

## INSTRUCTIONS ON HOW TO FILL OPRAS ONLINE

1. Visit [www.udsm.ac.tz](http://www.udsm.ac.tz)
2. Click on the menu: *Ict Services*: then click on *OPRAS* or type *OPRAS.udsm.ac.tz*
3. Login: use your login credentials (**Username** and **pass word** provided)
4. Read the notes how to fill the form (instructions) 1-6
6. Click on **OPRAS Form** on your top menu; you will get information as seen below

[Inbox](#) [Outbox](#) [Report](#)

Inbox ( [Get Form](#) )

Formid	Initiator Name	Date Initiated	Open		Delete
995	chikungunya chimkolite	2016-06-14 14:20:26			
count 1					

Click on “**Get Form**”, then open the form on the red box labeled **Open Form**, so that you can see the entire form, then fill the form as instructed.

7. On the *Present Station* fill D|A|0|1|UDSM and fill in the whole of Section One as you used to do it on Hardcopy
8. Click the button **Save** at the bottom of your page after completing Section One or **Save** after any data entry.
9. Click the button written “**Add New Row**”, IF you have more than **5 objectives**, but it is advised that you add all the rows you need before starting to fill the information. Unused rows should be deleted by clicking the button “**Delete**” on your right hand side of the rows.

10. After filling section 1 & 2 submit to your Supervisor by clicking the button “**Forward**”. Then if approved your OPRAS will be activated for section 3 whereby you will fill the second and the third columns for all of your objectives. You then need to save and forward to your supervisor.
11. Section 4: The Supervisor is supposed to click on the revised objectives to make section 4 of the OPRAS form active. It will then be active for adding rows as per the revised objectives if any. After filling then forward the form back to the Supervisor. Then proceed as per the instructions
12. After filling section 4 and following the approval by the Supervisor, section 5 and 6 will appear automatically with all the information. The appraisee is supposed to rate him/herself by putting a mark for each of the performance targets and then forwarding the form to the Supervisor who must rate (put his/her marks) the appraisee and send the form back to the appraisee for agreeing or rejecting the marks. The rating process is completed by agreeing on the agreed mark after which the form is directed to the **Chairperson of Staff Review Committee** for approval of the final mark and for the **Supervisor** to fill in his/her Comments.
13. **After being** approving the final mark the **Chairperson of Staff Review Committee** will write down his/her comments and send the OPRAS form back to initiator (Staff ) to write down his/her own comments after which the form is forwarded back to his/her Supervisor for his/her comments.
14. When OPRAS form is forwarded to the Supervisor for comments, he/she will fill in his/her comments regarding **employee rewards and sanctions** if any, else he/she will have to type something like NONE or NIL to indicate that it was attended. The form is then forwarded to the Head of Department for recommendation (**promotion, salary increment, etc**).
15. After the Head's recommendation the form is forwarded to the Principal or Dean or Director or Manager depending on the nature of the office structure where you belong. Principal, Dean, Director or Manager will have to write down their overall comments regarding that staff and then submit to the DVC.

**NB:**

**For such offices where the Supervisor is the same as Head of Department and Principal, Dean, Director or Manager, the form will be returning back to the same person to write down various comments depending on the level of which the form has been returned for. These include Directorates, Units and Sections.**

16. After the Principal/ Dean/ Director or Manager's comments the form will be forwarded to the DVC (Administration) for All **Administrative Staff** and for Academician All form will be directed to **DVC (Academic)**. Remember to properly indicate your **Sub-Vote** code in section 1 so that your form can be properly directed (rerouted).
17. The final stage where ALL forms end is at the Vice Chancellor (VC)'s level. After putting in his comments the VC will sent the OPRAS form back to the member of staff indicating that the process has been completed.

#### **TIPS TO REMEMBER**

- i. **All forms must be clearly filled in all sections.**
- ii. **Every staff must have only one account and one form per specific financial year.**
- iii. **In case of any query you should first consult the Systems Administrator in the specific unit for assistance.**