education

Department of Education
FREE STATE PROVINCE

LURITS Feedback Process Manual

LURITS FEEDBACK PROCESS

After your data has been uploaded/submitted to the National Department of Education by the Provincial LURITS Administrator, the National Department of Education will send back Feedback Files. These Feedback batch files are placed on the EMIS Portal for schools to download and process immediately into SA-SAMS in order to assign learner tracking/LURITS numbers.

A. Compatibility Requirements

- Ensure that you Run/Install the latest SASAMS Patch(v.23.1.1 or later) and update LURITS Engine with 2023 updates, the latest engines can be downloaded on this link:
http://www.fsdoe.fs.gov.za/Documents/Utilities/LURITS ENGINES UPDATES 2023.exe

  before proceeding with the feedback process and ensure that Microsoft.Net Framework version 3.5 or higher is installed.

  To check if Microsoft.Net Framework(s) are installed in your computer: Go to Control Panel > Programs and features.

B. Steps to download Feedback Files from the EMIS Portal

1. Open the EMIS Portal website(http://www.fsdoe.fs.gov.za/EMISPortal)
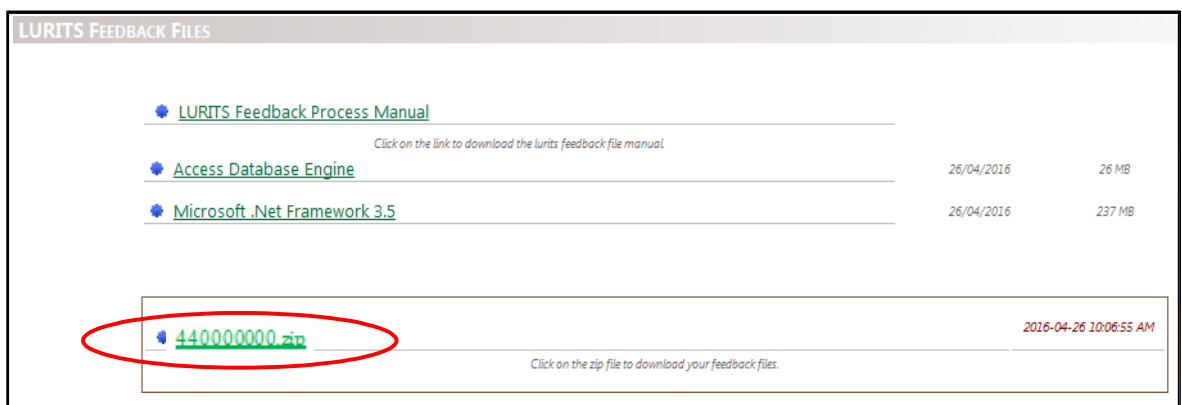
2. Click here to Login

3.
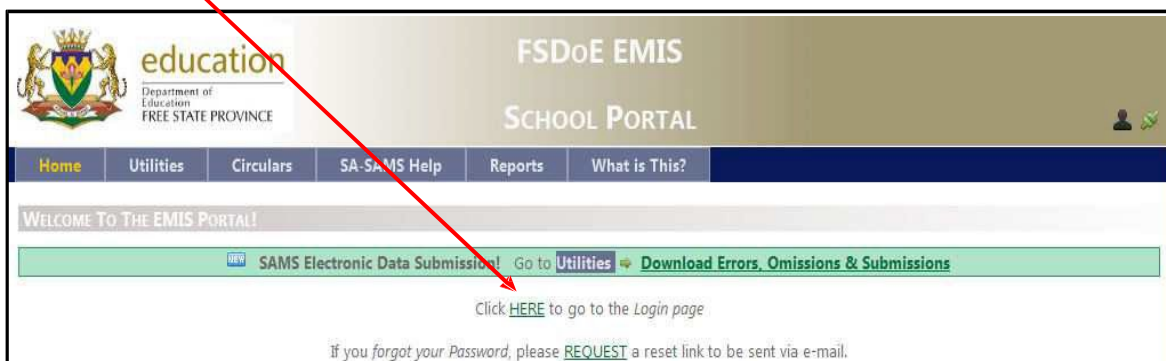
4. Click on the **Log In** button.

5. Click on **SA-SAMS Help** and click on **Lurits Feedback Files**

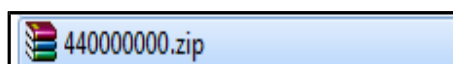**6.** Click on the EMIS number **(e.g. 44000000.zip)**

7. Click on **'Save'**, to download it onto your computer (e.g. On the **Desktop**).
8. Click on **'Open folder'** to open where the file is downloaded.

9. Right click on the zip folder (the one with your Emis Nr).

10. Select **'Extract All'** (or **'Extract Files'** in other computers) to extract to the desired location.
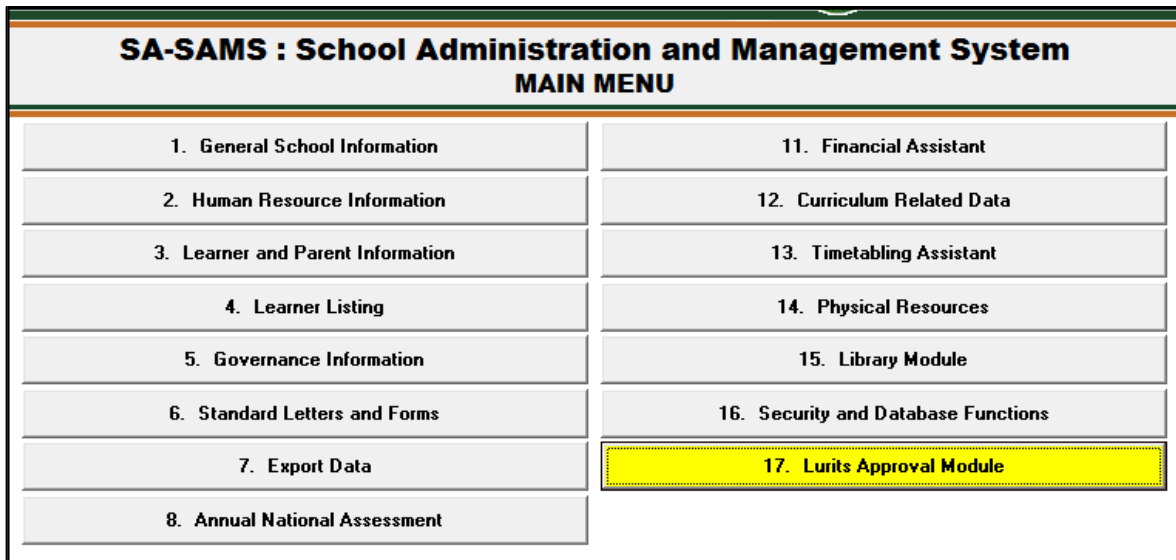
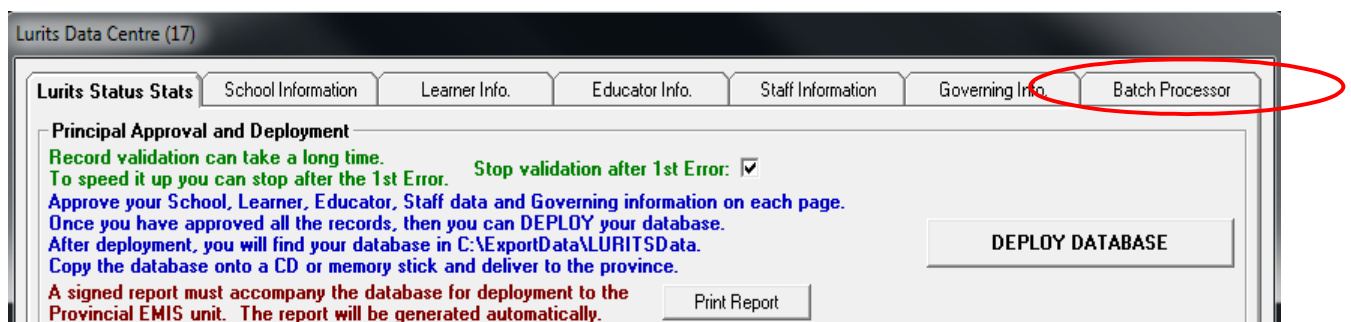**11.** A normal folder will be created in the same directory after extracting the file.

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After completing the above you can now proceed with importing your Feedback Files.

C. Importing your Feedback Files in SA-SAMS

1. Click on the SA-SAMS icon on the Desktop to open SA-SAMS. Login into SA-SAMS.

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 **Lurits Approval Module** to open the Lurits Data Centre screen.

Lurits Data Centre (17)

Lurits Status Stats | School Information | Learner Info. | Educator Info. | Staff Information | Governing Info. | Batch Processor

Principal Approval and Deployment
Record validation can take a long time.
To speed it up you can stop after the 1st Error.   Stop validation after 1st Error: ☑
Approve your School, Learner, Educator, Staff data and Governing information on each page.
Once you have approved all the records, then you can DEPLOY your database.
After deployment, you will find your database in C:\ExportData\LURITSData.
Copy the database onto a CD or memory stick and deliver to the province.
A signed report must accompany the database for deployment to the
Provincial EMIS unit. The report will be generated automatically.   Print Report   DEPLOY DATABASE

3. Click on '**Batch Processor**'
4. Ensure that the '**Lurits Batch Processor is turned on**' (has been ticked).
5. Then click '**Create Directory Structure**'

NB: If you have imported your Feedback Files before the '**Create Directory Structure**' button will be **INACTIVE/DISABLED**, then in this case you should skip step 5 and proceed to step 6 '**Transfer Files**'.

- For schools importing their Feedback Files for the first time or/and the **'Create Directory Structure' and 'Transfer files'** button is **INACTIVE/DISABLED** then they must install MICROSOFT.NET FRAMEWORK 4 available from the EMIS Portal under Utilities: http://www.fsdoe.fs.gov.za/EMISPortal/Utilities.aspx (For other computers Microsoft .NET Framework 3.5 must be installed if Create Directory structure is inactive or not functioning as expected, also available on EMISPortal). A CD with Microsoft .NET Framework is available at district office and from your SA-SAMS trainer, for schools struggling to download from EMISPortal.

- After installing all necessary software\programs <u>click</u> **Turn on Lurits Batch Processor** to turn it off and on again.

6. Click on **'Transfer Files',** to open **'Lurits/SA-SAMS Import Interface'**.

7. Click on, **'ImportInterfaceFile(s)'**
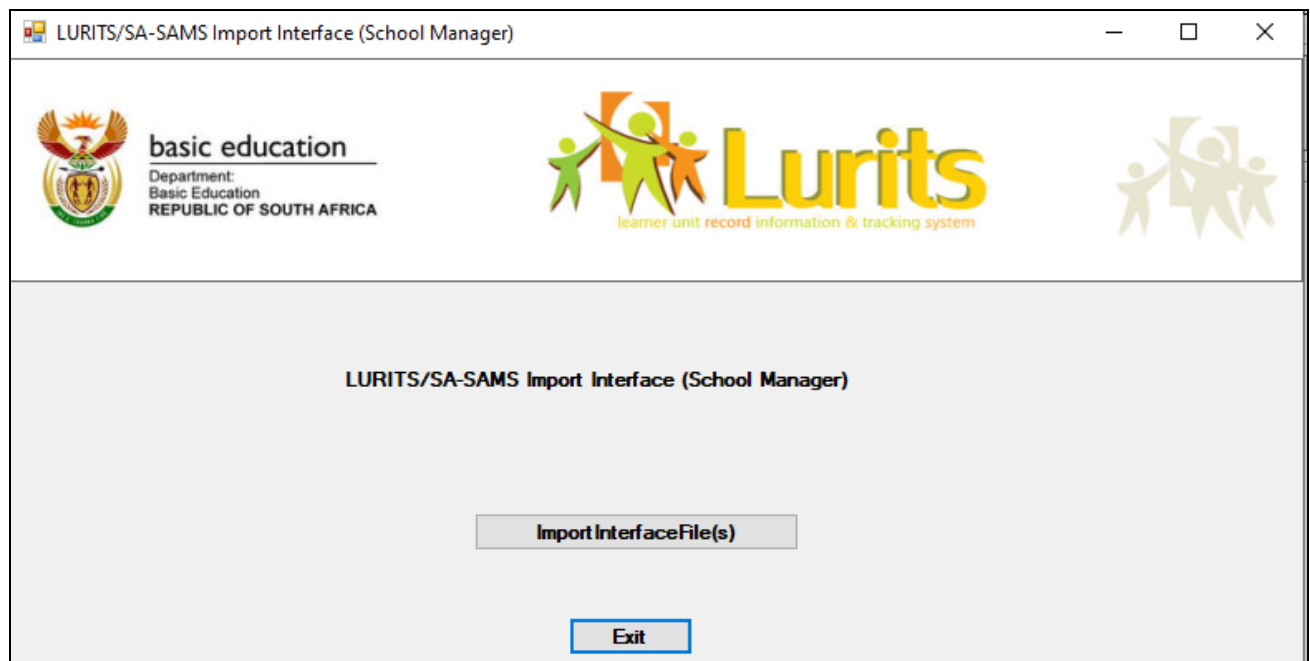
After clicking on '**ImportInterfaceFile(s)'** you will now select the location of the Feedback Files i.e. the **School's Emis Nr** you placed on the Desktop.
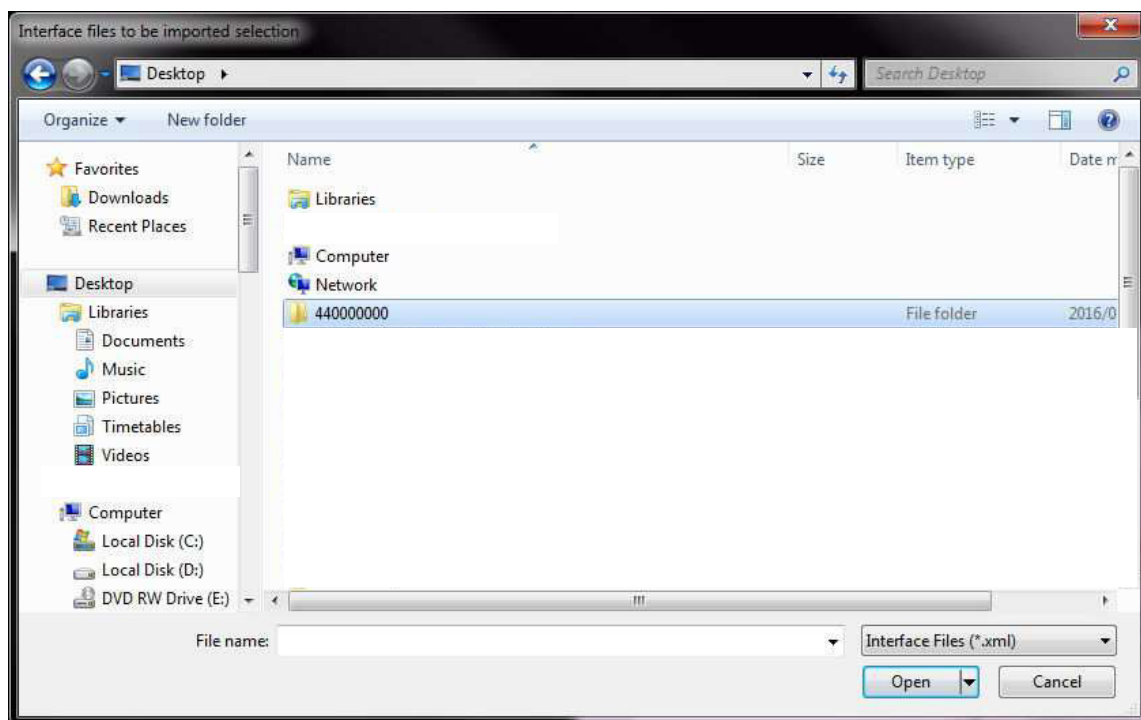

8. Click on **'Desktop'**.
9. Click on the folder with the **'School's Emis Nr'**
10. Click **'Open'**

11. **Select** the **'Receiving'** folder.
   NOTE: if the 'receiving folder' is not there; exit SASAMS and look at you latest ***Errors and Omissions report*** for any errors in your database, correct them, approve both your School information, Learner and Educator information then deploy your database and re-submit it.

12. **Click 'Open'**
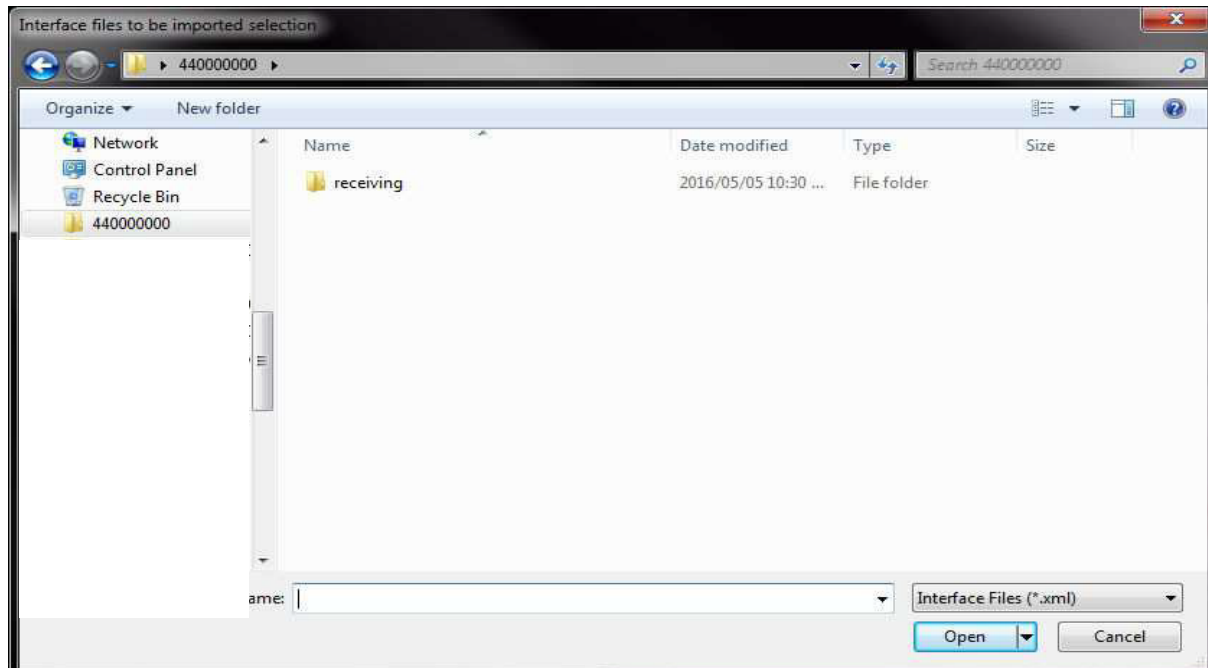
You will now have the Feedback Files in front of you.
13. **'Select all of them'**
14. Click **'Open'**
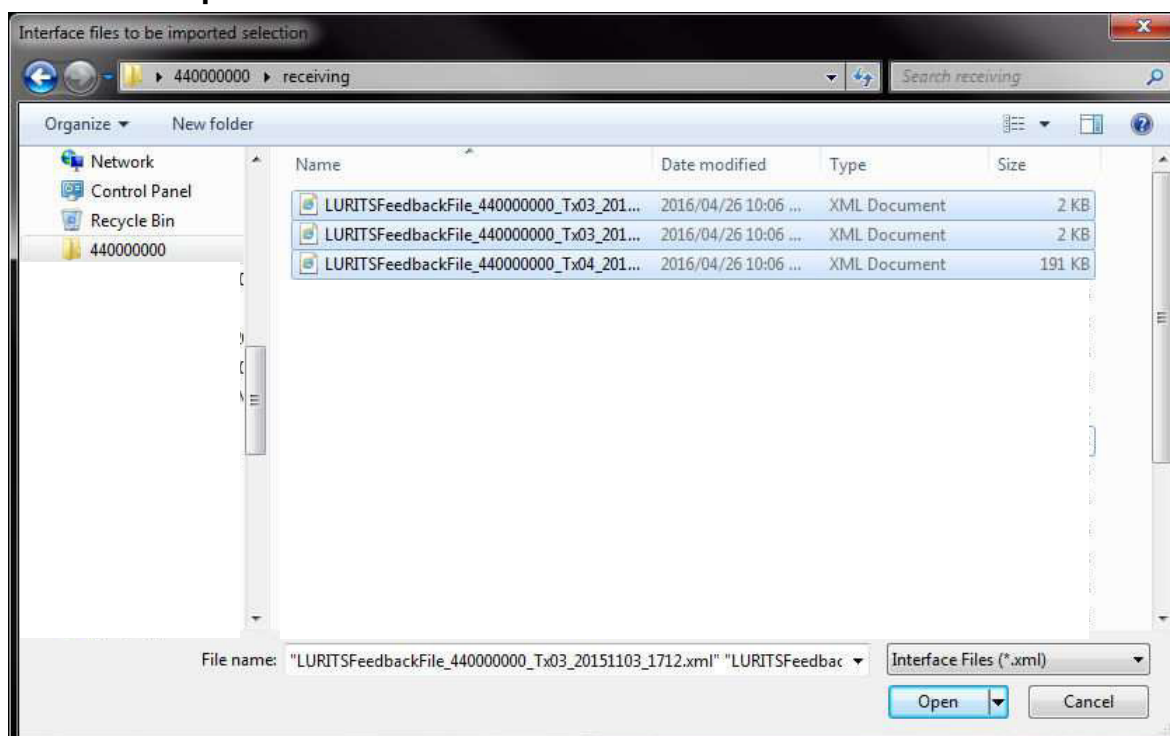
The next screen will indicate that the **'import has been successfully completed'.**
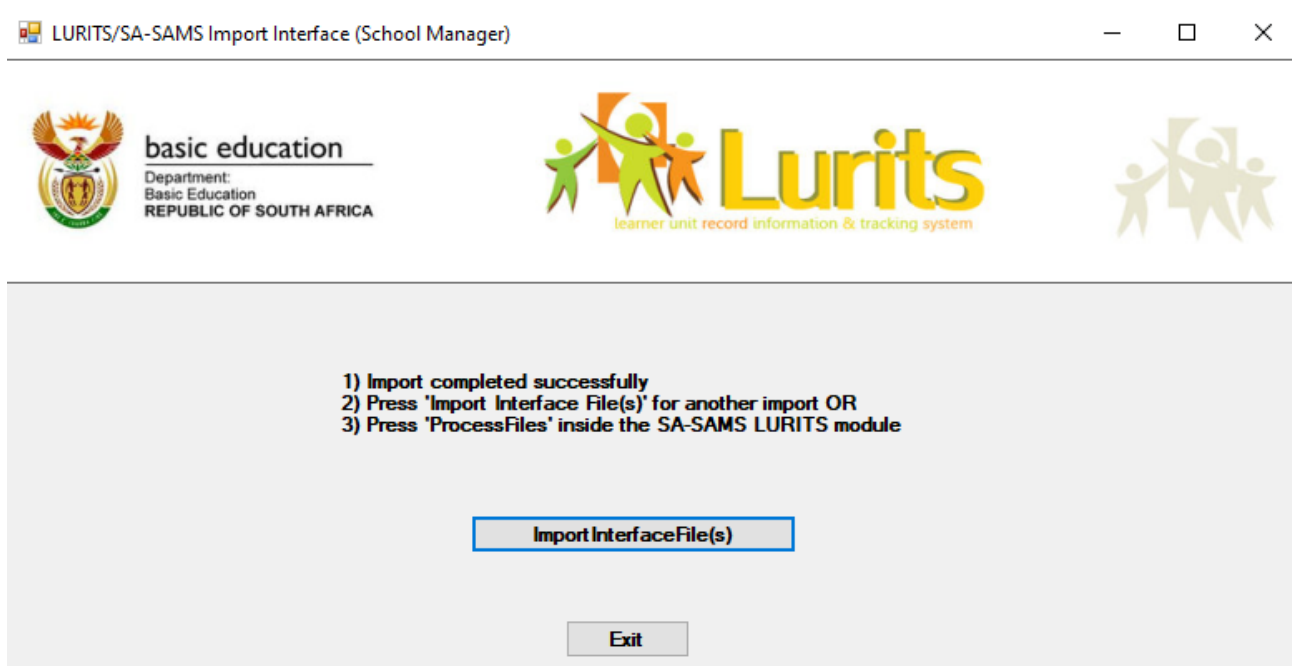
15. Click on' **Exit'**, and you will notice that the selected Feedback Files have been placed in the **'Receiving'** tab
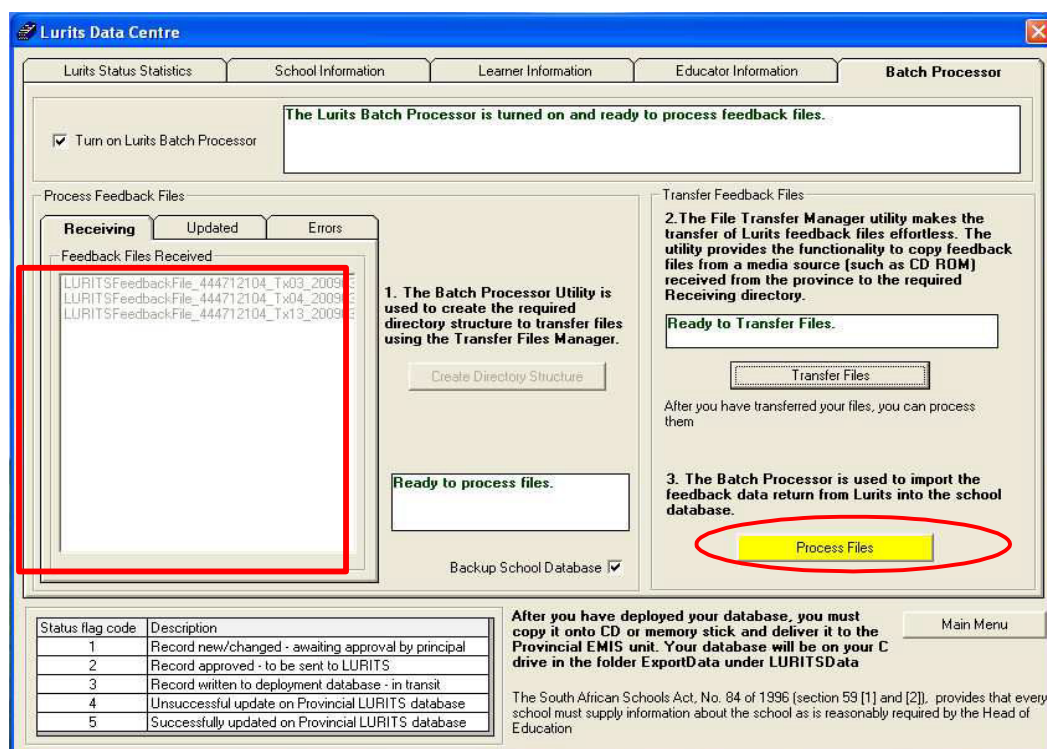
16. To conclude this process you need to click on **'Process Files'**, then on the **User Message** screen click **'OK'** to backup your database.

To view your learners with their LURITS tracking numbers, Click on '**Learner Information',** then Click on **' Show All Learners with tracking numbers'**

For any other system error contact your SA-SAMS trainer, Provincial LURITS Administrator or SA-SAMS helpdesk.