



INSTRUCTIONS ON HOW TO FILL OPRAS ONLINE

1. Visit www.duce.ac.tz
2. Click on : **OPRAS** or type **opras.duce.ac.tz** on web browser
3. Login: use your login credentials (Username and password provided)
4. 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
768	Chakuusiku Jumanne	2017-12-14 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.

5. Read the notes how to fill the form (instructions) 1-6
6. On *Vote Code* fill **T|R|7|8|** *Vote Description* fill **DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION** then fill your *Check Number*. *Sub Vote* fill **1|0|0|1|DUCE** On the *Present Station* fill **D|A|0|3|TEMEKE** and fill in the whole of **Section One** as you used to do it on Hardcopy.
7. Click the button **Save** at the bottom of your page after completing Section One or **Save** after **any** data entry.

8. 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.
9. 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.
10. If **rejected** the Supervisor may “*add comments*” to inform you as to why the form is rejected and if there any changes he may document on the “*comment box*”.
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. If there are **no any revised the objective** the Supervisor will approve the form for the next sections. 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**.

13. After approving the agreed mark the Supervisor will send the OPRAS form back to appraisee to write down his/her own comments on **Section 7** after which the form is forwarded back to his/her Supervisor for his/her comments.

14. **Section 8** : 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).

NB:

For such offices where the Supervisor is the same as Head of Department (Principal, Deputy 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.

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 WEB Based OPRAS Team leader for Human Resources Matters and for Technical Matters consult the ICT Administrators.**