

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

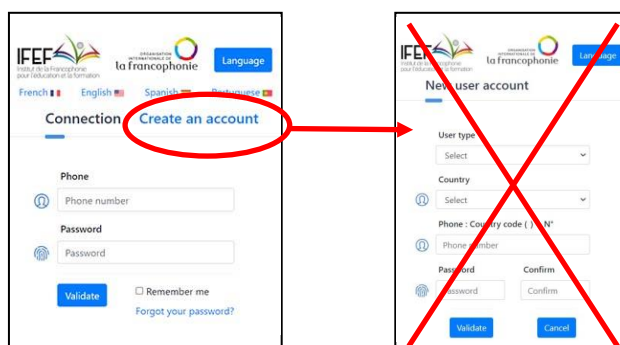
3/ Log in

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

Left side menu	Submenus
Dashboard	
Company	<ul style="list-style-type: none"> Company <ul style="list-style-type: none"> The list of companies Job offers Offers applied for
Graduate	<ul style="list-style-type: none"> Graduate <ul style="list-style-type: none"> Graduates TVET Schools Diplomas
Survey	<ul style="list-style-type: none"> Survey <ul style="list-style-type: none"> Graduate looking for a job Graduate in employment Graduate entrepreneur Company Reasons jobs not found
Countries, Regions, Prefecture, Cities and Currencies	<ul style="list-style-type: none"> Countries, Regions, Prefecture, Cities and Currencies <ul style="list-style-type: none"> Countries Regions Prefectures Cities Currencies
Sectors, Subsectors, Contracts, Status	<ul style="list-style-type: none"> Sectors, Subsectors, Contracts, Status <ul style="list-style-type: none"> Sector of activity Subsectors / Professions Employment contract Legal status statuts juridiques
Users	<ul style="list-style-type: none"> Users <ul style="list-style-type: none"> Roles Users
Geo-Location	
Cleaning	
Information	
Language	
Logout	

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

ACTIONS	ID	FIELD1	FIELD2	FIELD3
	1	value11	value12	value13
	2	value21	value22	value23

6.2/ Actions on entities

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

Edit, view, delete entity →

Export →

+ Add a country

ACTIONS

Export Csv

Export Excel

Export Print

Export Pdf

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](#)

[Export Csv](#) [Export Excel](#) [Export Print](#) [Export Pdf](#)

Show elements Search :

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

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](#)

[Export Csv](#) [Export Excel](#) [Export Print](#) [Export Pdf](#)

Show elements Search :

ACTIONS	ID	NAME	COUNTRY
	126	Grand Lomé	Togo
	127	Plateaux 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

[+ New prefecture](#)

[Export Csv](#) [Export Excel](#) [Export Print](#) [Export Pdf](#)

Show elements Search :

ACTIONS	ID	NAME	REGION	COUNTRY
	1	Préfecture d'Ave	Maritime	Togo
	2	Préfecture du Golfe	Grand Lomé	Togo
	3	Préfecture des Lacs	Grand Lomé	Togo
	4	Préfecture de Vo	Grand Lomé	Togo
	5	Préfecture de Yoto	Grand Lomé	Togo
	6	Préfecture du Zio	Grand Lomé	Togo
	7	Préfecture de Bas-Mono	Maritime	Togo
	8	Préfecture d'Agoué-Nyivé	Maritime	Togo
	9	Préfecture d'Agou	Plateaux Est	Togo
	10	Préfecture d'Akékou	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

+ New town

Export Csv Export Excel Export Print Export Pdf

Show 10 elements Search :

ACTIONS	ID	NAME	PREFECTURE	PREFECTURE CAPITAL	CAPITAL	REGION	COUNTRY
	202	Tiévié	Prefecture du Zio	Oui	Non	Grand Lomé	Togo
	203	Atakpamé	Prefecture d'Ogou	Oui	Non	Plateaux Est	Togo
	204	Sokodé	Prefecture de Tchaoouko	Oui	Non	Centrale	Togo
	205	Kara	Prefecture de Kozah	Oui	Non	Kara	Togo
	206	Dapaong	Prefecture de Tône	Oui	Non	Savanes	Togo
	207	Lomé	Prefecture du Golfe	Oui	Oui	Grand Lomé	Togo
	208	Kpalimé	Prefecture du Kloti	Oui	Non	Plateaux Est	Togo
	209	Bassar	Prefecture de Bassar	Oui	Non	Kara	Togo
	210	Aného	Prefecture des Lacs	Oui	Non	Grand Lomé	Togo
	211	Mango	Prefecture de l'Oni	Oui	Non	Savanes	Togo

Showing of element 1 to 10 on 269 elements

previous 1 2 3 4 5 ... 27 Next

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

+ Add currency

Export Csv Export Excel Export Print Export Pdf

Show 10 elements Search :

ACTIONS	ID	NAME	ISO NAME	ISO NUMBER	ISO SYMBOL
	1	Franc CFA BCEAO	FCF	952	FCF
	3	Ariary malgache	MGA	969	MGA
	4	Franc congolais	CDF	976	CDF
	5	Dirham marocain	HTG	332	HTG
	6	Dinar tunisien	MAD	504	MAD
	7	Escudo cap-verdien	TND	788	TND
	8	Franc guinéen	CVE	132	CVE
	9	Franc hlandais	GNF	324	GNF
	10	Franc burundais	RWF	646	RWF
	11		BIF	108	BIF

Showing of element 1 to 10 on 162 elements

previous 1 2 3 4 5 ... 17 Next

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

+ Add a sector

Export Csv Export Excel Export Print Export Pdf

Show 10 elements Search :

ACTIONS	ID	NAME	DESCRIPTION
	1	agriculture and fisheries	agriculture and fisheries
	2	craftsmanship	craftsmanship
	3	multimedia communication	multimedia communication
	4	construction, building and public works	sectors.construction_building_and_public_works
	5	hospitality - restaurants - tourism	hospitality - restaurants - tourism
	6	industrial production	industrial production
	7	industrial maintenance	industrial maintenance
	8	computer maintenance	computer maintenance
	9	auto / motorcycle / boat mechanics	auto / motorcycle / boat mechanics
	10	health	health

Showing of element 1 to 10 on 18 elements

previous 1 2 Next

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 elements Search:

ACTIONS	ID	NAME	SECTOR OF ACTIVITY
	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 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 Diplômes

[Export CSV](#) [Archiver](#) [+ ajouter un contrat](#)

Afficher éléments Rechercher:

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 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](#)

Show elements Search:

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	Coopérative	Coopérative
	7	Nonprofit organization	Organisme à but non lucratif
	8	Individual business	Entreprise individuelle

Showing of element 1 to 8 on 8 elements

previous Next

7.2.5/ The diploma table















This table may differ
depending on the
country

List of graduates

+ Add a diploma

Export Csv Export Excel Export Print Export Pdf

Show 10 elements Search :

ACTIONS	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)

Showing of element 1 to 10 on 24 elements

previous 1 2 3 Next

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 *

+22155555501 Other phone number +22155555501@domaine.exte

Address

Country * Region / Province * Prefecture *

AON Select Select

City (nearest) * Other city

Select Other city

Address

Locality

Latitude Longitude Mode

Latitude Longitude manual 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 *

You are * Date of birth *

Address

Country * Region / Province * Prefecture *

City (nearest) * Other city

Address

Diaspora: ☐ No ☒ Yes

Latitude Longitude Mode ☒ manual ☐ Auto

Contact details

Tel. connection (Country code + N°) * Other Tel. (Country code + N°) Email *

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

Current professional situation *

Qualification

Filter by region TVET School / School *

N° Registration Diploma *

Graduation year * Month of graduation *

Sector of activity * Profession / Subsector *

Right to data protection

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

☐ No ☒ Yes

Information relating to the protection of personal data (PDP)

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

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:

Description:

Address

Country: Region / Province:

Prefecture: City:

Address:

Latitude: Longitude: Mode: ☐ ☒

Contact

Tel. connection (Country code + N°): Other Tel. (Country code + N°): Email:

Certificates / diplomas offered

several choices possible (+ ctrl key) *

Certificat d'Apprentissage (CA)
diplomas.professional_qualification_certificate
diplomas.professional_apptitude_certificate_cap
diplomas.technician_certificate_bt

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

Select the courses to add

Training offers (1 sector minimum and 6 maximum)

Find your courses:

Sector of activity 1: Subsector - several choices possible (+ ctrl key):

Sector of activity 2: Subsector - several choices possible (+ ctrl key):

Sector of activity 3: Subsector - several choices possible (+ ctrl key):

Sector of activity 4: Subsector - several choices possible (+ ctrl key):

Sector of activity 5: Subsector - several choices possible (+ ctrl key):

Sector of activity 6: 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 [← Back to list](#)

Company : ETS , Country.senegal , Pikine ,
+221555555501

Creation date : 01/11/2023 17:47

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 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Technical Skills ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Communication, Health, Safety and Environment ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Other skill ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 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

Apprentice :
Select

Technician :
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 *

Select

Your salary per month * Your salary per month Currency *

Monthly salary Daily salary Select the currency

Text filter Search for the company that employs you

| Select Valider

Name of the company that employs you * Phone number (Country code + N°) * City (nearest) *

Company name Standard number City

You have been employed since * Number of working hours per day *

Hiring date Select

Field of activity * Profession / Subsector *

Select

Position occupied * Other Position Held ?

Other position 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

Validate

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 *

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 ? sector / profession ?

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

No ☒ Yes 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

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 ?
Select

What job do you do in your company ?

Does your business have a legal existence ?
No ☒ Yes

Your salary per month in national currency
Monthly salary

Currency
Select the 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: TZA Region: All regions Prefecture: All prefectures duration: 3 years begin: 01/11/2020 end: 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



Businesses

The percentage of companies
by sector of activity

In numbers

Percentage

The percentage of companies
by legal status

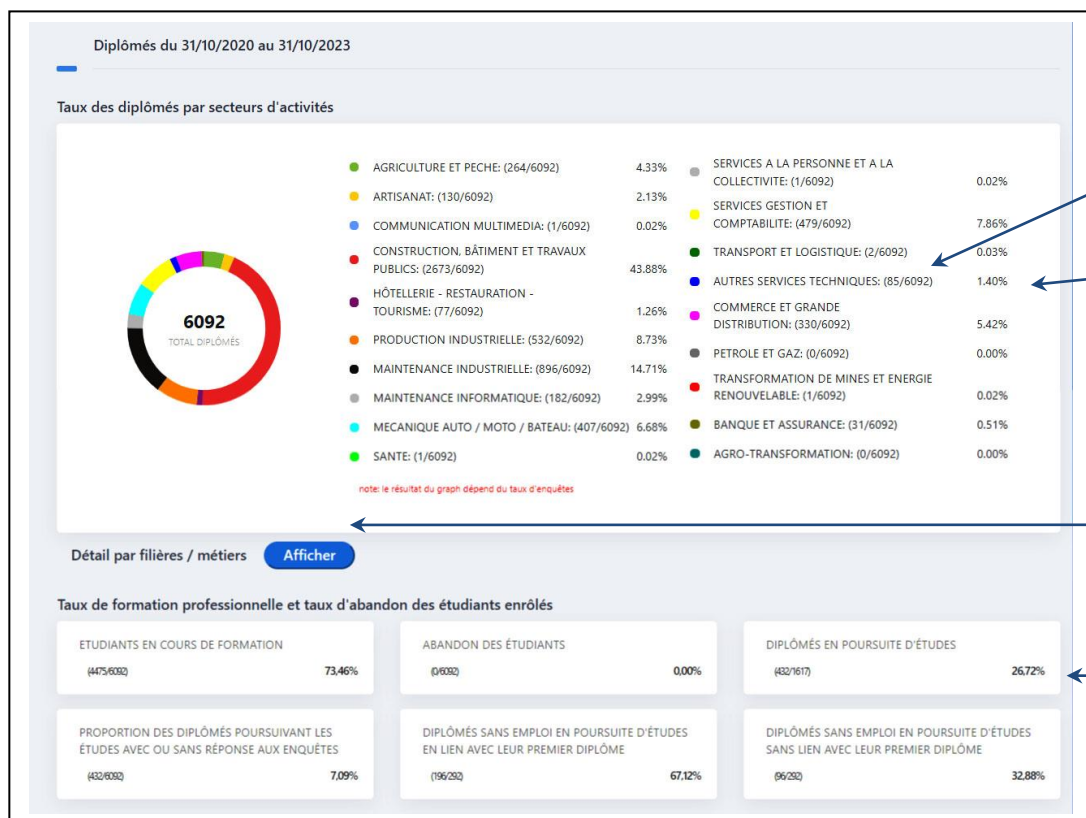
In numbers

Percentage

Satisfaction measures of
companies that have hired
graduates

Average number of hiring
projections

10.2/ statistics on graduates



Graduates

The percentage of graduates by
sector of activity

In numbers

Percentage

The percentage of graduates by
sector / profession (next page)

The percentages of professional
integration according to the
professional situations of
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 occulter	
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% Electricité 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 / tôlerie = (1/68) 1,47% Electronique 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%	

Taux d'insertion professionnelle des diplômés

DIPLÔMÉS SALARIÉS

(7/68)

10,29%

DIPLÔMÉS CRÉATEURS

(3/68)

4,41%

DIPLÔMÉS SANS EMPLOI

(58/68)

85,29%

DIPLÔMÉS SANS EMPLOI EN POURSUITE D'ÉTUDE
EN LIEN AVEC LEUR PREMIER DIPLÔME

(14/19)

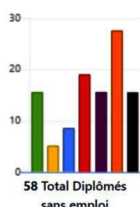
73,68%

DIPLÔMÉS SANS EMPLOI EN POURSUITE D'ÉTUDE
SANS LIEN AVEC LEUR PREMIER DIPLÔME

(5/19)

26,32%

Taux des raisons du chômage des diplômés sans emploi



- formation trop théorique / pas assez pratique: (9/58)
- formation ne tenait pas compte des nouveautés du métier: (3/58)
- formation incomplète: (5/58)
- pas de travail en lien avec mon diplôme: (11/58)
- emploi en lien avec mon diplôme pas assez bien payé: (9/58)
- je préfère exercer mon métier actuel: (16/58)
- autre raison: (9/58)

15,52%
5,17%
8,62%
18,97%
15,52%
27,59%
15,52%

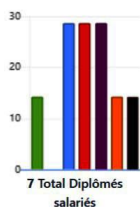
Diplômés salariés par type de contrat



- CDI: (0/4)
- CDD: (2/4)
- Journalier: (2/4)
- Saisonnier: (0/4)
- Apprenti: (0/4)
- Autre: (0/4)

0,00%
50,00%
50,00%
0,00%
0,00%
0,00%

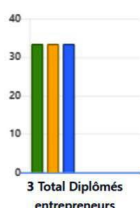
Taux des raisons relatives à ce qu'un diplômé en emploi exerce un métier sans lien avec son diplôme



- formation trop théorique / pas assez pratique: (1/7)
- formation ne tenait pas compte des nouveautés du métier: (0/7)
- formation incomplète: (2/7)
- pas de travail en lien avec mon diplôme: (2/7)
- emploi en lien avec mon diplôme pas assez bien payé: (2/7)
- je préfère exercer mon métier actuel: (1/7)
- autre raison: (1/7)

14,29%
0,00%
28,57%
28,57%
28,57%
14,29%
14,29%

Taux des raisons relatives à ce que la formation professionnelle ait été utile à une diplômé entrepreneur



- formation trop théorique / pas assez pratique: (1/3)
- formation ne tenait pas compte des nouveautés du métier: (1/3)
- formation incomplète: (1/3)
- pas de travail en lien avec mon diplôme: (0/3)
- emploi en lien avec mon diplôme pas assez bien payé: (0/3)
- je préfère exercer mon métier actuel: (0/3)
- autre raison: (0/3)

33,33%
33,33%
33,33%
0,00%
0,00%
0,00%
0,00%

Taux des métiers occupés par les diplômés entrepreneurs

[afficher](#)

The percentages of professional
integration of graduates

In numbers

Percentage

The percentage of reasons for
unemployment.
In the questionnaire, there are
multiple choices.

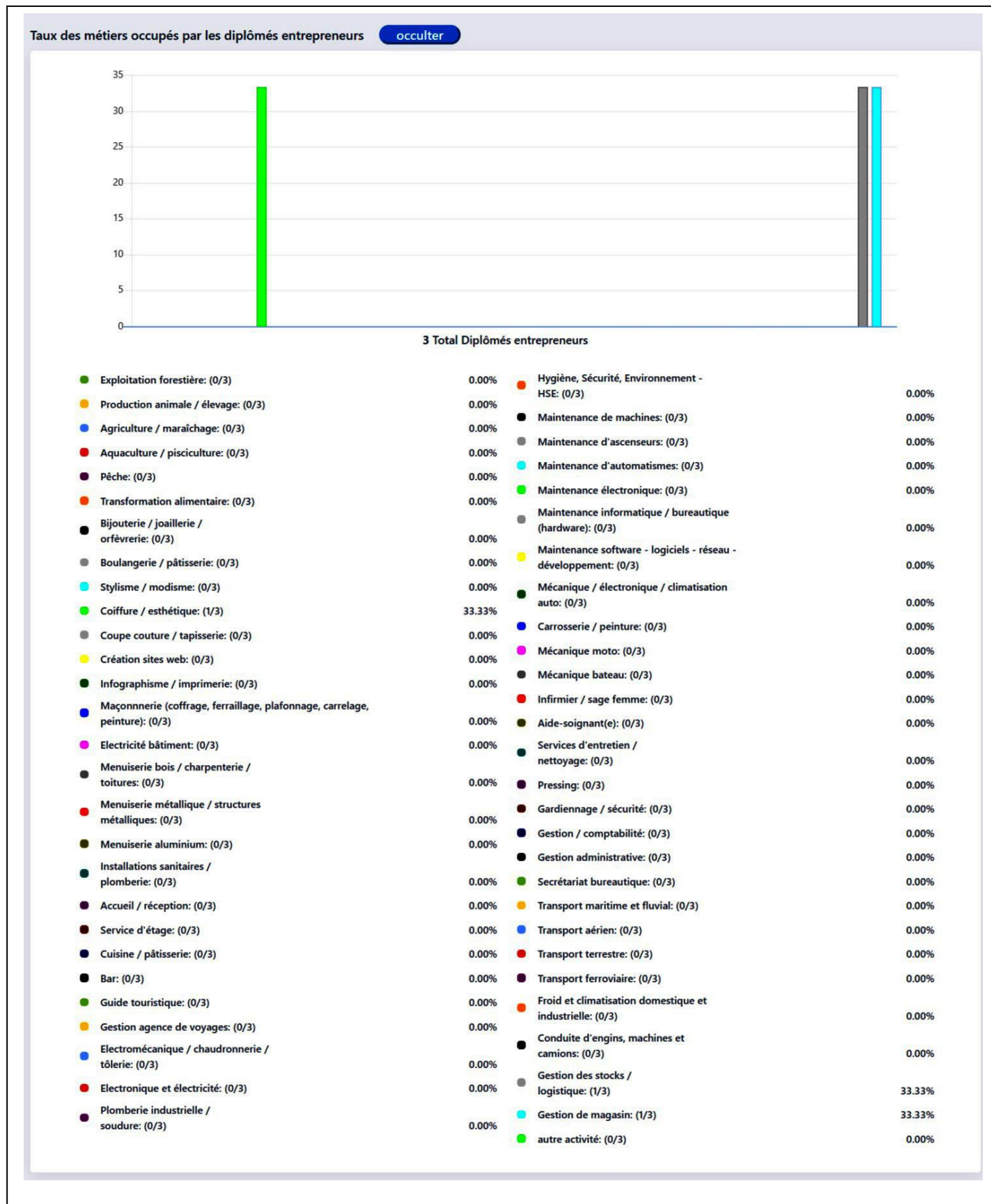
The percentages of contract
types for employed graduates

The percentages of reasons
why the training is not relevant
to the job held.

The percentages of reasons
why training is not relevant to
business creation.

The percentage of
entrepreneurs by sector /
profession (next page)

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 'Cleaning' tool interface for 'Actor' management. At the top, there are three tabs: 'Actor', 'Job offer', and 'Location'. The 'Actor' tab is selected. Below the tabs, there are two input fields: 'Select your country' (with a dropdown menu showing 'Togo') and 'Enter a part of phone number' (with a text input field containing '+228'). A 'Find accounts to purge' button is next to the phone number field. Below these fields, a note states: '* If empty number, then search for orphan users'. There is a 'Show 10 entries' dropdown and a 'Search:' text input field. A table displays the search results with columns: SELECTION, ID, NUMBER, and TYPE. The table contains three rows of data. Below the table, it says 'Showing 1 to 10 of 6,451 entries' and includes pagination links: Previous, 1, 2, 3, 4, 5, ..., 646, Next. At the bottom, there are three buttons: 'Select all', 'Delete', and 'Clear the table'.

SELECTION	ID	NUMBER	TYPE
<input type="checkbox"/>	5701	+22811111111	Orphelin: ROLE_LEGISLATEUR
<input type="checkbox"/>	5828	+22827700162	Etablissement
<input type="checkbox"/>	5985	+22822212447	Etablissement

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 'Cleaning' tool interface for 'Job offer' management. At the top, there are three tabs: 'Actor', 'Job offer', and 'Location'. The 'Job offer' tab is selected. Below the tabs, there are two buttons: 'Job offers list' and 'Clear the table'. There is a 'Show 10 entries' dropdown and a 'Search:' text input field. A table displays the search results with columns: SELECTION, ID, CITY, TYPE, NAME, TITLE, DATE MODIFIED, and EXPIRES. The table contains one row of data. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes pagination links: Previous, 1, Next. At the bottom, there are four buttons: 'Select all', 'Updating expiry dates', 'Search for obsolete offers', and 'Delete'. Below this section, there is a section titled 'Offers applied for' with three buttons: 'Purge date', 'Applied offers list', and 'Clear the table'. Below this, there is a table with columns: SELECTION, ID, RESPONSE DATE, CITY, and SUMMARY. At the bottom, there are two buttons: 'Select all' and 'Delete'.

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

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 interface titled 'Cleaning'. It has three main buttons: 'Actor', 'Job offer', and 'Location'. The 'Location' button is selected. Below it, there are two sections: 'Search for Actors without location' and 'Search for Actors with identical coordinates'. Each section has three buttons: 'List of Graduates', 'List of Establishments', and 'List of Companies'. Below these, there is a 'Show 10 entries' dropdown and a 'Search:' input field. A table displays the results with columns: SELECTION, ID, COUNTRY, CITY, ACTOR, ERROR, LATITUDE, LONGITUDE, CREATION DATE, and MODIFIED ON. The table shows three entries with 'No Coordinate' in the ERROR column. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 74 entries' and buttons for 'Previous', '1', '2', '3', '4', '5', '...', '8', and 'Next'. At the bottom, there are four buttons: 'Select all', 'Search for coordinates', 'Update coordinates', and 'Clear the table'.

SELECTION	ID	COUNTRY	CITY	ACTOR	ERROR	LATITUDE	LONGITUDE	CREATION DATE	MODIFIED ON
<input type="checkbox"/>	6306	country.togo	null	persondegree	No Coordinate	undefined	undefined	16/04/2022	16/04/2022
<input type="checkbox"/>	12400	country.togo	Lomé	persondegree	No Coordinate	undefined	undefined	10/02/2023	15/03/2023
<input type="checkbox"/>	12701	country.togo	Tsévié	persondegree	No Coordinate	undefined	undefined	03/03/2023	03/03/2023

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 the IFE geolocation module interface. It features a top navigation bar with a 'Maps' tab. Below this is a filter section with dropdown menus for 'Country' (Togo), 'Region' (Kara), 'Prefecture' (Préfecture de Kéran), and 'City' (Kandé). There are also dropdowns for 'Sector of activity' and 'Profession / Subsector'. A 'TVET School' dropdown is set to 'CET-KANITE (Kandé)'. A toggle for 'Your graduates' is set to 'Yes'. Below the filters is a 'Show data' section with four tabs: 'COMPANIES' (0), 'TVET SCHOOLS' (2), 'GRADUATE LOOKING FOR A JOB' (17), and 'GRADUATE ATTENDING A TRAINING PROGRAMME' (35). Each tab has a 'No' and 'Yes' toggle. The main area is a Google Map of West Africa, showing Benin, Ghana, and Nigeria. A pink box highlights the 'Kandé' area in Benin. On the right side, there are five blue arrows pointing to specific parts of the interface: 'Geographic filters' points to the Country/Region/Prefecture/City dropdowns; 'Filters establishments and their graduates' points to the TVET School dropdown; 'Sector and profession filters' points to the Sector of activity and Profession / Subsector dropdowns; 'Actor Selectors' points to the TVET SCHOOLS tab; and 'Google Map API' points to the map itself.

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