



# Ministry of Peace

## National Youth Program

### Automated Youth Volunteerism Management System

## User Manual Document

Jimma, Ethiopia

June, 2022

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## Chapter 1: Introduction

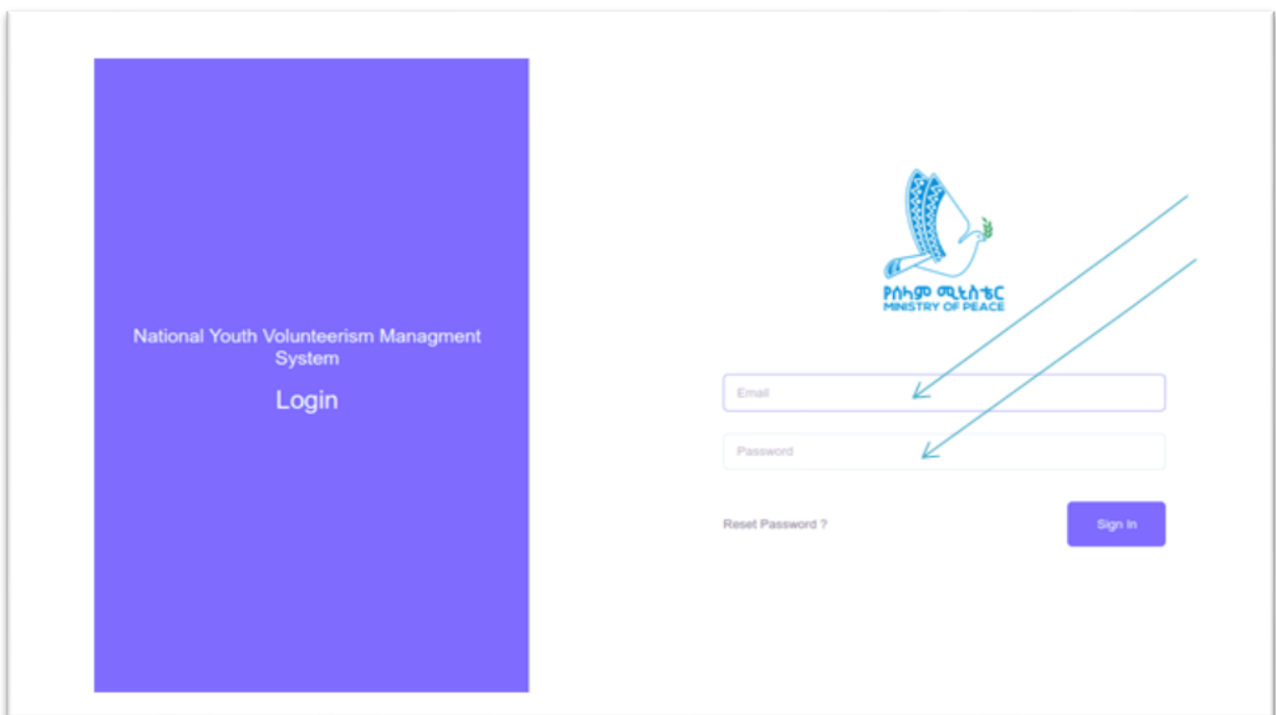
### 1.1 YVMS

Youth Volunteer Management System (YVMS) is web based application developed by Jimma University ICT development Office in collaboration with Ministry of Peace, National Volunteerism program to automate the entire process of national volunteerism program from online application up to deployment and community engagement.

### 1.2 Accessing the System

Everybody knows that any web based applications are accessible using any common browsers such as Google chrome, Mozilla Firefox, Opera, UC browser and other common browsers may you can you to access the system using

- User email
- Password



The screenshot displays the login interface for the National Youth Volunteerism Management System. On the left, a prominent blue rectangle contains the text "National Youth Volunteerism Management System" and "Login". To the right, the login form includes the Ministry of Peace logo at the top, followed by input fields for "Email" and "Password". Below these fields are links for "Reset Password ?" and a "Sign In" button. Two blue arrows point from the text in the preceding paragraph to the "Email" and "Password" input fields.

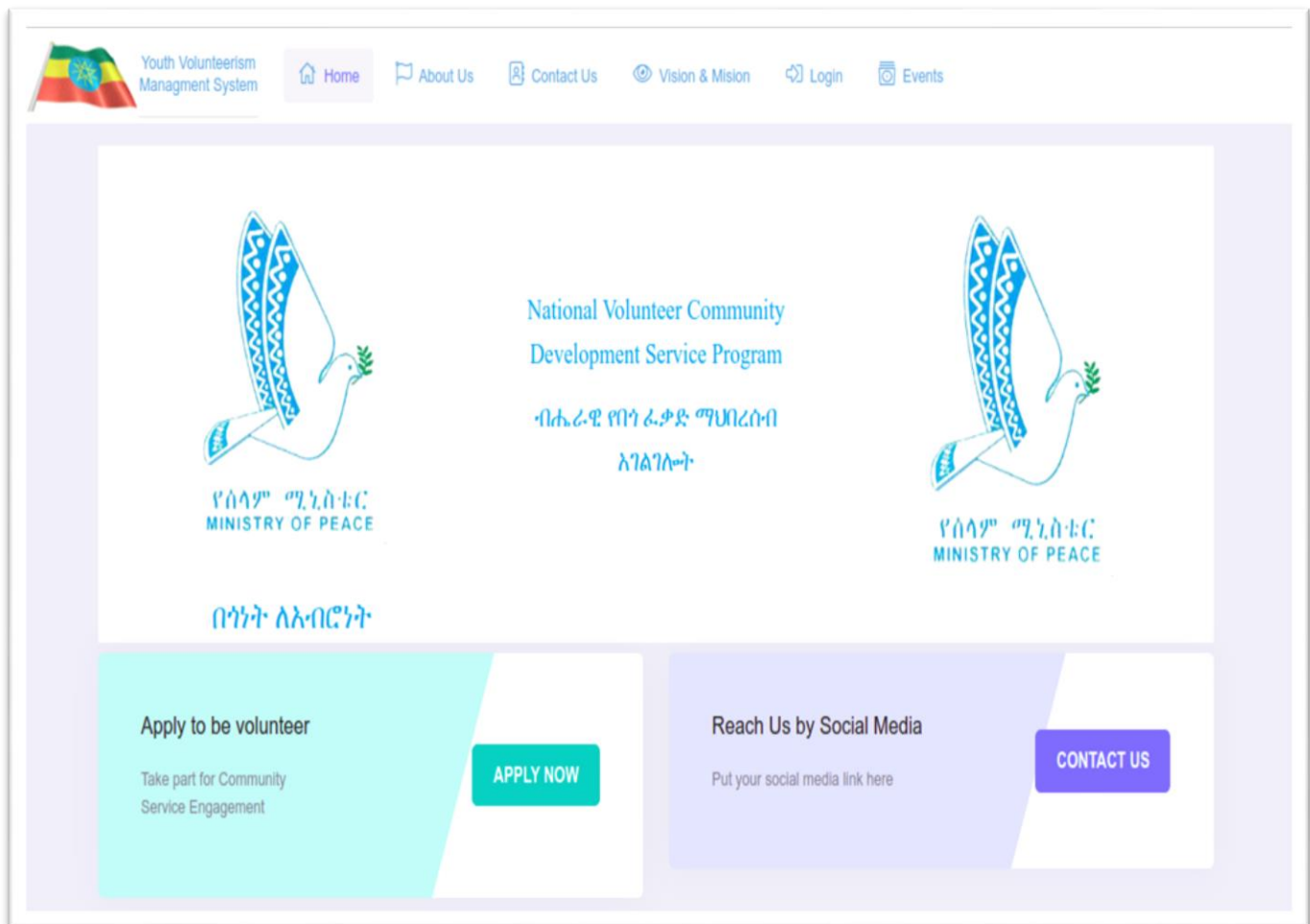
### 1.3 Compatibility

The system is really compatible with any type of operating system such as Linux, windows, mac, android and IOS operating system environment as long as you have web browsers

#### 1.1 Recommendation by developers

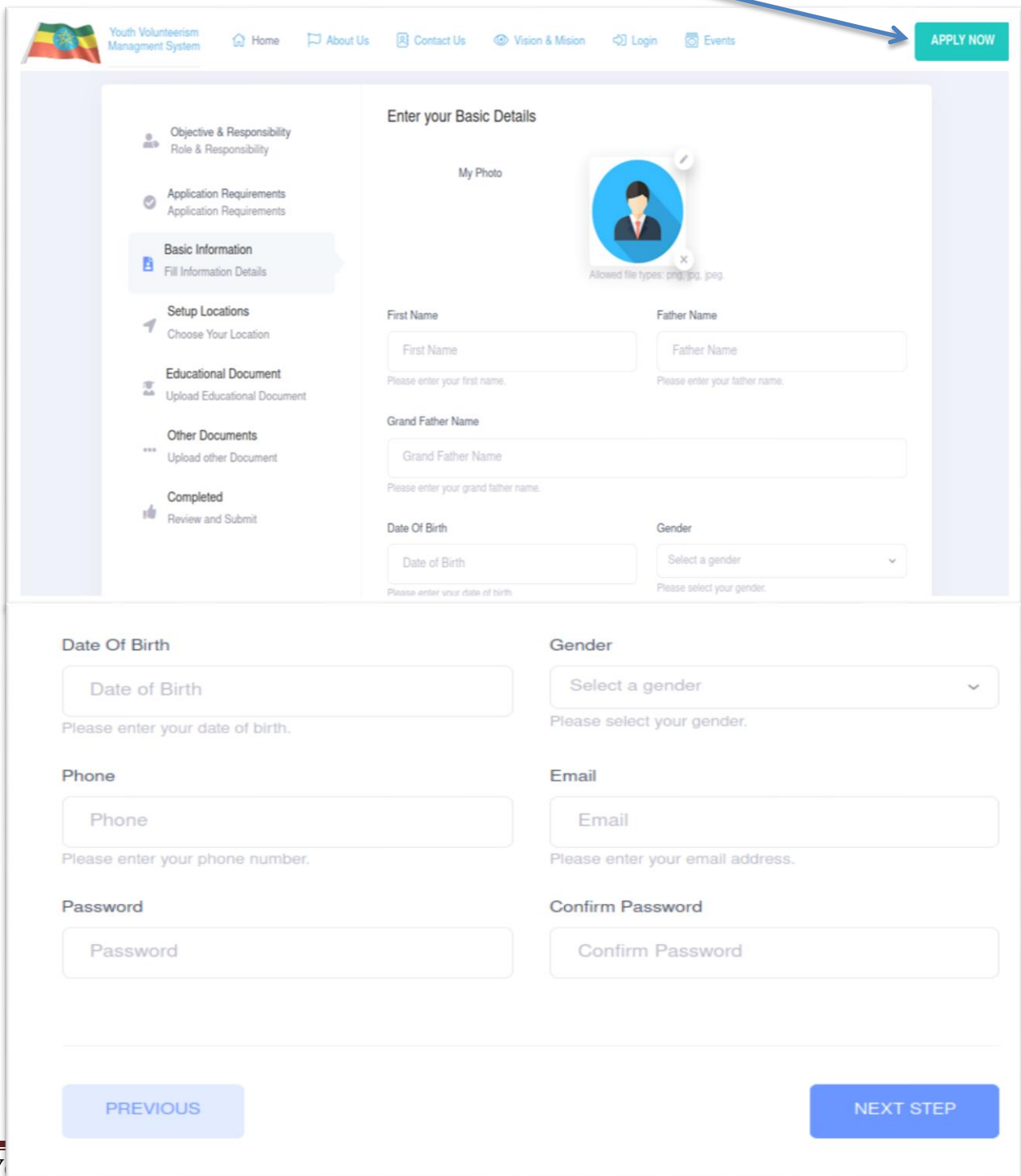
In order to use the system, we recommend the following key points for regular users:

- The user must know basic operation of computer skill
- Based user role, the user must take formal training how the system operate
- It is nice if the user use strong password to secure your account
- To manage load balance, use high speed server
- Update Browser if new version is available
- Don't click unknown link from Internet while you are using the system
- Do not perform any operation you are not sure how to do rather ask help system admins



### **Remark**

- Applicant age should be between 18 and 35
- Applicant should be graduate with first degree
- Applicant should submit grade 8 completion certificate, ethical certificate and kebele ID in terms of scan
- Can verify his/her identity using his or her Email address



The screenshot displays the 'Enter your Basic Details' form in the MoP-YVMS system. The form is divided into two main sections: a left sidebar with navigation links and a main content area for data entry.

**Navigation Links (Left Sidebar):**

- Objective & Responsibility Role & Responsibility
- Application Requirements Application Requirements
- Basic Information Fill Information Details** (highlighted)
- Setup Locations Choose Your Location
- Educational Document Upload Educational Document
- Other Documents Upload other Document
- Completed Review and Submit

**Main Content Area (Enter your Basic Details):**

**My Photo**

Allowed file types: png, jpg, jpeg.

**First Name**

First Name

Please enter your first name.

**Father Name**

Father Name

Please enter your father name.

**Grand Father Name**

Grand Father Name

Please enter your grand father name.

**Date Of Birth**

Date of Birth

Please enter your date of birth.

**Gender**

Select a gender

Please select your gender.

**Date Of Birth**

Date of Birth

Please enter your date of birth.

**Gender**

Select a gender

Please select your gender.

**Phone**

Phone

Please enter your phone number.

**Email**

Email

Please enter your email address.

**Password**

Password

**Confirm Password**

Confirm Password

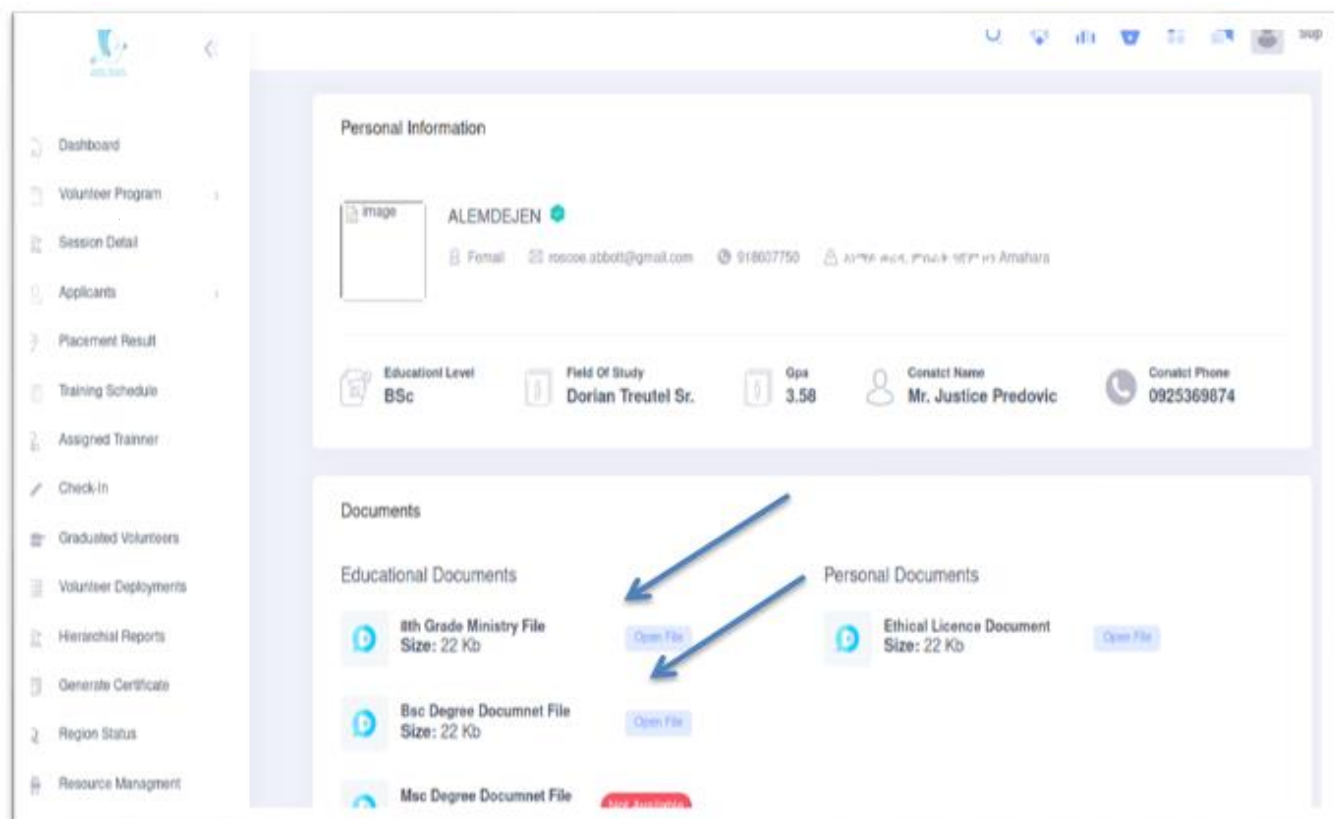
**PREVIOUS** **NEXT STEP**

## 2.2 Verify Applicants documents

Verification of applicants' uploaded document is done by regional and zonal level with manual intervention for pass next screening stage as follow:

No.	Name	Gender	Phone	Woreda	Id Number	status	Actions
1	HABETAMU	M	916947802	አማራ ወረዳ	MoP-RDI-00121/1	checked-in	<a href="#">Detail</a>
2	ALEMDEJEN	M	918607750	አማራ ወረዳ	MoP-MEI-00050/1	checked-in	<a href="#">Detail</a>
3	DERSE AYINALEM	M	939636890	አማራ ወረዳ	MoP-MEI-00044/1	checked-in	<a href="#">Detail</a>
4	TELAHUN MOGES	M	923530525	አማራ ወረዳ	MoP-VOW-00080/1	checked-in	<a href="#">Detail</a>
5	AMAN TADESE	M	919940415	አማራ ወረዳ	MoP-HU-00110/1	checked-in	<a href="#">Detail</a>
6	FIKADIE TEGA	M	922008231	አዲስ አበባ	MoP-ATT-00097/1	checked-in	<a href="#">Detail</a>
7	YESHINESH TESEMA	M	943622212	አዲስ አበባ	MoP-ATT-00103/1	checked-in	<a href="#">Detail</a>
8	BIRIHAN AYENEW	M	926044105	አዲስ አበባ	MoP-RDI-00061/1	checked-in	<a href="#">Detail</a>
9	WFKINFESH DESS	F	934642306	አዲስ አበባ	MoP-VOW-00014/1	checked-in	<a href="#">Detail</a>

After go through the list of new applications as above shown, click detail button to see all details of applicant including uploaded documents and other personal information as follow



## 2.3 Screen Applicants

Screening process make using automated was based on allocated quota along with training center intake capacity

## 2.4 Volunteer placement

After volunteer candidates go through the process of online application, document verification and screening at regional level, the next task is making placement for active training centers based on their intake capacity as follow:

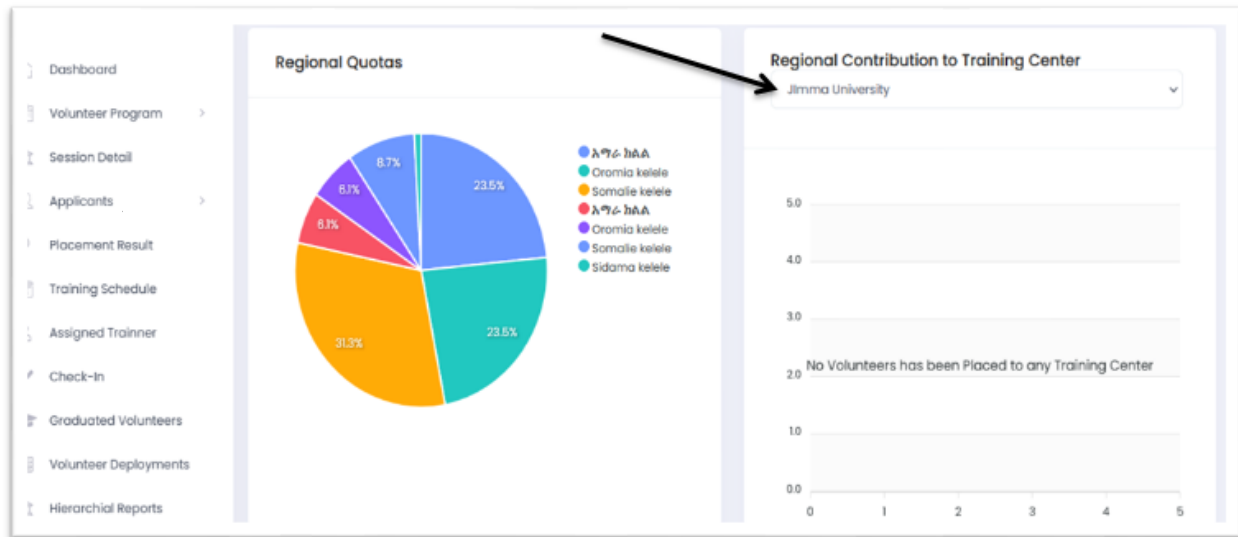


## 2.5 Placement Distribution

After the placement has been made at ministry of peace level, the authorized body will approve the placement to official and send notification with volunteer ID for check in. Under this operation, manual exceptional placement, exchange placed volunteer and view placement distribution with statically graph and per individual level as follow:

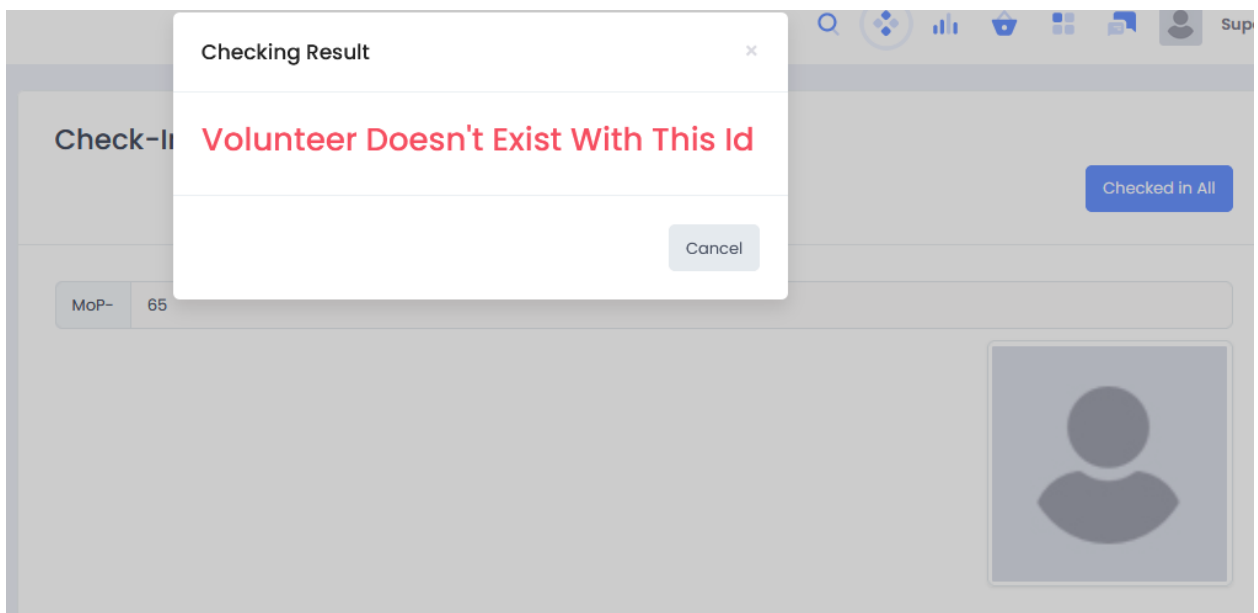
The screenshot displays the 'Volunteer Placement' section of the MoP-YVMS interface. On the left is a sidebar with navigation links. The main area features filter dropdowns for 'Select Region', 'Select Zone', 'Select Woreda', and 'Select Training Center', followed by a blue 'Filter' button. Below the filters is a 'Volunteer Placement' table. A 'Training Placement Approved' button is located to the right of the table. Two arrows point to the 'Filter' button and the 'Training Placement Approved' button.

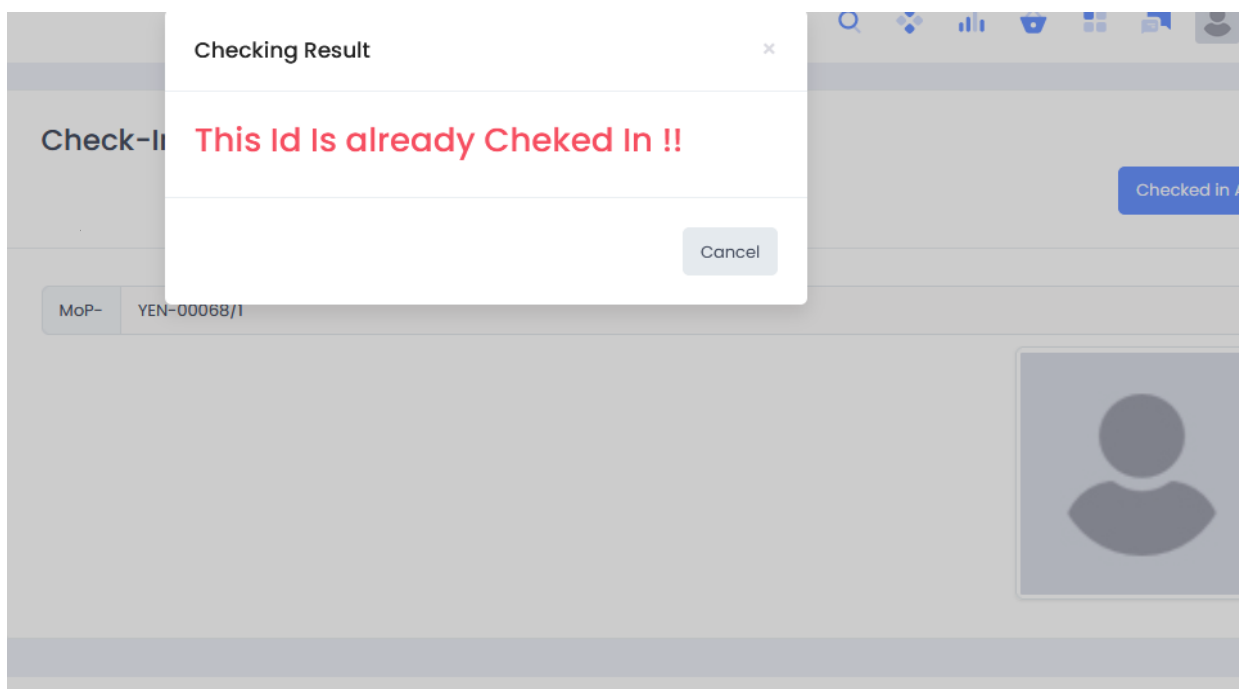
#	Name	Region	Training Center	Action
1	MEKONEN ALMENH ABUHAY	አማራ ክልል	Khalid	
2	MOLALENG NEBERTU UNKNOWN	አማራ ክልል	Andrew	
3	NEGASH GIRMA UNKNOWN	Oromia kebele	Kattie	



## 2.6 Volunteers Admission

When placement approved, the system sends broadcast notification with volunteer ID for all placed volunteers using their personal email address as announcement for placed volunteers. Then system also send admission date notification with scheduled tasks, when the volunteer come to training center, they should submit their ID for check-in as follow;






## 2.7. Generate Volunteer ID


After volunteer has been admitted or checked-in to placed training center, May be the following identification elements are required.

- **Temporary Badge** – This type of ID will generated for trainers while training session at training center.
- **Digital ID** – After volunteer checked-in to training center, the digital ID with printed for placed volunteers in bath.
- **Graduate ID** – When volunteers have been graduated, Graduate ID with printed for deployed graduates for ten months at woreda level.

After the training session held for 45 days with temporary and then deployed for 10 months with assigned woreda, the graduate ID will generated for each deployed volunteers.





**Mollie -JGXZ** 

ጋራ ጥራት ማረጋገጫ / አማራ ክልል /

There is no description of the center

Start Date 08/11/2014 Due Date 29/11/2014

Emport/Export Volunteers

Action

- Resources
- Checked In List/ID
- Trainers List/ID
- Place Volunteers
- Graduate Volunteers/ID

Total Volunteers 18

Checked In Volunteers 0

Training Masters 1

### Cindication rooms

Total 3 Cindication Rooms

Please enter Room ID.

Please enter Number of volunteers.

Add Cindication rooms

### Assign Other users

Please add checker users x

Please select Checker User center.

Assign checkers

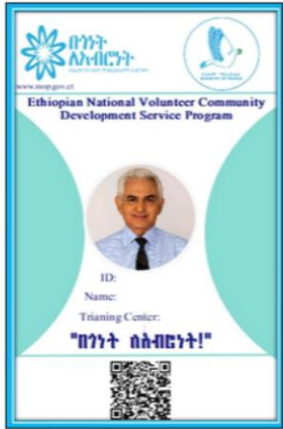
### Checked In Applicant List

search by ID...

Print ID


#	ID	Name	ID count	Training Center
<input checked="" type="checkbox"/>	MoP-JGXZ-00051/1	TIGSIT TIGABU	0	JGXZ
<input type="checkbox"/>	MoP-DA-00124/1	TEJITU DEMAS	0	JGXZ
<input type="checkbox"/>	MoP-JGXZ-00071/1	WUBNESH MOLLA	0	JGXZ
<input type="checkbox"/>	MoP-DA-00111/1	DESTA YIMER	0	JGXZ
<input type="checkbox"/>	MoP-DA-00081/1	ASABECH GESTI	0	JGXZ
<input type="checkbox"/>	MoP-HBP-00078/1	ASEFA MTKU	0	JGXZ
<input type="checkbox"/>	MoP-DA-00138/1	GETASEW BEYENE	0	JGXZ

### Front Design ID



The front of the ID card features the Ethiopian National Volunteer Community Development Service Program logo, a photo of the volunteer, their ID number, name, training center, and a QR code.


### Back Design ID



The back of the ID card displays contact information for the Ministry of Peace, including the website (www.mop.gov.et), email (mop@gmail.com), and phone number (+251(0)47007688). It also includes fields for the volunteer's full name, nationality, deployment place, date of issue, and expiration date.

[Print ID](#)

## 2.8 Create Syndication room



**Mollie -JGXZ** ✔


የጸሐፊ ሃይማኖት / አማራ ክልል /

There is no description of the center


Start Date: 08/11/2014 Due Date: 29/11/2014

Export/Export Volunteers


Action




**Total Volunteers**  
18



**Checked in Volunteers**  
0



**Training Masters**  
1



**Total Resource**  
2

### Cindication rooms

Total 3 Cindication Rooms

Please enter Room ID.

Reached maximum placement

Please enter Number of volunteers.

[Add Cindication rooms](#)

Cindication Room Id	Volunteer Capacity	Placed Volunteer	Action
8	7	7	
9	6	6	
236	5	5	

### Assign Other users

Please add checker users x

Please select Checker User center.

Assign checkers

Please add center coordinator x

Please select Checker User center.

Assign Coordinator

## 2.9 Attendance

### Chapter 3: User Management

The system uses local user authentication because of MoP has no Ldap with single sign in authentication. Under user authentication module, the following tasks are implemented

- New user registration
- Editing user profile
- Removing user account
- Activate and deactivate user account
- Role assignment
- Permission assignment

First Name:  Please enter first name.

Father Name:  Please enter father name.

Grand Father Name:  Please enter grand father name.

Email:  Please enter email.

Gender:  Please select gender.

Date Of Birth:  Please enter your date of birth.

Role:

### 3.1 List of Users

**List of Users**

#	NAME	EMAIL	ACTIONS
1	0101010 0101010 010101010	ashenafiolemu66@gmail.com	
2	Gabriel Sloane Reed Candice Wall	kefogo@mailinator.com	
3	Evan Harper Garrison Claran Duffy	cyzar@mailinator.com	
4	Evan Harper Garrison Claran Duffy	findabddurhman@gmail.com	

10 Showing 1 - 4 of 4

### 3.2 New User registration

The screenshot shows the 'New User registration' form. The left sidebar contains a menu with 'Dashboard', 'Volunteer Program', 'User', 'Master Trainers', 'Training', 'Role & Permissions', 'Payroll', 'Setting', 'Events', and 'Audits'. The 'User' menu is expanded, showing 'All Users' and 'Add User'. The 'Add User' option is selected. The main form area contains the following fields:

- First Name: Text input field with placeholder 'First Name' and hint 'Please enter first name.'
- Father Name: Text input field with placeholder 'Father Name' and hint 'Please enter father name.'
- Grand Father Name: Text input field with placeholder 'Grand Father Name' and hint 'Please enter grand father name.'
- Email: Text input field with placeholder 'Email' and hint 'Please enter email.'
- Gender: Dropdown menu with 'Select' and hint 'Please select gender.'
- Date Of Birth: Text input field with placeholder 'Date of Birth' and hint 'Please enter your date of birth.'
- Role: Dropdown menu with 'Select' and hint 'Please select role.'

A blue 'Register User' button is located at the bottom right of the form. A black arrow points to the 'First Name' field.

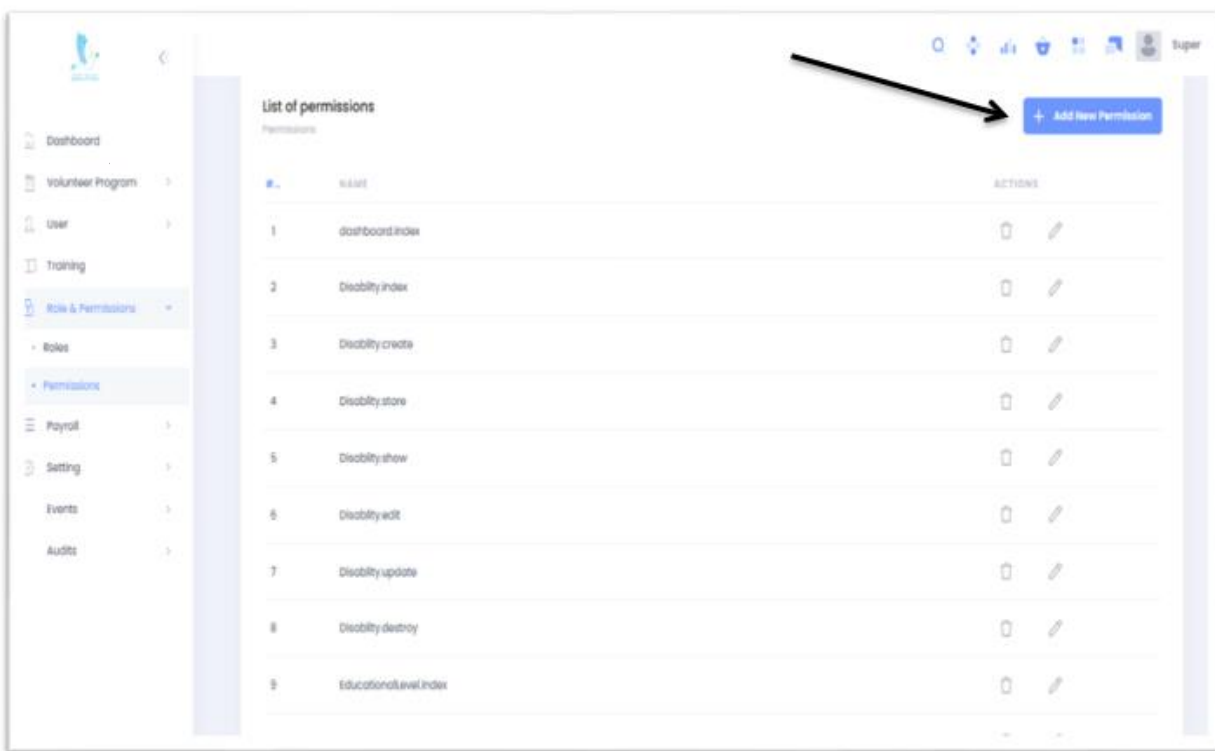
### 3.3 User Role Management

The screenshot shows the 'User Role Management' page. The left sidebar contains a menu with 'Dashboard', 'Volunteer Program', 'User', 'Training', 'Role & Permissions', 'Payroll', 'Setting', 'Events', and 'Audits'. The 'Role & Permissions' menu is expanded, showing 'Roles' and 'Permissions'. The 'Roles' option is selected. The main content area displays a table of roles.

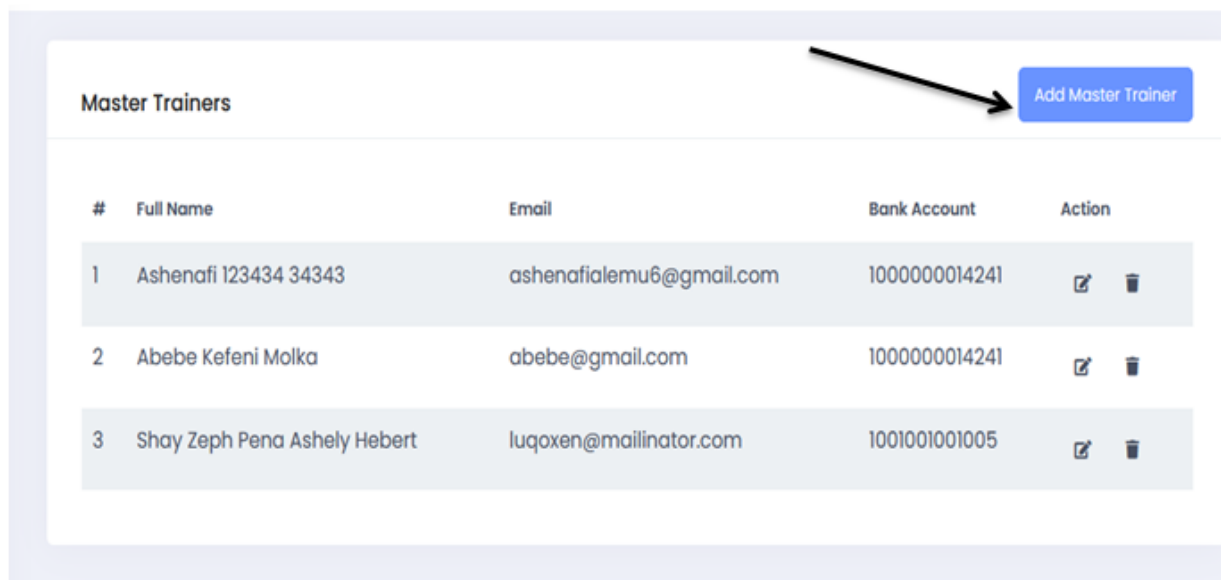
ID	NAME	ACTIONS
1	volunteer	
2	super-admin	
3	regional-coordinator	
4	system-user	
5	zone-coordinator	

A blue '+ Add New Role' button is located at the top right of the table. A black arrow points to this button. At the bottom right of the table, there is a pagination control showing '10' and 'Showing 1 - 5 of 5'.

### 3.4 Permission Management



### 3.5 Register Master trainers

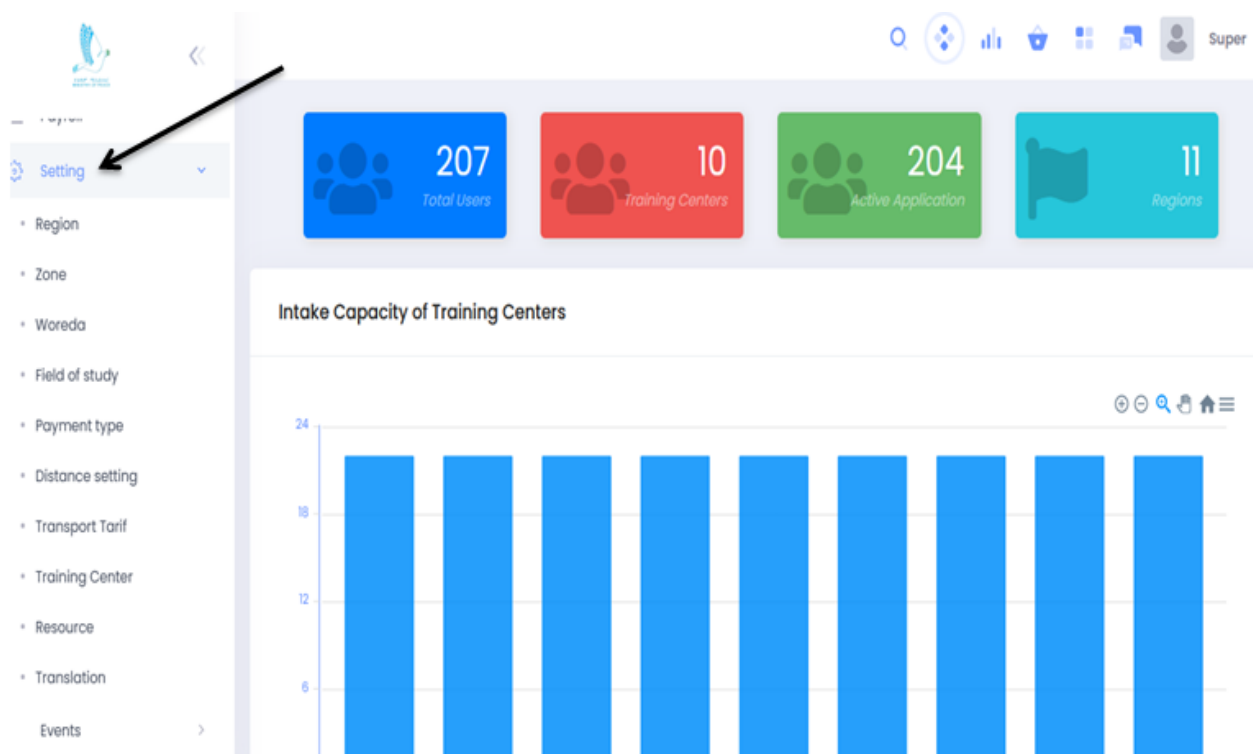




## Chapter 4: System Setting

### 4.1 Setting

Under system setting, there are a lot of look up data to make the system fully works such as regions, zones, woreda, fields of study, payment type, distance, transport tariff, training centers, resource, translation and event are an important settings in the system. You can apply add new, edit, delete and filter operations per setting items.



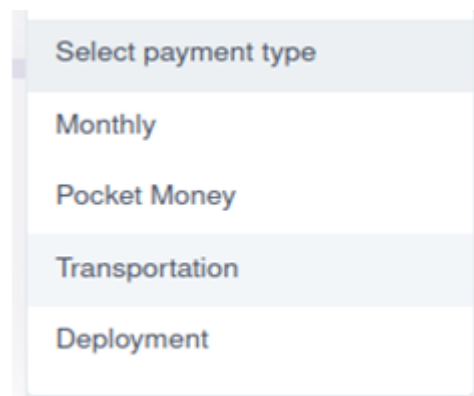
- Region
- Resource
- Zone
- Woreda
- Training center
- Field of study
- Translation
- Distance
- Payment type
- Transport tariff

## Chapter 5: Payment Management

Under this module, we will see all payment process related to volunteers, trainers and training co-coordinators with different payment types.

**5.1 Payment type-** There is different types of payment or payroll such as transport payment, Perdiem payment, pocket money payment, deployment payment and so on. Such type payment will be paid based on finance rule and regulation. Common types of payment are the following:

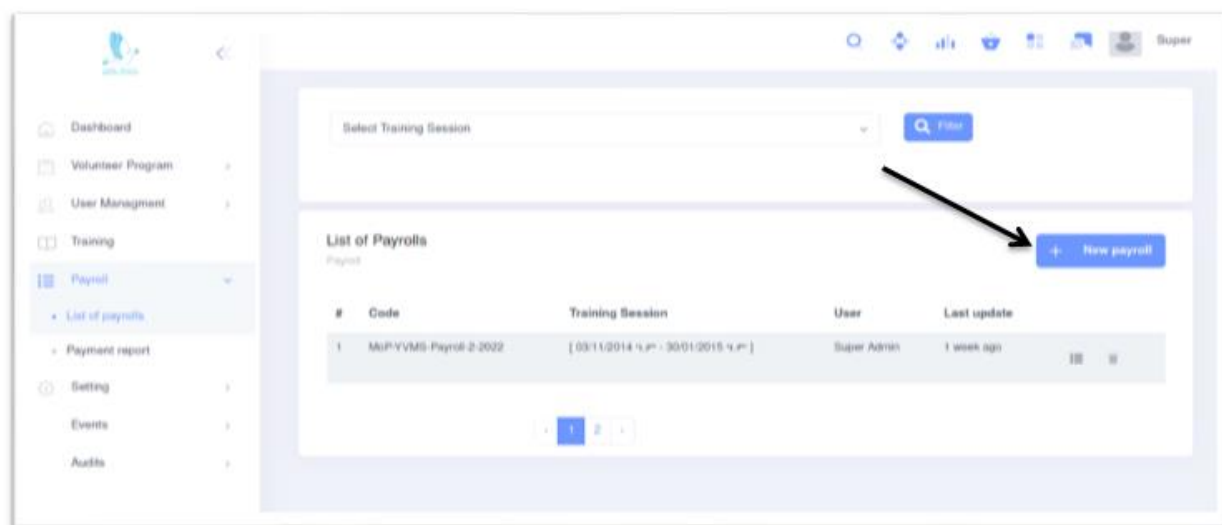
- Pocket Money
- Monthly
- Transportation
- Deployment
- Master Trainer Perdiem
- Training coordinators Perdiem



Select payment type

- Monthly
- Pocket Money
- Transportation
- Deployment

**5.2 Payroll** – In order to pay any payment type, first finance personnel should generate payroll for per training session. So single payroll is enough for one training session



**5.3 Payroll sheet-** Under a single payroll session, you may be creating many payroll sheets per training center and training session.

The screenshot shows the 'Payroll' section of the MoP-YVMS interface. On the left is a sidebar menu with options: Dashboard, Volunteer Program, User Management, Training, Payroll (selected), List of payrolls, Payment report, Setting, Events, and Audits. The main area contains a form with fields for 'Select payment type', 'Select output format', 'No of days', and 'Start date'. Below these is a 'Print out' button with a printer icon, indicated by an arrow. A dropdown menu for 'Select payment type' is open, showing options: Monthly, Pocket Money, Transportation, and Deployment. Below the form is a table of trainees.

	Phone	Sex	CBE Acc	Trainee code	Region	Origin zone	Remark
	+251948284613	M		MoP-PH-00001/1	Amahara	ዓ/ዲ/ነ ባሕር	-
	+251977001104	M		MoP-PH-00013/1	Amahara	ዓ/ዲ/ነ ባሕር	-
	+251919046331	M		MoP-PH-00024/1	Somali	Falen	-
4	HIBER AYTENEW MENASIE	+251927642136	F	MoP-PH-00025/1	Amahara	ዋ/ረ-ነ ሳንባ	-
5	SALAMON AKALE UNKNOWN	+251914275914	M	MoP-PH-00031/1	Amahara	ዓ/ዲ/ነ ባሕር	-
6	ASEFA MEKU ADMASU	+251940278402	M	MoP-PH-00037/1	Amahara	ዓ/ዲ/ነ ባሕር	-
7	TILAHUN ALIYE MOHAMMED	+251918562768	M	MoP-PH-00042/1	Somali	Jerer	-

**5.4 Generate Payroll Sheet-** Payroll sheets will be printed out via pdf or excel file to be send to bank as official stamped payroll.

The screenshot shows the 'Create payroll sheet' dialog box in the MoP-YVMS interface. The dialog has a title bar 'Create payroll sheet' and a close button. It contains a 'Select Training Center' dropdown menu. Below the dropdown is a list of training centers: Jimma University, Addis Ababa University, Wachamo University, and Adama University. An arrow points to the 'New sheet' button in the background interface.

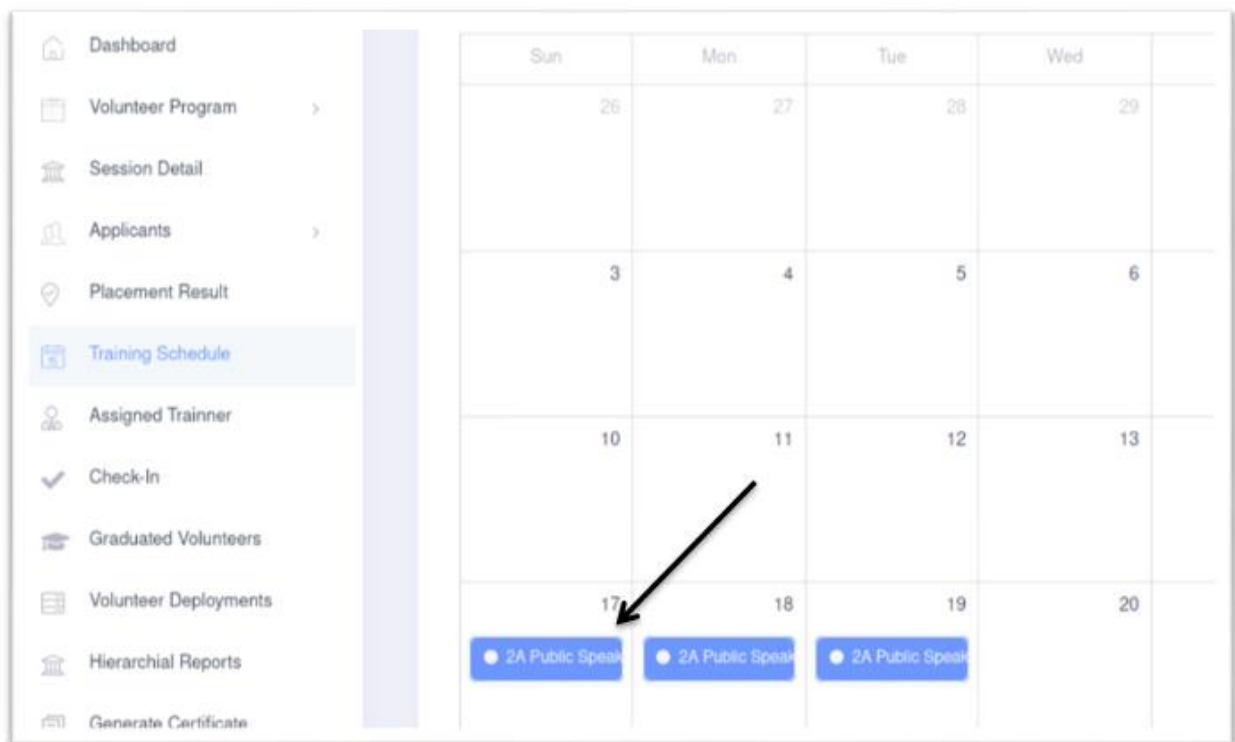
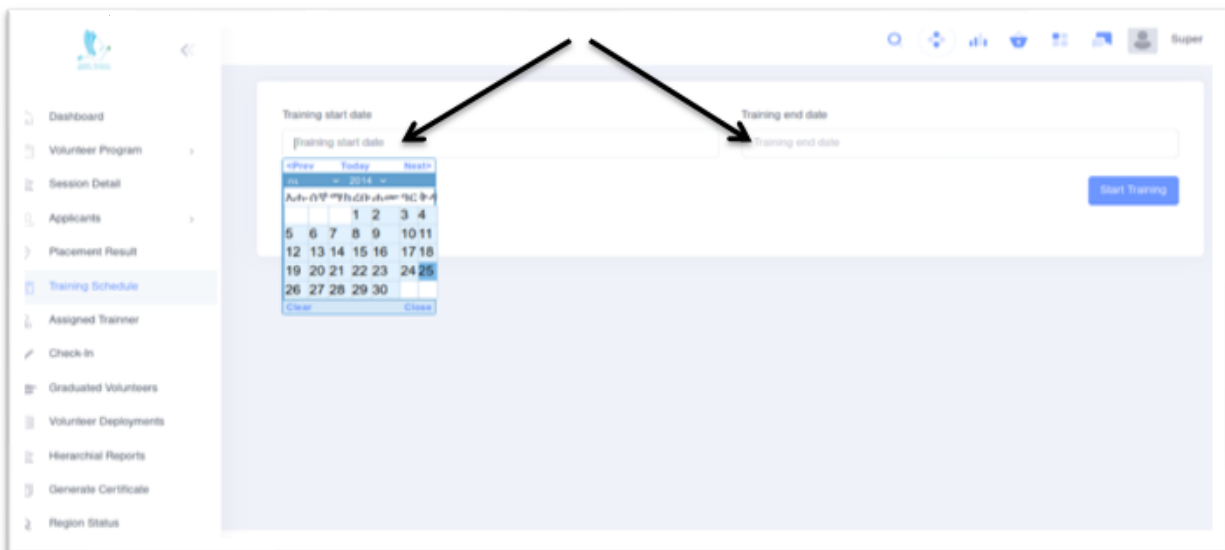
### 5.5 Payment report –Under this module, you get different types of payment history

The screenshot displays the 'Active payment reports' section of the MoP-YVMS interface. It includes a sidebar with navigation links and a main content area with a table of payment records.

#	Training Center	Training Session	Payment type	Total payee	Total amount	Created by	Created at	Action
1	Jimma University	05/06/2022 - 07/07/2022	Pocket Money	22	Birr 0.00	Super Admin	Sat Jul, 2022	Approved
2	Jimma University	05/06/2022 - 07/07/2022	Pocket Money	250	Birr 25,000.00	Alexanne Marks	Wed Jun, 2022	Approved
3	Jimma University	05/06/2022 - 07/07/2022	Pocket Money	350	Birr 35,000.00	Alexanne Marks	Wed Jun, 2022	Pending

## Chapter 6: Volunteer Training Management

6.1 **Schedule**- Under training management sub system, training co-coordinators should be able to create training schedule with specific course along course of action.



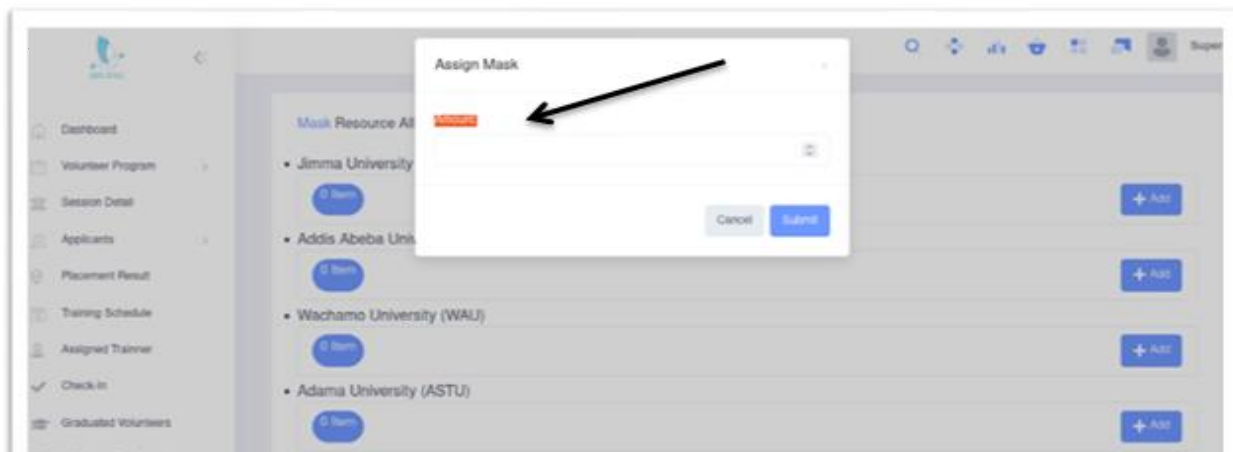
6.2 **Training Course**- Are training topics which are provided for volunteer trainee along with created schedule such as public speaking, kindness for living together.

The screenshot displays the 'Training' management interface. On the left is a sidebar menu with options: Dashboard, Volunteer Program, User Management, Training (selected), Payroll, Setting, Events, and Audits. The main content area has a top bar with a search icon, a globe icon, a bar chart icon, a shopping cart icon, a mail icon, and a user profile icon labeled 'Super'. Below this, there are two input fields: 'Training Title' with a placeholder 'Enter training name' and a red error message 'The name field is required.', and 'Code' with a placeholder 'Enter training code'. A blue 'Add Training' button is located to the right of the 'Code' field, with a black arrow pointing to it. Below the input fields is a section titled 'All Trainings' containing a table with the following structure:

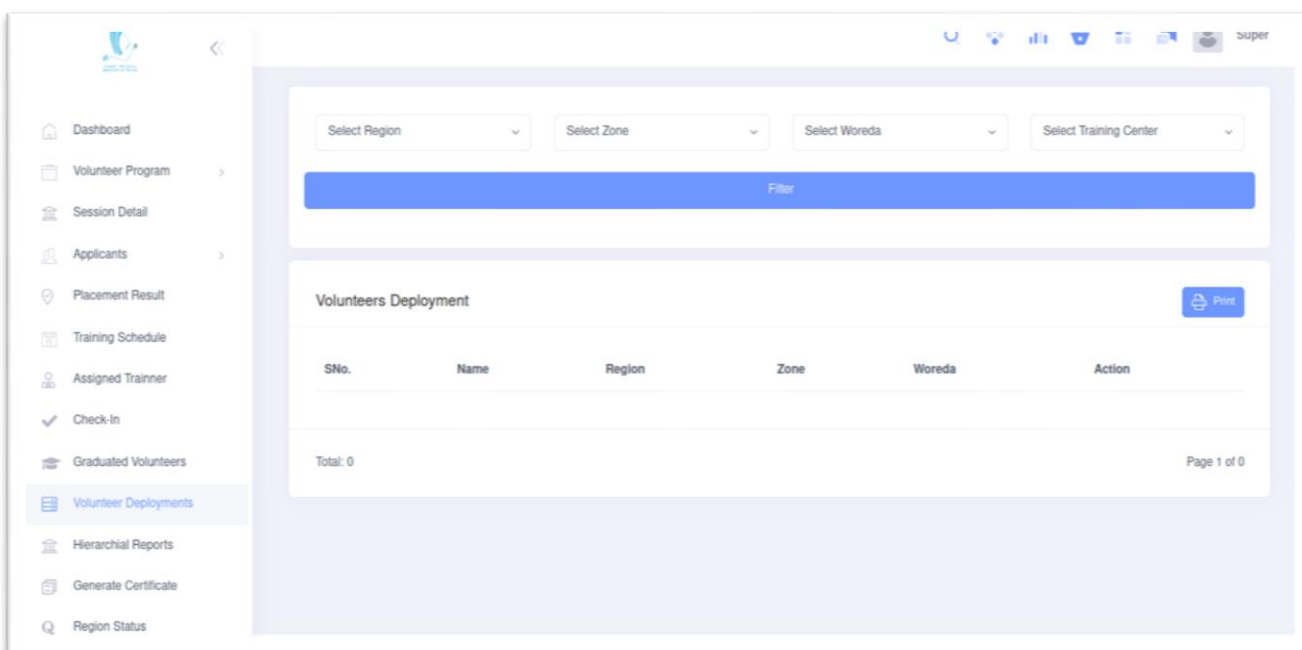
#	Name	Code	Action
---	------	------	--------

6.3 **Attendance**- In order to monitor trainee presence at training session, taking attendance is mandatory even if for pocket payment as well.

**6.4 Training Resource** - Along with a specific training session, training resource will be allocated for training session and then allocated resource will issued for volunteers such as stationary, Mask, Female Modes and other items.



**6.5 Graduate Deployment**- After the volunteers have been trained for 45 days, they will be graduated for deployment community engagement at assigned woreda level for 10 months. Then automatic deployment made the system with automated transport payment based on calculated distance KM in transport tariff.



## Chapter 7: Post- graduation Management

**7.1 Monthly Payment** – Under post- graduation Management, monthly payment for term months will issued for active volunteers based on attendance evaluation with fixed amount.

The screenshot shows the 'Monthly Payment' section of the MoP-YVMS interface. The 'Select payment type' dropdown is open, with 'Monthly' selected. The table below shows the list of trainees.

Phone	Sex	CBE Acc	Trainee code	Region	Origin zone	Remark
+251948284613	M		MoP-PH-00001/1	Amahara	የዘነድ ዞን	-
+251977001104	M		MoP-PH-00013/1	Amahara	የዘነድ ዞን	-
+251919046331	M		MoP-PH-00004/1	Somalia	የደረጃ ዞን	-

**7.2 Attendance**- After the volunteer graduated and deployed, there is an attendance and evaluation to check their activeness

**7.3 Hierarchical report**- This type of report used send summary information and data for upper official from worda→Zone→Region→MoP representatives.

The screenshot shows the 'Hierarchical Reports' section of the MoP-YVMS interface. The 'Regions' table is visible, with an arrow pointing to the 'Action' column.

#	Name	Action
1	Amahara	
2	Oromia	
3	Somalia	



## Chapter 8: Quota Management

Under this module, the system try to share quota based on budget formula of Ethiopian House of federation with numbers of population.

- 8.1 Regional Quota-** Each region will get quota in percentage with their population density. Example, out of 100%, Oromia get 21% then see quota of each zones in Oromia
- 8.2 Zonal Quota-** All zones under a specific region will share their quota from their parent region. Example: Oromia region quota is 21%, Jimma zone get 3.5% out of all zones in Oromia.
- 8.3 Woreda Quota-** All woreda under specific zones will share their quota form their parent zone. Example: Jimma Zone quota is 3.5%, Gera woreda get 0.5% out of all woreda in Jimma zone.
- 8.4 Training center Intake capacity** – Intake capacity of training center is not equal meaning session to session, in a given training session as well. The system place volunteers according to training center intake capacity.