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
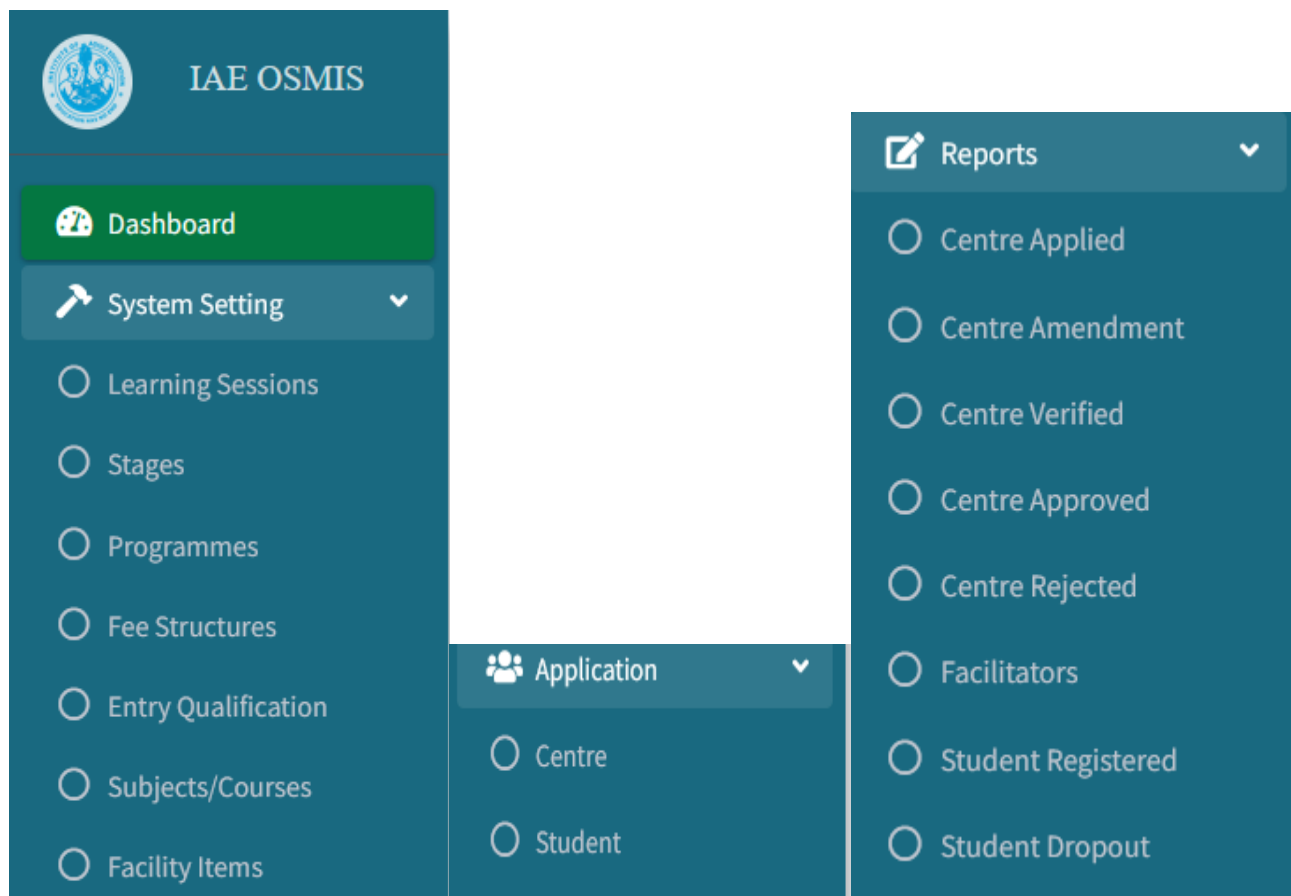admin@gmail.com and Password 12345678**

STEP TWO: DASHBOARD

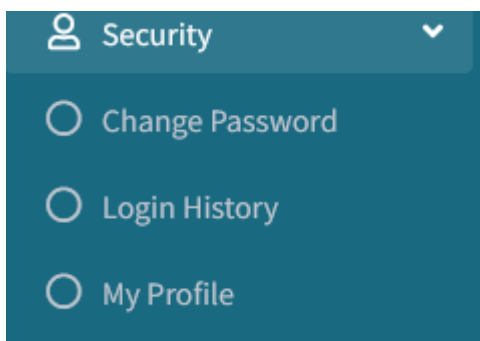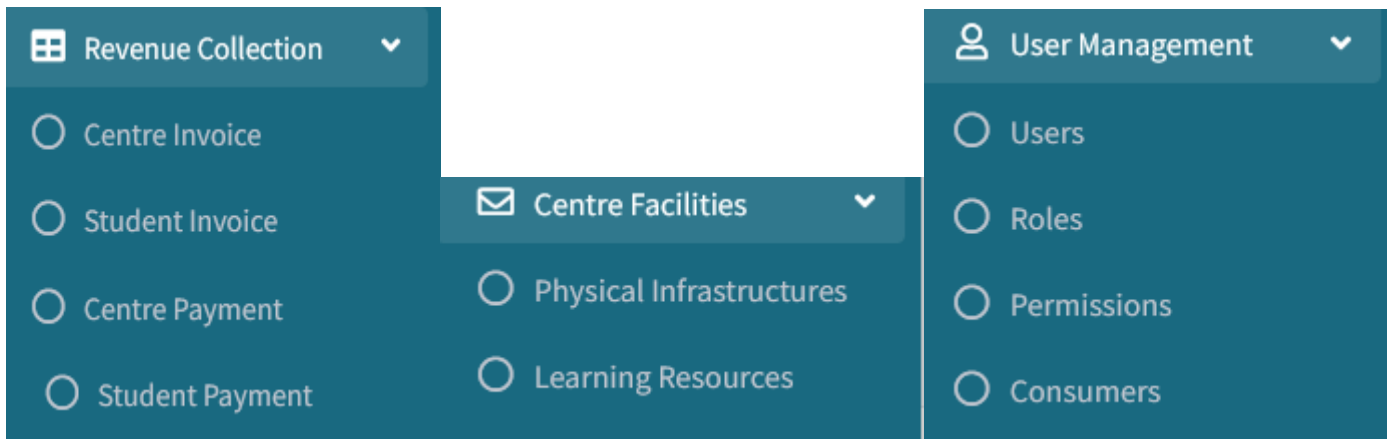After Logging in the Dashboard Window will be displayed as shown below
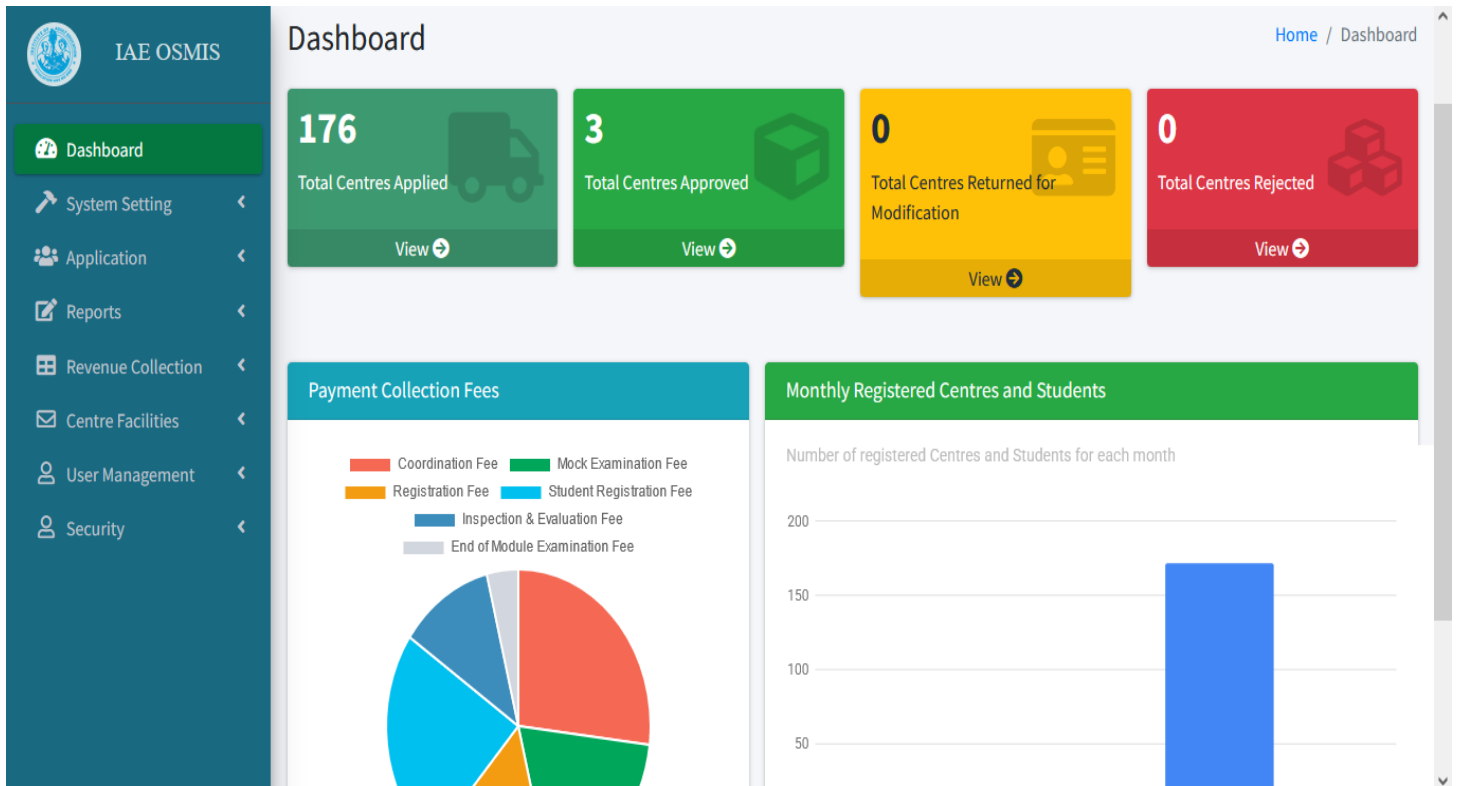
STEP TWO: DASHBOARD

Dashboard has seven main Module such as;

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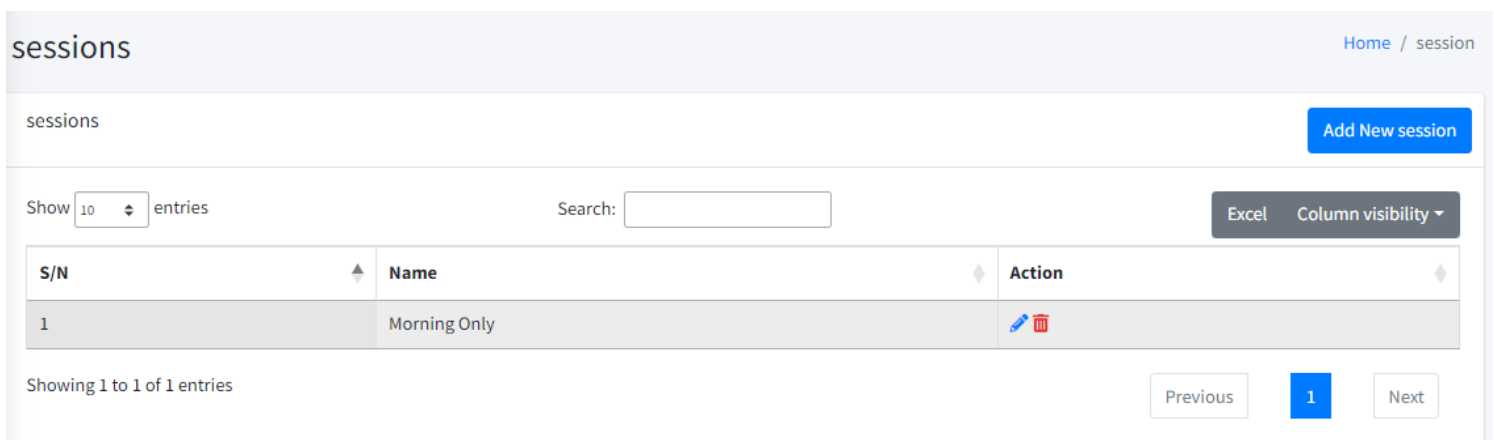- User Management Module
- Security Module

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

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

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>

Then write the name of Programme and save changes

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

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

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   ✕

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

select programme   ⌄

Name

Academic Subject

separate academic subjects by using comma, eg Civics,Biology

General Skill

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
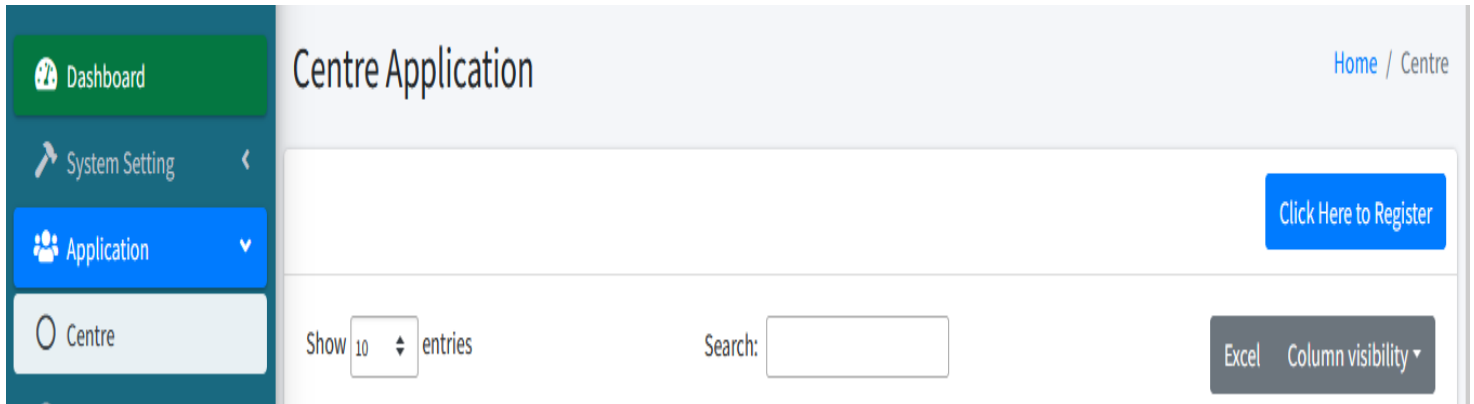
Add New Facility   ✕

Item Name

Facility Type

select facility type   ▾

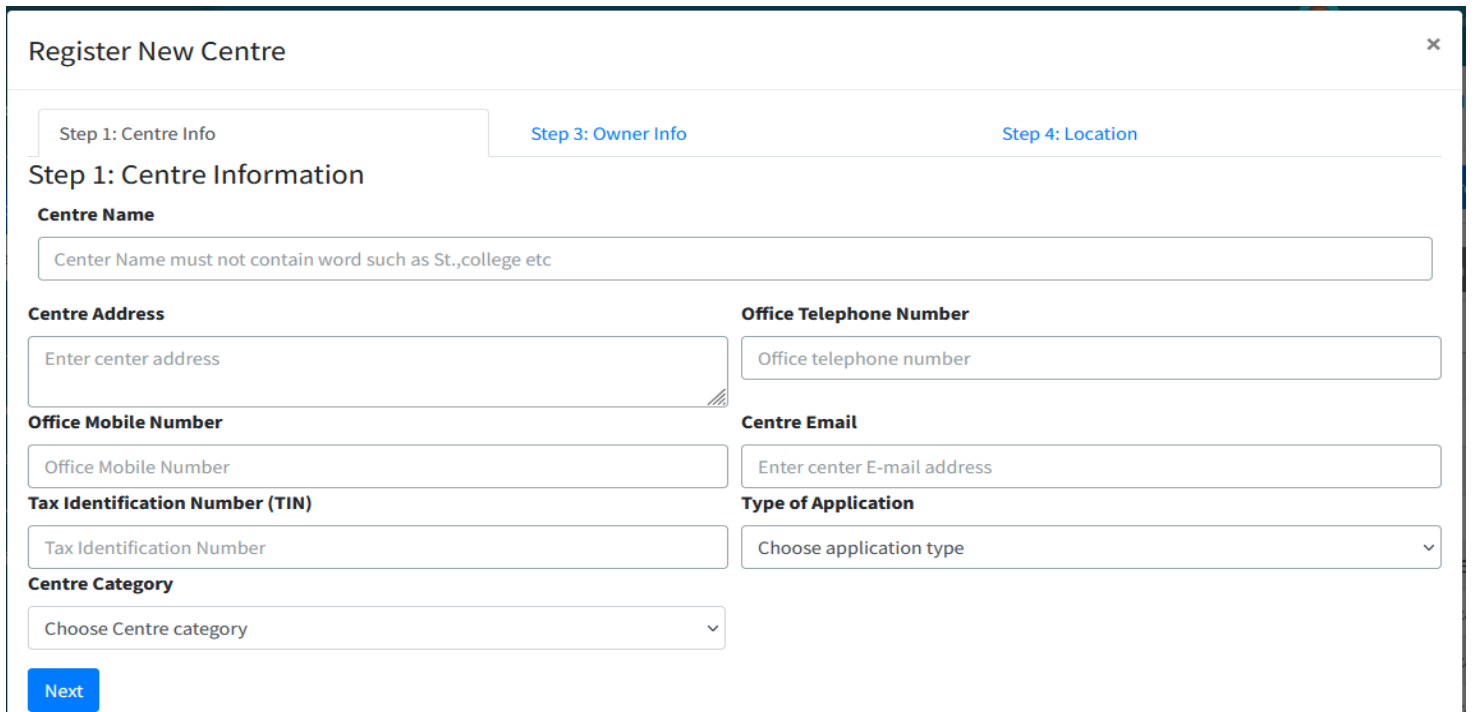**Minimal Standard of Item Required**

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