

User Guide: Administrator

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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

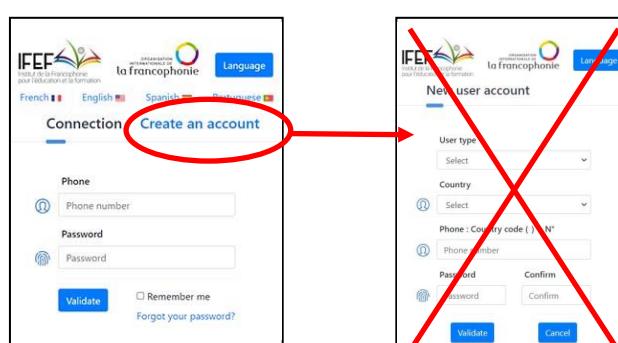
3/ Log in

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.

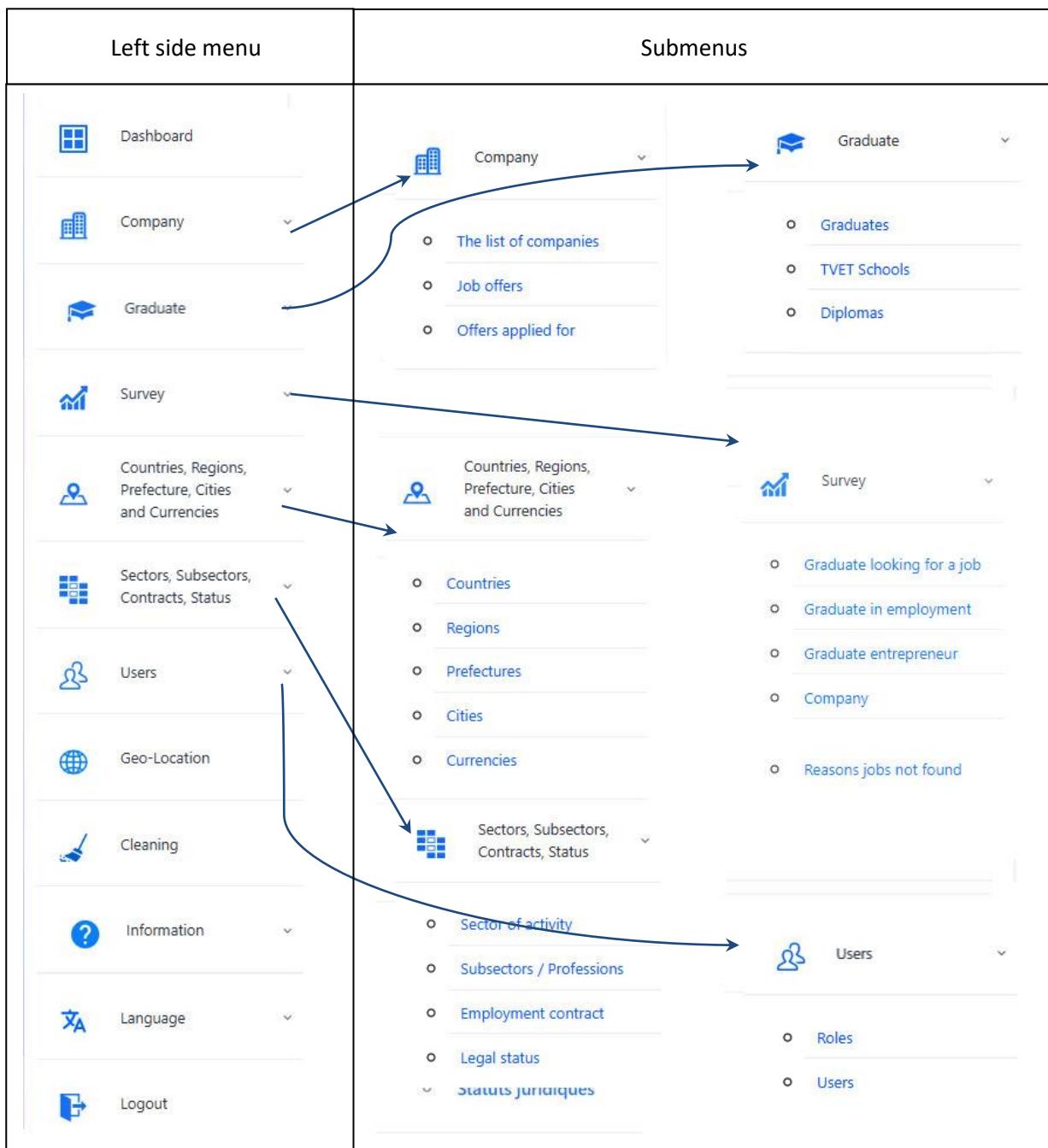


3.2/ Creating a new account other than administrator or supervisor

The 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)
- 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 (Administrator of all Countries or Provinces)
- Legislator (Administrator 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

generic Table

+ Add a table

Export Csv Export Excel Export Print Export Pdf

Show 10 elements Search :

ACTIONS	ID	FIELD1	FIELD2	FIELDS
	1	value11	value12	value13
	2	value21	value22	value23

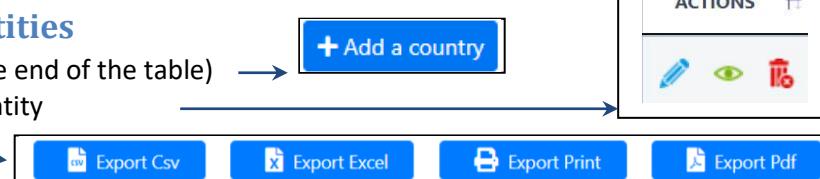
Showing of element 1 to N on X elements

6.2/ Actions on entities

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

Edit, view, delete entity

Export



6.3/ The entity search engine

Search across all entities and their parameters

→ Search :

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

+ Add a country						
	ACTIONS	ID	NAME	ISO CODE 3	CURRENCY	IND TÉL.
		1	Senegal	SEN	FRANC CFA BCEAO	221
		2	Togo	TGO	FRANC CFA BCEAO	228
		3	Mali	ML	FRANC CFA BCEAO	223
		4	Ivory Coast	CIV	FRANC CFA BCEAO	225
		5	Madagascar	MDG	ARIARY MALGACHE	261
		6	Benin	BEN	FRANC CFA BCEAO	229
		7	Gabon	GAB	FRANC CFA BCEAO	241
		8	Democratic Republic of Congo	COD	FRANC CONGOLAIS	243
		9	Chad	TCD	FRANC CFA BCEAO	235
		10	Niger	NER	FRANC CFA BCEAO	227

Showing of element 1 to 10 on 246 elements

previous 1 2 3 4 5 ... 25 Next

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

+ Add region						
	ACTIONS	ID	NAME	COUNTRY	Search :	
		126	Grand Lomé	Togo		
		127	Plateau Est	Togo		
		128	Centrale	Togo		
		129	Kara	Togo		
		130	Savanes	Togo		
		131	Djibouti	Djibouti		
		237	Maritime	Togo		
		238	Plateaux Ouest	Togo		
		239	Kabul	Afghanistan		
		240	Pretoria	South Africa		

Showing of element 1 to 10 on 253 elements

previous 1 2 3 4 5 ... 26 Next

7.1.2/ The table of prefectures

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

List of prefectures						
+ New prefecture						
	ACTIONS	ID	NAME	REGION	COUNTRY	Search :
		1	Prefecture d'Avé	Maritime	Togo	
		2	Prefecture du Golfe	Grand Lomé	Togo	
		3	Prefecture des Lacs	Grand Lomé	Togo	
		4	Prefecture de Vo	Grand Lomé	Togo	
		5	Prefecture de Yilo	Grand Lomé	Togo	
		6	Prefecture du Zio	Grand Lomé	Togo	
		7	Prefecture de Bas-Mono	Maritime	Togo	
		8	Prefecture d'Agoé-Nyivé	Maritime	Togo	
		9	Prefecture d'Akogou	Plateaux Est	Togo	
		10	Prefecture d'Akébou	Plateaux Est	Togo	

Showing of element 1 to 10 on 39 elements

previous 1 2 3 4 Next

7.1.3 / The cities table

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

List of cities						
Actions		ID	Name	Prefecture	Prefecture Capital	Capital
		202	Tsévié	Prefecture du Zio	Oui	Non
		203	Atakpamé	Prefecture d'Ogou	Oui	Non
		204	Sokodé	Prefecture de Tchoudjo	Oui	Non
		205	Kara	Prefecture de Kozah	Oui	Non
		206	Dapaong	Prefecture de Tô	Oui	Non
		207	Lomé	Prefecture du Golfe	Oui	Oui
		208	Kpalimé	Prefecture du Kloto	Oui	Non
		209	Bassar	Prefecture de Bassar	Oui	Non
		210	Aného	Prefecture des Lacs	Oui	Non
		211	Mango	Prefecture de l'OTI	Oui	Non

Showing of element 1 to 10 on 269 elements

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

List of currencies				
Actions		ID	Name	ISO NAME
		1	Franc CFA BCEAO	XOF
		3	Ariary malgache	MGA
		4	Franc congolais	CDF
		5	dochte	HTG
		6	Dirham marocain	MAD
		7	Dinar tunisien	TND
		8	Escudo cap-verdien	CVE
		9	Franc guinéen	GNF
		10	Franc rwandais	RWF
		11	Franc burundais	BIF

Showing of element 1 to 10 on 162 elements

Iso symbol: field used to view the results

Num Iso: This code is used for monetary exchanges

7.2 / Business data tables

7.2.1 / The table of sectors

The professions/sectors are linked to this table

Sector of activity			
Actions		ID	Name
		1	agriculture and fisheries
		2	craftsmanship
		3	multimedia communication
		4	construction, building and public works
		5	hospitality - restaurants - tourism
		6	industrial production
		7	industrial maintenance
		8	computer maintenance
		9	auto / motorcycle / boat mechanics
		10	health

Showing of element 1 to 10 on 18 elements

7.2.2/ The table of professions / sectors

This table is
a
subcategory
of activity
sectors

List of sectors / professions			
+ Add sector / profession Export Csv Export Excel Export Print Export Pdf			
Show <select style="width: 40px;">10</select> elements Search : <input type="text"/>			
ACTIONS	ID		
	1	Lumbering	agriculture and fisheries
	2	Animal production / breeding	agriculture and fisheries
	3	Agriculture / market gardening	agriculture and fisheries
	4	Aquaculture / fish farming	agriculture and fisheries
	5	Fishing	agriculture and fisheries
	6	Food processing	agriculture and fisheries
	7	Jewelry / jewelry / goldsmithing	craftsmanship

Showing of element 1 to 10 on 142 elements previous 1 2 3 4 5 ... 15 Next

7.2.3/ The table of employment contracts

Non-
exhaustive
table and
may differ
depending
on the
country

Contrats de travail			
Export CSV Archiver + ajouter un contrat		Diplômes <input type="text"/>	
Afficher <select style="width: 40px;">10</select> éléments Rechercher : <input type="text"/>			
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

List of legal statuses			
+ Add legal status Export Csv Export Excel Export Print Export Pdf		Search : <input type="text"/>	
Show <select style="width: 40px;">10</select> elements Rechercher : <input type="text"/>			
ACTIONS	ID	NAME	DESCRIPTION
	1	AS	Société Anonyme
	2	SARL	Société à responsabilité limitée
	3	Public company	Entreprise publique
	4	Foreign company	Succursale d'entreprise étrangère
	5	Public institution	Institution publique
	6	Cooperative	Coopérative
	7	Nonprofit organization	Organisme à but non lucratif
	8	Individual business	Entreprise individuelle

Showing of element 1 to 8 on 8 elements previous 1 Next

7.2.5 / The diploma table

This table may differ
depending on the
country

List of graduates					
		Actions		Title	
	ID	Title	Profession	Level	Description
	1	Certificat d'Apprentissage (CA)		1	Certificat d'Apprentissage (CA)
	2	Professional Qualification Certificate (CQP)		1	Certificat de Qualification Professionnelle (CQP)
	3	Professional Aptitude Certificate (CAP)		1	Certificat d'Aptitude Professionnelle (CAP)
	4	Technician Certificate (BT)		1	Brevet de Technicien (BT)
	5	Technician Diploma (DT)		1	Diplôme de Technicien (DT)
	6	Professional Baccalaureate (Bac Pro)		1	Baccalauréat Professionnel (Bac Pro)
	7	Technical Baccalaureate (Bac Techno)		1	Baccalauréat Technique (Bac Techno)

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

New business

Identity

Company name *	Url	
Last Name	Web site	
Tel. connection (Code + N°) *	Other Tel. (Code + N°)	Email *
+221555555501	Other phone number	+221555555501@domaine.exte

Address

Country *	Region / Province *	Prefecture *
AON	Select	Select
City (nearest) *	Other city	
Select	Other city	
Address	Locus	
Latitude	Longitude	Mode manual <input checked="" type="radio"/> Auto

Features

Sector of activity *	Legal status *
Select	Select

Right to data protection

Click YES if you agree to share your personal information for statistics

No Yes

Information relating to the protection of personal data (PDP)

* : mandatory field

Accept the PDP notice for valid

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

New graduate

Identity

First name *	Last Name *
First name	Name

You are *	Date of birth *
Select	Date of birth

Address

Country *	Region / Province *	Prefecture *
AON	Select	Select

City (nearest) *	Other city
Select	Other city

Address

Locality

Diaspora:

No <input checked="" type="radio"/>	Yes <input type="radio"/>
-------------------------------------	---------------------------

Latitude	Longitude
Latitude	Longitude

Mode
manual Auto

Contact details

Tel. connection (Country code + N°) *	Other Tel. (Country code + N°)	Email *
+221444433301	Other Tel. (Code + N°)	Email@domaine.extension

Mobile phone number of a 1st parent *	Mobile phone number of a 2nd parent
Mobile phone number of a 1st parent	Mobile phone number of a 2nd parent

Current professional situation *

Select

Qualification

Filter by region	TVET School / School *
All	Select

N° Registration	Diploma *
registration number in TVET	Select

Graduation year *	Month of graduation *
Select	Select

Sector of activity *	Profession / Subsector *
Select	Select a sector of activity

Right to data protection

Click YES if you agree to share your personal information for statistics (PDP)

No <input type="radio"/>	Yes <input checked="" type="radio"/>
--------------------------	--------------------------------------

* : mandatory field
recommended email to respond to job offers
the registration is in green if it is validated by the TVET School

Information relating to the protection of personal data (PDP)

Accept the PDP notice for valid

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

New TVET School

Identity

Registration	Type *	Name *
Registration	Select	Name

Description

Description

Address

Country *	Region / Province *
AON	Select
Prefecture *	City *
Select	Select

Address

Locality

Contact

Tel. connection (Country code + N°) *	Other Tel. (Country code + N°)	Email *
+22133333301	Other phone number	+22133333301@domaine.extensio

Certificates / diplomas offered

several choices possible (+ ctrl key) *

Add	Subsectors	Sector of activity
<input type="checkbox"/>	Automation maintenance	Industrial maintenance
<input type="checkbox"/>	Automobile mechanic	Auto / motorcycle / boat mechanics
<input type="checkbox"/>	Automotive air conditioning	Auto / motorcycle / boat mechanics
<input type="checkbox"/>	AUTOCAD	Construction, building and public works

Training offers (1 sector minimum and 6 maximum)

Find your courses

auto

Select the courses to add

Sector of activity 1 *

Select	Subsector - several choices possible (+ ctrl key) *
--------	---

Sector of activity 2

Select	Subsector - several choices possible (+ ctrl key)
--------	---

Sector of activity 3

Select	Subsector - several choices possible (+ ctrl key)
--------	---

Sector of activity 4

Select	Subsector - several choices possible (+ ctrl key)
--------	---

Sector of activity 5

Select	Subsector - several choices possible (+ ctrl key)
--------	---

Sector of activity 6

Select	Subsector - several choices possible (+ ctrl key)
--------	---

Right to data protection

Click YES if you agree to share your personal information for statistics
 Click on NO if you no longer accept the use of your personal data,
 If graduates exist in the Your Graduates section,
 only the name of the establishment will be kept

Information relating to the protection of personal data (PDP)

No Yes

* : mandatory field

Accept the PDP notice for valid

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..

New satisfaction survey

Company : ETS , Country.senegal , Pikine , +22155555501 Creation date : 01/11/2023 17:47

Back to list

How many employees do you employ ? Select How many apprentices do you employ ? Select How many interns do you employ ? Select

What is the sector of activity of your workers ? Select What are the professions / areas of specialization of your workers? several possible choices (+ ctrl key)

What is the sector of activity of your technicians ? Select What are the professions / areas of specialization of your technicians? several possible choices (+ ctrl key)

You have just hired one or more young TVET graduate(s). Are you satisfied with their skills ?

- very unsatisfactory
- unsatisfactory
- satisfying, between the two
- good
- excellent

Evaluate their skills on a scale of 1 to 5
1 = very unsatisfactory, 2 = unsatisfactory, 3 = satisfactory, 4 = good and 5 = excellent :

General knowledge	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Technical Skills	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Communication, Health, Safety and Environment	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Other skill	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

Would you be willing to hire graduates with the same profile/school background as the one(s) you hired ?

No Yes

In case of shortcomings, would you be ready to complete the training of the young graduates you would hire ?

No Yes

How many people do you expect to hire in the next 6 months ?

Worker : Select Technician : Select

Apprentice : Select Intern : Select

Validate

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»

Currently in professional training
In employment
Entrepreneur
Searching for a job
In pursuit of studies
Unemployed
Dropout

9.2.1 / Graduate employment survey

Graduate : KOMLA ANOINTY AMEVO (Anointya@gmail.com)
 Creation date : 01/11/2023 18:23 Graduation : 09/2020

Type of employment contract *

Your salary per month *	Your salary per month	Currency *
<input type="text" value="Monthly salary"/>	<input type="text" value="Daily salary"/>	<input type="text" value="Select the currency"/>

Text filter	Search for the company that employs you
<input type="text"/>	<input type="text" value="Select"/> <input type="button" value="Valider"/>

Name of the company that employs you *	Phone number (Country code + N°) *	City (nearest) *
<input type="text" value="Company name"/>	<input type="text" value="Standard number"/>	<input type="text" value="City"/>

You have been employed since *	Number of working hours per day *
<input type="text" value="Hiring date"/>	<input type="text" value="Select"/>

Field of activity *	Profession / Subsector *
<input type="text" value="Select"/>	<input type="text"/>

Position occupied *	Other Position Held ?
<input type="text" value="Other position"/>	<input type="text" value="Function"/>

Has your professional training useful for the job you do ?
 No Yes

If you have a job unrelated to your diploma, it is because:
 several possible choices (+ ctrl key)

raisons_no_job.training_too_theoretical_not_practical_enough
 raisons_no_job.training_did_not_take_into_account_new_developments_in_the_profession
 raisons_no_job.incomplete_training
 raisons_no_job.no_work_related_to_my_diploma

* : mandatory field

9.2.2 / Job-seeking graduate integration survey

New integration survey: Graduate looking for a job ← Back to list

Graduate : KOMLA ANOINTY AMEVO (Anointya@gmail.com)

Creation date : 01/11/2023 18:10 Graduation : 09/2020

Are you registered for a training? ? Is this training a continuation of studies related to your last degree ?

No Yes No Yes

diploma sought * Sector of activity ?

Select

Sector of activity ? chosen profession / sector ?

Select

Are you looking for a job? ? Why ?

No Yes Select

do you work as a volunteer / volunteer ? If yes, in which area ?

No Yes Select Select a sector of activity

Other sector / profession: Position occupied ?

Job Function

Have you refused a job offer since the end of your training? If yes, for how long?

No Yes moins d'un mois

Why, in your opinion, have you not found a job? several possible choices (+ ctrl key) raisons_no_job.training_too_theoretical_not_practical_enough

raisons_no_job.training_did_not_take_into_account_new_developments_in_the_profession

raisons_no_job.incomplete_training

raisons_no_job.no_work_related_to_my_diploma

Validate

Status of the Form when it was created by the job-seeking 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

9.2.3 / Graduate entrepreneur integration survey

New integration survey: Graduate entrepreneur [Back to list](#)

Graduate : KOMLA ANOINTY AMEVO (Anointya@gmail.com)
Creation date : 01/11/2023 18:19 Graduation : 09/2020

In sector of activity did you create your company ? What job do you do in your company ?

Does your business have a legal existence ? No Yes

Your salary per month in national currency Currency

Has your training been useful for the job you do ? No Yes

why? several possible choices (+ ctrl key)
 raisons_no_job.training_too_theoretical_not_practical_enough
 raisons_no_job.training_did_not_take_into_account_new_developments_in_the_profession
 raisons_no_job.incomplete_training
 raisons_no_job.no_work_related_to_my_diploma

[Validate](#)

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.

Country	Region	Prefecture	duration	begin	end	
TZA	All regions	All prefectures	3 years	01/11/2020	01/11/2023	Validate

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.

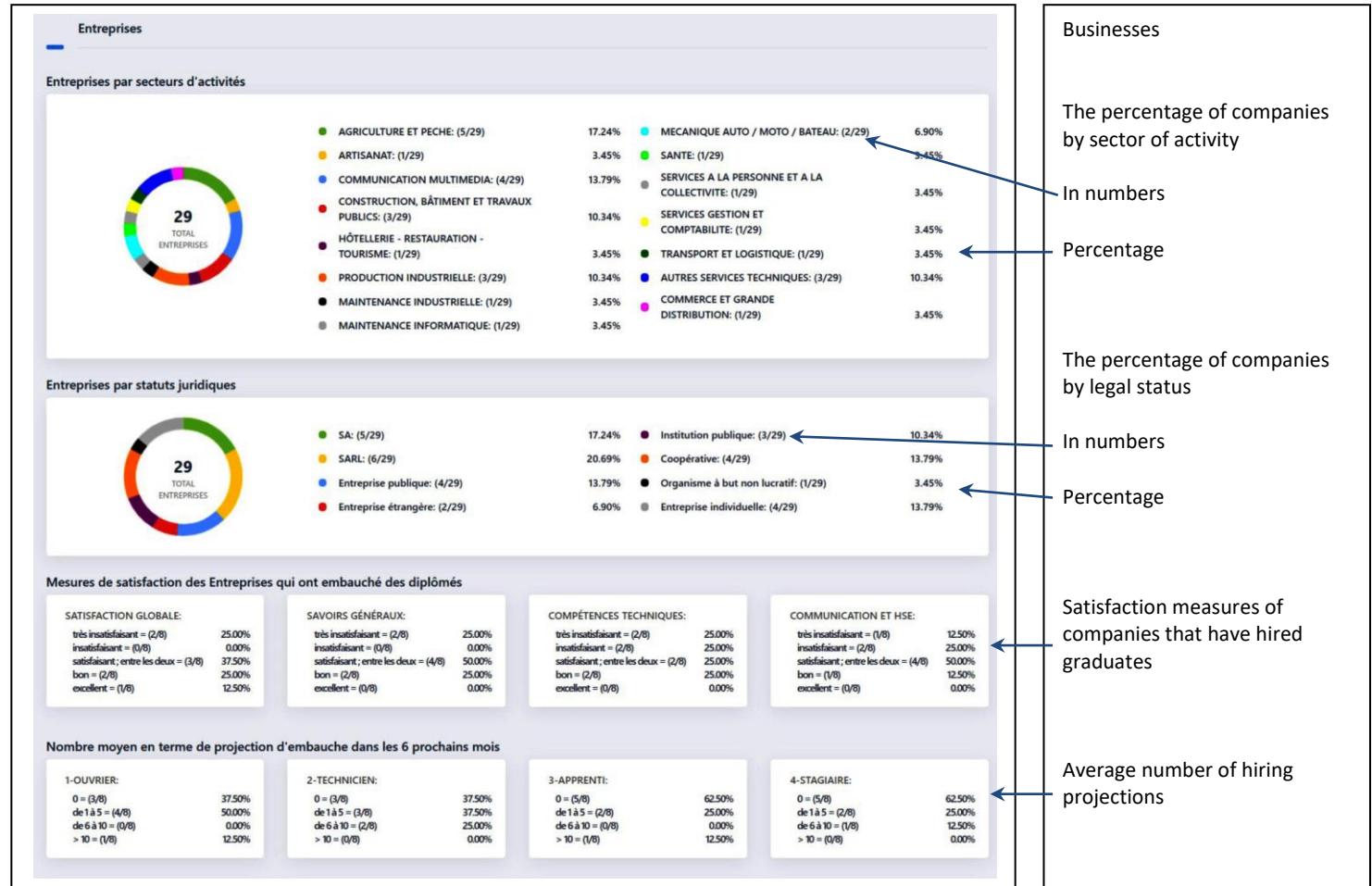
Curves are used to show the evolution of an entity type over time.

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



10.2/ statistics on graduates



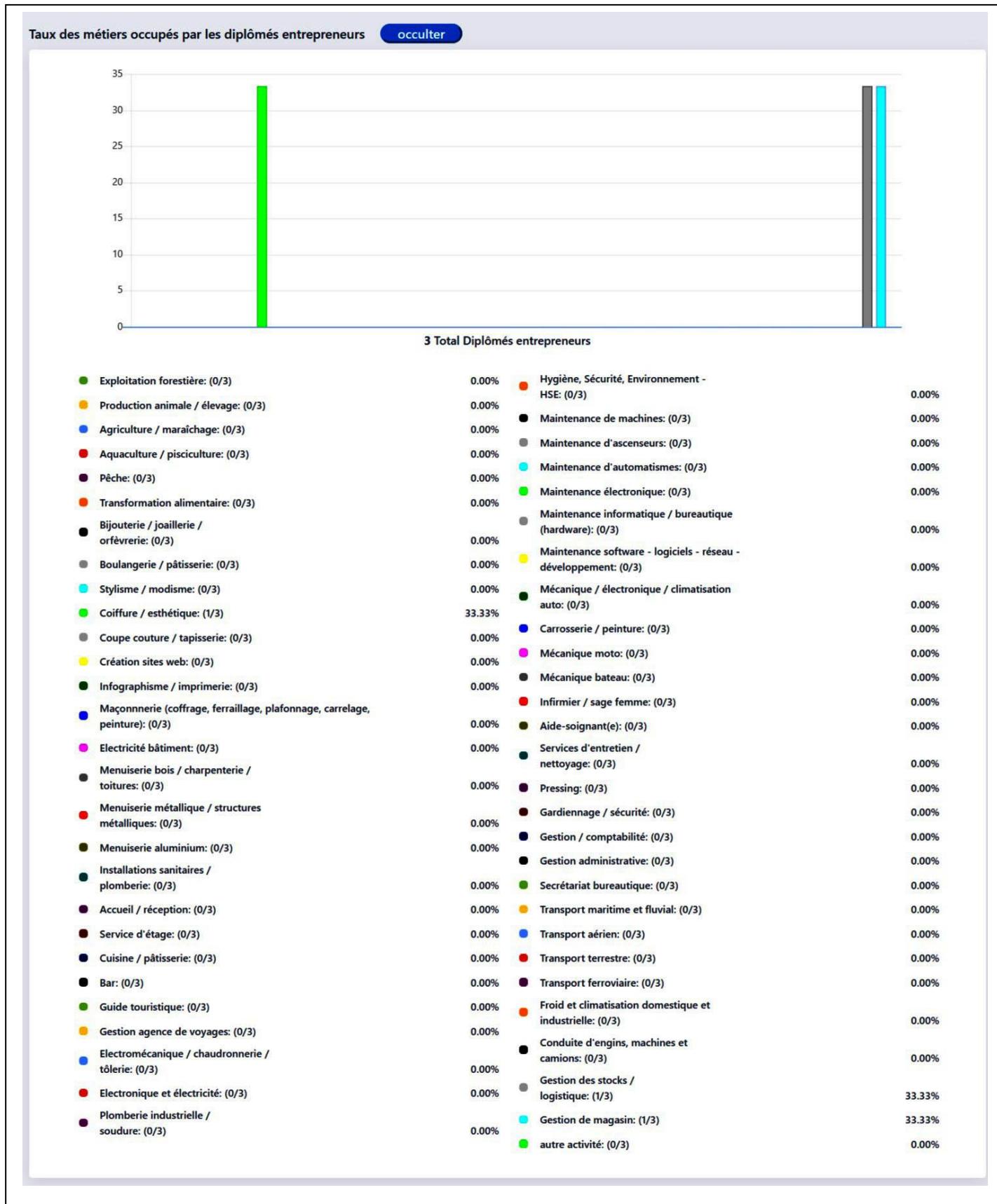


The details of the percentages of the sectors / professions are displayed by clicking the show/hide button. The results obtained are updated in real time based on the table of professions/sectors and the data collected in the profiles and questionnaires of graduates.

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



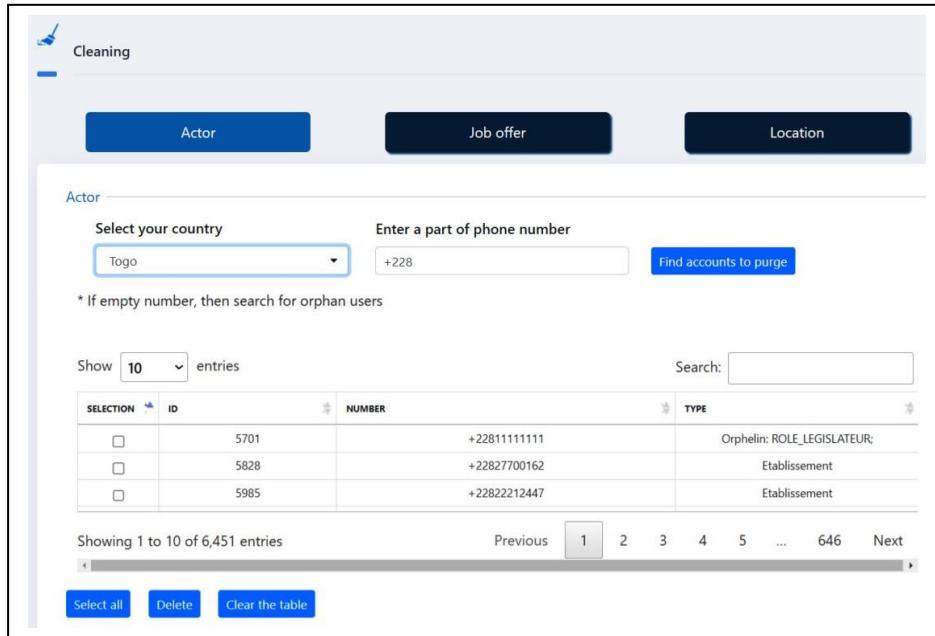
The details of the percentages of sectors / professions for entrepreneurs are displayed by clicking the show/hide button. The results obtained are updated in real time based on the table of professions/sectors and the data collected in the profiles and questionnaires of graduate entrepreneurs.



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).



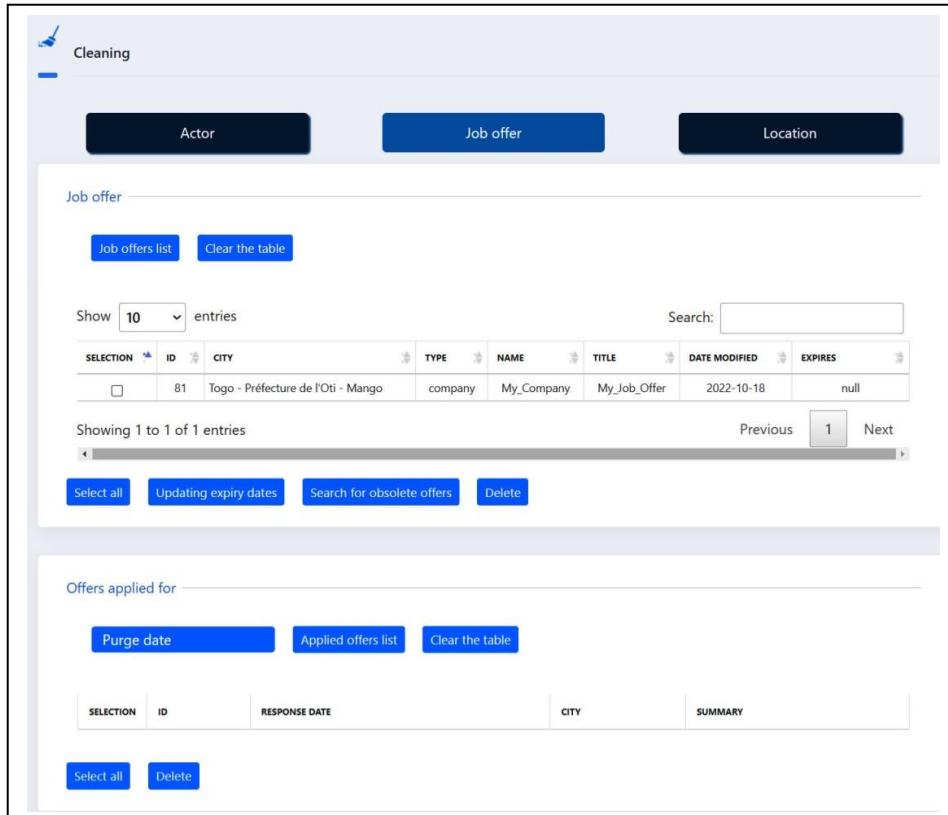
The screenshot shows the 'Actor' tab of the cleaning interface. It includes fields for selecting a country ('Togo') and entering a phone number part ('+228'). A table lists 10 entries, showing columns for Selection, ID, Number, and Type. The first three entries are shown:

SELECTION	ID	NUMBER	TYPE
<input type="checkbox"/>	5701	+2281111111	Orphelin: ROLE_LEGISLATEUR:
<input type="checkbox"/>	5828	+22827700162	Etablissement
<input type="checkbox"/>	5985	+22822212447	Etablissement

At the bottom, there are buttons for 'Select all', 'Delete', and 'Clear the 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 'Job offer' tab of the cleaning interface. It includes buttons for 'Job offers list' and 'Clear the table'. A table lists 10 entries, showing columns for Selection, ID, City, Type, Name, Title, Date Modified, and Expires. One entry is shown:

SELECTION	ID	CITY	TYPE	NAME	TITLE	DATE MODIFIED	EXPIRES
<input type="checkbox"/>	81	Togo - Préfecture de l'Oti - Mango	company	My_Company	My_Job_Offer	2022-10-18	null

At the bottom, there are buttons for 'Select all', 'Updating expiry dates', 'Search for obsolete offers', and 'Delete'.

Below this, there is a section for 'Offers applied for' with buttons for 'Purge date', 'Applied offers list', and 'Clear the table'. A table lists applied offers with columns for Selection, ID, Response Date, City, and Summary. One entry is shown:

SELECTION	ID	RESPONSE DATE	CITY	SUMMARY
<input type="checkbox"/>				

At the bottom, there are buttons for 'Select all' and '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 screenshot shows a web-based application titled 'Cleaning'. At the top, there are three tabs: 'Actor', 'Job offer', and 'Location'. The 'Location' tab is selected. Below the tabs, there are two sections: 'Search for Actors without location' and 'Search for Actors with identical coordinates'. Under 'Search for Actors without location', there are three buttons: 'List of Graduates', 'List of Establishments', and 'List of Companies'. The 'List of Graduates' button is highlighted. Under 'Search for Actors with identical coordinates', there are three buttons: 'List of Graduates', 'List of Establishments', and 'List of Companies'. The 'List of Graduates' button is highlighted. Below these sections is a table with the following columns: SELECTION, ID, COUNTRY, CITY, ACTOR, ERROR, LATITUDE, LONGITUDE, CREATION DATE, and MODIFIED ON. The table contains three rows of data. At the bottom of the table, it says 'Showing 1 to 10 of 74 entries' and has a page navigation bar with buttons for 'Previous', '1', '2', '3', '4', '5', '...', '8', and 'Next'. Below the table are four buttons: 'Select all', 'Search for coordinates', 'Update coordinates', and 'Clear the table'. Arrows point from the text 'The search for actors without location is done in 2 steps:' to the 'Search for coordinates' and 'Update coordinates' buttons.

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

- 1 search for coordinates
- 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 shows a web-based geolocation module. On the left, there is a sidebar with a 'Maps' icon and a list of filters:

- Country:** Togo (dropdown)
- Region:** Kara (dropdown)
- Prefecture:** Préfecture de Kéran (dropdown)
- City:** Kandé (dropdown)
- Sector of activity:** Select (dropdown)
- Profession / Subsector:** Select (dropdown)
- TVET School:** TVET SCHOOL (dropdown)
- Your graduates:** No Yes

Below these filters is a section titled 'Show data' with four categories:

- COMPANIES:** 0 (No Yes)
- TVET SCHOOLS:** 2 (No Yes)
- GRADUATE LOOKING FOR A JOB:** 17 (No Yes)
- GRADUATE ATTENDING A TRAINING PROGRAMME:** 35 (No Yes)

To the right of the filters, a vertical legend identifies the components:

- Geographic filters** (points to the country, region, prefecture, city dropdowns)
- Filters establishments and their graduates** (points to the 'Your graduates' filter)
- Sector and profession filters** (points to the sector, subsector, TVET school dropdowns)
- Actor Selectors** (points to the 'Show data' filters)
- Google Map API** (points to the map area)

The main area features a Google Map of West Africa, specifically focusing on Togo, Ghana, and Benin. The map includes place names, roads, and administrative boundaries. Two locations are highlighted with pink boxes: 'Togo' and 'Kara'. A legend in the bottom right corner of the map area shows icons for companies, TVET schools, graduates looking for work, and graduates attending training programs.

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`

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_adr]:[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