

## 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 READ THE INVITATION AND TERMS OF REFERENCE TO SUBMIT THE GRADE 12:  
FOLKLORE BEFORE REGISTERING**

**The following are the only languages to be registered:**

- IsiNdebele
- IsiXhosa
- IsiZulu
- Sepedi
- Sesotho
- Setswana
- SiSwati
- Tshivenda
- Xitsonga

**NB: The “default language” on the registration screen is Afrikaans. Please make sure you change it to the correct language.**

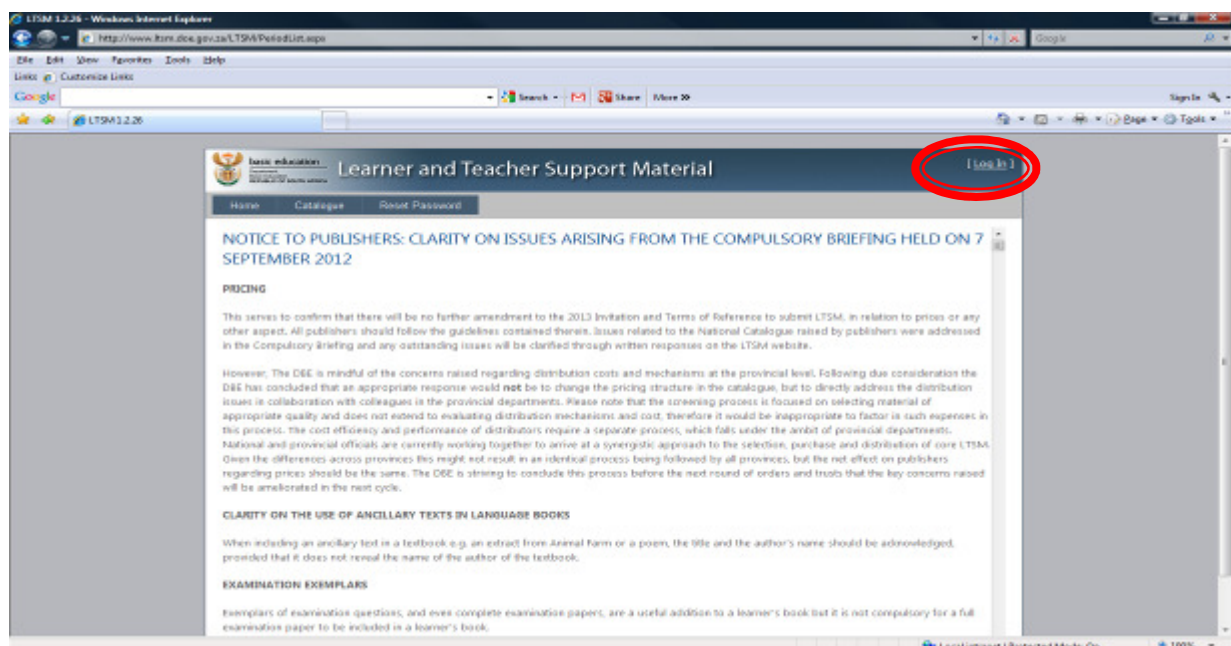
Please use the following e-mail address for queries regarding the system: [Grade78912ltsm@dbe.gov.za](mailto:Grade78912ltsm@dbe.gov.za)

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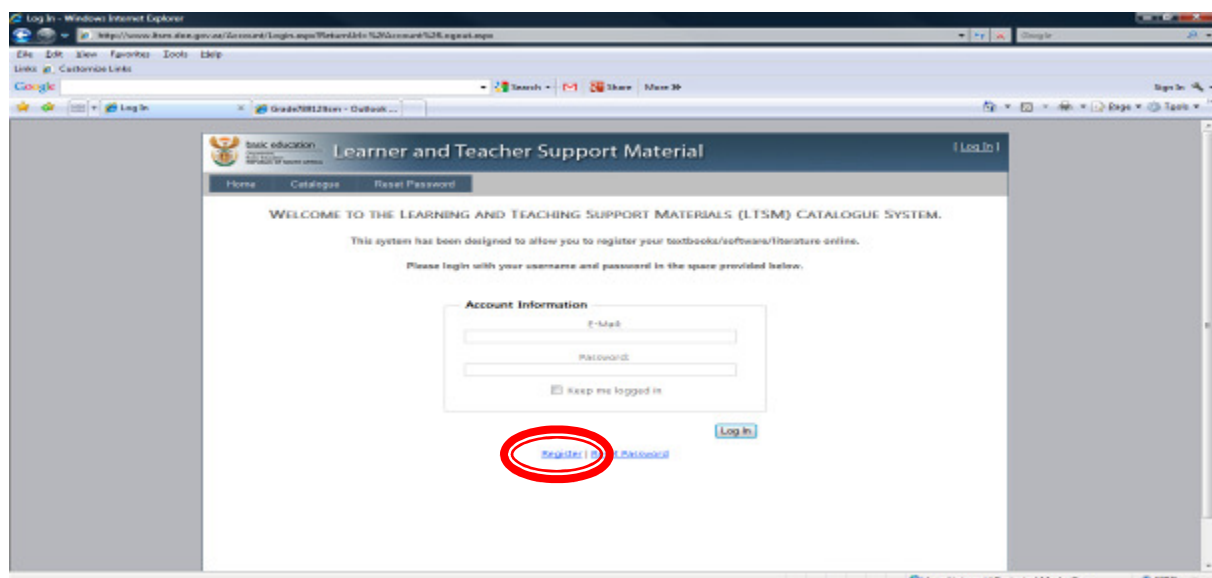
## 1. DEFAULT LTSM PAGE

The default page shows notices and a login link.



## 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:

- a. **E-mail:** This will become the username.
- b. **Full Name:** This does not have to be unique.
- c. **Password:** The password must at least be 6 characters long.
- d. **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.

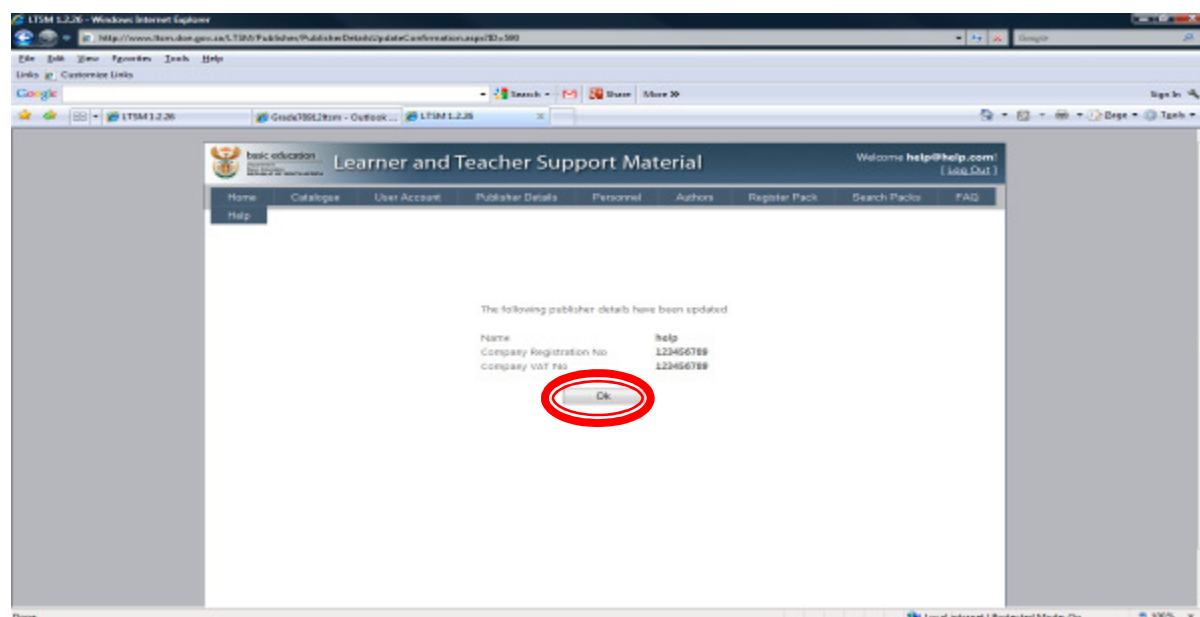
If the above details were submitted successfully, the system will load the following screen where the Publisher must login.

The screenshot shows the 'Learner and Teacher Support Material' login page. The page has a header with the 'basic education' logo and navigation links: Home, Catalogue, and Reset Password. The main content area welcomes users to the LTSM Catalogue System and provides instructions on how to login. A login form is centered on the page with fields for 'E-Mail' (containing 'help@help.com') and 'Password' (masked with asterisks). There is a 'Keep me logged in' checkbox and a 'Log In' button, which is circled in red. Below the login form are links for 'Register' and 'Reset Password'.

If the above details were submitted correctly the system will load the screen below and the publisher must provide more details in order to complete the registration process.

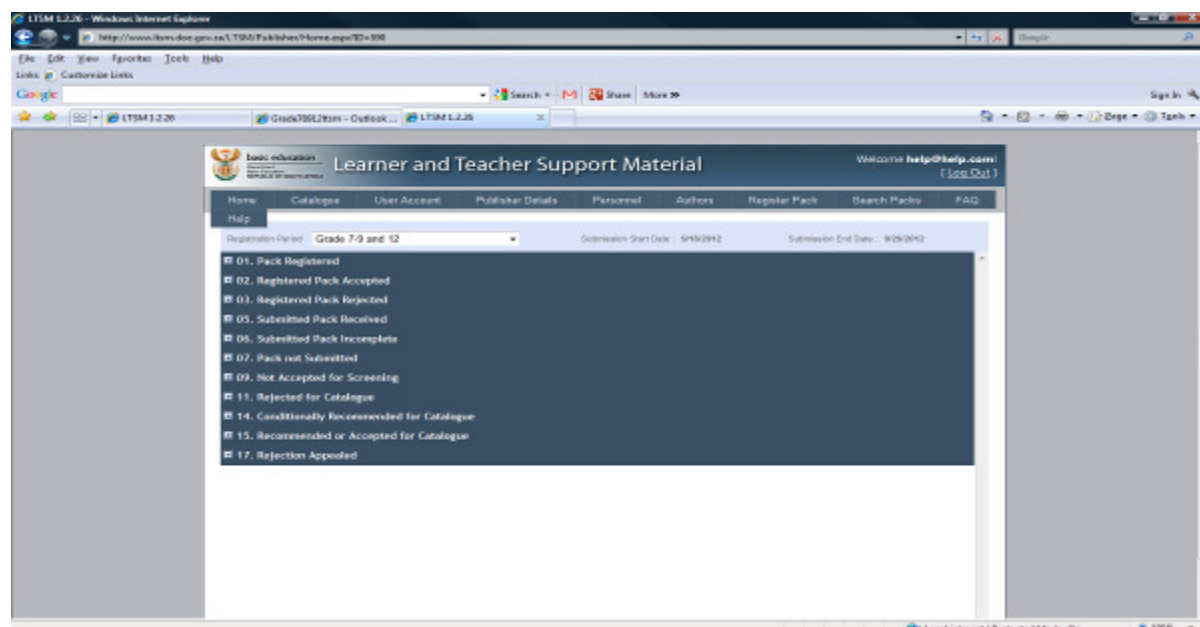
The screenshot shows the 'Publisher Details' page in the LTSM Catalogue System. The page is titled 'Learner and Teacher Support Material' and includes a 'Welcome help@help.com!' message with a 'Log Out' link. The page is divided into two main sections: 'PUBLISHER DETAILS' and 'PHYSICAL ADDRESS'. The 'PUBLISHER DETAILS' section includes fields for 'Publisher Name' (help), 'Company Registration No' (123456789), 'Company VAT No' (123456789), 'Name of Publisher's Association' (Independent), 'Title' (Mr), 'Gender' (Male/Female), 'First Name' (help), 'Surname' (help), 'E-mail' (help@help.com), 'Telephone Number' (1234567891), 'Cell Phone Number' (1234567891), and 'Fax no' (1234567891). The 'PHYSICAL ADDRESS' section includes fields for 'Province' (Gauteng), 'City' (Pretoria), 'Suburb' (Zwartkop Nature Reserve), 'Street Address' (222 atterden street), 'Physical Code' (0001), 'Postal Address' (222 atterden street), and 'Postal Code' (0001). A 'Submit' button, circled in red, is located at the bottom right of the page.

If the above details were submitted correctly the system will load the screen below and the publisher must click **“OK”**



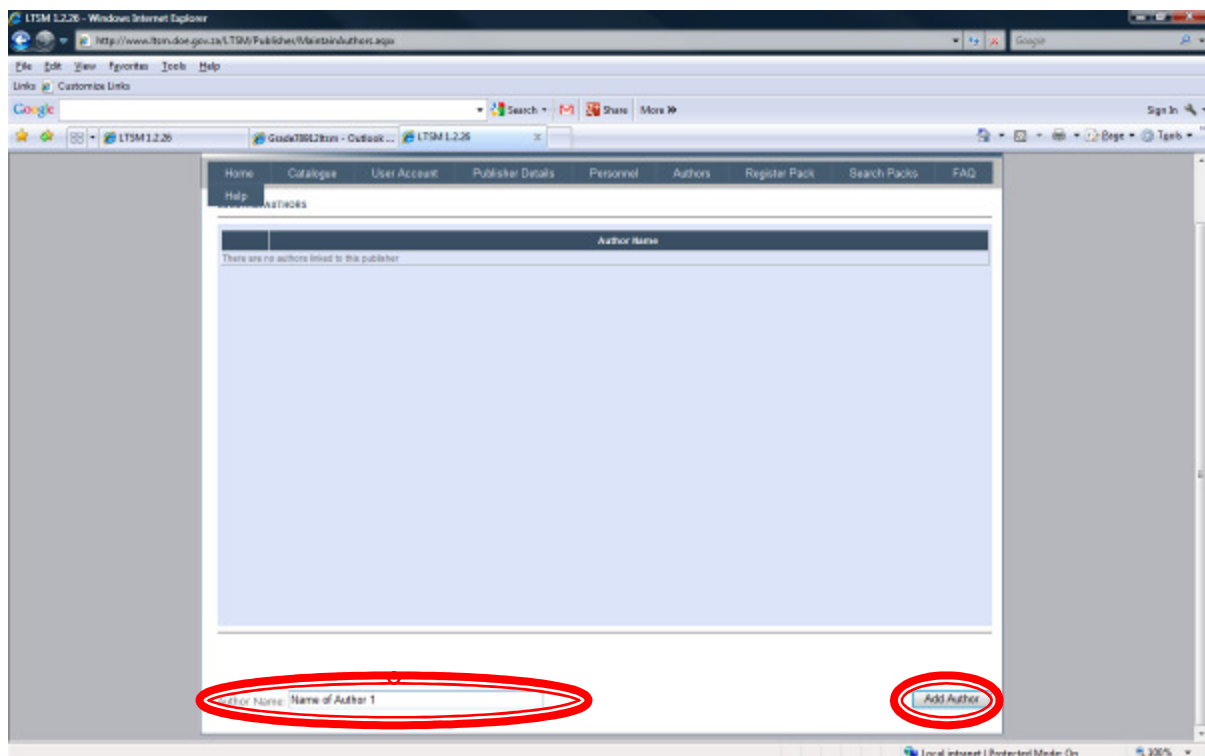
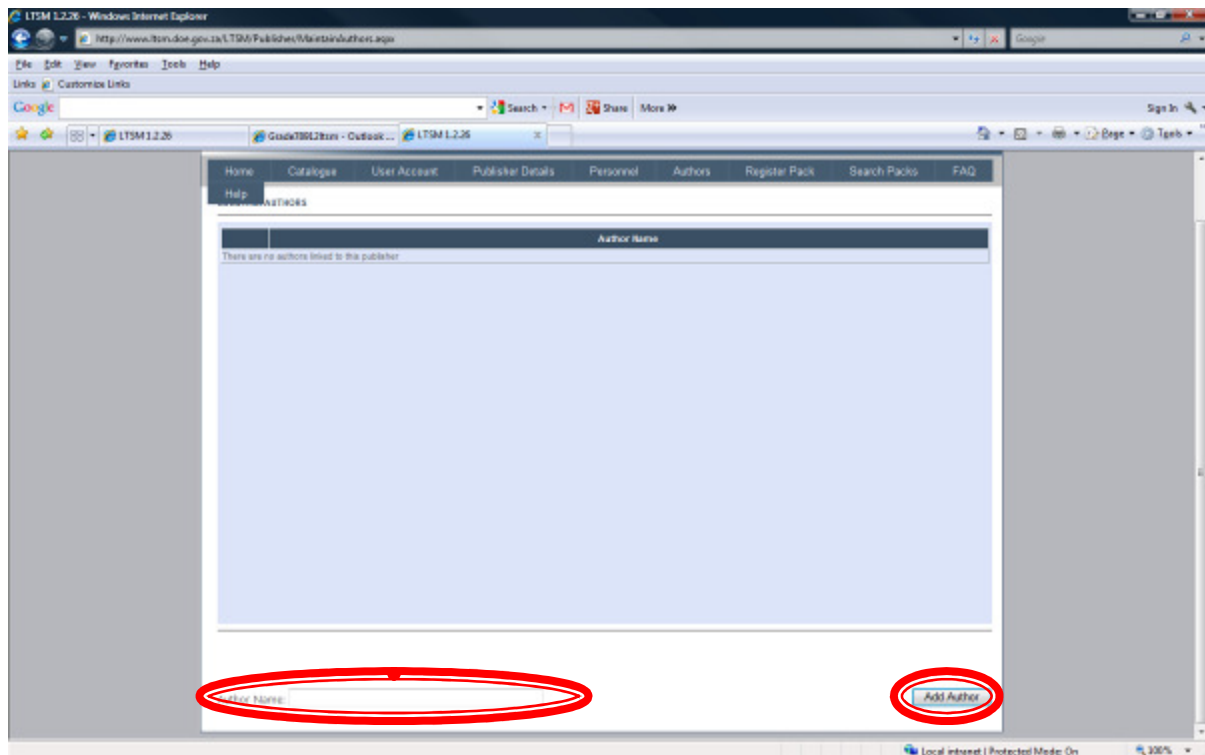
#### 4. PUBLISHER HOME PAGE

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.

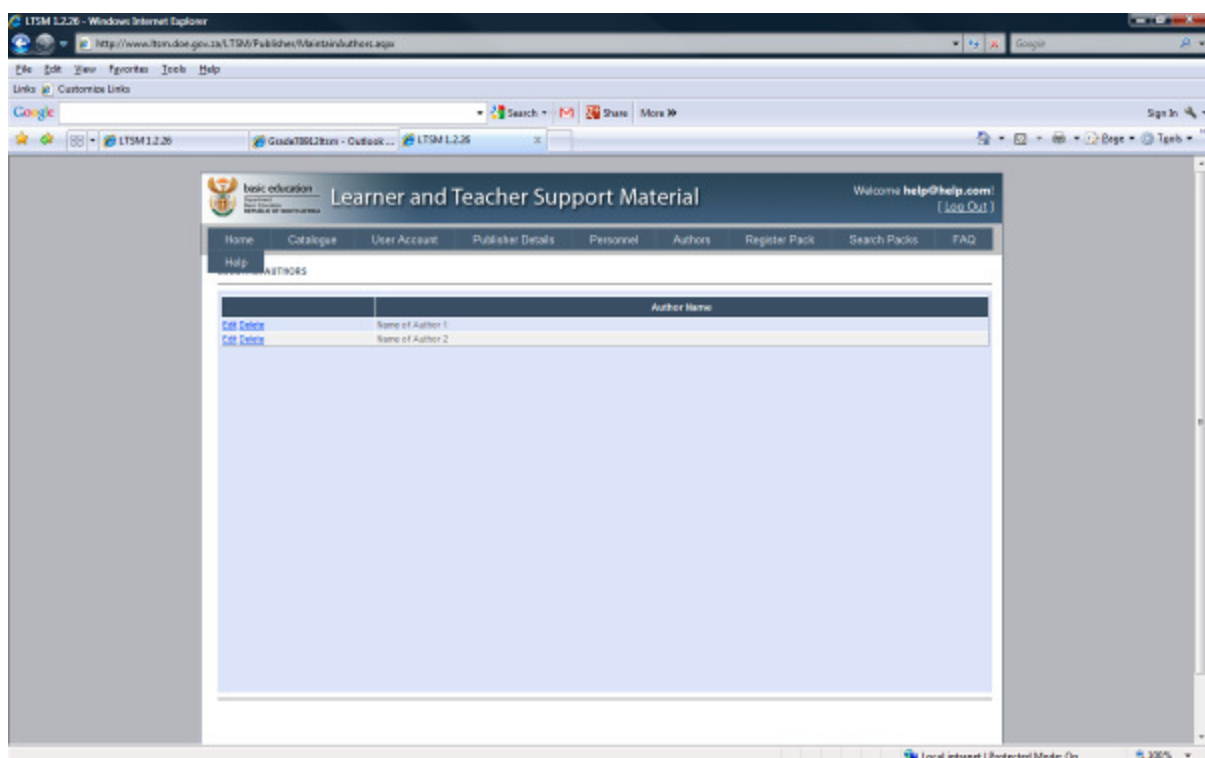
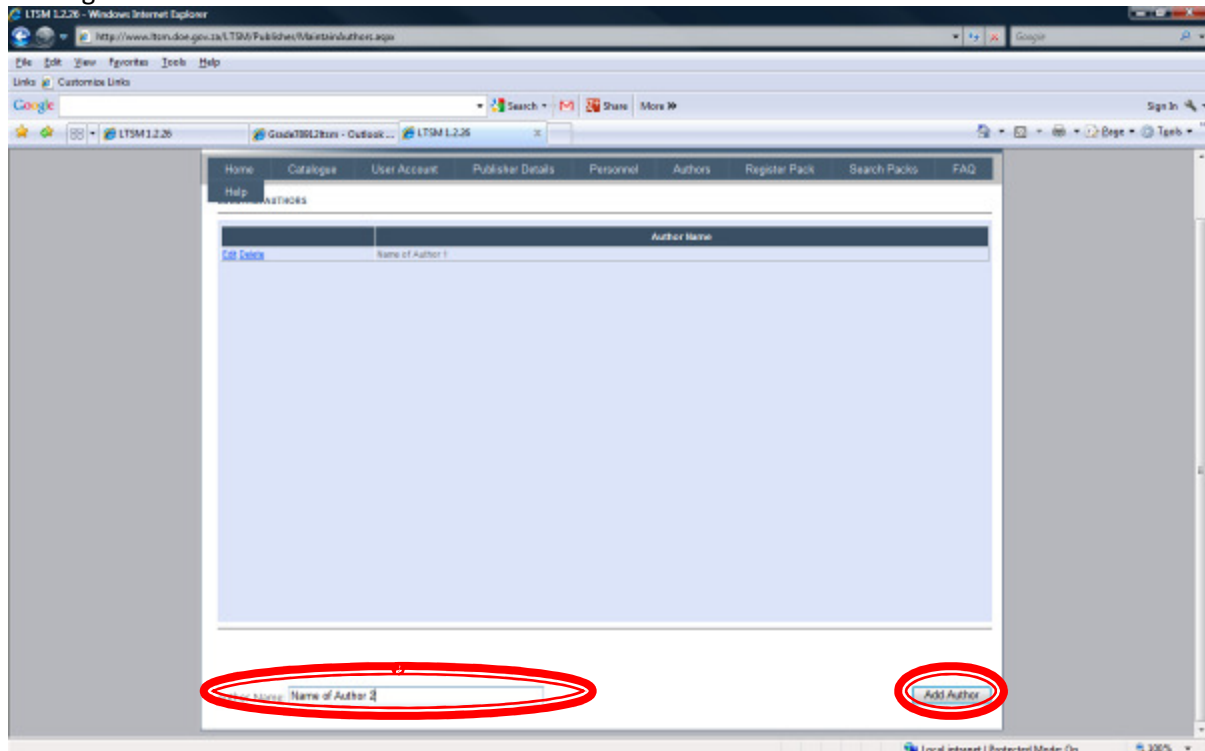


## 5. AUTHORS

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.

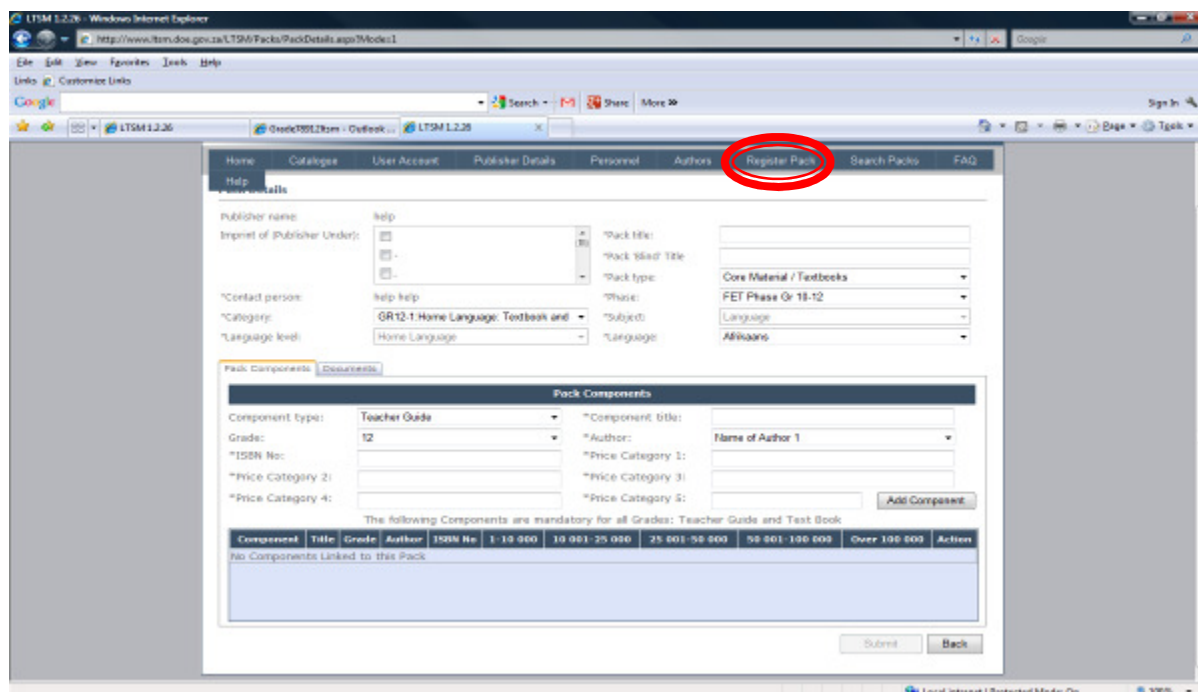


Authors can then be deleted and edited using the **“Delete” and “Edit”** functions in the left column.

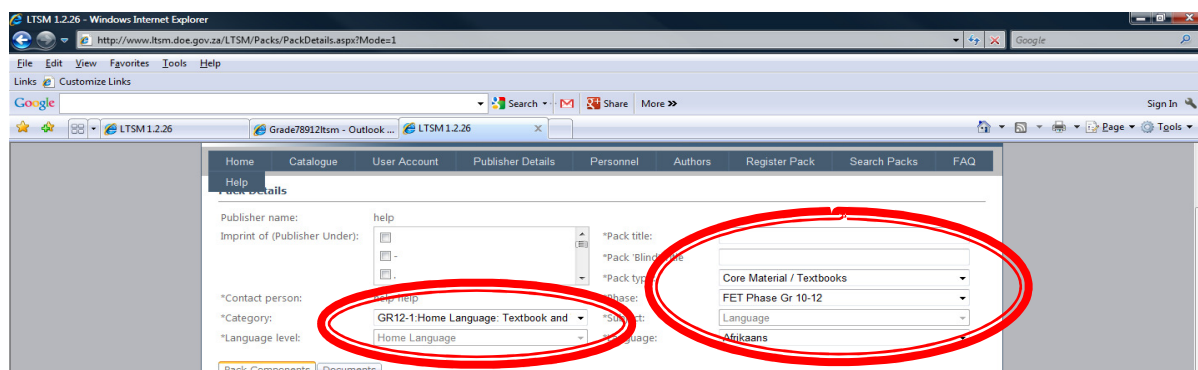


## 6. REGISTER PACKS

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 Publisher or Personnel will first provide details regarding the Pack (LTSM material) at the top of the screen:



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

**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.

**Category:** The system will constrain some of the selections on the screen (such as Subject; Language; and Language Level) according to the Category that has been selected.

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

**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.

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

**Phase:** The Phase (e.g. FET Phase Gr 10-12) must be selected.

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

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

**The following are the only languages to be registered:**

- IsiNdebele
- IsiXhosa
- IsiZulu
- Sepedi
- Sesotho
- Setswana
- SiSwati
- Tshivenda
- Xitsonga

After providing the details at the top of the screen, the Publisher or Personnel will provide details regarding the Component at the bottom of the screen, e.g. ISBN, Component Title, Price bands, etc. The system will constrain the selection of items for the Component according to the requirements specified on the Default LTSM Page.

The screenshot shows the LTSM 3.2.26 web application interface. The 'Pack Components' section is highlighted with a red oval. It contains the following fields:

- Component type: Teacher Guide
- Grade: 12
- Author: digudigud
- ISBN No:
- Price Category 1:
- Price Category 2:
- Price Category 3:
- Price Category 4:
- Price Category 5:

Below the form is a table showing the relationship between components and packs:

Component	Title	Grade	Author	ISBN No	1-10 950	10 951-25 000	25 501-50 000	50 501-100 000	Over 100 000	Action
No Components Linked to This Pack										

**Component Type:** This is the type of Component, e.g. Anthology

**Component Title:** This is the title/name of a specific Component of the Pack, e.g. the title of the Text Book. The title may specify the grade, subject and title.

**Grade:** This is the grade for which the Component is intended.

**Author:** Authors must be specified for each Component.

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

**Price categories:** 1- 5 Prices must be entered for a specific Component. Please note that this must be the full price – i.e. including VAT.

**Pack Details**

Publisher name: SharpShoot Publishing

Imprint of (Publisher Under):

\*Contact person: Peter Charles Madi

\*Category: GR12-1 Home Language: Textbook and

\*Language level: Home Language

\*Pack title: Itshute ka lekhabe

\*Pack ISBN title: Itshute ka lekhabe

\*Pack type: Core Material / Textbooks

\*Phase: FET Phase Gr 10-12

\*Subject: Language

\*Language: Afrikaans

**Pack Components**

Component type: Teacher Guide

Grade: 12

\*ISBN No:

\*Price Category 1:

\*Price Category 2:

\*Price Category 3:

\*Price Category 4:

\*Price Category 5:

\*Component title:

\*Author: BS Makhange

\*Price Category 1:

\*Price Category 2:

\*Price Category 3:

\*Price Category 4:

\*Price Category 5:

The following Components are mandatory for all Grades: Teacher Guide and Text Book

Component	Title	Grade	Author	ISBN No	1-10 000	10 001-25 000	25 001-50 000	50 001-100 000	Over 100 000	Action
Teacher Guide	Itshute ka lekhabe, Sepedi HL, Teacher Guide, Grade 12.	12	HS	978-1-920422-83-9	75.00	89.00	93.40	99.40	93.73	
Text Book	Itshute ka lekhabe, Sepedi HL, Text Book, Grade 12.	12	HS	978-1-920422-84-2	110.00	101.20	93.10	85.65	79.00	

**Add Component**

Once the details have been specified for the Component, the user will select **"Add Component"**, after which the Component will be added to the table as shown above. The user will then click **"Submit"** as shown below to register the Pack.

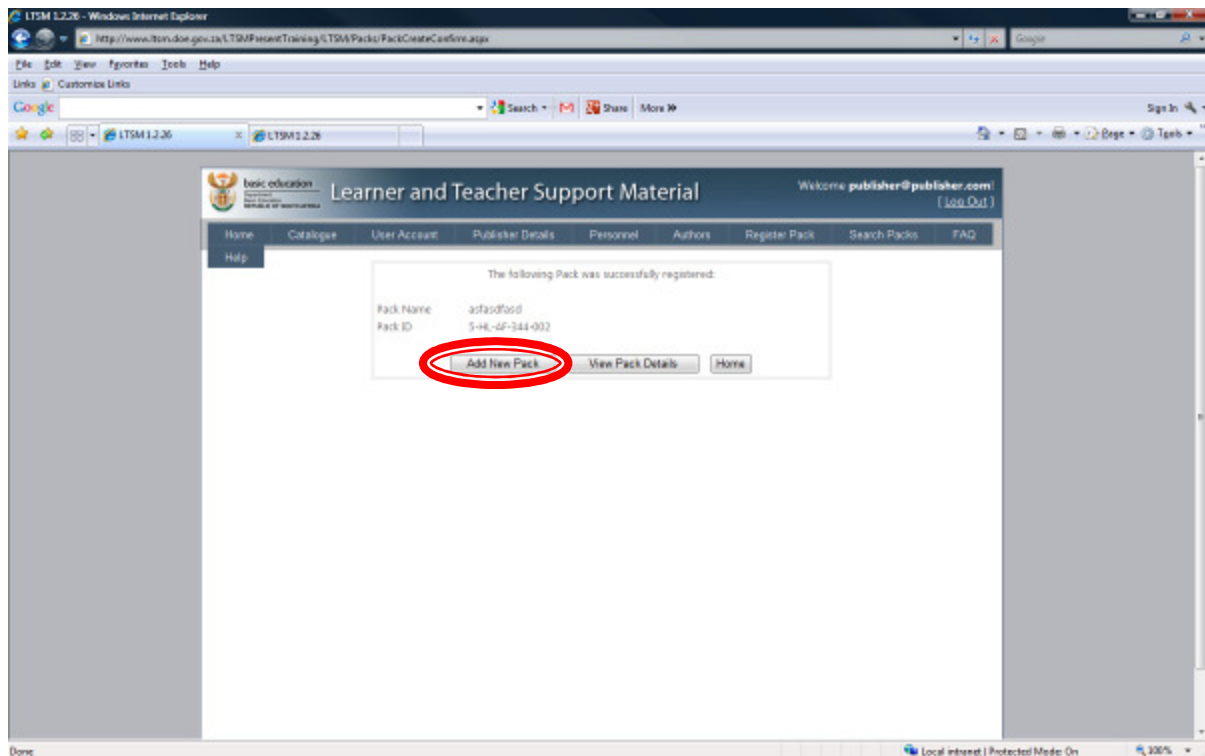
**NB: Only one component may be registered.**

The following Components are mandatory for all Grades: Novel

Component	Title	Grade	Author	ISBN No	1-10 000	10 001-25 000	25 001-50 000	50 001-100 000	Over 100 000	Action
Novel	UGTHYRUG 2	Novel	Itshute ka lekhabe	978-0-987-90000-8	18.00	34.00	32.00	21.90	12.90	Delete
Novel	UGTHYRUG 8	Novel	Itshute ka lekhabe	978-0-987-90000-8	35.00	34.00	32.00	21.90	12.90	Delete
Novel	UGTHYRUG 9	Novel	Itshute ka lekhabe	978-0-987-90001-6	35.00	34.00	32.00	21.90	12.90	Delete

**Submit**

After registering a pack, the user can either continue to register another pack by clicking on **"Add New Pack"** or view the registered pack on **"View Pack Details"** as on the screen below.



**PLEASE NOTE:**

**“The pack ID cannot be changed once submitted”**

The system provides the options relevant to the category as outlined on the “Invitation to Submit and Terms of Reference” which is displayed on the Default LTSM Page. All of the mandatory elements of the component must be added before the system will enable the **“Submit”** button. It is the responsibility of the Publisher to ensure that the correct language is selected for the Pack being registered. If the Pack is not in line with the requirements, the DBE will reject the registration.

## 7. SEARCH PACKS

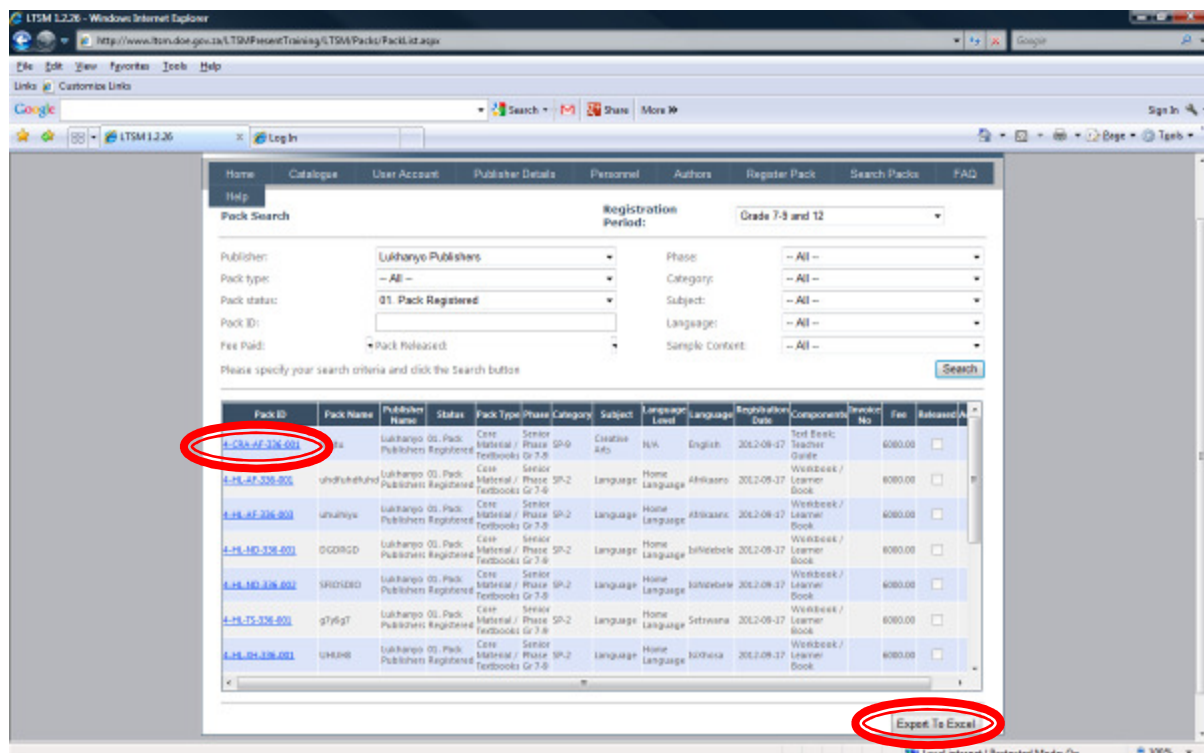
Packs can be searched for by selecting the “**Search Packs**” menu option. The Publisher or Personnel must provide search criteria and select the “**Search**” option in which case the system will load the search results.

The screenshot shows the LTM 1.2.26 web application interface. The browser window title is "LTM 1.2.26 - Windows Internet Explorer". The address bar shows the URL "http://www.tlmdoe.gov.za/LTM/FacetTraining/LTM/Packs/PackList.aspx". The page title is "Learner and Teacher Support Material". The user is logged in as "Welcome kutala\_m@yahoo.com!". The navigation menu includes: Home, Catalogue, User Account, Publisher Details, Personnel, Authors, Register Pack, Search Packs, and FAQ. The "Search Packs" section is active, showing a "Pack Search" form. The form includes a "Registration Period" dropdown set to "Grade 7-9 and 12". The search criteria are as follows:

Field	Value
Publisher	Luthando Publishers
Pack type	All
Pack status	01 Pack Registered
Pack ID	
Free Pack	Pack Released
Phase	All
Category	All
Subject	All
Language	All
Sample Content	All

Below the search criteria, there is a "Search" button highlighted with a red circle. Below the search button, there is a table with the following columns: Pack ID, Pack Name, Publisher Name, Status, Pack Type, Phase, Category, Subject, Language, Level, Language, Registration Date, Components, Bracket No, Fee, Released, and Action. The table currently shows "No Data Available".

The system will load the below screen with all packs as per the criteria used.



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.

