EVERY CHILD IS A NATIONAL ASSET

SA SAMS
South African School and Administration Management System

MODULE 12

ABC OF ...
LURITS APPROVAL MODULE

basic education
Department:
Baslc Educatlon
REPUBLIC OF SOUTH AFRICA

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General Instructions on using SA-SAMS Manual:

- Click on the **menu option** to open the required screen.
- Click on **Save** to update all capturing.
- Click on **Done** to exit the screen**.**

The following symbols are used in the manual to indicate the required action with every 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

A. INTRODUCTION

1. Purpose of the module

The Learner Unit Record Information and Tracking System (**LURITS**) Approval module (Fig. 1) on SA-SAMS is used to approve the School, Learner and Educator information for submission to the provincial education department and upload on the LURITS system. This data can be used to track learners and educators across the country.

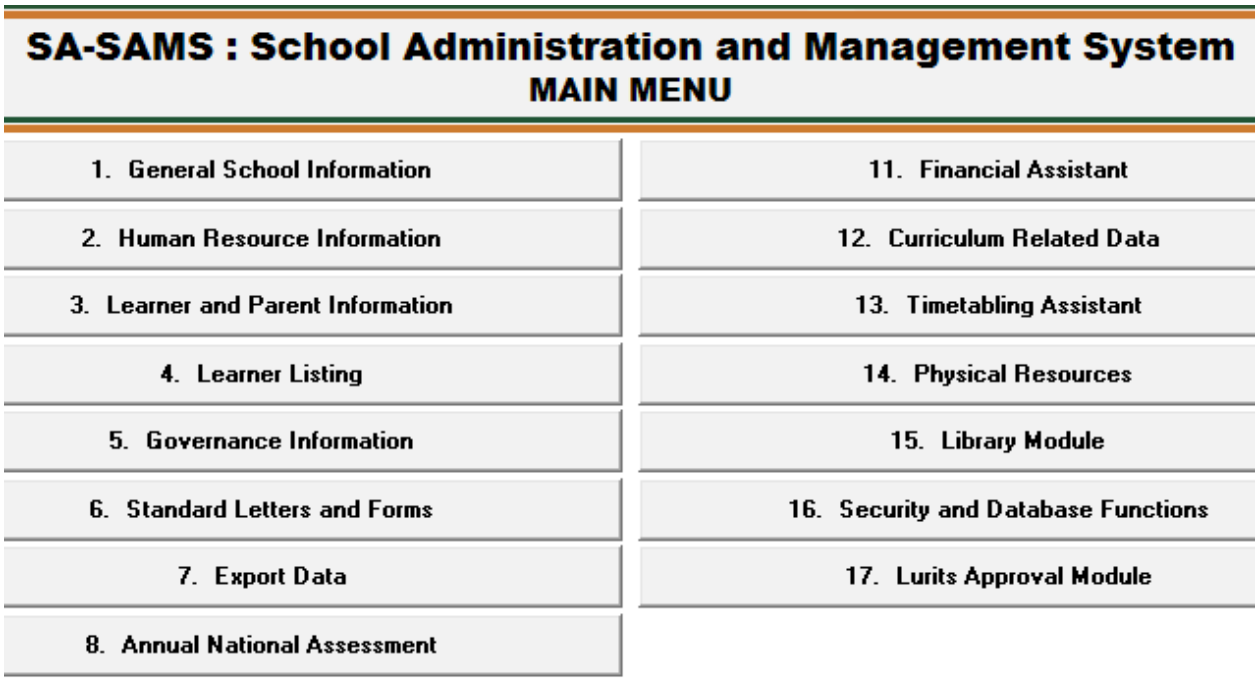

Figure 1: Main Menu

Usage of this Module is dependent on data already being captured in other modules e.g.

Module	Data to be pre-captured (with the associated screen nr)
1	School details (1.1), Grades (1.2), Classes (1.3), School Terms (1.6), subjects (1.5) offered by the school
2	Educator details (2.1) and Staff details (2.3)
3 or 4	Learner data (3.1.1), learners assigned to classes (3.1.5) Subjects assigned (12.1.14)
8 & 12	ANA Marks & CAPS task marks captured
16	Security- Maintain Users (16.12)

B. Contents of the Module

2. Approving School Information for LURITS

Click on the **LURITS Approval Module** to open the LURITS approval module (Fig. 2)

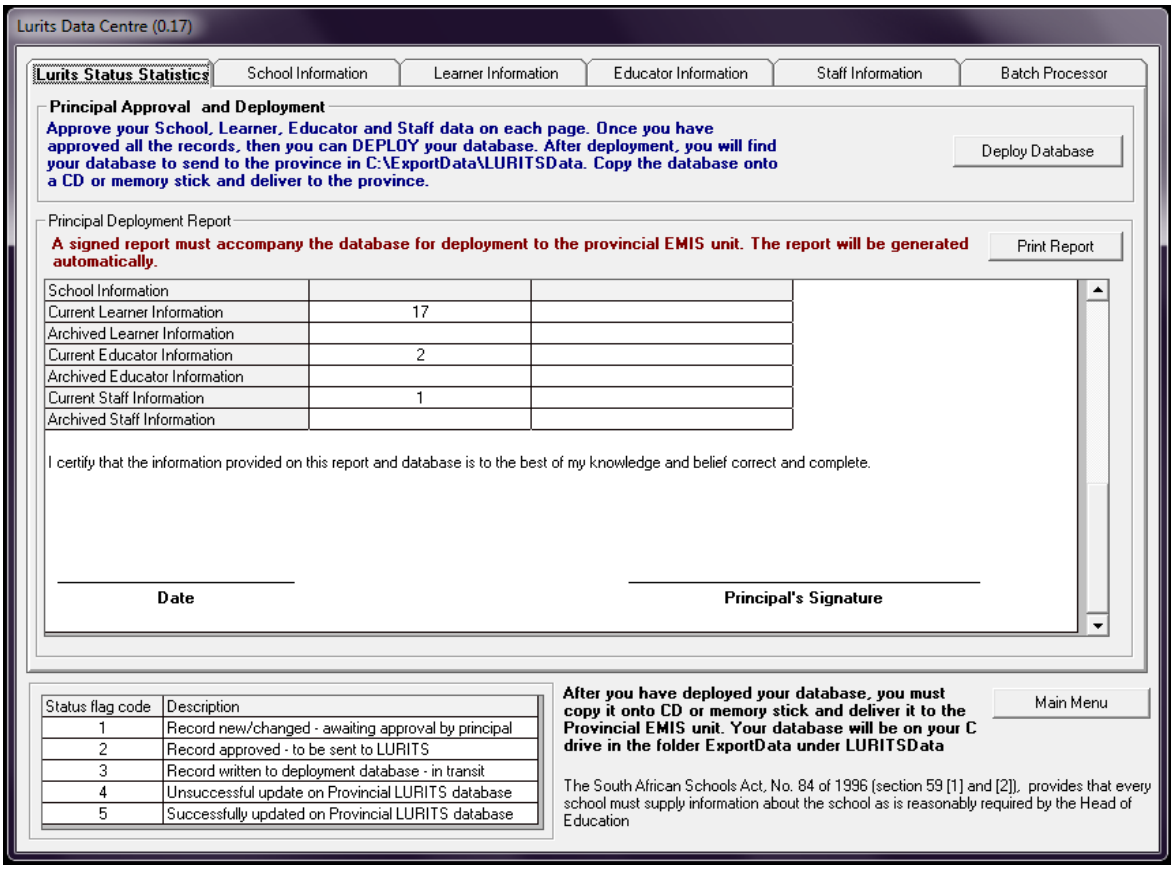

Figure 2: LURITS Data Centre

- Scroll down on the **Principal Deployment Report** to see the deployment status of the school (Fig. 3)

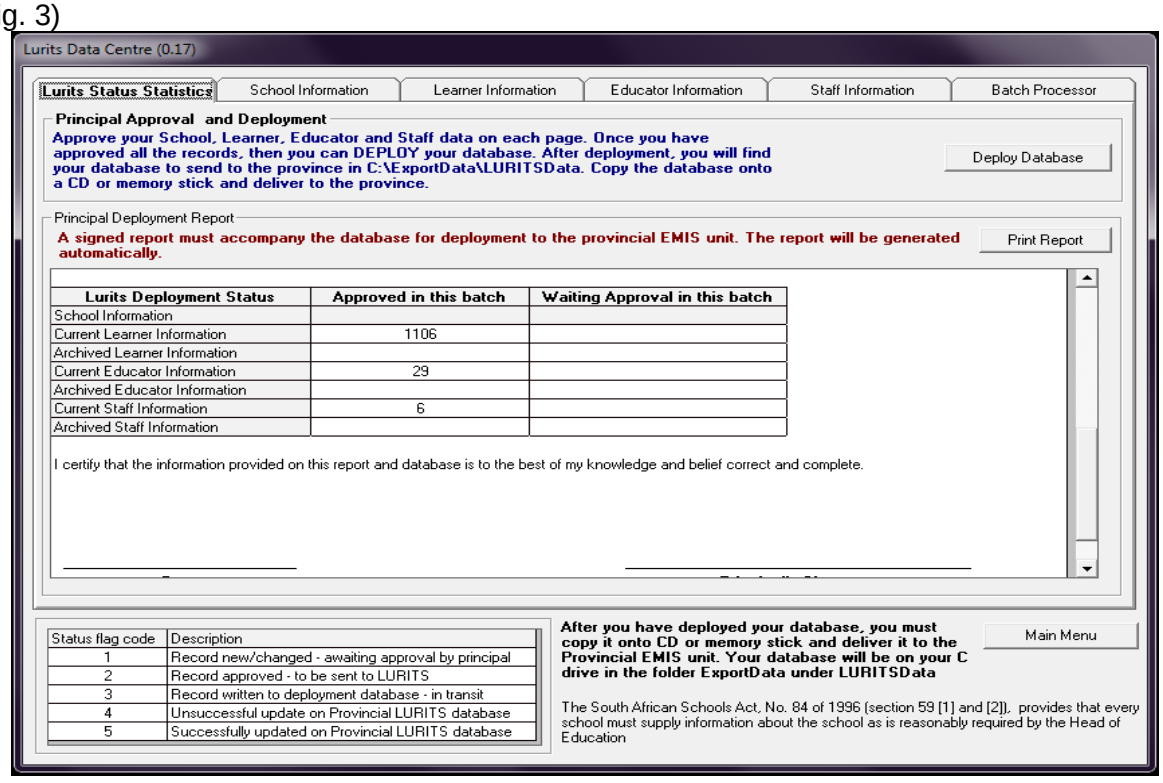

Figure 3: LURITS Principal Deployment

- To approve School Information, Click on **School Information** button.

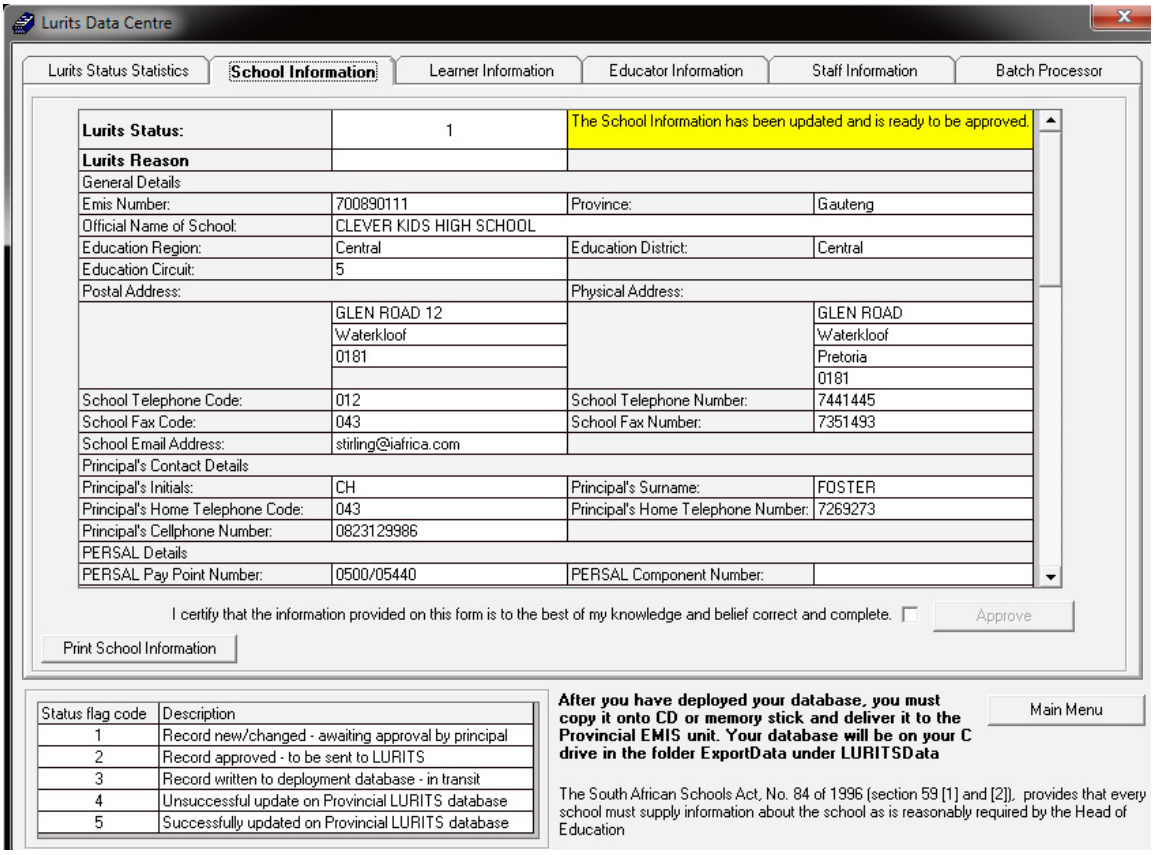

Figure 3: School Information

- Click on the '**I certify that the information provided on this form is to the best of my knowledge and belief correct and complete**' check box and then click on **Approve** button.

Figure 4: User Question

- Click on **Yes** button and then **OK** button to confirm approval on Figure 4 above.

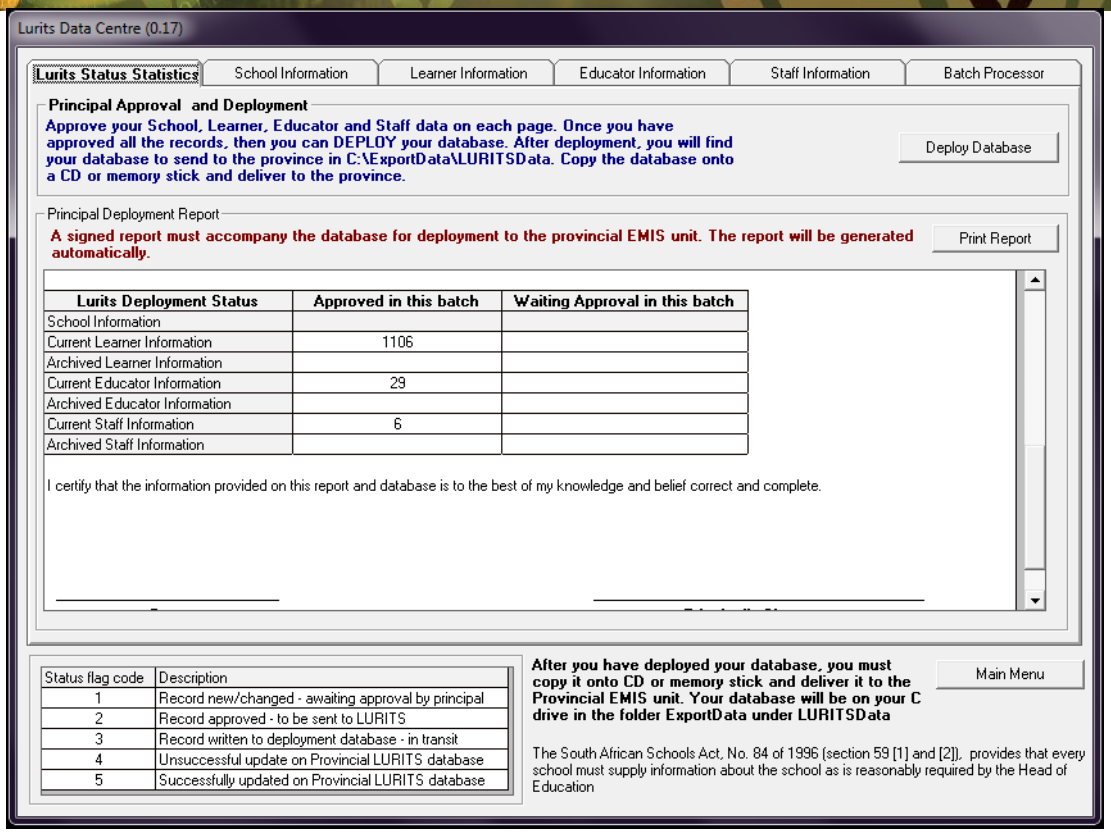

Figure 5: LURITS status statistics

- After approval of School information the **Principal Deployment Report** changed from '**Waiting Approval**' to '**Approved**'
- The LURITS Status of School Information changed from 1 to 2.

2.1 Approving Learner Information for LURITS

- To approve, the Learner Information, click on the **Learner Information** Tab,
- To view learners, users may click on **Show All Current Learners** button or filter through the learners with **Grade** and **Class** drop down lists to view sand approve specific learners.

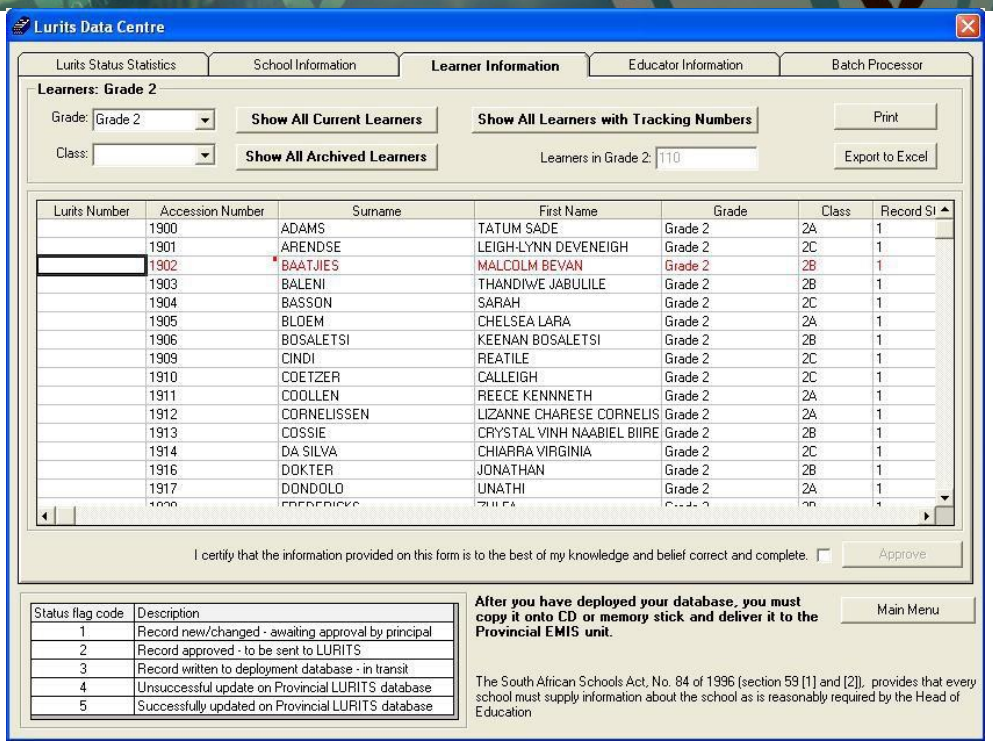

Figure 6: LURITS Learner Information

- A learner is highlighted in Red when some of the required data is missing. By placing the cursor over the red highlighted learner, the system will provide more Information regarding the information missing.

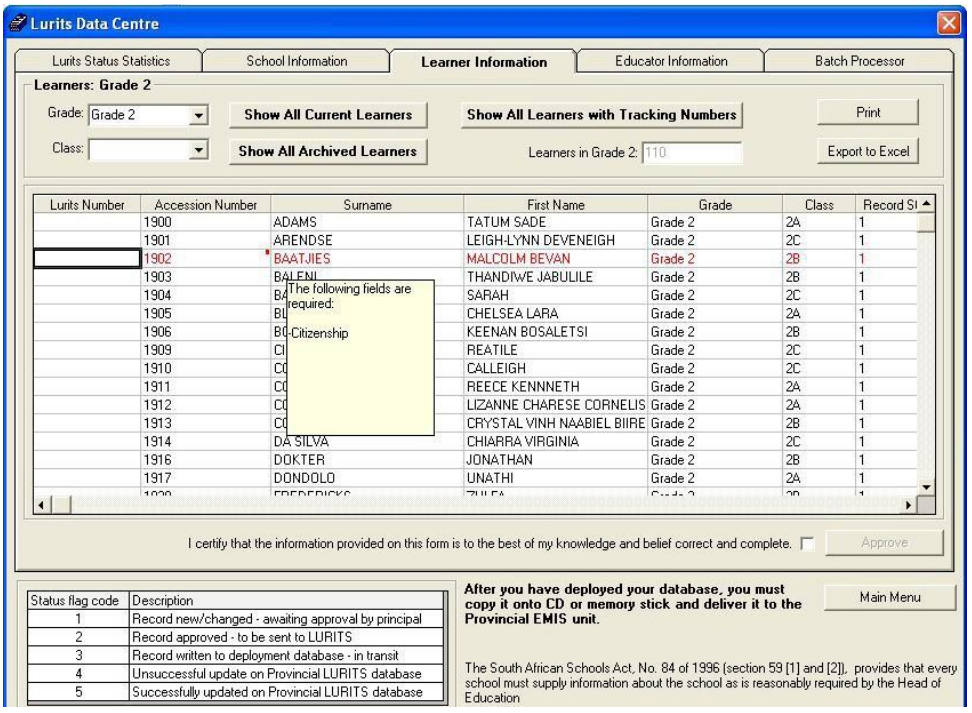

Figure 17: LURITS Data Centre

- To fix the red learner, double click on the name of the learner in question and provide the missing information. When all the learners are corrected and there are no more red learners, click on the '**I certify that the information provided on this form is to the best of my knowledge and belief correct and complete'** check box and then click on **Approve** button.

- Click on **Yes** and **OK** buttons to finish.

2.2 Approving Educator Information for LURITS

- To start approving the Educators, click on the Educator Information tab. Figure 8 below will appear.

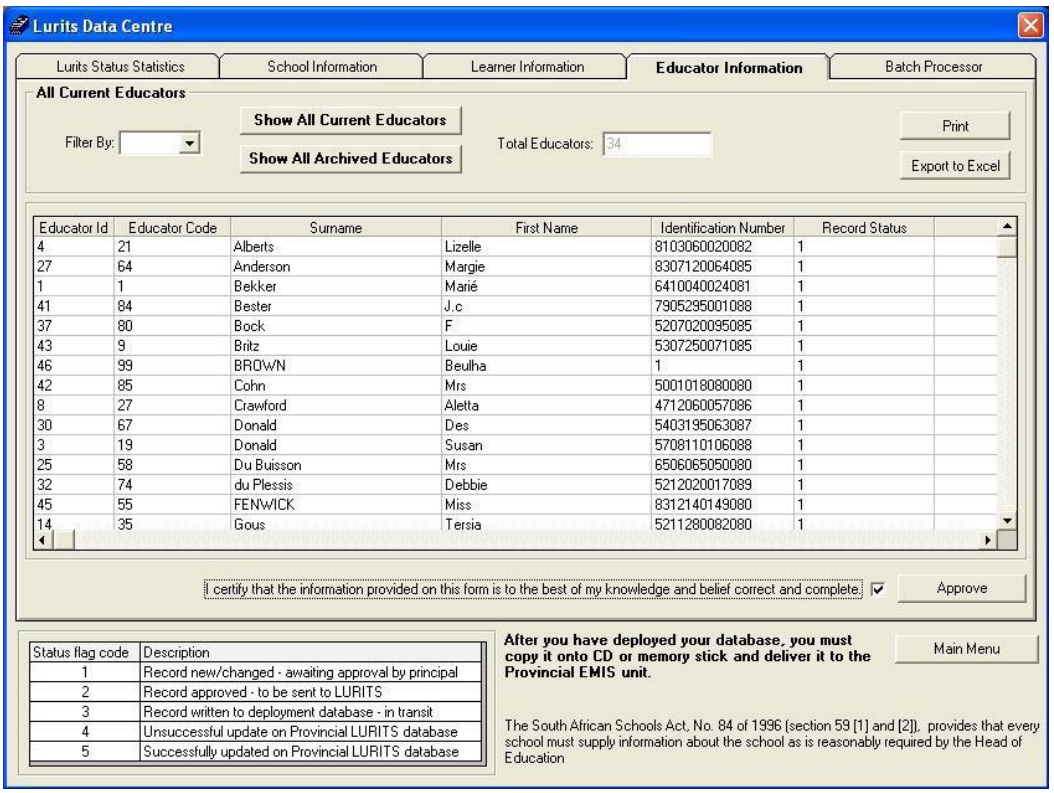

Figure 8: LURITS Educator Information

- Click on **Show All current Educator** button, or filter by surname to view educators.

- Click on I '**certify that the information provided on this form is to the best of my knowledge and belief correct and complete'** check box and click on Approve button

- Click on **Yes** and **OK** button to finish.

2.3 Deploy your Database to LURITS

- When School, Learner and Educator information is approved, on the LURITS status statistics, click on **Deploy Database** button.

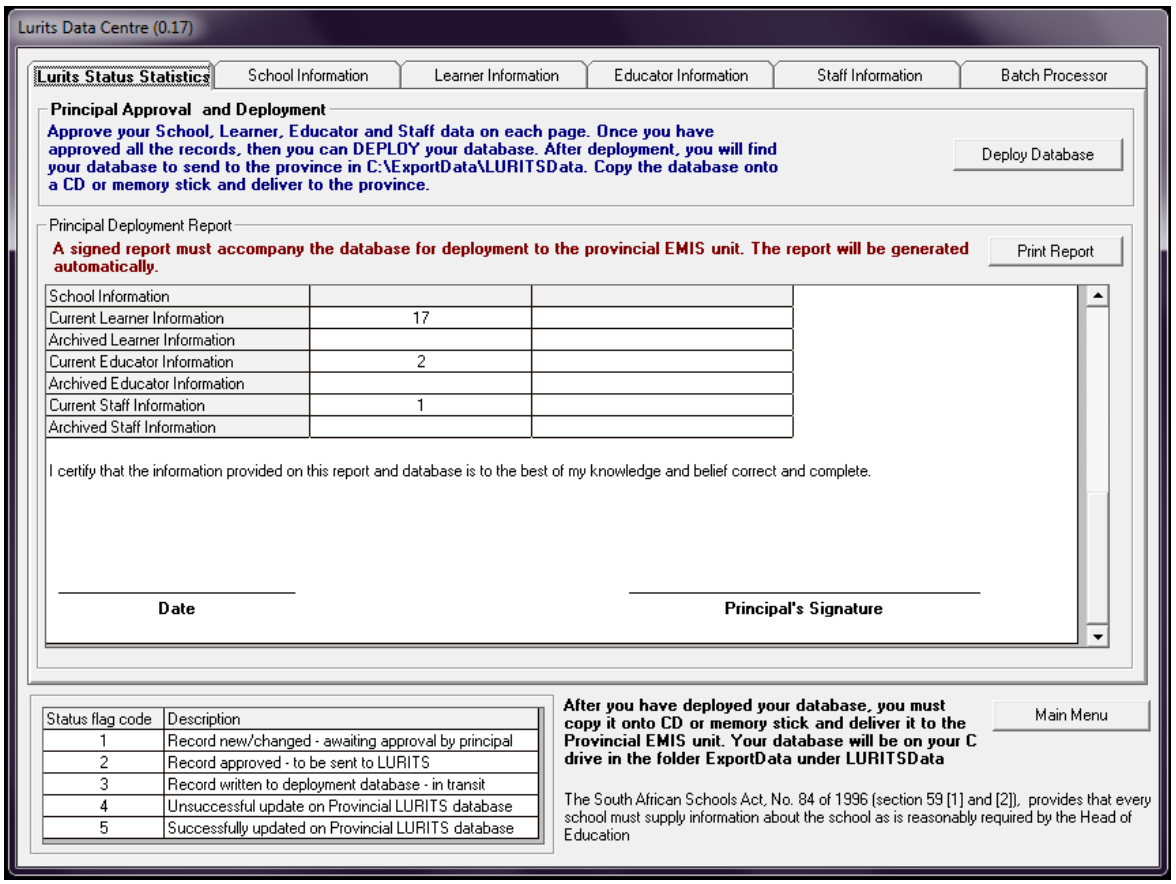

Figure 9: LURITS Status Statistics

- On Figure 10 below, click on Yes to deploy the database.

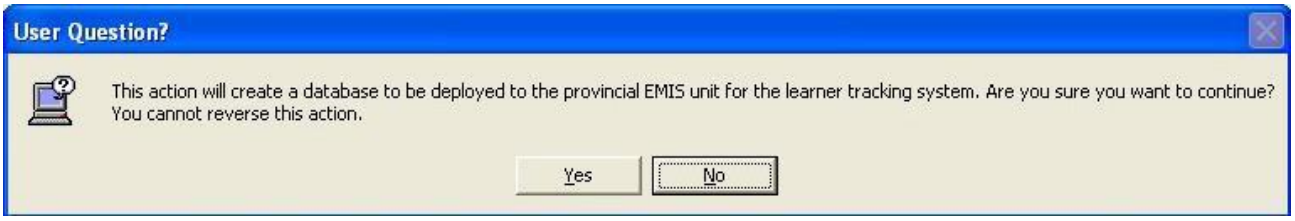

Figure 10: Create a database for LURITS deployment.

- User is then prompted to print the Principal's Deployment Report. Make make sure that the printer is connected and switched on before clicking on '**Print**' as on Figure 11 below.

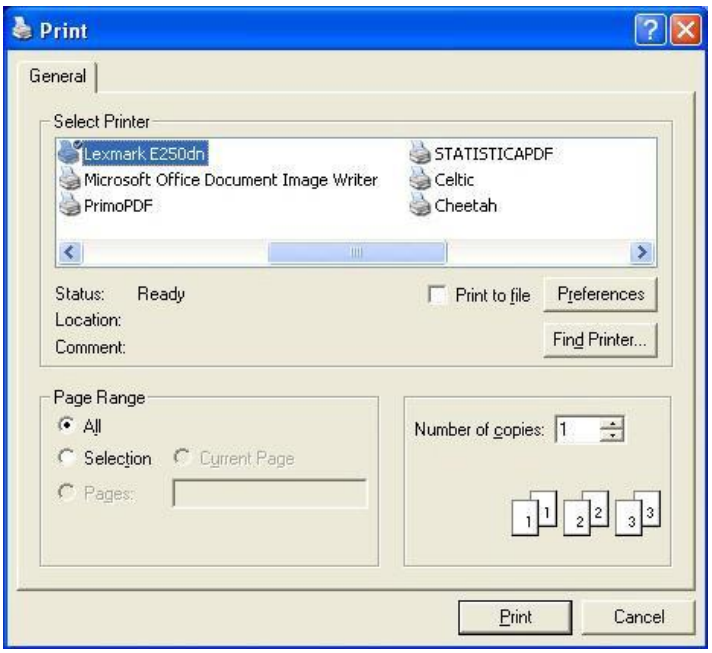

Figure 11: Print

- Following successful deployment and printing of the deployment report, the principal must sign the report.
- The deployed database can then be located in the export data folder under LURITSDATA. The name of the file will include, the EMIS number, date and time of deployment.

3. The Feedback Process

- After submitting your CD to the EMIS Department, your data, as contained on the CD or flash disk, will be Uploaded to the National Department of Education by the Provincial LURTIS administrator. The National department of Education will then send the Provincial LURITS Administrator Feedback Files. These Feedback files will be copied onto a NEW CD and in turn be supplied to each Individual School for loading back onto their SA-SAMS PC. Once you receive your Feedback CD for EMIS you need to insert it into your Main SA-SAMS computer.
- After clicking on '**Lurits',** you need to click on **Batch Processor** tab. After clicking on **Turn on Lurits Batch Processor** button, you need to click on **Process Files** button.

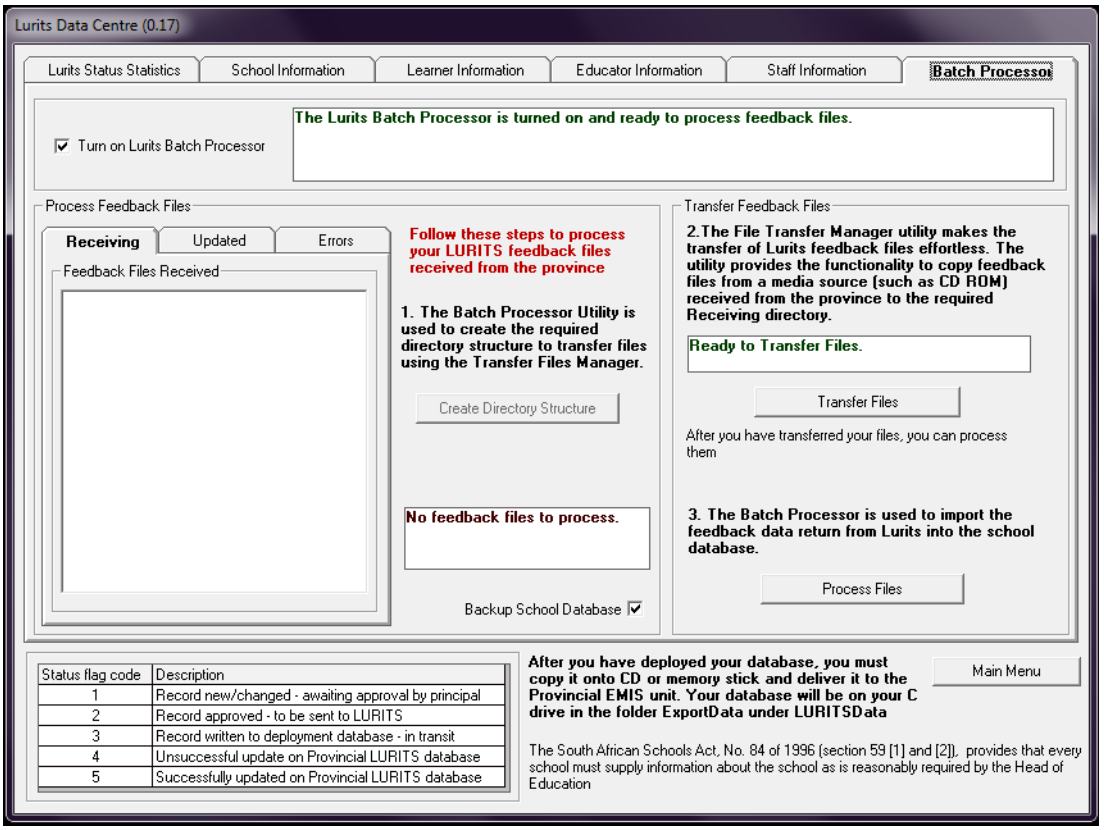

Figure 12: Batch Processor

- After clicking on **Process Files** button, click on **OK** button
- After Clicking on **Transfer Files** button, you need to click on **Imported Interface File(s)** button.

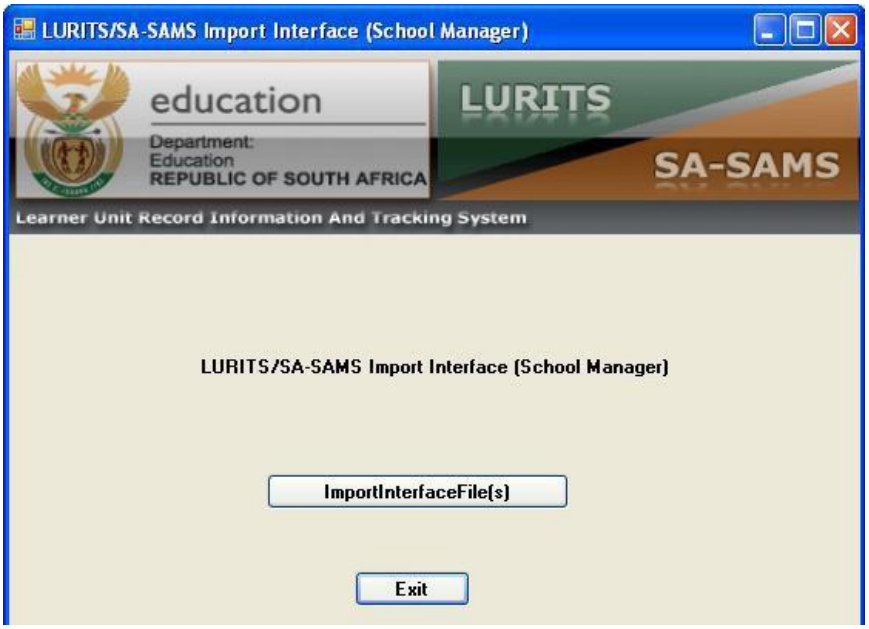

Figure 13: LURITS/SA-SAMS Import Interface

- After clicking on **Imported Interface File(s)** button you will be given the opportunity to point to the location of the Feedback Files-CD that you received back from EMIS.

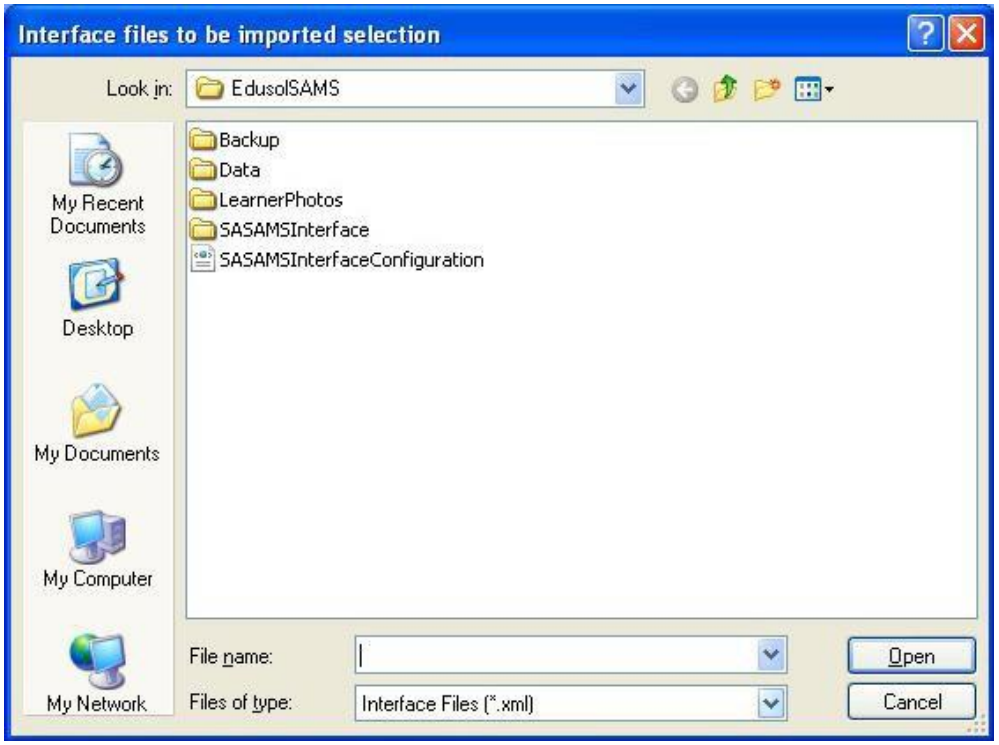

Figure 14: Imported Interface Files

- Point to the location of the feedback files on the CD or flash disk provided by the province.
- After clicking on **Open** button the screen will indicate to you that the **Import completed successfully**.

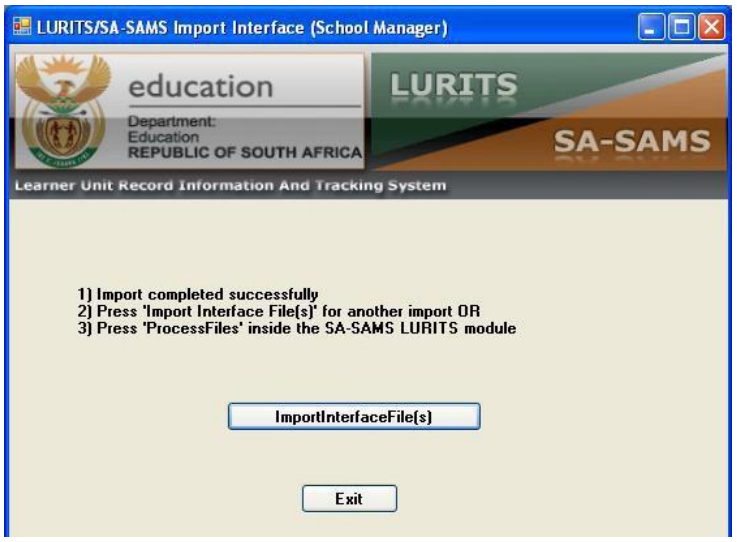

Figure 16: Import completed successfully

- After clicking on **Exit** button, you will notice that the Selected Feedback files from the CD, has been placed in the **Receiving** tab.

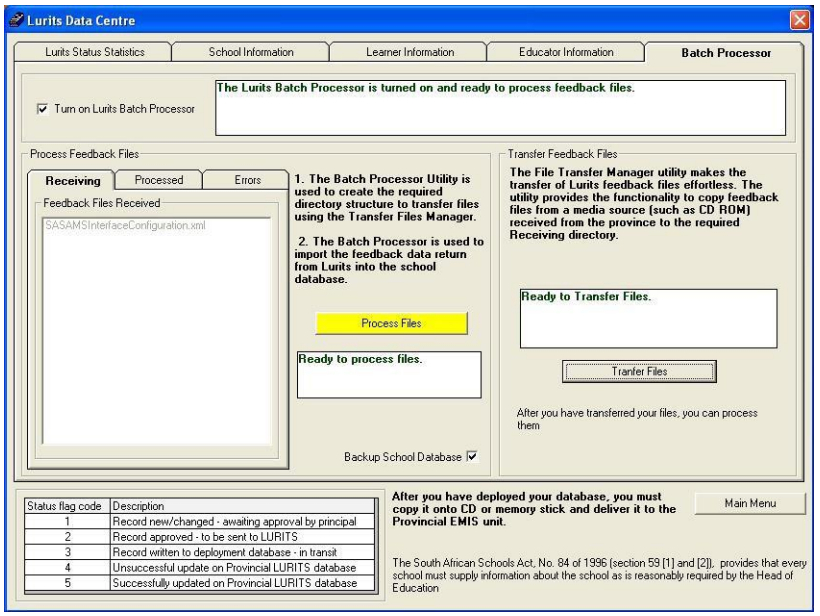

Figure 27: Batch Processor

- To conclude the process you need to click on **Process Files** button, after which you will receive notification that the process is complete.
- To exit click on **Main Menu** button

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
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