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NEW BOOK RETRIEVAL MANUAL

A. INTRODUCTION

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

- You may want to add a book to your master register list.
- When you receive books you will want to add this quantity to your stock (either new stock or existing stock).
- 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.
- When these books are being returned, you will be want to book them back into stock so that they are available again.
- 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**

DEMOI/S
2016

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Basic Education
REPUBLIC OF SOUTH AFRICA

**SA-SAMS : School Administration and Management System
MAIN MENU**

1. General School Information	11. Financial Assistant
2. Human Resource Information	12. Curriculum Related Data
3. Learner and Parent Information	13. Timetabling Assistant
4. Learner Listing	14. Physical Resources
5. Governance Information	15. Library Module
6. Standard Letters and Forms	16. Security and Database Functions
7. Export Data	17. Lurits Approval Module
8. Annual National Assessment	
	User Preferences



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

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SA-SAMS : School Administration and Management System
14. PHYSICAL RESOURCES MENU

14.1. Learner Support Materials

14.11. Export LSM

14.12. Export Fixed Assets

14.3. Fixed Assets

14.5. Infrastructure Register

14.7. Stock Reconciliation to GL

14.8. Stock Taking Certificate

<< MAIN MENU

Maintain Subject Areas(14.1.1)

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

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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)

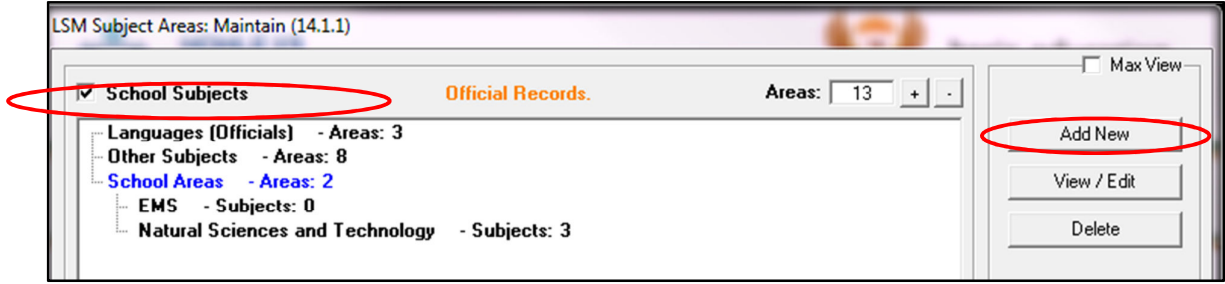
14.1.18. LSM Items: Past Due Loans

<< Physical Resources Menu

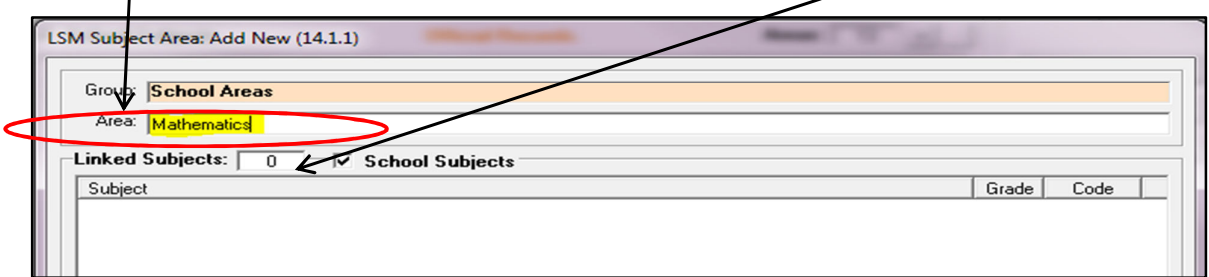
4. Click on **school subjects** to view the school's official subjects. **NB: Make sure that your school subject appear under School areas , if not, do step 5.**



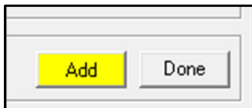
5. Click on the **Add New** button. You can also **View/Edit** or **Delete** the subject.



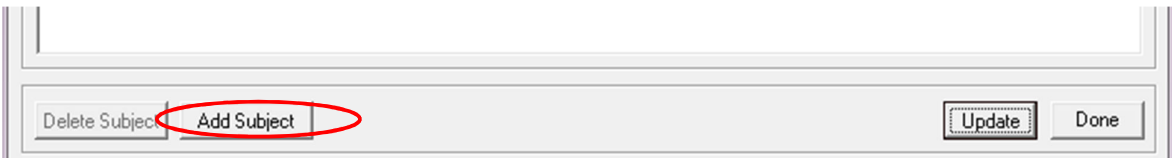
6. Type in the **Area** field, to add a School Area. **NB: There are no linked Subject Grade to this School Area.**



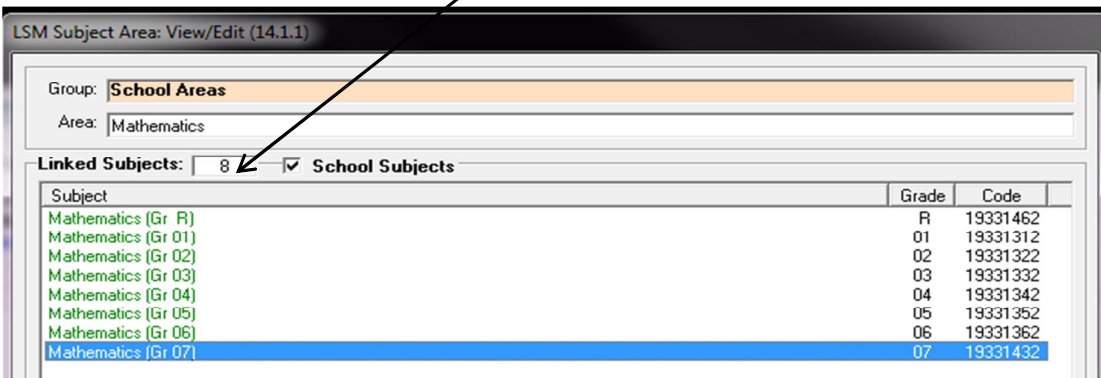
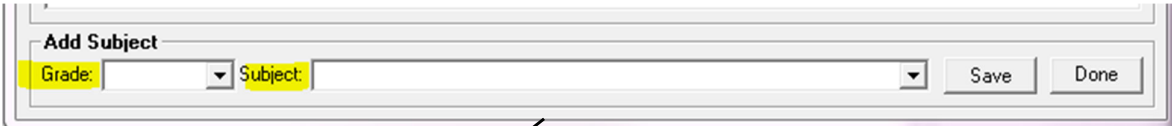
7. Click on the **Add** button to add the School Area.



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.

LSM Items: Maintain (14.1.2)

School Subjects Group: School Areas Area: Mathematics Grade & Subject: Grade R Mathematics (Gr R) Type: Books Others Category: Workbook Language of Item: English

Click on an Item to Select the Item.

Graded Reader Series
Novel
Posters
Reader
Short Stories Anthology
Teacher Guide
Text Book
Workbook

GO

Add New
View / Edit
Delete

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

Click on an Item to Select the Item.

Items: 0 + -

... Books

Add New
View / Edit

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

LSM Item: Add New (14.1.2)

Group: School Areas Area: Mathematics Type: Book Other

ISBN No.: 9782236699999 Title of Book: EXAMPLE: MATHEMATICS Publishers: Berlut Books Year Published: 2013 Authors: A. Loubser Category: Workbook

Language of Item: English

Linked Subjects: 0 School Subjects

Subject	Grade	Code
---------	-------	------

Delete Subject Add Subject Add Done

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.



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Add Subject

Grade: Subject:

And now we have a linked subject.

Linked Subjects: School Subjects

Subject	Grade	Code
Mathematics (Gr R)	R	19331462

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

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

--- Books

- Workbook (1)
 - EXAMPLE: MATHEMATICS : Pub: Berlut Books : ISBN: 9782236699999

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.**

LSM Items: Maintain (14.1.2)

School Subjects

Group: Area:

Grade & Subject:

Type: Books Others Category:

Language of Item:

Graded Reader Series
Novel
Posters
Reader
Short Stories Anthology
Teacher Guide
Text Book
Workbook

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

LSM Items: Maintain Stock Quantities (14.1.4)

School Subjects

Group: Area:

Grade & Subject:

Type: Books Others Category:

Language of Item: Search Fields:

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

--- Books

- Workbook (1)
 - EXAMPLE: MATHEMATICS : Pub: Berlut Books : ISBN: 9782236699999



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

LSM Items: Maintain Stock Quantities (14.1.4)

LSM Items: Maintain Stock (14.1.4)

Item: **EXAMPLE: MATHEMATICS : Pub: Berlut Books : ISBN: 9782226609999**

Total Stock: **0** Loans: **0** Write Off: **0** Available: **0**

Stock Details: Lines: 0

Line	Date Added	Register	Qty Added	Item Cost	Qty WriteOff	WriteOff Cost	Total Cost	Total Item Value

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

Add Stock Data

Add Stock Quantity

Stock Register: **750/002 Text Books and LSM** Date Added: **2016/08/01** **2016/08/01** **Add**

Qty Added: **5** Cost (Per Item): **0** Total: **0.00** **Done**

18. The stock is captured for the book.

LSM Items: Maintain Stock (14.1.4)

Item: **EXAMPLE: MATHEMATICS : Pub: Berlut Books : ISBN: 9782226609999**

Total Stock: **5** Loans: **0** Write Off: **0** Available: **5**

Stock Details: Lines: 1

Line	Date Added	Register	Qty Added	Item Cost	Qty WriteOff	WriteOff Cost	Total Cost	Total Item Value
1	2016/08/01	750/002	5	0.00	0	0.00	0.00	0.00

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.

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

Person Max View

Type: Learner Educator Staff

Educator: **ATORO, Liepollo Anastacia**

Mode

Select: Issue Return View Full Loan History Print Issue Form

Grade/Subject

Grade: **Grade R** Subject: **Mathematics (Gr R)**

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.

Available Item(s) to Issue Selected: 1 Count: 1
 Click in the check box of Item(s) to Issue. Only Items with Available Qty > 0 are shown.

Item	Available
<input checked="" type="checkbox"/> Book: Oxford Successful Mathematics Grade 4 Learner's Book : Pub: Oxford University Press : ISBN: 9780199042852	140

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

Issue Item:

Loan Venue: None

Quantity Issued: 140

Date Issued: 2016/01/13 2016/01/13 Expected Return Date: 2016/12/07 2016/12/07 Educator's Term 4 ends 2016/12/07

Average Condition of Items Issued: Average

Issue Done

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.

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

Person Type: Learner Educator Staff Max View

Educator: ATORO, Liepollo Anastacia

Mode Select: Issue Return View Full Loan History Print Issue Form

Outstanding Loans Count: 1

* Date Loaned	* Item	Outstanding
<input type="checkbox"/> 2016/01/13	Book: Oxford Successful Mathematics Grade 4 Learner's Book	140

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.

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

Date of Return/Write Off: 2016/08/04 2016/08/04

Number of items being returned: 140 Items have been counted and checked for RETURN Save

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.



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LSM Items: Maintain (14.1.2)

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

Filters Max View

Click on an Item to Select the Item. Items: 0 + -

Add New

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

LSM Items: Maintain (14.1.2)

School Subjects Group: Languages (Officials) Area: Sesotho Grade & Subject: Grade 04 Sesotho Home Language (Gr 04) Type: Books Others Category: All Language of Item: All Search Fields: **GO**

Filters Max View

Click on an Item to Select the Item. Items: 30 + -

--- Books

- Core Reader (2)
 - ditharollo tsa bohle Sesotho Kreiti 4 Padiso : Pub: Macmillan South Africa (Pty) Ltd : ISBN: 9781431012954
 - Via Afrika Sesotho Puo ya Lapeng Kereiti 4 Padiso : Pub: Via Afrika : ISBN: 9781415424407
- Graded Reader Series (24)
 - BABADI KE BAETAPELE KREITI 4: BOBEDI BO PHETHAHETSENG : Pub: Macmillan South Africa (Pty)
 - BABADI KE BAETAPELE KREITI 4: BOKAMOSO BO KGANYANG : Pub: Macmillan South Africa (Pty) Ltd
 - BABADI KE BAETAPELE KREITI 4: DINONYANA DI KGETHA MORENA : Pub: Macmillan South Africa (Pty)
 - BABADI KE BAETAPELE KREITI 4: HO BOLOKA LETSATSI : Pub: Macmillan South Africa (Pty) Ltd : ISBN

Add New
View / Edit
Delete

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

LSM Items: Maintain (14.1.2)

School Subjects Group: All Area: All Grade & Subject: Grade 04 All Type: Books Others Category: All Language of Item: All Search Fields: **GO**

Filters Max View

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

--- Books

- Text Book (1)
 - Scientific - Example : Pub: Best Books : ISBN: 9780799407228

Add New
View / Edit
Delete



LSM REPORTS(14.1.11)

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

LSM: Loan Details

Type: Learners Educators Staff

Grade: Class: Learner:

Outstanding Items Loan History

29. There are other LSM reports you can print.

LSM: Detail Inventory List
Type: Inventory List per Grade Inventory List per Area
Grade:

LSM: Inventory Summary per Grade
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
Filter: by Date by Area
From: To:

LSM: Print Blank Issue Form

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:		Item Details Loan Details	Quantities:
	Expected Return	Issued		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: TSAQANE, Mamoshila Margret	140