

DA REGISTRY USER MANUAL

DIGITAL GREEN

2023

Table of Contents

1. Introduction.....	2
2. UI Overview.....	3
2.1. Menu	3
2.3. Filters	4
2.4. Pagination	4
2.5. Loader	4
3. Features of DA Registry	5
3.1. Login to DA Registry.....	5
3.2. Add DA profile	6
3.2.1. Add Individual DA Profile.....	6
3.2.2. Bulk upload profiles.....	7
3.3. View All DAs	8
3.4. Dashboard	9

1. Introduction

2. UI Overview

2.1.Menu

DA Registry has three major views:

The screenshot shows the top navigation bar of the DA Registry dashboard. The navigation items are: Dashboard (active), View all DAs, Add DA Profile, and a person icon. Callouts provide instructions for each:

- View all DAs:** Click on **View all DAs** to view a tabular presentation.
- Dashboard:** Click on **Dashboard** to view aggregate and visual representation of DAs.
- Add DA Profile:** Click on **Add DA Profile** to register DA Profile.
- Person Icon:** Click on the **person Icon** to open setting menus.
- Logout:** Click on **Logout** to logout of DA Registry.

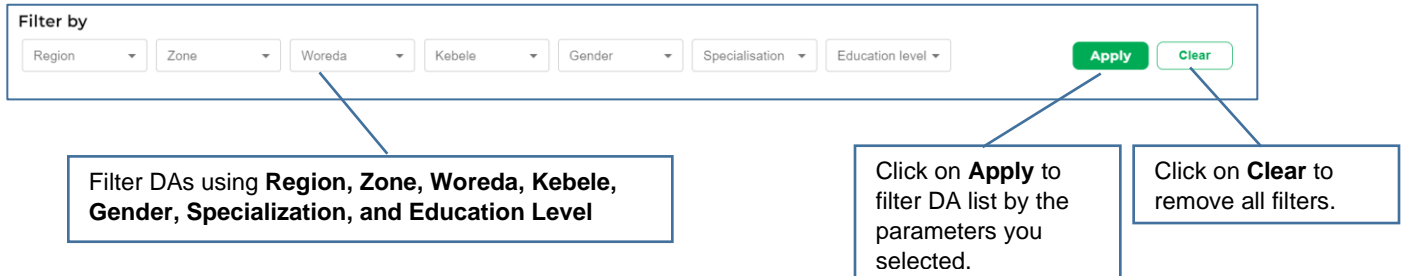
The main dashboard content includes:

- DA registry dashboard** header.
- Total Stats:** Total no.of DAs: 51,698.
- DAs by region:** A donut chart showing regional distribution: Snnpr (22%), Oromia (40%), Sidama (4%), Amhara (31%), Benishan... (4%).
- Average DA per kebele:** 3.
- Filter by:** A section for filtering data.
- User Profile:** national, national@digitalgreen.org, with options for Profile update, Help, and Logout.

2.2.Search

The screenshot shows a search bar with the text "Abebe" entered. A callout explains: "Use the search bar to search DA by **name** or **specialization**." Another callout points to the search icon: "Click on the **search icon** to search."

2.3.Filters



The screenshot shows a 'Filter by' section with seven dropdown menus: Region, Zone, Woreda, Kebele, Gender, Specialisation, and Education level. To the right are 'Apply' and 'Clear' buttons. Three callout boxes provide instructions: one points to the dropdowns, another to the 'Apply' button, and a third to the 'Clear' button.

Filter by

Region Zone Woreda Kebele Gender Specialisation Education level

Apply Clear

Filter DAs using **Region, Zone, Woreda, Kebele, Gender, Specialization, and Education Level**

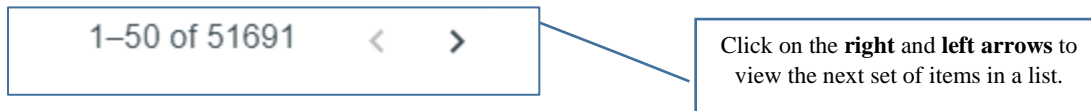
Click on **Apply** to filter DA list by the parameters you selected.

Click on **Clear** to remove all filters.

Note: filter location parameters only within your administrative level will be visible.

- A user from Kebele can only filter using Gender, Specialization, and Education level.
- A user from Woreda can only filter using Kebele within his/her woreda, Gender, Specialization, and Education level,
- A user from Zone can only filter using Woreda within his/her zone, Kebele, Gender, Specialization, and Education level,
- A user from Region can only filter using Zone within his/her region, Woreda, Kebele, Gender, Specialization, and Education level,
- A user from MoA head quarter can filter using Region, Zone, Woreda, Kebele, Gender, Specialization, and Education level.

2.4.Pagination

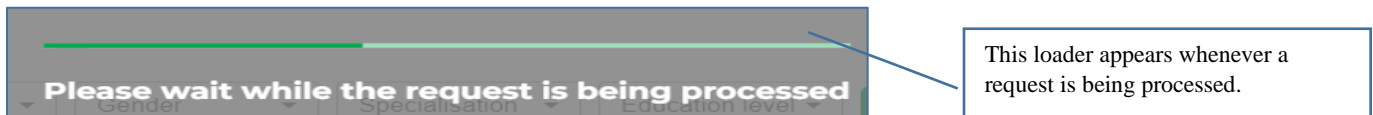


The screenshot shows pagination controls displaying '1-50 of 51691' and left and right arrows. A callout box points to the arrows.

1-50 of 51691 < >

Click on the **right** and **left** arrows to view the next set of items in a list.

2.5. Loader



The screenshot shows a loader bar with a green progress indicator and the text 'Please wait while the request is being processed'. A callout box points to the loader.

Please wait while the request is being processed

This loader appears whenever a request is being processed.

3. Features of DA Registry

3.1. Login to DA Registry

MINISTRY OF AGRICULTURE

"Unlock the fields of opportunity at the Ministry of Agriculture's login page. Access a world of agricultural insights and collaboration. Cultivate progress with us today."

Enter your email Id and password

Enter your email id*
national@digitalgreen.org

Enter your password*

Agree to the DA Registry [terms and privacy policy](#).

Submit

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Digital Green

About MoA

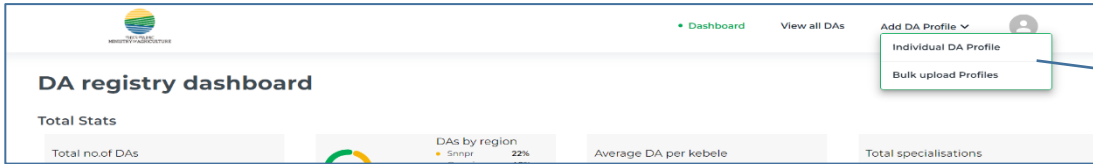
Contact: contact@moa.org

To access DA registry, contact _____ and register. After getting your login credentials, go to <https://stage.digiext.org/login> Enter your email and password

Agree to DA Registry terms and conditions
Click on **Submit** to login

3.2. Add DA profile

3.2.1. Add Individual DA Profile



Click on **Add DA Profile**, select **Individual DA Profile** to register a single DA. A form with **Personal, Contact, Education, Career, Geography and Assignment** details will be displayed. Details marked with * are mandatory.

The 'Add Individual DA details' form has a 'Clear All' button in the top right. The 'Personal details' section includes:

- Salutation *
- Name *
- Father name *
- Grand father name *
- Gender *
- Month of birth (EC) *
- Year of birth (EC) *
- Marital status *

Record the personal information of the DA under the **Personal Details** section. Make sure to record month and year of birth in **Ethiopian calendar**

The 'Add Individual DA details' form continues with:

- Contact details:** Phone number *, Telegram phone number, Alternate phone number, Email *
- Education details:** Education level *, Specialisation *, Specialisation (other)
- Career details:** Position *, Months of employment *, Year of employment *, Pension number *
- Geography and assignment details:** Region *, Zone *, Woreda *, Kebele *, Month of assignment *, Year of assignment *

Record contact of the DA under **Contact Details** section. Record Phone number in **900000000** format (9-digit number) Record the **Education level, Specialization and Other specialization (secondary)** under **Education details**. Record **Position, Month and Year of Employment, and Pension Number** of the DA under **Career Details**. Record **Region, Zone, Woreda, Kebele, Month and Year of Assignment** of the DA under **Geography and assignment details**.

The bottom of the form features three buttons: '+ ADD MORE', 'Cancel', and 'Submit'.

Click on **+ ADD MORE** or **submit** to register the DA with the details that you filled out in the form. After a successful registration, you will be redirected to **View All DAs** page.

3.2.2. Bulk upload profiles

Bulk upload DA details

Please use this template to add your bulk DA data by rearranging your data to the templates format. Finally upload the correct data

Drag and drop your files here or

Browse file

Supported files: XLS, Excel,CSV

Cancel **Submit**

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• Add DA Profile ▾
Individual DA Profile
Bulk upload Profiles

↓ Download template

Uploaded file

sample_template (1).xls Uploading... 0%

Click on submit to upload all files

Once you select an excel file, you will see a file upload progress status as shown on the left.

To register multiple DAs using an excel file, click on **Add DA Profile** and select **Bulk upload Profiles** option.

Click on **Download template** to get the bulk upload excel template file. Use this template to populate the details of DAs to be registered.

After preparing a bulk upload file, click on **Browse file** to upload the file from your computer.

Click on **Submit** after uploading the file to proceed with registration.

Click on **Cancel** to resume back to the Dashboard.

3.3. View All DAs

Click on **View all DAs menu in the top bar to view DAs list**

Use the search control as mentioned in section 2.2. Search to search DAs using name or specialization.

Use the filter control as mentioned in section 2.3. Filter to filter DAs using the available filter options under your administrative unit.

Click on **Export Data located at the top of the list and select **Export XLS** to download the DAs list to an excel file**

DA registry table

Subdivision %	Name %	Father Name %	Grand Father Name %	Gender %	Marital Status %	Education Level %	Specialization %	Position %	Region %	Zone %	Woreda %	Kelile %	Created At	Export CSV
nr	Abessaa	gighih	gigip	male	married	level_ii	crop_production_men...	development_agent	benishangul_gumuz	mekki	Mandara Woreda	5999125-789a-489e-...	2023-11-21T09:38:20...	1
ms	AAAAAAAAAAAAA...	gighih	gigip	male	married	level_ii	horticulture	development_agent	benishangul_gumuz	mekki	Mandara Woreda	59912816-10f5-46f2-9...	2023-11-21T09:38:20...	1
nr	Abelissa	Dheressaa	Gemmaroo	male	married	level_ii	cooperative_accounting	development_agent	eromaa	west shewa	Dendi	4881661-2519-46d9-...	2023-11-21T09:38:20...	NA
ms	Abbaazach	Waraqou	Alomou	female	married	level_ii	animal_science	development_agent	eromaa	west shewa	Dendi	228974ee-9b84-48f0-...	2023-11-21T09:38:20...	3
nr	Abbaosaw	Tadabasa	Eayyike	male	married	diploma	animal_health	development_agent	eromaa	west shewa	Lala Zila	8267a705-4654-4d8a-...	2023-11-21T09:38:20...	4
nr	Abbaubere	Hayuu	Makomn	male	married	level_ii	plant_science	development_agent	eromaa	ari	Sare Gergar	e56047-7c9e-484f-8...	2023-11-21T09:38:20...	4
nr	Abbauu	Turaa	Chiraa	male	married	diploma	animal_health	development_agent	eromaa	ari	Shirka	a781827-6c4d-4924-a...	2023-11-21T09:38:20...	7
nr	Abbaan	Abdukaa	Deleu	male	married	diploma	plant_science	development_agent	eromaa	west hararge	Haleo	8411030-1648-498e-...	2023-11-21T09:38:20...	NA
nr	Abbaan	Obabasa	Ebaaboo	male	married	1st_degree	animal_science	development_agent	eromaa	ari	Asake	e5aa060-476a-4777...	2023-11-21T09:38:20...	10
nr	Abbaan	Yisaaq	Yisaaq	male	married	level_ii	plant_science	development_agent	eromaa	ari	Oruu	a557a23-c66a-457b-...	2023-11-21T09:38:20...	4
nr	Abbaan	Juutaa	NULL	male	single	level_ii	natural_resource_ma	development_agent	eromaa	baa	Hakima Buluk	678a804-8c3f-492d-8...	2023-11-21T09:38:20...	NA
nr	Abbaan	gafii	Amiboo	male	married	1st_degree	plant_development_a	development_agent	eromaa	ari	Liluuwa Bidaa	1055117-6d87-4a4c-...	2023-11-21T09:38:20...	4
nr	Ababa	Jannaraa	Basooaa	male	married	level_ii	natural_resource_ma	development_agent	eromaa	east wollega	Kiruu	1816462-9596-4c6b-...	2023-11-21T09:38:20...	6
ms	Abbaabach	Tafaa	Tamraad	female	married	level_ii	natural_resource_ma	development_agent	eromaa	west hararge	ShaOnsuupoo	6c4845-19d3-4754-...	2023-11-21T09:38:20...	1
ms	Abbaaboo	Oosoo	NULL	female	married	level_ii	plant_science	development_agent	eromaa	ari	Digilana Tipi	cc0e8489-d840-4965-...	2023-11-21T09:38:20...	NA
nr	Abbaaboo	Takaa	Dabaoo	male	married	level_ii	animal_health	development_agent	eromaa	qelem welega	Dale Sab	a5999105-1897-422a-...	2023-11-21T09:38:20...	1

1-50 of 51000

Scroll horizontally to view more columns of the DA list table.

DAs registered in this system will be displayed in this list. A single list presents 50 DAs at a time. Use the pagination controls as mentioned in section 2.4. Pagination to view the next set of DAs in the list.

3.4. Dashboard

The screenshot shows the DA registry dashboard with the following sections and callouts:

- Top Bar:** A callout box points to the 'Dashboard' menu, stating: "Click on **Dashboard** menu on the top bar to view the dashboard that has visualizations of aggregated DA data."
- Total Stats:** A callout box points to the 'Total no of DAs' (51,698) and 'Total specialisations' (208) cards, stating: "In the first section, you will have a view of the total number of DAs across Ethiopia, aggregated by region."
- Filter by:** A callout box points to the filter controls (Region, Zone, Woreda, Kebele, Gender, Specialisation, Education level), stating: "Use the filter controls as mentioned in **section 2.3. Filter** to apply filter options and see a specific set of DAs."
- DA by region:** A callout box points to the 'Total no of DAs' (51,698) and 'Average DA per kebele' (3) cards, stating: "Use the filter controls as mentioned in **section 2.3. Filter** to apply filter options and see a specific set of DAs."
- DA by specialisations:** A callout box points to the horizontal bar chart, stating: "In the third section, you will have a view of DAs aggregation by specialization. Hover on the color bars to view the number of DAs with the respective specialization."
- DA by education level:** A callout box points to the pie chart, stating: "In the fourth section, you will have a view of DAs aggregated by education level. Hover over the sections of the outlined pie chart to view the number of DAs that has completed a specific education level."