

Deploy Database and Online Submission

1. Click on the Lurits Approval Module button.

SA-SAMS : School Administration and Management System MAIN MENU				
1. General School Information	11. Financial Assistant			
2. Human Resource Information	12. Curriculum Related Data			
3. Learner and Parent Information	13. Timetabling Assistant			
4. Learner Listing	14. Physical Resources			
5. Governance Information	15. Library Module			
6. Standard Letters and Forms	16. Security and Database Functions			
7. Export Data	17. Lurits Approval Module			
8. Annual National Assessment				

- 2. Click on the **School Information** tab.
 - 2.1 If the Lurits Status is "1" then tick in a box on "I certify that the information provided on this form is to the best of my knowledge and belief correct and complete" and click on the Approve button. The status will change to "2".
- 3. Click on the Learner Information tab.
 - 3.1 Click on the **Show All Current Learners** button. Do step 2.1 to approve.

Lurits Data Centre (17)						
Lurits Status Statistics	School Information Learner Info	rmation Educator Information	Staff Information	Batch Processor		
Grade:	Grade: Show All Current Learners Show All Learners with Tracking Numbers Total Learners: Print					
Class:	Show All Archived Learners	Show All Learners waiting for a	Approval	Export to Excel		
Lurits Number Acces	sion Number Surname	First Name	Grade	Class Becord Statu		

3.2 Click on the Show All Archived Learners button. Do step 2.1 to approve.

4. Click on the **Educator Information tab**. Click each circled button and do step2 to approve.

L	urits Data Centre (17)					
	Lurits Status Stats School Information	Learner Info.	Educator Info.	Staff Inform	ation Governing I	nfo. Batch Processor
	Filter By: All Current		Il Archived	Validation	Errors Prir	nt Export to Excel
	Click on Column Headers to sort Grid.					Educators:
	Educator	Educator ID Code	D / Passport No	Record Status	s Status	

5. Click on the **Staff Information tab**. Click each circled button and do step2 to approve

Lurits Data Centre (17)						
Lurits Status Stats School Information	Learner Info.	Educator Info.	Staff	Information	Governing Info.	Batch Processor
Filter By: All Current All Archived Validation Errors Print Export to Excel						
Click on Column Headers to sort Grid.						Staffs: 0
Staff	Staff Code	ID / Passport No	Record Status	Lurits Status		

6. Click on the Governing Info tab. Click each circled button and do step2 to approve

L	uri	ts Data Centre (17)					
ſ	ſ	Lurits Status Stats School Information	Learner Info.	Educator Info.	Staff Inform	ation Governing Info	. Batch Processor
	Filter By: All Active All Inactive Validation Errors Print Export to Excel						
	Click on Column Headers to sort Grid. Governing: 0						
		Surname, First Name	Туре	Board/Committee A=Active, N=Inactive	Record Status	Lurits Status	

- 7. Return to Lurits Status Statistics tab to display the deployment report.
- 8. Click on the **Deploy database** button.

Lurits Data Centre (17)			
Lurits Status Stats School Information Learner Info.	Educator Info.	Staff Information Governing Inf	fo. Batch Processor
Principal Approval and Deployment Record validation can take a long time. Stop To speed it up you can stop after the 1st Error. Approve your School, Learner, Educator, Staff data ar Once you have approved all the records, then you can After deployment, you will find your database in C:\Exp Copy the database onto a CD or memory stick and delive A signed report must accompany the database for dep Provincial EMIS unit. The report will be generated aut	a validation after 1st Error: ad Governing information on e b DEPLOY your database. bortData\LURITSData. ver to the province. loyment to the comatically.	bach page.	LOY DATABASE
Principal Deployment Report Province:	Free State	Region:	S. FRE



- 8.1 Click on the **Yes** button and **Print**.
- 9. Open Errors, Omissions and Submissions on your desktop.
- 10. Open Online Database Submissions button.

SA-SAMS Data Errors, Omissions & Submissions	
File Help	
Errors & Omissions Online Database Submission	
Submission Information Data Year: Submission: Submission Files - No Need to ZIP (Un-Compressed Files Required)	SUBMIT
Getting Submission Information	

After the submission details have been loaded, you will be able to <u>select the correct **Submission**</u>
 <u>Year, Date & Browse for the required Submission Files</u>.

12.

Click on the "Online Database Submission" tab	After browsing for all the files required for the submission, the Submit by ton will activate.
The Latest LURITS Deployed Database on the PC will automatically be selected by default. If this is not the desired database simply click on Browse , if you have already Deployed your LURITS Database through SA SAMS, then	Also browse for the scanned/photo document/picture
select the correct Database for the submission. The Deployed LURITS Database box will (ZIP FILES ARE NOT USED, THE UTILITY AUTOM. All other required electronic files e.g. Lurits Deployme	DTE: I only accept Microsoft Access fillsMDB ATICALLY COMPRESSES YOUR JUBMISSION DATA a g e ent will accept PNG, JPG, TIFF, TIF, GIF, BMP or PDF files.
Remember to Scan/Save the Required Sub	omission Documents before trying to submit.

SA-SAMS Data Errors, Omissions & Submissions - v3.5.9				
File Help				
Errors & Omissions Online Database Submission				
Submission Information Data Year: 2020 Submission: 32 - September 04	- SUBMIT			
Submission Files				
Deployed SAMS Database C:\ExportData\LuritsData\440300000-14-Au	g-2020 12-41-39 PM\SCHOO Browse			
LURITS Deployment Report the C:\Users\jeanett\Downloads\SCHOOL.pdf loaded you will be be Browse				
Ready	05			

13. After the Submit button is <u>clicked</u>, as a security measure you will be prompted to <u>enter</u> you SA-SAMS Login Details

Please enter your SA-SAMS User Name & Password			
SA-SAMS	User Details		
	User Name		
	MyUser		
	Password		
L			
	Cancel		

14. You will see a *progress bar* with upload information:

Initiating Upload	
Uploading	60%
5.52MB of 9.35MB	
	Cancel

If the upload completes successfully, a *success message* will display:

