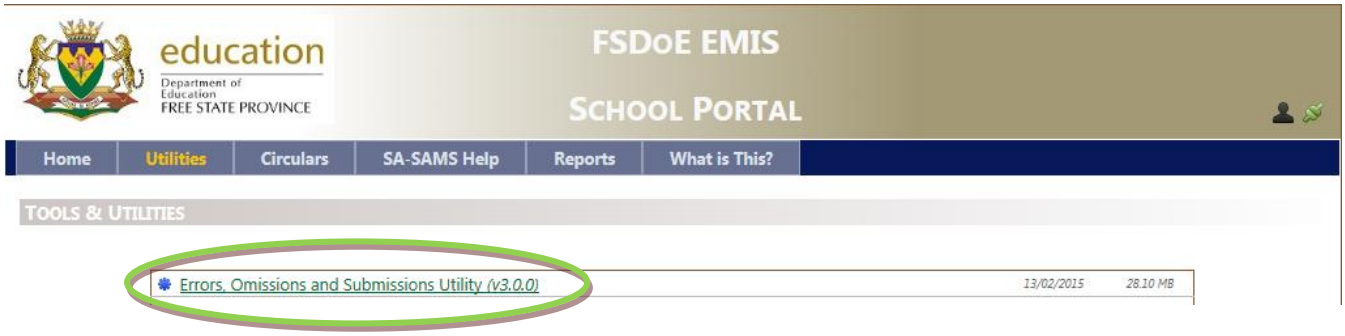
ONLINE LURITS DATA SUBMISSION

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

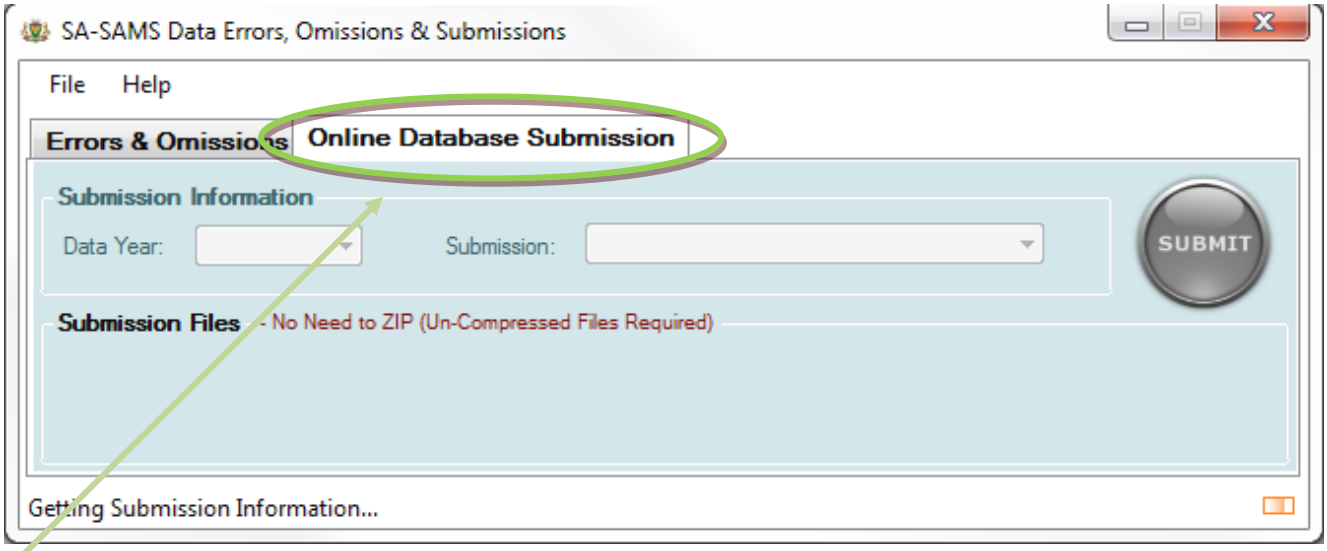


Step 2 *(Open the Program)*

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

OR

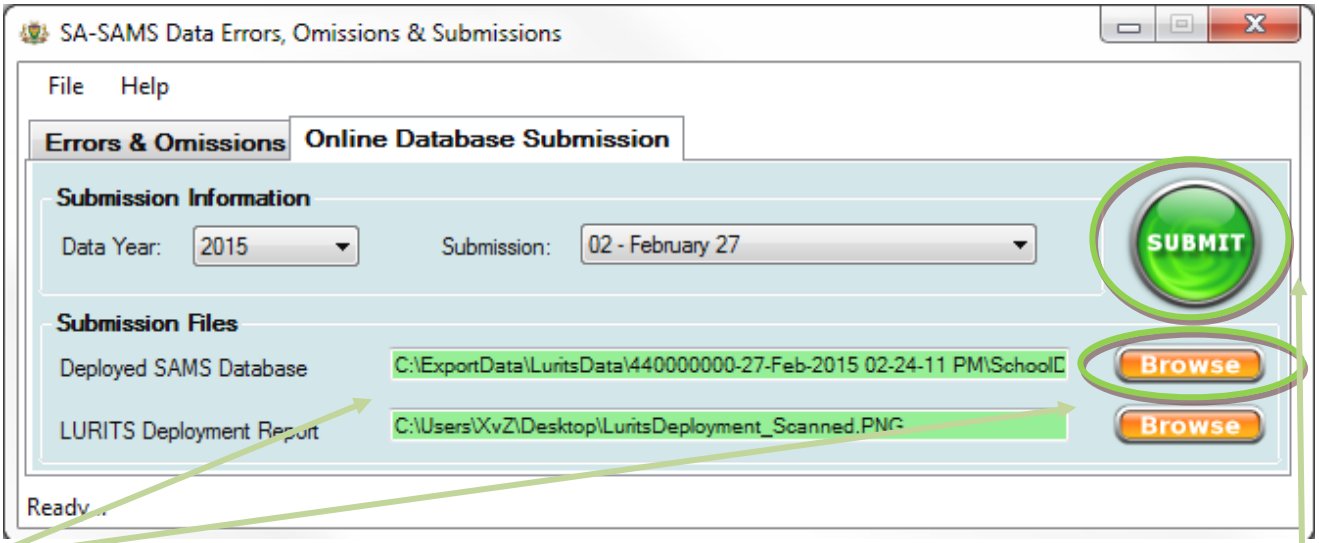
Go to *Programs* ⇨ *EMIS* ⇨ Click on **Errors, Omissions and Submissions**



*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.

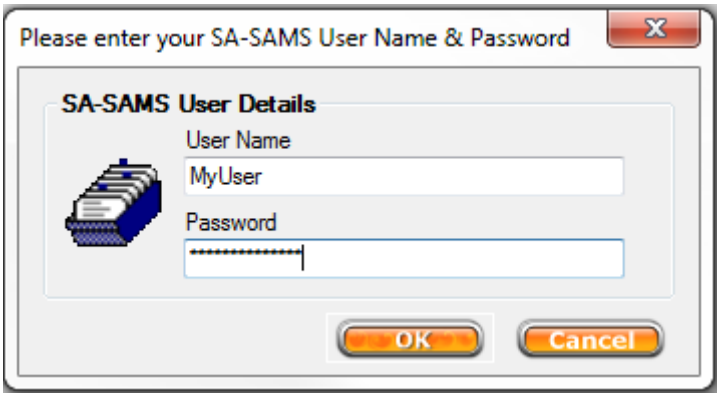
1. **Scan**
   - Scanning creates an electronic version of a hard-copy document, which you can store as a backup of your files.
   - A school can print the LURITS deployment document from SA-SAMS and then scan the signed document. This scanned document can then be used when doing your electronic data 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.

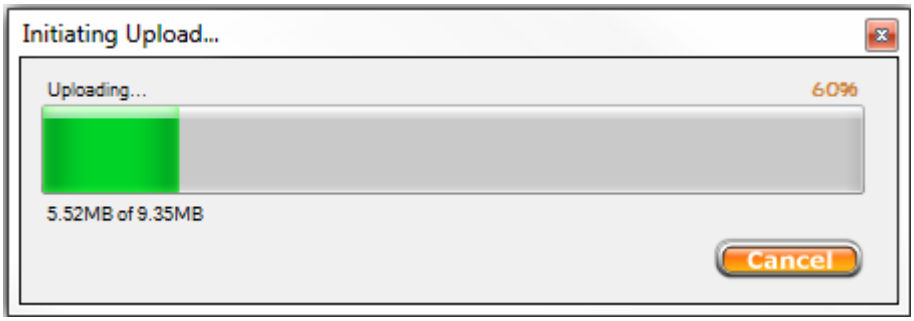
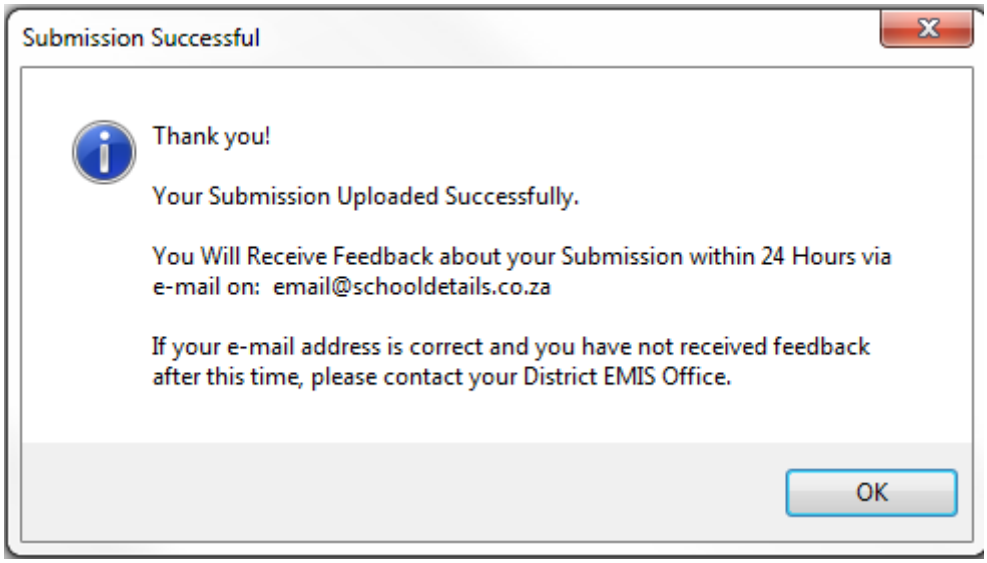
Step 4 *(SA-SAMS Login Details)*

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



Step 5 *(Uploading & Result)*

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



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