Install notes and walkthroughs of

QuickSAMS©

(Click here for contents of this document)

QuickReps: See samples of the variety of report styles that can be printed straight off your SAMS Database here (A copy of your SAMS data file can be used if preferred).

QuickSMS: Send SMS to various stakeholders (parents/learners/staff etc.) in and around your school/college directly from your SAMS database (or a copy if preferred)

QuickMail: Send Email to various stakeholders (parents/learners/staff etc.) in and around your school/college along with attachments directly from your SAMS database (or a copy if preferred)

QuickLabels: Print labels onto any type of label paper for envelopes, badges and or seating or other labelling requirements in your school from your SAMS database (or a copy if preferred). Choose from preset templates or use a design wizard to design your own.

QuickCertificates: Choose from dozens of certificate types and styles and for any learner on your SAMS database.

QuickSPORTS: This app Syncronises your learners and your staff in your SASAMS database with the SportsCap database for all your BokSmart rugby registrations as well as a fully digitized mobile sports management system.

QuickSEATS: This app pulls the learners from your SASAMS database into a fully customizable seating plan which can be used not only for matric seating

plans and other exam times but also for general classroom seating plan organization.

quickParent: This app uploads your SASAMS data to a parent mobile phone application so that parents are kept informed of news, task and term marks, absenteeism, mertis/demerits as well as being able to update their bio information. (see our independent website for this application here)

Note:

*** all eight add-ons are installed upon installation, each being its own stand-alone application (Combinations carry different pricing, contact us for details)**
*** that each add on is a separate module and needs to be registered for separately**
*** when registering for an add on you will automatically be in 'Demo mode', to activate a license simply email us and we will send payment details, upon receipt of payment we will activate your license.**
*** SASAMS is not the only data source these applications are capable of drawing data from.**

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How to Install and setup (link to your SAMS data file) QuickSAMS:

Installation:

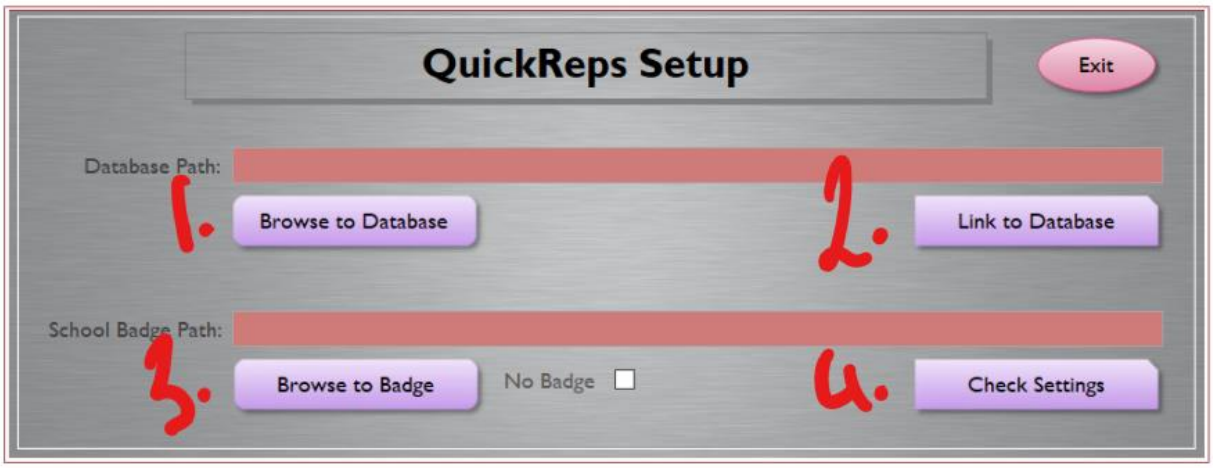
Before you install – you need to determine the bitness of your MSOffice installation. Click here to see how to do this.

Included in this package of manuals is a manual called ‘Install QuickSAMS.PDF’. Open that and follow the instructions on how to install QuickSAMS.

Alternatively, for assistance with installation there is another document in this package of documents called ‘InstallationAssistanceSetup.pdf’. Open this and follow the instructions on how to setup installation assistance with us.

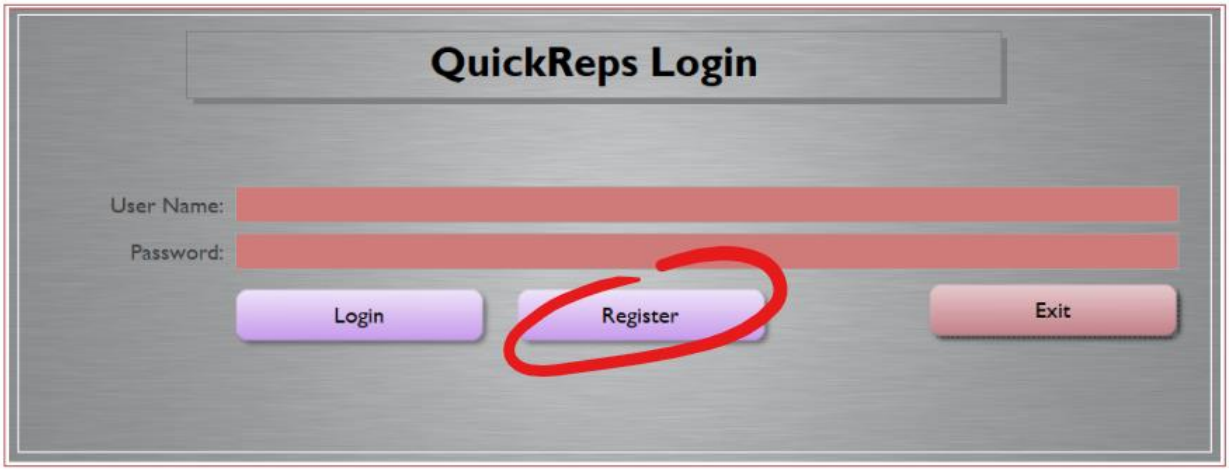
Setup

Link to your SAMS Data file: (Note: for QuickReps, you must be pre your year-end-procedure eg. before you ran 3.19 in SASAMS and after you have run all your end of term procedures in SASAMS eg 12.7.16.3):

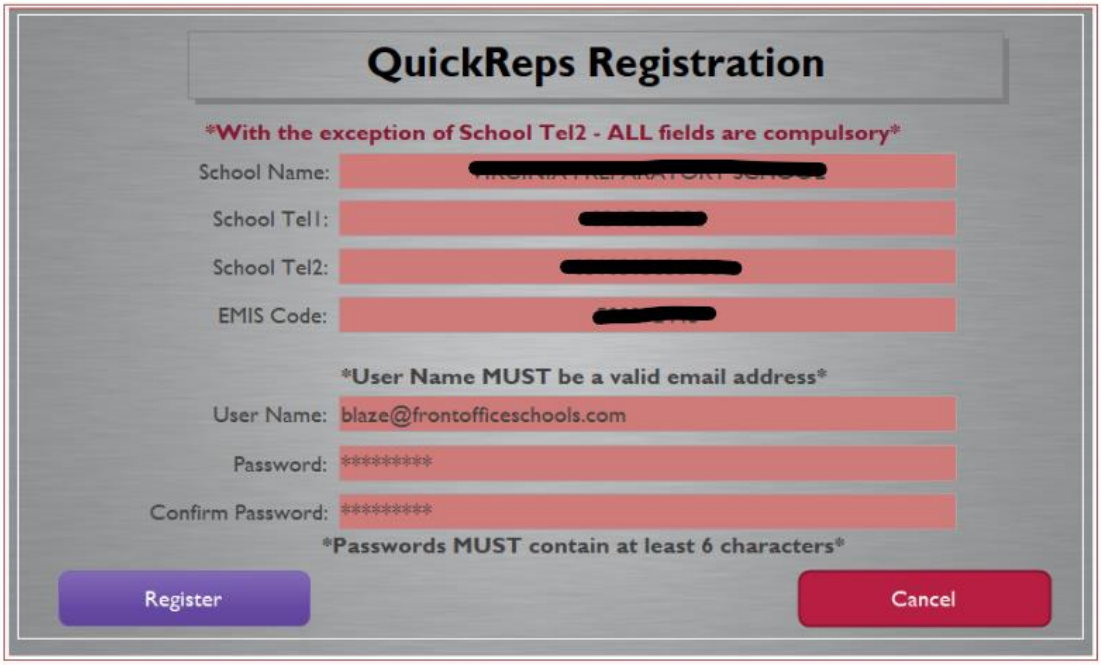


1. Browse to the database location of your SAMS Data file and select the data file that you use (it's usually called something similar to [Schoolname].mdb eg: HilltopHigh.mdb). it is the same file that you select when opening SAMS. If your SAMS Data file is not stored on your network then you will either find it in C:\Program Files\EdusolSAMS\Data folder (sometimes that is Program Files x86) OR in C:\Users\[username]\AppData\Local\VirtualStore\Program Files\EdusolSAMS\Data.
   (IT IS WORTH REMINDING YOU, THAT YOU ARE IN NO WAY ALTERING OR ADJUSTING OR MOVING OR DISTURBING YOUR SAMS DATA IN ANY WAY SHAPE OR FORM. YOU ARE SIMPLY READING THE DATA FROM THE FILE. IF YOU PREFER YOU CAN VERY EASILY AND SIMPLY MAKE A COPY OF YOUR SAMS DATA FILE AND POINT YOUR QUICKSUITE APPLICATIONS AT THAT FILE INSTEAD.)
2. Click 'Link to Database'
3. If you have a school badge browse to your school badge. If not, then just tick the 'No Badge' box.
4. Click Check Settings

Registration

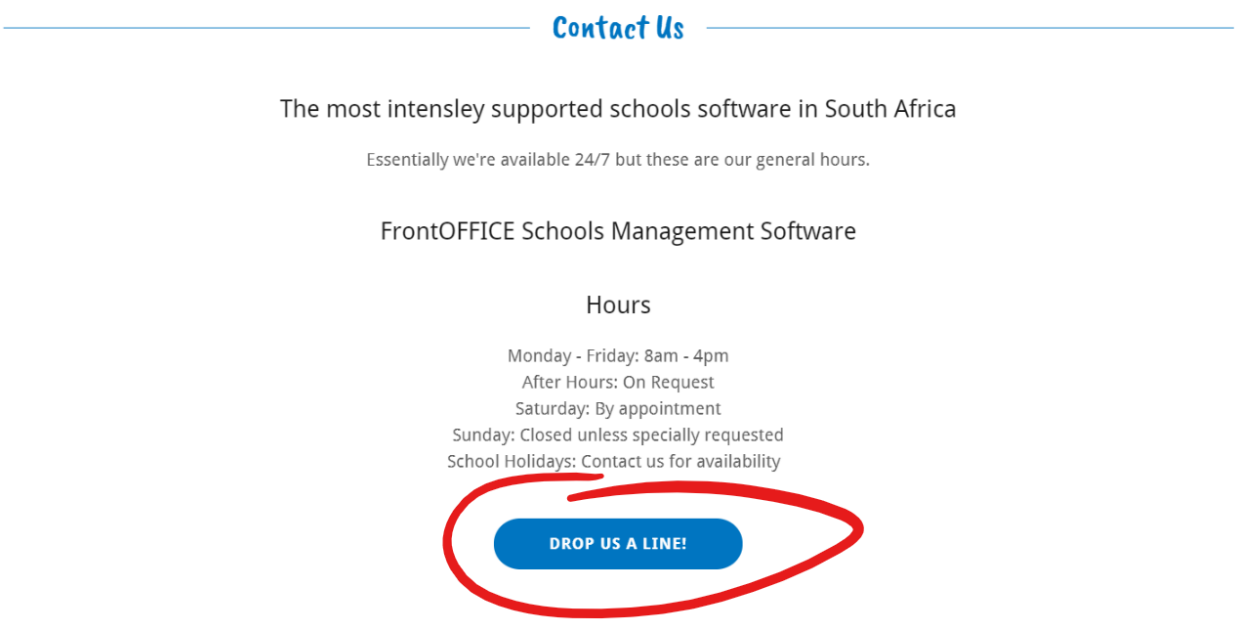


<u>Then log in or register:</u> (note that registration does not require any payment – you will simply be defaulted to demo mode and if you are satisfied and want the full version you simply need to [contact us](#))



- Your School name etc. will automatically be picked up.
- Enter a username which must be a valid email address and password of at least 6 characters then click register.

- Your registration details are linked to your school details. Make note of your username and password. If you forget them then please notify us through the ‘Contact us’ section here :





- At the bottom of the registration page with drop down for reseller. Please select the reseller that introduced you to the software. If they are not on the list simply continue without entering this and kindly let the person know so that can let us know.
- Note that one has to register for each add on application (you can use the same username and password for each) because each of these add on applications are independent of one another and can be used as a stand-alone or a combination of stand-alones. Note these carry various pricing structures which we will send to you upon enquiry.

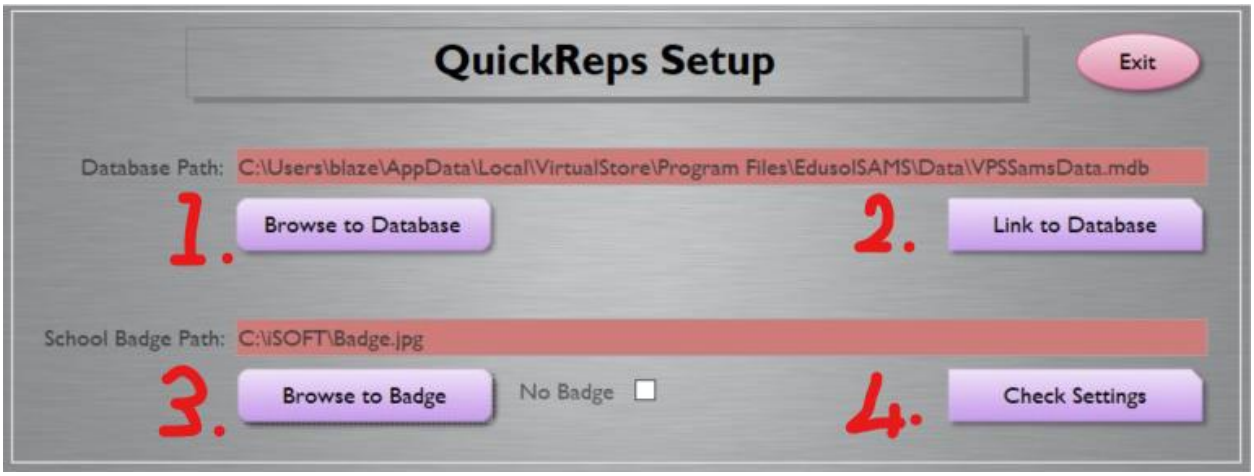
Basic walkthrough of the apps in the QuickSAMS:

QuickReps

Link To Your SAMS Database

(note you needn't browse every time you start, the system will remember the path)

1. Simply open the QuickReps app and:



2. (1) Browse to the database location of your SAMS Data file and select the data file that you use (it's usually called something similar to [Schoolname].mdb eg: HilltopHigh.mdb). it is the same file that you select when opening SAMS. If your SAMS Data file is not stored on your network/server location, then you will either find it in C:\Program Files\EdusolSAMS\Data folder (sometimes that is Program Files x86) OR in C:\Users\[username]\AppData\Local\VirtualStore\Program Files\EdusolSAMS\Data.
   (2) Click 'Link to Database'
   IT IS WORTH REMINDING YOU, THAT YOU ARE IN NO WAY ALTERING OR ADJUSTING OR MOVING OR DISTURBING YOUR SAMS DATA IN ANY WAY SHAPE OR FORM. YOU ARE SIMPLY READING THE DATA FROM THE FILE. IF YOU PREFER YOU CAN VERY EASILY AND SIMPLY MAKE A COPY OF YOUR

SAMS DATA FILE AND POINT YOUR QUICKSUITE APPLICATIONS AT THAT FILE INSTEAD.

(3) Browse to your school badge that you display on your reports.
(4) Click Check Settings.

3. **Then log in (to see how to register click here):**

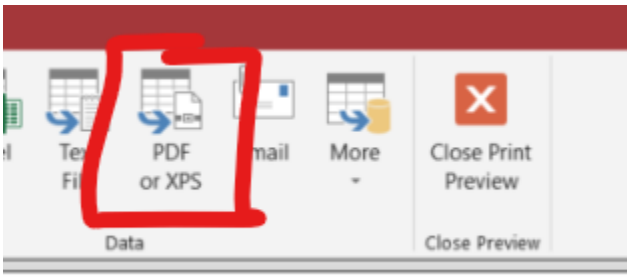


Report Options Selection



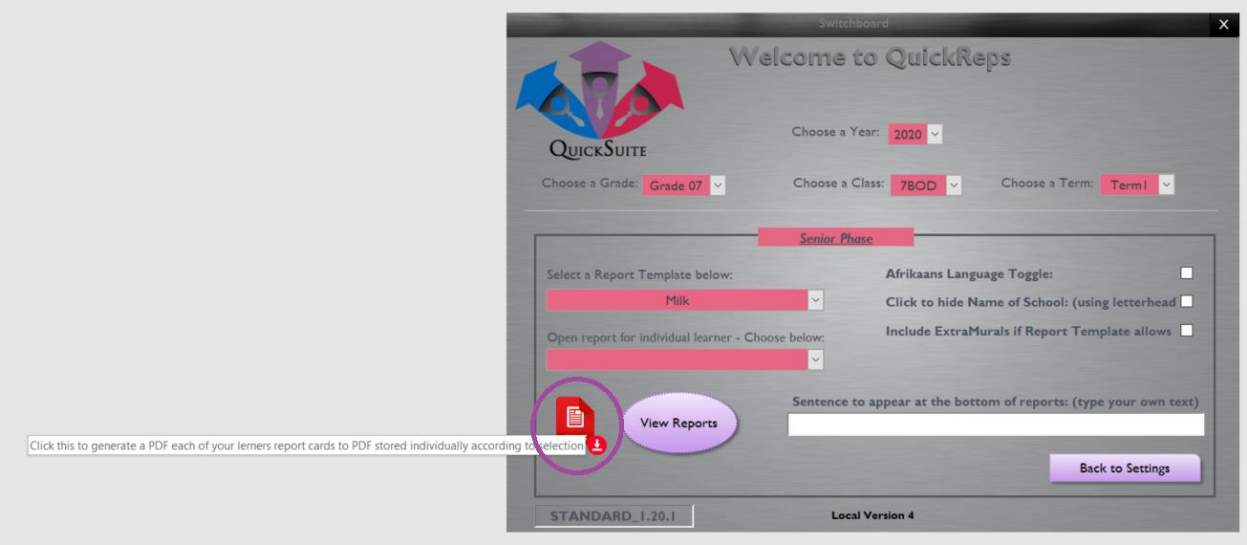
1. Select a Year
2. Select a grade
3. Select a class
4. Select a term
5. Choose a report style of your preference
6. Choose from the report extra options if required
    - Afrikaans Language Toggle (For the report to be in Afrikaans)
    - Click to hide Name of School (If the badge path you set was to a letterhead and not just a regular report badge)
    - Include ExtraMurals if Report Template includes
7. Alternatively (to step 5) choose report for just an individual (Must be in the grade selected)
8. Click View Reports to see the reports for your selection

Use page setup if need be for your printer settings. Either print straight from the system or export to PDF:

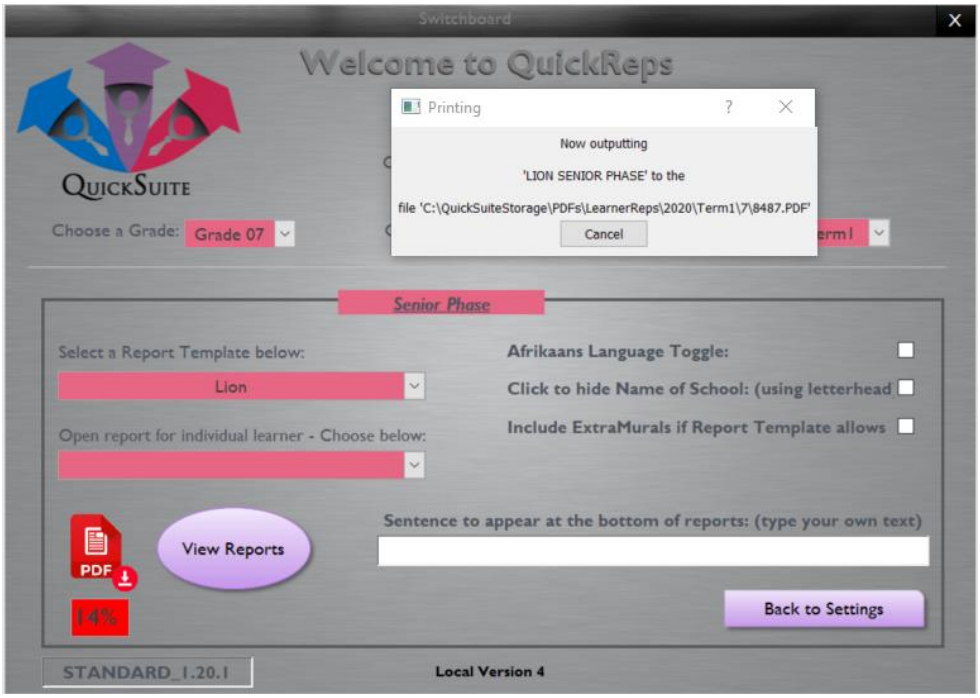


9. Note that exporting to PDF in this case will hold all the learners' reports in one PDF document. Which is useful for storage or to transfer to another machine for printing. In order to create EACH learners report by PDF then see the next section.

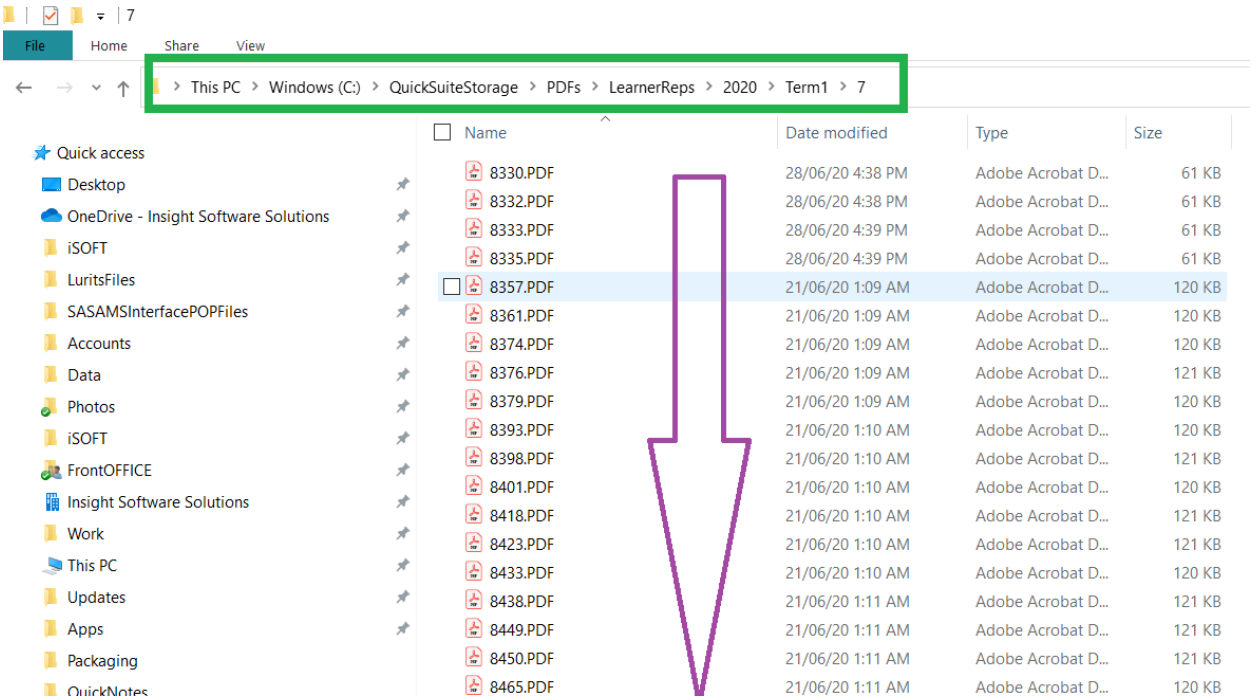
Creation of PDF Report Cards per Learner



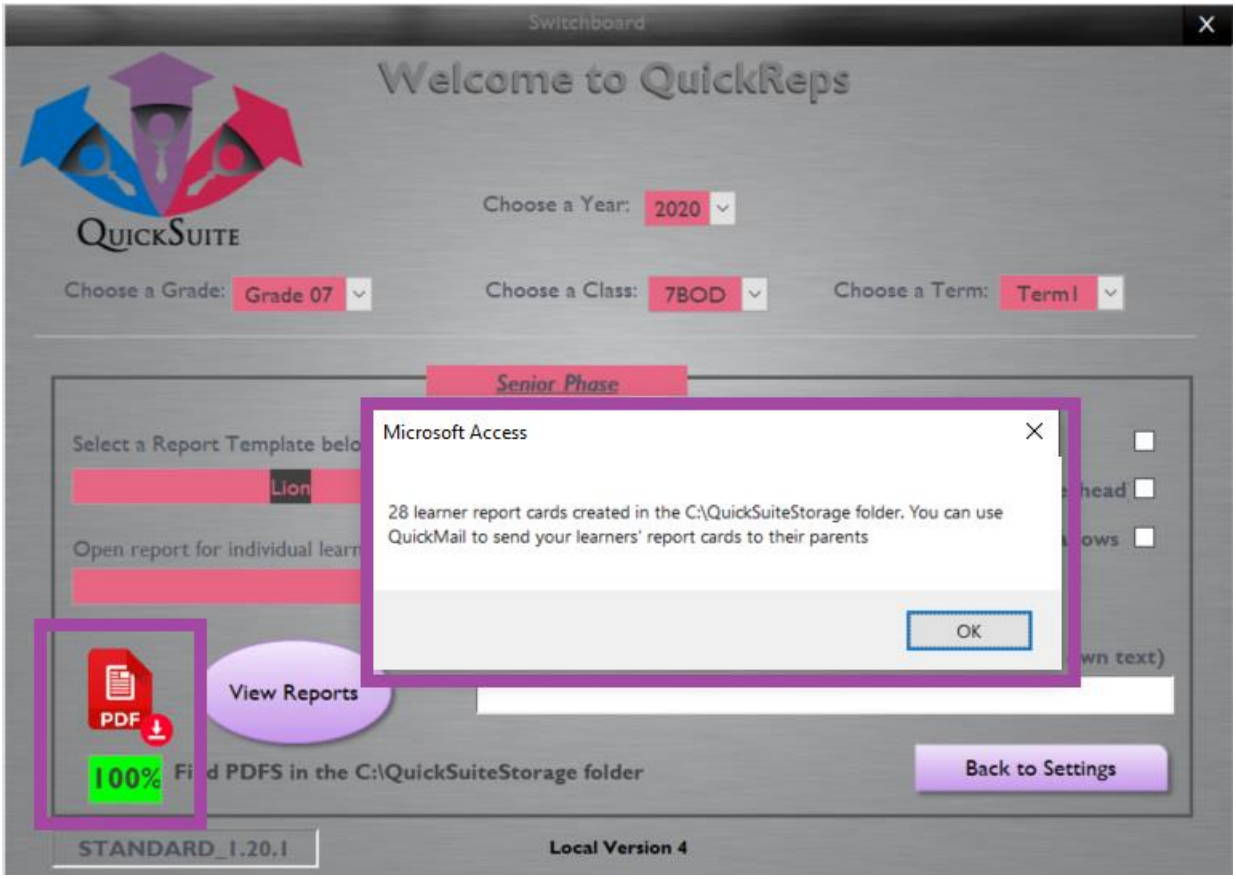
1. Simply select the filters for the data of the report you want to print then select the style of report you wish to print
2. If you use a letterhead and not a badge then select that option
3. If you want the reports in Afrikaans then select that option
4. If the report type includes extra murals (note that not all of them do) then tick that option
5. Click the PDF button as circled in the screenshot above
6. You will then see the system outputting each learners' report



7. The percentage complete shows under the PDF button
8. You can actually see the PDFs pop up in the destination folder



9. You will see a message telling you all the reports have been created along with the percentage counter which will change to green and indicate 100%



10. They will always be saved in *C:\QuickSuiteStorage\PDFs\LearnerReps\20xx\TermY\Z* (where xx = the year selected, Y = the term selected and Z = the grade selected)
11. Note that the QuickSuiteStorage folder will not be replaced if you install a new version of the system
12. You can then also simply copy and paste that QuickSuiteStorage folder to your staff share folder on your server (or distribute to the staff via flash drives or email or however you wish to distribute them) for your staff to check the reports.
13. You can then use QuickMail system to automatically email these reports to each parent (it loops through each learner and creates an email for each parent and attaches the PDF and sends the email).
14. Click here to see how to create and use digital signatures

Digitally Sign Learner Report Cards

Click here to go to the place in the document where this is covered.

Extra Notes

Note that you need to make sure your SAMS Marksheets have pushed the marks through to their report mark field by going to:

12.7.16.3 and saving all the subjects for a grade there – remember sometimes that before you can save there you have to save in 12.3.12 (the marksheets in SAMS itself).

To recap the following will cause log in to fail or the program not to run at all:

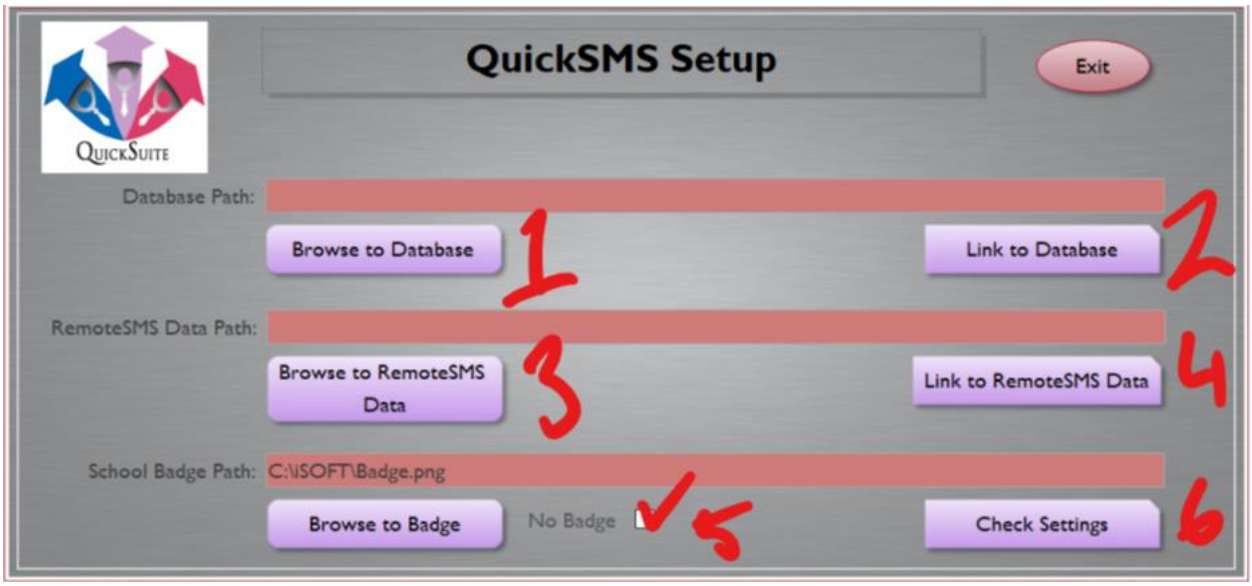
1. If you have not registered – note that you can register and continue to use applications in demo mode
2. Incorrect password or username ...
3. No internet connection (only required for log in and or registration)

QuickSMS

Link To Your SAMS Database

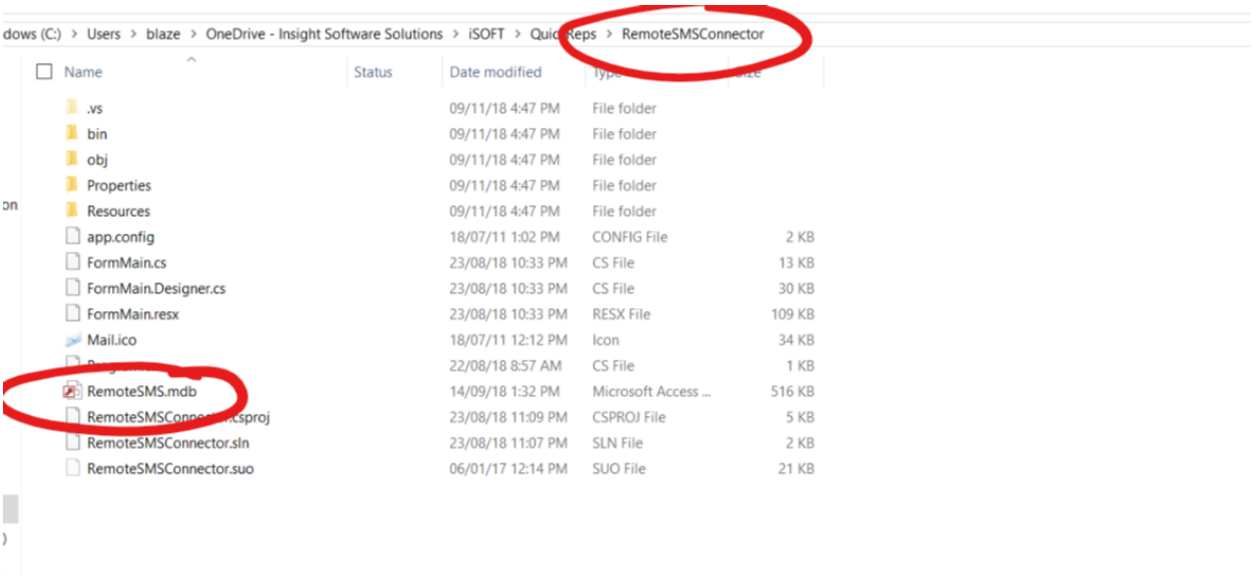
(note you needn't browse every time you start, the system will remember the path)

1. Simply open the QuickSMS app and:



2. (1) Browse to the database location of your SAMS Data file and select the data file that you use (it's usually called something similar to [Schoolname].mdb eg: HilltopHigh.mdb). it is the same file that you select when opening SAMS. If your SAMS Data file is not stored on your network/server location then you will either find it in C:\Program Files\EdusolSAMS\Data folder (sometimes that is Program Files x86) OR in C:\Users\[username]\AppData\Local\VirtualStore\Program Files\EdusolSAMS\Data.
   (2) Click 'Link to Database'
   IT IS WORTH REMINDING YOU, THAT YOU ARE IN NO WAY ALTERING OR ADJUSTING OR MOVING OR DISTURBING YOUR SAMS DATA IN ANY WAY SHAPE OR FORM. YOU ARE SIMPLY READING THE DATA FROM THE FILE. IF YOU PREFER YOU CAN VERY EASILY AND SIMPLY MAKE A COPY OF YOUR SAMS DATA FILE AND POINT YOUR QUICKSUITE APPLICATIONS AT THAT FILE INSTEAD.

   (3) This should be already in place by default. However if you accidentally remove then path then browse to C:\QuickSuite\RemoteSMSConnector and choose RemoteSMS.mdb



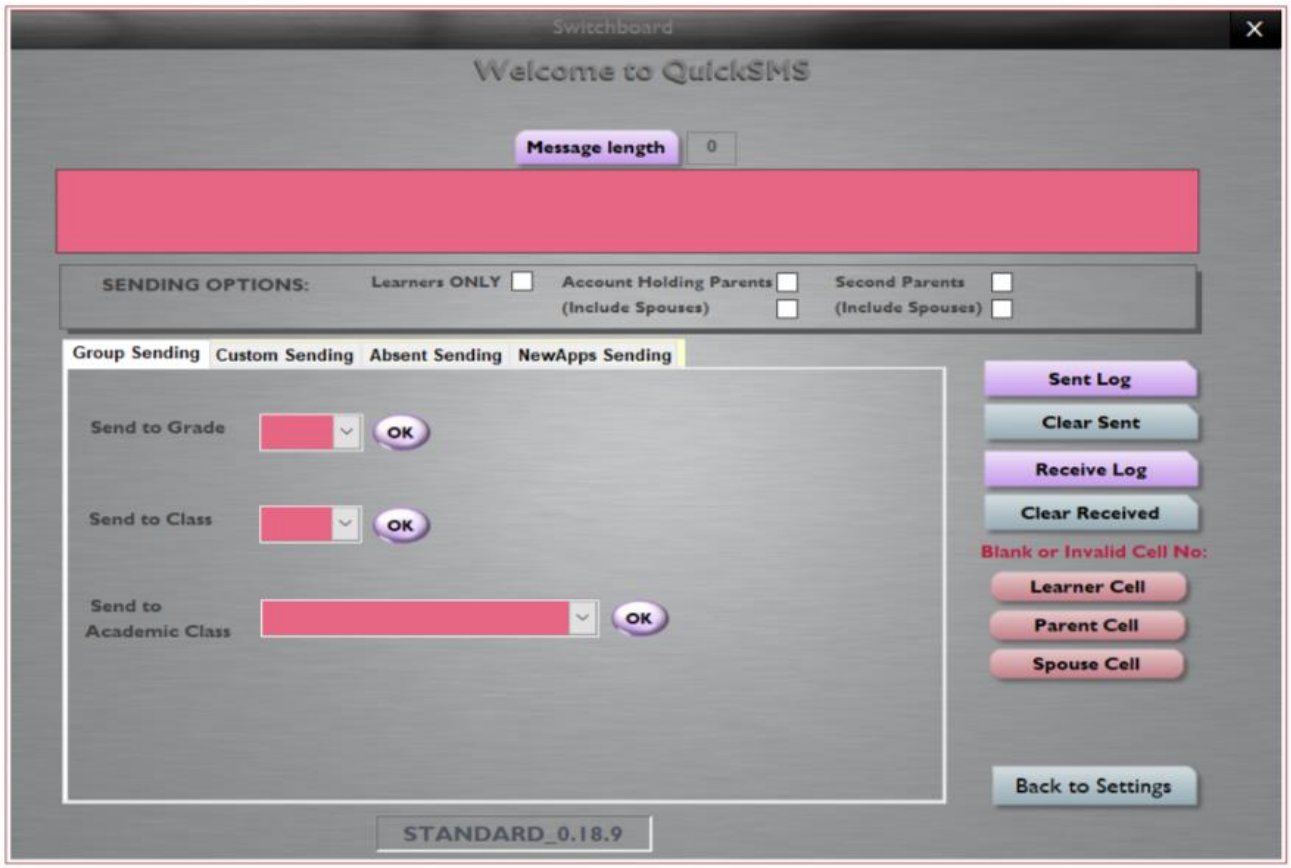
(4) Click Link to remoteSMSdata

(5) Tick the 'No Badge' box.

3. Click Check Settings
4. **Then log in (to see how to register click here):**



5. Once you have logged on you will see:



Sending Options

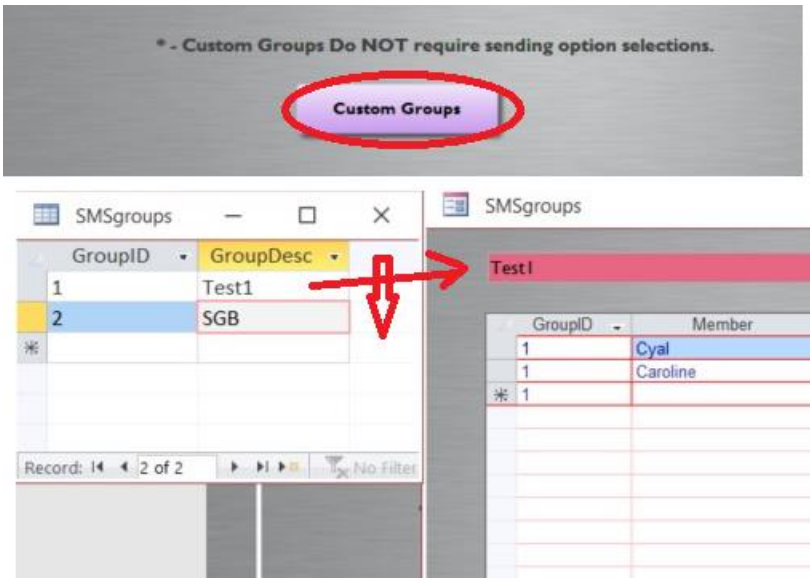
You can select one or more of the sending options. If SMS numbers have been captured for these then an SMS will be sent to them.

Group Sending

As per the screenshot above you can send to grade, or register class or an academic class

Custom Sending

Custom Groups:



- Enter A message you wish to send before this.
- Click Custom Groups to create your own custom group lists.
- Click Add Groups.
- A datasheet will pop up. Add the title of a group you might like to add. Eg SGB.
- Close the datasheet then select that from the drop-down list (note that you may have to 'refresh' the drop-down list (close SMSGroups form and open it again).
- Enter the members of that list.

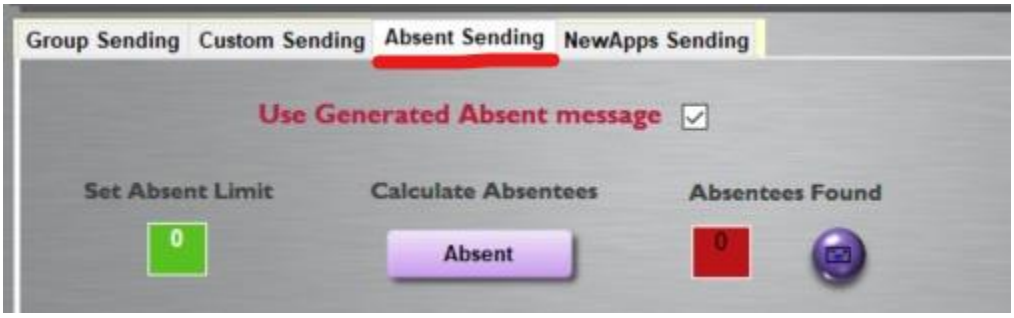
Custom Learners:



- Custom Learners will open a datasheet where you can select random learners that wouldn't ordinarily be grouped together from a drop down, into a group that you wish to send an SMS to.

- You can have a copy of the SMS sent to the Author of the SMS and or the principal by ticking the 'Send copy…' option and selecting the author from the drop downs below.

Absent Sending



- The absent limit will mean that the system will only send to learners' parents (or whatever selections you have made) for those that have been absent for a multiple of the limit selected. For example: if you enter a 2, then click Absent, the Absentees Found block will show you the number of learners that have been absent for the second time (or 4th or 6th or 8th etc.) that will be apprised of absence.
- You can enter your own standard message or you can tick the 'Generated Absent message' and the system will automatically generate a message for you.

NewApps Sending



- This is fairly self-evident. Select 'Send to All' if you want to send to all the new applicants or select a grade.

Send\Receive Logs



- The send and receive log keeps a record of SMS sent or received. Note that SMS can be received but the automated SMS state that parents are not to reply to the automated message.
- From time to time you can clear these logs by clicking the respective clear buttons.

Cellphone Number Validity



- These buttons enable you to check for SMS numbers that have not been entered or have been entered 'badly' (Incomplete or too long etc.)

Purchase Credits

Before using QuickSMS you need to first set up an account with the SMS credits seller and log onto their server as follows:

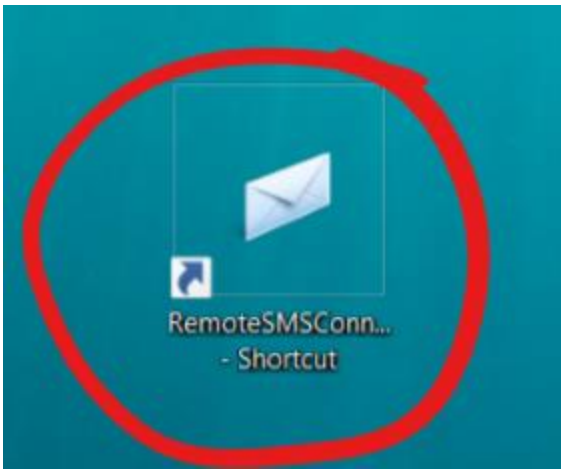
6. Go to https://www.smsguys.co.za/



7. Set up an account with them and purchase credits.
8. Before you open QuickSMS you need to enable the engine that enables your computer to send and receive SMS.

Activate SMS Engine (This connects your QuickSMS to the cellphone network)

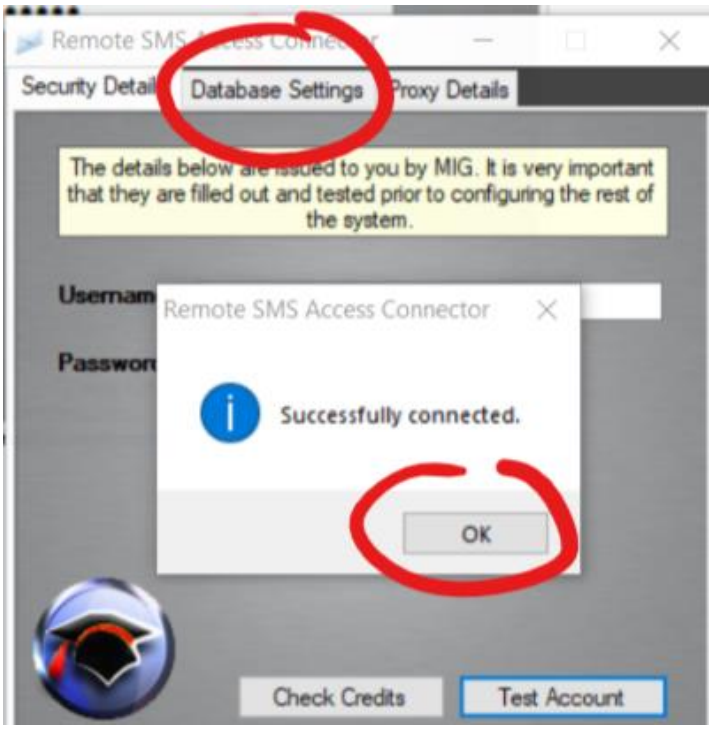
9. Open the shortcut on your desktop



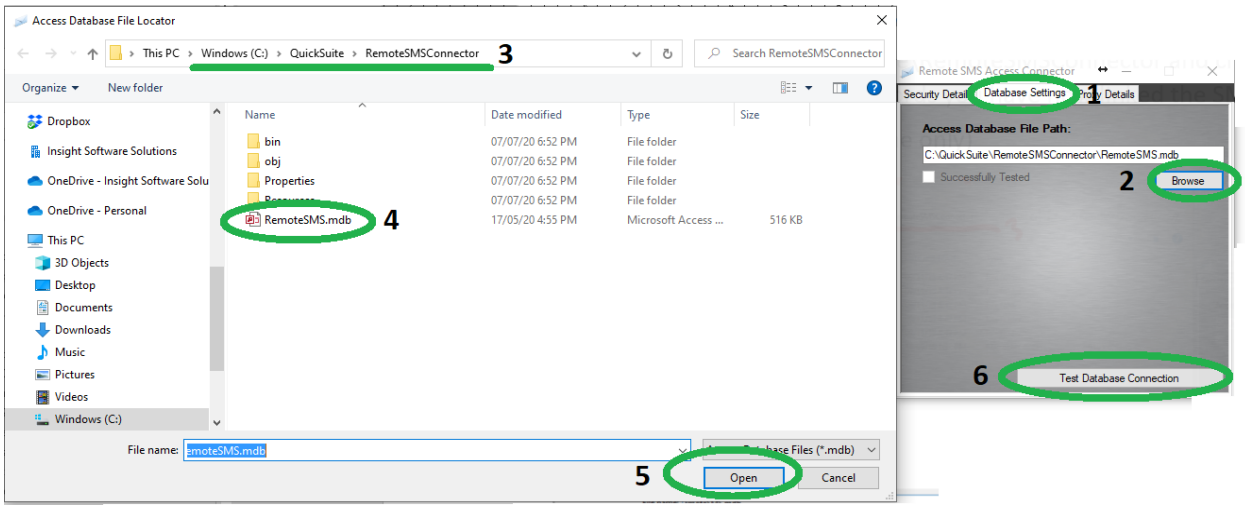
10. Then enter the username and password you were assigned by the SMSGuys registration in step 20 then click test account (one time only)



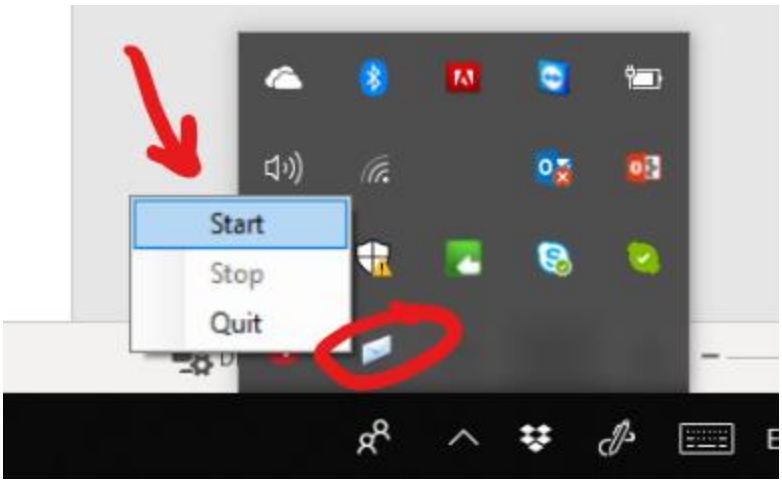
11. Then click on Database Settings tab (One time only)



12. Now browse to C:\QuickSuite\RemoteSMSConnector and choose RemoteSMS.mdb In other words you have now linked the SMS engine to the **QuickSMS.** (One time only)



13. Minimise that window to the system toolbar at the bottom of your screen then right click on that icon and choose start. (Must be done each time)



14. You have now enabled the engine that in turn enables your computer to send and receive SMS via **QuickSMS.**

Possible Reasons for SMS not sending:

SMS sending fails for the following reasons:

1. The remoteSMSConnector app is not open
2. The remoteSMSconnector app has not been minimized and started from the taskbar
3. The remoteSMSConnector app or QuickSMS has not been connected to RemoteSMS.mdb (incorrect path)… This path should be C:\QuickSuite\RemoteSMSConnector\RemoteSMS.mdb
4. Your Credit balance is zero or has run out. Please always check credits before using QuickSMS through the remoteSMSConnector app
5. If all of the above is in place and correct SMSs should always be sent unless there is an area outage of service coming from the mobile carrier side. This is fairly rare though and sometimes waiting about 45min to an hour and then trying again solves the issue. Alternatively, you can go to www.smsguys.co.za and enquire about outages in your area.
6. If you have a proxy server enter the details in the Proxy Server tab in the RemoteSMSConnector app
7. Check that port 80 is not blocked
8. Make sure that our apps are not blocked in your firewall

QuickMail

System Requirements

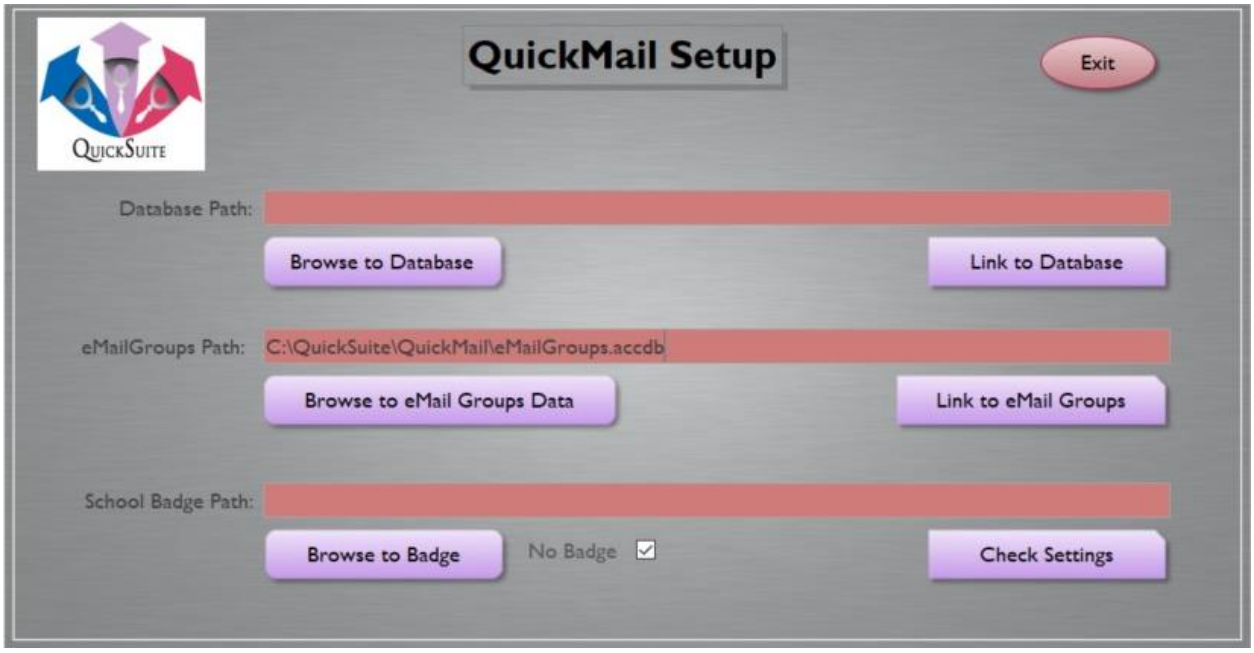
This system uses Microsoft Outlook as its engine to send and receive emails. Your school email account simply needs to be loaded onto this (use the account settings in MSOutlook and enter your email username and password).

Also note – you can switch your MSOutlook to work offline so that emails you send queue in your outbox and in that way you can 'test' or 'check' the emails going out and if you are not satisfied you can delete them and redo them or simply switch back to online and the emails will move from your outbox to your sent folder (ie. they will send).

Link To Your SAMS Data file:

(note you needn't browse every time you start, the system will remember the path)

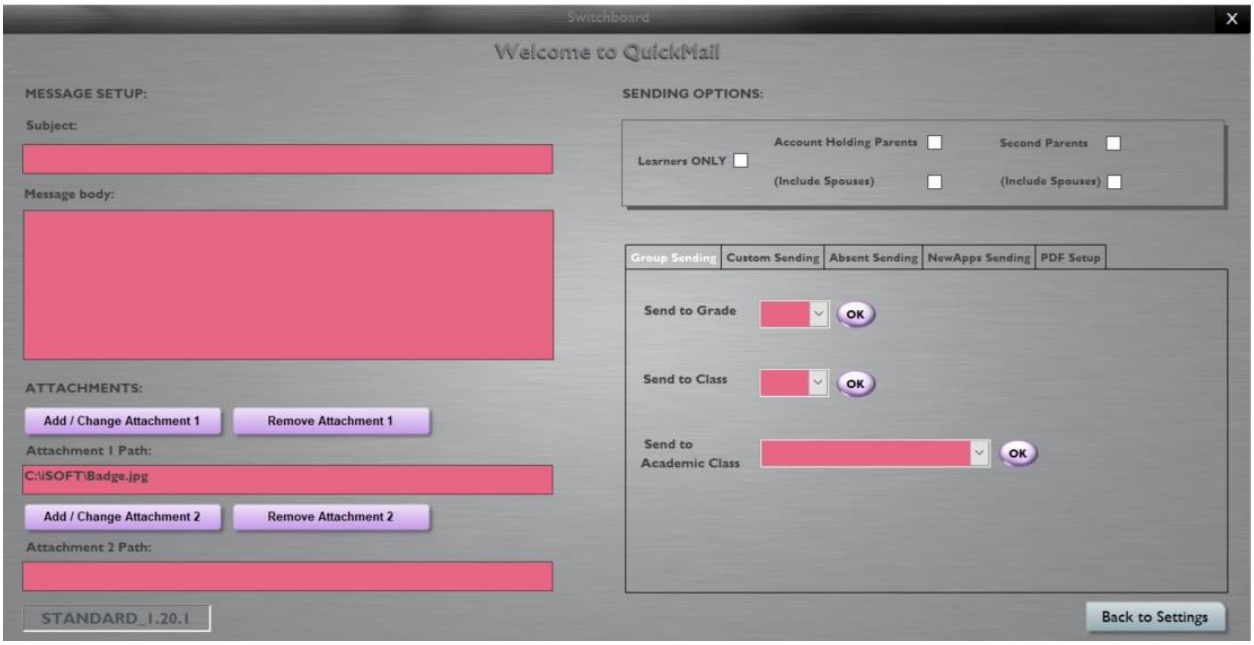
1. Simply open your QuickMail app and:



2. Browse to the database location of your SAMS Data file and select the data file that you use (it's usually called something similar to [Schoolname].mdb eg: HilltopHigh.mdb). it is the same file that you select when opening SAMS.

If your SAMS Data file is not stored on your Server/network location then you will either find it in C:\Program Files\EdusolSAMS\Data folder (sometimes that is Program Files x86) OR in C:\Users\[username]\AppData\Local\VirtualStore\Program Files\EdusolSAMS\Data.

3. Click 'Link to Database'
4. The eMailGroups Path is preset but click 'Link to eMail Groups'
   IT IS WORTH REMINDING YOU, THAT YOU ARE IN NO WAY ALTERING OR ADJUSTING OR MOVING OR DISTURBING YOUR SAMS DATA IN ANY WAY SHAPE OR FORM. YOU ARE SIMPLY READING THE DATA FROM THE FILE. IF YOU PREFER YOU CAN VERY EASILY AND SIMPLY MAKE A COPY OF YOUR SAMS DATA FILE AND POINT YOUR QUICKSUITE APPLICATIONS AT THAT FILE INSTEAD.
5. The 'No Badge' box is set to no by default.
6. Click Check Settings
7. Log in (Click here for notes on registering if you have not thus far)



- Write an email in the message body section and put a subject in and add up to 2 attachments.

Sending Options

You can select one or more of the sending options. If Email addresses have been captured for these then an Email will be sent to them.

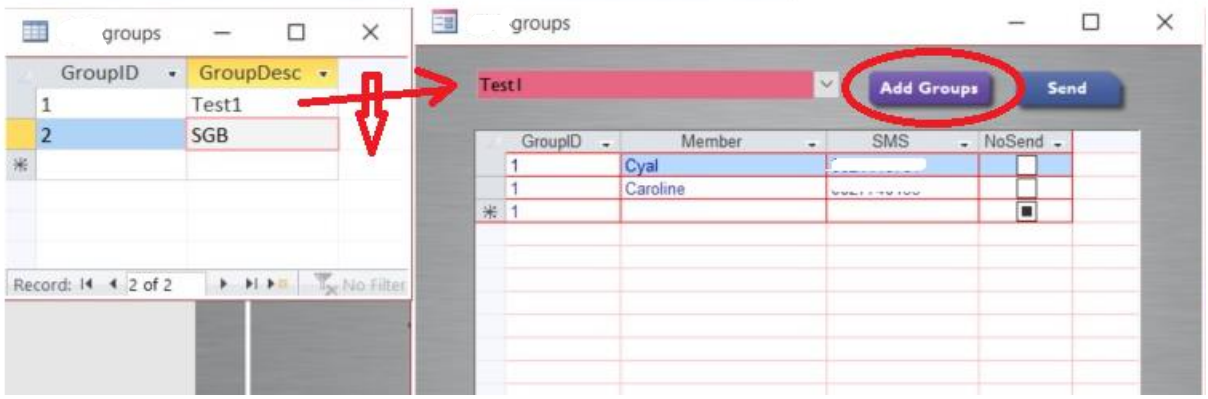
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Custom Sending

Custom Groups:





- Enter A message and a subject you wish to send before this.
- Click Custom Groups to create your own custom group lists.
- Click Add Groups.
- A datasheet will pop up. Add the title of a group you might like to add. Eg SGB.
- Close the datasheet then select that from the drop-down list (note that you may have to ‘refresh’ the drop-down list (close EmailGroups form and open it again).
- Enter the members of that list.

Custom Learners:



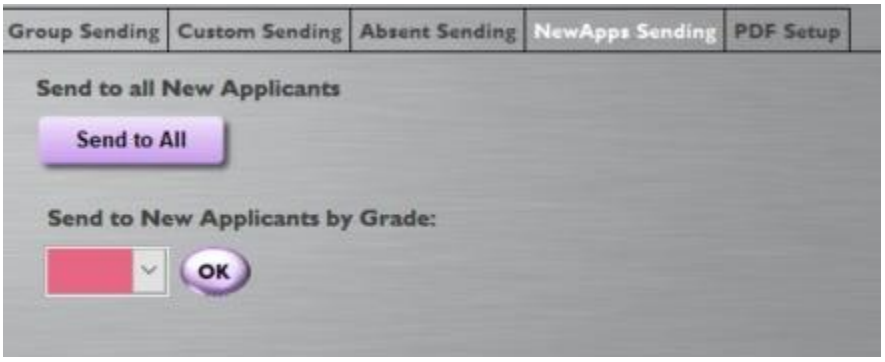
- Custom Learners will open a datasheet where you can select random learners that wouldn't ordinarily be grouped together from a drop down, into a group that you wish to send an Email to.
- You can have a copy of the email sent to the Author of the email and or the principal by ticking the 'Send copy…' option and selecting the author from the drop downs below.

Absent Sending



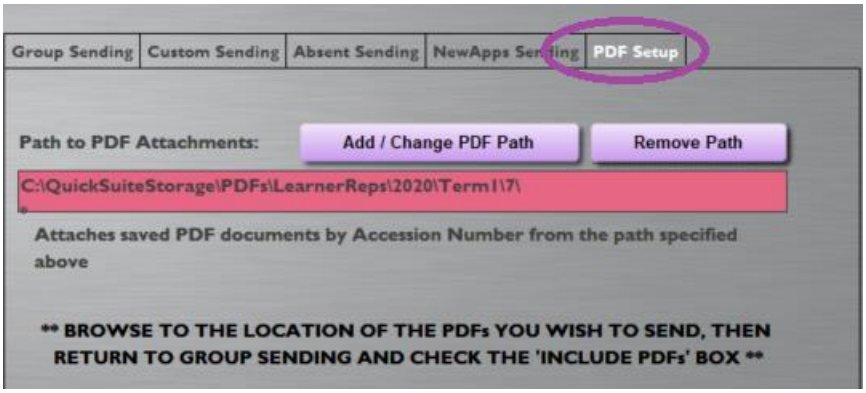
- Absent Sending enables you to be able to send an email to parents with regards to learners that are absent for the day.
- If you want the absentees for the day who have only been absent for the second time (or 4th or 6th or 8th and so on) then put a 2 in the absent limit block.
- Click on Absent button for the system to display how many learners' parents will be apprised of absence.

NewApps Sending

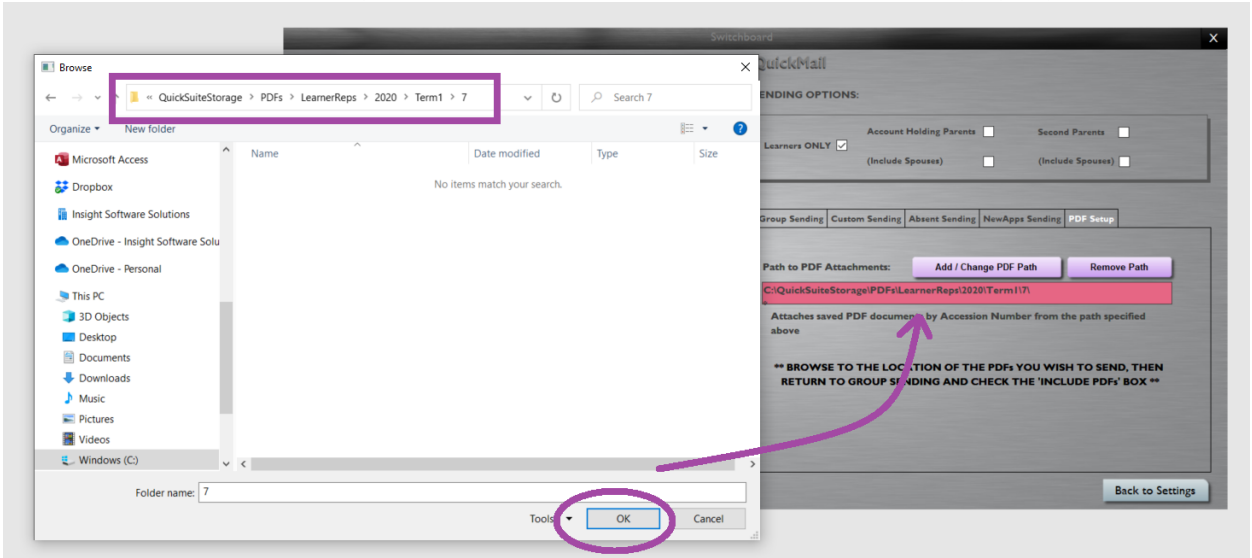


- Send to all new applicants or new applicants by grade

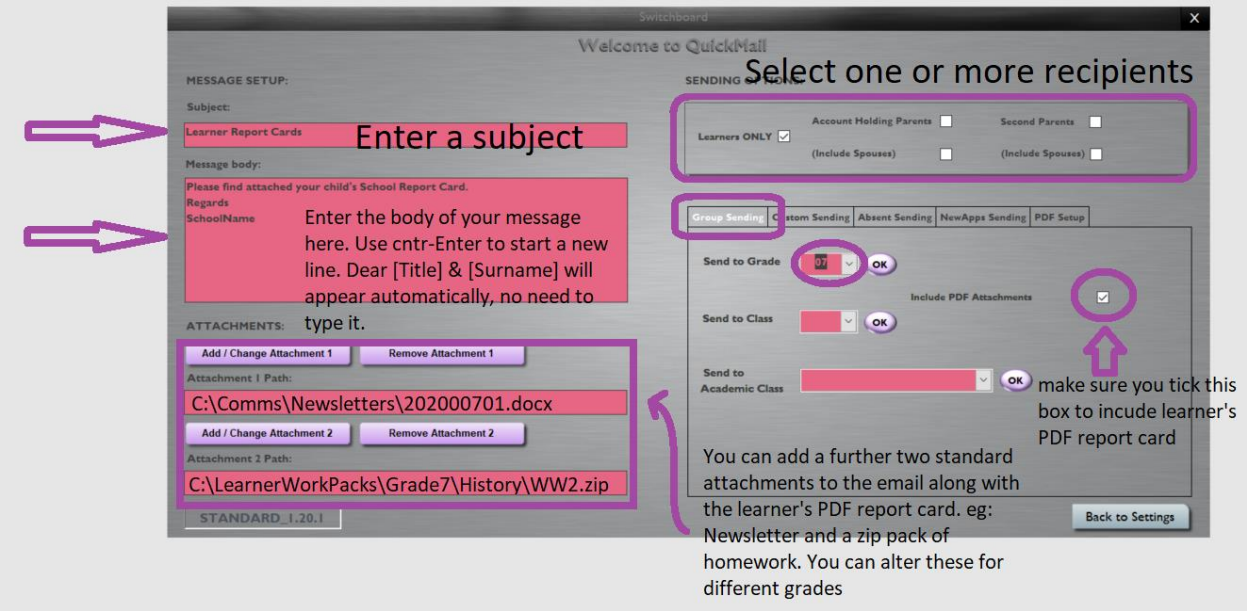
Email PDF Learner Report Cards



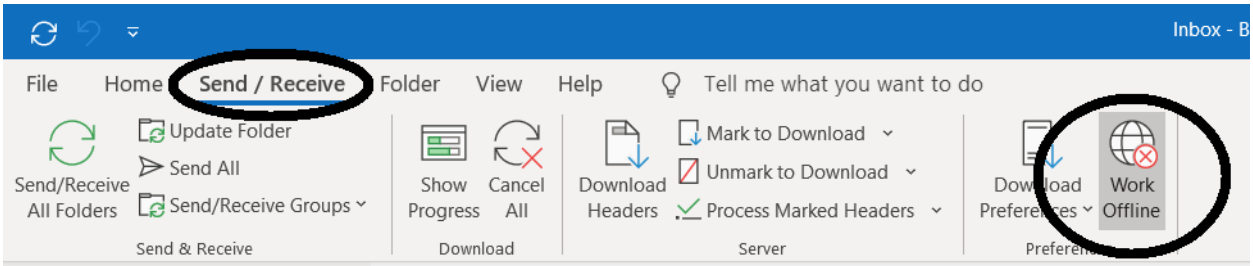
1. If you have not already generated the PDF report cards then refer to the '[Creation of PDF reports per Learner]' section in the QuickReps section of the manual.
2. Go to the 'PDF Setup' tab as indicated in the above screenshot
3. Click 'Add / Change PDF Path' and a browse window will pop up



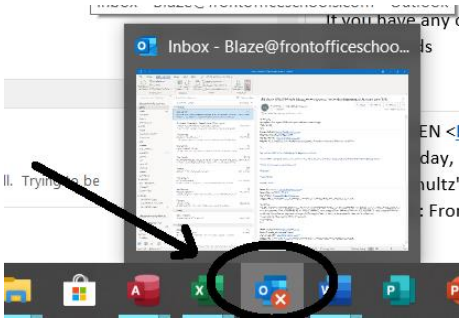
4. Select the same path that you had the [PDF reports created to] in the QuickReps program
5. Then return to the Group Sending screen



6. Select one or more recipients
7. Select a grade
8. Tick the 'Include PDF attachments' box
9. Enter a subject
10. Enter the body of your message
    - Note that the email will address the parents automatically as you can see in the screenshots below
    - That to move to a new line press cntrl-enter but you don't need to do that until signing off at the bottom
11. Add up to two standard attachments to accompany your
12. We suggest making your outlook set to 'Work Offline' so that you can check a few emails before they actually send off



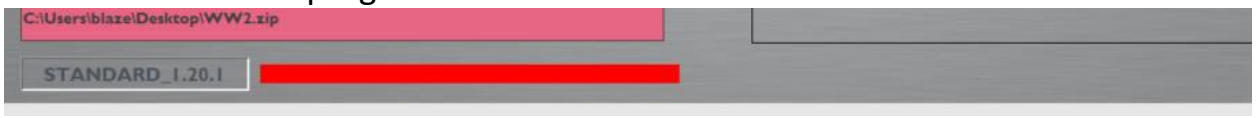
13. Your Outlook icon at the bottom will indicate it is offline with a red cross



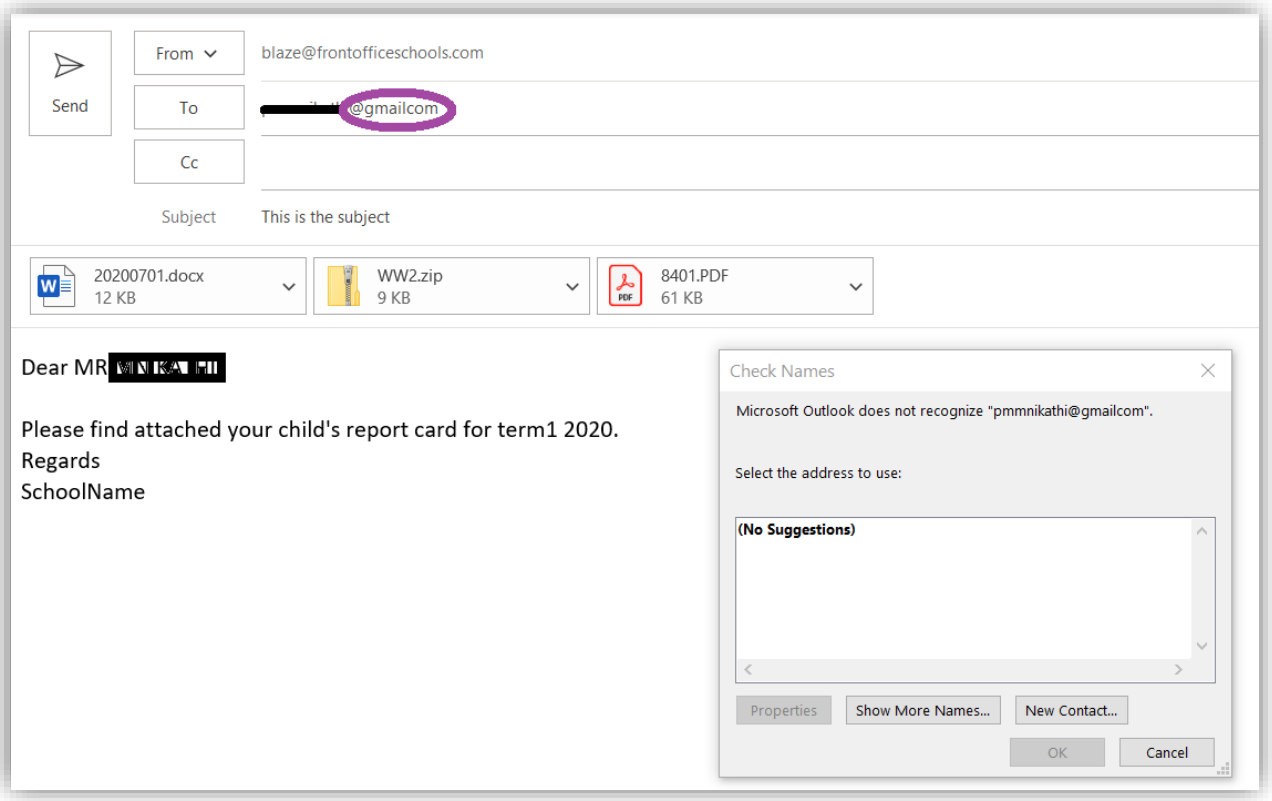
14. Click the ok button next to your selection of group to send to



15. You will see the progress bar at the bottom of the screen

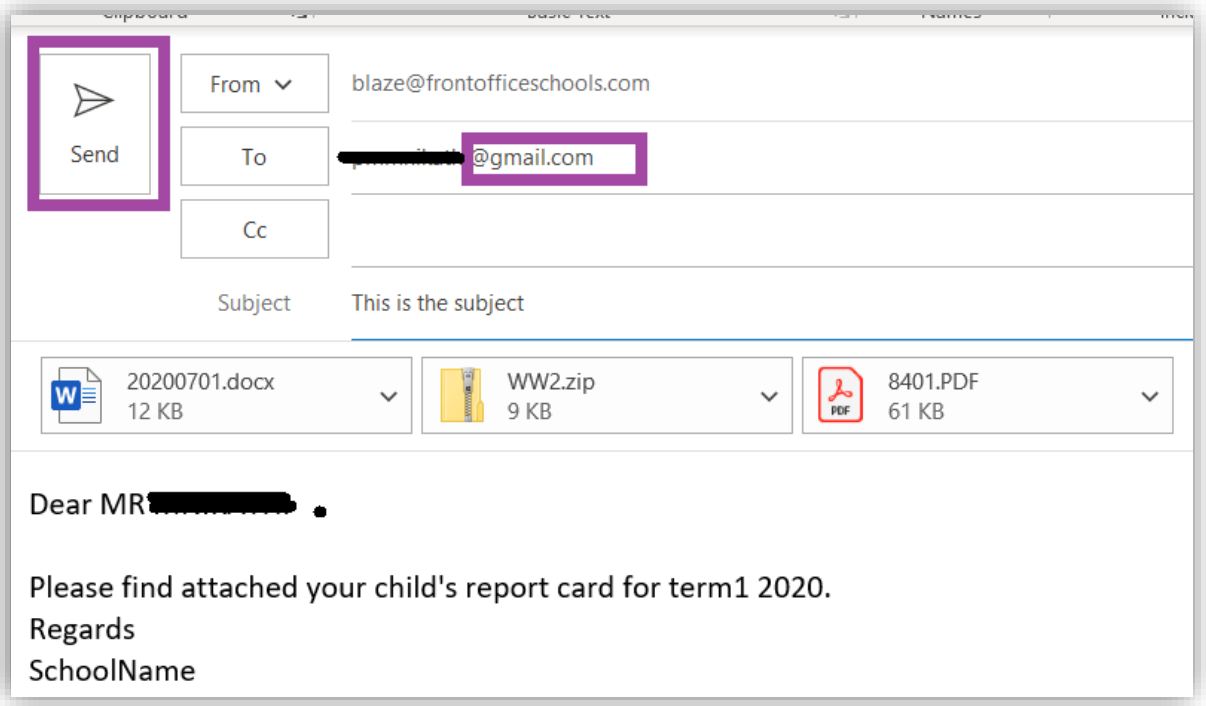


16. You may get an error due to a badly captured email address during this process, the progress will appear to have paused and your Outlook icon will be flashing yellow and the following message will appear:

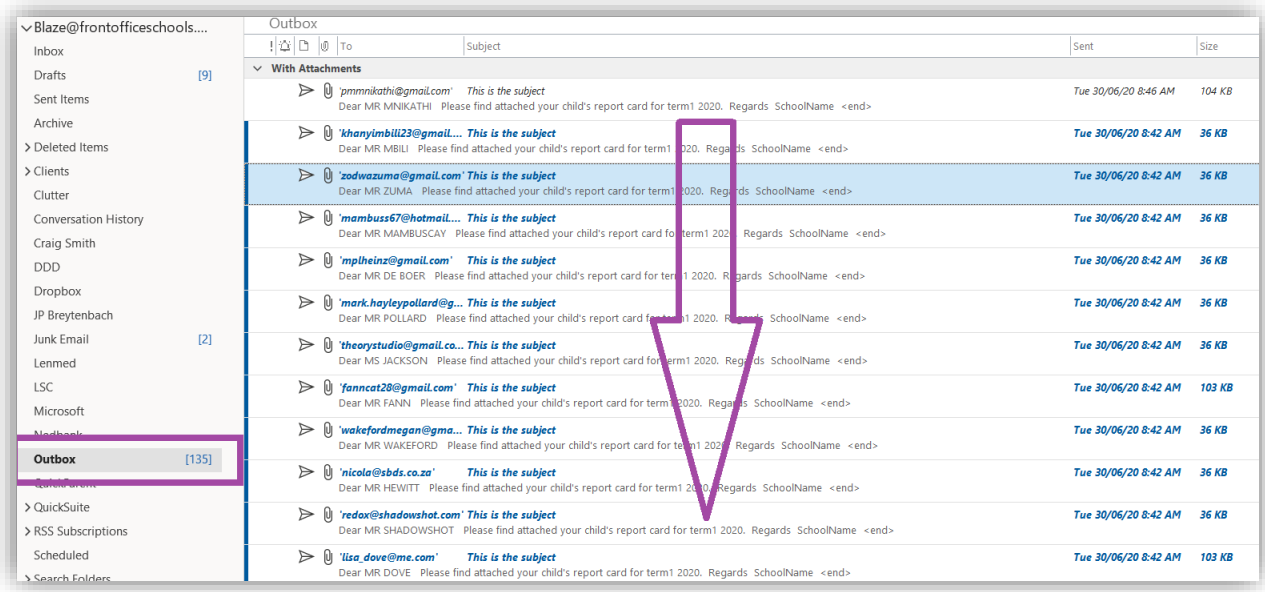


17. You can see that in this example the email address has been captured as xxxxx@gmailcom instead of xxxxx@gmail.com

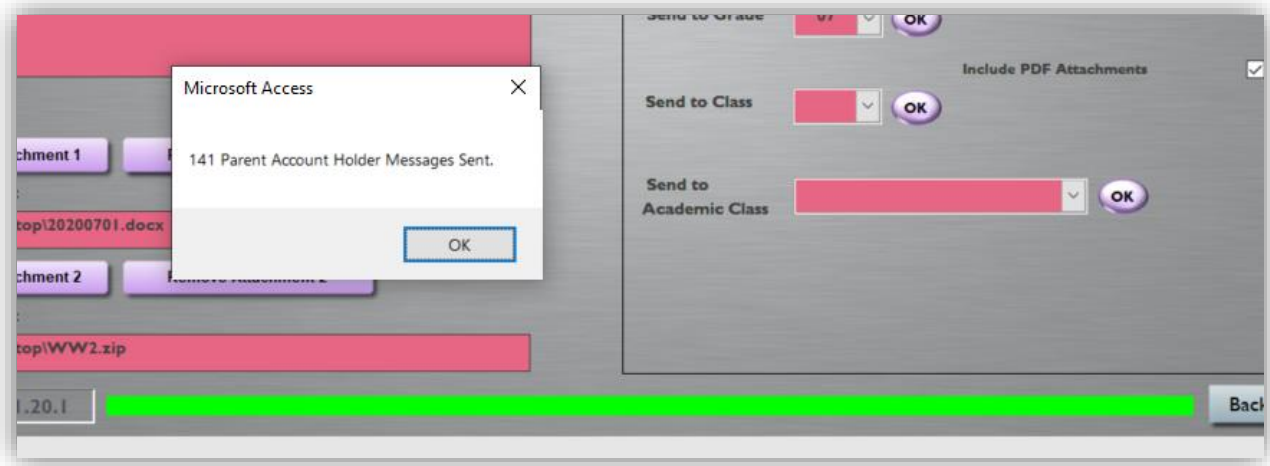
18. Once you click cancel, the process will continue. The faulty email will remain on the screen in case the fix is obvious so that you can adjust and send. Remember to return to SAMS after this and correct the email at the source.



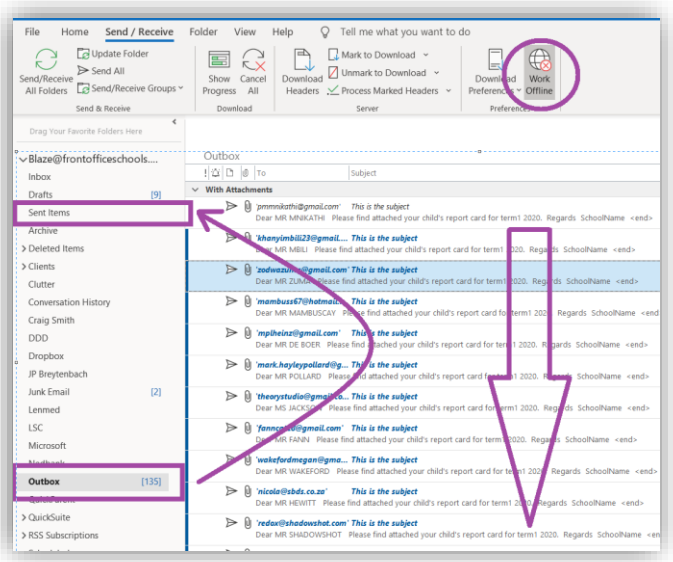
19. If this happens multiple times the QuickMail system will abort the process. Remember to clear out your outbox if you are going to re-run the process. Highlight all the emails in the outbox (cntrl-A) and click delete



20. If the emails addresses are all in order you will see:



21. You will then see all your emails queued in the outbox. Click the 'Work Offline' button again for Outlook to reconnect with your internet and all the emails will send off. (you will see them move from your outbox to your sent folder)



22. Remember that not only are you sending in batches (per grade or class etc), the system is also looping (spooling) through each email individually and sending it which massively reduces the strain on your server
23. Note that if you checked/opened any of the emails whilst they were in the outbox, you will need to open them again and click send otherwise they will just sit in your outbox

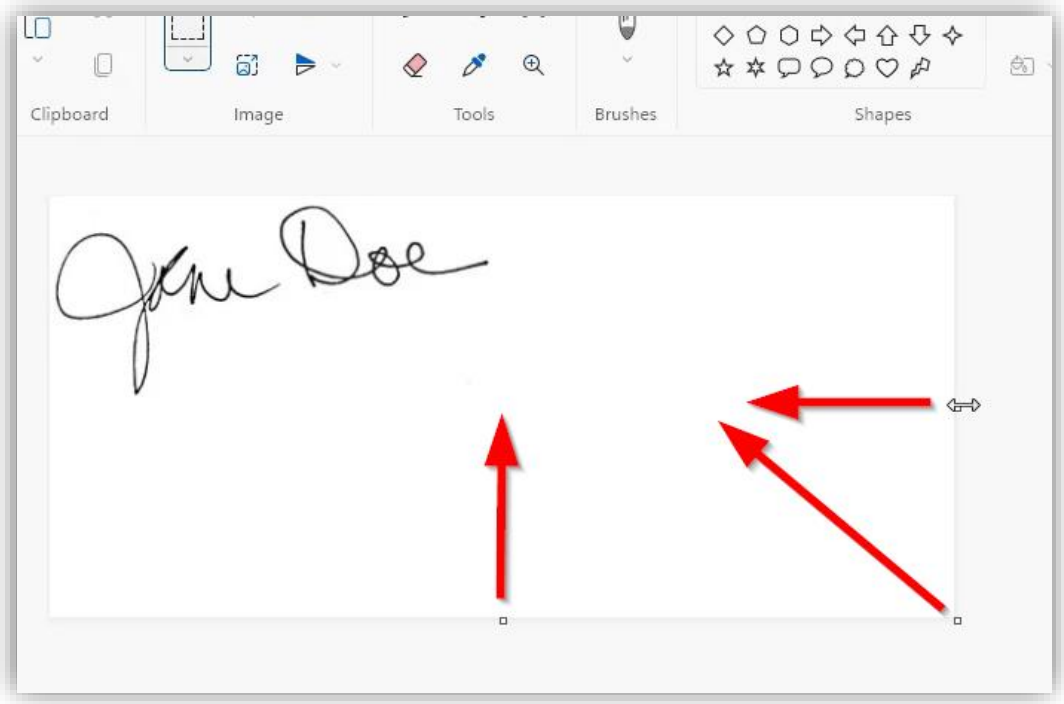
digitally sign PDFs

See this demo video on how to add signatures to the reports.

- First open a report in order to see how the names of the Class Teacher etc. appear EXACTLY on the report



- A suggestion here is to take a screenshot or snipbit of this so that you can look at it later
- Get your staff members to sign a piece of paper and scan and save that to your computer then open it in paint.
- Once open in paint, resize it so that there is as little ‘white space’ as possible.



- Now save this signature in a folder called C:\QuickStorage\Signatures\ClassTeacher (or Principal) as a .jpg file
- You MUST save the file with EXACTLY the same filename as the name you saw on the report earlier:



- Now go back to the QuickReps switchboard and tick the 'include Signatures on Reports' box and then select the report you and click view reports:

(note in the example below the CT signature does not appear to match the name but this was just a random signature used for these demo purposes).



DEMO HIGH SCHOOL

TERM 1 REPORT 2021

NAME: [redacted]

GRADE: 4E1

ADMIN NO: 9029

Days Absent
4

	Term 1	Term 2	Term 3	Term 4	Rating
Afrikaans First Additional Language	80	77	70	76	7
English Home Language	92	91	75	86	7
Life Skills	75	83	78	79	6
Mathematics	76	82	68	75	6
Natural Sciences and Technology	72	100	73	85	6
Social Sciences	90	92	84	91	7

** Subject Ratings and Learner average based on reports term designation.*

LEARNER AVERAGE TERM 1: 81

RATING CODE	RATING	%			
7	Outstanding Achievement	80 - 100	4	Adequate Achievement	50 - 59
6	Meritorious Achievement	70 - 79	3	Moderate Achievement	40 - 49
5	Substantial Achievement	60 - 69	2	Elementary Achievement	30 - 39
			1	Not Achieved	0 - 29

General Comment:

Class Teacher: Mrs. G COLOUR

Principal: Mr. J Doe

SCHOOL REOPENS ON: 03/05/21

27 Mars Street
[redacted]
3202
[redacted]

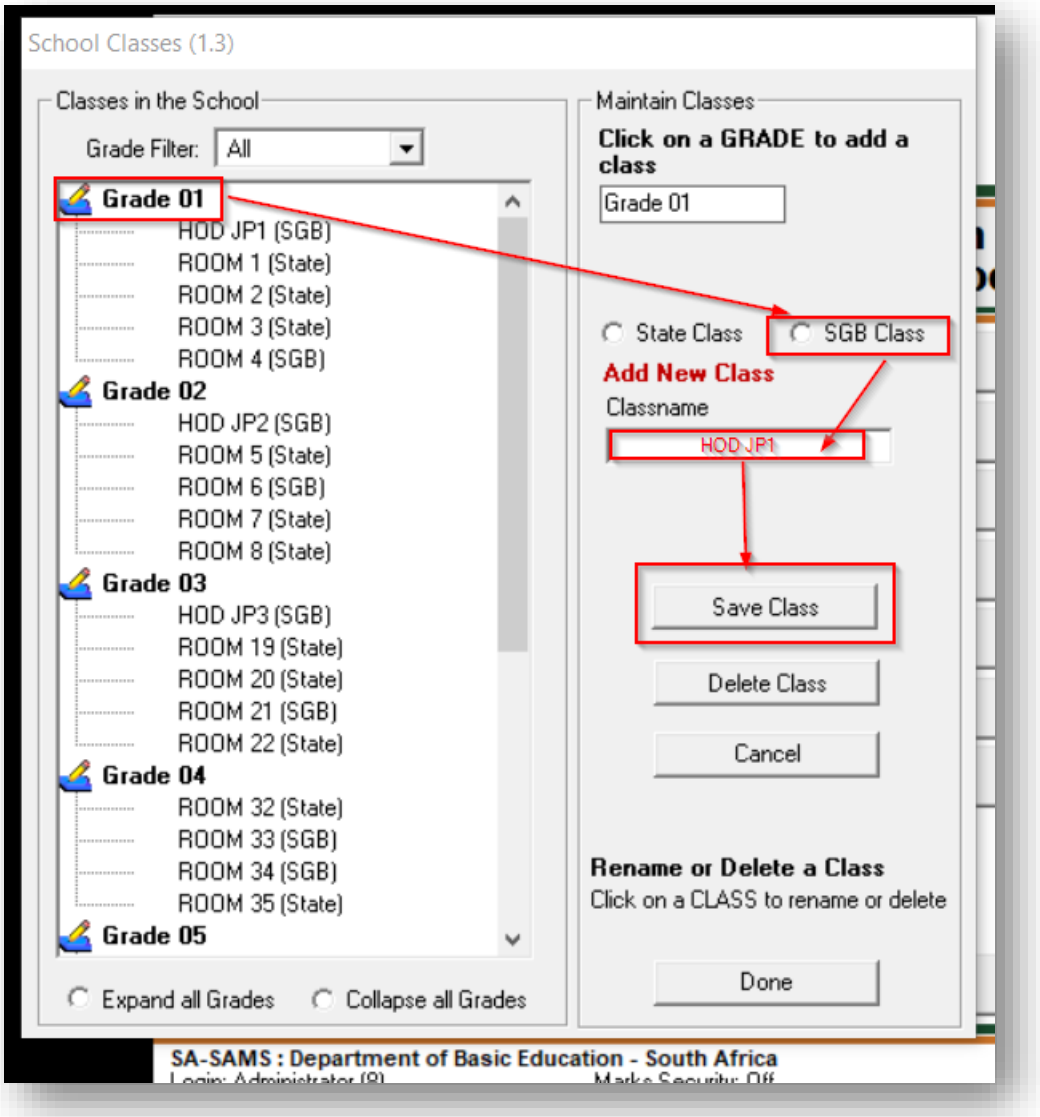
Telephone: 033 - [redacted]
Facsimile: 033 - [redacted]
Email: [redacted]@telkomsa.net

Include HOD Signatures

If you want to include these on the reports then firstly note:

this not exactly a “Normal” practice in SASAMS but it is what we feel to be a really neat and concise solution for setting up “blanket” phase HODs that are tied to grade and class across a phase. There is no known module specifically designed for this setup.

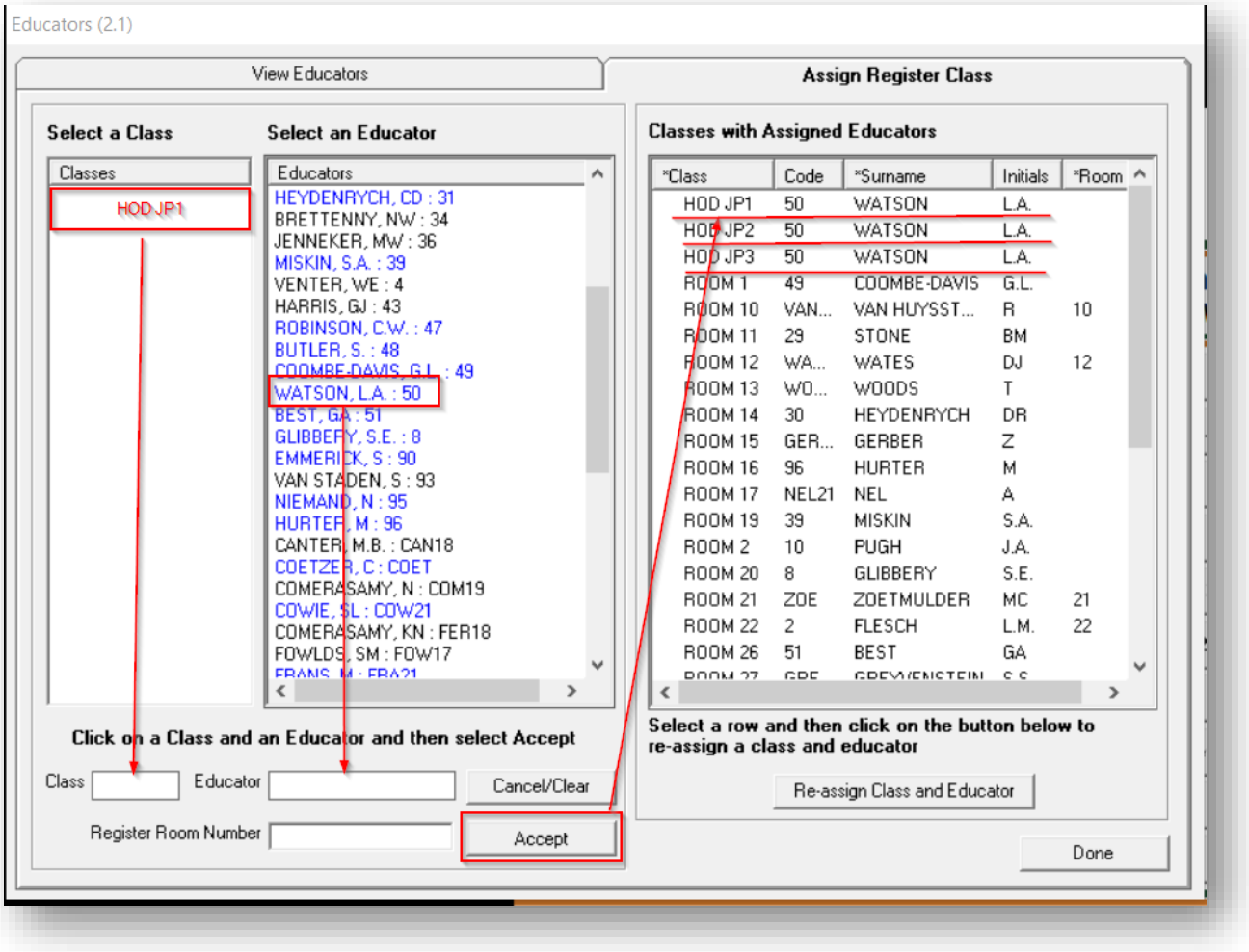
1.Setup one HOD for multiple Grades:



- Go to section 1.3 in SASAMS
- Click on any grade
- Select SGB class for new class being assigned to the HOD
- Give the class a name. The name must include the text “HOD” in it. You can see the example I have provided in the screenshot.
- Once you have named the class then click save to commit this to data.

Basically what we are doing here is setting up blank (inactive) classes that we can use to attach the desired HOD too. We can assign the same HOD to multiple blank classes and this way we create a "blanket HOD setup"

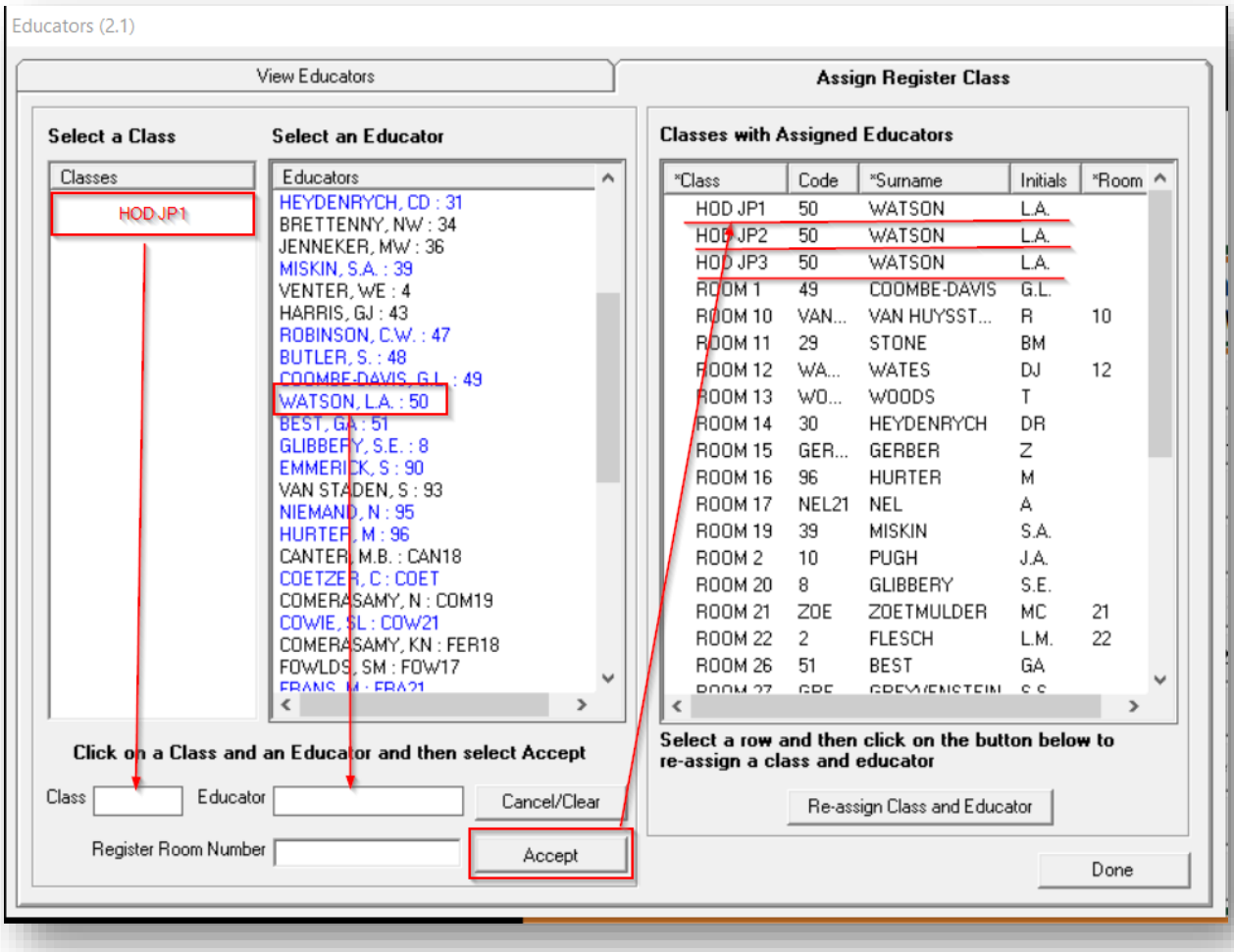
2.Assign the desired HOD to the classes we have setup above:



- You will notice that in the HOD1 screenshot above that we have setup blank classes for Grade 1, 2 and 3. The idea is that we will assign the "foundation phase HOD" to these classes
- Go back to the Main menu and then navigate to section 2.1 Educator information in the HR module.
- Switch the tab at the top to "Assign Register Classes"
- Select the new class on the left (see HOD2.png example)
- Select the Educator (see HOD2.png example)
- Once you are happy with the selection click Accept
- When reloading you will then see the new class display in the right with the assigned HOD

The reason for the above is so that we can use the data saved to effectively query the respective HOD and match that up to the signature file corresponding with Grade selected for the report.

3. Finally ensure that the blank register classes for HOD tie up are “inactive” for weekly attendance:



- Go back to the main menu and navigate to section 3.3.3 “Weekly attendance module”.
- Here all we need to do is check that the blank classes we have used for the HOD setup are indeed inactive.
- These are generally inactive by default so there should be no need to manually do this.
- Finally in your QuickStorage/Signatures folder create a new folder called “HOD” and place your HOD signatures in there.

QuickLabels (Print labels)

Link to your SAMS Data file:

(note you needn't browse every time you start, the system will remember the path)

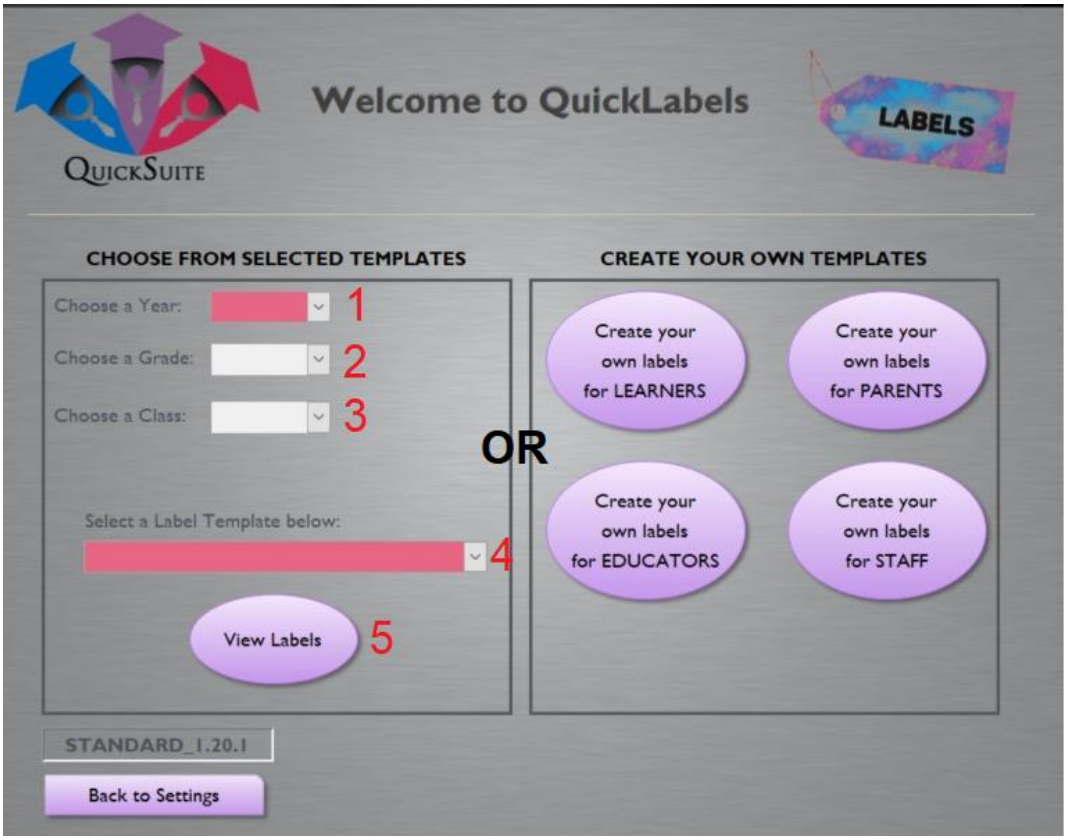
1. Simply open your QuickLabels app and:



1. Browse to the database location of your SAMS Data file and select the data file that you use (it's usually called something similar to [Schoolname].mdb eg: HilltopHigh.mdb). it is the same file that you select when opening SAMS. If your SAMS Data file is not stored on your Server/network location then you will either find it in C:\Program Files\EdusolSAMS\Data folder (sometimes that is Program Files x86) OR in C:\Users\[username]\AppData\Local\VirtualStore\Program Files\EdusolSAMS\Data.
2. Click 'Link to Database'
   IT IS WORTH REMINDING YOU, THAT YOU ARE IN NO WAY ALTERING OR ADJUSTING OR MOVING OR DISTURBING YOUR SAMS DATA IN ANY WAY SHAPE OR FORM. YOU ARE SIMPLY READING THE DATA FROM THE FILE. IF YOU PREFER, YOU CAN VERY EASILY AND SIMPLY MAKE A COPY OF YOUR SAMS DATA FILE AND POINT YOUR QUICKSUITE APPLICATIONS AT THAT FILE INSTEAD.
3. The 'No Badge' box is set to no by default.
4. Click Check Settings

5. Log in (Click here for notes on registering if you have not thus far)

Choose From Selected Templates



1. Choose a year
2. Choose a grade
3. Choose a Class
4. Select a Label Template
5. Click View Labels

OR

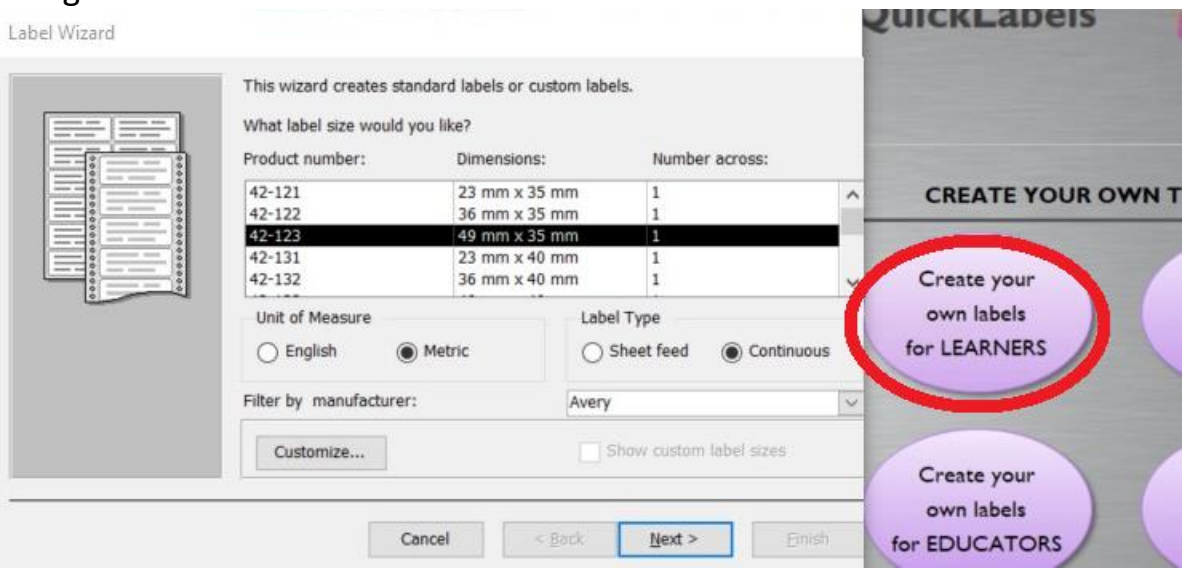
Custom Labels Using Wizard

General

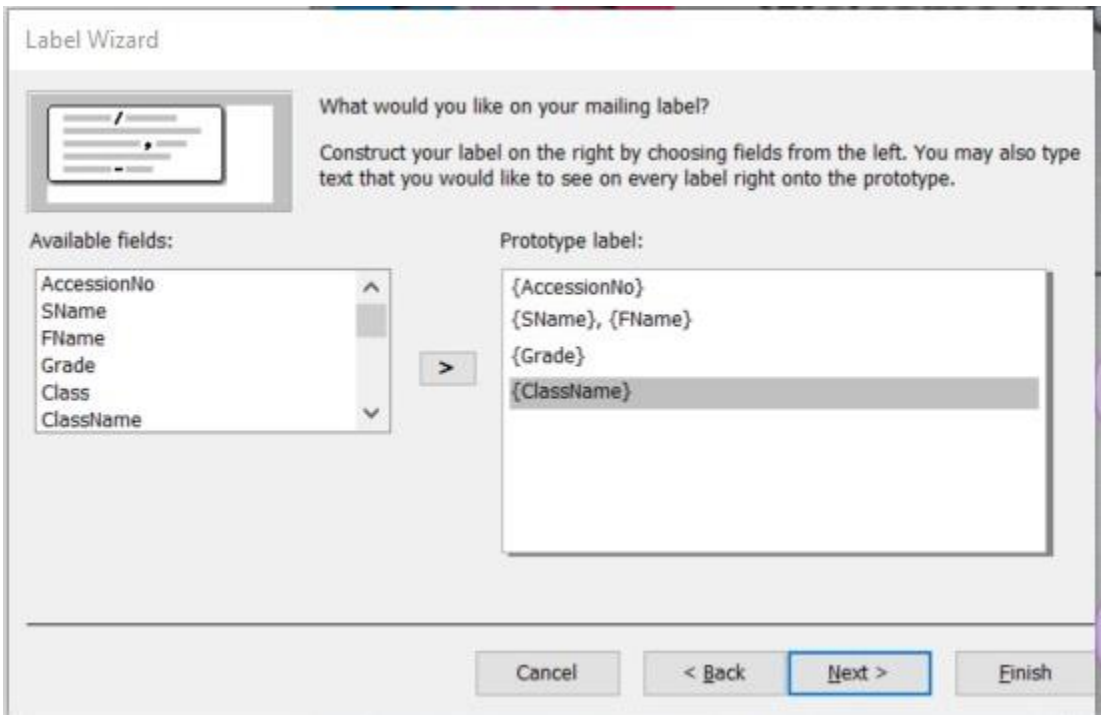
Create your own Labels from one of the four areas in our Label Wizard:

Learners
Parents
Educators
Staff

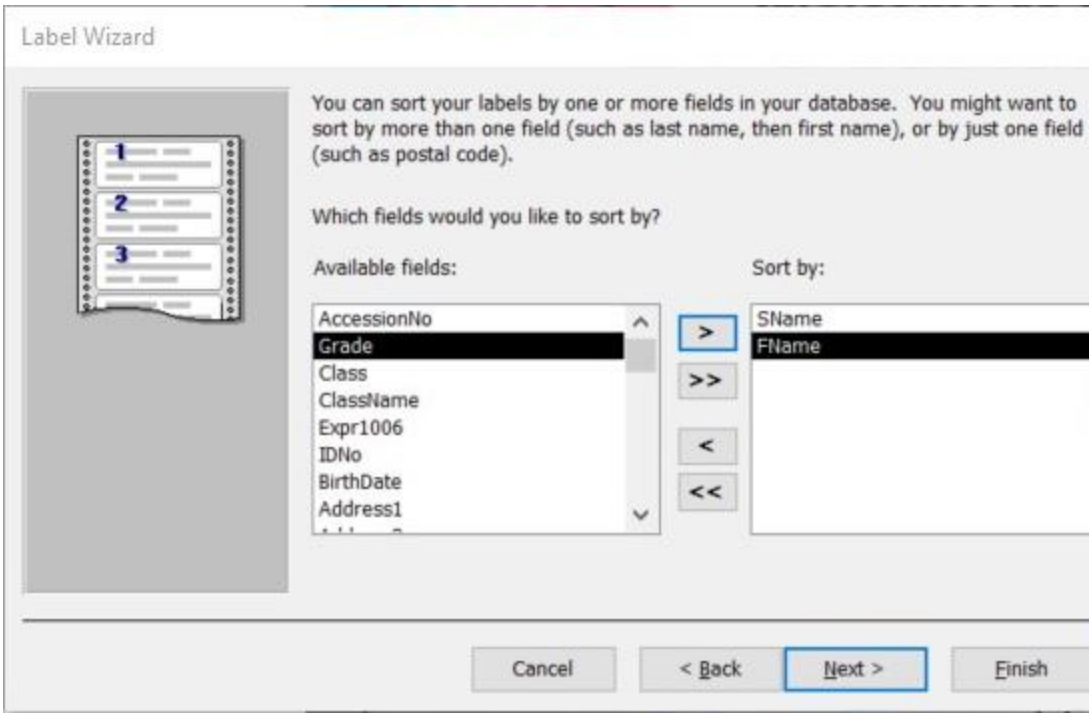
The following is an example of creating a custom page of labels from the wizard using the Learner's data:



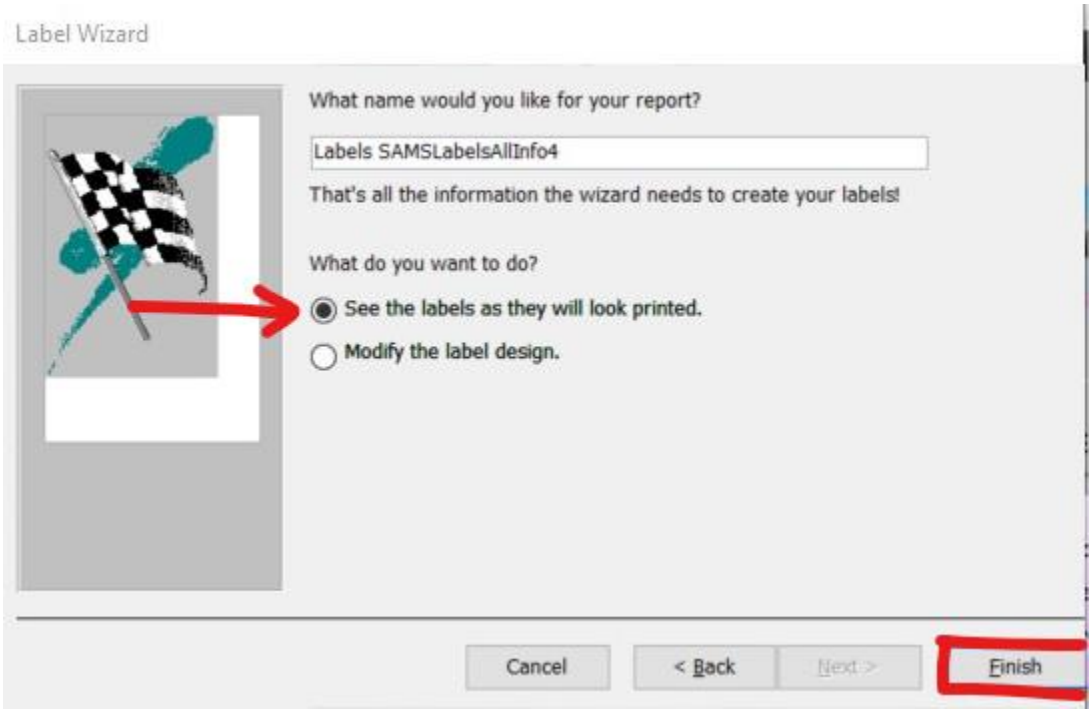
- Click create your own labels for learners
- Choose your label paper by manufacturer and the dimensions that match
- Choose the font and text colour on the next screen



- Select the fields you want. Press enter to move to the next line or move fields across on the same line if need be. You can key in labels for each field if you wish.



- Choose which fields you would like to sort the data by. For Alpha order for instance, choose 'Surname' and then 'First Name'.
- Click 'Next'.



- Change the name of the report if you wish, select 'see the labels as they will look printed' then click 'finish'.

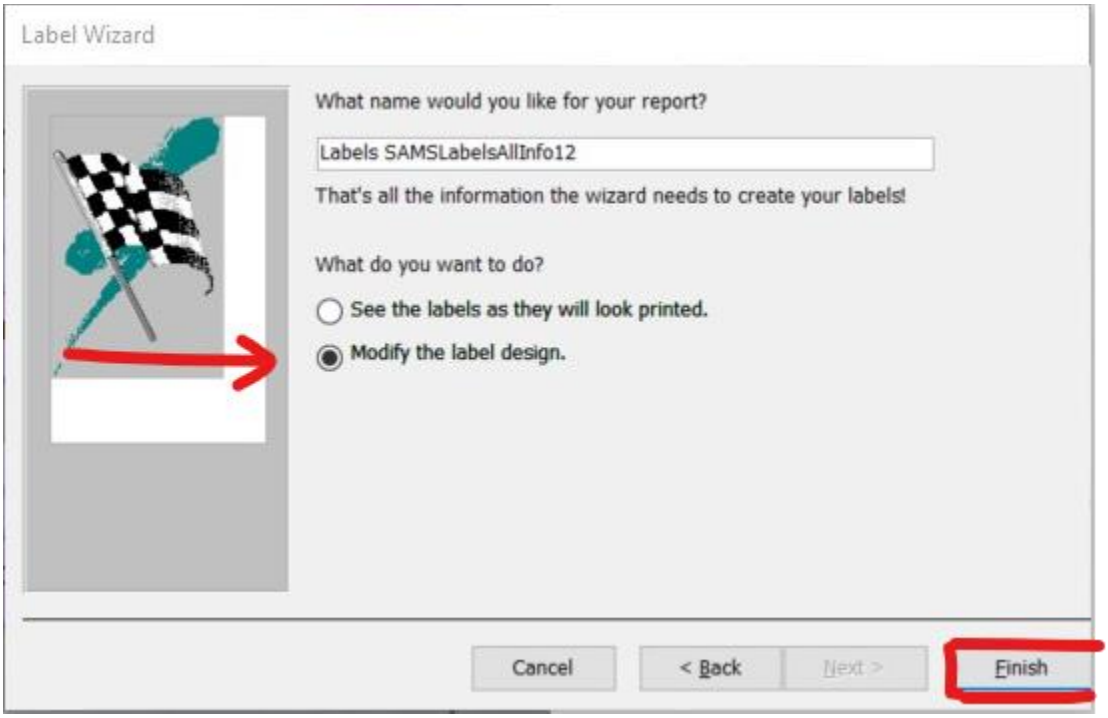
Advanced Custom Labels

*Note: that when you apply a filter to a report in the manner described below. That filter will stay there once you have saved the record set you are querying. The next time you use the wizard to create labels – you will need to remember to remove the previous filter you used.

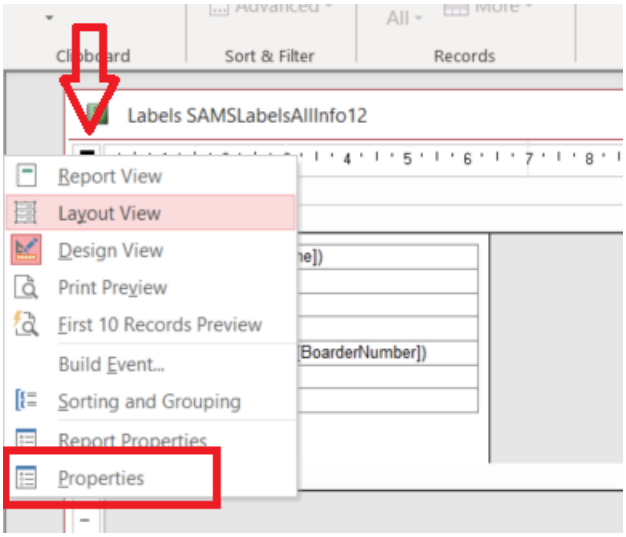
You might want to filter your custom setup to certain grades or classes or other filter options. There is a lot of flexibility for the user in these options. Here are some examples on how to do this:

❖ Filter by Grade

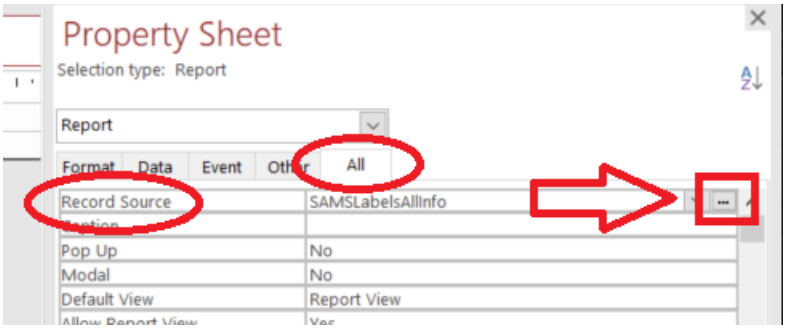
- Follow the same procedure as above until you get to the final screen of the wizard, at which point select 'Modify the label design' then click 'Finish'



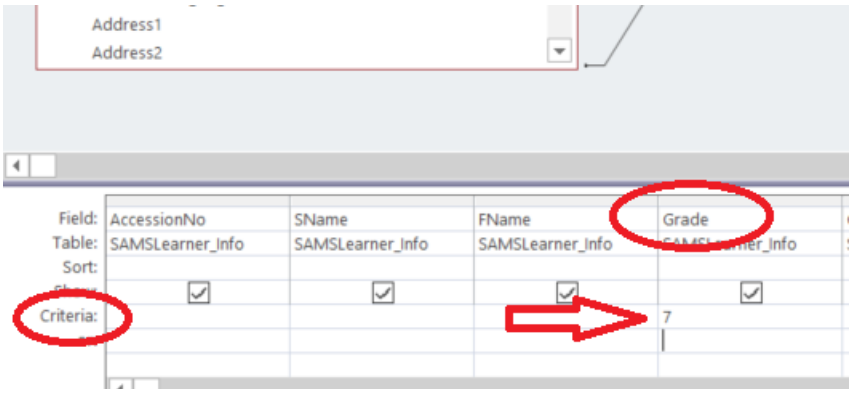
- Right click in the report design options box in the top left of the report and then choose ‘Properties’ (if the property sheet is already on the right-hand side then ignore this step).



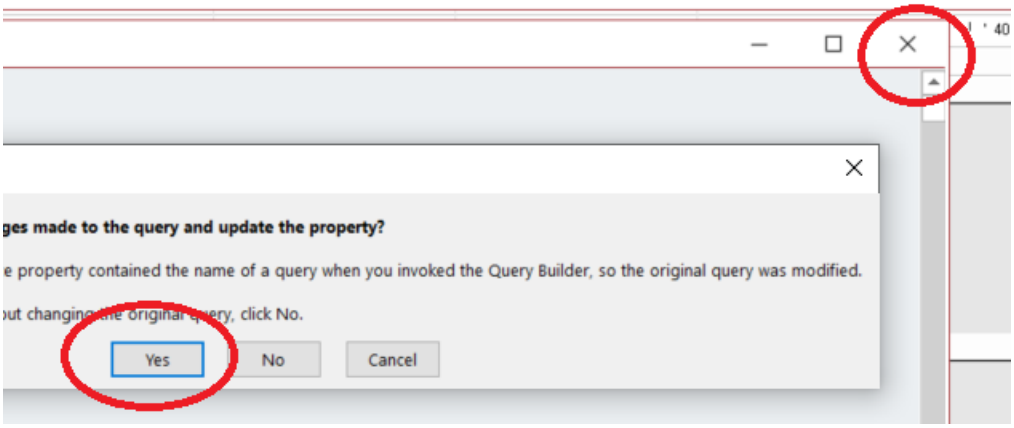
- The property sheet will then pop up on the right-hand side of your screen.



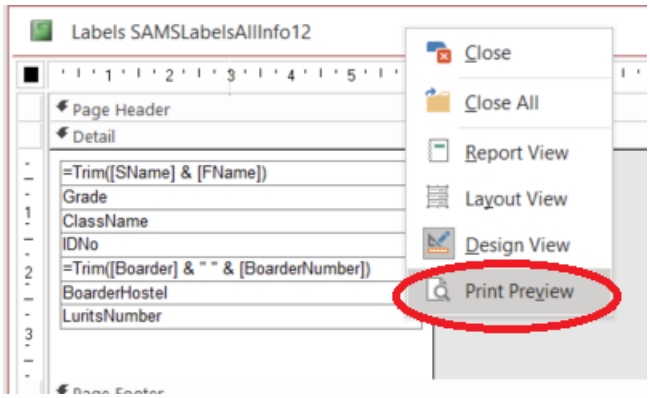
- Click on the ‘All’ tab if its not there already. Click on the ellipses (3 dots) on the right-hand side of the ‘Record Source’ property. The record source for this report will pop up, giving you options to query the data.



- Listed at the bottom of the record set are the fields with query options. Underneath the 'Grade' field, type a 7 in the 'Criteria' row in order to filter the grade to only show grade 7s.



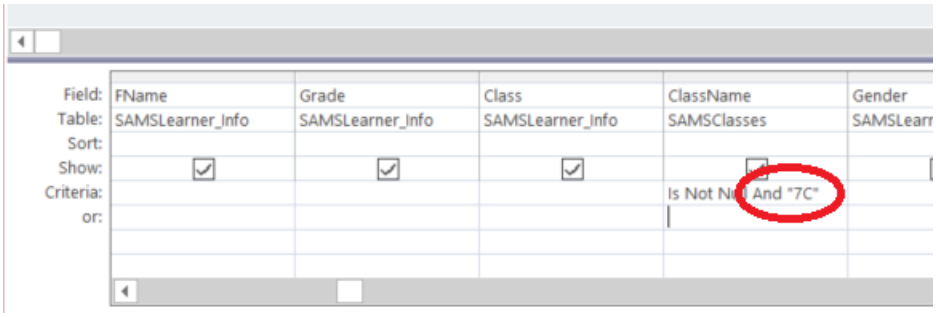
- Close the query and click 'Yes' when prompted to save.



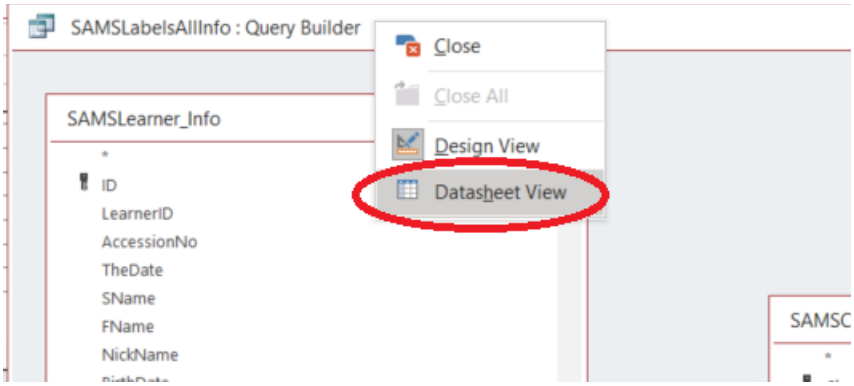
- Right click on the window header of the report and choose 'Print Preview'.
- Go ahead and print the labels.

❖ Filter by Register Class

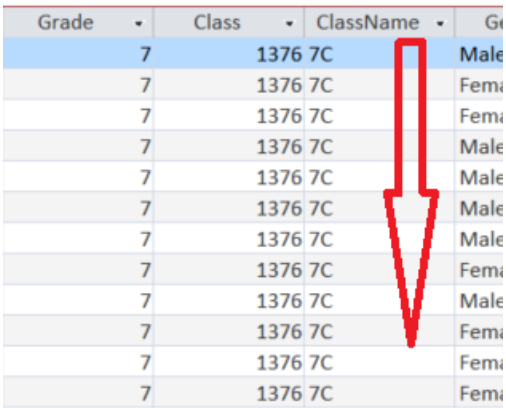
- As described above – in the design view of the record set, instead of using grade as before, use the 'ClassName' field. There is already a criteria of 'Is not null' in there, all you need to do is add the words: And "XX". Where XX is the name of the class in question, for example:



- If you would like to check that filter then right click on the window header of that query and choose 'Datasheet view'



- You will see your chosen class name filtered

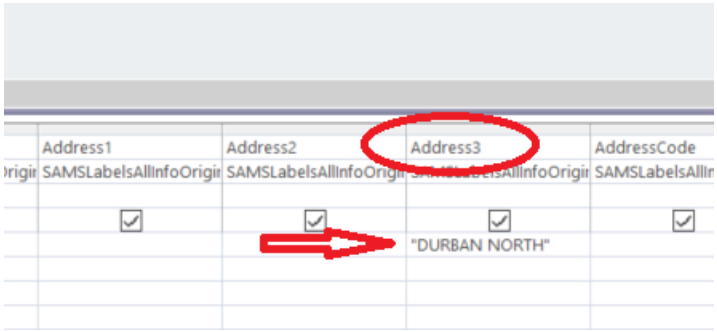


- Close that and save when prompted.

- Right click on report and choose print preview as shown above.

❖ Filter by Area

- Once again, as above, in the query design of the record set go to Address3.



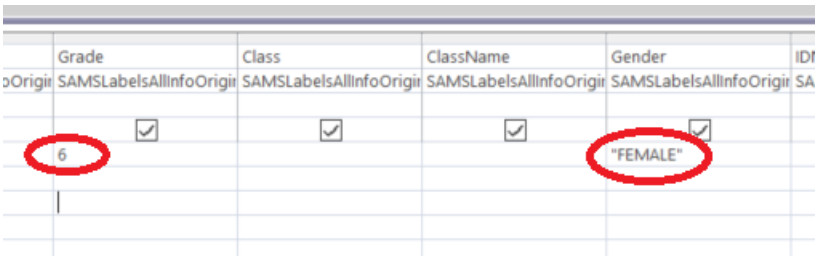
- Type in the name of the area that you want your record set to filter on between double quotation marks eg. “DURBAN NORTH”
- Note that you need to ensure that type the filter in EXACTLY as it was originally captured in the record set.

❖ Filter by Gender

- Just as above, in the query design, locate the field called “Gender” and in the criteria type in the gender you wish to filter by. Eg. “MALE”

❖ Multiple Filters

- Let’s say you want to put filter on multiple fields. For example: you only want labels for grade 6 females.



- You simply combine the methods above so in this particular example, put a 6 in the criteria of the ‘Grade’ field and “FEMALE” in the criteria of the Gender field.

There will be more apps released in the QuickSuite of apps for SAMS add on software in 2019: (Email your learners’ parents with attachments and links)

QuickCertificates (Choice of certificate templates)

Link to your SAMS Data file:

(note you needn't browse every time you start, the system will remember the path)

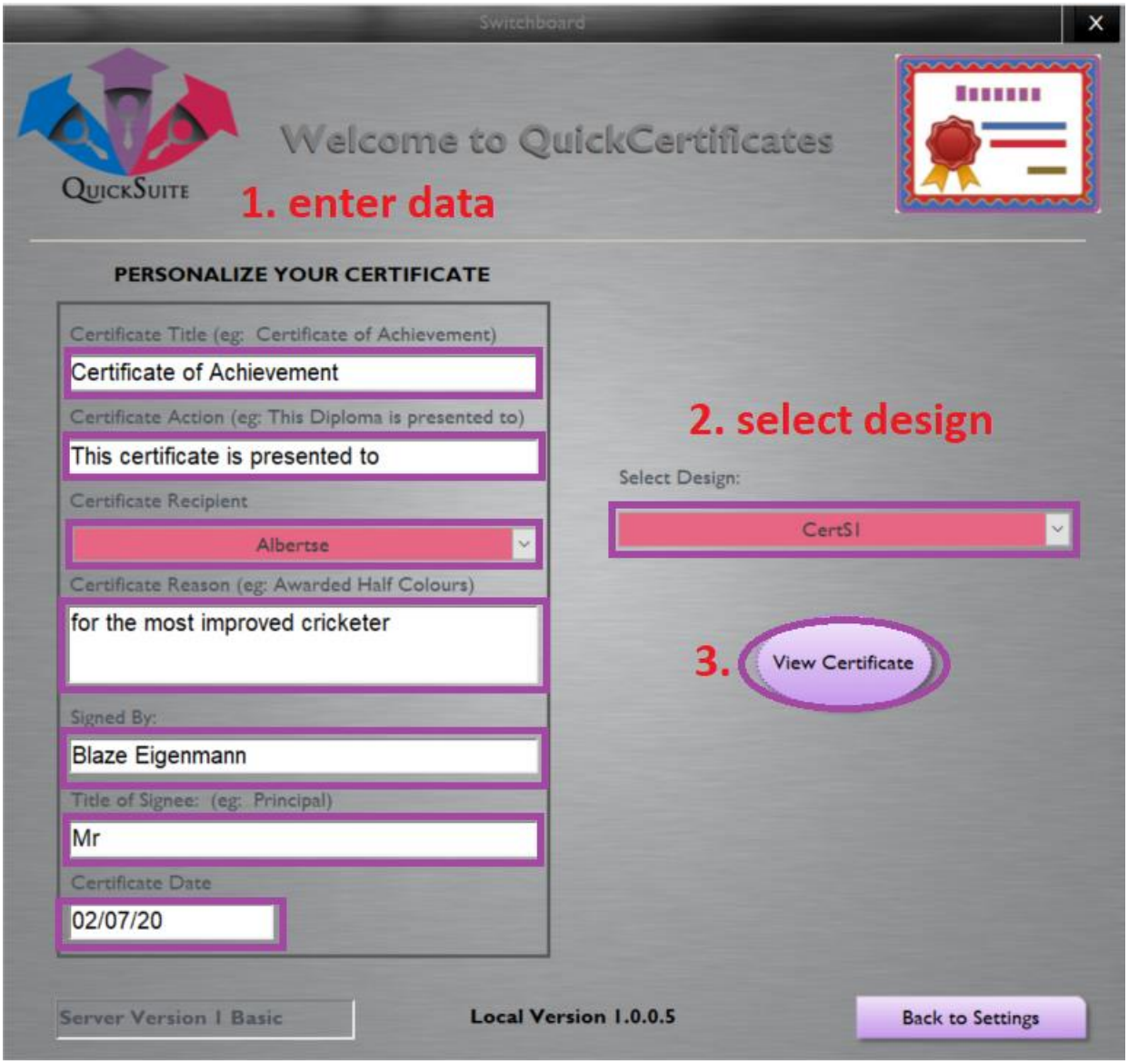
2. Simply open your QuickCertificates app and:



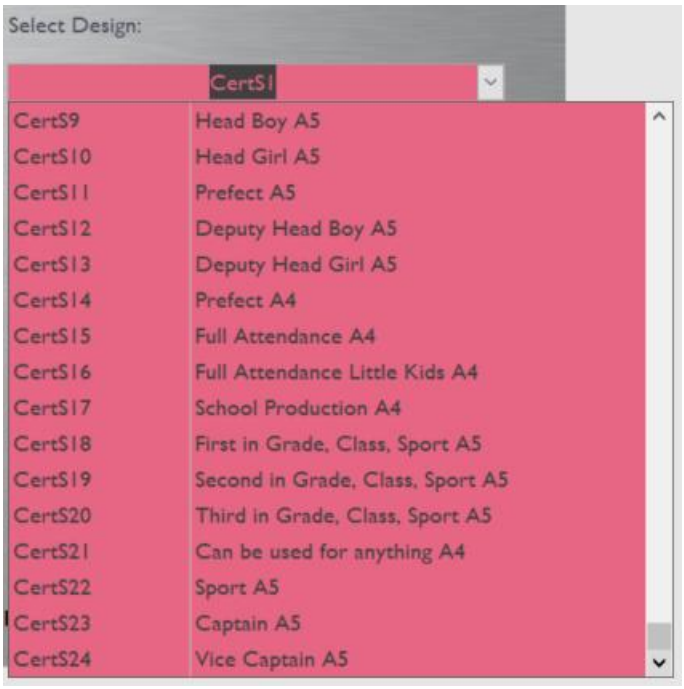
6. Browse to the database location of your SAMS Data file and select the data file that you use (it's usually called something similar to [Schoolname].mdb eg: HilltopHigh.mdb). it is the same file that you select when opening SAMS. If your SAMS Data file is not stored on your Server/network location then you will either find it in C:\Program Files\EdusolSAMS\Data folder (sometimes that is Program Files x86) OR in C:\Users\[username]\AppData\Local\VirtualStore\Program Files\EdusolSAMS\Data.
7. Click 'Link to Database'
   IT IS WORTH REMINDING YOU, THAT YOU ARE IN NO WAY ALTERING OR ADJUSTING OR MOVING OR DISTURBING YOUR SAMS DATA IN ANY WAY SHAPE OR FORM. YOU ARE SIMPLY READING THE DATA FROM THE FILE. IF YOU PREFER, YOU CAN VERY EASILY AND SIMPLY MAKE A COPY OF YOUR SAMS DATA FILE AND POINT YOUR QUICKSUITE APPLICATIONS AT THAT FILE INSTEAD.
8. The 'No Badge' box is set to no by default.

9. Click Check Settings
10. Log in (Click here for notes on registering if you have not thus far)

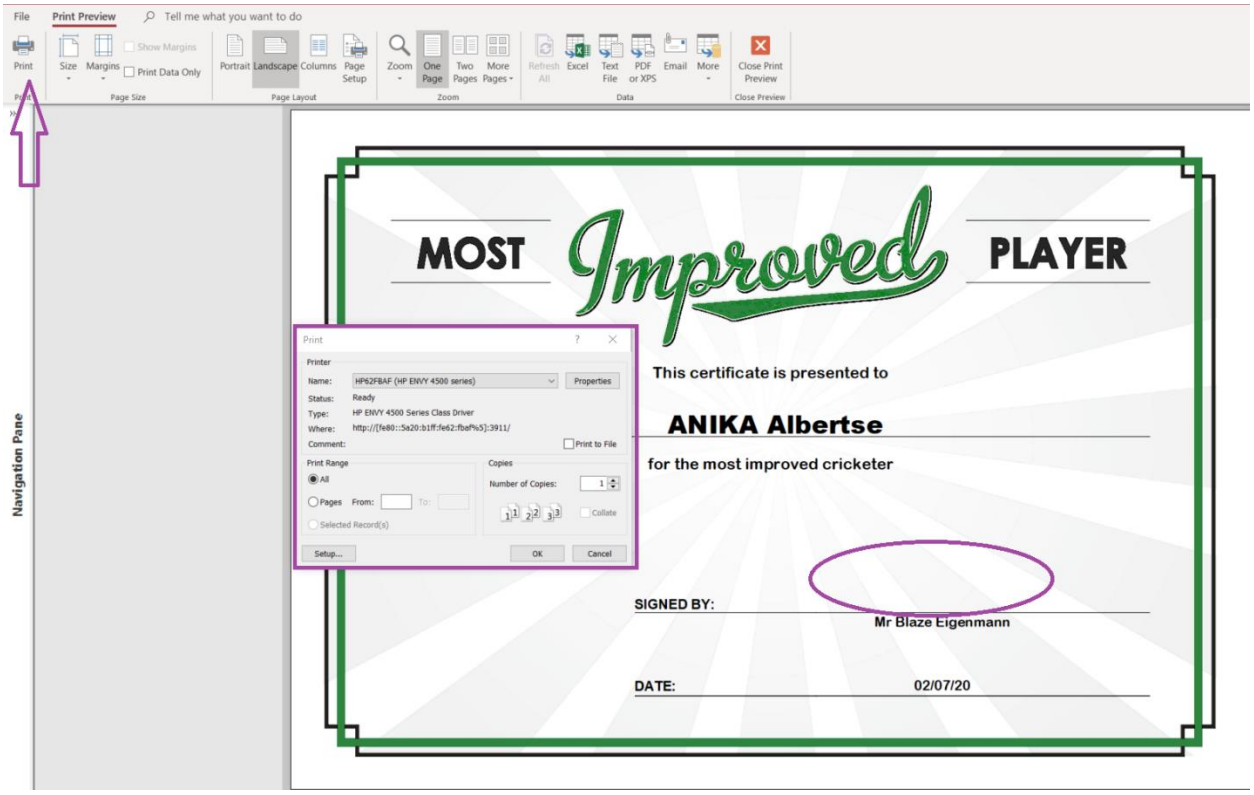
Personalize your Certificate



1. Enter the data to personalize the certificate (the certificate recipients are drawn from your SAMS data of course)
2. Select from the dozens of design types



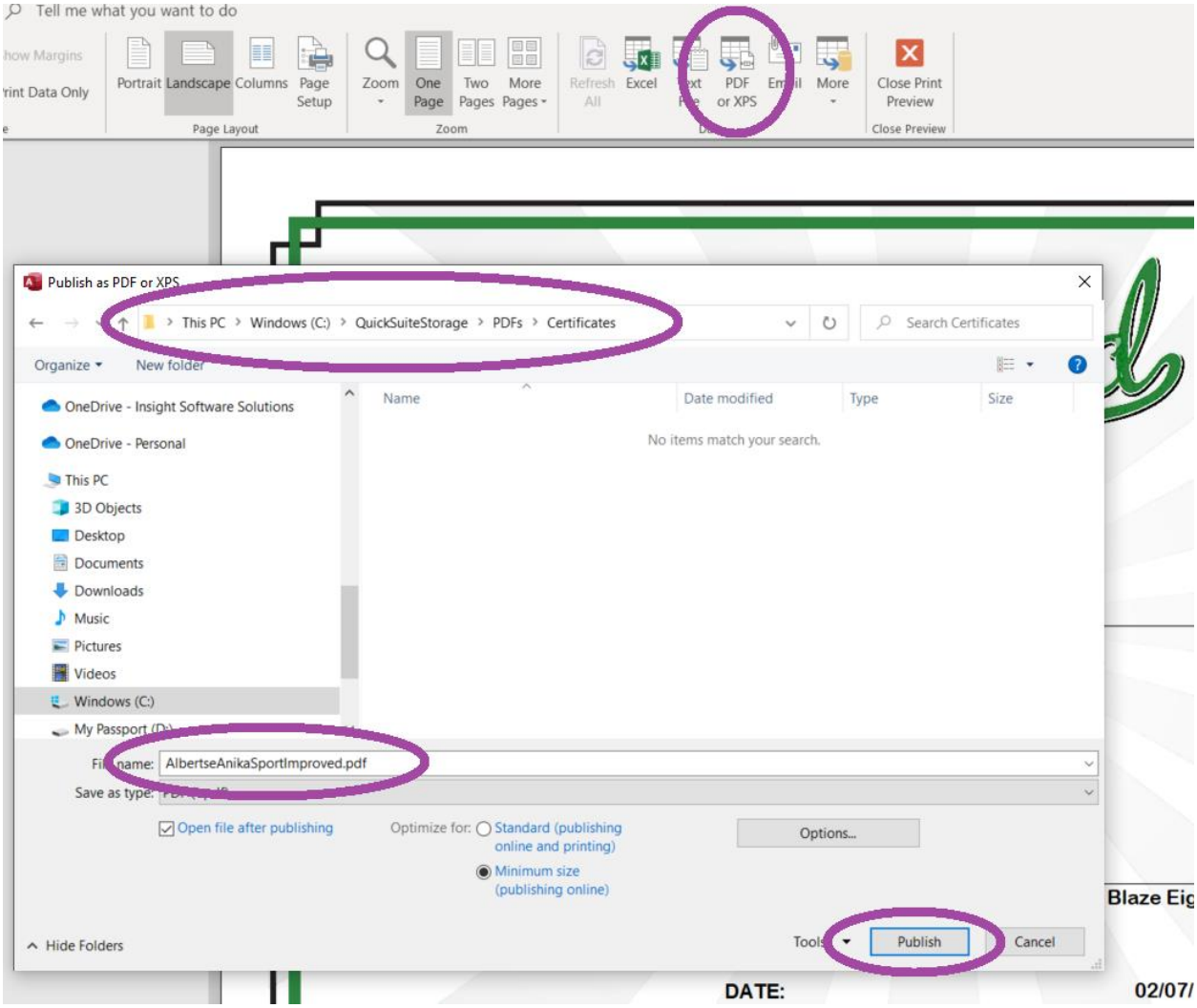
3. Click View certificate
4. Print and sign



Save as PDF and Sign Digitally

As with signing any PDF doc digitally, the free version of Adobe does have this feature. See here on how to do this.

1. Note that obviously in this case you will be manually saving the Certificate as a PDF. You can either print to PDF or you can save the certificate directly to PDF:



2. In this case, unlike with the automated creation of PDFs of the learner reports cards, the filepath and then filename are your choice, the above screenshot is just an example.
3. Open the PDF then click on ‘Sign’ then drag the signature to the place on the PDF where you wish it to show



4. For creation of a digital signature click here.

QuickSPORTS

Open QuickSPORTS

This is very straight forward:

1. Open QuickSports



Link to your SAMS Data file:

(note you needn't browse every time you start, the system will remember the path)



11. Browse to the database location of your SAMS Data file and select the data file that you use (it's usually called something similar to [Schoolname].mdb eg: HilltopHigh.mdb). it is the same file that you select when opening SAMS. If your SAMS Data file is not stored on your Server/network location then you will either find it in C:\Program Files\EdusolSAMS\Data folder (sometimes that is Program Files x86) OR in C:\Users\[username]\AppData\Local\VirtualStore\Program Files\EdusolSAMS\Data.
12. Click 'Link to Database'

    IT IS WORTH REMINDING YOU, THAT YOU ARE IN NO WAY ALTERING OR ADJUSTING OR MOVING OR DISTURBING YOUR SAMS DATA IN ANY WAY SHAPE OR FORM. YOU ARE SIMPLY READING THE DATA FROM THE FILE. IF

YOU PREFER, YOU CAN VERY EASILY AND SIMPLY MAKE A COPY OF YOUR SAMS DATA FILE AND POINT YOUR QUICKSUITE APPLICATIONS AT THAT FILE INSTEAD.

13. The 'No Badge' box is set to no by default.
14. Click Check Settings
15. Log in (Click here for notes on registering if you have not thus far)

QuickSEATS

Setup

This section will soon be completed in the next release of this manual set to be end of May2022. In the meantime, contact the support team for assistance and training.

quickParent

Setup

This section will soon be completed in the next release of this manual set to be end of May2022. In the meantime, contact the support team for assistance and training.

Apps under development:

QuickRepComms (This enables users to enter comments on their reports that is not limited and truncated to the SASAMS character limitations)

QuickXL (produce class lists by batch in logical folder structure in excel and store on your server) for staff to access at will)

QuickSP (A subject package app assisting the user to manage subject package choices for grade 9s)

QuickStats (This will be a tool that enables users to assemble all manner of statistical analysis of their SASAMS academics as well as graphical representations of all kinds)

And more apps to come.

QuickSAMS apps pricing:

Stand Alone (Per Annum)

We have added a significant number of applications since the original 4 apps listed here. We are updating this, in the meantime contact us here for pricing.

Combos (Per Annum)

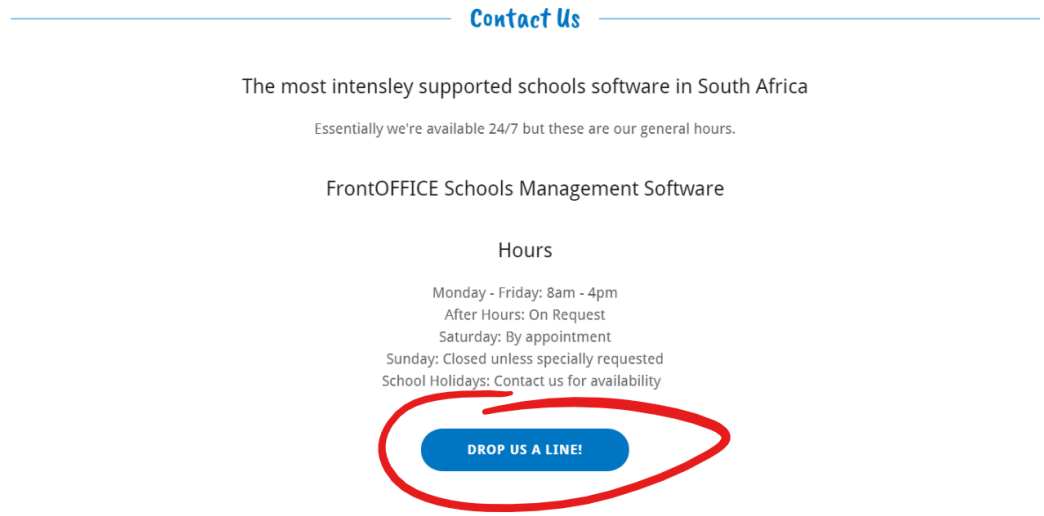
We have added a significant number of applications since the original 4 apps listed here. We are updating this, in the meantime contact us here for pricing.

Price escalation p.a. +/- Consumer Price Index
Any app on its own is standalone price
QR plus any app those apps @50% of their price
Any combination of other apps excluding QR is those apps @75% of their price
more than 5 applications the price is locked at R3880 per annum (excluding QuickParent)

You have access to all reports for all terms. They are marked as Demo Copy across the page. When you purchase a license, this will be removed.

QuickLines: We are also offering a support line to all SAMS only schools @R1440 per annum. With this license you will have swift response to support calls that we can assist you with in terms of technical issues with SAMS as well as functional issues.

In order to purchase a license, drop us a line in the contact us section here or press control and click on the icon below. Indicate your username you used to register with the system and we'll do the rest 😊.





MSOffice Bitness:

1. Open new MSWord file
2. Click file
3. Click Account
4. Click About 'Word'
5. You will see your MSOffice bitness in the pop up window as per the screenshot below:

