

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**



INSTITUTE OF ADULT EDUCATION

OPEN SCHOOL MANAGEMENT INFORMATION SYSTEM

Username

Password

LOGIN

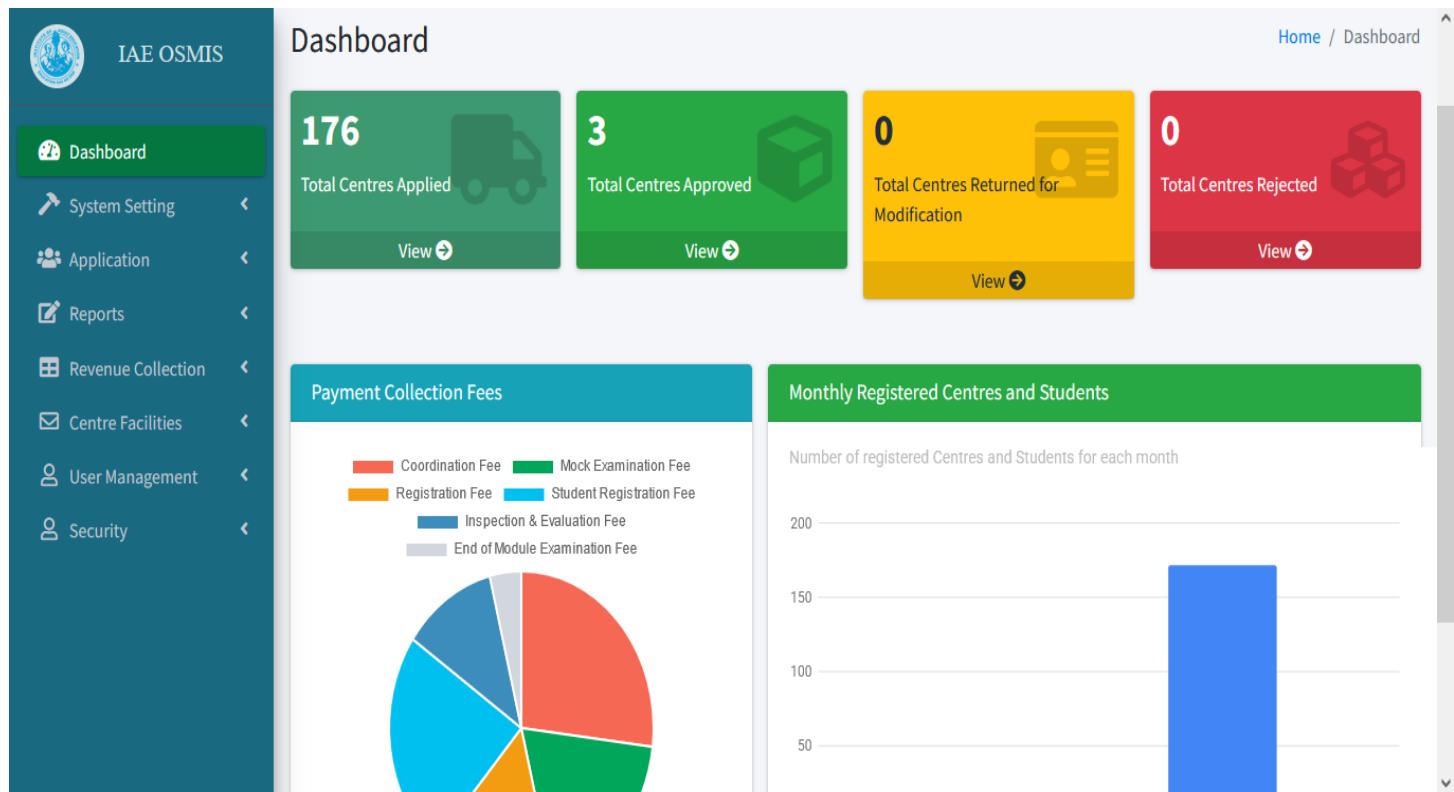
[Forgot your password?](#)

Don't have an account ?

[Register](#)

STEP TWO: DASHBOARD

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

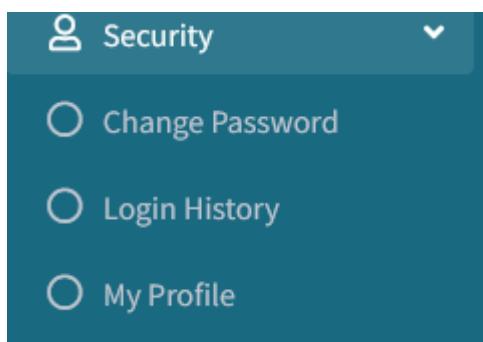
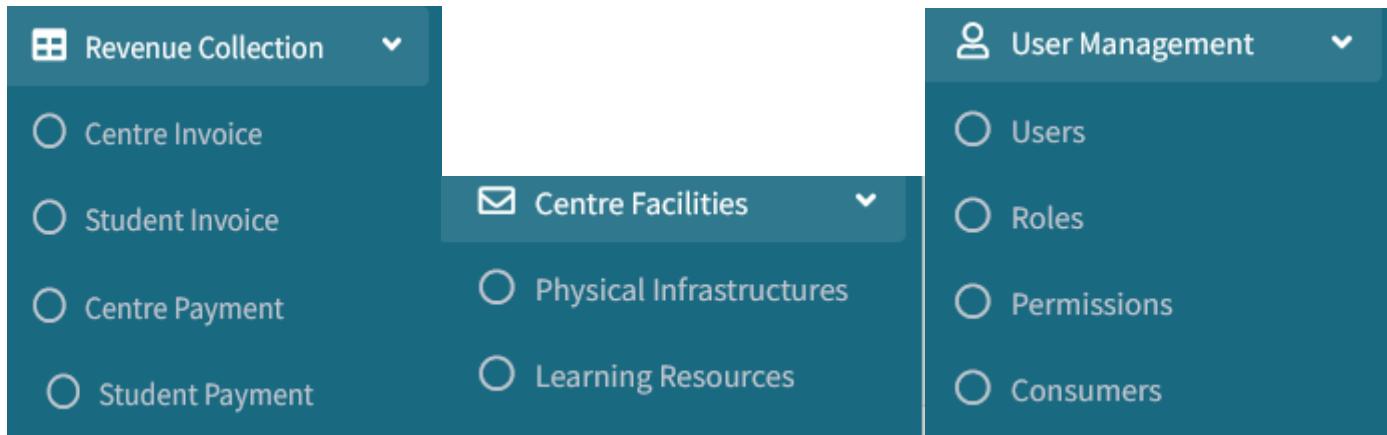


STEP TWO: DASHBOARD

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

The screenshot shows the IAE OSMIS dashboard interface. At the top, there is a logo and the text "IAE OSMIS". The left sidebar contains a green header bar with "Dashboard" and a white header bar with "System Setting" followed by a dropdown arrow. Below these are several circular icons with text: "Learning Sessions", "Stages", "Programmes", "Fee Structures", "Entry Qualification", "Subjects/Courses", and "Facility Items". To the right of the sidebar, there is a large central area. At the top of this area is a "Reports" section with a dropdown arrow. Below it is a list of items: "Centre Applied", "Centre Amendment", "Centre Verified", "Centre Approved", "Centre Rejected", "Facilitators", "Student Registered", and "Student Dropout".



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:	Action	
S/N	Name	Action	
1	Morning Only		

Showing 1 to 1 of 1 entries

Previous 1 Next

Add New session

X

Name

[Close](#)

[Save changes](#)

II. Stages

Click on Stages> Then Click on Add New Stage>

Stages					Home / Stage
Add New Stage					
Show 10 entries		Search: <input type="text"/>		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: <input type="text"/>
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 X

Abbreviation Name	Description
<input type="text"/>	<input type="text"/>
<button>Close</button>	<button>Save changes</button>

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: <input type="text"/>								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
<input type="text"/>	<input type="text" value="Enter Numeric value only"/>	<input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="select programme"/>	<input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="select stage"/>
Bill Option	Fee Amount	Expire Days	For Student ??
<input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="select payment option"/>	<input type="text"/>	<input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="select days"/>	<input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text"/>

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: <input type="text"/>								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

Close

Save changes

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

Infrastructure Facility

[Home](#) / Facility Item

Facility

[Add New Facility](#)

Show 10 entries

Search:

[Excel](#) [Column visibility ▾](#)

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

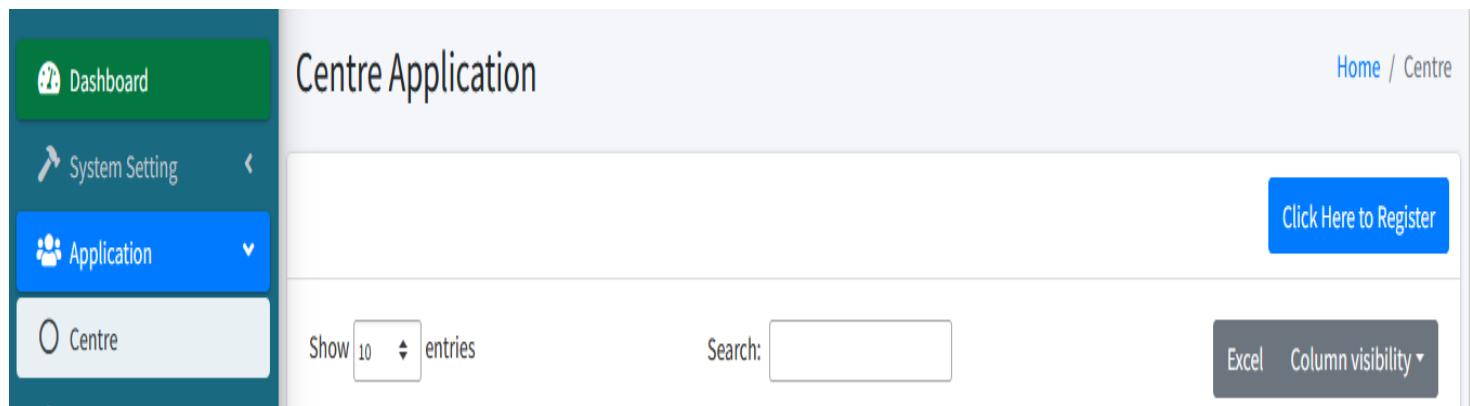
Minimal Standard of Item Required

Close

Save changes

2. APPLICATION MODULE

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



Then fill Centre information as shown below

A screenshot of the "Register New Centre" form. It is divided into four steps: Step 1: Centre Info (highlighted in blue), Step 2: Centre Address, Step 3: Owner Info, and Step 4: Location. Step 1: Centre Information contains fields for Centre Name (with placeholder "Center Name must not contain word such as St.,college etc"), Centre Address (placeholder "Enter center address"), Office Telephone Number (placeholder "Office telephone number"), Office Mobile Number (placeholder "Office Mobile Number"), Centre Email (placeholder "Enter center E-mail address"), Tax Identification Number (TIN) (placeholder "Tax Identification Number"), Type of Application (dropdown menu), Centre Category (dropdown menu), and a "Next" button.