Overview

URDT IMS is a comprehensive system designed to enable users at various levels—super users, administrators, trainers, and trainees—to perform specific tasks. Its core functionality includes user profile management, enrollment, training course management, approvals, reporting, and data analytics. The system provides both tabular data and visual representations such as dashboards and graphs to enhance understanding and support decision-making.

User Roles and Permissions

Super User

- Highest level of access.
- Overarching dashboard view covering:
  - Academic years, courses, cohorts, trainers, trainees, and staff.
- Manage all user accounts.
- Assign or modify roles (e.g., trainers, staff, trainees).
- Create and manage:
  - Academic years (e.g., Phase 1 with cohorts 1–12, Phase 2 with cohorts 13–24).
  - Sectors and sector leads with access to sector-specific data.
  - Occupations/trades, staff, trainers, and trainees.

Administrative-Level Users

Super Admins, Admins, and Sub-Admins

- Includes organizational leaders like the Principal, Academic Registrar, Communications Officer, and M&E Officer.
- Approve or reject activity plans, requisitions, and other forms.
- Create reports and upload/download documents.
- Access data relevant to their region or department.

Epicenter Managers

- Handle district-level administrative tasks.
- Enroll trainees and maintain operational data.
- Access statistics and trainee lists for their district or settlement.

Trainers (Artisans/Agribusiness Practitioners)

- Manage assigned trainees and training sessions.
- Enroll trainees into courses or programs (if permitted).
- Monitor and update trainee data, such as employment status or progress.
- Limited administrative rights with a focus on training-related data.

Trainees (Students)

- Profiles include demographic information (e.g., gender, nationality, refugee status).
- System tracks enrollment, attendance, completion, and assessments.
- Limited interaction with the system, primarily for updating phone contacts and employment status.

Core Functional Areas

1. User and Profile Management

- Manage profiles for trainees, trainers, Epicenter managers, and sector leads.
- Store detailed user information (e.g., nationality, gender, income levels).
- Automatic user classification based on roles and entered data.

2. Enrollment and Academic Structures

- Define academic years, cohorts, and training sessions.
- Assign trainees to trainers and occupations.
- Track enrollment statuses (e.g., enrolled, completed, dropped out).
- Create training cycles and link trainees to trainers accordingly.

3. Data Input and Forms

- Activity Reports:
  - Filled by Epicenter managers, sector leads, and admins.
  - Reviewed and approved by designated approvers (e.g., Project Manager, Principal, Directors).
  - Integrated with STC and requisition forms for seamless reporting.
- Trainee Application Forms:
  - Capture demographic and initial employment/income status details.
- Requisitions:
  - Approval statuses: Pending, Approved (green), Rejected (red).
  - Accessible post-approval for download and reference.
- STC Elements:
  - Budget creation and requisition linked to activity reports.
  - Generates comprehensive documents for the finance department.

4. Reporting and Analytics

- Dashboards with key statistics:
- Enrollment by program, gender, disability, and refugee/national demographics.
- Training outcomes, completion rates, and progress.
- Drill-down filters by district, cohort, or other categories.
- Data export/import for analysis and bulk updates.
- Graphics, charts, and infographics for quick insights.

5. Workflows and Approvals

- Approval workflows for activity reports, requisitions, and other documents.
- Approvers can leave comments and request changes.
- Final approvals stored for reference.

6. Document and Library Management

- Upload and store various documents (e.g., guidelines, manuals).
- Approved documents accessible by relevant roles (e.g., trainees, trainers).

7. Logging and Auditing

- Track user activities (logins, data changes, deletions).
- Support for periodic data backups to prevent loss or malicious activity.

8. Progress Tracking and Assessments

- Monitor trainee progress, assessment completion, and certification criteria.
- Generate:
  - Graduation lists for trainees assessed by DIT.
  - General lists of trainees, showing completion status.
- Sector leads and Epicenter managers manage data within their scope.

9. Data Handling and User Experience

- Track trainees' income before and after training for impact assessments.
- Present incremental changes through graphical dashboards.
- Simplified data entry using dropdowns, checkboxes, and radio buttons.
- Features for bulk data management, filtering, and sorting for large datasets.

Collaboration and Comments

- Comment features for trainers and trainees to discuss progress.
- Export and re-import functionalities for bulk updates.
- Clearly defined mandatory fields ensure data consistency.

Dashboard Functionality

- Phase-Specific Dashboards:
  - The dashboard for Phase 1 displays statistics exclusively for Cohorts 1–12.
  - Transitioning to Phase 2 resets the statistics count, starting from zero for Cohorts 13–24.
  - Each phase is treated independently to ensure clarity in data analysis and reporting.

System Flexibility

- Creating Additional Phases:
- The system allows for the creation of new phases as needed, ensuring scalability for future cohorts.
- Sector and Occupation Management:
- Administrators can:
  - Add new sectors.
  - Edit existing occupations/trades to reflect changes in training or program requirements.