

BOOK RETRIEVAL MANUAL (version 2)

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.
- o 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 wanting 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.

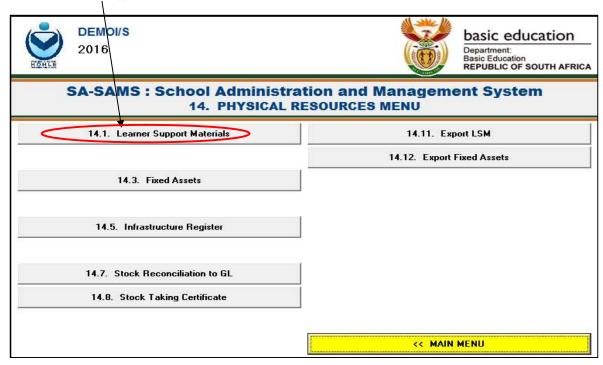
B. HOW TO CAPTURE

1. Click on Physical Resources

DEMOVS 2016	basic education Department: Basic Education REPUBLIC OF SOUTH AFRIC
	ntion and Management System MENU
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



2. Click on Learner Support Materials.



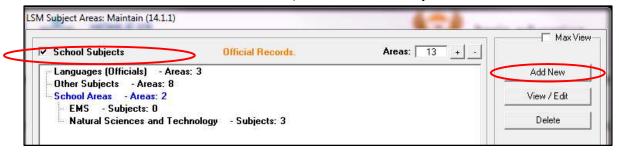
Maintain Subject Areas(14.1.1)

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 appears 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.

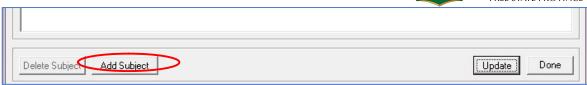


7. Click on the **Add** button to add the School Area.

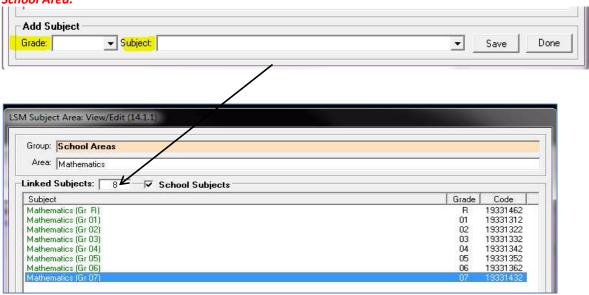


8. Click on the **Add Subject** button to link a School Subject to the School Area.





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



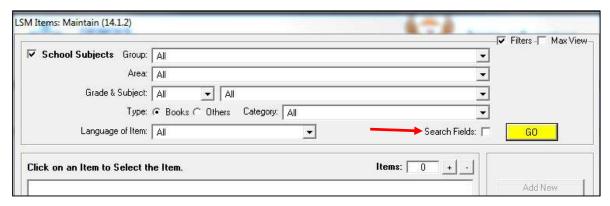
10. Please do **step 5** to **step 9** for all the subjects offered by your school. Each School Area must be linked to Subject grades.

Maintain LSM Items (14.1.2)

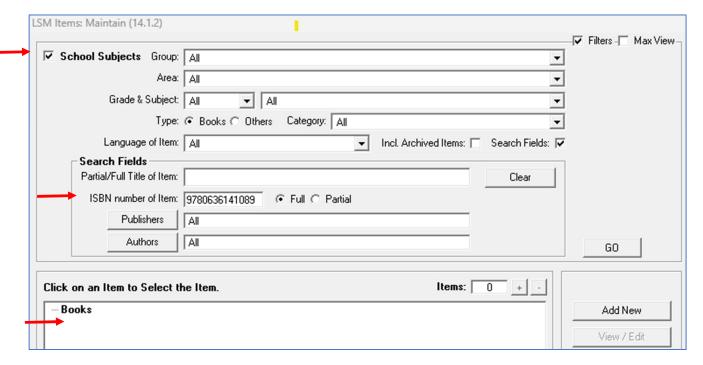
- NB. You need to search for the ISBN before adding an Item to avoid capturing an existing item.
 - 11. By searching for the LSM Item there are different options, namely:



11.1 Select "All" on all options, click on Search Fields.

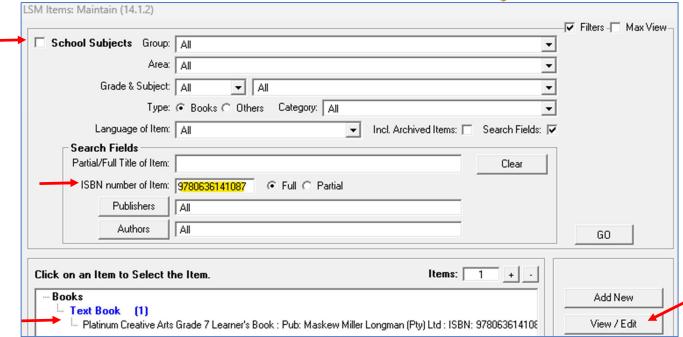


11.2 Search the ISBN of the Item with School Subjects on the upper left ticked.

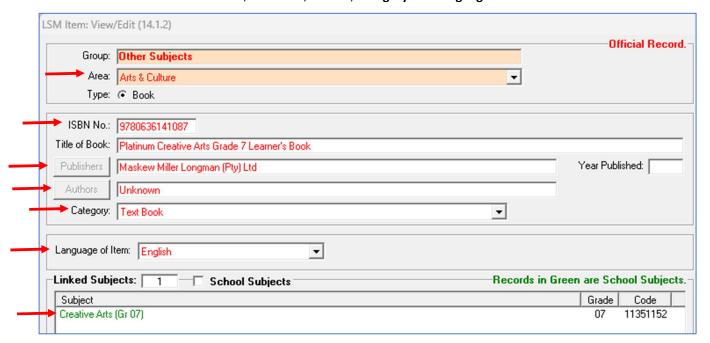


- 11.2.1 Click on the **GO** button.
- 11.2.2 If the item does not show under Books, Search the **Same ISBN** of the Item with **School Subjects** on the upper left **unticked**.





- 11.2.2.1 Click on the **GO** button.
- 11.2.2.2 If the item exists, click on the **View/Edit** button to make sure that the item:
 - 11.2.2.2.1 Is linked to the correct **subject** and **area**.
 - 11.2.2.2.2 Title, Publisher, Author, Category and Language of Item are correct





- 11.2.2.2.3 Click on the **Done** button.
- 11.2.2.2.4 Immediately go to the **14.1.4 (Maintain Stock Quantities)** button to add stock quantities. **(Page 9)**
- 11.2.3 If the item does not show under Books when **School Subjects** on the upper left is **ticked** and **unticked**. It means that the item does not exist on the system.

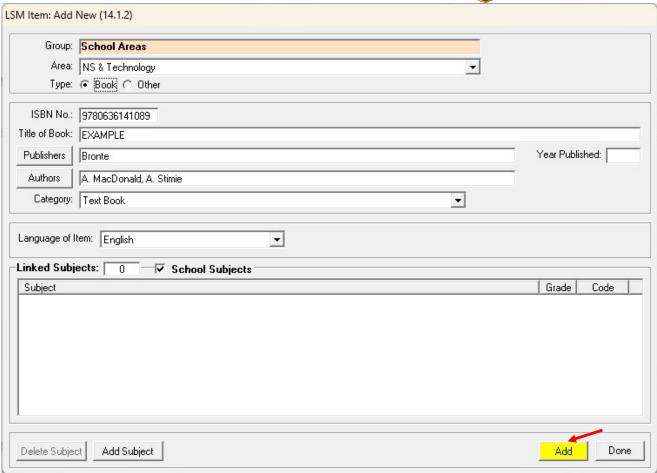
Add the Item Information (14.1.2)

12. Click on the Add New button to add the Item Information.

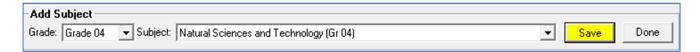


12.1 The following must be captured to add information.

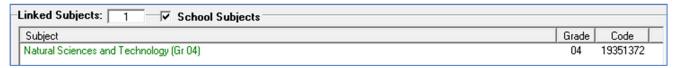




- 12.2 Click on the Add button to save information.
- 12.3 Click on the **Add Subject** button to link a subject to the Item. Select **Grade and Subject**. Click on the **Save** button.



And now we have a linked subject.



12.4 Click on the **Done** button.

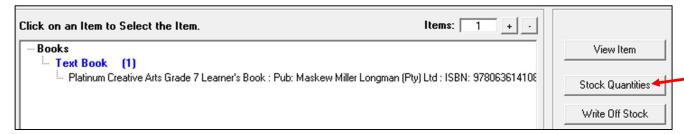


Add Stock to the Item (14.1.4)

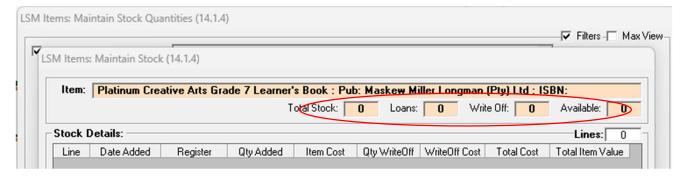
13. Select "All" on all options, click on Search Fields.



- 14. Search the ISBN of the Item. Click on the GO button.
- 15. Select the item and click on the **Stock Quantities** button.



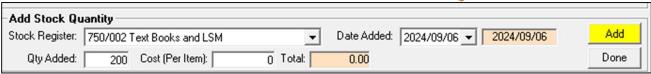
15.1 The following screen will display: NB. There is no stock that is captured for this book.



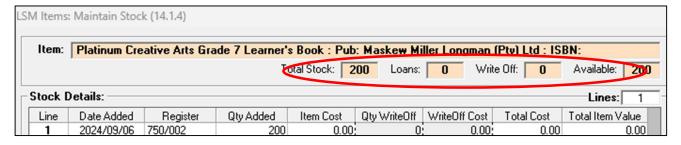
- *Check the total stock. If the stock is not correct, you can either delete the stock or top up the stock on the system.
- 15.2 Click on the **Add Stock Data** button. **Capture the required information** and click on the **Add** button. **NB.**The cost is optional.





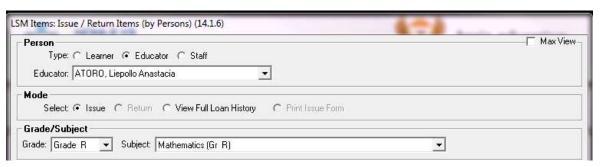


15.3 The stock is captured for the book.

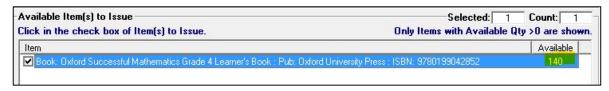


<u>Issue Item to Learner/Educator/Staff (14.1.6)</u>

- 16. Select Type.
 - 16.1 If a learner----→ Select Grade, Class and Learner name.
 - 16.2 If an Educator--→ Select **Educator** name.
 - 16.3 If a Staff member-→ Select **Staff** name.

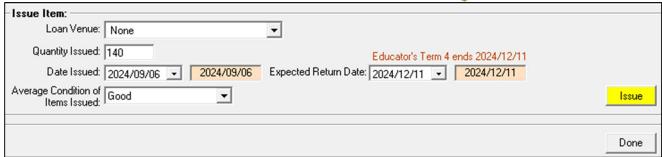


- 17. Example: Select an **Educator** name. Click on the **Issue** option.
- 18. Select Grade and Subject.
- 19. Click in the box of Item to issue. Check for the availability of books.



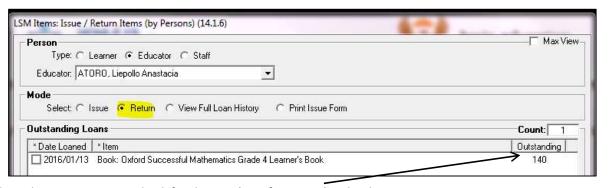
20. Capture Issue Item Information. Click on the issue button to save.





Return Item by Learner/Educator/Staff (14.1.6)

- 21. Select Type.
 - 21.1 If a learner----→ Select Grade, Class and Learner name.
 - 21.2 If an Educator--→ Select Educator name.
 - 21.3 If a Staff member-→ Select Staff name.



- 22. Click on the **Return** option. Check for the **number of outstanding** books.
- 23. Click in the box of **Item** to return. Capture the return of books information.



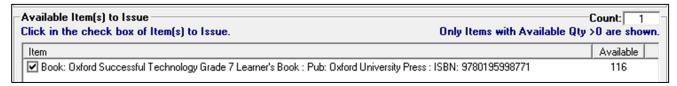


Issue Item by Grade/Subject (14.1.7)

24. Select Grade and Subject.



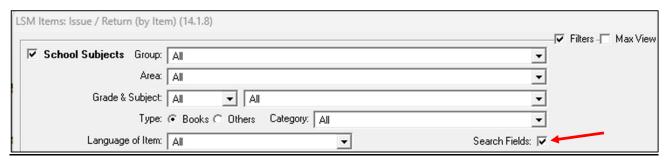
25. Click in the box of Item to issue. Check for the availability of books.



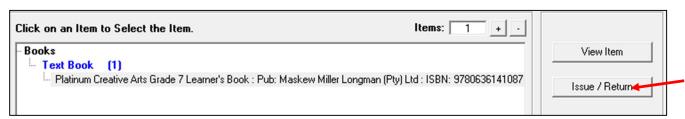
26. Capture Issue Item(s) Information. Click on the issue button to save.

Issue Item by Item (14.1.8)

27. Select "All" on all options, click on Search Fields.

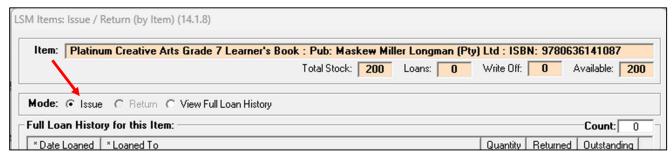


- 28. Search the ISBN of the Item. Click on the GO button.
- 29. Select the item and click on the Issue/Return button.





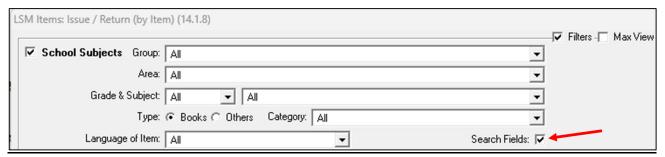
30. Click on Issue.



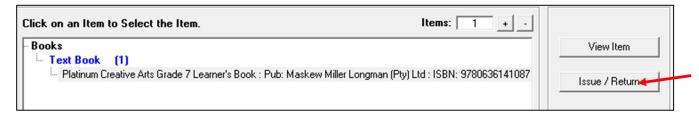
31. Capture Issue Item(s) Information. Click on the issue button to save.

Return Item by Item (14.1.8)

32. Select "All" on all options, click on Search Fields.

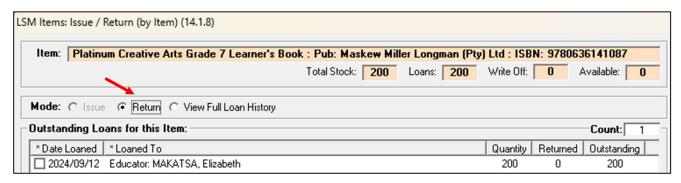


- 33. Search the ISBN of the Item. Click on the GO button.
- 34. Select the item and click on the Issue/Return button.





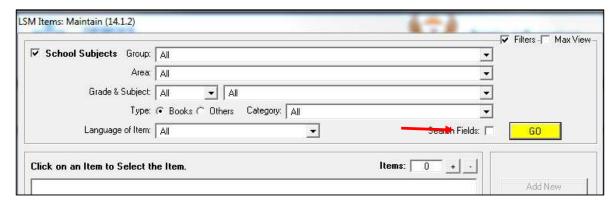
35. Click on Return.



36. Capture Issue Item(s) Information. Click on the issue button to save.

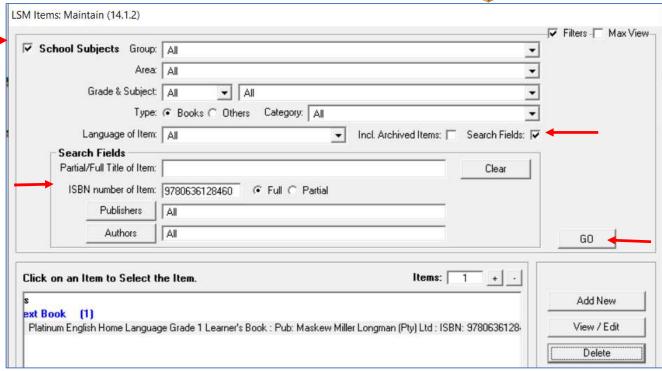
DELETE AN ITEM (14.1.2)

37. Select "All" on all options, click on Search Fields.



38. Search the ISBN of the Item with either School Subjects on the upper left ticked or unticked (depending on where the item is falling under).



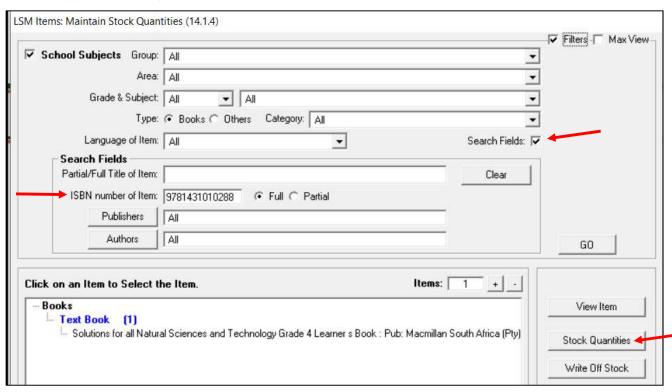


- 39. Click on the GO button.
- 40. Click on the **item** and click on the **Delete** (provided that the there is **0 stock** for them and that the item is not **issued** to anyone) button.
- 41. Click on the Yes button to delete the item.

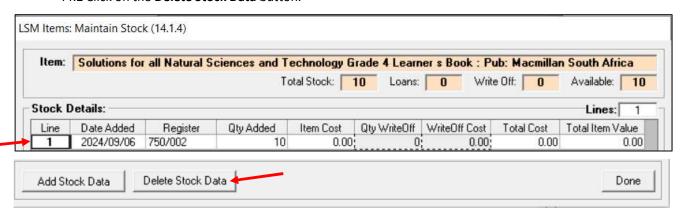


DELETE STOCK QUANTITIES (14.1.4)

42. Select "All" on all options, click on Search Fields.



- 43. Search the ISBN of the Item. Click on the GO button.
- 44. Select the item and click on the **Stock Quantities** button.
 - 44.1 Click on the line of the stock quantity item.
 - 44.2 Click on the **Delete Stock Data** button.

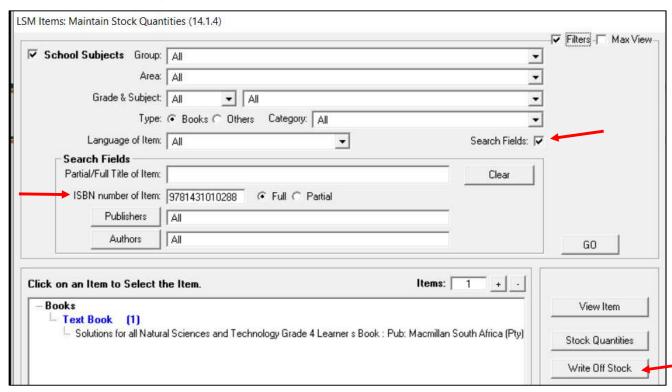


NB. The Total stock should be 0 after deleting the line of the stock. If there are many stock lines, you need to delete each line at a time to get 0 stock.

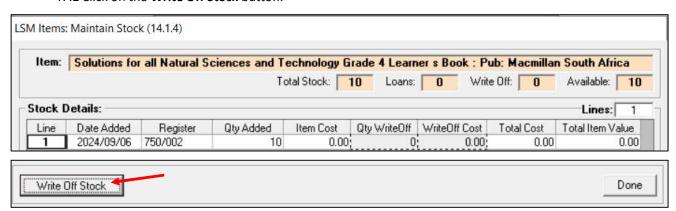


WRITE OFF STOCK OF AN ITEM (14.1.4)

45. Select "All" on all options, click on Search Fields.



- 46. Search the ISBN of the Item. Click on the GO button.
- 47. Select the item and click on the Write Off Stock button.
 - 47.1 Click on the line of the stock quantity item.
 - 47.2 Click on the Write Off Stock button.





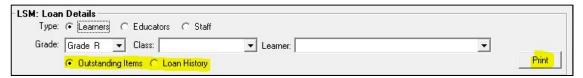
47.3 Capture the required information to write off the stock.



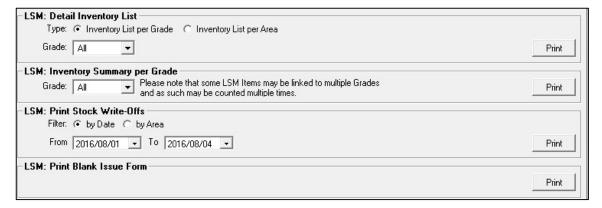
48. Click on the Save button.

LSM REPORTS (14.1.11)

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



50. There are other LSM reports you can print.



LSM PAST DUE LOANS (14.1.18)

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

