

LURITS MODULE TRAINING GUIDE

Note to all Administrators: Do not take data to from schools which have not attended the clinics this year.

STEP 1

1. Open SASAMS Menu
2. Click on General School Information button.

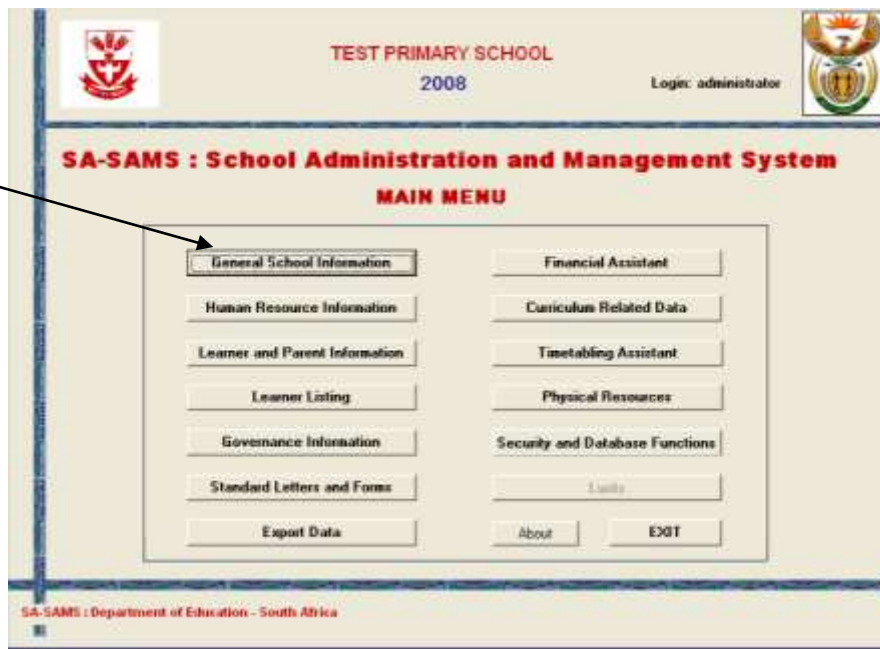


Figure 1.1

Once the General School Information button has been opened it will look like the diagram on figure 1.2 below:-

School Information

All data fields under Contact Details and Survey Details are required data fields for the Annual Schools' Survey.

Contact Details | Survey Details | Survey Details | SGB Status | Twinning Details

General Contact Details **Compulsory fields in blue

**Official School Name: TEST PRIMARY SCHOOL

**Emis Number: 440101276 Census Area:

**Provincial Department: Free State

Education Region: EASTERN FREE STATE Circuit/Cluster: 5

Education District/Area: THABO MOFUTSANYANA District Code: 0

**Postal Address: P O BOX 228

Town/Suburb: BETHLEHEM Postal Code: 9700

**Physical Address: 1 STRAPP STREET

Town/Suburb: BETHLEHEM Postal Code: 9701

Nearest Town: PAUL ROUX Distance to Nearest Town:(km) 44

Erf Number:

Telephone: School: 058 3033877 Tel: Principal's Home:

School Fax Number: 058 3037736 Principal's Cell Phone: 0834413902

E-Mail Address: graanveld@graanveld.co.za

Internet Access: Yes No (Does the school have internet access?)

Update

Done

Figure 1.2

3. On General School Information tab.
4. Check the EMIS number if it correct.
 - o The EMIS Number starts with the Provincial code.
 - o It should have 9 digits.
5. If the data entered is correct click update
6. Then Done.

STEP 2

THE INFORMATION ABOVE HAS BEEN UPDATED THEN

2.1

1. You are now on Main Menu
2. Look for Lurits tab/button.
3. The Lurits tab/button is inactive (Observe the figure 2. below)

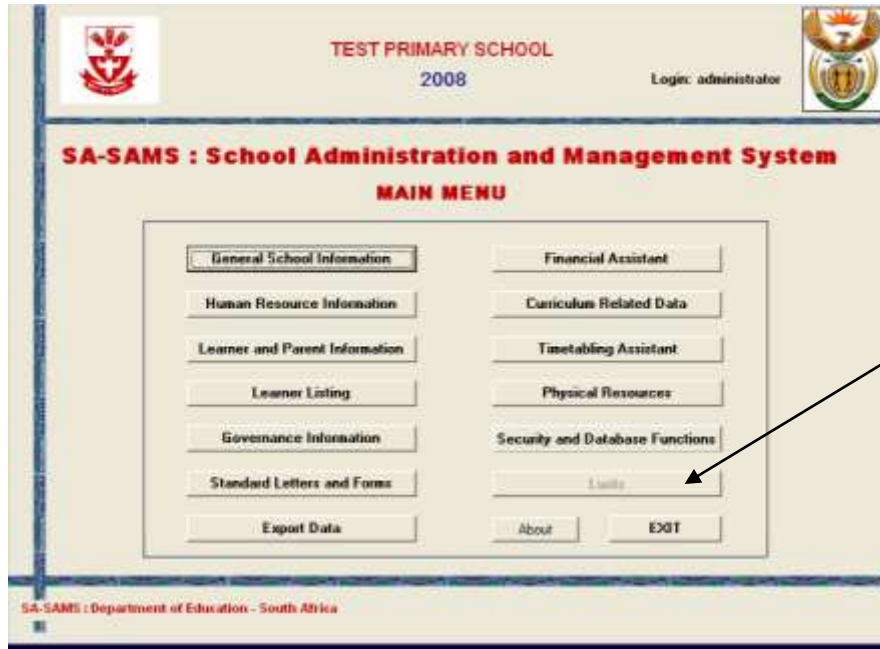


Figure 2

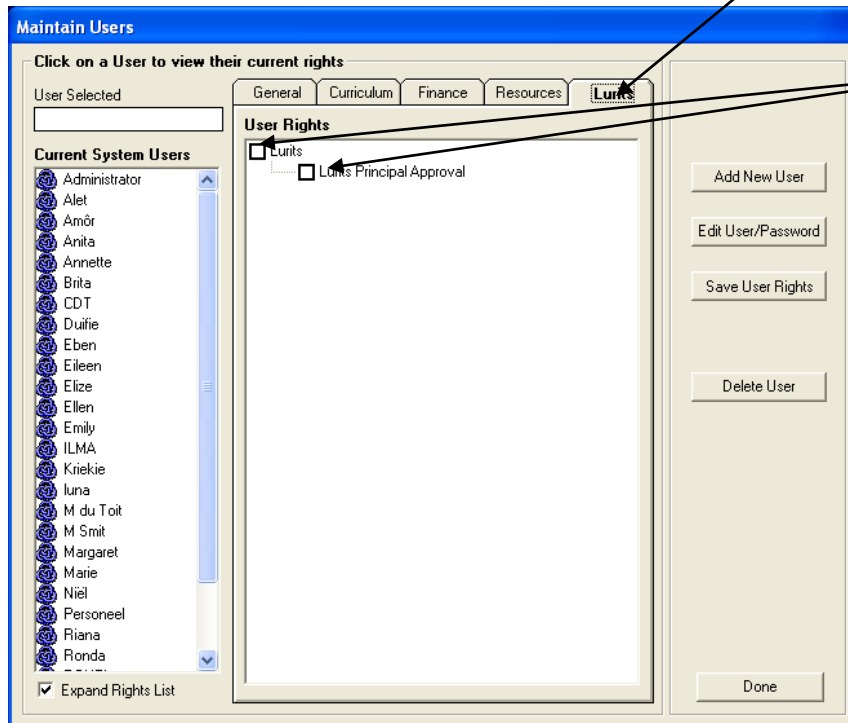


Figure 2.1

4. Activating Lurits button.

4.1 Click on Security and database Functions button.

4.2 Then on “Maintain Users” window click on “Lurits tab”.

4.3 The “User Rights” check boxes are unchecked.

4.4 Observe the diagram above on **figure 2.1** above.

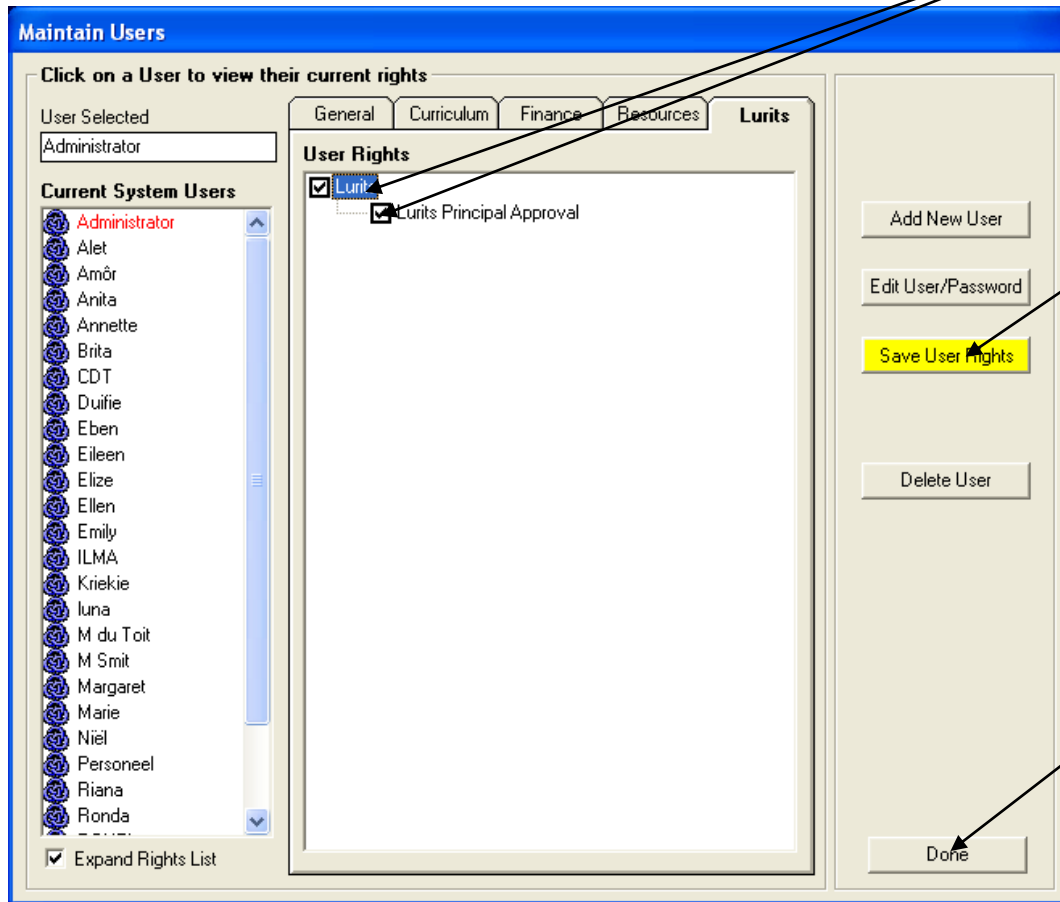


Figure 2.2

4.5 Checking the User Rights on Lurits tab (see figure 2.2 above)

4.5.1 Then select the user and give user rights by checking the user rights check boxes.

4.5.2 Then click “Save User Rights”

4.5.3 Then click “Done”.

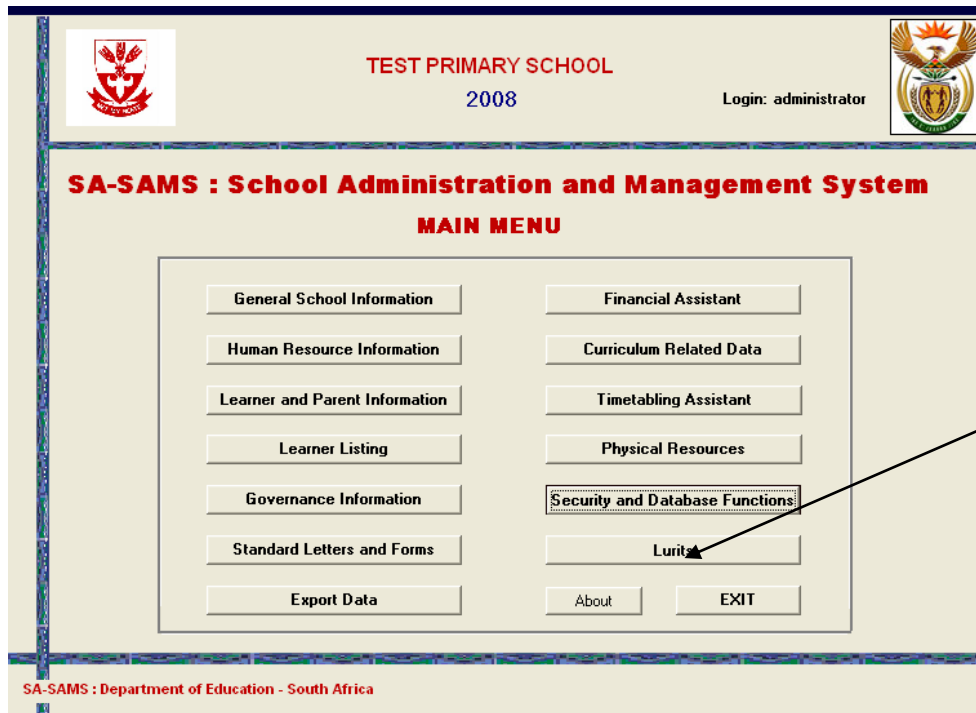


Figure 2.3

5. You are now on “Main Menu” and **Lurits button** is now **active**, observe **figure 2.3** above.
6. Click on **Lurits**

STEP 3

1. The Lurits data centre window is active
2. Click on “**Lurits status statistics**”.
3. “**The Principal Approval Section**” is then opened.

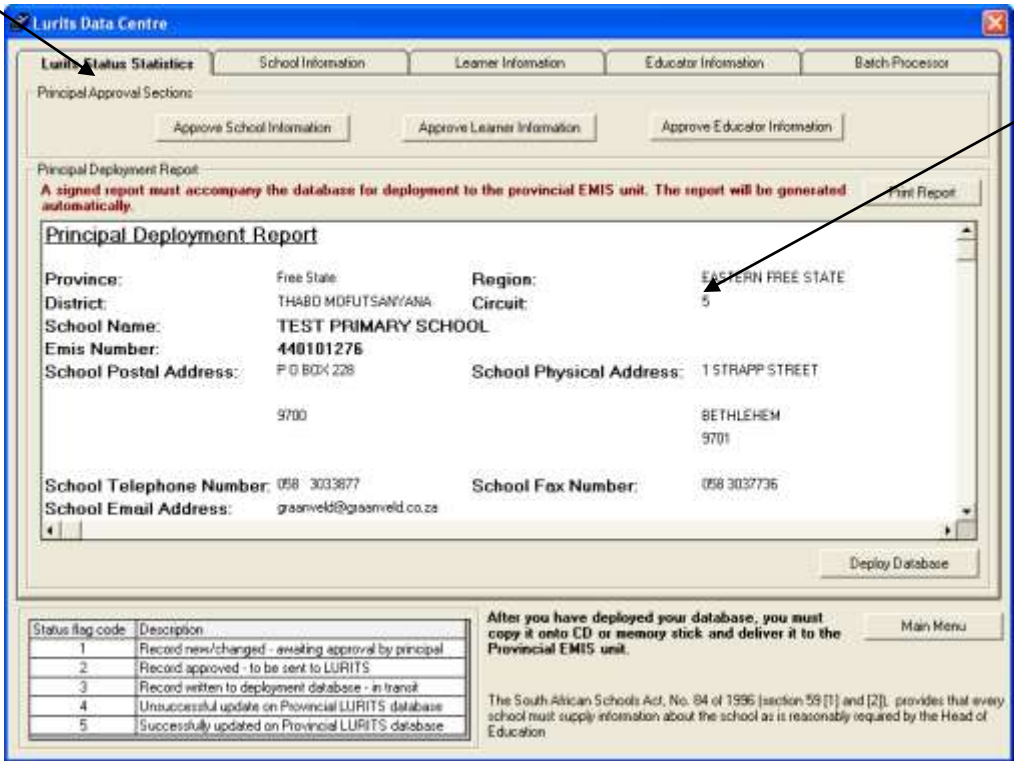


Figure 3

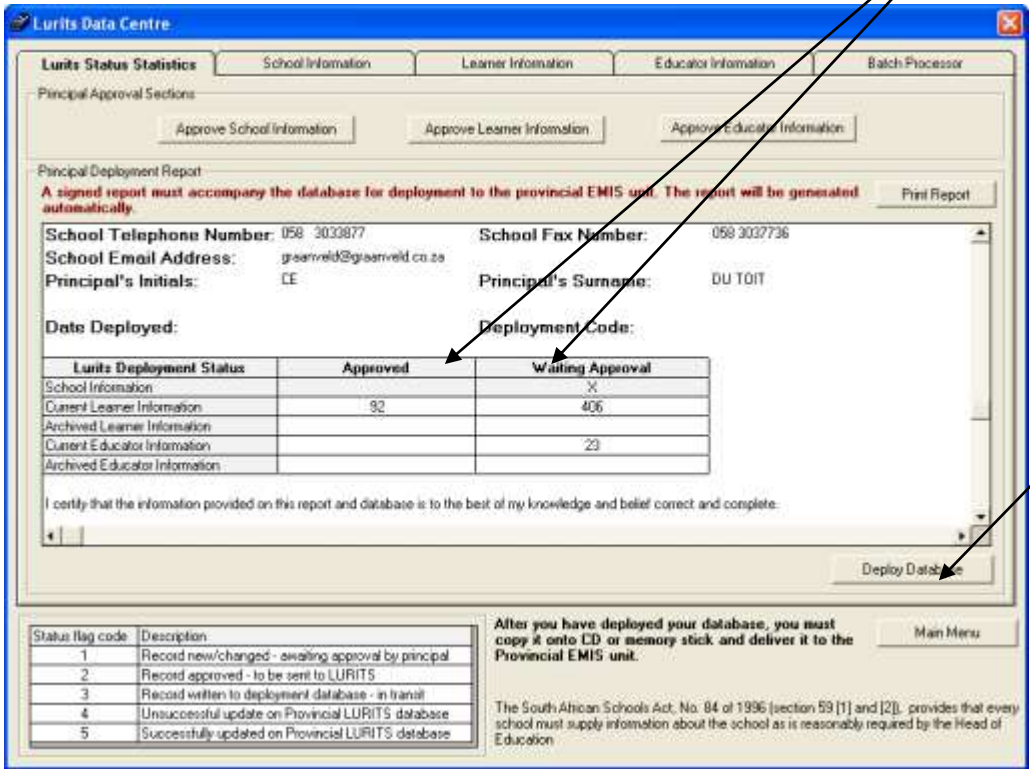


Figure 3.1

4. Read through the page and check the number of data approved and those waiting for approval.
5. Once the data has been approved, click on **“Deploy Database”**
6. Then copy the database to a CD.
7. Print the Principal report and should be signed by the principal.

STEP 4 APPROVING SCHOOL INFORMATION

Lurits Data Centre

Lurits Status: 1

Lurits Reason

The School Information has been updated and is ready to be approved.

General Details:

Ensis Number:	440101276	Province:	Free State
Official Name of School:	TEST PRIMARY SCHOOL		
Education Region:	EASTERN FREE STATE	Education District:	THABO MOFUTSANYANA
Education Circuit:	5		
Postal Address:	Physical Address:		
	P O BOX 228		1 STRAPP STREET
	9700		BETHLEHEM
			9701
School Telephone Code:	058	School Telephone Number:	3033077
School Fax Code:	058	School Fax Number:	3037736
School Email Address:	gvanveld@gvanveld.co.za		
Principal's Contact Details:			
Principal's Initials:	CE	Principal's Surname:	DU TOIT
Principal's Home Telephone Code:		Principal's Home Telephone Number:	
Principal's Cellphone Number:	0834413902		
PERSAL Details:			
PERSAL Pay Point Number:	001/191787	PERSAL Component Number:	
Double Shift Details:			

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

Approve

Status flag code	Description
1	Record new/changed - awaiting approval by principal
2	Record approved - to be sent to LURITS
3	Record written to deployment database - in transit
4	Unsuccessful update on Provincial LURITS database
5	Successfully updated on Provincial LURITS database

After you have deployed your database, you must copy it onto CD or memory stick and deliver it to the Provincial EMIS unit.

The South African Schools Act, No. 84 of 1996 (section 59 [1] and [2]), provides that every school must supply information about the school as is reasonably required by the Head of Education.

Main Menu

Figure 4

1. You will notice that the “Lurits Status” is **1**
2. This means that the information has not been approved.
3. Recheck if the information entered is correct and then click **“approve.”**

Lurits Data Centre

Lurits Status Statistics | **School Information** | Learner Information | Educator Information | Batch Processor

Lurits Status: 2 The School Information has been approved by the Principal

Lurits Reason:

General Details:

Erin Number:	440101276	Province:	Free State
Official Name of School:	TEST PRIMARY SCHOOL	Education District:	THABO MDLUTSANYANA
Education Region:	EASTERN FREE STATE	Education Circuit:	5
Postal Address:	P O BOX 228 9700	Physical Address:	T STRAPP STREET BETHLEHEM 9701
School Telephone Code:	058	School Telephone Number:	3033077
School Fax Code:	058	School Fax Number:	3037735
School Email Address:	gaamveld@gaamveld.co.za		

Principal's Contact Details:

Principal's Initials:	CE	Principal's Surname:	DU TOIT
Principal's Home Telephone Code:		Principal's Home Telephone Number:	
Principal's Cellphone Number:	0834413902		

PERSAL Details:

PERSAL Pay Point Number:	001/19178?	PERSAL Component Number:	
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Double Shift Details:

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete. Agree

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Main Menu

The South African Schools Act, No. 84 of 1996 (section 58 [1] and [2]), provides that every school must supply information about the school as is reasonably required by the Head of Education.

Figure 4.1

4. The “Lurits status Number has now changed into “ 2”
5. This means that the school information has been approved and the information is now ready to be deployed.

STEP 5

1. Once the school information has been updated and approved
2. Click on Lurits Statistics
3. Then click on “**deploy database**”.

Lurits Status Statistics | School Information | Learner Information | Educator Information | Batch Processor

Principal Approval Sections

Principal Deployment Report
A signed report must accompany the database for deployment to the provincial EMIS unit. The report will be generated automatically.

School Email Address: graanveld@graanveld.co.za
 Principal's Initials: CE Principal's Surname: DU TOIT
 Date Deployed: Deployment Code:

Lurits Deployment Status	Approved	Waiting Approval
School Information	X	
Current Learner Information	92	406
Archived Learner Information		
Current Educator Information		23
Archived Educator Information		

I certify that the information provided on this report and database is to the best of my knowledge and belief correct and complete.

After you have deployed your database, you must copy it onto CD or memory stick and deliver it to the Provincial EMIS unit.

The South African Schools Act, No. 84 of 1996 (section 59 [1] and [2]), provides that every school must supply information about the school as is reasonably required by the Head of Education

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Figure 4.1

4. You will also notice that there is 92 learner information approved and there are 406 that is waiting for approval. Teachers can be advised to deploy the data that has been approved, rather than waiting for all the information to be approved.

STEP 6

UPDATING LEARNER INFORMATION.

1. Click on "Learner Information" tab
2. View learners by choosing grade by grade. (Observe the arrow on figure 5 below)
3. The record status is 1 which means that the information needs to be approved.
4. Then if the learner information/data is correct, click approve.

Lurits Data Centre

Lurits Status Statistics | School Information | **Learner Information** | Educator Information | Batch Processor

Learners: Grade 2

Grade: **Grade 2** | **Show All Current Learners** | **Show All Learners with Tracking Numbers** | Print

Class: | **Show All Archived Learners** | Learners in Grade 2: 83 | Export to Excel

Lurits Number	Accession Number	Surname	First Name	Grade	Class	Record St
	1679	CHABANE	PABALLO	Grade 2	2A	1
	1648	DYANTYI	Zanda	Grade 2	2C	1
	972	HADEBE	Jabulani	Grade 2	2C	1
	1652	JACOBS	KHUSELEKILE	Grade 2	2B	1
	1718	JACOBS	VUYANI	Grade 2	2A	1
	089	KETHUPLWE	Kamogelo	Grade 2	2A	1
	1694	KHAHLELI	PUSELETSO	Grade 2	2B	1
	2865	LEHOLA	Molemo	Grade 2	2A	1
	1689	LEKOKO	Goitseone	Grade 2	2A	1
	1717	LENKA	Reabetsoe	Grade 2	2C	1
	2877	LENTO	KEFUOE	Grade 2	2A	1
	1698	LEPHOTO	RELEBOHILE	Grade 2	2C	1
	1719	LETUKA	RETSHEPILE	Grade 2	2C	1
	090	LIEBENBERG	Harley	Grade 2	2C	1
	1706	MABE	KATLEHO	Grade 2	2A	1

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete. Approve

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Main Menu

Figure 5

STEP 7 UPDATING AND APPROVING EDUCATOR INFORMATION

Lurits Data Centre

Lurits Status Statistics | School Information | Learner Information | **Educator Information** | Batch Processor

All Current Educators

Filter By: Total Educators: 25

Educator Id	Educator Code	Surname	First Name	Identification Number	Record Status
26	GRA26	BESTER	Amôr	8711050179088	1
1	GRA01	CLASSEN	Janetta	5601130008089	3
2	GRA02	CORLET	Brita	490325001089	3
3	GRA03	DE JAGER	Ilma	5911040021084	1
25	GRA25	DE JAGER	Susanna Magdalena	6203290103088	1
4	GRA04	DE KLERK	Eben	60012185018082	1
5	GRA05	DE VILLIERS	Margaret	5204050048084	1
6	GRA06	DE VILLIERS	Sara	5002240029083	1
7	GRA07	DE VILLIERS	Therese	6307090083083	1
9	GRA09	DU TOIT	Anna	5912280016081	1
10	GRA10	DU TOIT	Carlo	6310015084087	1
11	GRA11	DU TOIT	Suzanne	6705300144084	1
12	GRA12	JANSE VAN RENSBURG	Sally	7603150097081	1
13	GRA13	LOUBSER	Eileen	7012040198085	1
14	GRA14	MALAN	Riana	7301220036086	1

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Figure 6

1. click on “Educator Information tab”
2. click on “ Show All current Educators’ tab
3. A list of all current educators appears.
4. One educator’s detail appears in red.
5. Click on the comment sign on the column line between Surname and First name columns.
6. The comment will inform you what is wrong.
7. Double click and check what is wrong with the educator’s details.
8. Once the information is corrected then
9. click update

STEP 8

Deploying Database

1. The LURITS Status shown on figure 7 below

Lurits Data Centre

Lurits Status Statistics | School Information | Learner Information | Educator Information | Batch Processor

Principal Approval Sections

Approve School Information | Approve Learner Information | Approve Educator Information

Principal Deployment Report

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 Principal's Initials: CE Principal's Surname: DU TOIT

Date Deployed: Deployment Code:

Lurits Deployment Status	Approved	Waiting Approval
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Figure 7

2. approve School Learner and Current Educator data and
3. once approved data, click on “Deploy Database”
4. Once deployed the database, copy schools must then copy the database into to a CD
5. Deliver the CD together with the approval letter.

PLEASE NOTE: The data that is done should be deployed until there is nothing waiting for approval.

STEP 9

EXPORTING DATA

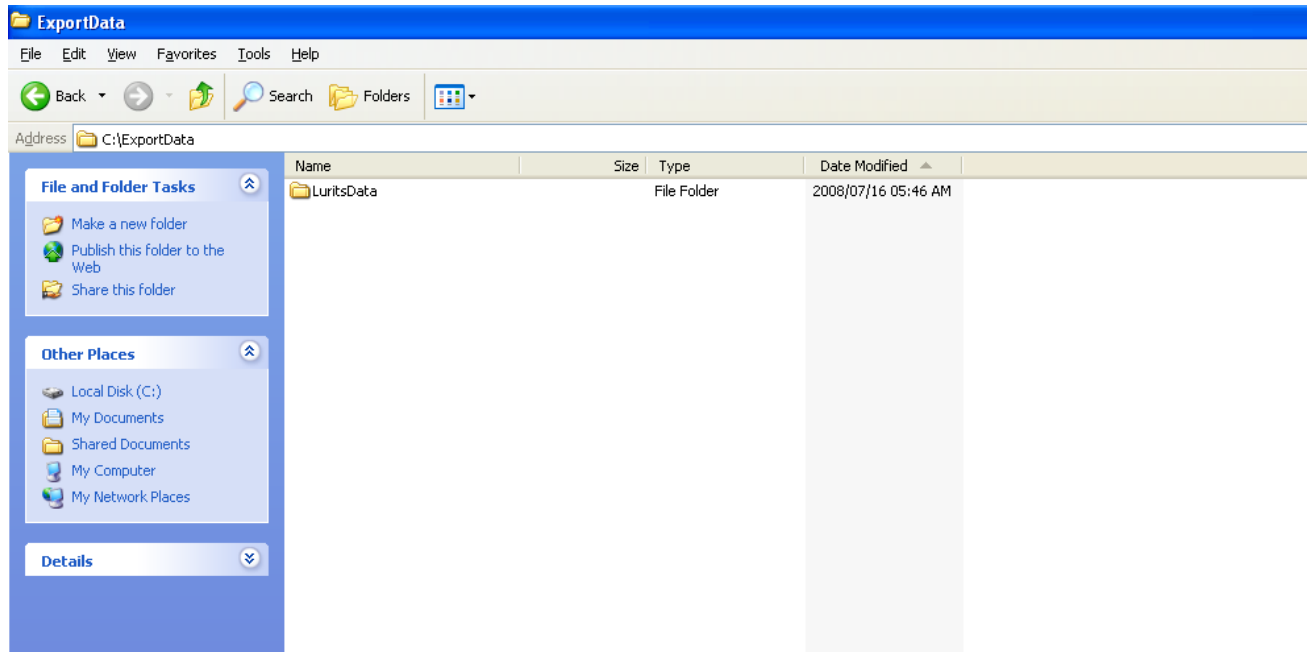


Figure 8

**Once the database has been deployed
Then**

1. Click on C drive and look for the folder named “ Export Data”
2. The Export data window is open then click on a folder named “LuritsData”

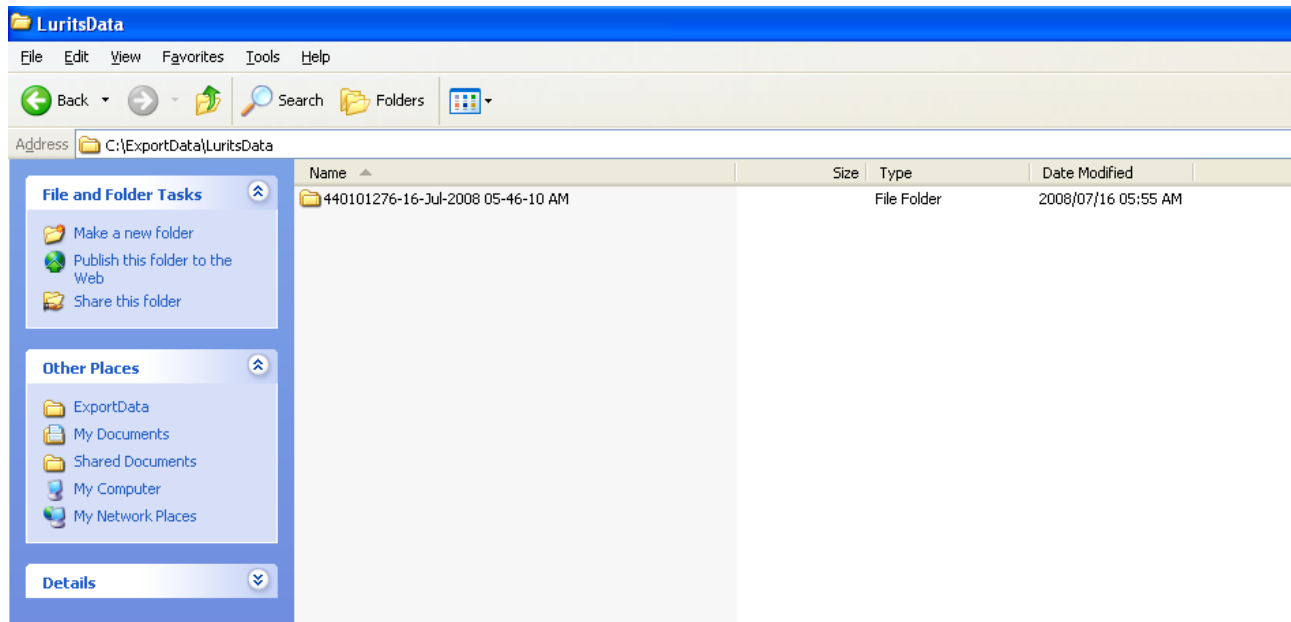


Figure 9

LuritsData Folder

3. Inside the above folder there will be a folder with an EMIS Number, the date when the files were exported and the time.

FEEDBACK FILES

STEP 1

Using the Batch Processor

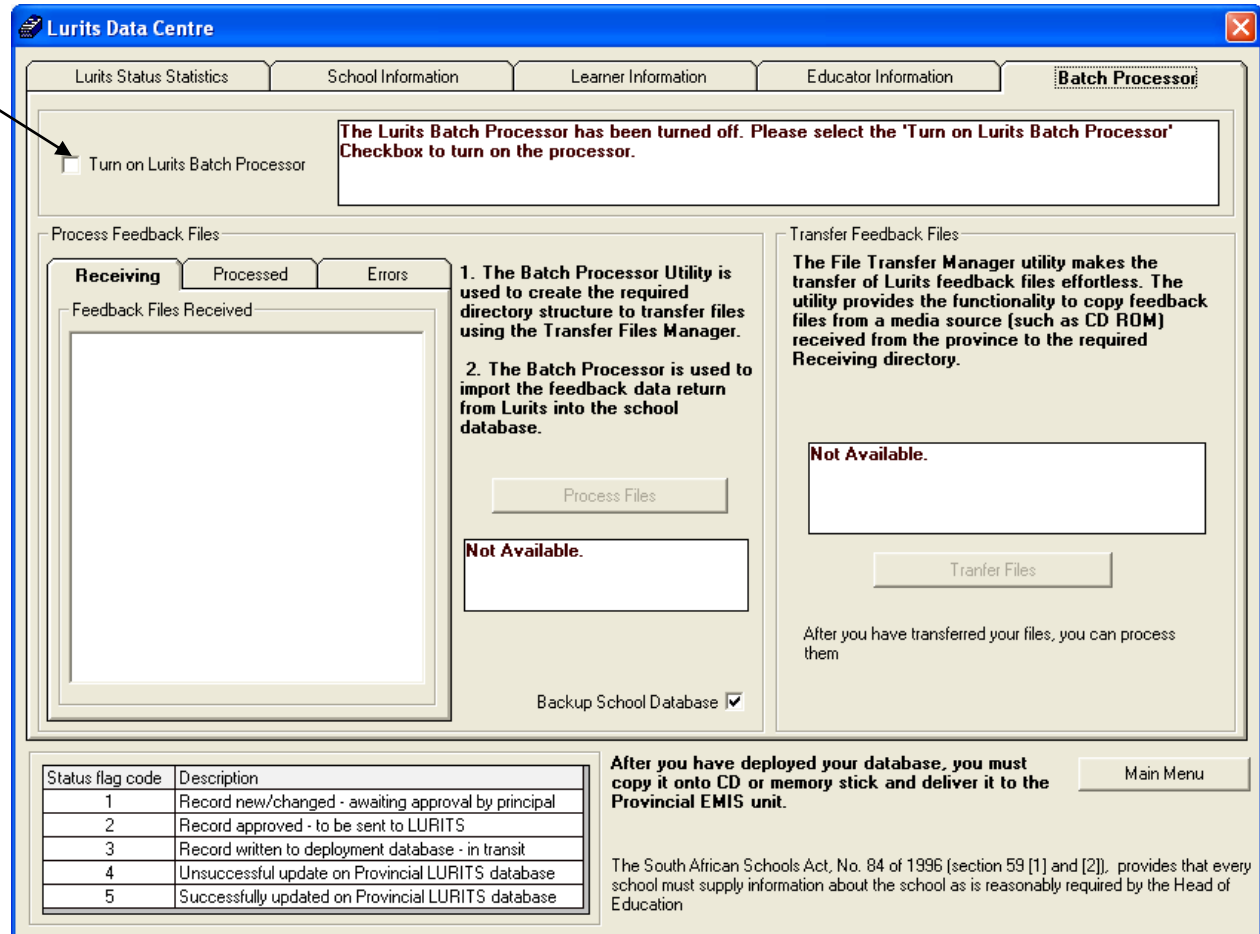


Figure 10

Once all the school details have been approved

1. Click on the Batch Processor tab
2. Observe process files and Transfer files are inactive,
3. Check the checkbox with "Turn on Lurits Batch Processor" command.

STEP 2 The Batch Processor check box is now on

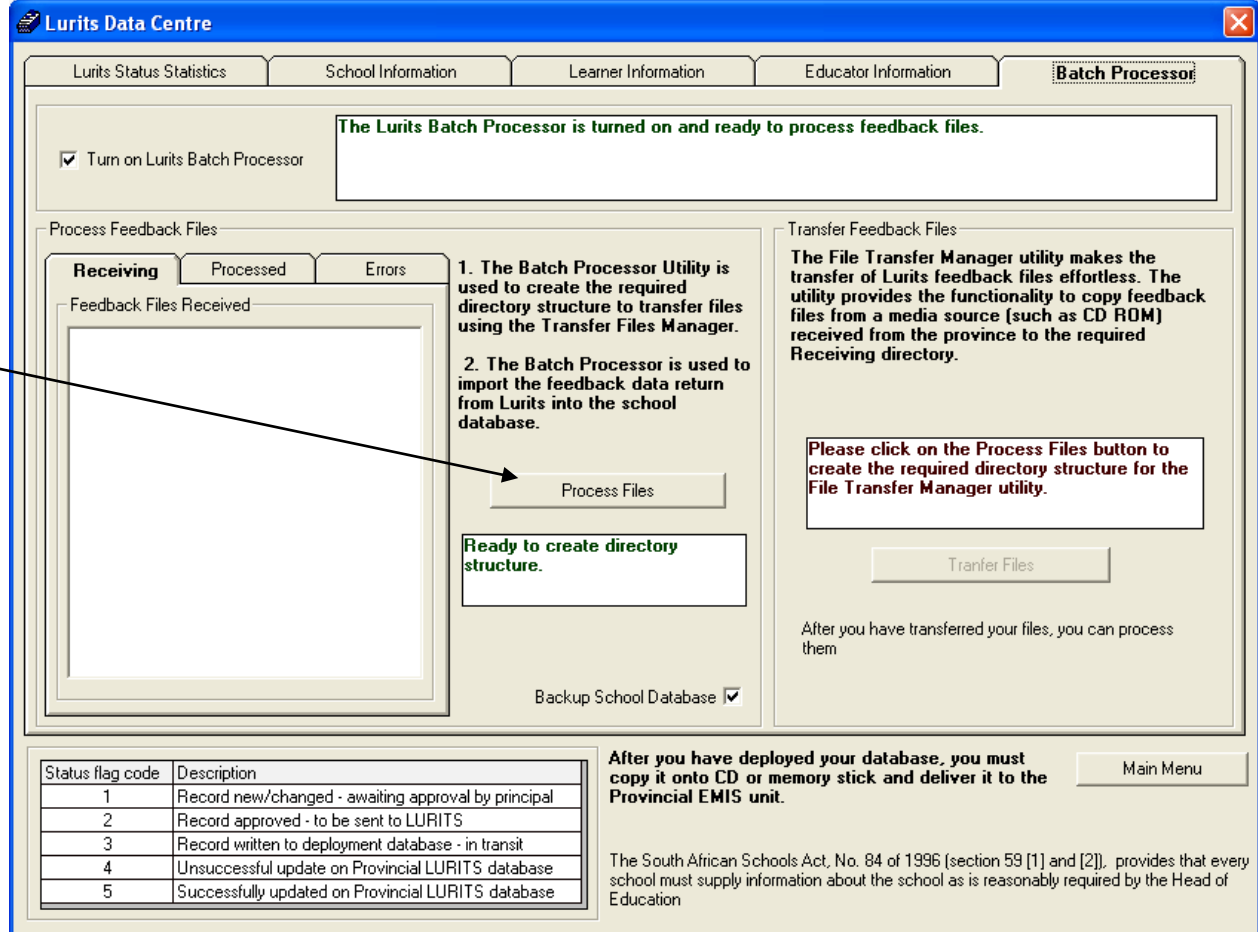


Figure 10.1

4. Click on Process Files
 - 4.1. The message box appears “backup completed”
 - 4.2 The process window open

STEP 3 Transferring files

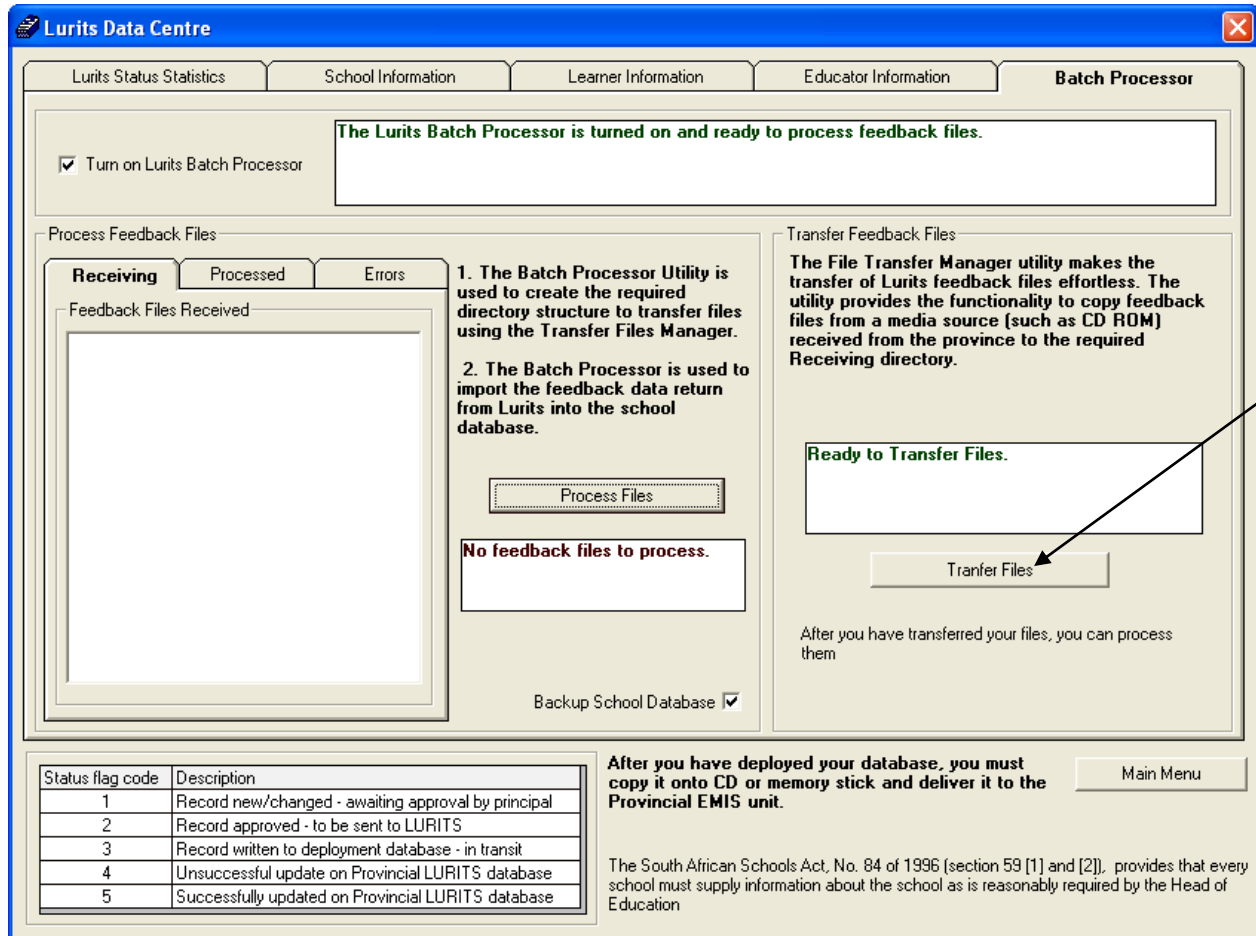


Figure 10.2

5. Once the school data has been backup
6. Click on "Transfer Files" button as shown on figure 10.2

STEP 4

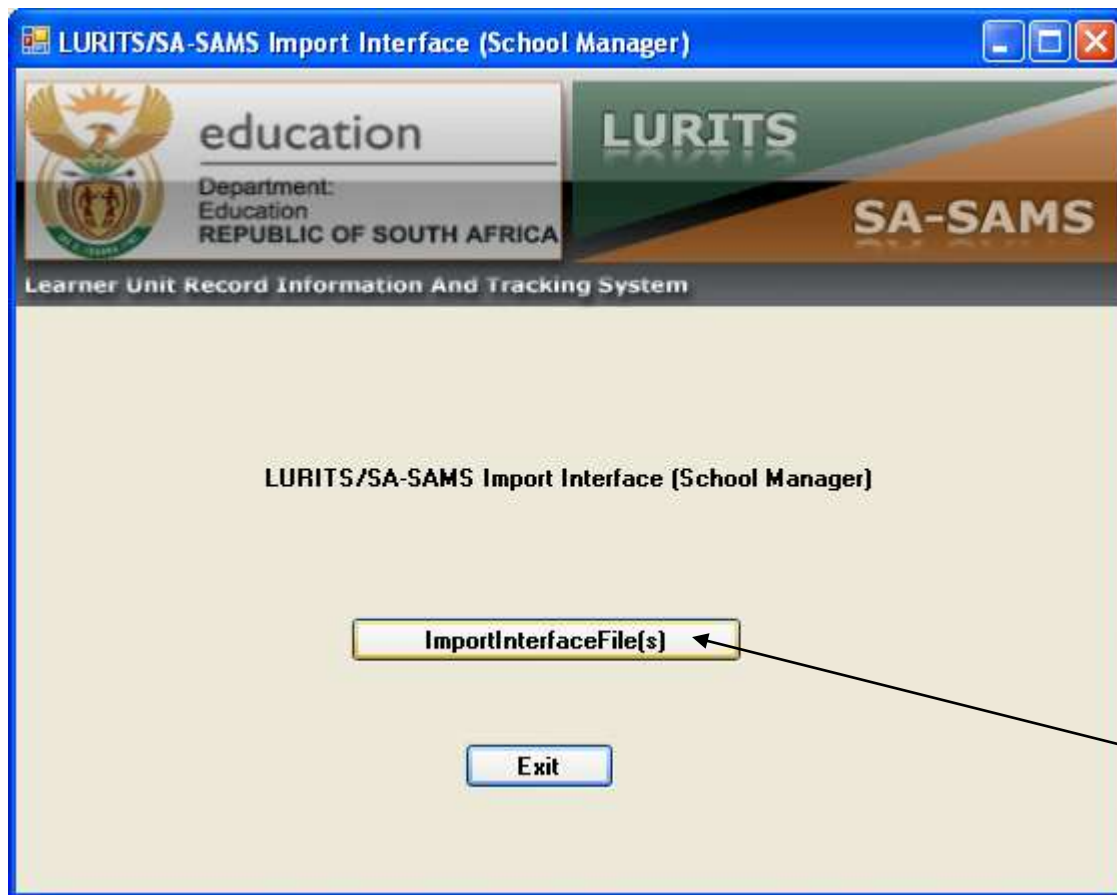


Figure 10.3

7. Once the "Transfer Files" button has been clicked it then opens the Import interface as shown in **figure 10.3** above.
8. Click "ImportInterfaceFile(s)"

STEP 5

RECEIVING TRANSFERRED FILES

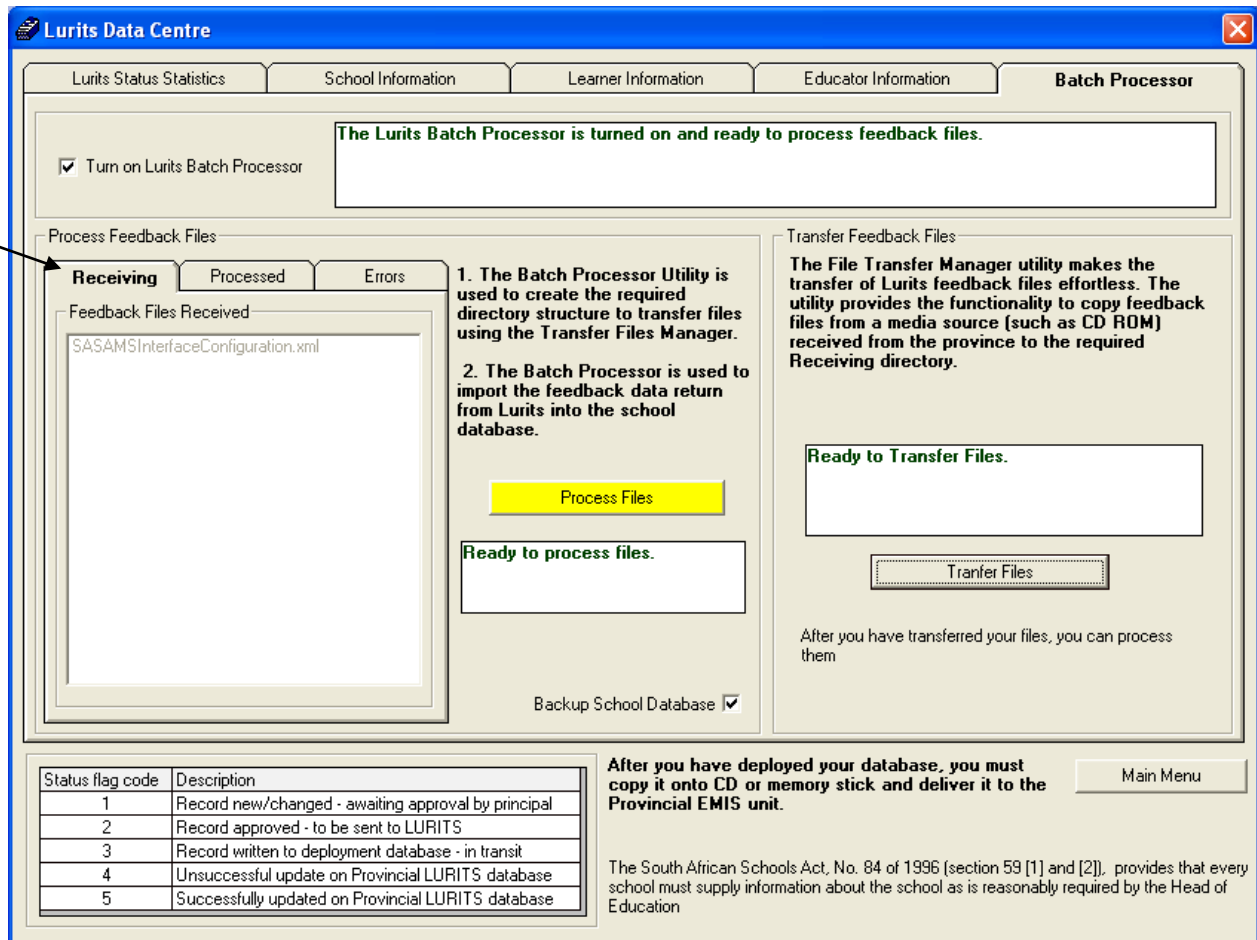


Figure 10.4

9. There are now files being received on the “Receiving” observe the picture on figure 10.4 above.

10. STEP 6

CHECKING ERRORS OCCURRED DURING FILE TRANSFER

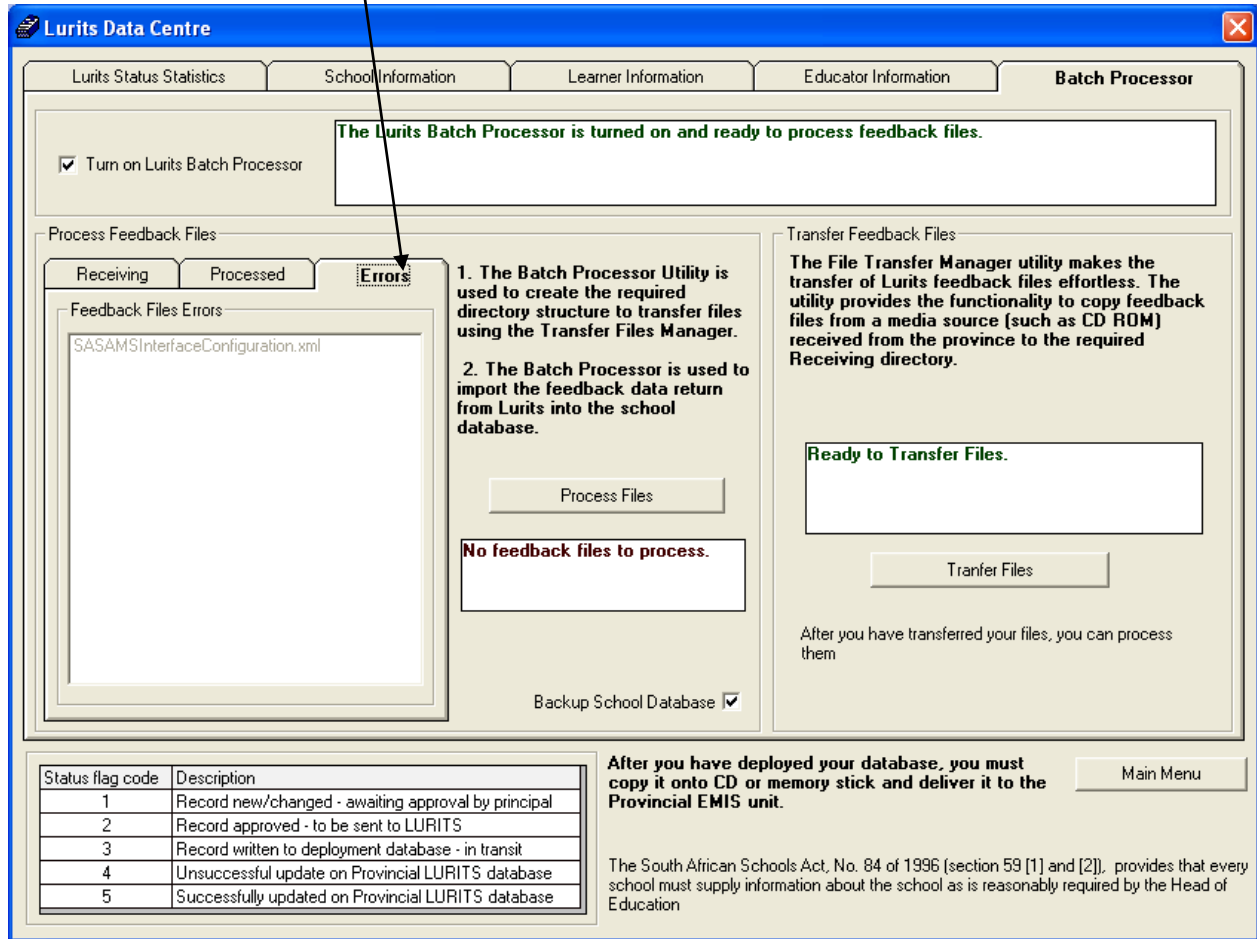


Figure 10.5

11. The picture above on **figure 10.5**, we see that there are errors on the “Errors” tab. This means that there were errors that occurred during the transfer.