USER MANUAL
PUBLISHER

This is the User Manual for the Publisher user of the Learner and Teacher Support Material (LTSM) system of the Department of Basic Education (DBE).

Please use the following e-mail address for queries regarding the system: Grade12310LTSM@dbe.gov.za

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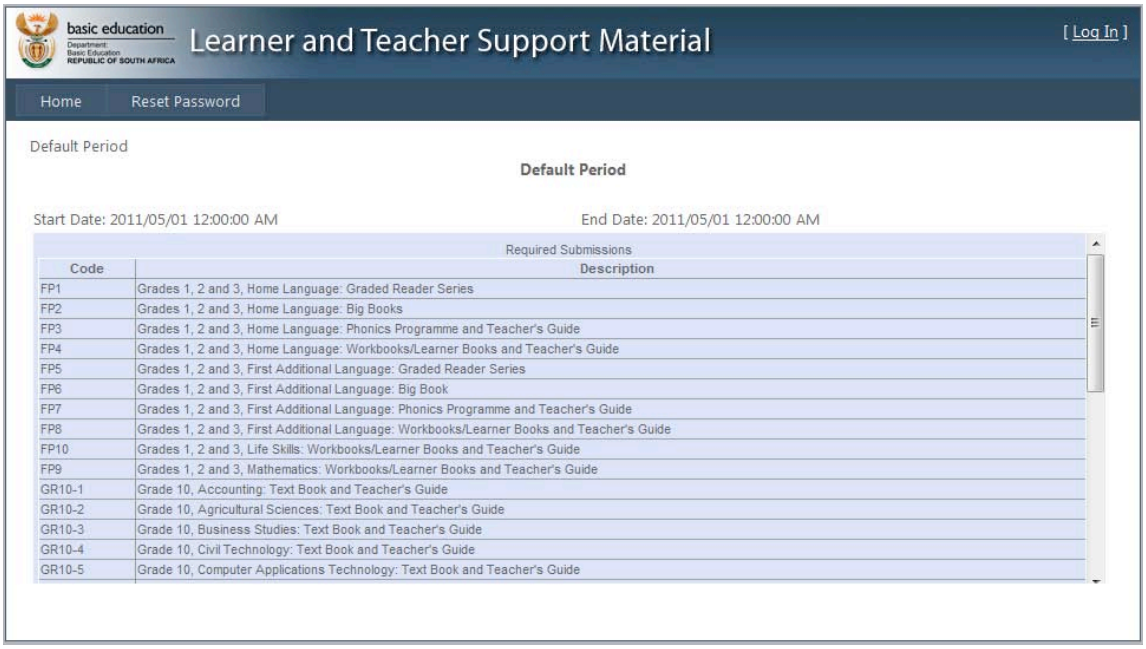
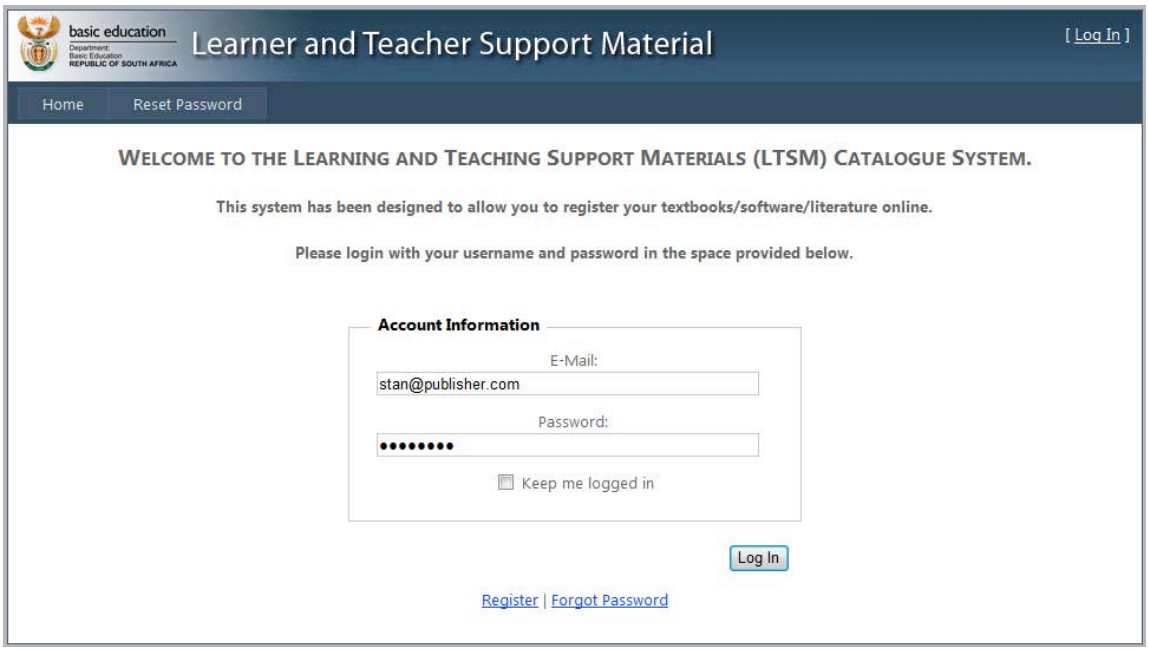
1. DEFAULT LTSM PAGE



The default page shows the current period with the requirements for the material that may be submitted during the period.

2. LOGIN PAGE

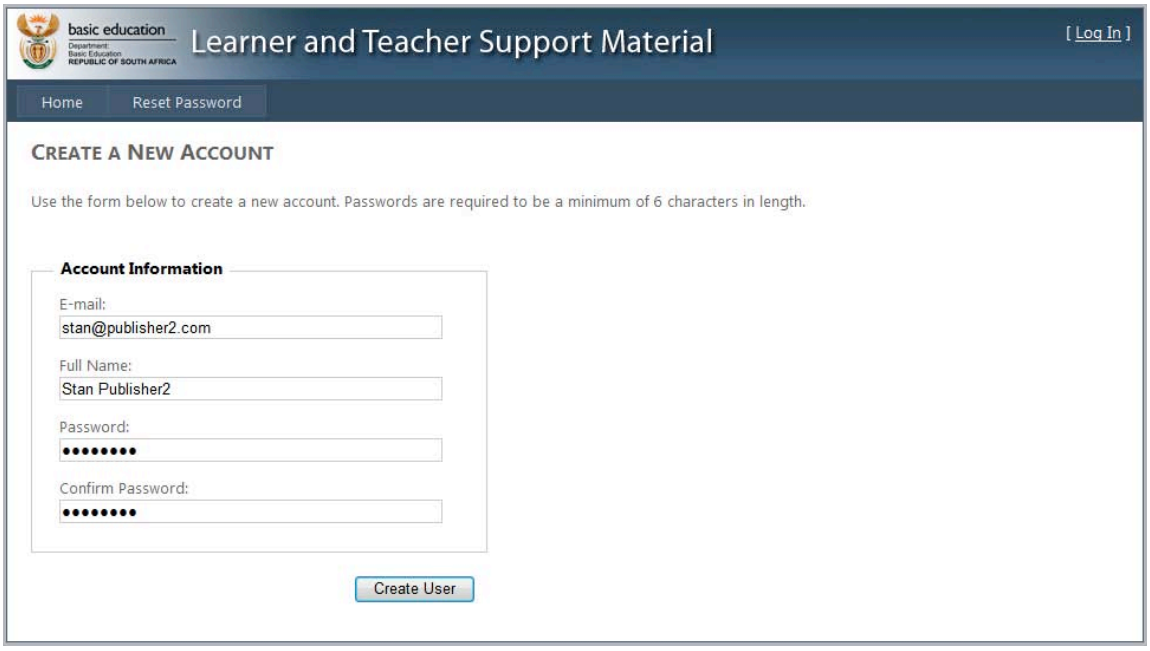
The Publisher can click on the Log In option at the top right-hand corner of the screen. This will load the login page displayed below. A Publisher that has already registered on the system can login on this page by providing their e-mail address and password.



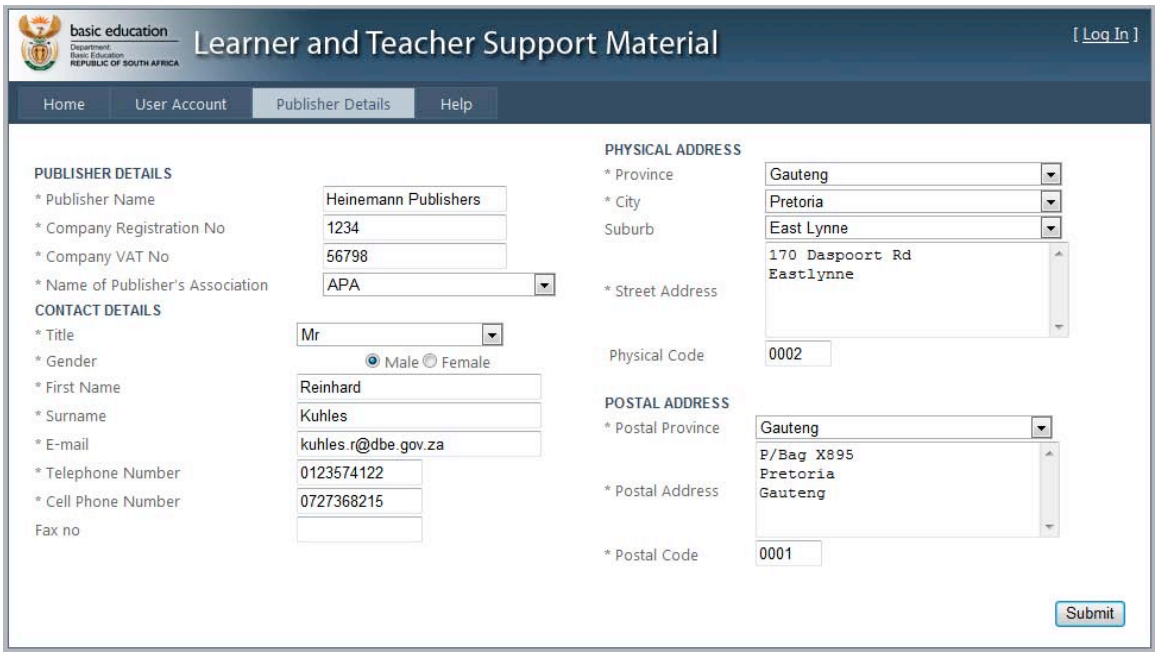
3. REGISTER PUBLISHER USER

A Publisher that has not yet registered on the system can select the “Register” link at the bottom of the screen. This will load the following screen where the User can provide the basic account information, including:

1. **E-mail:** This will become the username.
2. **Full Name:** This does not have to be unique.
3. **Password:** The password must at least be 6 characters long.
4. **Confirm Password:** The user must confirm the password that was entered.

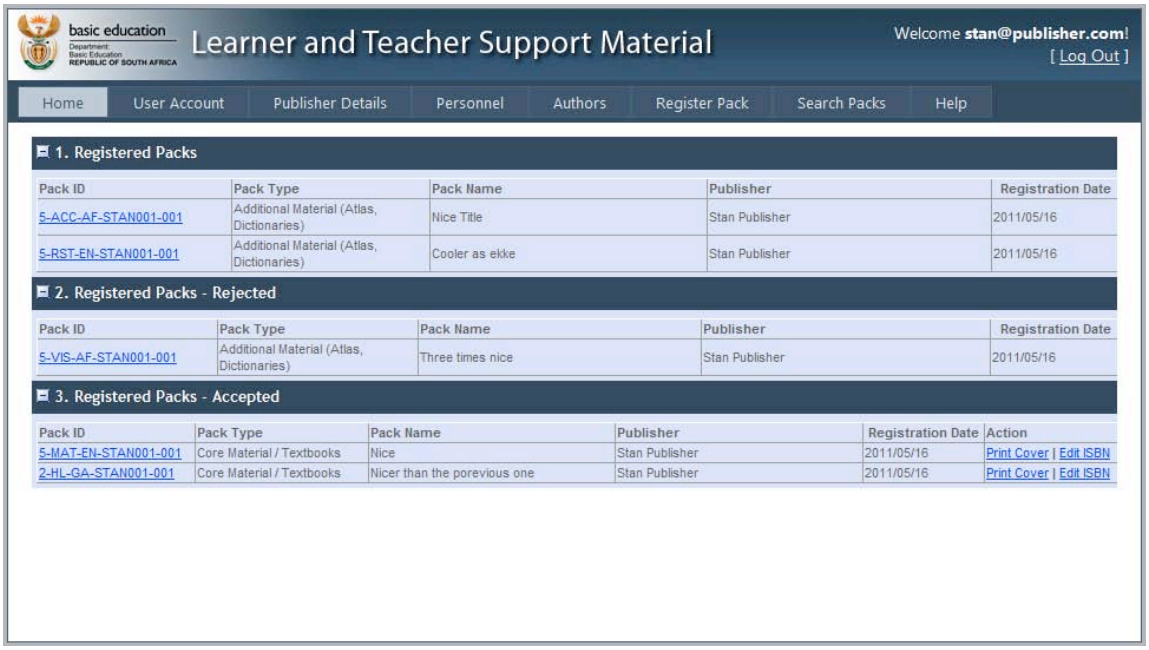


If the above details were submitted successfully, the system will load the following screen where the Publisher must provide more details in order to complete the registration process.



4. PUBLISHER HOME PAGE

Once the registration process is completed, the system will load the Publisher Home Page. This is the page where the Publisher can track the status of their Packs (LTSM material) via workflow lists. Initially these lists will be empty.



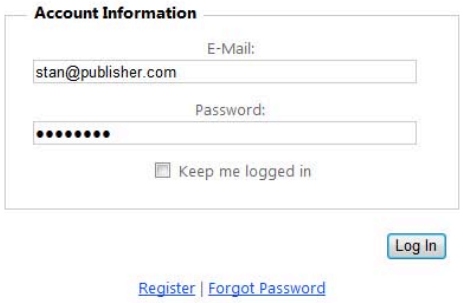
1. **Registered Packs:** When a Pack is registered successfully it will appear in this list. The Publisher can click on the Pack ID in the left column to view the details of the Pack and to change these details.

2. **Registered Packs – Rejected:** When a Pack has been rejected by the DBE, the Pack will be moved to this list. The Publisher can view the reason for rejection in this workflow list by clicking the relevant action in the right column.

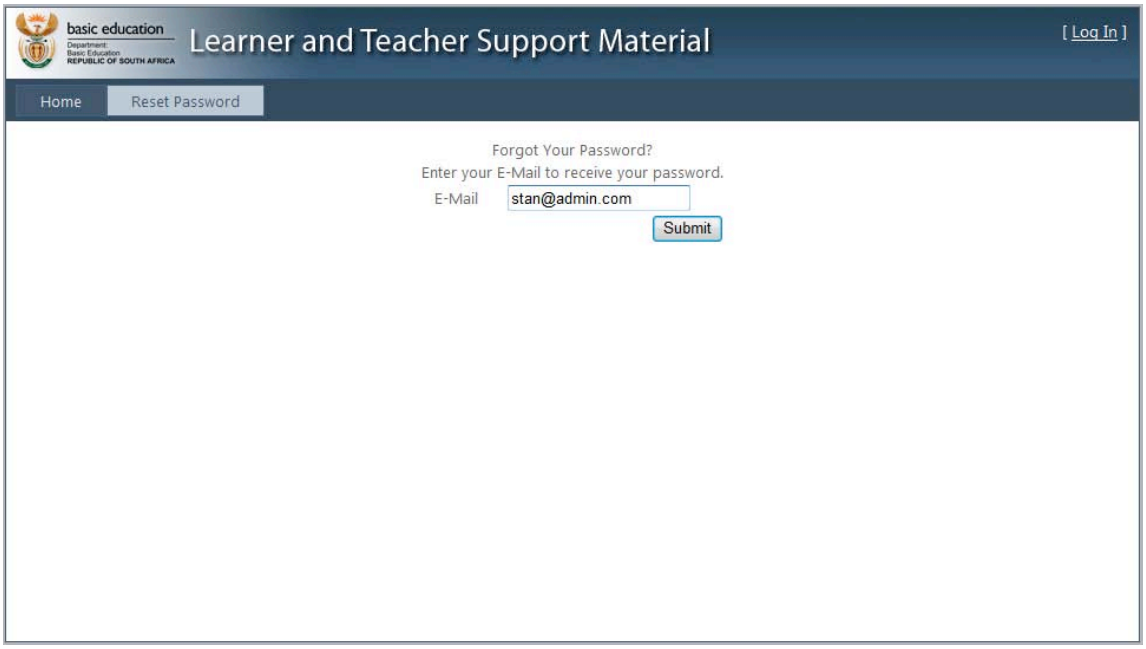
3. **Registered Packs – Accepted:** When a Pack has been accepted by the DBE, the Pack will be moved to this list. The Publisher can print the covers for the physical submission of the LTSM material from this list. This cover provides details regarding the physical submission, an external Identification Sheet that must be attached to the Box and an Internal Identification Sheet that must be used to identify sets of material inside the box. The Publisher will also have the opportunity to edit the ISBN numbers and Prices for the material should there have been a mistake when the Packs were registered. Please note that the period will be closed after registration in which case the Publishers will no longer be able to edit these details.

5. FORGOT PASSWORD

If the Publisher has forgotten their password, they can select the Forgot Password link at the bottom of the login page:

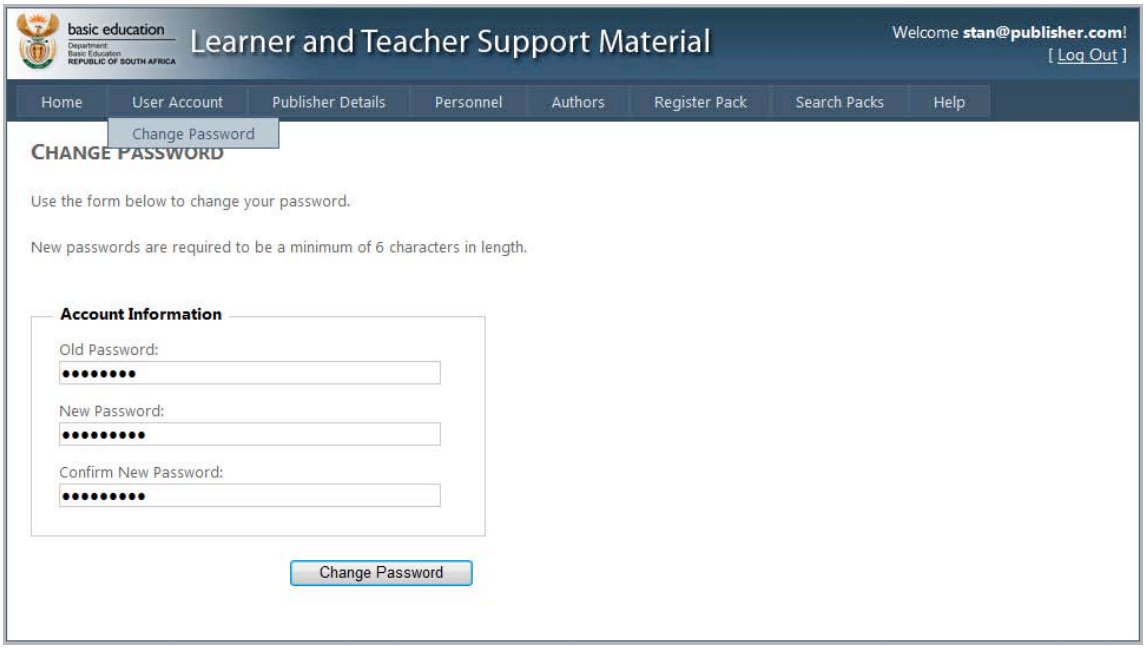


The following page will be loaded where the e-mail address can be submitted. The system will then email the password to the e-mail address provided.



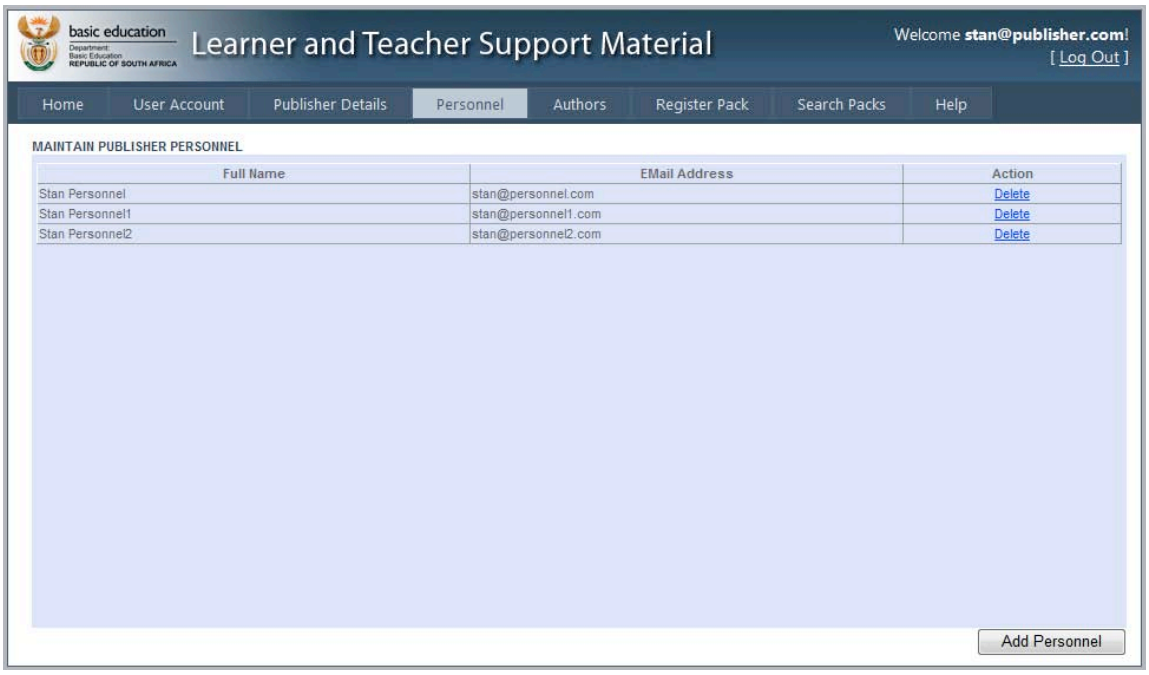
6. CHANGE PASSWORD

The Publisher can change their password by selecting the Change Password option under the User Account menu option.

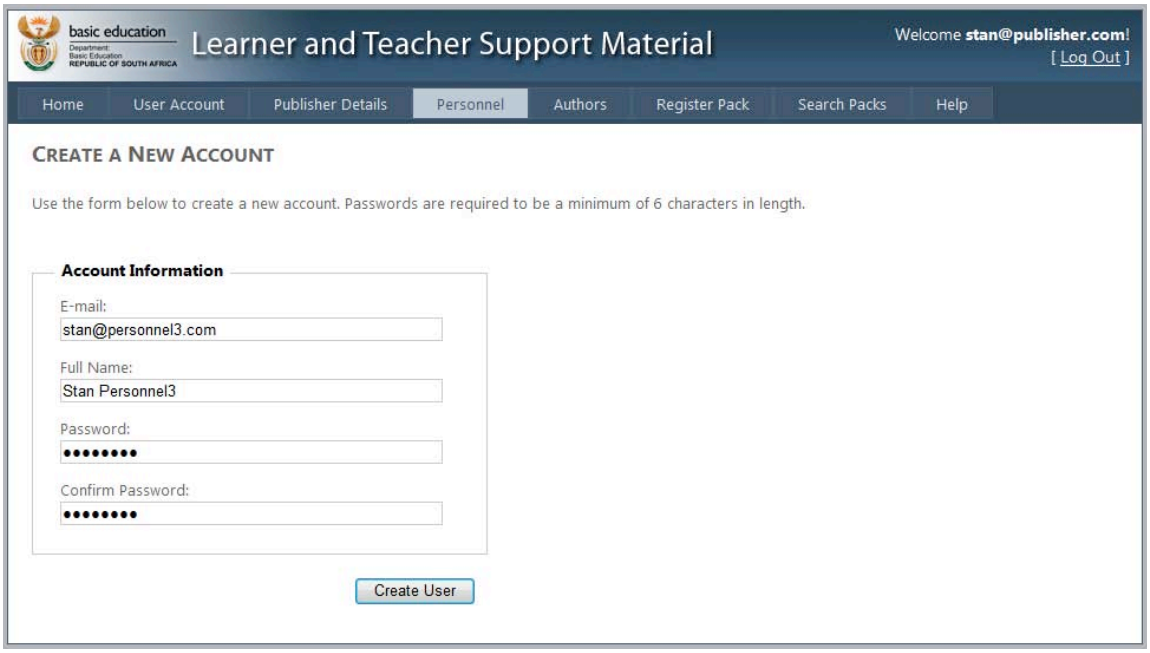


7. PERSONNEL LIST

The Publisher can maintain a list of Personnel who can Register Packs. The Publisher user can also register packs. The list of Personnel will initially be empty. Personnel can be added to the List by selecting the “Add Personnel” button at the bottom of the screen.



The following screen will be loaded where the Publisher can provide the account details of the Publisher user, namely E-mail, Full Name and Password. Please note that the registration of Personnel is completed after successfully submitting these details, so there is no need to provide any further information as per the Publisher registration.



Regarding the functions performed by the Personnel users: Personnel can access the same menu items and related functions as the Publisher user, except for the following:

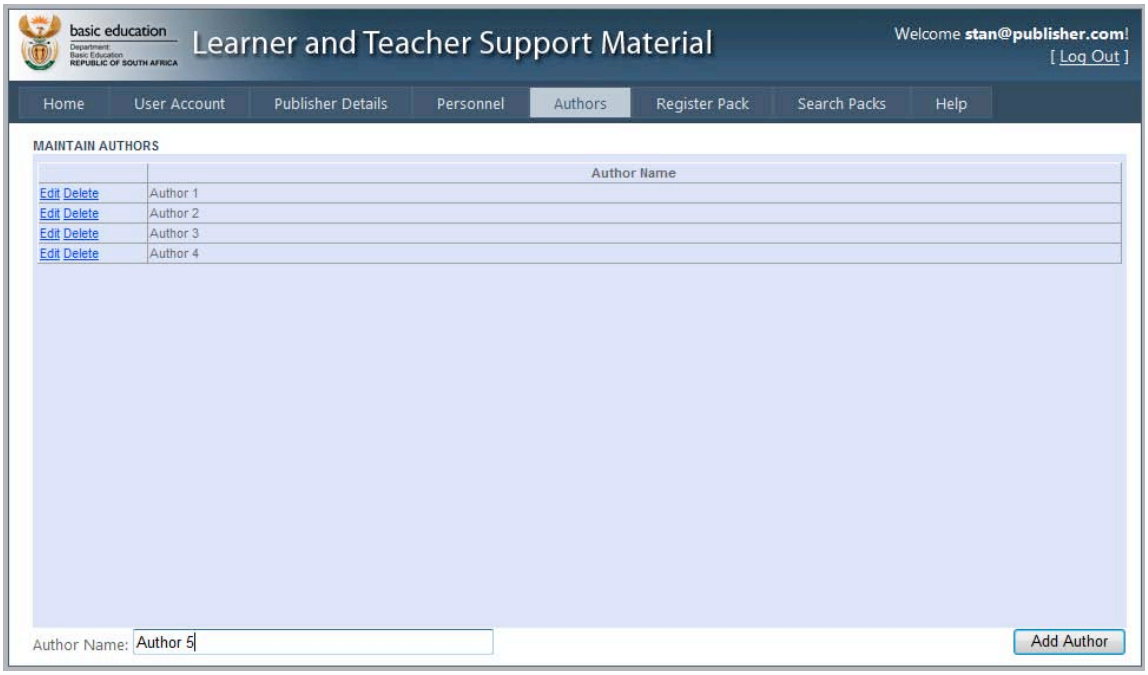
1. **Publisher Details:** Only the Publisher can maintain the details for the company.

2. **Personnel List:** Only the Publisher can maintain the Personnel.

The Publisher can also delete Personnel from the system. The Packs that were registered by the Personnel will still be retained on the system.

8. AUTHORS

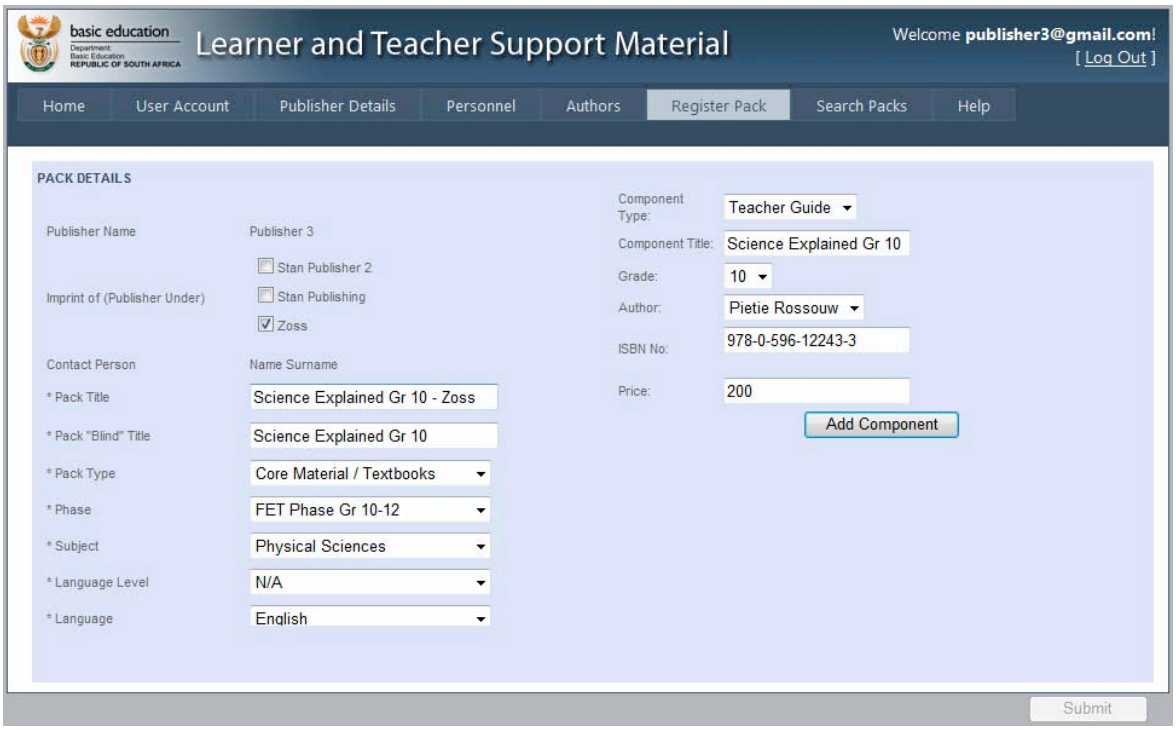
Before the Publisher or the Personnel can register Packs, a list of Authors must be created which will be referenced during Pack registration.



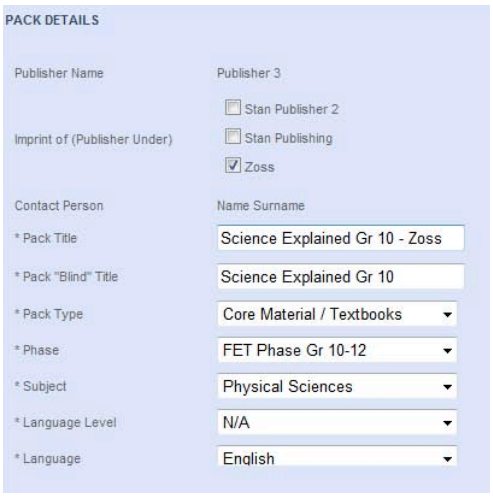
An author can be added by entering the Author name on the bottom left of the screen and then clicking the “Add Author” button. Authors can then be deleted and edited using the “Edit” and “Delete” functions in the left column.

9. REGISTER PACKS

After the user has loaded Authors, the registering of Packs can be performed. This can be performed by both Publisher and Personnel and will be started by selecting the “Register Pack” option form the menu, which will load the following screen:



The Publisher or Personnel will first provide details regarding the Pack (LTSM material) on the left side of the screen:



1. **Publisher Name:** The system will populate this according to the Publisher that is registering the Pack.

2. **Imprint of:** By default there will be no Imprints selected. If required, one or more Imprints can be selected here. Only Publishers that are registered on the system will be available for selection. Please note that during the initial process of registration there will be a limited number of Publishers available for this field.

3. **Contact Person:** This is the Contact Person that was specified during the registration of the Publisher.

4. **Pack Title:** This is the title/name of the material that is registered.

5. **Pack "Blind" Title:** If the Publisher or Author's name is part of the full Title, a shorter version of the title must be entered so that the screening process can be handled anonymously.

6. **Pack Type:** This is where the type of material can be selected.

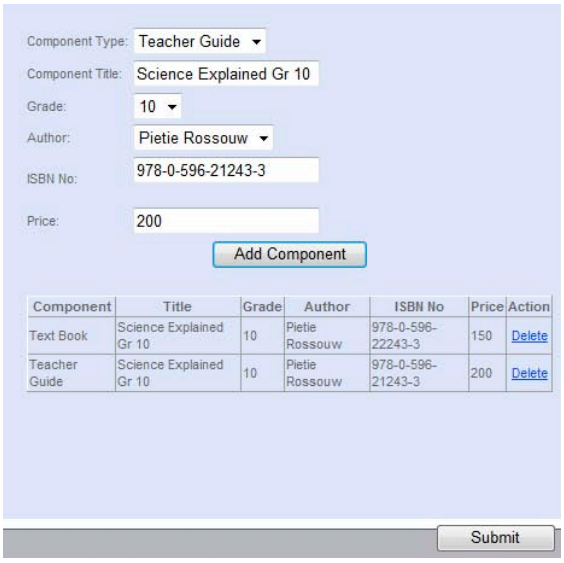
7. **Phase:** The Phase (e.g. Foundation Phase) must be selected.

8. **Subject:** The specific subject for which the material has been created.

9. **Language Level:** If it is a Language subject, the level must be selected (e.g. Home Language or First Additional Language.)

10. **Language:** The language in which the material is written must be selected.

After providing the details on the left of the screen, the Publisher or Personnel will provide details regarding the Components that are included in the Pack on the right side of the screen, e.g. a Text Book or a Teacher's Guide. The system will constrain the selection of items for Components according to the requirements specified on the Default LTSM Page.



1. **Component Title:** This is the title/name of a specific component of the Pack.

2. **Author:** An Author must be selected for the selected Component.

3. **ISBN:** An ISBN number must be entered for a specific Component. The format of the ISBN number must be as follows (including the required dashes): 978-0-596-12743-3

4. **Price:** A price must be entered for a specific Component. Please note that this must be the full price – i.e. including VAT.

Once the details have been specified for the first Component, the user will select "Add Component". A table will be created on the screen showing the first Component that was added according to the abovementioned selections.

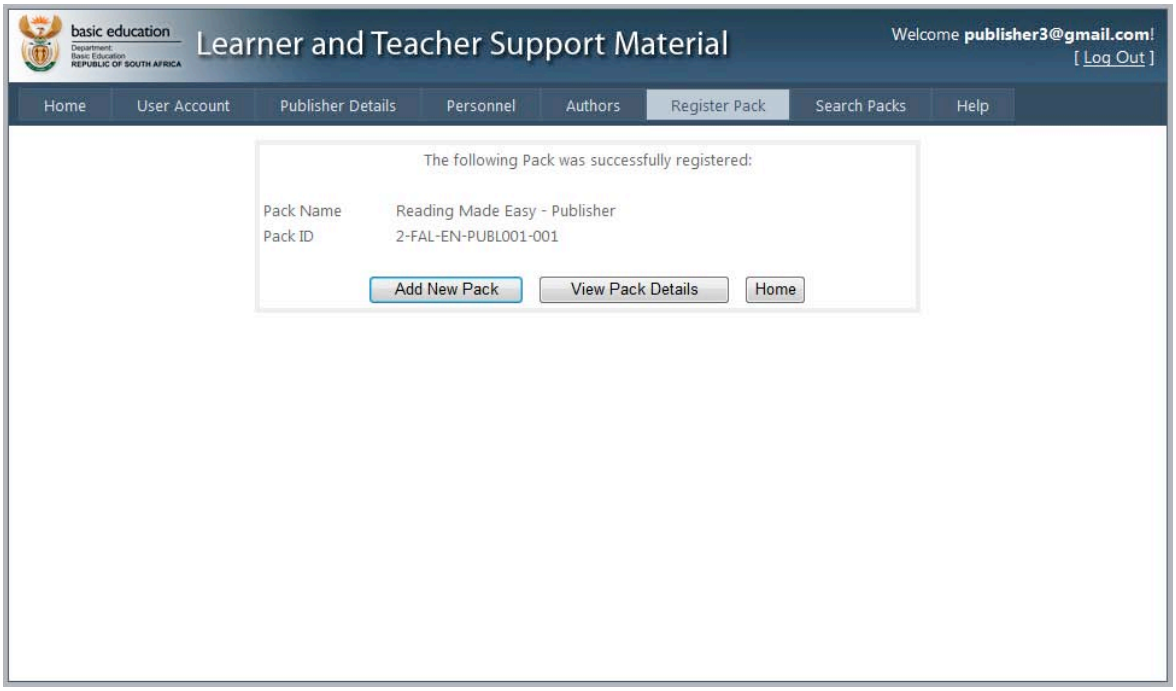
If the user made a mistake with adding a Component, the specific Component (row) can be deleted from the table by selecting the "Delete" option. The user can then add the correct Component details to the table again.

Please Note: The system provides the options relevant to the category as outlined on the "2011 Invitation to Submit" which is displayed on the Default LTSM Page, but only checks whether there is at least one Component added for a Pack before allowing the Pack to be registered. It is the responsibility of the Publisher to ensure that the correct selection of Components is registered per Pack. If the Components are not in line with the requirements, the DBE will reject the registration.

Please note: When the user is specifying Components (on the right) for the Pack registered (on the left), some selections made on the left screen will be locked (greyed-out) so that the user can first add all of the Pack Components. The only way to start with a new selection on the left of the screen is to start registering a new Pack, which can be done by: (a) Selecting "Register Pack" from the menu again; or (b) Selecting "Submit" at the bottom of the screen.

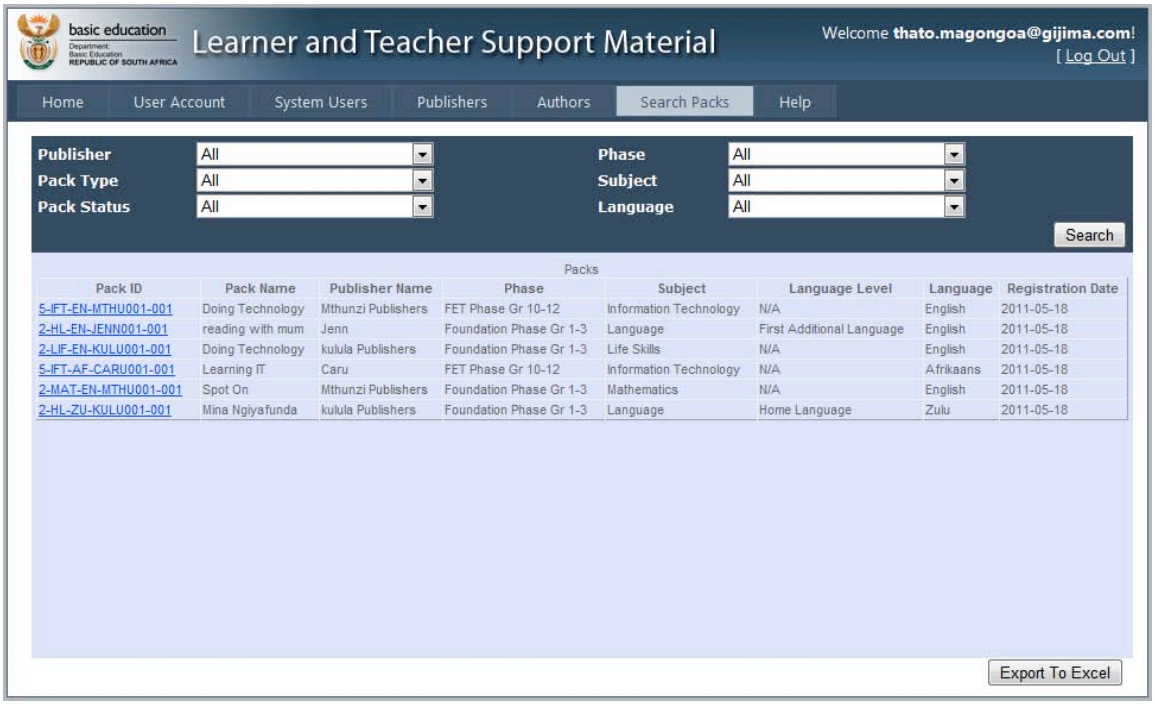
The above process to specify Components on the right side of the screen can be done multiple times until all the required Components have been added to the table. The user can then select the "Submit" button in order to submit the details for the Pack registration.

The system will confirm if the Registration was successful and provide the option to register another Pack, to view the details of the Pack that was registered or to go to the Home page, as per the screen below.

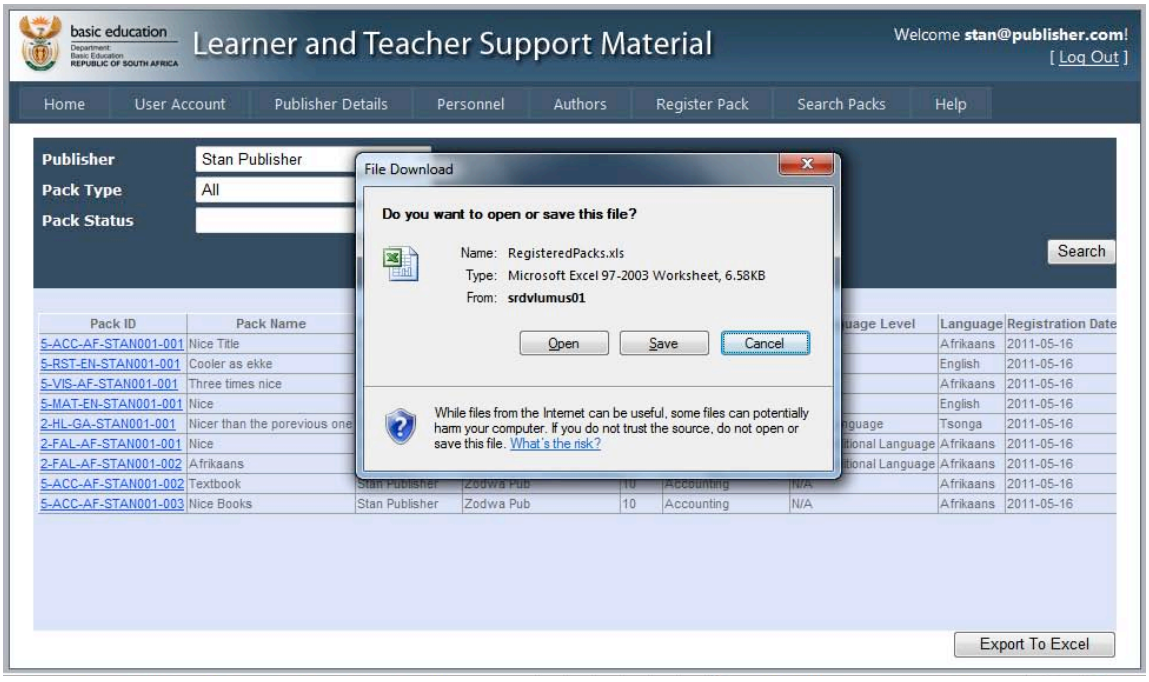


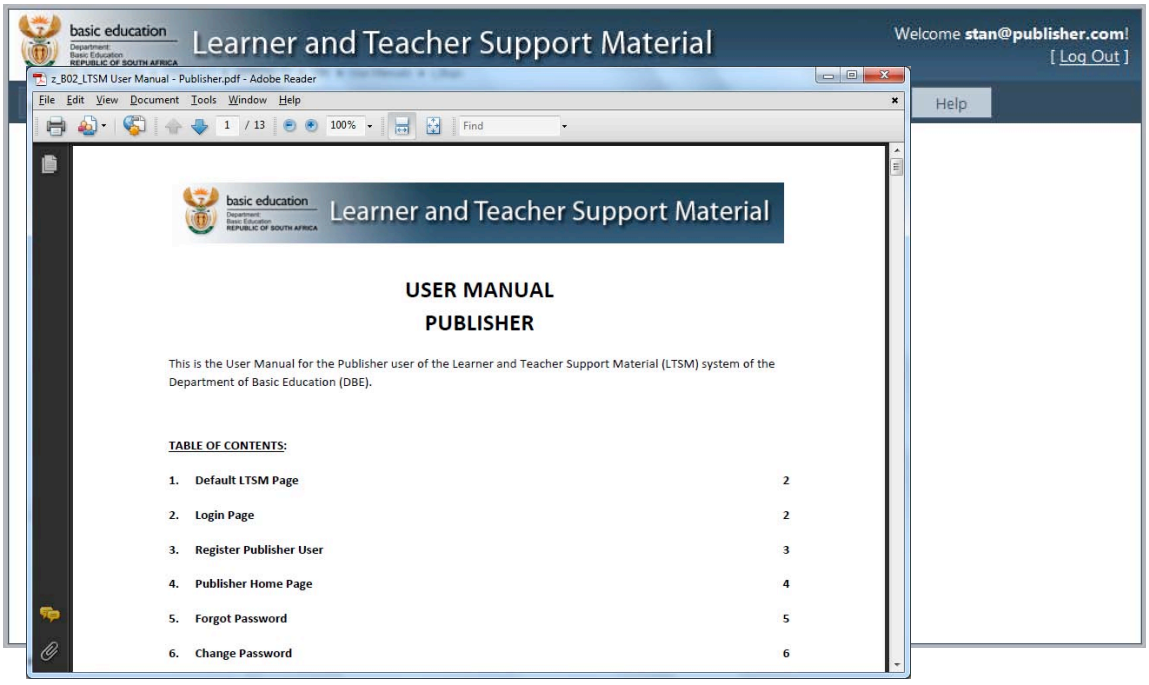
10. SEARCH PACKS

Packs can be searched for by selecting the Search menu option. The Publisher or Personnel must provide search criteria and select the “Search” option in which case the system will load the search results.



A Pack can be selected from the search results by selecting the Pack ID on the left column, in which case the system will load the Pack details. The Pack details can be modified if the Pack has not yet been Accepted or Rejected by the DBE. The search results can also be exported to Excel.



11. HELP

The Publisher or Personnel can access this User Manual by selecting the “Help” menu option.