Province of the EASTERN CAPE EDUCATION

LEARNER AND TEACHER SUPPORT MATERIAL

ORDER MANAGEMENT SYSTEM

(LTSM-OMS)

INSTALLATION

AND

USER MANUAL

APRIL 2013

LTSM PROJECT OFFICE

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Part 1: Installation

Follow the instructions as indicated below to install the Requisition Tool (LTSM-OMS) onto your computer or laptop. This needs to be completed first before you will be able to use the tool for making requisitions.

1. Click the self-extracting file named **LTSMOMSInstall**.
2. A dialog box will open asking whether you want to Save or Run the file.
3. Select/Click the *RUN* option and the following dialog box will appear:
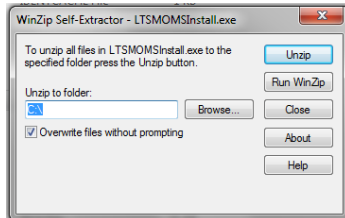

4. Do NOT change the *Unzip to folder:* information.
5. Click on the <Unzip> button.
6. If the extraction/installation was successful, the following message box appears:
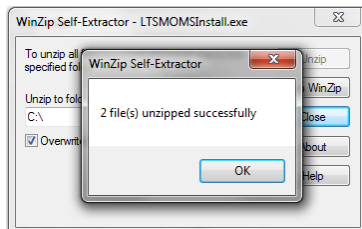
7. Click on the <OK> button to close the Message Box and click on the <Close> button to complete the Installation.
8. Close the Web Browser that you used to connect to the Departmental Website.
9. On your desktop, double-click the "Computer" or "My Computer" icon.
10. In the window which opens, select and click on the C: drive on the left-hand side as shown below:
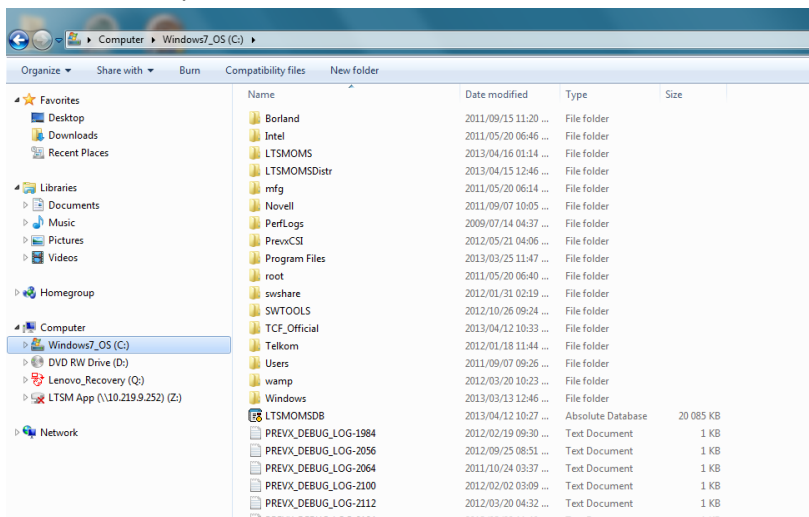
11. On the right-hand side of the window, double-click the LTSMOMS folder to open it.
12. You will see two files inside the folder as follows:
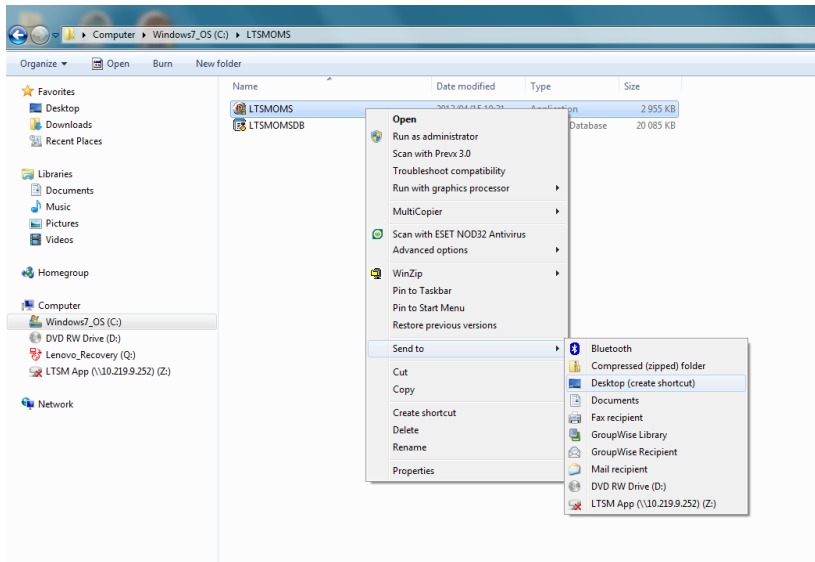
13. Right-click on the LTSMOMS file and from the pop-up menu, select and click Send to > Desktop (create shortcut) as shown above.

14. This will create a shortcut to the program on your desktop screen. The shortcut icon looks as follows:
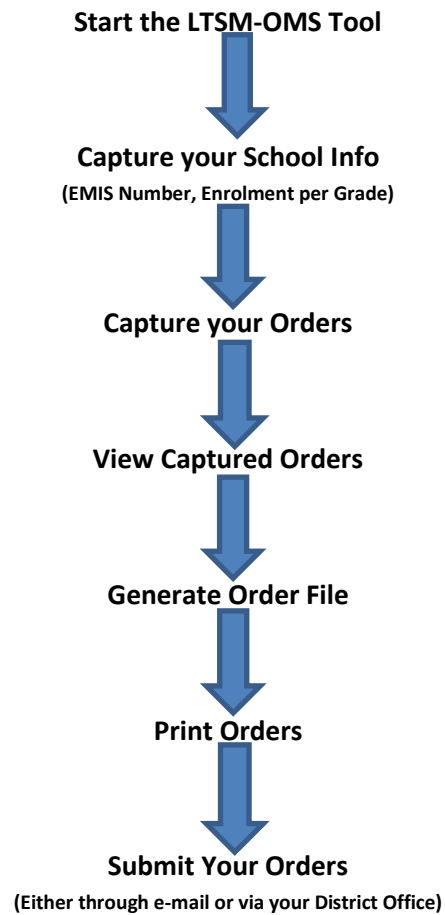

15. Double-clicking this icon will start the LTSMOMS programme/Requisition Tool.

Part 2: Ordering Process

Once you have discussed which titles you want to order and how many copies of each title, you are ready to capture the information using the LTSM Order Management System (LTSM-OMS).

The process for ordering is described in the diagram below:

Start the LTSM-OMS Tool

Capture your School Info
(EMIS Number, Enrolment per Grade)

Capture your Orders

View Captured Orders

Generate Order File

Print Orders

Submit Your Orders
(Either through e-mail or via your District Office)

At the end of the process, both the electronic Order File as well as the printed copy should be submitted. Should you submit the electronic Order File through e-mail, the hardcopy file should still be submitted to your District Office.

Part 3: User Manual

In this part of the manual, the steps that need to be taken to place orders are outlined. Please follow these steps in order to correctly place orders for your school.

3.1 Getting Started

To start the LTSM-OMS tool, double-click the shortcut icon (as shown above) on the desktop screen which was created during installation process. This will start the tool and display the screen as shown below:
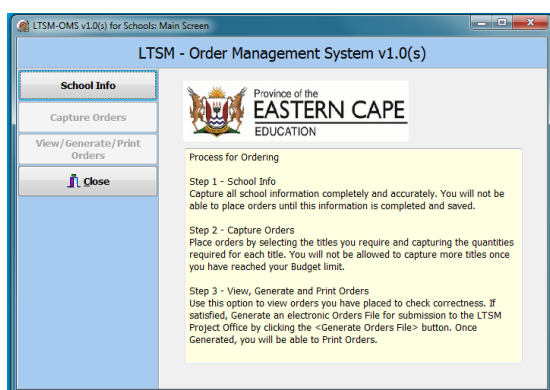
Please read the information on the *Process for Ordering* as shown in the yellow part of the screen.

3.2 School Info

To complete the school information required for orders to be placed, click on the <**School Info**> button. The following screen is displayed:

Use this form to capture your **6 digit EMIS Number**, which will display the school name, district name and whether the school is Section 20 or 21. For each grade, also capture the **number of learners / learner enrolment** at your school. The enrolment figures will be used to validate the quantities ordered so that incorrect high quantities are not mistakenly captured.

Once all information has been correctly and accurately captured, click on the <**Save**> button to save the captured information. Doing so will cause a conformation message to be displayed:
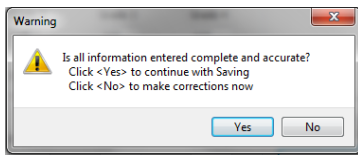
Click <Yes> to save the captured information or click <No> to return to the School Info screen and make any corrections. Once corrections (if any) have been effected, click <**Save**> again.

Please note that clicking the <**Cancel**> button before saving the information will cause the captured information NOT to be saved.

Clicking either the <**Save**> or <**Cancel**> buttons will close the School Info screen and return you to the Main Screen as shown in 3.1 above.

3.3 Capture Orders

Important: **When placing orders, start with the implementing grades (if offered at your school) for 2014, i.e. grades 7, 8, 9 and 12 as well as the NSTech (Natural Sciences and Technology) titles for grades 4, 5 and 6, before placing orders for other grades.**

To capture your requisitions/orders, click on the <**Capture Orders**> button on the Main form/screen to display the form/screen below:
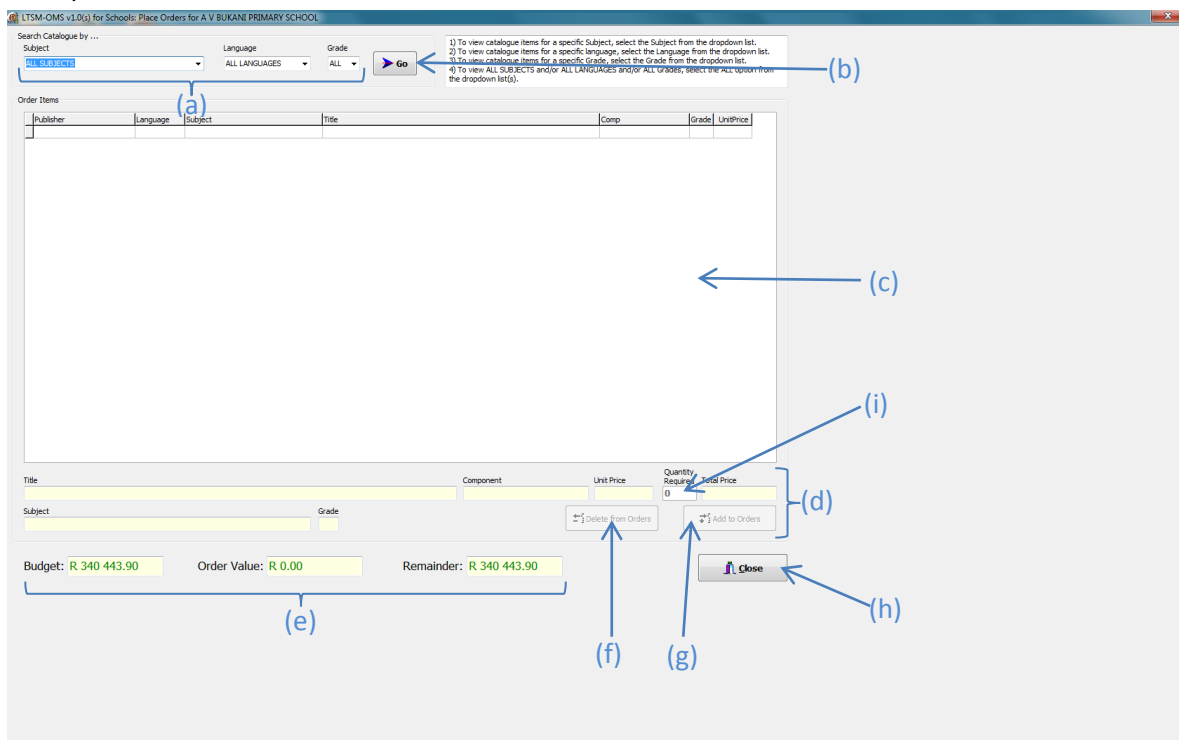
Check that the name of your school appears in the title bar at the top of the form. Also note the budget value, order value and remaining budget at the bottom of the screen (indicated by (e)).

Filtering:

Before commencing with the actual capturing of the requisitions/orders, you can filter the catalogue using the filters marked (a). You can filter/select titles for a particular Subject and/or Language and/or Grade using the drop-down lists. Should you, for instance, select Accounting from the Subject drop-down list, only Accounting titles will be displayed in the grid marked (c).

Once you have made your selections using the filters, click the <**Go**> button marked (b) to display the titles for your selection. If no titles appear in the grid, it means there are no titles for your filter selections in the catalogue. In this case, review/change your filter selections.

You can also leave the filters as is (ALL Subjects, ALL Languages, ALL grades) and click <**Go**> to see the entire catalogue in the grid.

Adding an Order:

Once you've made your filter selections and clicked <Go>, all the relevant book titles will appear in the grid. The highlighted title will also appear in the textboxes below the grid (marked (d)).

Please note that you may not be able to see all the relevant titles in the grid. Use the scroll bars to scroll up and down the list of titles in the grid.

When you see a title for which you want to place an order, double-click that title in the grid. The Quantity Required textbox (marked (i)) becomes enabled. Type in the quantity/number of copies of the title that you want to order. Note that the Total Price is displayed for the title. Click the <Add to Orders> button to save the order. The Total Price is now added to your Order Value as can be seen at the bottom of the form (marked (e)).

You are now ready to Add an order for the next title you want to order. Repeat the instructions in the previous paragraph.

Note: *Once you have reached your budget limit, you will not be able to add more orders.*

> **_VERY IMPORTANT_: *Prices indicated in the Tool do NOT include the cost for delivery/distribution of books to schools. As such, prices indicated serve as a guideline only as the Department has not negotiated distribution costs as yet.***

Changing/Updating an Order:

Should you need to increase or decrease the quantity for s specific title you have ordered, double-click that title again so that it is displayed in the textboxes below the grid (marked (e)). You are now able to increase/decrease the quantity as long as this change does not increase your Order Value beyond your Budget limit.

Once you have amended the quantity, click the <Update Order> button to save the changes.

Should you discover that you have double-clicked the wrong title and you want to return to the grid to make a different selection, ensure that the quantity is zero (0) and click the <Change Selection> button. This will allow you to make another selection in the grid.

Note: *The <Add to Orders>, <Update Orders> and <Change Selection> buttons is actually the same button (marked (g)). The caption and function of the button changes depending on the context of the current operation.*

Deleting an Order:

If you have mistakenly placed an order for a wrong title, or you need to delete some orders to enable you to place other orders once you near your budget limit, such orders can be deleted individually. To do this, select the title which you want to delete the order for such that it appears in the textboxes below the grid, and click on <Delete from Orders>. A message appears to confirm whether you are deleting the order intentionally. Click <Yes> to continue with the deletion or <No> to cancel the deletion.

Your Order Value is adjusted accordingly.

Once you have placed all your orders, click on the <**Close**> button to return to the Main Form.

Note: At any time during the ordering process, you can close the Ordering form or the entire LTSM-OMS Tool. All your information, which you have saved using the Save/Update buttons, will be saved and you will be able to return and see your orders the next time to use the Tool.

3.4 View Orders

To view all orders that you have placed thus far, click the <**View/Generate/Print Orders**> button on the Main Form and the form below is displayed. This button will only be available/enabled once you have actually placed at least one order.
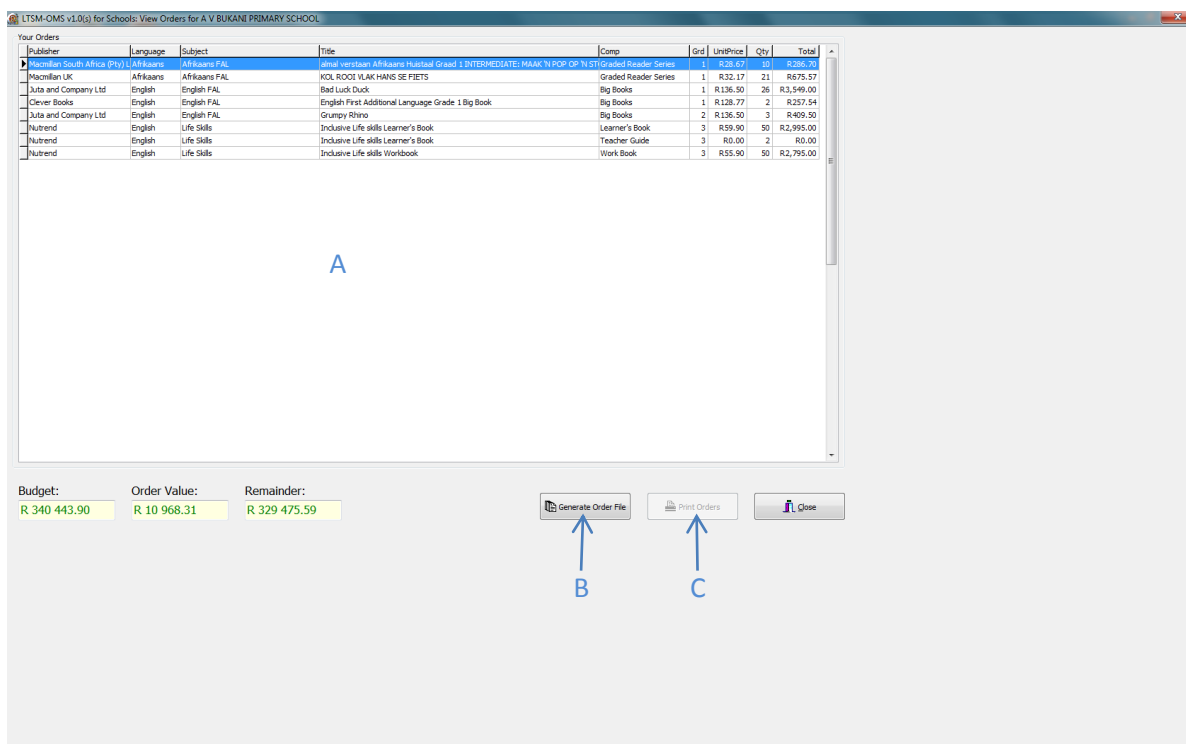

All orders placed are displayed in grid 'A'. If necessary, use the scroll bars to scroll up and down the list to view all orders. You will NOT be able to make any changes to the orders in this form. If you need to make add/change/delete orders, close this form and open the Capture Orders form as described under paragraph 3.3.

3.5 Generate Order File

Once you 100% sure that all orders are accurately captured, the next step is to generate your Order File.

This is done by clicking on the <**Generate Order File**> button. Once you click on this button, a message (shown below) is displayed confirming that you want to continue with the Order File generation.
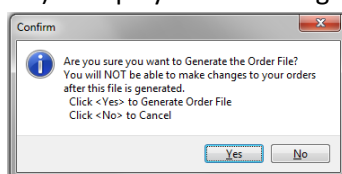
VERY IMPORTANT: Once you click the <Yes> button on this message, you will NOT be able to make any further additions or changes to your orders. If you are not 100% sure that all orders are accurate, click <No> to return to viewing orders without generating the Order File.

If you click <**Yes**> on the confirmation message, another message is displayed, indicating whether the Order File generation process was successful. The message will look similar to the one shown below:
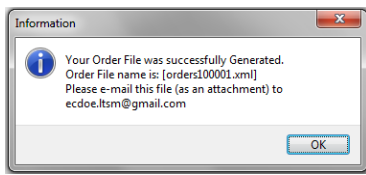

This message tells you the name of the Order File (which is basically the word "orders" and your school's EMIS number). The Order File will be saved in the LTSMOMS folder on the C: drive of your computer/laptop. This is the file which should be submitted electronically either to your District LTSM Coordinator OR through e-mail to ecdoe.ltsm@gmail.com.

IMPORTANT: Please do NOT tamper with this file as you may damage/corrupt the file. All electronic submissions will be electronically uploaded to the central database and if your file has been tampered with we will NOT be able to upload it and your orders will not be part of the central order.

3.6 Print Orders

Once you have generated the Order File, the <**Print Orders**> button will be available/enabled. Click this button and the *Output Options* dialog is displayed:
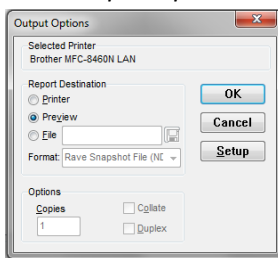
You need not change anything on this dialog. Click the <**OK**> button and a Print Preview window is opened and displayed:
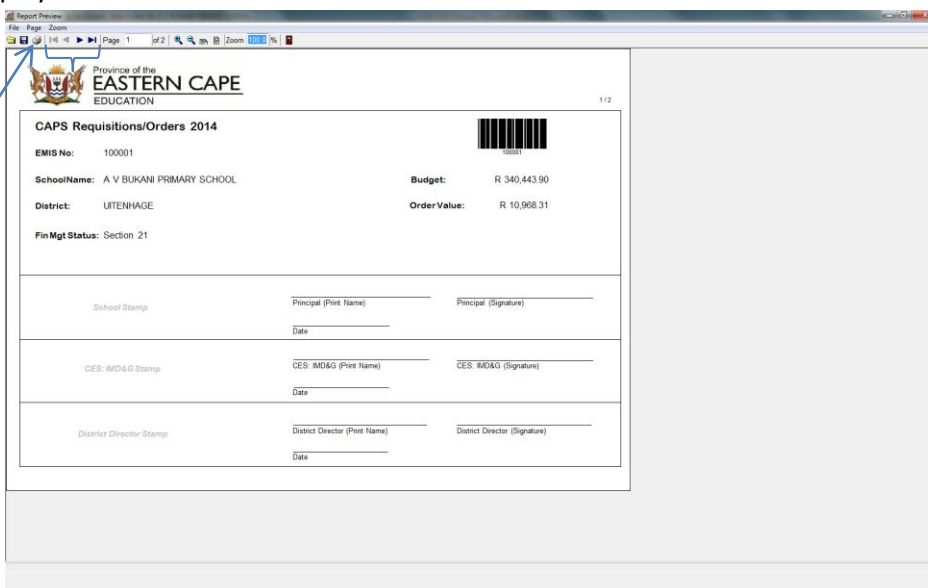
The picture above shows only the Cover page of your order. If you want to view the other pages with the actual orders, use the navigational buttons indicated by the curly brackets.

To actually print your orders, click on the print button indicated by the arrow and follow the prompts.

Please Note: *In order to print out your orders, you need to be connected to a working printer.*

3.7 Submitting your Orders

For a full and valid submission of your orders, you need to submit both the electronic copy of the Order File as well as the signed and stamped printed copy of your orders.

The electronic Order File can be submitted either to your District LTSM Coordinator or through e-mail to ecdoe.ltsm@gmail.com.

The printed copy should be submitted to the District LTSM Coordinator.

IMPORTANT: Your submission is only considered complete once you submit the signed and stamped hardcopy of the orders.