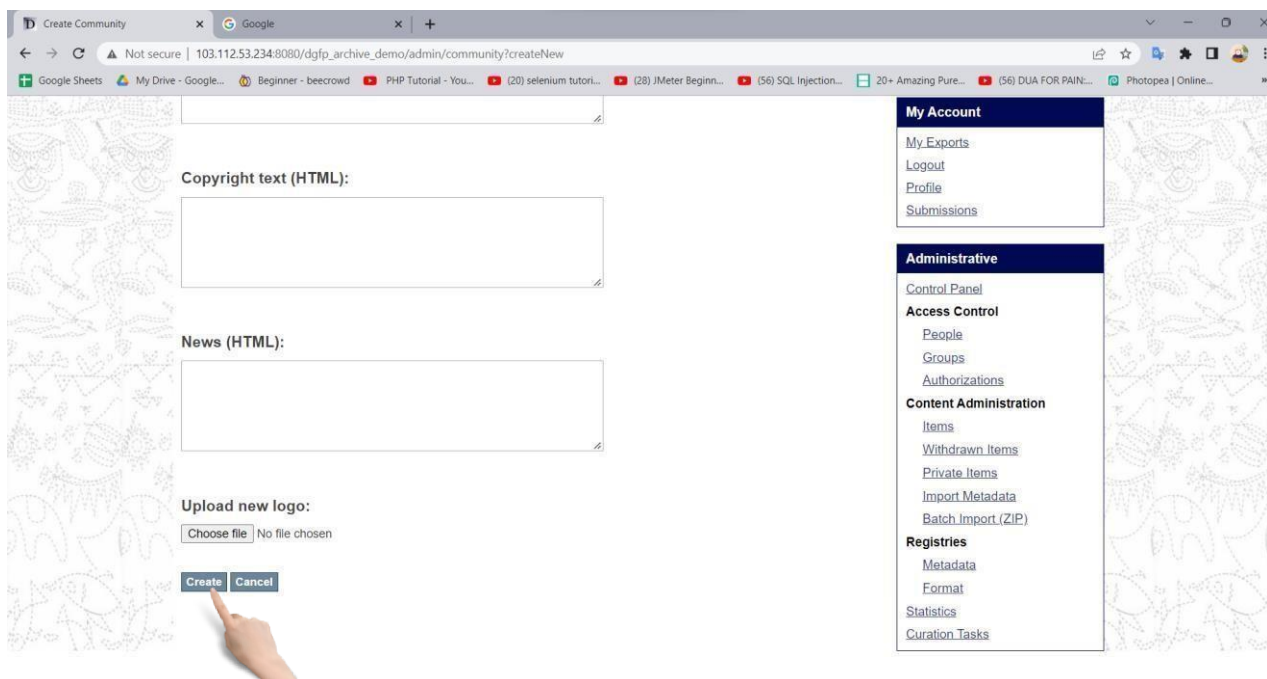
The screenshot shows a dashboard with several colored buttons for navigation: Official Documents (teal), Reports (orange), Training (blue), Publications (yellow), Projects (blue), and Tools (pink). On the right, there is a sidebar menu with sections: Authors (Titles, Subjects), My Account (My Exports, Logout, Profile, Submissions), and Context (Create Community). A hand icon points to the 'Create Community' link in the Context section.

Unit of Directorate General of Family Planning

Select a unit to browse its collections.

- [Admin Unit](#)

Now you see new community create page. Input necessary Metadata (at least Community name) and then click **Create** button.



The screenshot shows the 'Create Community' page in a web browser. The page has a sidebar on the right with sections: My Account (My Exports, Logout, Profile, Submissions), Administrative (Control Panel, Access Control, People, Groups, Authorizations), Content Administration (Items, Withdrawn Items, Private Items, Import Metadata, Batch Import (ZIP)), and Registries (Metadata, Format, Statistics, Curation Tasks). The main content area contains form fields for 'Copyright text (HTML):', 'News (HTML):', and 'Upload new logo:' with a 'Choose file' button. At the bottom, there are 'Create' and 'Cancel' buttons. A hand icon points to the 'Create' button.

Create Collection

Creating Collection is another important section in D-space. Collections are created under units and items /data are saved under collection. Now, please follow the instruction given below to create a Collection:

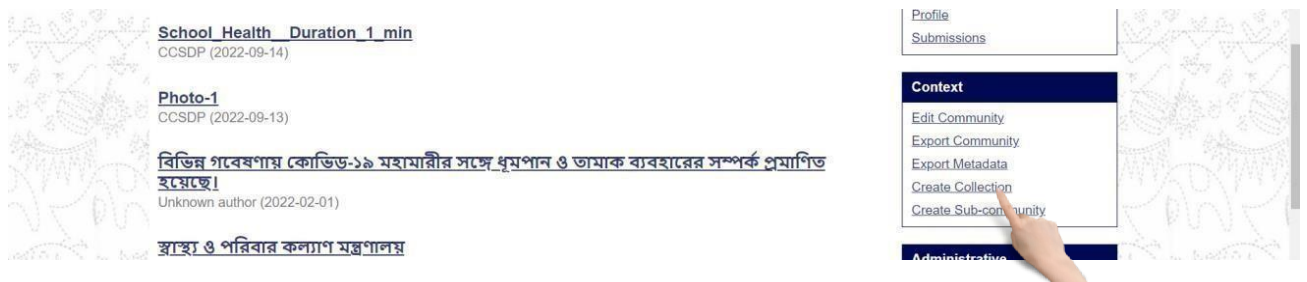
Click on Create Collection on right menu under **Browse** section.



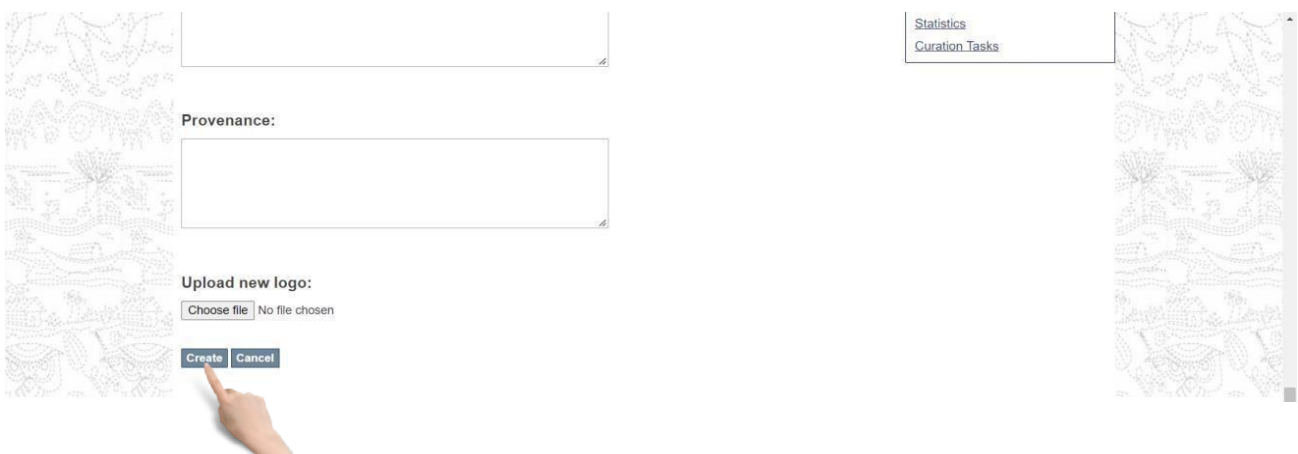
Select a Unit to browse its collections.



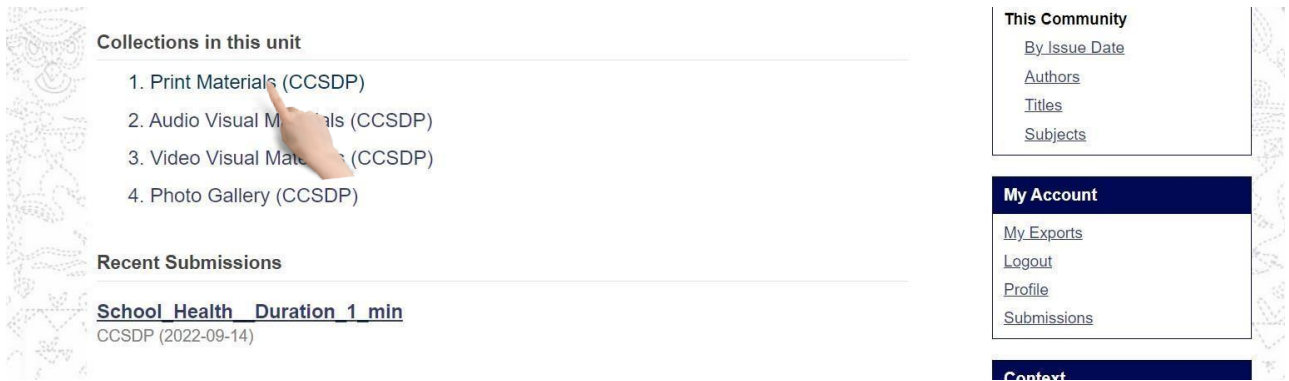
Click create collection



Give all the information and click create to save



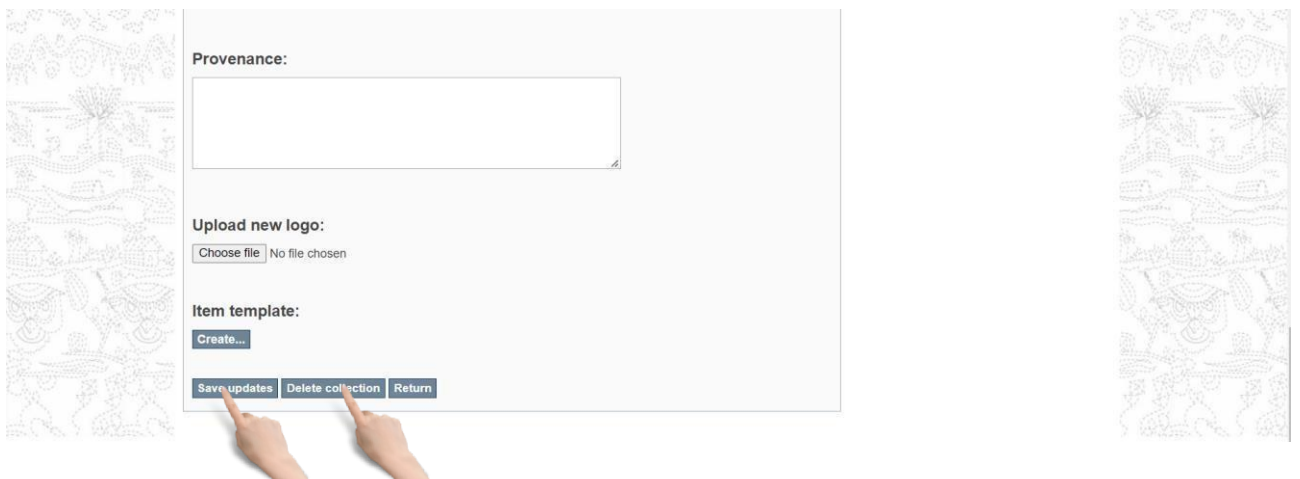
Select a collection



Click on edit collection



Click 'save Update' to save changes and delete button to delete the collection



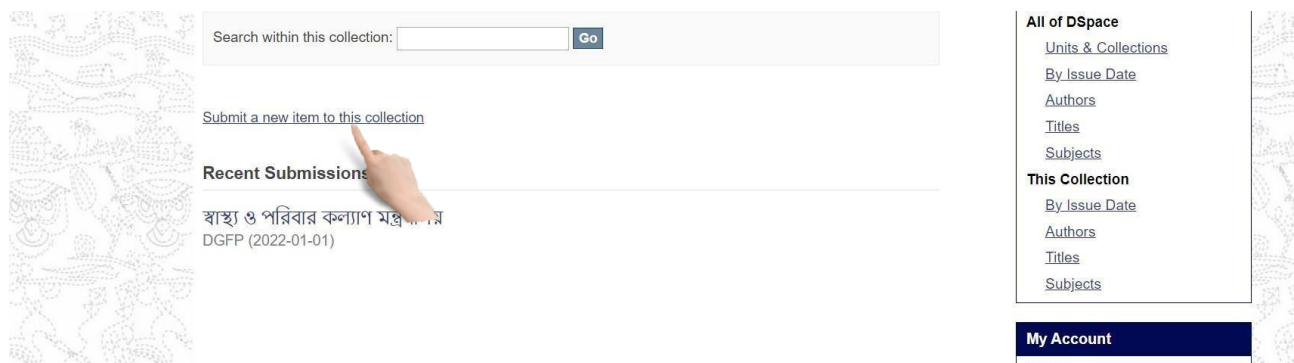
Item Submission & Modification Submit an item step by step

This is the final step of uploading/submitted data/item. After Submitting an item under this Section, you will be able to find it when you need. Now, please follow the instruction given below to Submit an item:

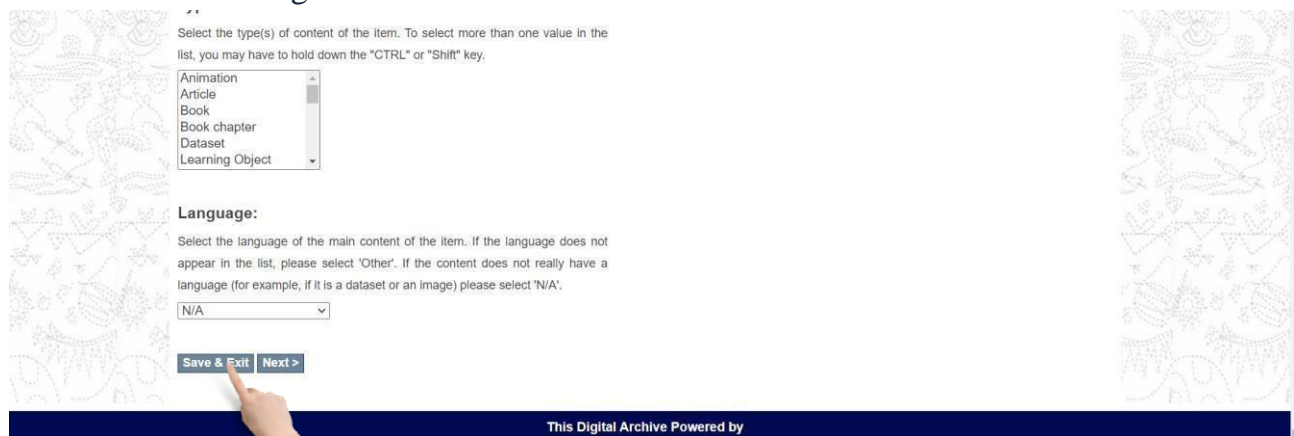
After login you have to select a collection from right side menu under **units** section



Then click on 'Submit a new item to this collection'



Now give all info about item and click **save and exit** to submit an item



Item description 1: Insert necessary text on this form. (Remember * marked are mandatory). Click on **Next Button** to go for Item description 2.

Publisher:

Enter the name of the publisher of the previously issued instance of this item.

Citation:

Enter the standard citation for the previously issued instance of this item.

Series/Report No.:

Enter the series and number assigned to this item by your community.

Series Name

Report or paper No.

Identifiers:

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

Type:

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

- Software
- Technical Report
- Thesis
- Video
- Working Paper
- Image Gallery
- Other

Language:

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.



Context

[Edit Collection](#)
[Item Mapper](#)
[Export Collection](#)
[Export Metadata](#)

Administrative

[Control Panel](#)
Access Control
[People](#)
[Groups](#)
[Authorizations](#)
Content Administration
[Items](#)
[Withdrawn Items](#)
[Private Items](#)
[Import Metadata](#)
[Batch Import \(ZIP\)](#)
Registries
[Metadata](#)
[Format](#)
[Statistics](#)
[Curation Tasks](#)

Item description 2: Fill necessary fields and click **Next** button.

Describe Item

Subject Keywords:
Enter appropriate subject keywords or phrases.
 Add

Abstract:
Enter the abstract of the item.

Sponsors:
Enter the names of any sponsors and/or funding codes in the box.

Description:
Enter any other description or comments in this box.

Navigation: < Previous Save & Exit **Next >**

Search DSpace:
 This Collection
[Advanced Search](#)

Browse

All of DSpace
[Units & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

This Collection
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account
[My Exports](#)
[Logout](#)
[Profile](#)
[Submissions](#)

Context
[Edit Collection](#)
[Item Mapper](#)
[Export Collection](#)
[Export Metadata](#)

Administrative

- **File upload:** Select file from file chooser. Select file and click **Next**.

Item submission

Describe → **Upload** → Review → License → Complete

Upload File(s)

File:
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.
 No file chosen

File Description:
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Upload file & add another

Navigation: < Previous Save & Exit **Next >**

Search
 Go
 Search
 This Collection
[Advanced Search](#)

Browse

[Units & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

This Collection
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account
[My Exports](#)
[Logout](#)

If you need to insert more files, click **Upload file & add another** Then click **Next**.

Review: If you want to edit any part of submission use **Correct one of these** buttons finally click **Next**.

Home Units Authors Titles Subjects Videos Gallery Photo Gallery By Issue Date Profile: anis.ahammed | Logout

DSpace Digital Archive → Clinical Contraception Services Delivery Program (CCSDP) → 1. Print Materials (CCSDP) → Item submission

Item submission

Describe → Describe → Upload → Review → License → Complete

Review Submission

Describe Item

Title:
new item- 1

Date of Issue:
2022-06-13

Correct one of these

Describe Item

Correct one of these

Describe Item

Correct one of these

Upload File(s)

Screenshot2022-10-19... - image/png (Known)

Correct one of these

< Previous Save & Exit Next >

Search DSpace

Search DSpace
 Go

Search DSpace
 This Collection

[Advanced Search](#)

Browse

All of DSpace

- [Units & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

This Collection

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

My Account

- [My Exports](#)
- [Logout](#)
- [Profile](#)
- [Submissions](#)

License Agreement: Select **I Grant the License** checkbox and click **Complete submission**.

must agree to the following terms.

Grant the standard distribution license by selecting 'I Grant the License', and then click 'Complete Submission'.

NOTE: PLACE YOUR OWN LICENSE HERE This sample license is provided for informational purposes only.

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If you have questions regarding this license please contact the system administrators.

Distribution license:

I Grant the License

< Previous Save & Exit Complete submission

Browse

All of DSpace

- [Units & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

This Collection

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

My Account

- [My Exports](#)
- [Logout](#)
- [Profile](#)
- [Submissions](#)

Context

- [Edit Collection](#)
- [Item Mapper](#)
- [Export Collection](#)
- [Export Metadata](#)

Administrative

- [Control Panel](#)
- [Access Control](#)

Then you will get submission complete page. If you have another file for submit in same Collection click on **Submit another item** button.

Home Units Authors Titles Subjects Videos Gallery Photo Gallery By Issue Date Profile: anis.ahammed | Logout

DGFP Digital Archive → Submission Advanced Search

Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

[Go to the Submissions page](#)

[Submit another item](#)

Search DSpace

Search DSpace
 This Collection

[Advanced Search](#)

Browse

All of DSpace

- [Units & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

This Collection

- [By Issue Date](#)

You will see the last submission on home page.

- [Field Services Delivery Program \(FSDP\)](#)
- [Information, Education & Motivation \(IEM\)](#)
- [Logistics & Supply \(LS\)](#)
- [Management Information Systems \(MIS\)](#)
- [Maternal Child & Reproductive Health Services Delivery Program \(MCRHSDP\)](#)
- [Planning](#)
- [Untitled](#)

Recently Added

[School Health Duration 1 min](#)
CCSDP (2022-09-14)

[আগামী ০৭ সেপ্টেম্বর ২০২২ তারিখ পর্যন্ত ডিজিটাল আর্কাইভ ডেভেলপমেন্ট অফ ডিজেফপি ডিজিটাল আর্কাইভ ডেভেলপমেন্ট অফ ডিজেফপি শীষক এক কর্মশালা অনুষ্ঠিত হবে](#)
FSDP (2022-09-13)

[Photo-1](#)
CCSDP (2022-09-13)

[Workshop on Digital Archiving System of DGFP](#)
MIS (IEM Unit, 2022-08-08)

In continuation of our last meeting on April 21-,2022 on digital archive development of DGFP, we are planning to organize a day long workshop with your leadership. We are proposing to include the directors and respective ...

[Digital Archive Development of DGFP শীষক এক কর্মশালা ঢাকা Hotel Bengal Blackberry, Gulshan, Dhaka- অনুষ্ঠিত হবে](#)
MIS, USAID, UNDP, WHO (IEM Unit, 2022-09-06)

স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (এমওএইচ.এফডব্লিউ) বিভিন্ন সংস্থার দ্বারা উত্পাদিত এবং প্রকাশিত আইইসি / বিসিসি উপকরণগুলির একটি ইলেকট্রনিক সংগ্রহস্থল। এই ডিজিটাল আর্কাইভের দুটি প্রধান ...

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- [MCH \(1\)](#)

Edit description of an item:

If you insert a wrong or inappropriate description, you should change it from settings. Otherwise, you can't recognize any items later. Follow the instruction given below to edit Description of an item:

If you select a Collection, you will see list of items under this Collection. Click on an item link.

- [Field Services Delivery Program \(FSDP\)](#)
- [Information, Education & Motivation \(IEM\)](#)
- [Logistics & Supply \(LS\)](#)
- [Management Information Systems \(MIS\)](#)
- [Maternal Child & Reproductive Health Services Delivery Program \(MCRHSDP\)](#)
- [Planning](#)
- [Untitled](#)

Recently Added

[School Health Duration 1_min](#)
CCSDP (2022-09-14)

[আগামী ০৭ সেপ্টেম্বর ২০২২ তারিখ দিন ব্যাপী Digital Archive Development of DGFP শীষক এক কর্মশালা অনুষ্ঠিত হবে](#)
FSDP (2022-09-13)

[Photo-1](#)
CCSDP (2022-09-13)

[Workshop on Digital Archiving System of DGFP](#)
MIS (IEM Unit, 2022-08-08)
In continuation of our last meeting on April 21-2022 on digital archive development of DGFP, we are planning to organize a day long workshop with your leadership. We are proposing to include the directors and respective ...

[Digital Archive Development of DGFP শীষক এক কর্মশালা ঢাকা Hotel Bengal Blackberry, Gulshan, Dhaka- অনুষ্ঠিত হবে](#)
MIS; USAID; UNDP; WHO (IEM Unit, 2022-09-06)
স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (এমওএইচএফডব্লিউ) বিভিন্ন সংস্থার দ্বারা উত্পাদিত এবং প্রকাশিত আইইসি / বিসিসি উপকরণগুলির একটি ইলেকট্রনিক সংগ্রহস্থল। এই ডিজিটাল আর্কাইভের দুটি প্রধান ...

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[LOGISTICS & SUPPLY \(1\)](#)

[MCH \(1\)](#)

You will see item detail page.

DGFP Digital Archive → [Field Services Delivery Program \(FSDP\)](#) → [1. Print Materials \(FSDP\)](#) → [View Item](#) [Advanced Search](#)


আগামী ০৭ সেপ্টেম্বর ২০২২ তারিখ দিন ব্যাপী Digital Archive Development of DGFP শীষক এক কর্মশালা অনুষ্ঠিত হবে

FSDP

URI: http://127.0.0.1:8080//dgfp_archive_demo/handle/123456789/55
Date: 2022-09-13

[Show full item record](#)

Files in this item

	Name: newfile.jpg	View/Open
	Size: 152.0Kb	
	Format: JPEG image	

This item appears in the following Collection(s)

- [1. Print Materials \(FSDP\)](#)

Search DSpace

Search DSpace

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☐ Click on **Edit this Item** on right menu under **Context** section.

The screenshot shows a digital archive interface. On the left, a file named 'newfile.jpg' is displayed with a size of 152.0Kb and a format of JPEG image. A 'View/Open' link is visible. Below this, it states 'This item appears in the following Collection(s)' and lists '1. Print Materials (FSDP)'. On the right side, there are three menu sections: 'By Issue Date' with links for Authors, Titles, and Subjects; 'This Collection' with similar links; and 'My Account' with links for My Exports, Logout, Profile, and Submissions. At the bottom right, a 'Context' menu is shown with a hand pointing to the 'Edit this item' link.

☐ You will see **Edit Item** page. Select **Item Metadata** tab.

The screenshot shows the 'Edit Item' page. The breadcrumb trail at the top reads 'DGFP Digital Archive → Items → Item metadata'. The page title is 'Edit Item'. There are four tabs: 'Item Status', 'Item Bitstreams', 'Item Metadata' (which is selected and pointed to by a hand), and 'View Item'. Below the tabs is a form for 'Add new metadata'. The 'Name' field has a dropdown menu with 'dc.contributor.advisor' selected. The 'Value' field is empty. There is a 'Language' dropdown menu. On the right side, there are two sidebars: 'Search DSpace' with a search box and a 'Go' button, and 'Browse' with links for 'All of DSpace', 'Units & Collections', 'By Issue Date', 'Authors', and 'Titles'.

☐ Change necessary Metadata and then click on **Update** button

The screenshot shows the metadata editing form. It has three rows of metadata fields, each with a checkbox on the left. The first row is for 'dc.subject' with the value 'DGFP' and a language dropdown set to 'en_US'. The second row is for 'dc.title' with the value 'আগামী ০৭ সেপ্টেম্বর ২০২২ তারিখ দিন ব্যাপী Digital Archive Development of DGFP শীষক এক কর্মশালা অনুষ্ঠিত হবে' and a language dropdown set to 'en_US'. The third row is for 'dc.type' with the value 'Software' and a language dropdown set to 'en_US'. At the bottom left, there are two buttons: 'Update' and 'Return'. A hand is pointing to the 'Update' button.

Add new file contents to an item:

Bitstreams are sets/bundles of similar item. And these bundles help user to arrange Items properly.

- Select **Item Bitstreams** tab on **Edit Item** page

Edit Item

- To upload a new file click on **Upload a new bitstream**.

Edit Item

You will see upload bitstream page. Select **Content Files** from Bundle dropdown.

Click on **Choose File** button and select a file from the source and then input necessary info for the content file and then click **Upload** button.

File:
Please enter the name of the file on your computer corresponding to your item.
If you click "Browse...", a new window will appear in which you can locate and select the file from your computer.

No file chosen

Description:
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Embargo until specific date:
The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Embargo reason:
The reason for the embargo, typically for internal use only. Optional.

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Remove file contents from an item:

Select **Item Bitstreams** tab on **Edit Item** page

Edit Item

Item Status | **Item Bitstreams** | Item Metadata | View Item | Curate

Bitstreams

Name	Description	Format	View	Order
Bundle: ORIGINAL				
<input type="checkbox"/> newfile.jpg		JPEG	[view]	1 (Previous:1)
Bundle: LICENSE				
<input type="checkbox"/> license.txt		License	[view]	1 (Previous:1)

[Upload a new bitstream](#)

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All file contents are listed under **Bundle: ORIGINAL** section. Check the file which will be removed. Then click on **Delete bitstream** button.


Delete an item from a Collection:

First select **Item Status** tab on **Edit Item** page. Then click on **Permanently delete** button

Then you will see  Modify item page. Click on **Delete** button. The item will be deleted from archive.

dc.date.available	2022-09-13T13:55:26Z	
dc.date.issued	2022-09-13	
dc.description.provenance	স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (এমওএইচএফডব্লিউ) বিভিন্ন সংস্থার দ্বারা উত্পাদিত এবং প্রকাশিত আইইসি / বিসিসি উপকরণগুলির একটি ইলেকট্রনিক সংগ্রহস্থল। এই ডিজিটাল আর্কাইভের দুটি প্রধান	en
dc.description.provenance	স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (এমওএইচএফডব্লিউ) বিভিন্ন সংস্থার দ্বারা উত্পাদিত এবং প্রকাশিত আইইসি / বিসিসি উপকরণগুলির একটি ইলেকট্রনিক সংগ্রহস্থল। এই ডিজিটাল আর্কাইভের দুটি প্রধান	en
dc.identifier.uri	http://127.0.0.1:8080/dgfp_archive_demo/handle/123456789/55	
dc.subject	DGFP	en_US
dc.title	আগামী ০৭ সেপ্টেম্বর ২০২২ তারিখ দিন ব্যাপী Digital Archive Development of DGFP শীষক এক কর্মশালা অনুষ্ঠিত হবে	en_US
dc.type	Software	en_US

Delete **Cancel**



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Move item from one Collection to another Collection:

➤ First select **Item Status** tab on **Edit Item** page. Then click on **Move** button

Item Internal ID:	a9b3bc4a-149b-42db-89b2-a1720b244de1
Handle:	123456789/55
Last Modified:	2022-09-21 12:52:45.046
Item Page:	http://103.112.53.234:8080/dgfp_archive_demo/handle/123456789/55
Edit item's authorization policies:	Authorizations...
Withdraw item from the repository:	Withdraw...
Move item to another collection:	Move...
Make item private:	Make Private...
Completely expunge item:	Permanently Delete

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You will see **Move item** page.

Move item: 123456789/55

Collection:

Select the collection you wish to move this item to.

Clinical Contraception Services Delivery Program (CCSDP) > 1. Print Materials (CCSDP) 

Inherit policies:

Inherit the default policies of the destination collection

Move **Cancel**

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Select target Collection from collection dropdown. Click on **Move** button.

Move item: 123456789/55

Collection:

Select the collection you wish to move this item to.

Clinical Contraception Services Delivery Program (CCSDP) > 1. Print Materials (CCSDP) 

Inherit policies:

Inherit the default policies of the destination collection

Move **Cancel**

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Withdraw an item from archive:

First select **Item Status** tab on **Edit Item** page. Then click on **Withdraw** button.

Item Internal ID:	a9b3bc4a-149b-42db-89b2-a1720b244de1
Handle:	123456789/55
Last Modified:	2022-09-21 12:52:45.046
Item Page:	http://103.112.53.234:8080/dgfp_archive_demo/handle/123456789/55
Edit item's authorization policies:	Authorizations...
Withdraw item from the repository:	Withdraw...
Move item to another collection:	Move...
Make item private:	Make it private...
Completely expunge item:	Permanently delete
Return	

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☐ You will see **Modify item** page. Click on **Withdraw** button

Modify item: 123456789/55

Are you sure this item should be withdrawn from the archive?

Field	Value	Language
dc.contributor.author	FSDP	
dc.date.accessioned	2022-09-13T13:55:26Z	
dc.date.available	2022-09-13T13:55:26Z	
dc.date.issued	2022-09-13	
dc.description.provenance	স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (এমওএইচএফডব্লিউ) বিভিন্ন সংস্থার দ্বারা উত্পাদিত এবং প্রকাশিত আইইসি / বিসিসি উপকরণগুলির একটি ইলেকট্রনিক সংগ্রহস্থল। এই ডিজিটাল আর্কাইভের দুটি প্রধান	en
dc.description.provenance	স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (এমওএইচএফডব্লিউ) বিভিন্ন সংস্থার দ্বারা উত্পাদিত এবং প্রকাশিত আইইসি / বিসিসি উপকরণগুলির একটি ইলেকট্রনিক সংগ্রহস্থল। এই ডিজিটাল আর্কাইভের দুটি প্রধান	en
dc.identifier.uri	http://127.0.0.1:8080/dgfp_archive_demo/handle/123456789/55	
dc.subject	DGFP	en_US
dc.title	আগামী ০৭ সেপ্টেম্বর ২০২২ তারিখ দিন ব্যাপী Digital Archive Development of DGFP শীঘ্রক এক কর্মশালা অনুষ্ঠিত হবে	en_US
dc.type	Software	en_US

Withdraw **Cancel**

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Authorization

This section is used for assigning role to any user. Admin will select an user to assign a role and user can manage units, collection, items like an admin.

[Assign role on Collection:](#)

☐ **Select a Units & Collections**

Unit List

Not secure | 103.112.53.234:8080/dgfp_archive_demo/community-list

DGFP Digital Archive

পরিবার পরিকল্পনা অধিদপ্তর

Home Units Authors Titles Subjects Videos Gallery Photo Gallery By Issue Date Profile: anis_ahammed | Logout

DGFP Digital Archive → Unit List

Units in DSpace

Select a Unit to browse its collections:

- Clinical Contraception Services Delivery Program (CCSDP)**
 - Print Materials (CCSDP)
 - Audio Visual Materials (CCSDP)
 - Video Visual Materials (CCSDP)
 - Photo Gallery (CCSDP)
- Field Services Delivery Program (FSDP)**
 - Print Materials (FSDP)
 - Audio Visual Materials (FSDP)
 - Video Visual Materials (FSDP)
 - Photo Gallery (FSDP)
- Information, Education & Motivation (IEM)**
 - Print Materials (IEM)
 - Audio Visual Materials (IEM)
 - Video Visual Materials (IEM)
- Logistics & Supply (LS)**
 - Print Materials (LS)
 - Audio Visual Materials (LS)

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- [Create Community](#)

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Then select a Collection from **units** page

Home Units Authors Titles Subjects Videos Gallery Photo Gallery By Issue Date Profile: anis.ahammed | Logout
 DGEP Digital Archive → Unit List Advanced Search

Units in DSpace

Select a Unit to browse its collections.

- **Clinical Contraception Services Delivery Program (CCSDP)**
 1. Print Materials (CCSDP)
 2. Audio Visual Materials (CCSDP)
 3. Video Visual Materials (CCSDP)
 4. Photo Gallery (CCSDP)
- **Field Services Delivery Program (FSDP)**
 1. Print Materials (FSDP)
 2. Audio Visual Materials (FSDP)
 3. Video Visual Materials (FSDP)
 4. Photo Gallery (FSDP)
- **Information, Education & Motivation (IEM)**
 1. Print Materials (IEM)
 2. Audio Visual Materials (IEM)

Search DSpace

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Then, click **edit collection** button from right menu. You will see edit collection page.

• [Subjects](#)

Search within this collection:

[Submit a new item to this collection](#)

Recent Submissions

বিভিন্ন গবেষণায় কোভিড-১৯ মহামারীর সঙ্গে ধূমপান ও তামাক ব্যবহারের সম্পর্ক প্রমাণিত হয়েছে।
 Unknown author (2022-02-01)

Browse

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This Collection

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- [Edit Collection](#)
- [Item Mapper](#)
- [Export Collection](#)
- [Export Metadata](#)

In this page you can assign

Administrator(s):

Administrators decide who can submit items to the collection, edit item metadata (after submission), and add (map) existing items from other collections to this collection (subject to authorization for that collection). Click on **Create** button to add administrator to a Collection.

Submitters

The User and Groups that have permission to submit new items to a Collection. Click on **Create** button to create this step.

The screenshot displays a web interface for managing roles. At the top, there are tabs for 'Edit Metadata', 'Assign Roles', 'Content Source', and 'Curate'. The main content area is a table with two columns: 'Role' and 'Associated group'. A hand is pointing to the 'Create...' button for the 'Administrators' role.

Role	Associated group	Action
Administrators	none	Create...
	Collection administrators decide who can submit items to the collection, edit item metadata (after submission), and add (map) existing items from other collections to this collection (subject to authorization for that collection).	
Submitters	COLLECTION_969ad31f-34d6-4976-9ff2-26b2d1beb776_SUBMIT	Delete
	The E-People and Groups that have permission to submit new items to this collection.	
Default read access	Default read for incoming items and bitstreams is currently set to <i>Anonymous</i> .	Restrict...
	E-People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.	
Accept/Reject Step	none	Create...
	The people responsible for this step are able to accept or reject incoming submissions. However, they are not able to edit the submission's metadata.	
Accept/Reject/Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them.	
Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, but will not be able to reject them.	

[Edit authorization policies directly.](#)

[Return](#)

On the right side of the interface, there is a sidebar with the following sections:

- Advanced Search**
- Browse**
 - All of DSpace
 - [Units & Collections](#)
 - [By Issue Date](#)
 - [Authors](#)
 - [Titles](#)
 - [Subjects](#)
- My Account**
 - [My Exports](#)
 - [Logout](#)
 - [Profile](#)
 - [Submissions](#)
- Administrative**
 - [Control Panel](#)
 - Access Control**
 - [People](#)
 - [Groups](#)
 - [Authorizations](#)
 - Content Administration**
 - [Items](#)
 - [Withdrawn Items](#)
 - [Private Items](#)
 - [Import Metadata](#)
 - [Batch Import \(ZIP\)](#)
 - Registries**
 - [Metadata](#)
 - [Format](#)
 - [Statistics](#)

Default Read Access

User and Groups that can read new items submitted to a Collection. Click on **Restrict** button to restrict user and group to view items in a Collection.

The screenshot shows the 'Assign Roles' page for a collection. The 'Default read access' section is highlighted, showing the current role is 'Anonymous'. A hand cursor points to the 'Restrict...' button. The page includes a navigation menu on the right with sections like 'Browse', 'My Account', 'Administrative', 'Access Control', 'Content Administration', and 'Registries'.

Role	Associated group	Buttons
Administrators	none	Create...
Submitters	COLLECTION_969ad31f-34d6-4976-9ff2-26b2d1beb7f6_SUBMIT	Delete
Default read access	Default read for incoming items and bitstreams is currently set to Anonymous. E-People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.	Restrict...
Accept/Reject Step	none	Create...
Accept/Reject/Edit Metadata Step	none	Create...
Edit Metadata Step	none	Create...

[Edit authorization policies directly.](#)
[Return](#)

Accept/Reject Step

The people responsible for this step are able to accept or reject incoming submissions. However, they are not able to edit the submission's metadata. Click on **Create** button to create this step.

The screenshot shows the 'Assign Roles' page for a collection. The 'Accept/Reject Step' section is highlighted, showing the current role is 'none'. A hand cursor points to the 'Create...' button. The page includes a navigation menu on the right with sections like 'Browse', 'My Account', 'Administrative', 'Access Control', 'Content Administration', and 'Registries'.

Role	Associated group	Buttons
Administrators	none	Create...
Submitters	COLLECTION_969ad31f-34d6-4976-9ff2-26b2d1beb7f6_SUBMIT	Delete
Default read access	Default read for incoming items and bitstreams is currently set to Anonymous. E-People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.	Restrict...
Accept/Reject Step	none	Create...
Accept/Reject/Edit Metadata Step	none	Create...
Edit Metadata Step	none	Create...

[Edit authorization policies directly.](#)
[Return](#)

Accept/Reject/Edit Metadata Step

The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them. Click on **Create** button to create this step.

Edit metadata step

The people responsible for this step are able to edit the metadata of incoming submissions, but will

The screenshot shows the 'Edit Metadata' configuration page with a hand pointing to the 'Create...' button for the 'Accept/Reject/Edit Metadata Step'.

Role	Associated group	Buttons
Administrators	none	Create...
	Collection administrators decide who can submit items to the collection, edit item metadata (after submission), and add (map) existing items from other collections to this collection (subject to authorization for that collection).	
Submitters	COLLECTION_969ad31f34d649769ff226b2d1beb7f6_SUBMIT	Delete
	The E-People and Groups that have permission to submit new items to this collection.	
Default read access	Default read for incoming items and bitstreams is currently set to Anonymous.	Restrict...
	E-People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.	
Accept/Reject Step	none	Create...
	The people responsible for this step are able to accept or reject incoming submissions. However, they are not able to edit the submission's metadata.	
Accept/Reject/Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them.	
Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, but will not be able to reject them.	

[Edit authorization policies directly.](#)

[Return](#)

not be able to reject them. Click **Create** button to create this step.

This is an identical screenshot to the one above, showing the 'Edit Metadata' configuration page with a hand pointing to the 'Create...' button for the 'Accept/Reject/Edit Metadata Step'.

Role	Associated group	Buttons
Administrators	none	Create...
	Collection administrators decide who can submit items to the collection, edit item metadata (after submission), and add (map) existing items from other collections to this collection (subject to authorization for that collection).	
Submitters	COLLECTION_969ad31f34d649769ff226b2d1beb7f6_SUBMIT	Delete
	The E-People and Groups that have permission to submit new items to this collection.	
Default read access	Default read for incoming items and bitstreams is currently set to Anonymous.	Restrict...
	E-People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.	
Accept/Reject Step	none	Create...
	The people responsible for this step are able to accept or reject incoming submissions. However, they are not able to edit the submission's metadata.	
Accept/Reject/Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them.	
Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, but will not be able to reject them.	

[Edit authorization policies directly.](#)

[Return](#)

Make item private/public:

If you want to hide any item from groups and e-people, you have to make your item Private. Then, only you can access or read this item, Other people can't see the item and it won't be shown in their search result.

- In edit item page select Item status tab. Click on **Make it private** button.

Edit Item

Item Status | Item Bitstreams | Item Metadata | View Item | Curate

Welcome to the item management page. From here you can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

Item Internal ID: a9b3bc4a-149b-42db-89b2-a1720b244de1

Handle: 123456789/55

Last Modified: 2022-09-21 12:52:45.046

Item Page: http://103.112.53.234:8080/dgfp_archive_demo/handle/123456789/55

Edit item's authorization policies: [Authorizations...](#)

Withdraw item from the repository: [Withdraw...](#)

Move item to another collection: [Move...](#)

Make item private: [Make it private...](#)

Completely expunge item: [Permanently c...](#)

[Return](#)

Search DSpace

[Go](#)

[Advanced Search](#)

Browse

All of DSpace

- [Units & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

My Account

- [My Exports](#)
- [Logout](#)
- [Profile](#)
- [Submissions](#)

You will see Modify item page. Click on **Make It Private** to private an item. If an item is already private, then you will get **Make It Public** button

dc.date: 2022-05-01

issued

dc.description: Submitted by anis ahammed (anis@4axiz.com) on 2022-05-26T04:26:06Z No. of bitstreams: 1 Pneumonia_Flash_Card_03_18-01.jpg_I73ZV4e.jpg: 1195231 bytes, provenance checksum: 2389c729d3bd53c8cfe0ba7e871fb4c9 (MD5) en

dc.description: Made available in DSpace on 2022-05-26T04:26:06Z (GMT). No. of bitstreams: 1 Pneumonia_Flash_Card_03_18-01.jpg_I73ZV4e.jpg: 1195231 bytes, checksum: 2389c729d3bd53c8cfe0ba7e871fb4c9 (MD5) Previous issue date: 2022-05-01 en

dc.provenance

dc.identifier: http://localhost:8080/xmlui/handle/123456789/43 uri

dc.title: ফ্ল্যাশ কার্ড শিশু নিউমোনিয়া আক্রান্ত হলে করণীয় en_US

dc.type: Video en_US

[Make it Private](#) [Cancel](#)

Administrative

- [Titles](#)
- [Subjects](#)

My Account

- [My Exports](#)
- [Logout](#)
- [Profile](#)
- [Submissions](#)

Administrative

- [Control Panel](#)
- Access Control**
 - [People](#)
 - [Groups](#)
 - [Authorizations](#)
- Content Administration**

Item Search

Search by keyword:

Insert any keyword related to an item in the search field on home page and click search button.

The screenshot shows the home page of the Digital Archive of Bangladesh. At the top, there is a banner with the text "এগিয়ে যাবে অনেক ধাপ" (Moving forward many steps) and "ডিজিটাল আর্কাইভ সম্পর্কে" (About Digital Archive). Below the banner, there is a paragraph of text in Bengali describing the archive's mission. To the right, there is a search bar with a "Go" button and an "Advanced Search" link. Below the search bar, there are several navigation buttons: "Photo Gallery", "Reports", "Official Document", "Publications", "Projects", and "NGO". On the right side, there is a sidebar with sections: "Search DSpace" (with a search input and "Go" button), "Browse" (with links for "Units & Collections", "By Issue Date", "Authors", "Titles", "Subjects"), "My Account" (with links for "My Exports", "Logout", "Profile", "Submissions"), and "Context". A hand is pointing at the "Go" button in the search bar.

The search result will appear with advance filter option.

The screenshot shows the search results page. At the top, there is a navigation bar with links: "Home", "Units", "Authors", "Titles", "Subjects", "Videos Gallery", "Photo Gallery", "By Issue Date", "Profile: anis.ahammed | Logout". Below the navigation bar, there is a search bar with the text "DGFP Digital Archive - Search" and "Advanced Search". The main content area is titled "Search" and shows a search input field with "All of DSpace" selected. Below the search bar, there is a "Showing 10 out of a total of 44 results. (4.188 seconds)" message. The results are listed as "Communities or Collections matching your query":

1. [Print Materials \(LS\)](#)
1. [Print Materials \(MCRHSDP\)](#)
1. [Print Materials \(FSDP\)](#)
1. [Print Materials \(MIS\)](#)

 On the right side, there is a sidebar with sections: "Browse" (with links for "Units & Collections", "By Issue Date", "Authors", "Titles", "Subjects"), "My Account" (with links for "My Exports", "Logout", "Profile", "Submissions"), and "Context" (with link for "Export Search Metadata").

You can search in any collection or whole archive.

The screenshot shows the search interface of the DGFP Digital Archive. At the top, there is a navigation bar with links for Home, Units, Authors, Titles, Subjects, Videos Gallery, Photo Gallery, and By Issue Date. The user profile 'anis ahammed' is logged in. The search bar contains 'All of DSpace' and a search button. Below the search bar, there is a section for 'Showing 10 out of a total of 44 results. (4.188 seconds)'. A list of results is shown, including '1. Print Materials (LS)', '1. Print Materials (MCRHSDP)', '1. Print Materials (FSDP)', and '1. Print Materials (MIS)'. On the right side, there are three panels: 'Browse' with links for 'All of DSpace', 'Units & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'; 'My Account' with links for 'My Exports', 'Logout', 'Profile', and 'Submissions'; and 'Context' with a link for 'Export Search Metadata'.

You can filter your search by clicking Show Advanced Filters link.

This screenshot is identical to the previous one, but a hand is pointing to the 'Add filters' link located below the search bar. The search results and other interface elements remain the same.

You can sort your search by clicking the gear button.

This screenshot shows the search interface with the 'Filters' section expanded. A hand is pointing to a gear icon in the bottom right corner of the filters section. The filters section includes a dropdown for 'Title' and a dropdown for 'Contains'. Below the filters, there is an 'Apply' button. The search results and other interface elements are the same as in the previous screenshots.

Search by Issue Date:

☐ Select **By Issue Date** from right menu under Browse section.

পরিবার পরিকল্পনা অধিদপ্তর, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (ডিজিএফপি) বিভিন্ন সংস্থার দ্বারা উত্পাদিত এবং প্রকাশিত আইইসি / বিসিসি উপকরণগুলির একটি ইলেকট্রনিক সংগ্রহস্থল। এই ডিজিটাল আর্কাইভের দুটি প্রধান লক্ষ্যগুলি হল এক জায়গায় তার প্রয়োজনা এবং প্রকাশনার নিরাপদ এবং নিরাপদ স্টোরেজ নিশ্চিত করা; এবং তাদের সকল সম্প্রদায় ও যত্ন প্রদানকারীদের কাছে ইলেকট্রনিকভাবে উপলব্ধ করা। এই উপকরণগুলি পোস্টার, ফ্লিপ চার্ট, লিফলেট, টিভি স্পট, ভিডিও, সংবাদপত্রের বিজ্ঞাপন এবং অন্যান্য আইইসি / বিসিসি সামগ্রী এবং বিভিন্ন স্বাস্থ্য, জনসংখ্যা ও পুষ্টি বিষয়ে তাদের প্রোটোটাইপ রয়েছে; নারীদের প্রতি সহিংসতা, টিকা দেওয়া, নিরাপদ মাতৃত্ব, পুষ্টি, ডায়রিয়া রোগ, জ্বর শ্বাসযন্ত্রের সংক্রমণ, দুর্ঘটনা, স্বাস্থ্যবিধি, যাদা নিরাপত্তা, এইচআইভি, এবং সহিংসতা সহ বিভিন্ন ধরনের স্বাস্থ্য বিষয়ক বিভিন্ন বিষয় অন্তর্ভুক্ত রয়েছে।

Photo Gallery **Reports** **Official Document**

Publications **Projects** **NGO**

Units in DSpace
Select a Unit to browse its collections.

- [Clinical Contraception Services Delivery Program \(CCSDP\)](#)

Search DSpace

Go

[Advanced Search](#)

Browse

All of DSpace

- [Units & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

My Account

- [My Exports](#)
- [Logout](#)
- [Profile](#)
- [Submissions](#)

Select Date and click 'go' to see the search result by issue date

Home Units Authors Titles Subjects Videos Gallery Photo Gallery By Issue Date Profile: anis ahmed | Logout

DGFP Digital Archive → Browsing by Issue Date [Advanced Search](#)

Browsing by Issue Date

Jump to a point in the index: (Choose month) (Choose year)

Or type in a year: **Go**

Sort by: issue date Order: ascending Res **Update**

Now showing items 1-15 of 15

[ভিডিও টিভি স্পটের শিরোনাম](#)
MIS (2016-01-01)

[ভিডিও টিভি স্পটের শিরোনাম](#)
IEM (Publisher Name, 2017-01-01)

[Abstract Name](#)

Search DSpace

Go

[Advanced Search](#)

Browse

All of DSpace

- [Units & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

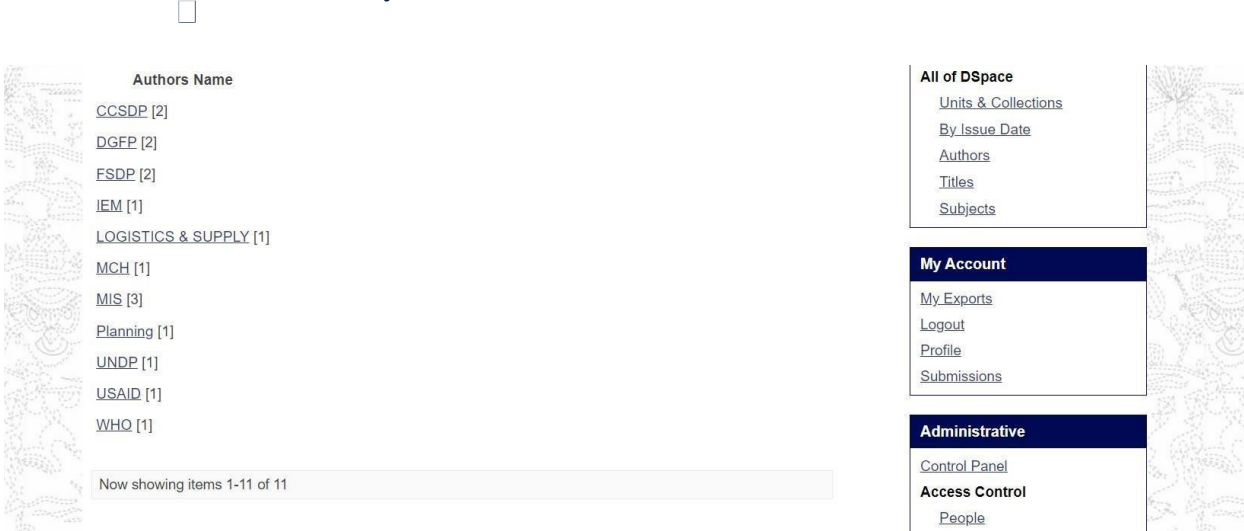
Search by Authors:

You can search an item by its author name. If you enter a name of a registered person, all of his uploaded items will be appeared in search result.

Select **Authors** from right menu under Browse section.



You will see the search result by authors



Search by Titles:

Select **Titles** from right menu under Browse section.

The screenshot shows the DSpace homepage with a navigation menu on the right. A hand is pointing to the 'Titles' option in the 'Browse' section. The main content area includes a 'Photo Gallery', 'Reports', 'Official Document', 'Publications', 'Projects', and 'NGO' section, followed by 'Units in DSpace' with a list of units including 'Clinical Contraception Services Delivery Program (CCSDP)'. The search bar at the top right is labeled 'Search DSpace' and has a 'Go' button. Below it is an 'Advanced Search' link. The 'Browse' section lists 'All of DSpace', 'Units & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'. The 'My Account' section lists 'My Exports', 'Logout', 'Profile', and 'Submissions'. The 'Administrative' section lists 'Control Panel', 'Access Control', and 'People'.

You will see the search result by titles.

The screenshot shows the search results page for titles. The search criteria are: '0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z', 'Or enter first few letters: [input] Go', 'Sort by: [title] Order: [ascending] Results: [20] Update'. The results show 1-15 of 15 items. The first item is 'Digital Archive Development of DGFP শীষক এক কর্মশালা ঢাকা Hotel Bengal Blackberry, Gulshan, Dhaka- অনাঙ্কিত হবে' by MIS: USAID; UNDP; WHO (IEM Unit, 2022-09-06). The second item is 'Pathfinder International (sukhi jibon project) কতক আগামী ০৭ সেপ্টেম্বর ২০২২ তারিখ দিন ব্যাপী Digital Archive Development of DGFP শীষক এক কর্মশালা অনাঙ্কিত হবে' by Unknown author (2022-08-22). The third item is 'Photo-1' by CCSDP (2022-09-13). The fourth item is 'School Health Duration 1 min' by CCSDP (2022-09-14). The fifth item is 'Workshop on Digital Archiving System of DGFP' by MIS (IEM Unit, 2022-08-08). The search bar at the top right is labeled 'Search DSpace' and has a 'Go' button. Below it is an 'Advanced Search' link. The 'Browse' section lists 'All of DSpace', 'Units & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'. The 'My Account' section lists 'My Exports', 'Logout', 'Profile', and 'Submissions'. The 'Administrative' section lists 'Control Panel', 'Access Control', and 'People'.

Search by Subjects:

Select **Subjects** from right menu under Browse section.

পরিবার পরিকল্পনা অধিদপ্তর, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (ডিজিএফপি) বিভিন্ন সংস্থার দ্বারা উত্পাদিত এবং প্রকাশিত আইইসি / বিসিসি উপকরণগুলির একটি ইলেকট্রনিক সংগ্রহস্থল। এই ডিজিটাল আর্কাইভের দুটি প্রধান লক্ষ্যগুলি হল এক জায়গায় তার প্রয়োজনা এবং প্রকাশনার নিরাপদ এবং নিরাপদ স্টোরেজ নিশ্চিত করা; এবং তাদের সকল সম্প্রদায় ও যত্ন প্রদানকারীদের কাছে ইলেকট্রনিকভাবে উপলব্ধ করা। এই উপকরণগুলি পোস্টার, ফ্লিপ চার্ট, লিফলেট, টিভি স্পট, ভিডিও, সংবাদপত্রের বিজ্ঞাপন এবং অন্যান্য আইইসি / বিসিসি সামগ্রী এবং বিভিন্ন স্বাস্থ্য, জনসংখ্যা ও পুষ্টি বিষয়ে তাদের প্রোটোটাইপ রয়েছে; নারীদের প্রতি সহিংসতা, টিকা দেওয়া, নিরাপদ মাতৃত্ব, পুষ্টি, ডায়রিয়া রোগ, তাঁর স্বাস্থ্যকেন্দ্রের সংক্রমণ, দুর্ঘটনা, স্বাস্থ্যবিধি, খাদ্য নিরাপত্তা, এইচআইভি, এবং সহিংসতা সহ বিভিন্ন ধরনের স্বাস্থ্য বিষয়ক বিভিন্ন বিষয় অন্তর্ভুক্ত রয়েছে।

Photo Gallery **Reports** **Official Document**

Publications **Projects** **NGO**

Units in DSpace
Select a Unit to browse its collections.

- [Clinical Contraception Services Delivery Program \(CCSDP\)](#)

Search DSpace
[Search Box] **Go**
[Advanced Search](#)

Browse
All of DSpace
[Units & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account
[My Exports](#)
[Logout](#)
[Profile](#)
[Submissions](#)

You will see the search result by subjects.

Browsing by Subject

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Or enter first few letters: [Search Box] **Go**

Order: [ascending] Results: 20 [Update]

Now showing items 1-13 of 13

Subject

- DGEP [1]
- DGEP Official documents [1]
- IEM [1]
- IEM.1 [1]
- MIS [1]
- NGO [1]
- Photo Gallery [1]
- Project [1]
- Projects [1]
- Publications [1]
- Reports [2]
- Subject Keywords [1]
- Training materials [1]

Search DSpace
[Search Box] **Go**
[Advanced Search](#)

Browse
All of DSpace
[Units & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account
[My Exports](#)
[Logout](#)
[Profile](#)
[Submissions](#)

Administrative
[Control Panel](#)
[Access Control](#)

View an item:

After selecting an item, you will see item detail view page. Here you will see item description, file contents and file description.

The screenshot shows the DSpace interface for an item. The breadcrumb trail is: DGFP Digital Archive → Field Services Delivery Program (FSDP) → 1. Print Materials (FSDP) → View Item. The user profile is 'Profile: anis ahmed | Logout'. The item title is 'আগামী ০৭ সেপ্টেম্বর ২০২২ তারিখ দিন ব্যাপী Digital Archive Development of DGFP শীষক এক কর্মশালা অনুষ্ঠিত হবে'. The description is 'FSDP'. The URI is 'http://127.0.0.1:8080/dgfp_archive_demo/handle/123456789/55' and the date is '2022-09-13'. There is a 'Show full item record' link. Under 'Files in this item', there is one file: 'newfile.jpg', size '152.0Kb', format 'JPEG image', with a 'View/Open' link. The item is listed in the collection '1. Print Materials (FSDP)'. The right sidebar contains a 'Search DSpace' section with a search box and 'Go' button, and a 'Browse' section with links for 'All of DSpace' (Units & Collections, By Issue Date, Authors, Titles, Subjects) and 'This Collection' (By Issue Date, Authors, Titles, Subjects). A 'My Account' link is at the bottom right.

□ To view any content in an item click on **view/open**.

This screenshot is identical to the one above, but with a hand icon pointing to the 'View/Open' link next to the file 'newfile.jpg' in the 'Files in this item' section, illustrating the instruction to click on 'view/open' to view the content.

Printing & Downloading

Print: Click on view button.

The screenshot displays a digital library page for a document titled "Gulshan, Dhaka- অনুষ্ঠিত হবে". The document is associated with "MIS; USAID; UNDP; WHO" and has a URI of "http://localhost:8080/4axiz/handle/123456789/49". The date is "2022-09-06".

The **Abstract:** section describes the document as a report on the progress of the National Health Service (NHS) in Bangladesh, prepared by the USAID/UNDP/WHO team. It mentions the importance of the health service and the role of the government and the private sector. The document is available in PDF format, with a size of 94.00Kb.

The **Files in this item** section shows a single file named "Office Order of ..." with a "View/Open" button. A hand icon is pointing to this button.

The **This item appears in the following Collection(s)** section lists "1. Print Materials (IFM)".

The right sidebar contains navigation options: "Search DSpace", "This Collection", "Advanced Search", "Browse", "All of DSpace" (with sub-links for Units & Collections, By Issue Date, Authors, Titles, Subjects), "This Collection" (with sub-links for By Issue Date, Authors, Titles, Subjects), and "My Account" (with sub-links for My Exports, Logout, Profile, Submissions).

The browser printing properties will appear. Then select your printer and print.

The screenshot shows a browser window displaying a document from the Ministry of Education, Government of Bangladesh. The document is titled "পরিবার-কল্যাণ-পরিদর্শিকা-প্রশিক্ষণ-প্রতিষ্ঠান-আজিমপুর-ঢাকা-নাম-পরিবর্তনের-প্রজ্ঞাপন" (Notice on the name change of the Family Welfare Training Institute (FWTI), Dhaka). The document is dated "০১ জুলাই ১৪২৮" (01 July 1428) and "১৪ মার্চ ২০২২" (14 March 2022).

The document text includes the following information:

- প্রজ্ঞাপন** (Notice)
- জন্মশাসন** (Registration No.): ১৯.১২.২০২১ তারিখের স্বাক্ষর নম্বর : ০৪.০০.০০০০.১৪৯.০১.০৪৪.২১-৩০২ এবং স্বর্ষ বিভাগ, স্বর্ষ মন্ত্রণালয়ের ২৮.০২.২০২২ তারিখের স্বাক্ষর নং-০২.১৪৯.০১৪.৪৪.০২.০৯.২০০১-২৪৭ এর পরিপ্রেক্ষিতে পরিবার পরিকল্পনা অধিদপ্তর/পরিবার কল্যাণ পরিদর্শিকা প্রশিক্ষণ প্রতিষ্ঠান (FWTI), আজিমপুর, ঢাকা নাম পরিবর্তনপূর্বক পরিবার কল্যাণ প্রশিক্ষণ প্রতিষ্ঠান (FWTI), ঢাকা বা 'Family Welfare Training Institute (FWTI), Dhaka' হিসেবে নামকরণ করা হইল।
- ০২।** যথাযথ কর্তৃপক্ষের অনুমোদনক্রমে এ আদেশ জারি করা হইল।
- রাষ্ট্রপতির আদেশক্রমে,**
স্বাক্ষরিত (সোফাওয়ান বেহেদীন উদ্দিন)
উপপরিচালক
ফোন : ০২-৯৪৪০৬৪৪
ইমেইল : per2@mefwd.gov.bd
- অনুলিপি সদয় অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরণ করা হইল :**
- ১। সিনিয়র সচিব, জনস্বাস্থ্য মন্ত্রণালয়, বাংলাদেশ পরিবার-কল্যাণ, ঢাকা।
- ২। সিনিয়র সচিব, স্বর্ষ বিভাগ, বাংলাদেশ পরিবার-কল্যাণ, ঢাকা।
- ৩। মহাপরিচালক, পরিবার পরিকল্পনা অধিদপ্তর, ৬, সাতরান বায়ার, ঢাকা।
- ৪-১২ *****
- "জেনে হেঁচ, মেয়ে হেঁচ, দু'টি সন্তানই হেঁচ"**
- পঞ্চপ্রজাতন্ত্রী বাংলাদেশ সরকার
পরিবার পরিকল্পনা অধিদপ্তর
৬, সাতরান বায়ার, ঢাকা-১২১২।
www.dgfp.gov.bd

A hand icon is pointing to the print icon in the browser toolbar.

Download: Click on view button

Gulshan, Dhaka- অনুষ্ঠিত হবে


MIS; USAID; UNDP; WHO

URI: <http://localhost:8080/dgapz/handle/123456789/49>
 Date: 2022-09-06

Abstract:
 স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (এমওএইচএফডব্লিউ) বিভিন্ন সংস্থার দ্বারা উৎপাদিত এবং প্রকাশিত আইইসি / বিসিসি উপকরণগুলির একটি ইলেকট্রনিক সংগ্রহস্থল। এই ডিজিটাল আর্কাইভের দুটি প্রধান লক্ষ্যভঙ্গি হল এক জায়গায় তার প্রয়োজনা এবং প্রকাশনার নিরাপদ এবং নিরাপদ স্টোরেজ নিশ্চিত করা; এবং তাদের সকল সম্প্রদায় ও যত্ন প্রদানকারীদের কাছে ইলেকট্রনিকভাবে উপলব্ধ করা। এই উপকরণগুলি পোস্টার, ট্রিপ চার্ট, লিফলেট, টিভি স্পট, ভিডিও, সংবাদপত্রের বিজ্ঞাপন এবং অন্যান্য আইইসি / বিসিসি সামগ্রী এবং বিভিন্ন স্বাস্থ্য, জনসংখ্যা ও পুষ্টি বিষয়ে তাদের প্রোটোটাইপ রয়েছে। মারীদের প্রতি সহিংসতা, টিকা দেওয়া, নিরাপদ মাতৃস্ব, পুষ্টি, ডায়রিয়া রোগ, তীব্র স্বাস্থ্যসেবার সংক্রমণ, দুর্ঘটনা, স্বাস্থ্যবিধি, যাদা নিরাপত্তা, এইচআইভি, এবং সহিংসতা সহ বিভিন্ন ধরনের স্বাস্থ্য বিষয়ক বিভিন্ন বিষয় অন্তর্ভুক্ত রয়েছে।

[Show full item record](#)

Files in this item

	Name: Office Order of ... Size: 94.00Kb Format: PDF Description: Office Order of ...	View/Open
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This item appears in the following Collection(s)

- 1. Print Materials (IEM)

Go

Search DSpace
 This Collection

[Advanced Search](#)

Browse

All of DSpace

- [Units & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

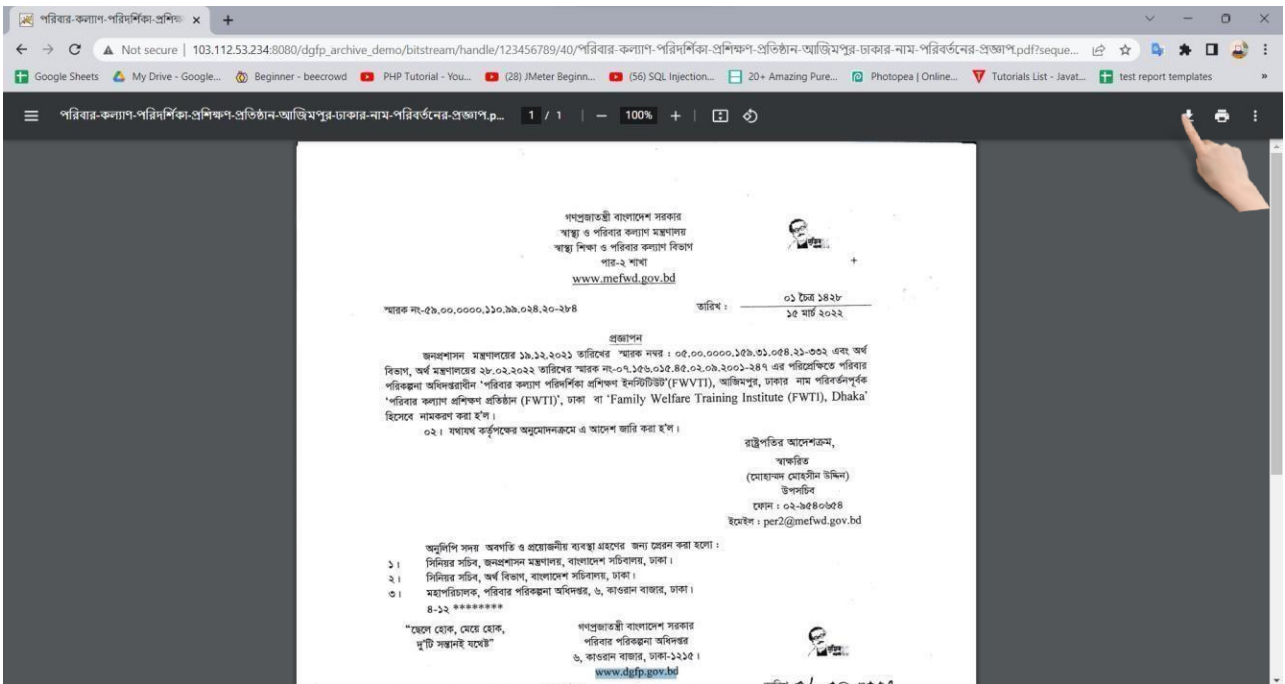
This Collection

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

My Account

- [My Exports](#)
- [Logout](#)
- [Profile](#)
- [Submissions](#)

Your local pdf viewer will open and click the **download** button to download the file



The screenshot shows a PDF document titled 'পরিবার-কল্যাণ-পরিদর্শিকা-প্রশিক্ষণ-প্রতিষ্ঠান-আজিমপুর-ঢাকা-র-নাম-পরিবর্তনের-প্রজ্ঞাপন.pdf'. The document is a government order from the Ministry of Health and Family Welfare, Bangladesh. It details the restructuring of the Family Welfare Training Institute (FWTI) in Dhaka. A hand cursor is pointing to the download icon in the top right corner of the PDF viewer.

