



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

SA-SAMS

Guidelines for using the Standard Letter and Forms module

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1. INTRODUCTION

Standard Letters & Forms incorporates the correspondence between all stakeholders and creates a record of all correspondence.

2. GETTING STARTED

Select the **Standard letter and forms** button from the main menu to open.

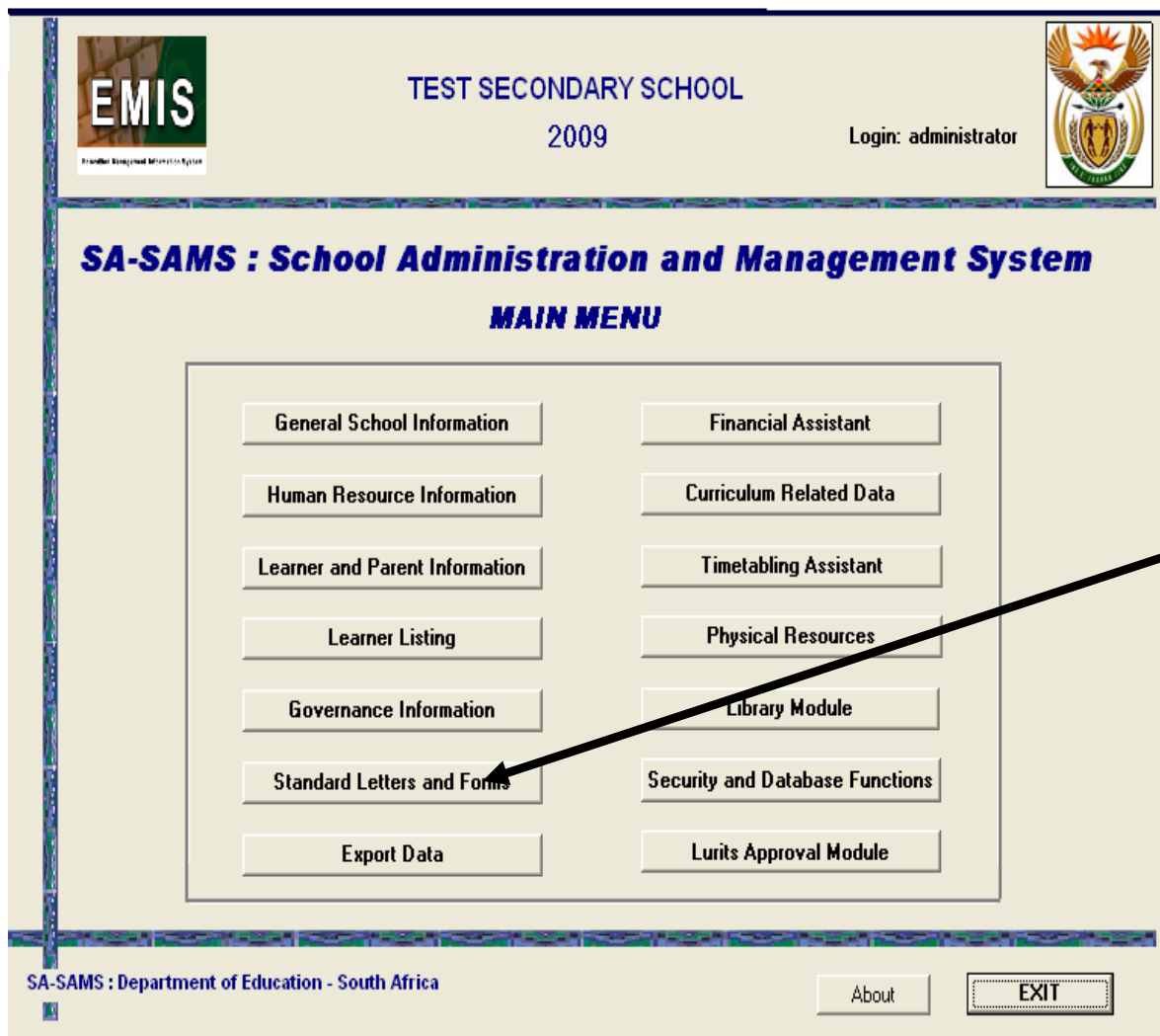


Figure 1: SA-SAMS Main Menu

3. STRUCTURE OF STANDARD LETTER AND FORMS

To start the Standard Letters and Forms module on the SA Main Menu, click on **Standard Letters and Forms button**. The **Select Letter or Form to Print** menu below will open (Figure 2 below).

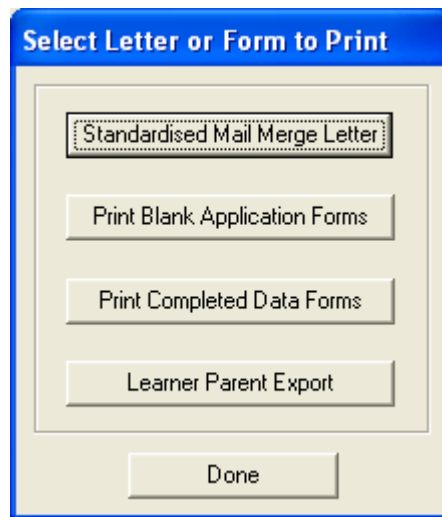


Figure 2: Select Letter or Form to Print

- In this section communication with all stakeholders can be maintained through the **Standardized Mail Merge Letter** option.
- Proactive measures for future registrations at schools can be implemented by making use of the **Blank Application Form** option.

3.1 Standardised Mail Merge Letter

Figure 3: Create standardised letter

- Letters can be sent to a specific target audience by making the pertinent selection
- Parents and learners receiving letters have the filter option to narrow down the number of recipients
- There is a selection option to **Create New Letter** or to **Select an Existing Letter**
- For a new letter, type the heading of the letter in the **Description/Name of Letter** box
- Then begin typing the content of the letter in the space provided. **Save** letter text
- Once the letter has been typed select the recipients in the Filter section
- The number of recipients will be displayed in the box above

- Click on the button Create Mail Merge Letters, word document will open.
- Letters will show with the name of the recipient , the date and the salutation
- Select pages to be printed
- Existing letters can be used by updating information in the letter before selecting Mail Merge

3.2 Print Completed Application Forms

Figure 4: Application Form

- Click on Print Blank Application Forms button
- This option enables the user to print Blank Application or Registration Forms for use by the school
- Blank forms for learner and parent, educators and other staff can be printed and distributed to the relevant parties for completion so that when data capturing begins or if information needs updating it can be gathered in this way
- Alternatively, the user can also print learner and parent data already captured on the system.

- These printouts can then be given to the learners and parents to verify the accuracy of their data.

3.3 Parent Data Forms

- Parent data forms are printed by selecting the first letter of the parents' surname (i.e. alphabetical printing)

3.4 Learner Data Forms

- Learner data forms are printed per grade.

3.5 Printing Data For One Parent Or Learner

- In order to print a data form for a specific parent or learner, select the relevant filter category and click on the **Print** button.
- The Printer Setup window will open. Select your printer options and click on the **Ok** button.
- The Print Preview Window will now open displaying the data for all the learners or parents in the selected category.
- Use the arrow keys to scroll through the data until the page containing the required data is located or use the search icon to locate the desired data. Print only this page.

3.6 Learner Parent Export

- Learner and parent export menu is used to view or export learner and parent information.

Learner Parent Export

All Grades All Languages
 Select Grade: Select Language: The maximum number of learners that can be displayed is 2000. Use the grade option to reduce the number.

Select Class:

| Number | LEARNER DETAILS | | | | | | FATHER DE | |
|--------|-----------------|-----------------|--------|---------|-------|----------|--------------------|-------------|
| | Surname | First Name | Gender | Grade | Class | Language | Name | Surna |
| 1 | AGBONLAHOR * Y | Nosawaru | F | Grade 3 | GR3B | English | Wiseman Gabriel | AGBONLARI |
| 2 | BOKOLO * R | Inganati | M | Grade 3 | GR3B | English | | |
| 3 | CHRISTIAN Y | Liam | M | Grade 3 | GR3B | English | | |
| 4 | DE LA ROSA * G | Farrel | F | Grade 3 | GR3B | English | Clerence | DE LA ROSA/ |
| 5 | FIGLAN * B | Ulibo | M | Grade 3 | GR3B | English | | |
| 6 | GQAMANE * G | Ndima Boy Lwazi | M | Grade 3 | GR3B | English | Silbert.khangelani | GQAMANE |
| 7 | GYSMAN * B | Shikeena | F | Grade 3 | GR3B | English | | |
| 8 | HENNINGS R | Graeleen | F | Grade 3 | GR3B | English | Graine | HENNINGS |
| 9 | KASI * B | Solethu | M | Grade 3 | GR3B | English | | |
| 10 | MABANDLA * R | Mafukazi | F | Grade 3 | GR3B | English | Mthetho | MABANDLA |
| 11 | MAKHASI * Y | Mile Abenathi | F | Grade 3 | GR3B | English | | |
| 12 | MASALA * R | Lutho | F | Grade 3 | GR3B | English | | |
| 13 | MCATSHELWA * R | Khakalethu | M | Grade 3 | GR3B | English | | |
| 14 | NOBHUZANA * Y | Sibulele | F | Grade 3 | GR3B | English | Gunyabantu | NOBHUZAN |
| 15 | NONYUKELA * G | Luyolo | M | Grade 3 | GR3B | English | Sonwabo | NONYUKEL |
| 16 | NTLOKONKULU * R | Masilakhe | M | Grade 3 | GR3B | English | | |
| 17 | NXITYWA * R | Anenjongo | F | Grade 3 | GR3B | English | Mlamlali | NXITYWA |
| 18 | PHIMPI * Y | Sivuyise | M | Grade 3 | GR3B | English | Mbulelo | PHIMPI |
| 19 | STUURMAN Y | Litha | M | Grade 3 | GR3B | English | | |

Figure 5: Learner Parent Export

- To create an export selects the relevant grade, class and language the click on the yellow **Go** button.
- To print the grid click on the **Print Grid** button
- To clear information on the grid click on the **Reset** button
- To create an export click on the **Export to Excel** Button and the following screen will appear



Figure 6: Create Export

- Type in the file name on the **File Name** text box and the following message will popup.



- The file you have created can be located on this path: C:\Program Files\EdusolSAMS