How to install SA-SAMS Patch

- 1. Open the EMIS Portal website(<u>http://www.fsdoe.fs.gov.za/EMISPortal</u>).
- 2. Click on SA-SAMS Help and click on Downloads.

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SAMS E	SAMS Trainers 1. Go to Utilities 🔿 Download Errors, Omissions & Submissions				
	DBE Resources	ck <u>HERE</u> to	ck <u>HERE</u> to go to the <i>Login page</i>		
	Errors/Omissions	ord, please	REQUEST a reset link	to be sent via e-mail.	

3. Place your mouse cursor on "SA-SAMS – Latest Patch" description. If the cursor changes to a hand, click on the description to **Save** or **Run** the patch.

NOTE: It is advisable to Save the patch before you run it so that the saved patch can be Run on other computers using SA-SAMS.



4. The following screen will display:



NOTE: The .exe file name consists of the description and the date the patch was released.

5. Default folder to save the files is **Downloads**. Go to **Downloads** on Windows Explorer. The following file will display:

SASAMSPatch28July2016.exe

- 6. Double click on the file **file** to install.
- 7. Click the **Extract** button.