

Online Staff Appraisal for (Nigeria) Polytechnic (OSTAPP) User Manual

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Section 1 – Introduction

1.1 Overview

This document contains the steps which should guide and give assistance to various users of the software solution.

OSTAPP is an acronym for Online Staff Appraisal for Polytechnic. It is a software application which enables Nigerian Polytechnics to manage their annual Staff appraisal processes. This manual shows detailed descriptions of the software solution.

1.2 Web address and links

The web address of this software solution is <https://www.staffappraisal.org>

Other useful links include:

Login link – <https://www.staffappraisal.org/login> this enables a registered user to access the dashboard.

Password reset link - <https://staffappraisal.org/password/reset> this enables a user to change password without logging to the dashboard or contacting the Administrator especially if the user has forgotten his/her password.

Section 2 – Accessing OSTAPP

2.1 Getting registered

Any Nigerian Polytechnic who wishes to adopt and implement this software solution will enroll her staff into the platform. The minimum staff details required to get registered on the platform include **Last name, first name, staff number, email address** and **phone number**.

2.2 User login credentials

This is minimum required staff details which **MUST** be used to access the platform and they are staff number and auto-generated password which the platform gives to every registered staff. The staff number should conform with the format below

staffcategory-staffnumber

staffcategory may be SS for Senior Staff or JS for Junior Staff.

staffnumber **MUST** be up to five (5) digits. If a staff number is 755, then two zeros **MUST** be prefixed to the number. Example: 00755

The complete staff number should be the concatenation of staff category and staff number.

Example: SS-00755 or JS-04525 or JS-00075 or SS-00045

2.3 Logging on to the platform

To login, visit <https://www.staffappraisal.org/login>; see figure 1

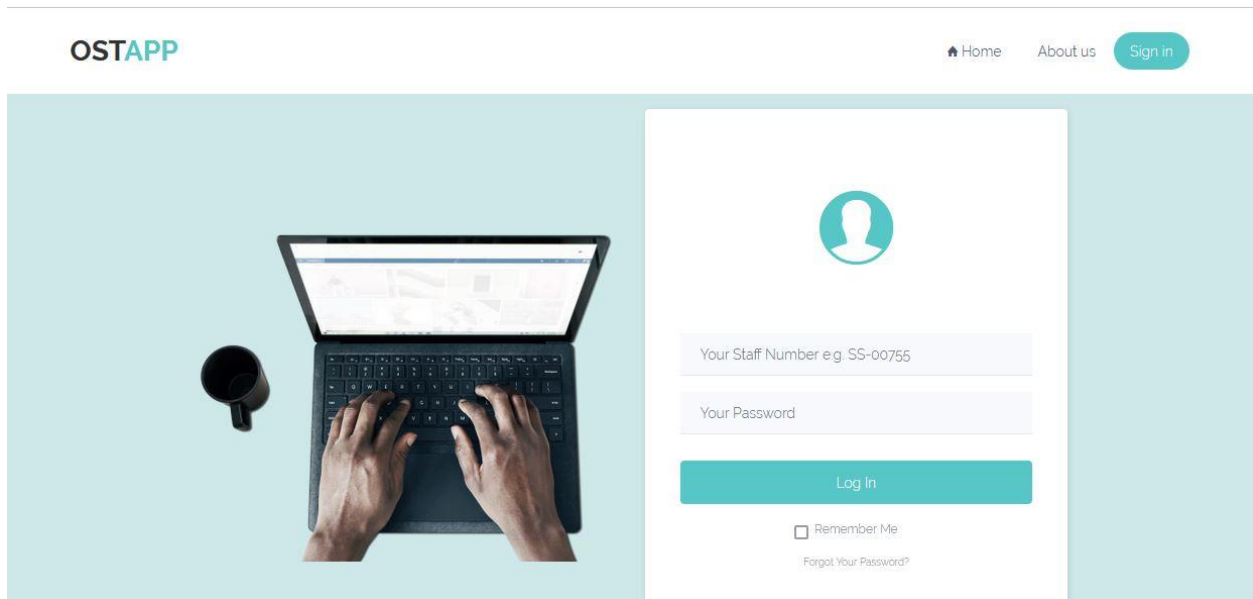


Figure 1: OSTAPP login page

Section 3 – Managing User Details

3.1 Updating profile details

Upon successful login to the platform, staff is required to update profile details. See figure 2:

Figure 2: Staff profile update page

Dashboard

Welcome Dear **Maureen**, please update Your profile

Title *
Mrs.

Rank *
Lecturer III

School *
School of Science

Department *
Computer Science

State *
Abia

LGA *
Ukwa West LGA

Marital Status *
Married

Number of Children
2

Staff Category *
Academic Staff

Assumption Date *
06/23/2016

Date of Birth *
08/16/1983

Confirmation Date [only for confirmed Staff]
07/18/2018

First Assumption Status *
Assistant Lecturer

Profile Image *
Browse... IMG-20170812-WA0017.jpg

Cancel Submit

Figure 3: Filled profile details page

StaffAppraisal

Maureen Okorie

Dashboard

Mrs. Maureen James Okorie

Staff Number: SS-62022
Staff Rank: Lecturer III
Staff Category: Academic Staff
State: Abia
L.G.A: Ukwa West LGA
Date of Birth: 16 Aug, 1983 (33 years)
Email: maureen.okorie@gmail.com
Phone: 09074831989

School: School of Science
Department: Computer Science
Assumption Date: 23 Jan, 2016
First Assumption Status: Assistant Lecturer
Confirmation Date: **Confirmed** 18 Jul, 2018

Profile Updated: **Yes**

Personal Quick Tour

- Edit Details
- More Details
- Change Password

Appraisal Quick Tour

- Published Appraisals
- Submitted Appraisals

Figure 4: Updated profile page (Dashboard)

3.2 Editing profile details

A staff may have the need to edit his/her existing profile detail and the platform makes provision for handling such task. Click on the **Edit Details** yellow button from the Dashboard See figure 4 above and see figure 5 below for the edit profile details page.

Figure 5: Edit profile details page

Note: Only the Administrator can edit staff number as may be directed and authorized by the Registry of the Polytechnic. Also, editing Department requires selecting a different School/Division and allowing the department field to be populated then re-select the initial School/Division for the desired departments to repopulate. The same steps apply for editing Local Government Area (LGA) based on State.

3.3 Changing password

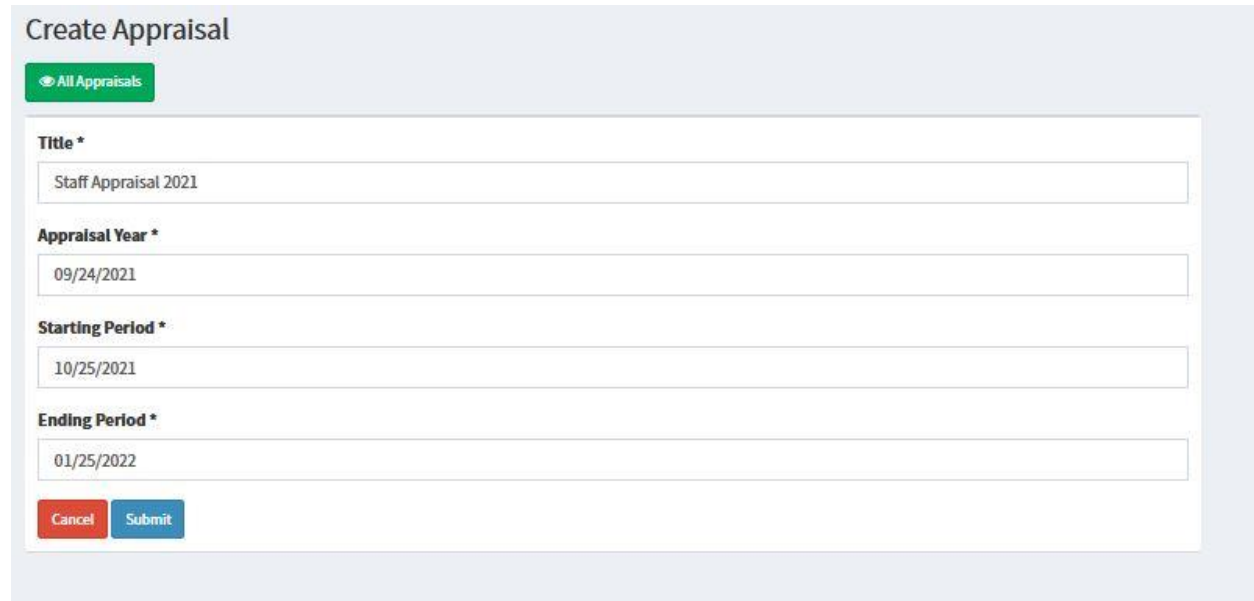
After successful updating of profile details, it is **strongly advisable** to change the default password which was auto-generated by the platform. Click on the **Change Password** green button under **Personal Quick Tour** from the Dashboard See figure 4 above and see figure 6 below for the change password pop up window.

Figure 6: Change password pop up window

Section 4 – Managing Staff Appraisals

4.1 Creating and Publishing Appraisal

Every year, staff need to be appraised and there is need for creating and publishing Staff Appraisal to enable staff fill the appraisal form. Figure 7 & 8 show how to create and publish annual staff appraisal.



Create Appraisal

[All Appraisals](#)

Title *
Staff Appraisal 2021

Appraisal Year *
09/24/2021

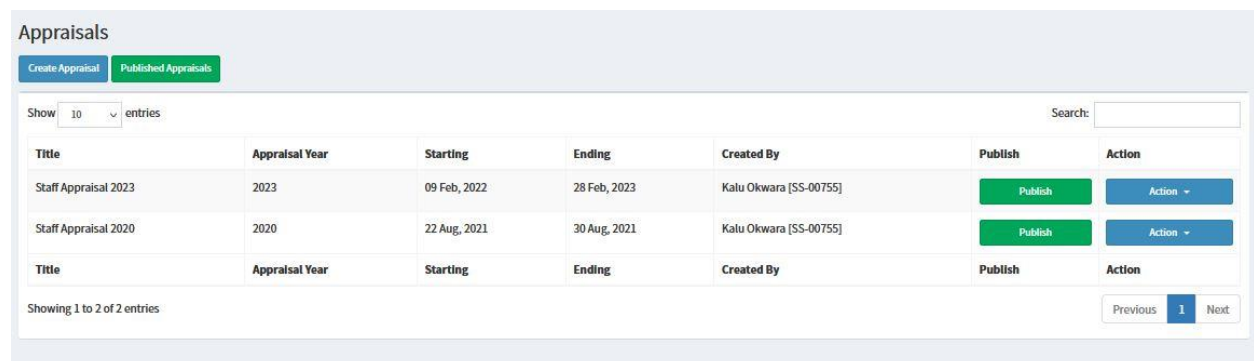
Starting Period *
10/25/2021

Ending Period *
01/25/2022

[Cancel](#) [Submit](#)

Figure 7: Create Appraisal page

After filling the Appraisal creation page, click on the Submit button to send it to the list of Appraisals. See figure 8.



Appraisals

[Create Appraisal](#) [Published Appraisals](#)

Show 10 entries Search:

Title	Appraisal Year	Starting	Ending	Created By	Publish	Action
Staff Appraisal 2023	2023	09 Feb, 2022	28 Feb, 2023	Kalu Okwara [SS-00755]	Publish	Action
Staff Appraisal 2020	2020	22 Aug, 2021	30 Aug, 2021	Kalu Okwara [SS-00755]	Publish	Action

Showing 1 to 2 of 2 entries Previous **1** Next

Figure 8: Created Appraisals page

Publishing appraisal means that the created appraisal will be available for every Staff to see and start filling the form. Clicking on the **Publish** green button will remove the appraisal from the list of created appraisals and put it in the list of published appraisals, see figure 9. This task is done by the Registry Staff who is authorized to do so.



Figure 9: List of Published Appraisals from Registry Staff Dashboard.

The above snapshot shows that the Registry staff has the privilege to Unpublish any Published Appraisal or to Edit already created Appraisal. Editing created appraisal requires clicking on the **Action** blue button and clicking on **Edit**. See figure 10 & 11.



Figure 10: Edit created appraisal button

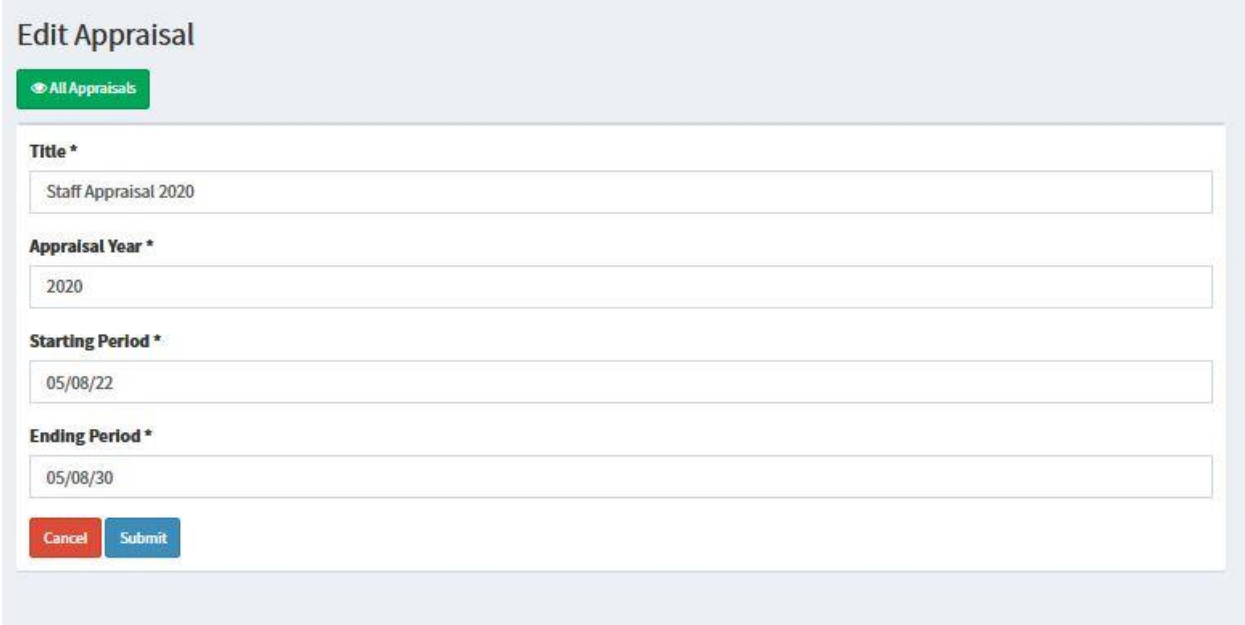


Figure 11: Edit appraisal page

4.2 Filling and submitting Appraisal form

The process of filling the appraisal form is the same for all categories of staff (Academic, Non-Academic and Junior Staff). To fill the appraisal form, click on **Appraisals** menu from the

sidebar or **Published Appraisal** red button under the Appraisals Quick Tour from the Dashboard. See figure 12 & 13.

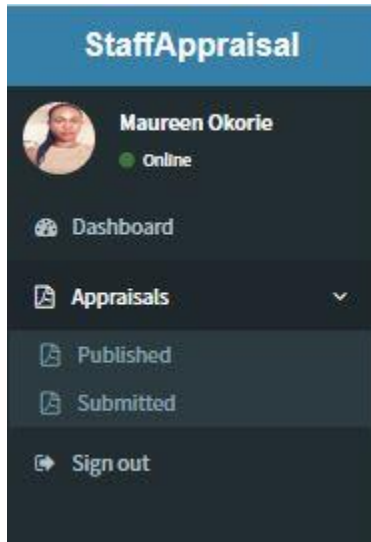


Figure 12: Sidebar

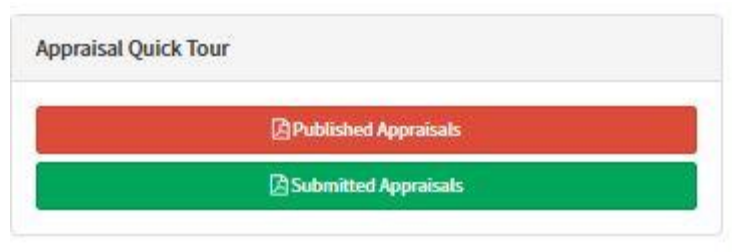


Figure 13: Published Appraisal red button

The sidebar is seen clearly while on larger device screens (Desktop view) as shown in figure 12 but is collapsed while on smaller device screens (Mobile view) as shown in See figure 14. To view the Sidebar when on smaller device screen, click on the expandable (three stacked lines) menu on the left side. See figure 14 & 15.

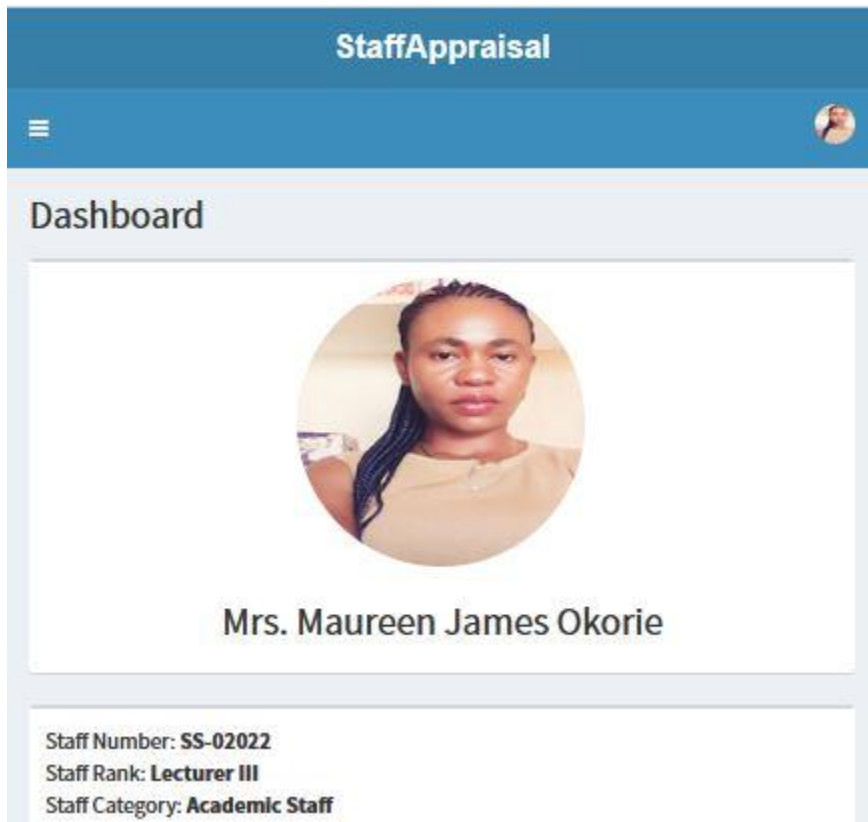


Figure 14: Mobile view of the Dashboard

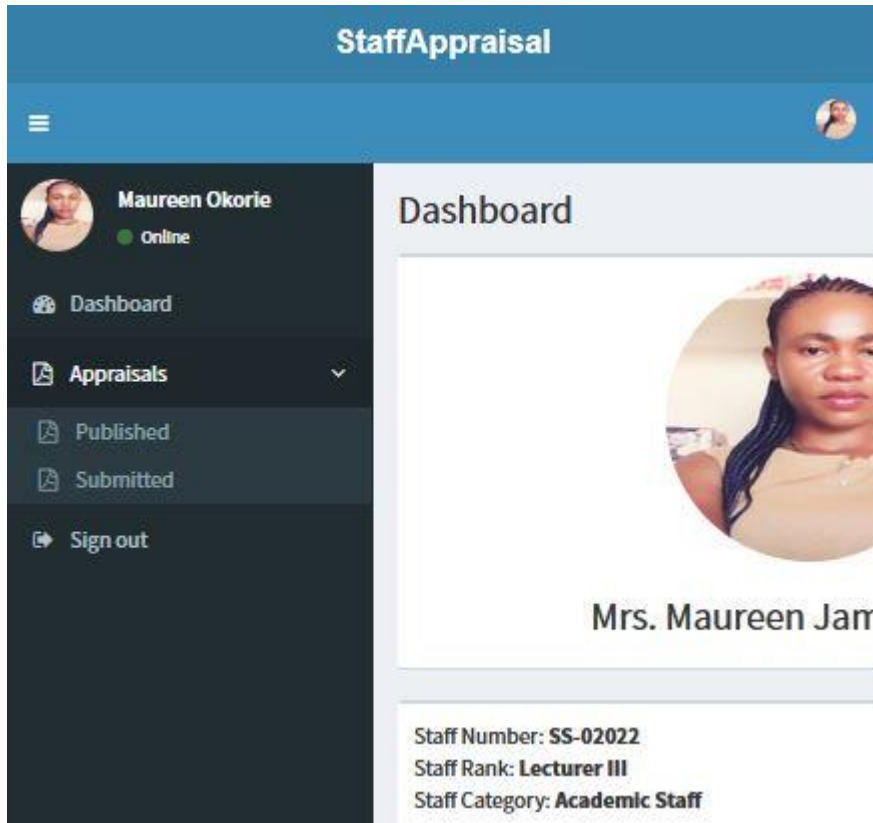


Figure 15: Sidebar from a mobile view

Clicking on **Published** from the Appraisals menu on the sidebar or clicking on the **Published Appraisals** red button under Appraisal Quick Tour from the Dashboard, will present all the published appraisals along with a link (**Fill Appraisal Form**), starting date and closing dates. See figure 16.

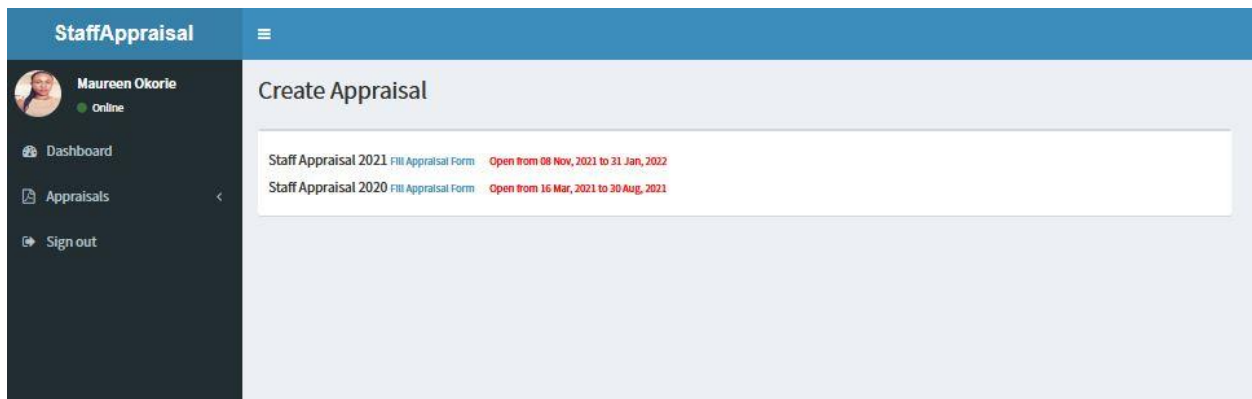


Figure 16: Published Appraisals with link, starting and closing dates

The appraisal form is revealed when the **Fill Appraisal Form** link is clicked. See figure 17.

Academic Staff Appraisal Form

Kindly click on the plus (+) blue button to add details in each of the headings below. Ensure that your entries are cross-checked before submitting as you may not be able to edit after submitting. Thank you.

Academic Qualification *	+	Publications	+
Professional Membership	+	Production & Achievements	+
Promotions	+	Administrative Responsibility	+
Present Post & Salary Scale *	+	Course(s) Taught	+
Training Courses/Workshops	+	Teaching Load Summary	+
Additional Qualification	+	Any Other Information *	+
Duties Performed *	+		

Submitted Appraisals

Figure 17: Appraisal form.

Each of the required headings on the appraisal form may be different based on staff category (Academic, Non-Academic or Junior Staff) but must have a plus blue button at the end. It is worthy to note that some of the headings have red asterisk and it shows that they are compulsory and must be filled. Click on the plus blue button to supply details under each heading. See figure 18.


Add Academic Qualification for Staff Appraisal 2020

Academic Qualification

Qualification *	Institution *	Grad. Date *	
PGD	Ebonyi State University Abakaliki	04 / 13 / 2016	+
Select Qualification	Awarding Institution e.g. AIFPU	mm / dd / yyyy	x

Close Save

Figure 18: Academic Qualification pop up window

From the above window, one or more academic qualifications can be added and to add more academic qualifications, click on the plus green button  and to remove any added academic qualification, click on the times red button .

Note: to see the green and red buttons on smaller device screens (mobile view), ensure that the auto-rotate screen is turned on. Also, prior to submitting entries on each heading, a confirmation dialog window appears and if the **Ok** button is clicked, the entries will be submitted.

Upon successful submission of the entries in each heading, the status, edit button and delete button will appear. See figure 19.



Figure 19: The new look of each heading after submission of entries.

The edit button after the submitted green badge will aid in editing existing entries while the delete button will aid in removing all the entries made on each heading. When the entries are deleted, the plus blue button resurfaces. Some of the headings do not require multiple entries and do not have the plus green and times red buttons. See figure 20.

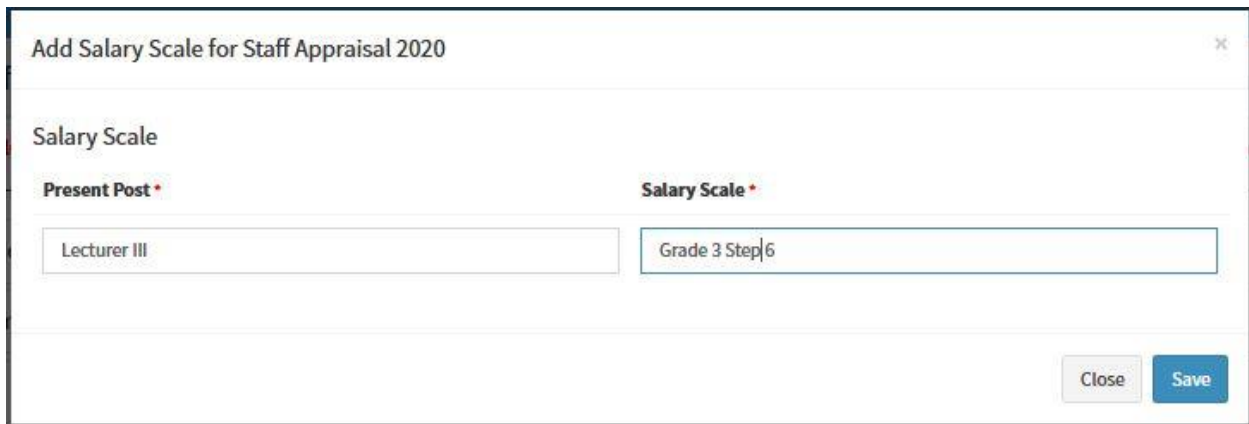


Figure 20: Pop up window without multiple data entries

Upon successful completion of the compulsory headings, the last heading which is **Upload Supporting Documents** should appear. See figure 21.

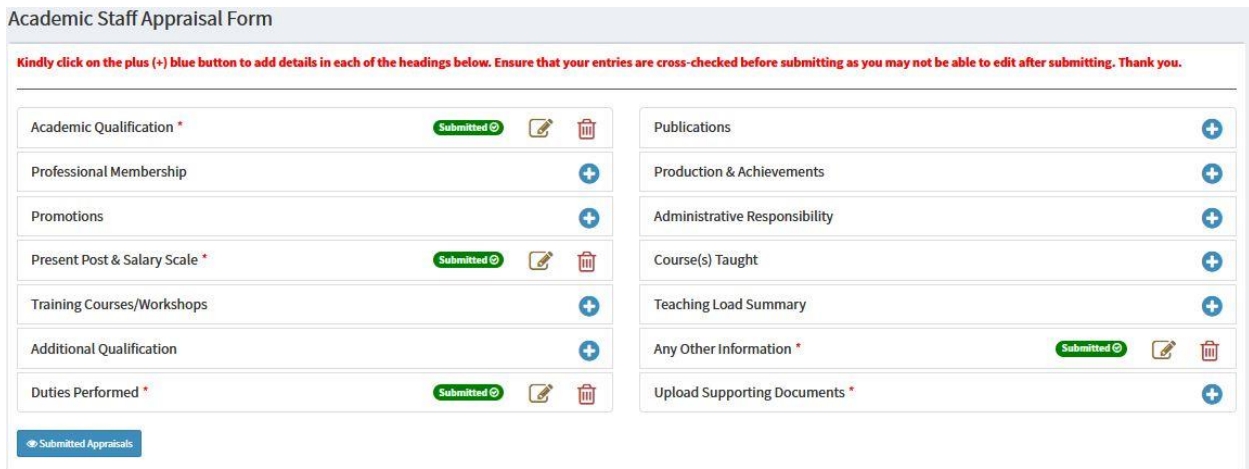


Figure 21: Upload Supporting Documents heading revealed

The last compulsory heading (Upload Supporting Documents) contains all the Appraiser (Qualified Staff who can appraise other Staff) and where attachments of scanned portable document format (PDF) files can be made. See figure 22.

Figure 22: Supporting Document pop up window

Click on the Select Appraiser dropdown control to select your Appraiser, click on Document Type dropdown control to select the type of document to upload and click on the Browse button to choose the file to upload. Click on the plus green button to add more documents to be uploaded and when done adding all the necessary files, click on the **Save** button to finally submit the appraisal form. Upon successful submission of the appraisal form, notification will be shown, see figure 23; both your Appraiser and you (the Appraiser) would be notified via email that the appraisal form has been submitted.

Figure 23: Successful appraisal form submission

After successful submission of the appraisal form, the Appraisee can still make adjustments on each of the headings prior to the scoring of the appraisal form by the Appraiser. Making adjustment to the submitted appraisal form will not be allowed by the system after the appraisal form has been scored.

4.3 Printing submitted appraisal form

Upon successful submission of the appraisal form, staff may print the submitted appraisal form if need be. Click on the **Submitted Appraisals** blue button from the appraisal form or **Submitted** under the **Appraisals** menu on the sidebar or **Submitted Appraisals** green button under Appraisal Quick Tour on the Dashboard to show list of submitted appraisals. See figure 24.

Submitted Appraisals

Published Appraisals

Show 10 entries Search:

Appraisal Year	Staff Name	Phone	Dept/Unit	Submitted on	View Details	Action
Staff Appraisal 2020	Maureen Okorie [SS-02022]	09074931989	Computer Science	2021-08-22 00:00:03		Action
Appraisal Year	Staff Name	Phone	Dept/Unit	Submitted on	View Details	Action

Showing 1 to 1 of 1 entries


Previous 1 Next

Figure 24: List of submitted appraisals window

Click on the eye icon on the list of submitted appraisals window to show the details of the staff who have submitted the appraisal with the list of his or her submitted appraisals in descending order. See figure 25.

Maureen Okorie [SS-02022] Details

Back



Maureen James Okorie

Staff

Email : maureen.okorie@gmail.com
 Phone : 09074931989
 Created : 28 Apr, 2021 [3 months ago]
 Status : **Active**
 Profile Updated?: **Yes**
 Date of Birth: **16 Aug, 1983** (38 years)
 School: School of Science
 Department: Computer Science
 Assumption Date : 21 Jun, 2016
 First Assumption Status : Assistant Lecturer
 Confirmation Date: **Confirmed** 18 Jul, 2018

Appraisals

Staff Appraisal 2020

Figure 25: Staff profile with submitted appraisal window

Click on the title of the Appraisal to be printed e.g. Staff Appraisal 2020 as shown in figure 25 above.

The details of the submitted appraisal is shown with **Print Appraisal** button on the right-hand side of the window. See figure 26.

Note: the appraisal heading with no entry are indicated in red badges with the inscription “No Submission made”

Maureen James Okorie [SS-02022] Appraisal Details - Category: Academic Staff

Back Print Appraisal

Qualifications

Qualification	Awarding Institution	Date Awarded
PGD	Ebonyi State University Abakaliki	2016-04-13
HND	Akanu Ibiam Federal Polytechnic, Unwana	2006-10-25

Professional Membership

No submission made

Promotions

No submission made

Salary Scale

Present Post	Salary Scale
Lecturer III	Grade 3 Step 6

Training

No submission made

Figure 26: Appraisal detail page with printing button

When the **Print Appraisal** button is clicked, the submitted appraisal details will be shown in a print preview window. See figure 27.

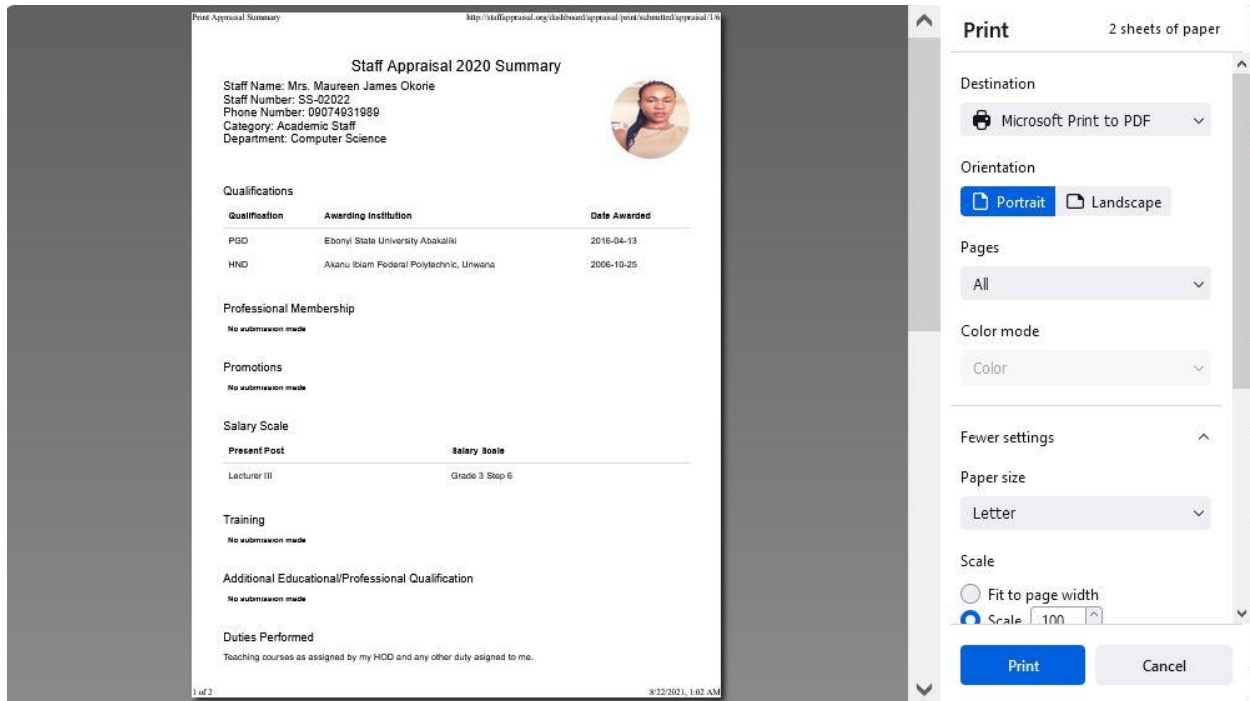


Figure 27: Print preview page of the submitted appraisal details

The print preview page should show the details of the staff including his/her profile picture and the details of the submitted appraisal.

4.4 Appraising submitted appraisal forms by the Appraiser

After successful submission of the appraisal form as shown in figure 24, the Appraiser will be notified via email. The Appraiser should be able to login and see submitted appraisals of staff under him/her by clicking on the **Submitted Appraisals** under Appraisal Quick Tour on the Dashboard. The steps shown in figure 24, 25 & 26 should be followed to display the submitted appraisal details; scroll down the page to see **Score this Staff** button. See figure 28.

Administrative Responsibility
No submission made

Courses Taught
No submission made

Summary of Teaching Load
No submission made

Any Other Information
 Representing the Polytechnic in Sporting activities.

Uploaded Supporting Documents

Document Type	File (Downloadable)
Certificate	
Transcript	

[Score this Staff](#)

No Score yet!

Figure 28: Submitted Appraisal detail page with Score this Staff button.

When the **Score this Staff** button is clicked, the appraisal score form will be shown. See figure 29a, 29b, & 29c.

Note: The appraisal score form may be different based on the staff category but each is used to achieve the same purpose of appraising staff. The individual scores are automatically summed up as the entries are made. The total score shows a red background if the value is less than 50 but green when greater or equal to 50.

Academic Staff Score Form

[Back](#)

Appraisal Score for Maureen James Okorie [SS-02022]

Heading	Score	Total Score
Publication (Max. Score: 20) Books Journal Articles Published Conference papers Seminar papers Creative Writings	11	23
Production & Achievements (Max. Score: 25) Patents Inventions Trademarks Copyrights Designs Consultancy Feasibility Studies Membership of Learned/Professional Bodies	12	
Administrative Responsibility (Max. Score: 10) Deanship Headship Chairman of Polytechnic Committee/Boards Member of Polytechnic Committee/Boards Chairman of School Committee/Board Member of School Committee/Board	Admin. Resp. Score	

Figure 29a: Appraisal score form for academic staff

Membership of Learned/Professional Bodies
Public Service Render:

1. Federal Government
2. State Government
3. Local Government

Academic Qualifications (Max. Score: 10) *

Ph.D

Masters Degree

Postgraduate Diploma (Post B.A, B.S., HND)

B.A./B.Sc. 1st Class Hons (or HND with Distinction)

B.A./B.Sc. 2nd Class (Hons) Upper Division (or HND Upper Credit)

B.A./B.Sc. 2nd Class (Hons) Lower Division (or HND Lower Credit)

Teaching Ability/Other Abilities (Max. Score: 15) *

Knowledge of the Subject

Communication Skill

Thoroughness in Teaching

Acceptance of Responsibility

Resourcefulness

Responsiveness

Punctuality

Reliability

Excess Teaching Load

Length of Service in this Polytechnic (Max. Score: 20) *

Length of Service

Figure 29b: Appraisal score form for academic staff (contd.)

Free Comments on Staff being Appraised *

Free Comments

Recommendations

I recommend **Maureen James Okorie** [SS-02022] for

Withholding of Increment

Normal Increment

Double Increment

Promotion to the next Rank

Figure 29c: Appraisal score form for academic staff (contd.)

The complete filled appraisal score form is show in figure 30a, 30b & 30c.

Back

Appraisal Score for Maureen James Okorie [SS-02022]

Heading	Score	Total Score
Publication (Max. Score: 20) Books Journal Articles Published Conference papers Seminar papers Creative Writings	11	53
Production & Achievements (Max. Score: 25) Patents Inventions Trademarks Copyrights Designs Consultancy Feasibility Studies Membership of Learned/Professional Bodies	12	
Administrative Responsibility (Max. Score: 10) Deanship Headship Chairman of Polytechnic Committee/Boards Member of Polytechnic Committee/Boards Chairman of School Committee/Board Member of School Committee/Board Membership of Learned/Professional Bodies Public Service Render: 1. Federal Government 2. State Government	5	

Figure 30a. Complete filled appraisal score form

2. State Government
3. Local Government

Academic Quallfications (Max. Score: 10) * Ph.D Masters Degree Postgraduate Diploma (Post B.A, B.S., HND) B.A./B.Sc. 1 st Class Hons (or HND with Distinction) B.A./B.Sc. 2 nd Class (Hons) Upper Division (or HND Upper Credit) B.A./B.Sc. 2 nd Class (Hons) Lower Division (or HND Lower Credit)	6
Teaching Ability/Other Abilities (Max. Score: 15) * Knowledge of the Subject Communication Skill Thoroughness In Teaching Acceptance of Responsibility Resourcefulness Responsiveness Punctuality Reliability Excess Teaching Load	12
Length of Service in this Polytechnic (Max. Score: 20) * Length of Service	7

Free Comments on Staff being Appraised *

Staff is hardworking and requires encouragement.

Figure 30b. Complete filled appraisal score form (contd.)

Recommendations

I recommend **Maureen James Okorie** [SS-02022] for

- Withholding of Increment
- Normal Increment
- Double Increment
- Promotion to the next Rank

Figure 30c. Complete filled appraisal score form (contd.)

Clicking on the **Submit Score** button will save the score and notify the staff (Appraisee) that his/her submitted appraisal has been appraised.

4.5 Accepting or Rejecting appraised score by Staff (Appraisee)

When a staff has been notified of his/her submitted appraisal form being appraised, he/she logs in to accept or reject with reason the score when has been given by the Appraiser. On the submitted appraisal detail page (figure 28), scroll down to the end of the page to see the **Check Score** button, see figure 31. Click on it to see Appraisal score pop up window, see figure 32.

Administrative Responsibility
No submission made

Courses Taught
No submission made

Summary of Teaching Load
No submission made

Any Other Information
Representing the Polytechnic in Sporting activities.

Uploaded Supporting Documents

Document Type	File (Downloadable)
Certificate	
Transcript	

Figure 31: Appraisal detail page with Check Score button

Appraisal Score for Maureen Okorie [SS-02022] ✕

Publication	Production	Admin. Responsibility	Acad. Qualification	Other Abilities	Length of Service	Total
11	12	5	6	12	7	53

Free comment by the Appraiser
Staff is hardworking and requires encouragement.

Recommendation by the Appraiser
Promotion to the next Rank

Accept or Reject

I accept the score and recommendation given by my HOD. I will put more effort to earn higher score in subsequent appraisals.

➤

Submit

Close

Figure 32: Appraisal score window

After accepting or rejecting the appraisal score, a window similar to figure 33 should be seen when next the Check Score button is clicked.

Appraisal Score for Maureen Okorie [SS-02022] ✕

Publication	Production	Admin. Responsibility	Acad. Qualification	Other Abilities	Length of Service	Total
11	12	5	6	12	7	53

Free comment by the Appraiser
Staff is hardworking and requires encouragement.

Recommendation by the Appraiser
Promotion to the next Rank

Staff Comment
I accept the score and recommendation given by my HOD. I will put more effort to earn higher score in subsequent appraisals.

Close

Figure 33: Appraisal score window after accepting or rejecting appraisal score.

Note: the appraisal score window may appear differently based on Staff category.

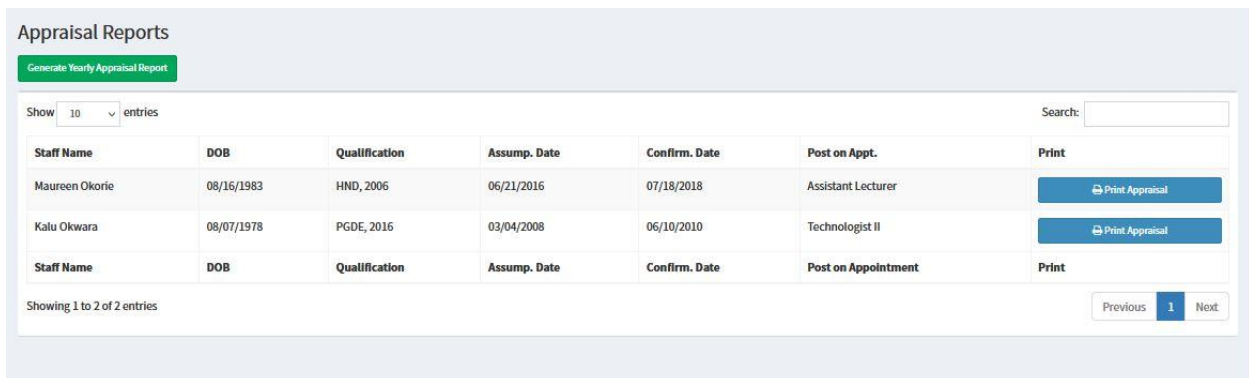
4.6 Generating individual & general printable appraisal report

Appraisal reports are at the center of this software solution which makes exceptional. Institutions who adopt and implement this solution will succeed in taking away the burden of many months of writing staff appraisal reports by the Appraisal Committee. The steps involved in generating printable appraisal report are easy.

- i. Login to Dashboard
- ii. Click on **Appraisals** menu and click on **Reports**. See figure 34
- iii. On the **Appraisal Reports** page, click on the **Print Report** button to show the print preview page of individual appraisal report. See figure 35 & 36.



Figure 34: Appraisal Reports from sidebar



Appraisal Reports

Generate Yearly Appraisal Report

Show 10 entries Search:

Staff Name	DOB	Qualification	Assump. Date	Confirm. Date	Post on Appt.	Print
Maureen Okorie	08/16/1983	HND, 2006	06/21/2016	07/18/2018	Assistant Lecturer	Print Appraisal
Kalu Okwara	08/07/1978	PGDE, 2016	03/04/2008	06/10/2010	Technologist II	Print Appraisal
Staff Name	DOB	Qualification	Assump. Date	Confirm. Date	Post on Appointment	Print

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 35: Appraisal Reports page

Click on **Print Report** button on each staff's record to see the print preview page of the appraisal report. See figure 36.

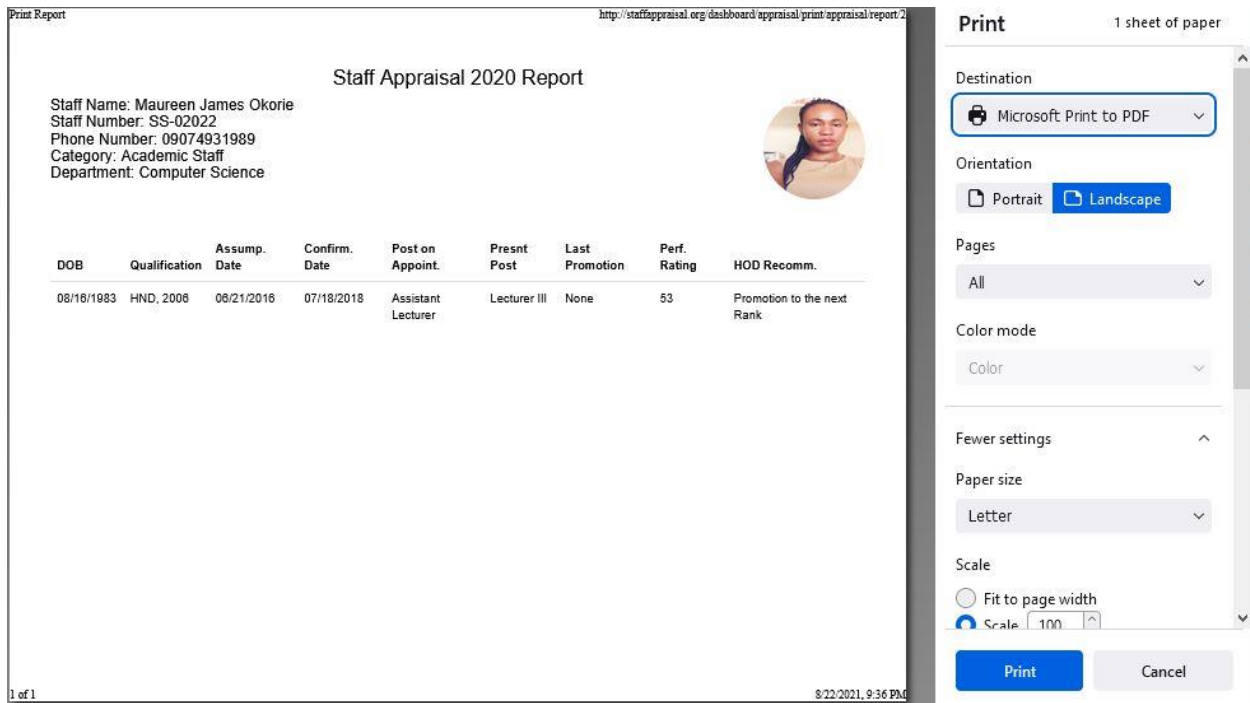


Figure 36: Individual Appraisal Report print preview window

Generating appraisal reports require specifying the appraisal year. Getting appraisal report is done by following the simple steps below

- i. Login to Dashboard
- ii. Click on **Appraisals** menu and click on **Reports**. See figure 35
- iii. On the **Appraisal Reports** page, click on the **Generate Yearly Appraisal Report** button to show the Select Appraisal Year page. See figure 37 & 38.
- iv. On the Select Appraisal Year page, select the year in which appraisal report should be generated and click on the **Get Report** button to generate Appraisal report. See figure 39.
- v. Click on the **Print Report** button to see the print preview window. See figure 40.

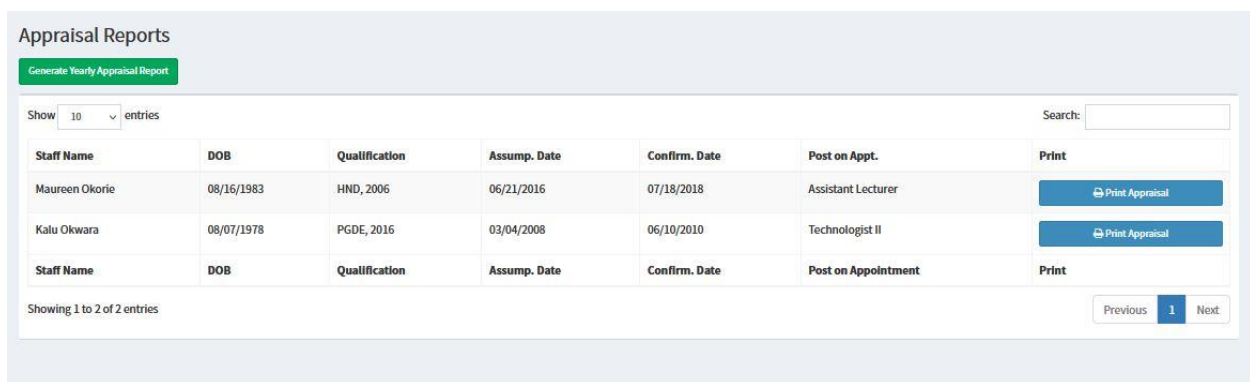


Figure 37: Appraisal Reports with the Generate Yearly Appraisal Report button

Select Appraisal Year

Select Appraisal Year to generate Report

Appraisal Year *

Select Appraisal Year

Cancel

Get Report

Figure 38: Select Appraisal Year page

Staff Appraisal Report for 2020

Generate Yearly Appraisal Report

Print Report

Staff Name	DOB	Qualification	Assump. Date	Confirm. Date	Post on Appt.	Present Post	Perf. Rating	HOD Recom.	Div. Comm. Recom.	Mgt. Recom.	SSA & PC Recom.	Expd. Mgt. Recom.
Mr. Kalu Okwara	08/07/1978	PGDE, 2016	03/04/2008	06/10/2010	Technologist II	Principal Technologist	74	Promotion to the next Rank	Nil	Nil	Nil	Nil
Mrs. Maureen Okorie	08/16/1983	HND, 2006	06/21/2016	07/18/2018	Assistant Lecturer	Lecturer III	53	Promotion to the next Rank	Nil	Nil	Nil	Nil
Staff Name	DOB	Qualification	Assump. Date	Confirm. Date	Post on Appt.	Present Post	Perf. Rating	HOD Recom.	Div. Comm. Recom.	Mgt. Recom.	SSA & PC Recom.	Expd. Mgt. Recom.

Figure 39: General Staff Appraisal Report based on selected Year

Print Report <http://staffappraisal.org/dashboard/appraisal/print/yearly/appraisal-report/2020> 1 sheet of paper

Staff Appraisal 2020 Report

Staff Name	DOB	Qualification	Assump. Date	Confirm. Date	Post on Appt.	Present Post	Perf. Rating	HOD Recom.	Div. Comm. Recom.	Mgt. Recom.	SSA & PC Recom.
Mr. Kalu Okwara	08/07/1978	PGDE, 2016	03/04/2008	06/10/2010	Technologist II	Principal Technologist	74	Promotion to the next Rank	Nil	Nil	Nil
Mrs. Maureen Okorie	08/16/1983	HND, 2006	06/21/2016	07/18/2018	Assistant Lecturer	Lecturer III	53	Promotion to the next Rank	Nil	Nil	Nil

1 of 1 8/23/2021, 1:43 AM

Print

Destination:

Orientation: Portrait Landscape

Pages:

Color mode:

Fewer settings

Paper size:

Scale: Fit to page width Scale

Figure 40: General Appraisal report print preview page

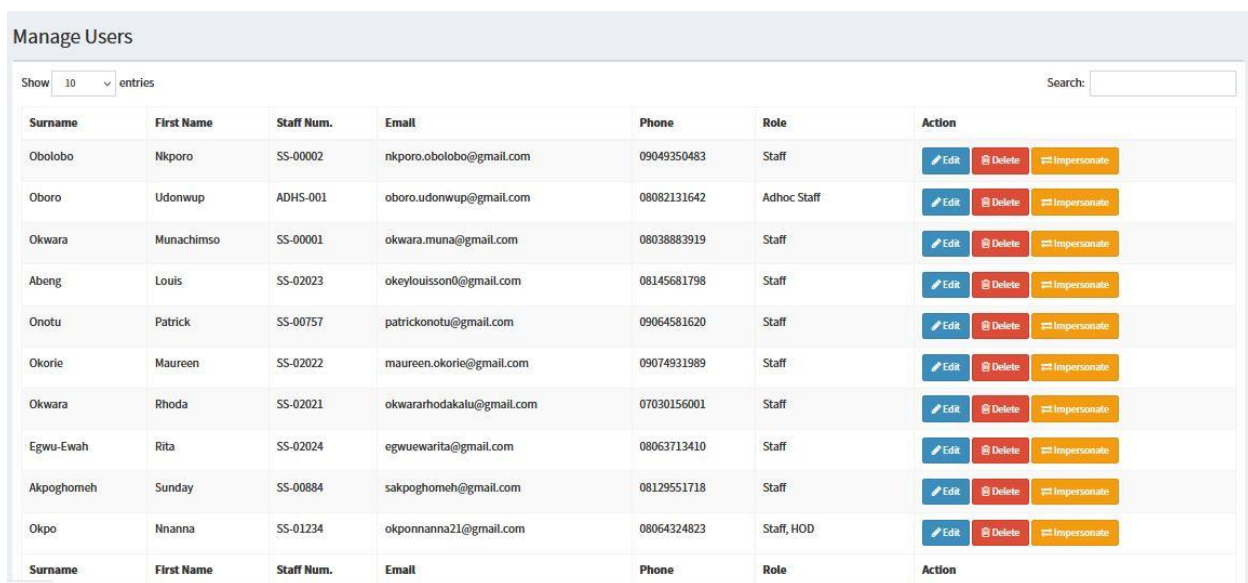
Section 9 – Managing User Role

This section shows how privileges can be assigned or withdrawn from a staff based on the office he/she may be occupying at every point in time. If a staff is elected as the Head of a Department, Dean of a School, appointed as a Director, Registrar or any other relevant position as may be needed to manage the appraisal process of the Polytechnic, the Administrator should be able to assign the appropriate privilege.

The Administrator logs in, clicks on **Settings** menu from the sidebar and click on **User Management**. See figure 41 & 42.



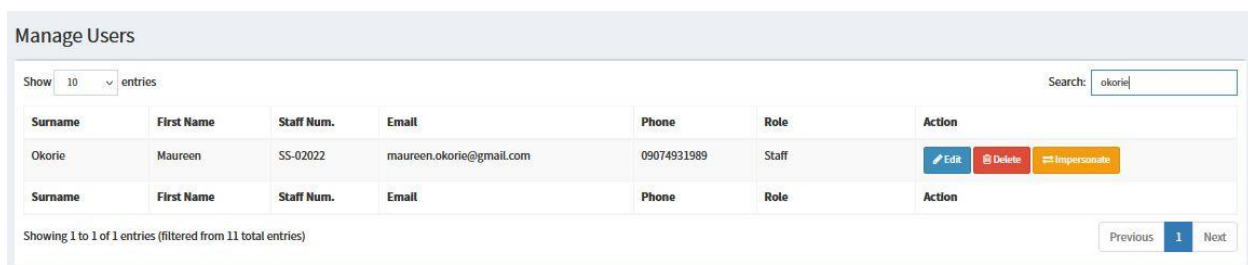
Figure 41: User Management under Settings menu



Surname	First Name	Staff Num.	Email	Phone	Role	Action
Obolobo	Nkporo	SS-00002	nkporo.obolobo@gmail.com	09049350483	Staff	Edit Delete Impersonate
Oboro	Udonwup	ADHS-001	oboro.udonwup@gmail.com	08082131642	Adhoc Staff	Edit Delete Impersonate
Okwara	Munachimso	SS-00001	okwara.muna@gmail.com	08038883919	Staff	Edit Delete Impersonate
Abeng	Louis	SS-02023	okeylouisson0@gmail.com	08145681798	Staff	Edit Delete Impersonate
Onotu	Patrick	SS-00757	patrickonotu@gmail.com	09064581620	Staff	Edit Delete Impersonate
Okorie	Maureen	SS-02022	maureen.okorie@gmail.com	09074931989	Staff	Edit Delete Impersonate
Okwara	Rhoda	SS-02021	okwararhodakalu@gmail.com	07030156001	Staff	Edit Delete Impersonate
Egwu-Ewah	Rita	SS-02024	egwuewarita@gmail.com	08063713410	Staff	Edit Delete Impersonate
Akpoghomeh	Sunday	SS-00884	sakpoghomeh@gmail.com	08129551718	Staff	Edit Delete Impersonate
Okpo	Nnanna	SS-01234	okponnanna21@gmail.com	08064324823	Staff, HOD	Edit Delete Impersonate

Figure 42: Manage User page

From the Manage User page, type the name, staff number, email address or phone number of the staff that requires to be given more privileges in the search text box on the right-hand side and click on the Edit button to see the page where privileges can be assigned. See figure 43 & 44



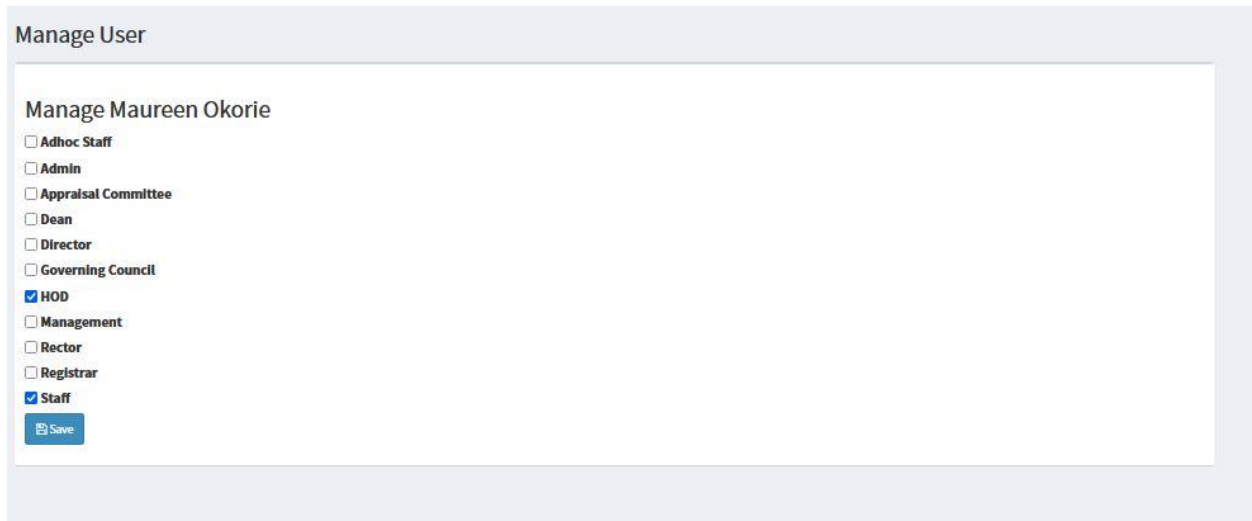
Surname	First Name	Staff Num.	Email	Phone	Role	Action
Okorie	Maureen	SS-02022	maureen.okorie@gmail.com	09074931989	Staff	Edit Delete Impersonate

Showing 1 to 1 of 1 entries (filtered from 11 total entries)

Previous **1** Next

Figure 43: Searching Staff to assign privilege

Assigning privilege(s) to any user requires ticking one or more checkboxes that suit the position of the user and clicking on the **Save** button. See figure



The screenshot shows a web interface titled "Manage User" with a sub-header "Manage Maureen Okorie". Below this, there is a list of roles, each with a checkbox: "Adhoc Staff", "Admin", "Appraisal Committee", "Dean", "Director", "Governing Council", "HOD" (checked), "Management", "Rector", "Registrar", and "Staff" (checked). At the bottom of the list is a blue "Save" button.

Figure 44: User privilege grant page

Note: revoking or rolling back any privilege can be done by unchecking the checkboxes aside from Staff and clicking on the **Save** button again.