

## **ANNEXURE B**

### **QUICK GUIDE TO ORDER CAPS TEXTBOOKS ONLINE (CEMIS)**

#### **OFFLINE:**

1. Receive national catalogue of approved CAPS textbook titles per subject via a Registry Circular.
2. Print a copy, peruse and discuss the selection of a textbook per subject with your colleagues.
3. Visit an Exhibition, CAPS book display or your District Resource Centre to view the approved textbooks.
4. Meet with your colleagues and make your textbook selection.
5. Record your schools textbook selection and quantities per subject offered on the hardcopy order form provided.
6. Verify this information with all relevant educators, grade and subject heads.

#### **YOU ARE NOW READY TO CAPTURE YOUR CAPS TEXTBOOK ORDER ONLINE**

#### **ONLINE:**

1. Log on to CEMIS (or iSAMS) using your school's login and password.
2. Note the ordering guidelines and due date for completion of online orders.
3. Click the "Administration" tab on the menu bar. A drop down list will appear. Select "CAPS Gr11 Textbooks". A sub menu will appear. To capture your order, select "CAPS Gr11 Orders"
4. The "Select Subject" and "List of Subjects Captured" boxes will appear on your screen. Click on the down arrow on the right hand side of the "Select Subject" box. The list of subjects offered by your school will be reflected in the drop down menu. Click on the first subject for which textbooks must be ordered.
5. After selecting the subject, the screen will display all the approved textbook titles for that subject. To order a specific textbook title, select the textbook title by ticking the textbox next to the book title. Enter the quantity of books to be ordered for the textbook titles selected.  
**Note** that the system will allocate a teacher guide for every textbook title ordered. Schools will not be able to capture quantities for teacher guides.
6. To save the order captured, click the "Save Book Quantities" button. The screen will reflect the following message "Record(s) inserted successfully". Click on the "OK" button to exit from this screen.
7. The system will go back to the "Select Subject" screen to allow you to select the next subject to order textbooks for.
8. Continue to capture your textbook order for each subject offered by your school by following steps 4-6 for each subject.
9. Note that as you complete your order for a subject and save the quantities, this subject is reflected under the "List of Subjects Captured for already".
10. You can change (reduce or increase quantities; delete titles chosen or select new titles) by using the "update" and or "delete" buttons.
11. To save the changes click "Save Book Quantity". Then click "OK" to exit the screen.
12. The Administrator can print a copy of the captured textbook order, which must be verified by the relevant educators and the principal.
13. To sign off your captured CAPS Gr.11 Order: Click the "Administration" tab on the menu bar. A drop down list will appear. Select "CAPS Gr 11 Textbooks" .A sub menu will appear. Select "CAPS Gr 11 Signoff".
14. After selecting "CAPS Gr11 Signoff" from the sub menu, a screen depicting your full order and a declaration will appear.
15. The principal is required to:
  - ✓ Verify the textbook titles captured and the quantity ordered for each textbook.
  - ✓ Capture his/her Name and Surname in the textbox provided.
  - ✓ Capture the capturer's Name and Surname in the textbox provided.
  - ✓ Click the "Signoff Details" button to sign off the textbook order.
16. After clicking the "Signoff Details" button the message, "Record(s) updated Successfully" will be displayed on the screen.. Click the "OK" button to exit from this screen.
17. The principal's details will automatically be populated into the textbox in the Declaration.

**CONGRATUALIONS YOU HAVE COMPLETED YOUR ONLINE CAPS TEXTBOOK ORDER**