

EMIS WORKSHOP

FOR PRINCIPALS, EMIS OFFICERS AND ADMINISTRATORS

Presented by: TI Lebone

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Key Issues for Discussion

- Data Quality Assurance
- LTSM Capturing
- Finances
- Emis Expectation / Report



Data Quality Assurance

The following constitute the data quality on SASAMS

Module 1 – 1.1 General School Information

✓ **Schools Contacts**

- ✓ **School Telephone Number** – Schools that are not having working number.
- ✓ **School Email Address** – Schools that are not using department email regardless of them assisted to use the email.
- ✓ **Emis Officer** Updated on Menu 1.1



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School Telephone:

- It should be a different number from principal's contact number.
- This number is accessible to all stakeholders and is allocated in the administrator's office.
- Only working contact number should be used on SASAMS, if number is out of service it should be removed from SASAMS on contact field.
- Schools should at least provide means to ensure that there is a working contact number (*Tjarara-Phone*).

Principal's Contact Number:

- At least ONE contact number that principal need to use for communication with district be listed.
- Do not provide contact that is having WHATSAPP ONLY as the contact number.

School Email Address:

- All school email address (fsschoolsportal.gov.za) will be regarded as first school email address. Only email on the first email field on SASAMS is regarded as school email address.
- Schools' email addresses spelt incorrectly.
- Schools that are persistently deliberately use other email regardless of assistance offered by district officials.

Update Pay-Point and Persal Component Number

School Information (1.1)

All data fields under Contact Details and Survey Details are required data fields for the Annual School

Contact Details **Survey Details** Survey Details SGB Status Twinning Details

Persal

Persal Pay Point Number: ****Persal Component Number:**

Double Shifts

****Does the school have double shifts?** Yes No

Please use the paysheet to check for Pay-Point and Persal Component Number



Menu 1.7 Is used when there was no school based on the reasons on drop list.

Setup School, Educator and Staff Terms Days (1.7)

Year: School Terms:

Terms

Click on a Term to Select and View Non-Teaching Days

Term	Start	End	Teaching Days
Term1	2024/01/17	2024/03/20	46
Term2	2024/04/03	2024/06/14	51
Term3	2024/07/09	2024/09/20	53
Term4	2024/10/01	2024/12/11	52


Non-Teaching Days per Term

Date	Reason
2024/08/09	National Womens Day

Add New Non-Teaching Day

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

 **Today: 2024/08/10**
Click on a date to select

Date Selected:

Reason for school closing:

-
- COVID 19
- Community Strike**
- Storms and Floods
- Elections
- Epidemic
- Sport
- Extra-mural
- Other



Module 2 -

1. **Dashboard:** This shows that attendance for staff and educators is still incomplete.
 - This occurs if **replacement** during leave and document **required** is **YES**

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HR Dashboard

Click Column Header to Sort Export to Excel Print Done

Date	2024/08/11
Number of Educators absent for the day	0
Number of Staff members absent for the day	0
Number of Educators absent for the year to date	13
Number of Teaching days lost due to absence	37
Number of Staff members absent for the year to date	9

Employees that have not submitted the required leave documentation: 22

Surname	Initials	Date of Absence		Type of Leave
		Start	End	
[REDACTED]	[REDACTED]	2024/02/15	2024/02/16	Sick (Educator)
[REDACTED]	[REDACTED]	2024/02/19	2024/02/23	Sick (Educator)
[REDACTED]	[REDACTED]	2024/02/23	2024/02/23	Family Responsibility Leave (Educator)
[REDACTED]	[REDACTED]	2024/02/06	2024/02/07	Sick (Staff)
[REDACTED]	[REDACTED]	2024/04/03	2024/04/04	Family Responsibility Leave (Educator)
[REDACTED]	[REDACTED]	2024/04/19	2024/04/19	Sick (Educator)
[REDACTED]	[REDACTED]	2024/01/25	2024/01/26	Sick (Educator)
[REDACTED]	[REDACTED]	2024/01/29	2024/02/01	Sick (Educator)
[REDACTED]	[REDACTED]	2024/02/05	2024/02/09	Special Leave: Training (Staff)

NB:
Leave MUST be updated before archiving Educator and Staff

Leaves in **RED** show that they are still not updated.

NB: If Educator or staff is absent and leave should be marked, then YES for document required can be used, but once the leave is submitted then document required should be ticked **NO** on SASAMS then the leave date will change to **BLACK** and leave is **COMPLETE**.

Leave and Absentee Details

Leave Records for : Persal No: Current History

Leave Taken

Date From	Date To	Days	Type of Leave	Documents	Comment
2024/02/15	2024/02/16	2	Sick		
2024/02/19	2024/02/23	5	Sick		

Edit Leave Details

Delete Leave Details

Edit LEAVE: For Educator / Staff member select **NO** or **YES**
For leave documents Required then click **Not Required**

Edit Leave Details (2.1)

Leave From: To:

Type of Leave:

Number of Working Days:

Was the educator/staff member replaced? Yes No

Who was the replacement paid by? SGB State

Leave Documents: Required Not Required

Document Submitted:

1. Verify that all educators are captured on SA-SAMS. Archive personnel that left the institution with correct date.
2. Verify and update the following fields with the correct latest information:
 - Personnel position and Post level.
 - The SACE number of all teaching staff (Page 2)
 - The number years of Teaching experience
 - The qualification levels of the educators.
 - Indicate if the teacher benefitted from the Fundza Lushaka scheme
 - The subject Specialisations of the Educators
3. Complete the Teaching Load for all Educators



Remember!!

1. Educator Code:

Use first three digit of Surname and 01, 02.

E.g. **Motaung** = Mot01;
Motloun = Mot02

2. Date Joined Staff:

Date as appears on Persal – appointment date – it goes with Years of Teaching Experience.

3. Years of Teaching Experience:

This may be as per date joined staff or differ if other experience before joining staff.

4. SGB paid Posts are not Permanent but Temporary

Educator Information (2.1)

Compulsory Details Additional Details Detail Qualification Types

**Educator Code: JB (max 5 characters)

**Surname: [REDACTED]

Previous Surname:

**First Names:

**Initials:

**Gender:

**Home Language:

**Instruction Language:

**Race:

**Date of Birth:

**SA Citizen:

**Country of Citizenship:

**Identity Number:

**Work Permit:

**Persal Number: [REDACTED]
(not compulsory for SGB post)

**Date Joined Staff: 2013/01/01 2013/01/01

**Nature of Appointment: Permanent

**Duration: Fulltime Part-time

Are/Were you a Funza Lushaka Bursar: Yes No

**Personnel Position:
Actual: Educator Acting: HOD

**Post Level: 01 Clear

Educator Teaching Level:
Select option where educator spends most time

Pre-grade R Remedial/Special Needs
 Grade R Intermediate Other
 Primary Secondary Guidance Teacher

**Years of Teaching Experience: 10

**Remuneration:
 Paid by Education Paid by SGB Paid by Other

**Qualification REQV Level:
REQV 14 : D (Matric + 4 yrs training)

**Highest Qualification Type:
First Academic Qualification

Educator LURITS Number: 352855

Reasons for computer usage (Multiple options allowed)

School Administration Teaching Curriculum Administration
 Other

Educator Photograph

EXTERNAL PICTURE FOLDER NOT FOUND

Browse for Photograph...

Remove Photograph

Additional Details

Qualification Details

Archive History

Save

Done

Teaching Load, Subject Specialisation and Subject Not Qualified to Teach in AAPR

Teaching Load:

- Subject and Grade currently assigned to educator.

Subject Specialisation:

- Subject Educator Actually qualified to Teach.

Subject Not Qualified to Teach: AAPR

- Difference between Subject currently educator is teaching and the subject of the Specialisation.

Module 3 – Learner Information

- ✓ All learners **MUST** be captured on SASAMS.
- ✓ Learner admission number should be different from ID number.
- ✓ Learner names should be correctly captured.
- ✓ First Name Field should be used to capture on ONE NAME.
- ✓ Nickname may be used to differentiate learners.
- ✓ DO NOT use numbers anywhere in names fields, e.g. M0loi.
- ✓ Learner parents must be updated if system shows none.

Capture Learner Information

Captured Learner Information



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Undocumented Learners

1. Learners without the ID;

- Parent should submit the Affidavit confirming the age of the learner to be admitted.
- Learner should be captured in SASAMS on admission and allocated grade, class and subject.
- All queries and problems should be directed to Circuit Manager.
- Use [Menu 3.5.11](#) to verify learners without ID



Invalid ID -

- ❑ If wrong ID is captured on SASAMS, the system will reflect such ID Invalid. The DHA algorithm of generating ID is used in SASAMS.

Check the following;

- Check if ID number is correctly captured on SASAMS.
- Check that the gender on SASAMS corresponds with the gender on ID doc.
- ID may look as correct but falls within the wrong age. **E.g. 120115 5687 087** is ID of person born in **1912 January 15**
- Alert the parents if ID is invalid to go to Home Affairs.

ID Not Validating

- School may opt for selecting ID Not Validating if ID is invalid or is existing.
- Parents may not get the ID from Home Affairs.

ID is already Exist

- School should be careful if ID is captured and shows ID already Exist – this means the record of learner is available in the backend of the system.
- School should not recapture the learner but restore the learner from Archives on **Menu 3.1.15**, if there is a problem to retrieve such learner profile, please seek assistance from SASAMS Trainer.



SNE Learners

- All learners with SNE should be captured on SASAM.
- Grade 12 learners with concessions should also be captured on SASAMS.

Learner Pregnancy

- Learner pregnancy should be captured before withdrawing learner from the system. **Menu 3.6.1** should be used.
- This information is reported to portfolio committee and to the Minister of Education.
- Non-Submission of this information is the contravention of law.

Learner Attendance

- Learner attendance marked has no reasons, schools are using (**No valid Reason**) just for saving attendance.

Valid Reasons

Reasons for Learner Absence from School (3.3.3)

Class : 3A : Week : 2024/07/12

Reasons in Blue are New or have been Changed

	Split	Learner	Start Date	End Date	Reason for Absence
1			2024/07/09	2024/07/09	No Valid Reason
2			2024/07/09	2024/07/09	No Valid Reason
3			2024/07/09	2024/07/09	No Valid Reason
4			2024/07/09	2024/07/09	No Valid Reason

Marking attendance with reasons schools can do the following;

- Use the weekly attendance Register.
- Create Codes for each type or reason which appears on SASAMS for teachers to mark learners.

Who Should Marks Attendance? Section 48 A,B

Reasons for Learner Absence from School (3.3.3)

Class : 3A : Week : 2024/07/12

Reasons in Blue are New or have been Changed.

	Split	Learner	Start Date	End Date	Reason for Absence
1			2024/07/09	2024/07/09	No Valid Reason
2			2024/07/09	2024/07/09	Access to transport
3			2024/07/09	2024/07/09	Act of Nature
4			2024/07/09	2024/07/09	Appointment at Court
					Approved as Comorbidity
					Attending extra murals
					Death of Family Member

Using Period Registers for marking learners on SASAMS

- School should use the form as appears in Learner Attendance Policy of 2011, Pg 48.
- Educators can also report learners absent during their period on SASAMS, schools should make access to computers to educators.
- List of all learners

Period Register

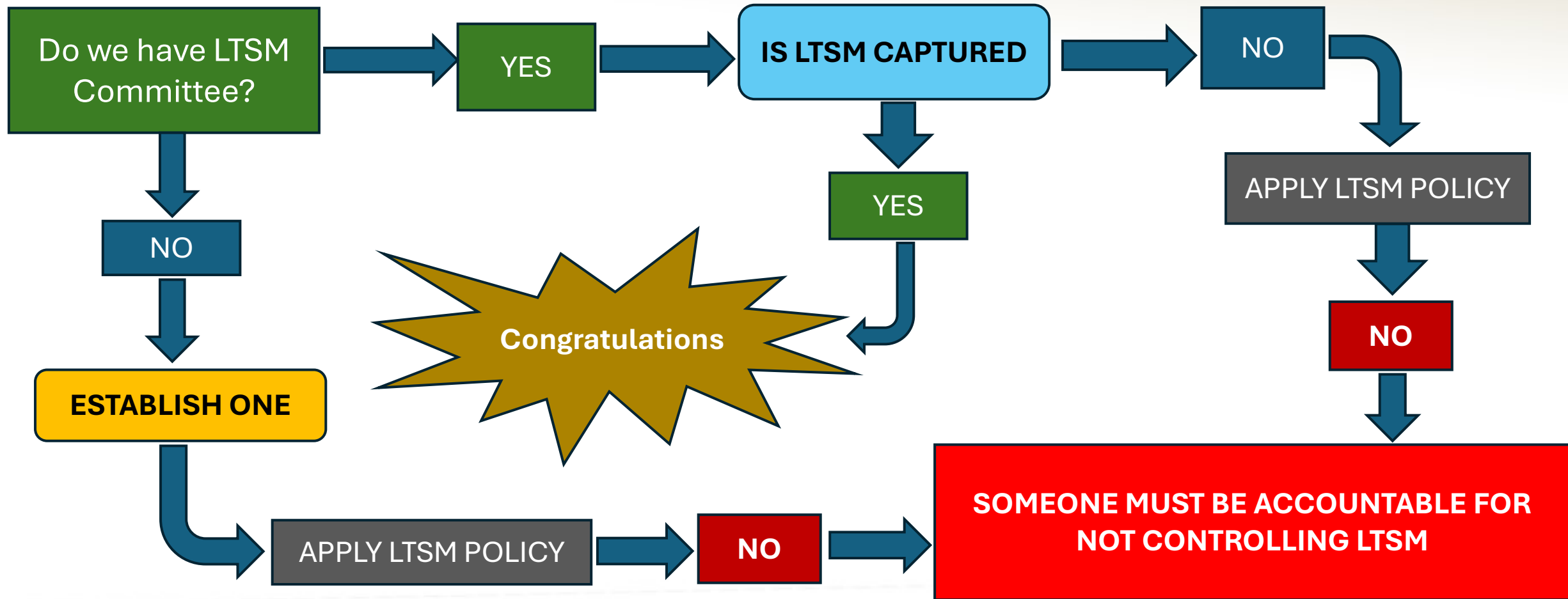
Marking Period Attendance Register on SASAMS



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Reporting LTSM on SASAMS

Questions that need to be answered



GUIDELINES HOW TO SIMPLIFY LTSM CAPTURING ON SASAMS

1

Collaboration between Admin and Educators

2

Ensure that Information is available

3

Follow the STEPS that are provided



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Step 1

Ensure that the following information should be available.

1. Delivery Note
2. Invoices
3. Books Delivered or Available
4. SASAMS Past Loans – **Menu 14.1.18**
5. SASAMS Inventory List – **Menu14.1.11**



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Books previously Allocated to learners or Educators. Print the list

LSM Items: Past Due Loans
2024/08/12

No	Dates:		Item Details Loan Details	Quantities:
	Expected Return	Issued		Outstanding
1290	2024/04/06		Book: Headstart Mathematics Grade 5 Learner's Book (ISBN:9780199056293)	1
	2024/04/06		Learner: MOSEA, Sanelisiwe	1
1291	2024/04/06		Book: Platinum English First Additional Language Grade 5 Learner's Book (ISBN:9780636135703)	1
	2024/04/06		Learner: MADUNA, Amohelang	1
1292	2024/04/06		Book: Headstart Mathematics Grade 5 Learner's Book (ISBN:9780199056293)	1
	2024/04/06		Learner: MOSIA, Lebohang	1
1293	2023/11/30		Book: Platinum English First Additional Language Grade 6 Learner's Book (ISBN:9780636135710)	1
	2023/01/09		Learner: TSHABALALA, Karabo (Archived)	1
1294	2023/11/30		Book: Platinum English First Additional Language Grade 6 Learner's Book (ISBN:9780636135710)	1
	2023/01/09		Learner: RAMMILE, Karabo (Archived)	1
1295	2023/11/30		Book: Platinum English First Additional Language Grade 6 Learner's Book (ISBN:9780636135710)	1
	2023/01/09		Learner: MOTLOUNG, Rethabile (Archived)	1
1296	2023/11/30		Book: Platinum English First Additional Language Grade 6 Learner's Book (ISBN:9780636135710)	1
	2023/01/09		Learner: RAKHOMO, Kamohelo (Archived)	1
1297	2023/11/30		Book: Platinum English First Additional Language Grade 6 Learner's Book (ISBN:9780636135710)	1

Select the second option (LSM Detail Inventory List for books already in the system and Print

LSM: Reports (14.1.11)

LSM: Loan Details Incl. Archived Items

Type: Learners Educators Staff

Grade: Class: Learner:

Outstanding Items Loan History

LSM: Detail Inventory List Incl. Archived Items

Type: Inventory List per Grade Inventory List per Area

Grade:

LSM: Inventory Summary per Grade Incl. Archived Items

Grade: Please note that some LSM Items may be linked to multiple Grades and as such may be counted multiple times.

LSM: Print Stock Write-Offs Incl. Archived Items

Filter: by Date by Area

From To

LSM: Print Blank Issue Form

Books can be printed by grade or all grades

LSM: Reports (14.1.11)

LSM: Loan Details Incl. Archived Items

Type: Learners Educators Staff

Grade: Class: Learner:

Outstanding Items Loan History

LSM: Detail Inventory List Incl. Archived Items

Type: Inventory List per Grade Inventory List per Area

Grade:

LSM: Inventory Summary per Grade Incl. Archived Items

Grade: Please note that some LSM Items may be linked to multiple Grades and as such may be counted multiple times.

LSM: Print Stock Write-Offs Incl. Archived Items

Filter: by Date by Area

From: To:

LSM: Print Blank Issue Form

Books Inventory

Step 2

■ Remove Past Loans

- Use **Menu 14.1.8** to remove past loan
- Select the book's ISBN from past loans list
- Select search
- Type full ISBN or partial



LSM Items: Past Due Loans

2024/08/13

No	Dates:		Item Details Loan Details	Quantities:
	Expected Return	Issued		Outstanding
1	2024/04/06		Book: Via Afrika Sesotho Puo ya Lapeng Kereiti 6 Padiso (ISBN:9781415424469)	1
	2024/04/06		Learner: MOSEA, Katleho	1
2	2024/04/06		Book: Via Afrika Sesotho Puo ya Lapeng Kereiti 6 Padiso (ISBN:9781415424469)	1
	2024/04/06		Learner: MOTAUNG, Tokelo	1
3	2024/04/06		Book: Via Afrika Sesotho Puo ya Lapeng Kereiti 6 Padiso (ISBN:9781415424469)	1

**E.g. Use ISBN – 9781415424469 or Partial ISBN: 424469,
(last six numbers)**



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Ensure to untick **School Subject** for all books in the catalogue to populate, then click on the **book** and **Issue/Return** button

The screenshot shows the 'LSM Items: Issue / Return (by Item) (14.1.8)' interface. It features a search filter section at the top with various dropdown menus and checkboxes. Below this is a 'Search Fields' section with input boxes for item details. At the bottom, there is a list of items and a sidebar with action buttons. Six numbered callouts (1-6) are overlaid on the interface to highlight specific elements:

- 1**: Points to the **School Subjects** checkbox.
- 2**: Points to the **Filters** checkbox.
- 3**: Points to the **Partial** radio button in the ISBN number of Item field.
- 4**: Points to the ISBN number of Item input field containing '424469'.
- 5**: Points to the **Core Reader (1)** link in the item list.
- 6**: Points to the **Issue / Return** button in the sidebar.

The interface includes the following elements:

- Filters:** Filters, Max View
- Search Filters:** **School Subjects**, Group: All, Area: All, Grade & Subject: All, Type: Books Others, Category: All, Language of Item: All, Search Fields:
- Search Fields:** Partial/Full Title of Item: [], ISBN number of Item: 424469, Publishers: All, Authors: All
- Item List:** **Books**, **Core Reader (1)**, Via Afrika Sesotho Puo ya Lapeng Kereiti 6 Padiso : Pub: Via Afrika : ISBN: 9781415424469
- Actions:** View Item, Issue / Return

Total Book on Stock, on Loan , Written Off and Available will show, then click books that must be returned from learners, please check the date loaned.

LSM Items: Issue / Return (by Item) (14.1.8)

Item: **Via Afrika Sesotho Puo ya Lapeng Kereiti 6 Padiso : Pub: Via Afrika : ISBN: 9781415424469**

Total Stock: **210** Loans: **295** Write Off: **0** Available: **-85**

Mode: Issue Return View Full Loan History

Outstanding Loans for this Item: Count: **295**

* Date Loaned	* Loaned To	Quantity	Returned	Outstanding
<input type="checkbox"/> 2024/01/02	Learner: [REDACTED]	1	0	1
<input type="checkbox"/> 2024/01/02	Learner: [REDACTED]	1	0	1
<input type="checkbox"/> 2024/01/02	Learner: [REDACTED]	1	0	1
<input type="checkbox"/> 2024/01/02	Learner: [REDACTED]	1	0	1
<input type="checkbox"/> 2024/01/02	Learner: [REDACTED]	1	0	1
<input checked="" type="checkbox"/> 2021/07/01	Learner: [REDACTED]	1	0	1
<input checked="" type="checkbox"/> 2021/05/17	Learner: [REDACTED]	1	0	1
<input checked="" type="checkbox"/> 2021/05/17	Learner: [REDACTED]	1	0	1
<input checked="" type="checkbox"/> 2021/05/17	Learner: [REDACTED]	1	0	1
<input checked="" type="checkbox"/> 2021/05/17	Learner: [REDACTED]	1	0	1
<input checked="" type="checkbox"/> 2021/05/17	Learner: [REDACTED]	1	0	1
<input checked="" type="checkbox"/> 2021/05/17	Learner: [REDACTED]	1	0	1
<input type="checkbox"/> 2021/05/17	Learner: [REDACTED]	1	0	1

Click in the check box of Item(s) to return stock.

Date of Return/Write Off:

Number of items being returned: Items have been counted and checked for RETURN

Save

If an item has been lost or damaged, please include it in the return quantity and then go to the write off section and remove the item from the system.

Step 3

Update the quantities of books on SASAMS

SA-SAMS : School Administration and Management System 14.1. LEARNER SUPPORT MATERIALS

14.1.1. LSM Subject Areas: Maintain

14.1.11. LSM Reports

14.1.2. LSM Items: Maintain

14.1.4. LSM Items: Maintain Stock Quantities

14.1.6. LSM Items: Issue / Return (by Persons)

14.1.7. LSM Items: Issue (by Grade / Subject)

14.1.8. LSM Items: Issue / Return (by Items)

14.1.18. LSM Items: Past Due Loans

Open Menu 14.1.4 for updating stock or write off books.



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Ensure to untick **School Subject** for all books in the catalogue to populate, then click on the **book** and **Stock Quantities** or **Write Off Stock** button

LSM Items: Maintain Stock Quantities (14.1.4) Filters Max View

School Subjects Group: All
Area: All
Grade & Subject: All All
Type: Books Others Category: All
Language of Item: All Search Fields:

Search Fields
Partial/Full Title of Item: Clear
ISBN number of Item: 424469 Full Partial
Publishers: All
Authors: All

GO

Click on an Item to Select the Item. Items: 1 + -

--- **Books**
... **Core Reader (1)**
... Via Afrika Sesotho Puo ya Lapeng Kereiti 6 Padiso : Pub: Via Afrika : ISBN: 9781415424469

View Item
Stock Quantities
Write Off Stock

LSM Items: Maintain Stock (14.1.4)

Item: **Via Afrika Sesotho Puo ya Lapeng Kereiti 6 Padiso : Pub: Via Afrika : ISBN: 9781415424469**

Total Stock: **210** Loans: **295** Write Off: **0** Available: **-85**

Stock Details:

Lines: **4**

Line	Date Added	Register	Qty Added	Item Cost	Qty WriteOff	WriteOff Cost	Total Cost	Total Item Value
1	2023/01/31	750/002	40	123.90	0	0.00	4956.00	4956.00
2	2020/06/16	750/002	100	113.35	0	0.00	11335.00	11335.00
3	2015/08/07	750/002	50	65.75	0	0.00	3287.50	3287.50
4	2013/05/29	750/002	20	159.90	0	0.00	3198.00	3198.00

All Books added will show here

Add Stock Quantity

Stock Register: **750/002 Text Books and LSM**

Date Added: **2024/07/10**

2024/07/10

Add

Qty Added: **120**

Cost (Per Item): **156**

Total: **18 720.00**

Done

Step 4

Assign Books to individual learner – EASY WAY

- ✓ Print SASAMS Design List on Menu 3.1.6.
- ✓ Issue List to Subject Educator.
- ✓ Tick Learners who received books, or write the Book Number next to learner.
- ✓ Take the list back to Office.
- ✓ Use Menu 14.1.7 to assign learners book as per list.



Use Blank Column to create Personalised Columns for Capturing Books.

Please **SAVE** the Template for future use.

Design Learner List (3.1.6)

MultiPrint Max View

Template: <New> Sorting: Alphabetically Grade: All

Field Selection
Select additional Columns (in the order required). Click to Remove (Yellow = Locked).

Blank Column	>>	Number
Address		Accession Number
Birth Date (Age)		Learner Surname
Boarder		Learner First Name
Boarder Number		Gender
Cell Phone Number		>> Blank Column: Book 1
Citizenship		>> Blank Column: Book 2
Class		>> Blank Column: Book 3
Clinic Hospital Account/Ref No		
Clinic/Hospital Name		
Date Registered		
Disabilities		

Sample Header
Click on Orange Columns to change Captions. Resize Columns: Count: 8

Number	Accession Number	Learner Surname	Learner First Name	Gender	Book 1	Book 2	Book 3	
--------	------------------	-----------------	--------------------	--------	--------	--------	--------	--

Template: Books Issue-2024 Save View Grid >> Done

Use this list to mark the learners who received books

Design Learner List (3.1.6)



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THABO MOFUTSANYANA

Emis No: [REDACTED]

Learner List
2024/08/13

All Grades, Sorted Alphabetically

Number	Accession Number	Learner Surname	Learner First Name	Gender	Book 1	Book 2	Book 3
4	828/2022	BOHATA	Kopano	M			
5	221-036	BOHLALE	Naledi	F			
6	224/201	BOROTHO	Karabo	M			
7	2020/40	BOTSANE	Mpho	F			
8	220-019	BUTHELEZI	Kamohelo	M			
9	224-05	BUTHELEZI	Thabang	M			
10	223/234	BUTHELEZI	Tshepiso	F			
11	212/2022	BUTHELEZI	Tshireletso	F			
12	2020026	CELE	Maureen	F			



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████████████████████
 THABO MOFUTSANYANA

Emis No: ██████████

Learner List
 2024/08/13

School may decide to tick books issued or use the book number next to each learner with book.

All Grades, Sorted Alphabetically

Number	Accession Number	Learner Surname	Learner First Name	Gender	Book 1	Book 2	Book 3
4	828/2022	BOHATA	Kopano	M			
5	221-036	BOHLALE	Naledi	F	X		
6	224/201	BOROTHO	Karabo	M	X		
7	2020/40	BOTSANE	Mpho	F			
8	220-019	BUTHELEZI	Kamohelo	M	X		
9	224-05	BUTHELEZI	Thabang	M			
10	223/234	BUTHELEZI	Tshepiso	F	X		
11	212/2022	BUTHELEZI	Tshireletso	F	X		
12	2020026	CELE	Maureen	F			

SA-SAMS : School Administration and Management System

14.1. LEARNER SUPPORT MATERIALS

14.1.1. LSM Subject Areas: Maintain

14.1.11. LSM Reports

14.1.2. LSM Items: Maintain

14.1.4. LSM Items: Maintain Stock Quantities

Open Menu 14.1.7

14.1.6. LSM Items: Issue / Return (by Persons)

14.1.7. LSM Items: Issue (by Grade / Subject)

14.1.8. LSM Items: Issue / Return (by Items)

14.1.18. LSM Items: Past Due Loans

Select Grade/Subject

Grade: Subject:

Available Item(s) to Issue

Count:

Click in the check box of Item(s) to Issue.

Only Items with Available Qty >0 are shown.

Item	Available
<input type="checkbox"/> Book: South African Dictionary : Pub: Macmillan : ISBN: 0797805451	37
<input type="checkbox"/> Book: Adventure in the Desert : Pub: Juta and Company : ISBN: 9780702192029	10
<input type="checkbox"/> Book: Dad's Place : Pub: Juta and Company : ISBN: 9780702192036	10
<input type="checkbox"/> Book: Different Villages : Pub: Juta and Company : ISBN: 9780702192043	10
<input type="checkbox"/> Book: Making a Choice : Pub: Juta and Company : ISBN: 9780702192081	37
<input type="checkbox"/> Book: Race to the Finish : Pub: Juta and Company : ISBN: 9780702192104	38
<input type="checkbox"/> Book: New Successful English Learners book : Pub: Oxford : ISBN: 0195714262	150
<input type="checkbox"/> Book: Platinum English First Additional Language : Pub: Maskew Miller : ISBN: 9780636735697	12
<input checked="" type="checkbox"/> Book: Platinum English First Additional Language Grade 4 Learner's Book : Pub: Maskew Miller Longman (Pty) Ltd : ISBN: 978063...	197

Issue Item(s)

Type: Learner Educator Staff

5 learners selected out of 39

Grade: Class: Learner:

- BC [redacted]
- BL [redacted] helo
- DH [redacted] g
- FR [redacted] ang
- GA [redacted]
- HI [redacted]

Loan Venue:

Quantity Issued:

Average Condition of Items Issued:

Date Issued: Expected Return Date:

School's Term 4 ends 2024/12/13

Issue

Done

Step 5

- Use **Menu 14.1.6** to view full history of learner books.
- Print Individual Books Completed Form, to be signed by learner and parent.
- Book numbers can also be added manually.



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LSM Items: Issue / Return Items (by Persons) (14.1.6)

Person

Max View

Type: Learner Educator Staff

Educator: Class: Learner:

Mode

Select: Issue Return View Full Loan History Print Issue Form

Full Loan History

Count:

* Date Loaned	* Item	Issued	Returned	Outstanding
2024/04/06	Book: Natural Science and Technology Platinum	1	1	0
2024/04/06	Book: Platinum English First Additional Language Grade 4 Reader	1	1	0
2024/04/06	Book: Platinum Social Sciences Grade 4 Learner's Book	1	0	1
2024/04/06	Book: Study & Master Life Skills Grade 4 Learner's Book	1	0	1
2024/04/06	Book: Via Afrika Sesotho Puo ya Lapeng Kereiti 4 Buka ya moithuti	1	0	1
2024/04/06	Book: Viva Mathematics Grade 4 Learner's Book	1	0	1
2024/02/15	Book: ditharollo tsa bohle Sesotho Kreiti 4 Buka ya Moithuti	1	0	1
2024/02/15	Book: Platinum English First Additional Language Grade 4 Learner's Book	1	1	0
2024/02/15	Book: Platinum English First Additional Language Grade 4 Learner's Book	1	1	0
2024/02/15	Book: Platinum English First Additional Language Grade 4 Learner's Book	1	1	0
2024/02/15	Book: Platinum English First Additional Language Grade 4 Learner's Book	1	1	0
2024/02/15	Book: Platinum English First Additional Language Grade 4 Learner's Book	1	1	0
2024/02/15	Book: Platinum English First Additional Language Grade 4 Learner's Book	1	1	0
2024/02/15	Book: Platinum English First Additional Language Grade 4 Learner's Book	1	1	0
2024/02/15	Book: Platinum English First Additional Language Grade 4 Learner's Book	1	0	1
2024/02/15	Book: Platinum English First Additional Language Grade 4 Reader	1	0	1
2024/02/15	Book: Platinum English First Additional Language Grade 4 Teacher's Guide	1	1	0
2024/02/14	Book: ditharollo tsa bohle Sesotho Kreiti 4 Padiso	1	0	1
2024/02/14	Book: Natural Science and Technology Platinum	1	0	1
2024/02/14	Book: Platinum English First Additional Language Grade 4 Learner's Book	1	1	0
2024/02/13	Book: Via Afrika Sesotho Puo ya Lapeng Kereiti 4 Padiso	1	0	1

Person

Max View

Type: Learner Educator Staff

Educator: Class: Learner:

Mode

Select: Issue Return View Full Loan History Print Issue Form

Outstanding Loans

Count:

* Date Loaned	* Item	Outstanding
<input checked="" type="checkbox"/> 2024/04/06	Book: Platinum Social Sciences Grade 4 Learner's Book	1
<input checked="" type="checkbox"/> 2024/04/06	Book: Study & Master Life Skills Grade 4 Learner's Book	1
<input checked="" type="checkbox"/> 2024/04/06	Book: Via Afrika Sesotho Puo ya Lapeng Kereiti 4 Buka ya moithuti	1
<input checked="" type="checkbox"/> 2024/04/06	Book: Viva Mathematics Grade 4 Learner's Book	1
<input checked="" type="checkbox"/> 2024/02/15	Book: ditharollo tsa bohle Sesotho Kreiti 4 Buka ya Moithuti	1
<input checked="" type="checkbox"/> 2024/02/15	Book: Platinum English First Additional Language Grade 4 Learner's Book	1
<input checked="" type="checkbox"/> 2024/02/15	Book: Platinum English First Additional Language Grade 4 Reader	1
<input checked="" type="checkbox"/> 2024/02/14	Book: ditharollo tsa bohle Sesotho Kreiti 4 Padiso	1
<input checked="" type="checkbox"/> 2024/02/14	Book: Natural Science and Technology Platinum	1
<input checked="" type="checkbox"/> 2024/02/13	Book: Via Afrika Sesotho Puo ya Lapeng Kereiti 4 Padiso	1

Click Print Issue Form , then select All and print learner form

Learner LSM Issue Form

Click in the check box of Item(s) to be Included in the Issue form.

Select All

Select None

Print

SASAMS Security

- School principal are requested to take care of SASAMS Security.
- All administrator username not used by other users.
- Principal appoints **Emis Officer** to be school administrator.
- All users **MUST** sign the **SASAMS Access Form**.
- Emis Officer should allocate the user rights on SASAMS.
- All forms should be in SASAMS File for audit.
- Emis Officer **MUST** ensure to keep the backup.
- Database can be put to One-drive as backup.

Emis Officer Form

Access Form



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User Profile Filter











All

Selected Users

ID: Level: Login / Name:

Click on a User

All Current Archived

-  AnnaK (L3)
-  BerlinahM (L3)
-  BongekileM (L3)
-  DikelediQ (L3)
-  DimakatsoM (L3)
-  DineoM (L3)
-  DitabaM (L6)
-  FikileM (L3)
-  GoitsimangM (L4)
-  HlaudiM (L3)

Users with Level less than your user level (8).

User Details

**** Required Data**

Linked to:

** Surname:

** First Names:

** Login Name: 1st Name and 1st letter(s) of each word of Surname and if required a Number.

User Profile: Used to assign rights in the system.

Please use and complete these forms

Note, 'User Rights' are now set under 'User Profiles' 'System Rights' tab.

Add

Print EMIS Officer Form

Print User Application Form

Done

FINANCES UPDATE

- ALL schools are trained on capturing the finances.
- Schools capturing on finances is not satisfactory.

What is the big Problem??



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What is updated on SASAMS

- **QMS (Menu 2.28)** is now updated and ready for use.
 - School clerks cannot access the module.
 - Educators will use their login details to access their profiles.
 - No one can see other's information to effect changes.
- **AAPR (Menu 7.3)** is integrated on SASAMS.
- **Errors and Omissions (Menu 17)** integrated on SASAMS
- **System Error and Omissions (Menu 16.19)** integrated on SASAMS.



What is Coming soon on SASAMS

- ✓ New Modules on **SSE** and **SIP**:
Module 10 reserved for these modules.
- ✓ NSNP is still under development it is not yet final.



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Thank You



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