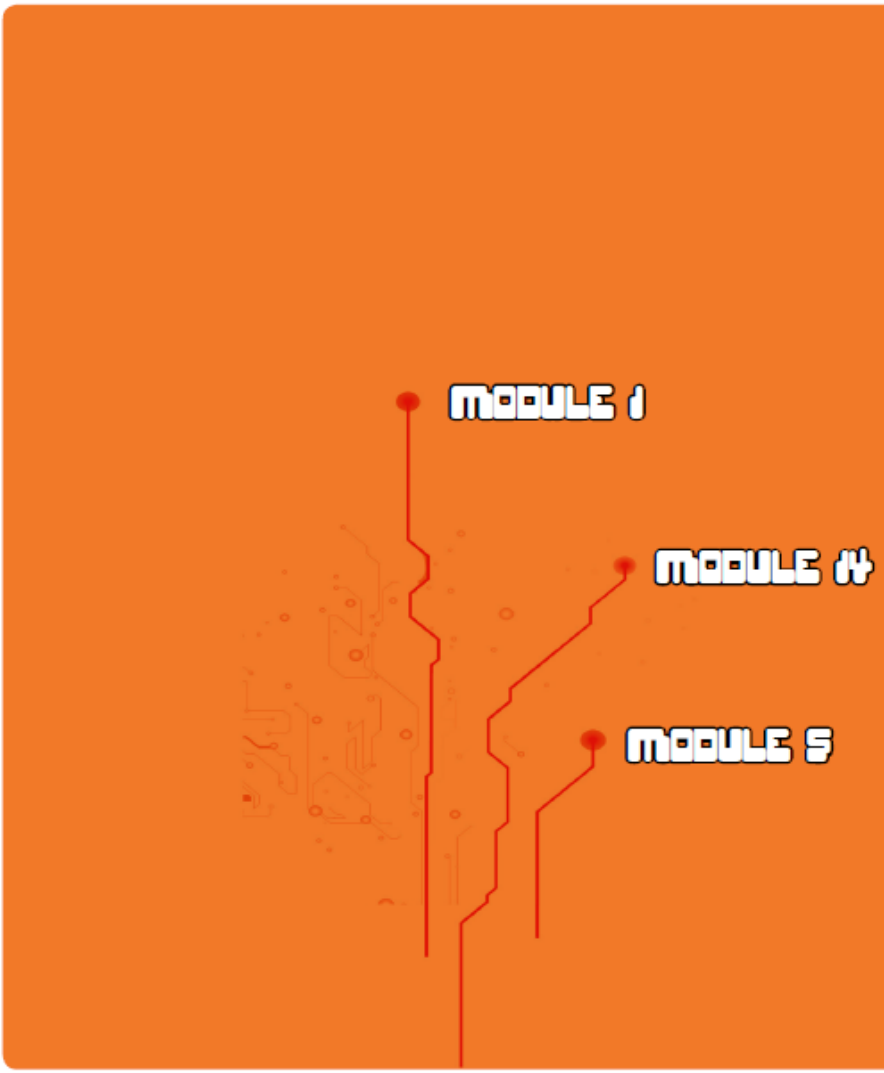
SA SAMS
South African School and Administration Management System

MODULE 0

ABC OF ...
INTRODUCTION TO USING THE MANUALS



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Contents

A INTRODUCTION 4

What is SA-SAMS? 4

Why was SA-SAMS developed? 4

B MODULES 5

1. Structure of the Modules 5

1.1 User Preferences 5

1.2 Module Breakdown 6

1.3 Colour Coded Modules 6

2. How to use the manuals effectively 7

2.1 Following the Structure of a Module 7

2.2 A Typical Page in a Manual 8

3. How to install SASAMS 9

4. Networking with SASAMS 10

A INTRODUCTION

Purpose of the Module

This introductory module has been designed to give a comprehensive breakdown on:

- What is SA-SAMS
- How the manuals are structured
- How to use the various manuals effectively
- How to install the SA-SAMS program
- Networking with SA-SAMS

This module contains information that will guide on how to use all the other modules:

- All users using SA-SAMS program, from the administrators to the educator and school management

Throughout the series of manuals these icons (displayed below) are used to help break up the information for you. As you work through the various modules these icons will guide you through the purpose of each section or if something is required from you, the user.

Background **Information**	Data used in other modules or pre-captured data needed	Options in **drop-down tables**	Screens that require **capturing**	**Printouts and Reports**	Summary and Stats screens

What is SA-SAMS?

SA-SAMS is a robust computer application specifically designed to meet the management, administrative and governance needs of public schools in Southern Africa. The programme has a strong EMIS focus to assist schools in the completion of the Annual School Survey.

Why was SA-SAMS developed?

Many schools were using different management applications for different school functions e.g. schools were using a financial package to control the school finances, a separate timetabling package to do timetables and class lists were manually generated. This resulted in the same data input into three or more separate systems and all these systems needed to be updated every time a change occurred.

SA SAMS was therefore developed to provide schools with a cost effective, easy to use and fully integrated computer solution containing all aspects of school management requirements. It also incorporates a Timetabling Assistant to assist the schools with the complicated task of allocating educators to subjects to classes. The user interface is specifically adapted to cater for non computer literate users. A button interface and user prompting mechanism is used as opposed to more complicated menu structures.

B MODULES

1. Structure of the Modules

Each Module has a number assigned to it. This number is taken from the Main Menu, once you have logged into SASAMS (see Fig. 1).

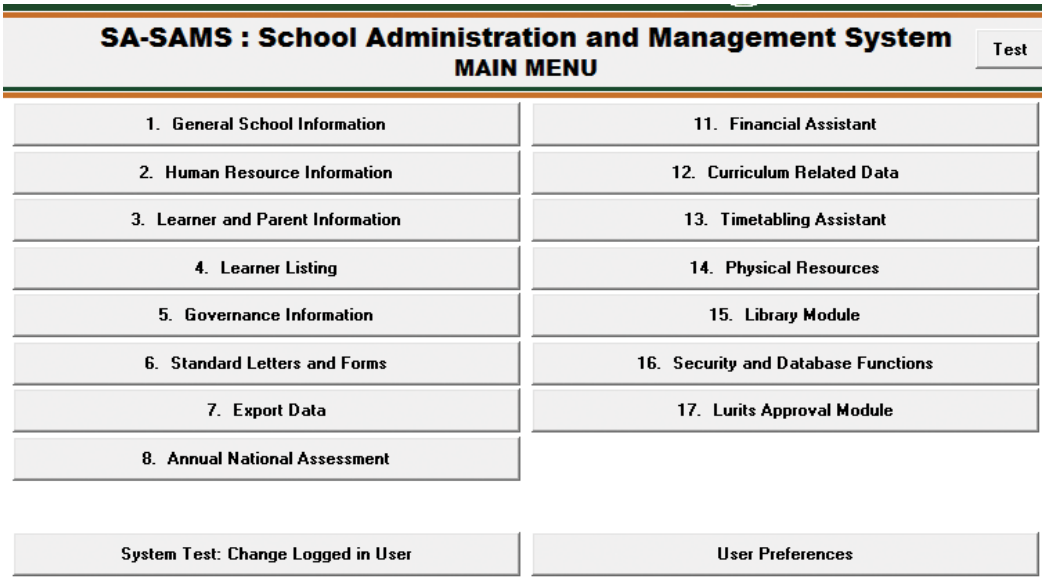

Figure 1: Main Menu

You may notice that there are a few numbers missing. At one stage the program went through a thorough overhaul of all its functions due to changes in policy and feedback collected from schools.
Some modules were combined with others, leaving “gaps” in the menu. This should not concern you as these “gaps” will be filled if the need arises to add another module to the SA-SAMS program.

1.1 User Preferences

A user can do the following under user preference:

- Change password.
- Show Menu/Option Numbers
- Show Subject List

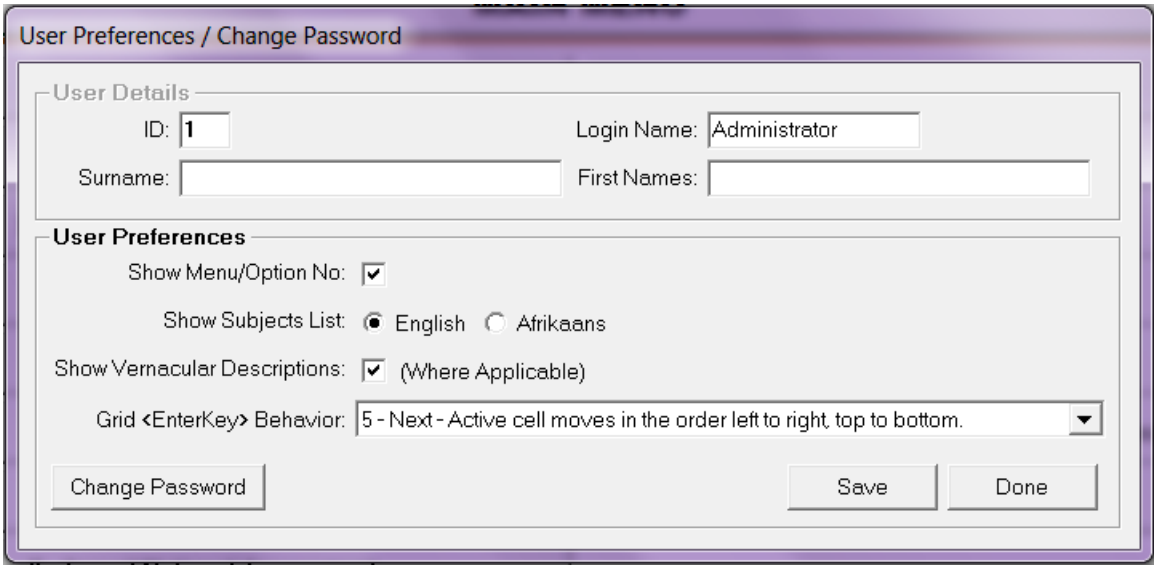

Figure 2: User Preferences

1.2 Module Breakdown

- There are 15 Modules in total
- Each Module is made up of Components that vary in number (see Fig. 2)

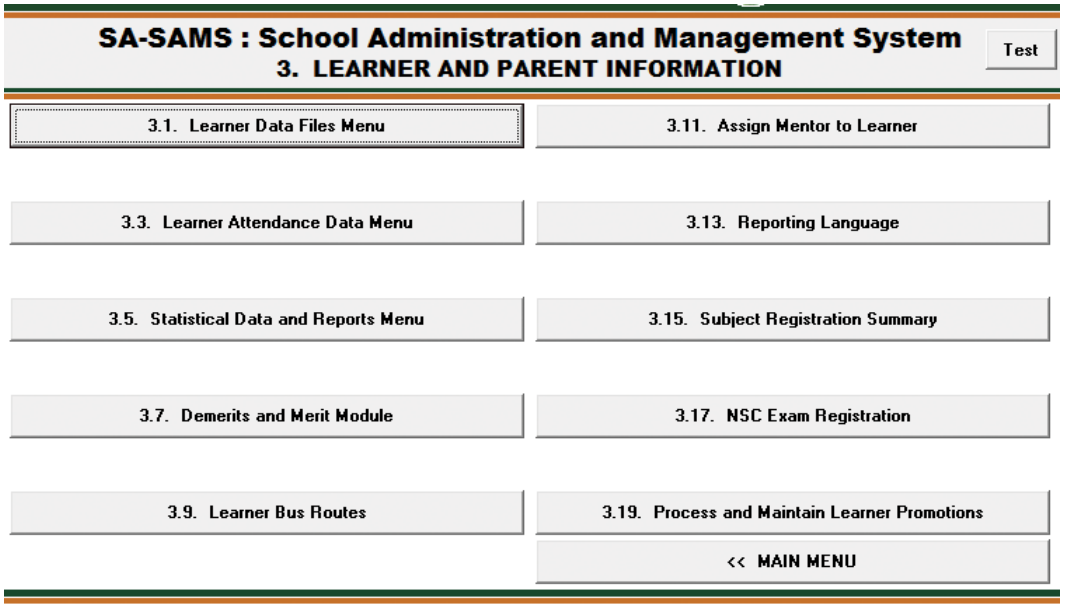

Figure 2: Components of a Module

For example:

The Component `3.1. Learner Data Files Menu` is the first Component in the Module `3. Learner and Parent Information`

1.3 Manuals

The covers of each Module has a unique colour band on the left hand side to help distinguish between each different Module. (see Fig. 3)

Figure 3: Module Covers Sample

2. How to use the manuals effectively

For all the manuals here are a set of general instructions:

- Click on the **menu option** to open the required screen.
- Use the **tab button** on your keyboard to move the cursor from cell to cell.
- Fields containing **an arrow** on the side contains drop-down boxes with pre-populated information. **Click on the arrow** to display the list and then **click on selected value**.
- Click on **Save** to update all capturing.
- Click on **Done** to exit the screen.

Background **Information**	Data used in other modules or pre-captured data needed	Options in **drop-down tables**	Screens that require **capturing**	**Printouts and Reports**	Summary and Stats screens

2.1 Following the Structure of a Module

The basic layout of any module is as follows:

Section	Description
A - Introduction	This contains the purpose of the module and what type of user may find its contents helpfull.
B - Content of the Module	This includes detailed and Step-by-Step instructions that will guide you through the many fasits of SA-SAMS. This also contains screen-shots that allow you to keep on track as you navigate the programme.
C - Summary of the Module	Summary of very important information or procedures that require special attention.

2.2 A Typical Page in a Manual

1. Screen-shot with description

2. Detailed and step-by-step instructions

3. Icons detailing the content you may come across

4. Page number and name of module

Figure14: Maintain Records of SGB Documentation

- Delete an existing category by clicking on the category and then clicking on Delete.
  - Click on Yes on the popup screen to confirm decision.
  - Click on Done to exit the screen

2.3.2 Print Register of Governance Records (5.3 or 5.12)

A list of all records regarding policy adoption and approval can be printed with the following headings:

- Policy Name, Date originated, Date presented to Parents, Approved at AMG, Date of final amendment, Date submitted to Department and Date approved by the Department.

2

- Click on Printouts (Fig. 14) or click on Print Register of Governance Records (5.12).
  - The Print Setup window will open and select options or click on Ok to continue the Print Preview window.
  - The Preview Window gives an indication of what the printed report will look like.
  - Click on printer image to print a list of the SGB Members with their contact details.

2.4 Reporting on SGB Functioning (5.2)

The degree of effective functioning of the SGB is reported in an Annual survey, given in this section.

- This survey reports on the following:

  Page 1: If the SGB is Duly elected, frequency of meetings, policy document management

  Page 2: Asset managment, Financial management, SMT

  Page 3: Frequency of SMT meetings, effectiveness of SMT, Relationship between SGB and SMT, Represnetation on SGB

- Click on reporting on SGB Functions to 3 pages (Fig. 15).

3. How to install SA-SAMS

Before you start installing SASAMS follow steps 1 and 2. Then continue on to 3 through 6.

1. Using your control panel settings, set the system **short date format to "yyyy/mm/dd".**
2. The minimum screen resolution for the application is : 800 x 600
3. If installing onto a **Windows XP, 7 or 8 machine**, use the XP installation files.
4. The installation folder can be located at C:\ProgramFiles\EdusolSAMS

   (If you are using a 64bit Operating System, SA-SAMS will copy the installed files to both ProgramFiles and ProgramFiles (86x). But all photos and other add-ons are stored in C:\ProgramFiles\EdusolSAMS)
5. To install on a network location, navigate to the desired shared folder when prompted.
6. You are now ready to install the SAMS programme. Click on the Install SAMS link on the SAMS menu to start the installation process. Follow the instructions on the screen to complete the installation.
7. Once you have installed SAMS, you can run the programme by selecting SAMS from your programmes menu list on the Windows START menu.
8. The Default passwords to start using SA-SAMS are:

   Username : administrator
   Password : admin

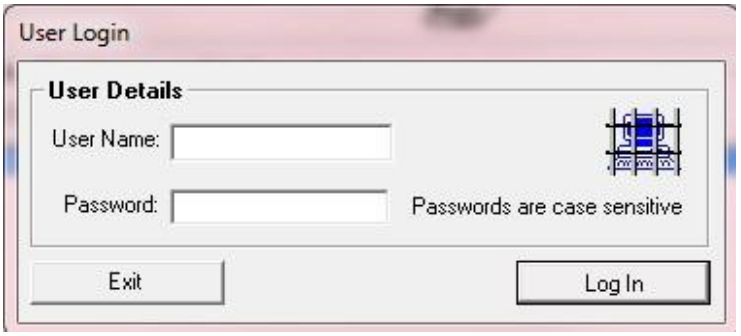

Figure 4: User Login Prompt

4. Networking with SA-SAMS

1. Install SA-SAMS on the networked computers that will be used for the purposes of SA-SAMS.
2. Share the folder that the school's database is in, allowing **Read and Write** access to all users.
3. Open SA-SASMs and select the On the Network option from the first screen.
    - Then click on Browse…..
    - Navigate to your database using the window that opens up.
    - Select your database and click on Continue.
    - You can then Log in using your Username and Password.

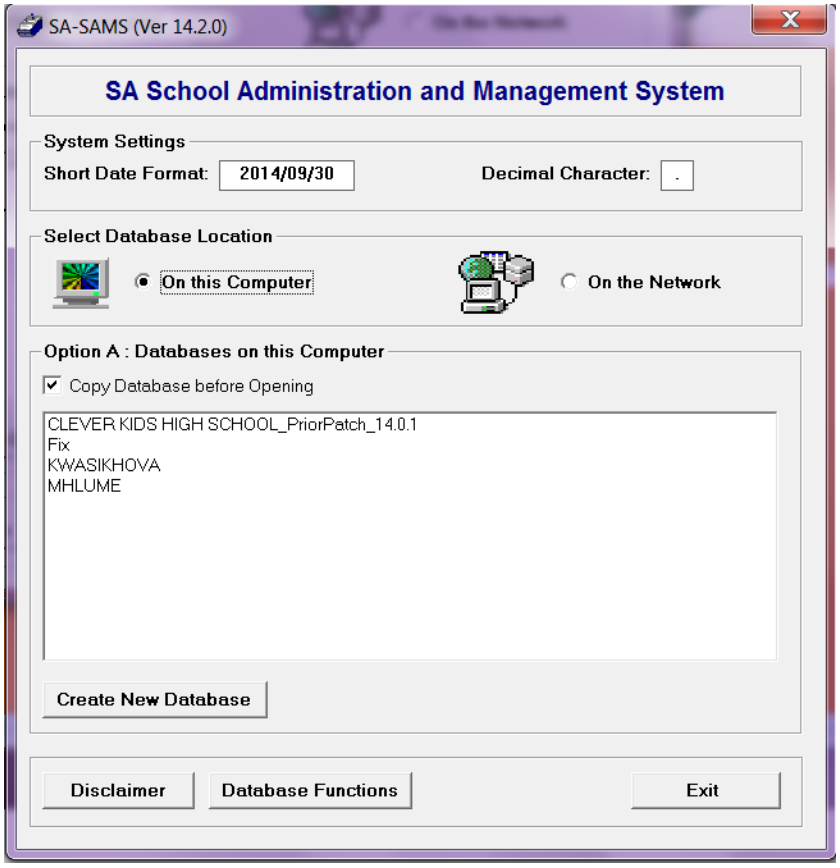

Figure 5: Selecting on On the Network

Notes

Feedback/Contact Form

Your feedback is important to us. Please leave any comment that you want. If you are struggling with anything in this module, please send us an email and remember to also give us a number or email to contact you back with.

Contact Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System:

District / Province:

Comments / Problem Details:

Send Email

Contact Person	Telephone	Email
Carinne van der Westhuizen	0123573832	vanderwesthuizen@dbe.gov.za
Pauline Ramphele	0123573287	ramphele.m@dbe.gov.za
Lebogang Mveke	0123573396	mveke.l@dbe.gov.za

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