

INSTITUTE OF ADULT EDUCATION



OSMIS TRAINING USER MANUAL

OSMIS (OPEN SCHOOL MANAGEMENT INFORMATION SYSTEM) used to manage data of NON

Formal education such as;

- (i) Registered Non Formal Education Centre
- (ii) Registered Non Formal Education physical infrastructure
- (iii) Registered Non formal Students
- (iv) Registered Non Formal Dropout

Lengo la Taasisi ya Elimu ya Watu Wazima kuwa na Mfumo wa OSMIS

- Kukusanya taarifa za Vituo vyote vinavyoendesha elimu mnje ya Mfumo rasmi
- Kuwa na taarifa za Wanafunzi waliosajiliwa nje ya Mfumo rasmi kwenye Vituo vyote Tanzania Bara.
- Kuwa na taarifa za Dropout za Wanafunzi
- Kuwa na taarifa za matokeo ya wanafunzi
- Kuwa na taarifa za mahudhurio ya Wanafunzi
- Kuwa na taarifa za miundombinu katika vituo vyote
- Kuwa na taarifa za Walimu wote wanaofundisha nje ya Mfumo rasmi.

STEP ONE: HOW TO LOG IN OSMIS

GO> Google Chrome Browser> then type>
<http://102.223.8.113> then press Enter,
The dialog box will be display then type Username
admin@gmail.com and Password **12345678**



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OPEN SCHOOL MANAGEMENT INFORMATION SYSTEM

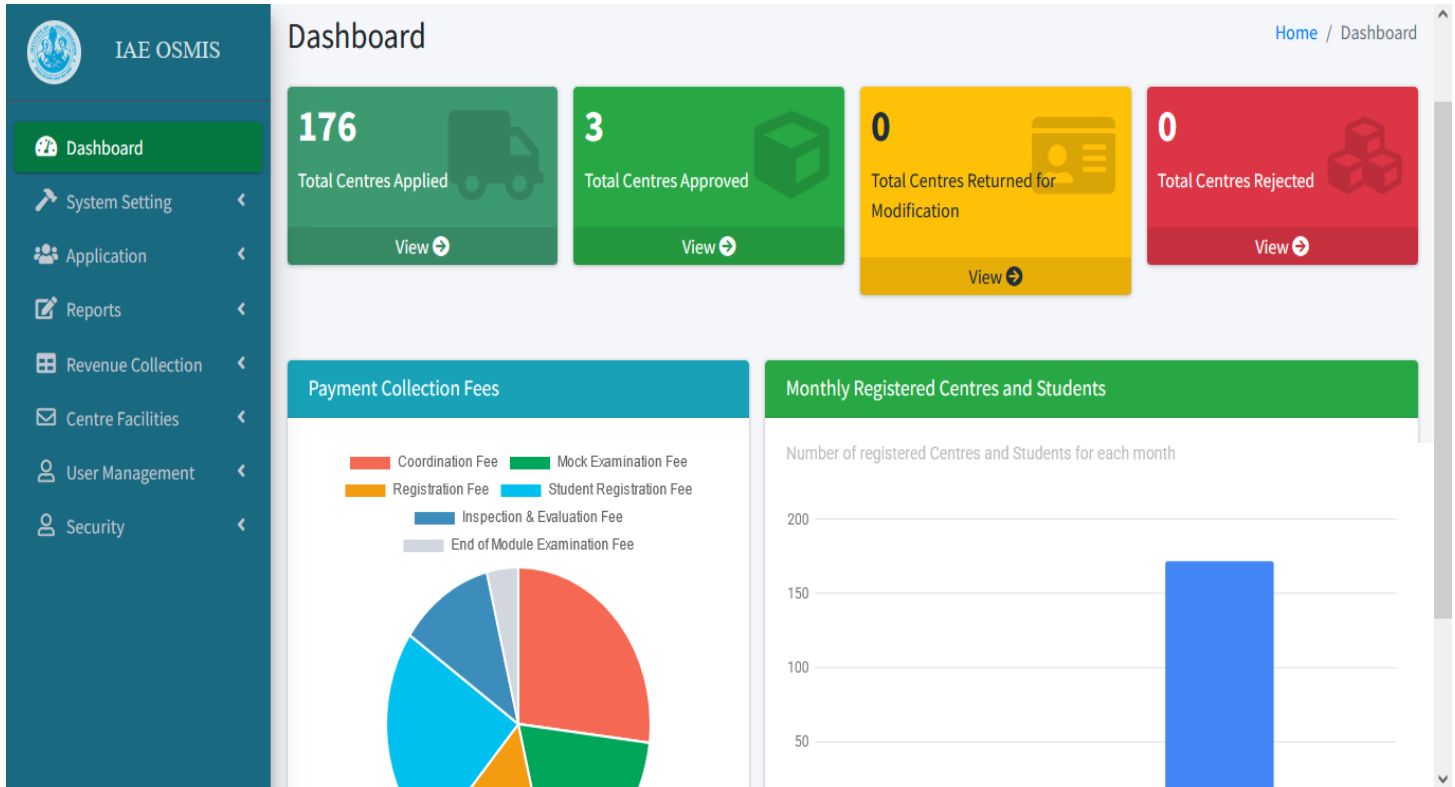
LOGIN

[Forgot your password?](#)

[Don't have an account ?](#)
[Register](#)

STEP TWO: DASHBOARD

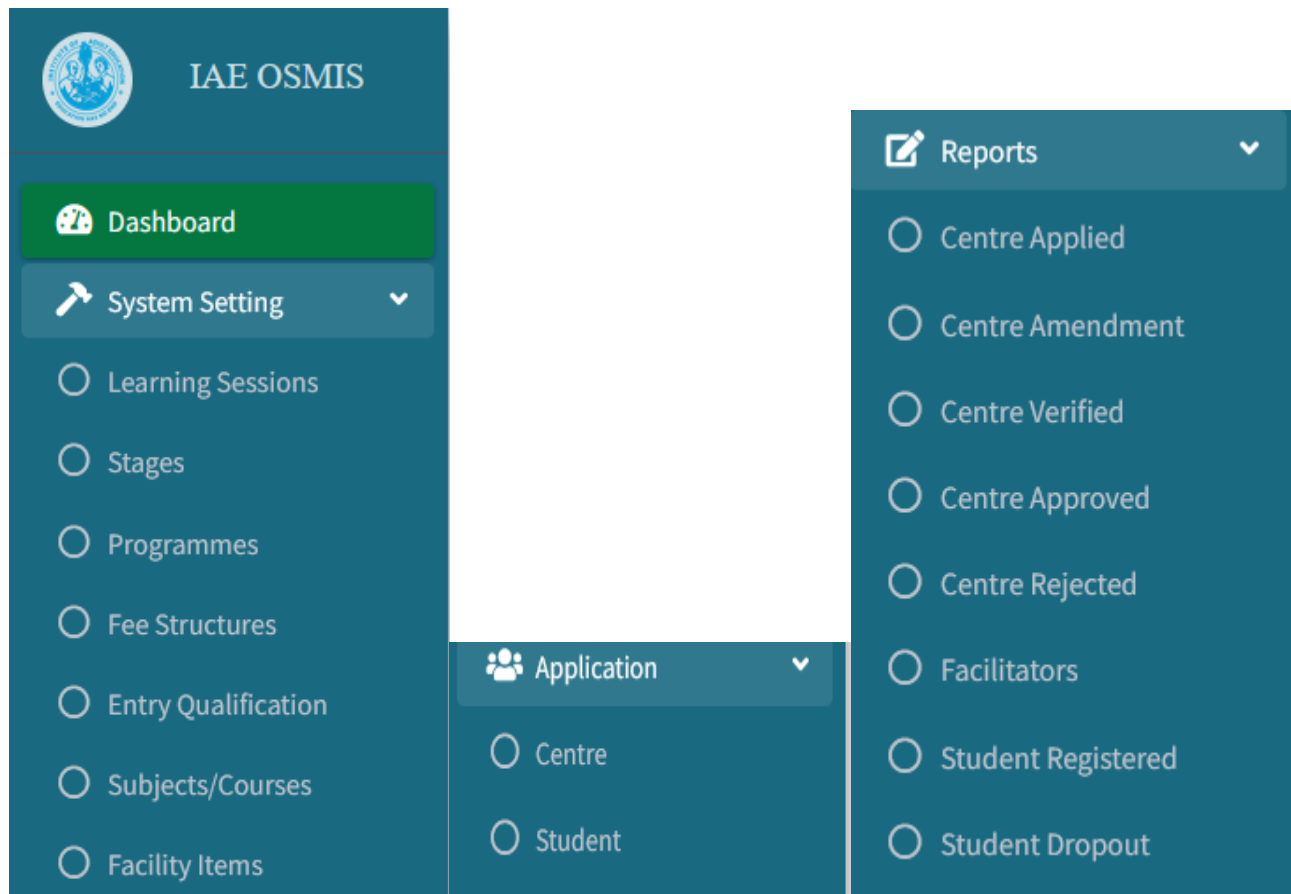
After Logging in the Dashboard Window will be displayed as shown below



STEP TWO: DASHBOARD

Dashboard has seven main Module such as;

- System Setting Module
- Application Module
- Reports Module
- Revenue Collection Module
- Centre Facilities Module
- User Management Module
- Security Module



Revenue Collection

Centre Invoice

Student Invoice

Centre Payment

Student Payment

Centre Facilities

Physical Infrastructures

Learning Resources

User Management

Users

Roles

Permissions

Consumers

Security

Change Password

Login History

My Profile

1. SYSTEM SETTING MODULE

System setting Module has the following Sub Module as follow;

I. Learning Session

Click on Learning Session>Session Window will display> Then Click Add New Session> Then write name of session and save

sessions

Home / session

sessions

Add New session

Show 10 entries

Search:

Excel Column visibility

S/N	Name	Action
1	Morning Only	 

Showing 1 to 1 of 1 entries

Previous

1

Next

Add New session

Name

Close

Save changes

II. Stages

Click on Stages> Then Click on Add New Stage>

Stages

Home / Stage

Stages

Add New Stage

Show 10 entries

Search:

Excel Column visibility

S/N	Name	Equivalent Level	Action
1	STAGE I	Form I , Form II	 

Showing 1 to 1 of 1 entries

Previous

1

Next

Then write the name of Stage and save changes

Add New Stage

X

Name

Equivalent Level

select level

Form I

Form II

Form III

Close

Save changes

III. Programmes

Click on Programmes> Then Click on Add New Programme>

Programmes

Home / Programmes

Programmes

Add New Programme

Show 10 entries

Search:

Excel Column visibility

S/N	Abbreviation Code	Description	Action
1	ASEP	ALTERNATIVE SECONDARY EDUCATION PROGRAMME	 
2	IPPE	INTEGRATED POST-PRIMARY EDUCATION PROGRAMME	 
3	SEQUIP	SECONDARY EDUCATION QUALITY IMPROVEMENT PROGRAMME	 
4	IPOSA	INTEGRATED PROGRAM FOR OUT OF SCHOOL ADOLESCENTS	 

Showing 1 to 4 of 4 entries

Previous

1

Next

Then write the name of Programme and save changes

Add New Programme

Abbreviation Name

Description

Close

Save changes

IV. Click on Fee structure> Then Click on Add New Fee >

Fee Structure

Home / Fee Structure

Fee Structure

Add New Fee

Show 10 entries

Search:

Excel Column visibility

S/N	GfsCode	Name	Programme	Amount	Pay Option	Expire Days	Stage	For Student	Action
1	33333444444444	STUDENT APPLICATION FEE	ASEP	10000.00 TZS	Full Payment	30days	STAGE I	YES	 
2	20000	abcd	SEQUIP	20000.00 TZS	Exact Payment	30days	STAGE I	YES	 

Showing 1 to 2 of 2 entries

Previous

1

Next

Then write the Fee name and save changes

Add New Fee

Fee Name

GfsCode

Programme

Stage

Enter Numeric value only

select programme

select stage

Bill Option

Fee Amount

Expire Days

For Student ??

select payment option

select days

Close

Save changes

V. Click on Entry Qualification> Then Click on add New Qualification

qualifications

Home / qualification

qualifications

Add New qualification

Show 10 entries

Search:

Excel Column visibility

S/N	Name	Action
No records found!!		

Showing 0 to 0 of 0 entries

Previous

Next

Then write new qualification and save changes

Add New qualification

X

Name

Close

Save changes

VI. Click on Subject/ Course> Then click on add new Subject / Course>

Subject/Courses

Home / Subject

Subject/Course

Add New Subject/Course

Show 10 entries

Search:

Excel Column visibility

S/N	Name	Programme	Academic Subject	General Skills	Action
1	Tailoring	INTEGRATED POST-PRIMARY EDUCATION PROGRAMME	CIVICS,HISTORY	Tailoring	 

Showing 1 to 1 of 1 entries

Previous

1

Next

Then write new subject / course

Add New Subject ×

Programme	Name
select programme	
Academic Subject	General Skill
separate academic subjects by using comma, eg Civics,Biology	

VII. Click on Facility Items> Then Click Add New Facilities

Infrastructure Facility Home / Facility Item

Facility

Show entries Search:

S/N	Item Name	Minimal Standards of Item Required
1	Classrooms	A well-ventilated room for each stage that can accommodate 40 learners i.e. 1:40 (classroom/ learners)
2	Learners' toilets rooms - male	1:25 (pit/learners)

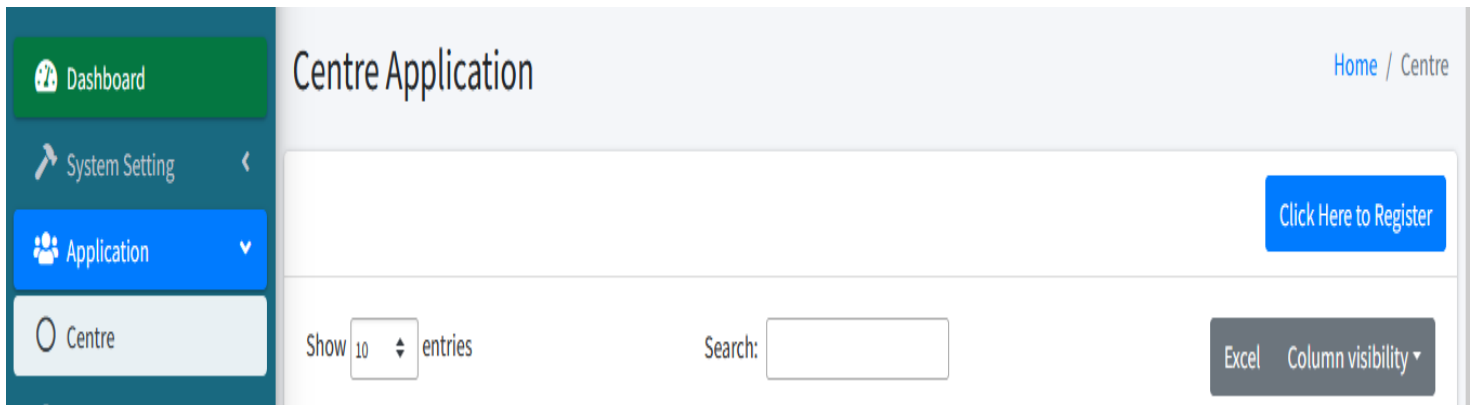
Then write facility available and save changes

Add New Facility ×

Item Name	Facility Type
	select facility type
Minimal Standard of Item Required	

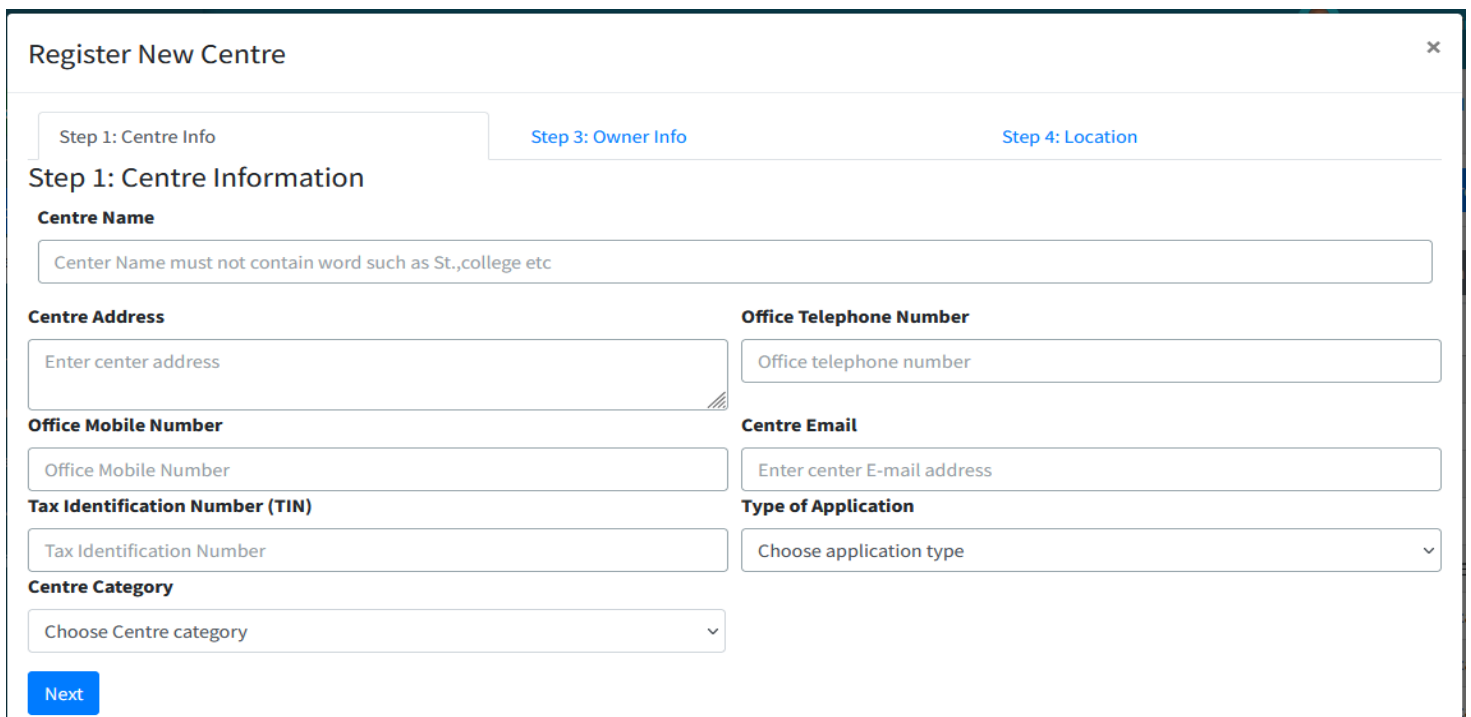
2. APPLICATION MODULE

Click on Application> Select Centre> Then Click here to Register Centre> Then fill Centre information



The screenshot shows a web application interface for 'Centre Application'. On the left is a vertical navigation menu with four items: 'Dashboard' (green), 'System Setting' (teal), 'Application' (blue, highlighted), and 'Centre' (light blue). The main header area contains the title 'Centre Application' and a breadcrumb link 'Home / Centre'. Below the header is a white content area with a blue button 'Click Here to Register' in the top right. At the bottom of the content area, there is a 'Show 10 entries' dropdown, a 'Search:' input field, and a dark grey button labeled 'Excel' and 'Column visibility'.

Then fill Centre information as shown below



The screenshot displays the 'Register New Centre' form, which is a multi-step process. The first step, 'Step 1: Centre Info', is active and highlighted in blue. The other steps, 'Step 3: Owner Info' and 'Step 4: Location', are visible but not active. The form fields for Step 1 are as follows:

- Centre Name:** A text input field with a placeholder message: 'Center Name must not contain word such as St.,college etc'.
- Centre Address:** A text input field with a placeholder: 'Enter center address'.
- Office Telephone Number:** A text input field with a placeholder: 'Office telephone number'.
- Office Mobile Number:** A text input field with a placeholder: 'Office Mobile Number'.
- Centre Email:** A text input field with a placeholder: 'Enter center E-mail address'.
- Tax Identification Number (TIN):** A text input field with a placeholder: 'Tax Identification Number'.
- Type of Application:** A dropdown menu with the option 'Choose application type' selected.
- Centre Category:** A dropdown menu with the option 'Choose Centre category' selected.

A blue 'Next' button is located at the bottom left of the form.