



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)

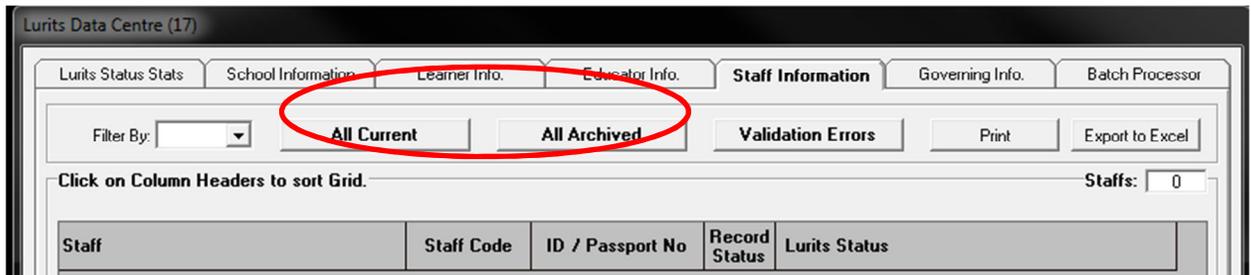
Lurits Status Statistics	School Information	Learner Information	Educator Information	Staff Information	Batch Processor	
Grade: <input type="text"/>	Show All Current Learners	Show All Learners with Tracking Numbers	Total Learners: <input type="text"/>	Print		
Class: <input type="text"/>	Show All Archived Learners	Show All Learners waiting for Approval		Export to Excel		
Lurits Number	Accession Number	Surname	First Name	Grade	Class	Record 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.



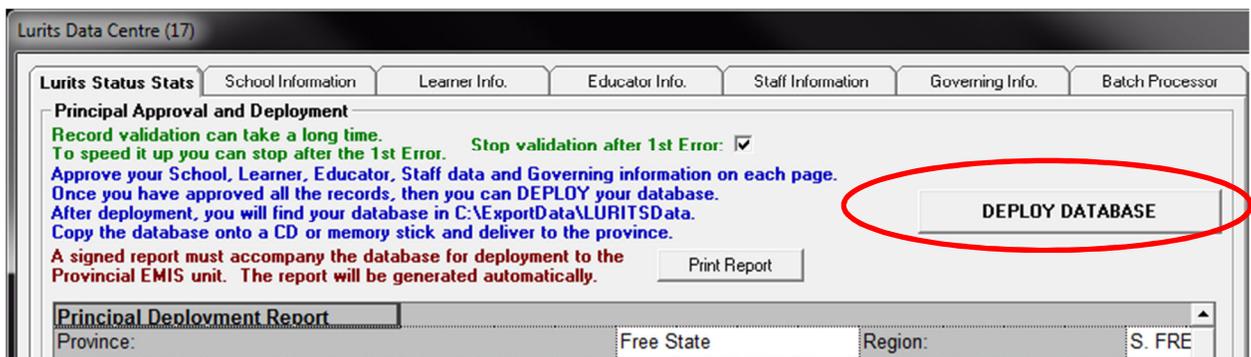
5. Click on the **Staff Information** tab. Click each circled button and do step2 to approve

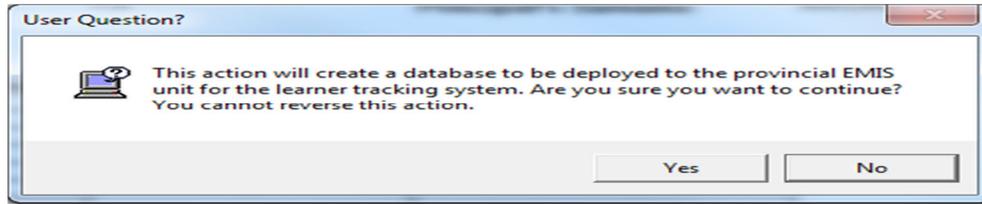


6. Click on the **Governing Info** tab. Click each circled button and do step2 to approve



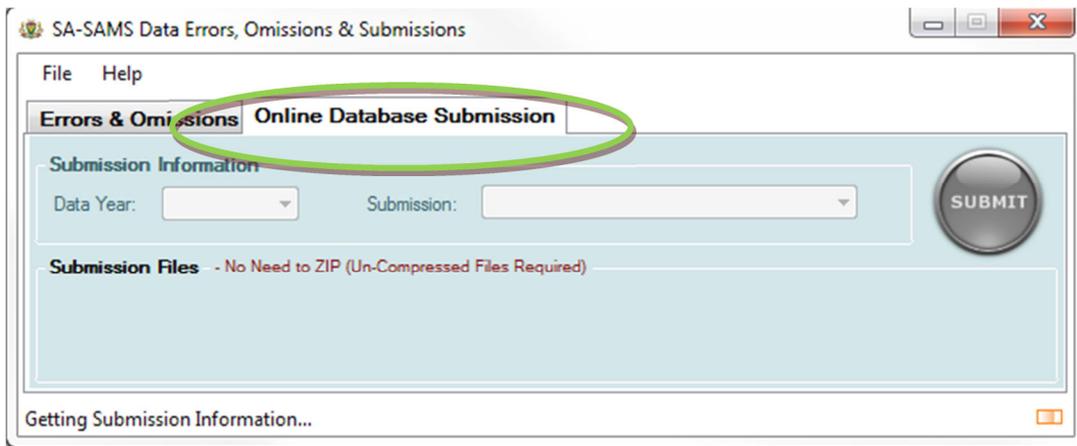
7. Return to **Lurits Status Statistics** tab to display the deployment report.
8. Click on the **Deploy database** button.





8.1 Click on the **Yes** button and **Print**.

9. Open **Errors, Omissions and Submissions** on your desktop.
10. Open Online Database Submissions button.



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

12.

Click on the "Online Database Submission" tab

*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 select the correct Database for the submission.*

*The Deployed LURITS Database box will only accept Microsoft Access files - **.MDB***

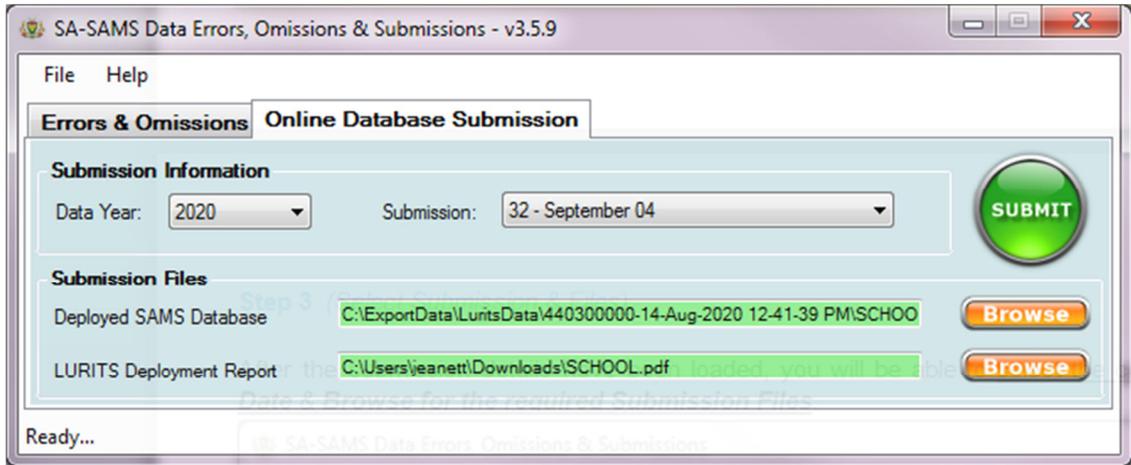
(ZIP FILES ARE NOT USED, THE UTILITY AUTOMATICALLY COMPRESSES YOUR SUBMISSION DATA)

*All other required electronic files e.g. Lurits Deployment will accept **PNG, JPG, TIFF, TIF, GIF, BMP** or **PDF** files.*

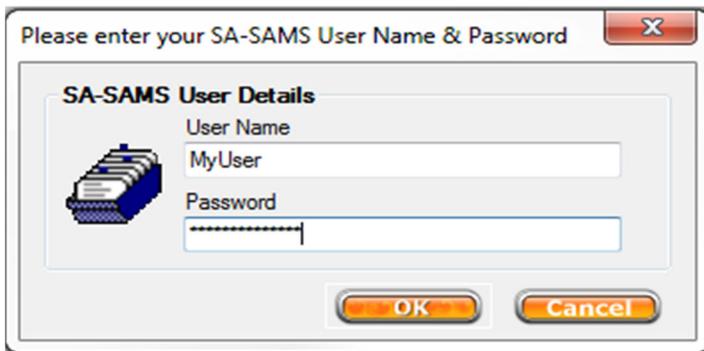
Remember to Scan/Save the Required Submission Documents before trying to submit.

After browsing for all the files required for the submission, the Submit button will activate.

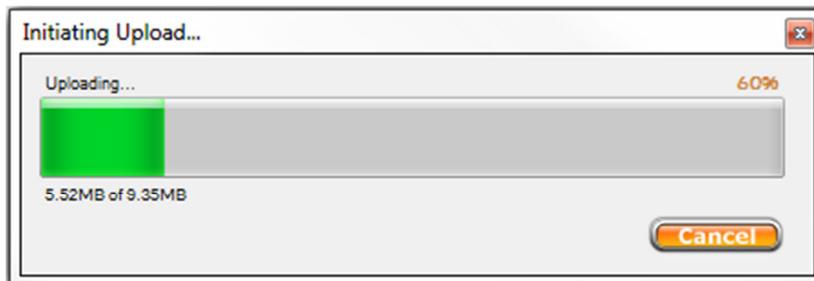
Also browse for the scanned/photo document/picture



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



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



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

