

# DA Registry User Manual

# Acronyms

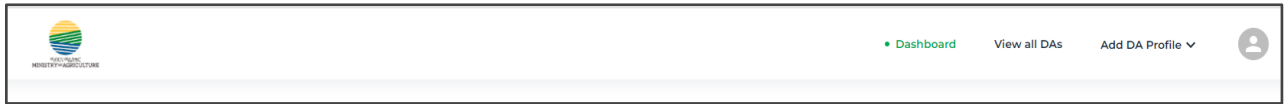
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# 1. Introduction

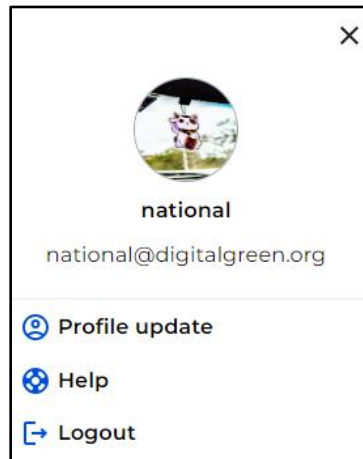
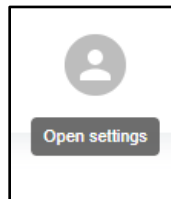
## 2. UI Overview

### 2.1. Menus



DA Registry has three major views:

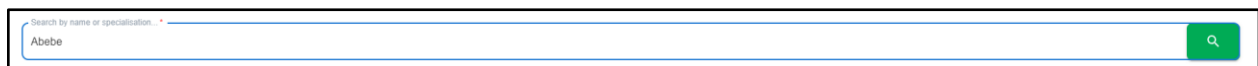
- Click on **Dashboard** to view aggregate and visual representation of DAs
- Click on **View all DAs** to view a tabular presentation of DAs
- Click on **Add DA Profile** to register DA Profile



Click on the person **Icon** to open setting menus.  
On setting menus

- Click on **Profile update** to update your profile
- Click on **Help** to visit our help and support page
- Click on **Logout** to logout of DA Registry

### 2.2. Search



Use the search bar to search DA by **name** or **specialization**. Click on the **search icon** to search.

### 2.3. Filters

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



Filter by

Region users can filter DAs within their region only

Filter by

Zone users can filter DAs within their zone only

Filter by

Woreda users can filter DAS within their Woreda only

Filter by

Kebele users can filter DAs within their Kebele only

## 2.4. Pagination

1–50 of 51691 < >

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

## 2.5. Loader



This loader appears whenever a request is being processed.

# 3. Features of DA Registry

## 3.1. Login to DA Registry

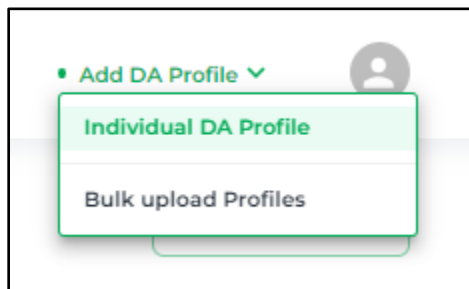
- To access DA registry, contact \_\_\_\_\_ and register.
- After getting your login credentials, go to <https://stage.digiext.org/login>

Enter your email address 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.

Click on **Clear All** to reset the Add individual DA profile form and start recording anew.

**Add Individual DA details** Clear All

**Personal details**

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

Contact details			
Phone number *	Telegram phone number		
Alternate phone number	Email *		
Education details			
Education level *	Specialisation *		
Specialisation (other)			
Career details			
Position *	Month 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**.

+ ADD MORE	Cancel	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

The image shows a dropdown menu titled 'Add DA Profile' with a user icon. Two options are visible: 'Individual DA Profile' and 'Bulk upload Profiles'.

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



**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

[Download template](#)

Drag and drop your files here or

[Browse file](#)

Supported files: XLS, Excel,CSV

[Cancel](#) [Submit](#)

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 **Cancel** to resume back to the Dashboard. Click on **Submit** after uploading the

file to proceed with registration.

**Uploaded file** Click on submit to upload all files

sample\_template (3.xls) Uploading: 0%

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

Status/notification is missing after upload, page is not redirected to DA list

### 3.3. View All DAs

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

Dashboard [View all DAs](#) [Add DA Profile](#)

**View all DAs**

Search by name or specialisation: \*

Filter by: Region, Zone, Woreda, Kebele, Gender, Specialisation, Education level

[Apply](#) [Clear](#)

**DA registry table** [Export data](#)

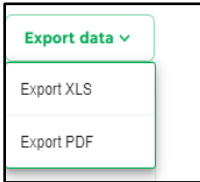
Salutation 's	Name 's	Father Name 's	Grand Father Name 's	Gender 's	Marital Status 's	Education Level 's	Specialization 's	Position 's	Region 's	Zone 's	Woreda 's	Kebele 's	Created At 's	Birth
priest	a	wr	mn	female	divorced	1st_degree	crop_production	development_station_...	amhara	asil	ጎጃ	ጎጃ	2023-11-15T06:10:45...	3
mr	A1111	aaaaa	aaaaaa	male	single	1st_degree	beef_production	development_agent	amhara	north shewa	Merhabete	Ofla Siwasha	2023-11-15T06:10:45...	1
mr	Aaaaaaa	hgfhgh	fhgfg	male	married	level_ii	crop_production_man...	development_agent	benishangul_gumuz	metekel	Mandura Woreda	Dakwaja	2023-11-15T06:10:45...	1
ms	AAAAAAAAAAAAAAAAA	hgfhg	gchgh	male	married	level_ii	horticulture	development_agent	benishangul_gumuz	metekel	Mandura Woreda	Ejeta	2023-11-15T06:10:45...	1
mr	Aabartaa	Dherressaa	Gammamee	male	married	level_iv	cooperative_accounting	development_agent	oromia	west shewa	Dendi	NULL	2023-11-15T06:10:45...	NA
mrs	Aabazaaah	Warquu	Alamus	female	married	level_iv	animal_science	development_agent	oromia	west shewa	Dendi	Sunbola shiko	2023-11-15T06:10:45...	3
mr	Aabboose	Tadaasaa	Baayisa	male	married	diploma	animal_health	development_agent	oromia	west welega	Leta Sibuu	Wara Jiru	2023-11-15T06:10:45...	4
mr	Aabbushie	Hayuu	Makonnin	male	married	level_iv	plant_science	development_agent	oromia	arsi	Bale Gasgar	Ari/Gooloo	2023-11-15T06:10:45...	4
mr	Aabbuu	Tunaa	Cirqaa	male	married	diploma	animal_health	development_agent	oromia	arsi	Shirka	NULL	2023-11-15T06:10:45...	7
mr	Aadam	Abdullaa	Beliso	male	married	diploma	plant_science	development_agent	oromia	west harargee	Habro	Lugo	2023-11-15T06:10:45...	NA
mr	Aadam	Gobanaa	Dibeaboo	male	married	1st_degree	animal_science	development_agent	oromia	arsi	Ausko	Hi/Abbe	2023-11-15T06:10:45...	10

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.

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

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 either **Export XLS** to download the DAs list in an excel file or **Export PDF** to download the list as a PDF file.

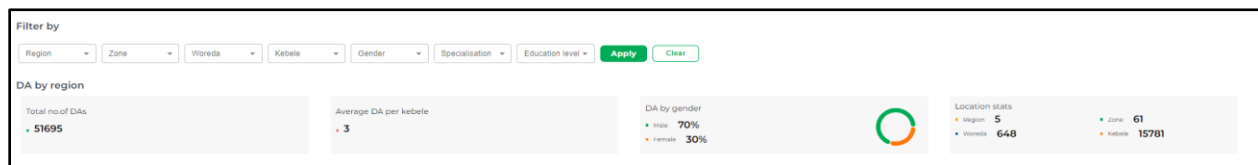
### 3.4. Dashboard

Click on **Dashboard** menu on the top bar to view the dashboard that has visualizations of



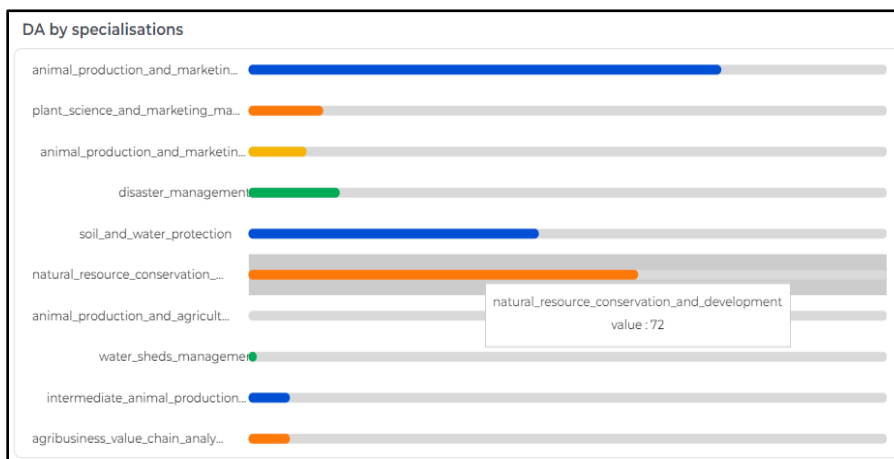
aggregated DA data.

In the first section, you will have a view of the total number of DAs across Ethiopia, aggregated by region.

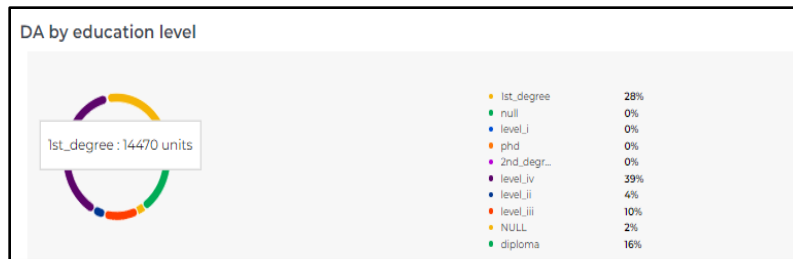


Use the filter controls as mentioned in **section 2.3. Filter** to apply filter options and see a specific set of DAs.

In the second section you will have a view of DAs aggregation by region and gender, average number of DAs per Kebele, and number of regions, zones, woredas and kebeles captured in the DA registry.



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.



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.

### 3.5. Profile