NEW BOOK RETRIEVAL MANUAL

A. INTRODUCTION

There are 5 main functions for which you may want to use the Learner Support Materials Module:

o You may want to add a book to your master register list.
o When you receive books you will want to add this quantity to your stock (either new stock or existing stock).
o When you have books you will want to distribute these learning materials through the educators, learners and staff. You will want to keep a record of where they are for retrieval at a later date.
o When these books are being returned, you will be want to book them back into stock so that they are available again.
o When books are lost or damaged you will need to permanently remove these books out of stock.

B. HOW TO CAPTURE

1. Click on **Physical Resources**

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2. Click on **Learner Support Materials**.

Maintain Subject Areas(14.1.1)

3. Click on **LSM Subject Areas: Maintain**.
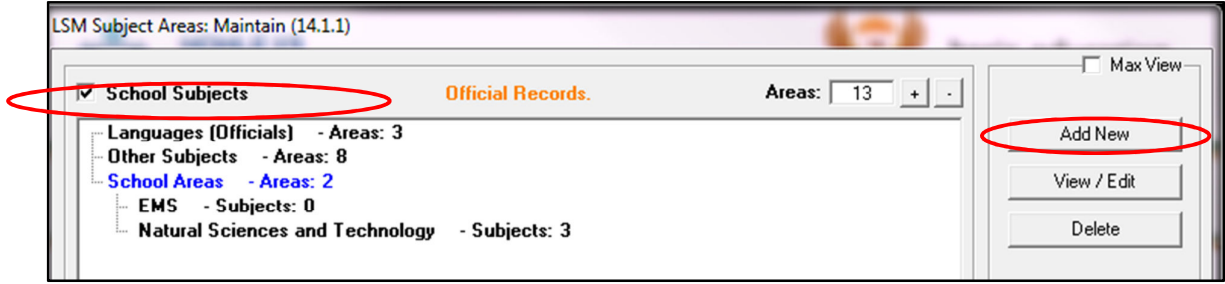

4. Click on **school subjects** to view the school's official subjects. **NB: Make sure that your school subject appear under School areas , if not, do step 5.**
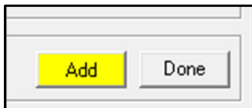
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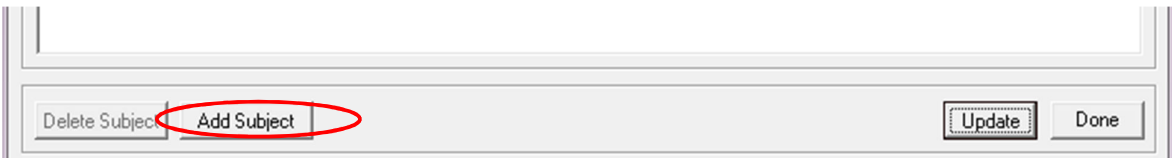5. Click on the **Add New** button. You can also **View/Edit or Delete** the subject.

6. Type in the **Area** field, to add a School Area. *NB: There are no linked Subject Grade to this School Area.*
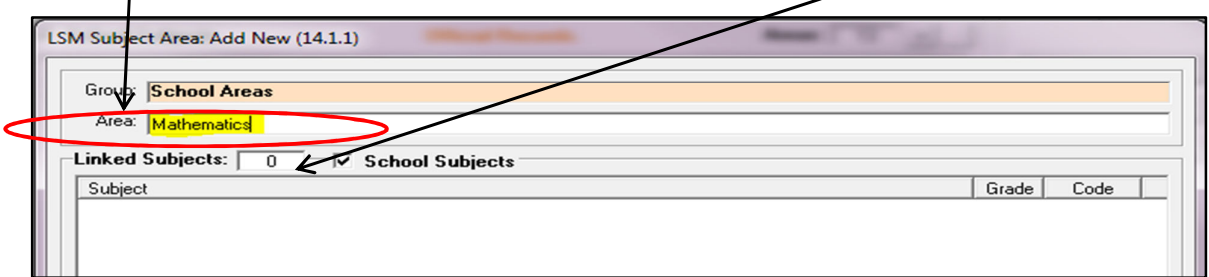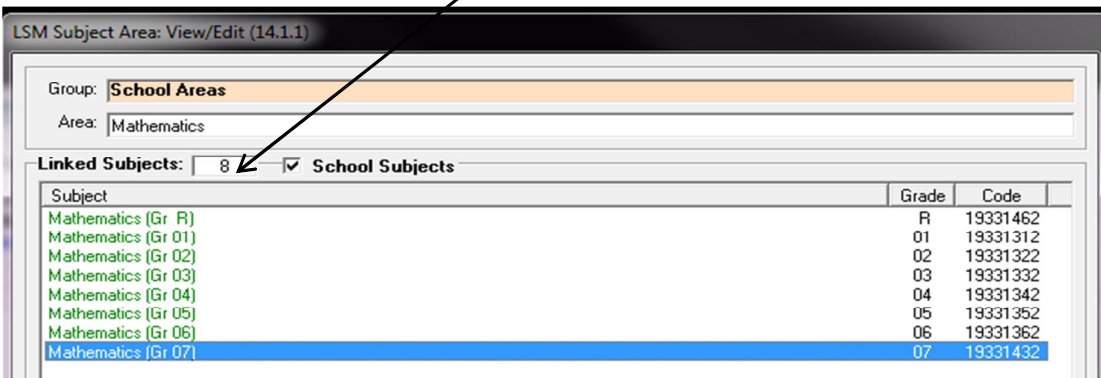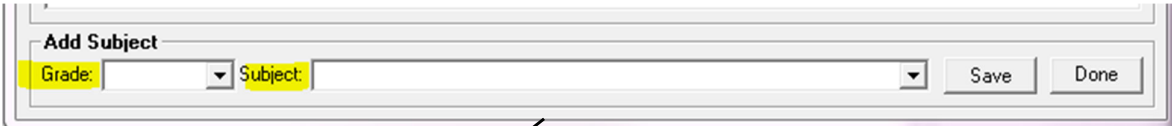

7. Click on the **Add** button to add the School Area.

8. Click on the **Add Subject** button to link a School Subject to the School Area.

9. Add all the **Grades and Subject Grade** to the School Area. *NB: The Subject Grade are now linked to this School Area.*

Add the Item Information(14.1.2)

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10. Select all the options to search for the item. Click on the **Go** button.

If it shows **"0"** items, then it means the Item does not exist.

11. Click on the **Add New** button to add the Item Information. The following must be captured to add information.

12. Click on the **Add** button to save information.

13. Click on the **Add Subject** button to link a subject to the Item. Select **Grade and Subject**. Click on the **Save** button.

And now we have a linked subject.

14. Click on the **Done** button. The following screen will display.

Add Stock to the Item (14.1.4)

15. Select all the options to search for the item. Click on the **Go** button. *NB: Remember to select the correct Category.*

The following will display: Click on the **Book** and Click on the **Stock Quantities** button to add Stock.

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16. The following screen will display: *NB. There is no stock that is captured for this book.*

17. Click on the **Add Stock Data** button. **Capture the required information** and click on the **Add** button. *NB. The cost is optional.*

18. The stock is captured for the book.

Issue Item to Learner/Educator/Staff (14.1.6)

19. Select **Type**.

    19.1 If a learner----→ Select **Grade, Class and Learner** name.

    19.2 If an Educator--→ Select **Educator** name.

    19.3 If a Staff member-→ Select **Staff** name.

20. Example: Select an **Educator** name. Click on the **Issue** option.

21. Select **Grade** and **Subject**.

22. Click in the box of **Item** to issue. Check for the **availability** of books.

23. Capture **Issue Item** Information. Click on the **issue** button to save.

Return Item by Learner/Educator/Staff (14.1.6)

24. Select **Type**.

    24.1 If a learner----→ Select **Grade, Class and Learner** name**.**

    24.2 If an Educator--→ Select **Educator** name**.**

    24.3 If a Staff member-→ Select **Staff** name.

25. Click on the **Return** option. Check for the **number of outstanding** books.

26. Click in the box of **Item** to return. Capture the return of books information.

Searching LSM Item

27. By searching for the LSM Item there are different options, namely:

    27.1 Select "**All**" on all options and Click on the **GO** button.

27.2 Specify your selection and Click on the **GO** button.

27.3 Search with ISBN/Title/Publisher/Author of the Item.

LSM REPORTS(14.1.11)

28. Select the **Type**. Click on the **Outstanding Items** or **Loan History**.

29. There are other LSM reports you can print.

LSM PAST DUE LOANS(14.1.18)

30. View and Print the Past Due Loans report. Displays which books are outstanding and have not been returned on the system.

LSM Items: Past Due Loans
2016/08/04

No	Dates: Expected Return / Issued	Item Details / Loan Details	Quantities: Outstanding / Issued
1	2015/12/07	Book: Platinum English First Additional Language Grade 5 Reader (ISBN:9780636138759)	124
	2015/03/11	Educator: THOOTHE, Rakatso Leswetsa Joseph (Archived)	124
2	2015/12/07	Book: Platinum English First Additional Language Grade 6 Learner's Book (ISBN:9780636135710)	150
	2015/03/10	Educator: GAAREKOE, Maetle Henry	150
3	2015/12/07	Book: Via Afrika Sesotho Puo ya Lapeng Kereiti 5 Padiso (ISBN:9781415424438)	124
	2015/03/10	Educator: MOSALA, Tsotsopi Anastatia	124
4	2015/03/10	Book: Via Afrika Sesotho Puo ya Lapeng Kereiti 4 Padiso (ISBN:9781415424407)	140
	2015/03/10	Educator: TSAOANE, Mamoshila Margret	140