



# education

Department of  
Education  
FREE STATE PROVINCE

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## **LURITS Feedback Process Manual**

version 0.0.2

## LURITS FEEDBACK PROCESS

After your data has been uploaded/submitted to the National Department of Education by the Provincial LURITS Administrator, the National Department of Education will send back Feedback Files. These Feedback batch files are placed on the EMIS Portal for schools to download and process immediately into SA-SAMS in order to assign learner tracking/LURITS numbers.

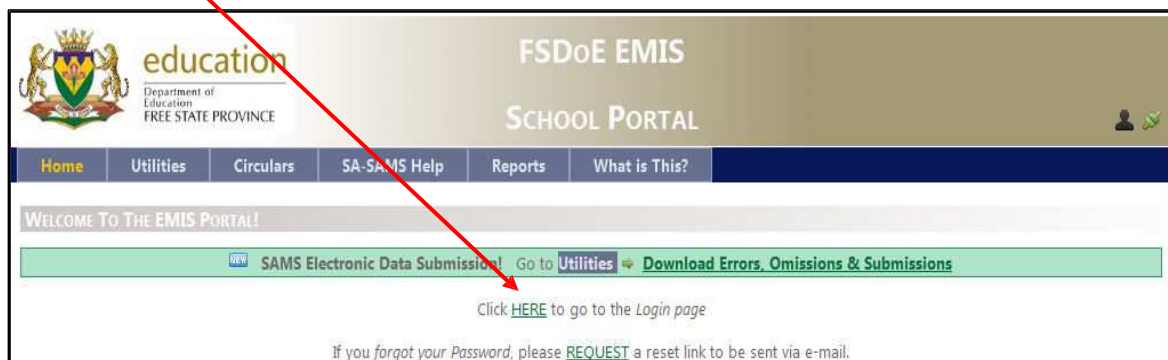
### **A. Compatibility Requirements**

- Ensure that you Run/Install the latest SASAMS Patch(v.20.0.0 or later) and update LURITS Engine with 2020 updates, the latest engines can be downloaded on this link: [www.fsdoe.fs.gov.za/Documents/Utilities/LURITS ENGINES UPDATES 2020.exe](http://www.fsdoe.fs.gov.za/Documents/Utilities/LURITS_ENGINES_UPDATES_2020.exe) before proceeding with the feedback process and ensure that Microsoft.Net Framework version 3.5 or higher is installed.

**To check if Microsoft.Net Framework(s) are installed in your computer:**  
Go to Control Panel > Programs and features.

### **B. Steps to download Feedback Files from the EMIS Portal**

1. Open the EMIS Portal website(<http://www.fsdoe.fs.gov.za/EMISPortal>)
2. Click here to Login



3. Select **School** on Login Type. Type in your **EMIS Nr** and **Password**.

**Login Type :**  School  Department Official

**School Login**

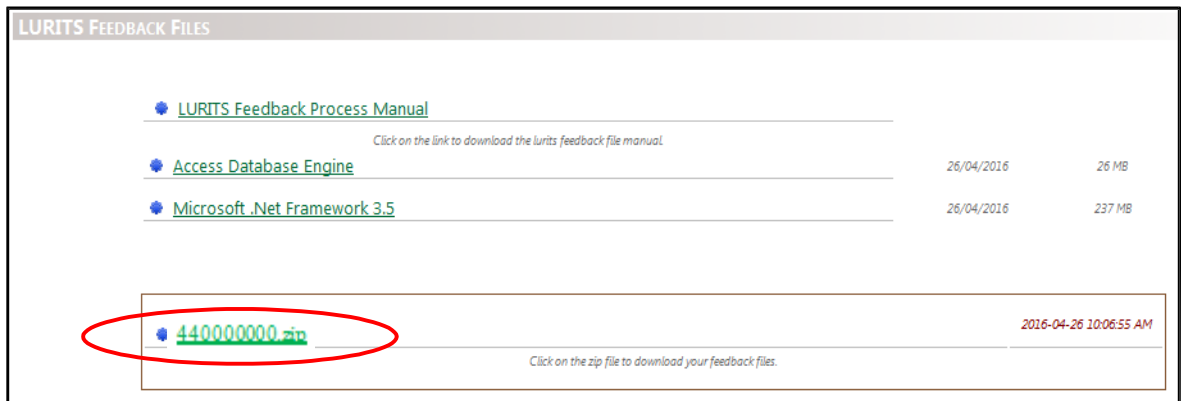
EMIS Nr:

Password:

4. Click on the **Log In** button.
5. Click on **SA-SAMS Help** and click on **Lurits Feedback Files**



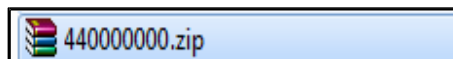
6. Click on the EMIS number (e.g. **44000000.zip**)



7. Click on **'Save'**, to download it onto your computer(e.g. On the **Desktop**).
8. Click on **'Open folder'** to open the where the file is downloaded.



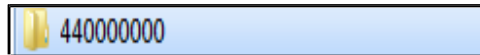
9. Right click on the zip folder (the one with your Emis Nr).



10. Select **'Extract All'** (or **'Extract Files'** in other computers) to extract to the desired location.



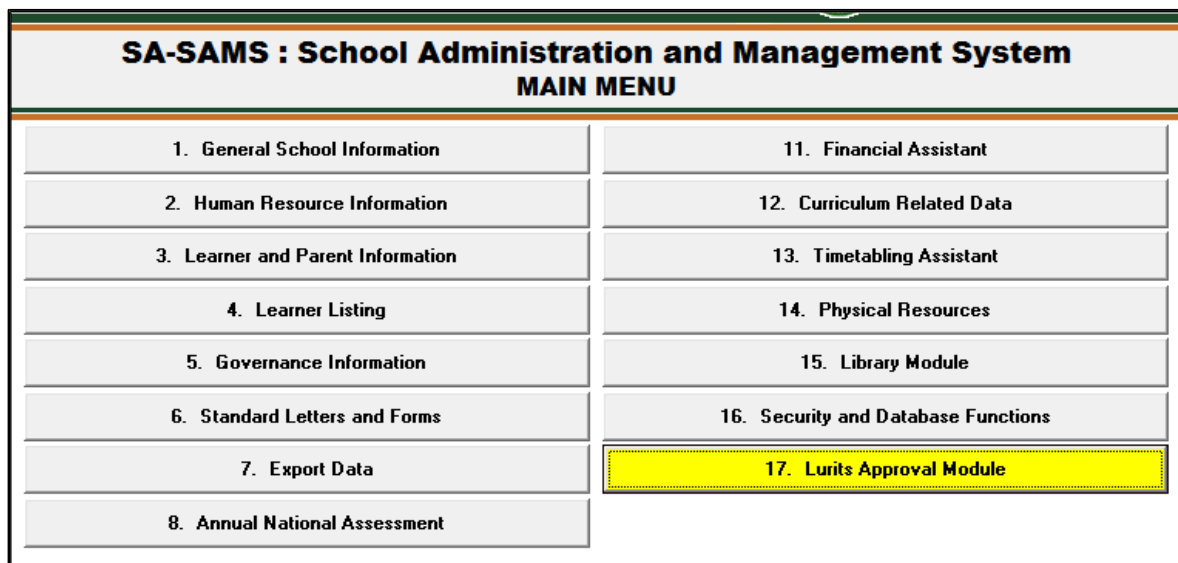
11. A normal folder will be created in the same directory after extracting the file.



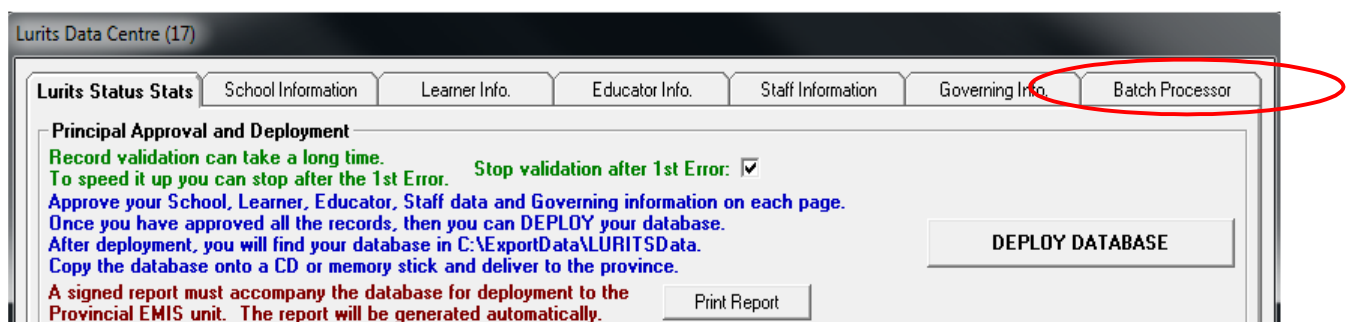
After completing the above you can now proceed with importing your Feedback Files.

### c. Importing your Feedback Files in SA-SAMS

1. Click on the SA-SAMS icon on the Desktop to open SA-SAMS. Login into SA-SAMS.



2. Click on **Lurits Approval Module** to open the Lurits Data Centre screen.



3. Click on '**Batch Processor**'

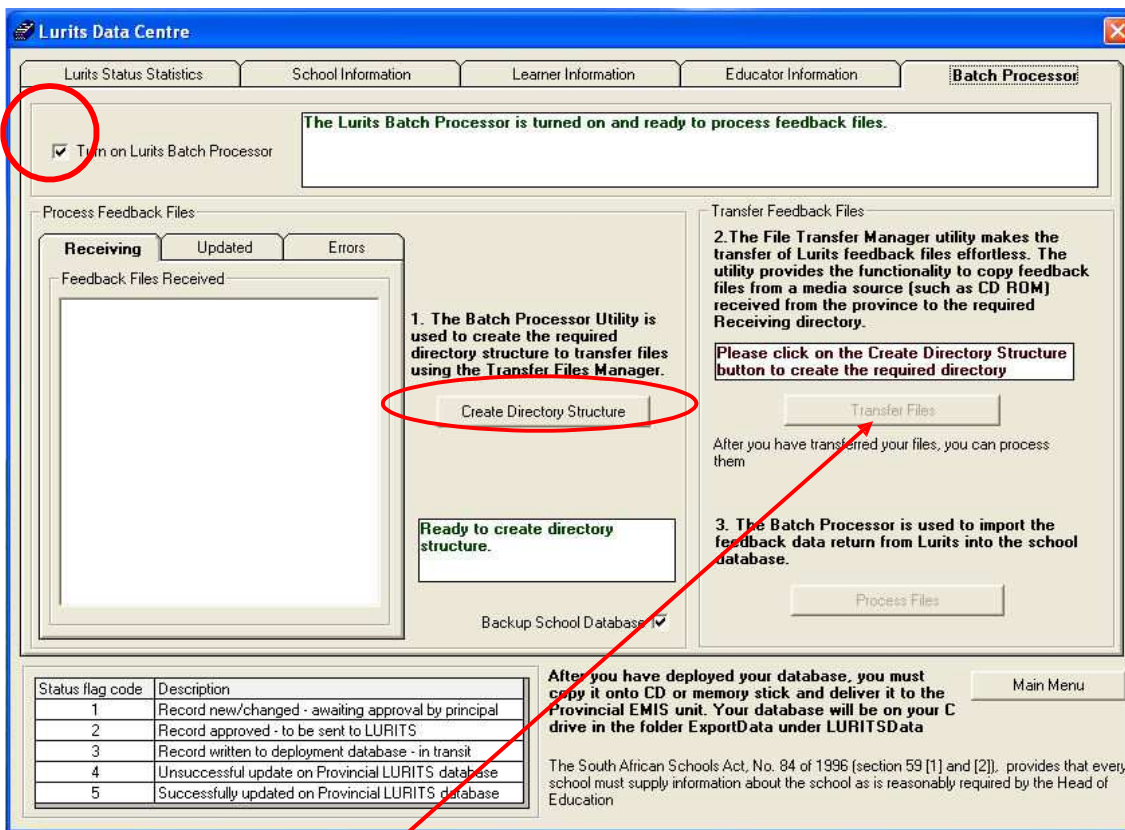
4. Ensure that the '**Lurits Batch Processor is turned on**' (has been ticked).

5. Then click '**Create Directory Structure**'

**NB:** If you have imported your Feedback Files before the '**Create Directory Structure**' button will be **INACTIVE/DISABLED**, then in this case you should skip step 5 and proceed to step 6 '**Transfer Files**'.

**TIP:**

- For schools importing their Feedback Files for the first time or/and the '**Create Directory Structure**' and '**Transfer files**' button is **INACTIVE/DISABLED** then they must install MICROSOFT.NET FRAMEWORK 4 available from the EMIS Portal under Utilities: <http://www.fsdoe.fs.gov.za/EMISPortal/Utilities.aspx> (For other computers Microsoft .NET Framework 3.5 must be installed if Create Directory structure is inactive or not functioning as expected, also available on EMISPortal). A CD with Microsoft .NET Framework is available at district office and from your SA-SAMS trainer, for schools struggling to download from EMISPortal.
- After installing all necessary software\programs clicktwice **Turn on Lurits Batch Processor** to turn it off and on again.

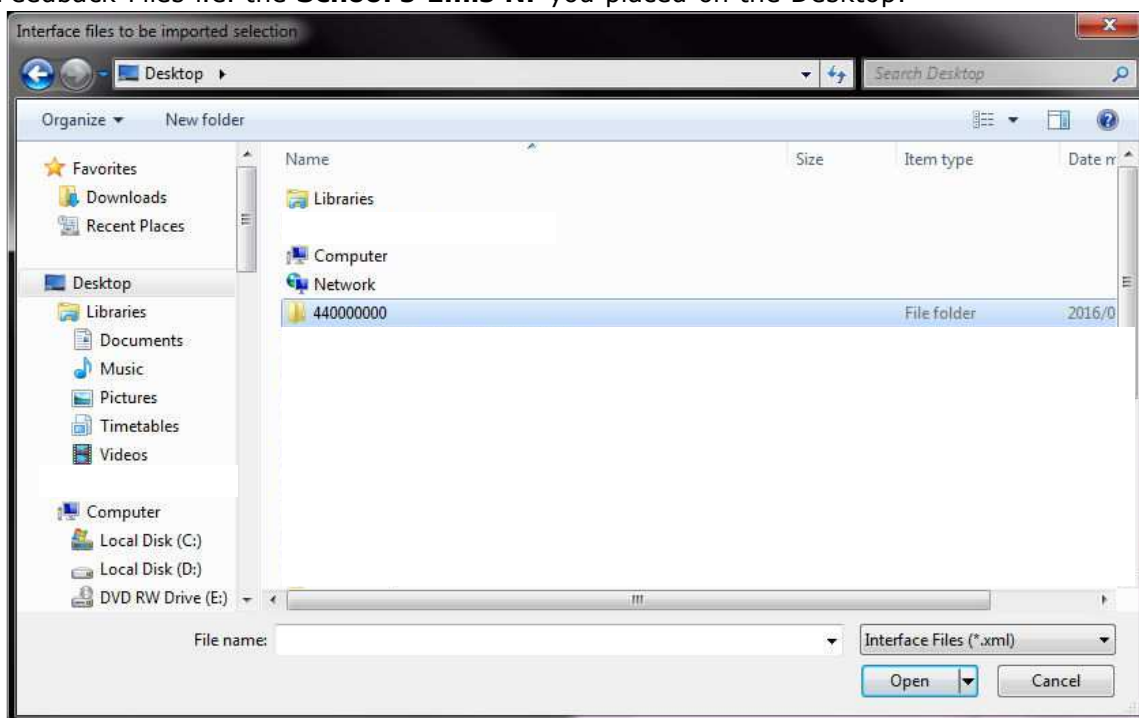


6. Click on '**Transfer Files**', to open '**Lurits/SA-SAMS Import Interface**'.

7. Click on, '**ImportInterfaceFile(s)**'



After clicking on '**ImportInterfaceFile(s)**' you will now select the location of the Feedback Files i.e. the **School's Emis Nr** you placed on the Desktop.



8. Click on '**Desktop**'.

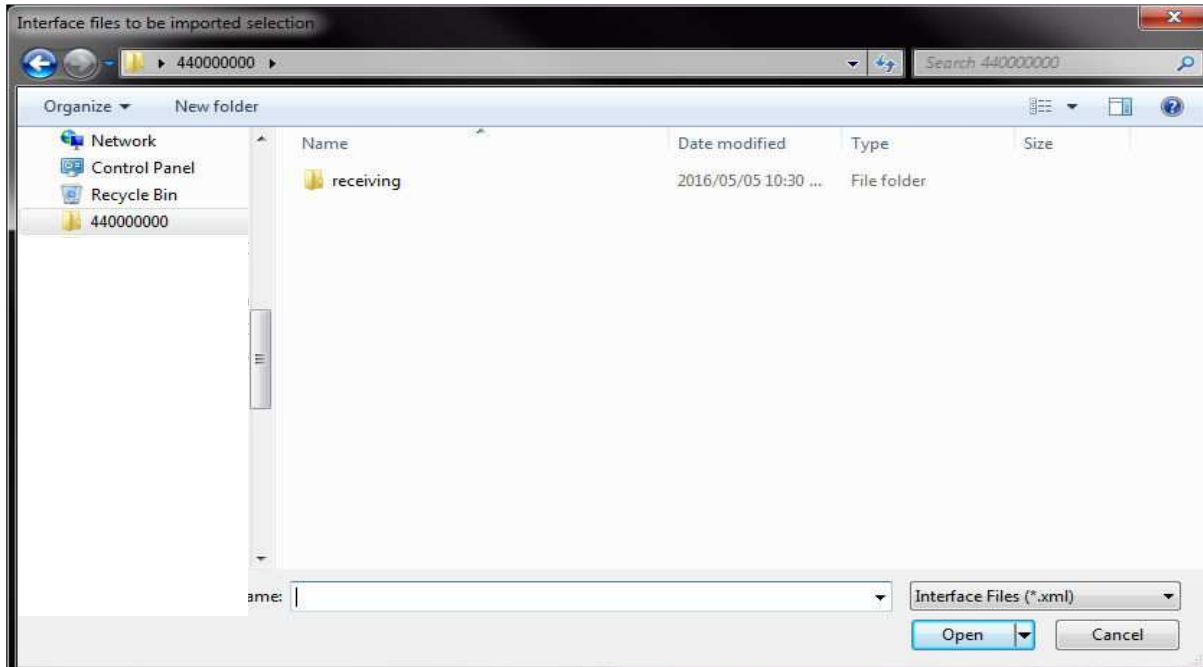
9. Click on the folder with the '**School's Emis Nr**'

10. Click '**Open**'

**11. Select the 'Receiving' folder.**

**NOTE:** if the 'receiving folder' is not there; exit SASAMS and look at you latest **Errors and Omissions report** for any errors in your database, correct them, approve both your School information, Learner and Educator information then deploy your database and re-submit it.

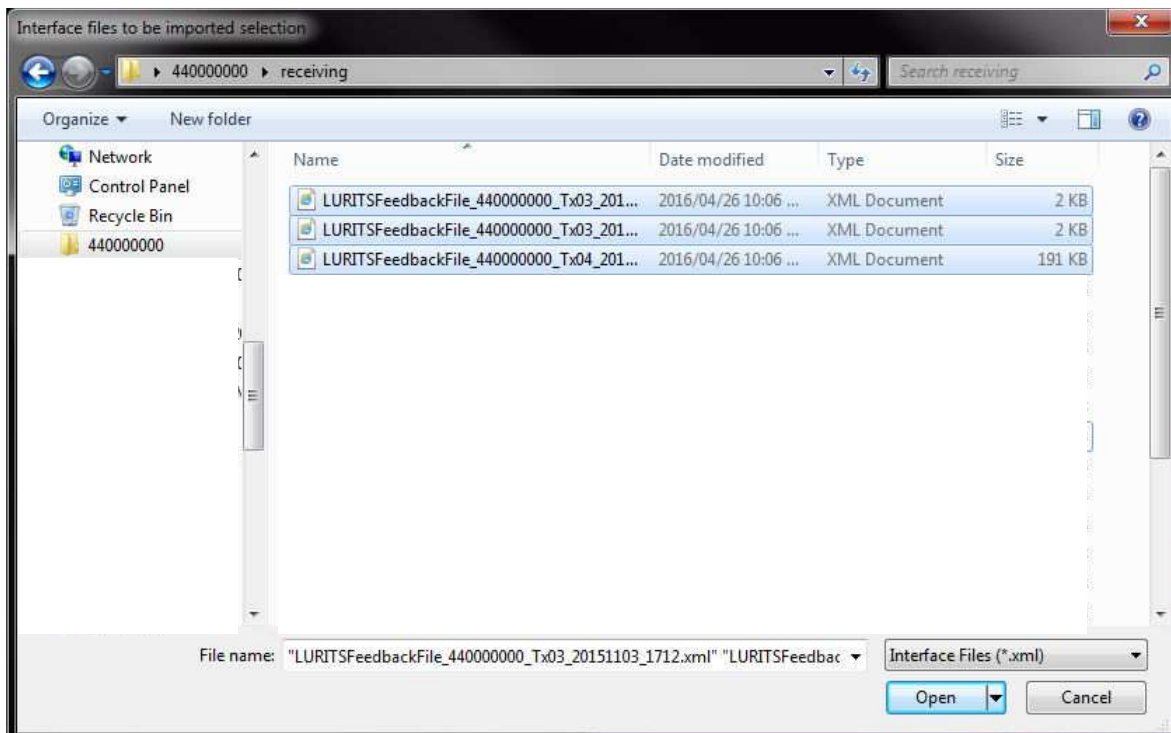
**12. Click 'Open'**



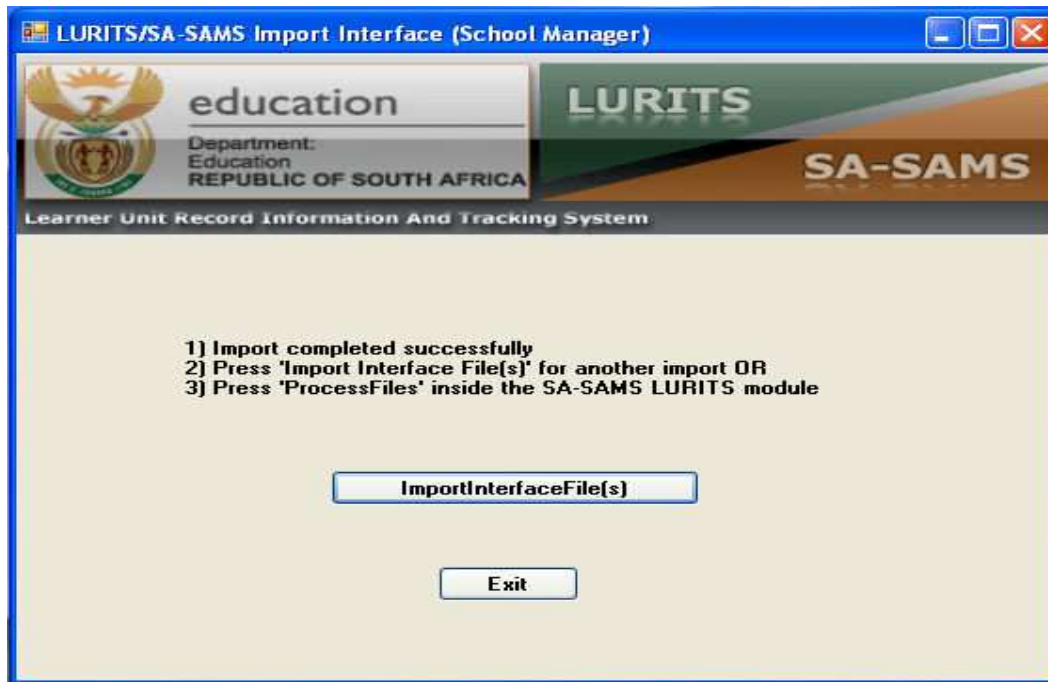
You will now have the Feedback Files in front of you.

**13. 'Select all of them'**

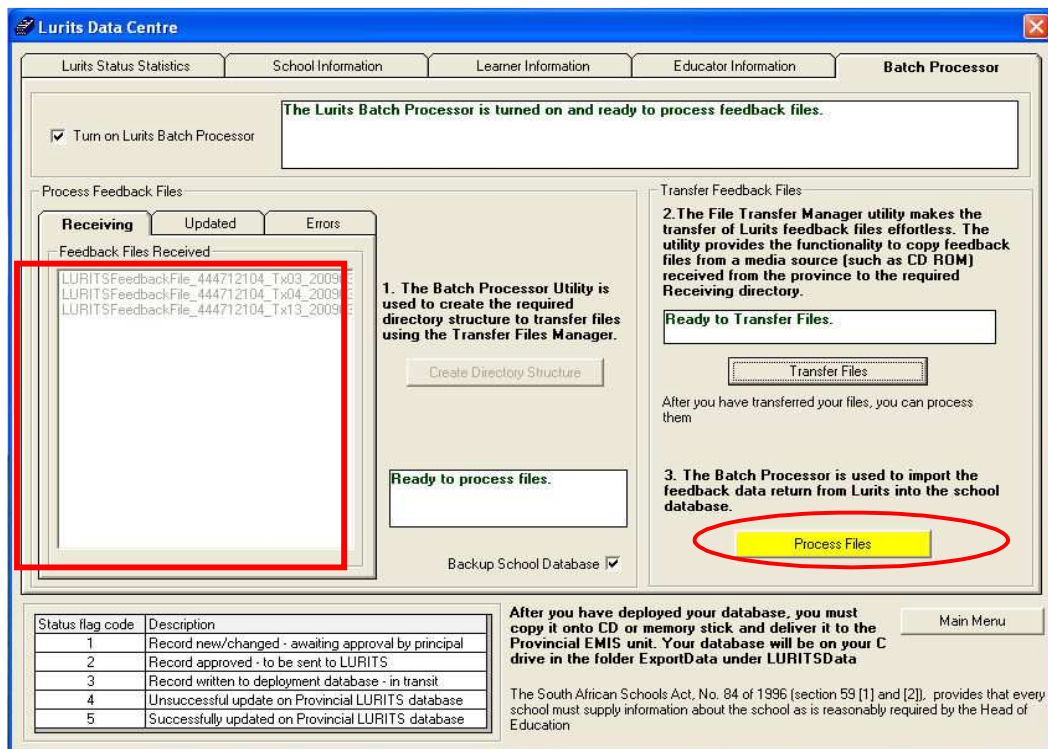
**14. Click 'Open'**



The next screen will indicate that the **'import has been successfully completed'**.



15. Click on **'Exit'**, and you will notice that the selected Feedback Files have been placed in the **'Receiving'** tab



16. To conclude this process you need to click on **'Process Files'**, then on the **User Message** screen click **'OK'** to backup your database.



To view your learners with their LURITS tracking numbers, Click on 'Learner Information', then Click on 'Show All Learners with tracking numbers'

The screenshot shows the 'Lurits Data Centre' application window. The 'Learner Information' tab is active. The 'All Current Learners' section has several buttons: 'Show All Current Learners', 'Show All Learners with Tracking Numbers', 'Show All Archived Learners', and 'Show All Learners waiting for Approval'. The 'Current Learners' field shows '217' and there is an 'Export to Excel' button. A table of learners is displayed below, with the first column 'Lurits Number' highlighted in red. The table has columns for Lurits Number, Accession Number, Surname, First Name, Grade, Class, and Record Status. Below the table is a certification checkbox and an 'Approve' button. At the bottom, there is a 'Main Menu' button and a table of status flag codes.

Lurits Number	Accession Number	Surname	First Name	Grade	Class	Record Status
408340315	1099	AFRIKA	Dylan	MIDDELADELING	MIDDELGR5	
409033007	1280	AGENBAG	Donovan	SENIORAFDELING	SENIORGR5	
408340513	1239	ALBERTSE	Dylan	VOORSKOOLS	KLEUTERGF5	
408340318	1095	ALEXANDER	Alexis	SENIORAFDELING	SENIORGR5	
408340317	1117	ALEXANDER	Allesandro	MIDDELADELING	MIDDELGR5	
408340316	1145	ALEXANDER	Loumarque	ARBEIDSGERIGTEAFD	ARBEIDSGE5	
408340320	927	ALLISON	Shaun	ARBEIDSGERIGTEAFD	ARBEIDSGE5	
408340510	1080	BATEMAN	William	ARBEIDSGERIGTEAFD	ARBEIDSGE5	
408340350	1086	BEUKES	Tertuis	SENIORAFDELING	SENIORGR5	
408340503	1234	BEUKMAN	Derrick	JUNIORAFDELING	JUNIORGR5	
408340341	1118	BEUKMAN	Jacobus	ARBEIDSGERIGTEAFD	ARBEIDSGE5	
408340366	1132	BOROLE	Selby	ARBEIDSGERIGTEAFD	ARBEIDSGE5	
408340349	1039	BOSHOFF	Jean	SENIORAFDELING	SENIORGR5	
408340478	1204	BOTHA	Jaco	MIDDELADELING	MIDDELGR5	
408340388	978	BOTHA	Michiel	ARBEIDSGERIGTEAFD	ARBEIDSGE5	
408340346	078	BOTHA	Dylan	ARBEIDSGERIGTEAFD	ARBEIDSGE5	

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

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

**For any other system error contact your SA-SAMS trainer, Provincial LURITS Administrator or SA-SAMS helpdesk.**