OPUS

college

Enter:

user name: registry

password: ••••••••

Submit

We will now show you how to enter a "Second level unit" under a previously registered "First level unit"

The first "Second level unit" for a given "First level unit" (School, Faculty) should be entered by the Central Administrator (institution level) and should concern the general administration of the School or Faculty, usually called "Office of the Dean" or a comparable name.

Once the "Office of the Dean" is registered, the central administrator in a next step, then can register the Dean and link him/her as a staff member to the "Office of the Dean".

Once the Dean is registered in the system, he/she can register the other Secondary level units for his/her School or Faculty. So once the Dean is in the system, he/she can then register the Departments of the School or Faculty.

To summarize:

The CENTRAL ADMINISTATOR registers:
- The Schools or Faculties (First level units)

    |
    |_ The central administration office of the School or Faculty ("Office of the Dean") (Second level unit)
        |
        |_ The "Dean" of the School/Faculty (or the one who in practice will use OPUS on the Dean level)

The DEAN (or the person authorized as "Dean") can then register the other Second level units in his/her School or Faculty:

    |
    |_ Departments
        |
        |_ Staff members of the Departments.

But for now, let's show how to enter the Second level unit: "Office of the Dean" for the School previously entered.

cntdRegistrationInitialCardinalTimeUnitStatus: 5

useOfSubjectBlocks: N

useOfSubsidies: N

numberOfSubjectsToCountForStudyPlanMark: 0

useOfStudentBalancesGeneration: Y

useOfScholarshipPercentages: Y

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Institutions

First level units

Second level units | Overview

Add

Welcome to Opus

College
Version module: 3.3
Version module database: 3.55

Fee
Version module: 3.3
Version module database: 3.13

Country-module: Zambia
Version module: 3.3
Version module database: 3.24

Admission
Version module: 3.3
Version module database: 3.13

Scholarship
Version module: 3.3
Version module database: 3.25

Accommodation
Version module: 3.3
Version module database: 3.13

Report
Version module: 3.3
Version module database: 3.12

UNZA
Version module: 3.3
Version module database: 3.18

Application setting

mailEnabled: Y

numberOfSubjectsToGrade: 5

cntdRegistrationBa__: 2

cntdRegistrationBa__

cntdRegistrationMa__ 0.5

cntdRegistrationMa__

admissionBachelor__

admissionBachelorCutOffPointCreditMale: 3

cntdRegistrationBachelorCutOffPointRelativesCreditFemale: 2.5

cntdRegistrationBachelorCutOffPointRelativesCreditMale: 1.5

cntdRegistrationMasterCutOffPointRelativesCreditFemale: 0

cntdRegistrationMasterCutOffPointRelativesCreditMale: 0.5

admissionBachelorCutOffPointRelativesCreditFemale: 0

admissionBachelorCutOffPointRelativesCreditMale: 2

USE_HOSTELBLOCKS: Y

admissionInitialStudyPlanStatus: 1

cntdRegistrationInitialCardinalTimeUnitStatus: 5

useOfSubjectBlocks: N

useOfSubsidies: N

numberOfSubjectsToCountForStudyPlanMark: 0

useOfStudentBalancesGeneration: Y

useOfScholarshipPercentages: Y

To enter a Second level unit, click on "Institutions - Second level units - Add"

OPUS college

User: registry (registry)

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Details

General

Higher education	UNZA Lusaka	
First level unit	Central Registry	
Second level unit Code	O12007032012125115	If empty, a c... ...d)
Name		
Parent/Child level	1	
Parent unit		
Director	-choose-	
Second level unit type	-choose-	
Academic field	-choose-	
Second level unit area	-choose-	
Active	yes	

Submit

First choose the correct "First level unit" under which the "Second level unit resides."

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Details

General

Higher education	UNZA Lusaka
First level unit	School of Mathematics and Computer Sciences
Second level unit Code	O12007032012125115
Name	
Parent/Child level	1
Parent unit	
Director	-choose-
Second level unit type	-choose-
Academic field	-choose-
Second level unit area	-choose-
Active	yes

Submit

> Next enter the name of the Second level unit; in our example: "Office of the Dean".

OPUS college

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Details

General	
Higher education	UNZA Lusaka ▼
First level unit	School of Mathematics and Computer Sciences ▼
Second level unit Code	O12007032012125115 If empty, a code is generated (which can be overruled)
Name	Office of the Dean is not a valid second level unit description
Parent/Child level	1
Parent unit	
Director	-choose- ▼
Second level unit type	-choose- ▼
Academic field	-choose- ▼
Second level unit area	-choose- ▼
Active	yes ▼
	Submit

Don't worry about this message. This will be corrected in a future version.

OPUS college

User: registry (registry)

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Details

General

Higher education	UNZA Lusaka ▾	
First level unit	School of Mathematics and Computer Sciences ▾	
Second level unit Code	O12007032012125115	If empty, a code is generated (which can be overruled)
Name	Office of the Dean	is not a valid second level unit description
Parent/Child level	1	
Parent unit		
Director	-choose- ▾	
Second level unit type	-choose- ▾	
Academic field	-choose-	
	Administration	
	Department	
Second level unit area	Direction	
	Institute	
	Secretariat	
Active	Section	

Next choose the "type of the unit". In our example "Administration".

User: registry (registry)

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Details

General

Higher education	UNZA Lusaka
First level unit	School of Mathematics and Computer Sciences
Second level unit Code	O12007032012125115

If empty, a code is generated (which can be overruled)

Name	Office of the Dean

is not a valid second level unit description

Parent/Child level   1

Parent unit

Director	-choose-
Second level unit type	Administration
Academic field	-choose-

-choose-
Agronomy / Agricultural Sciences
Anthropology
Archeology
Arts and Letters
Astronomy
Biochemistry
Bioethics
Biology
Biotechnology (incl. genetic modification)
Business Administration / Management Sciences
Chemistry
Climatology / Climate Sciences
Communication Sciences
Computer Science
Criminology
Demography (incl. Migration)
Dentistry
Development Studies
Earth Sciences - Soil
Earth Sciences - Water
Economy
Educational Sciences / Pedagogy
Engineering - Construction
Engineering - Electronic
Engineering - Industrial
Engineering - Mechanical
Environmental Studies
Ethics

Second level unit area

Active

For the Academic Field the Office of the Dean belongs to we fill in "Computer Science" (since it belongs to the School of Mathematics and Computer Science, we could also choose "Mathematics" here"

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| Details |

General

Higher education	UNZA Lusaka ▾
First level unit	School of Mathematics and Computer Sciences ▾
Second level unit Code	O12007032012125115	If empty, a code is generated (which can be overruled)
Name	Office of the Dean	is not a valid second level unit description
Parent/Child level	1
Parent unit	
Director	-choose- ▾
Second level unit type	Administration ▾
Academic field	Computer Science ▾
Second level unit area	-choose- ▾
Active	-choose-
	Academic
	Administrative

And here we of course also choose "Administrative".

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Details

General

Higher education	UNZA Lusaka	
First level unit	School of Mathematics and Computer Sciences	
Second level unit Code	O12007032012125115	If empty, a code is generated (which can be overruled)
Name	Office of the Dean	is not a valid second level unit description
Parent/Child level	1	
Parent unit		
Director	-choose-	
Second level unit type	Administration	
Academic field	Computer Science	
Second level unit area	Administrative	
Active	yes	

Submit

Click on "Submit" to save this information.

User: registry (registry)

OPUS college

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Details | Registration periods | Address(es)

General

Higher education   IZA Lusaka ▼

First   Sciences ▼

Once the basic data on the Second level unit entered, we see two new "tabs" appearing, leading to screens where you can enter additional information.

Sec   If empty, a code is generated (which can be overruled)

Nam

Pare
Pare
Chil   add

Director   -choose- ▼
Second level unit type   Administration ▼
Academic field   Computer Science ▼
Second level unit area   Administrative ▼
Active   yes ▼

Submit

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Details | Registration periods | Address(es)

General

Higher educatio...   UNZA Lusaka

First level unit   School of Mathematics and Computer Sciences

Se...   032012125115   If empty, a code is generated (which can be overruled)

Na...   f the Dean

Pa...
Pa...
Ch...   add

> In this example we will not show the screen "Registration periods". We will do that in another instruction video, when we show how to enter a Department.

Di...
Se...   ...ration

Academic field   Computer Science

Second level unit area   Administrative

Active   yes

Submit

User: registry (registry)

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| Details | Registration periods | Address(es) |

General

Higher education   ka

First level unit   Sc   Mathematics and Computer Sciences

Second level unit C   If empty, a code is generated (which can be overruled)

Name

Parent/Child level
Parent unit
Child unit(s)   add

> We will now show how to enter address information for the Second level unit ("Office of the Dean") we are entering.
> Just click on "Address(es)" here.
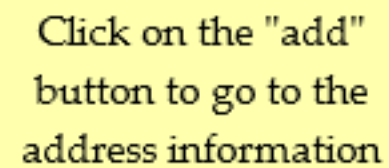
Director   -choose-

Second level unit type   Administration

Academic field   Computer Science

Second level unit area   Administrative

Active   yes

Submit

back to overview > Office of the Dean

| Details | Registration periods | Address(es) |

Address(es)		
Address(es)	add	

Click on the "add" button to go to the address information

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User: registry (registry)

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back to overview > **Office of the Dean** > add/edit Address

Address(es)

Address

Address type	formal communication address organizational unit
Country	ZAMBIA
Province	-choose-
District	-choose-
Administrative post	-choose-
City	

Either the city, street, number and zipcode are required or the POBox

Street		or P
Number & Extension	0
Zip code	

(Format: 5 digits, 12345)
All Geo Postcodes

Now follow the self-explanatory example on how to enter address information. The RED ANGLED fields are compulsory. Pleasee make sure to use the CORRECT FORMAT for telephone numbers and zip-code.

Telephone number		(Format: 9 digits, 123-456789, cannot start with zero)
Mobile phone		(Format: 9 digits, 12-3456789, cannot start with zero)
Fax number		(Format: 9 digits, 123-456789, cannot start with zero)
E-mail address		

Submit

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back to overview > Office of the Dean > add/edit Address

Address(es)

Address

Address type	formal communication address organizational unit
Country	ZAMBIA
Province	Lusaka
District	Lusaka
Administrative post	-choose-
City	Lusaka

Either the city, street, number and zipcode are required or the POBox

Street	Main Road	or PO Box
Number & Extension	20	
Zip code	45678	

(Format: 5 digits, 12345)
All Geo Postcodes

Telephone number	123-678901	(Format: 9 digits, 123-456789, cannot start with zero)
Mobile phone	12-4567890	(Format: 9 digits, 12-3456789, cannot start with zero)
Fax number	123-678902	(Format: 9 digits, 123-456789, cannot start with zero)
E-mail address	computerscience@unza.zm	

[Submit]

Click on Submit to save the address information.

back to overview > **Office of the Dean**

| Details | Registration periods | Address(es) |

Address(es)

formal communication address organizational unit 📝 ❌

Country	ZAMBIA
Province	Lusaka
District	Lusaka
Administrative post	
City	Lusaka
Street	Main Road 20
Number & Extension	
Zip code	45678
PO Box	
Telephone number	123-678901
Mobile phone	12-4567890
Fax number	123-678902
E-mail address	computerscience@unza.zm

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User: registry (registry)

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back to overview > **Office of the Dean**

Details | ration periods | Address(es)

If we now click on the "overview" link here, we see that the Office of the Dean is now saved under "School of Mathematics and Computer Sciences"

ganizational unit

ZAMBIA
Lusaka
Lusaka

Lusaka
Main Road 20

45678

PO Box
Telephone number   123-678901
Mobile phone   12-4567890
Fax number   123-678902
E-mail address   computerscience@unza.zm

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Second level units overview

Higher education   UNZA Lusaka ▼

First level unit   School of Mathematics and Computer Scie ▼

Id	Name	Academic field	Second level unit type	Second level unit area	Unit level	Parent unit Id	Director	Active		
137	Office of the Dean	Computer Science	Administrative	Administration	1	-		Y	📝	❌

Total number of Second level units: 1 page 1 of 1   1   ≪ ≫