

A Guide to use the AGRISETA SMS Offline Module

- Step 1:** Copy the file from the CD on to the C drive
Step 2: Open the file, now on the C drive

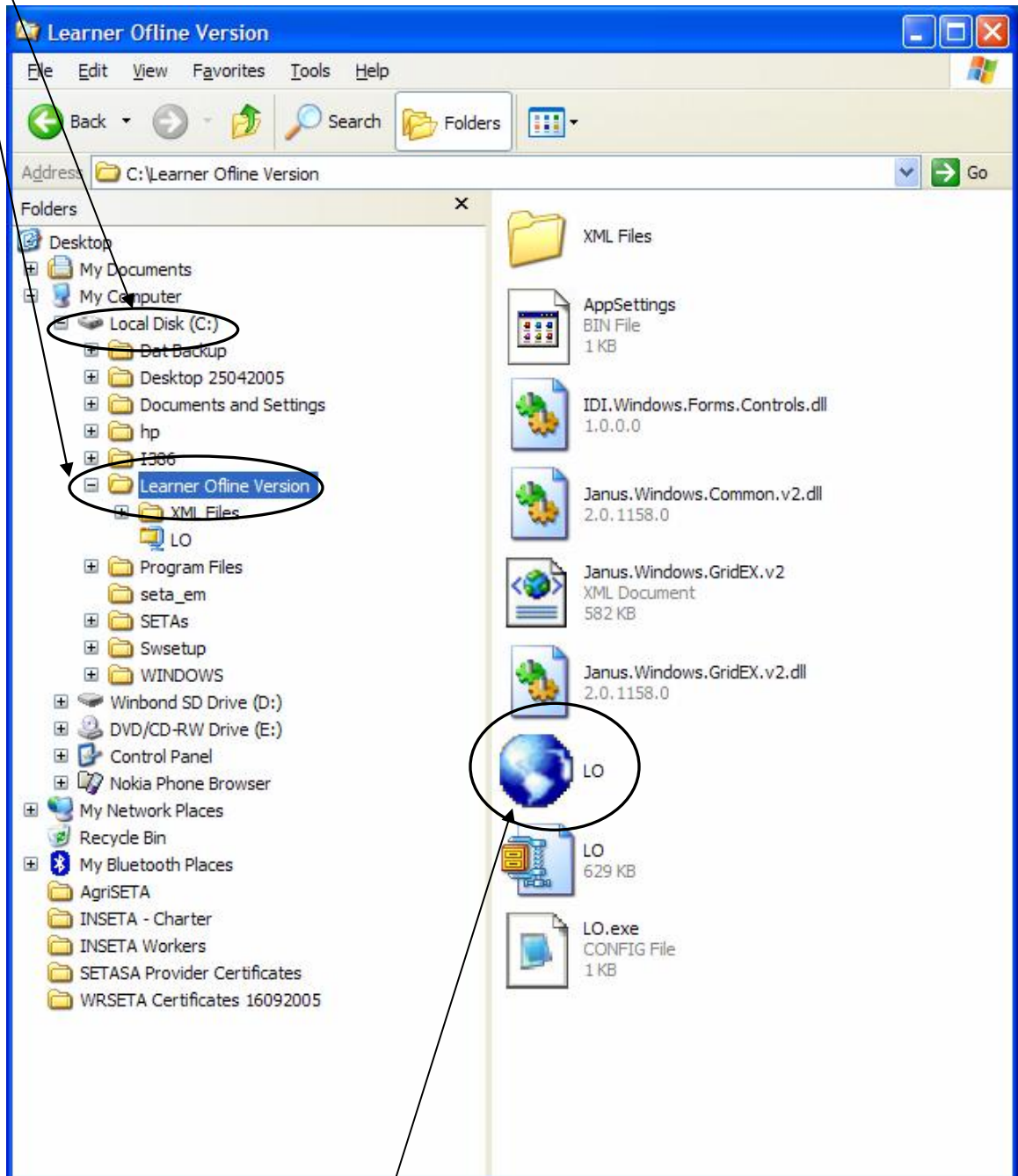


Figure 1.1

- Step 3:** Click on the Blue Icon named "LO" (You don't need to be connected to SMS to do this).

Step 4: Select "Agriseta" from the dropdown box

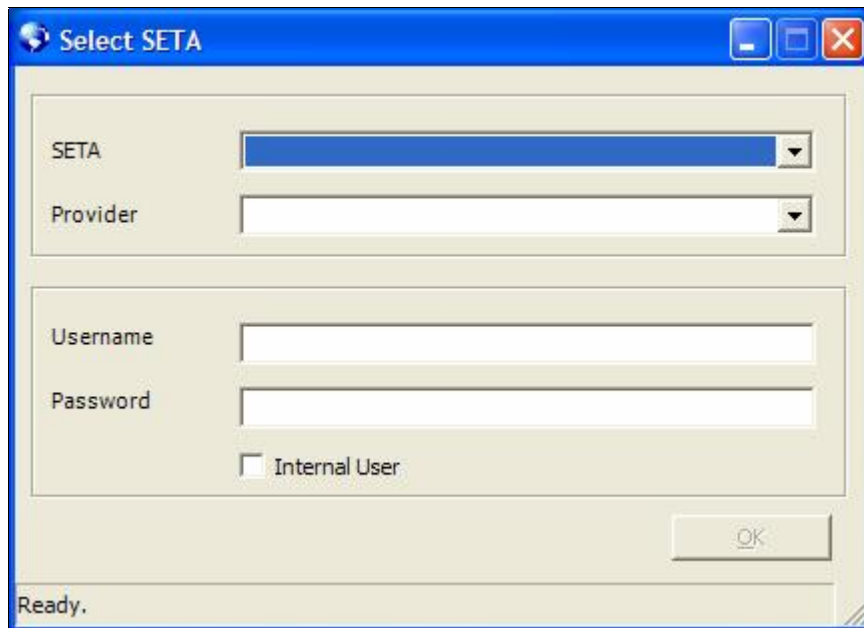


Figure 1.2 – Login Screen of Learner Offline Module

The Offline version will now search for all the providers for AGRISETA that are captured on SMS.

Step 5: Then select your provider company name from the dropdown box.

Step 6: Fill in you Username and Password that you usually use to access the information on SMS.

NOTE: Do not select the "Internal User" option. It is for SETA use only.

The Offline Version will now search for all in the information that are link to this specific provider on SMS. The Offline Version also verifies the login information against the provider information the same SMS is doing when you logon to SMS.

The Offline will open the screen to capture learner details once you passed the verification process.

A R Training Group (L8)

Search:

General Information

Title: Miss
 First Name: Alize
 * Middle Name: Elizabeth
 Surname: Groenewald
 Initials: AEG
 RSA ID Number: 7910160088088
 Date of Birth: 1979/10/16

Demographic Information

Gender: Female
 Equity: White
 Nationality: South African
 Home Language: Afrikaans
 Communication Method: E-mail
 Citizen Residence Status: South African Citizen
 Socio-Economic Status: Employed
 Disability Status: (None)
 Geographical Area: Gauteng

Learner Information

Learner Status: Active Learner
 Learner Status Reason: Active Learner
 Learner Status Eff Date: 2005/09/18
 Provider SDL: L8
 Employer SDL:

Contact Information

* Telephone Number: 0124820373
 * Fax Number: 0124820308
 * E-mail: agroenewald@dtss.co.za
 Postal Address Line 1: Glenwood Estates 61
 Postal Address Line 2: Kapokstreet
 Postal Address Line 3: Lynnwood Glen
 Postal Address City: Pretoria
 Postal Address Code: 0081
 Region: Gauteng

Figure 1.3 – Capturing Screen of Learner Details

Fill in all the details and click on “Save”.

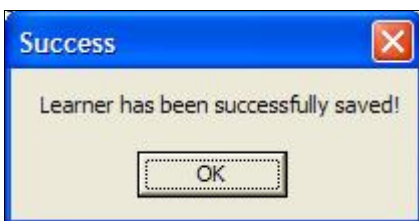


Figure 1.4

The system will tell you that the learner has been saved successfully.

Step 7: Click on the Programme button to add a programme to the learner.

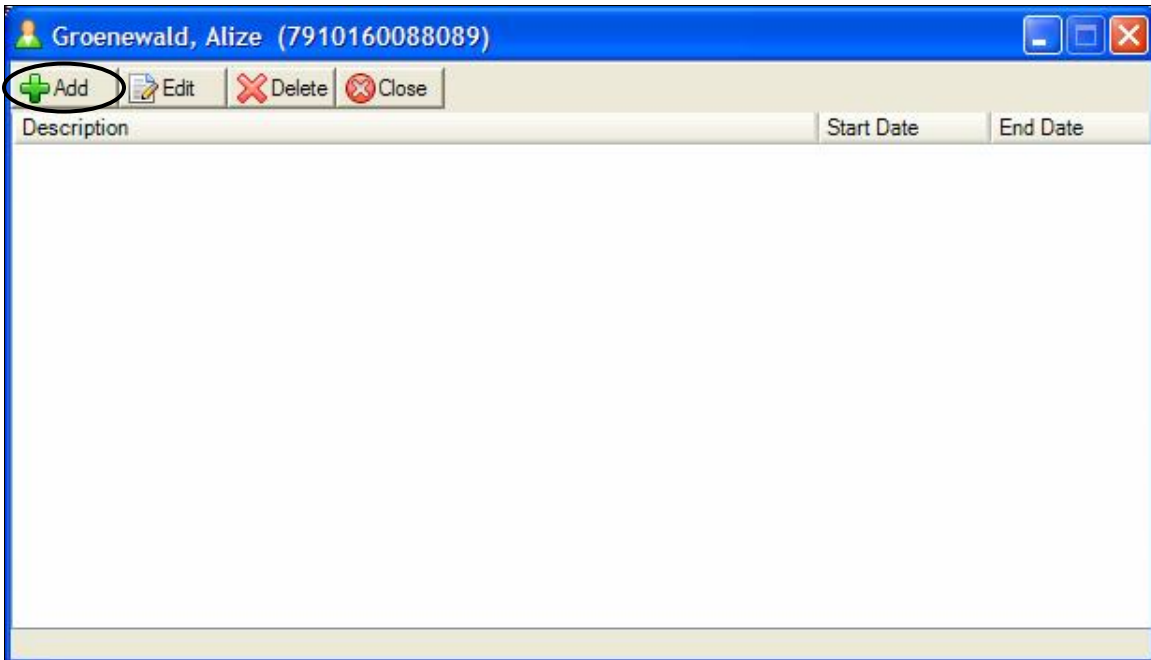


Figure 1.5 – Programmes already linked to learner

You will see the programmes linked to the learner in this screen. Click on the “Add” button to add a new programme to the learner.

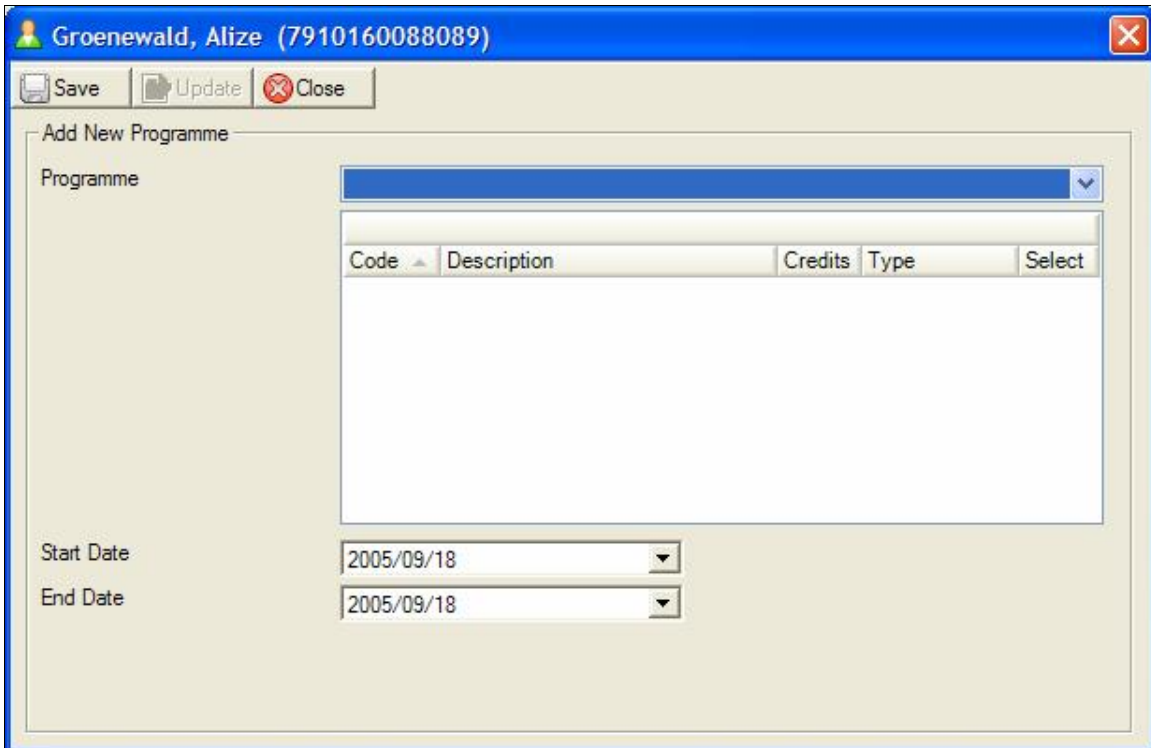


Figure 1.6 – Adding programme/qualification to learner

Select the programme/Qualification from the dropdown box. Select the Start and the End date and click on the “Save” button to save and link the programme to the learner. Click on the “Close” button to close the window and to see the programmes that was added to the learner.

Step 8: Send the learners to the SMS system by clicking on the “Send To Seta Database” button.

The screenshot shows a software window titled "A R Training Group (L8)". At the top, there is a search bar containing "Groenewald, Alize (7910160088089)". Below the search bar are four buttons: "New", "Edit", "Save", "Delete", and "Exit". The main area is divided into several sections:

- General Information:** Title (Miss), First Name (Alize), * Middle Name (Elizabeth), Surname (Groenewald), Initials (AEG), RSA ID Number (7910160088089), Date of Birth (1979/10/16).
- Demographic Information:** Gender (Female), Equity (White), Nationality (South African), Home Language (Afrikaans), Communication Method (E-mail), Citizen Residence Status (South African Citizen), Socio-Economic Status (Employed), Disability Status ((None)), Geographical Area (Gauteng).
- Learner Information:** Learner Status (Active Learner), Learner Status Reason (Active Learner), Learner Status Eff Date (2005/09/18), Provider SDL (L8), Employer SDL.
- Contact Information:** * Telephone Number (0124820373), * Fax Number (0124820308), * E-mail (agroenewald@dtss.co.za), Postal Address Line 1 (Glenwood Estates 61), Postal Address Line 2 (Kapokstreet), Postal Address Line 3 (Lynnwood Glen), Postal Address City (Pretoria), Postal Address Code (0081), Region (Gauteng).

At the bottom right, there are two buttons: "Send To Seta Database" (which is circled in red) and "Programme".

Figure 1.7 – Send learner information to AGRISETA SMS

NOTE: You don't need to click on this button after every learner. Only click on this button once you've entered and linked all you learners.

When you click on the “Send To Seta Database” button, the system will import all the learners with their details. The system will automatically link these learners to the provider profile on the system, so that when you login to SMS and you do a search you will be able to call up the learners with their details. The system will also link the programme that you've selected for the learner to the learner so that the details are ready for you to do the assessment uploads.