

ONLINE LURITS DATA SUBMISSION

with the
SA-SAMS Errors, Omissions & Submission Utility

Step 1 (Download & Install)

Download & Install the latest version of **Errors, Omissions & Submissions** from the **Utilities Page** of the **EMIS School Portal**: <http://www.fsdoe.fs.gov.za/EMISPortal/Utilities.aspx>

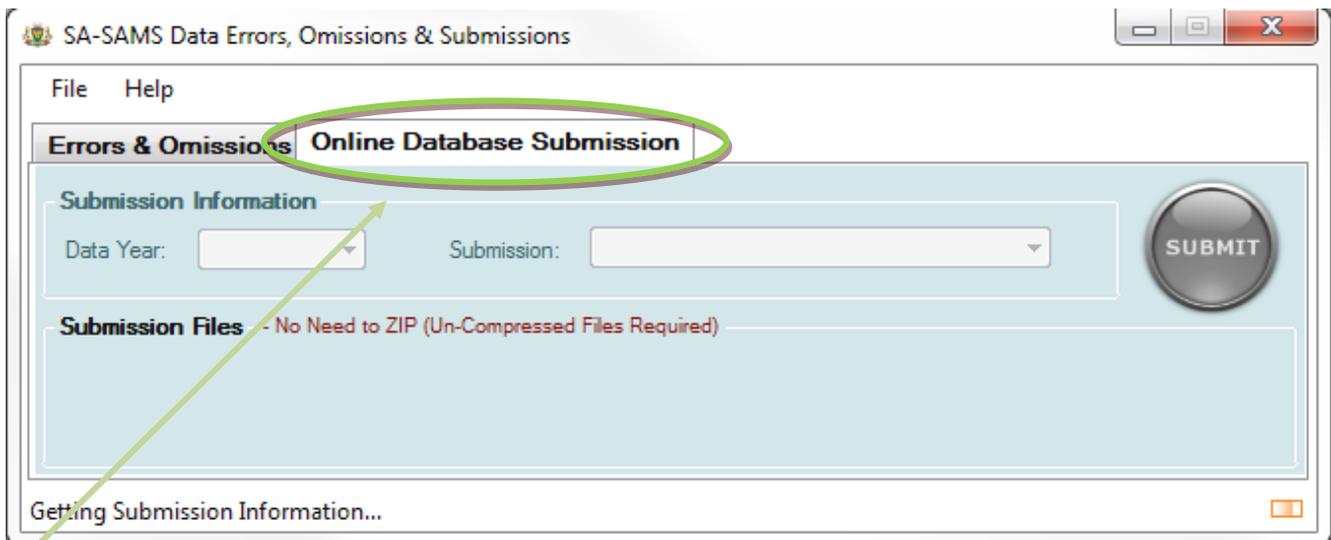


Step 2 (Open the Program)

Open the newly installed program by double-clicking the shortcut on the desktop →

OR

Go to *Programs* → *EMIS* → Click on **Errors, Omissions and Submissions**



Click on the "Online Database Submission" tab

Step 3 (Select Submission & Files)

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

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.

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

NOTE:

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, GIF, BMP** or **PDF** files.
Remember to Scan/Save the Required Submission Documents before trying to submit.

3 Basic Options for Getting Electronic Copies of Documents

Print document from SA-SAMS or Other Sources & make sure it is Signed by the Principal and/or SMGD where necessary.

1. Scan

- Scanning creates an electronic version of a hard-copy document, which you can store as a backup of your files.
- A school can print the LURITS deployment document from SA-SAMS and then scan the signed document. This scanned document can then be used when doing your electronic data submission.
- Read more : http://www.ehow.com/how_2006155_scan-document-printer.html

2. Fax to e-mail

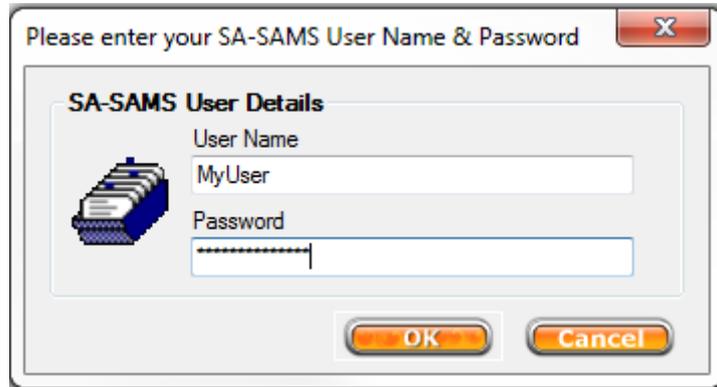
- Fax document to school's fax number that links to the schools email address.
- Free services are available example: <http://www.faxtoemail.co.za/> where you can register and access fax to email options.
- You can fax the signed version of the printed report document to the school email. Save document from e-mail to a folder on your computer, where it will be easily accessible when you browse for submission documents.

3. Photographed

- A school can also take a clear image of the printed and signed document e.g. LURITS Deployment Report using digital camera/cell phone.

Step 4 (SA-SAMS Login Details)

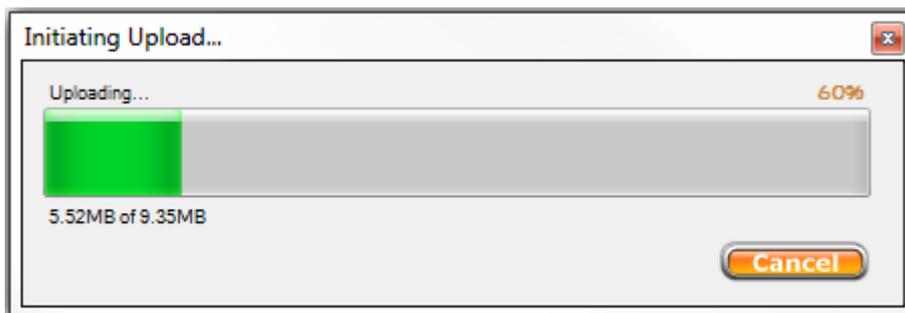
After the **Submit** button is clicked, as a security measure you will be prompted to enter you **SA-SAMS Login Details**



A dialog box titled "Please enter your SA-SAMS User Name & Password" with a close button (X) in the top right corner. The main content area is titled "SA-SAMS User Details" and contains a server rack icon on the left. To the right of the icon are two input fields: "User Name" with the text "MyUser" and "Password" with a masked password (dots). At the bottom of the dialog are two buttons: "OK" and "Cancel".

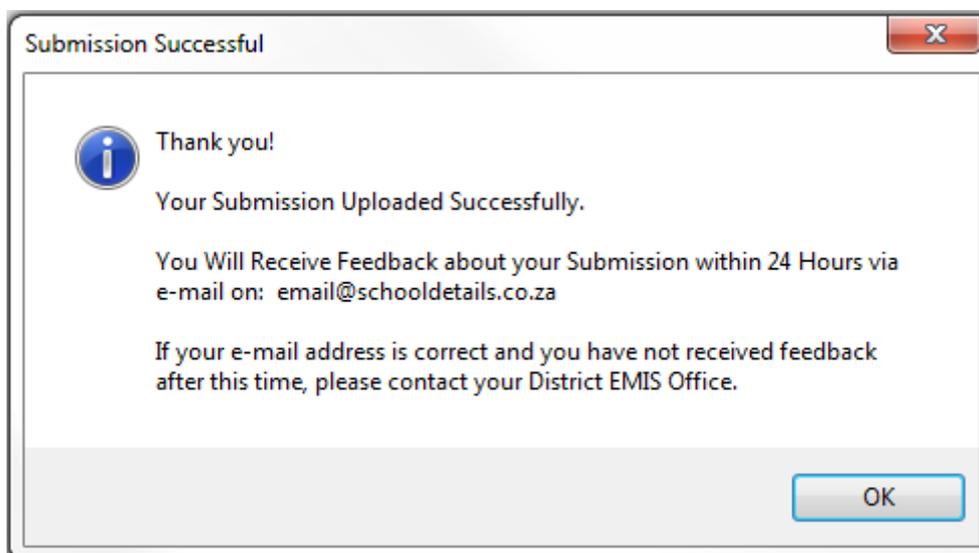
Step 5 (Uploading & Result)

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



A dialog box titled "Initiating Upload..." with a close button (X) in the top right corner. It features a progress bar labeled "Uploading..." with a green bar indicating 60% completion. Below the progress bar, it shows "5.52MB of 9.35MB". A "Cancel" button is located at the bottom right.

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



A dialog box titled "Submission Successful" with a close button (X) in the top right corner. It contains an information icon (i) followed by the text: "Thank you! Your Submission Uploaded Successfully. You Will Receive Feedback about your Submission within 24 Hours via e-mail on: email@schooldetails.co.za If your e-mail address is correct and you have not received feedback after this time, please contact your District EMIS Office." An "OK" button is located at the bottom right.