

User Guide: Administrator

Summary

1/ Presentation of the tool	3
2/ Role of the administrator	3
3/ Log in	3
3.1/ as administrator	3
3.2/ Creating a new account other than administrator or supervisor	4
4/ The menu in general.....	4
5/ Predefined Roles	5
5.1/ Administrator roles.....	5
5.2/ the roles of supervisors Director, Legislator, Principal	5
5.3/ the Company role	5
5.4/ the Graduate role	5
5.5/ the Establishment role.....	6
6/ Editing, consultation, deletion and search tools.....	6
6.1/ Tables presented in the form of a listing	6
6.2/ Actions on entities.....	6
6.3/ The entity search engine.....	6
7/ Setting tables	7
7.1/ Geographic data tables.....	7
7.1.1/ The country table.....	7
7.1.2/ The table of regions	7
7.1.2/ The table of prefectures.....	7
7.1.3/ The cities table.....	8
7.1.4/ The currency table	8
7.2/ Business data tables	8
7.2.1/ The table of sectors of activity	8
7.2.2/ The table of professions / sectors	9
7.2.3/ The table of employment contracts	9
7.2.4/ The table of legal statuses.....	9

7.2.5/ The diploma table	10
8/ The profiles of the actors.....	10
8.1/ Company profiles.....	10
8.2/ Graduate profiles.....	11
8.3/ Establishment profiles	12
9/ Questionnaires intended for actors	13
9.1/Questionnaires intended for businesses	13
9.2/ Questionnaires intended for graduates.....	14
9.2.1/ Graduate employment survey.....	14
9.2.2/ Job-seeking graduate integration survey.....	15
9.2.3/ Graduate entrepreneur integration survey.....	16
10/ The dashboard: statistics	16
10.1/ business statistics	17
10.2/ statistics on graduates	17
10.3/ Cleaning of users, job offers and geo-located coordinates	21
10.3.1/ User cleaning	21
10.3.2/ Cleaning job offers	21
10.3.3/ Cleaning and searching for geolocation coordinates.....	22
10.4/ Activity monitoring	22
11/ The geolocation module	23
12/ Database configuration commands from a terminal:	24
13/ The options of the .env configuration file:	24
14/ Installation of inserjeune on the web server:	25
15/ Personalization of the Inserjeune application:	25

1/ Presentation of the tool

This application aims to promote the integration of young graduates into the world of work.
By participating, you contribute to improving the image of vocational training and the implementation of tools to measure the integration of young graduates of technical education and vocational training.

By creating your own account, whether you are a company, a graduate student or a training establishment, all you need to do is fill in your profile and answer the questionnaire that will be offered to you to access tools that promote exchanges and the location of your interests in depending on your region and your activities.

2/ Role of the administrator

Analyze the results

Via the dashboard to view statistics

Via Geo-Location to access Google Maps and interactively view the number and position of Graduates, Companies and Establishments

Manage users:

- Add/remove administrators and supervisors
- Edit/delete Graduates, Companies and Establishments
- Save data state (Database and stored images)

Manage predefined choice lists to guide responses to questionnaires

Countries, Regions, Cities, Currencies

Sectors of activity, Sectors/Professions, Types of employment contracts, Legal statuses

Manage surveys to refine results, manage entry errors, assist investigators and respondents.

Delete / Edit

Clean up job postings and the job response log

Delete / Edit

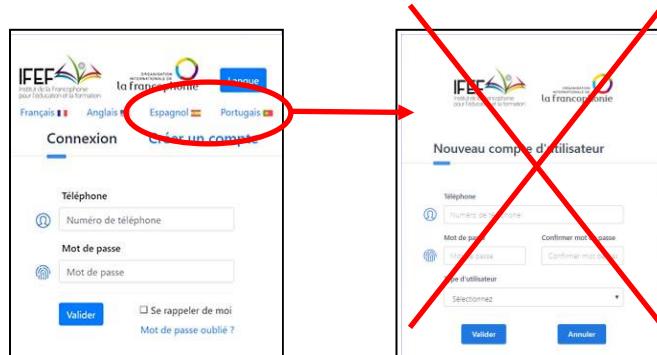
3/ Log in

3.1/ as administrator

On the internet browser of your choice, go to the following address:<https://inserjeune.francophonie.org/>

The application's connection interface allows you to connect from a telephone number, the country code is required (for example +22177777777).

The profile of the connected person is recognized by the system, the application environment will be adapted. Creating an account with administrator rights is done directly in the application in the Users menu.



3.2/ Creating a new account other than administrator or supervisor

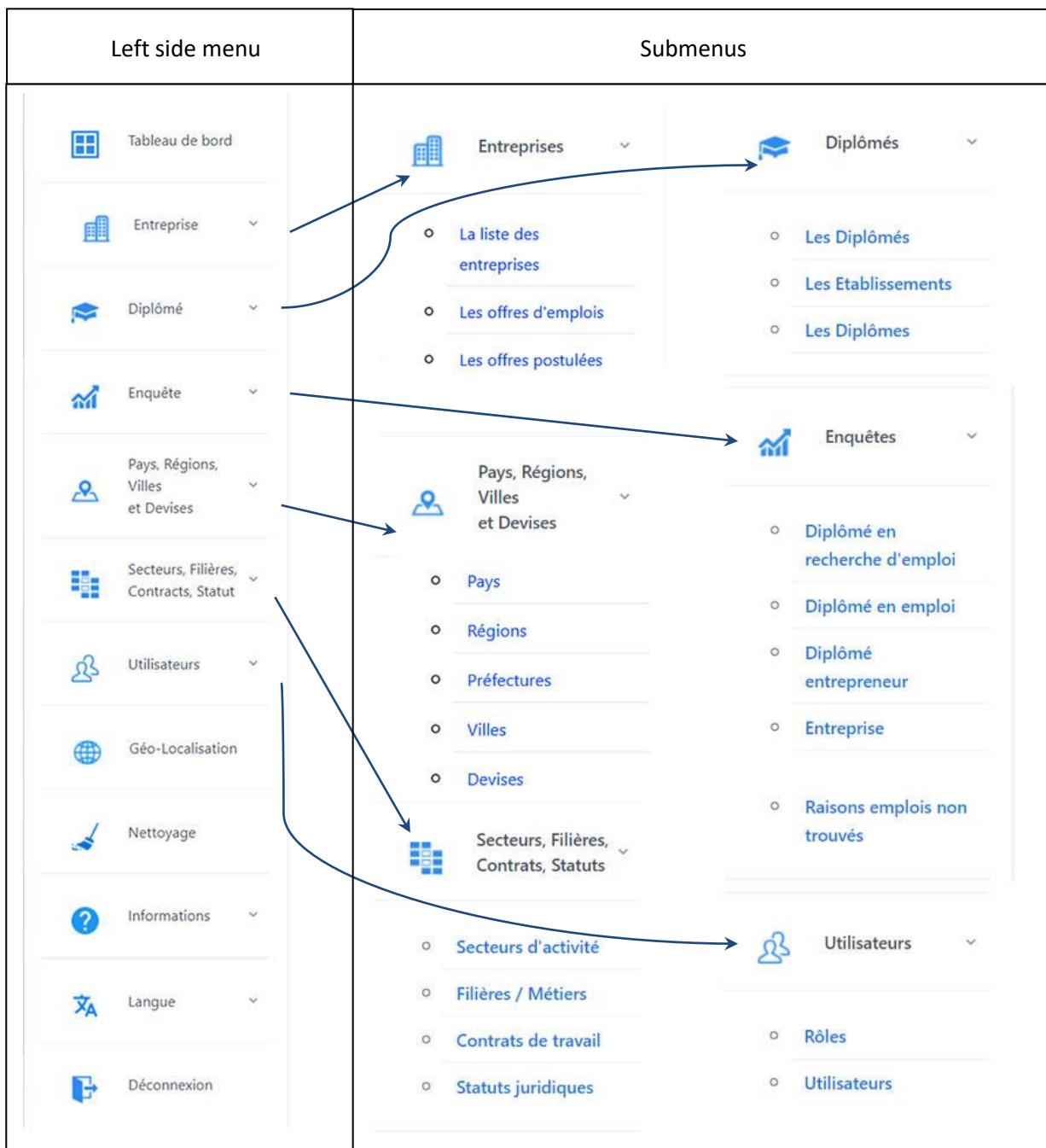
The first screenshot shows the login page with a red circle around the 'Créer un compte' button. The second screenshot shows the 'Nouveau compte d'utilisateur' form with a red circle around the 'Type d'utilisateur' dropdown menu.

The phone number is the entry point to the application. It must be in the format:
+indPaysNumber
Example: +221777577777

Choose the type of actor, Company,
Establishment or Graduate

4/ The menu in general

Below, details of all access to the tools via the menus



5/ Predefined Roles

The roles are fixed in the application, there are 5 different ones

5.1/ Administrator roles

The Admin role (**Super Administrator**) gives the right to configuration,

- to editing and modification:
 - of all the parameterization tables (see chapter 7)
 - profiles of the actors (Graduates, Companies and Establishments)
 - Surveys from stakeholders
- access to geolocation tools and statistics
- managing user accounts
 - editing/deleting actors
 - creation/editing/deleting other administrators
 - creating/editing/deleting supervisors (read rights only)

There are several levels of administration:

- Country Admin (Administrator of a single Country or Province)**specific DBTA**
- Admin Regions (Administrator of one or more regions)
- Admin Cities (Administrator of one or more cities)

5.2/ the roles of Supervisors Director, Legislator, Principal

This role allows a decision maker to

- view statistics
- list establishments, companies and graduates
- view each of the establishment, company and graduate profiles
- view published job offers and log responses to offers
- access the geolocation tool

There are several levels of supervisors:

- Directors (Supervisor of all Countries or Provinces)**specific DBTA**
- Legislator (Supervisor of a single Country or Province)
- Principal (Director of a training establishment)

5.3/ the Company role

This role is reserved for companies and gives them the right to:

- create and edit their own profile
- modify the current survey if less than 1 month old or otherwise create a new one.
- publish job offers and view responses to these offers
- ~~broadcast advertisements~~ (planned in next version of the tool)
- use the geo-location tool allowing them to search for establishments or businesses based on the chosen geographic area as well as the desired profession or sector of activity.
- View company statistics

5.4/ the Graduate role

This role is reserved for graduates and gives them the right to:

- create and edit their own profile
- modify the current investigation if less than 1 month old and if their professional situation has not changed or otherwise create a new one.
- view job offers and respond to them
- use the geo-location tool allowing them to search for establishments or businesses based on the chosen geographic area as well as the desired profession or sector of activity.

5.5/ the Establishment role

This role is reserved for training establishments and gives them the right to:

- create and edit their own profile
- view job offers
- use the geo-location tool allowing them to search for establishments or businesses based on the chosen geographic area as well as the desired profession or sector of activity.
- View statistics about the establishment
- Enroll their learners and partners (creation of accounts)
- Administer and monitor the professional integration of their graduates
- Administer their partners (company – establishment network)

6/ Editing, consultation, deletion and search tools

6.1/ Tables presented in the form of a listing

Each list is presented in table form allowing you to sort, search and manage data

Table générique

ACTIONS	ID	champ1	champ2	champ3
	1	valeur11	valeur12	valeur13
	2	valeur21	valeur22	valeur23

Affichage de l'élément 1 à 2 sur N éléments

Précédent 1 2 N Suivant

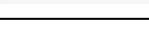
6.2/ Actions on entities

Add an entity (at the end of the table) →

+ Ajouter un pays

Edit, view, delete entity

ACTIONS



Export

→ **Export Csv** **Export Excel** **Export Print** **Export Pdf**

6.3/ The entity search engine

Search across all entities and their parameters

→ Rechercher :

7/ Setting tables

7.1/ Geographic data tables

3 linked tables to find a city, a region in the selected country.

If the country is valid, the statistics results will be visible in the dashboard.

These tables are created by the application administrator, the statistics results are broadcast only from these cities and regions.

The other cities, street and number, locality are useful for the precision of the calculation of the geographical coordinates of Google Maps. The other cities are stored and can be added to the city table after approval by the application administrator.

7.1.1/ The country table

A country must include a national currency and a telephone code and a number of telephone digits

Country Table							
ACTIONS	ID	NOM	CODE ISO 3	DEVISE	IND TÉL.	NB DIGIT TÉL.	VALIDE
	1	Sénégal	SEN	FRANC CFA	221	9	X
	2	Togo	TGO	FRANC CFA	228	8	X
	3	Mali	MAL	FRANC CFA	223	8	X
	4	Côte d'Ivoire	CIV	FRANC CFA	225	8	
	5	Madagascar	MAD	ARIARY MALGACHE	261	9	X
	6	Bénin	BEN	FRANC CFA	229	0	
	7	Gabon	GAB	FRANC CFA	241	8	X
	8	RDC	RDC	FRANC CONGOLAIS	243	9	X
	9	Tchad	TCH	FRANC CFA	235	0	
	10	Niger	NIG	FRANC CFA	234	8	X

7.1.2/ The table of regions

The region must be linked to a country in the Country table

Please note, In Province/Country/Cities mode, this table becomes the COUNTRY table

Region Table							
ACTIONS	ID	NAME	PAYS				
	15	Bouenza	Congo Brazzaville				
	22	Brazzaville	Congo Brazzaville				
	36	Bujumbura	Burundi				
	26	Cuvette	Congo Brazzaville				
	25	Cuvette-Ouest	Congo Brazzaville				
	1	Dakar	Sénégal				
	6	Diourbel	Sénégal				
	27	Estuaire	Gabon				
	8	Fatick	Sénégal				
	28	Haut-Ogooué	Gabon				

7.1.2/ The table of prefectures

The prefecture is optional and must be linked to a country in the Region table

Prefecture Table							
ACTIONS	ID	NAME	PAYS				
	15	Bouenza	Congo Brazzaville				
	22	Brazzaville	Congo Brazzaville				
	36	Bujumbura	Burundi				
	26	Cuvette	Congo Brazzaville				
	25	Cuvette-Ouest	Congo Brazzaville				
	1	Dakar	Sénégal				
	6	Diourbel	Sénégal				
	27	Estuaire	Gabon				
	8	Fatick	Sénégal				
	28	Haut-Ogooué	Gabon				

7.1.3/ The cities table

The city must be linked to a region in the Region table or the Prefecture table

Liste des villes						
ACTIONS	ID	NOM	CAPITALE	RÉGION	PAYS	Ville
	1	Yoff-Mermoz	Non	Dakar	Sénégal	
	2	Dakar	Non	Dakar	Sénégal	
	3	Pikine	Non	Dakar	Sénégal	
	5	Thiès	Non	Thiès	Sénégal	
	6	Touba	Non	Diourbel	Sénégal	
	7	Goudiawaye	Non	Dakar	Sénégal	
	8	Kaoslack	Non	Kaoslack	Sénégal	
	9	Mbour	Non	Thiès	Sénégal	
	10	Saint-Louis	Non	Saint Louis	Sénégal	
	11	Rufisque	Non	Dakar	Sénégal	

7.1.4/ The currency table

The country must be linked to a currency

Name: field used in questionnaires and gives the monetary unit

Name Iso: generally identical to the symbol except for different alphabets

Liste des devises						
ACTIONS	ID	NOM	NOM ISO	NUM ISO	SYMBROLE ISO	Diédres
	1	Franc CFA	CFA	XAF	CFA	
	3	Ariary malgache	MGA	MGA	MGA	
	4	Franc congolais	CDF	CDF	CDF	
	5	Gourde	HTG	HTG	HTG	
	7	Dirham marocain	MAD	MAD	MAD	
	8	Dinar tunisien	TND	TND	TND	
	9	Escudo cap-verdien	CVE	CVE	CVE	
	10	Franc guinéen	GNF	GNF	GNF	
	10	Franc rwandais	RWF	RWF	RWF	
	11	Franc burundais	BIF	BIF	BIF	

Iso symbol: field used to view the results

Num Iso: This code is used for monetary exchanges

7.2/ Business data table

7.2.1/ The table of sectors

The professions/sectors are linked to this table

Liste des secteurs d'activité			
ACTIONS	ID	NOM	DESCRIPTION
	1	AGRICULTURE ET PECHE	AGRICULTURE ET PECHE
	2	ARTISANAT	ARTISANAT
	3	COMMUNICATION MULTIMEDIA	MULTIMEDIA
	4	CONSTRUCTION, BÂTIMENT ET TRAVAUX PUBLICS	CONSTRUCTION, BÂTIMENT ET TRAVAUX PUBLICS
	5	HÔTELIERIE - RESTAURATION - TOURISME	HÔTELIERIE - RESTAURATION - TOURISME
	6	PRODUCTION INDUSTRIELLE	INDUSTRIE
	7	MAINTENANCE INDUSTRIELLE	MAINTENANCE INDUSTRIELLE
	8	MAINTENANCE INFORMATIQUE	MAINTENANCE INFORMATIQUE
	9	MECANIQUE AUTO / MOTO / BATEAU	MECANIQUE AUTOMOBILE / MOTO / BATEAU
	10	SANTE	SANTE
	11	SERVICES A LA PERSONNE ET A LA COLLECTIVITE	SERVICES A LA PERSONNE ET A LA COLLECTIVITE
	12	SERVICES GESTION ET COMPTABILITE	SERVICES GESTION ET COMPTABILITE
	13	TRANSPORT ET LOGISTIQUE	TRANSPORT ET LOGISTIQUE
	14	AUTRES SERVICES TECHNIQUES	AUTRES SERVICES TECHNIQUES
	15	COMMERCE ET GRANDE DISTRIBUTION	COMMERCE ET GRANDE DISTRIBUTION

Affichage de l'élément 1 à 15 sur 15 éléments

Précédent 1 Suivant

7.2.2/ The table of professions / sectors

This table is
a
subcategory
of activity
sectors

Liste des filières / métiers			
ACTIONS	ID	NOM	SECTEUR D'ACTIVITÉ
	1	Exploitation forestière	AGRICULTURE ET PECHE
	2	Production animale / élevage	AGRICULTURE ET PECHE
	3	Agriculture / maraîchage	AGRICULTURE ET PECHE
	4	Aquaculture / pisciculture	AGRICULTURE ET PECHE
	5	Pêche	AGRICULTURE ET PECHE
	6	Transformation alimentaire	AGRICULTURE ET PECHE
	7	Bijouterie / joaillerie / orfèvrerie	ARTISANAT
	8	Boulangerie / pâtisserie	ARTISANAT
	9	Stylisme / modisme	ARTISANAT
	10	Cosmétique / esthétique	ARTISANAT

Affichage de l'élément 1 à 10 sur 55 éléments

Précédent 1 2 3 4 5 6 Suivant

7.2.3/ The table of employment contracts

Non-
exhaustive
table and
may differ
depending
on the
country

Contrats de travail			
ACTIONS	ID	NOM	DESCRIPTION
	1	Choisissez	
	2	CDI	contrat à durée indéterminée
	3	CDD	contrat à durée déterminée
	4	Journalier	
	5	Saisonnier	
	6	Apprenti	
	7	Autre	

Affichage de l'élément 1 à 7 sur 7 éléments

Précédent 1 Suivant

7.2.4/ The table of legal statuses

This table
may differ
depending
on the
country

Liste des statuts juridiques			
ACTIONS	ID	NOM	DESCRIPTION
	1	SA	Société Anonyme
	2	SARL	Société à responsabilité limitée
	3	Entreprise publique	Entreprise publique
	4	Entreprise étrangère	Succursale d'entreprise étrangère
	5	Institution publique	Institution publique
	6	Coopérative	Coopérative
	7	Organisme à but non lucratif	Organisme à but non lucratif
	8	Entreprise individuelle	Entreprise individuelle

Affichage de l'élément 1 à 8 sur 8 éléments

Précédent 1 Suivant

7.2.5 / The diploma table

This table may differ
depending on the
country

Liste des Diplômes					
ACTIONS	ID	INTITULÉ	MÉTIER	NIVEAU	DESCRIPTION
	1	Certificat d'Apprentissage (CA)		1	Certificat d'Apprentissage (CA)
	2	Certificat de Qualification Professionnelle (CQP)		1	Certificat de Qualification Professionnelle (CQP)
	3	Certificat d'Aptitude Professionnelle (CAP)		1	Certificat d'Aptitude Professionnelle (CAP)
	4	Brevet de Technicien (BT)		1	Brevet de Technicien (BT)
	5	Diplôme de Technicien (DT)		1	Diplôme de Technicien (DT)
	6	Baccalauréat Professionnel (Bac Pro)		1	Baccalauréat Professionnel (Bac Pro)
	7	Baccalauréat Technique (Bac Techno)		1	Baccalauréat Technique (Bac Techno)
	8	Brevet de Technicien Supérieur (BTS)		1	Brevet de Technicien Supérieur (BTS)
	9	Diplôme Universitaire Technologique (DUT)		1	Diplôme Universitaire Technologique (DUT)
	10	Licence Professionnelle (Lic Pro)		1	Licence Professionnelle (Lic Pro)

Affichage de l'élément 1 à 10 sur 12 éléments

Précédent 1 2 Suivant

8/ The profiles of the actors

The administrator cannot create an actor directly, they must be created by the company, the graduate or the establishment or through an investigator and imperatively through the account creation interface.

Access to each account must also be done from the login interface.

The administrator can, however, administer all the data created from the administration interface, edit and delete them.

Warning: Deleting a user will delete without return

- connection settings
- the profile or account of the actor associated with this user
- the questionnaires associated with this user

8.1/ Company profiles

Identité			
Nom de l'entreprise *	Url		
<input type="text" value="Nom"/>	<input type="text" value="Site Internet"/>		
This field is required.			
Adresse Email *	Tél. (Indicatif + N°) *		
<input type="text" value="+123123@domaine.extension"/>	<input type="text" value="+123123"/>		
Adresse			
Pays *	Région / Province *		
<input type="text"/>	<input type="text"/>		
This field is required.			
Ville (la plus proche) *	Autre ville		
<input type="text" value="Selectionnez la region"/>	<input type="text" value="autre ville"/>		
This field is required.			
N°	Rue	Localité	
<input type="text" value="Numéro adresse"/>	<input type="text" value="Rue"/>	<input type="text" value="Localité"/>	
Caractéristiques			
Secteur d'activité *	Statut juridique *		
<input type="text" value="Sélectionnez"/>	<input type="text" value="Sélectionnez"/>		
This field is required.			
Droit à la protection des données			
Cliquez sur OUI si vous acceptez de diffuser vos informations personnelles pour les statistiques			
<input checked="" type="radio"/> Non		<input type="radio"/> Oui	
informations du rgpd			
* : champ obligatoire			
Vous devez accepter le RGPD pour valider			

Status of the Form when it was created by the company

Improved statistics:

The administrator can modify all the fields, by adjusting the configuration tables, it is wise to rectify certain fields.

So for example if the “Other City” field has been filled in, and it has been added to the cities table, it becomes possible to select it in the “nearest city” field

The statistics will be more precise.

General Data Protection Regulation:

You must agree to share your personal data in order to create your profile. You can refuse it at any time and all of your data will disappear from the database (profile data as well as all questionnaires)

8.2 / Graduate profiles

Modification d'un diplômé [Retour à la liste](#)

Identité

Prénom * Nom *

Vous êtes * Date de naissance *

Adresse

Pays * Région / Province * Préfecture *

Ville (la plus proche) * Autre ville

Diaspora:

Non Oui

Pays de résidence
Sélectionnez votre pays de résidence

Adresse de Diaspora
Adresse de Diaspora

Latitude Longitude Mode manuel Auto

Coordonnées

Tél. de connexion (Indicatif pays + N°) * Autre Tél. (Indicatif pays + N°) * Email *

Téléphone de Connexion Autre Tél. (Indicatif + N°) Email@domaine.extension

Tél. portable d'un 1er parent * Tél. portable d'un 2nd parent

Téléphone d'un 1er parent Téléphone d'un 2nd parent

Situation professionnelle actuelle *

En recherche d'emploi

Qualification

Filtre par région Etablissement / Ecole *

Toutes Sélectionnez

N° Immatriculation Diplôme *

99153 Sélectionnez

Année Session diplôme * Mois Obtention diplôme *

Sélectionnez Sélectionnez

Secteur d'activité * Métier / Filière *

Sélectionnez Sélectionnez une filière

Droit à la protection des données

Cliquez sur NON si vous n'acceptez plus l'utilisation de vos données personnelles, vous supprimerez l'intégralité de votre compte

Non Oui

* : champ obligatoire
email conseillé pour répondre aux offres d'emploi
l'immatriculation est en vert si elle est validée par l'établissement

Informations relatives à la protection des données personnelles (PDP)

Valider

Status of the Form when it was created by the graduate

Graduate Qualification:

Professions, cities and diplomas can be adjusted by the administrator after enriching the settings tables.

If an establishment creates its profile after that of the graduate, the administrator can also adjust this questionnaire

The Diaspora address is mandatory if the checkbox is on YES

Geographic coordinates should be entered manually if possible, it is easy to find them with Google Maps

The establishment must be chosen from the defined list, if it does not appear, choose "Other" and manually enter its name.

Please note, you will not be part of the establishment's list of students until they have created their profile and you will then have to update yours.

The Registration Number turns green when the establishment validates it, it is then impossible for the graduate to modify it

Professional situation:

The professional situation is an essential element in the graduate's profile because it will direct the application to offer them 1 of the 3 professional integration questionnaires that corresponds to them.

(Looking for a job, Looking for a job and Unemployed are redirected to the same questionnaire)

General Data Protection Regulation:

You must agree to share your personal data in order to create your profile. You can refuse it at any time and all of your data will disappear from the database (profile data as well as all questionnaires)

8.3 / Establishment profiles

Identité

Type *	Nom *	Logo
<input type="text"/>	<input type="text"/>	<input type="text"/>

Description

<input type="text"/>

Adresse

Pays *	Région / Province *	Ville *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Numéro	Rue	Localité
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact

Tél. (Indicatif pays + N°) *	Email *
<input type="text"/>	<input type="text"/>

Certificats / diplômes proposés

plusieurs choix possibles (+ touche ctrl) *

<input type="checkbox"/> Certificat d'Apprentissage (CA)
<input type="checkbox"/> Certificat de Qualification Professionnelle (CQP)
<input type="checkbox"/> Certificat d'Aptitude Professionnelle (CAP)
<input type="checkbox"/> Brevet de Technicien (BT)
<input type="checkbox"/> Diplôme de Technicien (DT)
<input type="checkbox"/> Baccalauréat Professionnel (Bac Pro)

Offres de formation (1 secteur minimum et 4 maximum)

Secteur d'activité 1 *	Filières - plusieurs choix possibles (+ touche ctrl) *
<input type="text"/>	<input type="text"/>

Secteur d'activité 2	Filières - plusieurs choix possibles (+ touche ctrl)
<input type="text"/>	<input type="text"/>

Secteur d'activité 3	Filières - plusieurs choix possibles (+ touche ctrl)
<input type="text"/>	<input type="text"/>

Secteur d'activité 4	Filières - plusieurs choix possibles (+ touche ctrl)
<input type="text"/>	<input type="text"/>

Droit à la protection des données

Vous acceptez de diffuser vos informations personnelles pour les statistiques ?
Cliquez sur OUI si vous acceptez de diffuser vos informations personnelles pour les statistiques

Non <input checked="" type="radio"/>	Oui <input type="radio"/>
--------------------------------------	---------------------------

informations du rgpd

* : champ obligatoire

Vous devez accepter le RGPD pour valider

Status of the Form when it was created by the establishment

Target the training offers and diplomas offered:

The administrator can come here to refine the selection of training offers and diplomas offered.

It is necessary to obtain a match between graduate profiles and establishment profiles so that the statistics produce the best results.

General Data Protection Regulation:

You must agree to share your personal data in order to create your profile. You can refuse it at any time and all of your data will disappear from the database (profile data as well as all questionnaires)

Only the name of the establishment will be kept if it is already used by graduates

9/ Questionnaires intended for actors

9.1/Questionnaires intended for businesses

The satisfaction questionnaire must be completed by the company and is valid for 1 month. During this period, the company cannot create another one and it goes into editing mode and all fields can be modified..

Nouvelle Enquête de Satisfaction d'entreprise [Retour à la liste](#)

Combien de salariés employez-vous ? Combien d'apprentis employez-vous ? Combien de stagiaires employez-vous ?

Quels sont les secteurs d'activités de spécialisation de vos ouvriers ?
Sélectionnez le Domaine d'activité

Quels sont les métiers / domaines de spécialisation de vos ouvriers ?

Quels sont les secteurs d'activités de spécialisation de vos techniciens ?
Sélectionnez

Quels sont les métiers / domaines de spécialisation de vos techniciens ?

Youvez d'embaucher un ou des jeune(s) diplômé(s) en formation professionnelle et technique.
Etes-vous satisfaits de ses / leurs compétences ?

très insatisfaisant
 insatisfaisant
 satisfaisant : entre les deux
 bon
 excellent

Evaluez ses / leurs compétences sur une échelle de 1 à 5
1 = très insatisfaisant, 2 = insatisfaisant, 3 = satisfaisant, 4 = bon et 5 = excellent :

Savoirs Généraux	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Compétences techniques	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Communication, Hygiène, Sécurité & Environnement	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Autre compétence	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

Seriez-vous prêt à engager des diplômés ayant le même profil / cursus scolaire que celui / ceux que vous avez embauché(s) ?
Non Oui

En cas de lacunes, seriez-vous prêts à compléter la formation du ou des jeune(s) embauché(s) ?
Non Oui

Si oui, pour quelles compétences ?

Savoirs Généraux :	Non <input type="radio"/> Oui <input checked="" type="radio"/>
Compétences techniques :	Non <input type="radio"/> Oui <input checked="" type="radio"/>
Communication, Hygiène, Sécurité & Environnement :	Non <input type="radio"/> Oui <input checked="" type="radio"/>
Autre Compétence	Non <input type="radio"/> Oui <input checked="" type="radio"/>

Combien de personnes comptez-vous engager dans les 6 prochains mois ?

Ouvrier-e :	<input type="text" value="0"/>	Technicien-ne :	<input type="text" value="0"/>
Apprenti-e :	<input type="text" value="0"/>	Stagiaire :	<input type="text" value="0"/> 0 de 1 à 5 de 6 à 10 > 10

Valider

Status of the Form when it was created by the company

Workforce

Workers' professions

Technician professions

Satisfaction with latest hires

Assessment of skills of recent hires

Human investment

Training of young hires

Entering “Other skill” is automatically reflected from the name entered during the assessment

The 4 choices are identical for the 4 types of people involved

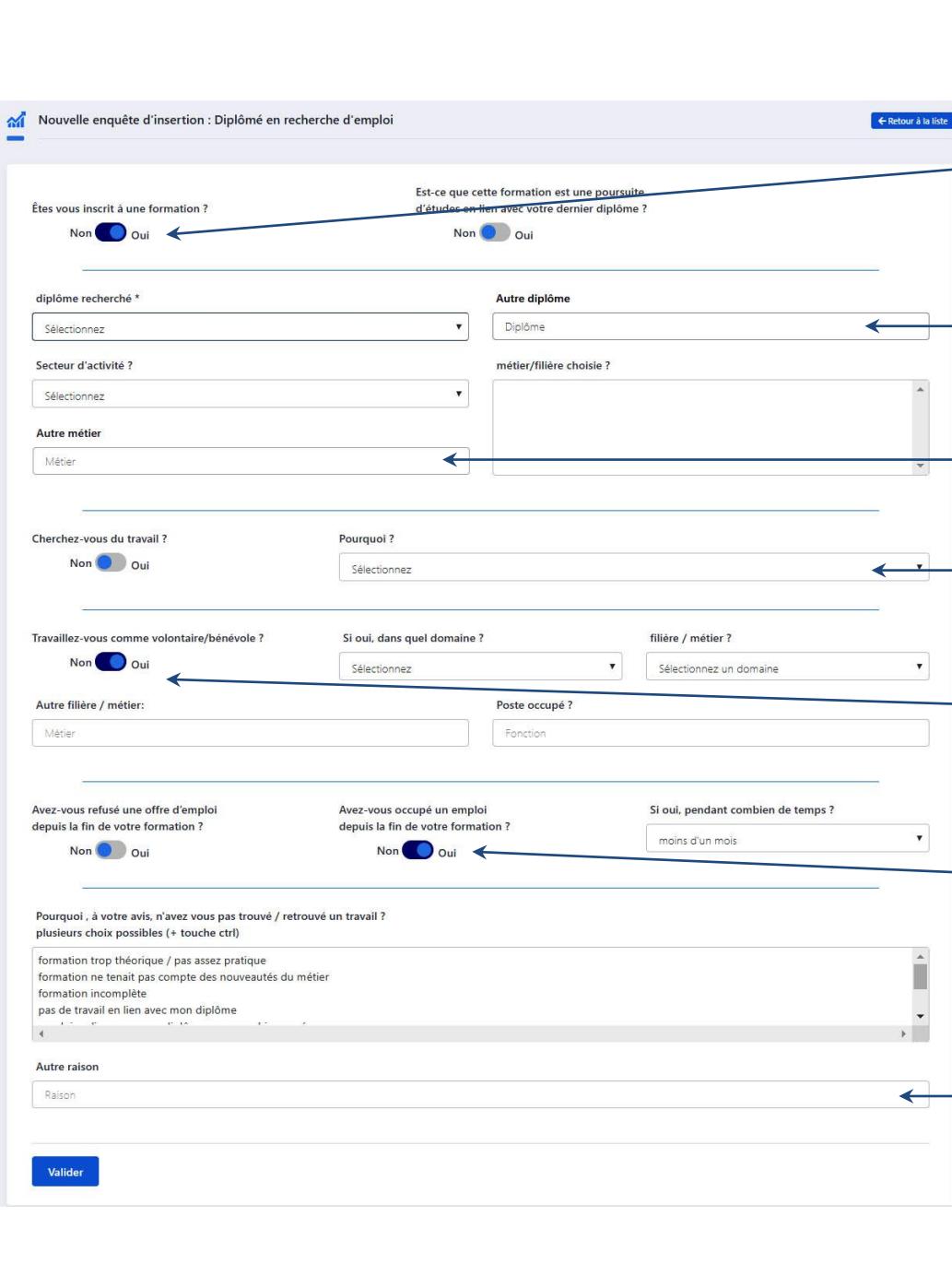
9.2/ Questionnaires intended for graduates

When entering the profile form, the graduate chosen from the list, their professional status

- The statute "Employed" redirects to the questionnaire «Graduate looking for a job»
- The statute "Entrepreneur" redirects to the questionnaire «Graduate entrepreneur»
- The statuses "Searching for a job", "In continuing Studies" And "Unemployed" redirects to the questionnaire «Unemployed graduate»

Sélectionnez
En emploi
Entrepreneur
En recherche d'emploi
En poursuite d'études
Sans emploi

9.2.1/ Graduate employment survey



Nouvelle enquête d'insertion : Diplômé en recherche d'emploi

← Retour à la liste

Est-ce que cette formation est une poursuite d'études en lien avec votre dernier diplôme ?

Non Oui

Autre diplôme

Diplôme

diplôme recherché *

Sélectionnez

Secteur d'activité ?

Sélectionnez

métier/filière choisie ?

Métier

Cherchez-vous du travail ?

Non Oui

Pourquoi ?

Sélectionnez

Travaillez-vous comme volontaire/bénévole ?

Non Oui

Si oui, dans quel domaine ?

Sélectionnez

filière / métier ?

Sélectionnez un domaine

Autre filière / métier:

Métier

Poste occupé ?

Fonction

Avez-vous refusé une offre d'emploi depuis la fin de votre formation ?

Non Oui

Avez-vous occupé un emploi depuis la fin de votre formation ?

Non Oui

Si oui, pendant combien de temps ?

moins d'un mois

Pourquoi, à votre avis, n'avez vous pas trouvé / retrouvé un travail ? plusieurs choix possibles (+ touche ctrl)

formation trop théorique / pas assez pratique
formation ne tenait pas compte des nouveautés du métier
formation incomplète
pas de travail en lien avec mon diplôme

Autre raison

Raison

Valider

Status of the Form when it was created by the employed graduate

Activates questions on the nature of the diploma and the profession of the training sought

Active only if "Other diploma" is selected in desired diploma

Active only if "Other profession" is selected in the chosen profession/sector

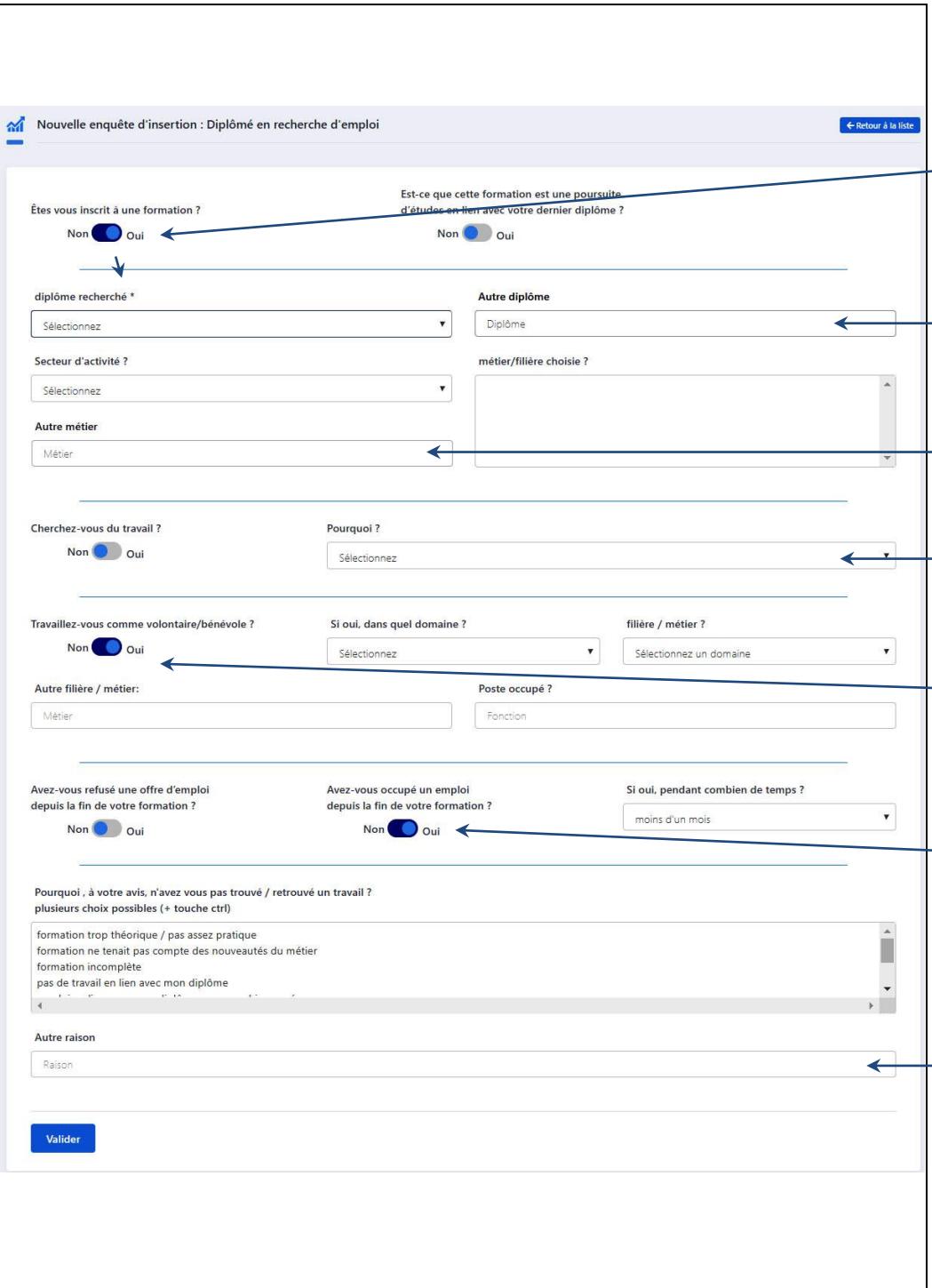
Active only if "are you looking for work" is active

Activates questions on the nature of the profession and the volunteer position

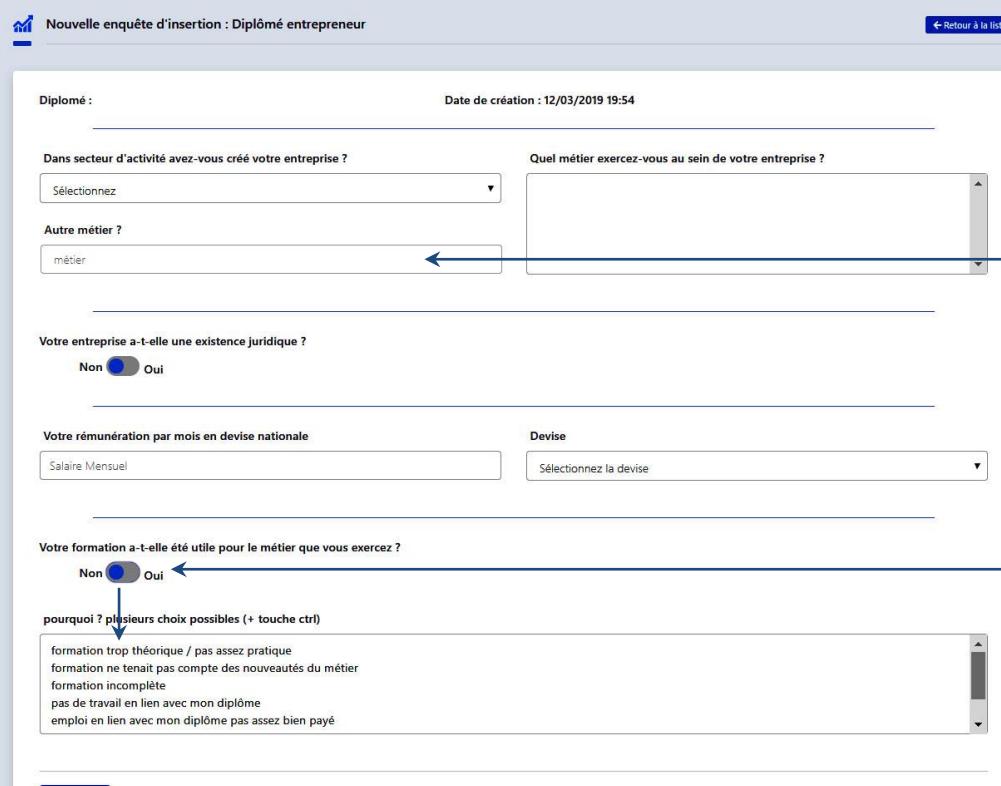
Active "for how long"

Active only if in "in your opinion, why have you not found / found work", the choice "Other reason" is selected

9.2.2 / Job-seeking graduate integration survey

 <p>Nouvelle enquête d'insertion : Diplômé en recherche d'emploi</p> <p>Retour à la liste</p> <p>Étes vous inscrit à une formation ? Non <input type="radio"/> Oui</p> <p>Est-ce que cette formation est une poursuite d'études en lien avec votre dernier diplôme ? Non <input type="radio"/> Oui</p> <p>diplôme recherché * Sélectionnez</p> <p>Secteur d'activité ? Sélectionnez</p> <p>Autre métier Métier</p> <p>Cherchez-vous du travail ? Non <input type="radio"/> Oui</p> <p>Pourquoi ? Sélectionnez</p> <p>Travaillez-vous comme volontaire/bénévole ? Non <input type="radio"/> Oui</p> <p>Si oui, dans quel domaine ? Sélectionnez</p> <p>filière / métier ? Sélectionnez un domaine</p> <p>Autre filière / métier: Métier</p> <p>Poste occupé ? Fonction</p> <p>Avez-vous refusé une offre d'emploi depuis la fin de votre formation ? Non <input type="radio"/> Oui</p> <p>Avez-vous occupé un emploi depuis la fin de votre formation ? Non <input type="radio"/> Oui</p> <p>Si oui, pendant combien de temps ? moins d'un mois</p> <p>Pourquoi, à votre avis, n'avez vous pas trouvé / retrouvé un travail ? plusieurs choix possibles (+ touche ctrl)</p> <ul style="list-style-type: none"> formation trop théorique / pas assez pratique formation ne tenait pas compte des nouveautés du métier formation incomplète pas de travail en lien avec mon diplôme <p>Autre raison Raison</p> <p>Valider</p>	<p>Status of the Form when it was created by the job-seeking graduate</p> <p>Activates questions on the nature of the diploma and the profession of the training sought</p> <p>Active only if “Other diploma” is selected in desired diploma</p> <p>Active only if “Other profession” is selected in the chosen profession/sector</p> <p>Active only if “are you looking for work” is active</p> <p>Activates questions on the nature of the profession and the volunteer position</p> <p>Active “for how long”</p> <p>Active only if in “in your opinion, why have you not found / found work”, the choice “Other reason” is selected</p>
---	--

9.2.3 / Graduate entrepreneur integration survey



Diplomé : _____ Date de création : 12/03/2019 19:54

Dans secteur d'activité avez-vous créé votre entreprise ? _____

Quel métier exercez-vous au sein de votre entreprise ? _____

Autre métier ? _____

Votre entreprise a-t-elle une existence juridique ?
 Non Oui

Votre rémunération par mois en devise nationale
 Salaire Mensuel Devise

Votre formation a-t-elle été utile pour le métier que vous exercez ?
 Non Oui

pourquoi ? plusieurs choix possibles (+ touche ctrl)
 formation trop théorique / pas assez pratique
 formation ne tenait pas compte des nouveautés du métier
 formation incomplète
 pas de travail en lien avec mon diplôme
 emploi en lien avec mon diplôme pas assez bien payé

Valider

Status of the Form when it was created by the graduate entrepreneur

Active only if “Other diploma” is selected in the profession exercised within the company

Activate the following questions

10 / The dashboard: statistics

The dashboard allows you to visualize the results in real time in the form of graphs and precise or global values. These results are obtained according to the values chosen with the geographic and period selectors at the top right of the page.

Pays	Région	Préfecture	durée	début	fin	
<input type="button" value="Togo"/>	<input type="button" value="Toutes régions"/>	<input type="button" value="Toutes préfectures"/>	<input type="button" value="3 ans"/>	<input type="button" value="31/10/2020"/>	<input type="button" value="31/10/2023"/>	Valider

The dashboard has three distinct and completely independent parts.

Donut charts are used when the sum of the portions represents 100% of the analyzed entity.

Bar charts are used when each portion can represent 100% of data for all the entities analyzed.

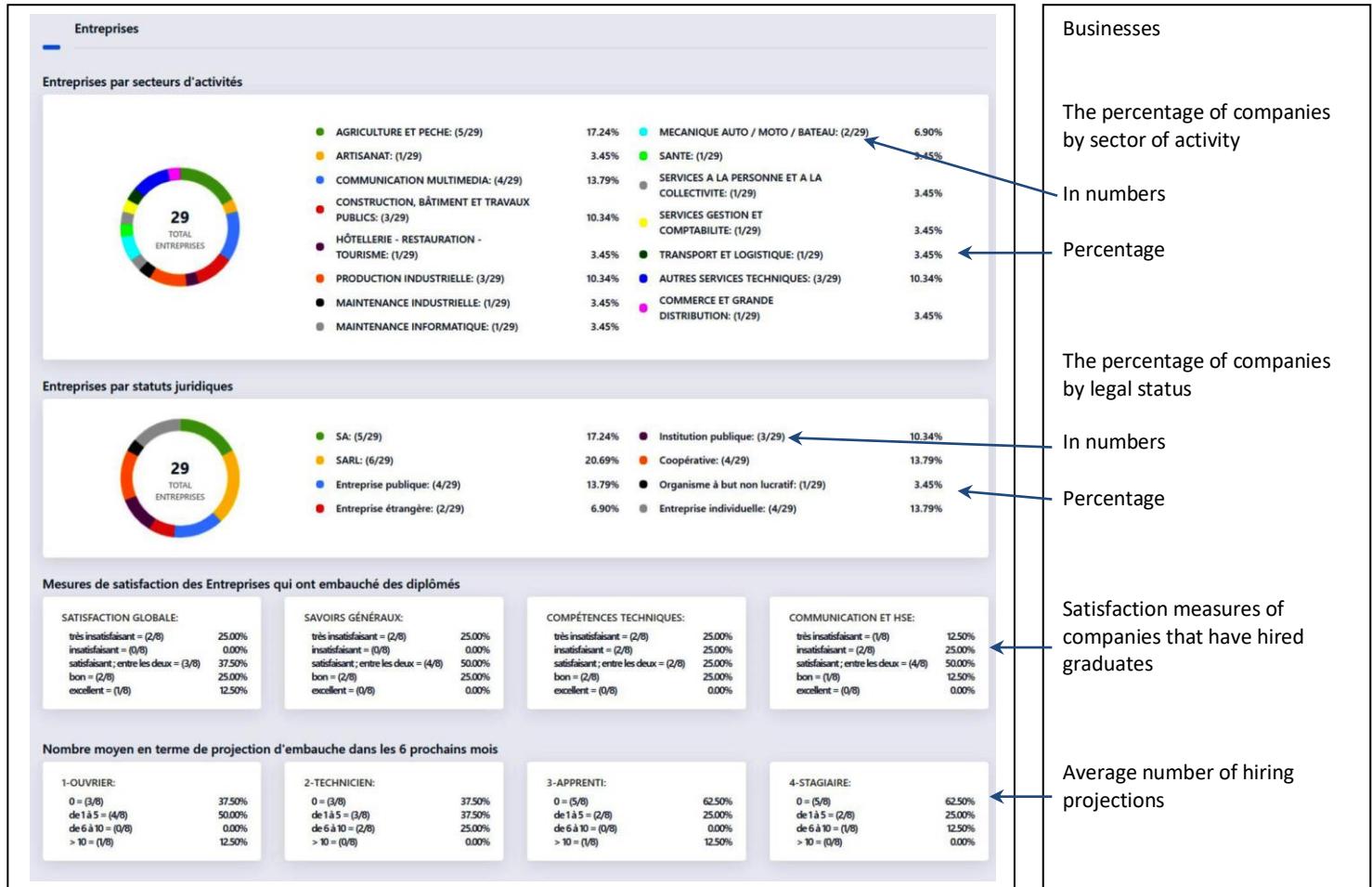
Curves are used to show the evolution of an entity type over time.

The first part represents the distribution of sectors of activity and legal statuses of companies as well as the measurement of their overall satisfaction and the satisfaction by skill of their hired graduates.

The second part represents the distribution of sectors of activity and types of contracts of graduates as well as the measure of professional integration and other indicators representing the reasons for unemployment, the relationship between initial training and the profession practiced or even the usefulness and relevance of graduate training with the actual profession of the entrepreneur.

The third part corresponds to the activity of creating accounts and surveys

10.1/ business statistics



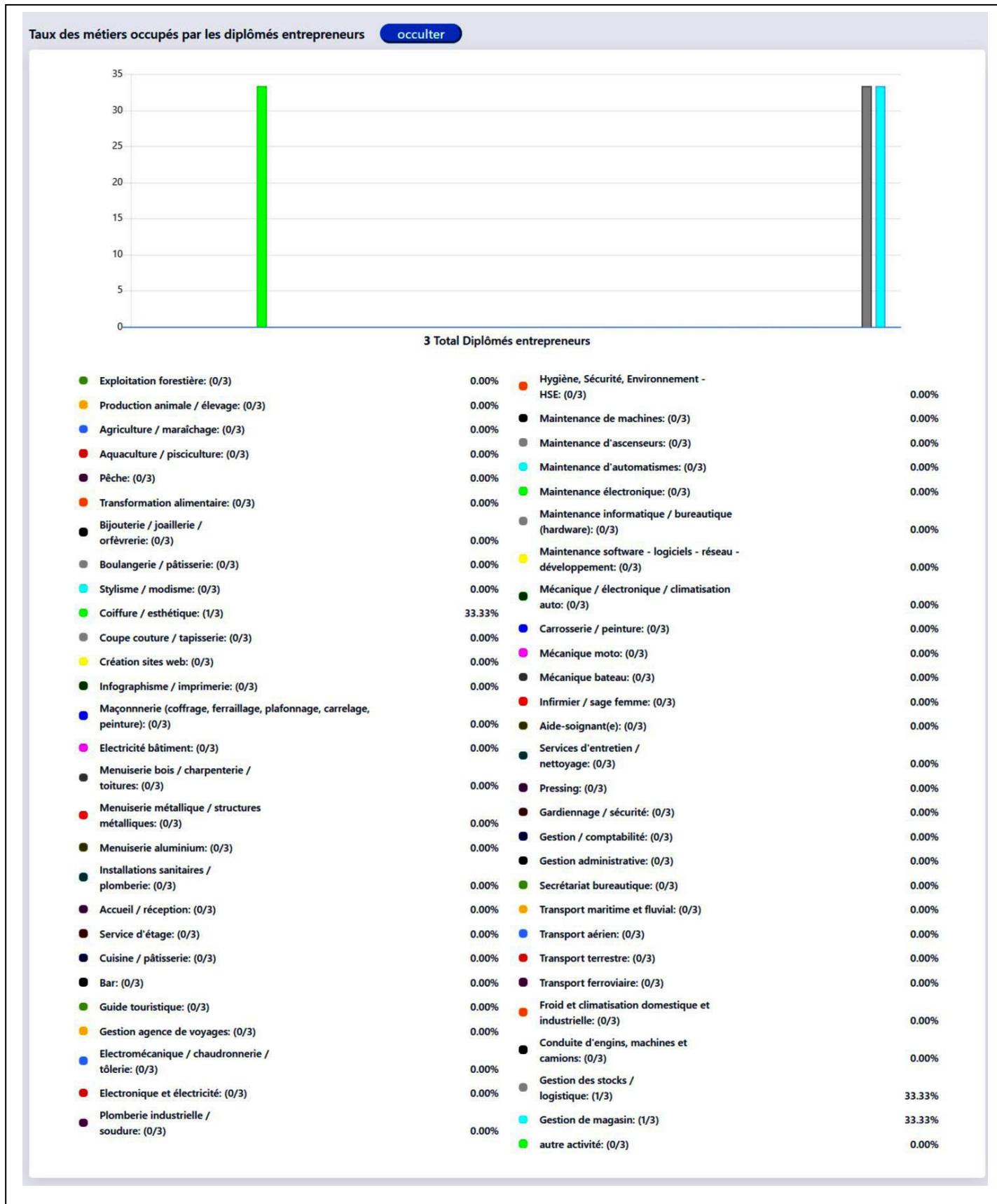


The details of the percentages of the sectors / professions are displayed by clicking the show/hide button. The results obtained are updated in real time based on the table of professions/sectors and the data collected in the profiles and questionnaires of graduates.

Détail par filières / métiers	occulte
AGRICULTURE ET PECHE = (12/68) 17,65% Exploitation forestière = (1/68) Production animale / élevage = (0/68) Agriculture / maraîchage = (9/68) Aquaculture / pisciculture = (0/68) Pêche = (2/68) Transformation alimentaire = (0/68)	14,7% 0,0% 13,24% 0,00% 2,94% 0,00%
COMMUNICATION MULTIMEDIA = (1/68) 1,47% Création sites web = (0/68) Infographisme / imprimerie = (0/68) autre activité = (1/68)	0,00% 0,00% 1,47%
HÔTELLERIE - RESTAURATION - TOURISME = (0/68) 0,00% Accueil / réception = (0/68) Service d'étage = (0/68) Cuisine / pâtisserie = (0/68) Bar = (0/68) Guide touristique = (0/68) Gestion agence de voyages = (0/68)	0,00% 0,00% 0,00% 0,00% 0,00% 0,00%
MAINTENANCE INDUSTRIELLE = (14/68) 20,59% Maintenance de machines = (8/68) Maintenance d'ascenseurs = (0/68) Maintenance d'automatismes = (0/68) Maintenance électronique = (2/68) autre activité = (14/68)	11,76% 0,00% 0,00% 2,94% 5,88%
MECANIQUE AUTO / MOTO / BATEAU = (6/68) 8,82% Mécanique / électronique / climatisation auto = (3/68) Carrosserie / peinture = (0/68) Mécanique moto = (0/68) Mécanique bateau = (0/68) autre activité = (6/68)	4,41% 0,00% 0,00% 0,00% 4,41%
SERVICES A LA PERSONNE ET A LA COLLECTIVITE = (0/68) 0,00% Services d'entretien / nettoyage = (0/68) Pressing = (0/68) Gardiennage / sécurité = (0/68)	0,00% 0,00% 0,00%
TRANSPORT ET LOGISTIQUE = (1/68) 1,47% Transport maritime et fluvial = (1/68) Transport aérien = (0/68) Transport terrestre = (0/68) Transport ferroviaire = (0/68)	1,47% 0,00% 0,00% 0,00%
COMMERCE ET GRANDE DISTRIBUTION = (0/68) 0,00% Gestion des stocks / logistique = (0/68) Gestion de magasin = (0/68)	0,00% 0,00%
ARTISANAT = (8/68) 11,76% Bijouterie / joaillerie / orfèvrerie = (1/68) Boulangerie / pâtisserie = (1/68) Stylisme / modisme = (4/68) Coiffure / esthétique = (1/68) Coupe couture / tapisserie = (0/68) autre activité = (8/68)	1,47% 1,47% 5,88% 1,47% 0,00% 1,47%
CONSTRUCTION, BÂTIMENT ET TRAVAUX PUBLICS = (4/68) 5,88% Maçonnerie (coffrage, ferrailage, plafonnage, carrelage, peinture) = (2/68) Électricité bâtiment = (0/68) Menuiserie bois / charpenterie / toitures = (0/68) Menuiserie métallique / structures métalliques = (2/68) Menuiserie aluminium = (0/68) Installations sanitaires / plomberie = (0/68)	2,94% 0,00% 0,00% 2,94% 0,00% 0,00%
PRODUCTION INDUSTRIELLE = (6/68) 8,82% Electromécanique / chaudronnerie / tôleerie = (1/68) Électronique et électricité = (4/68) Plomberie industrielle / soudure = (0/68) Hygiène, Sécurité, Environnement - HSE = (0/68) autre activité = (6/68)	5,88% 0,00% 0,00% 1,47%
MAINTENANCE INFORMATIQUE = (1/68) 1,47% Maintenance informatique / bureautique (hardware) = (1/68) Maintenance software - logiciels - réseau - développement = (0/68)	1,47% 0,00%
SANTE = (1/68) 1,47% Infirmier / sage femme = (0/68) Aide-soignant(e) = (1/68)	0,00% 1,47%
SERVICES GESTION ET COMPTABILITE = (0/68) 0,00% Gestion / comptabilité = (0/68) Gestion administrative = (0/68) Secrétariat bureautique = (0/68)	0,00% 0,00% 0,00%
AUTRES SERVICES TECHNIQUES = (11/68) 16,18% Froid et climatisation domestique et industrielle = (1/68) Conduite d'engins, machines et camions = (0/68) autre activité = (11/68)	1,47% 0,00% 14,71%



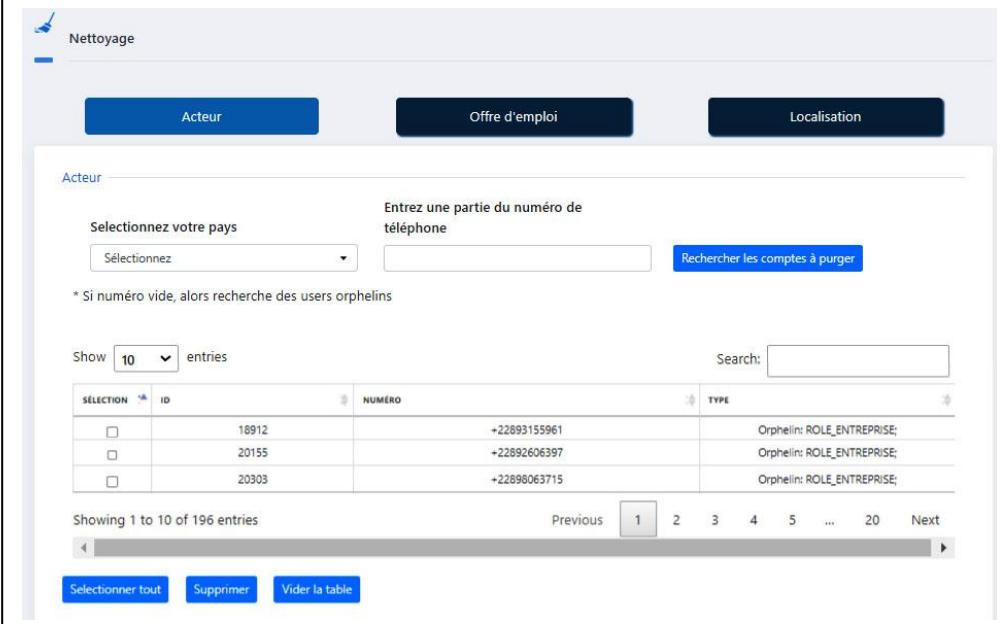
The details of the percentages of sectors / professions for entrepreneurs are displayed by clicking the show/hide button. The results obtained are updated in real time based on the table of professions/sectors and the data collected in the profiles and questionnaires of graduate entrepreneurs.



10.3 / Cleaning of users, job offers and geo-located coordinates

10.3.1 / User cleaning

This tool helps to search users by phone number part and batch delete selected users. For example, during training sessions, generic numbers are created. It also allows you to delete orphan accounts (which are no longer linked to an actor).



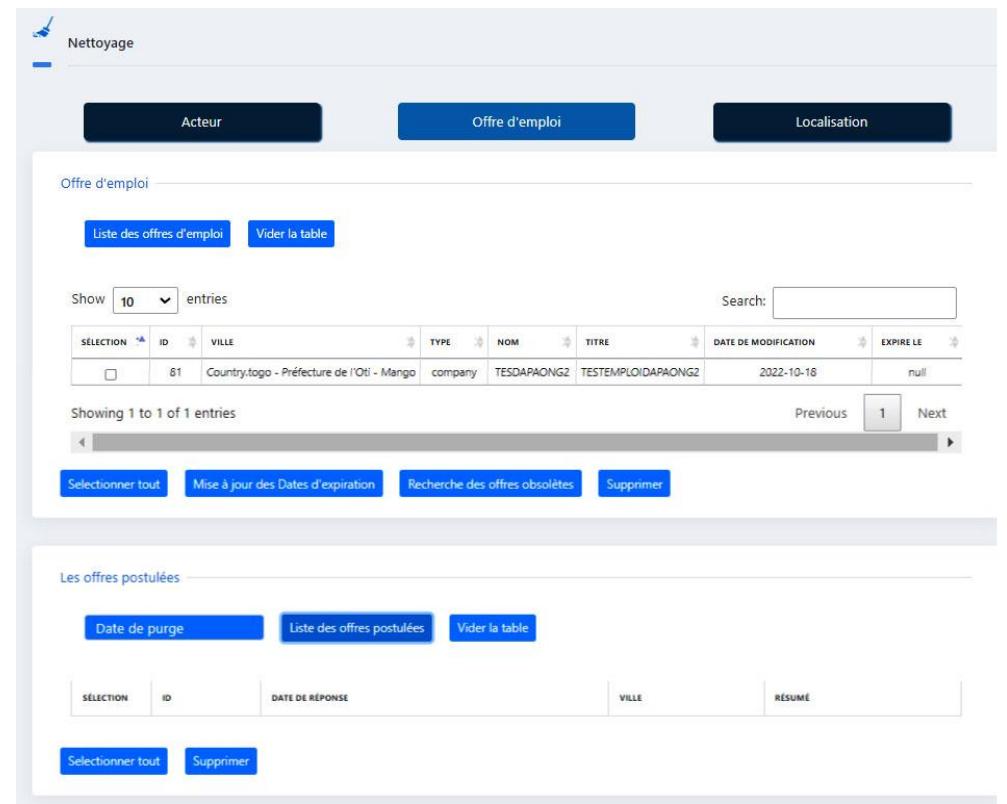
The screenshot shows the 'Nettoyage' (Cleaning) section for 'Acteur'. At the top, there are three tabs: 'Acteur' (selected), 'Offre d'emploi', and 'Localisation'. The 'Acteur' tab contains a form with a dropdown for 'Selectionnez votre pays' (Select your country) and a text input for 'Entrez une partie du numéro de téléphone' (Enter a part of the telephone number). A button 'Rechercher les comptes à purger' (Search for accounts to purge) is present. Below the form is a note: '* Si numéro vide, alors recherche des users orphelins' (If number is empty, search for orphan users). A table lists 10 entries (1 to 10 of 196 total) with columns: SÉLECTION (checkbox), ID, NUMÉRO, and TYPE. The first three entries are shown:

SÉLECTION	ID	NUMÉRO	TYPE
<input type="checkbox"/>	18912	+22893155961	Orphelin: ROLE_ENTREPRISE;
<input type="checkbox"/>	20155	+22892606397	Orphelin: ROLE_ENTREPRISE;
<input type="checkbox"/>	20303	+22898063715	Orphelin: ROLE_ENTREPRISE;

At the bottom are buttons: 'Selectionner tout' (Select all), 'Supprimer' (Delete), and 'Vider la table' (Empty table).

10.3.2 / Cleaning job offers

This tool allows, on the one hand, to search for obsolete offers (6 months after the expiration date) and delete them in batches and, on the other hand, to purge the applied offers to avoid overloading the database.



The screenshot shows the 'Nettoyage' section for 'Offre d'emploi'. At the top, there are three tabs: 'Acteur' (selected), 'Offre d'emploi' (selected), and 'Localisation'. The 'Offre d'emploi' tab contains a form with buttons 'Liste des offres d'emploi' (List of job offers) and 'Vider la table' (Empty table). Below is a table with 10 entries (Showing 1 to 1 of 1 entries) with columns: SÉLECTION, ID, VILLE, TYPE, NOM, TITRE, DATE DE MODIFICATION, and EXPIRE LE. One entry is shown:

SÉLECTION	ID	VILLE	TYPE	NOM	TITRE	DATE DE MODIFICATION	EXPIRE LE
<input type="checkbox"/>	81	Country.togo - Préfecture de l'Oti - Mango	company	TESDAPAONG2	TESTEMPLOIDAPAONG2	2022-10-18	null

At the bottom are buttons: 'Selectionner tout' (Select all), 'Mise à jour des Dates d'expiration' (Update expiration dates), 'Recherche des offres obsolètes' (Search for obsolete offers), and 'Supprimer' (Delete).

Below this is a section 'Les offres postulées' (Applied offers) with buttons: 'Date de purge' (Purge date), 'Liste des offres postulées' (List of applied offers), and 'Vider la table' (Empty table). A table lists 10 entries with columns: SÉLECTION, ID, DATE DE RÉPONSE, VILLE, and RÉSUMÉ. At the bottom are buttons: 'Selectionner tout' (Select all) and 'Supprimer' (Delete).

10.3.3 / Cleaning and searching for geolocation coordinates

This tool allows you to recalculate geolocation coordinates that have not been entered, but also recalculate them to avoid their superposition on the Google Maps map.

The search for actors without location is done in 2 steps:

- 1 search for coos
- 2 update of coordinates in the database

10.4/ Activity monitoring

These 2 diagrams make it possible to follow the evolution of the volume of the actors surveyed over time and thus make it possible to interpret the results obtained. The time period is selected via the time selector at the top of the page.

Evolution of the number of graduate account creations
And surveys associated with graduates

Evolution of the number of business account creations
And surveys associated with businesses



11 / The geolocation module

This module uses the Google Map API, it allows you to navigate geographically, and display the actors (companies, establishments and graduates) according to the chosen geographical area.

It is also possible to filter these players by sectors of activity and by profession/sector and to find or locate professional partners.

Since version v341, it is possible to filter on learners and graduates of establishments

The screenshot illustrates the geolocation module's interface, divided into several sections:

- Geographic filters:** Located at the top right, this section includes dropdown menus for **Pays** (Togo), **Région** (Grand Lomé), **Préfecture** (Préfecture du Golfe), and **Ville** (Lomé). Arrows point from these labels to their respective dropdowns.
- Sector and profession filters:** This section contains dropdowns for **Secteur d'activité** (Selectionnez) and **Métier / Filière** (Selectionnez), along with a dropdown for **Etablissement** (INFPP (Lomé)) and a toggle switch for **Vos diplômés** (Non/Oui). Arrows point from these labels to their respective controls.
- Actor Selectors:** Below the filters, there are four rows of checkboxes for filtering actors:
 - ENTREPRISES:** 20 (Non/Oui)
 - ETABLISSEMENTS:** 14 (Non/Oui)
 - DIPLOMÉ EN RECHERCHE D'EMPLOI:** 158 (Non/Oui)
 - DIPLOMÉ EN FORMATION:** 860 (Non/Oui)
 Arrows point from these labels to their respective checkboxes.
- Google Map API:** The main visual element is a map of West Africa, focusing on Togo, Ghana, and Benin. It shows major cities like Lomé, Accra, Kumasi, Tamale, Sokodé, Parakou, and Porto-Novo. A legend indicates the count of actors: 20 for Togo, 14 for Ghana, 158 for Benin, and 860 for the entire region. A yellow box highlights the Togo area. A pink box highlights the Benin area. A small yellow figure icon is located in the bottom right corner of the map area.

12/ Database configuration commands from a terminal:

The administrator can perform special commands from a terminal allowing the database to be updated; for this, it is necessary to have a Linux command shell interface such as Putty, Mingw64 or other.

Go to the Inserjeune application folder:

example: cd /c/wamp64/www/inserjeune-v341

List of available commands:

- Creating a Super Admin user:
`php bin/console app:create-admin --phone=+224999888777 --username=administrator --email=admin@ifef.2023 --password=Admin@ifef2023`
- Importing the translations file: It is possible to add new translation fields, it is then necessary to configure the config/services.yaml file: app.supported_locales and add the “locales” (ex fr = French)
`php bin/console app:import-translation-from-csv --csv file.csv --outputdir_xml <path_inserjeune>/translations --outputdir_json <path_inserjeune>//public/locale`
- Importing the file of the countries of the world with their currency their capital (with the region)
`php bin/console app:import-countries-from-csv --csv file.csv --f=true`
- Import tables of sectors, activity, legal statuses, employment contracts, diplomas This command replaces the name of the data in the table so that they can be translated
`php bin/console app:update_database_from_translation_file --csv file.csv`
- Launch the automatic restart command from the Crontab
`php <inserjeune_install folder>/bin/console app:send-mail-relaunch --log_dir <log folder>`
(Sends an email to users who have not yet responded to the questionnaire or who have responded more than a year ago).

13/ The options of the .env configuration file:

National adaptations are optional and are configured in the .env file:

1. Configuring Mysql Database Access
`DATABASE_URL="mysql://[user_mysql]:[passwd_mysql]@127.0.0.1:3306/[database_name]"`
2. Configuring the SMTP Mailer for Inserjeune
`MAILER_DSN=smtp://[mail_adr_postmaster]@[mail_domain]:[mdp_mail_postmaster]@[smtp_server_a_dr]:[smtp_server_port]`
3. Enable DBTA specific PROVINCE_COUNTRY_CITY architecture
`STRUCT_PROVINCE_COUNTRY_CITY=true`
4. Concatenate the Street, No. and Address fields of the actors' profiles in a single field
`CONCAT_LOCAL_ADDRESS=true`
5. Insert the Prefecture between the Region and the city
`PREFECTURE_BETWEEN_REGION_CITY=true`
6. Select the Excel file field for each of the 4 languages
 - `FR_FIELD_TRANSLATION=en`

- EN_FIELD_TRANSLATION=en
- PT_FIELD_TRANSLATION=pta
- ES_FIELD_TRANSLATION=es

14/ Installation of inserjeune on the web server:

Refer to the README.MD file in the root folder of the application

15/ Personalization of the Inserjeune application:

View headers

Edit the file <path Inserjeune>/template/_banner_top.html.twig and replace the logo link

The central description (between the two logos) is set in the translation Excel file, it is necessary to import this file using the command `app:import-translation-from-csv` (see §12)

Footer

Edit the file <path Inserjeune>/template/_footer_customize.html.twig and fill in the links as needed