



MSR Database User Manual

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Accessing the Database

To access the database, go to msrna.herokuapp.com. From here click Sign In, and type in your username and password. If you are a new user, follow the instructions in Creating an Account below.

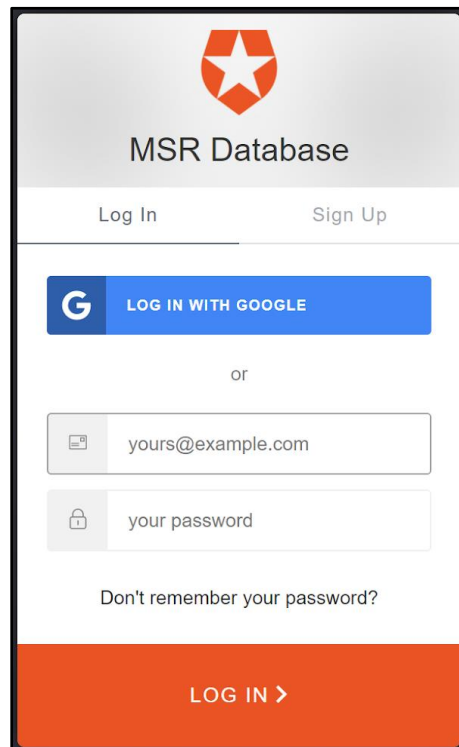


Figure 1: MSR Database Sign In Screen

Creating an Account

If you are a new user, click Sign Up. If you have a Gmail account, you can choose Log In with Google. If you do not, type in the email address you would like to use, and then choose a password. Once you do this, an employee of MSR will have to log in to their account and grant you access to the database before you can begin using the system.

User Interface

After logging into the database, you will be met with the “View Members” page. Along the left hand side of the screen, you will see a navigation bar in which three categories are listed: “General” and “Account.” Regardless of where you are in the database, the navigation bar will remain on the left hand side of the screen, and can be used to move through the database based on the tasks you are hoping to complete. This section describes how you can interact with the database and view member information.

First Name	Surname	MSR Member #	Member Status
Elkana	Amutenya	2	Active
Likus	David	6	Active
Joel	Angula	8	Active
Johannes	Namupolo	12	Active
Tobias	Tobias	20	Active
Asser	Shimi	21	Active
Leevi J	Shilunga	23	Active
Philemon N	Titus	24	Active
Philemon	Amookongo	26	Active
Moses	Mwatata	28	Active

Figure 2: The navigation panel contains two categories—*General* and *Account*—that guide user interaction with the system

General

View Members

When the database is first opened, you will see a list of all of the members. In the top right corner, the quick search function allows you to search for any of the information that is seen in the table, such as name or mobile number. You can clear this search by clicking the “X” at the end of the search bar. The “Refresh” button, also in the top right corner, allows you to update the page once members have been added or edited. Clicking on a member will allow you to see their basic information, skills, work experience, placements through MSR, completed training, certificates, and languages. “Skills” is a combination of a member’s general skills and skills that have come from their work experience, which are listed under each separate work experience. By holding the cursor over a skill, you can see a brief description of it. You can return to the view members page at any time by clicking “View Members” in the navigation bar.

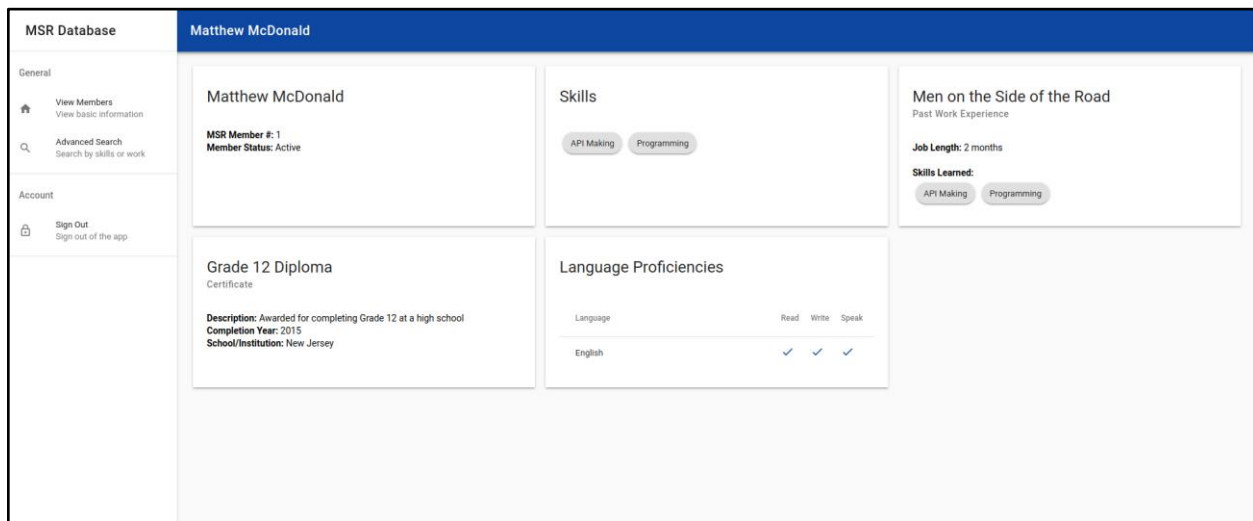


Figure 3: The member information page documents basic demographic information, skills, work experience, placements through MSR, completed training, certificates, and languages

Advanced Search

The Advanced Search feature allows you to search for multiple criteria at once, effectively filtering your search results. To do this, add the desired information into each of the seven categories shows by clicking the down arrow on the right side of each box. The information will save if you click this arrow again to minimize the section. Once all the information is entered, click the yellow “Search” box in the top right corner to find all members that meet the criteria. You can also select “Start Over” to begin a new search.

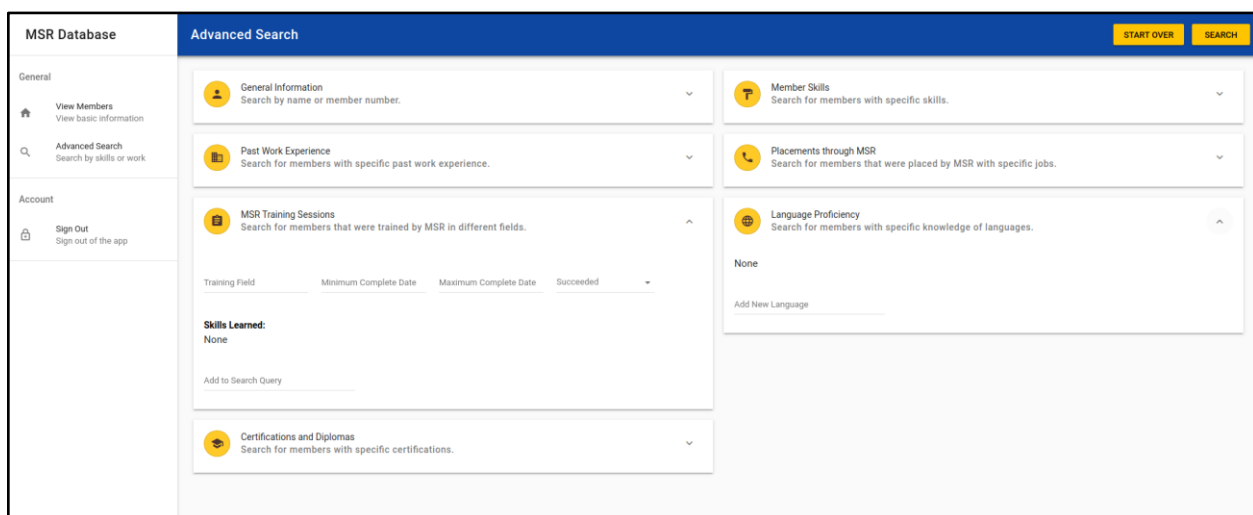


Figure 4: Employees can use the *Advanced Search* when looking for members with certain qualifications to fill a job placement

General Information

The “General Information” section allows you to filter your search results using basic information about the members of interest, such as a member’s name or member number. To enter search criteria into these fields, click on the field into which you wish to enter your search criteria. At this point, the title of and line beneath the field you are editing should change from grey to blue, indicating that you are currently entering search criteria into this field. After typing in your search criteria, click anywhere outside of the field to save and stop editing that criteria, or press the tab key to save the criteria and move to the next field.

Member Skills

The “Member Skills” section allows you to filter your search results using information about the members specific skill sets, such as driving or brick laying. Member skills refer to any and all skills members have acquired on their own (outside of a job), through their work experience prior to their time at MSR, and through their placements while a member of MSR.

To enter search criteria into these fields, click on the field into which you wish to enter your search criteria. At this point, the title of and line beneath the field you are editing should change from grey to blue, indicating that you are currently entering search criteria into this field. As you begin to type, a list of skills that match what you are typing will appear, and you can choose from this list. After typing in your search criteria, click anywhere outside of the field to save and stop editing that criteria, or press the tab key to save the criteria and move to the next field.

Past Work Experience

The “Past Work Experience” section allows you to filter your search results using information about the members previous employment. To search members by past employers, enter the employer of interest into the field labeled “Employer Name.” To search members by years of past work experience, enter the desired number of years’ experience into the field labeled “Worked Here For.” Entering a skill in the “Skills Learned” section will only search for skills that were learned during a past work experience (not during a member’s MSR placements). (To filter results by a member’s collective skill set, meaning all of the skills they have acquired through past work experience, MSR placements, trainings, etc., use the “Member Skills” search of the advanced search feature.) As you begin to type, a list of skills that match what you are typing will appear, and you can choose from this list.

To enter search criteria into these fields, click on the field into which you wish to enter your search criteria. At this point, the title of and line beneath the field you are editing should change from grey to blue, indicating that you are currently entering search criteria into this field. After typing in your search criteria, click anywhere outside of the field to save and stop editing that criteria, or press the tab key to save the criteria and move to the next field.

Placements through MSR

The “Placements through MSR” section allows you to filter your search results using information about jobs members have been placed in through MSR. To search members by employer, enter

the employer of interest into the field labeled “Employer Name.” You can also search by “Employment Type” and “Employment Status”. To search members by start date, click on the “Minimum Start Date” or “Maximum Start Date” fields and choose a date from the calendar. Entering a skill in the “Skills Learned” section will only search for skills that were learned during a placement made during a member’s time at MSR (not during a past work experience prior to their membership). (To filter results by a member’s collective skill set, meaning all of the skills they have acquired through past work experience, MSR placements, trainings, etc., use the “Member Skills” search of the advanced search feature.) As you begin to type, a list of skills that match what you are typing will appear, and you can choose from this list.

To enter search criteria into these fields, click on the field into which you wish to enter your search criteria. At this point, the title of and line beneath the field you are editing should change from grey to blue, indicating that you are currently entering search criteria into this field. After typing in your search criteria, click anywhere outside of the field to save and stop editing that criteria, or press the tab key to save the criteria and move to the next field.

MSR Training Sessions

The “MSR Training Sessions” section allows you to filter your search results using information about training members have completed. Here you can search by training field, completion date, whether or not a member succeeded in completing the training, and any skills learned from the training. To specify the minimum or maximum completion date, click the box and choose a date from the calendar. Entering a skill in the “Skills Learned” section will only search for skills that were learned during a training (not during a placement or prior work experience). (To filter results by a member’s collective skill set, meaning all of the skills they have acquired through past work experience, MSR placements, trainings, etc., use the “Member Skills” search of the advanced search feature.) As you begin to type, a list of skills that match what you are typing will appear, and you can choose from this list.

To enter search criteria into these fields, click on the field into which you wish to enter your search criteria. At this point, the title of and line beneath the field you are editing should change from grey to blue, indicating that you are currently entering search criteria into this field. After typing in your search criteria, click anywhere outside of the field to save and stop editing that criteria, or press the tab key to save the criteria and move to the next field.

Language Proficiency

The “Language Proficiency” section allows you to filter your search results using information about what languages the members can read, write, and speak. First, type in the language of interest. At this point, the title of and line should change from grey to blue, indicating that you are currently entering search criteria into this field. Next, select click the desired boxes for read, write, and speak. To add another language, simply type a new language in the “Add New Language” box. As you begin to type, a list of languages that match what you are typing will appear, and you can choose from this list. After typing in your search criteria, click anywhere outside of the field to save and stop editing that criteria, or press the tab key to save the criteria and move to the next field.

Certifications and Diplomas

The “Certifications and Diplomas” section allows you to filter your search results using information about certificate type, completion year, and where the certification was completed. As you begin to type, a list of certificates that match what you are typing will appear, and you can choose from this list.

To enter search criteria into these fields, click on the field into which you wish to enter your search criteria. At this point, the title and line beneath the field you are editing should change from grey to blue, indicating that you are currently entering search criteria into this field. After typing in your search criteria, click anywhere outside of the field to save and stop editing that criteria, or press the tab key to save the criteria and move to the next field.

Account

Sign Out

Click this button to log out of your account.

Help

Refer to this section when you need assistance.