

EVERY CHILD IS A NATIONAL ASSET

# ABC OF ... LURITS APPROVAL MODULE

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**basic education**

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## Contents







<b>A. Introduction</b>	<b>4</b>
<b>1. Purpose of the Module</b>	<b>4</b>
<b>B. Components of the Module</b>	<b>5</b>
<b>2. Approving School Information for LURITS</b>	<b>5</b>
<b>2.1 Approving Learner Information for LURITS</b>	<b>8</b>
<b>2.2 Approving Educator Information for LURITS</b>	<b>9</b>
<b>2.3 Deploy your Database to LURITS</b>	<b>10</b>
<b>3. The Feedback Process</b>	<b>11</b>
<b>Feedback/Contact Form</b>	<b>13</b>

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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:

					
<b>Background Information</b>	Data used in other modules or pre-captured data needed	<b>Options in drop-down tables</b>	<b>Screens that require capturing</b>	<b>Printouts and Reports</b>	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.

<b>SA-SAMS : School Administration and Management System MAIN MENU</b>	
1. General School Information	11. Financial Assistant
2. Human Resource Information	12. Curriculum Related Data
3. Learner and Parent Information	13. Timetabling Assistant
4. Learner Listing	14. Physical Resources
5. Governance Information	15. Library Module
6. Standard Letters and Forms	16. Security and Database Functions
7. Export Data	17. Lurits Approval Module
8. Annual National Assessment	

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)

**Lurits Data Centre (0.17)**

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

**Principal Approval and Deployment**  
 Approve your School, Learner, Educator and Staff data on each page. Once you have approved all the records, then you can DEPLOY your database. After deployment, you will find your database to send to the province in C:\ExportData\LURITSData. Copy the database onto a CD or memory stick and deliver to the province.

Deploy Database

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

Print Report

School Information		
Current Learner Information	17	
Archived Learner Information		
Current Educator Information	2	
Archived Educator Information		
Current Staff Information	1	
Archived Staff Information		

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

\_\_\_\_\_ Date \_\_\_\_\_ Principal's Signature

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. Your database will be on your C drive in the folder ExportData under LURITSData

Main Menu

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

Figure 2: LURITS Data Centre

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

**Lurits Data Centre (0.17)**

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

**Principal Approval and Deployment**  
 Approve your School, Learner, Educator and Staff data on each page. Once you have approved all the records, then you can DEPLOY your database. After deployment, you will find your database to send to the province in C:\ExportData\LURITSData. Copy the database onto a CD or memory stick and deliver to the province.

Deploy Database

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

Print Report

Lurits Deployment Status	Approved in this batch	Waiting Approval in this batch
School Information		
Current Learner Information	1106	
Archived Learner Information		
Current Educator Information	29	
Archived Educator Information		
Current Staff Information	6	
Archived Staff Information		

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

\_\_\_\_\_ Date \_\_\_\_\_ Principal's Signature

Status flag code	Description
1	Record new/changed - awaiting approval by principal
2	Record approved - to be sent to LURITS
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After you have deployed your database, you must copy it onto CD or memory stick and deliver it to the Provincial EMIS unit. Your database will be on your C drive in the folder ExportData under LURITSData

Main Menu

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

Figure 3: LURITS Principal Deployment

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

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

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.

Lurits Data Centre (0.17)

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

**Principal Approval and Deployment**  
 Approve your School, Learner, Educator and Staff data on each page. Once you have approved all the records, then you can DEPLOY your database. After deployment, you will find your database to send to the province in C:\ExportData\LURITSData. Copy the database onto a CD or memory stick and deliver to the province. Deploy Database

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

Lurits Deployment Status	Approved in this batch	Waiting Approval in this batch
School Information		
Current Learner Information	1106	
Archived Learner Information		
Current Educator Information	29	
Archived Educator Information		
Current Staff Information	6	
Archived Staff Information		

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

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. Your database will be on your C drive in the folder ExportData under LURITSData Main Menu

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

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 and approve specific learners.



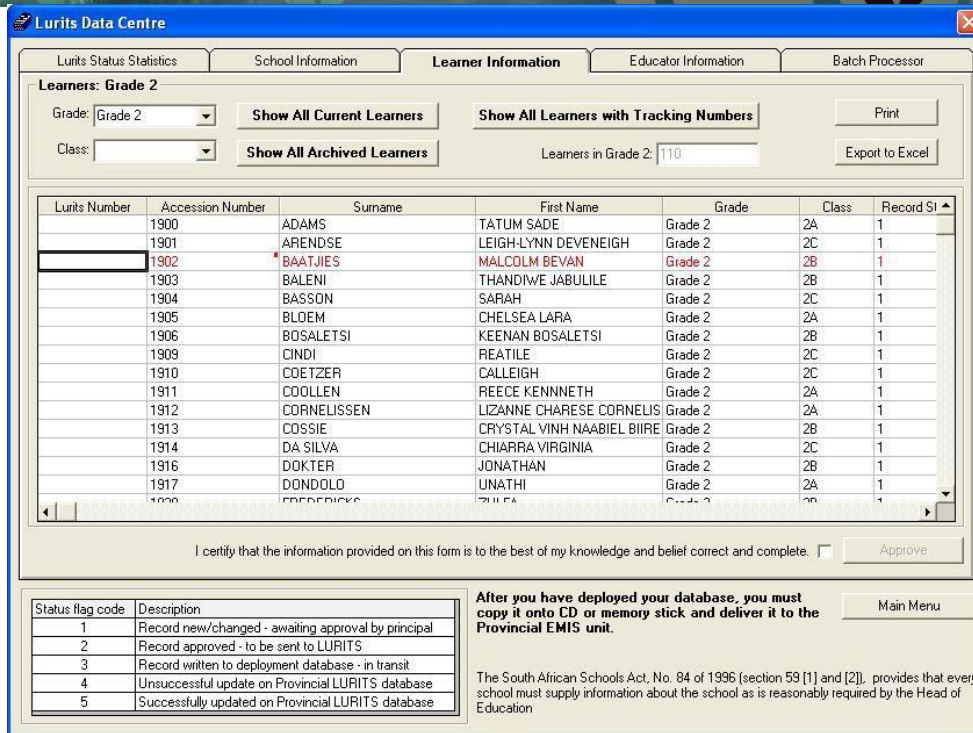


Figure 6: LURITS Learner Information

- 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.

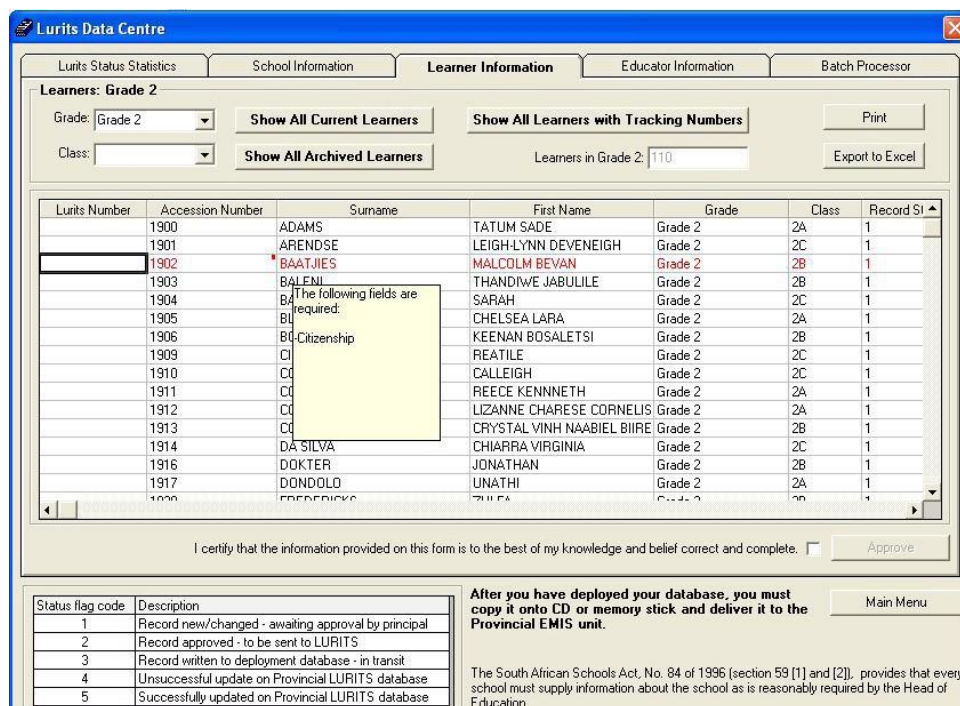


Figure 17: LURITS Data Centre



- 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 '**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.

**Lurits Data Centre**

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

**All Current Educators**

Filter By:    Total Educators: 34

Educator Id	Educator Code	Surname	First Name	Identification Number	Record Status
4	21	Alberts	Lizelle	8103060020082	1
27	64	Anderson	Margie	8307120064085	1
1	1	Bekker	Marié	6410040024081	1
41	84	Bester	J.c	7905295001088	1
37	80	Bock	F	5207020095085	1
43	9	Britz	Louie	5307250071085	1
46	99	BRO'WN	Beulha	1	1
42	85	Cohn	Mrs	5001018080080	1
8	27	Crawford	Alella	4712060057086	1
30	67	Donald	Des	5403195063087	1
3	19	Donald	Susan	5708110106088	1
25	58	Du Buisson	Mrs	6506065050080	1
32	74	du Plessis	Debbie	5212020017089	1
45	55	FENWICK	Miss	8312140149080	1
14	35	Gous	Tersia	5211280082080	1

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

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

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.

**Lurits Status Statistics**

**Principal Approval and Deployment**  
 Approve your School, Learner, Educator and Staff data on each page. Once you have approved all the records, then you can DEPLOY your database. After deployment, you will find your database to send to the province in C:\ExportData\LURITSData. Copy the database onto a CD or memory stick and deliver to the province.

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

School Information		
Current Learner Information	17	
Archived Learner Information		
Current Educator Information	2	
Archived Educator Information		
Current Staff Information	1	
Archived Staff Information		

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

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
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After you have deployed your database, you must copy it onto CD or memory stick and deliver it to the Provincial EMIS unit. Your database will be on your C drive in the folder ExportData under LURITSData

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

Figure 9: LURITS Status Statistics

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

**User Question?**

This action will create a database to be deployed to the provincial EMIS unit for the learner tracking system. Are you sure you want to continue? You cannot reverse this action.

Yes No

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.

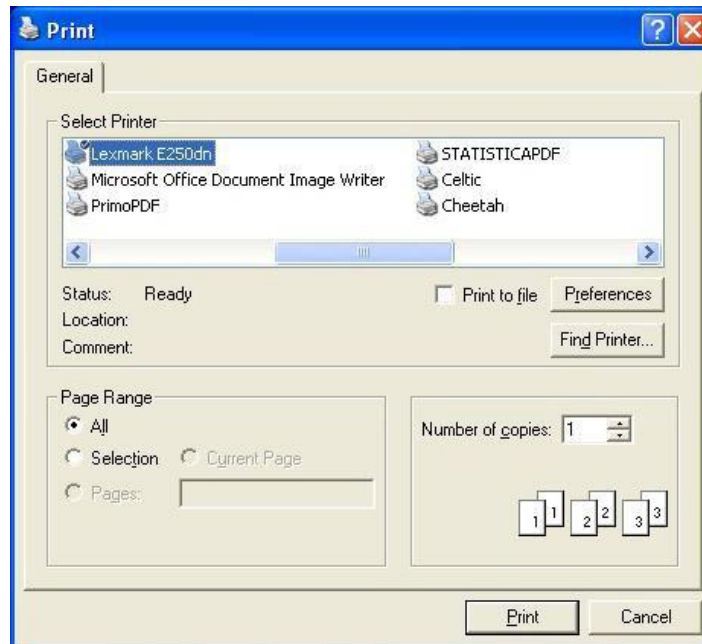


Figure 11: Print

- 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 LURTIS 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.



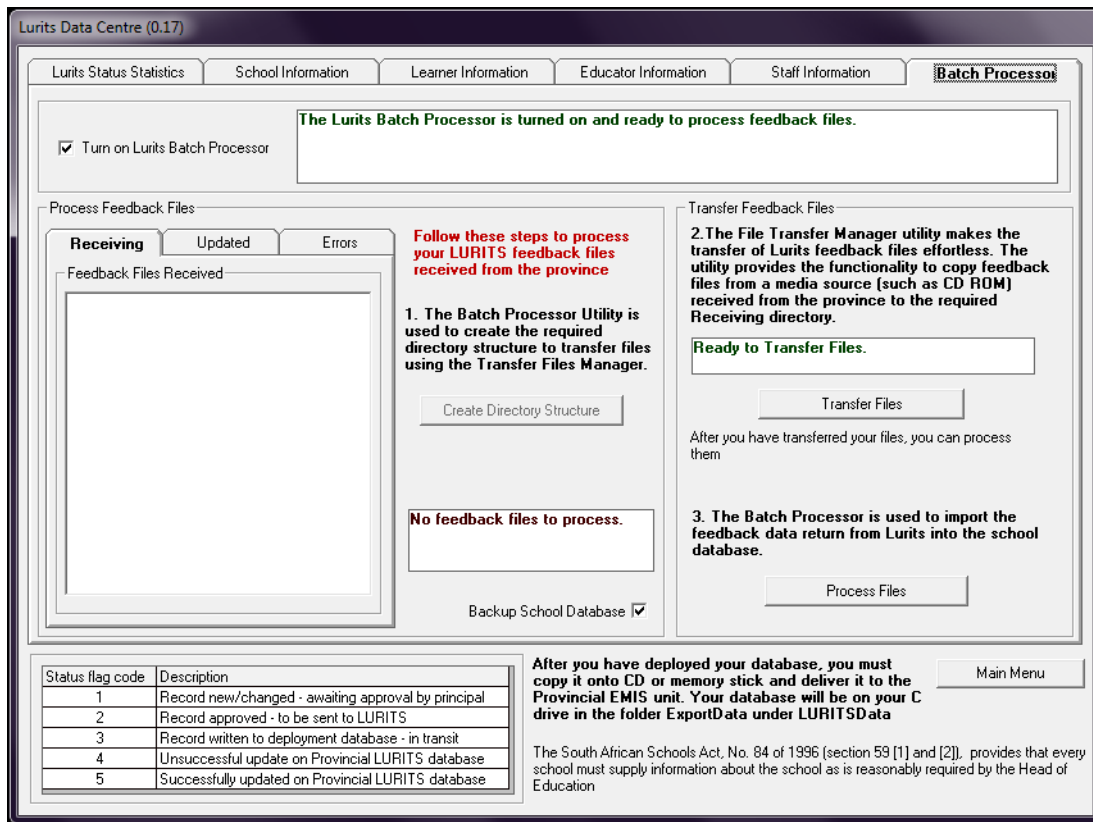


Figure 12: Batch Processor

- 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.

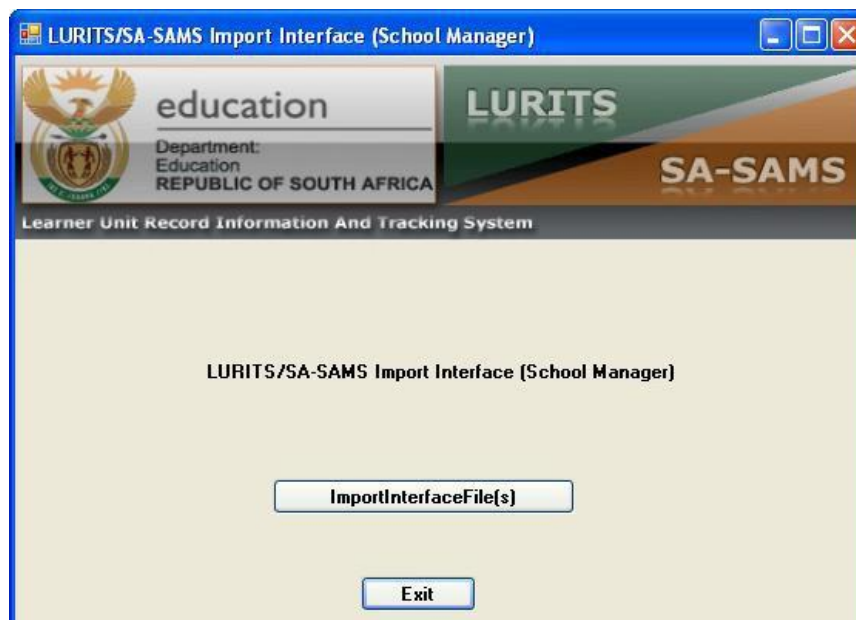


Figure 13: LURITS/SA-SAMS Import Interface



- 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.

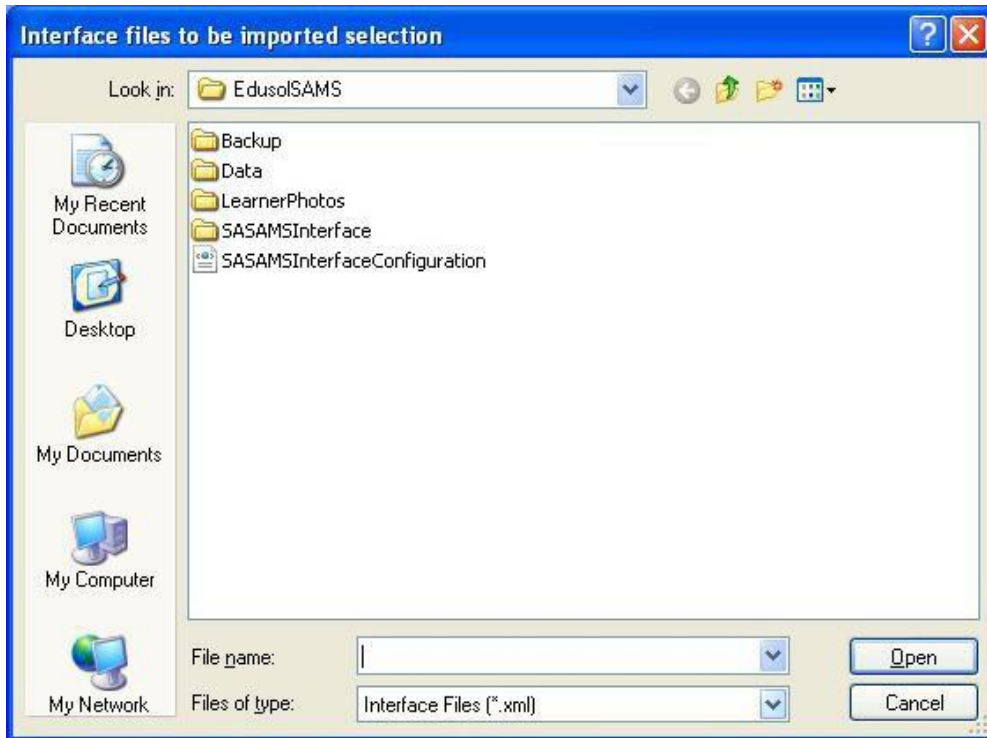


Figure 14: Imported Interface Files

- 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**.

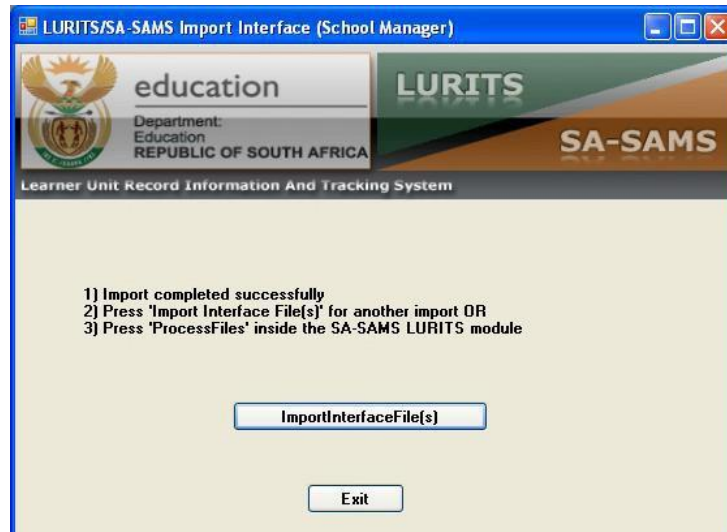


Figure 16: Import completed successfully

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

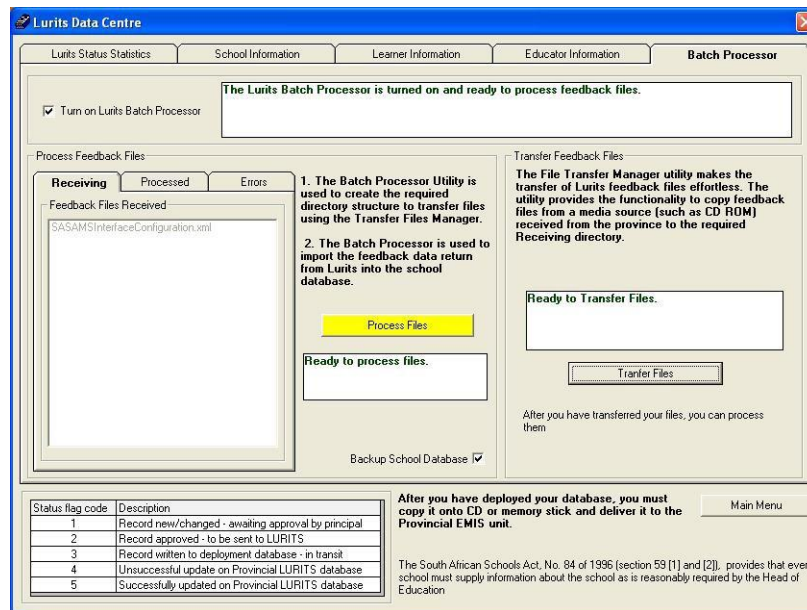


Figure 27: Batch Processor

- 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





## 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**

Carinne van der Westhuizen  
Pauline Ramphele  
Lebogang Mveke

**Telephone**

0123573832  
0123573287  
0123573396

**Email**

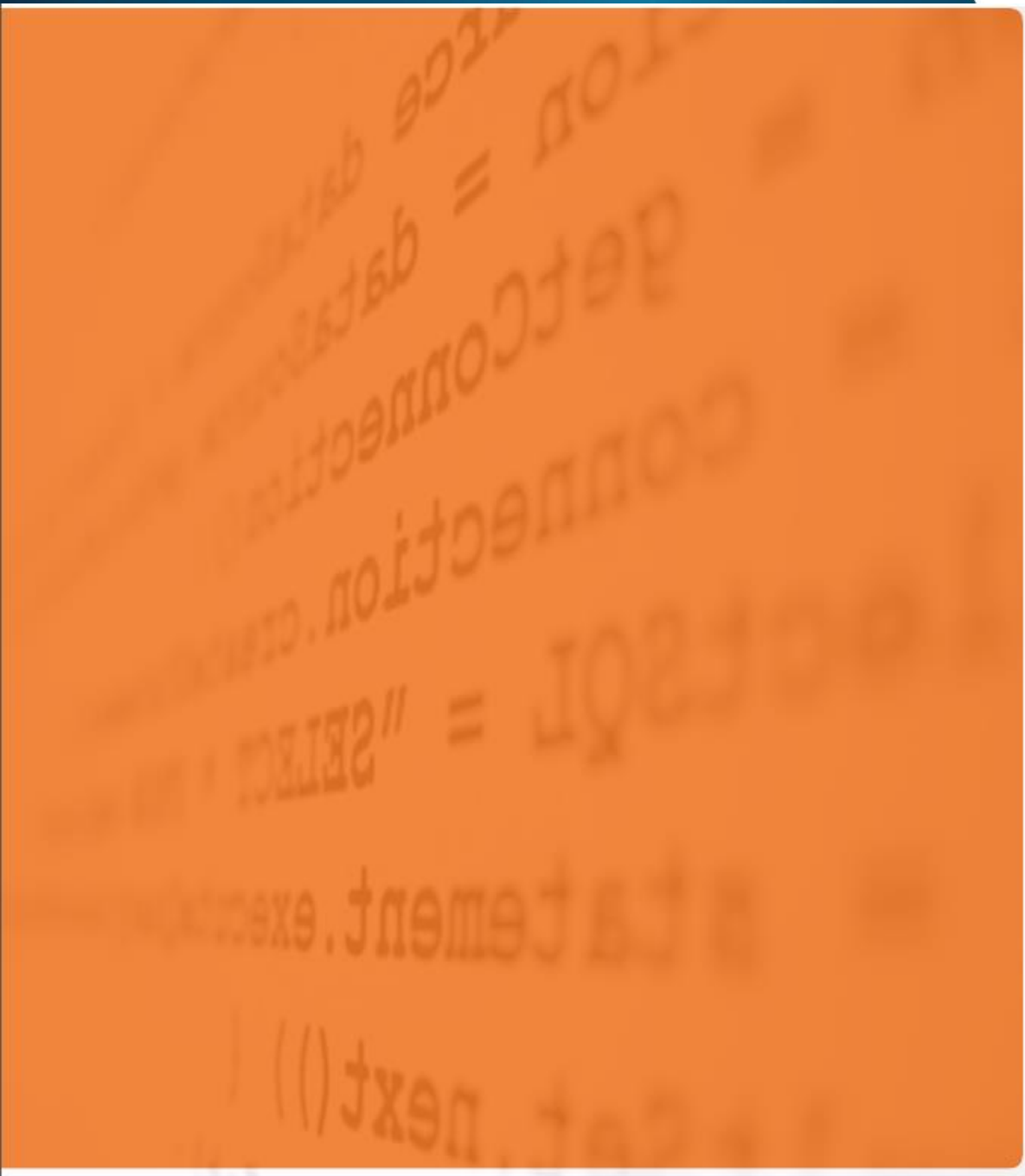
[vanderwesthuizen@dbe.gov.za](mailto:vanderwesthuizen@dbe.gov.za)  
[ramphele.m@dbe.gov.za](mailto:ramphele.m@dbe.gov.za)  
[mveke.l@dbe.gov.za](mailto:mveke.l@dbe.gov.za)







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