R-YES

AGRI-EMPLOYMENT PLATFORM

Agriculture
Food Processing
Agri-Services

PLATFORM USER MANUAL

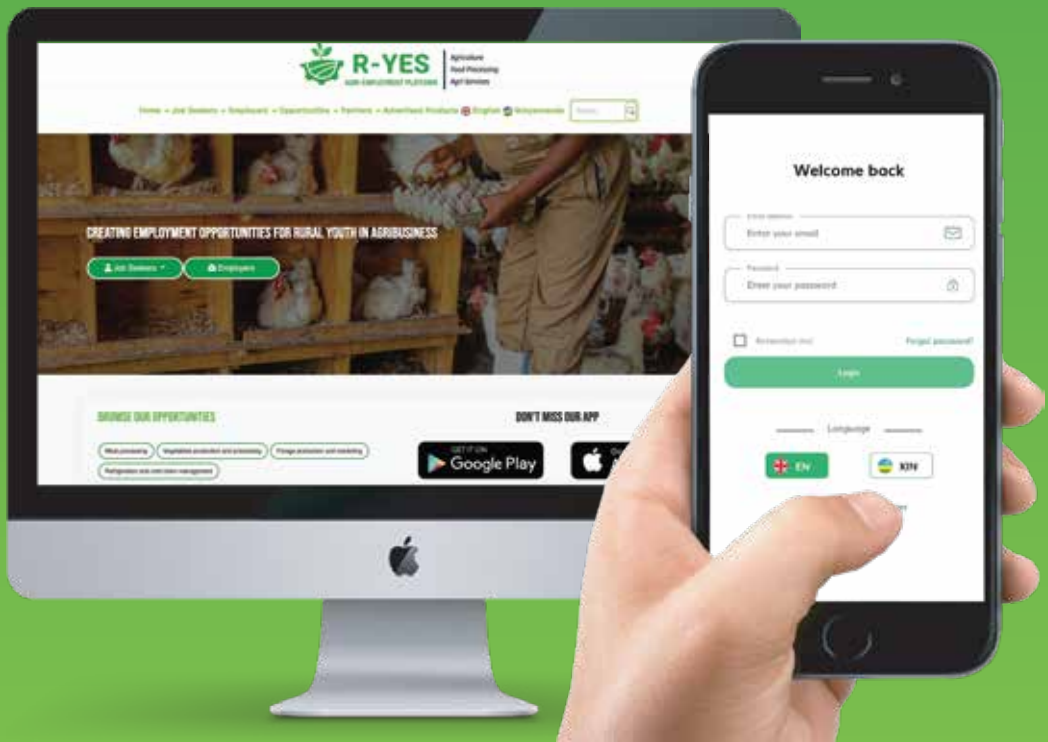
www.r-yes.com

Kilimo Trust

R-YES
AGRI-EMPLOYMENT PLATFORM
Agriculture
Food Processing
Agri-Services

IFAD
Investing in rural people

CREATING EMPLOYMENT OPPORTUNITIES FOR RURAL YOUTH IN AGRIBUSINESS



INTRODUCTION

R-YES is a project implemented by Kilimo Trust with the objective of creating employment opportunities in agri-business sector through building integrated agri-business capacities of rural youth, and generating empirical evidence of the developed and tested models to inform policy to drive scaling up of the models to create jobs for youth.

An online platform was developed to link rural youth with available opportunities in agri-business sector. From now on, the platform will exist for linking rural youth job seekers and employers/agri-business companies and institutions. This user friendly platform is cost-free for both job-seekers and employers. Most of the processes and features of the platform are automated to lift-off the burden of wasting time.

The platform is fully owned by Kilimo Trust and KT team has full right to upgrade or revamp the platform. However, it is better to inform platform users through the use of either email/phone notification, official press release or via KT/R-YES social media that there is a scheduled maintenance. The KT team deserves the right to alter the terms of use and the privacy policy of the platform.

This document will guide the platform users to learn the features and functionalities of the platform. It describes the customer journey experience that users need to go through while using the platform.

You are advised to read User Term and Conditions and Privacy Policy before using the platform.

Terms & Conditions: https://r-yes.com/terms **Privacy Policy:** https://r-yes.com/privacy

DEVELOPER PROFILE

The platform was developed by VONSUNG, a company specialized in web and mobile apps development, domain registration, web hosting, data processing, and integrated systems design. The R-YES support team can reach the developer helpdesk from the contacts below:

Contacts:

Physical Address: **Kigali - Rwanda**
KN2 ST
City Plaza building, First Floor

Website: **https://vonsung.io**
Email: **info@vonsung.co.rw**
Phone: **(+250) 788 898 100**

Contact Person: **Celestin Niyomugabo**
celestin@vonsung.co.rw
(+250) 788 604 106

USER FEATURES

The platform has 3 user types, namely: a job seeker, stakeholder/partner, and system administrator. Each of 3 user types has a specific user interface and privilege.

Job Seeker

A job seeker can visit a website and explore the content of the website including: job/opportunity listing, news and events, shared testimonials, a list of graduates and employers, and contact R-YES support team if needed. The following features are available to only logged-in job seekers:

- Submitting an application for a particular job/opportunity,
- Updating user profile and login password,
- Sharing a testimonial, and
- Tracking/checking the progress of his/her application.

Stakeholder/Partner

A stakeholder has the following privileges:

- Creating a new and managing his existing opportinity(ies),
- Receive job applications via R-YES platform
- Manage job applications (shortlist, reject, and recruit an applicant),
- Access the profiles of R-YES graduates and other graduates, and
- Advertise a product to the platform.

System Administrator

A system administrator is the top-level user of the platform. The admin can manage everything happening on the platform, including content customization and managing other users.

FRONT-END COMPONENTS

1. Homepage

The website serves the files and webpages using HTTPS. It is accessible via https://r-yes.com. The home page has the following sections:

Hero Section:

- This is the top most section that appears under website menu. It is made of a sliding carousel of photos that reflect the purpose of the platform and activities undertaken within R-YES.

- It also has a dropdown button labeled "Job Seekers" and a button labeled **"Employers"** which redirect a user to employers page when clicked. Once "Job Seekers" button is clicked two options show up; R-YES Graduates and Other Graduates.

- If R-YES Graduates is clicked, a list of job seekers that graduated within R-YES program appears per competency/category and a stakeholder can contact a graduate for an opportunity.

- Alternatively, if **"Other Graduates"** button is clicked, a list of competent job seekers that completed their courses in universities or IPRCs is shown. To feature a job seeker, the admin has to mark a job seeker as competent upon reviewing his academic certificate and transcript.

FRONT-END COMPONENTS

Mobile App Section:

This section shows opportunities categories in left side and direct links to mobile apps rightward.

Recently Added Opportunities:

This section shows 10 recently added opportunities, with a **"Load More"** button if the count of active opportunities is more than 10.

News and Events:

This is where all news post, articles and events appear. They are sorted from the recently added and both text and YouTube video posts are supported. For a text post, click "Read More" to read full details. The carouseel is set to auto-scroll, however you can use navigation arrows if you want to load previous/next posts.

Advertised Products:

The Kilimo Trust stakeholders can advertisee their products to the R-YES platforms. The advertised products section displays a carousel of approved product adverts. Click on **"Order"** to view the contacts of the supplier/advertiser.

Youth Voices:

This is a list of testimorials/feedback shared by other platform users.

FRONT-END COMPONENTS

2. Home > About Us

Click on **"About Us"** under Home menu or follow this link: https://r-yes.com/about to learn more about R-YES.

3. Home > About Us

Want to contact Kilimo Trust team for any inquiiry? Click on **"Contact Us"** under Home menu, or follow this link: https://r-yes.com/support to contact the support team. From this page you will find contact information (physical address, email and contact phone), and a form which may be filled-in and sent to Kilimo Trust helpdesk.

4. Job Seekers > Register

This option allows a job seeker visiting the platform to create a user account. Read Job Seeker module section to learn more.

5. Job Seekers > Login

This option allows an existing user/job seeker to login. Read Job Seeker module section to learn more.

6. Employers > Register

This option allows an employer/stakeholder visiting the platform to create a stakeholder account. Read Stakeholder module section to learn more.

7. Employers > Login

This option allows an existing stakeholder to login. Read Stakeholder module section to learn more.

FRONT-END COMPONENTS

8. Opportunities

This menu allows a user to navigate through and explore different opportunities. On click, 3 opportunity types are shown and a user can choose accordingly. To explore all opportunities, open this link: https://r-yes.com/opportunities

9. Advertised Products

On click, this takes you to the products page where you can view the products advertised by different stakeholders. From advertised products page, you can choose a product of your choice and click **"Order"** to get the contact information of the advertiser.

Direct link: https://r-yes.com/shop

10. Language Switcher

The platform currently supports English and Kinyarwanda with English as a default language. Click on your language of preferance to translate the entire content of the website.

11. Search Bar

A user can easly search for a specific opportunity by inputing a search keyword.

12. Header and Footer

Both header and footer play a crucial role in website navigation by simply putting important links at user fingertip.

WHATSAPP AUTOMATION

WhatsApp Automation Bot

WhatsApp automation provides an easy and convenient way to resolve user complaints with the use of automated bot. The bot send auto-replies based on pre-configured responses.

Among others, the bot can:

- Check and notify the available/open opportunities,
- Track for you the application status, and
- Create a Support Ticket if deem necessary.

The WhatsApp phone number configured to the bot is publicly available to the website and often communicated at R-YES plaforms.

JOB SEEKER MODULE

1. Creating a user account

A job seeker needs to follow the these few steps listed below to create a user accoount:

- Click on “Register” (under Job Seeker menu), or follow this link: https://r-yes.com/signup
- Fill the first name in the first field labeled **“First Name”,**
- Fill the last name in the field labeled **“Last Name”,**
- Fill the email address in the field labeled **“Email”,**
- Fill the mobile phone number in the field labeled **“Phone Number”,**
- Select the field of study
- Upload the academic degree/certificate
- Upload the academic transcript/marks report
- Set your password (note: use a strong password), and then
- Submit

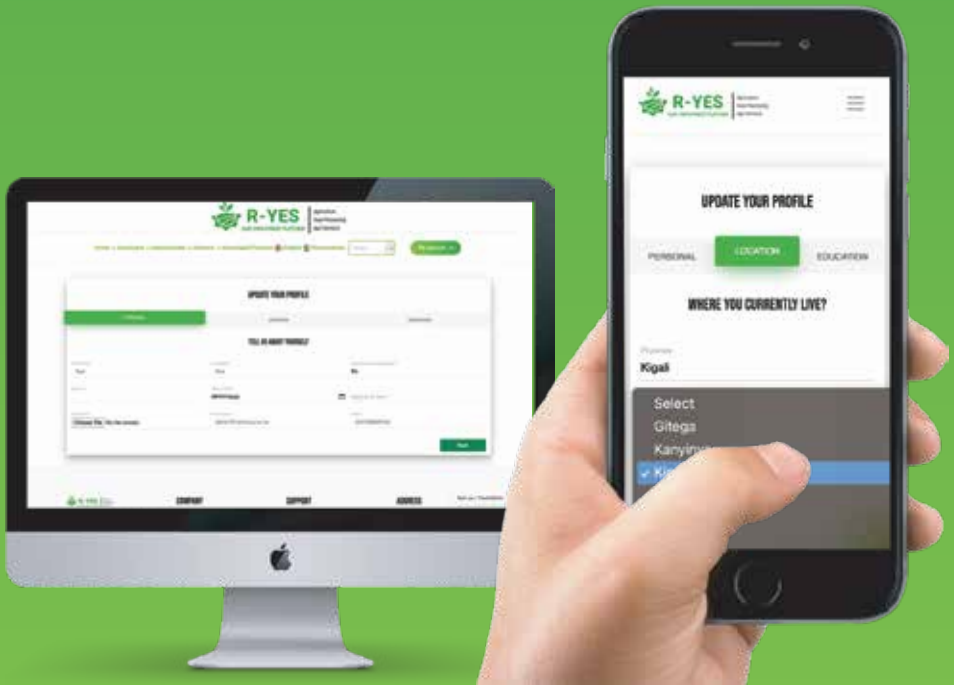
JOB SEEKER MODULE

2. Completing user profile

After submitting the account registration form, the engine will validate the provided data and return an error on fail and a success alert on a successfull account registration. If registration is successful, the user will be taken to user profile page where he may provide additional information. These information are:

- **Personal information**: gender, date of birth, employment status, national ID, etc...
- **Location**: residence address (Province, District, Sector, Cell and Village), and residence certificate.
- **Education information:** Field of education (set only once), highest education level, and graduation year.

User profile link: https://r-yes.com/user/profile



JOB SEEKER MODULE

3. User Login

An existing user (job seeker) will need to login to access "Access-Controlled Pages". A user will navigate to **"Login"** under "**Job Seeker** menu" and authenticate using either phone/email and account password.

User login link: https://r-yes.com/login

4. Reseting a forgoten password

If a user doesn't remember his account password, he/she can have it reset.

- Under the login form, click **"Forgot Password",**
- Enter the email or phone number associated with your account, Click **"Send",**
- Check the email received in your email inbox, then click on **"Reset Password"** button
- Your will be prompted to enter your new password
- Then click **"Update".**

JOB SEEKER MODULE

5. Applying for job/application

A user can apply for a particular opportunity (employment opportunity, training, or funding opportunity). To do so;

- Visit the website homepage and scroll down to recently added opportinities section,
- Choose an opportunity or click "Load More" to explore all advertised opportunities,
- Alternatively, choose opportinity type from "Opportunities" menu and then click on opportunity of your choice,
- A page showing opportunity details will show up,
- Hit "Apply" button
- If not logged in, you will need to login, and if you are new to the platform, please register your new account
- If your profile is filled, your application will be submitted automatically. If further information are required, you wiill be requested to fill missing information.
- After successfully submitting your application, a notification will be sent to your email.

Opportunities listing link: https://r-yes.com/opportunities

6. Application Status

After submitting your application, the advertiser can review the application and choose to shortlist or reject your application. Once the application status change, the applicant receive a short message (SMS) and email notification.

Alternatively, a job seeker can check his/her application status from his account after logging in; by simply clicking "My Account" menu, then click "My Applications".

My Applications link: https://r-yes.com/user/applications

7. Sharing testimony

A user can share his/her feedback to inspire others. To do so;

- Navigate to **"My Account"** menu,
- Click **"Feedback",**
- Fill the form, and click **"Submit".**

Once approved, your testimonial/feedback will appear under "Youth Voices" section on homepage.

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