



USER MANUAL PUBLISHER

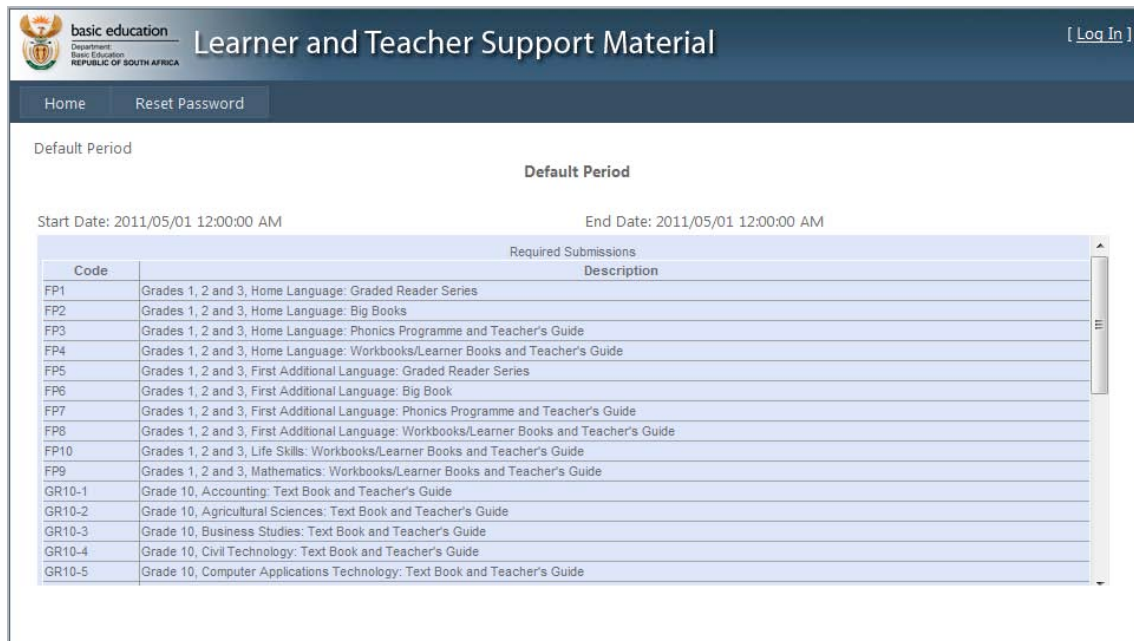
This is the User Manual for the Publisher user of the Learner and Teacher Support Material (LTSM) system of the Department of Basic Education (DBE).

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

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1. DEFAULT LTSM PAGE



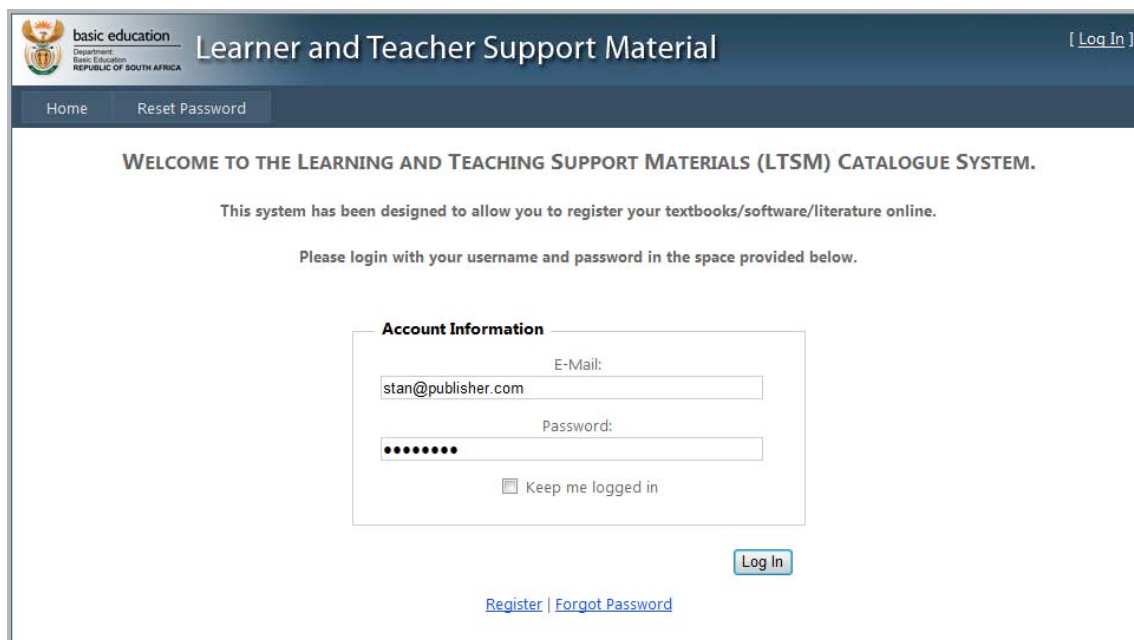
The screenshot shows the 'Learner and Teacher Support Material' interface. At the top, there is a header with the 'basic education' logo and the text 'Department: Basic Education REPUBLIC OF SOUTH AFRICA'. To the right of the header is a '[Log In]' link. Below the header is a navigation bar with 'Home' and 'Reset Password' links. The main content area is titled 'Default Period' and shows the 'Start Date: 2011/05/01 12:00:00 AM' and 'End Date: 2011/05/01 12:00:00 AM'. Below this is a table with the following data:

Code	Description
FP1	Grades 1, 2 and 3, Home Language: Graded Reader Series
FP2	Grades 1, 2 and 3, Home Language: Big Books
FP3	Grades 1, 2 and 3, Home Language: Phonics Programme and Teacher's Guide
FP4	Grades 1, 2 and 3, Home Language: Workbooks/Learner Books and Teacher's Guide
FP5	Grades 1, 2 and 3, First Additional Language: Graded Reader Series
FP6	Grades 1, 2 and 3, First Additional Language: Big Book
FP7	Grades 1, 2 and 3, First Additional Language: Phonics Programme and Teacher's Guide
FP8	Grades 1, 2 and 3, First Additional Language: Workbooks/Learner Books and Teacher's Guide
FP10	Grades 1, 2 and 3, Life Skills: Workbooks/Learner Books and Teacher's Guide
FP9	Grades 1, 2 and 3, Mathematics: Workbooks/Learner Books and Teacher's Guide
GR10-1	Grade 10, Accounting: Text Book and Teacher's Guide
GR10-2	Grade 10, Agricultural Sciences: Text Book and Teacher's Guide
GR10-3	Grade 10, Business Studies: Text Book and Teacher's Guide
GR10-4	Grade 10, Civil Technology: Text Book and Teacher's Guide
GR10-5	Grade 10, Computer Applications Technology: Text Book and Teacher's Guide

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.



The screenshot shows the 'Learner and Teacher Support Material' login page. At the top, there is a header with the 'basic education' logo and the text 'Department: Basic Education REPUBLIC OF SOUTH AFRICA'. To the right of the header is a '[Log In]' link. Below the header is a navigation bar with 'Home' and 'Reset Password' links. The main content area is titled 'WELCOME TO THE LEARNING AND TEACHING SUPPORT MATERIALS (LTSM) CATALOGUE SYSTEM.' and contains the following text:

This system has been designed to allow you to register your textbooks/software/literature online.

Please login with your username and password in the space provided below.

Account Information

E-Mail:

Password:

☐ Keep me logged in

[Log In](#)

[Register](#) | [Forgot 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.

The screenshot shows the 'CREATE A NEW ACCOUNT' form. At the top, there is a header with the 'basic education' logo and the text 'Learner and Teacher Support Material'. Below the header, there are navigation links: 'Home' and 'Reset Password'. The main heading is 'CREATE A NEW ACCOUNT'. Below this, a note states: 'Use the form below to create a new account. Passwords are required to be a minimum of 6 characters in length.' The form is titled 'Account Information' and contains four input fields: 'E-mail:' with the value 'stan@publisher2.com', 'Full Name:' with the value 'Stan Publisher2', 'Password:' with masked characters, and 'Confirm Password:' with masked characters. A 'Create User' button is located at the bottom right of the form.

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.

The screenshot shows the 'PUBLISHER DETAILS' form. At the top, there is a header with the 'basic education' logo and the text 'Learner and Teacher Support Material'. Below the header, there are navigation links: 'Home', 'User Account', 'Publisher Details', and 'Help'. The main heading is 'PUBLISHER DETAILS'. The form is divided into two main sections: 'PUBLISHER DETAILS' and 'PHYSICAL ADDRESS'. The 'PUBLISHER DETAILS' section contains several input fields: 'Publisher Name' (Heinemann Publishers), 'Company Registration No' (1234), 'Company VAT No' (56798), 'Name of Publisher's Association' (APA), 'Title' (Mr), 'Gender' (Male), 'First Name' (Reinhard), 'Surname' (Kuhles), 'E-mail' (kuhles.r@dbe.gov.za), 'Telephone Number' (0123574122), 'Cell Phone Number' (0727368215), and 'Fax no'. The 'PHYSICAL ADDRESS' section contains several input fields: 'Province' (Gauteng), 'City' (Pretoria), 'Suburb' (East Lynne), 'Street Address' (170 Daspoort Rd Eastlynne), 'Physical Code' (0002), 'Postal Province' (Gauteng), 'Postal Address' (P/Bag X895 Pretoria Gauteng), and 'Postal Code' (0001). A 'Submit' button is located at the bottom right of the form.

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.

basic education
Department
Basic Education
REPUBLIC OF SOUTH AFRICA

Learner and Teacher Support Material

Welcome **stan@publisher.com!**
[Log Out]

- Home
- User Account
- Publisher Details
- Personnel
- Authors
- Register Pack
- Search Packs
- Help

1. Registered Packs

Pack ID	Pack Type	Pack Name	Publisher	Registration Date
5-ACC-AF-STAN001-001	Additional Material (Atlas, Dictionaries)	Nice Title	Stan Publisher	2011/05/16
5-RST-EN-STAN001-001	Additional Material (Atlas, Dictionaries)	Cooler as ekke	Stan Publisher	2011/05/16

2. Registered Packs - Rejected

Pack ID	Pack Type	Pack Name	Publisher	Registration Date
5-VIS-AF-STAN001-001	Additional Material (Atlas, Dictionaries)	Three times nice	Stan Publisher	2011/05/16

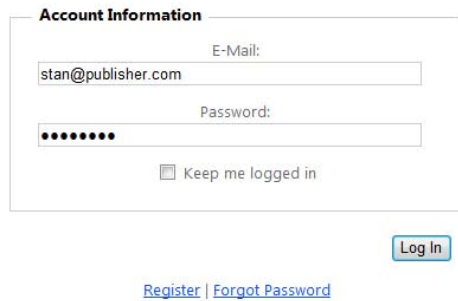
3. Registered Packs - Accepted

Pack ID	Pack Type	Pack Name	Publisher	Registration Date	Action
5-MAT-EN-STAN001-001	Core Material / Textbooks	Nice	Stan Publisher	2011/05/16	Print Cover Edit ISBN
2-HL-GA-STAN001-001	Core Material / Textbooks	Nicer than the porevious one	Stan Publisher	2011/05/16	Print Cover Edit ISBN

- 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.
- 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.
- 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.

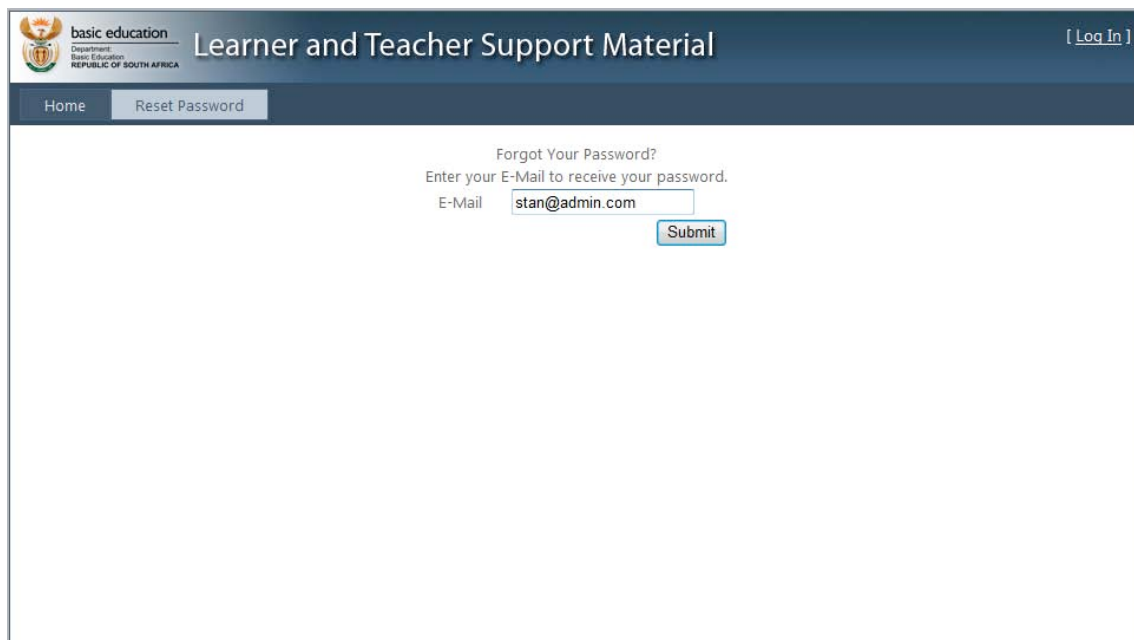
5. FORGOT PASSWORD

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



The image shows a login form titled "Account Information". It contains two input fields: "E-Mail:" with the value "stan@publisher.com" and "Password:" with masked characters. Below the password field is a checkbox labeled "Keep me logged in". A "Log In" button is positioned below the form. At the bottom of the page, there are two links: "Register" and "Forgot Password".

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.



The image shows a web page titled "Learner and Teacher Support Material" for "basic education" in the "Department of Basic Education, REPUBLIC OF SOUTH AFRICA". It features a navigation bar with "Home" and "Reset Password" links, and a "[Log In]" link in the top right. The main content area is titled "Forgot Your Password?" and includes the instruction "Enter your E-Mail to receive your password." Below this is an "E-Mail" input field containing "stan@admin.com" and a "Submit" button.

6. CHANGE PASSWORD

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

The screenshot shows the 'CHANGE PASSWORD' page. At the top, there is a header with the 'basic education' logo, the title 'Learner and Teacher Support Material', and a welcome message 'Welcome stan@publisher.com!' with a '[Log Out]' link. Below the header is a navigation bar with links: Home, User Account, Publisher Details, Personnel, Authors, Register Pack, Search Packs, and Help. The 'Change Password' link under 'User Account' is highlighted. The main content area is titled 'CHANGE PASSWORD' and contains the following text: 'Use the form below to change your password.' and 'New passwords are required to be a minimum of 6 characters in length.' Below this is a form titled 'Account Information' with three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Each field has a password strength indicator (dots). At the bottom of the form is a 'Change Password' button.

Account Information

Old Password:
.....

New Password:
.....

Confirm New Password:
.....

[Change Password](#)

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 screenshot shows the 'MAINTAIN PUBLISHER PERSONNEL' page. At the top, there is a header with the 'basic education' logo, the title 'Learner and Teacher Support Material', and a welcome message 'Welcome stan@publisher.com!' with a '[Log Out]' link. Below the header is a navigation bar with links: Home, User Account, Publisher Details, Personnel, Authors, Register Pack, Search Packs, and Help. The 'Personnel' link is highlighted. The main content area is titled 'MAINTAIN PUBLISHER PERSONNEL' and contains a table with the following data:

Full Name	Email Address	Action
Stan Personnel	stan@personnel.com	Delete
Stan Personnel1	stan@personnel1.com	Delete
Stan Personnel2	stan@personnel2.com	Delete

Below the table is a large blue rectangular area. At the bottom right of the page is an 'Add Personnel' button.

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.

CREATE A NEW ACCOUNT

Use the form below to create a new account. Passwords are required to be a minimum of 6 characters in length.

Account Information

E-mail:
stan@personnel3.com

Full Name:
Stan Personnel3

Password:
••••••

Confirm Password:
••••••

[Create User](#)

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.

MAINTAIN PUBLISHER PERSONNEL

Full Name	EMail Address	Action
Stan Personnel	stan@personnel.com	Delete
Stan Personnel1	stan@personnel1.com	Delete
Stan Personnel2	stan@personnel2.com	Delete

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.

The screenshot shows a web application interface for 'basic education' (Department of Basic Education, REPUBLIC OF SOUTH AFRICA). The title is 'Learner and Teacher Support Material'. The user is logged in as 'stan@publisher.com!'. The navigation menu includes: Home, User Account, Publisher Details, Personnel, **Authors**, Register Pack, Search Packs, and Help. The main section is titled 'MAINTAIN AUTHORS'. It contains a table with the following data:

	Author Name
Edit Delete	Author 1
Edit Delete	Author 2
Edit Delete	Author 3
Edit Delete	Author 4

Below the table is a large light blue area for adding a new author. At the bottom left, there is a text input field labeled 'Author Name:' containing the text 'Author 5'. At the bottom right, there is a button labeled 'Add Author'.

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 from the menu, which will load the following screen:

The screenshot shows the 'Learner and Teacher Support Material' registration interface. The top navigation bar includes links for Home, User Account, Publisher Details, Personnel, Authors, Register Pack (active), Search Packs, and Help. The main content area is titled 'PACK DETAILS' and is divided into two columns. The left column contains fields for Publisher Name (Publisher 3), Imprint of (Publisher Under) (Stan Publisher 2, Stan Publishing, Zoss), Contact Person (Name Surname), Pack Title (Science Explained Gr 10 - Zoss), Pack 'Blind' Title (Science Explained Gr 10), Pack Type (Core Material / Textbooks), Phase (FET Phase Gr 10-12), Subject (Physical Sciences), Language Level (N/A), and Language (English). The right column contains fields for Component Type (Teacher Guide), Component Title (Science Explained Gr 10), Grade (10), Author (Pietie Rossouw), ISBN No (978-0-596-12243-3), and Price (200). A 'Submit' button is located at the bottom right of the form.

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

This screenshot shows the left section of the 'PACK DETAILS' form. It includes the following fields: Publisher Name (Publisher 3), Imprint of (Publisher Under) (Stan Publisher 2, Stan Publishing, Zoss), Contact Person (Name Surname), Pack Title (Science Explained Gr 10 - Zoss), Pack 'Blind' Title (Science Explained Gr 10), Pack Type (Core Material / Textbooks), Phase (FET Phase Gr 10-12), Subject (Physical Sciences), Language Level (N/A), and Language (English).

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](#).

The screenshot shows a web interface for adding components. On the left, there are input fields for: Component Type (dropdown: Teacher Guide), Component Title (text: Science Explained Gr 10), Grade (dropdown: 10), Author (dropdown: Pietie Rossouw), ISBN No (text: 978-0-596-21243-3), and Price (text: 200). Below these is an 'Add Component' button. On the right, there is a table with the following data:

Component	Title	Grade	Author	ISBN No	Price	Action
Text Book	Science Explained Gr 10	10	Pietie Rossouw	978-0-596-22243-3	150	Delete
Teacher Guide	Science Explained Gr 10	10	Pietie Rossouw	978-0-596-21243-3	200	Delete

At the bottom right of the interface is a 'Submit' button.

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.

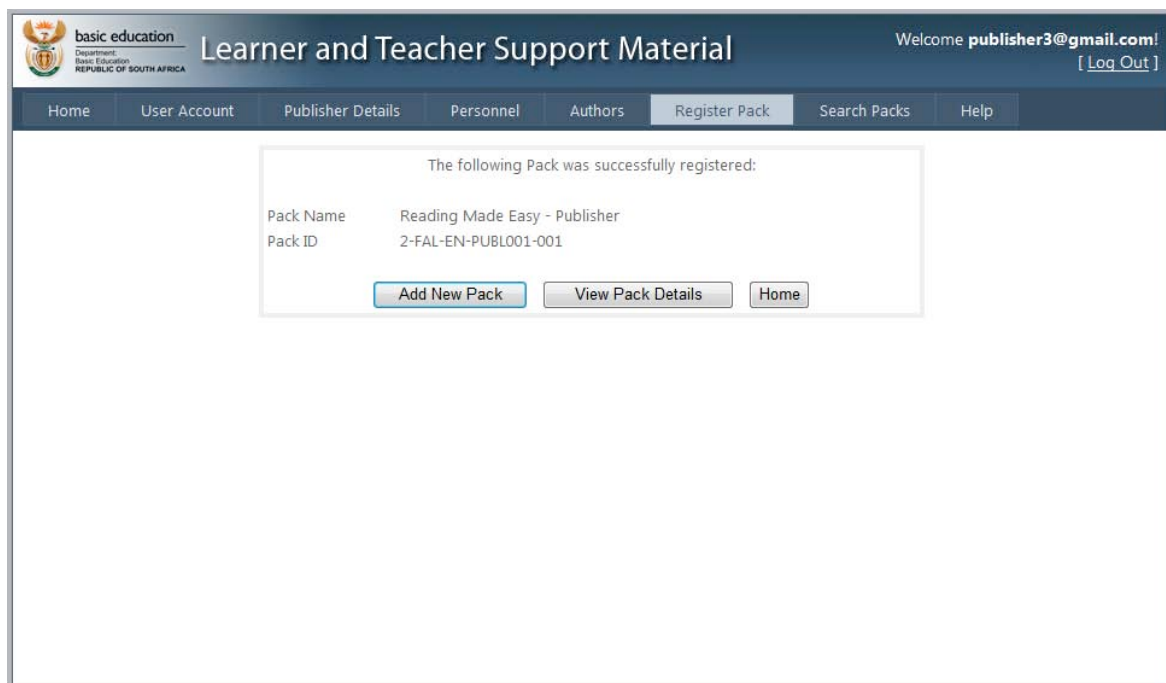
If the user made a mistake with adding a Component, the specific Component (row) can be deleted from the table by selecting the “Delete” option. The user can then add the correct Component details to the table again.

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.

basic education
Department: Basic Education
REPUBLIC OF SOUTH AFRICA

Welcome **thato.magongoa@gijima.com!**
[Log Out]

Home User Account System Users Publishers Authors **Search Packs** Help

Publisher All **Phase** All
Pack Type All **Subject** All
Pack Status All **Language** All

Search

Pack ID	Pack Name	Publisher Name	Phase	Subject	Language Level	Language	Registration Date
S-IFT-EN-MTHU001-001	Doing Technology	Mthunzi Publishers	FET Phase Gr 10-12	Information Technology	N/A	English	2011-05-18
2-HL-EN-JENN001-001	reading with mum	Jenn	Foundation Phase Gr 1-3	Language	First Additional Language	English	2011-05-18
2-LIF-EN-KULU001-001	Doing Technology	kulula Publishers	Foundation Phase Gr 1-3	Life Skills	N/A	English	2011-05-18
S-IFT-AF-CARU001-001	Learning IT	Caru	FET Phase Gr 10-12	Information Technology	N/A	Afrikaans	2011-05-18
2-MAT-EN-MTHU001-001	Spot On	Mthunzi Publishers	Foundation Phase Gr 1-3	Mathematics	N/A	English	2011-05-18
2-HL-ZU-KULU001-001	Mina Ngiyafunda	kulula Publishers	Foundation Phase Gr 1-3	Language	Home Language	Zulu	2011-05-18

Export To Excel

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.

basic education
Department: Basic Education
REPUBLIC OF SOUTH AFRICA

Welcome **stan@publisher.com!**
[Log Out]

Home User Account **Publisher Details** Personnel Authors Register Pack Search Packs Help

Publisher Stan Publisher
Pack Type All
Pack Status

Search

Pack ID	Pack Name	Publisher Name	Phase	Subject	Language Level	Language	Registration Date
S-ACC-AF-STAN001-001	Nice Title						2011-05-16
S-RST-EN-STAN001-001	Cooler as ekke					English	2011-05-16
S-VIS-AF-STAN001-001	Three times nice					Afrikaans	2011-05-16
S-MAT-EN-STAN001-001	Nice					English	2011-05-16
2-HL-GA-STAN001-001	Nicer than the previous one					Tsonga	2011-05-16
2-FAL-AF-STAN001-001	Nice					First Additional Language	2011-05-16
2-FAL-AF-STAN001-002	Afrikaans					Afrikaans	2011-05-16
S-ACC-AF-STAN001-002	Textbook	Stan Publisher	Zodwa Pub	10	Accounting	N/A	Afrikaans
S-ACC-AF-STAN001-003	Nice Books	Stan Publisher	Zodwa Pub	10	Accounting	N/A	Afrikaans

Export To Excel

File Download
 Do you want to open or save this file?
 Name: RegisteredPacks.xls
 Type: Microsoft Excel 97-2003 Worksheet, 6.58KB
 From: srdvlumus01
 Open Save Cancel
 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

11. HELP

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

