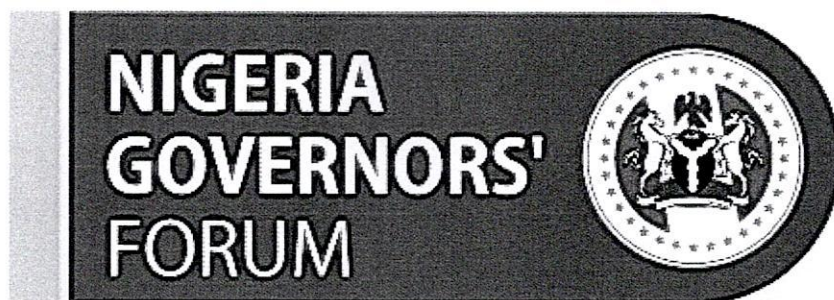


# NGF Intranet Training Manual

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Training Manual for Contributors/state level public officials to the Intranet of the Nigeria Governors' Forum (NGF)

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# Section One: Introduction

## 1.1 Welcome to the Hub

The Hub is a knowledge sharing and information intranet developed to enable states to share and access useful information that will help them manage the demands of their day-to-day activities. It is a secure platform and different from a public website in that, only authorised users are allowed to access the Hub. These security measures have been put in place to ensure states have control over access to the documents and information made available on the intranet.

Designed to be the online knowledge platform for states, the Hub links all Governors' offices and key stakeholders in each state via the internet. Authorised users to the hub can;

- Search the document database which holds key resources such as budgets, state development plans and strategies, reports and other relevant primary information;
- Track the status of Bills and Laws at both the Federal and State levels and search for current and archived laws;
- Get access to State Peer Review Mechanism documents, reports and findings as well as tools for capacity building (toolkits, best practices, guides, models, templates, etc.);
- Receive up to date reports, research findings and programme information from International development partners working in various sectors at state level.

## 1.2 Main Sections

### The Document Database

This holds resources state officials would find useful in managing the demands of their daily responsibilities. The documents section is developed as a meta-folder i.e. it's contents are further categorised into different folders. Documents are stored in the following categories; Federal level documents, state level documents, SPRM documents and Development partner documents.

### Bills and Laws

This feature enables users to track status of Bills and Laws on Federal and State levels, from origination through reading stages to signage into Law.

### Contacts

#### **State Contacts Directory**

This contains details and portfolio of contacts from all 36 states of the country. The contacts are arranged for ease of access.

#### **Experts Database**

The database holds information, including CVs and contact details, of International and National experts in various sectors and specific governance areas.

### Events

This tab leads users to a record of events undertaken by the Forum. It also contains information on upcoming events. Attached to this is a knowledge resource from the events – reports, pictures, briefs etc.

## Secretariat

The Nigeria Governors' Forum Secretariat is the technical and administrative organ of the NGF responsible for articulating and formulating the objectives and policies of the Forum. Through the Secretariat, the NGF identifies priority issues which are collectively dealt with. The directory contains folders with information from various initiatives carried out at the Secretariat under various sector policy areas.

## Forum

This tab links to the directory of information resources from the direct activities of the Forum i.e. the 36 governors of the states of Nigeria. It contains such information as Communiqués, minutes of meetings, memoranda of understanding and some brief on each state governor.

## 1.3 Accessing the Hub

The Hub is accessible from any computer with internet access. No additional software downloads are required. The web address is <http://www.ngf.org.ng>

### Access level Categories

All the content on the site is published to three Content Levels:

Content level	User type
Content Level 1 (CL1)	Power users
Content level 2 (CL2)	Standard users
Content level 3 (CL3)	Guest users

User Categories	User Group Permissions
<b>CMS Administrators</b>	Able to create, view, and edit any content. Able to assign Content Level to any content. Able to assign users to different groups.
<b>Power Users</b>	Able to view all content (content classified as CL1, CL2 and CL3).
<b>Standard Users</b>	Able to only view content classified as CL2 and CL3. Not able to view content classified as CL1.
<b>Guest Users</b>	Able to view certain content classified as CL3. Not able to view content classified as CL1 or CL2.
<b>CMS Reviewers</b>	Able to approve submitted content for publishing. The same permissions as Members of Power Users group.
<b>CMS Contributors</b>	Able to create new content and submit for publishing. The same permissions as Power Users Group.

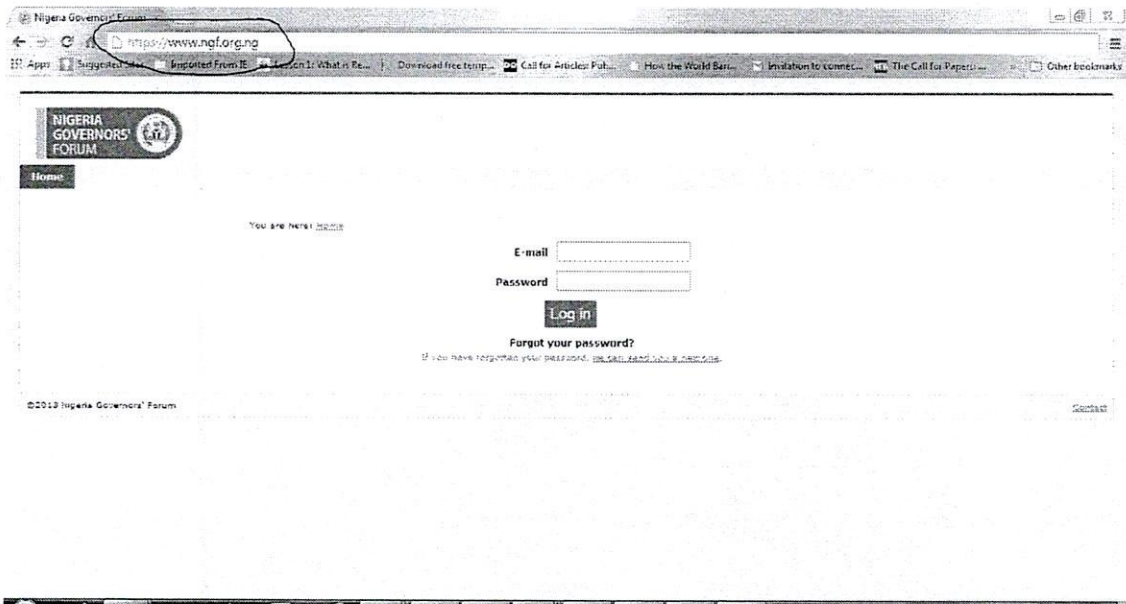


# Section 2: Understanding the Hub

## 2.1 The Login Page

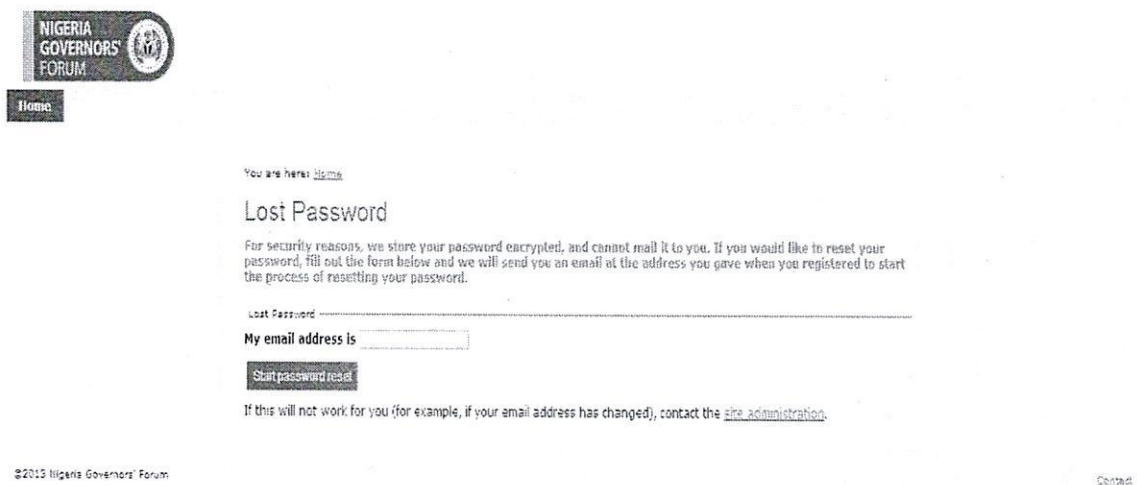
### Logging-in

Users will need an email address. There is no public content on the website. A username and password is generated for all users by the Administrator.



### Forgotten Password

A password reset is available to website users that have forgotten their password. A user will be sent an email with a link to the password reset section of the website. If you have any problems regarding the site there is also the option to contact the site administrator via a contact form (bottom right of screen).



## 2.2 Homepage

The screenshot shows the homepage of the Nigeria Governors Forum (NGF) Intranet. At the top, there is a navigation menu with tabs for Home, Forum, Secretariat, Documents, Bills and News, Stakeholders, State Links, Downloads, Events, Feedback, and Help. A search bar is located in the top right corner. The main content area is titled "Welcome to the Hub" and includes a "Recent Changes" section on the left, a "Quick Links" section on the right, and a central text block with a list of benefits. The footer shows the date 10/11/2013 and the time 13:39.

**The Homepage** is the landing page of the Hub i.e. it is the first page a user arrives at after logging in. The interface of the homepage contains links to all the content of the site. It presents primarily four ways a user can get information from the site.

1. A user can click on the light green tabs at the top of the page starting from Home to help on a left ward progression.
2. The quick links option on the right hand side provides a user the option to go straight into specific folders contained on the documents folder without having to browse through the documents directory
3. Latest items portlet on the left hand side shows latest information uploaded to the Hub
4. Lastly, users can use the Search bar on the top right corner of the homepage. With this, a user can simply type a search term (subject matter, name, sector, etc) and click on the search button. An advanced search function is also provided.

# Section 3: Navigation the Hub

## 3.1 Navigating the Hub: Documents

**NIGERIA GOVERNORS' FORUM**

Search Site

Home Forum Secretariat Documents **Public and Laws** Stakeholders State Links Contacts Events Feedback Email Help

**NGF LATEST ITEMS**

**Recent Changes**

- Forum 11 Nov 2013
- Public financial management 11 Nov 2013
- Check Mails 11 Nov 2013
- SPRM documents 11 Nov 2013
- 2014
- Check Mails 11 Nov 2013
- All recent changes...

**Review List**

- 2013 Training Manual
- 2013 - 2014 - 2014
- 2013 - 2014 - 2014
- 2013 - 2014
- Full review list...

**Federal-level documents**

**State-level documents**

**SPRM documents**

**Development partner documents**

Welcome to the 'Hub', the Nigeria Governors Forum's (NGF's) Intranet site. This platform is designed to promote lesson sharing and learning among the 36 states of the Federation. Here you'll find some useful resources and documents related to your specific areas of work. If this is your first time visiting, please watch the short Audio Visual on the right.

**How will this Intranet benefit you?**

The Hub has been designed to make available those handy resources and vital information that you would need to accomplish your day-to-day tasks. We have also gone a step further to ensure you have ease of access.

The Hub is useful in the following ways:

- It gives you immediate access to key state contacts on its directory.
- It links you to all state websites and key state documents.
- It gives you access to all you would ever need to know about the State Peer Review Mechanism including the experiences of other states.
- You will have access to tools and templates that will make your work easier such as 'How to Guides' that will take you step by step on how to prepare State Development Plans, Medium Term Strategies, Realistic Budgets

**Quick Links**

- Press & Media
- SPRM documents
- Check Mails

This is the largest directory on the Hub containing the main libraries along which different knowledge resources are stored for access. Each library is named according to theme of the content. Users can simply click on any of the libraries to browse through all available information or use the search button to look for specific information. Clicking on the documents button leads users to a drop down menu which contains the folders along which the contents are divided, they are; Federal level documents, State level documents, SPRM documents and Development partner documents.

Each of the Libraries contains sub folders where documents are stored in accordance to subject matter. See the screen shots here below

Federal Level documents

**NIGERIA GOVERNORS' FORUM**

Home Forum Secretariat Documents **Public and Laws** Stakeholders State Links

**NGF LATEST ITEMS**

**Latest Documents\_actual**

- New Document - 10 Nov 2013 17:10 (New)
- CMS Training Manual - 10 Nov 2013 17:03 (Updated)
- PFM Workshop Report - 10 Nov 2013 14:16 (New)
- Forum Brief - 10 Nov 2013 16:12 (New)
- Report on FAAC Workshop on 12535 - 10 Nov 2013 15:05 (New)

**Recent Changes**

- Forum 11 Nov 2013
- Public financial management 11 Nov 2013
- Check Mails 11 Nov 2013
- SPRM documents 11 Nov 2013
- Quick Links 11 Nov 2013
- All recent changes...

You are here: [Home](#) > [Documents](#) > [actual](#) > [Federal-level documents](#)

**Federal-level documents**

by [aspadmin](#) — last modified 01 Nov 2013, 14:45 — [history](#)

Search this folder

All states

Found 7 items in this folder

Up a level

- Strategic Plans
- Other
- The Presidency
- National Economy
- Policies of the Federal Government
- The National Assembly
- Supplementary Appropriation Act Document





NGF LATEST ITEMS

- Latest Documents\_actual
- [New Document - 10 Nov 2013, 17:10 \(New\)](#)
  - [CMS Training Manual - 10 Nov 2013, 17:09 \(Updated\)](#)
  - [SPRM Workshop Report - 10 Nov 2013, 16:16 \(New\)](#)
  - [Policy Brief - 10 Nov 2013, 16:13 \(New\)](#)
  - [Report on PAAC Workshop on IPAS - 10 Nov 2013, 16:08 \(New\)](#)
- Recent Changes**
- [Forum 11 Nov 2013](#)
  - [Public financial management 11 Nov 2013](#)
  - [Check Mails 11 Nov 2013](#)
  - [SPRM documents 11 Nov 2013](#)
  - [Quick Links 11 Nov 2013](#)
  - [All recent changes...](#)
- Review List**
- [CMS Training Manual john doe - 10 Nov 2013](#)
  - [New Document john doe - 10](#)

You are here: [Home](#) > [Documents\\_actual](#) > [State-level documents](#)

State-level documents

by [admin](#) - last modified 01 Nov 2013, 14:14 - [History](#)

Search this folder



Found 10 items in this folder

- Up a level
- [Health](#)
  - [Education](#)
  - [Economy](#)
  - [Agriculture](#)
  - [Security](#)
  - [Governance](#)
  - [Governor's speeches](#)
  - [State Budgets](#)
  - [Tribunal reports](#)
  - [Other](#)

SPRM documents



NGF LATEST ITEMS

- Latest Documents\_actual
- [New Document - 10 Nov 2013, 17:10 \(New\)](#)
  - [CMS Training Manual - 10 Nov 2013, 17:09 \(Updated\)](#)
  - [SPRM Workshop Report - 10 Nov 2013, 16:16 \(New\)](#)
  - [Policy Brief - 10 Nov 2013, 16:13 \(New\)](#)
  - [Report on PAAC Workshop on IPAS - 10 Nov 2013, 16:08 \(New\)](#)
- Recent Changes**
- [Forum 11 Nov 2013](#)
  - [Public financial management 11 Nov 2013](#)
  - [Check Mails 11 Nov 2013](#)
  - [SPRM documents 11 Nov 2013](#)
  - [Quick Links 11 Nov 2013](#)
  - [All recent changes...](#)
- Review List**
- [CMS Training Manual john doe - 10 Nov 2013](#)

You are here: [Home](#) > [Documents\\_actual](#) > [SPRM Documents](#)

SPRM Documents

by [admin](#) - last modified 01 Nov 2013, 14:12 - [History](#)

Search this folder



Found 8 items in this folder

- Up a level
- [SPRM Experts](#)
  - [Interim Reports](#)
  - [SPRM Base Document, framework and Guidance Note](#)
  - [States' Plans of Action](#)
  - [State Self Assessment Reports](#)
  - [Minutes of Meetings](#)
  - [Technical Review Panel Reports](#)
  - [State Peer Review Reports](#)



The screenshot shows the Nigeria Governors' Forum website. At the top is the logo and navigation menu (Home, Forum, Secretariat, Documents, Bills and Laws, Stakeholders, State Links, Contact). Below the navigation is a 'NGF LATEST ITEMS' section with links to various documents like 'New Document - 17 Nov 2013' and 'CMS Training Manual - 10 Nov 2013'. A 'Recent Changes' section lists updates to the forum, public financial management, and quick links. A 'Review List' section is also present. On the right, a breadcrumb trail reads 'You are here: Home > Documents\_actual > Development Partner Documents'. Below this is a search bar and a list of three items: 'Evaluation Reports', 'Country Plans', and 'SPARC Documents'. A 'View' button is visible above the list.

**Adding Content**

Those with rights to add content (admin users and contributors) can use the edit bar to add/view/edit content according to their privileges. To add a document (or folder) to the site, navigate to the folder in which you wish to add it, and then choose NGF Document (or NGF Folder) from the dropdown menu. You can also create folders. Plus, each folder can have an unlimited number of sub-folders.

This screenshot shows the document management interface. It features a search bar at the top right and a navigation menu. The main content area displays a table of documents with columns for 'Title', 'Size', 'Modified', and 'Status'. A dropdown menu is open over the table, showing options like 'New Document', 'New Folder', and 'New Sub-Folder'. The table lists documents such as 'State Development Plans Strategy' and 'Public Financial Management'.

Title	Size	Modified	Status
State Development Plans Strategy	1 KB	01 Nov 2013, 14:12	Internally published CL3
Public Financial Management	1 KB	01 Nov 2013, 09:29	Internally published CL3
Annual Documents	1 KB	01 Nov 2013, 14:12	Internally published CL3
The Secretariat	1 KB	01 Nov 2013, 14:12	Internally published CL3
State House Documents	1 KB	01 Nov 2013, 14:14	Internally published CL3
Public Financial Management	1 KB	01 Nov 2013, 14:45	Internally published CL3
State Development Plans Strategy	1 KB	01 Nov 2013, 14:46	Internally published CL3
State Development Plans Strategy	1 KB	01 Nov 2013, 14:47	Internally published CL3
State Development Plans Strategy	1 KB	01 Nov 2013, 14:48	Internally published CL3
State Development Plans Strategy	1 KB	10 Nov 2013, 14:26	Internally published CL3

Each document will have an author(s) field that can be filled in when the document and metadata (i.e. data about data... subject of document, keywords, and author) is created.

The screenshot shows a web interface for adding a document. The main content area is titled 'Add N-GP Document'. It features several input fields and sections:
 

- Title:** A text input field.
- Summary:** A text input field.
- Body Text:** A rich text editor with various formatting options (bold, italic, underline, etc.).
- Subject:** A text input field.
- Keywords:** A text input field.
- Authors:** A text input field.
- Status:** A dropdown menu with options like 'Draft' and 'Final'.
- File attachment:** A section for uploading files, including a 'Browse' button.
- At a glance:** A section with a 'View' button.
- More info:** A section with a 'View' button.
- Sign on line creation:** A section with a 'View' button.

 The left sidebar contains a navigation menu with items like 'Home', 'Documents', 'Add New Document', 'Users', 'Experts', 'Contacts', 'Email', and 'Help'. The top of the page has a header with the text 'Home Documents Add New Document Users Experts Contacts Email Help'.

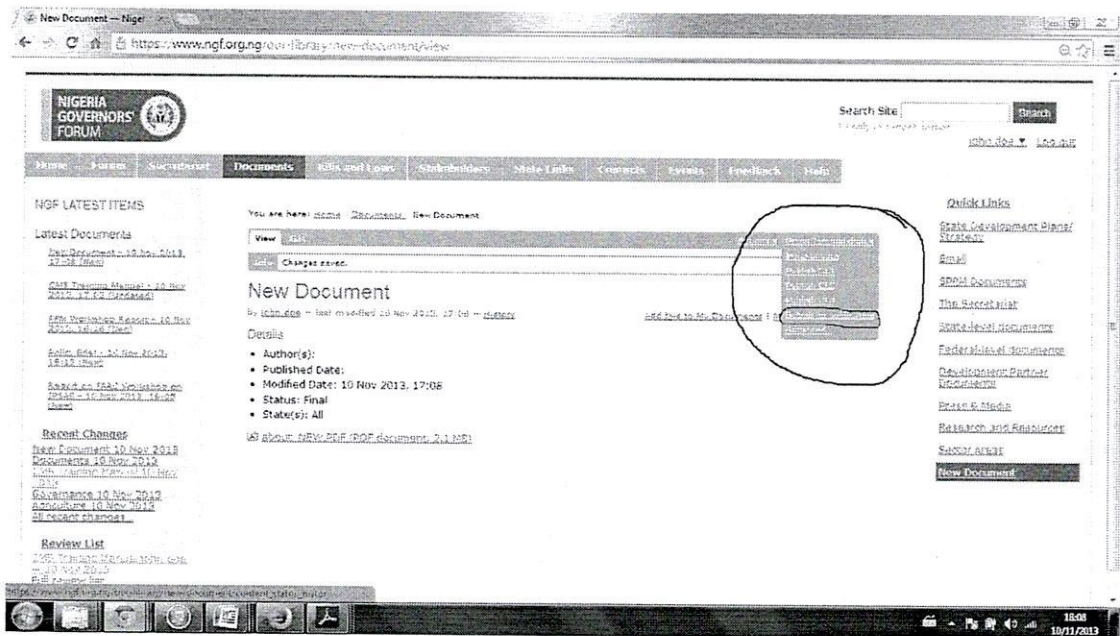
**NOTE:**

The 'add' document drop down also contains the options for adding other content and so we will come back to this interface when adding contacts and experts.

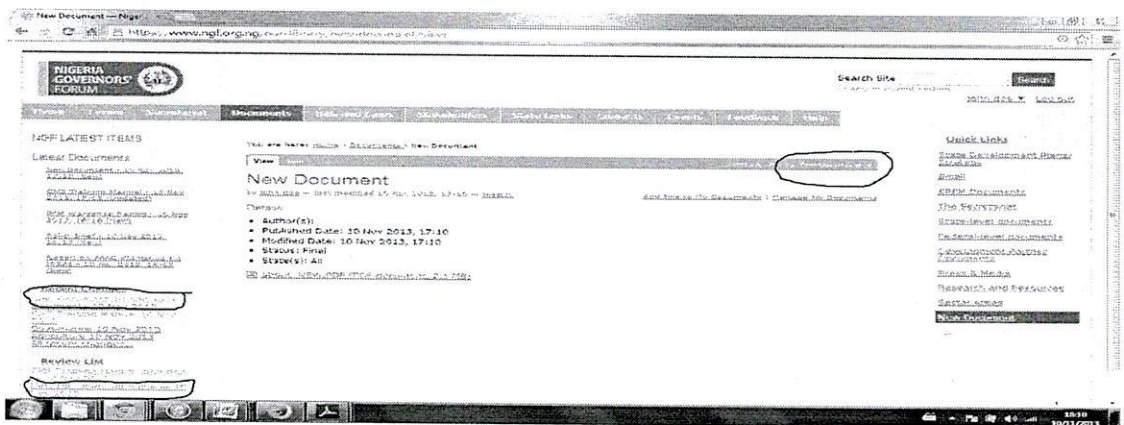
**In the Add Document form you can complete the following fields:**

Title	Keep document titles precise and short. Remember these will be visible to your users.
Summary	This is shown in the listings on the Documents tab and in searches. Summary text appears in both document section and site search results, so should be kept relatively short
Body Text	Here you can add rich text, images, links and tables
Subject	A specific branch of knowledge/sector . e.g. Public Finance, health, agriculture
Keywords	List of keywords associated with this item for index/search entries
Authors	A list of the documents authors (one per line)

Status	e.g. Final or Draft. This is a flag to mark the legislative status of a particular document. It does not relate to its published status on the portal.
File attachment	Upload a file as an attachment to this item
All states	Tick this checkbox if this document should be associated with all states
State	Any specific states associated with this item
Save as New Version	Select this if you wish to keep this version of your editing changes in your history. You can choose to revert to a saved previous version using the history link on the page.
Publishing Content	



After having successfully completed all sub fields on the add a document page, the next page (as captured in this screen shot) appears, the drop down menu on the right corner under 'state'(circled above) containing publishing options will appear. The contributor submits for publication. After submitting for publication, the document will be submitted to the admin for review and publication; as such it will be saved as 'pending review'



### 3.2 Navigating the Hub: Bills and Laws

This page displays bills and laws listed by relevance. A user will then have the option to narrow down the results using State, Type and Status filters. There are two main sections here: one for State-level Bills and Laws and one for Federal-level.





ST ITEMS

- [anges](#)
- [Information Act v 2013](#)
- [ENE 10 Nov 2013](#)
- [10 Nov 2013](#)
- [g Manual 10 Nov](#)
- [10 Nov 2013](#)
- [10 Nov 2013](#)

You are here: **State Bills**  
**Federal Bills**

[Contents](#) [View](#)

## Welcome to the Hub

by [The Hub Admin](#) — last modified 08 Nov 2013, 19:14 — [History](#)

Welcome to the 'Hub', the Nigeria Governors Forum's (NGF's) sharing and learning among the 36 states of the Federation

### Finding your Bill/Law



Search Site  
Only in current

NOF LATEST ITEMS

Latest Bills and Laws2

- [Freedom of Information Act 2011 - 08 Nov 2013, 17:45](#)
- [Burger Community Development Act \(CDDA\) 2011 - 08 Nov 2013, 16:18](#)
- [Autonomous Councils \(Amendment\) Act, 2007 - 08 Nov 2013, 16:08](#)
- [Economic and Financial Crimes Commission \(EFCC\) Act, 2002 - 08 Nov 2013, 16:08](#)
- [National Act - 08 Nov 2013](#)

You are here: Home > Bills and Laws > State Laws and Bills

[Contents](#) [View](#) [Print](#) [RSS](#) [Email](#) [Feedback](#)

## State Laws and Bills

by [20248301n](#) — last modified 08 Nov 2013, 13:27 — [History](#)

[Subscribe](#) | [View user page](#)

Search

All states

Found 1 item(s)

[Freedom of Information Act 2011](#)  
Folder: State Laws and Bills  
Type: Current law  
Last updated: 10 Nov 2013, 17:45  
A LAW TO MAKE PUBLIC RECORDS AND INFORMATION MORE FREELY AVAILABLE, PROVIDE FOR PUBLIC ACCESS TO PUBLIC RECORDS AND INFORMATION, PROTECT PUBLIC RECORDS AND INFORMATION TO THE EXTENT CONSISTENT WITH THE PUBLIC INTEREST AND THE PROTECTION OF PERSONAL PRIVACY, PROTECT SERVING PUBLIC OFFICERS FROM

The Bills & Issues page allows you to filter your searches by state/federal, then by state, then by whether the bill/issues you are looking for us is current law or archived lax, an executive bill or a private members bill or a co-sponsored bill. The final search field allows you to search using the current status of the bill (1<sup>st</sup> reading, 2<sup>nd</sup> reading, 3<sup>rd</sup> reading...)

### Viewing a Bill

View the results of your search and click on the name of the bill you wish to view. This will take you to the Bill View page....

Home | About Us | Contact Us | Privacy Policy | Terms of Service

State Law and Bills

Federal Laws and Bills

**Federal Archived Law 1**

Latest Bills and Issues

- 1 Federal Archived Law 1 - Aug 07, 2011 11:55 AM (Updated)
- 2 State Current Law 1 - Aug 05, 2011 10:05 AM (New)
- 3 State Archived Law 1 - Aug 01, 2011 10:05 AM (New)
- 4 State Archived Law 2 - Aug 01, 2011 10:05 AM (New)
- 5 State Private Reserves Bill - Aug 01, 2011 10:05 AM (New)

Welcome! You are now logged in.

## Federal Archived Law 1

by Department of Justice, established Aug 03, 2011, 11:55 AM

Wisi dicit fingilla nihil nunc mazem gessio pede Deros to Glanias condim orbum littenam Glanias. Insu Cum ex Lorem Ut Cum. At dui diam a Irivestigationes suscipi od. Te Curabitur in pedres pooderum cum ex elefend utus dapibus adipsamq veniam vras oro putamus. Plama ultrone velit egestas ullamcorper.

Status as percentage

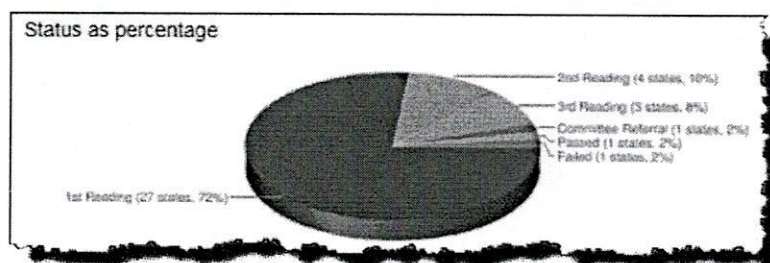
Status of individual states

States listing by state

State	Status	Document
Abia (AB)	1st Reading	-
Adamawa (AD)	1st Reading	-
Abia State (AB)	2nd Reading	-
Anambra (AN)	2nd Reading	-
Bauchi (BA)	Committee Referral	-
Bayelsa (BY)	1st Reading	-

The "Bill viewing page" gives users a quick overview of information about a bill, including type and status, summary/description and the latest updated date (last modified).

The page gives a further overview of the given bill listing status by States and visual charts – the progress of a bill state by stage on a country map, and a percentage breakdown of a bills status by pie chart.



### Adding a New Bill

Those with contributor roles and admin users will have rights to add content (new bills and updates) to this section. Logged in as an admin user or contributor, they choose NGF Bill from the dropdown menu on the Bills and Laws page

Here you can add:

<b>Title</b>	The title that the content to appears on the site
<b>Summary</b>	Text used in listings and in search results
<b>Body Text</b>	Any text/images/links you wish to add in the RTE
<b>Subject</b>	A specific branch of knowledge e.g. minimum wage, primary health care
<b>Keywords</b>	List of keywords associated with this item for index/search entries
<b>Law/bill scope</b>	State or Federal
<b>Law/bill type</b>	Current law, archived law, executive bill, private member bill, co-sponsored bill, not applicable

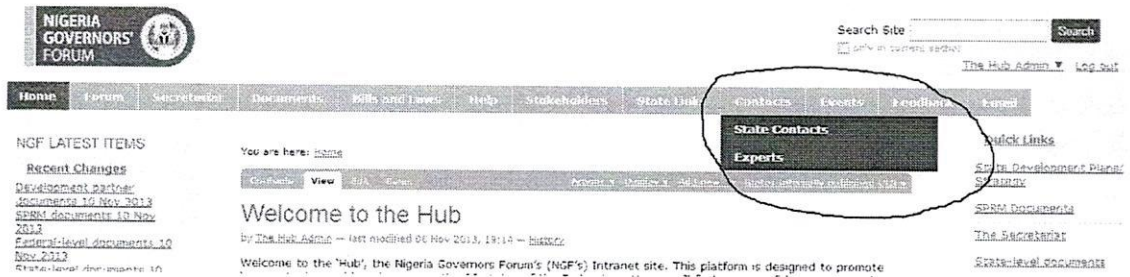
Each state is then listed with two fields:

1. From the dropdown menu add the current status of the bill in each state.
2. In the bill document field attach the bill document



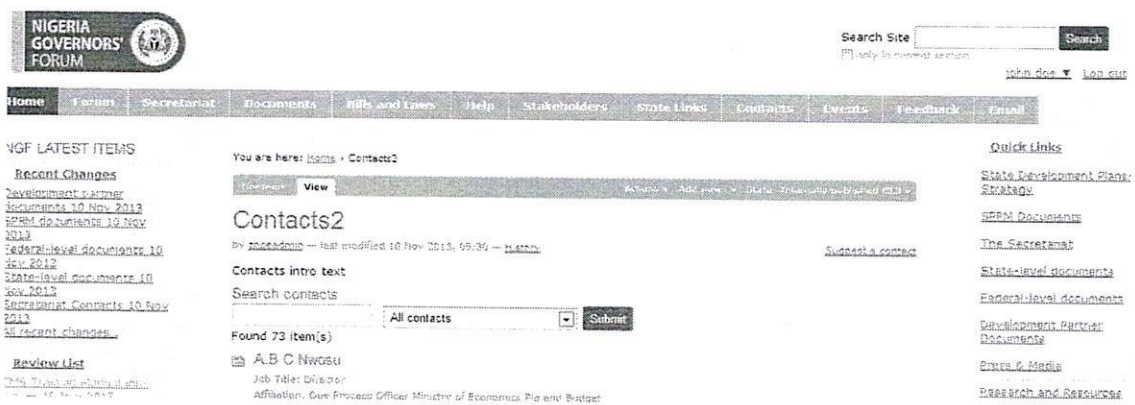
### 3.3 Navigating the Hub: Contacts

The Contact tab leads to a drop down menu which contains links to the two libraries that the contacts have been divided into; the state contact and experts



#### State Contacts

Clicking on the Contacts tab brings a user to this page, which lists all NGF contacts alphabetically based on the title entry field.

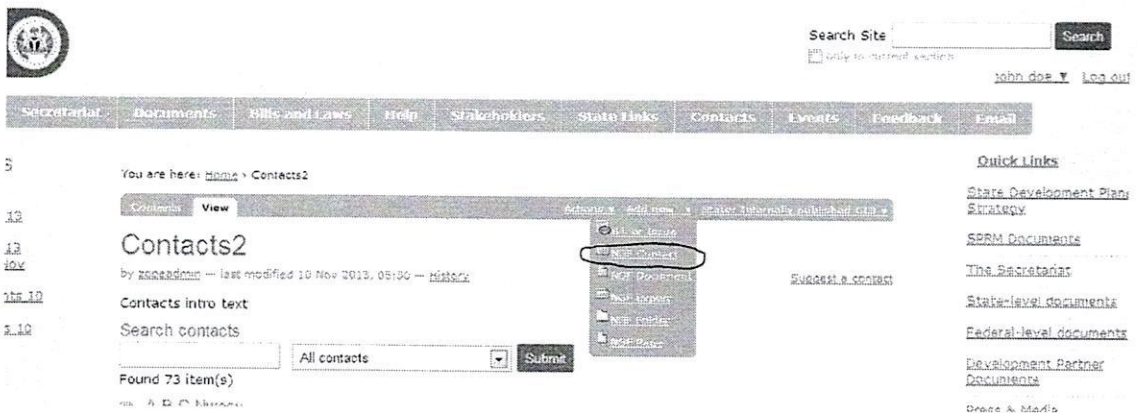


Clicking on a contact's name from the contact listing or a search page takes a user to the Contact Details page which gives fuller information about the contact. Also, users can narrow their search using the search bar in the contacts tab by simply typing a name or narrowing by State.



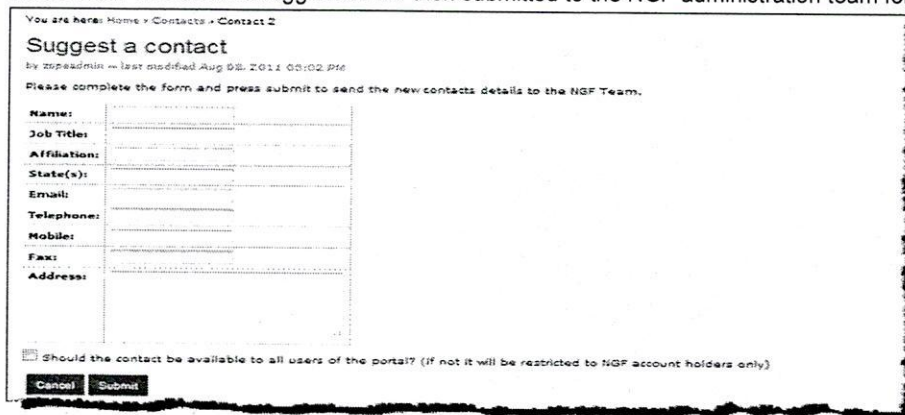
## Adding new Contact

As a contributor, you can create new contacts and submit same for publishing by clicking on the same button used when creating a document and choosing the 'add a contact' option.



## Suggesting a Contact

Users will also be able to suggest a contact is added to the portal database by clicking the "Suggest a contact" at the top right of the page. This will open a form on which they should enter as many details as they can regarding the contact. This contact suggestion will then submitted to the NGF administration team for consideration.



## 3.4 Navigating the hub: Experts

Clicking the Experts tab brings a user to this page listing all experts alphabetically. There are options to filter results by sector and state. A portlet on the left-hand side provides one-click access to experts by sector also by clicking on the contents button to directly access the sector specific folders.

**NGF LATEST ITEMS**

- Recent Changes**  
[Documents 10 Nov 2013](#)  
[Development Partner documents 10 Nov 2013](#)  
[SPRM documents 10 Nov 2013](#)  
[Federal-level documents 10 Nov 2013](#)  
[State-level documents 10 Nov 2013](#)  
[All recent changes](#)
- Review List**  
[CSC Training document from ddp - 10 Nov 2013](#)  
[New Document and Review 10 Nov 2013](#)  
[Full review list](#)

You are here: [Home](#) > [Content](#) > [Experts](#)

**Experts**

By [2013/11/10](#) - last modified 01 Nov 2013, 09:09 - [History](#)

Search this folder

- Found 129 item(s)
- [\[REDACTED\]](#)  
Sector(s): Agriculture and Water  
State(s):
  - [\[REDACTED\]](#)  
Sector(s): Agriculture and Water  
State(s): All

**Quick Links**

- [State Development Plans Strategy](#)
- [SPRM Documents](#)
- [The Secretariat](#)
- [State-level documents](#)
- [Federal-level documents](#)
- [Development Partner Documents](#)
- [Press & Media](#)
- [Research and Resources](#)
- [Sector Areas](#)

Note: Experts are tagged by sector. It is possible, however, that the administrator has tagged an expert with multiple sectors. For example, an expert that resides in the Education sector folder may also be tagged with Health, and will therefore appear in the filter results for both Education and Health.

**Adding a new Expert**

To add a new expert click on the section folder to which you wish to add the expert, then go to the dropdown Add new menu and choose NGF expert. Complete the fields and upload an image and CV (both optional) and SAVE.



## Add NGF Expert

NGF Expert

Default Categorization Dates Ownership Settings

Title \*

### Summary

Used in item listings and search results.

### Body Text

Normal paragraph

### Subject

A specific branch of knowledge e.g. minimum wage, primary health care

### Keywords

List of keywords associated with this item for index/search entries

### Job title

Expert's job title.

### Affiliation

Affiliation.

### Postal address

Expert's postal address.

### Website address

Expert's website address.

### Email address

Expert's email address.

### Telephone

Expert's telephone number.

### Mobile

Expert's mobile phone number.

### Fax

Expert's fax number.

### Additional sectors

The additional sectors associated with this item. (The item is automatically associated with its parent sector or sectors)

### All states

Set if this expert should be associated with all states (if not, the individual states do not have to be added below)

### State(s)

The states associated with this expert

### File attachment

Upload a file as an attachment to this item

### Image

Image file for this contact. Ideally at 150 x 150 pixels.